



Texas State Law Library  
Human Resources

# WORKFORCE ANALYSIS & RECRUITMENT PLAN

Effective Date: 1/17/15

## INTRODUCTION

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The mission of the State Law Library is to serve the legal information needs of the Courts and the citizens of the State of Texas. The State Law Library values and celebrates the diversity of the population of the State of Texas and seeks to represent and promote that diversity within its staff. In order to do so, the State Law Library has developed Equal Opportunity Employment, Americans with Disabilities Act, and Recruitment Plan policies to ensure that all employment actions are conducted in a way that provides qualified citizens of Texas a way to join our library and excel in our mission, without regard to race, color, sex, national origin, religion, age, or disability.

We are firmly committed to cultivating a qualified, professional workforce that is also representative of the ethnic diversity of the State of Texas. The purpose of this policy is to develop strategies to maintain a non-discriminatory professional environment and to recruit and sustain a diverse workforce in compliance with state and federal equal opportunity employment laws. In conjunction with the State Law Library's Equal Opportunity Employment policy, the Recruitment Plan is devised to help the State Law Library achieve a diverse workforce that is representative of the State of Texas. This plan sets forth responsibilities to administration and employees of the State Law Library to identify and address problem areas in our workforce demographics. To do so, we will remove discriminatory barriers to equal employment opportunity such as hostile workplaces, harassment, or cultural insensitivity. We will simultaneously increase job vacancy advertisement efforts to underutilized demographic groups to promote and encourage their participation in our agency. Diversity, equity, and fairness are core values of the State Law Library and we are committed to seeking and retaining staff who share these values.

## REFERENCES

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The State Law Library complies with all applicable federal employment laws, including but not limited to, the following federal statutes:

1. Title VII of Civil Rights Act of 1964 (42 USC §2000e et seq), as amended, and its implementing regulations at 29 CFR Part 37, which prohibit intentional discrimination in hiring, firing, promotion, compensation, and other terms, privileges, and conditions of employment based on an employee's race, color, religion, sex and national origin.
2. Civil Rights Act of 1991 (42 USC §1981 et seq), which prohibits all racial discrimination in the making and enforcing of contracts, the discriminatory use of test scores, and impermissible consideration of race, color, religion, sex or national origin in employment practices.
3. Age Discrimination in Employment Act (ADA) of 1967 (29 USC §621 et seq), as amended, which prohibits discrimination against individuals age 40 and older.
4. Rehabilitation Act of 1973 (29 USC §701), which general prohibits employment practices that discriminate on the basis of disability.



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5. Equal Pay Act of 1963 (29 USC §206(d)), as amended, which requires equal pay for men and women performing substantially equal work.
6. Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008, which prohibit discrimination against qualified individuals with disabilities.
7. Pregnancy Discrimination Act of 1978 (amending 42 USC §§2000e and 2000e-2), which prohibits discrimination based on pregnancy or related conditions.
8. Fair Labor Standards Act of 1938 (FLSA), which provides minimum standards for both wages and overtime entitlement, and provides administrative procedures by which covered work hours must be compensated.
9. Genetic Information Nondiscrimination Act (GINA) of 2008 (42 USC §2999ff et seq), which prohibits employment practices that discriminate on the basis of genetic information, including hiring, promotion, termination, pay, job placement, and other aspects of employment.

The State Law Library also complies with all applicable state employment laws, including but not limited to, the following state statutes:

1. Texas Commission on Human Rights Act (Texas Labor Code Chapter 21), which prohibits employment discrimination based on race, color, disability, religion, sex, national origin, or age.
2. Governor's Committee on People with Disabilities (Texas Human Resources Code Chapter 115), which monitors the state's compliance with the ADA and other federal and state statutes relating to the rights and opportunities for people with disabilities.
3. Veteran's Employment Preference (Texas Government Code Chapter 657), which provides veteran's employment preference for veterans, widows of veterans, and orphans of veterans.

## POLICY STATEMENTS

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The State Law Library shall conduct all employment actions in compliance with state and federal laws that prohibit intentional discrimination in the workplace.

The State Law Library shall conduct all employment actions, such as hiring, reduction in force, promotions, compensations, benefits, etc, without regard to race, color, sex, national origin, religion, age, or disability. All employees shall endeavor to comply with the State Law Library's Equal Opportunity Employment policy, the Americans with Disabilities Act policy, and the Workplace Harassment and Discrimination policy. Any individual who feels they have been discriminated against in violation of these policies may submit a complaint for timely and thorough investigation. Guidelines for submitting complaints or grievances are clearly contained within each policy.

Retaliation against any person who submits a complaint under these policies or who participates in the investigation of any complaint is strictly prohibited.

The State Law Library shall complete a biennial workforce analysis in compliance with Texas Labor Code 21.501 and develop a recruitment plan to recruit underrepresented demographic groups in compliance



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with Texas Labor Code 21.502. It is the mission of the State Law Library to have a staff that reflects the diversity of the State of Texas.

## DISSEMINATION OF POLICY

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The Recruitment Plan, Equal Employment Opportunity policy, and Americans with Disabilities Act policy shall be available on the SLL intranet for review by employees at any time. The Recruitment Plan shall be distributed to applicants, prospective employees, state agencies, and the general public upon request by the Chief Fiscal Officer. The following measures shall be obeyed to maximize awareness and effectiveness of the SLL's Equal Employment Opportunity Policy:

The EEO policy shall be contained in the Employee Handbook and the New Employee Orientation Packet.

The EEO policy and Recruitment Plan shall be made available to job applicants and employees upon request.

EEO training shall be required within the first 30 days of employment and every two years thereafter.

All job announcements will clearly identify the State Law Library as an Equal Opportunity Employer and ADA Compliant Employer and state that our policies will be made available upon request.

The State Law Library will utilize recruitment sources that comply with Equal Opportunity Employment policies.

Upon revision of the EEO policy, the Americans with Disabilities Act policy, or the Recruitment Plan, a new copy of the revised policy will be distributed to each employee.

## RESPONSIBILITIES FOR IMPLEMENTATION, STRATEGIES, AND TIMELINES

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### EXECUTIVE DIRECTOR

- Ensure adequate resources are available to implement the Recruitment Plan.
- Provide periodic workforce evaluation reports to the Texas Workforce Commission regarding recruitment efforts, workforce diversity, and improvements in these areas.
- Ensure that hiring managers place emphasis upon the Recruitment Plan when hiring subordinate staff.
- Take immediate action regarding all violations or noncompliance of the Equal Employment Opportunity policy and Recruitment Plan.
- Provide final approval of all hiring decisions.



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## CHIEF FISCAL OFFICER

- Perform periodic reviews and revisions of Recruitment Plan.
- Promote awareness and enforcement of Equal Employment Opportunity Goals.
- Serve as liaison between the agency and enforcement entities such as the Texas Workforce Commission Civil Rights Division.
- Serve as liaison between the agency and minority organizations to foster positive relationships and promote employment opportunities.
- Receive complaints of and investigate violations or noncompliance of the Equal Employment Opportunity policy and Recruitment Plan.
- Monitor exit interviews to determine whether EEO violations factored into the employee's departure.
- As vacancies occur, conduct a workforce analysis to determine whether underutilization has occurred in that category. Based on this information, utilize the following procedure:
  1. Consult with hiring supervisors about vacancies and potential applicant pools
  2. Assist with advertisement efforts to target potential job applicants in underutilized groups
  3. Conduct the candidate selection process in accordance with established policies
- Oversee the development of job descriptions to ensure that they are non-discriminatory with respect to race, color, religion, age, national origin, gender or disability.
- Be responsible for all reporting requirements.

## SUPERVISORS AND EMPLOYEES

- Seek out minority professional organizations with which to form professional relationships and from which to recruit qualified applicants.
- Encourage qualified women and minorities to apply for job openings.
- Maintain a professional environment free from discrimination, hostility, and harassment.

## WORKFORCE ANALYSIS

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Texas Labor Code Section 21.501-502 requires each agency to analyze its workforce each biennium and compare the number of African Americans, Hispanic Americans, and women employed to the statewide civilian workforce to determine the exclusion or underutilization of each group.

During Fiscal Year 2017, the State Law Library employed a total of 14 employees. Minorities constituted 42.85% of our total workforce, an increase from 29.4% in Fiscal Year 2015. Women constituted 76.5% of our workforce, a decrease from 88.2% in Fiscal Year 2015, but a number that is closer to statewide demographic distributions. Attached is an analysis of our workforce composition and identification of problem areas and underutilized groups. Also attached is a recruitment plan to foster growth and representation in the underutilized demographic groups.



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## IDENTIFICATION OF PROBLEM AREAS/GAP ANALYSIS

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The State Law Library made significant gains in minority representation overall in Fiscal Year 2017. 42.85% of our total workforce were minorities, and women composed 76.5% of our workforce. The State Law Library hired 4 new employees in FY2017, one of whom is an African-American woman and one of whom is a Hispanic man.

The support staff at the State Law Library is almost entirely composed of positions categorized in the EEO category "Paraprofessional." Because the United States Census Bureau's American Community Survey for Texas does not include the category "paraprofessional," we do not have Census data for the statewide civilian workforce demographics of this category. Therefore, we have included data from the Administrative Support category for comparison purposes. We do not employ any staff in the EEO categories of Service/Maintenance, Protective Services, Skilled Craft Worker, or Technicians, nor does the Library plan to create any positions in these categories. For this reason, these categories are not analyzed in this report.

According to the 2017 Workforce Profile Comparison (Figure 1), the State Law Library underutilizes one or more demographic groups in the four EEO categories for which we hire. However, because in some cases (eg, Administrative Support), there is only one position at the library for that category lack of representation of certain demographic groups is strictly due to the number of positions available and not due to an imbalance in hiring practices. Figures 3-5 illustrate the demographic composition for each EEO job category.

The Administrators and Officials category contains only two positions that have historically had a very low turnover rate (Figure 3). In Fiscal Year 2017, both positions were held by White employees, one of whom was female. Compared to the statewide civilian workforce statistics, the State Law Library technically underutilizes African Americans and Hispanics in these job categories. The State Law Library exceeded representation of women in this category. The State Law Library anticipates that turnover in this category will continue to be extremely low.

The Professionals category contained six positions at the end of Fiscal Year 2014 (Figure 4). One position was held by a Hispanic Male, one position was held by an African-American Female, and the remaining four were held by White Females. Compared to the statewide civilian workforce, the State Law Library underutilizes Hispanic-Americans. The State Law Library exceeded representation of women in this category. Future recruitment efforts will encourage Hispanic-Americans to apply for open Professional positions.

The Administrative Support category contains one position that is held by a Hispanic Female (Figure 5). Compared to the statewide civilian workforce profile, the State Law Library underutilized African-Americans in this category. However, due to the fact that there is only one position at the library in this category with no immediate plans to create more, it is impossible to undergo recruitment efforts to adjust the demographic composition of this category.



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The Paraprofessionals category contained one position at the end of Fiscal Year 2017, held by an African-American female (Figure 6). Compared to the statewide civilian workforce profile, the State Law Library underutilized Hispanics. The State Law Library exceeded representation of women in this category. Future recruitment efforts will encourage Hispanic Americans to apply for open Paraprofessional positions.

Figure 7 indicates the very low level of hiring that occurs at the State Law Library. In FY2015, only five new hires occurred during the fiscal year. The State Law Library saw only four new hires in FY2017. Due to the very small FTE allotment of the State Law Library, the hiring of even one new staff member can result in significant changes in demographic composition.

Overall, the State Law Library met or exceeded the representation of women in all EEO job categories present. Hispanics were underrepresented in Officials and Administrators and Professionals. African-Americans were underrepresented in Officials and Administrators and Administrative Support. Despite the fact that the State Law Library does an unusually low level of hiring, recruitment efforts for any vacant positions in Fiscal Year 2018 will focus on the underrepresented groups.



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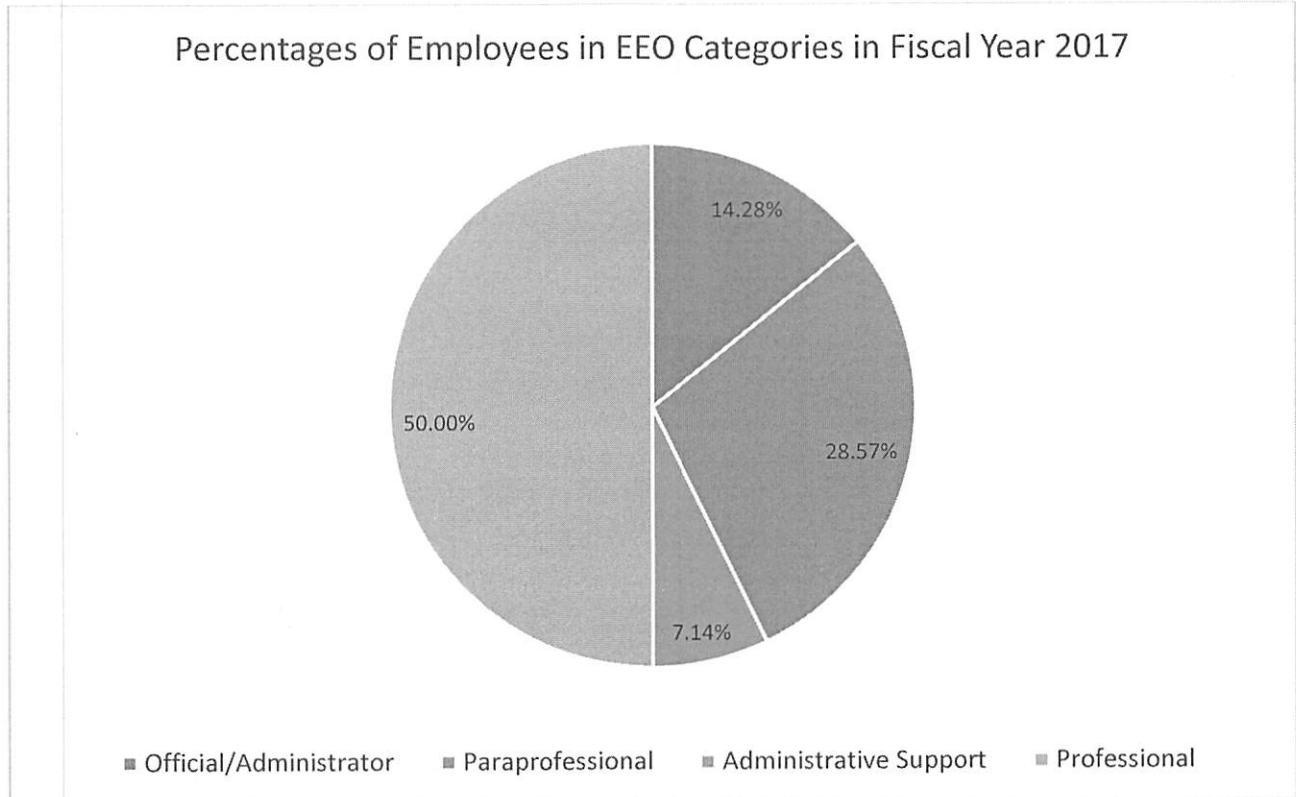
Figure 1

**2017 Workforce Profile Comparison**

EEO Category	Statewide Civilian Workforce 2015-2016					State Law Library Workforce				
	African-American	Hispanic	White	Female	Male	African-American	Hispanic	White	Female	Male
Officials, Administrators (A)	7.4%	22.1%	64%	37.4%	62.6%	0.00%	0.00%	100.00%	50.00%	50.00%
Administrative Support (C)	14.8%	34.8%	45.3%	72.1%	27.9%	0.00%	100.00%	0.00%	100.00%	0.00%
Professional (P)	10.4%	19.3%	59.2%	55.3%	44.7%	14.28%	14.28%	71.14%	85.70%	14.28%
Paraprofessional (Q)	-	-	-	-	-	25%	50%	25%	75%	25%
<b>Agency Totals</b>						<b>2</b>	<b>4</b>	<b>8</b>	<b>11</b>	<b>3</b>

The State Category Paraprofessional was not included in the TWC Statewide Civilian Workforce Composition because it is not listed in the Census crosswalk from which the composition was derived. The job category of "Administrative support" is similar in nature and is used here as a comparison metric.

Figure 2





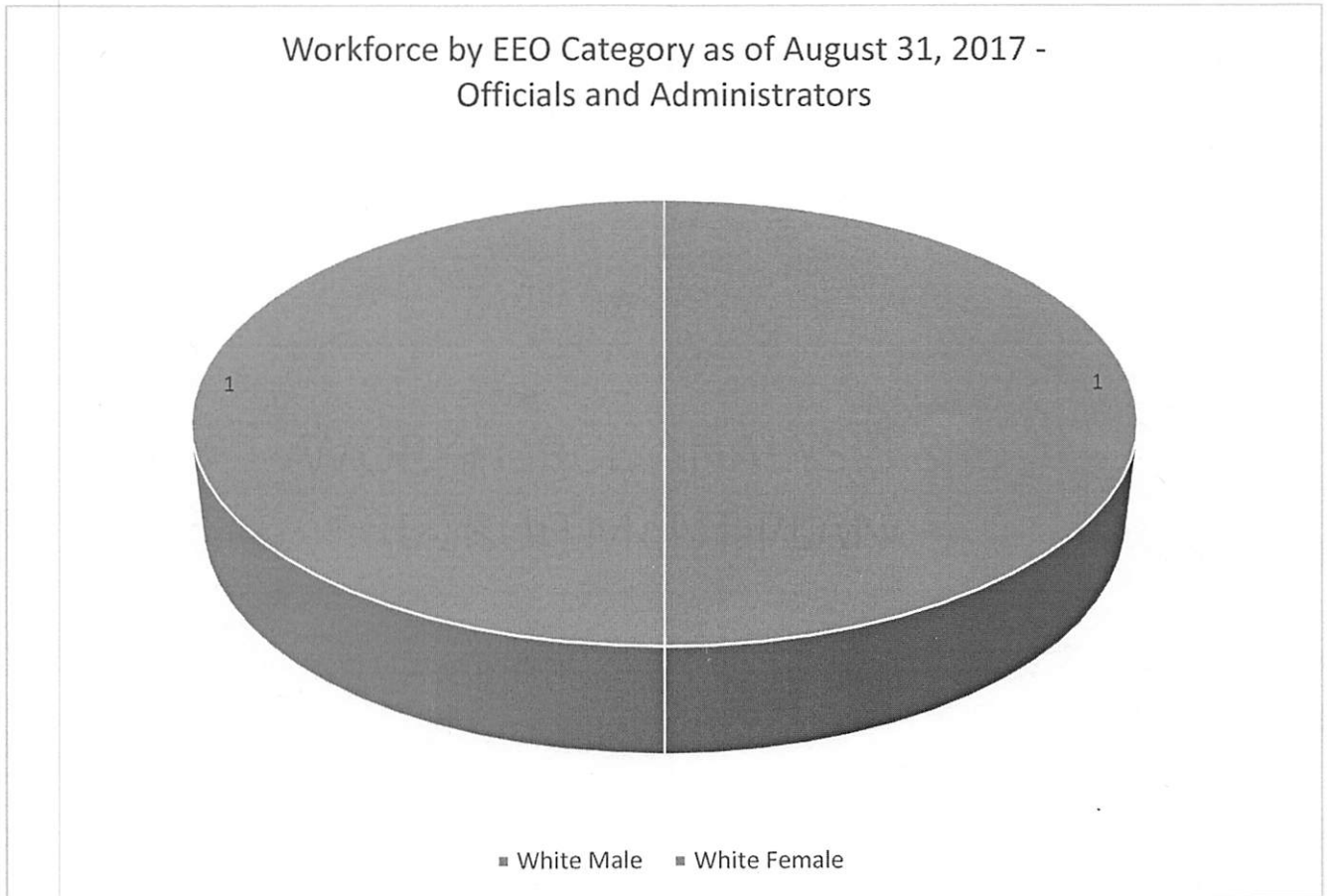


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Figure 3





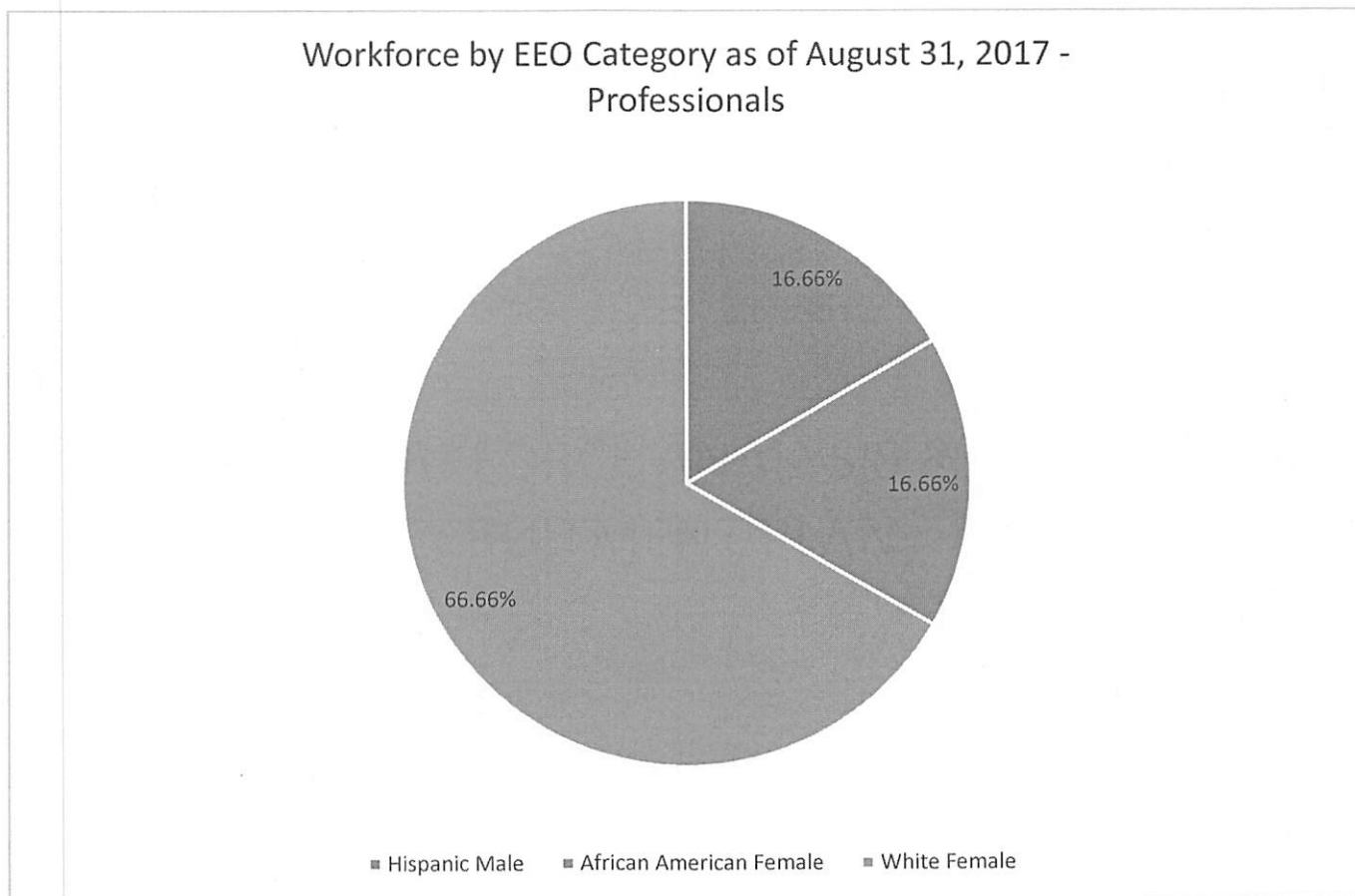


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Figure 4



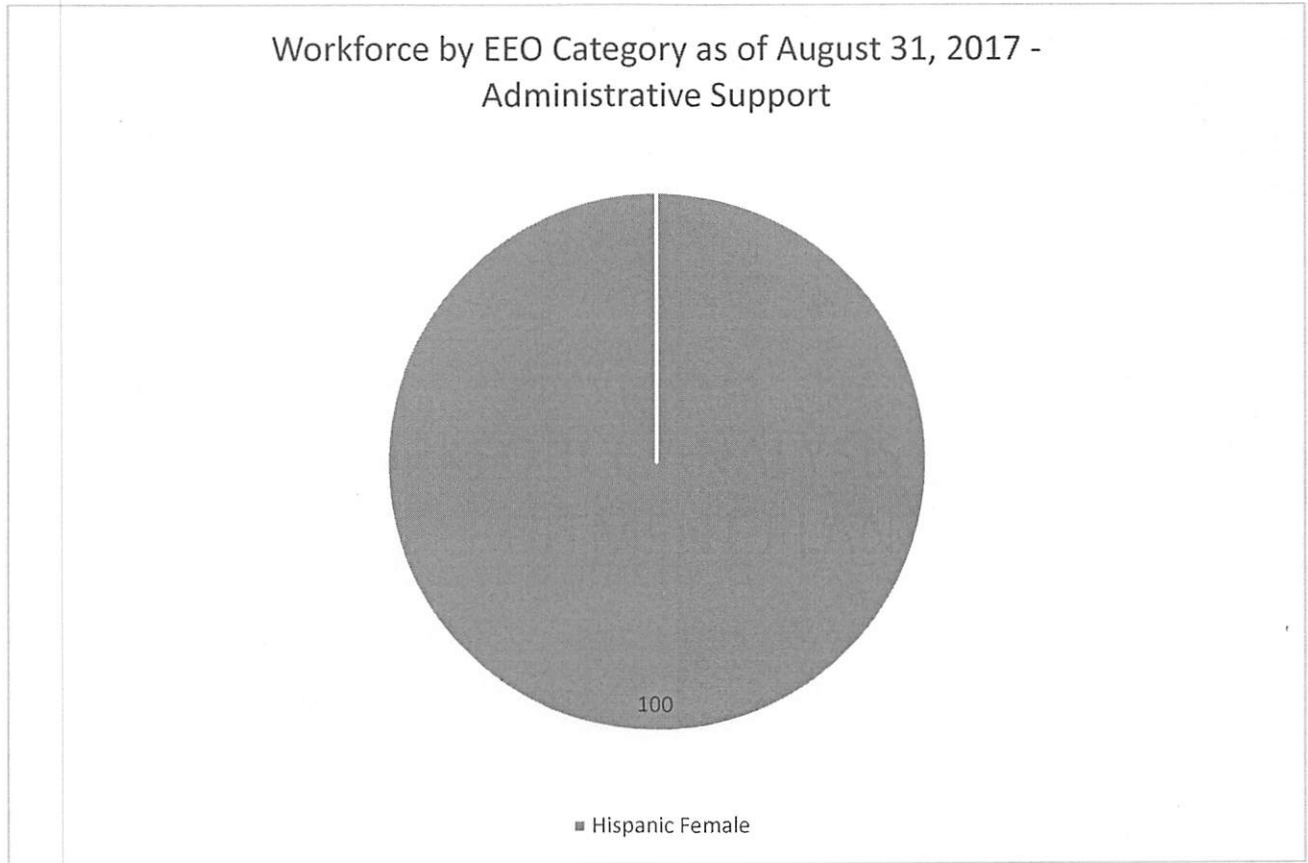


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Figure 5



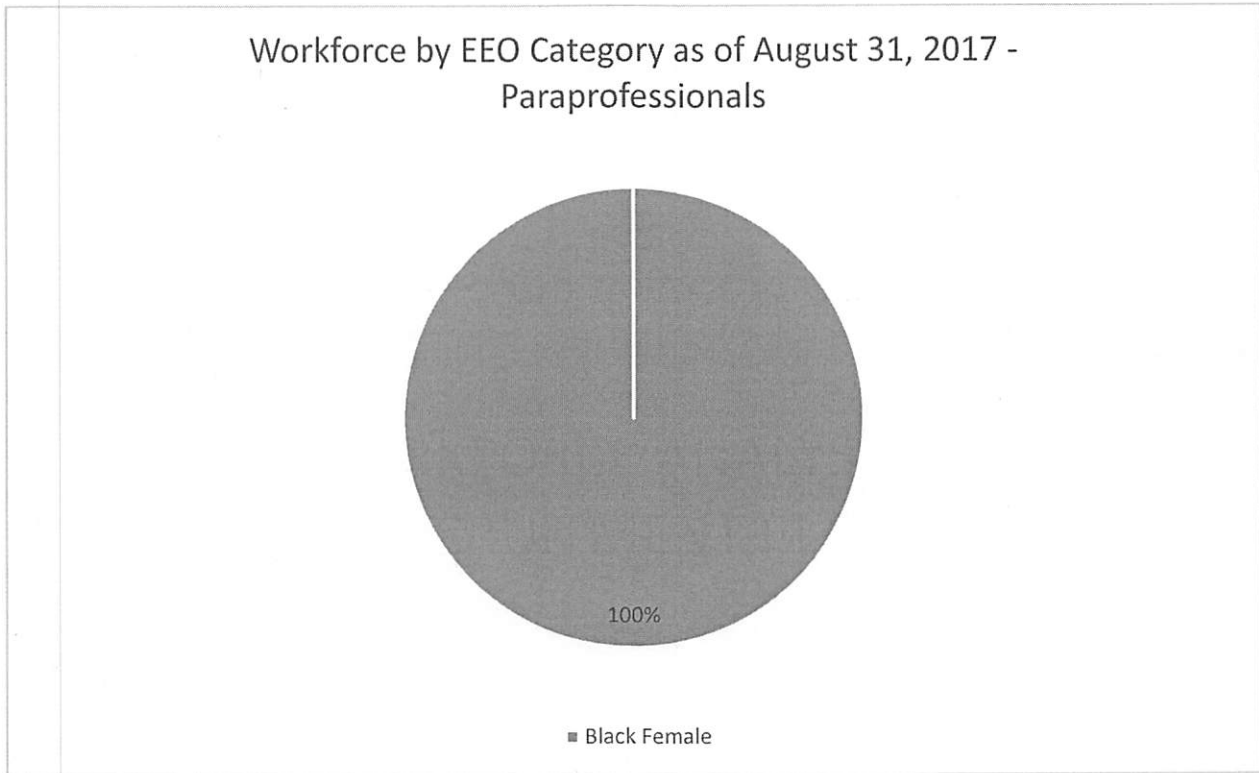


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Figure 6



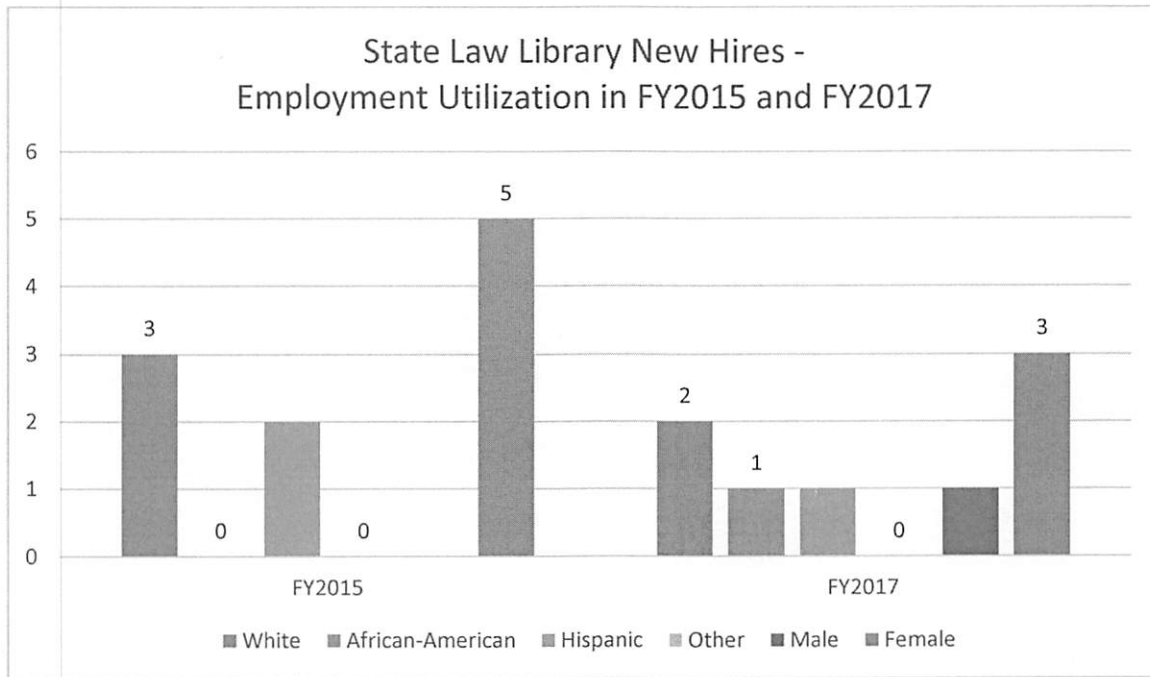


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Figure 7



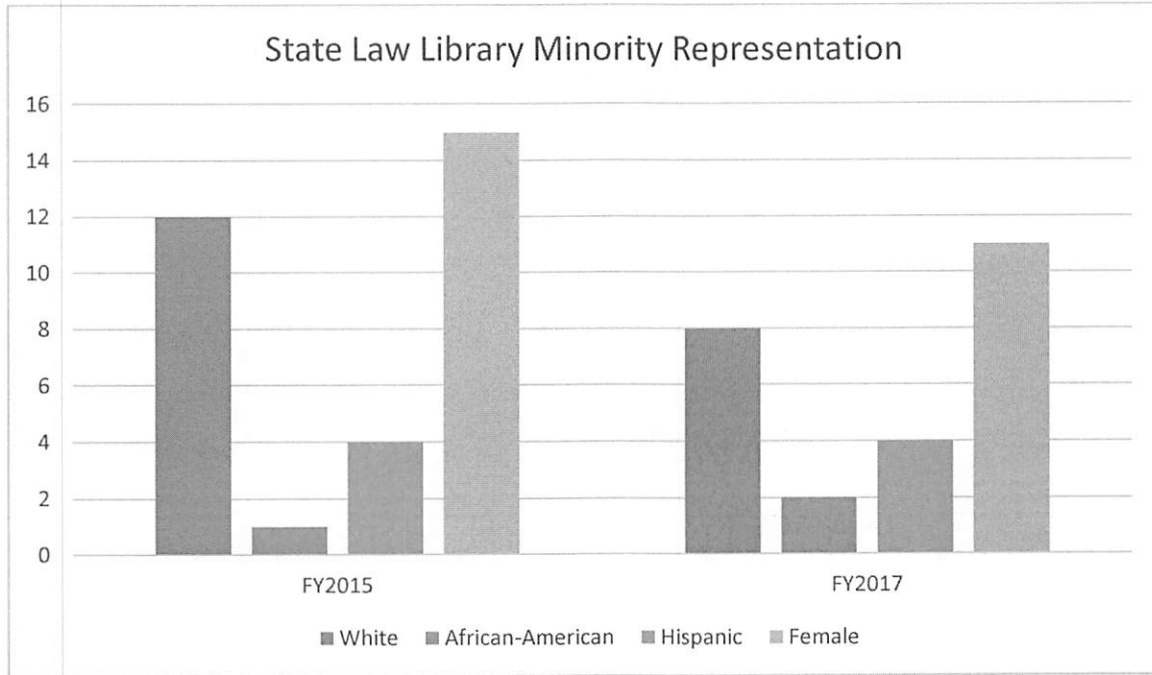


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Figure 8





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## RECRUITMENT PLAN AND GOALS

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The Recruitment Plan consists of a focused and strategic recruitment effort to advertise job openings in order to recruit underutilized demographic categories. Because the State Law Library is a small agency, both in terms of budget and FTE allotment, it does not typically participate in the recruitment efforts that larger agencies engage in. The State Law Library does not have the resources to attend job fairs, conduct outreach programs, or advertise heavily in traditional media, especially as we have very few vacancies per year. Therefore, we will focus on cost-effective recruitment efforts such as fostering positive relationships with minority professional organizations and schools such as Historically Black Colleges and Universities. Additionally, because our professional positions require a master's degree, we will forge positive relationships with minority student organizations at American Library Association accredited library schools in Texas and nationwide.

Prior to posting and advertising any job vacancy, the Chief Fiscal Officer shall conduct a workforce analysis to identify any underutilized groups in the open job class. The Chief Fiscal Officer shall then identify any professional organizations focusing on those underutilized groups and notify them of our vacancies before proceeding with usual vacancy advertisement efforts.

The Chief Fiscal Officer will work closely with library employees to identify minority professional library organizations and local Historically Black Colleges and Universities with which we can form professional relationships and advertise job vacancies. Hispanics are underrepresented at the State Law Library, so specific effort will be made to identify professional Hispanic librarian associations and student groups at accredited library schools in Texas. Employees will be encouraged to join and participate in any relevant minority professional organizations to further foster relationships and alliances. The Chief Fiscal Officer will conduct periodic reviews of recruiting resources to ensure that contact information is up to date and to add any new professional relationships to the contact list. The Chief Fiscal Officer shall use these recruiting resources when posting job vacancies to ensure that a broad and diverse audience of potential applicants is reached.

The Chief Fiscal Officer shall post all job openings to the Texas Workforce Commission's WorkInTexas.com labor exchange system to tap into their large and diverse applicant pool.

## TRAINING AND DEVELOPMENT PLAN

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Employees shall be required to complete an Equal Employment Opportunity and Sexual Harassment training within the first 30 days of employment and every two years thereafter. Supervisors will be encouraged to coach employees in cultural sensitivity and how to effectively serve patrons with disabilities. Employees have also been encouraged to take trainings on acknowledging unconscious bias.



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## CANDIDATE SELECTION PROCESS

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The State Law Library's selection process is based on the following principles:

Select qualified employees based on objective job-related criteria, which can be consistently applied and quantifiably measured. Guidelines for these selection criteria and the hiring process can be found in the State Law Library's Interview and Hiring Process policy.

Develop a workforce which reflects equitable distribution of all ethnic groups within all job categories

Develop standardized, objective criteria for evaluating and assessing job applicants and interviewees that are objectively related to skills, experience, knowledge, rather than traits such as race, religion, color, gender, national origin, religion, or disability. All employment actions shall be compliant with the State Library's Equal Employment Opportunity policy, Job Postings policy, Interviews and Hiring policy, and Americans with Disabilities Act policy.

## POSITION AUDITS

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Prior to posting any job announcements, the Chief Fiscal Officer shall review the job description to ensure that the posted qualifications are objective, non-discriminatory, work-related requirements only. All postings shall comply with the State Law Library's Job Postings policy.

## RECRUITMENT PLAN RESULT REVIEWS

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In order to ensure successful implementation and effectiveness of the recruitment goals and strategies detailed in this Recruitment Plan, continual monitoring and measuring of State Law Library workforce demographics is necessary. The Chief Fiscal Officer shall conduct reviews of the State Law Library workforce composition annually at the close of the fiscal year and prior to any job posting in order to identify and address underutilization of demographic groups.

## RECRUITMENT RESOURCES

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American Association of Law Librarians Latino Caucus <https://latinocaucusaall.wordpress.com/>

American Library Association Office for Diversity <http://www.ala.org/offices/diversity>

Asian American Law Librarians Caucus <http://www.aallnet.org/mm/Member-Communities/caucuses/caucus-websites/AALLC>

Black Caucus of the American Library Association Career Center <http://bcalajobs.org/>

Huston-Tillotson Career & Graduate Development <http://htu.edu/students/career-services>





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American Indian Library Association <http://ailanet.org/about/publications/advertising/>

Association of Tribal Archives, Libraries, and Museums <http://www.atalm.org/>

Joint Conference for Librarians of Color <http://jclc-conference.org/about/>

Approved by:

A handwritten signature in black ink, appearing to read "Dale Propp", written over a solid horizontal line.

Dale Propp, Executive Director

Approval date: January 14, 2015

Last revised: May 1, 2018

Next review due: January 15, 2021