

# Chapter 112. Affirmative Action Plan for Equal Employment Opportunity<sup>1</sup>

## Contents:

### *Subchapter A. Administrative Component*

- 112.001 Formal Commitment of the Commissioners' Court of Travis County 2
- 112.002 Employment Requisition and Selection Process 2
- 112.003 Employee "Action" Requisitions.003 Employee "Action" Requisitions 4
- 112.004 Policy Statement 5
- 112.005 Objective 6
- 112.006 Goal 7
- 112.007 [Veteran's Readjustment Assistance Act] 7

### *Lista De Acuerdo*

- 112.004 Proposito 7
- 112.005 Objetivos 8
- 112.006 Fines 8
- 112.007 Veteranos 9

### *Subchapter B. Equal Employment Opportunity Program*

- 112.008 Responsibility: 9
- 112.009 Organization Chart 11
- 112.010 Organization Chart Travis County Electorate 12
- 112.011 External Dissemination Policy 12
- 112.012 Internal Dissemination of Policy 12

### *Subchapter C. Personnel Policies Statements*

- 112.013 Assessment of Current Personnel Policies 13
- 112.014 Compensation/Classification 13
- 112.015 Maternity Leave Policy 14
- 112.016 Employee Benefits 14
- 112.017 Employee Performance Appraisal 15
- 112.018 Recruitment 15
- 112.019 EEO Service Recognition 16
- 112.020 Testing 16
- 112.021 Training 17
- 112.022 Promotion 17
- 112.023 Termination 17
- 112.024 Nepotism Policy 18

### *Subchapter D. Personnel Process Component*

- 112.025 Employment Process 18
- 112.026 Flow Chart for Employment Process 20

### *Subchapter E. Analysis Component*

- 112.027 Introduction to Work Force Analysis 20
- 112.028 Preliminary Comparison of Racial Composition of Travis County Work Force with that of the Austin, SMSA Work Force 22
- 112.029 Austin Standard Metropolitan Statistical Area: 1976: 23

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<sup>1</sup> Chapter 12 was adopted by the Travis County Commissioners Court on 3/2/1995, Item 3 and amended 7/30/2002, Item 2.B. Chapter 12 was renumbered as Chapter 112 on June 1, 2018 (approved 5/15/2018, Item 7). Sections replaced August 16, 2022, Item #25

112.030	Travis County Work Force Analysis 24
112.031	Salary Breakdown 24
112.032	Justice Of The Peace Precincts 1974 25
112.033	Commissioners' Precincts 1976 25

*Subchapter F. Summary (Goals and Timetable) Component*

112.034	Summary (Goals and Timetables) 26
Subchapter G. Supportive Programs for EEO 27	
112.035	Supportive Programs for Equal Employment Opportunity 27
112.036	Exit Interview Process 29
112.037	(Reserved for Expansion) 30
112.038	(Reserved for Expansion) 30
112.039	Glossary 30
112.040	Employment Requisition, Form #100 32
112.041	Appointment Requisition, Form #201 33
112.042	Change of Status Requisition, Form #202 34
112.043	Separation Requisition, Form #203 34
112.044	Applicant Evaluation, Form #400 35
112.045	Exit Interview, Form #500 36
112.046	(Reserved for Expansion) 37
112.047	Interpretation of Job Categories 37
112.048	(Reserved for Expansion) 38

**Subchapter A. Administrative Component**

**112.001 Formal Commitment of the Commissioners' Court of Travis County**

This Affirmative Action Plan is being adopted to assist in the achievement and maintenance of equal opportunity employment with Travis County.

Approved by a vote of 4 Ayes and 1 Nays in open court, this the 30th day of August, 1976.

**112.002 Employment Requisition and Selection Process**

- (a) Submit To: Personnel Department
- (b) Both copies of the Yellow Employment Requisitions (Form 100) are submitted in order to fill all permanent positions, including part-time. When Personnel receives the requisition, this indicates there is a job vacancy.
- (c) To enable Personnel to be an effective service to all Travis County departments, please refer all job applicant inquires, including agencies who might contact you directly, to the Personnel Department. Beginning rates of pay and other information concerning employment should not be discussed with agencies or individuals contacting you directly who have not gone through the appropriate channels with the Personnel Department. Personnel will process and refer all qualified applicants to the department. The final selection of an individual for employment is the responsibility of the department head.
- (d) When a job vacates, regardless if it's a result of a new position, transfer, resignation, etc., it is necessary for the department to submit an Employment

Requisition for the vacant position(s). All Employment Requisitions must be received by Personnel before 12:00 noon Friday in order to be processed and included on the weekly "Job Opening List" mailed out every Monday to participating agencies. A minimum advertising period has been established for recruitment purposes:

TYPE OF POSITION	MINIMUM RECRUITMENT PERIOD
Administrative; Professional and Social Services	= 10 working days *
Clerical / Secretarial; General Laborers; Technical	= 5 working days *
Part-Time / Seasonal; Temporary	= no minimum

- (1) (Note: See Personnel for specific job titles included in the above categories)
- (2) (The minimum recruitment period is necessary so that all interested parties will have an equal opportunity for employment. The hiring supervisor can extend the recruitment period by notifying the Personnel Department.)
- (3) Referrals to be made after the minimum recruitment period.

(d) When NOT to submit employment requisitions: Promotions and/or transfers involving promotions are made at the discretion of the department(s) involved.

When vacancies are to be filled by promotion or transfers, completed action transfers, completed action will be submitted on Form 202 (Change of Status). If the position is filled by promotion, an Employment Requisition should be submitted for the position remaining vacant as a result of the promotion. The vacant position is then recruited for. If filled by transfer from another department, the losing department submits the Employment Requisition for the vacated position.

(e) Qualified applicants will be forwarded to your department after the expiration of the minimum recruitment period, unless the hiring supervisor notifies the Personnel Department to extend the recruitment period past the minimum.

- (1) Prior to referring a prospective applicant to your department, contact will be made by the Personnel Department to discuss the qualifications of the applicant for the particular position, and to establish an interview date and time.
- (2) All applications forwarded to your department for consideration will have an "Applicant Evaluation" Form attached. (See sample attached). This form is to be completed and signed for each applicant interviewed by the department in regards to the advertised position.
- (3) The completed and signed copies of each "Applicant Evaluation" Form 400 should be sent back to the Personnel Department. (These can be attached to the individual's application).

- (f) The individual who has been hired should report to the Personnel Department for sign up processing. In order to accomplish the sign up procedures, the Personnel Department will require the individual to bring the following:
- (1) Blue Form 201 must be completed in triplicate. It is suggested this form be returned to Personnel prior to sign up.
  - (2) Original application for employment. (returned from the department)
  - (3) Social Security Card.

**112.003 Employee "Action" Requisitions**

- (a) The following requisition(s) are used to effect employee actions, i.e. they constitute the employment history (permanent folder) for each employee.

The Requisitions are:

- (1) Appointment (Form 210)
- (2) Change of Status (Form 202)
- (3) Separation (Form 203)
- (4) Appointment

All three copies to be completed and submitted by the department to Personnel

- (b) The Blue Appointment Form 201 will be completed in the designated areas by the department. This form and the original employment application will need to be submitted to Personnel in order to accomplish employee sign up procedures. (Replaces employment letter now being sent).

- (c) Such information as employee title, rate of pay, starting salary range and step will be verified by Personnel as being accurate.

- (1) If Step A of the specified range is the start: Verification that education and experience meet minimum requirements is made. If not, start rate should be backed off sufficiently below Step A to allow for a one-step increase each six months so that experience requirement is met by the time the employee's rate reaches Step A.
- (2) If a step above A is the start rate: An evaluation into the applicants background as indicated on the application will be made to verify "exceptional qualifications" for the job. When a step other than A is applicable, the starting Range and Rate for prospective employee will be discussed with the department head prior to placement.

- (d) Change of Status. All three copies to be completed and submitted by the department to Personnel

- (1) The Green Change of Status Form 202 will effect the majority of employee "actions" submitted. This form will give special attention to

the type of "action" requested which will be stated under the remarks section.

- (2) Types of actions enacted on this are:
  - (A) Probationary and/or merit increases
  - (B) Name corrections
  - (C) Promotions
  - (D) Transfer (between departments)
  - (E) Salary adjustments
  - (F) Any other employee action other than appointment or termination
- (e) Separation. All three copies to be completed and submitted by the department to Personnel
  - (1) The Pink Separation Form 203 will be used for employee termination and leave of absence reporting. The appropriate section(s) on the form will be checked off with additional information placed under remarks
  - (2) Example: If an individual is on leave of absence without pay, reason number 5 will be checked. Under remarks will be stated the reason (maternity leave, exhausted other benefits) with the beginning date and approximate date of return.
  - (3) When an employee returns from leave of absence without pay, their reinstatement will be enacted by submitting the Blue Appointment Form 201. Under remarks would be stated "returning from LWOP" and the effective date.
  - (4) Note: Reason number 4, approved leave of absence, will not be used at this time. Monthly documentation by departments will continue to be submitted to the Auditor's Department.
  - (5) Effective Date of Appointment - The section entitled effective date of appointment is a misprint. This category should read Effective Date of Separation. Please make a special note of this change and submit the requisition reflecting the separation date.

#### **112.004 Policy Statement<sup>2</sup>**

- (a) It is the policy of Travis County to provide an environment whereby all employees and employment applicants are judged on individual merit without regard to race, color, national origin religion, sex, age, (except where sex or age is a bona fide occupational qualification), sexual orientation, gender identity and expression, physical disability or political affiliation.

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<sup>2</sup> 112.004(a) replaced 8/16/2022, Item #25.

- (b) This policy applies to all personnel actions which affect employees or applicants for employment. Included in personnel action covered by this policy are the following: recruitment and advertisement for employees; hiring, promotion, transfer, and termination; terms and conditions of employment; rates of pay or other forms of compensation; and selection for training.
- (c) It is the policy of this Affirmative Action Program to not only benefit those who have been denied equal employment opportunity, but to also benefit the County, who has previously overlooked, screened out or underutilized the great reservoir of untapped human resources and skills among women and minority groups.

**112.005 Objective<sup>3</sup>**

- (a) The adoption of an extensive Affirmative Action Plan states the commitment of Travis County to the principles of Title VII, under Executive Orders pertaining to fair employment practices.  

(Note: Some departments have, previous to this plan, adopted and implemented their own individual Affirmative Action Plan according to Executive Order 11246. All of these individual plans should be compatible with the overall Travis County Government Plan).
- (b) In accordance with Section 703 (j) of the Equal Employment Opportunity Act of 1972, the Commissioners' Court of Travis County, Texas, declares that nothing contained in this plan shall be interpreted as preferential treatment for any individual or group for reason of race, sex, sexual orientation, gender identity and expression, age, national origin, culture, religion, political affiliation, or disability.
- (c) Travis County Government is aware that at this time, the EEOC or Title VII do not require any specific form of affirmative action unless through the courts a discrimination ruling is established against the County. Travis County Government is taking voluntary action to implement a written Affirmative Action Plan to determine possible existence of discriminatory practices and needed remedial action.
- (d) The overall responsibility for achieving and maintaining equal opportunity employment and assuring the elimination of any discrimination practices, either intentional or inadvertent, rests with all County employees. The Affirmative Action Plan of Travis County will be monitored and revised annually, and departmental staff and administrators will be so advised. Their input and support will be solicited.

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<sup>3</sup> 112.005(b) replaced 8/16/2022, Item #25.

#### **112.006 Goal**

It shall be the goal of Travis County Government, to insure that the composition of the County's work force reflect the percentage of Black, Anglo, and Spanish-Surnamed persons within the total labor force of the Austin SMSA. It shall also be the County's goal to insure that the proportion of women to men employed in all departments of Travis County government reasonably reflect the proportion of women to men in the total labor force of the Austin SMSA. The attempt to reach this parity shall be measured not only by the quantity of jobs held by ethnic minorities and women, but also by the classification and pay status of the jobs that these minorities and women hold.

#### **112.007 [Veteran's Readjustment Assistance Act]**

- (a) To reflect the amendments contained in the 1974 Vietnam Era Veteran's Readjustment Assistance Act, the following statement is being included in the policy statement of this Plan. (9-29-76)
- (b) The County shall not discriminate against any employee or applicant for employment because they are a disable veteran or veteran of the Vietnam Era in regard to any position for which the employee or applicant is qualified.

#### ***Lista De Acuerdo***

#### **112.004 Proposito**

- (a) Esto es lo convenido por el Condado de Travis: proveer lo relative done todos los empleados y personas solicitando empleo sean juzgadas en mJritos individuales sin tomar en cuenta la raza, color, orRgen de nacionalidad, religion, sexo or edad (exceptio dondo sexo o edad se toma de buena fJ y honrades) en cuestion de calificacion para ocupacion; desabilidad fRsica o afiliacion polRtica.
- (b) Este acuredo es aplicable a todas acciones personales que afectan empleados y a los aspirantes a empleo. Incluidos en acciones personales y cubiertos por este acuerdo son los siguientes: enlistar y hacer pbdico anuncio para empleados; ocupar y pagar por los servicios; darle ascenso; transferir y terminar; tJrminos y condiciones de empleo; cantidad de pago y otras formas de recompensar, y seleccionar y entrenamiento.
- (c) La poliza de seguro de este plan de accion afirmativea: que no solamente beneficia aquellos a quienes se les ha negado igualdad en oportunidades de empleo, sino tambiJn beneficia al Condado, quiJn habRa previamente vista sin importancia despreciado o menos utilizado las grandes reservas de no agitadoas inteligencias humans entre mujeres y grupos menores.

### **112.005 Objetivos**

- (a) La adopción de un plan extensivo de acción afirmativa declara la promesa del Condado hacia los principios del Título VII, bajo ordenes ejecutivas pertenecientes a justas prácticas de empleo.

(Nota: Previamente, unos departamentos habrán adoptado e instrumentado sus planes de acción afirmativa conforme a la orden ejecutiva NE 11246. Todos estos planes individuales serán compatibles con el plan del Condado Travis.)

- (b) En conformidad con la sección 703 (j) del Acto de Oportunidades de Igualdad en Empleo del 1972, la Corte de Comisionados del Condado Travis declara que nada contenido en este plan será interpretado como trato preferencial para algún individuo o grupo por razón de raza, sexo, edad, origen de nacionalidad, cultura, religión, afiliación política o impedimento física.

- (c) El gobierno del Condado Travis se entera ahora que la Comisión de Oportunidades de Igualdad en Empleo (EEOC) ni el Título VII requieren ninguna forma particular de acción afirmativa a menos que por medio de las cortes se establezca una decisión de discriminación contra el Condado. El Gobierno del Condado Travis está tomando acción voluntaria para instrumentar un plan de acción afirmativa para determinar la existencia de prácticas de discriminación y acciones necesarias para remediar esas prácticas.

- (d) La responsabilidad de conseguir y sostener igualdad en oportunidades en empleo y asegurar la eliminación de cualquier práctica de discriminación, intencional o inadvertido, depende en todos los empleados del Condado. El Plan de Acción Afirmativa del Condado Travis será comprobado y revisado anualmente, y el consejo administrativo y los administradores serán advertidos. Sus sugerencias y apoyo serán solicitados.

### **112.006 Fines**

El fines del Gobierno del Condado Travis será de asegurar que la composición de la fuerza de empleados refleje el porcentaje de Negros, Anglos, y personas Habla-Español dentro de la fuerza de trabajadores del SMSA de Austin. Otro fin del Condado será de asegurar que la proporción de mujeres a hombres empleados en todos los departamentos del Gobierno del Condado Travis refleje la proporción de mujeres a hombres en la fuerza de trabajadores del SMSA de Austin. El intento de alcanzar esta igualdad no será medido solamente por la cantidad de trabajos sostenidos por grupos menores y mujeres, pero también por la clasificación y sueldo de los trabajos sostenidos por estos grupos menores y mujeres.

**112.007 Veteranos**

- (a) Para reflejar los enmiendas contenidos en El Acto de 1974, La Readaptacion de Asistencia para Veteranos de la Epoca de Vietnam, la declaracion siguiente ser< incluida en la poliza de seguro de Jste Plan: (9-29-76)
- (b) El Condado de Travis no discriminar< contra ningdn empleado (a) o aspirante de empleo para ocupacion por razon de que el or ella es veterano(a) incapacitado(a) de la Epoca de Vietnam tocante alguna posicion, la cu<l el empleado(a) or aspirante de empleo es calificado(a).

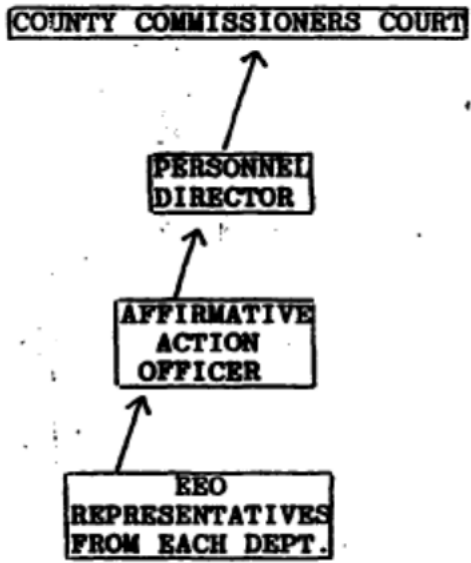
***Subchapter B. Equal Employment Opportunity Program***

**112.008 Responsibility**

- (a) The County Commissioners will, consistent with the achievement of equal employment opportunity goals, authorize the allocation of sufficient resources to assure the attainment of these goals.
- (b) The County Judge will:
  - (1) Disseminate appropriate directives to department heads from time to assure compliance with the Plan.
  - (2) Administratively support the goals of the Plan so that the employment, training, and promotion objectives are met.
- (c) The Personnel Director will:
  - (1) Establish a special recruitment program, conduct recruitment and orientation in minority group communities and among women, and develop regular communication channels with minority neighborhoods to assure that employment opportunity information is widely disseminated.
  - (2) Analyze job descriptions and remove artificial barriers which may tend to discriminate against women and actively recruit women to apply for classifications which have been traditionally occupied by men.
  - (3) Establish a county-wide employee training program to maximize the upward mobility potential of minorities and women as well as other employees.
  - (4) Be responsible for the overall administration of the Affirmative Action Plan.
  - (5) Establish, administer, and provide policy direction for the Plan so that equal employment opportunity exists in each department in all major functional categories.
- (d) The Affirmative Action Officer will provide the necessary professional expertise to:

- (1) Coordinate training efforts to create improved understanding of minority group cultures and a positive atmosphere toward the employment of women among County administrators, supervisors, and employees.
  - (2) Conduct orientation sessions to explain the concepts of affirmative action with managerial and supervisory personnel.
  - (3) Monitor and review the progress of the Plan.
  - (4) Develop grievance mechanism to promote resolution of alleged discriminatory problems in initial stages informally, and provide for formal resolution upon failure of the informal process.
  - (5) Assist management in collecting and analyzing employment data.
  - (6) Identify problem areas and develop programs to achieve goals with specific remedies to eliminate any discriminatory practices.
  - (7) Act as liaison between the County, governmental regulatory agencies, minority and women's organizations and other community groups.
- (e) The department Heads and Officers will:
- (1) Display and objectively manifest a commitment to equal employment opportunity by supporting and explaining affirmative action goals within their departments.
  - (2) Develop work force analysis and utilization analysis in consultation with the Affirmative Action Officer.
  - (3) Assure that the progress of the County Affirmative Action Plan is carried out in all department actions.

112.009 Organization Chart





- (b) Educational materials and workshops will be produced in order to communicate legal requirements for affirmative action and to spell out specific responsibilities affecting the operations of each supervisor.
- (c) All employees shall be informed of the County's affirmative action policy through such means as:
  - (1) policy statement inclusion in employee handbook
  - (2) copies of the Affirmative Action Plan available for employee's review

**Subchapter C. Personnel Policies Statements**

**112.013 Assessment of Current Personnel Policies**

An in-depth review of personnel policies has been conducted in order to accommodate provisions for Affirmative Action. These policies will be evaluated, scrutinized, and updated as needed to comply with Federal laws, orders, and regulations.

**112.014 Compensation/Classification**

- (a) The basic pay schedule for Travis County contains a systematic non-discriminatory means for establishing and maintaining equity for all classified county employees. The scale is designed to allow maximum flexibility in a competitive job market with emphasis on longevity service and employee retainability.
- (b) All approved job classifications are assigned to a Range Number on the pay scale (1-30). Each range is represented by seven steps (A-G) corresponding to probationary and/or merit increase.
- (c) Dependent upon which step the employee is currently holding, they shall be eligible for a step increase subject to completion of the designated time interval for that step.
- (d) The time intervals are:
 

Steps	Intervals
Step A-B	6 mo. (probationary)
Step B-C	1 yr. (merit)
Step C-D	1 yr. (merit)
Step D-E	1 yr. (merit)
Step E-F	1 yr. (merit)
Step F-G	1 yr. (merit)
- (e) Each step increase is calculated from the last effective date of increase. The department head or supervisor will conduct a performance review and submit

to the Personnel Director a change-of-status request for (202) implementing the change. (See sample in appendix).

**112.015 Maternity Leave Policy**

- (a) Leave of absence deals with absenteeism due to bereavement, personal affairs, jury duty, training, vacation, temporary disability, maternity, and military. (Refer to Personnel Policies Manual for explanation of specific leaves of absence).
- (b) To comply with Part 1604, Section 10 of the Guidelines on Discrimination Because of Sex, Travis County has established the following policy on maternity leave.
- (c) The inability to work caused by pregnancy or childbirth is a disability and shall be treated accordingly in situations involving commencement and duration of leave, reinstatement, and payment under insurance.
- (d) Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job related purposes, temporary disabilities and shall be treated as such under the health insurance and sick leave plan available in connection with employment with the county.
- (e) A pregnant woman, upon taking leave of absence to have their child, shall be allowed to exhaust their vacation time and sick leave accrued.
- (f) The commencement of the Maternity Leave of Absence will depend upon the employee's ability to do assigned work and/or upon the decision of the attending physician. Positions will be held open for such employees for a reasonable length of time if they so request. (This time determination is to be made on an individual basis).

**112.016 Employee Benefits<sup>4</sup>**

- (a) The employee benefits program will continue to be thoroughly reviewed and evaluated to assure that benefits are understood and provided to all County employees on an equal basis without regard to race, sex/gender, color, religion, or national origin or sexual orientation, gender identity and expression.
- (b) Note: An "Employee's Handbook" is distributed to all new employees as they go through the sign up process, the at describes the benefits available to County employees.

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<sup>4</sup> 112.016(a) replaced 8/16/2022, Item #25.

**112.017 Employee Performance Appraisal**

- (a) All newly appointed employees shall be on probationary status for the first six (6) months of their employment.
- (b) The department head shall use the probation period to closely observe and evaluate the work of the newly appointed employee, and to encourage the employees' effective adjustment to the job.
- (c) A means and method of evaluating the employee's job performance will be standardized by the Personnel Department in order to assist the department head in a performance appraisal.

**112.018 Recruitment**

- (a) Commitment to recruiting minorities and women goes beyond rhetoric. The County shall take direct action and make a conscious effort to locate the areas that will yield the best return of minorities and women for the recruitment effort.
- (b) The Personnel Department shall constantly review and update all recruitment methods to actively encourage minority group persons and females to apply for employment with Travis county.
- (c) women and minorities will be recruited for a greater distribution throughout the major functional categories. Recruitment shall be directed at, but not limited to, local minority and women's organizations, and minority communities by means of written advertisement.
- (d) All advertisement of requisitioned jobs is coordinated by Personnel Department; however, any suggestions for additional recruitment sources are eagerly considered by the Personnel Department. The end result of recruitment is to serve the total community with member of the total community.
- (e) Job advertising and job announcements of all jobs that are requisitioned through the Personnel Department, will be listed on a weekly job opening announcement that is mailed throughout the city and posted on the Personnel Department's public bulletin board, and with the Texas Employment Commission.
- (f) The County will focus on a "flow approach," which emphasizes the movement of women and minority men up through the management ranks by actively attempting to train and promote present County employees. In coordination with the "flow approach," the department will actively recruit minorities and women through the Personnel Department from outside the County employment to fill positions unable to be filled through training and promotions. Although figures might not be as high as through the conventional goals approach, they will be more realistic, and the County will instead, be dealing with affirmative ACTION: moving the women and minorities up the ladder.

- (g) NOTE: Nothing in this process will prohibit or restrict employees of the County to apply for any job for which they feel they possess the required qualifications.

**112.019 EEO Service Recognition**

- (a) It is the firm desire of the Travis county Government to eliminate any barriers to equal employment opportunity at any and all levels. The policies of this plan shall apply to every department and activity throughout the County, including those departments headed by officials elected by voters instead of chosen by the Commissioners Court. All departments of Travis County government benefit from specific grants, public service employment job positions, or from general revenue sharing used to supplement the County's various funds.
- (b) Toward this end of complete equal employment opportunity applicability within the Travis County Government, administrative department heads shall understand that their work performance is being evaluated on the basis of their equal employment opportunity efforts and results, as well as other criteria. The following responsibilities can be measure to be utilized in the evaluations of supervisors and managers:
  - (1) assistance in the identification of problem areas and establishment of objectives.
  - (2) active involvement with minority organizations, women's organizations, and community action groups.
  - (3) periodic audit of hiring and promotion patterns to remove impediments to the attainment of objectives.
  - (4) career counseling for all employees.
  - (5) regular discussions with managers, supervisors, and employees to be certain that affirmative action policies are being followed.

**112.020 Testing**

- (a) Tests will be performed under the auspices of the Personnel Office. Tests are administered and scored under controlled and standardized conditions with proper safe-guards to protect the security of the test scores.
- (b) All tests will be reviewed annually by the Affirmative Action Officer to assess the validity of application, an appropriate changes that re indicated will be made to assure that no disproportionate impact upon persons within covered classifications results.
- (c) NOTE: The Personnel Department currently utilizes a typing test to determine the typing skills of the applicants applying for Clerical/Secretarial positions. This test was validated by determining that it directly tests on the skills that will be performed on the job - content validity.

**112.021 Training**

- (a) The Personnel Director shall assure that all training programs available to County employees are offered on a non-discriminatory basis. All training, like testing, shall be coordinated by the Personnel Department.
- (b) A mistake the County will avoid is to place too much emphasis on hiring minorities and women and too little emphasis on training and promotion of minorities and women already in the organization.
- (c) Training is a valuable tool in implementing the flow approach in affirmative action. Each department and each major functional category will be analyzed in terms of training needs.
- (d) Annually, departments may submit their training requirements for the upcoming year, and the expected number of participants to the Personnel Department for coordination of specific training sessions.

**112.022 Promotion<sup>5</sup>**

- (a) All personnel actions, including promotion, shall be reviewed by the personnel Director.
- (b) A "promotion" is any change of position enabling the employee to assume greater responsibilities and/or earn more money. Promotions are contingent on the existence of a vacancy and on the employee's qualifications. No employee shall be excluded from promotion on the grounds of political or religious opinion or affiliation, or because of race, gender, sexual orientation, gender identity and expression, national origin, physical disability, color, or age.
- (c) Part-time employees represent an excellent source of talent for full-time jobs as they become available. A major percent of the part-time employees with the County are minorities and women. particular emphasis must be placed on training these minorities and women for full-time professional career positions within the County.

**112.023 Termination**

- (a) All personnel actions, including termination, shall be reviewed by the Personnel Department.
- (b) An Exit Interview Form\* shall be required to be completed and submitted to the Personnel Department for all employees who terminate employment with the County. (excluding appointed and elected employees).
- (c) The Affirmative Action officer shall monitor all terminations and if any action is held to be improperly handled or if any action is deemed to be unfair, the

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<sup>5</sup> 112.022(b) replaced 8/16/2022, Item #25.

Personnel Director will recommend to the County Commissioner's that a review of such action be conducted.\*\*

\*See appendix for sample.

\*\*Refer to Grievance Plan for explanation of appeal system established.

**112.024 Nepotism Policy**

- (a) It is the policy of the Travis County Government that no person may hold a job over which a member of their immediate family exercises supervisory authority. The term "immediate family" in this context includes the following: wife, husband, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece, and first cousins.
- (b) This in no way excludes from employment relatives if they are employed in separate divisions or within the same division provided neither one is in a supervisory position.
- (c) Employees who marry while working in the same department where one is supervisor to the other, will be given a reasonable time for one or the other to secure another position either within the County in another department or outside the County government. For purposes of this policy a reasonable time shall not normally exceed six months.

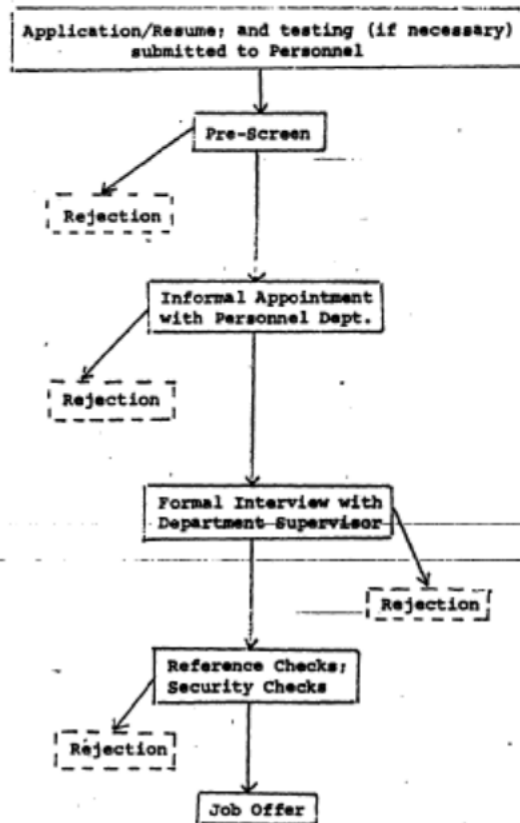
***Subchapter D. Personnel Process Component***

**112.025 Employment Process**

- (a) Individuals will be selected for employment wholly on the basis of ability, experience, training, and other factors which are related to their competence to perform. Employment procedures will be regularly reviewed to insure that nothing in these procedures discriminates against any individual on other than job related basis.
- (b) Travis County Personnel Department will accept applications and/or resumes for a specific position indicated on the weekly "Job Opening List." Applications or resumes will also be accepted for other positions not shown on the weekly "Job Opening List," and will be filed for future consideration.
- (c) All applicants for position vacancies who come in person to the Personnel Department are provided with assistance in the preparation of application for employment. This is accomplished regardless of race, sex, or national origin.
- (d) The written application will be reviewed initially by the staff in the Personnel Department to determine the educational and experience background of the applicant. An interview is arranged by their Personnel Department between the hiring Department supervisor and the qualified applicants at the earliest possible date. The department interviewer will complete an "Applicant

- Evaluation" form (see sample in appendix either during or after the interview for each referral.)
- (e) NOTE: For EEO documentary purposes, all "Applicant Evaluation" forms for persons interviewed should be filled out and signed before the selected person is officially signed up with the Personnel Office.
  - (f) After all referrals have been interviewed, the department interviewer will make a recommendation in the designated area on the "Applicant Evaluation" form and send all applications and evaluations forms back to Personnel. The individual who has been selected should be returned to the Personnel Department for sign up processing.
  - (g) The unsuccessful applications are filed for future reference and possible use for 90 days.
  - (h) The process shall provide reasonable access of all qualified applicants to actual employment consideration within a reasonable time from. The application and the employment process will both be continuously reviewed to assure that they afford ample and equal opportunities for applicants to be considered for employment with the County.

## 112.026 Flow Chart for Employment Process



### *Subchapter E. Analysis Component*

## 112.027 Introduction to Work Force Analysis

- (a) Underutilization is defined as having fewer minorities and women in a particular job classification than would reasonably be expected by their availability.
- (b) This particular section of the Affirmative Action plan will deal with identification of underutilization within Travis County Government. The charts in this section indicate that the work force has been examined from three different perspectives: (analysis of minority and female work force composition in the County; analysis of County's overall job categories, and analysis of County salary distribution). All three examinations are necessary for a comprehensive analysis of the work force composition so as to identify any and all employment underutilization.
- (c) The factors that were considered in this analysis of the labor market in order to determine the presence of underutilization are as follows:
  - (1) minority and female population of the Austin SMSA.

- (2) size of the minority and female employment force in the Austin SMSA area.
- (3) percentage of the minority/female work force as compared with the total work force in the immediate labor area.
- (d) The results of these analyses, as well as the entire Affirmative Action Plan, will be made available to all Travis County Government employees. Specific problem areas will be identified and recommendations for a "plan of action" to achieve parity in all job categories will be discussed in the annual "Supplementary Report" disseminated every 12 months.
- (e) To complete the examination of the employment situation at the County, specific studies will be conducted by the Affirmative Action Officer to determine if there are barriers within the County system that deter or prevent minority or female employees from transferring and/or being promoted within the Travis County Government. Also the existence of training institutions capable of providing training in the requisite skills will be researched, and the degree of training which the employer is reasonably able to undertake as a means of making all job categories available to minorities/women will be studied.

(Note: These studies are projected for the "long range" action to be taken by the county to achieve total equal employment opportunity).

112.028 Preliminary Comparison of Racial Composition of Travis County Work Force with that of the Austin, SMSA Work Force

PRELIMINARY COMPARISON OF RACIAL COMPOSITION OF TRAVIS COUNTY WORK FORCE WITH THAT OF THE AUSTIN SMSA WORK FORCE

<u>Population Category</u>	<u>Austin SMSA Labor Force*</u>	<u>Travis County Employees**</u>	<u>Labor Force State of Texas***</u>
Total	195,650 100%	796 100%	5,251,600 100%
Female	80,300 41.2%	346 44%	1,976,000 38%
Minority	47,900 24.6%	201 25%	1,412,175 28%
Black	19,500 10.0%	83 10%	626,950 13%
SSA	27,700 14.2%	115 14%	785,225 15%
Other	700 .4%	3 .2%	

\*Statistics are estimates for April 1976 prepared by the Texas Employment Commission. Estimates by race are projected from the 1970 Census.

\*\*Statistics are for May 7, 1976 (excluding elected and appointed officials; also seasonal or temporary employees). The figures provide an overall picture of the utilization of minorities and females in the Travis County work force.... Further analysis is necessary to determine if departmental imbalances exist.

\*\*\*Statistics are preliminary for March 1975 census projection. The figures provide an overall picture of the utilization of minorities and females in the State of Texas work force.

112.029 Austin Standard Metropolitan Statistical Area: 1976:

AUSTIN STANDARD METROPOLITAN STATISTICAL AREA: 1976; Labor Force by Job Category

EEO-4 Occupational Categories:	Male	Female	Total Minorities	Black	Spanish Surnamed	Other
Total Austin SMSA Employed = 195,650	115,350	80,300	47,900	19,500	27,700	700
Percentage of Total = 100%	50%	41%	25%	10%	14%	.4%
<b>I. Managers &amp; Administrators</b>						
Percentage of Category =	81%	20%	10%	3%	7%	.2%
<b>II. Professional; V. Para-Profes. III. Technical; IV. Protective Ser.</b>						
Percentage of Category =	63%	38%	11%	5%	6%	.9%
<b>VI. Office/Clerical</b>						
Percentage of Category =	28%	73%	15%	5%	10%	.3%
<b>VII. Skilled Craft</b>						
Percentage of Category =	94%	6%	24%	8%	16%	.1%
<b>VIII. Service/Maintenance</b>						
Percentage of Category =	46%	55%	43%	27%	16%	.5%

SOURCE: April 1976 projection from the U.S. Census of Population 1970; Volume 1, Part 45/Texas; Section 2; Table 173; PP. 1635 - 1643.

Labor Force includes employed and unemployed estimates; prepared by the Texas Employment Commission based on place of residence of workers.

Austin SMSA is defined as Hays and Travis Counties.

112.030 Travis County Work Force Analysis

TRAVIS COUNTY WORK FORCE ANALYSIS  
 \*Full-Time Employees = 796  
 May 7, 1976

§ 12.030 Travis County Work Force Analysis \*Full-Time Employees = 796 May 7, 1976

Job Categories	All Employees			Minority Group Employees						White
	Total	Male	Female	Total Minorities	Black American	Spanish Surnamed American	Indian	Other		
I. Admin./Managers	20	18	2	4	0	3	0	1	16	
%	100%	90%	10%	20%	---	15%	---	5%	80%	
II. Professional	51	37	14	7	2	5	0	0	44	
%	100%	73%	28%	14%	4%	10%	---	---	90%	
III. Technicians	14	14	0	2	2	0	0	0	12	
%	100%	100%	---	14%	14%	---	---	---	90%	
IV. Protective Service	231	177	54	66	32	33	0	1	165	
%	100%	77%	25%	29%	14%	14%	---	.4%	70%	
V. Para-Professional	43	21	22	13	7	6	0	0	30	
%	100%	49%	51%	30%	16%	14%	---	---	70%	
VI. Office/Clerical	305	57	248	66	21	44	1	0	239	
%	100%	19%	81%	22%	6.9%	14%	.3%	---	80%	
VII. Skilled Craft	41	41	0	8	3	5	0	0	33	
%	100%	100%	---	20%	7%	12%	---	---	80%	
VIII. Service/Maintenance	92	86	6	35	16	19	0	0	57	
%	100%	94%	6%	38%	17%	21%	---	---	62%	
TOTAL =	796	450	346	201	83	115	1	2	596	
%	100%	57%	44%	25%	11%	15%	.13%	.25%	75%	

\*Elected officials and appointed Department Heads are not included.

112.031 Salary Breakdown

SALARY BREAKDOWN  
 FULL-TIME EMPLOYEES  
 1976

Salary Range	Total	Male	Female	Black		Spanish Surnamed		Other		White	
				M	F	M	F	M	F	M	F
0-5,999	7	4	3	0	1	0	2	0	0	4	0
	100%	57%	43%	---	15%	---	29%	---	---	57%	---
6,000-7,999	185	72	113	19	10	11	29	0	1	32	73
	100%	39%	61%	11%	6%	6%	16%	---	.6%	18%	40%
8,000-9,999	258	125	133	16	17	12	20	0	0	97	96
	100%	49%	52%	6%	7%	5%	8%	---	---	38%	37%
10,000-12,999	250	172	78	15	7	20	4	1	0	136	67
	100%	69%	31%	6%	3%	8%	2%	.4%	---	55%	27%
13,000-15,999	53	37	16	3	1	6	1	0	0	28	14
	100%	70%	30%	6%	2%	12%	2%	---	---	53%	27%
16,000-over	43	40	3	0	0	2	0	0	1	38	2
	100%	93%	7%	---	---	5%	---	---	3%	89%	5%
Total	796	454	346	53	36	51	56	1	2	335	252

112.032 Justice Of The Peace Precincts 1974

JUSTICE OF THE PEACE PRECINCTS 1974

Precinct	Total	Population		
		Anglo	Black	Spanish Surnamed American
Precinct 1	57,261 100%	26,398 46%	24,867 43.4%	5,998 10.5%
Precinct 2	56,505 100%	53,521 94.7%	221 .4%	2,763 4.9%
Precinct 3	61,136 100%	55,158 90.2%	806 1.3%	5,172 8.5%
Precinct 4	56,291 100%	29,799 53%	3,627 6.4%	22,862 40.6%
Precinct 5	62,340 100%	55,569 89.2%	1,253 2%	5,518 8.9%
Total =	293,553	220,443	30,774	42,316

112.033 Commissioners' Precincts 1976

COMMISSIONERS' PRECINCTS 1976

Precinct	Total	Population		
		Anglo	Black	Spanish Surnamed American
Precinct 1	72,604 100%	42,865 59.04%	23,834 32.83%	5,905 8.13%
Precinct 2	82,412 100%	76,707 93.08%	607 .74%	5,098 6.18%
Precinct 3	73,878 100%	66,502 90.02%	883 1.20%	6,493 8.79%
Precinct 4	65,772 100%	35,710 54.29%	5,249 7.98%	24,813 37.73%
Total =	294,666	221,764	30,573	42,309

## **Subchapter F. Summary (Goals and Timetable) Component**

### **112.034 Summary (Goals and Timetables)<sup>6</sup>**

- (a) Three "times concepts" will be utilized by Travis County Government to facilitate the achievement of total equal employment opportunity with all deliberate speed--immediate, intermediate, and long range.
- (b) Immediate action shall be taken to disseminate in writing the County's policy regarding equal opportunity employment and affirmative action. Action has been taken to assure that salaries and benefits are the same for all employees who perform substantially similar work, and that sex/gender, race, religion, age, physical disability, sexual orientation, gender identity and expression or national origin is not a factor in placing employees in jobs with different pay levels or opportunities for advancement.
- (c) Intermediate (within 12 months of approval date) action shall be taken to identify any underutilization and/or discriminatory barriers in the employment system.
- (d) If improvement in hiring, training, transfer, and promotion of minorities and/or women in each area where underutilization has been identified is not accomplished voluntarily by the identified department, projections and timetables will be implemented.
- (e) Setting measurable projections and reasonable timetables may aid in the achievement of representation of each group identified as "underutilized" in each major job category
- (f) NOTE: There may be instances where a department may have attempted to actively recruit minority and female candidates for employment, but failed to attain the projections established for that department. Such efforts on the part of any department is demonstration of "good faith." In instances where parity has not been fully attained, records should be maintained identifying the problems which resulted in less than full attainment)
- (g) Long range (within 1-5 years of approval date) action shall be focused on total elimination of employment discrimination and effects of past discrimination within the Travis County Government
- (h) An internal reporting system will be established by the Affirmative Action Officer to continually audit, monitor, and evaluate progress of the total Affirmative Action Program for Travis County Government
- (i) Respective programs will be developed by the Affirmative Action Officer to eliminate discriminatory barriers and achieve representation of minorities and women in all job categories in relation to the overall Austin SMSA labor force

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<sup>6</sup> 112.034(b) replaced 8/16/2022, Item #25.

participation of such group. These programs will be discussed in depth under the "Supportive Programs," section of this document

- (j) Since the paramount object of this plan is to strive to achieve, within all departments, the employment of women and minorities in at least as great a percentage as they (minorities and women) are available in the Austin SMSA labor market, positive action and energy is required by all County employees. Based upon the data regarding the Austin SMSA work force and the vacancy projections of the County, the goal of parity in all job categories is reasonable and attainable

### **Subchapter G. Supportive Programs for EEO**

#### **112.035 Supportive Programs for Equal Employment Opportunity**

- (a) Identifying underutilization in a work force is a fairly objective and systemic process, but determining the causes for the underutilization involves intense, critical study of all the facets of employment.
- (b) The analysis of the Travis County Government work force has revealed underutilization of women and minorities in six of eight job categories; however, until a detailed, comprehensive review of the entire employment process is completed, it will be difficult to pinpoint the cause(s) of underutilization.
- (c) The following programs and practices will attempt to identify and remedy discriminatory barriers that may have contributed to the current underutilization at the County:
  - (1) A Review and Assessment of Recruitment Practices and Policies
    - (A) Develop an "Applicant Flow" chart that indicates the name, race, national origin, sex referral source, and job category for each job applicant.
    - (B) Retain records of minorities and females not hired; who interviewed them; who made the decision not to hire and documentation of reason for not hiring in order to establish responsibility.
    - (C) Educate persons involved in interviewing, selecting, promoting, and hiring to use objective, job-related standards. (Workshops will be conducted for all County employees involved in these employment processes.)
    - (D) Utilize minority and female employees in recruitment. Qualified, sensitive and committed minorities and females are motivated people who know how to find applicants.
    - (E) Visit and/or write to colleges with large minority and female enrollments for job recruitment.

- (2) Develop and Implement Educational and Training Programs to Benefit County Employees.
  - (A) Affirmative Action orientation sessions for managers and supervisors have been established to communicate legal rulings and individual responsibility relating to EEO.
  - (B) Training and education programs should be considered by all department heads to provide opportunities for employees to advance in relation to the present and projected manpower needs.
    - (i) Job related educational classes are offered at several educational institutions in Austin (e.g. Austin Community College).
    - (ii) In-house training programs can be designed to increase promotional possibilities.
  - (C) Initiate an "Upward Mobility" program so as to reduce the gap, and increase the steps between the present low-skill and higher-skill jobs. (\*i.e. job restructuring).
  - (D) \*(NOTE: Intergovernmental Personnel Act can be source for assistance in developing a future Upward Mobility program).
- (3) Self Audit of Employment Processes and Procedures
  - (A) Review job descriptions and hiring standards annually for job-relatedness.
  - (B) Monitor interview results for hires and non-hires.
  - (C) Exit interviews will be conducted with all employees who terminate, so as to monitor conditions of terminations.
  - (d) Subsequent to approval of this Plan, the work force composition of each County department will be examined annually to identify possible underutilization.
    - (i) Each department will appoint an employee to serve as liaison person between the department and the Personnel department's Affirmative Action Officer.
    - (ii) Each department will conduct a departmental analysis and submit to the Personnel Officer the following data by EEOC job categories.
      - (a) A list of position titles
      - (b) The number of budgeted positions
      - (c) Number of minorities in those positions
      - (d) Number of women in those positions
      - (e) Expected annual turnover rates
    - (iii) Based on available data, on the availability of persons in the labor market possessing requisite skills and the data

provided by the departmental analysis., goals will be established within each of the County's departments.

- (iv) Compliance and progress will be monitored by the liaison person and the Affirmative Action Officer.
- (d) These are practices and programs that can be established within the next twelve months to report and audit the progress of various aspects of the Affirmative Action Program. As is stated in the "Policy Statement" contained in this document, departmental staff and administrators will be advised of this annual evaluation of the efforts to achieve equal employment opportunity. Their input and support will be solicited.
- (e) A progress report of County EEO will be completed and available annually. The format of this annual report will include, but not limited to, the following areas:
  - (1) statistical data (job category and salary) pertaining to minority and female employees within the County as a whole.
  - (2) Statistical data (job category and salary) of minority and female employees within each department.
  - (3) Comparison of the previous year's data to the data provided in the yearly report.
  - (4) Narration and summation of the data.

**112.036 Exit Interview Process**

- (a) Prior to an employee's date of termination of employment with the County, an "exit interview" shall be conducted between the employee and the Personnel Department.
- (b) The purpose of the "exit interview" is to determine and discuss the factors that influenced the employee's termination. The EXIT INTERVIEW, Form 500, will be completed in conjunction with the actual discussion.
- (c) (Note: The employee who is terminating, may choose to submit an EXIT INTERVIEW FORM without participating in an actual "exit interview.")
- (d) An Exit Interview Form shall be required to be completed and submitted the personnel Department for all employees of Travis County, with the exception of appointed and elected officials.
- (e) The Exit Interview Form is established to ascertain the reason(s) for any employee's termination. This form will be utilized in coordination with the "Separation Summary" report maintained by the Personnel Department in order to facilitate the annual evaluation of the affirmative action program.
- (f) In the case that an employee has a grievance relating to the terms of their termination, that employee may participate in the "Grievance Procedures"

established by Travis County for all employees. (refer to official Grievance Procedures within this document).

- (g) All personnel action, including termination, shall be reviewed by the Personnel Department. If any action is held to be improperly handled or if any action taken is deemed to be unfair, the Personnel Director will recommend to the County Commissioners' that a review of such actions be conducted.

**112.037 (Reserved for Expansion)<sup>7</sup>**

**112.038 (Reserved for Expansion)<sup>8</sup>**

**112.039 Glossary**

- (a) Affirmative Action: In employment law, specific actions in recruitment, hiring, upgrading and other areas which are designed to eliminate the present effects of past discrimination.
- (b) Age Discrimination in Employment Act of 1967: A federal law prohibiting employment discrimination against persons aged 40-65 on the basis of their age, except where age is a bona fide occupational qualification (see BFOQ).
- (c) Artificial Barrier: The employment practices that screen out or otherwise limit the employment opportunities of minorities or women at a greater rate than others.
- (d) Bona Fide Occupational Qualifications (BFOQ): Valid requirements necessary for accomplishment of a given job. (age and sex may be a BFOQ, but race is never a BFOQ).
- (e) Discrimination: The denial of any person the right of equal opportunities for employment or advancement on the basis of something other than merit, ability, or potential.
- (f) Disparity: A condition that exists when the staff makeup indicates that persons occupying job classifications or major functional categories are less than that specified in ACC's(??????) overall goal or departmental affirmative action plans.
- (g) EEO-4 Report: An annual employment report which must be filed with the Equal Employment Opportunity Commission (EEOC).
- (h) Minorities: "Minorities" in this document refers to Blacks, Spanish-Surnamed Americans, and American Indians.
- (i) Overutilization: Over representation or "concentration" of staff in job categories, job classifications, or a department (usually females).

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<sup>7</sup> Sections 112.037, 112.038, 112.046, and 112.048 were repealed 7/30/2002, Item 2.

<sup>8</sup> Sections 112.037, 112.038, 112.046, and 112.048 were repealed 7/30/2002, Item 2.

- (j) Relevant Labor Market:: The labor area, usually City or the Standard Metropolitan Statistical Area (SMSA) from which employment is drawn for jobs.
- (k) Title VI or Civil Rights Act of 1964: Prohibits discrimination based on race, color, or national origin in all programs or activities which receive federal financial aid. The discrimination extends to or includes delivery of services, granting or privileges, and other than those covered specifically by Title VII of the same Act.
- (l) Title VII of the Civil Rights Act of 1964: (with 1972 amendments):Prohibits discrimination in employment because of race, color, religion, sex, or national origin. The 1972 amendments extended coverage to include state, county, and municipal governments, and gave the Department of Justice the authority to file suit against these entities for acts of discrimination.
- (m) Underutilization: Under representation of staff in job categories, job classifications, or a department (usually females and minorities) in relationship to composition of the population and/or availability in the labor market.
- (n) Utilization Analysis: An analysis of staff to determine to what extent minority group individuals and women are under-utilized, in the job categories within the organization.
- (o) Equal Employment Opportunity: The right of all persons to work and advance on the basis of merit, ability and/or potential without regard for race, color, national origin, religion, or sex as guaranteed by Title VII of the Civil Rights Act of 1964 with 1972 amendments.
- (p) Equal Employment Opportunity Commission (EEOC): The federal agency created by Congress to administer Title VII of the Civil Rights Act and to insure equal treatment for all in employment.
- (q) Executive Orders 11246 and 11375 (as amended) Require Affirmative Action Programs by all federal contractors and subcontractors and require that organizations with contracts over \$50,000 and 50 or more employees develop and implement written programs.
- (r) "Good Faith Effort" Realistic active effort and spirit which is demonstrated by department head's attempts to achieve affirmative action goals.

112.040 Employment Requisition, Form #100

(PERSONNEL COPY)

EMPLOYMENT REQUISITION

Form 10

Date Prepared \_\_\_\_\_ 15 \_\_\_\_\_

Interviewer \_\_\_\_\_  
Name Location Telephone Department (Number)

Job Classification (Title) of Vacancy \_\_\_\_\_ Budgeted Position: Yes  No  If No, please specify \_\_\_\_\_

Classification Range \_\_\_\_\_

Replacement for: \_\_\_\_\_  
Name Title Date of Termination

Status of Requisitioned Vacancy:

Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Part Time (No. of Hrs.) \_\_\_\_\_

The minimum education and/or experience requirements, as stated on the job description, will be used in recruiting. Please state on reverse side any special instructions you feel would be of value to the Personnel Department in recruiting for the position.

APPROVED—Department Head or Designated Authority

FOR PERSONNEL USE ONLY

Date Received \_\_\_\_\_ Date Approved and Returned To Dept. \_\_\_\_\_ Date Vacancy Filled \_\_\_\_\_

Personnel Department

(PERSONNEL COPY)

# APPOINTMENT REQUISITION

Form 201

Date Prepared \_\_\_\_\_ 19\_\_\_\_

Full and Complete Name of Employee (Maiden) \_\_\_\_\_

Effective Date of Employment (Mo.-Day-Yr.-Mn.) \_\_\_\_\_

Job Title of Vacancy Filled \_\_\_\_\_

<b>TO BE COMPLETED BY PERSONNEL</b>			
D.O.B. _____	M _____	F _____	Code _____
Previous County Employee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Marital Status	_____		
U. S. Citizen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date Received (Auditor) _____			

Department \_\_\_\_\_ (Number) \_\_\_\_\_

### RATE OF PAY

To be paid employee \$ \_\_\_\_\_ Per  Mr.  Mx.  Ms.

Evaluation: Range \_\_\_\_\_ Step \_\_\_\_\_ Work Week \_\_\_\_\_ Mx.

To be paid from:  
Funds specified in budget for this position   
Other \_\_\_\_\_

Remarks: \_\_\_\_\_

Position is Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal \_\_\_\_\_

Approved—Department Head \_\_\_\_\_

Date received Personnel \_\_\_\_\_

Personnel Department \_\_\_\_\_

112.042 Change of Status Requisition, Form #202

Form 202

(PERSONNEL COPY) **CHANGE OF STATUS REQUISITION** Date Prepared 19\_\_

---

Full and Complete Name of Employee \_\_\_\_\_ Effective Date of Change (Mo.-Day-yr.) \_\_\_\_\_

Action Requested: Transfer  Last Date of Appointment (Mo.-Day-yr.) \_\_\_\_\_  
 Change Wages  To be paid from funds as specified in the budget   
 Change Name\*   
 \*List Former Name Under Remarks \_\_\_\_\_ Other \_\_\_\_\_

TITLE OF EMPLOYEE	DEPARTMENT (NUMBER)	WORK WEEK	RATE OF PAY	EVALUATION	
				Mo. Day Mo.	RANGE STEP
Former _____	_____	_____	Former \$ _____ per <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____
New _____	_____	_____	New \$ _____ per <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____
Remarks _____					

The Position is Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal \_\_\_\_\_

Approval—Department Head \_\_\_\_\_ Auditor Department \_\_\_\_\_ Personnel Department \_\_\_\_\_

Date Rec'd in Personnel \_\_\_\_\_

112.043 Separation Requisition, Form #203

Form 203

(PERSONNEL COPY) **SEPARATION REQUISITION** Date Prepared 19\_\_

---

Full and Complete Name of Employee \_\_\_\_\_ Effective Date of Appointment (Mo.-Day-Yr.-Dy.) \_\_\_\_\_  
*Separation*

Job Title \_\_\_\_\_ Last Date of Appointment (Mo.-Day-Yr.) \_\_\_\_\_

Department (Number) \_\_\_\_\_

REASON FOR REMOVAL

1. *Resigned <input type="checkbox"/>	5. *Leave of Absence Without Pay <input type="checkbox"/>
2. *Discharged <input type="checkbox"/>	6. Retired <input type="checkbox"/>
3. Work Completed (T, S, or P.) <input type="checkbox"/>	7. Deceased <input type="checkbox"/>
4. *Approved Leave of Absence <input type="checkbox"/>	8. *Lay-Off <input type="checkbox"/>

\*Explain in detail under "remarks".

Remarks \_\_\_\_\_

Approval—Department Head \_\_\_\_\_ Auditor Department \_\_\_\_\_ Personnel Department \_\_\_\_\_

Date Rec'd in Personnel \_\_\_\_\_

112.044 Applicant Evaluation, Form #400

April 1976

(Form 400)

TRAVIS COUNTY

APPLICANT EVALUATION

APPLICANT'S NAME: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

DATE INTERVIEWED: \_\_\_\_\_

OVERALL RATING (indicate with "x")

Superior Very Good Fair Poor  
Good

- 1. Job Knowledge and Skills
- 2. Job Related Experience
- 3. Manner and Attitude
- 4. Ability to Learn

	Superior	Very Good	Fair	Poor
1. Job Knowledge and Skills				
2. Job Related Experience				
3. Manner and Attitude				
4. Ability to Learn				

List Applicant's strong points for this particular position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List Applicant's weak points in relation to this position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendation to employ? \_\_\_\_\_ yes; \_\_\_\_\_ no

INTERVIEWER'S SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*  
ADDITIONAL COMMENTS:

Return a copy of this "Applicant Evaluation" to Personnel Office.

TRAVIS COUNTY

EXIT INTERVIEW FORM

NAME OF EMPLOYEE \_\_\_\_\_

JOB TITLE \_\_\_\_\_ DEPT. \_\_\_\_\_

IMMEDIATE SUPERVISOR \_\_\_\_\_

LAST DAY WORKED \_\_\_\_\_ LENGTH OF COUNTY EMPLOYMENT: \_\_\_\_\_

Check the appropriate boxes.

I am leaving employment with Travis County:

- voluntarily, through my own choice
- unvoluntarily, through no choice of my own

Condition of Termination:

- resignation
- discharged
- \*other
- retired
- lay off

\*Please write in your own words your reason(s) for leaving: \_\_\_\_\_

Were you satisfied with the working conditions of job? (environment, location, equipment, safety) \_\_\_\_\_

Were you satisfied with the working relationship you had with your supervisor? \_\_\_\_\_

Do you have any suggestions to offer to improve your job position or your department? \_\_\_\_\_

\*\*\*\*\*  
FOR PERSONNEL USE ONLY

DATE OF INTERVIEW: \_\_\_\_\_

M F  
A B C D E F  
Func. \_\_\_\_\_ Cat. \_\_\_\_\_

**112.046 (Reserved for Expansion)<sup>9</sup>**

**112.047 Interpretation of Job Categories**

- (a) Officials/Administrators - occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the County's operations, or provide specialized consultation on a regional, district or area basis.  
Includes: department heads, controllers, examiners, directors, sheriff, police and fire chiefs, and other kindred workers.
- (b) Professionals - occupations which require specialized and theoretical knowledge which is usually acquired through college training which provides comparable knowledge.  
Includes: personnel, social workers, registered nurses, psychologists, lawyers, accountants, engineers, counselors, instructors, police captains and lieutenants and kindred workers.
- (c) Technicians - occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.  
Includes: computer programmers and operators, draftsmen, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, assessors, inspectors, police sergeants and kindred workers.
- (d) Protective Service Workers - occupations in which workers are entrusted with public safety, security and protection from destructive forces.  
Includes: police patrol officers, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals and kindred workers.
- (e) Para-Professional - occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or technical status.  
Includes: aides, assistants, auxiliary workers in welfare, research, and police areas plus other kindred workers.
- (f) Office/Clerical - occupations in which workers are responsible for internal and external communication recording and retrieval of the data and/or information and other paperwork required in an office.

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<sup>9</sup> Sections 112.037, 112.038, 112.046, and 112.048 were repealed 7/30/2002, Item 2.

Includes: bookkeepers, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, and other kindred workers.

- (g) Skilled Craft Workers - occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

Includes: mechanics, repairmen, electricians, heavy equipment operators, skilled machining operators, typesetters, and kindred workers.

- (h) Service/Maintenance - occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.

Includes: truck drivers, custodial personnel, gardeners, groundkeepers, refuse collectors, laundry and dry cleaning operators, construction laborers.

**112.048 (Reserved for Expansion)<sup>10</sup>**

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<sup>10</sup> Sections 112.037, 112.038, 112.046, and 112.048 were repealed 7/30/2002, Item 2.