

**Texas Water Development Board
Recruitment Plan
Fiscal Year 2023**

September 1, 2022 – August 31, 2023

EEO Contact

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Recruitment Plan

I. Equal Employment Opportunity Statement

It is the intent of the Texas Water Development Board (TWDB) to provide equal employment opportunity for all persons regardless of race, color, age, sex, religion, sexual orientation, national origin, disability, or veteran's status. Physical disability or condition is not considered a factor in employment unless the specific job so warrants.

Equal Opportunity is provided for all persons in the areas of recruiting, hiring, transfers, promotions, training, compensation, benefits, layoffs, and terminations. Vacancies are filled in accordance with agency job descriptions, State Classification system guidelines and legislative appropriations.

II. Purpose

The purpose of the TWDB's Recruitment Plan is to ensure compliance with the policy statement detailed above and to provide a management tool to be utilized throughout the agency to assure equal employment opportunities in all phases of employment.

III. Scope of Plan

This Recruitment Plan covers all employees and applicants for employment with the TWDB. The plan is an integral part of agency personnel policy and will be administered by those employees in management and supervisory positions. The foundation of the agency's recruitment plan is one that will ensure the fullest participation of all covered classes. The agency will achieve this through a focused community outreach program that includes the utilization of non-traditional recruiting sources.

Human Resources staff charged with recruiting or related duties will work with the Human Resources Manager and program staff to ensure that job announcements are made available to a wide range of recruiting sources. Job announcements will be distributed to recruitment sources targeting African American, Hispanic, female, and other minority groups. Notices of vacancies will be posted in accordance with State of Texas posting rules.

IV. Designation of Responsibility

Authority for implementation of the TWDB Recruitment Plan resides with the TWDB Executive Administrator. To ensure equal employment opportunity, the TWDB Executive Administrator designates the responsibility to establish, monitor, evaluate and implement the EEO policies and procedures and the Recruitment Plan. The responsibility of the Human Resources Manager is to ensure that the policy of equal employment is made known both internally and externally. The following actions are taken to disseminate the agency policy:

- A. The Recruitment Plan will be discussed during new employee orientation with all new employees to ensure full understanding.

- B. Additional equal employment opportunity policy information or updates will be distributed to all employees as needed.
- C. The TWDB Employee Handbook that details agency personnel policies is accessible to all employees. All changes in these policies will be available on the agency's internal website and employees will be notified of any changes.
- D. A copy of this Recruitment Plan will be made available on the TWDB career page for review by all interested persons, including job applicants.

V. Plan Development

Each year, the TWDB evaluates the effectiveness of its Recruitment Plan to determine if any modifications or policy changes are required. By careful analysis of hiring and retention practices, the TWDB can determine what specific activities were successful. The Human Resources Manager has been delegated overall responsibility for developing, coordinating and implementing the Recruitment Plan. The Human Resources Manager is responsible for:

- assisting in identifying and resolving EEO problems;
- serving as liaison between the TWDB and the Governor's Office, the Texas Workforce Commission - Civil Rights Division, minority organizations, and the public;
- keeping staff informed of recent EEO developments; and
- developing and maintaining an effective Recruitment Plan to ensure that areas of underutilization are addressed through a comprehensive plan of recruitment and retention.

VI. Plan Implementation

In order for TWDB to decrease the underutilization for African Americans in the job categories of Officials/Administrators and Administrative Support, the agency continues to expand its recruitment target areas for vacant positions as a part of its overall recruitment process in the following ways:

A. Career Fairs.

- The TWDB has resumed attendance at in-person career fairs. Staff have attended fairs with Workforce Solutions, The American Legion and Texas Veterans Commission. In effort to encourage diverse populations to apply for vacancies, the workforce recruiter has and will attend in-person and virtual career fairs and informational sessions at the following institutions: Historically Black Colleges and Universities such as Prairie View A&M, Texas Southern, Huston-Tillotson and Hispanic Serving Institutions such as UT El Paso, UT Rio Grande Valley and UT San Antonio.

B. Internship Program.

- ***Communication with Career Centers*** - The TWDB plans to continue communication with career centers within educational institutions with high enrollment of persons in underrepresented groups.
- ***Mickey Leland Internship Program*** - The TWDB is set to hire five Mickey Leland interns in the summer of 2023. The program's mission is to heighten the awareness and encourage the participation of minorities, women, and economically disadvantaged college/university students regarding environmental-related issues and policies; and to develop a diversified work force within Texas' environmental agencies and private corporations by promoting employment opportunities for students exploring future professional opportunities in the environmental fields. The program has shown to also serve as a pipeline for interns to find permanent positions with the agency. Several current and former staff members at TWDB were led to the agency by first working as interns.
- ***Environmental & Natural Resources Law Section Internship Program*** – The State Bar of Texas, Environmental & Natural Resources Law Section (ENRLS) is sponsoring one summer internship for students currently in their second year of law school. ENRLS fosters the success of a diverse community of environmental, energy, and resources lawyers, advisors, law students, and decision-makers and provides a premier forum for the exchange of ideas and information.
- ***Externships*** – The Externship program through the Jackson School of Geosciences at the University of Texas at Austin has also shown to be great recruitment tool. Since 2016, students from The University of Texas at Austin, Jackson School of Geosciences Externship come onsite to tour and learn about the Texas Water Development Board and future job opportunities at the agency. TWDB staff is currently working with Career Services Staff at UT to hold information sessions on campus on a consistent basis.

C. Advertising.

- ***Placement of Job Announcements*** – TWDB Human Resources will encourage more job advertisement in publications, websites, or other resources whose readership includes a diverse population (when applicable and economically feasible).
 - ***CAPPS Recruit*** – TWDB Human Resources will implement CAPPS Recruit in May 2023. CAPPS Recruit system will work with hiring managers to create and route requisitions for approval to Human Resources, post and accept State of Texas Applications via online from interested applicants. The online system will allow Human Resources and Hiring Managers to track hiring activities, manage interviews, change the status of an applicant's application, and create summary reports about applicants and your associated requisitions.
 - ***Handshake*** – TWDB Human Resources will continue to post relevant job vacancies on Handshake. Handshake connects employers with students and young alumni from across 1,100 colleges and institutions. These include Historically Black Colleges and Universities, Hispanic-

Serving Institutions, and women's colleges, plus 150+ student diversity groups including the National Society of Black Engineers and the Society of Women Engineers.

- ***Simplicity*** – TWDB Human Resources will continue to post job vacancies on Symplicity to access HireAggies at Texas A&M University and the University of Houston. Symplicity is another tool that connects employers to career service offices at over 2,000 colleges and universities.
- ***Professional Diversity Network*** - TWDB Human Resources will continue to post relevant job vacancies on the Professional Diversity Network (PDN). PDN is the nation’s leading single-source diversity online recruitment company with 30+ membership-based diversity partners. This recruitment effort assists in increasing diverse candidate flow, source and qualify interested candidates, and provides culturally relevant outreach and branding.
- ***Indeed Resume*** – Indeed Resume is the recruiting industry’s leading standard for employers and job seekers. Indeed Resume is a tool that allows subject matter experts to proactively assist Human Resources with searching through Indeed’s database of resumes and identifying possible candidates for technical/professional and hard to fill positions.
- ***LinkedIn Recruiter*** – LinkedIn is a social networking website geared toward professional networking. The platform has evolved to include job postings and profile mining. TWDB Human Resources will continue to use LinkedIn Recruiter to source candidates and post open vacancies with HM to find candidate.
- ***Social Media Campaign*** – TWDB Human Resources and Agency Communications collaborates on the weekly rotation of active vacancies that are showcased on a variety of social media platforms such as LinkedIn and Twitter. These collaborative workings also include the development of a media campaign to brand TWDB recruitment efforts whether digitally on platforms such as Facebook and Instagram or in the community in-person such as at career fairs or information sessions.
- ***Continual Expansion & Updating Recruiting Sources*** –
 - TWDB Human Resources hired a dedicated full-time workforce recruiter. The main purpose of this role to implement proactive recruiting strategies such as 1) representing TWDB at in-person career fairs in the local community and at colleges & universities for the purposes of building and establishing long-term pipelines for interns and FTE vacancies, 2) collaborating with other HR staff members to strategically manage job postings, 3) conducting community outreach by collaborating with career services offices such as Workforce Solutions, other state government agencies such as Texas Veteran’s Commission, the various chambers of commerce in Austin/Travis County and the various non-profit organizations that focus on providing employment services/vocational rehabilitation such as Goodwill Central Texas and the Austin Area Urban League. TWDB workforce recruiter will continue to practice proactive recruitment by

sourcing candidates and reaching out to them to guide them through the TWDB and State of Texas application process as well as submitting these candidates directly to hiring managers within TWDB for consideration. TWDB workforce recruiter will also continue to build working relationships with hiring managers for candidate submittal and accompaniment at local career fairs.

- TWDB Human Resources staff focus on recruitment efforts such as posting on diverse platforms and expanding the recruitment resources. Staff have developed and continue to maintain an inclusive list of free and paid job posting resources sites to include multiple universities across the state of Texas.
- TWDB Human Resources will continue to update and maintain its extensive database of various career posting site and contacts. The spreadsheet is also geared towards under-represented target groups including appropriate points of contact.

D. Networking Initiatives.

- ***Develop Partnerships with Minority Organizations*** – The purpose of conducting community outreach is to build awareness of the agency in the community and establish a network of contacts that can possibly lead to referrals. The workforce recruiter will work on developing closer partnerships with minority organizations to include Hispanic Chamber of Commerce, the Austin Area Urban League, etc.

E. Selection Process Evaluation and Resources.

- The TWDB will ensure freedom from bias by reviewing job application forms and evaluating selection methods to ensure they are job-related. Additional training will be provided to Hiring Teams with an emphasis on how to incorporate diversity hiring goals and strategies.

VII. EEO Complaint Handling Procedures

It is the TWDB's policy to regularly inform employees about the complaint process that is available for handling complaints of discrimination or other EEO-related problems. Any TWDB employee who has equal employment opportunity-related questions, problems or complaints may communicate his/her concern to the immediate supervisor, any supervisor in the chains of command, any supervisor within the Agency, Deputy Executive Administrator for Operations and Administration, General Counsel, Director of Human Resources, or any member of the Human Resources or General Counsel staff. All complaints will be handled fairly and expediently. It is the TWDB's policy that no employee shall suffer reprisal for seeking resolution of a problem through this procedure.

VIII. Statistically Under-represented Groups

The utilization analysis was conducted for the Texas Water Development Board (TWDB) using the 80% Rule. This rule compares the actual number of employees to the expected number of employees based on the available state Civilian Labor Force (CLF) data for African American, Hispanic, and female employees.

For the purpose of this analysis, a group is considered underutilized when the actual representation in the workforce is less than 80% of what the expected number would be based on the CLF. The TWDB reviewed and conducted analysis to determine where underutilization was identified. The utilization analysis of the TWDB for fiscal year 2022 indicated potential underutilization in the categories of Officials/Administrators (A) and Administrative Support (C) for African American. The following tables summarize the results of the utilization analysis.

Job Category	Utilization Analysis Results
Officials/Administrators (A)	African American (potential underutilization)
Administrative Support (C)	African American (potential underutilization)
Service Maintenance (M)	N/A
Professional (P)	No Underutilization
Protective Services (R)	N/A
Skilled Craft (S)	N/A
Technical (T)	N/A

In order for TWDB to decrease the potential underutilization for African Americans, the agency has continued to expand its recruitment target areas for vacant positions that fall into those job categories of as a part of its overall recruitment process.

IX. Statewide Utilization Analysis

(See attachment)

X. TWDB EEO and Recruitment Plan Policies


The TWDB Human Resources Division maintains a written policy statement that implements a program of equal employment opportunity to ensure that all personnel transactions are made without regard to race, color, sex, religion, sexual orientation, age, disability, national origin, or veteran's status. The policy statement shall cover an annual period, be updated at least annually, be reviewed by the Texas Workforce Commission, and be filed with the Governor's Office.

XI. Certification

The Texas Water Development Board is committed to implementation of the Recruitment Plan. Furthermore, the TWDB will continue to develop this plan to ensure continued effectiveness.

Approved:

	4/11/2023
_____ Nathalie Antenor, Human Resources Manager	_____ Date

	4/12/2023
_____ Edna Jackson, Deputy Executive Administrator, Operations and Administration	_____ Date

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