



Control Number: 30240



Item Number: 1728

Addendum StartPage: 0



2011-01-28 11:28

December 28, 2010

James Galloway, Filing Clerk  
Public Utility Commission of Texas  
1701 N. Congress Ave.  
Austin, TX 78711

Re: Project No. 30240 – Workforce Diversity Report 2010

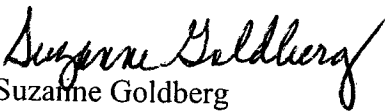
Dear Mr. Galloway:

Enclosed please find an original and four (4) copies of the above referenced report. Grande does not have supplier workforce diversity information and therefore page 2 remains uncompleted.

Copies of the report are also being sent to the Governor, Lt. Governor, Speaker of the House and the respective Chairmen of the Senate Hispanic Caucus, House Mexican-American Legislative Caucus, and the House Legislative Black Caucus.

Please do not hesitate to contact me with any questions at (781) 983-4266 or (512) 878-5474.

Sincerely,

  
Suzanne Goldberg  
Regulatory Affairs Manager

Encl.

cc: The Honorable Rick Perry  
The Honorable David Dewhurst  
The Honorable Joe Straus  
The Honorable Juan "Chuy" Hinojosa  
The Honorable Garnett Coleman  
The Honorable Trey Martinez-Fischer

# **WORKFORCE AND SUPPLIER DIVERSITY FORM** **WORKFORCE DIVERSITY**

NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR																	1
Occupational Categories	Combined Total	Company Totals		Caucasian		African American		Hispanic		Asian		American Indian		Two or More			
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Officials and Managers	109	70	39	55	28	4	2	11	8	0	0	0	0	0	0	1	
Professionals	32	24	8	20	6	1	1	3	1	0	0	0	0	0	0	0	
Technicians	121	106	15	67	7	4	2	28	5	2	0	2	0	3	1		
Sales Workers	83	63	20	31	11	4	1	25	8	1	0	1	0	1	0	0	
Office and Clerical	188	73	115	35	57	6	5	30	50	1	1	0	0	1	1	2	
Craft Workers (Skilled)	136	135	1	66	0	13	0	52	1	0	0	2	0	2	0	0	
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Laborers (Unskilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Previous Year Totals	713	498	215	304	122	37	12	145	76	3	1	5	0	4	4		
This Year Totals	669	471	198	274	109	32	11	149	73	4	1	5	0	7	4		

**NOTE:** Double-click on embedded Excel chart to open. Click on a cell or use arrow keys to select an occupational category and ethnic group to update workforce diversity numbers. Do not enter information in Combined Total and Company Totals columns or the This Year Totals row as these will update automatically. Cells left blank will be counted as zero. Click anywhere outside of chart to exit.

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**WORKFORCE AND SUPPLIER DIVERSITY FORM**  
**HUB/SMALL BUSINESS PROCUREMENT AS A PERCENTAGE OF TOTAL COMPANY PROCUREMENT**

Actual % = [Total HUB(1) procurement + Total Small Business(2) procurement]/Total Company procurement		Actual % for Previous FY	Actual % for Current FY	Percentage Change
Construction Contracts (3)				%
Commodities Contracts (4)				%
Other Services (5)				%
Professional Services Contracts (6)				%
Major Equipment (7)				%
Other (8)				%

(1) **HUB** -- Pursuant to Texas Government Code § 481.191(4), HUB means: (A) a corporation formed for the purpose of making a profit in which at least 51 percent of all classes of the shares of stock or other equitable securities is owned by one or more persons who are members of certain groups, including black Americans, Hispanic Americans, women, Asian Pacific Americans, and American Indians; (B) a sole proprietorship formed for the purpose of making a profit that is 100 percent owned, operated, and controlled by a person described by Paragraph (A) of this subdivision; (C) a partnership formed for the purpose of making a profit in which 51 percent of the assets and interest in the partnership is owned by one or more persons described by Paragraph (A) of this subdivision. Those persons must have proportionate interest and demonstrate active participation in the control, operation, and management of the partnership's affairs; or (D) a joint venture in which each entity in the joint venture is a historically underutilized business under this subdivision.

(2) **Small Business** -- Pursuant to Texas Government Code § 481.191(6), Small Business means a corporation, partnership, sole proprietorship, or other legal entity that: (A) is domiciled in this state; (B) is formed to make a profit; (C) is independently owned and operated; and (D) employs fewer than 100 full-time employees.

(3) **Construction** -- Construction done by general contractors and special trade contractors which includes new work, additions, alterations, reconstruction, installations, repairs, remodeling, renovating, and repair of office buildings. Heavy construction other than buildings such as pipelines, communication and power lines, sewer and water mains, asphalt and concrete construction of roads, trenching, cable laying, conduit construction, land clearing and leveling.

(4) **Commodities** -- All materials, goods or tangibles purchased to conduct business, not including fuel or purchased power contracts and major equipment purchases and rentals.

(5) **Others Services** -- All specialty work, special circumstances that required contract labor, special consultants or other non-defined services. Examples include audio/visual, staffing services, landscaping, forestry, tree trimming, art and decorative services, janitorial, travel/lodging, automotive repair, and photography.

(6) **Professional Services** -- Contracted professional services which include legal, consulting, health, engineering, accounting, advertising/marketing, architectural, real estate, computer services, research and analysis, education/training, insurance, surveying services, weather services, environmental, financial, etc.

(7) **Major Equipment** -- Includes all major equipment purchases and rentals including but not limited to transmission and distribution equipment, power plant equipment, substation equipment, heavy construction equipment, fleet requirements, etc.

(8) **Other** -- Any commodity or service not covered by the above categories.

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
COMPANY INITIATIVES**

**(1) Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:**

Grande posts position openings on its website, which is available to all employees and external applicants. We provide a link to our career website on our internal web page accessible by all employees. Recruiting ads which are placed in local news publications reference our website.

We participate in various community events throughout our local service markets and provide information regarding our career page at those events. We post positions within the Texas Workforce job posting website in addition to posting with other online providers (yahoo hot jobs, monster, etc..) that can be accessible by the public at large. In addition, several of our facilities utilize a job openings banner posted outside their facilities that refers to the Grande career page on our external website for job availability.

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
COMPANY INITIATIVES**

**(2) Make an assessment of the success of each of the specific initiatives, programs, and activities listed above:**

Grande has been very successful with its community outreach initiatives and has been recognized by many of the minority organizations and community groups for doing so. Grande has also had great success in obtaining minority support of our services through our diversity friendly marketing and advertising initiatives. Our recruiting and hiring practices are not specific to gender or race, and give equal opportunity to all individuals, whether currently employed or external applicants.

**(3) Describe the initiatives, programs, and activities the utility will pursue during the next year to increase the diversity of its workforce and contracting opportunities for small and historically underutilized businesses:**

Grande will continue our community outreach initiatives. As well as continuing our hiring practices which are not specific to gender or race, and give equal opportunity to all individuals, whether currently employed or external applicants. We will continue to utilize posting opportunities via our website that provides accessibility to potential candidates.

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
COMPANY INITIATIVES**

**(4) State the specific progress made under the plan filed by the utility:**

- 1. Maintain a commitment to employ a diverse workforce with emphasis placed on recruitment.**  
Grande posts open positions on the career section on Grande's website which is equally accessible by internal as well as external applicants. We also post positions with local colleges and universities that maintain a diversified student enrollment. Additionally, we run ads in local newspaper publications that refer to our website for submitting applications or resumes. We have utilized minority focused community events to refer to Grande employment opportunities by promoting our career page on our website.
- 2. Encourage management to focus on employee retention.**  
Grande is working hard to create an environment of accountability where employees know that their successes are celebrated and their challenges are identified. Grande's management provides ongoing feedback to employees regarding their performance. Grande's expectation is that employees should never be surprised about how their performance is viewed by management, good or bad. We conduct an annual employee survey that provides employees with an opportunity to give feedback to the company at large regarding its communication, management quality, and overall culture. We utilize this feedback to improve practices and policies.
- 3. Develop Internal Candidates for Promotion.**  
Grande maintains salary and grading structure which allows for career growth within a job family or promotional opportunities to other positions for which an employee may be qualified. Open positions are posted on Grande's career page, which is accessible by all employees as well as external applicants. In addition Grande has implemented career progression guidelines for certain positions within the company. The guidelines identify promotional opportunities and requirements for advancement within the position. The progression plans are communicated to the employees via management and are also posted on the company's intranet site.
- 4. Workforce Training Opportunities**  
Grande has an educational assistance and continuing education program available to all employees. The company established "Grande University" to help provide opportunities to employees for on-site career development as well as an avenue to assist employees in locating outside opportunities for skill advancement. Training is provided to support employee continuing education needs. Additionally, Grande provides OJT training for skill level advancement once an employee has been accepted into a new position.
- 5. Build a reputation for being diversity friendly.**  
Grande marketing collateral focuses on representing the same diversity that can be found in our markets. We also employ a Value System that all employees are trained on and is used daily by all employees. The Value System calls for all individuals to be treated with respect and honesty.
- 6. Evaluate the diversity plan annually.**  
We are continually assessing our community outreach, recruiting, marketing and employee initiatives as

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## WORKFORCE AND SUPPLIER DIVERSITY FORM COMPANY INITIATIVES

they relate to diversity as well as our business needs.

### Contracting

1. Through our active and diverse community outreach programs we are frequently able to make contacts with HUB's and small businesses who can supply goods and services to Grande.
2. Grande is actively involved in all the various Chamber of Commerce organizations in each market.
3. Grande actively encourages employees to become involved in community outreach opportunities as well as organizations such as the chamber of commerce. Announcements are continually sent to all employees for participation in community activities and organizations.
4. Grande's community relations department is very active in supporting and sponsoring many activities in the communities in which we serve throughout the year. Through our active community involvement we are presented with many opportunities to contact HUBs and small businesses who can provide services and goods to Grande.

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