



Control Number: 30240



Item Number: 2115

Addendum StartPage: 0

**PROJECT NO. 30240**

**NTS COMMUNICATIONS, INC.  
2012 ANNUAL WORKFORCE DIVERSITY REPORT**

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2/1/13



December 28, 2012

PUC Filing Clerk  
Public Utility Commission of Texas  
PROJECT NO. 30240  
1701 North Congress Avenue  
Austin, Texas 78711-3326

RE: 2012 Annual Workforce Diversity Report  
Project No. 30240

Dear Sir or Madam:

Attached are four copies of our 2012 Workforce Diversity Report. We have also mailed a copy to each of the Legislative Contacts as listed on the Texas PUC website.

If you need anything further in this regard, please feel free to contact me at (806) 788-2951 or at [wendy.lee@ntscom.com](mailto:wendy.lee@ntscom.com)

Sincerely,

A handwritten signature in black ink that reads "Wendy J. Lee". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Wendy J. Lee, SPHR  
Vice President – Human Resources  
NTS Communications, Inc.  
5307 W. Loop 289  
Lubbock, TX 79414-1610

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
FOR ANNUAL PERIOD ENDING SEPTEMBER 30, 2012**

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

**Workforce:** We continue to have good diversity in our organization – we have a very diverse workforce. We are an Affirmative Action Employer. We take proactive steps to be sure our employment ratios remain in line with the surrounding population. In order to continue to attract qualified minority applicants, we continued to do the following:

- We placed ads in the West Texas Hispanic News and other minority newspapers – in addition to attracting qualified minorities, this helped us to attract some bilingual employees for various departments.
- We posted our job openings on the Texas Workforce Commission Internet site. We felt this might help us reach more minorities, some veterans and possibly some applicants with some disabilities.
- We attended both semi-annual South Plains Job Fairs which are sponsored by the Texas Workforce Commission. They encourage their job applicants to attend the job fair and we were able to attract a good number of minority applicants.
- We post all of our job openings internally through our e-mail system. This gives all of the females and minorities we have already working a chance to improve themselves by moving up on the job. We have a good percentage of minorities and females who get promoted through this avenue.
- We offer work-related training to all employees. This provides females and minorities a change to improve their skills, enabling them to have opportunities for advancement on the job.
- We have continued to attend seminars about equal employment, diversity and ADA issues to help us remain aware of how to best work with these issues in the workplace.

**Supplier:** We have always done business with a good number of small businesses and businesses which are owned or controlled by women or minorities. We welcome these businesses to give quotes when we are taking quotes for different things. When we have received phone calls from such businesses, we have encouraged them to give us a quote to see if we could do business with them.

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

Workforce: We were able to attract a good number of minority candidates. We hired some good minority employees throughout the year as a direct result of doing these things. During the year ending September 30, 2012, we hired 56 employees. We hired 28 minorities (50% of all hires). We hired 20 females (36% of all hires). We feel our efforts and our respect for diversity have helped us to maintain a diverse workforce. We also hired several veterans throughout the year.

Supplier: We have used the small businesses and the HUB businesses when we felt they met our needs at a good price. We will continue to try to increase our use of such businesses.

**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:**

Workforce: We will continue to post our jobs on the TWC Internet site and to advertise in minority newspapers. We will continue to do the items listed in Number 1 above as well as other things we can find to increase the diversity of our workforce.

Supplier:

We will continue to contact small businesses and HUB's when we are making purchases. We will encourage small businesses or HUB's to contact us if they feel they have a service or product that might match our business needs.

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

Workforce:

During the plan year ending September 30, 2012, we hired 56 employees. We hired 28 minorities (50% of all hires). We hired 20 females (36% of all hires). We feel our efforts and our respect for diversity have helped us to maintain a diverse workforce. We also hired several veterans throughout the year.

Supplier:

We have used the small businesses and the HUB businesses when we felt they met our needs at a good price. We will continue to proactively try to increase our use of such businesses.

## HUB/ SMALL BUSINESS PROCUREMENT AS A PERCENTAGE OF TOTAL PROCUREMENT

Actual % = [Total HUB(1) procurement + Total Small Business(2) procurement]/Total Company procurement	Actual % for Previous FY 2011	Actual % for Current FY 2012	Percentage Change
Construction Contracts (3)	0.0000%	0.0000%	0.00%
Commodities Contracts (4)	8.0220%	16.5711%	106.57%
Other Services (5)	13.5708%	30.4240%	124.19%
Professional Services Contracts (6)	0.0000%	0.0000%	0.00%
Major Equipment (7)	0.0000%	0.0000%	0.00%
Other (8)	6.3004%	6.4353%	2.14%

CO= N539546  
U= N539546

EQUAL EMPLOYMENT OPPORTUNITY  
2012 EMPLOYER INFORMATION REPORT  
CONSOLIDATED REPORT - TYPE 2

SECTION B - COMPANY IDENTIFICATION

1. NTS COMMUNICATIONS  
5307 W LOOP 289  
LUBBOCK, TX 79414

2.a. NTS COMMUNICATIONS  
5307 W LOOP 289  
LUBBOCK, TX 79414

SECTION C - TEST FOR FILING REQUIREMENT

1-Y 2-Y 3-Y DUNS NO.:036203818

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO											OVERALL TOTALS	
			***** MALE *****					***** FEMALE *****							
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE		TWO OR MORE RACES
EXECUTIVE/SR OFFICIALS & MGRS	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4
FIRST/MID OFFICIALS & MGRS	1	5	14	0	0	0	0	1	13	0	0	0	0	0	34
PROFESSIONALS	0	0	3	0	0	0	0	0	2	0	0	1	0	0	6
TECHNICIANS	1	0	7	1	0	1	0	0	0	0	0	0	0	0	10
SALES WORKERS	4	4	14	0	0	0	0	0	10	1	0	0	0	0	33
ADMINISTRATIVE SUPPORT	8	28	17	0	0	1	0	0	43	4	0	0	0	1	102
CRAFT WORKERS	9	0	32	2	0	1	0	0	0	0	0	0	0	0	44
OPERATIVES	3	0	1	0	0	0	0	0	0	0	0	0	0	0	4
LABORERS & HELPERS	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
SERVICE WORKERS	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
TOTAL	29	37	92	3	0	3	0	1	68	5	0	1	0	1	240
PREVIOUS REPORT TOTAL	47	40	117	4	3	3	0	0	75	4	2	1	0	0	296

SECTION F - REMARKS

DATES OF PAYROLL PERIOD: 08/31/2012 THRU 08/31/2012  
SECTION G - CERTIFICATION

CERTIFYING OFFICIAL: JERRY HOOVER  
EEO-1 REPORT CONTACT PERSON: WENDY J LEE, SPHR  
EMAIL: wendy.lee@ntscom.com

TITLE: EXECUTIVE VICE PRESIDENT  
TITLE: VP HUMAN RESOURCES  
TELEPHONE NO: 8067882951

CERTIFIED DATE[EST]: 09/28/2012 04:41 PM