

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

**2016 - 2017
AFFIRMATIVE ACTION PLAN**



EFFECTIVE: October 1, 2016

**AFFIRMATIVE ACTION PLAN
FOR 2016-2017**

This Affirmative Action Plan identifies specific and result-oriented programs/procedures in which Palm Beach County is committed to applying in good faith to achieve prompt and full utilization of minorities and women at all levels and all segments of the work force where deficiencies exist.

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

District 1	Hal R. Valeche
District 2	Paulette Burdick
District 3	David Kerner
District 4	Steven L. Abrams
District 5	Mary Lou Berger
District 6	Melissa McKinlay
District 7	Mack Bernard

COUNTY ADMINISTRATOR



Verdenia Baker

Employees, officials, or other interested persons should direct questions and/or comments about the Palm Beach County Affirmative Action Plan to:

Human Resources
Fair Employment Programs Section
100 Australian Avenue, Suite 300
West Palm Beach, FL 33406
Phone: (561) 616-6860

Upon request the information contained in this document can be made available in an alternate format

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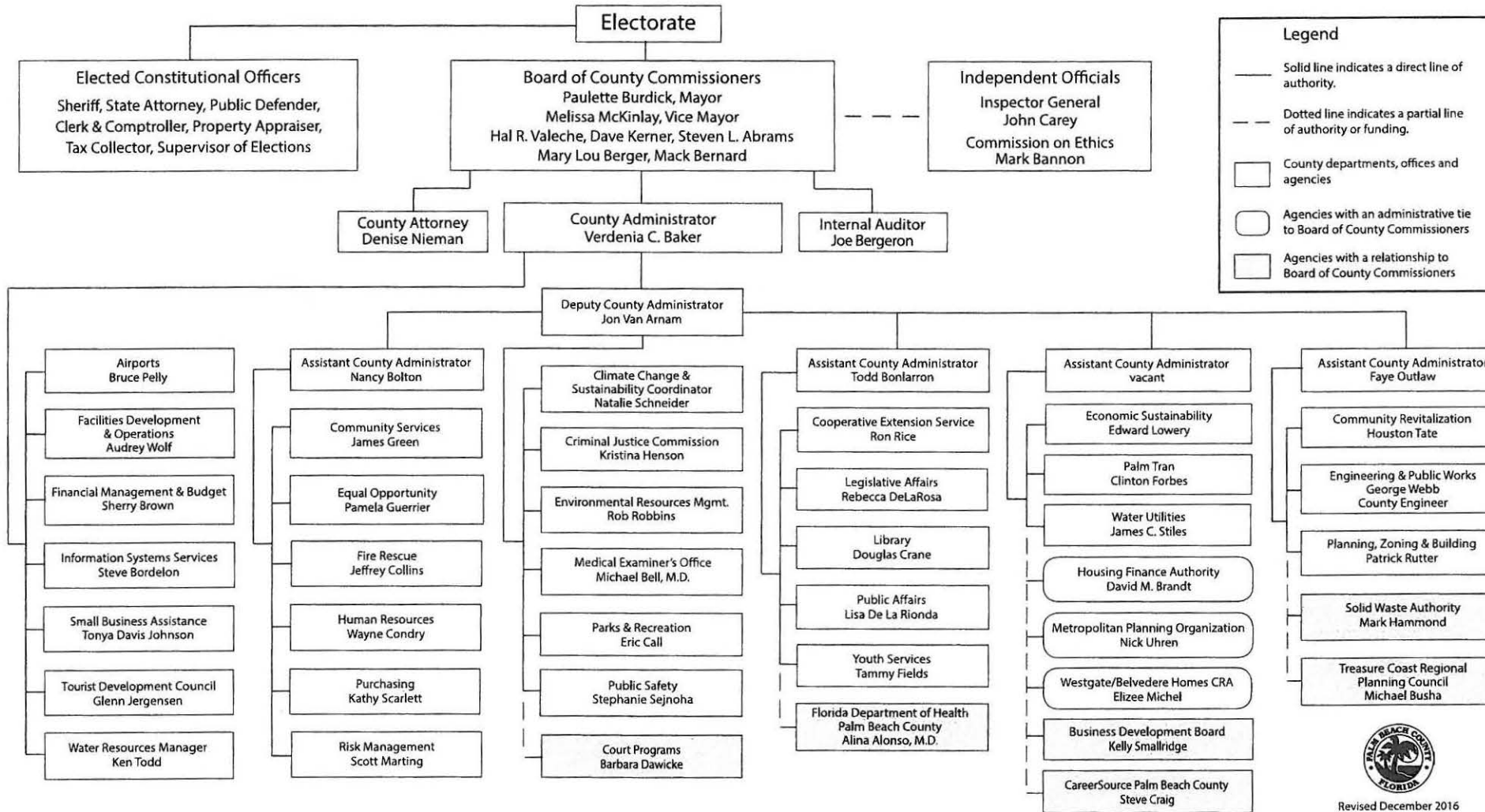
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ORGANIZATIONAL CHART

Palm Beach County Board of County Commissioners Organizational Structure



**EQUAL EMPLOYMENT
AFFIRMATIVE ACTION POLICY**

DATE: October 1, 2016
TO: All Department and Division Heads
FROM: Verdenia Baker
County Administrator
RE: **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
POLICY STATEMENT**

Palm Beach County Board of County Commissioners is an Equal Opportunity/Affirmative Action employer. As such, the County is committed to using equal employment practices in all terms and conditions of employment and to employ protected groups consistent with their availability in the relevant labor market.

To accomplish this objective County administration and management staff will:

- recruit, hire, train and promote persons in all job categories without regard to race, color, religion, gender, national origin, age, disability, marital status, familial status, sexual orientation, gender identity or expression and genetic information;
- make and enforce employment decisions in such manner as to further the principle of equal employment opportunity;
- employ and advance in employment disabled and Vietnam Era Veterans and qualified persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of a position; and
- ensure that all personnel actions including compensation, benefits, transfers, layoffs, County sponsored training, education, tuition reimbursement, social and recreational programs will be administered without regard to race, color, religion, gender, national origin, age, disability, marital status, familial status, or sexual orientation, gender identity or expression and genetic information.

The Manager of Fair Employment Programs in the Human Resources Department is responsible for carrying out the provisions of the Affirmative Action Plan including monitoring and reporting, developing special Affirmative Action programs, and apprising managers and supervisors of their equal employment opportunity/affirmative action responsibilities.

The provisions of the Affirmative Action Plan and policy statement require a concerted effort and commitment by all employees. Each employee is expected to assist in establishing a representative work force and maintaining a work environment free of discrimination.



Verdenia Baker, County Administrator

LEGAL BASES

**LEGAL BASES FOR EQUAL EMPLOYMENT OPPORTUNITY/
AFFIRMATIVE ACTION (EEO/AA)**

Palm Beach County Board of County Commissioners, as a public-sector employer, shall comply with all federal, state and local laws, and rules and regulations concerning equal employment opportunity, including but not limited to:

Title VII of the Civil Rights Act of 1964, as amended
Executive Order 11246, as amended
The Equal Pay Act of 1963, as amended
The Age Discrimination Act of 1967, as amended
The Rehabilitation Act of 1973, as amended
The Vietnam Era Veterans Readjustment Act of 1974 and
F.S. 295.07
The Florida Civil Rights Act of 1992, as amended
The Americans with Disabilities Act Amendments Act of 2008
The Family and Medical Leave Act of 1993, as amended
The Genetic Information Nondiscrimination Act of 2008

In addition to compliance with the above-mentioned statutes and regulations, the County uses a merit system of employment and follows the Uniform Guidelines on Employee Selection Procedures published by the federal Equal Employment Opportunity Commission (EEOC).

RESPONSIBILITY FOR IMPLEMENTATION

DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION

- **County Administrator**
 - ❖ provide authoritative leadership in assuring Countywide compliance with Equal Employment Opportunity/Affirmative Action (EEO/AA) legislation, regulations, policies and procedures
 - ❖ grant sufficient authority and resources to the Human Resources Department for the implementation of this Affirmative Action Plan (AAP)

- **Manager, Fair Employment Programs/Human Resources**

The Manager, Fair Employment Programs has the responsibility for designing and ensuring effective implementation of the AAP. These responsibilities include, but are not limited to the following:

- ❖ develop EEO policy statements, compliant Countywide policies and procedures, and affirmative action programs
- ❖ assist in the identification of EEO/AA problem areas
- ❖ assist management in arriving at effective solutions to EEO/AA problems
- ❖ reasonable accommodation and accessibility
- ❖ design and implement an internal audit and reporting system which measures the effectiveness of the AAP and identifies the need for remedial action
- ❖ serve as the liaison between Palm Beach County and enforcement agencies
- ❖ participate in special recruitment efforts
- ❖ apprise managers, supervisors and staff of the EEO/AA obligations through training, technical assistance and information updates on a regularly scheduled basis
- ❖ investigate internal complaints of discrimination and recommend and/or implement remedial actions to prevent and resolve internal complaints of discrimination
- ❖ respond to charges of discrimination filed with federal and state enforcement agencies and provide assistance to management in resolving EEO issues

- **Managers and supervisors**

It's the responsibility of all managerial and supervisory staff to implement the AAP. These responsibilities include, but are not limited to:

- ❖ assisting in the identification of problem areas, formulating solutions, establishing departmental goals and objectives, and create and maintain a work environment free of harassment, discrimination and retaliation
- ❖ reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner in all terms and conditions of employment including hiring, transfer, promotion, layoff, job assignment, discipline, and termination
- ❖ attend supervisory and EEO related training

DISSEMINATION OF POLICY

DISSEMINATION OF POLICY

- **Internal Dissemination**

- a) The County's EO/AA Countywide Policy (CW-P-029) is available to all employees.
- b) The nondiscrimination policy is included in the County's Merit System Rules and Regulations.
- c) The nondiscrimination policy is distributed to new hires in new employee orientation and EEO training programs.
- d) Collective bargaining agreements and contractual provisions are reviewed to ensure compliance with anti-discrimination statutes and policies.

- **External Dissemination**

- a) Prospective employees are made aware of the anti-discrimination statutes through posting in the lobby of Recruitment and Selection, special recruitment contacts, and the internet.
- b) An acknowledgment that the County is an EO/AA employer, M/F/V/D is included in all classified ads, on the employment application, and the internet.
- c) The Recruitment & Selection Section uses a Job-Line to run a 24-hour tape of open-competitive vacancies that provides a statement of the County's EO/AA policy.
- d) The Affirmative Action Plan is posted on the County's web page at www.pbcgov.com.

WORKFORCE ANALYSIS
and
HIGHLIGHTS

JOB GROUP ANALYSIS

The work force statistics and narrative are derived from the County's annual EEO-4 Report to the State and Local Reporting Committee of the Equal Employment Opportunity Commission (EEOC) and the complement for the reporting year of July 1, 2015, to June 30, 2016.

The Development and Execution of Action Oriented Programs/Procedures on page 44 is based on the analysis of the County's work force as compared to the 2010 Census data (SMSA) and identifies specific steps the County has taken or will take to achieve equal employment opportunity goals where underrepresentation exists.

The tables that follow are broken down by job category, race, and sex for full-time permanent-status employees. The labor force percentages from the 2010 Census labor force data are used for comparison purposes.

The tables that follow show the work force by job category. EEOC defines the eight (8) categories as follows:

1. 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 agency's operations, or provide specialized consultation on a regional, district or area basis. Includes department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, superintendents, fire chiefs & inspectors, coroners, and kindred workers.

2. Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes personnel & labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment & vocational rehabilitation counselors, teachers or instructors, fire captains & lieutenants, librarians, management analysts, & kindred workers.

3. 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, drafters, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), fire sergeants, & kindred workers.

4. Protective Service Workers: Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, park rangers (except maintenance), & kindred workers.

5. Paraprofessionals: 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 experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes research assistants, medical aides, child support workers, recreation assistants, homemakers' aides, home health aides, library assistants & clerks, ambulance drivers & attendants, & kindred workers.

6. Administrative Support (Office & Clerical): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes bookkeepers, messengers, clerk typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine & computer operators, legal assistants, cashiers, toll collectors, & kindred workers.

7. Skilled Craft Workers: Occupations in which workers perform jobs requiring 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, apprenticeship, or other formal training programs. Includes mechanics & repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors & typesetters, power plant operators, water & sewage treatment plant operators, & kindred workers.

8. 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. Workers in this group may operate machinery. Includes chauffeurs, laundry & dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners & grounds keepers, refuse collectors, construction laborers, park rangers (maintenance), craft apprentices/trainees/helpers, & kindred workers.

EXAMPLE JOB TITLES

Example Job Titles	Job Group Name	EEO-4 Category
County Administrator and Assistant County Administrators, Department Directors and Assistant Directors, Division Directors	Officials and Administrators	1
Assistant County Attorney, Battalion Chief, Section Coordinators, Supervisors, Engineers, Planners, Managers, Social Workers, Computer Specialists	Professionals	2
Construction Inspectors, Computer Specialist, Forensic Technician, Graphics Designer, Utility Plant Operator, Web Site Specialist	Technicians	3
Firefighter, Driver Engineer, Flight Medic, Fire Safety Inspector,	Protective Service Workers	4
Airport Operations Officer, Child Development Assistant, Equal Opportunity Technicians, Kennel Manager, Parks District Manager, Utility Construction Supervisor	Paraprofessionals	5
Animal Bite Coordinator, Communication Supervisor, Customer Service Specialist, Fiscal Specialist, Parking Facility Attendant, Storekeeper	Administrative Support	6
Assistant Public Works Superintendent, Carpenter, Painter, Plumber, Welder, Fire Apparatus Technician	Skilled Craft Workers	7
Airport Facility Manager, Animal Control Officer, Bindery Worker, Cook, Lift Station Technician, Pool Lifeguard, Security Door Technician	Service/Maintenance	8

WORKFORCE STATISTICS

The work force statistics and narrative are derived from the County's annual EEO-4 Report which is prepared in accordance with §709(c) of Title VII of the Civil Rights Act of 1964, as amended, and EEOC regulations at 29 C.F.R, Chapter XIV, sections 1602.30-1602.38. The tables that follow are broken down by job category, race, and sex, including the relevant numbers and percentages, for full-time permanent-status employees. The labor force percentages from the 2010 Census data are also included for information and comparison purposes, where appropriate; however, the data cannot be directly compared to the County's work force data.

For example, Executive, Administrative, and Managerial positions are grouped together for the SMSA report; whereas, the County's "Officials/Administrators" job category does not include manager positions. In the County organization, managers below the division head level are categorized as "Professional," as required for EEO-4 reporting.

In addition, the labor force statistics do not include a separate category to compare to the County's "Paraprofessional" job category. For this reason, the labor force breakdown for Technicians and Related Support was used for comparison purposes only.

In the area of the labor force statistics for Service Occupations the labor force breakdown includes a broad range of positions. It does not adequately provide relevant percentages for comparison to County positions such as Lifeguards and Maintenance Worker positions where heavy labor and equipment operation may be involved.

Job Category	Total	WHITE	BLACK	HISPANIC	ASIAN	INDIAN
Officials	128	107 (83.6%)	12 (9.4%)	7 (5.5%)	2 (1.6%)	0
	120 (8)	98 (81.7%)	12 (10.0%)	6 (5.0%)	4 (+2) (3.3%)	0
Professionals	1103	743 (67.4%)	176 (16.0%)	111 (10.1%)	68 (6.2%)	5 (.5%)
	1146 +43	770 (+27) (67.2%)	183 (+7) (16.0%)	121 (+10) (10.6%)	68 (5.9%)	4 (.3%)
Technicians	521	382 (73.3%)	63 (12.1%)	64 (12.3%)	9 (1.7%)	3 (.6%)
	513 (8)	369 (71.9%)	66 (+3) (12.9%)	67 (+3) (13.1%)	9 (1.8%)	2 (.4%)
Protective Services	1043	808 (77.5%)	68 (6.5%)	149 (14.3%)	15 (1.4%)	3 (.3%)
	1068 +25	800 (74.9%)	77 (+9) (7.2%)	174 (+25) (16.3%)	14 (1.3%)	3 (.3%)
Paraprofessionals	327	192 (58.7%)	69 (21.1%)	51 (15.6%)	13 (4.0%)	2 (.6%)
	336 +9	196 (+4) (58.3%)	76 (+7) (22.6%)	51 (15.2%)	11 (3.3%)	2 (.6%)
Administrative Support	529	299 (56.5%)	143 (27.0%)	77 (14.6%)	9 (1.70%)	1 (.2%)
	507 (22)	275 (54.2%)	134 (26.4%)	87 (+10) (17.2%)	10 (+1) (2.0%)	1 (.2%)
Skilled Support	413	266 (64.4%)	54 (13.1%)	82 (19.9%)	9 (2.2%)	2 (.5%)
	410 (3)	257 (62.7%)	59 (+5) (14.4%)	82 (20.0%)	10 (2.4%)	2 (.5%)
Service Maintenance	654	337 (51.5%)	171 (26.1%)	137 (20.9%)	7 (1.1%)	2 (.3%)
	652 (2)	339 (+2) (52.0%)	168 (25.8%)	134 (20.6%)	8 (+1) (1.2%)	3 (+1) (.5%)
TOTAL	4718	3134 (66.4%)	756 (16.0%)	678 (14.4%)	132 (2.8%)	18 (.4%)
	4752 +34	3104 (65.3%)	775 (+19) (16.3%)	722 (+44) (15.2%)	134 (+2) (2.8%)	17 (+1) (.4%)

WORKFORCE TRENDS 2015 - 2016

2015

2016

Table A UTILIZATION ANALYSIS OF TOTAL WORK FORCE – MALE/FEMALE 2015 - 2016							
	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	MINORITY (%)
OFFICIAL/ADMINISTRATOR	120	98(81.7)	12(10.0)	6(5.0)	4(3.3)	0 (0)	22 (18.3)
SMSA		77.9	7.4	8.0	5.0	.4	20.8
DIFFERENCE		+3.8	+2.6	-3.0	-1.7	-4	-2.5
PROFESSIONAL	1146	770(67.2)	183(16.0)	121(10.6)	68(5.9)	4 (.3)	376(32.8)
SMSA		74.9	8.4	6.8	7.9	.4	23.5
DIFFERENCE		-7.7	+7.6	+3.8	-2.0	-.1	+9.3
TECHNICIANS	513	369 (71.9)	66(12.9)	67 (13.1)	9 (1.8)	2(.4)	144 (28.0)
SMSA		70.7	11.4	8.5	7.2	.5	27.6
DIFFERENCE		+1.2	+1.5	+4.6	-5.4	-.1	+4
PROTECTIVE SERVICES	1068	800 (74.9)	77 (7.2)	174 (16.3)	14(1.3)	3 (.3)	268 (25.0)
SMSA		71.4	12.6	10.8	2.0	.7	26.1
DIFFERENCE		+3.5	-5.4	+5.5	-.7	-4	-1.1
PARAPROFESSIONAL	336	196 (58.3)	76 (22.6)	51(15.2)	11 (3.3)	2(.6)	140 (41.6)
SMSA		68.9	11.8	12.8	4.2	.5	29.3
DIFFERENCE		-10.6	+10.8	+2.4	-.9	+1	+12.3
ADMIN SUPPORT	507	275 (54.2)	134 (26.4)	87(17.2)	10 (2.0)	1 (.2)	232(45.7)
SMSA		68.9	11.8	12.8	4.2	.5	29.3
DIFFERENCE		-14.7	+14.6	+4.4	-2.2	-.3	+16.4
SKILLED CRAFT	410	257(62.7)	59 (14.4)	82 (20.0)	10 (2.4)	2 (.5)	153 (37.3)
SMSA		69.0	7.1	19.5	2.3	.7	29.6
DIFFERENCE		-6.3	+7.5	+5	+1	-.2	+7.7
SERVICE/MAINTENANCE	652	339(52.0)	168 (25.8)	134(20.6)	8 (1.2)	3 (.5)	313(48.0)
SMSA		56.0	14.6	22.9	4.1	.7	42.3
DIFFERENCE		-4.0	+11.2	-2.3	-2.9	-.2	+5.7
COUNTY TOTAL	4752	3104 (65.3)	775 (16.3)	722 (15.2)	134(2.8)	17(.4)	1648 (34.6)
SMSA		69.7	10.6	12.8	4.6	.6	28.6
DIFFERENCE		-4.4	+5.7	+2.4	-1.8	-.2	+6.0

Table B UTILIZATION ANALYSIS OF TOTAL WORK FORCE--FEMALES ONLY 2015 - 2016							
	TOTAL	WHITE(%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	MINORITY (%)
OFFICIAL/ADMINISTRATOR	45 (37.5)	37 (30.8)	5(4.2)	1 (.8)	2 (1.7)	0 (0)	8 (6.6)
SMSA	40.6	30.2	4.1	3.4	2.0	.2	9.7
DIFFERENCE	-3.1	+6	+1.1	-2.6	-3	-2	-3.1
PROFESSIONAL	581 (50.7)	378 (33.0)	113 (9.9)	61 (5.3)	28 (2.4)	1 (.1)	203 (17.7)
SMSA	55.8	41.6	5.4	4.0	3.7	.2	13.3
DIFFERENCE	-5.1	-8.6	+4.5	+1.3	-1.3	-1	+4.4
TECHNICIANS	99 (19.3)	64 (12.5)	17 (3.3)	16 (3.1)	2 (.4)	0 (0)	35(6.8)
SMSA	56.1	39.2	7.8	11.2	3.5	.3	22.8
DIFFERENCE	-36.8	-26.7	-4.5	-8.1	-3.1	-3	-16.0
PROTECTIVE SERVICES	81 (7.6)	62 (5.8)	3 (.3)	11 (1.0)	4 (.4)	1 (.1)	19 (1.7)
SMSA	52.6	37.2	7.3	5.6	.9	.3	14.1
DIFFERENCE	-45.0	-31.4	-7.0	-4.6	-5	-2	-12.4
PARAPROFESSIONAL	238 (70.8)	140 (41.7)	57 (17.0)	34 (10.1)	6 (1.8)	1 (.3)	98 (29.1)
SMSA	64.4	44.2	8.1	8.2	2.4	.4	19.1
DIFFERENCE	+6.4	-2.5	+8.9	+1.9	-6	-1	+10.0
ADMIN SUPPORT	394 (77.7)	205 (40.4)	114 (22.5)	67 (13.2)	8 (1.6)	0 (0)	189 (37.2)
SMSA	64.4	44.2	8.1	8.2	2.4	.4	19.1
DIFFERENCE	+13.3	-3.8	+14.4	+5.0	-8	-4	+18.1
SKILLED CRAFT	7 (1.7)	3(.7)	1 (.2)	3 (.7)	0 (0)	0 (0)	4 (.9)
SMSA	5.6	3.5	.6	.9	.4	.1	2.0
DIFFERENCE	-3.9	-2.8	-4	-2	-4	-1	-1.1
SERVICE/MAINTENANCE	78 (12.0)	64 (9.8)	6 (.9)	6 (.9)	1 (.2)	1 (.2)	14 (2.1)
SMSA	42.7	23.8	6.9	9.0	2.0	.3	18.2
DIFFERENCE	-30.7	-14.0	-6.0	-8.1	-1.8	-1	-16.1
COUNTY TOTAL	1523(32.0)	953(20.1)	316 (6.6)	199 (4.2)	51(1.1)	4(.1)	570 (11.9)
SMSA	47.8	33.0	6.0	6.3	2.2	.3	14.8
DIFFERENCE	-15.8	-12.9	+6	-2.1	-1.1	-2	-2.9

Table C1 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE 2015-2016							
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
OFFICIALS/ADMINISTRATORS							
\$ 0.1 - 15.9							
16.0 - 19.9							
20.0 - 24.9							
25.0 - 32.9							
33.0 - 42.9							
43.0 - 54.9	1	1					
55.0 - 69.9	1			1			1
70.0 PLUS	118	97	12	5	4		44
TOTAL	120	98	12	6	4		45

Table C2 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE 2015-2016							
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
PROFESSIONALS							
\$ 0.1 - 15.9	1	1					1
16.0 - 19.9	2	2					
20.0 - 24.9	5	4	1				2
25.0 - 32.9	9	6	3				8
33.0 - 42.9	75	39	21	12	3		43
43.0 - 54.9	268	158	58	43	8	1	194
55.0 - 69.9	303	195	49	35	21	3	156
70 PLUS	483	365	51	31	36		177
TOTAL	1146	770	183	121	68	4	581

Table C3 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE 2015-2016							
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
TECHNICIANS							
\$ 0.1 - 15.9							
16.0 - 19.9							
20.0 - 24.9							
25.0 - 32.9	5	2	1	1	1		2
33.0 - 42.9	77	51	16	8	1	1	26
43.0 - 54.9	196	127	26	38	4	1	38
55.0 - 69.9	132	98	19	13	2		19
70 PLUS	103	91	4	7	1		14
TOTAL	513	369	66	67	9	2	99

Table C4 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE 2015-2016							
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
PROTECTIVE SERVICE WORKERS							
\$ 0.1 - 15.9							
16.0 - 19.9							
20.0 - 24.9							
25.0 - 32.9							
33.0 - 42.9							
43.0 - 54.9	78	48	9	21			7
55.0 - 69.9	102	74	5	22		1	6
70 PLUS	888	678	63	131	14	2	68
TOTAL	1068	800	77	174	14	3	81

Table C5 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE 2015-2016							
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
PARAPROFESSIONAL							
\$ 0.1 - 15.9	1		1				1
16.0 - 19.9	3	2		1			3
20.0 - 24.9							
25.0 - 32.9	34	21	8	5			26
33.0 - 42.9	172	90	38	33	9	2	132
43.0 - 54.9	76	46	20	8	2		45
55.0 - 69.9	38	28	7	3			25
70 PLUS	12	9	2	1			6
TOTAL	336	196	76	51	11	2	238

Table C6 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE 2015-2016							
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
ADMINISTRATIVE SUPPORT							
\$ 0.1 - 15.9	5	4	1				4
16.0 - 19.9	1	1					1
20.0 - 24.9	1	1					
25.0 - 32.9	136	60	40	33	3		102
33.0 - 42.9	202	111	50	34	6	1	159
43.0 - 54.9	80	49	19	11	1		64
55.0 - 69.9	63	35	20	8			48
70 PLUS	19	14	4	1			16
TOTAL	507	275	134	87	10	1	394

Table C7 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE 2015-2016							
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
SKILL CRAFT							
\$ 0.1 - 15.9							
16.0 - 19.9							
20.0 - 24.9							
25.0 - 32.9	13	6	4	2		1	
33.0 - 42.9	153	80	27	42	3	1	4
43.0 - 54.9	131	85	14	27	5		1
55.0 - 69.9	67	46	9	10	2		1
70 PLUS	46	40	5	1			1
TOTAL	410	257	59	82	10	2	7

Table C8 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE 2015-2016							
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
SERVICE MAINTENANCE							
\$ 0.1 - 15.9	19	15	1	3			2
16.0 - 19.9	5	4	1				
20.0 - 24.9	5	3	1	1			
25.0 - 32.9	132	48	45	35	2	2	19
33.0 - 42.9	315	160	79	70	6		35
43.0 - 54.9	118	70	27	20		1	17
55.0 - 69.9	44	28	13	3			3
70 PLUS	14	11	1	2			2
TOTAL	652	339	168	134	8	3	78

Table D NEW HIRES BY JOB CATEGORY, RACE AND FEMALES 2015-2016							
JOB CATEGORY	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	FEMALES (%)
Officials/Administrators	11	7 (63.6)	3 (27.2)	1 (9.0)			7 (33.3)
Professional	100	50 (50.0)	22 (22.0)	21 (21.0)	7 (7.0)		61 (50.0)
Technicians	64	36 (56.2)	12 (18.7)	13 (20.3)	2 (3.1)	1 (1.5)	13 (22.7)
Protective Services	65	36 (55.3)	5 (7.6)	22 (33.8)	2 (3.0)		2 (7.9)
Paraprofessional	31	17 (54.8)	8 (25.8)	5 (16.1)	1 (3.2)		22 (74.0)
Administrative Support	78	35 (44.8)	23 (29.4)	16 (20.5)	4 (5.1)		64 (71.1)
Skilled Craft	23	13 (56.5)	2 (8.6)	8 (34.7)			
Service Maintenance	76	40 (52.6)	22 (28.9)	14 (18.4)			9 (11.8)
TOTAL	448	234 (52.2)	97 (21.6)	100 (22.3)	16 (3.5)	1 (.2)	178 (39.7)

Table E TERMINATIONS BY JOB CATEGORY, RACE AND FEMALES 2015-2016							
JOB CATEGORY	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	FEMALES (%)
Officials/Administrators	14	13 (92.8)		1 (7.1)			5 (21.4)
Professional	110	55 (50.0)	33 (30.0)	15 (13.6)	6 (5.4)	1 (.9)	55 (50.8)
Technician	48	34 (70.8)	6 (12.5)	5 (10.4)	2 (4.1)	1 (2.0)	11 (34.2)
Protective Services	68	57 (83.8)	2 (2.9)	9 (13.2)			8 (3.8)
Paraprofessional	32	20 (62.5)	6 (18.7)	5 (15.6)	1 (3.1)		18 (74.0)
Administrative Support	70	43 (61.4)	17 (24.2)	8 (11.4)	2 (2.8)		61 (79.0)
Skilled Craft	35	25 (71.4)	4 (11.4)	6 (17.1)			
Service Maintenance	66	39 (59.0)	14 (21.2)	12 (18.1)	1 (1.5)		6 (9.0)
TOTAL	443	286 (64.5)	82 (18.5)	61 (13.7)	13 (2.9)	2 (.4)	164 (37.0)

Table F PROMOTIONS BY JOB CATEGORY, RACE AND FEMALES 2015-2016							
JOB CATEGORY	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	FEMALES (%)
Officials/Administrators	8	7 (87.5)	1 (12.5)				4 (50.0)
Professionals	91	63 (69.2)	13 (14.2)	13 (14.2)	2 (2.1)		49 (53.8)
Technicians	40	27 (67.5)	7 (17.5)	6 (15.0)			12 (30.0)
Protective Services	3	2 (66.6)		1 (33.3)			1 (33.3)
Paraprofessional	15	6 (40.0)	3 (20.0)	4 (26.6)	1 (6.6)	1 (6.6)	11 (73.3)
Administrative Support	33	14 (42.4)	7 (21.2)	11 (33.3)	1 (3.0)		29 (87.8)
Skilled Craft	22	9 (40.9)	6 (27.2)	6 (27.2)	1 (4.5)		1 (4.5)
Service Maintenance	26	18 (69.2)	3 (11.5)	5 (19.2)			1 (3.8)
TOTAL	230	146 (63.4)	40 (17.3)	46 (20.0)	5 (2.1)	1 (.4)	109 (47.3)

TARGETED POSITIONS FOR 2016 - 2017

AIRPORTS

Airport Operations Division (902)	
22 - Professional	F 50.0%
Airport Terminal Operations (903)	
25 - Paraprofessional	F 60.0%
26 - Administrative Support	B 9.1% F 63.6%
Airport Maintenance Division (905)	
26 - Administrative Support	F 60.0%
28 - Service/Maintenance	F 39.1% H 21.7%
Airport Planning & Development (906)	
23 - Technician	F 50.0%
Airport Technical Support (908)	
22 - Professional	F 50.0%
Airport Terminal Division (910)	
23 - Technician	F 55.6%
27 - Skilled Craft	H 15.7% B 5.3%
28 - Service/Maintenance	F 25.0%

COUNTY ATTORNEY

22 - Professional	F 55.0%
26 - Administrative Support	H 7.6%

COUNTY COOPERATIVE EXT SVC

22 - Professional	F 53.8%
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COURT ADMINISTRATION

23 - Technician	F 40.0%
26 - Administrative Support	F 33.3%

ENGINEERING AND PUBLIC WORKS

Roadway Production (2307)	
22 - Professional	F 52.3%
23 - Technician	F 55.5% B 11.1% H 5.6%
Construction Coordination (2310)	
23 - Technician	F 53.8% H 7.7%
Land Development (2340)	
22 - Professional	F 42.8%

TARGETED POSITIONS FOR 2016 - 2017

Bridge Maint & Operations (2372)

23 - Technician	F 50.0%
27 - Skilled Craft	B 4.3% H 17.3% F 4.3%
28 - Service/Maintenance	F 33.3%

Bridgetender Bascule (2373)

28 - Service/Maintenance	H 22.5% B 12.9% F 41.9%
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Road Maintenance Section (2377)

23 - Technician	F 33.3%
27 - Skilled Craft	H 16.6%
28 - Service/Maintenance	F 40.0%

Road Maintenance District 5 (2378)

28 - Service/Maintenance	F 33.3%
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Streetscape Maintenance Section (2379)

23 - Technician	F 40.0%
28 - Service/Maintenance	F 25.0%

Traffic Engineering (2380)

22 - Professional	F 50.0%
23 - Technician	F 54.5% B 11.3% H 6.8%
28 - Service/Maintenance	F 40.5% H 21.6%

ENVIRONMENTAL RESOURCES

Administration (5300)

22 - Professional	F 55.7% B 7.1%
23 - Technician	F 50.0% B 8.3%
28 - Service/Maintenance	F 40.0%

Mosquito Control (5305)

28 - Service/Maintenance	F 37.5%
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FACILITIES DEVELOPMENT AND OPERATIONS

Capital Improvements (2402)

22 - Professional	F 50.0%
23 - Technician	F 42.8%

Electronics Services & Security Access (2405)

22 - Professional	F 55.5%
23 - Technician	F 55.1%
28 - Service Maintenance	F 40.7%

TARGETED POSITIONS FOR 2016 - 2017

Criminal Justice Complex (2912)	
23 - Technician	F 50.0%
Governmental Center (2915)	
23 - Technician	F 50.0%
26 – Administrative Support	H 12.5%
27 - Skilled Craft	F 5.3% H 15.7%
North Region (2917)	
27 - Skilled Craft	F 5.6%
Central Region (2919)	
27 - Skilled Craft	F 5.6%
West Region (2921)	
23 – Technician	F 33.3%
27 – Skilled Craft	F 5.3%
Fleet Management Direct (2390)	
22 - Professional	F 50.0%
27 - Skilled Craft	F 2.9% H 17.6%
FIRE RESCUE	
Fire Rescue Support Services (151)	
23 - Technician	F 42.8%
25 - Paraprofessional	F 33.3%
26 – Administrative Support	F 50.0%
27 - Skilled Craft	H 17.6%
Fire Rescue Operations (152)	
22 – Professional	F 50.0%
24 - Protective Services	B 7.4% F 50.0%
Fire Rescue Fiscal Planning (153)	
26 – Administrative Support	B 7.7%
Fire Rescue Bureau of Safety Services (160)	
24 - Protective Services	H 9.0% B 12.1% F 51.5%
Fire Rescue Training (165)	
22 – Professional	F 50.0%
23 - Technician	F 33.3%
24 - Protective Services	F 42.8%

TARGETED POSITIONS FOR 2016 - 2017

Battalion #1 (170)		
22 - Professional		F 50.0%
24 - Protective Services		B 12.5% F 51.7% H 10.7%
Battalion #2 (175)		
22 - Professional		F 50.0%
24 - Protective Services		F 52.4% B 12.5%
Battalion #3 (180)		
22 - Professional		F 52.6%
24 - Protective Services		B 12.5% F 52.3%
Battalion #4 (185)		
22 - Professional		F 42.8%
24 - Protective Services		F 52.3% B 12.0%
Battalion #5 (190)		
22 - Professional		F 50.0%
24 - Protective Services		F 51.9% B 12.5%
Battalion #7 (192)		
22 - Professional		F 50.0%
24 - Protective Services		B 12.0% F 51.8%
Battalion #8 (195)		
24 - Protective Services		F 50.0%
Battalion #9 (196)		
22 - Professional		F 40.0%
24 - Protective Services		B 11.4% F 52.4%
ISS		
22 - Professional		F 55.7%
23 - Technician		F 53.1%
LIBRARY (3700)		
22 - Professional		B 8.0%
23 - Technician		F 42.8%
28 - Service/Maintenance		F 33.3%
Library Branch Public Services (3701)		
25 - Paraprofessional		H 12.2%
26 - Administrative Support		H 7.1%

TARGETED POSITIONS FOR 2016 - 2017

OFMB

Fixed Assets (381)

22 - Professional F 33.3%

PARKS & RECREATION

Sports & Wellness (4102)

22 - Professional F 55.5%

Park Maintenance Administration (4105)

23 - Technician F 33.3%

28 - Service/Maintenance F 33.3%

Parks Planning & Design (4108)

23 - Technician F 33.3%

Morikami Museum(4112)

28 - Service/Maintenance F 40.0%

Aquatics Operations (4113)

22 - Professional F 50.0%

28 - Service/Maintenance F 41.5% B 13.2% H 22.6%

Daggerwing Nature Center (4121)

22 - Professional F 50.0%

Okeeheelee Golf Course (4122)

28 - Service/Maintenance F 25.0%

Lake Lytal Pool (4123)

28 - Service/Maintenance F 33.3%

North County Pool (4126)

28 - Service/Maintenance F 33.3%

Parks Security Section (4127)

28 - Service/Maintenance B 8.3% F 41.6% H 16.7%

Park Ridge Golf Course (4133)

22 - Professional F 50.0%

28 - Service/Maintenance F 25.0%

Osprey Point Golf Course (4134)

22 - Professional F 50.0%

28 - Service/Maintenance B 12.5% F 37.5%

Parks Special Events (4138)

22 - Professional F 33.3%

TARGETED POSITIONS FOR 2016 - 2017

Riverbend Programming (4139)	
22 – Professional	F 50.0%
Amphitheaters (4140)	
22 – Professional	F 50.0%
Park Natural Resources (4142)	
28 – Service/Maintenance	F 42.1%
Parks Renovation Coordination (4143)	
23 – Technician	F 33.3%
28 – Service/Maintenance	F 33.3%
Parks Trades Construction/Electricians (4144)	
27 – Skilled Craft	F 4.3%
Parks North Central District (4146)	
28 – Service/Maintenance	F 40.0%
Parks North District (4147)	
28 – Service/Maintenance	F 38.0%
Parks Central District (4148)	
28 – Service/Maintenance	F 38.0%
Parks South District (4149)	
28 – Service/Maintenance	H 20.5% F 41.1%
Parks Glades District (4150)	
28 – Service/Maintenance	F 37.5%
PLANNING, ZONING & BUILDING	
Administration (4500)	
26 - Administrative Support	H 128%
PZB Building Division (4510)	
23 - Technician	F 55.1%
PZB Code Enforcement Division (4513)	
23 - Technician	F 50.0%
PZB Planning Division (4530)	
22 - Professional	F 54.1%
PUBLIC AFFAIRS	
Channel 20 (211)	
23 - Technical	F 50.0%

TARGETED POSITIONS FOR 2016 - 2017

PUBLIC SAFETY

Animal Care & Control Division (4705)

25 – Paraprofessional	F 50.0%
28 - Service/Maintenance	B 14.2% H 21.4%

Consumer Affairs Division (4715)

22 – Professional	F 42.8%
25 - Paraprofessional	F 50.0%

PURCHASING

Stores/Warehouse/Courier Section (4915)

26 - Administrative Support	F 61.5%
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WATER UTILITIES

Finance & Administration (5200)

22 - Professional	F 39.2%
23 – Technician	F 54.5% B 9.1%
26 – Administrative Support	F 60.0%

WUD Engineering Svcs (5205)

22 - Professional	F 50.0% B 8.3%
23 - Technician	H 8.3% F 50.0%

WUD Customer Svc Management (5210)

28 - Service/Maintenance	F 42.3% H 19.2%
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WUD WROC Customer Service (5211)

28 - Service/Maintenance	F 37.5%
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WUD Lines/Lift Stations North (5215)

23 - Technician	F 54.5% B 9.1%
26 – Administrative Support	F 57.1%
27 - Skilled Craft	F 5.6%
28 - Service/Maintenance	F 41.9%

WUD Lines/Lift Stations South (5216)

23 - Technician	F 50.0%
28 - Service/Maintenance	F 40.0%

WUD WROC Lines & Lift Stations (5217)

28 - Service/Maintenance	H 18.1%F 36.3%
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TARGETED POSITIONS FOR 2016 - 2017

WUD Treatment Plants North (5220)

23 - Technician F 56.0%

27 - Skilled Craft H 11.1%

WUD Treatment Plants South (5221)

22 - Professional F 50.0%

23 - Technician F 55.0% H 7.5%

27 - Skilled Craft H 14.3%

WUD WROC Plants (5222)

23 - Technician F 52.1%

YOUTH SERVICES

28 - Service/Maintenance F 33.3%

HIGHLIGHTS

□ Employment of Hispanics

Palm Beach County has increased the number of Hispanic employees in the workforce overall by 44. Significant increases in Hispanic representation occurred in Protective Services, Professional, and Administrative Support job classifications.

□ Employment of Blacks

Palm Beach County has increased the number of Black employees in the workforce overall by 19. Increases in Black representation occurred in Protective Services, Professional, and Paraprofessional job classifications.

ORIENTED PROGRAMS/PROCEDURES

The purpose of affirmative action is to achieve a work force that reflects the participation rate of minorities and females in the relevant labor force and to employ and advance in employment qualified individuals with disabilities and covered veterans. The County must ensure that employment decisions are based on job-related factors and that the system and/or programs themselves do not perpetuate societal wrongs of the past. The programs/procedures that follow have been developed and executed to achieve results and/or to ensure that the overall intent of equal employment opportunity is achieved by providing documentation sufficient to constitute a good faith effort.

1. Recruitment & Selection (R & S)

The County publicize open-competitive job vacancies daily on the County's cable television channel, and the County's web page (www.pbcgov.jobs) Applications may be downloaded from the web page. Vacancy announcements are available 24 hours daily on the recorded telephone Job Hotline (561/616-6900). Keiosks are also available in the lobby of the first floor and in the lobby of the Human Resources Office.

Administrative, professional, and hard-to-fill positions may be advertised for two weeks instead of one or may remain open-until-filled. Advertising is also expanded to a larger geographic area, as appropriate, to enhance the County's ability to broaden the pool of qualified applicants. Advertisements may be placed with trade and/or association journals, newsletters, conferences and their web sites.

Positions with a Pay Grade of 35 or more (salary of \$52,532) may be advertised in a minority publication in each city in which those vacancies are advertised, if necessary. These publication include: Westside Gazette (Ft. Lauderdale), Orlando Times, La Gaceta (Tampa), The Northeast Florida Advocate (Jacksonville), El Nuevo Herald (Miami), Capitol Outlook (Tallahassee), La Prensa (Orlando), and Nuevo Siglo (Tampa). On a weekly basis all open-competitive positions are listed in El Latino Semanal in West Palm Beach. In addition to minority papers in various cities, we advertise executive-level positions with National Forum for Black Public Administrators in Washington, D.C.

Selection criteria which are based on minimum entrance requirements and preferences are developed for positions as specified by the Job Specification for each position. Applications are then rated by members of the R & S staff who are not selecting officials. Interview questions are submitted by the selecting official to the Testing and Assessment staff for review and approval to ensure legal defensibility. R & S staff follow the Uniform Guidelines on Employee Selection Procedures and audit all unscored selection procedures to ensure objectivity. R & S is made up of a diverse staff who receives on-going training to ensure the selection processes remain nondiscriminatory.

2. Compensation and Records (C & R) Section

There are three (3) Compensation Analysts who audit positions to ensure that they are properly classified. Salaries are reviewed in several different ways to be comparable for the knowledge, skills and abilities required for a position. Salary surveys are sent to other agencies to determine if we are competitive in the market.

Palm Beach County has a Living Wage ordinance that ensures wages are current with the market. This ordinance can be found in the Palm Beach County Administrative Code, Section 2-147 through 2-165. This Living Wage is also applied to construction contracts and subcontracts that are employed to do business with Palm Beach County.

3. Fair Employment Programs Section (FEP)

Labor force statistics are reviewed annually. Comparison of the representation of females and minorities in the individual divisions of departments with the available labor force is made to ensure adequate utilization throughout the County.

FEP monitors the selection process for positions in which minorities and/or females are underrepresented for consistency in applying rating criteria. The Manager, Fair Employment Programs or designee may also make recommendations regarding referral list candidates. All Officials/Administrator positions are always targeted for increased representation of minorities and/or females. Whenever underrepresented group members appear on a Referral List, a "Special Selection Procedure" letter is sent to the selecting official that requires justification for the decision made on each candidate.

Requisitions for personnel are routed through the Fair Employment Programs Section prior to advertising vacancies to target for underrepresented group members, verify lifting requirements, and to review staffing requirements as they relate to Affirmative Action programs. Requisitions are also reviewed for possible placement of qualified employees with disabilities.

Accurate and up-to-date records are maintained on all referral lists, applications, hires, promotions, terminations, and disciplinary actions for review to assist in ensuring that all employees are treated on a fair and consistent basis. A computerized applicant tracking system is used to facilitate analysis of hiring patterns and maintenance of applicant flow data.

Additionally, FEP distribute posters to all departments and provides training on Federal, state and local anti-discrimination laws in an effort to insure that the County is in compliance.

4. Employee Relations and Training & Organizational Development

Seniority practices in clauses and contracts are reviewed to determine if any artificial barriers exist. Formal career counseling programs have been established which include development programs and individual counseling. Participation in any County-sponsored training, recreational, and social activities is accomplished without regard to race, color, religion, sex, national origin, age, disability, marital status, familial status, sexual orientation, and gender identity or expression.

CURRENT TRENDS

Protection for LGBT Employees

The County's policy in compliance with Title VII prohibits discrimination on the basis of gender. Discrimination against a transgender individual or discrimination based on gender identity or sexual orientation involve sex-based considerations and is therefore also protected by Title VII's prohibition against discrimination on the basis of sex. All employees are afforded equal access to earned terms, conditions, benefits, and privileges of employment regardless of sex. All applicants for employment are afforded equal opportunity for positions for which they meet the minimum qualifications. The Classification and Pay Plan is developed, updated, and administered equally to employees regardless of sex. Salary levels are equal regardless of gender for positions of equal skill, effort and responsibility performed under the same working conditions. Palm Beach County does not indicate a sex preference for any job.

Pregnancy Discrimination

The County prohibits discrimination based on pregnancy, childbirth, or related medical conditions in any aspect of employment including hiring, termination, compensation, job assignments, promotions, layoff, training, benefits, and any other term and condition of employment. Pregnancy and related medical conditions are regarded in the same manner as temporary disabilities. Where impairments resulting from pregnancy may be disabilities under the ADA Amendments Act of 2008 the County may have to provide reasonable accommodation.

□ **Compliance with the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008, and the Vietnam Veterans Readjustment Act of 1974**

Applicants for employment and employees are invited to identify themselves as an individual with a disability or a non-disabled Veteran, so that they may benefit from the County's Affirmative Action Program. The self-identification form invites applicants/employees to identify any accommodation they may need to participate in the application and selection processes or to perform the essential duties of positions they are seeking. The self-identification form is also used for statistical purposes and is detached from the application prior to initiation of the selection process. Preference is given to qualified disabled and non-disabled Veterans throughout the selection process in accordance with applicable statutes and the County's Affirmative Action Plan. Those applicants seeking Veteran preference must submit military documentation (DD214, etc.).

All medical information is kept in confidential files in the Occupational Health Clinic. The Occupational Health Clinic refers all medical holds and rejected applicants/employees for medical reasons to the Manager, Fair Employment Programs. The Manager, Fair Employment Programs reviews all referrals from the Occupational Health Clinic to determine, in consultation with the department and the applicant/employee, if the applicant/employee can be reasonably accommodated in the position the individual holds or desires.

The County's policies prohibit supervisors and managers from accepting or denying any accommodation request without consulting the Manager, Fair Employment Programs. The County makes reasonable accommodations to the known physical and mental disabilities of otherwise qualified employees and applicants for employment so long as such accommodation does not impose an undue hardship on the County or its employees.

The County maintains a policy for employees unable to perform the essential duties of their position due to illness/injury/disability. This policy requires that if an accommodation is requested by the employee, the possibility of reasonable accommodation is reviewed by the Manager, Fair Employment Programs. The Manager, Fair Employment Programs and employee will engage in an interactive process to clarify what the employee needs and identify the appropriate reasonable accommodation. The County executes its policy to provide reasonable

accommodations consistently and in accordance with federal guidelines.

The County implemented an Americans With Disabilities Act (ADA) policy (CW-P-054) which outlines responsibility for implementation of the ADA. Managers and supervisors receive training on the applicable law and guidelines of the ADA and all related policies and procedures.

Records of requests for accommodations, the actual accommodation provided, and any accommodations denied for the period specified by the records retention schedule are maintained in the office of the Manager, Fair Employment Programs. The County completed its Self-Evaluation and Transition Plan which identified any deficiencies and action required.

A procedure for accommodating applicants and employees has been developed and implemented. Applications, testing materials, and other personnel documents have been or can be made available in alternate formats. A TDD has been installed in the Recruitment and Selection Section and the number is printed on all relevant material, including advertisements and job postings.

ADA Position Descriptions identifying essential and marginal duties of positions are reviewed and maintained by the Compensation and Records Section.

The appropriate law posters are posted in the lobby of Recruitment and Selection and have been distributed to departments for posting.

Employee/applicant publications contain a notice inviting applicants or employees to inform the Human Resources Department if they need a special accommodation or assistive device to participate in any program; to apply for any job opening or service; or to be considered for any job opening.

PARKS AND RECREATION SPECIAL AFFIRMATIVE ACTION PROGRAM

Parks & Recreation has also been concerned with the lack of qualified minority applicants on Referral Lists for Lifeguard positions which are in the "Service/Maintenance" Job Category. To address this issue, Parks & Recreation has identified the following Affirmative Action steps for both long term and short term results in increasing the number of qualified applicants.

- ✓ The minimum hiring age for non-permanent Pool and Waterpark Lifeguards has been reduced to 16 years of age instead of 18.
- ✓ As a long term goal, Parks & Recreation offers swimming lessons to children in Schools and Pools programs to develop the basic skills necessary to successfully compete in future positions.
- ✓ Advertising and recruitment activities for vacant positions are accomplished in schools with a high concentration of minorities and/or females.
- ✓ Lifeguards or a representative of Parks & Recreation are included in Job Fairs and Career Days, as appropriate.
- ✓ A Junior Lifeguard Program is offered at pools and beaches throughout the County which aids youths to become better swimmers and teaches them the art of lifeguarding.
- ✓ Aquatics works with the Drowning Prevention Coalition (DPC) to promote water safety education and Parks & Recreation accepts DPC vouchers for swim lessons. These vouchers provide free lessons for children.
- ✓ Aquatics works with WaterSmart PBC for cooperative swimming lessons for underserved populations and offers a reduced rate for swimming lessons at Pioneer Park Pool in order to help residents gain the skills needed to become Lifeguards.

DISCRIMINATION COMPLAINT PROCEDURE

Applicants for employment and employees of Palm Beach County Board of County Commissioners may file a complaint of discrimination with the Manager of Fair Employment Programs in the Human Resources Department.

Employees and applicants also have the right to file a complaint with the Equal Employment Opportunity Commission (EEOC) in Miami. EEOC complaints can be filed locally at the Office of Equal Opportunity. Complaints may also be filed with the appropriate state agency, such as the Florida Commission on Human Relations (FCHR).

Complaints must be filed within 180 days of the alleged discriminatory act; however, employees/applicants are encouraged to seek resolution as soon as possible after an occurrence of an event which they believe to be discriminatory.

The County does not tolerate retaliation against any employee or applicant who opposes a practice they believe to be discriminatory, or who participates in the investigation of any complaint of discrimination.

STATE OF FLORIDA, COUNTY OF PALM BEACH
I, SHARON R. BOCK, Clerk and Comptroller
certify this to be a true and correct copy of the original
filed in my office on JAN 10 2017
dated at West Palm Beach, Fla. 1-17-17
By: [Signature]
Deputy Clerk

