

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: November 21, 2006 [X] Consent [] Regular
[] Ordinance [] Public Hearing
Department:
Submitted By: Human Resources
Submitted For: County Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Palm Beach County's 2006-2007 Affirmative Action Plan, a voluntary effort to correct under representation where it exists in the Board of County Commissioners' work force. There is no fiscal impact.

Summary: Implementation of this year's Plan focuses on methods and procedures for achieving targeted work unit goals, enhancing special recruitment efforts, and continuing to develop systems to correct under-representation.

Minority representation for all job categories for 2005-2006 was 30.3% which is 2.3% above the availability. Females represented 37.3% of the County's work force in 2005-2006 as compared to the availability of the labor force for all occupations of 46.0%.
Countywide

Background and Policy Issues: The 2006-2007 Affirmative Action Plan (AAP) presents a work force analysis for the period July 1st to June 30th of 2005-2006.

The County's EO/AA Policy Statement is included and has been signed by the County Administrator. Community organizations have been notified that the AAP is available. The AAP is also available on the Internet and Intra-net websites.

Attachments:

- 1. Affirmative Action Plan

Recommended by: Janis Brunell 10/10/06
Department Director Date
Approved by: B. Allen
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
Operating Revenues	_____	_____	_____	_____	_____
Is Item Included In Current Budget?				Yes _____	No _____
Budget Account No.:	Fund _____	Agency _____	Org. _____	Object _____	
		Program _____			

B. Recommended Sources of Funds/Summary of Fiscal Impact:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

 10-19-06
OFMB


Contract Administration

pm
10-18-06

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

**2006 - 2007
AFFIRMATIVE ACTION PLAN**



EFFECTIVE: OCTOBER 1, 2006

AFFIRMATIVE ACTION PLAN FOR 2006-2007

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	Karen T. Marcus
District 2	Jeff Koons
District 3	Warren Newell
District 4	Mary McCarty
District 5	Burt Aaronson
District 6	
District 7	Addie L. Greee

COUNTY ADMINISTRATOR



Robert Weisman

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
50 South Military Trail, Suite 210
West Palm Beach, FL 33415
Phone: (561) 616-6860

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

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**EQUAL EMPLOYMENT
AFFIRMATIVE ACTION POLICY**

DATE: October 1, 2006
TO: All Department and Division Heads
FROM: Robert Weisman
County Administrator
RE: **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
POLICY STATEMENT**

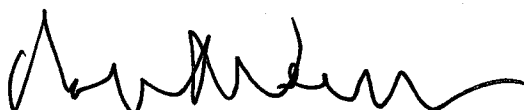
Palm Beach County Board of County Commissioners is an Equal Opportunity/Affirmative Action employer. As such, the County is committed to using equal employment practices in all terms and conditions of employment and to employ protected groups consistent with their availability in the relevant labor market.

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, or sexual orientation;
- 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, or sexual orientation.

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.



Robert Weisman, County Administrator

LEGAL BASIS

**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
The Florida Human Rights Act of 1977, as amended
The Americans With Disabilities Act of 1990
The Family and Medical Leave Act of 1993
Palm Beach County Ordinance 95-31 of 1995, as amended**

In addition to compliance with the above-mentioned regulations, the County is required to use a merit system of employment and follow 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
- 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, and establishing departmental goals and objectives when necessary
- 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
- taking action to prevent discrimination of employees on the basis of race, color, religion, gender, national origin, age, disability, marital status, or sexual orientation
- practicing nondiscrimination and making a concerted effort to achieve affirmative action goals
- ensuring that each work location displays EEO posters
- attend mandatory supervisory and EEO related training

DISSEMINATION OF POLICY

DISSEMINATION OF POLICY

■ **Internal Dissemination**

- a) The County has a current EO/AA Countywide Policy which is available to all employees.
- b) The nondiscrimination policy is included in the County's Merit System Rules and Regulations which is distributed to all employees.
- c) Training sessions and/or special meetings are held with executive, management and supervisory personnel to explain the intent of the policy and individual responsibility for implementation.
- d) The nondiscrimination policy is reviewed with new employees in employee orientation and EEO management training programs.
- e) Nondiscrimination clauses are included in Union agreements, and collective bargaining and contractual provisions are reviewed to ensure they are nondiscriminatory.
- f) The County Administrator's policy statement is distributed to all Department/Division Heads for implementation (see Exhibit 1 - Policy Statement).

■ **External Dissemination**

- a) The County informs all recruiting sources verbally and/or in writing of the EO/AA policy.
- b) An Equal Opportunity clause is incorporated in all purchase orders, leases, contracts, etc. covered by Executive Order 11246, as amended.
- c) Minority and women's organizations, community agencies, community leaders, schools and colleges are notified of the County's policy verbally and/or in writing.
- d) Prospective employees are made aware of the policy through posting in the lobby of Recruitment and Selection, special recruitment contacts, and the media.
- e) Minority and non-minority men and women are pictured on County/employee publications.
- f) An acknowledgment that the county is an EO/AA employer, M/F/V/D,

ends all classified ads and appears at the bottom of the employment application.

- g) Public service announcements aired periodically on local radio stations state the county's policy of nondiscrimination.
- h) 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.
- i) The Affirmative Action Plan is posted on the County's web page at www.pbcgov.com.

**2006 - 2007
ANNUAL AFFIRMATIVE ACTION PLAN
REVIEW AND COMMENT**

The following organizations have been notified that the Affirmative Action Plan for 2006 - 2007 is complete and available for review and comment:

**Association for Retarded Citizens -
Palm Beach County**
1201 Australian Avenue
Riviera Beach, FL 33404

**Coalition for Independent Living
Options, Inc. (CILO)**
2326 South Congress Avenue, Ste 1 - F
West Palm Beach, FL 33406

Commission on the Status of Women
301 North Olive Avenue, 12th Floor
West Palm Beach, FL 33401

Deaf Service Center of Palm Beach Co.
3111 S. Dixie Highway, Suite 237
West Palm Beach, FL 33405

Gulfstream Goodwill Industries, Inc.
1715 Tiffany Drive East
Mangonia Park, FL 33407

**Habilitation Center for the
Handicapped, Inc.**
22313 Boca Rio Road
Boca Raton, FL 33433

Hispanic Human Resources Council
1427 South Congress Avenue
West Palm Beach, FL 33406

**Lighthouse for the Blind of the Palm
Beaches, Inc.**
7810 South Dixie Highway
West Palm Beach, FL 33405

NOW
P.O. Box 2333
West Palm Beach, FL 33402

NOW (Southern PBC Chapter)
P.O. Box 790
Boca Raton, FL 33432

Office of Equal Opportunity (OEO)
215 North Olive Avenue, Suite 130
West Palm Beach, FL 33401

**Palm Beach County Human Rights
Council**
3273 Grove Road
Boynton Beach, FL 33435

Seagull Industries for the Disabled
3879 West Industrial Way
Riviera Beach, FL 33404

**Urban League of the Palm Beaches,
Inc.**
1700 North Australian Avenue
West Palm Beach, FL 33407

**Vocational Rehabilitation (Health and
Rehabilitative Services)**
3111 South Dixie Highway, Suite 100
West Palm Beach, FL 33405

Vocational Rehabilitation
14600 Military Trail
Delray Beach, FL 33484-3704

Vocational Rehabilitation
4362 North Lake Blvd., #117
Palm Beach Gardens, FL 33407

WORKFORCE ANALYSIS

and

**IDENTIFICATION OF
PROBLEM AREAS**

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JOB GROUP ANALYSIS

The work force statistics and narrative which follow are derived mainly from the County's annual EEO-4 Report to the State and Local Reporting Committee of the Equal Employment Opportunity Commission (EEOC) and an internal departmental breakdown of the same statistics for the reporting year of July 1, 2005, to June 30, 2006.

The Development and Execution of Action Oriented Programs/Procedures on page 46 is based on the analysis of the County's work force as compared to the 2000 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, including the relevant numbers and percentages, for full-time permanent-status employees. The labor force percentages from the 2000 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.

Another problem in comparing the data is in the area of the labor force statistics for Service Occupations. That labor force breakdown includes a broad range of positions and 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.

The tables that follow show the work force by job category. The EEOC's description of the eight (8) categories follows in abbreviated form:

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, Interpreter, 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, Passenger Driver, Security Door Technician	Service/Maintenance	8

WORKFORCE STATISTICS

The work force statistics and narrative which follow are derived mainly 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 Title 29, 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 2000 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.

Another problem in comparing the data is in the area of the labor force statistics for Service Occupations. That labor force breakdown includes a broad range of positions and 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.

SUMMARY OF WORK FORCE STATISTICS AS PRESENTED IN TABLES A - H

Officials/Administrators

The County currently employs a work force of 104 "Officials/Administrators" which includes 11(10.6%) Black and 2(1.9%) Hispanic employees. Utilization of Black employees in this category is 3.1% greater than the available labor pool. Hispanic representation is 5.8% below the available labor force availability.

For the reporting period 2004 to 2005 the County employed 104 "Officials/Administrators", including 11 (10.6%) Black and 2 (1.9%) Hispanic employees in this category. The labor force statistics indicate a 12.5% overall minority representation in the "Officials/Administrators" Job Category.

The County employed 29 females in this job category for the 2004-2005 reporting period. Currently the County employs 31(29.8%) females in the "Official/Administrators" job category. This utilization is 6.4% less than the labor force availability.

Professionals

In the 2004-2005 reporting period the County employed 378 (27.7%) minorities in the "Professional" category. During the most current reporting period the utilization of minorities in the "Professional" job category increased to 393 (28.3%). Minority representation in this job category is 10.0% greater than the available labor force.

Utilization of Blacks in the "Professional" Job Category is currently 16.3% which is 8.0% greater than the labor force availability. There were 219 Black employees in this job category for the 2004-05 reporting period and 226 Black employees for the 2005-06 reporting period.

The County currently employs 92(6.6%) Hispanics in this job category. This is .2% less than the available labor force.

Labor force availability of females for the "Professional" job category is 52.1%. The County employs 719 (51.8%) females which is .3% below availability. The prior year statistics show that the County employed 721 (52.9%) females in this job category.

Current overall representation of minorities in this job category is 28.3% which is 10.0% greater than labor force availability.

Technicians

In this job category the County currently employs 707 persons, of which 66 (9.3%) are Black. In the previous reporting period the County employed 681 persons, of which 60 (8.8%) were Black. The current work force of Black employees is 5.6% less than the available labor force.

The current representation of Hispanic employees in this job category is 58 (8.2%). This is a decrease of 1 Hispanic employee from the prior reporting period.

Overall minority representation in this job category is 143 (20.2%) which is 6.7% less than labor force availability.

Female representation in this job category is currently 134 (18.9%). This figure shows a decrease of 8 females.

Protective Services

The employees in this job category are the County's firefighters. There are currently 1129 employees in this job category, of which 83 (7.3%) are females. There is a 27.1% underrepresentation of females in this category.

Overall minority representation is 201 (17.8%) which is 9.2% below the available labor pool.

There are 60 Blacks employed in this job category which comprises 5.3% of the employees in this category. One hundred twenty-five "Protective Services" employees are Hispanic constituting 11.1% of the work force in this job category. Hispanic representation is .6% above the available labor force.

In the year prior there was a total of 1093 employees in this job category. There were 81 (7.4%) females, 58 (5.3%) Blacks and 113 (10.0%) Hispanics. Female and Black representation was below the available labor force. Overall minority representation in 2004-05 was 10.3% below labor force availability.

Paraprofessionals

Currently there are 544 "Paraprofessional" employees. There are 206 Black employees which comprise 37.9% of the workforce in this job category and is 26.1% above the available labor force.

Hispanics comprise 10.1% of the employees in this category with 55 employees. Hispanic representation is .2% greater than the available labor force.

Four hundred twenty-four females comprise 77.9% of the "Paraprofessional" workforce. Female representation is 11.4% above the labor force availability.

In the previous year there were 550 employees in this job category. Overall minority representation exceeded the available labor force.

Administrative Support

The County employs 866 "Administrative Support" employees. Females comprise 84.0% of the persons in this job category with 728 employees. In the previous reporting period there were 735 (83.4%) female employees in a total work force of 881 persons.

Black representation in this job category exceeded the available labor force in the current and preceding year. There are currently 198 (36.0%) Black employees. There were 203 (23.0%) Black employees in the prior year. The available Black force for this job category is 11.8%.

The utilization of Hispanic employees in this job category was below the available labor force for the preceding year. Hispanics comprised 9.8% of the work force in 2004-05 and currently comprise 9.7% of the work force.

Overall minority representation in this job category is 35.5%. The available labor force is 23.3%. In the last reporting period overall minority representation was 34.8%.

Skill Craft

There are 462 "Skill Craft" employees. Hispanic representation was below the available labor force for the prior year. Hispanics currently comprise 15.6% of the work force with 72 employees. In the 2004-05 reporting period Hispanics comprised 14.7% of the work force with 64 employees. The total work force increased by eight employees in the current year.

Black representation in this job category was below the available labor force in the 2004-05 reporting period. For this reporting period Black representation is 9.1% with 42 employees.

Female employees are 1.5% of the current "Skill Craft" job category with 7 employees. The total available labor force is 6.2%. In the previous year there were 9 females employed comprising 2.0% of the work force.

Overall minority representation is 26.8% which is 4.9% below the available labor force. In the 2004-05 reporting period minority representation was 24.7% which was 7.0% below the available labor force.

Service/Maintenance

There are currently 865 "Service/Maintenance" employees. Of these 219 (25.3%) are Black. This is 2.7% greater than the available labor force. In the previous year there were 861 "Service/Maintenance" employees.

In the previous year Hispanic representation was 17.1% of the work force with 147 employees. In the current year Hispanics comprise 17.2% of the work force with 149 employees.

There are 136 female "Service/Maintenance" employees. This is 15.7% of the work force and 26.4% below the available labor force. For the previous reporting period there were 123 female employees comprising 14.2% of the work force. The utilization of females was 27.9% below the available labor force.

Overall minority representation in this job category is 2.7% below the available labor force with 383 (44.2%) minority employees. In the prior year there were 372 (43.2%) minority employees. Minority representation was 3.7% below the available labor force in 2004-05.

County Totals

The County employed 6063 employees in 2005-06. Total Hispanic representation in the County work force is 2.4% below the available labor force. Black utilization exceeds the available labor force by 4.0%. Females employees are 8.7 less than the available labor force. Overall minority representation in the County work force for 2005-06 is 2.3% above the available labor force.

In the previous year the County employed 5969 employees. Of these, Blacks comprised 16.7% of the total work force. This utilization was 3.6% greater than the available labor force. Hispanic representation was 2.6% below the available labor force. There were 2267 (37.9%) females employed, which was 8.1% below the available labor force.

Table A

UTILIZATION ANALYSIS OF TOTAL WORK FORCE – MALE/FEMALE 2005 - 2006

	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	MINORITY (%)
OFFICIAL/ADMINISTRATOR SMSA DIFFERENCE	104	91 (87.5) 84.4 +3.1	11 (10.6) 5.1 +5.5	2 (1.9) 7.7 -5.8	0 (0) 1.6 -1.6	0 (0) .1 -.1	13 (12.5) 14.5 -2.0
PROFESSIONAL SMSA DIFFERENCE	1386	993 (71.7) 80.4 -8.7	226 (16.3) 8.3 +8.0	92 (6.6) 6.8 -.2	72 (5.2) 3.1 +2.1	3 (.2) .1 +.1	393 (28.3) 18.3 +10.0
TECHNICIANS SMSA DIFFERENCE	707	564 (79.8) 71.6 +8.2	66 (9.3) 14.9 -5.6	58 (8.2) 9.3 -1.1	15 (2.1) 2.5 -.4	4 (.6) .2 +.4	143 (20.2) 26.9 -6.7
PROTECTIVE SERVICES SMSA DIFFERENCE	1129	928 (82.2) 69.9 +12.3	60 (5.3) 16.5 -11.2	125 (11.1) 10.5 +.6	14(1.2) .0 +1.2	2 (.2) .0 +.2	201 (17.8) 27.0 -9.2
PARAPROFESSIONAL SMSA DIFFERENCE	544	268 (49.3) 75.1 -25.8	206 (37.9) 11.8 +26.1	55 (10.1) 9.9 +.2	14 (2.6) 1.4 +1.2	1(.2) .2 0	276 (50.7) 23.3 +27.4
ADMIN SUPPORT SMSA DIFFERENCE	866	558 (64.4) 75.1 -10.7	206 (23.8) 11.8 +12.0	84 (9.7) 9.9 -.2	17 (2.0) 1.4 +.6	1 (.1) .2 -.1	308 (35.5) 23.3 +12.2
SKILLED CRAFT SMSA DIFFERENCE	462	338 (73.2) 66.7 +6.5	42 (9.1) 11.7 -2.6	72 (15.6) 18.7 -3.1	10 (2.2) 1.0 +1.2	0 (0) .3 -.3	124 (26.8) 31.7 -4.9
SERVICE/MAINTENANCE SMSA DIFFERENCE	865	482 (55.7) 49.7 +6.0	219 (25.3) 22.6 +2.7	149 (17.2) 22.3 -5.1	14 (1.6) 1.8 -.2	1 (.1) .2 -.1	383 (44.2) 46.9 -2.7
COUNTY TOTAL SMSA DIFFERENCE	6063	4222 (69.6) 70.1 -.5	1036 (17.1) 13.1 +4.0	637 (10.5) 12.9 -2.4	156 (2.6) 1.8 +.8	12 (.2) .2 0	1841 (30.3) 28.0 +2.3

Table B

UTILIZATION ANALYSIS OF TOTAL WORK FORCE--FEMALES ONLY
2005 - 2006

	TOTAL	WHITE(%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	MINORITY (%)
OFFICIAL/ADMINISTRATOR	31 (29.8)	26 (25.0)	5 (4.8)	0 (0)	0 (0)	0 (0)	5 (4.8)
SMSA	36.2	29.3	2.6	3.2	.6	0	6.4
DIFFERENCE	-6.4	-4.3	+2.2	-3.2	-6	0	-1.6
PROFESSIONAL	719(51.8)	480 (34.6)	158 (11.3)	46 (3.3)	33 (2.3)	2 (.1)	239 (17.2)
SMSA	52.1	40.7	5.5	3.6	1.4	0	10.5
DIFFERENCE	-.3	-6.1	+5.8	-.3	+9	+1	+6.7
TECHNICIANS	134 (18.9)	96 (13.5)	19 (2.6)	14 (1.9)	4 (.5)	1 (.1)	38 (5.3)
SMSA	63.4	43.6	11.8	5.4	1.4	.1	18.7
DIFFERENCE	-44.5	-30.1	-9.2	-6.5	-.9	0	-13.4
PROTECTIVE SERVICES	83 (7.3)	66 (5.8)	6 (.5)	8 (.7)	3 (.2)	0 (0)	17 (1.5)
SMSA	34.4	24.1	3.8	4.5	0	0	8.3
DIFFERENCE	-27.1	-18.3	-3.3	-3.8	+2	0	-6.8
PARAPROFESSIONAL	424 (77.9)	196 (36.0)	179 (32.9)	39 (7.1)	9 (1.6)	1 (.1)	228 (41.9)
SMSA	66.5	49.5	8.2	6.7	.9	.1	15.9
DIFFERENCE	+11.4	-13.5	+24.7	+4	+1.6	0	+26.0
ADMIN SUPPORT	728 (84.0)	464 (53.5)	180 (20.7)	71 (8.1)	13 (1.5)	0 (0)	264 (30.4)
SMSA	66.5	49.5	8.2	6.7	.9	.1	15.9
DIFFERENCE	+17.5	+4.0	+12.5	+1.4	+6.0	-.1	+14.5
SKILLED CRAFT	7 (1.5)	5 (1.0)	0 (0)	2 (.4)	0 (0)	0 (0)	2 (.4)
SMSA	6.2	3.7	.9	1.3	.2	0	2.4
DIFFERENCE	-4.7	-2.7	-.9	-.9	-.2	0	-2.0
SERVICE/MAINTENANCE	136(15.7)	85 (9.8)	35 (4.0)	13 (1.5)	2 (.2)	1 (.1)	51 (5.8)
SMSA	42.1	20.8	11.1	7.9	.9	.1	20.0
DIFFERENCE	-26.4	-11.0	-7.1	-6.4	-.7	0	-14.2
COUNTY TOTAL	2262(37.3)	1418(23.3)	582 (9.5)	193 (3.1)	64 (1.0)	5 (.1)	844 (13.9)
SMSA	46.0	32.0	6.9	5.2	.9	.1	13.1
DIFFERENCE	-8.7	-8.7	+2.6	-2.1	+1	0	+8

Table C1

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2005 - 2006**

JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
OFFICIALS/ADMINISTRATORS							
\$ 0.1 - 15.9	1	1					
16.0 - 19.9							
20.0 - 24.9							
25.0 - 32.9							
33.0 - 42.9	1	1					1
43.0 - 54.9							
55.0 - 69.9							
70.0 PLUS	102	89	11	2			30
TOTAL	104	91	11	2			31

Table C2

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2005 - 2006**

JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
PROFESSIONALS							
\$ 0.1 - 15.9	2	1			1		2
16.0 - 19.9	3	3					3
20.0 - 24.9	6	4	2				4
25.0 - 32.9	78	41	25	8	4		50
33.0 - 42.9	249	150	66	24	9		184
43.0 - 54.9	372	248	69	34	18	3	209
55.0 - 69.9	304	231	40	9	24		150
70 PLUS	372	315	24	17	16		117
TOTAL	1386	993	226	92	72	3	719

Table C3

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2005 - 2006**

JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
TECHNICIANS							
\$ 0.1 - 15.9							
16.0 - 19.9							
20.0 - 24.9	2	1	1				2
25.0 - 32.9	56	40	8	5	1	2	15
33.0 - 42.9	198	137	26	28	7	2	44
43.0 - 54.9	237	192	22	19	4	1	50
55.0 - 69.9	142	128	6	6	1	1	22
70 PLUS	72	66	3		2	1	1
TOTAL	707	564	66	58	15	7	134

Table C4

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2005 - 2006**

JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
PROTECTIVE SERVICE WORKERS							
\$ 0.1 - 15.9							
16.0 - 19.9	1	1					
20.0 - 24.9							
25.0 - 32.9							
33.0 - 42.9	99	64	7	24	4		10
43.0 - 54.9	91	58	6	25	2		5
55.0 - 69.9	308	235	25	44	4		23
70 PLUS	630	570	22	32	4	2	45
TOTAL	1129	928	60	125	14	2	83

Table C5

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2005 - 2006**

JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
PARAPROFESSIONAL							
\$ 0.1 - 15.9	12	4	5	3			8
16.0 - 19.9	5	4		1			2
20.0 - 24.9	71	12	46	11	2		69
25.0 - 32.9	220	122	66	21	10	1	180
33.0 - 42.9	143	66	64	11	2		102
43.0 - 54.9	68	42	20	6			49
55.0 - 69.9	20	14	5	1			12
70 PLUS	5	4		1			2
TOTAL	544	268	206	55	14	1	424

Table C6

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2005 - 2006**

JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
ADMINISTRATIVE SUPPORT							
\$ 0.1 - 15.9	15	14	1				10
16.0 - 19.9	7	6		1			4
20.0 - 24.9	141	71	47	21	2		117
25.0 - 32.9	344	218	80	39	6	1	295
33.0 - 42.9	211	140	51	14	6		175
43.0 - 54.9	131	95	27	7	2		118
55.0 - 69.9	17	14		2	1		9
70 PLUS							
TOTAL	866	558	206	84	17	1	728

Table C7

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2005 - 2006**

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	131	77	16	36	2		3
33.0 - 42.9	133	101	9	18	5		1
43.0 - 54.9	97	72	9	14	2		2
55.0 - 69.9	73	62	7	4			1
70 PLUS	28	26	1		1		
TOTAL	462	338	42	72	10	0	7

Table C8

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2005 - 2006**

JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
SERVICE MAINTENANCE							
\$ 0.1 - 15.9	30	14	12	4			9
16.0 - 19.9	6	5		1			3
20.0 - 24.9	140	68	43	26	3		31
25.0 - 32.9	354	180	84	80	9	1	49
33.0 - 42.9	219	132	54	32	1		33
43.0 - 54.9	73	52	19	2			5
55.0 - 69.9	37	26	6	4	1		6
70 PLUS	6	5	1				
TOTAL	865	482	219	149	14	1	136

Table D **NEW HIRES BY JOB CATEGORY, RACE AND FEMALES**
2005 - 2006

JOB CATEGORY	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	FEMALES (%)
Officials/Administrators	6	6 (100)					2 (33.3)
Professional	97	68 (70.1)	17 (17.5)	8 (8.2)	4 (4.1)		49 (50.5)
Technicians	66	51 (77.2)	8 (12.1)	3 (4.5)	4 (6.0)		7 (10.6)
Protective Services	81	51 (62.9)	6 (7.4)	21 (25.9)	3 (3.7)		4 (4.9)
Paraprofessional	51	21 (41.1)	21 (41.1)	7 (13.7)	2 (3.9)		40 (78.4)
Administrative Support	115	60 (52.1)	31 (26.9)	22 (19.1)	2 (1.7)		95 (82.6)
Skilled Craft	41	26 (63.4)	4 (9.7)	8 (19.5)	3 (7.3)		
Service Maintenance	98	52 (53.0)	27 (27.5)	18 (18.3)	1 (1.0)		23 (23.4)
TOTAL	555	335 (60.3)	114 (20.5)	87 (15.6)	19 (3.4)		220 (39.6)

Table E TERMINATIONS BY JOB CATEGORY, RACE AND FEMALES 2005 - 2006							
JOB CATEGORY	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	FEMALES (%)
Officials/Administrators	8	8 (100)					3 (37.5)
Professional	121	87 (71.9)	15 (12.3)	15 (12.3)	3 (2.4)	1 (.8)	60 (49.5)
Technician	59	49 (83.0)	3 (5.0)	6 (10.1)	1 (1.6)		27 (11.8)
Protective Services	42	37 (88.0)	2 (4.7)	2 (4.7)	1 (2.3)		3 (7.1)
Paraprofessional	57	29 (50.8)	17 (29.8)	7 (12.2)	3 (5.2)	1 (1.7)	39 (68.4)
Administrative Support	95	64 (67.3)	19 (20.0)	12 (12.6)			81 (85.2)
Skilled Craft	34	26 (76.4)	2 (5.8)	4 (11.7)	2 (5.8)		2 (5.8)
Service Maintenance	93	57 (61.2)	18 (19.3)	16 (17.2)	2 (2.1)		21 (22.5)
TOTAL	510	357 (70.0)	76 (14.9)	62 (12.1)	12 (2.3)	2 (.3)	216 (42.3)

TABLE F HIRES AND TERMINATIONS BY DEPARTMENT-MALE/FEMALE 2005 - 2006

2004-2005	Terminations by race and sex						Hires by race and sex					
Department	White	Black	Hispanic	Asian	Other	Female	White	Black	Hispanic	Asian	Other	Female
Administration	0	2	0	0	0	0	0	0	0	0	0	1
Airports	8	2	0	0	1	0	3	3	0	0	2	0
Community Services	0	11	3	12	2	4	4	5	5	28	2	6
Cooperative Extension	1	3	0	1	0	1	3	4	0	0	0	0
County Attorney	1	2	0	0	0	0	2	4	1	0	0	0
County Commission	0	3	0	0	0	0	0	1	0	0	0	0
Court Administration	0	1	0	1	1	0	1	1	1	0	0	0
Criminal Justice	1	2	1	0	0	0	0	1	0	0	0	0
Engineering	30	2	3	2	3	2	26	7	3	3	2	0
ERM	4	1	0	0	0	0	10	7	1	1	0	1
FD&O	24	4	1	1	5	0	13	6	2	2	7	1
Fire Rescue	42	7	2	0	3	0	47	6	6	2	18	5
HCD	0	0	0	0	0	0	1	1	0	1	0	0
Human Resources	0	0	0	1	0	0	0	1	0	0	0	1
ISS	7	2	1	1	0	0	5	0	1	1	0	0
Library	5	14	1	1	0	0	20	34	2	2	7	3
MPO	0	0	0	0	1	0	0	0	0	0	0	0
Medical Examiner	1	0	0	0	0	0	0	2	0	0	0	0
OEO	0	0	0	0	0	0	0	0	0	0	0	1
OFMB	1	1	4	0	0	0	1	0	0	0	0	0
OSBA	0	0	1	1	0	0	0	0	0	0	0	0
Palm Tran	0	0	0	0	0	0	0	1	0	0	0	0
Parks & Recreation	25	15	10	0	11	0	104	86	28	18	18	11
PZ&B	13	16	1	4	6	4	18	4	3	9	0	3
Public Affairs	3	0	0	0	0	0	4	4	0	0	0	0
Public Safety	11	33	4	12	1	3	7	29	5	8	1	8
Purchasing	0	1	0	0	1	0	0	1	1	1	0	1
Risk Management	0	1	0	0	0	0	0	0	0	1	0	1
Supervisor Elections	1	2	0	0	0	1	0	2	1	1	1	2
Water Utilities	20	10	6	1	7	2	32	9	6	5	9	0
TOTAL	198	135	38	38	42	17	301	219	68	83	67	45

Table G PROMOTIONS BY JOB CATEGORY, RACE AND FEMALES 2005 - 2006							
JOB CATEGORY	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	FEMALES (%)
Officials/Administrators	7	7 (100)					1 (14.2)
Professionals	81	55 (67.9)	10 (12.3)	5 (6.1)	11 (13.5)		50 (61.7)
Technicians	44	36 (81.8)	4 (9.0)	4 (9.0)			13 (29.5)
Protective Services	0						
Paraprofessional	29	19 (65.5)	5 (17.2)	5 (17.2)			24 (82.7)
Administrative Support	32	21 (65.6)	7 (21.8)	4 (12.5)			28 (87.5)
Skilled Craft	40	23 (57.5)	5 (12.5)	12 (30.0)			
Service Maintenance	46	27 (58.6)	6 (13.0)	12 (26.0)	1 (2.1)		3 (6.5)
TOTAL	279	188 (67.3)	37 (13.2)	42 (15.0)	12 (4.3)		119 (42.6)

TARGETED POSITIONS FOR 2006 - 2007

AIRPORTS

Airport Operations Division (902)		
22 - Professional	F	50%
Airport Terminal Operations (903)		
25 - Paraprofessional	F	64.7% B 11.7%
26 - Administrative Support	F	62.5% B 6.2%
Airport Properties (904)		
22 - Professional	F	50%
Airport Maintenance Division (905)		
28 - Service/Maintenance	F	40.6%
Airport Planning & Development (906)		
23 - Technician	F	50%
Airport Technical Support (908)		
22 - Professional	F	50%
Airport Terminal Division (910)		
23 - Technician	F	57.1% B 14.2% H 7.1%
27 - Skill Craft	F	5.2% B 10.5% H 15.7%

COMMUNITY SERVICES

Administration (2100)		
22 - Professional	F	50%
Ryan White Act Care (2102)		
22 - Professional	H	6.0%
Head Start & Children Services (2110)		
23 - Technician	F	50%
26 - Administrative Support	H	9.5%
28 - Service/Maintenance	H	21.2%
Childcare Food Program (2120)		
28 - Service/Maintenance	H	22.2%
Senior Services (9804)		
26 - Administrative Support	H	7.6%

COUNTY ATTORNEY (300)

22 - Professional	H	3.4%
26 - Administrative Support	H	9.5%

TARGETED POSITIONS FOR 2006 - 2007

CO COOPERATIVE EXT SVC (700)

26 - Administrative Support B 11.1%

COUNTY COMMISSION (100)

26 - Administrative Support H 7.1%

COURT ADMINISTRATION

Administration (1900)

22 - Professional F 50%

ENGINEERING AND PUBLIC WORKS

Engineering Admin Svcs (2303)

23 - Technician F 50%

26 - Administrative Support B 11.1

Roadway Production (2307)

22 - Professional F 47%

23 - Technician F 57.1% B 14.2%

Construction Coordination (2310)

23 - Technician F 61.1% H 5.5% B 11.1%

Geoprocessing (2318)

22 - Professional F 50%

Engineering Services Division (2320)

22 - Professional F 45.4%

23 - Technician H 6.6% B 13.3% F 60.0%

Land Development (2340)

22 - Professional F 50%

23 - Technician F 57.1% B 14.2

Bridge Maint & Operations (2372)

23 - Technician F 62.5% B 12.5%

27 - Skill Craft B 8.3% H 16.6% F 4.1%

28 - Service/Maintenance B 21.7% F 41.3% H 21.7%

Road Maintenance Section (2377)

23 - Technician F 33.3%

27 - Skill Craft F 4.8%

28 - Service/Maintenance F 41.6% H 21.6%

TARGETED POSITIONS FOR 2006 - 2007

Streetscape Maintenance Section (2379)

22 - Professional	F 50%
23 - Technician	F 60%
28 - Service/Maintenance	F 33.3%

Traffic Engineering (2380)

22 - Professional	F 50% B 7.1%
23 - Technician	F 61.9% B 14.2% H 7.9%
28 - Service/Maintenance	F 41% B 20.5% H 20.5%

ENVIRONMENTAL RESOURCES

Administration (5300)

22 - Professional	F 51.8% B 7.2% H 6.0%
23 - Technician	F 62.5% B 12.5%
28 - Service/Maintenance	F 40% H 20%

Mosquito Control (5305)

28 - Service/Maintenance	F 33.3% B 22.2%
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FACILITIES DEVELOPMENT AND OPERATIONS

Administration (2400)

23 - Technician	F 63.4% B 14.2%
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PREM (2401)

22 - Professional	F 47% H 5.8%
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Capital Improvements (2402)

22 - Professional	F 45.4%
23 - Technician	F 58.3%

Electronics Services Division (2405)

22 - Professional	F 45.4%
23 - Technician	F 64.2%
26 - Administrative Support	F 61.5% H 7.6%
28 - Service Maintenance	H 22.2% F 40.0%

Facilities Management Division (2910)

22 - Professional	F 40%
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Criminal Justice Complex (2912)

22 - Professional	F 50%
23 - Technician	F 55.5%
27 - Skill Craft	F 3.3%

TARGETED POSITIONS FOR 2006 - 2007

Governmental Center (2915)

23 - Technician	F 50%
27 - Skill Craft	F 4.5% B 9%

South Region (2916)

27 - Skill Craft	F 4.3%
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North Region (2917)

27 - Skill Craft	H 17.8% B 10.7% F 3.5%
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Central Region (2919)

27 - Skill Craft	B 10% F 5%
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Fleet Management Admin (2940)

26 - Administrative Support	B 20% H 20%
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Fleet Management Direct (2942)

22 - Professional	F 50%
27 - Skill Craft	F 4.2% H 17%
28 - Service/Maintenance	F 33.3% B 16.6%

FIRE RESCUE

Fire Rescue Support Services (151)

23 - Technician	F 50%
25 - Paraprofessional	F 50%
26 - Administrative Support	B 11.1%

Fire Rescue Operations (152)

22 - Professional	F 50%
24 - Protective Services	H 9% B 13.6% F 31.8%

Fire Rescue Fiscal Planning (153)

26 - Administrative Support	H 10%
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Fire Rescue Alarm Office (155)

26 - Administrative Support	F 66.0% H 9.4%
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Fire Rescue Technology (156)

23 - Technician	F 33.3%
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Fire Rescue Bureau of Safety Services (160)

24 - Protective Services	B 15.1% H 9.0%
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Fire Rescue Training (165)

23 - Technician	F 50%
24 - Protective Services	F 27.2%

TARGETED POSITIONS FOR 2006 - 2007

Battalion #1 (170)		
22 - Professional	F 50%	
24 - Protective Services	B 16.2% F 34% H 10%	
Battalion #2 (175)		
22 - Professional	F 42.8%	
24 - Protective Services	F 33.1% B 16.1% H 10.2%	
Battalion #3 (180)		
22 - Professional	F 44.4%	
24 - Protective Services	B 16.1% F 34.3% H 10.1%	
Battalion #4 (185)		
22 - Professional	F 40%	
24 - Protective Services	F 34.3% B 15.9%	
Battalion #5 (190)		
22 - Professional	F 42.8%	
24 - Protective Services	F 34.1% B 16.1%	
Battalion #8 (195)		
24 - Protective Services	F 32.4% H 8.8%	
Battalion #9 (196)		
22 - Professional	F 40%	
24 - Protective Services	B 15.9% F 34% H 10.4%	
HOUSING & COMMUNITY DEVELOPMENT		
Administration (9810)		
23 - Technician	F 50%	
26 - Administrative Support	H 9%	
HCD Public Works Sect (9822)		
22 - Professional	F 50%	
ISS (386)		
22 - Professional	B 8.1% F 51.5% H 6.2%	
23 - Technician	F 62.1%	
26 - Administrative Support	H 7.6%	
LIBRARY (3700)		
22 - Professional	B 7.2%	
23 - Technician	F 50%	
26 - Administrative Support	H 9%	
28 - Service/Maintenance	F 25%	

TARGETED POSITIONS FOR 2006 - 2007

Library Branch Public Services (3701)		
22 - Professional		B 6.3%
25 - Paraprofessional		B 10.8% H 8.9%
26 - Administrative Support		H 7.1% B 10.7%
MEDICAL EXAMINER (4800)		
22 - Professional		F 45.4%
OFMB		
Fixed Assets (381)		
22 - Professional		F 50%
25 - Paraprofessional		F 50%
Management Division (384)		
22 - Professional		F 33.3%
PARKS & RECREATION		
Parks Admin Fin & Support Svcs (4100)		
23 - Technician		F 60%
Athletics (4102)		
22 - Professional		F 45.4%
John Prince Campground (4103)		
28 - Service/Maintenance		F 33.3%
Park Maintenance Division (4105)		
23 - Technician		F 55.5%
25 - Paraprofessional		F 55.5%
27 - Skill Craft		B 11.1% F 5.5%
28 - Service/Maintenance		F 42% H 21.8%
Planning, Design & Construction (4108)		
23 - Technician		F 33.3%
Morikami (4112)		
28 - Service/Maintenance		F 33.3% H 22.2%
Aquatics/Ocean Rescue (4113)		
22 - Professional		F 42.8%
28 - Service/Maintenance		F 41.2% B 22.2% H 22.2%
Westgate Rec Center (4116)		
22 - Professional		F 50%
South County Civic Center (4120)		
28 - Service/Maintenance		F 33.3%

TARGETED POSITIONS FOR 2006 - 2007

Okeehsee Golf Course (4122)	
28 - Service/Maintenance	F 41.6% B 16.6% H 16.6%
Lake Lytal Pool (4123)	
28 - Service/Maintenance	B 16.6%
North County Pool (4126)	
28 - Service/Maintenance	H 20% B 20% F 40%
Parks Security (4127)	
28 - Service/Maintenance	B 21.7% F 39.1% H 21.7%
PLANNING, ZONING & BUILDING	
Administration (4500)	
23 - Technician	H 9%
26 - Administrative Support	H 6.6%
PZB Building Division (4510)	
23 - Technician	F 62.9% H 9.2% B 14.5%
PZB Code Enforcement (4513)	
23 - Technician	F 61.1% B 13.8%
PZB Cont Lic Cert Division (4520)	
23 - Technician	F 55.5% B 11.1%
PZB Planning Division (4530)	
22 - Professional	F 51.4%
PZB Zoning Division (4540)	
22 - Professional	F 50%
PUBLIC INFORMATION	
Channel 20 (211)	
23 - Technical	F 57.1%
PUBLIC SAFETY	
Administration (4700)	
22 - Professional	F 42.8%
Animal Care and Control (4705)	
28 - Service/Maintenance	B 21.5% H 21.5%
Emergency Management (4710)	
22 - Professional	F 45.4%
23 - Technician	F 33.3%
Consumer Affairs (4715)	
25 - Paraprofessional	F 50%

TARGETED POSITIONS FOR 2006 - 2007

PURCHASING

Stores/Warehouse/Courier (4915)

26 - Administrative Support F 58.3%

RISK MANAGEMENT

Administration (5000)

22 - Professional F 50%

WATER UTILITIES

Finance & Administration (5200)

22 - Professional F 50%

23 - Technician F 60%

26 - Administrative Support H 9.5%

WUD Engineering Svcs (5205)

22 - Professional F 50%

23 - Technician B 10.5%

WUD Regs Compliance & Lab (5206)

22 - Professional F 50%

WUD Customer Svc (5210)

26 - Administrative Support H 8.5%

28 - Service/Maintenance F 41.3% H 21.7% B 21.7%

WUD Lines/Lift Stations North (5215)

22 - Professional F 33.3%

23 - Technician F 62.5% B 12.5%

27 - Skill Craft B 10% H 15%

28 - Service/Maintenance F 40.9%

WUD Lines/Lift Stations South (5216)

23 - Technician F 33.3%

27 - Skill Craft H 12.5%

28 - Service/Maintenance B 22.4% F 40.8% H 20.4%

WUD Treatment Plants North (5220)

23 - Technician F 60.6% B 12.1%

27 - Skill Craft H 12.5%

WUD Treatment Plants South (5221)

23 - Technician F 60.9% H 7.3% B 14.6%

27 - Skill Craft H 14.2%

28 - Service/Maintenance F 40% H 20%

PROBLEM AREAS

☐ Employment of Hispanics

Except for the Protective Services and Paraprofessional job classifications Hispanics have been underutilized in every work group. There has been an overall increase in representation, however, the increases have been limited to the Paraprofessional and Protective Services job classifications

☐ Officials/Administrators

Although Black representation exceeds the SMSA, Black representation in the job group has remained at 5.5%. Black female representation has increased from 14.6% to 17.2%.

☐ Protective Services

There has been an overall increase in minority representation from 16.7% to 17.8%. However, minority representation is still well below the SMSA of 27%. The greatest underrepresentation is among Blacks where the SMSA shows a 16.5% availability but on 11.2% employed. Females are underrepresented with the greatest disparity which is 7.3% below the SMSA.

DEVELOPMENT AND EXECUTION OF ACTION 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 uses special recruitment efforts to publicize open-competitive job vacancies. These include: a display advertisement in The Palm Beach Post, including their web site, daily advertisement on the County's cable television channel, and the County's web page (www.pbcgov.com). Applications may be downloaded from the web page. Vacancy announcements are available 24 hours daily on the recorded telephone Job Hotline (561/616-6900). In addition, weekly job announcements are e-mailed to all departments within the County so that all employees may have access to available openings. Currently, complimentary printed copies are sent to the County Administrator, Assistant County Administrators, the Commissioners, Sheriff, Tax Collector and County Home.

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 for FY 05-06 is \$45,344) are advertised in a minority publication in each city in which those vacancies are advertised. These publications include: Westside Gazette (Ft. Lauderdale), Orlando Times, La Gaceta (Tampa), The

Northeast Florida Advocate (Jacksonville), El Nuevo Herald (Miami), Capitol Outlook (Tallahassee), La Presna (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.

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 receive on-going training to ensure the selection processes remain nondiscriminatory. R & S staff participate in career days and Job Fairs in the local community. R & S participated in eight Job Fairs in 2005 - 2006. Participation in at least sixr Job Fairs are planned for 2006-2007.

Training and Experience rating criteria are developed for positions before advertising based on the minimum job-related requirements 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. Testing staff may discuss any dubious questions with the Manager, Fair Employment Programs. The selecting official will be advised on how to revise the questions.

2. Classification and Pay (C & P) Section

Classification and Pay (C & P) staff conduct job audits of positions to ensure that the scope of the duties and responsibilities are consistent for that Job Specification.

Position Descriptions are also being completed, reviewed and revised as necessary by individual departments/divisions providing a detailed description of an employee's essential and marginal duties as well as all physical requirements of the position and special qualifications. Position descriptions are reviewed by staff in C & P to ensure the requirements themselves are free from bias on the basis of race, color, religion, sex, national origin, age, disability, marital status, or sexual orientation.

C & P makes available all approved Job Specifications and Position Descriptions to all personnel involved in the recruiting, screening, selection, and promotion process, as well as any recruiting sources.

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. A "Bi-annual Selection Monitoring" report is generated which reports on the progress individual departments have made on Affirmative Action goals set for their individual units.

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.

4. Employee Relations & Development

Formal career counseling programs have been established which include development workshops and individual counseling. Seniority practices in clauses and contracts are reviewed to determine if any artificial barriers exist. 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, or sexual orientation.

COMPLIANCE WITH GENDER DISCRIMINATION GUIDELINES

Palm Beach County recruits employees of both sexes and does not indicate a sex preference for any job. There are currently no jobs which indicate sex as a bona fide occupational qualification (BFOQ).

The County's policy prohibits discrimination on the basis of gender, and employees and applicants for employment of both genders 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 of both genders. Salary levels are equal regardless of gender for positions of equal skill, effort and responsibility performed under the same working conditions.

The County prohibits discrimination based on pregnancy, childbirth, or related medical conditions by treating pregnancy like any other temporary medical condition. Employees of both genders are afforded equal access to training programs. The County takes affirmative action to recruit females for positions where underrepresentation exists and where they have been previously excluded.

COMPLIANCE WITH THE REHABILITATION ACT OF 1973, THE AMERICANS WITH DISABILITIES ACT OF 1990, 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 Vietnam Era 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 Vietnam Era Veterans throughout the selection process in accordance with applicable statutes and the County's Affirmative Action Plan.

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 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 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. Employees also receive ADA Compliance training as part of New Employee Orientation.

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.

Human Resources reviews all selection processes to ensure nondiscrimination on the basis of disability. 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.

Position Descriptions identifying essential versus marginal duties of positions are reviewed and maintained by the Classification and Pay Section.

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

All 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 DEPARTMENT
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 Headstart 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 through a Memorandum of Understanding, Parks & Recreation accepts DPC vouchers for swim lessons. These vouchers provide free lessons for children.

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.