

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: November 20, 2007 [X] Consent [] Regular
[] Ordinance [] Public Hearing

Department:
Submitted By: Human Resources
Submitted For: County Administration

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Palm Beach County's 2007-2008 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 2006-2007 was 31.6% which is 3.6% above the availability. Females represented 36.9% of the County's work force in 2006-2007 as compared to the availability of the labor force for all occupations of 46.0%.

Countywide

Background and Policy Issues: The 2007-2008 Affirmative Action Plan (AAP) presents a work force analysis for the period July 1st to June 30th of 2006-2007.

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

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Recommended by: Janis Brunell
Department Director

10/15/07
Date

Approved by: [Signature]
Assistant County Administrator

10/22/07
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</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:

<p><u><i>[Signature]</i></u> 10-23-07 OFMB</p> <p><i>[Circular Stamp]</i> 10/23/07</p>	<p><u><i>[Signature]</i></u> 10/26/07 Contract Administration <i>[Signature]</i> 10/24/07</p>
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B. Legal Sufficiency:

[Signature]
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**

**2007 - 2008
AFFIRMATIVE ACTION PLAN**



EFFECTIVE: OCTOBER 1, 2007

AFFIRMATIVE ACTION PLAN FOR 2007-2008

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, Vice Chair
District 3	Robert J. Kanjian
District 4	Mary McCarty
District 5	Burt Aaronson
District 6	Jess R. Santamaria
District 7	Addie L. Greene, Chairperson

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, Florida 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, 2007
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 Civil Rights Act of 1992, 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.

**2007 - 2008
ANNUAL AFFIRMATIVE ACTION PLAN
REVIEW AND COMMENT**

The following organizations have been notified that the Affirmative Action Plan for 2007 - 2008 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, 2006, to June 30, 2007.

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.

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, Lft 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 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 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.

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.

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

Officials/Administrators

The County currently employs a work force of 112 "Officials/Administrators" which includes 13(11.6%) Black and 3(2.7%) Hispanic employees. Utilization of Black employees in this category is 6.5% greater than the available labor pool. Hispanic representation is 5.0% below the available labor force availability.

For the reporting period 2005 to 2006 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 31 females in this job category for the 2005-2006 reporting period. Currently the County employs 30(26.7%) females in the "Official/Administrators" job category. This utilization is 9.5% less than the labor force availability.

Professionals

In the 2005-2006 reporting period the County employed 393 (28.3%) minorities in the "Professional" category. During the most current reporting period the utilization of minorities in the "Professional" job category increased to 418 (29.3%). Minority representation in this job category is 11.0% greater than the available labor force.

Utilization of Blacks in the "Professional" Job Category is currently 16.6% which is 8.3% greater than the labor force availability. There were 226 Black employees in this job category for the 2005-06 reporting period and 236 Black employees for the 2006-07 reporting period.

The County currently employs 99(7.0%) Hispanics in this job category. This is .2% greater than the available labor force.

Labor force availability of females for the "Professional" job category is 52.9%. The County employs 755 (52.9%) females which is .8% above availability. The prior year statistics show that the County employed 719 (51.8%) females in this job category.

Current overall representation of minorities in this job category is 29.3% which is 11.0% greater than labor force availability.

Technicians

In this job category the County currently employs 721 persons, of which 68 (9.4%) are Black. In the previous reporting period the County employed 707 persons, of which 66 (9.3%) were Black. The current work force of Black employees is 5.5% less than the available labor force.

The current representation of Hispanic employees in this job category is 79 (11.0%). This is an increase of 21 Hispanic employees from the prior reporting period.

Overall minority representation in this job category is 166 (23.0%) which is 3.9% less than labor force availability.

Female representation in this job category is currently 138 (19.1%). This figure shows an increase of 4 females.

Protective Services

The employees in this job category are the County's firefighters. There are currently 1237 employees in this job category, of which 97 (7.8%) are females. There is a 26.6% underrepresentation of females in this category.

Overall minority representation is 241 (19.4%) which is 7.6% below the available labor pool.

There are 72 Blacks employed in this job category which comprises 5.8% of the employees in this category. One hundred fifty-two "Protective Services" employees are Hispanic constituting 12.3% of the work force in this job category. Hispanic representation is 1.8% above the available labor force.

In the year prior there was a total of 1129 employees in this job category. There were 83 (7.3%) females, 60 (5.3%) Blacks and 125 (11.1%) Hispanics. Female and Black representation was below the available labor force. Overall minority representation in 2005-06 was 9.2% below labor force availability.

Paraprofessionals

Currently there are 545 "Paraprofessional" employees. There are 208 Black employees which comprise 38.2% of the workforce in this job category and is 26.4% above the available labor force.

Hispanics comprise 9.4% of the employees in this category with 51 employees. Hispanic representation is .5% less than the available labor force.

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

In the previous year there were 424 employees in this job category. Overall minority representation exceeded the available labor force.

Administrative Support

The County employs 871 "Administrative Support" employees. Females comprise 83.6% of the persons in this job category with 729 employees. In the previous reporting period there were 728 (84.0%) female employees in a total work force of 866 persons.

Black representation in this job category exceeded the available labor force in the current and preceding year. There are currently 206 (23.8%) Black employees. There were 206 (23.8%) 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 11.4% of the work force.

Overall minority representation in this job category is 38.6%. The available labor force is 23.3%. In the last reporting period overall minority representation was 35.5%.

Skill Craft

There are 483 "Skill Craft" employees. Hispanic representation was below the available labor force for the prior year. Hispanics currently comprise 16.8% of the work force with 81 employees. In the 2005-06 reporting period Hispanics comprised 15.6% of the work force with 72 employees. The total work force increased by twenty-one employees in the current year.

Black representation in this job category was below the available labor force in the 2005-06 reporting period. For this reporting period Black representation is 10.1% with 49 employees.

Female employees are 1.8% of the current "Skill Craft" job category with 9 employees. The total available labor force is 6.2%. In the previous year there were 7 females employed comprising 1.5% of the work force.

Overall minority representation is 28.9% which is 2.8% below the available labor force. In the 2005-06 reporting period minority representation was 26.8% which was 4.9% below the available labor force.

Service/Maintenance

There are currently 926 "Service/Maintenance" employees. Of these 239 (25.8%) are Black. This is 3.2% greater than the available labor force. In the previous year there were 865 "Service/Maintenance" employees.

In the previous year Hispanic representation was 17.2% of the work force with 149 employees. In the current year Hispanics comprise 17.0% of the work force with 158 employees.

There are 151 female "Service/Maintenance" employees. This is 16.3% of the work force and 25.8% below the available labor force. For the previous reporting period there were 136 female employees comprising 15.7% of the work force. The utilization of females was 26.4% below the available labor force.

Overall minority representation in this job category is 2.6% below the available labor force with 411 (44.3%) minority employees. In the prior year there were 383 (44.2%) minority employees. Minority representation was 2.7% below the available labor force in 2005-06.

County Totals

The County employed 6320 employees in 2006-07. Total Hispanic representation in the County work force is 1.5% below the available labor force. Black utilization exceeds the available labor force by 4.3%. Females employees are 9.1 less than the available labor force. Overall minority representation in the County work force for 2006-07 is 3.6% above the available labor force.

In the previous year the County employed 6063 employees. Of these, Blacks comprised 17.1% of the total work force. This utilization was 4.0% greater than the available labor force. Hispanic representation was 2.4% below the available labor force. There were 2262 (37.3%) females employed, which was 8.7% below the available labor force.

Table A

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE – MALE/FEMALE
2006 - 2007**

	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	MINORITY (%)
OFFICIAL/ADMINISTRATOR	112	96 (85.7)	13 (11.6)	3(2.7)	0 (0)	0 (0)	16 (14.2)
SMSA		84.4	5.1	7.7	1.6	.1	14.5
DIFFERENCE		+1.3	+6.5	-5.0	-1.6	-1	-3.0
PROFESSIONAL	1425	1007 (70.7)	236 (16.6)	99 (7.0)	72 (5.6)	3 (.2)	418 (29.3)
SMSA		80.4	8.3	6.8	3.1	.1	18.3
DIFFERENCE		-9.7	+8.3	+2	+2.5	+1	+11.0
TECHNICIANS	721	554 (76.8)	68 (9.4)	79 (11.0)	15 (2.1)	5 (.7)	166 (23.0)
SMSA		71.6	14.9	9.3	2.5	.2	26.9
DIFFERENCE		+5.2	-5.5	+1.7	-.4	+5	-3.9
PROTECTIVE SERVICES	1237	996 (80.5)	72 (5.8)	152 (12.3)	15(1.2)	2 (.2)	241 (19.4)
SMSA		69.9	16.5	10.5	.0	.0	27.0
DIFFERENCE		+10.6	-10.7	+1.8	+1.2	+2	-7.6
PARAPROFESSIONAL	545	274 (50.3)	208 (38.2)	55 (9.4)	11 (2.0)	1(.2)	271 (49.7)
SMSA		75.1	11.8	9.9	1.4	.2	23.3
DIFFERENCE		-24.8	+26.4	-.5	+6	0	+26.4
ADMIN SUPPORT	871	534 (61.3)	212 (24.3)	99 (11.4)	25 (2.9)	1 (.1)	337 (38.6)
SMSA		75.1	11.8	9.9	1.4	.2	23.3
DIFFERENCE		-13.8	+12.5	+1.5	+1.5	-.1	+15.3
SKILLED CRAFT	483	343 (71.0)	49 (10.1)	81 (16.8)	10 (1.9)	1 (.2)	140 (28.9)
SMSA		66.7	11.7	18.7	1.0	.3	31.7
DIFFERENCE		+4.3	-1.6	-1.9	+9	-.1	-2.8
SERVICE/MAINTENANCE	926	515 (55.6)	239 (25.8)	158 (17.0)	13 (1.4)	1 (.1)	411 (44.3)
SMSA		49.7	22.6	22.3	1.8	.2	46.9
DIFFERENCE		+5.9	+3.2	-5.2	-.4	-.1	-2.6
COUNTY TOTAL	6320	4319 (68.3)	1097 (17.4)	722 (11.4)	168 (2.7)	14 (.2)	2001 (31.6)
SMSA		70.1	13.1	12.9	1.8	.2	28.0
DIFFERENCE		-1.8	+4.3	-1.5	+9	0	+3.6

Table B

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE--FEMALES ONLY
2006 - 2007**

	TOTAL	WHITE(%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	MINORITY (%)
OFFICIAL/ADMINISTRATOR	30 (26.7)	25 (83.3)	5 (16.6)	0 (0)	0 (0)	0 (0)	5 (16.6)
SMSA	36.2	29.3	2.6	3.2	.6	0	6.4
DIFFERENCE	-9.5	+57.0	+14.0	-3.2	-.6	0	+14.0
PROFESSIONAL	755(52.9)	496 (65.6)	167 (22.1)	57 (7.5)	34 (4.5)	1 (.1)	259 (34.3)
SMSA	52.1	40.7	5.5	3.6	1.4	0	10.5
DIFFERENCE	+8	+24.9	+16.6	+3.9	+3.1	+1	+23.8
TECHNICIANS	138 (19.1)	95 (68.8)	20 (14.4)	17 (12.3)	5 (3.6)	1 (.7)	43 (31.1)
SMSA	63.4	43.6	11.8	5.4	1.4	.1	18.7
DIFFERENCE	-44.3	+25.2	+2.6	+6.9	+2.2	+6	+12.4
PROTECTIVE SERVICES	97 (7.8)	76 (78.3)	6 (6.1)	11 (11.3)	4 (4.1)	0 (0)	21 (21.6)
SMSA	34.4	24.1	3.8	4.5	0	0	8.3
DIFFERENCE	+54.2	+54.2	+2.3	+6.8	+4.1	0	+13.3
PARAPROFESSIONAL	425 (77.9)	195 (45.8)	184 (43.2)	38 (8.9)	7 (1.6)	1 (.2)	230 (54.1)
SMSA	66.5	49.5	8.2	6.7	.9	.1	15.9
DIFFERENCE	+11.4	-3.7	+35.0	+2.2	+7	+1	+38.2
ADMIN SUPPORT	729 (83.6)	442 (60.6)	187 (25.6)	82 (11.2)	18 (2.4)	0 (0)	287 (39.3)
SMSA	66.5	49.5	8.2	6.7	.9	.1	15.9
DIFFERENCE	+17.1	+11.1	+17.4	+4.5	+1.5	-.1	+23.4
SKILLED CRAFT	9 (1.8)	6 (66.6)	0 (0)	3 (33.3)	0 (0)	0 (0)	3 (33.3)
SMSA	6.2	3.7	.9	1.3	.2	0	2.4
DIFFERENCE	-4.4	+62.9	-.9	+32.0	-.2	0	+32.0
SERVICE/MAINTENANCE	151(16.3)	95 (32.0)	37 (24.5)	16 (10.5)	2 (1.3)	1 (.6)	56 (37.0)
SMSA	42.1	20.8	11.1	7.9	.9	.1	20.0
DIFFERENCE	-25.8	+42.1	+13.4	+2.6	+4	+6	+17.0
COUNTY TOTAL	2334(36.9)	1430(61.2)	606 (25.9)	224 (9.5)	70 (2.9)	4 (.1)	904 (38.7)
SMSA	46.0	32.0	9.6	5.2	.9	.1	13.1
DIFFERENCE	-9.1	+29.2	+19.0	+4.3	+2.0	0	+25.6

Table C1

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2006 - 2007**

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	1	1					1
43.0 - 54.9							
55.0 - 69.9							
70.0 PLUS	111	95	13	3			30
TOTAL	112	96	13	3			30

Table C2

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2006 - 2007**

JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
PROFESSIONALS							
\$ 0.1 - 15.9	1	1			1		1
16.0 - 19.9	2				1	1	2
20.0 - 24.9	6	5	1				5
25.0 - 32.9	26	14	7	3	2		15
33.0 - 42.9	252	147	63	29	12	1	185
43.0 - 54.9	360	229	77	37	16	1	233
55.0 - 69.9	327	240	52	14	21		160
70 PLUS	451	371	36	16	28		154
TOTAL	1425	1007	236	99	80	3	755

Table C3

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2006 - 2007**

JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
TECHNICIANS							
\$ 0.1 - 15.9							
16.0 - 19.9							
20.0 - 24.9	1	1					
25.0 - 32.9	37	20	7	8	1	1	9
33.0 - 42.9	176	115	21	33	5	2	49
43.0 - 54.9	255	197	28	24	6		41
55.0 - 69.9	151	129	8	12	1	1	34
70 PLUS	101	92	4	2	2	1	5
TOTAL	721	554	68	79	15	5	138

Table C4

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2006 - 2007**

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	8	6	1	1			
43.0 - 54.9	197	134	16	43	4		21
55.0 - 69.9	286	194	25	61	6		23
70 PLUS	746	662	30	47	5	2	53
TOTAL	1237	996	72	152	15	2	97

Table C5

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2006 - 2007**

JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
PARAPROFESSIONAL							
\$ 0.1 - 15.9	10	5	3	2			8
16.0 - 19.9	3	2	1				3
20.0 - 24.9	35	8	24	2	1		31
25.0 - 32.9	221	108	80	26	6	1	187
33.0 - 42.9	161	73	71	13	4		122
43.0 - 54.9	77	51	21	5			49
55.0 - 69.9	27	17	8	2			20
70 PLUS	11	10		1			5
TOTAL	545	274	208	51	11	1	425

Table C6

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2006 - 2007**

JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
ADMINISTRATIVE SUPPORT							
\$ 0.1 - 15.9	14	10	1	1	2		8
16.0 - 19.9	3	1	1	1			2
20.0 - 24.9	52	22	17	10	3		37
25.0 - 32.9	403	228	104	60	10	1	343
33.0 - 42.9	208	139	48	15	6		174
43.0 - 54.9	142	94	36	9	3		132
55.0 - 69.9	45	37	5	2	1		30
70 PLUS	4	3		1			3
TOTAL	871	534	212	99	25	1	729

Table C7

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2006 - 2007**

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	104	57	17	26	3	1	3
33.0 - 42.9	149	102	12	32	3		2
43.0 - 54.9	100	74	10	14	2		2
55.0 - 69.9	75	60	7	8			2
70 PLUS	55	50	3	1	1		
TOTAL	483	343	49	81	9	1	9

Table C8

**UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2006 - 2007**

JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
SERVICE MAINTENANCE							
\$ 0.1 - 15.9	46	27	11	7	1		13
16.0 - 19.9	7	5	2				2
20.0 - 24.9	55	32	15	6	2		18
25.0 - 32.9	436	206	124	100	6	1	66
33.0 - 42.9	229	138	53	35	2	1	37
43.0 - 54.9	94	59	27	7	1		9
55.0 - 69.9	49	39	6	3	1		6
70 PLUS	10	9	1				
TOTAL	926	515	239	158	13	1	151

**Table D NEW HIRES BY JOB CATEGORY, RACE AND FEMALES
2006 - 2007**

JOB CATEGORY	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	FEMALES (%)
Officials/Administrators	2	1 (50.0)	1 (50.0)				
Professional	154	93 (60.3)	31 (20.1)	21 (13.6)	7 (4.5)	2 (1.2)	89 (57.7)
Technicians	81	54 (66.6)	7 (8.6)	18 (22.2)	1 (1.2)	1 (1.2)	13 (16.0)
Protective Services	99	71 (71.7)	7 (7.0)	20 (20.2)	1 (1.0)		10 (10.1)
Paraprofessional	125	64 (51.2)	39 (31.2)	19 (15.2)	2 (1.6)	1 (.8)	84 (67.2)
Administrative Support	143	70 (48.9)	40 (27.9)	27 (18.8)	6 (4.1)		112 (78.3)
Skilled Craft	41	25 (60.9)	5 (12.1)	10 (24.3)		1 (2.4)	1 (2.4)
Service Maintenance	322	202 (62.7)	56 (17.3)	59 (18.3)	2 (.6)	3 (.9)	106 (32.9)
TOTAL	967	582 (60.1)	185 (19.1)	174 (17.9)	19 (1.9)	8 (.8)	415 (42.8)

**Table E TERMINATIONS BY JOB CATEGORY, RACE AND FEMALES
2006 - 2007**

JOB CATEGORY	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	FEMALES (%)
Officials/Administrators	1	1 (100)					
Professional	23	18 (78.2)	3 (8.6)	1 (4.3)	1 (4.3)		11 (47.8)
Technician	9	9 (100)					4 (44.4)
Protective Services	7	6 (85.7)	1 (14.2)				
Paraprofessional	13	8 (61.5)	2 (15.3)	2 (15.3)	1 (7.6)		10 (76.9)
Administrative Support	20	12 (60.0)	6 (30.0)	1 (5.0)	1 (5.0)		15 (75.0)
Skilled Craft	3	2 (66.6)		1 (33.3)			
Service Maintenance	22	11 (50.0)	3 (9.0)	8 (36.3)			2 (9.0)
TOTAL	98	67 (68.3)	15 (15.3)	13 (13.2)	3 (3.0)		42 (42.8)

TABLE F HIRES AND TERMINATIONS BY DEPARTMENT-MALE/FEMALE 2006 - 2007

2006-2007		Terminations by race and sex					Hires by race and sex						
Dept.	Race Sex	WM	WF	BM	BF	HM	HF	WM	WF	BM	BF	HM	HF
Administration		0	0	0	0	0	0	1	0	1	0	0	0
Airports		1	0	0	0	1	0	7	3	3	0	0	0
Community Services		1	2	1	3	0	0	1	12	5	23	2	8
Cooperative Extension		0	1	0	0	0	0	0	4	1	2	0	0
County Attorney		0	1	0	1	0	0	0	0	0	1	0	0
County Commission		0	1	0	0	0	0	0	1	0	0	0	0
Court Administration		0	1	0	1	0	0	1	1	0	0	1	0
Criminal Justice		2	1	0	0	0	0	1	2	0	3	0	0
Engineering		4	1	0	0	0	0	22	5	10	3	2	0
ERM		1	1	0	0	0	1	11	7	2	0	2	0
FD&O		4	3	0	1	2	0	31	5	7	4	12	0
Fire Rescue		8	0	1	0	0	0	67	15	8	1	19	2
HCD		0	0	0	0	0	0	0	2	1	3	0	0
Human Resources		0	1	0	0	0	0	0	2	0	1	0	1
ISS		3	2	0	0	0	0	7	2	2	0	2	2
Library		1	10	0	1	1	1	8	16	0	3	4	8
MPO		0	0	0	0	0	0	0	0	0	0	0	0
Medical Examiner		0	0	0	0	0	0	1	2	0	0	0	1
OEO		0	0	0	0	0	0	0	0	0	1	0	0
OFMB		1	0	0	0	0	0	3	0	1	0	1	0
OSBA		0	0	0	0	0	0	0	0	0	0	0	0
Palm Tran		0	0	0	0	0	0	1	0	0	0	0	0
Parks & Recreation		5	3	2	1	2	0	39	16	21	1	12	6
PZ&B		3	0	0	0	1	0	10	3	1	5	4	6
Public Affairs		0	0	0	0	0	0	2	3	0	1	1	1
Public Safety		2	2	0	2	2	1	10	36	0	10	0	10
Purchasing		0	0	0	1	0	0	3	0	0	1	0	1
Risk Management		0	0	0	0	0	0	1	2	0	0	0	0
Water Utilities		2	1	0	0	1	0	17	6	7	4	20	2
TOTAL		38	31	4	11	10	3	244	145	70	67	82	48

Table G

**PROMOTIONS BY JOB CATEGORY, RACE AND FEMALES
2006 - 2007**

JOB CATEGORY	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	FEMALES (%)
Officials/Administrators	8	6 (75.0)	1 (12.5)	1 (12.5)			2 (25.0)
Professionals	123	81 (65.8)	16 (13.0)	5 (4.0)	21 (17.0)		61 (49.5)
Technicians	53	37 (69.8)	4 (7.5)	10 (18.8)	2 (3.7)		12 (22.6)
Protective Services	1			1 (100)			
Paraprofessional	34	25 (73.5)	5 (14.7)	3 (8.8)	1 (2.9)		24 (70.5)
Administrative Support	46	22 (47.8)	15 (32.6)	7 (15.2)	2 (4.3)		39 (84.7)
Skilled Craft	44	27 (61.3)	5 (11.3)	10 (22.7)	2 (4.5)		2 (4.5)
Service Maintenance	37	19 (51.3)	9 (24.3)	9 (24.3)			6 (16.2)
TOTAL	346	217 (62.7)	55 (15.8)	46 (13.2)	28 (8.0)		146 (42.1)

TARGETED POSITIONS FOR 2007 - 2008

AIRPORTS

Airport Operations Division (902)	
22 - Professional	F 50%
Airport Terminal Operations (903)	
25 - Paraprofessional	F 63.1% B 10.5%
26 - Administrative Support	F 63.1% B 10.5%
Airport Maintenance Division (905)	
23 - Technician	F 50%
28 - Service/Maintenance	F 40%
Airport Planning & Development (906)	
23 - Technician	F 60%
Airport Technical Support (908)	
22 - Professional	F 50%
Airport Terminal Division (910)	
23 - Technician	F 61.5%
27 - Skill Craft	F 5.0% B 10% H 15%

COMMUNITY SERVICES

Head Start & Children Services (2110)	
23 - Technician	F 50%
26 - Administrative Support	H 9.5%
28 - Service/Maintenance	H 21.8%
Early Head Start (2115)	
25 - Paraprofessional	H 7.1
Childcare Food Program (2120)	
28 - Service/Maintenance	H 22.2%
Human Services (2150)	
25 - Paraprofessional	F 33.3%

COUNTY ATTORNEY (300)

22 - Professional	H 3.8%
26 - Administrative Support	H 8.6%

COUNTY COMMISSION (100)

26 - Administrative Support	H 7.1%
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CO COOPERATIVE EXT SVC (700)

26 - Administrative Support	B 10%
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TARGETED POSITIONS FOR 2007 - 2008

COURT ADMINISTRATION

Administration (1900)

22 - Professional	F 50%
23 - Technician	F 57.1%
26 - Administrative Support	F 50%

ENGINEERING AND PUBLIC WORKS

Engineering Admin Svcs (2303)

22 - Professional	F 50%
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Roadway Production (2307)

22 - Professional	F 50%
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Construction Coordination (2310)

23 - Technician	F 61.1% H 5.5% B 11.1%
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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%
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Bridge Maint & Operations (2372)

23 - Technician	F 50%
27 - Skill Craft	B 8.6% H 17.3% F 4.3%
28 - Service/Maintenance	B 20.9% F 41.8% H 20.9%

Road Maintenance Section (2377)

27 - Skill Craft	F 4.5% H 18.1%
28 - Service/Maintenance	F 40.9% H 21.3%

Streetscape Maintenance Section (2379)

22 - Professional	F 50%
23 - Technician	F 60%
28 - Service/Maintenance	F 25%

Traffic Engineering (2380)

22 - Professional	F 46.6% B 7.1%
23 - Technician	F 62% B 13.7% H 8.6%
28 - Service/Maintenance	F 40.9% H 20.4%

TARGETED POSITIONS FOR 2007 - 2008

ENVIRONMENTAL RESOURCES

Administration (5300)

22 - Professional	F 51.6% B 7.6% H 6.5%
23 - Technician	F 60%
28 - Service/Maintenance	F 40% H 20%

Mosquito Control (5305)

28 - Service/Maintenance	F 40% B 20%
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FACILITIES DEVELOPMENT AND OPERATIONS

Administration (2400)

23 - Technician	F 55.5% B 11.1%
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PREM (2401)

22 - Professional	F 47.3% H 5.2%
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Capital Improvements (2402)

22 - Professional	F 44.4%
23 - Technician	F 54.5%

Electronics Services Division (2405)

22 - Professional	F 44.4% B 11.1%
23 - Technician	F 61.2%
26 - Administrative Support	F 58.3% H 8.3%
28 - Service Maintenance	H 21.1% F 40.3%

Criminal Justice Complex (2912)

22 - Professional	F 50%
23 - Technician	F 60%
27 - Skill Craft	F 4.7%

Governmental Center (2915)

23 - Technician	F 60%
27 - Skill Craft	F 4.3% B 8.6%

North Region (2917)

27 - Skill Craft	H 17.3% B 8.6% F 4.3%
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West Region (2921)

23 - Technician	F 33.3%
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Fleet Management Direct (2942)

22 - Professional	F 50%
27 - Skill Craft	F 5.6% H 16.9%

TARGETED POSITIONS FOR 2007 - 2008

	28 - Service/Maintenance	F 28.5% B 14.2% H 14.2%
FIRE RESCUE		
Fire Rescue Support Services (151)		
	23 - Technician	F 50%
	25 - Paraprofessional	F 50%
	26 - Administrative Support	F 57.1%
	27 - Skill Craft	H 12.5%
Fire Rescue Operations (152)		
	22 - Professional	F 33.3%
	24 - Protective Services	H 8.3% B 12.5% F 33.3%
Fire Rescue Fiscal Planning (153)		
	26 - Administrative Support	H 8.3% B 8.3%
Fire Rescue Alarm Office (155)		
	26 - Administrative Support	F 64.8% H 9.2%
Fire Rescue Technology (156)		
	23 - Technician	F 60.0%
Fire Rescue Bureau of Safety Services (160)		
	24 - Protective Services	B 15.7% H 7.8% F 34.2%
Fire Rescue Training (165)		
	23 - Technician	F 50%
	24 - Protective Services	F 30%
Battalion #1 (170)		
	22 - Professional	F 50%
	24 - Protective Services	B 16.0% F 34.2%
Battalion #2 (175)		
	22 - Professional	F 42.8%
	24 - Protective Services	F 34% B 16.2% H 10.1%
Battalion #3 (180)		
	22 - Professional	F 44.4%
	24 - Protective Services	B 16.1% F 34.3%
Battalion #4 (185)		
	24 - Protective Services	F 33.9% B 16.3%
Battalion #5 (190)		
	22 - Professional	F 50%
	24 - Protective Services	F 34.1% B 16.1%

TARGETED POSITIONS FOR 2007 - 2008

Battalion #7 (192)	
22 - Professional	F 50%
24 - Protective Services	B 16.4% F 34.3%
Battalion #8 (195)	
24 - Protective Services	F 33.3% H 9.0%
Battalion #9 (196)	
22 - Professional	F 50%
24 - Protective Services	B 16.3% F 34%
HOUSING & COMMUNITY DEVELOPMENT	
Administration (9810)	
23 - Technician	F 50%
ISS (386)	
22 - Professional	B 6.7% F 51.8%
23 - Technician	F 60.9% B 14.6% M 2.4%
26 - Administrative Support	H 8.3%
LIBRARY (3700)	
22 - Professional	B 8.1% H 6.7%
23 - Technician	F 57.1% B 14.2%
26 - Administrative Support	H 9.8%
28 - Service/Maintenance	F 33.3%
Library Branch Public Services (3701)	
25 - Paraprofessional	B 11.4% H 9.5%
26 - Administrative Support	B 8%
MEDICAL EXAMINER (4800)	
22 - Professional	F 45.4%
23 - Technician	B 14.2%
OFMB (380)	
Fixed Assets (381)	
22 - Professional	F 33.3%
26 - Paraprofessional	F 57.1%
Management Division (384)	
22 - Professional	F 50%
PALM TRAN (205)	
22 - Professional	F 50%

TARGETED POSITIONS FOR 2007 - 2008

PARKS & RECREATION

Parks Admin Fin & Support Svcs (4100)	
23 - Technician	B 50%
Athletics (4102)	
22 - Professional	F 44.4%
John Prince Campground (4103)	
28 - Service/Maintenance	F 33.3%
Park Maintenance Division (4105)	
23 - Technician	F 62.5%
25 - Paraprofessional	F 60%
26 - Administrative Support	B 9%
27 - Skill Craft	F 5.4%
28 - Service/Maintenance	F 41.7% H 22.1%
Planning, Design & Construction (4108)	
22 - Professional	F 42.8
23 - Technician	F 33.3%
Morikami (4112)	
28 - Service/Maintenance	F 28.5%
Aquatics/Ocean Rescue (4113)	
28 - Service/Maintenance	F 41.5% B 21.5% H 21.5%
Westgate Rec Center (4116)	
22 - Professional	F 50%
Okeeheelee Golf Course (4122)	
28 - Service/Maintenance	F 37.5% B 18.7% H 18.7%
Lake Lytal Pool (4123)	
28 - Service/Maintenance	B 20% F 40%
Aqua Crest Pool (4124)	
28 - Service/Maintenance	F 25%
North County Pool (4126)	
28 - Service/Maintenance	F 25%
Parks Security (4127)	
28 - Service/Maintenance	B 22.2% F 40.7% H 22.2%
Park Ridge Golf Course (4133)	
22 - Professional	F 33.3%
28 - Service/Maintenance	B 18.1% H 18.1% F 36.3%

TARGETED POSITIONS FOR 2007 - 2008

PLANNING, ZONING & BUILDING

Administration (4500)

22 - Professional B 7.6%

26 - Administrative Support H 6.6%

PZB Building Division (4510)

23 - Technician F 63% H 8.7% B 14.7%

PZB Cont Lic Cert Division (4520)

23 - Technician F 55.5% B 11.1%

PZB Planning Division (4530)

22 - Professional F 50%

PUBLIC INFORMATION

Channel 20 (211)

23 - Technical F 58.8%

Cable Television (212)

23 - Technical F 33.3%

PUBLIC SAFETY

Administration (4700)

22 - Professional F 42.8%

Animal Care and Control (4705)

26 - Administrative Support B 9.7%

28 - Service/Maintenance B 21.7% H 21.7%

Emergency Management (4710)

22 - Professional F 50% B 7.1%

23 - Technician F 50%

Consumer Affairs (4715)

25 - Paraprofessional F 33.3%

Victim Services (4719)

22 - Professional M 2.5%

Emergency Medical Services (4725)

25 - Paraprofessional F 33.3%

Highridge Family Center (4742)

25 - Paraprofessional F 64.2%

PURCHASING

Administration (4900)

25 - Paraprofessional H 5.8%

TARGETED POSITIONS FOR 2007 - 2008

Stores/Warehouse/Courier (4915)	
26 - Administrative Support	F 58.3%
RISK MANAGEMENT	
Administration (5000)	
22 - Professional	F 50%
Casualty Self Insurance (5001)	
22 - Professional	F 50%
WATER UTILITIES	
Finance & Administration (5200)	
22 - Professional	F 47.8%
23 - Technician	F 60%
WUD Engineering Svcs (5205)	
22 - Professional	F 50%
23 - Technician	B 14.2% F 61.9%
WUD Regs Compliance & Lab (5206)	
22 - Professional	F 45.4%
23 - Technician	F 60%
WUD Customer Svc (5210)	
26 - Administrative Support	H 9%
28 - Service/Maintenance	F 40%
WUD Lines/Lift Stations North (5215)	
23 - Technician	F 55.5% B 11.1%
27 - Skill Craft	B 10% H 15% F 5%
28 - Service/Maintenance	F 40.7% B 22.2%
WUD Lines/Lift Stations South (5216)	
23 - Technician	F 57.1% B 14.2%
27 - Skill Craft	H 13.3%
28 - Service/Maintenance	B 21.1% F 40.3%
WUD Treatment Plants North (5220)	
23 - Technician	F 61.7% B 14.7% H 8.8%
27 - Skill Craft	H 14.2%
WUD Treatment Plants South (5221)	
23 - Technician	F 61.3% H 9% B 13.6%
27 - Skill Craft	H 13.3%
28 - Service/Maintenance	F 33.3% H 16.6%

PROBLEM AREAS

□ Employment of Hispanics

Except for the Professional, Technician, Protective Services and Administrative Support 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 Professional, Technician, Administrative Support and Protective Services job classifications.

□ Officials/Administrators

Although Black representation exceeds the SMSA, Black representation in the job group has remained at 6.5%. Black female representation increased from 16.1% to 16.6%.

□ Protective Services

There has been an overall increase in minority representation from 17.8% to 19.4%. 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 only 10.7% employed. Females are underrepresented with the greatest disparity which is 26.3% 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.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). 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 06-07 is \$48,572) 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 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.

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 seven Job Fairs in 2006 - 2007. Participation in at least six Job Fairs is planned for 2007-2008.

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.