PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: December 16, 2008 Department: Submitted By: Human Resources Submitted For: Human Resources	[X] Consent [] Ordinance	[] Regular [] Public Hearing
I. EXECUT	IVE BRIEF	
Motion and Title: Staff recommends motion to Affirmative Action Plan, a voluntary effort to correspond of County Commissioners' workforce.	= =	
Summary: Implementation of this year's Planachieving targeted work unit goals, enhancing sidevelop systems to correct under-representation.		
Minority representation for all job categories for 20 availability. Females represented 34.8% of the Coto the availability of the labor force for all occup Countywide (EC)	ounty's work force in	2007-2008 as compared
Background and Policy Issues: The 2008-20 work force analysis for the period July 1 st to June 3		າ Plan (AAP) presents a
The County's EO/AA Policy Statement is included Administrator. Community organizations have been is also available on the Internet and Intra-net webs	en notified that the A	
Attachment:		
Affirmative Action Plan		
Recommended by:		
Approved by: Assistant County	<u> </u>	/2-3-08 Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of	Fiscal Impa	ct			
Fiscal Years Capital Expenditures Operating Costs Operating Revenues	2009	<u>2010</u>			<u>2013</u>
NET FISCAL IMPACT	*Sec 1	below			
Is Item Included In Currer Budget Account No.:	_	Agency _ Program	Org	s N Objec	
B. Recommended Source	es of Funds/	Summary of	Fiscal Impact		
	III. <u>R</u>	EVIEW COM	<u>MENTS</u>		
A. OFMB Fiscal and/or C * Fiscal impact	ontract Adm	inistration C etermina	omments: ble at th	is time.	,
aprillite 11 OFMB	21.08 D 5 ² /h/1 ³ 0	Wild of co	11/2//08	ract Adminis	and () () () () () () () () () () () () ()
B. Legal Sufficiency:					
Assistant County Atto		<u>2.20</u> 08			
C. Other Department Rev	riew:				
Department Director					

THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

2008 - 2009 AFFIRMATIVE ACTION PLAN



EFFECTIVE: OCTOBER 1, 2008

AFFIRMATIVE ACTION PLAN FOR 2008-2009

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**

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District 7	Addie L. Greene

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, 2008

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.

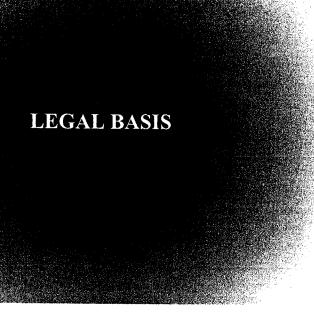
To accomplish this objective County administration and management staff will:

- 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 BASES FOR EQUAL EMPLOYMENT 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, as amended 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's EO/AA Countywide Policy (CW-P-029) is available to all employees.
- b) The nondiscrimination policy (1.01 A-5) 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 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 anti-discrimination statutes 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) 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.
- h) The Affirmative Action Plan is posted on the County's web page at www.pbcgov.com.

2008 - 2009 ANNUAL AFFIRMATIVE ACTION PLAN REVIEW AND COMMENT

The following organizations have been notified that the Affirmative Action Plan for 2008 - 2009 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) 6800 Forest Hill Blvd. West Palm Beach, FL 33413

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

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, FI 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, 2007, to June 30, 2008.

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 onthe-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 Sspecialist, 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 109 "Officials/Administrators" which includes 11(10.0%) Black and 4(3.6%) Hispanic employees. Utilization of Black employees in this category is 4.9% greater than the available labor pool. Hispanic representation is 4.1% below the available labor force availability.

For the reporting period 2006 to 2007 the County employed 112 "Officials/Administrators", including 13 (11.6%) Black and 3 (2.7%) Hispanic employees in this category. The labor force statistics indicate a 13.7% overall minority representation in the "Officials/Administrators" Job Category.

The County employed 30 females in this job category for the 2006-2007 reporting period. Currently the County employs 30(27.8%) females in the "Official/Administrators" job category. This utilization is 8.4% less than the labor force availability.

Professionals

In the 2006-2007 reporting period the County employed 418 (29.3%) minorities in the "Professional" category. During the most current reporting period the utilization of minorities in the "Professional" job category increased to 434 (30.8%). Minority representation in this job category is 12.5% greater than the available labor force.

Utilization of Blacks in the "Professional" Job Category is currently 17.4% which is 9.1% greater than the labor force availability. There were 236 Black employees in this job category for the 2006-07 reporting period and 245 Black employees for the 2007-08 reporting period.

The County currently employs 107(7.6%) Hispanics in this job category. This is .8% greater than the available labor force.

Labor force availability of females for the "Professional" job category is 53.3%. The County employs 750 (53.3%) females which is 1.2% above availability. The prior year statistics show that the County employed 755 (52.9%) females in this job category.

Current overall representation of minorities in this job category is 30.8% which is 12.5% greater than labor force availability.

Technicians

In this job category the County currently employs 686 persons, of which 67 (9.8%) are Black. In the previous reporting period the County employed 721 persons, of which 68 (9.4%) were Black. The current work force of Black employees is 5.1% less than the available labor force.

The current representation of Hispanic employees in this job category is 75 (10.9%). This is a decrease of 7 Hispanic employees from the prior reporting period.

Overall minority representation in this job category is 158 (23.0%) which is 3.9% less than labor force availability.

Female representation in this job category is currently 128 (18.6%). This figure shows a decrease of 10 females.

Protective Services

The employees in this job category are the County's firefighters. There are currently 1285 employees in this job category, of which 97 (7.5%) are females. There is a 26.9% underrepresentation of females in this category.

Overall minority representation is 247 (19.2%) which is 7.8% below the available labor pool.

There are 68 Blacks employed in this job category which comprises 5.3% of the employees in this category. One hundred sixty-one "Protective Services" employees are Hispanic constituting 12.5% of the work force in this job category. Hispanic representation is 2.0% above the available labor force.

In the year prior there was a total of 1237 employees in this job category. There were 97 (7.5%) females, 72 (5.8%) Blacks and 152 (12.3%) Hispanics. Female and Black representation was below the available labor force. Overall minority representation in 2006-07 was 7.6% below labor force availability.

Paraprofessionals

Currently there are 539 "Paraprofessional" employees. There are 200 Black employees which comprise 37.1% of the workforce in this job category and is 25.3% above the available labor force.

Hispanics comprise 10.0% of the employees in this category with 54 employees. Hispanic representation is .1% less than the available labor force.

Four hundred thirteen females comprise 76.6% of the "Paraprofessional" workforce. Female representation is 10.1% above the labor force availability.

In the previous year there were 425 employees in this job category. Overall minority representation exceeded the available labor force.

Administrative Support

The County employs 808 "Administrative Support" employees. Females comprise 85.1% of the persons in this job category with 688 employees. In the previous reporting period there were 729 (83.6%) female employees in a total work force of 871 persons.

Black representation in this job category exceeded the available labor force in the current and preceding year. There are currently 213 (26.3%) Black employees. There were 212 (24.3%) 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 above the available labor force for the preceding year. Hispanics comprised 11.4% of the work force in 2006-07 and currently comprise 12.0% of the work force.

Overall minority representation in this job category is 41.0%. The available labor force is 23.3%. In the last reporting period overall minority representation was 38.6%.

Skill Craft

There are 488 "Skill Craft" employees. Hispanic representation was below the available labor force for the prior year. Hispanics currently comprise 17.4% of the work force with 85 employees. In the 2006-07 reporting period Hispanics comprised 16.8% of the work force with 81 employees. The total work force increased by five employees in the current year.

Black representation in this job category was below the available labor force in the 2006-07 reporting period. For this reporting period Black representation is 10.3% with 50 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 9 females employed comprising 1.8% of the work force.

Overall minority representation is 30.1% which is 1.6% below the available labor force. In the 2006-07 reporting period minority representation was 28.9% which was 2.8% below the available labor force.

Service/Maintenance

There are currently 909 "Service/Maintenance" employees. Of these 234 (25.7%) are Black. This is 3.1% greater than the available labor force. In the previous year there were 926 "Service/Maintenance" employees.

In the previous year Hispanic representation was 17.0% of the work force with 158 employees. In the current year Hispanics comprise 16.8% of the work force with 153 employees.

There are 157 female "Service/Maintenance" employees. This is 17.2% of the work force and 24.9% below the available labor force. For the previous reporting period there were 151 female employees comprising 16.3% of the work force. The utilization of females was 25.8% below the available labor force.

Overall minority representation in this job category is 2.6% below the available labor force with 403 (44.3%) minority employees. In the prior year there were 411 (44.2%) minority employees. Minority representation was 2.6% below the available labor force in 2006-07.

County Totals

The County employed 6231 employees in 2007-08. Total Hispanic representation in the County work force is 1.1% below the available labor force. Black utilization exceeds the available labor force by 4.1%. Females employees are 11.2% less than the available labor force. Overall minority representation in the County work force for 2007-08 is 3.8% above the available labor force.

In the previous year the County employed 6320 employees. Of these, Blacks comprised 17.4% of the total work force. This utilization was 4.3% greater than the available labor force. Hispanic representation was 1.5% below the available labor force. There were 2334 (36.9%) females employed, which was 9.1% below the available labor force.

Table A UT	ILIZATION AN		SIS OF TOTAL WORK FORCE – MALE/FEMALE 2007 - 2008					
	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	MINORITY (%)	
OFFICIAL/ADMINISTRATOR SMSA DIFFERENCE	109	94 (86.4) 84.4 +2.0	11 (10.0) 5.1 +4.9	4(3.6) 7.7 -4.1	0 (0) 1.6 -1.6	0 (0) .1 1	15 (13.7) 14.5 8	
PROFESSIONAL SMSA DIFFERENCE	1407	973 (69.1) 80.4 -11.3	245 (17.4) 8.3 +9.1	107 (7.6) 6.8 +.8	76 (5.4) 3.1 +2.5	6 (.4) .1 +.3	434 (30.8) 18.3 +12.5	
TECHNICIANS SMSA DIFFERENCE	686	528 (77.0) 71.6 +5.4	67 (9.8) 14.9 -5.1	75 (10.9) 9.3 +1.6	11 (1.6) 2.5 9	5 (.7) .2 +.5	158 (23.0) 26.9 -3.9	
PROTECTIVE SERVICES SMSA DIFFERENCE	1285	1038 (80.8) 69.9 +10.9	68 (5.3) 16.5 -11.2	161 (12.5) 10.5 +2.0	16(1.3) .0 +1.3	2 (.2) .0 +.2	247 (19.2) 27.0 -7.8	
PARAPROFESSIONAL SMSA DIFFERENCE	539	273 (50.6) 75.1 -24.5	200 (37.1) 11.8 +25.3	54 (10.0) 9.9 +.1	11 (2.0) 1.4 +.6	1(.2) .2 0	266 (49.3) 23.3 +26.0	
ADMIN SUPPORT SMSA DIFFERENCE	808	491 (60.7) 75.1 -14.4	213 (26.3) 11.8 +14.5	97 (12.0) 9.9 +2.1	21 (2.5) 1.4 +1.1	1 (.1) .2 1	332 (38.6) 23.3 +17.7	
SKILLED CRAFT SMSA DIFFERENCE	488	341 (69.9) 66.7 +3.2	50 (10.3) 11.7 -1.4	85 (17.4) 18.7 -1.3	11 (2.3) 1.0 +1.3	1 (.2) .3 1	147 (30.1) 31.7 -1.6	
SERVICE/MAINTENANCE SMSA DIFFERENCE	909	506 (55.7) 49.7 +6.0	234 (25.7) 22.6 +3.1	153 (16.8) 22.3 -5.5	12 (1.3) 1.8 5	4 (.4) .2 2	403 (44.3) 46.9 -2.6	
COUNTY TOTAL SMSA DIFFERENCE	6231	4244 (68.1) 70.1 -20.	1073 (17.2) 13.1 +4.1	736 (11.8) 12.9 -1.1	158 (2.5) 1.8 +.7	20 (.3) .2 +.1	1987 (31.8) 28.0 +3.8	

Table B UTILIZATION ANALYSIS OF TOTAL WORK FORCEFEMALES ONLY 2007 - 2008									
	TOTAL	WHITE(%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	MINORITY (%)		
OFFICIAL/ADMINISTRATOR SMSA DIFFERENCE	30 (27.8)	26 (86.6)	4 (13.3)	0 (0)	0 (0)	0 (0)	4 (13.3)		
	36.2	29.3	2.6	3.2	.6	0	6.4		
	-8.4	+57.3	+10.7	-3.2	6	0	+6.9		
PROFESSIONAL	750(53.3)	481 (64.1)	174 (23.2)	62 (8.2)	29 (3.8)	7 (.9)	269 (35.8)		
SMSA	52.1	40.7	5.5	3.6	1.4	0	10.5		
DIFFERENCE	+1.2	+23.4	+17.7	+4.6	+2.4	+.9	+25.3		
TECHNICIANS	128 (18.6)	88 (68.7)	19 (14.8)	15 (11.7)	5 (3.9)	1 (.7)	40 (31.2)		
SMSA	63.4	43.6	11.8	5.4	1.4	.1	18.7		
DIFFERENCE	-44.8	+25.1	+3.0	+6.3	+2.5	+.6	-+12.5		
PROTECTIVE SERVICES SMSA DIFFERENCE	97 (7.5)	80 (82.4)	3 (3.0)	10 (11.1)	4 (.4)	0 (0)	17 (17.5)		
	34.4	24.1	3.8	4.5	0	0	8.3		
	-26.9	+58.3	8	+6.6	+.4	0	+9.2		
PARAPROFESSIONAL	413 (76.6)	192 (46.4)	174 (42.1)	40 (9.6)	7 (1.6)	0 (0)	221 (53.5)		
SMSA	66.5	49.5	8.2	6.7	.9	.1	15.9		
DIFFERENCE	+10.1	-3.1	+33.9	+2.9	+.7	1	+37.6		
ADMIN SUPPORT SMSA DIFFERENCE	688 (85.1)	414 (60.1)	175 (25.4)	81 (11.7)	18 (2.6)	0 (0)	274 (39.8)		
	66.5	49.5	8.2	6.7	.9	.1	15.9		
	+18.6	+10.6	+17.2	+5.0	+1.7	1	+23.9		
SKILLED CRAFT	9 (1.8)	6 (66.6)	0 (0)	3 (3.3)	0 (0)	0 (0)	3 (3.3)		
SMSA	6.2	3.7	.9	1.3	.2	0	2.4		
DIFFERENCE	-4.4	+62.9	9	+2.0	2	0	+.9		
SERVICE/MAINTENANCE	157(17.2)	103 (65.6)	34 (21.6)	17 (10.8)	2 (1.2)	1 (.6)	54 (34.3)		
SMSA	42.1	20.8	11.1	7.9	.9	.1	20.0		
DIFFERENCE	-24.9	+44.8	+10.5	+2.9	+.3	+.5	+14.3		
COUNTY TOTAL	2169(34.8)	1390(64.0)	583 (26.8)	228 (10.5)	65 (2.9)	6 (.2)	882 (40.6)		
SMSA	46.0	32.0	9.6	5.2	.9	.1	13.1		
DIFFERENCE	-11.2	+32.0	+17.2	+5.3	+2.0	+.1	+27.5		

Table C1 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY MALE/FEMALE 2007-2008									
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE		
OFFICIALS/ADMINISTRATORS					1994				
\$ 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	107	92	11	4			29		
TOTAL	108	93	11	4			30		

Table C2 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY MALE/FEMALE 2007-2008									
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE		
PROFESSIONALS									
\$ 0.1 - 15.9	1	1					1		
16.0 - 19.9	1					1			
20.0 - 24.9	4	3	1				3		
25.0 - 32.9	19	8	9	1	1		10		
33.0 - 42.9	188	99	57	25	6	1	141		
43.0 - 54.9	334	211	73	35	15		229		
55.0 - 69.9	348	235	64	28	19	2	175		
70 PLUS	500	409	38	18	34	1	181		
TOTAL	1395	966	242	107	75	5	740		

Table C3	UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY MALE/FEMALE 2007-2008							
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	16	11	1	4			5	
33.0 - 42.9	142	90	19	28	3	2	38	
43.0 - 54.9	248	184	34	25	4	1	44	
55.0 - 69.9	154	130	7	15	2	-	33	
70 PLUS	125	112	6	3	2	2	8	
TOTAL	686	528	67	75	11	5	128	
	<u> </u>							

able C4 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY MALE/FEMALE 2007-2008							
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
PROTECTIVE SERVICE WORKERS							
\$ 0.1 - 15.9							
16.0 - 19.9							
20.0 - 24.9							
25.0 - 32.9							
33.0 - 42.9							
43.0 - 54.9	155	113	11	30	1		12
55.0 - 69.9	295	202	22	64	7		28
70 PLUS	835	723	35	67	8	2	57
TOTAL	1285	1038	68	161	16	2	97

Table C5 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY MALE/FEMALE 2007-2008									
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE		
PARAPROFESSIONAL									
\$ 0.1 - 15.9	10	4	5	1			8		
16.0 - 19.9	4	3	1				4		
20.0 - 24.9	7	4	1	2			34		
25.0 - 32.9	216	93	88	28	6	1	183		
33.0 - 42.9	156	79	58	14	5		117		
43.0 - 54.9	99	56	37	6			65		
55.0 - 69.9	35	25	8	2			27		
70 PLUS	11	9	1	1			5		
TOTAL	538	273	199	54	11	1	413		
·									

Table C6 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY MALE/FEMALE 2007-2008							
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE
ADMINISTRATIVE SUPPORT							
\$ 0.1 - 15.9	10	8		1	1		6
16.0 - 19.9							
20.0 - 24.9	8	2	3	3			4
25.0 - 32.9	359	192	99	60	8		313
33.0 - 42.9	191	122	42	18	8	1	161
43.0 - 54.9	173	116	42	12	3		154
55.0 - 69.9	59	45	11	2	1		44
70 PLUS	5	4		1			3
TOTAL	805	489	197	97	21	1	685

Table C7	EC7 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY MALE/FEMALE 2007-2008								
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE		
SKILL CRAFT					14.				
\$ 0.1 - 15.9									
16.0 - 19.9									
20.0 - 24.9									
25.0 - 32.9	72	42	12	15	2	1	4		
33.0 - 42.9	166	99	17	44	6		2		
43.0 - 54.9	119	88	11	19	1		1		
55.0 - 69.9	67	54	6	6	1		2		
70 PLUS	64	58	4	1	1				
TOTAL	488	341	50	85	11	1	9		

Table C8 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY MALE/FEMALE 2007-2008								
JOB CATEGORY	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	INDIAN	FEMALE	
SERVICE MAINTENANCE					96.5		1	
\$ 0.1 - 15.9	46	32	8	5	1		13	
16.0 - 19.9	12	6	3	3			2	
20.0 - 24.9	12	6	5	1			7	
25.0 - 32.9	380	169	116	85	7	3	56	
33.0 - 42.9	271	167	54	47	2	1	57	
43.0 - 54.9	114	71	33	9	1		15	
55.0 - 69.9	58	42	13	2	1		7	
70 PLUS	16	13	2	1				
TOTAL	909	506	234	153	12	4	157	

Table D NEW HIRES BY JOB CATEGORY, RACE AND FEMALES 2007-2008							
JOB CATEGORY	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	FEMALES (%)
Officials/Administrators	4	3 (75.0)		1 (25.0)			1 (25.0)
Professional	57	33 (57.8)	11 (19.2)	8 (14.0)	3 (5.2)	2 (3.5)	39 (68.4)
Technicians	31	20 (64.5)	6 (9.6)	4 (12.9)	1 (3.2)		7 (22.5)
Protective Services	82	56 (68.2)	4 (4.8)	11 (13.4)	1 (1.2)		5 (6.0)
Paraprofessional	24	21 (87.5)	3 (12.5)				14 (58.3)
Administrative Support	35	21 (60.0)	5 (14.2)	9 (25.7)			31 (88.5)
Skilled Craft	26	20 (76.9)	2 (7.6)	3 (11.5)	1 (3.8)		1 (3.8)
Service Maintenance	54	31 (57.4)	12 (22.2)	8 (14.8)		3 (5.5)	15 (27.7)
TOTAL	313	205 (65.4)	43 (13.7)	44 (14.0)	6 (1.9)	5 (1.5)	113 (36.1)

Table E TI	ERMINAT	TIONS BY JOI	B CATEGORY, 2007-2008	RACE AND FE	MALES		
JOB CATEGORY	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	FEMALES (%)
Officials/Administrators	7	6 (100)	1 (14.2)				1 (14.2)
Professional	97	71 (73.1)	16 (16.4)	4 (4.1)	5 (5.1)	1 (1.0)	61 (62.8)
Technician	40	35 (87.5)	3 (7.5)	1 (2.5)		1 (2.5)	10 (25.0)
Protective Services	49	41 (83.6)		8 (16.3)			1 (2.0)
Paraprofessional	31	14 (45.1)	13 (41.9)	4 (12.9)			27 (87.0)
Administrative Support	59	34 (57.6)	14 (23.7)	10 (16.9)	1 (1.6)		51 (86.4)
Skilled Craft	27	22 (81.4)		5 (18.5)			1 (3.7)
Service Maintenance	95	62 (65.2)	15 (15.7)	17 (17.8)	1 (1.0)		24 (25.2)
TOTAL	405	285 (70.3)	65 (16.0)	49 (12.0)	7 (1.7)	2 (.4)	176 (43.4)

TABLE F	HIRES	AND TE	RMINAT	IONS BY	DEPAR	TMENT-I	MALE/FE	MALE 2	007-200	8		
2007-2008		Tern	ninations	by race	and sex		Hire	es by rac	e and s	ex		
Den Periodex	÷.	*:/5.		757 5					: : : / . : / : : / : .	lak 5.75 .	r i nya Marija	7. 11. 47m (1). 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
Administration	0	0	0	0	0	0	0	0	0	0	0	0
Airports	9	4	1	0	3	0	10	3	3	. 0	2	1
Community Services	2	9	2	21	1	4	0	8	0	9	0	2
Cooperative Extension	1	2	0	1	0	1	1	0	0	0	.0	0
County Attorney	0	0	0	0	0	0	0	0	.0	. 0	.0	. 0
County Commission	1	2	0	0	0	0	1	1	0	0.	0	, 2
Court Administration	1	0	1	0	1	0	1	2	1	0	o.	* 0
Criminal Justice	0	0	0	0	0	0	0	1.	°o.	0	0	0
Engineering	15	7	2	1	1	0	7	1.	1	0	2	1
ERM	7	2	0	0	0	1	4	0	0	0	0	0
FD&O	16	4	0	2	3	0	9	0	1	0	2	0
Fire Rescue	43	5	0	0	8	0	63	6	- 5	- 0	11	1
HCD	0	1	0	1	0	0	1	0	1	0	0	0
Human Resources	0	3	0	0	0	1	1	1	0	0	0	0
ISS	6	1	2	0	0	0	- 3	1	- 0	0	2	" O
Library	1	14	0	3	0	1	3,3	18	0	1	0	Ó
MPO	0	0	0	0	0	0	0	0	0	0	Ö	0
Medical Examiner	1	2	0	0	0	1	1	0.	9	0	Q	0
OEO	0	0	0	0	0	0	0	Ô	0	0	0	0
ОГМВ	3	1	0	0	0	0	0	2	0	٥	1	0
OSBA	0	0	0	1	0	0	0	0	0	0	0	- 0
Palm Tran	0	0	0	0	0	0	0	0	0	. 0	.0	0
Parks & Recreation	34	9	5	2	9	4	8	-5	2	. 0	4	1
PZ&B	13	4	1	2	0	5	1	3	0	Ö	0	0
Public Affairs	2	0	0	1	0	0	Ō	0	0	1	0	0
Public Safety	6	23	0	5	1	0	5	22	2	2	0	6
Purchasing	1	3	0	0	0	1	0	ō	.0	-0	0.	0
Risk Management	1	0	0	0	0	0	0	1	Ô	0	0	
Water Utilities	18	5	4	4	1	2	16	3	12	AMP TO SEC.	in a second	0
TOTAL	181	101	18	44	28	21	135		A 10 1 1 1 1 2 1 2 1	2	27	47
			.0	74	40	21	ျသ	. 78	.28	45	27	- 17

Table G PROMOTIONS BY JOB CATEGORY, RACE AND FEMALES 2007-2008							
JOB CATEGORY	TOTAL	WHITE (%)	BLACK (%)	HISPANIC (%)	ASIAN (%)	INDIAN (%)	FEMALES (%)
Officials/Administrators	8	8 (100)					5 (62.5)
Professionals	78	44 (56.4)	16 (20.5)	11 (14.1)	7 (8.9)		39 (50.0)
Technicians	20	13 (65.0)	2 (10.0)	4 (20.0)		1 (5.0)	1 (5.0)
Protective Services	1	1 (100)					1 (100)
Paraprofessional	18	8 (44.4)	9 (50.0)		1 (5.5)		13 (72.2)
Administrative Support	11	6 (54.5)	4 (36.3)		1 (9.0)		10 (90.9)
Skilled Craft	23	13 (56.5)	6 (26.0)	3 (13.0)	1 (4.3)		
Service Maintenance	34	22 (64.7)	6 (17.6)	6 (17.6)			8 (23.5)
TOTAL	193	115 (59.5)	43 (22.2)	24 (12.4)	10 (5.1)	1 (.5)	77 (39.8)

AIRPORTS

AIRPUR15	
Airport Operations Division (902)	
22 - Professional	F 50%
Airport Terminal Operations (903)	
25 - Paraprofessional	F 61.1% B 11.1%
26 - Administrative Support	B 6.2%
Airports Properties Division (904)	
22 - Professional	F 50%
Airport Maintenance Division (905)	
23 - Technician	F 50%
26 - Administrative Support	F 50%
28 - Service/Maintenance	F 41.6%
Airport Planning & Development (906)	
23 - Technician	F 50%
Airport Technical Support (908)	
22 - Professional	F 50%
Airport Terminal Division (910)	
23 - Technician	F 58.3%
27 - Skill Craft	B 8.6% H 17.3%
COMMUNITY SERVICES	
Head Start & Children Services (2110)	
22 - Professional	H 6.5%
23 - Technician	F 50%
28 - Service/Maintenance	H 19.3%
Childcare Food Program (2120)	
28 - Service/Maintenance	H 12.5%
Human Services (2150)	
25 - Paraprofessional	F 33.3%
COUNTY ATTORNEY (300)	
22 - Professional	H 3.8%
COURT ADMINISTRATION	
Administration (1900)	
22 - Professional	F 42.8%

23 - Technician

26 - Administrative Support

F 50%

F 50%

ENGINEERING AND PUBLIC WORKS

Engineering Admin Svcs (2303)

22 - Professional F 40%

Roadway Production (2307)

22 - Professional F 46.6%

23 - Technician F 61.5%

Construction Coordination (2310)

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

Engineering Services Division (2320)

22 - Professional F 44.4%

23 - Technician H 6.6% B 13.3% F 63.4%

Land Development (2340)

22 - Professional F 42.8%

Bridge Maint & Operations (2372)

23 - Technician F 50%

 27 - Skill Craft
 B 9.5%
 H 14.2%
 F 4.7%

 28 - Service/Maintenance
 B 20.9%
 F 41.8%
 H 20.9%

Road Maintenance Section (2377)

23 - Technician F 33.3% 27 - Skill Craft F 5.0%

28 - Service/Maintenance F 41.3% H 20.6%

Streetscape Maintenance Section (2379)

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

Traffic Engineering (2380)

22 - Professional F 50%

23 - Technician F 63.1% B 14.0% H 8.7%

28 - Service/Maintenance F 40.4% H 21.4%

ENVIRONMENTAL RESOURCES

Administration (5300)

22 - Professional F 51.6% B 7.8% H 6.7%

23 - Technician F 58.8%

28 - Service/Maintenance F 33.3% H 16.6%

Mosquito Control (5305)

28 - Service/Maintenance

F 33.3% B 22.2%

FACILITIES DEVELOPMENT AND OPERATIONS

Administration (2400)

23 - Technician

F 62.5% B 12.5%

Capital Improvements (2402)

22 - Professional

F 50.0%

23 - Technician

F 54.5%

Electronics Services Division (2405)

22 - Professional

F 50.0% B 11.1%

23 - Technician

F 62.0%

28 - Service Maintenance

H 22.2% F 40.0%

Criminal Justice Complex (2912)

22 - Professional

F 33.3%

23 - Technician

F 60%

27 - Skill Craft

F 5.5%

Governmental Center (2915)

22 - Professional

F 50.0%

23 - Technician

F 33.3%

26 - Administrative Support

H 9.0 F 63.6

27 - Skill Craft

F 4.7% B 9.5%

North Region (2917)

27 - Skill Craft

H 15.3% B 11.5% F 3.8%

Central Region (2919)

27 - Skill Craft

H 15.3% B 11.5% F 3.8%

West Region (2921)

23 - Technician

F 33.3%

Fleet Management Direct (2942)

22 - Professional

F 50%

27 - Skill Craft

F 5.6% H 16.9%

28 - Service/Maintenance

H 14.2%

FIRE RESCUE

Fire Rescue Support Services (151)

23 - Technician

25 - Paraprofessional

26 - Administrative Support

27 - Skill Craft H 17.6% F 5.8%

Fire Rescue Operations (152)

22 - Professional F 50%

24 - Protective Services H 8.3% B 12.5% F 33.3%

F 57.1%

F 50%

F 50%

Fire Rescue Alarm Office (155)

26 - Administrative Support F 66.0%

Fire Rescue Technology (156)

23 - Technician F 50.0%

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 25.0% B 12.5%

Battalion #1 (170)

22 - Professional F 50%

24 - Protective Services B 16.1% F 34.1%

Battalion #2 (175)

22 - Professional F 50%

24 - Protective Services F 34% B 16.4% H 10.4%

Battalion #3 (180)

22 - Professional F 44.4%

24 - Protective Services B 16.1% F 34.1% H 10.2%

Battalion #4 (185)

22 - Professional F 40%

24 - Protective Services F 34.1% B 16.3%

Battalion #5 (190)

22 - Professional F 40%

24 - Protective Services F 34.3% B 15.9%

Battalion #7 (192)

22 - Professional

F 50%

24 - Protective Services

B 16.0% F 34.0%

Battalion #8 (195)

24 - Protective Services

F 33.3% H 8.3%

Battalion #9 (196)

22 - Professional

F 50%

24 - Protective Services

B 15.8% F 33.6%

HOUSING & COMMUNITY DEVELOPMENT

Administration (9810)

23 - Technician

F 50%

ISS (386)

22 - Professional

B 8.2% F 51.8%

23 - Technician

F 61.1% B 13.8%

LIBRARY (3700)

22 - Professional

B 8.2%

23 - Technician

F 62.5% B 12.5%

28 - Service/Maintenance

F 33.3%

Library Branch Public Services (3701)

22 - Professional

H 6.0 B 8.0

25 - Paraprofessional

B 10.8% H 8.9%

26 - Administrative Support

B 8.3%

MEDICAL EXAMINER (4800)

22 - Professional

F 45.4%

OFMB (380)

Fixed Assets (381)

22 - Professional

F 33.3%

Management Division (384)

22 - Professional

F 33.3%

PARKS & RECREATION

Parks Admin Fin & Support Svcs (4100)

22 - Professional

Athletics (4102)

22 - Professional

F 50%

Park Maintenance Division (4105)

23 - Technician F 57.1%

25 - Paraprofessional F 60%

26 - Administrative Support B 9%

27 - Skill Craft F 5.5%

28 - Service/Maintenance F 41.8% H 21.9%

Planning, Design & Construction (4108)

22 - Professional F 42.8

23 - Technician F 33.3%

Morikami (4112)

28 - Service/Maintenance F 37.5%

Aquatics/Ocean Rescue (4113)

28 - Service/Maintenance F 41.9% B 22.5% H 20.9%

Westgate Rec Center (4116)

22 - Professional F 33.3%

Okeeheelee Nature Center (4119)

22 - Professional F 50%

Okeeheelee Golf Course (4122)

28 - Service/Maintenance F 35.7% B 21.4% H 21.4%

Lake Lytal Pool (4123)

22 - Professional F 50%

28 - Service/Maintenance B 20% F 40%

Aqua Crest Pool (4124)

28 - Service/Maintenance F 33.3%

North County Pool (4126)

28 - Service/Maintenance F 25%

Parks Security (4127)

28 - Service/Maintenance B 20.8% F 41.6% H 20.8%

John Prince Golf Center (4132)

28 - Service/Maintenance B 15.3%

Park Ridge Golf Course (4133)

22 - Professional F 50%

28 - Service/Maintenance B 18.1% H 18.1% F 36.3%

PLANNING, ZONING & BUILDING

Administration (4500)

22 - Professional B 7.1% F 50%

23 - Technician B 10%

26 - Administrative Support H 7.4%

PZB Building Division (4510)

23 - Technician F 63.1% H 9.0% B 14.2%

PZB Code Enforcement Division (4513)

23 - Technician B 14.7% F 61.7%

PZB Cont Lic Cert Division (4520)

23 - Technician F 62.5% B 12.5%

PZB Planning Division (4530)

22 - Professional F 50%

PUBLIC INFORMATION

Channel 20 (211)

23 - Technical F 62.5%

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 11.4%

28 - Service/Maintenance B 21.6% H 21.6%

Emergency Management (4710)

22 - Professional F 46.1%

23 - Technician F 50%

26 - Administrative Support H 9.0%

Consumer Affairs (4715)

25 - Paraprofessional F 33.3%

Highridge Family Center (4742)

28 - Service/Maintenance F 40.0%

PURCHASING

Administration (4900)

25 - Paraprofessional

H 6.2%

Stores/Warehouse/Courier (4915)

26 - Administrative Support

F 61.5%

RISK MANAGEMENT

Administration (5000)

22 - Professional

F 50%

Casualty Self Insurance (5001)

22 - Professional

F 50%

WATER UTILITIES

Finance & Administration (5200)

22 - Professional

F51.8%

23 - Technician

F 60%

WUD Engineering Svcs (5205)

22 - Professional

F 50% B 7.1%

23 - Technician

B 11.7% F 58.8%

WUD Regs Compliance & Lab (5206)

22 - Professional

F 46.1%

23 - Technician

F 60% B 10%

WUD Customer Svc (5210)

26 - Administrative Support

H 8.8%

28 - Service/Maintenance

F 41.6%

WUD Lines/Lift Stations North (5215)

22 - Professional

F 33.3%

23 - Technician

F 55.5% B 11.1%

27 - Skill Craft

B 10.5% H 15.7% F 5.2%

28 - Service/Maintenance

F 40.7%

WUD Lines/Lift Stations South (5216)

23 - Technician

F 50% B 14.2%

27 - Skill Craft

H 17.6% F 5.8%

28 - Service/Maintenance

B 22.4% F 40.8% H 20.4%

WUD Treatment Plants North (5220)

23 - Technician

F 62.2% B 13.3% H 8.8%

27 - Skill Craft

H 18.1% B 9%

WUD Treatment Plants South (5221)

23 - Technician

27 - Skill Craft

28 - Service/Maintenance

F 62.7% B 13.3%

H 14.2%

F 40% H 20%

PROBLEM AREAS

☐ Employment of Hispanics

There has been an overall increase in Hispanic 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 decreased to 10.0%. Black female representation decreased from 16.6% to 13.3%.

☐ Protective Services

There has been a slight decrease in minority representation from 19.4% to 19.2%. 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 5.3% employed. Females are underrepresented with the greatest disparity which is 26.9% 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). Keiosks are also available in the lobby of the Human Resources Office. 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 07-08 is \$51,001) are advertised in a minority publication in each city in which those vacancies are advertised. These publication

include: <u>Westside Gazette</u> (Ft. Lauderdale), <u>Orlando Times</u>, <u>La Gaceta</u> (Tampa), <u>The Northeast Florida Advocate</u> (Jacksonville), <u>El Nuevo Herald</u> (Miami), <u>Capitol Outlook</u> (Tallahassee), <u>La Prensa</u> (Orlando), and <u>Nuevo Siglo</u> (Tampa). On a weekly basis all opencompetitive positions are listed in <u>El Latino Semanal</u> 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 four Fairs in 2007-2008. Participation in at least five Job Fairs is planned for 2008-2009.

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.

2. Compensation and Records (C & R) Section

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

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

3. Fair Employment Programs Section (FEP)

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

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

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

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

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

4. Employee Relations and Training & Organizational Development

Seniority practices in clauses and contracts are reviewed to determine if any artificial barriers

exist. Formal career counseling programs have been established which include development programs and individual counseling. Participation in any County-sponsored training, recreational, and social activities is accomplished without regard to race, color, religion, sex, national origin, age, disability, marital status, 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 traditionally 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 non-disabled Veteran, so that they may benefit from the County's Affirmative Action Program. The self-identification form invites applicants/employees to identify any accommodation they may need to participate in the application and selection processes or to perform the essential duties of positions they are seeking. The self-identification form is also used for statistical purposes and is detached from the application prior to initiation of the selection process. Preference is given to qualified disabled and non-disabled Veterans throughout the selection process in accordance with applicable statutes and the County's Affirmative Action Plan. Those applicants seeking Veteran preference must submit military documentation (DD214, etc.).

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

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

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

reasonable accommodation. The County executes its policy to provide reasonable accommodations consistently and in accordance with federal guidelines.

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

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

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

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

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

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

PARKS AND RECREATION 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 Schools and Pools programs to develop the basic skills necessary to successfully compete in future positions.
- Advertising and recruitment activities for vacant positions are accomplished in schools with a high concentration of minorities and/or females.
- Lifeguards or a representative of Parks & Recreation are included in Job Fairs and Career
 Days, as appropriate.
- A Junior Lifeguard Program is offered at pools, waterparks 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.