

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: October 22, 2013 **Consent** **Regular**
 Ordinance **Public Hearing**

Department:

Submitted By: Human Resources

Submitted For: County Administration

I. EXECUTIVE BRIEF

Motion and Title: **Staff recommends motion to approve:** Palm Beach County's 2013 – 2014 Affirmative Action Plan, a voluntary effort to correct under-representation where it exists on the Board of County Commissioners' workforce.

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 2012 – 2013 was 34.0%, which is .6% below the availability. Females represented 35.0% of the County's workforce in 2012 – 2013 as compared to the availability of the labor force for all occupations of 46.6%. There is no fiscal impact. Countywide (DO)

Background and Justification: The 2013 – 2014 Affirmative Action Plan (AAP) presents a workforce analysis for the period July 1 to June 30 of 2012 – 2013.

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. 2013 – 2014 Affirmative Action Plan**

Recommended by:  **9/16/13**
Date

Department Director

Approved By:  _____

County/Deputy/Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years | 20 <u>14</u> | 20 <u>15</u> | 20 <u>16</u> | 20 <u>17</u> | 20 <u>18</u> |
|---------------------------|--------------|--------------|--------------|--------------|--------------|
| Capital Expenditures | _____ | _____ | _____ | _____ | _____ |
| Operating Costs | _____ | _____ | _____ | _____ | _____ |
| External Revenues | _____ | _____ | _____ | _____ | _____ |
| Program Income (County) | _____ | _____ | _____ | _____ | _____ |
| In-Kind Match (County) | _____ | _____ | _____ | _____ | _____ |
| NET FISCAL IMPACT | <u>-0-*</u> | _____ | _____ | _____ | _____ |
| No. ADDITIONAL FTE | _____ | _____ | _____ | _____ | _____ |

POSITIONS (Cumulative)

Is Item Included In Current Budget? Yes _____ No _____
 Budget Account No.: Fund _____ Department _____ Org. _____
 Program _____

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

* No Fiscal Impact

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

| | |
|---|---|
| <p><u>M. Mas</u> OFMB <u>10/9/13</u> <u>9/20/2013</u> <u>9/19</u></p> | <p><u>J. J. Jacobson</u> Contract Dev. and Control <u>10-11-13</u> <u>10/5/13</u></p> |
|---|---|

B. Legal Sufficiency:

[Signature]
 Assistant County Attorney

C. Other Department Review:

 Department Director

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

2013 - 2014

AFFIRMATIVE ACTION PLAN



EFFECTIVE: October 1, 2013

AFFIRMATIVE ACTION PLAN FOR 2013-2014

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

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

| | |
|------------|---------------------------------|
| District 1 | Hal R. Valeche |
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| District 4 | Steve L. Abrams, Mayor |
| District 5 | Mary Lou Berger |
| District 6 | Jess R. Santamaria |
| District 7 | Priscilla A. Taylor, Vice Mayor |

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
100 Australian Avenue, Suite 300
West Palm Beach, FL 33406
Phone: (561) 616-6860

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

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**EQUAL EMPLOYMENT
AFFIRMATIVE ACTION POLICY**

DATE: October 1, 2013
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, sexual orientation, and gender identity or expression;
- 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 workforce and maintaining a work environment free of discrimination.

Robert Weisman, County Administrator

LEGAL BASIS

**LEGAL BASIS 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 Amendments Act of 2008
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 regular 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, sexual orientation, and gender identity or expression
- ❖ 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 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 in 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.

**2013- 2014
ANNUAL AFFIRMATIVE ACTION PLAN
REVIEW AND COMMENT**

The following organizations have been notified that the Affirmative Action Plan for 2013 - 2014 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

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 310
West Palm Beach, FL 33405

WORKFORCE ANALYSIS

and

**IDENTIFICATION OF
PROBLEM AREAS**

JOB GROUP ANALYSIS

The work force statistics and narrative which follows 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, 2012, to June 30, 2013.

The Development and Execution of Action Oriented Programs/Procedures on page 45 is based on the analysis of the County's work force as compared to the 2010 Census data (SMSA) and identifies specific steps the County has taken or will take to achieve equal employment opportunity goals where underrepresentation exists.

The tables that follow are broken down by job category, race, and sex, including the relevant numbers and percentages, for full-time permanent-status employees. The labor force percentages from the 2010 Census data are also included for information and comparison purposes, where appropriate; however, the data cannot be directly compared to the County's workforce 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 2010 Census data are also included for information and comparison purposes, where appropriate; however, the data cannot be directly compared to the County's workforce 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 workforce of 116 "Officials/Administrators" which includes 13 (11.2%) Black and 7 (6.0%) Hispanic employees. Utilization of Black employees in this category is 2.5% greater than the available labor pool. Hispanic representation is 4.6% below the available labor force availability.

For the prior reporting period the County employed 114 "Officials/Administrators", including 12 (10.5%) Black and 6 (5.3%) Hispanic employees in this category. The labor force statistics indicate a 17.5% overall minority representation in the "Officials/Administrators" Job Category.

The County employed 37 females in this job category the prior reporting period. Currently, the County employs 41(35.3%) females in the "Official/Administrators" job category. This utilization is 2.2% less than the labor force availability.

Professionals

Utilization of Blacks in the "Professional" Job Category is currently 18.2% which is 6.8% greater than the labor force availability. There were 223 Black employees in this job category for the prior reporting period and 220 Black employees for the current reporting period.

The County currently employs 105(7.7%) Hispanics in this job category. This is 2.9% less than the available labor force.

In the previous reporting period the County employed 395 (33.4%) minorities in the "Professional" category. During the most current reporting period the utilization of minorities in the "Professional" job category increased to 400 (33.2%). Minority representation in this job category is 6.1% greater than the available labor force.

Labor force availability of females for the "Professional" job category is 55.1%. The County employs 632 (52.3%) females, which is 2.8% below availability. The prior year statistics show that the County employed 628 (53.1%) females in this job category.

Technicians

In this job category the County currently employs 531 persons, of which 62 (11.7%) are Black. In the previous reporting period the County employed 529 persons, of which 64 (12.1%) were Black. The current workforce of Black employees is 7.4% less than the available labor force.

The current representation of Hispanic employees in this job category is 60(11.3%). This is a decrease of one Hispanic employee from the prior reporting period.

Overall minority representation in this job category is 134 (25.3%) which is 12.5% less than labor force availability.

Female representation in this job category is currently 97 (18.3%). This figure shows an increase of 4 females.

Protective Services

The employees in this job category are the County's firefighters. There are currently 1096 employees in this job category, of which 91 (8.3%) are females. There is a 37.3% underrepresentation of females in this category.

There are 66 Blacks employed in this job category which comprises 6.0% of the employees in this category. One hundred forty-seven "Protective Services" employees are Hispanic constituting 13.4% of the work force in this job category. Hispanic representation is 7.2% above the available labor force. Overall minority representation is 229 (20.9%) which is 1.9% above the available labor pool.

In the year prior there were a total of 1098 employees in this job category. There were 87 (7.9%) females, 65 (5.9%) Blacks and 141(12.8%) Hispanics. Female and Black representation was below the available labor force. Overall minority representation was 1.9% above labor force availability.

Paraprofessionals

Currently there are 440 "Paraprofessional" employees. There are 152 Black employees, which comprise 34.5% of the workforce in this job category and are 19.4% above the available labor force.

Hispanics comprise 13.9% of the employees in this category with 61 employees. Hispanic representation is 1.4% less than the available labor force.

Three hundred forty females comprise 77.3% of the "Paraprofessional" workforce. Female representation is 15.3% above the labor force availability.

In the previous year there were 446 employees in this job category. Overall minority representation exceeded the available labor force.

Administrative Support

The County employs 550 "Administrative Support" employees. Females comprise 82.2% of the persons in this job category with 452 employees. In the previous reporting period there were 470 (83.0%) female employees in a total work force of 5043 persons.

Black representation in this job category exceeded the available labor force in the current and preceding year. There are currently 150 (27.3%) Black employees. There were 148(26.1%) Black employees in the prior year. The available labor force for this job category is 15.1%.

The utilization of Hispanic employees in this job category was above the available labor force for the preceding year. Hispanics comprise 13.8% of the work force in the current year and 14.0% in the preceding year.

Overall minority representation in this job category is 43.7%. The available labor force is 33.0%. In the last reporting period overall minority representation was 42.6%.

Skill Craft

There are 415 "Skill Craft" employees. Hispanics currently comprise 18.6% of the work force with 77 employees. Hispanic representation was below the available labor force for the prior year. In the prior reporting period Hispanics comprised 17.8% of the work force with 74 employees. The total work force increased by three employees in the current year.

Black representation in this job category was above the available labor force in the previous reporting period. For this reporting period Black representation is 12.3% with 51 employees, which is .5% below the available labor force.

Female employees are 1.4% of the current "Skill Craft" job category with 6 employees. The total available labor force is 5.9%. In the previous year there were 8 females employed comprising 1.9% of the work force.

Overall minority representation is 33.8% which is 13.4% below the available labor force. In the prior reporting period minority representation was 32.9% which was 1.2% above the available labor force.

Service/Maintenance

There are currently 668 "Service/Maintenance" employees. Of these 173 (25.9%) are Black. This is .8% greater than the available labor force. In the previous year there were 692 "Service/Maintenance" employees.

In the previous year Hispanic representation was 18.4% of the work force with 127 employees. In the current year Hispanics comprise 19.3% of the work force with 129 employees.

There are 98 females "Service/Maintenance" employees. This is 14.7% of the work force and 29.7% below the available labor force. For the previous reporting period, there were 107 female employees comprising 15.5% of the work force. The utilization of females was 26.6% below the available labor force.

Overall minority representation in this job category is 11.7% below the available labor force with 310 (46.5%) minority employees. In the prior year there were 326 (47.1%) minority employees. Minority representation was .2% above the available labor force in the previous reporting period.

County Totals

The County employed 5024 employees in the current year. Total Hispanic representation in the County work force is 3.8% below the available labor force. Black utilization exceeds the available labor force by 2.8%. Female employees are 11.6% less than the available labor force. Overall minority representation in the County workforce for the current reporting period is .6% below the available labor force.

In the previous year the County employed 5043 employees. Of these, Blacks comprised 18.0% of the total work force. This utilization was 4.9% greater than the available labor force. Hispanic representation was .1% below the available labor force. There were 1780 (35.3%) females employed, which was 10.7% below the available labor force.

Table A

UTILIZATION ANALYSIS OF TOTAL WORK FORCE - MALE/FEMALE
2012 - 2013

| | TOTAL | WHITE (%) | BLACK (%) | HISPANIC (%) | ASIAN (%) | INDIAN (%) | MINORITY (%) |
|------------------------|-------|------------|-----------|--------------|-----------|------------|--------------|
| OFFICIAL/ADMINISTRATOR | 116 | 94(81.0) | 13(11.2) | 7(6.0) | 2(1.7) | 0(0) | 22(19.0) |
| SMSA | | 77.5 | 8.7 | 10.6 | 2.1 | .2 | 21.6 |
| DIFFERENCE | | +3.5 | +2.5 | -4.6 | -1.4 | -.2 | -2.6 |
| PROFESSIONAL | 1208 | 808(66.9) | 220(18.2) | 105(8.7) | 70(5.8) | 5(4) | 400(33.2) |
| SMSA | | 71.6 | 11.4 | 11.6 | 4.0 | .1 | 27.1 |
| DIFFERENCE | | -4.7 | +6.8 | -2.9 | +1.8 | +3 | +6.1 |
| TECHNICIANS | 531 | 397(74.8) | 62(11.7) | 60(11.3) | 9(1.7) | 3(6) | 134(25.3) |
| SMSA | | 60.5 | 19.1 | 12.8 | 5.6 | .3 | 37.8 |
| DIFFERENCE | | +14.3 | -7.4 | -1.5 | -3.9 | +3 | -12.5 |
| PROTECTIVE SERVICES | 1096 | 866(79.0) | 66(6.0) | 147(13.4) | 15(1.4) | 2(2) | 230(20.9) |
| SMSA | | 80.8 | 12.1 | 6.2 | .0 | .7 | 19.0 |
| DIFFERENCE | | -1.8 | -6.1 | +7.2 | +1.4 | -.5 | +1.9 |
| PARAPROFESSIONAL | 440 | 210(47.7) | 152(34.5) | 61(13.9) | 16(3.6) | 1(2) | 230(52.3) |
| SMSA | | 65.7 | 15.1 | 15.3 | 2.4 | .2 | 33.0 |
| DIFFERENCE | | -18.0 | +19.4 | -1.4 | +1.2 | 0 | +19.3 |
| ADMIN SUPPORT | 550 | 310(56.4) | 150(27.3) | 76(13.8) | 13(2.4) | 1(2) | 240(43.7) |
| SMSA | | 65.7 | 15.1 | 15.3 | 2.4 | .2 | 33.0 |
| DIFFERENCE | | -9.3 | +12.2 | -1.5 | 0 | 0 | +10.7 |
| SKILLED CRAFT | 415 | 275(66.3) | 51(12.3) | 77(18.6) | 9(2.2) | 3(7) | 140(33.8) |
| SMSA | | 51.4 | 12.8 | 33.1 | 1.1 | .2 | 47.2 |
| DIFFERENCE | | +14.9 | -.5 | -14.5 | +1.1 | +5 | -13.4 |
| SERVICE/MAINTENANCE | 668 | 358(53.6) | 173(25.9) | 129(19.3) | 6(9) | 2(3) | 310(46.5) |
| SMSA | | 40.6 | 25.1 | 30.7 | 2.3 | .1 | 58.2 |
| DIFFERENCE | | +13.0 | +8 | -11.4 | -1.4 | +2 | -11.7 |
| COUNTY TOTAL | 5024 | 3318(66.0) | 887(17.7) | 662(13.2) | 140(2.8) | 17(3) | 1706(34.0) |
| SMSA | | 64.2 | 14.9 | 17.0 | 2.5 | .3 | 34.6 |
| DIFFERENCE | | +1.8 | +2.8 | -3.8 | +3 | 0 | -.6 |

**Table B UTILIZATION ANALYSIS OF TOTAL WORK FORCE--FEMALES ONLY
2012 - 2013**

| | TOTAL | WHITE(%) | BLACK (%) | HISPANIC (%) | ASIAN (%) | INDIAN (%) | MINORITY (%) |
|------------------------|------------|------------|------------|--------------|-----------|------------|--------------|
| OFFICIAL/ADMINISTRATOR | 41 (35.3) | 33 (28.4) | 6(5.2) | 2 (1.7) | 0 (.0) | 0 (0) | 8 (6.9) |
| SMSA | 37.5 | 27.6 | 3.9 | 4.7 | .9 | 0 | 9.5 |
| DIFFERENCE | -2.2 | +8 | +1.3 | -3.0 | -9 | 0 | -2.6 |
| PROFESSIONAL | 632 (52.3) | 391 (32.4) | 153 (12.7) | 57 (4.7) | 29 (2.4) | 2 (.2) | 241 (20.0) |
| SMSA | 55.1 | 37.6 | 8.0 | 6.8 | 2.0 | .1 | 16.9 |
| DIFFERENCE | -2.8 | -5.2 | +4.7 | -2.1 | +4 | +1 | +3.1 |
| TECHNICIANS | 97 (18.3) | 66 (12.4) | 14 (2.6) | 13 (2.4) | 4 (.8) | 0 (0) | 31 (5.8) |
| SMSA | 60.0 | 34.2 | 15.3 | 7.8 | 1.6 | .0 | 24.7 |
| DIFFERENCE | -41.7 | -21.8 | -12.7 | -5.4 | -8 | 0 | -18.9 |
| PROTECTIVE SERVICES | 91 (8.3) | 72 (6.6) | 4 (.4) | 11 (1.0) | 4 (.4) | 0 (0) | 19 (1.7) |
| SMSA | 45.6 | 35.5 | 5.2 | 4.0 | 0 | .7 | 9.9 |
| DIFFERENCE | -37.3 | -28.9 | -4.8 | -3.0 | +4 | -7 | -8.2 |
| PARAPROFESSIONAL | 340 (77.3) | 157 (35.7) | 129 (29.3) | 43 (9.8) | 11 (2.5) | 0 (0) | 183 (41.6) |
| SMSA | 62.0 | 40.3 | 9.6 | 10.1 | 1.3 | .1 | 21.1 |
| DIFFERENCE | +15.3 | -4.6 | +19.7 | -3 | +1.2 | -1 | +20.5 |
| ADMIN SUPPORT | 452(82.2) | 248 (45.1) | 131 (23.8) | 63 (11.5) | 10 (1.8) | 0 (0) | 204 (37.1) |
| SMSA | 62.0 | 40.3 | 9.6 | 10.1 | 1.3 | .1 | 21.1 |
| DIFFERENCE | +20.2 | +4.8 | +14.2 | +1.4 | +5 | -1 | +16.0 |
| SKILLED CRAFT | 6 (1.4) | 4 (1.0) | 0 (0) | 2 (.5) | 0 (0) | 0 (0) | 2 (.5) |
| SMSA | 5.9 | 3.4 | .5 | 1.7 | .2 | 0 | 2.4 |
| DIFFERENCE | -4.5 | -2.4 | -.5 | -1.2 | -2 | 0 | -1.9 |
| SERVICE/MAINTENANCE | 98(14.7) | 74 (11.1) | 14 (2.1) | 9 (1.3) | 0(0) | 1 (.1) | 24 (3.6) |
| SMSA | 44.4 | 18.1 | 12.5 | 11.8 | 1.2 | .1 | 25.6 |
| DIFFERENCE | -29.7 | -7.0 | -10.4 | -10.5 | -1.2 | 0 | -22.0 |

| | | | | | | | |
|--------------|------------|------------|-----------|-----------|---------|-------|------------|
| COUNTY TOTAL | 1757(35.0) | 1045(20.8) | 451 (9.0) | 200 (4.0) | 55(1.1) | 3 (0) | 712 (14.2) |
| SMSA | 46.6 | 29.6 | 8.1 | 7.1 | .9 | 1.4 | 17.5 |
| DIFFERENCE | -11.6 | -8.8 | +9 | -3.1 | +2 | -1.4 | -3.3 |

| Table C1 UTILIZATION ANALYSIS OF TOTAL WORK FORCE BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE 2012-2013 | | | | | | | |
|---|-------|-------|-------|----------|-------|--------|--------|
| 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 | 2 | 1 | | 1 | | | 2 |
| 70.0 PLUS | 113 | 92 | 13 | 6 | 2 | | 38 |
| TOTAL | 116 | 94 | 13 | 7 | 2 | | 41 |

Table C2

UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2012-2013

| JOB CATEGORY | TOTAL | WHITE | BLACK | HISPANIC | ASIAN | INDIAN | FEMALE |
|---------------|-------------|------------|------------|------------|-----------|----------|------------|
| PROFESSIONALS | | | | | | | |
| \$ 0.1 - 15.9 | | | | | | | |
| 16.0 - 19.9 | 2 | 2 | | | | | 1 |
| 20.0 - 24.9 | 6 | 4 | 2 | | | | 5 |
| 25.0 - 32.9 | 23 | 4 | 15 | 3 | | 1 | 19 |
| 33.0 - 42.9 | 148 | 72 | 50 | 19 | 7 | | 105 |
| 43.0 - 54.9 | 290 | 173 | 69 | 34 | 13 | 1 | 194 |
| 55.0 - 69.9 | 297 | 204 | 45 | 29 | 16 | 3 | 156 |
| 70 PLUS | 442 | 349 | 39 | 20 | 34 | | 152 |
| TOTAL | 1208 | 808 | 220 | 105 | 70 | 5 | 632 |

Table C3

UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2012-2013

| 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 | 11 | 9 | 1 | 1 | | | 8 |
| 33.0 - 42.9 | 108 | 73 | 15 | 17 | 2 | 1 | 25 |
| 43.0 - 54.9 | 186 | 124 | 32 | 25 | 4 | 1 | 29 |
| 55.0 - 69.9 | 122 | 97 | 9 | 15 | 1 | | 19 |
| 70 PLUS | 103 | 93 | 5 | 2 | 2 | 1 | 16 |
| TOTAL | 531 | 397 | 62 | 60 | 9 | 3 | 97 |

Table C4

UTILIZATION ANALYSIS OF TOTAL WORK FORCE
 BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
 2012-2013

| 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 | | | | | | | |
| 55.0 - 69.9 | 9 | 7 | 2 | | | | |
| 70 PLUS | 1087 | 859 | 64 | 147 | 15 | 2 | 91 |
| TOTAL | 1096 | 866 | 66 | 147 | 15 | 2 | 91 |

Table C5

UTILIZATION ANALYSIS OF TOTAL WORK FORCE
 BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
 2012-2013

| JOB CATEGORY | TOTAL | WHITE | BLACK | HISPANIC | ASIAN | INDIAN | FEMALE |
|------------------|------------|------------|------------|-----------|-----------|----------|------------|
| PARAPROFESSIONAL | | | | | | | |
| \$ 0.1 - 15.9 | 6 | | 2 | 4 | | | 5 |
| 16.0 - 19.9 | 1 | 1 | | | | | 1 |
| 20.0 - 24.9 | 4 | 3 | | 1 | | | 1 |
| 25.0 - 32.9 | 172 | 59 | 74 | 29 | 9 | 1 | 143 |
| 33.0 - 42.9 | 143 | 75 | 44 | 17 | 7 | | 107 |
| 43.0 - 54.9 | 77 | 44 | 26 | 7 | | | 57 |
| 55.0 - 69.9 | 24 | 19 | 5 | | | | 20 |
| 70 PLUS | 13 | 9 | 1 | 3 | | | 6 |
| TOTAL | 440 | 210 | 152 | 61 | 16 | 1 | 340 |

Table C6

UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2012-2013

| JOB CATEGORY | TOTAL | WHITE | BLACK | HISPANIC | ASIAN | INDIAN | FEMALE |
|------------------------|------------|------------|------------|-----------|-----------|----------|------------|
| ADMINISTRATIVE SUPPORT | | | | | | | |
| \$ 0.1 - 15.9 | 3 | 1 | 1 | 1 | | | 3 |
| 16.0 - 19.9 | 1 | 1 | | | | | |
| 20.0 - 24.9 | 3 | 1 | 2 | | | | 3 |
| 25.0 - 32.9 | 223 | 107 | 68 | 43 | 5 | | 189 |
| 33.0 - 42.9 | 147 | 91 | 33 | 18 | 4 | 1 | 116 |
| 43.0 - 54.9 | 105 | 64 | 30 | 9 | 2 | | 88 |
| 55.0 - 69.9 | 64 | 42 | 16 | 4 | 2 | | 50 |
| 70 PLUS | 4 | 3 | | 1 | | | 3 |
| TOTAL | 550 | 310 | 150 | 76 | 13 | 1 | 452 |

Table C7

UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2012-2013

| 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 | 37 | 20 | 6 | 8 | | 3 | 2 |
| 33.0 - 42.9 | 158 | 87 | 23 | 43 | 5 | | 3 |
| 43.0 - 54.9 | 108 | 74 | 14 | 17 | 3 | | |
| 55.0 - 69.9 | 55 | 45 | 3 | 6 | 1 | | 1 |
| 70 PLUS | 57 | 49 | 5 | 3 | | | |
| TOTAL | 415 | 275 | 51 | 77 | 9 | 3 | 6 |

Table C8

UTILIZATION ANALYSIS OF TOTAL WORK FORCE
BY SALARY LEVEL AND JOB CATEGORY -- MALE/FEMALE
2012-2013

| JOB CATEGORY | TOTAL | WHITE | BLACK | HISPANIC | ASIAN | INDIAN | FEMALE |
|---------------------|------------|------------|------------|------------|----------|----------|-----------|
| SERVICE MAINTENANCE | | | | | | | |
| \$ 0.1 - 15.9 | 24 | 22 | | 2 | | | 2 |
| 16.0 - 19.9 | 7 | 5 | 2 | | | | 1 |
| 20.0 - 24.9 | 5 | 3 | 2 | | | | 2 |
| 25.0 - 32.9 | 236 | 92 | 81 | 60 | 2 | 1 | 31 |
| 33.0 - 42.9 | 243 | 140 | 49 | 50 | 3 | 1 | 40 |
| 43.0 - 54.9 | 99 | 57 | 27 | 15 | | | 16 |
| 55.0 - 69.9 | 43 | 30 | 11 | 1 | 1 | | 5 |
| 70 PLUS | 11 | 9 | 1 | 1 | | | 1 |
| TOTAL | 668 | 358 | 173 | 129 | 6 | 2 | 98 |

| Table D NEW HIRES BY JOB CATEGORY, RACE AND FEMALES 2012-2013 | | | | | | | |
|--|------------|-------------------|------------------|------------------|----------------|---------------|------------------|
| JOB CATEGORY | TOTAL | WHITE (%) | BLACK (%) | HISPANIC (%) | ASIAN (%) | INDIAN (%) | FEMALES (%) |
| Officials/Administrators | 4 | 4 (100) | | | | | 1 (25.0) |
| Professional | 49 | 30 (61.2) | 11 (22.5) | 5 (10.2) | 3 (6.1) | | 29 (59.2) |
| Technicians | 18 | 13 (72.2) | 1 (6.0) | 3 (17.0) | 1 (6.0) | | 5 (3.0) |
| Protective Services | 0 | | | | | | |
| Paraprofessional | 29 | 15 (51.7) | 5 (17.2) | 9 (31.0) | | | 20 (69.0) |
| Administrative Support | 45 | 25 (55.6) | 10 (22.3) | 9 (20.0) | | 1 (2.3) | 33 (73.4) |
| Skilled Craft | 14 | 9 (64.3) | | 5 (35.8) | | | |
| Service Maintenance | 52 | 31 (59.7) | 8 (15.4) | 12 (23.1) | 1 (2.0) | | 5 (9.7) |
| TOTAL | 211 | 127 (60.2) | 35 (16.6) | 43 (20.4) | 5 (2.4) | 1 (.5) | 93 (44.1) |

**Table E TERMINATIONS BY JOB CATEGORY, RACE AND FEMALES
2012-2013**

| JOB CATEGORY | TOTAL | WHITE (%) | BLACK (%) | HISPANIC (%) | ASIAN (%) | INDIAN (%) | FEMALES (%) |
|--------------------------|------------|-------------------|------------------|------------------|-----------------|---------------|-------------------|
| Officials/Administrators | 13 | 11 (84.7) | 1 (7.7) | 1 (7.7) | | | 3 (23.1) |
| Professional | 99 | 61 (61.7) | 23 (23.3) | 9 (9.1) | 6 (6.1) | | 48 (48.5) |
| Technician | 30 | 25 (83.4) | 1 (3.4) | 4 (13.4) | | | 2 (6.7) |
| Protective Services | 32 | 29 (90.7) | 2 (6.3) | | | 1 (3.2) | 1 (3.2) |
| Paraprofessional | 53 | 28 (52.9) | 16 (30.2) | 8 (15.1) | 1 (1.9) | | 43 (81.2) |
| Administrative Support | 52 | 35 (67.4) | 10 (19.3) | 6 (11.6) | 1 (2.0) | | 40 (77.0) |
| Skilled Craft | 19 | 15 (79.0) | 3 (15.8) | 1 (5.3) | | | 1 (5.3) |
| Service Maintenance | 73 | 36 (49.4) | 26 (35.7) | 9 (12.4) | 2 (2.8) | | 17 (23.3) |
| TOTAL | 371 | 240 (64.7) | 82 (22.2) | 38 (10.3) | 10 (2.7) | 1 (.3) | 155 (41.8) |

TABLE F HIRES AND TERMINATIONS BY DEPARTMENT—MALE/FEMALE 2012-2013

| 2012-2013 | Terminations by race and sex | | | | | | Hires by race and sex | | | | | |
|-----------------------|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------------------|-----------|-----------|-----------|-----------|-----------|
| | | | | | | | | | | | | |
| Administration | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Airports | 4 | 1 | 1 | 0 | 1 | 0 | 5 | 1 | 0 | 0 | 0 | 0 |
| Community Services | 5 | 12 | 10 | 31 | 3 | 6 | 2 | 4 | 0 | 10 | 1 | 4 |
| Cooperative Extension | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 1 | 1 |
| County Attorney | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| County Commission | 3 | 2 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 |
| Court Administration | 1 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 0 | 0 |
| Criminal Justice | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DES | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 2 | 1 | 3 | 0 | 0 |
| Engineering | 18 | 5 | 4 | 0 | 3 | 1 | 16 | 2 | 3 | 0 | 2 | 1 |
| ERM | 3 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 0 | 0 | 0 |
| FD&O | 6 | 2 | 2 | 0 | 1 | 0 | 7 | 5 | 0 | 1 | 1 | 1 |
| Fire Rescue | 40 | 5 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Human Resources | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Internal Audit | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| ISS | 6 | 2 | 1 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Library | 4 | 20 | 0 | 0 | 0 | 2 | 2 | 12 | 0 | 3 | 1 | 9 |
| MPO | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Medical Examiner | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 |
| OEO | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| OFMB | 2 | 1 | 0 | 1 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 0 |
| OSBA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Palm Tran | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Parks & Recreation | 19 | 10 | 6 | 4 | 2 | 1 | 15 | 3 | 3 | 3 | 9 | 0 |
| PZ&B | 6 | 1 | 0 | 0 | 2 | 0 | 4 | 5 | 1 | 3 | 0 | 2 |
| Public Affairs | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Public Safety | 16 | 16 | 2 | 5 | 2 | 6 | 4 | 14 | 1 | 4 | 2 | 0 |
| Purchasing | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 2 | 0 | 0 | 1 | 0 |
| Risk Management | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 0 |
| Tourist Development | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| Water Utilities | 19 | 4 | 7 | 0 | 2 | 0 | 18 | 1 | 0 | 0 | 5 | 1 |
| TOTAL | 156 | 88 | 38 | 43 | 21 | 20 | 82 | 58 | 11 | 29 | 26 | 20 |

| Table G PROMOTIONS BY JOB CATEGORY, RACE AND FEMALES 2012-2013 | | | | | | | |
|---|------------|-------------------|------------------|------------------|----------------|----------------|------------------|
| JOB CATEGORY | TOTAL | WHITE (%) | BLACK (%) | HISPANIC (%) | ASIAN (%) | INDIAN (%) | FEMALES (%) |
| Officials/Administrators | 7 | 7 (100) | | | | | 3 (42.9) |
| Professionals | 63 | 34 (54.0) | 12 (19.1) | 11 (17.5) | 5 (8.0) | 1 (1.6) | 38 (60.4) |
| Technicians | 21 | 14 (66.7) | 1 (4.8) | 5 (23.9) | 1 (4.8) | | 5 (23.9) |
| Protective Services | 0 | | | | | | |
| Paraprofessional | 15 | 11 (73.4) | 2 (13.4) | 2 (13.4) | | | 9 (60.0) |
| Administrative Support | 15 | 11 (73.4) | | 4 (26.7) | | | 13 (86.7) |
| Skilled Craft | 17 | 14 (82.4) | 1 (5.9) | 1 (5.9) | | 1 (5.9) | |
| Service Maintenance | 24 | 13 (54.2) | 4 (16.7) | 7 (29.2) | | | 7 (29.2) |
| TOTAL | 162 | 104 (64.2) | 20 (12.4) | 30 (18.6) | 6 (3.8) | 2 (1.3) | 75 (46.3) |

TARGETED POSITIONS FOR 2013 - 2014

AIRPORTS

| | |
|--------------------------------------|-----------------|
| Airport Operations Division (902) | |
| 22 - Professional | F 50.0% |
| Airport Terminal Operations (903) | |
| 25 - Paraprofessional | F 61.6% |
| 26 - Administrative Support | B 8.3% F 58.4% |
| Airport Maintenance Division (905) | |
| 23 - Technician | F 50.0% |
| 26 - Administrative Support | F 60.0% |
| 28 - Service/Maintenance | F 42.9% H 28.6% |
| Airport Planning & Development (906) | |
| 23 - Technician | F 50.0% |
| Airport Technical Support (908) | |
| 22 - Professional | F 50.0% |
| Airport Terminal Division (910) | |
| 23 - Technician | F 60.0% |
| 27 - Skill Craft | H 31.6% B10.6% |
| 28 - Service/Maintenance | F 33.3% |

COMMUNITY SERVICES

| | |
|---------------------------------------|---------|
| Head Start & Children Services (2110) | |
| 22 - Professional | H 10.3% |
| 28 - Service/Maintenance | H 30.0% |
| Early Head Start (2115) | |
| 25 - Paraprofessional | H 13.4% |

COUNTY ATTORNEY

| | |
|-----------------------------|---------|
| 22 - Professional | H 9.6% |
| 26 - Administrative Support | H 13.4% |

COUNTY COOPERATIVE EXT SVC

| | |
|-------------------|---------|
| 22 - Professional | F 50.0% |
|-------------------|---------|

COURT ADMINISTRATION

| | |
|-----------------------------|---------|
| 22 - Professional | F 50.0% |
| 23 - Technician | F 60.0% |
| 26 - Administrative Support | F 50.0% |

DEPARTMENT OF ECONOMIC SUSTAINABILITY

| | |
|-----------------------------|---------|
| 22 - Professional | H 9.1% |
| 23 - Technician | F 33.3% |
| 26 - Administrative Support | H 12.5% |

TARGETED POSITIONS FOR 2013 - 2014

ENGINEERING AND PUBLIC WORKS

Engineering Administrative Services (2303)

26 - Administrative Support B 14.3%

Roadway Production (2307)

22 - Professional F 52.7% H 10.5%

23 - Technician F 55.6% B 16.7% H 11.2%

Construction Coordination (2310)

23 - Technician F 60.0% H 6.7% B 13.4%

Land Development (2340)

22 - Professional F 40.0%

Bridge Maint & Operations (2372)

23 - Technician F 33.3%

27 - Skill Craft B 10.0% H 30.0% F 5.0%

28 - Service/Maintenance F 25.0% H 25.0% B 25.0%

Bridgetender Bascule (2373)

28 - Service/Maintenance H 29.1% B 22.6% F 42.0%

Road Maintenance Section (2377)

23 - Technician F 33.3%

27 - Skill Craft H 31.3%

28 - Service/Maintenance F 42.9% H 28.6%

Road Maintenance District 5 (2378)

28 - Service/Maintenance F 25.0%

Streetscape Maintenance Section (2379)

22 - Professional F 50.0%

23 - Technician F 60.0%

28 - Service/Maintenance F 33.3%

Traffic Engineering (2380)

22 - Professional F 50.0%

23 - Technician F 59.6% B 17.1% H 12.8%

26 - Administrative Support H 10.0%

28 - Service/Maintenance F 42.0% H 29.1% B 22.6%

ENVIRONMENTAL RESOURCES

Administration (5300)

22 - Professional F 54.5% B 10.3% H 10.3%

23 - Technician F 53.9% B 15.4%

28 - Service/Maintenance F 40.0% B 20.0%

Mosquito Control (5305)

28 - Service/Maintenance F 40.0%

TARGETED POSITIONS FOR 2013 - 2014

FACILITIES DEVELOPMENT AND OPERATIONS

Administration (2400)

28 - Service/Maintenance F 40.0%

Property & Real Estate Mgmt (2401)

22 - Professional F 42.9%

Capital Improvements (2402)

22 - Professional F 33.3%

23 - Technician F 44.5%

Electronics Services & Security Access (2405)

22 - Professional F 50.0%

23 - Technician F 58.7%

28 - Service Maintenance F 42.0% H 29.1%

Criminal Justice Complex (2912)

23 - Technician F 60.0%

27 - Skill Craft F 5.9% H 29.5%

Governmental Center (2915)

23 - Technician F 50.0%

26 - Administrative Support H 12.5%

27 - Skill Craft F 5.9% B 11.8% H 29.5%

North Region (2917)

27 - Skill Craft H 31.9% B 9.1% F 4.5%

Central Region (2919)

27 - Skill Craft F 4.3%

West Region (2921)

23 - Technician F 33.3%

27 - Skill Craft F 5.0% H 30.0%

Fleet Management Direct (2390)

22 - Professional F 42.9%

27 - Skill Craft F 5.8% H 31.5%

28 - Service/Maintenance H 25.0%

FIRE RESCUE

Fire Rescue Support Services (151)

23 - Technician F 57.2%

25 - Paraprofessional F 33.4%

27 - Skill Craft H 27.8% B 11.2% F 5.6%

Fire Rescue Operations (152)

22 - Professional F 50.0%

24 - Protective Services B 9.1% F 45.5%

TARGETED POSITIONS FOR 2013 - 2014

| | |
|---|-------------------------|
| Fire Rescue Fiscal Planning (153) | |
| 26 – Administrative Support | B 7.7% |
| Fire Rescue Facilities/Communication (154) | |
| 27 – Skill Craft | H 25.0% |
| Fire Rescue Alarm Office (155) | |
| 26 – Administrative Support | H 14.0% B 14.0% |
| Fire Rescue Technology (156) | |
| 22 - Professional | F 50.0% |
| 23 – Technician | F 50.0% |
| Fire Rescue Bureau of Safety Services (160) | |
| 24 - Protective Services | B 11.5% F 42.9% |
| Fire Rescue Training (165) | |
| 23 - Technician | F 33.3% |
| 24 - Protective Services | F 42.9% |
| Battalion #1 (170) | |
| 22 - Professional | F 50.0% |
| 24 - Protective Services | B 11.9% F 45.0% |
| Battalion #2 (175) | |
| 24 - Protective Services | F 45.2% B 12.0% |
| Battalion #3 (180) | |
| 22 - Professional | F 55.0% H 10.0% B 10.0% |
| 24 - Protective Services | B 11.9% F 45.4% |
| Battalion #4 (185) | |
| 22 - Professional | F 50.0% B 10.0% |
| 24 - Protective Services | F 45.4% B 11.9% |
| Battalion #5 (190) | |
| 22 - Professional | F 42.9% |
| 24 - Protective Services | F 45.6% B 12.0% |
| Battalion #7 (192) | |
| 22 - Professional | F 42.9% |
| 24 - Protective Services | B 11.2% F 44.5% |
| Battalion #8 (195) | |
| 24 - Protective Services | F 44.5% |
| Battalion #9 (196) | |
| 22 - Professional | F 42.9% |
| 24 - Protective Services | B 10.8% F 44.7% |
| ISS | |
| 22 - Professional | B 10.9% F 54.8% |
| 23 - Technician | F 58.9% B 17.7% H 11.8% |

TARGETED POSITIONS FOR 2013 - 2014

LIBRARY (3700)

| | |
|-----------------------------|-----------------|
| 22 – Professional | H 11.5% B 9.9% |
| 23 - Technician | F 57.2% B 14.3% |
| 25 – Paraprofessional | H 14.9% |
| 26 – Administrative Support | H 13.8% |
| 28 – Service/Maintenance | F. 33.3% |

Library Branch Public Services (3701)

| | |
|-----------------------------|-----------------|
| 22 - Professional | B 11.0% H 11.0% |
| 25 - Paraprofessional | B 14.5% H 14.5% |
| 26 – Administrative Support | H 13.4% |

MEDICAL EXAMINER

| | |
|-------------------|---------|
| 22 - Professional | F 44.5% |
|-------------------|---------|

OFMB

Fixed Assets (381)

| | |
|-------------------|---------|
| 22 - Professional | F 33.3% |
|-------------------|---------|

PARKS & RECREATION

Administration (4100)

| | |
|-----------------------------|---------|
| 26 – Administrative Support | B 11.1% |
|-----------------------------|---------|

Park Maintenance Administration (4105)

| | |
|--------------------------|---------|
| 23 - Technician | F 33.3% |
| 28 – Service/Maintenance | F 33.3% |

Therapeutic Recreation (4106)

| | |
|-------------------|--------|
| 22 – Professional | H 9.1% |
|-------------------|--------|

Parks Planning & Design (4108)

| | |
|-------------------|---------|
| 22 - Professional | F 50.0% |
| 23 - Technician | F 33.3% |

Morikami Museum(4112)

| | |
|--------------------------|---------|
| 27 – Skill Craft | H 25.0% |
| 28 - Service/Maintenance | B 25.0% |

Aquatics Operations (4113)

| | |
|--------------------------|-------------------------|
| 28 - Service/Maintenance | F 43.4% B 24.6% H 30.2% |
|--------------------------|-------------------------|

Westgate Rec Center (4116)

| | |
|-------------------|---------|
| 22 - Professional | F 50.0% |
|-------------------|---------|

Okeeheelee Golf Course (4122)

| | |
|--------------------------|-------------------------|
| 22 - Professional | F 50.0% |
| 28 - Service/Maintenance | F 33.4% H 16.7% B 16.7% |

Lake Lytal Pool (4123)

| | |
|--------------------------|---------|
| 28 - Service/Maintenance | F 33.3% |
|--------------------------|---------|

TARGETED POSITIONS FOR 2013 - 2014

| | |
|---|-------------------------|
| Parks Security Section (4127) | |
| 28 - Service/Maintenance | B 21.5% F 42.9% H 28.6% |
| John Prince Golf Center (4132) | |
| 22 - Professional | F 50.0% |
| Park Ridge Golf Course (4133) | |
| 28 - Service/Maintenance | B 16.7% H 16.7% F 33.4% |
| Osprey Point Golf Course (4134) | |
| 22 - Professional | F 50.0% |
| 28 - Service/Maintenance | H 25.0% B 25.0% F 37.5% |
| Riverbend Programming (4139) | |
| 22 - Professional | F 50.0% |
| Park Natural Resources (4142) | |
| 28 - Service/Maintenance | F 41.2% H 29.5% |
| Parks Renovation Coordination (4143) | |
| 23 - Technician | F 33.3% |
| Parks Trades Construction/Electricians (4144) | |
| 27 - Skill Craft | B 9.6% F 4.8% H 28.6% |
| Parks Trades Maintenance (4145) | |
| 27 - Skill Craft | H 31.6% |
| Parks North Central District (4146) | |
| 28 - Service/Maintenance | F 42.4% |
| Parks North District (4147) | |
| 28 - Service/Maintenance | H 28.0% F 44.0% |
| Parks Central District (4148) | |
| 28 - Service/Maintenance | F 43.5% |
| Parks South District (4149) | |
| 28 - Service/Maintenance | H 28.2% F 43.8% |
| Parks Glades District (4150) | |
| 28 - Service/Maintenance | H 30.0% F 40.0% |
| Golf Course Administration (4151) | |
| 22 - Professional | F 50.0% |
| PLANNING, ZONING & BUILDING | |
| Administration (4500) | |
| 26 - Administrative Support | H 12.5% |
| PZB Building Division (4510) | |
| 23 - Technician | F 59.5% H 12.7% B 19.0% |
| PZB Code Enforcement Division (4513) | |
| 23 - Technician | B 15.4% 57.7% |

TARGETED POSITIONS FOR 2013 - 2014

| | |
|---|-----------------|
| PZB Contractors Certification Division (4520) | |
| 23 – Technician | F 50.0% |
| PZB Planning Division (4530) | |
| 22 - Professional | F 52.0% |
| PZB Zoning Division (4540) | |
| 23 - Technician | F 50.0% |
| PUBLIC AFFAIRS | |
| Channel 20 (211) | |
| 22 – Professional | F 50.0% |
| 23 - Technical | F 58.4% B 16.7% |
| PUBLIC SAFETY | |
| Animal Care & Control Division (4705) | |
| 26 – Administrative Support | H 11.2% |
| 28 - Service/Maintenance | B 24.6% H 29.9% |
| Emergency Management Division (4710) | |
| 22 - Professional | F 44.5% |
| 23 – Technician | F 50.0% |
| Highridge Family Center (4742) | |
| 22 – Professional | H 9.1% F 54.6% |
| PURCHASING | |
| Administration (4900) | |
| 26 – Administrative Support | H 14.3% |
| Stores/Warehouse/Courier Section (4915) | |
| 26 - Administrative Support | F 58.4% |
| WATER UTILITIES | |
| Finance & Administration (5200) | |
| 22 - Professional | F 53.9% |
| 26 – Administrative Support | F 56.3% |
| WUD Engineering Svcs (5205) | |
| 22 - Professional | F 50.0% B 7.2% |
| 23 - Technician | B 16.7% F 58.4% |
| WUD Regulation Compliance & Lab (5206) | |
| 22 – Professional | H 7.7% F 53.9% |
| WUD Customer Svc (5210) | |
| 28 - Service/Maintenance | F 41.7% H 30.6% |
| WUD GUA Customer Service (5211) | |
| 28 - Service/Maintenance | F 42.9% |

TARGETED POSITIONS FOR 2013 - 2014

WUD Lines/Lift Stations North (5215)

| | |
|-----------------------------|------------------------|
| 22 – Professional | F 50.0% |
| 23 - Technician | F 50.0% B 12.5% |
| 26 – Administrative Support | H 14.3% |
| 27 - Skill Craft | B 10.6% H 21.1% F 5.3% |
| 28 - Service/Maintenance | F 43.4% B 25.0% |

WUD Lines/Lift Stations South (5216)

| | |
|--------------------------|-----------------|
| 23 - Technician | F 50.0% |
| 28 - Service/Maintenance | F 43.4% H 30.0% |

WUD GUA Lines & Lift Stations (5217)

| | |
|--------------------------|----------------|
| 28 - Service/Maintenance | H 22.3%F 39.6% |
|--------------------------|----------------|

WUD Treatment Plants North (5220)

| | |
|------------------|-----------------|
| 23 - Technician | F 59.3% B 18.6% |
| 27 - Skill Craft | H 22.3% B 11.1% |

WUD Treatment Plants South (5221)

| | |
|--------------------------|-------------------------|
| 23 - Technician | F 59.6% H 12.0% B 19.1% |
| 27 - Skill Craft | H 28.6% |
| 28 - Service/Maintenance | F 25.0% B 25.0% H 25.0% |

WUD GUA Plants (5222)

| | |
|-----------------|-----------------|
| 23 - Technician | F 59.1% B 18.2% |
|-----------------|-----------------|

PROBLEM AREAS

Employment of Hispanics

Although there has been an overall increase in representation Hispanics continue to be underutilized in all classifications except Protective Services.

Technicians

The SMSA shows a 60.0% availability for females but only 18.3% is employed.

Protective Services

The greatest underrepresentation is among Blacks where the SMSA shows a 12.1% availability but only 6.0% is employed. Females are underrepresented with the greatest disparity which is 37.3% below the SMSA.

ORIENTED PROGRAMS/PROCEDURES

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

1. Recruitment & Selection (R & S)

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

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

Positions with a Pay Grade of 35 or more (salary of \$51,001) may be advertised in a minority publication in each city in which those vacancies are advertised, if necessary. 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.

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. R & S staff follows the Uniform Guidelines on Employee Selection Procedures and audit all unscored selection procedures to ensure objectivity. R & S is made up of a diverse staff who receives on-going training to ensure the selection processes remain nondiscriminatory.

2. Compensation and Records (C & R) Section

There are two (2) 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 distributes 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, sexual orientation, and gender identity or expression.

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 AMENDMENTS ACT OF 2008, AND THE VIETNAM VETERANS READJUSTMENT ACT OF 1974

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

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

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

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

will engage in an interactive process to clarify what the employee needs and identify the appropriate reasonable accommodation. The County executes its policy to provide reasonable accommodations consistently and in accordance with federal guidelines.

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

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

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

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

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

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

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, water parks 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.