

# EEOP Utilization Report



Tue Sep 01 09:28:44 EDT 2015

## Step 1: Introductory Information

**Grant Title:** BJA FY 14 Edward Byrne Memorial Justice Assistance Grant (JAG)  
Program: Local **Grant Number:** 2014-DJ-██████████

**Grantee Name:** ██████████ County Board of County Commissioners **Award Amount:** \$164,802.00

**Grantee Type:** Local Government Agency

**Address:** ██████████  
██████████  
██████████

**Contact Person:** ██████████ **Telephone #:** 5 ██████████

**Contact Address:** ██████████  
██████████  
██████████

**DOJ Grant Manager:** ██████████ **DOJ Telephone #:** ██████████

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**Grant Title:** BJA FY 13 Edward Byrne Memorial Justice Assistance Grant (JAG)  
Program: Local **Grant Number:** 2013-DJ-██████████

**Grantee Name:** ██████████ County Board of County Commissioners **Award Amount:** \$158,794.00

**Grantee Type:** Local Government Agency

**Address:** ██████████  
██████████  
██████████

**Contact Person:** ██████████ **Telephone #:** ██████████

**Contact Address:** ██████████  
██████████  
██████████

**DOJ Grant Manager:** ██████████ **DOJ Telephone #:** ██████████

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**Grant Title:** BJA FY 12 Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects: Implementation Projects **Grant Number:** 2012-CZ-██████████

**Grantee Name:** ██████████ County Board of County Commissioners **Award Amount:** \$2,250,000.00

**Grantee Type:** Local Government Agency

**Address:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Contact Person:** [REDACTED]

**Telephone #:** [REDACTED]

**Contact Address:** [REDACTED]  
[REDACTED]  
[REDACTED]

**DOJ Grant Manager:** [REDACTED]

**DOJ Telephone #:** [REDACTED]

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**Grant Title:** OJJDP FY 13 Second Chance Act  
Juvenile Reentry Program:  
Category 2: Implementation  
Projects

**Grant Number:** 2013-CZ-[REDACTED]

**Grantee Name:** [REDACTED] County Board of  
County Commissioners

**Award Amount:** \$750,000.00

**Grantee Type:** Local Government Agency

**Address:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Contact Person:** [REDACTED]

**Telephone #:** [REDACTED]

**Contact Address:** [REDACTED]  
[REDACTED]  
[REDACTED]

**DOJ Grant Manager:** [REDACTED]

**DOJ Telephone #:** [REDACTED]

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**Grant Title:** Edward Byrne Memorial Justice  
Assistance Grant Program

**Grant Number:** 2014-JAGC-[REDACTED]

**Grantee Name:** [REDACTED] County Board of  
County Commissioners

**Award Amount:** \$100,000.00

**Grantee Type:** Local Government Agency

**Address:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Contact Person:** [REDACTED]

**Telephone #:** [REDACTED]

**Contact Address:** [REDACTED]  
[REDACTED]  
[REDACTED]

**State Granting  
Agency:** Florida

**Grant Number:** 2014-JAGC-[REDACTED]

**Contact Name:** [REDACTED]

Contact Address: [REDACTED]  
[REDACTED]  
[REDACTED]  
Telephone #: [REDACTED]

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Grant Title: Edward Byrne Memorial Justice Assistance Grant Program Grant Number: 2015-JAGC-[REDACTED]

Grantee Name: [REDACTED] County Board of County Commissioners Award Amount: \$50,000.00

Grantee Type: Local Government Agency

Address: [REDACTED]  
[REDACTED]  
[REDACTED]

Contact Person: [REDACTED] Telephone #: [REDACTED]

Contact Address: [REDACTED]  
[REDACTED]  
[REDACTED]

State Granting Agency: State of Florida Grant Number: 2015-JAGC-[REDACTED]

Contact Name: [REDACTED]

Contact Address: [REDACTED]  
[REDACTED]  
[REDACTED]

Telephone #: [REDACTED]

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Grant Title: Edward Byrne Memorial Justice Assistance Grant Program Grant Number: 2015-JAGC-[REDACTED]

Grantee Name: [REDACTED] County Board of County Commissioners Award Amount: \$110,224.00

Grantee Type: Local Government Agency

Address: [REDACTED]  
[REDACTED]  
[REDACTED]

Contact Person: [REDACTED] Telephone #: [REDACTED]

Contact Address: [REDACTED]  
[REDACTED]  
[REDACTED]

State Granting Agency: State of Florida Grant Number: 2015-JAGC-[REDACTED]

**Contact Name:** [REDACTED]  
**Contact Address:** [REDACTED]  
[REDACTED]  
[REDACTED]  
**Telephone #:** [REDACTED]

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**Grant Title:** Edward Byrne Memorial Justice Assistance Grant Program      **Grant Number:** 2015-JAGC-[REDACTED]

**Grantee Name:** [REDACTED] County Board of County Commissioners      **Award Amount:** \$181,003.00

**Grantee Type:** Local Government Agency

**Address:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Contact Person:** [REDACTED]      **Telephone #:** [REDACTED]

**Contact Address:** [REDACTED]  
[REDACTED]  
[REDACTED]

**State Granting Agency:** State of Florida      **Grant Number:** 2015-JAGC-[REDACTED]

**Contact Name:** [REDACTED]

**Contact Address:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Telephone #:** [REDACTED]

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**Policy Statement:**

[REDACTED] 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.

## Step 4b: Narrative Underutilization Analysis

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

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

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.

## Step 5 & 6: Objectives and Steps

### 1. Recruitment & Selection (R & S)

a. The County publicize open-competitive job vacancies daily on the County's cable television channel, and the County's web page ([www.pbcgov.jobs](http://www.pbcgov.jobs)) Applications may be downloaded from the web page. Vacancy announcements are available 24 hours daily on the recorded telephone Job Hotline [REDACTED]. 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.  
(See attached hard copy)

### 2. Compensation and Records (C & R) Section

a. 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.

[REDACTED] has a Living Wage ordinance that ensures wages are current with the market. This ordinance can be found in the [REDACTED] 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 [REDACTED].

### 3. Fair Employment Programs Section (FEP)

a. 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  
(see attached hard copy)

### 4. Employee Relations and Training & Organizational Development

a. 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.

## **Step 7a: Internal Dissemination**

### 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).

## **Step 7b: External Dissemination**

### 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](http://www.pbcgov.com).

**Utilization Analysis Chart**  
**Relevant Labor Market: ██████████ County, Florida**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	61/53%	5/4%	7/6%	0/0%	2/2%	0/0%	0/0%	0/0%	33/28%	2/2%	6/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	37,100/48%	4,705/6%	3,420/4%	60/0%	930/1%	0/0%	320/0%	160/0%	21,805/28%	3,810/5%	3,430/4%	55/0%	570/1%	0/0%	60/0%	250/0%
Utilization #/%	4%	-2%	2%	-0%	1%	0%	-0%	-0%	0%	-3%	1%	-0%	-1%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	417/35%	48/4%	67/6%	5/0%	41/3%	0/0%	0/0%	0/0%	391/32%	57/5%	153/13%	0/0%	29/2%	0/0%	0/0%	0/0%
CLS #/%	33,200/33%	5,015/5%	3,435/3%	4/0%	2,010/2%	115/0%	275/0%	250/0%	37,745/38%	6,610/7%	8,120/8%	150/0%	1,935/2%	15/0%	420/0%	335/0%
Utilization #/%	1%	-1%	2%	0%	1%	-0%	-0%	-0%	-6%	-2%	5%	-0%	0%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	331/62%	47/9%	48/9%	3/1%	5/1%	0/0%	0/0%	0/0%	66/12%	13/2%	14/3%	0/0%	4/1%	0/0%	0/0%	0/0%
CLS #/%	3,990/25%	885/5%	845/5%	0/0%	615/4%	55/0%	18/0%	35/0%	5,460/34%	1,335/8%	2,450/15%	0/0%	225/1%	40/0%	65/0%	90/1%
Utilization #/%	38%	3%	4%	1%	-3%	-0%	-0%	-0%	-21%	-6%	-13%	0%	-1%	-0%	-0%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	794/72%	136/12%	62/6%	2/0%	11/1%	0/0%	0/0%	0/0%	72/7%	11/1%	4/0%	0/0%	4/0%	0/0%	0/0%	0/0%
CLS #/%	6,410/50%	910/7%	2,350/18%	10/0%	100/1%	0/0%	4/0%	155/1%	1,110/9%	295/2%	1,490/12%	10/0%	15/0%	0/0%	60/0%	0/0%
Utilization #/%	23%	5%	-13%	0%	0%	0%	-0%	-1%	-2%	-1%	-11%	-0%	0%	0%	-0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	640/44%	20/1%	120/8%	0/0%	0/0%	0/0%	4/0%	0/0%	520/36%	60/4%	80/6%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	115/12%	31/3%	42/4%	2/0%	8/1%	0/0%	0/0%	0/0%	405/41%	106/11%	260/26%	0/0%	21/2%	0/0%	0/0%	0/0%
CLS #/%	41,675/25%	9,745/6%	8,810/5%	120/0%	1,965/1%	35/0%	515/0%	475/0%	68,520/40%	17,790/11%	16,040/9%	140/0%	2,040/1%	50/0%	705/0%	735/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%								%	%	%					
Utilization #/%	-13%	-3%	-1%	0%	-0%	-0%	-0%	-0%	0%	0%	17%	-0%	1%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	271/65%	75/18%	51/12%	2/0%	9/2%	0/0%	0/0%	0/0%	4/1%	2/0%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25,700/49%	16,425/31%	5,850/11%	110/0%	440/1%	35/0%	315/1%	250/0%	1,880/4%	870/2%	245/0%	0/0%	90/0%	0/0%	0/0%	105/0%
Utilization #/%	16%	-13%	1%	0%	1%	-0%	-1%	-0%	-3%	-1%	-0%	0%	-0%	0%	0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	284/43%	120/18%	159/24%	2/0%	6/1%	0/0%	0/0%	0/0%	74/11%	9/1%	14/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	34,560/22%	28,865/18%	18,720/12%	70/0%	1,685/1%	10/0%	425/0%	510/0%	29,650/19%	18,060/12%	20,375/13%	135/0%	1,930/1%	0/0%	545/0%	595/0%
Utilization #/%	20%	-1%	12%	0%	-0%	-0%	-0%	-0%	-8%	-10%	-11%	-0%	-1%	0%	-0%	-0%

### Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Professionals</b>									✓	✓					✓	✓
<b>Technicians</b>					✓				✓	✓	✓					
<b>Protective Services: Sworn</b>			✓					✓	✓	✓	✓				✓	
<b>Administrative Support</b>	✓	✓													✓	✓
<b>Skilled Craft</b>		✓							✓							
<b>Service/Maintenance</b>									✓	✓	✓		✓			

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: [redacted]

[redacted]

06-12-2015

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[signature]

[title]

[date]