



Alachua County

Equal Employment Opportunity Plan 2017-2019

EEO Utilization Report

Organization Information

Name: Alachua County Board Of County Commissioners

City: Gainesville

State: FL

Zip: 32601

Type: County/Municipal Government (not law enforcement)

INTRODUCTORY INFORMATION

Department of Justice FY17 grants awarded to Alachua County:

Victims of Crime Act (VOCA) FY17

- Grant Number: VOCA-2016-Alachua County Victim Ser-00704
- Award Amount: \$207,941.03
- Granting Agency: Department of Justice
- Agency Contact: Bamidele Guinyard Morrow
- Agency Phone: 850-414-3396
- Agency Address: The Capitol, PL-01 Tallahassee, FL 32399
- County Contact: Laura Kalt, 352-264-6762
- County Address: 218 SE 24th Street Gainesville, FL 32641

Byrne Direct FY17

- Grant Number: 2016-DJ-BX-1025
- Award Amount: \$43,536
- Granting Agency: Department of Justice
- Agency Contact: Tarasa Yates
- Agency Phone: 202-598-7372
- Agency Address: PO Box 1489 Tallahassee, FL 32308
- County Contact: Stuart Wegener, 352-548-3708
- County Address: 14 NE 1st Street Gainesville, FL 32601

Network Attached Storage (Court Services) FY17

- Grant Number: 2017-JAGC-ALAC-13-F9-210
- Award Amount: \$34,800
- Granting Agency: Department of Justice
- Agency Contact: Randall Smyth
- Agency Phone: 850-617-1250
- Agency Address: PO Box 1489 Tallahassee, FL 32308
- County Contact: Stuart Wegener, 352-548-3708
- County Address: 14 NE 1st Street Gainesville, FL 32601

Radios (Court Services) FY17

- Grant Number: 2017- JAGC-ALAC-13-F9-217
- Award Amount: \$34,800
- Granting Agency: Department of Justice
- Agency Contact: Randall Smyth
- Agency Phone: 850-617-1250
- Agency Address: PO Box 1489 Tallahassee, FL 32308
- County Contact: Stuart Wegener, 352-548-3708
- County Address: 14 NE 1st Street Gainesville, FL 32601

Rape Aggression Defense FY17

- Grant Number: 2017-JAGC-ALAC-7-F9-161
- Award Amount: \$6,000
- Granting Agency: Department of Justice
- Agency Contact: Patricia L. Greene
- Agency Phone: 850-617-1251
- Agency Address: The Capitol, PL-01 Tallahassee, FL 32399
- County Contact: Martha Orthoefer, Alachua County Sheriff's Office, 352-367-4180
- County Address: 2621 SE Hawthorne RD Gainesville, FL 32641

Dive Team Equipment Grant FY17

- Grant Number: 2017-JAGC-ALAC-8-F9-157
- Award Amount: \$13,370
- Granting Agency: Department of Justice
- Agency Contact: Patricia L. Greene
- Agency Phone: 850-617-1251
- Agency Address: PO Box 1489 Tallahassee, FL 32308
- County Contact: Martha Orthoefer, Alachua County Sheriff's Office, 352-367-4180
- County Address: 2621 SE Hawthorne RD Gainesville, FL 32641

Patrol Equipment Grant FY17

- Grant Number: 2017-JAGC-ALAC-6-F9-142
- Award Amount: \$16,000
- Granting Agency: Department of Justice
- Agency Contact: Patricia L. Greene
- Agency Phone: 850-617-1251
- Agency Address: PO Box 1489 Tallahassee, FL 32308
- County Contact: Martha Orthofer, Alachua County Sheriff's Office, 352-367-4180
- County Address: 2621 SE Hawthorne RD Gainesville, FL 32641

Ballistic Shields FY17

- Grant Number: 2017-JAGC-ALAC-6-F9-160
- Award Amount: \$6,277
- Granting Agency: Department of Justice
- Agency Contact: Patricia L. Greene
- Agency Phone: 850-617-1251
- Agency Address: PO Box 1489 Tallahassee, FL 32308
- County Contact: Martha Orthofer, Alachua County Sheriff's Office, 352-367-4180
- County Address: PO Box 5489 Gainesville, FL 32627

2016 State Criminal Alien Assistance FY17

- Grant Number: 2016-H0433-FL-AP
- Award Amount: \$34,800
- Granting Agency: Department of Justice
- Agency Contact: SCAAP Helpdesk, email: scaap@usdoj.gov
- Agency Phone: 202-353-4411
- Agency Address: PO Box 1489 Tallahassee, FL 32308
- County Contact: Martha Orthofer, 352-367-4180
- County Address: 2621 SE Hawthorne RD Gainesville, FL 32641

Alachua County Equal Employment Opportunity Plan

Policy Statement

Alachua County Board of County Commissioners will provide a work environment that is free from discrimination and harassment based on race, color, age, sex, religion, national origin, marital status, disability, sexual orientation, gender identity or expression or political affiliation, including such conduct from vendors, customers or others who enter our workplace. Discrimination against any person in recruitment, examination, appointment, training, promotion or any other employee action because of political opinions or affiliations or because of race, color, age, sex, religion, national origin, marital status, disability, sexual orientation, gender identity or expression is prohibited. Veteran's preference shall be given veterans in accordance with Florida Statutes.

Workforce Underutilization Analysis (see Utilization Analysis charts on pages 4-5)

For the purposes of this Equal Employment Opportunity Plan (hereafter referred to as EEO), negative utilization rates of -3.0% or greater will be considered significant under-representation. The utilization analysis of the County's workforce shows the under-representation of females and minorities in the following job categories:

- 1) White females are under-represented in five categories: Professionals (-8.3%), Technicians (-23.8%), Protective Services-Sworn (-15.5%), Skilled Craft (-3.2%) and Service/Maintenance (-13.1%).
- 2) Black or African-American females are under-represented in three categories: Technicians (-3.7%), Protective Services-Sworn (-4.6%) and Service/Maintenance (-5.5%).
- 3) Hispanic females are under-represented in two categories: Administrative Support (-5%) and Service/Maintenance (-3.2%).
- 4) Black or African-American males are under-represented in two categories: Protective Services-Sworn (-3.7%) and Administrative Support (-5%).
- 5) Hispanic males are under-represented in three categories: Protective Services-Sworn (-3.1%), Skilled Craft (-5.3%) and Service/Maintenance (-4.8%).
- 6) Asian males are under-represented in the Professionals category (-4.7%).

The utilization analysis also shows under-representation in the Protective Services Non-Sworn job category. However, due to the small number of employees in this category, 17, it is difficult to draw any reliable conclusions regarding underutilization. In contrast, the underutilization of females and minorities in the Professionals category and Protective Services-Sworn category is a concern as these categories have the largest number of County employees, 247 and 156, respectively.

The current workforce utilization analysis shows a few areas of improvement since the 2015 EEO, such as greater representation of White females in the Officials category and Asian females in the Professionals category. Minority representation has improved by 21% in the Protective Services-Sworn Category and the number of African-American females in the Service/Maintenance category has increased. However, as the utilization analysis shows, women and minorities continue to be statistically under-represented in the County's workforce. The County is committed to meeting the goals and objectives of the Alachua County Diversity and Inclusion Plan, which includes having a diverse workforce that is broadly reflective of the community we serve. To that end, the County has significantly increased funding allocated to diversity recruitment efforts and created a new Diversity Coordinator position in the Fire Department. All managers, supervisors and employees are required to attend training on the Diversity and Inclusion Plan.

Objectives and Steps

The objective is to encourage females and minorities (and specifically White females, Blacks/African-Americans, Hispanics and Asians based on their representation in the relevant labor market) to apply for job opportunities with the County, and to ensure equal opportunity in the hiring process. The goal is to increase the diversity of the County's workforce, and reduce the under-representation of females and minorities in specific job categories. With the hire of a new Fire-Rescue Diversity Coordinator, a concerted effort has been made to strategically address the under-representation of females and minorities in the Fire Department's field personnel.

Alachua County Equal Opportunity Office will take the following action steps:

- a) Conduct a workforce analysis by department to identify job classifications which will be targeted for special recruitment. All executive, management and high-level professional positions will be included in special recruitment efforts.
- b) Advertise the targeted positions on diverse recruitment resources such as national job boards, professional associations, minority professional websites, newsletters and other appropriate targeted recruitment resources.
- c) Participate in career fairs/expos in larger geographical areas to reach larger pools of under-represented groups.
- d) Use employees as ambassadors to promote the County's Diversity and Inclusion efforts.
- e) Monitor the recruitment and selection process.

- f) Review the applicant flow demographic data for targeted positions to determine whether any step in the screening and selection process had an adverse impact on female and minority applicants.
- g) Review promotional practices within the departments and encourage upward mobility opportunities that meet the goals and objectives of the EEOP.
- h) Work with the Fire-Rescue Department and the new Fire Rescue Diversity Coordinator on recruitment initiatives to diversify the applicant pool for job opportunities within the department; raise awareness/promote to under-represented groups Alachua County Fire-Rescue Services as a career field to consider.
- i) Submit quarterly hiring reports to the Board.

Internal Dissemination

- 1) A copy of the approved bi-annual EEOP will be posted on Alachua County's Intranet, the internal electronic communications system for the organization.
- 2) A departmental list of positions designated for special recruitment will be posted on the Intranet.
- 3) A copy of the EEOP will be maintained in the Equal Opportunity Office.
- 4) Each department will receive an electronic copy of the EEOP and a list of department-specific positions that are targeted for special recruitment effort.
- 5) Departmental representatives will receive a briefing on the EEOP and special recruitment efforts at the Human Resources Liaison meetings.
- 6) Managers and supervisors will receive periodic briefings on the EEOP.

External Dissemination

- 1) A PDF file of the EEOP will be posted on the Equal Opportunity Office's webpage for access by the public.

A copy of the plan is available in alternate format upon request.

Utilization Analysis Chart
Relevant Labor Market: Alachua 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 |
| Officials/Administrators | | | | | | | | | | | | | | | | |
| Workforce #/% | 21/48% | 1/2% | 4/9% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 12/27% | 3/7% | 3/7% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 6,720/45% | 325/2% | 800/5% | 60/0% | 175/1% | 0/0% | 140/1% | 30/0% | 4,845/33% | 225/2% | 1,175/8% | 4/0% | 265/2% | 0/0% | 94/1% | 0/0% |
| Utilization #/% | 2% | 0% | 4% | -0% | -1% | 0% | -1% | -0% | -5% | 5% | -1% | -0% | -2% | 0% | -1% | 0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 109/43% | 8/3% | 11/4% | 0/0% | 3/1% | 3/1% | 2/1% | 0/0% | 79/31% | 3/1% | 31/12% | 0/0% | 2/1% | 0/0% | 4/2% | 0/0% |
| CLS #/% | 12,055/36% | 895/3% | 705/2% | 4/0% | 1,870/6% | 4/0% | 125/0% | 70/0% | 13,390/40% | 1,125/3% | 1,620/5% | 15/0% | 1,080/3% | 10/0% | 120/0% | 35/0% |
| Utilization #/% | 6% | 0% | 2% | -0% | -4% | 1% | 0% | -0% | -9% | -2% | 7% | -0% | -2% | -0% | 1% | -0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 62/63% | 3/3% | 7/7% | 0/0% | 1/1% | 1/1% | 1/1% | 0/0% | 17/17% | 1/1% | 3/3% | 1/1% | 1/1% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 1,810/35% | 175/3% | 185/4% | 0/0% | 115/2% | 0/0% | 20/0% | 35/1% | 2,225/44% | 115/2% | 285/6% | 0/0% | 95/2% | 0/0% | 0/0% | 40/1% |
| Utilization #/% | 28% | -0% | 4% | 0% | -1% | 1% | 1% | -1% | -26% | -1% | -3% | 1% | -1% | 0% | 0% | -1% |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 129/77% | 4/2% | 19/11% | 0/0% | 1/1% | 1/1% | 3/2% | 0/0% | 3/2% | 1/1% | 6/4% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 1,175/54% | 100/5% | 280/13% | 0/0% | 30/1% | 0/0% | 0/0% | 35/2% | 440/20% | 10/0% | 80/4% | 0/0% | 0/0% | 0/0% | 0/0% | 10/0% |
| Utilization #/% | 23% | -2% | -2% | 0% | -1% | 1% | 2% | -2% | -19% | 0% | -0% | 0% | 0% | 0% | 0% | -0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 10/59% | 1/6% | 1/6% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 5/29% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 115/48% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 125/52% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 11% | 6% | 6% | 0% | 0% | 0% | 0% | 0% | -23% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 16/15% | 0/0% | 1/1% | 0/0% | 0/0% | 1/1% | 0/0% | 0/0% | 65/59% | 2/2% | 22/20% | 0/0% | 1/1% | 0/0% | 2/2% | 0/0% |
| CLS #/% | 8,375/26% | 875/3% | 1,855/6% | 35/0% | 315/1% | 0/0% | 130/0% | 40/0% | 15,050/46% | 1,775/5% | 3,420/10% | 30/0% | 455/1% | 10/0% | 215/1% | 30/0% |

| 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 #/% | -11% | -3% | -5% | -0% | -1% | 1% | -0% | -0% | 13% | -4% | 10% | -0% | -0% | -0% | 1% | -0% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 58/65% | 1/1% | 27/30% | 0/0% | 1/1% | 1/1% | 0/0% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 6,555/73% | 650/7% | 980/11% | 75/1% | 45/1% | 65/1% | 35/0% | 20/0% | 380/4% | 80/1% | 40/0% | 20/0% | 30/0% | 0/0% | 10/0% | 0/0% |
| Utilization #/% | -8% | -6% | 19% | -1% | 1% | 0% | -0% | -0% | -3% | -1% | -0% | -0% | -0% | 0% | -0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 14/32% | 1/2% | 17/39% | 1/2% | 0/0% | 1/2% | 1/2% | 0/0% | 5/11% | 0/0% | 4/9% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 10,700/34% | 1,975/6% | 4,570/15% | 10/0% | 435/1% | 0/0% | 110/0% | 0/0% | 7,665/24% | 1,000/3% | 4,080/13% | 20/0% | 635/2% | 0/0% | 154/0% | 90/0% |
| Utilization #/% | -2% | -4% | 24% | 2% | -1% | 2% | 2% | 0% | -13% | -3% | -4% | -0% | -2% | 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 |
| Professionals | | | | | ✓ | | | | ✓ | | | | ✓ | | | |
| Technicians | | | | | | | | | ✓ | | | | | | | |
| Protective Services: Sworn | | | | | | | | | ✓ | | | | | | | |
| Administrative Support | ✓ | | ✓ | | | | | | | | | | | | | |
| Skilled Craft | | ✓ | | | | | | | | | | | | | | |
| Service/Maintenance | | | | | | | | | ✓ | | | | | | | |

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 EEO Utilization Report.

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

Certified As Final By: Jacqueline Chung

Equal Opportunity Manager

04-04-2017

[signature]

[title]

[date]