

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

PERSONNEL POLICY DIRECTIVE

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From: Michael J. Staffopoulos, City Manager

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Purpose: It is the policy of the City of Jacksonville Beach to provide fair treatment and equal opportunity in employment for all qualified persons regardless of race, color, religion, sex (including pregnancy, gender identity, sexual orientation or status as a parent), national origin, age (40 or older), disability (physical or mental) genetic information (including family medical history) or other non-merit based factors.. It is the intention of the City of Jacksonville Beach to comply with equal opportunity laws and provisions and to establish an EEO plan that affords equal employment protections that extend to all management practice decisions, including recruitment and hiring practices, appraisal systems, promotions, training, and career development programs..

Equal Employment Opportunity Plan: Human Resources, in cooperation with other departments, will update the City's Equal Opportunity Plan based upon applicable federal and state laws, and the updated plan shall be presented to the City Manager for approval. The attached plan is approved for the period October 1, 2019 through September 30, 2021.

City Manager	Michael J. Staffopoulos	904-247-6270
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CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

POLICY AND STATEMENT

1) STATEMENT

It is the policy of the City of Jacksonville Beach to provide equal opportunity in employment for all qualified persons regardless of race, color, religion, sex (including pregnancy, gender identity, sexual orientation or status as a parent), national origin, age (40 or older), disability (physical or mental), genetic information (including family medical history) or other non-merit based factors. The City of Jacksonville Beach provides equal opportunity to all employees and applicants based upon experience, training, education, and ability to do the work. It is the City's intention to hire and promote the best-qualified candidates measured against the requirements of the job. It is also the intention of the City of Jacksonville Beach to comply with equal opportunity laws and provisions and to create a plan with goals in the areas of hiring and promoting when there are minority or female underutilizations.

This policy of equal opportunity applies to all aspects of the City of Jacksonville Beach employment policies and practices. It includes taking action to reasonably accommodate those qualified individuals with known disabilities in order for them to perform the essential functions of the job and to maintain an atmosphere free from harassment, bullying, and/or victimization. Harassment, bullying, and victimization because of race, color, religion, sex, national origin, age, disability, or genetic information are strictly prohibited. If an employee becomes aware of any discriminatory behavior or any activity which might be considered harassment, bullying, and/or victimization, it is the responsibility of the employee to report such conduct to their Supervisor, Department Director, or the Human Resources Director. Any reports made shall be investigated in the most expeditious and confidential manner possible.

Equal opportunity is not only the law, but also the principle on which the City of Jacksonville Beach bases its employment practices. Responsibility for ensuring implementation of the above policies is assigned to all Department Directors, with oversight by the Human Resources Director.

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

2) ASSIGNMENT OF RESPONSIBILITIES

HUMAN RESOURCES DIRECTOR

The Human Resources Director, in implementing the provisions of the Personnel Rules of the City of Jacksonville Beach, shall act as the Equal Employment Officer and be responsible for the general administration of the plan. It is the responsibility of the Human Resources Director:

1. To review all personnel policies, employment practices and procedures and to make recommendations to these processes in realizing full equal employment opportunity.
2. To provide for effective communication of and conformance with the requirements of the Plan, and monitor that each Department Director takes the necessary action to promote its goals.
3. To biennially review the progress of each department and submit a report to the City Manager citing program accomplishments and/or shortcomings.
4. Ensure recruitment efforts target underrepresented individuals.
5. Review all job actions to ensure elimination of discrimination.
6. Ensure all job descriptions and testing does not adversely affect any protected group.
7. Ensure all union contracts conform to the plan requirements.
8. Maintain the EEO plan and help establish program goals.
9. Provide training regarding EEO issues to employees, managers and supervisors.

DEPARTMENT DIRECTORS

The most crucial components of policy implementation are at the Department Director and Supervisory level because this is where decisions affecting employment practices are made. Department Directors are responsible for adhering to the policy and intent of the City of Jacksonville Beach's Equal Employment Opportunity Plan and accepting responsibility for progressing towards the goals and objectives of the Plan. Specifically, Department Directors shall:

1. See that the intention and provisions of this Plan are fully implemented in their respective departments.
2. Upon request submit reports to the Human Resources Director on their employment, disciplinary and job classification statistics.
3. Review job descriptions and update them accordingly and when job openings occur.
4. Hold supervisors and employees accountable for promoting equal opportunity in the

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

DEPARTMENT DIRECTORS (Continued)

work place and complying with all applicable laws.

5. Ensure supervisors are aware of their responsibilities under the Plan.
6. Review all job actions to ensure elimination of discrimination and assist the Human Resources Director in implementing the EEO Plan.

SUPERVISORS

1. Ensure that they follow all practices and policies adopted by the City in compliance with the Equal Employment Opportunity Plan.
2. Hold their employees accountable for complying with the terms of the City's Equal Employment Policy and Plan. Report any violations of the City's policy regarding equal employment.
3. Promote an atmosphere free from discrimination and harassment of any type at their worksites.

CITY EMPLOYEES

The employees of the City of Jacksonville Beach are responsible for maintaining a work climate free from harassment, bullying and/or victimization, so that the goals of the Equal Employment Opportunity Program can be achieved. Commitment to the Plan shall be a condition of employment and continued employment. Individuals found to be engaging in harassing behavior will be subject to disciplinary action, up to and including dismissal.

3) COMPLAINT PROCEDURE

If any employee believes they have been discriminated against because of race, color, religion, sex, national origin, age, disability, or genetic information, they may request a case review. Employees may utilize one of three avenues in filing a complaint: A) through their Supervisor as outlined in the grievance procedures in the personnel rules, B) directly through the Human Resources Director, or C) directly through their Department Director. These procedures do not limit an employee from reporting a complaint to supervisors or department directors in departments other than the one in which they work. The following procedures shall be used in presenting a grievance:

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

A. Grievance Procedure.

1. The grievance must be filed with the employee's immediate supervisor within seven calendar days from the date the incident which created such grievance occurred.
2. Once filed with the supervisor, the grievance procedure outlined in the Personnel Rules or applicable union contract shall be followed.

B. Filing with the Human Resources Director.

1. The grievance must be filed with the Human Resources Director within seven calendar days from the date the incident which created such grievance occurred. An extension of not more than five calendar days may be granted by the Human Resources Director.
2. The Human Resources Director shall make a careful investigation into the case and render a recommendation to the City Manager or designee within 15 working days of receipt of the complaint.
3. If the employee is dissatisfied with the decision of the Human Resources Director, they may submit a grievance in writing to the City Manager or designee within five calendar days of receipt of the Human Resources Director's recommendation. The City Manager or designee shall make such investigation and conduct such meetings as he deems necessary and shall, within 30 calendar days of receipt of the employee's grievance, render a decision in writing to the employee. The City Manager's decision shall be final.

C. Filing with the Department Director.

1. The grievance must be filed with the Department Director within seven calendar days from the date the incident occurred which created such grievance. An extension of no more than five days may be granted by the Department Director.
2. The Department Director, in cooperation with the Human Resources Director (unless the Human Resources Director is the subject of the grievance), shall make a careful investigation into the case and render a recommendation to the City Manager or designee within 15 working days of receipt of the complaint.
3. If the employee is dissatisfied with the decision of the Department Director, they may submit a grievance in writing to the City Manager or designee within five

Filing with the Department Director (Continued)

calendar days of receipt of the Department Director's recommendation. The City Manager or designee shall make such investigation and conduct such meetings as they deem necessary and shall, within 30 calendar days of receipt of the employee's grievance, render a decision in writing to the employee. The City Manager's decision shall be final.

4) NON RETALIATION

Retaliation against an employee who utilizes the above-referenced complaint procedure is prohibited. All employees are assured that no reprisal in any form will result from any complaint filed. Retaliation can include any negative job action, such as demotion, discipline, firing, salary reduction, or job or shift assignment. As long as the Complainants who feel that they have been retaliated against should file a complaint with their Supervisor or Department Director, unless it is preferred to file it directly with the Human Resources Director or City Manager's Office .

5) DISSEMINATION OF THE EQUAL EMPLOYMENT PLAN

The City will continue to makes its Equal Employment Plan known internally and externally by:

- Including the Equal Employment Policy Statement in all Personnel Policies, Union Contracts, and Employee handbooks and purchasing documents.
- Posting it on City's website and intranet.
- Placing an EEO statement on all solicitations for jobs - postings, advertisements and City websites.
- Making the Equal Employment Plan available to the public, upon request.
- Annually providing copies to Union partners and advertising sites.
- Including it in new employee and supervisory orientations and any EEO training classes.

1) WORKFORCE ANALYSIS

A workforce analysis of the city's current makeup of employees according to job category shall be reviewed at least biennially. All City positions are classified according to one of eight

WORKFORCE ANALYSIS (Continued)

categories as listed on the 2006-2010 US Census for the Jacksonville Metropolitan Service Area of Occupations of the Labor Force for EEO State and Local Government. See Attachment A for Job Classifications. This analysis shall be done on a City-wide basis, and as necessary, to satisfy grant requirements.

2) REPRESENTATION ANALYSIS

Representation Analysis provides an indication of areas that need attention, but does not provide a basis for personnel decisions as to a particular job title. The Representation Analysis compares the representation of minorities and women in each job group with their representation among those available for employment in the local labor market in order to determine underrepresentation.

Job categories containing approximately 10 or more employees, City-wide, were used in determining areas of possible underrepresentation in comparison to the local labor market. This analysis shall be done on a City-wide basis, and as necessary to satisfy grant requirements.

3) CITY POSITIONS IDENTIFIED AS AREAS OF UNDERREPRESENTATION

For areas of underrepresentation, the City has identified City positions containing 10 or more employees for which minorities and women should be targeted.

For the 2017-2019 fiscal years, the following job titles show underrepresentation and are areas upon which more concentrated recruiting shall be focused. This focus shall not grant or deny any individual employment preference because of race, color, religion, national origin, gender, age, sex, disability, genetic information or other non-merit based factors. The status report for last period's efforts and future action to target the above underrepresented groups can be found in Appendix A-Status Report & Action Plan.

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

CITY POSITIONS IDENTIFIED AS AREAS OF UNDERREPRESENTATION

City -Wide

Minorities

Department Directors

Customer Service Representatives

Police Officers & Firefighters

Police Corporals

Females

Department Directors

Police Sergeants

Police Officers & Firefighters

Maintenance Workers

Appendix A
STATUS REPORT AND ACTION PLAN

City-Wide Status Report and Action Plan

Areas of Concern:

There appears to be an underutilization of females in the categories of “Officials/ Administrators”, “Professionals” (Department Managers/Supervisors and Engineers), “Technicians” (Police Sergeants), “Protective Service” (Police Officers, Police Corporals, and Firefighters), “Skilled Craft”, “Service/Maintenance” and minority females as Police Officers, Firefighters, Utility and Maintenance workers. There also appears to be an underutilization of males and minority females in the “Administrative Support” category.

Status

Officials/Administrators and Professionals Categories

During this evaluation period, there was not much change in the makeup of the workforce in these categories, however, the City did promote one minority woman in the Professional category. There continues to be an underutilization of minorities and females in these categories. While 40% of the Official/Administrators and Professional workers are women in support functions, such as Finance and Human Resources, certain departments such as , Information Technology, Fire, Electric and Planning, continue to reflect an underrepresentation of minorities and females. Future retirements and position turnover will provide more opportunity to fill these jobs with minorities and females.

Technicians Category

The Technicians Category includes Police Sergeant positions, as well as 911 Communications Operators. The City has a good representation of females in the 911 center, and one minority female was hired during the period under review. It will take time for more females to move up into the Police ranks. This category also includes the Meter Division and System Operators in the electric operations area. Promotional opportunities for women may arise due to retirements and turnover in this category. At such time, an emphasis on recruiting and training females to obtain required certifications will be made.

Protective Service Category

Since the last evaluation, the City has been successful in filling black male underutilization gaps in the Police Department. While there is still underutilization of females in this category, the City continues to be successful in retaining the female level that it had the last reporting period. The City continues to have female and minority underutilization in the Fire Department, however, the Fire Department will be transitioning to the City of Jacksonville near the end of 2019. The City of Jacksonville has a much larger department; and, therefore, more opportunities for workforce diversity going forward.

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

Administrative Support Category

The Administrative Support Category includes Administrative assistants, Staff Assistants and Customer Service Representatives. The City is underrepresented by males and black females in this area. However, during the evaluation period the City hired 1 black male in the Administrative Support Category and continues targeting Customer Service Representatives to recruit more males and minority females, as staff turns over.

Skilled Craft Category

This category is comprised primarily of Equipment and Utility Plant Operators and Line workers in the Electric Utility. Only 30% of the males are minority and 2% are women. Low turnover in this category will keep the mix of workers compressed until retirements begin to occur.

Service/Maintenance Category

Upon review, the Service/Maintenance category appears to be an area of concern in the number of females. The City continues to have one white female, which represents approximately 3% of the total workforce in this category. The 2006-2010 census showed 3.5% of the Jacksonville MSA labor force in the Construction Category and 6% of the Jacksonville MSA Installation Maintenance and Repair Category are female.

To work towards reaching a 6% level, which would be consistent with the local labor force, the City is actively targeting its golf course and plant maintenance operations for the recruitment of females for maintenance positions. The golf course was totally renovated during 2018, however, of the 24 applicants for jobs in this category during the period under review, zero were female. In plant maintenance, only 9% of the 200 applicants were females. With potential pay increases in this category, as a result of a recent pay study, continued efforts to identify reasons why and how to recruit females in this category will be explored.

Hiring and Promotion Rates

During this period the City increased its hiring rate for blacks from 16% to 26 % and continued to maintain a hiring rate for females over 30%. Promotions for Blacks increased from 4% to 15% and females decreased from 33% to 27%.

Grievances: There have been no grievances filed during this period regarding protective status discrimination. There were five complaints filed with the EEOC. Three were employee complaints and two were citizen complaints. Two of the three employee complaints have been dismissed and the remaining complaints are still pending outcome.

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

Accomplishments/Actions Taken:

- Continue to increased job visibility for government-specific jobs by advertising on Governmentjobs.com.
- Saw increased applicant pool as a result of implementing an applicant tracking system which allows applicants to apply using a computer, phone or tablet.
- Continue to seek alternate advertising methods from the traditional newspaper advertisement, advertising with Career source, industry-specific, membership-based online resources, local churches, colleges, Goodwill, ex-military personnel and military dependents, as well as some traditional advertising..
- The City posts on Facebook and use Twitter to reach as many applicants as possible.
- Visited local colleges concerning job openings. Participated regularly in military job fairs, Career source job fairs, as well as other community wide job fairs.
- City Website has been enhanced to allow organizations, applicants and employees to sign up for automatic receipt via e-mail of job openings.
- Have a minority female to head up recruiting efforts.
- Expanded the interview process to include, in most cases, an interview committee. Where ever possible, females and minorities are included on these committees.
- Attended local events to distribute recruitment information that were well attended by females.
- All new employees are provided training on the City's EEO plan. All current employees are provided training biennially. Effective communication techniques are promoted to avoid misunderstandings and stop harassing behavior.
- Exit Interviews are reviewed regularly by the appropriate department personnel and the Human Resource Director to identify problem areas.
- Internal and external organizations and employees can sign up for automatic notification of job openings.
- Flyers for specific positions are designed featuring minorities and women.
- The application process for police positions was simplified, making it easier for individuals to complete an initial application.

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

- Turnover and job actions are regularly reviewed. Turnover is tracked monthly as a performance measurement.

Goal:

To have a qualified workforce that reflects the local available workforce, as closely as possible.

Objectives:

- Identify problem areas and present to departments for review.
- Develop various methods to attract and hire qualified applicants in deficient areas.
- Ensure employees abide by the terms of the EEO policy and accept their role in implementing it.
- Improve hires rates of minorities and females in areas noted with possible underutilization.

Actions to be Taken:

Recruiting & Hiring

- 1) Recruit female and minority applicants for openings as Department Directors, Plant Operator Trainees, SCADA Operators, and Police Officer and Police Supervisory positions. Recruit male and female minority applicants for Customer Service Representatives. Recruit female applicants for Maintenance Worker, Utility Plant Operator and Electric Utility Line Worker positions .
- 2) Continue development of flyers featuring minorities and women. Expand them to cover targeted positions.
- 3) Interview qualified members of the targeted group, whenever possible.
- 4) Continue use of encouraging language for females and other minorities in advertising.
- 5) Continue to advertise with minority organizations and local churches.
- 6) Visit minority colleges and participate in Career source (state unemployment), military and other career fairs, and target females.
- 7) Continue use of females and minorities to assist in the recruitment effort.
- 8) Continue to include females and minorities on interview boards when possible.

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

- 9) Review minority applications and interview rates to determine possible causes of non-selection.
- 10) Continue community outreach.

Internal Outreach with Managers, Supervisors and Employee

- 1) Review plan with Managers and Supervisors and discuss areas of under-representation. Obtain feedback for improving the EEO plan and achieving goals.
- 2) Continue training efforts on proper interviewing techniques for interviewers. Provide City-wide training on the new plan and EEO issues in 2020.
- 3) Continue to screen of all interview questions for job pertinence and legal compliance.
- 4) Provide exit interview questionnaires to managers for review.
- 5) Use career ladders to train females for technician, supervisory and managerial positions.
- 6) Provide EEO training for all supervisors and employees on the EEO policy in 2020.
- 7) Continue to provide EEO training as part of new supervisory and employee orientations.

Internal Measurement

- 1) Review applicant pool demographics by position to measure success of recruiting efforts.
- 2) Track minority turnover rate against City-wide turnover rate at least annually to detect any patterns.
- 3) Track probationary period completion by race and sex demographics to help identify any patterns.
- 4) Review exit interview questionnaires for problem areas.
- 5) Review new hire demographics for achieving goals.
- 6) Track more closely the hiring ratio of minority applicants to determine any pattern or reason behind lower hiring rate compared to whites.
- 7) Review negative disciplinary actions by demographics biennially to identify any patterns.

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

External Outreach

- 1) Post the EEO plan document on the City website for easy access to potential applicants.
- 2) Ensure job postings are provided to organizations that represent targeted groups. Where possible, establish relationships by attending meetings or special events.
- 3) Attend local community events to promote employment.
- 4) Join local community groups to promote City employment.
- 5) Capitalize on using technologies such as Facebook, Twitter and e-mail to reach and keep in touch with possible candidates.

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

Police Department Status Report and Action Plan

Areas of Concern:

During this reporting period the Police Department has continued to do well in recruiting black males and white females for protective service positions. However, there still appears to be an under-representation of females in protective service supervisory level and minority females in police officer positions.

Status

This department has succeeded in fulfilling the underutilization of women and minorities in the Administrative Support area and has made progress in the Protective Service area. Since July of 2017, two black males were hired in the Patrol Division; however, underutilization of minority females in Protective Service positions continues to be an area that needs to be addressed.

The Technician category encompasses Sergeants and Communications Officers. While the City has several females in the Communications Center, it will take some time to move the female officers up to the rank of Sergeant. The City currently has two female Corporals, one being promoted during this reporting period.

- The City continues to use an abbreviated application to make it easier for applicants to apply and does not ask for more detailed information and documents from applicants until after certain departmental reviews are complete.
- City recruiting staff have attended graduating classes at various academies making contacts with females. The City sponsors candidates through the local Police Academy with scholarship funds.
- Extensive efforts have been made to attend various military career fairs, which include female dependents, Work source (State Unemployment) and other career fairs.
- All new employees are provided training on EEO issues and biennially all employees are provided EEO training.
- The City has relaxed the length of time an individual applying for “civilian” positions should be marijuana free from 5 years to 2 years and has relaxed its policy regarding tattoos and facial hair.
- The City developed several new recruitment flyers targeting certain core missions of the jobs to enable applicants to better assess it as a match for his/her needs. The City also features minorities and women in the flyers.
- Outside organizations and employees can be placed on an automatic e-mail list for job openings.

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

- Advertising of job openings to various schools, churches and minority organizations has been conducted.
- The department has very active community involvement. It provides an annual Halloween, Christmas and “fishing rodeo” event for local children. A Citizen Police Academy and Youth Police Academy for citizens are also provided by the department and are very popular.

Goal:

To have a qualified workforce that reflects the diversity of the local available workforce in all major job categories.

Objectives:

- Raise awareness of management staff of possible underutilization.
- Identify problem areas and present to department for review.
- Develop various methods to attract and hire qualified applicants in deficient areas.
- Ensure employees abide by the terms of the EEO policy and accept their role in supporting it.

Recruiting and Hiring

- 1) Conduct an analysis of workforce statistics for department review once every two years.
- 2) Advertising should continue to be regularly made with local minority organizations and churches.
- 3) Advertising language should continue to be targeted to encourage the application of women and minorities for the positions of administrative support and protective service.
- 4) Contact should be made directly with minorities completing officer training and telling them of the City’s job openings and reserve program.
- 5) Use females and minorities to assist with recruiting efforts.
- 6) Females will be part of interview/screening boards.
- 7) Training on proper interview techniques will continue to be provided to all employees involved on interview/screening boards.

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

- 8) Continue to look at ways to streamline the hiring process to make it more efficient and reduce the time from application to a hiring decision.
- 9) Expedite the employment process by setting “standing” interview dates for potential applicants.

Internal Outreach with Managers, Supervisors and employees.

- 1) EEO plan will be reviewed with Supervisors and Managers.
- 2) All managers, supervisors and employees will receive training on City’s EEO policy and complaint procedures in 2020.
- 3) Continue to provide EEO training as part of new supervisory and employee orientations.
- 6) Continue to provide exit interviews for review.
- 7) Review turnover statistics to the department by demographics for each supervisor to assess any patterns.
- 8) Review hiring statistics by demographics for assessment.

Internal Measurement

- 1) Review applicant pool demographics by position to measure success of recruiting efforts.
- 2) Track minority turnover rate against city wide turnover rate as least annually to detect any patterns.
- 3) Track probationary period completion to race and sex demographics to help identify any patterns.
- 4) Review exit interview questionnaires for problem areas.
- 5) Review new hire demographics.
- 6) Review negative disciplinary actions by demographics biennially to identify any patterns.

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

External Outreach

- 1) Post the EEO plan document on the City website for easy access to potential applicants.
- 2) Ensure job postings are provided to organizations that represent targeted groups. Where possible establish relationships by attending meetings or special events.
- 3) Continue to promote community networking by sponsoring events for local citizens and youth. Attend special events or meetings of community organizations.
- 4) Capitalize on using new technologies such as Facebook, Twitter and e-mail to reach and keep in touch with possible candidates.

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

Appendix A

STATISTICS AND ATTACHMENTS

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

CURRENT WORKFORCE
&
COMPARISON TO 2017 REPORT

CITY WIDE Comparison 2019 to 2017 report

Job Category	Total	Males					Females					2 or more	NH/PI	2 or more		
		Total	White	Black	HISPANIC	ASIAN	AI/Alaskan	NH/PI	2 or more	Total	White				Black	HISPANIC
Adm/Officials 2019	15	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0
Adm/Officials 2017	16	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0
Adm/Officials	(1)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professional 2019	32	26	20	0	1	4	0	0	0	0	2	0	0	0	0	0
Professional 2017	32	25	20	0	0	4	0	0	0	2	2	0	0	0	0	0
Professional	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Technician 2019	42	34	28	3	2	1	0	0	0	2	2	0	0	0	0	0
Technician 2017	42	34	28	3	2	1	0	0	0	7	1	0	0	0	0	0
Technician	0	0	0	0	0	0	0	0	0	(1)	1	0	0	0	0	0
Protective Service:Sworn 2019	50	44	38	6	0	0	0	0	0	5	0	1	0	0	0	0
Protective Service:Sworn 2017	48	42	38	4	0	0	0	0	0	5	0	1	0	0	0	0
Protective Service:Unsworn 2019	27	26	23	1	1	1	0	0	0	1	0	0	0	0	0	0
Protective Service:Unsworn 2017	26	25	22	1	1	1	0	0	0	1	0	0	0	0	0	0
Protective Service Total 2019	77	70	61	7	1	1	0	0	0	6	0	1	0	0	0	0
Protective Service Total 2017	74	67	60	5	1	1	0	0	0	6	0	1	0	0	0	0
Protective Services	3	3	1	2	0	0	0	0	0	0	0	0	0	0	0	0
Paraprofessional 2019	8	5	3	2	0	0	0	0	0	0	2	0	1	0	0	0
Paraprofessional 2017	8	4	3	1	0	0	0	0	0	2	1	1	0	0	0	0
Paraprofessional	0	1	0	1	0	0	0	0	0	(2)	1	(1)	1	0	0	0
Administrative Suppt 2019	50	10	8	1	0	1	0	0	0	34	4	1	1	0	0	0
Administrative Suppt 2017	47	4	3	0	0	1	0	0	0	35	3	2	3	0	0	0
Administrative Suppt	3	6	5	1	(0)	0	0	0	0	(1)	1	(1)	(2)	0	0	0
Skilled Craft 2019	67	65	45	16	4	0	0	0	0	2	0	0	0	0	0	0
Skilled Craft 2017	66	62	47	12	3	0	0	0	0	4	0	0	0	0	0	0
Skilled Craft	1	3	(2)	4	1	0	0	0	0	(2)	0	0	0	0	0	0
Service Maintenance 2019	37	36	18	17	1	0	0	0	0	1	0	0	0	0	0	0
Service Maintenance 2017	34	32	15	15	2	0	0	0	0	2	0	0	0	0	0	0
Service Maintenance	3	4	3	2	(1)	0	0	0	0	(1)	0	0	0	0	0	0
Total 2019	328	258	195	46	9	7	0	0	0	56	10	2	2	0	0	0
Total 2017	319	240	188	36	8	7	0	0	0	65	7	4	3	0	0	0
Difference	9	18	7	10	1	0	0	0	0	(9)	3	(2)	(1)	0	0	0

City of Jacksonville Beach Employment-EEO Report
 Current WorkForce
 Date: June, 2019

CITY WIDE

Job Category	Total	Males Total	White	Black	HISPANIC	Asian	AI/Alaskan	NH/PI	2 or more	Females Total	White	Black	HISPANIC	Asian	AI/Alaskan	NH/PI	2 or more
Adm/Officials Percentage	15	12 80.0%	12 80.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3 20.0%	3 20.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Professional Percentage	32	26 81.3%	20 62.5%	0 0.0%	1 3.1%	4 12.5%	0 0.0%	0 0.0%	1 3.1%	6 18.8%	4 12.5%	2 6.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Technician Percentage	42	34 81.0%	28 66.7%	3 7.1%	2 4.8%	1 2.4%	0 0.0%	0 0.0%	0 0.0%	8 19.0%	6 14.3%	2 4.8%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Protective Service:Sworn Percentage	50	44 88.0%	38 76.0%	6 12.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	6 12.0%	5 10.0%	0 0.0%	1 2.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Protective Service:Unsworn Percentage	27	26 96.3%	23 85.2%	1 3.7%	1 3.7%	1 3.7%	0 0.0%	0 0.0%	0 0.0%	1 3.7%	1 3.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Paraprofessional Percentage	8	5 62.5%	3 37.5%	2 25.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3 37.5%	0 0.0%	2 25.0%	0 0.0%	1 12.5%	0 0.0%	0 0.0%	0 0.0%
Administrative Suppt Percentage	50	10 20.0%	8 16.0%	1 2.0%	0 0.0%	1 2.0%	0 0.0%	0 0.0%	0 0.0%	40 80.0%	34 68.0%	4 8.0%	1 2.0%	1 2.0%	0 0.0%	0 0.0%	0 0.0%
Skilled Craft Percentage	67	65 97.0%	45 67.2%	16 23.9%	4 6.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	2 3.0%	2 3.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Service Maintenance Percentage	37	36 97.3%	18 48.6%	17 45.9%	1 2.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 2.7%	1 2.7%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Total	328	258 78.7%	195 75.6%	46 17.8%	9 3.5%	7 2.7%	0 0.0%	0 0.0%	1 0.4%	70 21.3%	56 80.0%	10 14.3%	2 2.9%	2 0.8%	0 0.0%	0 0.0%	0 0.0%

City of Jacksonville Beach Employment-EEO Report
 Current WorkForce
 Date: June, 2019

Department: Police - Summary (Function 04 Police)

Job Category	Total	Males Total	White	Black	HISPANIC	Asian	AI/Alaskan	NH/PI	2 or more	Females Total	White	Black	HISPANIC	Asian	AI/Alaskan	NH/PI	2 or more
Officials/Adm Percentage	3	3 100.0%	3 100.0%							0 0.0%							
Professional Percentage	0	0 0.0%								0 0.0%							
Technician Percentage	21	14 66.7%	10 47.6%	2 9.5%	1 4.8%	1 4.8%				7 33.3%	5 23.8%	2 9.5%					
Protective Serv Percentage	50	44 88.0%	38 76.0%	6 12.0%						6 12.0%	5 10.0%		1 2.0%				
Paraprofessional Percentage	0	0 0.0%								0 0.0%							
Administrative Suppt Percentage	10	1 10.0%	1 10.0%							9 90.0%	8 80.0%	1 10.0%					
Skilled Craft Percentage	0	0 0.0%								0 0.0%							
Service/Maintenance Percentage	1	0 0.0%								1 100.0%							
Total	85	62	52	8	1	1	0	0	0	23	19	3	1	0	0	0	0

City of Jacksonville Beach Employment-EEO Report
 Current WorkForce
 Date: June, 2019

Department: Police (Function 04 Police)

Job Category	Males		Females		White	Black	HISPANIC	Asian	AI/Alaskan	NH/PI	2 or more	Total
	Total	Percentage	Total	Percentage								
Chiefs, Deputy Chiefs	1	100.0%	0	0.0%	1							1
Officials - Commanders	2	100.0%	0	0%	2							2
Technicians - Sergeants	10	100.0%	0	0.0%	7	2	1	10.0%				10
Protective Service - Officers	50	88.0%	6	12.0%	38	6						50
Corporals & Patrol	63	57	6	8	48	8	0	1	0	0	0	63
Total												

Job Category	Males		Females		White	Black	HISPANIC	Asian	AI/Alaskan	NH/PI	2 or more	Total
	Total	Percentage	Total	Percentage								
Technicians	4	36.4%	7	63.6%	3		1					11
Administrative Suppt	1	10.0%	9	90.0%	1	1	9.1%					10
Service/Maint.	1	0.0%	1	100.0%	0							1
Total	5	5	17	17	4	0	1	0	0	0	0	22

Job Category	Males		Females		White	Black	HISPANIC	Asian	AI/Alaskan	NH/PI	2 or more	Total
	Total	Percentage	Total	Percentage								
Technicians	4	36.4%	7	63.6%	3		1					11
Administrative Suppt	1	10.0%	9	90.0%	1	1	9.1%					10
Service/Maint.	1	0.0%	1	100.0%	0							1
Total	5	5	17	17	4	0	1	0	0	0	0	22

City of Jacksonville Beach Employment-EEO Report
 Current WorkForce
 Date: June, 2019

Department: Fire (Function 05 Fire)

Job Category	Total	Males Total	White	Black	HISPANIC	Asian	AI/Alaskan	NH/PI	2 or more	Females Total	White	Black	HISPANIC	Asian	AI/Alaskan	NH/PI	2 or more
Officials/Adm Percentage	1	1 100.0%	1 100.0%							0 0.0%							
Professional Percentage	4	4 100.0%	4 100.0%							0 0.0%							
Technician Percentage	0	0 0.0%								0 0.0%							
Protective Serv Percentage	25	24 96.0%	21 84.0%	1 4.0%	1 4.0%	1 4.0%			1 4.0%								
Paraprofessional Percentage	0	0 0.0%								0 0.0%							
Administrative Suppt Percentage	0	0 0.0%								0 0.0%							
Skilled Craft Percentage	0	0 0.0%								0 0.0%							
Service/Maintenance Percentage	0	0 0.0%								0 0.0%							
Total	30	29	26	1	1	1	0	0	0	1	1	0	0	0	0	0	0

City of Jacksonville Beach Employment-EEO Report
 Current WorkForce
 Date: June, 2019

Department: City Manager, City Clerk, Human Resources, Finance (Purchasing) and Planning & Development (Function 01 Finance/General and Function 10 Community Dev.)

Job Category	Total	Males Total	White	Black	HISPANIC	Asian	AI/Alaskan	NH/PI	2 or more	Females Total	White	Black	HISPANIC	Asian	AI/Alaskan	NH/PI	2 or more
Officials/Adm Percentage	6	3 50.0%	3 50.0%							3 50.0%	3 50.0%						
Professional Percentage	15	10 66.7%	7 46.7%		1 6.7%	1 6.7%			1 6.7%	5 33.3%	4 26.7%	1 6.7%					
Technician Percentage	0	0 0.0%								0 0.0%							
Protective Serv Percentage	0	0 0.0%								0 0.0%							
Paraprofessional Percentage	3	1 33.3%		1 33.3%						2 66.7%		1 33.3%		1 33.3%			
Administrative Suppt Percentage	28	3 10.7%	2 7.1%	1 3.6%						25 89.3%	23 82.1%	2 7.1%					
Skilled Craft Percentage	0	0 0.0%								0 0.0%							
Service/Maintenance Percentage	0	0 0.0%								0 0.0%							
Total	52	17	12	2	1	1	0	0	1	35	30	4	0	1	0	0	0

City of Jacksonville Beach Employment-EEO Report
 Current WorkForce
 Date: June, 2019

Department: Recreation & Landscape/Maintenance & Golf Course (Function 06 Parks/Recreation)

Job Category	Total	Males Total	White	Black	HISPANIC	Asian	AI/AIaskan	NH/PI	2 or more	Females Total	White	Black	HISPANIC	Asian	AI/AIaskan	NH/PI	2 or more
Officials/Adm Percentage	1	1 100.0%	1 100.0%							0 0.0%							
Professional Percentage	4	4 100.0%	3 75.0%			1 25.0%				0 0.0%							
Technician Percentage	0	0 0.0%								0 0.0%							
Protective Serv Percentage	2	2 100.0%	2 100.0%							0 0.0%							
Paraprofessional Percentage	2	1 50.0%		1 50.0%					1 50.0%								
Administrative Suppt Percentage	4	4 100.0%	4 100.0%							0 0.0%							
Skilled Craft Percentage	2	2 100.0%	1 50.0%	1 50.0%					0 0.0%								
Service/Maintenance Percentage	9	9 100.0%	5 55.6%	3 33.3%	1 11.1%				0 0.0%								
Total	24	23	16	5	1	1	0	0	1	1	0	1	0	0	0	0	0

City of Jacksonville Beach Employment-EEO Report
 Current WorkForce
 Date: June, 2019

Department: Beaches Energy & Property Management (Function 12 Utilities/Transportation and Function 15 Other)

Job Category	Total	Males Total	White	Black	HISPANIC	Asian	A/I/Alaskan	NH/PI	2 or more	Females Total	White	Black	HISPANIC	Asian	A/I/Alaskan	NH/PI	2 or more
Officials/Adm Percentage	2	2 100.0%	2 100.0%							0 0.0%							
Professional Percentage	6	5 83.3%	3 50.0%			2 33.3%				1 16.7%	1 16.7%						
Technician Percentage	19	18 94.7%	16 84.2%	1 5.3%	1 5.3%					1 5.3%							
Protective Serv Percentage	0	0 0.0%								0 0.0%							
Paraprofessional Percentage	3	3 100.0%	3 100.0%							0 0.0%							
Administrative Suppt Percentage	6	2 33.3%	1 16.7%			1 16.7%				4 66.7%	2 33.3%		1 16.7%				1 16.7%
Skilled Craft Percentage	43	42 97.7%	34 79.1%	6 14.0%	2 4.7%					1 2.3%	1 2.3%						
Service/Maintenance Percentage	8	8 100.0%	6 75.0%	2 25.0%						0 0.0%							
Total	87	80	65	9	3	3	0	0	0	7	4	1	1	1	0	0	0

City of Jacksonville Beach Employment-EEO Report
 Current WorkForce
 Date: June, 2019

Department: Public Works (Function 02 Streets and Highways and Function 13 Sanitation/Sewage)

Job Category	Total	Males Total	White	Black	HISPANIC	Asian	AI/AIaskan	NH/PI	2 or more	Females Total	White	Black	HISPANIC	Asian	AI/AIaskan	NH/PI	2 or more
Officials/Adm Percentage	2	2 100.0%	2 100.0%							0 0.0%							
Professional Percentage	3	3 100.0%	3 100.0%							0 0.0%							
Technician Percentage	2	2 100.0%	2 100.0%							0 0.0%							
Protective Serv Percentage	0	0 0.0%								0 0.0%							
Paraprofessional Percentage	0	0 0.0%								0 0.0%							
Administrative Suppt Percentage	2	0 0.0%								2 100.0%	1 50.0%	1 50.0%					
Skilled Craft Percentage	22	21 95.5%	10 45.5%	9 40.9%	2 9.1%					1 4.5%	1 4.5%						
Service/Maintenance Percentage	19	19 100.0%	7 36.8%	12 63.2%						0 0.0%							
Total	50	47	24	21	2	0	0	0	0	3	2	1	0	0	0	0	0

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

COMPARISON OF CITY WORKFORCE TO COMMUNITY

CITY OF JACKSONVILLE BEACH
EQUAL EMPLOYMENT OPPORTUNITY PLAN

ANALYSIS OF CITY PERSONNEL ACTIONS

JULY 1, 2017 TO JUNE 30, 2019

City of Jacksonville Beach Biennial Summary
 Personnel Actions
 (Fulltime positions)
 Years: July 1, 2017 - June 30, 2019

CITY WIDE

	Total	White	Black	Hispanic	Asian	AI/Alaskan	NH/PI	2 or more	Other not stated	Male	Female	No answer
Applicants	4125	2067	1164	375	112	29	18	219	141	2302	1768	55
Percentage Employed	86	50.11%	28.22%	9.09%	2.72%	0.70%	0.44%	5.31%	3.42%	55.81%	42.86%	1.33%
% of Total Hires		67.44%	25.58%	4.65%			2.33%			68.60%	31.40%	
% of Applicants Hired		2.81%	1.06%	0.19%			0.10%			2.56%	1.53%	
Work Force #	328	251	56	11	9			1		258	70	
Work Force %	328	76.52%	17.07%	3.35%	2.74%			0.30%		78.66%	21.34%	
Promotions %	55	45	8	2						40	15	
Transfers	20	18	2							19	1	
Demotions %	7	6	1							3	4	
Terminations %	76	85.71%	14.29%							42.86%	57.14%	
-Voluntary	63	61	9	3	2			1		47	29	
-Involuntary	13	80.3%	11.8%	3.9%	2.6%			1.3%		61.8%	38.2%	
% invol		52	6	3	1			1		41	22	
Loss of Pay %	5	9	3	1	1					6	7	
		69.23%	23.08%	7.69%						46.15%	53.85%	
	5	4	1							4	1	
		80.00%	20.00%							80.00%	20.00%	