

***City of Jacksonville
Workforce Utilization Report
Fiscal Year 2015 - 2016***



Prepared by the
Equal Opportunity/Equal Access Division
117 W. Duval Street, Suite 350
Jacksonville, FL 32202
904.630.1121
www.col.net

March 2017

Table of Contents

Overview	Page 1
Definitions	Page 4
FY 2015-2016 Employment Highlights	Page 5
FY 2015-2016 Goals-Steps-Accomplishments	Page 6
Recommendations	Page 9
FY 2015-2016 Full-Time Workforce Comparison	Page 10
FY 2015-2016 Part-Time Workforce Comparison	Page 16

FY 2015-2016 WORKFORCE UTILIZATION REPORT

Overview

The following is a statistical analysis of the city's progress in employing minorities and females in proportion to their availability in the labor market for FY 2015-2016. This Workforce Utilization Report has been prepared by the Equal Opportunity/Equal Access Office ("EO/EA") in accordance with Title XI, Chapter 400 of the Jacksonville Municipal Code.

The workforce for the following city agencies and departments are included in this report¹:

City Council (CC)	Mayor's Office (MA)
Civil Service/Construction Trade (MB)	Medical Examiner's (ME)
Clerk of Courts (CL)	Military & Veterans Affairs (MV)
Court Operations (CO)	Neighborhoods (ER)
Downtown Investments (DI)	Property Appraiser's (PA)
Economic Development (JE)	Planning & Development (PD)
Employee Services (ES)	Police & Fire Pension Fund (PF)
Ethics Office (OE)	Public Library (PL)
Finance & Administration (AF)	Public Works (PW)
Fire & Rescue (FR)	Parks, Recreation & Community Svcs (RP)
General Counsel (GC)	Supervisor of Elections (SE)
Inspector General (IG)	Sheriff's Office (SH)
Jacksonville Children's Commission (JC)	Sports & Entertainment (SP)
Jacksonville Human Rights Commission (JH)	Tax Collector's (TC)

Methodology

The civilian labor market information (16 years of age and older) from the Census Bureau's EEO Tabulation 2006-2010 File for the Jacksonville Metropolitan Suburban Area ("MSA") is used to compare workforce availability and identify under-utilization². This determination is made by comparing the City's employment rates in each of the occupational/job categories with the market availability for each group. The Jacksonville MSA is comprised of Clay, Duval, Nassau and St. Johns County.

Disclosure

This information is public record, and may be shared with interested citizens, community-based organizations, the U. S. Equal Employment Opportunity Commission, the U. S. Department of Justice, city departments, agencies, authorities and the media. This report will also be posted on EO/EA's web pages.

¹ Elected officials are not included.

² Under-utilization is the term used when the level of utilization within a particular occupational/job category, job group or job classes is less than the percentage of such persons in the pool of available candidates within the civilian labor market.

Definitions

Racial Categories

The City of Jacksonville uses the definitions provided by the U.S. Equal Employment Opportunity Commission (EEOC) and the U.S. Department of Justice (DOJ) for race/ethnic identification. The concept of race as used by EEOC does not denote clear-cut scientific definitions of anthropological origins. The classification "Hispanic/Latino", while not a race identification, is included as a separate race/ethnic category.

White

All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black/African American

All persons having origins in any of the Black racial groups of Africa.

Hispanic/Latino

All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian

All persons having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent.

Native Hawaiian/Pacific Islander

All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian/Alaskan Native

All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

2+ More Races

All persons who identified combinations of the following categories: White; Black/African-American; Asian; Native Hawaiian or Pacific Islander; American Indian or Alaskan Native; or some other race.

Occupational/Job Categories

The City of Jacksonville uses the definitions provided by EEOC when defining the job categories.

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.

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.

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.

Protective Services Sworn:

Occupations in which workers are entrusted with public safety, security and protection from destructive forces, including all sworn law enforcement officers.

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.

Administrative Support:

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.

Skilled Craft Workers:

Occupations in which workers perform jobs which require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work which is required through on-the-job training and experience or through apprenticeship or other formal training programs.

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.

Statistical Analysis

Utilization:

The level at which an employer is currently employing classes or groups of employees, such as women and minorities, within each occupational/job category.

Under-Utilization:

Term used when the level of utilization within a particular occupational/job category (analyzed by gender and race/ethnicity for each reporting entity), job group or job classes is less than the percentage of such persons in the pool of available candidates within the civilian labor market.

The declaration of "under-utilization" does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of lack of good faith efforts. Under-Utilization is a technical term used by planners who seek to apply good faith efforts to increase the utilization percentages of minorities and women in the workforce.

The three measurements rules used are:

- Any Difference Rule: When the percentage of employees within an occupational/job category is not equal to the percentage of available workforce within the same occupational/job category.
- 80% Rule: When the percentage of employees within an occupational/job category is less than 80% of the available workforce within the same occupational/job category.
- 2-Standard Deviation Rule: A statistical analysis of employees within an occupational/job category compared to the available workforce within the same occupational/job category. A calculation of 2 Standard Deviation is an indication that it is questionable that the under-utilization is based upon chance.

FY 2015-2016 Employment Highlights³

The number of full-time employees totaled 7,191 on September 30, 2016. There was no change in the number of full-time employees from September 30, 2015.

Minorities comprised 37.7 percent of the workforce and females comprised 33.4 percent of the workforce. Data reflects that as of September 30, 2016: 727 new employees had less than one year of service with the City of Jacksonville. Of those new employees: 295 (40.6%) were females, and 306 (42.1%) were minorities.

Overall Full-Time Employment

Fiscal Year	# of Males	# of Females	# of Non-Minorities	# of Minorities	Total
2015-2016	4,776	2,415	4,481	2,710	7,191
2014-2015	4,790	2,401	4,475	2,716	7,191

Fiscal Year	% of Males	% of Females	% of Non-Minorities	% of Minorities
2015-2016	66.4%	33.6%	62.3%	37.7%
2014-2015	66.6%	33.4%	62.2%	37.8%

Full-Time Employment & Census Data

	White	Black	AI/AN	Asian	Hispanic	NH/PI	2+/Other
City of Jacksonville	62.3%	30.4%	0.3%	2.3%	3.9%	0.1%	0.7%
Jacksonville, FL (MSA)	68.8%	19.8%	0.3%	3.5%	6.3%	0.1%	1.4%

The number of part-time employees totaled 1,267 on September 30, 2016; an increase of 106 employees from September 30, 2015. Minorities comprised 52.6 percent of the workforce; and females comprised 58.3 percent of the workforce.

Overall Part-Time Employment

Fiscal Year	# of Males	# of Females	# of Non-Minorities	# of Minorities	Total
2015-2016	528	739	600	667	1,267
2014-2015	489	672	594	567	1,161

Fiscal Year	% of Males	% of Females	% of Non-Minorities	% of Minorities
2015-2016	41.7%	58.3%	47.4%	52.6%
2014-2015	42.1%	57.9%	51.2%	48.8%

³ Workforce data obtained from ITD's Oracle Quarterly EEO Data Report, end date of September 30, 2016.

FY 2015-2016 Goals – Steps - Accomplishments

Goal A: To discover and eliminate those areas of City employment where under representation exists.

Step 1: Annually review and analyze the assigned workforce.

Step 2: Prepare and submit mandated federal reports.

Accomplishment(s)

(a) Prepared, submitted and received approval in December 2015 from Department of Justice for COJ's Equal Employment Opportunity Plan (EEO).

(b) Prepared, submitted and received approval in December 2015 from Department of Justice for JSO's Equal Employment Opportunity Plan (EEO).

Goal B: To secure diversity representative of the community in all areas of City employment.

Step 1: Human resources entities to identify community-based organizations serving those work groups identified as under-utilized.

Accomplishment(s)

(a) Employee Services and JFRD have identified community based organizations.

Step 2: Continue expanded recruitment activities.

Accomplishment(s)

(a) Employee Services participated in 17 career fairs during FY 2015-2016.

(b) JFRD participated in 15 job fairs during FY 2015-2016.

(c) Military and Veterans Affairs participated in 22 job fairs during FY 2015-2016.

Step 3: Review recruitment policies, practices and procedures.

Accomplishment(s)

(a) Application process timeframe for Firefighter Recruit was increased to 365 days in effort to expand the access and availability of the applicant pool.

(b) JFRD reorganized their Recruitment, Community Outreach and Special Events into a single Office of Special Services to improve its recruitment efforts.

- (c) JFRD reviewed and revised their recruitment strategies to include non-traditional sources, such as cross-training facilities, i.e. You Fit Gym, YMCA and Planet Fitness.

Step 4: Review, revise and publish job specifications.

Accomplishment(s)

- (a) Employee Services reviewed, revised and published over 200 job specifications.

Goal C: To indoctrinate the Equal Opportunity/Equal Access policy of the City in the administrative and supervisory personnel having the authority to make it effective.

Step 1: Conduct on-going EEO training sessions and workshops.

Accomplishment(s)

- (a) EO/EA conducted 49 EEO/Diversity training classes reaching 958 employees, supervisors and managers.

Step 2: Provide on-site and special departmental training upon request.

Accomplishments

- (a) JFRD and JHRC produced a 3-part Equal Employment Opportunity (EEO) Awareness training video for use by approximately 800 assigned uniformed Firefighters and Engineers. The training was developed and distributed in compliance with the Settlement Agreement reached between the City and the NAACP.

Goal D: To establish and maintain an effective and positive Equal Opportunity/Equal Access image and posture.

Step 1: Continue local civic and community information-sharing activities.

Accomplishment(s)

- (a) EO/EA provided copies of the EEOP for the City and JSO to the various Mayor's Advisory Boards: Asian American; Hispanic American; Commission on the Status of Women.

Goal E: To establish and maintain a productive Equal Opportunity/Equal Access plan that results in ongoing positive, measurable changes throughout the City.

Accomplishment(s)

- (a) Full time employment of Black/African-American males increased by 21; Black/African-American females increased by 18; and Hispanic or Latino females increased by 6.

Goal F: To minimize individual complaints of discrimination in City employment and to respond efficiently and impartially to those complaints that are made.

Step 1: Provide professional and confidential EO/EA services to job applicants, employees and management.

Accomplishment(s)

- (a) ES & EO/EA worked to revise the City's Anti-Harassment and Complaint Procedure directive.
- (b) JFRD, JHRC & EO/EA worked to revise and publish JFRD's Standard Administrative Procedure # 333.
- (c) EO/EA responded to 40 complaints/management consultations during FY 2015-2016.

Recommendations

1. Employee Services and all agency Human Resources entities (including designated Recruitment teams) should compile a master list of community-based organizations, civic and religious organizations serving under-utilized work groups and use the list to distribute the weekly and/or bi-weekly job postings.
2. Employee Services and all agency Human Resources entities should review their application, interview, and selection processes to ensure that no artificial barriers exist.
3. Employee Services should provide training and grant the EO/EA Office access to review and analyze the applicant collection data available through NEOGOV.⁴
4. Employee Services should continue to send out weekly and/or bi-weekly job postings to community-based organizations, civic and religious organizations serving under-utilized work groups.
5. Employee Services will continue to post "hard to fill" positions on targeted fee based professional organization's web sites.
6. Employee Services should continue to link its job opening with the Jacksonville Military Veterans Coalition web site.
7. Employee Services should expand its use of social media (i.e. Facebook, Linked-In) to provide information related to the recruiting and application process.
8. All departments and agencies should use NEOGOV for posting all job vacancies and applicant tracking system.
9. Funding should be reinstated to the EO/EA Office for the yearly leasing of an automated software program used to conduct workforce compliance analysis.
10. Improve tracking capabilities to accurately measure the monetary effectiveness of the recruiting and outreach efforts undertaken by the various departments/agencies.
11. JFRD should continue its sponsorship and association with Explorer Post 29 and Explorer Apprenticeship.

⁴ NEOGOV is automated Applicant Tracking System software utilized by Employee Services.

FY 2015-2016 Full-Time Workforce Comparison (Job Category)

Officials/Administrators Job Code 01	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
	0	0	5	3	17	34	0	1	131	100	4	3	0	0	157	141	298
Professionals Job Code 02	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
	0	1	15	16	50	134	1	1	256	257	15	19	0	5	337	433	770
Technicians Job Code 03	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
	1	0	14	2	68	107	0	0	246	141	13	9	2	4	344	263	607
Protective Services Sworn Job Code 04	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
	7	5	53	7	608	212	2	1	2,235	262	156	17	14	5	3,075	509	3,584
Paraprofessionals Job Code 05	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
	0	1	1	6	20	91	0	0	32	96	2	3	1	2	56	199	255
Administrative Support Job Code 06	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
	1	1	12	16	72	425	0	0	119	351	13	19	7	6	224	818	1,042
Skilled Craft Job Code 07	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
	0	0	10	0	52	1	0	0	133	0	7	0	0	0	202	1	203
Service/Maintenance Job Code 08	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
	4	0	3	2	262	32	0	0	107	15	2	2	3	0	381	51	432
Workforce Totals																	
	13	8	113	52	1,149	1,036	3	3	3,259	1,222	212	72	27	22	4,776	2,415	7,191

FY 2015-2016 Full-Time Workforce Utilization⁵ (Job Category)

Officials & Administrators: *No under-utilization of females and minorities were found.*

Positions within this category include Administrative Aides; Assistant to Clerk of Courts; Assistant to Tax Collector; Department Directors; Division Chiefs; Executive Assistants-Library Services; and Managers of Personnel Services.

Professionals: *Under-utilization of females was found.*

Positions within this category include Accountants; Appraisers; Attorneys; City Planners; Correctional Services Counselors; Environmental Engineers/Scientists; Fire Protections Inspectors; HR Business Partners; Human Services Planners; Info Tech Analysts; Librarians; Program Managers; Public Accounts Auditors; Public Safety Analysts; and Social Services Specialists.

Technicians: *Under-utilization of females was found.*

Positions within this category include Building Plans Examiners, Construction Trades Inspectors, Project Inspectors; Code Compliance Officers, Environmental Quality Technicians, Environmental Specialists, Mosquito Control Technicians; Field Appraisers; and Project Inspector-Landscapers.

Protective Services (Sworn): *Under-utilization of females and minorities were found.*

Positions within this category include Corrections Officers, Judicial Officers, Police Officers; and Firefighters.

Paraprofessionals: *Census data not available for this job category.*

Positions within this category include Executive Council Assistants; Human Resources Specialists; Legal Assistants/Paralegals; Library Assistants; and Licensed Practical Nurses.

Administrative Support: *No under-utilization of females and minorities were found.*

Positions within this category include Account Technicians; Administrative Aides; Clerical Supports Aides; Court Operations Specialists; Court Records Aides; Court Records Clerks; JSO Community Service Officers; Library Clerks; Police Services Technicians; Revenue Collectors; Tax Assistants; and Trial Clerks.

Skilled Craft: *Under-utilization of females was found.*

Positions within this category include Air Conditioning & Heating Technicians, Heavy Equipment Operators, Traffic Signaler Repairman; Automobile & Truck Technicians, Heavy Vehicle Technicians.

Service/Maintenance: *Under-utilization of females was found.*

Positions within this category include Animal Code Enforcement Officers; Maintenance Helpers; Maintenance Worker I; Parking Enforcement Specialists; and Solid Waste Worker I and II.

⁵ Utilization is the level at which an employer is currently employing classes or groups of employees, such as women and minorities, within each occupational/job category.

FY 2015-2016 Full-Time Female Employment

The number of full-time female employees increased by 0.2 percent or 14 (total 2,415) during FY 2015-2016. The greatest increase in female employees occurred within the Professionals (+1.6%) and Technicians (+0.7%) categories.

However, the percentage of female employees within the Officials/Administrators category decreased .1%, from 47.4% on September 30, 2015, to 47.3% as of September 30, 2016.

	Fiscal Year 2015	Fiscal Year 2016	Percent Increase (Decrease)	Census 2006-2010 EEO Data
Officials/Administrators	47.4%	47.3%	(-0.1%)	42.9%
Professionals	54.6%	56.2%	+1.6%	58.6%
Technicians	42.6%	43.3%	+0.7%	54.7%
Protective Svcs (Sworn)	14.4%	14.6%	+0.2%	22.8%
Paraprofessionals	77.6%	78.0%	+0.4%	Not available
Administrative Support	81.5%	78.5%	(-3.0%)	64.8%
Skilled Craft	00.5%	00.5%	No change	4.9%
Service Maintenance	11.3%	11.8%	+0.5%	42.3%
Total	33.4%	33.6%	+0.2%	45.9%

Female Employment Comparison

	White	Black	AI/AN	Asian	Hispanic	NH/PI	2+/Other
City of Jacksonville	17.0%	14.4%	0.1%	0.7%	1.0%	0.1%	0.3%
Jacksonville, FL (MSA)	30.2%	10.8%	0.1%	1.7%	2.7%	0.05%	0.4%

FY 2015-2016 Full-Time Workforce Profiles (Gender)

Department/Agency/ Authority	Total	# Male	% Male	# Female	% Female
City Council (CC)	57	20	35.1%	37	64.9%
Civil Service/Construction Trade (MB)	4	1	25.0%	3	75.0%
Clerk of Courts (CL)	327	70	21.4%	257	78.6%
Court Operations (CO)	16	5	31.3%	11	68.7%
Downtown Investments (DI)	38	25	65.8%	13	34.2%
Economic Development (JE)	12	5	41.7%	7	58.3%
Employee Services (ES)	48	8	16.7%	40	83.3%
Ethics Office (OE)	1	0	0.0%	1	100.0%
Finance & Administration (AF)	353	218	61.6%	135	38.4%
Fire & Rescue (FR)	1,270	1,141	89.8%	129	10.2%
General Counsel (GC)	58	16	27.6%	42	72.4%
Inspector General (IG)	6	3	50.0%	3	50.0%
Jacksonville Children's Commission (JC)	49	10	20.4%	39	79.6%
Jacksonville Human Rights Commission (JH)	8	3	37.5%	5	62.5%
Mayor's Office (MA)	24	7	29.2%	17	70.8%
Medical Examiner's (ME)	24	10	41.7%	14	58.3%
Military & Veterans Affairs (MV)	17	10	58.8%	7	41.2%
Neighborhoods (ER)	244	127	52.0%	117	48.0%
Property Appraiser's (PA)	113	55	48.7%	58	51.3%
Planning & Development (PD)	179	120	67.0%	59	33.0%
Police & Fire Pension Fund (PF)	7	5	71.4%	2	28.6%
Public Library (PL)	291	71	24.4%	220	75.6%
Public Works (PW)	492	432	87.8%	60	12.2%
Parks, Recreation & Community Svcs (RP)	324	186	57.4%	138	42.6%
Supervisor of Elections (SE)	29	11	37.9%	18	62.1%
Sheriff's Office (SH)	2,967	2,172	73.2%	795	26.8%
Sports & Entertainment (SP)	19	8	42.1%	11	57.9%
Tax Collector's (TC)	213	36	16.9%	177	83.1%
Total	7,191	4,776	66.4%	2,415	33.6%

FY 2015-2016 Full-Time Minority Employment

The number of full-time minority employees decreased 6 to total 2,710 as of September 30, 2016. The overall percentage of minority employees decreased 0.1 percent during fiscal year 2015-2016.

During fiscal year 2015-2016, the percentage of minority employees within the Officials/Administrators category increased .03% from 22.2% on September 30, 2015, to the current 22.5% on September 30, 2016.

During fiscal year 2015-2016, the greatest increase in minority employees occurred within Protective Services (+0.9%) and Skilled Craft (+1.8%) categories.

	Fiscal Year 2015	Fiscal Year 2016	Percent Increase (Decrease)	Census 2006-2010 EEO Data
Officials/Administrators	22.2%	22.5%	+0.3%	20.8%
Professionals	32.6%	33.4%	+0.8%	26.1%
Technicians	36.9%	36.2%	(-0.7%)	32.1%
Protective Services	30.3%	31.2%	+0.9%	32.4%
Paraprofessionals	52.0%	49.8%	(-2.2%)	Not available
Administrative Support	56.3%	54.9%	(-1.4%)	31.3%
Skilled Craft	32.7%	34.5%	+1.8%	25.2%
Service Maintenance	72.4%	69.4%	(-3.0%)	42.0%
Total	37.8%	37.7%	(-0.1%)	31.2%

Minority Workforce Comparison

	White	Black	AI/AN	Asian	Hispanic	NH/PI	2+/Other
City of Jacksonville	62.3%	30.4%	0.3%	2.3%	3.9%	0.1%	0.7%
Jacksonville, FL (MSA)	68.8%	19.8%	0.3%	3.5%	6.3%	0.1%	1.4%

FY 2016-2016 Full-Time Workforce Profiles (Race/Ethnicity)

Department/Agency/ Authority	Total	# Non- Minority	% Non- Minority	# Minority	% Minority
City Council (CC)	57	36	63.2%	21	36.8%
Civil Service/Construction Trade (MB)	4	2	50.0%	2	50.0%
Clerk of Courts (CL)	327	151	46.2%	176	53.8%
Court Operations (CO)	16	13	81.3%	3	18.7%
Downtown Investments (DI)	38	16	42.1%	22	57.9%
Economic Development (JE)	12	10	83.3%	2	16.7%
Employee Services (ES)	48	32	66.7%	16	33.3%
Ethics Office (OE)	1	1	100.0%	0	0.0%
Finance & Administration (AF)	353	200	56.7%	153	43.3%
Fire & Rescue (FR)	1,270	937	73.8%	333	26.2%
General Counsel (GC)	58	51	87.9%	7	12.1%
Inspector General (IG)	6	3	50.0%	3	50.0%
Jacksonville Childrens Commission (JC)	49	19	38.8%	30	61.2%
Jacksonville Human Rights Commission (JH)	8	2	25.0%	6	75.0%
Mayor's Office (MA)	24	15	62.5%	9	37.5%
Medical Examiner's (ME)	24	15	62.5%	9	37.5%
Military & Veterans Affairs (MV)	17	6	35.2%	11	64.8%
Neighborhoods (ER)	244	148	60.7%	96	39.3%
Property Appraiser's (PA)	113	90	79.6%	23	20.4%
Planning & Development (PD)	179	147	82.1%	32	17.9%
Police & Fire Pension Fund (PF)	7	5	71.4%	2	28.6%
Public Library (PL)	291	182	62.5%	109	37.5%
Public Works (PW)	492	234	47.6%	258	52.4%
Parks, Recreation & Community Svcs (RP)	324	116	35.8%	208	64.2%
Supervisor of Elections (SE)	29	21	72.4%	8	27.6%
Sheriff's Office (SH)	2,967	1,916	64.6%	1,051	35.4%
Sports & Entertainment (SP)	19	14	73.7%	5	26.3%
Tax Collector's (TC)	213	113	53.1%	100	46.9%
Total	7,191	4,481	62.3%	2,710	37.7%

FY 2015-2016 Part-Time Workforce Comparison (Job Category)

Officials/Administrators Job Code 01	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
									2						2	0	2
Professionals Job Code 02	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
			1	4	6	24		2	31	77	1	4		3	39	114	153
Technicians Job Code 03	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
	2		2	1	42	46			71	19	2	2	2	3	121	71	192
Protective Services Sworn Job Code 04	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
			1	1	32	12	1		112	7	7		1		154	20	174
Paraprofessionals Job Code 05	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
						2									0	2	2
Administrative Support Job Code 06	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
		2	2	4	47	114		1	58	101	2	4	1	4	110	230	340
Skilled Craft Job Code 07	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
															0	0	0
Service/Maintenance Job Code 08	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
		2	2	3	59	190			34	88	5	17	2	2	102	302	404
Workforce Totals																	
	2	4	8	13	186	388	1	3	308	292	17	27	6	12	528	739	1,267

FY 2015-2016 Part-Time Workforce Utilization (Job Category)

Due to generic job titles assigned, a workforce utilization could not be undertaken.

The vast majority of positions are titled Part Time (Clerical; NR-Clerical; Part Time-Professional; Part Time-Tech-Skilled Craft); Seasonal - Periodic Events; or Temp - Logistical and Technical. Positions with a specific job category will be identified.

Professionals:

Part Time-Not-Rep-Professional. Positions are located within Childrens Commission and Public Library.

Technicians:

Part Time -Tech-Skilled Craft-Paraprof W/Benefits and Temp-Logistical and Technical Officer. Positions are located within Recreation & Community Services; Supervisor of Elections; and Sheriff's Office.

Protective Services (Sworn):

Seasonal-Ocean Lifeguards, Seasonal Pool Lifeguards; and Temp-Sworn Bailiffs. Positions are located within Fire & Rescue; Parks, Recreation & Community Services; and Sheriff's Office.

Administrative Support:

Part Time-NR-Clerical; Part Time Clerical W/Benefits; and Temp-Civilian Bailiffs. Positions are located within Clerk of Courts; Parks, Recreation & Community Services; Supervisor of Elections; Sheriff's Office; and Tax Collector's.

Service/Maintenance:

School Crossing Guards and Seasonal-Periodic Events. Positions are located within Supervisor of Elections and Sheriff's Office.

FY 2015-2016 Part-Time Workforce Profiles (Gender)

Department/Agency/ Authority	Total	# Male	% Male	# Female	% Female
City Council (CC)	0	0	0.0%	0	0.0%
Civil Service/Construction Trade (MB)	2	0	0.0%	2	100.0%
Clerk of Courts (CL)	26	4	15.4%	22	84.6%
Court Operations (CO)	1	0	0.0%	1	100.0%
Downtown Investments (DI)	2	0	0.0%	2	100.0%
Economic Development (JE)	1	1	100.0%	0	0.0%
Employee Services (ES)	4	1	25.0%	3	75.0%
Ethics Office (OE)	1	0	0.0%	1	100.0%
Finance & Administration (AF)	11	5	45.5%	6	54.5%
Fire & Rescue (FR)	22	21	95.5%	1	4.5%
General Counsel (GC)	0	0	0.0%	0	0.0%
Inspector General (IG)	2	1	50.0%	1	50.0%
Jacksonville Children's Commission (JC)	31	2	6.5%	29	93.5%
Jacksonville Human Rights Commission (JH)	0	0	0.0%	0	0.0%
Mayor's Office (MA)	3	0	0.0%	3	100.0%
Medical Examiner's (ME)	2	0	0.0%	2	100.0%
Military & Veterans Affairs (MV)	0	0	0.0%	0	0.0%
Neighborhoods (ER)	23	12	52.2%	11	47.8%
Property Appraiser's (PA)	3	1	33.3%	2	66.7%
Planning & Development (PD)	3	2	66.7%	1	33.3%
Police & Fire Pension Fund (PF)	1	0	0.0%	1	100.0%
Public Library (PL)	169	39	23.1%	130	76.9%
Public Works (PW)	3	3	100.0%	0	0.0%
Parks, Recreation & Community Svcs (RP)	141	71	50.4%	70	49.6%
Supervisor of Elections (SE)	82	27	32.9%	55	67.1%
Sheriff's Office (SH)	680	316	46.5%	364	53.5%
Sports & Entertainment (SP)	0	0	0.0%	0	0.0%
Tax Collector's (TC)	54	22	40.7%	32	59.3%
Total	1,267	528	41.7%	739	58.3%

FY 2015-2016 Part-Time Workforce Profiles (Race/Ethnicity)

Department/Agency/ Authority	Total	# Non- Minority	% Non- Minority	# Minority	% Minority
City Council (CC)	0	0	0.0%	0	0.0%
Civil Service/Construction Trade (MB)	2	1	50.0%	1	50.0%
Clerk of Courts (CL)	26	16	61.5%	10	38.5%
Court Operations (CO)	1	1	100.0%	0	0.0%
Downtown Investments (DI)	2	0	0.0%	2	100.0%
Economic Development (JE)	1	1	100.0%	0	0.0%
Employee Services (ES)	4	1	25.0%	3	75.0%
Ethics Office (OE)	1	1	100.0%	0	0.0%
Finance & Administration (AF)	11	9	81.8%	2	18.2%
Fire & Rescue (FR)	22	18	81.8%	4	18.2%
General Counsel (GC)	0	0	0.0%	0	0.0%
Inspector General (IG)	2	2	100.0%	0	0.0%
Jacksonville Children's Commission (JC)	31	9	29.0%	22	71.0%
Jacksonville Human Rights Commission (JH)	0	0	0.0%	0	0.0%
Mayor's Office (MA)	3	3	100.0%	0	0.0%
Medical Examiner's (ME)	2	1	50.0%	1	50.0%
Military & Veterans Affairs (MV)	0	0	0.0%	0	0.0%
Neighborhoods (ER)	23	12	52.2%	11	47.8%
Property Appraiser's (PA)	3	3	100.0%	0	0.0%
Planning & Development (PD)	3	1	33.3%	2	66.7%
Police & Fire Pension Fund (PF)	1	0	0.0%	1	100.0%
Public Library (PL)	169	99	58.6%	70	40.4%
Public Works (PW)	3	3	100.0%	0	0.0%
Parks, Recreation & Community Svcs (RP)	141	43	30.5%	98	69.5%
Supervisor of Elections (SE)	82	34	41.5%	48	58.5%
Sheriff's Office (SH)	680	310	45.6%	370	54.4%
Sports & Entertainment (SP)	0	0	0.0%	0	0.0%
Tax Collector's (TC)	54	32	59.3%	22	40.7%
Total	1,267	600	47.4%	667	52.6%

Prepared and submitted by:

Wayne McGovern
Equal Employment Access Specialist
Equal Opportunity/Equal Access Office

Charlene Taylor Hill
Executive Director
Jacksonville Human Rights Commission