

City of Jacksonville
Workforce Utilization Report
Fiscal Year 2016 - 2017



Prepared by the
Equal Opportunity/Equal Access Office

117 W. Duval Street, Suite 350
Jacksonville, FL 32202
904.630.1121
www.coj.net

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FY 2016-2017 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 2016-2017. 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 underutilization². 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 Underutilization 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.

Underutilization:

Term used when the level of employment 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 underutilization 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. Underutilization is a technical term used by planners who seek to apply good faith efforts to increase the employment percentages of women and minorities within 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 2016-2017 Employment Highlights³

The number of full-time employees totaled 7,270 on June 30, 2017; an increase of 79 employees.

Minorities comprised 37.7 percent of the workforce and females comprised 33.7 percent of the workforce. Data reflects that as of June 30, 2017; 631 new employees had less than one year of service with the City of Jacksonville. Of those new employees: 257 (40.7%) were females and 269 (42.6%) were minorities.

Overall Full-Time Employment

Fiscal Year	# of Males	# of Females	# of Non-Minorities	# of Minorities	Total
2016-2017	4,820	2,450	4,527	2,743	7,270
2015-2016	4,776	2,415	4,481	2,710	7,191

Fiscal Year	% of Males	% of Females	% of Non-Minorities	% of Minorities
2016-2017	66.3%	33.7%	62.3%	37.7%
2015-2016	66.4%	33.6%	62.3%	37.7%

Full-Time Employment & Census Data

	White	Black	AI/AN	Asian	Hispanic	NH/PI	2+/Other
City of Jacksonville	62.3%	30.0%	0.3%	2.3%	4.2%	0.2%	0.8%
Jacksonville, FL (MSA)	68.8%	19.8%	0.3%	3.5%	6.3%	0.1%	1.4%

Overall Part-Time Employment

The overall number of part-time employees totaled 1,906 on June 30, 2017. Minorities comprised 57.6 % of the workforce; and females comprised 56.6% of the workforce. The increase of part-time employees is due to employees identified as "seasonal" (Ocean Lifeguards, Lifeguards and Periodic Events), School Crossing Guard and Sworn Bailiff.

Fiscal Year	# of Males	# of Females	# of Non-Minorities	# of Minorities	Total
2016-2017	827	1,079	809	1,097	1,906
2015-2016	528	739	600	667	1,267

Fiscal Year	% of Males	% of Females	% of Non-Minorities	% of Minorities
2016-2017	43.4%	56.6%	42.4%	57.6%
2015-2016	41.7%	58.3%	47.4%	52.6%

³ Workforce data obtained from ITD's Oracle Quarterly EEO Data Report, end date of June 30, 2017.

FY 2016-2017 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.

Accomplishments

- (a) Initiated the preparation and analysis of COJ's Workforce Utilization Report and identified under-represented positions.
- (b) Disseminated the data with Employee Services and Jacksonville Sheriff's Office.
- (c) Conducted 4 quarterly workforce utilization reviews for JEA; conducted 2 quarterly workforce utilization reviews for JPA.

Step 2: Prepare and submit mandated federal reports.

Accomplishments

- (a) Initiated the preparation and analysis of COJ's Equal Employment Opportunity Plan ("EEO") for submission to U.S. Department of Justice.
- (b) Initiated the preparation and analysis of JSO's EEO for submission to U.S. Department of Justice.

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.

Accomplishments

- (a) Employee Services and JFRD continued to identify community based organizations to target recruiting efforts for women, African Americans and Latinos.
- (b) EO/EA provided contact information to Employee Services for several educational and community based organizations for recruiting opportunities, to include: Bethune-Cookman University, Florida A & M University, Family Support Services, and the Florida National Guard.

Step 2: Continue expanded recruitment activities.

Accomplishments

- (a) Employee Services participated in 21 career fairs during FY 2016-2017.

(b) JFRD participated in 15 career fairs and 11 community outreach events during FY 2016-2017.

(c) Military and Veterans Affairs participated in 23 job fairs during FY 2016-2017.

Step 3: Review recruitment policies, practices and procedures.

Accomplishments

(a) Employee Services initiated specific recruiting strategies targeted at under-represented positions.

(b) Employee Services revised their recruitment strategies to include partnering with local high schools, colleges and trade schools.

(c) Employee Services initiated development of trainee/entry level positions to help individuals earn on the job experiences.

(d) JFRD continued to review, revise and expand their recruitment strategies to include non-traditional sources, such as cross-training facilities, i.e. You Fit Gyms, YMCAs, Planet Fitness centers; and staffing booths at various marathons and sporting events.

Step 4: Review, revise and publish job specifications.

Accomplishments

(a) Employee Services reviewed, revised and approved 238 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.

Accomplishments

(a) EO/EA conducted 36 EEO/Diversity training classes reaching 973 employees, supervisors and managers.

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

Accomplishments

(a) EO/EA conducted 6 on-site "Sexual Harassment Awareness" training classes for Neighborhoods Department.

(b) EO/EA conducted 5 on-site "Sexual Harassment Awareness" training classes for JAXPORT.

(c) Employee Services initiated attending departmental staff meetings to discuss underutilization, vacancies and recruitment strategies.

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

- (a) EO/EA provided copies of the FY 2015-2016 Workforce Utilization Report to the Mayor's Asian American Board, the Mayor's Hispanic Advisory Board and the Mayor's 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.

Accomplishments

- (a) Full time employment of females increased by 35; full time employment of minorities increased by 46.
- (b) EO/EA assisted in the revisions to Chapter 400 and the new Executive Order 2017-01.

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.

Accomplishments

- (a) EO/EA developed and distributed a new "STOP DISCRIMINATION and HARASSMENT" poster.
- (b) EO/EA responded to 32 complaints/management consultations during FY 2016 - 2017.

Recommendations

1. Employee Services and all agency Human Resources entities (including designated Recruitment teams) should compile and share a master list of community-based, 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 continue review their application, interview, and selection processes to ensure that no artificial barriers exist.
3. Employee Services should develop a process 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 continue to 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 maximize their use NEOGOV for posting all job vacancies and applicant tracking system.
9. All recruitment teams should improve their tracking capabilities to accurately measure the monetary effectiveness of the recruiting and outreach efforts undertaken by the various departments/agencies.
10. JFRD to continue its sponsorship and association with Explorer Post 29 and Explorer Apprenticeship.
11. The Property Appraiser's Office should request assistance from Employee Services for the correct development of their job descriptions and eliminate PAOemploy@coj.net as a means for applicants to submit resumes.
12. The Jacksonville Sheriff's Office and its assigned recruitment teams needs to develop a process and procedure for capturing accurate and mandated applicant and hiring data.

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

FY 2016-2017 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	3	2	19	30	0	1	124	71	3	4	0	1	149	109	258
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	0	18	20	59	142	2	2	278	282	18	21	1	7	376	474	850
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	0	15	1	66	96	0	0	243	137	12	8	2	5	340	247	587
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	4	54	7	59	222	3	2	2,259	271	162	23	16	6	3,091	535	3,626
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	2	2	7	18	89	0	0	37	109	3	4	2	2	62	213	275
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																
	0	1	9	19	72	427	0	2	121	341	11	20	6	7	219	817	1,036
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	9	0	51	1	0	0	129	0	8	0	2	0	199	1	200
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	1	263	34	0	0	108	17	3	2	3	0	384	54	438
Workforce Totals																	
	13	7	113	57	1,138	1,041	5	7	3,299	1,228	220	82	32	28	4,820	2,450	7,270

FY 2016-2017 Full-Time Workforce Utilization⁵ (Job Category)

Officials & Administrators: *No underutilization of females and minorities were found.*

Professionals: *Underutilization of females was found.*

Departments identified include Finance & Administration (Info Tech Analyst; Software Developer; System Engineer); Military Affairs & Veterans (Veterans Services Officer); Planning & Development (City Planner, Landscape Architect, Professional Engineer); and Public Works (Professional Engineer, PW Contract Constructions Manager, PW Superintendent); and Supervisor of Elections (Election Assistant Officer).

Technicians: *Underutilization of females was found.*

Departments identified include Finance & Administration (Motor Vehicle Inspector); Property Appraiser (Field Appraiser); Planning & Development (Building Plans Examiner, Construction Trades Inspector, Project Inspector); and Public Works (Engineer Technician, Project Inspector, Project Inspector-Landscape, and Solid Waste Compliance Inspector).

Protective Services (Sworn): *Underutilization of females and minorities were found.*

Departments identified include Fire & Rescue (Firefighter) and Sheriff's Office (Corrections Officer, Judicial Officer, and Police Officer).

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 underutilization of females and minorities were found.*

Skilled Craft: *Underutilization of females was found.*

Departments identified include Finance & Administration (Automobile & Truck Technician, Heavy Vehicle Technician, Machinist/Fluid Power Mechanic); Public Works (AC & Heating Technician, Heavy Equipment Operator, Traffic Signal Repairer, Traffic Signal Technicians); and Parks, Recreation & Community Services (Carpenters, Electricians, Plumbers)

Service/Maintenance: *Underutilization of females was found.*

Departments identified include Public Works (General Maintenance Worker, Maintenance Helpers, Maintenance Worker I & II, Solid Waste Worker I & II, Solid Waste Truck Driver); and Parks, Recreation & Community Services (Maintenance Worker I & II, Maintenance Working Foreman).

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 2016-2017 Full-Time Female Employment

The number of full-time female employees increased by 0.1 percent or 35 (total 2,450) during FY 2016-2017. The greatest increase in female employees occurred within the Administrative Support category (+0.4%).

However, the percentage of female employees within the Officials/Administrators category decreased 5.1%.

	Fiscal Year 2016	Fiscal Year 2017	Percent Increase (Decrease)	Census 2006-2010 EEO Data
Officials/Administrators	47.3%	42.2%	(-5.1%)	42.9%
Professionals	56.2%	55.7%	(-0.5%)	58.6%
Technicians	43.3%	42.1%	(-1.2%)	54.7%
Protective Services (Sworn)	14.6%	14.8%	(+0.2%)	22.8%
Paraprofessionals	78.0%	77.5%	(-0.5%)	Not available
Administrative Support	78.5%	78.9%	(+0.4%)	64.8%
Skilled Craft	00.5%	00.5%	No change	4.9%
Service Maintenance	11.8%	12.3%	(+0.5%)	42.3%
Total	33.6%	33.7%	+0.1%	45.9%

Female Employment Comparison

	White	Black	AI/AN	Asian	Hispanic	NH/PI	2+/Other
City of Jacksonville	16.9%	14.3%	0.1%	0.8%	1.1%	0.1%	0.4%
Jacksonville, FL (MSA)	30.2%	10.8%	0.1%	1.7%	2.7%	0.05%	0.4%

FY 2016-2017 Full-Time Workforce Profiles (Gender)

Department/Agency/ Authority	Total	# Male	% Male	# Female	% Female
City Council (CC)	62	20	32.3%	42	67.7%
Civil Service/Construction Trade (MB)	4	1	25.0%	3	75.0%
Clerk of Courts (CL)	329	72	21.9%	257	78.1%
Court Operations (CO)	16	5	31.3%	12	68.7%
Downtown Investments (DI)	39	25	64.1%	14	35.9%
Economic Development (JE)	12	5	41.7%	7	58.3%
Employee Services (ES)	49	7	14.3%	42	85.7%
Ethics Office (OE)	1	0	0.0%	1	100.0%
Finance & Administration (AF)	355	221	62.3%	134	37.7%
Fire & Rescue (FR)	1,298	1,168	90.0%	130	10.0%
General Counsel (GC)	60	18	30.0%	42	70.0%
Inspector General (IG)	8	5	62.5%	3	62.5%
Jacksonville Children's Commission (JC)	52	9	17.3%	43	82.7%
Jacksonville Human Rights Commission (JH)	8	3	37.5%	5	62.5%
Mayor's Office (MA)	23	6	26.1%	17	73.9%
Medical Examiner's (ME)	25	11	44.0%	14	56.0%
Military & Veterans Affairs (MV)	18	12	66.7%	6	33.3%
Neighborhoods (ER)	272	133	48.9%	139	51.1%
Property Appraiser's (PA)	108	51	47.2%	57	52.8%
Planning & Development (PD)	162	120	74.1%	42	25.9%
Police & Fire Pension Fund (PF)	6	4	66.7%	2	33.3%
Public Library (PL)	295	70	23.7%	225	76.3%
Public Works (PW)	496	440	88.7%	56	11.3%
Parks, Recreation & Community Svcs (RP)	332	189	56.9%	143	43.1%
Supervisor of Elections (SE)	29	11	37.9%	18	62.1%
Sheriff's Office (SH)	2,991	2,177	72.8%	814	27.2%
Sports & Entertainment (SP)	17	7	41.2%	10	58.8%
Tax Collector's (TC)	206	32	15.3%	174	84.7%
Total	7,270	4,820	66.3%	2,450	33.7%

FY 2016-2017 Full-Time Minority Employment

The number of full-time minority employees increased 33 to total 2,743 as of June 30, 2017. The overall percentage of minority employees remained the same at 37.7%.

During fiscal year 2016-2017, the greatest increase in minority employees occurred within Service Maintenance (+2.1%) and Officials/Administrators (+1.9%) categories.

However, the percentage of minority employees within Paraprofessional decreased by 2.9% and Protective Services decreased by 1.0%.

	Fiscal Year 2016	Fiscal Year 2017	Percent Increase (Decrease)	Census 2006-2010 EEO Data
Officials/Administrators	22.5%	24.4%	+1.9%	20.8%
Professionals	33.4%	34.1%	+0.7%	26.1%
Technicians	36.2%	35.3%	(-0.9%)	32.1%
Protective Services (Sworn)	31.2%	30.2%	(-1.0%)	32.4%
Paraprofessionals	49.8%	46.9%	(-2.9%)	Not available
Administrative Support	54.9%	55.4%	+0.5%	31.3%
Skilled Craft	34.5%	35.5%	+1.0%	25.2%
Service Maintenance	69.4%	71.5%	+2.1%	42.0%
Total	37.7%	37.7%	No Change	31.2%

Minority Workforce Comparison

	White	Black	AI/AN	Asian	Hispanic	NH/PI	2+/Other
City of Jacksonville	62.3%	30.0%	0.3%	2.3%	4.2%	0.2%	0.8%
Jacksonville, FL (MSA)	68.8%	19.8%	0.3%	3.5%	6.3%	0.1%	1.4%

FY 2016-2017 Full-Time Workforce Profiles (Race/Ethnicity)

Department/Agency/ Authority	Total	# Non- Minority	% Non- Minority	# Minority	% Minority
City Council (CC)	62	37	59.7%	42	67.7%
Civil Service/Construction Trade (MB)	4	1	25.0%	3	75.0%
Clerk of Courts (CL)	329	154	46.8%	175	53.2%
Court Operations (CO)	16	13	81.3%	3	18.7%
Downtown Investments (DI)	39	18	46.2%	21	53.8%
Economic Development (JE)	12	10	83.3%	2	16.7%
Employee Services (ES)	49	25	51.0%	24	49.0%
Ethics Office (OE)	1	1	100.0%	0	0.0%
Finance & Administration (AF)	355	195	54.9%	160	45.1%
Fire & Rescue (FR)	1,298	972	74.9%	326	25.1%
General Counsel (GC)	60	52	86.6%	8	13.4%
Inspector General (IG)	8	4	50.0%	4	50.0%
Jacksonville Children's Commission (JC)	52	20	38.5%	32	61.5%
Jacksonville Human Rights Commission (JH)	8	1	12.5%	7	87.5%
Mayor's Office (MA)	23	14	60.9%	9	39.9%
Medical Examiner's (ME)	25	15	60.0%	10	40.0%
Military & Veterans Affairs (MV)	18	8	44.4%	10	55.6%
Neighborhoods (ER)	272	173	63.6%	99	36.4%
Property Appraiser's (PA)	108	87	80.6%	21	19.4%
Planning & Development (PD)	162	125	77.2%	37	22.8%
Police & Fire Pension Fund (PF)	6	5	83.3%	1	16.7%
Public Library (PL)	295	183	62.0%	114	38.0%
Public Works (PW)	496	232	46.8%	264	53.2%
Parks, Recreation & Community Svcs (RP)	332	119	35.8%	213	64.2%
Supervisor of Elections (SE)	29	21	72.4%	8	27.6%
Sheriff's Office (SH)	2,991	1,902	63.6%	1,089	36.4%
Sports & Entertainment (SP)	17	14	82.4%	3	17.6%
Tax Collector's (TC)	206	108	52.4%	98	47.6%
Total	7,270	4,527	62.3%	2,743	37.7%

FY 2016-2017 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																
			3	5	7	38		1	32	91		4	2	2	44	141	185
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		2		49	50			90	23	1	3	2	4	145	80	225
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		3	2	129	74	1		193	76	14	11	4	9	345	172	517
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																
					1	2									1	2	3
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	3	45	101			62	115	2	9	1	6	112	234	346
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	136	329			31	94	7	19	2	3	178	450	628
Workforce Totals																	
	2	2	12	13	367	594	1	1	410	399	24	46	11	24	827	1,079	1,906

FY 2016-2017 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 Children's Commission and Public Library.

Technicians:

Part Time –Tech-Skilled Craft-Paraprofessionals w/Benefits and Temp-Logistical and Technical Officer. Positions are located within Recreation & Community Services; Supervisor of Elections; and Jacksonville 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 Jacksonville 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; Jacksonville Sheriff's Office; and the Tax Collector's.

Service/Maintenance:

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

FY 2016-2017 Part-Time Workforce Profiles (Gender)

Department/Agency/ Authority	Total	# Male	% Male	# Female	% Female
City Council (CC)	1	0	0.0%	1	100.0%
Civil Service/Construction Trade (MB)	2	0	0.0%	2	100.0%
Clerk of Courts (CL)	22	2	9.1%	20	90.9%
Court Operations (CO)	1	0	0.0%	1	100.0%
Downtown Investments (DI)	0	0	0.0%	0	0.0%
Economic Development (JE)	1	1	100.0%	0	0.0%
Employee Services (ES)	7	1	14.3%	6	85.7%
Ethics Office (OE)	2	0	0.0%	2	100.0%
Finance & Administration (AF)	13	7	53.8%	6	46.7%
Fire & Rescue (FR)	66	61	92.4%	5	7.6%
General Counsel (GC)	0	0	0.0%	0	0.0%
Inspector General (IG)	3	1	33.3%	2	66.7%
Jacksonville Children's Commission (JC)	229	59	25.8%	170	74.2%
Jacksonville Human Rights Commission (JH)	0	0	0.0%	0	0.0%
Mayor's Office (MA)	2	0	0.0%	2	100.0%
Medical Examiner's (ME)	2	0	0.0%	2	100.0%
Military & Veterans Affairs (MV)	1	1	50.0%	0	0.0%
Neighborhoods (ER)	28	14	50.0%	14	50.0%
Property Appraiser's (PA)	3	1	33.3%	2	66.7%
Planning & Development (PD)	4	3	75.0%	1	25.0%
Police & Fire Pension Fund (PF)	1	0	0.0%	1	100.0%
Public Library (PL)	174	37	21.3%	137	78.7%
Public Works (PW)	4	3	75.0%	1	25.0%
Parks, Recreation & Community Svcs (RP)	512	253	49.4%	259	50.6%
Supervisor of Elections (SE)	18	10	55.6%	8	44.4%
Sheriff's Office (SH)	752	352	46.8%	400	53.2%
Sports & Entertainment (SP)	2	0	0.0%	2	100.0%
Tax Collector's (TC)	56	21	37.5%	35	62.5%
Total	1,906	827	43.4%	1,089	56.6%

FY 2016-2017 Part-Time Workforce Profiles (Race/Ethnicity)

Department/Agency/ Authority	Total	# Non- Minority	% Non- Minority	# Minority	% Minority
City Council (CC)	1	1	100.0%	0	0.0%
Civil Service/Construction Trade (MB)	2	1	50.0%	1	50.0%
Clerk of Courts (CL)	22	16		6	
Court Operations (CO)	1	1	100.0%	0	0.0%
Downtown Investments (DI)	0	0	0.0%	0	0.0%
Economic Development (JE)	1	1	100.0%	0	0.0%
Employee Services (ES)	7	3		4	
Ethics Office (OE)	2	1	50.0%	1	50.0%
Finance & Administration (AF)	13	10		3	
Fire & Rescue (FR)	66	56		10	
General Counsel (GC)	0	0	0.0%	0	0.0%
Inspector General (IG)	3	3	100.0%	0	0.0%
Jacksonville Children's Commission (JC)	229	20		209	
Jacksonville Human Rights Commission (JH)	0	0	0.0%	0	0.0%
Mayor's Office (MA)	2	2	100.0%	0	0.0%
Medical Examiner's (ME)	2	1	50.0%	1	50.0%
Military & Veterans Affairs (MV)	1	1	100.0%	0	0.0%
Neighborhoods (ER)	28	16		12	
Property Appraiser's (PA)	3	3	100.0%	0	0.0%
Planning & Development (PD)	4	1	25.0%	3	75.0%
Police & Fire Pension Fund (PF)	1	0	0.0%	1	100.0%
Public Library (PL)	174	103		71	
Public Works (PW)	4	4	100.0%	0	0.0%
Parks, Recreation & Community Svcs (RP)	512	167		345	
Supervisor of Elections (SE)	18	12	66.7%	6	33.3%
Sheriff's Office (SH)	752	350		402	
Sports & Entertainment (SP)	2	2	100.0%	0	0.0%
Tax Collector's (TC)	56	34		22	
Total	1,906	809	42.4	1,097	57.6%

Prepared and submitted by:

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

Charlene Taylor Hill
Executive Director
Jacksonville Human Rights Commission