

**City of Jacksonville  
Workforce Utilization Report  
Fiscal Year 2017 - 2018**



**Prepared by the  
Office of Equal Opportunity/Equal Access**

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March 2019

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# FY 2017-2018 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 2017-2018. 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 report<sup>1</sup>:

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 Human Rights Commission (JH)	Sports & Entertainment (SP)
Kids Hope Alliance (JC)	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 underutilization<sup>2</sup>. 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.

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<sup>1</sup> Elected officials are not included.

<sup>2</sup> 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

## Race and Ethnicity 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.

### 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.

### Asian

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

### Black/African American (Not of Hispanic Origin)

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

### Hispanic/Latino

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

### Native Hawaiian/Pacific Islander

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

### White (Not of Hispanic Origin)

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

### Persons of Two or More Races

All persons who identify with two or more of the race categories: American Indian or Alaskan Native; Asian; Native Hawaiian or Pacific Islander; Black/African-American; White; 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 for that protected group available 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 2017-2018 Employment Highlights<sup>3</sup>

The number of full-time employees totaled 7,508 on June 30, 2018; an increase of 238 employees from FY 17. Minorities comprised 37.8 % of the workforce and females comprised 33.2 % of the workforce.

Data reflects that as of June 30, 2018 there were 856 new employees<sup>4</sup>: 310 (36.2%) were females and 546 (63.8%) were male. There were 361 (42.2%) minorities and 495 (57.8%) non-minorities within these new employees.

### Overall Full-Time Employment

<b>Fiscal Year</b>	<b># of Males</b>	<b># of Females</b>	<b># of Non-Minorities</b>	<b># of Minorities</b>	<b>Total</b>
2017-2018	5,016	2,492	4,672	2,836	7,508
2016-2017	4,820	2,450	4,527	2,743	7,270

  

<b>Fiscal Year</b>	<b>% of Males</b>	<b>% of Females</b>	<b>% of Non-Minorities</b>	<b>% of Minorities</b>
2017-2018	66.8%	33.2%	62.2%	37.8%
2016-2017	66.3%	33.7%	62.3%	37.7%

### Full-Time Employment & Census Data

	<b>White</b>	<b>Black</b>	<b>AI/AN</b>	<b>Asian</b>	<b>Hispanic</b>	<b>NH/PI</b>	<b>2+/Other</b>
<b>City of Jacksonville</b>	62.2%	29.2%	0.2%	2.3%	4.7%	0.2%	1.1%
<b>Jacksonville, FL (MSA)</b>	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 1,970 on June 30, 2018. Minorities comprised 59.5 % of the workforce; and females comprised 56.8% of the workforce. The increase of part-time employees is due to employees identified as "seasonal" (Ocean Lifeguards, Lifeguards, and Periodic Events).

<b>Fiscal Year</b>	<b># of Males</b>	<b># of Females</b>	<b># of Non-Minorities</b>	<b># of Minorities</b>	<b>Total</b>
2017-2018	851	1,119	798	1,172	1,970
2016-2017	827	1,079	809	1,097	1,906

  

<b>Fiscal Year</b>	<b>% of Males</b>	<b>% of Females</b>	<b>% of Non-Minorities</b>	<b>% of Minorities</b>
2017-2018	43.2%	56.8%	40.6%	59.4%
2016-2017	43.4%	56.6%	42.4%	57.6%

<sup>3</sup> Workforce data obtained from ITD's Quarterly Oracle EEO Data Report, end date of June 30, 2018.

<sup>4</sup> Employees with less than one (1) year employment hired between July 1, 2017 and June 25, 2018.

# FY 2017-2018 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 applicable workforce data

## **Accomplishments**

- (a) Conducted an analysis of COJ's total workforce (Full and Part Time) and identified positions where under-representation exists.
- (b) Disseminated the data to Employee Services (ES) and the Jacksonville Sheriff's Office (JSO) to assist the agency with the implementation of strategic recruiting efforts to positively impact under-utilization.
- (c) Identified missing EEO data i.e., Race and EEO Codes within the employee database prompting updates by ES to ensure 100% accurate information for future reporting.
- (d) Conducted quarterly workforce utilization reviews for JEA and Jacksonville Port Authority (JAXPORT) for (Q1, Q2, Q3 and Q4)<sup>5</sup>.
- (e) Employee Services educated department hiring managers on under-utilization in their respective departments and provided recommendations to address the problem.

**Step 2:** Prepare and submit mandated federal reports.

## **Accomplishments**

- (a) Prepared and submitted the JSO's EEOP on June 27, 2018. Obtained approval from U.S. Department of Justice for compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and the Victims of Crime Act of 1984. The approval is effective for a two-year period ending July 18, 2020 and protects over \$2 million in federal funding.
- (b) Prepared and submitted the COJ's EEOP on November 11, 2018. Obtained approval from U.S. Department of Justice for compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and the Victims of Crime Act of 1984. The approval is effective for a two-year period ending January 17, 2021 and protects over \$37 million in federal funding.

**Goal B: To secure diverse representation 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.

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<sup>5</sup> The calendar year can be divided into four quarters, often abbreviated as; Q1: 1 January-31 March, Q2: 1 April-30 June, Q3: 1 July-30 September, and Q4: 1 October-31 December.



**Accomplishments**

- (a) Employee Services partnered with Better Together to recruit under-employed persons and return back to work.
- (b) Employee Services partnered with the Mayor's Asian American Advisory Board to host a career fair connecting Asians with job opportunities within the city.
- (c) EO/EA facilitated the sharing of recruitment lists between Employee Services, JAXPORT, and JEA to expand recruiting efforts. Recruitment lists included: First Coast Hispanic Chamber, Indo-U.S. Chamber of Commerce, Job Corps, and National Society of Black Engineers (NSBE).

**Step 2:** Continue expanded recruitment activities.

**Accomplishments**

- (a) Employee Services participated in 38 career fairs during FY 2017-2018.
- (b) JFRD participated in 18 career fairs and 300 community outreach events during FY 2017-2018.
- (c) Military and Veterans Affairs participated in 24 job fairs during FY 2017-2018.
- (d) JSO civilian recruiting staff participated in three (3) career fairs in coordination with the JSO's Academy staff.
- (e) Employee Services worked closely with the Public Information Office to highlight hard to fill City positions and job such as Air Conditioning and Heating Technician, and Traffic Signal Repairer on social media sites e.g., Twitter, Facebook, and LinkedIn.
- (f) Employee Services expanded recruitment efforts by partnering with local high schools, vocational schools, colleges, and trade schools; increasing applicant pool of under-represented Hispanics and Blacks/African-Americans. These efforts resulted in a 2.04% increase in these under-represented applicant pools from FY 2017 to FY 2018.
- (g) Employee Services held a recruiting event to hire ex-offenders. The event resulted in the hiring of 11 new hires out of a candidate pool of 21 applicants.

**Step 3:** Review recruitment policies, practices and procedures.

**Accomplishments**

- (a) Employee Services revised recruiting strategies to include partnering with local high schools, vocational schools, colleges, and trade school to increase the under-represented applicant pool.
- (b) Employee Services continued to implement trainee/entry level positions to help individuals obtain on the job experiences.

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

(d) JSO initiated the use of ICIMS, recruiting software solutions that unify all aspects of talent acquisition, which enables the application process to be accessed from any computer, tablet, or cell phone. Making the hiring process more accessible to applicant pool within under-represented positions.

**Step 4:** Review, revise and publish job specifications.

**Accomplishments**

(a) Employee Services reviewed, revised, and approved 225 job specifications to ensure no barriers exist.

(b) JSO's Human Resource staff initiated Job Task Analysis to ensure certifications within positions reflect accurate requirements and no barriers exist.

**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 office conducted 31 EEO/Diversity training classes reaching 770 employees, supervisors and managers.

(b) Employee Services initiated online Sexual Harassment/Discrimination Training to 3,848 employees.

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

**Accomplishments**

(a) EO/EA conducted three (3) on-site "Sexual Harassment & Discrimination" training classes for the Parks, Recreation, and Community Services Department

(b) EO/EA conducted three (3) on-site "Sexual Harassment & Discrimination" training classes for the Medical Examiner's Office.

(c) Employee Services worked with hiring managers filling vacant positions on recruitment strategies produced to impact under-utilization.

(d) EO/EA conducted specialized "Sexual Harassment & Discrimination" training for Kids Hope Alliance.

**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.

### **Accomplishments**

- (a) EO/EA Office attended meetings and provided copies of the FY 2016-2017 Workforce Utilization Report to the Mayor's Asian America Board (MAAB), the Mayor's Hispanic Advisory Board (MHAB), and the Mayor's Commission on the Status of Women. Also met with MAAB and MHAB on the implementation of the city's Title VI plan to address meeting the needs of citizens with Limited English Proficiency (LEP).
- (b) The EO/EA Office conducted seven (7) on-site EO reviews performed on-site EO reviews of select departments to determine if perceptions exist that affect EO/EA goals.

**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) EO/EA assisted in the revision of ES Directive 0528 Anti-Harassment & Discrimination Policy complaint procedures.
- (b) Full time employment of females increased by 42; full time employment of minorities increased by 93.
- (c) JFRD hired nine (9) participants of the JFRD Apprentice program and currently have 17 participants in the Explore Post Program from FY18.

**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 revised and distributed updated "STOP DISCRIMINATION and HARASSMENT" poster.
- (b) EO/EA integrated "LGBTQ and Cognitive Diversity" information into training curriculum for New Employee Orientation (NEO).
- (c) EO/EA received 46 complaints & management consultations of which 22 were investigated and 20 were closed during FY 2018.
- (d) Created a shared mailbox for EO/EA Office and Labor Relations to receive confidential complaints from employees regarding discrimination/ harassment in the workplace.

# Recommendations

1. Employee Services and all agency Human Resources entities (including designated Recruitment teams) will annually review applicant pool data in NEOGOV <sup>6</sup> to see if there is any increase in under-represented groups.
2. Employee Services will continue to implement recruiting strategies targeted at under-represented positions.
3. Employee Services will review and analyze workforce data to identify job specifications where EEO codes have been incorrectly assigned to ensure proper reporting.
4. Employee Services will 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 should continue to post “hard to fill” positions on targeted fee-based professional organization’s websites.
6. Employee Services should continue to link its job opening to the Jacksonville Military Veterans’ Coalition website.
7. Employee Services will continue to expand its use of social media, i.e., Facebook, LinkedIn, and Twitter, to provide information related to the recruiting and application process.
8. All departments and agencies should continue to maximize the utilization of NEOGOV for posting all job vacancies and applicant tracking system. JSO will increase the use of ICIMS as their applicant tracking system.
9. JFRD should continue its sponsorship and association with Explorer Post 29 and Explorer Apprenticeship.
10. The Property Appraiser’s Office should continue to collaborate with Employee Services to correct and develop their job descriptions and eliminate [PAOemploy@coj.net](mailto:PAOemploy@coj.net) as a means for applicants to submit resumes.
11. Office of EO/EA, Employee Services, and the Office of General Counsel will continue to review and update the City’s existing Anti-Discrimination & Harassment policy, as needed.
12. Office of EO/EA and Employee Services will conduct an analysis to determine what underlining causes exist that decrease full-time female employment levels.

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<sup>6</sup> NEOGOV is automated Applicant Tracking System software utilized by Employee Services.

# FY 2017-2018 Full-Time Workforce Comparison (Job Category)

Job Category Job Code	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 Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
	# of employees																
<b>Officials/Administrators Job Code 01</b>	0	0	4	2	25	26	0	2	124	65	2	4	0	1	155	100	255
<b>Professionals Job Code 02</b>	1	0	21	19	68	131	1	1	380	308	23	15	4	8	498	482	980
<b>Technicians Job Code 03</b>	3	1	22	5	76	106	0	0	360	150	18	13	3	9	482	284	766
<b>Protective Services Job Code 04</b>	5	4	53	8	569	235	3	2	2,172	275	186	32	24	8	3,012	564	3,576
<b>Paraprofessionals Job Code 05</b>	0	2	1	4	16	75	0	0	35	102	1	6	2	1	55	190	245
<b>Administrative Support Job Code 06</b>	0	1	6	18	86	426	0	3	125	334	14	22	3	12	234	816	1,050
<b>Skilled Craft Job Code 07</b>	0	0	10	0	52	1	0	0	119	0	8	0	2	0	191	1	192
<b>Service/Maintenance Job Code 08</b>	4	0	2	1	266	37	1	0	106	17	6	0	4	0	389	55	444
<b>Workforce Totals</b>	13	8	119	57	1,158	1,037	5	8	3,421	1,251	258	92	42	39	5,016	2,492	7,508

# FY 2017-2018 Full-Time Workforce Utilization<sup>7</sup> (Job Category)

**Officials & Administrators:** *Underutilization of females was found.*

Departments identified include Public Works (Managers); Sheriff's Office (Chiefs).

**Professionals:** *Underutilization of females and minorities was found.*

Departments identified include Finance & Administration (System Engineers); Fire and Rescue (Fire Protection Inspectors); Planning & Development (Building Permit & License Inspector Seniors and Professional Engineers); Public Library (Librarians II); Public Works (Construction Project Managers and Superintendents); Sheriff's Office (Info Tech Analyst/Sheriff and Police Lieutenants)

**Technicians:** *Underutilization of females and minorities was found.*

Departments identified include Finance & Administration (Motor Vehicle Inspectors and Shop Supervisors); Neighborhoods (Environmental Quality Technicians and Code Compliance Officer Seniors); Planning & Development (Building Plans Examiners and Project Inspectors); Property Appraiser's Office (Field Evaluator); Public Works (Grounds Maintenance Project Supervisors and Project Inspectors); Sheriff's Office (Police Sergeants).

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

Departments identified include Fire & Rescue (Firefighters and Engineers); Sheriff's Office (Police Officers).

**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:** *Underutilization of females and minorities was found.*

Departments identified include Sheriff's Office (JSO-Community Services Officers).

**Skilled Craft:** No underutilization was found.

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

Departments identified include Downtown Investments (Parking Enforcement Specialists); Neighborhoods (Animal Code Enforcement Officers); Public Works (General Maintenance Worker and Maintenance Helpers)

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<sup>7</sup> 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 2017-2018 Full-Time Female Employment

In FY 2017-2018, the percentage of full-time female employees decreased by .5 %. There were 346 female employees that separated in FY 2018, compared to 304 females that separated in FY 2017. The greatest increase in female employees occurred within the Protective Services (Sworn) category (1%).

However, the percentage of female employees within the Professionals category decreased 6.5%. There were other notably decreases of full-time female employees within Officials/Administrators (3%) and Technicians (5%) categories that are being contributed to the normal attrition rate within the workforce.

	<b>Fiscal Year 2017</b>	<b>Fiscal Year 2018</b>	<b>Percent Increase (Decrease)</b>	<b>Census 2006-2010 EEO Data</b>
Officials/Administrators	42.2%	39.2%	<b>(-3%)</b>	42.9%
Professionals	55.7%	49.2%	<b>(-6.5%)</b>	58.6%
Technicians	42.1%	37.1%	<b>(-5%)</b>	54.7%
Protective Services (Sworn)	14.8%	15.8%	(1%)	22.8%
Paraprofessionals	77.5%	77.6%	(.1%)	Not available
Administrative Support	78.9%	77.7%	<b>(-1%)</b>	64.8%
Skilled Craft	00.5%	00.5%	No change	4.9%
Service Maintenance	12.3%	12.4%	(.1%)	42.3%
<b>Total</b>	<b>33.7%</b>	<b>33.2%</b>	<b>(-.5%)</b>	<b>45.9%</b>

## Female Employment Comparison

	<b>White</b>	<b>Black</b>	<b>AI/AN</b>	<b>Asian</b>	<b>Hispanic</b>	<b>NH/PI</b>	<b>2+/Other</b>
<b>City of Jacksonville</b>	16.7%	13.8%	0.1%	0.8%	1.2%	0.1%	0.5%
<b>Jacksonville, FL (MSA)</b>	30.2%	10.8%	0.1%	1.7%	2.7%	0.05%	0.4%

## FY 2017-2018 Full-Time Workforce Profiles (Gender)

Department/Agency/ Authority	Total	# Male	% Male	# Female	% Female
City Council (CC)	79	31	39%	48	61%
Civil Service/Construction Trade (MB)	5	1	20%	4	80%
Clerk of Courts (CL)	331	68	21%	263	79%
Court Operations (CO)	17	5	29%	12	71%
Downtown Investments (DI)	40	28	70%	12	30%
Economic Development (JE)	12	5	41.7%	7	58.3%
Employee Services (ES)	51	8	16%	43	84%
Ethics Office (OE)	1	0	0.0%	1	100.0%
Finance & Administration (FA)	350	210	60%	140	40%
Fire & Rescue (FR)	1431	1284	90.0%	147	10%
General Counsel (GC)	65	20	31%	45	69%
Inspector General (IG)	7	3	57%	4	43%
Jacksonville Children's Commission (JC)	46	9	20%	37	80%
Jacksonville Human Rights Commission (JH)	9	3	33%	6	67%
Mayor's Office (MA)	27	8	30%	19	70%
Medical Examiner's (ME)	29	12	41%	17	59%
Military & Veterans Affairs (MV)	17	11	65%	6	35%
Neighborhoods (ER)	280	134	48%	146	52%
Property Appraiser's (PA)	109	53	49%	56	51%
Planning & Development (PD)	173	130	75%	43	25%
Police & Fire Pension Fund (PF)	7	5	71%	2	29%
Public Library (PL)	295	76	26%	219	74 %
Public Works (PW)	497	435	87.5%	62	12.5%
Parks, Recreation & Community Svcs (RP)	333	191	57.4%	142	42.6%
Supervisor of Elections (SE)	29	12	42.9%	17	57.1%
Sheriff's Office (SH)	3032	2229	73.5%	803	26.5%
Sports & Entertainment (SP)	17	6	35.3%	11	64.7%
Tax Collector's (TC)	219	39	17.8%	180	82.2%
<b>Total</b>	<b>7508</b>	<b>5016</b>	<b>66.8%</b>	<b>2492</b>	<b>33.2%</b>



# FY 2017-2018 Full-Time Minority Employment

The number of full-time minority employees increased 93 to total 2,836 as of June 30, 2018. The overall percentage of minority employees increased by .1%

During fiscal year 2017-2018, the greatest increase in minority employees occurred within Service Maintenance (2.5%) and Officials/Administrators (1.5%) occupation categories.

However, the percentage of minority employees within the Professional category decreased by -4.3% and Paraprofessional decreased by -2.8%. These decreases are being contributed to the normal attrition rate within the workforce.

	<b>Fiscal Year 2017</b>	<b>Fiscal Year 2018</b>	<b>Percent Increase (Decrease)</b>	<b>Census 2006-2010 EEO Data</b>
Officials/Administrators	24.4%	25.9%	1.5%	20.8%
Professionals	34.1%	29.8%	(-4.3%)	26.1%
Technicians	35.3%	33.4%	(-1.9%)	32.1%
Protective Services (Sworn)	30.2%	31.6%	1.4%	32.4%
Paraprofessionals	46.9%	44.1%	(-2.8%)	Not available
Administrative Support	55.4%	56.2%	.8%	31.3%
Skilled Craft	35.5%	38.0%	2.5%	25.2%
Service Maintenance	71.5%	72.3%	.8%	42.0%
<b>Total</b>	<b>37.7%</b>	<b>37.8%</b>	<b>+ .1%</b>	<b>31.2%</b>

## Minority Workforce Comparison

	<b>White</b>	<b>Black</b>	<b>AI/AN</b>	<b>Asian</b>	<b>Hispanic</b>	<b>NH/PI</b>	<b>2+/Other</b>
<b>City of Jacksonville</b>	62.2%	29.2%	0.2%	2.3%	4.7%	0.2%	1.1%
<b>Jacksonville, FL (MSA)</b>	68.8%	19.8%	0.3%	3.5%	6.3%	0.1%	1.4%

## FY 2017-2018 Full-Time Workforce Profiles (Race/Ethnicity)

Department/Agency/ Authority	Total	# Non-Minority	% Non-Minority	# Minority	% Minority
City Council (CC)	79	49	62%	30	38%
Civil Service/Construction Trade (MB)	5	2	40%	3	60%
Clerk of Courts (CL)	331	157	47.4%	174	52.6%
Court Operations (CO)	17	12	70.6%	5	29.4%
Downtown Investments (DI)	40	16	40%	24	60%
Economic Development (JE)	12	10	83.3%	2	16.7%
Employee Services (ES)	51	30	58.8%	21	41.2%
Ethics Office (OE)	1	1	100.0%	0	0.0%
Finance & Administration (AF)	350	181	51.7%	169	48.3%
Fire & Rescue (FR)	1431	1063	74.3%	368	25.7%
General Counsel (GC)	65	56	86.2%	9	13.8%
Inspector General (IG)	7	4	57.1%	3	42.9%
Jacksonville Human Rights Commission (JH)	9	0	0%	9	100%
Kids Hope Alliance (JC)	46	14	30.4%	32	69.6%
Mayor's Office (MA)	27	17	63%	10	37%
Medical Examiner's (ME)	29	19	65.5%	10	34.5%
Military & Veterans Affairs (MV)	17	7	41.2%	10	58.8%
Neighborhoods (ER)	280	185	66.1%	95	33.9%
Property Appraiser's (PA)	109	86	78.9%	23	21.1%
Planning & Development (PD)	173	127	73.4%	46	26.6%
Police & Fire Pension Fund (PF)	7	5	71.4%	2	28.6%
Public Library (PL)	295	187	63.4%	108	36.6%
Public Works (PW)	497	228	45.9%	269	54.1%
Parks, Recreation & Community Svcs (RP)	333	117	35.1%	216	64.9%
Supervisor of Elections (SE)	29	20	69%	9	31%
Sheriff's Office (SH)	3032	1951	64.3%	1,081	35.7%
Sports & Entertainment (SP)	17	14	82.4%	3	17.6%
Tax Collector's (TC)	219	114	52.1%	105	47.9%
<b>Total</b>	<b>7508</b>	<b>4672</b>	<b>62.2%</b>	<b>2836</b>	<b>37.7%</b>

# FY 2017-2018 Part-Time Workforce Comparison (Job Category)

Job Category Job Code	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																
<b>Officials/Administrators Job Code 01</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Professionals Job Code 02</b>	0	0	1	5	6	32	0	1	34	68	1	7	1	3	43	116	159
<b>Technicians Job Code 03</b>	0	0	1	0	50	42	0	0	99	35	4	3	2	5	156	85	241
<b>Protective Services Support Job Code 04</b>	0	0	5	4	130	91	1	0	197	65	13	9	8	11	354	180	534
<b>Paraprofessionals Job Code 05</b>	0	0	0	0	1	2	0	0	1	1	0	0	0	0	2	3	5
<b>Administrative Support Job Code 06</b>	0	0	2	4	41	115	0	0	60	114	1	12	2	7	106	252	358
<b>Skilled Craft Job Code 07</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Service/Maintenance Job Code 08</b>	1	3	2	3	137	377	0	1	40	84	6	13	4	2	190	483	673
<b>Workforce Totals</b>	1	3	11	16	365	659	1	2	431	367	25	44	17	28	851	1,119	1,970

# FY 2017-2018 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 Kids Hope Alliance 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 2017-2018 Part-Time Workforce Profiles (Gender)

Department/Agency/ Authority	Total	# Male	% Male	# Female	% Female
City Council (CC)	3	0	0%	3	100%
Civil Service/Construction Trade (MB)	1	0	0%	1	100%
Clerk of Courts (CL)	26	3	11.5%	23	88.5%
Court Operations (CO)	1	0	0%	1	100%
Downtown Investments (DI)	0	0	0%	0	0%
Economic Development (JE)	1	1	100%	0	0%
Employee Services (ES)	7	1	14.3%	6	85.7%
Ethics Office (OE)	3	0	0%	3	100%
Finance & Administration (AF)	17	9	52.9%	8	47.1%
Fire & Rescue (FR)	95	77	81.1%	18	18.9%
General Counsel (GC)	0	0	0%	0	0%
Inspector General (IG)	1	1	100%	0	0%
Jacksonville Human Rights Commission (JH)	0	0	0.0%	0	0.0%
Kids Hope Alliance (JC)	237	57	24.1%	180	75.9%
Mayor's Office (MA)	1	0	0%	1	100%
Medical Examiner's (ME)	1	0	0%	1	100%
Military & Veterans Affairs (MV)	1	1	100%	0	0%
Neighborhoods (ER)	39	11	28.2%	28	71.8%
Property Appraiser's (PA)	4	1	25%	3	75%
Planning & Development (PD)	6	2	33.3%	4	66.7%
Police & Fire Pension Fund (PF)	0	0	0%	0	0%
Public Library (PL)	174	35	20.1%	139	79.9%
Public Works (PW)	4	3	75%	1	25%
Parks, Recreation & Community Svcs (RP)	507	243	47.9%	264	52.1%
Supervisor of Elections (SE)	40	15	37.5%	25	62.5%
Sheriff's Office (SH)	740	366	49.5%	374	50.5%
Sports & Entertainment (SP)	1	0	0%	1	100.0%
Tax Collector's (TC)	59	25	42.4%	34	57.6%
<b>Total</b>	<b>1,970</b>	<b>851</b>	<b>43.2%</b>	<b>1,119</b>	<b>56.8%</b>

## FY 2017-2018 Part-Time Workforce Profiles (Race/Ethnicity)

Department/Agency/ Authority	Total	# Non- Minority	% Non- Minority	# Minority	% Minority
City Council (CC)	3	2	66.7%	1	33.3%
Civil Service/Construction Trade (MB)	1	1	100%	0	0%
Clerk of Courts (CL)	26	17	65.4%	9	34.6%
Court Operations (CO)	1	1	100%	0	0%
Downtown Investments (DI)	0	0	0%	0	0%
Economic Development (JE)	1	1	100%	0	0%
Employee Services (ES)	7	4	57.1%	3	42.9%
Ethics Office (OE)	3	2	66.7%	1	33.3%
Finance & Administration (AF)	17	12	70.6%	5	29.4%
Fire & Rescue (FR)	95	67	70.5%	28	29.5%
General Counsel (GC)	0	0	0%	0	0%
Inspector General (IG)	1	1	100%	0	0%
Jacksonville Human Rights Commission (JH)	0	0	0%	0	0%
Kids Hope Alliance (JC)	237	18	7.6%	219	92.4%
Mayor's Office (MA)	1	1	100%	0	0%
Medical Examiner's (ME)	1	0	0%	1	100%
Military & Veterans Affairs (MV)	1	1	100%	0	0%
Neighborhoods (ER)	39	23	59%	16	41%
Property Appraiser's (PA)	4	3	75%	1	25%
Planning & Development (PD)	6	3	50%	3	50%
Police & Fire Pension Fund (PF)	0	0	0.0%	0	0%
Public Library (PL)	174	95	54.6%	79	45.4%
Public Works (PW)	4	4	100%	0	0%
Parks, Recreation & Community Svcs (RP)	507	157	31%	350	69%
Supervisor of Elections (SE)	39	23	57.5%	16	42.5%
Sheriff's Office (SH)	742	320	43.1%	422	56.9%
Sports & Entertainment (SP)	1	1	100%	0	0%
Tax Collector's (TC)	59	41	69.5%	18	30.5%
<b>Total</b>	<b>1,970</b>	<b>798</b>	<b>40.5%</b>	<b>1,172</b>	<b>59.5%</b>

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