

# EQUAL EMPLOYMENT OPPORTUNITY PLAN

The Pasco County Board of County Commissioners, in compliance with 28 CFR 42.304, compiled the attached Equal Employment Opportunity Plan for Fiscal Year 2012 as part of the grant process under the Omnibus Crime Control and Safe Streets Act of 1968 as amended.

Name: Pasco County Board of County Commissioners

Address: West Pasco Government Center  
8731 Citizens Drive  
New Port Richey, FL 34654-5598

Person Responsible for the Equal Employment Opportunity Plan:

Barbara De Simone  
Personnel Director

Address: 8731 Citizens Drive  
New Port Richey, FL 34654-5598

Telephone: (727) 847-8103

It is the policy of the Pasco County Board of County Commissioners that personnel shall be employed, promoted, demoted, transferred, dismissed, and compensated without regard to race, color, religion, sex, national origin, disability, or age in compliance with all applicable Federal, State, and local statutes and ordinances.



BOARD OF COUNTY COMMISSIONERS  
OF PASCO COUNTY, FLORIDA

  
\_\_\_\_\_  
PAULA S. O'NEIL, CLERK AND COMPTROLLER

  
\_\_\_\_\_  
CHAIRMAN

APPROVED  
IN SESSION

NOV 19 2013

PASCO COUNTY  
BCC

# PASCO COUNTY EQUAL EMPLOYMENT OPPORTUNITY PLAN

The Pasco County Board of County Commissioners (BCC) supports Equal Employment Opportunity (EEO) for all persons, regardless of race, color, age, religion, sex, national origin, disability, or any other nonmerit factor. Employment policies are in compliance with the Civil Rights Act of 1964 and The Americans with Disabilities Act (ADA). Notification of these laws has been posted in conspicuous areas within public buildings throughout the County. This program is designed to allow all persons, including minorities, women, and those with disabilities, to achieve their employment aspirations and, at the same time, provide the County with the mechanism to effectively and properly utilize all of the available human resources. Pasco County makes a conscious and deliberate effort to ensure that all personnel-related decisions are based solely on job-related factors to provide all applicants and/or employees equal employment opportunities.

The following procedures have been implemented to ensure EEO compliance:

## A. RECRUITMENT POLICIES

Personnel staff members conduct the following types of recruitment activities:

1. Include the phrase "EEO/MF/ADA Employer" or "Equal Opportunity Employer" on all job announcements, and newspaper advertisements.
2. Ensure that referral agencies, when used, are in compliance with EEO laws.
3. All position vacancies are listed online on the County website.
4. Jobs are advertised intermittently in the newspaper with internet recruitment sites, and with applicable professional trade organizations

## B. JOB DESCRIPTIONS, SPECIFICATIONS, AND REQUIREMENTS

1. Personnel staff has been assigned to conduct detailed analysis of position descriptions to ensure that they accurately reflect position functions and are consistent for the same position from one location to another, unless revisions are implemented based on operational needs.
2. The Classification Method of job evaluation is used to ensure a consistent appraisal of job equity within the work place. This method also ensures that specifications are consistent within job classifications and are not biased regarding race, color, religion, sex, national origin, age, or disability.
3. Position descriptions and specifications are provided to staff members involved in the recruiting, screening, selection, and promotion processes.

## C. SELECTION PRACTICES

Personnel staff has been assigned to take the following actions to ensure that the County's selection process is job-related and to eliminate any artificial barriers to the employment and promotion of minorities, women, and people with disabilities.

1. Review job application and other pre-employment forms to ensure that inquiries are job-related.
2. Evaluate the total selection process to ensure that it is free from bias.
3. Provide training and written guidance to personnel interviewers on proper techniques, inquiries, and documentation.

4. Analyze unscored selection procedures, such as background checks, interviews, and physical examinations for possible discrimination against or exclusion of minorities, women, or people with disabilities.
5. Eliminate any procedure or requirement that is not job-related.
6. Analyze scored selection procedures, such as application forms, written tests, oral tests, performance tests, and evaluation of job-related work experience to ensure that the criteria used fairly measures the relative abilities of individuals competing in examinations without regard to race, religion, sex, national origin, age, color, or physical ability.

D. PROMOTIONAL AND TRAINING PRACTICES

Staff has been assigned to ensure that all employees have the opportunity to seek jobs that offer more responsibility and employment advancement within Pasco County.

1. Post promotional opportunities on departmental bulletin boards throughout the County offices as well as online.
2. Evaluate requirements for promotion on job-related criteria and ensure that minorities, women, and people with disabilities are not required to possess higher qualifications than others.
3. Applicants are screened by Personnel staff and interviewed by the supervisors and managers. Recommendations for promotions are based upon the job specifications of the position to ensure that the most qualified applicant is selected.
4. Training is conducted based upon each individual department's needs assessment. Participants are selected according to the subject taught and the employee's job duties.
5. Participants in the training programs are those employees who are directly involved in the subject matter being presented. For example, those who use particular software were/will be given training in that software.

E. DISCIPLINARY PRACTICE

It is the policy of the BCC to maintain a progressive discipline process in all but the most serious offenses. The procedure involves increasingly severe penalties each time an employee is disciplined. Employees who violate County procedures or work rules, who have consistently demonstrated poor or unsafe work habits, or who produce poor work quality shall be subject to progressive discipline: verbal and written reprimands, then demotion, suspension without pay, and/or termination.

Verbal and written reprimands are initiated at the individual department level and are not always forwarded to Personnel for inclusion in the employee's official Personnel file. Employees are expected to sign and are given copies of all documents prior to their becoming part of their Personnel file. Employees have the right to express their views in writing on any disciplinary action being taken.

The most severe forms of discipline; i.e., demotion, suspension without pay, and termination, must follow a published procedure designed to ensure the employee is afforded due process. The employee is given written notice by their department head containing the information that pertains to their violation of County rules or procedures and the recommended discipline. They are then referred to the Personnel Director for a predisciplinary hearing. During this hearing, they are given the opportunity to defend and explain their actions. The Personnel Director, based on all of the information presented, will agree, disagree, or modify the recommendation made by the department head. The employee may appeal to a civilian Personnel Board within ten calendar days of notification of the Personnel Director's

decision. After the employee's right to appeal has expired, the discipline is carried out by the department head.

The intent of the policy is to ensure that all employees are afforded due process and are equitably disciplined for violations of County rules and procedures.

F. BENEFITS

Staff has been assigned to ensure that Pasco County's benefit programs are nondiscriminatory.

1. Employee benefits are reviewed by the Personnel Department to ensure that they do not inadvertently discriminate on the basis of race, color, religion, sex, national origin, age, or disability.
2. Retirement benefits are administered through the Florida State Retirement System. Benefits are based upon years of service and an average final compensation rate for the five highest years of service, or employees may elect to participate in an optional investment plan instead and are vested after one year.
3. Annual leave accrual rates are based on years of service and grade. Medical leave accrues for all employees at the same rate.

## COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES

Pasco County is in compliance with EEO discrimination guidelines. The County expressly prohibits any form of discrimination based on sex, race, color, religion, disability, age, or national origin in all terms and conditions of employment including, but not limited to, recruiting, hiring, placement, promotion, demotion, termination, layoff, transfer, leave without pay, compensation, and training.

### G. RECRUITING AND ADVERTISING

1. Nondiscriminatory recruiting is conducted by the Personnel Department through internal job postings, external job postings, online, advertisements in newspapers and trade publications, and BCC postings in the lobby.
2. Employment advertisements do not express a sex preference except where sex is a bona fide occupational qualification for the job. All advertisements and postings refer to Equal Employment compliance.

### H. EMPLOYMENT PRACTICES

1. Employment procedures for Pasco County are in compliance with Equal Employment Opportunity Commission guidelines and do not discriminate against applicants and employees based on sex, race, religion, color, national origin, age, or disability. It is the responsibility of the Personnel Department to ensure procedures are followed. These employment practices include, but are not limited to, hiring, upgrading, placement, promotion, demotion, transfer, recruitment, layoff, termination, leave without pay, compensation, and training.
2. Employees of Pasco County have an equal opportunity to compete for any available job for which they are qualified, in accordance with all Federal and State statutes. Available position postings are distributed to each department and placed in the office or on job site bulletin boards. Each employee has an opportunity to apply.
3. Personnel staff has been assigned to screen the applicants using job specifications. Referrals are made to directors or managers for selection evaluation. Staff members who conduct the screening of applicants have been given training on appropriate interviewing techniques.
4. The County does not discriminate with respect to employment opportunities, wages, hours, benefits, or other conditions of employment. Starting salary is stated when a position is posted or advertised.
5. Employees are not forced to retire, nor are they terminated based on age or sex. Optional retirement ages are the same for men and women and are set by the State of Florida Division of Retirement.
6. Maternity and other leave policies meet the requirements of the Pregnancy Discrimination Act amendment to Title VII of the Civil Rights Act of 1964, as well as the Family and Medical Leave Act and ADA. Disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions for all job-related purposes, are treated the same as other disabilities caused or contributed to by other medical conditions under the health insurance and medical leave plans. Employment practices involving matters such as commencement and duration of leave, the availability of extensions, the accrual of benefits, reinstatement, and payment under our group health plan, and leave policies are applied to disability due to pregnancy, childbirth, or related conditions on the same terms and conditions as applied to other disabilities and illnesses.

I. WAGES

1. The pay plan for the BCC is based on position analyses and salaries in competing markets and are not related to or based on the sex, race, color, religion, or national origin of employees.
2. External salary surveys are conducted to ensure that position classifications are competitive.
3. All training conducted by the County is based on job position or individual need, not sex. Employees requiring training have equal access to all programs regardless of sex, race, or national origin.

**COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

The County does not discriminate against any qualified individual or employee with a disability.

The following procedures have been implemented to ensure ADA compliance:

J. COMMUNICATION

1. Management personnel are trained in the fundamentals of the ADA to ensure compliance, and are provided with updates on changes.
2. Appropriate notification has been posted in various locations throughout the County.
3. Reference materials are updated and reviewed routinely to ensure the staff is aware of any amendments to the ADA.
4. TTY telephones have been placed in locations within the County to ensure there exists a mode of communication for the hearing-impaired.
5. Employees are trained on the use of the TTY equipment, and procedures have been posted near each device.
6. The TTY telephone number is listed for all outside job announcements so that hearing-impaired applicants have a means to call and ask questions.

K. APPLICATION AND HIRING PROCEDURES

1. An analysis of position descriptions has been completed by supervisors. Each job description was reviewed to establish essential and nonessential functions of the position.
2. The employment application was reviewed for possible discriminatory wording of questions and to ensure compliance with current ADA requirements.
3. Employment advertisements include the statement "EEO/MF/ADA Employer" or "Equal Opportunity Employer." Special accommodations are provided for those applicants who need assistance during the selection process, including the TTY access number and interpreters for the deaf.
4. Personnel staff has been trained on appropriate interviewing techniques.

L. JOB ASSIGNMENT

1. Unless an "undue hardship" can be demonstrated, reasonable accommodations to the known physical and mental limitations of a qualified applicant or employee will be made by Pasco County.
2. The County does not limit the duties of an individual with a disability based on presumptions about what is best for that person or about the person's ability to perform certain tasks.
3. Employees with disabilities are not assigned or re-assigned to one particular office but are integrated within the work force in all locations.

M. COMPENSATION AND BENEFITS

1. Compensation is based on the results of external labor market surveys and job evaluations.
2. An internal job analysis is conducted to analyze the placement of new and amended positions within the salary structure.
3. Compensation is normally awarded for performance based on an annual performance evaluation and the merit principle. However, due to budget constraints, there has not been any merit increases since October 2008.
4. Medical insurance is provided to all employees after a waiting period of 90 days, and no employee is denied coverage because of a disability.
5. The retirement benefit is paid by the County into the Florida State Retirement System for employees in regularly established positions within the County.
6. Annual leave accrues biweekly for all employees. The number of years of service with the County and pay grade are used to define the accrual rate for an employee.
7. Medical leave accrues based on eligibility criteria which is the same for all employees and does not discriminate against employees with disabilities.

**TESTING/EXAMINATIONS**

Examinations may consist of oral interviews, written tests, performance tests, appraisal of experience, or combinations of the above. Testing will maximize reliability, objectivity, and validity through a practical assessment of the applicant's skills, knowledge, and abilities necessary for successful job performance. They are administered under standardized, uniform conditions with uncomplicated instructions.

Personnel staff monitors all examination procedures and results. The BCC administers testing for the Fire Rescue Department (FRD) using the following criteria:

N. FIRE RESCUE DEPARTMENT TESTING - NEW HIRES

1. Written Multiple Choice Test; 100 Questions.
  - a. Minimum score established and announced.
  - b. Pass/fail point.
  - c. Questions are analyzed after each test and any question(s) missed by a large number of applicants is/are reviewed for accuracy and may be dropped from the test.

2. Physical Agility Test (pass/fail point).
  - a. Description of events and pass/fail times published in advance.
  - b. Passing the Candidate Physical Abilities Test (CPAT) is a requirement for all new hires.
  - c. Test measures physical skills necessary to perform job.
  - d. Test is also given annually to all rank and field personnel of the FRD.

3. Veterans' Preference is given (five or ten points).

4. Appeals.

Applicants may appeal if they feel an error has been made in grading the examinations:

- a. First to the EEO officer.
- b. Then to the Personnel Board, sitting as the EEO Committee.
- c. Then, if necessary, to the County Administrator.

O. FRD TESTING-PROMOTIONALS-ALL GRADES

1. Written test is produced by random selection from a protected data base.
2. A practical/tactical scenario is given to the testing candidate to show proficiency in their testing position. Test is proctored by other fire services.
3. Oral review is conducted by a panel of officers from other fire services.
4. Seniority - One point per year continuous service; cannot exceed ten points.
5. Minimum qualifications.
  - a. Time in service.
  - b. Certifications/licenses.
6. All phases of examination are explained in detail and published in advance.
  - a. All reference materials needed to prepare for the test are published.
  - b. Reference materials may be borrowed from the FRD.
7. Written examination questions may be challenged.
  - a. Applicants may visit the Personnel Department and review a test with correct answers indicated. They may challenge any question based on an incorrect answer key, or that the question is based on information that is incorrect or out-of-date.
  - b. Successfully challenged questions are thrown out and every applicant receives credit for that question.

- c. The Personnel Department analyzes the test and determines whether any question(s) have been missed by a high percentage of the personnel being tested. Questions identified by this process are reviewed by subject matter experts from the Training Division of the FRD and may be eliminated from the test in the same manner as any other challenged question.
- d. Applicants also have the opportunity, at a later date, to review their own test with an answer key to validate their individual score and to identify areas that would require more study in the future.

**AFFIRMATIVE ACTION STATISTICAL PACKET  
PASCO COUNTY**

**2010\***  
**Population and Labor Force Status by  
Sex, Race, and Hispanic Origin**

<b>Racial/Ethnic Category</b>	<b>Population</b>	<b>Civilian Labor Force</b>	<b>Employed</b>	<b>Unemployed</b>
Total (Both Sexes)	464,697*	208,333*	185,077*	23,256*
White	372,239*	125,635	125,702	5,743
Black	20,700*	2,579	2,381	298
American Indian, Eskimo, or Aleut	1,646*	412	458	33
Asian or Pacific Islander	9,796*	1,652	1,609	63
Other Races	5,780*	1,742	2,211	278
Hispanic Origin	54,536*	8,714	8,084	632
Minority Group*	92,458*	15,100	14,743	1,304
Total (Female)	238,811*	100,156*	89,963*	10,193*
White	168,550	59,665	59,590	2,751
Black	3,571	1,249	1,160	158
American Indian, Eskimo, or Aleut	603	174	192	8
Asian or Pacific Islander	1,866	825	784	43
Other Races	2,378	902	842	130
Hispanic Origin	9,513	3,859	3,578	279
Minority Group*	17,931	7,009	6,556	618

Sum of Hispanic and all races except white. Some duplication possible since persons of Hispanic origin may be of any race.

**NOTE:** Sum of detail may not equal totals due to rounding.

Source: U.S. Census Bureau, 2000 Census  
U.S. Census Bureau, \*2010 Census (2010 Census Labor Force segmentation data not available by date of report.)

**BOARD OF COUNTY COMMISSIONERS  
EMPLOYMENT DATA AS OF SEPTEMBER 30, 2012  
Full-Time and Part-Time Employees (Temporary Employees Not Included)**

JOB CATEGORIES Annual Salary in (Thousands 000)	Total (Columns) B-K A	MALE					FEMALE				
		Non-Hispanic Origin		Hispanic D	Asian or Pacific Islander E	American Indian or Alaskan Native F	Non-Hispanic Origin		Hispanic I	Asian or Pacific Islander J	American Indian or Alaskan Native K
		White B	Black C				White G	Black H			
<b>OFFICIALS/ADMINISTRATORS</b>											
1.	0.1-15.9	5	3					2			
2.	16.0-19.9										
3.	20.0-24.9										
4.	25.0-32.9	3	2					1			
5.	33.0-42.9	65	56	2	1			5	1		
6.	43.0-54.9	39	33					6			
7.	55.0-69.9	22	16	1				3		2	
8.	70.0 PLUS	31	21			1		7		2	
<b>PROFESSIONALS</b>											
9.	0.1-15.9										
10.	16.0-19.9										
11.	20.0-24.9										
12.	25.0-32.9	16	8	2				6			
13.	33.0-42.9	45	16		1			27	1		
14.	43.0-54.9	57	24	3		1		26		2	1
15.	55.0-69.9	57	45		4			7			1
16.	70.0 PLUS	47	34		3			10			
<b>TECHNICIANS</b>											
17.	0.1-15.9										
18.	16.0-19.9	1						1			
19.	20.0-24.9	1	1								
20.	25.0-32.9	66	39		1			26			
21.	33.0-42.9	83	44		4	1		33		1	
22.	43.0-54.9	47	34		1	3		7	1	1	
23.	55.0-69.9	16	13		1			2			
24.	70.0 PLUS	7	3					4			

JOB CATEGORIES Annual Salary in (Thousands 000)		Total (Columns) B-K A	MALE					FEMALE				
			Non-Hispanic Origin		Hispanic D	Asian or Pacific Islander E	American Indian or Alaskan Native F	Non-Hispanic Origin		Hispanic I	Asian or Pacific Islander J	American Indian or Alaskan Native K
			White B	Black C				White G	Black H			
<b>PROTECTIVE SERVICE</b>												
25.	0.1-15.9											
26.	16.0-19.9											
27.	20.0-24.9	8	1				7					
28.	25.0-32.9	20	16		1		3					
29.	33.0-42.9	202	179	1	10	3	1	8				
30.	43.0-54.9	103	86		6		1	8	2			
31.	55.0-69.9	28	21			1		6				
32.	70.0 PLUS	13	13									
<b>PARA-PROFESSIONALS</b>												
33.	0.1-15.9											
34.	16.0-19.9	3					3					
35.	20.0-24.9	39	6		2		30			1		
36.	25.0-32.9	31	5				25	1				
37.	33.0-42.9	27	16				8	1	2			
38.	43.0-54.9	13	10				2		1			
39.	55.0-69.9	3	3									
40.	70.0 PLUS											
<b>ADMIN. SUPPORT</b>												
41.	0.1-15.9											
42.	16.0-19.9	7					7					
43.	20.0-24.9	71	7		1		62		1			
44.	25.0-32.9	122	15				106				1	
45.	33.0-42.9	44	5			1	38					
46.	43.0-54.9	14					14					
47.	55.0-69.9	5	2				3					
48.	70.0 PLUS	1	1									
<b>SKILLED CRAFT</b>												
49.	0.1-15.9											
50.	16.0-19.9	1					1					
51.	20.0-24.9	73	64		4		5					
52.	25.0-32.9	120	111		5		4					
53.	33.0-42.9	103	87	3	4	1	7		1			
54.	43.0-54.9	21	20				1					
55.	55.0-69.9	3	3									
56.	70.0 PLUS											

JOB CATEGORIES Annual Salary in (Thousands 000)	Total (Columns) B-K A	MALE					FEMALE					
		Non-Hispanic Origin		Hispanic D	Asian or Pacific Islander E	American Indian or Alaskan Native F	Non-Hispanic Origin		Hispanic I	Asian or Pacific Islander J	American Indian or Alaskan Native K	
		White B	Black C				White G	Black H				
<b>SERVICE MAINTENANCE</b>												
57.	0.1-15.9	1					1					
58.	16.0-19.9	23	10				12	1				
59.	20.0-24.9	109	88		4	1	15	1				
60.	25.0-32.9	107	84	1	6		15		1			
61.	33.0-42.9	57	51	1			3	2				
62.	43.0-54.9	16	15					1				
63.	55.0-69.9	2	1				1					
64.	70.0 PLUS											
<b>TOTAL (Lines 1-64)</b>		<b>1998</b>	<b>1312</b>	<b>14</b>	<b>59</b>	<b>13</b>	<b>2</b>	<b>568</b>	<b>10</b>	<b>16</b>	<b>3</b>	<b>1</b>

**NOTE 1:** Rates of pay are indicated by a salary range. Employees become eligible for consideration for a merit salary increase at one-year intervals on their merit anniversary date based on performance until their maximum salary is reached.

**NOTE 2:** The Fire Rescue Department assigns firefighter/emergency medical technicians and paramedics to one of three (24-hour) shifts. However, they may be sent to man any of the 23 stations located throughout the County based on operational needs. No one is permanently assigned to any specific station.

**NOTE 3:** The job categories in these charts consist of a variety of job classifications. The principal duties and rates of pay for each job classification are maintained in the Personnel Department.

## JOB CATEGORIES

The following eight job categories used in this plan conform to those used by the Equal Employment Opportunity Commission in the annual EEO-4 reporting form. The categories identify position classifications according to the general nature of the work performed.

1. Officials and 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, including department heads and division heads.
2. Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience, including personnel and labor relations workers, systems analysts, and accountants.
3. Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized postsecondary school education or through equivalent on-the-job training, including computer programmers, draftsmen, and surveyors.
4. Protective Service Workers: Occupations in which workers are entrusted with public safety, security, and protection from destructive forces, including firefighters.
5. Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role. Usually requires less formal training and/or experience normally required for professional status, including library assistants and recreation assistants.
6. Office and Clerical (Administrative Support): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and information and other paperwork required in an office, including clerk typists, stenographers, and office machine operators.
7. Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough knowledge of the processes involved in the work, which is acquired through on-the-job training and experience or through other training programs, including electricians and mechanics.
8. Service Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience or safety of the general public, or which contribute to the upkeep and care of buildings, facilities, or grounds of public property, including custodians, groundskeepers, and house-keeping aides.

## APPLICANTS FOR EMPLOYMENT FISCAL YEAR 2012

	Total	MALE					FEMALE				
		Non-Hispanic Origin		Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Non-Hispanic Origin		Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
		White	Black				White	Black			
Applications (Eligible)	8573	4194	329	544	118	19	2794	217	269	70	19
Offers	252	125	2	2	4		117	1	1		
New Hires	129	76	4	10	1		31	2	4		1
Declined (Note 2)	915	463	28	53	16	1	309	19	19	3	4
Not Available (Note 1)	194	102	5	12	3	59	3	9	1		

Total Eligible Applications: 8,573

Total Ineligible Applications: 8,622

Total Applications Received: 17,195

NOTE 1: Applicants were not available for a variety of reasons; i.e., telephone disconnected, moved, did not return calls, etc.

NOTE 2: Declined for a variety of reasons; i.e., received another job, location, hours, pay, etc. Includes outside applicants and current employee applicants that applied for promotion or transfer.

## ELIGIBLE EMPLOYEES - APPLICATIONS FOR PROMOTION/TRANSFERS FISCAL YEAR 2012

	Total (Columns) B-K A	MALE					FEMALE				
		Non-Hispanic Origin		Hispanic D	Asian or Pacific Islander E	American Indian or Alaskan Native F	Non-Hispanic Origin		Hispanic I	Asian or Pacific Islander J	American Indian or Alaskan Native K
		White B	Black C				White G	Black H			
<b>APPLICATIONS FOR PROMOTION/TRANSFER - FISCAL YEAR 2012</b>											
Officials/Administrators	17	10		1			5		1		
Professionals	44	4				1	34	3	2		
Technicians	101	49	2	4	2		38	1	5		
Protective Service	7	4					3				
Paraprofessionals	18	4		3			8	1	2		
Office/Clerical	205	30	1		3		162		7		2
Skilled Craft	141	114	3	18			6				
Service Maintenance	67	53	2	2			9		1		
<b>Total</b>	<b>600</b>	<b>268</b>	<b>8</b>	<b>28</b>	<b>5</b>	<b>1</b>	<b>265</b>	<b>5</b>	<b>18</b>		<b>2</b>
<b>PROMOTIONS/TRANSFERS - FISCAL YEAR 2012</b>											
Officials/Administrators	4	3					1				
Professionals	12	4					7		1		
Technicians	5	3					2				
Protective Service	1						1				
Paraprofessionals											
Office/Clerical	24	3					20		1		
Skilled Craft	29	20	8				1				
Service Maintenance	6	5					1				
<b>Total</b>	<b>81</b>	<b>38</b>	<b>8</b>				<b>33</b>		<b>2</b>		

## DISCIPLINARY ACTIONS FISCAL YEAR 2012

	MALE					FEMALE				
	Non-Hispanic Origin		Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Non-Hispanic Origin		Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
	White	Black				White	Black			
Suspension Without Pay	7					4				
Demotion										
Termination	6					1				
Resignation	6									
Inactive	2									

Department heads, under the BCC, are authorized to issue oral and written reprimands which are not always made a part of the employee's permanent personnel file. Therefore, figures for that type of disciplinary action are not maintained at this time.

## SEPARATIONS FISCAL YEAR 2012

	Total	MALE					FEMALE				
		Non-Hispanic Origin		Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Non-Hispanic Origin		Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
		White	Black				White	Black			
Voluntary	250	128	6	1			107	7		1	
Involuntary	15	9					5		1		

**AFFIRMATIVE ACTION STATISTICAL PACKET  
PASCO COUNTY COMMUNITY WORK FORCE**

JOB CATEGORY	Grand Total	MALE							FEMALE						
		Total	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Total	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native		
Officials/Administrators	18,269	10,654	10,015	120	405	110	4	7,615	7,095	80	370	55	15		
Percent	100	58.3	54.8	.65	2.2	.6	.02	41.7	38.8	.44	2.02	.3	.08		
Professionals/Paraprofessionals	19,350	8,380	7,535	130	375	340		10,970	9,790	245	655	245	35		
Percent	100	43.3	38.9	.67	1.9	1.7		56.7	50.6	1.3	3.4	1.3	.2		
Technicians	4,080	1,425	1,280	15	95	25	10	2,655	2,485	60	80	30			
Percent	100	34.9	31.3	.36	2.3	.61	.25	65.1	60.9	1.5	2	.74			
Protective Service	2,776	2,399	2,225	25	135	4	10	377	355	4	14		4		
Percent	100	86.4	80.2	.9	4.9	.14	.36	13.6	12.8	.14	.5		.14		
Office/Clerical	37,925	11,835	10,755	150	835	70	25	26,090	24,160	390	1,285	190	65		
Percent	100	31.2	28.4	.4	2.2	.18	.07	68.8	63.7	1.03	3.4	.5	.17		
Skilled Craft	17,639	16,664	15,350	200	940	59	115	975	820	70	75	10			
Percent	100	94.5	87	1.13	5.3	.33	.65	5.5	4.6	.4	.43	.06			
Service Maintenance	38,194	21,534	18,565	670	2,005	219	75	16,660	14,590	390	1,340	285	55		
Percent	100	56.4	48.6	1.8	5.25	.57	.2	43.6	38.2	1.02	3.5	.75	.14		

Source: U.S. Census Bureau, 2000 Census (2010 Census Job Category segmentation data not available by date of report.)

NOTE: Sum of detail may not equal totals due to rounding.

**BOARD OF COUNTY COMMISSIONERS  
PASCO COUNTY GOVERNMENT CURRENT WORK FORCE**

JOB CATEGORY	Grand Total	MALE						FEMALE					
		Total	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Total	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
Officials/Administrators	165	136	131	3	1	1		29	24	1	4		
Percent		82	79	2	1	1		18	15	1	3		
Professionals/Paraprofessionals	338	183	167	5	10	1		155	144	3	5	3	
Percent		54	49	1	3	.3		46	43	.9	1	.9	
Technicians	221	145	134		7	4		76	73	1	2		
Percent		66	61		3	2		34	33	.5	.9		
Protective Service	374	340	316	1	17	4	2	34	32		2		
Percent		91	84	.3	5	1	.5	9	9		.5		
Office/Clerical	264	32	30		1	1		232	230		1		1
Percent		12	11		.4	.4		88	87		.4		.4
Skilled Craft	321	302	285	3	13	1		19	18		1		
Percent		94	89	.9	4	.3		6	6		.3		
Service Maintenance	315	262	249	2	10	1		53	47	5	1		
Percent		83	79	.6	3	.3		17	15	2	.3		

**NOTE:** Sum of detail may not equal totals due to rounding.

**PASCO COUNTY GOVERNMENT  
UTILIZATION ANALYSIS**

JOB CATEGORY	Grand Total	MALE						FEMALE							
		Total	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Total	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native		
<b>Officials/Administrators</b>															
Pasco Co. Community Work Force %	100	58.3	54.8	.65	2.2	.6	.02	41.7	38.8	.44	2.02	.3	.08		
Pasco Co. Govt. Work Force %	100	82	79	2	1	1		18	15	1	3				
Utilization %		23.7	24.2	1.35	-1.2.	.4	-.02	-23.7	-23.8	.56	.98	-.3	-.08		
<b>Professionals &amp; Paraprofessionals</b>															
Pasco Co. Community Work Force %	100	43.3	38.9	.67	1.9	1.7		56.7	50.6	1.3	3.4	1.3	.2		
Pasco Co. Govt Work Force %	100	54	49	1	3	.3		46	43	.9	1	.9			
Utilization %		10.7	10.1	.33	1.1	-1.4		-10.7	-7.6	-.4	-2.4	-.4	-.2		
<b>Technicians</b>															
Pasco Co. Community Work Force %	100	34.9	31.3	.36	2.3	.61	.25	65.1	60.9	1.5	2	.74			
Pasco Co. Govt Work Force %	100	66	61		3	2		34	33	-5	.9				
Utilization %		31.1	29.7	-.36	.7	1.39	-.25	-31.1	-27.9	-1	-1.1	-.74			

JOB CATEGORY	Grand Total	MALE						FEMALE						
		Total	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Total	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	
<b>Protective Services</b>	100	86.4	80.4	.9	4.9	.14	.36	13.6	12.8	.14	.5			.14
Pasco Co. Community Work Force %														
Pasco Co. Govt Work Force %	100	91	84	.3	5	1	.5	9	9		.5			
Utilization %		4.6	3.6	-6	.1	.84	.14	-4.6	-3.8	-14	0			-14
<b>Office/Clerical</b>														
Pasco Co. Community Work Force %	100	31.2	28.4	.4	2.2	.18	.07	68.8	63.7	1.03	3.4	.5		.17
Pasco Co. Govt Work Force %	100	12	11		.4	.4		88	87		.4			.4
Utilization %		-19.2	-17.4	-4	1.8	-22	-0.7	19.2	23.3	-1.03	-3	-5		-23
<b>Skilled Craft</b>														
Pasco Co. Community Work Force %	100	94.5	87	1.13	5.3	.33	.65	5.5	4.6	.4	.43	.06		
Pasco Co. Govt Work Force %	100	94	89	.9	4	.3		6	6		.3			
Utilization %		-5	2.0	-23	-1.3	-03	-65	.5	-1.4	-4	-13	-06		
<b>Service Maintenance</b>														
Pasco Co. Community Work Force %	100	56.4	48.6	1.8	5.25	.57	.2	43.6	38.2	1.02	3.5	.75		.14
Pasco Co. Govt Work Force %	100	83	79	.6	3	.3		17	15	2	.3			
Utilization %		26.6	30.4	-1.2	-2.25	-27	-2	26.6	-23.2	.98	-3.2	-75		-14

Source: U.S. Census Bureau, 2000 Census (2010 Census Job Category segmentation data not available by date of report.)

NOTE: Sum of detail may not equal totals due to rounding.

## **PASCO COUNTY GOVERNMENT UTILIZATION ANALYSIS (Cont.)**

### **SPECIFIC GOALS BASED UPON THE FINDINGS**

A comparison of Pasco County's current work force with the available work force in the County does not reveal a significant disparity in the employment of minorities and women. The greatest difference appears in the utilization of women in the work force. Pasco County's primary goal will be to increase the percentage of women employees. Moreover, efforts will be made to maintain, and preferably increase, the percentage of blacks and other minorities in the County work force. Based on current numbers used in this report, a small improvement is shown in utilization of both black males and females. Improvement is also shown in the utilization of Hispanic females and some males overall.

### **SPECIFIC STEPS ARE BEING TAKEN TO ACHIEVE THE ABOVE GOALS**

We are placing job vacancy announcements in professional and trade magazines, on the internet, professional newsletters, and additional local newspapers to increase our coverage of the community. The economic climate has resulted in an increase in the number of applicants in most job categories. The BCC has been represented at job fairs held in the Tampa Bay area.

### **ANALYSIS**

An analysis of the demographics of the population and labor force of Pasco County, along with the employment data outlined in the charts shown on previous pages, does not reveal a significant disparity in the employment of minorities and women by Pasco County. However, the County Personnel Department is aware that the vast majority of both male and female employees are white, as in the County at large.

Pasco County encourages qualified minority applicants to seek employment in the County. Toward that end, outside job announcements are posted on the internet to ensure the widest dissemination.

It should be noted that recruitment of minorities in Pasco County is hampered somewhat by the geographic configuration of the County. Pasco County is approximately 738 square miles in size with the vast majority of the population located along the West Gulf Coast. Although Dade City, the County seat, is on the east side, the demand for County services is significantly higher on the west side, due to the concentration of inhabitants.

The minority populations, which are smaller in number, are concentrated predominantly on the east side of the County. Since the bulk of the jobs are located on the west side, an east side resident employee could be traveling 40 miles one way to their job site.

This Equal Employment Opportunity Plan outlines the policies and practices of the Pasco County BCC and the Clerk of the Circuit Court. The plan will be disseminated upon request to personnel, applicants, and the general public. The Personnel Director in each Personnel Department will be responsible for the implementation of the plan.