

# DEPARTMENT OF JUVENILE JUSTICE



## EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION PLAN

2019 – 2020 PLAN YEAR  
2018 – 2019 DATA YEAR

# AFFIRMATIVE ACTION PLAN

**Location Address:**

Department of Juvenile Justice  
2737 Centerview Drive, Knight Building  
Tallahassee, FL 32399-3100  
Phone: 850.413.7313

**Plan Prepared by:**

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**Aldrin T. Sanders, EEO/AA Officer**

\_\_\_\_\_

**Date**

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**Simone Marstiller, Secretary**

\_\_\_\_\_

**Date**

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# Department of Juvenile Justice Organizational Profile

**OFFICE OF THE SECRETARY**  
SECRETARY: BF  
TOTAL EMPLOYEES: 4.0  
TOTAL M/F EEO GROUP: 1WF / 2BF / 1HF

**GENERAL COUNSEL**  
GENERAL COUNSEL: WM  
TOTAL EMPLOYEES: 23.0  
TOTAL M/F EEO GROUP: 6WM / 1BM / 1HM / 8WF / 6BF / 1HF

**INSPECTOR GENERAL**  
INSPECTOR GENERAL: WM  
TOTAL EMPLOYEES: 29.0  
TOTAL M/F EEO GROUP: 8WM / 3BM / 1HM / 1AM / 6WF / 10BF

**HEALTH SERVICES**  
ADMINISTRATOR: WM  
TOTAL EMPLOYEES: 4.0  
TOTAL M/F EEO GROUP: 1WM / 2WF / 1BF

**RESEARCH & DATA INTEGRITY**  
CHIEF: VACANT  
TOTAL EMPLOYEES: 10.0  
TOTAL M/F EEO GROUP: 3WM / 6WF / 1BF

**CHIEF OF STAFF**  
CHIEF OF STAFF: WF  
TOTAL EMPLOYEES: 3.0  
TOTAL M/F EEO GROUP: 3WF

**DEPUTY SECRETARY**  
DEPUTY SECRETARY: WM  
TOTAL EMPLOYEES: 1.0  
TOTAL M/F EEO GROUP: 1WM

**LEGISLATIVE AFFAIRS**  
DIRECTOR: WF  
TOTAL EMPLOYEES: 3.0  
TOTAL M/F EEO GROUP: 2WM / 1WF

**OFFICE OF COMMUNICATIONS**  
ADMINISTRATOR: WF  
TOTAL EMPLOYEES: 2.0  
TOTAL M/F EEO GROUP: 2WF

**EDUCATIONAL SERVICES**  
ADMINISTRATOR: WF  
TOTAL EMPLOYEES: 8.0  
TOTAL M/F EEO GROUP: 2WM / 5WF / 1BF

**STAFF DEVELOPMENT & TRAINING**  
DIRECTOR: BF  
TOTAL EMPLOYEES: 3.0  
TOTAL M/F EEO GROUP: 1WM / 2BF

**DETENTION SERVICES**  
ASSISTANT SECRETARY: WF  
TOTAL EMPLOYEES: 33.0  
TOTAL M/F EEO GROUP: 6WM / 5BM / 1HM / 7WF / 12BF / 1AF / 1UNKF

**PROBATION & COMMUNITY CORRECTIONS**  
ASSISTANT SECRETARY: BM  
TOTAL EMPLOYEES: 33.0  
TOTAL M/F EEO GROUP: 3WM / 5BM / 10M / 10WF / 14BF

**DIRECTOR OF ADMINISTRATIVE SERVICES**  
DIRECTOR: BF  
TOTAL EMPLOYEES: 3.0  
TOTAL M/F EEO GROUP: 1WF / 2BF

**OFFICE OF PROGRAM ACCOUNTABILITY**  
DIRECTOR: VACANT  
TOTAL EMPLOYEES: 4.0  
TOTAL M/F EEO GROUP: 1WM / 3BF

**NORTH REGION**  
DIRECTOR: WF  
TOTAL EMPLOYEES: 454.0  
TOTAL M/F EEO GROUP: 62WM / 152BM / 17HM / 2AM / 20M / 45WF / 155BF / 9HF / 2AF / 2NH-OPIF / 60F

**NORTH REGION**  
DIRECTOR: WF  
TOTAL EMPLOYEES: 401.0  
TOTAL M/F EEO GROUP: 70WM / 36BM / 6M / 3AM / 136WF / 129BF / 14HF / 3AF / 1NH-OPI / 2AI-ANF / 10F

**BUDGET**  
CHIEF: HM  
TOTAL EMPLOYEES: 8.0  
TOTAL M/F EEO GROUP: 1WM / 1HM / 2WF / 3BF / 1HF

**MONITORING & QUALITY IMPROVEMENT**  
CHIEF: WM  
TOTAL EMPLOYEES: 31.0  
TOTAL M/F EEO GROUP: 6WM / 3BM / 1HM / 1AM / 15WF / 5BF

**CENTRAL REGION**  
DIRECTOR: AF  
TOTAL EMPLOYEES: 391.0  
TOTAL M/F EEO GROUP: 57WM / 95BM / 32HM / 20M / 47WF / 135BF / 15HF / 3AF / 50F

**CENTRAL REGION**  
DIRECTOR: WF  
TOTAL EMPLOYEES: 460.0  
TOTAL M/F EEO GROUP: 47WM / 63BM / 11HM / 1AM / 1AI-ANM / 5UNKM / 140WF / 130BF / 52HF / 3AF / 1AI-ANF / 6UNKF

**FINANCE & ACCOUNTING**  
CHIEF: WF  
TOTAL EMPLOYEES: 38.0  
TOTAL M/F EEO GROUP: 2WM / 4BM / 14WF / 17BF / 1HF

**PROCUREMENT & CONTRACT ADMINISTRATION**  
CHIEF: WM  
TOTAL EMPLOYEES: 16.0  
TOTAL M/F EEO GROUP: 3WM / 4BM / 8WF / 1BF

**SOUTH REGION**  
DIRECTOR: WM  
TOTAL EMPLOYEES: 431.0  
TOTAL M/F EEO GROUP: 28WM / 162BM / 26HM / 30M / 20WF / 169BF / 17HF / 60F

**SOUTH REGION**  
DIRECTOR: BF  
TOTAL EMPLOYEES: 421.0  
TOTAL M/F EEO GROUP: 36WM / 78BM / 15HM / 2AM / 50M / 49WF / 199BF / 30HF / 4AF / 30F

**HUMAN RESOURCES**  
CHIEF: BF  
TOTAL EMPLOYEES: 15.0  
TOTAL M/F EEO GROUP: 5BM / 1WF / 9BF

**CONTRACT MANAGEMENT**  
CHIEF: WF  
TOTAL EMPLOYEES: 5.0  
TOTAL M/F EEO GROUP: 1BM / 2WF / 2BF

**GENERAL SERVICES**  
CHIEF: WM  
TOTAL EMPLOYEES: 25.0  
TOTAL M/F EEO GROUP: 9WM / 4BM / 8WF / 4BF

**RESIDENTIAL & CORRECTIONAL FACILITIES**  
ASSISTANT SECRETARY: WF  
TOTAL EMPLOYEES: 68.0  
TOTAL M/F EEO GROUP: 15WM / 5BM / 1AM / 32WF / 10BF / 5HF

**PREVENTION & VICTIM SERVICES**  
ASSISTANT SECRETARY: BF  
TOTAL EMPLOYEES: 32.0  
TOTAL M/F EEO GROUP: 3WM / 5BM / 2WF / 21BF / 10F

**INFORMATION TECHNOLOGY**  
CHIEF: WM  
TOTAL EMPLOYEES: 58.0  
TOTAL M/F EEO GROUP: 18WM / 10BM / 8HM / 1AM / 1AI-ANM / 5WF / 7BF / 2HF / 5AF / 1NH/OPIF

**NORTH REGION**  
DIRECTOR: BM  
TOTAL EMPLOYEES: 20.0  
TOTAL M/F EEO GROUP: 4WM / 4BM / 10M / 6WF / 5BF

**CENTRAL REGION**  
DIRECTOR: WM  
TOTAL EMPLOYEES: 20.0  
TOTAL M/F EEO GROUP: 6WM / 3BM / 5WF / 5BF / 1HF

**SOUTH REGION**  
DIRECTOR: WF  
TOTAL EMPLOYEES: 15.0  
TOTAL M/F EEO GROUP: 4WM / 1BM / 3WF / 6BF / 1HF

- LEGEND - EEO GROUP**
1. WHITE = W
  2. BLACK/AFRICAN AMERICAN = B
  3. HISPANIC/LATINO = H
  4. ASIAN = A
  5. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER = NH
  6. AMERICAN INDIAN OR ALASKAN NATIVE = AI
  7. SOME OTHER RACE or TWO (2) OR MORE = OTH
  8. UNKNOWN = UNK

- LEGEND - GENDER**
1. MALE = M
  2. FEMALE = F





# AFFIRMATION OF POLICIES

**DEPARTMENT OF JUVENILE JUSTICE  
EQUAL EMPLOYMENT OPPORTUNITY  
NON – DISCRIMINATION POLICY STATEMENT**

The Department of Juvenile Justice hereby reaffirms our commitment to equal employment opportunity for all employees and applicants without regard to an individual's race, color, sex, religion, national origin, age, disability, genetic information or marital status.

Equal protection against discrimination will be afforded to all in recruitment, hiring, and promotion at all job levels within the department. Other personnel matters (such as compensation, benefits, transfers, retention, discipline, career development, training, and social and recreational programs) will also be administered in accordance with equal employment opportunity requirements.

Employment practices will be administered in a nondiscriminatory manner for any qualified employee or applicant with a disability that can, with or without a reasonable accommodation, perform the essential functions of the job. Requests for accommodation may be made through the appropriate servicing personnel office or by contacting the Americans with Disabilities Act (ADA) Administrator, Bureau of Human Resources, Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399; phone number (850) 717-2654.

Because the department is committed to equal employment opportunity, any form of employment discrimination, including retaliation, is strictly prohibited. No employee may be subjected to retaliation as a result of filing a complaint, testifying, assisting, or participating in an investigation, proceeding, or hearing with regard to discrimination, or otherwise opposing any unlawful discriminatory practice prohibited by the department's policy and related state and federal laws.

It is the department's policy to investigate complaints of discrimination thoroughly and promptly. To the extent allowed by law, the department will keep complaints confidential. If an investigation confirms that unlawful discrimination has occurred, the department will take corrective action. Such action may include discipline up to and including dismissal.

An employee or candidate who believes she or he has been discriminated against or subjected to retaliation has the right to file a complaint. Complaints may be filed with the department's Equal Employment Opportunity (EEO) Officer at 2737 Centerview Drive, Tallahassee, Florida 32399; phone number (850) 717-2654. Complaints may also be filed with the Florida Commission on Human Relations or the U. S. Equal Employment Opportunity Commission.

Signed Copy on File  
Simone Marstiller  
Secretary

Signed Copy on File  
Aldrin T. Sanders  
EEO/AA Officer

**DEPARTMENT OF JUVENILE JUSTICE  
SEXUAL HARASSMENT AND  
ANTI-HARASSMENT POLICY STATEMENT**

The Department of Juvenile Justice reaffirms our commitment to maintaining a work environment that is free of sexual harassment and other forms of discrimination. In keeping with this commitment, we will not tolerate harassment by anyone, including any manager/supervisor, employee, vendor, or others engaged in business with the department.

Harassment is unwelcome conduct based on an individual's race, color, sex, national origin, religion, disability, age, genetic information or marital status. Harassment becomes unlawful where it: (1) adversely affects tangible job benefits or other employment opportunities; (2) involves repeated actions, comments, or objects that unreasonably interfere with an individual's work performance; or (3) creates an intimidating, hostile, or offensive work environment. Examples of harassment include, but are not limited to, the use of epithets or name calling, derogatory language, slurs, offensive jokes, and other forms of hazing motivated by an individual's race, sex, religion, color, national origin, disability, age or marital status.

Sexual harassment is a form of discrimination based upon a person's gender. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature when: (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as a basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes, but is not limited to, unwelcome requests or demands for sexual favors or unwelcome sexual advances; inappropriate nonconsensual touching of another person's body, including but not limited to kissing, pinching, groping, or fondling; repeated requests for dates or invitations to social events; use of sexually degrading words to describe an individual; jokes of a sexual nature; sexually explicit or suggestive objects; and use of inappropriate gestures or body language of a sexual nature.

The department prohibits retaliation against anyone who has reported harassment, whether it relates to the harassment against the individual raising the concern or against another individual. Retaliation is also prohibited against anyone cooperating in an investigation.

It is the department's policy to investigate complaints of discrimination thoroughly and promptly. To the extent allowed by law, the department will keep complaints confidential. If an investigation confirms that unlawful harassment has occurred, the department will take corrective action. Such action may include discipline up to and including dismissal. (Note: Any person who has harassed another or retaliated against another may also be subject to civil or criminal liability under state or federal law.)

An employee or candidate who believes she or he has been subjected to harassment or retaliation has the right to file a complaint. Complaints may be filed with the department's Equal Employment Opportunity (EEO) Officer at 2737 Centerview Drive, Tallahassee, Florida 32399; phone number (850) 717-2654. Complaints may also be filed with the Florida Commission on Human Relations or the U. S. Equal Employment Opportunity Commission.

Signed Copy on File \_\_\_\_\_  
Simone Marstiller  
Secretary

Signed Copy on File \_\_\_\_\_  
Aldrin T. Sanders  
EEO/AA Officer

**DEPARTMENT OF JUVENILE JUSTICE  
INDIVIDUALS WHO HAVE A DISABILITY POLICY STATEMENT**

The Department of Juvenile Justice, is committed to the principles of affirmative action and equal employment opportunity for individuals who have a disability. Therefore, it is the policy of the department not to discriminate on the basis of disability and to take affirmative action to employ and advance in the employment qualified individuals who have a disability at all levels within the department. The department will ensure that all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, demotion, termination, layoff, rates of pay or other forms of compensation, will be administered without regard to disability. The department will also provide qualified candidates and employees with disabilities with needed reasonable accommodations, as required by law, and will ensure that all employment decisions are based only on valid job requirements.

The department prohibits harassment of employees and candidates on the basis of disability and will conduct training to try to prevent any harassment or discrimination before it occurs. The department also prohibits retaliation or punishment against employees and applicants for filing a complaint, opposing any discriminatory act or practice, assisting or participating in any manner in a review, investigation, or hearing regarding the department's employment practices, or otherwise seeking to obtain their legal rights under any federal, state, or local law requiring equal employment opportunity for individuals who have a disability. Prohibited retaliation includes, but is not limited to harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

In furtherance of the department's policy regarding affirmative action and equal employment opportunity, the department has developed the agency's written Affirmative Action Plan (AAP) that sets forth the policies, practices and procedures that we are committed to in order to ensure our policy of nondiscrimination and affirmative action for qualified individuals who have a disability is accomplished. The department's AAP is available on the Department's Internet website.

In order to ensure equal employment opportunity and affirmative action throughout all levels of the department, the Equal Employment Opportunity (EEO) Officer will establish and maintain an internal audit and reporting system that will track and measure the effectiveness of the department's AAP and show where additional action is needed to meet the agency's objectives.

An employee or candidate who believes she or he has been subjected to harassment or retaliation has the right to file a complaint. Complaints may be filed with the department's Equal Employment Opportunity (EEO) Officer at 2737 Centerview Drive, Tallahassee, Florida 32399; phone number (850) 717-2654. Complaints may also be filed with the Florida Commission on Human Relations or the U. S. Equal Employment Opportunity Commission.

Signed Copy on File \_\_\_\_\_  
Simone Marstiller  
Secretary

Signed Copy on File \_\_\_\_\_  
Aldrin T. Sanders  
EEO/AA Officer





# DISSEMINATION OF POLICIES

## DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICIES

### I. INTERNAL DISSEMINATION

- ❖ The Affirmative Action (AA) plan will be provided via email to all employees.
- ❖ A hard copy or version of the plan will be provided to interested employees, upon request; and is also available to agency employees in the Bureau of Human Resources located at 2737 Centerview Drive, Tallahassee, Leon County, Florida.
- ❖ The AA plan shall be posted on the Department's intranet.
- ❖ All requisitions shall contain the statement "An Equal Opportunity Employer."
- ❖ Dissemination and review of the AA plan during New Employee Orientation.
- ❖ The Equal Employment Opportunity (EEO) Officer, as requested, shall meet with managers and supervisors to discuss adherence to EEO laws and the AA plan.

### II. EXTERNAL DISSEMINATION

- ❖ A hard copy or version of the plan will be provided, upon request.
- ❖ A hard copy or version of the plan is available in the Bureau of Human Resources located at 2737 Centerview Drive, Tallahassee, Leon County, Florida.
- ❖ The AA plan shall be posted on the department's internet.
- ❖ All requisitions shall contain the statement, "An Equal Opportunity Employer."



# **REASONABLE ACCOMMODATION PROCESS**

## REASONABLE ACCOMMODATION PROCESS

The department makes every reasonable effort to ensure that all employees, applicants and members of the public are provided reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and other related federal and state laws.

Any applicant for employment, employee or member of the public with a disability, who encounters barriers, either physical or otherwise, at any time during the recruiting process, or when visiting or conducting business at any department facility may request a reasonable accommodation.

### REASONABLE ACCOMMODATION REQUEST FROM APPLICANTS

The applicant must:

1. Complete the [Request for Reasonable Accommodation – DJJ Applicant](#) form;
2. Indicate the type of accommodation; and
3. Submit the request to the department's hiring authority for the position.

The department's hiring authority shall review the request for reasonable accommodations, acknowledge receipt of the request and provide a written response within five (5) business days. The hiring authority may contact the department's ADA Administrator if he or she is not sure if the applicant is covered by ADA.

When necessary, the hiring authority or the department's ADA Administrator shall forward all appropriate documents to the Department of Juvenile Justice (DJJ) General Counsel's Office for review, comments and recommendations. If the determination is to deny any reasonable accommodation request, the Agency ADA Administrator must be consulted prior to the final decision being approved. Whether the accommodation request is approved or denied, the hiring authority shall ensure that all decisions are made in a consistent and unbiased manner.

The hiring authority shall notify the applicant in writing of the action to be taken regarding the accommodation requested.

If the applicant is not satisfied with the decision, he or she may request a review by the Secretary of the Department or his/her designee, or file a complaint following the complaint process.

### REASONABLE ACCOMMODATION REQUESTS FROM EMPLOYEES

The employee must:

1. Complete the [Request for Reasonable Accommodation – DJJ Employee](#) form; and
2. Submit the form to their immediate supervisor.

The supervisor shall review the request for reasonable accommodations, acknowledge receipt of the request and provide a written response within five (5) business days. The supervisor shall review the accommodation request with the ADA Administrator prior to discussing it with the employee.

If an employee requests reasonable accommodation to perform the essential functions of the job, the department *may* request supporting documentation about his/her disability and functional limitations.

The documentation must be from an appropriate health professional, who is currently providing health care to the employee.

The documentation must be attached to:

1. The [Authorization for Release of Medical Information for ADA Purposes](#) form;
2. The [Certification of Health Care Provider – ADA](#) form;
3. A copy of the employee’s current position description; and
4. Any applicable Protective Action Response (PAR) requirements.

All required documents must be provided to the requesting employee’s supervisor within 20 business days from the date of the letter requesting the documentation.

If the determination is to deny any reasonable accommodation request, the Agency ADA Administrator must be consulted prior to the final decision being approved. Whether the accommodation request is approved or denied, the ADA Administrator shall ensure that all decisions are made in a consistent and unbiased manner. The supervisor shall notify the employee in writing of the action to be taken regarding the accommodation requested.

If the employee is not satisfied with the decision, he or she may request a review by the Secretary of the Department or his/her designee, or file a complaint following the complaint process.

#### **PROGRAM ACCESSIBILITY AND ACCOMMODATIONS FOR THE PUBLIC**

The person may submit their comments in writing or verbally to management at the Facility or Region, or the department’s ADA Administrator. The [Notice of ADA Barrier](#) form should be used to document the report.

The department must research the circumstances described and provide a written response to the person reporting the barrier within 30 business days of receipt of the complaint or comment.

A copy of the complaint and the written response must be submitted to the department’s ADA Administrator for review prior to responding to the complainant.

Individuals must be given the opportunity to request the auxiliary aid or service that meets their needs. The individual’s preference must be given primary consideration. If a different method of accommodation is provided, it must be equally effective.

#### **COMPLAINT PROCESS**

Applicants, employees and members of the public who wish to file discrimination complaints may file them internally or externally or both.

#### **INTERNAL COMPLAINTS:**

Internal complaints are filed with the department’s ADA Administrator by completing and submitting:

1. The [Request for Reasonable Accommodation – DJJ Applicant](#) form; or
2. The [Request for Accommodation – DJJ Employee](#) form; or
3. The [Notice of ADA Barrier](#) form.

All complainants, witnesses and other participants must be advised of their right to request reasonable accommodations for any phase of the complaint process. All correspondence issued to participants shall contain information for requesting accommodations.

Internal complaints alleging a violation of Title I of the ADA must be filed within 365 days of the alleged violation with the department's ADA Administrator at 2737 Centerview Drive, Tallahassee, Florida 32399-3100. Complaints may also be filed with the Florida Commission on Human Relations, the United States Equal Employment Opportunity Commission or the United States Department of Justice.

Internal complaints alleging a violation of Title II of the ADA must be filed with the department's ADA Administrator at 2737 Centerview Drive, Tallahassee, Florida 32399-3100, within 180 days of the alleged violation.

The department's ADA Administrator shall coordinate all responses through the DJJ General Counsel's Office. Complaints may also be filed with the Florida Commission on Human Relations, the United States Equal Employment Opportunity Commission or the United States Department of Justice.

EXTERNAL COMPLAINTS:

Applicants, employees and members of the public may file an external complaint with one of the following agencies:

United States Department of Justice (USDOJ)  
Civil Rights Division  
Coordination and Review Section  
Post Office Box 66118  
Washington, D.C. 20035-6118  
Phone: (202) 514-0301; (202) 514-0383 (TTY)

United States Equal Employment Opportunity Commission  
131 M Street, NE  
Washington, DC 20507  
Phone: (202) 663-4900; (202) 663-4494 (TTY)

Executive Director (FCHR)  
Florida Commission on Human Relations  
2009 Apalachee Parkway, Suite 200  
Tallahassee, Florida 32301-4857  
Phone: (850) 488-7082; Fax (850) 488-5291





## **EEO AND AA TRAINING**

## **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION TRAINING**

Equal Employment Opportunity and Affirmative Action training is required of all employees and is provided through instructor-led or on-line training sessions. Employees are required to complete the following EEO/AA training within 30 days of hire.

### **I. SEXUAL HARASSMENT**

- Quid Pro Quo
- Hostile work environment
- Reporting incidents

### **II. EQUAL EMPLOYMENT OPPORTUNITY**

- Americans with Disabilities Act (ADA) and Rehabilitation Act of 1973
- Protected classes and types of discrimination
- Reasonable accommodations
- Reporting violations

All employees hired as, or promoted to, a supervisor, manager or Human Resources (HR) Liaison position must also complete:

### **III. HIRING, RETAINING AND INCLUDING INDIVIDUALS WITH DISABILITIES (IWD)**

The EEO/AA Officer will provide additional training as requested, to ensure employees are aware of the department's commitment to equal employment opportunity, affirmative action, and diversity.

Any person who is employed by the department shall complete 8 hours of annual in-service training each calendar year. Part of the 8 hours must include Sexual Harassment (every two years).

Disciplinary action up to and including dismissal may result if training requirements are not met.



# **IMPLEMENTING THE AFFIRMATIVE ACTION PLAN**

## IMPLEMENTING THE AFFIRMATIVE ACTION PLAN

The department's affirmative action plan contains an analysis of the department's work force and which, upon identification of underrepresentation of an Equal Employment Opportunity (EEO) group, sets forth the specific actions, goals, and timetables by which the Department will seek to eliminate underrepresentation.

### RESPONSIBILITY FOR IMPLEMENTATION

As part of the agency's efforts to ensure equal employment opportunity to all individuals, the agency head, the EEO/AA Officer, directors, department heads, managers and supervisors are designated the following responsibilities to ensure the agency's affirmative action program focuses on all components of the employment process.

#### I. AGENCY HEAD

The Agency Head is responsible through the Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer and the Chief of Human Resources for adherence to the Department's policy of equal employment opportunity by:

- Designating appropriate personnel with the responsibility of overseeing, administering, implementing and monitoring the agency's EEO efforts and AA programs;
- Ensuring that those designated personnel for EEO efforts and AA program are given the necessary authority, top management support and resources to successfully implement their assigned responsibilities; and
- Imparting the personal direction to agency leadership that ensures total involvement and commitment to the Department's equal employment opportunity and AA program.

#### II. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA) OFFICER

The EEO/AA Officer is responsible for determining annual EEO/AA goals; monitoring agency compliance with the affirmative action plan; and providing training and consultation to managers and supervisors regarding progress, deficiencies, and appropriate corrective action relative to equal employment opportunity and affirmative action.

The EEO/AA Officer shall:

- Maintain and administer the affirmative action program, plan, equal employment opportunity policies and related communications;
- Monitor the Department's personnel practices to ensure no discriminatory practices exist;
- Identify impediments to EEO and develop effective solutions;
- Train and assist employees of the agency in understanding their individual roles in relation to the plan; and
- Monitor agency compliance by designing and implementing audit and report systems to:
  - Measure the effectiveness of the agency's AA program;
  - Document employment activities;
  - Determine the degree to which the agency's goals and objectives are being met; and
  - Identify remedial action needed to correct deficiencies.

- Keep the agency head and agency leadership at various organizational levels informed of developments in the EEO area, affirmative action program progress and potential problems;
- Serve as liaison between the agency and state and federal compliance agencies;
- Provide training on affirmative action and equal employment opportunity guidelines to personnel involved in the recruitment, screening, selection, promotion, discipline, and other related employment activities;
- Develop outreach strategies that are inclusive of well-qualified minorities, women and IWD for any job categories in which persistent underutilization of these groups are found;
- Serve as the agency's outreach and referral resource for professional organizations and community action groups assisting with employment opportunities for minorities, women and Individuals with Disabilities (IWD);
- Examine and seek to remedy the causes of high turnover in areas where problematic patterns of separations are identified;
- Conduct training on affirmative action and study the EEO/AA plan to determine deficiencies and assist progress toward goals;
- Coordinate resolution panel meetings of employee complaints, counsel supervisors and employees to resolve complaints informally, and recommend the disposition of unresolved complaints to appropriate management officials;
- Respond to survey, questionnaires, and requests from the public; and
- Provide technical assistance pertaining to EEO/AA issues.

### III. CHIEF OF HUMAN RESOURCES

The Chief of Human Resources is responsible for:

- Ensuring personnel decision making processes adhere to EEO and AA principles;
- Ensuring agency selection criteria are objective, uniform and job-related;
- Assisting in the development and implementation of recruitment and retention strategies for women, minorities and IWD and informing leadership of existing disparities;
- Supporting EEO and AA statements on job requisitions and other employment publications; and
- Managing the EEO/AA Officer and providing support and data necessary to perform duties related to EEO and AA.

### IV. DIRECTORS AND DEPARTMENT HEADS

Directors and Department Heads are responsible for:

- Reviewing the qualifications of candidates and employees to ensure qualified individuals are treated in a nondiscriminatory manner in the hiring, and promotion process;
- Ensuring that interviews, offers of employment, and/or salary commitments are consistent with the agency's policies;
- Reviewing the job performance of each employee to assess whether discipline and termination actions are justified based on the employee's performance of his or her duties and responsibilities;
- Communicating with managers, supervisors and other employees to emphasize the agency's EEO policies and accommodation procedures; and
- Scheduling regular meetings and training sessions with supervisory staff to keep them abreast of policy changes and program objectives.

## V. MANAGERS AND SUPERVISORS

Managers and supervisors will be responsible for ensuring their offices operate within the parameters of equal employment opportunity laws and the affirmative action plan. Managers and supervisors will be held accountable for the following:

- Assisting the EEO/AA Officer with the identification of areas of concern;
- Formulating solutions for areas of concern;
- Ensuring the importance of the AA plan and the necessity of their support for effective implementation;
- Establishing departmental AA goals, when necessary;
- Providing input, as requested, in developing and implementing appropriate professional development and training programs to enhance the careers of all employees;
- Preventing harassment and discrimination and promptly responding to the same;
- Reviewing the qualifications of applicants to ensure that each is provided equal employment opportunity;
- Notifying management of the need for special accommodation for an employee or applicant;
- Identifying areas where equal employment opportunity concerns exist, and formulating solutions;
- Reviewing position descriptions to ensure they accurately reflect the job being performed;
- Assisting in achieving AA plan goals;
- Ensuring that the department's Equal Employment Opportunity Policy Statement is visibly posted and enforced;
- Administering hiring, promotions, discipline, compensation actions, and other employment decisions in an equitable manner;
- Fostering and maintaining a work environment conducive to achieving equal employment opportunity and a workplace free from discrimination;
- Encouraging participation and providing full access to all agency sponsored activities, career development and training opportunities, transfers, etc., for women, minorities and IWD; and
- Communicating regularly to employees their responsibility to exhibit an attitude of respect, courtesy, and cooperation toward fellow employees and the public.





# REVIEW OF PERSONNEL PROCESSES

## **REVIEW OF PERSONNEL PROCESSES**

The department reviews its personnel processes on a continuous basis to ensure careful, thorough and systematic consideration of each position's qualifications to ensure an equal employment opportunity for candidates and employees.

A review of the following personnel processes is completed by Human Resources' subject matter experts and provides freedom from stereotyping qualified individuals with a disability in any manner that may limit their access to any job for which they are qualified.

- Recruitment activities, position requisitions, and selection procedures.
- Documentation of new hire, promotion, demotion, termination and layoff employment actions.
- Implementation of reasonable accommodation policies and procedures.
- Review of position classifications and position descriptions.
- Compliance with affirmative action plan; such as, internal and external dissemination and availability of information for access by candidates and employees.

## **PHYSICAL AND MENTAL QUALIFICATIONS**

The physical and mental qualifications of positions are reviewed at the beginning of the recruitment and selection process. Position descriptions and requisitions must be approved by HR pursuant to FDJJ – 1003, Policy and Procedures to eliminate unnecessary barriers. HR ensures the qualifications are job-related and consistent with business necessity and the safe performance of the job, to the extent that allows qualified individuals with disabilities to be eligible for consideration.

## **AUDIT AND REPORTING**

Human Resources, Directors and Department Heads shall perform an ongoing review and monitoring of employment decisions involving new hires, promotions, reassignments, transfers and other employment actions to ensure decisions are applied in a nondiscriminatory manner. The Office of General Counsel, Directors and Department Heads must carefully examine all disciplinary actions and terminations prior to approval to ensure there are no disparities based on the employee's protected class status.

Managers and supervisors are asked to report any current or foreseeable EEO concerns and are asked to outline their suggestions and or recommendations for solutions.

The EEO/AA Officer will vigilantly monitor the workforce to achieve the agency's EEO and AA responsibilities and report progress made toward reaching affirmative action goals and other EEO program accomplishments throughout the year. Upon review of the workforce, the EEO/AA Officer will meet with management of all levels to discuss their progress and collaborate to develop action plan(s) to provide for more effective implementation of the AA programs.

The EEO/AA Officer also meets with the agency head on a quarterly basis to inform her of the agency's EEO and AA program efforts and its progress, problem areas, and recommended remedial actions.

I. OUTREACH AND RECRUITING EFFORTS

The department’s audit and reporting system incorporates an assessment of its outreach and recruitment efforts. The following framework for the assessment has been developed to determine, to what extent, recruiting activities increased the agency’s capacity/capability to include individuals who have a disability, minorities and women in our applicant pool and workforce.

Outreach and Recruitment Activity	Date of Activity	Activity Description	Evaluation
An official review of requisitions at the beginning of the recruitment and selection process.	Recurring	Ensure compliance and eliminate unnecessary barriers.	Human Resources reviewed requisitions to ensure qualified IWD were eligible to for consideration.
Review recruitment and selection documentation for new hire, promotion, demotion, and layoff employment actions.	Recurring	Ensure compliance and eliminate unnecessary barriers.	Human Resources reviewed all employment actions to ensure an equal employment opportunity for candidates and employees.
Make reasonable accommodation to an employee, candidate, youth (client) or the general public for a physical or mental limitation.	Recurring	Provide reasonable accommodations.	Ensured reasonable accommodations are provided in accordance with the Americans and Disabilities Act and other related federal and state laws.
Attend job fairs.	Recurring	Attend job fairs and provide information regarding career opportunities.	Attended job fairs to establish relationships and provide position, and contact information to assist candidates, to include individuals with a disability, minorities and women.
Develop Hiring, Retaining and Including Individuals with Disabilities (IWD) Training Module to assist with training employees.	Recurring	Train supervisors and HR Liaisons.	Ensured staff responsible for the recruitment and hiring processes have access to the required training for hiring, retaining and including IWD.



# IDENTIFICATION OF IMPEDIMENTS AND REMEDIAL ACTIONS

## IDENTIFICATION OF IMPEDIMENTS AND REMEDIAL ACTIONS

Based on the utilization analyses for FY 2018-2019, it has been determined that underrepresentation existed for the following EEO Job Categories and EEO Groups.

### UNDERUTILIZATION

EEO JOB CATEGORIES	EEO GROUPS
Official and Administrators	White, Hispanic, Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native and Other Males; Hispanic, Native Hawaiian or Other Pacific Islander and American Indian or Alaskan Native Females
Professional	White, Hispanic, Asian Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native and Other Males; White, Hispanic and Asian Females
Technicians	Native Hawaiian or Other Pacific Islander and Other Males; White, Hispanic, American Indian or Alaskan Native and Other Females
Protective Services	N/A
Paraprofessionals	Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native Males; White, Hispanic, Asian and American Indian or Alaskan Native Females
Administrative Support	White, Hispanic, Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native and Other Males; Hispanic, Asian, Native Hawaiian or Other Pacific Islander and American Indian or Alaskan Native Females
Skilled/Crafts	Asian, Native Hawaiian or Other Pacific Islander and American Indian or Alaskan Native and Other Males; White, Hispanic, American Indian or Alaskan Native and Other Females
Service Maintenance	White, Hispanic, Native Hawaiian or Other Pacific Islander and American Indian or Alaskan Native Males; White, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native and Other Females

#### I. PROBLEM STATEMENT

The department continues to explore various methods to address the noted underrepresentation in EEO Job Categories. However, underrepresentation has not been eliminated. Hispanic males and or females continue to be underutilized in each of the EEO Job Categories.

## II. OBJECTIVE

The Department's objective is to increase representation in these areas through evaluating and improving recruiting, promotional, and hiring practices. The department will make a good faith effort to eliminate Hispanic underutilization in an EEO Job Category.

## III. REMEDIAL ACTION AND RESPONSIBILITY

The Bureau of Human Resources, human resources liaisons, along with the EEO Officer, will continue to provide training to supervisors and managers, relative to employee selection. The EEO Officer will provide additional training, as requested, to ensure employees are aware of the department's commitment to equal employment opportunity, affirmative action, and diversity. Finally, managers and supervisors will be reminded to encourage employees to enhance their skills and education through job-related training and higher education. These avenues should improve employees' knowledge and marketability, and thereby increase the likelihood of progressing into EEO Job Categories experiencing underrepresentation.

In addition to the efforts referenced in the "REVIEW OF PERSONNEL PROCESSES" section of this affirmative action plan, the EEO Officer and human resource personnel will advise, encourage, and assist Directors, Department Heads, Managers and Supervisors, to develop comprehensive, targeted recruitment strategies. The strategies will focus on increasing the applicant flow in EEO Job Categories experiencing underrepresentation. The strategies will also focus on encouraging management to provide the necessary training to retain employees who are hired into the underrepresented categories.

## IV. TARGETED COMPLETION DATE

Remedial action activities were initiated on July 1, 2019 and are on-going.

## V. MONITORING PROCEDURE

The EEO/AA Officer shall annually submit a fiscal year-end work force analysis that assesses the department's progress in achieving work force goals, and to establish a plan of action for the upcoming year(s).





**PLAN TO PROMOTE  
THE EMPLOYMENT OF INDIVIDUALS  
WHO HAVE A DISABILITY**

**PLAN TO PROMOTE THE EMPLOYMENT OF INDIVIDUALS WHO HAVE A DISABILITY**

**Goal 1: Increase recruitment and hiring of individuals with disabilities.**

1. Establish a collaboration between executive leadership, human resources, hiring managers and HR Liaisons.

<b>Activity</b>	<b>Timeframe</b>	<b>Office/Person(s) Responsible</b>	<b>Activity Description</b>	<b>Performance Outcomes</b>
Establish a network of recruiters' agency-wide to assist with the recruitment and retention of disabled individuals.	Continuous	EEO/AA Officer	Train and educate staff through various means e.g., Learning Management System (SkillPro), instructor-led training, conference calls, newsletters, meetings, and emails on recruitment strategies.	Various personnel across the agency will be in position to assist with outreach and recruitment strategies.
Ensure all supervisor complete the Hiring, Retaining and Including Individuals with Disabilities (IWD) Training.	Continuous	HR Recruitment Team	Identify agency employees that are required to take the training and monitor to ensure completion.	Increase the number of employees with disabilities that are included in the hiring process; and those hired and retained.

2. Increase outreach and recruitment efforts for individuals with disabilities.

<b>Activity</b>	<b>Timeframe</b>	<b>Office/Person(s) Responsible</b>	<b>Activity Description</b>	<b>Performance Outcomes</b>
Participate in Divisions of Vocational Rehabilitation (VR) and Blind Services (BS) job fairs.	Continuous	HR Recruitment Team, Managers, Supervisors and HR Liaisons.	Meet and share ideas and strategies to hire individuals with disabilities.	Identify qualified individuals with disabilities for vacancies.

3. Ensure tools used within the selection process support the employment of individuals with disabilities.

Activity	Timeframe	Office/Person(s) Responsible	Activity Description	Performance Outcomes
Review position requisitions and position descriptions.	Continuous	HR Recruitment Team, HR Classification Team, Managers, Supervisors and HR Liaisons.	Eliminate non-essential physical requirements and add “with accommodation when necessary.” Distribute any revised “boiler plate” job announcements. Promote the use of the revised announcements and position descriptions.	All agency job announcements will welcome individuals with disabilities and make any physical requirements clear.
Ensure requisitions are clear on the required qualifications, especially any essential, physical requirements.	Continuous	HR Recruitment Team, HR Classification Team, Managers, Supervisors and HR Liaisons.	Review announcements to ensure physical requirements are essential to the job and are clearly stated. Ensure the use of the revised documents.	Applicants will understand what is needed to perform the essential functions of the position.
Verify information on requisitions are job-related.	Continuous	HR Recruitment Team, HR Classification Team, Managers, Supervisors and HR Liaisons.	Review and update vacancy announcements to ensure information included is job related and consistent with business necessity and does not create unintended barriers for IWD.	Job announcements do not create unnecessary barriers for individuals with disabilities.

**Goal 2: Increase retention for employees with a disability.**

1. Assess turnover rate for employees with disabilities and identify barriers to retention.

Activity	Timeframe	Office/Person(s) Responsible	Activity Description	Performance Outcomes
Meet with managers and supervisors of current and past employees with disabilities to identify barriers to retention and strategies to increase retention of employees.	Continuous	EEO/AA Officer	Create a summary report of identified barriers and strategies to overcome barriers.	Take actions to remove identified barriers.
Assess current retention and turnover rates for employees with disabilities and identify barriers to retention.	Continuous	EEO/AA Officer	Evaluate turnover report. Monitor ADA complaints and ADA accommodation requests to identify barriers. Conduct IWD exit interviews to ensure needs were met during employment. Share results with executive leadership team.	Provide training based on barriers identified.

**Goal 3: Ensure management accountability for employment of individuals with disabilities**

Activity	Timeframe	Office/Person(s) Responsible	Activity Description	Performance Outcomes
Ensure job offers are not withdrawn for inappropriate reasons.	Continuous	EEO/AA Officer, HR Recruitment Team, Managers, Supervisors and HR Liaisons.	Supervisory Training will be conducted.	Increase the number of qualified employee with a disability.

<p>Ensure managers, in conjunction with HR and legal, have identified the essential functions and physical requirements of positions, before directing employees to complete a fitness-for-duty examination.</p>	<p>Continuous</p>	<p>EEO/AA Officer, Assistant General Counsel, HR Recruitment Team, Managers, Supervisors and HR Liaisons.</p>	<p>Managers will work with the EEO/AA Officer to ensure the essential functions and physical requirements of jobs require a fitness for duty.</p> <p>Assistant General Counsels will not approve fitness-for-duty examinations, unless essential functions and physical requirements have been validated.</p>	<p>Requests for medical exams shall be conducted on essential functions and physical requirements for the job.</p>
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# **STATISTICAL ANALYSES AND DATA COLLECTION**

DEPARTMENT OF JUVENILE JUSTICE - UTILIZATION ANALYSIS - PROGRESS

JOB CATEGORY		TOTAL EMP	MALE									FEMALE								
			W	B	H	A	NH/ OPI	AI/AN	OTH	UNK	TOTAL MALES	W	B	H	A	NH/ OPI	AI/AN	OTH	UNK	TOTAL FEMALES
01 - OFFICIALS AND ADMINISTRATORS	Workforce #	87	25	15	4	1	0	0	0	0	45	25	15	0	1	0	0	1	0	42
	Workforce %		29%	17%	5%	1%	0%	0%	0%	0%	52%	29%	17%	0%	1%	0%	0%	1%	0%	48%
	Prior Year %		30%	14%	5%	1%	0%	0%	0%	0%	49%	33%	16%	0%	1%	0%	1%	0%	0%	51%
	Difference		-1%	4%	0%	0%	0%	0%	0%	0%	3%	-4%	1%	0%	0%	0%	-1%	1%	0%	-3%
	Goal Met? (Yes or No)		N	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N	Y	Y	N
02 - PROFESSIONALS	Workforce #	1699	241	244	40	7	0	1	12	0	545	446	574	106	12	1	3	11	1	1154
	Workforce %		14%	14%	2%	0%	0%	0%	1%	0%	32%	26%	34%	6%	1%	0%	0%	1%	0%	68%
	Prior Year %		14%	15%	3%	0%	0%	0%	0%	0%	33%	28%	34%	5%	1%	0%	0%	0%	0%	67%
	Difference		0%	-1%	0%	0%	0%	0%	0%	1%	0%	-1%	-1%	0%	1%	0%	0%	1%	0%	1%
	Goal Met? (Yes or No)		N	N	N	Y	Y	N	Y	N	N	N	Y	Y	Y	N	Y	Y	Y	N
03 - TECHNICIANS	Workforce #	43	12	7	7	1	0	1	0	0	28	4	4	1	5	1	0	0	0	15
	Workforce %		28%	16%	16%	2%	0%	2%	0%	0%	65%	9%	9%	2%	12%	2%	0%	0%	0%	35%
	Prior Year %		28%	13%	18%	3%	0%	3%	0%	0%	63%	13%	10%	3%	13%	0%	0%	0%	0%	38%
	Difference		0%	4%	-1%	0%	0%	0%	0%	0%	3%	-3%	-1%	0%	-1%	2%	0%	0%	0%	-3%
	Goal Met? (Yes or No)		Y	Y	N	N	Y	N	Y	Y	Y	N	N	N	N	Y	Y	Y	Y	N
04 - PROTECTIVE SVC	Workforce #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Workforce %		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	Prior Year %		50%	0%	0%	0%	0%	0%	0%	0%	50%	0%	50%	0%	0%	0%	0%	0%	0%	50%
	Difference		-50%	0%	0%	0%	0%	0%	0%	0%	-50%	0%	-50%	0%	0%	0%	0%	0%	0%	-50%
	Goal Met? (Yes or No)		N	Y	Y	Y	Y	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	Y	N
05 - PARA PROF	Workforce #	1040	116	369	57	1	0	0	6	0	549	67	379	27	1	2	0	15	0	491
	Workforce %		11%	35%	5%	0%	0%	0%	1%	0%	53%	6%	36%	3%	0%	0%	0%	1%	0%	47%
	Prior Year %		10%	39%	5%	0%	0%	0%	0%	0%	55%	7%	35%	2%	0%	0%	0%	1%	0%	45%
	Difference		1%	-3%	1%	0%	0%	0%	0%	0%	-2%	0%	2%	0%	0%	0%	0%	1%	0%	2%
	Goal Met? (Yes or No)		Y	N	Y	N	Y	Y	Y	N	N	N	Y	Y	N	Y	Y	Y	Y	Y
06 - ADMIN SUPPORT	Workforce #	135	0	5	0	1	0	0	0	0	6	49	66	12	1	0	0	1	0	129
	Workforce %		0%	4%	0%	1%	0%	0%	0%	0%	4%	36%	49%	9%	1%	0%	0%	1%	0%	96%
	Prior Year %		1%	2%	0%	1%	0%	0%	0%	0%	4%	41%	45%	9%	1%	0%	0%	0%	0%	96%
	Difference		-1%	2%	0%	0%	0%	0%	0%	0%	0%	-5%	4%	0%	0%	0%	0%	1%	0%	0%
	Goal Met? (Yes or No)		N	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	N
07 - SKILLED CRAFT	Workforce #	25	12	3	9	0	0	0	0	0	24	0	1	0	0	0	0	0	0	1
	Workforce %		48%	12%	36%	0%	0%	0%	0%	0%	96%	0%	4%	0%	0%	0%	0%	0%	0%	4%
	Prior Year %		41%	14%	36%	0%	0%	0%	0%	0%	91%	0%	5%	0%	0%	0%	0%	5%	0%	9%
	Difference		7%	-2%	0%	0%	0%	0%	0%	0%	5%	0%	-1%	0%	0%	0%	0%	-5%	0%	-5%
	Goal Met? (Yes or No)		Y	N	N	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N	Y	N
08 - SVC MAINTENANCE	Workforce #	72	3	8	4	1	0	0	1	0	17	10	36	8	1	0	0	0	0	55
	Workforce %		4%	11%	6%	1%	0%	0%	1%	0%	24%	14%	50%	11%	1%	0%	0%	0%	0%	76%
	Prior Year %		4%	16%	3%	3%	0%	0%	1%	0%	27%	17%	47%	7%	1%	0%	0%	0%	0%	73%
	Difference		0%	-5%	3%	-1%	0%	0%	0%	0%	-4%	-3%	3%	4%	0%	0%	0%	0%	0%	4%
	Goal Met? (Yes or No)		N	N	Y	N	Y	Y	N	Y	N	N	Y	Y	N	Y	Y	Y	Y	Y
<b>TOTALS</b>		<b>3101</b>	<b>409</b>	<b>651</b>	<b>121</b>	<b>12</b>	<b>0</b>	<b>2</b>	<b>19</b>	<b>0</b>	<b>1214</b>	<b>601</b>	<b>1075</b>	<b>154</b>	<b>21</b>	<b>4</b>	<b>3</b>	<b>28</b>	<b>1</b>	<b>1887</b>

DEPARTMENT OF JUVENILE JUSTICE - AVAILABLE ANALYSIS

JOB CATEGORY		TOTAL EMP	MALE									FEMALE									TOTAL MINORITY
			W	B	H	A	NH/ OPI	AI/AN	OTH	UNK	TOTAL MALES	W	B	H	A	NH/ OPI	AI/AN	OTH	UNK	TOTAL FEMALES	
01 - OFFICIALS AND ADMINISTRATORS	ALM #	2687138	1,195,691	103,178	279,313	40,383	447	3,113	16,537	0	1,638,662	715,223	113,343	180,831	24,423	150	1,556	12,950	0	1,048,476	776,224
	ALM %		45%	4%	10%	2%	0%	0%	1%	0%	61%	27%	4%	7%	1%	0%	0%	0%	0%	0%	39%
02 - PROFESSIONALS	ALM #	5,515,756	5,515,756	1,722,548	193,703	372,663	115,998	1,455	3,508	28,809	2,438,684	2,013,250	421,518	490,293	109,127	1,761	6,091	35,032	0	3,077,072	1,779,958
	ALM %		31%	4%	7%	2%	0%	0%	1%	0%	44%	37%	8%	9%	2%	0%	0%	1%	0%	0%	56%
03 - TECHNCIANS	ALM #	957,371	957,371	287,750	47,907	88,483	20,009	540	1,129	6,529	452,347	304,798	96,271	81,402	14,144	340	772	7,297	0	505,024	364,823
	ALM %		30%	5%	9%	2%	0%	0%	1%	0%	47%	32%	10%	9%	1%	0%	0%	1%	0%	0%	53%
04 - PROTECTIVE SVC	ALM #	704,720	325,674	91,485	102,244	6,693	675	1,117	6,864	0	534,752	84,085	56,062	25,892	1,547	0	675	1,707	0	169,968	294,961
	ALM %		46%	13%	15%	1%	0%	0%	1%	0%	76%	12%	8%	4%	0%	0%	0%	0%	0%	0%	24%
05 - PARA PROF	ALM #	1,316,104	87,244	41,414	36,763	4,894	304	497	2,716	0	173,832	519,659	341,490	241,478	20,757	767	2,680	15,441	0	1,142,272	709,201
	ALM %		7%	3%	3%	0%	0%	0%	0%	0%	13%	39%	26%	18%	2%	0%	0%	1%	0%	0%	87%
06 - ADMIN SUPPORT	ALM #	7,590,800	1,691,443	358,987	611,501	78,641	1,162	4,833	37,860	0	2,784,427	2,856,575	714,466	1,058,176	100,065	2,494	7,817	66,780	0	4,806,373	3,042,782
	ALM %		22%	5%	8%	1%	0%	0%	1%	0%	37%	38%	9%	14%	1%	0%	0%	1%	0%	0%	63%
07 - SKILLED CRAFT	ALM #	2,965,986	1,578,551	287,046	791,966	40,853	1,785	6,217	32,371	0	2,738,789	116,186	31,783	67,682	7,775	80	771	2,920	0	227,197	1,271,249
	ALM %		53%	10%	27%	1%	0%	0%	1%	0%	92%	4%	1%	2%	0%	0%	0%	0%	0%	0%	8%
08 - SVC MAINTENANCE	ALM #	5,795,510	1,603,031	655,272	1,195,192	80,542	1,820	8,668	39,346	0	3,583,871	1,024,230	388,489	676,365	85,564	1,800	4,569	30,622	0	2,211,639	3,168,249
	ALM %		28%	11%	21%	1%	0%	0%	1%	0%	62%	18%	7%	12%	1%	0%	0%	1%	0%	0%	38%
TOTALS		27,533,385	8,491,932	1,778,992	3,478,125	388,013	8,188	29,082	171,032	0	14,345,364	7,634,006	2,163,422	2,822,119	363,402	7,392	24,931	172,749	0	13,188,021	11,407,447

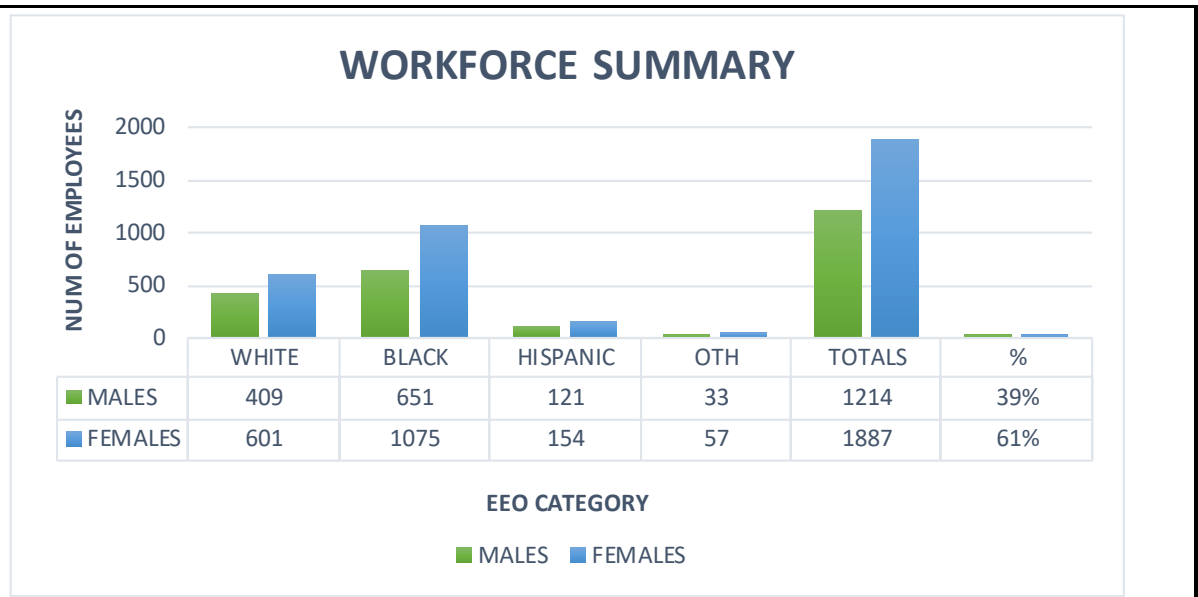


DEPARTMENT OF JUVENILE JUSTICE - INCUMBENCY TO AVAILABILITY ANALYSIS

JOB CATEGORY	TOTAL EMP	MALE									FEMALE									TOTAL MINORITY	
		W	B	H	A	NH/ OPI	AI/AN	OTH	UNK	TOTAL MALES	W	B	H	A	NH/ OPI	AI/AN	OTH	UNK	TOTAL FEMALES		
01 OFFICIALS AND ADMINISTRATORS	WORKFORCE #	87	25	15	4	1	0	0	0	0	45	25	15	0	1	0	0	1	0	42	37
	WORKFORCE %		28.74	17.24	4.6	1.15	0	0	0	0	51.72	28.74	17.24	0	1.15	0	0	1.15	0	48.28	42.53
	ALM #	779219	350395	28855	79775	11644	129	929	4741	N/A	476468	208685	31495	51385	7015	50	470	3651	N/A	302751	220139
	ALM %		44.97	3.7	10.24	1.49	0.02	0.12	0.61	N/A	61.15	26.78	4.04	6.59	0.9	0.01	0.06	0.47	N/A	38.85	28.25
	EXPECTED AVAILABILITY		39.12	3.22	8.91	1.30	0.02	0.10	0.53	N/A	53.20	23.30	3.51	5.73	0.78	0.01	0.05	0.41	N/A	33.80	24.58
	80% OF EXPECTED AVAILABILITY		31.30	2.58	7.13	1.04	0.01	0.08	0.42	N/A	42.56	18.64	2.81	4.59	0.63	0.01	0.04	0.33	N/A	27.04	19.66
UNDERUTILIZED?		YES	NO	YES	YES	YES	YES	YES	N/A	NO	NO	NO	YES	NO	YES	YES	NO	N/A	NO	NO	
GOAL		44.97	N/A	10.24	1.49	0.02	0.12	0.61	N/A	N/A	N/A	N/A	6.59	N/A	0.01	0.06	N/A	N/A	N/A	N/A	
02 PROFESSIONALS	WORKFORCE #	1699	241	244	40	7	0	1	12	0	545	446	574	106	12	1	3	11	1	1154	1011
	WORKFORCE %		14.18	14.36	2.35	0.41	0	0.06	0.71	0	32.08	26.25	33.78	6.24	0.71	0.06	0.18	0.65	0.06	67.92	59.51
	ALM #	1580101	495735	54234	104824	32312	437	1028	8266	N/A	696836	585360	116880	138064	30464	494	1936	10067	N/A	883265	499006
	ALM %		31.37	3.43	6.63	2.04	0.03	0.07	0.52	N/A	44.10	37.05	7.40	8.74	1.93	0.03	0.12	0.64	N/A	55.90	31.58
	EXPECTED AVAILABILITY		532.98	58.28	112.64	34.66	0.51	1.19	8.83	N/A	749.26	629.48	125.73	148.49	32.79	0.51	2.04	10.87	N/A	949.74	536.54
	80% OF EXPECTED AVAILABILITY		426.38	46.62	90.11	27.73	0.41	0.95	7.07	N/A	599.41	503.58	100.58	118.79	26.23	0.41	1.63	8.70	N/A	759.79	429.24
UNDERUTILIZED?		YES	NO	YES	YES	YES	NO	NO	N/A	YES	YES	NO	YES	YES	NO	NO	NO	N/A	NO	NO	
GOAL		31.37	N/A	6.63	2.04	0.03	N/A	N/A	N/A	44.1	37.05	N/A	8.74	1.93	N/A	N/A	N/A	N/A	N/A	N/A	
03 TECHNICIANS	WORKFORCE #	43	12	7	7	1	0	1	0	0	28	4	4	1	5	1	0	0	0	15	27
	WORKFORCE %		27.91	16.28	16.28	2.33	0	2.33	0	0	65.12	9.3	9.3	2.33	11.63	2.33	0	0	0	34.88	62.79
	ALM #	275744	83845	13400	24759	5619	160	309	1929	N/A	130021	89460	26759	23089	4045	100	234	2036	N/A	145723	102439
	ALM %		30.41	4.86	8.98	2.04	0.06	0.11	0.70	N/A	47.15	32.44	9.70	8.37	1.47	0.04	0.08	0.74	N/A	52.85	37.15
	EXPECTED AVAILABILITY		13.08	2.09	3.86	0.88	0.03	0.05	0.30	N/A	20.27	13.95	4.17	3.60	0.63	0.02	0.03	0.32	N/A	22.73	15.97
	80% OF EXPECTED AVAILABILITY		10.46	1.67	3.09	0.70	0.02	0.04	0.24	N/A	16.22	11.16	3.34	2.88	0.51	0.01	0.03	0.25	N/A	18.18	12.78
UNDERUTILIZED?		NO	NO	NO	NO	YES	NO	YES	N/A	NO	YES	NO	YES	NO	NO	YES	YES	N/A	YES	NO	
GOAL		N/A	N/A	N/A	N/A	0.06	N/A	0.7	N/A	N/A	32.44	N/A	8.37	N/A	N/A	0.08	0.74	N/A	52.85	N/A	
05 PARAPROFESSIONALS	WORKFORCE #	1040	116	369	57	1	0	0	6	0	549	67	379	27	1	2	0	15	0	491	857
	WORKFORCE %		11.15	35.48	5.48	0.1	0	0	0.58	0	52.79	6.44	36.44	2.6	0.1	0.19	0	1.44	0	47.21	82.4
	ALM #	380520	25440	11675	10370	1365	78	174	749	N/A	49851	154250	97195	67910	5775	229	779	4531	N/A	330669	200830
	ALM %		6.69	3.07	2.73	0.36	0.02	0.05	0.20	N/A	13.10	40.54	25.54	17.85	1.52	0.06	0.20	1.19	N/A	86.90	52.78
	EXPECTED AVAILABILITY		69.58	31.93	28.39	3.74	0.21	0.52	2.08	N/A	136.24	421.62	265.62	185.64	15.81	0.62	2.08	12.38	N/A	903.76	548.91
	80% OF EXPECTED AVAILABILITY		55.66	25.54	22.71	3.00	0.17	0.42	1.66	N/A	108.99	337.29	212.49	148.51	12.65	0.50	1.66	9.90	N/A	723.01	439.13
UNDERUTILIZED?		NO	NO	NO	YES	YES	YES	NO	N/A	NO	YES	NO	YES	YES	NO	YES	NO	N/A	YES	NO	
GOAL		N/A	N/A	N/A	0.36	0.02	0.05	N/A	N/A	N/A	40.54	N/A	17.85	1.52	N/A	0.2	N/A	N/A	N/A	86.9	N/A
06 ADMINISTRATIVE SUPPORT	WORKFORCE #	135	0	5	0	1	0	0	0	0	6	49	66	12	1	0	0	1	0	129	86
	WORKFORCE %		0	3.7	0	0.74	0	0	0	0	4.44	36.3	48.89	8.89	0.74	0	0	0.74	0	95.56	63.7
	ALM #	2189511	493365	99605	173694	22134	349	1393	10943	N/A	801483	840790	198020	298760	28285	750	2308	19115	N/A	1388028	855356
	ALM %		22.53	4.55	7.93	1.01	0.02	0.06	0.50	N/A	36.61	38.40	9.04	13.65	1.29	0.03	0.11	0.87	N/A	63.39	39.07
	EXPECTED AVAILABILITY		30.42	6.14	10.71	1.36	0.03	0.08	0.68	N/A	49.42	51.84	12.20	18.43	1.74	0.04	0.15	1.17	N/A	85.58	52.74
	80% OF EXPECTED AVAILABILITY		24.33	4.91	8.56	1.09	0.02	0.06	0.54	N/A	39.54	41.47	9.76	14.74	1.39	0.03	0.12	0.94	N/A	68.46	42.20
UNDERUTILIZED?		YES	NO	YES	YES	YES	YES	YES	N/A	YES	NO	NO	YES	YES	YES	YES	NO	N/A	NO	NO	
GOAL		22.53	N/A	7.93	1.01	0.02	0.06	0.5	N/A	36.61	N/A	N/A	13.65	1.29	0.03	0.11	N/A	N/A	N/A	N/A	
07 SKILLED CRAFT WORKERS	WORKFORCE #	25	12	3	9	0	0	0	0	0	24	0	1	0	0	0	0	0	0	1	13
	WORKFORCE %		48	12	36	0	0	0	0	0	96	0	4	0	0	0	0	0	0	4	52
	ALM #	870598	474945	81070	224281	11833	550	1877	9357	N/A	803913	34890	9041	19437	2255	20	205	837	N/A	66685	360763
	ALM %		54.55	9.31	25.76	1.36	0.06	0.22	1.07	N/A	92.34	4.01	1.04	2.23	0.26	0.00	0.02	0.10	N/A	7.66	41.44
	EXPECTED AVAILABILITY		13.64	2.33	6.44	0.34	0.02	0.06	0.27	N/A	23.09	1.00	0.26	0.56	0.07	0.00	0.01	0.03	N/A	1.92	10.36
	80% OF EXPECTED AVAILABILITY		10.91	1.86	5.15	0.27	0.01	0.04	0.21	N/A	18.47	0.80	0.21	0.45	0.05	0.00	0.02	0.02	N/A	1.53	8.29
UNDERUTILIZED?		NO	NO	NO	YES	YES	YES	YES	N/A	NO	YES	NO	YES	YES	NO	YES	YES	N/A	YES	NO	
GOAL		N/A	N/A	N/A	1.36	0.06	0.22	1.07	N/A	N/A	4.01	N/A	2.23	0.26	N/A	0.02	0.1	N/A	7.66	N/A	
08 SERVICE MAINTENANCE	WORKFORCE #	72	3	8	4	1	0	0	1	0	17	10	36	8	1	0	0	0	0	55	59
	WORKFORCE %		4.17	11.11	5.56	1.39	0	0	1.39	0	23.61	13.89	50	11.11	1.39	0	0	0	0	76.39	81.94
	ALM #	1704603	483794	186705	349018	23173	525	2587	11522	N/A	1057324	308330	110385	193265	24584	530	1351	8834	N/A	647279	912479
	ALM %		28.38	10.95	20.48	1.36	0.03	0.15	0.68	N/A	62.03	18.09	6.48	11.34	1.44	0.03	0.08	0.52	N/A	37.97	53.53
	EXPECTED AVAILABILITY		20.43	7.88	14.75	0.98	0.02	0.11	0.49	N/A	44.66	13.02	4.67	8.16	1.04	0.02	0.06	0.37	N/A	27.34	38.54
	80% OF EXPECTED AVAILABILITY		16.35	6.31	11.80	0.78	0.02	0.09	0.39	N/A	35.73	10.42	3.73	6.53	0.83	0.02	0.05	0.30	N/A	21.87	30.83
UNDERUTILIZED?		YES	NO	YES	NO	YES	YES	NO	N/A	YES	YES	NO	NO	NO	YES	YES	YES	N/A	NO	NO	
GOAL		28.38	N/A	20.48	N/A	0.03	0.15	N/A	N/A	62.03	18.09	N/A	N/A	N/A	0.03	0.08	0.52	N/A	N/A	N/A	

DEPARTMENT OF JUVENILE JUSTICE EMPLOYEES						
EEO CATEGORY	WHITE	BLACK	HISPANIC	OTH	TOTALS	%
MALES	409	651	121	33	1214	39%
FEMALES	601	1075	154	57	1887	61%
%	34%	55%	9%	2%	3101	100%

NUM OF MINORITY		
MALES	805	26%
FEMALES	1286	41%
TOTALS	2091	67%



### UNDERUTILIZATION SUMMARY (YES/NO)

EEO CATEGORY	MALES									FEMALES									MINORITY
	W	B	H	A	NH	AI	OTH	UNK	TOTAL	W	B	H	A	NH	AI	OTH	UNK	TOTAL	
01 - OFF AND ADM	YES	NO	YES	YES	YES	YES	YES	NO	NO	NO	NO	YES	NO	YES	YES	NO	NO	NO	NO
02 - PROF	YES	NO	YES	YES	YES	NO	NO	N/A	YES	YES	NO	YES	YES	NO	NO	NO	N/A	NO	NO
03 - TECH	NO	NO	NO	NO	YES	NO	YES	N/A	NO	YES	NO	YES	NO	NO	YES	YES	N/A	YES	NO
04 - PRO SVC	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
05 - PARA PROF	NO	NO	NO	YES	YES	YES	NO	N/A	NO	YES	NO	YES	YES	NO	YES	NO	N/A	YES	NO
06 - ADMIN SUPP	YES	NO	YES	YES	YES	YES	YES	N/A	YES	NO	NO	YES	YES	YES	YES	NO	N/A	NO	NO
07 - SKILLED	NO	NO	NO	YES	YES	YES	YES	N/A	NO	YES	NO	YES	YES	NO	YES	YES	N/A	YES	NO
08 - SVC MAIN	YES	NO	YES	NO	YES	YES	NO	N/A	YES	YES	NO	NO	NO	YES	YES	YES	N/A	NO	NO

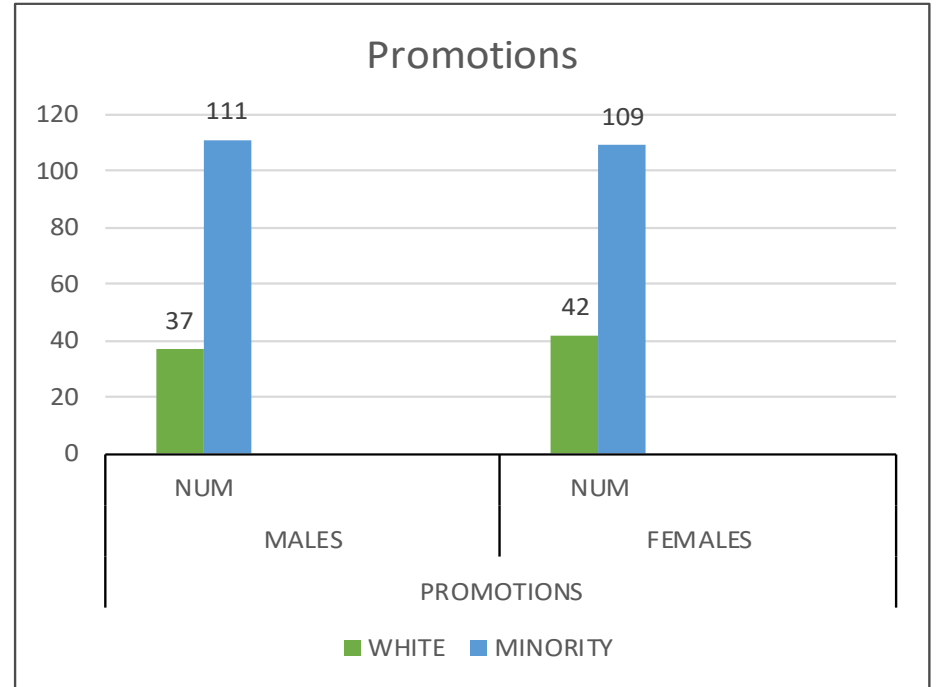
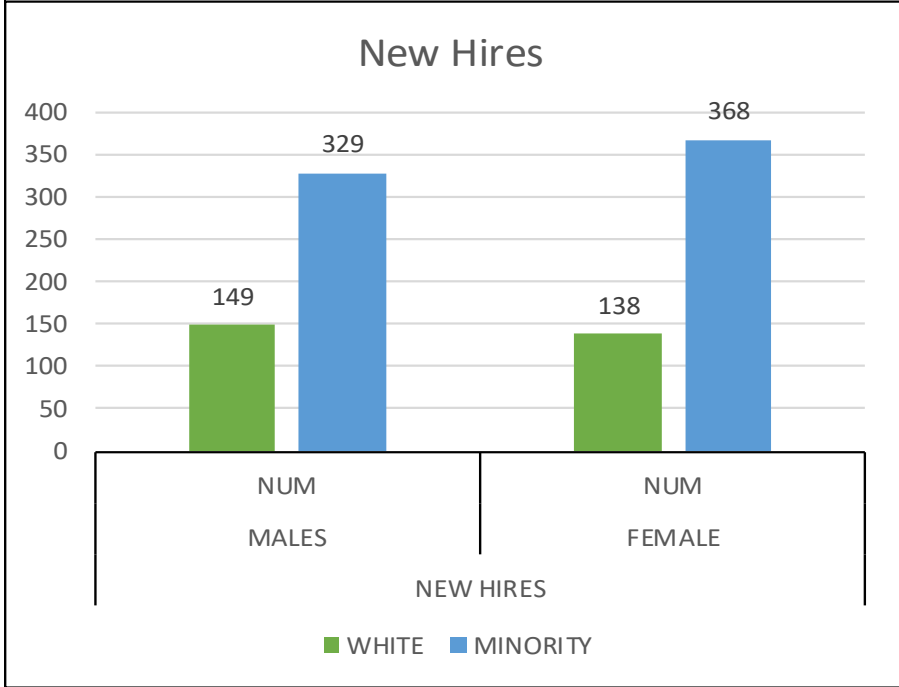
LEGEND - EEO CATEGORY

1. WHITE = W
2. BLACK/AFRICAN AMERICAN = B
3. HISPANIC/LATINO = H
4. ASIAN = A
5. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER = NH
6. AMERICAN INDIAN OR ALASKAN NATIVE = AI
7. SOME OTHER RACE or TWO (2) OR MORE = OTH
8. UNKNOWN = UNK

**DEPARTMENT OF JUVENILE JUSTICE - INDIVIDUALS WITH DISABILITY (IWD) INCUMENCY TO AVAILABILITY ANALYSIS**

CATEGORY	01 - OFFICIALS AND ADMINISTRATORS	02 - PROFESSIONALS	03 - TECHNCIANS	04 - PROTECTIVE SVC	05 - PARA PROF	06 - ADMIN SUPPORT	07 - SKILLED CRAFT	08 - SVC MAINTENANCE	TOTAL
<b>TOTAL WORKFORCE #</b>	87	1,699	43	0	1,040	135	25	72	3,101
<b>STATUS NOT DISCLOSED #</b>	87	1,651	43	0	1,021	128	25	72	3,027
<b>IWD IN WORKFORCE #</b>	0	48	0	0	19	7	0	0	74
<b>IWD IN WORKFORCE %</b>	0.00%	2.83%	0.00%	0.00%	1.83%	5.19%	0.00%	0.00%	2.39%
<b>IWD ALM #</b>	38,258	73,867	14,429	13,659	27,114	140,915	58,464	146,508	513,214
<b>IWD ALM %</b>	4.56%	4.30%	4.81%	5.88%	6.02%	5.71%	6.11%	7.25%	N/A
<b>EXPECTED AVAILABILITY</b>	3.97	73.06	2.07	0.00	62.61	7.71	1.53	5.22	N/A
<b>80% OF EXPECTED AVAILABILITY</b>	3.17	58.45	1.65	0.00	50.09	6.17	1.22	4.18	N/A
<b>UNDERUTILIZED?</b>	YES	YES	YES	NO	YES	NO	YES	YES	N/A
<b>GOAL</b>	4.56%	4.30%	4.81%	N/A	6.02%	N/A	6.11%	7.25%	N/A

EMPLOYMENT ACTIONS - NEW HIRES & PROMOTIONS			
TOTAL AUTHORIZED POSITIONS	TOTAL POSITIONS FILLED	TOTAL MINORITY	TOTAL FEMALES
3293	3101	1394	506



RACE AND GENDER	NEW HIRES				TOTAL ACTIONS
	MALES		FEMALE		
	NUM	%	NUM	%	
WHITE	149	15%	138	14%	287
MINORITY	329	33%	368	37%	697
TOTAL	478	49%	506	51%	984

RACE AND GENDER	PROMOTIONS				TOTAL ACTIONS
	MALES		FEMALES		
	NUM	%	NUM	%	
WHITE	37	12%	42	14%	79
MINORITY	111	37%	109	36%	220
TOTAL	148	49%	151	51%	299

DEPARTMENT OF JUVENILE JUSTICE - PERSONNEL ACTIVITY DATA

JOB CATEGORY		TOTAL EMP	MALE									FEMALE									TOTAL MINORITY
			W	B	H	A	NH/ OPI	AI/AN	OTH	UNK	TOTAL MALES	W	B	H	A	NH/ OPI	AI/AN	OTH	UNK	TOTAL FEMALES	
01 - OFFICIALS AND ADMINISTRATORS	Termination/Demotion #	87	4	5	2	0	0	0	0	0	11	5	1	0	0	0	0	1	0	7	9
	New Hires/Promotions		0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
	Incumbent Pool #		25	15	4	1	0	0	0	0	45	25	15	0	1	0	0	1	0	42	37
	Neg Selection Rate %		16%	33%	50%	0%	0%	0%	0%	0%	24%	20%	7%	0%	0%	0%	0%	100%	0%	17%	24%
	Pos Selection Rate %		0%	7%	0%	0%	0%	0%	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	3%
02 - PROFESSIONALS	Termination/Demotion #	1699	66	76	22	3	0	1	3	0	171	124	162	38	4	0	1	5	0	334	315
	New Hires/Promotions		4	8	3	0	0	0	0	0	15	4	9	2	0	0	0	0	0	15	22
	Incumbent Pool #		241	244	40	7	0	1	12	0	545	446	574	106	12	1	3	11	1	1154	1012
	Neg Selection Rate %		27%	31%	55%	43%	0%	100%	25%	0%	31%	28%	28%	36%	33%	0%	33%	45%	0%	29%	31%
	Pos Selection Rate %		2%	3%	8%	0%	0%	0%	0%	0%	3%	1%	2%	2%	0%	0%	0%	0%	0%	1%	2%
03 - TECHNCIANS	Termination/Demotion #	43	3	4	0	0	0	0	0	0	7	1	0	0	0	1	0	0	0	2	5
	New Hires/Promotions		1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	Incumbent Pool #		12	7	7	1	0	1	0	0	28	4	4	1	5	1	0	0	0	15	27
	Neg Selection Rate %		25%	57%	0%	0%	0%	0%	0%	0%	25%	25%	0%	0%	0%	100%	0%	0%	0%	13%	19%
	Pos Selection Rate %		8%	0%	0%	0%	0%	0%	0%	0%	4%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
04 - PROTECTIVE SVC	Termination/Demotion #	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0
	New Hires/Promotions		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Incumbent Pool #		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Neg Selection Rate %		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	Pos Selection Rate %		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
05 - PARA PROF	Termination/Demotion #	1040	132	275	82	2	0	0	12	0	503	63	219	25	0	3	0	5	0	315	623
	New Hires/Promotions		11	44	2	2	0	0	1	1	61	5	22	1	0	0	0	0	0	28	73
	Incumbent Pool #		116	369	57	1	0	0	6	0	549	67	379	27	1	2	0	15	0	491	857
	Neg Selection Rate %		114%	75%	144%	200%	0%	0%	200%	0%	92%	94%	58%	93%	0%	150%	0%	33%	0%	64%	73%
	Pos Selection Rate %		9%	12%	4%	200%	0%	0%	17%	0%	11%	7%	6%	4%	0%	0%	0%	0%	0%	6%	9%
06 - ADMIN SUPPORT	Termination/Demotion #	135	0	2	0	0	0	0	0	0	2	10	15	5	0	0	0	0	0	30	22
	New Hires/Promotions		0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	2	1
	Incumbent Pool #		0	5	0	1	0	0	0	0	6	49	66	12	1	0	0	1	0	129	86
	Neg Selection Rate %		0%	40%	0%	0%	0%	0%	0%	0%	33%	20%	23%	42%	0%	0%	0%	0%	0%	23%	26%
	Pos Selection Rate %		0%	0%	0%	0%	0%	0%	0%	0%	0%	2%	2%	0%	0%	0%	0%	0%	0%	2%	1%
07 - SKILLED CRAFT	Termination/Demotion #	25	6	1	4	0	0	0	0	0	11	0	0	0	0	0	0	0	0	0	5
	New Hires/Promotions		0	1	2	0	0	0	0	0	3	0	0	0	0	0	0	1	0	1	4
	Incumbent Pool #		12	3	9	0	0	0	0	0	24	0	1	0	0	0	0	0	0	1	13
	Neg Selection Rate %		50%	33%	44%	0%	0%	0%	0%	0%	46%	0%	0%	0%	0%	0%	0%	0%	0%	0%	38%
	Pos Selection Rate %		0%	33%	22%	0%	0%	0%	0%	0%	13%	0%	0%	0%	0%	0%	0%	0%	0%	100%	31%
08 - SVC MAINTENANCE	Termination/Demotion #	72	2	5	2	0	0	0	0	0	9	9	36	8	0	0	0	0	0	53	51
	New Hires/Promotions		1	1	2	0	0	0	0	0	4	0	6	0	0	0	0	0	0	6	9
	Incumbent Pool #		3	8	4	1	0	0	1	0	17	10	36	8	1	0	0	0	0	55	59
	Neg Selection Rate %		67%	63%	50%	0%	0%	0%	0%	0%	53%	90%	100%	100%	0%	0%	0%	0%	0%	96%	86%
	Pos Selection Rate %		33%	13%	50%	0%	0%	0%	0%	0%	24%	0%	17%	0%	0%	0%	0%	0%	0%	11%	15%
<b>TOTALS</b>		<b>3101</b>	<b>409</b>	<b>651</b>	<b>121</b>	<b>12</b>	<b>0</b>	<b>2</b>	<b>19</b>	<b>0</b>	<b>1214</b>	<b>601</b>	<b>1075</b>	<b>154</b>	<b>21</b>	<b>4</b>	<b>3</b>	<b>28</b>	<b>1</b>	<b>1887</b>	<b>2091</b>

**DEPARTMENT OF JUVENILE JUSTICE - REQUISITION DATA**

<b>CATEGORY</b>	<b>NUM OF REQUISITIONS</b>	<b>NUM OF CANDIDATES</b>	<b>CANDIDATES WHO SELF-IDENTIFIED</b>	<b>CANDIDATES INTERVIEWED</b>	<b>CANDIDATES WITH DISABILITY INTERVIEWED</b>	<b>CANDIDATES HIRED</b>	<b>CANDIDATES WITH DISABILITY HIRED</b>
<b>01 - OFFICIAL AND ADMINISTRATORS</b>	20	874	33	140	6	12	0
<b>02 - PROFESSIONALS</b>	305	18,600	648	1,499	53	289	6
<b>03 - TECHNICIANS</b>	5	89	4	6	0	6	0
<b>04 - PROTECTIVE SERVICE</b>	5	1,071	15	346	4	12	0
<b>05 - PARA PROFESSIONALS</b>	274	29,080	755	7,845	202	514	16
<b>06 - ADMINISTRATIVE SUPPORT</b>	43	4,188	145	137	7	27	1
<b>07 - SKILLED CRAFT</b>	15	213	8	37	1	11	0
<b>08 - SERVICE MAINTENANCE</b>	49	2,323	71	546	19	41	2
<b>TOTAL</b>	<b>716</b>	<b>56,438</b>	<b>1679</b>	<b>10,556</b>	<b>292</b>	<b>912</b>	<b>25</b>



## **TERMS AND GLOSSARY**

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### EEO JOB CATEGORIES

**01 – OFFICIALS AND ADMINISTRATORS:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual department or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis.

Includes: Department heads, Bureau Chiefs, Division Directors, Deputy Directors, Assistant Secretaries, Comptrollers, Superintendents, Administrators, Executive Directors, etc.

**02 – PROFESSIONALS:** Occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training which provides comparable knowledge.

Includes: Accountants, Architects, Operation Management Consultants, Construction Projects Administrators, Finance Directors, Juvenile Probation Officers, Management Review Specialists, Personnel Technicians, Personnel Services Specialists, Attorneys, etc.

**03 – 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.

Includes: Computer Operators, Computer Programmer Analysts, Licensed Practical Nurses, Office Automation Analysts, Telecommunication Analysts, Systems Project Analysts, Data Base Analysts, etc.

**04 – PROTECTIVE SERVICE WORKERS:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.

Includes: Institutional Security Officers, Institutional Security Supervisors, Police Patrol Officers, Fire Fighters, Guards, Deputy Sheriffs, Bailiffs, Correctional Officers, Detectives, Marshals, Harbor Patrol Officers, Game and Fish Wardens, etc.

**05 – PARA PROFESSIONALS:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.

Includes: Juvenile Detention Officers, Research Assistants, Dental Assistants, Therapy Aides, Fiscal Assistants, Juvenile Justice Residential Officers, Personnel Aides, Purchasing Technicians, etc.

**06 – ADMINISTRATIVE SUPPORT (Including Clerical and Sales):** 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.

Includes: Administrative Secretaries, Clerk Specialists, Messengers, Clerk-Typists, Data Entry Operators, Executive Secretaries, Statistical Clerks, Dispatchers, Staff Assistants, Storekeepers, Senior Clerks, Radio Telephone Operators, Legal Assistants, Word Processing Systems Operators, Secretaries, etc.



**07 – SKILLED CRAFT WORKERS:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

Includes: Plumbers, Mechanics, Electricians, Heavy Equipment Operators, Maintenance Supervisors, Painters, Refrigeration Mechanics, Carpenters, Typesetters, Power Plant Operators, Water and Sewage Treatment Plant Operators, etc.

**08 – SERVICE MAINTENANCE:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery.

Includes: Senior Motor Vehicle Operators, Custodial Workers, Truck Drivers, Bus Drivers, Maintenance Support Technicians, Gardeners, Groundskeepers, Refuse Collectors, Construction Laborers, Park Rangers (maintenance), etc.

### **EEO GROUPS – RACE/ETHNIC IDENTIFICATION**

**WHITE:** A person having origins in any of the original people of Europe, North Africa, or the Middle East.

**BLACK OR AFRICAN AMERICAN:** A person having origins in any of the Black racial groups of Africa.

**HISPANIC:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. The category "HISPANIC", while not a race identification, is included as a separate race/ethnic category because of the employment discrimination often encountered by this group.

**ASIAN:** A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

**NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER:** A person having origins in any of the people of the Hawaii, Guam, Samoa, or other Pacific Islands.

**OTHER:** Persons who do not identify with any of the EEO groups.

### **EQUAL EMPLOYMENT OPPORTUNITY LAWS**

ENFORCED BY THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC):

**Title VII of the Civil Rights Act of 1964** prohibits discrimination in hiring, promoting, discharge, pay, fringe benefits, and other aspects of employment, on the basis of age, race, color, religion, political affiliations and opinions, marital status, disability, sex, or national origin by employers of 15 or more persons.

**The Age Discrimination in Employment Act of 1967** prohibits age discrimination and protects applicants and employees age 40 and above from discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment.

**The Equal Pay Act of 1963** prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. Labor organizations cannot cause employers to violate the law. Many employers, who are not covered by Title VII, because of size, are covered by the Equal Pay Act.

**The Americans with Disabilities Act of 1990** prohibits discrimination in employment against qualified individuals with disabilities. The ADA also outlawed discrimination against individuals with disabilities in state and local governmental services, public accommodations, transportation and telecommunications.

ENFORCED BY THE OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS (OFCCP):

**Section 504 of the Rehabilitation Act of 1973** prohibits employment discrimination on the basis of handicap in any program or activity which receives federal financial assistance. Discrimination is prohibited in all aspects of employment against handicapped persons who, with reasonable accommodation, can perform the essential functions of a job.

**The Vietnam Era Readjustment Assistance Act of 1974** prohibits federal government contractors from discriminating against Vietnam era veterans and disabled veterans. The act requires employers to hire and promote veterans and list suitable job openings with local employment services. Employment services shall give priority to veterans in referral to job openings.

ENFORCED BY THE FLORIDA COMMISSION ON HUMAN RELATIONS:

**The Florida Human Relations Act of 1977** prohibits employment discrimination based on race, color, sex, national origin, age, handicap, or marital status. The act applies to employers of 15 or more employees for 20 or more calendar weeks in the current or preceding calendar year, to employment agencies, and to labor organizations. Each employer, employment agency, and labor organization must display in a conspicuous place a notice provided by the Commission on Human Relations. Complaints must be filed within 365 days of an alleged violation.

