

HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS



EQUAL EMPLOYMENT OPPORTUNITY PLAN

PREPARED BY:
HERNANDO COUNTY
HUMAN RESOURCES DEPARTMENT
Effective January 1, 2024

PERSONNEL MANAGEMENT & OPERATIONS OVERVIEW

Jeffrey Rogers, County Administrator
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Reviewed and Approved by:	Reviewed and Approved by:
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INTRODUCTION

MISSION:

Hernando County recognizes the need to provide a level of service that results in a superior quality of life for our citizens. The County Commission and Administration are fully committed to the ongoing development and delivery of programs that will ensure service excellence through optimal accessibility and responsiveness to citizens. We are committed to attaining stability and continued improvement of our quality of life.

To achieve this:

Hernando County is committed to managing the delivery of essential services within a professional setting; maintaining a competitive posture by balancing limited resources with demands for higher levels of service and utilize a comprehensive strategy to meet the challenges presented by a fast-growing/ever-changing population.

Hernando County for purposes of this report is made up of several divisions. These divisions are Hernando County Board of County Commissioners and five Constitutional Officers:

- Hernando County Sheriff's Office;
- Hernando County Supervisor of Elections;
- Hernando County Tax Collector;
- Hernando County Clerk of Court; and
- Hernando County Property Appraiser

According to State of Florida the Constitutional Officers are autonomous in the administration of their responsibilities to the citizens of Hernando County and the Hernando County Board of County Commissioners has no authority or jurisdiction over these Constitutional Officers.

This report will reflect the required individual Equal Employment Opportunity Plan for the Hernando County Board of County Commissioners.

COUNTY ADMINISTRATOR'S AFFIRMATION STATEMENT
IN SUPPORT OF EQUAL EMPLOYMENT OPPORTUNITY

As Hernando County moves forward in meeting the needs of a growing and dynamic county, I reaffirm our commitment to equal opportunity in employment to all qualified individuals. The county provides equal opportunity in employment regardless of race, color, religion, gender, gender identification, national origin, political affiliation, age as defined by law, disability, sexual orientation, genetics, marital status, veteran status, or other factors in compliance with Title VII of the Civil Rights Act of 1964 (as amended by the Equal Opportunity Act of 1972) and any subsequent amendments, or any other statute which provides remedy for discrimination in employment applicable to public employees.

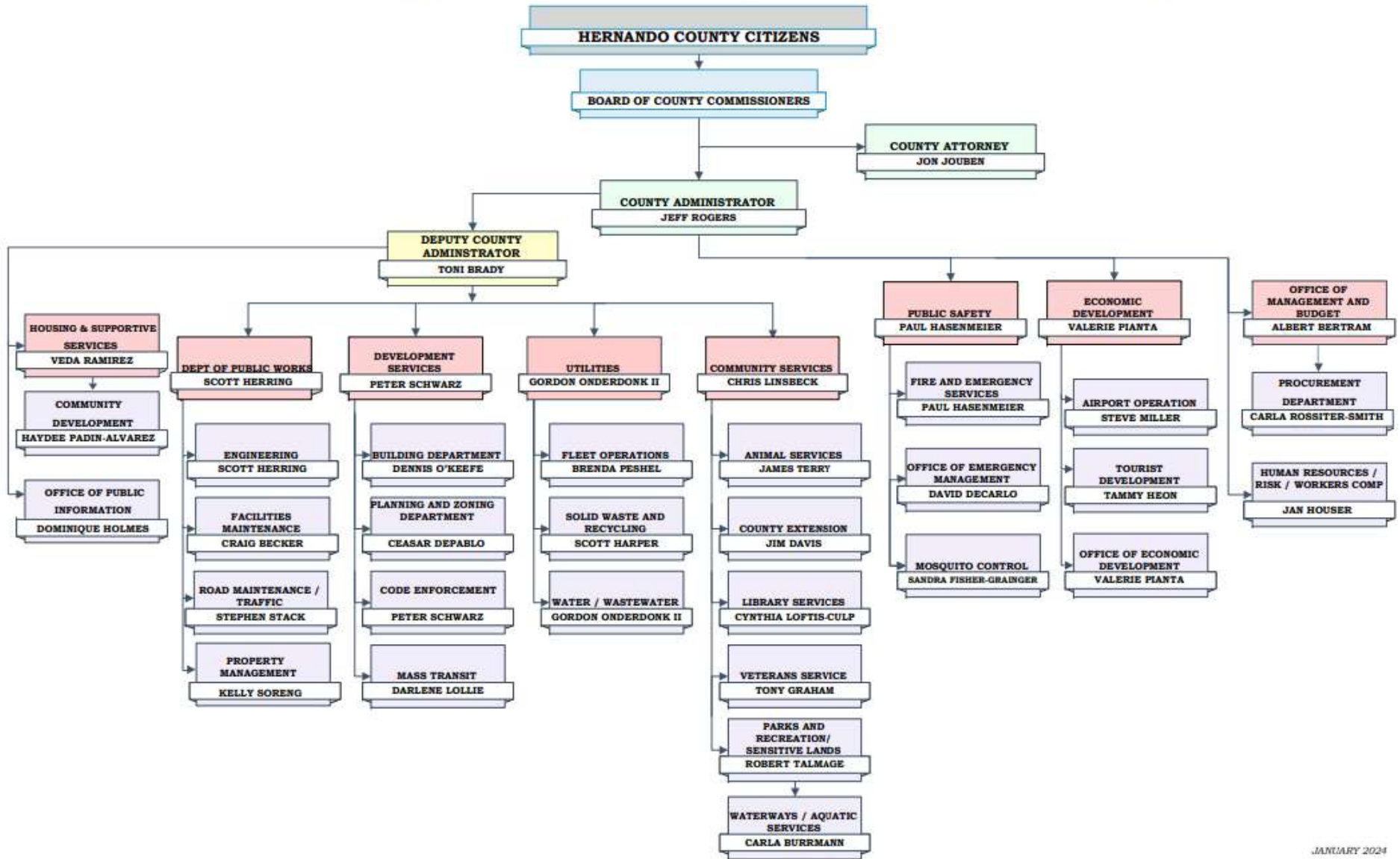
Equal opportunity covers all employment programs, management practices, and decisions including, but not limited to recruitment, hiring, promotion, transfer, reassignments, training and career development, benefits and separation. The county supports employees to exercise all available rights under all applicable civil rights laws. Retaliation against employees who engage in a protected activity will not be tolerated.

Preserving the rights in our workplace takes special care and vigilance. Our continued and vigorous adherence to these laws and focus on the spirit and the letter of these laws is fundamental to our success in meeting the needs of Hernando County. We must continue to be an organization that seeks individuals with the best minds and broad experience to ensure that every qualified person has an equal chance to compete and contribute.

The County provides an environment that honors excellence, teamwork, fairness, and equity. We strive to exemplify in all our decision making the principle that employees have the freedom to compete fairly. We will continue to provide a workplace that is free from all forms of illegal discrimination. Upon request, and as appropriate, we will continue to provide reasonable accommodations to qualified individuals with disabilities. Above all, we must view our commitment to equal opportunity as a matter of personal integrity and accountability.

Jeffrey Rogers, P.E.
County Administrator

Hernando County Board of County Commissioners Organization



EQUAL OPPORTUNITY POLICY

PURPOSE:

The purpose of this policy is to define the procedures by which the county will ensure that selection, hiring and advancement of county employees is accomplished on the basis of individual merit and demonstrated abilities with regardless of race, color, religion, gender, gender identification, national origin, political affiliation, age as defined by law, disability, sexual orientation, genetics, marital status, veteran status, or other factors in compliance with Title VII of the Civil Rights Act of 1964 (as amended by the Equal Opportunity Act of 1972) and any subsequent amendments, or any other statute which provides remedy for discrimination in employment applicable to public employees.

SCOPE:

This policy will apply to all Hernando County Board of County Commissioners personnel, as well as all applicants seeking employment.

POLICY:

Hernando county is committed to ensuring that all qualified individuals have a full and fair opportunity to compete for hiring and promotion, and to enjoy the benefits of employment.

Employment opportunities include, but are not limited to, recruitment, testing, selection, transfer, promotion, compensation, benefits, layoff, leave of absence, and training.

The County believes that regular review and reporting of equal opportunity, and developing a proactive and innovative action plan to address underrepresentation will create an organization that achieves excellence and embraces diversity.

APPLICABILITY

The provisions of the County's Equal Employment Opportunity Plan (EEO) are applicable to hiring and employment of full-time, part-time and casual employees. The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on County premises who are employed by temporary agencies, and any other persons or firms doing business for or with the County.

IMPLEMENTATION AND DISSEMINATION OF POLICY

Every employee at every level of the organization shall be responsible and held accountable for supporting a work environment that embraces diversity, is supportive of equal employment opportunities, and is free from any form of discrimination or harassment. Employees are responsible for reading and understanding County policies and procedures that prohibit discrimination and harassment, and for attending related county-sponsored training.

RESPONSIBILITIES OF THE HUMAN RESOURCES DIRECTOR:

The Director of Human Resources serves as the County's Equal Employment Opportunity Officer and, in addition to the responsibilities outlined in the County Equal Employment Opportunity and Anti-Harassment Policy and Procedure, shall be responsible for:

- Day-to-day implementation of the County's EEOP;
- Serving as the liaison between the Board of County Commissioners and management;
- Serving as the Board of County Commissioner's liaison with equal employment agencies and with internal and external organizations or individuals concerned with fair employment issues;
- Reviewing and reporting on the diversity of applicants and employees;
- Implementing action plans to correct areas of underrepresentation;
- Providing regular training to employees on the equal employment opportunity plan including the county's anti-harassment policy;
- Complying with EEOC requirements for biennial filing of the EEO-4 report; and
- Informing and educating employees, applicants, and the public about the County's EEOP.

RESPONSIBILITIES OF MANAGEMENT / DEPARTMENT HEADS / SUPERVISORS

Management and supervisory personnel shall share responsibility for ensuring full and equal treatment in all departmental employment decisions in accordance with the requirements of the EEOP. Department heads shall be responsible for making a good faith effort to achieve a diverse workforce by

- Taking positive measures to provide equal employment opportunity within their respective departments;
- Ensuring that managers, supervisors and other employees in their respective departments understand and comply with the County's EEOP.

INTERNAL DISSEMINATION:

The EEOP (including subsequent revisions) shall be distributed as follows:

- The complete document shall be posted on the County intranet site and website;
- A copy shall be provided to each department head;
- Employees may obtain a paper or electronic copy by contacting the Human Resources Department.

EXTERNAL DISSEMINATION:

The County's EEO policy statement shall be published on the County employment opportunities website, and the statement that Hernando County is an Equal Opportunity Employer shall be listed on every Human Resources Department page of the County's internet site, www.hernandocounty.org.

The full EEOP shall also be available to members of the public at all times on the County website to view, print and/or download.

COUNTY PRACTICES IN SUPPORT OF EQUAL EMPLOYMENT OPPORTUNITY

DEVELOPMENT AND EXECUTION:

Recruitment, testing, and selection rules are enforced with equal employment and diversity as the primary goals. The personnel rules and practices implemented by the County are in place to carry out its commitment to equal employment include:

- Providing a work environment that is free of bias and that offers every employee the opportunity for maximum development;
- Displaying posters regarding equal employment opportunity in areas highly visible to employees;
- Reviewing job classifications on a regular and ongoing basis to ensure there are no arbitrary barriers to equal employment and sufficient opportunity for entry-level employment;
- Reviewing recruitment rules and procedures on a regular and ongoing basis to identify and eliminate barriers to equal employment;
- Training individuals involved in the recruitment, testing and/or selection of personnel on the requirements of equal employment opportunity law, the requirements of federal and state nondiscrimination laws, and the requirements of the County's EEOP; and
- Analyzing applicant flow data to assist in determining effective targeted recruitment strategies to attract a candidate pool that is reflective of the diversity of the Hernando County population.

EMPLOYEE LEARNING AND DEVELOPMENT:

To encourage all employees to develop their skills and potential to enhance their professional advancement and promotional opportunities:

- Employees are encouraged to assume responsibility for their career development by keeping their supervisors informed of their goals, by seeking opportunities for training and development, and by keeping informed of job opportunities within the organization;
- Supervisors will establish performance expectations, and conduct performance evaluations, after the completion of a six-month probationary period and on an annual basis for new hire in a non-discriminatory way and provides additional job and professional development training as needed or requested.

BENEFITS:

Benefits are available to all regular full- time employees scheduled to work 30 hours or more on a weekly basis.

PROMOTIONS:

Hernando County encourages promotion from within the organization whenever possible. All openings will be posted on the County website so employees are aware of, and may apply for, positions in which they are interested in and for which they are qualified. However, we reserve the right to seek qualified applicants outside the organization at our discretion.

RECRUITMENT OF APPLICANTS:

To provide all applicants fair and equal opportunities to compete for employment by:

- Ensuring all applicants are treated in a consistent and courteous manner throughout the selection process and that care is taken to avoid any behavior that might be perceived by an applicant as disparate treatment.
- Ensuring all recruitment literature shall contain the phrase “An Equal Opportunity Employer” or similar phrase.

SELECTION CRITERIA:

All applicants of Hernando County BOCC shall be recruited on the basis of the minimum training, essential functions, and experience requirements established for that specific position. This includes:

- Ensuring that selection examinations are valid, job-related, and non-discriminatory;
- Ensuring selection criteria will not imply, nor make reference to race, color, religion, gender, gender identification, national origin, political affiliation, age as defined by law, disability, sexual orientation, genetics, marital status, veteran status, or other factors in compliance with Title VII of the Civil Rights Act of 1964 (as amended by the Equal Opportunity Act of 1972) and any subsequent amendments, or any other statute which provides remedy for discrimination in employment applicable to public employees.
- Monitoring selection decisions to determine if this EEOP needs to be modified in the event of statistical disparities that may exist between the workforce and local population trends.
- Utilizing skill tests, where appropriate, to test specific abilities needed to perform the essential functions of a position. If utilized, the test(s) will be administered under controlled conditions in a non-discriminatory manner.
 - If the test is to serve as a minimum selection, criterion, a reasonable minimum score will be established. Otherwise, the score will be considered as one (1) amount numerous factors used to

evaluate applicants.

- An applicant with a known disability needing reasonable accommodation(s) in the examination or interview process shall request this accommodation from the Human Resources Department in a timely manner (no later than 48 hours prior to an exam or interview). Reasonable accommodation includes but is not limited to, modifying written or oral examinations making facilities accessible; adjusting work schedules; restructuring jobs; providing devices to assist; and providing interpreters for the hearing impaired or readers for the visually or learning impaired.
- Should any selection criteria have the effect of disproportionately screening out members of any protected group, the criterion will be reviewed to ensure that it is both valid and justified as a business necessity.

SELECTION PROCEDURES:

The Human Resources Director or designee will monitor the selection process to ensure that it does not arbitrarily eliminate qualified applicants of any protected group at a significantly higher rate than other qualified applicants by:

- Requiring departments to interview all candidates qualified for a vacancy prior to making a final selection and offer of employment;
- Ensuring the final selection decision is the responsibility of the department director or designee and is made from a limited number of applicants on their basis of the relative abilities, as well as other considerations. Those considerations may include certain agency / community needs, so long as such needs do not operate to discriminate individuals of any protected class.

ANALYSIS OF COUNTY WORKFORCE AND APPLICANT POOL

- The Human Resources Department shall survey the composition of the County's workforce and applicants for employment to evaluate the County's success in implementing this plan and to determine whether any monitored group, as defined in statute, is underrepresented.
- The survey of the County workforce shall be measured against the available workforce within the geographic boundaries of Hernando County. The data source for the composition of the available workforce shall be the most current U.S. Census statistics.
- The results of the survey shall be summarized in a written report titled "EEO Analysis and Action Plan." Contents of the written report shall include, but are not limited to:
 - a) An introduction containing basic information about the County, an overview of its personnel management and operations, the County's policy statement regarding equal employment opportunity, and the effective date and duration of the EEOP. The personnel management and operations overview shall include a brief summary of the County's ongoing equal employment opportunity efforts, progress in meeting EEO objectives and the current status of EEO efforts.
 - b) A statistical overview of the County's workforce for each EEO job category identified by gender within each racial and national origin group and converted into percentages.
 - c) A statistical overview of the available community workforce for each EEO job category identified by gender within each racial and national origin group and converted into percentages.
 - d) A utilization analysis that compares the County's workforce with that of the available community

workforce in order to determine if, and in what job categories, monitored categories are underrepresented in the County workforce. This utilization analysis is obtained by subtracting the percentages of the available workforce from the percentages of the County workforce for all categories.

- 1) Underrepresentation is determined to exist whenever the percentage of the County's workforce or applicants for any monitored group is less than the percentage of the same group in the available workforce.
 - 2) Significant underrepresentation exists when the percentage of the County's workforce or applicants for any monitored group falls below 80% of the available workforce.
- e) A narrative that interprets the utilization analysis, identifies areas of underutilization, identifies specific objectives to address underutilization, defines the steps to be taken to meet the identified objectives, and communicates the County's plan to disseminate the EEOP to all personnel and applicants.
- The EEO Analysis and Action Plan shall be prepared every odd-numbered year using June 30 data of that year and shall be disseminated by following the procedure outlined for the dissemination of the EEOP.

PLAN MONITORING AND EVALUATION

The Human Resources Director or designee shall evaluate the progress in attaining the objectives listed in the Equal Employment Opportunity Plan and provide the following:

- A written report shall be submitted to the County Administrator and shall include an analysis of all new hires during the previous year;
- An analysis of all promotions, transfers and terminations for the previous year;
- A plan of action for the next year if stated objectives are not being met;
- Recommend changes to the EEOP as deemed necessary.

RECORD KEEPING

The responsibility for maintaining all records and compiling reports in accordance with the Board or County Commissioners Equal Employment Policy shall be assigned to the Human Resources Director, or designee. Records relating to the County's equal employment opportunity plan shall be kept for a period of at least three years.

The Human Resources Director, or designee, shall maintain and compile reports which are adequate to determine adverse impact. Reports shall include, but are not limited to:

- Population statistics by gender and race;
- Workforce analysis;
- EEOC Form 164: State and Local Government Information (EEO-4);
- Other pertinent employment data/analysis

GEOGRAPHIC AREA:

Hernando County is situated at the geographic center of Florida on the Gulf coast. It is 589 square miles in size and is bordered on the east by Sumter County, on the north by Citrus County and on the south by Pasco County.

Surface transportation is provided by CSX railroad, Interstate Highway 75, U.S. Routes 19, 98 and 41, State Route 50, the Suncoast Parkway, and a network of county arterial and collector roads. Brooksville-Tampa Bay Regional Airport, a fully instrumented general aviation facility, serves corporate and business aviation interests.

The population of over 200,638 (July 2021 estimate, US Census Bureau) is served from the County Government Center and County Administration located in Brooksville, Florida.

Hernando County
Population by Race
Estimates as of July 1, 2021

Race		Percentage of Population				
		Male	Female	Total	Male	Female
Total	200,638	97,510	103,128	100.00%	48.60%	51.40%
White	177,765			88.60%		
Black	13,442			6.70%		
American Indian	1,203			0.60%		
Asian	3,210			1.60%		
Hawaiian / Pacific Islander	260			0.13%		
Hispanic	34,309			17.10%		
Two or More Races	5,015			2.50%		

HERNANDO COUNTY WORKFORCE SUMMARY

The analysis of workforce and demographic characteristics, including commuting patterns of Hernando County was conducted to provide economic data on the population and labor force living or working in the county. The report is useful for detailing where workers work and live in order to align resources. This report includes population, labor force, and demographics for Hernando County.

Workers employed in Hernando County are clustered in the Health Care and Social Assistance (20.6%), and Retail Trade (16.8%) industries. Workers living in Hernando County are concentrated in the Health Care and Social Assistance (17.0%), and Retail Trade (13.7%) industries.

A detailed examination of commuting patterns for Hernando County shows that the county has a net outflow of -20,184 workers. Using the latest annual Census data available, there were 42,933 workers employed in Hernando County and 63,117 workers living in Hernando County.

Of the workers who lived in the county, 42,553 workers (67.4%) were employed outside the county. With 67.4% of workers who reside in Hernando County employed outside the county, Hernando County was ranked 27 of 67 for the highest outflow rankings among Florida counties. Miami-Dade County (21.4%) had the lowest outflow rate, followed by Leon County (21.6%) and Duval County (25.0%). Glades County (84.5%), Jefferson County (81.6%), and Union County (80.3%) had the highest worker outflow rates.

Of the 42,553 Hernando County workers employed outside the county, the top destination counties are Pasco County (10,671 workers), Hillsborough County (9,624 workers), and Pinellas County (4,788 workers). Of the 22,369 Hernando County workers living outside the county, the top origin counties are Pasco County (6,031 workers), Citrus County (2,418 workers), and Hillsborough County (2,341 workers).

HERNANDO COUNTY WORKFORCE SUMMARY

Jobs by Worker Race	Count	Share
White Alone	36,829	85.8%
Black or African American Alone	4,106	9.6%
American Indian or Alaska Native Alone	189	0.4%
Asian Alone	1,093	2.5%
Native Hawaiian or Other Pacific Islander Alone	37	0.1%
Two or More Race Groups	679	1.6%
Jobs by Worker Ethnicity	Count	Share
Not Hispanic or Latino	36,671	85.4%
Hispanic or Latino	6,262	14.6%
Jobs by Worker Educational Attainment	Count	Share
Less than high school	4,647	10.8%
High school or equivalent, no college	10,075	23.5%
Some college or Associate's degree	11,122	25.9%
Bachelor's degree or advanced degree	7,251	16.9%
Educational attainment not available (workers aged 29 or younger)	9,838	22.9%
Jobs by Worker Sex	Count	Share
Male	19,517	45.5%
Female	23,416	54.5%

Source: U.S. Census Bureau, OnTheMap Application and Longitudinal Employer-Household Dynamics program.

ANALYSIS OF HERNANDO COUNTY **BOARD OF COUNTY COMMISSIONER'S WORKFORCE**

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.

Officials and Administrators:

Occupations in which employees set broad policies, exercise overall responsibility of execution of these policies, or direct individual departments or special phases of the agency's operations, including department heads and division heads.

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.

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, including computer programmers, draftsman, surveyors.

Protective Service Workers:

Occupations in which workers are entrusted with public safety, security, and protection from destructive forces, including firefighters.

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.

Office and Clerical (Administrative Support):

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data information and other paperwork required in an office, including clerk typists, stenographers, and office machine operators.

Skilled Craft Workers:

Occupations in which workers perform jobs which require special manual skill and 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.

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 or public property, including custodians, groundskeepers, and housekeeping aides.

Hernando County
Board of County Commissioners Workforce
July 1, 2022 thru June 30, 2023

EEO Job Category	Total Workforce	Male						Female					
		Total	White	Black	Hispanic	Asian/Pac Islander	American Indian/Alaskan Native	Total	White	Black	Hispanic	Asian/Pac Islander	American Indian/Alaskan Native
Officials/Administrators	80	60	58	0	2	0	0	20	15	2	3	0	0
			72.5%	0.0%	2.5%	0.0%	0.0%		18.8%	2.5%	3.8%	0.0%	0.0%
Professionals	82	31	27	0	3	1	0	51	45	2	2	2	0
			32.9%	0.0%	3.7%	1.2%	0.0%		54.9%	2.4%	2.4%	2.4%	0.0%
Technicians	60	52	48	1	3		0	8	8	0	0	0	0
			80.0%	1.7%	5.0%	0.0%	0.0%		13.3%	0.0%	0.0%	0.0%	0.0%
Protective Services (Sworn)	0	0	0	0	0	0	0	0	0	0	0	0	0
			0.0%	0.0%	0.0%	0.0%	0.0%		0.0%	0.0%	0.0%	0.0%	0.0%
Protective Services (Non-Sworn)	261	243	214	2	21	4	2	18	15	1	2	0	0
			82.0%	0.8%	8.0%	1.5%	0.8%		5.7%	0.4%	0.8%	0.0%	0.0%
Paraprofessional	22	3	2	0	0	0	1	19	16	3	0	0	0
			9.1%	0.0%	0.0%	0.0%	4.5%		72.7%	13.6%	0.0%	0.0%	0.0%
Office/Clerical	103	11	10	0	1	0	0	92	83	5	4	0	0
			9.7%	0.0%	1.0%	0.0%	0.0%		80.6%	4.9%	3.9%	0.0%	0.0%
Skilled/Craft	124	115	101	7	7	0	0	9	8	0	0	0	1
			81.5%	5.6%	5.6%	0.0%	0.0%		6.5%	0.0%	0.0%	0.0%	0.8%
Service/Maintenance	71	52	45	4	1	0	2	19	13	3	3	0	0
			63.4%	5.6%	1.4%	0.0%	2.8%		18.3%	4.2%	4.2%	0.0%	0.0%

**Hernando County
Comparison Between Community Workforce
July 1, 2022 thru June 30, 2023**

MALE								FEMALE							
EEO Job Category	White	Hispanic or Latino	Black AA	Am. Indian Alaskan Nat.	Asian	Nat. Hawaiian Pac. Islander	Two+ Races Other	White	Hispanic or Latino	Black AA	Am. Indian Alaskan Nat.	Asian	Nat. Hawaiian Pac. Islander	Two+Races Other	
Officials Administrators															
BOCC Workforce %	76%	2.50%	0%	0%	0%	0%	0%	18%	3.8	2.5	0%	0%	0%	0%	
Community Workforce %	43%	7%	1%	0%	2%	0%	1%	38%	4	2	0%	1%	0%	1%	
Utilitization %	33%	-4.50%	-1%	0%	-2%	0%	-1%	-20%	-2%	0.50%	0%	-1%	0%	-1%	
Professionals															
BOCC Workforce %	32.90%	3.70%	0%	0%	0%	1.20%	0	54.90%	2.40%	2.40%	0%	0%	2.40%	0%	
Community Workforce %	27%	4%	1%	0%	1%	0%	0	53%	8%	3%	0%	2%	0%	1%	
Utilitization %	5.90%	-0.30%	-1%	0%	-1%	1.20%	0	1.90%	-5.60%	-0.60%	0%	-2%	2.40%	-1%	
Technicians															
BOCC Workforce %	80%	5%	1.70%	0%	0%	0%	0%	13.30%	0%	0%	0%	0%	0%	0%	
Community Workforce %	35%	6%	2%	0%	0%	0%	0%	40%	13%	2%	0%	1%	0%	1%	
Utilitization %	45%	-1%	0.30%	0%	0%	0%	0%	26.70%	-13%	-2%	0%	-1%	0%	-1%	
Protective Services (Non-Sworn)															
BOCC Workforce %	82%	8%	0.08%	2%	0%	4%	0%	5.70%	0.08%	0.40%	0%	0%	0%	0%	
Community Workforce %	74%	0%	0%	0%	0%	0%	0%	26%	0%	0%	0%	0%	0%	0%	
Utilitization %	8%	8%	0.08%	2%	0%	4%	0%	20.30%	0.08%	0.40%	0%	0%	0%	0%	
Office/Clerical															
BOCC Workforce %	9.70%	1%	0%	0%	0%	0%	0%	80.60%	3.90%	4.90%	0%	0%	0%	0%	
Community Workforce %	28%	4%	1%	0%	1%	0%	0%	52%	8%	3%	0%	1%	0%	2%	
Utilitization %	18.00%	-3%	-1%	0%	-1%	0%	0%	22%	-4.10%	1.90%	0%	-1%	0%	-2%	
Skilled/Craft															
BOCC Workforce %	81.50%	5.60%	5.60%	0%	0%	0%	0%	6.50%	0%	0%	0.80%	0%	0%	0%	
Community Workforce %	76%	12%	2%	0%	0%	0%	0%	5%	2%	1%	0%	0%	0%	0%	
Utilitization %	5.50%	-6.40%	3.60%	0%	0%	0%	0%	1.50%	-2%	-1%	0.80%	0%	0%	0%	
Service Maintenance															
BOCC Workforce %	63.40%	1.40%	5.60%	2.80%	0%	0%	0%	18.30%	4.20%	4.20%	0%	0%	0%	0%	
Community Workforce %	41%	9%	4%	0.00%	1%	0%	1%	32%	7%	3%	0%	1%	0%	1%	
Utilitization %	22.40%	-7.60%	1.60%	2.80%	-1%	0%	-1%	13.70%	-2.80%	1.20%	0%	-1%	0%	-1%	

Statistical Information

Utilization Analysis of Statistical Findings

An on-going review of our policies, procedures, practices and processes was conducted pertaining to and including:

- Applicants for employment;
- Disciplinary actions;
- Terminations (both voluntary and involuntary),
- Promotions;
- Americans with Disabilities Act (ADA) requirements.

The Hernando County Board of County Commissioners Workforce Chart is comprised of the EEO Commission's description of job categories. It is important to note that employees are presented in the EEO-4 report from July 1 - June 30, by gender, race, salary delineation and the following job categories: Official/Administrators, Professionals, Technicians, Protected Service Workers, Paraprofessionals, Office and Clerical, Skilled Craftsmen, and Service Maintenance.

Brooksville is the only city in Hernando County. The State Department of Labor provides labor force statistics by county, not local municipalities. Therefore, our calculations for the underutilization analysis are based on the Hernando County workforce statistics. These statistics were taken from the 2020 Census, which is the most current Census information available at the time this report was written. Residents of Hernando County are targeted in the county's goal to have a diverse workforce. The disadvantage of utilizing the county statistics for comparison purposes is that they may unfairly account for underutilization of certain minority groups that, in fact, are not a good representation of the community.

In comparing our total community population to county population, it appears that our largest underutilization is minorities in the majority of categories. Comparison statistics indicate our county's underutilization of minority females has the largest difference. Hernando County will continue to encourage qualified minority applicants to seek employment with the County. Outside job announcements are posted on the internet to ensure the widest dissemination.

Objectives

While it is true that this organization has made strong efforts to recruit minority and female personnel, it would seem evident that we will need to refine our efforts if we are to attain the standards proposed in this requirement. We view our disproportionate staffing as an important concern for the County.

Strategies

We plan to utilize the agencies listed below to increase the representation for minority males and females to draw a greater percentage in our recruitment process.

- Career Days/Job Fairs
- Pasco-Hernando State College
- Saint Leo College
- University of South Florida
- Professional Affiliate Organizations
- Social Media
- Hernando County Website
- Ads placed in local and regional publications

Many of the forgoing organizations have a significant minority and female representation. We believe that these

organizations could be very helpful in both minority and female recruitment.

STATUTORY RESOURCES

THE EQUAL PAY ACT OF 1963

This act requires all employers, subject to the Fair Labor and Standards Act (FLSA), to provide equal pay for men and women performing work similar in nature.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Prohibits discrimination based on race, color, or national origin in all programs or activities that receive Federal financial aid. Employment discrimination is prohibited if a primary purpose of Federal assistance is a provision of employment (such as apprenticeship, training, work-study, or similar program).

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

(Amended by the Equal Employment Opportunity Act of 1972)

THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967

THE EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972

Expanded the powers and jurisdiction of the Equal Employment Opportunity Commission (EEOC) in the enforcement of this law. As amended, Title VII now covers; all private employers of 15 or more persons; all educational institutions, public and private; State and local governments; labor-management committees for apprenticeship or training.

FLORIDA HUMAN RIGHTS ACT OF 1977

This is the principal legislation covering employment discrimination in Florida. This statute duplicates Title VII and proscribes discrimination on the basis of disabilities or marital status.

CHAPTER 22VP-1, RULES OF DEPARTMENT OF ADMINISTRATION:

Effective March 30, 1988, these rules specify how the State of Florida and its political subdivisions shall apply Veteran's preference in appointment and retention in employment.

THE AMERICANS WITH DISABILITIES ACT OF 1990:

A comprehensive federal law outlawing discrimination based on disability in employment, transportation services, public accommodations, and telecommunications. The Act also requires covered employers to reasonably accommodate individuals who have disabilities if they can perform the essential functions of the job in question.

CIVIL RIGHTS ACT OF 1991: SECTION I, SHORT TITLE:

Provides appropriate remedies for intentional discrimination and unlawful harassment in the workplace. Also responds to recent decisions of the Supreme Court by expanding the scope of relevant civil rights statutes in order to provide adequate protection to victims of discrimination.

GENETIC INFORMATION NON-DISCRIMINATION ACT (GINA)

Title 11 of the Genetic Information Non-discrimination Act strictly prohibits employers from collecting genetic information from employees and using this information to make decisions regarding hiring, firing or any other

term of employment.

DEFINITIONS

AFFIRMATIVE DIVERSITY

An organized effort by an employer in which it first analyzes its work force to determine whether any protected groups are underrepresented in any segment of the work force, and then modifies its recruitment, hiring, training, and/or promotion policies to address the perceived under representation.

ADVERSE IMPACT

Discrimination resulting from neutral employment policies and practices which are applied evenhandedly to all employees and applicants, but which disproportionately affect, in an unfavorable manner, minorities or members of other protected groups. Adverse impact is justifiable when there is a clear legitimate business necessity for the practice which cannot be achieved by less restrictive means.

COMPLAINT

A report of alleged discrimination made to the Human Resources Director. The complaint does not always have to be in writing and the charging party does not have to identify himself or herself, but no formal investigation shall be conducted without a written complaint which provides sufficient information upon which to initiate the investigation.

A formal investigation and any corrective action(s) related thereto can only result from a written complaint. The complaint shall contain enough information to permit a complete investigation.

DISABLED INDIVIDUAL

An individual who (1) has a physical or mental impairment which may limit one or more of the individual's major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

DISCRIMINATION

Unequal treatment based upon a person's protected status; i.e., race, color, religious creed, national origin, ancestry, gender, age, marital status, or disability which does not preclude the performance of the essential functions of the job, with reasonable accommodation(s) provided as necessary.

DISPARATE TREATMENT

When an employer intentionally excludes individuals from an employment opportunity on the basis of his/her protected status. Whenever similarly situated individuals of a different race, color, religious creed, national origin, ancestry, gender, age, or marital status, or those without a disability are treated differently in the context of a similar employment situation, it is reasonable to infer, in the absence of other evidence that discrimination has occurred.

EQUAL EMPLOYMENT OPPORTUNITY

A working environment wherein employment decisions affecting applicants for employment and employees at all levels are based on individual merit and ability to perform a given job, without regard to race, color, religious creed, national origin, ancestry, gender, age, marital status, or a disability which does not preclude the performance of the essential functions of the job, with reasonable accommodation(s) provided as necessary.

GOALS

A flexible projection of the desired representation of minorities, women, and members of other projected groups in the work force. Goals are suggested targets rather than mandatory quotas. Goals also relate to desired conditions in the workplace as a result of a department or Office's good faith efforts to achieve all objectives of Affirmative Diversity.

KEY POSITIONS

A category of jobs targeted for special attention under Affirmative Diversity. Key positions are determined by comparing the actual work force composition to the availability in the relevant labor market. The comparison is performed by department, office or group and addresses the following types of job categories: Officials/Administrators, Professionals, Technicians, Protective Service Workers, Paraprofessionals, Office and Clerical, Skilled Craft Workers and Services/Maintenance Workers. A work force composition comparison, which is less than four-fifths of 80% of the ratio available for the relevant labor market, will be categorized as key positions for that departments, office, or group.

LABOR FORCE

Those persons eighteen (18) years and older, employed and unemployed, in a specified geographic area.

LABOR FORCE AVAILABILITY

The number of percent of employable persons within the relevant labor market area with required skills utilized by the County.

MINIMUM REPRESENTATION (MR)

A numerical indicator reflecting minimum objectives for the work force within a given race, sex or other protected group based on the current availability in the relevant labor market.

MINORITY

Persons who may be excluded or discriminated against because of race, color, religious creed, national origin, ancestry, gender age, marital status, genetic makeup or a disability which does not preclude the performance of the essential function of the job, with reasonable accommodation(s) provided as necessary.

NON-TRADITIONAL POSITION

A position not normally held by a female.

PARITY

A condition in which the composition of the County's work force reflects the makeup of the labor force availability of the community it services.

PROTECTED GROUP

A group of persons denominated by race, color, religious creed, national origin, ancestry, gender, age, marital status, genetic makeup, or disability.

RELEVANT LABOR MARKET AREA

The percent of employable persons in the labor force of Hernando County with the required employment skills

needed by the County in each major job category.

TEST

Any selection standards, including any paper and pencil measure, or performance measure, used as a basis for any employment decision but not including seniority rights. These guidelines apply, for example, to ability tests, which are designed to measure eligibility for hiring, placement, transfer, training, promotion, referral, or retention.

UNDERUTILIZATION

Having fewer members of a protected group in particular job categories than would reasonably be expected (less than 80% of the ratio available in the relevant labor market area) by their labor force availability.

UTILIZATION ANALYSIS

A comparison, by race and gender of all regular employees, of skills needed in the County with the availability of the same skills in the relevant labor market.

WORK FORCE

The number of all regular employees employed by the county.

WORK FORCE ANALYSIS

The computation of the number of positions in each job category in each department, office, and group by race, sex and other protected groups by job classification.

Approved as to Form
and Legal Sufficiency

By: Victoria Anderson
County Attorney's Office