



Fulton County Board of Commissioners
Agenda Item Summary

14-0818

BOC Meeting Date
10/15/2014

Requesting Agency
EEO/ADA

Commission Districts Affected
N/A

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Office of Diversity and Civil Rights Compliance (formerly the Office of Equal Employment Opportunity and Disability Affairs) – Quarterly Report

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

Approval of the 2014 3rd Quarter Report

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

Yes Internal Services: The Diversity and Civil Rights Compliance (DCRC) quarterly report provides a routine update to the Board of Commissioners regarding Discrimination Complaint Activity, Program Development and Implementation Activity, ADA Compliance Activity, Technical Assistance and Training Activity and Workforce Representation Data which are internal services contributing to and/or enhancing Fulton County system efficiency, governance, organizational improvement, cost performance and customer satisfaction.

Is this a purchasing item?

No

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

The DCRC quarterly report is a routine submission detailing the activities of the Office of Diversity and Civil Rights Compliance in five major program areas including: 1) Discrimination Complaint Resolution; 2) Program Development and Implementation; 3) ADA Compliance; 4) Technical Assistance and Training; and 5) Workforce Monitoring and Compliance. The first quarter report details year to date summaries as well as specific activity taking place between June 16, 2014 and September 12, 2014 accordingly.

Contract & Compliance Information

(Provide Contractor and Subcontractor details.)

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	.			
Total M/FBE Values	.			
Total Prime Value	.			
Fiscal Impact / Funding Source	(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)			
.				
Exhibits Attached	(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)			
Source of Additional Information	(Type Name, Title, Agency and Phone)			

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement**Contract Attached:**

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Previous Contracts:

.

Solicitation Number:

.

Submitting Agency:

.

Staff Contact:

.

Contact Phone:

.

Description:**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: .

Previous Adjustments: .

This Request: .

TOTAL: .

MBE/FBE Participation:

Amount: . %: .

Amount: . %: .

Amount: . %: .

Amount: . %: .

Grant Information Summary:

Amount Requested: .

☐

Cash

Match Required: .

☐

In-Kind

Start Date: .

☐

Approval to Award

End Date: .

☐

Apply & Accept

Match Account \$: .

Funding Line 1:

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Funding Line 2:

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Funding Line 3:

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Funding Line 4:

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KEY CONTRACT TERMS**Start Date:**

.

End Date:

.

Cost Adjustment:

.

Renewal/Extension Terms:

.

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Harris, Ann	Date: 10/3/2014
.	County Attorney:	.	Date: .
.	Purchasing/Contract Compliance:	.	Date: .
.	Finance/Budget Analyst/Grants Admin:	.	Date: .
.	Grants Management:	.	Date: .
X	County Manager:	O'Connor, Patrick	Date: 10/9/2014



Office of Diversity and Civil Rights Compliance

3rd QUARTER REPORT

JULY 1, 2014 – SEPTEMBER 30, 2014

1	INTRODUCTION
2	DISCRIMINATION COMPLAINT RESOLUTION
3	PROGRAM DEVELOPMENT AND IMPLEMENTATION
4	ADA COMPLIANCE
5	TECHNICAL ASSISTANCE AND TRAINING
6	PROGRAM MONITORING AND COMPLIANCE
7	APPENDIX A DEPARTMENTAL EEO 4 JOB SUMMARIES FOR FULL TIME EMPLOYEES
8	APPENDIX B DEPARTMENTAL EEO 4 JOB SUMMARIES FOR OTHER THAN FULL-TIME (OTF) EMPLOYEES

*Quarterly
Office of Diversity and Civil Rights Compliance
2014*

*Fulton County Government
July 1, 2014 – September 30, 2014*

INTRODUCTION

The Office of Diversity and Civil Rights Compliance is responsible for the day to day implementation and coordination of Fulton County's non-discrimination and accessibility efforts pursuant to Fulton County policies and relevant federal laws. Central to this function is the conduct of five major program activities: a) Discrimination Complaint Resolution, b) Program Development and Implementation, c) ADA Compliance, d) Technical Assistance and Training, and e) Program Monitoring and Compliance.

The intent of the report is to provide a summary of 3rd Quarter 2014 activities, as well as an overview of Fulton County's EEO and Disability Affairs efforts/progress through the summation of Office Diversity and Civil Rights Compliance's (DCRC) activities. The Report is organized in conformance with the major program activities of DCRC as follows:

- Part I - Discrimination Complaint Resolution reports, summarizes and interprets County discrimination complaint activity regarding internal/external filings as well as by allegation bases. Statistical data is displayed Countywide. In response to the Board of Commissioners' (BOC) requests, this section includes a discussion of the status of current complaint investigation and allegation activity, aggregate salary data for employees using internal and external avenues of redress and summary data related to complaint filings by department and executive reporting cluster.
- Part II - Program Development and Implementation describes activities undertaken to establish structures which create a framework for the routine integration and pursuit of EEO and inclusion in Fulton County Government employment.
- Part III – ADA Compliance describes activities undertaken to ensure that County programs, services and facilities are accessible and in compliance with the provisions of Americans with Disabilities Act as amended (ADA).
- Part IV –Technical Assistance and Training succinctly describes all EEO/ADA related training curricula offered as well as summarizes employees trained by the DCRC during the reporting period. This section also summarizes the DCRC's provision of technical assistance services to departments.
- Part V – Program Monitoring and Compliance provides a summary of the County's Full-Time and Other than Full-Time (OTF) Workforce Representation.

PART I DISCRIMINATION COMPLAINT RESOLUTION

The goal of this activity is to provide equity and uniformity in the impartial and timely resolution of employment discrimination/harassment complaints, as well as to provide a mechanism for Fulton County to resolve such complaints internally, where possible. Part I of the report not only includes information regarding complaint related activity for the 3rd quarter (See: Sections A & B) but also provides a summary of complaint filing activity by department and program cluster (See: Section C). To facilitate comparison of quarterly complaint activity among County entities, the DCRC organized departments into five program clusters: Internal Services;¹ Municipal Services;² Justice System;³ Health and Human Services;⁴ and Other.⁵

A. 3rd QUARTER⁶ COUNTYWIDE COMPLAINT ACTIVITY

Data concerning internal/external complaint filing/investigation; resolution activity; related allegations as well as compliance reviews conducted during the 3rd Quarter 2014 are reported in the data that follow:

1. **Complaints Processed and Special Emphasis:** At the beginning of the 3rd quarter the DCRC possessed 3 cases in an open investigation status, including 1 internal and 2 EEOC charges. At that time there were no claims in an open investigation status which were more than 90 days old (aged cases). With regard to the current reporting period's new filing and closure activity, the Office received a total of 8 new filings (including 4 internal and 4 EEOC complaints) and completed work on or closed 4 investigations (including 1 internal and 3 EEOC complaints) accordingly. Included in the closure activity was the receipt of 1 Dismissal/Right to Sue notice from the EEOC. At the end of the reporting period there were 7 cases in an active open investigation status (including 4 internal and 3 EEOC cases). None of the open investigations involved aged claims. (See: Table 1)
2. **Compliance Reviews:** Compliance reviews are investigations initiated by the DCRC or at the request of senior managers when an incident occurs which might involve a violation of Fulton County EEO Policies and Procedures. At the beginning of the reporting period, the DCRC possessed 2 compliance reviews in open investigation status. During the current reporting period the Office received 2 new compliance review requests and completed

¹ Includes the following departments: County Manager, External Affairs, Finance, Information Technology, Personnel, and Purchasing,

² Includes the following departments: Emergency Communications-911, Fire, Parks and Recreation, Planning and Community Services, Police and Public Works/General Services

³ Includes the following departments: County Marshal, District Attorney, Juvenile Court, Medical Examiner, Probate Court, Public Defender, Sheriff, State Court General, State Court Solicitor, Superior Court Clerk and Superior Court General

⁴ Includes the following departments: Aging and Youth Services, Health Services, Housing and Community Development, and Library Arts and Culture (includes Cooperative Extension)

⁵ Includes the following departments: Commissioners' Offices/Clerk to the Commission, County Attorney, Registration and Elections, State Court All Judges, Superior Court All Judges, Tax Assessor and Tax Commissioner

⁶ Reflects program activity undertaken between June 16, 2014 and September 12, 2014

2 reviews. At the end of the reporting period there were 2 compliance review requests in an active open investigation status.

3. Specific Allegations Contained in EEO/EEOC Complaints

The DCRC received 17 allegations associated with complaints and compliance reviews received during the reporting period. Of the charges received, allegations of Gender (5) were filed with the greatest frequency when compared to other protected class basis. (See Table 2)

4. Information Requests and Other Related Activities

The DCRC also coordinated activities associated with several requests for additional information associated with the EEOC, Georgia Open Records, and the County Attorney as follows: External Affairs (1); Clerk of Superior Court (1); County Attorney (2); Emergency Communications 911 (1); Health Services (2); Public Defender (1) and Public Works/General Services (1). Staff was deposed in EEO related litigation for 2 cases from the Emergency Communications-911 Department and reviewed deposition transcript for accuracy as requested by the County Attorney's Office.

5. Investigation Recommendations Follow Up

The DCRC conducted a number of department follow up contacts to verify and monitor the implementation of recommendations that appropriate sanctions/remedial actions⁷ were taken against employees who were found to have violated Fulton County EEO related policies pursuant to investigations completed in the current and/or previous quarters. Departments contacted included: Emergency Communication -911 (1); and Library Arts and Culture (1)

6. Title 6 Activities

Staff completed the annual Title VI Program Update survey and discussed FY 2015 Title VI training needs for County staff with the Title VI Coordinator.

7. Other

As a result of a recent investigative report, the DCRC requested a meeting with the County Attorney's Office and Personnel Department to discuss the establishment of internal Standard Operating Procedures to operationalize Section 9b of House Bill 594 which specifies certain Human Resources Management principles that should be observed by Fulton County when operating in an employment –at-will environment. The Office conducted research in preparation for the discussions.

⁷ To include attendance at Sexual Harassment Prevention Training

TABLE 1: QUARTERLY COMPLAINT/COMPLIANCE REVIEW ACTIVITY

Complaint Processing					
Quarter	Open Investigations <i>Beginning of Quarter</i>	New Filings	Closed / Completed Investigations	End of Quarter	
				Open Investigations	Open Investigations >90 Days*
Internal Cases					
Q1	7	7	9	5	2
Q2	5	4	8	1	0
Q3	1	4	1	4	0
Q4					
EEOC Cases					
Q1	3	10	6	7	0
Q2	7	10	15	2	0
Q3	2	4	3	3	0
Q4					
Compliance Reviews					
Q1	2	0	2	0	0
Q2	0	4	2	2	0
Q3	2	2	2	2	0
Q4					
YTD		45	49		

Table 2: Q-3 CLAIMS BY JURISDICTIONAL BASIS

BASIS	Q-1 CLAIMS RECEIVED	Q-2 CLAIMS RECEIVED	Q-3 CLAIMS RECEIVED	Q-4 CLAIMS RECEIVED	TOTAL NUMBER OF CLAIMS YTD
Age	1	1	1		3
Color	0	1	0		1
Disability	4	2	4		10
Gender	5	3	5		13
Hostile Work Environment	2	5	2		9
National Origin	2	1	2		5
Prejudicial Act	0	0	0		0
Race	0	7	2		9
Religion	2	1	0		3
Retaliation	8	7	0		15
Sexual Harassment	3	1	1		5
Equal Pay	0	0	0		0
Sexual Identity	1	0	0		1
Genetic Information	0	0	0		0
Title VI	0	0	0		0
Grand Total	28	29	17		74

7. Q-3 Complaint/Compliance Review Closure Activity**Disposition of Internal EEO Complaints**

During the reporting period, the DCRC closed 1 internal investigation. The disposition/resolution of the case is listed below:

Disposition of Internal EEO Cases	# Closed
Cause Finding	0
Insufficient Evidence to Substantiate Charge/No Cause	1
Administratively Closed (0); Untimely Filed (0);	0
Did Not Qualify (0)	0
Complainant Withdrew (0); Charge/Settled (0); Other (0)	0

Disposition of EEOC Complaints

During the third quarter, the DCRC completed/closed investigations for 3 EEOC charges including one (1) Dismissal/Right to Sue for pending EEOC charges. In addition, the Office received notice that one (1) EEOC claim, was settled for which the Office completed its work last year. At the end of the reporting period, there were 3 cases in the County Attorney's Office awaiting development of the position statement. Finally, 40 cases are currently pending EEOC determination. This activity is reflected in the table below:

Disposition of EEOC Cases	# Completed
Draft Case Summary Reports forwarded to Acting Director for review and sent to Legal for development of the Position Statement	2
EEOC Required "No Action" (0)	0
EEOC Dismissed Charge or Issued Notice of Right to Sue (1); Pending Settlement; Withdrawal (0)	1
EEOC Issued "Cause" Determination	0
Pending Position Statement Development (3); Pending EEOC Determination (40)	43

Disposition of Compliance Reviews

During the reporting period, the DCRC completed a total of 2 compliance reviews. The dispositions of these cases are listed below:

Disposition of Compliance Review Cases	# Closed
Cause Finding	0
Insufficient Evidence to Substantiate Charge/No Cause	2
Administratively Closed (0); Did Not Qualify (0)	0
Settled (0)	0

B. DISTRIBUTION OF NEW FILINGS BY CHARGING PARTY SALARY

DCRC's 3rd quarter submission continues to report the distribution of new filings received during the reporting period by Charging Party salary. (See: Table 3) The data show that of the total number of complaints filed year to date, Fulton County employees with annual salaries below \$44,999 (53%) used complaint processing options at a significantly higher percentage than employees with salaries above \$45,000 (39%). The data also reveal that during the reporting period, Fulton County employees tended to use external complaint redress options (50%) and internal complaint redress options (50%) equally. In this regard, the data reveal that 1 employee using the County's internal complaint procedure earned an annual salary of \$44,999 or less, while 3 employees earning \$45,000 or above made similar filings during the reporting period. With regard to the use of external avenues of redress, the data show that 2 employees earning \$44,999 or less filed a complaint with the EEOC while 2 employees earning \$45,000 or above made similar filings during the reporting period.

TABLE 3: COMPLAINT FILINGS BY CHARGING PARTY SALARY

QUARTER	\$44,999 AND BELOW	\$45,000 AND ABOVE	UNKNOWN	TOTAL YTD FILINGS
Internal Claims Filed				
Q1	3	3	0	6
Q2	2	2	0	4
Q3	1	3	0	4
Q4				
Internal Claims Sub-Total	6 (16%)	8 (21%)	0 (0%)	14 (37%)
EEOC Claims Filed				
Q1	7	2	1	10
Q2	5	3	2	10
Q3	2	2	0	4
Q4				
EEOC Claims Sub-Total	14 (37%)	7 (18%)	3 (8%)	24 (63%)
Grand Total	20 (53%)	15 (39%)	3 (8%)	38 (100%)

*Data displayed does not include Compliance Review claims

C. SUMMARY OF COMPLAINT FILING/COMPLIANCE REVIEW ACTIVITY

To facilitate review and comparison of complaint filing activity year to date, this section organizes County departments into the five following program and managerial reporting clusters: Health and Human Services, Internal Services; Justice System, Municipal Services; and Other. Numbers and/or percentages of complaint/compliance review activity filed are reported in Table 4. During the reporting period, 10 new claims were filed against County departments. To facilitate complaint/compliance review activity comparisons across the County, the DCRC calculated the percentage of complaints observed in each cluster. The data show that complaints/compliance reviews were received most frequently by staff from departments associated with the Justice System, during the current reporting period.

TABLE 4: Q-3 COMPLAINT/COMPLIANCE REVIEW FILINGS BY CLUSTER

CLUSTER	DEPARTMENT ⁸	Q-1	Q-2	Q-3	YTD TOTAL
HEALTH AND HUMAN SERVICES					
	Aging and Youth Services	0	0	1	1
	Health Services	0	1	1	2
	Library Arts & Culture	2	1	0	3
Sub Total		2 (11.8%)	2 (11.1%)	2 (20%)	6 (13.3%)
INTERNAL SERVICES					
	External Affairs	3	0	1	4
	Finance	0	2	0	2
	Purchasing	0	2	0	2
Sub Total		3 (17.6%)	4 (22.2%)	1 (10%)	8 (17.8%)
JUSTICE SYSTEM					
	Clerk of Superior Court	1	1	0	2
	Medical Examiner	2	0	0	2
	Public Defender	0	1	0	1
	Sheriff	6	6	2	14
	Superior Court	0	0	2	2
Sub Total		9 (53%)	8 (44.5%)	4 (40%)	21 (46.7%)
MUNICIPAL SERVICES					
	Planning and Community Svs.	1	0	0	1
	Police	0	1	0	1
	Public Works/General Services	2	3	3	8
Sub total		3 (17.6%)	4 (22.2%)	3 (30%)	10 (22.2%)
OTHER					
Sub Total		0 (0%)	0 (0%)	0 (0%)	0 (0%)
GRAND TOTAL		17 (100%)	18 (100%)	10 (100%)	45 (100%)

⁸ Departments that did not possess complaint activity during the reporting period were excluded from Table 3.

PART II PROGRAM DEVELOPMENT AND IMPLEMENTATION

The goal of this activity is to assess, plan, implement policies, procedures and programs for the full and proper integration of equal opportunity and inclusion within county employment operations and related departmental activities.

A. PROGAM PLANNING AND DEVELOPMENT

1. Assignment of Senior DCRC Staff as Technical Representatives to Departments-

To facilitate closer routine working relationships with County departments EEO Officer II staff members continued to be assigned as technical assistance representatives to a cluster of specific departments. This strategy has proved successful in establishing closer working relationships with departments by enhancing DCRC staff knowledge of department specific concerns which impact EEO programming and improving communication between the Office and its department customers. In addition, the DCRC continued training from BIDDLE on a new web interface for generating EEO workforce utilization analysis using the 2010 census data. The DCRC coordinated a meeting with Classification and Pay Division/Personnel Department and Information Technology to facilitate the use of the revised census codes in AMS. It was decided that the new census codes would be populated in AMS in conjunction with position/title updates pursuant to the Archer Classification and Compensation Study. Accordingly, the Office anticipates that updated utilization analysis reports will be generated and distributed to departments during the fourth quarter.

2. Recruitment and Outreach- During the reporting period:

Diversity Recruitment Plan (DRP) Requirement –

During the reporting period the DCRC continued implementation of the Applicant Diversity Recruitment Plan requirement. All titles are classified at or above the C-52 DBM (and/or select other targeted department titles) that will use an open competitive selection protocol, require that departments submit a written Diversity Applicant Recruitment Plan and Request to Fill A Vacant Funded Position (RTF) Form (replacing the previous Freeze Lift Form process) to the DCRC for approval. The objective of this initiative is to enhance the diversity of the County's applicant pool. The DCRC reviewed/approved, provided technical assistance and/or conducted follow up analysis for Applicant DRPs/ RTFs for the following departments: Aging and Youth Services; County Attorney; County Manager; District Attorney; Health and Wellness; and Sheriff.

B. **POLICY/PROCEDURE DEVELOPMENT AND REVIEW** – During the reporting period:

1. **External Procedures/Protocols** - The DCRC completed updates for Policy, 100-41, Fulton County Discrimination Complaint Procedure, and sent the revised document to the County Attorney for review. The Office is awaiting the County Attorney's comments and anticipates placement on the BOC's agenda during the next reporting period. In addition, the Office continued work on updates to Policy 100-39, Americans with Disabilities Act for Fulton County Employees. The updated document is anticipated to be sent to the County Attorney for review during the fourth quarter. Finally, the Office, with assistance from the Department of Information Technology completed final updates to its public webpage.
2. **Internal Procedures/Protocols** – The DCRC continued update and revision activities related to its standard operating procedures and provided information to Finance regarding internal processes and activities related to accounts payable, budgeting, contract administration and information technology.

C. **PROGRAM EVALUATION AND ASSESSMENT** - The DCRC spent considerable time in the development of its FY 2014 Second Quarter Report. The DCRC continued review of its major program activities and distribution of related personnel and operating budget expenditures in preparation for initiating the establishment of its FY 2015 budget and business plan.

D. **PROFESSIONAL DEVELOPMENT**

During the reporting period DCRC staff continued developing its knowledge, skills and abilities by researching and reviewing numerous EEO/Diversity related publications and participating in professional seminars/training. Activities included:

- DCRC staff attended training provided by the Georgia Relay Service.
- DCRC staff registered for and attended on online webinar *Race and Social Equity: A Nervous Area of Government* sponsored by the American Society for Public Administration
- DCRC staff attended 3 training sessions on the topic of zero based budgeting sponsored by the Finance Department.
- DCRC staff registered and attended one day of the EEOC's Technical Assistance Training
- DCRC staff registered and completed the *Ban the Box* webinar
- DCRC staff completed intermediate PowerPoint training

- DCRC 2013-2014 Staff Performance Evaluation development was completed during the reporting period

E. OTHER

During the reporting period, EEO Officer II, Sarah Harper, retired after completing 32 years of service to Fulton County. The Office anticipates completing selection of a replacement during the next quarter.

PART III

ADA COMPLIANCE

The goal of this activity is to ensure the County's programs, services and facilities are accessible and in compliance with statutory and regulatory provisions of Americans with Disabilities Act as amended (ADA).

A. COUNTYWIDE SUMMARY

1. **Reasonable Accommodations**: A reasonable accommodation is any modification or adjustment to the normal policies and procedures related to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodations also include adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those employees without disabilities.

At the beginning of the reporting period, the DCRC possessed ten (10) open requests for disability qualification/reasonable accommodations. At the beginning of the reporting period, the DCRC possessed ten (10) open requests for disability qualification/reasonable accommodations. During the reporting period DCRC received nine (9) new requests for reasonable accommodations, and closed out eleven (11) requests. Of the closed requests, four (4) were closed with the employees being provided reasonable accommodations meeting their needs; two (2) were closed because reasonable accommodations could not be provided; four (4) were closed due to insufficient medical documentation to qualify the employee as a person with a disability; and one (1) employee withdrew her request for reasonable accommodations. At the end of the quarter, eight (8) requests remained open, awaiting receipt of medical information, holding the interactive meeting or implementation of a reasonable accommodation plan. (See: Table 5)

TABLE 5: REASONABLE ACCOMMODATIONS REQUESTS

QUARTER	OPEN REQUESTS <i>Beginning of Quarter</i>	NEW REQUESTS FILED	CLOSED REQUESTS	OPEN REQUESTS <i>End of Quarter</i>
Q1	6	12	13	5
Q2	5	11	6	10
Q3	10	9	11	8
Q4				
YTD TOTAL		32	30	

1. Alternate Formats/Sign Language Services Request Activity

Under the Americans with Disabilities Act, the County must ensure effective communications for individuals with visual, hearing, cognitive, developmental and other disabilities, through the provision of auxiliary aids and services. Auxiliary aids and services may include materials in alternate formats, such as Braille, Large Print, Audio Cassettes and Computer Disk, Closed Captioning as well as Sign Language Interpreter services.

During the reporting period, the Office received 4 requests for materials in Braille or alternate formats and 34 requests for Sign Language Interpreter Services. Table 6 presents the number of Alternate Formats and Sign Language Interpreter Services requests received by the DCRC from County departments/organizations.

TABLE 6: ALTERNATE FORMATS/SIGN LANGUAGE SERVICES REQUESTS

DEPARTMENT/ ORGANIZATION	Q-3 ALTERNATE FORMATS REQUESTS RECEIVED	Q-3 SIGN LANGUAGE INTERPRETER REQUESTS RECEIVED
CODA	4	0
County Manager /DCRC	0	0
District Attorney	0	0
Health & Human Services	0	1
Health Services	0	9
Information & Technology	0	6
Juvenile Court	0	1
Library	0	1
Medical Examiner	0	0
Public Defender	0	0
Sheriff Dept.	0	0
State Court	0	13
Superior Court	0	3
3rd QTR TOTAL	4	34
YTD TOTAL	10	99

- Braille Embosser. During the reporting period, the Office determined that it was not a viable option to continue service and repairs of the Braille embosser due to

its age and antiquated technology. Through coordination with the Fulton County Central Library and the Georgia Libraries for Accessible Statewide Services, (GLASS) the Office plans to utilize their expertise to transpose text documents, such as CODA Minutes and Agenda into Braille-format for the visually impaired.

- Sign Language Interpreting (SLI) Services. During this reporting period, the Office conducted a third quarterly performance meeting with its current vendor, Latin American Translation Network (LATN). Several concerns identified during the first quarter associated with the vendor's failure to provide sign language interpreting services as requested/pre-arranged appear to have improved over the second quarter. The vendor has generally adhered to the provisions of a corrective plan the DCRC initiated to guide vendor performance improvements and its performance has been satisfactory. As a result of the department's oversight, the most recent Vendor Performance evaluations noted overall customer service was rated at 85% and Quality of Service at 90%. The Office has made recommendations to the Board of Commissioners (BOC) to approve the first of three contract renewal options with the 2015 with LATN. The item is scheduled to appear on an October BOC agenda for approval.
- Closed-Captioning for the Hearing Impaired. During this reporting period Closed-Captioning Services for the hearing impaired continued to be provided via the County's internal intranet, as well as televised broadcasts for all Board of Commissioners' (BOC) meetings. Sign language interpreting services are still available for BOC meetings and other County programs, upon request. The Office also developed a new Request for Quotes (RFQ) document for the provision of Closed Captioning services after July 2014 and selected a vendor, VITAC, to provide the aforementioned services.

2. **ADA Self –Evaluation/Transition Plan Activities:** During this reporting period of this multi-phase, multi-year initiative, the DCRC:

a. Phase I and Phase II Follow-Up Activities-

- i. **Corrective Action Plans:** Completed a review of the content quality of the corrective action milestones submitted by departments. The Office completed a series of one on one department meetings with Directors and Disability Compliance Liaisons to review specific program access deficiencies (as indicated by the 2012 survey results) and related CAP Milestones for update/revision as appropriate as well as how the departments will deploy the online PALMS training. County-wide, there were 129 CAP Milestones identified for completion during the 3rd quarter. Of the eight self-evaluation survey focus areas, the area having the highest number of deficiencies involved Communications with people of varying types of disabilities. In addition as a result of the conversations with departments, the Office is coordinating the provision of additional training in the use of the Georgia Relay Service to assist staff in communicating with the hearing impaired via

telephone. The Office also followed up with the County Manager and Department stakeholders regarding improving emergency communication and protocols for persons with disabilities as well as County staff in emergency situations. An assessment of equipment functionality as well as mandatory completion of training by Government Center floor leaders and their alternates have been initiated as a result.

ii. **Program Access Learning Management System (PALMS):**

PALMS Modules were successfully deployed during the reporting period. Employees can easily access the training through a prominently displayed button on Employee Central. The Office has established a site where staff may ask questions, obtain answers and request assistance on issues related to implementing ADA Program Access efforts, during the delivery of programs, services and activities to the public. The site is Ask.Ada@fultoncountyga.gov. In addition, at the County Manager's request, the Office met with the new Director of Information Technology to determine how the DCRC might be able to electronically track/verify employee completion of the PALMS training. The Office has requested and awaits an update from IT accordingly.

b. Phase III Physical Accessibility of Facilities:

- i. DCRC continues to plan for Phase III, Accessibility of Facilities. The Office is working with Information Technology and Public Works/General Services staff to develop a database and selection criteria for County-owned properties which must undergo facility site assessments for the development of a new Fulton County Transition Plan.
- ii. The Office has participated in design review meetings with Library Arts and culture Department, for the new construction of the eight libraries. Most recently, the Office has increased its participation by also attending a pre-construction kick-off meeting for the Metropolitan Library (Stewart-Lakewood) as well as conducted site visits for libraries nearing completion i.e. Wolf Creek. Throughout the 2015 calendar year, the Office will continue to be an active participant in design and construction reviews of the Library Construction/Renovation Projects

3. Voluntary Employee Emergency Assistance and Disability Self Identification Surveys:

- a. **Emergency Assistance Survey:** DCRC continued to administer the **Voluntary Employee Emergency Assistance Survey**. The purpose of the survey is to provide Fulton County employees with an opportunity to "voluntarily" self-identify as an individual with a disability

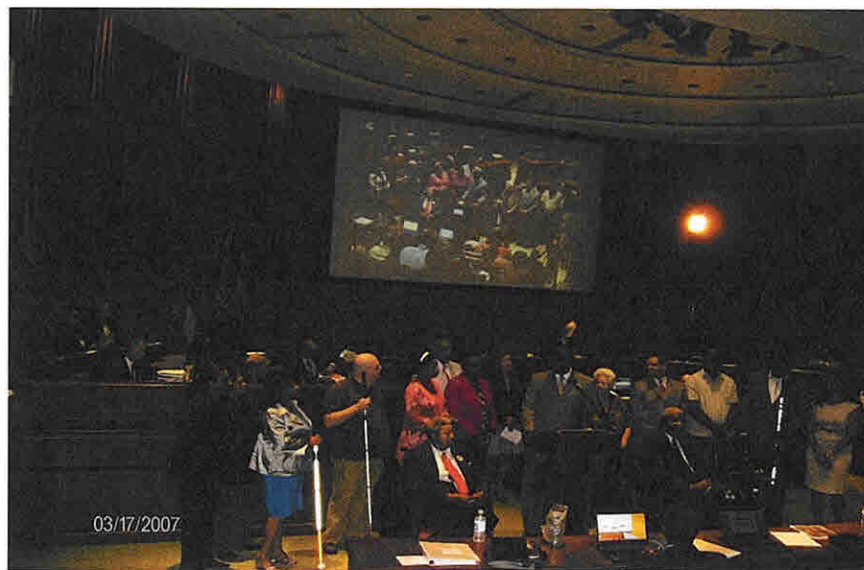
or as someone who may need assistance in the event of an emergency evacuation. No changes were required during the reporting period.

4. **Technical Assistance to Other Departments:** During the reporting period, the DCRC continued to provide technical assistance to various departments in the provision of reasonable accommodations and barrier removal. In this regard, the Office addressed additional ADA Compliance issues in the following departments: AFCEMA, EEO, Library Arts and Culture, Medical Examiner; Superior Court Clerk and Public Works/General Services.

B. COMMISSION ON DISABILITY AFFAIRS (CODA) ACTIVITIES

The Commission on Disability Affairs was established by the Fulton County Board Commissioners (BOC) to: 1) provide information to the BOC, Office of Disability Affairs and the Community in meeting the mandates of state and federal laws relating to persons with disabilities; 2) function as a focal point for communication between persons who have disabilities, their families and other concerned citizens and the County; 3) improve the community's awareness of the capabilities of persons with disabilities; and 4) serve as a forum for the expression of views, concerns and possible solutions for problems affecting persons with disabilities. During this reporting period CODA participated in a number of activities involving access issues and the unique needs of persons with disabilities. During the reporting period:

- CODA was presented with a Proclamation from the Board of Commissioners in recognition of the 24th anniversary of the signing of the American with Disabilities Act, and in appreciation for the work done by the CODA Board as well as this Office for the year 2013 -2014. Afterwards, members conducted a brief luncheon meeting and viewed more of the BOC in addition to Module 2 of the Program Access Learning Management System (PALMS).





PART IV TECHNICAL ASSISTANCE AND TRAINING

The goal of this activity is to establish and maintain productive working relationships with County departments in order to provide specific guidance, recommendations, information and staff development opportunities in support of their equal employment/ADA /diversity program efforts and compliance. This activity involves the provision of sound technical assistance to departments concerning various employment and workplace equity/diversity/access concerns as well as the development, conduct and assessment of various EEO/Diversity/ADA training sessions.

A. **TRAINING:** During the reporting period, the DCRC trained a total number of 597 employees as follows:

1. **New Employee Orientation (NEO)**

DCRC staff conducted 6 sessions during the reporting period involving 209 participants.

2. **Sexual Harassment Prevention (SHPT)**

During the reporting period, DCRC continued to work with staff in the Training Division to announce and develop participant materials, register and train county employees hired since July 1, 2003 in Sexual Harassment Prevention. The Office provided routine correspondence regarding SHPT attendance (e.g. completions, no-shows, and delinquent/unverifiable attendance) to: Department Heads, Elected Officials, Human Resource Managers/Coordinators, Training Coordinators, and Training Division staff. DCRC staff conducted 5 general sessions and 9 special onsite sessions for the Fire Department during the reporting period resulting in 388 employees being trained. (See Table 7)

In addition to administrating SHPT and perfecting the functionality of its relational database (e.g. Train Tracker) to advance the Office's ability to manage employee participation, the Office continued to implement its comprehensive SHPT standard operation procedure (SOP). Use of the SOP has enhanced better accuracy/compliance with regard to identifying and tracking employee SHPT participation. The successful implementation of the new SOP and associated software, improves the Office's ability to identify and reduce the number of newly hired and tenured employees with delinquent SHPT attendance records.

3. **SHPT Online Computer Based Learning (CBL) Course**

During the reporting period, the DCRC continued discussions regarding the creation of online refresher training next year.

4. **ADA/Reasonable Accommodation and Other Department Briefings**

During the reporting period, the DCRC conducted 29 Departmental One-on-One ADA Corrective Action Plan Update Briefings. At the close of the reporting period, Office representatives provided Corrective Action Plan implementation updates and guidance for 64 department officials representing 29 County departments.

5. Managing Within the Law

No sessions were conducted during the reporting period.

TABLE 7: MANDATORY SEXUAL HARASSMENT PREVENTION TRAINING

DEPARTMENT	Q-3 Employees Identified to Complete Initial SHPT	Q-3 Total Number of Identified Employees Completing Initial SHPT	Total Number of Employees Completing SHPT YTD
Aging and Youth Services	81	14	31
County Attorney	7	2	8
County Manager	5	3	17
County Commissioners	13	1	13
District Attorney	61	15	44
Emergency Services 911	13	11	22
External Affairs	NA	NA	NA
Finance	3	0	4
Fire	0	148	172
Health Services	36	13	55
Health & Human Svs.	2	17	69
Housing & Community Dev.	NA	NA	NA
Information Technology	14	5	12
Juvenile Court	16	4	11
Library Arts and Culture	14	34	109
Marshal	0	1	9
Medical Examiner	9	0	6
Parks	NA	NA	NA
Planning and Community Services	38	10	14
Personnel	4	0	6
Police	103	8	23
Probate Court	5	3	6
Public Defender	35	10	25
Public Works/General Services	19	2	57
Purchasing	2	2	5
Registration & Elections	0	0	5
Sheriff	428	53	168
State Court Solicitor	24	6	39
State Court - General	51	3	29
State Court-All Judges	22	0	0
Superior Court-All Judges	48	0	2
Superior Court - General	48	9	45
Superior Court - Clerk	20	2	46
Tax Assessors	10	6	31
Tax Commissioner	14	6	77
TOTALS	1145	388	1160

Highlighted entries are newly established departments based on recent reorganization

B. CONTACT, REFERRAL AND QUALIFICATION (CRQ)

To more accurately capture staff activity in the review and disposition of employee/departmental EEO related concerns and problems which were resolved at the lowest possible level and avoided a prolonged formal investigation, the DCRC established an ACCESS database called Contacts, Referrals and Qualification (CRQ) database. The purpose of the CRQ is to allow DCRC to more objectively track staff resources dedicated to the provision of case qualification, follow up assistance, counseling, referrals and/or other contact services of an EEO nature. Some concerns were routine in nature while others had been referred to DCRC by department managers and employees for review due to questions concerning possible EEO or ADA policy violations. While such services may not have resulted in the initiation of complaint investigations, they required focused attention and effort from this Office to address and/or resolve. (See Table 8)

TABLE 8: Q-3 CONTACT/REFERRAL/QUALIFICATION (CRQ) ACTIVITIES

DEPARTMENT	CRQ ACTIVITY Q-3	YTD CRQ ACTIVITY
Aging and Youth Services	4	11
Clerk to the Commission/Commissioners Office	0	1
Clerk of Superior Court	0	15
County Attorney	3	6
County Manager	4	13
District Attorney	2	5
Emergency Communications- 911	2	2
External Affairs	6	6
Finance	6	10
Fire	2	3
Health Services	6	17
Health and Human Services Admin	3	4
Housing and Community Development	2	2
Information Technology	3	11
Internal Audit	1	1
Juvenile Court	0	3
Library Arts and Culture	2	21
Marshal	0	0
Medical Examiner	0	4
Parks and Recreation	0	0
Planning and Community Services	1	3
Personnel	2	7
Police and Public Safety	4	7
Probate Court	2	4
Public Defender	2	8
Public Works/General Services	15	42
Purchasing	2	3
Registration and Elections	0	10
Sheriff	8	35
State Court	1	2
Superior Court	6	7
Tax Assessor	2	3
Tax Commissioner	0	0
TOTAL ⁹	91	266

⁹ Does not include counseling/referral/inquiry activity (20) associated with inquiries from the public during the 3rd quarter

- C. **HEERY/RUSSELL-A Joint Venture/CORIZON INC.** - The DCRC continues to provide EEO quarterly program review support to various County Departments associated with the subject contracts. The DCRC received the vendors' 2nd quarter submissions in a timely manner. The DCRC provided an update to General Services/Public Works and the Library accordingly.

PART V PROGRAM MONITORING AND COMPLIANCE

The goal of this program activity is to implement reporting protocols and mechanisms to monitor consistency in the integration of EEO in departmental employment activities including the generation of various statistical analyses which assess and report County workforce representation. This section presents workforce representation data for filled full-time and other than full time positions distributed by EEO4 Category, Race and Gender.

A. WORKFORCE PROFILE AND NARRATIVE**1. Full-Time Workforce Representation Countywide**

The total number of individuals employed by Fulton County during the reporting period totaled 4,690 full-time employees.¹⁰ Fulton County workforce representation is organized and reviewed using the eight federal EEO4 job categories used by the U. S. Department of Justice, which include: Officials/Administrators Professionals, Technicians, Protective Service Workers, Protective Service Workers Unsworn, Administrative Support, Skilled Craft Workers, and Service Maintenance. A distribution of employees by EEO4 category, race/ethnicity and gender is provided in the Table 9.

TABLE 9: DISTRIBUTION OF FULL-TIME EMPLOYEES BY RACE/ETHNICITY AND GENDER

JOB CATEGORY	TOTAL POSITIONS	MALE	FEMALE	WHITE	BLACK	HISPANIC	ASIAN PI	NATIVE AMERICAN
OFFICIALS/ ADMINISTRATORS	100	58	42	29	67	1	3	0
PROFESSIONALS	1,820	717	1,103	334	1,419	27	36	4
TECHNICIANS	197	52	145	26	161	5	5	0
PROTECTIVE SERVICE WORKERS	683	452	231	114	557	8	3	1
PROTECTIVE SERVICE WORKERS UNSWORN	379	173	206	10	365	2	2	0
ADMINISTRATIVE SUPPORT	1,196	205	991	90	1,069	18	17	2
SKILLED CRAFT WORKERS	142	122	20	28	109	3	1	1
SERVICE MAINTENANCE	173	149	24	33	134	4	2	0
TOTAL EMPLOYEES	4,690	1,928	2,762	664	3,881	68	69	8
% OF TOTAL	100%	41.1%	58.9%	14.2%	82.8%	1.4%	1.5%	0.2%

¹⁰ A total number of 4,690 full time occupied positions were reported as of September 11, 2014. Pursuant to EEO reporting guidelines this count excludes the following positions: elected officials and judges.

2. Other than Full-Time Workforce Representation

DCRC continues to report workforce representation of encumbered other than full-time positions, as a means to examine how Fulton County uses its appointment flexibility to promote inclusion and diversity. Reporting for this class of positions follows the same format used to detail full-time positions.

The total number of individuals in this class employed by Fulton County during the reporting period totaled 522 employees.¹¹ This position class is also organized and reviewed using the previously mentioned eight federal EEO4 job categories which include: Officials/Administrators Professionals, Technicians, Protective Service Workers, Protective Service Workers Unsworn, Administrative Support, Skilled Craft Workers, and Service Maintenance. A distribution of employees by EEO4 category, race/ethnicity and gender is provided in the Table 10.

TABLE 10: DISTRIBUTION OF OTHER THAN FULL-TIME EMPLOYEES BY RACE/ETHNICITY AND GENDER

JOB CATEGORY	TOTAL POSITIONS	MALE	FEMALE	WHITE	BLACK	HISPANIC	ASIAN PI	NATIVE AMERICAN
OFFICIALS/ ADMINISTRATORS	8	4	4	1	6	0	1	0
PROFESSIONALS	93	30	63	16	69	2	5	0
TECHNICIANS	28	12	16	3	23	2	0	0
PROTECTIVE SERVICE WORKERS	58	34	24	4	54	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN	54	22	32	7	45	1	0	1
ADMINISTRATIVE SUPPORT	235	82	153	14	218	2	1	0
SKILLED CRAFT WORKERS	7	4	3	3	4	0	0	0
SERVICE MAINTENANCE	39	22	17	6	33	0	0	0
TOTAL EMPLOYEES	522	210	312	54	452	7	7	1
% OF TOTAL	100%	40.2%	59.8%	10.3%	86.6%	1.3%	1.3%	0.2%

¹¹ A total number of 522 other than full-time occupied positions were reported September 11, 2014. Pursuant to EEO reporting guidelines this count excludes the following positions: elected officials, judges and their personal staff members.

3. Workforce Comparison of Full-Time Positions between Q1 2014 and Q 3 2014

As hiring activity continued during the second quarter of FY 2014, it was noted that a slight increase was observed in the total number of filled full time positions between the first and third quarters of 2014 (133). (See: Table 11)

When comparing percent representation between the first and third quarter reporting periods, the representation of Blacks and Females countywide experienced a slight increase (0.3%, and 0.3% respectively), while the representation of White, Hispanic and Male employees decreased slightly (-0.1%, -0.1% and -0.3% respectively). No change in the percent representation for Asian and Pacific Islanders or Native Americans was observed. (See: Tables 12 and 13).

Overall workforce representation has remained relatively constant for all groups this year.

4. Q 3 Workforce Comparison between Full-Time and Other than Full-Time Positions

While similar workforce race/ethnic representation patterns continue to generally exist in the County's full-time and other than full-time positions, it should be noted that percent representation for Black employees during the current reporting period is higher in the latter class of positions than in the former. However, the percent representation for White, Hispanic and Asian/Pacific Islander employees is lower in the other than full-time class of positions when compared to their representation among full-time employees. Native American percent representation is the same in both positions classes. Overall Female percent representation continues to remain higher than that observed for Males in both classes of positions. In this regard, Female representation exceeds that of Males in full-time positions by 17.8%, and exceeds Male representation by 19.6% in the other than full-time position class. (See: Tables 14 and 15).

The DCRC will continue to research and monitor the methods by which departments conduct recruitment, outreach and selection activities for County positions as well as work with Personnel to develop and implement enhanced outreach strategies as appropriate.

**TABLE 11: COMPARISON OF FULL-TIME WORKFORCE DIFFERENCES
BY EEO CATEGORY**

EEO4 CATEGORY	Q-1 2014 REPORTED POSITIONS	Q-2 2014 REPORTED POSITIONS	Q-3 2014 REPORTED POSITIONS	DIFFERENCE SINCE Q-1
OFFICIALS ADMINISTRATORS	104	102	100	-4
PROFESSIONALS	1,808	1,815	1,820	12
TECHNICIANS	194	189	197	3
PROTECTIVE SERVICE WORKERS	622	647	683	61
PROTECTIVE SERVICE WORKERS UNSWORN	353	355	379	26
ADMINISTRATIVE SUPPORT*	1,171	1,192	1,196	25
SKILLED CRAFT WORKERS	143	146	142	-1
SERVICE MAINTENANCE	162	168	173	11
TOTAL	4,557	4,614	4,690	133

**TABLE 12: COMPARISON OF FULL-TIME WORKFORCE DIFFERENCES BY
RACE/ETHNICITY**

RACE	Q-1 2012 REPORTED POSITIONS	Q-2 2014 REPORTED POSITIONS	Q-3 2014 REPORTED POSITIONS	PERCENT DIFFERENCE SINCE Q-1
BLACKS	3,759 (82.5%)	3,812 (82.6%)	3,881 (82.8%)	0.3%
WHITES	652 (14.3%)	659 (14.3%)	664 (14.2%)	-0.1%
HISPANICS	70 (1.5%)	66 (1.4%)	68 (1.4%)	-0.1%
ASIAN/ PACIFIC ISLANDERS	68 (1.5%)	69 (1.5%)	69 (1.5%)	NA
NATIVE AMERICANS	8 (0.2%)	8 (0.2%)	8 (0.2%)	NA

TABLE 13: COMPARISON OF FULL-TIME WORKFORCE DIFFERENCES BY GENDER

GENDER	Q-1 2014 REPORTED POSITIONS	Q-2 2014 REPORTED POSITIONS	Q-3 2014 REPORTED POSITIONS	PERCENT DIFFERENCE SINCE Q-1
FEMALES	2,672 (58.6%)	2,714 (58.9%)	2,762 (58.9%)	0.3%
MALES	1,885 (41.4%)	1,900 (41.1%)	1,928 (41.1%)	-0.3%

TABLE 14: COMPARISON OF FULL-TIME AND OTHER THAN FULL-TIME WORKFORCE BY RACE/ETHNICITY

RACE	FULL-TIME POSITIONS	OTHER THAN FULL-TIME POSITIONS
BLACKS	3,881 (82.8%)	452** (86.6%)
WHITES	664 (14.2%)	54* (10.3%)
HISPANICS	68 (1.4%)	7* (1.3%)
ASIAN/ PACIFIC ISLANDERS	69 (1.5%)	7** (1.3%)
NATIVE AMERICANS	8 (0.2%)	2* (0.4%)

*Denotes small percent representation increase since Q-2

**Denoted small percent representation decrease since Q-2

TABLE 15: COMPARISON OF FULL-TIME AND OTHER THAN FULL-TIME WORKFORCE BY GENDER

GENDER	FULL-TIME POSITIONS	OTHER THAN FULL-TIME POSITIONS
FEMALES	2,762 (58.9%)	312* (59.8%)
MALES	1,928 (41.1%)	210** (40.2%)

*Denotes small percent representation increase since Q-2

**Denoted small percent representation decrease since Q-2

APPENDIX A
DEPARTMENTAL EEO4 JOB SUMMARIES FOR
FULL-TIME EMPLOYEES

**AGING AND YOUTH SERVICES FULL TIME
Job Group Analysis Summary**

Snapshot Date: 06/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	17	1	16	16	1	15	1	0	0	0	0
PROFESSIONALS -	73	22	51	68	5	67	1	0	0	0	0
SERVICE MAINTENANCE -	12	5	7	11	1	10	1	0	0	0	0
TECHNICIANS -	13	3	10	13	0	12	1	0	0	0	0
Total (#)	115	31	84	108	7	104	4	0	0	0	0
Total (%)		27.0	73.0	93.9	6.1	90.4	3.5	0.0	0.0	0.0	0.0

COMMISSIONERS OFFICE AND CLERK TO THE COMMISSION FULL TIME
Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	2	1	1	2	0	2	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	11	6	5	9	2	9	0	0	0	0	0
PROFESSIONALS -	17	3	14	11	6	11	0	0	0	0	0
Total (#)	30	10	20	22	8	22	0	0	0	0	0
Total (%)		33.3	66.7	73.3	26.7	73.3	0.0	0.0	0.0	0.0	0.0

**COUNTY ATTORNEY FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	9	2	7	8	1	8	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	1	1	0	1	0	1	0	0	0	0	0
PROFESSIONALS -	21	9	12	17	4	17	0	0	0	0	0
Total (#)	31	12	19	26	5	26	0	0	0	0	0
Total (%)		38.7	61.3	83.9	16.1	83.9	0.0	0.0	0.0	0.0	0.0

**COUNTY MANAGER FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	4	0	4	4	0	4	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	10	6	4	8	2	7	0	1	0	0	0
PROFESSIONALS -	48	12	36	43	5	43	0	0	0	0	0
Total (#)	62	18	44	55	7	54	0	1	0	0	0
Total (%)		29.0	71.0	88.7	11.3	87.1	0.0	1.6	0.0	0.0	0.0

COUNTY MARSHAL FULL TIME Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	13	0	13	12	1	12	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	2	1	1	2	0	2	0	0	0	0	0
PROFESSIONALS -	2	0	2	2	0	2	0	0	0	0	0
PROTECTIVE SERVICE WORKERS -	54	39	15	41	13	40	1	0	0	0	0
Total (#)	71	40	31	57	14	56	1	0	0	0	0
Total (%)		56.3	43.7	80.3	19.7	78.9	1.4	0.0	0.0	0.0	0.0

**DISTRICT ATTORNEY FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	48	4	44	45	3	43	1	1	0	0	0
OFFICIALS & ADMINISTRATORS -	10	5	5	5	5	5	0	0	0	0	0
PROFESSIONALS -	155	72	83	110	45	104	3	3	0	0	0
TECHNICIANS -	2	0	2	1	1	1	0	0	0	0	0
Total (#)	215	81	134	161	54	153	4	4	0	0	0
Total (%)		37.7	62.3	74.9	25.1	71.2	1.9	1.9	0.0	0.0	0.0

**EXTERNAL AFFAIRS FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	3	0	3	3	0	3	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	2	0	2	2	0	2	0	0	0	0	0
PROFESSIONALS -	19	7	12	16	3	15	1	0	0	0	0
TECHNICIANS -	1	1	0	0	1	0	0	0	0	0	0
Total (#)	25	8	17	21	4	20	1	0	0	0	0
Total (%)		32.0	68.0	84.0	16.0	80.0	4.0	0.0	0.0	0.0	0.0

**EMERGENCY SERVICES FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	EMP	Total									
		M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	41	16	25	38	3	38	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	2	1	1	2	0	2	0	0	0	0	0
PROFESSIONALS -	8	3	5	7	1	7	0	0	0	0	0
TECHNICIANS -	2	2	0	1	1	0	0	1	0	0	0
Total (#)	53	22	31	48	5	47	0	1	0	0	0
Total (%)		41.5	58.5	90.6	9.4	88.7	0.0	1.9	0.0	0.0	0.0

FINANCE FULL TIME **Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	28	8	20	27	1	26	1	0	0	0	0
OFFICIALS & ADMINISTRATORS -	7	4	3	2	5	2	0	0	0	0	0
PROFESSIONALS -	63	16	47	62	1	60	1	1	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	1	0	1	1	0	1	0	0	0	0	0
SERVICE MAINTENANCE -	12	12	0	9	3	9	0	0	0	0	0
SKILL CRAFT WORKERS -	2	1	1	2	0	2	0	0	0	0	0
Total (#)	113	41	72	103	10	100	2	1	0	0	0
Total (%)		36.3	63.7	91.2	8.8	88.5	1.8	0.9	0.0	0.0	0.0

**FIRE FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
OFFICIALS & ADMINISTRATORS -	3	3	0	2	1	2	0	0	0	0	0
PROFESSIONALS -	49	39	10	28	21	27	1	0	0	0	0
PROTECTIVE SERVICE WORKERS -	106	97	9	58	48	55	1	2	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	2	0	2	2	0	2	0	0	0	0	0
SKILL CRAFT WORKERS -	1	1	0	1	0	1	0	0	0	0	0
Total (#)	161	140	21	91	70	87	2	2	0	0	0
Total (%)		87.0	13.0	56.5	43.5	54.0	1.2	1.2	0.0	0.0	0.0

HEALTH AND HUMAN SERVICES ADMINISTRATION FULL TIME

Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
OFFICIALS & ADMINISTRATORS -	3	1	2	2	1	2	0	0	0	0	0
PROFESSIONALS -	1	0	1	1	0	1	0	0	0	0	0
Total (#)	4	1	3	3	1	3	0	0	0	0	0
Total (%)		25.0	75.0	75.0	25.0	75.0	0.0	0.0	0.0	0.0	0.0

HEALTH SERVICES FULL TIME Job Group Analysis Summary

Snapshot Date: 09/14/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	84	9	75	79	5	76	2	1	0	0	0
OFFICIALS & ADMINISTRATORS -	4	1	3	4	0	4	0	0	0	0	0
PROFESSIONALS -	228	57	171	211	17	194	8	7	0	2	0
PROTECTIVE SERVICE WORKERS UNSWORN -	1	1	0	1	0	1	0	0	0	0	0
SERVICE MAINTENANCE -	10	7	3	10	0	10	0	0	0	0	0
SKILL CRAFT WORKERS -	7	5	2	7	0	6	1	0	0	0	0
TECHNICIANS -	113	17	96	110	3	104	4	2	0	0	0
Total (#)	447	97	350	422	25	395	15	10	0	2	0
Total (%)		21.7	78.3	94.4	5.6	88.4	3.4	2.2	0.0	0.4	0.0

HOUSING AND COMMUNITY DEVELOPMENT FULL TIME

Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
OFFICIALS & ADMINISTRATORS -	1	1	0	0	1	0	0	0	0	0	0
PROFESSIONALS -	15	5	10	14	1	14	0	0	0	0	0
SKILL CRAFT WORKERS -	2	2	0	2	0	2	0	0	0	0	0
Total (#)	18	8	10	16	2	16	0	0	0	0	0
Total (%)		44.4	55.6	88.9	11.1	88.9	0.0	0.0	0.0	0.0	0.0

**INFORMATION TECHNOLOGY FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	EMP	Total									
		M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	17	8	9	14	3	14	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	2	2	0	1	1	1	0	0	0	0	0
PROFESSIONALS -	72	52	20	56	16	49	0	7	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	15	13	2	12	3	12	0	0	0	0	0
TECHNICIANS -	15	6	9	10	5	10	0	0	0	0	0
Total (#)	121	81	40	93	28	86	0	7	0	0	0
Total (%)		66.9	33.1	76.9	23.1	71.1	0.0	5.8	0.0	0.0	0.0

JUVENILE COURT FULL TIME Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	43	10	33	36	7	35	1	0	0	0	0
OFFICIALS & ADMINISTRATORS -	1	0	1	1	0	1	0	0	0	0	0
PROFESSIONALS -	71	33	38	66	5	65	1	0	0	0	0
PROTECTIVE SERVICE WORKERS -	1	1	0	1	0	1	0	0	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	6	3	3	6	0	6	0	0	0	0	0
TECHNICIANS -	2	1	1	2	0	2	0	0	0	0	0
Total (#)	124	48	76	112	12	110	2	0	0	0	0
Total (%)		38.7	61.3	90.3	9.7	88.7	1.6	0.0	0.0	0.0	0.0

**LIBRARY ARTS AND CULTURE FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	144	32	112	117	27	106	2	7	0	2	0
OFFICIALS & ADMINISTRATORS -	2	0	2	1	1	1	0	0	0	0	0
PROFESSIONALS -	130	28	102	91	39	90	0	1	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	1	1	0	1	0	1	0	0	0	0	0
SKILL CRAFT WORKERS -	3	2	1	3	0	2	1	0	0	0	0
TECHNICIANS -	1	1	0	1	0	1	0	0	0	0	0
Total (#)	281	64	217	214	67	201	3	8	0	2	0
Total (%)		22.8	77.2	76.2	23.8	71.5	1.1	2.8	0.0	0.7	0.0

MEDICAL EXAMINER FULL TIME **Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	6	0	6	6	0	6	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	1	1	0	0	1	0	0	0	0	0	0
PROFESSIONALS -	17	8	9	6	11	6	0	0	0	0	0
SERVICE MAINTENANCE -	2	1	1	2	0	2	0	0	0	0	0
TECHNICIANS -	10	3	7	9	1	9	0	0	0	0	0
Total (#)	36	13	23	23	13	23	0	0	0	0	0
Total (%)		36.1	63.9	63.9	36.1	63.9	0.0	0.0	0.0	0.0	0.0

**PARKS AND RECREATION FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	1	0	1	1	0	1	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	1	1	0	1	0	1	0	0	0	0	0
PROFESSIONALS -	13	9	4	10	3	10	0	0	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	5	3	2	5	0	5	0	0	0	0	0
SERVICE MAINTENANCE -	12	12	0	5	7	5	0	0	0	0	0
TECHNICIANS -	1	0	1	1	0	1	0	0	0	0	0
Total (#)	33	25	8	23	10	23	0	0	0	0	0
Total (%)		75.8	24.2	69.7	30.3	69.7	0.0	0.0	0.0	0.0	0.0

**PERSONNEL FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	4	0	4	4	0	4	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	1	0	1	1	0	1	0	0	0	0	0
PROFESSIONALS -	27	3	24	26	1	25	1	0	0	0	0
Total (#)	32	3	29	31	1	30	1	0	0	0	0
Total (%)		9.4	90.6	96.9	3.1	93.8	3.1	0.0	0.0	0.0	0.0

**PLANNING AND COMMUNITY SERVICES FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	5	0	5	4	1	3	0	1	0	0	0
OFFICIALS & ADMINISTRATORS -	2	1	1	0	2	0	0	0	0	0	0
PROFESSIONALS -	7	5	2	3	4	3	0	0	0	0	0
SKILL CRAFT WORKERS -	4	4	0	3	1	3	0	0	0	0	0
TECHNICIANS -	5	3	2	3	2	3	0	0	0	0	0
Total (#)	23	13	10	13	10	12	0	1	0	0	0
Total (%)		56.5	43.5	56.5	43.5	52.2	0.0	4.3	0.0	0.0	0.0

POLICE FULL TIME
Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	18	0	18	16	2	16	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	2	1	1	1	1	1	0	0	0	0	0
PROFESSIONALS -	41	25	16	29	12	28	1	0	0	0	0
PROTECTIVE SERVICE WORKERS -	97	68	29	64	33	63	1	0	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	12	5	7	11	1	11	0	0	0	0	0
SKILL CRAFT WORKERS -	10	8	2	10	0	10	0	0	0	0	0
TECHNICIANS -	2	0	2	0	2	0	0	0	0	0	0
Total (#)											
Total (%)											
	182	107	75	131	51	129	2	0	0	0	0
		58.8	41.2	72.0	28.0	70.9	1.1	0.0	0.0	0.0	0.0

**PROBATE COURT FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	26	4	22	22	4	21	1	0	0	0	0
PROFESSIONALS -	4	1	3	2	2	2	0	0	0	0	0
Total (#)	30	5	25	24	6	23	1	0	0	0	0
Total (%)		16.7	83.3	80.0	20.0	76.7	3.3	0.0	0.0	0.0	0.0

PUBLIC DEFENDER FULL TIME
Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	25	1	24	24	1	24	0	0	0	0	0
PROFESSIONALS -	100	40	60	67	33	61	2	3	0	1	0
Total (#)	125	41	84	91	34	85	2	3	0	1	0
Total (%)		32.8	67.2	72.8	27.2	68.0	1.6	2.4	0.0	0.8	0.0

**PUBLIC WORKS/GENERAL SERVICES FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	47	15	32	44	3	43	0	1	0	0	0
OFFICIALS & ADMINISTRATORS -	9	7	2	7	2	4	1	2	0	0	0
PROFESSIONALS -	144	88	56	108	36	97	1	9	0	1	0
PROTECTIVE SERVICE WORKERS UNSWORN -	7	7	0	4	3	4	0	0	0	0	0
SERVICE MAINTENANCE -	125	112	13	103	22	98	3	2	0	0	0
SKILL CRAFT WORKERS -	113	99	14	86	27	83	1	1	0	1	0
TECHNICIANS -	24	13	11	16	8	14	0	2	0	0	0
Total (#)	469	341	128	368	101	343	6	17	0	2	0
Total (%)		72.7	27.3	78.5	21.5	73.1	1.3	3.6	0.0	0.4	0.0

**PURCHASING FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	5	0	5	5	0	5	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	1	0	1	1	0	1	0	0	0	0	0
PROFESSIONALS -	22	12	10	22	0	22	0	0	0	0	0
Total (#)	28	12	16	28	0	28	0	0	0	0	0
Total (%)		42.9	57.1	100.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0

REGISTRATIONS AND ELECTIONS FULL TIME
Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	9	3	6	8	1	8	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	1	1	0	0	1	0	0	0	0	0	0
PROFESSIONALS -	9	3	6	9	0	9	0	0	0	0	0
Total (#)	19	7	12	17	2	17	0	0	0	0	0
Total (%)		36.8	63.2	89.5	10.5	89.5	0.0	0.0	0.0	0.0	0.0

SHERIFF FULL TIME Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	102	13	89	99	3	98	0	1	0	0	0
OFFICIALS & ADMINISTRATORS -	7	6	1	6	1	6	0	0	0	0	0
PROFESSIONALS -	52	22	30	49	3	48	0	1	0	0	0
PROTECTIVE SERVICE WORKERS -	425	247	178	405	20	398	5	1	0	1	0
PROTECTIVE SERVICE WORKERS UNSWORN -	327	139	188	324	3	320	2	2	0	0	0
TECHNICIANS -	1	0	1	1	0	1	0	0	0	0	0
Total (#)	914	427	487	884	30	871	7	5	0	1	0
Total (%)		46.7	53.3	96.7	3.3	95.3	0.8	0.5	0.0	0.1	0.0

**SOLICITOR FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	41	2	39	41	0	41	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	1	0	1	1	0	1	0	0	0	0	0
PROFESSIONALS -	50	21	29	28	22	25	1	2	0	0	0
Total (#)	92	23	69	70	22	67	1	2	0	0	0
Total (%)		25.0	75.0	76.1	23.9	72.8	1.1	2.2	0.0	0.0	0.0

**STATE COURT GENERAL FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	62	5	57	59	3	59	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	3	1	2	3	0	3	0	0	0	0	0
PROFESSIONALS -	41	9	32	37	4	36	1	0	0	0	0
Total (#)	106	15	91	99	7	98	1	0	0	0	0
Total (%)		14.2	85.8	93.4	6.6	92.5	0.9	0.0	0.0	0.0	0.0

SUPERIOR COURT CLERK FULL TIME
Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	131	30	101	129	2	123	4	2	0	0	0
OFFICIALS & ADMINISTRATORS -	2	1	1	2	0	2	0	0	0	0	0
PROFESSIONALS -	55	14	41	53	2	53	0	0	0	0	0
Total (#)	188	45	143	184	4	178	4	2	0	0	0
Total (%)		23.9	76.1	97.9	2.1	94.7	2.1	1.1	0.0	0.0	0.0

**SUPERIOR COURT GENERAL FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	66	10	56	49	17	46	2	1	0	0	0
OFFICIALS & ADMINISTRATORS -	1	0	1	1	0	1	0	0	0	0	0
PROFESSIONALS -	150	47	103	131	19	128	2	1	0	0	0
TECHNICIANS -	1	0	1	1	0	1	0	0	0	0	0
Total (#)	218	57	161	182	36	176	4	2	0	0	0
Total (%)		26.1	73.9	83.5	16.5	80.7	1.8	0.9	0.0	0.0	0.0

TAX ASSESSOR OTHER THAN FULL TIME
Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	1	0	1	1	0	1	0	0	0	0	0
Total (#)	1	0	1	1	0	1	0	0	0	0	0
Total (%)		0.0	100.0	100.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0

TAX COMMISSIONER FULL TIME
Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	140	19	121	140	0	137	2	1	0	0	0
OFFICIALS & ADMINISTRATORS -	5	4	1	4	1	4	0	0	0	0	0
PROFESSIONALS -	41	8	33	39	2	39	0	0	0	0	0
Total (#)	186	31	155	183	3	180	2	1	0	0	0
Total (%)		16.7	83.3	98.4	1.6	96.8	1.1	0.5	0.0	0.0	0.0

APPENDIX B

**DEPARTMENTAL EEO4 JOB SUMMARIES FOR
OTHER THAN FULL-TIME (OTF) EMPLOYEES**

AGING AND YOUTH SERVICES OTHER THAN FULL TIME

Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	48	17	31	46	2	46	0	0	0	0	0
PROFESSIONALS -	25	7	18	23	2	21	1	1	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	34	13	21	28	6	27	0	0	0	1	0
SERVICE MAINTENANCE -	12	4	8	11	1	11	0	0	0	0	0
SKILL CRAFT WORKERS -	4	1	3	2	2	2	0	0	0	0	0
Total (#)	123	42	81	110	13	107	1	1	0	1	0
Total (%)		34.1	65.9	89.4	10.6	87.0	0.8	0.8	0.0	0.8	0.0

COMMISSIONERS OFFICE AND CLERK TO THE COMMISSION OTHER THAN FULL TIME

Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	2	0	2	1	1	1	0	0	0	0	0
OFFICIALS & ADMINISTRATORS -	2	1	1	2	0	2	0	0	0	0	0
PROFESSIONALS -	3	2	1	2	1	2	0	0	0	0	0
Total (#)	7	3	4	5	2	5	0	0	0	0	0
Total (%)		42.9	57.1	71.4	28.6	71.4	0.0	0.0	0.0	0.0	0.0

COUNTY MANAGER OTHER THAN FULL TIME Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	1	0	1	1	0	1	0	0	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	1	0	1	1	0	1	0	0	0	0	0
Total (#)	2	0	2	2	0	2	0	0	0	0	0
Total (%)		0.0	100.0	100.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0

**DISTRICT ATTORNEY OTHER THAN FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	2	0	2	2	0	2	0	0	0	0	0
PROFESSIONALS -	2	0	2	1	1	1	0	0	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	3	2	1	3	0	3	0	0	0	0	0
Total (#)	7	2	5	6	1	6	0	0	0	0	0
Total (%)		28.6	71.4	85.7	14.3	85.7	0.0	0.0	0.0	0.0	0.0

**EXTERNAL AFFAIRS OTHER THAN FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
PROFESSIONALS -	1	1	0	0	1	0	0	0	0	0	0
TECHNICIANS -	1	1	0	1	0	1	0	0	0	0	0
Total (#)	2	2	0	1	1	1	0	0	0	0	0
Total (%)		100.0	0.0	50.0	50.0	50.0	0.0	0.0	0.0	0.0	0.0

HEALTH SERVICES OTHER THAN FULL TIME Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	21	18	3	13	8	12	1	0	0	0	0
OFFICIALS & ADMINISTRATORS -	5	2	3	4	1	3	0	1	0	0	0
PROFESSIONALS -	24	9	15	22	2	16	1	4	0	1	0
PROTECTIVE SERVICE WORKERS -	1	1	0	1	0	1	0	0	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	10	1	9	10	0	9	1	0	0	0	0
SERVICE MAINTENANCE -	16	9	7	16	0	16	0	0	0	0	0
TECHNICIANS -	11	0	11	10	1	8	2	0	0	0	0
Total (#)											0
Total (%)											0.0

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INFORMATION TECHNOLOGY OTHER THAN FULL TIME
Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
PROFESSIONALS -	2	1	1	2	0	2	0	0	0	0	0
Total (#)	2	1	1	2	0	2	0	0	0	0	0
Total (%)		50.0	50.0	100.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0

LIBRARY ARTS AND CULTURE OTHER THAN FULL TIME
Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	2	0	2	2	0	1	1	0	0	0	0
PROFESSIONALS -	10	3	7	7	3	7	0	0	0	0	0
Total (#)	12	3	9	9	3	8	1	0	0	0	0
Total (%)		25.0	75.0	75.0	25.0	66.7	8.3	0.0	0.0	0.0	0.0

MEDICAL EXAMINER OTHER THAN FULL TIME
Job Group Analysis Summary

Snapshot Date: 09/16/2014

		Total									
Job Group	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
PROFESSIONALS -	2	1	1	0	2	0	0	0	0	0	0
Total (#)	2	1	1	0	2	0	0	0	0	0	0
Total (%)		50.0	50.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0

**PARKS AND RECREATION OTHER THAN FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	1	0	1	1	0	1	0	0	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	3	3	0	3	0	3	0	0	0	0	0
SERVICE MAINTENANCE -	7	6	1	2	5	2	0	0	0	0	0
SKILL CRAFT WORKERS -	1	1	0	1	0	1	0	0	0	0	0
TECHNICIANS -	2	0	2	2	0	2	0	0	0	0	0
Total (#)	14	10	4	9	5	9	0	0	0	0	0
Total (%)		71.4	28.6	64.3	35.7	64.3	0.0	0.0	0.0	0.0	0.0

PLANNING AND COMMUNITY SERVICES OTHER THAN FULL TIME
Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
OFFICIALS & ADMINISTRATORS -	1	1	0	1	0	1	0	0	0	0	0
PROFESSIONALS -	2	2	0	1	1	1	0	0	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	1	1	0	1	0	1	0	0	0	0	0
SKILL CRAFT WORKERS -	1	1	0	0	1	0	0	0	0	0	0
Total (#)	5	5	0	3	2	3	0	0	0	0	0
Total (%)		100.0	0.0	60.0	40.0	60.0	0.0	0.0	0.0	0.0	0.0

**POLICE OTHER THAN FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
PROTECTIVE SERVICE WORKERS UNSWORN -	10	2	8	9	1	9	0	0	0	0	0
Total (#)	10	2	8	9	1	9	0	0	0	0	0
Total (%)		20.0	80.0	90.0	10.0	90.0	0.0	0.0	0.0	0.0	0.0

PUBLIC WORKS/GENERAL SERVICES OTHER THAN FULL TIME
Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	2	0	2	2	0	2	0	0	0	0	0
PROFESSIONALS -	3	2	1	3	0	3	0	0	0	0	0
SERVICE MAINTENANCE -	3	3	0	3	0	3	0	0	0	0	0
SKILL CRAFT WORKERS -	1	1	0	1	0	1	0	0	0	0	0
Total (#)	9	6	3	9	0	9	0	0	0	0	0
Total (%)		66.7	33.3	100.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0

REGISTRATIONS AND ELECTIONS OTHER THAN FULL TIME
Job Group Analysis Summary

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	143	45	98	141	2	141	0	0	0	0	0
PROFESSIONALS -	3	0	3	3	0	3	0	0	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	1	1	0	0	1	0	0	0	0	0	0
TECHNICIANS -	13	10	3	11	2	11	0	0	0	0	0
Total (#)	160	56	104	155	5	155	0	0	0	0	0
Total (%)		35.0	65.0	96.9	3.1	96.9	0.0	0.0	0.0	0.0	0.0

SHERIFF OTHER THAN FULL TIME **Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	9	2	7	9	0	9	0	0	0	0	0
PROFESSIONALS -	4	2	2	4	0	4	0	0	0	0	0
PROTECTIVE SERVICE WORKERS -	47	31	16	44	3	44	0	0	0	0	0
PROTECTIVE SERVICE WORKERS UNSWORN -	1	1	0	1	0	1	0	0	0	0	0
TECHNICIANS -	1	1	0	1	0	1	0	0	0	0	0
Total (#)	62	37	25	59	3	59	0	0	0	0	0
Total (%)		59.7	40.3	95.2	4.8	95.2	0.0	0.0	0.0	0.0	0.0

**SOLICITOR OTHER THAN FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
PROFESSIONALS -	2	0	2	1	1	1	0	0	0	0	0
Total (#)	2	0	2	1	1	1	0	0	0	0	0
Total (%)		0.0	100.0	50.0	50.0	50.0	0.0	0.0	0.0	0.0	0.0

**STATE COURT GENERAL OTHER THAN FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	2	0	2	1	1	1	0	0	0	0	0
PROFESSIONALS -	2	0	2	2	0	2	0	0	0	0	0
Total (#)	4	0	4	3	1	3	0	0	0	0	0
Total (%)		0.0	100.0	75.0	25.0	75.0	0.0	0.0	0.0	0.0	0.0

**SUPERIOR COURT GENERAL OTHER THAN FULL TIME
Job Group Analysis Summary**

Snapshot Date: 09/16/2014

Job Group	Total										
	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
ADMINISTRATIVE SUPPORT -	1	0	1	1	0	0	0	1	0	0	0
PROFESSIONALS -	7	0	7	6	1	6	0	0	0	0	0
SERVICE MAINTENANCE -	1	0	1	1	0	1	0	0	0	0	0
Total (#)	9	0	9	8	1	7	0	1	0	0	0
Total (%)		0.0	100.0	88.9	11.1	77.8	0.0	11.1	0.0	0.0	0.0

TAX COMMISSIONER OTHER THAN FULL TIME

Job Group Analysis Summary

Snapshot Date: 09/16/2014

Total											
Job Group	EMP	M	F	MIN	W	B	H	A	NA	PI	2+
PROFESSIONALS -	1	0	1	0	1	0	0	0	0	0	0
Total (#)	1	0	1	0	1	0	0	0	0	0	0
Total (%)		0.0	100.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0