

# EEOP

Equal Employment Opportunity Plan  
April 1, 2011 – March 31, 2013

Board of County Commissioners  
Sumter County  
7375 Powell Road  
Wildwood, Florida 34785  
352-689-4400

## **INTRODUCTION**

The Board of Sumter County Commissioners (BOCC) is committed to the policy of equal employment opportunity. This plan reaffirms that commitment and is implemented to ensure compliance with all state, federal, and all other applicable laws governing equal opportunity. The BOCC is committed to harnessing the talents of its diverse workforce and to continue its recruitment efforts to enhance workforce diversity.

This self-analysis enables the Board to examine the impact of its recruitment, hiring, and employment practices on its current and future workforce. It also provides an opportunity to enhance the ability of the Board to recruit and retain a qualified, diverse workforce who can provide quality services to the citizens of Sumter County.

Effective with this program, which includes statistical data for the period of April 1, 2009 to March 31, 2011, the BOCC will prepare, establish, and disseminate its Equal Employment Opportunity Plan (EEOP) on a two-year cycle. This plan includes goals and strategies for the period of April 1, 2011 to March 31, 2013. The BOCC will monitor the program throughout this two-year period.

## **POLICY**

The BOCC is an equal employment opportunity employer. The BOCC employs, retains, promotes, terminates, and otherwise considers all employees and job applicants on the basis of merit, qualifications, and competence without regard to any individual's sex, race, color, religion, national origin, age, marital status, veteran status, or disability. Employment decisions are made consistent with the principles of Equal Employment Opportunity. Departments of the BOCC comply with all federal, state, and other applicable laws prohibiting discrimination in employment based on sex, race, color, religion, national origin, age, marital status, veteran status, or disability.

## PERSONNEL MANAGEMENT & OPERATIONS OVERVIEW

- A. Board of Sumter County Commissioners  
7375 Powell Road  
Wildwood, FL 34785  
(352) 689-4400
- B. Employer Identification: 59-6000865
- C. Bradley S. Arnold, County Administrator  
Board of Sumter County Commissioners  
7375 Powell Road  
Wildwood, FL 34785  
(352) 689-4400
- D. The Board of Sumter County Commissioners (BOCC) is an equal employment opportunity employer. The BOCC employs, retains, promotes, terminates, and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, age, marital status, veteran status, or disability.

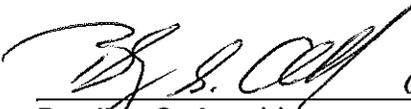
The BOCC will not discriminate against applicants or employees who have a sensory, physical, or mental impairment, unless the impairment cannot be reasonably accommodated and prevents proper performance of the essential job functions and responsibilities of the job.

Employees with life threatening illnesses, such as cancer, heart disease, or Acute Immune Deficiency Syndrome (AIDS)/ Human Immunodeficiency Virus (HIV) conditions, or communicable diseases such as tuberculosis or influenza, are treated the same as all other employees. They are permitted to continue working as long as they are able to perform the essential functions of their positions with or without a reasonable accommodation, and medical evidence shows they are not a threat to themselves or their coworkers. The BOCC will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions when a health or safety risk to fellow BOCC employees or the public exists.

The BOCC continues to make a good faith effort to comply with the mandates set forth by the Americans with Disabilities Act (ADA)-Title I/Employment. These mandates apply to all areas of personnel administration including applications, recruitment, hiring, discharge, advancement, job assignments, job training, compensation and benefits, and other terms and condition of employment. Also, every effort has been made to accommodate employees and the public with installation of elevators, ramps, and automatic doors to make the county buildings accessible.

Supervisors are expected to abide by the Employee Manual, and Policies and procedures to ensure that equal employment opportunity is being actively implemented and that no employee or applicant for employment suffers from any form of discrimination because of sex, race, color, religion, national origin, age, marital status, veteran status, or disability.

The County Administrator is designated to oversee civil rights compliance.

  
Bradley S. Arnold  
County Administrator

6/8/2011  
(Date)

## PERSONNEL MANAGEMENT AND OVERVIEW

The Classification and Compensation Schedule of the Board of Sumter County Commissioners (BOCC) groups positions having similar duties and responsibilities, knowledge, skills, abilities, training, and education, into grades with ranges of pay. The plan is updated and adopted annually in order to keep current with changes in job positions. Periodically, the plan is updated to reflect changes in job markets in the community to insure fair and equal compensation opportunities for equal contributions to the efficient and effective operations of the BOCC. The plan establishes and maintains normal lines of promotion to and from the various classes of positions in the Personnel System.

Job openings are posted on the:

- ✚ BOCC website,
- ✚ BOCC job hotline recording,
- ✚ BOCC job bulletin board,
- ✚ Posted on professional occupation websites (as warranted),

Job openings posted in the following locations historically have proven ineffective:

- ✚ Advertised in newspapers,
- ✚ Listed with employment agencies,
- ✚ Posted on internet job sites.

The BOCC strives to attract the best qualified employee.

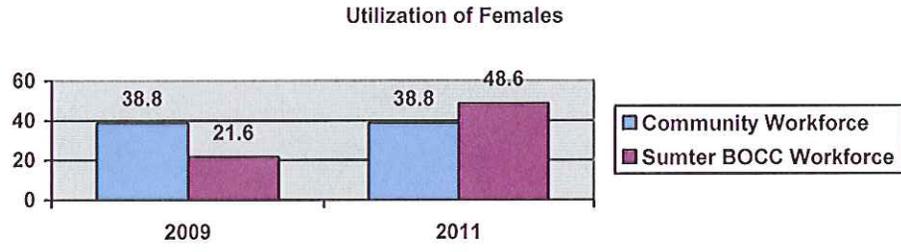
The BOCC accepts filing of applications when vacant positions are posted. Applications are accepted in the Employee Services Department at 7375 Powell Road, Wildwood, FL, 34785 or the BOCC website. All qualified applicants are considered by a committee appointed to review applications, interview, and recommend employment. The review committee generally comprised of the Division Director, Assistant Division Director, or Department Head (or their designee,) a representative of the Employee Services Department and an employee of the department in which a vacancy exists. The composition of the review committee

changes from time to time in order to give diverse input into the Employment Recommendation process.

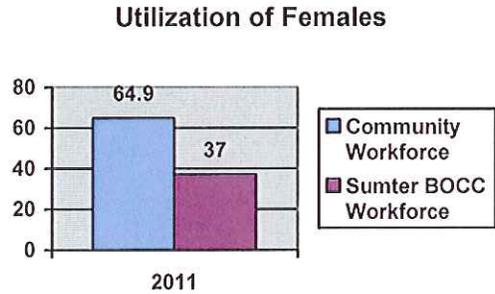
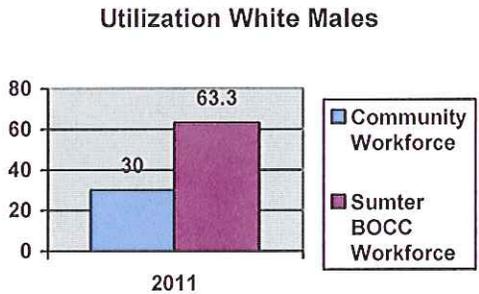
Analysis of the employment process is made periodically and changes are incorporated in revised procedures. Also, employment trends are identified and addressed accordingly.

**UTILIZATION ANALYSIS**

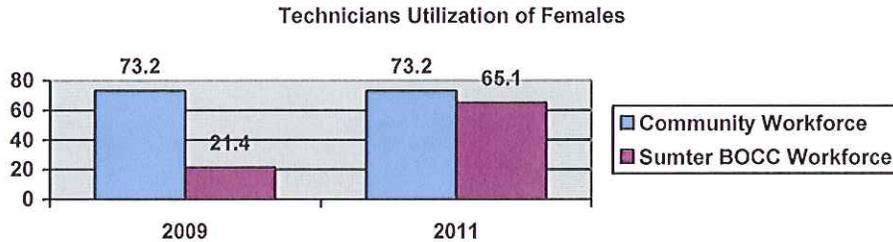
**Officials/Managers** – The Board of Sumter County Commissioners (BOCC) demonstrates a significant improvement in the utilization of females in this area, as their representation in the community workforce is 38.8%, while at our agency it is 48.6%. This represents a 27% increase over the last evaluation period.



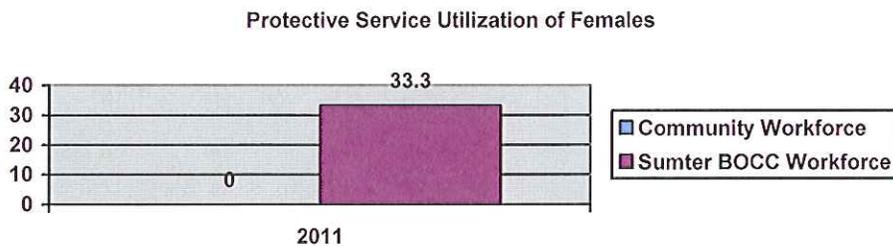
**Professionals** – The BOCC demonstrates a significant improvement in the utilization of white males as indicated in the professional’s category, as the community workforce is 30.0% percent with 63.3% reported by our agency during this evaluation period. Even though the BOCC is showing an improvement in the utilization of white males in this category there is an underutilization of females. The community reflects 64.9% with our agency currently at 37.0% The BOCC contracts with professionals such as attorneys and engineers on an “as needed” basis.



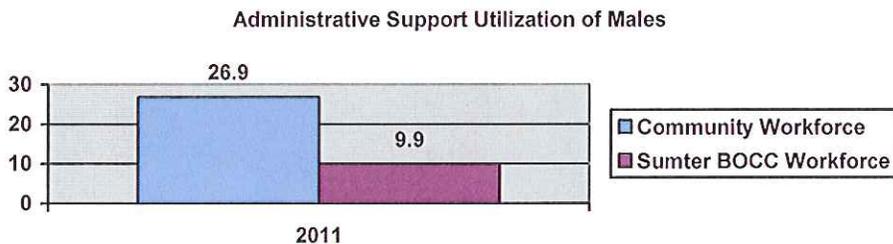
**Technicians** – The BOCC demonstrates an underutilization of females, as their representation in the community workforce is 73.2%, while at our agency it is 65.1%. This does however represent a 43.7% increase over the last evaluation period.



**Protective Services** – No areas of concern. The BOCC demonstrates a strong representation of female Protective Services – Non-Sworn is 33.3% at our agency versus 0.0% in the community workforce.

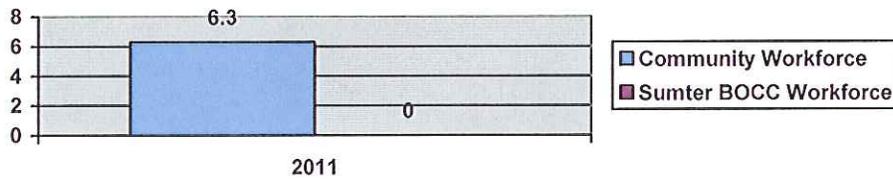


**Administrative Support** – The BOCC demonstrates an underutilization of males, as their representation in the community workforce is 26.9%, while at our agency it is 9.9%.



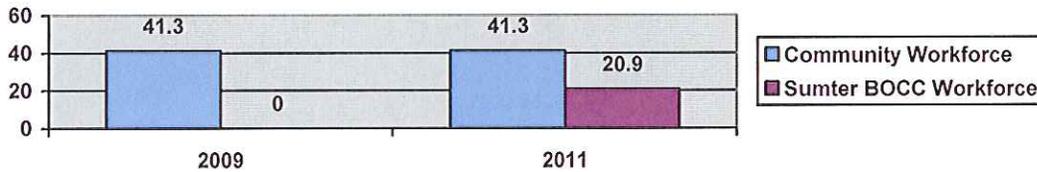
**Skilled Craft** – Females are underutilized in skilled craft with the community workforce showing 6.3% and 0% reported by this agency.

Skilled Craft Utilization of Females



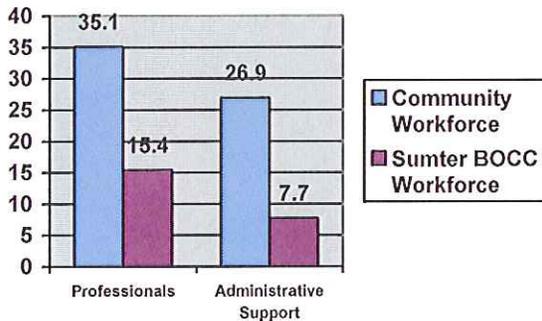
**Service Maintenance** – The BOCC demonstrates an underutilization of females, as their representation in the community workforce is 41.3%, while at our agency it is only 20.9%. This represents a significant increase over the last reporting period.

Service Maintenance Utilization of Females

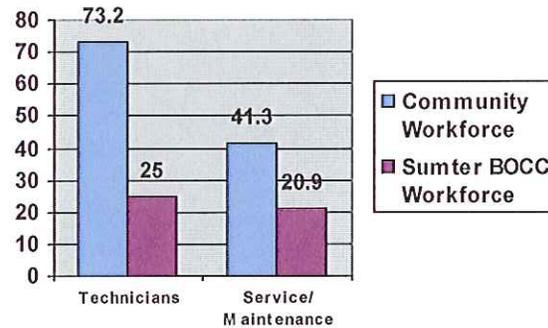


Upon review of the utilization documentation the BOCC has an underutilization of males and females in select areas.

Utilization of Males



Utilization of Females



## **GOALS**

- ⇒ To have a qualified County workforce which reflects the available community workforce as closely as possible.
  
- ⇒ To address our areas of underutilization by continually evaluating our recruitment, hiring, and promotional practices to ensure that all persons receive an equal opportunity to advance and/or become employed.

## **STRATEGIES**

To achieve these goals we will:

- ⇒ Regularly review our personnel recruitment policies to ensure that all qualified candidates have an equal opportunity to compete for open positions.
  
- ⇒ Post and advertise job openings on the Job Hotline, Board website, and Professional Occupational websites as applicable.
  
- ⇒ Plan for and encourage professional growth and development for all employees, including diversity and effective communication training.
  
- ⇒ Continue to offer an Education Assistance Reimbursement Program to our employees to assist them in bettering their education.
  
- ⇒ Provide annual training programs for managers, supervisors, and other employees seeking to improve their managerial and leadership skills.
  
- ⇒ Provide training programs for Division Heads, Department Heads, and other supervisory staff on effective interviewing and hiring practices.
  
- ⇒ Provide annual training programs for Division Heads, Department Heads, and other supervisory staff on Diversity in the Workplace.

## **PROGRESS SUMMARY**

Employee Services Job Hotline is available 24 hours a day and is updated regularly to enable applicants to check on open positions. The number has been posted in

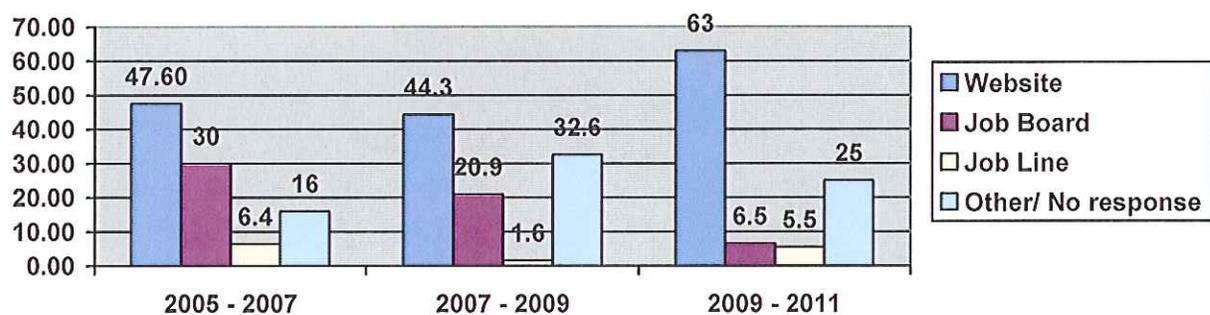
various places in the community to inform job seekers of this resource. Employee Services implemented a job board link on the BOCC website. This enables job seekers another avenue to gather information on job openings. The applicant is also able to download an application or submit a completed application via our website. The Job Hotline and website information are placed on business cards that are distributed at community events. We reviewed the effectiveness of this resource after a period of time by gathering information taken from the employment application.

During the 2005-2007 period we received 1,445 applications, of those 47.6% listed the website, 30% listed the Job Board, 6.4% listed the Job Line, 12.3% listed employee referral, and 3.7% listed other or no response as their source of job information.

During the 2007-2009 period we received 2,080 applications, of those 44.3% listed the website, 20.9% listed the Job Board, 1.6% listed the Job Line, and 32.6% listed other or no response as their source of job information.

During the 2009-2011 period we received 2,476 applications, of those 63% listed the website, 6.5% listed the Job Board, 5.5% listed the Job Line, and 25% listed other or no response as their source of job information

**Employment Application Referral Source**



The Employee Services Department has provided annual supervisory training programs, covering such topics as, Discrimination and Retaliation, Harassment Avoidance, Workplace Violence, Excelling as a Manager or Supervisor, National Incident Management, and Productivity through Effective Supervision, to all managers, supervisors, and other employees seeking to improve their managerial and leadership skills.

The Employee Services Department continues to offer classes on effective communications skills, basic and advanced computer skills, harassment avoidance, and diversity classes to all employees. In addition to these classes, we also offer classes on Nutrition, Finances, Parenting, and other work/life balance topics.

The BOCC continues to offer our Educational Assistance Reimbursement Program, to encourage the professional growth and development of all employees. In September 2010, the Board increased the annual reimbursement amount to \$2,000.00 annually for qualified educational expenses.

#### **DISSEMINATION**

A copy of the EEOP will be distributed to each BOCC Department and made available in County Administration for members of the general public. The County Administrator of Sumter County is designated to implement the EEOP for the Board of County Commissioners.

**Board of Sumter County Commissioners  
UTILIZATION ANALYSIS**

**2011**

Job Category	Total Male/Female	Male										Balance					
		Total Male	W	H	B	AIAN	Asian	NHOPI	B&W	AIAN&W	AIAN&B		Asian&W				
<b>Officials/Managers</b>																	
Sumter Co. Workforce %	100.0%	61.2%	55.1%	1.7%	2.6%	0.2%	0.2%	0.2%	0.0%	0.3%	0.0%	0.0%	0.0%	1.1%	0.0%	0.0%	0.2%
Sumter BOCC Workforce %	100.0%	51.4%	51.4%	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%
Utilization %		-9.8%	-3.7%	-1.7%	-2.6%	-0.2%	-0.2%	-0.2%	-0.2%	-0.2%	0.0%	0.0%	0.0%	-1.1%	0.0%	0.0%	-0.2%
<b>Professionals</b>																	
Sumter Co. Workforce %	100.0%	35.1%	30.0%	0.3%	3.2%	0.0%	0.0%	0.3%	0.3%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.9%	0.3%
Sumter BOCC Workforce %	52.4%	15.4%	63.0%	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%
Utilization %		-19.7%	33.0%	-0.3%	-3.2%	0.0%	0.0%	-0.3%	-0.3%	-0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	-0.9%	-0.3%
<b>Technicians</b>																	
Sumter Co. Workforce %	100.0%	26.8%	25.5%	1.3%	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%
Sumter BOCC Workforce %	140.1%	75.0%	30.4%	0.0%	0.0%	4.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Utilization %		48.2%	4.9%	-1.3%	0.0%	4.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Protective Services -non sworn</b>																	
Sumter Co. Workforce %	100.0%	100.0%	100.0%	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%
Sumter BOCC Workforce %	100.0%	66.7%	66.7%	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%
Utilization %		-33.3%	-33.3%	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%
<b>Administrative Support</b>																	
Sumter Co. Workforce %	100.0%	26.9%	23.0%	0.8%	1.9%	0.7%	0.7%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.2%	0.0%	0.0%	0.1%
Sumter BOCC Workforce %	100.0%	9.9%	9.9%	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%
Utilization %		-17.0%	-13.1%	-0.8%	-1.9%	-0.7%	-0.7%	0.0%	0.0%	-0.1%	0.0%	0.0%	0.0%	-0.2%	0.0%	0.0%	-0.1%
<b>Skilled Craft</b>																	
Sumter Co. Workforce %	100.0%	93.7%	84.3%	2.0%	5.7%	0.2%	0.2%	0.2%	0.2%	0.0%	0.2%	0.0%	0.7%	0.7%	0.0%	0.0%	0.0%
Sumter BOCC Workforce %	100.0%	100.0%	91.7%	2.8%	5.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Utilization %		6.3%	7.4%	0.8%	-0.1%	-0.2%	-0.2%	-0.2%	-0.2%	0.0%	-0.2%	0.0%	-0.7%	-0.7%	0.0%	0.0%	0.0%
<b>Service/Maintenance</b>																	
Sumter Co. Workforce %	100.0%	58.7%	44.9%	4.5%	8.3%	0.1%	0.1%	0.4%	0.4%	0.0%	0.4%	0.0%	0.0%	0.4%	0.0%	0.1%	0.0%
Sumter BOCC Workforce %	100.0%	79.1%	72.1%	0.0%	4.7%	2.3%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Utilization %		20.4%	27.2%	-4.5%	-3.6%	2.2%	2.2%	-0.4%	-0.4%	0.0%	-0.4%	0.0%	0.0%	-0.4%	0.0%	-0.1%	0.0%

**KEY**

- B= Black non-hispanic
- W= White non-hispanic
- H= Hispanic
- AIAN= American Indian/Alaskan Native non-hispanic
- Asian= Asian non hispanic
- NHOPI= Non-hispanic, other
- B&W= Black and White non-hispanic
- AIAN & W= American Indian and White non-hispanic
- AIAN & B= American Indian and Black non-hispanic
- Asian & W= Asian and White non-hispanic
- Balance= 2+ races non-hispanic



**Board of Sumter County Commissioners  
WORKFORCE ANALYSIS**

**2011**

Job Category	Total		Male											
	Male/Female		Total Male	W	H	B	AIAN	Asian	NHOPI	B&W	AIAN&W	AIAN&B	Asian&W	Balance
Officials/ Managers	37		19	19	0	0	0	0	0	0	0	0	0	0
	100.0%		51.4%	51.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Professionals	27		17	17	0	0	0	0	0	0	0	0	0	0
	100.0%		63.0%	63.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Technicians	23		8	7	0	0	0	1	0	0	0	0	0	0
	100.0%		34.8%	30.4%	0.0%	0.0%	4.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Para-Professional	24		22	21	0	1	0	0	0	0	0	0	0	0
	100.0%		91.7%	87.5%	0.0%	4.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Protective Services	12		8	8	0	0	0	0	0	0	0	0	0	0
Non-Sworn	71		7	7	0	0	0	0	0	0	0	0	0	0
Administrative	71		7	7	0	0	0	0	0	0	0	0	0	0
Support	71		9.9%	9.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Skilled Craft	36		36	33	1	2	0	0	0	0	0	0	0	0
	100.0%		100.0%	91.7%	2.8%	5.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service Maintenance	43		34	31	0	2	1	1	0	0	0	0	0	0
	100.0%		79.1%	72.1%	0.0%	4.7%	2.3%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>TOTAL COUNT</b>	273		151	143	1	5	2	2	0	0	0	0	0	0
<b>TOTAL PERCENTAGES</b>	100.0%		55.3%	52.4%	0.4%	1.8%	0.7%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

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 Asian= Asian non-hispanic  
 NHOPI= Non-hispanic other  
 B&W= Black and White non-hispanic  
 AIAN&W= AIAN and White non-hispanic  
 AIAN&B= AIAN and Black non-hispanic  
 Asian&W= Asian and White non-hispanic  
 Balance= 2+ races non-hispanic

**Board of Sumter County Commissioners  
WORKFORCE ANALYSIS**

2011

Job Category	Female												
	Total Female	W	H	B	AIAN	Asian	NHOPI	B&W	AIAN&W	AIAN&B	Asian&W	Balance	
Officials/ Managers	18 48.6%	17 45.9%	0 0.0%	1 2.7%	0 0.0%								
Professionals	10 37.0%	7 25.9%	2 7.4%	1 3.7%	0 0.0%								
Technicians	15 65.2%	13 56.5%	1 4.3%	1 4.3%	0 0.0%								
Para-Professional	2 8.3%	2 8.3%	0 0.0%										
Protective Services	4 33.3%	4 33.3%	0 0.0%										
Non-Sworn	64 90.1%	58 81.7%	3 4.2%	2 2.8%	1 1.4%	0 0.0%							
Administrative Support	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%	0 0.0%	
Skilled Craft	9 20.9%	9 20.9%	0 0.0%										
Service Maintenance	122 44.7%	110 40.3%	6 2.2%	5 1.8%	1 0.4%	0 0.0%							
<b>TOTAL COUNT</b>													
<b>TOTAL PERCENTAGES</b>													

**KEY**

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- Balance= 2+ races non-hispanic

**Community Compilation  
WORKFORCE ANALYSIS**

2011

Job Category	Total		Male											Balance
	Male/Female	Total Male	W	H	B	AIAN	Asian	NHOPI	B&W	AIAN&W	AIAN&B	Asian&W		
Officials/ Managers	1743 100.0%	1067 61%	960 55.1%	30 1.7%	45 2.6%	4 0.2%	4 0.2%	0 0.0%	0 0.0%	20 1.1%	0 0.0%	0 0.0%	4 0.2%	
Professionals	1585 100.0%	556 35%	475 30.0%	4 0.3%	50 3.2%	0 0.0%	4 0.3%	4 0.3%	0 0.0%	0 0.0%	0 0.0%	15 0.9%	4 0.3%	
Technicians	314 100.0%	84 27%	80 25.5%	4 1.3%	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	40 100.0%	40 100%	40 100.0%	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%	
Non-Sworn	4113 100.0%	1107 27%	945 23.0%	34 0.8%	80 1.9%	30 0.7%	0 0.0%	4 0.1%	0 0.0%	10 0.2%	0 0.0%	0 0.0%	4 0.1%	
Administrative Support	2201 100.0%	2063 94%	1855 84.3%	45 2.0%	125 5.7%	4 0.2%	4 0.2%	0 0.0%	15 0.7%	15 0.7%	0 0.0%	0 0.0%	0 0.0%	
Skilled Craft	5217 100.0%	3063 59%	2345 44.9%	235 4.5%	435 8.3%	4 0.1%	20 0.4%	0 0.0%	0 0.0%	20 0.4%	0 0.0%	4 0.1%	0 0.0%	
Service Maintenance														

**KEY**

- B= Black non-hispanic
- W= White non-hispanic
- H= Hispanic
- AIAN= American Indian/Alaskan Native non-hispanic
- Asian= Asian non hispanic
- NHOPI= Non-hispanic, other
- B&W= Black and White non-hispanic
- AIAN & W= American Indian and White non-hispanic
- AIAN & B= American Indian and Black non-hispanic
- Asian & W= Asian and White non-hispanic
- Balance= 2+ races non-hispanic

# Community Compilation WORKFORCE ANALYSIS

2011

Job Category	Female												
	Total Female	W	H	B	AIAN	Asian	NHOPI	B&W	AIAN&W	AIAN&B	Asian&W	Balance	
Officials/ Managers	676 38.8%	555 31.8%	24 1.4%	70 4.0%	15 0.9%	4 0.2%	0 0.0%	0 0.0%	4 0.2%	0 0.0%	0 0.0%	4 0.2%	
Professionals	1029 64.9%	860 54.3%	10 0.6%	140 8.8%	15 0.9%	4 0.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	
Technicians	230 73.2%	210 66.9%	0 0.0%	20 6.4%	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	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%	0 0.0%	
Non-Sworn	3006 73.1%	2600 63.2%	105 2.6%	220 5.3%	4 0.1%	4 0.1%	4 0.1%	0 0.0%	55 1.3%	0 0.0%	10 0.2%	4 0.1%	
Skilled Craft	138 6.3%	115 5.2%	4 0.2%	15 0.7%	0 0.0%	4 0.2%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	
Service Maintenance	2154 41.3%	1575 30.2%	90 1.7%	440 8.4%	20 0.4%	10 0.2%	4 0.1%	0 0.0%	15 0.3%	0 0.0%	0 0.0%	0 0.0%	

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