

EEOP

Equal Employment Opportunity Plan
April 1, 2023 – March 31, 2025

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 federal, state, and other applicable laws governing equal opportunity. The BOCC is committed to harnessing its diverse workforce talents and continuing its recruitment efforts to enhance workforce diversity.

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

The BOCC will prepare, establish, and disseminate its Equal Employment Opportunity Plan (EEO) on a two-year cycle. This plan includes goals and strategies for April 1, 2023, to March 31, 2025. 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 based on merit, qualifications, and competence without regard to an individual's sex, race, color, religion, national origin, age, marital status, veteran status, genetic information, pregnancy, or disability. Employment decisions are consistent with the principles of Equal Employment Opportunity. Departments of the BOCC comply with all federal, state, and other applicable laws prohibiting illegal discrimination.

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 BOCC is an equal employment opportunity employer. The BOCC employs, retains, promotes, terminates, and otherwise treats all employees and job applicants based on 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, genetic information, pregnancy, or disability.

It is the policy of the BOCC to afford equal opportunity to all employees, regardless of any physical or mental disability. All employees with such disabilities are expected to perform the essential functions of their positions as defined in their respective job descriptions or as performed regularly as part of their typical responsibilities.

All employees with covered disabilities are eligible for accommodations per the Americans with Disabilities Act and the Pregnancy Discrimination Act. Such requests must be made to Employee Services. The employer will communicate with the employee to determine reasonable accommodations, if applicable. The BOCC may not be able to grant all requests but will work with the employee to define reasonable terms and supply such terms to the employee.

If the employee cannot perform the job's essential functions with or without reasonable accommodations, the employee may be terminated.

Employees with life-threatening illnesses, including but not limited to cancer, heart disease, AIDS/HIV conditions, or infectious diseases such as tuberculosis or influenza, are treated the same as all other employees. They are permitted to continue working as long as they can 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 co-workers. The BOCC will preserve the safety of its employees and reserves the right to reassign employees or take other actions when a health or safety risk to fellow 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 personnel administration areas, including applications, recruitment, hiring, discharge, advancement, job assignments, job training, compensation and benefits, and other terms and conditions of employment. Also, every effort has been made to accommodate employees and the public by installing elevators, ramps, and automatic doors to make county buildings accessible.

Supervisors are expected to abide by the Employee Manual and various 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 illegal discrimination.

The County Administrator is designated to oversee civil rights compliance.

Craig A. Estep, Chairman (Date)
Sumter Board of County Commissioners

PERSONNEL MANAGEMENT AND OVERVIEW

The Classification and Compensation Schedule of the BOCC groups positions having similar duties and responsibilities, knowledge, skills, abilities, training, and education, into grades with ranges of pay. The Classification and Compensation Schedule is updated and adopted annually to keep current with changes in job positions, job functions, and market conditions. The Classification and Compensation Schedule is also updated to reflect changes in the community's job market to ensure fair and equal compensation opportunities for equal contributions to the efficient and effective operations of the BOCC. The Classification and Compensation Schedule establishes and maintains standard lines of promotion to and from various positions in the personnel system.

Job openings are posted on:

- ✚ BOCC website
- ✚ BOCC job bulletin board
- ✚ Internet job sites
- ✚ Professional occupation websites (as warranted)

Job openings posted through the following means historically have proven ineffective:

- ✚ Newspapers
- ✚ Employment agencies

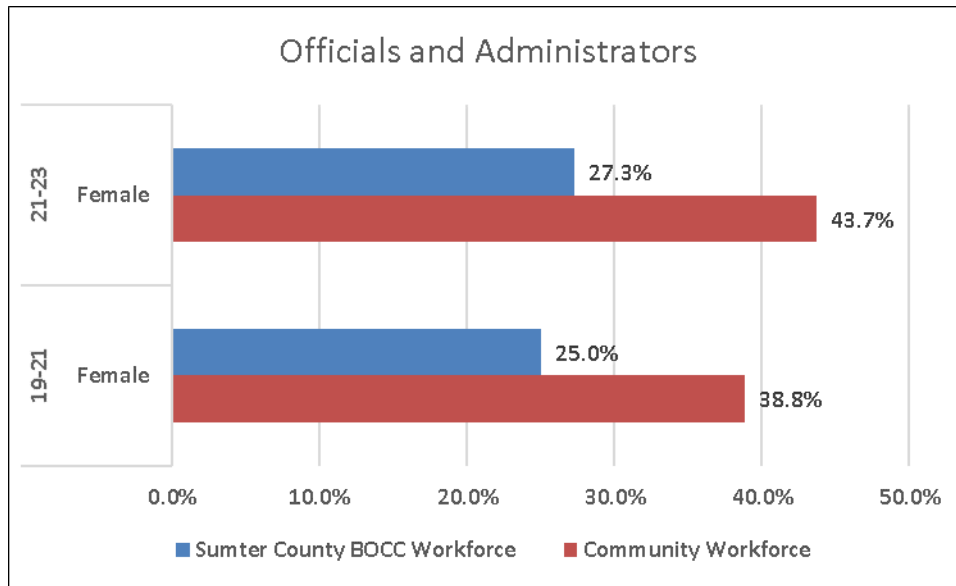
The BOCC strives to attract the best-qualified employees.

The BOCC accepts applications when vacant positions are posted. Applications are accepted via the BOCC website and in the Employee Services Division at 7375 Powell Road, Wildwood, FL, 34785. A review committee reviews applications, interviews applicants, and recommends employment to the County Administrator. The review committee is defined in the Employee Manual. Generally, it is comprised of the Division Manager, or Department Head (or their designee), and a representative of the Employee Services Division. The composition of the review committee changes to give diverse input into the Employment Recommendation process.

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

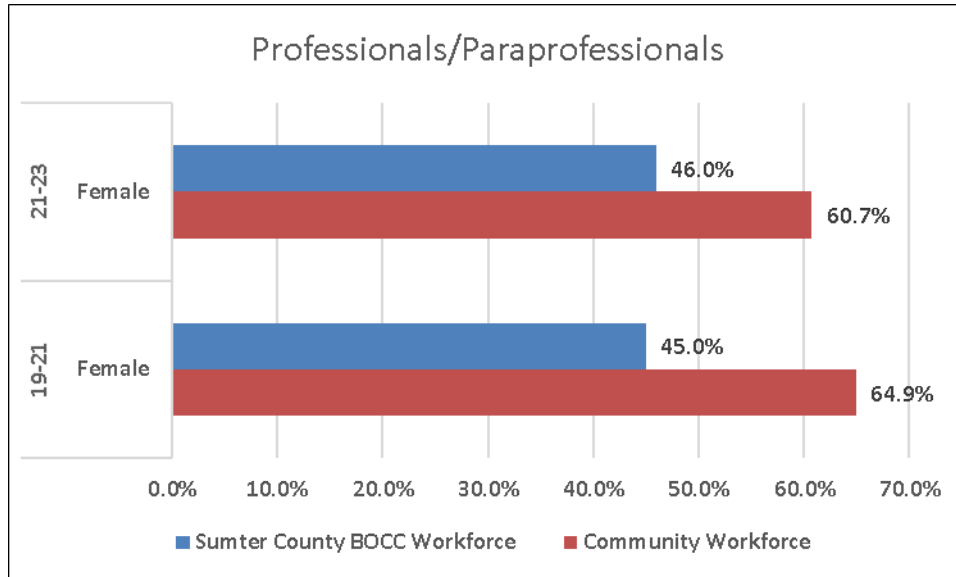
UTILIZATION ANALYSIS

Officials & Administrators – The community workforce for female officials and managers is 43.7%, as reported by the U.S. Census Bureau¹. Sumter County’s workforce for female officials and administrators is 27.3%. While female utilization in this category remains below the community workforce percentage, the Board of Sumter County Commissioners (BOCC) demonstrates 2.3% improvement in the category over the 2019-21 figure of 25%. This improvement results from the addition of qualified female candidates into the positions of Library and Centralized Administration Manager, and election of female County Commissioners during the 2021 Sumter County election cycle.



¹ 2014-18 Sumter County State/Local Government Community Workforce Survey Results published by the U.S. Census Bureau on 11/21/2022

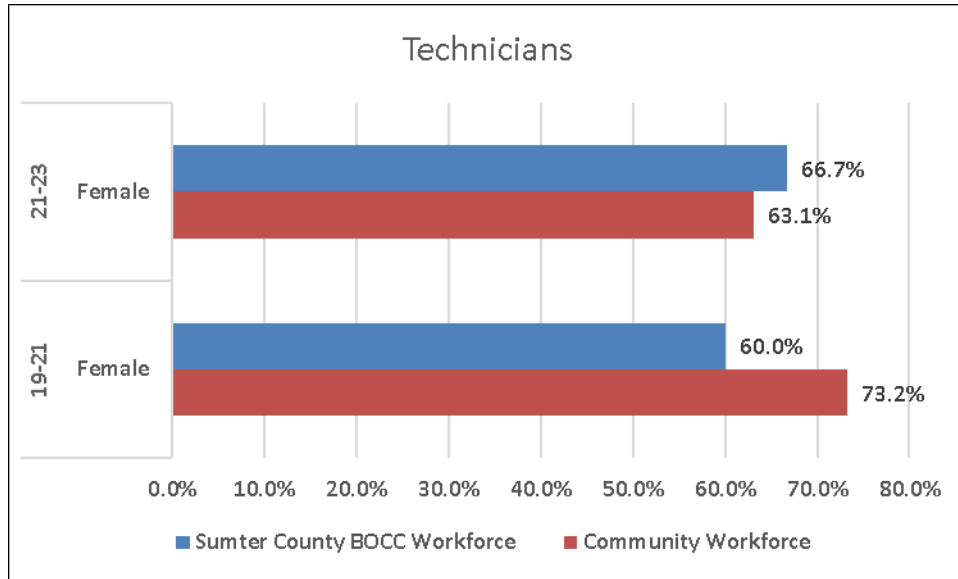
Professionals/Paraprofessionals – The community workforce for female professionals is 60.7%, as reported by the U.S. Census Bureau. There is no U.S. Census Bureau community workforce data provided for paraprofessional positions. Sumter County’s workforce for female professional and paraprofessional workers is averaged at 46%. This rate is consistent with a one percent (1%) increase over our last reported combined utilization of 45%.



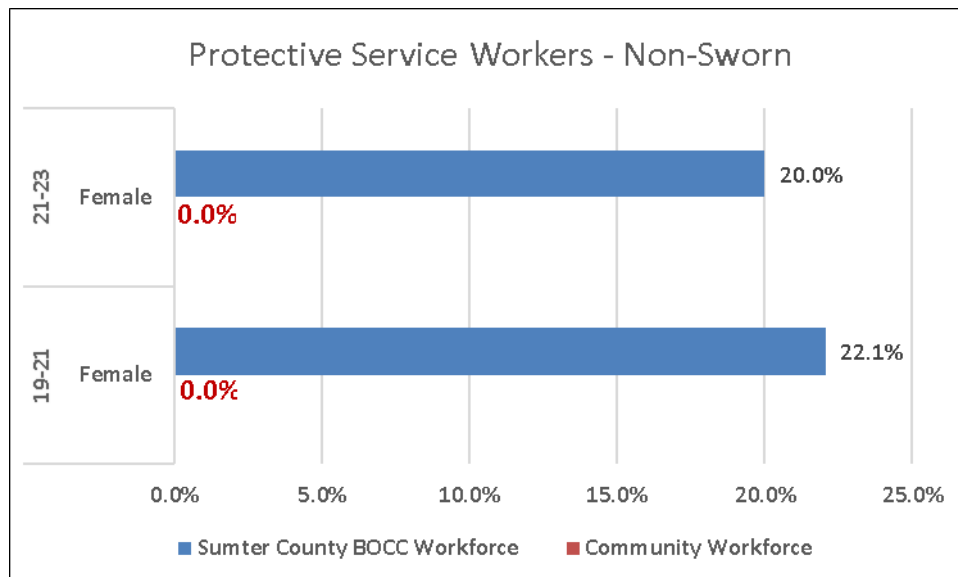
Paraprofessional positions have been historically included in this category even when no community workforce value was available. The individual utilization rates for Professionals and Paraprofessionals are as follows:

Professionals – Male – 66.7; Female – 33.3
 Paraprofessionals – Male – 35.7; Female – 64.3%

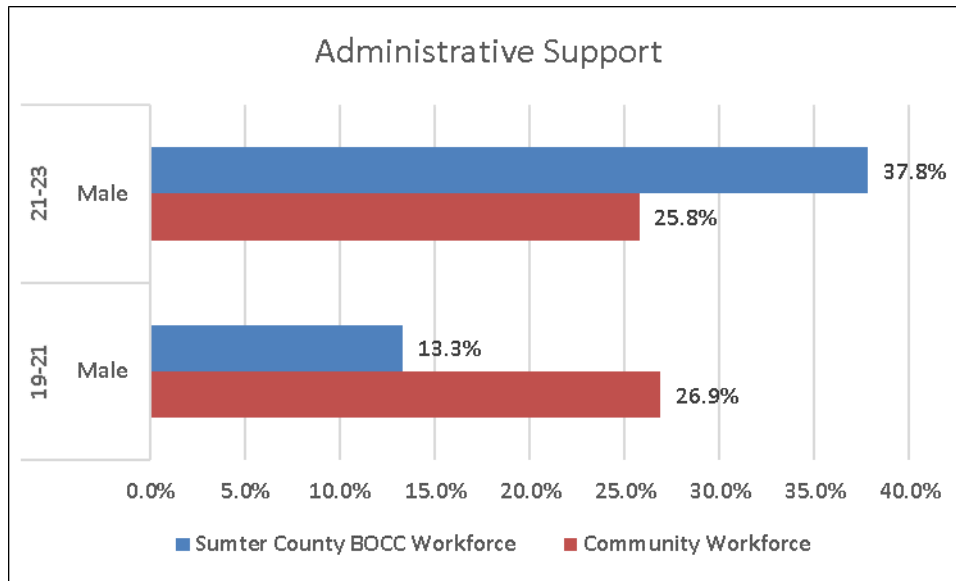
Technicians – The community workforce for female technicians is 63.1%, as reported by the U.S. Census Bureau. Sumter County’s workforce for female technicians is 66.7%. The increase of females in this classification occurred due to the reclassification of administrative staff into the technician classification based on additional technical skill-specific services added to their job duties. Qualified female applicants hired into the Data Analytics Department and Emergency Management Departments further supported the increase..



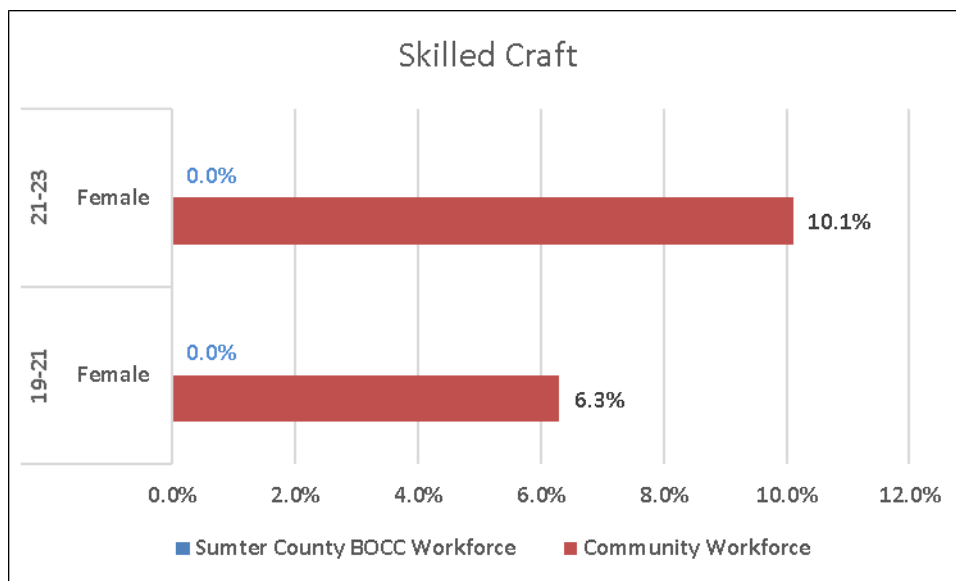
Protective Services (Non-Sworn) – The community workforce for female protective services (non-sworn) is 0.0%, as reported by the U.S. Census Bureau. The BOCC has no areas of concern in this category. Utilization of females in this classification has decreased by 2.1% due to attrition; however, additional Fire and Animal Control were approved and the number of qualified female applicant numbers are increasing. The BOCC continues to demonstrate a strong representation in the category of female protective services (non-sworn). It is concluded that the impact of the growth of several public safety divisions has affected this category.



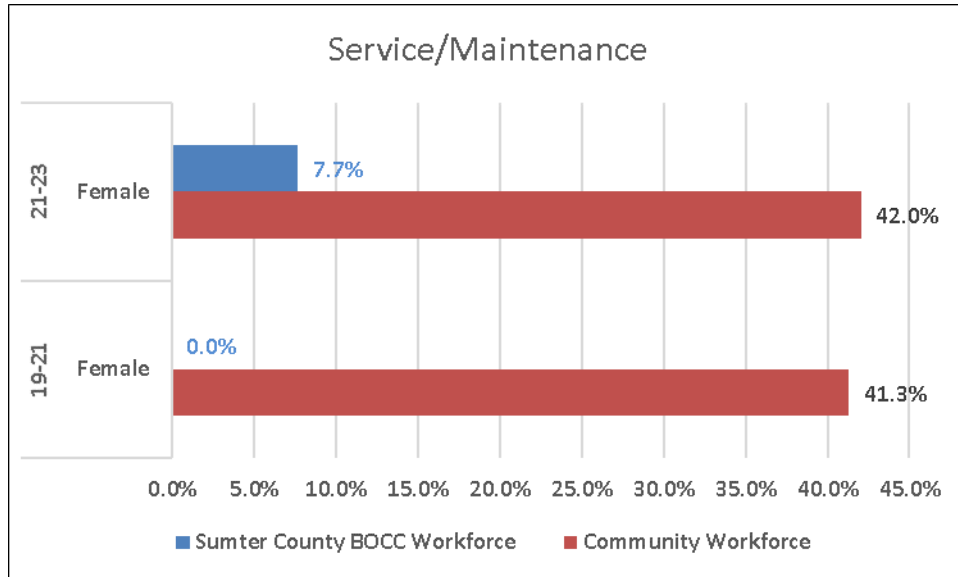
Administrative Support –The BOCC has increased the utilization of males in the Administrative Support category with 37.8%. This represents an increase of 24.5% over our last report. This increase is due to staffing of the Emergency Communications Center and a rise in qualified male applicants for Administrative support positions.



Skilled Craft – The female skilled craft's community workforce is 10.1%, as reported by the U.S. Census Bureau. The BOCC demonstrates an underutilization of females in this category, as their representation at our agency is 0%. Vacancies in this classification, when they occur are actively posted and recruited for all qualified candidates.

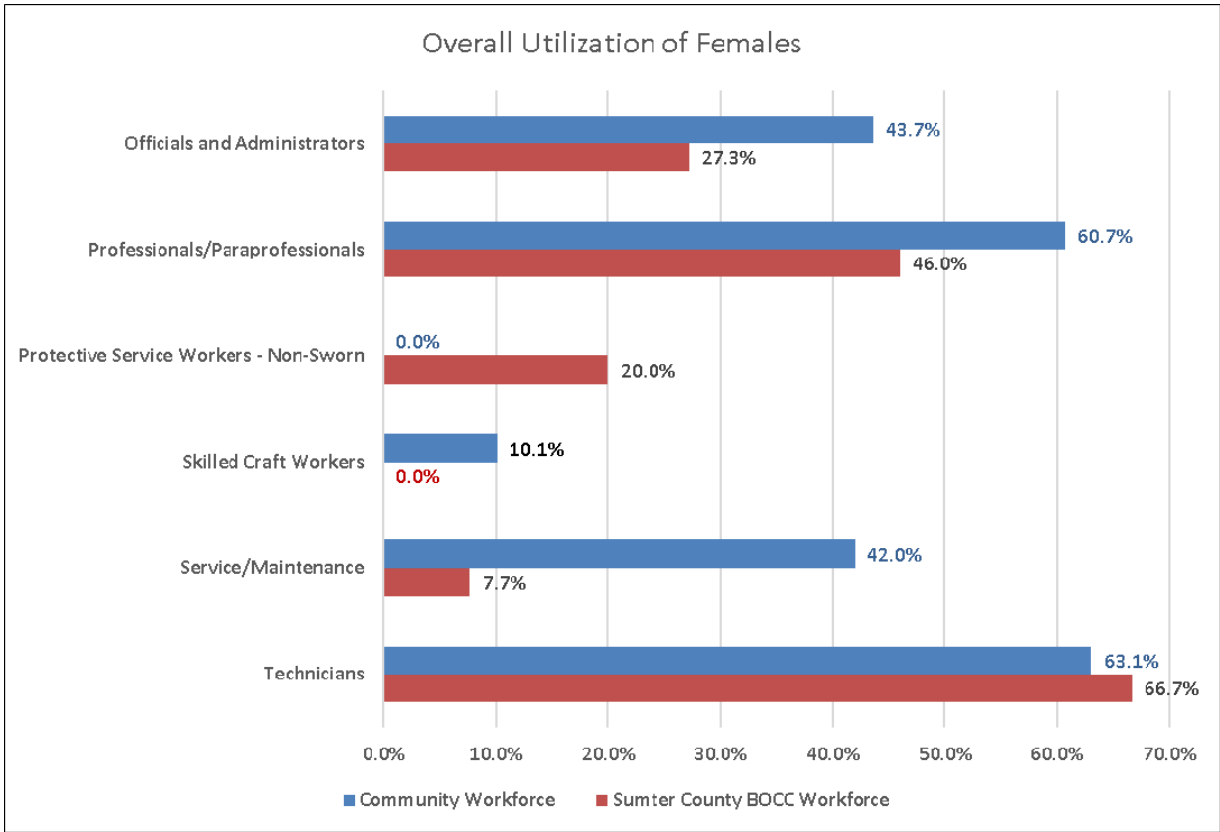


Service Maintenance – The community workforce for female service maintenance is 42%, as reported by the U.S. Census Bureau. Sumter County’s female workforce in the service maintenance classification is 7.7%. It is concluded that this is due to the reclassification of certain positions into different EEOC categories, consolidation of services, and streamlining of personnel.



Overall

Upon review of the utilization documentation, the BOCC has an underutilization of female workers in five areas as noted in the following chart.



GOALS AND STRATEGIES

The BOCC is committed to remaining in compliance with the EEOC. After careful investigation, utilization rates were significantly impacted by the reclassification of certain positions into different EEOC categories, consolidation of services, and streamlining of personnel. The effect of the various changes over the last evaluation period, combined with a comparison to 2010 U.S. Census information, leads our organization to believe that future studies with current Census information will display a more accurate picture of our utilization of the workforce.

Goals:

- To have a qualified BOCC workforce that reflects the available community workforce as closely as possible.
- To address areas of underutilization by continually evaluating the County's 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, the Employee Services Division will:

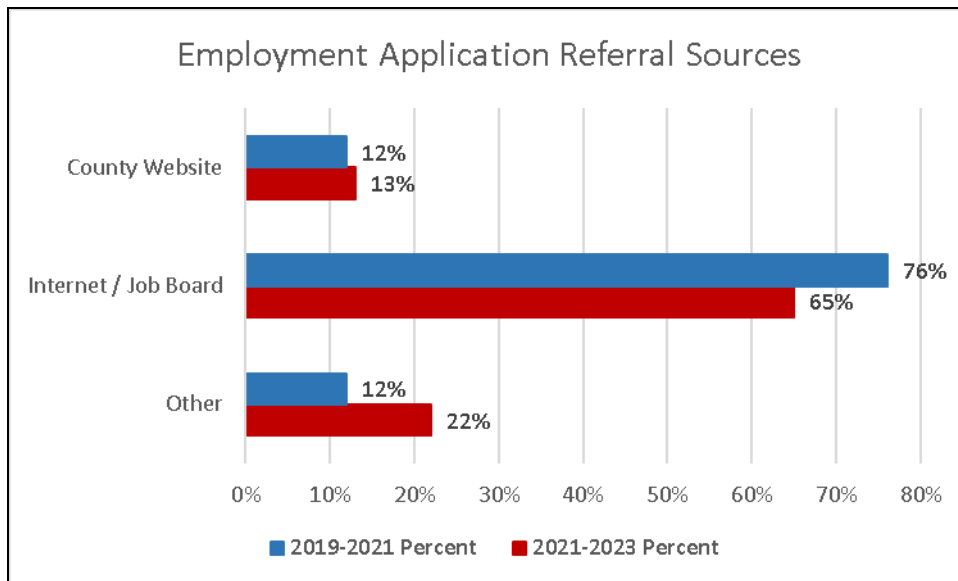
- Regularly review recruitment policies to ensure that all qualified candidates have an equal opportunity to compete for open positions.
- Post and advertise job openings on the BOCC website and Professional Occupational websites as applicable.
- Plan for, and encourage professional growth and development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

PROGRESS SUMMARY

Open positions are regularly posted on the Sumter County BOCC website, various internet/job boards, in the lobby of the Sumter County Service Center, and position-specific job boards as needed. The applicant can submit a completed application for any available positions via the website. A review of the effectiveness of this resource is performed by gathering information taken from employment applications.

During the 2019-2021 period, 1843 applications were submitted by a total of 1315 unique applicants. Twelve percent (12%) were sourced via the Company Website, 76% through Internet/Job Boards, and 12 % through other methods (including employee referrals, word of mouth, and agency).

During the 2021-2023 period, 1845 applications were submitted by a total of 1304 unique applicants.: Thirteen percent (13%) were received via the County's website, 65% through internet/Job Boards and 22% through other (including employee referrals, word of mouth, and agency).



The Employee Services Division provides mandatory annual supervisory training programs, covering such topics as Documentation, Interviewing Skills, Diversity, Discrimination and Retaliation, Harassment Avoidance, Workplace Violence, Excelling as a Manager or Supervisor, National Incident Management, and Performance Evaluation to all managers, supervisors, and other employees seeking to improve their managerial and leadership skills.

Employee Services offers classes on harassment avoidance, workplace violence, customer service, ethics, and diversity to all employees. In addition to these classes, Health Insurance Portability and Accountability Act (HIPAA) classes, time management, effective communications skills, handling conflict, nutrition, and other work/life balance topics are offered.

The BOCC continues to offer our Educational Assistance Reimbursement Program (EARP), to encourage the professional growth and development of all employees. Twenty-five employees utilized the EARP program from 2021 to 2023.

DISSEMINATION

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