

**City of Jacksonville  
Workforce Utilization Report  
Fiscal Year 2019 - 2020**



**Prepared by the  
Office of Equal Opportunity/Equal Access**

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March 2021

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# FY 2019-2020 WORKFORCE UTILIZATION REPORT

## Overview

The following is a statistical analysis of the progress of the City of Jacksonville ("City") in employing minorities and females in proportion to their availability in the labor market for FY 2019-2020. This Workforce Utilization Report has been prepared by the Equal Opportunity/Equal Access Office (EO/EA) in accordance with Title XI, Chapter 400 of the Jacksonville Municipal Code.

The workforce for the following City agencies and departments are included in this report<sup>1</sup>:

City Council (CC)	Mayor's Office (MA)
Civil Service/Construction Trade (MB)	Medical Examiner's Office (ME)
Clerk of Courts (CL)	Military Affairs & Veterans (MV)
Court Operations (CO)	Neighborhoods (ER)
Downtown Investment Authority (DI)	Property Appraiser (PA)
Economic Development (JE)	Planning & Development (PD)
Employee Services (ES)	Police & Fire Pension Fund (PF)
Ethics Office (OE)	Public Library (PL)
Finance & Administration (AF)	Public Works (PW)
Fire & Rescue (FR)	Parks, Recreation & Community Svcs (RP)
General Counsel (GC)	Supervisor of Elections (SE)
Inspector General (IG)	Sheriff's Office (SH)
Jacksonville Human Rights Commission (JH)	Sports & Entertainment (SP)
Kids Hope Alliance (KH)	Tax Collector (TC)

## Methodology

The civilian labor market information (16 years of age and older) from the Census Bureau's EEO Tabulation 2006-2010 File<sup>2</sup> for the Jacksonville Metropolitan Suburban Area ("MSA") is used to compare workforce availability and identify underutilization.<sup>3</sup> This determination is made by comparing the City's employment rates in each occupational/job category with the market availability for each group. The Jacksonville MSA is comprised of Clay, Duval, Nassau, and St. Johns Counties.

## Disclosure

This information is public record and may be shared with interested citizens, community-based organizations, the U.S. Equal Employment Opportunity Commission (EEOC), the U.S. Department of Justice (DOJ), City departments, agencies and authorities, and the media.

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<sup>1</sup>Elected officials are not included.

<sup>2</sup> As of March 31, 2020, the 2020 Census results were not available.

<sup>3</sup>Underutilization is the term used when the level of utilization within a particular occupational/job category, job group or job class is less than the percentage of such persons in the pool of available candidates within the civilian labor market.

# Definitions

## Race and Ethnicity Categories

The City of Jacksonville uses the definitions provided by the EEOC and DOJ for race/ethnic identification. The concept of race as used by EEOC does not denote clear-cut scientific definitions of anthropological origins. The classification "Hispanic/Latino," while not a race identification, is included as a separate race/ethnic category.

### American Indian/Alaskan Native (AI/AN)

All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

### Asian

All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

### Black/African American (Not of Hispanic Origin)

All persons having origins in any of the Black racial groups of Africa.

### Hispanic/Latino

All persons of Cuban, Puerto Rican, Mexican, Central or South American, or other Spanish culture or origin, regardless of race.

### Native Hawaiian/Pacific Islander (NH/PI)

All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

### White (Not of Hispanic Origin)

All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### Persons of Two or More Races

All persons who identify with two or more of the race categories: American Indian or Alaskan Native; Asian; Native Hawaiian or Pacific Islander; Black/African American; White; or some other race.

# Occupational/Job Categories<sup>4</sup>

## Officials/Administrators:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis.

## Professionals:

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

## Technicians:

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

## Protective Services Sworn:

Occupations in which workers are entrusted with public safety, security, and protection from destructive forces, including all sworn law enforcement officers.

## Paraprofessionals:

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status.

## Administrative Support:

Occupations in which workers are responsible for internal and external communication, recording, and retrieval of data and/or information and other paperwork required in an office.

## Skilled Craft Workers:

Occupations in which workers perform jobs which require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

## Service/Maintenance:

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

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<sup>4</sup> The City of Jacksonville uses the definitions provided by EEOC when defining job categories.

# Statistical Analysis

## Utilization:

The level at which an employer is currently employing classes or groups of employees, such as women and minorities, within each occupational/job category.

## Underutilization:

Term used when the level of employment within a particular occupational/job category (analyzed by gender and race/ethnicity for each reporting entity), job group or job class is less than the percentage for that protected group available within the civilian labor market.

A declaration of underutilization does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of lack of good faith efforts. Underutilization is a technical term used by planners who seek to apply good faith efforts to increase the employment percentages of women and minorities within the workforce.

The three measurement rules used are:

- Any Difference Rule: When the percentage of employees within an occupational/job category is not equal to the percentage of available workforce within the same occupational/job category.
- 80% Rule: When the percentage of employees within an occupational/job category is less than 80% of the available workforce within the same occupational/job category.
- 2-Standard Deviation Rule: A statistical analysis of employees within an occupational/job category compared to the available workforce within the same occupational/job category. The calculation of a 2-standard deviation is an indication that it is questionable that the underutilization is based upon chance.

## FY 2019-2020 Employment Highlights<sup>5</sup>

The number of full-time City employees totaled 7,701 on June 30, 2020, an increase of 144 employees from FY19. Minorities comprised 38% of the workforce and females comprised 34% of the workforce (a total increase of .4% females from FY19). Full-time employment of Hispanic employees increased by .1% and employees of two or more races increased by .2% from FY19.

The data reflects that as of June 30, 2020 there were 706 new employees<sup>6</sup>: 286 (40.5%) females and 420 (59.5%) males. There were 273 (38.7%) minorities and 433 (61.3%) non-minorities among these new employees.

### Overall Full-Time Employment

<b>Fiscal Year</b>	<b># of Males</b>	<b># of Females</b>	<b># of Non-Minorities</b>	<b># of Minorities</b>	<b>Total</b>
2019-2020	5,102	2,599	4,770	2,931	7,701
2018-2019	5,021	2,536	4,671	2,886	7,557

  

<b>Fiscal Year</b>	<b>% of Males</b>	<b>% of Females</b>	<b>% of Non-Minorities</b>	<b>% of Minorities</b>
2019-2020	66.0%	34.0%	62.0%	38.0%
2018-2019	66.4%	33.6%	61.8%	38.2%

### Full-Time Employment & Census Data

	<b>White</b>	<b>Black</b>	<b>AI/AN</b>	<b>Asian</b>	<b>Hispanic</b>	<b>NH/PI</b>	<b>2+/Other</b>
<b>City of Jacksonville</b>	61.9%	28.9%	0.3%	2.3%	5.1%	0.2%	1.3%
<b>Jacksonville, FL (MSA)</b>	68.8%	19.8%	0.3%	3.5%	6.3%	0.1%	1.4%

### Overall Part-Time Employment

The overall number of part-time employees totaled 1,661 on June 30, 2020. Minorities comprised 56% of the workforce and females comprised 56% of the workforce.

<b>Fiscal Year</b>	<b># of Males</b>	<b># of Females</b>	<b># of Non-Minorities</b>	<b># of Minorities</b>	<b>Total</b>
2019-2020	727	934	729	932	1,661
2018-2019	976	1,275	813	1,438	2,251

  

<b>Fiscal Year</b>	<b>% of Males</b>	<b>% of Females</b>	<b>% of Non-Minorities</b>	<b>% of Minorities</b>
2019-2020	44.0%	56.0%	44.0%	56.0%
2018-2019	43.4%	56.6%	36.1%	63.9%

<sup>5</sup> Workforce data obtained from ITD's Quarterly Oracle EEO Data Report, end date of June 30, 2020.

<sup>6</sup> Employees with less than one (1) year employment hired between July 1, 2019 and June 30, 2020.

# FY 2019-2020 Goals – Steps - Accomplishments

**Goal A: To discover and eliminate those areas of City employment where under representation exists.**

**Step 1:** Annually review and analyze the applicable workforce data.

**Accomplishments:**

- (a) Conducted an analysis of COJ's total workforce (full and part-time) and identified positions where under-representation exists.
- (b) Disseminated the data to Employee Services (ES) and the Jacksonville Sheriff's Office (JSO) to assist the agency with implementing strategic recruiting efforts to positively impact underutilization.
- (c) Conducted quarterly workforce utilization reviews for JEA and the Jacksonville Port Authority (JAXPORT) for Q1, Q2, Q3 and Q4.<sup>7</sup>
- (d) Employee Services continued to educate department hiring managers on underutilization in their respective departments and provided recommendations to address the problem.

**Step 2:** Prepare and submit mandated federal reports.

**Accomplishments:**

- (a) Prepared and submitted JSO's EEO report on July 9, 2020.

**Goal B: To secure diversity representative of the community in all areas of City employment.**

**Step 1:** Human resources entities to identify community-based organizations serving those work groups identified as underutilized.

**Accomplishments:**

- (a) Employee Services continued to partner with *Better Together* (an organization that helps struggling parents reunite with their children) to recruit under-employed persons and return them back to work.
- (b) Employee Services continued to partner with Catholic Charities in their Workforce Development program.
- (c) Employee Services partnered with the Onward to Opportunity program, which assists military members and their spouses to successfully transition from military service.

**Step 2:** Continue expanded recruitment activities. (Due to COVID-19, the City limited hiring for seven months.)

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<sup>7</sup>The fiscal year can be divided into four quarters, often abbreviated as: Q1: 1 October-31 December; Q2: 1 January-31 March; Q3: 1 April-30 June; and Q4: 1 July-30 September.



**Accomplishments:**

- (a) Employee Services participated in 35 career fairs with organizations such as Edward Waters College, Homeless Veterans Stand Down, Career Source NE FL, and Women Veteran's Empowerment Summit.
- (b) JFRD increased the percentage of African American employees from 20% to 25%.
- (c) JFRD added a female, the Talent Management Division Chief in the City's Employee Services Department, to their interview committee.
- (d) JFRD has secured over half of the funding needed to start recruiting this spring/summer for their Scholarship program.
- (e) Military Affairs and Veterans participated in 10 job fairs.
- (f) JSO continued to participate in career fairs that targeted females and minorities, i.e., Junior Achievement of North Florida at Pace Center for Girls, Florida A&M University, and Edward Waters College.
- (g) JSO participated in military career fairs that targeted retired military personnel and departing military personnel.
- (h) JSO participated in career fairs at local high schools, i.e., Ed White, Sandalwood, Lee, Ribault, and Nease for JROTC.
- (i) JSO expanded their partnership with Edward Water College's Criminal Justice Department 3+1 Program. This program allows seniors to finish their degree and accelerate the timeline to serve their community.
- (j) JSO advertised its recruiting office in a Black History Special Edition of USA Today.
- (k) Employee Services worked closely with the City's Public Information Office to highlight hard to fill City positions and jobs, such as Labor Relations Officer I, Assessment Specialist, and City Comptroller, on social media sites (e.g., LinkedIn and Facebook).
- (l) Employee Services continued to participate in a three-day construction career day for high school students in Duval County and surrounding counties.
- (m) Employee Services participated in career days with local high schools, such as Raines, Mandarin, and Ribault.

**Step 3:** Review recruitment policies, practices, and procedures.

**Accomplishments:**

- (a) Employee Services continued to implement trainee/entry level positions to help individuals obtain on-the-job experiences.
- (b) Employee Services continued to diversify interview panels, as applicable.
- (c) Employee Services continued to diversify subject matter experts for exam development.
- (d) Employee Services continued to provide online, structured interview training for hiring managers to reduce rater bias in the interview process.
- (e) Because inequities were discovered, Employee Services increased salaries to remove barriers in filling positions.
- (f) Employee Services hired or promoted 51.91% minorities and 46.50% non-minorities. The remaining 1.59% did not disclose their race/ethnicity.
- (g) Employee Services hired or promoted 48.73% women and 50.80% men. The remaining .47% did not disclose their gender.

**Step 4:** Review, revise and publish job specifications.

**Accomplishments:**

- (a) Employee Services reviewed, revised, and approved 248 job specifications to ensure no barriers existed.
- (b) Employee Services started work on a job specification revision project to specifically look at the open requirements for positions and reduce the education and/or experience requirements where appropriate.

**Goal C: To indoctrinate the Equal Opportunity/Equal Access policy of the City in the administrative and supervisory personnel having the authority to make it effective.**

**Step 1:** Conduct on-going EEO training sessions and workshops.

**Accomplishments:**

- (a) EO/EA conducted 28 EEO/Diversity training classes, reaching 748 employees, supervisors, and managers. EO/EA completed 17 of those classes virtually via Zoom.

**Step 2:** Provide on-site and special departmental training upon request.

**Accomplishments:**

- (a) EO/EA conducted two (2) on-site "Harassment & Discrimination" training classes for Risk Management.
- (b) EO/EA conducted specialized "Harassment & Discrimination" training for Disabled Services.

**Goal D: To establish and maintain an effective and positive Equal Opportunity/Equal Access image and posture.**

**Step 1:** Continue local civic and community information-sharing activities.

**Accomplishments:**

- (a) EO/EA met with HR Business Partners to discuss strategies to increase the recruitment and hiring of underutilized groups.
- (b) EO/EA organized a *Virtual Lunch & Learn* for City and private local employers and HR professionals titled "*First Amendment: Freedom of Speech and Anti-Discrimination.*"
- (c) EO/EA conducted two on-site reviews to ensure that the EO/EA policy was posted at City facilities.

**Goal E: To establish and maintain a productive Equal Opportunity/Equal Access plan that results in ongoing positive, measurable changes throughout the City.**

**Accomplishments:**

- (a) Full-time employment of females increased by .4% and Asian females increased by .1%.
- (b) Full-time employment of Hispanic employees increased by .1% and employees of two or more races increased by .2%.

**Goal F: To minimize individual complaints of discrimination in City employment and to respond efficiently and impartially to those complaints that are made.**

**Step 1:** Provide professional and confidential EO/EA services to job applicants, employees, and management.

**Accomplishments:**

- (a) EO/EA worked with Employee Services to clarify the language regarding the timeline to report discrimination/harassment in the Anti-Harassment and Discrimination Policy (ES Directive 0528).
- (b) EO/EA received 47 complaints and requests for consultations from employees and management, of which 45 were investigated and closed during FY20.

# Recommendations

1. Employee Services and all agency Human Resources entities (including designated Recruitment teams) will annually review the applicant pool data in NEOGOV<sup>8</sup> to determine if there is any increase in under-represented groups.
2. Employee Services will continue to implement recruiting strategies targeted at under-represented positions.
3. Employee Services will review and analyze workforce data to identify job specifications where EEO codes have been incorrectly assigned to ensure proper reporting.
4. EO/EA recommends that Employee Services place ads and post jobs in sources that target minority groups and promote diversity, i.e., Association of Latino Professionals for America website or wehirewomen.com (shrm.org).
5. EO/EA recommends that Employee Services continue to post “hard to fill” positions on targeted fee-based professional organization’s websites.
6. EO/EA recommends that Employee Services post positions in publications that target underutilized racial/ethnic groups, i.e., “HOLA News.”
7. EO/EA recommends that Employee Services continue to link its job openings to the Jacksonville Military Veterans’ Coalition website.
8. Employee Services will continue to expand its use of social media, i.e., Facebook and Twitter, to provide information related to the recruiting and application processes.
9. All departments and agencies should continue to maximize utilization of NEOGOV for posting job vacancies and applicant tracking. JSO will increase its use of ICIMS<sup>9</sup> for applicant tracking.
10. EO/EA recommends that Employee Services implement programs to develop the City’s current talent pool, i.e., New Manager Orientation.
11. EO/EA recommends that Employee Services conduct exit interviews to gather information that may determine underlying causes affecting full-time female employment levels.
12. EO/EA recommends that Employee Services establish internal controls that ensure minorities and women are included in the decision-making selection process.
13. EO/EA, Employee Services, and the Office of General Counsel will continue to review and update the City’s Anti-Harassment & Discrimination policy, as needed.
14. EO/EA and Employee Services will continue to meet periodically to discuss strategies to increase the recruitment and hiring of underutilized groups.

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<sup>8</sup> NEOGOV is automated Applicant Tracking System software utilized by Employee Services.

<sup>9</sup> ICIMS is recruiting software designed for law enforcement agencies.

# FY 2019-2020 Full-Time Workforce Comparison (Job Category)

Officials/Administrators Job Code 01	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
			5	1	22	29		1	115	72	2	5		1	144	109	253
Professionals Job Code 02	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
	1	1	21	19	67	156	1	1	396	333	24	22	5	12	515	544	1059
Technicians Job Code 03	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
	5		14	6	76	107			373	150	20	15	2	5	490	283	773
Protective Services Sworn Job Code 04	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
	5	4	59	9	585	236	6	2	2,244	297	213	35	37	10	3,149	593	3,742
Paraprofessionals Job Code 05	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
		2		7	19	74			35	108	2	6	1		57	197	254
Administrative Support Job Code 06	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
		1	6	16	77	441		1	106	323	12	25	5	12	206	819	1,025
Skilled Craft Job Code 07	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
	1		10		51				113	1	9		2		186	1	187
Service/Maintenance Job Code 08	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
	# of employees																
	2		2	1	247	40	1		92	12	5		6		355	53	408
<b>Workforce Totals</b>																	
	14	8	117	59	1,144	1,083	8	5	3,474	1,296	287	108	58	40	5,102	2,599	7,701

# FY 2019-2020 Full-Time Workforce Underutilization<sup>10</sup> (Job Category)

**Officials & Administrators:** *No underutilization was found.*

**Professionals:** *Underutilization of females was found.*

Departments identified include Fire and Rescue (Fire Protection Inspectors and Emergency Preparedness Planners); Military and Veteran's Affairs (Veteran's Officers); Planning & Development (Building Permit & License Inspector Seniors, Professional Engineers, and Construction Trades Inspector Senior); Public Works (Construction Project Managers and Superintendents); Sheriff's Office (Info Tech Analyst/Sheriffs and Police Lieutenants).

**Technicians:** *Underutilization of females was found.*

Departments identified include Finance & Administration (Shop Supervisors); Planning & Development (Building Plans Examiners, Construction Trades Inspectors, Engineering Technician Principals, Engineering Technician Seniors, and Project Inspectors); Public Works (Grounds Maintenance Project Supervisors, Project Inspector Landscape, and Project Inspectors); Sheriff's Office (Police Sergeants).

**Protective Services (Sworn):** *Underutilization of females was found.*

Departments identified include Fire & Rescue (Fire Captain Suppressions, Fire District Chief Suppressions, Fire Lieutenant Rescues, Firefighters and Firefighter Engineers); Sheriff's Office (Police Officers).

**Paraprofessionals:** *Census data not available for this job category.*

Positions within this category include Executive Council Assistants; Human Resources Specialists; Legal Assistants/Paralegals; Library Assistants; and Licensed Practical Nurses.

**Administrative Support:** *No underutilization was found.*

**Skilled Craft:** *Underutilization of females was found.*

Department: Public Works (all positions)

**Service/Maintenance:** *Underutilization of females was found.*

Departments identified include Downtown Investment Authority (Parking Enforcement Specialists); Public Works (Solid Waste Truck Drivers, Solid Waste Senior Truck Drivers Maintenance Workers, Maintenance Worker Crew Leaders and Maintenance Helpers)

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<sup>10</sup>Term used when the level of employment within a particular occupational/job category (analyzed by gender and race/ethnicity for each reporting entity), job group or job class is less than the percentage for that protected group available within the civilian labor market.

# FY 2019-2020 Full-Time Female Employment

The percentage of full-time female employees increased by .4%, but their overall employment level remained underutilized in most job categories.

However, the percentage of female employees within the *Protective Services, Skilled Craft, and Service/Maintenance* categories decreased. Full-time employment of females in all other occupational/job categories increased.

	<b>Fiscal Year 2019</b>	<b>Fiscal Year 2020</b>	<b>Percent Increase (Decrease)</b>	<b>Census 2006-2010 EEO Data</b>
Officials/Administrators	40.9%	43.0%	2.1%	42.9%
Professionals	50.1%	51.4%	1.3%	58.6%
Technicians	35.4%	36.6%	1.2%	54.7%
Protective Services (Sworn)	16.1%	15.8%	<b>(-0.3%)</b>	22.8%
Paraprofessionals	79.5%	77.6%	<b>(-1.9%)</b>	Not available
Administrative Support	79.4%	79.9%	0.5%	64.8%
Skilled Craft	1.6%	.5%	<b>(-1.1%)</b>	4.9%
Service/Maintenance	14.1%	13.0%	<b>(-1.1%)</b>	42.3%
<b>Total</b>	<b>33.6%</b>	<b>34.0%</b>	<b>.4%</b>	<b>45.9%</b>

## Female Employment Comparison

	<b>White</b>	<b>Black</b>	<b>AI/AN</b>	<b>Asian</b>	<b>Hispanic</b>	<b>NH/PI</b>	<b>2+/Other</b>
<b>City of Jacksonville</b>	16.8%	14.1%	0.1%	0.8%	1.4%	0.06%	0.5%
<b>Jacksonville, FL (MSA)</b>	30.2%	10.8%	0.1%	1.7%	2.7%	0.05%	0.4%

### FY 2019-2020 Full-Time Workforce Profiles (Gender)

Department	# Female	% Female	# Male	% Male	Total
ADVISORY BOARDS AND COMMISSIONS	4	80%	1	20%	5
CITY COUNCIL	52	63%	31	37%	83
CLERK OF THE COURTS	256	81%	62	19%	318
COURTS	12	80%	3	20%	15
DOWNTOWN INVESTMENT AUTHORITY	16	38%	26	62%	42
EMPLOYEE SERVICES	44	88%	6	12%	50
EXECUTIVE OFFICE OF THE MAYOR	19	70%	8	30%	27
FINANCE AND ADMINISTRATION	147	42%	200	58%	347
FIRE AND RESCUE	167	10%	1432	90%	1599
JACKSONVILLE HUMAN RIGHTS COMMISSION	7	88%	1	13%	8
KIDS HOPE ALLIANCE	39	83%	8	17%	47
MEDICAL EXAMINER	14	50%	14	50%	28
MILITARY AFFAIRS AND VETERANS	6	33%	12	67%	18
NEIGHBORHOODS	144	51%	138	49%	282
OFFICE OF ECONOMIC DEVELOPMENT	6	50%	6	50%	12
OFFICE OF ETHICS	1	100%	0	0%	1
OFFICE OF GENERAL COUNSEL	50	77%	15	23%	65
OFFICE OF THE INSPECTOR GENERAL	7	58%	5	42%	12
OFFICE OF THE SHERIFF	847	28%	2210	72%	3057
PARKS, RECREATION & COMM SVCS	172	48%	186	52%	358
PLANNING AND DEVELOPMENT	47	26%	133	74%	180
POLICE AND FIRE PENSION FUND	3	38%	5	63%	8
PROPERTY APPRAISER	54	52%	49	48%	103
PUBLIC LIBRARY	219	74%	75	26%	294
PUBLIC WORKS	59	12%	428	88%	487
SUPERVISOR OF ELECTIONS	19	63%	11	37%	30
TAX COLLECTOR	188	84%	37	16%	225
<b>Grand Total</b>	<b>2599</b>	<b>34%</b>	<b>5102</b>	<b>66%</b>	<b>7701</b>



## FY 2019-2020 Full-Time Minority Employment

The number of full-time minority employees increased by 45 to a total of 2,931 as of June 30, 2020. The percentage of Asians and Hispanics employed full time by the City continues to lag below the level of Asians and Hispanics in the civilian labor market, but the overall percentage of full-time minority employees exceeded the percentage of minorities in the civilian labor market.

	Fiscal Year 2019	Fiscal Year 2020	Percent Increase (Decrease)	Census 2006-2010 EEO Data
Officials/Administrators	26.4%	26.1%	(-0.3%)	20.8%
Professionals	32.2%	31.2%	(-1.0%)	26.1%
Technicians	33.2%	32.3%	(-0.9%)	32.1%
Protective Services (Sworn)	32.1%	32.1%	0.0%	32.4%
Paraprofessionals	45.0%	43.7%	(-1.3%)	Not available
Administrative Support	57.5%	58.1%	0.6%	31.3%
Skilled Craft	37.9%	39.0%	1.1%	25.2%
Service/Maintenance	72.1%	74.5%	2.4%	42.0%
<b>Total</b>	<b>38.2%</b>	<b>38.0%</b>	<b>(-.2%)</b>	<b>31.2%</b>

### Minority Workforce Comparison

	White	Black	AI/AN	Asian	Hispanic	NH/PI	2+/Other
<b>City of Jacksonville</b>	61.9%	28.9%	0.3%	2.3%	5.1%	0.2%	1.3%
<b>Jacksonville, FL (MSA)</b>	68.8%	19.8%	0.3%	3.5%	6.3%	0.1%	1.4%

### FY 2019-2020 Full-Time Workforce Profiles (Race/Ethnicity)

Department	# Minority	% Minority	# Non-Minority	% Non-Minority	Total
ADVISORY BOARDS AND COMMISSIONS	3	60%	2	40%	5
CITY COUNCIL	32	39%	51	61%	83
CLERK OF THE COURTS	177	56%	141	44%	318
COURTS	4	27%	11	73%	15
DOWNTOWN INVESTMENT AUTHORITY	22	52%	20	48%	42
EMPLOYEE SERVICES	23	46%	27	54%	50
EXECUTIVE OFFICE OF THE MAYOR	6	22%	21	78%	27
FINANCE AND ADMINISTRATION	166	48%	181	52%	347
FIRE AND RESCUE	430	27%	1169	73%	1599
JACKSONVILLE HUMAN RIGHTS COMMISSION	6	75%	2	25%	8
KIDS HOPE ALLIANCE	33	70%	14	30%	47
MEDICAL EXAMINER	8	29%	20	71%	28
MILITARY AFFAIRS AND VETERANS	12	67%	6	33%	18
NEIGHBORHOODS	104	37%	178	63%	282
OFFICE OF ECONOMIC DEVELOPMENT	1	8%	11	92%	12
OFFICE OF ETHICS	0	0%	1	100%	1
OFFICE OF GENERAL COUNSEL	9	14%	56	86%	65
OFFICE OF THE INSPECTOR GENERAL	5	42%	7	58%	12
OFFICE OF THE SHERIFF	1086	36%	1971	64%	3057
PARKS, RECREATION & COMM SVCS	233	65%	125	35%	358
PLANNING AND DEVELOPMENT	52	29%	128	71%	180
POLICE AND FIRE PENSION FUND	3	38%	5	63%	8
PROPERTY APPRAISER	28	27%	75	73%	103
PUBLIC LIBRARY	101	34%	193	66%	294
PUBLIC WORKS	262	54%	225	46%	487
SUPERVISOR OF ELECTIONS	11	37%	19	63%	30
TAX COLLECTOR	114	51%	111	49%	225
<b>Grand Total</b>	<b>2931</b>	<b>38%</b>	<b>4770</b>	<b>62%</b>	<b>7701</b>

# FY 2019-2020 Part-Time Workforce Comparison (Job Category)

Officials/Administrators Job Code 01	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total	
	# of employees																	
																0	0	0
Professionals Job Code 02	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total	
	# of employees																	
				6	12	51		1	40	74	2	9	1		55	141	196	
Technicians Job Code 03	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total	
	# of employees																	
			1		56	53			125	49	6	1	1	2	189	105	294	
Protective Services Sworn Job Code 04	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total	
	# of employees																	
			5		86	59			136	36	13	7	8	4	248	106	354	
Paraprofessionals Job Code 05	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total	
	# of employees																	
					1	2			1	1					2	3	5	
Administrative Support Job Code 06	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total	
	# of employees																	
			1	8	53	136			60	104	2	9	3	6	119	263	382	
Skilled Craft Job Code 07	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total	
	# of employees																	
															0	0	0	
Service/Maintenance Job Code 08	American Indian or Alaskan Native		Asian		Black or African American		Native Hawaiian or Pacific Islander		White		Hispanic or Latino (All Races)		2+ More Races		Total		Grand	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total	
	# of employees																	
		2	3	1	75	229			31	72	3	10	2	2	114	316	430	
Workforce Totals																		
	0	2	10	15	283	530	0	1	393	336	26	36	15	14	727	934	1,661	

# FY 2019-2020 Part-Time Workforce Utilization (Job Category)

Due to the generic job titles of part-time positions, a workforce utilization analysis could not be undertaken.

Many positions are titled Part Time (Clerical; NR-Clerical; Part Time-Professional; Part Time-Tech-Skilled Craft); Seasonal – Periodic Events; or Temp – Logistical and Technical. Positions with a specific job category will be identified.

## **Professionals:**

Part Time-Not-Rep-Professional. Positions are located within Kids Hope Alliance and Public Library.

## **Technicians:**

Part Time–Tech-Skilled Craft-Paraprofessionals with Benefits and Temp-Logistical and Technical Officers. Positions are located within Parks, Recreation & Community Services; Supervisor of Elections; and Jacksonville Sheriff's Office.

## **Protective Services (Sworn):**

Seasonal-Ocean Lifeguards, Seasonal Pool Lifeguards, and Temp-Sworn Bailiffs. Positions are located within Fire & Rescue; Parks, Recreation & Community Services; and Jacksonville Sheriff's Office.

## **Administrative Support:**

Part Time-NR-Clerical; Part Time Clerical with Benefits; and Temp-Civilian Bailiffs. Positions are located within Clerk of Courts; Parks, Recreation & Community Services; Supervisor of Elections; Jacksonville Sheriff's Office; and the Tax Collector.

## **Service/Maintenance:**

School Crossing Guards and Seasonal-Periodic Events. Positions are located within Supervisor of Elections and Jacksonville Sheriff's Office.

### FY 2019-2020 Part-Time Workforce Profiles (Gender)

Department	# Female	% Female	# Male	% Male	Total
ADVISORY BOARDS AND COMMISSIONS	1	100%	0	0%	1
CITY COUNCIL	3	100%	0	0%	3
CLERK OF THE COURTS	24	83%	5	17%	29
COURTS	1	100%	0	0%	1
DOWNTOWN INVESTMENT AUTHORITY	3	100%	0	0%	3
EMPLOYEE SERVICES	5	83%	1	17%	6
EXECUTIVE OFFICE OF THE MAYOR	1	100%	0	0%	1
FINANCE AND ADMINISTRATION	9	47%	10	53%	19
FIRE AND RESCUE	13	18%	59	82%	72
JACKSONVILLE HUMAN RIGHTS COMMISSION	1	100%	0	0%	1
KIDS HOPE ALLIANCE	98	78%	27	22%	125
MILITARY AFFAIRS AND VETERANS	1	50%	1	50%	2
NEIGHBORHOODS	22	67%	11	33%	33
OFFICE OF ECONOMIC DEVELOPMENT	0	0%	2	100%	2
OFFICE OF ETHICS	3	100%	0	0%	3
OFFICE OF GENERAL COUNSEL	0	0%	1	100%	1
OFFICE OF THE INSPECTOR GENERAL	0	0%	1	100%	1
OFFICE OF THE SHERIFF	353	47%	397	53%	750
PARKS, RECREATION & COMM SVCS	183	57%	139	43%	322
PLANNING AND DEVELOPMENT	4	57%	3	43%	7
POLICE AND FIRE PENSION FUND	1	100%	0	0%	1
PROPERTY APPRAISER	4	67%	2	33%	6
PUBLIC LIBRARY	127	83%	26	17%	153
PUBLIC WORKS	0	0%	4	100%	4
SUPERVISOR OF ELECTIONS	48	77%	14	23%	62
TAX COLLECTOR	29	55%	24	45%	53
<b>Grand Total</b>	<b>934</b>	<b>56%</b>	<b>727</b>	<b>44%</b>	<b>1661</b>

### FY 2019-2020 Part-Time Workforce Profiles (Race/Ethnicity)

Department	# Minority	% Minority	# Non-Minority	% Non-Minority	Total
ADVISORY BOARDS AND COMMISSIONS	0	0%	1	100%	1
CITY COUNCIL	1	33%	2	67%	3
CLERK OF THE COURTS	11	38%	18	62%	29
COURTS	0	0%	1	100%	1
DOWNTOWN INVESTMENT AUTHORITY	2	67%	1	33%	3
EMPLOYEE SERVICES	3	50%	3	50%	6
EXECUTIVE OFFICE OF THE MAYOR	0	0%	1	100%	1
FINANCE AND ADMINISTRATION	6	32%	13	68%	19
FIRE AND RESCUE	13	18%	59	82%	72
JACKSONVILLE HUMAN RIGHTS COMMISSION	1	100%	0	0%	1
KIDS HOPE ALLIANCE	113	90%	12	10%	125
MILITARY AFFAIRS AND VETERANS	0	0%	2	100%	2
NEIGHBORHOODS	11	33%	22	67%	33
OFFICE OF ECONOMIC DEVELOPMENT	0	0%	2	100%	2
OFFICE OF ETHICS	0	0%	3	100%	3
OFFICE OF GENERAL COUNSEL	0	0%	1	100%	1
OFFICE OF THE INSPECTOR GENERAL	0	0%	1	100%	1
OFFICE OF THE SHERIFF	397	53%	353	47%	750
PARKS, RECREATION & COMM SVCS	245	76%	77	24%	322
PLANNING AND DEVELOPMENT	3	43%	4	57%	7
POLICE AND FIRE PENSION FUND	0	0%	1	100%	1
PROPERTY APPRAISER	0	0%	6	100%	6
PUBLIC LIBRARY	68	44%	85	56%	153
PUBLIC WORKS	0	0%	4	100%	4
SUPERVISOR OF ELECTIONS	35	56%	27	44%	62
TAX COLLECTOR	23	43%	30	57%	53
<b>Grand Total</b>	<b>932</b>	<b>56%</b>	<b>729</b>	<b>44%</b>	<b>1661</b>

