

*PLEASE POST*  
**PERSONNEL BOARD FOR THE PINELLAS COUNTY  
UNIFIED PERSONNEL SYSTEM  
AGENDA**

Date: February 4, 2016

Time: 4:00 p.m.

Location: BCC Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida

**PLEDGE OF ALLEGIANCE**

- |                             |   |
|-----------------------------|---|
| EAC                         | I. Employees' Advisory Council Representative   |
| Human Resources             | II. CONSENT AGENDA  |
|                             | 1. Request Approval of the Minutes of the Regular Personnel Board Meeting held December 3, 2015 |
| Human Resources             | III. NEW BUSINESS   |
|                             | 1. Request for a Special Meeting of the Unified Personnel Board                                 |
| Human Resources             | IV. INFORMATIONAL ITEMS   |
|                             | 1. Update on the Human Resources Director Search Process  |
|                             | 2. Utilization Analysis by the Office of Human Rights   |
|                             | 3. Action Taken Under Authority Delegated by the Personnel Board                                |
|                             | 4. Other Informational Items  |
| Safety & Emergency Services | V. Termination Appeal – Continued to a date to be determined                                    |
|                             | 1. Andrew Belich  |

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a verbatim record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Persons with a disability needing reasonable accommodation(s) to participate in this proceeding should contact the Office of Human Rights, 400 S. Fort Harrison Ave., 5th Floor, Clearwater, FL 33756 (727) 464-4062 (V/TDD) no later than 48 hours prior to the meeting.

Clearwater, December 3, 2015

The Unified Personnel Board (UPB) met in regular session at 6:30 P.M. on this date in the County Commission Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, with the following members present: Ricardo Davis, Chair; Keith C. Dekle, Vice-Chair; James Dates; Bill Schulz; Joan M. Vecchioli; and Ron Walker.

Not Present: Andrea S. Daggett.

Also Present: Beverly Waldron, Interim Director of Human Resources; Michelle A. Wallace, Senior Assistant County Attorney; Lynn M. Abbott, Board Reporter, Deputy Clerk; and other interested individuals.

#### AGENDA

#### PLEDGE OF ALLEGIANCE

EAC

#### I. EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

Human Resources

#### II. NEW BUSINESS

1. Request Approval of the Recommendations with Respect to the Personnel Rules, Policies, and Procedures
2. Request Approval of the Revised Resolution of Delegation to the Human Resources Director
3. Request Approval of the Revision to Three HR Class Specifications
4. Appointment to the Unified Personnel Board
5. Discussion – Interim Director for Human Resources

Human Resources

#### III. INFORMATIONAL ITEMS

1. Action Taken Under Authority Delegated by the Personnel Board
2. Other Informational Items

#### CALL TO ORDER

Chair Davis called the meeting to order at 6:30 P.M.; whereupon, he led the Pledge of Allegiance.

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### EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

Employees' Advisory Council (EAC) Chairman Lisa Wombles reported that the company hired to conduct the nationwide Human Resources (HR) Director search has completed a final draft of the profile and recruitment ad; and that the search is ongoing. She related that the electronic EAC elections are going well, commented on the excellent turnout during the first four days, and shared the statistics for the groups.

Noting that many County departments give to the needy each year in various ways, Ms. Wombles provided information regarding the Christmas Make-A-Wish Foundation donation drive being sponsored by the EAC; whereupon, she expressed gratitude to the employees for their donations, and indicated that she will report on the donation amount in January 2016.

### APPROVAL OF MINUTES

Responding to query by Chair Davis, Ms. Waldron related that there are no minutes to be presented at this time, and discussion ensued.

### NEW BUSINESS

#### Personnel Rules, Policies, and Procedures

Mr. Dekle objected to the approval of all eight Personnel Rules as a group and expressed concerns regarding the approval of pay plans by the Board, questioning changes reducing the authority and/or responsibility of the Board in Rule 3, Items A1, A2, and D; whereupon, Attorney Wallace, with input by Chair Davis, Ms. Vecchioli, and Ms. Waldron, clarified the role of the Board regarding exempt positions and explained its authority over classified pay plans, noting that the Board does not have the authority to approve the pay plans of the exempt employees, and discussion ensued.

In response to queries by the members, Ms. Waldron defined the different types of employees and discussed the rights given to employees by the Fair Labor Standards Act, noting that definitions may be revised due to upcoming changes in the federal regulations. At the request of Ms. Vecchioli, she agreed to revise the Definitions section to include the terms *classified hourly* and *classified excluded* employees.

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Responding to comment by Mr. Dekle pertaining to Rule 4, Chair Davis clarified that whether to take disciplinary action for unscheduled leave would be up to the discretion of the Appointing Authority; and Ms. Wombles stated that the Rules for unscheduled and scheduled leave have not changed; and that the new Rule more clearly defines the consequences of excessive tardiness and absenteeism.

In response to query by Mr. Dekle, Ms. Vecchioli commented on the decision to use *he/she* rather than using third-person or gender-neutral language.

Referring to Rule 6, Mr. Dekle expressed concern that suspension, pay reduction, and demotion are considered the same level of discipline, and Ms. Waldron indicated that the section is a carry-over from the current rules; whereupon, HR Division Director Gene Pressoir discussed the levels of progressive discipline that should be taken before the dismissal of an employee, indicating that there are three choices available at the third level; and that the intent of the asterisk is to clarify the alternatives. The members provided input, and discussion ensued.

Referring to the Representation section under Rule 6, Mr. Dekle suggested adding a reference to the Employee Advocate Program; and discussion ensued wherein Ms. Vecchioli indicated that an Advocate would fall under the term *lay person*, and Mr. Dates noted that the program is referenced under a Policy, not a Rule.

Acknowledging that only an Appointing Authority may grant back pay, Mr. Dekle suggested adding a notation that the Board could recommend that back pay be granted. Following brief discussion, Chair Davis stated that he sees no reason to add the additional language; whereupon, he indicated that approval of the proposed Rules, Policies, and Procedures is essential in order to move forward; and that the Board will have an opportunity to make adjustments or corrections in the future if they are merited.

Thereupon, Mr. Dates moved, seconded by Ms. Vecchioli, that the recommendation with respect to the Personnel Rules, Policies, and Procedures be approved with the definitional revisions, as discussed; whereupon, Mr. Dekle reiterated his objection to “lumping” the Rules together under one vote, and discussion ensued. Upon call for the vote, the motion carried by a vote of 5 to 1, with Mr. Dekle dissenting.

Mr. Dates thanked the employees who provided input with regard to the revisions, and Chair Davis and Ms. Vecchioli concurred.

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Attorney Wallace indicated that the Board must take action to repeal the present Rules and determine the effective date of the new ones, and following discussion, Mr. Dates moved, seconded by Ms. Vecchioli, that the existing Rules, Policies and Procedures be repealed effective December 31, 2015; and that the new Rules, Policies and Procedures become effective January 1, 2016. Upon call for the vote, the motion carried unanimously.

Thereupon, following further discussion with input by Attorney Wallace, Ms. Vecchioli moved, seconded by Mr. Dates, that the Board approve the recommendation of the Human Resources Director dated December 3, 2015, a copy of which has been filed and made a part of the record, inclusive of Items Nos. 1 through 4, subject to modification of the Definitions, as discussed. Upon call for the vote, the motion carried unanimously.

#### Revised Resolution of Delegation to the Human Resources Director

Ms. Waldron indicated that changes to the Resolution include removal of the section requiring Unified Personnel Board approval with regard to hiring *above the third quartile*; and the addition of language delegating authority for approving and removing Market Driven Skill Sets.

Thereupon, Mr. Dates moved, seconded by Ms. Vecchioli, that the revised resolution be approved. Mr. Dekle expressed concern with regard to recent and ongoing Human Resources staffing changes. Discussion ensued, and Mr. Dates clarified that authority is delegated to persons, not positions; whereupon, Ms. Vecchioli noted that any delegated authority could later be rescinded. Upon call for the vote, the motion carried unanimously.

#### Revisions to Three HR Class Specifications

Ms. Waldron explained that the County was recently released from a U.S. Department of Justice (DOJ) Consent Decree which did not allow the use of the EEO-4 category of Paraprofessional; that the three positions in question had been moved to other categories; and that it is now the desire to reinstate the Paraprofessional job class; whereupon, she requested approval of the proposed revisions, noting that the Director does not have delegated authority to change job classes within the HR Department.

Responding to queries by Ms. Vecchioli and Mr. Dekle, Ms. Waldron indicated that the DOJ did not specify why it objected to the use of the term; and that the change will allow the employees to be properly classified on the biennial Equal Employment Opportunity-4 report, which is required for government employers; and Mr. Schultz provided the definition of *paraprofessional*.

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Thereupon, Mr. Dekle moved, seconded by Mr. Dates and carried unanimously, that the recommended revisions be approved.

#### Appointment to the Unified Personnel Board

Mr. Walker moved, seconded by Mr. Dekle and carried unanimously, that Ricardo Davis be reappointed as the Unified Personnel Board's appointee to the Board; whereupon, Chair Davis expressed his thanks to the members for their continued confidence.

#### Interim Director for Human Resources

Chair Davis referred to the upcoming retirement of Ms. Waldron and recommended the appointment of HR Division Director David Blasewitz as the Interim Director. Responding to his query, Ms. Waldron indicated that her last day of work will be Friday, January 8; and that she will be on leave until February 1. She recommended that January 11 be the effective start date for Mr. Blasewitz.

Chair Davis requested that the Board consider granting Mr. Blasewitz a 15-percent increase in compensation, indicating that it would relieve any internal equity issues, and noted that the appointment will be effective until a permanent Director is appointed. In response to query by Ms. Vecchioli, he related that he is not aware whether Mr. Blasewitz intends to apply for the permanent position, noting that he does not feel it is an appropriate factor to consider.

Referring to discussions prior to the appointment of Ms. Waldron, Ms. Vecchioli inquired as to whether Mr. Blasewitz would be involved with the search team for the permanent position; and Chair Davis related his understanding that neither the Board nor the Interim Director would have an official role in the process at this time; whereupon, Attorney Wallace clarified that the search team consists of the County Administrator and four Constitutional Officers, who are the only persons who will play a role in determining which candidates will move forward in the process. Chair Davis confirmed that the search team has chosen its own facilitating process; and Ms. Waldron indicated that her only role with respect to the committee was to provide information pertaining to the position.

At the request of Ms. Waldron, Mr. Blasewitz provided an overview of his professional background and information regarding his previous and current positions. He thanked the members for their show of support, related that he does not intend to seek the permanent position, and indicated that he is comfortable working with the Appointing Authorities. Chair Davis stated that he typically consults with the Appointing Authorities regarding possible Interim

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Director candidates before bringing a recommendation to the Board and, responding to queries by Mr. Dekle, related that HR Division Director Gene Pressoir was also considered for the position and discussed with the Constitutional Officers and Appointing Authorities; and that he has not spoken with former HR Director David Libby regarding the matter.

Thereupon, Ms. Vecchioli moved, seconded by Mr. Dates, that the appointment of David Blasewitz as Interim Director of Human Resources be approved. Responding to query by Ms. Waldron, Ms. Vecchioli confirmed that the motion includes the recommended compensation increase and the Florida Retirement System status of the position, and the seconder concurred. Upon call for the vote, the motion carried unanimously.

### INFORMATIONAL ITEMS

#### Short-Term Disability Audit

Deviating from the agenda and responding to a request by Chair Davis, Mr. Blasewitz related that the Clerk's Office had recently performed audits on the self-funded short-term disability plan and the fully insured long-term disability plan, noting that both are administered by Standard Insurance. He discussed the recommendations that will be implemented, the suggestions that will be taken under advisement, and the measures that will not be supported and the reasons why.

In response to queries by Chair Davis, Mr. Blasewitz, with input by Ms. Waldron, stated that the findings of the audit are correct; and that HR is not obligated to respond to the recommendations in writing. Chair Davis requested information on how HR intends to address some of the recommendations and concerns; whereupon, Mr. Blasewitz agreed to bring the matter back as an informational item.

Responding to query by Chair Davis, the members agreed that audit results are important and requested that they be apprised of future findings, and Ms. Waldron related that audit reports are distributed to the members; whereupon, Mr. Walker requested that they show up on the agenda as an information item, and Ms. Vecchioli concurred, indicating that any discussion must be held in a public forum.

Continuing Search for Human Resources Director

Chair Davis related that additional information has been included in the members' packets regarding the status of the HR Director search. Referring to the ad posted on the Waters & Company website, Ms. Vecchioli expressed concern that preferred skills and experience were not included, noting that public and private sector organizations operate very differently.

Ms. Waldron indicated that she and Attorney Wallace have attended all public meetings of the Screening Committee and provided a recap of the proceedings, noting that the consultant is seeking additional input from the Committee by tomorrow afternoon; whereupon, Attorney Wallace clarified that the Screening Committee, the other Appointing Authorities, and possibly the EAC were invited to provide input. Responding to comments by Ms. Vecchioli, Attorney Wallace stated that neither she nor Ms. Waldron are empowered to make suggestions to the search firm. Ms. Waldron related that HR has used the firm in the past; and that it specializes in the public sector; whereupon, she reviewed the recruitment timeline, noting that it may be revised if the Screening Committee wishes to interview semi-finalists before passing them on to the Board.

Action Taken Under Authority Delegated by the Personnel Board

Ms. Waldron indicated that the actions taken include revisions to job class specifications with regard to paraprofessional employees.

The document titled *Action Taken Under Authority Delegated by the Unified Personnel Board* has been attached and made a part of the minutes.

Other Informational Items

The following miscellaneous information items were received for filing:

1. Minutes of the EAC Delegate Meeting of September 24, 2015, and the Representative Meeting of October 21, 2015.
2. Leadership Notes for November 2015.
3. Training Schedule for November and December 2015 and January 2016.



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ADJOURNMENT

The meeting was adjourned at 8:03 P.M.

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Chair

December 3, 2015



**Human Resources Director**

**Action Taken Under Authority Delegated by the Unified Personnel Board**

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following action from November 1, 2015 thru November 20, 2015.

**Audit-Reclassified from Classified Service to Exempt Service**

<u>POS CONTRL#</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>POS CONTRL #</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C2653	Engineering Specialist 3	CL22	BCC/E695	Section Manager 1	SM5a

**ADDITIONS**

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
08446	Purchasing Systems Specialist	Administrative Support	Classified	CL16
23036	Tax Collector Prop & Distribution Clk	Administrative Support	Classified	CL10
23038	Tax Collector Audit Compliance Spec	Para-Professionals	Classified	CL12
23044	Tax Collector Acctg & Finance Spec	Professionals	Classified	CL14
23046	Tax Collector Training Specialist	Professionals	Classified	CL16
23048	Tax Collector Acctg & Finance Analyst	Professionals	Classified	CL18

**TITLE CHANGES**

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
21012	PAO Tax Roll Manager	PAO Tax Roll Compliance Manager	150
02350	Sr Financial Mgmt & Budget Analyst	Budget & Financial Mgmt Analyst	P1

**TITLE/PAY GRADE CHANGES**

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>SPEC NO.</u>	<u>PG</u>
02340	Fin Mgmt & Budget Analyst	P2	Budget & Fin Mgmt Analyst	02350	P1
10940	EMS Division Manager	SM4a	EMS Division Director	10940	SM3a
10952	EMS/HHS Financial Div Mgr	SM4a	SES Financial Division Manager	10952	SM3a

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Human Resources Director  
Action Taken Under Authority Delegated by the Unified Personnel Board  
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**PAY GRADE CHANGE**

<b><u>SPEC NO.</u></b>	<b><u>PRESENT CLASSIFICATION</u></b>	<b><u>PRESENT PAY GRADE</u></b>	<b><u>RECOMMENDED PAY GRADE</u></b>
17094	Customer Services Supervisor	CL16	CL18

**DELETION**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
02340	Fin Mgmt & Budget Analyst	P2

**REVISIONS**

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
16416	Entomology Aide	CL6
18506	Mail Courier	CL6
20056	Veterinary Technician Assistant	CL6
09110	Elections Operations Technician	CL7
20634	Abstractor 1	CL8
20044	Animal Services Representative	CL8
12002	Building Permit Technician 1	CL8
18640	Printing Equipment Operator 1	CL8
09114	Elections Operations Lead Technician	CL9
18720	Fiscal Records Specialist	CL9
20552	Property Records Assistant	CL9
17181	Water/Wastewater Plant Operator Trainee	CL9
20050	Animal Care Supervisor	CL10
10180	BDRS Code Enforcement Specialist	CL10
12004	Building Permit Technician 2	CL10
10282	Building Services Specialist	CL10
18752	Court Evidence Specialist	CL10
10190	Development Review Services Specialist	CL10
00186	Equal Opportunity Technician	CL10
18144	Human Services Eligibility Specialist	CL10
18650	Printing Equipment Operator 2	CL10
18712	Probate Audit Specialist	CL10
16390	Public Works Research Technician 1	CL10
13032	Real Property Technician	CL10
14172	BTS Technologist 1	CL11
11254	Department Computer Support Technician	CL11
16418	Entomology Assistant	CL11
18726	Fiscal Records Specialist, Senior	CL11
18784	Jury Coordinator	CL11
03410	Law Clerk 1	CL11
20670	PAO Exemptions Technician	CL11
20554	Property Records Technician	CL11
17195	Water Quality Technician	CL11
20000	Animal Services Officer 1	CL12

**Human Resources Director**  
**Action Taken Under Authority Delegated by the Unified Personnel Board**  
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**REVISIONS** (continued)

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
21930	Business Assistant Specialist 1	CL12
16972	Business Support Specialist	CL12
20078	Animal Services Adoption Coordinator	CL12
01472	Education Support Specialist	CL12
13660	Work Planning Coordinator	CL12
15820	Risk Management Support Specialist	CL12
08442	Purchasing Support Specialist	CL12
16960	Solid Waste Program Assistant	CL12
17182	Water/Wastewater Plant Operator 1	CL12
10884	911 Quality Assurance Specialist	CL13
13014	Contract Services Specialist	CL13
11224	Departmental GIS Application Technician	CL13
00188	Equal Opportunity Specialist	CL13
03346	Heritage Village Museum Interpreter	CL13
14862	Horticulture Field Inspector	CL13
03344	Museum Specialist	CL13
15828	Risk Management Technician	CL13
16392	Public Works Research Technician 2	CL13
18776	Board Reporter, Senior	CL14
18686	Court Records Supervisor	CL14
14922	Extension Specialist	CL14
18660	Printshop Production Supervisor	CL14
08456	Procurement Analyst Assistant	CL14
18710	Records Specialist Supervisor	CL14
20060	Veterinary Technician	CL14
17196	Water Quality Management Specialist 1	CL14
10234	BDRS Plans Coordinator	CL15
21932	Business Assistant Specialist 2	CL15
20570	Cartographic Cadastralist, Senior	CL15
20723	PAO Appraiser 1	CL15
03438	Paralegal	CL15
16954	Solid Waste Specialist	CL15
17186	Water/Wastewater Plant Operator 2	CL15
20725	PAO Appraiser 2	CL16
15880	Risk Management Insurance Analyst	CL16
14164	Technology Systems Coordinator	CL16
17202	Water Quality Management Specialist 2	CL16
10798	Business Systems/Quality Review Coordinator	CL17
01478	Grant Specialist	CL17
08458	Procurement Analyst Coordinator	CL17
12242	Building Plans Examiner	CL18
15888	Claims Adjuster, Senior	CL18
21880	Justice Programs Analyst	CL18
14430	Programmer/Analyst	CL18
17204	Water Quality Management Specialist, Senior	CL18
17194	Water/Wastewater Plant Operator, Senior	CL19
10866	911 Geographic Base Technical Coordinator	CL20

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Human Resources Director  
Action Taken Under Authority Delegated by the Unified Personnel Board  
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**REVISIONS** (continued)

<b><u>SPEC NO.</u></b>	<b><u>TITLE</u></b>	<b><u>PG</u></b>
14140	Network Technician Supervisor	CL21
17193	Water/Wastewater Plant Operator, Chief	CL21
23274	Tax Collector Project Coordinator	E-11
03442	Legal Administrative Assistant	P2
19226	Communication Coordinator	150
21020	Research Assistant	150
21144	Valuation Analysis & Litigation Support Appraiser	150

**UPDATED CAREER LADDERS- PURCHASING**

Procurement Analyst Assistant	CL14	Procurement Analyst Coordinator	CL17
Procurement Analyst Coordinator	CL17	Procurement Analyst, Lead	CL19

**Appointing Authorities Utilization Analysis**

Provided by the Office of Human Rights

January 2016

Explanation from Paul Valenti, Director, Office of Human Rights:

- Line 1 for each occupational group is our workforce.
- Line 2 for each occupational group is the available community workforce.
- Line 3 (yellow) for each occupational group is the percentage underutilization (if any) between our workforce and the available community workforce (where a deficiency exists, it is highlighted in yellow).
- Line 4 (red) is the number of persons (rounded down to the next whole person) required to address the underutilization (as highlighted in red).

# EEO Analysis - BoCC Workforce, Summary, January 2016

EEO Category	Total	Males	%Male	Fems.	%Fem.	Whites	%White	Blacks	%Black	AI/ AN	%AI/ AN	Asians	%Asian	Hisps.	%Hisp.
<b>ADMIN SUPPT</b>	<b>220</b>	<b>32</b>	<b>14.55%</b>	<b>188</b>	<b>85.45%</b>	<b>160</b>	<b>72.73%</b>	<b>42</b>	<b>19.09%</b>	<b>1</b>	<b>0.45</b>	<b>4</b>	<b>1.82%</b>	<b>10</b>	<b>4.55%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%		0.00		2.00%		7.00%
% Difference			22.45%				8.27%						0.18%		2.45%
# Difference		49				18								5	
<b>OFFICIAL/ADM</b>	<b>201</b>	<b>125</b>	<b>62.19%</b>	<b>76</b>	<b>37.81%</b>	<b>177</b>	<b>88.06%</b>	<b>14</b>	<b>6.97%</b>	<b>1</b>	<b>0.50</b>	<b>2</b>	<b>1.00%</b>	<b>7</b>	<b>3.48%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%		0.00		2.00%		5.00%
% Difference					2.20%								1.00%		1.52%
# Difference				4								2		3	
<b>PARA-PROF</b>	<b>78</b>	<b>17</b>	<b>21.79%</b>	<b>61</b>	<b>78.21%</b>	<b>65</b>	<b>83.33%</b>	<b>11</b>	<b>14.10%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>2.56%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%		0.00		4.00%		8.00%
% Difference			19.21%										4.00%		5.44%
# Difference		14										3		4	
<b>PROFESS</b>	<b>316</b>	<b>137</b>	<b>43.35%</b>	<b>179</b>	<b>56.65%</b>	<b>244</b>	<b>77.22%</b>	<b>45</b>	<b>14.24%</b>	<b>0</b>	<b>0.00</b>	<b>8</b>	<b>2.53%</b>	<b>18</b>	<b>5.70%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%		0.00		4.00%		6.00%
% Difference			0.65%				5.78%						1.47%		0.30%
# Difference		2				18						4			
<b>PROT. SVCS.</b>	<b>127</b>	<b>91</b>	<b>71.65%</b>	<b>36</b>	<b>28.35%</b>	<b>111</b>	<b>87.40%</b>	<b>13</b>	<b>10.24%</b>	<b>1</b>	<b>0.79</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>1.57%</b>
Cmnty Wkfc			43.00%		57.00%		73.00%		17.00%		0.00		3.00%		4.00%
% Difference					28.65%				6.76%				3.00%		2.43%
# Difference				36				8				3		3	
<b>SERV/MAINT</b>	<b>85</b>	<b>79</b>	<b>92.94%</b>	<b>6</b>	<b>7.06%</b>	<b>41</b>	<b>48.24%</b>	<b>36</b>	<b>42.35%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>8</b>	<b>9.41%</b>
Cmnty Wkfc			55.00%		45.00%		66.00%		14.00%		0.00		5.00%		13.00%
% Difference					37.94%		17.76%						5.00%		3.59%
# Difference				32		15						4		3	
<b>SKILLED CRAFT</b>	<b>344</b>	<b>314</b>	<b>91.28%</b>	<b>29</b>	<b>8.43%</b>	<b>238</b>	<b>69.19%</b>	<b>94</b>	<b>27.33%</b>	<b>1</b>	<b>0.29</b>	<b>1</b>	<b>0.29%</b>	<b>8</b>	<b>2.33%</b>
Cmnty Wkfc			94.00%		6.00%		79.00%		6.00%		0.00		3.00%		12.00%
% Difference			2.72%				9.81%						2.71%		9.67%
# Difference		9				33						9		33	
<b>TECHS</b>	<b>390</b>	<b>296</b>	<b>75.90%</b>	<b>93</b>	<b>23.85%</b>	<b>326</b>	<b>83.59%</b>	<b>40</b>	<b>10.26%</b>	<b>0</b>	<b>0.00</b>	<b>3</b>	<b>0.77%</b>	<b>19</b>	<b>4.87%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%		0.00		4.00%		8.00%
% Difference					35.15%				0.74%				3.23%		3.13%
# Difference				137				2				12		12	
<b>Grand Total</b>	<b>1,761</b>	<b>1,091</b>	<b>61.95%</b>	<b>668</b>	<b>37.93%</b>	<b>1362</b>	<b>77.34%</b>	<b>295</b>	<b>16.75%</b>	<b>4</b>	<b>0.23</b>	<b>18</b>	<b>1.02%</b>	<b>74</b>	<b>4.20%</b>
# Difference		74		209		84		10				37		63	

# **EEO Analysis - Airport, December 31, 2015**

EEO Job Category	Total	Males	%Male	Fems.	%Fems.	Whites	%White	Blacks	%Black	AI/ AN	%AI/ AN	Asians	%Asian	Hisp.	%Hisp.
<b>ADMIN SUPPT</b>	<b>5</b>	<b>1</b>	<b>20.00%</b>	<b>4</b>	<b>80.00%</b>	<b>4</b>	<b>80.00%</b>	<b>1</b>	<b>20.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%		0.00		2.00%		7.00%
% Difference			17.00%				1.00%						2.00%		7.00%
# Difference															
<b>OFFICIAL/ADM</b>	<b>8</b>	<b>6</b>	<b>75.00%</b>	<b>2</b>	<b>25.00%</b>	<b>8</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%				2.00%		5.00%
% Difference					15.00%				5.00%				2.00%		5.00%
# Difference				1											
<b>PROFESS</b>	<b>14</b>	<b>12</b>	<b>85.71%</b>	<b>2</b>	<b>14.29%</b>	<b>13</b>	<b>92.86%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>7.14%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%				4.00%		6.00%
% Difference					41.71%				6.00%						6.00%
# Difference				5											
<b>PROT.SVCS.</b>	<b>15</b>	<b>13</b>	<b>86.67%</b>	<b>2</b>	<b>13.33%</b>	<b>13</b>	<b>86.67%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>13.33%</b>
Cmnty Wkfc			43.00%		57.00%		73.00%		17.00%		0.00		3.00%		4.00%
% Difference					43.67%				17.00%				3.00%		
# Difference				6				2							
<b>SERV/MAINT</b>	<b>2</b>	<b>2</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>50.00%</b>	<b>1</b>	<b>50.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			55.00%		45.00%		66.00%		14.00%		0.00		5.00%		13.00%
% Difference							16.00%								
# Difference															
<b>SKILLED CRAFT</b>	<b>12</b>	<b>11</b>	<b>91.67%</b>	<b>1</b>	<b>8.33%</b>	<b>8</b>	<b>66.67%</b>	<b>3</b>	<b>25.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>8.33%</b>
Cmnty Wkfc			94.00%		6.00%		79.00%		6.00%		0.00		3.00%		12.00%
% Difference			2.33%				12.33%						3.00%		3.67%
# Difference						1									
<b>TECHS</b>	<b>2</b>	<b>2</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>50.00%</b>	<b>1</b>	<b>50.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference					59.00%		25.00%						4.00%		8.00%
# Difference				1											
<b>Grand Total</b>	<b>58</b>	<b>47</b>	<b>81.03%</b>	<b>11</b>	<b>18.97%</b>	<b>48</b>	<b>82.76%</b>	<b>6</b>	<b>10.34%</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>1.72%</b>	<b>3</b>	<b>5.17%</b>
# Difference				13		1		2							



# **EEO Analysis - Animal Services, December 31, 2015**

EEO Job Category	Total	Males	%Male	Fems.	%Fems.	Whites	%White	Blacks	%Black	AI/ AN	% AI/ AN	Asians	%Asian	Hisps.	%Hisp.
<b>ADMIN SUPP.</b>	<b>4</b>	<b>0</b>	<b>0.00%</b>	<b>4</b>	<b>100.00%</b>	<b>4</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%		0.00		2.00%		0.00%
% Difference			37.00%						9.00%				2.00%		
# Difference		1													
<b>OFFICIAL/ADM</b>	<b>1</b>	<b>1</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%				2.00%		5.00%
% Difference				40.00%					5.00%				2.00%		5.00%
# Difference															
<b>PARA-PROF</b>	<b>14</b>	<b>4</b>	<b>28.57%</b>	<b>10</b>	<b>71.43%</b>	<b>10</b>	<b>71.43%</b>	<b>4</b>	<b>28.57%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference			12.43%				3.57%						4.00%		8.00%
# Difference		1												1	
<b>PROFESS</b>	<b>6</b>	<b>1</b>	<b>16.67%</b>	<b>5</b>	<b>83.33%</b>	<b>5</b>	<b>83.33%</b>	<b>1</b>	<b>16.67%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%				4.00%		6.00%
% Difference			27.33%										4.00%		6.00%
# Difference		1													
<b>PROT.SRVCS.</b>	<b>17</b>	<b>10</b>	<b>58.82%</b>	<b>7</b>	<b>41.18%</b>	<b>16</b>	<b>94.12%</b>	<b>1</b>	<b>5.88%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			43.00%		57.00%		73.00%		17.00%		0.00		3.00%		4.00%
% Difference				15.82%					11.12%				3.00%		4.00%
# Difference				2				1							
<b>SERV.MAINT.</b>	<b>8</b>	<b>4</b>	<b>50.00%</b>	<b>4</b>	<b>50.00%</b>	<b>7</b>	<b>87.50%</b>	<b>1</b>	<b>12.50%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			55.00%		45.00%		66.00%		14.00%		0.00		5.00%		13.00%
% Difference			5.00%						1.50%				5.00%		13.00%
# Difference														1	
<b>TECH.</b>	<b>2</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>100.00%</b>	<b>2</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference			41.00%						11.00%				4.00%		8.00%
# Difference															
<b>Grand Total</b>	<b>52</b>	<b>20</b>	<b>38.46%</b>	<b>32</b>	<b>61.54%</b>	<b>45</b>	<b>86.54%</b>	<b>7</b>	<b>13.46%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
# Difference		3		2				1						2	

### EEO Analysis - Building Services, December 31, 2015

EEO Job Category	Total	Males	%Male	Fems.	%Fems.	Whites	%White	Blacks	%Black	AI/ AN	%AI/ AN	Asians	%Asian	Hisps.	%Hisp.
<b>ADMIN SUPPT</b>	<b>4</b>	<b>1</b>	<b>25.00%</b>	<b>3</b>	<b>75.00%</b>	<b>4</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%				2.00%		7.00%
% Difference			12.00%						9.00%				2.00%		7.00%
# Difference															
<b>OFFICIAL/ADM</b>	<b>5</b>	<b>5</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>5</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%				2.00%		5.00%
% Difference					40.00%				5.00%				2.00%		5.00%
# Difference				2											
<b>PARA-PROF</b>	<b>14</b>	<b>2</b>	<b>14.29%</b>	<b>12</b>	<b>85.71%</b>	<b>12</b>	<b>85.71%</b>	<b>2</b>	<b>14.29%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference			26.71%										4.00%		8.00%
# Difference		3												1	
<b>PROFESS</b>	<b>7</b>	<b>6</b>	<b>85.71%</b>	<b>1</b>	<b>14.29%</b>	<b>6</b>	<b>85.71%</b>	<b>1</b>	<b>14.29%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%				4.00%		6.00%
% Difference					41.71%								4.00%		6.00%
# Difference				2											
<b>TECH</b>	<b>25</b>	<b>22</b>	<b>88.00%</b>	<b>2</b>	<b>8.00%</b>	<b>23</b>	<b>92.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>4.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference					51.00%				11.00%				4.00%		4.00%
# Difference				12				2				1		1	
<b>Grand Total</b>	<b>55</b>	<b>36</b>	<b>65.45%</b>	<b>18</b>	<b>32.73%</b>	<b>50</b>	<b>90.91%</b>	<b>3</b>	<b>5.45%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>1.82%</b>
# Difference		3		16				2				1		2	

## EEO Analysis - Communications, December 31, 2015

[illegible]



**EEO Analysis - County Administrator's Office, December 31, 2015**

[illegible]

## EEO Analysis - Human Services, December 31, 2015

[illegible]

# **EEO Analysis - Dept. Safety and Emergency Services, December 31, 2015**

EEO Job Category	Total	Males	%Male	Fems.	%Fem.	Whites	%White	Blacks	%Black	AI/ AN	%AI/ AN	Asians	%Asian	Hisp.	%Hisp.
<b>ADMIN SUPPT</b>	<b>64</b>	<b>13</b>	<b>20.31%</b>	<b>51</b>	<b>79.69%</b>	<b>46</b>	<b>71.88%</b>	<b>11</b>	<b>17.19%</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>1.56%</b>	<b>6</b>	<b>9.38%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%				2.00%		7.00%
% Difference			16.69%				9.12%						0.44%		
# Difference		10				5									
<b>OFFICIAL/ADM</b>	<b>10</b>	<b>6</b>	<b>60.00%</b>	<b>4</b>	<b>40.00%</b>	<b>9</b>	<b>90.00%</b>	<b>1</b>	<b>10.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%				2.00%		5.00%
% Difference													2.00%		5.00%
# Difference															
<b>PARA-PROF</b>	<b>1</b>	<b>1</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference					59.00%				11.00%				4.00%		8.00%
# Difference															
<b>PROFESS</b>	<b>9</b>	<b>4</b>	<b>44.44%</b>	<b>5</b>	<b>55.56%</b>	<b>5</b>	<b>55.56%</b>	<b>4</b>	<b>44.44%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%				4.00%		6.00%
% Difference					0.44%		27.44%						4.00%		6.00%
# Difference						2									
<b>TECHS</b>	<b>61</b>	<b>30</b>	<b>49.18%</b>	<b>31</b>	<b>50.82%</b>	<b>59</b>	<b>96.72%</b>	<b>2</b>	<b>3.28%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference					8.18%				7.72%				4.00%		8.00%
# Difference				4				4				2		4	
<b>Grand Total</b>	<b>145</b>	<b>54</b>	<b>37.24%</b>	<b>91</b>	<b>62.76%</b>	<b>120</b>	<b>82.76%</b>	<b>18</b>	<b>12.41%</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>0.69%</b>	<b>6</b>	<b>4.14%</b>
# Difference		10		4		7		4				2		4	

**EEO Analysis - Development Review Services, December 31, 2015**

[illegible]



## EEO Analysis - Economic Development, December 31, 2015

[illegible]

## EEO Analysis - Emergency Management, December 31, 2015

[illegible]

# **EEO Analysis - Office of Engineering and Technical Support, December 31, 2015**

EEO Job Category	Total	Males	%Male	Fems.	%Fem.	Whites	%White	Blacks	%Black	AI/ AN	%AI/ AN	Asians	%Asian	Hisps.	%Hisp.
<b>ADMIN SUPPT</b>	<b>7</b>	<b>1</b>	<b>14.29%</b>	<b>6</b>	<b>85.71%</b>	<b>7</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%				2.00%		7.00%
% Difference			22.71%						9.00%				2.00%		7.00%
# Difference		1													
<b>OFFICIAL/ADM</b>	<b>13</b>	<b>11</b>	<b>84.62%</b>	<b>2</b>	<b>15.38%</b>	<b>10</b>	<b>76.92%</b>	<b>1</b>	<b>7.69%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>15.38%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%				2.00%		5.00%
% Difference					24.62%		9.08%						2.00%		
# Difference				3		1									
<b>PARA-PROF</b>	<b>4</b>	<b>2</b>	<b>50.00%</b>	<b>2</b>	<b>50.00%</b>	<b>3</b>	<b>75.00%</b>	<b>1</b>	<b>25.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference					9.00%								4.00%		8.00%
# Difference															
<b>PROFESS</b>	<b>34</b>	<b>24</b>	<b>70.59%</b>	<b>10</b>	<b>29.41%</b>	<b>29</b>	<b>85.29%</b>	<b>2</b>	<b>5.88%</b>	<b>0</b>	<b>0.00</b>	<b>2</b>	<b>5.88%</b>	<b>1</b>	<b>2.94%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%	0		0	4.00%		6.00%
% Difference					26.59%				0.12%						3.06%
# Difference				9										1	
<b>TECHS</b>	<b>43</b>	<b>38</b>	<b>88.37%</b>	<b>5</b>	<b>11.63%</b>	<b>38</b>	<b>88.37%</b>	<b>2</b>	<b>4.65%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>3</b>	<b>6.98%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference					47.37%				6.35%				4.00%		1.02%
# Difference				20				2				1			
<b>Grand Total</b>	<b>101</b>	<b>76</b>	<b>75.25%</b>	<b>25</b>	<b>24.75%</b>	<b>87</b>	<b>86.14%</b>	<b>6</b>	<b>5.94%</b>	<b>0</b>	<b>0.00</b>	<b>2</b>	<b>1.98%</b>	<b>6</b>	<b>5.94%</b>
# Difference		1		32		1		2				1		1	

**EEO Analysis Office of Management and Budget, December 30, 2015**

EEO Job Category	Total	Males	%Male	Fems.	%Fem.	Whites	%White	Blacks	%Blacks	AI/ AN	% AI/ AN	Asians	%Asian	Hisps.	%Hisp.
<b>ADMIN SUPPT</b>	<b>3</b>	<b>0</b>	<b>0.00%</b>	<b>3</b>	<b>100.00%</b>	<b>3</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%				2.00%		7.00%
% Difference			37.00%						9.00%				2.00%		7.00%
# Difference		1													
<b>OFFICIAL/ADM</b>	<b>7</b>	<b>2</b>	<b>28.57%</b>	<b>5</b>	<b>71.43%</b>	<b>7</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%				2.00%		5.00%
% Difference			31.43%						5.00%				2.00%		5.00%
# Difference		2													
<b>PROFESS</b>	<b>26</b>	<b>5</b>	<b>19.23%</b>	<b>21</b>	<b>80.77%</b>	<b>22</b>	<b>84.62%</b>	<b>2</b>	<b>7.69%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>7.69%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%				4.00%		6.00%
% Difference			24.77%										4.00%		
# Difference		6										1			
<b>Grand Total</b>	<b>36</b>	<b>7</b>	<b>19.44%</b>	<b>29</b>	<b>80.56%</b>	<b>32</b>	<b>88.89%</b>	<b>2</b>	<b>5.56%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>5.56%</b>
# Difference		9										1			

# **EEO Analysis - Parks and Conservation Resources, December 31, 2015**

EEO Job Category	Total	Males	%Male	Fems.	%Fem.	Whites	%White	Blacks	%Black	AI/ AN	%AI/ AN	Asians	%Asians	Hisps.	%Hisp.
<b>ADMIN SUPPT</b>	<b>14</b>	<b>0</b>	<b>0.00%</b>	<b>14</b>	<b>100.00%</b>	<b>14</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%				2.00%		7.00%
% Difference			37.00%						9.00%				2.00%		7.00%
# Difference		5						1							
<b>OFFICIAL/ADM</b>	<b>12</b>	<b>7</b>	<b>58.33%</b>	<b>5</b>	<b>41.67%</b>	<b>11</b>	<b>91.67%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>8.33%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%				2.00%		5.00%
% Difference			1.67%						5.00%						5.00%
# Difference															
<b>PARA-PROF</b>	<b>2</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>100.00%</b>	<b>2</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference			41.00%						11.00%				4.00%		8.00%
# Difference															
<b>PROFESS</b>	<b>21</b>	<b>13</b>	<b>61.90%</b>	<b>8</b>	<b>38.10%</b>	<b>19</b>	<b>90.48%</b>	<b>1</b>	<b>4.76%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>4.76%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%				4.00%		6.00%
% Difference					17.90%				1.24%				4.00%		1.24%
# Difference				3											
<b>PROT.SRVCS.</b>	<b>82</b>	<b>61</b>	<b>74.39%</b>	<b>21</b>	<b>25.61%</b>	<b>73</b>	<b>89.02%</b>	<b>8</b>	<b>9.76%</b>	<b>1</b>	<b>1.22</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			43.00%		57.00%		73.00%		17.00%				3.00%		4.00%
% Difference					31.39%				7.24%				3.00%		4.00%
# Difference				25				5				2		3	
<b>SERV/MAINT</b>	<b>21</b>	<b>21</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>11</b>	<b>52.38%</b>	<b>9</b>	<b>42.86%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>4.76%</b>
Cmnty Wkfc			55.00%		45.00%		66.00%		14.00%				5.00%		13.00%
% Difference					45.00%		13.62%						5.00%		8.24%
# Difference				9		2						1		1	
<b>SKILLED CRAFT</b>	<b>24</b>	<b>23</b>	<b>95.83%</b>	<b>1</b>	<b>4.17%</b>	<b>20</b>	<b>83.33%</b>	<b>3</b>	<b>12.50%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>4.17%</b>
Cmnty Wkfc			94.00%		6.00%		79.00%		6.00%				3.00%		12.00%
% Difference					1.83%								3.00%		7.83%
# Difference														1	
<b>TECHS</b>	<b>10</b>	<b>4</b>	<b>40.00%</b>	<b>6</b>	<b>60.00%</b>	<b>9</b>	<b>90.00%</b>	<b>1</b>	<b>10.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference			1.00%						1.00%				4.00%		8.00%
# Difference															
<b>Grand Total</b>	<b>186</b>	<b>129</b>	<b>69.35%</b>	<b>57</b>	<b>30.65%</b>	<b>159</b>	<b>85.48%</b>	<b>22</b>	<b>11.83%</b>	<b>1</b>	<b>0.54</b>	<b>1</b>	<b>0.54%</b>	<b>3</b>	<b>1.61%</b>
# Difference		5		37		2		6				3		5	

**EEO Analysis - Planning Department, December 30, 2015**

[illegible]

# **EEO Analysis - Public Works, December 31, 2015**

EEO Job Category	Total	Males	%Male	Fems.	%Fem.	Whites	%White	Blacks	%Black	AI/ AN	%AI/ AN	Asians	%Asian	Hisps.	%Hisp.
<b>ADMIN SUPPT</b>	<b>13</b>	<b>4</b>	<b>30.77%</b>	<b>9</b>	<b>69.23%</b>	<b>9</b>	<b>69.23%</b>	<b>4</b>	<b>30.77%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%				2.00%		7.00%
% Difference			6.23%				11.77%						2.00%		7.00%
# Difference						1									
<b>OFFICIAL/ADM</b>	<b>25</b>	<b>21</b>	<b>84.00%</b>	<b>4</b>	<b>16.00%</b>	<b>23</b>	<b>92.00%</b>	<b>1</b>	<b>4.00%</b>	<b>1</b>	<b>4.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%				2.00%		5.00%
% Difference					24.00%				1.00%				2.00%		5.00%
# Difference				6										1	
<b>PARA-PROF</b>	<b>4</b>	<b>2</b>	<b>50.00%</b>	<b>2</b>	<b>50.00%</b>	<b>4</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference					9.00%				11.00%				4.00%		8.00%
# Difference															
<b>PROFESS</b>	<b>35</b>	<b>22</b>	<b>62.86%</b>	<b>13</b>	<b>37.14%</b>	<b>34</b>	<b>97.14%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>2.86%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%				4.00%		6.00%
% Difference					18.86%				6.00%				4.00%		3.14%
# Difference				6				2				1		1	
<b>SERV/MAINT</b>	<b>29</b>	<b>28</b>	<b>96.55%</b>	<b>1</b>	<b>3.45%</b>	<b>13</b>	<b>44.83%</b>	<b>13</b>	<b>44.83%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>3</b>	<b>10.34%</b>
Cmnty Wkfc			55.00%		45.00%		66.00%		14.00%				5.00%		13.00%
% Difference					41.55%		21.17%						5.00%		2.66%
# Difference				12		6						1			
<b>SKILLED CRAFT</b>	<b>85</b>	<b>78</b>	<b>91.76%</b>	<b>7</b>	<b>8.24%</b>	<b>58</b>	<b>68.24%</b>	<b>26</b>	<b>30.59%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>1.18%</b>
Cmnty Wkfc			94.00%		6.00%		79.00%		6.00%				3.00%		12.00%
% Difference			2.24%				10.76%						3.00%		10.82%
# Difference		1				9						2		9	
<b>TECHS</b>	<b>81</b>	<b>63</b>	<b>77.78%</b>	<b>18</b>	<b>22.22%</b>	<b>66</b>	<b>81.48%</b>	<b>11</b>	<b>13.58%</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>1.23%</b>	<b>3</b>	<b>3.70%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference					36.78%								3.77%		4.30%
# Difference				29								3		3	
<b>Grand Total</b>	<b>272</b>	<b>218</b>	<b>80.15%</b>	<b>54</b>	<b>19.85%</b>	<b>207</b>	<b>76.10%</b>	<b>55</b>	<b>20.22%</b>	<b>1</b>	<b>0.37</b>	<b>1</b>	<b>0.37%</b>	<b>8</b>	<b>2.94%</b>
# Difference		1		53		16		2				7		14	

### EEO Analysis - Purchasing, December 31, 2015

[illegible]



# **EEO Analysis - Real Estate Management, December 31, 2015**

EEO Job Category	Total	Males	%Male	Fems.	%Fem	Whites	%White	Blacks	%Black	AI/ AN	%AI/ AN	Asians	%Asian	Hisps.	%Hisp.
<b>ADMIN SUPPT</b>	<b>11</b>	<b>1</b>	<b>9.09%</b>	<b>10</b>	<b>90.91%</b>	<b>6</b>	<b>54.55%</b>	<b>3</b>	<b>27.27%</b>	<b>1</b>	<b>9.09</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>9.09%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%		0.00		2.00%		7.00%
% Difference			27.91%				26.45%						2.00%		
# Difference		3				2									
<b>OFFICIAL/ADM</b>	<b>15</b>	<b>11</b>	<b>73.33%</b>	<b>4</b>	<b>26.67%</b>	<b>11</b>	<b>73.33%</b>	<b>3</b>	<b>20.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>6.67%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%				2.00%		5.00%
% Difference					13.33%		12.67%						2.00%		
# Difference				1		1									
<b>PARA-PROF</b>	<b>1</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>100.00%</b>	<b>1</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference			41.00%						11.00%				4.00%		8.00%
# Difference															
<b>PROFESS</b>	<b>14</b>	<b>6</b>	<b>42.86%</b>	<b>8</b>	<b>57.14%</b>	<b>9</b>	<b>64.29%</b>	<b>4</b>	<b>28.57%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>7.14%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%				4.00%		6.00%
% Difference			1.14%				18.71%						4.00%		
# Difference						2									
<b>SKILLED CRAFT</b>	<b>75</b>	<b>72</b>	<b>96.00%</b>	<b>3</b>	<b>4.00%</b>	<b>53</b>	<b>70.67%</b>	<b>16</b>	<b>21.33%</b>	<b>1</b>	<b>1.33</b>	<b>0</b>	<b>0.00%</b>	<b>5</b>	<b>6.67%</b>
Cmnty Wkfc			94.00%		6.00%		79.00%		6.00%		0.00		3.00%		12.00%
% Difference					2.00%		8.33%						3.00%		5.33%
# Difference				1		6						2		3	
<b>TECHS</b>	<b>27</b>	<b>27</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>26</b>	<b>96.30%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>3.70%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference					59.00%				11.00%				4.00%		4.30%
# Difference				15				2				1		1	
<b>Grand Total</b>	<b>143</b>	<b>117</b>	<b>81.82%</b>	<b>26</b>	<b>18.18%</b>	<b>106</b>	<b>74.13%</b>	<b>26</b>	<b>18.18%</b>	<b>2</b>	<b>1.40</b>	<b>0</b>	<b>0.00%</b>	<b>9</b>	<b>6.29%</b>
# Difference		3		17		11		2				3		4	

## EEO Analysis - Risk Management, December 30, 2015

[illegible]

## EEO Analysis - Solid Waste, December 31, 3015

[illegible]

# **EEO Analysis - Utilities, December 31, 2015**

EEO Job Category	Total	Males	%Male	Fems.	%Fem.	Whites	%White	Blacks	%Black	AI/ AN	%AI/ AN	Asians	%Asian	Hisps.	%Hisp.
<b>ADMIN SUPPT</b>	<b>43</b>	<b>7</b>	<b>16.28%</b>	<b>36</b>	<b>83.72%</b>	<b>33</b>	<b>76.74%</b>	<b>6</b>	<b>13.95%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>4.65%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%				2.00%		7.00%
% Difference			20.72%				4.26%						2.00%		2.35%
# Difference		8				1								1	
<b>OFFICIAL/ADM</b>	<b>19</b>	<b>10</b>	<b>52.63%</b>	<b>9</b>	<b>47.37%</b>	<b>18</b>	<b>94.74%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>5.26%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		6.00%				4.00%		6.00%
% Difference			7.63%						6.00%						6.00%
# Difference		1						1						1	
<b>PARA-PROF</b>	<b>8</b>	<b>2</b>	<b>25.00%</b>	<b>6</b>	<b>75.00%</b>	<b>8</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference			16.00%						11.00%				4.00%		8.00%
# Difference		1													
<b>PROFESS</b>	<b>34</b>	<b>16</b>	<b>47.06%</b>	<b>18</b>	<b>52.94%</b>	<b>25</b>	<b>73.53%</b>	<b>5</b>	<b>14.71%</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>2.94%</b>	<b>2</b>	<b>5.88%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%				4.00%		6.00%
% Difference					3.06%		9.47%						1.06%		0.12%
# Difference				1		3									
<b>SERV/MAINT</b>	<b>25</b>	<b>24</b>	<b>96.00%</b>	<b>1</b>	<b>4.00%</b>	<b>10</b>	<b>40.00%</b>	<b>12</b>	<b>48.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>3</b>	<b>12.00%</b>
Cmnty Wkfc			55.00%		45.00%		66.00%		14.00%				5.00%		13.00%
% Difference					41.00%		26.00%						5.00%		1.00%
# Difference				10		6						1			
<b>SKILLED CRAFT</b>	<b>128</b>	<b>114</b>	<b>89.06%</b>	<b>13</b>	<b>10.16%</b>	<b>81</b>	<b>63.28%</b>	<b>43</b>	<b>33.59%</b>	<b>0</b>	<b>0.00</b>	<b>2</b>	<b>1.56%</b>	<b>1</b>	<b>0.78%</b>
Cmnty Wkfc			94.00%		6.00%		79.00%		6.00%				3.00%		12.00%
% Difference			4.94%				15.72%						1.44%		11.22%
# Difference		6				20						1		14	
<b>TECHS</b>	<b>85</b>	<b>76</b>	<b>89.41%</b>	<b>9</b>	<b>10.59%</b>	<b>62</b>	<b>72.94%</b>	<b>12</b>	<b>14.12%</b>	<b>0</b>	<b>0.00</b>	<b>2</b>	<b>2.35%</b>	<b>8</b>	<b>9.41%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference					48.41%		2.06%						1.65%		
# Difference				41		1						1			
<b>Grand Total</b>	<b>342</b>	<b>249</b>	<b>72.81%</b>	<b>92</b>	<b>26.90%</b>	<b>237</b>	<b>69.30%</b>	<b>78</b>	<b>22.81%</b>	<b>0</b>	<b>0.00</b>	<b>6</b>	<b>1.75%</b>	<b>16</b>	<b>4.68%</b>
# Difference		16		52		31		1				3		16	

# **EEO Analysis - BTS, January 2016**

EEO Job Category	Total	Males	%Male	Fems.	%Fem.	Whites	%White	Blacks	%Black	AI/ AN	%AI/ AN	Asians	%Asian	Hisps.	%Hisp.
<b>ADMIN SUPPT</b>	<b>4</b>	<b>0</b>	<b>0.00%</b>	<b>4</b>	<b>100.00%</b>	<b>3</b>	<b>75.00%</b>	<b>1</b>	<b>25.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%				2.00%		7.00%
% Difference			37.00%				6.00%						2.00%		7.00%
# Difference		1													
<b>OFFICIAL/ADM</b>	<b>15</b>	<b>10</b>	<b>66.67%</b>	<b>5</b>	<b>33.33%</b>	<b>11</b>	<b>73.33%</b>	<b>2</b>	<b>13.33%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>6.67%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%				2.00%		5.00%
% Difference					6.67%		12.67%						2.00%		
# Difference				1		1									
<b>PROFESS</b>	<b>69</b>	<b>52</b>	<b>75.36%</b>	<b>17</b>	<b>24.64%</b>	<b>62</b>	<b>89.86%</b>	<b>5</b>	<b>7.25%</b>	<b>0</b>	<b>0.00</b>	<b>2</b>	<b>2.90%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%				4.00%		6.00%
% Difference					31.36%								1.10%		6.00%
# Difference				21										4	
<b>TECHS</b>	<b>60</b>	<b>39</b>	<b>65.00%</b>	<b>21</b>	<b>35.00%</b>	<b>47</b>	<b>78.33%</b>	<b>5</b>	<b>8.33%</b>	<b>0</b>	<b>0.00</b>	<b>5</b>	<b>8.33%</b>	<b>2</b>	<b>3.33%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference					24.00%				2.67%						4.67%
# Difference				14				1						2	
<b>Grand Total</b>	<b>148</b>	<b>101</b>	<b>68.24%</b>	<b>47</b>	<b>31.76%</b>	<b>123</b>	<b>83.11%</b>	<b>13</b>	<b>8.78%</b>	<b>0</b>	<b>0.00</b>	<b>7</b>	<b>4.73%</b>	<b>3</b>	<b>2.03%</b>
# Difference		1		36		1		1						6	

# **EEO Analysis - Clerk of the Court, January 2016**

EEO Job Category	Total	Males	%Male	Fems.	%Fem.	Whites	%White	Blacks	%Black	AI/ AN	%AI/ AN	Asians	%Asian	Hisps.	%Hisp.
<b>ADMIN SUPPT</b>	<b>293</b>	<b>59</b>	<b>20.14%</b>	<b>234</b>	<b>79.86%</b>	<b>225</b>	<b>76.79%</b>	<b>48</b>	<b>16.38%</b>	<b>0</b>	<b>0.00</b>	<b>5</b>	<b>1.71%</b>	<b>15</b>	<b>5.12%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%				2.00%		7.00%
% Difference			16.86%				4.21%						0.29%		1.88%
# Difference		49				12								5	
<b>OFFICIAL/ADM</b>	<b>38</b>	<b>17</b>	<b>44.74%</b>	<b>21</b>	<b>55.26%</b>	<b>25</b>	<b>65.79%</b>	<b>11</b>	<b>28.95%</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>2.63%</b>	<b>1</b>	<b>2.63%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%				2.00%		5.00%
% Difference			15.26%				20.21%								2.37%
# Difference		5				7									
<b>PARA-PROF</b>	<b>129</b>	<b>25</b>	<b>19.38%</b>	<b>104</b>	<b>80.62%</b>	<b>91</b>	<b>70.54%</b>	<b>28</b>	<b>21.71%</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>0.78%</b>	<b>9</b>	<b>6.98%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference			21.62%				4.46%						3.22%		1.02%
# Difference		27				5						4		1	
<b>PROFESS</b>	<b>50</b>	<b>17</b>	<b>34.00%</b>	<b>33</b>	<b>66.00%</b>	<b>46</b>	<b>92.00%</b>	<b>4</b>	<b>8.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%				4.00%		6.00%
% Difference			10.00%										4.00%		6.00%
# Difference		5										2		3	
<b>SKILL CRFT</b>	<b>5</b>	<b>4</b>	<b>80.00%</b>	<b>1</b>	<b>20.00%</b>	<b>5</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			94.00%		6.00%		79.00%		6.00%				3.00%		12.00%
% Difference			14.00%						6.00%				3.00%		12.00%
# Difference															
<b>TECHS</b>	<b>12</b>	<b>4</b>	<b>33.33%</b>	<b>8</b>	<b>66.67%</b>	<b>10</b>	<b>83.33%</b>	<b>1</b>	<b>8.33%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>8.33%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference			7.67%						2.67%				4.00%		
# Difference															
<b>Grand Total</b>	<b>527</b>	<b>126</b>	<b>23.91%</b>	<b>401</b>	<b>76.09%</b>	<b>402</b>	<b>76.28%</b>	<b>92</b>	<b>17.46%</b>	<b>0</b>	<b>0.00</b>	<b>7</b>	<b>1.33%</b>	<b>26</b>	<b>4.93%</b>
# Difference		86				24						6		9	

**EEO Analysis - County Attorney, January 2016**

[illegible]

### EEO Analysis - Human Resources, January 2016

EEO Job Category	Total	Males	%Male	Fems.	%Fem.	Whites	%White	Blacks	%Black	AI/ AN	%AI/ AN	Asians	%Asian	Hisps.	%Hisp.
<b>ADMIN SUPPT</b>	<b>1</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>100.00%</b>	<b>1</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%				2.00%		7.00%
% Difference			37.00%						9.00%				2.00%		7.00%
# Difference															
<b>OFFICIAL/ADM</b>	<b>3</b>	<b>2</b>	<b>66.67%</b>	<b>1</b>	<b>33.33%</b>	<b>2</b>	<b>66.67%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%				2.00%		5.00%
% Difference					6.67%		19.33%		5.00%				2.00%		5.00%
# Difference															
<b>PARA-PROF</b>	<b>2</b>	<b>1</b>	<b>50.00%</b>	<b>1</b>	<b>50.00%</b>	<b>1</b>	<b>50.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>50.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference					9.00%		25.00%		11.00%				4.00%		
# Difference															
<b>PROFESS</b>	<b>26</b>	<b>6</b>	<b>23.08%</b>	<b>20</b>	<b>76.92%</b>	<b>19</b>	<b>73.08%</b>	<b>6</b>	<b>23.08%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>3.85%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%				4.00%		6.00%
% Difference			20.92%				9.92%						4.00%		2.15%
# Difference		5				2						1			
<b>Grand Total</b>	<b>32</b>	<b>9</b>	<b>28.13%</b>	<b>23</b>	<b>71.88%</b>	<b>23</b>	<b>71.88%</b>	<b>6</b>	<b>18.75%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>6.25%</b>
# Difference		5				2						1			



**EEO Analysis - Human Rights, January 2016**

[illegible]

## EEO Analysis - Construction Licensing Board, January 2016

[illegible]

## EEO Analysis - Planning Council, January 2016

[illegible]

### EEO Analysis - Property Appraiser, January 2016

EEO Job Category	Total	Males	%Male	Fems.	%Fem.	Whites	%Whites	Blacks	%Black	AI/AN	%AI/AN	Asians	%Asian	Hisps.	%Hisp.
<b>ADMIN SUPPT</b>	<b>1</b>	<b>1</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>100.00%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%				2.00%		7.00%
% Difference					63.00%		81.00%		9.00%				2.00%		
# Difference															
<b>OFFICIAL/ADM</b>	<b>15</b>	<b>8</b>	<b>53.33%</b>	<b>7</b>	<b>46.67%</b>	<b>13</b>	<b>86.67%</b>	<b>1</b>	<b>6.67%</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>6.67%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%				2.00%		5.00%
% Difference			6.67%												5.00%
# Difference		1													
<b>PARA-PROF</b>	<b>61</b>	<b>23</b>	<b>37.70%</b>	<b>38</b>	<b>62.30%</b>	<b>44</b>	<b>72.13%</b>	<b>8</b>	<b>13.11%</b>	<b>0</b>	<b>0.00</b>	<b>2</b>	<b>3.28%</b>	<b>6</b>	<b>9.84%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference			3.30%				2.87%						0.72%		
# Difference		2				1									
<b>PROFESS</b>	<b>27</b>	<b>15</b>	<b>55.56%</b>	<b>12</b>	<b>44.44%</b>	<b>26</b>	<b>96.30%</b>	<b>1</b>	<b>3.70%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%				4.00%		6.00%
% Difference					11.56%				2.30%				4.00%		6.00%
# Difference				3								1		1	
<b>TECHS</b>	<b>24</b>	<b>10</b>	<b>41.67%</b>	<b>14</b>	<b>58.33%</b>	<b>22</b>	<b>91.67%</b>	<b>1</b>	<b>4.17%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>4.17%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%				4.00%		8.00%
% Difference					0.67%				6.83%				4.00%		3.83%
# Difference								1							
<b>Grand Total</b>	<b>128</b>	<b>57</b>	<b>44.53%</b>	<b>71</b>	<b>55.47%</b>	<b>105</b>	<b>82.03%</b>	<b>11</b>	<b>8.59%</b>	<b>0</b>	<b>0.00</b>	<b>3</b>	<b>2.34%</b>	<b>8</b>	<b>6.25%</b>
# Difference		3		3		1		1				1		1	

## EEO Analysis - Supervisor of Elections, January 2016

[illegible]

# **EEO Analysis, Tax Collector, January 2016**

EEO Job Category	Total	Males	%Male	Fems.	%Fem.	Whites	%White	Blacks	%Black	AI/ AN	%AI/ AN	Asians	%Asians	Hisps.	%Hisps.
<b>ADMIN SUPPT</b>	<b>132</b>	<b>36</b>	<b>27.27%</b>	<b>95</b>	<b>71.97%</b>	<b>95</b>	<b>71.97%</b>	<b>23</b>	<b>17.42%</b>	<b>1</b>	<b>0.76</b>	<b>2</b>	<b>1.52%</b>	<b>6</b>	<b>4.55%</b>
Cmnty Wkfc			37.00%		63.00%		81.00%		9.00%		0.00		2.00%		7.00%
% Difference			9.73%				9.03%						0.48%		2.45%
# Difference		12				11								3	
<b>OFFICIAL/ADM</b>	<b>23</b>	<b>7</b>	<b>30.43%</b>	<b>16</b>	<b>69.57%</b>	<b>19</b>	<b>82.61%</b>	<b>3</b>	<b>13.04%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>4.35%</b>
Cmnty Wkfc			60.00%		40.00%		86.00%		5.00%		0.00		2.00%		5.00%
% Difference			29.57%				3.39%						2.00%		0.65%
# Difference		6													
<b>PARA-PROF</b>	<b>3</b>	<b>0</b>	<b>0.00%</b>	<b>3</b>	<b>100.00%</b>	<b>3</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%		0.00		4.00%		8.00%
% Difference			41.00%						11.00%				4.00%		8.00%
# Difference		1													
<b>PROFESS</b>	<b>90</b>	<b>16</b>	<b>17.78%</b>	<b>74</b>	<b>82.22%</b>	<b>71</b>	<b>78.89%</b>	<b>9</b>	<b>10.00%</b>	<b>1</b>	<b>1.11</b>	<b>0</b>	<b>0.00%</b>	<b>9</b>	<b>10.00%</b>
Cmnty Wkfc			44.00%		56.00%		83.00%		6.00%		0.00		4.00%		6.00%
% Difference			26.22%				4.11%						4.00%		
# Difference		23				3						3			
<b>TECHS</b>	<b>9</b>	<b>5</b>	<b>55.56%</b>	<b>4</b>	<b>44.44%</b>	<b>8</b>	<b>88.89%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>11.11%</b>	<b>0</b>	<b>0.00%</b>
Cmnty Wkfc			41.00%		59.00%		75.00%		11.00%		0.00		4.00%		8.00%
% Difference					15.00%				11.00%						8.00%
# Difference				1											
<b>Grand Total</b>	<b>257</b>	<b>64</b>	<b>24.90%</b>	<b>192</b>	<b>74.71%</b>	<b>196</b>	<b>76.26%</b>	<b>35</b>	<b>13.62%</b>	<b>2</b>	<b>0.78</b>	<b>3</b>	<b>1.17%</b>	<b>16</b>	<b>6.23%</b>
# Difference		42		1		14						3		3	



### Human Resources Director

#### Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following action from **December 27, 2015 through January 23, 2016.**

#### Result of Audit UPWARD RECLASSIFICATION (BUILDING)

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C2083	Building Svcs Specialist	CL10	Admin Supt Spec	CL11

#### TITLE/PAY GRADE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
10860	911 Systems Manager	SM4a	911 Division Director	SM3b
10880	911 Computer Systems Manager	SM4a	911 Radio & Tech Div Dir	SM3b

#### REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
20030	Animal Care Assistant	CL6
20044	Animal Services Representative	CL8
20000	Animal Control Officer 1	CL12
20010	Animal Control Officer 2	CL13
17092	Customer Services Analyst	CL13
17175	Maintenance Supervisor	CL17
16966	Solid Waste Program Supervisor	CL18

#### DELETION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
20154	Health & Wellness Specialist	P3

#### UPDATED CAREER LADDER-ANIMAL SERVICES

Animal Care Assistant	CL6	Animal Services Representative	CL8
Animal Services Representative	CL8	Animal Control Officer 1	CL12
Animal Control Officer 1	CL12	Animal Control Officer 2	CL13



## Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL

Wednesday, December 16, 2015, 2:30 p.m. – 4:30 p.m.

### Call to Order

The EAC Representative meeting was called to order at 2:30 p.m. by Chair, Lisa Wombles.

### Approval of Minutes

Charles Toney motioned to approve the EAC Representative Minutes for November 18, 2015. The motion was seconded by Steve Yeatman. The minutes were approved.

Richard Castle motioned to approve the EAC Delegate Minutes for November 19, 2015. The motion was seconded by Josh Chance. The minutes were approved.

Guest, Jack Loring, County Administration, introduced Leisha Samuels, a senior at University of Central Florida. She is majoring in Human Resources and is doing an externship with the County during the holidays. This is a new program in which Pinellas County has taken an interest.

### Comments from Interim Director of Human Resources – Beverly Waldron

Bev provided a synopsis of recent items:

- The new Personnel Rules have been approved with the Unified Personnel Board (UPB) Policies and will be in effect as of January 1, 2016. An email blast has gone out and a webpage created at [www.pinellascounty.org/hr/rules](http://www.pinellascounty.org/hr/rules).
- There have been many web hits to the new Rules.
- Rule #7, Employee Grievances, will be revised at the Personnel Board Meeting on January 7, 2016 to add misapplication of Unified Personnel Board policies as a grievable item.
- Payroll #27 for year 2015 will be paid 12/31/15.
- Floating Holidays and Personal Days for 2016 will be loaded to be available as of 12/27/15.
- As of 12/27, the minimum pay in each pay grade will be adjusted upward 2%. Any employee under the new minimum will have their pay adjusted to the new minimum.
- Approximately five hundred employees have provided 25 years of continuous service and will receive an extra two Floating Holidays for payroll year 2016.
- Every 11 years, there is a "Leap Payroll".
- Under the revised Personnel Rules, general raises will be based on the mid-point of each pay classification. Individual performance increases will be based on the employee's actual pay.
- Dave Blasewitz will be the interim HR Director.

### Question

Richard Castle received a complaint from a constituent that some of the questions on the United Healthcare health assessment survey are invasive and intrusive. This refers to the questions such as driving after drinking alcohol, or how many times a week the employee is a passenger when the driver has been drinking alcohol.

### Answer

Employees may decide to not answer those questions.





# Employees' Advisory Council



*to continually improve the Pinellas County classified employees' quality of work life*

APPROVED BY THE EAC

Bev noted that the employee may make the choice to not participate in the assessment, but that is an expensive choice (\$500). This questionnaire is used nationally and the County never receives information relating to any individual's submittal. They only receive the statistics.

## **Question**

There has been a question of whether time served in temporary employment with the County is counted toward service anniversary time.

## **Answer**

It is being looked at. New employees may have that recognized, but it may not go back for employees already in full-time County employment. No final decisions have been made.

## **Other**

- The Health Clinic is in contractual negotiation phase. A location will be announced when the contract is submitted for BCC approval.
- The EAC electronic voting had a turnout of 66%, up 4% from last year's paper voting (62%).

## **Personnel Board**

- Dr. Rick Davis was reappointed to his position on the Board by the other members.
- Joan Vecchioli will remain as the Constitutional's appointee for another year.
- The Board of County Commissioners will be appointing a new person, Louise Dolsay, who has been a Court Adjunct and has a background as a mediator in personnel issues.
- The January 7 UPB meeting will begin at 6:30 even though there is an appeal. This is to accommodate the employee's schedule. The change to Rule 7 will be voted on at this meeting.
- The February meeting will begin at 4:00 pm as there is another appeal scheduled.

## **Holiday Giving**

The Christmas Wish Foundation was chosen by the EAC for multiple reasons. It has a very low overhead, allowing a large percentage of the funds to go where funds are needed. Funds are not so much for gifts as for helping families to pay the electric bill, the rent, and so on. There was discussion to continue the program, with a Christmas in July instead of trying to compete with other individual departments' Christmas drives.

## **EAC Representative Election Results**

Lisa Wright - Property Appraiser  
Linda Cahill - Supervisor of Elections  
Ashley Skubal - Clerk of Court North

Mario Rughia - BCC Group 1  
Doris McHugh- BCC Group 6  
Lisa Wombles - BCC Group 8

## **EAC Representative Officer Elections**

Richard Castle nominated Lisa Wombles as Chair.  
Lisa accepted. There were no other nominations made.  
Vote was unanimous for Lisa.

Charles Toney nominated Richard Carvale as Vice Chair. There were no other nominations made.  
Vote was unanimous for Richard.

Richard Castle nominated Ashley Skubal as Secretary.  
Ashley declined.



Charles Toney nominated Peg Poole as Secretary.  
Peg accepted. There were no other nominations made.  
Vote was unanimous for Peg.

## **EAC Committee Appointments**

- Suggestion Awards: Richard Castle and Josh Chance
  - Awards can have a cash value of 10% of first year savings, up to \$2,500.
  - This program dates back to sometime in the 1960s.
- Legislative: Charles Toney and Richard Carvale
  - Charter Review
  - Legislative Sessions
  - Florida Retirement System (FRS)
- Affirmative Action Committee: Mercedes Pearson and Hazel Lane
  - Attend quarterly meetings
- Advocate Committee: Lisa Wombles and Steve Yeatman

## **Adjourned**

Charles Toney made a motion to adjourn, and it was seconded by Josh Chance.

*Lisa Wombles	Randy Rose	*Clare McGrane	*Jennifer Gundel	*Chuck Mangio
*Richard Carvale	Hazel Lane	*Steve Yeatman	*Richard Castle	*Mercedes Pearson
*Charles Toney	Mike Powell	*Josh Chance	*Linda Cahill	*Peggy Poole

\*EAC Representatives in attendance at this meeting.

Also in attendance:

- Larry Markunas sitting in for Randy Rose
- Donna Beim sitting in for Hazel Lane

New Representatives:

- Doris McHugh, BCC Group 6
- Mario Ruggia, BCC Group 1
- Ashley Skubal, Clerk North
- Lisa Wright, Property Appraiser

**SIGN UP:** Any employee may request a new issue be emailed each month by [subscribing to Leadership Notes newsletter](#).

## Personnel Rules and Policies: What Supervisors Need to Know

The [Unified Personnel System Rules and Policies](#) have been updated, and are effective January 1, 2016. There are 8 rules instead of 28.

<b>Rule 1</b>	<a href="#">The Classification Plan</a>
<b>Rule 2</b>	<a href="#">Filling Positions</a>
<b>Rule 3</b>	<a href="#">Compensation</a>
<b>Rule 4</b>	<a href="#">Time Off</a>
<b>Rule 5</b>	<a href="#">Reduction in Force</a>
<b>Rule 6</b>	<a href="#">Discipline</a>
<b>Rule 7</b>	<a href="#">Employee Grievances</a>
<b>Rule 8</b>	<a href="#">Political Activities</a>

The rules and policies have been simplified to make them easier to understand for all employees. Supervisors may wonder “What are some of the biggest changes?”

Beverly Waldron, Human Resources Interim Director, says, “From a supervisory perspective there are several advantages. They are in **simpler language**, topics (e.g. filling positions) are **consolidated** into one rule, there is more **departmental discretion in pay** decisions for promotions and demotions, and both the **discipline and grievance** rules have been clarified to make each more easily understood.”

With the many changes to the rules and policies, supervisors will not only have questions of their own, but can expect their employees to have questions.

**It is important for supervisors to familiarize themselves with these changes**, so that they can answer employees’ questions.

There are guides and FAQs which explain what has changed and how the new rules incorporate the information from the old rules.

- [Frequently Asked Questions \(FAQs\)](#)
- [What Changed in the Personnel Rules](#)

Space limitations prevent a comprehensive review, but the following few highlights may help supervisors begin to understand many of the revisions.

**Grievances:** In Personnel Rule 7, the time to file a grievance was changed from 10 working days to 15 calendar days to avoid confusion about working on a weekend, holidays, alternate work schedules, etc.

**Filling Positions:** Personnel Rule 2 includes information regarding recruitment, eligible registers, promotions, demotions, transfers, reclassifications, etc. Previously, a supervisor would have to search through several different rules to find information about these topics. Now with the updated rules, a supervisor will refer to one rule when they have questions about filling a position.

**Compensation:** Now with all information about pay consolidated in Personnel Rule 3, a supervisor will not have to cross-reference as many as eight different rules for answers about pay. Two of the biggest changes in this area include

- General pay increases will be calculated on the midpoint of a pay grade range, rather than employees’ actual salary.
- Promotional increases. There is more discretion with a range of 4 to 10%, as determined by the Appointing Authority.

**Some rules converted to policies:** Supervisors should familiarize themselves with the [Unified Personnel Board Policies](#). There are now 11 Unified Personnel Board policies regarding items that are administrative or procedural in nature.

Through continuous conversation with employees, supervisors will play a major role in helping everyone understand the Personnel Rules changes as the Unified Personnel System continues to move forward in helping Pinellas County Government be an employer of choice.

Human Resources is always available to provide guidance regarding the rules and policies. If you would like more information, please call us at 464-3506.

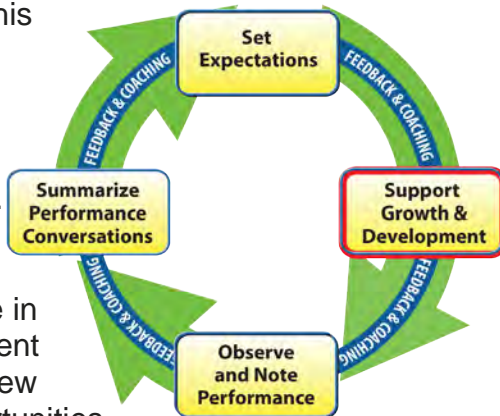


## You've Sent Your Team to Training...Now What?

One component of the FACE of Performance model is *Support Growth and Development*.

The focus of this component is on employee **learning and professional development**.

Supervisors play a key role in this development by providing new learning opportunities to their employees to help them achieve career and personal goals. However, sending them to training should not be the final piece of supporting their growth.



According to “Flawless Implementation: Five Keys for Successful Training,” a whitepaper by NetSpeed Learning Solutions, one of the critical factors of successful training implementation is “support of the training initiative from line managers” and “94% of learners who experienced improved performance reported that their manager provided support and encouragement to attend and apply the training.”

Training programs can produce “a positive impact on strategic objectives” if the following question is addressed and discussed: “What business objectives drive the need for this training program?”

To help ensure that training is beneficial and that business objectives are met, the training should “include post-class reinforcement and evaluation. Reinforcing key skills and practices

after a training or learning event increases the chances that you’ll achieve learning transfer and on-the-job performance improvement.”

Managers can obviously play a “pivotal role” in the success of training by committing to some or all of the following:

- Attending the training program themselves
- Setting goals with their direct reports who attend the training
- Meeting with direct reports after training to reinforce on-the-job application
- Including training and skill development goals in performance reviews
- Collaborating with direct reports to write and share case studies that demonstrate on-the-job application of new skills

Nurturing the employee’s new skills can also be accomplished by allowing the employee scheduled time to reinforce information learned in the classroom by utilizing [ULearnIT](#), the county’s new online learning portal. Completed supplemental content is trackable through management reporting and will allow the assessment of the employee’s growth and development.

Need more tips on how to reinforce training after the training ends?

Want more information on sending your team to training courses or utilizing ULearnIT?

Contact the HR Training & Development Team: [training@pinellascounty.org](mailto:training@pinellascounty.org) or (727) 464-3796.

# Learning Opportunity

January 2016

Pinellas County  
Human Resources  
*Helping U Succeed*  
[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

## Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Dec 28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Jan 1, 16</b>
Dec 28 - Jan 1					New Year's Holiday
	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Jan 4 - 8					
	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
Jan 11 - 15	8:30am 5:00pm Setting Sail - New Employee Orientation Day 1 (Annex 429)	8:00am 4:00pm Hour-Long Microsoft 2013 New Features Classes (Annex 138)	8:00am 9:00am Word 2013 New Fe 8:30am 12:00pm A Kick in the Attit 9:30am 10:30am Outlook 2013 Ne 11:00am 12:00pm Excel 2013 New 1:30pm 2:30pm Excel 2013 New Fe 3:00pm 4:00pm Word 2013 New F	8:00am 9:00am Outlook 2013 New Features (Annex 138) 9:30am 10:30am Excel 2013 New F 11:00am 12:00pm Word 2013 New 1:30pm 2:30pm Word 2013 New F 3:00pm 4:00pm Outlook 2013 New	
	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
Jan 18 - 22		8:00am 9:00am Excel 2013 New Fe 8:30am 12:00pm Muster Drill - Ne 9:30am 10:30am Word 2013 New F 11:00am 12:00pm Outlook 2013 N 1:30pm 2:30pm Outlook 2013 New 3:00pm 4:00pm Excel 2013 New Fe	8:00am 9:00am Word 2013 New Features (Annex 138) 9:30am 10:30am Outlook 2013 Ne 11:00am 12:00pm Excel 2013 New 1:30pm 2:30pm Excel 2013 New Fe 3:00pm 4:00pm Word 2013 New F	8:00am 5:00pm Quarterly LEAD W 8:00am 9:00am Outlook 2013 New 8:30am 12:30pm Records Manage 8:30am 12:00pm Time Manageme 9:30am 10:30am Excel 2013 New F 11:00am 12:00pm Word 2013 New	
	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
Jan 25 - 29	8:00am 12:00pm Freestyle Cruising - New Employee Orientation Day 3 (Magnolia Room) 8:30am 5:00pm Setting Sail - New Employee Orientation Day 1 (Annex 429)	8:00am 9:00am Excel 2013 New Features (Annex 138) 9:30am 10:30am Word 2013 New F 11:00am 12:00pm Outlook 2013 N 1:30pm 2:30pm Outlook 2013 New 3:00pm 4:00pm Excel 2013 New Fe	8:00am 9:00am Word 2013 New Features (Annex 138) 9:30am 10:30am Outlook 2013 Ne 11:00am 12:00pm Excel 2013 New 1:30pm 2:30pm Excel 2013 New Fe 3:00pm 4:00pm Word 2013 New F	8:00am 9:00am Outlook 2013 New 9:00am 4:00pm Project Manageme 9:30am 10:30am Excel 2013 New F 11:00am 12:00pm Word 2013 New 1:30pm 2:30pm Word 2013 New F 3:00pm 4:00pm Outlook 2013 New	

Request enrollment for classes in OPUS. Users without OPUS access may register through their training coordinator. Class dates and times are subject to change. Not all classes are open to non-County Consortium members. Contact Training & Development at 464-3796 or email [training@pinellascounty.org](mailto:training@pinellascounty.org).

# Learning Opportunity

February 2016

Pinellas County  
Human Resources  
*Helping U Succeed*  
[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

## Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
Feb 1 - 5	<b>Feb 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		8:30am 4:30pm Supervisory & Management Competencies Series (Studio B)	1:00pm 3:00pm Budget 101 (Studio B)		
Feb 8 - 12	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
		8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 9:30am Excel 2013 New Features (Annex 138) 10:00am 11:00am Word 2013 New 11:30am 12:30pm Outlook 2013 N	1:00pm 2:00pm Outlook 2013 New Features (Annex 138) 2:30pm 3:30pm Excel 2013 New Features (Annex 138) 4:00pm 5:00pm Word 2013 New Features (Annex 138)	8:30am 12:00pm The Changing Environment & Future Trends in 8:30am 9:30am Word 2013 New Fe 10:00am 11:00am Outlook 2013 N 11:30am 12:30pm Excel 2013 New 1:00pm 4:30pm Emotional Intelligence	
Feb 15 - 19	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
		8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 12:00pm Muster Drill - Ne 1:00pm 2:00pm Word 2013 New F 2:30pm 3:30pm Excel 2013 New Fe 4:00pm 5:00pm Outlook 2013 New	8:30am 12:00pm Power of Future Conversations (Studio B) 8:30am 9:30am Outlook 2013 New Features (Annex 138) 10:00am 11:00am Excel 2013 New 11:30am 12:30pm Word 2013 New	8:30am 11:00am Records Management 2.0 (Swisher 211) 8:30am 9:30am Word 2013 New Features (Annex 138) 10:00am 11:00am Excel 2013 New 11:30am 12:30pm Outlook 2013 N	
Feb 22 - 26	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
	8:30am 5:00pm Setting Sail (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 9:30am Word 2013 New Features (Annex 138) 10:00am 11:00am Excel 2013 New 11:30am 12:30pm Outlook 2013 N	8:30am 9:30am Outlook 2013 New Features (Annex 138) 10:00am 11:00am Word 2013 New Features (Annex 138) 11:30am 12:30pm Excel 2013 New Features (Annex 138)	1:00pm 2:00pm Outlook 2013 New Features (Annex 138) 2:30pm 3:30pm Word 2013 New Features (Annex 138) 4:00pm 5:00pm Excel 2013 New Fe 6:30pm 8:30pm Passport To Retire	
Feb 29 - Mar 4	<b>29</b>	<b>Mar 1</b>	<b>2</b>	<b>3</b>	<b>4</b>

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# Learning Opportunity

March 2016

Pinellas County  
Human Resources  
*Helping U Succeed*  
[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

## Quarterly Training Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Feb 29</b>	<b>Mar 1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Feb 29 - Mar 4		8:30am 4:30pm Supervisory & Management Competencies Series (Studio B)	8:30am 12:00pm What To Do When Conflict Happens (Studio B) 1:00pm 3:00pm Budget 101 (Studio B)	6:30pm 8:30pm Passport To Retirement (Clerk's 4th floor Conf Rm)	
	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
Mar 7 - 11		8:30am 4:30pm Supervisory & Management Competencies Ser 8:30am 12:00pm Dealing With Difficult People (Utilities 4th Flo 8:30am 12:00pm Managing Workplace Stress (Sheriff's Offic	8:30am 11:30am Career Development Forum - 1 of 5 (Studio B) - Training, Human Resources	8:30am 4:30pm Intro to Supervision for Non-Supervisors 8:30am 12:00pm Communicate This! (Sheriff's Office) 6:30pm 8:30pm Passport To Retirement (Clerk's 4th floor Co	
	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
Mar 14 - 18	8:30am 5:00pm Setting Sail (Annex 429)	8:30am 4:30pm Supervisory & Management Competencies Series (Studio B)	8:00am 12:00pm Getting Ready for Retirement (Utilities - Maintenance North) 8:30am 12:00pm Who Put a Lizard in my Lasagna? (Sheriff's Office)	8:30am 12:00pm Managing Electronic Records 1.0 (Swisher 8:30am 12:00pm Myers-Briggs Type Indicator (Studio B) 8:30am 12:00pm Tips for Getting the Job You Want (Annex 138)	
	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
Mar 21 - 25	8:30am 12:00pm Muster Drill - New Employee Orientation Class 2 (Extension)		8:30am 12:00pm Leading with Persuasion (Studio B)	8:30am 12:00pm Problem Solving / Decision Making (Swisher 211)	
	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Apr 1</b>
Mar 28 - Apr 1	8:30am 5:00pm Setting Sail (Annex 429)	8:30am 12:00pm Supervisory & Management Competencies Series (Studio B)		8:30am 4:30pm Team Building (Studio B) 8:30am 12:00pm Sharpening Your Professional Image (Sheriff's Office)	

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**UNIFIED PERSONNEL SYSTEM**

Annex Building 4th Floor  
400 S. Fort Harrison Ave.  
Clearwater, Florida 33756  
Phone: (727) 464-3367  
FAX: (727) 464-3949  
[www.pinellascounty.org/hr](http://www.pinellascounty.org/hr)



David Blasewitz  
Interim Director

January 29, 2016

Mr. Andrew Belich  
6115 5<sup>th</sup> Avenue North  
St. Petersburg, FL 33710

Dear Mr. Belich:

This letter is to confirm with you that the date of your appeal of termination has been continued based on a request from your Appointing Authority. Your appeal will be rescheduled to be heard by the Unified Personnel Board at a date soon to be determined. You will be advised in writing when the date and time are set.

For questions, you may call me at the number above, or Michelle Wallace, County Attorney's office, at 727-464-3354.

Sincerely,

A handwritten signature in blue ink that reads "David Blasewitz". The signature is fluid and cursive, with a large loop at the end.

David Blasewitz  
Director of Human Resources (Interim)

cc: Don Crowell, County Attorney's Office  
Michelle Wallace, County Attorney's Office  
Jason Ester, County Attorney's Office  
Jim Valliere, Human Resources  
Stephen Yeatman, Advocate  
Leena Delli Paoli, Advocate  
Pam Bell, Safety and Emergency Services

Sent via Regular and Certified Mail 7014 2870 0000 2272 7104