

Florida Highway Safety and Motor Vehicles
2900 Apalachee Parkway
Tallahassee, FL 32399



EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION PLAN

**2022-2023 DATA YEAR
2023-2024 PLAN YEAR**

Jamie Wilson, Chief of Personnel Services
Name and Title of AA/EEO Officer or Designee


Signature

12/11/2023
Date

**Prepared by:
Bureau of Personnel Services
November 30, 2023
850-617-3202**

Our Mission: *Providing Highway Safety and Security through Excellence in Service, Education, and Enforcement.*

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PURPOSE AND SCOPE

The Florida Department of Highway Safety and Motor Vehicles (FLHSMV) assures applicants and members an equal employment opportunity (EEO). This means that all persons shall have equal access to the opportunities and benefits of employment, both in hiring and in the terms and conditions of employment, limited only by their ability to do the job and without regard to race, color, sex, national origin, religion, age, disability, genetic information, or any other basis protected under the law.

As part of its commitment to equal employment opportunity, FLHSMV publishes an annual Equal Employment Opportunity (EEO)/Affirmative Action (AA) Plan. The plan is developed in accordance with the requirements of section 110.112, Florida Statutes, and chapter 60L-40.002, Florida Administrative Code.

In general, the plan outlines:

- The policies, practices, and procedures that FLHSMV has implemented relevant to equal employment opportunity.
- The analysis of workforce, applicant, and labor market data in order to identify areas where protected groups are underutilized or being adversely impacted.
- The assessment of agency processes and other factors, internal and external, to identify any potential obstacles in the agency's efforts related to equal employment opportunity.
- The strategies and specific actions that FLHSMV plans to take to eliminate any obstacles identified and to enhance the agency's diversity, equity, and inclusion efforts.

FLHSMV'S EEO/AA Plan is actively managed throughout the year and is updated annually to reflect any changes based on new problems or opportunities identified.

POLICIES AND PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

AFFIRMATION OF POLICY STATEMENT

The Florida Department of Highway Safety and Motor Vehicles (FLHSMV) is committed to fostering a diverse, equitable, and inclusive workplace where everyone is treated with dignity, respect, and fairness. FLHSMV assures each member and applicant an equal employment opportunity without regard to age, race, color, sex, pregnancy, gender identity, sexual orientation, religion, national origin, disability, veteran status, marital status, genetic information, or on any other basis protected under the law. This applies to all aspects of employment to include recruitment, examination, hiring, promotion, demotion, and separation.

All employment decisions will be based on objective, job-related criteria designed to evaluate an individual's knowledge, skills, and abilities needed to perform the essential functions of a particular job with or without a reasonable accommodation. A reasonable accommodation as required by law will be provided upon request to a qualified applicant or current member with a disability unless such accommodation would impose an undue hardship on the conduct of its business. Additional details are outlined in FLHSMV Policy 3.02, Americans with Disabilities Act Compliance for Employment Applicants and Current Members.

Discrimination based on age, race, color, sex, pregnancy, gender identity, sexual orientation, religion, national origin, disability, veteran status, marital status, genetic information, or on any other basis protected under the law is illegal and against department policy. FLHSMV is committed to eliminating unlawful discrimination and harassment in the workplace and encourages applicants or members who believe they have been subject to, or who have been witness to, such conduct to file a complaint with the agency's Intake Officer, who is the Chief of Personnel Services at 2900 Apalachee Parkway, Room A420, Tallahassee, Florida 32399-0503; phone number 850-617-3207; fax number 850-617-5177; email OER@flhsmv.gov. FLHSMV prohibits retaliation against, coercion, or intimidation of any individual who has complained about unlawful discrimination, filed a charge of unlawful discrimination, or participated in an employment discrimination investigation or lawsuit. Complaints will be investigated promptly and thoroughly and a confirmed act of unlawful discrimination, harassment, or retaliation by any employee will lead to disciplinary or administrative action, up to and including dismissal. Additional details are outlined in FLHSMV Policy 3.05, Claims of Discrimination to Include Sexual Harassment.

Jamie Wilson, Chief of Personnel Services

Printed Name and Title of EEO/AA Officer or Designee



Signature of EEO/AA Officer or Designee

SUBJECT

**AFFIRMATIVE ACTION
/ EQUAL
EMPLOYMENT
OPPORTUNITY**

**POLICY NUMBER
3.01**



POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services

PURPOSE/SCOPE: To establish a policy ensuring fair and equal treatment for all job applicants and members in all employment practices in compliance with federal and state requirements for Affirmative Action and Equal Employment Opportunity.

I. AUTHORITY

[Section 110.112](#), Florida Statutes, Affirmative action; equal employment opportunity.

[Section 110.2135](#), Florida Statutes, Preference in employment, reemployment, promotion, and retention.

[Chapter 760, Part I](#), Florida Statutes, the FLORIDA CIVIL RIGHTS ACT

[Chapter 60L-36](#), Florida Administrative Code, Conduct of Employees

Governor's [Executive Order 19-11](#) on Ethics, Open Government, and Preventing Sexual Harassment, effective January 8, 2019.

II. RELATED POLICIES <http://hsmvsafetynet/hsmvpolicies/Pages/PolicyIndex.aspx>

MP 3.02, Americans with Disabilities Act Compliance

MP 3.05, Claims of Discrimination to Include Sexual Harassment MP
3.08, Ethics and Personal Responsibility

MP 3.11, Title VI and Other Related Nondiscrimination Authorities MP
5.04, Member Selection

III. DEFINITIONS

- A. Affirmative Action – United States [Executive Order 10925](#) (President John F. Kennedy, 1961) designed to increase representation in jobs with a low representation of minorities in relation to their availability in the relevant labor market. As specified in the federal Equal Employment Opportunity government archives, [Affirmative Action](#) is

defined as “Positive steps taken by an employer which contribute toward greater employment opportunities for minorities, females, the elderly, and the disabled.”

- B. Affirmative Action/Equal Employment Opportunity (AA/EEO) Officer – The Chief of the Bureau of Personnel Services has been designated by the Executive Director to act as the AA/EEO Officer.
- C. Employment Practices – Actions which include but are not limited to, hiring, promotions, training, demotions, transfers, reassignments, discipline, and terminations.
- D. Equal Employment Opportunity (EEO) – Ensures all qualified individuals the right to work and to advance only on the basis of objective, job-related merits, which measure knowledge, skills and abilities to perform a particular job. EEO is required by federal and state law.
- E. Protected Classes – Groups of individuals shielded against employment discrimination based on their gender, sexual orientation, race, color, religion, national origin, ethnicity, age, disability, marital status, veteran status, or any other class protected under Florida or federal law.

IV. POLICY

The Florida Department of Highway Safety and Motor Vehicles (department) assures applicants and members an equal employment opportunity. The department will publish its commitment to AA/EEO internally and externally. The department will train its members, supervisors, and managers regarding our commitment.

The Bureau of Personnel Services’ Office of Employee Relations, division directors and other stakeholders will collaborate to produce an annual written plan that:

1. Reports the department’s current AA/EEO composition; and
2. Sets goals in hiring and promoting persons in protected classes.

The written plan is available on the department’s intranet and internet sites. A printed copy may also be obtained by contacting the Office of Employee Relations at 850-617-3202.

Any applicant or member who believes that he or she has not been afforded AA/EEO opportunity may file a complaint under the department’s Management Policy 3.05, Claims of Discrimination to Include Sexual Harassment.

V. ROLES AND RESPONSIBILITIES

Hiring and promotional goals are established for all job categories on an annual basis in the AA/EEO plan by the Chief of the Bureau of Personnel Services in consultation with department management. Managers and supervisors are expected to pursue AA/EEO goals.

VI. PROCEDURES

- A. Targeted recruitment of protected classes is encouraged. Emphasis in recruitment will be expected in occupations where persons in protected classes are not employed in proportion to their availability in the labor market. The Chief of the Bureau of Personnel Services may distribute information to recruitment sources outlining career opportunities, application procedures and other pertinent information relating to employment with the department. Recruitment sources may include targeted organizations, universities, colleges, and community resources. Innovative outreach strategies are also encouraged from all divisions.

- B. The Chief of the Bureau of Personnel Services, as AA/EEO Officer, will periodically provide the Executive Director and division directors with progress reports on AA/EEO accomplishments and analysis of employment practices, along with recommendations for any corrective action needed.

SUBJECT
AMERICANS WITH
DISABILITIES ACT
COMPLIANCE FOR
EMPLOYMENT
APPLICANTS and
CURRENT
MEMBERS

POLICY NUMBER
3.02



POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services

PURPOSE/SCOPE: To establish a policy regarding equal access and employment opportunity for persons with disabilities and to ensure department and member compliance with the non-discrimination provisions of State and Federal laws, rules, and executive orders as it relates to employment for persons with disabilities

I. AUTHORITY

[The Americans with Disabilities Act of 1990](#), Titles I and V
Federal Law, The Americans with Disabilities Act (ADA) of 1990, as amended

[Chapter 760](#), Florida Statutes, the Florida Civil Rights Act

Governor's [Executive Order 11-03](#) and [Code of Ethics](#), effective January 4, 2011

II. DEFINITIONS

- A. Internal ADA Coordinator - The Executive Director has designated the Chief, Bureau of Personnel Services as the Internal ADA Coordinator. The designee is responsible for providing information, resources, and technical assistance to managers, supervisors, and members in complying with ADA requirements as it relates to those applying for employment or to current members.
- B. Essential Function - A job function may be considered essential for any of several reasons, including, but not limited to, the following: the reason the position exists is to perform that function, there are a limited number of members who can perform that function, or the function is highly specialized, and the member was hired for expertise or ability to perform it. Evidence as to whether a function is essential includes, but is not limited to: the employer's judgment, a written job description prepared prior to advertising or conducting interviews, the amount of time spent on the job performing that function, and the consequences of not requiring the member to perform that function.
- C. Applicant for employment or current member with a disability - One who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment or is regarded as having such impairment. Major life activities include, but are

not limited to, walking, working, seeing, hearing, speaking, breathing, learning, caring for oneself, sitting, standing, lifting, reading, and performing manual tasks.

- D. Qualified Applicant for employment or current member with a disability - A person with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the job that the individual holds or desires, and who, either with or without reasonable accommodation, can perform its essential functions.
- E. Reasonable Accommodation - Change in the work environment which results in an equal employment opportunity for an individual with a disability. An accommodation is not reasonable if it would fundamentally alter the nature of the Department's mission, cause significant difficulty or expense, or otherwise impose an undue hardship.

III. POLICY

The Department of Highway Safety and Motor Vehicles assures access and opportunity to a qualified person with a disability who can perform the essential functions of a job. This applies to hiring, advancement, compensation, job training, access to facilities and programs, telecommunications, and other terms, conditions and privileges of employment. No qualification or selection criterion which would screen out an applicant with a disability on the basis of disability is acceptable unless it is a business necessity and is specifically identified as an essential function on the official position description.

The Department will provide reasonable accommodations to ensure that services, programs, and activities are readily accessible to persons with disabilities who request such accommodation.

The Department will provide information and direction on ADA requirements to all members as needed.

IV. ROLES AND RESPONSIBILITIES

A. Bureau of Personnel Services

1. Chief of Personnel Services is to serve as Internal ADA Coordinator;
2. Distribute information and provide assistance regarding ADA responsibilities and requirements to department managers, supervisors, and members;
3. To ensure that all department employment practices and any provision of reasonable accommodations requested will comply with ADA requirements.

B. Supervisory Responsibility

1. Supervisors may not ask any applicant or member if they have a disability.
2. Any situation involving a member or applicant that involves ADA, accommodations, or situations where the supervisor believes that action may need to be taken in such a situation must be reported through the chain of command and to the Chief of Personnel Services.

3. No action may be taken in situations described in number 2 above until the appropriate review has been conducted and the specific course of action determined by the Chief of Personnel Services.

V. PROCEDURES

A. Duty to Accommodate

The Department will, upon request, and after consultation with the Internal ADA Coordinator, provide a reasonable accommodation to the known physical or mental limitations of a qualified prospective employee or current member with a disability, unless the accommodation would fundamentally alter the nature of the Department's mission, cause significant difficulty or expense, or otherwise impose an undue hardship. Examples of reasonable accommodation include, but are not limited to:

1. Making facilities accessible to a person with a disability;
2. Job restructuring;
3. Modifying work schedules;
4. Acquiring or modifying equipment or devices; and
5. Modifying exams or training materials.

B. Complaint of Discrimination

Any applicant or member who believes he or she has been unlawfully discriminated against on the basis of disability in employment may file a complaint with the Internal ADA Coordinator, the Chief of Personnel Services, through the provisions of Department [Policy 3.05](#), Claims of Discrimination. The Internal ADA Coordinator may be reached at the Neil Kirkman Building, 2900 Apalachee Parkway, Tallahassee, Florida 32399-0500, telephone (850) 617-3207.

SUBJECT
CLAIMS OF
DISCRIMINATION TO
INCLUDE SEXUAL
HARASSMENT

POLICY NUMBER
3.05



POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services

PURPOSE/SCOPE: To establish a policy ensuring fair and equal treatment for all job applicants and members in all employment practices in compliance with federal and state requirements for Affirmative Action and Equal Employment Opportunity.

I. AUTHORITY

[Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.](#)

[Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq.](#)

[Civil Rights Restoration Act of 1987, 20 U.S.C. 1681-1688](#)

[Section 20.055](#), Florida Statutes, Agency inspectors general

[Section 110.105](#), Florida Statutes, Employment policy of the state

[Section 112.044](#), Florida Statutes, Public employers, employment agencies, labor organizations; discrimination based on age prohibited; exceptions; remedy

[Section 119.071\(2\)\(n\)](#), Florida Statutes, General exemptions from inspection or copying of public records

[Chapter 760](#), Florida Statutes, Discrimination in the Treatment of Persons; Minority Representation

[Chapter 60L-36](#), Florida Administrative Code, Conduct of Employees

[Chapter 60L-40](#), Florida Administrative Code, Sexual Harassment, Equal Employment Opportunity and Affirmative Action

Governor's [Executive Order 17-319](#), Preventing Sexual Harassment in State Agencies, effective December 12, 2017

Governor's [Executive Order 19-10](#), Reaffirming Commitment to Diversity in Government, effective January 8, 2019

Governor's [Executive Order 19-11](#), Ethics, Open Government, and Preventing Sexual Harassment, effective January 8, 2019

II. RELATED POLICIES <http://hsmvsafetynet/hsmvpolicies/Pages/PolicyIndex.aspx>

MP 3.06, Disciplinary Process

MP 6.06, Workplace Safety and Security

MP 7.04, Employee Assistance Program (EAP)

MP 11.07, Internal Audit and Investigations

III. DEFINITIONS

- A. Complainant – A Member or an applicant for employment with the department alleging unlawful discrimination.
- B. Hostile Work Environment – Severe and persistent unwelcome comments or conduct (including sexual harassment) based on age, race, color, gender, sexual orientation, religion, national origin, disability, veteran status, marital status, or on any other legally protected characteristic, that unreasonably interferes with a member's or a group of members' work performance.
- C. Intake Officer – The Chief of Personnel Services or designee and the General Counsel or designee have been designated by the Executive Director to receive, assess, and facilitate resolution of claims of discrimination.
- D. Office of Employee Relations (OER) – Section within the Bureau of Personnel Services designated to assist complainants with questions about unlawful discrimination, provide information to the Intake Officer and the Inspector General as needed, track the filing of claims of unlawful discrimination, assist with ensuring their prompt and proper handling, and keep a record of their ultimate resolution.
- E. Reasonable Accommodation for Medical Reasons – Change in the work environment which results in an equal employment opportunity for an individual with a disability. An accommodation is not reasonable if it would fundamentally alter the nature of the Department's mission, cause significant difficulty or expense, or otherwise impose an undue hardship.
- F. Reasonable Accommodation for Religious Reasons – Changes in the work environment made to accommodate a member's sincerely held religious belief, practice, or observance that conflicts with a work requirement. An accommodation is not reasonable if it would fundamentally alter the nature of the Department's mission, cause significant difficulty or expense, or otherwise impose an undue hardship.

- G. Sexual Harassment – Type of unlawful discrimination consisting of unwelcome sexual advances, requests for sexual favors, and other oral, written, or physical conduct of a sexual nature, including displays of sexually-oriented images, when this conduct explicitly or implicitly affects an individual’s employment and unreasonably interferes with an individual’s work performance or creates a hostile work environment. A victim of sexual harassment and a perpetrator of sexual harassment may be a woman or a man. A victim of sexual harassment does not have to be the opposite sex of a perpetrator of sexual harassment. A perpetrator of sexual harassment can be a victim’s supervisor, an agent of the victim’s employer, a supervisor in another area, a co-worker, or a non-employee, such as a vendor. A victim of sexual harassment does not have to be the person harassed but could be anyone affected by the offensive conduct.
- H. Unlawful Discrimination – Actions that create barriers, deny access, make employment decisions, or create a hostile work environment on the basis of age, race, color, sex, pregnancy, gender identity, sexual orientation, religion, national origin, disability, veteran status, marital status, genetic information, or on any other basis protected under the law. Such actions may be directed towards, or affect, one person or a group of people. Intent to discriminate is not necessary for unlawful discrimination to occur. Examples of unlawful discrimination include, but are not limited to, slurs, derogatory comments, gestures, physical behaviors, or “jokes” about age, race, color, gender, sexual orientation, religion, national origin, disability, veteran’s status, marital status, or any other basis protected under the law. In addition, subjecting a member, as a condition of employment, to any training, instruction, or any other required activity that espouses, promotes, advances, inculcates, or compels such member to believe any of the concepts enumerated in section 760.10(8)(a), Florida Statutes, constitutes discrimination based on race, color, sex, or national origin.

IV. POLICY

Discrimination based on age, race, color, sex, pregnancy, gender identity, sexual orientation, religion, national origin, disability, veteran status, marital status, genetic information, or on any other basis protected under the law is illegal and against department policy. The department is committed to eliminating unlawful discrimination in the workplace. Furthermore, reasonable accommodations to applicants and employees who need them for medical or religious reasons will be provided as required by law.

The department will provide initial education to new members no later than 30 days after the start of employment through new member training courses. The new member training courses address claims of discrimination, including sexual harassment, and are required to be completed by the new member no later than 30 days from the course assignment date. Recurring mandatory training will be provided to all members on an annual basis thereafter, and are required to be completed no later than 90 days from course assignment date. In addition, the department will provide specific training for supervisors.

Upon receipt of a claim of unlawful discrimination, the department will initiate a prompt review while maintaining the greatest degree of confidentiality possible. Where violations are confirmed, disciplinary or administrative action up to and including dismissal, will be taken in accordance with department Policy 3.06, Disciplinary Process at <http://hsmvsafetynet/hsmvpolicies/Pages/PolicyIndex.aspx>.

Retaliation against any member who makes a report of unlawful discrimination, provides information as a witness, or opposes unlawful discrimination is prohibited. Any member who retaliates against a complainant will be subject to discipline or administrative action. Any member against whom such retaliatory action has allegedly been taken may file a complaint with the Intake Officer.

V. ROLES AND RESPONSIBILITIES

A. Members

1. Upon employment, all new members will receive information and training regarding this policy. New members must complete the training within 30 days from the date it is assigned by the department.
2. All current members are required to participate in mandatory recurring annual training courses that provide information on identifying and avoiding acts of unlawful discrimination.
3. By completing the assigned training courses, new members and current members acknowledge receipt of, and agree to comply with, all associated policies, procedures and related training information.
4. The new member and recurring annual training courses may be provided through the department's online training system, or in instructor-led classroom settings, as determined by the department.
5. Non-supervisory members must report any incidents of unlawful discrimination they reasonably suspect, or that have been reported to them, to the Intake Officer at (850) 617-3202.
6. Members with complaints related to unlawful discrimination may also contact the following:

Florida Commission on Human Relations at 4075 Esplanade Way, Room 110, Tallahassee, FL 32399. Telephone: (850) 488-7082 or Toll-Free: (800) 342-8170, Fax: (850) 487-1007, web address <http://fchr.state.fl.us>.

United States Equal Employment Opportunity Commission (EEOC) at the Miami District EEOC Office, Miami Tower, 100 SE 2nd Street, Suite 1500, Miami, Florida 33131. Telephone: (800) 669-4000, Fax: (305) 808-1855, web address: <http://www.eeoc.gov>. EEOC Tampa Office: 501 East Polk Street, Suite 1000, Tampa, FL 33602. Telephone: (800) 669-4000, Fax: (813) 228-2841, web address: <http://www.eeoc.gov>.

B. Supervisors

- 1.** Supervisors are responsible for identifying and reporting incidents of unlawful discrimination which they know of, reasonably suspect, or are reported to them. Supervisors shall not undertake investigation of such incidents. Rather, supervisors must report such incidents to their chain of command and OER at (850) 617-3202. OER will then advise the supervisor or refer them to the Intake Officer or the Inspector General based on the circumstances.
- 2.** Supervisors are required to set the standard for non-discriminatory behavior and ensure members are aware of the different types of unlawful discrimination.
- 3.** Supervisors who allow unlawful discrimination, are aware of it and fail to report it, or who participate in it, will be subject to disciplinary or administrative action, up to and including dismissal.
- 4.** Supervisors will complete additional specialized training, specific to their roles as supervisors, as assigned by the department.

VI. PROCEDURES

- A.** Complaints of unlawful discrimination shall be reported to the Intake Officer who will ensure that the complaint is processed promptly. The confidentiality of any member who reports discrimination or participates in a discrimination investigation will be protected to the greatest possible extent.
- B.** To ensure the prompt and thorough investigation of a complaint of discrimination or sexual harassment, the complainant should provide as much of the following information as is possible:
 - 1.** The name, department and position of the person or persons allegedly committing harassment.

2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
 3. The effect of the incident(s) on the complainant's ability to perform their job or other terms or conditions of their employment.
 4. The names of other individuals who might have been subject to the same or similar harassment.
 5. What steps, if any, the complainant has taken to try to stop the harassment.
 6. Any other information the complainant believes to be relevant to the harassment complaint.
- C. The Intake Officer will promptly consult with appropriate department managers and the Inspector General to evaluate the claim to determine whether further inquiry or investigation is necessary. If an investigation is necessary, the department will, to the extent practicable, take action to eliminate contact between the complainant and subject during the investigation.
- D. OER will initiate an inquiry no later than the next business day following receipt of a claim and refer the claim to the Inspector General for investigation, if necessary. Investigative activities will be handled by the Inspector General in accordance with department Policy 11.07, Internal Audit and Investigations, and will be prompt, thorough and impartial.
- E. After evaluation of the complaint of discrimination, disciplinary or administrative action will occur and appropriate parties will be notified. Any necessary corrective or preventative action shall be effective and commence promptly. OER will further ensure the complainant is notified of the steps the department has taken and offer them assistance from the state's Employee Assistance Program pursuant to department Policy 7.04.

SUBJECT
TITLE VI AND OTHER
RELATED NON-
DISCRIMINATION
AUTHORITIES

POLICY NUMBER
3.11



POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services

PURPOSE/SCOPE: To establish a policy ensuring fair and equal treatment for all job applicants and members in all employment practices in compliance with federal and state requirements for Affirmative Action and Equal Employment Opportunity.

I. AUTHORITY

[Title VI of the Civil Rights of 1964](#), Title 42 U.S.C. § 2000d — 2000d-7, Subchapter V - Federally Assisted Programs

[Section 324](#) of the Federal-Aid Highway Act of 1973, Title 23 U.S.C. § 324 (2012), Prohibition of discrimination on the basis of sex

[Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970](#), Title 42 U.S.C. §§ 4601-4655

[Section 504 of the Rehabilitation Act of 1973](#), Title 29 U.S.C. § 794 (2012), Non-discrimination under Federal grants and programs; promulgation of rules and regulations

[Title II of the Americans with Disabilities Act of 1990, Public Law 101-336](#)

[Age Discrimination Act of 1975](#), Title 42 U.S.C. §§ 6101-6107

[Federal-Aid Highway Standards](#), Title 23 U.S.C. Part 109(h)

[Civil Rights Restoration Act of 1987](#), Public Law 100-259, March 22, 1988

[Section 20.055](#) Statutes, Agency inspectors general

[Section 760.01](#), Florida Statutes, Florida Civil Rights Act of 1992, Purposes; construction; title

[Section 760.10](#), Florida Statutes, Discrimination in the Treatment of Persons; Minority Representation, Unlawful employment practices

[Executive Order 12250](#), Leadership and Coordination of Nondiscrimination Laws

[Executive Order 12898](#), Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

[Executive Order 13166](#), Improving Access to Services for Persons with Limited English Proficiency

[Title 28 Code of Federal Regulations Part 35](#), Nondiscrimination on the Basis of Disability in State and Local Government Services

[Title 28 C.F.R. Part 36](#), Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities

[Title 28 C.F.R. Part 41](#), Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap in Federally Assisted Programs

[Title 28 C.F.R. Part 42, Subpart C](#), Nondiscrimination in Federally Assisted Programs-Implementation of Title VI of the Civil Rights Act of 1964

[Title 28 C.F.R. Part 50.3](#), Guidelines for the Enforcement of title IV, Civil Rights Act of 1964

[Title 49 C.F.R. Part 21](#), Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964

[Title 49 C.F.R. Part 27](#), Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance

[Title 49 C.F.R. Part 303](#), Civil Rights, Purpose

[Title 23 C.F.R. Part 200](#), Title VI Program and Related Statutes-Implementation and Review Procedures

[Title 23 C.F.R. Part 1235](#), Uniform System for Parking for Persons with Disabilities

[United States Department of Transportation Order 1000.12](#), Subject: Implementation of the Department of Transportation Title VI Program

[United States Department of Transportation Order 1050.2A](#); Standard Title VI/Nondiscrimination Assurances

[Federal Transit Administration Circular 4702.1B](#), Title VI Requirements and Guidelines for Federal Transit Administration Recipients

Governor's [Executive Order 11-03](#) and [Code of Ethics](#), effective January 4, 2011

[Title VI Nondiscrimination Program](#) (Florida Department of Transportation Policy # 001-275-006)

II. RELATED POLICES

[MP 3.02](#), Americans with Disabilities Act Compliance for Employment Applicants and Current Members

[MP 3.05](#), Claims of Discrimination to include Sexual Harassment

[MP 3.06](#), Disciplinary Process

[MP 11.07](#) Internal Audit Compliance and Investigations

III. DEFINITIONS

- A. Bureau of Personnel Services - responsible for administering the Title VI Program and Related Nondiscrimination Authorities.
- B. Complainant - person who alleges discrimination under Title VI.
- C. Compliance - satisfactory condition existing when a recipient has effectively implemented all of the Title VI and related nondiscrimination authorities or can demonstrate every good faith effort toward achieving this end has been made.
- D. Department Title VI Coordinator - Chief of Personnel Services.
- E. Discrimination - any act or inaction, whether intentional or unintentional, in any program or activity of a federal-aid recipient, sub-recipient, or contractor, which results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, national origin, sex, age or disability, including income-level and Limited English Proficiency, in the case of disability, failed to make a reasonable accommodation. That act or inaction, whether intentional or unintentional, through which a person in the United States solely because of race, color, national origin, age, sex or disability, including income-level and Limited English Proficiency, has been otherwise subjected to unequal treatment, or who has been retaliated against under any program or activity receiving financial assistance from the Federal Motor Carrier Safety Administration (FMCSA) under *Title 49 U.S.C.*
- F. Division Title VI Program Coordinator - Bureau Chief's and Troop Commanders.
- G. Federal Assistance –
 - 1. Any grants and loans of federal funds;
 - 2. Any grant or donation of federal property and interests in property;
 - 3. Any utilization of federal personnel;

4. Any sale or lease of, and the permission to use (on other than a casual or transient basis) federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient or in recognition of the public interest to be served by such sale or lease to the recipient; and
 5. Any federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.
- H. Formal Complaint of Discrimination - written explanation of an event in which a person believes he or she, or any specific class of persons, has been subjected to discrimination prohibited by any of the Civil Rights laws, regulations and Executive Orders listed in the *AUTHORITY* section of this procedure, based upon race, color, national origin, sex, age or disability, including income-level and Limited English Proficiency.
- I. Informal Complaint of Discrimination - verbal or non-written explanation of an event in which a person believes he or she, or any specific class of persons, has been subjected to discrimination prohibited by any of the Civil Rights laws, regulations and Executive Orders listed in the *AUTHORITY* section of this procedure, based upon race, color, national origin, sex, age or disability, including income-level and Limited English Proficiency.
- J. Noncompliance - recipient has failed to meet prescribed requirements and has shown an apparent lack of a good faith effort in implementing all of the *Title VI and Related Nondiscrimination Authorities*.
- K. Program - any highway project, or activity for the provision of services, financial aid, or other benefits to individuals. This includes education or training, work opportunities, health, welfare, rehabilitation, housing, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.
- L. Recipient - any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof. The term "recipient" does not include every ultimate beneficiary under any such program.
- M. Sub-recipient - any sub-grantee, contractor, sub-contractor, transferee, assignee, or successor in interest in the program.

- N. Title VI Program - system of requirements developed to implement *Title VI of the Civil Rights Act of 1964* and related nondiscrimination authorities. References in this procedure to Title VI Program requirements shall not be limited to only *Title VI of the Civil Rights Act of 1964*. Where appropriate, this term also refers to the civil rights provisions of other related federal nondiscrimination authorities provided in the *AUTHORITY* section of this procedure to the extent that they prohibit discrimination on the grounds of race, color, national origin, sex, age or disability, including income-level and Limited English Proficiency, in programs receiving federal financial assistance of the type subject to *Title VI* itself.

IV. POLICY

The Department is committed to eliminating discrimination and guarantees every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. Employment discrimination is also covered under Title VI if the primary objective of the financial assistance is the provision of employment or where employment discrimination causes discrimination in providing services under such programs. The Department will ensure compliance with 49 CFR Part 21 and 49 CFR Part 303 and as specified in the Standard Title VI/Non-Discrimination Assurances document.

The Department will provide initial education to all members upon employment through New Member Orientation and will provide a copy of this policy along with annual training to all members thereafter, about identifying and eliminating discrimination. The Department will post this policy and related materials on its website for notification to all non-members of the Department.

The Department will act swiftly and at a high level to resolve any claims of discrimination and will treat them with the greatest degree of confidentiality possible.

V. ROLES AND RESPONSIBILITIES

A. Department Title VI Program Coordinator

Designated individual in the Bureau of Personnel Services who is responsible for monitoring and administering the Department's Title VI Program and Related Nondiscrimination Authorities.

1. Ensuring the Title VI Program Assurance is signed by the Executive Director or designee and submitting the Assurance with each new Notice of Funding Availability application;
2. Providing Title VI Program training for members of the Department;
3. Submitting the Department's Title VI Program Implementation Plan to Federal Highway Administration (FHWA) annually and the Department's Title VI

Program Compliance Plan to FMCSA with each new Notice of Funding Availability application;

4. Developing Title VI and Related Nondiscrimination Authorities Information for dissemination to the public (in languages other than English as identified in the Language Access Plan or as identified by the Four-Factor Analysis);
5. Facilitating the investigation of formal complaints of discrimination under Title VI and Related Nondiscrimination Authorities filed against the Department's sub-recipients on Highway Programs and FMCSA Programs, and forwarding recommendations to the FHWA for a final determination. Coordinating with the FHWA on all Title VI and related statutes for formal complaints of discrimination filed against the Department;
6. Developing and maintaining the Department's Title VI Program and Related Nondiscrimination Authorities non-discrimination policy and procedures; and
7. Conducting Quality Assurance Reviews of division compliance with the Title VI Program and Related Nondiscrimination Authorities.

B. Division Title VI Program Coordinator

Designated individual within each division and bureau who is responsible for monitoring and reporting Title VI and Related Nondiscrimination Authorities activities within each division/bureau/program area and ensuring overall compliance with the Title VI Program and Related Nondiscrimination Authorities at the division/bureau level. The Division/Bureau Coordinator will consist of all Bureau Chiefs and Troop Commanders. Responsibilities include:

1. Resolving informal Title VI and Related Nondiscrimination Authority issues within their respective division/bureau. Notifying the Department Title VI Program Coordinator and appropriate division management within five calendar days of receipt;
2. Referring complainants to the Department Title VI Program Coordinator in the event the issue is not satisfactorily resolved within the division/bureau, or if complainant files a formal complaint; and
3. Providing quarterly reports, within thirty calendar days after each quarter, to the Department State Title VI Program Coordinator.

VI. PROCEDURES

The following informal and formal process will be used to resolve Title VI and Related Nondiscrimination Authorities complaints of discrimination consistent with the FHWA's External Complaint of Discrimination Processing procedures.

A. Informal Complaints

1. Division Title VI Program Coordinators are encouraged to resolve informal issues internally within their respective area. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) desires to file a formal complaint, the respective Division Title VI Program Coordinator will refer the Complainant to the Department Title VI Program Coordinator who will advise the Complainant of the formal process for filing a complaint (outlined below).
 - a. The Division Title VI Program Coordinator will advise the Department Title VI Program Coordinator and appropriate district management within **five calendar days** of receipt of the informal issue(s). The following information will be included in every notification to the Department Title VI Program Coordinator:
 1. Name, address, and phone number of the complainant;
 2. Name(s) and address(es) of respondent;
 3. Basis of complaint (race, color, national origin, sex, age or disability, including income-level and Limited English Proficiency);
 4. Date of alleged discriminatory act(s);
 5. Statement of the Title VI and Related Nondiscrimination Authority issue(s);
 6. Explanation of the actions the Division Title VI Program Coordinator took or proposed to resolve the Title VI and Related Nondiscrimination Authority issue(s).
 - b. Within **ten calendar days** of receipt, the Division Title VI Program Coordinator will acknowledge receipt of the issue(s), inform the Complainant of action taken or proposed action to address the issue(s), and advise the Complainant of other avenues of redress available.
 - c. Within **ninety calendar days** of receipt, the Division Title VI Program Coordinator will notify the Complainant in writing of the division

management's decision, for the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint if he/she is dissatisfied with the decision of the division management. The Division Title VI Program Coordinator will also provide the Department Title VI Program Coordinator with a copy of this information.

- d. Each Division Title VI Coordinator will maintain a log of all informal issues received by the division. The log will include the following information:
 1. Name of complainant;
 2. Name of respondent;
 3. Basis of complaint (race, color, national origin, sex, age or disability, including income-level and Limited English Proficiency);
 4. Date informal issue(s) were received by the division;
 5. Date respective division notified the State Title VI Program Coordinator of the informal issue(s); and
 6. Explanation of the actions the division management took or proposed to resolve the issue(s).

B. Formal Complaints

All formal complaints received by the Department's division offices will be referred immediately to the Department Title VI Program Coordinator for processing. The Department Title VI Program Coordinator will advise the Division Title VI Program Coordinator and respective division management of all formal complaints of discrimination accepted for investigation.

1. Persons Eligible to File

Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities listed in the *AUTHORITY* section of this policy, based upon race, color, national origin, sex, age or disability, including income-level and Limited English Proficiency, may file a written complaint. The complaint may be filed by the affected person or a representative and must be provided in writing.

2. Time Limits for Filing

A formal complaint must be filed no later than **180 calendar days** after the following:

- a. The date of the alleged act of discrimination; or
- b. The date when the person(s) became aware of the alleged discrimination; or
- c. Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

3. Form of Formal Complaints

All formal complaints filed with the Department through the Bureau of Personnel Services must include the following information:

- a. A written explanation of what happened, signed by the complainant(s) or by the complainant(s) representative(s);
- b. The Complainant's name, address, and telephone number;
- c. The basis of the complaint (race, color, national origin, sex, age or disability, including income-level and Limited English Proficiency);
- d. The respondent's name, address, and telephone number; and
- e. Sufficient information to understand the facts that led the complainant(s) to believe that discrimination has occurred and when the event complained of occurred.

C. Agencies Authorized to Receive Formal Complaints

Formal complaints should be submitted either to the Department or to the Federal Highway Administration FHWA, Federal Transit Administration (FTA), Federal Aviation Administration (FAA), or the U.S. Department of Justice (USDOJ).

D. Processing Formal Complaints

Responsibilities:

1. Complaints filed with the Department in which the Department is named as the respondent, will be reviewed and resolved by the Department. The Department's Title VI Coordinator will forward the information to the FHWA, FTA, or FAA.
2. Within **ten calendar days** of receipt, the Division Title VI Program Coordinator will acknowledge receipt of the issue(s).

3. Complaints filed with the Department's sub-recipients will be forwarded by the respective Division Title VI Program Coordinator to the Department Title VI Program Coordinator for processing.
4. Complaints filed against the Department's sub-recipients on Highway Programs will be processed and investigated by the Department's Office of Inspector General in accordance with the FHWA approved complaint procedures as required under 23 CFR Part 200.

E. Investigative Report Review and Issuance

Complaints received by the Bureau of Personnel Services will be reviewed by the Chief of Personnel Services and the Office of Inspector General to determine whether an investigation is warranted. If investigated, a copy of the complaint, together with a copy of the report of the investigation, will be forwarded to the FHWA within **sixty calendar days** of the date the complaint was received. An extension of an additional **sixty calendar days** may be granted by the FHWA, Director, Office of Civil Rights, for justifiable reasons.

F. Final Agency Decisions

The Department Title VI Program Coordinator will notify the respective District Title VI Program Coordinator of all final agency decisions and dismissals issued by the FHWA, FTA, FAA, USDOT, or USDOJ.

G. Records

The Department Title VI Coordinator will maintain records of formal complaints filed with the Bureau of Personnel Services, identifying each complaint by race, color, national origin, sex, age or disability, including income-level and Limited English Proficiency. These records will be maintained for five years from the date of the Grant application. The record should contain:

1. The complaint;
2. The agency with which the complaint was filed;
3. The date the complaint was filed;
4. The investigative plan;
5. The investigative report;
6. The complaint disposition and date; and
7. Other pertinent information.

H. Training

To effectively implement and sustain the Title VI Program and Related Nondiscrimination Authorities, mandatory training will be provided annually by the Department Title VI Program Coordinator. This training shall be:

1. Conducted during Quality Assurance Reviews or as needed;
2. Provided to Division Title VI Program Coordinators.

REASONABLE ACCOMMODATION PROCESS

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) require employers upon request, to provide reasonable accommodations to individuals with known physical or mental limitations, regardless of whether it is a qualified applicant, prospective employee, or current member.

The Department's Internal ADA Coordinator is the Chief of Personnel Services. Under the direction of the Chief, the Office of Employee Relations (OER) will provide individuals with a form to request the accommodation.

When contacted by a supervisor, manager, member, or applicant, OER will explain the accommodation process and provide the appropriate forms. The process will ensure confidentiality is maintained and the individual meets qualifications under the ADA. Qualified individuals are those with a physical or mental impairment that substantially limits at least one major life activity or who have a record of having a disability or are regarded as having a disability.

The OER, in conjunction with the Office of Workforce Efficiency (OWE), will ensure the individual with the disability is able to perform the essential functions of the job with or without a reasonable accommodation. The OER will ensure every effort is made to provide a reasonable accommodation but recognizes that the Department does not have to provide a specific accommodation as requested by the member.

REVIEW AND DISSEMINATION OF POLICY

The Department's Equal Employment Opportunity related policies are reviewed annually to ensure compliance with applicable federal and state laws and regulations.

These policies are disseminated to and reviewed by members during new hire and mandatory annual training. They are also posted on the FLHSMV Intranet where they are readily accessible to all members.

All required notices regarding employee rights under EEO laws are posted in our offices throughout the state in areas highly visible to members.

The annual Affirmative Action Plan is posted on FLHSMV's public website where members and the general public have access. Also posted on FLHSMV's public website is a notice related to the Americans with Disabilities Act.

As required by Florida Statute, all vacancy advertisements include an Equal Employment Opportunity and Affirmative Action statement.

PLAN IMPLEMENTATION AND ADMINISTRATION

TRAINING PLAN

All members have access to and receive mandatory annual training on FLHSMV policies that underscore our commitment to a workplace based on equal employment for all, respect for and understanding of diversity, venues for members and others to report concerns and have them addressed at a high level in the agency, and zero tolerance for any acts of retaliation or retribution. The training contains additional information for supervisors regarding their obligations related to equal employment opportunity. This mandatory training is provided to all new hires within the first 30 days of employment and is required of all current members by May 1st of each year. Below is a description of these mandatory training courses.

Training Title	Training Description
Americans with Disabilities Act (MP 3.02 & MP 3.10)	The purpose of this course is to inform all members of the provisions of the Americans with Disabilities Act (ADA) for applicants, members, and customers in accordance with Management Policies 3.02 and 3.10. The objectives of this course are to provide information regarding the Americans with Disabilities Act and FLHSMV policies, impacts of ADA compliance on our department, and department roles, responsibilities, and resources.
Claims of Discrimination to Include Sexual Harassment (MP 3.05)	The purpose of this course is to inform all members of the department's policy and procedures on claims of unlawful discrimination, including sexual harassment, as covered in Management Policy 3.05. The objectives of this course are to establish the procedures for resolving claims of employment discrimination; communicate ways to identify, avoid and report these behaviors; and define sexual harassment, specify types, and outline awareness and responsibilities of the department for preventing such claims
Title VI (MP 3.11)	The purpose of this course is to inform all members of the department's commitment to prevent and eliminate discrimination in all its programs and activities, including those that are federally funded, as covered in Management Policy 3.11. The objectives of this course are to identify the laws enforced by the Federal Office for Civil Rights, identify discriminatory actions prohibited by Title VI, and explain the responsibilities of FLHSMV's Title VI Program Coordinators and process of how to file a complaint.
Americans with Disabilities (ADA) Compliance Overview	The purpose of this course is to bring awareness to ADA compliance and to provide an overview of the accommodation that should be made in order to design accessible content. The objectives of this course are to define accessibility, identify the accessibility standards and guidelines, become aware of the types of disabilities that require accessibility design considerations, and recognize the accommodations that can be made.

In addition to the above, sworn law enforcement and Regional Communication Center (dispatch) members within the Florida Highway Patrol are also required to take the below courses annually.

Training Title	Training Description
FHP: Discriminatory Profiling and Professional Traffic Stops Training	This training is provided by the Florida Department of Law Enforcement (FDLE) and covers the protocols to eliminate discriminatory profiling and using good interpersonal skills during traffic stops. The objectives for this course are to define discriminatory profiling, discuss the perception of those affected by discriminatory profiling, relate constitutional and case laws that impact how and when traffic stops are conducted, and understand the characteristics of a professional traffic stop.
FHP: Interacting with Persons with a Mental Illness or ASD	The purpose of this course is to provide Florida Highway Patrol (FHP) members with guidelines covered in FHP Policy 22.11 for interacting with a person with a mental illness and Autism Spectrum Disorder (ASD). By the end of this course, you will be able to identify common characteristics of persons with a mental illness or ASD, respond accordingly when interacting with persons with a mental illness or ASD, and exercise the considerations for interviewing persons with a mental illness or ASD.

IMPLEMENTATION ROLES AND RESPONSIBILITIES

Executive Director

Primary responsibility and accountability for ensuring Department adherence to the principles of Equal Employment Opportunity (EEO) and compliance with all associated laws, rules, and regulations rests with the Executive Director. This responsibility includes making sure that policies, practices, and programs (such as the Affirmative Action Program) are developed, implemented, and administered to effectively direct the Department's EEO practices, achieve EEO goals, and monitor EEO regulatory compliance and goal progress. The Executive Director ensures this by designating appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring the Department's EEO efforts. The Executive Director further ensures that the designated personnel are given the necessary authority, Department-wide leadership support, and resources to successfully perform these responsibilities.

Chief of Personnel Services (EEO Officer/Internal ADA Officer)

The Chief of Personnel Services has been appointed by the Executive Director to serve as the EEO Officer and the Internal ADA Coordinator for the Department. The Chief of Personnel Services is responsible for overseeing the development, implementation, administration, and monitoring of the Department's equal opportunity efforts. This includes:

- Developing, implementing, administering, and monitoring Department policies, procedures, programs, and practices in adherence with the principles of and regulatory requirements for EEO, ADA, anti-discrimination, etc.
- Identifying strategic goals and objectives related to equal employment opportunity, and developing and implementing programs and activities, such as the Affirmative Action (AA) Program, to meet these goals and objectives.
- Identifying and eliminating impediments to achieving goals or problems such as possible sources of discrimination or employment practices that could lead to discrimination
- Ensuring that up-to-date information, guidance, and other resources are developed and provided to applicants and Department members as appropriate; and communicating whenever there are changes to policy, procedure, program objectives, etc.

Managers and Supervisors

Managers and Supervisors are responsible for fostering and maintaining a work environment conducive to achieving equal employment opportunity and a workplace free from discrimination. This includes:

- Setting the standard for professional behavior for their members and ensuring members understand responsibility to exhibit an attitude of respect, courtesy, and cooperation toward fellow employees and the public.

- Administering hiring, advancement, discipline, compensation, and other employment decisions in their area in an equitable manner.
- Encouraging participation and providing full access to all Department sponsored activities, career development and training opportunities, etc.

AUDIT AND REPORTING PROCESS

Ongoing Monitoring

Division leadership and Bureau of Personnel Services subject matter experts evaluate the below on an ongoing basis to ensure equal employment opportunity principles and related laws, rules, and regulations are being followed and applied consistently.

- ❖ Position Qualifications – The physical and mental qualifications of each position are reviewed to ensure that qualifications are job-related and consistent with business necessity. This review occurs whenever a position description is updated or some other change to a position is requested (e.g., reclassification), and whenever a request to fill a position is received.
- ❖ Selection Criteria and Processes – The criteria used to assess candidates and the process by which they are assessed is reviewed whenever a request to fill a position is received in order to monitor for criteria and process validity.
- ❖ Employment Actions and Processes – Hiring, promotion, reassignment, pay, demotion, discipline, and termination actions and the processes by which they are handled are examined prior to approval to ensure that decisions are applied in a nondiscriminatory manner and that there are no disparities based on a protected class status.

Supervisors and Managers monitor workforce activity and workplace atmosphere in their areas and are encouraged to report any current or foreseeable EEO concerns and their recommended solutions.

Annual Audit

The Bureau of Personnel Services conducts an annual audit of applicant pool, workforce, and employment activity data with respect to minorities, women, and individuals with disabilities to identify potential concerns and progress towards goals. The internal and external factors contributing to any concerns are identified along with the actions needed to eliminate or reduce these factors. The information produced by this audit is then used to establish goals and strategies for the new fiscal year.

The results of the annual audit are reported in the Department's Equal Employment Opportunity/Affirmative Action Plan. The Chief of Personnel Services meets with the Executive Director to discuss EEO/AA Plan progress, areas of concern, and any recommended actions. Once approved, the EEO/AA Plan is published on FLHSMV's public website. The Bureau of Personnel Services coordinates with division leadership on the implementation of any strategies as needed.

- The policies, practices, and procedures that FLHSMV has implemented relevant to equal employment opportunity.
- The analysis of workforce, applicant, and labor market data in order to identify areas where protected groups are underutilized or being adversely impacted.

- The identification of the internal and/or external factors that may be causing any concerns identified in the statistical analysis or serving as obstacles in the agency's efforts related to equal employment opportunity.
- The strategies and specific actions that FLHSMV plans to take to eliminate any obstacles identified and to enhance the agency's diversity, equity, and inclusion efforts.

Equal employment opportunity applies to all groups protected under the law; however, in order to be feasible for agencies to implement and manage, the statute has narrowed the program focus to the groups for which there is extensive evidence in all sectors of our society that equal employment opportunity access has frequently been denied – specifically, women, racial/ethnic minorities, and individuals who have a disability.

AGENCY PROFILE

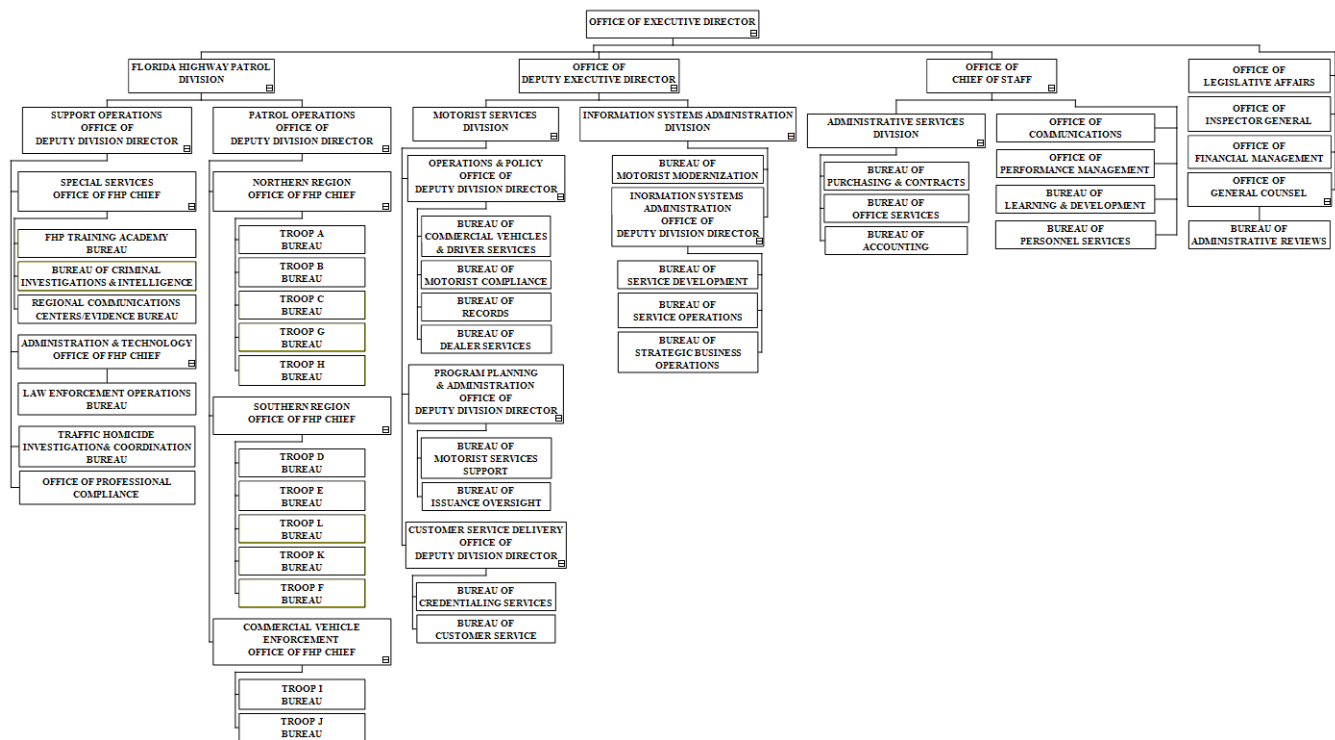
FLHSMV ORGANIZATIONAL PROFILE AS OF 6/30/2023

The mission of the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) is “Providing Highway Safety and Security Through Excellence in Service, Education, and Enforcement.”

The department has 4,358 positions and is composed of five division comparable areas: the Florida Highway Patrol, Motorist Services, Administrative Services, Information Systems Administration, and the Office of the Executive Director.

Exhibit 1 outlines the major organizational areas and how all of the areas relate to each other.

Exhibit 1



Position Breakdown by Pay Plan

This information is included because the difference has an impact on the hiring and personnel action processes which then impacts the analysis data results and the actions available for corrective goals. Career Service positions are filled through a competitive process. Even if a career service opportunity is open to internal members only, it will still be a competitive process among the internal members who apply. SES and SMS positions may be filled by appointment, or they can be filled through a competitive process.

3,797	548	13
Career Service (CS)	Selected Exempt Service (SES)	Senior Management Service (SMS)

Position Breakdown by Sworn vs. Non-Sworn

For the purposes of this report, this information is included because the difference has an impact on the hiring and personnel action processes which then impacts the analysis data results and the actions available for corrective goals. For the most part, the only sworn law enforcement position available to the general public is the Florida Highway Patrol (FHP) Trooper position which makes up 76% of all sworn law enforcement positions. All other sworn law enforcement positions are handled through a formal promotional process open only to current members in sworn law enforcement positions.

1,821	2,537
Sworn Law Enforcement	Non-Sworn

Position Breakdown by EEO Job Category

This information is included because the distribution of positions within each EEO job category will factor into the report in these ways: 1) the analyses in this report have been divided by EEO job category, 2) job categories that have few positions (less than 0.5% of the Department's positions) have not been included in some of the analyses, and 3) the types of positions that make up an EEO job category can have an impact on the hiring and personnel action processes utilized within that EEO job category which then impacts the analysis data results and the actions available for corrective goals.

Exhibits 2 and 3 outline the distribution of FLHSMV's positions among the eight EEO job categories.

Exhibit 2

123	1637	195	1805	217	353	13	15
01 - Officials & Administrators	02 - Professionals	03 - Technicians	04 - Protective Service Workers	05 - Paraprofessionals	06 - Administrative Support	07 - Skilled Craft Workers	08 - Service Maintenance

% OF FLHSMV POSITIONS IN EACH EEO JOB CATEGORY

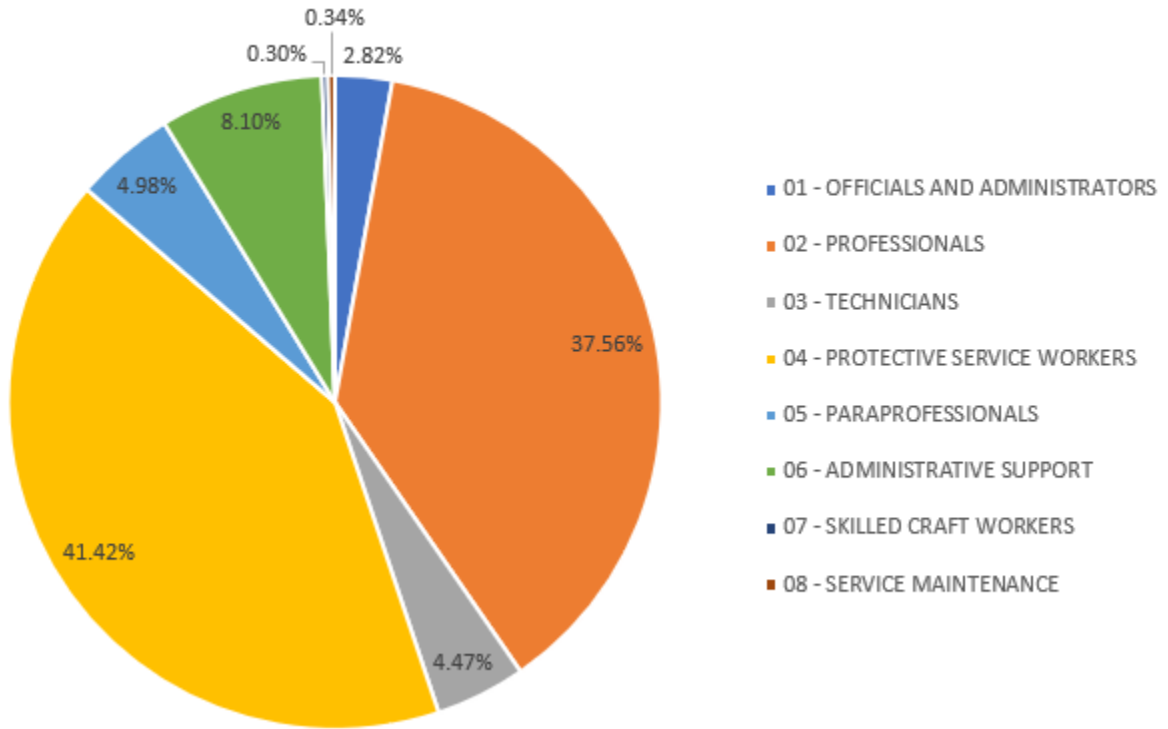


Exhibit 3

01-OFFICIALS AND ADMINISTRATORS - 123 POSITIONS

APPLICATION DESIGN & SUPPORT PROCESS MGR	1	DEPUTY DIRECTOR - HSMV	3
ASSISTANT PUBLIC INFORMATION ADMIN	1	DEPUTY DIRECTOR OF FL HIGHWAY PATROL	2
ASST CHIEF OF INFRASTRUCTURE SUPPORT	3	DEPUTY DIRECTOR OF INFORMATION SYSTEMS	2
BUDGET MANAGER	1	DEPUTY EXECUTIVE DIRECTOR-HSMV	1
CHIEF ADMINISTRATIVE OFFICER - HSMV	1	DEPUTY INSPECTOR GENERAL - HSMV	1
CHIEF LEGAL COUNSEL	4	DIRECTOR OF ADMINISTRATIVE SERVICES-HSMV	1
CHIEF OF ACCOUNTING	1	DIRECTOR OF FINANCE	1
CHIEF OF ADMINISTRATIVE REVIEWS-HSMV	1	DIRECTOR OF FLA HIGHWAY PATROL-HSMV	1
CHIEF OF COMMERCIAL VEHIC & DRIVER SVCS	1	DIRECTOR OF MOTORIST SERVICES-HSMV	1
CHIEF OF CREDENTIALING SERVICES	1	EXECUTIVE DIRECTOR-HSMV	1
CHIEF OF CUSTOMER SERVICE - HSMV	1	EXECUTIVE SENIOR ATTORNEY	11
CHIEF OF DEALER SERVICES - HSMV	1	FLORIDA HIGHWAY PATROL CAPTAIN	1
CHIEF OF FLORIDA HIGHWAY PATROL	5	GENERAL COUNSEL-HSMV	1
CHIEF OF INFORMATION TECHNOLOGY	1	HIGHWY SAFE & MOTOR VEHICLE PROG MGR-SES	7
CHIEF OF ISSUANCE OVERSIGHT - HSMV	1	INFORMATION SYSTEMS DIRECTOR-HSMV	1
CHIEF OF MOTORIST COMPLIANCE	1	INSPECTOR GENERAL - HSMV	1
CHIEF OF MOTORIST SERVICES SUPPORT	1	LAW ENFORCEMENT MAJOR - FHP	17
CHIEF OF OFFICE SERVICES-HSMV	1	LEGISLATIVE AFFAIRS DIRECTOR	1
CHIEF OF PERSONNEL SERVICES-HSMV	1	MANAGER, BUSINESS SYSTEMS SUPPORT	1
CHIEF OF PURCHASING & CONTRACTS-HSMV	1	OPERATIONS MANAGER A-SES	31
CHIEF OF RECORDS - HSMV	1	PROGRAM PLAN, DEVELOP&REVIEW ADMIN-HSMV	1
CHIEF OF STAFF	1	SOFTWARE SERVICES MANAGER-HSMV	1
CHIEF PERFORMANCE OFFICER	1	TECHNICAL SERVICES MANAGER-HSMV	2
COMMUNICATIONS DIRECTOR	1		

02-PROFESSIONALS - 195 POSITIONS

ACCOUNTANT I	4	LAW ENFORCEMENT MAJOR	1
ACCOUNTANT II	2	LEGAL ASSISTANT	6
ACCOUNTANT III	9	LEGISLATION SPECIALIST - SES	1
ACCOUNTANT IV	12	MANAGEMENT ANALYST I - SES	2
ACCOUNTANT IV - SES	2	MANAGEMENT ANALYST II - SES	1
ACCOUNTING SERVICES ADMINISTRATOR - SES	6	MANAGEMENT REVIEW SPECIALIST - SES	4
ACCOUNTING SERVICES ANALYST B	2	MARKETING RESEARCH ANALYST	1
ACCOUNTING SERVICES ANALYST D	1	MOTORIST SERVICES OFFICE MANAGER - SES	38
ACCOUNTING SERVICES SUPERVISOR II - SES	1	NETWORK SYSTEMS ADMINISTRATOR - SES	2
ADMINISTRATIVE ASSISTANT I	26	OFFICE OPERATIONS CONSULTANT I	1
ADMINISTRATIVE ASSISTANT I - SES	1	OPERATIONS & MGMT CONSULTANT I - SES	33
ADMINISTRATIVE ASSISTANT II	19	OPERATIONS & MGMT CONSULTANT II - SES	7
ADMINISTRATIVE ASSISTANT II - SES	1	OPERATIONS & MGMT CONSULTANT MGR - SES	39
ADMINISTRATIVE ASSISTANT III - SES	1	OPERATIONS ANALYST I	2
ASST FINANCE & ACCOUNTING DIR II - SES	2	OPERATIONS ANALYST II	6
ATTORNEY SUPERVISOR	1	OPERATIONS MANAGER C-SES	2
AUDIT DIRECTOR - SES	1	OPERATIONS REVIEW SPECIALIST	71
BUDGET ANALYST - SES	3	OPERATIONS SERVICES MANAGER - SES	44
BUDGET ANALYST C-SES	2	PERSONNEL SERVICES SPECIALIST/CBJA - SES	1

BUDGET SPECIALIST - SES	1	PERSONNEL SERVICES SPECIALIST/HR-SES	1
BUILDING OPERATIONS SPECIALIST	1	PERSONNEL SERVICES SPECIALIST/LR-SES	1
BUSINESS CONSULTANT I	17	PERSONNEL TECHNICIAN I/LR-SES	1
BUSINESS MANAGER II - SES	1	PERSONNEL TECHNICIAN III/CBJA -SES	2
BUSINESS SPECIALIST C	38	PERSONNEL TECHNICIAN III/HR-SES	5
COMPUTER AUDIT ANALYST - SES	1	PERSONNEL TECHNICIAN III/LR-SES	1
CONSTRUCTION PLANNING & DESIGN MGR - SES	1	PHYSICIAN	2
CONSTRUCTION PROJECTS CONSULTANT II	1	PLANNING & EVALUATION SPECIALIST	1
CONSUMER SERVICES CONSULTANT	103	PLANNING ANALYST	8
CONTRACT ADMINISTRATION ANALYST	1	PLANNING CONSULTANT	65
DATA ADMINISTRATION CONSULTANT - SES	1	PROCUREMENT ADMINISTRATOR - SES	1
DATA BASE ADMINISTRATOR - SES	2	PROFESSIONAL ACCOUNTANT	1
DATA BASE CONSULTANT	1	PROFESSIONAL ACCOUNTANT SPECIALIST	2
DATA PROCESSING CONSULTANT	2	PROGRAM ANALYST II	28
DATA PROCESSING MANAGER - SES	4	PROGRAM CONSULTANT	21
EXECUTIVE ASSISTANT II - SES	1	PROPERTY CONSULTANT	1
EXECUTIVE SENIOR ATTORNEY	1	PROPERTY SPECIALIST	1
FACILITIES MANAGER	1	PUBLIC INFORMATION SPECIALIST	1
FACILITIES SERVICES MANAGER I - SES	2	PURCHASING ANALYST	4
FACILITIES SERVICES SPECIALIST	5	PURCHASING MANAGER-SES	2
FINANCE & ACCOUNTING DIRECTOR I - SES	1	PURCHASING SPECIALIST	6
FINANCE & ACCOUNTING DIRECTOR II - SES	1	RADIO-TELEVISION PRODUCER-DIRECTOR	1
FINANCE & ACCOUNTING DIRECTOR III - SES	1	RECORDS ANALYST	1
FLORIDA HIGHWAY PATROL CAPTAIN	48	RECORDS SPECIALIST	229
FLORIDA HIGHWAY PATROL LIEUTENANT	108	RECORDS TECHNICIAN - SES	1
GENERAL SERVICES ANALYST	1	REGULATORY ANALYST I	1
GENERAL SERVICES OPERATIONS MANAGERS-SES	2	REGULATORY ANALYST II	1
GENERAL SERVICES SPECIALIST	16	REGULATORY CONSULTANT	87
GOVERNMENT ANALYST I	2	REGULATORY PROGRAM SPECIALIST	39
GOVERNMENT OPERATIONS CONSULTANT I	3	RESEARCH & STATISTICS CONSULTANT	9
GOVERNMENT OPERATIONS CONSULTANT II	8	RESEARCH AND TRAINING SPECIALIST	26
GOVERNMENT OPERATIONS CONSULTANT III	4	RESEARCH ECONOMIST - SES	1
GRANT SPECIALIST A	1	SAFETY PROGRAM CONSULTANT	1
GRANT SPECIALIST B	1	SENIOR ATTORNEY	23
GRANTS SPECIALIST SUPERVISOR II - SES	1	SENIOR INFO TECH BUSINESS CONSULTANT	13
GRAPHICS CONSULTANT	1	SENIOR INFO TECH BUSINESS CONSULTANT-SES	2
HIGHWAY SAFETY SPECIALIST	72	SENIOR LEGAL ASSISTANT	1
HSMV FIELD SUPERVISOR - SES	5	SENIOR MANAGEMENT ANALYST II - SES	7
HSMV SECTION SUPERVISOR - SES	27	SENIOR MANAGEMENT ANALYST SUPV - SES	4
HUMAN RESOURCE CONSULTANT/LR-SES	1	SENIOR PERSONNEL MANAGER - SES	3
HUMAN RESOURCE ANALYST/CBJA - SES	3	SENIOR PROFESSIONAL ACCOUNTANT	9
HUMAN RESOURCE ANALYST/HR-SES	5	SENIOR PROFESSIONAL ACCOUNTANT - SES	1
HUMAN RESOURCE ANALYST/LR-SES	3	STAFF DEVELOPMENT & TRAINING MGR - SES	2

INFO TECH BUSINESS CONSULTANT MGR -SES	6	STORES CONSULTANT	3
INFORMATION SPECIALIST II	26	SUPPLY DATA CONTROL SPECIALIST	2
INFORMATION TECHNOLOGY ANALYST	2	TRAINING AND RESEARCH MANAGER - SES	1
INFORMATION TECHNOLOGY SECTION LEADER-SES	2	TRAINING CONSULTANT	6
INSPECTOR SPECIALIST	70	TRAINING MANAGER - SES	3
INSPECTOR SPECIALIST - SES	1	UTILITIES SYSTEM/ENGINEERING SPECIALIST	1
INVESTIGATION SPECIALIST II	33	WEB MANAGER - SES	1
LAW ENFORCEMENT CAPTAIN	5		
03-TECHNICIANS - 195 POSITIONS			
APPLICATION SYSTEMS PROGRAMMER I	5	SENIOR DATA BASE ANALYST	9
APPLICATION SYSTEMS PROGRAMMER II	18	STATE WARNING POINT COMMUNICAT SUPV -SES	37
APPLICATION SYSTEMS PROGRAMMER III	28	SYSTEM PROJECT CONSULTANT	7
COMPUTER NETWORK SUPPORT SPECIALIST III	10	SYSTEMS PROGRAMMER I	11
COMPUTER PROGRAMMER ANALYST I	1	SYSTEMS PROGRAMMER II	12
DATA BASE CONSULTANT	1	SYSTEMS PROGRAMMER III	16
DISTRIBUTED COMPUTER SYSTEMS ANALYST	5	SYSTEMS PROJECT ADMINISTRATOR - SES	9
GOVERNMENT OPERATIONS CONSULTANT II	1	TELECOMMUNICATIONS SPECIALIST III	7
INSPECTION SPECIALIST	13	TELECOMMUNICATIONS SUPERVISOR - SES	1
OFFICE AUTOMATION ANALYST	4		
04-PROTECTIVE SERVICE WORKERS - 1805 POSITIONS			
FLORIDA HIGHWAY PATROL CORPORAL	162	FLORIDA HIGHWAY PATROL TROOPER	1382
FLORIDA HIGHWAY PATROL INVESTG SERGEANT	13	INSTITUTIONAL SECURITY OFFICER	4
FLORIDA HIGHWAY PATROL PILOT I	4	REGIONAL DUTY OFFICER	5
FLORIDA HIGHWAY PATROL PILOT II	2	SECURITY OFFICER	1
FLORIDA HIGHWAY PATROL SERGEANT	232		
05-PARAPROFESSIONALS - 217 POSITIONS			
STATE LAW ENFORCEMENT DISPATCHER	217		
06-ADMINISTRATIVE SUPPORT - 353 POSITIONS			
ADMINISTRATIVE SECRETARY	1	SENIOR CLERK	1
DRIVER LICENSES EXAMINER II	351		
07-SKILLED CRAFT WORKERS - 13 POSITIONS			
ARMORER	1	MAINTENANCE SUPERVISOR II - SES	2
MAINTENANCE MECHANIC	3	MASTER EQUIPMENT MECHANIC	6
MAINTENANCE REPAIRMAN	1		
08-SERVICE MAINTENANCE - 15 POSITIONS			
CUSTODIAL TRAINER	12	LABORER	1
GROUNDKEEPER	2		

FLHSMV WORKFORCE PROFILE

The chart in Exhibit 4 outlines FLHSMV’s workforce by gender, race, and disability status as of June 30, 2023. The table in Exhibit 5 reflects this workforce data broken down into the different EEO job categories. The workforce data was obtained from the People First Data Warehouse Reports segment. This data will be further evaluated, and potential representation concerns identified in the utilization analysis section of this report

Exhibit 4

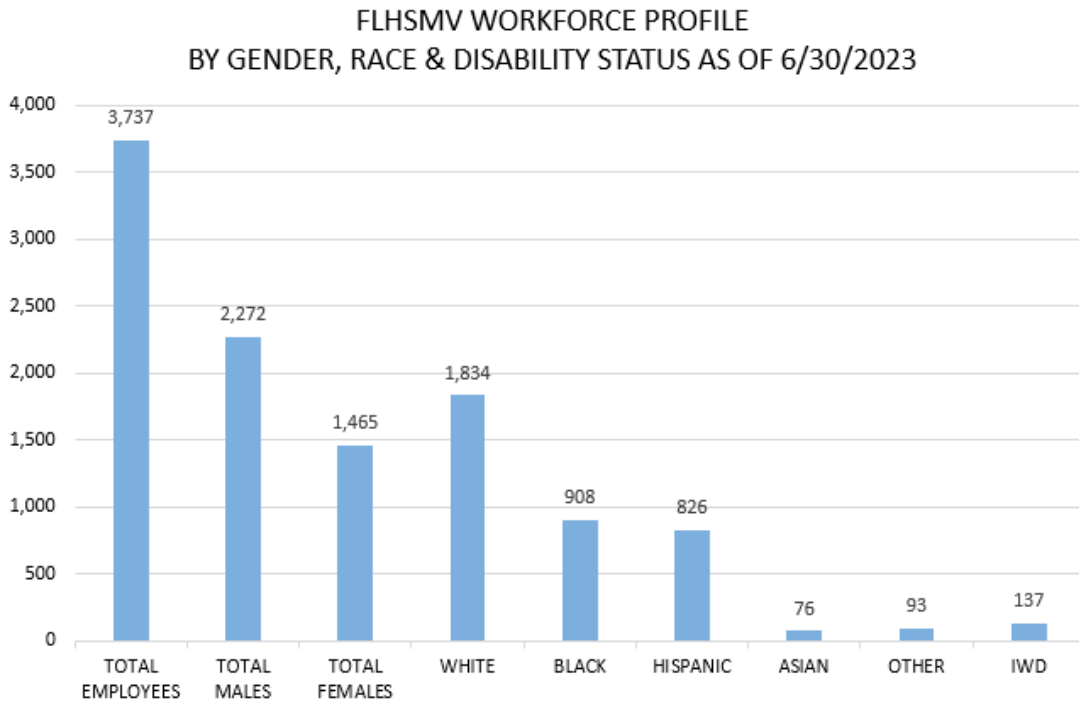


Exhibit 5

FLHSMV WORKFORCE PROFILE PER EEO JOB CATEGORY BY GENDER, RACE, & DISABILITY STATUS AS OF 6/30/2023									
EEO JOB CATEGORY	TOTAL	MALES	FEMALES	WHITE	BLACK	HISPANIC	ASIAN	OTHER	IWD
01 - OFFICIALS & ADMINISTRATORS	104	66	38	65	25	9	1	4	3
02 - PROFESSIONALS	1,337	464	873	647	432	187	30	41	65
03 - TECHNICIANS	166	102	64	92	35	19	10	10	11
04 - PROTECTIVE SERVICE WORKERS	1,667	1,514	153	921	232	463	26	25	44
05 - PARAPROFESSIONALS	136	43	93	80	28	23	1	4	3
06 - ADMINISTRATIVE SUPPORT	303	66	237	19	146	122	8	8	10
07 - SKILLED CRAFT WORKERS	11	11	0	7	2	2	0	0	0
08 - SERVICE MAINTENANCE	13	6	7	3	8	1	0	1	1
TOTAL	3,737	2,272	1,465	1,834	908	826	76	93	137

AGENCY ASSESSMENT

WORKFORCE UTILIZATION ANALYSIS

A utilization analysis is a tool used in affirmative action plans to compare the demographics of current employees with the demographics of the available labor market to determine if an employer has fewer protected group members in a particular job category than would reasonably be expected based on their availability. When that occurs, and the difference is of statistical significance (meaning it is unlikely the difference occurred by chance), then underutilization is declared. The goals established in this plan will incorporate placement goals to address any underutilization identified in the analysis.

Analysis Methodology

- Identify the number of females, minorities, and individuals with disabilities within FLHSMV's workforce in each EEO job category.
- Identify the number and percentage of females, minorities, and individuals with disabilities within the Available Labor Market (ALM) in each EEO job category.
- Determine the expected workforce availability (expected number of employees) for each minority group. It is calculated by multiplying the total number of employees in a particular EEO job category (regardless of minority group) by the ALM percentage of each minority group for that EEO job category.
- Compare the expected workforce and the actual workforce and, if the actual workforce is less than the expected workforce, determine if the difference is statistically significant.
 - The Affirmative Action Program Manual from the Florida Department of Management Services outlines four methods for determining whether underutilization exists: 1) Any Difference Rule; 2) Whole Person Rule; 3) 80 Percent Rule (e.g., 4/5th Rule); and 4) Two-Standard Deviation Rule. The Two-Standard Deviation Rule is considered the most accurate and was the method used to conduct the analysis in this plan.
 - The Z-score is the key measure in the Two-Standard Deviation Rule method. If the Z-score reflects that the actual workforce is more than 2 standard deviations below the expected number (a score equal to or less than "-2.0"), the difference is considered statistically significant, and underutilization is declared.
- The majority demographic group (white males) have not been factored in the underutilization calculations. The FLHSMV workforce and ALM data for this group has been included for informational purposes only.
- Native Hawaiian/Other Pacific Islander, American Indian/Alaskan Native, and Some Other Race/2+ Races groups each represent less than 1% of the ALM and FLHSMV's workforce. As such, for the purposes of this report, they have been combined into one "Other" group for each gender.

Available Labor Market (ALM) Data

The available labor market data (ALM) data used in the utilization analysis is listed in the table in Exhibit 6. This data was compiled by the Florida Department of Management Services (DMS) and the Florida Department of Economic Opportunity (DEO) from data in the American Community Survey (ACS). The data compiled by DMS & DEO was obtained via the People First Data Warehouse Reports segment.

Exhibit 6

AVAILABLE LABOR MARKET (ALM) DATA USED IN THE UTILIZATION ANALYSIS														
	GENDER & RACE GROUPS													IWD*
	TOTAL	MALE						FEMALE						IWD
		WHITE	BLACK	HISPANIC	ASIAN	OTHER	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	OTHER	TOTAL	
OFFICIALS AND ADMINISTRATORS														
ALM #	779219	350395	28855	79775	11644	5799	476468	208685	31495	51385	7015	4171	302751	38258
ALM %	9.75%	44.97%	3.70%	10.24%	1.49%	0.74%	61.15%	26.78%	4.04%	6.59%	0.90%	0.54%	38.85%	4.56%
PROFESSIONALS														
ALM #	1580101	495735	54234	104824	32312	9731	696836	585360	116880	138064	30464	12497	883265	73867
ALM %	19.77%	31.37%	3.43%	6.63%	2.04%	0.62%	44.10%	37.05%	7.40%	8.74%	1.93%	0.79%	55.90%	4.30%
TECHNICIANS														
ALM #	275744	83845	13400	24759	5619	2398	130021	89460	26759	23089	4045	2370	145723	14429
ALM %	3.45%	30.41%	4.86%	8.98%	2.04%	0.87%	47.15%	32.44%	9.70%	8.37%	1.47%	0.86%	52.85%	4.81%
PROTECTIVE SERVICE WORKERS														
ALM #	210105	100225	26290	28689	1850	2630	159684	25810	16090	7330	430	761	50421	13659
ALM %	2.63%	47.70%	12.51%	13.65%	0.88%	1.25%	76.00%	12.28%	7.66%	3.49%	0.20%	0.36%	24.00%	5.88%
PARAPROFESSIONALS														
ALM #	380520	25440	11675	10370	1365	1001	49851	154250	97195	67910	5775	5539	330669	27114
ALM %	4.76%	6.69%	3.07%	2.73%	0.36%	0.26%	13.10%	40.54%	25.54%	17.85%	1.52%	1.46%	86.90%	6.02%
ADMINISTRATIVE SUPPORT														
ALM #	2189511	493365	99605	173694	22134	12685	801483	840790	198020	298760	28285	22173	1388028	140915
ALM %	27.40%	22.53%	4.55%	7.93%	1.01%	0.58%	36.61%	38.40%	9.04%	13.65%	1.29%	1.01%	63.39%	5.71%
SKILLED CRAFT WORKERS														
ALM #	870598	474945	81070	224281	11833	11784	803913	34890	9041	19437	2255	1062	66685	58464
ALM %	10.90%	54.55%	9.31%	25.76%	1.36%	1.35%	92.34%	4.01%	1.04%	2.23%	0.26%	0.12%	7.66%	6.11%
SERVICE MAINTENANCE														
ALM #	1704603	483794	186705	349018	23173	14634	1057324	308330	110385	193265	24584	10715	647279	146508
ALM %	21.33%	28.38%	10.95%	20.48%	1.36%	0.86%	62.03%	18.09%	6.48%	11.34%	1.44%	0.63%	37.97%	7.25%
TOTAL	7990401													513214

*Individuals with a disability (IWD)

Utilization Analysis Results

Exhibit 7 outlines the results of the utilization analysis that was conducted of FLHSMV's workforce as of 6/30/2023. The results of the analysis reflect the following underutilizations:

- Hispanic Males in the Officials & Administrators and Professionals EEO job categories.
- Asian Males in the Professional EEO job category.
- White Females in the Officials & Administrators, Professionals, Technicians, Protective Service Workers, and Administrative Support EEO job categories.
- Black Females in the Protective Service Workers and Paraprofessional EEO job categories
- Hispanic Females in the Technicians EEO job category.
- Individuals with a Disability (IWD) in the Protective Service Workers EEO job category.

FLHSMV's plan for addressing these underutilizations is outlined in the goals & strategies section.

Exhibit 7

FLHSMV WORKFORCE UTILIZATION ANALYSIS AS OF 6/30/2023											
	MALE					FEMALE					IWD
	WHITE	BLACK	HISPANIC	ASIAN	OTHER	WHITE	BLACK	HISPANIC	ASIAN	OTHER	
OFFICIALS AND ADMINISTRATORS - 104 TOTAL											
WF #	49	10	4	0	3	16	15	5	1	1	3
WF %	47.12%	9.62%	3.85%	0.00%	2.88%	15.38%	14.42%	4.81%	0.96%	0.96%	2.88%
EXP WF #	47	4	11	2	1	28	4	7	1	1	5
STD DEV	5.07	1.92	3.09	1.24	0.88	4.52	2.01	2.53	0.96	0.74	2.18
Z SCORE	0.44	3.20	-2.15	-1.25	N/A	-2.62	5.38	-0.73	0.07	N/A	-0.80
SIG?	N/A	N	Y	N	N	Y	N	N	N	N	N
PROFESSIONALS - 1,337 TOTAL											
WF #	278	99	63	3	21	369	333	124	27	20	65
WF %	20.79%	7.40%	4.71%	0.22%	1.57%	27.60%	24.91%	9.27%	2.02%	1.50%	4.86%
EXP WF #	419	46	89	27	8	495	99	117	26	11	58
STD DEV	16.97	6.65	9.10	5.17	2.86	17.66	9.57	10.33	5.03	3.24	7.59
Z SCORE	-8.34	7.99	-2.82	-4.70	N/A	-7.16	24.45	0.69	0.24	N/A	0.98
SIG?	N/A	N	Y	Y	N	Y	N	N	N	N	N
TECHNICIANS - 166 TOTAL											
WF #	63	17	14	3	5	29	18	5	7	5	11
WF %	37.95%	10.24%	8.43%	1.81%	3.01%	17.47%	10.84%	3.01%	4.22%	3.01%	6.63%
EXP WF #	50	8	15	3	1	54	16	14	2	1	8
STD DEV	5.93	2.77	3.68	1.82	1.20	6.03	3.81	3.57	1.55	1.19	2.82
Z SCORE	2.11	3.22	-0.25	-0.21	N/A	-4.12	0.50	-2.49	2.94	N/A	1.07
SIG?	N/A	N	N	N	N	Y	N	Y	N	N	N

UTILIZATION ANALYSIS CONTINUED...											
	MALE					FEMALE					IWD
	WHITE	BLACK	HISPANIC	ASIAN	OTHER	WHITE	BLACK	HISPANIC	ASIAN	OTHER	
PROTECTIVE SERVICE WORKERS - 1,667 TOTAL											
WF #	840	214	414	25	21	81	18	49	1	4	44
WF %	50.39%	12.84%	24.84%	1.50%	1.26%	4.86%	1.08%	2.94%	0.06%	0.24%	2.64%
EXP WF #	795	209	228	15	21	205	128	58	3	6	98
STD DEV	20.39	13.51	14.02	3.81	4.54	13.40	10.86	7.49	1.82	2.45	9.90
Z SCORE	2.20	0.40	13.30	2.71	N/A	-9.23	-10.10	-1.22	-1.28	N/A	-5.45
SIG?	N/A	N	N	N	N	Y	Y	N	N	N	Y
PARAPROFESSIONALS - 136 TOTAL											
WF #	28	8	6	1	0	52	20	17	0	4	3
WF %	20.59%	5.88%	4.41%	0.74%	0.00%	38.24%	14.71%	12.50%	0.00%	2.94%	2.21%
EXP WF #	9	4	4	0	0	55	35	24	2	2	8
STD DEV	2.91	2.01	1.90	0.70	0.60	5.73	5.09	4.47	1.43	1.40	2.86
Z SCORE	6.49	1.90	1.20	0.73	N/A	-0.55	-2.90	-1.63	-1.45	N/A	-1.81
SIG?	N/A	N	N	N	N	N	Y	N	N	N	N
ADMINISTRATIVE SUPPORT - 303 TOTAL											
WF #	7	25	28	5	1	12	121	94	3	7	10
WF %	2.31%	8.25%	9.24%	1.65%	0.33%	3.96%	39.93%	31.02%	0.99%	2.31%	3.30%
EXP WF #	68	14	24	3	2	116	27	41	7	3	17
STD DEV	7.27	3.63	4.70	1.74	1.32	8.47	4.99	5.98	2.60	1.74	4.16
Z SCORE	-8.42	3.09	0.84	1.11	N/A	-12.33	18.75	8.81	-1.51	N/A	-1.75
SIG?	N/A	N	N	N	N	Y	N	N	N	N	N
SKILLED CRAFT WORKERS - 11 TOTAL											
WF #	7	2	2	0	0	0	0	0	0	0	0
WF %	63.64%	18.18%	18.18%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
EXP WF #	6	1	3	0	0	0	0	0	0	0	1
STD DEV	1.65	0.96	1.45	0.38	0.38	0.65	0.34	0.49	0.17	0.12	0.82
Z SCORE	0.61	1.01	-0.57	-0.39	N/A	-0.68	-0.34	-0.50	-0.17	N/A	-0.82
SIG?	N/A	N	N	N	N	N	N	N	N	N	N
SERVICE MAINTENANCE - 13 TOTAL											
WF #	3	1	1	0	1	0	7	0	0	0	1
WF %	23.08%	7.69%	7.69%	0.00%	7.69%	0.00%	53.85%	0.00%	0.00%	0.00%	7.69%
EXP WF #	4	1	3	0	0	2	1	1	0	0	1
STD DEV	1.63	1.13	1.46	0.42	0.33	1.39	0.89	1.14	0.43	0.28	0.97
Z SCORE	-0.42	-0.38	-1.14	-0.42	N/A	-1.69	6.94	-1.29	-0.44	N/A	0.06
SIG?	N/A	N	N	N	N	N	N	N	N	N	N

REVIEW OF PRIOR YEAR'S UTILIZATION GOALS

Exhibit 8 outlines the workforce goals that were set for 6/30/2023, based on the utilization analysis that was conducted in 2022. For the groups where a goal was set, the chart indicates whether the workforce percentage increased from the previous year and whether the workforce goal was met.

Exhibit 8

REVIEW OF PRIOR YEAR'S UTILIZATION GOALS										
	MALE				FEMALE					IWD
	BLACK	HISPANIC	ASIAN	OTHER	WHITE	BLACK	HISPANIC	ASIAN	OTHER	
OFFICIALS AND ADMINISTRATORS										
WF %	10%	4%	0%	3%	15%	14%	5%	1%	1%	3%
GOAL %					17%					
MET GOAL?					No					
WF % INCR?					Yes					
PROFESSIONALS										
WF %	7%	5%	0%	2%	28%	25%	9%	2%	2%	5%
GOAL %		5%	1%		33%					
MET GOAL?		Yes	No		No					
WF % INCR?		Yes	No		No					
TECHNICIANS										
WF %	10%	8%	2%	3%	17%	11%	3%	4%	3%	7%
GOAL %					27%		4%			
MET GOAL?					No		No			
WF % INCR?					No		Yes			
PROTECTIVE SERVICE WORKERS										
WF %	13%	25%	2%	1%	5%	1%	3%	0%	0%	3%
GOAL %					11%	7%				N/A*
MET GOAL?					No	No				N/A*
WF % INCR?					No	Yes				Yes
PARAPROFESSIONALS										
WF %	6%	4%	1%	0%	38%	15%	13%	0%	3%	2%
GOAL %						20%				
MET GOAL?						No				
WF % INCR?						No				
ADMINISTRATIVE SUPPORT										
WF %	8%	9%	2%	0%	4%	40%	31%	1%	2%	3%
GOAL %					33%					
MET GOAL?					No					
WF % INCR?					No					

*An underutilization of individuals with disabilities (IWD) in the Protective Service Workers EEO job category was previously identified; however, due to the physical requirements of the sworn law enforcement positions in this occupation, a workforce goal for individuals with disabilities was not set.

**Goals were only set for minority groups where an underutilization was identified and where the population size of the group in the available labor market was greater than 2% at the time goals were set.

***Goals were not set for EEO job categories where there were a statistically insignificant number of positions (less than 1%) within the agency at the time goals were set.

Good Faith Efforts to Meet Goals Established in the Previous Years' Report

The majority of FLHSMV's positions are posted externally and filled through a competitive hiring process. These job advertisements automatically feed into Indeed and other major job boards. As appropriate, FLHSMV also directly advertises job opportunities on local university and college job boards, trade association job boards, etc.

FLHSMV actively targets individuals of protected classes for recruitment through outreach to local, state and community colleges, civic and professional associations, and other community organizations. In the last year, the agency participated in 16 hiring fairs, 1 college resume workshop event, and 4 high school senior assembly events. Of the hiring fairs, 2 of them targeted transitioning and former military personnel, 11 were held at local state universities and colleges, and 3 were general community hiring fairs.

FLHSMV maintains partnerships with organizations such as the Department of Education's Division of Vocational Rehabilitation to promote employment opportunities to individuals who have a disability. These partnerships have succeeded in increasing the number of applicants who have a disability applying for and being hired into positions over the last several years.

Unfortunately, there was a hiring freeze during the last 5 months of the 2022-2023 fiscal year that significantly impacted the candidate pool, new hire, and personnel action numbers. This hiring freeze hampered efforts to meet the goals established in the previous years' report.

CANDIDATE POOL ANALYSIS

The demographic make-up of FLHSMV's workforce is strongly impacted by the demographic make-up of its candidate pools. In this section, the pool of candidates for open competitive advertisements will be compared to the available labor market (ALM) data. The comparison with ALM data will indicate whether FLHSMV's candidate pool is in line with the ALM.

Analysis Methodology

- The Two-Standard Deviation Rule method was used for the candidate pool to ALM comparison. Where a statistically significant difference was identified, underutilization (underrepresentation) was noted.
- The majority demographic group (white males) have not been factored in the calculations. The data for this group has been included for informational purposes only.
- Native Hawaiian/Other Pacific Islander, American Indian/Alaskan Native, and Some Other Race/2+ Races groups each represent less than 1% of the ALM and FLHSMV's workforce. As such, for the purposes of this report, they have been combined into one "Other" group for each gender.
- Skilled Craft workers and Service Maintenance EEO job categories have so few positions (fewer than 20 positions, comprising less than 0.5% of agency positions), so these EEO job categories were not included in the analysis of personnel actions.

Available Labor Market (ALM) to Candidate Pool Comparison Results

Exhibit 9 outlines the analysis that was done comparing FLHSMV's candidate pool from fiscal year 2022-2023 with the ALM. The results of the analysis reflect statistically significant differences for the below minority groups. Please note that candidate pool numbers were significantly lower during this fiscal year period due to a hiring freeze during the last 5 months of the fiscal year.

- Hispanic Males in the Officials & Administrators, Professionals and Technicians EEO job categories.
- Hispanic Females in the Technicians and Paraprofessionals EEO job categories.
- Asian Males in the Professionals EEO job category.
- Asian Females in the Professionals and Paraprofessionals EEO job categories.
- White Females in the Officials & Administrators, Professionals, Technicians, Protective Service Workers, Paraprofessionals, and Administrative Support EEO job categories.
- Individuals With Disabilities in the Professionals, Protective Service Workers, Paraprofessionals, and Administrative Support EEO job categories.

Exhibit 9

ANALYSIS OF CANDIDATE POOL AND AVAILABLE LABOR MARKET DATA FROM FY 2022-2023											
	MALE					FEMALE					IWD
	WHITE	BLACK	HISPANIC	ASIAN	OTHER	WHITE	BLACK	HISPANIC	ASIAN	OTHER	
OFFICIALS AND ADMINISTRATORS - 261 CANDIDATES TOTAL											
ALM #	350395	28855	79775	11644	5799	208685	31495	51385	7015	4171	38258
CND POOL #	45	22	14	6	5	30	73	29	7	6	6
CND POOL %	17.24%	8.43%	5.36%	2.30%	1.92%	11.49%	27.97%	11.11%	2.68%	2.30%	2.30%
RSNB EXP #	117	10	27	4	2	70	11	17	2	1	12
STD DEV	8.04	3.05	4.90	1.96	1.39	7.15	3.18	4.01	1.53	1.18	3.45
Z SCORE	-9.00	4.04	-2.60	1.07	N/A	-5.58	19.63	2.94	3.05	N/A	-1.71
SIG?	N/A	N	Y	N	N	Y	N	N	N	N	N
PROFESSIONALS - 8665 CANDIDATES TOTAL											
ALM #	495735	54234	104824	32312	9731	585360	116880	138064	30464	12497	73867
CND POOL #	865	705	401	56	94	1617	3068	734	132	212	238
CND POOL %	9.98%	8.14%	4.63%	0.65%	1.08%	18.66%	35.41%	8.47%	1.52%	2.45%	2.75%
RSNB EXP #	2719	297	575	177	53	3210	641	757	167	69	373
STD DEV	43.19	16.95	23.17	13.17	7.28	44.95	24.36	26.29	12.80	8.25	19.31
Z SCORE	-42.91	24.05	-7.50	-9.20	N/A	-35.44	99.62	-0.88	-2.74	N/A	-6.98
SIG?	N/A	N	Y	Y	N	Y	N	N	Y	N	Y
TECHNICIANS - 574 CANDIDATES TOTAL											
ALM #	83845	13400	24759	5619	2398	89460	26759	23089	4045	2370	14429
CND POOL #	139	59	28	17	7	57	124	19	44	18	18
CND POOL %	24.22%	10.28%	4.88%	2.96%	1.22%	9.93%	21.60%	3.31%	7.67%	3.14%	3.14%
RSNB EXP #	175	28	52	12	5	186	56	48	8	5	28
STD DEV	11.02	5.15	6.85	3.39	2.22	11.22	7.09	6.64	2.88	2.21	5.25
Z SCORE	-3.22	6.04	-3.44	1.57	N/A	-11.52	9.63	-4.38	12.35	N/A	-1.82
SIG?	N/A	N	Y	N	N	Y	N	Y	N	N	N
PROTECTIVE SERVICE WORKERS - 3097 CANDIDATES TOTAL											
ALM #	100225	26290	28689	1850	2630	25810	16090	7330	430	761	13659
CND POOL #	609	647	618	22	53	137	567	169	14	35	79
CND POOL %	19.66%	20.89%	19.95%	0.71%	1.71%	4.42%	18.31%	5.46%	0.45%	1.13%	2.55%
RSNB EXP #	1477	388	423	27	39	380	237	108	6	11	182
STD DEV	27.80	18.41	19.11	5.20	6.19	18.27	14.80	10.21	2.52	3.34	13.49
Z SCORE	-31.24	14.09	10.21	-1.01	N/A	-13.33	22.29	5.97	3.05	N/A	-7.63
SIG?	N/A	N	N	N	N	Y	N	N	N	N	Y
PARAPROFESSIONALS - 2419 CANDIDATES TOTAL											
ALM #	25440	11675	10370	1365	1001	154250	97195	67910	5775	5539	27114
CND POOL #	269	216	181	18	30	343	845	247	6	60	37
CND POOL %	11.12%	8.93%	7.48%	0.74%	1.24%	14.18%	34.93%	10.21%	0.25%	2.48%	1.53%
RSNB EXP #	162	74	66	9	6	981	618	432	37	35	146
STD DEV	12.28	8.48	8.01	2.94	2.52	24.15	21.45	18.83	6.01	5.89	12.07
Z SCORE	8.73	16.72	14.37	3.17	N/A	-26.40	10.59	-9.81	-5.11	N/A	-9.01
SIG?	N/A	N	N	N	N	Y	N	Y	Y	N	Y

ANALYSIS OF CANDIDATE POOL AND AVAILABLE LABOR MARKET DATA CONTINUED...

	MALE					FEMALE					IWD
	WHITE	BLACK	HISPANIC	ASIAN	OTHER	WHITE	BLACK	HISPANIC	ASIAN	OTHER	
ADMINISTRATIVE SUPPORT - 1228 CANDIDATES TOTAL											
ALM #	493365	99605	173694	22134	12685	840790	198020	298760	28285	22173	140915
CND POOL #	73	116	95	14	8	77	489	203	10	31	19
CND POOL %	5.94%	9.45%	7.74%	1.14%	0.65%	6.27%	39.82%	16.53%	0.81%	2.52%	1.55%
RSNB EXP #	277	56	97	12	7	472	111	168	16	12	70
STD DEV	14.64	7.30	9.47	3.51	2.66	17.04	10.05	12.03	3.96	3.51	8.37
Z SCORE	-13.91	8.24	-0.26	0.45	N/A	-23.15	37.60	2.95	-1.48	N/A	-6.10
SIG?	N/A	N	N	N	N	Y	N	N	N	N	Y
SKILLED CRAFT WORKERS - 2 CANDIDATES TOTAL											
ALM #	474945	81070	224281	11833	11784	34890	9041	19437	2255	1062	58464
CND POOL #	0	0	2	0	0	0	0	0	0	0	0
CND POOL %	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
RSNB EXP #	1	0	1	0	0	0	0	0	0	0	0
STD DEV	0.70	0.41	0.62	0.16	0.16	0.28	0.14	0.21	0.07	0.05	0.35
Z SCORE	-1.55	-0.45	2.40	-0.17	N/A	-0.29	-0.14	-0.21	-0.07	N/A	-0.35
SIG?	N/A	N	N	N	N	N	N	N	N	N	N
SERVICE MAINTENANCE - 9 CANDIDATES TOTAL											
ALM #	483794	186705	349018	23173	14634	308330	110385	193265	24584	10715	146508
CND POOL #	0	0	8	0	0	0	0	0	0	0	1
CND POOL %	0.00%	0.00%	88.89%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.11%
RSNB EXP #	3	1	2	0	0	2	1	1	0	0	1
STD DEV	1.35	0.94	1.21	0.35	0.28	1.15	0.74	0.95	0.36	0.24	0.81
Z SCORE	-1.89	-1.05	5.09	-0.35	N/A	-1.41	-0.79	-1.07	-0.36	N/A	0.43
SIG?	N/A	N	N	N	N	N	N	N	N	N	N

NEW HIRE ANALYSIS

The demographic make-up of FLHSMV's workforce is also strongly impacted by the demographic make-up of its new hires. In this section, FLHSMV's new hire data will be compared to corresponding candidate pool data. The comparison with new hire data will indicate whether FLHSMV's actual new hires from the various minority groups are in line with what would reasonably be expected based on their availability in the candidate pool. The results will be utilized to help determine FLHSMV's recruitment strategy.

Analysis Methodology

- The Two-Standard Deviation Rule method was used for the new hire to candidate pool to comparison. Where a statistically significant difference was identified, underutilization (underrepresentation) was noted.
- The majority demographic group (white males) have not been factored in the calculations. The data for this group has been included for informational purposes only.
- Native Hawaiian/Other Pacific Islander, American Indian/Alaskan Native, and Some Other Race/2+ Races groups each represent less than 1% of the ALM and FLHSMV's workforce. As such, for the purposes of this report, they have been combined into one "Other" group for each gender.
- Skilled Craft workers and Service Maintenance EEO job categories have so few positions (fewer than 20 positions, comprising less than 0.5% of agency positions), so these EEO job categories were not included in the analysis of personnel actions.

New Hires to Candidate Pool Comparison Results

Exhibit 10 outlines the analysis that was done comparing FLHSMV's new hire data to candidate pool data from fiscal year 2022-2023. The results of the analysis reflect statistically significant differences for the below minority groups. Please note that new hire and candidate pool numbers were significantly lower during this fiscal year period due to a hiring freeze during the last 5 months of the fiscal year.

- Black Males in the Protective Service Workers EEO job category.
- Black Females in the Protective Service Workers, and Paraprofessionals EEO job categories.
- Individuals with Disabilities in the Protective Service Workers EEO job category.

Exhibit 10

ANALYSIS OF NEW HIRE AND CANDIDATE POOL DATA FROM FY 2022-2023											
	MALE					FEMALE					IWD
	WHITE	BLACK	HISPANIC	ASIAN	OTHER	WHITE	BLACK	HISPANIC	ASIAN	OTHER	
OFFICIALS AND ADMINISTRATORS - 8 HIRES TOTAL FROM 261 CANDIDATES											
CND POOL #	45	22	14	6	5	30	73	29	7	6	6
HIRED #	3	0	0	0	0	3	2	0	0	0	0
HIRED %	37.50%	0.00%	0.00%	0.00%	0.00%	37.50%	25.00%	0.00%	0.00%	0.00%	0.00%
RSNB EXP #	1	1	0	0	0	1	2	1	0	0	0
STD DEV	1.07	0.79	0.64	0.42	0.39	0.90	1.27	0.89	0.46	0.42	0.42
Z SCORE	1.52	-0.86	-0.67	-0.43	N/A	2.31	-0.19	-1.00	-0.47	N/A	-0.43
SIG?	N/A	N	N	N	N	N	N	N	N	N	N
PROFESSIONALS - 205 HIRES TOTAL FROM 8665 CANDIDATES											
CND POOL #	865	705	401	56	94	1617	3068	734	132	212	238
HIRED #	29	9	13	1	5	46	62	27	4	9	2
HIRED %	14.15%	4.39%	6.34%	0.49%	2.44%	22.44%	30.24%	13.17%	1.95%	4.39%	0.98%
RSNB EXP #	20	17	9	1	2	38	73	17	3	5	6
STD DEV	4.29	3.91	3.01	1.15	1.48	5.58	6.85	3.99	1.75	2.21	2.34
Z SCORE	1.99	-1.96	1.17	-0.28	N/A	1.39	-1.55	2.42	0.50	N/A	-1.55
SIG?	N/A	N	N	N	N	N	N	N	N	N	N
TECHNICIANS - 16 HIRES TOTAL FROM 574 CANDIDATES											
CND POOL #	139	59	28	17	7	57	124	19	44	18	18
HIRED #	6	2	1	1	0	0	2	0	4	0	0
HIRED %	37.50%	12.50%	6.25%	6.25%	0.00%	0.00%	12.50%	0.00%	25.00%	0.00%	0.00%
RSNB EXP #	4	2	1	0	0	2	3	1	1	1	1
STD DEV	1.71	1.21	0.86	0.68	0.44	1.20	1.65	0.72	1.06	0.70	0.70
Z SCORE	1.24	0.29	0.25	0.78	N/A	-1.33	-0.88	-0.74	2.61	N/A	-0.72
SIG?	N/A	N	N	N	N	N	N	N	N	N	N
PROTECTIVE SERVICE WORKERS - 171 HIRES TOTAL FROM 3097 CANDIDATES											
CND POOL #	609	647	618	22	53	137	567	169	14	35	79
HIRED #	84	20	46	3	3	4	2	8	0	1	0
HIRED %	49.12%	11.70%	26.90%	1.75%	1.75%	2.34%	1.17%	4.68%	0.00%	0.58%	0.00%
RSNB EXP #	34	36	34	1	3	8	31	9	1	2	4
STD DEV	5.20	5.32	5.23	1.10	1.70	2.69	5.06	2.97	0.88	1.38	2.06
Z SCORE	9.69	-2.96	2.27	1.63	N/A	-1.33	-5.80	-0.45	-0.88	N/A	-2.12
SIG?	N/A	Y	N	N	N	N	Y	N	N	N	Y
PARAPROFESSIONALS - 58 HIRES TOTAL FROM 2419 CANDIDATES											
CND POOL #	269	216	181	18	30	343	845	247	6	60	37
HIRED #	13	3	5	1	0	14	13	7	0	2	0
HIRED %	22.41%	5.17%	8.62%	1.72%	0.00%	24.14%	22.41%	12.07%	0.00%	3.45%	0.00%
RSNB EXP #	6	5	4	0	1	8	20	6	0	1	1
STD DEV	2.39	2.17	2.00	0.65	0.84	2.66	3.63	2.31	0.38	1.18	0.93
Z SCORE	2.74	-1.00	0.33	0.87	N/A	2.17	-2.00	0.47	-0.38	N/A	-0.95
SIG?	N/A	N	N	N	N	N	Y	N	N	N	N

PERSONNEL ACTIONS ANALYSIS

Equal employment opportunity principles apply to all aspects of employment to include recruitment, hiring, promotion, reassignment, demotion, and separation. Recruitment and hiring were addressed in the candidate pool assessment section of this report. In this section, data related to promotions, reassignments, demotions, and separations will be evaluated. The analysis of personnel action data helps with the identification of impediments or other concerns that may be having an adverse impact on a particular minority group.

Analysis Methodology

- Positive personnel actions (promotion and reassignment) were reviewed to make sure that minority groups were not underrepresented compared to their representation in the applicable incumbent pools. For new hires, the applicable incumbent pool is based on candidate data from open competitive advertisements. For promotions, the applicable incumbent pool is based on FLHSMVs' internal workforce data.
- Negative personnel actions (demotions, involuntary separations, and voluntary separations) were reviewed to make sure that minority groups were not overrepresented compared to their representation in FLHSMV's internal workforce. Voluntary separations are reviewed because, even though the separation is voluntary, overrepresentation of a particular minority group can be an indicator of something happening to "drive" that group into wanting to leave the agency.
- The same Two-Standard Deviation Rule method used for the utilization analysis was used to complete the comparison of actual number of employees in each minority group vs. the expected number of employees in each minority group for the various personnel action. Where a statistically significant difference was identified, the overrepresentation/underrepresentation was noted for further review.
- The majority demographic group (white males) have not been factored in the calculations. The data for this group has been included for informational purposes only.
- Native Hawaiian/Other Pacific Islander, American Indian/Alaskan Native, and Some Other Race/2+ Races groups each represent less than 1% of the ALM and FLHSMV's workforce. As such, for the purposes of this report, they have been combined into one "Other" group for each gender.
- Skilled Craft workers and Service Maintenance EEO job categories have so few positions (fewer than 20 positions, comprising less than 0.5% of agency positions), so these EEO job categories were not included in the analysis of personnel actions.
- The Officials and Administrators EEO job category contains only SES and SMS positions. Promotions, reassignments, and demotions do not apply to SES and SMS positions, so this EEO job category was left off of analysis for those three personnel action types.

Promotions

The results of the analysis of promotion data from fiscal year 2022-2023 reflect that there is no statistically significant difference between the number of individuals promoted vs. the number of individuals who could reasonably be expected to be promoted in any particular minority group.

Overall, promotions decreased ~71% from the previous fiscal year. The hiring freeze, which also impacted internal opportunities, was likely a factor in this decrease; however, there may have also been other, unknown factors, that contributed to this decrease.

Exhibit 11

ANALYSIS OF PROMOTIONS FROM FY 2022-2023											
	MALE					FEMALE					IWD
	WHITE	BLACK	HISPANIC	ASIAN	OTHER	WHITE	BLACK	HISPANIC	ASIAN	OTHER	
PROFESSIONALS - 61 PROMOTIONS TOTAL											
WF #	278	99	63	3	21	369	333	124	27	20	65
PROM #	9	5	4	1	1	16	17	7	1	0	7
PROM %	14.75%	8.20%	6.56%	1.64%	1.64%	26.23%	27.87%	11.48%	1.64%	0.00%	11.48%
RSNB EXP #	13	5	3	0	1	17	15	6	1	1	3
STD DEV	3.17	2.05	1.65	0.37	0.97	3.49	3.38	2.27	1.10	0.95	1.68
Z SCORE	-1.16	0.24	0.68	2.34	N/A	-0.24	0.53	0.59	-0.21	N/A	2.40
SIG?	N/A	N	N	N	N	N	N	N	N	N	N
TECHNICIANS - 12 PROMOTIONS TOTAL											
WF #	63	17	14	3	5	29	18	5	7	5	11
PROM #	2	1	3	0	1	1	2	2	0	0	1
PROM %	16.67%	8.33%	25.00%	0.00%	8.33%	8.33%	16.67%	16.67%	0.00%	0.00%	8.33%
RSNB EXP #	5	1	1	0	0	2	1	0	1	0	1
STD DEV	1.68	1.05	0.96	0.46	0.59	1.32	1.08	0.59	0.70	0.59	0.86
Z SCORE	-1.52	-0.22	2.07	-0.47	N/A	-0.83	0.65	2.77	-0.73	N/A	0.24
SIG?	N/A	N	N	N	N	N	N	N	N	N	N
PROTECTIVE SERVICE WORKERS - 53 PROMOTIONS TOTAL											
WF #	840	214	414	25	21	81	18	49	1	4	44
PROM #	25	8	12	1	1	2	2	2	0	0	1
PROM %	47.17%	15.09%	22.64%	1.89%	1.89%	3.77%	3.77%	3.77%	0.00%	0.00%	1.89%
RSNB EXP #	27	7	13	1	1	3	1	2	0	0	1
STD DEV	3.64	2.44	3.15	0.88	0.81	1.57	0.75	1.23	0.18	0.36	1.17
Z SCORE	-0.47	0.49	-0.37	0.23	N/A	-0.37	1.90	0.36	-0.18	N/A	-0.34
SIG?	N/A	N	N	N	N	N	N	N	N	N	N

**There were no promotions for positions in the Paraprofessional or Administrative Support EEO job occupations. The Officials & Administrators, Skilled Craft Workers, and Service Maintenance EEO job categories are not reflected for the reasons outlined in the personnel actions analysis methodology.*

Reassignments

The results of the analysis of reassignment data from fiscal year 2022-2023 reflect that there is no statistically significant difference between the number of individuals who were reassigned vs. the number of individuals who could reasonably be expected to be reassigned in any particular minority group.

Overall, reassignments decreased ~89% from the previous fiscal year. The hiring freeze, which also impacted internal opportunities, may have been a factor; however, this cannot be known for certain.

Exhibit 12

ANALYSIS OF REASSIGNMENTS FROM FY 2022-2023											
	MALE					FEMALE					IWD
	WHITE	BLACK	HISPANIC	ASIAN	OTHER	WHITE	BLACK	HISPANIC	ASIAN	OTHER	
PROFESSIONALS - 26 REASSIGNMENTS TOTAL											
WF #	278	99	63	3	21	369	333	124	27	20	65
REASSIGN #	3	1	0	0	1	11	7	2	1	0	---
REASSIGN %	11.54%	3.85%	0.00%	0.00%	3.85%	42.31%	26.92%	7.69%	3.85%	0.00%	---
RSNB EXP #	5	2	1	0	0	7	6	2	1	0	---
STD DEV	2.07	1.34	1.08	0.24	0.63	2.28	2.21	1.48	0.72	0.62	---
Z SCORE	-1.16	-0.69	-1.13	-0.24	0.93	1.68	0.24	-0.28	0.66	-0.63	---
SIG?	N/A	N	N	N	N	N	N	N	N	N	N/A
TECHNICIANS - 1 REASSIGNMENT TOTAL											
WF #	63	17	14	3	5	29	18	5	7	5	11
REASSIGN #	1	0	0	0	0	0	0	0	0	0	---
REASSIGN %	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	---
RSNB EXP #	0	0	0	0	0	0	0	0	0	0	---
STD DEV	0.49	0.30	0.28	0.13	0.17	0.38	0.31	0.17	0.20	0.17	---
Z SCORE	1.28	-0.34	-0.30	-0.14	-0.18	-0.46	-0.35	-0.18	-0.21	-0.18	---
SIG?	N/A	N	N	N	N	N	N	N	N	N	N/A
PROTECTIVE SERVICE WORKERS - 1 REASSIGNMENT TOTAL											
WF #	840	214	414	25	21	81	18	49	1	4	44
REASSIGN #	0	0	0	0	0	0	1	0	0	0	---
REASSIGN %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	---
RSNB EXP #	1	0	0	0	0	0	0	0	0	0	---
STD DEV	0.50	0.33	0.43	0.12	0.11	0.22	0.10	0.17	0.02	0.05	---
Z SCORE	-1.01	-0.38	-0.57	-0.12	-0.11	-0.23	9.57	-0.17	-0.02	-0.05	---
SIG?	N/A	N	N	N	N	N	N	N	N	N	N/A
ADMINISTRATIVE SUPPORT - 1 REASSIGNMENT TOTAL											
WF #	7	25	28	5	1	12	121	94	3	7	10
REASSIGN #	0	0	0	0	0	0	1	0	0	0	---
REASSIGN %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	---
RSNB EXP #	0	0	0	0	0	0	0	0	0	0	---
STD DEV	0.15	0.28	0.29	0.13	0.06	0.20	0.49	0.46	0.10	0.15	---
Z SCORE	-0.15	-0.30	-0.32	-0.13	-0.06	-0.20	1.23	-0.67	-0.10	-0.15	---
SIG?	N/A	N	N	N	N	N	N	N	N	N	N/A

*There were no reassignments for positions in the Paraprofessional EEO job occupation. The Officials & Administrators, Skilled Craft Workers, and Service Maintenance EEO job categories are not reflected for the reasons outlined in the personnel actions analysis methodology.

**Unable to obtain reassignment data for individuals with disabilities (IWD).

Demotions

The results of the analysis of demotion data from fiscal year 2022-2023 reflect that there is a statistically significant difference between the number of individuals demoted vs. the number of individuals who could reasonably be expected to be demoted for the below minority groups.

- Black Males in the Paraprofessionals EEO job category.
- Black Females in the Technicians EEO job category.

One years' worth of data is not enough to determine whether adverse impact exists. Personnel actions only began being evaluated under this statistical method last year and the potential demotion concerns noted in the previous years' report are somewhat different than the ones noted in this years' report. For comparison, below are the potential demotion concerns that were identified in the previous years' report based on fiscal year 2021-2022 data.

- Black Females in the Technicians EEO job category.
- White Females in the Administrative Support EEO job category.
- Other Males in the Administrative Support EEO job category.
- Other Females in the Administrative Support EEO job category.

The groups identified as potential concerns in this years' report will be flagged for further monitoring; the groups noted in the previous years' report will remain flagged for long-term monitoring. More specific action will be taken if a potential concern reappears over several years, demonstrating an adverse impact, whether intentional or unintentional, exists. More specific action will also be taken if the data reflects a major concern in a single year.

Overall, demotions decreased ~77% from the previous fiscal year. Members sometimes voluntarily apply for internal opportunities that would be reflected as demotions in People First. As such, the hiring freeze, which also impacted internal opportunities, may have been a factor in this decrease; however, this cannot be known for certain as the EEO Workforce Report from People First does not differentiate between involuntary and voluntary demotions.

Exhibit 13

ANALYSIS OF DEMOTIONS FROM FY 2022-2023											
	MALE					FEMALE					IWD
	WHITE	BLACK	HISPANIC	ASIAN	OTHER	WHITE	BLACK	HISPANIC	ASIAN	OTHER	
PROFESSIONALS - 6 DEMOTIONS TOTAL											
WF #	278	99	63	3	21	369	333	124	27	20	65
DEM #	0	0	1	0	0	2	3	0	0	0	0
DEM %	0.00%	0.00%	16.67%	0.00%	0.00%	33.33%	50.00%	0.00%	0.00%	0.00%	0.00%
RSNB EXP #	1	0	0	0	0	2	1	1	0	0	0
STD DEV	0.99	0.64	0.52	0.12	0.30	1.09	1.06	0.71	0.34	0.30	0.53
Z SCORE	1.26	0.69	-1.38	0.12	0.31	-0.31	-1.42	0.78	0.35	0.30	0.55
SIG?	N/A	N	N	N	N	N	N	N	N	N	N
TECHNICIANS - 1 DEMOTION TOTAL											
WF #	63	17	14	3	5	29	18	5	7	5	11
DEM #	0	0	0	0	0	0	1	0	0	0	0
DEM %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
RSNB EXP #	0	0	0	0	0	0	0	0	0	0	0
STD DEV	0.49	0.30	0.28	0.13	0.17	0.38	0.31	0.17	0.20	0.17	0.25
Z SCORE	0.78	0.34	0.30	0.14	0.18	0.46	-2.87	0.18	0.21	0.18	0.27
SIG?	N/A	N	N	N	N	N	Y	N	N	N	N
PROTECTIVE SERVICE WORKERS - 8 DEMOTIONS TOTAL											
WF #	840	214	414	25	21	81	18	49	1	4	44
DEM #	4	0	3	0	0	1	0	0	0	0	0
DEM %	50.00%	0.00%	37.50%	0.00%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%
RSNB EXP #	4	1	2	0	0	0	0	0	0	0	0
STD DEV	1.41	0.95	1.22	0.34	0.32	0.61	0.29	0.48	0.07	0.14	0.45
Z SCORE	0.02	1.09	-0.83	0.35	0.32	-1.01	0.30	0.49	0.07	0.14	0.47
SIG?	N/A	N	N	N	N	N	N	N	N	N	N
PARAPROFESSIONALS - 2 DEMOTIONS TOTAL											
WF #	28	8	6	1	0	52	20	17	0	4	3
DEM #	0	1	0	0	0	0	0	1	0	0	0
DEM %	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%
RSNB EXP #	0	0	0	0	0	1	0	0	0	0	0
STD DEV	0.57	0.33	0.29	0.12	0.00	0.69	0.50	0.47	0.00	0.24	0.21
Z SCORE	0.72	-2.65	0.30	0.12	N/A	1.11	0.59	-1.60	N/A	0.25	0.21
SIG?	N/A	Y	N	N	N	N	N	N	N	N	N

**There were no demotions for positions in the Administrative Support EEO job occupation. The Officials & Administrators, Skilled Craft Workers, and Service Maintenance EEO job categories are not reflected for the reasons outlined in the personnel actions analysis methodology.*

Involuntary Separations

The results of the analysis of involuntary separation data from fiscal year 2022-2023 reflect that there is a statistically significant difference between the number of individuals who were involuntarily separated vs. the number of individuals who could reasonably be expected to be involuntarily separated for the below minority groups.

- Black Males in the Administrative Support EEO job category.
- Black Females in the Protective Service Workers EEO job category.
- Asian Males in the Professionals EEO job category.
- White Females in the Officials & Administrators EEO job category.
- Individuals with Disabilities (IWD) in the Professional EEO job category.

One year's worth of data is not enough to determine whether adverse impact exists. Personnel actions only began being evaluated under this statistical method last year and the potential involuntary separation concerns noted in the previous years' report are different than the ones noted in this year's report. For comparison, below are the potential demotion concerns that were identified in the previous years' report based on fiscal year 2021-2022 data.

- Black Males in the Officials & Administrators, Technicians, and Protective Service Workers EEO job categories.
- Black Females in the Professionals EEO job category.
- White Females in the Administrative Support EEO job category.

The groups identified as potential concerns in this year's report will be flagged for further monitoring; the groups noted in the previous years' report will remain flagged for long-term monitoring. More specific action will be taken if a potential concern reappears over several years, demonstrating an adverse impact, whether intentional or unintentional, exists. More specific action will also be taken if the data reflects a major concern in a single year.

Overall, involuntary separations decreased ~48% from the previous fiscal year. The reason(s) for this decrease cannot be determined from the information currently available. The hiring freeze would not directly have been a factor; however, it is possible that changes in behavior on the part of supervisors and members stemming from the hiring freeze could have had an impact on the number of involuntary separations.

Exhibit 14

ANALYSIS OF INVOLUNTARY SEPARATIONS FROM FY 2022-2023											
	MALE					FEMALE					IWD
	WHITE	BLACK	HISPANIC	ASIAN	OTHER	WHITE	BLACK	HISPANIC	ASIAN	OTHER	
OFFICIALS AND ADMINISTRATORS - 1 INVOLUNTARY SEPARATION TOTAL											
WF #	49	10	4	0	3	16	15	5	1	1	3
INVOL SEP #	0	0	0	0	0	1	0	0	0	0	0
INVOL SEP %	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
RSNB EXP #	0	0	0	0	0	0	0	0	0	0	0
STD DEV	0.50	0.29	0.19	0.00	0.17	0.36	0.35	0.21	0.10	0.10	0.17
Z SCORE	0.94	0.33	0.20	N/A	0.17	-2.35	0.41	0.22	0.10	0.10	0.17
SIG?	N/A	N	N	N	N	Y	N	N	N	N	N
PROFESSIONALS - 19 INVOLUNTARY SEPARATIONS TOTAL											
WF #	278	99	63	3	21	369	333	124	27	20	65
INVOL SEP #	4	1	0	1	0	4	4	4	0	1	3
INVOL SEP %	21.05%	5.26%	0.00%	5.26%	0.00%	21.05%	21.05%	21.05%	0.00%	5.26%	15.79%
RSNB EXP #	4	1	1	0	0	5	5	2	0	0	1
STD DEV	1.77	1.14	0.92	0.21	0.54	1.95	1.89	1.26	0.61	0.53	0.94
Z SCORE	-0.03	0.36	0.97	-4.64	0.55	0.64	0.39	-1.77	0.63	-1.35	-2.21
SIG?	N/A	N	N	Y	N	N	N	N	N	N	Y
PROTECTIVE SERVICE WORKERS - 8 INVOLUNTARY SEPARATIONS TOTAL											
WF #	840	214	414	25	21	81	18	49	1	4	44
INVOL SEP #	4	1	2	0	0	0	1	0	0	0	1
INVOL SEP %	50.00%	12.50%	25.00%	0.00%	0.00%	0.00%	12.50%	0.00%	0.00%	0.00%	12.50%
RSNB EXP #	4	1	2	0	0	0	0	0	0	0	0
STD DEV	1.41	0.95	1.22	0.34	0.32	0.61	0.29	0.48	0.07	0.14	0.45
Z SCORE	0.02	0.03	-0.01	0.35	0.32	0.64	-3.13	0.49	0.07	0.14	-1.74
SIG?	N/A	N	N	N	N	N	Y	N	N	N	N
PARAPROFESSIONALS - 1 INVOLUNTARY SEPARATION TOTAL											
WF #	28	8	6	1	0	52	20	17	0	4	3
INVOL SEP #	1	0	0	0	0	0	0	0	0	0	0
INVOL SEP %	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
RSNB EXP #	0	0	0	0	0	0	0	0	0	0	0
STD DEV	0.40	0.24	0.21	0.09	0.00	0.49	0.35	0.33	0.00	0.17	0.15
Z SCORE	-1.96	0.25	0.21	0.09	N/A	0.79	0.42	0.38	N/A	0.17	0.15
SIG?	N/A	N	N	N	N	N	N	N	N	N	N
ADMINISTRATIVE SUPPORT - 7 INVOLUNTARY SEPARATIONS TOTAL											
WF #	7	25	28	5	1	12	121	94	3	7	10
INVOL SEP #	0	3	2	0	0	0	0	2	0	0	1
INVOL SEP %	0.00%	42.86%	28.57%	0.00%	0.00%	0.00%	0.00%	28.57%	0.00%	0.00%	14.29%
RSNB EXP #	0	1	1	0	0	0	3	2	0	0	0
STD DEV	0.40	0.73	0.77	0.34	0.15	0.52	1.30	1.22	0.26	0.40	0.47
Z SCORE	0.41	-3.33	-1.77	0.34	0.15	0.54	2.16	0.14	0.26	0.41	-1.63
SIG?	N/A	Y	N	N	N	N	N	N	N	N	N

**There were no involuntary separations for positions in the Technicians EEO job occupation. The Skilled Craft Workers and Service Maintenance EEO job categories are not reflected for the reasons outlined in the personnel actions analysis methodology.*

Voluntary Separations

The results of the analysis of voluntary separation data from fiscal year 2022-2023 reflect that there is a statistically significant difference between the number of individuals who separated voluntarily vs. the number of individuals who could reasonably be expected to separate voluntarily for the below minority groups.

- Black Females in the Paraprofessionals EEO job category.
- Asian Males in the Protective Service Workers EEO job category.
- Other Females in the Professionals EEO job category.
- White Females in the Paraprofessionals EEO job category.
- Individuals with Disabilities (IWD) in the Professionals EEO job category.

One year's worth of data is not enough to determine whether adverse impact exists. Personnel actions only began being evaluated under this statistical method last year and the potential involuntary separation concerns noted in the previous years' report are different than the ones noted in this year's report. For comparison, below are the potential demotion concerns that were identified in the previous years' report based on fiscal year 2021-2022 data.

- Asian Females in the Officials & Administrators EEO job category.
- Black Females in the Professionals and Protective Service Workers EEO job categories.
- Hispanic Females in the Protective Service Workers EEO job category.
- Other Females in the Protective Service Workers EEO job category.
- White Females in the Officials & Administrators, Protective Service Workers, and Administrative Support EEO job categories.
- Individuals with Disabilities (IWD) in the Professionals and Protective Service Workers EEO job categories.

Overall, voluntary separations decreased ~36% from the previous fiscal year. The reason(s) for this decrease cannot be determined from the information currently available. The hiring freeze would not directly have been a factor; however, it is possible that changes in behavior on the part of supervisors and members stemming from the hiring freeze could have had an impact on the number of voluntary separations.

Exhibit 15

ANALYSIS OF VOLUNTARY SEPARATIONS FROM FY 2022-2023											
	MALE					FEMALE					IWD
	WHITE	BLACK	HISPANIC	ASIAN	OTHER	WHITE	BLACK	HISPANIC	ASIAN	OTHER	
OFFICIALS AND ADMINISTRATORS - 17 VOLUNTARY SEPARATIONS TOTAL											
WF #	49	10	4	0	3	16	15	5	1	1	3
VOL SEP #	9	2	0	0	0	5	1	0	0	0	0
VOL SEP %	52.94%	11.76%	0.00%	0.00%	0.00%	29.41%	5.88%	0.00%	0.00%	0.00%	0.00%
RSNB EXP #	8	2	1	0	0	3	2	1	0	0	0
STD DEV	2.06	1.22	0.79	0.00	0.69	1.49	1.45	0.88	0.40	0.40	0.69
Z SCORE	-0.48	-0.30	0.82	N/A	0.71	-1.60	1.00	0.93	0.41	0.41	0.71
SIG?	N/A	N	N	N	N	N	N	N	N	N	N
PROFESSIONALS - 246 VOLUNTARY SEPARATIONS TOTAL											
WF #	278	99	63	3	21	369	333	124	27	20	65
VOL SEP #	36	15	15	2	3	74	72	20	1	8	19
VOL SEP %	14.63%	6.10%	6.10%	0.81%	1.22%	30.08%	29.27%	8.13%	0.41%	3.25%	7.72%
RSNB EXP #	51	18	12	1	4	68	61	23	5	4	12
STD DEV	6.37	4.11	3.32	0.74	1.95	7.01	6.78	4.55	2.21	1.90	3.37
Z SCORE	2.38	0.78	-1.03	-1.95	0.44	-0.87	-1.58	0.62	1.80	-2.27	-2.09
SIG?	N/A	N	N	N	N	N	N	N	N	Y	Y
TECHNICIANS - 19 VOLUNTARY SEPARATIONS TOTAL											
WF #	63	17	14	3	5	29	18	5	7	5	11
VOL SEP #	7	3	0	1	1	3	2	0	2	0	1
VOL SEP %	36.84%	15.79%	0.00%	5.26%	5.26%	15.79%	10.53%	0.00%	10.53%	0.00%	5.26%
RSNB EXP #	7	2	2	0	1	3	2	1	1	1	1
STD DEV	2.12	1.32	1.21	0.58	0.75	1.66	1.36	0.75	0.88	0.75	1.08
Z SCORE	0.10	-0.80	1.32	-1.13	-0.57	0.19	0.04	0.77	-1.37	0.77	0.24
SIG?	N/A	N	N	N	N	N	N	N	N	N	N
PROTECTIVE SERVICE WORKERS - 105 VOLUNTARY SEPARATIONS TOTAL											
WF #	840	214	414	25	21	81	18	49	1	4	44
VOL SEP #	45	13	29	5	2	4	3	3	0	1	4
VOL SEP %	42.86%	12.38%	27.62%	4.76%	1.90%	3.81%	2.86%	2.86%	0.00%	0.95%	3.81%
RSNB EXP #	53	13	26	2	1	5	1	3	0	0	3
STD DEV	5.12	3.43	4.43	1.25	1.14	2.20	1.06	1.73	0.25	0.50	1.64
Z SCORE	1.54	0.14	-0.66	-2.75	-0.59	0.50	-1.76	0.05	0.25	-1.49	-0.75
SIG?	N/A	N	N	Y	N	N	N	N	N	N	N
PARAPROFESSIONALS - 27 VOLUNTARY SEPARATIONS TOTAL											
WF #	28	8	6	1	0	52	20	17	0	4	3
VOL SEP #	4	0	3	0	0	4	11	5	0	0	2
VOL SEP %	14.81%	0.00%	11.11%	0.00%	0.00%	14.81%	40.74%	18.52%	0.00%	0.00%	7.41%
RSNB EXP #	6	2	1	0	0	10	4	3	0	1	1
STD DEV	2.10	1.22	1.07	0.44	0.00	2.53	1.84	1.72	0.00	0.88	0.76
Z SCORE	0.74	1.30	-1.70	0.45	N/A	2.50	-3.82	-0.95	N/A	0.90	-1.84
SIG?	N/A	N	N	N	N	N	Y	N	N	N	N
ADMINISTRATIVE SUPPORT - 58 VOLUNTARY SEPARATIONS TOTAL											
WF #	7	25	28	5	1	12	121	94	3	7	10
VOL SEP #	1	4	8	1	1	6	21	15	1	0	1
VOL SEP %	1.72%	6.90%	13.79%	1.72%	1.72%	10.34%	36.21%	25.86%	1.72%	0.00%	1.72%
RSNB EXP #	1	5	5	1	0	2	23	18	1	1	2
STD DEV	1.14	2.10	2.21	0.97	0.44	1.49	3.73	3.52	0.75	1.14	1.36
Z SCORE	0.30	0.37	-1.20	-0.04	-1.85	-2.49	0.58	0.85	-0.56	1.17	0.67
SIG?	N/A	N	N	N	N	Y	N	N	N	N	N

ASSESSMENT OF JOB QUALIFICATION STANDARDS & PERSONNEL PROCESSES

Bureau of Personnel Services (BPS) subject matter experts review position qualifications, selection criteria, selection processes, personnel processes, and employment actions on an on-going basis throughout the year to ensure equal employment opportunity principles and related laws, rules, and regulations are being followed and applied consistently. Additional information as it relates to this review during the last fiscal year is outlined below.

Physical and Mental Qualifications

The physical and mental job qualifications of all jobs (also referred to as essential requirements) are reviewed by the Bureau of Personnel Services whenever a new position is established, when a current position is reclassified, and when the position description for a current position is updated.

In the last fiscal year, the Bureau of Personnel Services ensured that any essential requirements which would impact screening were job-related and consistent with FLHSMVs' business needs and the safe performance of the job.

Selection Processes

Current data management and reporting capabilities make it difficult to assess the selection process in detail, particularly when it comes to candidate drop-off and other information at a specific selection process stage or selection criteria level. BPS is currently working on developing strategies to help address this.

One such strategy that is currently in progress is the development of a centralized data management application to fill in the data capture and management gaps, including selection process data gaps, of the current HRIS & Talent Management system.

Personnel Processes

Current data management and reporting capabilities make it difficult to monitor and assess personnel actions for adverse impact. As previously outlined in this report, an annual review of personnel action data was done; however, BPS is working on strategies to address and better monitor personnel process concerns.

One such strategy that is currently in progress is the development of a centralized data management system with automated workflows to fill in the personnel process data management and automation gaps of the current HRIS system.

ASSESSMENT SUMMARY & CONCLUSIONS

Exhibit 17 and Exhibit 18 summarize the concerns identified from all of the analyses in the previous sections. Exhibit 17 reflects this information sorted by EEO job category. Exhibit 18 reflects this information sorted by minority group. The areas noted in red with a 'Y' in each exhibit indicate that, yes, a potential concern was identified in this area during the analysis. Below are some of the key conclusions from these analyses.

Exhibit 16

SUMMARY OF POTENTIAL CONCERNS FROM FY 2022-2023 ANALYSES										
SORTED BY EEO JOB CATEGORY										
					FEMALE					IWD
	BLACK	HISPANIC	ASIAN	OTHER	WHITE	BLACK	HISPANIC	ASIAN	OTHER	
01 - OFFICIALS AND ADMINISTRATORS										
WORKFORCE vs ALM	N	Y	N	N	Y	N	N	N	N	N
CND POOL vs ALM	N	Y	N	N	Y	N	N	N	N	N
NEW HIRE vs CND POOL	N	N	N	N	N	N	N	N	N	N
PROMOTIONS	N	N	N	N	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N	N	N	N	N
DEMOTIONS	N	N	N	N	N	N	N	N	N	N
INVOLUNTARY SEPARATIONS	N	N	N	N	Y	N	N	N	N	N
VOLUNTARY SEPARATION	N	N	N	N	N	N	N	N	N	N
02 - PROFESSIONALS										
WORKFORCE vs ALM	N	Y	Y	N	Y	N	N	N	N	N
CND POOL vs ALM	N	Y	Y	N	Y	N	N	Y	N	Y
NEW HIRE vs CND POOL	N	N	N	N	N	N	N	N	N	N
PROMOTIONS	N	N	N	N	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N	N	N	N	N
DEMOTIONS	N	N	N	N	N	N	N	N	N	N
INVOLUNTARY SEPARATIONS	N	N	Y	N	N	N	N	N	N	Y
VOLUNTARY SEPARATION	N	N	N	N	N	N	N	N	Y	Y
03 - TECHNICIANS										
WORKFORCE vs ALM	N	N	N	N	Y	N	Y	N	N	N
CND POOL vs ALM	N	Y	N	N	Y	N	Y	N	N	N
NEW HIRE vs CND POOL	N	N	N	N	N	N	N	N	N	N
PROMOTIONS	N	N	N	N	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N	N	N	N	N
DEMOTIONS	N	N	N	N	N	Y	N	N	N	N
INVOLUNTARY SEPARATIONS	N	N	N	N	N	N	N	N	N	N
VOLUNTARY SEPARATION	N	N	N	N	N	N	N	N	N	N

Exhibit 16: SUMMARY OF POTENTIAL CONCERNS BY EEO JOB CATEGORY CONTINUED...

					FEMALE					IWD
	BLACK	HISPANIC	ASIAN	OTHER	WHITE	BLACK	HISPANIC	ASIAN	OTHER	
04 - PROTECTIVE SERVICE WORKERS										
WORKFORCE vs ALM	N	N	N	N	Y	Y	N	N	N	Y
CND POOL vs ALM	N	N	N	N	Y	N	N	N	N	Y
NEW HIRE vs CND POOL	Y	N	N	N	N	Y	N	N	N	Y
PROMOTIONS	N	N	N	N	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N	N	N	N	N
DEMOTIONS	N	N	N	N	N	N	N	N	N	N
INVOLUNTARY SEPARATIONS	N	N	N	N	N	Y	N	N	N	N
VOLUNTARY SEPARATION	N	N	Y	N	N	N	N	N	N	N
05 - PARAPROFESSIONALS										
WORKFORCE vs ALM	N	N	N	N	N	Y	N	N	N	N
CND POOL vs ALM	N	N	N	N	Y	N	Y	Y	N	Y
NEW HIRE vs CND POOL	N	N	N	N	N	Y	N	N	N	N
PROMOTIONS	N	N	N	N	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N	N	N	N	N
DEMOTIONS	Y	N	N	N	N	N	N	N	N	N
INVOLUNTARY SEPARATIONS	N	N	N	N	N	N	N	N	N	N
VOLUNTARY SEPARATION	N	N	N	N	N	Y	N	N	N	N
06 - ADMINISTRATIVE SUPPORT										
WORKFORCE vs ALM	N	N	N	N	Y	N	N	N	N	N
CND POOL vs ALM	N	N	N	N	Y	N	N	N	N	Y
NEW HIRE vs CND POOL	N	N	N	N	N	N	N	N	N	N
PROMOTIONS	N	N	N	N	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N	N	N	N	N
DEMOTIONS	N	N	N	N	N	N	N	N	N	N
INVOLUNTARY SEPARATIONS	Y	N	N	N	N	N	N	N	N	N
VOLUNTARY SEPARATION	N	N	N	N	Y	N	N	N	N	N

Exhibit 17

SUMMARY OF POTENTIAL CONCERNS FROM FY 2022-2023 ANALYSES						
SORTED BY MINORITY GROUP						
	OFFICIALS & ADMINISTRATORS	PROFESSIONALS	TECHNICIANS	PROTECTIVE SERVICE WORKERS	PARAPROFESSIONALS	ADMINISTRATIVE SUPPORT
BLACK MALES						
WORKFORCE vs ALM	N	N	N	N	N	N
CND POOL vs ALM	N	N	N	N	N	N
NEW HIRE vs CND POOL	N	N	N	Y	N	N
PROMOTIONS	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N
DEMOTIONS	N	N	N	N	Y	N
INVOLUNTARY SEPARATIONS	N	N	N	N	N	Y
VOLUNTARY SEPARATION	N	N	N	N	N	N
HISPANIC MALES						
WORKFORCE vs ALM	Y	Y	N	N	N	N
CND POOL vs ALM	Y	Y	Y	N	N	N
NEW HIRE vs CND POOL	N	N	N	N	N	N
PROMOTIONS	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N
DEMOTIONS	N	N	N	N	N	N
INVOLUNTARY SEPARATIONS	N	N	N	N	N	N
VOLUNTARY SEPARATION	N	N	N	N	N	N
ASIAN MALES						
WORKFORCE vs ALM	N	Y	N	N	N	N
CND POOL vs ALM	N	Y	N	N	N	N
NEW HIRE vs CND POOL	N	N	N	N	N	N
PROMOTIONS	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N
DEMOTIONS	N	N	N	N	N	N
INVOLUNTARY SEPARATIONS	N	Y	N	N	N	N
VOLUNTARY SEPARATION	N	N	N	Y	N	N
OTHER MALES						
WORKFORCE vs ALM	N	N	N	N	N	N
CND POOL vs ALM	N	N	N	N	N	N
NEW HIRE vs CND POOL	N	N	N	N	N	N
PROMOTIONS	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N
DEMOTIONS	N	N	N	N	N	N
INVOLUNTARY SEPARATIONS	N	N	N	N	N	N
VOLUNTARY SEPARATION	N	N	N	N	N	N

Exhibit 17: SUMMARY OF POTENTIAL CONCERNS BY MINORITY GROUP CONTINUED...

	OFFICIALS & ADMINISTRATORS	PROFESSIONALS	TECHNICIANS	PROTECTIVE SERVICE WORKERS	PARAPROFESSIONALS	ADMINISTRATIVE SUPPORT
WHITE FEMALES						
WORKFORCE vs ALM	Y	Y	Y	Y	N	Y
CND POOL vs ALM	Y	Y	Y	Y	Y	Y
NEW HIRE vs CND POOL	N	N	N	N	N	N
PROMOTIONS	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N
DEMOTIONS	N	N	N	N	N	N
INVOLUNTARY SEPARATIONS	Y	N	N	N	N	N
VOLUNTARY SEPARATION	N	N	N	N	N	Y
BLACK FEMALES						
WORKFORCE vs ALM	N	N	N	Y	Y	N
CND POOL vs ALM	N	N	N	N	N	N
NEW HIRE vs CND POOL	N	N	N	Y	Y	N
PROMOTIONS	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N
DEMOTIONS	N	N	Y	N	N	N
INVOLUNTARY SEPARATIONS	N	N	N	Y	N	N
VOLUNTARY SEPARATION	N	N	N	N	Y	N
HISPANIC FEMALES						
WORKFORCE vs ALM	N	N	Y	N	N	N
CND POOL vs ALM	N	N	Y	N	Y	N
NEW HIRE vs CND POOL	N	N	N	N	N	N
PROMOTIONS	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N
DEMOTIONS	N	N	N	N	N	N
INVOLUNTARY SEPARATIONS	N	N	N	N	N	N
VOLUNTARY SEPARATION	N	N	N	N	N	N
ASIAN FEMALES						
WORKFORCE vs ALM	N	N	N	N	N	N
CND POOL vs ALM	N	Y	N	N	Y	N
NEW HIRE vs CND POOL	N	N	N	N	N	N
PROMOTIONS	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N
DEMOTIONS	N	N	N	N	N	N
INVOLUNTARY SEPARATIONS	N	N	N	N	N	N
VOLUNTARY SEPARATION	N	N	N	N	N	N

Exhibit 17: SUMMARY OF POTENTIAL CONCERNS BY MINORITY GROUP CONTINUED...

	OFFICIALS & ADMINISTRATORS	PROFESSIONALS	TECHNICIANS	PROTECTIVE SERVICE WORKERS	PARAPROFESSIONALS	ADMINISTRATIVE SUPPORT
OTHER FEMALES						
WORKFORCE vs ALM	N	N	N	N	N	N
CND POOL vs ALM	N	N	N	N	N	N
NEW HIRE vs CND POOL	N	N	N	N	N	N
PROMOTIONS	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N
DEMOTIONS	N	N	N	N	N	N
INVOLUNTARY SEPARATIONS	N	N	N	N	N	N
VOLUNTARY SEPARATION	N	Y	N	N	N	N
INDIVIDUALS WITH DISABILITIES						
WORKFORCE vs ALM	N	N	N	Y	N	N
CND POOL vs ALM	N	Y	N	Y	Y	Y
NEW HIRE vs CND POOL	N	N	N	Y	N	N
PROMOTIONS	N	N	N	N	N	N
REASSIGNMENTS	N	N	N	N	N	N
DEMOTIONS	N	N	N	N	N	N
INVOLUNTARY SEPARATIONS	N	Y	N	N	N	N
VOLUNTARY SEPARATION	N	Y	N	N	N	N

Concerns Based on FLHSMV Workforce Activities:

- IWD Data Note: Please note that a concern identified for Individuals with Disabilities (IWDs) would also be identified as a concern for a particular race/gender group excluding situations where the IWDs race/gender group is White Male. People First reports with IWD information do not include any EEO information or list individuals by name so there is no way to avoid this. This will be a factor when looking at the breakdown of concerns based on FLHSMV Process or based on EEO Job Category. When looking at the breakdown of concerns based on Race or Gender, the data for IWDs will not be included as it would already be accounted for under a specific race/gender group.
- Breakdown of potential concerns identified by process:
 - ~39% of the potential concerns identified were related to Candidate Pool.
 - ~26% of the potential concerns identified were related to Workforce Utilization.
 - ~11% of the potential concerns identified were related to Involuntary Separations.
 - ~11% of the potential concerns identified were related to Voluntary Separations.
 - ~9% of the potential concerns identified were related to New Hires.
 - ~4% of the potential concerns identified were related to Demotions.
 - There were no potential concerns identified for Promotions or Reassignments.
- Candidate Pool Concerns:
 - This is related to representation of minority groups in the candidate pools vs. their representation in the available labor market.
 - The majority of the potential candidate pool concerns identified were for White Females (~33%) followed by Individuals with Disabilities(~22%).
 - Candidate pool concerns only need further action if the lower than expected candidate pool numbers for a specific minority group are contributing to the underutilization of that minority group within FLHSMV's workforce (see Asian Females under Concerns Based on Gender for an example).
 - Even if a specific candidate pool concern does not require action, that concern will still be monitored in case the workforce situation changes or in case a specific candidate pool concern, when looked at in conjunction with other concerns, reflects something that needs to be addressed (see Asian minority group under Concerns Based on Race for an example).
- Workforce Utilization Concerns:
 - This is related to representation of minority groups in the workforce vs. their representation in the available labor market
 - The majority of the potential candidate pool concerns identified were for White Females (~42%) followed by Black Females and Hispanic Males (~17% each).

- Candidate pool representation plays a large role in ensuring appropriate workforce utilization so addressing candidate pool representation is often the first step in addressing workforce utilization concerns. Other important factors include hiring rates (e.g., are there issues related to the selection process that are causing a particular minority group to be hired in fewer than could be expected numbers even when their representation in the initial candidate pool is as expected) and separation rates (e.g., are there issues causing a particular minority group to choose to leave the agency in greater than expected numbers).
- Personnel Action Concerns (hiring, promotion, reassignment, demotion, separation):
 - Hiring Rates were only identified as potential concerns within the Protective Services Workers EEO job category for Black Males, Black Females, and Individuals with Disabilities. See the Concerns Based on EEO Job Categories for additional information.
 - Demotions and Separations, involuntary and voluntary, reflect a few concerns but those concerns have varied enough from year to year that further monitoring and additional data is needed before any action is taken.
 - That being said, the fact that ~66% of the personnel action concerns identified were related to the Black/African American minority group requires further review.
 - For the second year in a row, there were no potential concerns identified for Promotions or Reassignments. Prior to last year, personnel actions were being evaluated differently.

Concerns Based on EEO Job Categories:

- The IWD Data Note listed under Concerns Based on FLHSMV Processes also applies to Concerns Based on EEO Job Category.
- Breakdown of potential concerns identified by EEO job category:
 - ~26% of the potential concerns identified were related to the Professionals EEO job category.
 - ~22% of the potential concerns identified were related to the Protective Service Workers EEO job category.
 - ~17% of the potential concerns identified were related to the Paraprofessionals EEO job category.
 - ~13% of the potential concerns identified were related to the Technicians EEO job category.
 - ~11% of the potential concerns identified were related to the Officials and Administrators EEO job category.
 - ~11% of the potential concerns identified were related to the Administrative Support EEO job category.

- 01 – Officials & Administrators EEO Job Category Concerns:
 - The Officials & Administrators EEO job category contains ~3% of all positions in the agency. All of the positions in the Officials & Administrators EEO job category are either Selected Exempt Service (SES) or Senior Management Service (SMS) positions.
 - Potential candidate pool representation and workforce utilization concerns were identified for Hispanic Males and White Females. A potential involuntary separation concern was also identified for White Females, but their low workforce numbers mean that very few separations (in this case just 1) are needed before it becomes a statistically significant concern.
 - Addressing workforce utilization concerns in the Officials & Administrators will require additional review down to the organizational level and long-term strategies that involve making changes that impact the workforce demographics in other EEO job categories. This is due partly because of the lower turnover of positions in this category and also because of how these positions are filled.
 - SES and SMS positions may be filled either by appointment or through a competitive process. With an appointment process, there would not be an official candidate pool. Because of this, talent pool acquisition related activities may be less effective in addressing potential workforce utilization concerns in this EEO job category. However, the selected individual in appointment situations is typically an internal member so ensuring that there are diverse candidate pools and appropriate workforce utilization in other EEO job categories can help contribute to ensuring appropriate workforce utilization in the Officials & Administrators EEO job category as well.
- 02 – Professionals EEO Job Category Concerns:
 - The Professionals EEO job category contains ~38% of all positions in the agency. There is a large variety of positions within this job category and the recruitment, selection, and personnel action criteria and processes can differ throughout the agency.
 - This was the only EEO job category where the potential concerns identified were evenly distributed between male and female groups. This is also one of the two EEO job categories with the most concerns identified related to Individuals with Disabilities.
 - Where possible, agency-wide solutions related to talent pool acquisition that can be broadly utilized for all agency positions should be implemented to try and address the candidate pool concerns which make up the majority of the concerns.
 - A more targeted approach may be required if broader corrective actions fail to eliminate potential concerns. Such an approach is not currently feasible as it requires the ability to further break-down the EEO reports by organizational location, which is a data functionality that is not readily available at this time.

- 03 – Technicians EEO Job Category Concerns:
 - The Technicians EEO Job Category contains ~4% of all positions in the agency. ~74% of the positions in this EEO job category are information technology positions. In general, the selection criteria for these positions is more stringent than in other areas of the agency, excluding sworn law enforcement.
 - There were five potential concerns identified for the Technicians EEO job category and all but one of them were related to females. The two primary concerns would be the potential workforce concerns identified for White Females and Hispanic Females.
 - As there were also candidate pool representation concerns for these two groups, talent acquisition activities will need to play a part in addressing the workforce utilization concerns. Females are significantly underrepresented in FLHSMV's candidate pools for positions in the Technicians EEO job category as compared to their representation in the available labor market for the same job category.
 - Adding to the situation is the fact that the agency's hiring rates of females in every race category except Asian Females, is somewhat below what could be reasonably expected based on their representation within the candidate pools.
- 04 – Protective Service Workers EEO Job Category Concerns:
 - The Protective Service Workers EEO job category contains ~41% of all positions in the agency. Within the Protective Service Workers EEO job category, 99% of the positions are sworn law enforcement positions.
 - For the most part, the only sworn law enforcement position available to the general public is the Florida Highway Patrol (FHP) Trooper position which makes up 77% of this job category. All other sworn law enforcement positions are handled through a formal promotional process open only to current members in sworn law enforcement positions. Because of this, addressing candidate pool and workforce utilization concerns for these positions must begin by addressing these concerns with the FHP Trooper position.
 - 50% of the potential concerns identified were related to females, 30% were related to individuals with disabilities, and 20% were related to males. Workforce utilization concerns were identified for White Females and Black Females. Hiring rate concerns were identified for Black Males, Black Females, and Individuals with Disabilities.
 - Females in every group, except Black Females where they are overrepresented within the candidate pool, apply in lower numbers than their male counterparts which is contributing to their lower representation in the workforce; however, the hiring rate of females from the candidate pools is also somewhat below what could be reasonably expected based on their representation within the candidate pools.
 - Potential concerns related to candidate pool representation, workforce utilization, and hiring rates were identified for Individuals with Disabilities (IWDs) in this EEO job category; however, with the physical requirements of sworn law enforcement positions, it is difficult to specifically address IWD hiring and workforce representation concerns in this EEO job category.

- Where the hiring rate is of particular concern is with the Black/African American minority group. There are actually more Black Males and Black Females in the FHP Trooper candidate pools than would be expected from the available labor market and yet both groups are being hired at below what could be reasonably expected based on their representation within the candidate pools. Black Males comprise ~21% of the FHP Trooper candidate pool which is on PAR with the number of White Male (~20%) and Hispanic Male (~20%) candidates; however they only make up about ~12% of the FHP Trooper hires (White Male hiring rate is ~49%, Hispanic Male hiring rate is ~27%). Black Females comprise ~18% of the FHP Trooper candidate pool, which is only slightly lower than the number of White, Black, and Hispanic Males candidates; however, Black Females make up only about 1% of the FHP Trooper hires.
- FHP has uniform, consistent criteria and procedures for handling the recruitment and selection of FHP Troopers so action(s) taken to address potential concerns with FHP Trooper hires would impact a large volume of positions; however, FHP Trooper hiring has set physical requirements and regulations that must be followed which decreases flexibility regarding potential changes. Therefore, identifying root causes and addressing any of the above concerns will require additional information and further evaluation.
- 05 – Paraprofessional EEO Job Category Concerns:
 - The Paraprofessionals EEO job category contains 4.98% of all positions in the agency. This EEO job category is comprised entirely of State Law Enforcement Dispatcher positions.
 - Talent acquisition has been addressed in this area previously; however, a new study may be needed given that this EEO job category reflected 17% of the potential concerns identified while making up less than 5% of the agency’s positions.
- 06 – Administrative Support EEO Job Category Concerns:
 - The Administrative Support EEO Job Category contains ~8% of all positions in the agency. There are a variety of positions within this job category and the recruitment, selection, and personnel action criteria and processes can differ throughout the agency.
 - Most of the concerns identified were related to White Females. The ones related to candidate pool representation and workforce utilization would be the primary concerns as White Females are significantly underrepresented in both. See Concerns Based on Gender for additional information.
- 07 – Skilled Craft Workers EEO Job Category was not included in the assessment as the positions in this job category represent less than 0.5% of the agency’s positions.
- 08 – Service Maintenance EEO Job Category was not included in the assessment as the positions in this job category represent less than 0.5% of the agency’s positions.

Concerns Based on Race:

- IWD Data was included with any of the statistics listed below.
- Breakdown of potential concerns identified by race:
 - ~26% of the potential concerns identified were related to the Black/African American minority group.
 - ~21% were related to the Hispanic/Latino minority group.
 - ~16% were related to the Asian minority group.
 - ~3% were related to Other race minority groups.
 - The remaining ~34% of the potential concerns were related to White Females specifically (White Males, as the majority group, were not assessed).
- Black/African American Minority Group Concerns:
 - Most of the potential personnel action concerns identified (~66%) were related to the Black/African American minority group. Of note are the hiring rate concerns related to Protective Service Workers and the ~41% voluntary separation rate of Black Females in the Paraprofessionals EEO job category (e.g., State Law Enforcement Dispatchers). For the other potential personnel action concerns identified, this minority group was such a small percentage of the workforce in the identified area that very few actions were needed before there was a statistically significant concern.
 - All of the potential hiring concerns identified during the assessment process, excluding concerns identified for individuals with disabilities, were related to the Black/African American minority group. See the Protective Service Workers information under Concerns Based on EEO Job Categories for additional information.
 - There were no potential candidate pool representation concerns identified for the Black/African American minority group.
 - In comparison to other minority groups, the Black/African American minority group was not an overall workforce utilization concern (see the Concerns Based on Gender section for any specific concerns that were identified).
- Hispanic/Latino Minority Group Concerns:
 - The Hispanic/Latino minority group had the second most concerns related to both candidate pool representation (~36% of the potential concerns) and workforce utilization (~27% of the potential concerns). Note: White Females had the most concerns in both areas (White Males, as the majority group, were not assessed).
 - There were no potential personnel action concerns identified for the Hispanic/Latino minority group.
- Asian Minority Group Concerns:
 - The Asian minority group for both males and females was identified as a candidate pool representation concern in the Professionals EEO job category. This category is only a workforce utilization concern for Asian Males; however, talent acquisition strategies

should be considered to increase the overall presence of the Asian minority group, regardless of gender, in the candidate pools for these positions.

- In comparison to other minority groups, the Asian minority group was not an overall concern with personnel action processes. See the Concerns Based on Gender section for additional information regarding any specific personnel action concerns.
- Other Minority Group Concerns:
 - Native Hawaiian/Other Pacific Islander, American Indian/Alaskan Native, and the Some Other Race/2+ Races minority groups each represent less than 1% of the available labor market and FLHSMV's workforce. As such, for the purposes of this report, they have been combined into one Other minority group.
 - The only potential concern identified for the Other minority group was a potential voluntary separation concern in the Professionals EEO job category for Other Females; however, this minority group only comprises ~3% of the workforce in this job category so very few separations are needed before it becomes a statistically significant concern. Therefore, no action related to this is needed at this time.
- Notes Regarding White Males and Females:
 - White Males, as the majority demographic group, were not assessed.
 - White Females had the most potential concerns identified overall (~50%). Within the specific areas assessed, they also had the most potential concerns related to candidate pool representation (~43%) and workforce utilization (~45%). See the Concerns Based on Gender section for additional information regarding concerns related to White Females.

Concerns Based on Gender:

- IWD Data was included with any of the statistics listed below.
- Regardless of race, ~68% of the potential concerns identified were related to females and ~38% related to males. Most of these concerns were related to their representation in candidate pools and workforce utilization.
- Because the number of females is generally lower than males in all EEO job categories, except for the Professionals and Administrative Support EEO job categories, it takes very few personnel actions before a potential concern is raised (e.g., there was only 1 involuntary separation for White Females in the Officials & Administrators EEO job category in the 2022-2023 fiscal year but, since there are only 16 White Females total in that job category, the 1 involuntary separation was enough to reflect as statistically significant, and therefore a potential concern).
- Strategies that improve the talent acquisition and candidate pool representation of females should also result in improving their utilization in the workforce. A deeper dive into selection processes and criteria and candidate drop-off rates at the various stages is recommended but not feasible at this time due to the current data management and reporting limitations. As discussed in the Assessment of Personnel Processes section of this report, BPS is working on strategies to address and better monitor personnel process concerns.

- White Females:
 - 50% of the potential concerns were related to White Females.
 - In addition, there were potential concerns for White Females identified in all EEO job categories except for the two categories that were not assessed as they represent less than 0.5% of the agency's positions (Skilled Craft Workers and Service Maintenance).
 - White Females are the only group of females to reflect as candidate pool and workforce utilization concerns in the Administrative Support occupation (of the 303 filled Administrative Support positions, only 12 of them are filled by White Females).
 - There were also potential separation concerns identified for White Females in the Officials & Administrators and Administrative Support position but, as previously mentioned, their low numbers mean that very few actions are needed before it becomes a statistically significant concern.
 - Strategies that improve talent acquisition and candidate pool representation for females in general should be sufficient to address the candidate pool concerns.
- Concerns related to Black Females:
 - ~27% of the potential concerns were related to Black Females. These concerns come primarily from the Protective Service Workers and Paraprofessionals EEO job categories. Unlike most other groups where a potential workforce utilization concern is identified, Black Females are not underrepresented within the candidate pools for these positions (FHP Trooper in the Protective Service Workers category and State Law Enforcement Dispatcher in the Paraprofessionals EEO job category). Instead, Black Females are a selection process/hiring concern.
 - For the FHP Trooper position, Black Females comprise ~18% of the applicant pool which is only slightly lower than the number of White, Black, and Hispanic Males applicants who each comprise ~20% of the pool; however, Black Females make up only about 1% of the FHP Trooper hires.
 - For the State Law Enforcement Dispatcher (SLED) position, Black Females by far make up the largest group of applicants. Black Females comprise 35% of the applicant pool while the next highest group, White Females, only comprises 14% of the pool. When it comes to position selection, Black Females make up about 22% of the hires; in the 2022-2023 fiscal year there were 845 Black Female applicants for SLED positions but only 13 hires.
 - There was one potential demotion concern identified in the Technicians EEO job category; however, Black Females only comprise ~11% of the workforce in this job category so very few separations are needed (in this case just 1 demotion) before it becomes a statistically significant concern. Therefore, no action related to this is needed at this time.

- Concerns related to Hispanic Females:
 - ~11% of the potential concerns were related to Hispanic Females. There were flagged as potential candidate pool concerns in the Technicians and Paraprofessionals EEO job categories, and as potential workforce utilization concerns in the Technicians EEO job category.
 - The potential candidate pool concern from the Paraprofessionals EEO job category will not need to be addressed at this time because Hispanic Females are almost completely in parity with the available labor market when it comes to hiring them into State Law Enforcement Dispatcher positions. This will be reassessed in next years' report to ensure this does not become a concern.
 - Talent acquisition and selection strategies should be identified for positions in the Technicians occupation (in FLHSMV these are primarily IT related positions).
 - There were no potential personnel action concerns identified for Hispanic Females.
- Asian Females
 - Asian Females were identified as potential candidate pool concerns in the Professionals and Paraprofessionals EEO job categories.
 - The potential candidate pool concern in the Professionals EEO job category will not need to be addressed at this time because Asian Females are almost completely in parity with the available labor market when it comes to hiring them into positions in this category.
 - The potential candidate pool concern in the Paraprofessionals EEO job category (State Law Enforcement Dispatcher positions specifically) should be looked at further because, while Asian Females are not currently a workforce utilization concern in this category, their numbers are lower than could be expected based on the available labor market. However, as there are other groups of females underrepresented in the candidate pools for State Law Enforcement Dispatcher positions, it should be sufficient for now to focus on implementing talent acquisition strategies related to females in general. This will be reassessed in next years' report to ensure this does not become a concern.
- Other Females
 - The only potential concern identified for Other Female minority groups was a potential voluntary separation concern in the Professionals EEO job category; however, Other Females only comprise ~3% of the workforce in this job category so very few separations are needed before it becomes a statistically significant concern. Therefore, no action related to this is needed at this time.
- Black Males
 - Please see Concerns Based on Race
- Hispanic Males
 - Of the potential concerns identified, only the candidate pool representation and workforce utilization concerns for Hispanic Males in the Officials & Administrators and Professionals EEO job categories are of note.

- As discussed in the Concerns Based on EEO Job Category section, addressing workforce utilization concerns in the Officials & Administrators will require additional review down to the organizational level and long-term strategies that involve making changes that impact the workforce demographics in other EEO job categories. For Hispanic Males, these changes in other EEO job categories should primarily be in the Professionals EEO job category where they are currently being underrepresented in the workforce.
- Asian Males
 - Of the potential concerns identified, only the candidate pool representation and workforce utilization concerns for Asian Males in the Professionals EEO job category is of note. Given that Asian Females are also underrepresented in candidate pools in this job category, talent acquisition strategies that target the Asian minority group, regardless of gender should be identified.
- Other Males
 - No potential concerns identified.

Concerns Based on Individuals with Disabilities (IWD):

- Potential concerns related to candidate pool representation for individuals with disabilities were identified in almost all of the EEO job categories assessed.
- Workforce utilization is currently only a potential concern in the Protective Service Workers EEO job category; however, talent acquisition strategies should be considered to increase the overall presence of the individuals with disabilities in all candidate pools to help prevent future workforce utilization concerns in other EEO job categories.
- As for the current workforce utilization concern in the Protective Service Workers EEO job category, with the physical requirements of sworn law enforcement positions, it is difficult to specifically address IWD hiring and workforce representation concerns in this EEO job category.

**GOALS AND STRATEGIES
FOR FISCAL YEAR 2022-2023**

PERSONNEL ACTION GOALS AND STRATEGIES

Specific placement goals have not been established for the potential personnel action concerns identified as one year's worth of data is not enough to determine whether adverse impact exists. The concerns identified from the analysis of the personnel actions will be flagged for further monitoring.

Current data management and reporting capabilities make it difficult to monitor potential adverse impact concerns quickly and effectively. Over the next few years, the Bureau of Personnel Services (BPS) will be working on enhancing systems and improving our data management capabilities. The following projects related to this are currently in progress:

- In 2023, BPS began a partnering with FLHSMV's Office of Performance Management to utilize Tableau to create various dashboards to answer common data questions and monitor on-going concerns.
- In 2023, BPS signed a contract with Next Phase Solutions to design a solution to help modernize FLHSMV's human resource data collection, management, and reporting.

Employee feedback is also used to increase engagement, identify, and address workplace culture concerns among our diverse workforce, and to further improve our work processes and overall environment. Member feedback is encouraged and accepted through multiple channels in addition to the traditional chain of command, including through consultation with BPS, the Internal Grievance Resolution Process (GRIP), annual climate survey, and the anonymous 'Ask the Director' communication forum. Over the next few years, BPS will be working on enhancing our ability to effectively monitor extract insights from employee feedback data.

WORKFORCE UTILIZATION GOALS AND STRATEGIES

Workforce placement goals have been identified to address workforce utilization concerns identified from the utilization analysis. These goals represent the increase needed to bring FLHSMV's workforce to within acceptable utilization parameters based on the available labor market.

Because candidate pool representation and hiring rates both play large roles in ensuring appropriate workforce utilization, both of these things will be discussed in conjunction with workforce utilization goals and strategies. Please note that:

- Candidate pool concerns only need further action if the lower than expected candidate pool numbers for a specific minority group have contributed to the underutilization of that minority group within FLHSMV's workforce. In cases where a potential candidate pool concern was identified but there is not a corresponding workforce utilization concern, that potential candidate pool concern will be flagged for further monitoring.
- Potential hiring rate concerns are being included as a potential contributing factor towards a workforce utilization concern only; specific goals and activities will not be established for potential hiring rate concerns as one years' worth of data is not enough to determine whether adverse impact exists. The potential hiring rate concerns identified in this report will be flagged for further monitoring.

The next several pages outline the utilization concerns and corresponding placement goal by gender/race and EEO job category, any factors identified as potentially contributing to the utilization concern, and the planned action for addressing the concern.

Black Males

N/A – no workforce underutilization to address.

Additional Note: As previously outlined in the Assessment Summary & Conclusion section of this report, further review should be done regarding the hiring rate concern identified for Black Males in the Protective Service Workers EEO job category.

Black Females

1. PROBLEM STATEMENT

- a. Workforce underutilization in the Protective Service Workers EEO job category.
- b. Workforce underutilization in the Paraprofessionals EEO job category.

2. WORKFORCE PLACEMENT GOAL

- a. As of 6/30/2023, there were 1,667 filled positions in the Protective Service Workers EEO job category and 18 of those were Black Females. Based on those numbers, this would need to increase to 107 Black Females in order for the representation of this group in the workforce to be in line with what would reasonably be expected based on their availability in the labor market.
- b. As of 6/30/2023, there were 136 filled positions in the Paraprofessionals EEO job category and 20 of those were Black Females. Based on those numbers, this would need to increase to 25 Black Females in order for the representation of this group in the workforce to be in line with what would reasonably be expected based on their availability in the labor market.

3. CONTRIBUTING FACTORS

Hiring Rates – Black Females are not underrepresented within the candidate pools for the primary positions within Protective Service Workers and Paraprofessionals EEO job categories (FHP Trooper and State Law Enforcement Dispatcher); however, they are being hired at below what could be reasonably expected based on their representation within the candidate pools.

4. PLANNED ACTION

Since the candidate pool numbers are not the problem, this concern will need to be addressed by increasing the hiring rate. Further review should be done regarding the hiring rate concern identified for Black Females in the Protective Service Workers EEO job category.

Hispanic Males

1. PROBLEM STATEMENT

- a. Workforce underutilization in the Officials & Administrators EEO job category.
- b. Workforce underutilization in the Professionals EEO job category.

2. WORKFORCE PLACEMENT GOAL

- a. As of 6/30/2023, there were 104 filled positions in the Officials & Administrators EEO job category and 4 of those were Hispanic Males. Based on those numbers, this would need to increase to 5 Hispanic Males in order for the representation of this group in the workforce to be in line with what would reasonably be expected based on their availability in the labor market.
- b. As of 6/30/2023, there were 1,337 filled positions in the Professionals EEO job category and 63 of those were Hispanic Males. Based on those numbers, this would need to increase to 71 Hispanic Males in order for the representation of this group in the workforce to be in line with what would reasonably be expected based on their availability in the labor market.

3. CONTRIBUTING FACTORS

Candidate Pools – There were fewer Hispanic Males applying to positions in the Professionals EEO job category than could be expected based on their availability in the labor market.

4. PLANNED ACTION

Through targeted recruitment, FLHSMV will continue to work to obtain qualified and diverse applicant pools. FLHSMV's Bureau of Personnel Services' (BPS) Recruitment & Selection Section will work to identify additional options to enhance outreach efforts that target Hispanic Males.

Hispanic Females

1. PROBLEM STATEMENT

Workforce underutilization in the Technicians EEO job category.

2. WORKFORCE PLACEMENT GOAL

As of 6/30/2023, there were 166 filled positions in the Technicians EEO job category and 5 of those were Hispanic Females. Based on those numbers, this would need to increase to 7 Hispanic Females in order for the representation of this group in the workforce to be in line with what would reasonably be expected based on their availability in the labor market.

3. CONTRIBUTING FACTORS

Candidate Pools – There were fewer Hispanic Females applying to positions in the Professionals EEO job category than could be expected based on their availability in the labor market.

4. PLANNED ACTION

Through targeted recruitment, FLHSMV will continue to work to obtain qualified and diverse applicant pools. FLHSMV's Bureau of Personnel Services' (BPS) Recruitment & Selection Section will work to identify additional options to enhance outreach efforts that target Hispanic Females.

Asian Males

1. PROBLEM STATEMENT

Workforce underutilization in the Professionals EEO job category.

2. WORKFORCE PLACEMENT GOAL

As of 6/30/2023, there were 1,337 filled positions in the Professionals EEO job category and 3 of those were Asian Males. Based on those numbers, this would need to increase to 17 Asian Males in order for the representation of this group in the workforce to be in line with what would reasonably be expected based on their availability in the labor market.

3. CONTRIBUTING FACTORS

Candidate Pools – There were fewer Asian Males applying to positions in the Professionals EEO job category than could be expected based on their availability in the labor market.

4. PLANNED ACTION

Through targeted recruitment, FLHSMV will continue to work to obtain qualified and diverse applicant pools. FLHSMV's Bureau of Personnel Services' (BPS) Recruitment & Selection Section will work to identify additional options to enhance outreach efforts that target Asian Males.

Asian Females

N/A – no workforce underutilization to address.

White Females

1. PROBLEM STATEMENT

- a. Workforce underutilization in the Officials & Administrators EEO job category.
- b. Workforce underutilization in the Professionals EEO job category.
- c. Workforce underutilization in the Technicians EEO job category.
- d. Workforce underutilization in the Protective Service Workers EEO job category.
- e. Workforce underutilization in the Administrative Support EEO job category.

2. WORKFORCE PLACEMENT GOAL

- a. As of 6/30/2023, there were 104 filled positions in the Officials & Administrators EEO job category and 16 of those were White Females. Based on those numbers, this would need to increase to 19 White Females in order for the representation of this group in the workforce to be in line with what would reasonably be expected based on their availability in the labor market.
- b. As of 6/30/2023, there were 1,337 filled positions in the Professionals EEO job category and 369 of those were White Females. Based on those numbers, this would need to increase to 461 White Females in order for the representation of this group in the workforce to be in line with what would reasonably be expected based on their availability in the labor market.
- c. As of 6/30/2023, there were 166 filled positions in the Technicians EEO job category and 29 of those were White Females. Based on those numbers, this would need to increase to 42 White Females in order for the representation of this group in the workforce to be in line with what would reasonably be expected based on their availability in the labor market.
- d. As of 6/30/2023, there were 1,667 filled positions in the Protective Service Workers EEO job category and 81 of those were White Females. Based on those numbers, this would need to increase to 179 White Females in order for the representation of this group in the workforce to be in line with what would reasonably be expected based on their availability in the labor market.
- e. As of 6/30/2023, there were 303 filled positions in the Administrative Support EEO job category and 12 of those were White Females. Based on those numbers, this would need to increase to 100 White Females in order for the representation of this group in the workforce to be in line with what would reasonably be expected based on their availability in the labor market.

3. CONTRIBUTING FACTORS

Candidate Pools – There were fewer White Females applying to positions in the Professionals EEO job category than could be expected based on their availability in the labor market.

4. PLANNED ACTION

Through targeted recruitment, FLHSMV will continue to work to obtain qualified and diverse applicant pools. FLHSMV's Bureau of Personnel Services' (BPS) Recruitment & Selection Section will work to identify additional options to enhance outreach efforts that target White Females.

Other Males

N/A – no workforce underutilization to address.

Other Females

N/A – no workforce underutilization to address.

Individuals with Disabilities

1. PROBLEM STATEMENT

Workforce underutilization in the Protective Service Workers EEO job category.

2. WORKFORCE PLACEMENT GOAL

As of 6/30/2023, there were 1,667 filled positions in the Protective Service Workers EEO job category and 44 of those self-reported being an Individual with a Disability (IWD). Based on those numbers, this would need to increase to 79 IWD in order for the representation of this group in the workforce to be in line with what would reasonably be expected based on their availability in the labor market. However, due to the physical requirements of the position, a placement goal for individuals with disabilities will not be set.

3. CONTRIBUTING FACTORS

Candidate Pools – There were fewer Individuals with Disabilities applying to positions in the Protective Service Workers EEO job category than could be expected based on their availability in the labor market.

Hiring Rates – Individuals with Disabilities are being hired at below what could be reasonably expected based on their representation within the candidate pools.

Position Requirements – Sworn law enforcement positions make up 99% of the positions in the Protective Service Workers EEO job category. These positions have set physical requirements and regulations that candidates must meet in order to be eligible for a sworn law enforcement position.

4. PLANNED ACTION

FLHSMV fully recognizes the importance of recruiting qualified individuals with disabilities and is diligent in its efforts by partnering with local agencies, such as the Florida Department of Education's Vocational Rehabilitation and Division of Blind Services programs, who specialize in placing individuals with disabilities with prospective employers. These partnerships have helped FLHSMV see a steady increase in the number of individuals with disabilities in the workforce with a 3% increase overall in the last 5 years.