

FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

2900 APALACHEE PARKWAY

TALLAHASSEE, FL 32399



---

## EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION PLAN

2023-2024 DATA YEAR  
2024-2025 PLAN YEAR

Jamie Wilson, Chief of Personnel Services

Name and Title of AA/EEO Officer or  
Designee

A handwritten signature in blue ink that reads 'Jamie Wilson'.

Signature

A handwritten date in blue ink that reads '11/6/2024'.

Date

Prepared by:  
Bureau of Personnel Services  
October 22, 2024  
850-617-3202

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

# TABLE OF CONTENTS

TABLE OF CONTENTS	2
PURPOSE AND SCOPE	4
STATEMENT OF PURPOSE AND SCOPE	5
POLICIES AND PROCEDURES	6
AFFIRMATION OF POLICY STATEMENT	7
POLICY NUMBER 3.01 – AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY	8
POLICY NUMBER 3.02 – AMERICANS WITH DISABILITIES ACT COMPLIANCE FOR EMPLOYMENT APPLICANTS AND CURRENT MEMBERS	11
POLICY NUMBER 3.05 – CLAIMS OF DISCRIMINATION TO INCLUDE SEXUAL HARASSMENT	15
POLICY NUMBER 3.11 – TITLE VI AND OTHER RELATED NON-DISCRIMINATION AUTHORITIES	22
REASONABLE ACCOMMODATION PROCESS	32
REVIEW AND DISSEMINATION OF POLICY	33
PLAN IMPLEMENTATION AND ADMINISTRATION	34
TRAINING PLAN	35
IMPLEMENTATION ROLES AND RESPONSIBILITIES	38
EXECUTIVE DIRECTOR	38
CHIEF OF PERSONNEL SERVICES (EEO/INTERNAL ADA OFFICER)	38
MANAGERS AND SUPERVISORS	39
REVIEW OF JOB QUALIFICATIONS & PERSONNEL PROCESSES	40
REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS	40
REVIEW OF PERSONNEL PROCESSES	40
AUDIT AND REPORTING PROCESS	42
ONGOING MONITORING	42
ANNUAL AUDIT	42
AGENCY PROFILE	44
FLHSMV ORGANIZATIONAL PROFILE	45
FLHSMV WORKFORCE PROFILE	51
ASSESSMENT OF FISCAL YEAR 2023/2024 DATA	55
STATISTICAL ANALYSIS REQUIREMENTS & METHODOLOGY	56
WORKFORCE ANALYSIS	59

WORKFORCE UTILIZATION PROGRESS FROM PRIOR YEAR	63
REVIEW OF PRIOR FISCAL YEARS' UTILIZATION GOALS	63
GOOD FAITH EFFORTS TO MEET PRIOR YEARS' GOALS	65
CANDIDATE POOL ANALYSIS	66
NEW HIRE ANALYSIS	69
PROMOTION ANALYSIS	72
REASSIGNMENT ANALYSIS	73
DEMOTION ANALYSIS	74
SEPARATION ANALYSIS	76
SUMMARY OF ASSESSMENT RESULTS & CONCERNS	81
RACE/ETHNICITY CONCERNS	82
GENDER CONCERNS	86
INDIVIDUALS WITH DISABILITIES CONCERNS	98
GOALS & STRATEGIES FOR PLAN YEAR 2024/2025	101
PERSONNEL ACTION GOALS AND STRATEGIES	102
WORKFORCE UTILIZATION GOALS AND STRATEGIES	104
INDIVIDUALS WITH DISABILITIES	105
ASIAN MALES	106
ASIAN FEMALES	106
BLACK/AFRICAN AMERICAN MALES	107
BLACK/AFRICAN AMERICAN FEMALES	107
HISPANIC/LATINO MALES	108
HISPANIC/LATINO FEMALES	108
NATIVE AMERICAN/PACIFIC ISLANDER/OTHER MALES	109
NATIVE AMERICAN/PACIFIC ISLANDER/OTHER FEMALES	109
WHITE FEMALES	109
GLOSSARY	112
RACE/ETHNICITY IDENTIFICATION	113
EEO JOB CATEGORIES	114
DEFINITIONS	115

## **PURPOSE AND SCOPE**

## STATEMENT OF 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**

## 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](mailto: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

# POLICY NUMBER 3.01 – AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

<b>SUBJECT</b> <b>AFFIRMATIVE ACTION/EQUAL</b> <b>EMPLOYMENT OPPORTUNITY</b>	<b>POLICY NUMBER</b> <b>3.01</b>	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief, Bureau of Personnel Services		
<b>PURPOSE/SCOPE:</b> 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.

# POLICY NUMBER 3.02 – AMERICANS WITH DISABILITIES ACT COMPLIANCE FOR EMPLOYMENT APPLICANTS AND CURRENT MEMBERS

<b>SUBJECT</b> AMERICAN WITH DISABILITIES ACT COMPLIANCE FOR EMPLOYMENT APPLICANTS AND CURRENT MEMBERS	<b>POLICY NUMBER</b> 3.02	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief, Bureau of Personnel Services		
<b>PURPOSE/SCOPE:</b> 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.

# POLICY NUMBER 3.05 – CLAIMS OF DISCRIMINATION TO INCLUDE SEXUAL HARASSMENT

<b>SUBJECT</b> <b>CLAIMS OF DISCRIMINATION</b> <b>TO INCLUDE SEXUAL</b> <b>HARASSMENT</b>	<b>POLICY NUMBER</b> <b>3.05</b>	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief, Bureau of Personnel Services		
<b>PURPOSE/SCOPE:</b> 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 will be 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:
7. 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>.
8. 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.

# POLICY NUMBER 3.11 – TITLE VI AND OTHER RELATED NON-DISCRIMINATION AUTHORITIES

<b>SUBJECT</b> <b>TITLE VI AND OTHER RELATED</b> <b>NON-DISCRIMINATION</b> <b>AUTHORITIES</b>	<b>POLICY NUMBER</b> <b>3.11</b>	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief, Bureau of Personnel Services		
<b>PURPOSE/SCOPE:</b> 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 –
- H. Any grants and loans of federal funds;
- I. Any grant or donation of federal property and interests in property;
- J. Any utilization of federal personnel;
- K. 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
- L. Any federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.



- M. 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.
- N. 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.
- O. 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*.
- P. 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.
- Q. 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.
- R. Sub-recipient - any sub-grantee, contractor, sub-contractor, transferee, assignee, or successor in interest in the program.
- S. 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

4. All formal complaints filed with the Department through the Bureau of Personnel Services must include the following information:
5. A written explanation of what happened, signed by the complainant(s) or by the complainant(s) representative(s);
6. The Complainant's name, address, and telephone number;
7. The basis of the complaint (race, color, national origin, sex, age or disability, including income-level and Limited English Proficiency);
8. The respondent's name, address, and telephone number; and
9. 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 annual mandatory training on FLHSMV policies that underscores 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 department, 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 annually by the due date, which varies based on the distribution date but allows for a ninety-day completion period. The exception is Americans with Disabilities (ADA) Compliance Overview, which is not an annual training. Below is a description of these training courses.

Training Title	Training Description
<b>Americans with Disabilities Act (MP 3.02 &amp; MP 3.10)</b>	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.
<b>Claims of Discrimination to Include Sexual Harassment (MP 3.05)</b>	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
<b>Title VI (MP 3.11)</b>	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.
<b>Americans with Disabilities (ADA) Compliance Overview</b>	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.

The following two courses are one-time assignments that are provided to specific entities as detailed. These courses are more focused on interactions with the public.

<b>Training Title</b>	<b>Training Description</b>
<b>Title VI Specialized Training for Commercial Vehicle Enforcement [CVE]</b>	The purpose of this course is to familiarize Commercial Vehicle Enforcement Troopers with the requirements outlined in Executive Order 13166, improving access to services for persons with Limited English Proficiency (LEP). Through this course, you will be able to understand violations of Title VI, identify the resources and tools available for interacting with LEP persons, and explain the formal and informal complaint process.
<b>Title VI Specialized Training for DL Examiners</b>	The purpose of this course is to familiarize credentialing personnel with the requirements outlined in Executive Order 13166, improving access to services for persons with Limited English Proficiency (LEP). Through this course, you will be able to understand violations of Title VI, identify the resources and tools available for interacting with LEP persons, and explain the formal and informal complaint process.

Sworn law enforcement and Regional Communication Center (dispatch) members within the Florida Highway Patrol are also required to take the below courses annually, with the exception of Ethical Behavior and Decision Making for Law Enforcement, which is biannual. These courses are based on how members are expected to treat others, and cover department policy regarding fair treatment and available resources as noted in training descriptions.

Training Title	Training Description
<b>FHP: Discriminatory Profiling and Professional Traffic Stops Training</b>	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.
<b>FHP: Ethical Behavior and Decision Making for Law Enforcement</b>	The purpose of this training is to provide all FHP personnel with a better understanding of your ethical responsibilities. The objectives of this course are to define terms related to ethics, identify the importance of ethics for law enforcement, cover guidelines in the FHP's Oath of Office and the Law Enforcement Code of Ethics, and demonstrate how to utilize decision making tools.
<b>FHP: Interacting with Persons with a Mental Illness or ASD</b>	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/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.

## **REVIEW OF JOB QUALIFICATIONS & 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.

### **REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS**

BPS reviews the physical and mental job qualifications of all positions (also referred to as essential requirements) whenever a new position is established, when selection criteria is being created to fill a vacant position, when a current position is reclassified, and when the position description for a current position is updated. This includes changes to position duties, competencies (e.g., knowledge, skills, and abilities), and essential requirements (e.g., physical, mental, prior experience, education, licensure/registration/certification, background/security, and working condition requirements).

During the last fiscal year, BPS ensured that all physical and mental job qualifications reviewed were job-related and consistent with FLHSMV's business needs and the safe performance of the job. BPS will continue to review the physical and mental job qualifications of all positions as previously outlined and address any potential concerns as they arise.

### **REVIEW OF PERSONNEL PROCESSES**

BPS monitors personnel processes, including selection processes and processes related to member employment and access to opportunities, on an on-going bases throughout the year.

BPS reviews the applicable selection process whenever there is a request to advertise a vacant position regardless of whether the position might be filled by an external hire or internal promotion, reassignment, etc. During the last fiscal year, selection criteria and processes were reviewed by BPS to ensure fair and consistent selection processes with objective, job-related criteria for evaluating applicant qualifications and ability to perform essential job functions regardless of gender, race, and disability status. Current data management and reporting capabilities and manual processes 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.

During the last fiscal year, personnel activities and processes related to member employment were reviewed as they occurred to ensure fair and consistent processes that are in compliance with equal employment opportunity principles and related laws, rules, and regulations. Current data management and reporting capabilities and manual processes make it difficult to assess personnel actions in detail, particularly when it comes to effectively monitoring for and looking further into potential adverse impact situations.

BPS is currently working on developing strategies to help address the data management and reporting challenges mentioned above. In the last fiscal year, BPS began a project with a vendor company to develop a custom solution that automates and centralizes current HR processes, as well as HR data collection and management agency wide. The solution is designed to cover the data and activities not being captured within the HRIS system and eliminate the obstacles resulting from current data management and reporting capabilities. This will be an on-going, multi-year project and will not be available for process assessments for a while.

# 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**

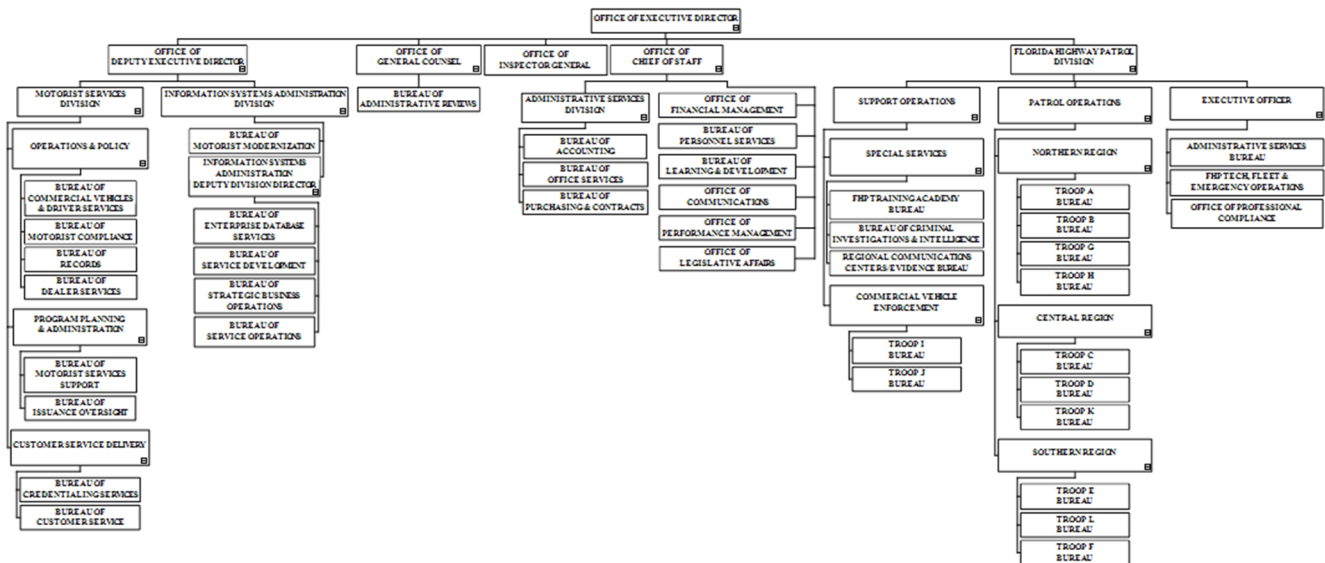
# FLHSMV ORGANIZATIONAL PROFILE

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 4,245 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.

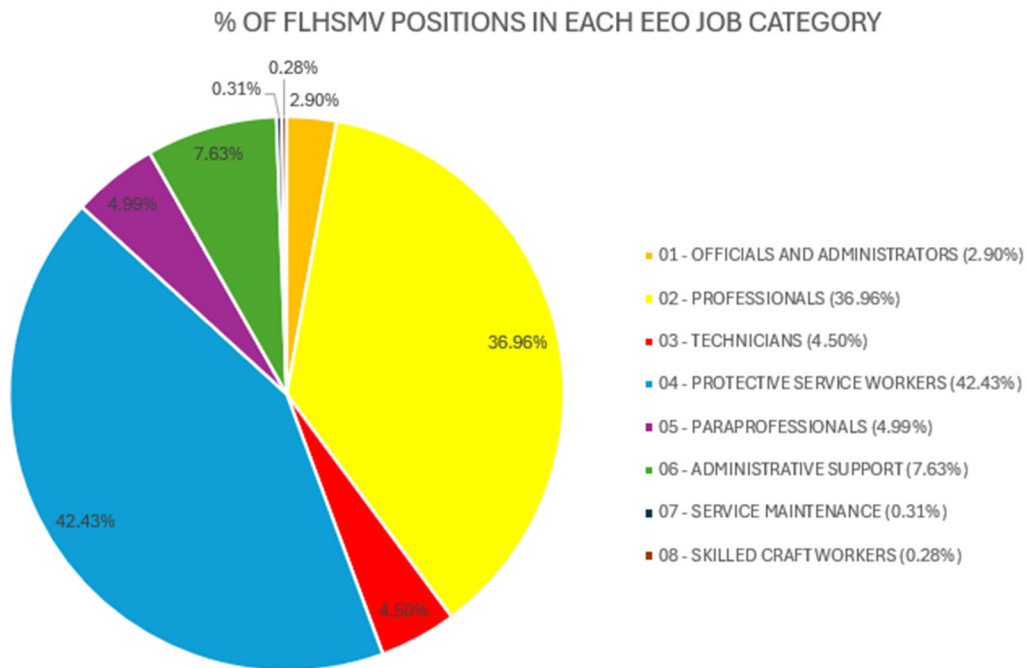
Exhibit 1 outlines the major organizational areas and how all of the areas relate to each other as of 07/01/2024. To see the workforce demographic totals broken down by the organizational levels shown below, please see Exhibit 7 (page 53).

## Exhibit 1 – FLHSMV Organizational Structure



Exhibits 2, 3, and 4 outline the distribution of FLHSMV's positions among the eight EEO job categories broken down by various factors such as pay plan, sworn status, and organizational level.

**Exhibit 2 - % of FLHSMV Positions by EEO Job Category**



**Exhibit 3 - Position Totals by Division, Pay Plan, & Sworn Status per EEO Job Category**

	Officials and Administrators	Professionals	Technicians	Protective Service Workers	Paraprofessionals	Administrative Support	Skilled Craft Workers	Service Maintenance	Totals
OED	30	198							228
DAS	5	91		4		7	12		119
FHP	28	351	55	1797	212	4	1		2448
MS	48	877	13		324	1			1263
ISA	12	52	123						187
CS	0	1186	146	1801	212	324	9	13	3691
SES	110	383	45	0	0	0	3	0	541
SMS	13	0	0	0	0	0	0	0	13
Non-Sworn	93	1408	191	8	212	324	12	13	2261
Sworn	30	161	0	1793	0	0	0	0	1984
<b>Totals</b>	<b>123</b>	<b>1569</b>	<b>191</b>	<b>1801</b>	<b>212</b>	<b>324</b>	<b>12</b>	<b>13</b>	

## Exhibit 4 – Position Titles by EEO Job Category

01 - OFFICIALS AND ADMINISTRATORS		123 POSITIONS	
Application Design & Support Process Manager	1	Deputy Director of Florida Highway Patrol	3
Assistant Public Information Admin	1	Deputy Director of Information Systems	2
Asst Chief Of Infrastructure Support	3	Deputy Executive Director-HSMV	1
Budget Manager	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 Florida Highway Patrol-HSMV	1
Chief of Commercial Vehicle & Driver Services	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	HSMV Program Manager-SES	6
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	Law Enforcement Major II - FHP	1
Chief of Personnel Services-HSMV	1	Legislative Affairs Director	1
Chief of Purchasing & Contracts-HSMV	1	Manager, Business Systems Support	1
Chief of Records - HSMV	1	Operations Manager A-SES	31
Chief of Staff	1	Program Plan, Develop & Review Admin-HSMV	1
Chief Performance Officer	1	Software Services Manager-HSMV	1
Communications Director	1	Technical Services Manager-HSMV	2
Deputy Director - HSMV	3		

02 - PROFESSIONALS		1569 POSITIONS	
Accountant II	1	Investigation Specialist II	33
Accountant III	7	Law Enforcement Captain	4
Accountant IV	12	Law Enforcement Major	1
Accountant IV - SES	2	Legal Assistant	5
Accounting Services Administrator - SES	6	Legislation Specialist - SES	1
Accounting Services Analyst B	2	Management Analyst I - SES	2
Accounting Services Analyst D	1	Management Analyst II - SES	1
Accounting Services Supervisor II - SES	1	Management Review Specialist - SES	4
Administrative Assistant I	24	Marketing Research Analyst	1
Administrative Assistant I - SES	1	Motorist Services Office Manager - SES	37
Administrative Assistant II	13	Network Systems Administrator - SES	2
Administrative Assistant II - SES	1	Office Operations Consultant I	1
Administrative Assistant III - SES	1	Operations & Mgmt. Consultant I - SES	31
Asst Finance & Accounting Director II - SES	2	Operations & Mgmt. Consultant II - SES	7
Attorney Supervisor	1	Operations & Mgmt. Consultant Manager - SES	32
Audit Director - SES	1	Operations Analyst I	1
Budget Analyst - SES	4	Operations Analyst II	5
Budget Analyst C - SES	2	Operations Manager C - SES	2
Budget Specialist - SES	1	Operations Review Specialist	71
Building Operations Specialist	1	Operations Services Manager - SES	43

Business Consultant I	15	Personnel Services Specialist/HR - SES	2
Business Manager II - SES	1	Personnel Services Specialist/LR - SES	1
Business Operations Specialist IV	1	Personnel Technician I/LR - SES	1
Business Specialist C	38	Personnel Technician III/CBJA - SES	2
Computer & Info Systems Manager I - SES	1	Personnel Technician III/HR - SES	6
Computer Audit Analyst - SES	1	Physician	2
Construction Planning & Design Manager - SES	1	Planning & Evaluation Specialist	1
Construction Projects Consultant II	1	Planning Analyst	8
Consumer Services Consultant	103	Planning Consultant	64
Contract Administration Analyst	1	Procurement Administrator - SES	1
Data Administration Consultant - SES	1	Professional Accountant	1
Data Base Administrator - SES	2	Professional Accountant Specialist	2
Data Base Consultant	1	Program Analyst II	28
Data Processing Consultant	2	Program Consultant	18
Data Processing Manager - SES	4	Project Manager I	1
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	208
Florida Highway Patrol Lieutenant	108	Records Technician - SES	1
General & Operations Manager I	7	Regulatory Analyst I	1
General Services Operations Manager - SES	1	Regulatory Analyst II	1
General Services Specialist	16	Regulatory Consultant	77
Government Analyst I	2	Regulatory Program Specialist	37
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	Senior Attorney	21
Grant Specialist B	1	Senior Info Tech Business Consultant	13
Grants Specialist Supervisor II - SES	1	Senior Info Tech Business Consultant - SES	2
Graphics Consultant	1	Senior Legal Assistant	1
Highway Safety Specialist	70	Senior Management Analyst II - SES	6
HSMV Field Supervisor - SES	5	Senior Management Analyst Supervisor - SES	3
HSMV Section Supervisor - SES	26	Senior Personnel Manager - SES	3
HR Consultant/LR - SES	1	Senior Professional Accountant	9
HR Analyst/CBJA - SES	3	Senior Professional Accountant - SES	1
HR Analyst/HR - SES	5	Staff Development & Training Manager - SES	2
HR Analyst/LR - SES	3	Stores Consultant	2
IT Business Consultant Manager - SES	6	Supply Data Control Specialist	2
Information Specialist II	26	Training And Research Manager - SES	1
Information Technology Analyst	2	Training Consultant	6
IT Section Leader - SES	3	Training Manager - SES	3
Inspector Specialist	70	Utilities System/Engineering Specialist	1
Inspector Specialist - SES	1	Web Manager - SES	1



<b>03 - TECHNICIANS</b>		<b>191 POSITIONS</b>	
Application Systems Programmer I	4	Office Automation Analyst	4
Application Systems Programmer II	18	Senior Data Base Analyst	9
Application Systems Programmer III	28	State Law Enforcement Dispatch Supervisor -SES	37
Computer Network Support Specialist III	10	System Project Consultant	7
Computer Programmer Analyst I	1	Systems Programmer I	10
Data Base Consultant	1	Systems Programmer II	12
Distributed Computer Systems Analyst	5	Systems Programmer III	16
Government Operations Consultant II	1	Systems Project Administrator - SES	8
Inspection Specialist	13	Telecommunications Specialist III	7

<b>04 - PROTECTIVE SERVICE WORKERS</b>		<b>1801 POSITIONS</b>	
Florida Highway Patrol Corporal	162	Florida Highway Patrol Trooper	1380
Florida Highway Patrol Investigative Sergeant	13	Institutional Security Officer	3
Florida Highway Patrol Pilot I	4	Regional Duty Officer	4
Florida Highway Patrol Pilot II	2	Security Officer	1
Florida Highway Patrol Sergeant	232		

<b>05 - PARAPROFESSIONALS</b>		<b>212 POSITIONS</b>	
State Law Enforcement Dispatcher	212		

<b>06 - ADMINISTRATIVE SUPPORT</b>		<b>324 POSITIONS</b>	
Driver Licenses Examiner II	324		

<b>07 - SKILLED CRAFT WORKERS</b>		<b>12 POSITIONS</b>	
Armorer	1	Maintenance Repairman	1
Installation Supervisor III	1	Maintenance Supervisor II - SES	2
Maintenance Mechanic	1	Master Equipment Mechanic	6

<b>08 - SERVICE MAINTENANCE</b>		<b>13 POSITIONS</b>	
Custodial Trainer	10	Laborer	1
Groundskeeper	2		

### **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.

### **Position Breakdown by Division**

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 example, Information Systems Administration (ISA) has more positions in the Technician's EEO job category than any other division in the agency. The selection process for positions in ISA often includes a skill assessment and the interview process often includes technical questions.

### **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 through a competitive process.

### **Position Breakdown by Sworn vs. Non-Sworn**

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 70% 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.

## FLHSMV WORKFORCE PROFILE

Approximately three-fifths ( $\frac{3}{5}$ ) of the agency's workforce is male. By type of position, males tend to exceed females in sworn law enforcement positions (Protective Service Workers EEO job category), information technology positions (Technicians EEO job category), and leadership positions (Officials & Administrators EEO job category). Females tend to outnumber males in customer service and business operations positions (Professionals EEO job categories), dispatch/emergency call center positions (Paraprofessionals EEO job category), and driver license issuance positions (Administrative Support EEO job category).

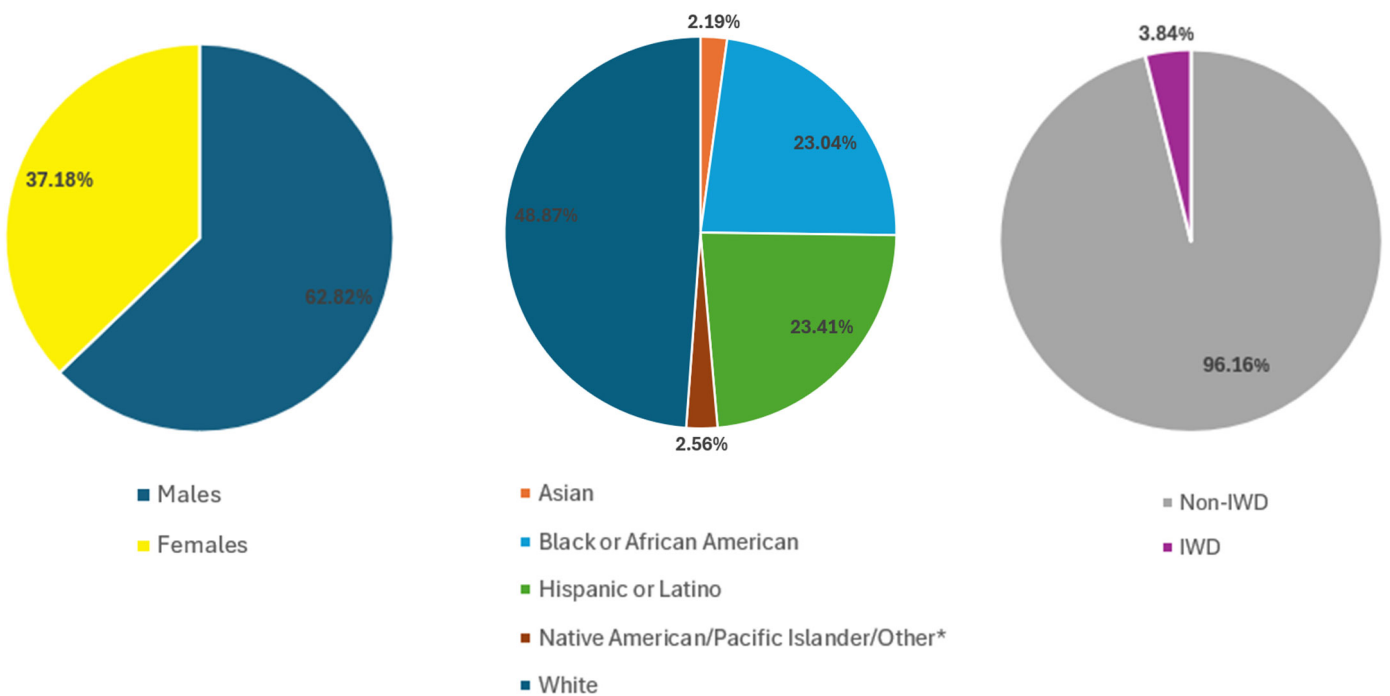
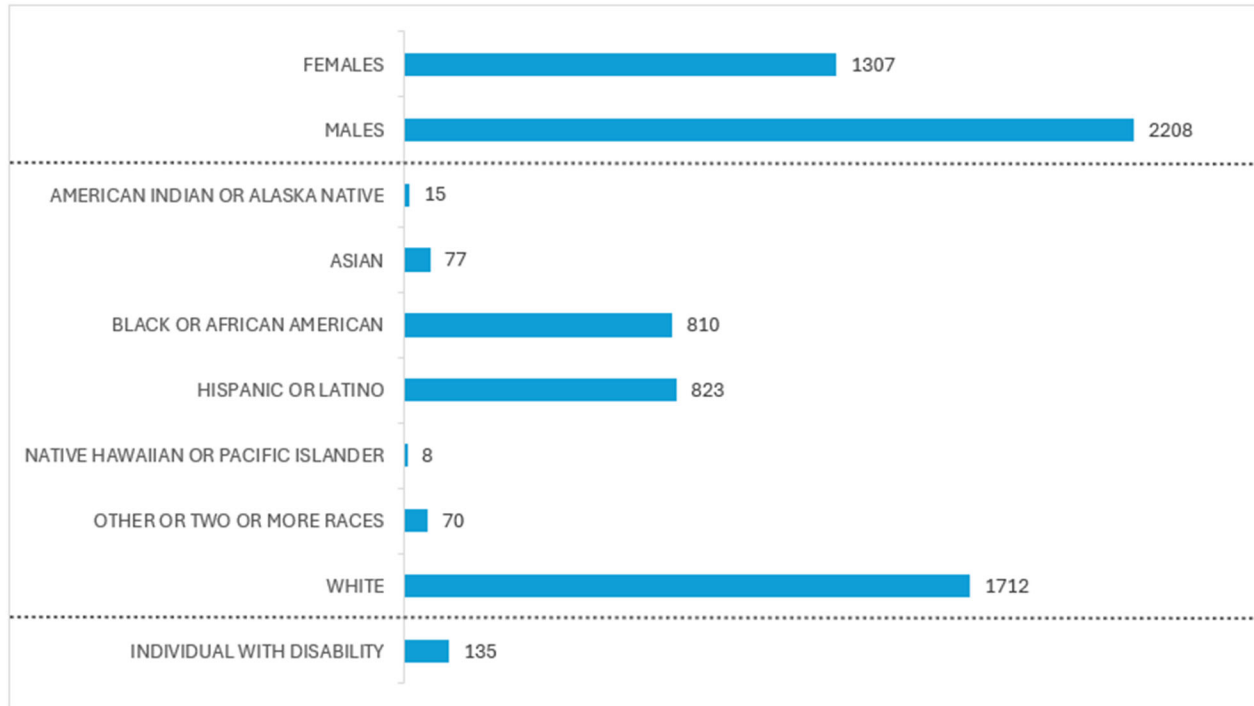
Individuals in a race/ethnicity minority group comprise approximately half ( $\frac{1}{2}$ ) of the agency's workforce. By type of position, individuals who identify as White exceed the number of individuals who identify in a minority group in every EEO job category except for Administrative Support (Driver License Examiner positions) and Service Maintenance (primarily custodial positions). Individuals who identify as Black or African American exceed the number of individuals who identify as White in both of those job categories and individuals who identify as Hispanic or Latino exceed the number of individuals who identify as White in the Administrative Support job category.

Among the minority groups, individuals who identify as Black or African American represent the greatest percentage in every EEO job category except for Protective Service Workers (primarily sworn law enforcement positions) and Skilled Craft Workers (primarily maintenance and mechanic positions). Individuals who identify as Hispanic or Latino represent the greatest percentage in the Protective Service Workers job category and both groups are equally represented in the Skilled Craft Workers job category. Individuals who identify as Asian or as Native American/Pacific Islander/Other represent a little less than 5% of the agency's overall workforce; for both groups, their numbers are highest in the Professionals job category while their percentage of a specific category's workforce is highest in the Technicians job category (excluding Service Maintenance).

Members identifying as having a disability represent 3.58% of the agency's total workforce which is similar to what it was at the same point last year (3.66% on 6/30/2023). Individuals with Disabilities (IWD) are most represented in the Technicians EEO job category and least represented in the Officials & Administrators EEO job category (excluding Skilled Craft Workers and Service Maintenance job categories).

Exhibits 5 outlines FLHSMV’s workforce demographics by gender, race/ethnicity, and disability status as of July 1, 2024. Each exhibit reflects the data broken down by different factors such as overall agency totals, EEO job category, and organizational location.

**Exhibit 5 – FLHSMV Workforce Profile by Gender, Race, & Disability Status**



\*The groups for American Indian/ Alaskan Native, Native Hawaiian/Other Pacific Islander, and Some Other Race/2+ Races each represent less than 1% of the workforce so they have been combined together in some of the exhibits.

**Exhibit 6 – FLHSMV Workforce Profile by EEO Job Category**

	American Indian or Alaska Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Pacific Islander		Other or Two or More Races		White		IWD
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
01 - OFFICIALS AND ADMINISTRATORS		1	1		16	10	5	6			1	2	13	48	3
02 - PROFESSIONALS	5	4	26	3	266	88	114	63	1	1	13	15	327	236	51
03 - TECHNICIANS	1		7	3	17	16	5	12	1		3	4	21	55	11
04 - PROTECTIVE SERVICE WORKERS		3	1	25	16	205	50	429		3	4	15	76	837	56
05 - PARAPROFESSIONALS	1			1	23	9	17	8			4	1	50	24	4
06 - ADMINISTRATIVE SUPPORT			4	6	109	25	88	23	2		6	1	6	8	9
07 - SKILLED CRAFT WORKERS						2		2						8	0
08 - SERVICE MAINTENANCE					7	1		1				1		3	1

**Exhibit 7 – FLHSMV Workforce Profile by Division and Bureau**

	American Indian or Alaska Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Pacific Islander		Other or Two or More Races		White	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M
<b>OED</b>			2		21	8	10	6				1	54	44
Bureau Of Administrative Reviews					7	3	4	1				1	11	6
Bureau Of Personnel Services					3		2	1					11	2
Chief Of Staffs Office														1
Communications Office								1					3	1
Directors Office													2	2
Learning & Development Office					5	4	1	1					10	5
Office Of Enterprise Security Management													1	3
Office Of Financial Management			1		3	1							3	2
Office Of General Counsel					1		3						7	7
Office Of Inspector General													5	10
Office Of Legislative Affairs					2			1						
Performance Management Office			1					1					1	5

	American Indian or Alaska Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Pacific Islander		Other or Two or More Races		White	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M
<b>DAS</b>		1	3		27	15	1	2				2	24	22
Directors Office						1								1
Bureau Of Accounting			3		17	2	1						11	6
Bureau Of Office Services		1			9	10		1				2	3	15
Bureau Of Purchasing & Contracts					1			1					8	1
Office Of Support Services						2							1	

	American Indian or Alaska Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Pacific Islander		Other or Two or More Races		White	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M
<b>MS</b>	4	1	21	9	313	82	168	58	3	1	14	13	166	106
Directors Office							1						2	
Bureau Of Motorist Compliance			2	1	35	10	4	1			1	4	14	12
Bureau Of Dealer Services	2		5	1	18	8	14	13			2	2	35	29
Bureau Of Records			5		27	10	4				2	1	29	8
Bureau Of Commercial Vehicles & Driver Svcs	2			1	13	8	3	1			1	1	17	12
Program Planning & Administration					2								5	5
Bureau Of Issuance Oversight		1	2		23	6	5	4				2	16	12
Bureau Of Motorist Services Support			2		10	2	5	5					13	11
Bureau Of Credentialing Services			4	6	143	31	103	28	3		7	2	9	10
Bureau Of Customer Service			1		42	7	29	6		1	1	1	26	7

	American Indian or Alaska Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Pacific Islander		Other or Two or More Races		White	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M
<b>FHP</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>26</b>	<b>71</b>	<b>235</b>	<b>97</b>	<b>465</b>	<b>1</b>	<b>3</b>	<b>13</b>	<b>19</b>	<b>229</b>	<b>1005</b>
Directors Office					1								1	4
Special Services														1
FHP Training Academy					4	4		4					8	18
Bureau of Criminal Invstg & Intelligence			1	1	3	5	2	23				1	12	52
Regional Communications Centers	1			1	27	11	18	10	1		5	2	76	36
CVE Headquarters							1						3	3
Troop I		1		1	2	7	2	8					9	112
Troop J				1	1	12	6	32				4	7	50
Northern Region														1
Troop A		1		1		9		5		1	1		14	94
Troop B			1		1	4	5	9					10	76
Troop G	1		1	4	3	17	2	5			1	2	11	76
Troop H					2	10		1		1		1	10	54
Central Region		1												
Troop C				7	3	14	4	36			1	2	20	111
Troop D		1	1	3	4	24	14	73				1	15	102
Troop K				1	5	41	8	71		1	3	4	4	49
Southern Region														1
Troop E				2	7	21	13	103			1		6	21
Troop F				1		17	7	36					6	74
Troop L				3	3	36	14	42			1	1	7	38
Administrative Services		1			3	1	1	1					4	2
FHP Technology, Fleet & Emergency Ops		1			2	2		6				1	4	27
Office Of Professional Compliance													1	3

	American Indian or Alaska Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Pacific Islander		Other or Two or More Races		White	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M
<b>ISA</b>	<b>1</b>		<b>9</b>	<b>3</b>	<b>22</b>	<b>16</b>	<b>3</b>	<b>13</b>			<b>4</b>	<b>4</b>	<b>20</b>	<b>42</b>
Directors Office					3	1							5	
Service Operations			1	1	6	6	1	5			2	2		18
Enterprise Database Services			1	2		3		1			1		1	1
Service Development			6		3	5	1	6				1	1	17
Strategic Business Operations	1		1		4	1						1	2	
Office Of Motorist Modernization					6		1	1			1		11	6

**ASSESSMENT OF FISCAL YEAR 2023/2024 DATA**

# STATISTICAL ANALYSIS REQUIREMENTS & METHODOLOGY

In addition to reviewing policies, practices and procedures, agencies must collect applicant and hiring data and complete statistical analyses on its workforce and employment actions. As such, the Bureau of Personnel Services conducts an annual audit of applicant pool, hiring, workforce, and employment activity data with respect to minorities, women, and individuals with disabilities to identify potential concerns and progress towards goals. The information produced by this audit is then used to establish goals and strategies for the new fiscal year. This section contains the results of the analyses conducted with the data from the previous fiscal year (FY 2023/2024).

## Analysis EEO Job Categories

EEO Job Categories and FLHSMV Position Profile Highlights	
<p><b>Officials &amp; Administrators</b></p> <p>Contains 2.90% of agency positions.</p> <p>Comprised primarily of agency executive leadership and division senior management positions.</p>	<p><b>Professionals</b></p> <p>Contains 36.96% of agency positions.</p> <p>Comprised of a wide range of entry to upper level customer service, compliance, administrative, business operational, and supervisory positions.</p>
<p><b>Technicians</b></p> <p>Contains 4.5% of agency positions.</p> <p>Comprised primarily with various information technology (IT) positions.</p>	<p><b>Protective Service Workers</b></p> <p>Contains 42.43% of agency positions.</p> <p>Comprised almost entirely of sworn law enforcement positions (99.55%), from Trooper to Sergeant.</p>
<p><b>Paraprofessionals</b></p> <p>Contains 4.99% of agency positions.</p> <p>Comprised of a single position type – State Law Enforcement Dispatcher.</p>	<p><b>Administrative Support</b></p> <p>Contains 7.63% of agency positions.</p> <p>Comprised of a single position type – Driver Licenses Examiner.</p>
<p><b>Skilled Craft Workers</b></p> <p>Contains 0.28% of agency positions.</p> <p>Comprised primarily of maintenance and mechanic positions.</p>	<p><b>Service Maintenance</b></p> <p>Contains 0.31% of agency positions.</p> <p>Comprised primarily of custodial positions.</p>



### **Analysis Abbreviations (see Glossary on page 112 for definitions)**

- ALM – Available Labor Market
- WF – Workforce
- POOL – Candidate Pool
- HIRE – New Hire/Original Appointment Action
- PROM – Promotion Action
- RSGN – Reassignment Action
- DEM – Demotion Action
- SEP – Separation Action (all types)
- VOLSEP – Voluntary Separation Action
- INVOLSEP – Involuntary Separation Action
- EXP – Reasonably Expected
- SD – Standard Deviation
- ZSCORE – Z-score (number of standard deviations)
- SIG – Statistically Significant Concern (yes or no – ‘Y’ or ‘N’)

### **Analysis Conditions and Parameters**

- The agency workforce, candidate pool, and personnel action data used in the analyses was obtained via the People First data warehouse reports segment.
- The available labor market data (ALM) data used in the utilization analysis was obtained via the People First data warehouse reports segment. 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 Affirmative Action Program Manual from the Florida Department of Management Services outlines four methods for determining whether the difference between actual and expected results are statistically significant: 1) Any Difference Rule; 2) Whole Person Rule; 3) 80 Percent Rule (e.g., 4/5<sup>ths</sup> 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. If a statistically significant difference of concern was identified in the analysis, the underutilization/underrepresentation/overrepresentation was noted for further review (see the definition for Statistically Significant Concerns for additional information).

- The new hire data available from People First for use in this report is data from original appointment actions; however, not all original appointment actions are new hires so the data may be slightly off in the hiring analysis.
- The majority demographic group (White Males) have not been factored in the underutilization, underrepresentation, or overrepresentation calculations. The data for this group has been included for informational purposes only.
- American Indian/Alaskan Native, Native Hawaiian/Other Pacific Islander, 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 "Native American/Pacific Isle/Other" group for each gender.
- Individuals with Disabilities (IWD) data was unavailable for reassignments, so this group was not included in the analysis for reassignments.
- 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), that these EEO job categories were not included in any analyses other than the Workforce Incumbency to Availability Analysis.
- 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 not included in the analyses for those three personnel action types.

## WORKFORCE ANALYSIS

The Workforce Incumbency to Availability Analysis compares the demographics of FLHSMV's workforce as of 6/30/2024, with the demographics of the available labor market (ALM) to determine if the agency has fewer employees from a protected group in a particular EEO job category than would reasonably be expected based on their availability in the relevant labor market. The areas where the analysis reflected a statistically significant difference indicative of a potential underutilization concern have been highlighted in red.

Exhibit 8 displays the analysis data by gender, race/ethnicity, and disability status (IWD). Exhibit 9 displays the same data with each race/ethnicity group further broken down by gender so that the agency can better identify whether a potential concern is related to a race/ethnicity group as a whole or if the potential concern is more related to a specific gender within that race/ethnicity group. Please note that the data for Individuals with Disabilities (IWD) cannot be broken out by gender or race/ethnicity.

Workforce placement goals and the agency's strategy for addressing the underutilizations will be outlined in the Goals & Strategies section (see page 101). Please note that if an overall gender or race/ethnicity underutilization (Asian-Overall) can be closely connected to a corresponding underutilization for a specific race and gender group (Asian Males), a separate placement goal will not be established for the overall underutilization. Separate placement goals will also not be established for race/ethnicity groups overall if the data reflects that the concern is solely related to a specific gender for that race/ethnicity group.

**Exhibit 8 – Workforce Incumbency to Availability Analysis by Gender, Race/Ethnicity, & Disability Status**

	Total	Total IWD	Total Males	Total Females	Total Minority	Asian	Black/ African American	Hispanic/ Latino	Native American/ Pacific Isle/Other	White
<b>OFFICIALS AND ADMINISTRATORS</b>										
ALM #	779,219	38,258	476,468	302,751	220,139	18,659	60,350	131,160	9,970	559,080
ALM %		4.91%	61.15%	38.85%	28.25%	2.39%	7.74%	16.83%	1.28%	71.75%
WF #	102	2	66	36	42	1	26	11	4	60
WF %		1.96%	64.71%	35.29%	41.18%	0.98%	25.49%	10.78%	3.92%	58.82%
EXP #		5	62	40	29	2	8	17	1	73
SD		2.18	4.92	4.92	4.55	1.54	2.70	3.78	1.14	4.55
ZSCORE		-1.38	0.74	-0.74	2.90	-0.93	6.70	-1.63	2.37	-2.90
SIG?		N	N	N	N	N	N	N	N	Y
<b>PROFESSIONALS</b>										
ALM #	1,580,101	73,867	696,836	883,265	499,006	62,776	171,114	242,888	22,228	1,081,095
ALM %		4.67%	44.10%	55.90%	31.58%	3.97%	10.83%	15.37%	1.41%	68.42%
WF #	1,180	49	421	759	602	28	361	175	38	578
WF %		4.15%	35.68%	64.32%	51.02%	2.37%	30.59%	14.83%	3.22%	48.98%
EXP #		55	520	660	373	47	128	181	17	807
SD		7.25	17.06	17.06	15.97	6.71	10.67	12.39	4.05	15.97
ZSCORE		-0.85	-5.83	5.83	14.36	-2.81	21.85	-0.52	5.29	-14.36
SIG?		N	Y	N	N	Y	N	N	N	Y
<b>TECHNICIANS</b>										
ALM #	275,744	14,429	130,021	145,723	102,439	9,664	40,159	47,848	4,768	173,305
ALM %		5.23%	47.15%	52.85%	37.15%	3.50%	14.56%	17.35%	1.73%	62.85%
WF #	148	10	92	56	71	10	33	18	10	77
WF %		6.76%	62.16%	37.84%	47.97%	6.76%	22.30%	12.16%	6.76%	52.03%
EXP #		8	70	78	55	5	22	26	3	93
SD		2.71	6.07	6.07	5.88	2.24	4.29	4.61	1.59	5.88
ZSCORE		0.83	3.66	-3.66	2.72	2.15	2.67	-1.67	4.69	-2.72
SIG?		N	N	Y	N	N	N	N	N	Y
<b>PROTECTIVE SERVICE WORKERS</b>										
ALM #	210,105	13,659	159,684	50,421	84,070	2,280	42,380	36,019	3,391	126,035
ALM %		6.50%	76.00%	24.00%	40.01%	1.09%	20.17%	17.14%	1.61%	59.99%
WF #	1,679	51	1,530	149	756	26	225	482	23	923
WF %		3.04%	91.13%	8.87%	45.03%	1.55%	13.40%	28.71%	1.37%	54.97%
EXP #		109	1,276	403	672	18	339	288	27	1,007
SD		10.10	17.50	17.50	20.07	4.25	16.44	15.44	5.16	20.07
ZSCORE		-5.76	14.51	-14.51	4.19	1.83	-6.91	12.57	-0.79	-4.19
SIG?		Y	N	Y	N	N	Y	N	N	Y
<b>PARAPROFESSIONALS</b>										
ALM #	380,520	27,114	49,851	330,669	200,830	7,140	108,870	78,280	6,540	179,690
ALM %		7.13%	13.10%	86.90%	52.78%	1.88%	28.61%	20.57%	1.72%	47.22%
WF #	134	4	40	94	63	0	32	24	7	71
WF %		2.99%	29.85%	70.15%	47.01%	0.00%	23.88%	17.91%	5.22%	52.99%
EXP #		10	18	116	71	3	38	28	2	63
SD		2.98	3.91	3.91	5.78	1.57	5.23	4.68	1.50	5.78
ZSCORE		-1.86	5.75	-5.75	-1.34	-1.60	-1.21	-0.76	3.12	1.34
SIG?		N	N	Y	N	N	N	N	N	N
<b>ADMINISTRATIVE SUPPORT</b>										
ALM #	2,189,511	140,915	801,483	1,388,028	855,356	50,419	297,625	472,454	34,858	1,334,155
ALM %		6.44%	36.61%	63.39%	39.07%	2.30%	13.59%	21.58%	1.59%	60.93%
WF #	281	10	62	219	266	10	136	112	8	15
WF %		3.56%	22.06%	77.94%	94.66%	3.56%	48.40%	39.86%	2.85%	5.34%
EXP #		18	103	178	110	6	38	61	4	171
SD		4.11	8.08	8.08	8.18	2.51	5.74	6.90	2.10	8.18
ZSCORE		-1.97	-5.06	5.06	19.10	1.40	17.02	7.45	1.68	-19.10
SIG?		N	Y	N	N	N	N	N	N	Y
<b>SKILLED CRAFT WORKERS</b>										
ALM #	870,598	58,464	803,913	66,685	360,763	14,088	90,111	243,718	12,846	509,835
ALM %		6.72%	92.34%	7.66%	41.44%	1.62%	10.35%	27.99%	1.48%	58.56%
WF #	11	0	11	0	4	0	2	2	0	7
WF %		0.00%	100.00%	0.00%	36.36%	0.00%	18.18%	18.18%	0.00%	63.64%
EXP #		1	10	1	5	0	1	3	0	6
SD		0.83	0.88	0.88	1.63	0.42	1.01	1.49	0.40	1.63
ZSCORE		-0.89	0.96	-0.96	-0.34	-0.43	0.85	-0.72	-0.41	0.34
SIG?		N	N	N	N	N	N	N	N	N
<b>SERVICE MAINTENANCE</b>										
ALM #	1,704,603	146,508	1,057,324	647,279	912,479	47,757	297,090	542,283	25,349	792,124
ALM %		8.59%	62.03%	37.97%	53.53%	2.80%	17.43%	31.81%	1.49%	46.47%
WF #	13	1	6	7	10	0	8	1	1	3
WF %		7.69%	46.15%	53.85%	76.92%	0.00%	61.54%	7.69%	7.69%	23.08%
EXP #		1	8	5	7	0	2	4	0	6
SD		1.01	1.75	1.75	1.80	0.59	1.37	1.68	0.44	1.80
ZSCORE		-0.12	-1.18	1.18	1.69	-0.61	4.19	-1.87	1.85	-1.69
SIG?		N	N	N	N	N	N	N	N	N

**Exhibit 9 – Workforce Incumbency to Availability Analysis Broken Down to Race/Ethnicity & Gender**

	Total	Total IWD	Total Males	Total Females	Total Minority	Asian		Black/African American		Hispanic/Latino		Native American/Pacific Isle/Other		White	
						M	F	M	F	M	F	M	F	M	F
<b>OFFICIALS AND ADMINISTRATORS</b>															
ALM #	779,219	38,258	476,468	302,751	220,139	11,644	7,015	28,855	31,495	79,775	51,385	5,799	4,171	350,395	208,685
ALM %		4.91%	61.15%	38.85%	28.25%	1.49%	0.90%	3.70%	4.04%	10.24%	6.59%	0.74%	0.54%	44.97%	26.78%
WF #	102	2	66	36	42	0	1	10	16	6	5	3	1	47	13
WF %		1.96%	64.71%	35.29%	41.18%	0.00%	0.98%	9.80%	15.69%	5.88%	4.90%	2.94%	0.98%	46.08%	12.75%
EXP #		5	62	40	29	2	1	4	4	10	7	1	1	46	27
SD		2.18	4.92	4.92	4.55	1.23	0.95	1.91	1.99	3.06	2.51	0.87	0.74	5.02	4.47
ZSCORE		-1.38	0.74	-0.74	2.90	-1.24	0.09	3.26	5.97	-1.45	-0.69	2.58	0.62	0.23	-3.20
SIG?		N	N	N	N	N	N	N	N	N	N	N	N	N/A	Y
<b>PROFESSIONALS</b>															
ALM #	1,580,101	73,867	696,836	883,265	499,006	32,312	30,464	54,234	116,880	104,824	138,064	9,731	12,497	495,735	585,360
ALM %		4.67%	44.10%	55.90%	31.58%	2.04%	1.93%	3.43%	7.40%	6.63%	8.74%	0.62%	0.79%	31.37%	37.05%
WF #	1,180	49	421	759	602	3	25	91	270	63	112	19	19	245	333
WF %		4.15%	35.68%	64.32%	51.02%	0.25%	2.12%	7.71%	22.88%	5.34%	9.49%	1.61%	1.61%	20.76%	28.22%
EXP #		55	520	660	373	24	23	41	87	78	103	7	9	370	437
SD		7.25	17.06	17.06	15.97	4.86	4.72	6.25	8.99	8.55	9.70	2.69	3.04	15.94	16.59
ZSCORE		-0.85	-5.83	5.83	14.36	-4.35	0.48	8.07	20.32	-1.79	0.92	4.37	3.18	-7.86	-6.28
SIG?		N	Y	N	N	Y	N	N	N	N	N	N	N	N/A	Y
<b>TECHNICIANS</b>															
ALM #	275,744	14,429	130,021	145,723	102,439	5,619	4,045	13,400	26,759	24,759	23,089	2,398	2,370	83,845	89,460
ALM %		5.23%	47.15%	52.85%	37.15%	2.04%	1.47%	4.86%	9.70%	8.98%	8.37%	0.87%	0.86%	30.41%	32.44%
WF #	148	10	92	56	71	3	7	16	17	13	5	5	5	55	22
WF %		6.76%	62.16%	37.84%	47.97%	2.03%	4.73%	10.81%	11.49%	8.78%	3.38%	3.38%	3.38%	37.16%	14.86%
EXP #		8	70	78	55	3	2	7	14	13	12	1	1	45	48
SD		2.71	6.07	6.07	5.88	1.72	1.46	2.62	3.60	3.48	3.37	1.13	1.12	5.60	5.70
ZSCORE		0.83	3.66	-3.66	2.72	-0.01	3.30	3.37	0.73	-0.08	-2.19	3.29	3.32	1.79	-4.57
SIG?		N	N	Y	N	N	N	N	N	N	Y	N	N	N/A	Y
<b>PROTECTIVE SERVICE WORKERS</b>															
ALM #	210,105	13,659	159,684	50,421	84,070	1,850	430	26,290	16,090	28,689	7,330	2,630	761	100,225	25,810
ALM %		6.50%	76.00%	24.00%	40.01%	0.88%	0.20%	12.51%	7.66%	13.65%	3.49%	1.25%	0.36%	47.70%	12.28%
WF #	1,679	51	1,530	149	756	25	1	209	16	431	51	19	4	846	77
WF %		3.04%	91.13%	8.87%	45.03%	1.49%	0.06%	12.45%	0.95%	25.67%	3.04%	1.13%	0.24%	50.39%	4.59%
EXP #		109	1,276	403	672	15	3	210	129	229	59	21	6	801	206
SD		10.10	17.50	17.50	20.07	3.83	1.85	13.56	10.90	14.07	7.52	4.56	2.46	20.47	13.45
ZSCORE		-5.76	14.51	-14.51	4.19	2.67	-1.32	-0.08	-10.33	14.34	-1.01	-0.44	-0.85	2.20	-9.61
SIG?		Y	N	Y	N	N	N	N	Y	N	N	N	N	N/A	Y
<b>PARAPROFESSIONALS</b>															
ALM #	380,520	27,114	49,851	330,669	200,830	1,365	5,775	11,675	97,195	10,370	67,910	1,001	5,539	25,440	154,250
ALM %		7.13%	13.10%	86.90%	52.78%	0.36%	1.52%	3.07%	25.54%	2.73%	17.85%	0.26%	1.46%	6.69%	40.54%
WF #	134	4	40	94	63	0	0	9	23	7	17	1	6	23	48
WF %		2.99%	29.85%	70.15%	47.01%	0.00%	0.00%	6.72%	17.16%	5.22%	12.69%	0.75%	4.48%	17.16%	35.82%
EXP #		10	18	116	71	0	2	4	34	4	24	0	2	9	54
SD		2.98	3.91	3.91	5.78	0.69	1.42	2.00	5.05	1.88	4.43	0.59	1.39	2.89	5.68
ZSCORE		-1.86	5.75	-5.75	-1.34	-0.69	-1.44	2.45	-2.22	1.78	-1.56	1.09	2.92	4.86	-1.11
SIG?		N	N	Y	N	N	N	N	Y	N	N	N	N	N/A	N
<b>ADMINISTRATIVE SUPPORT</b>															
ALM #	2,189,511	140,915	801,483	1,388,028	855,356	22,134	28,285	99,605	198,020	173,694	298,760	12,685	22,173	493,365	840,790
ALM %		6.44%	36.61%	63.39%	39.07%	1.01%	1.29%	4.55%	9.04%	7.93%	13.65%	0.58%	1.01%	22.53%	38.40%
WF #	281	10	62	219	266	6	4	26	110	22	90	0	8	8	7
WF %		3.56%	22.06%	77.94%	94.66%	2.14%	1.42%	9.25%	39.15%	7.83%	32.03%	0.00%	2.85%	2.85%	2.49%
EXP #		18	103	178	110	3	4	13	25	22	38	2	3	63	108
SD		4.11	8.08	8.08	8.18	1.68	1.89	3.49	4.81	4.53	5.75	1.27	1.68	7.00	8.15
ZSCORE		-1.97	-5.06	5.06	19.10	1.88	0.20	3.78	17.59	-0.06	8.98	-1.28	3.07	-7.90	-12.38
SIG?		N	Y	N	N	N	N	N	N	N	N	N	N	N/A	Y
<b>SKILLED CRAFT WORKERS</b>															
ALM #	870,598	58,464	803,913	66,685	360,763	11,833	2,255	81,070	9,041	224,281	19,437	11,784	1,062	474,945	34,890
ALM %		6.72%	92.34%	7.66%	41.44%	1.36%	0.26%	9.31%	1.04%	25.76%	2.23%	1.35%	0.12%	54.55%	4.01%
WF #	11	0	11	0	4	0	0	2	0	2	0	0	0	7	0
WF %		0.00%	100.00%	0.00%	36.36%	0.00%	0.00%	18.18%	0.00%	18.18%	0.00%	0.00%	0.00%	63.64%	0.00%
EXP #		1	10	1	5	0	0	1	0	3	0	0	0	6	0
SD		0.83	0.88	0.88	1.63	0.38	0.17	0.96	0.34	1.45	0.49	0.38	0.12	1.65	0.65
ZSCORE		-0.89	0.96	-0.96	-0.34	-0.39	-0.17	1.01	-0.34	-0.57	-0.50	-0.39	-0.12	0.60	-0.68
SIG?		N	N	N	N	N	N	N	N	N	N	N	N	N/A	N
<b>SERVICE MAINTENANCE</b>															
ALM #	1,704,603	146,508	1,057,324	647,279	912,479	23,173	24,584	186,705	110,385	349,018	193,265	14,634	10,715	483,794	308,330
ALM %		8.59%	62.03%	37.97%	53.53%	1.36%	1.44%	10.95%	6.48%	20.48%	11.34%	0.86%	0.63%	28.38%	18.09%
WF #	13	1	6	7	10	0	0	1	7	1	0	1	0	3	0
WF %		7.69%	46.15%	53.85%	76.92%	0.00%	0.00%	7.69%	53.85%	7.69%	0.00%	7.69%	0.00%	23.08%	0.00%
EXP #		1	8	5	7	0	0	1	1	3	1	0	0	4	2
SD		1.01	1.75	1.75	1.80	0.42	0.43	1.13	0.89	1.45	1.14	0.33	0.28	1.63	1.39
ZSCORE		-0.12	-1.18	1.18	1.69	-0.42	-0.44	-0.38	6.94	-1.14	-1.29	2.67	-0.29	-0.42	-1.69
SIG?		N	N	N	N	N	N	N	N	N	N	N	N	N/A	N

Below are the workforce utilization concerns identified from the analysis of workforce and labor market data from FY 2023/2024 (Exhibit 10). One years' worth of data is not necessarily enough to confirm that a workforce underutilization exists. As such the below exhibit also includes the workforce utilization concerns identified in the analyses from FY 2022/2023 and FY 2021/2022.

**Exhibit 10 – Workforce Underutilization Trends**

	FY 23/24	FY 22/23	FY 21/22
Officials & Administrators	Females-White	Females-White Males-Hispanic/Latino	Females-White
Professionals	Females-White Males-Asian	Females-White Males-Asian Males-Hispanic/Latino	Females-White Males-Asian Males-Hispanic/Latino
Technicians	Females-White Females-Hispanic/Latino	Females-White Females-Hispanic/Latino	Females-White Females-Hispanic/Latino
Protective Service Workers	Females-White Females-Black/African American Individuals w/ Disabilities	Females-White Females-Black/African American Individuals w/ Disabilities	Females-White Females-Black/African American Individuals w/ Disabilities
Paraprofessionals	Females-Black/African American	Females-Black/African American	Females-Black/African American
Administrative Support	Females-White	Females-White	Females-White

*\*Data from the years prior to FY 21/22 cannot be included as the data was evaluated using a different statistical method.*

*\*\*Please note that potential concerns by overall gender and overall race/ethnicity are not included as that data was factored into the analyses conducted in FY 22/23 and FY 21/22.*

All of the potential workforce utilization concerns from FY 2023/2024 were also concerns in the previous two fiscal years. Of the concerns from previous fiscal years that were not identified as potential workforce concerns in the analysis from FY 2023/2024, the one for Hispanic/Latino Males in the Professionals EEO job category should continue to be actively monitored and factored into plan strategies where possible as that concern only dropped off as a potential concern from the FY 2023/2024 analysis because of a decrease in the agency's overall workforce in that job category.

## **WORKFORCE UTILIZATION PROGRESS FROM PRIOR YEAR**

### **REVIEW OF PRIOR FISCAL YEARS' UTILIZATION GOALS**

Exhibit 11 outlines the workforce goals that were set for FY 2023/2024, whether the workforce goals were met, and whether a workforce underutilization was identified for that same area again this year.

Two of the goals set for FY 2023/2024 were met but one of them was only met due to an overall decrease in the workforce in that EEO job category. The number of Hispanic/Latino Males in the Professionals EEO job category remained the same; however, their percentage in the workforce increased when the total number of members in that category decreased. As for the other goal that was met, there was an increase in Hispanic/Latino Males in the Officials and Administrators EEO job category in both number and percentage.

The rest of the goals set for FY 2023/2024 were not met and all of those areas were re-identified as underutilization concerns in the workforce utilization analysis that was conducted on FLHSMV's workforce as of 6/30/2024. As such, new placement goals will be established for each of the areas re-identified as a concern: Asian Males in the Professionals EEO job category, Black/African American Females in the Protective Service Workers and Paraprofessionals EEO job categories, Hispanic/Latino Females in the Technicians EEO job category, and White Females in the Officials & Administrators, Professionals, Technicians, Protective Service Workers, and Administrative Support EEO job categories. Please note that the concern re-identified for Individuals with Disabilities in the Protective Service Workers EEO job category will also be addressed; however, this category is comprised almost entirely of sworn law enforcement positions which have set physical requirements in order to qualify for the position so it would not be appropriate to establish a specific placement goal for this group in this category.

**Exhibit 11 – Review of Prior Years’ Utilization Goals (FY 23/24)**

	Total	Total IWD	Asian		Black/African American		Hispanic/Latino		Native American/Pacific Isle/Other		White	
			M	F	M	F	M	F	M	F	M	F
<b>OFFICIALS AND ADMINISTRATORS</b>												
6/30/23 WF #	104	3	0	1	10	15	4	5	3	1	49	16
6/30/23 WF %		2.88%	0.00%	0.96%	9.62%	14.42%	3.85%	4.81%	2.88%	0.96%	47.12%	15.38%
6/30/24 WF #	102	2	0	1	10	16	6	5	3	1	47	13
6/30/24 WF %		1.96%	0.00%	0.98%	9.80%	15.69%	5.88%	4.90%	2.94%	0.98%	46.08%	12.75%
FY 23/24 WF GOAL %							4.81%					18.27%
MET FY 23/24 GOAL?							Yes					No
REMAINS UNDERUTILIZATION?							No					Yes
<b>PROFESSIONALS</b>												
6/30/23 WF #	1,337	65	3	27	99	333	63	124	21	20	278	369
6/30/23 WF %		4.86%	0.22%	2.02%	7.40%	24.91%	4.71%	9.27%	1.57%	1.50%	20.79%	27.60%
6/30/24 WF #	1,180	49	3	25	91	270	63	112	19	19	245	333
6/30/24 WF %		4.15%	0.25%	2.12%	7.71%	22.88%	5.34%	9.49%	1.61%	1.61%	20.76%	28.22%
FY 23/24 WF GOAL %			1.27%				5.31%					34.48%
MET FY 23/24 GOAL?			No				Yes					No
REMAINS UNDERUTILIZATION?			Yes				No					Yes
<b>TECHNICIANS</b>												
6/30/23 WF #	166	11	3	7	17	18	14	5	5	5	63	29
6/30/23 WF %		6.63%	1.81%	4.22%	10.24%	10.84%	8.43%	3.01%	3.01%	3.01%	37.95%	17.47%
6/30/24 WF #	148	10	3	7	16	17	13	5	5	5	55	22
6/30/24 WF %		6.76%	2.03%	4.73%	10.81%	11.49%	8.78%	3.38%	3.38%	3.38%	37.16%	14.86%
FY 23/24 WF GOAL %								4.22%				25.30%
MET FY 23/24 GOAL?								No				No
REMAINS UNDERUTILIZATION?								Yes				Yes
<b>PROTECTIVE SERVICE WORKERS</b>												
6/30/23 WF #	1,667	44	25	1	214	18	414	49	21	4	840	81
6/30/23 WF %		2.64%	1.50%	0.06%	12.84%	1.08%	24.84%	2.94%	1.26%	0.24%	50.39%	4.86%
6/30/24 WF #	1,679	51	25	1	209	16	431	51	19	4	846	77
6/30/24 WF %		3.04%	1.49%	0.06%	12.45%	0.95%	25.67%	3.04%	1.13%	0.24%	50.39%	4.59%
FY 23/24 WF GOAL %		N/A*					6.42%					10.74%
MET FY 23/24 GOAL?		N/A*					No					No
REMAINS UNDERUTILIZATION?		Yes					Yes					Yes
<b>PARAPROFESSIONALS</b>												
6/30/23 WF #	136	3	1	0	8	20	6	17	0	4	28	52
6/30/23 WF %		2.21%	0.74%	0.00%	5.88%	14.71%	4.41%	12.50%	0.00%	2.94%	20.59%	38.24%
6/30/24 WF #	134	4	0	0	9	23	7	17	1	6	23	48
6/30/24 WF %		2.99%	0.00%	0.00%	6.72%	17.16%	5.22%	12.69%	0.75%	4.48%	17.16%	35.82%
FY 23/24 WF GOAL %							18.38%					
MET FY 23/24 GOAL?							No					
REMAINS UNDERUTILIZATION?							Yes					
<b>ADMINISTRATIVE SUPPORT</b>												
6/30/23 WF #	303	10	5	3	25	121	28	94	1	7	7	12
6/30/23 WF %		3.30%	1.65%	0.99%	8.25%	39.93%	9.24%	31.02%	0.33%	2.31%	2.31%	3.96%
6/30/24 WF #	281	10	6	4	26	110	22	90	0	8	8	7
6/30/24 WF %		3.56%	2.14%	1.42%	9.25%	39.15%	7.83%	32.03%	0.00%	2.85%	2.85%	2.49%
FY 23/24 WF GOAL %												33.00%
MET FY 23/24 GOAL?												No
REMAINS UNDERUTILIZATION?												Yes

\*Goal was not set for Individuals with Disabilities due to the physical requirements of the sworn law enforcement positions which make up 99.55% of the Protective Service Worker EEO job category.

\*\*Skilled Craft Workers and Service Maintenance EEO job categories not listed as goals were not set for 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 PRIOR YEARS' GOALS

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.

Unfortunately, there was a general hiring freeze with only limited hiring during the entirety of the 2023/2024 fiscal year that significantly impacted the candidate pool, new hire, and personnel action numbers. Active recruiting efforts were also suspended during this time.

Current data management and reporting capabilities and manual processes make it difficult to assess selection and employment activity and processes. The agency can identify a problem may exist, but identifying the root causes and contributing factors of the concerns in order to develop effective strategies is a challenge. During the last fiscal year (FY 2023/2024), the agency partnered with an outside vendor to develop a solution to automate paper processes and to centralize and enhance the agency's human resource data collection, management, and reporting capabilities. This will be a multi-year project and will not be available to assist with these assessments for a while.

# CANDIDATE POOL ANALYSIS

The Candidate Pool Analysis (Exhibit 12) compares the demographics of the individuals who applied to positions in FY 2023/2024, with the available labor market (ALM) to determine if the agency had fewer applicants from a protected group in a particular EEO job category than would reasonably be expected based on their availability. The areas where the analysis reflected a statistically significant difference indicative of a potential concern have been highlighted in red.

**Exhibit 12 – Candidate Pool Analysis for FY 23/24**

	Total	Total IWD	Total Males	Total Females	Total Minority	Asian		Black/African American		Hispanic/Latino		Native American/Pacific Isle/Other		White	
						M	F	M	F	M	F	M	F	M	F
<b>OFFICIALS AND ADMINISTRATORS</b>															
ALM #	779219	38258	476468	302751	220139	11644	7015	28855	31495	79775	51385	5799	4171	350395	208685
ALM %		4.91%	61.15%	38.85%	28.25%	1.49%	0.90%	3.70%	4.04%	10.24%	6.59%	0.74%	0.54%	44.97%	26.78%
POOL #	83	5	25	48	45	2	6	3	24	4	5	1	0	15	13
POOL %		6.02%	30.12%	57.83%	54.22%	2.41%	7.23%	3.61%	28.92%	4.82%	6.02%	1.20%	0.00%	18.07%	15.66%
EXP #		4	51	32	23	1	1	3	3	8	5	1	0	37	22
SD		1.97	4.44	4.44	4.10	1.11	0.86	1.72	1.79	2.76	2.26	0.78	0.66	4.53	4.03
ZSCORE		0.47	-5.80	3.55	5.25	0.69	6.10	-0.04	11.51	-1.63	-0.21	0.49	-0.67	-4.93	-2.29
SIG?		N	Y	N	N	N	N	N	N	N	N	N	N	N/A	Y
<b>PROFESSIONALS</b>															
ALM #	1580101	73867	696836	883265	499006	32312	30464	54234	116880	104824	138064	9731	12497	495735	585360
ALM %		4.67%	44.10%	55.90%	31.58%	2.04%	1.93%	3.43%	7.40%	6.63%	8.74%	0.62%	0.79%	31.37%	37.05%
POOL #	1610	112	414	1068	1065	16	28	156	595	76	137	17	40	149	268
POOL %		6.96%	25.71%	66.34%	66.15%	0.99%	1.74%	9.69%	36.96%	4.72%	8.51%	1.06%	2.48%	9.25%	16.65%
EXP #		75	710	900	508	33	31	55	119	107	141	10	13	505	596
SD		8.47	19.92	19.92	18.65	5.68	5.52	7.31	10.50	9.99	11.33	3.14	3.55	18.62	19.38
ZSCORE		4.34	-14.86	8.43	29.84	-2.98	-0.55	13.79	45.32	-3.09	-0.32	2.26	7.67	-19.13	-16.95
SIG?		N	Y	N	N	Y	N	N	N	Y	N	N	N	N/A	Y
<b>TECHNICIANS</b>															
ALM #	275744	14429	130021	145723	102439	5619	4045	13400	26759	24759	23089	2398	2370	83845	89460
ALM %		5.23%	47.15%	52.85%	37.15%	2.04%	1.47%	4.86%	9.70%	8.98%	8.37%	0.87%	0.86%	30.41%	32.44%
POOL #	417	13	228	153	307	112	70	42	51	14	6	5	7	55	19
POOL %		3.12%	54.68%	36.69%	73.62%	26.86%	16.79%	10.07%	12.23%	3.36%	1.44%	1.20%	1.68%	13.19%	4.56%
EXP #		22	197	220	155	8	6	20	40	37	35	4	4	127	135
SD		4.55	10.19	10.19	9.87	2.89	2.46	4.39	6.04	5.84	5.66	1.90	1.89	9.39	9.56
ZSCORE		-1.94	3.08	-6.61	15.41	35.87	26.02	4.95	1.74	-4.02	-5.11	0.72	1.81	-7.64	-12.16
SIG?		N	N	Y	N	N	N	N	N	Y	Y	N	N	N/A	Y
<b>PROTECTIVE SERVICE WORKERS</b>															
ALM #	210105	13659	159684	50421	84070	1850	430	26290	16090	28689	7330	2630	761	100225	25810
ALM %		6.50%	76.00%	24.00%	40.01%	0.88%	0.20%	12.51%	7.66%	13.65%	3.49%	1.25%	0.36%	47.70%	12.28%
POOL #	2465	139	1172	1115	1602	30	25	413	553	288	181	54	58	387	298
POOL %		5.64%	47.55%	45.23%	64.99%	1.22%	1.01%	16.75%	22.43%	11.68%	7.34%	2.19%	2.35%	15.70%	12.09%
EXP #		160	1873	592	986	22	5	308	189	337	86	31	9	1176	303
SD		12.24	21.20	21.20	24.32	4.64	2.24	16.43	13.20	17.05	9.11	5.52	2.98	24.80	16.30
ZSCORE		-1.74	-33.08	24.69	25.31	1.79	8.89	6.37	27.59	-2.85	10.43	4.19	16.45	-31.81	-0.30
SIG?		N	Y	N	N	N	N	N	N	Y	N	N	N	N/A	N
<b>PARAPROFESSIONALS</b>															
ALM #	380520	27114	49851	330669	200830	1365	5775	11675	97195	10370	67910	1001	5539	25440	154250
ALM %		7.13%	13.10%	86.90%	52.78%	0.36%	1.52%	3.07%	25.54%	2.73%	17.85%	0.26%	1.46%	6.69%	40.54%
POOL #	656	35	175	427	460	5	7	63	241	52	76	4	12	51	91
POOL %		5.34%	26.68%	65.09%	70.12%	0.76%	1.07%	9.60%	36.74%	7.93%	11.59%	0.61%	1.83%	7.77%	13.87%
EXP #		47	86	570	346	2	10	20	168	18	117	2	10	44	266
SD		6.59	8.64	8.64	12.79	1.53	3.13	4.42	11.17	4.17	9.81	1.31	3.07	6.40	12.57
ZSCORE		-1.78	10.31	-16.55	8.90	1.73	-0.94	9.71	6.57	8.18	-4.19	1.73	0.80	1.12	-13.91
SIG?		N	N	Y	N	N	N	N	N	N	Y	N	N	N/A	Y
<b>ADMINISTRATIVE SUPPORT</b>															
ALM #	2189511	140915	801483	1388028	855356	22134	28285	99605	198020	173694	298760	12685	22173	493365	840790
ALM %		6.44%	36.61%	63.39%	39.07%	1.01%	1.29%	4.55%	9.04%	7.93%	13.65%	0.58%	1.01%	22.53%	38.40%
POOL #	2160	133	458	1526	1693	21	26	177	903	155	350	9	52	96	195
POOL %		6.16%	21.20%	70.65%	78.38%	0.97%	1.20%	8.19%	41.81%	7.18%	16.20%	0.42%	2.41%	4.44%	9.03%
EXP #		139	791	1369	844	22	28	98	195	171	295	13	22	487	829
SD		11.40	22.39	22.39	22.68	4.65	5.25	9.68	13.33	12.56	15.95	3.53	4.65	19.42	22.60
ZSCORE		-0.53	-14.86	7.00	37.45	-0.18	-0.36	8.13	53.09	-1.30	3.46	-1.00	6.47	-20.12	-28.07
SIG?		N	Y	N	N	N	N	N	N	N	N	N	N	N/A	Y

Below are the potential candidate pool concerns identified from the analysis of candidate and labor market data from FY 2023/2024 (Exhibit 13). One years' worth of data is not necessarily enough to confirm that a particular group is underrepresented in candidate pools. As such the below exhibit also includes the candidate pool concerns identified in the analyses from FY 2022/2023 and FY 2021/2022. If a candidate pool concern was also a workforce utilization concern that same year, it has been noted in red.

**Exhibit 13 – Candidate Pool Concern Trends**

	FY 23/24	FY 22/23	FY 21/22
Officials & Administrators	Females-White	Females-White Males-Hispanic/Latino	
Professionals	Females-White Males-Asian Males-Hispanic/Latino	Females-White Females-Asian Males-Asian Males-Hispanic/Latino Individuals w/ Disabilities	Females-White Females-Asian Males-Asian Males-Hispanic/Latino
Technicians	Females-White Females-Hispanic/Latino Males-Hispanic/Latino	Females-White Females-Hispanic/Latino Males-Hispanic/Latino	Females-White Females-Hispanic/Latino Males-Hispanic/Latino
Protective Service Workers	Males-Hispanic/Latino	Females-White Individuals w/ Disabilities	Females-White Individuals w/ Disabilities
Paraprofessionals	Females-White Females-Hispanic/Latino	Females-White Females-Hispanic/Latino Females-Asian Individuals w/ Disabilities	Females-White Females-Hispanic/Latino
Administrative Support	Females-White	Females-White Individuals w/ Disabilities	Females-White Males-Asian

*\*Data from the years prior to FY 21/22 cannot be included as the data was evaluated using a different statistical method.*

Asian Males have consistently been a candidate pool representation concern for the past three fiscal years in the Professionals EEO job category. Asian Females have been a candidate pool representation concern in two of the past three fiscal years in the Professionals EEO job category (FY 2022/2023 & FY 2021/2022). Only Asian Males reflect a workforce utilization concern in this job category.

Hispanic/Latino Males have consistently been a candidate pool representation concern for the past three fiscal years in the Professionals and Technicians EEO job categories. Hispanic/Latino Females have consistently been a candidate pool representation concern for the past three fiscal years in the Technicians and Paraprofessionals EEO job categories. The only corresponding workforce utilization concern identified for either of these groups is for Hispanic/Latino Females in the Technicians EEO job category. However, Hispanic/Latino Males have been a workforce utilization concern in the Professionals EEO job category in past years, and only dropped off as a potential concern from the FY 2023/2024 analysis because of a decrease in the agency's overall workforce in that job category.

White Females have consistently been a candidate pool representation concern for the past three fiscal years in every EEO job category, excluding Skilled Craft Workers and Service Maintenance which are not included in the above. There are also workforce utilization concerns for White Females in all of these same areas except for Paraprofessionals.

Individuals with Disabilities were not identified as a statistically significant candidate pool concern in any of the EEO job categories; however, they are a workforce utilization concern in the Protective Service Workers job category and have been a candidate pool concern in that same job category in past years.

Please note that candidate pool concerns may only need further action if the lower than expected candidate pool numbers for a specific protected group are contributing to the underutilization of that minority group within FLHSMV's workforce; however, all of the candidate pool concerns will be monitored in case future action is needed.

# NEW HIRE ANALYSIS

The New Hire Analysis (Exhibit 14) compares the demographics of the individuals for whom an original appointment action was processed FY 2023/2024, with the candidate pool from that same fiscal year to determine if the agency has fewer new hires from a protected group in a particular EEO job category than would reasonably be expected based on their availability in the relevant candidate pool. The areas where the analysis reflected a statistically significant difference indicative of a potential underrepresentation concern have been highlighted in red.

**Exhibit 14 – New Hire Analysis (Original Appointments)**

	Total	Total IWD	Total Males	Total Females	Total Minority	Asian		Black/African American		Hispanic/Latino		Native American/Pacific Isle/Other		White	
						M	F	M	F	M	F	M	F	M	F
<b>OFFICIALS AND ADMINISTRATORS</b>															
POOL #	83	5	25	48	45	2	6	3	24	4	5	1	0	15	13
POOL %		6.02%	30.12%	57.83%	54.22%	2.41%	7.23%	3.61%	28.92%	4.82%	6.02%	1.20%	0.00%	18.07%	15.66%
HIRE #	9	0	8	1	3	0	0	0	0	1	0	2	0	5	1
HIRE %		0.00%	88.89%	11.11%	33.33%	0.00%	0.00%	0.00%	0.00%	11.11%	0.00%	22.22%	0.00%	55.56%	11.11%
EXP #		1	3	5	5	0	1	0	3	0	1	0	0	2	1
SD		0.71	1.38	1.48	1.49	0.46	0.78	0.56	1.36	0.64	0.71	0.33	0.00	1.15	1.09
ZSCORE		-0.76	3.84	-2.84	-1.26	-0.47	-0.84	-0.58	-1.91	0.88	-0.76	5.78	0.00	2.92	-0.38
SIG?		N	N	Y	N	N	N	N	N	N	N	N	N	N/A	N
<b>PROFESSIONALS</b>															
POOL #	1,610	112	414	1,068	1,065	16	28	156	595	76	137	17	40	149	268
POOL %		6.96%	25.71%	66.34%	66.15%	0.99%	1.74%	9.69%	36.96%	4.72%	8.51%	1.06%	2.48%	9.25%	16.65%
HIRE #	32	5	14	18	19	1	0	2	6	5	4	1	0	5	8
HIRE %		15.63%	43.75%	56.25%	59.38%	3.13%	0.00%	6.25%	18.75%	15.63%	12.50%	3.13%	0.00%	15.63%	25.00%
EXP #		2	8	21	21	0	1	3	12	2	3	0	1	3	5
SD		1.44	2.47	2.67	2.68	0.56	0.74	1.67	2.73	1.20	1.58	0.58	0.88	1.64	2.11
ZSCORE		1.93	2.33	-1.21	-0.81	1.22	-0.75	-0.66	-2.13	2.91	0.81	1.15	-0.90	1.24	1.27
SIG?		N	N	N	N	N	N	N	Y	N	N	N	N	N/A	N
<b>TECHNICIANS</b>															
POOL #	417	13	228	153	307	112	70	42	51	14	6	5	7	55	19
POOL %		3.12%	54.68%	36.69%	73.62%	26.86%	16.79%	10.07%	12.23%	3.36%	1.44%	1.20%	1.68%	13.19%	4.56%
HIRE #	1	0	0	1	1	0	0	0	1	0	0	0	0	0	0
HIRE %		0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
EXP #		0	1	0	1	0	0	0	0	0	0	0	0	0	0
SD		0.17	0.50	0.48	0.44	0.44	0.37	0.30	0.33	0.18	0.12	0.11	0.13	0.34	0.21
ZSCORE		-0.18	-1.10	1.31	0.60	-0.61	-0.45	-0.33	2.68	-0.19	-0.12	-0.11	-0.13	-0.39	-0.22
SIG?		N	N	N	N	N	N	N	N	N	N	N	N	N/A	N
<b>PROTECTIVE SERVICE WORKERS</b>															
POOL #	2,465	139	1,172	1,115	1,602	30	25	413	553	288	181	54	58	387	298
POOL %		5.64%	47.55%	45.23%	64.99%	1.22%	1.01%	16.75%	22.43%	11.68%	7.34%	2.19%	2.35%	15.70%	12.09%
HIRE #	112	2	101	11	57	2	0	14	1	34	5	1	0	50	5
HIRE %		1.79%	90.18%	9.82%	50.89%	1.79%	0.00%	12.50%	0.89%	30.36%	4.46%	0.89%	0.00%	44.64%	4.46%
EXP #		6	53	51	73	1	1	19	25	13	8	2	3	18	14
SD		2.44	5.29	5.27	5.05	1.16	1.06	3.95	4.41	3.40	2.76	1.55	1.60	3.85	3.45
ZSCORE		-1.77	9.03	-7.53	-3.13	0.55	-1.07	-1.21	-5.46	6.15	-1.17	-0.94	-1.64	8.42	-2.48
SIG?		N	N	Y	Y	N	N	N	Y	N	N	N	N	N/A	Y
<b>PARAPROFESSIONALS</b>															
POOL #	656	35	175	427	460	5	7	63	241	52	76	4	12	51	91
POOL %		5.34%	26.68%	65.09%	70.12%	0.76%	1.07%	9.60%	36.74%	7.93%	11.59%	0.61%	1.83%	7.77%	13.87%
HIRE #	37	1	17	20	22	1	0	3	9	4	3	1	1	8	7
HIRE %		2.70%	45.95%	54.05%	59.46%	2.70%	0.00%	8.11%	24.32%	10.81%	8.11%	2.70%	2.70%	21.62%	18.92%
EXP #		2	10	24	26	0	0	4	14	3	4	0	1	3	5
SD		1.37	2.69	2.90	2.78	0.53	0.62	1.79	2.93	1.64	1.95	0.47	0.82	1.63	2.10
ZSCORE		-0.71	2.65	-1.41	-1.42	1.36	-0.63	-0.31	-1.57	0.65	-0.66	1.64	0.40	3.15	0.89
SIG?		N	N	N	N	N	N	N	N	N	N	N	N	N/A	N
<b>ADMINISTRATIVE SUPPORT</b>															
POOL #	2,160	133	458	1,526	1,693	21	26	177	903	155	350	9	52	96	195
POOL %		6.16%	21.20%	70.65%	78.38%	0.97%	1.20%	8.19%	41.81%	7.18%	16.20%	0.42%	2.41%	4.44%	9.03%
HIRE #	23	1	9	14	22	1	1	5	8	2	5	0	0	1	0
HIRE %		4.35%	39.13%	60.87%	95.65%	4.35%	4.35%	21.74%	34.78%	8.70%	21.74%	0.00%	0.00%	4.35%	0.00%
EXP #		1	5	16	18	0	0	2	10	2	4	0	1	1	2
SD		1.15	1.96	2.18	1.97	0.47	0.52	1.32	2.37	1.24	1.77	0.31	0.74	0.99	1.37
ZSCORE		-0.36	2.10	-1.03	2.01	1.65	1.38	2.37	-0.68	0.28	0.72	-0.31	-0.75	-0.02	-1.51
SIG?		N	N	N	N	N	N	N	N	N	N	N	N	N/A	N

Below are the potential hiring concerns identified from the analysis of new hire and candidate pool data from FY 2023/2024 (Exhibit 15). Please note that the existence of potential concerns does not mean that adverse impact exists. If the applicable numbers in a personnel action analysis are low, it will not take much for the data to reflect a statistically significant result; in some cases, even one action occurring in a particular protected group is enough to register as statistically significant for that group. In addition, one years' worth of data is not enough to determine whether adverse impact exists. As such, the exhibit below also includes the hiring concerns identified in the analyses from FY 2022/2023 and FY 2021/2022. If a hiring concern was also a workforce utilization concern that same year, it has been noted in red.

**Exhibit 15 – Hiring Concern Trends**

	FY 23/24	FY 22/23	FY 21/22
Officials & Administrators			
Professionals	Females-Black/African American		Females-Black/African American
Technicians			
Protective Service Workers	Females-White Females-Black/African American	Females-Black/African American Males-Black/African American Individuals w/ Disabilities	Females-Black/African American Males-Black/African American Females-Hispanic/Latino
Paraprofessionals		Females-Black/African American	
Administrative Support			Females-Black/African American

*\*Data from the years prior to FY 21/22 cannot be included as the data was evaluated using a different statistical method.*

Black/African American Males have been a hiring concern for two of the past three years in the Protective Service Workers EEO job category (FY 23/24 and FY 21/22).

The majority of the hiring concerns are for Black/African American Females. Black/African American Females have consistently been a hiring concern for the past three years in the Protective Service Workers EEO job category. They have also been a workforce utilization concern in this same job category for the past three years. Black/African American Females have been a hiring concern for two of the past three years in the Professionals EEO job category (FY 2023/2024 and FY 2021/2022); they have not been a workforce utilization concern in this job category. Candidate pool numbers are not a factor as Black/African American Females have not been a candidate pool concern in any of the areas where they have been a hiring concern.

There are no year-to-year trends for any of the other groups that have been a hiring concern in the past three years.

# PROMOTION ANALYSIS

Exhibit 16 reflects the results of the analysis of promotion data from fiscal year 2023/2024. The results were reviewed to check for potential underrepresentation of protected groups when it comes to promotion opportunities in comparison to their availability in FLHSMV’s workforce. There were no statistically significant concerns identified for any of the protected groups.

**Exhibit 16 – Promotion Analysis**

	Total	Total IWD	Total Males	Total Females	Total Minority	Asian		Black/African American		Hispanic/Latino		Native American/Pacific Isle/Other		White	
						M	F	M	F	M	F	M	F	M	F
<b>PROFESSIONALS</b>															
WF #	1,180	49	421	759	602	3	25	91	270	63	112	19	19	245	333
WF %	4.15%	35.68%	64.32%	51.02%	0.25%	2.12%	7.71%	22.88%	5.34%	9.49%	1.61%	1.61%	20.76%	28.22%	
PROM #	8	0	4	4	4	0	0	2	1	1	0	0	0	1	3
PROM %	0.00%	50.00%	50.00%	50.00%	0.00%	0.00%	25.00%	12.50%	12.50%	0.00%	0.00%	0.00%	12.50%	37.50%	
EXP #	0	3	5	4	0	0	1	2	0	1	0	0	2	2	
SD	0.56	1.35	1.35	1.41	0.14	0.41	0.75	1.19	0.64	0.83	0.36	0.36	1.15	1.27	
ZSCORE	-0.59	0.85	-0.85	-0.06	-0.14	-0.42	1.83	-0.70	0.90	-0.92	-0.36	-0.36	-0.58	0.58	
SIG?	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
<b>TECHNICIANS</b>															
WF #	148	10	92	56	71	3	7	16	17	13	5	5	5	55	22
WF %	6.76%	62.16%	37.84%	47.97%	2.03%	4.73%	10.81%	11.49%	8.78%	3.38%	3.38%	3.38%	3.38%	37.16%	14.86%
PROM #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROM %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
EXP #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZSCORE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SIG?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>PROTECTIVE SERVICE WORKERS</b>															
WF #	1,679	51	1,530	149	756	25	1	209	16	431	51	19	4	846	77
WF %	3.04%	91.13%	8.87%	45.03%	1.49%	0.06%	12.45%	0.95%	25.67%	3.04%	1.13%	0.24%	50.39%	4.59%	
PROM #	27	1	23	4	13	1	0	2	1	8	0	1	0	11	3
PROM %	3.70%	85.19%	14.81%	48.15%	3.70%	0.00%	7.41%	3.70%	29.63%	0.00%	3.70%	0.00%	40.74%	11.11%	
EXP #	1	25	2	12	0	0	3	0	7	1	0	0	14	1	
SD	0.89	1.48	1.48	2.59	0.63	0.13	1.72	0.50	2.27	0.89	0.55	0.25	2.60	1.09	
ZSCORE	0.20	-1.09	1.09	0.33	0.95	-0.13	-0.79	1.47	0.47	-0.92	1.26	-0.25	-1.00	1.62	
SIG?	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
<b>PARAPROFESSIONALS</b>															
WF #	134	4	40	94	63	0	0	9	23	7	17	1	6	23	48
WF %	2.99%	29.85%	70.15%	47.01%	0.00%	0.00%	6.72%	17.16%	5.22%	12.69%	0.75%	4.48%	17.16%	35.82%	
PROM #	1	0	0	1	1	0	0	0	0	0	1	0	0	0	0
PROM %	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	
EXP #	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
SD	0.17	0.46	0.46	0.50	0.00	0.00	0.25	0.38	0.22	0.33	0.09	0.21	0.38	0.48	
ZSCORE	-0.18	-0.65	0.65	1.06	N/A	N/A	-0.27	-0.46	-0.23	2.62	-0.09	-0.22	-0.46	-0.75	
SIG?	N	N	N	N	N/A	N/A	N	N	N	N	N	N	N	N/A	
<b>ADMINISTRATIVE SUPPORT</b>															
WF #	281	10	62	219	266	6	4	26	110	22	90	0	8	8	7
WF %	3.56%	22.06%	77.94%	94.66%	2.14%	1.42%	9.25%	39.15%	7.83%	32.03%	0.00%	2.85%	2.85%	2.49%	
PROM #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROM %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
EXP #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ZSCORE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
SIG?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

The total number of promotions was lower than normal. The hiring freeze was likely a factor in this decrease; however, there may have also been other, unknown factors, that contributed to this decrease. There have been no promotion concerns in the past three fiscal years so a trend exhibit has not been included.



# REASSIGNMENT ANALYSIS

Exhibit 17 reflects the results of the analysis of reassignment data from fiscal year 2023/2024. The results were reviewed to check for potential underrepresentation of protected groups when it comes to reassignment opportunities in comparison to their availability in FLHSMV’s workforce. There were no statistically significant concerns identified for any of the protected groups.

## Exhibit 17 – Reassignment Analysis

	Total	Total Males	Total Females	Total Minority	Asian		Black/African American		Hispanic/Latino		Native American/Pacific Isle/Other		White	
					M	F	M	F	M	F	M	F	M	F
<b>PROFESSIONALS</b>														
WF #	1,180	421	759	602	3	25	91	270	63	112	19	19	245	333
WF %		35.68%	64.32%	51.02%	0.25%	2.12%	7.71%	22.88%	5.34%	9.49%	1.61%	1.61%	20.76%	28.22%
RSGN #	2	1	1	0	0	0	0	0	0	0	0	0	1	1
RSGN %		50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	50.00%
EXP #		1	1	1	0	0	0	0	0	0	0	0	0	1
SD		0.68	0.68	0.71	0.07	0.20	0.38	0.59	0.32	0.41	0.18	0.18	0.57	0.64
ZSCORE		0.42	-0.42	-1.44	-0.07	-0.21	-0.41	-0.77	-0.34	-0.46	-0.18	-0.18	1.02	0.68
SIG?		N	N	N	N	N	N	N	N	N	N	N	N/A	N
<b>TECHNICIANS</b>														
WF #	148	92	56	71	3	7	16	17	13	5	5	5	55	22
WF %		62.16%	37.84%	47.97%	2.03%	4.73%	10.81%	11.49%	8.78%	3.38%	3.38%	3.38%	37.16%	14.86%
RSGN #	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RSGN %		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
EXP #		0	0	0	0	0	0	0	0	0	0	0	0	0
SD		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZSCORE		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SIG?		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>PROTECTIVE SERVICE WORKERS</b>														
WF #	1,679	1,530	149	756	25	1	209	16	431	51	19	4	846	77
WF %		91.13%	8.87%	45.03%	1.49%	0.06%	12.45%	0.95%	25.67%	3.04%	1.13%	0.24%	50.39%	4.59%
RSGN #	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RSGN %		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
EXP #		0	0	0	0	0	0	0	0	0	0	0	0	0
SD		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZSCORE		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SIG?		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>PARAPROFESSIONALS</b>														
WF #	134	40	94	63	0	0	9	23	7	17	1	6	23	48
WF %		29.85%	70.15%	47.01%	0.00%	0.00%	6.72%	17.16%	5.22%	12.69%	0.75%	4.48%	17.16%	35.82%
RSGN #	1	0	1	1	0	0	0	1	0	0	0	0	0	0
RSGN %		0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
EXP #		0	1	0	0	0	0	0	0	0	0	0	0	0
SD		0.46	0.46	0.50	0.00	0.00	0.25	0.38	0.22	0.33	0.09	0.21	0.38	0.48
ZSCORE		-0.65	0.65	1.06	N/A	N/A	-0.27	2.20	-0.23	-0.38	-0.09	-0.22	-0.46	-0.75
SIG?		N	N	N	N/A	N/A	N	N	N	N	N	N	N/A	N
<b>ADMINISTRATIVE SUPPORT</b>														
WF #	281	62	219	266	6	4	26	110	22	90	0	8	8	7
WF %		22.06%	77.94%	94.66%	2.14%	1.42%	9.25%	39.15%	7.83%	32.03%	0.00%	2.85%	2.85%	2.49%
RSGN #	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RSGN %		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
EXP #		0	0	0	0	0	0	0	0	0	0	0	0	0
SD		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZSCORE		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SIG?		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

The total number of reassignments was lower than normal. The hiring freeze was likely a factor in this decrease; however, there may have also been other, unknown factors, that contributed to this decrease. There have been no reassignment concerns in the past three fiscal years so a trend exhibit has not been included.

# DEMOTION ANALYSIS

Exhibit 18 reflects the results of the analysis of demotion data from fiscal year 2023/2024. The results were reviewed to check for potential overrepresentation of protected groups when it comes to demotions in comparison to their representation in FLHSMV’s workforce. The areas where the analysis reflected a statistically significant difference indicative of a potential concern have been highlighted in red.

## Exhibit 18 – Demotion Analysis

	Total	Total IWD	Total Males	Total Females	Total Minority	Asian		Black/African American		Hispanic/Latino		Native American/Pacific Isle/Other		White	
						M	F	M	F	M	F	M	F	M	F
<b>PROFESSIONALS</b>															
WF #	1,180	49	421	759	602	3	25	91	270	63	112	19	19	245	333
WF %		4.15%	35.68%	64.32%	51.02%	0.25%	2.12%	7.71%	22.88%	5.34%	9.49%	1.61%	1.61%	20.76%	28.22%
DEM #	2	0	1	1	2	0	0	0	1	0	0	1	0	0	0
DEM %		0.00%	50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%
EXP #		0	1	1	1	0	0	0	0	0	0	0	0	0	1
SD		0.28	0.68	0.68	0.71	0.07	0.20	0.38	0.59	0.32	0.41	0.18	0.18	0.57	0.64
ZSCORE		0.29	-0.42	0.42	-1.39	0.07	0.21	0.41	-0.91	0.34	0.46	-5.44	0.18	0.72	0.89
SIG?		N	N	N	N	N	N	N	N	N	N	Y	N	N/A	N
<b>TECHNICIANS</b>															
WF #	148	10	92	56	71	3	7	16	17	13	5	5	5	55	22
WF %		6.76%	62.16%	37.84%	47.97%	2.03%	4.73%	10.81%	11.49%	8.78%	3.38%	3.38%	3.38%	37.16%	14.86%
DEM #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEM %		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
EXP #		0	0	0	0	0	0	0	0	0	0	0	0	0	0
SD		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZSCORE		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SIG?		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>PROTECTIVE SERVICE WORKERS</b>															
WF #	1,679	51	1,530	149	756	25	1	209	16	431	51	19	4	846	77
WF %		3.04%	91.13%	8.87%	45.03%	1.49%	0.06%	12.45%	0.95%	25.67%	3.04%	1.13%	0.24%	50.39%	4.59%
DEM #	8	0	8	0	7	0	0	3	0	4	0	0	0	1	0
DEM %		0.00%	100.00%	0.00%	87.50%	0.00%	0.00%	37.50%	0.00%	50.00%	0.00%	0.00%	0.00%	12.50%	0.00%
EXP #		0	7	1	4	0	0	1	0	2	0	0	0	4	0
SD		0.49	0.80	0.80	1.41	0.34	0.07	0.93	0.27	1.24	0.49	0.30	0.14	1.41	0.59
ZSCORE		0.50	-0.88	0.88	-2.41	0.35	0.07	-2.15	0.28	-1.58	0.50	0.30	0.14	2.14	0.62
SIG?		N	N	N	Y	N	N	Y	N	N	N	N	N	N/A	N
<b>PARAPROFESSIONALS</b>															
WF #	134	4	40	94	63	0	0	9	23	7	17	1	6	23	48
WF %		2.99%	29.85%	70.15%	47.01%	0.00%	0.00%	6.72%	17.16%	5.22%	12.69%	0.75%	4.48%	17.16%	35.82%
DEM #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEM %		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
EXP #		0	0	0	0	0	0	0	0	0	0	0	0	0	0
SD		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZSCORE		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SIG?		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>ADMINISTRATIVE SUPPORT</b>															
WF #	281	10	62	219	266	6	4	26	110	22	90	0	8	8	7
WF %		3.56%	22.06%	77.94%	94.66%	2.14%	1.42%	9.25%	39.15%	7.83%	32.03%	0.00%	2.85%	2.85%	2.49%
DEM #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DEM %		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
EXP #		0	0	0	0	0	0	0	0	0	0	0	0	0	0
SD		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZSCORE		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SIG?		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

The total number of demotions was lower than normal. The hiring freeze could have been a factor; however, there is no way to know this for certain.

Below are the potential demotion concerns identified from the analysis of demotion and workforce data from FY 2023/2024 (Exhibit 19). Please note that the existence of potential concerns does not mean that adverse impact exists. If the applicable numbers in a personnel action analysis are low, it will not take much for the data to reflect a statistically significant result; in some cases, even one action occurring in a particular protected group is enough to register as statistically significant for that group. In addition, one years' worth of data is not enough to determine whether adverse impact exists. As such, the exhibit below also includes the demotion concerns identified in the analyses from FY 2022/2023 and FY 2021/2022. If a demotion concern was also a workforce utilization concern that same year, it has been noted in red.

**Exhibit 19 – Demotion Concern Trends**

	FY 23/24	FY 22/23	FY 21/22
Officials & Administrators			
Professionals	Males-Native American/ Pacific Isle/Other		
Technicians		Females-Black/African American	Females-Black/African American
Protective Service Workers	Males-Black/African American		
Paraprofessionals		Males-Black/African American	Females-Native American/ Pacific Isle/Other
Administrative Support			<b>Females-White</b> Males-Native American/ Pacific Isle/Other

*\*Data from the years prior to FY 21/22 cannot be included as the data was evaluated using a different statistical method.*

Black/African American Females were a demotion concern in two of the past three fiscal years (FY 2022/2023 and FY 2021/2022).

There are no year-to-year trends for any of the other groups that have been a demotion concern in the past three fiscal years.

# SEPARATION ANALYSIS

Exhibit 20 reflects the results of the analysis of all separation data from fiscal year 2023/2024, regardless of the type of separation (voluntary or involuntary). The results of each analysis were reviewed to check for potential overrepresentation of protected groups when it comes to separations in comparison to their representation in FLHSMV’s workforce. The areas where an analysis reflected a statistically significant difference indicative of a potential concern have been highlighted in red.

**Exhibit 20 – Separation Analysis (all separations)**

	Total	Total IWD	Total Males	Total Females	Total Minority	Asian		Black/African American		Hispanic/Latino		Native American/Pacific Isle/Other		White	
						M	F	M	F	M	F	M	F	M	F
<b>OFFICIALS AND ADMINISTRATORS</b>															
WF #	102	2	66	36	42	0	1	10	16	6	5	3	1	47	13
WF %		1.96%	64.71%	35.29%	41.18%	0.00%	0.98%	9.80%	15.69%	5.88%	4.90%	2.94%	0.98%	46.08%	12.75%
SEP #	14	2	9	5	0	0	0	0	0	0	0	0	0	9	5
SEP %		14.29%	64.29%	35.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	64.29%	35.71%
EXP #		0	9	5	6	0	0	1	2	1	1	0	0	6	2
SD		0.52	1.79	1.79	1.84	0.00	0.37	1.11	1.36	0.88	0.81	0.63	0.37	1.87	1.25
ZSCORE		-3.33	0.03	-0.03	3.13	N/A	0.37	1.23	1.61	0.94	0.85	0.65	0.37	-1.37	-2.58
SIG?		Y	N	N	N	N/A	N	N	N	N	N	N	N	N/A	Y
<b>PROFESSIONALS</b>															
WF #	1,180	49	421	759	602	3	25	91	270	63	112	19	19	245	333
WF %		4.15%	35.68%	64.32%	51.02%	0.25%	2.12%	7.71%	22.88%	5.34%	9.49%	1.61%	1.61%	20.76%	28.22%
SEP #	182	23	54	128	104	1	2	12	65	4	15	3	2	34	44
SEP %		12.64%	29.67%	70.33%	57.14%	0.55%	1.10%	6.59%	35.71%	2.20%	8.24%	1.65%	1.10%	18.68%	24.18%
EXP #		8	65	117	93	0	4	14	42	10	17	3	3	38	51
SD		2.69	6.46	6.46	6.74	0.68	1.94	3.60	5.67	3.03	3.95	1.70	1.70	5.47	6.07
ZSCORE		-5.74	1.69	-1.69	-1.65	-0.79	0.96	0.57	-4.12	1.89	0.58	-0.04	0.55	0.69	1.21
SIG?		Y	N	N	N	N	N	N	Y	N	N	N	N	N/A	N
<b>TECHNICIANS</b>															
WF #	148	10	92	56	71	3	7	16	17	13	5	5	5	55	22
WF %		6.76%	62.16%	37.84%	47.97%	2.03%	4.73%	10.81%	11.49%	8.78%	3.38%	3.38%	3.38%	37.16%	14.86%
SEP #	18	3	9	9	3	0	0	1	2	0	0	0	0	8	7
SEP %		16.67%	50.00%	50.00%	16.67%	0.00%	0.00%	5.56%	11.11%	0.00%	0.00%	0.00%	0.00%	44.44%	38.89%
EXP #		1	11	7	9	0	1	2	2	2	1	1	1	7	3
SD		1.06	2.06	2.06	2.12	0.60	0.90	1.32	1.35	1.20	0.77	0.77	0.77	2.05	1.51
ZSCORE		-1.68	1.06	-1.06	2.66	0.61	0.95	0.72	0.05	1.32	0.79	0.79	0.79	-0.64	-2.87
SIG?		N	N	N	N	N	N	N	N	N	N	N	N	N/A	Y
<b>PROTECTIVE SERVICE WORKERS</b>															
WF #	1,679	51	1,530	149	756	25	1	209	16	431	51	19	4	846	77
WF %		3.04%	91.13%	8.87%	45.03%	1.49%	0.06%	12.45%	0.95%	25.67%	3.04%	1.13%	0.24%	50.39%	4.59%
SEP #	97	2	83	14	45	1	0	17	2	21	2	2	0	42	10
SEP %		2.06%	85.57%	14.43%	46.39%	1.03%	0.00%	17.53%	2.06%	21.65%	2.06%	2.06%	0.00%	43.30%	10.31%
EXP #		3	88	9	44	1	0	12	1	25	3	1	0	49	4
SD		1.69	2.80	2.80	4.90	1.19	0.24	3.25	0.96	4.30	1.69	1.04	0.48	4.92	2.06
ZSCORE		0.56	1.93	-1.93	-0.27	0.37	0.24	-1.51	-1.12	0.91	0.56	-0.87	0.48	1.40	-2.69
SIG?		N	N	N	N	N	N	N	N	N	N	N	N	N/A	Y
<b>PARAPROFESSIONALS</b>															
WF #	134	4	40	94	63	0	0	9	23	7	17	1	6	23	48
WF %		2.99%	29.85%	70.15%	47.01%	0.00%	0.00%	6.72%	17.16%	5.22%	12.69%	0.75%	4.48%	17.16%	35.82%
SEP #	38	1	18	20	18	2	0	2	7	3	4	0	0	11	9
SEP %		2.63%	47.37%	52.63%	47.37%	5.26%	0.00%	5.26%	18.42%	7.89%	10.53%	0.00%	0.00%	28.95%	23.68%
EXP #		1	11	27	18	0	0	3	7	2	5	0	2	7	14
SD		1.05	2.82	2.82	3.08	0.00	0.00	1.54	2.32	1.37	2.05	0.53	1.27	2.32	2.96
ZSCORE		0.13	-2.36	2.36	-0.04	N/A	N/A	0.36	-0.21	-0.74	0.40	0.53	1.33	-1.93	1.56
SIG?		N	Y	N	N	N/A	N/A	N	N	N	N	N	N	N/A	N
<b>ADMINISTRATIVE SUPPORT</b>															
WF #	281	10	62	219	266	6	4	26	110	22	90	0	8	8	7
WF %		3.56%	22.06%	77.94%	94.66%	2.14%	1.42%	9.25%	39.15%	7.83%	32.03%	0.00%	2.85%	2.85%	2.49%
SEP #	44	3	12	32	39	0	0	4	19	7	9	0	0	1	4
SEP %		6.82%	27.27%	72.73%	88.64%	0.00%	0.00%	9.09%	43.18%	15.91%	20.45%	0.00%	0.00%	2.27%	9.09%
EXP #		2	10	34	42	1	1	4	17	3	14	0	1	1	1
SD		1.23	2.75	2.75	1.49	0.96	0.79	1.92	3.24	1.78	3.09	0.00	1.10	1.10	1.03
ZSCORE		-1.17	-0.83	0.83	1.78	0.98	0.80	0.04	-0.55	-2.00	1.65	N/A	1.14	0.23	-2.81
SIG?		N	N	N	N	N	N	N	N	Y	N	N/A	N	N/A	Y

Exhibits 21 and 22 reflect the results based on whether the separation was voluntary or involuntary. The results of each analysis were reviewed to check for potential overrepresentation of protected groups when it comes to separations in comparison to their representation in FLHSMV’s workforce. The areas where an analysis reflected a statistically significant difference indicative of a potential concern have been highlighted in red.

### Exhibit 21 – Voluntary Separation Analysis

	Total	Total IWD	Total Males	Total Females	Total Minority	Asian		Black/African American		Hispanic/Latino		Native American/Pacific Isle/Other		White	
						M	F	M	F	M	F	M	F	M	F
<b>OFFICIALS AND ADMINISTRATORS</b>															
WF #	102	2	66	36	42	0	1	10	16	6	5	3	1	47	13
WF %		1.96%	64.71%	35.29%	41.18%	0.00%	0.98%	9.80%	15.69%	5.88%	4.90%	2.94%	0.98%	46.08%	12.75%
VOLSEP #	14	2	9	5	0	0	0	0	0	0	0	0	0	9	5
VOLSEP %		14.29%	64.29%	35.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	64.29%	35.71%
EXP #		0.27	9	5	6	0	0	1	2	1	1	0	0	6	2
SD		0.52	1.79	1.79	1.84	0.00	0.37	1.11	1.36	0.88	0.81	0.63	0.37	1.87	1.25
ZSCORE		-3.33	0.03	-0.03	3.13	N/A	0.37	1.23	1.61	0.94	0.85	0.65	0.37	-1.37	-2.58
SIG?		Y	N	N	N	N/A	N	N	N	N	N	N	N	N/A	Y
<b>PROFESSIONALS</b>															
WF #	1,180	49	421	759	602	3	25	91	270	63	112	19	19	245	333
WF %		4.15%	35.68%	64.32%	51.02%	0.25%	2.12%	7.71%	22.88%	5.34%	9.49%	1.61%	1.61%	20.76%	28.22%
VOLSEP #	175	20	52	123	103	1	2	12	64	4	15	3	2	32	40
VOLSEP %		11.43%	29.71%	70.29%	58.86%	0.57%	1.14%	6.86%	36.57%	2.29%	8.57%	1.71%	1.14%	18.29%	22.86%
EXP #		7.27	62	113	89	0	4	13	40	9	17	3	3	36	49
SD		2.64	6.34	6.34	6.61	0.67	1.91	3.53	5.56	2.97	3.88	1.67	1.67	5.37	5.95
ZSCORE		-4.82	1.65	-1.65	-2.07	-0.83	0.90	0.42	-4.31	1.80	0.42	-0.11	0.49	0.81	1.58
SIG?		Y	N	N	Y	N	N	N	Y	N	N	N	N	N/A	N
<b>TECHNICIANS</b>															
WF #	148	10	92	56	71	3	7	16	17	13	5	5	5	55	22
WF %		6.76%	62.16%	37.84%	47.97%	2.03%	4.73%	10.81%	11.49%	8.78%	3.38%	3.38%	3.38%	37.16%	14.86%
VOLSEP #	17	2	8	9	3	0	0	1	2	0	0	0	0	7	7
VOLSEP %		11.76%	47.06%	52.94%	17.65%	0.00%	0.00%	5.88%	11.76%	0.00%	0.00%	0.00%	0.00%	41.18%	41.18%
EXP #		1.15	11	6	8	0	1	2	2	1	1	1	1	6	3
SD		1.03	2.00	2.00	2.06	0.58	0.88	1.28	1.31	1.17	0.74	0.74	0.74	1.99	1.47
ZSCORE		-0.82	1.28	-1.28	2.50	0.59	0.92	0.65	-0.04	1.28	0.77	0.77	0.77	-0.34	-3.05
SIG?		N	N	N	N	N	N	N	N	N	N	N	N	N/A	Y
<b>PROTECTIVE SERVICE WORKERS</b>															
WF #	1,679	51	1,530	149	756	25	1	209	16	431	51	19	4	846	77
WF %		3.04%	91.13%	8.87%	45.03%	1.49%	0.06%	12.45%	0.95%	25.67%	3.04%	1.13%	0.24%	50.39%	4.59%
VOLSEP #	90	2	77	13	41	1	0	13	2	21	2	2	0	40	9
VOLSEP %		2.22%	85.56%	14.44%	45.56%	1.11%	0.00%	14.44%	2.22%	23.33%	2.22%	2.22%	0.00%	44.44%	10.00%
EXP #		2.73	82	8	41	1	0	11	1	23	3	1	0	45	4
SD		1.63	2.70	2.70	4.72	1.15	0.23	3.13	0.92	4.14	1.63	1.00	0.46	4.74	1.98
ZSCORE		0.45	1.86	-1.86	-0.10	0.30	0.23	-0.57	-1.24	0.51	0.45	-0.98	0.46	1.13	-2.46
SIG?		N	N	N	N	N	N	N	N	N	N	N	N	N/A	Y
<b>PARAPROFESSIONALS</b>															
WF #	134	4	40	94	63	0	0	9	23	7	17	1	6	23	48
WF %		2.99%	29.85%	70.15%	47.01%	0.00%	0.00%	6.72%	17.16%	5.22%	12.69%	0.75%	4.48%	17.16%	35.82%
VOLSEP #	35	1	17	18	17	1	0	2	7	3	4	0	0	11	7
VOLSEP %		2.86%	48.57%	51.43%	48.57%	2.86%	0.00%	5.71%	20.00%	8.57%	11.43%	0.00%	0.00%	31.43%	20.00%
EXP #		1.04	10	25	16	0	0	2	6	2	4	0	2	6	13
SD		1.01	2.71	2.71	2.95	0.00	0.00	1.48	2.23	1.32	1.97	0.51	1.22	2.23	2.84
ZSCORE		0.04	-2.42	2.42	-0.18	N/A	N/A	0.24	-0.44	-0.89	0.22	0.51	1.28	-2.24	1.95
SIG?		N	Y	N	N	N/A	N/A	N	N	N	N	N	N	N/A	N
<b>ADMINISTRATIVE SUPPORT</b>															
WF #	281	10	62	219	266	6	4	26	110	22	90	0	8	8	7
WF %		3.56%	22.06%	77.94%	94.66%	2.14%	1.42%	9.25%	39.15%	7.83%	32.03%	0.00%	2.85%	2.85%	2.49%
VOLSEP #	37	3	11	26	32	0	0	3	14	7	8	0	0	1	4
VOLSEP %		8.11%	29.73%	70.27%	86.49%	0.00%	0.00%	8.11%	37.84%	18.92%	21.62%	0.00%	0.00%	2.70%	10.81%
EXP #		1.32	8	29	35	1	1	3	14	3	12	0	1	1	1
SD		1.13	2.52	2.52	1.37	0.88	0.72	1.76	2.97	1.63	2.84	0.00	1.01	1.01	0.95
ZSCORE		-1.49	-1.12	1.12	2.21	0.90	0.73	0.24	0.16	-2.51	1.36	N/A	1.04	0.05	-3.25
SIG?		N	N	N	N	N	N	N	N	Y	N	N/A	N	N/A	Y

## Exhibit 22 – Involuntary Separation Analysis

	Total	Total IWD	Total Males	Total Females	Total Minority	Asian		Black/African American		Hispanic/Latino		Native American/Pacific Isle/Other		White	
						M	F	M	F	M	F	M	F	M	F
<b>OFFICIALS AND ADMINISTRATORS</b>															
WF #	102	2	66	36	42	0	1	10	16	6	5	3	1	47	13
WF %		1.96%	64.71%	35.29%	41.18%	0.00%	0.98%	9.80%	15.69%	5.88%	4.90%	2.94%	0.98%	46.08%	12.75%
INVOLSEP #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INVOLSEP %		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
EXP #		0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
SD		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZSCORE		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SIG?		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>PROFESSIONALS</b>															
WF #	1,180	49	421	759	602	3	25	91	270	63	112	19	19	245	333
WF %		4.15%	35.68%	64.32%	51.02%	0.25%	2.12%	7.71%	22.88%	5.34%	9.49%	1.61%	1.61%	20.76%	28.22%
INVOLSEP #	7	3	2	5	1	0	0	0	1	0	0	0	0	2	4
INVOLSEP %		42.86%	28.57%	71.43%	14.29%	0.00%	0.00%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	28.57%	57.14%
EXP #		0.29	2	5	4	0	0	1	2	0	1	0	0	1	2
SD		0.53	1.27	1.27	1.32	0.13	0.38	0.71	1.11	0.59	0.78	0.33	0.33	1.07	1.19
ZSCORE		-5.13	0.39	-0.39	1.94	0.13	0.39	0.76	0.54	0.63	0.86	0.34	0.34	-0.51	-1.70
SIG?		Y	N	N	N	N	N	N	N	N	N	N	N	N/A	N
<b>TECHNICIANS</b>															
WF #	148	10	92	56	71	3	7	16	17	13	5	5	5	55	22
WF %		6.76%	62.16%	37.84%	47.97%	2.03%	4.73%	10.81%	11.49%	8.78%	3.38%	3.38%	3.38%	37.16%	14.86%
INVOLSEP #	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0
INVOLSEP %		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%
EXP #		0.07	1	0	0	0	0	0	0	0	0	0	0	0	0
SD		0.25	0.48	0.48	0.50	0.14	0.21	0.31	0.32	0.28	0.18	0.18	0.18	0.48	0.36
ZSCORE		0.27	-0.78	0.78	0.96	0.14	0.22	0.35	0.36	0.31	0.19	0.19	0.19	-1.30	0.42
SIG?		N	N	N	N	N	N	N	N	N	N	N	N	N/A	N
<b>PROTECTIVE SERVICE WORKERS</b>															
WF #	1,679	51	1,530	149	756	25	1	209	16	431	51	19	4	846	77
WF %		3.04%	91.13%	8.87%	45.03%	1.49%	0.06%	12.45%	0.95%	25.67%	3.04%	1.13%	0.24%	50.39%	4.59%
INVOLSEP #	7	0	6	1	4	0	0	4	0	0	0	0	0	2	1
INVOLSEP %		0.00%	85.71%	14.29%	57.14%	0.00%	0.00%	57.14%	0.00%	0.00%	0.00%	0.00%	0.00%	28.57%	14.29%
EXP #		0.21	6	1	3	0	0	1	0	2	0	0	0	4	0
SD		0.45	0.75	0.75	1.32	0.32	0.06	0.87	0.26	1.16	0.45	0.28	0.13	1.32	0.55
ZSCORE		0.47	0.50	-0.50	-0.64	0.33	0.06	-3.58	0.26	1.55	0.47	0.28	0.13	1.15	-1.23
SIG?		N	N	N	N	N	N	Y	N	N	N	N	N	N/A	N
<b>PARAPROFESSIONALS</b>															
WF #	134	4	40	94	63	0	0	9	23	7	17	1	6	23	48
WF %		2.99%	29.85%	70.15%	47.01%	0.00%	0.00%	6.72%	17.16%	5.22%	12.69%	0.75%	4.48%	17.16%	35.82%
INVOLSEP #	3	0	1	2	1	1	0	0	0	0	0	0	0	0	2
INVOLSEP %		0.00%	33.33%	66.67%	33.33%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	66.67%
EXP #		0.09	1	2	1	0	0	0	1	0	0	0	0	1	1
SD		0.29	0.79	0.79	0.86	0.00	0.00	0.43	0.65	0.39	0.58	0.15	0.36	0.65	0.83
ZSCORE		0.30	-0.13	0.13	0.47	N/A	N/A	0.46	0.79	0.41	0.66	0.15	0.38	0.79	-1.11
SIG?		N	N	N	N	N/A	N/A	N	N	N	N	N	N	N/A	N
<b>ADMINISTRATIVE SUPPORT</b>															
WF #	281	10	62	219	266	6	4	26	110	22	90	0	8	8	7
WF %		3.56%	22.06%	77.94%	94.66%	2.14%	1.42%	9.25%	39.15%	7.83%	32.03%	0.00%	2.85%	2.85%	2.49%
INVOLSEP #	7	0	1	6	7	0	0	1	5	0	1	0	0	0	0
INVOLSEP %		0.00%	14.29%	85.71%	100.00%	0.00%	0.00%	14.29%	71.43%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%
EXP #		0.25	2	5	7	0	0	1	3	1	2	0	0	0	0
SD		0.49	1.10	1.10	0.59	0.38	0.31	0.77	1.29	0.71	1.23	0.00	0.44	0.44	0.41
ZSCORE		0.51	0.50	-0.50	-0.63	0.39	0.32	-0.46	-1.75	0.77	1.01	N/A	0.45	0.45	0.42
SIG?		N	N	N	N	N	N	N	N	N	N	N/A	N	N/A	N

Below are the potential separation concerns identified from the analysis of FY 2023/2024 data (Exhibit 23). Please note that the existence of potential concerns does not mean that adverse impact exists. If the applicable numbers in a personnel action analysis are low, it will not take much for the data to reflect a statistically significant result; in some cases, even one action occurring in a particular protected group is enough to register as statistically significant for that group. In addition, one year's worth of data is not enough to determine whether adverse impact exists. As such, the exhibit below also includes the separation concerns identified in the analyses from FY 2022/2023 and FY 2021/2022. If a separation concern was also a workforce utilization concern that same year, it has been noted in red.

### Exhibit 23 – Separation Concern Trends

	FY 23/24	FY 22/23	FY 21/22
Officials & Administrators	Females-White (Vol) IWD (Vol)	Females-White (Invol)	Females-White (Vol) Females-Asian (Vol) Males-Black/African American (Invol)
Professionals	Females-Black/African American (Vol) IWD (Vol & Invol)	IWD (Vol & Invol) Females-Native American/ Pacific Isle/Other (Vol) Males-Asian (Invol)	Females-Black/African American (Vol & Invol) IWD (Vol)
Technicians	Females-White (Vol)		Males-Black/African American (Invol)
Protective Service Workers	Females-White (Vol) Males-Black/African American (Invol)	Females-Black/African American (Invol)  Males-Asian (Vol)	Females-White (Vol) Males-Black/African American (Invol) Females-Black/African American (Vol) Females-Hispanic/Latino (Vol) Females-Native American/ Pacific Isle/Other (Vol) IWD (Vol)
Paraprofessionals		Females-Black/African American (Vol)	
Administrative Support	Females-White (Vol) Males-Hispanic/Latino (Vol)	Females-White (Vol) Males-Black/African American (Invol)	Females-White (Vol & Invol)

*\*Data from the years prior to FY 21/22 cannot be included as the data was evaluated using a different statistical method.*

Black/African American Males have been a separation concern in the Protective Service Workers EEO job category in two of the past three years (involuntary separation concern in FY 2023/2024 and FY 2021/2022). There were no other year-to-year trends for Black/African American Males; however, of note is that all of the separation concerns for Black/African American Males during the past three fiscal years (5 total) have been involuntary separation concerns. In addition, ~45% of all involuntary separation concerns in the past three years were related to Black/African American Males.

Black/African American Females have been a separation concern in the Professionals EEO job category in two of the past three years (voluntary separation concern in FY 2023/2024 and FY 2021/2022, and an involuntary separation concern in FY 2021/2022). They have also been a separation concern in the Protective Service Workers EEO job category in two of the past three fiscal years (involuntary separation concern in FY 2022/2023 and voluntary separation concern in FY 2021/2022).

White Females have consistently been a separation concern in the Officials & Administrators EEO job category for the past three years (voluntary separation concern in FY 2023/2024 and FY 2021/2022, and an involuntary separation concern in FY 2022/2023). They have also consistently been a separation concern in the Administrative Support EEO job category for the past three years (voluntary separation concern all three fiscal years and an involuntary separation concern in FY 2021/2022). They have been a separation concern in the Protective Service Workers EEO job category in two of the past three years (voluntary separations concern in FY 2023/2024 and 2021/2022). Also of note is that White Females have almost double the number of total separation concerns in the past three fiscal years (10 total, ~29%) as the next highest group (6 total, ~18%, for Black/African American Females).

Individuals with Disabilities have consistently been a separation concern in the Professionals EEO job category for the past three years (voluntary and involuntary separation concern in FY 2023/2024 and FY 2022/2023, and a voluntary separation concern in FY 2021/2022).

There are no year-to-year trends for any of the other groups that have been a separation concern in the past three fiscal years.



## SUMMARY OF ASSESSMENT RESULTS & CONCERNS

Exhibit 24 reflects a summary view of every statistically significant potential concern identified from all of the analyses conducted with the data from fiscal year 2023/2024. Workforce utilization concerns and other concerns that correspond to the workforce utilization concerns have been noted in red.

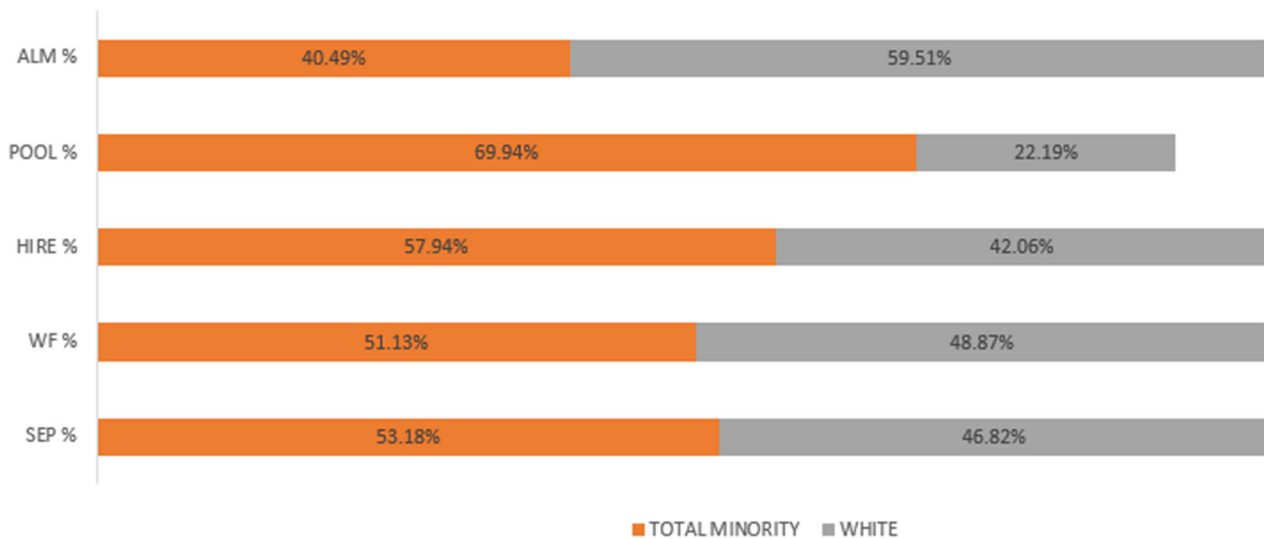
**Exhibit 24 All Statistically Significant Concerns by EEO Job Category**

	WORKFORCE	CANDIDATE POOL	HIRING	DEMOTIONS	SEPARATIONS
Officials & Administrators	Females-White	Females-White			Females-White (Vol) IWD (Vol)
Professionals	Females-White Males-Asian	Females-White Males-Asian Males-Hispanic/Latino	Females-Black/ African American	Males-Native American/Pacific Isle/Other	Females-Black/ African American (Vol)  IWS (Vol & Invol)
Technicians	Females-White Females-Hispanic/Latino	Females-White Females-Hispanic/Latino Males-Hispanic/Latino			Females-White (Vol)
Protective Service Workers	Females-White Females-Black/ African American  IWD	Males-Hispanic/ Latino	Females-White Females-Black/ African American	Males-Black/ African American	Females-White (Vol)  Males-Black/ African American (Invol)
Paraprofessionals	Females-Black/ African American	Females-White Females-Hispanic/Latino			
Administrative Support	Females-White Males-Overall	Females-White Males-Overall			Females-White (Vol)  Males-Hispanic/ Latino (Vol)

## RACE/ETHNICITY CONCERNS

Exhibit 25 pulls in data from the Workforce Utilization Analysis, Candidate Pool Analysis, New Hire Analysis and Separation Analysis to show how representation percentages for minorities overall changed when moving between the markets, pools and actions connected to entering the workforce (labor market, candidate pool, and hiring rate) or leaving the workforce (separations). Promotion, Reassignment, and Demotion data was not included in the exhibit due to the low number of actions during FY 2023/2024.

### Exhibit 25 – Attracting, Hiring, Retaining, and Losing Individuals: Minority % Overall

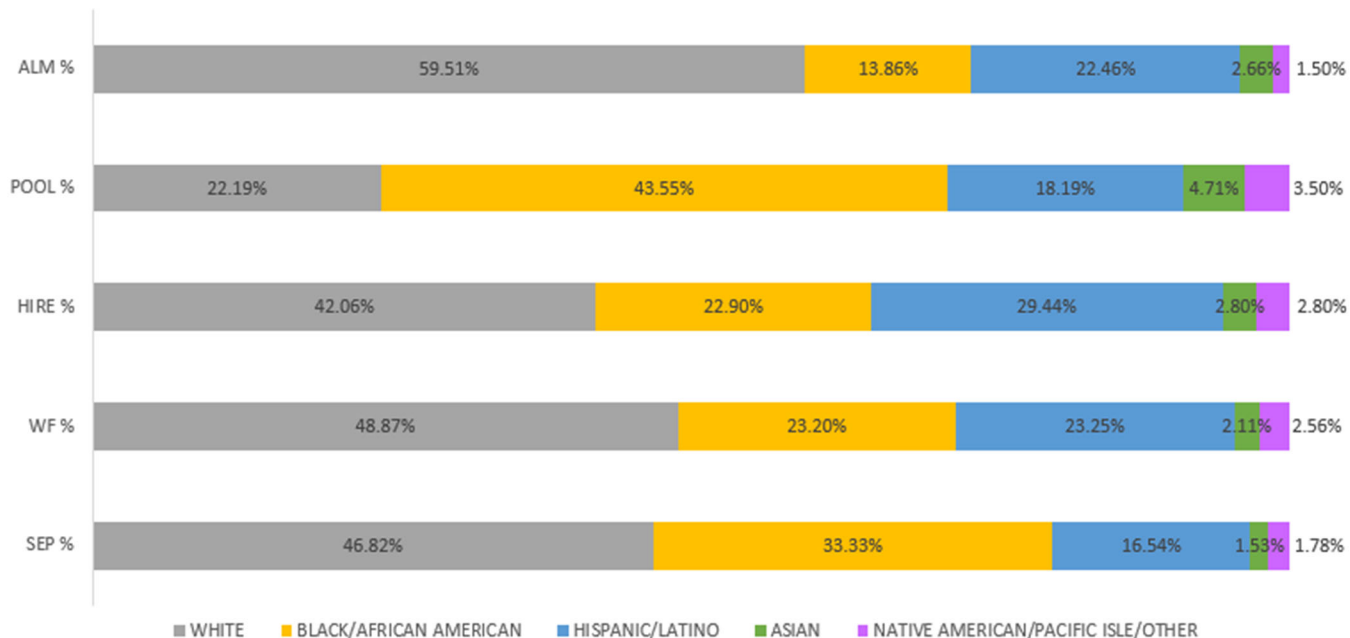


*\*\*Gender was unknown for ~8% of candidate pool overall.*

Overall, race/ethnicity minorities were well represented in FLHSMV’s workforce compared to the available labor market (ALM); however, their overrepresentation in the overall candidate pool (~30% more in candidate pool than in ALM) may have helped prevent potential hiring and/or workforce concerns. Minority representation dropped by ~12% from the candidate pool to hiring; if the candidate pool had been more in line with the ALM, representation of minorities overall in hiring and/or the workforce may have been a more significant concern. For separations, the representation of minorities overall was slightly higher than their representation in the workforce.

Exhibit 26 further breaks the overall data out by the specific race/ethnicity groups.

**Exhibit 26 – Attracting, Hiring, Retaining, and Losing Individuals: % Overall by Race/Ethnicity Group**



White individuals were applying in far lower numbers than could be expected based on their representation in the ALM (~37% less) but their representation in hiring was almost double their representation in the overall candidate pool. The opposite occurred for Black/African American individuals who were applying in far greater numbers than could be expected based on their representation in the ALM (~30% more) but their representation percentage dropped almost in half with hiring. Variations for the other minority groups were less extreme although all reflected a percentage drop at hiring except for Hispanic/Latino individuals whose presentation percentage in overall hiring was greater than their representation percentage in the overall candidate pool. Workforce utilization for each race/ethnicity group was generally close to the ALM, although concerns within specific EEO job categories have been noted.

Exhibits 27 and 28 reflect the overall data for each race/ethnicity group broken out by EEO job category.

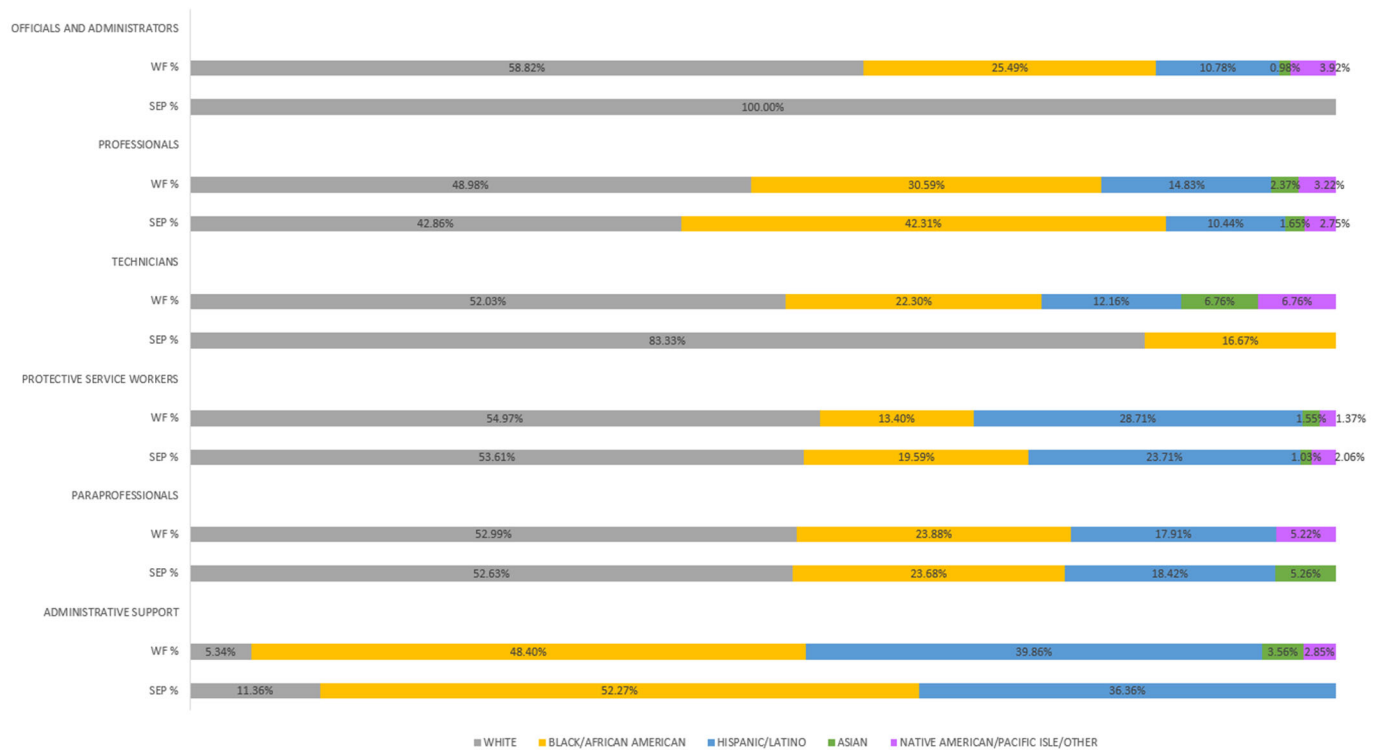
### Exhibit 27 – Attracting, Hiring, Retaining, and Losing Individuals: % Overall by Race/Ethnicity Group and EEO Job Category



\*Technicians, Skilled Craft Workers, and Service Maintenance not included in exhibit because there were fewer than two hires in these categories.

As with the overall data, the EEO job category breakdown reflects that, in almost every category, White individuals were less represented in the various candidate pools than could be expected based on the ALM but more represented in hiring than could be expected based on the candidate pools. Also as with the overall data, the opposite occurred for Black/African American individuals who were more represented in the various candidate pools than could be expected based on the ALM but less represented in hiring than could be expected based on the candidate pools. Candidate pool representation per EEO job category varied for Hispanic/Latino individuals but their representation in hiring based on the candidate pools was generally within expected parameters. Variations for the other minority groups in each EEO job category were less extreme although they generally had a percentage drop at hiring.

## Exhibit 28 – Losing & Replacing Individuals: % Overall by Race/Ethnicity Group and EEO Job Category



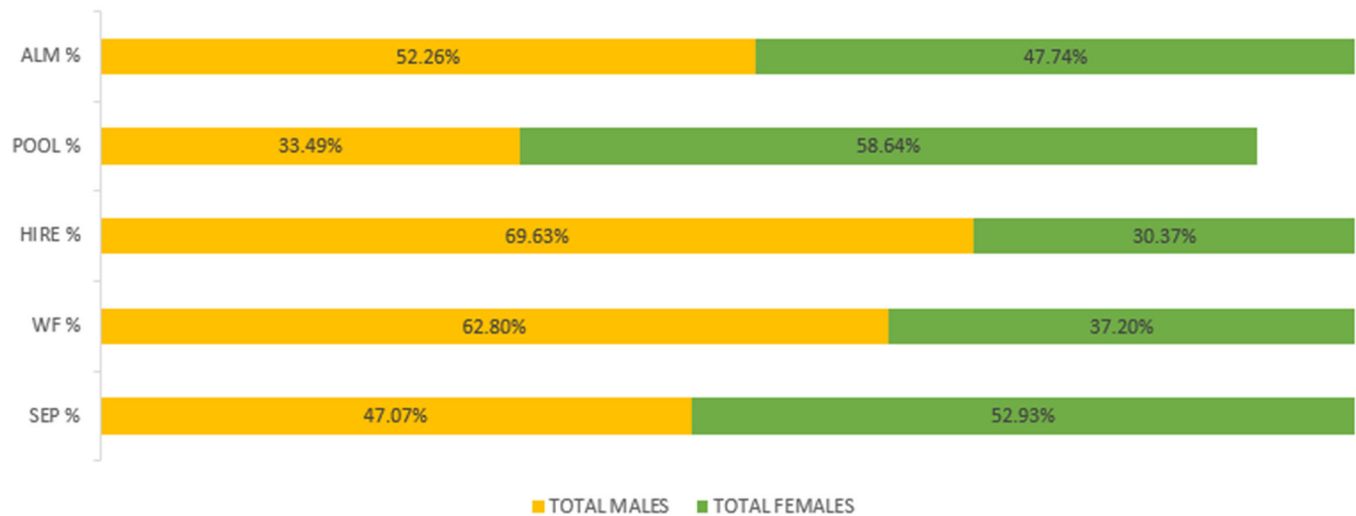
In almost every EEO job category included in the assessment, the representation percentage of Black/African American individuals was higher in separations than it was in the workforce. Workforce utilization concerns were noted for Black/African American individuals, Hispanic/Latino individuals, and Asian individuals. For the other race/ethnicity minority groups, the representation percentage in separations was generally lower in separations than it was in the workforce.

There were candidate pool, hiring, demotion, separation and workforce concerns noted for some of the race/ethnicity minority groups but, for the most part, the concerns were specific to a particular gender for the race/ethnicity minority group so these concerns will be discussed in the Gender Concerns sub-section further below.

## GENDER CONCERNS

Exhibit 29 pulls in data from the Workforce Utilization Analysis, Candidate Pool Analysis, New Hire Analysis and Separation Analysis to show how male and female representation percentages changed when moving between the markets, pools and actions connected to entering the workforce (labor market, candidate pool, and hiring rate) or leaving the workforce (separations). Promotion, Reassignment, and Demotion data was not included in the exhibit due to the low number of actions during FY 2023/2024.

### Exhibit 29 – Attracting, Hiring, Retaining, and Losing Individuals: Gender % Overall

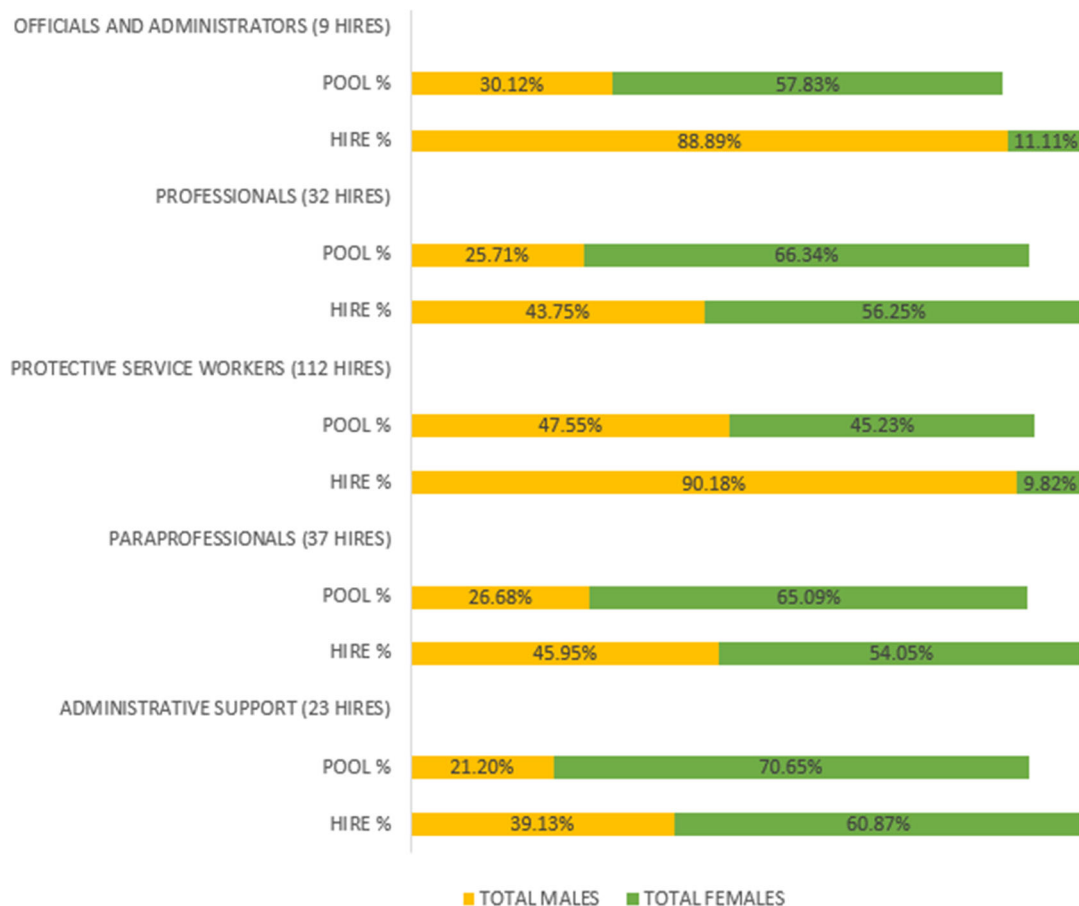


*\*\*Gender was unknown for ~8% of candidate pool overall.*

Overall, males and females were close to being represented in equal number in the available labor market but in FLHSMV's the workforce was approximately three-fifths male and two-fifths female (~63% male, ~37% female). Females applied in greater numbers than males overall (~25% more) but were hired in fewer numbers than males (~39% less). Also, even though females only comprised ~37% of the workforce overall, they comprised ~53% of the separations (~6% more than males).

Exhibit 30 further breaks out the overall candidate pool and hiring data by EEO job category.

### Exhibit 30 – Attracting and Hiring Individuals: Gender % by EEO Job Category



*\*Technicians, Skilled Craft Workers, and Service Maintenance not included in exhibit because there were fewer than two hires in these categories.*

*\*\*Gender was unknown for ~8% of candidate pool overall.*

Almost every category reflected that females were more represented than males in the candidate pool but less represented than males in new hires. The contrast between the percentage of females in the candidate pool vs. the percentage of females hired was greatest in the Protective Service Workers EEO job category (sworn law enforcement positions) and the Officials & Administrators EEO job category (agency executive leadership and senior management positions). Females were only more represented than males in both the candidate pool and new hires in the Administrative Support EEO job category (DL Examiner positions). This pattern was reflected in the results of the candidate pool and new hire analyses, where the majority of the potential candidate pool concerns and all of the potential hiring concerns were related to females in specific race/ethnicity groups. As there were no hiring concerns and almost no candidate pool concerns in these same areas for males of the same race/ethnicity group, the concerns appear to be more related to gender than race/ethnicity.

Exhibit 31 further breaks out the overall workforce and separation data by EEO job category.

**Exhibit 31 – Losing & Replacing Individuals: Gender % by EEO Job Category**

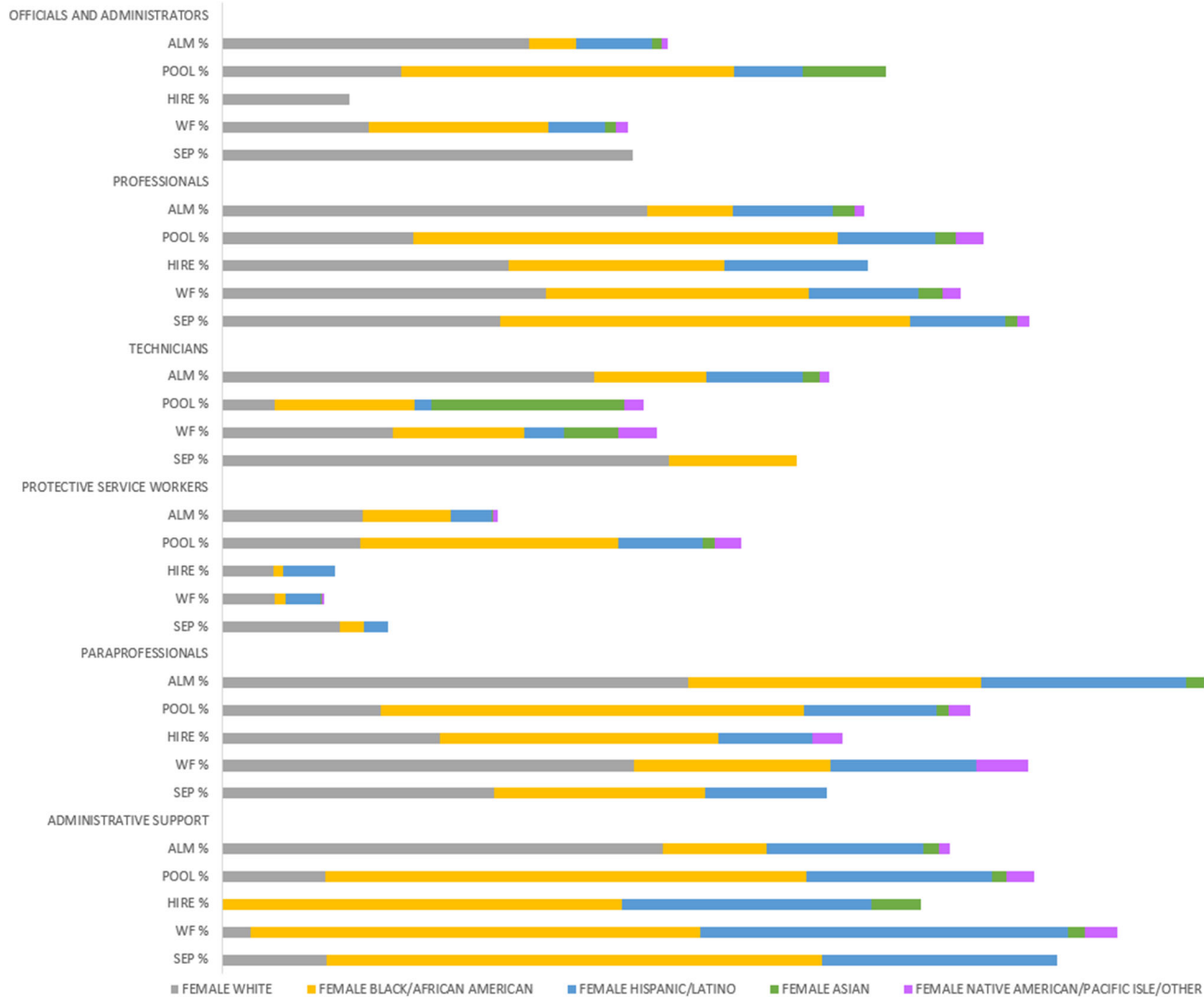


Almost every category reflected that the percentage of females separating from the agency was equal to or greater than the percentage of females in the workforce in that category. This pattern was reflected in the results of the separation analysis which identified potential separation concerns for females in specific race/ethnicity groups in five of the eight EEO job categories. As there were no separation concerns in these categories for males of the same race/ethnicity group, the concern appears to be more related to gender than race/ethnicity.



Exhibits 32 & 33 reflect the data broken out into the specific gender and race/ethnicity groups.

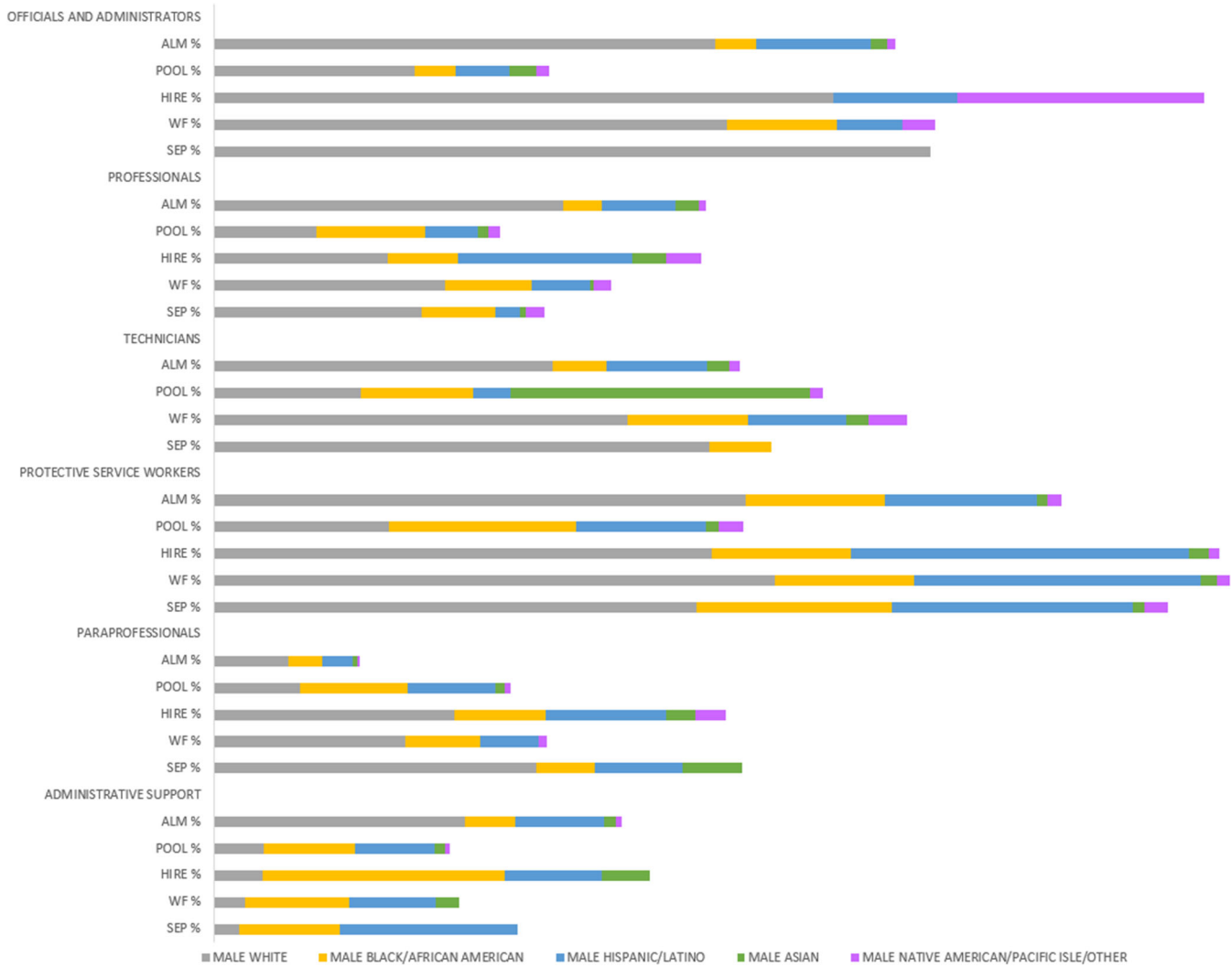
### Exhibit 32 – Female Race/Ethnicity Group % Representation by EEO Job Category



	FEMALE WHITE	FEMALE BLACK/AFRICAN AMERICAN	FEMALE HISPANIC/LATINO	FEMALE ASIAN	FEMALE NATIVE AMERICAN/PACIFIC ISLE/ OTHER
<b>OFFICIALS AND ADMINISTRATORS</b>					
ALM %	28.78%	4.04%	6.59%	0.90%	0.54%
POOL %	15.66%	28.92%	6.02%	7.23%	0.00%
HIRE %	11.11%	0.00%	0.00%	0.00%	0.00%
WF %	12.75%	15.69%	4.90%	0.98%	0.98%
SEP %	35.71%	0.00%	0.00%	0.00%	0.00%
<b>PROFESSIONALS</b>					
ALM %	37.05%	7.40%	8.74%	1.93%	0.79%
POOL %	16.65%	36.96%	8.51%	1.74%	2.48%
HIRE %	25.00%	18.75%	12.50%	0.00%	0.00%
WF %	28.22%	22.88%	9.49%	2.12%	1.61%
SEP %	24.18%	35.71%	8.24%	1.10%	1.10%
<b>TECHNICIANS</b>					
ALM %	32.44%	9.70%	8.37%	1.47%	0.86%
POOL %	4.56%	12.23%	1.44%	16.79%	1.68%
HIRE %	0.00%	100.00%	0.00%	0.00%	0.00%
WF %	14.86%	11.49%	3.38%	4.73%	3.38%
SEP %	38.89%	11.11%	0.00%	0.00%	0.00%
<b>PROTECTIVE SERVICE WORKERS</b>					
ALM %	12.28%	7.66%	3.49%	0.20%	0.36%
POOL %	12.09%	22.43%	7.34%	1.01%	2.35%
HIRE %	4.46%	0.89%	4.46%	0.00%	0.00%
WF %	4.59%	0.95%	3.04%	0.06%	0.24%
SEP %	10.31%	2.06%	2.06%	0.00%	0.00%
<b>PARAPROFESSIONALS</b>					
ALM %	40.54%	25.54%	17.85%	1.52%	1.46%
POOL %	13.67%	36.74%	11.59%	1.07%	1.83%
HIRE %	18.92%	24.32%	8.11%	0.00%	2.70%
WF %	35.82%	17.16%	12.69%	0.00%	4.48%
SEP %	23.68%	18.42%	10.53%	0.00%	0.00%
<b>ADMINISTRATIVE SUPPORT</b>					
ALM %	38.40%	9.04%	13.65%	1.29%	1.01%
POOL %	9.03%	41.81%	16.20%	1.20%	2.41%
HIRE %	0.00%	34.78%	21.74%	4.35%	0.00%
WF %	2.49%	39.15%	32.03%	1.42%	2.85%
SEP %	9.09%	43.18%	20.45%	0.00%	0.00%

\*Hiring Data for Technicians job category not included because there was only one (1) new hire in FY 23/24.

## Exhibit 33 – Male Race/Ethnicity Group % Representation by EEO Job Category



	MALE WHITE	MALE BLACK/AFRICAN AMERICAN	MALE HISPANIC/LATINO	MALE ASIAN	MALE NATIVE AMERICAN/PACIFIC ISLE/ OTHER
<b>OFFICIALS AND ADMINISTRATORS</b>					
ALM %	44.97%	3.70%	10.24%	1.49%	0.74%
POOL %	18.07%	3.61%	4.82%	2.41%	1.20%
HIRE %	55.56%	0.00%	11.11%	0.00%	22.22%
WF %	46.08%	9.80%	5.88%	0.00%	2.94%
SEP %	64.29%	0.00%	0.00%	0.00%	0.00%
<b>PROFESSIONALS</b>					
ALM %	31.37%	3.43%	6.63%	2.04%	0.62%
POOL %	9.25%	9.69%	4.72%	0.99%	1.06%
HIRE %	15.63%	6.25%	15.63%	3.13%	3.13%
WF %	20.78%	7.71%	5.34%	0.25%	1.61%
SEP %	18.68%	6.59%	2.20%	0.55%	1.65%
<b>TECHNICIANS</b>					
ALM %	30.41%	4.86%	8.98%	2.04%	0.87%
POOL %	13.19%	10.07%	3.36%	26.86%	1.20%
HIRE %	0.00%	0.00%	0.00%	0.00%	0.00%
WF %	37.16%	10.81%	8.78%	2.03%	3.38%
SEP %	44.44%	5.56%	0.00%	0.00%	0.00%
<b>PROTECTIVE SERVICE WORKERS</b>					
ALM %	47.70%	12.51%	13.65%	0.88%	1.25%
POOL %	15.70%	16.75%	11.68%	1.22%	2.19%
HIRE %	44.64%	12.50%	30.36%	1.79%	0.89%
WF %	50.39%	12.45%	25.67%	1.49%	1.13%
SEP %	43.30%	17.53%	21.65%	1.03%	2.06%
<b>PARAPROFESSIONALS</b>					
ALM %	6.69%	3.07%	2.73%	0.36%	0.26%
POOL %	7.77%	9.60%	7.93%	0.76%	0.61%
HIRE %	21.62%	8.11%	10.81%	2.70%	2.70%
WF %	17.16%	6.72%	5.22%	0.00%	0.75%
SEP %	28.95%	5.26%	7.89%	5.26%	0.00%
<b>ADMINISTRATIVE SUPPORT</b>					
ALM %	22.53%	4.55%	7.93%	1.01%	0.58%
POOL %	4.44%	8.19%	7.18%	0.97%	0.42%
HIRE %	4.35%	21.74%	8.70%	4.35%	0.00%
WF %	2.85%	9.25%	7.83%	2.14%	0.00%
SEP %	2.27%	9.09%	15.91%	0.00%	0.00%

\*Hiring Data for Technicians job category not included because there was only one (1) new hire in FY 23/24.

### **Black/African American Males**

Black/African American Males were generally well represented in candidate pools compared to the available labor market. They have not had any hiring concerns noted in the past three years.

There were some drops in percentage representation from the candidate pool to hiring in a few EEO job categories but not enough to be a statistically significant concern. While there were no hiring concerns noted in FY 2023/2024, they did have a hiring concern in the Protective Service Workers EEO job category in the two years prior to that (FY 2022/2023 and FY 2021/2022). Their representation in hiring in this job category in FY 2023/2024 was still slightly below expected, but not enough to be a statistically significant concern. Continued monitoring is recommended. At some point, there may need to be additional research into where these individuals are falling out in the hiring process for sworn positions (Protective Service Workers).

There were no workforce utilization concerns identified in FY 2023/2024 for Black/African American Males; nor were there any workforce utilization concerns noted in the two years prior to that. As such, no further action related to workforce utilization is needed at this time.

There were demotion and involuntary separation concerns identified for this group in the Protective Service Workers EEO job category. There were no year-to-year trends for the demotion concern, but involuntary separations have been a concern in the Protective Service Workers EEO job category in two of the past three years (FY 2023/2024 & FY 2021/2022). Additional research is needed to identify the root causes of the involuntary separation concern. Because the demotion concern occurs in the same category as the involuntary separation concern, it is recommended that additional research be conducted into demotions as well.

### **Black/African American Females**

Overall, candidate pool representation for Black/African American Females was higher than their representation in the available labor market (ALM) and this remained true for every EEO job category included in the assessment. There were no candidate pool concerns identified for Black/African American Females in FY 2023/2024, nor in the two years prior to that.

The representation percentage for Black/African American Females dropped from the candidate pool to hiring in every EEO job category included in the assessment. The contrast between the percentage of

Black/African American Females in the candidate pool vs. their percentage in hiring was greatest in the Officials & Administrators, Professionals, and Protective Service Workers EEO job categories. Of particular note is the Protective Service Workers candidate pool to hiring drop because Black/African American Females represented the largest percentage of the pool for any group (22.43%), including the male groups, but had almost the lowest percentage in hiring (0.89%). A review of the data going back to FY 2021/2022 reflects that there has been a hiring concern in for Black/African American Females in the Protective Service Workers EEO job category for the past three years, and that there has been a hiring concern in the Professionals EEO job category for two of the past three years (FY 2023/2024 & FY 2021/2022). The only hiring concern with a corresponding workforce utilization concern is the one in the Protective Service Workers EEO job category.

There was a separation concern identified for Black/African American Females in one EEO job category: Professional. It has been a concern for two of the past three years (FY 23/24 & FY 21/22). There was not a workforce utilization concern in this area but there was a hiring concern so the data should continue to be monitored in case the combination of separation and hiring concerns becomes a workforce utilization concern in the future.

Workforce utilization concerns were identified for Black/African American Females in two EEO job categories: Protective Service Workers (sworn law enforcement positions) and Paraprofessionals (dispatch positions). A review of the data going back to FY 2021/2022 reflects three year trends for each of the workforce utilization concerns. Based on the results from the other analysis included in this report, hiring is likely a significant factor in the workforce utilization concern for the Protective Service Workers. This job category is comprised almost entirely of sworn law enforcement positions which have set hiring requirements that include physical requirements so additional research is needed to identify where Black/African American Females are falling out in the hiring process. In regard to the workforce utilization concern in the Paraprofessional EEO job category – there were no other concerns identified in this area for this group; however, hiring could be a contributing factor as Black/African American Females were hired at slightly lower numbers than could be expected in FY 2023/2024, and this area has been a hiring concern for this group in the past. Additional research into where Black/African American Females are falling out in the process for dispatch positions (Paraprofessionals) is needed.

### **Hispanic/Latino Males**

Hispanic/Latino Males were generally less represented in candidate pools than they were in the available labor market but well represented in hiring compared to their representation in the candidate pools.

There was one voluntary separation concern identified for Hispanic/Latino Males in the Administrative Support EEO job category. There were no past trends related to this, nor was this an area with a workforce utilization concern for this group so no further action is needed at this time.

There were no workforce utilization concerns identified in FY 2023/2024 for Hispanic/Latino Males; however, there have been concerns in the past in the Officials & Administrators and the Professionals EEO job category. The concern in the Professionals EEO job category only dropped off as a potential concern from the FY 2023/2024 analysis because of a decrease in the agency's overall workforce in that job category. Because of this, and the fact that there have consistently been candidate pool representation concerns for Hispanic/Latino Males, it is recommended that increasing the representation of Hispanic/Latino Males in the candidate pools be included in on-going recruitment strategies to help prevent past workforce concerns from returning or new concerns from occurring.

### **Hispanic/Latino Females**

Hispanic/Latino Females were generally well represented in candidate pools compared to the available labor market except for in the Technicians and Paraprofessionals EEO job categories. There were some drops in percentage representation from the candidate pool to hiring in a few EEO job categories but not enough to be a statistically significant concern.

There were no separation concerns identified in FY 2023/2024 for Hispanic/Latino Females. There have been separation concerns identified in the past but there were no trends related to this, nor were there any workforce utilizations in these areas so no further action is needed at this time.

There was a workforce utilization concern for Hispanic/Latino Females in one EEO job category: Technicians. As there was only one position filled in this job category in FY 2023/2024, the data is somewhat skewed. However, this has been a reoccurring workforce utilization and a candidate pool concern for the past three years. Since it has not been a hiring concern in the past three years, the immediate focus should be on increasing the representation of Hispanic/Latino Females in the candidate pools.

## **Asian Males**

Asian Males were generally well represented in candidate pools compared to the available labor market except for in the Professionals EEO job category where a candidate pool representation concern has been noted for the past three years.

There were some drops in percentage representation from the candidate pool to hiring in a few EEO job categories but not enough to be a statistically significant concern. They have not had any hiring concerns noted in the past three years.

There were no separation concerns identified in FY 2023/2024 for Asian Males. There have been separation concerns identified in the past but there are no trends related to this nor were there any workforce utilizations in these areas so no further action is needed at this time.

There was a workforce utilization concern for Asian Males in one EEO job category: Professionals. This has been a reoccurring workforce utilization concern for the past three years. It has also been a candidate pool concern for the past three years. Since it has not been a hiring concern in the past three years, the immediate focus should be on increasing the representation of Asian Males in the candidate pools.

## **Asian Females**

Asian Females were generally well represented in candidate pools compared to the available labor market. There were no candidate pool concerns noted from FY 2023/2024, but there were candidate pool concerns in the Professionals EEO job category noted in FY 2022/2023 & FY 2021/2022.

There were some drops in percentage representation from the candidate pool to hiring in a few EEO job categories but not enough to be a statistically significant concern. They have not had any hiring concerns noted in the past three years.

There were no separation concerns identified in FY 2023/2024 for Asian Females. There have been separation concerns identified in the past but there are no trends related to this nor were there any workforce utilizations in these areas so no further action is needed at this time.

There were no workforce utilization concerns identified in FY 2023/2024 for Asian Females, nor were there any workforce utilization concerns noted in the two years prior to that. As such, no further action is needed at this time.

### **Native American/Pacific Islander/Other Males**

Native American/Pacific Islander/Other Males were generally well represented in candidate pools compared to the available labor market. There were some drops in percentage representation from the candidate pool to hiring in a few EEO job categories but not enough to be a statistically significant concern. There have not been any candidate pool or hiring concerns noted for this group in the past three years.

There was a demotion concern in the Professionals EEO job category noted for Native American/Pacific Isle/Other Males. As there were only two demotions total in this job category in FY 2023/2024, the data is somewhat skewed. There were no demotion concerns in the job category for this group in the two years prior so no further action is needed at this time.

There were no separation concerns identified in FY 2023/2024 for Native American/Pacific Isle/Other Males; nor were there any workforce utilization concerns noted in the two years prior to that.

There were no workforce utilization concerns identified in FY 2023/2024 for Native American/Pacific Isle/Other Males; nor were there any workforce utilization concerns noted in the two years prior to that. As such, no further action is needed at this time.

### **Native American/Pacific Islander/Other Females**

Native American/Pacific Islander/Other Females were generally well represented in candidate pools compared to the available labor market. There were some drops in percentage representation from the candidate pool to hiring in a few EEO job categories but not enough to be a statistically significant concern. There have not been any candidate pool or hiring concerns noted for this group in the past three years.

There were no separation concerns identified in FY 2023/2024 for Native American/Pacific Isle/Other Females. There have been separation concerns identified in the past but there are no trends related to this nor were there any workforce utilizations in these areas so no further action is needed at this time.

There were no workforce utilization concerns identified in FY 2023/2024 for Native American/Pacific Isle/Other Females; nor were there any workforce utilization concerns noted in the two years prior to that. As such, no further action is needed at this time.

## **White Females**

Overall, candidate pool representation for White Females was significantly lower than their representation in the available labor market (ALM) and this remained true for every EEO job category except for the Protective Service Workers job category. This is the only group of females where pool representation was consistently lower than the ALM. Candidate pool concerns existed in almost every EEO job category: Officials & Administrators, Professionals, Technicians, Paraprofessionals, and Administrative Support. A review of the data going back to FY 2021/2022 reflects two or three year trends for each of the candidate pool concerns for White Females. In addition, most of the candidate pool concerns for White Females had corresponding workforce utilization concerns in the same EEO job categories. Protective Service Workers was the only EEO job category where there was a workforce utilization concern without a corresponding candidate pool concern; however, there were candidate pool concerns in that EEO job category for White Females in the two years prior (FY 2022/2023 & FY 2021/2022).

The only hiring concern identified for White Females was in the Protective Service Workers EEO job category. A review of the data going back to FY 2021/2022 does not reflect any hiring concern trends so hiring was not a primary factor in FY 2023/2024 for the majority of the workforce utilization concerns nor has it been a contributing factor in the recent past. As for the hiring concern that was identified – hiring in the Protective Service Workers EEO job category was identified as a concern for other female groups and so this concern will need to be researched further for females overall rather than just White Females.

In four of the five areas with a workforce utilization concern for White Females, there were also separations concerns: Officials & Administrators, Technicians, Protective Service Workers, and Administrative Support. In three of these areas, the separation concerns have been a reoccurring concern since FY 2021/2022.

Workforce utilization concerns were identified for White Females in five EEO job categories: Officials & Administrators, Professionals, Technicians, Protective Service Workers, and Administrative Support. A review of the data going back to FY 2021/2022 reflects three year trends for each of the workforce utilization concerns. Based on the results from the other analysis included in this report, candidate pool representation and separations are contributing factors in the workforce utilization concerns and have been for the past few years. Additional research is needed to narrow down the areas within the agency most associated with these concerns and the root causes of these concerns.



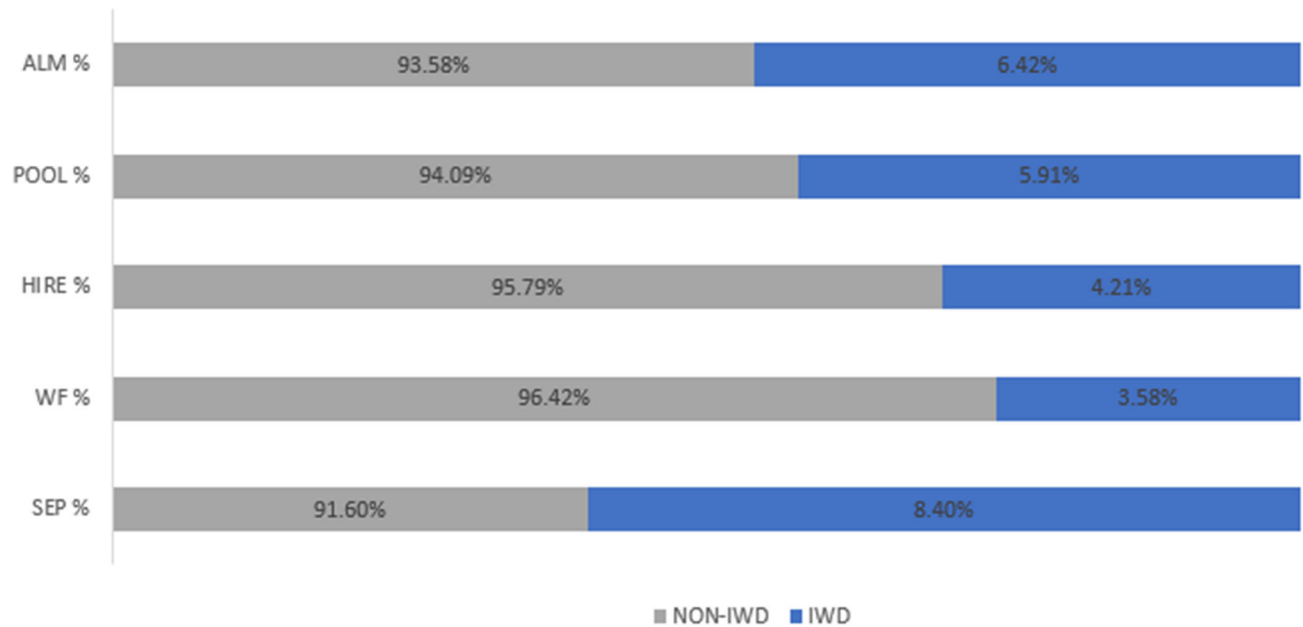
### **Males-Overall**

There was a workforce utilization concern for Males in the Administrative Support EEO job category that could not be narrowed down to a specific race/ethnicity minority group. The data reflects that males in the Native American/Pacific Isle/Other minority group were slightly underrepresented in the workforce and the candidate pool analysis reflects that this group was slightly underrepresented in the candidate pool for this job category; however, the primary reason why Males-Overall was identified as a statistically significant concern is because of the data related to White Males. As the majority demographic group, White Males are not factored into workforce underutilizations; therefore, no further action is needed at this time.

## INDIVIDUALS WITH DISABILITIES CONCERNS

Exhibit 34 pulls in data from the Workforce Utilization Analysis, Candidate Pool Analysis, New Hire Analysis and Separation Analysis to show how IWD representation percentages changed when moving between the markets, pools and actions connected to entering the workforce (labor market, candidate pool, and hiring rate) or leaving the workforce (separations). Promotion, Reassignment, and Demotion data was not included in the exhibit due to the low number of actions during FY 2023/2024.

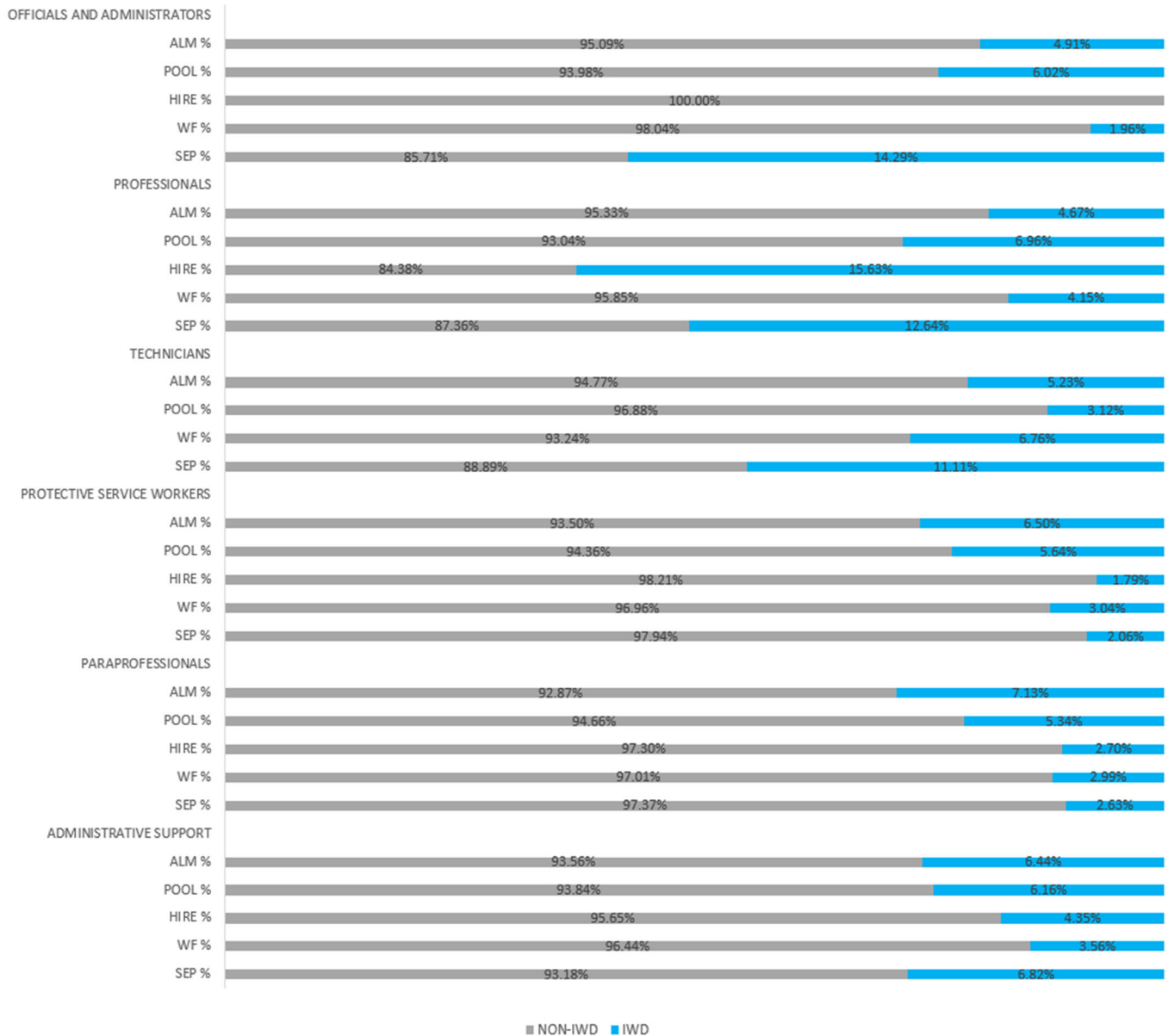
### Exhibit 34 – Attracting, Hiring, Retaining, and Losing Individuals: IWD % Overall



The data shows that IWDs overall representation in the candidate pool was just slightly lower than their representation in the ALM. A larger drop occurred at hiring where they represented ~4.21 of the total hires in FY 23/24. However, the most significant percentage change occurred with separations where IWDs represented 8.40% of the separations but only 3.58% of the total workforce.

Exhibit 35 breaks the IWD data down by EEO job category.

### Exhibit 35 – IWD % by EEO Job Category



\*Hiring Data for Technicians job category not included because there was only one (1) new hire in FY 23/24.

Almost every category reflected a drop in IWD representation from candidate pool to hiring. The exception to this was the Professionals EEO job category where IWDs represented 6.96% of the candidate pool and 15.63% of the new hires; however, the hiring percentage for IWDs was largely offset by their separation percentage in that job category where they represented 12.64% of the separations but only 4.15% of the workforce.

The contrast between the percentage of IWDs in the candidate pool vs. the percentage of IWDs hired was greatest in the Protective Service Workers EEO job category (sworn law enforcement positions) and the Officials & Administrators EEO job category (agency executive leadership and senior management positions). There were no candidate pool concerns or hiring concerns identified for IWDs in FY 2023/2024; however, there were candidate pool concerns in the Protective Service Workers EEO job category in the two years prior to that (FY 2022/2023 & FY 2021/2022) and a hiring concern in FY 2022/2023. Protective Service Workers is the one job category where IWDs have been an on-going workforce utilization concern for the past several years.

The contrast between the percentage of IWDs in the workforce vs. the percentage of IWDs that separated from the agency was greatest in the Officials & Administrators (1.96% of the workforce but 14.29% of the separations) and Professionals (4.15% of the workforce but 12.64% of the separations) EEO job categories. There were also separation concerns for IWDs identified in both of those EEO job categories. A review of the data going back to FY 2021/2022 reflects that IWDs have been a separation concern in one of those categories, Professionals, for the past several years.

A workforce utilization concern was identified for IWDs in one EEO job category: Protective Service Workers. A review of the data going back to FY 2021/2022 reflects that this area has been a workforce utilization concern for IWDs for the past three years. Based on the results from the other analysis included in this report, candidate pool representation, hiring and separations have all been contributing factors at within the last three years for the on-going workforce utilization concern in the Protective Service Workers EEO job category. This job category is comprised almost entirely of sworn law enforcement positions and the FHP Trooper position is typically the only position open to the general public (other sworn positions are typically filled through an internal promotional process). Sworn law enforcement positions have set hiring requirements that include physical requirements so additional research is needed to identify where IWDs are falling out in the hiring process before any strategies related to addressing the concern can be developed.

# **GOALS & STRATEGIES FOR PLAN YEAR 2024/2025**

## PERSONNEL ACTION GOALS AND STRATEGIES

Personnel action data from fiscal year 2023/2024 was evaluated to identify potential concerns which may be contributing to workforce underutilizations and/or which, based on multi-year trends, may indicate adverse impact for a protected group. The personnel actions evaluated were: hiring, promotions, reassignments, demotions, and separations.

Below are the potential concerns that were identified as requiring additional action because they may be contributing to a workforce underutilization and/or they may be indicative of an adverse impact concern. Recommendations for next steps in addressing these potential concerns have been included. Please note that any potential concerns identified in the statistical analyses that were not potentially related to a workforce underutilization or a potential adverse impact will not need to be addressed further at this time and are not listed below. Instead, those potential concerns will be flagged for further monitoring.

- Hiring of Females in the Protective Service Workers EEO job category. In particular the hiring of Black/African American Females and White Females as there are also workforce utilization concerns for these two groups. It is recommended that additional research be done to identify where and why these individuals fell out in the process so that appropriate strategies related to Individuals with Disabilities can be developed for this job category.
- Voluntary Separations of White Females from the agency overall as this appeared as a concern in four EEO job categories and most of these concerns have been reoccurring concerns since FY 2021/2022. It is recommended that additional research and data analysis be conducted as follows to identify the root causes and contributing factors of these separations: 1) Identify the position/employment details related to these separations such as organizational area, geographical location, position title, service dates, etc. and evaluate for contributing factors; 2) Review Exit Interview data to identify why these individuals left the agency.
- Involuntary Separations and Demotions of Black/African American Males in the Protective Service Workers EEO job category. Black/African American Males have been an involuntary separation concern in two of the past three fiscal years in this EEO job category. There were no year-to-year trend related to demotions; however, the demotion concern could be connected to the involuntary separation concern. It is recommended that this potential concern be provided to the Office of Employee Relations for further consideration.

In addition to the immediate next steps recommended above, the agency will continue the practices currently in place to monitor employment activity and encourage member feedback.

- The Bureau of Personnel Services (BPS) monitors personnel processes and activities related to member employment and access to opportunities on an on-going bases throughout the year. Audits of personnel actions (employment activity) are conducted annually. Please note that current data management and reporting capabilities make it difficult to monitor employment activity for potential concerns quickly and efficiently, or to effectively conduct the research needed to identify root causes and contributing factors. 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:
  - BPS is working with FLHSMV's Office of Performance Management to utilize Tableau to create various dashboards to answer common data questions and monitor on-going concerns.
  - BPS is working with an outside vendor to develop a solution to automate paper processes and to centralize and enhance the agency's human resource data collection, management, and reporting capabilities.
- Employee feedback is 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 data from fiscal year 2023/2024 was evaluated to identify potential concerns related to the underutilization of protected groups in the workforce compared to their availability in the applicable labor market. Workforce placement goals have been identified to address workforce utilization concerns identified from the utilization analysis. These goals represent the percent increase needed to bring FLHSMV's workforce to within acceptable utilization parameters based on the available labor market.

Contributing factors such as the representation of individuals from protected groups in candidate pools, hiring, and separations will also be discussed as needed 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.
- Personnel action concerns, such as hiring or separation concerns, are included in the Workforce Utilization Goals and Strategies sub-section only when they represent a potential contributing factor towards a workforce utilization concern. Please see the Personnel Action Goals and Strategies sub-section for information related to personnel action concerns specifically.

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.



## INDIVIDUALS WITH DISABILITIES

### PROBLEM STATEMENT

Workforce underutilization in the Protective Service Workers EEO job category.

### WORKFORCE PLACEMENT GOAL

As of 6/30/2024, there were 1,679 filled positions in the Protective Service Workers EEO job category and 3.04% of those self-reported being an Individual with a Disability (IWD). Based on those numbers, this would need to increase to 5.36% 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 set physical and other requirements of the sworn positions which comprise the Protective Service Workers EEO job category, a placement goal for Individuals with Disabilities will not be set.

### CONTRIBUTING FACTORS

Candidate Pools – While IWD representation in the candidate pool was not a statistically significant concern in FY 2023/2024, it was a concern in the two years prior to that.

Hiring Rates – While IWD representation in hiring was not a statistically significant concern in FY 2023/2024, it was a concern in the year prior to that.

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.

### PLANNED ACTION

Conduct additional research to identify where and why these individuals fell out in the process so that appropriate recruitment strategies related to Individuals with Disabilities can be developed for this Protective Service Workers EEO job category where possible.

FLHSMV fully recognizes the importance of recruiting qualified Individuals with Disabilities and will continue to work to obtain qualified and diverse applicant pools and to identify additional options to enhance outreach efforts that target Individuals with Disabilities for all areas within the agency. These outreach efforts include ongoing partnerships with organizations who specialize in placing Individuals with Disabilities such as the Florida Department of Education's Vocational Rehabilitation program.

## ASIAN MALES

### PROBLEM STATEMENT

Workforce underutilization in the Professionals EEO job category.

### WORKFORCE PLACEMENT GOAL

As of 6/30/2024, there were 1,180 filled positions in the Professionals EEO job category and 0.25% of those were Asian Males. Based on those numbers, this would need to increase to 1.27% 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.

### 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. This has been a concern for the past three years.

### PLANNED ACTION

FLHSMV's Bureau of Personnel Services' (BPS) Recruitment & Selection Section will conduct research into best practices and potential options for better marketing job opportunities and enhancing outreach to Asian Males. The Recruitment & Selection Section will meet with the Office of Workforce Efficiency Manager to discuss research findings and recommendations and to develop a preliminary strategy for increasing the representation of Asian Males in the candidate pools for positions in the Professionals EEO job category.

## ASIAN FEMALES

N/A – no workforce underutilization to address.

## **BLACK/AFRICAN AMERICAN MALES**

N/A – no workforce underutilization to address.

## **BLACK/AFRICAN AMERICAN FEMALES**

### **PROBLEM STATEMENT**

Workforce underutilization in the Protective Service Workers EEO job category.

Workforce underutilization in the Paraprofessionals EEO job category.

### **WORKFORCE PLACEMENT GOAL**

As of 6/30/2024, there were 1,679 filled positions in the Protective Service Workers EEO job category and 0.95% of those were Black/African American Females. Based on those numbers, this would need to increase to 6.37% Black/African American 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.

As of 6/30/2024, there were 134 filled positions in the Paraprofessionals EEO job category and 17.16% of those were Black/African American Females. Based on those numbers, this would need to increase to 18.66% Black/African American 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.

### **CONTRIBUTING FACTORS**

Hiring Rates – Black/African American Females were 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 positions); however, they were being hired at below what could be reasonably expected based on their representation within the candidate pools. It has been an on-going concern in the Protective Service Workers category for the past three years and has been a concern in the Paraprofessionals category in the past (FY 2022/2023).

### **PLANNED ACTION**

Further review should be done regarding the hiring processes in both EEO job categories to identify where Black/African American Females fell out in the process. Additional actions to address the concern can be planned based on the findings from this review.

## HISPANIC/LATINO MALES

N/A – no workforce underutilization to address.

Please note that there have been reoccurring workforce utilization concerns for Hispanic/Latino Males in the Officials & Administrators and Professionals EEO job categories and the only reason the concern within the Professionals job category did not appear in the FY 2023/2024 analysis is because of a decrease in the agency's overall workforce in that job category.

## HISPANIC/LATINO FEMALES

### PROBLEM STATEMENT

Workforce underutilization in the Technicians EEO job category.

### WORKFORCE PLACEMENT GOAL

As of 6/30/2024, there were 1,679 filled positions in the Technicians EEO job category and 3.38% of those were Hispanic or Latino Females. Based on those numbers, this would need to increase to 4.05% Hispanic or Latino 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.

### CONTRIBUTING FACTORS

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

### PLANNED ACTION

FLHSMV's Bureau of Personnel Services' (BPS) Recruitment & Selection Section will conduct research into best practices and potential options for better marketing job opportunities and enhancing outreach to Hispanic/Latino individuals. It is recommended this include individuals of all genders based on the note for Hispanic/Latino Males listed further above. The Recruitment & Selection Section will meet with the Office of Workforce Efficiency Manager to discuss research findings and recommendations and to develop a preliminary strategy for increasing the representation of Hispanic/Latino individuals in the candidate pools for positions in the Technicians EEO job category specifically and all positions in general.

## NATIVE AMERICAN/PACIFIC ISLANDER/OTHER MALES

N/A – no workforce underutilization to address.

## NATIVE AMERICAN/PACIFIC ISLANDER/OTHER FEMALES

N/A – no workforce underutilization to address.

## WHITE FEMALES

### PROBLEM STATEMENT

Workforce underutilization in the Officials & Administrators EEO job category.

Workforce underutilization in the Professionals EEO job category.

Workforce underutilization in the Technicians EEO job category.

Workforce underutilization in the Protective Service Workers EEO job category.

Workforce underutilization in the Administrative Support EEO job category.

### WORKFORCE PLACEMENT GOAL

As of 6/30/2024, there were 102 filled positions in the Officials & Administrators EEO job category and 12.75% of those were White Females. Based on those numbers, this would need to increase to 18.63% 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.

As of 6/30/2024, there were 1,180 filled positions in the Professionals EEO job category and 28.22% of those were White Females. Based on those numbers, this would need to increase to 34.32% 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.

As of 6/30/2024, there were 148 filled positions in the Technicians EEO job category and 14.86% of those were White Females. Based on those numbers, this would need to increase to 25.00% 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.

As of 6/30/2024, there were 1,679 filled positions in the Protective Service Workers EEO job category and 4.59% of those were White Females. Based on those numbers, this would need to increase to 10.72% 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.

As of 6/30/2024, there were 281 filled positions in the Administrative Support EEO job category and 2.49% of those were White Females. Based on those numbers, this would need to increase to 32.74% 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.

### **CONTRIBUTING FACTORS**

Candidate Pools – There have been reoccurring candidate pool representation concerns for White Females in every EEO job category with a workforce utilization concern.

Hiring – This was a new concern for White Females specifically in the Protective Service Workers EEO job category, but females in general tend to be hired at less than could be expected numbers based on their presence in the candidate pool.

Separations – voluntary separations of White Females from the agency has been a reoccurring concern in several EEO job categories with a workforce utilization concern: Officials & Administrators, Technicians, Protective Service Workers, Administrative Support (DL Examiners).

### **PLANNED ACTION**

Candidate Pools – It should be sufficient to target females in general in order to reach White Females. Since candidate pool representation for females in other race/ethnicity groups has not been an overall concern, research into why White Females have not been applying to agency positions is needed. Simply trying to enhance marketing among White Females may not work if there are other underlying reasons as to why White Females are not applying to agency positions (e.g., if this is happening at all state agencies it could indicate a lack of interest in state employment and therefore strategies would need to include more active outreach and education regarding the value proposition of working for the state in general and FLHSMV specifically).

Hiring – This is only a statistically significant contributing factor in one EEO job category: Protective Service Workers. Further review should be done to see where White Females fell out in the hiring process. Additional actions to address the concern can be planned based on the findings from this review.

Separations – It is recommended that additional research and data analysis be conducted as follows to identify the root causes and contributing factors of these separations: 1) Identify the position/employment details related to these separations such as organizational area, geographical location, position title, service dates, etc. and evaluate for contributing factors; 2) Review Exit Interview data to identify why these individuals left the agency.

# **GLOSSARY**



## RACE/ETHNICITY IDENTIFICATION

**Asian:** A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

**Black or African American:** A person having origins in any of the Black racial groups of Africa.

**Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. The category "HISPANIC", while not a race identification, is included as a separate race/ethnic category because of the employment discrimination often encountered by this group.

**American Indian/Alaskan Native\*:** All persons having origins in any of the original people North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Native Hawaiian or Other Pacific Islander\*:** A person having origins in any of the people of the Hawaii, Guam, Samoa, or other Pacific Islands.

**White:** A person having origins in any of the original people of Europe, North Africa, or the Middle East.

*Note 1: Race/Ethnicity Terms and Definitions obtained from the Florida Department of Management Services' Affirmative Action Program Manual*

*Note 2: American Indian/Alaskan Native, Native Hawaiian/Other Pacific Islander, 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 "Native American/Pacific Isle/Other" group for each gender.*

## EEO JOB CATEGORIES

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

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

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

**04 - Protective Service Workers:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.

**05 – Paraprofessional:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.

**06 - Administrative Support:** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data, information and other paperwork required in an office.

**07 - Skilled Craft Workers:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

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

*Note 1: EEO Job Category Terms and Definitions obtained from the Florida Department of Management Services' Affirmative Action Program Manual*

## DEFINITIONS

Adverse Impact – A substantially different rate of selection in hiring, promotion, transfer, training or in other employment related decisions which works to the disadvantage of members of a protected class. Adverse impact serves as a preliminary indicator of possible discriminatory problems, not proof of discrimination. One years' worth of data is typically not enough to determine whether adverse impact exists.

Available Labor Market (ALM) – The number of individuals in each protected group (gender, race/ethnicity, disability status) that are “ready, willing and able to work” in a given EEO job category in the relevant available labor market; also expressed as the percentage that number represents of all individuals in the labor market in that EEO job category.

Candidate Pool (POOL) – The individuals that make up the pool of available applicants from which positions are filled (excluding any SES/SMS positions filled by appointment). Candidate pool data is used in two of the analyses: 1) the candidate pool is compared to the available labor market to check for underrepresentation of protected groups in the available pool of applicants, and 2) the original appointment (hiring) data is compared to the candidate pool to check for underrepresentation of protected groups in hiring based on their availability in the candidate pool.

Career Service Position – Includes all positions not specifically exempted from Career Service under the provisions of Section 110.205(2), Florida Statutes, or other provision of Law.

Demotion (DEM) – Appointment within the Career Service to a position allocated to a pay band having a lower maximum salary or to a pay band having the same or higher maximum salary but a lower level of responsibility.

Expected (EXP) – The approximate level at which each protected group could reasonably be expected to be represented in the agency's workforce in each EEO job category based on their percentage in the ALM. It is calculated by multiplying the total number of employees in a particular EEO job category by the ALM percentage of each protected group for that EEO job category.

New Hire (HIRE) – Individuals hired into the agency for the first time or rehired after a break in service. The New Hire Analysis is based on the data for Original Appointment actions.

Original Appointments (HIRE) – Initial placement into an established career service position, or placement in an established career service position from a selected exempt service or senior management service position. This data is used in the New Hire Analysis where the data is compared to the candidate pool data to check for underrepresentation of protected groups in hiring based on their availability in the candidate pool. Please note that this data may be slightly off for EEO job categories with SES or SMS positions as these positions can be filled without going through a competitive process with a pool of applicants.

Pay Band – A pay range established by the Florida Department of Management Services with minimum and maximum salary rates.

Personnel Action – Any personnel or position action that affects a member's employment such as original appointment, promotion, reassignment, demotion, separation actions, and others.

Promotion (PROM) – Appointment with the Career Service to a position allocated to a pay band having a higher maximum salary or a position at a pay band having the same or lower maximum salary but a higher level of responsibility.

Reassignment (RSGN) – Appointment with the Career Service to a position allocated to the same pay band as the position currently occupied by the member receiving the action.

Selected Exempt Service (SES)/Senior Management Service (SMS) – Positions designated as managerial, confidential, or supervisory that are exempted from the Career Service.

Separation (SEP)/Voluntary Separation (VOLSEP)/Involuntary Separation (INVOLSEP) – Action separating an employee from the agency's payroll due to severance of employment from the agency. Separations can be either voluntary or involuntary.

Standard Deviation (SD) – It provides a standard measure for the typical distance between each data point and the mean (i.e., standard measure of how much a particular protected group differs from what could be reasonably expected for that group in the EEO job category).

Statistically Significant Concern (SIG?) – The difference between actual and expected results is considered statistically significant if the z-score reflects that the protected group is more than two (2) standard deviations above or below the expected results. However, the statistically significant difference only represents a potential concern in situations where the results are indicative of an underrepresentation/underutilization of a protected group in the workforce, candidate pool or positive employment action type (hiring, promotions, voluntary reassignments); or where the results are indicative of an overrepresentation of a protected group in a negative employment action type (demotions, separations).

Underutilization – Having fewer individuals of a protected group in the workforce in a particular EEO job category than would reasonably be expected based on their availability in the relevant labor market.

Workforce (WF) – The number of individuals in FLHSMV's workforce as of 6/30/2024, in each protected group in a given EEO job category; also expressed as the percentage that number represents of the total workforce in that EEO job category. Workforce data is used in several of the analyses: 1) the workforce is compared to the available labor market to check for underrepresentation of protected groups in the workforce; 2) personnel action data for promotions, reassignments, demotions, and separations is compared to the workforce data to check for underrepresentation, or underrepresentation depending on the type of action, of protected groups in these personnel actions based on their availability in the workforce (this does not include original appointment/hiring actions which are evaluated differently) .

Z-Score (ZSCORE) – Reflects how many standard deviations above or below a data point is from the mean (how far above or below the protected group is from what could be reasonably expected for that group). See definition for Statistically Significant Concerns for additional information.