Department of Highway Safety and Motor Vehicles

A SAFER FLORIDA
HIGHWAY SAFETY AND MOTOR VEHICLES

EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION PLAN

For the period of July 1, 2017 through June 30, 2018

Prepared by:
Bureau of Personnel Services
September 24, 2018

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

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SUMMARY AND COMPARISON OF 2017 AND 2018 REPORTS
Women and Minorities

When looking at the agency as a whole, the Department's diversity rates generally parallel Florida's Available Labor Market (ALM). The Department's overall diversity levels for 2018 differ only slightly from our 2017 levels, where there was no change in population distribution rates for any EEO group greater than 1% above or below last year's numbers. As shown in the chart below, all minority groups experienced marginal increases in the population distribution for 2018, with the exception of White and Black females.

Notable changes are seen in hiring rates among Black females and Hispanic males, which both fell nearly 4%. Meanwhile, the largest increases are seen among White Males and Hispanic females, which increased by roughly 4.5% and 3%, respectively.

Only marginal differences can be seen between last year's and this year's demotion rates for each EEO group. The most significant change was seen among Hispanic females, who experienced a decrease in demotion rates by just over 1%.

2017 and 2018 Fiscal Year Comparison												
EEO Group	DHSMV Population Distribution			Hiring Rates			Promotion Rates			Demotion Rates		
	2017	2018	% Change	2017	2018	% Change	2017	2018	% Change	2017	2018	% Change
White Males**	34.56%	34.03%	-0.53%	22.56%	27.13%	4.57%	5.18%	5.81%	0.64%	0.79%	0.87%	0.08%
White Females	18.39%	18.22%	-0.17%	19.25%	19.70%	0.45%	7.97%	4.07%	-3.90%	0.95%	0.95%	0.00%
Black Males	9.49%	9.57%	0.08%	10.08%	9.85%	-0.22%	4.71%	3.36%	-1.35%	0.52%	0.26%	-0.27%
Black Females	15.70%	15.50%	-0.20%	20.45%	16.46%	-3.99%	9.65%	5.10%	-4.55%	1.11%	1.75%	0.65%
Hispanic Males	12.15%	12.54%	0.39%	15.19%	11.61%	-3.58%	3.48%	6.51%	3.03%	0.00%	0.59%	0.59%
Hispanic Females	6.88%	7.10%	0.22%	7.52%	10.53%	3.01%	5.42%	3.14%	-2.28%	1.08%	0.00%	-1.08%
Other Males*	1.42%	1.53%	0.11%	2.41%	2.16%	-0.25%	1.75%	4.84%	3.08%	0.00%	0.00%	0.00%
Other Females*	1.37%	1.51%	0.14%	2.56%	2.56%	0.01%	3.64%	1.64%	-2.00%	0.00%	0.00%	0.00%
Total Males**	57.61%	57.67%	0.06%	50.23%	50.74%	0.52%	4.66%	5.53%	0.87%	0.56%	0.69%	0.13%
Total Females	42.39%	42.33%	-0.06%	49.77%	49.26%	-0.52%	8.03%	4.21%	-3.82%	1.00%	1.05%	0.05%

*Population sizes represent less than 2% of the sample.

**Majority group.

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

Statement of Policy

The Department of Highway Safety and Motor Vehicles (DHSMV) assures each member and applicant fair consideration in Department employment. Employment includes 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 duties of a particular job.

Title VII of the Civil Rights Act of 1964, (as amended), the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990 (ADA) and 2008 (ADAAA), the Lilly Ledbetter Fair Pay Act of 2009, the Genetic Information Nondiscrimination Act of 2008 (GINA), and the Florida Civil Rights Act of 1992 prohibit discrimination in employment based on age, sex, religion, race, color, national origin, marital status, disability, and genetic information. Sexual harassment of employees and applicants is a form of sex discrimination. An act of unlawful discrimination by any employee will lead to disciplinary or administrative action, up to and including dismissal.

A person who feels he or she is a victim of discrimination should file a complaint with the Intake Officer, who is the Chief of Personnel Services. Details are outlined in DHSMV Policy 3.05, Claims of Discrimination to include Sexual Harassment. Complaints may be faxed, mailed, or emailed to the Bureau of Personnel Services, Neil Kirkman Building, 2900 Apalachee Parkway, Room A420, Tallahassee, Florida 32399-0503, Fax 850-617-5196. The telephone number is 850-617-3207, and the email is TerryStepp@flhsmv.gov.

Supervisors or managers who become aware of conduct that is or may be an act of unlawful discrimination must immediately report it through their chain of command and to the Bureau of Personnel Services' Office of Employee Relations. Failure to do so subjects them to disciplinary action, which may include dismissal.

The Department 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. Action will be taken against any member found to have committed these acts.

Any member or applicant who has questions or concerns about employment practices should call or visit the Bureau of Personnel Services' Office of Employee Relations at (850) 617-3202, Neil Kirkman Building, 2900 Apalachee Parkway, Room A420, Tallahassee, Florida 32399-0503 or email the intake officer at TerryStepp@flhsmv.gov. Each inquiry will be dealt with promptly and respectfully and each person who requests information will be informed of the degree of confidentiality that will be maintained.

All members have access to and receive mandatory annual training on DHSMV Policies that underscore our commitment to a workplace based on equal opportunity for all, respect for and understanding of diversity, venues for members and others to report concerns and have them addressed at a high level in the agency, and zero tolerance for any acts of retaliation or retribution.

Terry Stepp, Chief of Personnel Services
Printed Name and Title of EEO/AA Officer

Terry Stepp
Signature of EEO/AA Officer

DISSEMINATION OF POLICY

Members shall have access to the Affirmative Action Plan and to the DHSMV Policies that underscore our commitment to equal employment opportunity. Policies are posted on the DHSMV Intranet, and a statement affirming and supporting our principles and practices is posted in the offices throughout the state. By doing so, all members have access to these policies. Where required, contractors and recruitment sources are notified of the Department's Affirmative Action policy. As required by Florida Statute, all vacancy advertisements include an Equal Employment Opportunity and Affirmative Action statement.

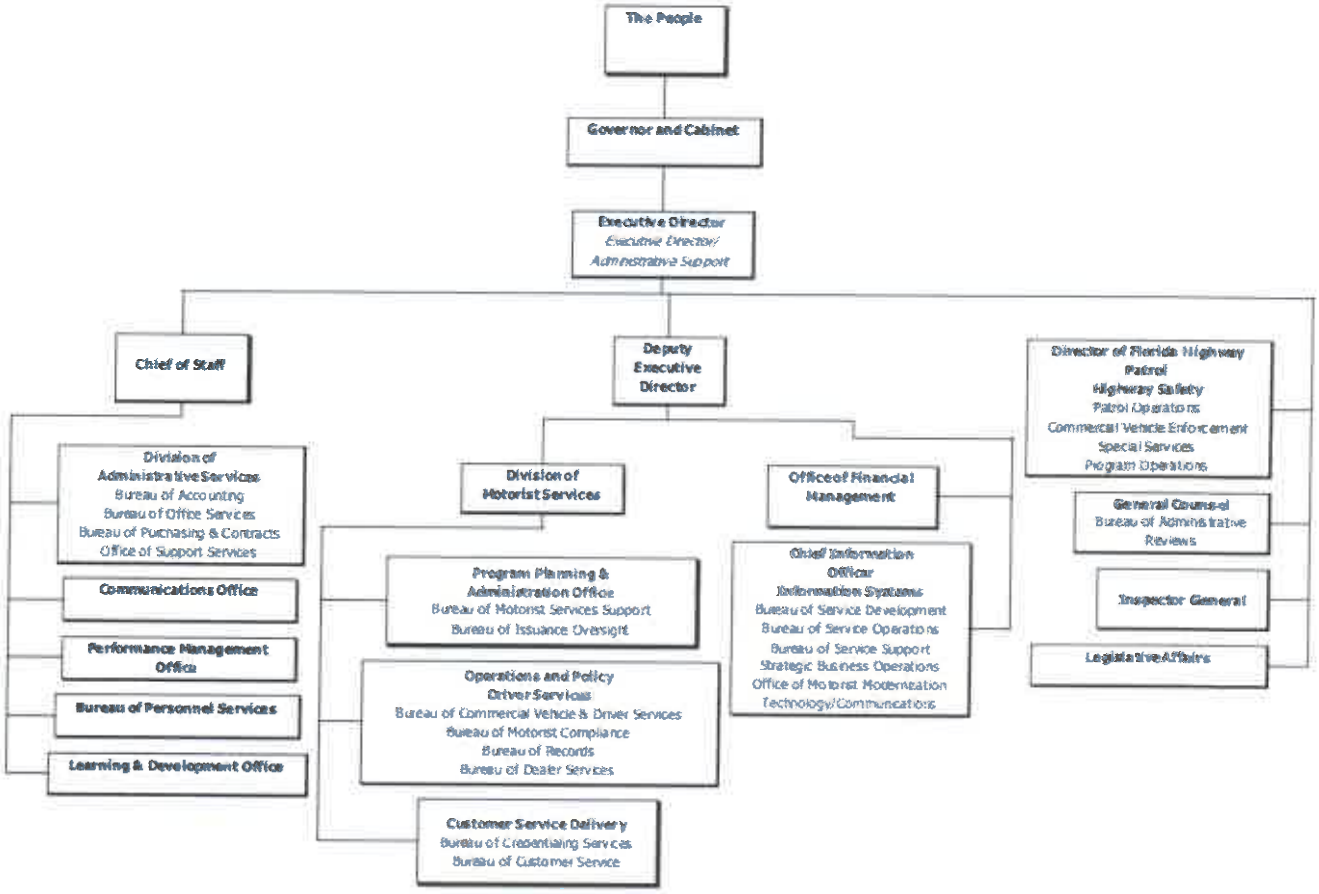
OVERVIEW OF THE DEPARTMENT

The Florida Department of Highway Safety and Motor Vehicles was created by Chapter 20.24 Florida Statutes. It exists to facilitate highway safety through excellence in service, education and enforcement. It is composed of five divisions or division comparable operations: Florida Highway Patrol, Motorist Services, Administrative Services, Information Systems Administration, and the Office of the Executive Director.

The Department-head of DHSMV is the Executive Director who is appointed by the Governor with the approval of the Cabinet. The Executive Director supervises, directs, coordinates, and administers all activities of the Department.

The Department has approximately 4,374 FTE authorized positions and requested a budget for 2017-18 in excess of 482 million dollars.[i]

DEPARTMENT OF HIGHWAY SAFETY & MOTOR VEHICLES'
ORGANIZATIONAL STRUCTURE



ROLES OF THE EXECUTIVE DIRECTOR AND EEO OFFICER

EXECUTIVE DIRECTOR:

The Executive Director ensures that the Equal Employment Opportunity and Affirmative Action policies and practices are designed to effectively achieve the goals of the program; monitors the program; and assists the EEO Officer in requiring managers and supervisors to actively participate in its effective implementation. The Executive Director requires that equal opportunity is present not only in recruitment and hiring, but that under-utilization of minority employees is considered by focusing on career development through training and support.

EEO OFFICER:

The Chief of Personnel Services was appointed by the Executive Director to serve as the EEO Officer of the Department. The EEO Officer is responsible for implementing the plan, monitoring the progress, and ensuring the continuing identification and elimination of possible sources of discrimination or employment practices that could lead to discrimination.

EEO/AA COMPLAINT PROCEDURE

DHSMV Policy 3.01, Equal Employment Opportunity (EEO) and Affirmative Action (AA), describes the Department's commitment to equal opportunity. DHSMV Policy 3.05, Claims of Discrimination to include Sexual Harassment, provides that any applicant or member who feels that he or she has been unlawfully discriminated against may address a complaint to: The Department of Highway Safety and Motor Vehicles, EEO Officer, Chief of Personnel Services, Room A420, Neil Kirkman Building, 2900 Apalachee Parkway, Tallahassee, Florida 32399-0500,

The aggrieved person may also telephone the Bureau of Personnel Services' Office of Employee Relations at (850) 617-3202 or send an email to OER@flhsmv.gov for consultation or assistance in filing a claim. The Department has zero tolerance for acts of unlawful discrimination whether based on race, national origin, color, sex, age, disability, veteran's status or on the basis of any other class protected under applicable law. Sexual harassment, a form of unlawful discrimination, is expressly prohibited as well.

The complaint must detail the alleged act or acts describing how, when, and where they occurred and identify all parties who were present, involved or who may have pertinent information about the claim. All complaints are handled thoroughly, fully, fairly, respectfully, and promptly. An inquiry necessary to determine the facts of a situation will be undertaken. The EEO Officer will issue a decision on the complaint, and if it is sustained, direct and ensure that corrective action be taken.

SNAPSHOT OF A DHSMV MEMBER

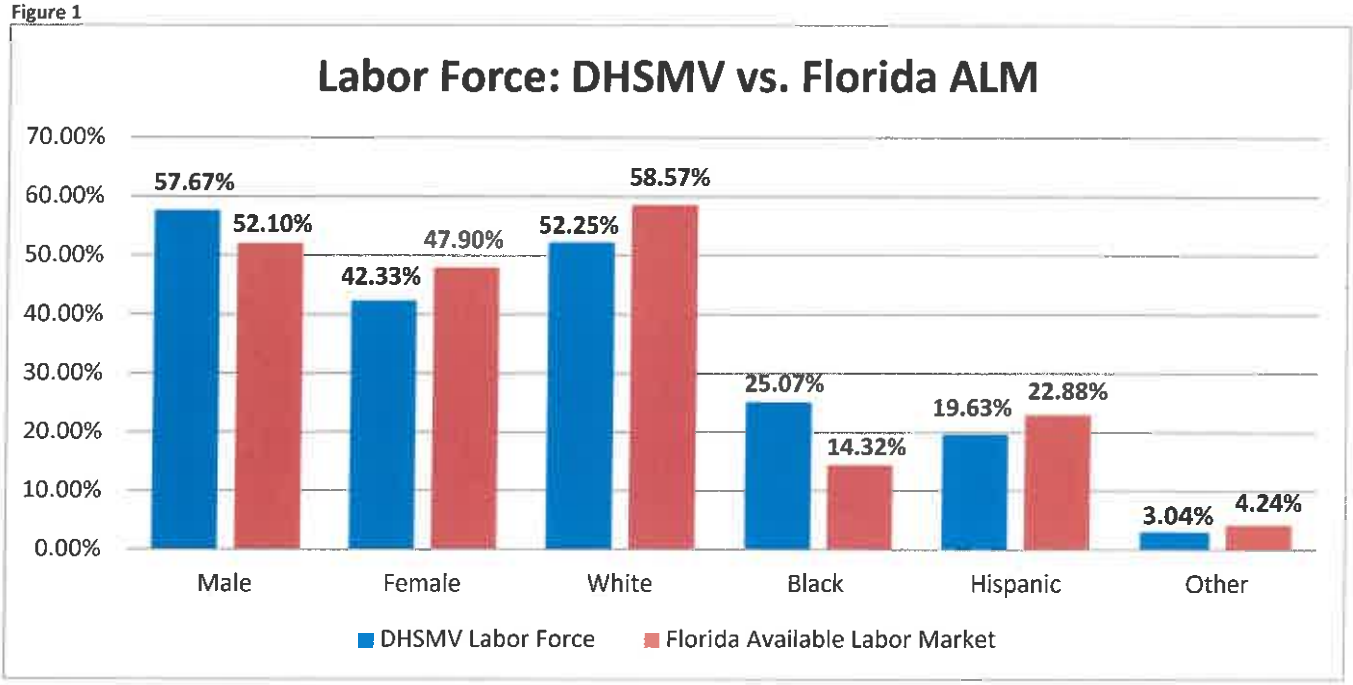
Our agency consists of 2,332 (57.67%) males and 1,712 (42.33%) females, with 2,113 (52.25%) of our members being White. Of the eight EEO job categories, the greatest proportion of members (46.12%) work in the Protective Services category, which consists of Driver Licenses Examiners, Duty Officers, Troopers, Corporals, Sergeants, etc. The average age of our members is 43 years old, with an average of 12 years of service working for the DHSMV. Our members earn an average yearly salary of $44,370. Therefore, an average DHSMV member is a White male, 43 years old, working in Protective Services, who has worked for the Department for 12 years, and earns just over $44,000 a year.

Average DHSMV Member:
White male
43 Years Old
Protective Services
12 Years of Service
$44,370 Annually

DHSMV compared to the STATE OF FLORIDA

To analyze the Department's EEO practices effectively, it is necessary to compare the employment data of the Department to the State of Florida's Available Labor Market (ALM). The Florida ALM is the civilian workforce of those ages 16 and older who are either currently employed or searching for employment. The Department of Highway Safety and Motor Vehicles' labor force closely reflects the labor force of the state of Florida. The Department's representation by males and females is similar to the ALM of Florida, with females being represented 5.57% less when compared to the ALM representation. There are slightly fewer Whites and Hispanics in the Department's labor force than Florida's ALM, wherein Whites compose 6.32% less, and Hispanics compose 3.25% less than the State's available labor force. On the other hand, Blacks are overrepresented by 10.75% in the Department's labor force when compared to Florida's ALM. Figure 1, below, presents the labor force representation of our Department compared to Florida's ALM.

Figure 1



EMPLOYMENT TRENDS AND PROJECTIONS

As we set hiring goals, it is vital for us to consider the current state-wide and national employment trends, as well as the future projections for each. According to the Bureau of Labor Statistics (BLS), the current labor force is the number of people who are either working, or looking for work, and are 16 years of age or older. As of June 2018, the civilian labor force of Florida has been estimated at 10.2 million people, of which over 1.1 million are attributed to government jobs.[ii] This number is relatively unchanged from June 2017.

Nationally, the civilian labor force was estimated at approximately 155 million in 2012. This labor force is projected to increase by 10.8% (15.6 million) from 2012 to 2022. Within this projection for 2022, 929,000 of the jobs are projected to come from state or local government. While the trend of labor force growth during the 2002-2012 decade was 0.7% per year, the projected growth is expected to slow to 0.5% growth per year from 2012-2022. The slower growth rate has been attributed to a slower rate of growth in the U.S. population and the noticeable decrease in the labor force participation rate.[iv] The BLS defines participation rate as the proportion of the civilian non-institutional population that is in the labor force. Although the growth in total labor force is significant, this is not predicted to be consistent among all demographics. Varying social, economic and political conditions may alter these projections.

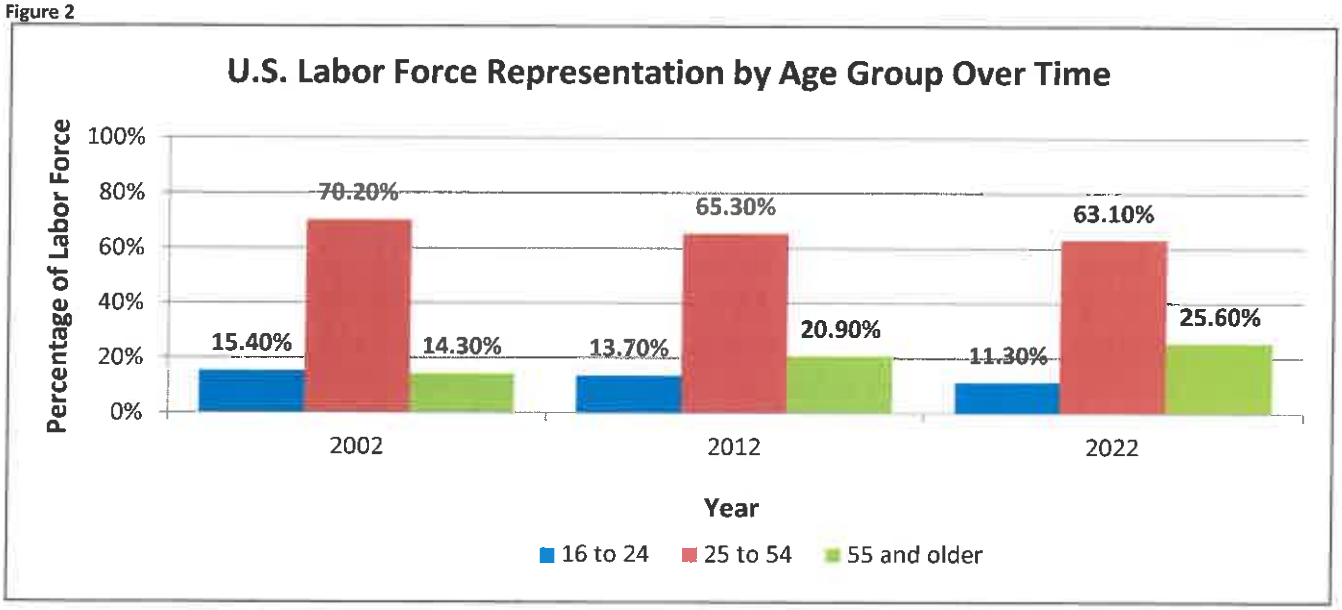
Age:

Figure 2 on the following page illustrates how by 2022 the labor force is expected to decrease among ages 16 to 24 and among those 35 to 54 years old, while those ages 55 and older are expected to increase. The age demographic vital to increasing the overall labor force will be those ages 55 and older.

Approximately 26% of the labor force is predicted to be represented by people 55 years and older by 2022.[iii] This is due to factors such as advances in medicine, the increase in the Social Security eligibility age, aging of the Baby Boomer generation (those born 1945 until approximately 1962), as well as the growing trend of employees entering the workforce later due to achievement of higher education and staying longer the workforce. The term "graying of the workforce" has been used to describe the trend of workers aged 55 and older making up a larger percentage of the workforce.[iv]

Retirement funds have decreased during the recent recession and this has forced many to either delay retirement or to come out of retirement and rejoin the workforce. Although people 55 years and older are expected to increase their proportion of the labor force, the Department of Labor explains that this age demographic tends to stay unemployed for a longer period of time than younger age demographics.[iv] Due to this trend, job recruitment of people ages 55 and older should be taken seriously when considering the employment goals of the Department in the near future.

Figure 2



ii

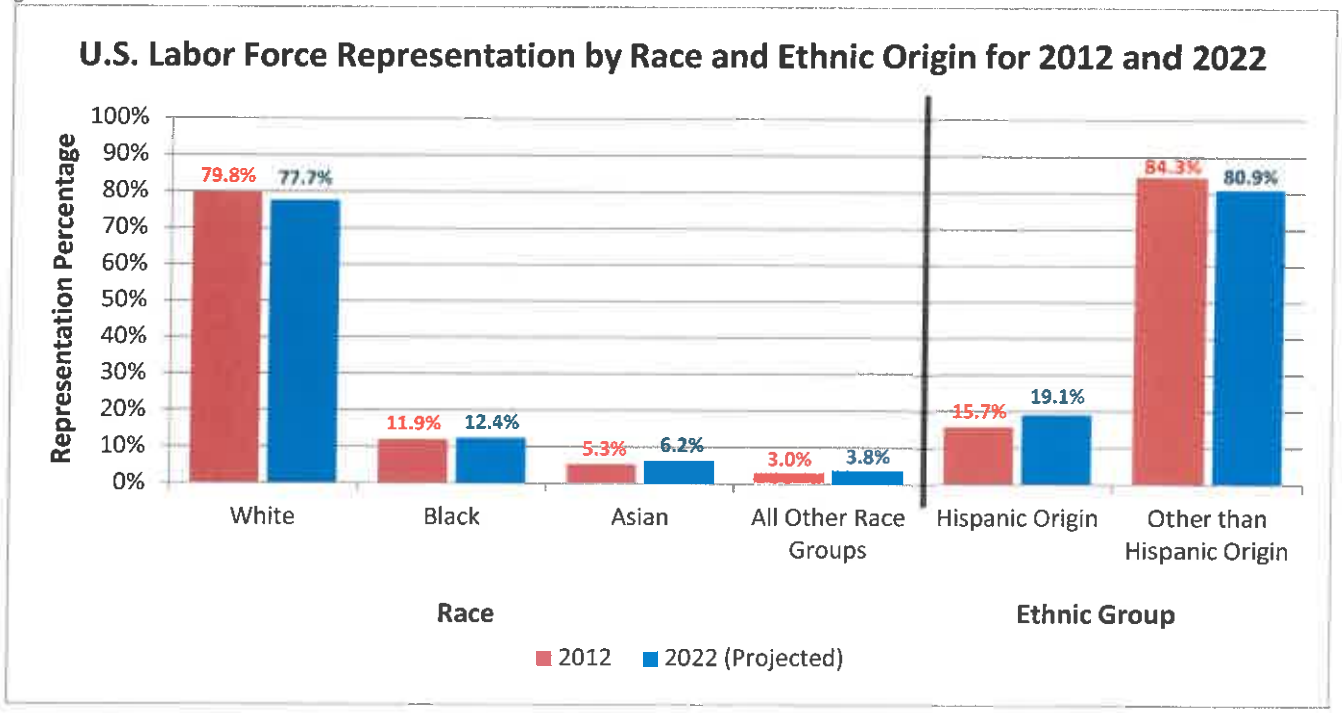
Race and Ethnicity:

Race and ethnicity of the labor force is predicted to change greatly by 2022. The workplace is projected to be much more diverse than it is today. Although Whites are still predicted to comprise 77.7% of the labor force, the segment of the labor force held by minorities is expected to increase greatly. The greatest increase of all races and ethnicities are to be seen by Hispanics. Hispanics, who can be of any race, are expected comprise 17.6% of the current ALM, as compared to 14.3% of the ALM reported in 2008. Although all racial and ethnic groups are expected to incur a decrease in labor participation rates, the most significant decrease is projected to occur in Whites, with a decrease of 2.3% from 2012 to 2022. The least significant decrease is projected for Hispanics, with a participation rate decrease of only 0.5%.[iii]

Asians are predicted to experience the second largest increase in labor force by 2018, with a projected 20.4% increase. This will equate to Asians holding 5.6% of the labor force by 2018. Blacks are to have the next largest increase, with a 5.5% increase within the labor force. Blacks are expected to represent 12.1%

of the labor force in 2018, as compared to 11.5% reported in 2008. Figure 3 below depicts these labor force projections, which should be taken into consideration when forming future employment goals.

Figure 3



ii

Gender:

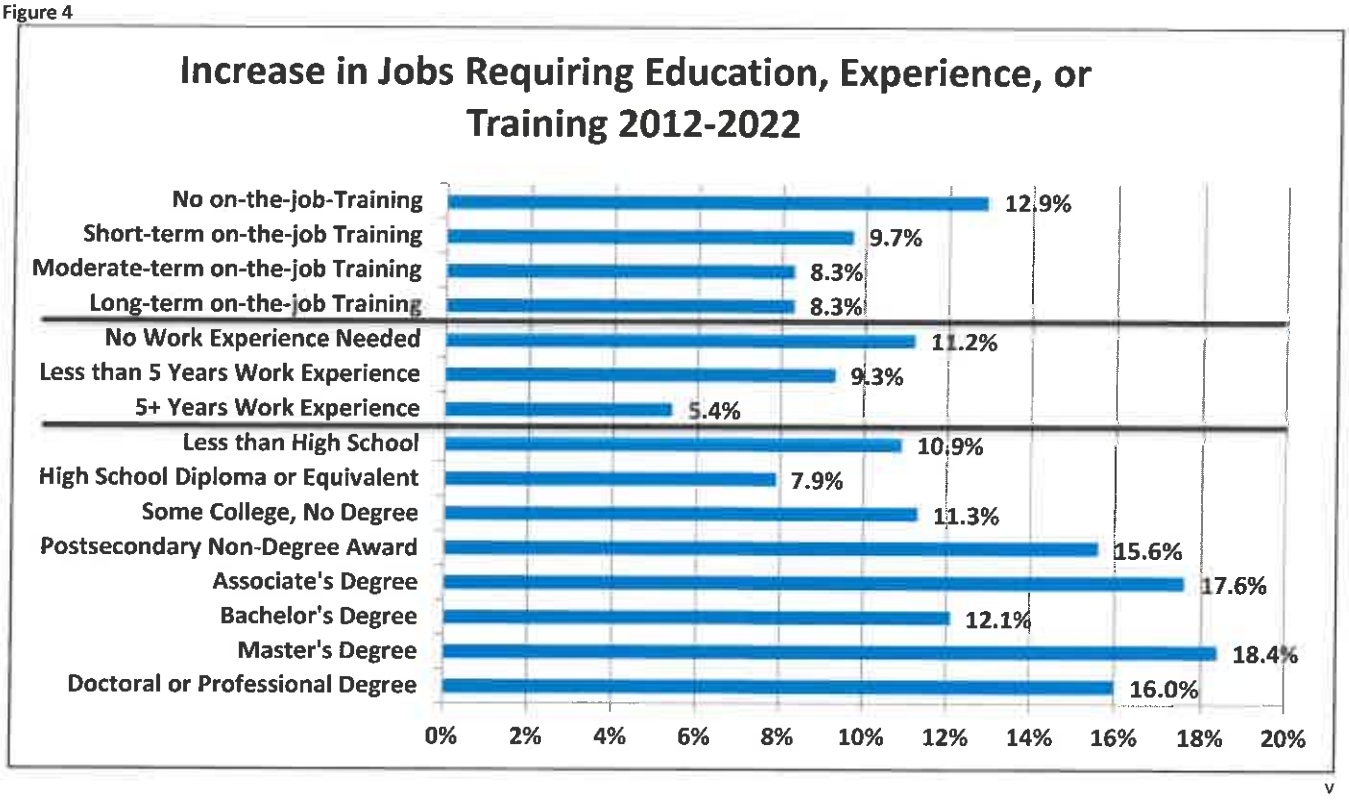
The participation rates of both men and women are expected to decrease in the 2012-2022 decade. Men are projected to have the most significant decrease in participation with a decrease of 2.6% from 2012-2022. This comes after a participation rate decrease of 3.9% from 2002-2012. The participation rate for women has taken a subtler decline, decreasing 1.9% from 2002-2012, with another 1.7% decrease projected during the 2012-2022 decade. By 2022, women are projected to represent 46.8% of the labor force, which is a 0.1% decrease from 2012. This indicates men are predicted to represent 53.2% of the labor force by 2022. Workforce participation, defined by the BLS as the percentage of the population that is either employed or actively seeking employment, is expected to be at a rate of 67.6% for men, and 56% for women by 2022.[iii]

Trends in Educational Attainment:

It has been reported by the BLS that occupations typically requiring postsecondary education for entry are expected, on average, to grow faster than occupations that require a high school diploma or less. This equates to about one-third of all new job openings by 2022.[v] Even though an estimated two-thirds of all job openings of the 2012-2022 decade will not require postsecondary education for entry, 19 of the 30 fastest-growing occupations are projected to hold this requirement.[iii] Additionally, over 15% more jobs are expected to require some work experience, compared to an 11% projected increase in jobs requiring no work experience. The percent of increase in jobs requiring education, experience, or

training from 2012 to 2022 are displayed below. By 2022, approximately 85.9% of all jobs are projected to require no prior work experience, approximately 66.2% are projected to require some level of on-the-job training to attain competency, and approximately 66.3% are projected to require a high school diploma (or equivalent) or less.[v]

Figure 4

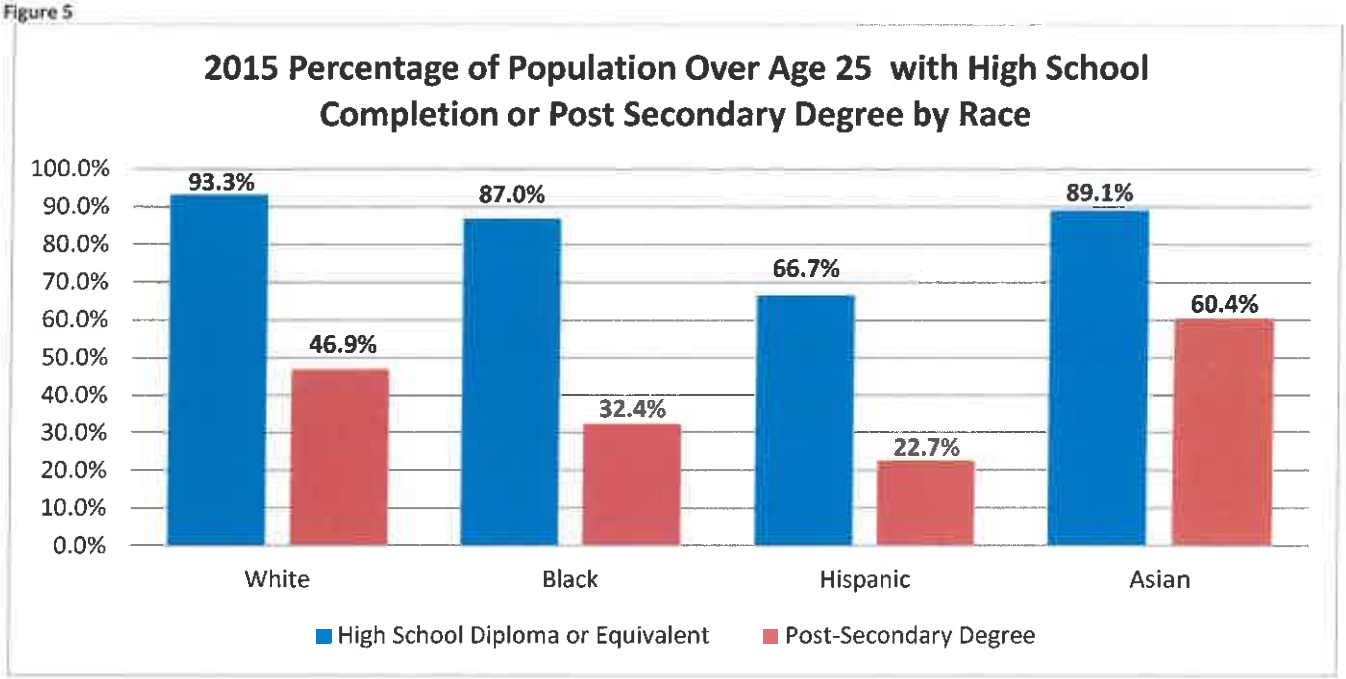


v

While attainment of higher education is a growing national trend, the vast majority of jobs projected for 2022 will not require work experience or a post-secondary degree. A common trend for employers has been to raise the minimum requirements, due to the increasing levels of educational attainment, but we must be cautious in following this trend.

National educational attainment has increased for all race and Hispanic origin groups, though more significant differences may be seen in the average educational attainment levels when stratified by race (shown in Figure 5 below). In 2015, the highest percentage of adults with at least a high school education was reported by Non-Hispanic Whites (93.3%), while Asians reported the highest percentage of post-secondary degrees (60.4%). Hispanics reported the lowest percentage at every level, with 67% having graduated high school and 22.7% receiving post-secondary degrees.[vi] These numbers fall closely in line with Florida's educational attainment rates, with the exception of Blacks, who reported the lowest levels of post-secondary degrees (17.7%). As of 2016, a high school diploma (or equivalent) was the highest level of education attained by an estimated 87.2% of the Floridian population over the age of 25.[vii]

Figure 5



This means if a post-secondary degree is set as a requirement for a job that does not truly require a post-secondary degree for competency, minority races may be disproportionately disqualified and therefore adversely impacted. By continuing a modified and more in-depth version of the Department's Job Task Analysis project, we can continue to ensure all positions have bonafide, job-related minimum qualifications for every position and are therefore properly advertised to attract qualified applicant pools.

Trends in Job Recruiting:

The shifting age and ethnicity demographics will alter the way job recruitment is done in America. Effective and efficient job recruitment is vital to any occupation in order to avoid high turnover costs.

Technology is the driving force behind major changes in society, and the same holds true for the future of job recruiting. As such, the Internet has become a key method in attracting external candidates. Employers are now using social media websites such as Facebook, LinkedIn, and Twitter to attract job applicants. Recruiting via social media is growing, with reportedly 84% of organizations currently using it, and 9% planning to use it. Further, 71% of HR professionals surveyed reported this as effective in decreasing time to fill for non-management and salaried positions.[viii] Social media recruiting is also used by organizations to recruit passive job candidates, increase employer brand and recognition, and target job candidates with a specific set of skills. Additionally, advertising on social networking sites can be fairly convenient. For example, while advertising on Facebook, employers can filter who sees their advertisement by education, interests, work history, etc. Employers can also set their own daily advertising budget and can specify what time(s) an advertisement is run by the website.

Though the Internet is very effective for achieving efficient job recruitment, this tool may not be as effective for recruiting those ages 65 and older. As stated earlier, the previously mentioned age

demographic is expected to dramatically increase their portion of the labor force. In a 2018 report by Statista, based on studies that measure the percentage of Americans online by age, internet usage was shown to decrease as age increases, particularly among those ages 65 and older. Whereas 98% of those 18 to 29 years of age were reported to use the Internet, this number decreased significantly to 66% among those 65 years and older.[x] Since this is the case, job recruitment for older demographics should not be completed strictly via the Internet, since they may not be completely comfortable searching and applying to jobs online.

Necessary changes must also be made to recruit younger employees to replace the baby-boomer generation that is on the edge of retirement. A 2013 survey by the Partnership for Public Service and the National Association of Colleges and Employers found that less than 5% of college graduates list State or local government jobs as their ideal job.[xi] In order to combat recruiting and retention difficulties, it is critical for public sector employers to properly market the benefits of working in government, especially those important to the younger workforce. The Department may accomplish this by educating prospective candidates on the great benefits of state government, such as on-going education benefits, skill development opportunities, and comprehensive benefit packages, to include health care and retirement benefits. In addition, public employers must help prospective candidates better understand the industry and potential opportunities. For example, publishing major initiatives and advancements made by government due to state-of-the-art technology and first-class innovation may be used as a strategy for generating interest and attracting younger talent to information technology jobs and opportunities that exist in the government. Paid internships may also be a method for attracting those who are new to the workforce.

Top recruitment trends for 2018, as identified by the Society for Human Resource Management (SHRM), include building inclusive workplaces through diversity recruiting efforts and continuing to experiment with new interviewing and selection techniques.[xii] Strategies for diversity recruitment include conducting outreach in local communities, targeting diverse populations through job postings, showcasing diversity in recruitment marketing and interview panels, and training hiring authorities/interviewers on unconscious bias. Increasingly, companies are modifying their selection and interviewing processes to take into account individuals' potential over experience, as well as utilizing skills assessments and job tryouts. These trends stress the need for employers to involve employee resource groups in the sourcing, recruiting and hiring process, and to focus on evaluating workplace culture for inclusion to minimize risk of employee disengagement and attrition of diverse hires.

Other top trends identified by SHRM include utilizing technology and talent data analytics to reshape talent acquisition and strategic workforce planning.[xiii] While data-driven hiring is not a new approach, the increasing volume of data and ways in which it may be analyzed makes it a valuable tool for planning and executing more strategic and insightful hiring decisions. These methods may include analyzing and collecting data from current high performers to build a profile for new hires and combining local demographic and socioeconomic data to form effective sourcing plans.

ANALYSIS OF PRIOR YEAR'S GOALS
Women and Minorities

The goals for July 1, 2016 through June 30, 2017 should be analyzed before forming this year's goals for our current utilization analysis. Last year's goals were formed by comparing the DHSMV workforce with the 2010 Census data for the State of Florida labor force. An analysis of last year's hiring and promotion goals can be seen in Figure 6.

This analysis uses the concept of utilization to evaluate the workforce of the Department. Utilization is the term used to define how well a minority demographic is represented in the labor force. To determine proper utilization in proportion to the ALM, we use the 80% Rule. The 80% Rule states that there is underutilization if the EEO group reflects less than 80% of the availability of that same group in the ALM.[xiv] Please note that White males are considered to be a "majority group," so underutilization does not apply to these EEO groups. In order to analyze utilization, we must compare the 4,044 current non-OPS employees of the DHSMV with the State of Florida's ALM from the 2010 United States Census Data. The Florida ALM is the civilian workforce of those ages 16 and older who are either currently employed or searching for employment.

Figure 6 displays the attainment of last year's goals, broken down with the EEO job categories as the horizontal rows, and the EEO groups as vertical columns. Each EEO group has two sub-columns; one labeled "Goal?" and one labeled as "Met?". The "Goal?" column reflects the goal that was set for each EEO group in that job category. If there is an N/A, no goal was set because underutilization was not significant for that EEO group in that job category. If we had met any of last year's goals, a "Y" with a corresponding number (indicating the percentage of increase above the goal) would have been indicated in the "Met?" column. The groups with "N" reflected in this column indicate we did not meet last year's goal.

Last year, we set goals based on a specific percentage of members that we wanted to hire or promote for each EEO group. For example, we set a goal of increasing hiring/promotions among Hispanic females by 3% in EEO Job Category 1. This means that last year we set a goal to hire or promote an additional three percent of Hispanic females to the Officials and Administrator job group from July 1, 2017, to June 30, 2018.

No goals were set for those in the Other male and Other female EEO groups due to the fact that these groups only represent approximately 2% of the Florida ALM and of the Department. As previously mentioned, no goals were set for White males, because they are referred to as a "majority group." No goals were set for Paraprofessionals, Skilled Craft Workers, and Service Maintenance groups, as they represented less than 2% of the Department's work force. As a statistical practice, adverse impact is not calculated for groups that represent less than 2% of the pool, which in this case would be the labor force of the Department. Due to this, the entire columns of goals under Other males, Other females, and White males are labeled as "N/A," as well as the rows for Paraprofessionals, Skilled Craft Workers, and Service Maintenance groups.

Figure 7 displays the change in representation for each EEO group in each job category. The bolded percentages indicate goals were set for these categories last year. Although we were not able to satisfy our set goals, marginal improvements were seen in three of the ten areas the Department set hiring and promotion goals for. Even though goals were not set for the Paraprofessionals, Skilled Craft Workers and Service Maintenance job categories due to their population sizes representing less than 2% of the sample, representation of Hispanic males increased slightly in each. Hispanic females experienced an increase of nearly 2% in the Officials and Administrators job category, and also experienced a more marginal increase in the Technicians category.

Figure 6

Analysis of Prior Year's Goals																
	EEO GROUP															
EEO JOB CATEGORY	White Males**		White Females		Black Males		Black Females		Hispanic Males		Hispanic Females		Other Males*		Other Females*	
	Goal?	Met?	Goal?	Met?	Goal?	Met?	Goal?	Met?	Goal?	Met?	Goal?	Met?	Goal?	Met?	Goal?	Met?
1 - OFFICIALS & ADMINISTRATORS	N/A		N/A		N/A		N/A		5%	N	3%	N	N/A		N/A	
2 - PROFFESSIONALS	N/A		N/A		N/A		N/A		2%	N	N/A		N/A		N/A	
3 - TECHNICIANS	N/A		16%	N	N/A		N/A		1%	N	4%	N	N/A		N/A	
4 - PROTECTIVE SERVICE	N/A		1%	N	N/A		3%	N	N/A		N/A		N/A		N/A	
5 - PARA PROFESSIONALS*	N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A	
6 - ADMINISTRATIVE SUPPORT	N/A		8%	N	N/A		N/A		2%	N	N/A		N/A		N/A	
7 - SKILLED CRAFT*	N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A	
8 - SERVICE MAINTENANCE*	N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A	
*Population sizes represent less than 2% of the sample, thus it is not appropriate to calculate adverse impact with such a small representation.																
**No goals were set for this group, as they are the "majority group."																

Figure 7

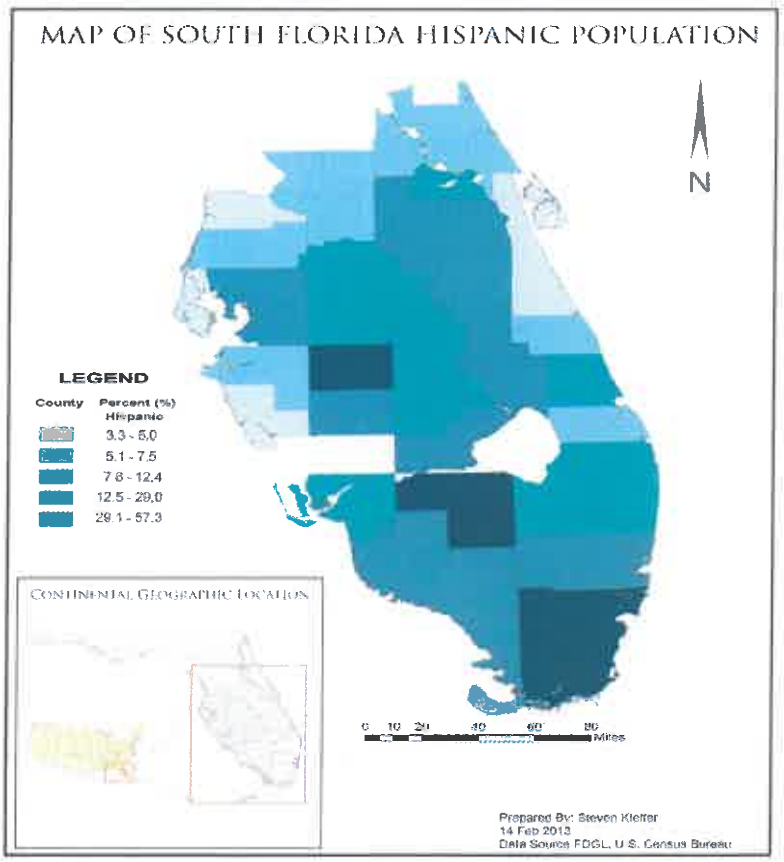
Representation Changes by Job Category from 2017 to 2018											
	EEO4 Category	White Males	White Females	Black Males	Black Females	Hispanic Males	Hispanic Females	Other Males	Other Females	Total Males	Total Females
01	OFFICIALS AND ADMINISTRATOR	3.15%	-2.93%	0.83%	-1.84%	**-0.03%**	**1.74%**	0.00%	-0.89%	3.93%	-3.93%
02	PROFESSIONALS	-1.73%	0.44%	-0.17%	0.64%	**0.18%**	0.41%	0.26%	0.06%	-1.47%	1.47%
03	TECHNICIANS	0.40%	**-0.07%**	-0.84%	-1.54%	**-0.05%**	**0.71%**	-0.03%	1.42%	-0.52%	0.52%
04	PROTECTIVE SERVICE WORKERS	-0.83%	**0.06%**	0.48%	**-0.34%**	0.55%	0.04%	0.03%	0.04%	0.19%	-0.19%
05	PARAPROFESSIONALS	3.23%	-8.48%	9.20%	0.24%	-0.47%	-3.70%	0.00%	0.00%	11.94%	-11.94%
06	ADMINISTRATIVE SUPPORT	0.35%	**-2.65%**	-0.50%	0.04%	**0.70%**	1.41%	0.09%	0.58%	0.62%	-0.62%
07	SKILLED CRAFT WORKERS	-0.48%	0.00%	-1.68%	0.71%	1.44%	0.00%	0.00%	0.00%	-0.71%	0.71%
08	SERVICE MAINTENANCE	7.12%	0.00%	-12.08%	-0.93%	5.88%	0.00%	0.00%	0.00%	0.93%	-0.93%

UTILIZATION ANALYSIS
Women and Minorities

This section introduces the methods and results of this year's analyses and describes our planned action to achieve next year's goals. This year's analyses use the same concept of utilization, which was used to evaluate the workforce of the Department last year.

In Florida, Whites constitute 58.57% of the ALM as a whole; Blacks, 14.32%; Hispanics, 22.88%; with the remaining percentage reflected as "Other." The Utilization Analysis/Goals section shows that many of our job categories reflect underutilization for Hispanic males and females. This may be a result of the majority of the Hispanic population in the ALM being located in Southern Florida while many of the agency employees are located outside of Southern Florida. The distribution of the Hispanic population in Florida is shown below in Figure 8.

Figure 8



XV

In examining and analyzing the following statistical information, our utilization analysis revealed an underutilization for White females and Hispanic females when looking at the DHSMV as a whole. The utilization analysis shows an underutilization for Hispanic males in six of the eight EEO Job Categories, for Hispanic females in five of the eight EEO Job Categories, and for White females in five of the eight

EEO Job Categories. However, Black males exceed the minimum 80% utilization requirement in all EEO Job Categories, and Black females were underutilized in only one of the eight EEO Job categories.

Other males and females, e.g. persons of Native American/American Indian, Asian, Pacific Islander, South Asian, or Alaskan Native descent, or persons defining themselves of mixed or multiple heritage, are technically under-represented in all EEO job categories. Some 2% of our membership is in this category and it is a group growing in size. The Paraprofessionals, Skilled Craft Workers, and Service Maintenance groups also represent a small fraction of our workforce, with each group making up less than 1% of our workforce individually. These groups constitute a very small percentage of the statistically available workforce. As previously noted, using the 80% Rule for a utilization analysis is not appropriate for such a small sample, so goals have not been set for these groups. In addition, no goals were set for White males, because they are known as the "majority group." We indicated that no goal was set with an "N/A" in each of the EEO Job Categories for instances where the EEO group was not underutilized, or for when the population size was statistically insignificant.

The results of the utilization analysis enabled us to design our promotion/hiring goals for each job category and for the entire Department. Our goals were set as percentage increases to attain for specific EEO group(s) in a certain EEO job category over the course of the next year. These goals are detailed below, and a summary of the goals can be found in Figure 9.

To achieve these goals, we will explore utilizing many of the activities previously described in the "Trends in Job Recruitment" section of this report. These possible activities include: utilizing online job advertisements to target more diverse populations, showcasing the agency's diversity in recruitment marketing and interview panels, and modifying selection techniques to account for job-related skills sets and potential over formal experience. We also plan to continue our community outreach efforts by developing partnerships with and advertising at minority colleges and multilingual agencies to increase our utilization of Hispanic males and females.

Utilization Analysis/Goals by EEO Job Category:

A. Officials and Administrators (EEO Job Category 01)

(This category contains such positions as the Executive Director, Division Directors, Deputy Directors, Law Enforcement Majors, Troop Commanders & Chiefs, Attorneys, and the Inspector General.)

Analysis of Current Situation: Hispanic males and females are underutilized in the Officials and Administrators category, by 4.80% and 0.99% respectively.

Planned Action: Through targeted recruitment, we will continue to work to obtain diverse and qualified applicant pools. Of the 114 employees in the category, we have a goal of increasing the labor force of Hispanic males by 5% and Hispanic females by 1% through hiring or promotions.

B. Professionals (EEO Job Category 02)

(This category contains such positions as Managers, Accountants, Supervisors, Hearing Officers, Management Analysts and Law Enforcement Captains and Lieutenants.)

Analysis of Current Situation: Hispanic males are underutilized by 1.05% in the Professionals category.

Planned Action: Through targeted recruitment, we will continue to work to obtain diverse and qualified applicant pools. Of the 1,330 employees in the category, we have a goal of increasing the Hispanic male labor force by 2% through hiring or promotions.

C. Technicians (EEO Job Category 03)

(This category contains such positions as Computer Programmers, Systems Programmers, and Telecommunications Specialists.)

Analysis of Current Situation: White and Hispanic females are underutilized in the Technicians category by 15.98% and 3.15% respectively. Hispanic males are also slightly underutilized by 0.09%. Overall, women are underutilized by 12.27%.

Planned Action: Through targeted recruitment, we will continue to work to obtain diverse and qualified applicant pools. Of the 137 employees in the category, we have a goal of increasing the labor force of White females by 16%, Hispanic females by 4%, and Hispanic males by 1%. By focusing on these specific group goals, we will also increase the overall utilization of women in this category, allowing us to increase the number of overall women in this job area.

D. Protective Services (EEO Job Category 04)

(This category contains such positions as Sergeants, Corporals, Troopers, and Duty Officers)

Analysis of Current Situation: In the Protective Services category, Black females are underutilized by 3.15%, and White females slightly by 0.63%. When analyzed by sex alone, females are underutilized by 3.47% in this category.

Planned Action: Through targeted recruitment, we will continue to work to obtain diverse and qualified applicant pools. Of the 1,863 employees in the category, we have a goal of increasing the labor force of Black and White females by 4% and 1%, respectively, through hiring or promotions.

E. Paraprofessionals (EEO Job Category 05)

(This category contains such positions as Fiscal Assistants, License Fee & Tax Auditors, and Purchasing Technicians.)

Analysis of Current Situation: Hispanic females may be underutilized in the Paraprofessionals category.

Planned Action: ***Not applicable due to statistically insignificant number of positions within the Paraprofessionals category (0.76% of the Department's labor force).*

F. Administrative Support (EEO Job Category 06)

(This category contains such positions as Secretaries, Word Processing Systems Operators and Staff Assistants.)

Analysis of Current Situation: In the Administrative Support category, White females are underutilized by 9.84%. Hispanic males are also slightly underutilized by 0.45%.

Planned Action: Through targeted recruitment, we will continue to work to obtain qualified applicant pools. Of the 533 employees in the category, we have a goal of increasing the White female labor force by 10% and Hispanic male labor force by 1% through hiring or promotions.

G. Skilled Craft Workers (EEO Job Category 07)

(This category contains such positions as Heavy Equipment Operators, Printers and Electricians.)

Analysis of Current Situation: Hispanic males, White females, and Hispanic females may be underutilized in the Skilled Craft Worker category. Overall, females may be slightly under-represented in this category.

Planned Action: ***Not applicable due to statistically insignificant number of positions within the Skilled Craft category (0.47% of the Department's labor force).*

H. Service/ Maintenance (EEO Job Category 08)

(This category contains such positions as Custodial Workers, Groundskeepers and Motor Vehicle Operators.)

Analysis of Current Situation: Hispanic males and females, and White females may be underutilized in the Service/ Maintenance category.

Planned Action: ***Not applicable due to statistically insignificant number of positions within the Service Maintenance category (0.42% of the Department's labor force).*

I. Total (Department of Highway Safety & Motor Vehicles)

(This category contains the entire DHSMV workforce. This includes all eight EEO Job Categories.)

Analysis of Current Situation: While nearly all groups overall are adequately utilized in the Department, White Females are underutilized by 3.96% of the available labor force and Hispanic females are underutilized by 1.10% of the available labor force.

Planned Action: Through targeted recruitment efforts, we will continue working to obtain applicant pools. Of the 4,044 non-OPS employees in the Department, we have set a goal of increasing the White female labor force by 4% and Hispanic female labor force by 2% through hiring or promotions.

Figure 9

Utilization Goals by EEO Job Category and Demographic										
EEO4 Job Category/Population Size	Race/Sex/Population Size									
	White Males (1376)**	White Females (737)	Black Males (387)	Black Females (627)	Hispanic Males (507)	Hispanic Females (287)	Other Males (62)*	Other Females (61)*	Total Males (2332)**	Total Females (1712)
01 Officials And Administrator (114)	n/a	n/a	n/a	n/a	5%	1%	n/a	n/a	n/a	n/a
02 Professionals (1330)	n/a	n/a	n/a	n/a	2%	n/a	n/a	n/a	n/a	n/a
03 Technicians (137)	n/a	16%	n/a	n/a	1%	4%	n/a	n/a	n/a	13%
04 Protective Service Workers (1863)	n/a	1%	n/a	4%	n/a	n/a	n/a	n/a	n/a	4%
05 Paraprofessionals (31)*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
06 Administrative Support (533)	n/a	10%	n/a	n/a	1%	n/a	n/a	n/a	n/a	n/a
07 Skilled Craft Workers (19)*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
08 Service Maintenance (17)*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
DHSMV (4044)	n/a	4%	n/a	n/a	n/a	2%	n/a	n/a	n/a	n/a
*Population sizes represent less than 2% of the sample, thus it is not appropriate to calculate adverse impact with such a small representation.										
** No goals were set for this group, as they are the "majority group."										

ANALYSIS OF EMPLOYMENT ACTIONS
Women and Minorities

Where it appears that the workforce does not reflect the area's ALM, or where there is evidence of past discrimination, courts and federal enforcement agencies have traditionally relied on "Adverse Impact" studies as indicators of unlawful discrimination. Adverse impact is defined as "a substantially different rate of selection in hiring, promotion or other employment decision which works to the disadvantage of members of a race, sex or ethnic group."[xvi] There are four employment actions that are examined by this adverse impact study: new hires, promotions, demotions, and separations.

To determine if a particular employment practice is adversely impacting an EEO group, we analyze data from all 4,044 non-OPS employees within the DHSMV, and the 80% rule is once again used. This rule states that when looking at "positive" employment practices such as hiring or promotions, the selection rate of any EEO group must be at least 80% of the availability of the group for new hires, or 80% of the selection rate of the majority group (males, White males) for promotions. For example, any EEO group whose promotion rate is less than 80% of the majority group is considered to be adversely impacted. However, when considering "negative" employment practices, EEO groups are compared to the majority groups by dividing the separation/demotion rate of the majority group by the rate of the other EEO groups. If the result is less than 80%, adverse impact may be present.

Other males and females, e.g. Native Americans/ American Indians, Asians, Pacific Islanders, people from the Indian subcontinent, Alaskan Natives or persons defining themselves of mixed or multiple heritage are technically under the 80% Rule cutoff in many of our employment actions. Some 2% of our membership is in this category and it is a group growing in size. Using the 80% Rule for our analysis of adverse impact in employment actions is not appropriate for such a small sample, so goals have not been set for the Other males and Other female groups. Additionally, due to the fact that males (during a gender analysis) and White males (during a race/ethnicity analysis) are considered to be a majority group, adverse impact cannot be present in these EEO groups.

Keep in mind when analyzing each employment action that a finding of adverse impact does not mean that unlawful discrimination exists. It is only to be used as an indicator that the situation needs to be studied carefully to determine why a disparity exists.

The results for the analysis of employment actions can be found on pages 20-27. As you can see by the results, a few problem areas may be present. In our 'New Hires' analysis, we found that adverse impact may be present for White females, who fell 2.48% below the 80% Rule Cutoff. The 'Promotions' Analysis revealed Black males fell roughly 22% and White females fell 10% below the cutoff. Adverse impact may be present for Black females, who fell 30.29% below the 80% Rule Cutoff, and for females overall, by 14.74%, in the 'Demotions' Analysis. While the analysis of our involuntary separations alone indicate that adverse impact may be a possibility in nearly all minority groups, overall separations (voluntary and involuntary) show a possible adverse impact for Black and Hispanic females.

As an agency, we will study these possible problem areas to the fullest extent. As far as efforts to further equal opportunity and affirmative action, the agency will continue to concentrate effort in the advancement and promotion of minority members, which has been an ongoing focus.

The Department focuses special attention on minority development and promotion. We plan to focus on the hiring and promotion of minorities and of women by continuing efforts in broadening the applicant pool by recruiting at minority and Women's colleges, attending job fairs, offering internships, and forming partnerships with minority, multilingual, and multicultural agencies, as well as on-going maintenance of hiring modules to ensure selection materials remain current and job-related.

NEW HIRES

- 741 new employees were hired, which is about 18% of the agency workforce.
- 50.74% (376) of the new hires were Males.
- 49.26% (365) of the new hires were Females.
- 46.83% (347) of the new hires were White.
- 26.31% (195) of the new hires were Black.
- 22.13% (164) of the new hires were Hispanic.
- 4.72% (35) of the new hires were Other.

To determine if adverse impact may be present in the new hires employment action, we first divided the number of employees hired in each EEO category by the 741 total hires. The result is shown in the "Hiring Rate" category of Figure 9. Then, for a positive employment practice such as new hires, we compare the Hiring Rate to the Florida Available Labor Market (ALM) from the 2010 U.S. Census. We compare to the ALM instead of the applicant pool, due to the high volume and inaccuracies of People First applications. To compare, we found the 80% cutoff value for the Florida ALM for each EEO group and placed that value in the "80% Rule Cutoff" category. Presence of adverse impact is possible if the hiring rate is lower than the 80% cutoff value. If the hiring rate is higher than the 80% cutoff value, there is no adverse impact. The possibility of adverse impact is indicated in the "Adverse Impact Possible?" category.

The new hires analysis based on gender is indicated by the gray section of the Figure 10, while ethnicity and race data analysis are indicated by the blue section. The following two figures display the hiring rates of our agency by race/ethnicity, and gender.

Shown in the table below, the presence of adverse impact is a possibility for White females, as their selection rate is 2.48% below the 80% cutoff value. While this may be contributed to the imbalance between males and females available for sworn law enforcement positions in the ALM, it indicates that recruitment tactics and the hiring process need to be studied more closely to determine if changes to the process may be necessary. Overall, the Department saw an increase in the total number of female and Hispanic new hires compared to the 2016-17 fiscal year.

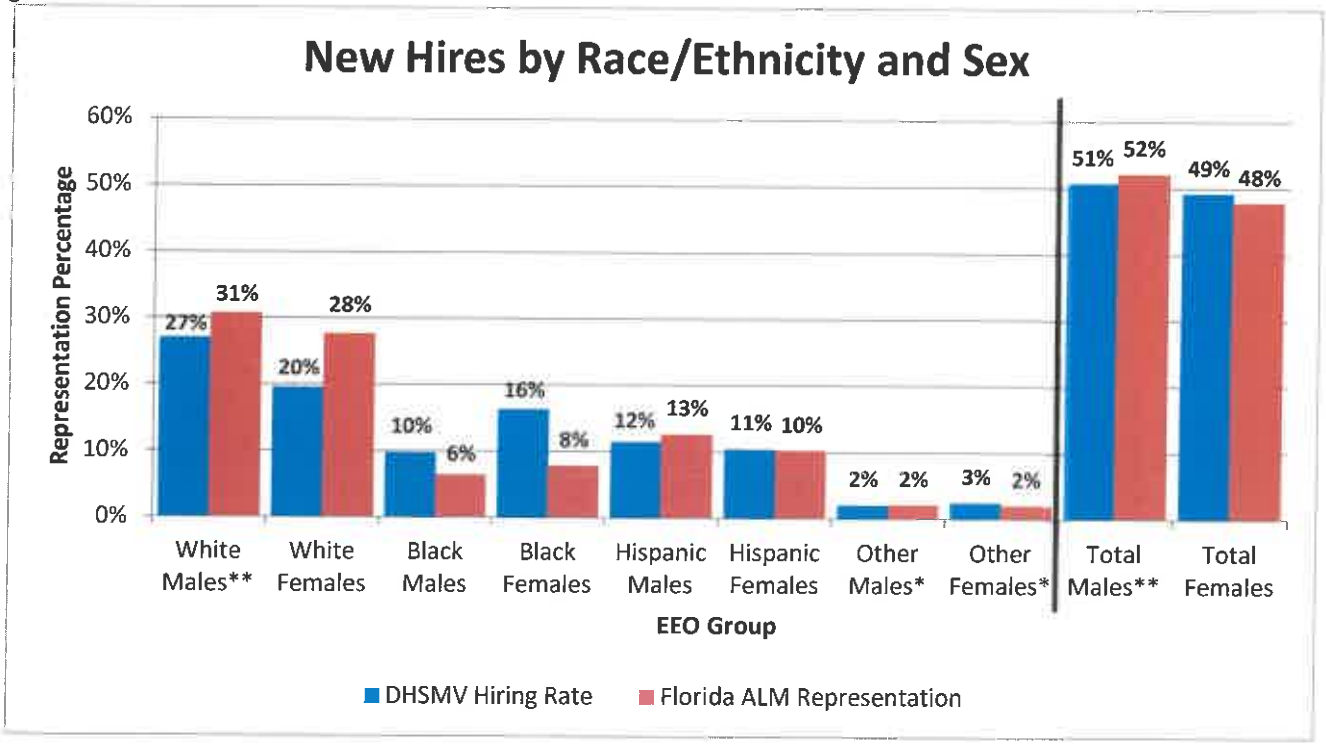
Figure 10

New Hires Analysis					
EEO Group	**% in Florida ALM**	**80% Rule Cutoff**	**# Hired**	**Hiring Rate**	**Adverse Impact Possible?**
White Males**	30.84%	N/A	201	27.13%	N/A
White Females	27.73%	22.18%	146	19.70%	**YES**
Black Males	6.46%	5.17%	73	9.85%	NO
Black Females	7.86%	6.29%	122	16.46%	NO
Hispanic Males	12.63%	10.10%	86	11.61%	NO
Hispanic Females	10.25%	8.20%	78	10.53%	NO
Other Males*	2.17%	1.74%	16	2.16%	N/A
Other Females*	2.07%	1.66%	19	2.56%	N/A
Total Males**	52.10%	N/A	376	50.74%	N/A
Total Females	47.90%	38.32%	365	49.26%	NO

*Population sizes represent less than 2% of the sample, thus it is not appropriate to calculate adverse impact with such a small representation.

** It is not appropriate to calculate Adverse Impact for this group, as they are the "majority group."

Figure 11



PROMOTIONS

- 201 members were promoted, which is about 5% of the workforce.
- 64.18% (129) were Males.
- 35.82% (72) were Females.
- 54.73% (110) were White.
- 22.39% (45) were Black.
- 20.89% (42) were Hispanic.
- 1.99% (4) were Other.

To determine if adverse impact may be present in the promotional employment process, we first found the amount of members promoted in each EEO group. Those results are located in the "# Promoted" category of Figure 12. To find the "Promotion Rate," we divided the amount of members promoted by the total DHSMV members in that same EEO category, which is the number reflected in the "DHSMV Population" column.

To determine if adverse impact may be present for a positive employment action such as promotions, we divided the promotion rate of each EEO group by the promotion rate of the majority group (males, White males). The results are in the "80% Rule Cutoff" column. If the rate is more than 80%, adverse impact is not present. If the result is lower than 80%, a presence of adverse impact may be possible.

The promotions analysis based on gender is indicated by the gray section of the spreadsheet, while ethnicity and race is indicated by the blue section. The following two figures display the promotion rates of our agency by race/ethnicity, and gender.

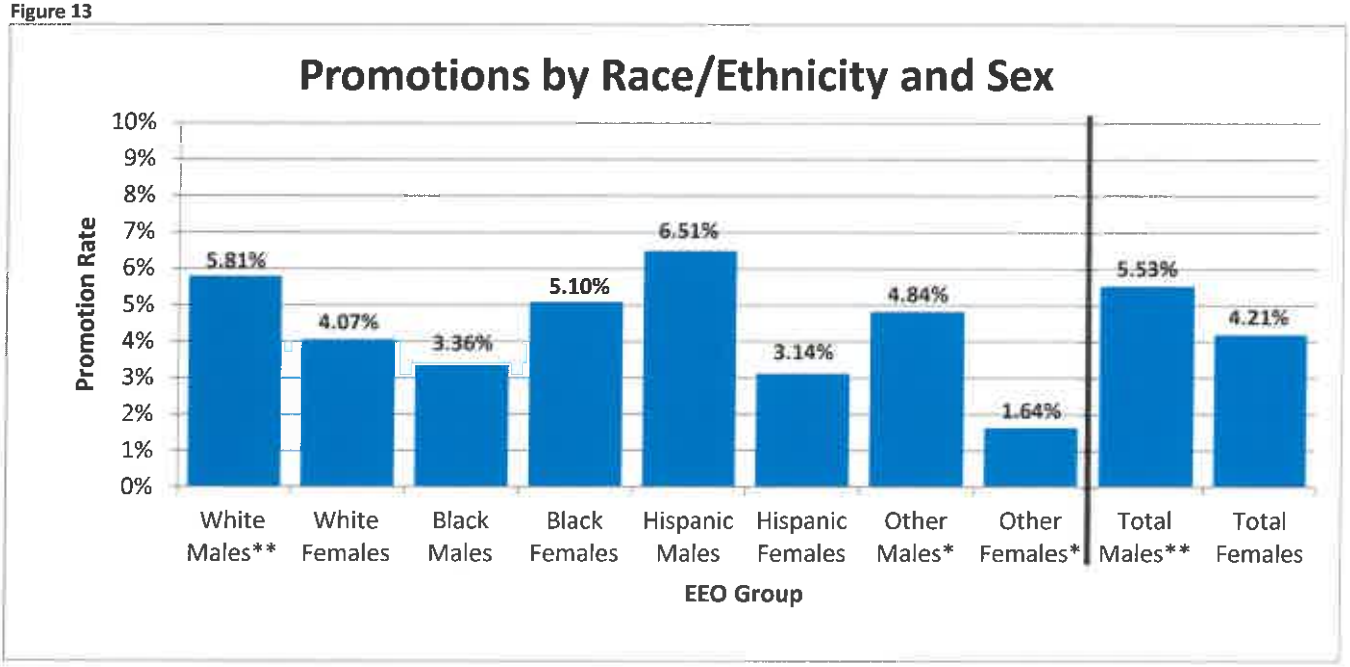
The Department saw an increase in the promotional rates for Hispanic and Other males during the 2017-18 fiscal year. However, the analysis of promotions, shown in Figure 12, reveals that adverse impact may be present for Hispanic and White females, and Black males, who fell 26.06%, 9.99%, and 22.22% below the 80% Rule Cutoff, respectively. This indicates that the promotional process needs to be studied more closely, and that changes in this process may be necessary.

Figure 12

Promotions Analysis					
EEO Group	**DHSMV Population**	**# Promoted**	**Promotion Rate**	**80% Rule Cutoff**	**Adverse Impact Possible?**
White Males**	1376	80	5.81%	N/A	N/A
White Females	737	30	4.07%	70.01%	**YES**
Black Males	387	13	3.36%	57.78%	**YES**
Black Females	627	32	5.10%	87.78%	NO
Hispanic Males	507	33	6.51%	111.95%	NO
Hispanic Females	287	9	3.14%	53.94%	**YES**
Other Males*	62	3	4.84%	83.23%	N/A
Other Females*	61	1	1.64%	28.20%	N/A
Total Males**	2332	129	5.53%	N/A	N/A
Total Females	1712	72	4.21%	76.03%	**YES**

*Population sizes represent less than 2% of the sample, thus it is not appropriate to calculate adverse impact with such a small representation.
** It is not appropriate to calculate Adverse Impact for this group, as they are the "majority group."

Figure 13



DEMOTIONS

- 34 members were demoted, which is less than 1% of the workforce.
- 47.05% (16) were Males.
- 52.94% (18) were Females.
- 55.88% (19) were White.
- 35.29% (12) were Black.
- 8.82% (3) were Hispanic.
- 0.00% (0) were Other.

When determining adverse impact for the demotions employment activity (Figure 14), we first found the amount of members demoted in each EEO group. Those results are located in the "# Demoted" category. To find the "Demotion Rate," we divided the amount of members demoted by the total DHSMV members in that same EEO category, which is the number reflected in the first column. To determine if adverse impact may be present for a negative employment action such as demotions, we divided the demotion rate of the majority group (males, White males) by the demotion rate of each EEO group. The result is found in the "80% Rule Cutoff" category. If the rate is more than 80%, adverse impact is not present. If the result is lower than 80%, a presence of adverse impact may possible. The demotions analysis based on gender is indicated by the gray section of the spreadsheet, while ethnicity and race is indicated by the blue section of Figure 14. Note that this is an inverse relationship as we are looking to prevent overrepresentation by minority groups in demotions.

Figure 14 shows a possibility of adverse impact for Black females, who fell 30.29% below the 80% Rule Cutoff, as well as for females overall, who fell below the cutoff by 14.74%. This indicates that further consideration may be needed to determine the cause of disparity within the demotion process. Figure 15 displays the demotion rates of our agency by race/ethnicity, and gender. While there were only marginal differences in demotion rates for the current reporting period in comparison to last year, the largest increases in demotions were seen among Black females and Hispanic Males, which increased by 0.64% and 0.59% respectively. The largest decrease in demotion rates was seen among Hispanic Females, which decreased by 1.08%.

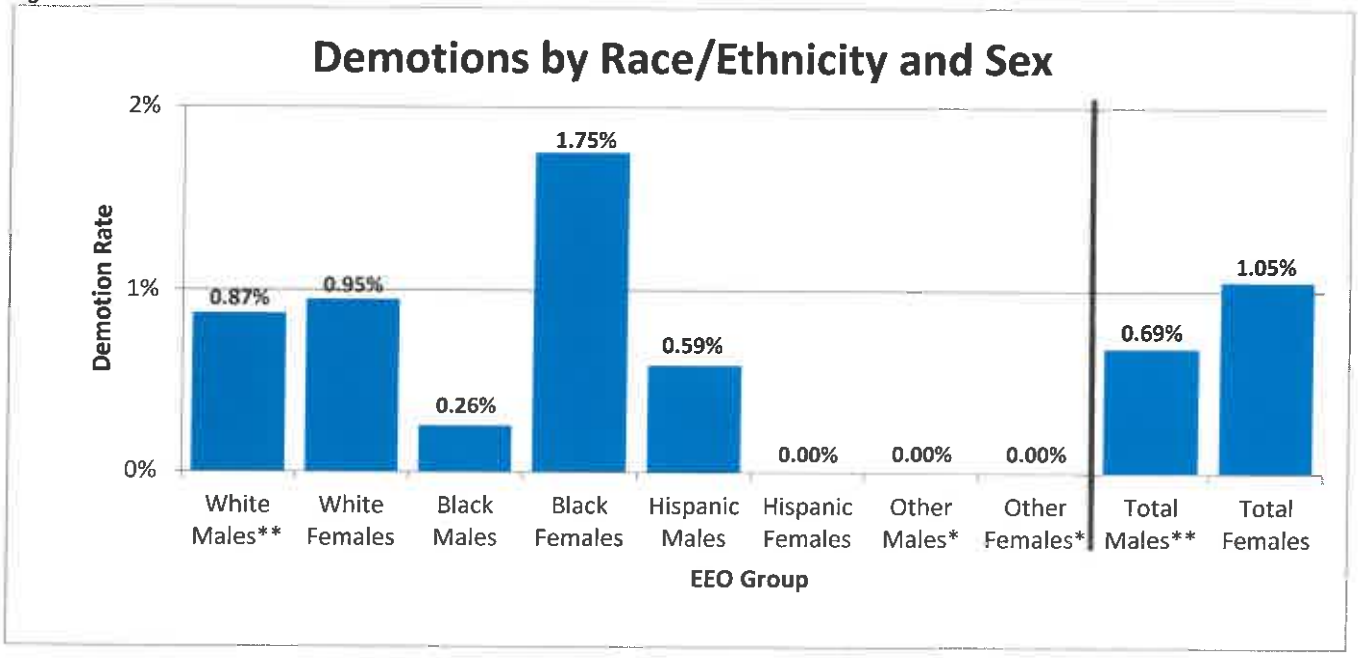
Figure 14

Demotions Analysis					
EEO Group	**DHSMV Population**	**# Demoted**	**Demotion Rate**	**80% Rule Cutoff**	**Adverse Impact Possible?**
White Males**	1376	12	0.87%	N/A	N/A
White Females	737	7	0.95%	91.82%	NO
Black Males	387	1	0.26%	337.50%	NO
Black Females	627	11	1.75%	49.71%	**YES**
Hispanic Males	507	3	0.59%	147.38%	NO
Hispanic Females	287	0	0.00%	N/A	NO
Other Males*	62	0	0.00%	N/A	N/A
Other Females*	61	0	0.00%	N/A	N/A
Total Males**	2332	16	0.69%	N/A	N/A
Total Females	1712	18	1.05%	65.26%	**YES**

*Population sizes represent less than 2% of the sample, thus it is not appropriate to calculate adverse impact with such a small representation.

** It is not appropriate to calculate Adverse Impact for this group, as they are the "majority group."

Figure 15



SEPARATIONS

- 597 members separated from employment, which is about 15% of the workforce.
- 53.43% (319) were Males.
- 46.57% (278) were Females.
- 48.07% (287) were White.
- 27.97% (167) were Black.
- 19.76% (118) were Hispanic.
- 4.19% (25) were Other.

To determine if adverse impact may be present for the separations employment activity, we analyzed involuntary separations, which include those who were dismissed from employment, resigned while under investigation or in lieu of dismissal, were identified as layoffs, or died while employed with the agency (Figure 16), voluntary separations, which include those who retired, resigned, or left for another job (Figure 17), and both voluntary and involuntary separations together (Figure 18). Figure 19 displays the agency's separation rates by race/ethnicity, and gender.

For each type of separation activity, we first found the amount of separations in each EEO group and placed the value in the "# Separated" category. Next, we divided the "# Separated" by the amount of DHSMV members in that EEO category to give us the "Separation Rate" for that group. For negative employment actions such as separations, we divided the separation rate of the majority group (males, White males) by the separation rate of each EEO group. The result is found in the "80% Rule Cutoff" category. If the rate is more than 80%, adverse impact is not present. If the result is lower than 80%, a presence of adverse impact may be possible. Note that this is an inverse relationship as we are looking to prevent overrepresentation by minority groups in separations.

The separations analysis based on gender is indicated by the gray section, while ethnicity and race is indicated by the blue section in Figures 16, 17 and 18. The results for involuntary separations may be the most significant. This is because involuntary separations are what we normally think of as an employee getting "fired," and reflect an employment action completed solely by the Department. An analysis of involuntary separations, as shown in Figure 16 below, reveals a possibility of adverse impact among all minority groups and females overall. The greatest disparity can be seen among Black females, who fell 42.98% below the 80% Rule Cutoff. While marginal improvements are shown in comparison to the prior fiscal year, the large disparity indicates further research is needed to determine a cause and solution.

In an analysis of voluntary actions, shown in Figure 17, adverse impact may be a possibility for Black females, who fell 2.02% below the 80% Rule Cutoff. When analyzing voluntary and involuntary separation actions together, Figure 18, adverse impact is possible for Black and Hispanic females, who fell 7.82% and 2.22% below the cutoff respectively.

Figure 16

Involuntary Separations Analysis					
EEO Group	DHSMV Population	# Separated	Separation Rate	80% Rule Cutoff	Adverse Impact Possible?
White Males**	1376	13	0.94%	N/A	N/A
White Females	737	8	1.09%	87.04%	NO
Black Males	387	8	2.07%	45.70%	YES
Black Females	627	16	2.55%	37.02%	YES
Hispanic Males	507	8	1.58%	59.87%	YES
Hispanic Females	287	6	2.09%	45.19%	YES
Other Males*	62	1	1.61%	58.58%	N/A
Other Females*	61	0	0.00%	N/A	N/A
Total Males**	2332	30	1.29%	N/A	N/A
Total Females	1712	30	1.75%	73.41%	YES
*Population sizes represent less than 2% of the sample, thus it is not appropriate to calculate adverse impact with such a small representation.					
** It is not appropriate to calculate Adverse Impact for this group, as they are the "majority group."					

Figure 17

Voluntary Separations Analysis					
EEO Group	DHSMV Population	# Separated	Separation Rate	80% Rule Cutoff	Adverse Impact Possible?
White Males**	1376	166	12.06%	N/A	N/A
White Females	737	100	13.57%	88.91%	NO
Black Males	387	46	11.89%	101.49%	NO
Black Females	627	97	15.47%	77.98%	YES
Hispanic Males	507	62	12.23%	98.65%	NO
Hispanic Females	287	42	14.63%	82.44%	NO
Other Males*	62	15	24.19%	49.86%	N/A
Other Females*	61	9	14.75%	81.77%	N/A
Total Males**	2332	289	12.39%	N/A	N/A
Total Females	1712	248	14.49%	85.55%	NO
*Population sizes represent less than 2% of the sample, thus it is not appropriate to calculate adverse impact with such a small representation.					
** It is not appropriate to calculate Adverse Impact for this group, as they are the "majority group."					

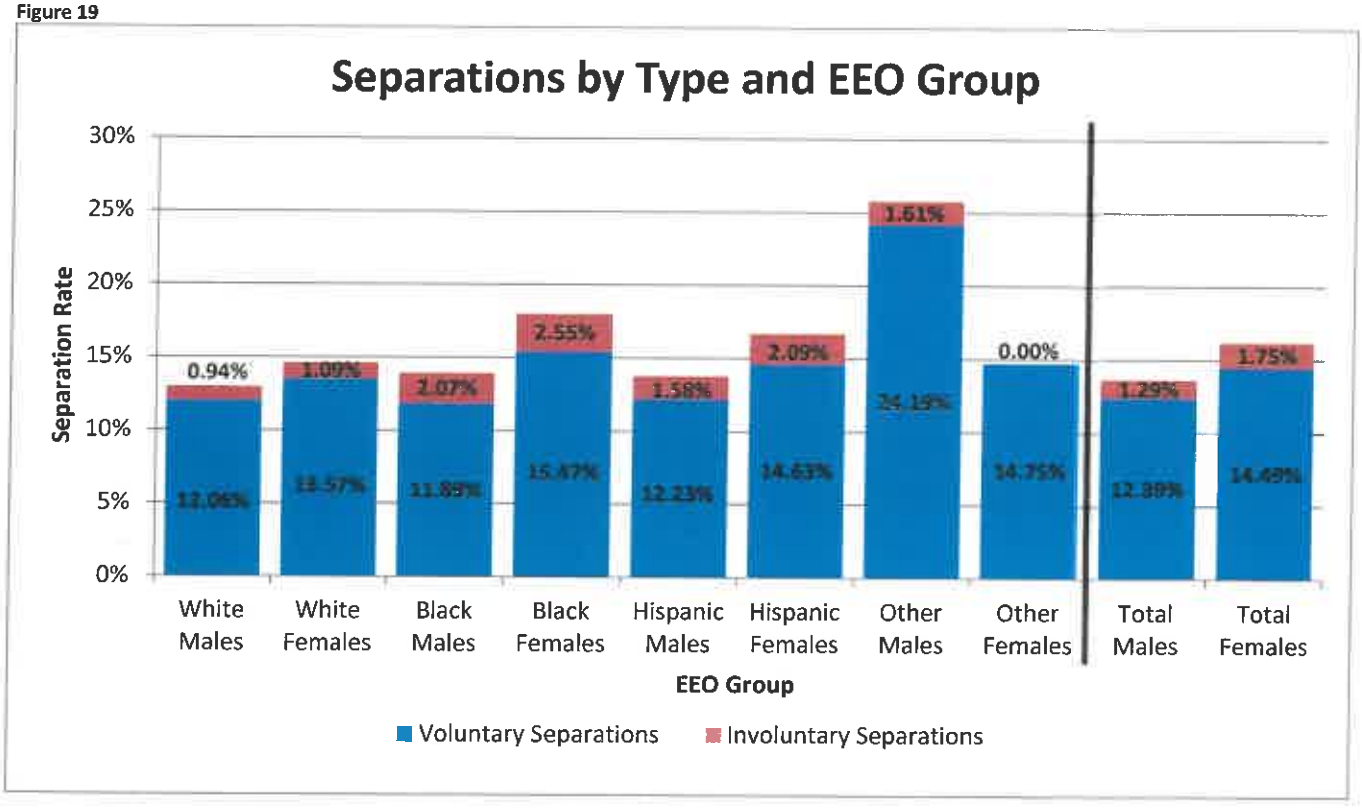
Figure 18

Voluntary & Involuntary Separations Analysis					
EEO Group	DHSMV Population	# Separated	Separation Rate	80% Rule Cutoff	Adverse Impact Possible?
White Males**	1376	179	13.01%	N/A	N/A
White Females	737	108	14.65%	88.77%	NO
Black Males	387	54	13.95%	93.23%	NO
Black Females	627	113	18.02%	72.18%	YES
Hispanic Males	507	70	13.81%	94.22%	NO
Hispanic Females	287	48	16.72%	77.78%	YES
Other Males*	62	16	25.81%	50.41%	N/A
Other Females*	61	9	14.75%	88.17%	N/A
Total Males**	2332	319	13.68%	N/A	N/A
Total Females	1712	278	16.24%	84.24%	NO

*Population sizes represent less than 2% of the sample, thus it is not appropriate to calculate adverse impact with such a small representation.

** It is not appropriate to calculate Adverse Impact for this group, as they are the "majority group."

Figure 19



INDIVIDUALS WITH DISABILITIES

The Department of Highway Safety and Motor Vehicles (DHSMV) is committed to implementing an annual Affirmative Action (AA) Plan for individuals with Disabilities (IWD). DHSMV fully recognizes the importance of recruiting qualified individuals with disabilities and is diligent in its efforts by working in corroboration with local agencies who specialize in placing IWD with prospective employers. The Department is promoting all aspects of this AA Plan.

DHSMV has conducted a comparison of Florida's Available Labor Market demographics and the Department's workforce and identified key areas and goals to ensure employment opportunities for IWD within the Department. The IWD Plan is fully endorsed by the Department's Executive Director and is supported by its Executive Leadership Team. The goal is to reduce disparity by recruiting and hiring qualified individuals with disabilities throughout the Department.

The Department will show its commitment to the IWD Plan by promoting the Plan and making members aware of opportunities for IWD. The Department intends to share the information with all members on the intranet and through online training programs.

The department collected relevant labor market data related to the employment of individuals with disabilities. This information will allow DHSMV to evaluate the effectiveness of the Affirmative Action Plan for Individuals with Disabilities (IWD) for hiring and retaining individuals with disabilities.

REASONABLE ACCOMMODATION PROGRAM

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) Manager will provided requesting individuals a form to request the accommodation.

When the OER Manager is contacted by a supervisor, manager, member or applicant, the OER Manager will explain the accommodation process and provided the appropriate forms.

The process will:

- Ensure confidentiality is maintained
- The individual meets qualifications under the ADA
    - Must have a physical or mental impairment that substantially limits at least one major life activity
    - Has a record of having a disability or is regarded as having a disability

The OER Manager, in conjunction with the Office of Workforce Efficiency (OWE) Manager, 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 Manager 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.

DISABILITY AVAILABLE LABOR MARKET ANALYSIS
Department of Highway Safety and Motor Vehicles

	Officials and Administrators	Professionals	Technicians	Security Services	Para - Professionals	Administrative Support	Skilled Craft Workers	Service Maintenance	Total
Total Civilian Labor Force (CLF) 16 years and over	838,181	1,716,558	300,243	232,443	450,159	2,468,425	956,513	2,020,266	8,982,788
# With Disability	38,258	73,867	14,429	13,659	27,114	140,915	58,464	146,508	513,214
% CLF With Disability	4.56%	4.30%	4.81%	5.88%	6.02%	5.71%	6.11%	7.25%	5.71%
# No Disability	799,923	1,642,691	285,814	218,784	423,045	2,327,510	898,049	1,873,758	8,469,574
% CLF No Disability	95.44%	95.70%	95.19%	94.12%	93.98%	94.29%	93.89%	92.75%	94.29%

Figure 1

The Disability Available Labor Market Analysis, found in Figure 1, was compiled using data from the 2008-2010 American Community Survey and reflects EEO data for individuals who have a disability. In Florida, individuals with disabilities constitute 5.71% of the available labor market (ALM) as a whole. The largest representation of individuals with disabilities, 7.25%, is seen in the Service Maintenance category, while the smallest representation, 4.30%, fall within the Professionals category.

DISABILITY INCUMBENCY TO AVAILABILITY ANALYSIS - GOALS
Department of Highway Safety and Motor Vehicles
DATA AS OF: 6/30/2018

80 % RULE

	Officials and Administrators	Professionals	Technicians	Security Services	Para - Professionals	Administrative Support	Skilled Craft Workers	Service Maintenance	Total
Total Workforce #	114	1,344	152	2,051	33	631	19	17	4,361
Status Not Disclosed #	114	1,344	152	2,039	32	627	19	17	4,334
IWD in Workforce #	0	10	0	12	1	4	0	0	27
IWD in Workforce %	0.00%	0.74%	0.00%	0.59%	3.03%	0.63%	0.00%	0.00%	0.62%
IWD ALM #	38,258	73,867	14,429	13,659	27,114	140,915	58,464	146,508	513,214
IWD ALM %	4.56%	4.30%	4.81%	5.88%	6.02%	5.71%	6.11%	7.25%	
Expected Availability	5.20	57.79	7.31	120.60	1.99	36.03	1.16	1.23	
80% of Expected Availability	4.16	46.23	5.85	96.48	1.59	28.82	0.93	0.99	
Goal	4.56%	4.30%	4.81%	5.88%	6.02%	5.71%	6.11%	7.25%	

Figure 2

Figure 2, Disability Incumbency to Availability Analysis – Goals, uses the concept of utilization to evaluate the workforce of the Department. To determine proper utilization in proportion to the ALM, we use the 80% Rule. The 80% Rule states that there is underutilization if the EEO group reflects less than 80% of the availability of that same group in the ALM. This analysis reveals an underutilization of individuals with disabilities in all EEO Job Categories.

A further breakdown of the utilization analysis can be found on the next page in Figures 3 and 4.

DISABILITY AVAILABLE LABOR MARKET ANALYSIS				
LABOR GROUPS - 80% RULE	**TOTAL WORKFORCE FOR DHSMV**	**TOTAL CIVILIAN LABOR FORCE IN FL (16 YRS AND UP)**	**IWD IN WORKFORCE % IN DHSMV**	**IWD IN WORKFORCE % IN FLORIDA**
Officials and Administrators	114	838,181	0.00%	4.56%
Professionals	1,344	1,716,558	0.74%	4.30%
Technicians	152	300,243	0.00%	4.81%
Security Services	2,051	232,443	0.59%	5.88%
Para-Professionals	33	450,159	3.03%	6.02%
Administrative Support	631	2,468,425	0.63%	5.71%
Skilled Craft Workers	19	956,513	0.00%	6.11%
Service Maintenance	17	2,020,266	0.00%	7.25%
Totals in DHSMV	4,361		0.62%	
Totals in FL (16 years and over)		8,982,788		5.71%

Figure 3

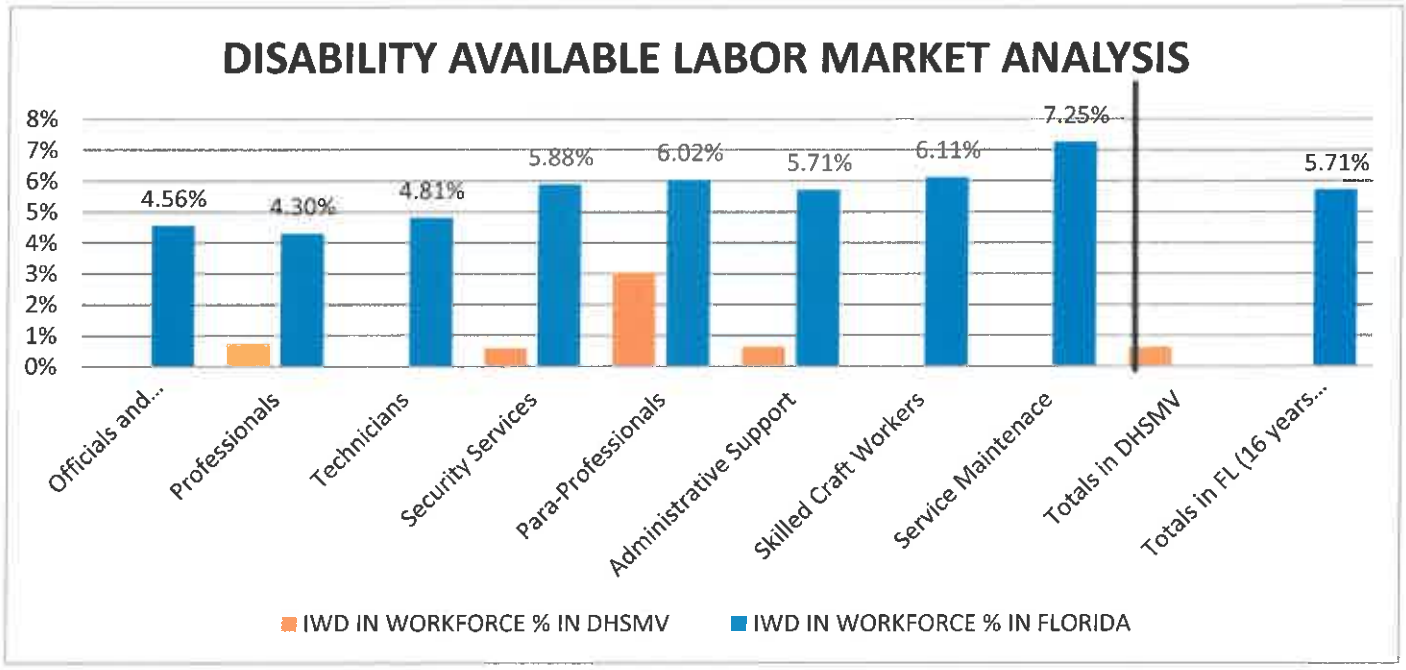


Figure 4

DISABILITY PERSONNEL ACTIVITY
Department of Highway Safety and Motor Vehicles
DATA AS OF 6/30/2018

SALARIED EMPLOYEES

EEO-4 Job Category	Hires		Applicants		Promotions - Into Job Group		Separations		Demotions	
	Total	IWD	Total	IWD	Total	IWD	Total	IWD	Total	IWD
01 OFFICIALS AND ADMINISTRATORS	0	0	0	0	0	0	0	0	0	0
02 PROFESSIONALS	121	2	11,526	432	81	1	143	0	7	0
03 TECHNICIANS	15	0	1,140	37	13	0	20	0	0	0
04 PROTECTIVE SERVICE WORKERS	280	4	11,542	282	101	0	277	4	20	0
05 PARAPROFESSIONALS	11	0	930	20	2	1	7	0	0	0
06 ADMINISTRATIVE SUPPORT	104	2	6,551	181	2	0	104	2	6	0
07 SKILLED CRAFT WORKERS	0	0	28	0	0	0	3	0	0	0
08 SERVICE MAINTENANCE	4	0	425	11	0	0	6	0	0	0
TOTAL ALL EEO4 CATEGORIES	**535**	**8**	**32,142**	**963**	**199**	**2**	**560**	**6**	**33**	**0**

Figure 5

Disability Personnel Activity is presented in Figure 5. This report provides the number of new hires, appointments, applicants, promotions, demotions, and separations by EEO job category. The disclosure of a disability is completely voluntary. The data provided is voluntary and there is no way to validate it. As a result, there is no way for us to confirm that these numbers are an accurate reflection of the department. Out of a total of 32,142 applicants, 963 were self-disclosed as individuals with disabilities. Of 535 total hires, 8 were individuals with disabilities.

DISABILITY UTILIZATION ANALYSIS - PROGRESS
Department of Highway Safety and Motor Vehicles
DATA AS OF 6/30/2018

EEO4 JOB CATEGORY	TOTAL EMPLOYEES #	TOTAL EMPLOYEES WITH DISABILITY #	EMPLOYEES WITH DISABILITY %	DISABILITY ALM %	PRECENTAGE POINT DIFFERENCE	ALM % MET (Y/N)
01 OFFICIALS AND ADMINISTRATORS	114	0	0.00%	4.56%	-4.56	N
02 PROFESSIONALS	1,330	10	0.75%	4.30%	-3.55	N
03 TECHNICIANS	137	0	0.00%	4.81%	-4.81	N
04 PROTECTIVE SERVICE WORKERS	1,863	8	0.43%	5.88%	-5.45	N
05 PARAPROFESSIONALS	31	1	3.23%	6.02%	-2.79	N
06 ADMINISTRATIVE SUPPORT	533	1	0.19%	5.71%	-5.52	N
07 SKILLED CRAFT WORKERS	19	0	0.00%	6.11%	-6.11	N
08 SERVICE MAINTENANCE	17	0	0.00%	7.25%	-7.25	N
TOTAL ALL EEO4 CATEGORIES	**4,044**	**20**	**0.49%**			

Figure 6

Disability Utilization Analysis – Progress, shown in Figure 6, calculates the difference between the percentage of employees who identified as having a disability to the percentage of individuals who have a disability in the Available Labor Market (ALM). This analysis is used to determine if the agency has met the IWD ALM%. Although the analysis reveals that the Department is under-represented in all EEO Job Categories, the low numbers may be contributed to the voluntary self-identification option, which only became available effective January 2017.

CONCLUSION: DEPARTMENT PLAN OF ACTION

The goal for our agency when establishing this year's AA/EEO Plan is to continue an environment in the workplace that ensures equality for all potential and current employees no matter what race, ethnicity, age, gender, religion, disability or status as a member of any other protected class. This means that individuals of all backgrounds have an equal chance at any vacant position in our agency, and that all of our current employees have an equal chance at any promotions, for which they are qualified. Likewise, we enforce equality, so employees are demoted or separated solely due to work factors, without relationship to unrelated personal characteristics.

Our analysis of employment actions has shown us that we may have to look at the way that we are hiring, promoting, demoting, or separating certain employees.

There are several approaches that we can undertake to build an inclusive workplace and maintain the equal environment that we seek as an agency. Department supervisors are provided leadership learning and development opportunities, to include diversity training. The Department can further benefit by training on unconscious bias and focusing on evaluating workplace culture to promote employee engagement with and among diverse hires. One strategy for this may include showcasing the Department's diversity in recruitment marketing and interview panels.

The Department also practices targeted recruitment of protected classes through outreach to local, state and community colleges, civic and professional associations, and community organizations in an effort to identify, recruit, and hire qualified candidates. Through the use of online job opportunity announcements and networking efforts, the Department has been able to broaden our reach to attract and target a more diverse pool of applicants, including those who may not have otherwise been aware of advertisements posted solely through the People First system.

To further assist in identifying quality candidates, the agency has made use of qualifying questions during the pre-hire screening process. These are a set of questions that are given to the applicant at the start of the application process regarding their qualifications and may be based on a person's willingness to perform job requirements, types of experience, or test job skills through the use of brief, research-based work samples.

Furthermore, the agency plans to continue the ongoing, modified version of the Job-Task-Analysis project which seeks to clarify the duties, responsibilities, and skills required for each position within the department. The information obtained during the Job-Task-Analysis can then be developed into meaningful, job-related qualifying questions. The goal of this is to screen applicants in a way that does not disproportionately disqualify minorities and reduces the rate of adverse impact, as well as ensure each applicant and/or employee has a clear understanding of the duties, responsibilities, and stress level of the position for which they apply/hold. This information can also be used to create job-applicable skills assessments, which enables hiring authorities take into further consideration an individual's potential to excel in a position based on skillset, rather than experience alone.

Overall, we aim to hire and promote the most qualified employees we can, and to ensure equal and fair treatment of all employees. We plan to achieve our goals and build a more inclusive workplace through effective job recruitment and promoting best practices for diversity. In order to find a competitive advantage in the upcoming year, we will need to begin to develop a data-driven approach to strategic workforce planning and talent acquisition by looking at ways to adopt integrated technologies and incorporate talent analytics to help improve the hiring, promotion, and demotion processes.

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