

**Charleston County  
 Government**  
**Affirmative Action Program**  
**Selected Slides**  
MAP REPORT: APPENDIX 9

**Charleston County  
 2000 Census**

Total Population—298,571		
Male	142,901	48.00%
Female	155,670	52.00%
White	186,553	62.00%
Black	99,726	33.00%
Native American	1,640	.54%
Asian	2,430	.81%
Hispanic/Latino	6,911	2.30%
Total Minority = 36.65%		

## Charleston County Diversity Profile 12/31/03

Job Group	% Workforce	White	Female	Minority
Officials/Administrators	3.6%	89.9%	24.0%	10.0%
Professionals	13.5%	75.0%	56.0%	25.0%
Technicians	10.5%	85.0%	37.8%	15.0%
Protective Services	28.6%	66.0%	26.0%	34.0%
Para-Professionals	7.2%	54.0%	79.5%	45.8%
Administrative Support	20.8%	60.0%	86.4%	39.4%
Skilled Crafts	9.1%	57.0%	.5%	42.9%
Service Maintenance	6.4%	17.0%	31.3%	82.3%

## Utilization Analysis by Job Group (1/1/03)

Job Group		Total	TM	%	TF	%	Availability		Underutilized		#M	#F
							M	F	M	F		
Officials/ Administrators	1A	28	4	14.3	5	17.9	15.9	30.5	NO	YE	-	3
	1B	49	4	8.2	13	26.5	25.4	51.5	YES	YES	5	7
Professionals	2A	69	17	24.6	28	40.6	36.9	65.2	YES	YES	3	8
	2B	190	42	22.1	110	57.9	31.7	57.7	YES	NO	6	-
Technicians	3A	19	2	10.5	5	26.3	20.1	35.8	YES	NO	1	-
	3B	145	24	16.6	56	38.6	29.5	49.2	YES	YE	10	1
	3C	45	8	17.8	20	44.4	25.2	26.8	YES	NO	1	-
Protective Services	4A	95	38	40.0	17	17.9	28.4	22.9	NO	NO	-	-
	4B	435	131	30.1	112	25.7	28.6	31.6	NO	NO	-	-
Para-Professionals	5A	140	61	43.6	109	77.9	29.8	69.9	NO	NO	-	-
Admin. Support	6A	399	161	40.4	346	86.7	33.5	67.0	NO	NO	-	-
Skilled Crafts	7A	7	1	14.3	0	0.0	42.9	3.5	YES	NO	1	-
	7B	169	75	44.4	1	.6	50.3	11.7	NO	YE	-	15
Service Maintenance	8A	115	99	86.1	40	34.8	54.0	15.0	NO	NO	-	-
TOTAL		1,905									27	34

80% Rule (utilization is less than 80% of availability)

## Workforce Analysis

(Minority/Female under-representation by dept./div. of at least 10 or more employees)

Female				
Organizational Unit	Org. Number	Total	No. Females/Minorities	% Females/Minorities
PW Mosquito Abatement	42005	Employees 23	2	9%
PW Field Operations	42016	118	1	1%
SW Landfill Operations	43502	20	3	15%
Capital Projects	45000	13	3	23%
Fleet Operations	86501	27	3	11%
Minorities				
Sheriff—Law Enforcement	24500	321	65	20%
Planning	41000	24	3	13%
Building Inspections	41500	18	4	22%
PW Administration	42000	13	3	23%
SW Administration	43500	10	1	10%
Capital Projects	45000	13	0	0%
User Fee Admin.	81002	14	2	14%
Delinquent Tax	82000	25	5	20%
Procurement	83500	11	2	18%
Fleet Operations	86501	27	3	11%
RMC	21000	30	5	17%
16 of 110 departments/divisions—15%				

## Identification of Problem Areas

Area of Concern	Corrective Action
<p>Adverse impact in Job Group 6A Administrative Support. The selection rate for minorities is significantly below the selection rate for non-minorities (1.7 v 3.4)</p>	<ul style="list-style-type: none"> <li>•Conduct meeting with Sr. Management Team to make them aware of the issues.</li> <li>•Conduct affirmative action awareness presentation for all department heads.</li> <li>•Implement diversity training to target audience, starting with mid-management and supervisors.</li> <li>•Train all managers, supervisors, and employees that participate in interview process in "Targeted Selection"/Team Interviewing Process.</li> <li>•Include HR Staff as a part of departmental teams in application review, interviewing, selection and hiring process.</li> </ul>

## Identification of Problem Areas

(Continued)

Area of Concern	Corrective Action
Adverse impact is indicated in Job Group 3B Technicians (EMS) in the promotion rate by gender. No females were promoted.	<ul style="list-style-type: none"> <li>•The HR Director and the EMS Director will by 7/30/04 evaluate the promotion criteria for crew chief and make the changes necessary to insure that selection procedures are consistent with the Uniform Guidelines on Employee Selection and adverse impact is eliminated.</li> </ul>
Job Group 7B Skilled Crafts is underutilized by 15 females. Applicant flow logs indicate that of 315 applicants, only 6 were female—indicating inadequate recruitment.	<ul style="list-style-type: none"> <li>•Make contact with vocational centers/schools and training programs and inform them of Charleston County's interest in attracting qualified female applicants.</li> </ul>

## Identification of Problem Areas

(Continued)

Area of Concern	Corrective Action
There is underutilization in Job Groups 1A, 1B, 2A, 3B and 7B for females and in Job Groups 1B, 2A, 2B, 3A, 3B and 3C for minorities.	<p>By 7/30/04:</p> <ul style="list-style-type: none"> <li>•Conduct meetings with Sr. Management Team.</li> <li>•Conduct awareness meeting with department heads.</li> <li>•Train all employees that participate in selection interviewing in "Targeted Selection."</li> <li>•Include HR staff as a member of Selection Teams.</li> </ul>