



# **County of Berks**

  

# **Affirmative Action Plan**

**Data Year: July 1, 2015 – June 30, 2016**  
**Action Year: July 1, 2016 – June 30, 2017**



# County of Berks Affirmative Action Plan

Data Year: July 1, 2015 – June 30, 2016  
Action Year: July 1, 2016 – June 30, 2017

PLAN PREPARED BY:

Donna Hey, Human Resources Specialist

EEO COORDINATOR:

Arnel R. Wetzel, Jr., Director of Human Resources



# **Purpose Statement and Narrative**

*County of Berks Affirmative Action Plan  
July 1, 2016 – June 30, 2017*

## **History and Background Information**

The County of Berks has a goal of becoming a leader in the community and among organizations in committing to Equal Employment Opportunity. The first official Affirmative Action Employment Plan for the County of Berks was adopted by the Board of Commissioners on June 12, 1975. This resolution (R-25-75) outlines the commitment of the County to comply with the Civil Rights Act of 1974, the Pennsylvania Human Relations Act, and other legal requirements as applicable.

Since the adoption of this resolution, employment policies and practices of the County of Berks have been reviewed and modified as necessary in order to ensure that Affirmative Action is an ongoing, continuous process.

As a federal contractor with approximately 2,400 employees, and contracts in excess of \$50,000, the County of Berks actively complies with Affirmative Action regulations set forth by Executive Orders 11246, 11375, and 11478, and Title 41 of the Code of Federal Regulations in Chapter 60.

## **Policy Statement**

It is the policy of the County of Berks to provide customer service, public service, employment, training, compensation, promotion and other conditions of employment without regard to race, color, gender, national origin, age, marital or veteran status, sexual orientation, religion, political affiliation, or disability. The County of Berks is an equal opportunity employer, active in the employment of minorities, women, veterans, and persons with disabilities.

The County of Berks will make every possible, practical effort to increase awareness among minority organizations and organizations representing the interests of women, veterans, and persons with disabilities, in order to assure that they are encouraged to seek employment with the County of Berks.

Any conspicuous imbalances regarding the representation of minorities, women, veterans, and persons with disabilities will be identified, and positive steps to correct the underrepresentation of these protected groups will be taken.

## **Procedures**

1. The General Policy and Procedures will be made known to all employees with particular attention to those who have employment or supervisory responsibilities.
2. This policy will be reviewed on an annual basis in order to improve and eliminate any artificial barriers which intentionally or unintentionally screen people from County employment.
3. Recruitment for candidates will include actively seeking qualified individuals by:
  - a. Maintaining consistency in advertising the availability of employment to all sources of recruitment, both oral and in writing.

- b. Maintaining regular contact with minority organizations or organizations representing the interests of women, veterans, and persons with disabilities.
4. It is the intent of this Affirmative Action Plan to utilize the maximum level of education, training and skills of all employees and applicants.
5. On an annual basis, an analysis of the existing County of Berks workforce utilization by sex, race, and national origin will be compared to the existing labor market supply of available female and minority applicants.
6. An analysis of newly hired female and minority employees will be compared to the existing labor market supply of available female and minority applicants.
7. Any review of the existing County workforce or newly hired workforce which, when compared to statistics of the existing labor market supply shows an underutilization of females and/or minorities, will be identified. Positive steps to correct the underutilization of these protected groups will be made.
8. All personnel activity, including referrals, transfers, promotions, terminations, and compensation will be monitored on a regular basis to ensure that nondiscriminatory practices are being preserved.
9. The County of Berks is not limited to efforts identified in the Affirmative Action Plan. If appropriate, or as required by specific grant-in-aid programs, supplements to the Plan should be developed by individual offices or agencies as required.

#### **Actions for Identifying Problem Areas**

Upon identification of a problem area, i.e. an area of employment (recruitment, selection, compensation, training, etc.), which does not meet the standards consistent with Affirmative Action Plan goals, the Director of Human Resources shall be notified. Upon notification, the Director of Human Resources and other designated staff will develop a set of goals to correct the problem, and set a timeframe in which to accomplish the goals. Goals and targets to address any underutilization of a protected group that may occur should be set forth in writing and should be attainable in a reasonable amount of time. The action-oriented plan should be set forth in writing, and should be monitored on a scheduled basis during the course of the timeframe that is set. At the end of the set timeframe, the Director of Human Resources and other designated staff will determine the effectiveness of the goals. If the area of employment is still considered to be a problem area, new goals and timeframes will be set.

#### **Dissemination of Affirmative Action Plan**

The County of Berks Affirmative Action Plan will be disseminated both internally and externally. The County policy on equal employment opportunity will be discussed with each new employee during his/her orientation session.

The County of Berks Affirmative Action Plan will be readily accessible to all agencies that conduct business with the County, including news media, employment agencies, schools and colleges, vendors, overseeing authorities, the public, etc. through the County of Berks website, [www.co.berks.pa.us](http://www.co.berks.pa.us).

The County of Berks Affirmative Action Plan will be readily accessible to all County employees within the Human Resources Policy and Procedure section of the County of Berks intranet site.

# **Designation of Responsibility**

## **Designation of Responsibility**

The Director of Human Resources has the overall responsibility for implementation of the County of Berks Affirmative Action Plan, with specific responsibilities assigned to other designated persons. The Director of Human Resources will report on the status and implementation of the County of Berks Affirmative Action Plan to the County Commissioners.

The responsibilities of the Director of Human Resources include, but are not limited to the following:

1. Coordination of equal employment and affirmative action efforts.
2. Development of policy statements, affirmative action programs, internal and external communication techniques, goals and timetables, and revisions to existing policy/procedures as required.
3. Implementation, maintenance, and design of audit and reporting systems in order to measure the effectiveness and compliance efforts of the County's Affirmative Action Plan.
4. Review of County of Berks' ability to attain affirmative action goals on a regular basis, ranging from quarterly to annually.

The responsibilities of the Elected Officials, Department Heads, and other designated employees responsible for employment practices include, but are not limited to the following:

1. Training and development for all employees without regard to age, sex, race, color, religion, national origin, political affiliation, marital or veteran status, sexual orientation, and disability.
2. Assistance in identifying problem areas and establishing goals and objectives.

All employees who make decisions with respect to recruitment, evaluation, selection, promotion, compensation, training, and termination for employees are responsible for adhering to the County of Berks Affirmative Action Plan, and ensuring that all employment practices are free from discriminatory factors.

# **County of Berks Departments**

*County of Berks Affirmative Action Plan  
July 1, 2016 – June 30, 2017*

## County of Berks Departments

The following are County of Berks Departments included in the Affirmative Action Plan Statistical Data. The Department name is followed by the designated Budget Code.

Commissioners (11010)  
Solicitors (11020)  
Facilities and Operations (11030)  
Election Services (11050)  
Tax Assessment (11070)  
Treasurer (11090)  
Tax Collectors (11100)  
Tax Claim Bureau (11110)  
Controller (11120)  
Planning Bureau (11140)  
Recorder of Deeds (11150)  
Mailroom/Printing (11160)  
Information Systems (11170)  
Purchasing (11180)  
Budget and Finance (11400)  
Human Resources (11410)  
Register of Wills (11500)  
Sheriff (11510)  
Coroner (11520)  
Prothonotary (11530)  
Clerk of Courts (11540)  
Public Defender (11570)  
District Attorney (11580)  
Law Library (11590)  
Court Administration (11600)  
Magisterial District Judges (11610)  
Court Reporters (11620)  
Adult Probation (12010)  
Juvenile Probation (12020)  
Jail System (12090)  
County Detectives (11580)  
Domestic Violence Grant (11580)  
Victim/Witness Service Grant (11580)  
Community Corrections Center (12140)  
Berks County Residential Center (32200)  
Berks Heim (33020-33100, 33120-33140, 33310, 33330-33360)  
Area Agency on Aging (23150)

***County of Berks Departments, con't.***

Children and Youth Services (23200)

MH/DD Services (25040, 25050)

Department of Emergency Services (16010,16020)

Veteran's Affairs (16030)

Archives (16060)

County Library System (16050)

Parks (16070)

Agricultural Extension Services (16130)

LEPC (16020)

Domestic Relations (26280)

DR/Detectives (26280, 11510)

Fire Training Center (16020)

Ag Land Preservation (16550)

Careerlink (26650-26660)

# **County of Berks EEOC Functions**

## **Definitions of EEO Categories**

### **EEO-01**

#### **Officials and Administrators**

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

### **EEO-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. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

### **EEO-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. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

**EEO-04**  
**Protective Service Workers**

Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

**EEO-05**  
**Paraprofessionals**

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

**EEO-06**  
**Administrative Support**

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paper work required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

**EEO-07**  
**Skilled Craft Workers**

Occupations in which workers perform jobs which require special manual skill and thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

**EEO-08**  
**Service and Maintenance**

Occupations in which workers perform duties which result 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. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners or groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

# **Workforce Analysis**

*County of Berks Affirmative Action Plan  
July 1, 2016 – June 30, 2017*

## Workforce Analysis

This attached report, "Workforce Analysis for Affirmative Action Plan" lists each County of Berks job title ranked from the lowest paid to the highest paid within each department or other similar organizational unit including departmental or unit supervision

Human Resources utilizes these statistics in order to compare the percentage of women and minorities employed by the County of Berks to the percentage of women and minorities in the available workforce in each EEO Function, ex. Financial Administration, Streets and Highways, etc., and by each EEO Category, ex. Administrators, Professionals, etc.

The EEO Coordinator/ Director of Human Resources is notified regarding all areas of underutilization.

## Compensation Code Ranges Chart

The chart below is a "key" to the Band column on the Workforce Analysis. The chart reflects both the Hourly Rate and Annual Salary ranges for each job title within the department.

	Hourly Rate			Annual Salary	
<b>8</b>	<b>\$ 33.65</b>	<b>Plus</b>		<b>\$ 70,000</b>	<b>Plus</b>
<b>7</b>	<b>\$ 26.44</b>	<b>\$ 33.61</b>		<b>\$ 55,000</b>	<b>\$ 69,900</b>
<b>6</b>	<b>\$ 20.67</b>	<b>\$ 26.39</b>		<b>\$ 43,000</b>	<b>\$ 54,900</b>
<b>5</b>	<b>\$ 15.87</b>	<b>\$ 20.63</b>		<b>\$ 33,000</b>	<b>\$ 42,900</b>
<b>4</b>	<b>\$ 12.02</b>	<b>\$ 15.82</b>		<b>\$ 25,000</b>	<b>\$ 32,900</b>
<b>3</b>	<b>\$ 9.62</b>	<b>\$ 11.97</b>		<b>\$ 20,000</b>	<b>\$ 24,900</b>
<b>2</b>	<b>\$ 7.69</b>	<b>\$ 9.57</b>		<b>\$ 16,000</b>	<b>\$ 19,900</b>
<b>1</b>	<b>\$ 0.05</b>	<b>\$ 7.64</b>		<b>\$ 100</b>	<b>\$ 15,900</b>

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

Dpt	DptName	JobEeo	Job	JobTitle	Gender	Sal	Rce	Total
11010	Commissioners	Off/Adm	JC1425	Dept Head/Elected Official	F	6. 43.0-54.9	1	1
					M	8. 70.00 PLUS	1	3
		Off/Cle	JC000197	Executive Assistant	F	6. 43.0-54.9	1	4
		Prof	JC000346	Risk & Safety Coordinator	F	6. 43.0-54.9	1	1
11010 Total								9
11020	Solicitor	Off/Adm	JC000128	County Solicitor	F	8. 70.00 PLUS	1	1
			ParaProf	JC000300	Paralegal	F	6. 43.0-54.9	1
		Prof	JC000377	Special Asst.Cty.Solicitor	F	5. 33.0-42.9	1	1
			JC000430	Solicitor	F	7. 55.0-69.9	1	2
					M	6. 43.0-54.9	1	1
					8. 70.00 PLUS	1	1	
11020 Total								7
11030	Facilities	Craft	JC000071	Carpenter	M	6. 43.0-54.9	1	3
			JC000261	Licensed Electrician	M	6. 43.0-54.9	1	1
			JC000271	Master Plumber	M	6. 43.0-54.9	1	2
			JC000272	Master Electrician	M	6. 43.0-54.9	1	1
			JC000428	Mechanic	M	5. 33.0-42.9	1	4
					6. 43.0-54.9	1	9	
		Off/Adm	JC000160	Director	M	8. 70.00 PLUS	1	1
			JC8609	Deputy Director	M	7. 55.0-69.9	1	1
		Off/Cle	JC000288	Office Support	F	5. 33.0-42.9	1	1
					M	5. 33.0-42.9	1	1
		Prof	JC000278	Manager	F	6. 43.0-54.9	1	1
					M	7. 55.0-69.9	1	2
						8. 70.00 PLUS	1	2
		Service	JC000136	Custodian	F	1. \$ 0.1-15.9	1	8
							2	4
							3	10
							5	2
M	1. \$ 0.1-15.9				1	5		
					2	1		

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

11030	Facilities	Service	JC000136	Custodian	M	1. \$ 0.1-15.9	3	7
						4. 25.0-32.9	1	2
			JC000263	Maintenance	M	4. 25.0-32.9	1	2
						5. 33.0-42.9	1	7
11030 Total								77
11050	Election Services	Off/Adm	JC000041	Assistant Director	F	6. 43.0-54.9	1	1
			JC000081	Chief	F	5. 33.0-42.9	1	1
			JC000160	Director	F	8. 70.00 PLUS	1	1
		Off/Cle	JC000414	Voter Registrar	F	4. 25.0-32.9	1	1
						5. 33.0-42.9	1	4
					M	5. 33.0-42.9	1	1
							3	1
		ParaProf	JC1424	Coordinator	F	5. 33.0-42.9	1	1
					3	1		
11050 Total								12
11070	Assessment	Craft	JC000428	Mechanic	F	6. 43.0-54.9	1	1
					M	6. 43.0-54.9	1	1
		Off/Adm	JC000160	Director	F	8. 70.00 PLUS	1	1
			JC000173	Director Of Mapping	M	7. 55.0-69.9	1	1
		Off/Cle	JC000140	Data Entry	F	4. 25.0-32.9	1	1
			JC000288	Office Support	F	5. 33.0-42.9	1	1
							3	1
		Prof	JC000034	Appeals Board	F	6. 43.0-54.9	1	1
					M	4. 25.0-32.9	1	1
					JC000375	Solicitor-Pt	F	1. \$ 0.1-15.9
		Tech	JC000036	Assessor	F	5. 33.0-42.9	1	3
						6. 43.0-54.9	1	3
					M	5. 33.0-42.9	1	3
JC000047	Assistant Mapping Manager				F	7. 55.0-69.9	1	1
JC000390	Sys Tech/Office Mgr				F	6. 43.0-54.9	1	1
11070 Total								22
11090	Treasurer	Off/Adm	JC000080	Chief Deputy	F	7. 55.0-69.9	1	1
			JC000122	County Treasurer	M	8. 70.00 PLUS	1	1

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

11090	Treasurer	Off/Cle	JC000288	Office Support	F	4. 25.0-32.9	1	1				
						5. 33.0-42.9	1	1				
					M	4. 25.0-32.9	3	1				
		ParaProf	JC000019	Accounting Assistant	F	5. 33.0-42.9	2	1				
		Prof	JC000430	Solicitor	M	6. 43.0-54.9	1	1				
11090 Total								7				
11100	Tax Collectors	Off/Adm	JC000391	Tax Collector	F	1. \$ 0.1-15.9	1	55				
							(blank)	2				
					M	1. \$ 0.1-15.9	1	11				
11100 Total								68				
11110	Tax Claim Bureau	Off/Adm	JC000160	Director	F	5. 33.0-42.9	1	1				
						7. 55.0-69.9	1	1				
		Off/Cle	JC000288	Office Support	F	4. 25.0-32.9	3	1				
						5. 33.0-42.9	1	1				
						11110 Total						
11120	Controller	Off/Adm	JC000108	Controller	F	8. 70.00 PLUS	1	1				
						Off/Cle	JC000017	Account Clerk	F	5. 33.0-42.9	1	4
		6. 43.0-54.9	1	1								
		JC000288	Office Support	F	5. 33.0-42.9					3	1	
		ParaProf	JC000019	Accounting Assistant	F	6. 43.0-54.9	1	1				
						JC000310	Pension Coordinator	F	6. 43.0-54.9	1	1	
		Prof	JC000231	Internal Auditor	F	6. 43.0-54.9	1	2				
						M	6. 43.0-54.9	1	2			
			JC000278	Manager	M	7. 55.0-69.9	1	1				
						8. 70.00 PLUS	1	2				
						JC000359	Sr Gov'mtl Acct	F	7. 55.0-69.9	1	3	
			M	7. 55.0-69.9	1	2						
JC000430	Solicitor	M	1. \$ 0.1-15.9	1	1							
11120 Total								22				
11140	Planning Bureau	Off/Adm	JC000196	Executive Director	F	8. 70.00 PLUS	1	1				
						Off/Cle	JC000288	Office Support	F	5. 33.0-42.9	1	2
		Tech	JC000313	Planner	F					5. 33.0-42.9	1	1
										6. 43.0-54.9	1	2
							7. 55.0-69.9	1	2			

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

11140	Planning Bureau	Tech	JC000313	Planner	M	5. 33.0-42.9	1	1
						6. 43.0-54.9	1	2
						7. 55.0-69.9	1	2
		JC000424	Analyst	F	7. 55.0-69.9	1	1	
		JC000432	Technician	F	5. 33.0-42.9	1	1	
11140 Total								15
11150	Recorder of Deeds	Off/Adm	JC000080	Chief Deputy	F	7. 55.0-69.9	1	1
					M	6. 43.0-54.9	1	1
		Off/Cle	JC000288	Office Support	F	4. 25.0-32.9	1	1
						5. 33.0-42.9	1	7
					M	4. 25.0-32.9	3	1
		ParaProf	JC1424	Coordinator	M	8. 70.00 PLUS	1	1
		Prof	JC000430	Solicitor	M	1. \$ 0.1-15.9	1	1
11150 Total								13
11160	Mailroom / Printing	Craft	JC000318	Printer	M	4. 25.0-32.9	1	1
							2	1
		Off/Cle	JC000265	Mailroom Clerk	M	1. \$ 0.1-15.9	1	1
						4. 25.0-32.9	1	1
Prof	JC000317	Printing/Mailroom Manager	M	6. 43.0-54.9	1	1		
11160 Total								5
11170	Information Systems	Off/Adm	JC1425	Dept Head/Elected Official	M	8. 70.00 PLUS	1	1
		ParaProf	JC8586	Customer Support Administrator	F	6. 43.0-54.9	1	1
					M	5. 33.0-42.9	1	1
						6. 43.0-54.9	2	1
		Prof	JC000278	Manager	M	7. 55.0-69.9	1	1
						8. 70.00 PLUS	1	1
			JC8588	Developer Analyst	F	8. 70.00 PLUS	1	1
					M	7. 55.0-69.9	1	2
			JC8589	SQL Data Base Administrator	M	8. 70.00 PLUS	1	1
			JC8594	Customer Service Manager	F	7. 55.0-69.9	1	1
			JC8597	Development Services Manager	F	8. 70.00 PLUS	1	1
			JC8598	Enterprise Manager	M	8. 70.00 PLUS	1	1
JC8599	Operations & Budget Manager		F	8. 70.00 PLUS	1	1		
JC8608	Data Base Administrator	M	8. 70.00 PLUS	4	1			

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

11170	Information Systems	Prof	JC8616	Developer	M	8. 70.00 PLUS	1	1
		Tech	JC8590	PC Administrator	M	6. 43.0-54.9	1	4
							2	1
			JC8592	Network Administrator	F	6. 43.0-54.9	1	3
					M	6. 43.0-54.9	1	1
				7. 55.0-69.9	1	3		
		JC8596	Application Specialist & Trainer	F	6. 43.0-54.9	1	1	
11170 Total								29
11180	Purchasing	Off/Adm	JC000160	Director	F	8. 70.00 PLUS	1	1
			JC8609	Deputy Director	F	7. 55.0-69.9	1	1
		ParaProf	JC000069	Buyer	F	5. 33.0-42.9	1	2
						6. 43.0-54.9	1	1
			JC1424	Coordinator	F	5. 33.0-42.9	1	1
					7. 55.0-69.9	1	1	
11180 Total								7
11400	Budget & Finance	Off/Adm	JC1425	Dept Head/Elected Official	M	8. 70.00 PLUS	1	1
			JC8609	Deputy Director	F	8. 70.00 PLUS	1	1
		Prof	JC000278	Manager	F	7. 55.0-69.9	1	1
						8. 70.00 PLUS	1	1
			JC000306	Payroll Manager	F	7. 55.0-69.9	1	1
			JC8171	Fiscal Analyst	M	6. 43.0-54.9	1	4
Tech	JC000424	Analyst	F	6. 43.0-54.9	1	2		
11400 Total								11
11410	Human Resources	Off/Adm	JC1425	Dept Head/Elected Official	M	8. 70.00 PLUS	1	1
			JC8609	Deputy Director	F	7. 55.0-69.9	1	1
						8. 70.00 PLUS	1	1
		Off/Cle	JC000288	Office Support	F	5. 33.0-42.9	2	1
					M	1. \$ 0.1-15.9	1	1
			JC8585	LOA	F	(blank)	1	1
		ParaProf	JC1424	Coordinator	F	5. 33.0-42.9	2	1
		Prof	JC000221	Hr Generalist	F	6. 43.0-54.9	1	1
	6. 43.0-54.9				1	1		
JC000278	Manager		F	7. 55.0-69.9	1	1		
			M	7. 55.0-69.9	1	1		

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

11410	Human Resources	Prof	JC000425	Administrator	F	6. 43.0-54.9	1	1			
			JC8618	Employment Specialist	F	5. 33.0-42.9	3	1			
						6. 43.0-54.9	1	1			
		Proserv	JC000149	Detective	F	6. 43.0-54.9	1	1			
11410 Total								15			
11500	Register of Wills	Off/Adm	JC000080	Chief Deputy	F	6. 43.0-54.9	1	1			
						7. 55.0-69.9	1	1			
			JC000341	Reg Of Wills/Orphans Court	M	8. 70.00 PLUS	1	1			
		Off/Cle	JC000091	Clerk	F	1. \$ 0.1-15.9	1	2			
						JC000288	Office Support	F	5. 33.0-42.9	1	5
									3	1	
		M	5. 33.0-42.9	1	1						
		ParaProf	JC000289	Office Manager	F	6. 43.0-54.9	1	1			
Prof	JC000430	Solicitor	M	1. \$ 0.1-15.9	1	1					
11500 Total								14			
11510	Sheriff	Off/Adm	JC000080	Chief Deputy	M	7. 55.0-69.9	1	1			
						JC1425	Dept Head/Elected Official	M	8. 70.00 PLUS	1	1
			JC8579	Captain	F	7. 55.0-69.9	1	1			
					M	7. 55.0-69.9	1	4			
		Off/Cle	JC000025	Administrative Assistant	F	6. 43.0-54.9	1	1			
						JC000288	Office Support	F	5. 33.0-42.9	1	1
			3	2							
			M	5. 33.0-42.9	1	4					
		JC000290	Office Support M/C	F	5. 33.0-42.9	1	1				
					6. 43.0-54.9	1	1				
					6. 43.0-54.9	1	1				
		Prof	JC000204	Fiscal Officer	F	6. 43.0-54.9	1	1			
			JC000425	Administrator	F	7. 55.0-69.9	1	1			
			JC000430	Solicitor	M	1. \$ 0.1-15.9	1	1			
		Proserv	JC000147	Deputy	F	5. 33.0-42.9	1	2			
6. 43.0-54.9	1					4					
2	2										
3	1										
M	5. 33.0-42.9					1	14				
2	1										

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

11510	Sheriff	Proserv	JC000147	Deputy	M	5. 33.0-42.9	3	1				
						6. 43.0-54.9	1	50				
							2	3				
			3	3								
		Tech	JC000366	Sergeant	M	7. 55.0-69.9	1	7				
11510 Total								108				
11520	Coroner	Off/Adm	JC000080	Chief Deputy	M	7. 55.0-69.9	1	1				
			JC1425	Dept Head/Elected Official	M	8. 70.00 PLUS	1	1				
			JC8609	Deputy Director	M	6. 43.0-54.9	1	2				
		Prof	JC000430	Solicitor	M	1. \$ 0.1-15.9	1	1				
		Proserv	JC000147	Deputy	F	1. \$ 0.1-15.9	1	2				
						5. 33.0-42.9	1	1				
						6. 43.0-54.9	1	2				
					M	1. \$ 0.1-15.9	1	2				
						5. 33.0-42.9	1	1				
						6. 43.0-54.9	1	4				
							3	1				
11520 Total								18				
11530	Prothonotary	Off/Adm	JC000080	Chief Deputy	F	6. 43.0-54.9	1	1				
					M	8. 70.00 PLUS	1	1				
					JC000320	Prothonotary	F	8. 70.00 PLUS	1	1		
		Off/Cle	JC000017	Account Clerk	F	5. 33.0-42.9	1	1				
						JC000288	Office Support	F	1. \$ 0.1-15.9	1	1	
									4. 25.0-32.9	1	2	
									5. 33.0-42.9	1	12	
											3	1
											3	1
						M	4. 25.0-32.9	1	1			
					5. 33.0-42.9	1	1					
Prof	JC000430	Solicitor	F	1. \$ 0.1-15.9	1	1						
11530 Total								24				
11540	Clerk of Courts	Off/Adm	JC000080	Chief Deputy	F	7. 55.0-69.9	1	1				
			JC000092	Clerk Of Courts	M	8. 70.00 PLUS	1	1				
		Off/Cle	JC000017	Account Clerk	F	5. 33.0-42.9	1	3				

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

11540	Clerk of Courts	Off/Cle	JC000017	Account Clerk	F	5. 33.0-42.9	3	2
			JC000288	Office Support	F	4. 25.0-32.9	1	4
						3	1	
					M	5. 33.0-42.9	1	4
						4. 25.0-32.9	1	1
		5. 33.0-42.9	1	1				
		ParaProf	JC000289	Office Manager	F	6. 43.0-54.9	1	1
		Prof	JC000430	Solicitor	M	1. \$ 0.1-15.9	1	1
		Tech	JC000424	Analyst	F	5. 33.0-42.9	1	8
							2	1
M	5. 33.0-42.9				1	1		
3	1							
11540 Total								32
11570	Public Defenders	Off/Adm	JC000081	Chief	M	8. 70.00 PLUS	1	1
			JC000084	Chief Investigator	M	6. 43.0-54.9	1	1
		Off/Cle	JC000288	Office Support	F	5. 33.0-42.9	1	5
							3	1
		ParaProf	JC000289	Office Manager	F	6. 43.0-54.9	1	1
		Prof	JC000038	Assistant Public Defender	F	6. 43.0-54.9	1	4
							3	1
							4	1
					M	7. 55.0-69.9	1	5
						6. 43.0-54.9	1	3
7. 55.0-69.9	1	6						
8. 70.00 PLUS	1	1						
JC000387	Supervising Attorney	M	8. 70.00 PLUS	1	2			
Proserv	JC000236	Investigator	M	5. 33.0-42.9	1	2		
11570 Total								34
11580	District Attorney	Off/Adm	JC000014	1st Asst District Attorney	M	8. 70.00 PLUS	1	2
			JC000081	Chief	F	8. 70.00 PLUS	1	2
					M	8. 70.00 PLUS	1	2
		JC1425	Dept Head/Elected Official	M	8. 70.00 PLUS	1	1	
		Off/Cle	JC000288	Office Support	F	4. 25.0-32.9	1	5

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

11580	District Attorney	Off/Cle	JC000288	Office Support	F	4. 25.0-32.9	3	1	
						5. 33.0-42.9	1	7	
							2	1	
								3	1
			JC000324	Processing Assistant	F	1. \$ 0.1-15.9	1	5	
			JC000429	Secretary	F	6. 43.0-54.9	1	1	
		ParaProf	JC1424	Coordinator	F	5. 33.0-42.9	1	3	
							2	1	
							3	2	
		Prof	JC000037	Assistant District Attorney	F	6. 43.0-54.9	1	2	
							3	1	
						7. 55.0-69.9	1	5	
						8. 70.00 PLUS	1	1	
					M	6. 43.0-54.9	1	4	
						7. 55.0-69.9	1	10	
						8. 70.00 PLUS	1	1	
			JC000126	Court Liaison	F	6. 43.0-54.9	1	2	
					M	1. \$ 0.1-15.9	1	1	
						6. 43.0-54.9	1	1	
			JC000291	Office Supervisor-Da'S	F	7. 55.0-69.9	1	1	
			JC000386	Supervisor	F	6. 43.0-54.9	1	1	
			JC000387	Supervising Attorney	F	8. 70.00 PLUS	1	1	
			JC7906	Lieutenant	M	8. 70.00 PLUS	1	1	
					3	1			
Proserv	JC000149	Detective	F	8. 70.00 PLUS	1	4			
			M	1. \$ 0.1-15.9	1	1			
				2. 16.0-19.9	1	6			
				8. 70.00 PLUS	1	18			
					3	3			
	JC000365	Sergeant Detective	M	8. 70.00 PLUS	1	1			
Tech	JC000366	Sergeant	M	8. 70.00 PLUS	1	3			
					3	1			
	JC000424	Analyst	F	6. 43.0-54.9	1	1			
11580 Total							105		

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

11590	Law Library	ParaProf	JC000253	Law Library Assistant	F	5. 33.0-42.9	1	1		
						6. 43.0-54.9	1	1		
		Prof	JC000386	Supervisor	F	1. \$ 0.1-15.9	1	1		
11590 Total								3		
11600	Courts	Off/Adm	JC000081	Chief	F	7. 55.0-69.9	3	1		
		Off/Cle	JC000025	Administrative Assistant	F	5. 33.0-42.9	1	4		
						6. 43.0-54.9	1	8		
								3	1	
			JC000091	Clerk	F	5. 33.0-42.9	1	2		
			JC000197	Executive Assistant	F	6. 43.0-54.9	3	1		
			JC000288	Office Support	F	4. 25.0-32.9	1	1		
			JC000290	Office Support M/C	F	5. 33.0-42.9	1	2		
			JC000312	Pfa Facilitator	F	5. 33.0-42.9	3	1		
					M	5. 33.0-42.9	3	1		
			JC000401	Tipstaff	F	1. \$ 0.1-15.9	1	9		
							2	1		
				M	1. \$ 0.1-15.9	1	12			
		JC8610	Adm Asst to Guardian ad Litem	F	5. 33.0-42.9	1	1			
		ParaProf	JC000239	Judicial Coordinator	F	4. 25.0-32.9	1	4		
								2	2	
						5. 33.0-42.9	1	3		
					M	4. 25.0-32.9	1	3		
						2	1			
					5. 33.0-42.9	1	1			
		Prof	JC000037	Assistant District Attorney	F	3. 20.0-24.9	1	1		
					JC000131	Court Computerization Supvsr	F	5. 33.0-42.9	1	1
					JC000138	Custody Support Master	F	6. 43.0-54.9	1	2
M	6. 43.0-54.9						1	3		
JC000144	Dependency Master				F	6. 43.0-54.9	1	2		
JC000150	Detention Master				M	5. 33.0-42.9	1	1		
JC000218	Guardian Ad Litem				F	7. 55.0-69.9	1	2		
		M	6. 43.0-54.9	1	1					
JC000243	Jury Room Supervisor	F	6. 43.0-54.9	1	1					

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

11600	Courts	Prof	JC000252	Law Clerk	F	5. 33.0-42.9	1	6
						7. 55.0-69.9	1	2
					M	5. 33.0-42.9	1	3
						6. 43.0-54.9	1	1
			7. 55.0-69.9	1	2			
			JC000327	Program Manager	F	6. 43.0-54.9	1	1
		Tech	JC000424	Analyst	F	5. 33.0-42.9	1	2
					2	1		
					3	2		
11600 Total								94
11610	District Justices	Off/Adm	JC000046	Asst Special Courts Administ	F	7. 55.0-69.9	1	1
			Off/Cle	JC000024	Administrative Secretary	F	5. 33.0-42.9	1
		JC000129	Court Courier/Runner/Tipstave	F	1. \$ 0.1-15.9	1	1	
				M	1. \$ 0.1-15.9	1	1	
			JC000288	Office Support	F	1. \$ 0.1-15.9	1	3
							2	2
							3	2
						4. 25.0-32.9	1	2
				7	1			
				5. 33.0-42.9	1	48		
			2	1				
			3	7				
			4	1				
		M	5. 33.0-42.9	1	2			
ParaProf	JC000289	Office Manager	F	6. 43.0-54.9	1	1		
11610 Total								74
11620	Court Reporters	Off/Adm	JC000081	Chief	F	8. 70.00 PLUS	1	1
			Tech	JC000121	Court Reporter	F	7. 55.0-69.9	1
						2	1	
		JC000195	Ev/Exh Stg Tech-Video Conf Opr	F	4. 25.0-32.9	1	1	
M	5. 33.0-42.9			1	1			
11620 Total								20
12010	Adult Probation	Off/Adm	JC000039	Asst Chief	F	8. 70.00 PLUS	1	2
					M	8. 70.00 PLUS	1	3

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

12010	Adult Probation	Off/Adm	JC8619	Deputy Chief	M	8. 70.00 PLUS	1	2
		Off/Cle	JC000288	Office Support	F	4. 25.0-32.9	1	2
						5. 33.0-42.9	1	3
							2	1
		ParaProf	JC000033	Alcohol Safe Driving Instruc	F	4. 25.0-32.9	1	1
						M	4. 25.0-32.9	1
							3	1
			JC000100	Community Serv Crew Supervisor	M	7. 55.0-69.9	1	1
			JC000289	Office Manager	F	6. 43.0-54.9	3	1
		Prof	JC000319	Probation Officer	F	4. 25.0-32.9	1	1
						6. 43.0-54.9	1	3
							3	2
						7. 55.0-69.9	1	12
							3	3
			M	5. 33.0-42.9	1	3		
					2	1		
				6. 43.0-54.9	1	4		
					3	1		
				7. 55.0-69.9	1	19		
		Proserv	JC000133	Crew Supervisor	M	5. 33.0-42.9	1	2
JC000135	Crew Leader		M	1. \$ 0.1-15.9	1	1		
12010 Total								78
12020	Juvenile Probation	Off/Adm	JC000039	Asst Chief	F	8. 70.00 PLUS	2	1
					M	8. 70.00 PLUS	1	3
			JC000081	Chief	M	8. 70.00 PLUS	1	1
			JC8619	Deputy Chief	F	8. 70.00 PLUS	1	1
		Off/Cle	JC000017	Account Clerk	F	5. 33.0-42.9	1	2
						JC000288	Office Support	F
					4. 25.0-32.9	3	3	

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

12020	Juvenile Probation	Off/Cle	JC000288	Office Support	F	5. 33.0-42.9	1	7	
			JC000429	Secretary	F	5. 33.0-42.9	3	1	
		ParaProf	JC000289	Office Manager	F	6. 43.0-54.9	2	1	
			JC1424	Coordinator	F	5. 33.0-42.9	1	1	
		Prof	JC000278	Manager	F	7. 55.0-69.9	1	1	
			JC000319	Probation Officer	F	5. 33.0-42.9	1	1	
						6. 43.0-54.9	3	1	
						7. 55.0-69.9	1	12	
			M				5. 33.0-42.9	3	3
							6. 43.0-54.9	1	1
								2	1
							7. 55.0-69.9	3	1
		Service	JC000180	Earthrise Enterprises Supvsr	F	1. \$ 0.1-15.9	1	1	
						M	1. \$ 0.1-15.9	3	1
12020 Total								64	
12090	Jail System	Off/Adm	JC000080	Chief Deputy	M	8. 70.00 PLUS	1	1	
			JC000148	Deputy Warden	M	7. 55.0-69.9	1	1	
			JC000416	Warden	F	8. 70.00 PLUS	1	1	
		Off/Cle	JC000017	Account Clerk	F	5. 33.0-42.9	1	3	
			JC000140	Data Entry	F	5. 33.0-42.9	1	1	
			JC000288	Office Support	F	5. 33.0-42.9	1	2	
			JC000290	Office Support M/C	F	5. 33.0-42.9	1	4	
		6. 43.0-54.9				1	1		
		ParaProf	JC000431	Specialist	M	7. 55.0-69.9	1	1	
			JC1424	Coordinator	F	6. 43.0-54.9	1	1	
Prof	JC000221	Hr Generalist	F	6. 43.0-54.9	1	1			
	JC000278	Manager	F	6. 43.0-54.9	1	1			

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

12090	Jail System	Prof	JC000278	Manager	M	7. 55.0-69.9	1	1
			JC000386	Supervisor	F	7. 55.0-69.9	1	3
					M	7. 55.0-69.9	1	2
			JC000392	Teacher	F	6. 43.0-54.9	1	1
			JC000405	Treatment Counselor	F	5. 33.0-42.9	1	1
						6. 43.0-54.9	1	2
					M	2	3	
						5. 33.0-42.9	1	1
						6. 43.0-54.9	1	3
			JC000425	Administrator	F	6. 43.0-54.9	1	1
			JC000426	Caseworker	F	5. 33.0-42.9	1	2
						6. 43.0-54.9	1	1
					M	5. 33.0-42.9	1	1
		JC000427	Intra-Dept Director	M	7. 55.0-69.9	1	2	
		JC7906	Lieutenant	M	7. 55.0-69.9	1	2	
					3	1		
					8. 70.00 PLUS	3	1	
		Proserv	JC000115	F	5. 33.0-42.9	1	1	
					7	1		
					6. 43.0-54.9	1	23	
				M	3	1		
					5. 33.0-42.9	1	1	
					6	1		
6. 43.0-54.9	1				134			
2	12							
3	20							
5	1							
JC000147	Deputy	F	7. 55.0-69.9	1	1			
Service	JC000136	Custodian	M	4. 25.0-32.9	1	1		
Tech	JC000366	Sergeant	F	7. 55.0-69.9	2	1		
			M	7. 55.0-69.9	1	13		
							3	1
12090 Total								258
12140	Community Corrections	ParaProf	JC1424	Coordinator	F	6. 43.0-54.9	1	1

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

12140	Community Corrections	Prof	JC000278	Manager	F	6. 43.0-54.9	1	1
			JC000426	Caseworker	F	5. 33.0-42.9	1	1
			JC7906	Lieutenant	M	7. 55.0-69.9	2	1
		Proserv	JC000115	Correctional Officer	F	6. 43.0-54.9	1	1
					M	6. 43.0-54.9	1	5
12140 Total								10
16020	Dept of Emergency Services	Off/Adm	JC000160	Director	M	8. 70.00 PLUS	1	1
			JC8609	Deputy Director	M	7. 55.0-69.9	1	1
						8. 70.00 PLUS	1	1
		Off/Cle	JC000288	Office Support	F	5. 33.0-42.9	1	1
		Prof	JC000278	Manager	M	7. 55.0-69.9	1	2
			JC000385	Superintendent	M	6. 43.0-54.9	1	1
			JC8615	Operations and Projects Officer	M	6. 43.0-54.9	1	1
		Proserv	JC000219	Hazmat Special Operations	F	1. \$ 0.1-15.9	1	2
					M	1. \$ 0.1-15.9	1	2
						2. 16.0-19.9	1	5
			JC8625	Burn Facilitator	M	1. \$ 0.1-15.9	1	4
						3. 20.0-24.9	1	25
		Service	JC000371	Site Monitor	M	1. \$ 0.1-15.9	1	2
		Tech	JC000184	Emergency Planner	M	2. 16.0-19.9	1	4
6. 43.0-54.9	1					2		
16020 Total								55
16030	Veterans Affairs	Off/Adm	JC1425	Dept Head/Elected Official	M	7. 55.0-69.9	1	1
		Off/Cle	JC000288	Office Support	F	5. 33.0-42.9	1	2
							2	1
Prof	JC000386	Supervisor	M	6. 43.0-54.9	3	1		
16030 Total								5
16050	County Library Systems	Off/Adm	JC1425	Dept Head/Elected Official	F	8. 70.00 PLUS	1	1
		Off/Cle	JC000091	Clerk	F	1. \$ 0.1-15.9	1	2
			JC000142	Delivery Driver	M	1. \$ 0.1-15.9	1	8
			JC000288	Office Support	F	5. 33.0-42.9	1	1
			JC000381	Preschool Program Specialist	F	2. 16.0-19.9	1	4
JC000396	Bibliographic Services Clerk	F	1. \$ 0.1-15.9	1	1			

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

16050	County Library Systems	ParaProf	JC000256	Library Asst Bibliographic Serv	F	5. 33.0-42.9	1	1
			JC000259	Library Asst Outreach Serv	F	5. 33.0-42.9	1	1
			JC1424	Coordinator	F	6. 43.0-54.9	1	2
		Prof	JC000198	Outreach Services Manager	F	6. 43.0-54.9	1	1
			JC000278	Manager	F	7. 55.0-69.9	1	1
			JC8602	Cataloging Librarian	F	6. 43.0-54.9	1	1
		Tech	JC000432	Technician	M	5. 33.0-42.9	1	1
		16050 Total						
16060	Archives	Off/Cle	JC000336	Records Specialist	F	7. 55.0-69.9	1	1
		Tech	JC000432	Technician	M	5. 33.0-42.9	1	1
16060 Total								2
16070	Parks	Craft	JC000071	Carpenter	M	6. 43.0-54.9	1	1
			JC000428	Mechanic	M	5. 33.0-42.9	1	1
		Off/Adm	JC000167	Director Of Interpretive Serv	F	5. 33.0-42.9	1	1
			JC1425	Dept Head/Elected Official	M	8. 70.00 PLUS	1	1
		Off/Cle	JC000181	Education Coordinator	F	5. 33.0-42.9	1	1
			JC000288	Office Support	F	5. 33.0-42.9	1	2
			JC000353	Seasonal Admin Support	F	1. \$ 0.1-15.9	1	2
		ParaProf	JC000302	Park Maintenance/Project Supvr	M	6. 43.0-54.9	1	1
			JC000352	Seasonal Coordinators	F	1. \$ 0.1-15.9	1	4
					M	1. \$ 0.1-15.9	1	1
		Prof	JC000385	Superintendent	F	6. 43.0-54.9	1	1
			JC000386	Supervisor	M	6. 43.0-54.9	1	2
		Proserv	JC000299	Park Ranger	F	1. \$ 0.1-15.9	3	1
					M	1. \$ 0.1-15.9	1	8
							3	2
		Service	JC000263	Maintenance	M	5. 33.0-42.9	1	11
					6. 43.0-54.9	1	1	
			JC000351	Seasonal Service/Maintenance	F	1. \$ 0.1-15.9	1	14
		M	1. \$ 0.1-15.9	1	10			
		16070 Total						
								68

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

16130	Ag Extension Service	Off/Cle	JC000017	Account Clerk	F	5. 33.0-42.9	1	1
			JC000288	Office Support	F	5. 33.0-42.9	1	3
16130 Total								4
16550	Department of Agriculture	Off/Adm	JC000196	Executive Director	F	7. 55.0-69.9	1	1
		ParaProf	JC7818	ACE Program Coordinator	F	6. 43.0-54.9	1	1
		Tech	JC000432	Technician	F	6. 43.0-54.9	1	1
16550 Total								3
23150	Berks County Area Agency	Off/Adm	JC8609	Deputy Director	F	7. 55.0-69.9	1	1
		Off/Cle	JC000017	Account Clerk	F	5. 33.0-42.9	1	2
			JC000025	Administrative Assistant	F	6. 43.0-54.9	1	1
			JC000288	Office Support	F	5. 33.0-42.9	1	3
							3	1
		ParaProf	JC000112	Contract Monitor	M	7. 55.0-69.9	1	1
		Prof	JC000031	Aging Program Assessor	F	2. 16.0-19.9	1	1
						5. 33.0-42.9	1	1
						6. 43.0-54.9	1	2
						M	2. 16.0-19.9	1
					5. 33.0-42.9		1	2
					6. 43.0-54.9	1	3	
						F	5. 33.0-42.9	1
					6. 43.0-54.9		1	1
		M	5. 33.0-42.9	1	1			
			6. 43.0-54.9	1	3			
JC000032	Aging Care Manager	F	5. 33.0-42.9	1	1			
			6. 43.0-54.9	1	1			
M	3	1	1					
				5. 33.0-42.9	1	1		
6. 43.0-54.9	1	3						
JC000073	Caseworker Supervisor	F	6. 43.0-54.9	1	1			
JC000293	Ombudsman	F	6. 43.0-54.9	3	1			
JC000386	Supervisor	F	6. 43.0-54.9	1	1			
			3	1				
7. 55.0-69.9	1	1						
JC8584	Fiscal Manager	M	7. 55.0-69.9	1	1			
23150 Total								32
23200	Children Services	Off/Adm	JC000172	Director Of Placement	F	8. 70.00 PLUS	1	1
			JC000196	Executive Director	F	8. 70.00 PLUS	1	1
		Off/Cle	JC000027	Administrative Officer	F	6. 43.0-54.9	1	2

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

23200	Children Services	Off/Cle	JC000088	Clerk/Typist	F	4. 25.0-32.9	1	7		
						5. 33.0-42.9	1	6		
								3	4	
			JC000234	Work Study Employee	F	1. \$ 0.1-15.9	1	1		
		ParaProf	JC000119	County Social Service Aide	F	5. 33.0-42.9	3	1		
						M	5. 33.0-42.9	1	1	
							3	1		
			JC000206	Fiscal Assistant	F	4. 25.0-32.9	1	1		
						6. 43.0-54.9	1	1		
		Prof	JC000118	County Caseworker Supervisor	F	6. 43.0-54.9	1	1		
						7. 55.0-69.9	1	10		
						M	6. 43.0-54.9	1	2	
			JC000120	County Caseworker	F	5. 33.0-42.9	1	7		
							2	3		
							3	1		
							5	1		
							7	1		
							6. 43.0-54.9	1	13	
					M	5. 33.0-42.9	1	1		
							2	1		
							6. 43.0-54.9	1	3	
		JC000203	Fiscal Technician	F	5. 33.0-42.9	1	3			
						M	5. 33.0-42.9	1	1	
JC000207	Fiscal Operations Officer	F	6. 43.0-54.9	1	1					
				7. 55.0-69.9	1	1				
				M	6. 43.0-54.9	1	1			
JC000386	Supervisor	F	6. 43.0-54.9	1	6					
				2	1					
				7. 55.0-69.9	1	3				
		M	7. 55.0-69.9	1	2					
JC000426	Caseworker	F	5. 33.0-42.9	1	42					
				2	1					
				3	8					
				6. 43.0-54.9	1	5				

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

23200	Children Services	Prof	JC000426	Caseworker	F	6. 43.0-54.9	2	1
							3	2
					M	7. 55.0-69.9	3	1
						5. 33.0-42.9	1	7
				2	1			
		3	2					
		7	1					
		JC000427	Intra-Dept Director	F	7. 55.0-69.9	1	2	
23200 Total								163
25040	MH / DD Services	Off/Adm	JC000279	MH/DD Administrator III	M	8. 70.00 PLUS	1	1
			JC8609	Deputy Director	F	7. 55.0-69.9	1	1
				8. 70.00 PLUS	1	1		
		Prof	JC000074	Cassp Coordinator	F	6. 43.0-54.9	1	1
					F	7. 55.0-69.9	1	1
JC000204	Fiscal Officer	F	6. 43.0-54.9	1	1			
25040 Total								6
25050	Health Choices	Off/Adm	JC000160	Director	F	8. 70.00 PLUS	1	1
		Prof	JC000204	Fiscal Officer	F	7. 55.0-69.9	1	1
			JC8621	Quality Officer	F	7. 55.0-69.9	1	1
25050 Total								3
26280	Domestic Relations	Off/Adm	JC1425	Dept Head/Elected Official	F	8. 70.00 PLUS	1	1
			JC8609	Deputy Director	F	8. 70.00 PLUS	1	1
		Off/Cle	JC000017	Account Clerk	F	1. \$ 0.1-15.9	3	1
						5. 33.0-42.9	1	3
							3	2
		JC000277	Messenger	M	1. \$ 0.1-15.9	1	1	
		JC000288	Office Support	F	1. \$ 0.1-15.9	1	1	
						3	2	
					4. 25.0-32.9	1	5	
					5. 33.0-42.9	1	16	
				2	1			
				3	10			
				4	1			

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

26280	Domestic Relations	Off/Cle	JC000288	Office Support	M	5. 33.0-42.9	1	1				
							3	1				
		ParaProf	JC000105	Conference Officer	F	6. 43.0-54.9	1	8				
							2	1				
							3	2				
						7. 55.0-69.9	1	3				
						M	5. 33.0-42.9	1	1			
							6. 43.0-54.9	1	5			
			7. 55.0-69.9	1	1							
		Prof	JC000278	Manager	F	6. 43.0-54.9	1	2				
						7. 55.0-69.9	1	3				
JC000386	Supervisor					F	6. 43.0-54.9	1	1			
		M	7. 55.0-69.9	1	1							
Proserv	JC000236	Investigator	F	5. 33.0-42.9	1	1						
26280 Total							77					
26660	JTPA - Admin Expense	Off/Adm	JC000160	Director	M	8. 70.00 PLUS	1	1				
		Off/Cle	JC000137	Customer Service Rep	F	1. \$ 0.1-15.9	1	1				
							3	2				
			JC000288	Office Support	F	5. 33.0-42.9	1	3				
		ParaProf	JC000431	Specialist	F	6. 43.0-54.9	3	2				
							JC1424	Coordinator	F	6. 43.0-54.9	3	1
											M	7. 55.0-69.9
		Prof	JC000028	Administrative Team Manager	M	8. 70.00 PLUS	1	1				
							JC000278	Manager	M	7. 55.0-69.9	1	2
											JC000393	Team Mgr-Cust Info&Resrce Team
Tech	JC000432	Technician	F	5. 33.0-42.9	1	1						
26660 Total							16					
32200	Residential Center	Off/Adm	JC000160	Director	F	8. 70.00 PLUS	1	1				
		Off/Cle	JC000017	Account Clerk	F	5. 33.0-42.9	1	1				
							JC000232	public	F	6. 43.0-54.9	1	1
											3	1
		5	1									
Prof	JC000278	Manager	F	6. 43.0-54.9	1	1						
					JC000368	Shelter Care Caseworker	F	6. 43.0-54.9	1	1		

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

32200	Residential Center	Prof	JC000368	Shelter Care Caseworker	M	6. 43.0-54.9	1	1
			JC000386	Supervisor	F	5. 33.0-42.9	1	1
						6. 43.0-54.9	1	2
					M	6. 43.0-54.9	1	6
		JC000427	Intra-Dept Director	M	7. 55.0-69.9	1	1	
					7. 55.0-69.9	1	2	
		Proserv	JC000367	Shelter Care Counselor	F	5. 33.0-42.9	1	10
						6. 43.0-54.9	1	13
					M	5. 33.0-42.9	1	4
						6. 43.0-54.9	1	13
JC8603	Juv Correctional Counselor/Mainten	M	6. 43.0-54.9	3	1			
32200 Total							67	
33020	Berks Heim - Financial Adm	ParaProf	JC8512	Accounting Assistant	F	5. 33.0-42.9	1	6
33020 Total							6	
33030	Berks Heim - Administrati	Off/Cle	JC000024	Administrative Secretary	F	5. 33.0-42.9	1	1
						6. 43.0-54.9	1	1
			JC000089	Clerical Aide	F	4. 25.0-32.9	1	1
			JC000388	Switchboard Operator	F	1. \$ 0.1-15.9	1	2
		5. 33.0-42.9				1	1	
Prof	JC000427	Intra-Dept Director	F	6. 43.0-54.9	1	1		
33030 Total							8	
33040	Berks Heim - Special Servid	Craft	JC000058	Barber/Beautician	F	4. 25.0-32.9	1	2
						5. 33.0-42.9	1	1
33040 Total							3	
33050	Berks Heim - Dietary	Service	JC000113	Cook	F	4. 25.0-32.9	1	1
						3	1	
						5. 33.0-42.9	1	1
							3	1

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

33050	Berks Heim - Dietary	Service	JC000113	Cook	M	4. 25.0-32.9	1	2	
			JC000154	Dietary Aide	F	1. \$ 0.1-15.9	1	5	
							2	1	
							3	1	
					4. 25.0-32.9	1	14		
						2	1		
						3	6		
					5. 33.0-42.9	1	2		
						2	1		
						M	1. \$ 0.1-15.9	3	1
4. 25.0-32.9	1	3							
JC000156	Dietary Utility	M	4. 25.0-32.9	3	2				
				1	1				
33050 Total								44	
33060	Berks Heim - Laundry	Service	JC000249	Laundry Worker	F	4. 25.0-32.9	1	1	
							3	1	
							M	1. \$ 0.1-15.9	2
					4. 25.0-32.9	1			1
						2			2
						3	1		
			JC000251	Laundry Operator	F	1. \$ 0.1-15.9	2	1	
							M	4. 25.0-32.9	2
					4	1			
					5. 33.0-42.9	1	2		
2	1								
33060 Total								13	
33070	Berks Heim - Env Services	Service	JC000189	Environmental Service Aide	F	4. 25.0-32.9	1	11	
							2	2	
							3	7	
							5. 33.0-42.9	1	2
					4	1			
					M	4. 25.0-32.9	1	7	
2	1								
3	3								

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

33070 Total								34
33080	Berks Heim - Plant Operati	Off/Cle	JC000288	Office Support	M	1. \$ 0.1-15.9	1	1
						2. 16.0-19.9	1	1
		Service	JC000263	Maintenance	F	5. 33.0-42.9	1	1
						M	5. 33.0-42.9	1
33080 Total								9
33090	Berks Heim - Nursing	ParaProf	JC000282	Nursing Assistant	F	1. \$ 0.1-15.9	1	8
						2	8	
						3	5	
						4	1	
						7	1	
						2. 16.0-19.9	2	1
						4. 25.0-32.9	1	84
						2	33	
					3	25		
					4	2		
					5. 33.0-42.9	1	4	
					2	1		
					M	1. \$ 0.1-15.9	2	1
						4. 25.0-32.9	1	4
						2	5	
						3	1	
		7	1					
		5. 33.0-42.9	1	1				
		JC000344	Restorative Aide	F	4. 25.0-32.9	1	1	
					2	1		
5. 33.0-42.9	1				1			
2	1							
Prof	JC000340	Registered Nurse	F	1. \$ 0.1-15.9	1	2		
				2	1			
				3. 20.0-24.9	1	2		
				2	1			
				4. 25.0-32.9	1	1		
5. 33.0-42.9	1	4						

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

33090	Berks Heim - Nursing	Prof	JC000340	Registered Nurse	F	5. 33.0-42.9	2	1	
							4	1	
						7. 55.0-69.9	1	19	
						2	3		
						4	1		
					M	3. 20.0-24.9	1	1	
			JC000386	Supervisor	F	1. \$ 0.1-15.9	1	3	
						5. 33.0-42.9	1	2	
						7. 55.0-69.9	1	5	
						2	1		
			8. 70.00 PLUS	1	1				
			Tech	JC000260	Licensed Practical Nurse	F	1. \$ 0.1-15.9	1	3
							3	1	
							2. 16.0-19.9	1	3
							2	1	
	3. 20.0-24.9	1					4		
	2	1							
	3	1							
	4. 25.0-32.9	1				5			
	2	1							
	3	1							
	6. 43.0-54.9	1	39						
	2	4							
	3	3							
	7. 55.0-69.9	1	4						
	M	6. 43.0-54.9	F	1	1				
				3	2				
				4	1				
33090 Total								314	
33100	Berks Heim - Physician Ser	Prof	JC000427	Intra-Dept Director	M	4. 25.0-32.9	1	1	
33100 Total								1	
33120	Berks Heim - Medical Servi	Off/Adm	JC000164	Director Of Medical Records	M	7. 55.0-69.9	1	1	
		Off/Cle	JC000409	Unit Secretary	F	4. 25.0-32.9	1	1	
						5. 33.0-42.9	1	2	

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

33120	Berks Heim - Medical Servi	ParaProf	JC1424	Coordinator	F	5. 33.0-42.9	1	1	
33120 Total								5	
33130	Berks Heim - Therapeutic A	Off/Adm	JC000171	Director Of Activities	F	6. 43.0-54.9	2	1	
		ParaProf	JC000022	Activity Therapist	F	4. 25.0-32.9	1	7	
						5. 33.0-42.9	2	1	
33130 Total								9	
33140	Berks Heim - Social Service	Off/Adm	JC000174	Director Of Social Services	F	6. 43.0-54.9	1	1	
		Prof	JC000374	Social Worker	F	5. 33.0-42.9	1	3	
					M	5. 33.0-42.9	1	1	
33140 Total								5	
33330	Berks Heim - Staff Develop	Off/Adm	JC000158	Director Of Staff Development	F	7. 55.0-69.9	1	1	
		Prof	JC000340	Registered Nurse	F	5. 33.0-42.9	1	1	
						7. 55.0-69.9	1	2	
33330 Total								4	
33340	Berks Heim - Materials Mg	Prof	JC000273	Materials Mgmt Coordinator	M	6. 43.0-54.9	1	1	
		Service	JC000274	Medical/Central Supply Aide	F	4. 25.0-32.9	1	2	
						5. 33.0-42.9	1	1	
33340 Total								4	
33350	Berks Heim - Personnel	Off/Cle	JC000311	Human Resources Assistant	F	5. 33.0-42.9	1	1	
		ParaProf	JC000292	Office Administrator	F	6. 43.0-54.9	1	1	
33350 Total								2	
33390	Berks Heim - Nursing Admi	Off/Adm	JC000041	Assistant Director	F	8. 70.00 PLUS	1	2	
		Off/Cle	JC000284	Nursing Scheduler	F	4. 25.0-32.9	1	1	
						5. 33.0-42.9	1	1	
						JC000429	Secretary	F	5. 33.0-42.9
		Prof	JC000340	Registered Nurse	F	7. 55.0-69.9	1	4	
						M	7. 55.0-69.9	4	1
							JC000427	Intra-Dept Director	F
		Tech	JC000260	Licensed Practical Nurse	F	6. 43.0-54.9	1	3	
7. 55.0-69.9	1					1			
33390 Total								15	
33400	Berks Heim - Admissions	Off/Adm	JC000170	Director Of Admissions	F	7. 55.0-69.9	1	1	
		Off/Cle	JC8576	Admissions/Medical Submissions Co	F	7. 55.0-69.9	1	1	
33400 Total								2	

COUNTY OF BERKS  
WORKFORCE ANALYSIS  
JUNE 30, 2016

36010	Communications Ctr - 911	Off/Cle	JC000398	Telecommunicator	F	2. 16.0-19.9	1	2		
						5. 33.0-42.9	1	18		
							2	2		
							3	2		
						6. 43.0-54.9	1	9		
						3	2			
						7. 55.0-69.9	1	1		
					M	2. 16.0-19.9	1	1		
						5. 33.0-42.9	1	10		
							3	2		
		6. 43.0-54.9	1	13						
		7. 55.0-69.9	1	2						
		ParaProf	JC000399	Telecommun Shift Supvsr	F	7. 55.0-69.9	1	3		
						M	7. 55.0-69.9	1	1	
					JC8580	Training Officer	F	6. 43.0-54.9	1	1
								7. 55.0-69.9	1	1
							M	7. 55.0-69.9	1	3
		Prof	JC000204	Fiscal Officer	F	6. 43.0-54.9	1	1		
						7. 55.0-69.9	1	1		
			JC000278	Manager	M	7. 55.0-69.9	2	1		
					3	1				
Tech	JC8618	Employment Specialist	F	5. 33.0-42.9	1	1				
			JC000432	Technician	M	6. 43.0-54.9	1	1		
						6. 43.0-54.9	1	1		
						7. 55.0-69.9	1	1		
			JC8614	CAD Administrator	M	6. 43.0-54.9	3	1		
36010 Total							82			
Grand Total							2346			

# **Job Group Analysis**

*County of Berks Affirmative Action Plan  
July 1, 2016 – June 30, 2017*

## **Job Group Analysis**

This attached report, "Job Group Listing for Affirmative Action Plan" shows a breakdown of male/female EEO status by EEO Categories, and by their EEO Function. This report contains the statistics that are utilized for the bi-annual EEO-4 report. The EEO Functions contained in this report do not contain jobs in more than one EEO Job Category.

Human Resources utilizes these statistics in order to compare the percentage of women and minorities employed by the County of Berks to the percentage of women and minorities in the available workforce in each EEO Function, ex. Financial Administration, Streets and Highways, etc., and by each EEO Category, ex. Administrators, Professionals, etc.

Underutilization is determined if the percentage of employees in a class is less than 80% of the availability of that class as outlined in the Berks County Labor Force Characteristics.

The EEO Coordinator/ Director of Human Resources is notified regarding all areas of underutilization.

COUNTY OF BERKS  
 JOB GROUP ANALYSIS  
 JUNE 30, 2016

JobEeo	Job	JobTitle	Gender	Race	Total
Craft	JC000058	Barber/Beautician	F	White (not Hispanic or Latino)	3
	JC000071	Carpenter	M	White (not Hispanic or Latino)	4
	JC000261	Licensed Electrician	M	White (not Hispanic or Latino)	1
	JC000271	Master Plumber	M	White (not Hispanic or Latino)	2
	JC000272	Master Electrician	M	White (not Hispanic or Latino)	1
	JC000318	Printer	M	Black or African American (not Hispanic or Latino)	1
				White (not Hispanic or Latino)	1
	JC000428	Mechanic	F	White (not Hispanic or Latino)	1
M			White (not Hispanic or Latino)	15	
Craft Total					29

COUNTY OF BERKS  
JOB GROUP ANALYSIS  
JUNE 30, 2016

Off/Adm	JC000014	1st Asst District Attorney	M	White (not Hispanic or Latino)	2
	JC000039	Asst Chief	F	Black or African American (not Hispanic or Latino)	1
				White (not Hispanic or Latino)	2
			M	White (not Hispanic or Latino)	6
	JC000041	Assistant Director	F	White (not Hispanic or Latino)	3
	JC000046	Asst Special Courts Administ	F	White (not Hispanic or Latino)	1
	JC000080	Chief Deputy	F	White (not Hispanic or Latino)	6
			M	White (not Hispanic or Latino)	5
	JC000081	Chief	F	Hispanic or Latino	1
				White (not Hispanic or Latino)	4
			M	White (not Hispanic or Latino)	4
	JC000084	Chief Investigator	M	White (not Hispanic or Latino)	1
	JC000092	Clerk Of Courts	M	White (not Hispanic or Latino)	1
	JC000108	Controller	F	White (not Hispanic or Latino)	1
	JC000122	County Treasurer	M	White (not Hispanic or Latino)	1
	JC000128	County Solicitor	F	White (not Hispanic or Latino)	1
	JC000148	Deputy Warden	M	White (not Hispanic or Latino)	1
	JC000158	Director Of Staff Development	F	White (not Hispanic or Latino)	1
	JC000160	Director	F	White (not Hispanic or Latino)	7
			M	White (not Hispanic or Latino)	3
	JC000164	Director Of Medical Records	M	White (not Hispanic or Latino)	1
	JC000167	Director Of Interpretive Serv	F	White (not Hispanic or Latino)	2
	JC000170	Director Of Admissions	F	White (not Hispanic or Latino)	1
	JC000171	Director Of Activities	F	Black or African American (not Hispanic or Latino)	1
	JC000172	Director Of Placement	F	White (not Hispanic or Latino)	1
	JC000173	Director Of Mapping	M	White (not Hispanic or Latino)	1
	JC000174	Director Of Social Services	F	White (not Hispanic or Latino)	1
	JC000196	Executive Director	F	White (not Hispanic or Latino)	3
	JC000279	MH/DD Administrator III	M	White (not Hispanic or Latino)	1
	JC000320	Prothonotary	F	White (not Hispanic or Latino)	1
	JC000341	Reg Of Wills/Orphans Court	M	White (not Hispanic or Latino)	1
JC000391	Tax Collector	F	White (not Hispanic or Latino)	55	
			(blank)	2	

COUNTY OF BERKS  
 JOB GROUP ANALYSIS  
 JUNE 30, 2016

Off/Adm	JC000391	Tax Collector	M	White (not Hispanic or Latino)	11	
	JC000416	Warden	F	White (not Hispanic or Latino)	1	
	JC1425	Dept Head/Elected Official	F	White (not Hispanic or Latino)	3	
			M	White (not Hispanic or Latino)	11	
	JC8579	Captain	F	White (not Hispanic or Latino)	1	
			M	White (not Hispanic or Latino)	4	
	JC8609	Deputy Director	F	White (not Hispanic or Latino)	8	
			M	White (not Hispanic or Latino)	5	
	JC8619	Deputy Chief	F	White (not Hispanic or Latino)	1	
			M	White (not Hispanic or Latino)	3	
	Off/Adm Total					171

COUNTY OF BERKS  
JOB GROUP ANALYSIS  
JUNE 30, 2016

Off/Cle	JC000017	Account Clerk	F	Hispanic or Latino	5
				White (not Hispanic or Latino)	21
	JC000024	Administrative Secretary	F	White (not Hispanic or Latino)	3
	JC000025	Administrative Assistant	F	Hispanic or Latino	1
				White (not Hispanic or Latino)	14
	JC000027	Administrative Officer	F	White (not Hispanic or Latino)	2
	JC000088	Clerk/Typist	F	Hispanic or Latino	4
				White (not Hispanic or Latino)	13
	JC000089	Clerical Aide	F	White (not Hispanic or Latino)	1
	JC000091	Clerk	F	White (not Hispanic or Latino)	6
	JC000129	Court Courier/Runner/Tipstave	F	White (not Hispanic or Latino)	1
			M	White (not Hispanic or Latino)	1
	JC000137	Customer Service Rep	F	Hispanic or Latino	2
				White (not Hispanic or Latino)	1
	JC000140	Data Entry	F	White (not Hispanic or Latino)	2
	JC000142	Delivery Driver	M	White (not Hispanic or Latino)	8
	JC000181	Education Coordinator	F	White (not Hispanic or Latino)	1
	JC000197	Executive Assistant	F	Hispanic or Latino	1
				White (not Hispanic or Latino)	4
	JC000232	public	F	American Indian or Alaska Native	1
				Hispanic or Latino	1
				White (not Hispanic or Latino)	1
	JC000234	Work Study Employee	F	White (not Hispanic or Latino)	1
	JC000265	Mailroom Clerk	M	White (not Hispanic or Latino)	2
	JC000277	Messenger	M	White (not Hispanic or Latino)	1
	JC000284	Nursing Scheduler	F	White (not Hispanic or Latino)	2
	JC000288	Office Support	F	Asian (Not Hispanic or Latino)	2
				Black or African American (not Hispanic or Latino)	8
				Hispanic or Latino	41
				Two or More Races	1
			White (not Hispanic or Latino)	167	
		M	Hispanic or Latino	3	
			White (not Hispanic or Latino)	16	

COUNTY OF BERKS  
JOB GROUP ANALYSIS  
JUNE 30, 2016

Off/Cle	JC000290	Office Support M/C	F	White (not Hispanic or Latino)	10
	JC000311	Human Resources Assistant	F	White (not Hispanic or Latino)	1
	JC000312	Pfa Facilitator	F	Hispanic or Latino	1
			M	Hispanic or Latino	1
	JC000324	Processing Assistant	F	White (not Hispanic or Latino)	5
	JC000336	Records Specialist	F	White (not Hispanic or Latino)	1
	JC000353	Seasonal Admin Support	F	White (not Hispanic or Latino)	2
	JC000381	Preschool Program Specialist	F	White (not Hispanic or Latino)	4
	JC000388	Switchboard Operator	F	Black or African American (not Hispanic or Latino)	1
			F	White (not Hispanic or Latino)	3
	JC000396	Bibliographic Services Clerk	F	White (not Hispanic or Latino)	1
	JC000398	Telecommunicator	F	Black or African American (not Hispanic or Latino)	2
			F	Hispanic or Latino	4
	JC000398	Telecommunicator	F	White (not Hispanic or Latino)	30
			M	Hispanic or Latino	2
	JC000401	Tipstaff	F	Black or African American (not Hispanic or Latino)	1
			F	White (not Hispanic or Latino)	9
	JC000401	Tipstaff	M	White (not Hispanic or Latino)	12
			F	White (not Hispanic or Latino)	3
JC000409	Unit Secretary	F	White (not Hispanic or Latino)	3	
JC000414	Voter Registrar	F	White (not Hispanic or Latino)	5	
		M	Hispanic or Latino	1	
JC000414	Voter Registrar	M	White (not Hispanic or Latino)	1	
		F	Black or African American (not Hispanic or Latino)	1	
JC000429	Secretary	F	White (not Hispanic or Latino)	2	
		F	Black or African American (not Hispanic or Latino)	1	
JC8576	Admissions/Medical Submissions Coun	F	White (not Hispanic or Latino)	1	
JC8585	LOA	F	White (not Hispanic or Latino)	1	
JC8610	Adm Asst to Guardian ad Litem	F	White (not Hispanic or Latino)	1	
Off/Cle Total					470

COUNTY OF BERKS  
JOB GROUP ANALYSIS  
JUNE 30, 2016

ParaProf	JC000019	Accounting Assistant	F	Black or African American (not Hispanic or Latino)	1
				White (not Hispanic or Latino)	1
	JC000022	Activity Therapist	F	Black or African American (not Hispanic or Latino)	1
				White (not Hispanic or Latino)	7
	JC000033	Alcohol Safe Driving Instruc	F	White (not Hispanic or Latino)	1
			M	Hispanic or Latino	1
				White (not Hispanic or Latino)	1
	JC000069	Buyer	F	White (not Hispanic or Latino)	3
	JC000100	Community Serv Crew Supervisor	M	White (not Hispanic or Latino)	1
	JC000105	Conference Officer	F	Black or African American (not Hispanic or Latino)	1
				Hispanic or Latino	2
				White (not Hispanic or Latino)	11
			M	White (not Hispanic or Latino)	7
	JC000112	Contract Monitor	M	White (not Hispanic or Latino)	1
	JC000119	County Social Service Aide	F	Hispanic or Latino	1
			M	Hispanic or Latino	1
				White (not Hispanic or Latino)	1
	JC000206	Fiscal Assistant	F	White (not Hispanic or Latino)	2
	JC000239	Judicial Coordinator	F	Black or African American (not Hispanic or Latino)	2
				White (not Hispanic or Latino)	7
M			Black or African American (not Hispanic or Latino)	1	
			White (not Hispanic or Latino)	4	
JC000253	Law Library Assistant	F	White (not Hispanic or Latino)	2	
JC000256	Library Asst Bibliographic Serv	F	White (not Hispanic or Latino)	1	
JC000259	Library Asst Outreach Serv	F	White (not Hispanic or Latino)	1	
JC000282	Nursing Assistant	F	Asian (Not Hispanic or Latino)	3	
			Black or African American (not Hispanic or Latino)	43	
			Hispanic or Latino	30	
			Two or More Races	1	
			White (not Hispanic or Latino)	96	
		M	Black or African American (not Hispanic or Latino)	6	
			Hispanic or Latino	1	
			Two or More Races	1	

COUNTY OF BERKS  
JOB GROUP ANALYSIS  
JUNE 30, 2016

ParaProf	JC000282	Nursing Assistant	M	White (not Hispanic or Latino)	5
	JC000289	Office Manager	F	Hispanic or Latino	1
				White (not Hispanic or Latino)	5
	JC000292	Office Administrator	F	White (not Hispanic or Latino)	1
	JC000300	Paralegal	F	White (not Hispanic or Latino)	1
	JC000302	Park Maintenance/Project Supvr	M	White (not Hispanic or Latino)	1
	JC000310	Pension Coordinator	F	White (not Hispanic or Latino)	1
	JC000344	Restorative Aide	F	Black or African American (not Hispanic or Latino)	2
				White (not Hispanic or Latino)	2
	JC000352	Seasonal Coordinators	F	White (not Hispanic or Latino)	4
				M	White (not Hispanic or Latino)
	JC000399	Telecommun Shift Supvrs	F	White (not Hispanic or Latino)	3
				M	White (not Hispanic or Latino)
	JC000431	Specialist	F	Hispanic or Latino	2
				M	White (not Hispanic or Latino)
	JC000433	Assistant Administrator	F	White (not Hispanic or Latino)	1
	JC1424	Coordinator	F	Black or African American (not Hispanic or Latino)	2
				Hispanic or Latino	5
				White (not Hispanic or Latino)	16
			M	White (not Hispanic or Latino)	2
	JC7818	ACE Program Coordinator	F	White (not Hispanic or Latino)	1
	JC8512	Accounting Assistant	F	White (not Hispanic or Latino)	6
	JC8580	Training Officer	F	White (not Hispanic or Latino)	2
JC8586	Customer Support Administrator	F	White (not Hispanic or Latino)	1	
			M	Black or African American (not Hispanic or Latino)	1
			White (not Hispanic or Latino)	1	
JC8620	Watch Officer	M	White (not Hispanic or Latino)	3	
ParaProf Total					315

COUNTY OF BERKS  
JOB GROUP ANALYSIS  
JUNE 30, 2016

Prof	JC000028	Administrative Team Manager	M	White (not Hispanic or Latino)	1
	JC000031	Aging Program Assessor	F	White (not Hispanic or Latino)	4
			M	White (not Hispanic or Latino)	6
	JC000032	Aging Care Manager	F	Hispanic or Latino	1
				White (not Hispanic or Latino)	2
			M	White (not Hispanic or Latino)	4
	JC000034	Appeals Board	F	White (not Hispanic or Latino)	1
			M	White (not Hispanic or Latino)	1
	JC000037	Assistant District Attorney	F	Hispanic or Latino	1
				White (not Hispanic or Latino)	9
			M	White (not Hispanic or Latino)	15
	JC000038	Assistant Public Defender	F	Asian (Not Hispanic or Latino)	1
				Hispanic or Latino	1
				White (not Hispanic or Latino)	9
			M	White (not Hispanic or Latino)	10
	JC000073	Caseworker Supervisor	F	White (not Hispanic or Latino)	1
	JC000074	Cassp Coordinator	F	White (not Hispanic or Latino)	2
	JC000118	County Caseworker Supervisor	F	White (not Hispanic or Latino)	11
			M	White (not Hispanic or Latino)	2
	JC000120	County Caseworker	F	American Indian or Alaska Native	1
Black or African American (not Hispanic or Latino)				3	
Hispanic or Latino				1	
Two or More Races				1	
White (not Hispanic or Latino)			20		
M	Black or African American (not Hispanic or Latino)	1			
	White (not Hispanic or Latino)	4			
JC000126	Court Liaison	F	White (not Hispanic or Latino)	2	
		M	White (not Hispanic or Latino)	2	
JC000131	Court Computerization Supvrs	F	White (not Hispanic or Latino)	1	
JC000138	Custody Support Master	F	White (not Hispanic or Latino)	2	
		M	White (not Hispanic or Latino)	3	
JC000144	Dependency Master	F	White (not Hispanic or Latino)	2	
JC000150	Detention Master	M	White (not Hispanic or Latino)	1	

COUNTY OF BERKS  
JOB GROUP ANALYSIS  
JUNE 30, 2016

Prof	JC000198	Outreach Services Manager	F	White (not Hispanic or Latino)	1
	JC000203	Fiscal Technician	F	White (not Hispanic or Latino)	3
			M	White (not Hispanic or Latino)	1
	JC000204	Fiscal Officer	F	White (not Hispanic or Latino)	4
	JC000207	Fiscal Operations Officer	F	White (not Hispanic or Latino)	2
			M	White (not Hispanic or Latino)	1
	JC000218	Guardian Ad Litem	F	White (not Hispanic or Latino)	2
			M	White (not Hispanic or Latino)	1
	JC000221	Hr Generalist	F	White (not Hispanic or Latino)	2
	JC000231	Internal Auditor	F	White (not Hispanic or Latino)	2
			M	White (not Hispanic or Latino)	2
	JC000243	Jury Room Supervisor	F	White (not Hispanic or Latino)	1
	JC000252	Law Clerk	F	White (not Hispanic or Latino)	8
			M	White (not Hispanic or Latino)	6
	JC000273	Materials Mgmt Coordinator	M	White (not Hispanic or Latino)	1
	JC000278	Manager	F	White (not Hispanic or Latino)	16
			M	Black or African American (not Hispanic or Latino)	1
				Hispanic or Latino	1
		White (not Hispanic or Latino)	15		
	JC000291	Office Supervisor-Da'S	F	White (not Hispanic or Latino)	1
	JC000293	Ombudsman	F	Hispanic or Latino	1
	JC000306	Payroll Manager	F	White (not Hispanic or Latino)	1
	JC000317	Printing/Mailroom Manager	M	White (not Hispanic or Latino)	1
	JC000319	Probation Officer	F	Hispanic or Latino	10
				White (not Hispanic or Latino)	30
			M	Black or African American (not Hispanic or Latino)	3
				Hispanic or Latino	5
	White (not Hispanic or Latino)	40			
JC000327	Program Manager	F	White (not Hispanic or Latino)	1	
JC000340	Registered Nurse	F	Asian (Not Hispanic or Latino)	2	
			Black or African American (not Hispanic or Latino)	6	
			White (not Hispanic or Latino)	35	
	M	Asian (Not Hispanic or Latino)	1		

COUNTY OF BERKS  
JOB GROUP ANALYSIS  
JUNE 30, 2016

Prof	JC000340	Registered Nurse	M	White (not Hispanic or Latino)	1	
	JC000346	Risk & Safety Coordinator	F	White (not Hispanic or Latino)	1	
	JC000359	Sr Gov'mtl Acct	F	White (not Hispanic or Latino)	3	
			M	White (not Hispanic or Latino)	2	
	JC000368	Shelter Care Caseworker	F	White (not Hispanic or Latino)	1	
			M	Black or African American (not Hispanic or Latino) White (not Hispanic or Latino)	1 1	
	JC000374	Social Worker	F	White (not Hispanic or Latino)	3	
			M	White (not Hispanic or Latino)	1	
	JC000375	Solicitor-Pt	F	White (not Hispanic or Latino)	1	
	JC000377	Special Asst.Cty.Solicitor	F	White (not Hispanic or Latino)	1	
	JC000385	Superintendent	F	White (not Hispanic or Latino)	1	
			M	White (not Hispanic or Latino)	1	
	JC000386	Supervisor	F	Black or African American (not Hispanic or Latino) Hispanic or Latino White (not Hispanic or Latino)	2 1 31	
			M	Hispanic or Latino White (not Hispanic or Latino)	1 15	
	JC000387	Supervising Attorney	F	White (not Hispanic or Latino)	1	
			M	White (not Hispanic or Latino)	2	
	JC000392	Teacher	F	White (not Hispanic or Latino)	1	
	JC000393	Team Mgr-Cust Info&Resrce Team	F	White (not Hispanic or Latino)	1	
	JC000405	Treatment Counselor	F	Black or African American (not Hispanic or Latino) White (not Hispanic or Latino)	3 3	
			M	White (not Hispanic or Latino)	4	
	JC000425	Administrator	F	White (not Hispanic or Latino)	3	
	JC000426	Caseworker	F	Black or African American (not Hispanic or Latino) Hispanic or Latino White (not Hispanic or Latino)	2 11 51	
				M	Black or African American (not Hispanic or Latino) Hispanic or Latino Two or More Races White (not Hispanic or Latino)	1 2 1 8

COUNTY OF BERKS  
JOB GROUP ANALYSIS  
JUNE 30, 2016

Prof	JC000427	Intra-Dept Director	F	White (not Hispanic or Latino)	4
			M	White (not Hispanic or Latino)	4
	JC000430	Solicitor	F	White (not Hispanic or Latino)	3
			M	White (not Hispanic or Latino)	9
	JC7906	Lieutenant	M	Black or African American (not Hispanic or Latino)	1
				Hispanic or Latino	3
				White (not Hispanic or Latino)	3
	JC8171	Fiscal Analyst	M	White (not Hispanic or Latino)	4
	JC8584	Fiscal Manager	M	White (not Hispanic or Latino)	1
	JC8588	Developer Analyst	F	White (not Hispanic or Latino)	1
			M	White (not Hispanic or Latino)	2
	JC8589	SQL Data Base Administrator	M	White (not Hispanic or Latino)	1
	JC8594	Customer Service Manager	F	White (not Hispanic or Latino)	1
	JC8597	Development Services Manager	F	White (not Hispanic or Latino)	1
	JC8598	Enterprise Manager	M	White (not Hispanic or Latino)	1
	JC8599	Operations & Budget Manager	F	White (not Hispanic or Latino)	1
	JC8602	Cataloging Librarian	F	White (not Hispanic or Latino)	1
	JC8608	Data Base Administrator	M	Asian (Not Hispanic or Latino)	1
	JC8615	Operations and Projects Officer	M	White (not Hispanic or Latino)	1
	JC8616	Developer	M	White (not Hispanic or Latino)	1
	JC8618	Employment Specialist	F	Hispanic or Latino	1
				White (not Hispanic or Latino)	2
	JC8621	Quality Officer	F	White (not Hispanic or Latino)	1
Prof Total					543

COUNTY OF BERKS  
JOB GROUP ANALYSIS  
JUNE 30, 2016

Proserv	JC000115	Correctional Officer	F	Hispanic or Latino	1	
				Two or More Races	1	
					White (not Hispanic or Latino)	25
	M			American Indian or Alaska Native	1	
				Black or African American (not Hispanic or Latino)	12	
				Hispanic or Latino	20	
				Native Hawaiian or Other Pacific Islander	1	
				White (not Hispanic or Latino)	140	
	JC000133	Crew Supervisor	M	White (not Hispanic or Latino)	2	
	JC000135	Crew Leader	M	White (not Hispanic or Latino)	1	
	JC000147	Deputy	F	Black or African American (not Hispanic or Latino)	2	
				Hispanic or Latino	1	
			M	Black or African American (not Hispanic or Latino)	4	
				White (not Hispanic or Latino)	71	
	JC000149	Detective	F	White (not Hispanic or Latino)	5	
			M	Hispanic or Latino	3	
				White (not Hispanic or Latino)	25	
	JC000219	Hazmat Special Operations	F	White (not Hispanic or Latino)	2	
			M	White (not Hispanic or Latino)	7	
	JC000236	Investigator	F	White (not Hispanic or Latino)	1	
M			White (not Hispanic or Latino)	2		
JC000299	Park Ranger	F	Hispanic or Latino	1		
		M	Hispanic or Latino	2		
			White (not Hispanic or Latino)	8		
JC000365	Sergeant Detective	M	White (not Hispanic or Latino)	1		
JC000367	Shelter Care Counselor	F	Black or African American (not Hispanic or Latino)	3		
			White (not Hispanic or Latino)	23		
		M	Black or African American (not Hispanic or Latino)	1		
			Hispanic or Latino	1		
			White (not Hispanic or Latino)	17		
JC8603	Juv Correctional Counselor/Maintenan	M	Hispanic or Latino	1		

COUNTY OF BERKS  
JOB GROUP ANALYSIS  
JUNE 30, 2016

Proserv	JC8625	Burn Facilitator	M	Hispanic or Latino	1
				White (not Hispanic or Latino)	29
Proserv Total					432

COUNTY OF BERKS  
JOB GROUP ANALYSIS  
JUNE 30, 2016

Service	JC000113	Cook	F	Hispanic or Latino	2
				White (not Hispanic or Latino)	2
			M	White (not Hispanic or Latino)	2
	JC000136	Custodian	F	American Indian or Alaska Native	2
				Black or African American (not Hispanic or Latino)	4
				Hispanic or Latino	10
				White (not Hispanic or Latino)	8
			M	Black or African American (not Hispanic or Latino)	1
				Hispanic or Latino	7
				White (not Hispanic or Latino)	8
	JC000154	Dietary Aide	F	Black or African American (not Hispanic or Latino)	3
				Hispanic or Latino	7
				White (not Hispanic or Latino)	21
			M	Hispanic or Latino	3
				White (not Hispanic or Latino)	3
	JC000156	Dietary Utility	M	White (not Hispanic or Latino)	1
	JC000180	Earthrise Enterprises Supvsr	F	White (not Hispanic or Latino)	1
			M	Hispanic or Latino	1
	JC000189	Environmental Service Aide	F	Asian (Not Hispanic or Latino)	1
Black or African American (not Hispanic or Latino)				2	
Hispanic or Latino				7	
White (not Hispanic or Latino)				13	
		M	Black or African American (not Hispanic or Latino)	1	
			Hispanic or Latino	3	
			White (not Hispanic or Latino)	7	
JC000249	Laundry Worker	F	Hispanic or Latino	1	
			White (not Hispanic or Latino)	1	
		M	Black or African American (not Hispanic or Latino)	3	
			Hispanic or Latino	1	
			White (not Hispanic or Latino)	1	
JC000251	Laundry Operator	F	Black or African American (not Hispanic or Latino)	1	
		M	Asian (Not Hispanic or Latino)	1	
			Black or African American (not Hispanic or Latino)	2	

COUNTY OF BERKS  
 JOB GROUP ANALYSIS  
 JUNE 30, 2016

Service	JC000251	Laundry Operator	M	White (not Hispanic or Latino)	2
	JC000263	Maintenance	F	White (not Hispanic or Latino)	1
			M	White (not Hispanic or Latino)	27
	JC000274	Medical/Central Supply Aide	F	White (not Hispanic or Latino)	3
	JC000351	Seasonal Service/Maintenance	F	White (not Hispanic or Latino)	14
			M	Hispanic or Latino	2
				White (not Hispanic or Latino)	10
JC000371	Site Monitor	M	White (not Hispanic or Latino)	6	
Service Total					196

COUNTY OF BERKS  
JOB GROUP ANALYSIS  
JUNE 30, 2016

Tech	JC000036	Assessor	F	White (not Hispanic or Latino)	6
			M	White (not Hispanic or Latino)	3
	JC000047	Assistant Mapping Manager	F	White (not Hispanic or Latino)	1
	JC000121	Court Reporter	F	Black or African American (not Hispanic or Latino)	1
				White (not Hispanic or Latino)	16
	JC000184	Emergency Planner	M	White (not Hispanic or Latino)	2
	JC000195	Ev/Exh Stg Tech-Video Conf Opr	F	White (not Hispanic or Latino)	1
			M	White (not Hispanic or Latino)	1
	JC000260	Licensed Practical Nurse	F	Black or African American (not Hispanic or Latino)	7
				Hispanic or Latino	6
				White (not Hispanic or Latino)	62
			M	Asian (Not Hispanic or Latino)	1
				Hispanic or Latino	2
				White (not Hispanic or Latino)	1
	JC000313	Planner	F	White (not Hispanic or Latino)	5
			M	White (not Hispanic or Latino)	5
	JC000366	Sergeant	F	Black or African American (not Hispanic or Latino)	1
			M	Hispanic or Latino	2
				White (not Hispanic or Latino)	23
	JC000390	Sys Tech/Office Mgr	F	White (not Hispanic or Latino)	1
	JC000424	Analyst	F	Black or African American (not Hispanic or Latino)	2
				Hispanic or Latino	3
				White (not Hispanic or Latino)	14
M			Hispanic or Latino	1	
			White (not Hispanic or Latino)	1	
JC000432	Technician	F	White (not Hispanic or Latino)	3	
		M	White (not Hispanic or Latino)	3	
JC8590	PC Administrator	M	Black or African American (not Hispanic or Latino)	1	
			White (not Hispanic or Latino)	4	
JC8592	Network Administrator	F	White (not Hispanic or Latino)	3	
		M	White (not Hispanic or Latino)	4	
JC8596	Application Specialist & Trainer	F	White (not Hispanic or Latino)	1	
JC8613	Communications Support	M	White (not Hispanic or Latino)	1	

COUNTY OF BERKS  
JOB GROUP ANALYSIS  
JUNE 30, 2016

Tech	JC8614	CAD Administrator	F	White (not Hispanic or Latino)	1
			M	Hispanic or Latino	1
Tech Total					190
Grand Total					2346

# **Placement of Incumbents in Job Groups**

**PLACEMENT OF INCUMBENTS IN JOB GROUPS**  
**Data: June 30, 2016**

<b>Job EEO Name</b>	<b># of Employees</b>	<b>Female</b>	<b>% Female</b>	<b>Minority</b>	<b>% Minority</b>
Officials/Administrators	171	109	63.7%	3	1.8%
Professionals	543	341	62.8%	72	13.3%
Technicians	190	134	70.5%	28	14.7%
Protective Services	432	77	17.8%	61	14.1%
Paraprofessionals	315	273	86.7%	109	34.6%
Administrative Support Workers	470	396	84.3%	84	17.9%
Craft Workers (Skilled)	29	4	13.8%	1	3.4%
Service Workers	196	104	53.1%	65	33.2%
<b>Totals</b>	<b>2346</b>	<b>1438</b>	<b>61.3%</b>	<b>423</b>	<b>18.0%</b>

# **Determination of Availability**

**AVAILABILITY**  
**Data: June 30, 2016**

**Officials/Administrators**

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	39.9%	0.49	19.6%	7.2%	0.49	3.5%
Promotable	63.7%	0.51	32.5%	1.8%	0.51	0.9%
			52.0%			4.4%

**Professionals**

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	59.6%	0.63	37.5%	9.3%	0.63	5.9%
Promotable	62.8%	0.37	23.2%	13.3%	0.37	4.9%
			60.8%			10.8%

**Technicians**

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	59.5%	0.84	50.0%	8.4%	0.84	7.1%
Promotable	70.5%	0.16	11.3%	14.7%	0.16	2.4%
			61.3%			9.4%

**AVAILABILITY**  
**Data: June 30, 2016**

**Protective Service Workers**

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	14.0%	0.77	10.8%	16.4%	0.77	12.6%
Promotable	17.8%	0.23	4.1%	14.1%	0.23	3.2%
			14.9%			15.9%

**Paraprofessionals**

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	61.1%	0.75	45.83%	7.0%	0.75	5.3%
Promotable	86.7%	0.25	21.68%	34.6%	0.25	8.7%
			67.50%			13.9%

**Administrative Support**

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	65.4%	0.69	45.1%	13.8%	0.69	9.5%
Promotable	84.3%	0.31	26.1%	17.9%	0.31	5.5%
			71.3%			15.1%

**AVAILABILITY**  
**Data: June 30, 2016**

**Skilled Craft Workers**

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	6.1%	0.92	5.6%	9.9%	1.00	9.9%
Promotable	13.8%	0.08	1.1%	3.4%	0.00	0.0%
			6.7%			9.9%

**Service/Maintenance**

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	43.1%	0.92	39.7%	26.7%	0.92	24.6%
Promotable	53.1%	0.08	4.2%	33.2%	0.07	2.3%
			43.9%			26.9%

Note: Data may not add due to rounding

The Reasonable Recruitment Area for these job groups is the Reading Metropolitan Statistical Area (MSA), as defined by the Pennsylvania Department of Labor and Industry.

Weight factors are determined by the historic number of external hires versus internal promotions, and by the number of current employees determined to be promotable.

Data Sources:

Factor 1: EEO Residence Data Results for Berks County, PA  
 US Census Bureau, Census 2010 Special Tabulation

Factor 2: County of Berks Employment Records

# **Comparison of Incumbency and Availability**

**COMPARISON OF INCUMBENTS AND AVAILABILITY  
DATA: June 30, 2016**

<b>Job Category</b>	<b>Females</b>		<b>Placement Goal</b>	<b>Minority</b>		<b>Placement Goal</b>
	Incumbents	Available		Incumbents	Available	
Officials/Administrators	63.7%	52.0%		1.8%	4.4%	4.4%
Professionals	62.8%	60.8%		13.3%	10.8%	
Technicians	70.5%	61.3%		14.7%	9.4%	
Protective Services	17.8%	14.9%		14.1%	15.9%	
Paraprofessionals	86.7%	67.5%		34.6%	13.9%	
Administrative Support	84.3%	71.3%		17.9%	15.1%	
Skilled Craft	13.8%	6.7%		3.4%	9.9%	9.9%
Service/Maintenance	53.1%	43.9%		33.2%	26.9%	

The 80% rule was followed in determining underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability.

If the incumbency percentage is less than the availability percentage (%) AND the ratio of incumbency to availability is less than 80%, a placement goal is included.

# Identification of Problem Areas

## Identification of Problem Areas

Areas of Concern	Corrective Action
<p>Underutilization of minorities in Job Group 1, Officials/Administrators where external hire and internal promotion opportunity exist equally.</p>	<p>Notify management and professional recruitment sources, in writing, of the County of Berks interest in attracting qualified minorities to apply for job openings.</p> <p>Encourage internal minority candidates to apply for open positions.</p> <p>These efforts will be ongoing throughout the plan year.</p>
<p>Underutilization of minorities in Job Group 7, Skilled Craft where the hire source is external.</p>	<p>The same corrective action above will also be taken for Group 7, Skilled Craft.</p> <p>Seek and train internal candidates for these jobs.</p> <p>These efforts will be ongoing throughout the plan year.</p>



# **Plan of Action**

*County of Berks Affirmative Action Plan  
July 1, 2016 – June 30, 2017*

## Plan of Action

1. The County of Berks will not limit its efforts for equal opportunity employment to the actions outlined in this plan. Every reasonable effort will be made to achieve and maintain the employment goals outlined. The County of Berks will continue to strive to be a leader in Equal Employment Opportunity.
2. The County will ensure an ample flow of information to its employees to provide understanding of EEO, and will employ tactics for resolution of concerns or complaints.
3. All employees will be provided with and have access to the County's official EEO policy, and the procedure for attaining compliance goals.
4. The County of Berks will reiterate its EEO policy in a letter to all employment agencies and collective bargaining units on an annual basis.
5. The County of Berks will establish an "Open Door Policy" to facilitate communication of any concerns or complaints.
6. The goals and objectives of the Affirmative Action Plan will not be used to replace any merit selection principles. In this regard, quotas are expressly forbidden.
7. The County of Berks will hold all Department Heads accountable for the effective implementation of the Affirmative Action Plan and for compliance with all Equal Opportunity Employment regulations for their respective departments.
8. Upon completion of the annual Affirmative Action Plan, the County of Berks will identify any underutilization of its workforce. The County will create a specific plan for those areas of underutilization. This plan will be included in the Problem Area section of the Affirmative Action Plan.
9. All County of Berks employees and concerned citizens will have access to this Affirmative Action Plan through the County of Berks website.
10. The County of Berks will ensure that all recruitment literature is free from discriminatory implications or language.
11. The Human Resources Department will create reports and processes that effectively track EEO categories for promotion and applicant flow.

12. The Human Resources Department will review the applicant flow on a quarterly basis as an indicator of successful recruitment efforts.
13. The County of Berks will maintain and update a list of concerned community groups, such as the Hispanic Center of Reading/Berks County, the NAACP, Threshold, Abilities in Motion, etc.
14. The County of Berks will encourage current female and minority employees to recruit for open positions.
15. The County of Berks will make employment information equally available to protected and non-protected classes.
16. All solicitation and advertisements for employment will state the EEO policy of the County of Berks.
17. The County of Berks will participate in career fairs to disseminate recruitment literature and information.
18. The County of Berks will review hiring statistics on a quarterly basis to ensure that a good faith effort is being made to achieve recruitment results and that the Affirmative Action Plan is being utilized.
19. The County of Berks will update and maintain position descriptions to identify the minimum knowledge, skills, and abilities for each position. These position descriptions will serve as reference during the recruitment, interviewing and hiring of all employees.
20. The County of Berks will promote and maintain positive, constructive employee relations and provide an exemplary work environment in order to attract and maintain qualified and talented employees.
21. Equal training opportunities will be presented to all employees of the County of Berks.
22. The County of Berks will encourage female, minority, and disabled employees to participate in County training programs for further development and career growth.

# **Personnel Activity Data**

## Internal Audit and Reporting System

The Director of Human Resources has the responsibility for developing and preparing the documents of the Affirmative Action Plan. Although the responsibility of the effective implementation of the plan rests with the Director of Human Resources, responsibility is also instilled in all of the County of Berks Department Heads, managers, and supervisors.

The County of Berks will audit and report on personnel activity in order to:

- Measure the effectiveness of the Affirmative Action Plan,
- Document personnel activities,
- Identify problem areas,
- Determine that a good faith effort is being made to achieve recruitment goals.

The following personnel activities will be reviewed to ensure equal employment opportunity and compliance with applicable regulations:

- Recruitment, advertising, and job application procedures,
- Hiring,
- Job assignments, job classifications, and job descriptions,
- Training and development,
- Performance review.

The following documents are included in this Affirmative Action Plan and will continue to be the basis of the County of Berks internal auditing process:

1. Summary data of hires during the data year. This report will be reviewed annually in conjunction with the Affirmative Action Plan. This summary of data reviews all external hires by job group and by sex and minority group identification.
2. Summary data of terminations during the data year. This report will be reviewed annually in conjunction with the Affirmative Action Plan. This summary of data reviews all terminations by job group and by sex and minority group identification.
3. Quarterly Personnel New Hire Report. This report will be reviewed quarterly to monitor the progress of the goals and objectives of the Affirmative Action Plan. This report reviews all external hires by job group and by sex and minority group identification on a quarterly basis.

4. Quarterly Applicant Flow Report. This report will be reviewed quarterly to monitor the effectiveness of recruitment efforts. The report summarizes applicant activity for open positions by job group and by sex and minority group identification.

The Director of Human Resources will be notified of any problem areas including underutilization. The Director of Human Resources will report these problem areas to the Elected Officials and Department Heads. Expedient dissemination of this information is necessary to begin remedial actions for the effective implementation of the Affirmative Action Plan.



**QUARTERLY EEOC  
STATISTICS FOR  
NEW HIRES**

*County of Berks Affirmative Action Plan  
July 1, 2016 – June 30, 2017*

**COUNTY OF BERKS**  
**Analysis of Quarterly New Hire Report**  
**3rd Quarter 2015**  
**7/1/2015 - 9/30/2015**

JOB GROUP	TOTALS					MALES					FEMALES					MINORITY %
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	W %	B %	H %	A %	I %	
Officials and Administrators	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	4	13	17	24%	76%	100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
Technicians	1	5	6	17%	83%	0%	0%	100%	0%	0%	100%	0%	0%	0%	0%	17%
Protective Service	0	4	4	0%	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
Paraprofessionals	1	15	16	6%	94%	100%	0%	0%	0%	0%	53%	33%	13%	0%	0%	44%
Administrative Support	1	7	8	13%	88%	0%	100%	0%	0%	0%	57%	0%	43%	0%	0%	50%
Skilled Craft Workers	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service Maintenance	2	2	4	50%	50%	50%	0%	50%	0%	0%	50%	0%	50%	0%	0%	50%
<b>TOTAL</b>	<b>9</b>	<b>46</b>	<b>55</b>	<b>16%</b>	<b>84%</b>	<b>67%</b>	<b>11%</b>	<b>22%</b>	<b>0%</b>	<b>0%</b>	<b>76%</b>	<b>11%</b>	<b>13%</b>	<b>0%</b>	<b>0%</b>	<b>25%</b>

Note: Data may not add up due to rounding

**COUNTY OF BERKS**  
**Analysis of Quarterly New Hire Report**  
**4th Quarter 2015**  
**10/1/2015 - 12/31/2015**

JOB GROUP	TOTALS				MALES					FEMALES					MINORITY %
	Male	Female	Total	Female %	W %	B %	H %	A %	I %	W %	B %	H %	A %	I %	
Officials and Administrators	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	4	7	11	64%	100%	0%	0%	0%	0%	71%	14%	14%	0%	0%	18%
Technicians	0	1	1	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
Protective Service	14	2	16	13%	86%	0%	14%	0%	0%	50%	50%	0%	0%	0%	19%
Paraprofessionals	1	12	13	92%	100%	0%	0%	0%	0%	58%	25%	17%	0%	0%	38%
Administrative Support	2	8	10	80%	100%	0%	0%	0%	0%	50%	25%	25%	0%	0%	40%
Skilled Craft Workers	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service Maintenance	3	7	10	70%	0%	0%	0%	0%	0%	29%	14%	57%	0%	0%	70%
<b>TOTAL</b>	<b>24</b>	<b>37</b>	<b>61</b>	<b>61%</b>	<b>83%</b>	<b>0%</b>	<b>17%</b>	<b>0%</b>	<b>0%</b>	<b>54%</b>	<b>22%</b>	<b>24%</b>	<b>0%</b>	<b>0%</b>	<b>34%</b>

Note: Data may not add up due to rounding

**COUNTY OF BERKS**  
**Analysis of Quarterly New Hire Report**  
**1st Quarter 2016**  
**1/1/2016 - 3/31/2016**

JOB GROUP	TOTALS					MALES					FEMALES					MINORITY %
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	W %	B %	H %	A %	I %	
Officials and Administrators	1	3	4	25%	75%	100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
Professionals	9	9	18	50%	50%	100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
Technicians	2	0	2	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service	9	6	15	60%	40%	89%	0%	11%	0%	0%	100%	0%	0%	0%	0%	7%
Paraprofessionals	3	11	14	21%	79%	33%	33%	33%	0%	0%	36%	55%	9%	0%	0%	64%
Administrative Support	4	8	12	33%	67%	50%	0%	50%	0%	0%	88%	0%	13%	0%	0%	25%
Skilled Craft Workers	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service Maintenance	2	4	6	33%	67%	50%	0%	50%	0%	0%	75%	0%	25%	0%	0%	33%
<b>TOTAL</b>	<b>30</b>	<b>41</b>	<b>71</b>	<b>42%</b>	<b>58%</b>	<b>80%</b>	<b>3%</b>	<b>3%</b>	<b>0%</b>	<b>0%</b>	<b>78%</b>	<b>15%</b>	<b>7%</b>	<b>0%</b>	<b>0%</b>	<b>21%</b>

Note: Data may not add up due to rounding

**COUNTY OF BERKS**  
**Analysis of Quarterly New Hire Report**  
**2nd Quarter 2016**  
**4/1/2016 - 6/30/2016**

JOB GROUP	TOTALS					MALES					FEMALES					MINORITY %
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	W %	B %	H %	A %	I %	
Officials and Administrators	0	1	1	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	100%
Professionals	5	9	14	36%	64%	60%	0%	40%	0%	0%	67%	22%	11%	0%	0%	36%
Technicians	2	1	3	67%	33%	100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
Protective Service	15	4	19	79%	21%	73%	7%	13%	0%	7%	50%	0%	50%	0%	0%	32%
Paraprofessionals	0	11	11	0%	100%	0%	0%	0%	0%	0%	64%	27%	0%	9%	0%	36%
Administrative Support	4	17	21	19%	81%	100%	0%	0%	0%	0%	82%	0%	18%	0%	0%	14%
Skilled Craft Workers	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service Maintenance	14	9	23	61%	39%	43%	14%	43%	0%	0%	56%	11%	33%	0%	0%	52%
<b>TOTAL</b>	<b>40</b>	<b>52</b>	<b>92</b>	<b>43%</b>	<b>57%</b>	<b>65%</b>	<b>8%</b>	<b>25%</b>	<b>0%</b>	<b>3%</b>	<b>67%</b>	<b>12%</b>	<b>17%</b>	<b>4%</b>	<b>0%</b>	<b>34%</b>

Note: Data may not add up due to rounding

# **QUARTERLY EEOC STATISTICS FOR SEPARATIONS**

*County of Berks Affirmative Action Plan  
July 1, 2016 – June 30, 2017*

**COUNTY OF BERKS**  
**Summary of Separations**  
**3rd Quarter 2015**

JOB GROUP	TOTALS				MALES					FEMALES					MINORITY %
	Male	Female	Male %	Female %	W %	B %	H %	A %	I %	W %	B %	H %	A %	I %	
Officials and Administrators	1	1	50%	50%	100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
Professionals	3	5	38%	63%	33%	33%	33%	0%	0%	100%	0%	0%	0%	0%	25%
Technicians	3	3	50%	50%	100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
Protective Service	13	1	93%	7%	92%	0%	8%	0%	0%	100%	0%	0%	0%	0%	7%
Paraprofessionals	3	10	23%	77%	100%	0%	0%	0%	0%	70%	10%	20%	0%	0%	23%
Administrative Support	0	6	0%	100%	0%	0%	0%	0%	0%	83%	17%	0%	0%	0%	17%
Skilled Craft Workers	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service Maintenance	3	5	38%	63%	0%	0%	0%	0%	0%	40%	20%	40%	0%	0%	75%
<b>TOTAL</b>	<b>26</b>	<b>31</b>	<b>46%</b>	<b>54%</b>	<b>77%</b>	<b>8%</b>	<b>12%</b>	<b>0%</b>	<b>4%</b>	<b>77%</b>	<b>10%</b>	<b>13%</b>	<b>0%</b>	<b>0%</b>	<b>23%</b>

Note: Data may not add up due to rounding

**COUNTY OF BERKS**  
**Summary of Separations**  
**4th Quarter 2015**

JOB GROUP	TOTALS				MALES					FEMALES					MINORITY %
	Male	Female	Male %	Female %	W %	B %	H %	A %	I %	W %	B %	H %	A %	I %	
Officials and Administrators	1	3	25%	75%	100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
Professionals	2	7	22%	78%	50%	50%	0%	0%	0%	86%	14%	0%	0%	0%	22%
Technicians	2	3	40%	60%	0%	0%	0%	0%	0%	33%	67%	0%	0%	0%	40%
Protective Service	11	1	92%	8%	82%	9%	9%	0%	0%	100%	0%	0%	0%	0%	17%
Paraprofessionals	2	5	29%	71%	0%	50%	50%	0%	0%	60%	40%	0%	0%	0%	57%
Administrative Support	0	14	0%	100%	0%	0%	0%	0%	0%	79%	7%	14%	0%	0%	21%
Skilled Craft Workers	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service Maintenance	2	6	25%	75%	100%	0%	0%	0%	0%	67%	17%	17%	0%	0%	25%
<b>TOTAL</b>	<b>20</b>	<b>39</b>	<b>34%</b>	<b>66%</b>	<b>75%</b>	<b>15%</b>	<b>10%</b>	<b>0%</b>	<b>0%</b>	<b>74%</b>	<b>18%</b>	<b>8%</b>	<b>0%</b>	<b>0%</b>	<b>25%</b>

Note: Data may not add up due to rounding

**COUNTY OF BERKS**  
**Summary of Separations**  
**1st Quarter 2016**

JOB GROUP	TOTALS				MALES					FEMALES					MINORITY %
	Male	Female	Male %	Female %	W %	B %	H %	A %	I %	W %	B %	H %	A %	I %	
Officials and Administrators	2	2	50%	50%	100%	0%	0%	0%	0%	50%	0%	50%	0%	0%	25%
Professionals	4	10	29%	71%	100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
Technicians	0	2	0%	100%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
Protective Service	12	6	67%	33%	92%	8%	0%	0%	0%	67%	17%	17%	0%	0%	17%
Paraprofessionals	1	18	5%	95%	100%	0%	0%	0%	0%	39%	33%	28%	0%	0%	58%
Administrative Support	5	13	28%	72%	100%	0%	0%	0%	0%	77%	15%	8%	0%	0%	17%
Skilled Craft Workers	3	0	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service Maintenance	4	5	44%	56%	50%	25%	25%	0%	0%	40%	0%	60%	0%	0%	56%
<b>TOTAL</b>	<b>31</b>	<b>56</b>	<b>36%</b>	<b>64%</b>	<b>90%</b>	<b>6%</b>	<b>3%</b>	<b>0%</b>	<b>0%</b>	<b>64%</b>	<b>16%</b>	<b>20%</b>	<b>0%</b>	<b>0%</b>	<b>26%</b>

Note: Data may not add up due to rounding

**COUNTY OF BERKS**  
**Summary of Separations**  
**2nd Quarter 2016**

JOB GROUP	TOTALS				MALES					FEMALES					MINORITY %
	Male	Female	Male %	Female %	W %	B %	H %	A %	I %	W %	B %	H %	A %	I %	
Officials and Administrators	1	0	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	6	13	32%	68%	100%	0%	0%	0%	0%	62%	23%	15%	0%	0%	26%
Technicians	3	4	43%	57%	100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
Protective Service	9	2	82%	18%	100%	0%	0%	0%	0%	50%	50%	0%	0%	0%	9%
Paraprofessionals	0	12	0%	100%	0%	0%	0%	0%	0%	75%	25%	0%	0%	0%	25%
Administrative Support	3	13	19%	81%	67%	33%	0%	0%	0%	77%	0%	15%	0%	8%	25%
Skilled Craft Workers	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service Maintenance	7	9	44%	56%	57%	0%	43%	0%	0%	56%	22%	11%	11%	0%	44%
<b>TOTAL</b>	<b>29</b>	<b>53</b>	<b>35%</b>	<b>65%</b>	<b>86%</b>	<b>3%</b>	<b>10%</b>	<b>0%</b>	<b>0%</b>	<b>70%</b>	<b>17%</b>	<b>9%</b>	<b>2%</b>	<b>2%</b>	<b>24%</b>

Note: Data may not add up due to rounding

# **QUARTERLY EEOC STATISTICS FOR APPLICANTS**

*County of Berks Affirmative Action Plan  
July 1, 2016 – June 30, 2017*

**Analysis of Applicant Flow  
3rd Quarter 2015**

JOB GROUP	TOTALS				MALES					FEMALES					MINORITY %
	Male	Female	Male %	Female %	W %	B %	H %	A %	I %	W %	B %	H %	A %	I %	
Officials and Administrators	5	4	56%	44%	100%	0%	0%	0%	0%	75%	0%	25%	0%	0%	11%
Professionals	25	65	28%	72%	76%	16%	8%	0%	0%	74%	6%	20%	0%	0%	26%
Technicians	8	5	62%	38%	100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
Protective Service	108	54	67%	33%	60%	18%	18%	1%	4%	54%	26%	15%	0%	6%	42%
Paraprofessionals	6	64	9%	91%	50%	17%	17%	0%	17%	52%	20%	19%	3%	6%	49%
Administrative Support	27	112	19%	81%	89%	4%	4%	0%	4%	62%	9%	23%	0%	6%	33%
Skilled Craft Workers	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service Maintenance	23	38	38%	62%	22%	22%	43%	0%	13%	37%	16%	47%	0%	0%	69%
<b>TOTAL</b>	<b>202</b>	<b>342</b>	<b>37%</b>	<b>63%</b>	<b>64%</b>	<b>15%</b>	<b>16%</b>	<b>0%</b>	<b>4%</b>	<b>59%</b>	<b>14%</b>	<b>23%</b>	<b>1%</b>	<b>4%</b>	<b>39%</b>

**Note:**

1. Total applicants only reflects the number of applicants who chose to self-identify race and sex.
2. Only solicited applications are included in the analysis.
3. Data may not add due to rounding.

**Analysis of Applicant Flow  
4th Quarter 2015**

JOB GROUP	TOTALS				MALES					FEMALES					MINORITY %
	Male	Female	Male %	Female %	W %	B %	H %	A %	I %	W %	B %	H %	A %	I %	
Officials and Administrators	3	5	38%	63%	100%	0%	0%	0%	0%	60%	40%	0%	0%	5%	25%
Professionals	54	98	36%	64%	74%	9%	9%	0%	7%	76%	4%	14%	1%		25%
Technicians	14	4	78%	22%	71%	0%	14%	14%	0%	50%	25%	0%	0%	25%	33%
Protective Service	85	39	69%	31%	60%	18%	16%	1%	5%	41%	26%	18%	0%	15%	46%
Paraprofessionals	6	87	6%	94%	33%	0%	17%	0%	50%	48%	18%	24%	1%	8%	53%
Administrative Support	9	65	12%	88%	44%	0%	33%	0%	22%	69%	0%	28%	0%	3%	34%
Skilled Craft Workers	0	0	#####	#####	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service Maintenance	18	41	31%	69%	33%	11%	50%	0%	6%	29%	7%	56%	0%	7%	69%
<b>TOTAL</b>	<b>189</b>	<b>339</b>	<b>36%</b>	<b>64%</b>	<b>61%</b>	<b>12%</b>	<b>18%</b>	<b>2%</b>	<b>7%</b>	<b>57%</b>	<b>11%</b>	<b>24%</b>	<b>1%</b>	<b>7%</b>	<b>41%</b>

**Note:**

1. Total applicants only reflects the number of applicants who chose to self-identify race and sex.
2. Only solicited applications are included in the analysis.
3. Data may not add due to rounding.

**Analysis of Applicant Flow  
1st Quarter 2016**

JOB GROUP	TOTALS				MALES					FEMALES					MINORITY %
	Male	Female	Male %	Female %	W %	B %	H %	A %	I %	W %	B %	H %	A %	I %	
Officials and Administrators	2	5	29%	71%	100%	0%	0%	0%	0%	80%	20%	0%	0%	0%	14%
Professionals	31	67	32%	68%	71%	13%	10%	3%	3%	70%	10%	18%	1%	0%	30%
Technicians	17	4	81%	19%	82%	12%	6%	0%	0%	75%	25%	0%	0%	0%	19%
Protective Service	98	39	72%	28%	81%	4%	9%	2%	4%	41%	31%	15%	0%	13%	31%
Paraprofessionals	8	51	14%	86%	75%	25%	0%	0%	0%	47%	20%	25%	4%	4%	49%
Administrative Support	19	120	14%	86%	79%	5%	11%	0%	5%	62%	8%	23%	0%	7%	36%
Skilled Craft Workers	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service Maintenance	20	35	36%	64%	40%	15%	45%	0%	0%	31%	20%	40%	0%	9%	65%
<b>TOTAL</b>	<b>195</b>	<b>321</b>	<b>38%</b>	<b>62%</b>	<b>75%</b>	<b>8%</b>	<b>12%</b>	<b>2%</b>	<b>3%</b>	<b>56%</b>	<b>15%</b>	<b>23%</b>	<b>1%</b>	<b>6%</b>	<b>37%</b>

**Note:**

1. Total applicants only reflects the number of applicants who chose to self-identify race and sex.
2. Only solicited applications are included in the analysis.
3. Data may not add due to rounding.

**Analysis of Applicant Flow  
2nd Quarter 2016**

JOB GROUP	TOTALS				MALES					FEMALES					MINORITY %
	Male	Female	Male %	Female %	W %	B %	H %	A %	I %	W %	B %	H %	A %	I %	
Officials and Administrators	1	0	100%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	100%
Professionals	10	19	34%	66%	80%	20%	0%	0%	0%	74%	11%	11%	0%	5%	24%
Technicians	1	1	50%	50%	100%	0%	0%	0%	0%	0%	0%	0%	0%	100%	50%
Protective Service	26	8	76%	24%	46%	4%	42%	0%	8%	13%	38%	25%	0%	25%	62%
Paraprofessionals	6	68	8%	92%	33%	67%	0%	0%	0%	54%	16%	16%	0%	13%	47%
Administrative Support	7	28	20%	80%	57%	14%	29%	0%	0%	43%	7%	25%	4%	21%	54%
Skilled Craft Workers	5	0	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service Maintenance	24	41	37%	63%	42%	25%	33%	0%	0%	39%	10%	34%	0%	17%	60%
<b>TOTAL</b>	<b>80</b>	<b>165</b>	<b>33%</b>	<b>67%</b>	<b>53%</b>	<b>19%</b>	<b>26%</b>	<b>0%</b>	<b>3%</b>	<b>48%</b>	<b>13%</b>	<b>22%</b>	<b>1%</b>	<b>16%</b>	<b>50%</b>

**Note:**

1. Total applicants only reflects the number of applicants who chose to self-identify race and sex.
2. Only solicited applications are included in the analysis.
3. Data may not add due to rounding.

**Policy Statement for Equal  
Employment Opportunity  
for Individuals with  
Disabilities**

## **Policy Statement for Equal Employment Opportunity for Individuals with Disabilities**

It is the policy of the County of Berks to provide customer service, public service, employment, training, compensation, promotion, and other conditions of employment without regard to disability. The County of Berks is an equal opportunity employer, active in the employment of persons with disabilities.

It is also the policy of the County of Berks to reduce and eliminate any artificial barriers which unintentionally screen people from employment. The County is committed to utilizing the maximum level of education, training, and skills of all of its employees, including those with disabilities.

The County of Berks will make any reasonable accommodations necessary for the employment and advance in employment of any qualified persons with disabilities.

The preceding Affirmative Action Plan will also serve as the basis of the Plan of Action for employing individuals with disabilities. These actions include, but are not limited to, the following:

- Posting the equal opportunity poster for the disabled in a conspicuous and accessible area.
- Formally notifying, in writing, any related contractors, employment agencies, and unions of the County of Berks commitment to the employment of persons with disabilities.
- Establishing contacts with agencies and concerned community groups that serve disabled individuals for recruitment sources.
- Reviewing position descriptions to ensure that no potential barriers exist to the employment of persons with disabilities.
- Ensuring that provisions to accommodate the disabled are being made if any new construction or remodeling is being considered.
- Informing all employees of the County's commitment to affirmative action in regard to disabled individuals.

**Policy Statement for Equal  
Employment Opportunity  
for Qualified Protected  
Veterans**

## **Policy Statement for Equal Employment Opportunity for Qualified Protected Veterans**

It is the policy of the County of Berks to provide customer service, public service, employment, training, compensation, promotion, and other conditions of employment without regard to veteran status. The County of Berks is an equal opportunity employer, active in the employment of veterans.

It is also the policy of the County of Berks to reduce and eliminate any artificial barriers which unintentionally screen people from employment. The County is committed to utilizing the maximum level of education, training, and skills of all of its employees, including disabled and covered veterans.

The preceding Affirmative Action Plan will also serve as the basis of the Plan of Action for employing qualified protected veterans. These actions include, but are not limited to, the following:

- Posting the equal opportunity poster for disabled veterans and all covered veterans in a conspicuous and accessible area.
- Formally notifying, in writing, any related contractors, employment agencies, and unions of the County of Berks commitment to the employment of veterans.
- Establishing contacts with agencies and concerned community groups that serve veterans for recruitment sources.
- Reviewing the selection process and position descriptions to ensure that disabled veterans or covered veterans are not unintentionally discriminated against.
- Informing all employees of the County's commitment to affirmative action in regard to veterans.

# **Open Door Policy**

*County of Berks Affirmative Action Plan  
July 1, 2016 – June 30, 2017*

**County of Berks  
Open Door Policy**

**Internal Steps to the Civil Rights Complaint Process**

**Step 1**      If you feel you have been discriminated against on the basis of race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, political affiliation, or disability, immediately discuss your concern with your supervisor.

If you feel it is not appropriate to discuss the situation with him/her, contact the Director of Human Resources. Your supervisor or the Director of Human Resources will seek a solution through verbal conciliation.

**Step 2**      If you are not satisfied with the outcome of step 1, you may file a written complaint with the Director of Human Resources, his/her designee, or with the Board of Commissioners.