

FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

Fair Employment Practices

The Office of Fair Employment Practices (OFEP) develops, implements, and monitors the County's diversity management and fair employment programs. The Department promotes equal employment opportunity to support the diversity of race, sex, color, national origin, religion, age, disability, ancestry, marital status, pregnancy, or veteran's status of employees and applicants and prohibits unlawful discrimination on those bases.

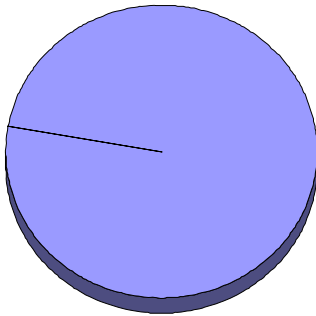
As part of the Enabling Strategies strategic area, OFEP fosters a barrier-free work environment in County workplaces and develops fair employment policies and practices, conducts administrative and field investigations of complaints of discrimination, performs fact-finding conferences, provides mediation to resolve workplace conflicts, and develops and administers programs focused on creating a supportive and inclusive work environment.

The services provided by OFEP are available to every Miami-Dade County employee and applicant for employment. OFEP works in conjunction partners with the Department of Human Resources, the Office of ADA Coordination, the County Attorney's Office, the U.S. Equal Employment Opportunity Commission (EEOC), the County Executive Offices and all other County departments.

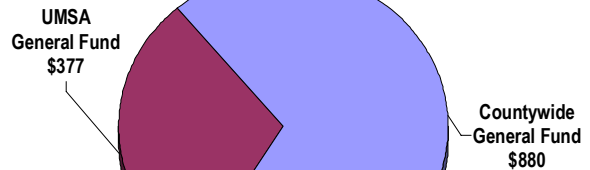
FY 2008-09 Adopted Budget

Expenditures by Activity (dollars in thousands)

Fair Employment Practices
\$1,257



Revenues by Source (dollars in thousands)



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TABLE OF ORGANIZATION

OFFICE OF FAIR EMPLOYMENT PRACTICES	
<ul style="list-style-type: none"> • Promotes equal employment policies and practices, investigates complaints of discrimination, and facilitates related conflict mediation 	
<u>FY 07-08</u>	<u>FY 08-09</u>
8	11

FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 06-07	Budget FY 07-08	Adopted FY 08-09
Revenue Summary			
General Fund Countywide	540	610	880
General Fund UMSA	243	274	377
Total Revenues	783	884	1,257
Operating Expenditures Summary			
Salary	563	647	937
Fringe Benefits	141	182	261
Other Operating	75	54	58
Capital	4	1	1
Total Operating Expenditures	783	884	1,257

(dollars in thousands)	Total Funding		Total Positions	
Expenditure By Program	Budget FY 07-08	Adopted FY 08-09	Budget FY 07-08	Adopted FY 08-09
Strategic Area: Enabling Strategies				
Fair Employment Practices	884	1,257	8	11
Total Operating Expenditures	884	1,257	8	11

CAPITAL BUDGET SUMMARY

(dollars in thousands)	PRIOR	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FUTURE	TOTAL
Revenue									
Capital Outlay Reserve	200	43	0	0	0	0	0	0	243
Total:	200	43	0	0	0	0	0	0	243
Expenditures									
Strategic Area: Enabling Strategies									
Departmental Information Technology Projects	147	96	0	0	0	0	0	0	243
Total:	147	96	0	0	0	0	0	0	243

SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands)				
	Actual	Actual	Budget	Actual	Budget
	FY 05-06	FY 06-07	FY 07-08	FY 07-08	FY 08-09
Travel	1	0	6	2	6

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DIVISION: FAIR EMPLOYMENT PRACTICES

The Office of Fair Employment Practices develops, implements, and monitors the County's Affirmative Action Program and fair employment guidelines to ensure equal employment opportunity to all without regard to race, sex, color, national origin, religion, age, disability, ancestry, marital status, pregnancy, or veteran's status, and to prohibit unlawful discrimination on such basis.

- Promotes equal employment policies and practices, investigates complaints of discrimination, and facilitates related conflict mediation

Strategic Plan Outcome - Measures

- ES5-3: Motivated, dedicated workforce team aligned with organizational priorities

Objectives	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Actual	Target
Ensure timely review of cases	Percent of cases reviewed within 60 days	100%	100%	100%	100%	100%
	Percent of cases reviewed within 30 days	46%	60%	50%	100%	65%

- ES5-4: Workforce skills to support County priorities (e.g. leadership, customer service, fiscal problem-solving technology, etc.)

Objectives	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Actual	Target
Impact employee compliance	Number of County executives trained in diversity and fair employment*	N/A	N/A	65	80	50
	Number of employees trained in diversity and fair employment	500	223	550	10,112	10,000
	New cases	120	135	120	132	120

*FY 2007-08 includes all Directors and Assistant County Managers; FY 2008-09 includes Deputy Directors and Assistant Directors

BUDGET PRIORITIES

- Implement countywide workplace violence (WPV) program and procedures; incorporate WPV training into OFEP countywide equal employment training program, and administer multi-department workplace violence resource team
- Continue coordination with the Department of Human Resources to implement the diversity and fair employment training portion of the County's executive development program
- Enhance staff development to continue overhaul of County anti-discrimination training with emphasis on management strategies and employee rights

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Budget Enhancements or Reductions and Additional Comments

- The Department will continue expanding equal employment opportunity training to all County employees through an E-learning website (\$100,000 Capital Outlay Reserve (COR) committed carryover)
- In FY 2008-09, the Department will continue the implementation of the equal employment opportunity (EEO) complaint case management system and training of County employees, especially the departmental Fair Employment Practices liaisons, funded with COR committed carryover (\$100,000) and new COR funding in FY 2008-09 (\$43,000)
- The FY 2008-09 Adopted Budget includes the transfer of one Fair Employment Practices Coordinator position from the Water and Sewer Department (\$98,000), one Personnel Specialist 2 position from Miami-Dade Transit (\$90,000), and one Special Project Administrator, which will be reclassified to an Administrative Officer 3, from the Corrections Department (\$101,000); these positions are being transferred in order to consolidate fair employment functions Countywide into one central office; the transfer of these positions increases the Department's total position count from 8 to 11