



**MIAMI-DADE COUNTY, FLORIDA  
OFFICE OF CAPITAL IMPROVEMENTS  
AFFIRMATIVE ACTION PLAN UNIT**

**Affirmative Action Plan Renewal Guidelines**

The following information details the required documentation necessary for renewal of your company's Affirmative Action Plan/Procurement Policy as required by Miami-Dade County Ordinance No. 82-37, Ordinance 98-30, and Administrative Order 3-39. The aforementioned Ordinances dictate that Companies shall submit their Affirmative Action Plan and Procurement Policy annually and shall provide for the periodic review of their plan and policy in order to determine their effectiveness in assuring the company does not discriminate in its terms and conditions of employment, as well as their procurement practices.

The following guidelines will assist you in determining what information your company is required to submit:

1. **Companies with annual gross revenue in excess of \$5,000,000.00**

*If your company had annual gross revenues in excess of \$5,000,000.00*, for the preceding calendar year, your company must submit a letter on company letterhead requesting the renewal and two (2) documents; an Ordinance 82-37 and 98-30 AAP Affidavit and a Statistical Workforce Analysis or your company's Federal EEO-1 Report.

2. **Companies with annual gross revenue less than \$5,000,000.00**

*If your company had annual gross revenues less than \$5,000,000.00*, for the preceding calendar year, your company must submit a letter, on company letterhead, requesting an exemption under Ordinance 98-30, an Ordinance 82-37 and 98-30 AAP Affidavit and a Statistical Workforce Analysis or your company's Federal EEO-1 Report.

3. **Architectural and/or Engineering Firms**

*Regardless of your company's annual gross revenue*, you must submit a letter on company letterhead, requesting the renewal and two (2) documents; an Ordinance 82-37 and 98-30 AAP Affidavit and a Statistical Workforce Analysis or your company's Federal EEO-1 Report.

Please return the required elements to (*faxes and electronic submittals will not be accepted*):

**Miami-Dade County, Office of Capital Improvements  
Attention: Professional Services Division - AAP Unit  
111 NW 1<sup>st</sup> Street, Suite 2130  
Miami, FL 33128**

Statistical workforce analysis updates shall be filed for changes that denote the achievement of the Affirmative Action goals.

**I. INSTRUCTIONS FOR COMPLETING THE STATISTICAL WORKFORCE ANALYSIS**

There are a total of six overall job categories for which utilization totals and percentages will be computed.

- A. In-House/EEO Totals are a breakdown of the total number of employees per job category in the appropriate race/ethnic group.

B. The total number of employees within that job category figures in-House/EEO Percentages.

**Definitions of Job-Classification Categories (as defined by the Equal Employment Opportunity Commission)**

1. **Officials and Managers** – Occupations requiring administrative and managerial personnel, who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operation.
2. **Professionals** – Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.
3. **Technicians** – Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through on the job training.
4. **Sales-Workers** – occupations engaged wholly or primarily in direct selling.
5. **Office and Clerical** – Administrative support occupations, including all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual.
6. **Craft Workers** – Manual workers of relatively high level (precision production and repair) having a thorough and comprehensive knowledge of the process involved in their work.
7. **Operatives (semi-skilled)** – Workers who operate transportation or materials moving equipment, or who operate machine or processing equipment, or who perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and requires only limited training.
8. **Laborers (unskilled)** – Handlers, equipment cleaners, helpers and other workers in manual occupations which generally require no special training and who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.
9. **Service Workers** – workers in both protective and non-protective service occupations.

**RACE/ETHNIC IDENTIFICATION (EEO DEFINITIONS)**

The concept of race as used by the Equal Employment Opportunity Commission does not denote clear-cut scientific definitions or anthropological origins. For the purpose of reporting, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded the community as belonging. For reporting purpose, the following race/ethnic categories will be used.

- A. The category **“White”** (not of Hispanic origin):  
All persons having origins in any of the original peoples of Europe, North America, or Middle East.
- B. The Category **“Black”** (not of Hispanic origin):  
All persons having origins in any of the Black racial groups of Africa.
- C. The Category **“Hispanic”**:  
All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.
- D. The Category **“Asian of Pacific Islander”**  
All persons having origins in any of the original peoples of the Far East, Southeast, Asia, Korea, Japan, the Philippine islands and Samoa.
- E. The category **“American Indian or Alaskan Native”**:  
All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Note: The category “Hispanic” while not a race identification, is included as a separate race/ethnic category because of the employment discrimination often encountered by this group. For this reason, do not include “Hispanic” under either “White or Black”.

This should accompany strong visible identification that the person culturally and linguistically identifies with the group he or she claims.