



County of Berks Affirmative Action Plan

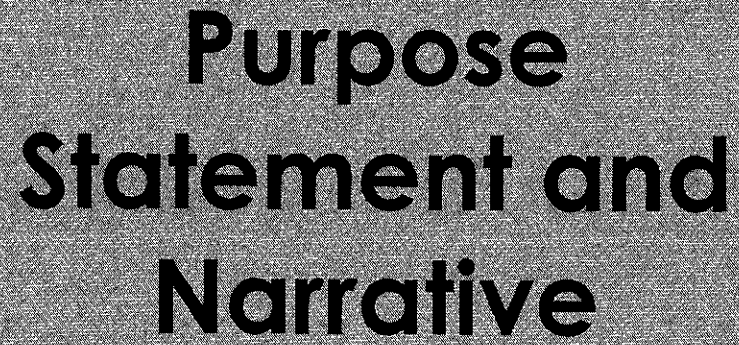
Data Year: July 1, 2018 – June 30, 2019
Action Year: July 1, 2020 – June 30, 2021

PLAN PREPARED BY:


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EEO COORDINATOR:


Kristin Scheffler, Assistant Director of Human Resources



Purpose Statement and Narrative

***County of Berks Affirmative Action Plan
July 1, 2020 – June 30, 2021***

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.

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

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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

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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)
Community Corrections Center (12140)
Department of Emergency Services (16020)
Veteran's Affairs (16030)
County Library System (16050)
Archives (16060)
Parks (16070)
Agricultural Extension Services (16130)
Department of Agriculture (16550)

County of Berks Departments, con't.

Area Agency on Aging (23150)

Children and Youth Services (23200)

MH/DD Services (25040, 25050)

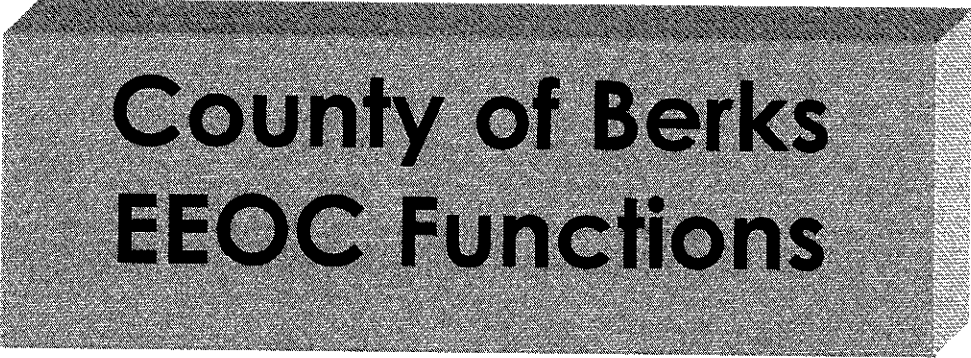
Domestic Relations (26280)

Careerlink (26650-26660)

Berks County Residential Center (32200)

Berks Heim (33020-33040, 33050, 33060, 33070, 33080, 33090, 33100, 33120-33140,
33310, 33330-33350, 33390, 33400)

Communications Center – 911 (36010)



County of Berks EEOC Functions

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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, 2020 – June 30, 2021*

**COUNTY BERKS
WORKFORCE ANALYSIS
JUNE 30, 2019**

Dpt	DptName	JobEeo	Job	JobTitle	Gender	Race Name	Salary	Total
11010	Commissioners	Off/Adm	JC1425	Dept Head/Elected Official	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
					M	White (not Hispanic or Latino)	8. 70.00 PLUS	4
		Off/Cle	JC000197	Executive Assistant	F	White (not Hispanic or Latino)	6. 43.0-54.9	4
11010 Total								9
11020	Solicitor	Off/Adm	JC000128	County Solicitor	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		ParaProf	JC000300	Paralegal	F	White (not Hispanic or Latino)	6. 43.0-54.9	2
		Prof	JC000430	Solicitor	F	White (not Hispanic or Latino)	7. 55.0-69.9	2
					M	White (not Hispanic or Latino)	8. 70.00 PLUS	2
11020 Total								7
11030	Facilities	Craft	JC000071	Carpenter	M	White (not Hispanic or Latino)	6. 43.0-54.9	1
							7. 55.0-69.9	2
			JC000271	Master Plumber	M	White (not Hispanic or Latino)	7. 55.0-69.9	2
			JC000272	Master Electrician	M	White (not Hispanic or Latino)	7. 55.0-69.9	2
			JC000428	Mechanic	M	White (not Hispanic or Latino)	6. 43.0-54.9	11
		Off/Adm	JC000160	Director	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC8609	Deputy Director	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			Off/Cle	JC000288	Office Support	F	White (not Hispanic or Latino)	6. 43.0-54.9
		Prof	JC000278	Manager	F	White (not Hispanic or Latino)	6. 43.0-54.9	2
					M	White (not Hispanic or Latino)	7. 55.0-69.9	3
			JC8584	Fiscal Manager	M	White (not Hispanic or Latino)	7. 55.0-69.9	1
			Service	JC000136	Custodian	F	Black or African American (not Hispanic or Latino)	1. \$ 0.1-15.9
						Hispanic or Latino	1. \$ 0.1-15.9	9
						White (not Hispanic or Latino)	1. \$ 0.1-15.9	8
		M				Black or African American (not Hispanic or Latino)	1. \$ 0.1-15.9	3
						Hispanic or Latino	1. \$ 0.1-15.9	6
						White (not Hispanic or Latino)	1. \$ 0.1-15.9	6
		JC000263				Maintenance	F	White (not Hispanic or Latino)
				M	White (not Hispanic or Latino)	5. 33.0-42.9	1	
						6. 43.0-54.9	6	
11030 Total								74
11050	Election Services	Off/Adm	JC000041	Assistant Director	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
			JC000081	Chief	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
			JC000160	Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		Off/Cle	JC000024	Administrative Secretary	F	White (not Hispanic or Latino)	5. 33.0-42.9	1
			JC000414	Voter Registrar	F	Hispanic or Latino	5. 33.0-42.9	2
						White (not Hispanic or Latino)	5. 33.0-42.9	2

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11050	Election Services	Off/Cle	JC000414	Voter Registrar	M	Two or More Races	5. 33.0-42.9	1		
						White (not Hispanic or Latino)	5. 33.0-42.9	1		
		ParaProf	JC1424	Coordinator	F	White (not Hispanic or Latino)	6. 43.0-54.9	1		
11050 Total								11		
11070	Assessment	Off/Adm	JC000081	Chief	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1		
		Off/Cle	JC000140	Data Entry	F	White (not Hispanic or Latino)	5. 33.0-42.9	1		
			JC000288	Office Support	F	White (not Hispanic or Latino)	5. 33.0-42.9	2		
			JC000290	Office Support M/C	F	White (not Hispanic or Latino)	6. 43.0-54.9	1		
		Prof	JC000034	Appeals Board	F	White (not Hispanic or Latino)	4. 25.0-32.9	2		
					M	White (not Hispanic or Latino)	4. 25.0-32.9	1		
		Tech	JC000036	Assessor	F	White (not Hispanic or Latino)	5. 33.0-42.9	1		
								6. 43.0-54.9	5	
					M	White (not Hispanic or Latino)	6. 43.0-54.9	3		
					JC000047	Assistant Mapping Manager	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
					JC000390	Sys Tech/Office Mgr	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
JC000432	Technician	F	White (not Hispanic or Latino)	6. 43.0-54.9	1					
		M	White (not Hispanic or Latino)	6. 43.0-54.9	1					
11070 Total								21		
11090	Treasurer	Off/Adm	JC000080	Chief Deputy	F	White (not Hispanic or Latino)	7. 55.0-69.9	1		
			JC000122	County Treasurer	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1		
		Off/Cle	JC000288	Office Support	F	Hispanic or Latino	5. 33.0-42.9	1		
						White (not Hispanic or Latino)	5. 33.0-42.9	1		
					M	Hispanic or Latino	5. 33.0-42.9	1		
11090 Total								5		
11100	Tax Collectors	Off/Adm	JC000391	Tax Collector	F	White (not Hispanic or Latino)	1. \$ 0.1-15.9	60		
					M	White (not Hispanic or Latino)	1. \$ 0.1-15.9	7		
11100 Total								67		
11110	Tax Claim Bureau	Off/Adm	JC000160	Director	F	Black or African American (not Hispanic or Latino)	7. 55.0-69.9	1		
						White (not Hispanic or Latino)	8. 70.00 PLUS	1		
		Off/Cle	JC000288	Office Support	F	Hispanic or Latino	5. 33.0-42.9	1		
						White (not Hispanic or Latino)	6. 43.0-54.9	1		
11110 Total								4		
11120	Controller	Off/Adm	JC000108	Controller	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1		
			JC8609	Deputy Director	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1		
		Off/Cle	JC000017	Account Clerk	F	White (not Hispanic or Latino)	5. 33.0-42.9	1		
								6. 43.0-54.9	2	
					JC000288	Office Support	F	Hispanic or Latino	6. 43.0-54.9	1
		Prof	JC000231	Internal Auditor	F	White (not Hispanic or Latino)	6. 43.0-54.9	2		
					M	White (not Hispanic or Latino)	6. 43.0-54.9	1		
JC000278	Manager	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1					

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11120	Controller	Prof	JC000359	Sr Gov'mtl Acct	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
					M	White (not Hispanic or Latino)	7. 55.0-69.9	4
11120 Total								15
11140	Planning Bureau	Off/Adm	JC000196	Executive Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	2
			Off/Cle	JC000288	Office Support	F	White (not Hispanic or Latino)	5. 33.0-42.9
		Tech	JC000313	Planner	F	White (not Hispanic or Latino)	6. 43.0-54.9	2
					M	White (not Hispanic or Latino)	7. 55.0-69.9	3
			JC000424	Analyst	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
			JC000432	Technician	F	Two or More Races	5. 33.0-42.9	1
		#N/A	JC000314	Planning Aide	M	Hispanic or Latino	3. 20.0-24.9	1
					M	White (not Hispanic or Latino)	3. 20.0-24.9	1
11140 Total								17
11150	Recorder of Deeds	Off/Adm	JC000080	Chief Deputy	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
			JC1425	Dept Head/Elected Official	M	White (not Hispanic or Latino)	6. 43.0-54.9	1
		Off/Cle	JC000288	Office Support	F	Hispanic or Latino	5. 33.0-42.9	1
					M	White (not Hispanic or Latino)	5. 33.0-42.9	6
					M	White (not Hispanic or Latino)	6. 43.0-54.9	1
					M	Hispanic or Latino	5. 33.0-42.9	1
11150 Total								12
11160	Mailroom / Printing	Craft	JC000318	Printer	M	Black or African American (not Hispanic or Latino)	5. 33.0-42.9	1
					M	White (not Hispanic or Latino)	5. 33.0-42.9	1
		Off/Cle	JC000265	Mailroom Clerk	M	White (not Hispanic or Latino)	1. \$ 0.1-15.9	1
					M	White (not Hispanic or Latino)	5. 33.0-42.9	1
Prof	JC000317	Printing/Mailroom Manager	M	White (not Hispanic or Latino)	7. 55.0-69.9	1		
11160 Total								5
11170	Information Systems	Off/Adm	JC1425	Dept Head/Elected Official	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC8609	Deputy Director	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		ParaProf	JC000206	Fiscal Assistant	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
					F	White (not Hispanic or Latino)	6. 43.0-54.9	1
					M	White (not Hispanic or Latino)	7. 55.0-69.9	1
		Prof	JC000278	Manager	M	White (not Hispanic or Latino)	7. 55.0-69.9	1
					M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC8588	Developer Analyst	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
					M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC8589	SQL Data Base Administrator	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC8594	Customer Service Manager	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
JC8597	Development Services Manager	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1			

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11170	Information Systems	Prof	JC8598	Enterprise Manager	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC8608	Data Base Administrator	M	Asian (Not Hispanic or Latino)	8. 70.00 PLUS	1
						White (not Hispanic or Latino)	7. 55.0-69.9	1
		Tech	JC8590	PC Administrator	M	Hispanic or Latino	6. 43.0-54.9	2
						White (not Hispanic or Latino)	6. 43.0-54.9	5
			JC8592	Network Administrator	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
							7. 55.0-69.9	2
					M	Black or African American (not Hispanic or Latino)	6. 43.0-54.9	1
			Two or More Races	7. 55.0-69.9	1			
			White (not Hispanic or Latino)	7. 55.0-69.9	3			
JC8596	Application Specialist & Trainer	F	White (not Hispanic or Latino)	6. 43.0-54.9	1			
#N/A	JC8616	Developer	F	Asian (Not Hispanic or Latino)	8. 70.00 PLUS	1		
11170 Total								32
11180	Purchasing	Off/Adm	JC000160	Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			ParaProf	JC000069	Buyer	F	White (not Hispanic or Latino)	5. 33.0-42.9
					M	White (not Hispanic or Latino)	6. 43.0-54.9	1
					JC000112	Contract Monitor	F	White (not Hispanic or Latino)
			JC1424	Coordinator	M	White (not Hispanic or Latino)	6. 43.0-54.9	1
		Prof	JC000278	Manager	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
11180 Total								7
11400	Budget & Finance	Off/Adm	JC1425	Dept Head/Elected Official	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC8609	Deputy Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		Prof	JC000278	Manager	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC8171	Fiscal Analyst	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
					M	White (not Hispanic or Latino)	7. 55.0-69.9	1
11400 Total								5
11410	Human Resources	Off/Adm	JC1425	Dept Head/Elected Official	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC8609	Deputy Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		Off/Cle	JC000288	Office Support	F	Black or African American (not Hispanic or Latino)	5. 33.0-42.9	1
			JC8585	LOA	F	White (not Hispanic or Latino)	5. 33.0-42.9	1
		ParaProf	JC1424	Coordinator	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
		Prof	JC000221	Hr Generalist	F	Hispanic or Latino	5. 33.0-42.9	1
							6. 43.0-54.9	1
			JC000278	Manager	F	White (not Hispanic or Latino)	7. 55.0-69.9	3
			JC000306	Payroll Manager	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC000425	Administrator	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
			JC8618	Employment Specialist	F	White (not Hispanic or Latino)	5. 33.0-42.9	1
		Tech	JC000424	Analyst	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
					7. 55.0-69.9	1		
11410 Total								15

**COUNTY OF BERKS
WORKFORCE ANALYSIS
JUNE 30, 2019**

11500	Register of Wills	Off/Adm	JC000080	Chief Deputy	F	White (not Hispanic or Latino)	7. 55.0-69.9	2	
			JC000341	Reg Of Wills/Orphans Court	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1	
		Off/Cle	JC000091	Clerk	F	White (not Hispanic or Latino)	1. \$ 0.1-15.9	2	
			JC000288	Office Support	F	Hispanic or Latino	5. 33.0-42.9	1	
						Two or More Races	5. 33.0-42.9	1	
						White (not Hispanic or Latino)	5. 33.0-42.9	2	
					6. 43.0-54.9	2			
					M	White (not Hispanic or Latino)	5. 33.0-42.9	1	
ParaProf	JC000289	Office Manager	F	White (not Hispanic or Latino)	6. 43.0-54.9	1			
11500 Total								13	
11510	Sheriff	Off/Adm	JC000080	Chief Deputy	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1	
			JC1425	Dept Head/Elected Official	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1	
			JC8579	Captain	F	Hispanic or Latino	7. 55.0-69.9	1	
		Off/Cle	JC000025	Administrative Assistant	M	White (not Hispanic or Latino)	7. 55.0-69.9	2	
					F	White (not Hispanic or Latino)	6. 43.0-54.9	1	
			JC000288	Office Support	F	Hispanic or Latino	5. 33.0-42.9	2	
						White (not Hispanic or Latino)	6. 43.0-54.9	1	
					M	White (not Hispanic or Latino)	5. 33.0-42.9	4	
				JC000290	Office Support M/C	F	White (not Hispanic or Latino)	6. 43.0-54.9	2
		Prof	JC000204	Fiscal Officer	F	White (not Hispanic or Latino)	6. 43.0-54.9	1	
			JC000425	Administrator	F	White (not Hispanic or Latino)	7. 55.0-69.9	1	
		Proserv	JC000147	Deputy	F	Black or African American (not Hispanic or Latino)	6. 43.0-54.9	2	
							Two or More Races	6. 43.0-54.9	1
							White (not Hispanic or Latino)	5. 33.0-42.9	1
								6. 43.0-54.9	6
					M	Asian (Not Hispanic or Latino)	5. 33.0-42.9	1	
						Black or African American (not Hispanic or Latino)	6. 43.0-54.9	5	
						Hispanic or Latino	6. 43.0-54.9	5	
White (not Hispanic or Latino)	5. 33.0-42.9	1							
			6. 43.0-54.9	56					
			M	White (not Hispanic or Latino)	7. 55.0-69.9	8			
11510 Total								103	
11520	Coroner	Off/Adm	JC000080	Chief Deputy	M	White (not Hispanic or Latino)	7. 55.0-69.9	1	
							8. 70.00 PLUS	1	
			JC1425	Dept Head/Elected Official	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1	
			JC8609	Deputy Director	F	White (not Hispanic or Latino)	7. 55.0-69.9	1	
		Off/Cle	JC000288	Office Support	M	White (not Hispanic or Latino)	7. 55.0-69.9	1	
					F	White (not Hispanic or Latino)	1. \$ 0.1-15.9	1	
		Proserv	JC000147	Deputy	F	White (not Hispanic or Latino)	1. \$ 0.1-15.9	1	
							5. 33.0-42.9	1	

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11520	Coroner	Proserv	JC000147	Deputy	F	White (not Hispanic or Latino)	6. 43.0-54.9	3		
					M	Hispanic or Latino	6. 43.0-54.9	1		
						White (not Hispanic or Latino)	2. 16.0-19.9	1		
							5. 33.0-42.9	1		
							6. 43.0-54.9	3		
11520 Total								17		
11530	Prothonotary	Off/Adm	JC000080	Chief Deputy	F	White (not Hispanic or Latino)	7. 55.0-69.9	1		
			JC000320	Prothonotary	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1		
		Off/Cle	JC000288	Office Support	F	Hispanic or Latino	5. 33.0-42.9	4		
						White (not Hispanic or Latino)	5. 33.0-42.9	5		
		ParaProf	JC000289	Office Manager	F	White (not Hispanic or Latino)	6. 43.0-54.9	3		
11530 Total								15		
11540	Clerk of Courts	Off/Adm	JC000080	Chief Deputy	F	White (not Hispanic or Latino)	7. 55.0-69.9	1		
			JC000092	Clerk Of Courts	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1		
		Off/Cle	JC000017	Account Clerk	F	Hispanic or Latino	5. 33.0-42.9	2		
						White (not Hispanic or Latino)	6. 43.0-54.9	3		
					JC000091	Clerk	F	White (not Hispanic or Latino)	1. \$ 0.1-15.9	1
					JC000288	Office Support	F	Hispanic or Latino	5. 33.0-42.9	1
								Two or More Races	5. 33.0-42.9	2
								White (not Hispanic or Latino)	5. 33.0-42.9	7
					6. 43.0-54.9	1				
					M	White (not Hispanic or Latino)	5. 33.0-42.9	2		
		ParaProf	JC000289	Office Manager	F	White (not Hispanic or Latino)	6. 43.0-54.9	1		
		Tech	JC000424	Analyst	F	Black or African American (not Hispanic or Latino)	6. 43.0-54.9	1		
						Hispanic or Latino	6. 43.0-54.9	1		
						White (not Hispanic or Latino)	5. 33.0-42.9	2		
							6. 43.0-54.9	5		
					M	Hispanic or Latino	6. 43.0-54.9	1		
						White (not Hispanic or Latino)	6. 43.0-54.9	1		
11540 Total								33		
11570	Public Defenders	Off/Adm	JC000081	Chief	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1		
			JC000084	Chief Investigator	F	White (not Hispanic or Latino)	6. 43.0-54.9	1		
		Off/Cle	JC000288	Office Support	F	Hispanic or Latino	5. 33.0-42.9	2		
						White (not Hispanic or Latino)	5. 33.0-42.9	4		
		ParaProf	JC000289	Office Manager	F	White (not Hispanic or Latino)	6. 43.0-54.9	1		
		Prof	JC000038	Assistant Public Defender	F	Asian (Not Hispanic or Latino)	7. 55.0-69.9	1		
						Black or African American (not Hispanic or Latino)	7. 55.0-69.9	1		
						Hispanic or Latino	7. 55.0-69.9	1		
				White (not Hispanic or Latino)	7. 55.0-69.9	4				

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11570	Public Defenders	Prof	JC000038	Assistant Public Defender	F	White (not Hispanic or Latino)	8. 70.00 PLUS	2
					M	White (not Hispanic or Latino)	6. 43.0-54.9	1
								7. 55.0-69.9
							8. 70.00 PLUS	2
			JC000374	Social Worker	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
			JC000387	Supervising Attorney	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
					M	White (not Hispanic or Latino)	8. 70.00 PLUS	3
	Proserv	JC000236	Investigator	M	White (not Hispanic or Latino)	5. 33.0-42.9	1	
11570 Total								34
11580	District Attorney	Off/Adm	JC000014	1st Asst District Attorney	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC000081	Chief	F	White (not Hispanic or Latino)	8. 70.00 PLUS	2
			JC1425	Dept Head/Elected Official	M	White (not Hispanic or Latino)	8. 70.00 PLUS	2
		Off/Cle	JC000288	Office Support	F	Black or African American (not Hispanic or Latino)	5. 33.0-42.9	1
					Hispanic or Latino	5. 33.0-42.9	2	
				White (not Hispanic or Latino)	5. 33.0-42.9	11		
					6. 43.0-54.9	2		
			JC000429	Secretary	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
		ParaProf	JC000431	Specialist	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
					M	White (not Hispanic or Latino)	7. 55.0-69.9	2
			JC1424	Coordinator	F	Black or African American (not Hispanic or Latino)	6. 43.0-54.9	1
					Hispanic or Latino	6. 43.0-54.9	2	
		Prof	JC000037	Assistant District Attorney	F	White (not Hispanic or Latino)	6. 43.0-54.9	3
					Hispanic or Latino	7. 55.0-69.9	1	
					White (not Hispanic or Latino)	7. 55.0-69.9	6	
						8. 70.00 PLUS	1	
					M	White (not Hispanic or Latino)	7. 55.0-69.9	11
						8. 70.00 PLUS	3	
			JC000126	Court Liaison	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
					M	White (not Hispanic or Latino)	1. \$ 0.1-15.9	1
			JC000291	Office Supervisor-Da'S	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
			JC000387	Supervising Attorney	F	White (not Hispanic or Latino)	8. 70.00 PLUS	2
			M		White (not Hispanic or Latino)	8. 70.00 PLUS	1	
Proserv	JC7906	Lieutenant	M	Hispanic or Latino	8. 70.00 PLUS	1		
			White (not Hispanic or Latino)	8. 70.00 PLUS	1			
	JC000149	Detective	F	White (not Hispanic or Latino)	8. 70.00 PLUS	3		
			M	Hispanic or Latino	8. 70.00 PLUS	3		
				White (not Hispanic or Latino)	2. 16.0-19.9	5		
JC000365	Sergeant Detective	M	White (not Hispanic or Latino)	8. 70.00 PLUS	18			

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11580	District Attorney	Tech	JC000366	Sergeant	M	Hispanic or Latino	8. 70.00 PLUS	1	
						White (not Hispanic or Latino)	8. 70.00 PLUS	4	
			JC000424	Analyst	F	White (not Hispanic or Latino)	6. 43.0-54.9	1	
		#N/A	JC000181	Education Coordinator	F	White (not Hispanic or Latino)	5. 33.0-42.9	1	
		JC000442	Supervisor	F	White (not Hispanic or Latino)	7. 55.0-69.9	1		
11580 Total								100	
11590	Law Library	ParaProf	JC000253	Law Library Assistant	F	White (not Hispanic or Latino)	6. 43.0-54.9	1	
					M	White (not Hispanic or Latino)	6. 43.0-54.9	1	
		#N/A	JC000442	Supervisor	F	White (not Hispanic or Latino)	1. \$ 0.1-15.9	1	
11590 Total								3	
11600	Courts	Off/Adm	JC000081	Chief	F	Hispanic or Latino	7. 55.0-69.9	1	
		Off/Cle	JC000025	Administrative Assistant	F	Hispanic or Latino	6. 43.0-54.9	1	
						White (not Hispanic or Latino)	5. 33.0-42.9	1	
								6. 43.0-54.9	13
			JC000091	Clerk	F	White (not Hispanic or Latino)	5. 33.0-42.9	2	
			JC000197	Executive Assistant	F	White (not Hispanic or Latino)	6. 43.0-54.9	1	
			JC000288	Office Support	F	White (not Hispanic or Latino)	5. 33.0-42.9	1	
			JC000290	Office Support M/C	F	White (not Hispanic or Latino)	5. 33.0-42.9	1	
			JC000312	Pfa Facilitator	F	Hispanic or Latino	5. 33.0-42.9	1	
					M	Hispanic or Latino	6. 43.0-54.9	1	
			JC000401	Tipstaff	F	Black or African American (not Hispanic or Latino)	1. \$ 0.1-15.9	2	
					White (not Hispanic or Latino)	1. \$ 0.1-15.9	12		
		M			White (not Hispanic or Latino)	1. \$ 0.1-15.9	10		
		JC8610	Adm Asst to Guardian ad Litem	F	White (not Hispanic or Latino)	6. 43.0-54.9	1		
		ParaProf	JC000239	Judicial Coordinator	F	Black or African American (not Hispanic or Latino)	5. 33.0-42.9	1	
						Two or More Races	5. 33.0-42.9	1	
						White (not Hispanic or Latino)	5. 33.0-42.9	8	
					M	Black or African American (not Hispanic or Latino)	5. 33.0-42.9	1	
						White (not Hispanic or Latino)	5. 33.0-42.9	3	
		JC000433	Assistant Administrator	F	White (not Hispanic or Latino)	6. 43.0-54.9	1		
		Prof	JC000131	Court Computerization Supvrs	F	White (not Hispanic or Latino)	5. 33.0-42.9	1	
			JC000138	Custody Support Master	F	White (not Hispanic or Latino)	6. 43.0-54.9	2	
M	White (not Hispanic or Latino)				6. 43.0-54.9	2			
JC000144	Dependency Master		F	White (not Hispanic or Latino)	7. 55.0-69.9	2			
JC000150	Detention Master		M	White (not Hispanic or Latino)	5. 33.0-42.9	1			
JC000218	Guardian Ad Litem		F	White (not Hispanic or Latino)	7. 55.0-69.9	1			
			M	White (not Hispanic or Latino)	7. 55.0-69.9	2			
JC000243	Jury Room Supervisor	F	White (not Hispanic or Latino)	6. 43.0-54.9	1				
JC000252	Law Clerk	F	White (not Hispanic or Latino)	6. 43.0-54.9	2				
					8. 70.00 PLUS	1			

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11600	Courts	Prof	JC000252	Law Clerk	M	White (not Hispanic or Latino)	6. 43.0-54.9	7
			JC000327	Program Manager	F	White (not Hispanic or Latino)	7. 55.0-69.9	3
			JC000374	Social Worker	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
		Tech	JC000424	Analyst	F	Black or African American (not Hispanic or Latino)	3. 20.0-24.9	1
						Hispanic or Latino	5. 33.0-42.9	1
						White (not Hispanic or Latino)	6. 43.0-54.9	2
						White (not Hispanic or Latino)	5. 33.0-42.9	1
					6. 43.0-54.9	1		
11600 Total								96
11610	District Justices	Off/Adm	JC000046	Asst Special Courts Administ	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
			JC000024	Administrative Secretary	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
		Off/Cle	JC000129	Court Courier/Runner/Tipstave	F	White (not Hispanic or Latino)	1. \$ 0.1-15.9	1
						White (not Hispanic or Latino)	1. \$ 0.1-15.9	1
		JC000288	Office Support	F	Asian (Not Hispanic or Latino)	6. 43.0-54.9	1	
					Hispanic or Latino	5. 33.0-42.9	3	
					Hispanic or Latino	6. 43.0-54.9	5	
					Two or More Races	5. 33.0-42.9	2	
					White (not Hispanic or Latino)	1. \$ 0.1-15.9	1	
					White (not Hispanic or Latino)	5. 33.0-42.9	12	
							6. 43.0-54.9	35
					M	White (not Hispanic or Latino)	6. 43.0-54.9	1
ParaProf	JC000289	Office Manager	F	White (not Hispanic or Latino)	6. 43.0-54.9	1		
11610 Total								65
11620	Court Reporters	Off/Adm	JC000081	Chief	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		Tech	JC000121	Court Reporter	F	White (not Hispanic or Latino)	7. 55.0-69.9	18
			JC000195	Ev/Exh Stg Tech-Video Conf Opr	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
11620 Total								20
12010	Adult Probation	Off/Adm	JC000039	Asst Chief	F	White (not Hispanic or Latino)	8. 70.00 PLUS	3
					M	White (not Hispanic or Latino)	8. 70.00 PLUS	4
					M	White (not Hispanic or Latino)	8. 70.00 PLUS	2
		Off/Cle	JC000288	Office Support	F	Hispanic or Latino	5. 33.0-42.9	1
						Two or More Races	5. 33.0-42.9	1
						White (not Hispanic or Latino)	5. 33.0-42.9	4
		ParaProf	JC000033	Alcohol Safe Driving Instruc	F	White (not Hispanic or Latino)	4. 25.0-32.9	1
						Hispanic or Latino	5. 33.0-42.9	1
						White (not Hispanic or Latino)	5. 33.0-42.9	2
						M	Hispanic or Latino	5. 33.0-42.9
JC000100	Community Serv Crew Supervisor	M	White (not Hispanic or Latino)	7. 55.0-69.9	1			
JC000289	Office Manager	F	Hispanic or Latino	6. 43.0-54.9	1			
JC1424	Coordinator	F	Hispanic or Latino	5. 33.0-42.9	1			

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12010	Adult Probation	ParaProf	JC1424	Coordinator	F	Hispanic or Latino	6. 43.0-54.9	3			
						White (not Hispanic or Latino)	5. 33.0-42.9	3			
							6. 43.0-54.9	1			
		Prof	JC000319	Probation Officer	F	Hispanic or Latino	6. 43.0-54.9	1			
							7. 55.0-69.9	2			
							8. 70.00 PLUS	3			
						White (not Hispanic or Latino)	6. 43.0-54.9	2			
							7. 55.0-69.9	4			
							8. 70.00 PLUS	11			
						M	Black or African American (not Hispanic or Latino)	7. 55.0-69.9	1		
							Hispanic or Latino	6. 43.0-54.9	2		
								7. 55.0-69.9	1		
								8. 70.00 PLUS	2		
Proserv	JC000133	Crew Supervisor	M	Hispanic or Latino	5. 33.0-42.9	1					
				White (not Hispanic or Latino)	6. 43.0-54.9	1					
				JC000135	Crew Leader	M	White (not Hispanic or Latino)	1. \$ 0.1-15.9	2		
12010 Total								90			
12020	Juvenile Probation	Off/Adm	JC000039	Asst Chief	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1			
						M	White (not Hispanic or Latino)	8. 70.00 PLUS	3		
						JC000081	Chief	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
						JC8619	Deputy Chief	F	Black or African American (not Hispanic or Latino)	8. 70.00 PLUS	1
		White (not Hispanic or Latino)	8. 70.00 PLUS	1							
		M	White (not Hispanic or Latino)	8. 70.00 PLUS	1						
		Off/Cle	JC000017	Account Clerk	F	Black or African American (not Hispanic or Latino)	5. 33.0-42.9	1			
						White (not Hispanic or Latino)	6. 43.0-54.9	1			
						JC000288	Office Support	F	Hispanic or Latino	5. 33.0-42.9	2
									White (not Hispanic or Latino)	5. 33.0-42.9	5
		JC000429	Secretary	F	Black or African American (not Hispanic or Latino)	6. 43.0-54.9	1				
		ParaProf	JC1424	Coordinator	F	White (not Hispanic or Latino)	6. 43.0-54.9	1			
		Prof	JC000278	Manager	F	Hispanic or Latino	6. 43.0-54.9	1			
						White (not Hispanic or Latino)	7. 55.0-69.9	1			
JC000319	Probation Officer					F	Hispanic or Latino	7. 55.0-69.9	3		
							White (not Hispanic or Latino)	8. 70.00 PLUS	2		
			White (not Hispanic or Latino)	6. 43.0-54.9	1						
				7. 55.0-69.9	2						
				8. 70.00 PLUS	10						

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12020	Juvenile Probation	Prof	JC000319	Probation Officer	M	Black or African American (not Hispanic or Latino)	8. 70.00 PLUS	1		
						Hispanic or Latino	7. 55.0-69.9	1		
							8. 70.00 PLUS	1		
						White (not Hispanic or Latino)	6. 43.0-54.9	2		
							7. 55.0-69.9	2		
						8. 70.00 PLUS	6			
12020 Total								53		
12090	Jail System	Off/Adm	JC000080	Chief Deputy	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1		
			JC000416	Warden	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1		
			JC8579	Captain	M	Hispanic or Latino	8. 70.00 PLUS	1		
		Off/Cle	JC000017	Account Clerk	F	White (not Hispanic or Latino)	5. 33.0-42.9	3		
			JC000025	Administrative Assistant	F	White (not Hispanic or Latino)	6. 43.0-54.9	1		
			JC000140	Data Entry	F	White (not Hispanic or Latino)	5. 33.0-42.9	1		
			JC000288	Office Support	F	White (not Hispanic or Latino)	5. 33.0-42.9	2		
			JC000290	Office Support M/C	F	Two or More Races	5. 33.0-42.9	1		
						White (not Hispanic or Latino)	5. 33.0-42.9	3		
		ParaProf	JC000300	Paralegal	F	White (not Hispanic or Latino)	6. 43.0-54.9	1		
			JC000431	Specialist	M	White (not Hispanic or Latino)	7. 55.0-69.9	1		
			JC1424	Coordinator	F	White (not Hispanic or Latino)	7. 55.0-69.9	1		
		Prof	JC000278	Manager	F	White (not Hispanic or Latino)	7. 55.0-69.9	2		
					M	White (not Hispanic or Latino)	8. 70.00 PLUS	1		
			JC000405	Treatment Counselor	F	Black or African American (not Hispanic or Latino)	6. 43.0-54.9	2		
						White (not Hispanic or Latino)	6. 43.0-54.9	5		
					M	White (not Hispanic or Latino)	6. 43.0-54.9	1		
							7. 55.0-69.9	2		
			JC000425	Administrator	F	White (not Hispanic or Latino)	6. 43.0-54.9	1		
			JC000426	Caseworker	F	White (not Hispanic or Latino)	6. 43.0-54.9	2		
							M	White (not Hispanic or Latino)	5. 33.0-42.9	1
								6. 43.0-54.9	1	
			JC000427	Intra-Dept Director	M	White (not Hispanic or Latino)	7. 55.0-69.9	2		
			JC7906	Lieutenant	M	Black or African American (not Hispanic or Latino)	8. 70.00 PLUS	1		
					White (not Hispanic or Latino)	8. 70.00 PLUS	5			
		Proserv	JC000115	Correctional Officer	F	Black or African American (not Hispanic or Latino)	7. 55.0-69.9	2		
						Hispanic or Latino	7. 55.0-69.9	2		
						Two or More Races	7. 55.0-69.9	1		
						White (not Hispanic or Latino)	7. 55.0-69.9	27		
					M	American Indian or Alaska Native	7. 55.0-69.9	1		
Black or African American (not Hispanic or Latino)	7. 55.0-69.9					9				
Hispanic or Latino	7. 55.0-69.9					18				
	Two or More Races	7. 55.0-69.9	1							

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12090	Jail System	Proserv	JC000115	Correctional Officer	M	White (not Hispanic or Latino)	6. 43.0-54.9 7. 55.0-69.9	1 150
			JC000147	Deputy	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		Service	JC000136	Custodian	M	White (not Hispanic or Latino)	5. 33.0-42.9	1
			Tech	JC000366	Sergeant	F	Black or African American (not Hispanic or Latino)	7. 55.0-69.9
						White (not Hispanic or Latino)	7. 55.0-69.9	2
		M				White (not Hispanic or Latino)	7. 55.0-69.9 8. 70.00 PLUS	13 1
		#N/A	JC000442	Supervisor	F	White (not Hispanic or Latino)	7. 55.0-69.9	2
					M	White (not Hispanic or Latino)	7. 55.0-69.9	1
		12090 Total						
16020	Dept of Emergency Services	Off/Adm	JC000160	Director	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC8609	Deputy Director	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		Off/Cle	JC000288	Office Support	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
					M	White (not Hispanic or Latino)	7. 55.0-69.9	1
		Prof	JC000278	Manager	M	White (not Hispanic or Latino)	7. 55.0-69.9	1
					M	White (not Hispanic or Latino)	6. 43.0-54.9	1
		Proserv	JC000219	Hazmat Special Operations	M	Hispanic or Latino	1. \$ 0.1-15.9	2
						White (not Hispanic or Latino)	2. 16.0-19.9	3
		Service	JC8625	Burn Facilitator	M	White (not Hispanic or Latino)	3. 20.0-24.9	25
					JC000371	Site Monitor	M	White (not Hispanic or Latino)
		Tech	JC000184	Emergency Planner	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
					M	White (not Hispanic or Latino)	6. 43.0-54.9	1
#N/A	JC8615	Operations and Projects Officer	M	White (not Hispanic or Latino)	6. 43.0-54.9	1		
16020 Total								46
16030	Veterans Affairs	Off/Adm	JC1425	Dept Head/Elected Official	M	Hispanic or Latino	7. 55.0-69.9	1
						White (not Hispanic or Latino)	8. 70.00 PLUS	1
		Off/Cle	JC000288	Office Support	F	Black or African American (not Hispanic or Latino)	5. 33.0-42.9	1
						Hispanic or Latino	5. 33.0-42.9	1
						White (not Hispanic or Latino)	5. 33.0-42.9	1
					M	White (not Hispanic or Latino)	1. \$ 0.1-15.9	1
16030 Total								6
16050	County Library Systems	Off/Adm	JC1425	Dept Head/Elected Official	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		Off/Cle	JC000142	Delivery Driver	M	White (not Hispanic or Latino)	1. \$ 0.1-15.9	8
			JC000288	Office Support	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
			JC000381	Preschool Program Specialist	F	White (not Hispanic or Latino)	2. 16.0-19.9	2
			JC000396	Bibliographic Services Clerk	F	White (not Hispanic or Latino)	1. \$ 0.1-15.9	1
		ParaProf	JC1424	Coordinator	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
					M	White (not Hispanic or Latino)	6. 43.0-54.9	1
Prof	JC000198	Outreach Services Manager	F	White (not Hispanic or Latino)	6. 43.0-54.9	1		

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16050	County Library Systems	Prof	JC000278	Manager	F	White (not Hispanic or Latino)	7. 55.0-69.9	2	
			JC8602	Cataloging Librarian	F	White (not Hispanic or Latino)	6. 43.0-54.9	1	
16050 Total								19	
16060	Archives	Prof	JC000278	Manager	F	White (not Hispanic or Latino)	7. 55.0-69.9	1	
		Tech	JC000432	Technician	M	White (not Hispanic or Latino)	5. 33.0-42.9	1	
16060 Total								2	
16070	Parks	Craft	JC000071	Carpenter	M	White (not Hispanic or Latino)	7. 55.0-69.9	1	
			JC000428	Mechanic	M	White (not Hispanic or Latino)	6. 43.0-54.9	1	
		Off/Adm	JC000041	Assistant Director	M	White (not Hispanic or Latino)	7. 55.0-69.9	1	
			JC1425	Dept Head/Elected Official	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1	
		Off/Cle	JC000288	Office Support	F	White (not Hispanic or Latino)	6. 43.0-54.9	1	
			JC000353	Seasonal Admin Support	F	White (not Hispanic or Latino)	1. \$ 0.1-15.9	1	
		ParaProf	JC000352	Seasonal Coordinators	F	White (not Hispanic or Latino)	1. \$ 0.1-15.9	6	
			JC1424	Coordinator	F	White (not Hispanic or Latino)	1. \$ 0.1-15.9	1	
		Proserv	JC000299	Park Ranger	M	Hispanic or Latino	1. \$ 0.1-15.9	1	
					M	White (not Hispanic or Latino)	1. \$ 0.1-15.9	10	
		Service	JC000263	Maintenance	M	White (not Hispanic or Latino)	6. 43.0-54.9	11	
			JC000351	Seasonal Service/Maintenance	F	Black or African American (not Hispanic or Latino)	1. \$ 0.1-15.9	1	
		F			White (not Hispanic or Latino)	1. \$ 0.1-15.9	13		
		M			Black or African American (not Hispanic or Latino)	1. \$ 0.1-15.9	1		
					M	Hispanic or Latino	1. \$ 0.1-15.9	1	
					M	White (not Hispanic or Latino)	1. \$ 0.1-15.9	12	
		#N/A	JC000442	Supervisor	F	White (not Hispanic or Latino)	6. 43.0-54.9	2	
F	White (not Hispanic or Latino)				7. 55.0-69.9	1			
			M	White (not Hispanic or Latino)	6. 43.0-54.9	2			
			M	White (not Hispanic or Latino)	7. 55.0-69.9	1			
16070 Total								69	
16130	Ag Extension Service	Off/Cle	JC000017	Account Clerk	F	White (not Hispanic or Latino)	6. 43.0-54.9	1	
			JC000288	Office Support	F	White (not Hispanic or Latino)	5. 33.0-42.9	3	
16130 Total								4	
16550	Department of Agriculture	Off/Adm	JC000196	Executive Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1	
		ParaProf	JC7818	ACE Program Coordinator	F	White (not Hispanic or Latino)	6. 43.0-54.9	1	
		Tech	JC000432	Technician	F	White (not Hispanic or Latino)	6. 43.0-54.9	1	
16550 Total								3	
23150	Berks County Area Agency on	Off/Adm	JC000160	Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1	
		Off/Cle	JC000017	Account Clerk	F	White (not Hispanic or Latino)	5. 33.0-42.9	1	
					F	White (not Hispanic or Latino)	6. 43.0-54.9	1	
				JC000025	Administrative Assistant	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
				JC000288	Office Support	F	Hispanic or Latino	5. 33.0-42.9	1
		F	White (not Hispanic or Latino)			5. 33.0-42.9	3		

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23150	Berks County Area Agency on	ParaProf	JC000112	Contract Monitor	M	White (not Hispanic or Latino)	7. 55.0-69.9	1
		Prof	JC000031	Aging Program Assessor	F	Hispanic or Latino	3. 20.0-24.9	1
					M	White (not Hispanic or Latino)	6. 43.0-54.9	4
		JC000032	Aging	F	Black or African American (not Hispanic or Latino)	6. 43.0-54.9	1	
					White (not Hispanic or Latino)	6. 43.0-54.9	1	
				M	White (not Hispanic or Latino)	3. 20.0-24.9	1	
					White (not Hispanic or Latino)	6. 43.0-54.9	4	
		JC000293	Ombudsman	F	Hispanic or Latino	6. 43.0-54.9	1	
				M	White (not Hispanic or Latino)	6. 43.0-54.9	1	
		JC8584	Fiscal Manager	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1	
				#N/A	JC000442	Supervisor	F	White (not Hispanic or Latino)
23150 Total								4
34								
23200	Children Services	Off/Adm	JC000172	Director Of Placement	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC000196	Executive Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	2
		Off/Cle	JC000027	Administrative Officer	F	White (not Hispanic or Latino)	6. 43.0-54.9	3
					F	Hispanic or Latino	5. 33.0-42.9	3
						White (not Hispanic or Latino)	5. 33.0-42.9	10
		JC000088	Clerk/Typist	F	White (not Hispanic or Latino)	6. 43.0-54.9	1	
				F	White (not Hispanic or Latino)	1. \$ 0.1-15.9	1	
		JC000234	Work Study Employee	F	White (not Hispanic or Latino)	1. \$ 0.1-15.9	1	
				ParaProf	JC000119	County Social Service Aide	F	Hispanic or Latino
		M	Hispanic or Latino	5. 33.0-42.9			1	
			White (not Hispanic or Latino)	5. 33.0-42.9			1	
		JC000206	Fiscal Assistant	F	White (not Hispanic or Latino)	6. 43.0-54.9	1	
				JC1424	Coordinator	F	Native Hawaiian or Other Pacific Islander	6. 43.0-54.9
		Prof	JC000118	County Caseworker Supervisor	F	Hispanic or Latino	6. 43.0-54.9	1
						White (not Hispanic or Latino)	7. 55.0-69.9	1
		JC000120	County Caseworker	F	White (not Hispanic or Latino)	6. 43.0-54.9	2	
					White (not Hispanic or Latino)	7. 55.0-69.9	10	
		M	White (not Hispanic or Latino)	8. 70.00 PLUS	1			
			White (not Hispanic or Latino)	7. 55.0-69.9	2			
F	M	JC000120	County Caseworker	American Indian or Alaska Native	6. 43.0-54.9	1		
				Black or African American (not Hispanic or Latino)	6. 43.0-54.9	1		
F	M	JC000120	County Caseworker	White (not Hispanic or Latino)	5. 33.0-42.9	1		
				White (not Hispanic or Latino)	6. 43.0-54.9	20		
M	F	JC000120	County Caseworker	White (not Hispanic or Latino)	7. 55.0-69.9	1		
				Hispanic or Latino	6. 43.0-54.9	1		

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23200	Children Services	Prof	JC000120	County Caseworker	M	White (not Hispanic or Latino)	5. 33.0-42.9	2
							6. 43.0-54.9	3
							7. 55.0-69.9	3
			JC000203	Fiscal Technician	F	Two or More Races	5. 33.0-42.9	1
						White (not Hispanic or Latino)	5. 33.0-42.9	3
							6. 43.0-54.9	1
			JC000207	Fiscal Operations Officer	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
					M	White (not Hispanic or Latino)	6. 43.0-54.9	1
							7. 55.0-69.9	1
			JC000426	Caseworker	F	Black or African American (not Hispanic or Latino)	6. 43.0-54.9	5
						Hispanic or Latino	6. 43.0-54.9	10
							7. 55.0-69.9	1
						Two or More Races	6. 43.0-54.9	1
					White (not Hispanic or Latino)	5. 33.0-42.9	1	
						6. 43.0-54.9	48	
				M	Black or African American (not Hispanic or Latino)	6. 43.0-54.9	1	
					Hispanic or Latino	6. 43.0-54.9	1	
			White (not Hispanic or Latino)	6. 43.0-54.9	8			
JC000427	Intra-Dept Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1			
#N/A	JC000442	Supervisor	F	Black or African American (not Hispanic or Latino)	6. 43.0-54.9	1		
				White (not Hispanic or Latino)	7. 55.0-69.9	9		
			M	Black or African American (not Hispanic or Latino)	6. 43.0-54.9	1		
				White (not Hispanic or Latino)	7. 55.0-69.9	1		
23200 Total								173
25040	MH / DD Services	Off/Adm	JC000160	Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC000279	MH/DD Administrator III	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC8609	Deputy Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		Prof	JC000074	Cassp Coordinator	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
			JC000204	Fiscal Officer	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
			JC000278	Manager	F	White (not Hispanic or Latino)	3. 20.0-24.9	1
25040 Total								6
25050	Health Choices	Off/Adm	JC000160	Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		Prof	JC000204	Fiscal Officer	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
			JC8621	Quality Officer	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
25050 Total								3
26280	Domestic Relations	Off/Adm	JC1425	Dept Head/Elected Official	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC8609	Deputy Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		Off/Cle	JC000017	Account Clerk	F	Hispanic or Latino	5. 33.0-42.9	3
							6. 43.0-54.9	1
							White (not Hispanic or Latino)	6. 43.0-54.9

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26280	Domestic Relations	Off/Cle	JC000288	Office Support	F	Black or African American (not Hispanic or Latino)	5. 33.0-42.9	1
						Hispanic or Latino	5. 33.0-42.9	8
						6. 43.0-54.9	2	
					M	White (not Hispanic or Latino)	5. 33.0-42.9	18
						6. 43.0-54.9	5	
						Hispanic or Latino	5. 33.0-42.9	1
		ParaProf	JC000105	Conference Officer	F	White (not Hispanic or Latino)	5. 33.0-42.9	1
						Hispanic or Latino	7. 55.0-69.9	2
						6. 43.0-54.9	4	
					M	7. 55.0-69.9	9	
						White (not Hispanic or Latino)	6. 43.0-54.9	2
						7. 55.0-69.9	3	
		Prof	JC000278	Manager	F	Black or African American (not Hispanic or Latino)	7. 55.0-69.9	1
						White (not Hispanic or Latino)	7. 55.0-69.9	3
8. 70.00 PLUS	2							
Proserv	JC000236	Investigator	F	White (not Hispanic or Latino)	6. 43.0-54.9	1		
				#N/A	JC000442	Supervisor	M	White (not Hispanic or Latino)
26280 Total								72
26660	JTPA - Admin Expense	Off/Adm	JC000041	Assistant Director	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC000160	Director	M	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		Off/Cle	JC000288	Office Support	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
					M	White (not Hispanic or Latino)	1. \$ 0.1-15.9	1
		Prof	JC000204	Fiscal Officer	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
			JC000278	Manager	M	White (not Hispanic or Latino)	7. 55.0-69.9	1
26660 Total								6
32200	Residential Center	Off/Adm	JC000160	Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		Off/Cle	JC000017	Account Clerk	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
		ParaProf	JC1424	Coordinator	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
		Prof	JC000278	Manager	M	White (not Hispanic or Latino)	6. 43.0-54.9	1
				JC000368	Shelter Care Caseworker	F	White (not Hispanic or Latino)	7. 55.0-69.9
			M	White (not Hispanic or Latino)	7. 55.0-69.9	1		
				JC000427	Intra-Dept Director	M	White (not Hispanic or Latino)	8. 70.00 PLUS
		Proserv	JC000367	Shelter Care Counselor	F	Asian (Not Hispanic or Latino)	6. 43.0-54.9	1
						Black or African American (not Hispanic or Latino)	6. 43.0-54.9	2
						Hispanic or Latino	6. 43.0-54.9	1
						White (not Hispanic or Latino)	6. 43.0-54.9	17
					M	Black or African American (not Hispanic or Latino)	6. 43.0-54.9	2
						Hispanic or Latino	6. 43.0-54.9	2
Two or More Races	6. 43.0-54.9					1		
White (not Hispanic or Latino)	6. 43.0-54.9	16						

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32200	Residential Center	#N/A	JC000442	Supervisor	F	White (not Hispanic or Latino)	7. 55.0-69.9	1		
					M	White (not Hispanic or Latino)	7. 55.0-69.9	8		
			JC000434	Public Relations Officer	F	American Indian or Alaska Native	7. 55.0-69.9	1		
						Hispanic or Latino	6. 43.0-54.9	1		
32200 Total								61		
33020	Berks Heim - Financial Admin	ParaProf	JC8512	Accounting Assistant	F	White (not Hispanic or Latino)	5. 33.0-42.9	4		
					M	White (not Hispanic or Latino)	5. 33.0-42.9	1		
33020 Total								5		
33030	Berks Heim - Administration	Off/Cle	JC000024	Administrative Secretary	F	White (not Hispanic or Latino)	5. 33.0-42.9	1		
					F	White (not Hispanic or Latino)	4. 25.0-32.9	1		
			JC000290	Office Support M/C			5. 33.0-42.9	2		
					F	Black or African American (not Hispanic or Latino)	1. \$ 0.1-15.9	2		
			JC000388	Switchboard Operator			Hispanic or Latino	4. 25.0-32.9	1	
						White (not Hispanic or Latino)	1. \$ 0.1-15.9	1		
Prof	JC000427	Intra-Dept Director	F	White (not Hispanic or Latino)	6. 43.0-54.9	1				
33030 Total								9		
33040	Berks Heim - Special Services	Craft	JC000058	Barber/Beautician	F	White (not Hispanic or Latino)	4. 25.0-32.9	3		
33040 Total								3		
33050	Berks Heim - Dietary	Service	JC000113	Cook	F	Hispanic or Latino	5. 33.0-42.9	1		
							White (not Hispanic or Latino)	5. 33.0-42.9	3	
					M	White (not Hispanic or Latino)	4. 25.0-32.9	2		
					JC000154	Dietary Aide	F	Black or African American (not Hispanic or Latino)	4. 25.0-32.9	1
									5. 33.0-42.9	1
									Hispanic or Latino	1. \$ 0.1-15.9
							4. 25.0-32.9	5		
							White (not Hispanic or Latino)	1. \$ 0.1-15.9	3	
							4. 25.0-32.9	9		
							5. 33.0-42.9	2		
			JC000156	Dietary Utility	M	Black or African American (not Hispanic or Latino)	4. 25.0-32.9	1		
							Hispanic or Latino	4. 25.0-32.9	3	
		White (not Hispanic or Latino)			4. 25.0-32.9	2				
33050 Total								35		
33060	Berks Heim - Laundry	Service	JC000249	Laundry Worker	F	Hispanic or Latino	4. 25.0-32.9	4		
					M	Black or African American (not Hispanic or Latino)	1. \$ 0.1-15.9	1		
							5. 33.0-42.9	1		
							Hispanic or Latino	4. 25.0-32.9	1	
							White (not Hispanic or Latino)	4. 25.0-32.9	1	
			JC000251	Laundry Operator	F	Hispanic or Latino	1. \$ 0.1-15.9	1		
					M	Asian (Not Hispanic or Latino)	4. 25.0-32.9	1		

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33060	Berks Heim - Laundry	Service	JC000251	Laundry Operator	M	Black or African American (not Hispanic or Latino)	5. 33.0-42.9	1
						Hispanic or Latino	4. 25.0-32.9	1
						White (not Hispanic or Latino)	5. 33.0-42.9	2
33060 Total								14
33070	Berks Heim - Env Services	Service	JC000189	Environmental Service Aide	F	Asian (Not Hispanic or Latino)	5. 33.0-42.9	1
						Black or African American (not Hispanic or Latino)	4. 25.0-32.9	5
						Hispanic or Latino	4. 25.0-32.9	13
						White (not Hispanic or Latino)	4. 25.0-32.9	7
					M	Black or African American (not Hispanic or Latino)	4. 25.0-32.9	1
						Hispanic or Latino	4. 25.0-32.9	2
						White (not Hispanic or Latino)	4. 25.0-32.9	3
33070 Total								32
33080	Berks Heim - Plant Operations	Service	JC000263	Maintenance	M	Hispanic or Latino	5. 33.0-42.9	1
						White (not Hispanic or Latino)	5. 33.0-42.9	8
33080 Total								9
33090	Berks Heim - Nursing	ParaProf	JC000282	Nursing Assistant	F	Asian (Not Hispanic or Latino)	5. 33.0-42.9	2
						Black or African American (not Hispanic or Latino)	1. \$ 0.1-15.9	3
							2. 16.0-19.9	2
							4. 25.0-32.9	11
							5. 33.0-42.9	31
							Hispanic or Latino	1. \$ 0.1-15.9
						2. 16.0-19.9	3	
						4. 25.0-32.9	7	
						5. 33.0-42.9	15	
						Two or More Races	2. 16.0-19.9	1
							4. 25.0-32.9	1
							5. 33.0-42.9	3
						White (not Hispanic or Latino)	1. \$ 0.1-15.9	3
							2. 16.0-19.9	4
							4. 25.0-32.9	16
					5. 33.0-42.9		65	
					M		Black or African American (not Hispanic or Latino)	4. 25.0-32.9
						5. 33.0-42.9	1	
						Hispanic or Latino	4. 25.0-32.9	1
5. 33.0-42.9	2							
F	Two or More Races	5. 33.0-42.9	1					
	White (not Hispanic or Latino)	4. 25.0-32.9	2					
	5. 33.0-42.9	3						
	JC000344	Restorative Aide	Black or African American (not Hispanic or Latino)	5. 33.0-42.9	3			
			White (not Hispanic or Latino)	5. 33.0-42.9	2			

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33090	Berks Heim - Nursing	Prof	JC000340	Registered Nurse	F	Asian (Not Hispanic or Latino)	5. 33.0-42.9	1
							7. 55.0-69.9	1
						Black or African American (not Hispanic or Latino)	5. 33.0-42.9	1
							7. 55.0-69.9	3
						Hispanic or Latino	5. 33.0-42.9	1
			7. 55.0-69.9	1				
			White (not Hispanic or Latino)	1. \$ 0.1-15.9	2			
				4. 25.0-32.9	3			
				5. 33.0-42.9	5			
				7. 55.0-69.9	15			
			M	White (not Hispanic or Latino)	7. 55.0-69.9	1		
		Tech	JC000260	Licensed Practical Nurse	F	Asian (Not Hispanic or Latino)	1. \$ 0.1-15.9	1
						Black or African American (not Hispanic or Latino)	2. 16.0-19.9	1
							3. 20.0-24.9	2
							6. 43.0-54.9	5
Hispanic or Latino	1. \$ 0.1-15.9					3		
	3. 20.0-24.9					3		
	4. 25.0-32.9					2		
	6. 43.0-54.9					3		
	7. 55.0-69.9					1		
Two or More Races	3. 20.0-24.9					1		
White (not Hispanic or Latino)	1. \$ 0.1-15.9					1		
	2. 16.0-19.9					2		
	3. 20.0-24.9					3		
	4. 25.0-32.9	1						
	5. 33.0-42.9	1						
	6. 43.0-54.9	25						
	7. 55.0-69.9	8						
	M	Black or African American (not Hispanic or Latino)	6. 43.0-54.9	1				
		Hispanic or Latino	1. \$ 0.1-15.9	1				
			6. 43.0-54.9	1				
		White (not Hispanic or Latino)	2. 16.0-19.9	1				
#N/A	JC000442	Supervisor	F	Black or African American (not Hispanic or Latino)	8. 70.00 PLUS	1		
				White (not Hispanic or Latino)	1. \$ 0.1-15.9	1		
					2. 16.0-19.9	1		
					6. 43.0-54.9	2		
					8. 70.00 PLUS	6		
33090 Total								297
33120	Berks Heim - Medical Services	Off/Adm	JC000164	Director Of Medical Records	M	White (not Hispanic or Latino)	7. 55.0-69.9	1
		Off/Cle	JC000409	Unit Secretary	F	White (not Hispanic or Latino)	5. 33.0-42.9	4

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33120	Berks Heim - Medical Services	ParaProf	JC1424	Coordinator	F	White (not Hispanic or Latino)	5. 33.0-42.9	1
33120 Total								6
33130	Berks Heim - Therapeutic Act	Off/Adm	JC000171	Director Of Activities	F	Black or African American (not Hispanic or Latino)	7. 55.0-69.9	1
		ParaProf	JC000022	Activity Therapist	F	Black or African American (not Hispanic or Latino)	4. 25.0-32.9	1
						White (not Hispanic or Latino)	4. 25.0-32.9	2
						White (not Hispanic or Latino)	5. 33.0-42.9	3
33130 Total								8
33140	Berks Heim - Social Services	Off/Adm	JC000174	Director Of Social Services	F	White (not Hispanic or Latino)	6. 43.0-54.9	1
		Prof	JC000374	Social Worker	F	White (not Hispanic or Latino)	5. 33.0-42.9	3
						M	White (not Hispanic or Latino)	5. 33.0-42.9
33140 Total								5
33330	Berks Heim - Staff Developme	Prof	JC000340	Registered Nurse	F	White (not Hispanic or Latino)	5. 33.0-42.9	1
		#N/A	JC000158	Director Of Staff Development	F	White (not Hispanic or Latino)	7. 55.0-69.9	2
33330 Total								4
33340	Berks Heim - Materials Mgmt	Prof	JC000273	Materials Mgmt Coordinator	M	White (not Hispanic or Latino)	6. 43.0-54.9	1
		Service	JC000274	Medical/Central Supply Aide	F	White (not Hispanic or Latino)	4. 25.0-32.9	1
						White (not Hispanic or Latino)	5. 33.0-42.9	1
33340 Total								3
33350	Berks Heim - Personnel	Off/Cle	JC000311	Human Resources Assistant	F	White (not Hispanic or Latino)	5. 33.0-42.9	1
		ParaProf	JC000292	Office Administrator	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
33350 Total								2
33390	Berks Heim - Nursing Admin	Off/Adm	JC000041	Assistant Director	F	Hispanic or Latino	8. 70.00 PLUS	1
			White (not Hispanic or Latino)	8. 70.00 PLUS		2		
		Off/Cle	JC000160	Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			JC000284	Nursing Scheduler	F	White (not Hispanic or Latino)	4. 25.0-32.9	1
			JC000429	Secretary		White (not Hispanic or Latino)	5. 33.0-42.9	1
		Prof	JC000340	Registered Nurse	F	White (not Hispanic or Latino)	7. 55.0-69.9	3
			M	Asian (Not Hispanic or Latino)	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
						White (not Hispanic or Latino)	7. 55.0-69.9	1
			JC000427	Intra-Dept Director	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
			Tech	JC000260	Licensed Practical Nurse	F	White (not Hispanic or Latino)	6. 43.0-54.9
White (not Hispanic or Latino)	7. 55.0-69.9	3						
33390 Total								17
33400	Berks Heim - Admissions	Off/Adm	JC000170	Director Of Admissions	F	White (not Hispanic or Latino)	8. 70.00 PLUS	1
		Off/Cle	JC8576	Admissions/Medical Submissions Counselor	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
33400 Total								2
36010	Communications Ctr - 911	Off/Adm	JC000041	Assistant Director	M	White (not Hispanic or Latino)	7. 55.0-69.9	1

**COUNTY OF BERKS
WORKFORCE ANALYSIS
JUNE 30, 2019**

36010	Communications Ctr - 911	Off/Cle	JC000398	Telecommunicator	F	American Indian or Alaska Native	5. 33.0-42.9	1				
						Black or African American (not Hispanic or Latino)	5. 33.0-42.9	1				
						Hispanic or Latino	5. 33.0-42.9	1				
							6. 43.0-54.9	2				
							7. 55.0-69.9	1				
						White (not Hispanic or Latino)	2. 16.0-19.9	3				
							5. 33.0-42.9	13				
							6. 43.0-54.9	11				
							7. 55.0-69.9	3				
						M	Hispanic or Latino	6. 43.0-54.9	3			
		White (not Hispanic or Latino)	3. 20.0-24.9	1								
			5. 33.0-42.9	2								
			6. 43.0-54.9	15								
		7. 55.0-69.9	5									
		ParaProf	JC000399	Telecommun Shift Supvsr	F	White (not Hispanic or Latino)	7. 55.0-69.9	1				
						M	White (not Hispanic or Latino)	7. 55.0-69.9	3			
							White (not Hispanic or Latino)	7. 55.0-69.9	3			
							White (not Hispanic or Latino)	7. 55.0-69.9	3			
		Prof	JC000204	Fiscal Officer	F	White (not Hispanic or Latino)	7. 55.0-69.9	1				
						JC000278	Manager	F	White (not Hispanic or Latino)	7. 55.0-69.9	1	
JC8618	Employment Specialist								F	White (not Hispanic or Latino)	6. 43.0-54.9	1
										White (not Hispanic or Latino)	6. 43.0-54.9	1
Tech	JC000432	Technician	M	White (not Hispanic or Latino)	6. 43.0-54.9	1						
				JC8613	Communications Support	M	White (not Hispanic or Latino)	6. 43.0-54.9	1			
							JC8614	CAD Administrator	F	White (not Hispanic or Latino)	7. 55.0-69.9	1
										M	Hispanic or Latino	7. 55.0-69.9
36010 Total								80				
(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)					
(blank) Total												
Grand Total								2260				

Job Group Analysis

COUNTY OF BERKS
 JOB GROWTH ANALYSIS
 June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Administrative Support Workers	JC000017	Account Clerk	F	Black or African American (not Hispanic or Latino)	1
		Account Clerk	F	Hispanic or Latino	6
		Account Clerk	F	White (not Hispanic or Latino)	16
	JC000024	Administrative Secretary	F	White (not Hispanic or Latino)	3
	JC000025	Administrative Assistant	F	Hispanic or Latino	1
		Administrative Assistant	F	White (not Hispanic or Latino)	17
	JC000027	Administrative Officer	F	White (not Hispanic or Latino)	3
	JC000088	Clerk/Typist	F	Hispanic or Latino	3
		Clerk/Typist	F	White (not Hispanic or Latino)	11
	JC000091	Clerk	F	White (not Hispanic or Latino)	5
	JC000129	Court Courier/Runner/Tipstave	F	White (not Hispanic or Latino)	1
		Court Courier/Runner/Tipstave	M	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	White (not Hispanic or Latino)	5
	JC000234	Work Study Employee	F	White (not Hispanic or Latino)	1
	JC000265	Mailroom Clerk	M	White (not Hispanic or Latino)	2
	JC000284	Nursing Scheduler	F	White (not Hispanic or Latino)	2
	JC000288	Office Support	F	Asian (Not Hispanic or Latino)	1
		Office Support	F	Black or African American (not Hispanic or Latino)	4
		Office Support	F	Hispanic or Latino	39
		Office Support	F	Two or More Races	6
		Office Support	F	White (not Hispanic or Latino)	149
		Office Support	M	Hispanic or Latino	3
		Office Support	M	White (not Hispanic or Latino)	11
	JC000290	Office Support M/C	F	Two or More Races	1
		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
		Pfa Facilitator	M	Hispanic or Latino	1
	JC000353	Seasonal Admin Support	F	White (not Hispanic or Latino)	1
	JC000381	Preschool Program Specialist	F	White (not Hispanic or Latino)	2

COUNTY OF BERKS
JOB GROUP ANALYSIS
June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Administrative Support Workers	JC000388	Switchboard Operator	F	Black or African American (not Hispanic or Latino)	2
		Switchboard Operator	F	Hispanic or Latino	1
		Switchboard Operator	F	White (not Hispanic or Latino)	1
	JC000396	Bibliographic Services Clerk	F	White (not Hispanic or Latino)	1
	JC000398	Telecommunicator	F	American Indian or Alaska Native	1
		Telecommunicator	F	Black or African American (not Hispanic or Latino)	1
		Telecommunicator	F	Hispanic or Latino	4
		Telecommunicator	F	White (not Hispanic or Latino)	30
		Telecommunicator	M	Hispanic or Latino	3
		Telecommunicator	M	White (not Hispanic or Latino)	23
	JC000401	Tipstaff	F	Black or African American (not Hispanic or Latino)	2
		Tipstaff	F	White (not Hispanic or Latino)	12
		Tipstaff	M	White (not Hispanic or Latino)	10
	JC000409	Unit Secretary	F	White (not Hispanic or Latino)	4
	JC000414	Voter Registrar	F	Hispanic or Latino	2
		Voter Registrar	F	White (not Hispanic or Latino)	2
		Voter Registrar	M	Two or More Races	1
		Voter Registrar	M	White (not Hispanic or Latino)	1
	JC000429	Secretary	F	Black or African American (not Hispanic or Latino)	1
		Secretary	F	White (not Hispanic or Latino)	2
	JC8576	Admissions/Medical Submissions Counselor	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
Administrative Support Workers Total					426
Craft Workers (Skilled)	JC000058	Barber/Beautician	F	White (not Hispanic or Latino)	3
	JC000071	Carpenter	M	White (not Hispanic or Latino)	4
	JC000271	Master Plumber	M	White (not Hispanic or Latino)	2
	JC000272	Master Electrician	M	White (not Hispanic or Latino)	2
	JC000318	Printer	M	Black or African American (not Hispanic or Latino)	1
		Printer	M	White (not Hispanic or Latino)	1
	JC000428	Mechanic	M	White (not Hispanic or Latino)	13
Craft Workers (Skilled) Total					26
Officials Administrators	JC000014	1st Asst District Attorney	M	White (not Hispanic or Latino)	1

COUNTY OF BERKS
 JOB GROUP ANALYSIS
 June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Officials Administrators	JC000039	Asst Chief	F	White (not Hispanic or Latino)	4
		Asst Chief	M	White (not Hispanic or Latino)	7
	JC000041	Assistant Director	F	Hispanic or Latino	1
		Assistant Director	F	White (not Hispanic or Latino)	3
		Assistant Director	M	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)	7
		Chief Deputy	M	White (not Hispanic or Latino)	4
	JC000081	Chief	F	Hispanic or Latino	1
		Chief	F	White (not Hispanic or Latino)	5
		Chief	M	White (not Hispanic or Latino)	4
	JC000084	Chief Investigator	F	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
	JC000158	Director Of Staff Development	F	White (not Hispanic or Latino)	1
	JC000160	Director	F	Black or African American (not Hispanic or Latino)	1
		Director	F	White (not Hispanic or Latino)	8
		Director	M	White (not Hispanic or Latino)	3
	JC000164	Director Of Medical Records	M	White (not Hispanic or Latino)	1
	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
	JC000174	Director Of Social Services	F	White (not Hispanic or Latino)	1
	JC000196	Executive Director	F	White (not Hispanic or Latino)	5
	JC000279	MH/DD Administrator III	M	White (not Hispanic or Latino)	1
	JC000320	Prothonotary	M	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)	60
		Tax Collector	M	White (not Hispanic or Latino)	7
	JC000416	Warden	F	White (not Hispanic or Latino)	1
JC1425	Dept Head/Elected Official	F	White (not Hispanic or Latino)	5	

COUNTY OF BERKS
JOB GROUP ANALYSIS
 June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Officials Administrators	JC1425	Dept Head/Elected Official	M	Hispanic or Latino	1
		Dept Head/Elected Official	M	White (not Hispanic or Latino)	11
	JC8579	Captain	F	Hispanic or Latino	1
		Captain	M	Hispanic or Latino	1
		Captain	M	White (not Hispanic or Latino)	2
	JC8609	Deputy Director	F	White (not Hispanic or Latino)	5
		Deputy Director	M	White (not Hispanic or Latino)	5
	JC8619	Deputy Chief	F	Black or African American (not Hispanic or Latino)	1
		Deputy Chief	F	White (not Hispanic or Latino)	1
	Deputy Chief	M	White (not Hispanic or Latino)	3	
Officials Administrators Total					176
Para-Professionals	JC00022	Activity Therapist	F	Black or African American (not Hispanic or Latino)	2
		Activity Therapist	F	White (not Hispanic or Latino)	5
	JC000033	Alcohol Safe Driving Instruc	F	White (not Hispanic or Latino)	1
		Alcohol Safe Driving Instruc	M	Hispanic or Latino	1
		Alcohol Safe Driving Instruc	M	White (not Hispanic or Latino)	2
	JC000069	Buyer	F	White (not Hispanic or Latino)	2
		Buyer	M	White (not Hispanic or Latino)	1
	JC000100	Community Serv Crew Supervisor	M	White (not Hispanic or Latino)	1
	JC000105	Conference Officer	F	Hispanic or Latino	2
		Conference Officer	F	White (not Hispanic or Latino)	13
		Conference Officer	M	White (not Hispanic or Latino)	5
	JC000112	Contract Monitor	F	White (not Hispanic or Latino)	1
		Contract Monitor	M	White (not Hispanic or Latino)	1
	JC000119	County Social Service Aide	F	Hispanic or Latino	1
		County Social Service Aide	M	Hispanic or Latino	1
		County Social Service Aide	M	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)	1
		Judicial Coordinator	F	Two or More Races	1
		Judicial Coordinator	F	White (not Hispanic or Latino)	8
	Judicial Coordinator	M	Black or African American (not Hispanic or Latino)	1	
	Judicial Coordinator	M	White (not Hispanic or Latino)	3	

COUNTY OF BERKS
 JOB GROUP ANALYSIS
 June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Para-Professionals	JC000253	Law Library Assistant	F	White (not Hispanic or Latino)	1
		Law Library Assistant	M	White (not Hispanic or Latino)	1
	JC000282	Nursing Assistant	F	Asian (Not Hispanic or Latino)	2
		Nursing Assistant	F	Black or African American (not Hispanic or Latino)	47
		Nursing Assistant	F	Hispanic or Latino	27
		Nursing Assistant	F	Two or More Races	5
		Nursing Assistant	F	White (not Hispanic or Latino)	88
		Nursing Assistant	M	Black or African American (not Hispanic or Latino)	2
		Nursing Assistant	M	Hispanic or Latino	3
		Nursing Assistant	M	Two or More Races	1
		Nursing Assistant	M	White (not Hispanic or Latino)	5
	JC000289	Office Manager	F	Hispanic or Latino	1
		Office Manager	F	White (not Hispanic or Latino)	5
	JC000292	Office Administrator	F	White (not Hispanic or Latino)	1
	JC000300	Paralegal	F	White (not Hispanic or Latino)	3
	JC000344	Restorative Aide	F	Black or African American (not Hispanic or Latino)	3
		Restorative Aide	F	White (not Hispanic or Latino)	2
	JC000352	Seasonal Coordinators	F	White (not Hispanic or Latino)	6
	JC000399	Telecommun Shift Supvsr	F	White (not Hispanic or Latino)	1
		Telecommun Shift Supvsr	M	White (not Hispanic or Latino)	3
	JC000431	Specialist	F	White (not Hispanic or Latino)	1
		Specialist	M	White (not Hispanic or Latino)	3
	JC000433	Assistant Administrator	F	White (not Hispanic or Latino)	1
	JC1424	Coordinator	F	Black or African American (not Hispanic or Latino)	1
		Coordinator	F	Hispanic or Latino	6
		Coordinator	F	Native Hawaiian or Other Pacific Islander	1
		Coordinator	F	White (not Hispanic or Latino)	15
		Coordinator	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)	4
		Accounting Assistant	M	White (not Hispanic or Latino)	1
	JC8580	Training Officer	F	White (not Hispanic or Latino)	3
	JC8586	Customer Support Administrator	F	White (not Hispanic or Latino)	1

COUNTY OF BERKS
JOB GROUP ANALYSIS
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JobEOName	Job	JobTitle	Gender	Race	Total
Para-Professionals	JC8593	Operations/Budget Administrator	M	White (not Hispanic or Latino)	1
	JC8620	Watch Officer	M	White (not Hispanic or Latino)	3
Para-Professionals Total					307
Professionals	JC000031	Aging Program Assessor	F	Hispanic or Latino	1
		Aging Program Assessor	F	White (not Hispanic or Latino)	4
		Aging Program Assessor	M	White (not Hispanic or Latino)	5
	JC000032	Aging	F	Black or African American (not Hispanic or Latino)	1
		Aging	F	White (not Hispanic or Latino)	2
		Aging	M	White (not Hispanic or Latino)	4
	JC000034	Appeals Board	F	White (not Hispanic or Latino)	2
		Appeals Board	M	White (not Hispanic or Latino)	1
	JC000037	Assistant District Attorney	F	Hispanic or Latino	1
		Assistant District Attorney	F	White (not Hispanic or Latino)	7
		Assistant District Attorney	M	White (not Hispanic or Latino)	14
	JC000038	Assistant Public Defender	F	Asian (Not Hispanic or Latino)	1
		Assistant Public Defender	F	Black or African American (not Hispanic or Latino)	1
		Assistant Public Defender	F	Hispanic or Latino	1
		Assistant Public Defender	F	White (not Hispanic or Latino)	6
		Assistant Public Defender	M	White (not Hispanic or Latino)	10
	JC000074	Cassp Coordinator	F	White (not Hispanic or Latino)	1
	JC000118	County Caseworker Supervisor	F	Hispanic or Latino	2
		County Caseworker Supervisor	F	White (not Hispanic or Latino)	13
		County Caseworker Supervisor	M	White (not Hispanic or Latino)	2
	JC000120	County Caseworker	F	American Indian or Alaska Native	1
		County Caseworker	F	Black or African American (not Hispanic or Latino)	1
		County Caseworker	F	White (not Hispanic or Latino)	22
		County Caseworker	M	Hispanic or Latino	1
		County Caseworker	M	White (not Hispanic or Latino)	8
	JC000126	Court Liaison	F	White (not Hispanic or Latino)	1
		Court Liaison	M	White (not Hispanic or Latino)	1
	JC000131	Court Computerization Supvsr	F	White (not Hispanic or Latino)	1
	JC000138	Custody Support Master	F	White (not Hispanic or Latino)	2
		Custody Support Master	M	White (not Hispanic or Latino)	2

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JOB GROUP ANALYSIS
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JobEOName	Job	JobTitle	Gender	Race	Total
Professionals	JC000144	Dependancy Master	F	White (not Hispanic or Latino)	2
	JC000150	Detention Master	M	White (not Hispanic or Latino)	1
	JC000198	Outreach Services Manager	F	White (not Hispanic or Latino)	1
	JC000203	Fiscal Technician	F	Two or More Races	1
		Fiscal Technician	F	White (not Hispanic or Latino)	4
	JC000204	Fiscal Officer	F	White (not Hispanic or Latino)	5
	JC000207	Fiscal Operations Officer	F	White (not Hispanic or Latino)	1
		Fiscal Operations Officer	M	White (not Hispanic or Latino)	2
	JC000218	Guardian Ad Litem	F	White (not Hispanic or Latino)	1
		Guardian Ad Litem	M	White (not Hispanic or Latino)	2
	JC000221	Hr Generalist	F	Hispanic or Latino	2
	JC000231	Internal Auditor	F	White (not Hispanic or Latino)	2
		Internal Auditor	M	White (not Hispanic or Latino)	1
	JC000243	Jury Room Supervisor	F	White (not Hispanic or Latino)	1
	JC000252	Law Clerk	F	White (not Hispanic or Latino)	3
		Law Clerk	M	White (not Hispanic or Latino)	10
	JC000273	Materials Mgmt Coordinator	M	White (not Hispanic or Latino)	1
	JC000278	Manager	F	Black or African American (not Hispanic or Latino)	1
		Manager	F	Hispanic or Latino	1
		Manager	F	White (not Hispanic or Latino)	20
		Manager	M	White (not Hispanic or Latino)	10
	JC000291	Office Supervisor-Da'S	F	White (not Hispanic or Latino)	1
	JC000293	Ombudsman	F	Hispanic or Latino	1
		Ombudsman	M	White (not 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	11
		Probation Officer	F	White (not Hispanic or Latino)	30
		Probation Officer	M	Black or African American (not Hispanic or Latino)	2
		Probation Officer	M	Hispanic or Latino	7
		Probation Officer	M	White (not Hispanic or Latino)	38
	JC000327	Program Manager	F	White (not Hispanic or Latino)	1
	JC000340	Registered Nurse	F	Asian (Not Hispanic or Latino)	2

COUNTY OF BERKS
JOB GROUP ANALYSIS
 June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Professionals	JC000340	Registered Nurse	F	Black or African American (not Hispanic or Latino)	4
		Registered Nurse	F	Hispanic or Latino	2
		Registered Nurse	F	White (not Hispanic or Latino)	32
		Registered Nurse	M	Asian (Not Hispanic or Latino)	1
		Registered Nurse	M	White (not Hispanic or Latino)	1
	JC000359	Sr Gov'mtl Acct	F	White (not Hispanic or Latino)	1
		Sr Gov'mtl Acct	M	White (not Hispanic or Latino)	4
	JC000368	Shelter Care Caseworker	F	White (not Hispanic or Latino)	2
		Shelter Care Caseworker	M	White (not Hispanic or Latino)	1
	JC000374	Social Worker	F	White (not Hispanic or Latino)	5
		Social Worker	M	White (not Hispanic or Latino)	1
	JC000385	Superintendent	M	White (not Hispanic or Latino)	1
	JC000387	Supervising Attorney	F	White (not Hispanic or Latino)	3
		Supervising Attorney	M	White (not Hispanic or Latino)	4
	JC000405	Treatment Counselor	F	Black or African American (not Hispanic or Latino)	2
		Treatment Counselor	F	White (not Hispanic or Latino)	5
		Treatment Counselor	M	White (not Hispanic or Latino)	3
	JC000425	Administrator	F	White (not Hispanic or Latino)	3
	JC000426	Caseworker	F	Black or African American (not Hispanic or Latino)	5
		Caseworker	F	Hispanic or Latino	11
		Caseworker	F	Two or More Races	1
		Caseworker	F	White (not Hispanic or Latino)	51
		Caseworker	M	Black or African American (not Hispanic or Latino)	1
		Caseworker	M	Hispanic or Latino	1
		Caseworker	M	White (not Hispanic or Latino)	10
	JC000427	Intra-Dept Director	F	White (not Hispanic or Latino)	3
		Intra-Dept Director	M	White (not Hispanic or Latino)	3
	JC000430	Solicitor	F	White (not Hispanic or Latino)	2
		Solicitor	M	White (not Hispanic or Latino)	2
	JC000434	Public Relations Officer	F	American Indian or Alaska Native	1
		Public Relations Officer	F	Hispanic or Latino	1
	JC000442	Supervisor	F	Black or African American (not Hispanic or Latino)	2
	Supervisor	F	White (not Hispanic or Latino)	32	

COUNTY OF BERKS
 JOB GROUP ANALYSIS
 June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Professionals	JC000442	Supervisor	M	Black or African American (not Hispanic or Latino)	1
		Supervisor	M	White (not Hispanic or Latino)	14
	JC7906	Lieutenant	M	Black or African American (not Hispanic or Latino)	1
		Lieutenant	M	Hispanic or Latino	1
		Lieutenant	M	White (not Hispanic or Latino)	6
	JC8171	Fiscal Analyst	F	White (not Hispanic or Latino)	1
		Fiscal Analyst	M	White (not Hispanic or Latino)	1
	JC8584	Fiscal Manager	F	White (not Hispanic or Latino)	1
		Fiscal Manager	M	White (not Hispanic or Latino)	1
	JC8588	Developer Analyst	F	White (not Hispanic or Latino)	1
		Developer Analyst	M	White (not Hispanic or Latino)	1
	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
	JC8602	Cataloging Librarian	F	White (not Hispanic or Latino)	1
	JC8608	Data Base Administrator	M	Asian (Not Hispanic or Latino)	1
		Data Base Administrator	M	White (not Hispanic or Latino)	1
	JC8615	Operations and Projects Officer	M	White (not Hispanic or Latino)	1
	JC8616	Developer	F	Asian (Not Hispanic or Latino)	1
JC8618	Employment Specialist	F	White (not Hispanic or Latino)	2	
JC8621	Quality Officer	F	White (not Hispanic or Latino)	1	
Professionals Total					529
Protective Service	JC000115	Correctional Officer	F	Black or African American (not Hispanic or Latino)	2
		Correctional Officer	F	Hispanic or Latino	2
		Correctional Officer	F	Two or More Races	1
		Correctional Officer	F	White (not Hispanic or Latino)	27
		Correctional Officer	M	American Indian or Alaska Native	1
		Correctional Officer	M	Black or African American (not Hispanic or Latino)	9
		Correctional Officer	M	Hispanic or Latino	18
		Correctional Officer	M	Two or More Races	1
		Correctional Officer	M	White (not Hispanic or Latino)	151
	JC000133	Crew Supervisor	M	Hispanic or Latino	1

COUNTY OF BERKS
 JOB GROUP ANALYSIS
 June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Protective Service	JC000133	Crew Supervisor	M	White (not Hispanic or Latino)	1
	JC000135	Crew Leader	M	White (not Hispanic or Latino)	2
	JC000147	Deputy	F	Black or African American (not Hispanic or Latino)	2
		Deputy	F	Two or More Races	1
		Deputy	F	White (not Hispanic or Latino)	13
		Deputy	M	Asian (Not Hispanic or Latino)	1
		Deputy	M	Black or African American (not Hispanic or Latino)	5
		Deputy	M	Hispanic or Latino	6
		Deputy	M	White (not Hispanic or Latino)	62
	JC000149	Detective	F	White (not Hispanic or Latino)	3
		Detective	M	Hispanic or Latino	3
		Detective	M	White (not Hispanic or Latino)	23
	JC000219	Hazmat Special Operations	M	Hispanic or Latino	2
		Hazmat Special Operations	M	White (not Hispanic or Latino)	3
	JC000236	Investigator	F	White (not Hispanic or Latino)	1
		Investigator	M	White (not Hispanic or Latino)	1
	JC000299	Park Ranger	M	Hispanic or Latino	1
		Park Ranger	M	White (not Hispanic or Latino)	10
	JC000365	Sergeant Detective	M	White (not Hispanic or Latino)	1
	JC000367	Shelter Care Counselor	F	Asian (Not Hispanic or Latino)	1
		Shelter Care Counselor	F	Black or African American (not Hispanic or Latino)	2
		Shelter Care Counselor	F	Hispanic or Latino	1
		Shelter Care Counselor	F	White (not Hispanic or Latino)	17
		Shelter Care Counselor	M	Black or African American (not Hispanic or Latino)	2
		Shelter Care Counselor	M	Hispanic or Latino	2
		Shelter Care Counselor	M	Two or More Races	1
		Shelter Care Counselor	M	White (not Hispanic or Latino)	16
	JC8625	Burn Facilitator	M	White (not Hispanic or Latino)	25
Protective Service Total					421
Service Workers	JC000113	Cook	F	Hispanic or Latino	1
		Cook	F	White (not Hispanic or Latino)	3
		Cook	M	White (not Hispanic or Latino)	2
	JC000136	Custodian	F	Black or African American (not Hispanic or Latino)	5

COUNTY OF BERKS
 JOB GROUP ANALYSIS
 June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Service Workers	JC000136	Custodian	F	Hispanic or Latino	9
		Custodian	F	White (not Hispanic or Latino)	8
		Custodian	M	Black or African American (not Hispanic or Latino)	3
		Custodian	M	Hispanic or Latino	6
		Custodian	M	White (not Hispanic or Latino)	7
	JC000154	Dietary Aide	F	Black or African American (not Hispanic or Latino)	2
		Dietary Aide	F	Hispanic or Latino	6
		Dietary Aide	F	White (not Hispanic or Latino)	14
		Dietary Aide	M	Black or African American (not Hispanic or Latino)	1
		Dietary Aide	M	Hispanic or Latino	3
		Dietary Aide	M	White (not Hispanic or Latino)	2
	JC000156	Dietary Utility	M	White (not Hispanic or Latino)	1
	JC000189	Environmental Service Aide	F	Asian (Not Hispanic or Latino)	1
		Environmental Service Aide	F	Black or African American (not Hispanic or Latino)	5
		Environmental Service Aide	F	Hispanic or Latino	13
		Environmental Service Aide	F	White (not Hispanic or Latino)	7
		Environmental Service Aide	M	Black or African American (not Hispanic or Latino)	1
		Environmental Service Aide	M	Hispanic or Latino	2
		Environmental Service Aide	M	White (not Hispanic or Latino)	3
	JC000249	Laundry Worker	F	Hispanic or Latino	4
		Laundry Worker	M	Black or African American (not Hispanic or Latino)	2
		Laundry Worker	M	Hispanic or Latino	1
		Laundry Worker	M	White (not Hispanic or Latino)	1
	JC000251	Laundry Operator	F	Hispanic or Latino	1
		Laundry Operator	M	Asian (Not Hispanic or Latino)	1
		Laundry Operator	M	Black or African American (not Hispanic or Latino)	1
		Laundry Operator	M	Hispanic or Latino	1
		Laundry Operator	M	White (not Hispanic or Latino)	2
	JC000263	Maintenance	F	White (not Hispanic or Latino)	1
		Maintenance	M	Hispanic or Latino	1
		Maintenance	M	White (not Hispanic or Latino)	26
	JC000274	Medical/Central Supply Aide	F	White (not Hispanic or Latino)	2
	JC000351	Seasonal Service/Maintenance	F	Black or African American (not Hispanic or Latino)	1

COUNTY BERKS
JOB GROUP ANALYSIS
June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Service Workers	JC000351	Seasonal Service/Maintenance	F	White (not Hispanic or Latino)	13
		Seasonal Service/Maintenance	M	Black or African American (not Hispanic or Latino)	1
		Seasonal Service/Maintenance	M	Hispanic or Latino	1
		Seasonal Service/Maintenance	M	White (not Hispanic or Latino)	12
	JC000371	Site Monitor	M	White (not Hispanic or Latino)	8
Service Workers Total					185
Technicians	JC000036	Assessor	F	White (not Hispanic or Latino)	6
		Assessor	M	White (not Hispanic or Latino)	3
	JC000047	Assistant Mapping Manager	F	White (not Hispanic or Latino)	1
	JC000121	Court Reporter	F	White (not Hispanic or Latino)	18
	JC000184	Emergency Planner	F	White (not Hispanic or Latino)	1
		Emergency Planner	M	White (not Hispanic or Latino)	1
	JC000195	Ev/Exh Stg Tech-Video Conf Opr	F	White (not Hispanic or Latino)	1
	JC000260	Licensed Practical Nurse	F	Asian (Not Hispanic or Latino)	1
		Licensed Practical Nurse	F	Black or African American (not Hispanic or Latino)	8
		Licensed Practical Nurse	F	Hispanic or Latino	12
		Licensed Practical Nurse	F	Two or More Races	1
		Licensed Practical Nurse	F	White (not Hispanic or Latino)	45
		Licensed Practical Nurse	M	Black or African American (not Hispanic or Latino)	1
		Licensed Practical Nurse	M	Hispanic or Latino	2
		Licensed Practical Nurse	M	White (not Hispanic or Latino)	1
	JC000313	Planner	F	White (not Hispanic or Latino)	5
		Planner	M	White (not Hispanic or Latino)	4
	JC000314	Planning Aide	M	Hispanic or Latino	1
		Planning Aide	M	White (not Hispanic or Latino)	1
	JC000366	Sergeant	F	Black or African American (not Hispanic or Latino)	1
		Sergeant	F	White (not Hispanic or Latino)	2
		Sergeant	M	Hispanic or Latino	1
		Sergeant	M	White (not Hispanic or Latino)	26
	JC000390	Sys Tech/Office Mgr	F	White (not Hispanic or Latino)	1
	JC000424	Analyst	F	Black or African American (not Hispanic or Latino)	3
		Analyst	F	Hispanic or Latino	3
		Analyst	F	White (not Hispanic or Latino)	13

COUNTY OF BERKS
 JOB GROUP ANALYSIS
 June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Technicians	JC000424	Analyst	M	Hispanic or Latino	1
		Analyst	M	White (not Hispanic or Latino)	1
	JC000432	Technician	F	Two or More Races	1
		Technician	F	White (not Hispanic or Latino)	2
		Technician	M	White (not Hispanic or Latino)	3
	JC8590	PC Administrator	M	Hispanic or Latino	2
		PC Administrator	M	White (not Hispanic or Latino)	5
	JC8592	Network Administrator	F	White (not Hispanic or Latino)	3
		Network Administrator	M	Black or African American (not Hispanic or Latino)	1
		Network Administrator	M	Two or More Races	1
		Network Administrator	M	White (not Hispanic or Latino)	3
	JC8596	Application Specialist & Trainer	F	White (not Hispanic or Latino)	1
	JC8613	Communications Support	M	White (not Hispanic or Latino)	1
	JC8614	CAD Administrator	F	White (not Hispanic or Latino)	1
		CAD Administrator	M	Hispanic or Latino	1
Technicians Total					190
Grand Total					2260

Job Group Analysis

***County of Berks Affirmative Action Plan
July 1, 2020 – June 30, 2021***

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 BERKS
JOB GROUP ANALYSIS
June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Administrative Support Workers	JC000017	Account Clerk	F	Black or African American (not Hispanic or Latino)	1
		Account Clerk	F	Hispanic or Latino	6
		Account Clerk	F	White (not Hispanic or Latino)	16
	JC000024	Administrative Secretary	F	White (not Hispanic or Latino)	3
	JC000025	Administrative Assistant	F	Hispanic or Latino	1
		Administrative Assistant	F	White (not Hispanic or Latino)	17
	JC000027	Administrative Officer	F	White (not Hispanic or Latino)	3
	JC000088	Clerk/Typist	F	Hispanic or Latino	3
		Clerk/Typist	F	White (not Hispanic or Latino)	11
	JC000091	Clerk	F	White (not Hispanic or Latino)	5
	JC000129	Court Courier/Runner/Tipstave	F	White (not Hispanic or Latino)	1
		Court Courier/Runner/Tipstave	M	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	White (not Hispanic or Latino)	5
	JC000234	Work Study Employee	F	White (not Hispanic or Latino)	1
	JC000265	Mailroom Clerk	M	White (not Hispanic or Latino)	2
	JC000284	Nursing Scheduler	F	White (not Hispanic or Latino)	2
	JC000288	Office Support	F	Asian (Not Hispanic or Latino)	1
		Office Support	F	Black or African American (not Hispanic or Latino)	4
		Office Support	F	Hispanic or Latino	39
		Office Support	F	Two or More Races	6
		Office Support	F	White (not Hispanic or Latino)	149
		Office Support	M	Hispanic or Latino	3
		Office Support	M	White (not Hispanic or Latino)	11
	JC000290	Office Support M/C	F	Two or More Races	1
		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
		Pfa Facilitator	M	Hispanic or Latino	1
	JC000353	Seasonal Admin Support	F	White (not Hispanic or Latino)	1
	JC000381	Preschool Program Specialist	F	White (not Hispanic or Latino)	2

COUNTY OF BERKS
 JOB GROUP ANALYSIS
 June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Administrative Support Workers	JC000388	Switchboard Operator	F	Black or African American (not Hispanic or Latino)	2
		Switchboard Operator	F	Hispanic or Latino	1
		Switchboard Operator	F	White (not Hispanic or Latino)	1
	JC000396	Bibliographic Services Clerk	F	White (not Hispanic or Latino)	1
	JC000398	Telecommunicator	F	American Indian or Alaska Native	1
		Telecommunicator	F	Black or African American (not Hispanic or Latino)	1
		Telecommunicator	F	Hispanic or Latino	4
		Telecommunicator	F	White (not Hispanic or Latino)	30
		Telecommunicator	M	Hispanic or Latino	3
		Telecommunicator	M	White (not Hispanic or Latino)	23
	JC000401	Tipstaff	F	Black or African American (not Hispanic or Latino)	2
		Tipstaff	F	White (not Hispanic or Latino)	12
		Tipstaff	M	White (not Hispanic or Latino)	10
	JC000409	Unit Secretary	F	White (not Hispanic or Latino)	4
	JC000414	Voter Registrar	F	Hispanic or Latino	2
		Voter Registrar	F	White (not Hispanic or Latino)	2
		Voter Registrar	M	Two or More Races	1
		Voter Registrar	M	White (not Hispanic or Latino)	1
	JC000429	Secretary	F	Black or African American (not Hispanic or Latino)	1
		Secretary	F	White (not Hispanic or Latino)	2
	JC8576	Admissions/Medical Submissions Counselor	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
Administrative Support Workers Total					426
Craft Workers (Skilled)	JC000058	Barber/Beautician	F	White (not Hispanic or Latino)	3
	JC000071	Carpenter	M	White (not Hispanic or Latino)	4
	JC000271	Master Plumber	M	White (not Hispanic or Latino)	2
	JC000272	Master Electrician	M	White (not Hispanic or Latino)	2
	JC000318	Printer	M	Black or African American (not Hispanic or Latino)	1
		Printer	M	White (not Hispanic or Latino)	1
	JC000428	Mechanic	M	White (not Hispanic or Latino)	13
Craft Workers (Skilled) Total					26
Officials Administrators	JC000014	1st Asst District Attorney	M	White (not Hispanic or Latino)	1

COUNTY OF BERKS
 JOB GROUP ANALYSIS
 June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Officials Administrators	JC000039	Asst Chief	F	White (not Hispanic or Latino)	4
		Asst Chief	M	White (not Hispanic or Latino)	7
	JC000041	Assistant Director	F	Hispanic or Latino	1
		Assistant Director	F	White (not Hispanic or Latino)	3
		Assistant Director	M	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)	7
		Chief Deputy	M	White (not Hispanic or Latino)	4
	JC000081	Chief	F	Hispanic or Latino	1
		Chief	F	White (not Hispanic or Latino)	5
		Chief	M	White (not Hispanic or Latino)	4
	JC000084	Chief Investigator	F	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
	JC000158	Director Of Staff Development	F	White (not Hispanic or Latino)	1
	JC000160	Director	F	Black or African American (not Hispanic or Latino)	1
		Director	F	White (not Hispanic or Latino)	8
		Director	M	White (not Hispanic or Latino)	3
	JC000164	Director Of Medical Records	M	White (not Hispanic or Latino)	1
	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
	JC000174	Director Of Social Services	F	White (not Hispanic or Latino)	1
	JC000196	Executive Director	F	White (not Hispanic or Latino)	5
	JC000279	MH/DD Administrator III	M	White (not Hispanic or Latino)	1
	JC000320	Prothonotary	M	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)	60
		Tax Collector	M	White (not Hispanic or Latino)	7
	JC000416	Warden	F	White (not Hispanic or Latino)	1
	JC1425	Dept Head/Elected Official	F	White (not Hispanic or Latino)	5

COUNTY BERKS
JOB GROUP ANALYSIS
June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Officials Administrators	JC1425	Dept Head/Elected Official	M	Hispanic or Latino	1
		Dept Head/Elected Official	M	White (not Hispanic or Latino)	11
	JC8579	Captain	F	Hispanic or Latino	1
		Captain	M	Hispanic or Latino	1
		Captain	M	White (not Hispanic or Latino)	2
	JC8609	Deputy Director	F	White (not Hispanic or Latino)	5
		Deputy Director	M	White (not Hispanic or Latino)	5
	JC8619	Deputy Chief	F	Black or African American (not Hispanic or Latino)	1
		Deputy Chief	F	White (not Hispanic or Latino)	1
	Deputy Chief	M	White (not Hispanic or Latino)	3	
Officials Administrators Total					176
Para-Professionals	JC000022	Activity Therapist	F	Black or African American (not Hispanic or Latino)	2
		Activity Therapist	F	White (not Hispanic or Latino)	5
	JC000033	Alcohol Safe Driving Instruc	F	White (not Hispanic or Latino)	1
		Alcohol Safe Driving Instruc	M	Hispanic or Latino	1
		Alcohol Safe Driving Instruc	M	White (not Hispanic or Latino)	2
	JC000069	Buyer	F	White (not Hispanic or Latino)	2
		Buyer	M	White (not Hispanic or Latino)	1
	JC000100	Community Serv Crew Supervisor	M	White (not Hispanic or Latino)	1
	JC000105	Conference Officer	F	Hispanic or Latino	2
		Conference Officer	F	White (not Hispanic or Latino)	13
		Conference Officer	M	White (not Hispanic or Latino)	5
	JC000112	Contract Monitor	F	White (not Hispanic or Latino)	1
		Contract Monitor	M	White (not Hispanic or Latino)	1
	JC000119	County Social Service Aide	F	Hispanic or Latino	1
		County Social Service Aide	M	Hispanic or Latino	1
		County Social Service Aide	M	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)	1
		Judicial Coordinator	F	Two or More Races	1
		Judicial Coordinator	F	White (not Hispanic or Latino)	8
	Judicial Coordinator	M	Black or African American (not Hispanic or Latino)	1	
	Judicial Coordinator	M	White (not Hispanic or Latino)	3	

COUNTY BERKS
JOB GROUP ANALYSIS
June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Para-Professionals	JC000253	Law Library Assistant	F	White (not Hispanic or Latino)	1
		Law Library Assistant	M	White (not Hispanic or Latino)	1
	JC000282	Nursing Assistant	F	Asian (Not Hispanic or Latino)	2
		Nursing Assistant	F	Black or African American (not Hispanic or Latino)	47
		Nursing Assistant	F	Hispanic or Latino	27
		Nursing Assistant	F	Two or More Races	5
		Nursing Assistant	F	White (not Hispanic or Latino)	88
		Nursing Assistant	M	Black or African American (not Hispanic or Latino)	2
		Nursing Assistant	M	Hispanic or Latino	3
		Nursing Assistant	M	Two or More Races	1
		Nursing Assistant	M	White (not Hispanic or Latino)	5
	JC000289	Office Manager	F	Hispanic or Latino	1
		Office Manager	F	White (not Hispanic or Latino)	5
	JC000292	Office Administrator	F	White (not Hispanic or Latino)	1
	JC000300	Paralegal	F	White (not Hispanic or Latino)	3
	JC000344	Restorative Aide	F	Black or African American (not Hispanic or Latino)	3
		Restorative Aide	F	White (not Hispanic or Latino)	2
	JC000352	Seasonal Coordinators	F	White (not Hispanic or Latino)	6
	JC000399	Telecommun Shift Supvsr	F	White (not Hispanic or Latino)	1
		Telecommun Shift Supvsr	M	White (not Hispanic or Latino)	3
	JC000431	Specialist	F	White (not Hispanic or Latino)	1
		Specialist	M	White (not Hispanic or Latino)	3
	JC000433	Assistant Administrator	F	White (not Hispanic or Latino)	1
	JC1424	Coordinator	F	Black or African American (not Hispanic or Latino)	1
		Coordinator	F	Hispanic or Latino	6
		Coordinator	F	Native Hawaiian or Other Pacific Islander	1
		Coordinator	F	White (not Hispanic or Latino)	15
		Coordinator	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)	4
		Accounting Assistant	M	White (not Hispanic or Latino)	1
	JC8580	Training Officer	F	White (not Hispanic or Latino)	3
	JC8586	Customer Support Administrator	F	White (not Hispanic or Latino)	1

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JobEOName	Job	JobTitle	Gender	Race	Total
Para-Professionals	JC8593	Operations/Budget Administrator	M	White (not Hispanic or Latino)	1
	JC8620	Watch Officer	M	White (not Hispanic or Latino)	3
Para-Professionals Total					307
Professionals	JC000031	Aging Program Assessor	F	Hispanic or Latino	1
		Aging Program Assessor	F	White (not Hispanic or Latino)	4
		Aging Program Assessor	M	White (not Hispanic or Latino)	5
	JC000032	Aging	F	Black or African American (not Hispanic or Latino)	1
		Aging	F	White (not Hispanic or Latino)	2
		Aging	M	White (not Hispanic or Latino)	4
	JC000034	Appeals Board	F	White (not Hispanic or Latino)	2
		Appeals Board	M	White (not Hispanic or Latino)	1
	JC000037	Assistant District Attorney	F	Hispanic or Latino	1
		Assistant District Attorney	F	White (not Hispanic or Latino)	7
		Assistant District Attorney	M	White (not Hispanic or Latino)	14
	JC000038	Assistant Public Defender	F	Asian (Not Hispanic or Latino)	1
		Assistant Public Defender	F	Black or African American (not Hispanic or Latino)	1
		Assistant Public Defender	F	Hispanic or Latino	1
		Assistant Public Defender	F	White (not Hispanic or Latino)	6
		Assistant Public Defender	M	White (not Hispanic or Latino)	10
	JC000074	Cassp Coordinator	F	White (not Hispanic or Latino)	1
	JC000118	County Caseworker Supervisor	F	Hispanic or Latino	2
		County Caseworker Supervisor	F	White (not Hispanic or Latino)	13
		County Caseworker Supervisor	M	White (not Hispanic or Latino)	2
	JC000120	County Caseworker	F	American Indian or Alaska Native	1
		County Caseworker	F	Black or African American (not Hispanic or Latino)	1
		County Caseworker	F	White (not Hispanic or Latino)	22
		County Caseworker	M	Hispanic or Latino	1
		County Caseworker	M	White (not Hispanic or Latino)	8
	JC000126	Court Liaison	F	White (not Hispanic or Latino)	1
		Court Liaison	M	White (not Hispanic or Latino)	1
	JC000131	Court Computerization Supvsr	F	White (not Hispanic or Latino)	1
	JC000138	Custody Support Master	F	White (not Hispanic or Latino)	2
		Custody Support Master	M	White (not Hispanic or Latino)	2

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JobEOName	Job	JobTitle	Gender	Race	Total
Professionals	JC000144	Dependency Master	F	White (not Hispanic or Latino)	2
	JC000150	Detention Master	M	White (not Hispanic or Latino)	1
	JC000198	Outreach Services Manager	F	White (not Hispanic or Latino)	1
	JC000203	Fiscal Technician	F	Two or More Races	1
		Fiscal Technician	F	White (not Hispanic or Latino)	4
	JC000204	Fiscal Officer	F	White (not Hispanic or Latino)	5
	JC000207	Fiscal Operations Officer	F	White (not Hispanic or Latino)	1
		Fiscal Operations Officer	M	White (not Hispanic or Latino)	2
	JC000218	Guardian Ad Litem	F	White (not Hispanic or Latino)	1
		Guardian Ad Litem	M	White (not Hispanic or Latino)	2
	JC000221	Hr Generalist	F	Hispanic or Latino	2
	JC000231	Internal Auditor	F	White (not Hispanic or Latino)	2
		Internal Auditor	M	White (not Hispanic or Latino)	1
	JC000243	Jury Room Supervisor	F	White (not Hispanic or Latino)	1
	JC000252	Law Clerk	F	White (not Hispanic or Latino)	3
		Law Clerk	M	White (not Hispanic or Latino)	10
	JC000273	Materials Mgmt Coordinator	M	White (not Hispanic or Latino)	1
	JC000278	Manager	F	Black or African American (not Hispanic or Latino)	1
		Manager	F	Hispanic or Latino	1
		Manager	F	White (not Hispanic or Latino)	20
		Manager	M	White (not Hispanic or Latino)	10
	JC000291	Office Supervisor-Da'S	F	White (not Hispanic or Latino)	1
	JC000293	Ombudsman	F	Hispanic or Latino	1
		Ombudsman	M	White (not 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	11
		Probation Officer	F	White (not Hispanic or Latino)	30
		Probation Officer	M	Black or African American (not Hispanic or Latino)	2
		Probation Officer	M	Hispanic or Latino	7
		Probation Officer	M	White (not Hispanic or Latino)	38
	JC000327	Program Manager	F	White (not Hispanic or Latino)	1
	JC000340	Registered Nurse	F	Asian (Not Hispanic or Latino)	2

COUNTY OF BERKS
JOB GROUP ANALYSIS
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JobEOName	Job	JobTitle	Gender	Race	Total
Professionals	JC000340	Registered Nurse	F	Black or African American (not Hispanic or Latino)	4
		Registered Nurse	F	Hispanic or Latino	2
		Registered Nurse	F	White (not Hispanic or Latino)	32
		Registered Nurse	M	Asian (Not Hispanic or Latino)	1
		Registered Nurse	M	White (not Hispanic or Latino)	1
	JC000359	Sr Gov'mtl Acct	F	White (not Hispanic or Latino)	1
		Sr Gov'mtl Acct	M	White (not Hispanic or Latino)	4
	JC000368	Shelter Care Caseworker	F	White (not Hispanic or Latino)	2
		Shelter Care Caseworker	M	White (not Hispanic or Latino)	1
	JC000374	Social Worker	F	White (not Hispanic or Latino)	5
		Social Worker	M	White (not Hispanic or Latino)	1
	JC000385	Superintendent	M	White (not Hispanic or Latino)	1
	JC000387	Supervising Attorney	F	White (not Hispanic or Latino)	3
		Supervising Attorney	M	White (not Hispanic or Latino)	4
	JC000405	Treatment Counselor	F	Black or African American (not Hispanic or Latino)	2
		Treatment Counselor	F	White (not Hispanic or Latino)	5
		Treatment Counselor	M	White (not Hispanic or Latino)	3
	JC000425	Administrator	F	White (not Hispanic or Latino)	3
	JC000426	Caseworker	F	Black or African American (not Hispanic or Latino)	5
		Caseworker	F	Hispanic or Latino	11
		Caseworker	F	Two or More Races	1
		Caseworker	F	White (not Hispanic or Latino)	51
		Caseworker	M	Black or African American (not Hispanic or Latino)	1
		Caseworker	M	Hispanic or Latino	1
		Caseworker	M	White (not Hispanic or Latino)	10
	JC000427	Intra-Dept Director	F	White (not Hispanic or Latino)	3
		Intra-Dept Director	M	White (not Hispanic or Latino)	3
	JC000430	Solicitor	F	White (not Hispanic or Latino)	2
		Solicitor	M	White (not Hispanic or Latino)	2
	JC000434	Public Relations Officer	F	American Indian or Alaska Native	1
		Public Relations Officer	F	Hispanic or Latino	1
	JC000442	Supervisor	F	Black or African American (not Hispanic or Latino)	2
	Supervisor	F	White (not Hispanic or Latino)	32	

COUNTY OF BERKS
 JOB GROUP ANALYSIS
 June 30, 2019

JobEONName	Job	JobTitle	Gender	Race	Total
Professionals	JC000442	Supervisor	M	Black or African American (not Hispanic or Latino)	1
		Supervisor	M	White (not Hispanic or Latino)	14
	JC7906	Lieutenant	M	Black or African American (not Hispanic or Latino)	1
		Lieutenant	M	Hispanic or Latino	1
		Lieutenant	M	White (not Hispanic or Latino)	6
	JC8171	Fiscal Analyst	F	White (not Hispanic or Latino)	1
		Fiscal Analyst	M	White (not Hispanic or Latino)	1
	JC8584	Fiscal Manager	F	White (not Hispanic or Latino)	1
		Fiscal Manager	M	White (not Hispanic or Latino)	1
	JC8588	Developer Analyst	F	White (not Hispanic or Latino)	1
		Developer Analyst	M	White (not Hispanic or Latino)	1
	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
	JC8602	Cataloging Librarian	F	White (not Hispanic or Latino)	1
	JC8608	Data Base Administrator	M	Asian (Not Hispanic or Latino)	1
		Data Base Administrator	M	White (not Hispanic or Latino)	1
	JC8615	Operations and Projects Officer	M	White (not Hispanic or Latino)	1
	JC8616	Developer	F	Asian (Not Hispanic or Latino)	1
JC8618	Employment Specialist	F	White (not Hispanic or Latino)	2	
JC8621	Quality Officer	F	White (not Hispanic or Latino)	1	
Professionals Total					529
Protective Service	JC000115	Correctional Officer	F	Black or African American (not Hispanic or Latino)	2
		Correctional Officer	F	Hispanic or Latino	2
		Correctional Officer	F	Two or More Races	1
		Correctional Officer	F	White (not Hispanic or Latino)	27
		Correctional Officer	M	American Indian or Alaska Native	1
		Correctional Officer	M	Black or African American (not Hispanic or Latino)	9
		Correctional Officer	M	Hispanic or Latino	18
		Correctional Officer	M	Two or More Races	1
		Correctional Officer	M	White (not Hispanic or Latino)	151
	JC000133	Crew Supervisor	M	Hispanic or Latino	1

COUNTY OF BERKS
 JOB GROUP ANALYSIS
 June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Protective Service	JC000133	Crew Supervisor	M	White (not Hispanic or Latino)	1
	JC000135	Crew Leader	M	White (not Hispanic or Latino)	2
	JC000147	Deputy	F	Black or African American (not Hispanic or Latino)	2
		Deputy	F	Two or More Races	1
		Deputy	F	White (not Hispanic or Latino)	13
		Deputy	M	Asian (Not Hispanic or Latino)	1
		Deputy	M	Black or African American (not Hispanic or Latino)	5
		Deputy	M	Hispanic or Latino	6
		Deputy	M	White (not Hispanic or Latino)	62
	JC000149	Detective	F	White (not Hispanic or Latino)	3
		Detective	M	Hispanic or Latino	3
		Detective	M	White (not Hispanic or Latino)	23
	JC000219	Hazmat Special Operations	M	Hispanic or Latino	2
		Hazmat Special Operations	M	White (not Hispanic or Latino)	3
	JC000236	Investigator	F	White (not Hispanic or Latino)	1
		Investigator	M	White (not Hispanic or Latino)	1
	JC000299	Park Ranger	M	Hispanic or Latino	1
		Park Ranger	M	White (not Hispanic or Latino)	10
	JC000365	Sergeant Detective	M	White (not Hispanic or Latino)	1
	JC000367	Shelter Care Counselor	F	Asian (Not Hispanic or Latino)	1
		Shelter Care Counselor	F	Black or African American (not Hispanic or Latino)	2
		Shelter Care Counselor	F	Hispanic or Latino	1
		Shelter Care Counselor	F	White (not Hispanic or Latino)	17
		Shelter Care Counselor	M	Black or African American (not Hispanic or Latino)	2
		Shelter Care Counselor	M	Hispanic or Latino	2
		Shelter Care Counselor	M	Two or More Races	1
		Shelter Care Counselor	M	White (not Hispanic or Latino)	16
	JC8625	Burn Facilitator	M	White (not Hispanic or Latino)	25
Protective Service Total					421
Service Workers	JC000113	Cook	F	Hispanic or Latino	1
		Cook	F	White (not Hispanic or Latino)	3
		Cook	M	White (not Hispanic or Latino)	2
	JC000136	Custodian	F	Black or African American (not Hispanic or Latino)	5

COUNTY OF BERKS
 JOB GROUP ANALYSIS
 June 30, 2019

JobEOName	Job	JobTitle	Gender	Race	Total
Service Workers	JC000136	Custodian	F	Hispanic or Latino	9
		Custodian	F	White (not Hispanic or Latino)	8
		Custodian	M	Black or African American (not Hispanic or Latino)	3
		Custodian	M	Hispanic or Latino	6
		Custodian	M	White (not Hispanic or Latino)	7
	JC000154	Dietary Aide	F	Black or African American (not Hispanic or Latino)	2
		Dietary Aide	F	Hispanic or Latino	6
		Dietary Aide	F	White (not Hispanic or Latino)	14
		Dietary Aide	M	Black or African American (not Hispanic or Latino)	1
		Dietary Aide	M	Hispanic or Latino	3
		Dietary Aide	M	White (not Hispanic or Latino)	2
	JC000156	Dietary Utility	M	White (not Hispanic or Latino)	1
	JC000189	Environmental Service Aide	F	Asian (Not Hispanic or Latino)	1
		Environmental Service Aide	F	Black or African American (not Hispanic or Latino)	5
		Environmental Service Aide	F	Hispanic or Latino	13
		Environmental Service Aide	F	White (not Hispanic or Latino)	7
		Environmental Service Aide	M	Black or African American (not Hispanic or Latino)	1
		Environmental Service Aide	M	Hispanic or Latino	2
		Environmental Service Aide	M	White (not Hispanic or Latino)	3
	JC000249	Laundry Worker	F	Hispanic or Latino	4
		Laundry Worker	M	Black or African American (not Hispanic or Latino)	2
		Laundry Worker	M	Hispanic or Latino	1
		Laundry Worker	M	White (not Hispanic or Latino)	1
	JC000251	Laundry Operator	F	Hispanic or Latino	1
		Laundry Operator	M	Asian (Not Hispanic or Latino)	1
		Laundry Operator	M	Black or African American (not Hispanic or Latino)	1
		Laundry Operator	M	Hispanic or Latino	1
		Laundry Operator	M	White (not Hispanic or Latino)	2
	JC000263	Maintenance	F	White (not Hispanic or Latino)	1
		Maintenance	M	Hispanic or Latino	1
		Maintenance	M	White (not Hispanic or Latino)	26
	JC000274	Medical/Central Supply Aide	F	White (not Hispanic or Latino)	2
	JC000351	Seasonal Service/Maintenance	F	Black or African American (not Hispanic or Latino)	1

COUNTY OF BERKS
JOB GROUP ANALYSIS
 June 30, 2019

JobEEOName	Job	JobTitle	Gender	Race	Total
Service Workers	JC000351	Seasonal Service/Maintenance	F	White (not Hispanic or Latino)	13
		Seasonal Service/Maintenance	M	Black or African American (not Hispanic or Latino)	1
		Seasonal Service/Maintenance	M	Hispanic or Latino	1
		Seasonal Service/Maintenance	M	White (not Hispanic or Latino)	12
	JC000371	Site Monitor	M	White (not Hispanic or Latino)	8
Service Workers Total					185
Technicians	JC000036	Assessor	F	White (not Hispanic or Latino)	6
		Assessor	M	White (not Hispanic or Latino)	3
	JC000047	Assistant Mapping Manager	F	White (not Hispanic or Latino)	1
	JC000121	Court Reporter	F	White (not Hispanic or Latino)	18
	JC000184	Emergency Planner	F	White (not Hispanic or Latino)	1
		Emergency Planner	M	White (not Hispanic or Latino)	1
	JC000195	Ev/Exh Stg Tech-Video Conf Opr	F	White (not Hispanic or Latino)	1
	JC000260	Licensed Practical Nurse	F	Asian (Not Hispanic or Latino)	1
		Licensed Practical Nurse	F	Black or African American (not Hispanic or Latino)	8
		Licensed Practical Nurse	F	Hispanic or Latino	12
		Licensed Practical Nurse	F	Two or More Races	1
		Licensed Practical Nurse	F	White (not Hispanic or Latino)	45
		Licensed Practical Nurse	M	Black or African American (not Hispanic or Latino)	1
		Licensed Practical Nurse	M	Hispanic or Latino	2
		Licensed Practical Nurse	M	White (not Hispanic or Latino)	1
	JC000313	Planner	F	White (not Hispanic or Latino)	5
		Planner	M	White (not Hispanic or Latino)	4
	JC000314	Planning Aide	M	Hispanic or Latino	1
		Planning Aide	M	White (not Hispanic or Latino)	1
	JC000366	Sergeant	F	Black or African American (not Hispanic or Latino)	1
		Sergeant	F	White (not Hispanic or Latino)	2
		Sergeant	M	Hispanic or Latino	1
		Sergeant	M	White (not Hispanic or Latino)	26
	JC000390	Sys Tech/Office Mgr	F	White (not Hispanic or Latino)	1
	JC000424	Analyst	F	Black or African American (not Hispanic or Latino)	3
		Analyst	F	Hispanic or Latino	3
		Analyst	F	White (not Hispanic or Latino)	13

COUNTY OF BERKS
 JOB GROUP ANALYSIS
 June 30, 2019

JobEEOName	Job	JobTitle	Gender	Race	Total
Technicians	JC000424	Analyst	M	Hispanic or Latino	1
		Analyst	M	White (not Hispanic or Latino)	1
	JC000432	Technician	F	Two or More Races	1
		Technician	F	White (not Hispanic or Latino)	2
		Technician	M	White (not Hispanic or Latino)	3
	JC8590	PC Administrator	M	Hispanic or Latino	2
		PC Administrator	M	White (not Hispanic or Latino)	5
	JC8592	Network Administrator	F	White (not Hispanic or Latino)	3
		Network Administrator	M	Black or African American (not Hispanic or Latino)	1
		Network Administrator	M	Two or More Races	1
		Network Administrator	M	White (not Hispanic or Latino)	3
	JC8596	Application Specialist & Trainer	F	White (not Hispanic or Latino)	1
	JC8613	Communications Support	M	White (not Hispanic or Latino)	1
	JC8614	CAD Administrator	F	White (not Hispanic or Latino)	1
		CAD Administrator	M	Hispanic or Latino	1
Technicians Total					190
Grand Total					2260

Placement of Incumbents in Job Groups

*County of Berks Affirmative Action Plan
July 1, 2020 – June 30, 2021*

PLACEMENT OF INCUMBENTS IN JOB GROUPS
Data: June 30, 2019

Job EEO Name	# of Employees	Female	% Female	Minority	% Minority
Administrative Support Workers	426	362	85.0%	85	20.0%
Craft Workers (Skilled)	26	3	11.5%	1	3.8%
Officials/Administrators	176	118	67.0%	8	4.5%
Paraprofessionals	307	265	86.3%	109	35.5%
Professionals	529	341	64.5%	76	14.4%
Protective Services	421	73	17.3%	65	15.4%
Service Workers	185	96	51.9%	73	39.5%
Technicians	190	130	68.4%	41	21.6%
Totals	2260	1388	61.4%	458	20.3%

Determination of Availability

**County of Berks Affirmative Action Plan
July 1, 2020 – June 30, 2021**

AVAILABILITY
Data: June 30, 2019
Officials/Administrators

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	39.9%	0.49	19.6%	4.4%	0.49	2.2%
Promotable	67.0%	0.51	34.2%	4.5%	0.51	2.3%
			53.7%			4.5%

Professionals

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	59.6%	0.63	37.5%	5.4%	0.63	3.4%
Promotable	64.5%	0.37	23.9%	14.4%	0.37	5.3%
			61.4%			8.7%

Technicians

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	59.5%	0.84	50.0%	5.0%	0.84	4.2%
Promotable	68.4%	0.16	10.9%	21.6%	0.16	3.5%
			60.9%			7.7%

Protective Service Workers

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	20.5%	0.77	15.8%	2.7%	0.77	2.1%
Promotable	17.3%	0.23	4.0%	15.4%	0.23	3.5%
			19.8%			5.6%

AVAILABILITY
Data: June 30, 2019
Paraprofessionals

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled		0.75	0.00%		0.75	
Promotable	86.3%	0.25	21.58%	35.5%	0.25	8.9%
			21.58%			8.9%

Administrative Support

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	65.4%	0.69	45.1%	9.3%	0.69	6.4%
Promotable	85.0%	0.31	26.4%	20.0%	0.31	6.2%
			71.5%			12.6%

Skilled Craft Workers

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	6.1%	0.92	5.6%	1.8%	1.00	1.8%
Promotable	11.5%	0.08	0.9%	3.8%	0.00	0.0%
			6.5%			1.8%

Service/Maintenance

		Female			Minority	
	Raw %	Weight	Availability	Raw %	Weight	Availability
Skilled	43.1%	0.92	39.7%	12.4%	0.92	11.4%
Promotable	51.9%	0.08	4.2%	39.5%	0.07	2.8%
			43.8%			14.2%

AVAILABILITY

Data: June 30, 2019

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.
- 2010 Census does not separate Paraprofessionals from Professionals

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

*County of Berks Affirmative Action Plan
July 1, 2020 – June 30, 2021*

**COMPARISON OF INCUMBENTS AND AVAILABILITY
DATA: June 30, 2019**

Job Category	Females		Placement Goal	Minority		Placement Goal
	Incumbents	Available		Incumbents	Available	
Officials/Administrators	67.0%	53.7%		4.5%	4.5%	
Professionals	64.5%	61.4%		14.4%	8.7%	
Technicians	68.4%	60.9%		21.6%	7.7%	
Protective Services	17.3%	19.8%	19.8%	15.4%	5.6%	
Paraprofessionals	86.3%	21.58%		35.5%	8.9%	
Administrative Support	85.0%	71.5%		20.0%	12.6%	
Skilled Craft	11.5%	6.5%		3.8%	1.8%	
Service/Maintenance	51.9%	43.8%		39.5%	14.2%	

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

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, 2020 – June 30, 2021**

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

*County of Berks Affirmative Action Plan
July 1, 2020 – June 30, 2021*

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, 2020 – June 30, 2021*

County of Berks
Analysis of Quarterly New Hire Report
3rd Quarter 2018
07/01/2018 - 09/30/2018

JOB GROUP	TOTALS					MALES							FEMALES							MINORITY %	
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	P %	M %	W %	B %	H %	A %	I %	P %	M %		Minority
Officials and Administrators	0	1	1	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Professionals	4	7	11	36%	64%	0%	0%	0%	0%	0%	0%	0%	57%	14%	29%	0%	0%	0%	43%	3	27%
Technicians	1	4	5	20%	80%	100%	0%	0%	0%	0%	0%	0%	50%	0%	25%	0%	0%	25%	50%	2	40%
Protective Service	4	2	6	67%	33%	75%	0%	25%	0%	0%	0%	25%	100%	0%	0%	0%	0%	0%	0%	1	17%
Paraprofessionals	1	12	13	8%	92%	0%	0%	100%	0%	0%	0%	100%	58%	1%	0%	0%	0%	8%	42%	6	46%
Administrative Support	3	15	18	17%	83%	100%	0%	0%	0%	0%	0%	0%	67%	0%	13%	0%	0%	20%	33%	5	28%
Skilled Craft Workers	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Service Maintenance	5	10	15	33%	67%	40%	0%	60%	0%	0%	0%	60%	20%	0%	80%	0%	0%	0%	80%	11	73%
TOTAL	18	51	69	26%	74%	72%	0%	0%	0%	0%	0%	28%	55%	10%	25%	0%	0%	0%	45%	28	41%

Note: Data may not add up due to rounding

County of Berks
Analysis of Quarterly New Hire Report
4th Quarter 2018
10/01/2018 - 12/31/2018

JOB GROUP	TOTALS					MALES							FEMALES							MINORITY %	
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	P %	M %	W %	B %	H %	A %	I %	P %	M %		Minority
Officials and Administrators	0	3	3	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1	0%
Professionals	5	9	14	36%	64%	0%	0%	0%	0%	0%	0%	0%	78%	0%	22%	0%	0%	0%	22%	2	14%
Technicians	0	3	3	0%	100%	0%	0%	0%	0%	0%	0%	0%	67%	0%	33%	0%	0%	0%	33%	1	33%
Protective Service	2	1	3	67%	33%	100%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0	0%
Paraprofessionals	3	12	15	20%	80%	67%	33%	0%	0%	0%	0%	33%	33%	1%	33%	0%	0%	0%	67%	9	60%
Administrative Support	0	4	4	0%	100%	0%	0%	0%	0%	0%	0%	0%	25%	0%	50%	0%	0%	25%	75%	3	75%
Skilled Craft Workers	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Service Maintenance	2	1	3	67%	33%	0%	100%	0%	0%	0%	0%	100%	0%	0%	100%	0%	0%	0%	100%	3	100%
TOTAL	12	33	45	27%	73%	75%	25%	0%	0%	0%	0%	25%	52%	12%	33%	0%	0%	0%	48%	19	42%

Note: Data may not add up due to rounding

County of Berks
Analysis of Quarterly New Hire Report
1st Quarter 2019
01/01/2019 - 03/31/2019

JOB GROUP	TOTALS					MALES							FEMALES							MINORITY %	
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	P %	M %	W %	B %	H %	A %	I %	P %	M %		Minority
Officials and Administrators	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Professionals	6	14	20	30%	70%	100%	0%	0%	0%	0%	0%	0%	71%	7%	21%	0%	0%	0%	29%	4	20%
Technicians	4	6	10	40%	60%	25%	25%	50%	0%	0%	0%	75%	33%	17%	50%	0%	0%	0%	67%	7	70%
Protective Service	10	2	12	83%	17%	90%	0%	10%	0%	0%	0%	10%	50%	0%	50%	0%	0%	0%	50%	2	17%
Paraprofessionals	3	27	30	10%	90%	67%	0%	33%	0%	0%	0%	33%	59%	15%	15%	4%	0%	7%	41%	12	40%
Administrative Support	1	11	12	8%	92%	100%	0%	0%	0%	0%	0%	0%	73%	9%	9%	0%	9%	0%	27%	3	25%
Skilled Craft Workers	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Service Maintenance	1	8	9	11%	89%	0%	0%	100%	0%	0%	0%	100%	38%	13%	50%	0%	0%	0%	63%	6	67%
TOTAL	25	68	93	27%	73%	76%	4%	0%	0%	0%	0%	24%	59%	12%	24%	1%	1%	0%	41%	34	37%

Note: Data may not add up due to rounding

County of Berks
Analysis of Quarterly New Hire Report
2nd Quarter 2019
04/01/2019 - 06/30/2019

JOB GROUP	TOTALS					MALES							FEMALES							MINORITY %	
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	P %	M %	W %	B %	H %	A %	I %	P %	M %		Minority
Officials and Administrators	1	0	1	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Professionals	6	14	20	30%	70%	0%	0%	0%	0%	0%	0%	0%	93%	7%	0%	0%	0%	0%	7%	1	5%
Technicians	2	4	6	33%	67%	50%	0%	50%	0%	0%	0%	50%	25%	25%	50%	0%	0%	0%	75%	4	67%
Protective Service	7	1	8	88%	13%	86%	0%	14%	0%	0%	0%	14%	100%	0%	0%	0%	0%	0%	0%	1	13%
Paraprofessionals	2	9	11	18%	82%	100%	0%	0%	0%	0%	0%	0%	56%	1%	11%	0%	0%	11%	44%	4	36%
Administrative Support	1	11	12	8%	92%	100%	0%	0%	0%	0%	0%	0%	73%	0%	27%	0%	0%	0%	27%	3	25%
Skilled Craft Workers	1	1	2	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Service Maintenance	6	9	15	40%	60%	83%	0%	17%	0%	0%	0%	17%	33%	22%	44%	0%	0%	0%	67%	7	47%
TOTAL	26	49	75	35%	65%	88%	0%	0%	0%	0%	0%	12%	65%	12%	20%	0%	0%	0%	35%	20	27%

Note: Data may not add up due to rounding

QUARTERLY EEOC STATISTICS FOR SEPARATIONS

*County of Berks Affirmative Action Plan
July 1, 2020 – June 30, 2021*

County of Berks
Analysis of Quarterly Separation Report
3rd Quarter 2018
07/01/2018 - 09/30/2018

JOB GROUP	TOTALS					MALES							FEMALES							MINORITY %	
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	P %	M %	W %	B %	H %	A %	I %	P %	M %		Minority
Officials and Administrators	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Professionals	10	20	30	33%	67%	0%	0%	0%	0%	0%	0%	0%	70%	20%	10%	0%	0%	0%	30%	8	27%
Technicians	2	10	12	17%	83%	100%	0%	0%	0%	0%	0%	0%	70%	10%	20%	0%	0%	0%	30%	3	25%
Protective Service	10	5	15	67%	33%	100%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0	0%
Paraprofessionals	6	15	21	29%	71%	0%	67%	17%	0%	0%	17%	100%	67%	1%	13%	0%	0%	0%	33%	11	52%
Administrative Support	2	18	20	10%	90%	100%	0%	0%	0%	0%	0%	0%	89%	0%	11%	0%	0%	0%	11%	2	10%
Skilled Craft Workers	0	1	1	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Service Maintenance	5	11	16	31%	69%	20%	20%	20%	0%	0%	40%	80%	55%	9%	36%	0%	0%	0%	45%	9	56%
TOTAL	35	80	115	30%	70%	66%	17%	0%	0%	0%	9%	34%	74%	11%	15%	0%	0%	0%	26%	33	29%

Note: Data may not add up due to rounding

County of Berks
Analysis of Quarterly Separation Report
4th Quarter 2018
10/01/2018 - 12/30/2018

JOB GROUP	TOTALS					MALES							FEMALES							MINORITY %	
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	P %	M %	W %	B %	H %	A %	I %	P %	M %		Minority
Officials and Administrators	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Professionals	10	20	30	33%	67%	80%	10%	10%	0%	0%	0%	20%	70%	20%	10%	0%	0%	0%	30%	8	27%
Technicians	2	10	12	17%	83%	100%	0%	0%	0%	0%	0%	0%	70%	10%	20%	0%	0%	0%	30%	3	25%
Protective Service	10	5	15	67%	33%	100%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0	0%
Paraprofessionals	6	15	21	29%	71%	0%	67%	17%	0%	0%	17%	100%	67%	1%	13%	0%	0%	0%	33%	11	52%
Administrative Support	2	18	20	10%	90%	100%	0%	0%	0%	0%	0%	0%	89%	0%	11%	0%	0%	0%	11%	2	10%
Skilled Craft Workers	0	1	1	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Service Maintenance	5	11	16	31%	69%	20%	20%	20%	0%	0%	40%	80%	55%	9%	36%	0%	0%	0%	45%	9	56%
TOTAL	35	80	115	30%	70%	66%	17%	9%	0%	0%	9%	34%	74%	11%	15%	0%	0%	0%	26%	33	29%

Note: Data may not add up due to rounding

County of Berks
Analysis of Quarterly Separation Report
1st Quarter 2019
01/01/2019 - 03/31/2019

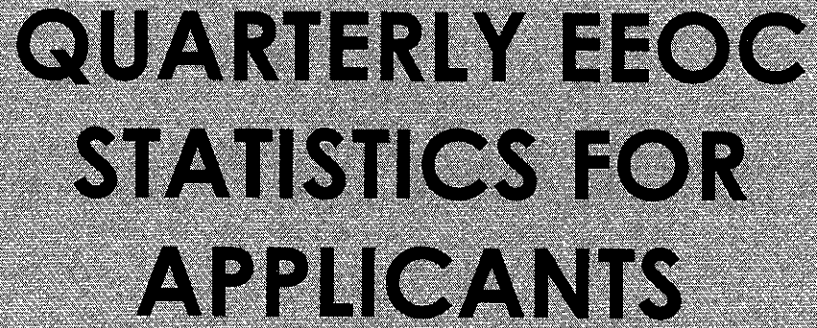
JOB GROUP	TOTALS					MALES							FEMALES							MINORITY %	
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	P %	M %	W %	B %	H %	A %	I %	P %	M %		Minority
Officials and Administrators	2	0	2	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Professionals	1	12	13	8%	92%	100%	0%	0%	0%	0%	0%	0%	83%	0%	17%	0%	0%	0%	17%	2	15%
Technicians	0	4	4	0%	100%	0%	0%	0%	0%	0%	0%	0%	75%	0%	25%	0%	0%	0%	25%	1	25%
Protective Service	12	1	13	92%	8%	83%	8%	8%	0%	0%	0%	17%	100%	0%	0%	0%	0%	0%	0%	2	15%
Paraprofessionals	3	12	15	20%	80%	67%	0%	33%	0%	0%	0%	33%	42%	17%	33%	0%	0%	8%	58%	8	53%
Administrative Support	0	9	9	0%	100%	0%	0%	0%	0%	0%	0%	0%	78%	11%	11%	0%	0%	0%	22%	2	22%
Skilled Craft Workers	0	1	1	0%	100%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0	0%
Service Maintenance	1	5	6	17%	83%	100%	0%	0%	0%	0%	0%	0%	40%	20%	40%	0%	0%	0%	60%	3	50%
TOTAL	19	44	63	30%	70%	84%	5%	11%	0%	0%	0%	16%	66%	9%	23%	0%	0%	0%	34%	18	29%

Note: Data may not add up due to rounding

County of Berks
Analysis of Quarterly Separation Report
2nd Quarter 2019
04/01/2019 - 06/30/2019

JOB GROUP	TOTALS					MALES							FEMALES							MINORITY %		
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	P %	M %	W %	B %	H %	A %	I %	P %	M %		Minority	
Officials and Administrators	1	0	1	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Professionals	8	10	18	44%	56%	88%	0%	0%	13%	0%	0%	13%	100%	0%	0%	0%	0%	0%	0%	0%	1	6%
Technicians	4	3	7	57%	43%	0%	0%	0%	0%	0%	0%	0%	33%	33%	33%	0%	0%	0%	67%	4	57%	
Protective Service	10	1	11	91%	9%	80%	0%	20%	0%	0%	0%	20%	100%	0%	0%	0%	0%	0%	0%	0%	2	18%
Paraprofessionals	3	19	22	14%	86%	33%	33%	33%	0%	0%	0%	67%	47%	26%	21%	5%	0%	0%	53%	12	55%	
Administrative Support	2	8	10	20%	80%	0%	0%	0%	0%	0%	0%	0%	75%	0%	13%	0%	0%	13%	25%	2	20%	
Skilled Craft Workers	1	0	1	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%	
Service Maintenance	7	12	19	37%	63%	71%	29%	0%	0%	0%	0%	29%	58%	8%	33%	0%	0%	0%	42%	7	37%	
TOTAL	36	53	89	40%	60%	75%	11%	11%	3%	0%	0%	25%	64%	13%	19%	2%	0%	0%	36%	28	31%	

Note: Data may not add up due to rounding



**QUARTERLY EEOC
STATISTICS FOR
APPLICANTS**

*County of Berks Affirmative Action Plan
July 1, 2020 – June 30, 2021*

**County of Berks
Analysis of Applicant Flow
3rd Quarter 2018
07/01/2018 - 09/30/2018**

JOB GROUP	TOTALS					MALES							FEMALES							Minority	MINORITY %
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	P %	M %	W %	B %	H %	A %	I %	P %	M %		
Officials and Administrators	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Professionals	4	10	14	29%	71%	75%	0%	25%	0%	0%	0%	25%	0%	10%	50%	0%	0%	0%	60%	7	50%
Technicians	4	0	4	0%	0%	0%	75%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	4	100%
Protective Service	3	1	4	75%	25%	67%	0%	33%	0%	0%	0%	33%	0%	0%	100%	0%	0%	0%	100%	2	50%
Paraprofessionals	0	2	2	0%	100%	0%	0%	0%	0%	0%	0%	0%	50%	50%	0%	0%	0%	0%	50%	1	50%
Administrative Support	2	18	20	10%	90%	100%	0%	0%	0%	0%	0%	0%	0%	17%	6%	0%	0%	0%	39%	7	35%
Skilled Craft Workers	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Service Maintenance	14	21	35	40%	60%	29%	9%	43%	0%	7%	0%	71%	29%	14%	48%	0%	10%	0%	71%	25	71%
TOTAL	27	52	79	34%	66%	41%	22%	33%	0%	4%	0%	59%	42%	15%	33%	0%	10%	0%	58%	46	58%

Note: Data may not add up due to rounding

**County of Berks
Analysis of Applicant Flow
4th Quarter 2018
10/01/2018 - 12/31/2018**

JOB GROUP	TOTALS					MALES							FEMALES							Minority	MINORITY %
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	P %	M %	W %	B %	H %	A %	I %	P %	M %		
	Officials and Administrators	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
Professionals	18	65	83	22%	78%	72%	0%	11%	6%	2%	0%	28%	57%	15%	18%	2%	8%	0%	43%	33	40%
Technicians	3	6	9	0%	0%	0%	11%	67%	0%	0%	0%	100%	50%	0%	50%	0%	0%	0%	0%	3	33%
Protective Service	7	14	21	33%	67%	43%	5%	14%	14%	5%	0%	57%	43%	21%	21%	0%	14%	0%	57%	12	57%
Paraprofessionals	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Administrative Support	18	57	75	24%	76%	89%	1%	6%	0%	0%	0%	11%	56%	11%	30%	2%	2%	0%	44%	27	36%
Skilled Craft Workers	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Service Maintenance	9	6	15	60%	40%	22%	13%	22%	0%	33%	0%	78%	17%	0%	83%	0%	0%	0%	83%	12	80%
TOTAL	55	148	203	27%	73%	62%	9%	15%	4%	11%	0%	38%	53%	13%	27%	1%	5%	0%	45%	87	43%

Note: Data may not add up due to rounding

**County of Berks
Analysis of Applicant Flow
1st Quarter 2019
01/01/2019 - 03/31/2019**

JOB GROUP	TOTALS					MALES							FEMALES							MINORITY %	
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	P %	M %	W %	B %	H %	A %	I %	P %	M %		Minority
Officials and Administrators	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Professionals	1	11	12	8%	92%	100%	0%	0%	0%	0%	0%	0%	82%	9%	9%	0%	0%	0%	18%	2	17%
Technicians	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Protective Service	9	6	15	60%	40%	0%	11%	78%	0%	11%	0%	100%	0%	33%	67%	0%	0%	0%	100%	15	100%
Paraprofessionals	7	41	48	15%	85%	14%	71%	14%	0%	0%	0%	86%	49%	17%	22%	2%	10%	0%	51%	27	56%
Administrative Support	0	14	14	0%	100%	0%	0%	0%	0%	0%	0%	0%	7%	14%	79%	0%	0%	0%	93%	13	93%
Skilled Craft Workers	0	1	1	0%	100%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0	0%
Service Maintenance	10	27	37	27%	73%	0%	50%	40%	0%	10%	0%	100%	22%	7%	67%	0%	4%	0%	78%	31	84%
TOTAL	27	100	127	21%	79%	7%	41%	44%	0%	7%	0%	93%	37%	14%	43%	1%	5%	0%	63%	88	69%

Note: Data may not add up due to rounding

**County of Berks
Analysis of Applicant Flow
2nd Quarter 2019
04/01/2019 - 06/30/2019**

JOB GROUP	TOTALS					MALES							FEMALES							MINORITY %	
	Male	Female	Total	Male %	Female %	W %	B %	H %	A %	I %	P %	M %	W %	B %	H %	A %	I %	P %	M %		Minority
Officials and Administrators	1	1	2	50%	50%	100%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0	0%
Professionals	4	3	7	57%	43%	25%	0%	75%	0%	0%	0%	75%	0%	33%	67%	0%	0%	0%	100%	6	86%
Technicians	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Protective Service	5	4	9	56%	44%	20%	20%	60%	0%	0%	0%	80%	25%	50%	25%	0%	0%	0%	75%	7	78%
Paraprofessionals	0	21	21	0%	100%	0%	0%	0%	0%	0%	0%	0%	19%	19%	52%	0%	10%	0%	81%	17	81%
Administrative Support	2	19	21	10%	90%	50%	0%	50%	0%	0%	0%	50%	47%	0%	53%	0%	0%	0%	53%	11	52%
Skilled Craft Workers	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0	0%
Service Maintenance	17	23	40	43%	58%	41%	12%	41%	0%	6%	0%	59%	30%	4%	61%	0%	4%	0%	70%	26	65%
TOTAL	29	71	100	29%	71%	38%	10%	48%	0%	3%	0%	62%	31%	11%	54%	0%	4%	0%	69%	67	67%

Note: Data may not add up 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, 2020 – June 30, 2021**

**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.