

September 14, 2012

MEMORANDUM 050-12HR

TO: Agency Administrators
FROM: Andy Snuggs, Deputy Director of Human Resources
VIA: Rip Colvin, Executive Director
RE: FY 2011-2012 Affirmative Action Plan

Once again, the time has arrived to begin preparing for your Affirmative Action Plans. If you would like the Justice Administrative Commission (JAC) to complete your plan, we will need the following information:

1. The EEO breakdown 06-30-2012 Ending Workforce
2. The EEO breakdown 07-01-2011 Beginning Workforce
3. The EEO breakdown FY11-12 Applicants for Hire
4. The EEO breakdown FY11-12 New Hires
5. The EEO breakdown FY11-12 Applicants for Promotion
6. The EEO breakdown FY11-12 Terminations
7. The EEO breakdown FY11-12 Promotions

Please complete and return the attached worksheet **by close of business on September 21, 2012**. Once your information is received, your report will be completed by JAC and returned to you for verification and final submission.

Please let us know by the above date if you plan to complete your own plan. Likewise, if you plan to complete your own plan, please submit a copy (Exhibits 1-7, plus the narrative component) to JAC for our records.

If you have any questions, or need assistance with the data collection, please contact Andy Snuggs at Andy.Snuggs@jac.myflorida.com or (850) 488-2415, ext. 291.

Attachment

Please note my email address has changed to Andy.Snuggs@jac.myflorida.com.

Andy Snuggs, Deputy Director of Human Resources

Human Resources

227 North Bronough Street, Suite 2100

Tallahassee, FL 32301

Phone: (850) 488-2415, ext. 291

Fax: (850) 922-9445

Email: Andy.Snuggs@jac.myflorida.com

CIRCUIT: _____

COMPLETED BY: _____

FY2011-2012 AFFIRMATIVE ACTION PLAN DATA

EEO CAT		MALE				FEMALE					
		TOT	WHITE	BLACK/ AFRICAN AMERICAN	HISPANIC/ LATINO	OTHER	TOT	WHITE	BLACK/ AFRICAN AMERICAN	HISPANIC/ LATINO	OTHER
01	06-30-2012 ENDING WORKFORCE	0					0				
	07-01-2011 BEGINNING WORKFORCE	0					0				
	APPLICANTS FOR HIRE	0					0				
	NEW HIRES	0					0				
	APPLICANTS FOR PROMOTION	0					0				
	PROMOTIONS	0					0				
	TERMINATIONS	0					0				
02	06-30-2012 ENDING WORKFORCE	0					0				
	07-01-2011 BEGINNING WORKFORCE	0					0				
	APPLICANTS FOR HIRE	0					0				
	NEW HIRES	0					0				
	APPLICANTS FOR PROMOTION	0					0				
	PROMOTIONS	0					0				
	TERMINATIONS	0					0				
03	06-30-2012 ENDING WORKFORCE	0					0				
	07-01-2011 BEGINNING WORKFORCE	0					0				
	APPLICANTS FOR HIRE	0					0				
	NEW HIRES	0					0				
	APPLICANTS FOR PROMOTION	0					0				
	PROMOTIONS	0					0				
	TERMINATIONS	0					0				
05	06-30-2012 ENDING WORKFORCE	0					0				
	07-01-2011 BEGINNING WORKFORCE	0					0				
	APPLICANTS FOR HIRE	0					0				
	NEW HIRES	0					0				
	APPLICANTS FOR PROMOTION	0					0				
	PROMOTIONS	0					0				
	TERMINATIONS	0					0				
06	06-30-2012 ENDING WORKFORCE	0					0				
	07-01-2011 BEGINNING WORKFORCE	0					0				
	APPLICANTS FOR HIRE	0					0				
	NEW HIRES	0					0				
	APPLICANTS FOR PROMOTION	0					0				
	PROMOTIONS	0					0				
	TERMINATIONS	0					0				
08	06-30-2012 ENDING WORKFORCE	0					0				
	07-01-2011 BEGINNING WORKFORCE	0					0				
	APPLICANTS FOR HIRE	0					0				
	NEW HIRES	0					0				
	APPLICANTS FOR PROMOTION	0					0				
	PROMOTIONS	0					0				
	TERMINATIONS	0					0				