

September 13, 2011

MEMORANDUM 076-11HR

TO: Agency Administrators

FROM: Bobbie Chappell, Director of Human Resources

VIA: Rip Colvin, Executive Director

RE: FY 2010-2011 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 06-30-2011 Ending Workforce
2. The EEO breakdown 07-01-2010 Beginning Workforce
3. The EEO breakdown FY10-11 Applicants for Hire
4. The EEO breakdown FY10-11 New Hires
5. The EEO breakdown FY10-11 Applicants for Promotion
6. The EEO breakdown FY10-11 Terminations
7. The EEO breakdown FY10-11 Promotions

Please complete and return the attached worksheet **by close of business on September 21, 2011**. 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 SnuggsA@justiceadmin.org or (850) 488-2415, ext. 238.

Attachment

CIRCUIT: _____

COMPLETED BY: _____

FY2010-2011 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	06-30-2011 ENDING WORKFORCE	0					0				
	07-01-2010 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	06-30-2011 ENDING WORKFORCE	0					0				
	07-01-2010 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	06-30-2011 ENDING WORKFORCE	0					0				
	07-01-2010 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	06-30-2011 ENDING WORKFORCE	0					0				
	07-01-2010 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	06-30-2011 ENDING WORKFORCE	0					0				
	07-01-2010 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	06-30-2011 ENDING WORKFORCE	0					0				
	07-01-2010 BEGINNING WORKFORCE	0					0				
	APPLICANTS FOR HIRE	0					0				
	NEW HIRES	0					0				
	APPLICANTS FOR PROMOTION	0					0				
	PROMOTIONS	0					0				
	TERMINATIONS	0					0				