

# Maryland

## Department of Budget and Management



## Annual Statewide Equal Employment Opportunity Report - Fiscal Year 2016



Larry Hogan, Governor • Boyd K. Rutherford, Lt. Governor • David R. Brinkley, Secretary

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# **SECTION ONE**

## **EXECUTIVE**

## **SUMMARY**

# **SECTION 1: EXECUTIVE SUMMARY**

## **Commitment to Equal Employment Opportunity**

The State of Maryland is committed to the principle of equal employment opportunity for all employees and further provides a fair opportunity to work in an environment free of discrimination, harassment and retaliation. The State Personnel and Pensions Article of the Annotated Code of Maryland, Title 5, Subtitle 2 establishes the Equal Employment Opportunity program for State government. It ensures a system based on merit and fitness and without regard to age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation and any other non-merit factor. The State's responsibility to fair employment practices is highlighted in Executive Order 01.01.2007.16 Code of Fair Employment Practices which is provided on pages 75-82.

Further, State employees in the Executive Branch of State government are held to the highest possible ethical standards. Governor Larry Hogan showed that this was a priority for his Administration when he issued his first executive order, Executive Order 01.01.2015.07, outlining standards of conduct for executive branch employees. "Integrity will be of the utmost importance in the Hogan-Rutherford administration and as such, I expect every person who serves in the Executive Branch to adhere to these standards at all times," Governor Hogan said when he signed the order. "This is the right thing to do, and it ensures that good government practices will be in place from the top to the bottom of my administration."

As State employees, we shall also adhere to all applicable laws and regulations that provide equal opportunity for all Marylanders regardless of any protected discriminatory basis and avoid any actions that appear to violate applicable laws, regulations and ethical standards. Governor Hogan said it best when he signed that first Executive Order, "Serving the people of Maryland is a privilege and an honor, and shall be treated as such. Marylanders are looking to us to lead by example."

The Office of the Statewide Equal Employment Opportunity Coordinator will spearhead this commitment by carrying out its mission to: administer and enforce State and federal EEO laws and policies; promote a work environment free of any unlawful discrimination, harassment and retaliation; and assist in the building of a well-diversified workforce of Maryland State government employees and applicants.

## **2016 EEO Highlights**

During calendar 2016, the Office of the Statewide EEO Coordinator engaged State agencies and the State's EEO professionals in a number of EEO program activities and assisted agencies in becoming model employers. The office continues to focus on compliance, training, outreach, and diversity awareness.

In order to ensure compliance with State and federal EEO laws, policies and practices, the OSEEOC has continued to conduct ongoing compliance audits to review and monitor the EEO programs in each State agency. The office conducted three agency compliance audits in 2016 and

provided each agency with an exit report detailing compliance concerns, as well as potential improvements to their EEO programs.

Through enhanced training and outreach activities, the office strove to increase the skills and knowledge of the State's EEO professionals. Specific activities included:

- Refresher training on EEO laws, diversity, and investigative techniques for State EEO and Fair Practices Officers.
- Ongoing guidance and training to Americans with Disabilities Act coordinators in partnership with the Department of Disabilities.
- Improvement of the DBM/EEO website to include EEO best practices, laws, forms, and resources.
- Continuation of the EEO Connection – a quarterly EEO newsletter that includes EEO law updates, noteworthy court rulings, a diversity corner and community awareness information.
- Faith in the Workplace Symposium – The event was held on Thursday, July 21, 2016, in collaboration with the Maryland Commission on Civil Rights and the University of Baltimore. The event was attended by approximately 63 EEO professionals. The event afforded participants with the benefits of learning about faiths/religions such as Islam, Hinduism, Judaism, Seventh-day Adventist and more. Dynamic speakers delivered energetic and engaging workshops on these topics.
- A movie and discussion series that showcase films that include an EEO component.
- Providing guidance and technical assistance to agency Fair Practices, EEO and ADA officers and other agency officials and employees.
- Providing training and instruction on non-visual access for individuals with sight impairments.

During 2016, the office intends to continue training for EEO professionals across the State, conducting compliance audits of agency EEO efforts to ensure consistency with State and federal reporting requirements, producing and distributing educational material to ensure that all employees fully understand their rights and protections, and investigating agency appeal and whistleblower complaints.

## **Data Analysis**

Detailed EEO statistical and demographic workforce data for fiscal 2016 and trends since fiscal 2011 are presented in Sections 3-10. Notable findings and trends are discussed briefly below.

### Workforce Diversity

Maryland State government employs individuals from a wide range of racial and ethnic groups. Minorities make up half of the State's workforce (Exhibit 1) and African Americans

represent a larger share of the State government's workforce compared to Maryland's Civilian Labor Force (CLF), (Exhibit 2). Minorities represent a slightly larger share of State government's workforce than in 2011, while the percentage of females decreased from 56% in fiscal 2011 to 55% in fiscal 2016 (Exhibit 3).

During fiscal 2016, new hires continued to add to the diversity of the workforce with women accounting for 76% of new hires, minorities accounting for more than half and African-Americans accounting for 54% (Exhibits 4 and 5). In each of the last five years, women and minorities each have represented more than half of all new hires.

Favorable trends in minority hiring are reflected in the demographics of the State workforce by age. Approximately 45% of State workers under the age of 50 are African-American. African-Americans make up 44% of workers between 50-59, and 35% of workers age 60-69 (Exhibit 6)<sup>1</sup>.

### Advancement Opportunities

In fiscal 2016, women and minorities generally received promotions or upward reclassifications at rates consistent with their share of the workforce. Women – who represent 55% of the workforce - accounted for 54% of all promotions and 54% of reclassifications. African-Americans – who represent 44% of the workforce – accounted for 35% of the promotions and 37% of the reclassifications (Exhibit 7).

### Disciplinary Personnel Transactions

African-Americans were over-represented with respect to terminations (56%) in fiscal 2016. The percentage of suspensions for African-Americans has decreased from 66% in 2015 to 59% in 2016. There was only one African American disciplinary demotion in fiscal 2015 compared to 31 in fiscal 2016 (Exhibit 8).

### Disparities Remain

Although women and minorities are well represented in State government, significant disparities remain between the genders and races with respect to employment responsibilities and pay. Whites, for example, hold 70% of positions classified as Officials and Administrators and 52% of positions classified as Professionals. African-Americans in contrast hold 77% of the Service/Maintenance positions. With respect to special appointments, 70% are White and 28% are African-American.

Women are also under-represented in certain job categories. They are less likely than men to serve as Protective Service Workers (9% of sworn officers and 39% of non-sworn officers), but are far more likely than men to serve in Administrative Support positions (88%).

The disparities in job categories contribute to differences in the salaries paid to men and women and whites and minorities. Male employees were paid an average of \$5,015 more than female employees in fiscal 2016, while Whites were paid an average of \$8,947 more than African-Americans and \$2787 more than other minorities (Exhibit 9).

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<sup>1</sup> The data includes SPMS, Historic St. Mary's, MD Food Center Authority, MD Stadium Authority and MD African American Museum Corp.

The salary gap between men and women of the same race however dropped from 2011 to 2016 for Whites and African-Americans. Salaries of white men exceeded those of white women by \$4,665 in 2016, a decrease over the \$5,217 gap in 2011. The gap between African-American males and females fell from \$2,309 in 2011 to \$1,702 in 2016.

The greatest impediment to closing the salary gap for African-Americans is their disproportionate share of low paying jobs. African-Americans hold more than half of positions classified as Grade 9 or below. The grade with the largest number of African-American workers is Grade 13, which pays a maximum of \$57,808.

To address the disparity issues, the State has expanded its current relationships with Historically Black Colleges and Universities and professional organizations and its participation in job fairs that may be sources for African-American, Latino and other diversity recruitment. Launching of the new recruitment module of the Automated Statewide Personnel System has enhanced the ability of applicants to search for employment opportunities in the State. The State continues to use the Internet, Facebook, and Twitter to share job announcements. In addition, partnerships and alliances have been expanded with minority and disability professional organizations to engage their membership, increase networking opportunities and inform them about employment opportunities in State government. The State has also added a diversity statement to the State job application to affirm its commitment to equal employment opportunity and encourage diverse group members to apply for State positions.

To build on its continuing commitment to becoming a Model Employer of People with Disabilities, State government has taken a leading role in facilitating and advancing opportunities for Marylanders with disabilities to be employed by: appointing a Statewide Coordinator for Employment of People with Disabilities; expanding the Quest Internship Program for individuals with disabilities to include placing the names of individuals who complete the program on DBM's Special Options Eligible List to be considered for permanent positions within State government; collaborating and partnering with other States to identify best practices for employment of people with disabilities; and effective October 1, 2016, awarding job applicants with disabilities (as defined by the Americans with Disabilities Act) a five- point preference credit on selection test.

As part of our proactive efforts, the State has created a new online learning management system, The HUB, which provides State employees the ability to browse and register for training on various professional development courses. Courses available on The Hub include training presentations on EEO, harassment and disability awareness in the workplace. In addition, the State continues to publish policies covering sexual harassment prevention, reasonable accommodations, and non-discrimination in various formats, including print and web-based. The State continues to train managers and supervisors to recognize and avoid unequal treatment of protected group members and to enhance their skills in maintaining equal employment consideration in decisions regarding hiring, promotions, work assignments, employee development, training, evaluations, counseling, and discipline. The State's desire is to maintain a work environment that attracts, engages, and retains a proficient and diverse workforce that can excel and meet the dynamic challenges of State government service.



## Other Data

Other data included in the report focus on the State's success in meeting requests for reasonable accommodations for disabled workers, trends in discrimination complaints, and employment at public higher education institutions. Notable findings include:

- 410 reasonable accommodation requests were received from State employees and applicants for State employment in fiscal 2016. 80% of the requests were granted.
- Complaints of discrimination decreased from 495 in fiscal 2015, to 465 in fiscal 2016.
- The majority of employees at the University System of Maryland (58%) and St. Mary's College of Maryland (77%) were white. Approximately 51% of faculty and research positions in the System were filled by whites. Females comprised 53% of the workforce; while males comprised 47% of the workforce.
- African-Americans composed the majority of workers at Morgan State University (74%) and Baltimore City Community College (69%). Women held 51% of the positions at Morgan State University and 60% of the positions at Baltimore City Community College.

Exhibit 1

### Statewide Workforce by Race

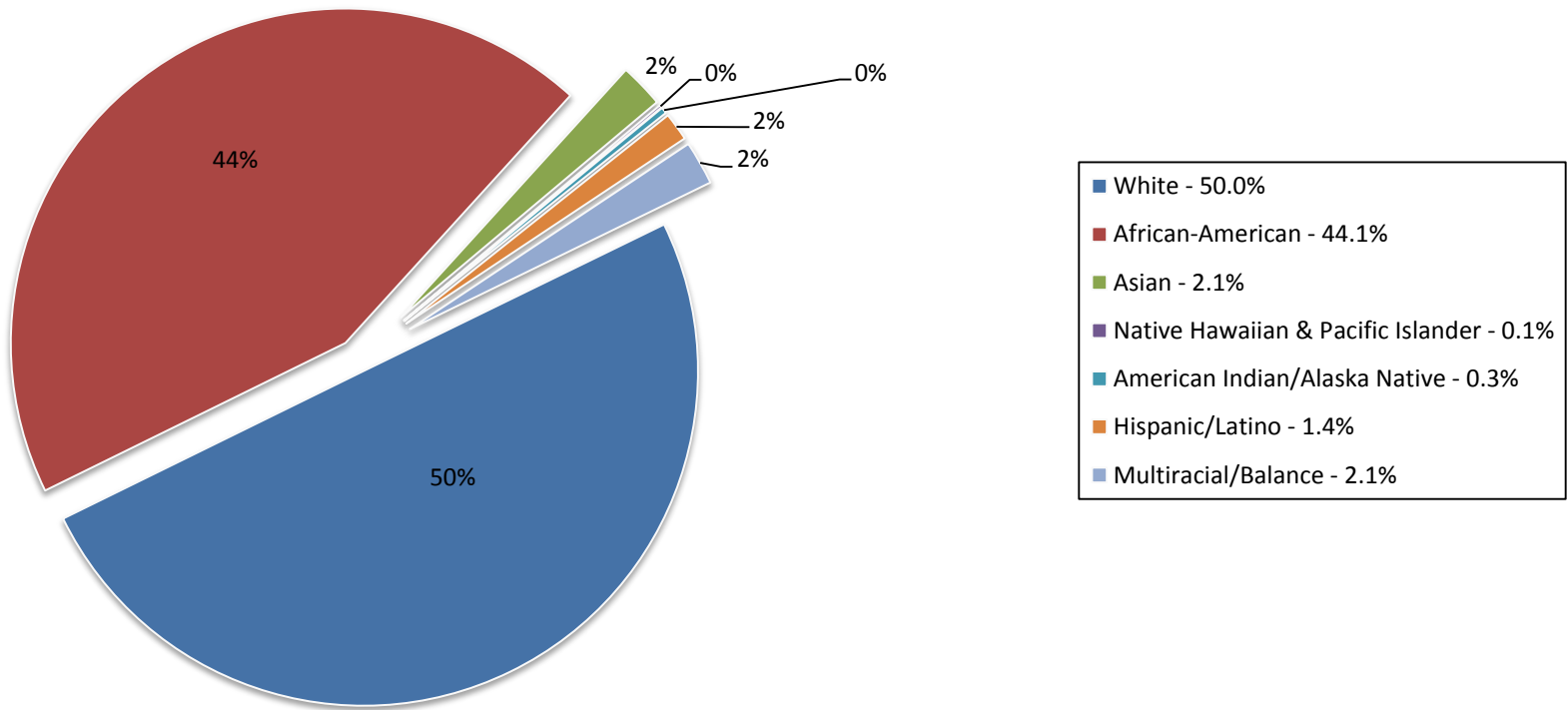


Exhibit 2

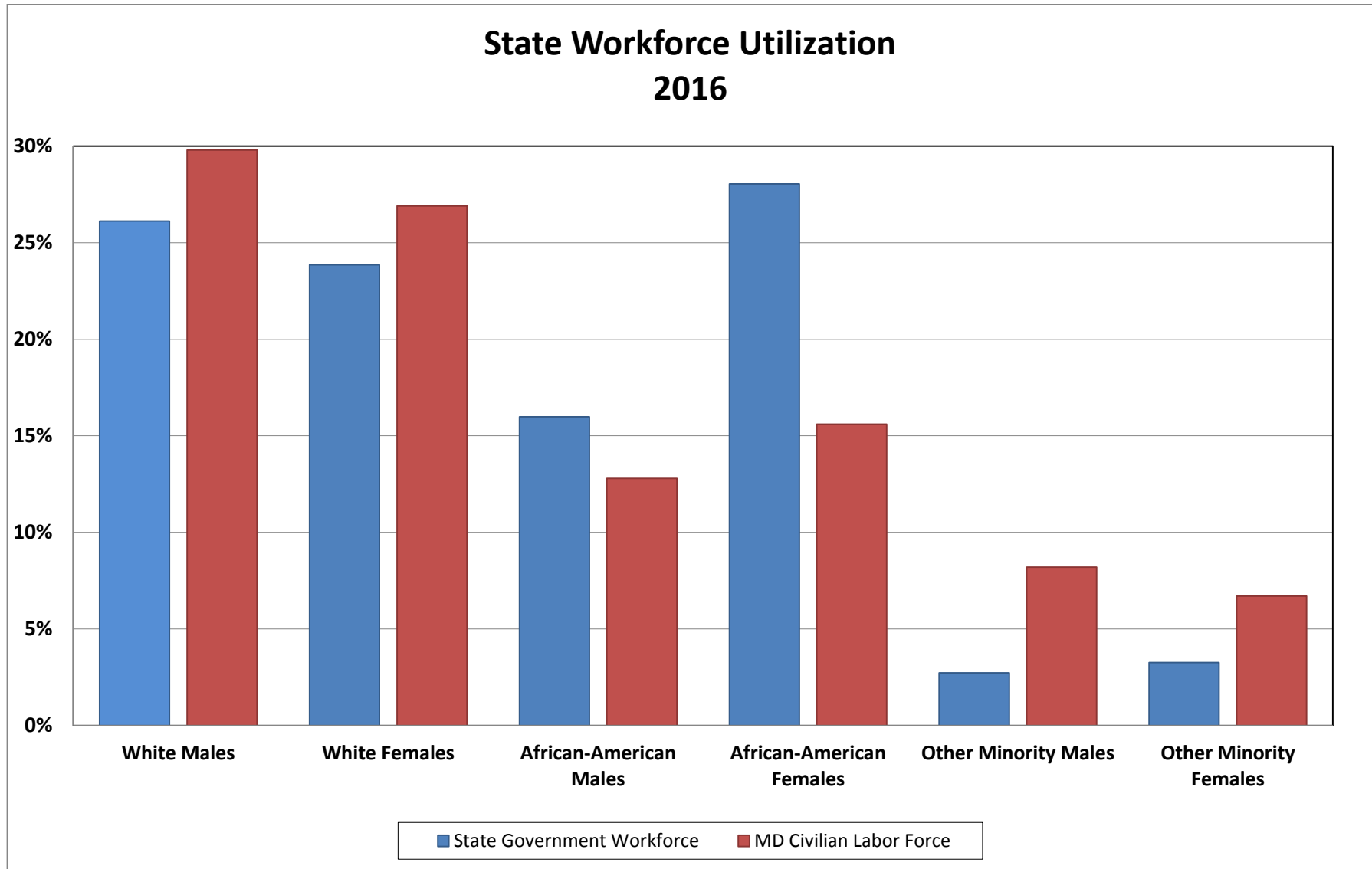


Exhibit 3

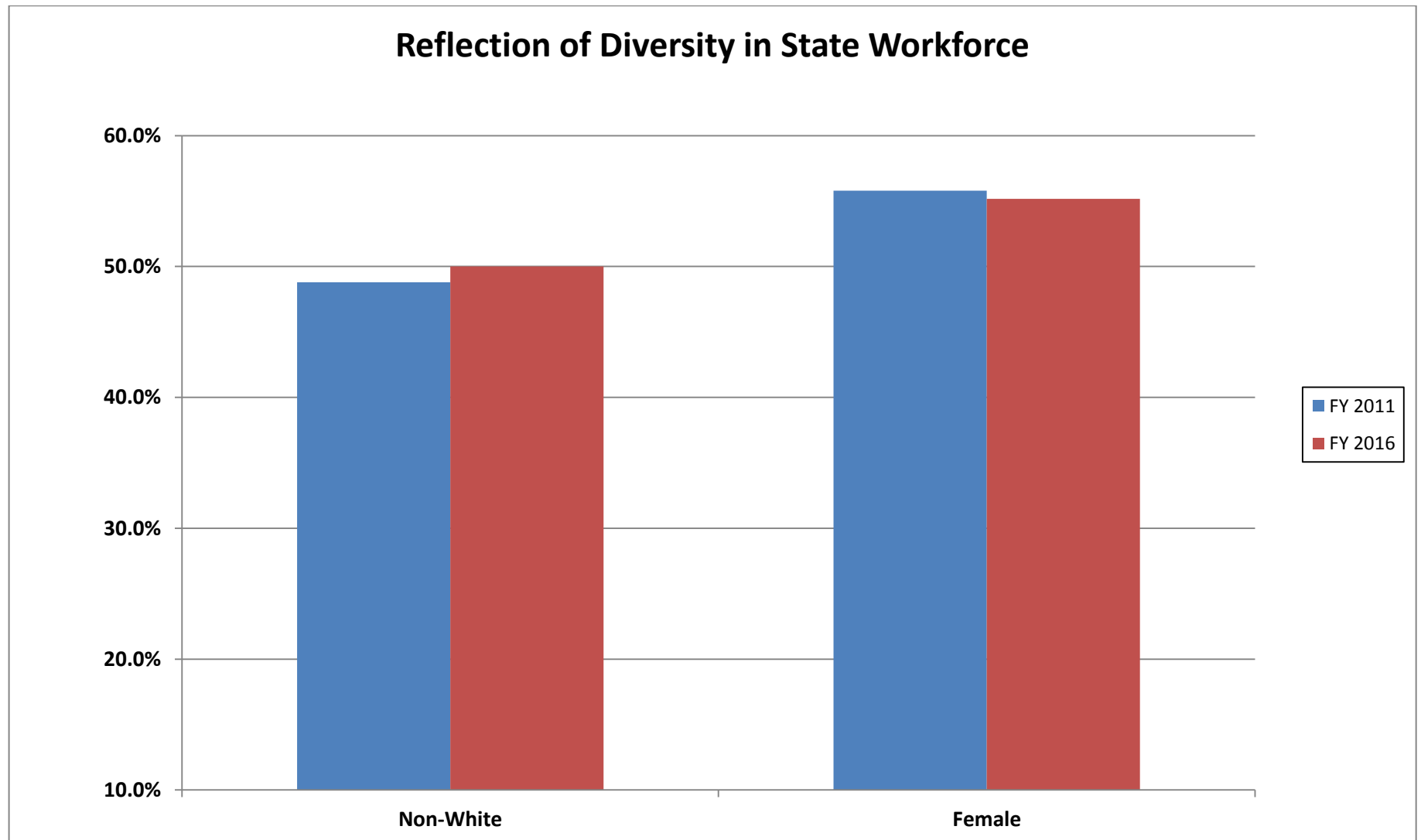


Exhibit 4

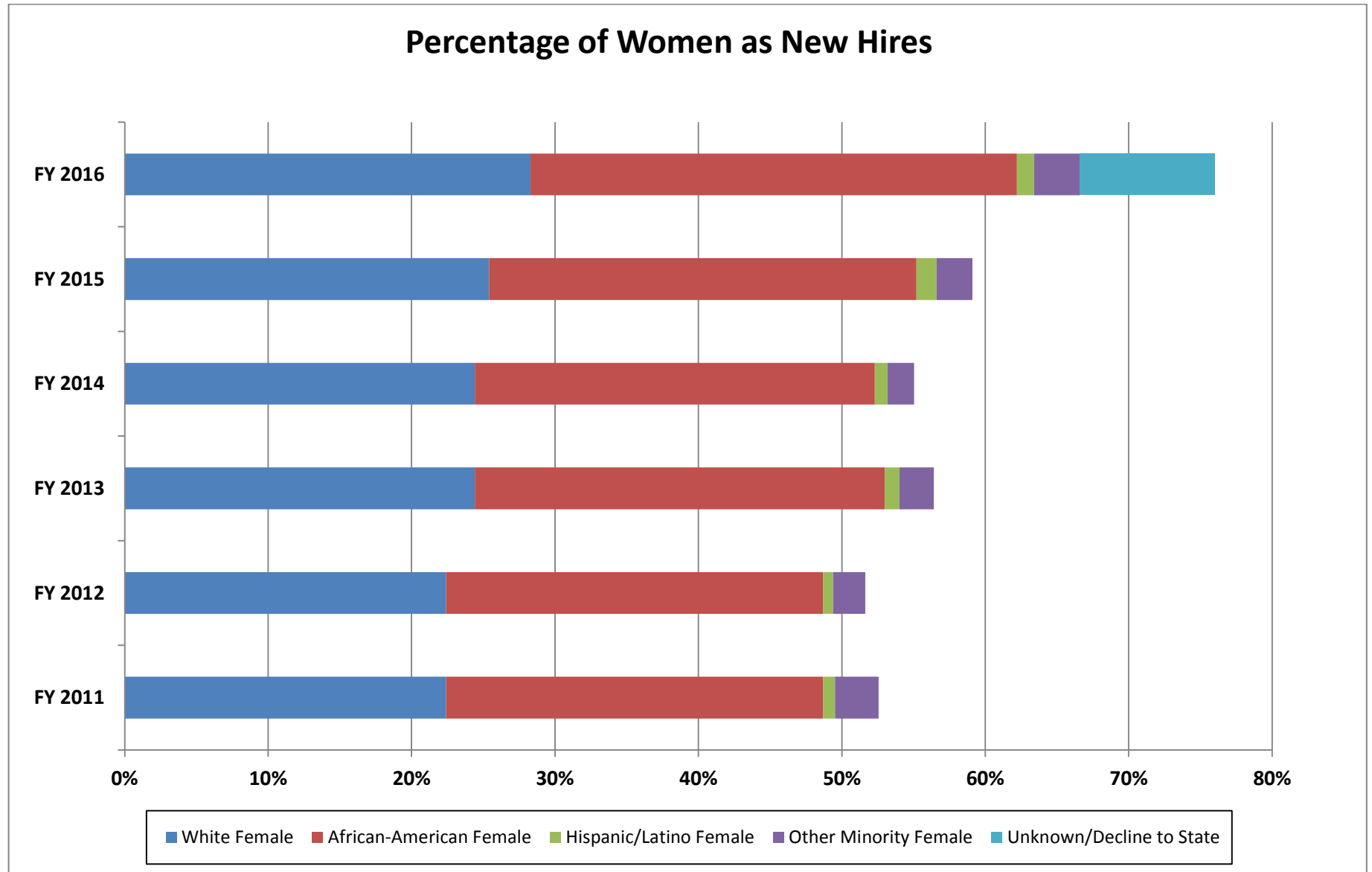


Exhibit 5

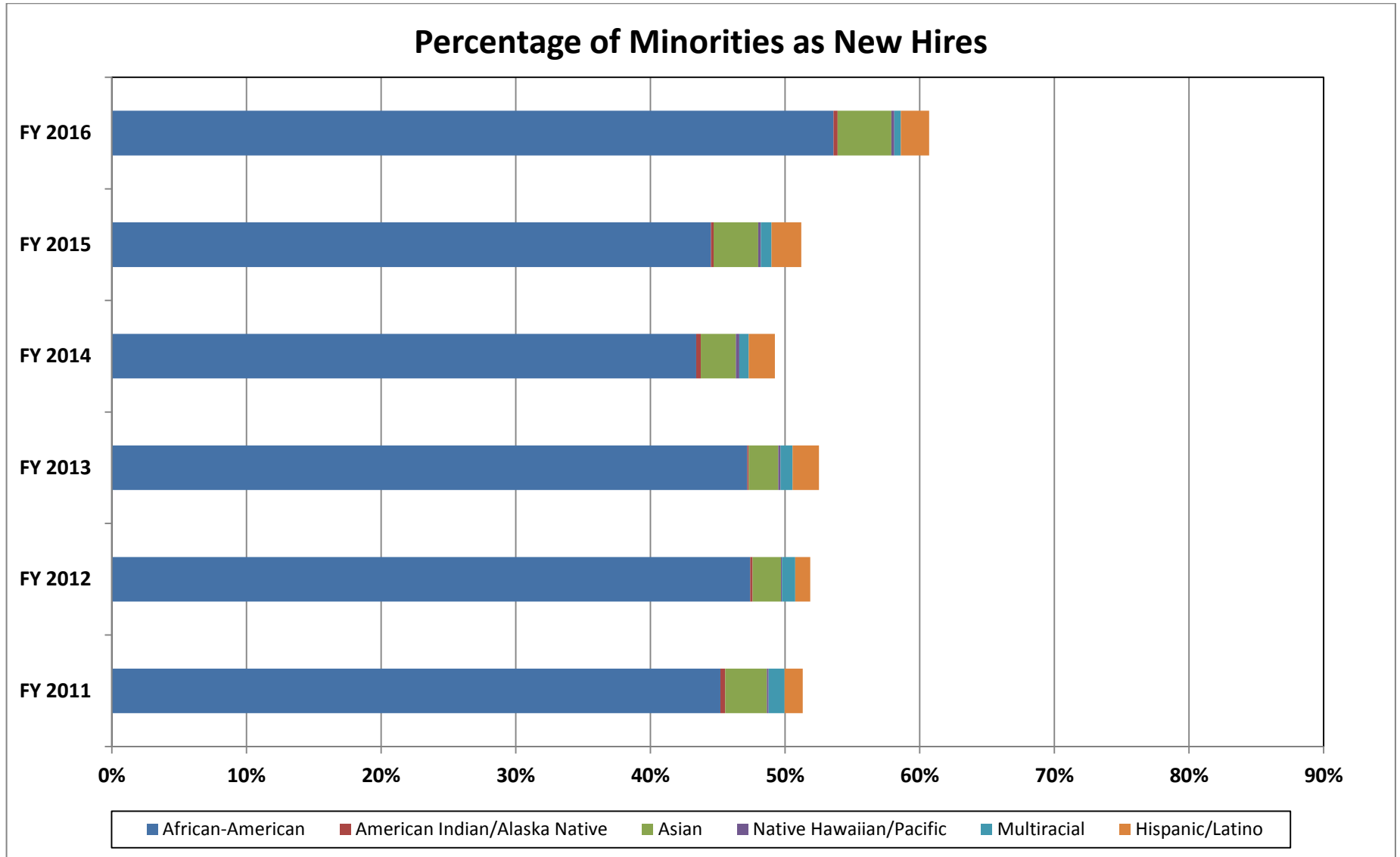


Exhibit 6

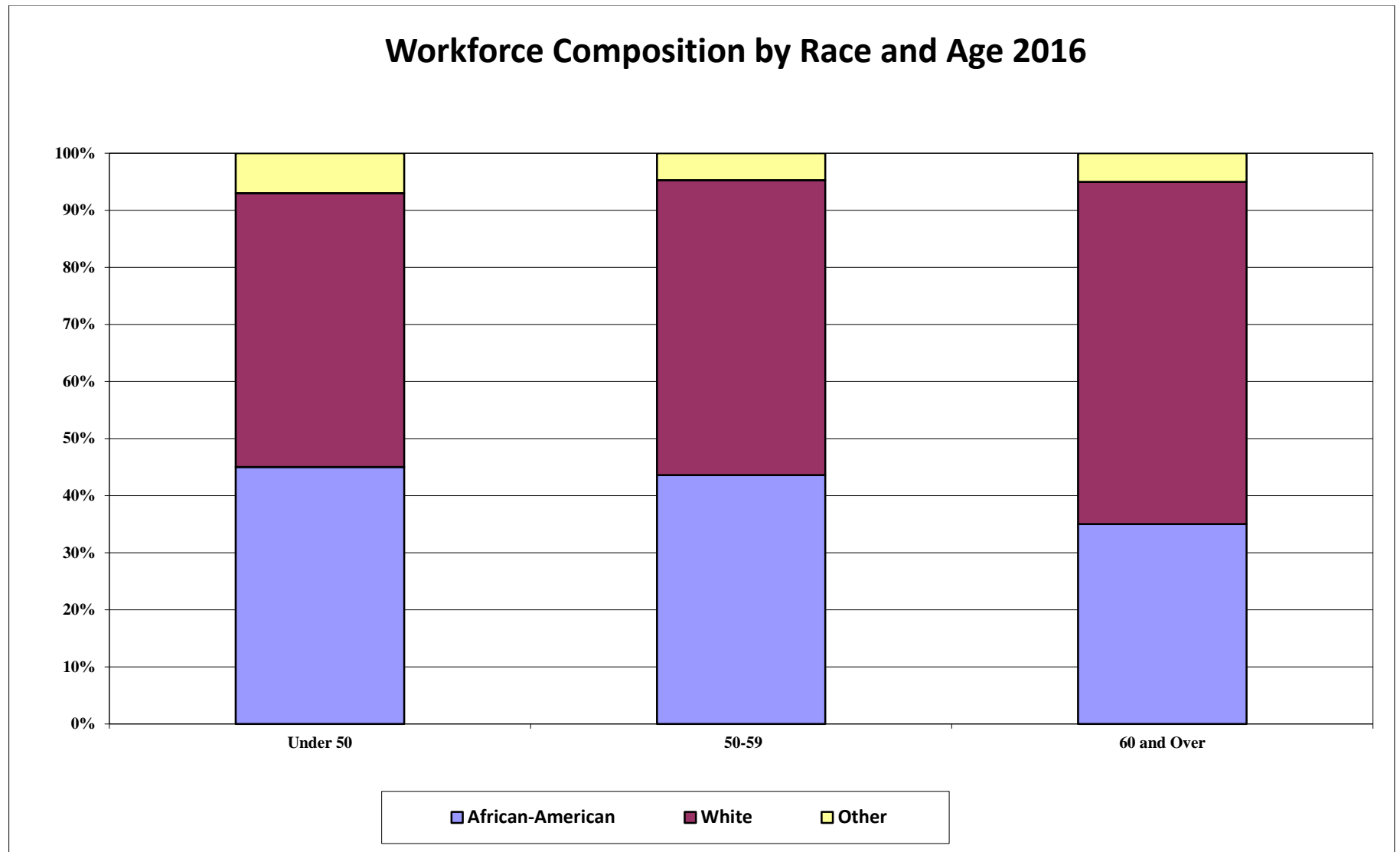


Exhibit 7

### Comparison of Promotions & Reclassifications for Women and Minorities

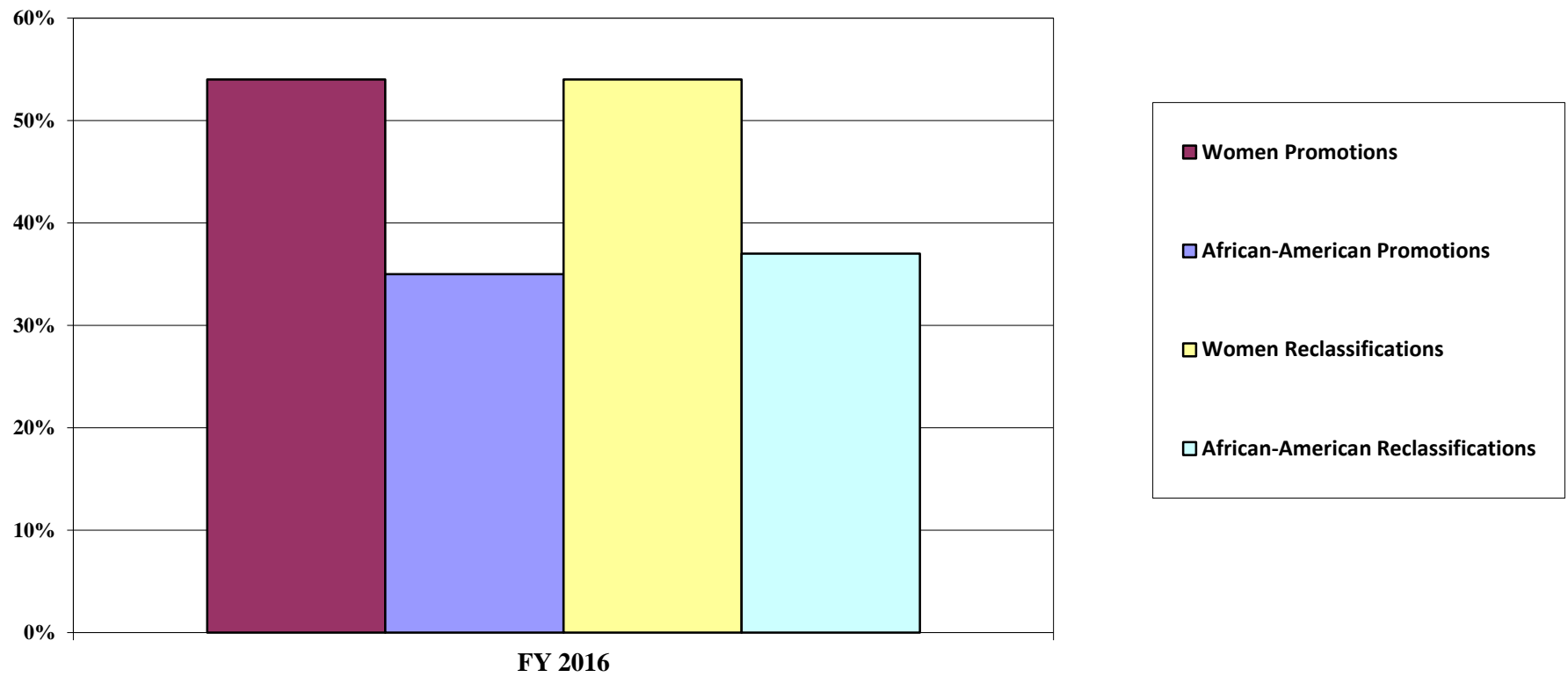




Exhibit 8

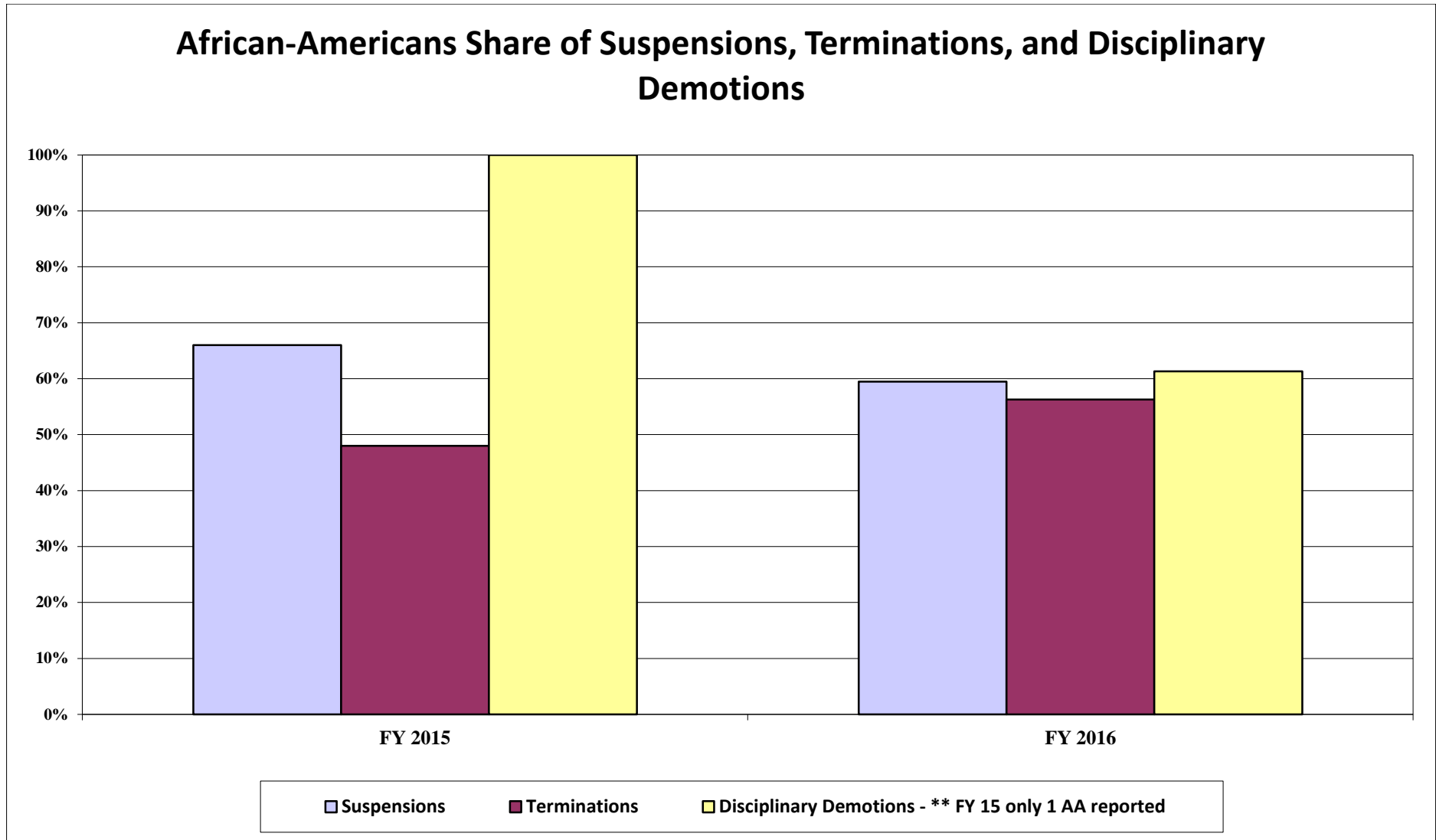


Exhibit 9

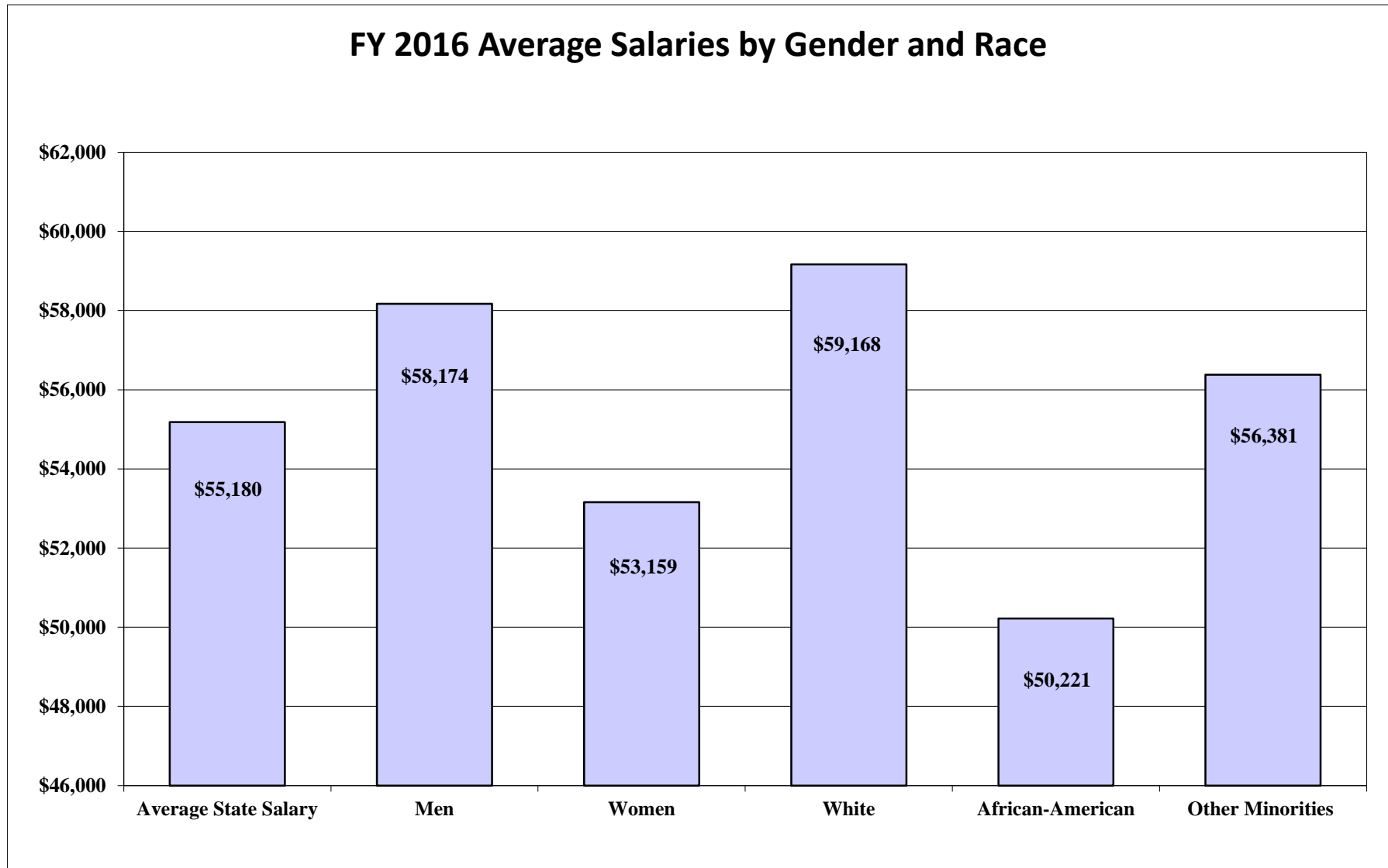
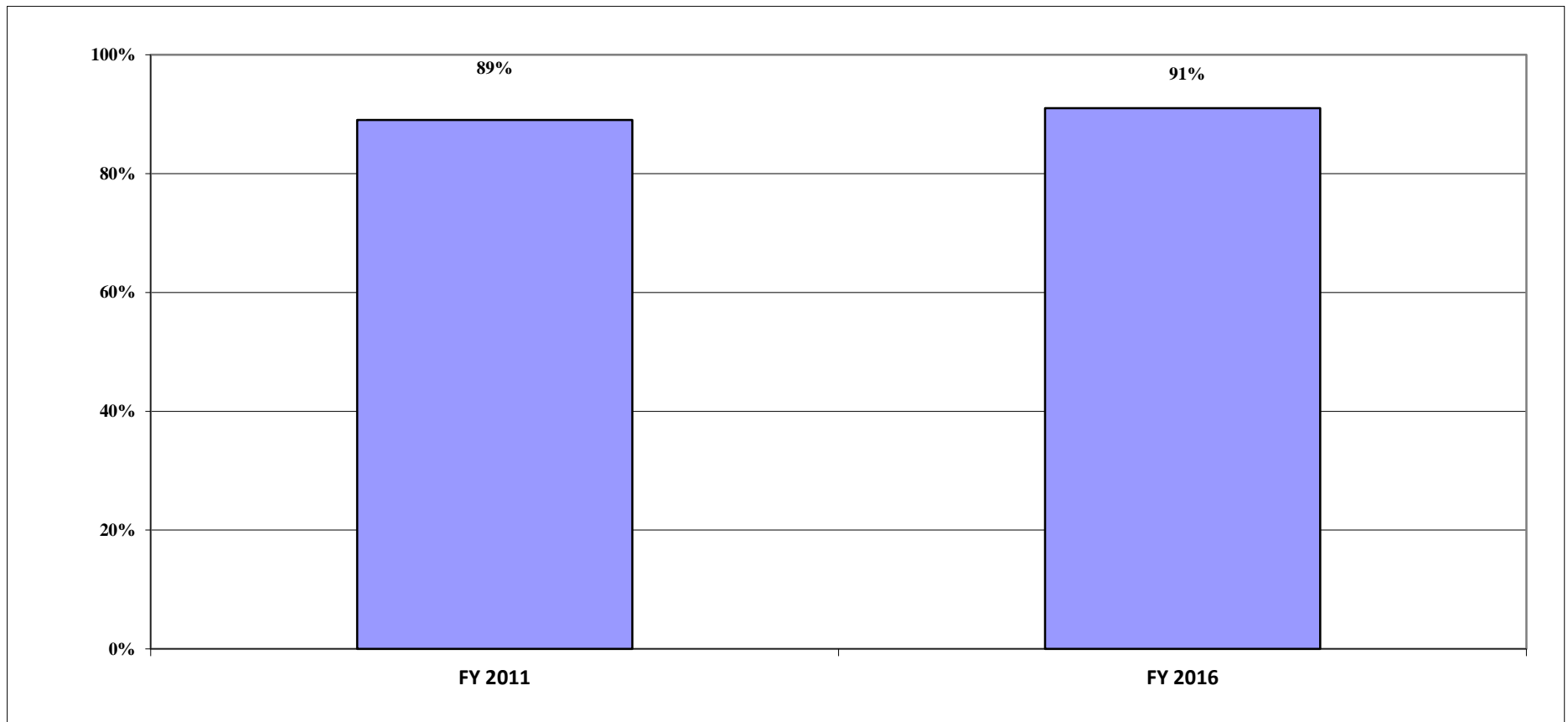


Exhibit 10

### Average Salary for Women Trails Average Salary for Men



# **SECTION TWO**

## **INTRODUCTION**

## INTRODUCTION

### POLICY STATEMENT

It is the policy of the State of Maryland to prohibit discrimination in any personnel action concerning any employee or applicant for employment on the basis of age, ancestry, color, creed, genetic information, gender identity and expression, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation. The State of Maryland is committed to providing a work environment free from discrimination and protecting all State employees from discrimination. The Equal Employment Opportunity Program ensures that State government maintains a qualified diverse workforce and investigates and resolves allegations of discrimination and unlawful hiring practices in the work place.

Recognizing that the State's workforce should reflect the diversity of the population it serves, the State's Executive Branch and independent agencies consistently strive to attract and select highly qualified individuals from the most diverse group possible. The State recognizes and honors the value and dignity of every employee and is committed to providing a work environment that complies with applicable federal and State laws and guidelines, and is free of discrimination, harassment and retaliation.

The State of Maryland's Equal Employment Opportunity Policy is administered in accordance with the following principles:

- Discrimination by State managers, supervisors and employees **will not be tolerated**. The recruitment, selection, appointment, compensation, assignment, promotion, transfer, discipline, and discharge of State employees shall be made without regard to age, ancestry, color, creed, genetic information, gender identity and expression, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.
- Harassment of employees for any reason prohibited by law, including sexual harassment, is employment discrimination, and **will not be tolerated**.
- Cabinet officials, department heads, and heads of independent agencies in State government are expected to take appropriate measures to ensure that their agencies adhere to the State's policy regarding unfair employment practices.
- Agency directors shall ensure that their designated Fair Practices Officers are known to all employees in their respective agencies, and that these officers have the support and responsibilities consistent with relevant provisions of State law and the Executive Order – Code of Fair Employment Practices.

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- Employees are encouraged to resolve complaints of discrimination at the lowest possible level by contacting their Equal Employment Opportunity or Americans with Disabilities Act Officers. Investigations of complaints of discrimination or harassment will be conducted promptly and thoroughly, and appropriate disciplinary action will be taken against any employee violating State EEO policies.
- Employees will not be subjected to any form of retaliation for filing a complaint of discrimination or harassment, participating in an investigation of a complaint of discrimination or harassment, or for objecting to a discriminatory or other illegal or inappropriate action or practice.
- The Secretary of the Department of Budget and Management is responsible for the oversight of the State of Maryland's EEO Policy. The Statewide EEO Coordinator is responsible for ensuring statewide compliance with the State's EEO policies and practices and administering the State's EEO Program.

## **THE OFFICE OF THE STATEWIDE EQUAL EMPLOYMENT OPPORTUNITY COORDINATOR**

In accordance with Title 5, Subtitles 2 and 3 of the State Personnel and Pensions Article, the Statewide Equal Employment Opportunity Coordinator administers and enforces the State's EEO Program. The Coordinator performs under the direction and supervision of the Deputy Secretary of the Department of Budget and Management. The Coordinator is responsible for implementing the State's EEO laws, policies and procedures and serves as the State's point of contact regarding EEO related concerns. The Coordinator's office also conducts investigations of discrimination, unfair employment practices, and whistleblower complaints.

In addition to administering and enforcing the State's EEO program, the Office coordinates the activities of the agency Fair Practices Officers, EEO Officers, and the Americans with Disabilities Act (ADA) Officers in accordance with the Executive Order Code of Fair Employment Practices.

The OSEEOC is responsible for the following specific tasks:

- Monitoring and evaluating activities, policies and practices of Maryland State government to ensure they are in compliance with State and federal employment provisions and the Executive Order on Fair Employment Practices;
- Reviewing and investigating appeals of decisions in EEO complaints filed against Executive Branch agencies, including agencies with independent personnel systems and the University System of Maryland, and, as designee of the Secretary, for investigating whistleblower complaints filed against such agencies, with the exception of those filed against the Department of Budget and Management;
- Making certain that State employees understand the State's EEO policies and their rights and responsibilities;
- Coordinating and implementing training on such topics as ADA, Sexual Harassment, Diversity and EEO laws;
- Monitoring discrimination complaints against State agencies filed with the U.S. Equal Employment Opportunity Commission, the Maryland Commission on Civil Rights and other external enforcement agencies;

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- Conducting Agency Audit Compliance Reviews;
- Assisting agency Fair Practices, Equal Employment Opportunity and Americans with Disabilities Act Officers with enforcement efforts;
- Partnering with the Maryland Department of Disabilities to provide ongoing education and assistance to the ADA Officers;
- Providing consultation and technical assistance to agency Fair Practices, EEO, and ADA officers, as well as other agency officials;
- Preparing the Annual Report on the State's EEO Program;
- Preparing and distributing reports in compliance with other State and federal requirements.



# **SECTION THREE**

**STATEWIDE**

**WORKFORCE**

**STATISTICS**

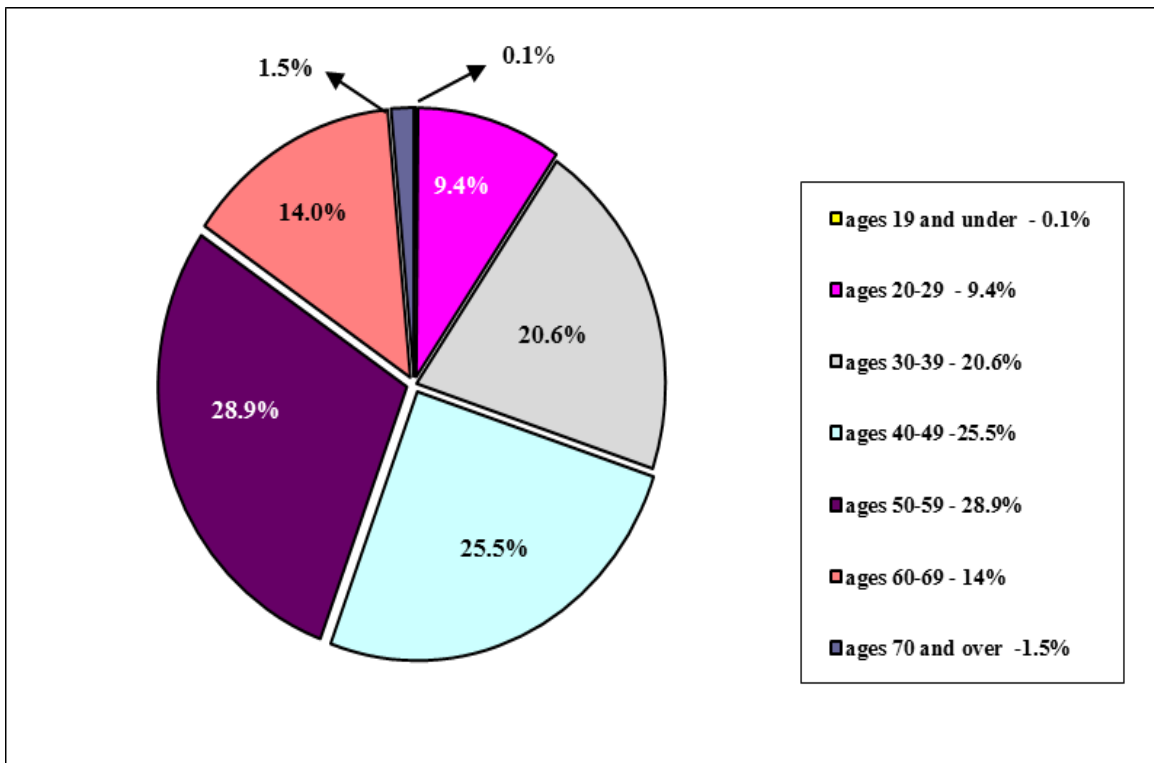
### SECTION 3: STATEWIDE WORKFORCE STATISTICS

The Fiscal Year 2016 Annual EEO Report contains data on the total number of State employees in the Executive Branch of State government.

Highlights of the demographic information presented in the following charts include:

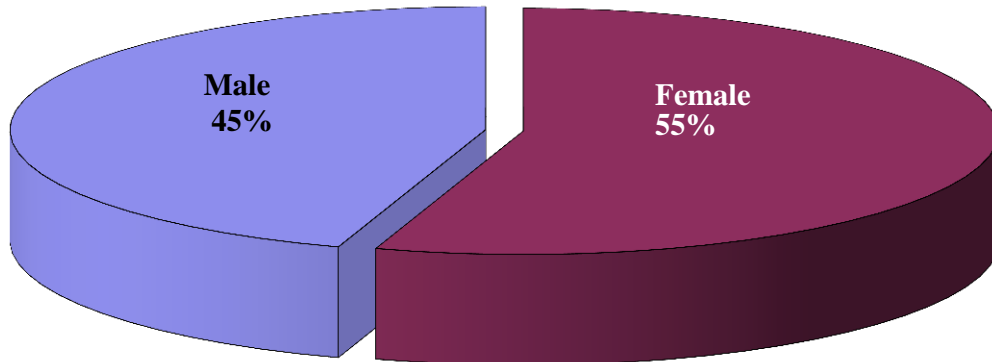
- Maryland has a racially diverse workforce with African-Americans holding 44% of State positions and workers identifying themselves as belonging to other minority groups holding 6% of positions.
- Females represent 55% of the State’s workforce in fiscal 2016, a slight decrease from 2011 (56%).
- Over 70% of the State’s workforce in fiscal 2016 was age 40 or older.

#### Statewide Workforce by Age

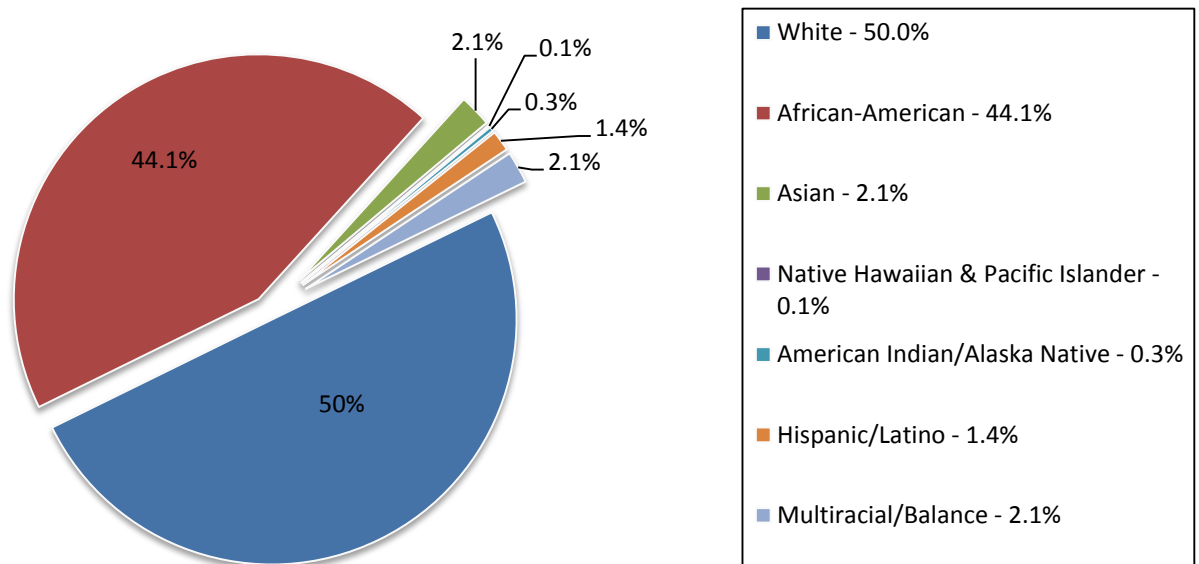


**SECTION 3 - SUMMARY HIGHLIGHTS**

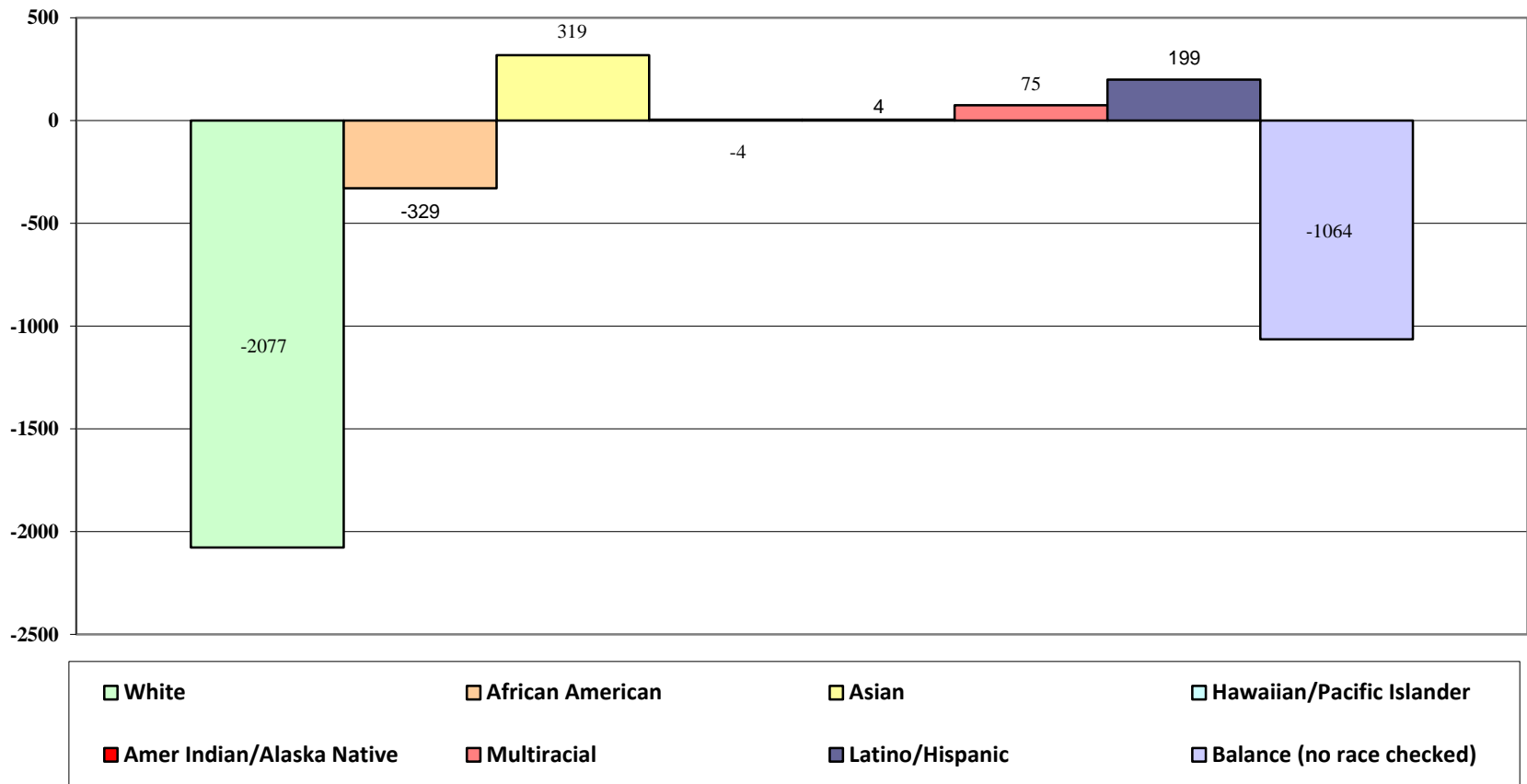
**Statewide Workforce by Gender**



**Statewide Workforce by Race**



## Change in Employees by Race from Fiscal Year 2011 and 2016



**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2016**

EEO Job Category	TOTAL		Race														Ethnicity		
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	4,720	2,353	2,367	1791	1530	409	657	5	8	66	76	2	3	38	33	10	24	32	36
		50%	50%	38%	32%	9%	14%	0.11%	0.17%	1.40%	1.61%	0.04%	0.06%	0.81%	0.70%	0.21%	0.51%	0.68%	0.76%
Professionals	20,165	6,706	13,459	4008	6525	2096	5993	27	23	298	345	11	13	112	235	56	145	98	180
		33%	67%	20%	32%	10%	30%	0.13%	0.11%	1.48%	1.71%	0.05%	0.06%	0.56%	1.17%	0.28%	0.72%	0.49%	0.89%
Technicians	2,616	1,723	893	1233	485	388	363	4	2	32	6	2	0	29	16	11	8	24	13
		66%	34%	47%	19%	15%	14%	0.15%	0.08%	1.22%	0.23%	0%	0.00%	1.11%	0.61%	0.42%	0.31%	0.92%	0.50%
Protective Service Workers: Sworn	1,996	1,807	189	1311	100	401	80	6	0	22	0	4	0	11	4	4	2	48	3
		91%	9%	66%	5%	20%	4%	0.30%	0%	1.10%	0.00%	0.20%	0%	0.55%	0.20%	0.20%	0.10%	2.40%	0.15%
Protective Service Workers: Non-Sworn	8,777	5,376	3,401	2796	581	2437	2746	9	5	42	12	3	1	22	12	36	18	31	26
		61%	39%	32%	7%	28%	31%	0.10%	0.06%	0.48%	0.14%	0.03%	0.01%	0.25%	0.14%	0.41%	0.21%	0.35%	0.30%
Administrative Support	7,132	888	6,244	336	2576	465	3328	1	16	42	87	3	6	13	59	8	61	20	111
		12%	88%	5%	36%	7%	47%	0.01%	0.22%	0.59%	1.22%	0.04%	0.08%	0.18%	0.83%	0.11%	0.86%	0.28%	1.56%
Skilled Craft Workers	1,897	1,843	54	1228	31	533	20	8	0	18	0	4	0	16	0	11	0	25	3
		97%	3%	65%	2%	28%	1%	0.42%	0%	0.95%	0%	0.21%	0%	0.84%	0%	0.58%	0%	1.32%	0.16%
Service/Maintenance	2,816	1,773	1,043	389	131	1285	868	6	2	15	11	5	4	42	13	10	2	21	12
		63%	37%	14%	5%	46%	31%	0.21%	0.07%	0.53%	0.39%	0.18%	0.14%	1.49%	0.46%	0.36%	0.07%	0.75%	0.43%
TOTAL	50,119	22,469	27,650	13,092	11,959	8,014	14,055	66	56	535	537	34	27	283	372	146	260	299	384
		45%	55%	26.1%	23.9%	16.0%	28.0%	0.13%	0.11%	1.07%	1.07%	0.07%	0.05%	0.56%	0.74%	0.29%	0.52%	0.60%	0.77%

NOTE: The data include State Personnel Management Systems (SPMS) and Maryland Department of Transportation (MDOT) full-time and part-time employees; contractals are not included.

**FULL-TIME AND PART-TIME EMPLOYEES PERCENTAGE CHANGE — FY 2011 & FY 2016**

EEO Job Category			TOTAL				Race														Ethnicity	
							White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
			Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Officials and Administrators	2016	TOTAL	4,720	2,353	2,367	1,791	1,530	409	657	5	8	66	76	2	3	38	33	10	24	32	36	
				49.9%	50.1%	37.9%	32.4%	8.67%	13.9%	0.11%	0.17%	1.40%	1.61%	0.04%	0.06%	0.81%	0.70%	0.21%	0.51%	0.68%	0.76%	
Professionals	2011	TOTAL	4,371	2,249	2,122	1,722	1,424	339	545	2	3	40	29	2	2	118	83	12	16	14	20	
				51.5%	48.5%	39.4%	32.6%	7.76%	12.47%	0.05%	0.07%	0.92%	0.66%	0.05%	0.05%	2.70%	1.90%	0.27%	0.37%	0.32%	0.46%	
Technicians	2016	TOTAL	20,165	6,706	13,459	4,008	6,525	2,096	5,993	27	23	298	345	11	13	112	235	56	145	98	180	
				33.3%	66.7%	19.9%	32.4%	10.39%	29.7%	0.13%	0.11%	1.48%	1.71%	0.05%	0.06%	0.56%	1.17%	0.28%	0.72%	0.49%	0.89%	
Protective Service Workers: Sworn	2011	TOTAL	21,529	7,221	14,308	4,422	7,263	2,117	6,084	22	30	230	236	6	15	311	450	40	96	73	134	
				33.5%	66.5%	20.5%	33.7%	9.83%	28.3%	0.10%	0.14%	1.07%	1.10%	0.03%	0.07%	1.44%	2.09%	0.19%	0.45%	0.34%	0.62%	
Protective Service Workers: Non-Sworn	2016	TOTAL	2,616	1,723	893	1,233	485	388	363	4	2	32	6	2	-	29	16	11	8	24	13	
				65.9%	34.1%	47.1%	18.5%	14.83%	13.9%	0.15%	0.08%	1.22%	0.23%	0%	0.00%	1.11%	0.61%	0.42%	0.31%	0.92%	0.50%	
Administrative Support	2011	TOTAL	3,273	1,606	1,667	1,124	807	379	789	6	2	28	2	2	1	31	30	20	13	16	23	
				49.1%	50.9%	34.3%	24.7%	11.58%	24.1%	0.18%	0.06%	0.86%	0.06%	0.06%	0.03%	0.95%	0.92%	0.61%	0.40%	0.49%	0.70%	
Skilled Craft Workers	2016	TOTAL	1,996	1,807	189	1,311	100	401	80	6	-	22	-	4	-	11	4	4	2	48	3	
				90.5%	9.5%	65.7%	5.0%	20.09%	4.0%	0.30%	0%	1.10%	0.00%	0.20%	0%	0.55%	0.20%	0.20%	0.10%	2.40%	0.15%	
Service Maintenance	2011	TOTAL	2,448	2,187	261	1,631	126	443	125	3	-	13	1	1	-	64	7	1	1	31	1	
				89.3%	10.7%	66.6%	5.1%	18.10%	5.1%	0.12%	0%	0.53%	0%	0.04%	0%	2.61%	0.29%	0.04%	0.04%	1.27%	0.04%	
Administrative Support	2016	TOTAL	8,777	5,376	3,401	2,796	581	2,437	2,746	9	5	42	12	3	1	22	12	36	18	31	26	
				61.3%	38.7%	31.9%	6.6%	27.77%	31.3%	0.10%	0.06%	0.48%	0.14%	0.03%	0.01%	0.25%	0.14%	0.41%	0.21%	0.35%	0.30%	
Skilled Craft Workers	2011	TOTAL	8,842	5,476	3,366	2,853	498	2,326	2,687	6	4	24	4	2	1	210	144	30	15	25	13	
				61.9%	38.1%	32.3%	5.6%	26.31%	30.39%	0.07%	0.05%	0.27%	0.05%	0.02%	0.01%	2.38%	1.63%	0.34%	0.17%	0.28%	0.15%	
Administrative Support	2016	TOTAL	7,132	888	6,244	336	2,576	465	3,328	1	16	42	87	3	6	13	59	8	61	20	111	
				12.5%	87.5%	4.7%	36.1%	6.52%	46.7%	0.01%	0.22%	0.59%	1.22%	0.04%	0.08%	0.18%	0.83%	0.11%	0.86%	0.28%	1.56%	
Skilled Craft Workers	2011	TOTAL	6,697	696	6,001	297	2,666	341	2,975	1	20	30	58	2	9	12	147	7	51	6	75	
				10.4%	89.6%	4.4%	39.8%	5.09%	44.4%	0.01%	0.30%	0.45%	0.87%	0.03%	0.13%	0.18%	2.20%	0.10%	0.76%	0.09%	1.12%	
Service Maintenance	2016	TOTAL	1,897	1,843	54	1,228	31	533	20	8	-	18	-	4	-	16	-	11	-	25	3	
				97.2%	2.8%	64.7%	1.6%	28.10%	1.1%	0.42%	0%	0.95%	0%	0.21%	0.0%	0.84%	0.00%	0.58%	0.00%	1.32%	0.16%	
Service Maintenance	2011	TOTAL	1,979	1,912	67	1,283	44	548	20	10	-	18	-	5	-	17	-	11	1	20	2	
				96.6%	3.4%	64.8%	2.2%	27.69%	1.01%	0.51%	0%	0.91%	0%	0.25%	0.0%	0.86%	0.00%	0.56%	0.05%	1.01%	0%	
Service Maintenance	2016	TOTAL	2,816	1,773	1,043	389	131	1,285	868	6	2	15	11	5	4	42	13	10	2	21	12	
				63.0%	37.0%	13.8%	4.7%	45.63%	30.8%	0.21%	0.07%	0.53%	0.39%	0.18%	0.14%	1.49%	0.46%	0.36%	0.07%	0.75%	0.43%	
Service Maintenance	2011	TOTAL	3,849	2,080	1,769	543	425	1,420	1,260	4	5	24	16	5	4	52	43	14	3	18	13	
				54.0%	46.0%	14.1%	11.0%	36.89%	32.7%	0.10%	0.13%	0.62%	0.42%	0.13%	0.10%	1.35%	1.12%	0.36%	0.08%	0.47%	0.34%	

## STATEWIDE WORKFORCE BY AGE

AGE	TOTAL		Race														Ethnicity		
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
19 or under	44	21	23	17	6	1	1	0	0	1	0	0	0	2	14	0	0	0	2
		47.7%	52.3%	38.6%	13.6%	2.3%	2.3%	0.0%	0.0%	2.3%	0.0%	0.0%	0.0%	4.5%	31.8%	0.0%	0.0%	0.0%	4.5%
20-29	3,765	1,800	1,965	1,181	782	484	991	3	3	32	35	5	1	40	95	19	17	36	41
		47.8%	52.2%	31.4%	20.8%	12.9%	26.3%	0.1%	0.1%	0.8%	0.9%	0.1%	0.0%	1.1%	2.5%	0.5%	0.5%	1.0%	1.1%
30-39	8,258	3,391	4,867	2,079	1,906	1,094	2,605	9	10	74	117	7	5	45	90	26	54	57	80
		41.1%	58.9%	25.2%	23.1%	13.2%	31.5%	0.1%	0.1%	0.9%	1.4%	0.1%	0.1%	0.5%	1.1%	0.3%	0.7%	0.7%	1.0%
40-49	10,232	4,124	6,108	2,360	2,403	1,554	3,315	7	10	81	124	3	6	42	72	22	66	55	112
		40.3%	59.7%	23.1%	23.5%	15.2%	32.4%	0.1%	0.1%	0.8%	1.2%	0.0%	0.1%	0.4%	0.7%	0.2%	0.6%	0.5%	1.1%
50-59	11,562	4,268	7,294	2,517	3,462	1,520	3,519	14	19	100	113	2	6	55	46	21	63	39	66
		36.9%	63.1%	21.8%	29.9%	13.1%	30.4%	0.1%	0.2%	0.9%	1.0%	0.0%	0.1%	0.5%	0.4%	0.2%	0.5%	0.3%	0.6%
60-69	5,615	2,359	3,256	1,538	1,787	691	1,341	7	3	68	58	3	5	19	21	9	14	24	27
		42.0%	58.0%	27.4%	31.8%	12.3%	23.9%	0.1%	0.1%	1.2%	1.0%	0.1%	0.1%	0.3%	0.4%	0.2%	0.2%	0.4%	0.5%
70 and over	586	315	271	215	171	71	83	5	0	18	12	1	0	2	3	0	2	3	0
		53.8%	46.2%	36.7%	29.2%	12.1%	14.2%	0.9%	0.0%	3.1%	2.0%	0.2%	0.0%	0.3%	0.5%	0.0%	0.3%	0.5%	0.0%
<b>TOTAL</b>	<b>40,062</b>	<b>16,278</b>	<b>23,784</b>	<b>9,907</b>	<b>10,517</b>	<b>5,415</b>	<b>11,855</b>	<b>45</b>	<b>45</b>	<b>374</b>	<b>459</b>	<b>21</b>	<b>23</b>	<b>205</b>	<b>341</b>	<b>97</b>	<b>216</b>	<b>214</b>	<b>328</b>
		41%	59%	24.7%	26.3%	13.5%	29.6%	0.1%	0.1%	0.93%	1.15%	0.05%	0.06%	0.51%	0.85%	0.24%	0.54%	0.53%	0.82%

NOTE: The data include SPMS and Independent agencies, excluding MDOT, Towson University, Frostburg State University, Salisbury University, Maryland Automobile Insurance Fund, Baltimore City Sheriff's Office and Maryland Environmental Services. Contractuals are not included.

## STATEWIDE WORKFORCE BY SERVICE TYPE

Service Type	TOTAL		Race														Ethnicity		
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Executive	1,080	640	440	476	280	110	129	2	2	20	13	0	0	18	7	6	4	8	5
		59%	41%	44%	26%	10%	12%	0%	0.19%	1.9%	1.2%	0%	0%	1.67%	0.65%	0.56%	0.37%	0.74%	0.46%
Independent	47	27	20	14	7	9	11	2		1	1				1			1	
		0%	0%	0%	0%	0%	0%	0.00%	0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Management	2,114	1,036	1,078	791	669	186	329	4	2	32	37	1	2	9	13	4	13	9	13
		49%	51%	37%	32%	9%	16%	0.19%	0%	1.51%	1.75%	0.05%	0.09%	0.43%	0.61%	0.19%	0.61%	0.43%	0.61%
Professional	5,439	1,441	3,998	1058	2663	270	1066	4	6	52	104	2	6	19	70	6	38	30	45
		26%	74%	19%	49%	5%	20%	0.07%	0.11%	0.96%	1.91%	0.04%	0.11%	0.35%	1.29%	0.11%	0.70%	0.55%	0.83%
Skilled Service	32,258	13,655	18,603	7944	7109	4939	10442	33	37	285	316	18	15	175	250	86	164	175	270
		42%	58%	25%	22%	15%	32%	0.10%	0.11%	0.88%	0.98%	0.06%	0.05%	0.54%	1.83%	0.27%	0.51%	0.54%	0.84%
Special Appointment	43	20	23	17	13	3	9	0	0	0	0	0	0	0	0	0	1	0	0
		47%	53%	40%	30%	7%	21%	0.00%	0.00%	0.00%	0.00%	0%	0.00%	0.00%	0.00%	0.00%	2.33%	0.00%	0.00%
Designated Political Appointment	21	16	5	9	4	7	1	0	0	0	0	0	0	0	0	0	0	0	0
		76%	24%	43%	19%	33%	5%	0%	0.00%	0.00%	0.00%	0%	0%	0.00%	0.00%	0%	0.00%	0%	0.00%
MDOT Commission	4	3	1	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		75%	25%	75%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Permanent MIA Union	2,565	1637	928	310	15	1259	894	3	1	7	0	5	4	34	12	10	1	9	1
		64%	36%	12%	1%	49%	35%	0.12%	0.04%	0.27%	0%	0.19%	0.16%	1.33%	0.47%	0.39%	0.04%	0.35%	0%
Uniform Police	-	-	-																
		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Transportation Service	6,548	3,994	2,554	2470	1198	1231	1174	18	8	138	66	8	0	28	19	34	39	67	50
		61%	39%	38%	18%	19%	18%	0.27%	0.12%	2.11%	1.01%	0.12%	0%	0.43%	0.29%	0.52%	0.60%	1.02%	0.76%
<b>TOTAL</b>	<b>50,119</b>	<b>22,469</b>	<b>27,650</b>	<b>13,092</b>	<b>11,959</b>	<b>8,014</b>	<b>14,055</b>	<b>66</b>	<b>56</b>	<b>535</b>	<b>537</b>	<b>34</b>	<b>27</b>	<b>283</b>	<b>372</b>	<b>146</b>	<b>260</b>	<b>299</b>	<b>384</b>
		45%	55%	26.1%	23.9%	16.0%	28.0%	0.13%	0.11%	1.07%	1.07%	0.07%	0.05%	0.56%	0.74%	0.29%	0.52%	0.60%	0.77%

NOTE: The data include SPMS and MDOT full-time and part-time employees; contractals are not included.



# **SECTION FOUR**

## **WORKFORCE**

## **UTILIZATION**

## **SECTION 4: WORKFORCE UTILIZATION**

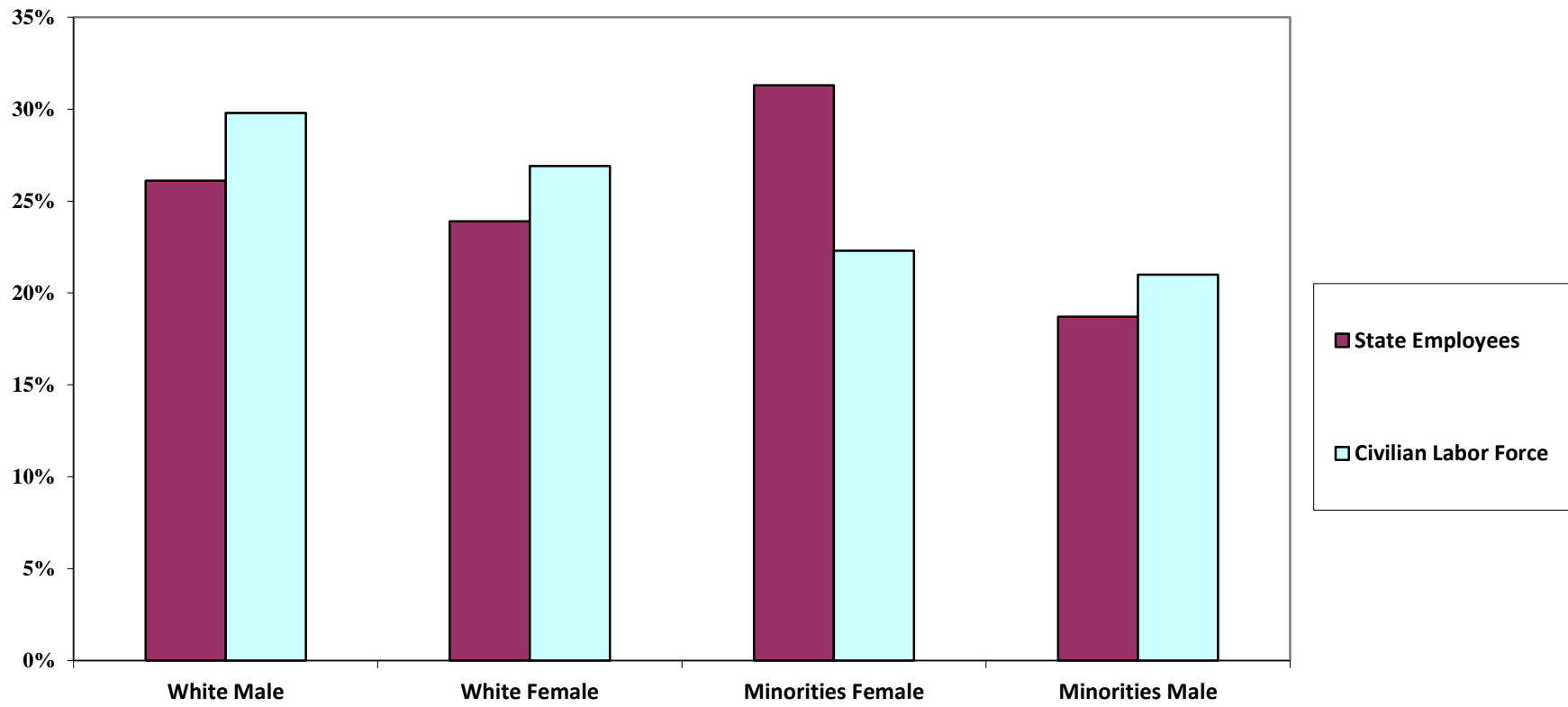
Section four provides a narrative and statistical comparison of the State's workforce with the Civilian Labor Force (CLF) in the eight EEO job categories.

### **SUMMARY HIGHLIGHTS**

Trends displayed in the following charts are highlighted as follows:

- White males and females and Minority males represent a higher proportion of the CLF than State government's workforce, while Minority females represent a higher proportion of the State government's workforce than the CLF.
- Minorities hold 30% of the State positions classified as Officials and Administrators slightly lower than the CLF availability.
- African-Americans represent a higher proportion of the State's workforce than the CLF.
- African-Americans in the State's workforce exceeded the CLF availability in five of the eight EEO sub-categories: Professionals; Non-sworn Protective Service Workers; Administrative Support; Skilled Craft; and Service Maintenance.
- African-American females in the State's workforce exceeded the CLF availability in the Officials and Administrators, Professionals, Non-sworn Protective Service Workers, Administrative Support and Service Maintenance categories. African-American males exceeded the CLF availability in the Professionals, Technicians, Non-sworn Protective Service Workers, Skilled Craft Workers and Service Maintenance categories.
- Males categorized as White represent a higher share of State government sworn Protective Service Workers than in the CLF.
- The largest representation of females in FY 2016 was in the Professional job category (13,459).

## Comparison of State Employees/Civilian Labor Force



**STATEWIDE WORKFORCE UTILIZATION ANALYSIS — FISCAL YEAR 2016**

EEO JOB CATEGORY	WHITE						AFRICAN-AMERICAN						OTHER MINORITIES						TOTAL PERMANENT POSITIONS
	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	
<b>Officials and Administrators</b>	#	1,791	39.9%	1,530	27.0%		409	9.5%		657	13.1%		153	5.7%		180	4.5%		<b>4,720</b>
	%	37.9%		-2.0%	32.42%		5.4%	8.7%		-0.8%	13.9%		0.8%	3.24%		-2.5%	3.81%		
<b>Professionals</b>	#	4,008	30%	6,525	33.9%		2,096	8.2%		5,993	14.0%		602	7.3%		941	7.0%		<b>20,165</b>
	%	19.9%		-9.6%	32.4%		-1.5%	10.4%		2.2%	29.7%		15.7%	3.0%		-4%	4.7%		
<b>Technicians</b>	#	1,233	27%	485	28.3%		388	10.7%		363	20.5%		102	7.2%		45	6.7%		<b>2,616</b>
	%	47.1%		20%	18.5%		-9.8%	14.8%		4.1%	13.9%		-6.6%	3.9%		-3.30%	1.7%		
<b>Protective Service Workers: Sworn</b>	#	1,311	37.7%	100	7.9%		401	30.9%		80	17.6%		95	4.3%		9	1.5%		<b>1,996</b>
	%	65.7%		28%	5.0%		-2.9%	20.1%		-10.8%	4.0%		-13.6%	4.8%		0%	0.5%		
<b>Protective Service Workers: Non-Sworn</b>	#	2,796	31.0%	581	28.5%		2,437	14.3%		2,746	17.8%		143	4.3%		74	4.1%		<b>8,777</b>
	%	31.9%		0.9%	7%		-21.9%	28%		13.5%	31%		14.5%	1.6%		-2.7%	0.8%		
<b>Administrative Support</b>	#	336	20.0%	2,576	36.4%		465	10.3%		3,328	21.7%		87	4.6%		340	7.2%		<b>7,132</b>
	%	4.7%		-15.3%	36.1%		-0.3%	6.5%		-3.8%	46.7%		25.0%	1.2%		-3.38%	4.8%		
<b>Skilled Craft Workers</b>	#	1,228	57.5%	31	2.6%		533	17.5%		20	1.6%		82	19.8%		3	1.0%		<b>1,897</b>
	%	64.7%		7.2%	1.6%		-1.0%	28.1%		10.6%	1.1%		-0.5%	3.9%		-15.90%	0.2%		
<b>Service-Maintenance</b>	#	389	24.2%	131	20.1%		1,285	18.5%		868	15.5%		99	11.7%		44	10.0%		<b>2,816</b>
	%	13.8%		-10%	4.7%		-15.45%	45.6%		27.1%	30.8%		15.3%	3.5%		-8.18%	1.6%		
<b>TOTALS</b>	#	<b>13,092</b>	<b>29.8%</b>	<b>11,959</b>	<b>26.9%</b>		<b>8,014</b>	<b>12.8%</b>		<b>14,055</b>	<b>15.6%</b>		<b>1,363</b>	<b>8.2%</b>		<b>1,636</b>	<b>6.7%</b>		<b>50,119</b>
	%	26.1%		-3.7%	23.9%		-3.0%	16.0%		3.2%	28.0%		12.4%	2.7%		-5.48%	3.3%		

NOTE: The data include SPMS and MDOT full-time and part-time employees; contractals are not included.

**2016 SUMMARY OF AGENCY WORKFORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Baltimore City Community College	45	55	100	105	164	269	8	17	25	394
Baltimore City Sheriff's Office	9	1	10	79	33	112	3	0	3	125
Canal Place	0	3	3	0	0	0	0	0	0	3
College Savings Plan	3	5	8	1	4	5	0	0	0	13
Commission on Civil Rights	4	4	8	3	12	15	1	1	2	25
Dept of Aging	23	42	65	24	71	95	2	7	9	169
Dept of Budget and Management	45	85	130	30	103	133	7	10	17	280
Dept of Commerce	48	71	119	11	33	44	3	5	8	171
Dept of General Services	168	64	232	124	112	236	39	17	56	524
Dept of Health and Mental Hygiene	1,039	3,309	4,348	805	2,268	3,073	162	384	546	7,967
Dept of Housing and Community Development	61	71	132	42	96	138	11	12	23	293
Dept of Human Resources	352	1,680	2,032	564	2862	3,426	67	261	328	5,786
Dept of Information Technology	55	34	89	13	22	35	13	6	19	143
Dept of Juvenile Services	282	283	565	423	727	1,150	12	51	63	1,778
Dept of Labor, Licensing and Regulation	370	317	687	171	439	610	76	90	166	1,463
Dept of Natural Resources	675	360	1,035	63	65	128	30	21	51	1,214

**2016 SUMMARY OF AGENCY WORKFORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Dept of Public Safety and Correctional Services	3,015	1,039	4,054	2,207	3,072	5,279	136	119	255	9,588
Dept of Transportation	3,185	1,445	4,630	2,600	2,196	4,796	401	230	631	10,057
Dept of Veteran's Affairs	25	15	40	21	6	27	4	1	5	72
Historic St Mary's City Commission	11	15	26	0	0	0	0	0	0	26
MD Automobile Insurance Fund	64	85	149	10	43	53	5	10	15	217
MD Dept of Disabilities	4	15	19	1	4	5	0	0	0	24
MD Dept of Agriculture	138	117	255	16	27	43	10	17	27	325
MD Dept of Planning	41	46	87	5	15	20	5	7	12	119
MD Dept of the Environment	321	233	554	77	90	167	52	36	88	809
MD Environmental Services	467	158	625	104	30	134	40	13	53	812
MD Food Center Authority	12	6	18	5	1	6	4	0	4	28
MD Health Benefit Exchange	9	14	23	5	15	20	6	7	13	56
MD Health Insurance Plan	1	0	1	0	0	0	0	0	0	1
MD Higher Education Commission	10	8	18	5	15	20	1	3	4	42
MD Institute for Emer Medical Servs Systems	40	25	65	6	8	14	3	4	7	86

**2016 SUMMARY OF AGENCY WORKFORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
MD Insurance Administration	63	61	124	25	59	84	4	15	19	227
MD Judiciary	500	1,498	1,998	241	1054	1,295	73	206	279	3,572
MD Museum of African American History & Culture	1	2	3	5	10	15	0	1	1	19
MD Public Television	62	46	108	6	12	18	4	4	8	134
MD School for the Deaf	74	189	263	18	17	35	7	16	23	321
MD Stadium Authority	40	12	52	16	15	31	5	3	8	91
MD State Board of Contract Appeals	1	3	4	0	0	0	0	0	0	4
MD State Dept of Education	189	494	683	98	403	501	29	64	93	1,277
MD State Lottery & Gaming Control Agency	100	52	152	67	50	117	9	12	21	290
MD State Police	1,454	314	1,768	207	108	315	90	20	110	2,193
MD State Retirement and Pension Systems	33	28	61	16	64	80	11	13	24	165
MD Supplemental Retirement Plans	2	5	7	0	4	4	0	1	1	12
MD Tax Court	5	1	6	0	0	0	0	0	0	6
Military Department	115	36	151	53	34	87	23	7	30	268
Morgan State University	114	58	172	353	467	820	71	46	117	1,109
Office of Administrative Hearings	25	51	76	5	28	33	2	2	4	113
Office of the Attorney General	175	275	450	24	101	125	14	16	30	605
Office of People's Counsel	6	6	12	0	3	3	0	2	2	17

**2016 SUMMARY OF AGENCY WORKFORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Office of Public Defender	233	301	534	47	200	247	23	43	66	847
Office of State Prosecutor	5	4	9	0	2	2	0	0	0	11
Office of the Comptroller	206	281	487	73	328	401	47	65	112	1,000
Office of the Governor/Executive Department	1	1	2	0	0	0	0	0	0	2
Office of the Treasurer	7	23	30	2	8	10	0	2	2	42
Property Tax Assessment Appeals Board	52	19	71	15	11	26	3	2	5	102
Public School Construction Program	5	7	12	3	1	4	0	1	1	17
Public Service Commission	30	33	63	16	26	42	9	9	18	123
St. Mary's College of Maryland	123	127	250	22	21	43	14	18	32	325
State Archives	17	23	40	6	6	12	2	0	2	54
State Board of Elections	31	86	117	20	41	61	5	5	10	188
State Dept of Assessment and Taxation	107	157	264	41	179	220	21	22	43	527
Subsequent Injury Fund	2	7	9	1	2	3	0	0	0	12
Uninsured Employer's Fund	1	3	4	0	1	1	0	1	1	6
University of Maryland Systems	10,555	11,367	21,922	2,851	4,450	7,301	4,613	4,298	8,911	38,134
Worker's Compensation Commission	13	33	46	11	46	57	0	6	6	109
TOTAL-Maryland	32,214	28,434	60,648	16,824	25,810	42,634	6,847	6,677	13,524	116,806
State Work Force	27.6%	24.3%	51.9%	14.4%	22.1%	36.5%	5.9%	5.7%	11.6%	
TOTAL - Civilian Labor Force	925,065	835,205	1,760,270	398,565	483,405	881,970	254,445	211,240	465,685	3,107,925

NOTE: The data includes SPMS, Independent agencies, and educational institutions full-time and part-time employees; contractals are not included.



**SECTION FIVE**

**DISTRIBUTION OF**

**STATE EMPLOYEE**

**WORKFORCE BY SALARY**

**AND GRADE AND BY RACE**

**AND GENDER**

## **SECTION 5: DISTRIBUTION OF STATE EMPLOYEE WORKFORCE BY SALARY AND GRADE AND BY RACE AND GENDER**

### **INTRODUCTION**

Section five presents the salary and grade of employees by race and gender. This section includes a comparison of salary and grade information for Fiscal Years 2011 through 2016.

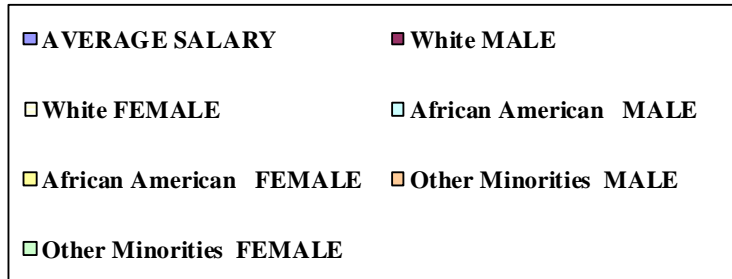
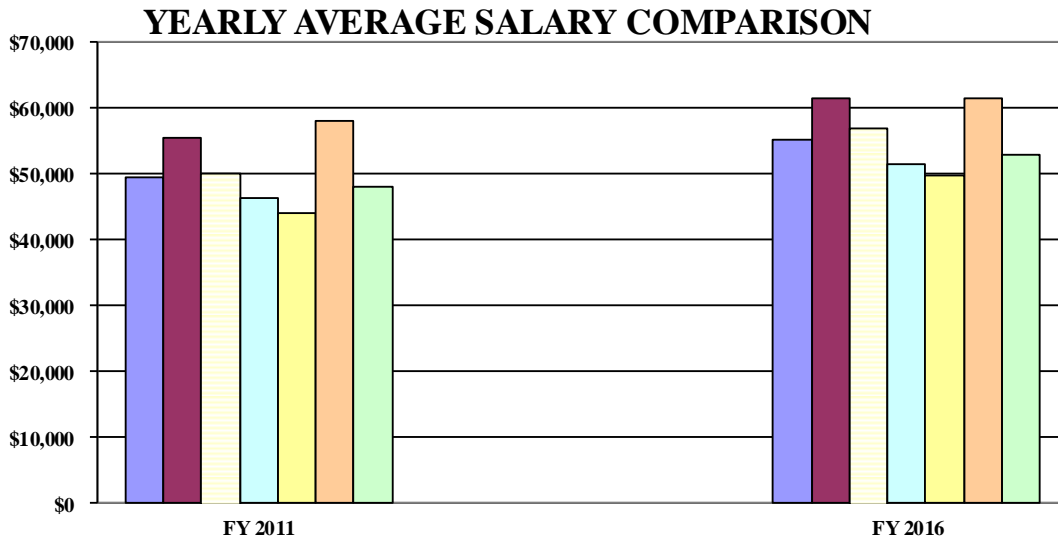
### **SUMMARY HIGHLIGHTS**

Trends displayed in the following charts include:

- Male employees were paid an average of \$5,015 more than female employees in fiscal 2016.
- The salary gap between men and women of the same race dropped from 2011 to 2016 for Whites and African-Americans. Salaries of white men exceeded those of white women by \$4,665 in 2016, an improvement over the \$4,686 gap in 2011. The gap between African American males and females rose from \$1,624 in 2011 to \$1,702 in 2016.
- White employees were paid an average of \$59,168 in fiscal 2016 compared to \$50,221 for African-American employees, and \$56,381 for other minority employees.
- The salary differentials between men and women and Whites and African-Americans are related to differences in the types of positions held. Whites (87%) and men (62%) are far more likely than African-Americans (9%) and women (38%) to hold positions in the Executive Pay Plan with positions classified as Grade 24 and above. African-Americans, in contrast, hold a majority of the positions classified at Grade 14 or below. Females hold approximately 62% of positions classified at Grade 14 and below.

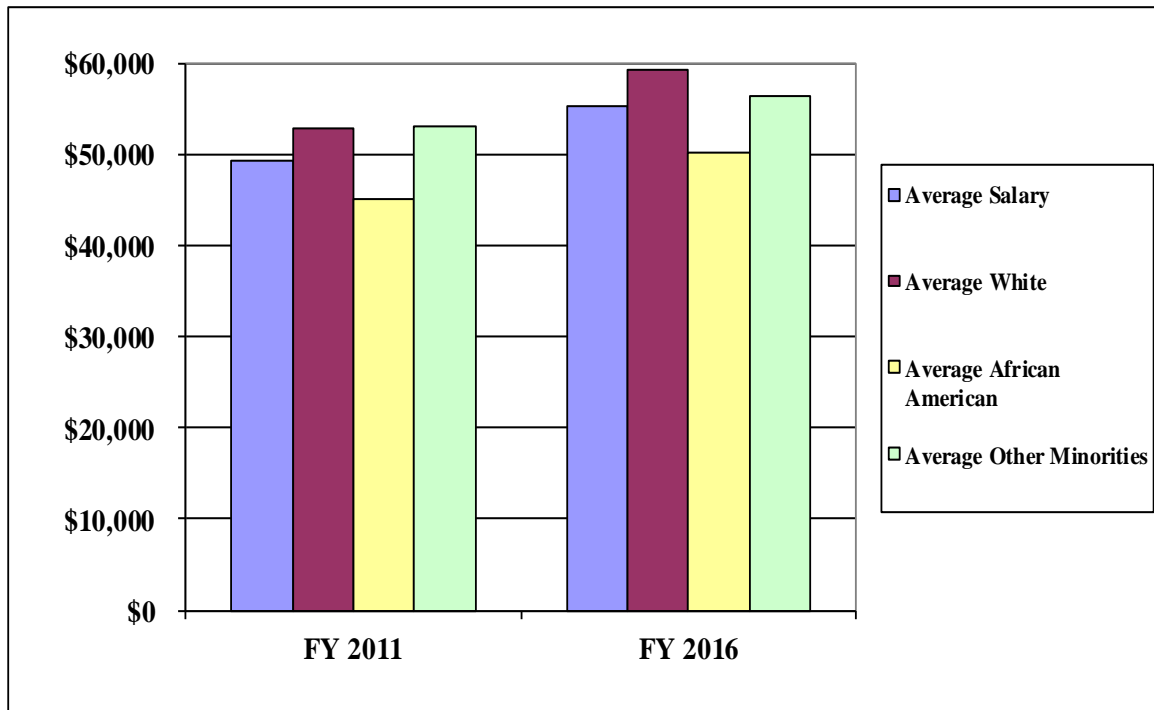
**COMPARISON OF AVERAGE SALARIES BY RACE AND  
GENDER FOR FY 2011 AND FY 2016**

YEAR	AVERAGE SALARY	White		African American		Other Minorities	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
FY 2011	\$49,359	\$55,379	\$50,162	\$46,321	\$44,012	\$57,952	\$48,185
FY 2016	\$55,180	\$61,576	\$56,911	\$51,390	\$49,688	\$61,588	\$52,871



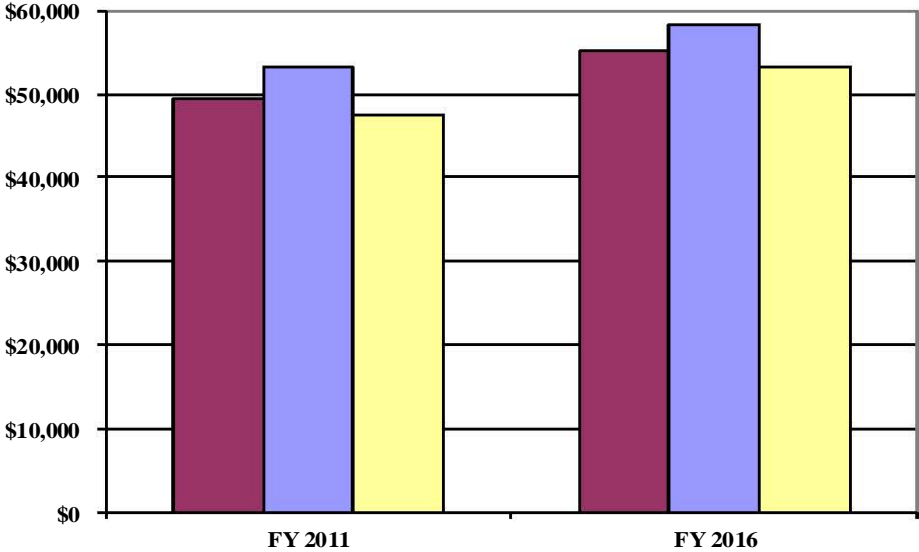
**COMPARISON OF AVERAGE SALARIES BY RACE  
FOR FY 2011 AND FY 2016**

Year	Average Salary	White	African American	Other Minorities
FY 2011	\$49,359	\$52,770	\$45,166	\$53,069
FY 2016	\$55,180	\$59,168	\$50,221	\$56,381



**COMPARISON OF AVERAGE SALARIES BY GENDER  
FOR FY 2011 AND FY 2016**

<b>Year</b>	<b>Average Salary</b>	<b>Men</b>	<b>Women</b>
<b>FY 2011</b>	\$49,359	\$53,217	\$47,453
<b>FY 2016</b>	\$55,180	\$58,174	\$53,159



**WORKFORCE BY SALARY, RACE AND GENDER — FISCAL YEAR 2016**

Salary	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
\$10,000 or Less	13	10	3	8	3	1	0	0	0	0	0	0	0	1	0	0	0	0	0
		77%	23%	62%	23%	8%	0%	0%	0%	0%	0%	0%	0%	0%	8%	0%	0%	0%	0%
\$10,001 - \$20,000	141	62	79	14	46	28	28	1	0	1	1	0	0	7	4	0	0	11	0
		44%	56%	10%	33%	20%	20%	1%	0%	1%	1%	0%	0%	5%	3%	0%	0%	8%	0%
\$20,001 - \$30,000	1,624	515	1,109	211	441	237	571	4	2	16	22	1	0	19	34	10	9	17	30
		32%	68%	13%	27%	15%	35%	0.25%	0.1%	1.0%	1.4%	0.06%	0.00%	1.2%	2.1%	0.6%	0.6%	1.0%	1.8%
\$30,001 - \$40,000	7,594	2,581	5,013	1,285	1,938	1,120	2,735	9	14	67	83	6	4	35	94	18	43	41	102
		34%	66%	17%	26%	15%	36%	0.1%	0.2%	0.9%	1.1%	0.08%	0.05%	0.5%	1.2%	0.2%	0.6%	0.5%	1.3%
\$40,001 - \$50,000	13,597	5,964	7,633	3,305	2,778	2,407	4,501	11	15	90	86	8	5	49	80	33	65	61	103
		44%	56%	24%	20%	18%	33%	0.1%	0.1%	0.7%	0.6%	0.06%	0.04%	0.4%	0.6%	0.2%	0.5%	0.4%	0.8%
\$50,001 - \$60,000	9,427	3,976	5,451	2,479	2,470	1,288	2,666	12	11	78	96	5	9	39	80	32	60	43	59
		42%	58%	26%	26%	14%	28%	0.13%	0.1%	0.8%	1.0%	0.05%	0.10%	0.4%	0.8%	0.3%	0.6%	0.5%	0.6%
\$60,001 and Over	14,799	7,508	7,291	5,335	4,203	1,628	2,590	25	11	273	248	9	5	99	66	43	82	96	86
		51%	49%	36%	28%	11%	18%	0.2%	0.07%	1.8%	1.7%	0.1%	0.03%	0.7%	0.4%	0.3%	0.6%	0.6%	0.6%
Hourly/Daily	2,924	1,853	1,071	455	80	1,305	964	4	3	10	1	5	4	34	14	10	1	30	4
		63%	37%	16%	3%	45%	33%	0.1%	0.1%	0.3%	0.0%	0.2%	0.1%	1.2%	0.5%	0.3%	0.0%	1.0%	0.14%
<b>TOTAL</b>	<b>50,119</b>	<b>22,469</b>	<b>27,650</b>	<b>13,092</b>	<b>11,959</b>	<b>8,014</b>	<b>14,055</b>	<b>66</b>	<b>56</b>	<b>535</b>	<b>537</b>	<b>34</b>	<b>27</b>	<b>283</b>	<b>372</b>	<b>146</b>	<b>260</b>	<b>299</b>	<b>384</b>
		45%	55%	26%	24%	16%	28%	0.13%	0.11%	1.07%	1.07%	0.07%	0.05%	0.56%	0.74%	0.29%	0.52%	0.60%	0.77%

NOTE: Data include SPMS and MDOT full-time and part-time employees; contractals are not included.

**WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2016**

Grade	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Flat/Slope	119	70	49	49	32	15	15	0	0	3	1	0	0	3	1	0	0	0	0
		59%	41%	41%	27%	13%	13%	0%	0.0%	3%	0.8%	0.00%	0.00%	2.5%	1%	0.0%	0%	0%	0.0%
Grade 5 — (\$22,707 - \$34,996)	338	137	201	41	68	75	111	1	0	7	10	0	0	5	2	1	1	7	9
		41%	59%	12%	20%	22%	33%	0.30%	0.00%	2.07%	2.96%	0.00%	0.00%	1.48%	0.59%	0.30%	0.30%	2.07%	2.66%
Grade 6 — (\$24,056- \$37,204)	461	298	163	119	54	153	94	3	0	3	6	1	0	8	4	8	0	3	5
		65%	35%	26%	12%	33%	20%	0.65%	0.00%	0.65%	1.30%	0.22%	0.00%	1.74%	0.87%	1.74%	0.00%	0.65%	1.08%
Grade 7 — (\$25,502 - \$39,574)	483	162	321	80	118	69	176	1	1	2	7	1	0	8	10	0	4	1	5
		34%	66%	17%	24%	14%	36%	0.21%	0.21%	0.41%	1.45%	0.21%	0.00%	1.66%	2.07%	0.00%	0.83%	0.21%	1.04%
Grade 8 — (\$27,048 - \$42,102)	1,732	462	1,270	186	415	242	778	0	4	12	18	1	0	11	21	4	12	6	22
		27%	73%	11%	24%	14%	45%	0.00%	0.23%	0.69%	1.04%	0.06%	0.00%	0.64%	1.21%	0.23%	0.69%	0.35%	1.27%
Grade 9 — (\$28,702 - \$44,812)	1,426	321	1,105	148	450	145	610	1	0	8	9	1	0	9	16	0	4	9	16
		23%	77%	10%	32%	10%	43%	0.07%	0.00%	0.56%	0.63%	0.07%	0.00%	0.63%	1.12%	0.0%	0.28%	0.63%	1.12%
Grade 10 — (\$30,472 - \$47,710)	2,639	923	1,716	527	750	325	834	4	4	32	27	1	5	8	38	9	16	17	42
		35%	65%	20%	28%	12%	32%	0.15%	0.15%	1.21%	1.02%	0.04%	0.19%	0.30%	1.44%	0.34%	0.61%	0.64%	1.59%
Grade 11 — (\$32,364 - \$50,818)	3,208	788	2,420	394	841	337	1,463	3	7	19	22	1	0	16	41	7	28	11	18
		25%	75%	12%	26%	11%	46%	0.09%	0.22%	0.59%	0.69%	0.03%	0.00%	0.50%	1.28%	0.22%	0.87%	0.34%	0.56%
Grade 12 — (\$34,390 - \$54,186)	3,205	1,231	1,974	627	773	531	1,094	2	9	17	20	2	1	30	30	9	19	13	28
		38%	62%	20%	24%	17%	34%	0.06%	0.28%	0.53%	0.62%	0.06%	0.03%	0.94%	0.94%	0.28%	0.59%	0.41%	0.87%
Grade 13 — (\$36,557 - \$57,808)	6,986	3,802	3,184	2,117	960	1,577	2,125	6	4	39	22	3	2	24	28	15	16	21	27
		54%	46%	30%	14%	23%	30%	0.09%	0.06%	0.56%	0.31%	0.04%	0.03%	0.34%	0.40%	0.21%	0.23%	0.30%	0.39%
Grade 14 — (\$38,880 - \$61,691)	3,699	1,599	2,100	881	753	652	1,245	4	5	21	18	1	2	11	33	16	25	13	19
		43%	57%	24%	20%	18%	34%	0.11%	0.14%	0.57%	0.49%	0.03%	0.05%	0.30%	0.89%	0.43%	0.68%	0.35%	0.51%
Grade 15 — (\$41,358 - \$65,827)	2,755	942	1,813	600	823	266	869	4	1	28	49	2	2	14	38	14	15	14	16
		34%	66%	22%	30%	10%	32%	0.15%	0.04%	1.02%	1.78%	0.07%	0.07%	0.51%	1.38%	0.51%	0.54%	0.51%	0.58%

**WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2016 (Continued)**

Grade	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Grade 16 — (\$44,017 - \$70,265)	4,797	1,603	3,194	910	1,575	605	1,474	1	9	34	63	2	2	16	20	10	37	25	14
33%		67%	19%	33%	13%	31%	0.02%	0.19%	0.71%	1.31%	0.04%	0.04%	0.33%	0.42%	0.21%	0.77%	0.52%	0.29%	
Grade 17 — (\$46,857 - \$75,012)	3,061	1,225	1,836	717	936	417	777	5	1	49	47	3	4	17	27	9	30	8	14
40%		60%	23%	31%	14%	25%	0.16%	0.03%	1.60%	1.54%	0.10%	0.13%	0.56%	0.88%	0.29%	0.98%	0.26%	0.46%	
Grade 18 — (\$49,899 - \$80,078)	2,185	1,001	1,184	661	664	257	400	6	1	41	72	1	1	13	12	5	19	17	15
46%		54%	30%	30%	12%	18%	0.27%	0.05%	1.88%	3.30%	0.05%	0.05%	0.59%	0.55%	0.23%	0.87%	0.78%	0.69%	
Grade 19 — (\$53,193 - \$85,401)	1,614	776	838	513	520	185	258	1	3	55	32	0	2	10	9	1	4	11	10
48%		52%	32%	32%	11%	16%	0.06%	0.19%	3.41%	1.98%	0.00%	0.12%	0.62%	0.56%	0.06%	0.25%	0.68%	0.62%	
Grade 20 — (\$56,743 - \$91,107)	1,139	620	519	453	332	107	133	5	0	37	24	0	0	7	8	5	11	6	11
54%		46%	40%	29%	9%	12%	0.44%	0.00%	3.25%	2.11%	0.00%	0.00%	0.61%	0.70%	0.44%	0.97%	0.53%	0.97%	
Grade 21 — (\$60,543 - \$97,203)	1,063	561	502	423	332	81	125	0	1	29	14	0	1	13	10	6	4	9	15
53%		47%	40%	31%	8%	12%	0.00%	0.09%	2.73%	1.32%	0.00%	0.09%	1.22%	0.94%	0.56%	0.38%	0.85%	1.41%	
Grade 22 — (\$64,608 - \$103,743)	1,018	497	521	396	360	69	128	0	1	18	19	0	0	10	5	1	4	3	4
49%		51%	39%	35%	7%	1%	0.00%	5.00%	9.00%	1.87%	0.00%	0.00%	0.98%	0.49%	0.10%	0.39%	0.29%	0.39%	
Grade 23 — (\$68,959 - \$110,729)	415	186	229	150	174	23	42	0	1	5	4	0	0	3	3	2	3	3	2
45%		55%	36%	42%	6%	10%	0.00%	0.24%	1.20%	0.96%	0.00%	0.00%	0.72%	0.72%	0.48%	0.72%	0.72%	0.48%	
Grade 24 — (\$73,612 - \$118,197)	429	227	202	179	144	32	51	0	0	5	5	0	0	5	1	2	0	4	1
53%		47%	42%	34%	7%	12%	0.00%	0.00%	1.17%	1.17%	0.00%	0.00%	1.17%	0.23%	0.47%	0.00%	0.93%	0.23%	
Grade 25 — (\$78,595 - \$126,186)	146	91	55	76	43	13	9	0	0	0	2	0	0	1	0	0	0	1	1
62%		38%	52%	29%	9%	6%	0.00%	0.00%	0.00%	1.37%	0.00%	0.00%	0.68%	0.00%	0.00%	0.00%	0.68%	0.68%	
Grade 26 — (\$83,836 - \$134,749)	101	60	41	53	31	4	9	0	0	2	0	0	0	1	1	0	0	0	0
59%		41%	52%	31%	4%	9%	0.00%	0.00%	1.98%	0.00%	0.00%	0.00%	0.99%	0.99%	0.00%	0.00%	0.00%	0.00%	
Hourly/ Daily	2,923	1,850	1,073	458	75	1,305	965	4	3	9	1	5	4	40	14	10	1	19	10
63%		37%	16%	3%	45%	33%	0.14%	0.10%	0.31%	0.03%	0.17%	0.14%	1.37%	0.48%	0.34%	0.03%	0.65%	0.34%	
MRT*	4,177	3,037	1,140	2,334	736	529	270	15	1	60	45	9	1	0	0	12	7	78	80
73%		27%	56%	18%	13%	6%	0.36%	0.02%	1.44%	1.08%	0.22%	0.02%	0.00%	0.00%	0.29%	0.17%	1.87%	1.92%	
<b>TOTAL</b>	<b>50,119</b>	<b>22,469</b>	<b>27,650</b>	<b>13,092</b>	<b>11,959</b>	<b>8,014</b>	<b>14,055</b>	<b>66</b>	<b>56</b>	<b>535</b>	<b>537</b>	<b>34</b>	<b>27</b>	<b>283</b>	<b>372</b>	<b>146</b>	<b>260</b>	<b>299</b>	<b>384</b>
		45%	55%	26%	24%	16%	28%	0.13%	0.11%	1.07%	1.07%	0.07%	0.05%	0.56%	0.74%	0.29%	0.52%	0.60%	0.77%

\*MRT (Merit Rate Table) — Includes State Police, Physicians, Emergency Police, DNR Police, Executive Pay Plan, and MDOT employees, these employees are not compensated within the regular salary grades.

NOTE: Data include SPMS and MDOT full-time and part-time employees; contractals are not included.



**EXECUTIVE PAY PLAN WORKFORCE BY SALARY, GRADE, RACE AND GENDER — FISCAL YEAR 2016**

EPP Scale	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ES 4— (\$79,953- \$106,604)	11	4	7	4	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 5— (\$85,902- \$114,600)	24	13	11	13	10	0	1	0	0	0	0	0	0	0	0	0	0	0	0
		54%	46%	54%	42%	0%	4%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 6 — (\$92,333- \$123,236)	23	12	11	10	9	2	2	0	0	0	0	0	0	0	0	0	0	0	0
		52%	48%	43%	39%	9%	9%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 7 — (\$99,275- \$132,569)	25	14	11	13	11	0	0	0	0	0	0	0	0	0	0	0	0	0	1
		56%	44%	52%	44%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	4%
ES 8 — (\$106,773- \$142,646)	34	25	9	19	6	3	2	1	0	2	0	0	0	0	0	0	1	0	0
		74%	26%	56%	18%	9%	6%	3%	0%	6%	0%	0%	0%	0%	0%	0%	3%	0%	0%
ES 9 — (\$114,874- \$153,532)	22	11	11	8	9	3	2	0	0	0	0	0	0	0	0	0	0	0	0
		50%	50%	36%	41%	14%	9%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 10 — (\$123,618- \$165,281)	22	16	6	14	5	0	1	0	0	1	0	0	0	0	0	0	0	1	0
		73%	27%	64%	23%	0%	5%	0%	0%	5%	0%	0%	0%	0%	0%	0%	0%	5%	0%
ES 11 — (\$133,069- \$177,977)	13	11	2	11	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		85%	15%	85%	15%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
EX 91 — (\$153,027- \$256,866)	7	6	1	5	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0
		86%	14%	71%	14%	0%	0%	0%	0%	14%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>181</b>	<b>112</b>	<b>69</b>	<b>97</b>	<b>60</b>	<b>8</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>
		62%	38%	53.6%	33.1%	4.4%	4.4%	1%	0%	2.2%	0%	0%	0%	0.0%	0.0%	0%	1%	1.1%	0%

NOTE: The data include SPMS and MDOT full-time and part-time employees; contractals are not included.

**SECTION SIX**

**STATE**

**PERSONNEL**

**TRANSACTIONS**

## **SECTION 6: PERSONNEL TRANSACTIONS**

### **INTRODUCTION**

The data provided in this section depicts the personnel transactions processed by the Office of Personnel Services and Benefits in Fiscal Years 2011 and 2016. This information also reflects the type of transaction by race and gender.

### **SUMMARY HIGHLIGHTS**

Trends displayed in the following charts are highlighted as follows:

- The total number of applicants appointed to vacant positions in FY 2016 was 2,948. Of this number, 57% were females and 54% were minorities.
- Females – who represent 55% of the workforce – received 54% of all promotions in fiscal 2016 and African-Americans - who represent 44% of the workforce - received 35% of all promotions.
- Females accounted for 54% of reclassifications in fiscal 2016, while African-Americans accounted for 37% of the reclassifications.
- The total number of demotions in FY 2016 was 223. This represented a decrease of 14 actions from FY 2011. During FY 2016, African-Americans accounted for 48% of demotions, while females accounted for 57%.
- The total number of suspensions for FY 2016 was 518; 264 fewer actions than in FY 2011. Minorities accounted for approximately 66% of suspension actions in FY 2016.
- There were 352 terminations made in FY 2016. Females constituted 56% of these actions and minorities accounted for 62%.

**STATEWIDE PERSONNEL TRANSACTIONS — FISCAL YEAR 2016**

Type of Transaction	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	2,948	1,257	1,691	666	699	491	862	5	3	42	58	3	2	25	28	3	9	22	30
		43%	57%	22.6%	23.7%	16.7%	29.2%	0.2%	0.1%	1.4%	2.0%	0.1%	0.1%	0.8%	0.9%	0.1%	0.3%	0.7%	1.0%
Reinstatements	250	104	146	66	56	26	72	2	2	2	1	0	0	7	12	1	1	0	2
		42%	58%	26.4%	22.4%	10.4%	28.8%	1%	0.8%	0.8%	0.4%	0%	0.0%	3%	4.8%	0.4%	0.4%	0.0%	0.8%
Promotions	2,895	1,328	1,567	921	751	306	713	9	2	42	37	3	0	12	20	16	20	19	24
		46%	54%	31.8%	25.9%	10.6%	24.6%	0.31%	0.07%	1.5%	1.3%	0.10%	0.00%	0.4%	0.7%	0.6%	0.7%	0.7%	0.8%
Reclassifications	3,688	1,711	1,977	1109	955	482	870	4	6	49	42	4	2	19	32	7	26	37	44
		46%	54%	30.1%	25.9%	13.1%	23.6%	0.11%	0.2%	1.3%	1.1%	0.1%	0.1%	0.5%	0.9%	0.2%	0.7%	1.0%	1.2%
Demotions	223	96	127	44	52	45	61	0	0	5	4	1	0	0	0	0	7	1	3
		43%	57%	19.7%	23.3%	20.2%	27.4%	0%	0%	2%	1.8%	0%	0%	0%	0%	0.0%	3.1%	0.4%	1%
Suspensions	518	238	280	106	70	52	42	1	1	6	8	68	148	2	0	2	7	1	4
		46%	54%	20.5%	13.5%	10.0%	8.1%	0.2%	0%	1.2%	1.5%	13.1%	29%	0.4%	0.0%	0.4%	1.4%	0.2%	0.8%
<b>TOTAL</b>	<b>10,522</b>	<b>4,734</b>	<b>5,788</b>	<b>2,912</b>	<b>2,583</b>	<b>1,402</b>	<b>2,620</b>	<b>21</b>	<b>14</b>	<b>146</b>	<b>150</b>	<b>79</b>	<b>152</b>	<b>65</b>	<b>92</b>	<b>29</b>	<b>70</b>	<b>80</b>	<b>107</b>

**STATEWIDE SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2016**

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	2,620	1,026	1,594	545	641	386	810	3	5	46	48	4	3	22	35	4	13	16	39
		39%	61%	20.8%	24.5%	14.7%	30.9%	0.1%	0.2%	1.8%	1.8%	0.15%	0.1%	0.8%	1.3%	0.2%	0.5%	0.6%	1.5%
Rejections on Probation	115	48	67	18	17	26	42	0	1	1	0	0	0	3	6	0	0	0	1
		42%	58%	15.7%	14.8%	22.6%	36.5%	0%	1%	0.9%	0%	0%	0%	3%	5%	0%	0%	0.0%	0.9%
Retired	267	168	99	114	60	40	32	0	1	6	1	0	0	2	3	4	1	2	1
		63%	37%	42.7%	22.5%	15.0%	12.0%	0.0%	0.4%	2.2%	0.4%	0%	0%	0.7%	1.1%	1.5%	0.4%	0.7%	0.4%
Terminations	352	156	196	74	60	74	124		1	1	1			5	5	0	1	2	4
		44%	56%	21.0%	17.0%	21.0%	35.2%	0%	0%	0.3%	0.3%	0%	0%	1.4%	1.4%	0%	0.3%	0.6%	1.1%
<b>TOTAL</b>	<b>3,354</b>	<b>1,398</b>	<b>1,956</b>	<b>751</b>	<b>778</b>	<b>526</b>	<b>1,008</b>	<b>3</b>	<b>8</b>	<b>54</b>	<b>50</b>	<b>4</b>	<b>3</b>	<b>32</b>	<b>49</b>	<b>8</b>	<b>15</b>	<b>20</b>	<b>45</b>

NOTE: Data include SPMS and MDOT full-time and part-time employees; contractals are not included.

**STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2011 and June 30, 2016**

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Appointments	2011	1,076 25%	955 22%	809 19%	1,124 26%	141 3%	165 4%	2,026 47%	2,244 53%	4,270
	2016	666 23%	699 24%	491 17%	862 29%	100 3%	130 4%	1,257 43%	1,691 57%	2,948
Reinstatements	2011	78 18%	85 20%	72 17%	173 40%	7 2%	13 3%	157 37%	271 63%	428
	2016	66 26%	56 22%	26 10%	72 29%	12 5%	18 7%	104 42%	146 58%	250
Promotions	2011	918 27%	709 21%	558 17%	1,026 30%	86 3%	80 2%	1,562 46%	1,815 54%	3,377
	2016	921 32%	751 26%	306 11%	713 25%	101 3%	103 4%	1,328 46%	1,567 54%	2,895
Reclassifications	2011	595 26%	718 31%	255 11%	568 25%	60 3%	90 4%	910 40%	1,376 60%	2,286
	2016	1,109 30%	955 26%	482 13%	870 24%	120 3%	152 4%	1,711 46%	1,977 54%	3,688
Demotions	2011	70 30%	64 27%	36 15%	57 24%	3 1%	7 3%	109 46%	128 54%	237
	2016	44 20%	52 23%	45 20%	61 27%	7 3%	14 6%	96 43%	127 57%	223
Suspensions	2011	113 14%	131 17%	195 25%	290 37%	20 3%	33 4%	328 42%	454 58%	782
	2016	106 20%	70 14%	52 10%	42 8%	80 15%	168 32%	238 46%	280 54%	518
Resignations	2011	523 23%	641 28%	322 14%	608 27%	67 3%	107 5%	912 40%	1,356 60%	2,268
	2016	545 21%	641 24%	386 15%	810 31%	95 4%	143 5%	1,026 39%	1,594 61%	2,620
Terminations	2011	42 16%	35 13%	63 24%	103 38%	10 4%	15 6%	115 43%	153 57%	268
	2016	74 21%	60 17%	74 21%	124 35%	8 2%	12 3%	156 44%	196 56%	352

**STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2011 and June 30, 2016**

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Rejections on Probation	2011	21	30	30	59	3	4	54	93	147
		14%	20%	20%	40%	2%	3%	37%	63%	
	2016	18	17	26	42	4	8	48	67	115
		16%	15%	23%	37%	3%	7%	42%	58%	
Deaths	2011	27	9	14	20	0	5	41	34	75
		36%	12%	19%	27%	0%	7%	55%	45%	
	2016	20	10	14	19	1	1	35	30	65
		31%	15%	22%	29%	2%	2%	54%	46%	
Horizontal Transfer	2011	19	22	9	24	1	3	29	49	78
		24%	28%	12%	31%	1%	4%	37%	63%	
	2016	368	323	174	330	49	74	591	727	1318
		28%	25%	13%	25%	4%	6%	45%	55%	
Disciplinary Demotion	2011	6	4	6	8	1	0	13	12	25
		24%	16%	24%	32%	4%	0%	52%	48%	
	2016	9	2	10	9	1	0	20	11	31
		29%	6%	32%	29%	3%	0%	65%	35%	
Retired	2011	720	767	284	623	58	65	1,062	1,455	2,517
		29%	30%	11%	25%	2%	3%	42%	58%	
	2016	114	60	40	32	14	7	168	99	267
		43%	22%	15%	12%	5%	3%	63%	37%	
Transfer	2011	182	72	64	67	35	7	281	146	427
		43%	17%	15%	16%	8%	2%	66%	34%	
	2016	180	79	117	110	10	8	307	197	504
		36%	16%	23%	22%	2%	2%	61%	39%	
Forfeiture of Annual Leave	2011	86	42	93	114	10	10	189	166	355
		24%	12%	26%	32%	3%	3%	53%	47%	
	2016	40	21	53	73	8	5	101	99	200
		20%	11%	27%	37%	4%	3%	51%	50%	

NOTE: The data include SPMS and MDOT full-time and part-time employees; contractals are not included.

**SEPARATIONS AND TERMINATIONS BY AGE, RACE AND GENDER — FISCAL YEAR 2016**

AGE	TOTAL			Race												Ethnicity			
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>RESIGNATIONS</b>																			
19 OR LESS	2	2	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	590	249	341	134	128	91	175	1	2	9	10	0	1	6	9	2	1	6	15
30 - 39	819	273	546	140	214	107	280	0	1	16	23	1	2	4	9	0	4	5	13
40 - 49	625	249	376	120	140	102	207	0	1	15	11	2	0	3	8	2	5	5	4
50 - 59	349	143	206	77	98	58	93	1	1	3	2	1	0	3	5	0	2	0	5
60 - 69	139	65	74	42	40	20	29	0	0	1	1	0	0	2	3	0	0	0	1
70 PLUS	31	20	11	13	9	3	2	0	0	0	0	0	0	4	0	0	0	0	0
No age listed	65	25	40	18	12	4	24	1	0	2	1	0	0	0	1	0	1	0	1
<b>TOTAL</b>	<b>2,620</b>	<b>1,026</b>	<b>1,594</b>	<b>545</b>	<b>641</b>	<b>386</b>	<b>810</b>	<b>3</b>	<b>5</b>	<b>46</b>	<b>48</b>	<b>4</b>	<b>3</b>	<b>22</b>	<b>35</b>	<b>4</b>	<b>13</b>	<b>16</b>	<b>39</b>
<b>REJECTIONS ON PROBATION</b>																			
19 OR LESS	0	0	0																
20 - 29	44	20	24	7	4	13	17	0	0	0	0	0	0	0	3	0	0	0	0
30 - 39	22	10	12	4	1	6	9	0	0	0	0	0	0	0	1	0	0	0	1
40 - 49	19	8	11	3	3	4	7	0	1	0	0	0	0	1	0	0	0	0	0
50 - 59	24	6	18	2	9	2	8	0	0	1	0	0	0	1	1	0	0	0	0
60 - 69	4	4	0	2	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0
70 PLUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No age listed	2	0	2	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0
<b>TOTAL</b>	<b>115</b>	<b>48</b>	<b>67</b>	<b>18</b>	<b>17</b>	<b>26</b>	<b>42</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>TERMINATIONS</b>																			
19 OR LESS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	58	27	31	12	10	14	19	0	0	0	0	0	0	1	2	0	0	0	0
30 - 39	69	29	40	12	5	17	33	0	0	0	0	0	0	0	1	0	0	0	1
40 - 49	82	35	47	14	16	19	30	0	1	0	0	0	0	2	0	0	0	0	0
50 - 59	99	39	60	21	23	16	33	0	0	0	1	0	0	1	1	0	0	1	2
60 - 69	35	22	13	12	4	8	7	0	0	0	0	0	0	1	0	0	1	1	1
70 PLUS	3	1	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
No age listed	6	3	3	2	1	0	1	0	0	1	0	0	0	0	1	0	0	0	0
<b>TOTAL</b>	<b>352</b>	<b>156</b>	<b>196</b>	<b>74</b>	<b>60</b>	<b>74</b>	<b>124</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>4</b>
<b>GRAND TOTAL</b>	<b>3,087</b>	<b>1,230</b>	<b>1,857</b>	<b>637</b>	<b>718</b>	<b>486</b>	<b>976</b>	<b>3</b>	<b>7</b>	<b>48</b>	<b>49</b>	<b>4</b>	<b>3</b>	<b>30</b>	<b>46</b>	<b>4</b>	<b>14</b>	<b>18</b>	<b>44</b>

Note: Data include SPSM and MDOT full-time and part-time employees; contractals are not included.

# **SECTION SEVEN**

## **REASONABLE**

## **ACCOMMODATIONS**



## **SECTION 7: REASONABLE ACCOMMODATIONS**

In fiscal year 2016 there were 410 requests for reasonable accommodations from State employees and applicants for State employment. Of this amount, 329 or 80% of the requests were granted. There were 28 agencies that reported data on reasonable accommodation requests, with the Department of Education, MDOT, and Department of Health and Mental Hygiene accounting for 264 or 66% of the total employee/applicant reasonable accommodation requests reported.

**STATEWIDE REQUESTS FOR REASONABLE ACCOMMODATION — FISCAL YEAR 2016**

Agency	Applicants	Employees	STATUS		
			Granted	Denied	Pending
Administrative Hearings, Office of	0	2	2	0	0
Aging, MD Dept. of	0	2	1	1	0
Assessment and Taxation	0	7	5	2	0
BCCC	0	5	3	2	0
Budget and Management	0	11	7	5	0
Commerce, Dept. of	0	1	1	0	0
Comptroller	0	8	7	1	0
Deaf, MD School for the	0	3	3	0	0
Education	0	48	42	3	3
Environmental Services	0	7	7	0	0
General Services	0	3	3	0	0
Health and Mental Hygiene	0	117	108	11	1
Health Benefits Exchange	0	6	6	0	0
Housing and Community Development	0	5	5	0	0
Human Resources	0	7	6	0	1
Information Technology, Dept of	0	7	6	0	1
Institute for Emergency Medical Services Systems, MD	0	1	0	1	0
Insurance Administration	0	5	5	0	0
Juvenile Services	1	11	12	0	0
Morgan State University	1	1	2	0	0
Natural Resources	0	3	3	0	0
Public Broadcasting Commission	0	1	1	0	0
Public Defender's Office	0	7	5	2	0
Public Safety and Correctional Services	0	32	22	9	3
School for the Deaf	0	3	3	0	0
State Police, MD Dept of	0	3	1	2	0
St. Mary's College of MD	3	0	3	0	0
Transportation	1	98	60	35	5
<b>TOTAL</b>	<b>6</b>	<b>404</b>	<b>329</b>	<b>74</b>	<b>14</b>

NOTE: All of the agencies Statewide reported. These are the only agencies reporting reasonable accommodation requests.

# **SECTION EIGHT**

## **STATE**

### **EQUAL EMPLOYMENT OPPORTUNITY**

#### **COMPLAINTS**

## **SECTION 8: STATEWIDE EEO COMPLAINTS**

- The total number of internal and external complaints statewide for fiscal 2016 was 491. Of these, 332 were internal complaints and 159 were external complaints.
- The most common basis for internal complaints is Race and Sex/Gender.
- The number of statewide discrimination complaints has increased from 445 in fiscal 2011 to 491 in fiscal 2016.
- The Office of the Statewide Equal Employment Opportunity Coordinator processed a total of 21 EEO appeals in fiscal 2016.
- The Office investigated 12 Whistleblower complaints. All were found to have “no probable cause” finding.

NOTE: Internal complaints are those filed at the agency level, usually with a State agency’s Fair Practices Officer or Equal Employment Opportunity Officer.

External complaints are those filed with the Maryland Commission on Civil Rights or Equal Employment Opportunity Commission.

‘Other’ complaints include employment related complaints, not discriminatory in basis.

**STATEWIDE DISCRIMINATION COMPLAINTS BY AGENCY, BASIS, ISSUE AND DISPOSITION — FISCAL YEAR 2016**

Agency	Agency Employees	External	Internal	Other	Basis*											Issue*				Disposition*									
					ADA	Age	Ancestry	Color	Creed	Disability	Marital Status	National Origin	Race	Religious Affiliation	Sex/Gender	Gender Identity	Sexual Orientation	Harassment	Sexual Harassment	Retaliation	Other	Probable Cause	No Cause	Administrative Closure	Mediation/ Settled/Resolved	Open/Pending	Withdrawn		
Baltimore City Community College	394	3	3										1		2				2		1			2			1		
Dept of Budget & Management	280	2	0																										
Dept of General Services	524	0	1										1														1		
Dept of Health and Mental Hygiene	7,967	37	58	25		6				9		1	13		1	13		1		6	1	52	1	32	13	3	4	4	
Dept of Housing and Community Development	293	0	2										1		2				1	1	2	1	1						
Dept of Human Resources	5,786	13	16	5						6		1	5		1		1	1	1	0	14	1	10			1	4		
Dept of Juvenile Services	1,778	4	16	10						4					3			10	1		8	1	4	8		1	2		
Dept of Information Technology	143	0	2	2															2				2						
Dept of Labor, Licensing and Regulation	1,463	4	11	10						1		1	1		1			3	1	1	9	2	5		2	2			
Dept of Natural Resources	1214	2	0																										
Dept of Public Safety & Correctional Services	9588	43	124	8		8	7	7		10	23		24	2	4	71	24	40	72	15	22	80			5	3			
Dept of Transportation	10,057	35	58	11		9	5	6		6	14	1	14		1	14	8	2	35	5	34	13			4	2			
Dept of Veterans Affairs	72	1	0																										
MD Commission on Civil Rights	28	1	0																										
MD Environmental Services	812	2	0																										
MD Health Benefit Exchange	56	2	1						1					1						1			1						
MD Institute for Emer Medical Servs Systems	86	1	0																										
MD Museum of African American History & Culture	19	1	0																										
MD State Dept of Education	1,277	3	6						3			2		1			1	2	2	3		3	1	2					
MD State Police	2,193	3	11	4		2	2				2	4	1	2			7	1		3		7	4						
Military Department	216	0	8	3		4						2								8		3	1	3	1				
Morgan State University	1,109	0	8	2					3		1	3		2			2		6	7		1	2	4	3				
Office of the Public Defender	847	0	1			1			1			1		1						1		1							
Office of the Treasurer	42	0	1				1										1					1							
State Board of Elections	188	1	2	1					1					1			1					2							
State Dept of Assessment and Taxation	527	1	3	3													1					3							
<b>TOTAL</b>	<b>46,959</b>	<b>159</b>	<b>332</b>	<b>84</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>42</b>	<b>0</b>	<b>22</b>	<b>71</b>	<b>3</b>	<b>68</b>	<b>2</b>	<b>7</b>	<b>112</b>	<b>49</b>	<b>53</b>	<b>220</b>	<b>26</b>	<b>133</b>	<b>123</b>	<b>15</b>	<b>22</b>	<b>15</b>		

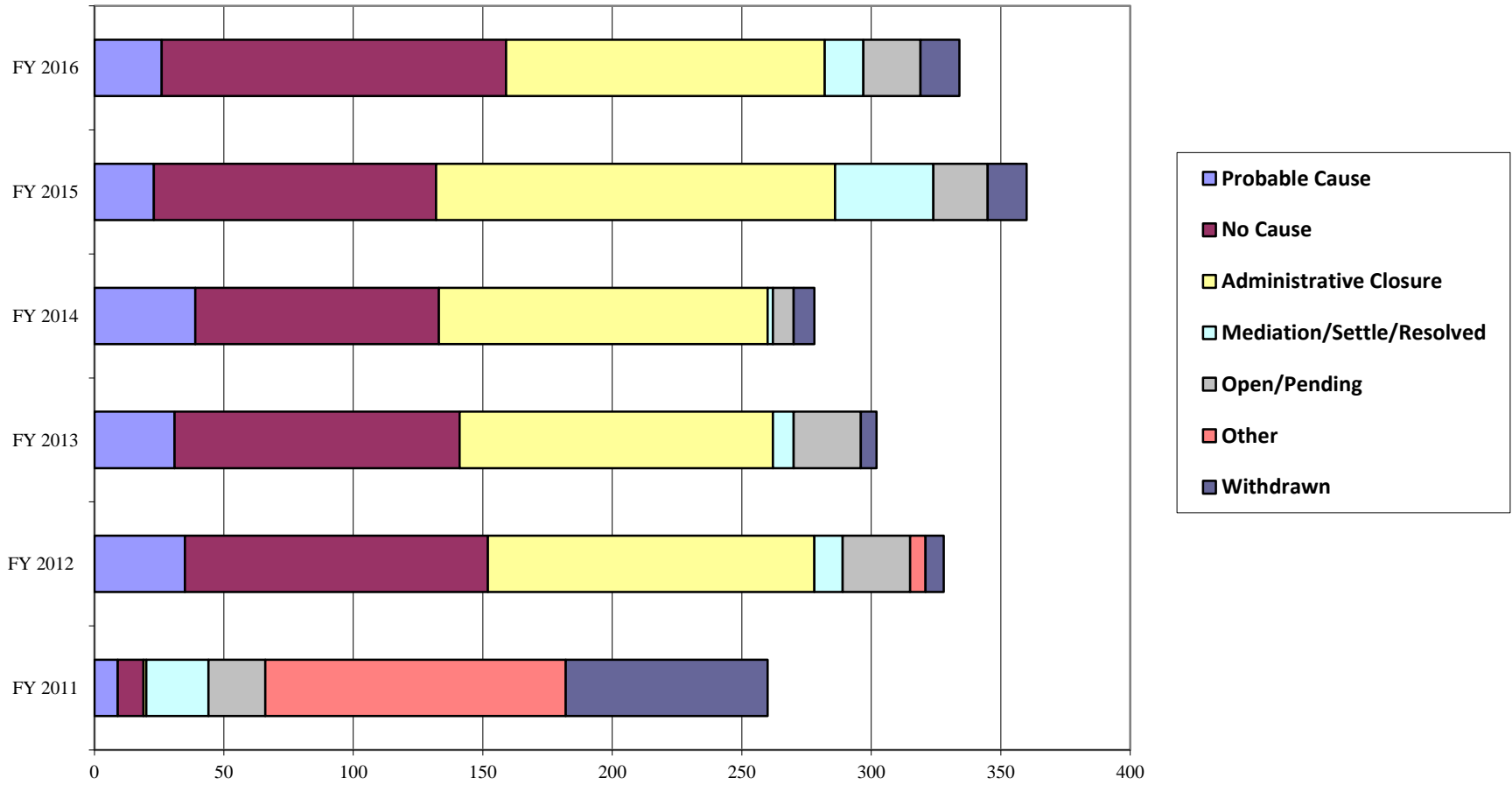
\*In order to avoid duplication, Basis, Issues, and Dispositions are only counted on Internal complaints. Please note: Some complaints have multiple basis. An employee may file a complaint alleging that more than one protected class has been violated; therefore, the total number of internal complaints may differ from the total number for basis and dispositions.

(1) "Internal" complaints are those filed at the agency level, with a State agency's Fair Practices Officer or Equal Employment Opportunity Officer.

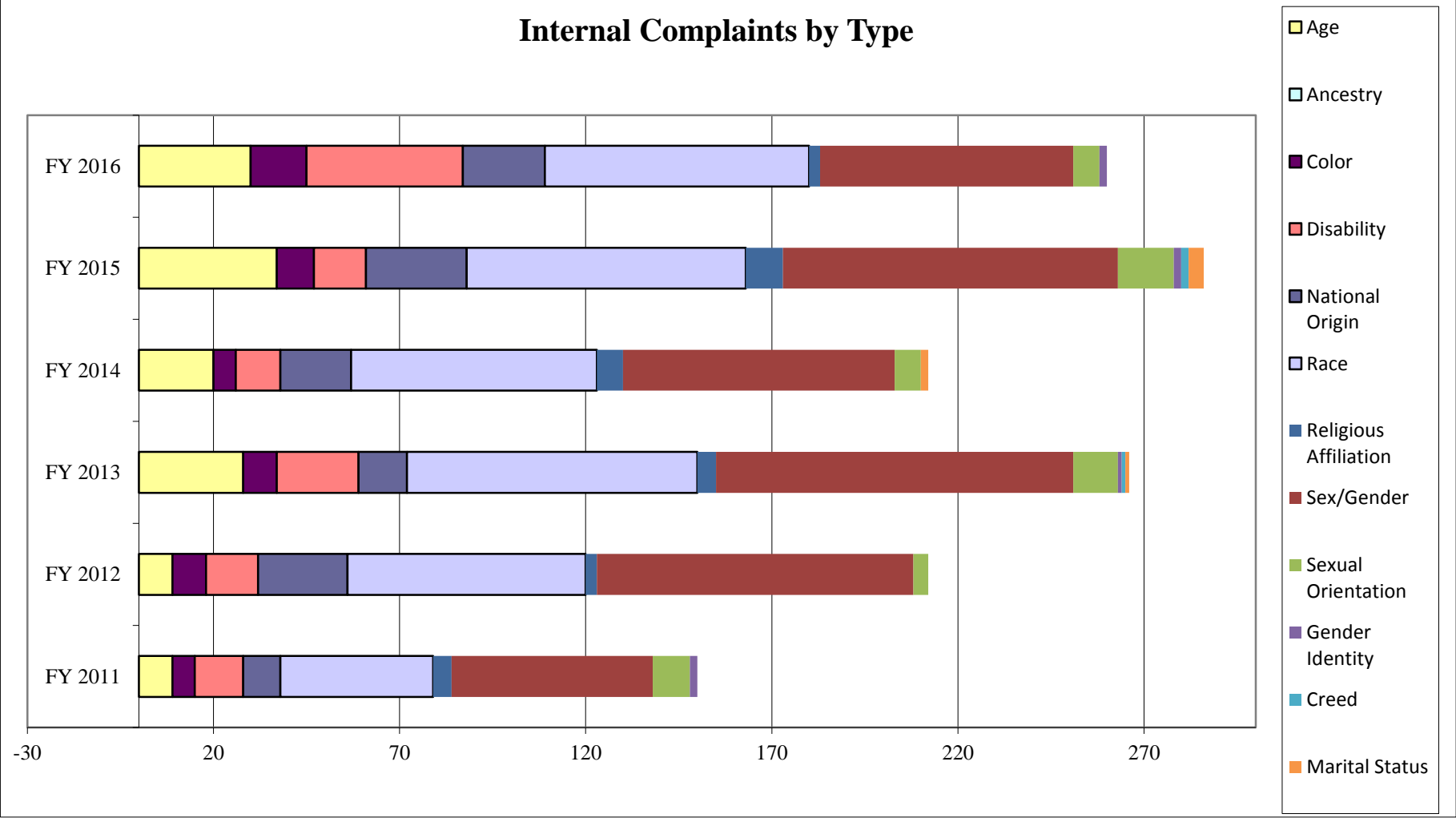
(2) "External" complaints are those filed with the Maryland Commission on Civil Rights, Department of Justice, Courts, and/or Equal Employment Opportunity Commission.

(3) "Other" Complaints include employment related complaints, not discriminatory in basis.

## Internal Complaints by Disposition



## Internal Complaints by Type



**SECTION NINE**

**UNIVERSITY SYSTEM**

**OF MARYLAND**



## **SECTION 9: UNIVERSITY SYSTEM OF MARYLAND**

The University System of Maryland includes the USM Office and the following institutions: Bowie State University, Coppin State University; Frostburg State University; Salisbury University; Towson University; University of Baltimore; University of Maryland Baltimore; University of Maryland Baltimore County; University of Maryland Center for Environmental Science; University of Maryland College Park; University of Maryland Eastern Shore; and University of Maryland University College.

- There were a total of 38,134 employees in the University System of Maryland.
  - Of the total employees, 21,922 (57.5%) were White, 7,301 (19.1%) were African American, 83 (0.22%) were American Indian and Alaska Native, 4,606 (12.8%) were Asian, 1,518 (4%) were Hispanic or Latino, 313 (0.82%) were Multiracial, and 2,344 (6.2%) were Other (no race checked).
  - Males comprised 18,019 (47.3%) of the workforce.
  - Females comprised 20,115 (52.7%) of the workforce.
  - The majority of Faculty and Instructor positions were filled by Whites (68%) and males (52%).

**UNIVERSITY SYSTEM OF MARYLAND**  
**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2016**

EEO Job Category	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	2,520	1,034	1,486	696	953	215	372	2	1	41	61	1	1	48	45	6	7	25	46
		41%	59%	28%	38%	9%	15%	0%	0.0%	1.6%	2.4%	0%	0%	1.9%	1.8%	0.2%	0.3%	1.0%	1.8%
Professionals	8,637	3,270	5,367	1,981	3,011	603	1,359	5	9	282	454	8	6	226	282	30	68	135	178
		38%	62%	23%	35%	7%	16%	0.1%	0.1%	3.3%	5.3%	0%	0%	2.6%	3.3%	0.3%	1%	1.6%	2.1%
Technical-Paraprofessionals	509	142	367	90	234	35	91	0	0	7	27	0	2	4	7	2	2	4	4
		28%	72%	18%	46%	6.9%	18%	0.0%	0%	1.4%	5.3%	0%	0%	0.8%	1.4%	0.4%	0.4%	0.8%	0.8%
Faculty/Instructors	12,896	6,756	6,140	4,684	4,111	798	993	24	15	767	542	4	5	275	239	34	44	170	191
		52%	48%	36%	32%	6%	8%	0%	0%	6%	4%	0%	0%	2%	2%	0%	0%	1%	1%
Faculty/ Research	2,538	1,530	1,008	768	540	48	75	1	1	490	253	4	3	153	98	11	8	55	30
		60%	40%	30%	21%	2%	3%	0.0%	0.04%	19.3%	10.0%	0%	0%	6.0%	3.9%	0.4%	0.3%	2.2%	1.2%
Faculty/Public Service	2	2	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	50%	0%	50%	0%	0.0%	0.0%	0.0%	0.0%	0%	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Teachers' Assistant/Assoc	5,816	2,949	2,867	1,295	1,412	158	243	3	5	911	639	6	4	425	411	21	35	130	118
		51%	49%	22%	24%	3%	4%	0.1%	0.1%	15.7%	11.0%	0%	0%	7.3%	7.1%	0.4%	1%	2.2%	2%
Administrative Support	2,556	531	2,025	217	978	239	869	3	5	27	34	0	2	17	55	5	28	23	54
		21%	79%	8%	38%	9%	34%	0%	0%	1.1%	1.3%	0%	0%	0.7%	2.2%	0%	1.1%	0.9%	2.1%
Skilled Craft Workers	778	747	31	449	10	197	15	4	0	28	0	0	0	19	1	3	0	47	5
		96%	4%	58%	1%	25%	2%	0.5%	0%	3.6%	0%	0%	0%	2.4%	0.1%	0%	0%	6.0%	0.6%
Service-Maintenance	1,882	1,058	824	374	118	557	433	4	1	25	18	0	1	29	10	4	5	65	238
		56%	44%	20%	6%	30%	23%	0.2%	0.05%	1.3%	1.0%	0%	0%	1.5%	0.5%	0.2%	0.3%	3.5%	12.6%
<b>TOTAL</b>	<b>38,134</b>	<b>18,019</b>	<b>20,115</b>	<b>10,555</b>	<b>11,367</b>	<b>2,851</b>	<b>4,450</b>	<b>46</b>	<b>37</b>	<b>2,578</b>	<b>2,028</b>	<b>23</b>	<b>24</b>	<b>1,196</b>	<b>1,148</b>	<b>116</b>	<b>197</b>	<b>654</b>	<b>864</b>
		47.3%	52.7%	27.7%	29.8%	7.5%	11.7%	0.12%	0.10%	6.8%	5.3%	0%	0%	3.1%	3.0%	0.30%	0.52%	1.7%	2.3%

NOTE: The data include full-time and part-time employees; contractals are not included.

# **SECTION TEN**

## **INDEPENDENT HIGHER EDUCATION INSTITUTIONS**

## **SECTION 10: INDEPENDENT HIGHER EDUCATION INSTITUTIONS**

### **BALTIMORE CITY COMMUNITY COLLEGE**

- There are 394 employees in the Baltimore City Community College workforce.
  - 269 or 69% are African-American employees
  - 236 or 60% are female employees

### **MORGAN STATE UNIVERSITY**

- There are 1109 employees in the Morgan State University workforce.
  - 820 or 74% are African-American employees
  - 571 or 51% are female employees

### **ST. MARY'S COLLEGE OF MARYLAND**

- There are 323 employees in the St. Mary's College of Maryland workforce.
  - 43 or 14% are African-American employees
  - 164 or 51% are female employees

**BALTIMORE CITY COMMUNITY COLLEGE**  
**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2016**

EEO Job Category	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	54	26	28	12	7	14	20	0	0	0	0	0	0	0	1	0	0	0	0
		48%	52%	22%	13%	26%	37%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	246	89	157	28	44	54	105	0	0	0	0	0	0	7	8	0	0	0	0
		36%	64%	11%	18%	22%	43%	0%	0%	0%	0%	0%	0%	3%	3%	0%	0%	0%	0%
Technicians	13	11	2	2	1	8	0	0	0	0	0	0	0	1	1	0	0	0	0
		85%	15%	15%	8%	62%	0%	0%	0%	0%	0%	0%	0%	8%	8%	0%	0%	0%	0%
Protective Service Workers: Sworn	13	10	3	0	2	10	1	0	0	0	0	0	0	0	0	0	0	0	0
		77%	23%	0%	15%	77%	8%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	41	2	39	0	1	2	38	0	0	0	0	0	0	0	0	0	0	0	0
		5%	95%	0%	2%	5%	93%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	23	16	7	1	0	15	0	0	7	0	0	0	0	0	0	0	0	0	0
		70%	30%	4%	0%	65%	0%	0%	30%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	4	4	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	50%	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>394</b>	<b>158</b>	<b>236</b>	<b>45</b>	<b>55</b>	<b>105</b>	<b>164</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>40%</b>	<b>60%</b>	<b>11%</b>	<b>14%</b>	<b>27%</b>	<b>42%</b>	<b>0%</b>	<b>2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0%</b>	<b>0%</b>	<b>2%</b>	<b>3%</b>	<b>0%</b>	<b>0%</b>	<b>0.0%</b>	<b>0.0%</b>

NOTE: The data include full-time and part-time employees; contractals are not included.

**BALTIMORE CITY COMMUNITY COLLEGE  
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2016**

Type of Transaction	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	40	14	26	4	5	10	19	0	0	0	1	0	0	0	0	0	0	0	1
		35%	65%	10%	13%	25%	48%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	5	2	3	0	0	2	3	0	0	0	0	0	0	0	0	0	0	0	0
		40%	60%	0%	0%	40%	60%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	4	2	2	0	0	1	2	0	0	1	0	0	0	0	0	0	0	0	0
		25%	50%	0%	0%	25%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	5	3	2	0	0	3	1	0	0	0	1	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	2	2	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>56</b>	<b>23</b>	<b>33</b>	<b>4</b>	<b>5</b>	<b>17</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
		41%	59%	7%	9%	30%	45%	0%	0%	4%	4%	0%	0%	0%	0%	0%	0%	0%	2%

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2016**

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	22	11	11	1	2	9	8	0	0	0	1	0	0	0	0	0	0	1	0
		50%	50%	5%	9%	41%	36%	0%	0%	0%	5%	0%	0%	0%	0%	0%	0%	0%	5%
Rejection on Probation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	8	4	4	0	1	4	3	0	0	0	0	0	0	0	0	0	0	0	0
		50%	50%	0%	13%	50%	38%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>30</b>	<b>15</b>	<b>15</b>	<b>1</b>	<b>3</b>	<b>13</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
		50%	50%	3%	10%	43%	37%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	3%	0%

NOTE: The data include full-time and part-time employees; contractals are not included.

**MORGAN STATE UNIVERSITY**

**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2016**

EEO Job Category	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	133	62	71	13	1	46	67	1	1	0	2	1	0	1	0	0	0	0	0
		47%	53%	10%	1%	35%	50%	1%	0.8%	0%	2%	0%	0.0%	1%	0%	0%	0%	0%	0%
Professionals	704	367	337	92	54	209	246	11	6	48	29	5	2	2	0	0	0	0	0
		52%	48%	13%	8%	30%	35%	2%	0.9%	7%	4.1%	0.7%	0%	0%	0%	0%	0%	0%	0%
Technicians	11	6	5	1	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0
		55%	45%	9%	0%	45%	45%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	37	30	7	3	0	26	7	1	0	0	0	0	0	0	0	0	0	0	0
		81%	19%	8%	0%	70%	19%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	146	12	134	1	2	11	126	0	3	0	2	0	1	0	0	0	0	0	0
		8%	92%	1%	1%	8%	86%	0%	2.1%	0%	1.4%	0%	1%	0.0%	0.0%	0.0%	0%	0%	0%
Skilled Craft Workers	16	15	1	2	0	12	1	0	0	0	0	0	0	1	0	0	0	0	0
		94%	6%	13%	0%	75%	6%	0%	0%	0%	0%	0%	0%	6%	0%	0%	0%	0%	0%
Service-Maintenance	62	46	16	2	1	44	15	0	0	0	0	0	0	0	0	0	0	0	0
		74%	26%	3%	0%	71%	24%	0.0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>1,109</b>	<b>538</b>	<b>571</b>	<b>114</b>	<b>58</b>	<b>353</b>	<b>467</b>	<b>13</b>	<b>10</b>	<b>48</b>	<b>33</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>49%</b>	<b>51%</b>	<b>10%</b>	<b>5%</b>	<b>32%</b>	<b>42%</b>	<b>1.2%</b>	<b>0.9%</b>	<b>4.3%</b>	<b>3.0%</b>	<b>0.5%</b>	<b>0.3%</b>	<b>0%</b>	<b>0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

NOTE: The data include full-time and part-time employees; contractuales are not included.

**MORGAN STATE UNIVERSITY  
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2016**

Type of Transaction	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	65	32	33	6	5	21	26	0	0	4	2	0	0	1	0	0	0	0	0
		49%	51%	9%	8%	32%	40%	0%	0%	6%	3%	0%	0%	2%	0%	0%	0%	0%	0%
Reinstatements	4	2	2	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	24	11	13	2	1	7	11	0	0	2	1	0	0	0	0	0	0	0	0
		46%	54%	8%	4%	29%	46%	0%	0%	8%	4%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	4	1	3	0	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0
		25%	75%	0%	0%	25%	75%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>97</b>	<b>46</b>	<b>51</b>	<b>10</b>	<b>6</b>	<b>29</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		47%	53%	10%	6%	30%	43%	0%	0%	6%	3%	0%	0%	1%	0%	0%	0%	0%	

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2016**

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	45	21	24	5	4	14	20	0	0	1	0	1	0	0	0	0	0	0	
		47%	53%	11%	9%	31%	44%	0%	0%	2%	0%	2%	0%	0%	0%	0%	0%	0%	
Rejection on Probation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Terminations	9	3	6	0	0	2	6	1	0	0	0	0	0	0	0	0	0	0	
		33%	67%	0%	0%	22%	67%	11%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
<b>TOTAL</b>	<b>54</b>	<b>24</b>	<b>30</b>	<b>5</b>	<b>4</b>	<b>16</b>	<b>26</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
		44%	56%	9%	7%	30%	48%	2%	0%	2%	0%	2%	0%	0%	0%	0%	0%		

NOTE: The data include full-time and part-time employees; contractals are not included.



**ST. MARY'S COLLEGE OF MARYLAND**  
**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2016**

EEO Job Category	TOTAL		Race														Ethnicity		
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	33	15	18	11	17	4	1	0	0	0	0	0	0	0	0	0	0	0	0
		45%	55%	33%	52%	12%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	184	99	85	79	67	8	5	0	0	6	6	0	0	0	0	0	0	6	7
		54%	46%	43%	36%	4%	3%	0%	0%	3%	3%	0%	0%	0%	0%	0%	0%	0%	3%
Technicians	18	14	4	12	4	0	0	1	0	1	0	0	0	0	0	0	0	0	0
		78%	22%	67%	22%	0%	0%	6%	0%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	6	5	1	3	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	41	2	39	2	29	0	6	0	0	0	2	0	0	0	0	0	0	0	2
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	11	9	2	8	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1
		82%	18%	73%	9%	9%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	30	15	15	8	6	7	9	0	0	0	0	0	0	0	0	0	0	0	0
		50%	50%	27%	20%	23%	30%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>323</b>	<b>159</b>	<b>164</b>	<b>123</b>	<b>125</b>	<b>22</b>	<b>21</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>10</b>
		49%	51%	38%	39%	7%	7%	0.3%	0%	2.2%	2.48%	0%	0%	0%	0.00%	0%	0%	1.86%	3.10%

NOTE: The data include full-time and part-time employees; contractals are not included.

**ST. MARY'S COLLEGE OF MARYLAND**  
**PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2016**

Type of Transaction	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2016**

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	47	19	28	13	25	4	3	0	0	2	0	0	0	0	0	0	0	0	0
		40%	60%	28%	53%	9%	6%	0%	0%	4%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Rejection on Probation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	2	1	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		50%	50%	0%	0%	50%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	49	20	29	13	25	5	4	0	0	2	0	0	0	0	0	0	0	0	0
		41%	59%	27%	51%	10%	8%	0%	0%	4%	0%	0%	0%	0%	0%	0%	0%	0%	0%

NOTE: The data include full-time and part-time employees; contractuales are not included.

# APPENDICES

Appendix A

**EXECUTIVE ORDER**  
**01.01.2007.16**  
**Code of Fair Employment Practices**  
(Rescinds Executive Order 01.01.2007.09)

**WHEREAS**, The State of Maryland recognizes and honors the value and dignity of every employee and understands the importance of providing its employees with a fair opportunity to pursue their careers in an environment free of discrimination or any form of prohibited harassment;

**WHEREAS**, Title 5, Subtitle 2 of the State Personnel and Pensions Article of the Annotated Code of Maryland establishes an Equal Employment Opportunity (EEO) program to ensure that employment decisions are based only on merit and fitness;

**WHEREAS**, The State is committed to providing a work environment free from discrimination on the basis of age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, religious affiliation, belief or opinion, race, sex, sexual orientation, or any other non-merit factor;

**WHEREAS**, All Executive Branch appointing authorities and managers are expected to assume personal responsibility and leadership in ensuring that fair employment practices are adhered to and that equal employment opportunity is a reality in Maryland State government; and

**WHEREAS**, There is a need to update prior Executive Orders to emphasize the State of Maryland's commitment to fair employment practices, to reaffirm the responsibilities of State agencies to uphold these important principles and to reflect existing law.

**NOW, THEREFORE**, I, MARTIN O'MALLEY, GOVERNOR OF THE STATE OF MARYLAND, BY VIRTUE OF THE AUTHORITY VESTED IN ME BY THE CONSTITUTION AND LAWS OF MARYLAND, DO HEREBY RESCIND EXECUTIVE ORDER .01.01.2007.09 AND PROCLAIM THE FOLLOWING EXECUTIVE ORDER EFFECTIVE IMMEDIATELY.

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**ARTICLE I – EQUAL EMPLOYMENT OPPORTUNITY PROGRAM IN STATE GOVERNMENT**

- A. All personnel actions concerning any employee or applicant for employment in the Executive Branch will be taken on the basis of merit and fitness, and without regard to:
  - 1. Age;
  - 2. Ancestry;
  - 3. Color;
  - 4. Creed;
  - 5. Gender identity and expression;
  - 6. Genetic information;
  - 7. Marital status;
  - 8. Mental or physical disability;
  - 9. National origin;
  - 10. Race;
  - 11. Religious affiliation, belief or opinion;
  - 12. Sex; or;
  - 13. Sexual orientation.
  
- B. All personnel actions concerning any skilled, professional or management service employee and any special appointee designated by the Secretary of Budget and Management, or any applicant for employment in those services or in comparable positions in an independent personnel system in the Executive Branch, shall be without regard to political affiliation, belief or opinion.
  
- C. Discrimination against or harassment of employees on the basis of any reason prohibited by law is not permitted.
  
- D. Retaliation against any employee who opposes discrimination or participates in an EEO investigation is not permitted.
  
- E. Retaliation against an individual because of their refusal to submit to a genetic test or make available the results of a genetic test is not permitted.
  
- F. The Secretary of Budget and Management shall:

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- (1) Recommend the appointment of a Statewide Equal Employment Opportunity Coordinator who shall administer the program and coordinate the activities of the agency Fair Practices Officers, EEO Officers, and Americans with Disabilities Act Officers;
  - (2) Establish an Equal Employment Opportunity Unit which will report directly to the Equal Employment Opportunity Coordinator to oversee the administration of an equal employment practices program consistent with the requirements of applicable federal and State law governing equal employment opportunity, the State Personnel and Pensions Article, and this Executive Order;
  - (3) Upon an appropriate showing by an agency, and consistent with State and federal law, permit any bona fide occupational qualification; and
  - (4) Take any action, not consistent with federal or State law, to resolve employee complaints of unfair employment practices.
- G. The head of each department or other independent unit in the Executive Branch shall, consistent with guidelines and regulations promulgated by the Secretary of Budget and Management:
- (1) Appoint a Fair Practices Officer, and any Equal Employment Opportunity Officers, as required, for the appropriate implementation of the Equal Employment Opportunity Program in the department or unit;
  - (2) Ensure that the personnel practices in the department or unit are not discriminatory;
  - (3) Review disciplinary actions initiated against employees, employee grievances and complaints of discrimination to ensure the fair and equitable treatment of employees in their department or unit;
  - (4) Develop and implement policies that promote equal employment opportunity and work force diversification reflective of the availability of women, minorities, and persons with disabilities in the relevant labor market;
  - (5) Provide leadership and training to managers, supervisors and other employees in fair employment practices;

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- (6) Ensure that designated Fair Practices and Equal Employment Opportunity Officers are known to all employees in their respective agencies and that these Officers have appropriate decision-making authority consistent with relevant federal and State law, this Executive Order, and personnel regulations;
  - (7) Consult and cooperate fully with the Secretary of Budget and Management and the Statewide EEO Coordinator or their designees in investigating and resolving expeditiously complaints of discrimination or unfair employment practices;
  - (8) Provide statistical and other information requested by the Secretary of Budget and Management regarding efforts to implement the department's or unit's Equal Employment Opportunity Program;
  - (9) Develop and implement programs, activities and events to acknowledge and educate about diversity and cultural differences; and
  - (10) Implement any decision of the Secretary of Budget and Management not consistent with the spirit or requirements of this Executive Order and federal or State law.
- H. Cabinet officials and other heads of departments or units are expected to lead by example in promoting fair employment practices and this Administration's policy of zero tolerance for employment discrimination.

### **ARTICLE II – COMPLAINTS OF DISCRIMINATION AND UNFAIR EMPLOYMENT PRACTICES**

- A. It is the policy of this Administration that all complaints of discrimination or other unfair employment practices be thoroughly investigated and promptly resolved, as appropriate.
- B. The Statewide EEO Coordinator shall monitor the compliance and effectiveness of each agency's EEO program and make recommendations for improvement.
- C. The Secretary of Budget and Management shall develop and promulgate rules, regulations, and guidelines for the investigation and resolution of complaints of

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discrimination or other unfair employment practices which shall include, at a minimum:

- (1) Provisions for resolving complaints informally whenever possible;
  - (2) Provisions for employees to file complaints with the Fair Practices or Equal Employment Opportunity Officer for the department or unit;
  - (3) Provisions for the review and resolution of any employment grievance, complaint involving discrimination or other unfair employment practices by the Secretary of Budget and Management prior to any appeal to the Office of Administrative Hearings;
  - (4) Guidelines for cooperation with the investigation of any complaint of discrimination filed with the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations), the United States Equal Employment Opportunity Commission or any other agency authorized by law to conduct such investigations; and
  - (5) Training programs for managers and supervisors in identifying and resolving complaints of discrimination or other unfair employment practices.
- D. No employee shall be harassed or otherwise retaliated against for filing a complaint of discrimination or other unfair employment practice, providing information in support of any such complaint or testifying, assisting or participating in any phase of an investigation of any unfair employment practice, or on the basis of his or her refusal to submit to a genetic test or make available the results of a genetic test.
- E. Discrimination or retaliation complaints by Fair Practices Officers, Equal Employment Opportunity Officers, or EEO Office Directors shall be filed with the head of the unit or their designee and may be appealed to the Statewide EEO Coordinator's Office.

### **ARTICLE III – COOPERATION WITH THE MARYLAND COMMISSION ON CIVIL RIGHTS (FORMERLY THE MARYLAND COMMISSION ON HUMAN RELATIONS) AND THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**

- A. In accordance with the requirements of applicable federal and State law governing equal employment opportunity, the State Personnel and Pensions Article, and this



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Executive Order, all heads of departments and units in the Executive Branch shall cooperate fully with the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations), the United States Equal Employment Opportunity Commission and any other federal or State agency investigating discrimination and duly comply with any validly adopted rules, regulations, and orders for effectuating the State's policies against discrimination and resolving complaints of discrimination.

- B. Every attempt shall be made to resolve complaints of discrimination within a department or unit; however, employees who file complaints of discrimination with agency Fair Practices Officers or Equal Employment Opportunity Officers shall be advised of their right to file a complaint with the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations) and the United States Equal Employment Opportunity Commission.
- C. The Secretary of Budget and Management shall establish guidelines which provide for agency participation in mediation or arbitration of employee complaints of discriminatory or unfair employment practices.
- D. If an employee of the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations) files a complaint of discrimination against a State agency, the Governor shall appoint an individual to perform the functions usually performed by the Commission.

#### **ARTICLE IV– STATE ACTION**

- A. Any employee of the State who violates the laws of this State pertaining to equal employment opportunity, this Executive Order or guidelines, rules and regulations promulgated pursuant thereto, will be subject to disciplinary action, up to and including dismissal from employment with the State.
- B. In performing services to the public, employees of this State will not discriminate against the public or individuals for any reason prohibited by law, nor shall they authorize the use of State facilities in the furtherance of any unlawfully discriminatory purpose or by any organization which unlawfully discriminates in its membership or policies.

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#### **ARTICLE V – ACCOMMODATIONS**

- A. Reasonable accommodation shall be provided for all qualified applicants for employment and State employees with disabilities, consistent with the requirements of federal and State law.
- B. Meetings, hearings, and employment tests shall be conducted in an accessible manner and location, as required by federal and State law.
- C. No employee shall be retaliated against for seeking a reasonable accommodation for a disability.
- D. Managers and Supervisors shall receive training concerning reasonable accommodations for disabilities.

#### **ARTICLE VI – ANNUAL REPORTS**

- A. The head of each principal department or unit in the Executive Branch shall, by October 15 of each year, or as otherwise requested, submit to the Secretary of Budget and Management an annual report of activities taken in the previous fiscal year to effectuate this Code of Fair Employment Practices. The report shall contain the information required by the Secretary of Budget and Management in a form consistent with the guidelines issued by the Secretary of Budget and Management.
- B. The Secretary of Budget and Management shall, by January 1 of each year, submit to the Governor an annual report on statewide equal employment opportunity practices. The Secretary of Budget and Management shall provide copies of the report to each department and unit, the General Assembly, and the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations).

#### **ARTICLE VII – NOTICE TO EMPLOYEES**

- A. The Secretary of Budget and Management shall publish the policies of this State with regard to its fair employment practices and make copies of the publication available to all agencies.
- B. Consistent with the requirements of federal and State law, the Secretary shall authorize an appropriate notice of State fair employment practices and the manner in which the notice is to be posted.

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- C. The heads of departments and units shall procure the publication and notice required by this Executive Order, furnish copies of the publication to all managers and supervisors and make it available to employees, and post the notice in the locations and manner required by the Secretary of Budget and Management.

Appendix B

**Statewide Equal Employment Organizational Responsibility**

**Governor**

On the 23rd day of January 2016, Governor Larry Hogan issued a new Standards of Conduct for Executive Branch Employees and Reporting of Misconduct, Executive Order 01.01.2016.08. Governor Hogan maintains integrity as the highest standard in Government of all state employees and expects every person who serves in the Executive Branch to adhere all applicable laws and regulations that provide equal opportunity for all Marylanders regardless of race, color, religion, gender, national origin, age, disability, sexual orientation, marital status or gender identity.

**The Joint Committee on Fair Practices and State Personnel Oversight**

The Joint Committee on Fair Practices and State Personnel Oversight was established in 2011 to replace the Legislative Joint Committee on Fair Practices which was originally created by the State Personnel Management System Reform Act of 1996. The Joint Committee is comprised of eight members; four members of the State Senate and four members of the House of Delegates. The Joint Committee has oversight over employment policies and personnel systems in the Executive Branch of State Government, equal employment opportunity policies and practices, and certain procurement practices.

**Secretary of the Department of Budget and Management**

In accordance with Section 5-204 of the State Personnel and Pensions Article, the Secretary oversees the Equal Employment Opportunity Program for Executive Branch agencies including agencies with independent personnel systems. This law specifically requires that the Secretary shall: administer the EEO Program in compliance with all State and federal laws governing equal employment opportunity; adopt regulations, policies, and directives to implement the Program; ensure that equal employment opportunity efforts are considered in evaluating the work performance of supervisors, managers, and directors of the Department; evaluate the equal employment efforts in each unit; enforce the provisions of the Code of Fair Employment Practices; and develop and submit to the Governor an annual report of the State's EEO Program.

**Deputy Secretary Department of Budget and Management**

The Deputy Secretary of the Department of Budget and Management is responsible for assisting the Secretary in implementing and overseeing the Equal Employment Opportunity program and ensuring its compliance with all State and federal laws governing equal employment opportunity and the Governor's Code of Fair Employment Practices.

Appendix B

**Statewide Equal Employment Opportunity Coordinator**

As provided in Section 5-206 of the State Personnel and Pensions Article, the Statewide Equal Employment Opportunity Coordinator administers and enforces the State's EEO Program. The Coordinator performs under the direction and supervision of the Deputy Secretary of the Department of Budget and Management. In complying with this mandate, the Coordinator is appointed to implement EEO laws, policies and procedures, as well as serve as the State's point of contact regarding EEO related concerns. The Coordinator also: reviews and investigates appeals of EEO findings and determinations by Executive and independent agencies; investigates appeals of EEO findings and alleged violations of the Code of Fair Employment Practices and the State Whistleblower statute; works with agency Fair Practices, EEO and ADA Officers to ensure they establish and maintain a diverse, non-discriminatory and accessible work place that is free of harassment and retaliation; plans and provides EEO-related training and education; and prepares the annual Statewide EEO report.

**Secretaries and Heads of State Agencies**

In accordance with Executive Order 01.01.2007.16, each Secretary and agency head is responsible for ensuring compliance with the State's EEO Program within his or her respective Executive Branch agency. This includes Secretaries and agency heads with independent personnel systems. These responsibilities include: appointing a Fair Practices Officer and an Equal Employment Opportunity Officer; ensuring that the personnel practices in the department or unit are not discriminatory; reviewing disciplinary actions initiated against employees to ensure fair and equitable treatment; developing and implementing policies that promote equal employment opportunity and workforce diversification; and providing leadership and training to managers, supervisors and other employees in fair employment practices.

**Fair Practices Officer**

In accordance with State law, the Fair Practices Officer shall: implement the EEO Program within the unit; investigate and, as appropriate, resolve complaints of alleged discrimination or unfair employment practices; and coordinate the activities of the equal employment opportunity offices in the unit. The Fair Practices Officer must report to the head of the agency and be an assistant secretary or an employee of the unit with stature similar to that of an assistant secretary.

Appendix B

**Equal Employment Opportunity Officer**

State law mandates that the Equal Employment Opportunity Officers: enforce the State's EEO Program and monitor compliance with State and federal EEO laws; investigate and resolve all internal agency employee discrimination and unfair employment complaints; monitor personnel actions adopted by the unit and ensure implementation is in compliance with all State and federal EEO laws; respond to plans and direct various programs, including equal employment opportunity, contract compliance, training and community relations; respond to complaints and requests for information from external adjudications and enforcement agencies; assist in developing EEO goals; and monitor personnel actions.

**Americans with Disabilities Act (ADA) Officers**

The ADA Officers are responsible for advising employees and managers on issues relating to Title 1 of the Americans with Disabilities Act. These include making determinations regarding an employee's eligibility under the ADA, recommending and implementing reasonable accommodations, and ensuring an accessible work place.

Appendix C

AGENCY	ACRONYM	FAIR PRACTICES	EEO	ADA
Administrative Hearings, Office of	OAH	Dennis Krysiak	Janet Cora	Janet Cora
African American History & Culture, MD Museum of	MAAMC	Lisa Nowell	Dave Ferraro	Dave Ferraro
Aging, MD Dept of	MDOA	Dina Gordon	W. Chris Stewart	Vacant
Agriculture, MD Dept of	MDA	James Wallace	Kay-Megan Washington	Momoh Conteh
Archives, MD State	MSA	Teresa Fawley	Christopher Haley	James Watson
Assessment and Taxation, State Dept of	SDAT	Michael Higgs	Grant Chism	Grant Chism
Attorney General, Office of the	OAG	Elizabeth Harris Carolyn Quattrocki	Beverly Pivec Peter Killough	Yolanda Colkley
Automobile Insurance Fund, MD	MAIF	Mark McCurdy	Jacqueline Wright	HR Dept
Baltimore City Community College	BCCC	Shelly King	Shelly King	Shelly King
Baltimore City Sheriff's Office	BCS	Edna Taylor	Tyra Stewart	Jakia Ware
Bowie State University	BOWIE	Sheila Hobson	Alanna Dennis	Alanna Dennis
Budget and Management, Dept of	DBM	Marc Nicole	Debra Mack	Debra Mack
Canal Place	CANAL	Deidra Ritchie	Deidra Ritchie	Deidra Ritchie
College Savings Plan	CSPM	Lauren Shipley	Shelly Reid	Shelly Reid
Commerce, Dept of	COMMERCE	Ben Wu	James T. Pyatt	James T. Pyatt
Commission on Civil Rights	MCCR	Nicolette Young	Nicolette Young	Nicolette Young
Comptroller, Office of the	COMP	Paulette Walker	Paulette Walker	Paulette Walker
Coppin University	CSU	Lisa Early	Lisa Early	Lisa Early
Contract Appeals, MD Board of	MSBCA	Michael Carnahan	Michael Carnahan	Michael Carnahan
Deaf, MD School for the	MSD	Amy Currin	Anny Currin Cyndi Fries	Anny Currin
Education, MD State Dept of	MSDE	Kristy Michel	Renee Yarbough-Williams	Renee Yarbough-Williams
Elections, State Board of	SBEL	Nikki Charlson	Erin Perrone	Whitney LeRoux
Environment, MD Dept of the	MDE	Darlene Mitchell	Catherine Leak	Darlene Mitchell
Environmental Services, MD	MES	Beth Wojton	Donna Oliff	Jewel White
Food Center Authority, MD	MFCA	Rose Harrell	Amy Broadwater	Amy Broadwater
Frostburg State University	FSU	Beth Hoffman	Beth Hoffman	Beth Hoffman
General Services, Dept of	DGS	Nelson Reichart	Vacant	Tonya Sturdivant
Governor, Office of the/Executive Dept.	GOV	Lawrence Myers	Lawrence Myers	Lawrence Myers
Health and Mental Hygiene, Dept of	DHMH	Keneithia Taylor	Keneithia Taylor Tina Smith Tina Smith Elizabeth Heinle	Delinda Johnson
Health Benefit Exchange, MD	MHBE	Michele Eberle	Aaron Jacobs	Aaron Jacobs
Health Insurance Plan, MD	MHIP	Cindy Deickman	Cindy Deickman	Cindy Deickman
Higher Education Commission, MD	MHEC	Emily A.A. Dow	Jon Enriquez	Geoffrey Newman
Historic St Mary's City Commission	HSMC	Shannon Jarboe	Melvin McClintock	Melvin McClintock
Housing and Community Development, Dept of	DHCD	Gordon Outlaw	Gordon Outlaw Allegra Hollins	Gordon Outlaw Allegra Hollins
Human Resources, Dept of	DHR	Gerard Stansbury	Priscilla Johnson	Priscilla Johnson
Information Technology, Dept of	DoIT	Marc Nicole	Debra Mack	Debra Mack
Institute for Emer Medical Servs Systems, MD	MIEMSS	Pat Gainer	Jim Brown	Jeannie Abramson
Insurance Administration, MD	MIA	Nancy Grodin	Susan Yates	Susan Yates
Judiciary, MD	JUD	Warren Hedges	Warren Hedges	Warren Hedges
Juvenile Services, Dept of	DJS	Joseph Cleary	Charles Proctor	Denise Bean

Appendix C

AGENCY	ACRONYM	FAIR PRACTICES	EEO	ADA
Labor, Licensing and Regulation, Dept of	DLLR	Jennifer Reed	Jennifer Reed	Jennifer Reed
Lottery & Gaming Control Agency, Maryland State	MSLA	Gina Smith	Darryl Massey	Nathan Warfield
Military Department	DMIL	Annette Deener	Kirsten Williamson	Kirsten Williamson
Morgan State University	MSU	Tanyka Barber	Tanyka Barber	Tanyka Barber
Natural Resources, Dept of	DNR	Joanne Throwe	Richard Allen	Richard Allen
People's Counsel, Office of	PCPS	Seva Diakoparakevas Terri Czarski	Seva Diakoparakevas Terri Czarski	Seva Diakoparakevas
Planning, MD Dept of	MDP	Robert McCord	Robert McCord	Yvette Romero
Police, MD State	MSP	Carolyn Brown	Carolyn Brown First Sergeant Nicole A. Forchion	Joyce Arbogast
Property Tax Assessment Appeals Board	PTAAB	Julie Greene Kent Finkelsen	Julie Greene	Kent Finkelsen
Public Broadcasting Commission, MD	MPT	Colette Colclough Susan Schmitt	Colette Colclough Susan Schmitt	Susan Schmitt
Public Defender, Office of	PDS	Paul DeWolfe	Lynn Bellamy	Lynn Bellamy
Public Safety and Correctional Services, Dept of	DPSCS	Karen Shipley	Paula Green-Holt Pamela Perez Askia Johnson Genice Fowler Paris Lee	Paris Lee
Public School Construction Program	PSCP	Robert Crocetti	Robert Crocetti	Robert Crocetti
Public Service Commission	PSC	Terry Romine	Vincent Tyler	Terry Romine
Retirement and Pension Systems, MD State	MSRA	Anna Marie Smith	Anna Marie Smith	Anna Marie Smith
Salisbury University	SU	Humberto Aristizabel	Humberto Aristizabel	Humberto Aristizabel
St. Mary's College of Maryland	SMCM	Shannon Jarboe	Melvin McClintock	Melvin McClintock
Stadium Authority, MD	STAD	Rodger Dorsey David Raith	Rodger Dorsey	Gary McGuigan
State Prosecutor, Office of	SPO	James Cabezas	James Cabezas	James Cabezas
Subsequent Injury Fund	SIF	Lisa Sievers	Lisa Sievers	Lisa Sievers
Supplemental Retirement Plans, MD	MSRP	Anna Marie Smith	Anna Marie Smith	Anna Marie Smith
Tax Court, MD	MTC	John Hearn	John Hearn	John Hearn
Towson University	TU	Debbie Seeberger	Daniel Leonard	Daniel Leonard
Transportation, MD Dept of	MDOT	Louis Jones	Juanita Cobbs Donald Tannebaum	Juanita Cobbs
MD Aviation Administration	MAA	Angela Martin	Angela Martin	Neal Heaton
MD Port Administration	MPA	Wanda Forman	Wanda Forman	Wanda Forman
MD Transit Administration	MTA	Bart Plano	Emmanual Ansah	Michele Gardner
Motor Vehicle Administration	MVA	Carla Loving	Yvette Brown	Yvette Brown
State Highway Administration	SHA	Wanda Dade	Pamela Jenkins-Dobson	Pamela Jenkins-Dobson
Treasurer, Office of the	TREA	Bernadette Benik	Cissy Blasi Michele Reid	Michele Reid
Uninsured Employer's Fund	UEF	Andrew Anderson	Diana Jones	Phyllis Bond
University System of MD	UMS	Vacant	Chevonie Oy	Lyn McDonald
University of Baltimore	UB	William Nelson	Rebecca Spence	Jackie Truelove
University of MD, Baltimore	UMB	Sheila Blackshear	Sheila Blackshear	Sheila Blackshear
University of MD, Baltimore County	UMBC	Adrienne Mercer	Adrienne Mercer	Stephanie Lazarus
University of MD, College Park	UMCP	Roberta Coates	Roger Candelaria	Roger Candelaria
University of MD, Eastern Shore	UMES	Marie Billie	Marie Billie	Marie Billie
University of MD for Environmental Science	UMCES	Dennis Mesko	Dennis Mesko	Dennis Mesko
University of MD, University College	UMUC	Steven Alfred	Steven Alfred	Steven Alfred
Veteran's Affairs, Dept of	MDVA	Peter Pantzer	Peter Pantzer	Peter Pantzer
Worker's Compensation Commission	WCC	Theresa Cornish	James Moore	James Moore



# **GLOSSARY**

## **GLOSSARY**

**AFFIRMATIVE ACTION:** Those actions appropriate to overcome the effects of past and present practices, policies or other barriers to equal employment opportunity.

**APPOINTMENT:** Filing a position with a qualified candidate and does not include a reassignment.

**CAREER REINVESTMENT PROGRAM:** The program created by the Office of Personnel Services and Benefits to facilitate the movement of laid-off or separated employees and employees with disabilities into other skill areas.

**CIVILIAN LABOR FORCE:** The number of persons 16 years of age and over, (except those in the armed forces), who are employed or who are unemployed and seeking employment in the geographic area from which an employer would recruit. (United States Department of Labor)

**COORDINATOR:** The Statewide Equal Employment Opportunity Coordinator (Annotated Code of Maryland, State Personnel and Pensions Article, § 5-206).

**DEMOTION:** A change from one class to another class with a lower maximum rate of compensation.

**DESIGNATED POLITICAL SPECIAL APPOINTMENT:** Those job functions that satisfy the political appointment criteria as stated in the law. These include:

1. Administrative support work for an Executive Service official or agency head;
2. Special Assistant to an Executive Service official or agency head;
3. Legislative Liaison or Director of Government Affairs;
4. Public Information Officer or Director of Communications;
5. Chief of Staff or Primary Executive Administrator for an agency;
6. Certain positions in the Office of the Attorney General, as provided in § 6-105 of the State Government Article.

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**DISABILITY:** With respect to an individual –

1. a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
2. a record of such an impairment; or
3. being regarded as having such impairment. (Americans with Disabilities Act, Title I, vol. 42, United States Code § 12102, et seq. 1990).

### **EXECUTIVE SERVICE:**

- (a) ***Executive Branch*** – Except as otherwise provided by law, the following positions in the Executive Branch of State government are in the executive service:
- (1) the chief administrator of a principal unit or a comparable position that is not excluded from the State Personnel Management System under § 6-301 of this title as a constitutional or elected office; and
  - (2) a deputy secretary or assistant secretary of a principal unit or a position that the Secretary determines has similar stature.
- (b) ***Other positions*** –The executive service includes any other position that is determined by the Secretary to be in the executive service. (Annotated Code of Maryland, State Personnel and Pensions Article, § 6-404).

**EXTERNAL COMPLAINT:** A complaint filed with the Maryland Commission on Civil Rights, Department of Justice, Courts, and/or Equal Employment Opportunity Commission.

**INTERNAL COMPLAINT:** A complaint received at the originating agency and/or appealed to the Office of Statewide Equal Employment Opportunity Coordinator.

### **MANAGEMENT SERVICE:**

- (a) ***Executive Branch*** – Except as otherwise provided by law, a position in the Executive Branch of State government is in the management service if the position:
- (1) primarily involves direct responsibility for the oversight and management of personnel and financial resources;
  - (2) requires the exercise of discretion and independent judgment; and
  - (3) is not in the executive service.
- (b) ***Other positions*** –The management service includes any other position that is determined by the Secretary to be in the management service. (Annotated Code of Maryland, State Personnel and Pensions Article, § 6-403).

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**NEW HIRES:** An employee who was hired for the first time or rehired after a break in service for permanent full-time employment.

**PERMANENT PART-TIME EMPLOYEE:** An employee who works an average of 50% or more but less than 100% of the regular workweek. (Annotated Code of Maryland, State Personnel and Pensions Article, § 7-701).

**PRINCIPAL UNIT:** A principal department or other principal independent unit of State government.

### **PROFESSIONAL SERVICE:**

(a) ***Executive Branch*** – Except as otherwise provided by law, a position in the Executive Branch of State government is in the professional service if the position:

(1) requires knowledge of an advanced type in a field of science or learning customarily acquired by a course of specialized intellectual instruction and study; and (2) normally requires a professional license, advanced degree, or both.

(b) ***Other positions*** – The professional service includes any other position that is determined by the Secretary to be in the professional service. (Annotated Code of Maryland, State Personnel and Pensions Article, § 6-402).

**PROGRAM:** Equal Employment Opportunity Program established under the Annotated Code of Maryland, State Personnel and Pensions Article, Title 5.

**PROMOTION:** A change from one class to another class with a higher maximum rate of compensation.

**PROMOTIONAL CANDIDATE:** An employee in a non-temporary position in the skilled or professional services who is not a special appointment.

**PROTECTED GROUP:** A group that is specifically protected by Maryland law from discrimination.

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### **SKILLED SERVICE:**

- (a) ***Executive Branch*** – Except as provided in this title or otherwise provided by law, all positions in the Executive Branch of State government that are included in the State Personnel Management System are in the skilled service.
- (b) ***Judicial Branch*** – Except as otherwise provided by law, the following positions in the Judicial Branch of State government are in the skilled service.
  - (1) clerical and administrative positions in the District Court of Maryland; and
  - (2) full-time constables in the District Court of Maryland.
- (c) ***Other positions*** –The skilled service includes any other position that is specified by law to be in the service. (Annotated Code of Maryland, State Personnel and Pensions, Article § 6-401).

**SPECIAL APPOINTEES:** Except as otherwise provided by law, individuals in the following positions in the skilled service, professional service, management service, or executive service are considered special appointments:

- (1) a position to which an individual is directly appointed by the Governor by an appointment that is not provided by the Maryland Constitution;
  - (2) a position to which an individual is directly appointed by the Board of Public Works;
  - (3) as determined by the Secretary, a position which performs a significant policy role or provides direct support to a member of the executive service;
  - (4) a position that is assigned to the Government House;
  - (5) a position that is assigned to the Governor’s Office; and
  - (6) any other position that is specified by law to be a special appointment.
- (Annotated Code of Maryland, State Personnel and Pensions Article, § 6-405).

**UNDER-UTILIZATION:** Having a lower number of protected group employees in the overall work force and within categories than would reasonably be expected by their availability in the relevant Civilian Labor Force.

**UNIFORM POLICE:** Used exclusively for uniformed police positions at the Maryland State Police – Not used for other police positions.

**UTILIZATION ANALYSIS:** A statistical comparison of an agency’s workforce in various job categories with the relevant Civilian Labor Force.

## **Racial/Ethnic Categories**

**White (*not of Hispanic origin*):** A person having origins in any of the original peoples of Europe, the Middle East, North Africa.

**African-American (*not of Hispanic origin*):** A person having origin in any of the black racial groups of Africa.

**American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North or South America, including Central America, and who maintain cultural identification through tribal affiliation or community recognition.

**Asian:** A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Native Hawaiian or Pacific Islander:** All persons having origins in any of the original peoples of the Hawaii, Guam, Samoa, or other Pacific Islands.

**Multiracial:** Two or more races.

## **Description of Job Categories**

**Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or 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 and fire chief and inspectors, examiners (*bank, hearing, motor vehicle, warehouse*), inspectors (*construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation*), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

**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, dieticians, lawyers, system analysts, accountants, engineers, 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.

**Protective Service Workers:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (*except maintenance*), and kindred workers.

**Sworn police officer:** means a law enforcement officer who in an official capacity is authorized by law to make arrests; and is within the Secretary's salary setting authority.

**Administrative Support:** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork 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.

**Service-Maintenance:** Occupations in which workers perform duties which result in 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 and grounds keepers, refuse collectors, construction laborers, park rangers, (*maintenance*), farm workers (*except managers*), craft apprentices/trainees/helpers, and kindred workers.

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**Skilled Craft Workers:** Occupations in which workers perform jobs, which require special manual skill and a 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, kindred workers.

**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.