

# Maryland

**Department of Budget and Management**



## **Annual Statewide Equal Employment Opportunity Report - Fiscal Year 2012**



**Martin O'Malley, Governor • Anthony Brown, Lt. Governor • T. Eloise Foster, Secretary**

# TABLE OF CONTENTS

<b>Section 1: EXECUTIVE SUMMARY</b> .....	3
<b>Section 2: INTRODUCTION</b> .....	18
Policy Statement .....	19
The Office of the Statewide EEO Coordinator .....	21
<b>Section 3: STATEWIDE WORKFORCE STATISTICS</b> .....	23
Summary Highlights .....	24
Total Full-time and Part-time Workforce Utilization .....	27
Full-time and Part-time Employees Percentage .....	28
Statewide Workforce by Age .....	29
EEO Report by Service Type .....	30
<b>Section 4: WORKFORCE UTILIZATION</b> .....	31
Summary Highlights .....	32
Statewide Workforce Utilization Analysis .....	34
Summary of Agency Workforce Analysis .....	35
<b>Section 5: DISTRIBUTION OF STATEWIDE EMPLOYEE WORKFORCE BY SALARY, GRADE, RACE AND GENDER</b> .....	39
Summary Highlights .....	40
Workforce by Salary, Race and Gender .....	44
Workforce by Grade, Race and Gender .....	45
Executive Pay Plan Workforce by Salary, Grade, Race and Gender .....	47
<b>Section 6: STATEWIDE PERSONNEL TRANSACTIONS</b> .....	48
Summary Highlights .....	49
Statewide Personnel Transactions .....	50
Statewide Separations and Terminations .....	50
Statewide Personnel Transactions Analysis .....	51
Separations and Terminations by Age, Race, and Gender .....	53
<b>Section 7: REASONABLE ACCOMMODATIONS</b> .....	54
Summary Highlights .....	55
Statewide Requests for Reasonable Accommodation .....	56
<b>Section 8: STATEWIDE EEO COMPLAINTS</b> .....	57
Summary Highlights .....	58
Statewide Discrimination Complaints by Agency, Basis, Issue and Disposition .....	59
<b>Section 9: UNIVERSITY SYSTEM OF MARYLAND</b> .....	62
Summary Highlights .....	63
Total Full-time and Part-time Workforce Utilization .....	64

<b>Section 10: INDEPENDENT HIGHER EDUCATION INSTITUTIONS</b> .....	65
Summary Highlights .....	66
Baltimore City Community College Full-time and Part-time Workforce Utilization.....	67
Baltimore City Community College Personnel Transactions Analysis .....	68
Summary of Separations and Terminations .....	68
Morgan State University Full-time and Part-time Workforce Utilization .....	69
Morgan State University Personnel Transactions Analysis .....	70
Summary of Separations and Terminations .....	70
St. Mary’s College of Maryland Full-time and Part-time Workforce Utilization .....	71
St. Mary’s College of Maryland Personnel Transactions Analysis .....	72
Summary of Separations and Terminations .....	72
 <b>Appendix:</b> .....	73
Executive Order (Appendix A) .....	74
Statewide EEO Organizational Responsibilities (Appendix B) .....	81
Fair Practices/EEO/ADA Directory (Appendix C) .....	84
 <b>Glossary:</b> .....	87

# **SECTION ONE**

## **EXECUTIVE**

## **SUMMARY**

# **SECTION 1: EXECUTIVE SUMMARY**

## **Commitment to Equal Employment Opportunity**

The State of Maryland is committed to providing equal opportunity in employment for all qualified persons and prohibiting discrimination in employment based on age, ancestry, color, creed, gender identity and expression, genetic information, marital status, disability, national origin, race, religion, sex and sexual orientation. The State of Maryland is also committed to promoting and ensuring diversity and inclusion for all employees and applicants for employment without regard to any protected category. Our commitment to the above protections continues to be provided and enforced in an atmosphere free of retaliation or reprisal.

These important principles are outlined in the Executive Order Code of Fair Employment Practices 01.01.2007.16. A copy of the Executive Order is provided on pages 74-80. The Executive Order defines and reinforces State government's commitment to fair employment practices and reaffirms the responsibilities of State agencies to uphold these important principles and to reflect existing law. It is the responsibility of each employee to assist in achieving equal opportunity, fairness, and diversity in our workplaces. Embracing diversity and inclusion and following EEO principles will foster the employment of all "protected class" individuals. We will continue to not lose sight of our goal to ensure that all persons have the opportunity to work in an atmosphere that values diversity and is free from discrimination, harassment and retaliation. Our collective energy and desire is the key to ultimately moving this State government forward.

This report on EEO reflects the achievements and ongoing progress of our State government. The Office of the Statewide EEO Coordinator (OSEEOC) has prepared this report covering the period July 1, 2011 through June 30 2012. This report contains selected measures outlining the progress toward equal opportunity in Maryland government and assesses the State's Equal Employment Opportunity (EEO) Program.

### **2012EEO Highlights**

During calendar 2012, the Office of the Statewide EEO Coordinator engaged State agencies and the State's EEO professionals in a number of EEO program activities designed to move the State toward the vision set forth in Governor O'Malley's executive order and assist 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 10 agency compliance audits in 2012 and provided each agency with an exit report detailing positive changes, as well as potential improvements to their EEO programs.

Through enhanced training and outreach activities, the office strove to enhance 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.
- Third EEO Retreat– The event was attended by approximately 88 EEO professionals from various State agencies. The retreat served to reinforce the knowledge of the EEO professionals through Civility, Cultural Competence Leadership, and Diversity. This retreat also provided the opportunity to strengthen partnerships and promote teamwork and professionalism. Dynamic speakers delivered energetic and engaging presentations on EEO related topics.
- Collaborating with Department of Disabilities and State employee recruitment staff to identify strategies for making job opportunities more accessible to the state’s disabled population.
- Training and instruction on the latest assistive technology and website accessibility technology available to individuals with disabilities.

During 2013, 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 2012 and trends since fiscal 2007 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. For example, African-Americans make up 43% of the State government workforce (Exhibit 1). Additionally, this group represents a larger share of the State government’s workforce compared to Maryland’s Civilian Labor Force (CLF), while other minorities are almost equally represented (Exhibit 2). The percentage of non-Whites in the workforce remained the same (49%) in fiscal 2012 while the percentage of females decreased from 57% in fiscal 2007, to 55% in fiscal 2012 (Exhibit 3).

During fiscal 2012, new hires continued to add to the diversity of the workforce with women accounting for 52% of new hires, minorities accounting for more than half and African-Americans

accounting for 47% (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 46% of State workers under the age of 50 are African-American. That percentage declines among older workers, with African-Americans making up 41% of workers between 50-59, and 34% of workers age 60-69 (Exhibit 6).

### Advancement Opportunities

In fiscal 2012, 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 51% of all promotions and 55% of reclassifications. African-Americans – who represent 43% of the workforce – accounted for 48% of the promotions and 34% of the reclassifications (Exhibit 7).

### Disciplinary Personnel Transactions

African-Americans were over-represented with respect to suspensions (62%), terminations (55%), and disciplinary demotions (43%) in fiscal 2012 (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 72% of positions classified as Officials and Administrators and 53% of positions classified as Professionals. African-Americans in contrast hold 73% of the Service/Maintenance positions. With respect to special appointments, 65% are White and 25% are African-American.

Women are also under-represented in certain job categories. They are less likely than men to serve as Protective Service Workers (11% of sworn officers and 39% of non-sworn officers), but are far more likely than men to serve in Administrative Support positions (89%). Despite holding 55% of State positions, women fill only 49% of positions categorized as Officials and Administrators.

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 \$5,434 more than female employees in fiscal 2012, while Whites were paid an average of \$7,724 more than African-Americans and \$576 less than other minorities (Exhibit 9). The salary gap between men and women of the same race, however dropped from 2007 to 2012 for Whites and African-Americans. Salaries of white men exceeded those of white women by \$4,561 in 2012, an improvement over the \$6,787 gap in 2007. Similarly, the gap between African-American males and females fell from \$3,028 in 2007 to \$1,635 in 2012.

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 8 or below. The grade with the largest number of African-American workers is Grade 13 which pays a maximum of \$53,944.

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 and other diversity recruitment. Launching of the new recruitment module of the Automated State 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, increase networking opportunities and develop partnerships and alliances with minority and disability professional organizations to engage their membership 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.

As part of our proactive prevention efforts, the State publishes 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 indecisions 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 this State confronts.

#### 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:

- 284 reasonable accommodation requests were received from State employees and applicants for State employment in fiscal 2012. 82% of the requests were granted.
- Complaints of discrimination increased from 445 in fiscal 2011, to 451 in fiscal 2012.
- The vast majority of employees at the University System of Maryland (56%) and St. Mary's College of Maryland (79%) were white. Approximately 56% 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 (74%) at Morgan State University and (66%) Baltimore City Community College. Women held 50% of the positions at Morgan State University and 59% of the positions at Baltimore City Community College.

Exhibit 1

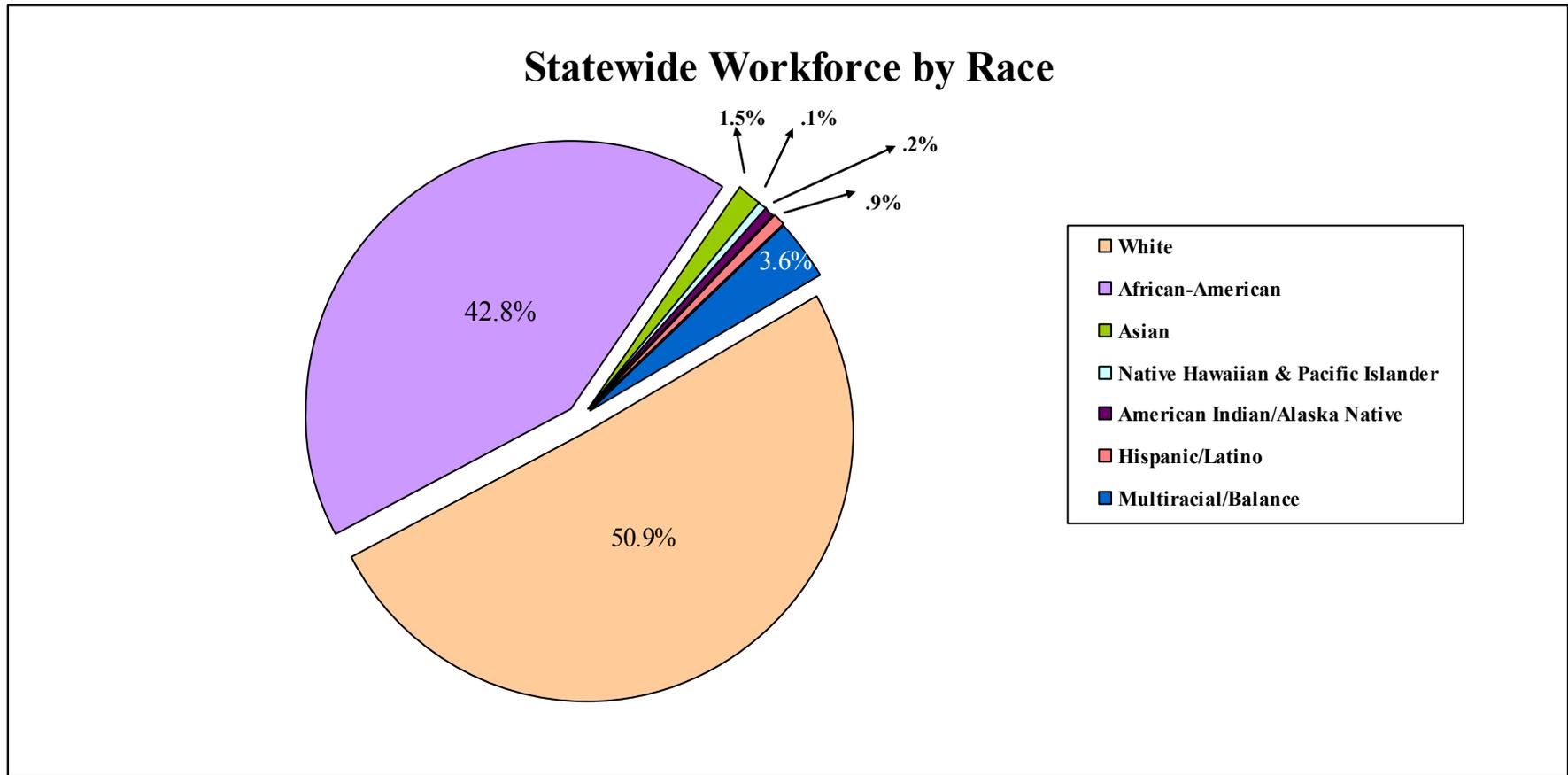


Exhibit 2

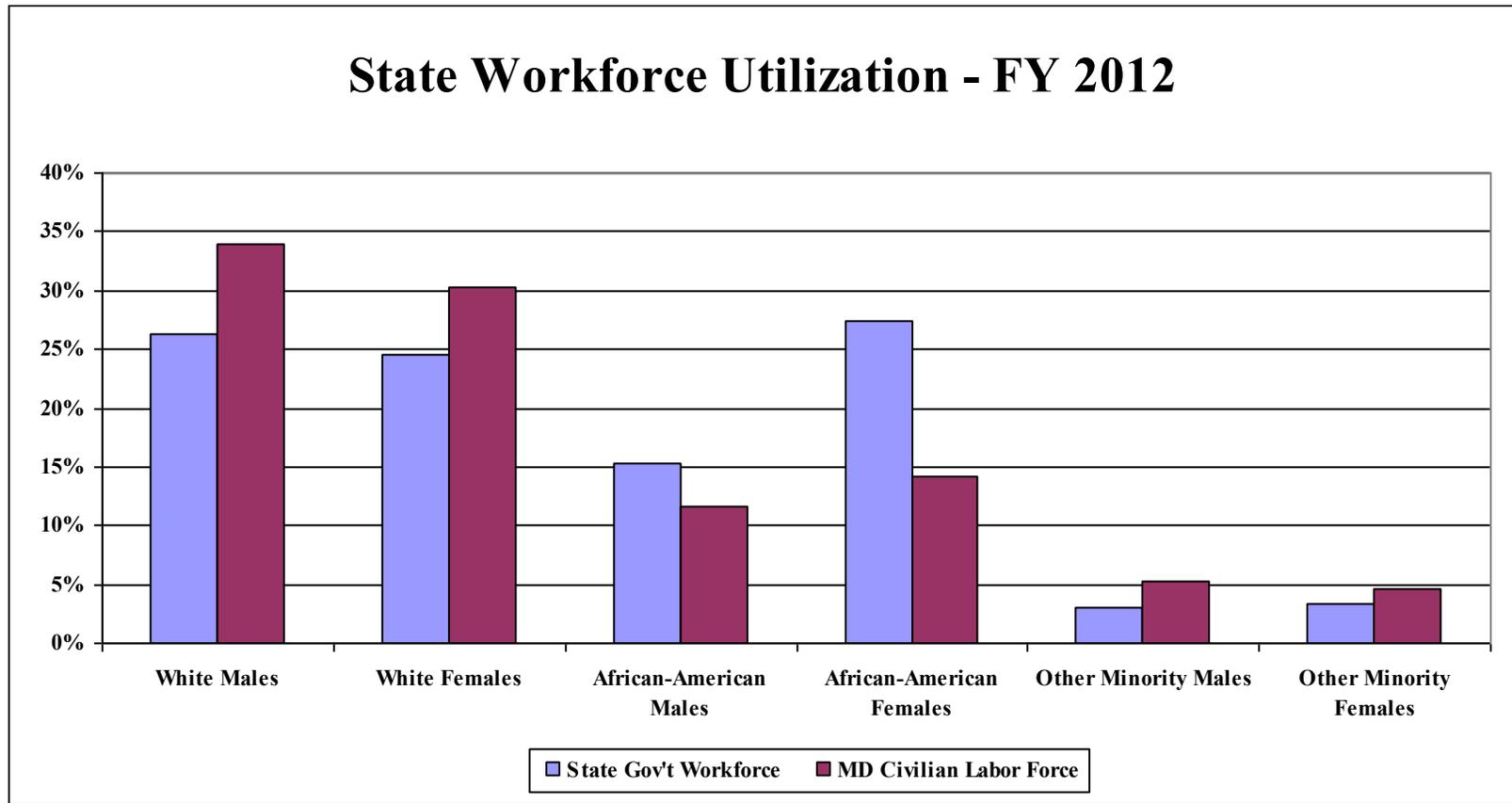


Exhibit 3

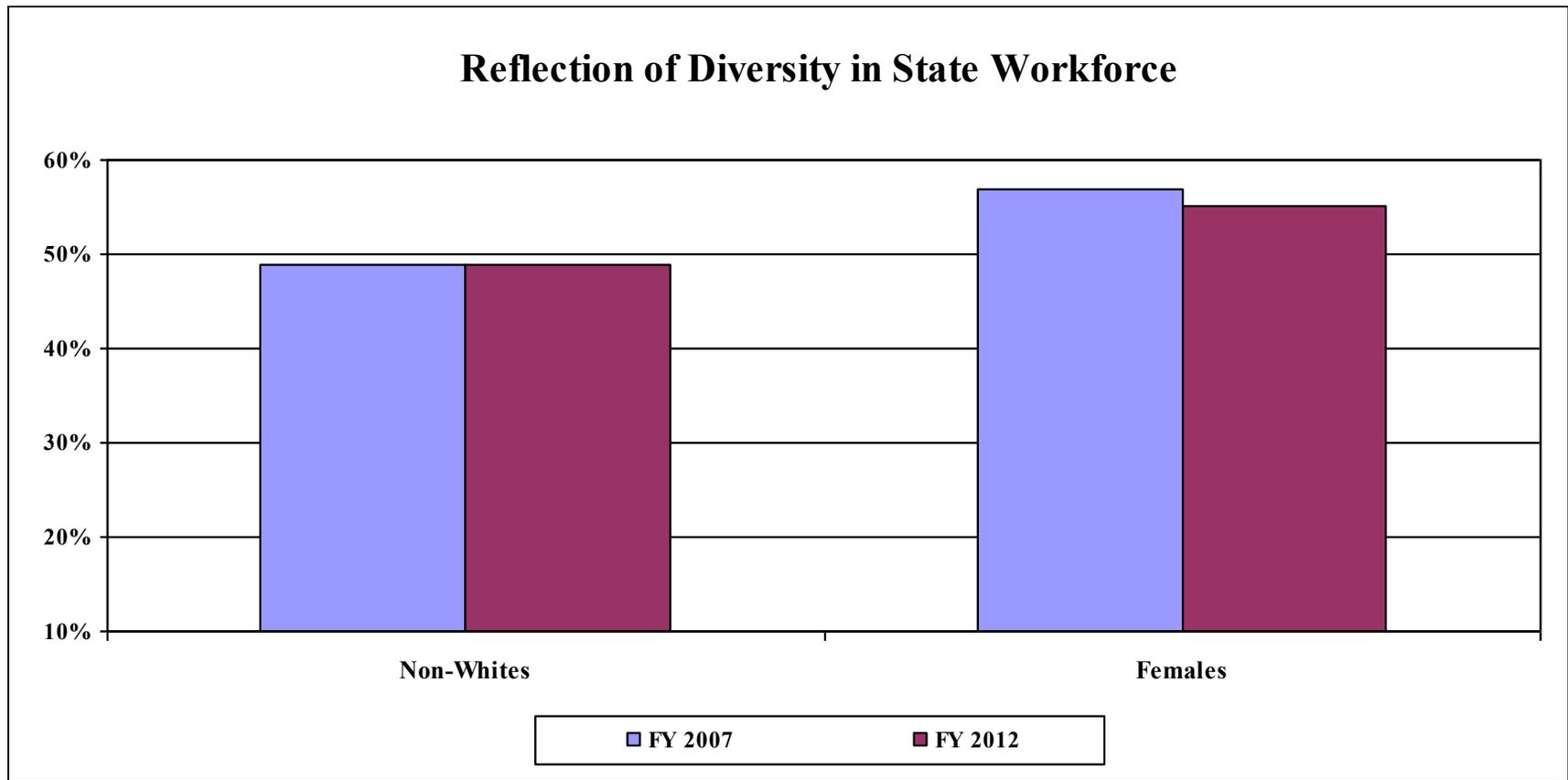


Exhibit 4

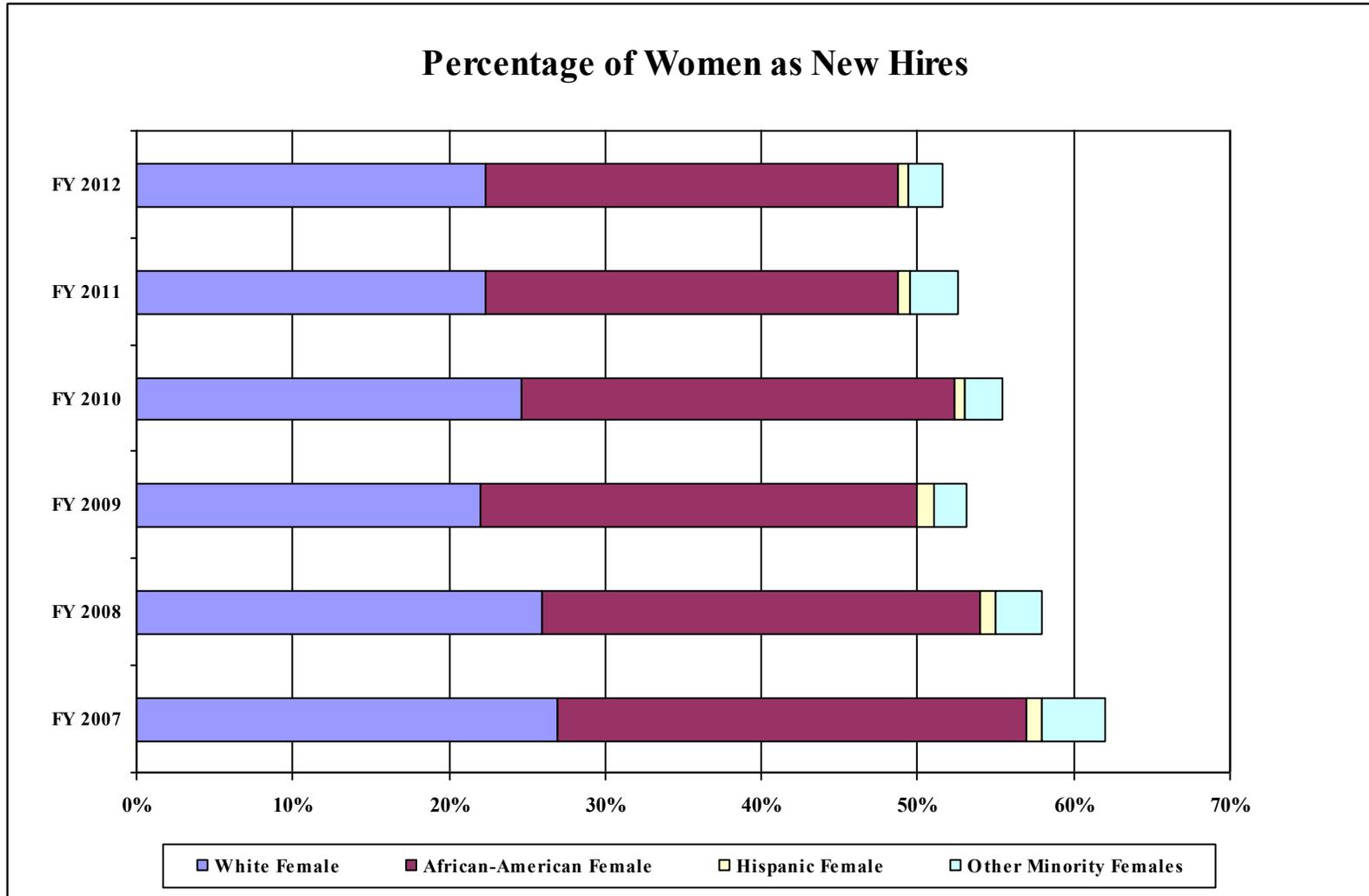


Exhibit 5

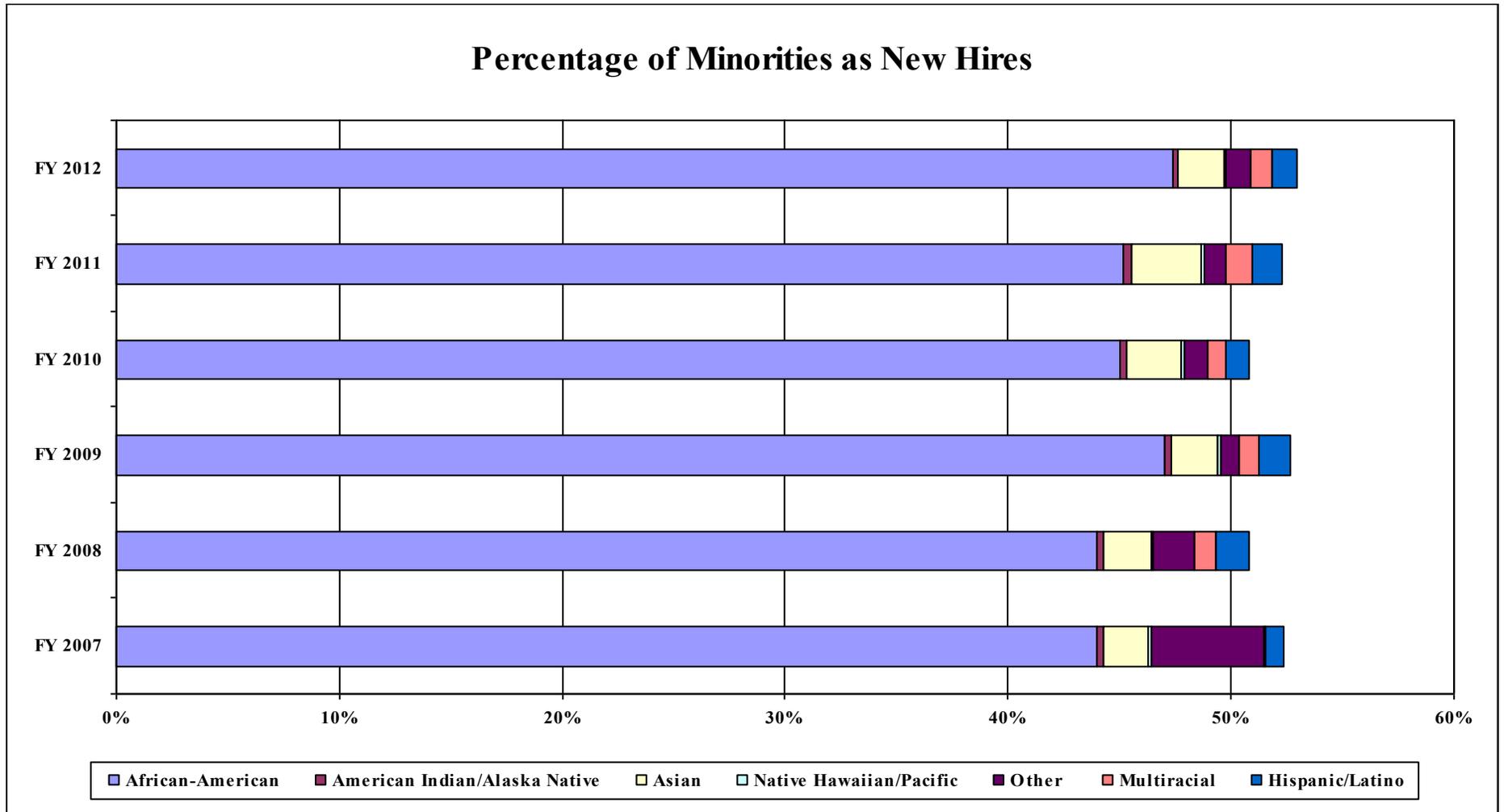


Exhibit 6

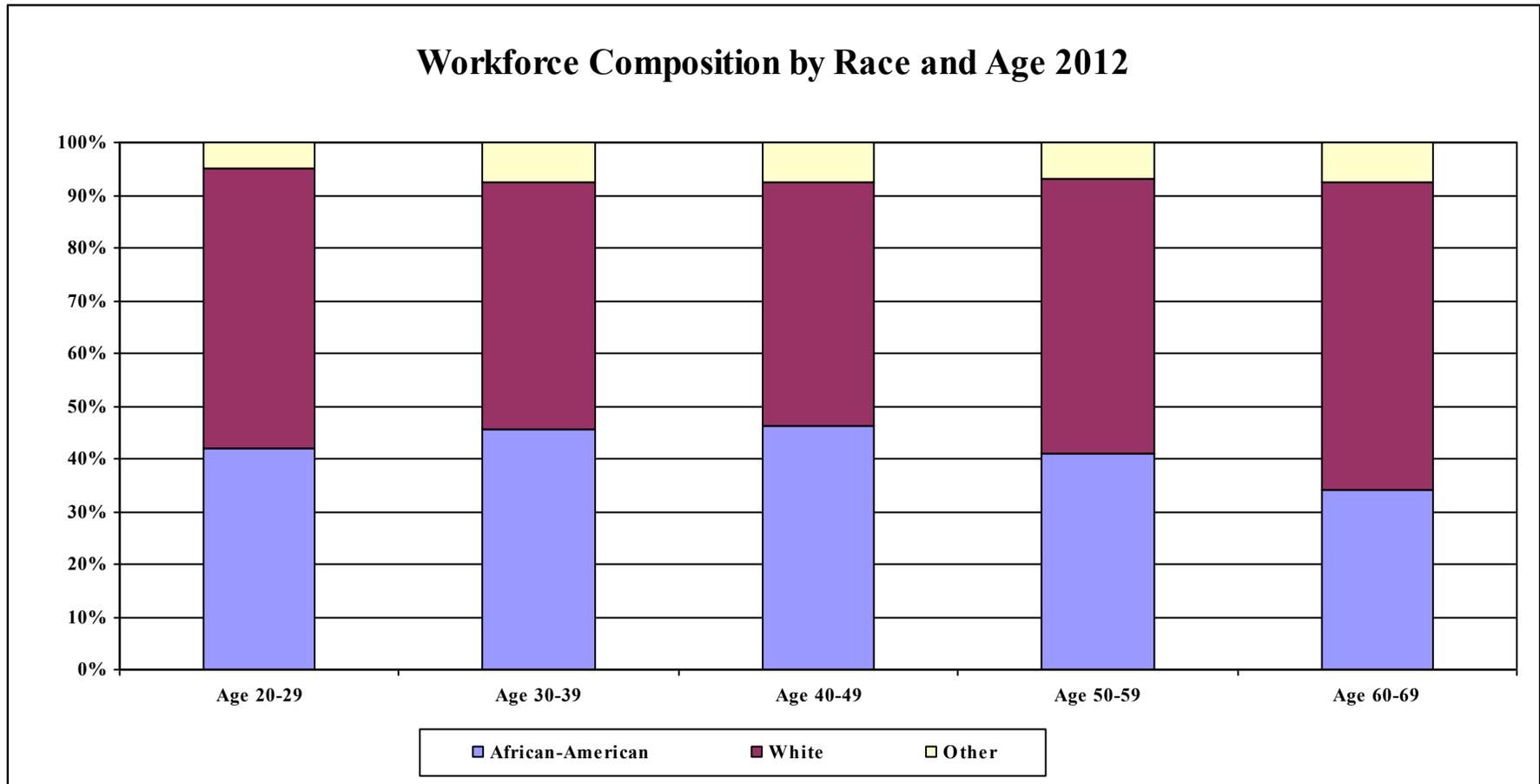


Exhibit 7

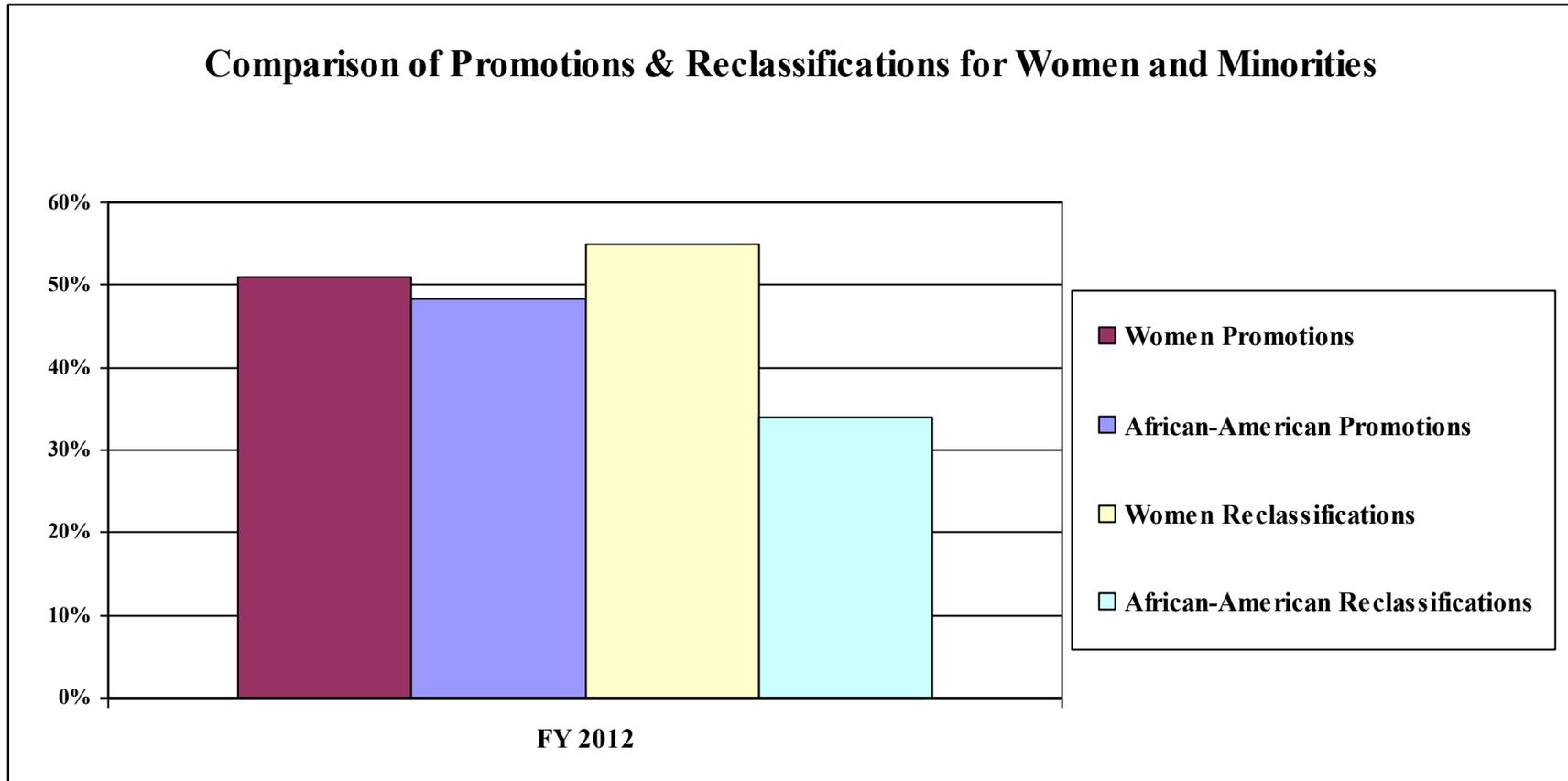


Exhibit 8

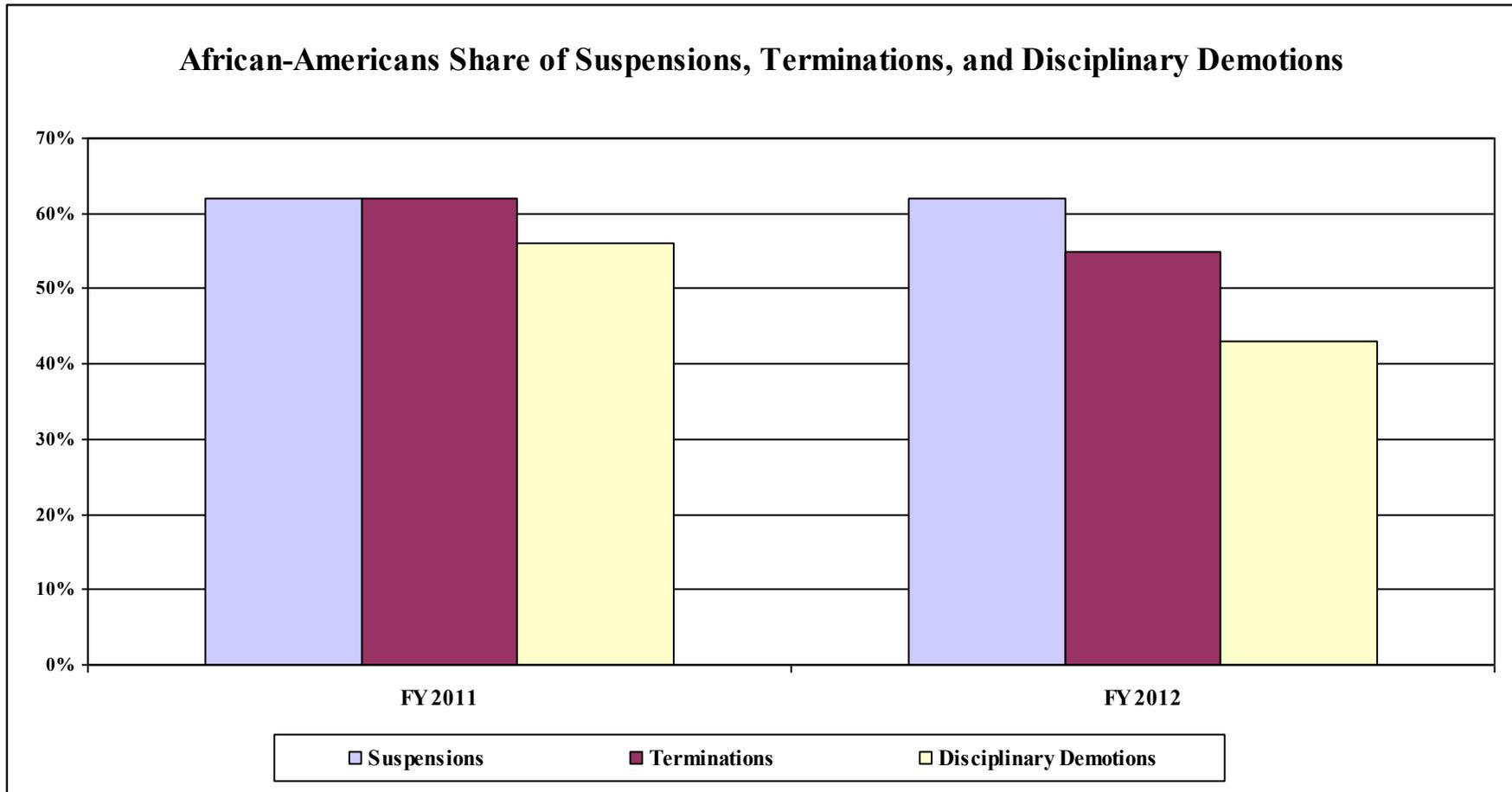


Exhibit 9

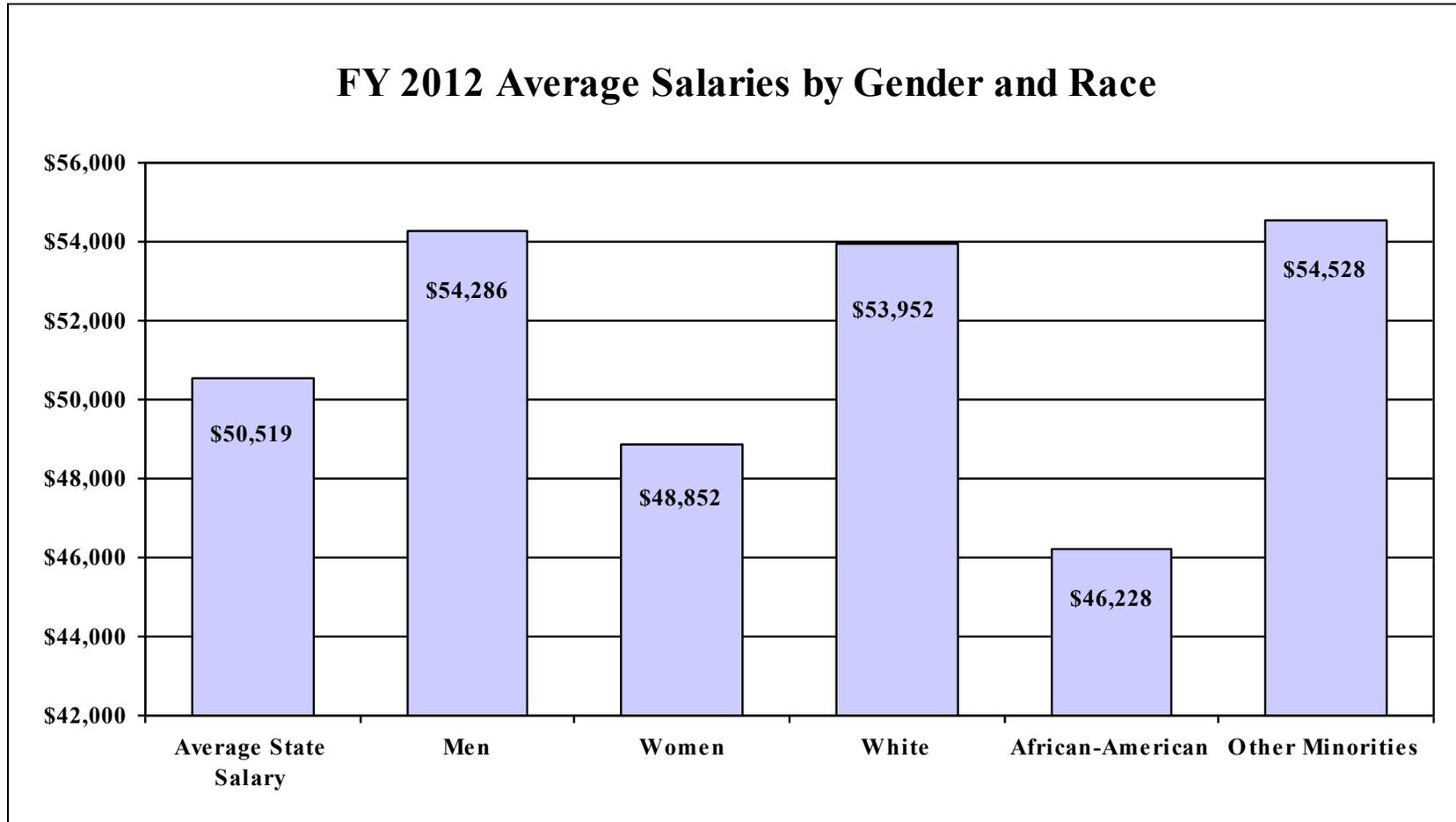
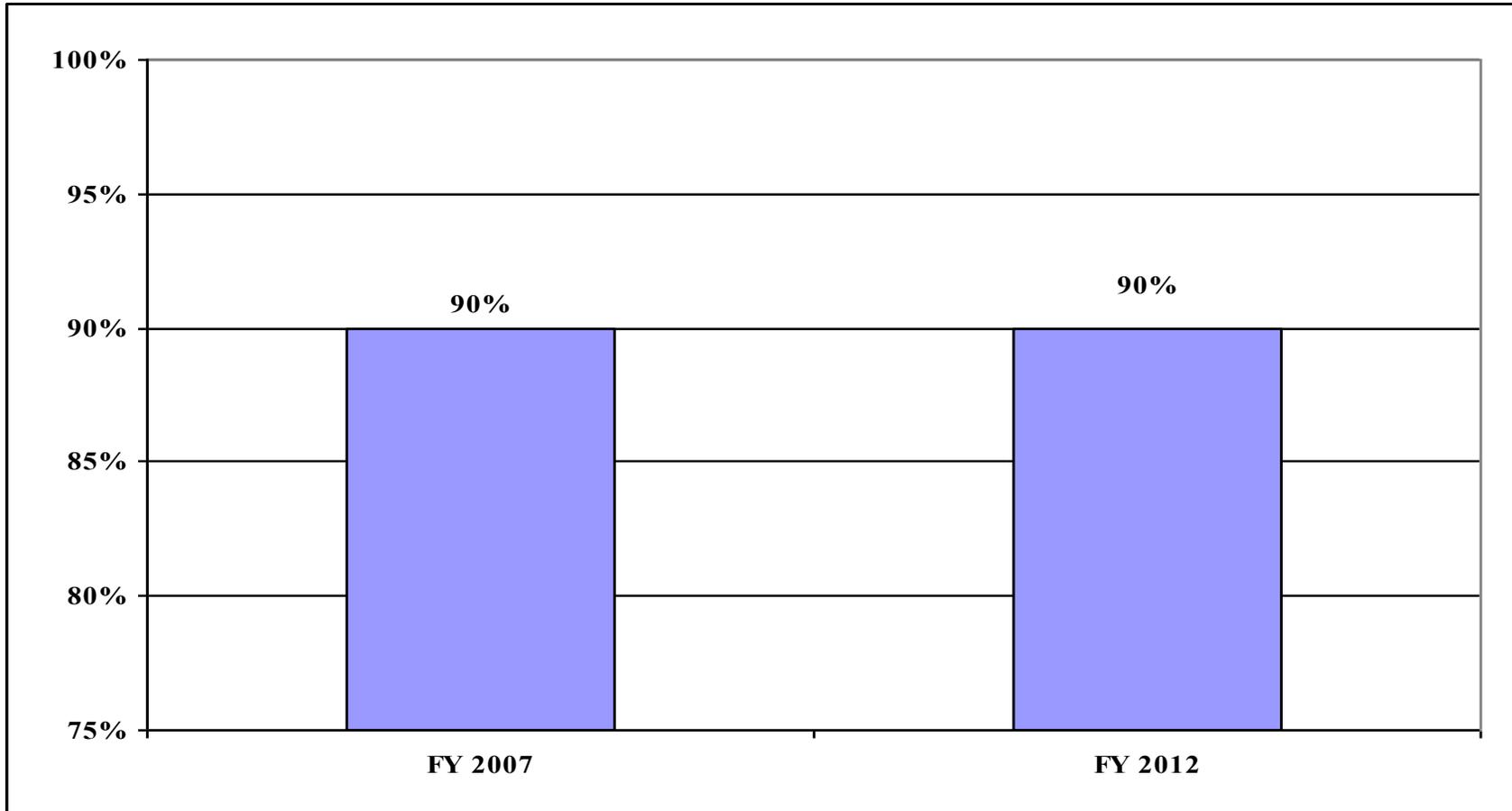


Exhibit 10

**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. Governor O'Malley has supported the State of Maryland's Equal Employment Opportunity Program by strengthening the State's commitment to providing a work environment free from discrimination and issuing a revised Executive Order to protect 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 in the work place or hiring practices.

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 intolerance.

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 Governor's Executive Order – Code of Fair Employment Practices.

## FY 2012 ANNUAL STATEWIDE EEO REPORT

- 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 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 Governor's 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 Governor's 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 (formerly the Maryland Commission on Human Relations), and other external enforcement agencies;

## FY 2012 ANNUAL STATEWIDE EEO REPORT

- 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**

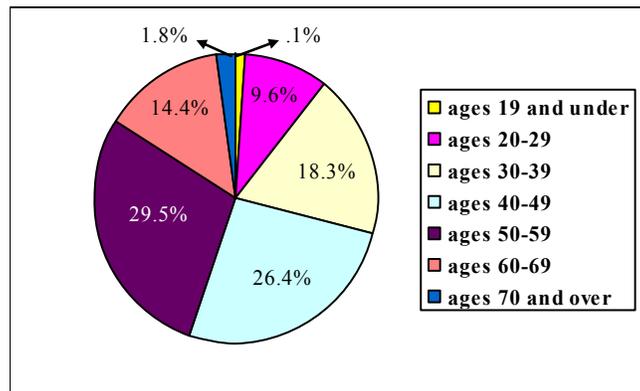
### SECTION 3: STATEWIDE WORKFORCE STATISTICS

The Fiscal Year 2012 Annual EEO Report contains data on the total number of State employees in the Executive Branch of State government.

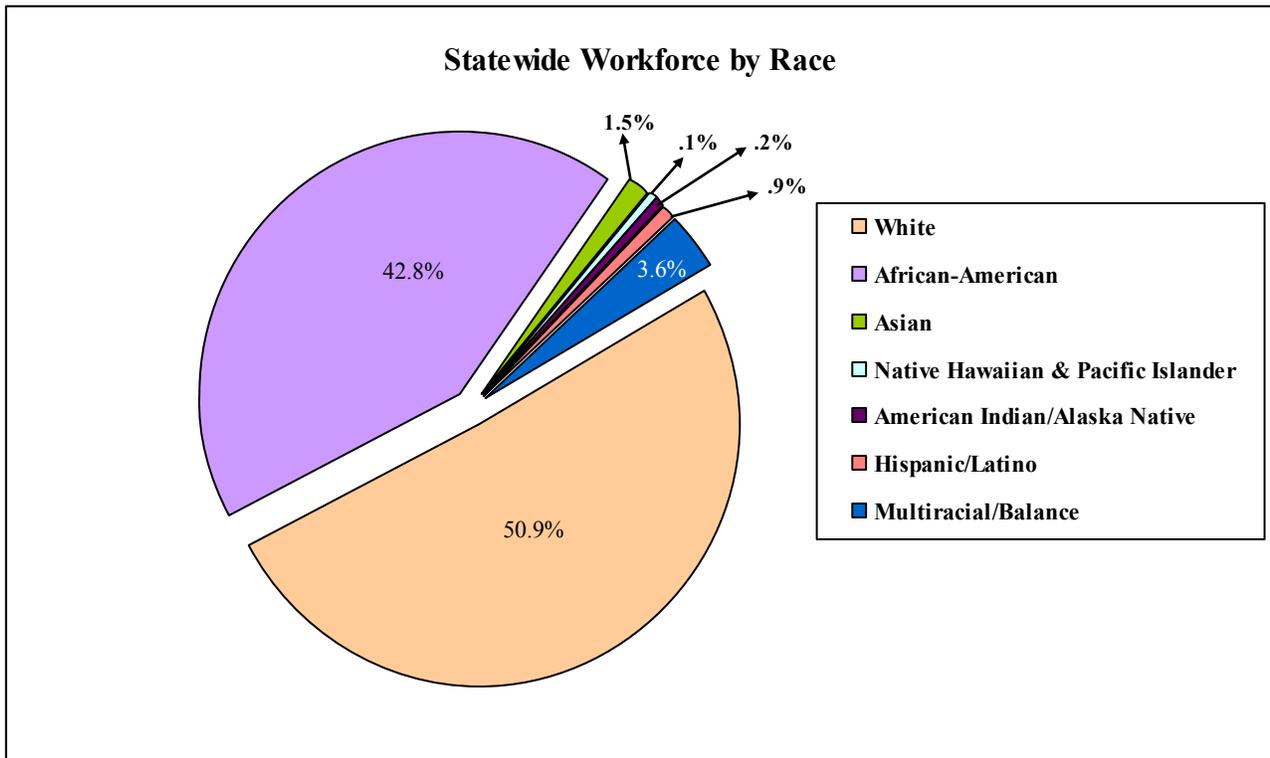
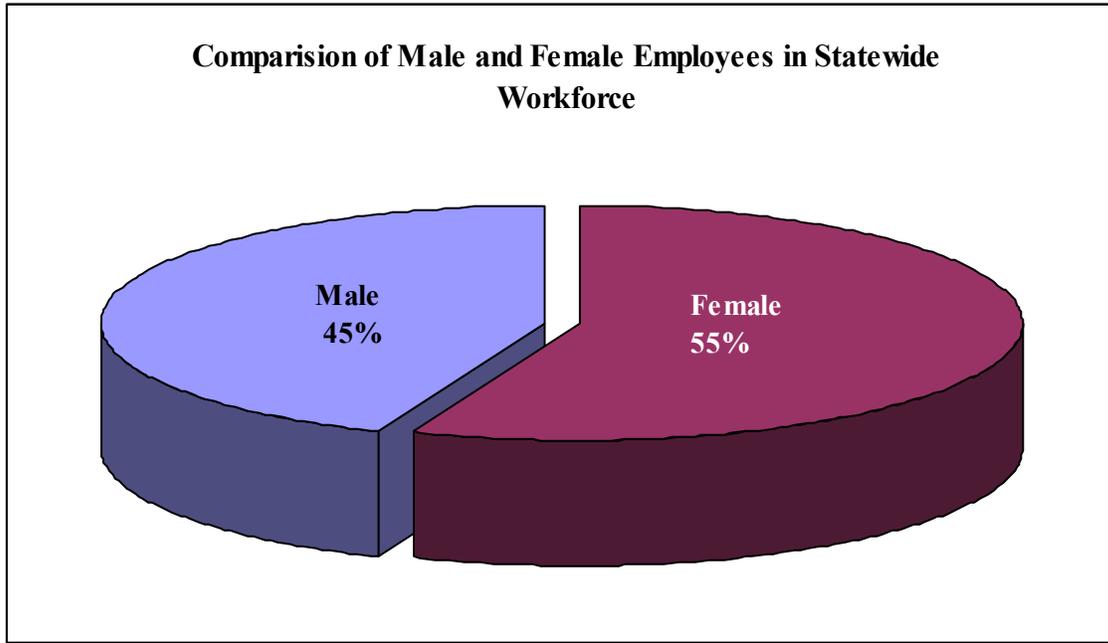
Highlights of the demographic information presented in the following charts include:

- Maryland has a racially diverse workforce with African-Americans holding 43% 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 2012, a slight decrease from 2007 (57%).
- Over 70% of the State’s workforce in fiscal 2012 was age 40 or older.

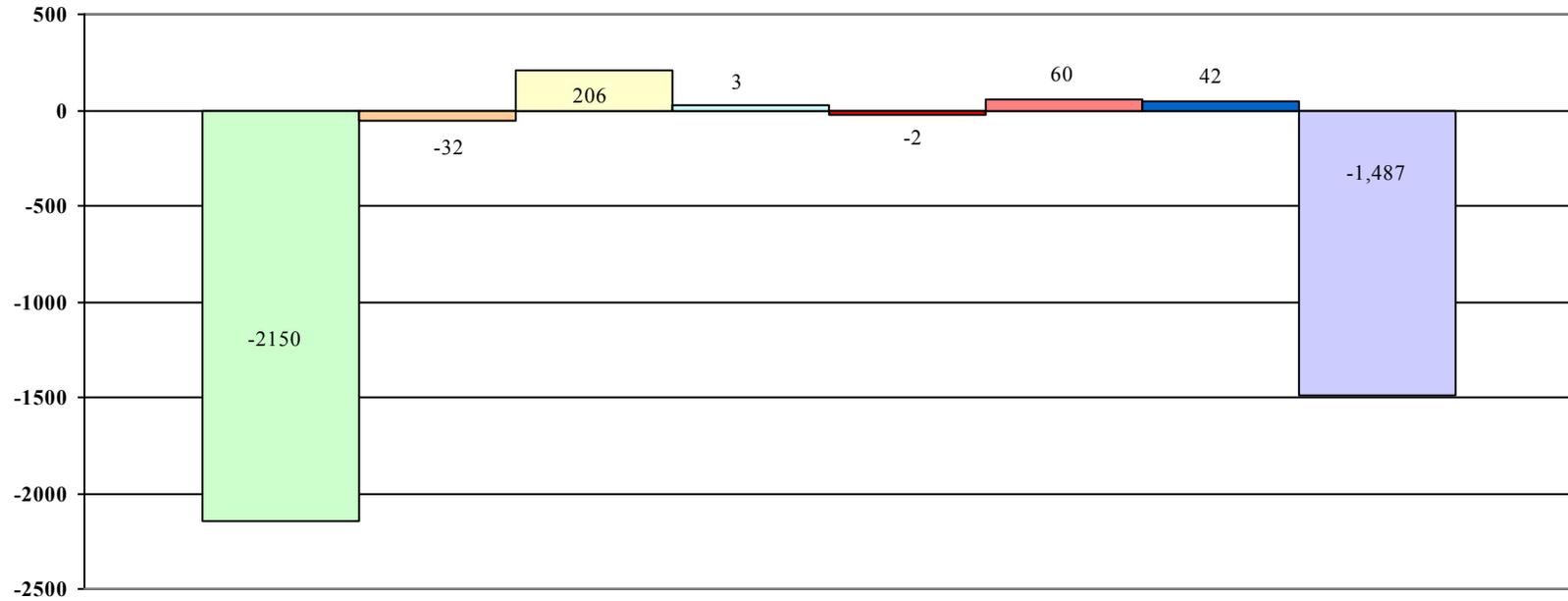
#### Workforce by Age



### SECTION 3 - SUMMARY HIGHLIGHTS



## Change in Employees by Race from Fiscal Year 2007 and 2012



■ White  
 ■ African American  
 ■ Asian  
 ■ Hawaiian/Pacific Islander  
 ■ Amer Indian/Alaska Native  
 ■ Multiracial  
 ■ Latino/Hispanic  
 ■ Balance

**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2012**

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	4,479	2,296	2,183	1,751	1,457	364	581	4	3	41	28	4	2	107	76	13	15	12	21
		51%	49%	39%	33%	8%	13%	0.09%	0.1%	0.92%	0.63%	0.09%	0.04%	2.39%	1.70%	0.29%	0.33%	0.27%	0.47%
Professionals	21,129	7,064	14,065	4,321	7,058	2,094	6,075	20	28	234	243	8	11	278	407	40	101	69	142
		33%	67%	20%	33%	10%	29%	0.09%	0.13%	1.11%	1.15%	0.04%	0.05%	1.32%	1.93%	0.19%	0.48%	0.33%	0.67%
Technicians	3,293	1,608	1,685	1,100	806	408	808	6	1	30	3	0	1	32	29	16	14	16	23
		49%	51%	33%	24%	12%	25%	0.18%	0.03%	0.91%	0.09%	0.00%	0.03%	0.97%	0.88%	0.49%	0.43%	0.49%	0.70%
Protective Service Workers: Sworn	2,362	2,108	254	1,584	123	417	120	3	0	12	1	1	0	56	7	2	1	33	2
		89%	11%	67%	5%	18%	5%	0.13%	0%	0.51%	0.04%	0.04%	0%	2.37%	0.30%	0.08%	0.04%	1.40%	0.08%
Protective Service Workers: Non-Sworn	9,436	5,725	3,711	2,941	625	2,491	2,920	6	3	36	9	2	2	196	120	30	19	23	13
		61%	39%	31%	7%	26%	31%	0.06%	0.03%	0.38%	0.10%	0.02%	0.02%	2.08%	1.27%	0.32%	0.20%	0.24%	0.14%
Administrative Support	6,531	709	5,822	312	2,564	343	2,916	1	19	28	57	2	7	11	136	6	51	6	72
		11%	89%	5%	39%	5%	45%	0.02%	0.29%	0.43%	0.87%	0.03%	0.11%	0.17%	2.08%	0.09%	0.78%	0.09%	1.10%
Skilled Craft Workers	1,994	1,935	59	1,308	35	546	21	10	0	18	0	4	0	17	1	10	0	22	2
		97%	3%	66%	2%	27%	1%	0.50%	0%	0.90%	0%	0.20%	0%	0.85%	0%	0.50%	0%	1.10%	0%
Service-Maintenance	3,224	1,948	1,276	466	232	1,373	975	4	5	18	9	5	4	49	36	13	2	20	13
		60%	40%	14%	7%	43%	30%	0.12%	0.16%	0.56%	0.28%	0.16%	0.12%	1.52%	1.12%	0.40%	0.06%	0.62%	0.40%
<b>TOTAL</b>	<b>52,448</b>	<b>23,393</b>	<b>29,055</b>	<b>13,783</b>	<b>12,900</b>	<b>8,036</b>	<b>14,416</b>	<b>54</b>	<b>59</b>	<b>417</b>	<b>350</b>	<b>26</b>	<b>27</b>	<b>746</b>	<b>812</b>	<b>130</b>	<b>203</b>	<b>201</b>	<b>288</b>
		45%	55%	26.3%	24.6%	15.3%	27.5%	0.10%	0.11%	0.80%	0.67%	0.05%	0.05%	1.42%	1.55%	0.25%	0.39%	0.38%	0.55%

NOTE: The data include State Personnel Management System (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 2007 & FY 2012**

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	2012	TOTAL	4,479	2,296	2,183	1,751	1,457	364	581	4	3	41	28	4	2	107	76	13	15	12	21
				51.3%	48.7%	39.1%	32.5%	8.13%	13.0%	0.09%	0.07%	0.92%	0.63%	0.09%	0.04%	2.39%	1.70%	0.29%	0.33%	0.27%	0.47%
Professionals	2007	TOTAL	4,230	2,344	1,886	1,844	1,271	286	444	2	3	25	18	3	2	163	123	13	6	8	19
				55.4%	44.6%	43.6%	30.0%	6.76%	10.50%	0.05%	0.07%	0.59%	0.43%	0.07%	0.05%	3.85%	2.91%	0.31%	0.14%	0.19%	0.45%
Technicians	2012	TOTAL	21,129	7,064	14,065	4,321	7,058	2,094	6,075	20	28	234	243	8	11	278	407	40	101	69	142
				33.4%	66.6%	20.5%	33.4%	9.91%	28.8%	0.09%	0.13%	1.11%	1.15%	0.04%	0.05%	1.32%	1.93%	0.19%	0.48%	0.33%	0.67%
Protective Service Workers: Sworn	2007	TOTAL	22,612	7,783	14,829	4,914	7,705	2,052	5,949	17	30	173	176	5	6	506	785	36	70	80	108
				34.4%	65.6%	21.7%	34.1%	9.07%	26.3%	0.08%	0.13%	0.77%	0.78%	0.02%	0.03%	2.24%	3.47%	0.16%	0.31%	0.35%	0.48%
Protective Service Workers: Non-Sworn	2012	TOTAL	3,293	1,608	1,685	1,100	806	408	808	6	1	30	3	-	1	32	29	16	14	16	23
				48.8%	51.2%	33.4%	24.5%	12.39%	24.5%	0.18%	0.03%	0.91%	0.09%	0%	0.03%	0.97%	0.88%	0.49%	0.43%	0.49%	0.70%
Administrative Support	2007	TOTAL	3,471	1,711	1,760	1,262	900	346	760	6	4	26	5	3	2	35	58	17	8	16	23
				49.3%	50.7%	36.4%	25.9%	9.97%	21.9%	0.17%	0.12%	0.75%	0.14%	0.09%	0.06%	1.01%	1.67%	0.49%	0.23%	0.46%	0.66%
Skilled Craft Workers	2012	TOTAL	2,362	2,108	254	1,584	123	417	120	3	-	12	1	1	-	56	7	2	1	33	2
				89.2%	10.8%	67.1%	5.2%	17.65%	5.1%	0.13%	0%	0.51%	0.04%	0.04%	0%	2.37%	0.30%	0.08%	0.04%	1.40%	0.08%
Service Maintenance	2007	TOTAL	2,302	2,059	243	1,495	133	423	94	2	-	10	-	2	-	91	13	1	2	35	1
				89.4%	10.6%	64.9%	5.8%	18.38%	4.1%	0.09%	0%	0.43%	0%	0.09%	0%	3.95%	0.56%	0.04%	0.09%	1.52%	0.04%
Skilled Craft Workers	2012	TOTAL	9,436	5,725	3,711	2,941	625	2,491	2,920	6	3	36	9	2	2	196	120	30	19	23	13
				60.7%	39.3%	31.2%	6.6%	26.40%	30.9%	0.06%	0.03%	0.38%	0.10%	0.02%	0.02%	2.08%	1.27%	0.32%	0.20%	0.24%	0.14%
Service Maintenance	2007	TOTAL	8,592	5,218	3,374	2,546	411	2,127	2,588	5	6	17	2	5	1	479	341	13	16	26	9
				60.7%	39.3%	29.6%	4.8%	24.76%	30.12%	0.06%	0.07%	0.20%	0.02%	0.06%	0.01%	5.57%	3.97%	0.15%	0.19%	0.30%	0.10%
Administrative Support	2012	TOTAL	6,531	709	5,822	312	2,564	343	2,916	1	19	28	57	2	7	11	136	6	51	6	72
				10.9%	89.1%	4.8%	39.3%	5.25%	44.6%	0.02%	0.29%	0.43%	0.87%	0.03%	0.11%	0.17%	2.08%	0.09%	0.78%	0.09%	1.10%
Skilled Craft Workers	2007	TOTAL	8,202	802	7,400	342	3,415	388	3,526	2	17	21	46	2	7	34	272	8	47	5	70
				9.8%	90.2%	4.2%	41.6%	4.73%	43.0%	0.02%	0.21%	0.26%	0.56%	0.02%	0.09%	0.41%	3.32%	0.10%	0.57%	0.06%	0.85%
Service Maintenance	2012	TOTAL	1,994	1,935	59	1,308	35	546	21	10	-	18	-	4	-	17	1	10	-	22	2
				97.0%	3.0%	65.6%	1.8%	27.38%	1.1%	0.50%	0%	0.90%	0%	0.20%	0.0%	0.85%	0.05%	0.50%	0.00%	1.10%	0.10%
Service Maintenance	2007	TOTAL	2,069	2,016	53	1,372	31	564	22	9	-	19	-	2	-	22	-	13	-	15	-
				97.4%	2.6%	66.3%	1.5%	27.26%	1.06%	0.43%	0%	0.92%	0%	0.10%	0.0%	1.06%	0.00%	0.63%	0.00%	0.72%	0%
Service Maintenance	2012	TOTAL	3,224	1,948	1,276	466	232	1,373	975	4	5	18	9	5	4	49	36	13	2	20	13
				60.4%	39.6%	14.5%	7.2%	42.59%	30.2%	0.12%	0.16%	0.56%	0.28%	0.16%	0.12%	1.52%	1.12%	0.40%	0.06%	0.62%	0.40%
Service Maintenance	2007	TOTAL	4,330	2,140	2,190	617	575	1,418	1,497	9	3	12	11	5	5	45	78	17	6	17	15
				49.4%	50.6%	14.2%	13.3%	32.75%	34.6%	0.21%	0.07%	0.28%	0.25%	0.12%	0.12%	1.04%	1.80%	0.39%	0.14%	0.39%	0.35%

## 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	63	39	24	14	11	23	12	0	0	1	0	0	1	0	0	0	0	0	0	1	0
		62%	38%	22%	17%	37%	19%	0%	0%	159%	0%	0%	2%	0%	0%	0%	0%	0%	0%	159%	0.00%
20-29	4,699	2,066	2,633	1,387	1,076	586	1,413	2	5	31	40	2	4	26	25	14	26	18	44		
		44%	56%	30%	23%	12%	30%	0.04%	0.11%	0.66%	0.85%	0.04%	0.09%	0.55%	0.53%	0.30%	0.55%	0.38%	0.94%		
30-39	8,978	3,559	5,419	2,042	2,138	1,253	2,858	7	14	85	93	3	7	108	193	20	47	41	69		
		40%	60%	23%	24%	14%	32%	0.08%	0.16%	0.95%	1.04%	0.03%	0.08%	1.20%	2.15%	0.22%	0.52%	0.46%	0.77%		
40-49	12,968	5,123	7,845	2,840	3,125	1,879	4,141	12	11	77	107	5	10	235	313	27	61	48	77		
		40%	60%	22%	24%	14%	32%	0.09%	0.08%	0.59%	0.83%	0.04%	0.08%	1.81%	2.41%	0.21%	0.47%	0.37%	0.59%		
50-59	14,461	5,188	9,273	2,963	4,570	1,804	4,146	11	19	75	77	5	7	271	337	22	28	37	89		
		36%	64%	20%	32%	12%	29%	0.08%	0.13%	0.52%	0.53%	0.03%	0.05%	1.87%	2.33%	0.15%	0.19%	0.26%	0.62%		
60-69	7,046	3,079	3,967	1,976	2,138	827	1,579	8	6	53	44	1	5	181	162	10	13	23	20		
		44%	56%	28%	30%	12%	22%	0.11%	0.09%	0.75%	0.62%	0.01%	0.07%	2.57%	2.30%	0.14%	0.18%	0.33%	0.28%		
70 and over	884	478	406	296	220	122	143	0	1	13	6	0	0	44	31	1	2	2	3		
		54%	46%	33%	25%	14%	16%	0%	0.1%	15%	0.7%	0%	0.0%	5.0%	3.5%	0.1%	0%	0.2%	0.3%		
<b>TOTAL</b>	<b>49,099</b>	<b>19,532</b>	<b>29,567</b>	<b>11,518</b>	<b>13,278</b>	<b>6,494</b>	<b>14,292</b>	<b>40</b>	<b>56</b>	<b>335</b>	<b>367</b>	<b>16</b>	<b>34</b>	<b>865</b>	<b>1,061</b>	<b>94</b>	<b>177</b>	<b>170</b>	<b>302</b>		
		40%	60%	23.5%	27.0%	13.2%	29.1%	0.08%	0.11%	0.68%	0.75%	0.03%	0.07%	1.76%	2.16%	0.19%	0.36%	0.35%	0.62%		

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	1,000	596 60%	404 40%	460 46%	255 26%	102 10%	128 13%	0 0%	0 0%	11 1%	6 0.6%	0 0%	0 0%	10 100%	5 0.50%	10 100%	4 0.40%	3 0.30%	6 0.60%
Independent	713	389 55%	324 45%	253 35%	237 33%	53 7%	50 7%	0 0%	0 0%	4 0.56%	3 0%	3 0.42%	0 0%	69 9.68%	23 3.23%	1 0.14%	4 0.56%	6 1%	7 0.98%
Management	1,816	913 50%	903 50%	694 38%	576 32%	155 9%	264 15%	2 0%	0 0%	17 0.94%	15 0.83%	2 0.11%	2 0.11%	37 2.04%	29 1.60%	2 0.11%	7 0.39%	4 0.22%	10 0.55%
Professional	3,839	794 21%	3,045 79%	554 14%	2,070 54%	174 5%	792 21%	2 0.05%	5 0.13%	27 0.70%	57 1.48%	3 0%	3 0.08%	21 0.55%	78 2.03%	1 0.00%	22 0.57%	12 0.31%	18 0.47%
Skilled Service	30,137	11,995 40%	18,142 60%	6,574 22%	6,776 22%	4,639 15%	10,344 34%	27 0.09%	37 0.12%	179 0.59%	177 0.59%	3 0.01%	17 0.06%	438 1.45%	521 1.73%	57 0.19%	106 0.35%	78 0.26%	164 0.54%
Special Appointment	3,561	1,324 37%	2,237 63%	957 27%	1,353 38%	231 6%	689 19%	2 0.06%	1 0.03%	28 0.79%	27 0.76%	0 0%	2 0.06%	84 2.36%	119 3.34%	7 0.20%	15 0.42%	15 0.42%	31 0.87%
Designated Political Appointment	347	121 35%	226 65%	90 26%	163 47%	24 7%	49 14%	1 0%	1 0.29%	4 1.15%	2 0.58%	0 0%	0 0%	2 0.58%	7 2.02%	0 0%	2 1%	0 0.00%	2 0.58%
MDOT Commission	6	5 83%	1 17%	5 83%	1 17%	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%
Permanent MTA Union	2,783	1,754 63%	1,029 37%	364 13%	17 1%	1,308 47%	987 35%	3 0.11%	3 0.11%	7 0.25%	0 0%	5 0.18%	3 0.11%	43 1.55%	17 0.61%	13 0.47%	2 0.07%	11 0.40%	0 0%
Uniform Police	1,445	1,345 93%	100 7%	1,121 78%	79 5%	178 12%	18 1%	0 0%	0 0%	9 0.62%	1 0.07%	1 0.07%	0 0%	11 0.76%	0 0%	1 0%	0 0%	24 1.66%	2 0.14%
Transportation Service	6,801	4,157 61%	2,644 39%	2,711 40%	1,373 20%	1,172 17%	1,095 16%	17 0.25%	12 0.18%	131 1.93%	62 0.91%	9 0.13%	0 0.00%	31 0.46%	13 0.19%	38 0.56%	41 0.60%	48 0.71%	48 0.71%
<b>TOTAL</b>	<b>52,448</b>	<b>23,393 45%</b>	<b>29,055 55%</b>	<b>13,783 26.3%</b>	<b>12,900 24.6%</b>	<b>8,036 15.3%</b>	<b>14,416 27.5%</b>	<b>54 0.10%</b>	<b>59 0.11%</b>	<b>417 0.80%</b>	<b>350 0.67%</b>	<b>26 0.05%</b>	<b>27 0.05%</b>	<b>746 1.42%</b>	<b>812 1.55%</b>	<b>130 0.25%</b>	<b>203 0.39%</b>	<b>201 0.38%</b>	<b>288 0.55%</b>

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

# **SECTION FOUR**

## **WORKFORCE**

## **UTILIZATION**

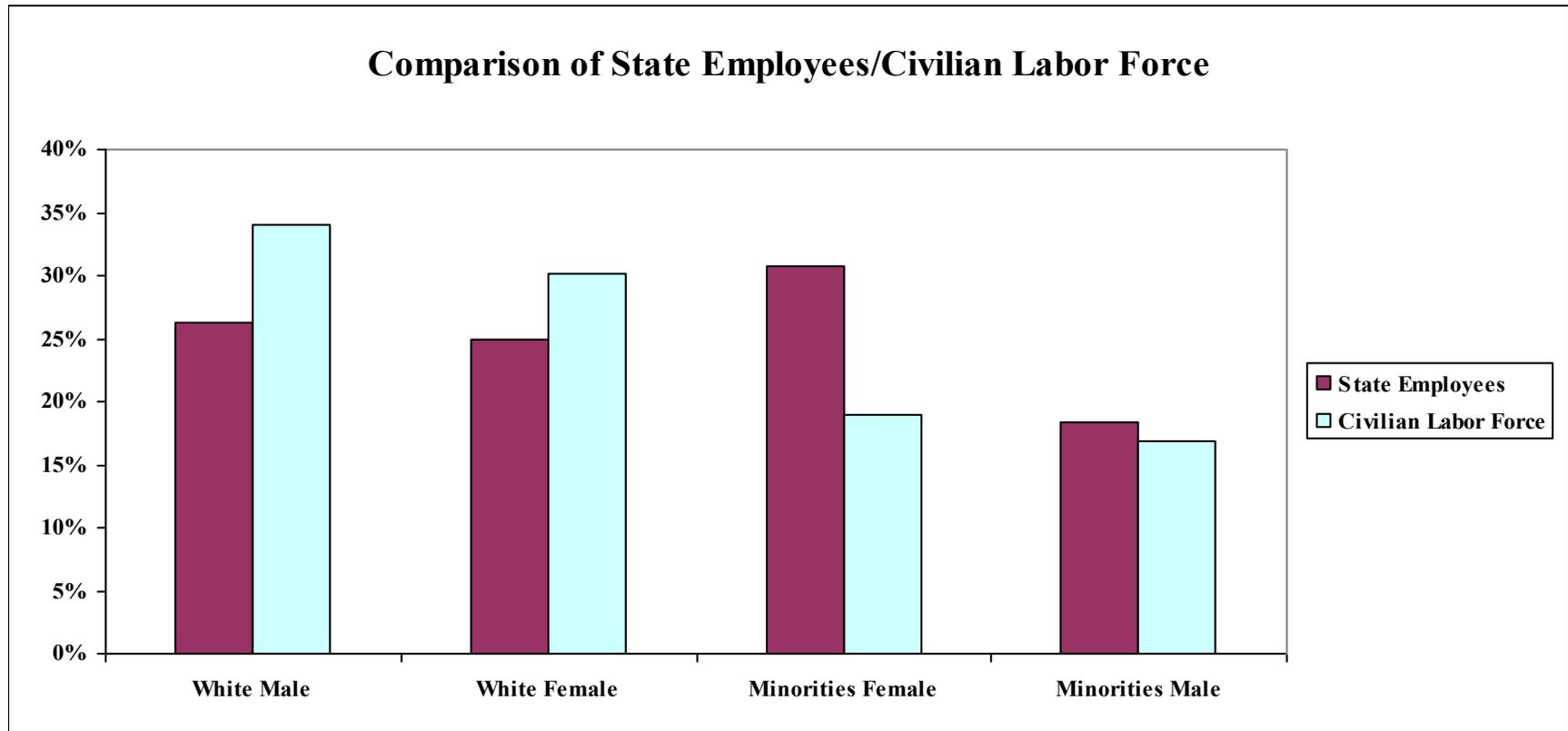
## **SECTION 4: WORKFORCE UTILIZATION**

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 White females represent a higher proportion of the CLF than State government's workforce.
- Minorities hold 28% of the State positions classified as Officials and Administrators slightly higher 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. Sworn Protective Service Workers is the only category where African-Americans are more prevalent in the CLF.
- African-American females in the State's workforce far exceeded the CLF availability in the Administrative Support category, while African-American males far exceeded the CLF availability in the Service Maintenance category.
- Males categorized as White and Other minorities represent a higher share of State government sworn Protective Service Workers than in the CLF.
- The largest representation of females in FY 2012 was in the Professional job category (14,065).



**STATEWIDE WORKFORCE UTILIZATION ANALYSIS — FISCAL YEAR 2012**

<i>EEO JOB CATEGORY</i>		<i>WHITE</i>						<i>AFRICAN-AMERICAN</i>						<i>OTHER MINORITIES</i>						<i>TOTAL PERMANENT POSITIONS</i>
		<i>MALE</i>	<i>State CLF</i>	<i>Index Under</i>	<i>FEMALE</i>	<i>State CLF</i>	<i>Index Under</i>	<i>MALE</i>	<i>State CLF</i>	<i>Index Under</i>	<i>FEMALE</i>	<i>State CLF</i>	<i>Index Under</i>	<i>MALE</i>	<i>State CLF</i>	<i>Index Under</i>	<i>FEMALE</i>	<i>State CLF</i>	<i>Index Under</i>	
<b>Officials and Administrators</b>	#	1,751	43.9%		1,457	29.2%		364	8.0%		581	10.9%		181	4.7%		145	3.4%		<b>4,479</b>
	%	39.1%		-4.8%	32.53%		3.3%	8.1%		0.1%	13.0%		2.1%	4.04%		-0.7%	3.24%		-0.13%	
<b>Professionals</b>	#	4,321	34%		7,058	35.5%		2,094	7.2%		6,075	12.6%		649	5.6%		932	5.1%		<b>21,129</b>
	%	20.5%		-13.5%	33.4%		-2.1%	9.9%		2.7%	28.8%		16.2%	3.1%		-3%	4.4%		-0.7%	
<b>Technicians</b>	#	1,100	29%		806	33.3%		408	9.7%		808	18.0%		100	4.4%		71	5.6%		<b>3,293</b>
	%	33.4%		4%	24.5%		-8.8%	12.4%		2.7%	24.5%		6.5%	3.0%		-1.40%	2.2%		-3.40%	
<b>Protective Service Workers: Sworn</b>	#	1,584	45.6%		123	7.8%		417	29.1%		120	13.3%		107	3.2%		11	0.9%		<b>2,362</b>
	%	67.1%		21%	5.2%		-2.6%	17.7%		-11.4%	5.1%		-8.2%	4.5%		1.36%	0.5%		-0.5%	
<b>Protective Service Workers: Non-Sworn</b>	#	2,941	25.4%		625	44.2%		2,491	10.2%		2,920	15.5%		293	2.3%		166	2.3%		<b>9,436</b>
	%	31.2%		5.8%	7%		-37.6%	26%		16.2%	31%		14.5%	3.1%		0.8%	1.8%		-0.51%	
<b>Administrative Support</b>	#	312	19.1%		2,564	43.0%		343	8.3%		2,916	21.4%		54	2.8%		342	5.3%		<b>6,531</b>
	%	4.8%		-14.3%	39.3%		-3.7%	5.3%		-3.0%	44.6%		23.2%	0.8%		-1.97%	5.2%		0%	
<b>Skilled Craft Workers</b>	#	1,308	67.5%		35	3.7%		546	16.7%		21	1.9%		81	9.3%		3	0.9%		<b>1,994</b>
	%	65.6%		-1.9%	1.8%		-1.9%	27.4%		10.7%	1.1%		-0.8%	3.9%		-5.40%	0%		-0.7%	
<b>Service-Maintenance</b>	#	466	30.5%		232	23.2%		1,373	18.7%		975	14.3%		109	7.0%		69	6.3%		<b>3,224</b>
	%	14.5%		-16%	7.2%		-16.00%	42.6%		23.9%	30.2%		15.9%	3.4%		-3.63%	2.1%		-4.1%	
<b>TOTALS</b>	#	<b>13,783</b>	<b>34.0%</b>		<b>12,900</b>	<b>30.2%</b>		<b>8,036</b>	<b>11.6%</b>		<b>14,416</b>	<b>14.2%</b>		<b>1,574</b>	<b>5.3%</b>		<b>1,739</b>	<b>4.7%</b>		<b>52,448</b>
	%	26.3%		-7.7%	24.6%		-5.60%	15.3%		3.7%	27.5%		13.3%	3.0%		-2.29%	3.3%		-1.4%	

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

**2012 SUMMARY OF AGENCY WORKFORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Executive Department	31	34	65	4	13	17	2	2	4	86
Baltimore City Community College	56	63	119	103	171	274	13	10	23	416
Baltimore City Sheriff's Office	7	0	7	39	14	53	33	10	43	103
Board of Elections Laws	31	89	120	12	27	39	2	20	22	181
Board of Public Works	1	6	7	1	0	1	0	0	0	8
Boards and Commissions	14	46	60	7	23	30	1	6	7	97
Canal Place	0	2	2	0	0	0	0	0	0	2
College Savings Plan	1	5	6	0	2	2	1	4	5	13
Comptroller of the Treasury	233	345	578	79	332	411	31	51	82	1,071
Deaf and Hard of Hearing	1	2	3	0	0	0	0	0	0	3
Dept of Aging	22	75	97	18	65	83	3	8	11	191
Dept of Agriculture	164	124	288	20	26	46	13	11	24	358
Dept of Assessment and Taxation	125	170	295	29	183	212	8	13	21	528
Dept Budget and Management	48	80	128	34	106	140	7	15	22	290
Dept Business and Economic Development	54	76	130	16	42	58	7	15	22	210
Dept of Disabilities	5	14	19	0	3	3	0	1	1	23
Dept of Education	203	539	742	92	435	527	21	36	57	1,326
Dept of Environment	354	274	628	71	85	156	51	34	85	869

**2012 SUMMARY OF AGENCY WORKFORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Dept of General Services	198	75	273	127	116	243	19	11	30	546
Dept Health and Mental Hygiene	1,152	3,613	4,765	791	2,270	3,061	189	390	579	8,405
Dept Housing and Community Development	58	100	158	21	69	90	13	23	36	284
Dept Human Resources	398	1,805	2,203	622	3021	3,643	62	206	268	6,114
Dept Juvenile Services	331	298	629	412	717	1,129	67	95	162	1,920
Dept Labor, Licensing and Regulation	431	403	834	180	505	685	49	67	116	1,635
Dept Natural Resources	614	377	991	57	60	117	68	26	94	1,202
Dept Maryland State Police	1,459	325	1,784	218	112	330	63	18	81	2,195
Dept of Planning	56	56	112	3	16	19	8	8	16	147
Dept Public Safety and Correctional Services	3,212	1,180	4,392	2,306	3,346	5,652	288	237	525	10,569
Dept of Transportation	3,474	1,614	5,088	2,576	2,195	4771	380	219	599	10,458
Governor's Office for Children	4	7	11	1	2	3	0	1	1	15
Historic St Mary's City Commission	16	8	24	1	1	2	1	0	1	27
Maryland State Archives	14	18	32	7	4	11	6	0	6	49
MD Automobile Insurance Fund	92	144	236	28	85	113	6	7	13	362
MD Board of Contract Appeals	2	1	3	0	1	1	0	1	1	5
MD Commission on Civil Rights	4	3	7	3	13	16	3	2	5	28

**2012 SUMMARY OF AGENCY WORKFORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
MD Energy Administration	15	8	23	1	1	2	1	2	3	28
MD Environmental Services	470	168	638	110	32	142	25	10	35	815
MD Food Center Authority	9	6	15	5	2	7	2	1	3	25
MD Health Insurance Plan	4	5	9	0	3	3	0	0	0	12
MD Higher Education Commission	12	17	29	4	11	15	0	2	2	46
MD Institute for Emer Medical Servs Systems	38	27	65	4	10	14	3	5	8	87
MD Insurance Administration	65	88	153	20	63	83	6	4	10	246
MD Judiciary	666	1,469	2,135	252	987	1,239	80	257	337	3,711
MD Museum of African American History & Culture	0	0	0	6	12	18	0	1	1	19
MD State Lottery Agency	71	30	101	43	44	87	7	8	15	203
MD Public Television	56	42	98	10	9	19	12	10	22	139
MD State Retirement Agency	39	41	80	15	63	78	9	8	17	175
MD School for the Deaf	77	197	274	15	14	29	5	14	19	322
MD Stadium Authority	36	14	50	13	11	24	2	1	3	77
MD Tax Court	5	3	8	0	0	0	1	0	1	9
MD State Treasurer's Office	10	25	35	2	9	11	2	1	3	49
MD Teachers/Employee Supplemental Retirement	3	7	10	0	3	3	0	1	1	14
MD Veteran's Affairs	26	12	38	19	6	25	9	2	11	74
Military Department	149	42	191	71	29	100	12	4	4	307

**2012 SUMMARY OF AGENCY WORKFORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Morgan State University	113	60	173	362	433	795	68	40	108	1076
Office of Administrative Hearings	30	36	66	5	26	31	3	13	16	113
Office of Attorney General	73	102	175	10	28	38	4	5	9	222
Office of Information Technology	33	33	66	5	11	16	9	5	14	96
Office of People's Counsel	4	6	10	0	4	4	2	2	4	18
Office of Public Defender	222	297	519	49	180	229	52	81	133	881
Office of the Secretary	8	10	18	1	4	5	1	0	1	24
Office of State Prosecutor	4	4	8	0	2	2	1	1	2	12
Property Tax Assessment Appeals Board	23	11	34	5	8	13	47	11	58	105
Public School Construction Program	4	6	10	4	1	5	0	1	1	16
Public Service Commission	33	31	64	12	18	30	16	21	37	131
St. Mary's College of Maryland	144	159	303	23	31	54	14	13	27	384
Subsequent Injury Fund	7	9	16	0	3	3	0	0	0	19
Uninsured Employer's Fund	3	2	5	1	2	3	2	2	4	12
University of Maryland Systems	10,010	10,745	20,755	2,553	4,268	6,821	4,935	4,367	9,302	36,878
Worker's Compensation Commission	14	25	39	8	49	57	3	13	16	112
<b>TOTAL-Maryland State Work Force</b>	<b>25,341</b>	<b>25,708</b>	<b>51,049</b>	<b>11,506</b>	<b>20,437</b>	<b>31,943</b>	<b>6,748</b>	<b>6,453</b>	<b>13,201</b>	<b>96,193</b>
	26.3%	26.7%	53.1%	12.0%	21.2%	33.2%	7.0%	6.7%	13.7%	
<b>TOTAL - Civilian Labor Force</b>	<b>997,070</b>	<b>885,633</b>	<b>1,882,703</b>	<b>340,177</b>	<b>416,424</b>	<b>756,601</b>	<b>155,426</b>	<b>137,830</b>	<b>293,256</b>	<b>2,932,560</b>
	34.0%	30.2%	64.3%	11.6%	14.2%	25.8%	5.3%	4.7%	10%	

NOTE: The data include SPMS and MDOT 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 2007 through 2012.

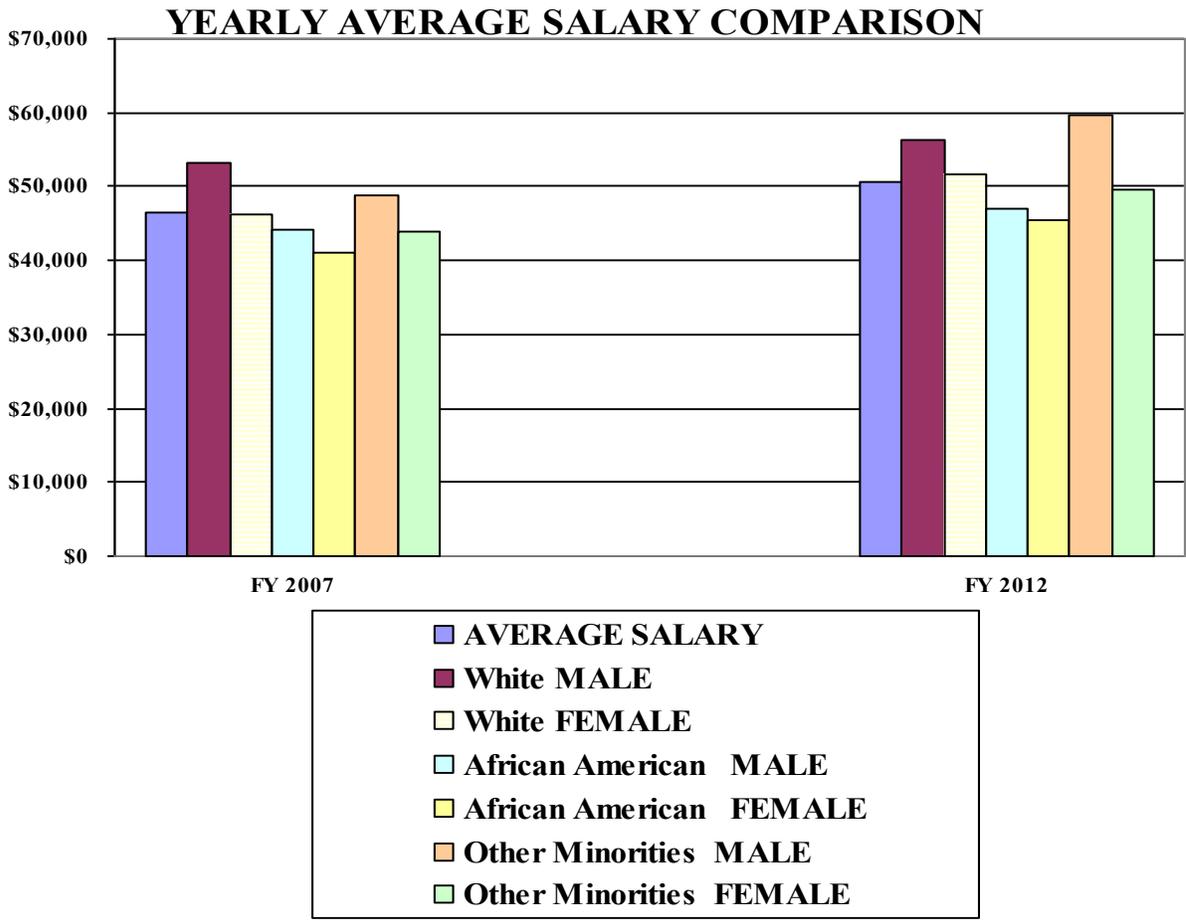
### **SUMMARY HIGHLIGHTS**

Trends displayed in the following charts include:

- Male employees were paid an average of \$5,434 more than female employees in fiscal 2012.
- The salary gap between men and women of the same race dropped from 2007 to 2012 for Whites and African-Americans. Salaries of white men exceeded those of white women by \$4,561 in 2012, an improvement over the \$6,787 gap in 2007. Similarly, the gap between African American males and females fell from \$3,028 in 2007 to \$1,635 in 2012.
- White employees were paid an average of \$53,952 in fiscal 2012 compared to \$46,228 for African-American employees, and \$54,528 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 (76%) and men (59%) are far more likely than African-Americans (17%) and women (41%) to hold positions in the Executive Pay Plan and positions classified as Grade 24 and above. African-Americans, in contrast, hold a majority of the positions classified at Grade 8 or below. Females hold approximately 70% of positions classified at Grade 11 and below.

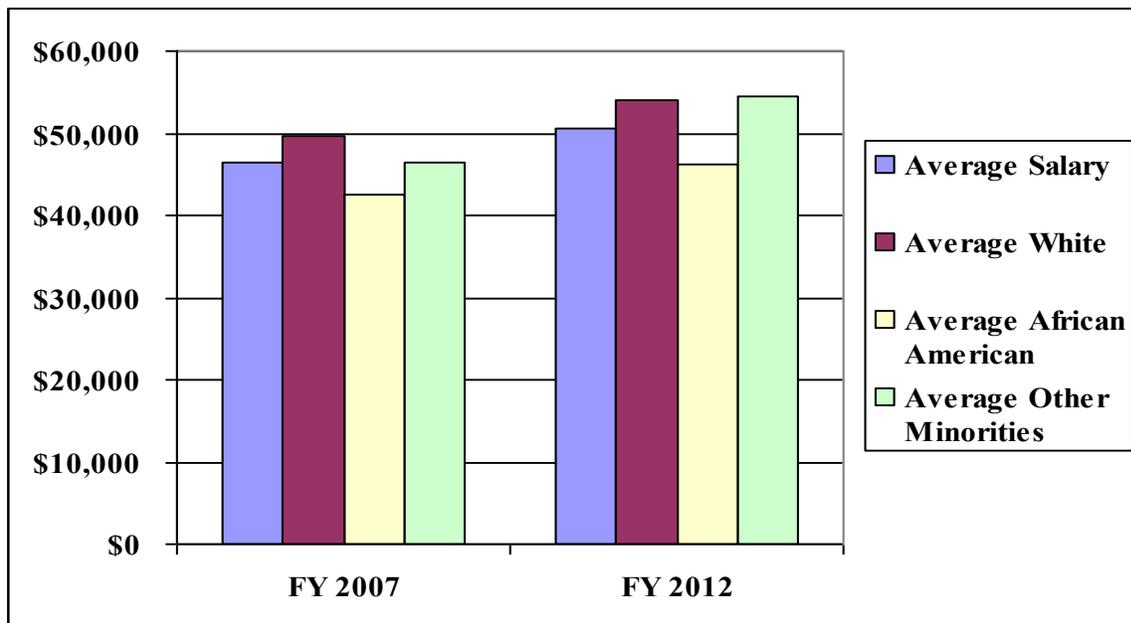
**COMPARISON OF AVERAGE SALARIES BY RACE AND  
GENDER FOR FY 2007 AND FY 2012**

YEAR	AVERAGE SALARY	White		African American		Other Minorities	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
FY 2007	\$46,410	\$53,150	\$46,363	\$44,139	\$41,111	\$48,904	\$44,016
FY 2012	\$50,519	\$56,232	\$51,671	\$47,045	\$45,410	\$59,581	\$49,475



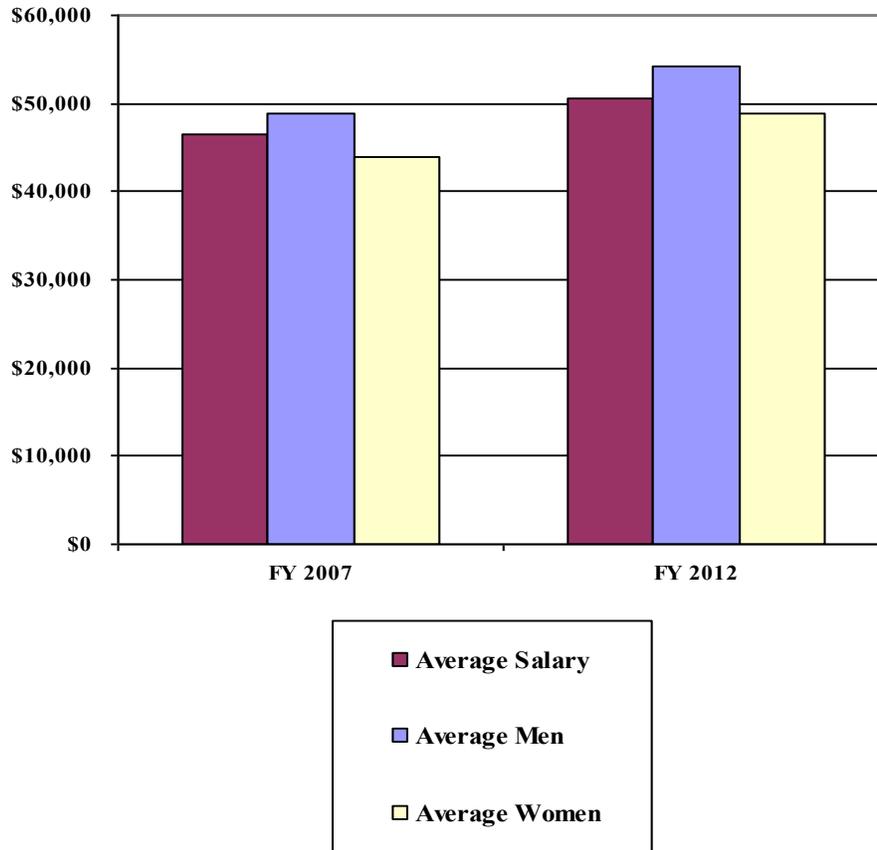
**COMPARISON OF AVERAGE SALARIES BY RACE  
FOR FY 2007 AND FY 2012**

<b>Year</b>	<b>Average Salary</b>	<b>White</b>	<b>African American</b>	<b>Other Minorities</b>
<b>FY 2007</b>	<b>\$46,410</b>	<b>\$49,756</b>	<b>\$42,625</b>	<b>\$46,460</b>
<b>FY 2012</b>	<b>\$50,519</b>	<b>\$53,952</b>	<b>\$46,228</b>	<b>\$54,528</b>



**COMPARISON OF AVERAGE SALARIES BY GENDER  
FOR FY 2007 AND FY 2012**

<b>Year</b>	<b>Average Salary</b>	<b>Men</b>	<b>Women</b>
<b>FY 2007</b>	\$46,410	\$48,839	\$43,946
<b>FY 2012</b>	\$50,519	\$54,286	\$48,852



**WORKFORCE BY SALARY, RACE AND GENDER — FISCAL YEAR 2012**

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	11	9	2	8	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		82%	18%	73%	18%	9%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
\$10,001 - \$20,000	8	1	7	0	6	1	0	0	0	0	0	0	0	0	0	0	0	0	1
		13%	88%	0%	75%	13%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
\$20,001 - \$30,000	3,013	1,134	1,879	520	722	525	1,033	1	11	32	24	1	3	25	41	14	12	16	33
		38%	62%	17%	24%	17%	34%	0.0%	0.4%	1.1%	0.8%	0.0%	0.1%	0.8%	1.4%	0.5%	0.4%	0.5%	1.1%
\$30,001 - \$40,000	12,390	4,777	7,613	2,513	2,869	2,033	4,323	13	14	89	76	6	6	59	153	25	66	39	106
		39%	61%	20%	23%	16%	35%	0.1%	0.1%	0.7%	0.6%	0.0%	0.0%	0.5%	1.2%	0.2%	0.5%	0.3%	0.9%
\$40,001 - \$50,000	13,295	5,402	7,893	3,233	3,232	1,863	4,219	16	12	57	71	4	8	159	224	26	63	44	64
		41%	59%	24%	24%	14%	32%	0.1%	0.1%	0.4%	0.5%	0.03%	0.06%	1.2%	1.7%	0.2%	0.5%	0.3%	0.5%
\$50,001 - \$60,000	8,782	3,779	5,003	2,419	2,532	1,101	2,187	7	13	73	83	4	2	112	128	25	22	38	36
		43%	57%	28%	29%	13%	25%	0.08%	0.1%	0.8%	0.9%	0.0%	0%	1.3%	1.5%	0.3%	0.3%	0.4%	0.4%
\$60,001 and Over	11,829	6,342	5,487	4,623	3,449	1,178	1,614	14	5	156	96	6	5	290	233	27	38	48	47
		54%	46%	39%	29%	10%	14%	0.1%	0.04%	1.3%	0.8%	0.1%	0.04%	2.5%	2.0%	0.2%	0.3%	0.4%	0.4%
Hourly/Daily	3,120	1,949	1,171	467	88	1,334	1,040	3	4	10	0	5	3	101	33	13	2	16	1
		62%	38%	15%	3%	43%	33%	0.1%	0.1%	0.3%	0.0%	0.2%	0.1%	3.2%	1.1%	0.4%	0.1%	0.5%	0.0%
<b>TOTAL</b>	<b>52,448</b>	<b>23,393</b>	<b>29,055</b>	<b>13,783</b>	<b>12,900</b>	<b>8,036</b>	<b>14,416</b>	<b>54</b>	<b>59</b>	<b>417</b>	<b>350</b>	<b>26</b>	<b>27</b>	<b>746</b>	<b>812</b>	<b>130</b>	<b>203</b>	<b>201</b>	<b>288</b>
		45%	55%	26%	25%	15%	27%	0.10%	0.11%	0.80%	0.67%	0.05%	0.05%	1.42%	1.55%	0.25%	0.39%	0.38%	0.55%

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

**WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2012**

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	580	331	249	232	157	79	85	3	0	10	1	0	0	2	0	2	5	3	1
		57%	43%	40%	27%	14%	15%	1%	0%	2%	0%	0%	0%	0%	0%	0%	0%	1%	1%
Grade 5 — (\$21,188 - \$32,655)	541	221	320	75	133	123	154	1	1	11	9	0	1	3	14	3	0	5	8
		41%	59%	14%	25%	23%	28%	0.18%	0.18%	2.03%	1.66%	0.00%	0.18%	0.55%	2.59%	0.55%	0.00%	0.92%	1.48%
Grade 6 — (\$22,448- \$34,716)	579	359	220	163	78	179	128	0	0	1	4	1	0	7	2	4	2	4	6
		62%	38%	28%	13%	31%	22%	0.00%	0.00%	0.17%	0.69%	0.17%	0.00%	1.21%	0.35%	0.69%	0.35%	0.69%	1.04%
Grade 7 — (\$23,796 - \$36,928)	1,136	329	807	128	271	177	499	0	2	5	5	0	1	15	19	3	3	1	7
		29%	71%	11%	24%	16%	44%	0.00%	0.18%	0.44%	0.44%	0.00%	0.09%	1.32%	1.67%	0.26%	0.26%	0.09%	0.62%
Grade 8 — (\$25,239 - \$39,287)	1,381	399	982	185	343	194	573	3	6	6	13	0	2	4	19	1	8	6	18
		29%	71%	13%	25%	14%	41%	0.22%	0.43%	0.43%	0.94%	0.00%	0.14%	0.29%	1.38%	0.07%	0.58%	0.43%	1.30%
Grade 9 — (\$26,783 - \$41,816)	1,637	331	1,306	180	526	124	711	2	3	7	11	1	0	6	37	3	5	8	13
		20%	80%	11%	32%	8%	43%	0.12%	0.18%	0.43%	0.67%	0.1%	0.00%	0.37%	2.26%	0.2%	0.31%	0.49%	0.79%
Grade 10 — (\$28,434 - \$44,520)	2,884	966	1,918	563	889	332	910	4	6	37	20	2	3	8	30	11	21	9	39
		33%	67%	20%	31%	12%	32%	0.14%	0.21%	1.28%	0.69%	0.07%	0.10%	0.28%	1.04%	0.38%	0.73%	0.31%	1.35%
Grade 11 — (\$30,200 - \$47,420)	3,181	767	2,414	373	877	358	1,413	2	3	8	16	0	3	20	57	4	20	2	25
		24%	76%	12%	28%	11%	44%	0.06%	0.09%	0.25%	0.50%	0.00%	0.09%	0.63%	1.79%	0.13%	0.63%	0.06%	0.79%
Grade 12 — (\$32,091 - \$50,563)	3,977	1,634	2,343	853	941	693	1,276	5	11	21	18	3	2	32	49	10	20	17	26
		41%	59%	21%	24%	17%	32%	0.13%	0.28%	0.53%	0.45%	0.08%	0.05%	0.80%	1.23%	0.25%	0.50%	0.43%	0.65%
Grade 13 — (\$34,113 - \$53,944)	6,668	3,474	3,194	1,982	970	1,356	2,091	3	4	27	15	1	3	80	74	10	15	15	22
		52%	48%	30%	15%	20%	31%	0.04%	0.06%	0.40%	0.22%	0.01%	0.04%	1.20%	1.11%	0.15%	0.22%	0.22%	0.33%
Grade 14 — (\$36,280 - \$57,567)	4,028	1,673	2,355	943	870	629	1,354	2	2	14	21	1	1	64	64	10	22	10	21
		42%	58%	23%	22%	16%	34%	0.05%	0.05%	0.35%	0.52%	0.02%	0.02%	1.59%	1.59%	0.25%	0.55%	0.25%	0.52%
Grade 15 — (\$38,594 - \$61,427)	2,891	1,002	1,889	653	934	276	864	4	2	21	28	0	0	27	42	13	9	8	10
		35%	65%	23%	32%	10%	30%	0.14%	0.07%	0.73%	0.97%	0.00%	0.00%	0.93%	1.45%	0.45%	0.31%	0.28%	0.35%

**WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2012 (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 — (\$41,074 - \$65,568)	<b>4,929</b>	<b>1,773</b>	<b>3,156</b>	1,024	1,624	621	1,330	3	9	35	40	1	1	60	101	8	24	21	27
		36%	64%	21%	33%	13%	27%	0.06%	0.18%	0.71%	0.81%	0.02%	0.02%	1.22%	2.05%	0.16%	0.49%	0.43%	0.55%
Grade 17 — (\$43,725 - \$69,999)	<b>3,031</b>	<b>1,221</b>	<b>1,810</b>	757	946	355	745	4	1	44	37	2	2	42	49	5	16	12	14
		40%	60%	25%	31%	12%	25%	0.13%	0.03%	1.45%	1.22%	0.07%	0.07%	1.39%	1.62%	0.16%	0.53%	0.40%	0.46%
Grade 18 — (\$46,563 - \$74,725)	<b>2,197</b>	<b>1,088</b>	<b>1,109</b>	742	685	251	326	2	1	38	38	0	2	39	47	5	5	11	5
		50%	50%	34%	31%	11%	15%	0.09%	0.05%	1.73%	1.73%	0.00%	0.09%	1.78%	2.14%	0.23%	0.23%	0.50%	0.23%
Grade 19 — (\$49,638 - \$79,693)	<b>1,533</b>	<b>759</b>	<b>774</b>	545	511	138	209	2	3	27	12	1	0	40	26	2	4	4	9
		50%	50%	36%	33%	9%	14%	0.13%	0.20%	1.76%	0.78%	0.07%	0.00%	2.61%	1.70%	0.13%	0.26%	0.26%	0.59%
Grade 20 — (\$52,950 - \$85,017)	<b>1,128</b>	<b>620</b>	<b>508</b>	456	327	103	140	2	0	27	14	0	1	24	17	4	5	4	4
		55%	45%	40%	29%	9%	12%	0.18%	0.00%	2.39%	1.24%	0.00%	0.09%	2.13%	1.51%	0.35%	0.44%	0.35%	0.35%
Grade 21 — (\$56,496 - \$90,706)	<b>997</b>	<b>539</b>	<b>458</b>	418	314	72	103	1	0	16	3	1	0	23	28	4	1	4	9
		54%	46%	42%	31%	7%	10%	0.10%	0.00%	1.60%	0.30%	0.10%	0.00%	2.31%	2.81%	0.40%	0.10%	0.40%	0.90%
Grade 22 — (\$60,290 - \$96,808)	<b>1,005</b>	<b>507</b>	<b>498</b>	403	352	66	97	2	0	3	7	0	0	32	29	0	7	1	6
		50%	50%	40%	35%	7%	1%	0.00%	5.00%	9.00%	0.00%	0.00%	0.00%	3.18%	2.89%	0.00%	0.70%	0.10%	0.60%
Grade 23 — (\$64,349 - \$103,328)	<b>392</b>	<b>213</b>	<b>179</b>	170	131	29	30	0	1	2	3	0	0	9	10	3	1	0	3
		54%	46%	43%	33%	7%	8%	0.00%	0.26%	0.51%	0.77%	0.00%	0.00%	2.30%	2.55%	0.77%	0.26%	0.00%	0.77%
Grade 24 — (\$68,692 - \$110,297)	<b>399</b>	<b>212</b>	<b>187</b>	167	130	31	40	1	0	4	1	0	0	8	15	1	1	0	0
		53%	47%	42%	33%	8%	10%	0.25%	0.00%	1.00%	0.25%	0.00%	0.00%	2.01%	3.76%	0.25%	0.25%	0.00%	0.00%
Grade 25 — (\$73,341 - \$117,751)	<b>116</b>	<b>70</b>	<b>46</b>	55	35	8	9	0	0	2	1	0	0	3	0	1	0	1	1
		60%	40%	47%	30%	7%	8%	0.00%	0.00%	1.72%	0.86%	0.00%	0.00%	2.59%	0.00%	0.86%	0.00%	0.86%	0.86%
Grade 26 — (\$78,233 - \$125,743)	<b>89</b>	<b>54</b>	<b>35</b>	51	28	1	7	0	0	2	0	0	0	0	0	0	0	0	0
		61%	39%	57%	31%	1%	8%	0.00%	0.00%	2.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Hourly/Daily	<b>3,120</b>	<b>1,949</b>	<b>1,171</b>	467	88	1,334	1,040	3	4	10	0	5	3	101	33	13	2	16	1
		62%	38%	15%	3%	43%	33%	0.10%	0.13%	0.32%	0.00%	0.16%	0.10%	3.24%	1.06%	0.42%	0.06%	0.51%	0.03%
MRT*	<b>4,029</b>	<b>2,902</b>	<b>1,127</b>	2,198	740	507	282	5	0	39	33	7	2	97	50	10	7	39	13
		72%	28%	55%	18%	13%	7%	0.12%	0.00%	0.97%	0.82%	0.17%	0.05%	2.41%	1.24%	0.25%	0.17%	0.97%	0.32%
<b>TOTAL</b>	<b>52,448</b>	<b>23,393</b>	<b>29,055</b>	<b>13,783</b>	<b>12,900</b>	<b>8,036</b>	<b>14,416</b>	<b>54</b>	<b>59</b>	<b>417</b>	<b>350</b>	<b>26</b>	<b>27</b>	<b>746</b>	<b>812</b>	<b>130</b>	<b>203</b>	<b>201</b>	<b>288</b>
		45%	55%	26%	25%	15%	27%	0.10%	0.11%	0.80%	0.67%	0.05%	0.05%	1.42%	1.55%	0.25%	0.39%	0.38%	0.55%

\*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 2012**

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 — (\$74,608- \$99,478)	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	100%	0%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 5 — (\$80,160- \$106,940)	17	12	5	10	4	1	1	0	0	1	0	0	0	0	0	0	0	0	0
		71%	29%	59%	24%	6%	6%	0%	0%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 6 — (\$86,161- \$115,000)	40	18	22	11	20	2	1	0	0	1	0	0	0	2	1	1	0	1	0
		45%	55%	28%	50%	5%	3%	0%	0%	3%	0%	0%	0%	5%	3%	3%	0%	3%	0%
ES 7 — (\$92,640- \$123,708)	27	16	11	14	4	1	7	0	0	0	0	0	0	1	0	0	0	0	0
		59%	41%	52%	15%	4%	26%	0%	0%	0%	0%	0%	0%	4%	0%	0%	0%	0%	0%
ES 8 — (\$99,637- \$133,112)	36	23	13	19	10	3	2	0	0	0	0	0	0	0	1	1	0	0	0
		64%	36%	53%	28%	8%	6%	0%	0%	0%	0%	0%	0%	0%	3%	3%	0%	0%	0%
ES 9 — (\$107,196- \$143,270)	23	13	10	9	6	2	4	0	0	1	0	0	0	1	0	0	0	0	0
		57%	43%	39%	26%	9%	17%	0%	0%	4%	0%	0%	0%	4%	0%	0%	0%	0%	0%
ES 10 — (\$115,356- \$154,235)	15	8	7	7	3	1	4	0	0	0	0	0	0	0	0	0	0	0	0
		53%	47%	47%	20%	7%	27%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 11 — (\$124,175- \$166,082)	13	9	4	8	3	0	1	0	0	0	0	0	0	0	0	1	0	0	0
		69%	31%	62%	23%	0%	8%	0%	0%	0%	0%	0%	0%	0%	0%	8%	0%	0%	0%
EX 91 — (\$142,800- \$239,700)	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%
<b>TOTAL</b>	177	104	73	83	51	10	20	0	0	3	0	0	0	4	2	3	0	1	0
		59%	41%	46.9%	28.8%	5.6%	11.3%	0%	0%	1.7%	0%	0%	0%	2.3%	1.1%	2%	0%	0.6%	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 2007 and 2012. 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 2012 was 4,182. Of this number, 52% were females and 53% were minorities.
- Females – who represent 55% of the workforce – received 51% of all promotions in fiscal 2012 and African-Americans - who represent 43% of the workforce - received 48% of all promotions.
- Females accounted for 55% of reclassifications in fiscal 2012, while African-Americans accounted for 34% of the reclassifications.
- The total number of demotions in FY 2012 was 263. This represented a decrease of 44 actions from FY 2007. During FY 2012, African-Americans accounted for 42% of demotions, while females accounted for 61%.
- The total number of suspensions for FY 2012 was 743, 151 more actions than in FY 2007. Minorities accounted for approximately 71% of suspension actions in FY 2012.
- There were 260 terminations made in FY 2012. Females constituted 57% of these actions and minorities accounted for 61%.

**STATEWIDE PERSONNEL TRANSACTIONS — FISCAL YEAR 2012**

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
<b>Appointments</b>	<b>4,182</b>	<b>2,024</b>	<b>2,158</b>	1,028	935	884	1,099	3	5	48	43	2	1	29	17	13	29	17	29
		48%	52%	24.6%	22.4%	21.1%	26.3%	0.07%	0.12%	1.1%	1.0%	0.05%	0.02%	0.7%	0.4%	0.3%	0.7%	0.41%	0.69%
<b>Reinstatements</b>	<b>320</b>	<b>113</b>	<b>207</b>	56	90	55	107	0	0	0	5	0	0	1	2	0	2	1	1
		35%	65%	17.5%	28.1%	17.2%	33.4%	0.0%	0%	0.0%	1.6%	0%	0.0%	0%	0.6%	0.0%	0.6%	0.3%	0.3%
<b>Promotions</b>	<b>3,677</b>	<b>1,798</b>	<b>1,879</b>	1,013	725	712	1,065	3	2	28	24	0	2	15	19	12	23	15	19
		49%	51%	27.5%	19.7%	19.4%	29.0%	0.08%	0.05%	0.8%	0.7%	0.0%	0.1%	0.4%	0.5%	0.3%	0.6%	0.4%	0.5%
<b>Reclassifications</b>	<b>2,166</b>	<b>975</b>	<b>1,191</b>	654	647	258	476	1	2	22	25	1	0	16	20	11	8	12	13
		45%	55%	30.2%	29.9%	11.9%	22.0%	0.05%	0.1%	1.0%	1.2%	0.0%	0.0%	0.7%	0.9%	0.5%	0.4%	0.6%	0.6%
<b>Demotions</b>	<b>263</b>	<b>103</b>	<b>160</b>	61	73	38	75	0	1	1	3	1	0	2	2	0	4	0	2
		39%	61%	23.2%	27.8%	14.4%	28.5%	0%	0%	0.4%	1.1%	0%	0%	0.8%	0.8%	0%	1.5%	0.0%	0.8%
<b>Suspensions</b>	<b>743</b>	<b>336</b>	<b>407</b>	121	98	187	274	1	1	5	4	1	0	16	9	0	7	5	14
		45%	55%	16.3%	13.2%	25.2%	36.9%	0%	0%	0.7%	0.5%	0%	0%	2.2%	1.2%	0%	0.9%	0.7%	1.9%
<b>TOTAL</b>	<b>11,351</b>	<b>5,349</b>	<b>6,002</b>	<b>2,933</b>	<b>2,568</b>	<b>2,134</b>	<b>3,096</b>	<b>8</b>	<b>11</b>	<b>104</b>	<b>104</b>	<b>5</b>	<b>3</b>	<b>79</b>	<b>69</b>	<b>36</b>	<b>73</b>	<b>50</b>	<b>78</b>

**STATEWIDE SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2012**

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
<b>Resignations</b>	<b>2,136</b>	<b>834</b>	<b>1,302</b>	452	597	320	601	0	5	25	28	1	2	15	35	8	19	13	15
		39%	61%	21.2%	27.9%	15.0%	28.1%	0.0%	0.2%	1.2%	1.3%	0.05%	0%	0.7%	1.6%	0%	0.9%	0.6%	0.7%
<b>Rejections on Probation</b>	<b>147</b>	<b>67</b>	<b>80</b>	24	34	41	43	0	0	1	1	0	0	0	1	0	0	1	1
		46%	54%	16.3%	23.1%	27.9%	29.3%	0%	0%	0.7%	0.7%	0%	0%	0%	0.7%	0%	0.0%	1%	0.7%
<b>Retired</b>	<b>1,418</b>	<b>687</b>	<b>731</b>	440	423	209	270	0	0	4	7	0	0	30	20	1	4	3	7
		48%	52%	31.0%	29.8%	14.7%	19.0%	0%	0.0%	0.3%	0.5%	0%	0%	2.1%	1.4%	0.1%	0.3%	0.2%	0.5%
<b>Terminations</b>	<b>260</b>	<b>113</b>	<b>147</b>	51	51	53	91	0	0	1	3	0	0	8	2	0	0	0	0
		43%	57%	19.6%	19.6%	20.4%	35.0%	0%	0%	0.4%	1.2%	0%	0%	3.1%	0.8%	0.0%	0.0%	0.0%	0.0%
<b>TOTAL</b>	<b>3,961</b>	<b>1,701</b>	<b>2,260</b>	<b>967</b>	<b>1,105</b>	<b>623</b>	<b>1,005</b>	<b>0</b>	<b>5</b>	<b>31</b>	<b>39</b>	<b>1</b>	<b>2</b>	<b>53</b>	<b>58</b>	<b>9</b>	<b>23</b>	<b>17</b>	<b>23</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, 2007 and June 30, 2012**

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Appointments	2007	1,114 21%	1,443 27%	742 14%	1,591 30%	202 4%	299 6%	2,058 38%	3,333 62%	5,391
	2012	1,028 25%	935 22%	884 21%	1,099 26%	112 3%	124 3%	2,024 48%	2,158 52%	4,182
Reinstatements	2007	113 17%	158 24%	85 13%	240 37%	21 3%	40 6%	219 33%	438 67%	657
	2012	56 18%	90 28%	55 17%	107 33%	2 1%	10 3%	113 35%	207 65%	320
Promotions	2007	740 20%	715 19%	552 15%	1,299 35%	198 5%	252 7%	1,490 40%	2,266 60%	3,756
	2012	1,013 28%	725 20%	712 19%	1,065 29%	73 2%	89 2%	1,798 49%	1,879 51%	3,677
Reclassifications	2007	704 21%	1,033 31%	262 8%	1,009 31%	95 3%	180 5%	1,061 32%	2,222 68%	3,283
	2012	654 30%	647 30%	258 12%	476 22%	63 3%	68 3%	975 45%	1,191 55%	2,166
Demotions	2007	70 23%	87 28%	35 11%	96 31%	6 2%	13 4%	111 36%	196 64%	307
	2012	61 23%	73 28%	38 14%	75 29%	4 2%	12 5%	103 39%	160 61%	263
Suspensions	2007	67 11%	75 13%	153 26%	212 36%	44 7%	41 7%	264 45%	328 55%	592
	2012	121 16%	98 13%	187 25%	274 37%	28 4%	35 5%	336 45%	407 55%	743
Resignations	2007	514 18%	712 24%	381 13%	923 32%	147 5%	238 8%	1,042 36%	1,873 64%	2,915
	2012	452 21%	597 28%	320 15%	601 28%	62 3%	104 5%	834 39%	1,302 61%	2,136
Terminations	2007	70 23%	49 16%	62 20%	74 24%	24 8%	27 9%	156 51%	150 49%	306
	2012	51 20%	51 20%	53 20%	91 35%	9 3%	5 2%	113 43%	147 57%	260

**STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2007 and June 30, 2012**

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Rejections on Probation	2007	46 19%	29 12%	30 13%	103 43%	14 6%	18 8%	90 38%	150 63%	240
	2012	24 16%	34 23%	41 28%	43 29%	2 1%	3 2%	67 46%	80 54%	147
Deaths	2007	21 31%	13 19%	14 21%	14 21%	2 3%	3 4%	37 55%	30 45%	67
	2012	24 35%	17 25%	10 15%	15 22%	1 1%	1 1%	35 51%	33 49%	68
Horizontal Transfer	2007	20 17%	33 29%	13 11%	41 36%	3 3%	5 4%	36 31%	79 69%	115
	2012	11 13%	20 23%	12 14%	43 49%	0 0%	2 2%	23 26%	65 74%	88
Disciplinary Demotion	2007	12 28%	1 2%	12 28%	11 26%	5 12%	2 5%	29 67%	14 33%	43
	2012	5 24%	4 19%	5 24%	4 19%	1 5%	2 10%	11 52%	10 48%	21
Retired	2007	428 30%	422 29%	171 12%	332 23%	55 4%	34 2%	654 45%	788 55%	1,442
	2012	440 31%	423 30%	209 15%	270 19%	38 3%	38 3%	687 48%	731 52%	1,418
Transfer	2007	179 38%	83 18%	53 11%	109 23%	14 3%	28 6%	246 53%	220 47%	466
	2012	154 36%	87 20%	60 14%	100 23%	13 3%	13 3%	227 53%	200 47%	427
Forfeiture of Annual Leave	2007	67 20%	43 13%	87 26%	95 29%	21 6%	19 6%	175 53%	157 47%	332
	2012	67 17%	37 10%	119 31%	138 36%	12 3%	13 3%	198 51%	188 49%	386

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 2012**

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	4	3	1	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	515	199	316	120	124	65	171	0	3	5	7	0	0	2	0	0	7	7	4
30 - 39	651	236	415	120	189	100	188	0	2	6	9	0	2	5	13	3	5	2	7
40 - 49	495	190	305	87	139	86	143	0	0	6	11	1	0	4	8	4	3	2	1
50 - 59	345	148	197	86	103	52	77	0	0	7	1	0	0	2	10	0	4	1	2
60 - 69	118	52	66	34	40	16	21	0	0	1	0	0	0	0	4	0	0	1	1
70 PLUS	8	6	2	3	1	0	1	0	0	0	0	0	0	2	0	1	0	0	0
<b>TOTAL</b>	<b>2,136</b>	<b>834</b>	<b>1,302</b>	<b>452</b>	<b>597</b>	<b>320</b>	<b>601</b>	<b>0</b>	<b>5</b>	<b>25</b>	<b>28</b>	<b>1</b>	<b>2</b>	<b>15</b>	<b>35</b>	<b>8</b>	<b>19</b>	<b>13</b>	<b>15</b>
<b>REJECTIONS ON PROBATION</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	47	21	26	5	11	16	14	0	0	0	0	0	0	0	1	0	0	0	0
30 - 39	42	18	24	8	9	10	15	0	0	0	0	0	0	0	0	0	0	0	0
40 - 49	22	8	14	2	7	6	6	0	0	0	0	0	0	0	0	0	0	0	1
50 - 59	29	17	12	7	5	9	6	0	0	0	1	0	0	0	0	0	0	1	0
60 - 69	7	3	4	2	2	0	2	0	0	1	0	0	0	0	0	0	0	0	0
70 PLUS	0	0	0																
<b>TOTAL</b>	<b>147</b>	<b>67</b>	<b>80</b>	<b>24</b>	<b>34</b>	<b>41</b>	<b>43</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</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	36	12	24	2	3	10	20	0	0	0	1	0	0	0	0	0	0	0	0
30 - 39	57	28	29	11	10	15	17	0	0	0	1	0	0	2	1	0	0	0	0
40 - 49	71	30	41	12	11	17	28	0	0	0	1	0	0	1	1	0	0	0	0
50 - 59	76	34	42	22	19	7	23	0	0	1	0	0	0	4	0	0	0	0	0
60 - 69	18	9	9	4	6	4	3	0	0	0	0	0	0	1	0	0	0	0	0
70 PLUS	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>260</b>	<b>113</b>	<b>147</b>	<b>51</b>	<b>51</b>	<b>53</b>	<b>91</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL</b>	<b>2,543</b>	<b>1,014</b>	<b>1,529</b>	<b>527</b>	<b>682</b>	<b>414</b>	<b>735</b>	<b>0</b>	<b>5</b>	<b>27</b>	<b>32</b>	<b>1</b>	<b>2</b>	<b>23</b>	<b>38</b>	<b>8</b>	<b>19</b>	<b>14</b>	<b>16</b>

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

# **SECTION SEVEN**

## **REASONABLE**

### **ACCOMMODATIONS**

## **SECTION 7: REASONABLE ACCOMMODATIONS**

In fiscal year 2012 there were 284 requests for reasonable accommodations from State employees and applicants for State employment. Of this amount, 234 or 82% of the requests were granted. There were 27 agencies that reported data on reasonable accommodation requests, with the Department of Education, Department of Human Resources, MDOT, Department of Public Safety and Correctional Services, and Department of Health and Mental Hygiene accounting for 222 or 78% of the total employee/applicant reasonable accommodation requests reported.

**STATEWIDE REQUESTS FOR REASONABLE ACCOMMODATION — FISCAL YEAR 2012**

Agency	Applicants	Employees	STATUS		
			Granted	Denied	Pending
Administrative Hearings		1	1		
Assessment and Taxation		2	1		1
Attorney General		3	3		
Automobile Insurance Fund		8	7		1
BCCC		1	1		
Budget and Management		3	3		
Comptroller		1	1		
Education		29	25	4	
Environment		5	5		
General Services		2	2		
Health and Mental Hygiene		92	91		1
Human Resources		43	40	3	
Insurance Administration		3	3		
Juvenile Services	2	11	9	4	
Lottery		1		1	
MIEMSS		1		1	
Military		1	1		
Morgan State University		1	1		
Natural Resources		2	1	1	
Planning		1	1		
Public Defender's Office		6	5	1	
Public Safety and Correctional Services		15	14		1
Retirement		1	1		
Sheriff's Office		3		3	
State Police		1		1	
Transportation	1	43	17	25	2
Veterans Affairs		1	1		
<b>TOTAL</b>	<b>3</b>	<b>281</b>	<b>234</b>	<b>44</b>	<b>6</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 2012 was 451. Of these, 325 were internal complaints and 126 were external complaints.
- The most common basis for internal complaints were Race and Sex/Gender.
- The number of statewide discrimination complaints has increased from 415 in fiscal 2007 to 451 in fiscal 2012.
- The Office of the Statewide Equal Employment Opportunity Coordinator processed a total of 7 EEO appeals in fiscal 2012.
- The Office investigated 15 Whistleblower complaints. All fifteen were found to have “no probable cause”.

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.

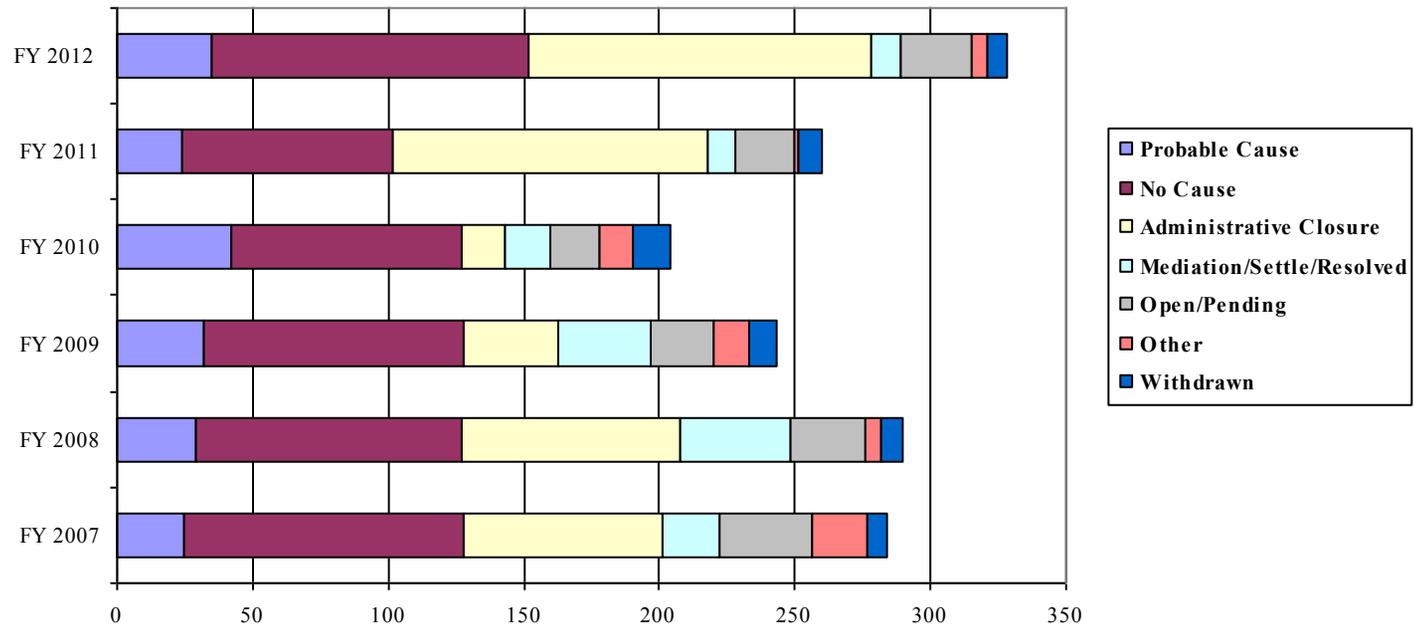
**STATEWIDE DISCRIMINATION COMPLAINTS BY AGENCY, BASIS, ISSUE AND DISPOSITION — FISCAL YEAR 2012**

Agency	Agency Employees	External	Internal	Basis*											Issue*				Disposition*							
				Other	ADA	Age	Ancestry	Color	Disability	National Origin	Race	Religious Affiliation	Sex/Gender	Gender Identity	Sexual Orientation	Harassment	Sexual Harassment	Retaliation	Probable Cause	No Cause	Administrative Closure	Mediation/ Settled/Resolved	Open/Pending	Other	Withdrawn	
Automobile Insurance Fund	362	0	2								1		1				1			2						
BCCC	416	6	4					2					2				2	1		3	1					
Budget and Management	290	0	2						1				1					1		2						
Comptroller of Maryland	1,071	2	0																							
Education	1,326	8	2	1							1									2						
Environment	869	1	2										1	1			1	1						2		
Environmental Services	815	1	0																							
General Services	546	1	0																							
Health and Mental Hygiene	8,405	16	27	13					1	1	3		12				10		1	18	2	3	3		1	
Housing and Community Develop	284	1	2									2					1					2				
Human Resources	6,114	6	4	2									2				3							4		
Insurance Administration	246	0	3	1					2							1		1		3						
Juvenile Services	1,920	16	25	1		2			1	3	10		11			5	4	1	3	12	5		5			
Labor, Licensing and Regulation	1,635	6	8	7								1				2	1	2			4		4			
Morgan State University	1,076	2	1												1	1				1						
Natural Resources	1,202	3	1										1				1			1						
Public Defender	881	0	1										1				1			1						
Public Safety and Corr Services	10,569	20	172	103		4		2	3	18	16	1	24		1	108	13	12	20	40	107	3			4	
Sheriff's Office	103	2	1			1		1				1						1		1						
St. Mary's College of Maryland	384	2	7									4		1		2	6				5		2			
Stadium Authority	77	0	1										1				1						1			
State Police	2,195	5	9	1	1							5	1	2		8	1		1	7			1			
Transportation	10,458	28	50	7		2		4	6	2	20		25			11	11	8	9	25	2	1	5	6	2	
Veterans	74	0	1	1														1					1			
<b>TOTAL</b>	<b>51,318</b>	<b>126</b>	<b>325</b>	<b>137</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>14</b>	<b>24</b>	<b>64</b>	<b>3</b>	<b>85</b>	<b>0</b>	<b>4</b>	<b>147</b>	<b>47</b>	<b>30</b>	<b>35</b>	<b>117</b>	<b>126</b>	<b>11</b>	<b>26</b>	<b>6</b>	<b>7</b>	

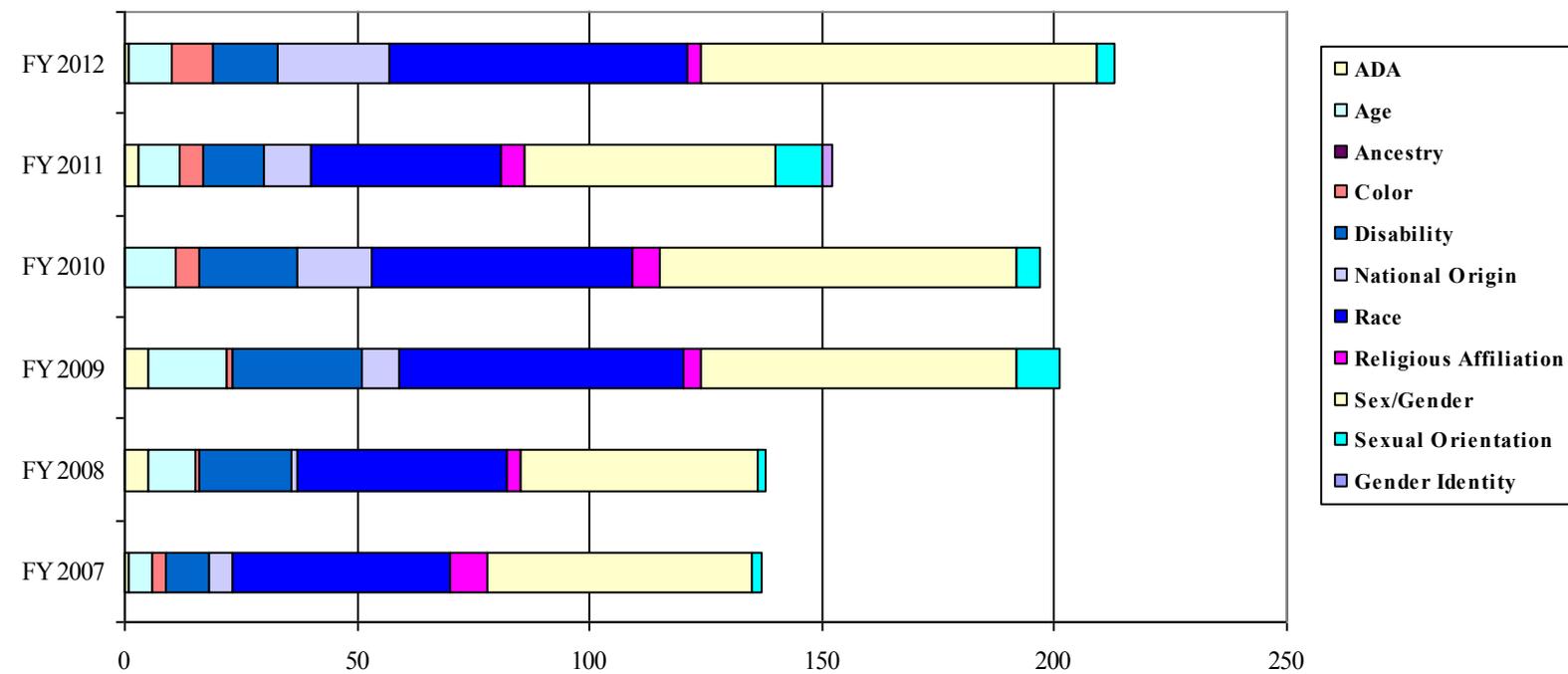
\*In order to avoid duplication, Basis, Issues, and Dispositions are only counted on Internal complaints. Please note: Some complaints have multiple basis. An employee may file a complaint alleging that more than one protected class has been violated; therefore, the total number of internal complaints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

- (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 of 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 Maryland Biotechnology Institute, 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 36,878 employees in the University System of Maryland.
  - Of the total employees, 20,755 (56.2%) were White, 6,821 (18.5%) were African American, 94 (0.25%) were American Indian and Alaska Native, 2,467 (6.7%) were Asian, 33 (0.09%) were Native Hawaiian or Other Pacific Islander, 1,044 (2.8%) were Hispanic or Latino, 102 (0.28%) were Multiracial, and 5,562 (15.1%) were Other (no race checked).
  - Males comprised 17,498 (47.4%) of the workforce.
  - Females comprised 19,380 (52.6%) of the workforce.
  - The majority of Faculty and Instructor positions were filled by Whites (65%) and males (55%).

**UNIVERSITY SYSTEM OF MARYLAND**  
**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2012**

EEO Job Category	TOTAL		Race														Ethnicity		
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no other 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	1,547	740	807	542	566	131	187	1	0	26	17	0	0	24	25	1	1	15	11
		48%	52%	35%	37%	8%	12%	0.1%	0%	1.7%	1.1%	0%	0%	1.6%	1.6%	0%	0%	1.0%	0.7%
Faculty and Instructors	11,298	6,161	5,137	4,044	3,297	602	692	19	17	500	294	8	5	872	688	6	8	110	136
		55%	45%	36%	29%	5%	6%	0.2%	0.2%	4.4%	2.6%	0%	0%	7.7%	6.1%	0%	0%	1.0%	1.2%
Faculty/Research	2,668	1,631	1,037	855	642	35	55	1	2	254	128	2	0	459	189	2	2	23	19
		61%	39%	32%	24%	1.3%	2%	0.04%	0.07%	9.5%	4.8%	0%	0%	17.2%	7.1%	0%	0%	0.9%	0.7%
Faculty/Public Service	16	9	7	6	6	3	0	0	0	0	1	0	0	0	0	0	0	0	0
		56%	44%	38%	38%	19%	0%	0%	0%	0%	6%	0%	0%	0%	0%	0%	0%	0%	0%
Teachers' Assistants/Assoc	6,213	3,135	3,078	1,300	1,445	108	251	6	4	183	200	2	4	1,468	1,085	10	10	58	79
		50%	50%	21%	23%	2%	4%	0.1%	0.1%	2.9%	3.2%	0%	0%	23.6%	17.5%	0%	0%	0.9%	1.3%
Professionals	7,700	3,006	4,694	1,951	2,802	539	1,136	8	8	207	363	2	3	201	255	13	23	85	104
		39%	61%	25%	36%	7%	15%	0.1%	0.1%	2.7%	4.7%	0%	0%	2.6%	3.3%	0%	0%	1.1%	1.4%
Administrative Support	3,267	611	2,656	288	1,336	236	1,059	2	10	33	85	0	4	30	92	3	12	19	58
		19%	81%	9%	41%	7%	32%	0.06%	0.3%	1.0%	2.6%	0%	0%	0.9%	2.8%	0%	0%	0.6%	1.8%
Technical-Paraprofessionals	1,635	681	954	380	489	203	323	1	5	33	59	0	1	39	43	2	4	23	30
		42%	58%	23%	30%	12%	20%	0.1%	0.3%	2.0%	3.6%	0%	0%	2.4%	2.6%	0%	0%	1.4%	1.8%
Skilled Craft Workers	733	689	44	440	15	168	23	4	0	26	0	0	0	19	1	2	0	30	5
		94%	6%	60%	2%	23%	3%	0.5%	0%	3.5%	0%	0%	0%	2.6%	0.1%	0%	0%	4.1%	0.7%
Service-Maintenance	1,801	835	966	204	147	528	542	4	2	23	35	1	1	26	46	2	1	47	192
		46%	54%	11%	8%	29%	30%	0.2%	0.1%	1.3%	1.9%	0%	0%	1.4%	2.6%	0%	0%	2.6%	10.7%
<b>TOTAL</b>	<b>36,878</b>	<b>17,498</b>	<b>19,380</b>	<b>10,010</b>	<b>10,745</b>	<b>2,553</b>	<b>4,268</b>	<b>46</b>	<b>48</b>	<b>1,285</b>	<b>1,182</b>	<b>15</b>	<b>18</b>	<b>3,138</b>	<b>2,424</b>	<b>41</b>	<b>61</b>	<b>410</b>	<b>634</b>
		47.4%	52.6%	27.1%	29.1%	6.9%	11.6%	0.12%	0.13%	3.5%	3.2%	0.04%	0.05%	8.5%	6.6%	0.11%	0.17%	1.1%	1.7%

# **SECTION TEN**

## **INDEPENDENT HIGHER EDUCATION INSTITUTIONS**

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

### **BALTIMORE CITY COMMUNITY COLLEGE**

- There are 416 employees in the Baltimore City Community College workforce.
  - 274 or 66% are African-American employees
  - 244 or 59% are female employees

### **MORGAN STATE UNIVERSITY**

- There are 1,076 employees in the Morgan State University workforce.
  - 795 or 74% are African-American employees
  - 533 or 50% are female employees

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

- There are 384 employees in the St. Mary's College of Maryland workforce.
  - 54 or 14% are African-American employees
  - 203 or 53% are female employees

**BALTIMORE CITY COMMUNITY COLLEGE**  
**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2012**

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	22	12	10	4	5	6	5	0	0	1	0	0	0	0	0	0	0	1	0
		55%	45%	18%	23%	27%	23%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	203	92	111	33	40	49	65	0	0	7	4	0	0	0	0	0	0	3	2
		45%	55%	16%	20%	24%	32%	0%	0%	3.45%	1.97%	0%	0%	0%	0%	0%	0%	1.48%	0.99%
Technicians	19	11	8	3	1	7	5	0	0	0	1	1	0	0	0	0	0	0	1
		58%	42%	16%	5%	37%	26%	0%	0%	0%	5%	5%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: <i>Sworn</i>	13	11	2	2	0	9	2	0	0	0	0	0	0	0	0	0	0	0	0
		85%	15%	15%	0%	69%	15%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: <i>Non-Sworn</i>	10	7	3	1	0	6	3	0	0	0	0	0	0	0	0	0	0	0	0
		70%	30%	10%	0%	60%	30%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	125	22	103	8	17	14	84	0	0	0	2	0	0	0	0	0	0	0	0
		18%	82%	6%	14%	11%	67%	0%	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	8	8	0	5	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	63%	0%	38%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	16	9	7	0	0	9	7	0	0	0	0	0	0	0	0	0	0	0	0
		56%	44%	0%	0%	56%	44%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	416	172	244	56	63	103	171	0	0	8	7	1	0	0	0	0	0	4	3
		41%	59%	13%	15%	25%	41%	0%	0%	1.92%	1.68%	0.24%	0%	0%	0%	0%	0%	0.96%	0.72%

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

**BALTIMORE CITY COMMUNITY COLLEGE  
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2012**

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	55	25	30	7	9	17	18	0	0	1	1	0	0	0	0	0	1	0	1
		45%	55%	13%	16%	31%	33%	0%	0%	2%	2%	0%	0%	0%	0%	0%	0%	2%	0%
Reinstatements	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
		0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	12	8	4	1	2	7	2	0	0	0	0	0	0	0	0	0	0	0	0
		67%	33%	8%	17%	58%	17%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	17	5	12	0	2	5	9	0	0	0	0	0	0	0	0	0	0	0	1
		29%	71%	0%	12%	29%	53%	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%
Transfers	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%
<b>TOTAL</b>	<b>85</b>	<b>38</b>	<b>47</b>	<b>8</b>	<b>13</b>	<b>29</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>1</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>
		45%	55%	9%	15%	34%	35%	0%	0%	1%	1%	0%	0%	0%	0%	0%	0%	1%	0%

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2012**

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	18	4	14	1	4	3	9	0	0	0	0	0	0	0	0	0	1	0	0
		22%	78%	6%	22%	17%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	6%	0%
Rejection on Probation	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
		0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>20</b>	<b>5</b>	<b>15</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</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>	<b>0</b>
		25%	75%	5%	20%	20%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	5%	0%

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

**MORGAN STATE UNIVERSITY**  
**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2012**

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	84	40	44	7	1	32	42	0	1	0	0	0	0	1	0	0	0	0	0
		48%	52%	8%	1%	38%	50%	0%	1%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%
Professionals	706	391	315	100	56	225	227	22	7	41	22	3	2	0	1	0	0	0	0
		55%	45%	14%	8%	32%	32%	3.1%	1.0%	6%	3.1%	0.4%	0.3%	0%	0%	0%	0%	0%	0%
Technicians	9	4	5	1	0	3	5	0	0	0	0	0	0	0	0	0	0	0	0
		44%	56%	11%	0%	33%	56%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	42	32	10	4	1	27	8	1	0	0	1	0	0	0	0	0	0	0	0
		76%	24%	10%	2%	64%	19%	2%	0%	0%	2%	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%
Administrative Support	151	11	140	0	2	11	132	0	2	0	2	0	1	0	1	0	0	0	0
		7%	93%	0%	1.3%	7%	87%	0%	1.3%	0%	1.3%	0%	0.7%	0%	0.7%	0%	0%	0%	0%
Skilled Craft Workers	16	15	1	1	0	14	1	0	0	0	0	0	0	0	0	0	0	0	0
		94%	6%	6%	0%	88%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	68	50	18	0	0	50	18	0	0	0	0	0	0	0	0	0	0	0	0
		74%	26%	0%	0%	74%	26%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>1,076</b>	<b>543</b>	<b>533</b>	<b>113</b>	<b>60</b>	<b>362</b>	<b>433</b>	<b>23</b>	<b>10</b>	<b>41</b>	<b>25</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		50%	50%	11%	6%	34%	40%	2.1%	0.9%	3.8%	2.3%	0.3%	0.3%	0.1%	0%	0%	0%	0%	0%

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

**MORGAN STATE UNIVERSITY**  
**PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2012**

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	80	30	50	7	7	22	37	0	0	0	4	1	1	0	1	0	0	0	0
		38%	63%	9%	9%	28%	46%	0%	0%	0%	5%	1%	1%	0%	1%	0%	0%	0%	0%
Reinstatements	8	6	2	1	1	5	1	0	0	0	0	0	0	0	0	0	0	0	0
		75%	25%	13%	13%	63%	13%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	9	4	5	0	0	4	5	0	0	0	0	0	0	0	0	0	0	0	0
		44%	56%	0%	0%	44%	56%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	5	1	4	0	1	1	3	0	0	0	0	0	0	0	0	0	0	0	0
		20%	80%	0%	20%	20%	60%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	5	2	3	0	1	1	2	0	0	0	0	0	0	1	0	0	0	0	0
		40%	60%	0%	20%	20%	40%	0%	0%	0%	0%	0%	0%	20%	0%	0%	0%	0%	0%
Suspensions	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
		0%	100%	0%	0%	0%	100%	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%
<b>TOTAL</b>	<b>108</b>	<b>43</b>	<b>65</b>	<b>8</b>	<b>10</b>	<b>33</b>	<b>49</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		40%	60%	7%	9%	31%	45%	0%	0%	0%	4%	1%	1%	1%	1%	0%	0%	0%	0%

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2012**

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	29	11	18	1	0	8	15	0	0	1	2	0	0	1	1	0	0	0	0
		38%	62%	3%	0%	28%	52%	0%	0%	3%	7%	0%	0%	3%	3%	0%	0%	0%	0%
Rejection on Probation	2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
		0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	9	3	6	1	1	2	4	0	0	0	0	0	0	0	1	0	0	0	0
		33%	67%	11%	11%	22%	44%	0%	0%	0%	0%	0%	0%	0%	11%	0%	0%	0%	0%
<b>TOTAL</b>	<b>40</b>	<b>14</b>	<b>26</b>	<b>2</b>	<b>1</b>	<b>10</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		35%	65%	5%	3%	25%	53%	0%	0%	3%	5%	0%	0%	3%	5%	0%	0%	0%	0%

NOTE: The data include SPMS 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 2012**

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	37	17	20	13	18	4	1	0	0	0	0	0	0	0	0	0	0	0	0	1
		46%	54%	35%	49%	11%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	134	68	66	55	57	3	3	0	0	7	5	0	0	0	0	0	0	0	3	1
		51%	49%	41%	43%	2%	2%	0%	0%	5.2%	3.7%	0%	0%	0%	0%	0%	0%	0%	2%	1%
Technicians	27	24	3	22	3	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0
		89%	11%	81%	11%	0%	0%	3.7%	0%	3.7%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	10	8	2	6	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		80%	20%	60%	20%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	119	31	88	28	72	2	12	0	0	0	2	0	0	0	0	0	0	1	2	
		26%	74%	24%	61%	1.7%	10%	0%	0%	0%	1.7%	0%	0%	0%	0%	0%	0%	0%	0.8%	1.7%
Skilled Craft Workers	13	10	3	8	1	1	0	0	0	0	0	0	0	0	2	0	0	1	0	
		77%	23%	62%	8%	8%	0%	0%	0%	0%	0%	0%	0%	0%	15%	0%	0%	8%	0%	
Service-Maintenance	43	22	21	12	6	10	15	0	0	0	0	0	0	0	0	0	0	0	0	
		51%	49%	28%	14%	23%	35%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
<b>TOTAL</b>	<b>384</b>	<b>181</b>	<b>203</b>	<b>144</b>	<b>159</b>	<b>23</b>	<b>31</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>4</b>	
		47%	53%	38%	41%	6%	8%	0.3%	0%	2.1%	1.82%	0%	0%	0%	0.52%	0%	0%	1.30%	1.04%	

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

**ST. MARY'S COLLEGE OF MARYLAND**  
**PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2012**

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	43	13	30	11	24	2	3	0	0	0	2	0	0	0	1	0	0	0	0
		30%	70%	26%	56%	5%	7%	0%	0%	0%	5%	0%	0%	0%	2%	0%	0%	0%	0%
Reinstatements	4	4	0	4	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%	0%
Promotions	0	0	0																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	8	5	3	4	3	0	0	0	0	0	0	1	0	0	0	0	0	0	
		63%	38%	50%	38%	0%	0%	0%	0%	0%	0%	13%	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%
Demotions	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>55</b>	<b>22</b>	<b>33</b>	<b>19</b>	<b>27</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		40%	60%	35%	49%	4%	5%	0%	0%	0%	4%	2%	0%	0%	2%	0%	0%	0%	0%

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2012**

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	19	6	13	5	9	1	2	0	0	0	0	0	0	0	2	0	0	0	
		32%	68%	26%	47%	5%	11%	0%	0%	0%	0%	0%	0%	0%	11%	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%	
Terminations	13	7	6	4	5	3	0	0	0	0	1	0	0	0	0	0	0	0	
		54%	46%	31%	38%	23%	0%	0%	0%	0%	8%	0%	0%	0%	0%	0%	0%	0%	
<b>TOTAL</b>	<b>32</b>	<b>13</b>	<b>19</b>	<b>9</b>	<b>14</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		41%	59%	28%	44%	13%	6%	0%	0%	0%	3%	0%	0%	0%	6%	0%	0%	0%	

NOTE: The data include SPMS full-time and part-time employees; contractals 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 VIRTURE 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 EFFECTIVELY IMMEDIATELY.

Appendix A

**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:
- (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;

## FY 2012 ANNUAL STATEWIDE EEO REPORT

### Appendix A

- (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;
  - (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;

## FY 2012 ANNUAL STATEWIDE EEO REPORT

### Appendix A

- (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 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;

## FY 2012 ANNUAL STATEWIDE EEO REPORT

### Appendix A

- (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 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

## FY 2012 ANNUAL STATEWIDE EEO REPORT

### Appendix A

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.

### **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.

## FY 2012 ANNUAL STATEWIDE EEO REPORT

### Appendix A

#### **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.
- 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 15<sup>th</sup> day of May, 2007, Governor Martin O'Malley issued a new code of Fair Employment Practices, Executive Order 01.01.2007.09 and later rescinded this Order and replaced it with Executive Order 01.01.2007.16 on the 22<sup>nd</sup> day of August 2007. Governor O'Malley values and honors all State of Maryland employees and believes in equal opportunity in employment for all employees and applicants for employment without regard to race, sex, disability, religion, genetic information, gender identity and expression and national origin and other prohibited basis. Governor O'Malley is committed to providing a professional work environment that is free from discrimination, harassment and retaliation.

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

The Joint Committee on Fair Practices and State Personnel Oversight was established in 2009 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 Governor's Code of Fair Employment Practices, and develop and submit to the Governor an annual report of the State's EEO Program.

Appendix B

**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.

**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 Governor's 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.

## FY 2012 ANNUAL STATEWIDE EEO REPORT

### 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	Richard Norman	Grant Chism	Grant Chism
African American Museum	MAAMC	Junius Randolph	James Hawkins Lisa Woods	James Hawkins
Aging, Maryland Department of	MDOA	Ilene Rosenthal	Shirley Williams	Sandra Cobb
Agriculture, Department of	MDA	James Wallace	Momoh Conteh	Momoh Conteh
Archives, Maryland State	MSA	Richard Richardson	Christopher Haley	Cecilia Smith
Assessments and Taxation, Department of	DAT	Annie Cure	Carla Loving	Carla Loving
Attorney General's Office	OAG	Kay Winfree John Howard	Beverly Pivec Peter Killough	Yolanda Colkley
Automobile Insurance Fund, Maryland	MAIF	John F. Banghart	Charisse Walker	Charisse Walker
Baltimore City Community College	BCCC	Tony Warner	Tony Warner	Tony Warner
Bowie State University	BSU	Sheila Hobson	Melanie Barr	Melanie Barr
Budget and Management Department	DBM	David Romans	James Pyatt	James Pyatt
Business and Economic Development, Department of	DBED	Cheryl Fields	Cheryl Fields	Cheryl Fields
Canal Place	CANAL	Deidra Ritchie	Deidra Ritchie	Deidra Ritchie
College Savings Plans of Maryland	CSPM	Azriel Osofsky	Azriel Osofsky	Azriel Osofsky
Comptroller of Maryland	COMP	Steven Barzal	Steven Barzal	Steven Barzal
Contract Appeal, Maryland Board of	SBCA	Loni Howe Michael Carnahan Jr.	Loni Howe Michael Carnahan Jr.	Loni Howe
Coppin University	CSU	Tammy Flowers	Tammy Flowers	Darlene Webb Maqbool Patel
Deaf, Maryland School for the	MSD	Anny Currin	Cyndi Fries Anny Currin	Cyndi Fries
Education, Maryland State Department	MSDE	John E. Smeallie	Linda Shevitz Renee Yarbough-Williams	Renee Yarbough-Williams
Elections State Board of	SBEL	Jacqueline Bryley	Jared DeMarinis	Roger Stitt
Emergency Medical Services Systems, Maryland Institute for	MIEMSS	Patricia A. Gainer	James W. Brown	Jeannie Abramson
Environment, Maryland Department of	MDE	Kathy Kinsey	vacant	vacant
Environmental Services, Maryland	MES	Beth S. Wojton	Donna Oliff	Sandra Westervelt
Executive Department State of Maryland	EXEC	Lawrence Myers	Lawrence Myers	Lawrence Myers
Food Center Authority, Maryland	MFCA	Betty Allison	Rose Harrell	Betty Allison
Frostburg State University	FSU	Beth W. Hoffman	Beth W. Hoffman	Beth W. Hoffman
General Services Department of	DGS	D'Andrea Walker	Paul Ford	Janet Cora
Health and Mental Hygiene, Department of	DHMH	Keneithia Taylor	Keneithia Taylor	Keneithia Taylor
Health Insurance Plan Maryland	MHIP	Cynthia Deickman	Cynthia Deickman	Cynthia Deickman
Higher Education Commission, Maryland	MHEC	Tonja Ringgold	Jon Enriquez	Vacant
Historic St. Mary's City Commission	HSMC	Sally A. Mercer	Melvin A. McClintock	Melvin A. McClintock
Housing and Community Development Department of	DHCD	Brien C. Boone	Brien C. Boone Gordon Outlaw	Brien C. Boone

## Appendix C

Civil Rights, Maryland Commission on (formerly the Maryland Commission on Human Relations)	MCCR	Nicolette Young	Isora Cook	Isora Cook
Human Resources Department of	DHR	Carl W. Bailey, Jr.	Gerald Stansbury	Gerald Stansbury
Information Technology, Department of	DOIT	Stacia Cropper	James Pyatt	James Pyatt
Insurance Administration, Maryland	MIA	Sabrina Wells	Susan Yates	Susan Yates
Judiciary of Maryland	JUD	Larry Jones	Larry Jones	Larry Jones
Juvenile Services, Department of	DJS	Joseph Cleary	Charles Proctor	Denise Bean
Labor, Licensing and Regulation, Department of	DLLR	Jennifer Reed	Yvette Dickens	Jennifer Reed
Lottery Agency, Maryland State	MSLA	Gina Smith	Darryl Massey	Todd Cearfoss
Military Department	DMIL	Annette Deener	William H. Allen	William Allen
Morgan State University	MSU	Dr. Willie Larkin	Michelle Romney	Michelle Romney
Natural Resources, Department of	DNR	Wilson Parran	Richard W. Allen	Richard W. Allen
Peoples Counsel, Office of the	PCPS	Seva Diakoparaskevas Terri Czarski	Seva Diakoparaskevas Terri Czarski	Seva Diakoparaskevas
Planning, Department of	MDP	Cheryl Murphy	Cheryl Murphy	Amber Harvey
Police, Maryland State	DMSP	Capt. Christopher Finn	Capt. Christopher Finn Sergeant Sonya Clark	Tracey Moultrie
Property Tax Assessment Appeals Board	PTAAB	Kent Finkelsen Julie Greene	Julie Greene	Kent Finkelsen
Prosecutor, Office of the State	SPO	James Cabezas	James Cabezas	James Cabezas
Public Broadcasting Commission, Maryland	MPT	Colette Colclough	Colette Colclough	Colette Colclough
Public Defender, Office of the	PDS	Paul DeWolfe	Lynn C. Bellamy	Lynn C. Bellamy
Public Safety and Correctional Services, Department of	DPSCS	Karen Shipley	Paula Green-Holt Gilda Felicia Jones Genice Fowler Lauren Robinson	Paula Green-Holt
Public School Construction Program	PSCP	Robert C. Crocetti	Robert C. Crocetti	Robert Crocetti
Public Service Commission	PSC	Terry Romine	Matthew Papatkakis	Terry Romine
Public Works, Board of	BPW	Doldon W. Moore, Jr.	Doldon W. Moore, Jr.	Doldon W. Moore, Jr.
Retirement & Pensions Systems, Maryland State Retirement Agency	MSRA	Melody Countess	Angela Jenkins	Jacqueline Wallace
St. Mary's College of Maryland	SMCM	Sally A. Mercer	Melvin A. McClintock	Melvin A. McClintock
Salisbury University	SU	Amy Hasson	Jeff Boyer	Jeff Boyer
Sheriff's Office, Baltimore City	BCS	Tyra Stewart	Tyra Stewart	Tyra Stewart
Stadium Authority Maryland	STAD	Rodger C. Dorsey David Raith	Rodger C. Dorsey	Gary McGuigan Rodger Dorsey
Subsequent Injury Fund	SIF	Edgar G. Dodd	Edgar G. Dodd Sophia Swope	Edgar G. Dodd
Supplemental Retirement Plans, Maryland Teachers and State Employees	MSRP	Anna Marie Smith	Anna Marie Smith	Anna Marie Smith
Tax Court, Maryland	MTC	John T. Hearn	John T. Hearn	John T. Hearn
Towson University	TU	Debbie Seeberger	Daniel Leonard	Daniel Leonard
Treasurer's Office, Maryland State	TREA	Bernadette Benik	Cissy Blasi Shelly Reid	Shelly Reid

## Appendix C

Transportation, Maryland Department of	MDOT	Jan M. Bryant	Debbie Horsey	Robin Underwood
Maryland Aviation Administration	MAA	Angela Martin	Vacant	Neal Heaton
Maryland Port Administration	MPA	Wanda Forman	Priscilla Johnson	Wanda Forman
Maryland Transportation Authority	MdTA	Beverly Hill	Louis W. Jones	Louis W. Jones
Maryland Transit Administration	MTA	Paula Cullings	Carolyn Brown Farnese McDonald	Michele Gardner
Motor Vehicle Administration	MVA	Alvinia Kelly	Darrell Davis	Vacant
State Highway Administration	SHA	Sharon Holmes	Troy Parham	Edwin Becraft
Uninsured Employer's Fund	UEF	James E. Brewer	James E. Brewer	James E. Brewer
University Systems of Maryland	USM	JoAnn Goedert	Kathy DeShong	Kathy DeShong
University of Baltimore	UB	William Nelson	Rebecca Spence	Jackie Truelove Rebecca Spence
University of Maryland Baltimore	UMB	Sheila Greenwood	Sheila Greenwood	Sheila Greenwood
University of Maryland Baltimore County	UMBC	Adrienne Mercer	Adrienne Mercer	Stephanie Lazarus
University of Maryland College Park	UMCP	Roberta Coates	Vacant	Vacant
University of Maryland Eastern Shore	UMES	Marie H. Billie	Marie H. Billie	Marie H. Billie
University of Maryland for Environmental Science	UMCES	Dennis Mesko	Dennis Mesko	Dennis Mesko
University of Maryland University College	UMUC	Blair Hayes	Blair Hayes	Blair Hayes
Veteran Affairs, Maryland Department	MDVA	John Kearns	Rose Bean	John Kearns
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, §5-201).

**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.

**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).

## FY 2012 ANNUAL STATEWIDE EEO REPORT

### 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).

## FY 2012 ANNUAL STATEWIDE EEO REPORT

**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.

## FY 2012 ANNUAL STATEWIDE EEO REPORT

### **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 bylaw 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.

## FY 2012 ANNUAL STATEWIDE EEO REPORT

**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.