



**MARYLAND**  
**DEPARTMENT OF**  
**BUDGET & MANAGEMENT**

*MARTIN O'MALLEY*  
Governor

*ANTHONY BROWN*  
Lieutenant Governor

*T. ELOISE FOSTER*  
Secretary

*DAVID C. ROMANS*  
Deputy Secretary

January 1, 2014

The Honorable Martin O'Malley  
Governor  
State House  
Annapolis MD 21401

The Honorable Thomas V. Mike Miller, Jr.  
President, Senate of Maryland  
H-107 State House  
Annapolis MD 21401-1991

The Honorable Michael Busch  
Speaker, Maryland House of Delegates  
H-101 State House  
Annapolis MD 21401-1991

Dear Governor O'Malley, President Miller and Speaker Busch:

In accordance with §§ 4-302 and 5-204(5) of the State Personnel and Pensions Article and Executive Order 01.01.2007.16, the Department of Budget and Management is required to report to the Governor and the Maryland General Assembly on the activities of the Equal Employment Opportunity Program in the Executive Branch of State Government. A copy of the report for Fiscal Year 2013 is attached.

If you have any questions concerning this report or any of the information contained therein, please do not hesitate to contact me.

Sincerely,



T. Eloise Foster  
Secretary

Attachment

cc: Glynis Watford, Statewide EEO Coordinator  
MSAR 7926, 7927, 6693, 694, 696

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45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7041 • Fax: (410) 974-2585 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay  
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# Maryland

Department of Budget and Management



## Annual Statewide Equal Employment Opportunity Report - Fiscal Year 2013



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

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# **SECTION ONE**

## **EXECUTIVE**

## **SUMMARY**

# SECTION 1: EXECUTIVE SUMMARY

## Commitment to Equal Employment Opportunity

Recognizing and honoring *all* State employees, providing a fair opportunity to work in an environment free of discrimination and harassment, treating people with dignity and respect - this is what the State of Maryland is fully committed to providing its employees. The State Personnel and Pensions Article of the Annotated Code of Maryland, Title 5, Subtitle 2 establishes the Equal Employment Opportunity program for State government, which ensures that employment decisions are based only on merit and fitness and without regard to age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation and any other non-merit factor. Governor O'Malley has reemphasized the State's responsibility to fair employment practices in Executive Order 01.01.2007.16 Code of Fair Employment Practices which is provided on pages 74-80.

We, as a State government, are in the business of promoting equality, enforcing laws that protect us all from being treated differently, and ensuring that our workforce reflects the communities we serve. Because we work hard to make our commitment to equal employment opportunity a reality, we pride ourselves in setting a good example for other State governments to follow. Having a vision and a solid plan to move our State forward will lead to the results we expect to achieve, a stronger more efficient and effective State government workforce.

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, 2012 through June 30, 2013. This report contains selected measures outlining the progress toward equal opportunity in Maryland government and assesses the State's Equal Employment Opportunity (EEO) Program.

## 2013 EEO Highlights

During calendar 2013, 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 3 agency compliance audits in 2013 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.
- EEO Symposium – The event was attended by 72 EEO professionals from various State agencies. The symposium served to reinforce the knowledge of the EEO professionals through Cultural Competence Leadership. This symposium also provided the opportunity to renew awareness of cultural competence and the impact it has in communication, leadership, problem solving, and behavior in our workplaces.
- 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 2014, 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 2013 and trends since fiscal 2008 are presented in Sections 3-10. Notable findings and trends are discussed briefly below.

### Workforce Diversity

Maryland State government employs individuals from a wide range of racial and ethnic groups. Minorities make up half of the State’s workforce (Exhibit 1) and represent a larger share of the State government’s workforce compared to Maryland’s Civilian Labor Force (CLF), (Exhibit 2). Minorities represent a slightly larger share of State government’s workforce than in 2008 while the percentage of females decreased from 57% in fiscal 2008, to 55% in fiscal 2013 (Exhibit 3).

During fiscal 2013, new hires continued to add to the diversity of the workforce with women accounting for 56% 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 2013, 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 53% of all promotions and 59% of reclassifications. African-Americans – who represent 43% of the workforce – accounted for 48% of the promotions and 36% of the reclassifications (Exhibit 7).

### Disciplinary Personnel Transactions

African-Americans were over-represented with respect to suspensions (64%), terminations (52%), and disciplinary demotions (61%) in fiscal 2013 (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 71% of positions classified as Officials and Administrators and 53% of positions classified as Professionals. African-Americans in contrast hold 72% of the Service/Maintenance positions. With respect to special appointments, 64% are White and 27% are African-American.

Women are also under-represented in certain job categories. They are less likely than men to serve as Protective Service Workers (10% of sworn officers and 39% of non-sworn officers), but are far more likely than men to serve in Administrative Support positions (89%).

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 \$5,502 more than female employees in fiscal 2013, while Whites were paid an average of \$7,989 more than African-Americans and \$1,345 less than other minorities (Exhibit 9). The salary gap between men and women of the same race, however dropped from 2008 to 2013 for Whites and African-Americans. Salaries of white men exceeded those of white women by \$4,563 in 2013, an improvement over the \$6,460 gap in 2008. Similarly, the gap between African-American males and females fell from \$2,858 in 2008 to \$1,389 in 2013.

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 \$55,023.

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. In addition, partnerships and alliances

have been expanded with minority and disability professional organizations to engage their membership, increase networking opportunities and inform them about employment opportunities in State government. The State has also added a diversity statement to the State job application to affirm its commitment to equal employment opportunity and encourage diverse group members to apply for State positions.

To build on its continuing commitment to becoming a Model Employer of People with Disabilities, State government has taken a leading role in facilitating and advancing opportunities for Marylanders with disabilities to be employed by appointing a Statewide Coordinator for Employment of People with Disabilities, expanding the Quest Internship Program for individuals with disabilities to include placing the names of individuals who complete the program on DBM's Special Options Eligible List to be considered for permanent positions within State government, and collaboration and partnership with other States to identify best practices for employment of people with disabilities.

As part of our proactive efforts, DBM has added two on-line training modules to its EEO webpage, **Harassment in the Workplace** and **EEO for Managers and Supervisors**. These training modules are available for State agencies use. In addition, the State continues to publish policies covering sexual harassment prevention, reasonable accommodations, and non-discrimination in various formats, including print and web-based. The State continues to train managers and supervisors to recognize and avoid unequal treatment of protected group members and to enhance their skills in maintaining equal employment consideration in decisions regarding hiring, promotions, work assignments, employee development, training, evaluations, counseling, and discipline. The State's desire is to maintain a work environment that attracts, engages, and retains a proficient and diverse workforce that can excel and meet the dynamic challenges of State government service.

#### Other Data

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

- 343 reasonable accommodation requests were received from State employees and applicants for State employment in fiscal 2013. 86% of the requests were granted.
- Complaints of discrimination increased from 451 in fiscal 2012, to 470 in fiscal 2013.
- The vast majority of employees at the University System of Maryland (59%) and St. Mary's College of Maryland (77%) were white. Approximately 54% of faculty and research positions in the System were filled by whites. Females comprised 53% of the workforce; while males comprised 47% of the workforce.
- African-Americans composed the majority of workers at Morgan State University (65%) and Baltimore City Community College (69%). Women held 51% of the positions at Morgan State University and 60% of the positions at Baltimore City Community College.

Exhibit 1

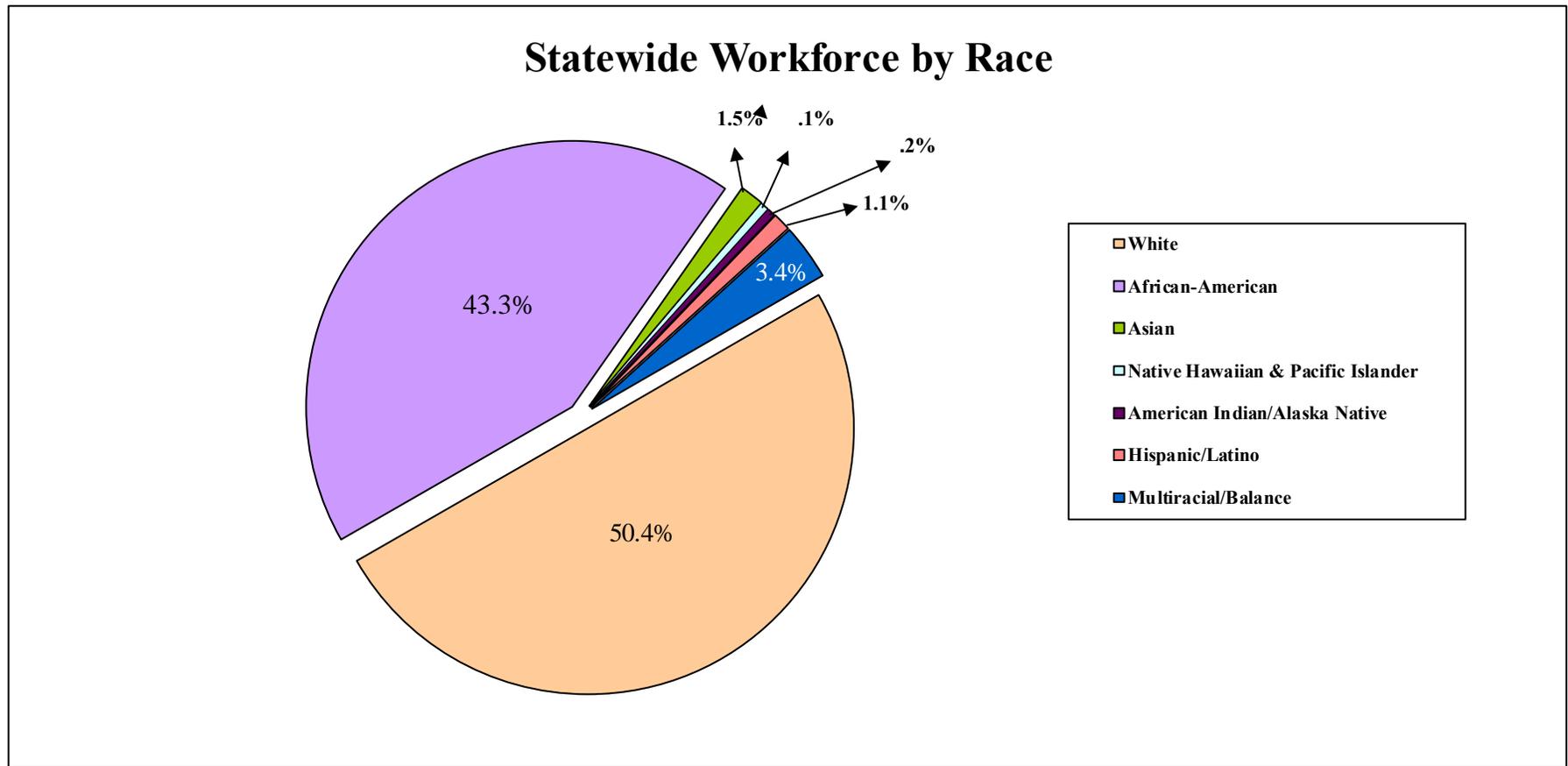


Exhibit 2

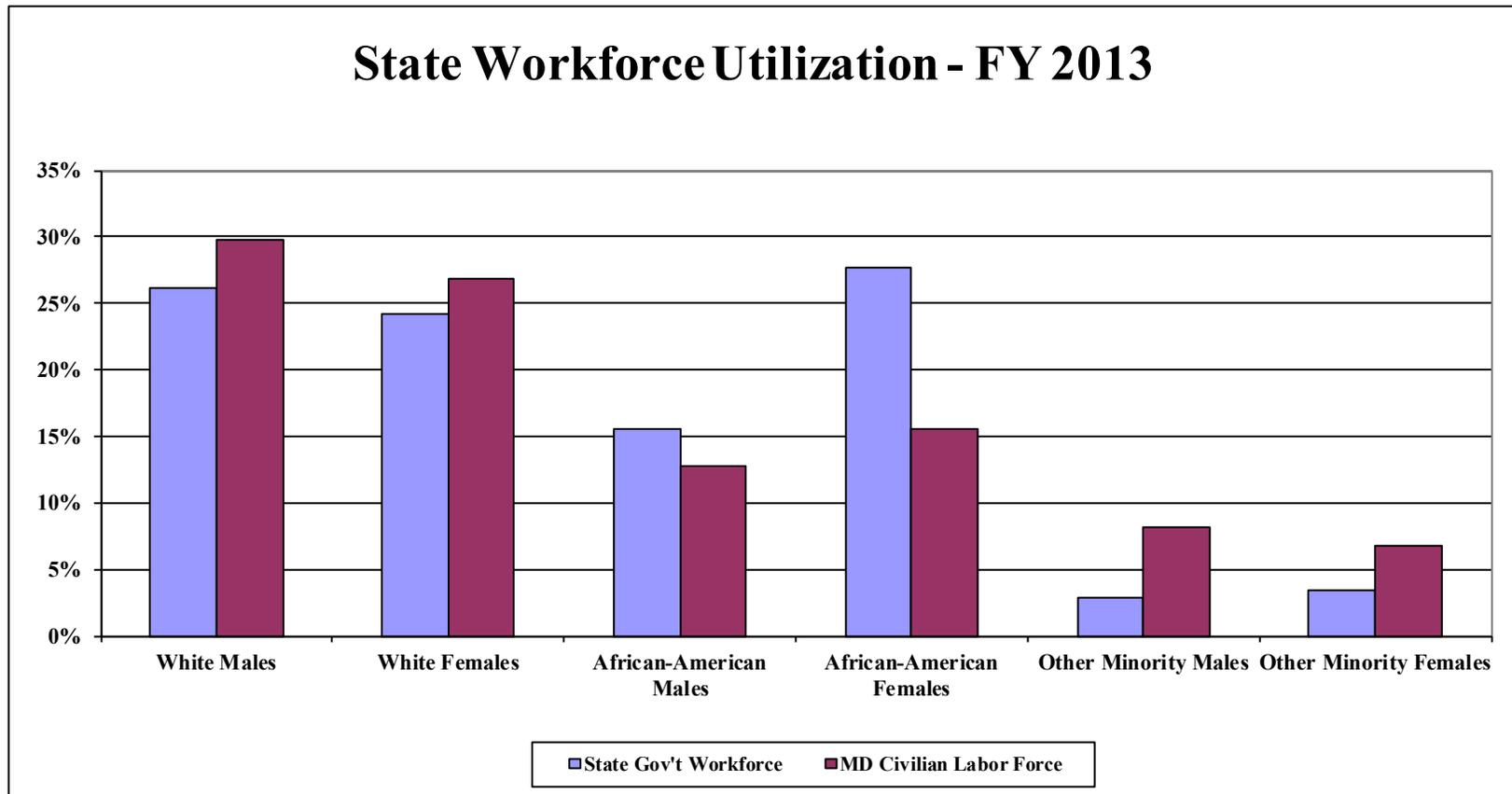


Exhibit 3

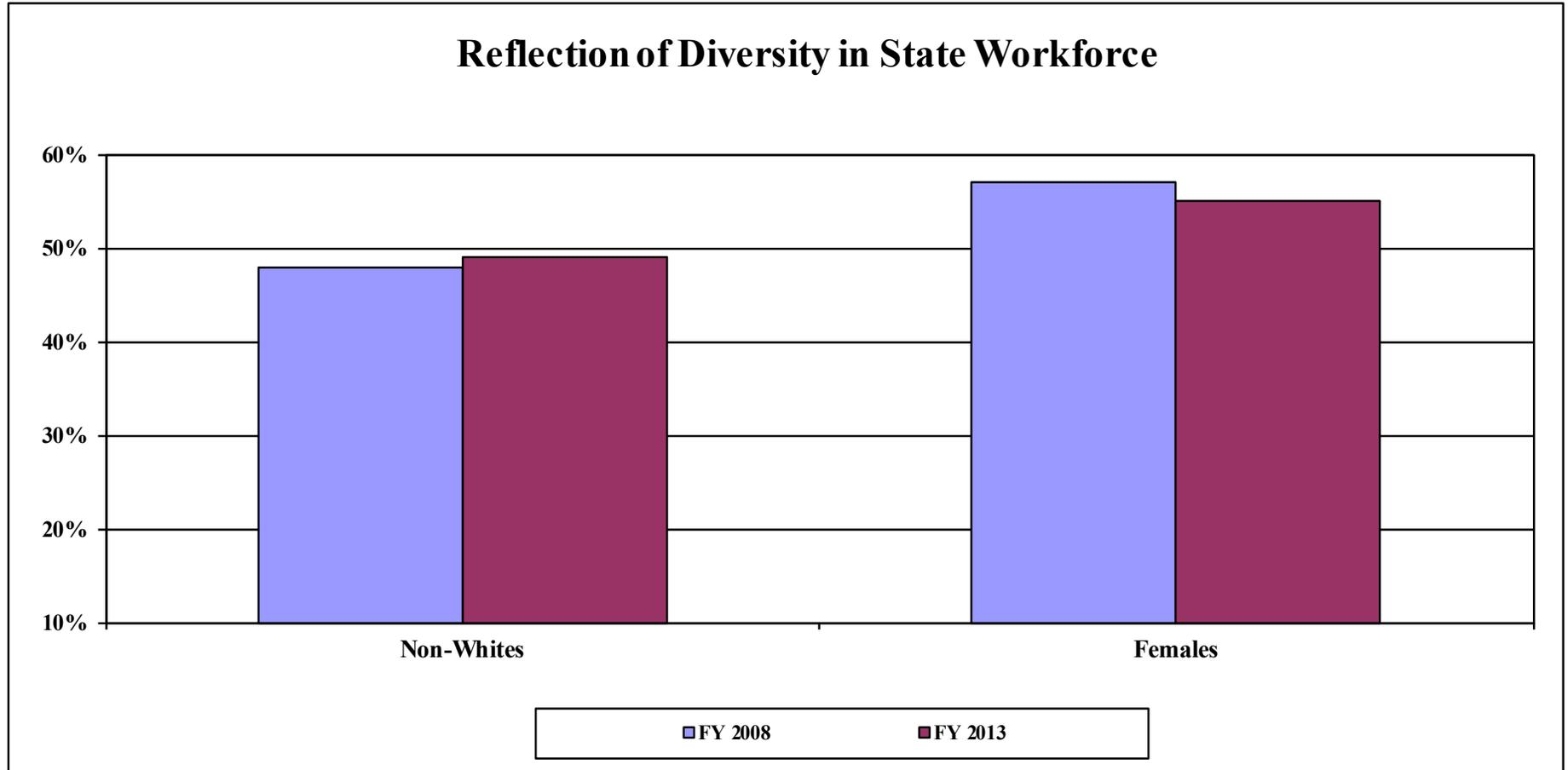


Exhibit 4

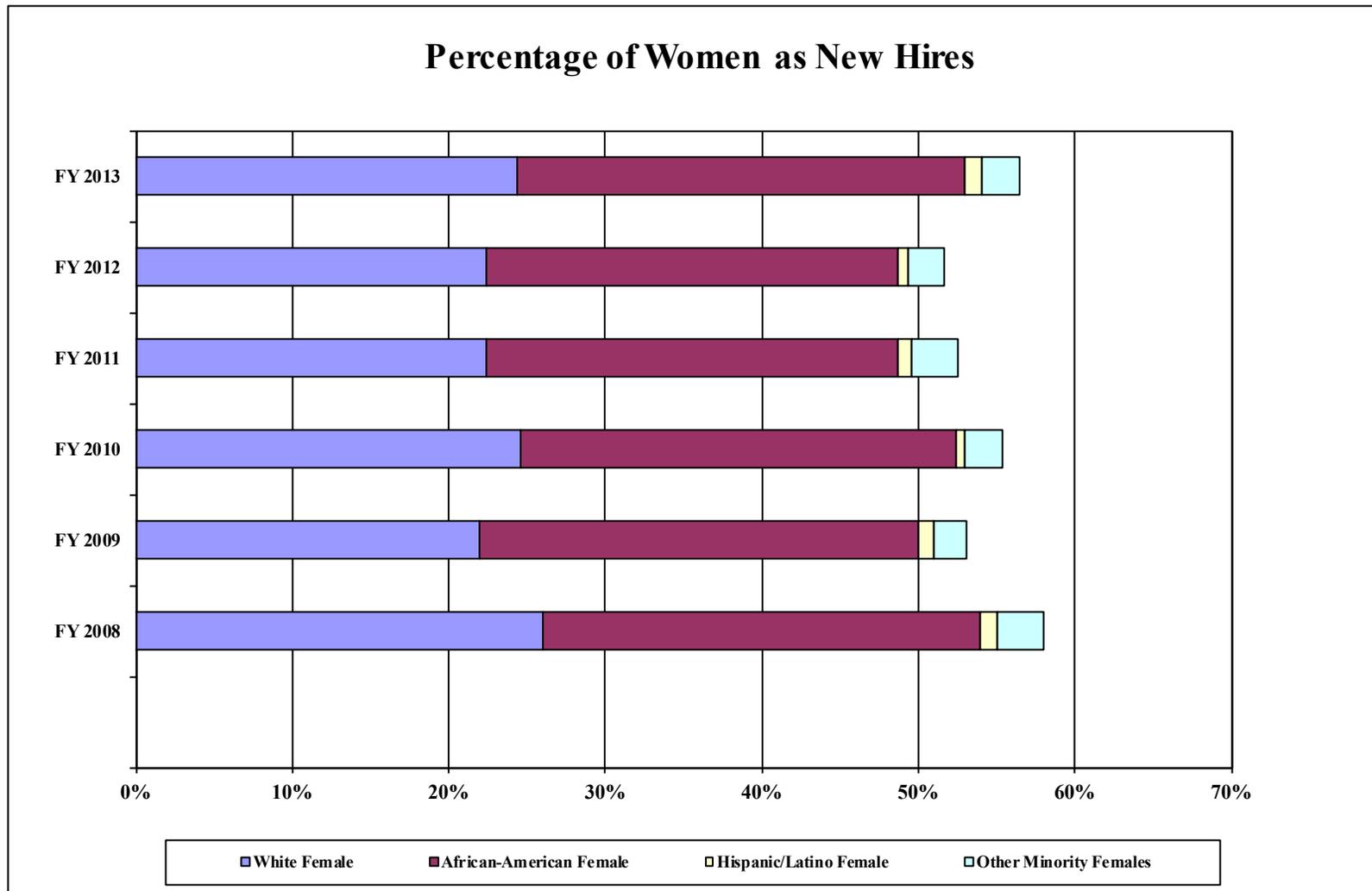


Exhibit 5

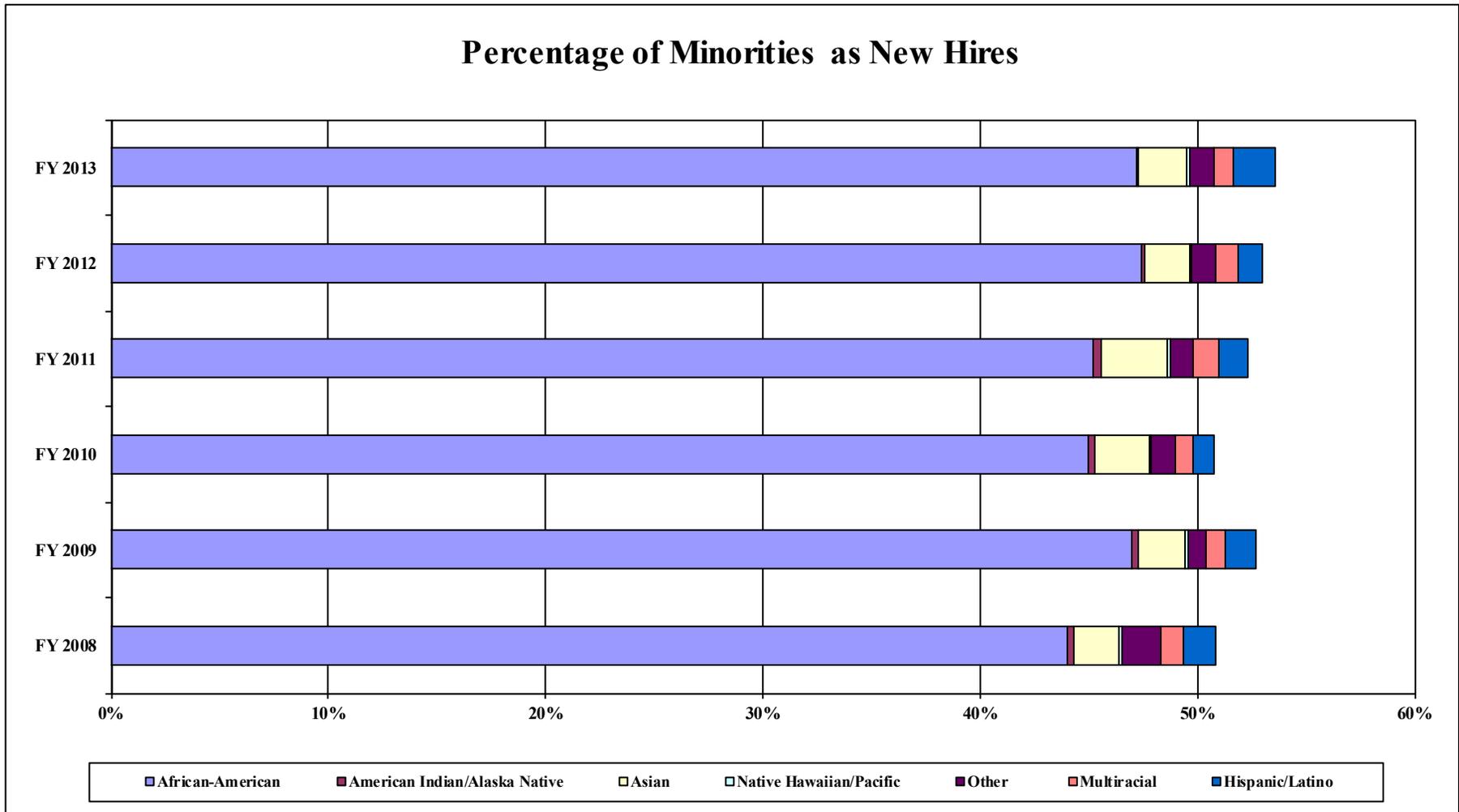


Exhibit 6

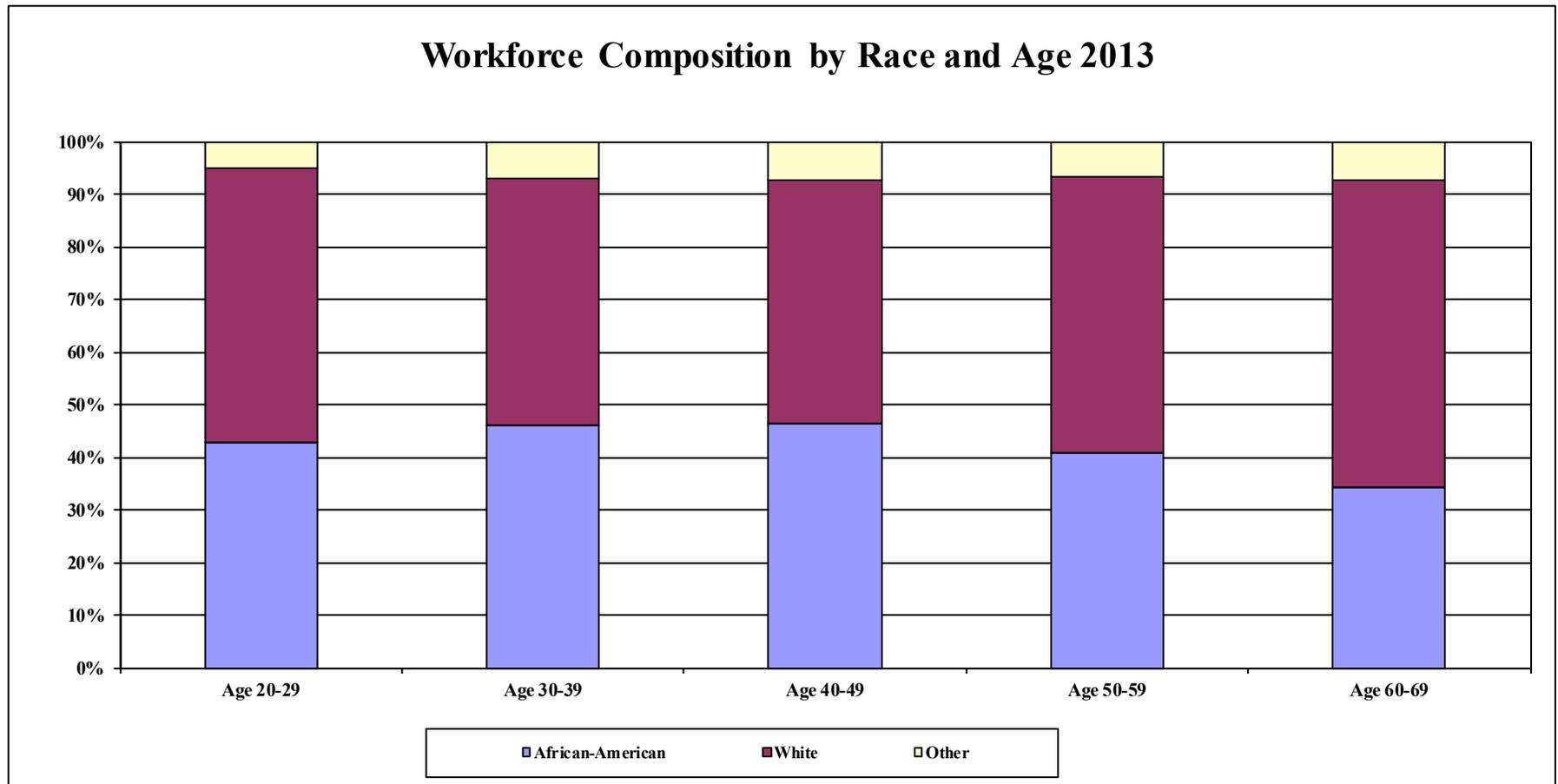


Exhibit 7



Exhibit 8

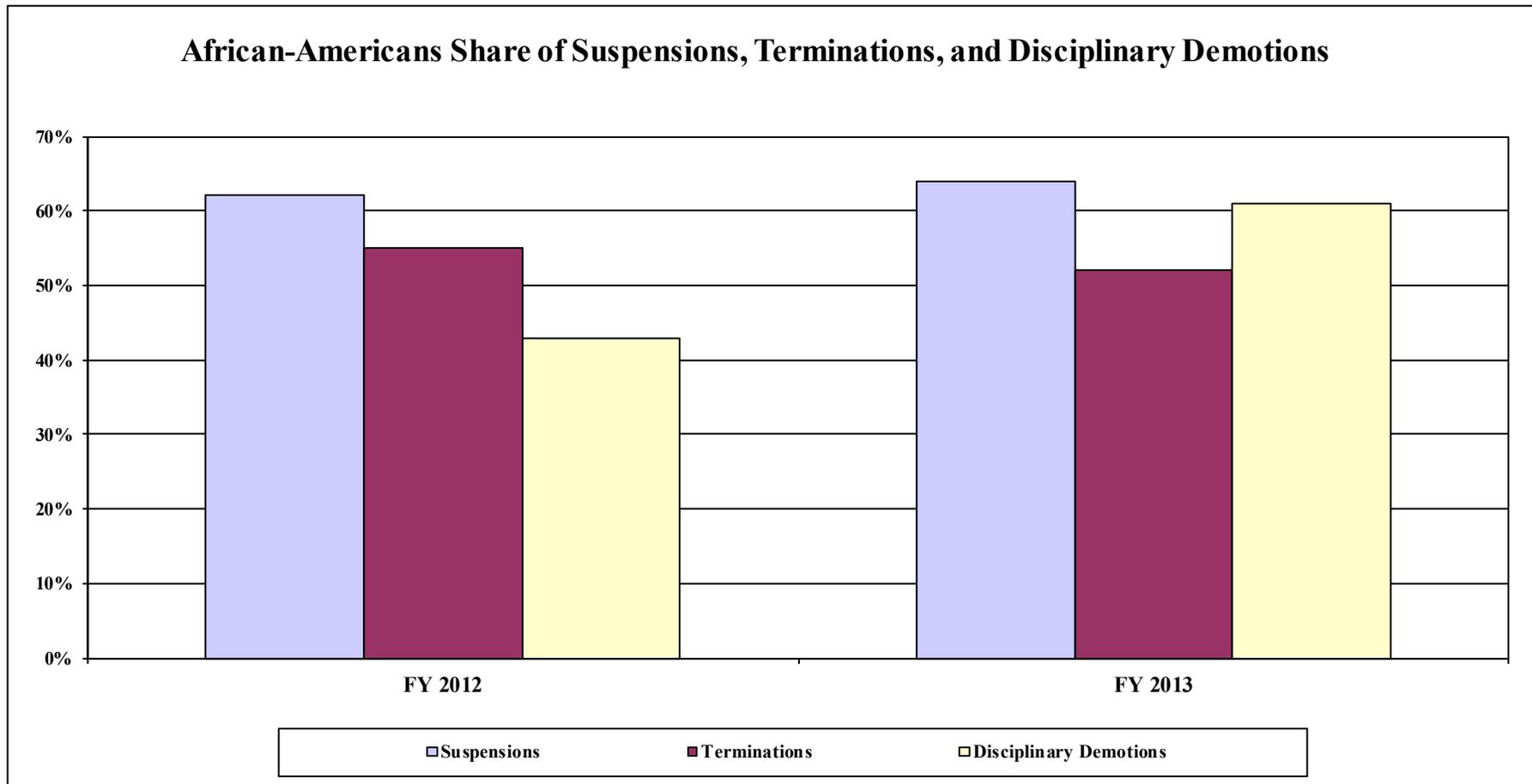


Exhibit 9

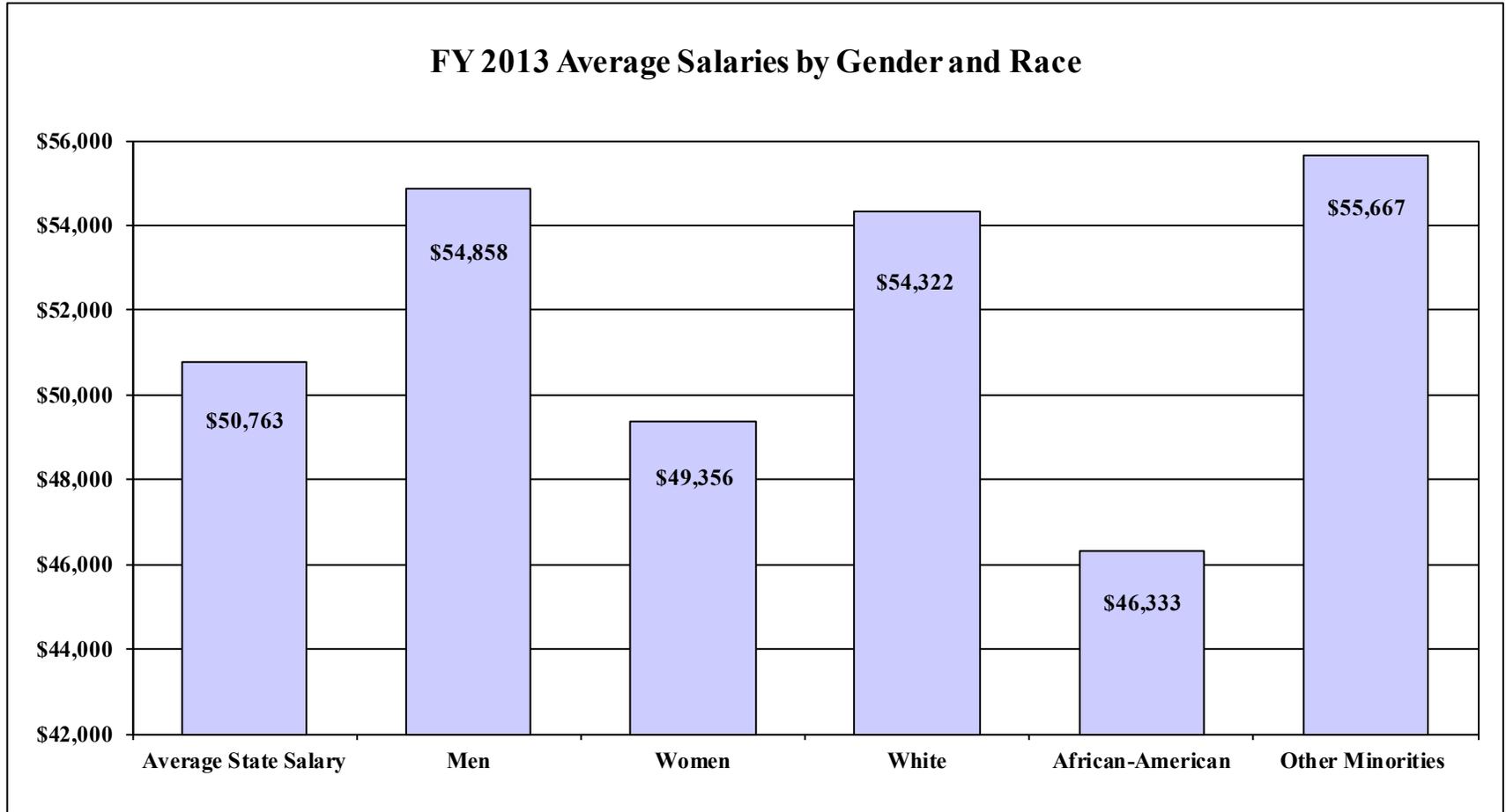
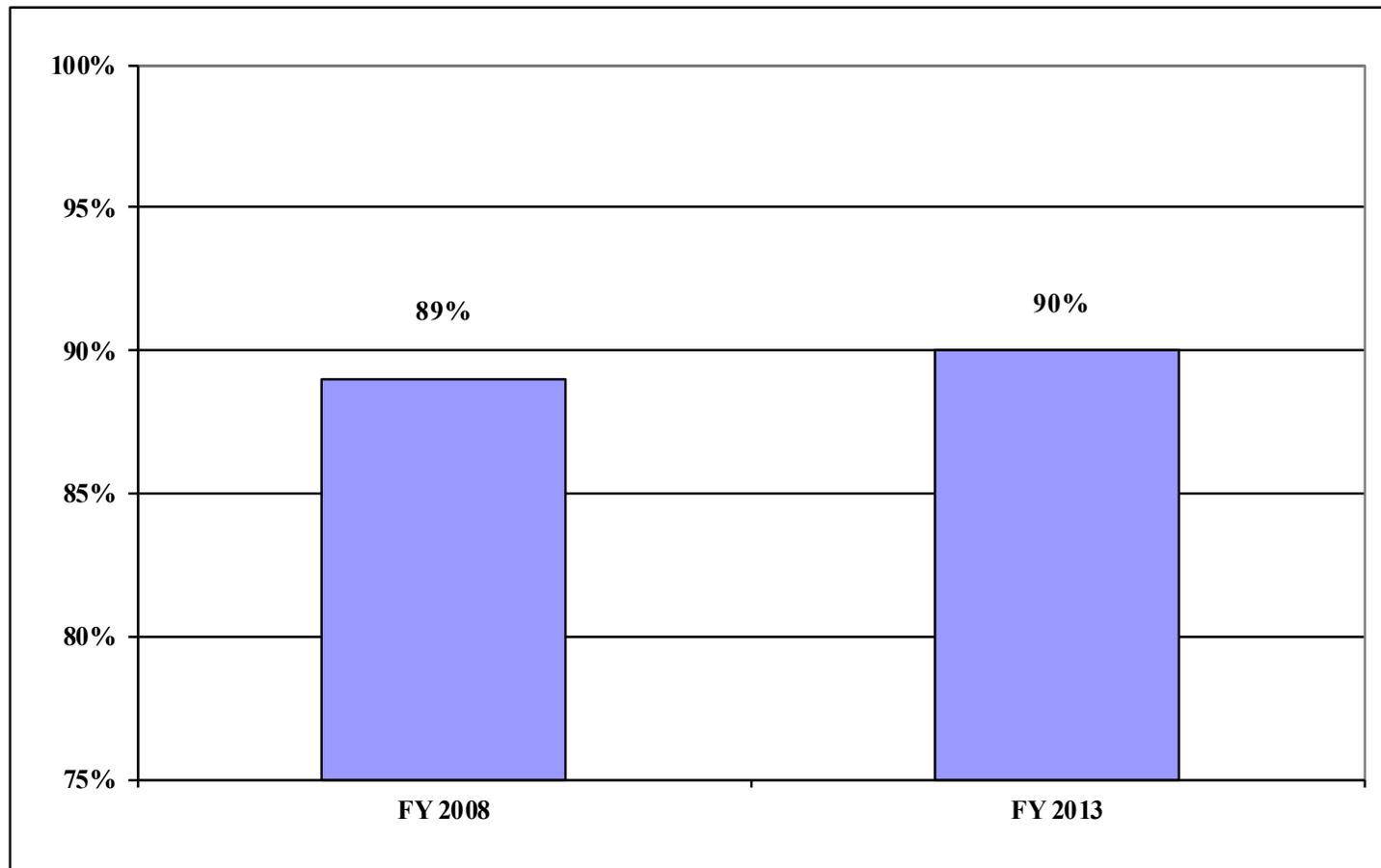


Exhibit 10

**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 2013 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 2013 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**

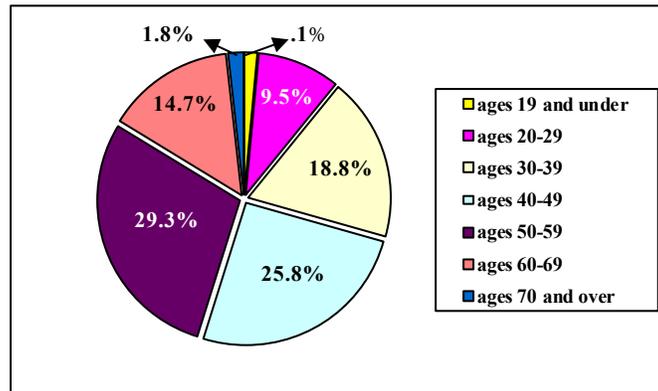
## SECTION 3: STATEWIDE WORKFORCE STATISTICS

The Fiscal Year 2013 Annual EEO Report contains data on the total number of State employees in the Executive Branch of State government.

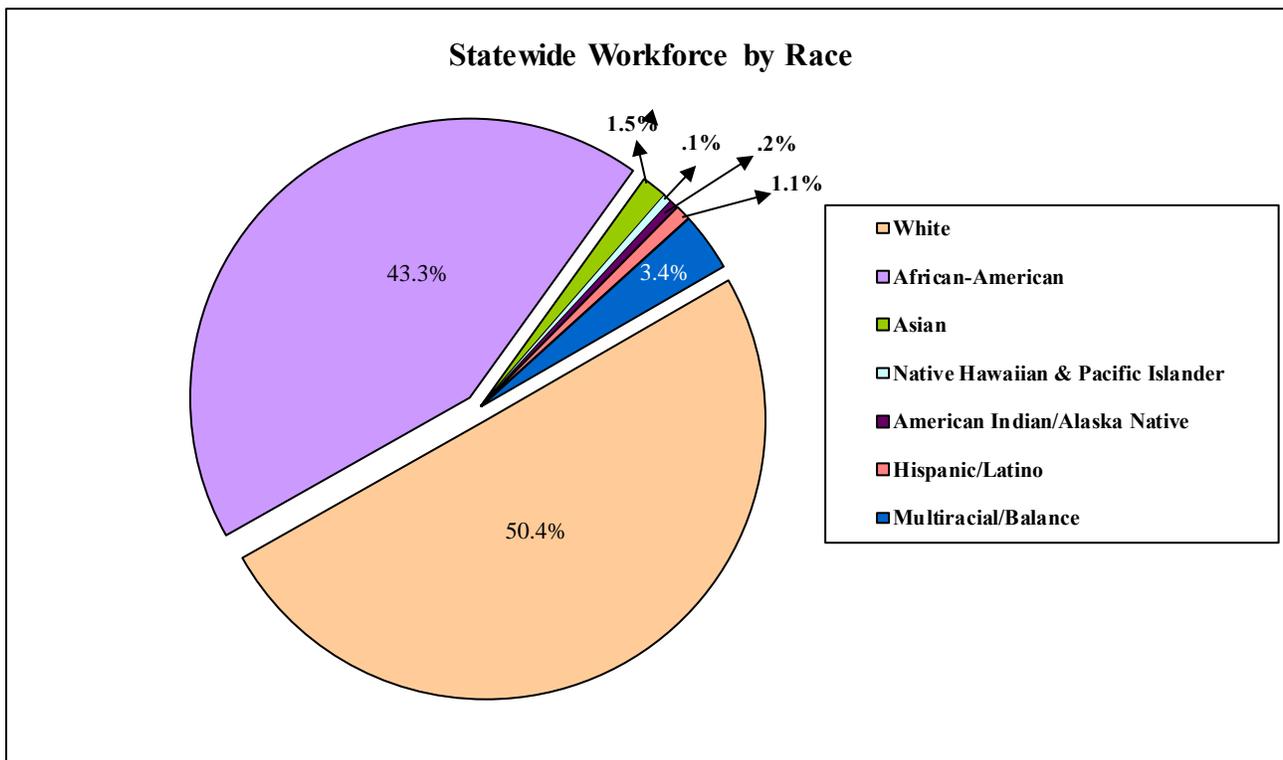
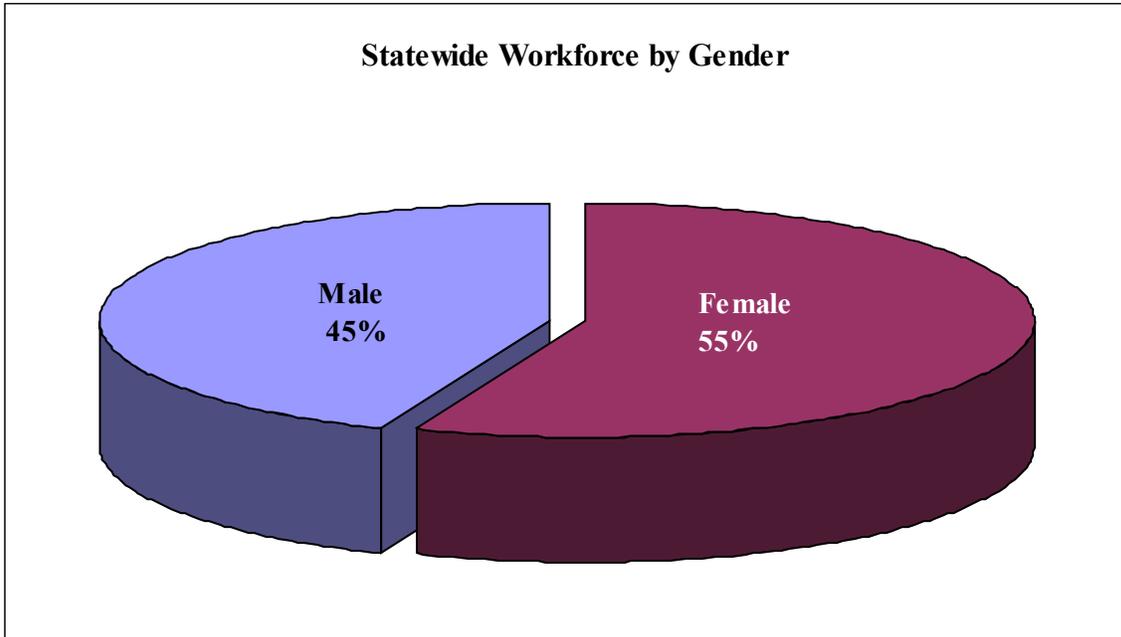
Highlights of the demographic information presented in the following charts include:

- 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 2013, a slight decrease from 2008 (57%).
- Over 70% of the State's workforce in fiscal 2013 was age 40 or older.

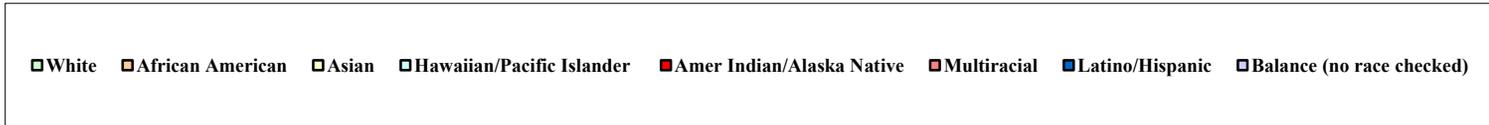
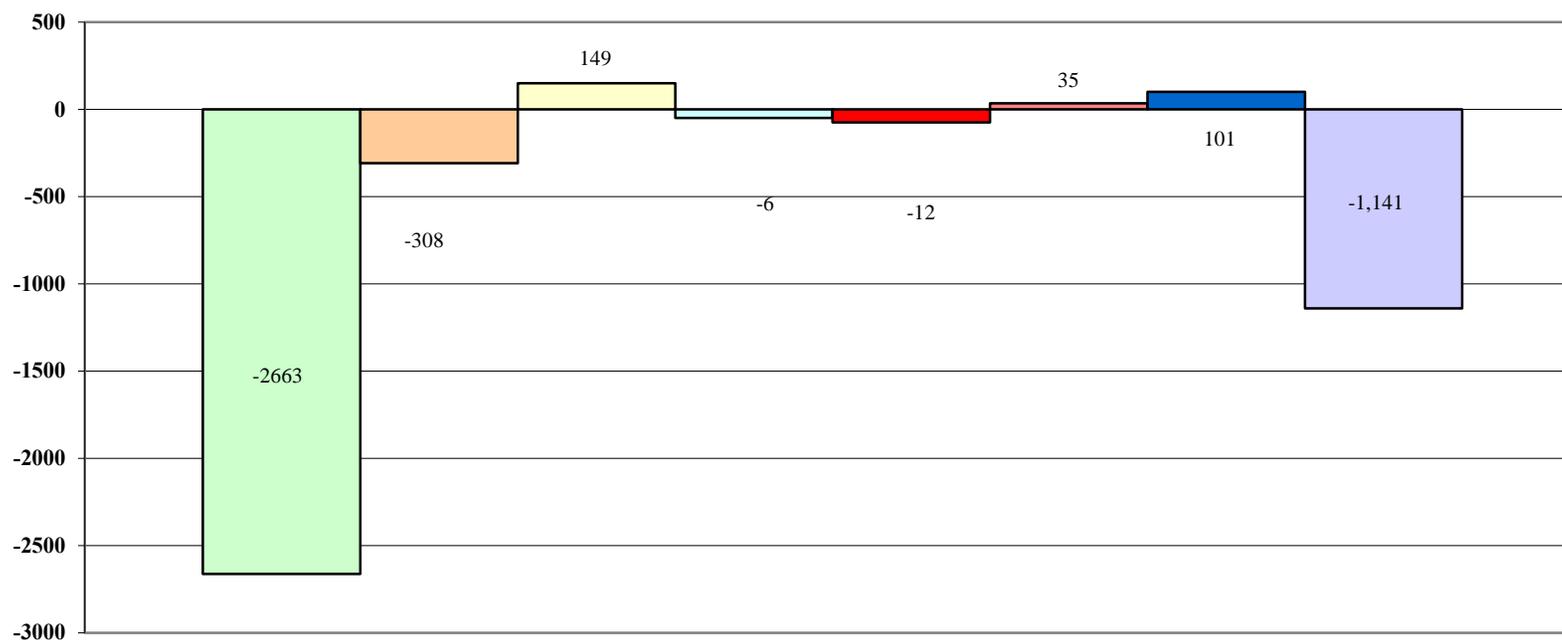
### Statewide Workforce by Age



### SECTION 3 - SUMMARY HIGHLIGHTS



## Change in Employees by Race from Fiscal Year 2008 and 2013



**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2013**

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	4,557	2,297 50%	2,260 50%	1,740 38%	1,487 33%	375 8%	615 13%	4 0.09%	5 0.11%	43 0.94%	32 0.70%	5 0.11%	3 0.07%	102 2.24%	75 1.65%	12 0.26%	15 0.33%	16 0.35%	28 0.61%
Professionals	20,823	6,916 33%	13,907 67%	4,221 20%	6,876 33%	2,068 10%	6,096 29%	17 0.08%	26 0.12%	226 1.09%	234 1.12%	7 0.03%	12 0.06%	248 1.19%	381 1.83%	43 0.21%	107 0.51%	86 0.41%	175 0.84%
Technicians	3,147	1,564 50%	1,583 50%	1,058 34%	754 24%	407 13%	757 24%	6 0.19%	2 0.06%	30 0.95%	3 0.10%	0 0%	1 0.03%	29 0.92%	30 0.95%	15 0.48%	13 0.41%	19 0.60%	23 0.73%
Protective Service Workers: Sworn	2,335	2,093 90%	242 10%	1,563 67%	119 5%	429 18%	112 5%	5 0.21%	0 0%	17 0.73%	1 0.04%	1 0.04%	0 0%	43 1.84%	7 0.30%	2 0.09%	1 0.04%	33 1.41%	2 0.09%
Protective Service Workers: Non-Sworn	9,454	5,742 61%	3,712 39%	2,916 31%	603 6%	2,567 27%	2,956 31%	6 0.06%	2 0.02%	34 0.36%	9 0.10%	2 0.02%	2 0.02%	166 1.76%	107 1.13%	27 0.29%	18 0.19%	24 0.25%	15 0.16%
Administrative Support	6,305	697 11%	5,608 89%	292 5%	2,427 38%	347 6%	2,844 45%	1 0.02%	17 0.27%	30 0.48%	58 0.92%	2 0.03%	5 0.08%	9 0.14%	123 1.95%	7 0.11%	52 0.82%	9 0.14%	82 1.30%
Skilled Craft Workers	1,942	1,884 97%	58 3%	1,266 65%	35 2%	536 28%	21 1%	9 0.46%	0 0%	16 0.82%	0 0%	4 0.21%	0 0%	18 0.93%	0 0%	10 0.51%	0 0%	25 1.29%	2 0.10%
Service/Maintenance	3,113	1,881 60%	1,232 40%	454 15%	225 7%	1,323 42%	932 30%	3 0.10%	2 0.06%	16 0.51%	12 0.39%	5 0.16%	5 0.16%	45 1.45%	39 1.25%	14 0.45%	2 0.06%	21 0.67%	15 0.48%
<b>TOTAL</b>	<b>51,676</b>	<b>23,074 45%</b>	<b>28,602 55%</b>	<b>13,510 26.1%</b>	<b>12,526 24.2%</b>	<b>8,052 15.6%</b>	<b>14,333 27.7%</b>	<b>51 0.10%</b>	<b>54 0.10%</b>	<b>412 0.80%</b>	<b>349 0.68%</b>	<b>26 0.05%</b>	<b>28 0.05%</b>	<b>660 1.28%</b>	<b>762 1.47%</b>	<b>130 0.25%</b>	<b>208 0.40%</b>	<b>233 0.45%</b>	<b>342 0.66%</b>

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 2008 & FY 2013**

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	2013	TOTAL	4,557	2,297	2,260	1,740	1,487	375	615	4	5	43	32	5	3	102	75	12	15	16	28
				50.4%	49.6%	38.2%	32.6%	8.23%	13.5%	0.09%	0.11%	0.94%	0.70%	0.11%	0.07%	2.24%	1.65%	0.26%	0.33%	0.35%	0.61%
Professionals	2008	TOTAL	4,395	2,376	2,019	1,843	1,359	321	491	2	3	32	19	2	2	149	116	15	7	12	22
				54.1%	45.9%	41.9%	30.9%	7.30%	11.17%	0.05%	0.07%	0.73%	0.43%	0.05%	0.05%	3.39%	2.64%	0.34%	0.16%	0.27%	0.50%
Technicians	2013	TOTAL	20,823	6,916	13,907	4,221	6,876	2,068	6,096	17	26	226	234	7	12	248	381	43	107	86	175
				33.2%	66.8%	20.3%	33.0%	9.93%	29.3%	0.08%	0.12%	1.09%	1.12%	0.03%	0.06%	1.19%	1.83%	0.21%	0.51%	0.41%	0.84%
Protective Service Workers: Sworn	2008	TOTAL	22,531	7,708	14,823	4,863	7,634	2,075	6,113	16	29	186	186	10	7	446	659	30	88	82	107
				34.2%	65.8%	21.6%	33.9%	9.21%	27.1%	0.07%	0.13%	0.83%	0.83%	0.04%	0.03%	1.98%	2.92%	0.13%	0.39%	0.36%	0.47%
Protective Service Workers: Non-Sworn	2013	TOTAL	3,147	1,564	1,583	1,058	754	407	757	6	2	30	3	-	1	29	30	15	13	19	23
				49.7%	50.3%	33.6%	24.0%	12.93%	24.1%	0.19%	0.06%	0.95%	0.10%	0%	0.03%	0.92%	0.95%	0.48%	0.41%	0.60%	0.73%
Administrative Support	2008	TOTAL	3,412	1,674	1,738	1,230	878	349	772	6	3	23	5	3	3	33	42	17	13	13	22
				49.1%	50.9%	36.0%	25.7%	10.23%	22.6%	0.18%	0.09%	0.67%	0.15%	0.09%	0.09%	0.97%	1.23%	0.50%	0.38%	0.38%	0.64%
Skilled Craft Workers	2013	TOTAL	2,335	2,093	242	1,563	119	429	112	5	-	17	1	1	-	43	7	2	1	33	2
				89.6%	10.4%	66.9%	5.1%	18.37%	4.8%	0.21%	0%	0.73%	0.04%	0.04%	0%	1.84%	0.30%	0.09%	0.04%	1.41%	0.09%
Service Maintenance	2008	TOTAL	2,316	2,069	247	1,511	132	417	100	3	-	11	1	2	-	84	12	1	1	40	1
				89.3%	10.7%	65.2%	5.7%	18.01%	4.3%	0.13%	0%	0.47%	0%	0.09%	0%	3.63%	0.52%	0.04%	0.04%	1.73%	0.04%
Service Maintenance	2013	TOTAL	9,454	5,742	3,712	2,916	603	2,567	2,956	6	2	34	9	2	2	166	107	27	18	24	15
				60.7%	39.3%	30.8%	6.4%	27.15%	31.3%	0.06%	0.02%	0.36%	0.10%	0.02%	0.02%	1.76%	1.13%	0.29%	0.19%	0.25%	0.16%
Service Maintenance	2008	TOTAL	8,640	5,240	3,400	2,620	453	2,178	2,634	3	6	21	2	5	1	364	274	21	19	28	11
				60.6%	39.4%	30.3%	5.2%	25.21%	30.49%	0.03%	0.07%	0.24%	0.02%	0.06%	0.01%	4.21%	3.17%	0.24%	0.22%	0.32%	0.13%
Service Maintenance	2013	TOTAL	6,305	697	5,608	292	2,427	347	2,844	1	17	30	58	2	5	9	123	7	52	9	82
				11.1%	88.9%	4.6%	38.5%	5.50%	45.1%	0.02%	0.27%	0.48%	0.92%	0.03%	0.08%	0.14%	1.95%	0.11%	0.82%	0.14%	1.30%
Service Maintenance	2008	TOTAL	7,850	782	7,068	335	3,254	377	3,387	1	19	25	54	2	7	29	222	7	47	6	78
				10.0%	90.0%	4.3%	41.5%	4.80%	43.1%	0.01%	0.24%	0.32%	0.69%	0.03%	0.09%	0.37%	2.83%	0.09%	0.60%	0.08%	0.99%
Service Maintenance	2013	TOTAL	1,942	1,884	58	1,266	35	536	21	9	-	16	-	4	-	18	-	10	-	25	2
				97.0%	3.0%	65.2%	1.8%	27.60%	1.1%	0.46%	0%	0.82%	0%	0.21%	0.0%	0.93%	0.00%	0.51%	0.00%	1.29%	0.10%
Service Maintenance	2008	TOTAL	2,082	2,026	56	1,372	34	574	21	11	-	20	-	2	-	18	1	13	-	16	-
				97.3%	2.7%	65.9%	1.6%	27.57%	1.01%	0.53%	0%	0.96%	0%	0.10%	0.0%	0.86%	0.05%	0.62%	0.00%	0.77%	0%
Service Maintenance	2013	TOTAL	3,113	1,881	1,232	454	225	1,323	932	3	2	16	12	5	5	45	39	14	2	21	15
				60.4%	39.6%	14.6%	7.2%	42.50%	29.9%	0.10%	0.06%	0.51%	0.39%	0.16%	0.16%	1.45%	1.25%	0.45%	0.06%	0.67%	0.48%
Service Maintenance	2008	TOTAL	4,295	2,107	2,188	588	593	1,411	1,473	8	7	15	12	7	7	44	70	16	8	18	18
				49.1%	50.9%	13.7%	13.8%	32.85%	34.3%	0.19%	0.16%	0.35%	0.28%	0.16%	0.16%	1.02%	1.63%	0.37%	0.19%	0.42%	0.42%

## 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)		
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
19 or under	53	29	24	11	7	13	16	0	0	3	0	0	0	0	0	1	0	1	1
		55%	45%	21%	13%	25%	30%	0%	0%	5.66%	0%	0%	0%	0%	0%	2%	0%	1.89%	1.89%
20-29	4,526	1,983	2,543	1,326	1,040	571	1,352	1	5	32	37	2	5	16	24	14	24	21	56
		44%	56%	29%	23%	13%	30%	0.02%	0.11%	0.71%	0.82%	0.04%	0.11%	0.35%	0.53%	0.31%	0.53%	0.46%	1.24%
30-39	8,969	3,572	5,397	2,096	2,161	1,240	2,826	5	11	70	89	2	6	85	162	20	47	54	95
		40%	60%	23%	24%	14%	32%	0.06%	0.12%	0.78%	0.99%	0.02%	0.07%	0.95%	1.81%	0.22%	0.52%	0.60%	1.06%
40-49	12,323	4,822	7,501	2,685	2,950	1,786	3,978	10	10	67	108	4	10	192	291	23	63	55	91
		39%	61%	22%	24%	14%	32%	0.08%	0.08%	0.54%	0.88%	0.03%	0.08%	1.56%	2.36%	0.19%	0.51%	0.45%	0.74%
50-59	13,972	5,031	8,941	2,881	4,404	1,739	3,995	14	19	73	74	4	8	250	305	25	36	45	100
		36%	64%	21%	32%	12%	29%	0.10%	0.14%	0.52%	0.53%	0.03%	0.06%	1.79%	2.18%	0.18%	0.26%	0.32%	0.72%
60-69	7,009	3,005	4,004	1,966	2,131	786	1,603	7	6	49	47	2	5	166	163	9	14	20	35
		43%	57%	28%	30%	11%	23%	0.10%	0.09%	0.70%	0.67%	0.03%	0.07%	2.37%	2.33%	0.13%	0.20%	0.29%	0.50%
70 and over	875	485	390	314	228	108	124	0	0	12	4	0	0	45	28	3	3	3	3
		55%	45%	36%	26%	12%	14%	0%	0%	1.4%	0.5%	0%	0%	5.1%	3.2%	0.3%	0.3%	0.3%	0.3%
<b>TOTAL</b>	<b>47,727</b>	<b>18,927</b>	<b>28,800</b>	<b>11,279</b>	<b>12,921</b>	<b>6,243</b>	<b>13,894</b>	<b>37</b>	<b>51</b>	<b>306</b>	<b>359</b>	<b>14</b>	<b>34</b>	<b>754</b>	<b>973</b>	<b>95</b>	<b>187</b>	<b>199</b>	<b>381</b>
		40%	60%	23.6%	27.1%	13.1%	29.1%	0.08%	0.11%	0.64%	0.75%	0.03%	0.07%	1.58%	2.04%	0.20%	0.39%	0.42%	0.80%

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)		
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Executive	1,001	597 60%	404 40%	453 45%	258 26%	112 11%	125 12%	0 0%	1 0.10%	11 1.1%	7 0.7%	0 0%	0 0%	8 0.80%	5 0.50%	9 0.90%	2 0.20%	4 0.40%	6 0.60%
Independent	709	392 55%	317 45%	254 36%	232 33%	56 8%	51 7%	0 0%	0 0%	4 0.56%	3 0.42%	3 0.42%	0 0%	67 9.45%	20 2.82%	0 0%	4 0.56%	8 1.1%	7 0.99%
Management	1,847	904 49%	943 51%	676 37%	593 32%	159 9%	279 15%	2 0.11%	0 0%	19 1.03%	17 0.92%	2 0.11%	3 0.16%	36 1.95%	32 1.73%	5 0.27%	7 0.38%	5 0.27%	12 0.65%
Professional	3,709	748 20%	2,961 80%	528 14%	1,986 54%	165 4%	788 21%	2 0.05%	4 0.11%	24 0.65%	51 1.38%	1 0.03%	5 0.13%	15 0.40%	74 2.00%	2 0.05%	29 0.78%	11 0.30%	24 0.65%
Skilled Service	29,843	11,936 40%	17,907 60%	6,488 22%	6,573 22%	4,699 16%	10,315 35%	26 0.09%	34 0.11%	171 0.57%	172 0.58%	4 0.01%	13 0.04%	396 1.33%	486 1.63%	57 0.19%	109 0.37%	95 0.32%	205 0.69%
Special Appointment	3,504	1,313 37%	2,191 63%	948 27%	1,302 37%	239 7%	687 20%	2 0.06%	1 0.03%	24 0.68%	33 0.94%	0 0%	3 0.09%	71 2.03%	111 3.17%	7 0.20%	13 0.37%	22 0.63%	41 1.17%
Designated Political Appointment	348	121 35%	227 65%	93 27%	159 46%	21 6%	53 15%	0 0%	1 0.29%	5 1.44%	3 0.86%	0 0%	0 0%	2 0.57%	7 2.01%	0 0%	1 0.29%	0 0%	3 0.86%
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	2,672	1,693 63%	979 37%	347 13%	18 1%	1,272 48%	938 35%	3 0.11%	2 0.07%	7 0.26%	0 0%	5 0.19%	4 0.15%	37 1.38%	15 0.56%	12 0.45%	2 0.07%	10 0.37%	0 0%
Uniform Police	1,416	1,317 93%	99 7%	1,107 78%	77 5%	173 12%	19 1%	0 0%	0 0%	11 0.78%	1 0.07%	1 0.07%	0 0%	0 0%	0 0%	1 0.07%	0 0%	24 1.69%	2 0.14%
Transportation Service	6,621	4,048 61%	2,573 39%	2,611 39%	1,327 20%	1,156 17%	1,078 16%	16 0.24%	11 0.17%	136 2.05%	62 0.94%	10 0.15%	0 0%	28 0.42%	12 0.18%	37 0.56%	41 0.62%	54 0.82%	42 0.63%
<b>TOTAL</b>	<b>51,676</b>	<b>23,074</b> 45%	<b>28,602</b> 55%	<b>13,510</b> 26.1%	<b>12,526</b> 24.2%	<b>8,052</b> 15.6%	<b>14,333</b> 27.7%	<b>51</b> 0.10%	<b>54</b> 0.10%	<b>412</b> 0.80%	<b>349</b> 0.68%	<b>26</b> 0.05%	<b>28</b> 0.05%	<b>660</b> 1.28%	<b>762</b> 1.47%	<b>130</b> 0.25%	<b>208</b> 0.40%	<b>233</b> 0.45%	<b>342</b> 0.66%

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

# **SECTION FOUR**

## **WORKFORCE**

## **UTILIZATION**

## SECTION 4: WORKFORCE UTILIZATION

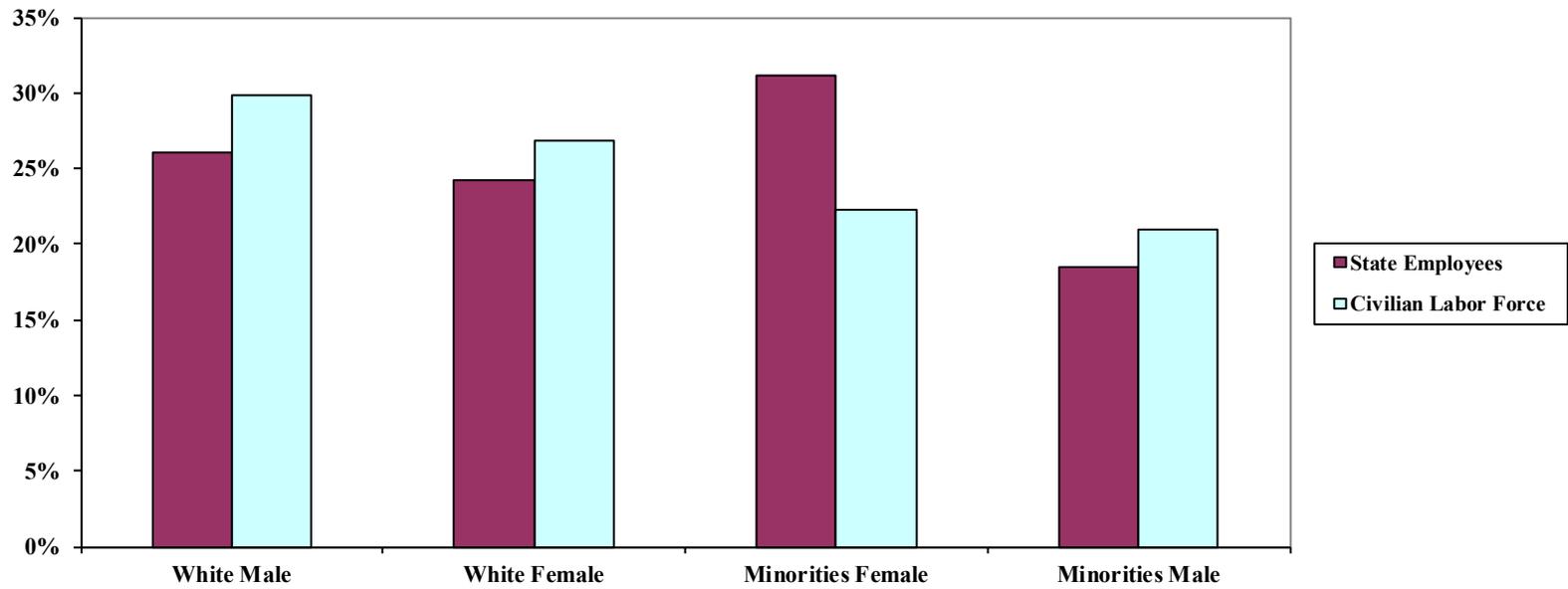
Section four provides a narrative and statistical comparison of the State's workforce with the Civilian Labor Force (CLF) in the eight EEO job categories.

### SUMMARY HIGHLIGHTS

Trends displayed in the following charts are highlighted as follows:

- White males and females, and Other Minority males and females represent a higher proportion of the CLF than State government's workforce.
- Minorities hold 29% of the State positions classified as Officials and Administrators slightly lower than the CLF availability.
- African-Americans represent a higher proportion of the State's workforce than the CLF.
- African-Americans in the State's workforce exceeded the CLF availability in four 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 represent a higher share of State government sworn Protective Service Workers than in the CLF.
- The largest representation of females in FY 2013 was in the Professional job category (13,907).

### Comparison of State Employees/Civilian Labor Force



**STATEWIDE WORKFORCE UTILIZATION ANALYSIS — FISCAL YEAR 2013**

EEO JOB CATEGORY	WHITE						AFRICAN-AMERICAN						OTHER MINORITIES						TOTAL PERMANENT POSITIONS
	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	
Officials and Administrators	#	1,740	39.9%	1,487	27.0%		375	9.5%		615	13.1%		182	5.7%		158	4.5%		4,557
	%	38.2%		-1.7%	32.63%		5.6%	8.2%		-1.3%	13.5%		0.4%	3.99%		-1.7%	3.47%		
Professionals	#	4,221	30%	6,876	33.9%		2,068	8.2%		6,096	14.0%		627	7.3%		935	7.0%		20,823
	%	20.3%		-9.2%	33.0%		-0.9%	9.9%		1.7%	29.3%		15.3%	3.0%		-4%	4.5%		
Technicians	#	1,058	27%	754	28.3%		407	10.7%		757	20.5%		99	7.2%		72	6.7%		3,147
	%	33.6%		7%	24.0%		-4.3%	12.9%		2.2%	24.1%		3.6%	3.1%		-4.05%	2.3%		
Protective Service Workers: Sworn	#	1,563	37.7%	119	7.9%		429	30.9%		112	17.6%		101	4.3%		11	1.5%		2,335
	%	66.9%		29%	5.1%		-2.8%	18.4%		-12.5%	4.8%		-12.8%	4.3%		0%	0.5%		
Protective Service Workers: Non-Sworn	#	2,916	31.0%	603	28.5%		2,567	14.3%		2,956	17.8%		259	4.3%		153	4.1%		9,454
	%	30.8%		-0.2%	6%		-22.1%	27%		12.9%	31%		14.5%	2.7%		-1.6%	1.6%		
Administrative Support	#	292	20.0%	2,427	36.4%		347	10.3%		2,844	21.7%		58	4.6%		337	7.2%		6,305
	%	4.6%		-15.4%	38.5%		2.1%	5.5%		-4.8%	45.1%		23.4%	0.9%		-3.68%	5.3%		
Skilled Craft Workers	#	1,266	57.5%	35	2.6%		536	17.5%		21	1.6%		82	19.8%		2	1.0%		1,942
	%	65.2%		7.7%	1.8%		-0.8%	27.6%		10.1%	1.1%		-0.5%	3.9%		-15.90%	0.1%		
Service-Maintenance	#	454	24.2%	225	20.1%		1,323	18.5%		932	15.5%		104	11.7%		75	10.0%		3,113
	%	14.6%		-10%	7.2%		-12.87%	42.5%		24.0%	29.9%		14.4%	3.3%		-8.36%	2.4%		
<b>TOTALS</b>	#	<b>13,510</b>	<b>29.8%</b>	<b>12,526</b>	<b>26.9%</b>		<b>8,052</b>	<b>12.8%</b>		<b>14,333</b>	<b>15.6%</b>		<b>1,512</b>	<b>8.2%</b>		<b>1,743</b>	<b>6.7%</b>		<b>51,676</b>
	%	26.1%		-3.7%	24.2%		-2.7%	15.6%		2.8%	27.7%		12.1%	2.9%		-5.27%	3.4%		

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

**2013 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	6	11	17	3	2	5	87
Baltimore City Community College	54	58	112	105	186	291	10	11	21	424
Baltimore City Sheriff's Office	9	0	9	65	22	87	4	0	4	100
Board of Elections Laws	31	89	120	15	27	42	3	18	21	183
Board of Public Works	1	6	7	1	1	2	0	0	0	9
Boards and Commissions	13	44	57	4	24	28	1	7	8	93
Canal Place	0	3	3	0	0	0	0	0	0	3
College Savings Plan	1	7	8	0	3	3	1	2	3	14
Comptroller of the Treasury	231	341	572	75	332	407	31	50	81	1,060
Deaf and Hard of Hearing	1	2	3	0	0	0	0	0	0	3
Dept of Aging	18	64	82	15	59	74	2	6	8	164
Dept of Agriculture	168	125	293	17	26	43	14	12	26	362
Dept of Assessment and Taxation	122	166	288	34	176	210	8	16	24	522
Dept Budget and Management	44	83	127	37	102	139	7	16	23	289
Dept Business and Economic Development	54	77	131	16	41	57	7	14	21	209
Dept of Disabilities	5	14	19	0	2	2	0	1	1	22
Dept of Education	209	518	727	91	440	531	20	42	62	1,320
Dept of Environment	336	271	607	72	85	157	50	36	86	850

**2013 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	189	73	262	131	112	243	23	14	37	542
Dept Health and Mental Hygiene	1,133	3,453	4,586	794	2,273	3,067	184	408	592	8,245
Dept Housing and Community Development	64	98	162	22	80	102	14	20	34	298
Dept Human Resources	380	1,781	2,161	602	2,955	3,557	63	203	266	5,984
Dept Juvenile Services	305	275	580	442	733	1,175	57	92	149	1,904
Dept Labor, Licensing and Regulation	413	386	799	179	501	680	51	72	123	1,602
Dept Natural Resources	616	364	980	58	56	114	65	27	92	1,186
Dept Maryland State Police	1,444	320	1,764	214	126	340	55	18	73	2,177
Dept of Planning	49	53	102	4	17	21	7	9	16	139
Dept Public Safety and Correctional Services	3,199	1,136	4,335	2,344	3,356	5,700	259	220	479	10,514
Dept of Transportation	3,356	1,567	4,923	2,531	2,127	4,658	379	209	588	10,169
Governor's Office for Children	5	7	12	0	1	1	0	1	1	14
Historic St Mary's City Commission	14	8	22	1	1	2	0	0	0	24
Maryland State Archives	13	17	30	7	4	11	6	0	6	47
MD Automobile Insurance Fund	73	102	175	22	63	85	9	9	18	278
MD Board of Contract Appeals	2	1	3	0	1	1	0	1	1	5
MD Commission on Civil Rights	5	6	11	2	14	16	3	1	4	31
Military Department	131	44	175	61	30	91	12	4	16	282

**2013 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	13	8	21	2	2	4	0	2	2	27
MD Environmental Services	437	151	588	106	31	137	25	10	35	760
MD Food Center Authority	9	5	14	5	1	6	2	1	3	23
MD Health Benefit Exchange	1	19	20	3	13	16	2	0	2	38
MD Health Insurance Plan	3	3	6	0	3	3	0	1	1	10
MD Higher Education Commission	14	15	29	4	13	17	0	2	2	48
MD Institute for Emer Medical Servs Systems	41	29	70	6	9	15	2	5	7	92
MD Insurance Administration	67	85	152	23	65	88	3	4	7	247
MD Judiciary	652	1,473	2,125	231	1009	1,240	84	270	354	3,719
MD Museum of African American History & Culture	0	0	0	5	12	17	0	1	1	18
MD State Lottery & Gaming Control Agency	87	39	126	51	48	99	6	8	14	239
MD Public Television	55	42	97	11	9	20	12	9	21	138
MD State Retirement Agency	35	39	74	19	65	84	8	8	16	174
MD School for the Deaf	74	194	268	15	13	28	5	16	21	317
MD Stadium Authority	36	14	50	15	8	23	2	1	3	76
MD Tax Court	5	2	7	0	0	0	1	0	1	8
MD State Treasurer's Office	9	26	35	2	8	10	0	3	3	48
MD Teachers/Employee Supplemental Retirement	3	7	10	0	3	3	0	1	1	14
MD Veteran's Affairs	27	10	37	16	6	22	8	2	10	69

**2013 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	56	36	92	294	346	640	136	115	251	983
Office of Administrative Hearings	28	37	65	5	26	31	3	14	17	113
Office of Attorney General	74	93	167	10	30	40	4	6	10	217
Office of Information Technology	36	35	71	6	13	19	8	5	13	103
Office of People's Counsel	4	6	10	0	3	3	3	2	5	18
Office of Public Defender	209	283	492	48	176	224	50	86	136	852
Office of the Secretary	8	9	17	1	4	5	2	0	2	24
Office of State Prosecutor	4	4	8	0	2	2	1	1	2	12
Property Tax Assessment Appeals Board	25	14	39	6	10	16	45	9	54	109
Public School Construction Program	4	7	11	4	1	5	0	1	1	17
Public Service Commission	31	31	62	11	19	30	17	22	39	131
St. Mary's College of Maryland	146	167	313	26	25	51	21	21	42	406
Subsequent Injury Fund	7	8	15	0	3	3	0	0	0	18
Uninsured Employer's Fund	5	2	7	0	4	4	0	2	2	13
University of Maryland Systems	11,071	11,759	22,830	2,903	4,694	7,597	4,316	3,893	8,209	38,636
Worker's Compensation Commission	13	27	40	9	48	57	3	10	13	110
<b>TOTAL-Maryland State Work Force</b>	<b>26,008</b>	<b>26,272</b>	<b>52,105</b>	<b>11,743</b>	<b>20,679</b>	<b>32,422</b>	<b>6,105</b>	<b>6,068</b>	<b>12,173</b>	<b>96,982</b>
	26.8%	27.1%	53.7%	12.1%	21.3%	33.4%	6.3%	6.3%	12.6%	
<b>TOTAL - Civilian Labor Force</b>	<b>925,065</b>	<b>835,205</b>	<b>1,760,270</b>	<b>#####</b>	<b>#####</b>	<b>881,970</b>	<b>#####</b>	<b>#####</b>	<b>465,685</b>	<b>3,107,925</b>

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 2008 through 2013.

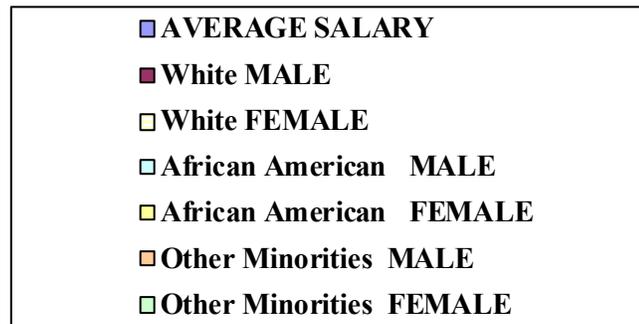
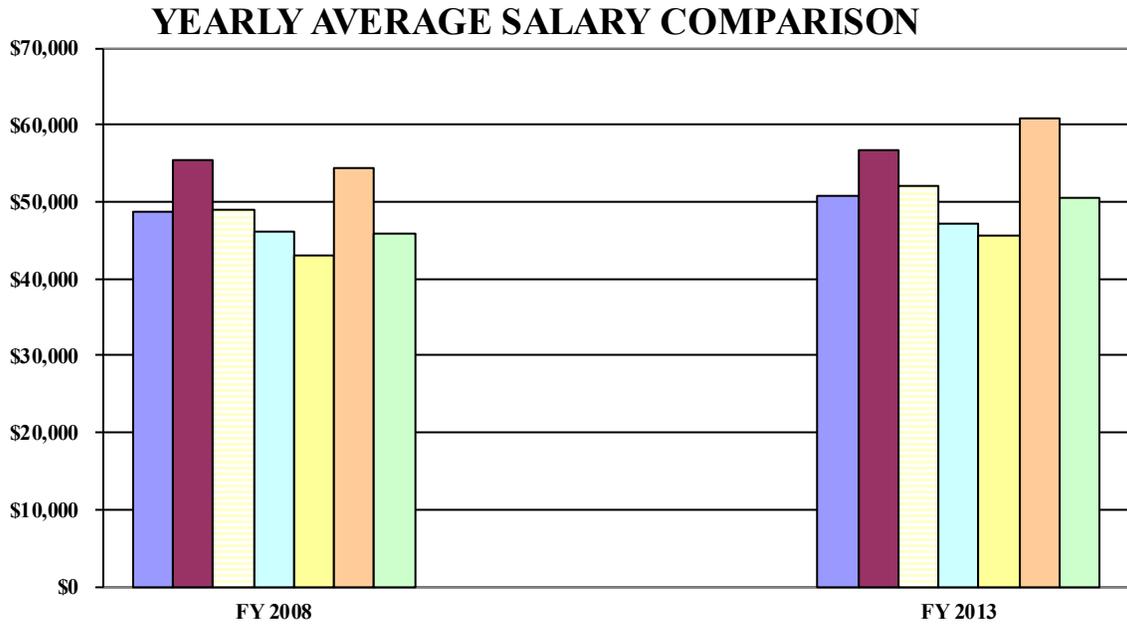
### **SUMMARY HIGHLIGHTS**

Trends displayed in the following charts include:

- Male employees were paid an average of \$5,502 more than female employees in fiscal 2013.
- The salary gap between men and women of the same race dropped from 2008 to 2013 for Whites and African-Americans. Salaries of white men exceeded those of white women by \$4,563 in 2013, an improvement over the \$6,460 gap in 2008. Similarly, the gap between African American males and females fell from \$2,858 in 2008 to \$1,389 in 2013.
- White employees were paid an average of \$54,322 in fiscal 2013 compared to \$46,333 for African-American employees, and \$55,667 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 (73%) and men (59%) are far more likely than African-Americans (20%) 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.

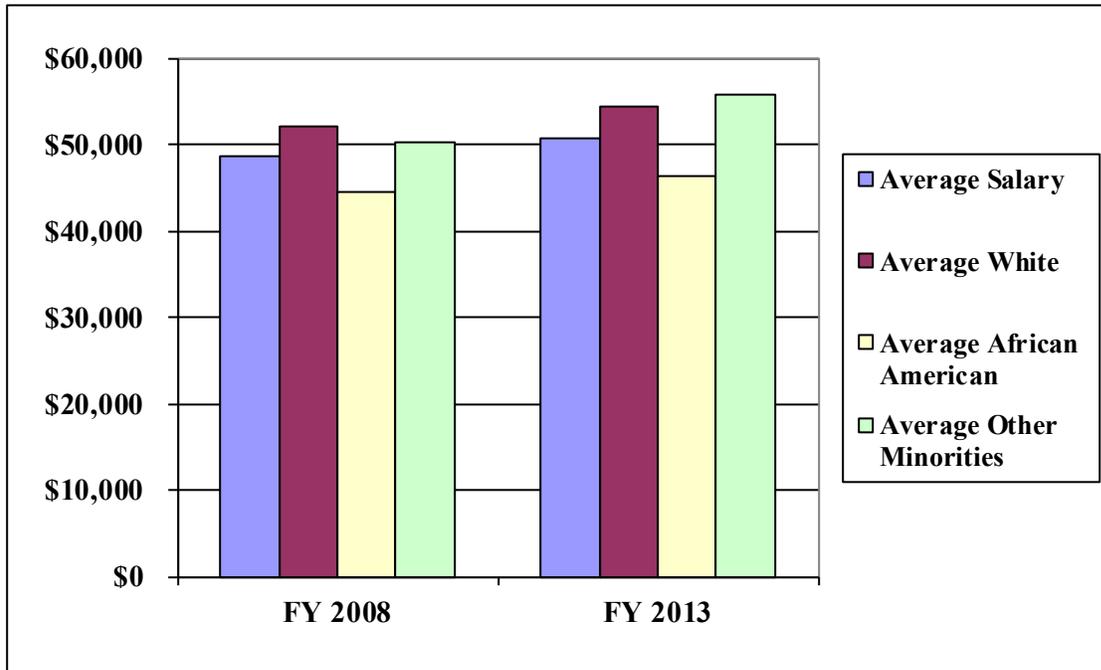
**COMPARISON OF AVERAGE SALARIES BY RACE AND  
GENDER FOR FY 2008 AND FY 2013**

YEAR	AVERAGE SALARY	White		African American		Other Minorities	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
FY 2008	\$48,667	\$55,390	\$48,930	\$45,981	\$43,123	\$54,402	\$45,893
FY 2013	\$50,763	\$56,604	\$52,041	\$47,028	\$45,639	\$60,943	\$50,390



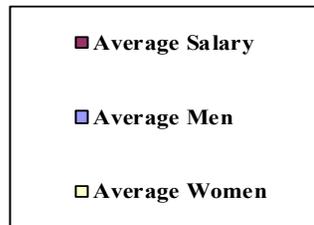
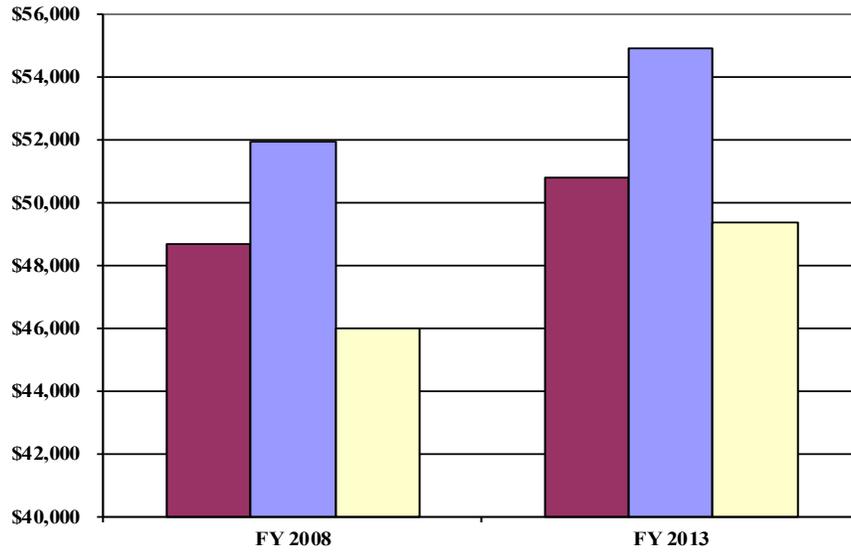
**COMPARISON OF AVERAGE SALARIES BY RACE  
FOR FY 2008 AND FY 2013**

<b>Year</b>	<b>Average Salary</b>	<b>White</b>	<b>African American</b>	<b>Other Minorities</b>
<b>FY 2008</b>	<b>\$48,667</b>	<b>\$52,160</b>	<b>\$44,552</b>	<b>\$50,147</b>
<b>FY 2013</b>	<b>\$50,763</b>	<b>\$54,322</b>	<b>\$46,333</b>	<b>\$55,667</b>



**COMPARISON OF AVERAGE SALARIES BY GENDER  
FOR FY 2008 AND FY 2013**

<b>Year</b>	<b>Average Salary</b>	<b>Men</b>	<b>Women</b>
<b>FY 2008</b>	\$48,667	\$51,924	\$45,982
<b>FY 2013</b>	\$50,763	\$54,858	\$49,356



**WORKFORCE BY SALARY, RACE AND GENDER — FISCAL YEAR 2013**

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	13	5	8	3	6	2	1	0	0	0	0	0	0	0	0	0	0	0	1
		38%	62%	23%	46%	15%	8%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	8%
\$20,001 - \$30,000	2,776	1,053	1,723	477	640	495	964	1	8	25	26	1	1	20	35	12	12	22	37
		38%	62%	17%	23%	18%	35%	0.04%	0.3%	0.9%	0.9%	0.04%	0.04%	0.7%	1.3%	0.4%	0.4%	0.8%	1.3%
\$30,001 - \$40,000	11,805	4,580	7,225	2,318	2,696	2,027	4,111	11	14	92	74	5	5	51	141	24	64	52	120
		39%	61%	20%	23%	17%	35%	0.1%	0.1%	0.8%	0.6%	0.04%	0.04%	0.4%	1.2%	0.2%	0.5%	0.4%	1.0%
\$40,001 - \$50,000	12,845	5,371	7,474	3,214	2,931	1,871	4,135	14	12	60	68	4	8	136	190	28	62	44	68
		42%	58%	25%	23%	15%	32%	0.1%	0.1%	0.5%	0.5%	0.03%	0.06%	1.1%	1.5%	0.2%	0.5%	0.3%	0.5%
\$50,001 - \$60,000	9,066	3,714	5,352	2,355	2,652	1,126	2,391	7	9	71	81	4	5	87	134	25	28	39	52
		41%	59%	26%	29%	12%	26%	0.08%	0.1%	0.8%	0.9%	0.04%	0.06%	1.0%	1.5%	0.3%	0.3%	0.4%	0.6%
\$60,001 and Over	12,164	6,456	5,708	4,684	3,515	1,234	1,742	15	9	155	100	7	5	273	234	29	40	59	63
		53%	47%	39%	29%	10%	14%	0.1%	0.07%	1.3%	0.8%	0.1%	0.04%	2.2%	1.9%	0.2%	0.3%	0.5%	0.5%
Hourly/Daily	2,996	1,886	1,110	451	84	1,296	989	3	2	9	0	5	4	93	28	12	2	17	1
		63%	37%	15%	3%	43%	33%	0.1%	0.1%	0.3%	0.0%	0.2%	0.1%	3.1%	0.9%	0.4%	0.1%	0.6%	0.03%
<b>TOTAL</b>	<b>51,676</b>	<b>23,074</b>	<b>28,602</b>	<b>13,510</b>	<b>12,526</b>	<b>8,052</b>	<b>14,333</b>	<b>51</b>	<b>54</b>	<b>412</b>	<b>349</b>	<b>26</b>	<b>28</b>	<b>660</b>	<b>762</b>	<b>130</b>	<b>208</b>	<b>233</b>	<b>342</b>
		45%	55%	26%	24%	16%	28%	0.10%	0.10%	0.80%	0.68%	0.05%	0.05%	1.28%	1.47%	0.25%	0.40%	0.45%	0.66%

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

**WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2013**

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	555	310 56%	245 44%	211 38%	151 27%	77 14%	86 15%	3 1%	1 0.2%	13 2%	1 0.2%	0 0.00%	0 0.00%	1 0.2%	0 0%	1 0.2%	4 1%	4 1%	2 0.4%
Grade 5 — (\$21,612 - \$33,309)	461	202 44%	259 56%	69 15%	99 21%	110 24%	123 27%	0 0.00%	0 0.00%	10 2.17%	8 1.74%	0 0.00%	1 0.22%	3 0.65%	16 3.47%	2 0.43%	1 0.22%	8 1.74%	11 2.39%
Grade 6 — (\$22,897- \$35,411)	505	285 56%	220 44%	111 22%	71 14%	155 31%	135 27%	0 0.00%	0 0.00%	1 0.20%	5 0.99%	1 0.20%	0 0.00%	8 1.58%	3 0.59%	6 1.19%	0 0.00%	3 0.59%	6 1.19%
Grade 7 — (\$24,272 - \$37,667)	1,046	303 29%	743 71%	123 12%	254 24%	159 15%	448 43%	0 0.00%	2 0.19%	4 0.38%	7 0.67%	0 0.00%	0 0.00%	12 1.15%	21 2.01%	3 0.29%	4 0.38%	2 0.19%	7 0.67%
Grade 8 — (\$25,744 - \$40,073)	1,319	376 29%	943 71%	160 12%	332 25%	196 15%	552 42%	3 0.23%	4 0.30%	0 0.00%	10 0.76%	0 0.00%	0 0.00%	3 0.23%	16 1.21%	2 0.15%	8 0.61%	12 0.91%	21 1.59%
Grade 9 — (\$27,319 - \$42,653)	1,536	318 21%	1,218 79%	164 11%	483 31%	129 8%	668 43%	2 0.13%	2 0.13%	6 0.39%	8 0.52%	0 0.00%	0 0.00%	7 0.46%	34 2.21%	2 0.1%	4 0.26%	8 0.52%	19 1.24%
Grade 10 — (\$29,003 - \$45,411)	2,901	1,021 35%	1,880 65%	611 21%	859 30%	340 12%	900 31%	3 0.10%	7 0.24%	36 1.24%	26 0.90%	3 0.10%	4 0.14%	6 0.21%	26 0.90%	9 0.31%	20 0.69%	13 0.45%	38 1.31%
Grade 11 — (\$30,804 - \$48,369)	3,142	747 24%	2,395 76%	363 12%	865 28%	352 11%	1,405 45%	1 0.03%	4 0.13%	8 0.25%	14 0.45%	0 0.00%	2 0.06%	15 0.48%	54 1.72%	5 0.16%	22 0.70%	3 0.10%	29 0.92%
Grade 12 — (\$32,733 - \$51,575)	3,906	1,604 41%	2,302 59%	801 21%	896 23%	716 18%	1,290 33%	3 0.08%	6 0.15%	21 0.54%	14 0.36%	2 0.05%	2 0.05%	34 0.87%	47 1.20%	9 0.23%	17 0.44%	18 0.46%	30 0.77%
Grade 13 — (\$34,796 - \$55,023)	6,661	3,533 53%	3,128 47%	1,987 30%	925 14%	1,409 21%	2,075 31%	5 0.08%	3 0.05%	30 0.45%	12 0.18%	2 0.03%	3 0.05%	69 1.04%	72 1.08%	9 0.14%	15 0.23%	22 0.33%	23 0.35%
Grade 14 — (\$37,006 - \$58,719)	3,891	1,650 42%	2,241 58%	924 24%	794 20%	625 16%	1,325 34%	2 0.05%	6 0.15%	14 0.36%	22 0.57%	1 0.03%	1 0.03%	56 1.44%	50 1.29%	15 0.39%	23 0.59%	13 0.33%	20 0.51%
Grade 15 — (\$39,366 - \$62,656)	2,854	946 33%	1,908 67%	621 22%	918 32%	256 9%	893 31%	5 0.18%	2 0.07%	24 0.84%	27 0.95%	0 0.00%	1 0.04%	22 0.77%	39 1.37%	11 0.39%	12 0.42%	7 0.25%	16 0.56%

**WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2013 (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 — (\$41,896 - \$66,880)	5,000	1,740 35%	3,260 65%	992 20%	1,640 33%	638 13%	1,408 28%	3 0.06%	7 0.14%	31 0.62%	47 0.94%	2 0.04%	2 0.04%	50 1.00%	96 1.92%	7 0.14%	25 0.50%	17 0.34%	35 0.70%
Grade 17 — (\$44,600 - \$71,399)	3,060	1,276 42%	1,784 58%	788 26%	921 30%	388 13%	749 24%	2 0.07%	1 0.03%	42 1.37%	34 1.11%	2 0.07%	2 0.07%	38 1.24%	47 1.54%	6 0.20%	18 0.59%	10 0.33%	12 0.39%
Grade 18 — (\$47,495 - \$76,220)	2,172	1,051 48%	1,121 52%	709 33%	676 31%	245 11%	343 16%	3 0.14%	3 0.14%	38 1.75%	39 1.80%	1 0.05%	2 0.09%	38 1.75%	43 1.98%	4 0.18%	8 0.37%	13 0.60%	7 0.32%
Grade 19 — (\$50,631 - \$81,287)	1,563	766 49%	797 51%	550 35%	519 33%	141 9%	220 14%	2 0.13%	2 0.13%	28 1.79%	14 0.90%	0 0.00%	0 0.00%	34 2.18%	26 1.66%	3 0.19%	4 0.26%	8 0.51%	12 0.77%
Grade 20 — (\$54,009 - \$86,718)	1,096	612 56%	484 44%	455 42%	305 28%	98 9%	135 12%	2 0.18%	0 0.00%	24 2.19%	10 0.91%	0 0.00%	3 0.27%	24 2.19%	17 1.55%	3 0.27%	5 0.46%	6 0.55%	9 0.82%
Grade 21 — (\$57,626 - \$92,521)	990	537 54%	453 46%	414 42%	310 31%	74 7%	99 10%	0 0.00%	0 0.00%	16 1.62%	4 0.40%	0 0.00%	0 0.00%	24 2.42%	26 2.63%	3 0.30%	4 0.40%	6 0.61%	10 1.01%
Grade 22 — (\$61,496 - \$98,745)	998	491 49%	507 51%	391 39%	354 35%	68 7%	105 1%	2 0.20%	1 5.00%	4 9.00%	9 0.90%	0 0.00%	0 0.00%	24 2.40%	27 2.71%	1 0.10%	4 0.40%	1 0.10%	7 0.70%
Grade 23 — (\$65,636 - \$105,395)	396	210 53%	186 47%	164 41%	134 34%	30 8%	31 8%	0 0.00%	1 0.25%	2 0.51%	3 0.76%	0 0.00%	0 0.00%	10 2.53%	12 3.03%	4 1.01%	1 0.25%	0 0.00%	4 1.01%
Grade 24 — (\$70,066 - \$112,503)	422	215 51%	207 49%	167 40%	146 35%	34 8%	43 10%	1 0.24%	0 0.00%	4 0.95%	2 0.47%	0 0.00%	0 0.00%	8 1.90%	13 3.08%	1 0.24%	1 0.24%	0 0.00%	2 0.47%
Grade 25 — (\$74,808 - \$120,107)	123	73 59%	50 41%	57 46%	38 31%	11 9%	9 7%	0 0.00%	0 0.00%	2 1.63%	1 0.81%	0 0.00%	0 0.00%	1 0.81%	1 0.81%	1 0.81%	0 0.00%	1 0.81%	1 0.81%
Grade 26 — (\$79,798 - \$128,258)	86	54 63%	32 37%	51 59%	24 28%	1 1%	8 9%	0 0.00%	0 0.00%	1 1.16%	0 0.00%	0 0.00%	0 0.00%	1 1.16%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Hourly/ Daily	2,996	1,886 63%	1,110 37%	451 15%	84 3%	1,296 43%	989 33%	3 0.10%	2 0.07%	9 0.30%	0 0.00%	5 0.17%	4 0.13%	93 3.10%	28 0.93%	12 0.40%	2 0.07%	17 0.57%	1 0.03%
MRT*	3,997	2,868 72%	1,129 28%	2,176 54%	728 18%	504 13%	294 7%	6 0.15%	0 0.00%	44 1.10%	32 0.80%	7 0.18%	1 0.03%	79 1.98%	48 1.20%	11 0.28%	6 0.15%	41 1.03%	20 0.50%
<b>TOTAL</b>	<b>51,676</b>	<b>23,074</b> 45%	<b>28,602</b> 55%	<b>13,510</b> 26%	<b>12,526</b> 24%	<b>8,052</b> 16%	<b>14,333</b> 28%	<b>51</b> 0.10%	<b>54</b> 0.10%	<b>412</b> 0.80%	<b>349</b> 0.68%	<b>26</b> 0.05%	<b>28</b> 0.05%	<b>660</b> 1.28%	<b>762</b> 1.47%	<b>130</b> 0.25%	<b>208</b> 0.40%	<b>233</b> 0.45%	<b>342</b> 0.66%

\*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 2013**

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 — (\$76,101- \$101,468)	2	2	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	50%	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 5 — (\$81,764- \$109,079)	19	13	6	10	5	2	1	0	0	1	0	0	0	0	0	0	0	0	0
		68%	32%	53%	26%	11%	5%	0%	0%	5%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 6 — (\$87,885- \$117,300)	35	17	18	11	15	3	2	0	0	1	0	0	0	0	1	1	0	1	0
		49%	51%	31%	43%	9%	6%	0%	0%	3%	0%	0%	0%	0%	3%	3%	0%	3%	0%
ES 7 — (\$94,493- \$126,183)	30	16	14	13	8	2	6	0	0	0	0	0	0	1	0	0	0	0	0
		53%	47%	43%	27%	7%	20%	0%	0%	0%	0%	0%	0%	3%	0%	0%	0%	0%	0%
ES 8 — (\$101,630- \$135,775)	33	18	15	15	11	2	3	0	0	0	0	0	0	0	1	1	0	0	0
		55%	45%	45%	33%	6%	9%	0%	0%	0%	0%	0%	0%	0%	3%	3%	0%	0%	0%
ES 9 — (\$109,340- \$146,136)	22	14	8	10	4	1	4	0	0	1	0	0	0	1	0	0	0	1	0
		64%	36%	45%	18%	5%	18%	0%	0%	5%	0%	0%	0%	5%	0%	0%	0%	5%	0%
ES 10 — (\$117,664- \$157,320)	17	10	7	8	2	2	5	0	0	0	0	0	0	0	0	0	0	0	0
		59%	41%	47%	12%	12%	29%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 11 — (\$126,659- \$169,404)	14	10	4	9	3	0	1	0	0	0	0	0	0	0	0	1	0	0	0
		71%	29%	64%	21%	0%	7%	0%	0%	0%	0%	0%	0%	0%	0%	7%	0%	0%	0%
EX 91 — (\$145,656- \$244,494)	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>	<b>176</b>	<b>103</b>	<b>73</b>	<b>80</b>	<b>49</b>	<b>13</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>
		59%	41%	45.5%	27.8%	7.4%	12.5%	0%	0%	1.7%	0%	0%	0%	1.1%	1.1%	2%	0%	1.1%	0%

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

**SECTION SIX**

**STATE**

**PERSONNEL**

**TRANSACTIONS**

## SECTION 6: PERSONNEL TRANSACTIONS

### INTRODUCTION

The data provided in this section depicts the personnel transactions processed by the Office of Personnel Services and Benefits in Fiscal Years 2008 and 2013. 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 2013 was 3,834. Of this number, 56% were females and 54% were minorities.
- Females – who represent 55% of the workforce – received 53% of all promotions in fiscal 2013 and African-Americans - who represent 43% of the workforce - received 48% of all promotions.
- Females accounted for 59% of reclassifications in fiscal 2013, while African-Americans accounted for 36% of the reclassifications.
- The total number of demotions in FY 2013 was 256. This represented a decrease of 97 actions from FY 2008. During FY 2013, African-Americans accounted for 44% of demotions, while females accounted for 66%.
- The total number of suspensions for FY 2013 was 612, 122 less actions than in FY 2008. Minorities accounted for approximately 72% of suspension actions in FY 2013.
- There were 244 terminations made in FY 2013. Females constituted 58% of these actions and minorities accounted for 60%.

**STATEWIDE PERSONNEL TRANSACTIONS — FISCAL YEAR 2013**

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>3,834</b>	<b>1,668</b>	<b>2,166</b>	844	934	715	1,098	2	2	37	47	2	4	22	19	10	23	36	39
		44%	56%	22.0%	24.4%	18.6%	28.6%	0.05%	0.05%	1.0%	1.2%	0.05%	0.10%	0.6%	0.5%	0.3%	0.6%	0.94%	1.02%
<b>Reinstatements</b>	<b>346</b>	<b>127</b>	<b>219</b>	71	85	51	122	0	1	2	1	0	2	0	5	2	1	1	2
		37%	63%	20.5%	24.6%	14.7%	35.3%	0%	0.3%	0.6%	0.3%	0%	0.6%	0%	1.4%	0.6%	0.3%	0.3%	0.6%
<b>Promotions</b>	<b>3,833</b>	<b>1,815</b>	<b>2,018</b>	995	771	715	1,140	5	7	40	28	1	1	26	21	16	30	17	20
		47%	53%	26.0%	20.1%	18.7%	29.7%	0.13%	0.18%	1.0%	0.7%	0.03%	0.03%	0.7%	0.5%	0.4%	0.8%	0.4%	0.5%
<b>Reclassifications</b>	<b>2,577</b>	<b>1,062</b>	<b>1,515</b>	683	762	292	645	2	5	37	30	5	3	17	35	7	17	19	18
		41%	59%	26.5%	29.6%	11.3%	25.0%	0.08%	0.2%	1.4%	1.2%	0.2%	0.1%	0.7%	1.4%	0.3%	0.7%	0.7%	0.7%
<b>Demotions</b>	<b>256</b>	<b>88</b>	<b>168</b>	55	83	30	83	0	0	0	1	0	0	0	0	1	1	2	0
		34%	66%	21.5%	32.4%	11.7%	32.4%	0%	0%	0%	0.4%	0%	0%	0%	0%	0.4%	0.4%	0.8%	0%
<b>Suspensions</b>	<b>612</b>	<b>282</b>	<b>330</b>	93	78	171	221	1	0	2	3	1	0	9	13	1	10	4	5
		46%	54%	15.2%	12.7%	27.9%	36.1%	0.2%	0%	0.3%	0.5%	0.2%	0%	1.5%	2.1%	0.2%	1.6%	0.7%	0.8%
<b>TOTAL</b>	<b>11,458</b>	<b>5,042</b>	<b>6,416</b>	<b>2,741</b>	<b>2,713</b>	<b>1,974</b>	<b>3,309</b>	<b>10</b>	<b>15</b>	<b>118</b>	<b>110</b>	<b>9</b>	<b>10</b>	<b>74</b>	<b>93</b>	<b>37</b>	<b>82</b>	<b>79</b>	<b>84</b>

**STATEWIDE SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2013**

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>2,294</b>	<b>884</b>	<b>1,410</b>	474	642	349	668	3	3	27	34	1	4	12	26	7	14	11	19
		39%	61%	20.7%	28.0%	15.2%	29.1%	0.1%	0.1%	1.2%	1.5%	0.04%	0.2%	0.5%	1.1%	0.3%	0.6%	0.5%	0.8%
<b>Rejections on Probation</b>	<b>128</b>	<b>57</b>	<b>71</b>	22	21	33	49	0	0	1	0	0	0	0	0	0	0	1	1
		45%	55%	17.2%	16.4%	25.8%	38.3%	0%	0%	0.8%	0%	0%	0%	0%	0%	0%	0%	0.8%	0.8%
<b>Retired</b>	<b>1,711</b>	<b>795</b>	<b>916</b>	527	516	214	358	1	1	9	6	0	0	28	27	5	3	11	5
		46%	54%	30.8%	30.2%	12.5%	20.9%	0.1%	0.1%	0.5%	0.4%	0%	0%	1.6%	1.6%	0.3%	0.2%	0.6%	0.3%
<b>Terminations</b>	<b>244</b>	<b>102</b>	<b>142</b>	54	43	37	90	0	0	1	1	0	0	9	4	0	2	1	2
		42%	58%	22.1%	17.6%	15.2%	36.9%	0%	0%	0.4%	0.4%	0%	0%	3.7%	1.6%	0%	0.8%	0.4%	0.8%
<b>TOTAL</b>	<b>4,377</b>	<b>1,838</b>	<b>2,539</b>	<b>1,077</b>	<b>1,222</b>	<b>633</b>	<b>1,165</b>	<b>4</b>	<b>4</b>	<b>38</b>	<b>41</b>	<b>1</b>	<b>4</b>	<b>49</b>	<b>57</b>	<b>12</b>	<b>19</b>	<b>24</b>	<b>27</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, 2008 and June 30, 2013**

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Appointments	2008	1,321 23%	1,470 26%	941 16%	1,640 28%	179 3%	208 4%	2,441 42%	3,318 58%	5,759
	2013	844 22%	934 24%	715 19%	1,098 29%	109 3%	134 3%	1,668 44%	2,166 56%	3,834
Reinstatements	2008	102 17%	127 21%	88 14%	246 40%	19 3%	35 6%	209 34%	408 66%	617
	2013	71 21%	85 25%	51 15%	122 35%	5 1%	12 3%	127 37%	219 63%	346
Promotions	2008	1,001 23%	862 20%	756 17%	1,396 32%	135 3%	192 4%	1,892 44%	2,450 56%	4,342
	2013	995 26%	771 20%	715 19%	1,140 30%	105 3%	107 3%	1,815 47%	2,018 53%	3,833
Reclassifications	2008	1,012 26%	1,196 31%	395 10%	921 24%	168 4%	208 5%	1,575 40%	2,325 60%	3,900
	2013	683 27%	762 30%	292 11%	645 25%	87 3%	108 4%	1,062 41%	1,515 59%	2,577
Demotions	2008	91 26%	102 29%	33 9%	101 29%	9 3%	17 5%	133 38%	220 62%	353
	2013	55 21%	83 32%	30 12%	83 32%	3 1%	2 1%	88 34%	168 66%	256
Suspensions	2008	124 17%	99 13%	190 26%	270 37%	20 3%	31 4%	334 46%	400 54%	734
	2013	93 15%	78 13%	171 28%	221 36%	18 3%	31 5%	282 46%	330 54%	612
Resignations	2008	551 18%	808 26%	436 14%	965 31%	135 4%	223 7%	1122 36%	1996 64%	3,118
	2013	474 21%	642 28%	349 15%	668 29%	61 3%	100 4%	884 39%	1,410 61%	2,294
Terminations	2008	86 23%	45 12%	102 28%	97 26%	19 5%	19 5%	207 56%	161 44%	368
	2013	54 22%	43 18%	37 15%	90 37%	11 5%	9 4%	102 42%	142 58%	244

<b>STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2008 and June 30, 2013</b>										
TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Rejections on Probation	2008	110	17	23	39	86	12	219	68	287
		38%	6%	8%	14%	30%	4%	76%	24%	
	2013	22	21	33	49	2	1	57	71	128
		17%	16%	26%	38%	2%	1%	45%	55%	
Deaths	2008	22	18	25	18	7	2	54	38	92
		24%	20%	27%	20%	8%	2%	59%	41%	
	2013	21	15	12	17	3	0	36	32	68
		31%	22%	18%	25%	4%	0%	53%	47%	
Horizontal Transfer	2008	20	33	12	32	5	5	37	70	107
		19%	31%	11%	30%	5%	5%	35%	65%	
	2013	11	21	7	25	0	3	18	49	67
		16%	31%	10%	37%	0%	4%	27%	73%	
Disciplinary Demotion	2008	7	3	8	10	3	3	18	16	34
		21%	9%	24%	29%	9%	9%	53%	47%	
	2013	5	3	5	9	1	0	11	12	23
		22%	13%	22%	39%	4%	0%	48%	52%	
Retired	2008	595	564	248	385	57	39	900	988	1,888
		32%	30%	13%	20%	3%	2%	48%	52%	
	2013	527	516	214	358	54	42	795	916	1,711
		31%	30%	13%	21%	3%	2%	46%	54%	
Transfer	2008	187	95	64	129	17	22	268	246	514
		36%	18%	12%	25%	3%	4%	52%	48%	
	2013	227	115	96	113	21	12	344	240	584
		39%	20%	16%	19%	4%	2%	59%	41%	
Forfeiture of Annual Leave	2008	59	36	85	101	12	6	156	143	299
		20%	12%	28%	34%	4%	2%	52%	48%	
	2013	67	46	125	178	13	14	205	238	443
		15%	10%	28%	40%	3%	3%	46%	54%	

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 2013**

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	9	8	1	5	1	2	0	0	0	1	0	0	0	0	0	0	0	0	0
20 - 29	529	224	305	148	140	67	147	0	1	5	10	1	0	1	3	1	2	1	2
30 - 39	687	223	464	108	189	94	238	3	1	5	11	0	2	5	5	2	8	6	10
40 - 49	566	217	349	97	155	108	168	0	1	7	10	0	1	1	6	2	3	2	5
50 - 59	363	153	210	80	110	59	88	0	0	8	3	0	0	4	7	2	1	0	1
60 - 69	126	51	75	29	44	18	25	0	0	1	0	0	1	1	4	0	0	2	1
70 PLUS	14	8	6	7	3	1	2	0	0	0	0	0	0	0	1	0	0	0	0
<b>TOTAL</b>	<b>2,294</b>	<b>884</b>	<b>1,410</b>	<b>474</b>	<b>642</b>	<b>349</b>	<b>668</b>	<b>3</b>	<b>3</b>	<b>27</b>	<b>34</b>	<b>1</b>	<b>4</b>	<b>12</b>	<b>26</b>	<b>7</b>	<b>14</b>	<b>11</b>	<b>19</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	46	21	25	7	7	14	18	0	0	0	0	0	0	0	0	0	0	0	0
30 - 39	30	10	20	3	6	6	13	0	0	0	0	0	0	0	0	0	0	1	1
40 - 49	31	12	19	5	6	7	13	0	0	0	0	0	0	0	0	0	0	0	0
50 - 59	18	11	7	5	2	5	5	0	0	1	0	0	0	0	0	0	0	0	0
60 - 69	3	3	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
70 PLUS	0	0	0																
<b>TOTAL</b>	<b>128</b>	<b>57</b>	<b>71</b>	<b>22</b>	<b>21</b>	<b>33</b>	<b>49</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>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	26	14	12	5	2	7	10	0	0	1	0	0	0	1	0	0	0	0	0
30 - 39	51	18	33	10	8	6	23	0	0	0	0	0	0	2	1	0	1	0	0
40 - 49	63	21	42	11	15	7	24	0	0	0	1	0	0	3	1	0	0	0	1
50 - 59	73	29	44	14	15	12	26	0	0	0	0	0	0	2	1	0	1	1	1
60 - 69	30	19	11	13	3	5	7	0	0	0	0	0	0	1	1	0	0	0	0
70 PLUS	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>244</b>	<b>102</b>	<b>142</b>	<b>54</b>	<b>43</b>	<b>37</b>	<b>90</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>2</b>
<b>GRAND TOTAL</b>	<b>2,666</b>	<b>1,043</b>	<b>1,623</b>	<b>550</b>	<b>706</b>	<b>419</b>	<b>807</b>	<b>3</b>	<b>3</b>	<b>29</b>	<b>35</b>	<b>1</b>	<b>4</b>	<b>21</b>	<b>30</b>	<b>7</b>	<b>16</b>	<b>13</b>	<b>22</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 2013 there were 343 requests for reasonable accommodations from State employees and applicants for State employment. Of this amount, 294 or 86% of the requests were granted. There were 25 agencies that reported data on reasonable accommodation requests, with the Department of Education, Department of Labor, Licensing, and Regulation, MDOT, Department of Public Safety and Correctional Services, and Department of Health and Mental Hygiene accounting for 274 or 80% of the total employee/applicant reasonable accommodation requests reported.

**STATEWIDE REQUESTS FOR REASONABLE ACCOMMODATION — FISCAL YEAR 2013**

Agency	Applicants	Employees	STATUS		
			Granted	Denied	Pending
Administrative Hearings		2	2		
Aging		1	1		
Assessment and Taxation		5	3	2	
Attorney General		1	1		
Automobile Insurance Fund		7	7		
BCCC		5	4	1	
Comptroller		2	2		
Education		40	39	1	
Environment		1	1		
Environmental Services		1	1		
General Services		1	1		
Health and Mental Hygiene	3	167	160	9	1
Human Resources		7	7		
Insurance Administration		3	3		
Juvenile Services		9	7		2
Labor, Licensing & Regulation		18	10	5	3
Morgan State University		4	4		
Natural Resources	1	3	2	2	
Planning		1	1		
Public Defender's Office		10	8	2	
Public Safety and Correctional Services	2	12	14		
School for the Deaf		2	1	1	
Sheriff's Office		2		2	
State Police		1	1		
Transportation		32	14	13	5
<b>TOTAL</b>	<b>6</b>	<b>337</b>	<b>294</b>	<b>38</b>	<b>11</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 2013 was 470. Of these, 302 were internal complaints and 168 were external complaints.
- The most common basis for internal complaints were Race and Sex/Gender.
- The number of statewide discrimination complaints has increased from 431 in fiscal 2008 to 470 in fiscal 2013.
- The Office of the Statewide Equal Employment Opportunity Coordinator processed a total of 17 EEO appeals in fiscal 2013.
- The Office investigated 10 Whistleblower complaints. Nine were found to have “no probable cause” and one finding of “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.

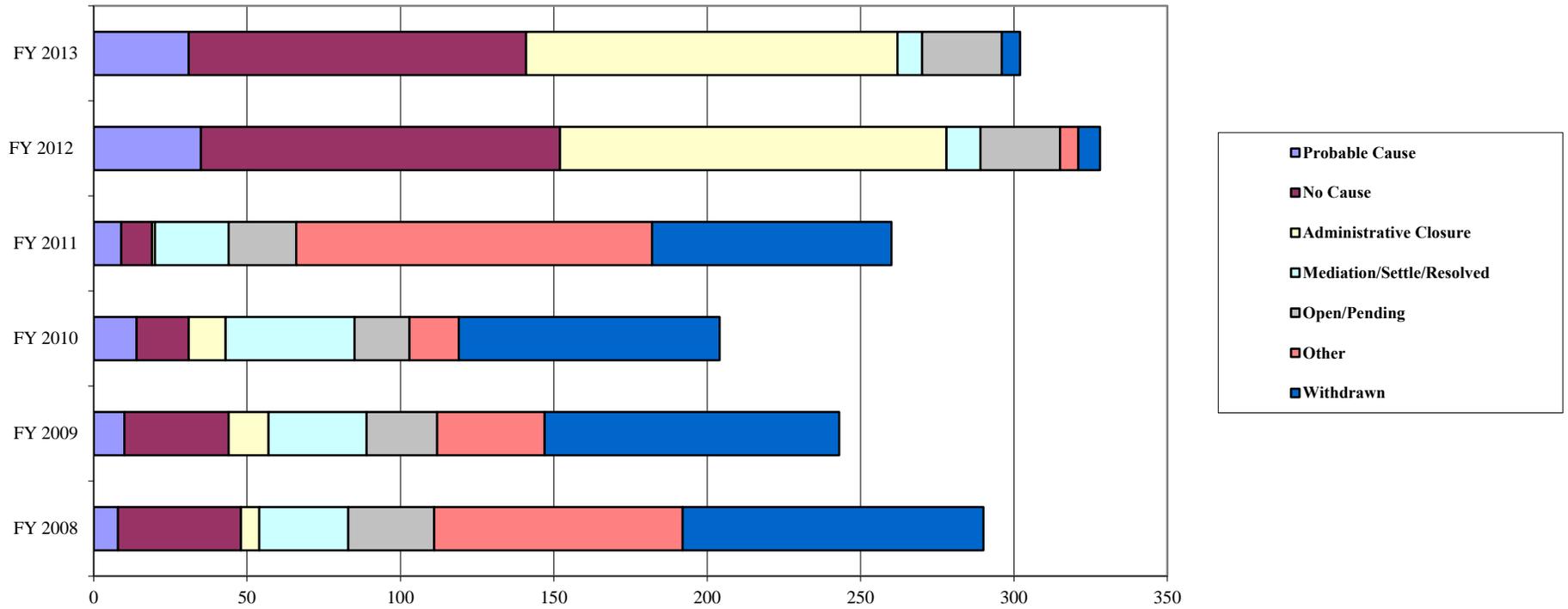
**STATEWIDE DISCRIMINATION COMPLAINTS BY AGENCY, BASIS, ISSUE AND DISPOSITION — FISCAL YEAR 2013**

Agency	Agency Employees	Disposition		Basis*														Issue*			Disposition*						
		External	Internal	Other	ADA	Age	Ancestry	Color	Creed	Disability	Marital Status	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	Withdrawn	
Agriculture	362	1	1	1													1	1									1
Assessment and Taxation	522	0	2			1									1			1				2					
Attorney General	217	1	0																								
BCCC	424	6	2			1									1		1				1	1					
Business and Economic Develop	209	1	0																								
Comptroller	1,060	3	1									1					1		1			1					
Education	1,320	9	2					2				2					1		1			2					
Environment	850	1	2											1	1		1						2				
Environmental Services	760	1	0																								
Executive Department	270	1	0																								
General Services	542	0	3												3			3			1	2					
Health and Mental Hygiene	8,245	17	29	1		3		1		7		2	7		10		1	3	7	3	3	21	2	2	2		1
Higher Education Commission	48	0	1			1					1	1					1		1			1					
Historic St. Mary's City Comm	24	0	1									1											1				
Human Resources	5,984	6	7	1				1			1	1			4		4									7	
Insurance Administration	247	3	0																								
Juvenile Services	1,904	14	21	7		3				1		8		5		1	1	3	5		14		4			3	
Labor, Licensing and Regulation	1,602	9	17	2		5		2	1	2		9	1	5		1	11	2	3	2	9			2	4		
Lottery	239	1	1			1								1							1						
Military	282	0	1								1			1							1						
Morgan State University	983	8	12	3						1	1			6	1	2	2	5	3		3	3				6	
Natural Resources	1,186	6	4							2		1		4			3		1		3			1			
Public Defender	852	1	1											1				1			1						
Public Safety and Corr Services	10,514	39	151	90		12		1		5	6	27	2	38		4	98	24	62	14	34	99				4	
Retirement	174	1	0																								
School for the Deaf	317	1	0																								
St. Mary's College of Maryland	406	1	10	2								2		4		2	8						8			2	
Stadium Authority	76	0	1											1				1							1		
State Police	2,177	3	6	1		1				1		1		1		1	2	2	1	2	1				2	1	
Transportation	10,169	34	26					2		3	1	2	16	1	9		4	6	2	8	13	2		2	1		
<b>TOTAL</b>	<b>51,965</b>	<b>168</b>	<b>302</b>	<b>108</b>	<b>0</b>	<b>28</b>	<b>0</b>	<b>9</b>	<b>1</b>	<b>22</b>	<b>1</b>	<b>13</b>	<b>78</b>	<b>5</b>	<b>96</b>	<b>1</b>	<b>12</b>	<b>142</b>	<b>56</b>	<b>84</b>	<b>31</b>	<b>110</b>	<b>121</b>	<b>8</b>	<b>26</b>	<b>6</b>	

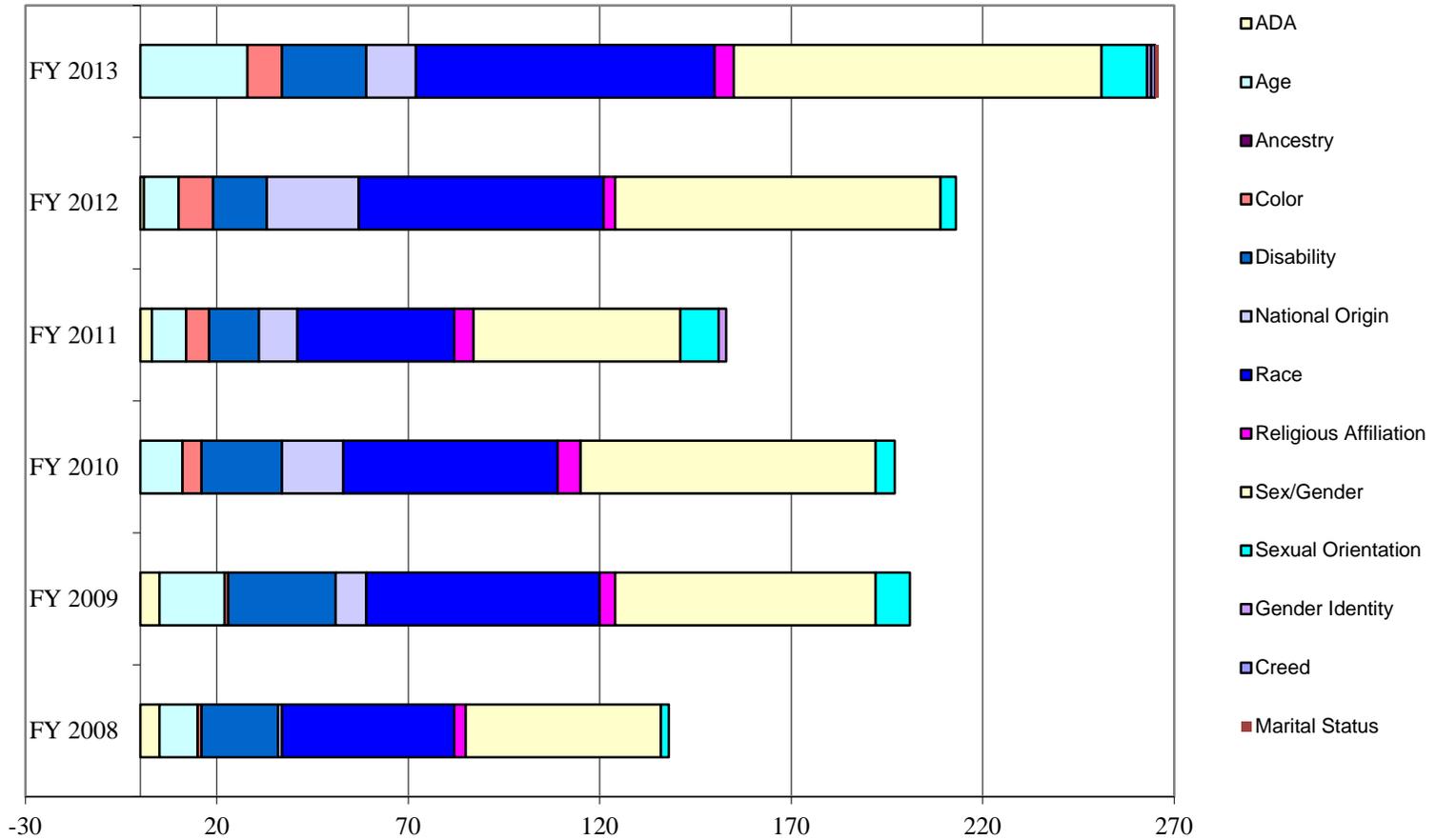
\*In order to avoid duplication, Basis, Issues, and Dispositions are only counted on Internal complaints. Please note: Some complaints have multiple basis. An employee may file a complaint alleging that more than one protected class has been violated; therefore, the total number of internal complaints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

- (1) "Internal" complaints are those filed at the agency level, with a State agency's Fair Practices Officer or Equal Employment Opportunity Officer.
- (2) "External" complaints are those filed with the Maryland Commission on Civil Rights, Department of Justice, Courts, and/or Equal Employment Opportunity Commission.
- (3) "Other" Complaints include employment related complaints, not discriminatory in basis.

### Internal Complaints by Disposition



## Internal Complaints by Type



**SECTION NINE**

**UNIVERSITY SYSTEM**

**OF MARYLAND**

## SECTION 9: UNIVERSITY SYSTEM OF MARYLAND

The University 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 Baltimore, University of Maryland Baltimore, University of Maryland Baltimore County, University of Maryland Center for Environmental Science, University of Maryland College Park, University of Maryland Eastern Shore, and University of Maryland University College.

- There were a total of 38,636 employees in the University System of Maryland.
  - Of the total employees, 22,830 (59.1%) were White, 7,597 (19.6%) were African American, 91 (0.24%) were American Indian and Alaska Native, 4,581 (11.8%) were Asian, 1,409 (3.7%) were Hispanic or Latino, 188 (0.49%) were Multiracial, and 1,940 (5%) were Other (no race checked).
  - Males comprised 18,290 (47.3%) of the workforce.
  - Females comprised 20,346 (52.7%) of the workforce.
  - The majority of Faculty and Instructor positions were filled by Whites (70%) and males (54%).

**UNIVERSITY SYSTEM OF MARYLAND**  
**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2013**

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)		
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Officials and Administrators	2,301	1,004	1,297	705	855	203	345	0	2	45	41	0	0	25	26	3	5	23	23
		44%	56%	31%	37%	9%	15%	0%	0.1%	2.0%	1.8%	0%	0%	1.1%	1.1%	0.1%	0.2%	1.0%	1.0%
Faculty and Instructors	12,597	6,759	5,838	4,805	4,037	777	955	21	20	747	459	0	0	223	180	22	18	164	169
		54%	46%	38%	32%	6%	8%	0.2%	0.2%	5.9%	3.6%	0%	0%	1.8%	1.4%	0.2%	0%	1.3%	1.3%
Faculty/Research	2,415	1,507	908	812	493	29	63	2	0	481	245	0	0	136	79	6	4	41	24
		62%	38%	34%	20%	1.2%	3%	0.1%	0%	19.9%	10.1%	0%	0%	5.6%	3.3%	0.2%	0.2%	1.7%	1.0%
Faculty/Public Service	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Teachers' Assistants/Assoc	6,005	3,044	2,961	1,422	1,543	163	282	6	1	906	605	0	0	405	385	15	27	127	118
		51%	49%	24%	26%	3%	5%	0.1%	0.02%	15.1%	10.1%	0%	0%	6.7%	6.4%	0.2%	0.4%	2.1%	2.0%
Professionals	8,891	3,338	5,553	2,098	3,208	634	1,406	10	9	328	526	0	0	146	205	16	40	106	159
		38%	62%	24%	36%	7%	16%	0.1%	0.1%	3.7%	5.9%	0%	0%	1.6%	2.3%	0.2%	0.4%	1.2%	1.8%
Administrative Support	2,861	565	2,296	262	1,186	221	930	3	9	31	49	0	0	20	51	6	15	22	56
		20%	80%	9%	41%	8%	33%	0.1%	0.3%	1.1%	1.7%	0%	0%	0.7%	1.8%	0.2%	1%	0.8%	2%
Technical-Paraprofessionals	577	152	425	103	269	36	108	0	0	7	28	0	0	3	13	0	1	3	6
		26%	74%	18%	47%	6%	19%	0%	0%	1.2%	4.9%	0%	0%	0.5%	2.3%	0%	0.2%	0.5%	1.0%
Skilled Craft Workers	779	746	33	452	9	199	16	3	0	30	0	0	0	9	1	4	0	49	7
		96%	4%	58%	1%	26%	2%	0.4%	0%	3.9%	0%	0%	0%	1.2%	0.1%	1%	0%	6.3%	0.9%
Service-Maintenance	2,209	1,174	1,035	411	159	641	589	4	1	24	29	0	0	18	15	4	2	72	240
		53%	47%	19%	7%	29%	27%	0.2%	0.05%	1.1%	1.3%	0%	0%	0.8%	0.7%	0.2%	0.1%	3.3%	10.9%
<b>TOTAL</b>	<b>38,636</b>	<b>18,290</b>	<b>20,346</b>	<b>11,071</b>	<b>11,759</b>	<b>2,903</b>	<b>4,694</b>	<b>49</b>	<b>42</b>	<b>2,599</b>	<b>1,982</b>	<b>0</b>	<b>0</b>	<b>985</b>	<b>955</b>	<b>76</b>	<b>112</b>	<b>607</b>	<b>802</b>
		47.3%	52.7%	28.7%	30.4%	7.5%	12.1%	0.13%	0.11%	6.7%	5.1%	0%	0%	2.5%	2.5%	0.20%	0.29%	1.6%	2.1%

# **SECTION TEN**

## **INDEPENDENT HIGHER EDUCATION INSTITUTIONS**

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

### **BALTIMORE CITY COMMUNITY COLLEGE**

- There are 424 employees in the Baltimore City Community College workforce.
  - 291 or 69% are African-American employees
  - 255 or 60% are female employees

### **MORGAN STATE UNIVERSITY**

- There are 983 employees in the Morgan State University workforce.
  - 640 or 65% are African-American employees
  - 497 or 51% are female employees

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

- There are 406 employees in the St. Mary's College of Maryland workforce.
  - 51 or 12% are African-American employees
  - 213 or 52% are female employees

**BALTIMORE CITY COMMUNITY COLLEGE**  
**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2013**

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	56	25	31	11	9	12	21	0	0	0	1	0	0	0	0	0	0	0	2	0
		45%	55%	20%	16%	21%	38%	0%	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	4%	0%
Professionals	268	109	159	38	45	63	105	0	0	8	7	0	0	0	0	0	0	0	0	2
		41%	59%	14%	17%	24%	39%	0%	0%	3%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0.7%
Technicians	13	7	6	1	1	6	4	0	0	0	0	0	0	0	0	0	0	0	0	1
		54%	46%	8%	8%	46%	31%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	8%
Protective Service Workers: Sworn	10	8	2	1	0	7	2	0	0	0	0	0	0	0	0	0	0	0	0	0
		80%	20%	10%	0%	70%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	10	7	3	1	0	6	3	0	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%	0%
Administrative Support	52	2	50	0	3	2	47	0	0	0	0	0	0	0	0	0	0	0	0	0
		4%	96%	0%	6%	4%	90%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	10	6	4	0	0	6	4	0	0	0	0	0	0	0	0	0	0	0	0	0
		60%	40%	0%	0%	60%	40%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	5	5	0	2	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	40%	0%	60%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>424</b>	<b>169</b>	<b>255</b>	<b>54</b>	<b>58</b>	<b>105</b>	<b>186</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>
		40%	60%	13%	14%	25%	44%	0%	0%	1.9%	1.9%	0%	0%	0%	0%	0%	0%	0%	0.5%	0.7%

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

**BALTIMORE CITY COMMUNITY COLLEGE  
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2013**

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	48	12 25%	36 75%	2 4%	10 21%	9 19%	23 48%	0 0%	1 2%	0 0%	2 4%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 2%	0 0%
Reinstatements	1	1 100%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Promotions	11	7 64%	4 36%	1 9%	1 9%	5 45%	2 18%	0 0%	0 0%	0 0%	1 9%	0 0%	0 0%	1 9%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Reclassifications	10	3 30%	7 70%	0 0%	0 0%	2 20%	6 60%	0 0%	0 0%	0 0%	1 10%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 10%	0 0%
Demotions	3	1 33%	2 67%	0 0%	0 0%	0 0%	2 67%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 33%	0 0%
Transfers	0	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Suspensions	0	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
<b>TOTAL</b>	<b>73</b>	<b>24 33%</b>	<b>49 67%</b>	<b>3 4%</b>	<b>11 15%</b>	<b>17 23%</b>	<b>33 45%</b>	<b>0 0%</b>	<b>1 1%</b>	<b>0 0%</b>	<b>4 5%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>1 1%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>3 4%</b>	<b>0 0%</b>

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2013**

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	25	6 24%	19 76%	2 8%	5 20%	3 12%	11 44%	0 0%	0 0%	1 4%	1 4%	0 0%	0 0%	0 0%	2 8%	0 0%	0 0%	0 0%	0 0%
Rejection on Probation	1	1 100%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Terminations	12	6 50%	6 50%	1 8%	3 25%	4 33%	2 17%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 8%	0 0%	0 0%	1 8%	0 0%
<b>TOTAL</b>	<b>38</b>	<b>13 34%</b>	<b>25 66%</b>	<b>3 8%</b>	<b>8 21%</b>	<b>8 21%</b>	<b>13 34%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>1 3%</b>	<b>1 3%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>3 8%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>1 3%</b>	<b>0 0%</b>

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

MORGAN STATE UNIVERSITY

TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2013

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	366	174 48%	192 52%	19 5%	9 2%	119 33%	137 37%	0 0%	1 0.3%	7 2%	4 1%	0 0%	1 0.3%	25 7%	34 9%	2 1%	3 1%	2 1%	3 1%	
Professionals	327	188 57%	139 43%	31 9%	24 7%	76 23%	65 20%	0 0%	1 0.3%	22 7%	7 2.1%	1 0.3%	0 0%	56 17%	38 12%	0 0%	3 1%	2 1%	1 0.3%	
Technicians	29	15 52%	14 48%	0 0%	0 0%	14 48%	14 48%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 3%	0 0%	0 0%	0 0%	0 0%	0 0%	
Protective Service Workers: Sworn	41	32 78%	9 22%	2 5%	1 2%	29 71%	8 20%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 2%	0 0%
Protective Service Workers: Non-Sworn	11	5 45%	6 55%	0 0%	0 0%	5 45%	6 55%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Administrative Support	135	10 7%	125 93%	2 1%	2 1%	6 4%	109 81%	0 0%	1 0.7%	0 0%	4 3.0%	0 0%	0 0%	1 0.7%	7 5.2%	1 0.7%	0 0%	0 0%	2 1%	
Skilled Craft Workers	34	26 76%	8 24%	0 0%	0 0%	15 44%	3 9%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	10 29%	5 15%	1 3%	0 0%	0 0%	0 0%	
Service-Maintenance	40	36 90%	4 10%	2 5%	0 0%	30 75%	4 10%	1 2.5%	0 0%	0 0%	0 0%	0 0%	0 0%	2 5%	0 0%	1 2.5%	0 0%	0 0%	0 0%	
<b>TOTAL</b>	<b>983</b>	<b>486 49%</b>	<b>497 51%</b>	<b>56 6%</b>	<b>36 4%</b>	<b>294 30%</b>	<b>346 35%</b>	<b>1 0.1%</b>	<b>3 0.3%</b>	<b>29 3.0%</b>	<b>15 1.5%</b>	<b>1 0.1%</b>	<b>1 0.1%</b>	<b>95 10%</b>	<b>84 9%</b>	<b>5 0.5%</b>	<b>6 0.6%</b>	<b>5 0.5%</b>	<b>6 0.6%</b>	

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

**MORGAN STATE UNIVERSITY  
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2013**

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	88	36	52	7	5	24	43	0	0	3	2	0	0	0	1	2	0	0	1
		41%	59%	8%	6%	27%	49%	0%	0%	3%	2%	0%	0%	0%	1%	2%	0%	0%	1%
Reinstatements	9	5	4	0	0	4	4	0	0	1	0	0	0	0	0	0	0	0	0
		56%	44%	0%	0%	44.4%	44.4%	0%	0%	11.1%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	5	1	4	0	0	0	4	0	0	1	0	0	0	0	0	0	0	0	0
		20%	80%	0%	0%	0%	80%	0%	0%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	6	1	5	1	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
		17%	83%	17%	0%	0%	83%	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
Suspensions	7	5	2	0	0	3	2	0	0	0	0	0	0	2	0	0	0	0	0
		71%	29%	0%	0%	42.9%	28.6%	0%	0%	0%	0%	0%	0%	28.6%	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
<b>TOTAL</b>	<b>115</b>	<b>48</b>	<b>67</b>	<b>8</b>	<b>5</b>	<b>31</b>	<b>58</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>
		42%	58%	7%	4%	27%	50%	0%	0%	4%	2%	0%	0%	2%	1%	2%	0%	0%	1%

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2013**

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	34	14	20	3	4	9	15	0	0	0	0	0	1	1	0	1	0	0	0
		41%	59%	9%	12%	26%	44%	0%	0%	0%	0%	0%	3%	3%	0%	3%	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	23	15	8	1	0	12	4	0	0	1	0	0	0	1	4	0	0	0	0
		65%	35%	4%	0%	52%	17%	0%	0%	4%	0%	0%	0%	4%	17%	0%	0%	0%	0%
<b>TOTAL</b>	<b>59</b>	<b>29</b>	<b>30</b>	<b>4</b>	<b>4</b>	<b>21</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
		49%	51%	7%	7%	36%	36%	0%	0%	2%	0%	0%	2%	3%	7%	2%	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 2013**

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	114	57 <sup>1</sup>	57	43	51	9 <sup>1</sup>	2	0 <sup>1</sup>	0	1 <sup>1</sup>	1	0	0	2	0	1	0	1	3
		50% <sup>1</sup>	50%	38%	45%	8% <sup>1</sup>	2%	0% <sup>1</sup>	0%	1% <sup>1</sup>	1%	0%	0%	2%	0%	1%	0%	1%	3%
Professionals	180	88 <sup>1</sup>	92	71	74	3 <sup>1</sup>	3	0 <sup>1</sup>	0	4 <sup>1</sup>	3	0	0	4	7	2	0	4	5
		49% <sup>1</sup>	51%	39%	41%	2% <sup>1</sup>	2%	0% <sup>1</sup>	0%	2% <sup>1</sup>	2%	0%	0%	2%	4%	1%	0%	2%	3%
Technicians	7	3 <sup>1</sup>	4	3	4	0 <sup>1</sup>	0	0 <sup>1</sup>	0	0 <sup>1</sup>	0	0	0	0	0	0	0	0	0
		43% <sup>1</sup>	57%	43% <sup>1</sup>	57%	0% <sup>1</sup>	0%	0% <sup>1</sup>	0%	0% <sup>1</sup>	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	0	0 <sup>1</sup>	0																
		0% <sup>1</sup>	0%	0% <sup>1</sup>	0%	0% <sup>1</sup>	0%	0% <sup>1</sup>	0%	0% <sup>1</sup>	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	0	0 <sup>1</sup>	0																
		0% <sup>1</sup>	0%	0% <sup>1</sup>	0%	0% <sup>1</sup>	0%	0% <sup>1</sup>	0%	0% <sup>1</sup>	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	42	3 <sup>1</sup>	39	3	30	0 <sup>1</sup>	7	0 <sup>1</sup>	0	0 <sup>1</sup>	1	0	0	0	0	0	0	0	1
		7% <sup>1</sup>	93%	7% <sup>1</sup>	71%	0% <sup>1</sup>	17%	0% <sup>1</sup>	0%	0% <sup>1</sup>	2%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	61	40 <sup>1</sup>	21	25	8	14 <sup>1</sup>	13	0 <sup>1</sup>	0	0 <sup>1</sup>	0	0	0	0	0	0	0	1	0
		66% <sup>1</sup>	34%	41% <sup>1</sup>	13%	23% <sup>1</sup>	21%	0% <sup>1</sup>	0%	0% <sup>1</sup>	0%	0%	0%	0%	0%	0%	0%	0%	2%
Service-Maintenance	2	2 <sup>1</sup>	0	1	0	0 <sup>1</sup>	0	1 <sup>1</sup>	0	0 <sup>1</sup>	0	0	0	0	0	0	0	0	0
		100% <sup>1</sup>	0%	50% <sup>1</sup>	0%	0% <sup>1</sup>	0%	50% <sup>1</sup>	0%	0% <sup>1</sup>	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	406	193 <sup>1</sup>	213	146 <sup>1</sup>	167	26 <sup>1</sup>	25	1 <sup>1</sup>	0	5 <sup>1</sup>	5	0	0	6	7	3	0	6	9
		48% <sup>1</sup>	52%	36% <sup>1</sup>	41%	6% <sup>1</sup>	6%	0.2% <sup>1</sup>	0%	1.2% <sup>1</sup>	1.23%	0%	0%	1%	1.72%	1%	0%	1.48% <sup>1</sup>	2.22%

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 2013**

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	45	25 56%	20 44%	21 47%	18 40%	1 2%	2 4%	0 0%	0 0%	0 0%	0 0%	1 2%	0 0%	0 0%	0 0%	2 4%	0 0%	0 0%	0 0%
Reinstatements	2	0 0%	2 100%	0 0%	1 50%	0 0%	1 50%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Promotions	2	1 50%	1 50%	1 50%	1 50%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Reclassifications	4	1 25%	3 75%	0 0%	3 75%	1 25%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Suspensions	0	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Demotions	0	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
<b>TOTAL</b>	<b>53</b>	<b>27 51%</b>	<b>26 49%</b>	<b>22 42%</b>	<b>23 43%</b>	<b>2 4%</b>	<b>3 6%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>1 2%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>2 4%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>0 0%</b>

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2013**

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	25	15 60%	10 40%	12 48%	7 28%	1 4%	3 12%	0 0%	0 0%	1 4%	0 0%	0 0%	0 0%	0 0%	0 0%	1 4%	0 0%	0 0%	0 0%
Rejection on Probation	2	1 50%	1 50%	1 50%	1 50%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Terminations	10	6 60%	4 40%	4 40%	2 20%	2 20%	1 10%	0 0%	0 0%	0 0%	1 10%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
<b>TOTAL</b>	<b>37</b>	<b>22 59%</b>	<b>15 41%</b>	<b>17 46%</b>	<b>10 27%</b>	<b>3 8%</b>	<b>4 11%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>1 3%</b>	<b>1 3%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>1 3%</b>	<b>0 0%</b>	<b>0 0%</b>	<b>0 0%</b>

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 EFFECTIVE IMMEDIATELY.

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## 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;

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- (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;

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- (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;

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- (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

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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.

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#### **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.

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	Debbie Duran	Debbie Duran
African American Museum	MAAMC	Junius Randolph	James Hawkins Lisa Woods	James Hawkins
Aging, Maryland Department of	MDOA	Stephanie Hull	Shirley Williams	Sandra Cobb
Agriculture, Department of	MDA	James Wallace	Mae Johnson	Momoh Conteh
Archives, Maryland State	MSA	Teresa Fawley	Christopher Haley	Cecelia Smith
Assessments and Taxation, Department of	DAT	Vacant	Grant Chism	Grant Chism
Attorney General's Office	OAG	Kay Winfree John Howard	Beverly Pivec Peter Killough	Yolanda Colkley
Automobile Insurance Fund, Maryland	MAIF	M. Kent Krabbe	Jacqueline Wright	Nancy Dodd
Baltimore City Community College	BCCC	Nicole Webb	Nicole Webb Sheryl Nelson	Nicole Webb
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
Civil Rights, Maryland Commission on	MCCR	Nicolette Young	Isora Cook	Isora Cook
College Savings Plans of Maryland	CSPM	Azriel Osofsky	Azriel Osofsky	Azriel Osofsky
Comptroller of Maryland	COMP	Len Foxwell	Paulette Walker	Paulette Walker
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	Anny Currin
Education, Maryland State Department	MSDE	Stephen Brooks	Renee Yarbough-Williams	Renee Yarbough-Williams
Elections State Board of	SBEL	Jacqueline Bryley	Erin Perrone Jared Demarinis	Whitney Faust
Emergency Medical Services Systems, Maryland Institute for	MIEMSS	Patricia A. Gainer	James W. Brown	Jeannie Abramson
Environment, Maryland Department of	MDE	Kathy Kinsey	Michelle Romney	Michelle Romney
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	Rose Harrell	Rose Harrell Amy Broadwater	Amy Broadwater
Frostburg State University	FSU	Beth W. Hoffman	Beth W. Hoffman	Beth W. Hoffman
General Services Department of	DGS	Bart Thomas	Paul Ford	Janet Cora
Health and Mental Hygiene, Department of	DHMH	Keneithia Taylor	Janelle Robinson Tina Smith Delinda Johnson	Delinda Johnson
Health Benefit Exchange Maryland	MHBE	Aaron Jacobs	Aaron Jacobs	Aaron Jacobs
Health Insurance Plan Maryland	MHIP	Cynthia Deickman	Cynthia Deickman	Cynthia Deickman
Higher Education Commission, Maryland	MHEC	Jennifer Frank	Jon Enriquez	Gregory Fitzgerald
Historic St. Mary's City Commission	HSMC	Catherine Pratson	Melvin A. McClintock	Melvin A. McClintock

## Appendix C

Housing and Community Development Department of	DHCD	Gordon Outlaw	Gordon Outlaw	Gordon Outlaw
Human Resources Department of	DHR	Carl W. Bailey, Jr.	Carl W. Bailey, Jr.	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	Karen Williford	Jan Bryant	Jan Bryant
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 Allen	William Allen
Morgan State University	MSU	Dr. Willie Larkin	Karen Drake	Karen Drake
Natural Resources, Department of	DNR	Mark Hoffman	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	Captain Bonnie Morris	Captain Bonnie Morris Sergeant Stacey Gappert	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 Paris Lee Genice Fowler Pamela Perez	Paris Lee
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	Debra Johnson	Jacqueline Wallace
St. Mary's College of Maryland	SMCM	Catherine Pratson	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	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

## Appendix C

Transportation, Maryland Department of	MDOT	Jan Bryant	Vacant	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	Emmanuel Ansah	Michele Gardner
Motor Vehicle Administration	MVA	Alvinia Kelly	Darrell Davis	Vacant
State Highway Administration	SHA	Doreen Winey	Pamela Jenkins-Dobson	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	Steven Alfred	Steven Alford	Allison Butler
Veteran Affairs, Maryland Department	MDVA	John Kearns	Rose Bean	Rose Bean
Worker's Compensation Commission	WCC	Theresa Cornish	James Moore	James Moore

# **GLOSSARY**

## GLOSSARY

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

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

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

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

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

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

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

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

**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).

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### EXECUTIVE SERVICE:

(a) ***Executive Branch*** – Except as otherwise provided by law, the following positions in the Executive Branch of State government are in the executive service:

- (1) the chief administrator of a principal unit or a comparable position that is not excluded from the State Personnel Management System under § 6-301 of this title as a constitutional or elected office; and
- (2) a deputy secretary or assistant secretary of a principal unit or a position that the Secretary determines has similar stature.

(b) ***Other positions*** –The executive service includes any other position that is determined by the Secretary to be in the executive service. (Annotated Code of Maryland, State Personnel and Pensions Article, § 6-404).

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

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

### MANAGEMENT SERVICE:

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

- (1) primarily involves direct responsibility for the oversight and management of personnel and financial resources;
- (2) requires the exercise of discretion and independent judgment; and
- (3) is not in the executive service.

(b) ***Other positions*** –The management service includes any other position that is determined by the Secretary to be in the management service. (Annotated Code of Maryland, State Personnel and Pensions Article, § 6-403).

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

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

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

### **PROFESSIONAL SERVICE:**

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

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

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

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

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

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

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

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### **SKILLED SERVICE:**

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

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

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

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

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

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

## Racial/Ethnic Categories

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

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

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

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

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

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

**Multiracial:** Two or more races.

## **Description of Job Categories**

**Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division and fire chief and inspectors, examiners (*bank, hearing, motor vehicle, warehouse*), inspectors (*construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation*), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

**Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

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

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

**Administrative Support:** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

**Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and grounds keepers, refuse collectors, construction laborers, park rangers, (*maintenance*), farm workers (*except managers*), craft apprentices/trainees/helpers, and kindred workers.

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**Skilled Craft Workers:** Occupations in which workers perform jobs, which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work, which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, kindred workers.

**Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (*medical, dental, electronic, physical sciences*), police and fire sergeants, inspectors (*production or processing inspectors, testers and weighers*), and kindred workers.