

Maryland

Department of Budget and Management



Annual Statewide Equal Employment Opportunity Report - Fiscal Year 2015



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

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SECTION ONE

EXECUTIVE

SUMMARY

SECTION 1: EXECUTIVE SUMMARY

Commitment to Equal Employment Opportunity

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

State employees in the Executive Branch of State government are held to the highest possible ethical standards, with integrity being of the utmost importance. Having a strong commitment to these Standards is simply the right thing to do and it ensures that good government practices will be in place from the top to the bottom of this administration, said Governor Larry Hogan. In the Executive Order, 01.01.2015.08, Standards of Conduct for Executive Branch Employees and Reporting of Misconduct, Governor Hogan emphasized State employees responsibility to exhibit exemplary conduct and use honest efforts in the performance of our duties.

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

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

2015 EEO Highlights

During calendar 2015, the Office of the Statewide EEO Coordinator engaged State agencies and the State's EEO professionals in a number of EEO program activities and assisted agencies in becoming model employers. The office continues to focus on compliance, training, outreach, and diversity awareness.

In order to ensure compliance with State and federal EEO laws, policies and practices, the OSEEOC has continued to conduct ongoing compliance audits to review and monitor the EEO programs in each State agency. The office conducted 4 agency compliance audits in 2015 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 Retreat – The event was attended by approximately 75 EEO professionals from various State agencies. The retreat served to reinforce the knowledge of the EEO professionals through results-oriented workshops and interactive case study investigations. This retreat also provided the participants with the benefit of experiencing diverse perspectives in EEO and diversity, the ability to build consensus team results and greater knowledge of the protections afforded to all State employees. Dynamic speakers delivered energetic and engaging workshops on EEO and diversity related topics.
- Providing guidance and technical assistance to agency Fair Practices, EEO and ADA officers and other agency officials and employees.
- Providing training and instruction on non-visual access for individuals with sight impairments.

During 2015, 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 2015 and trends since fiscal 2010 are presented in Sections 3-10. Notable findings and trends are discussed briefly below.

Workforce Diversity

Maryland State government employs individuals from a wide range of racial and ethnic groups. Minorities make up half of the State's workforce (Exhibit 1) and African Americans represent a larger share of the State government's workforce compared to Maryland's Civilian Labor Force (CLF), (Exhibit 2). Minorities represent a slightly larger share of State government's

workforce than in 2010 while the percentage of females decreased from 56% in fiscal 2010, to 55% in fiscal 2015 (Exhibit 3).

During fiscal 2015, 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 41% (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 47% of State workers under the age of 50 are African-American. That percentage declines among older workers, with African-Americans making up 44% of workers between 50-59, and 36% of workers age 60-69 (Exhibit 6).

Advancement Opportunities

In fiscal 2015, 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 56% of all promotions and 56% of reclassifications. African-Americans – who represent 45% of the workforce – accounted for 39% of the promotions and 42% of the reclassifications (Exhibit 7).

Disciplinary Personnel Transactions

African-Americans were over-represented with respect to suspensions (66%) and represented (47%) terminations in fiscal 2015. There was only (1) African American disciplinary demotion in fiscal 2015 compared to (17) in fiscal 2014 (Exhibit 8).

Disparities Remain

Although women and minorities are well represented in State government, significant disparities remain between the genders and races with respect to employment responsibilities and pay. Whites, for example, hold 72% of positions classified as Officials and Administrators and 54% of positions classified as Professionals. African-Americans in contrast hold 76% of the Service/Maintenance positions. With respect to special appointments, 67% 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 (87%).

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 \$4,904 more than female employees in fiscal 2015, while Whites were paid an average of \$8,866 more than African-Americans and \$790 more than other minorities (Exhibit 9). The salary gap between men and women of the same race, however dropped from 2010 to 2015 for Whites and African-Americans. Salaries of white men exceeded those of white women by \$4,686 in 2015, a decrease over the \$5,626 gap in 2010. The gap between African-American males and females fell from \$2,576 in 2010 to \$1,624 in 2015.

The greatest impediment to closing the salary gap for African-Americans is their disproportionate share of low paying jobs. African-Americans hold more than half of positions classified as Grade 9 or below. The grade with the largest number of African-American workers is Grade 13, which pays a maximum of \$50,023.

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, Latino and other diversity recruitment. Launching of the new recruitment module of the Automated Statewide Personnel System has enhanced the ability of applicants to search for employment opportunities in the State. The State continues to use the Internet, Facebook, and Twitter to share job announcements. In addition, partnerships and alliances have been expanded with minority and disability professional organizations to engage their membership, increase networking opportunities and inform them about employment opportunities in State government. The State has also added a diversity statement to the State job application to affirm its commitment to equal employment opportunity and encourage diverse group members to apply for State positions.

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

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

Other Data

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

- 341 reasonable accommodation requests were received from State employees and applicants for State employment in fiscal 2015. 84% of the requests were granted.

- Complaints of discrimination increased from 429 in fiscal 2014, to 495 in fiscal 2015.
- The vast majority of employees at the University System of Maryland (56%) and St. Mary's College of Maryland (77%) were white. Approximately 46% of faculty and research positions in the System were filled by whites. Females comprised 53% of the workforce; while males comprised 47% of the workforce.
- African-Americans composed the majority of workers at Morgan State University (74%) and Baltimore City Community College (70%). Women held 52% of the positions at Morgan State University and 60% of the positions at Baltimore City Community College.

Exhibit 1

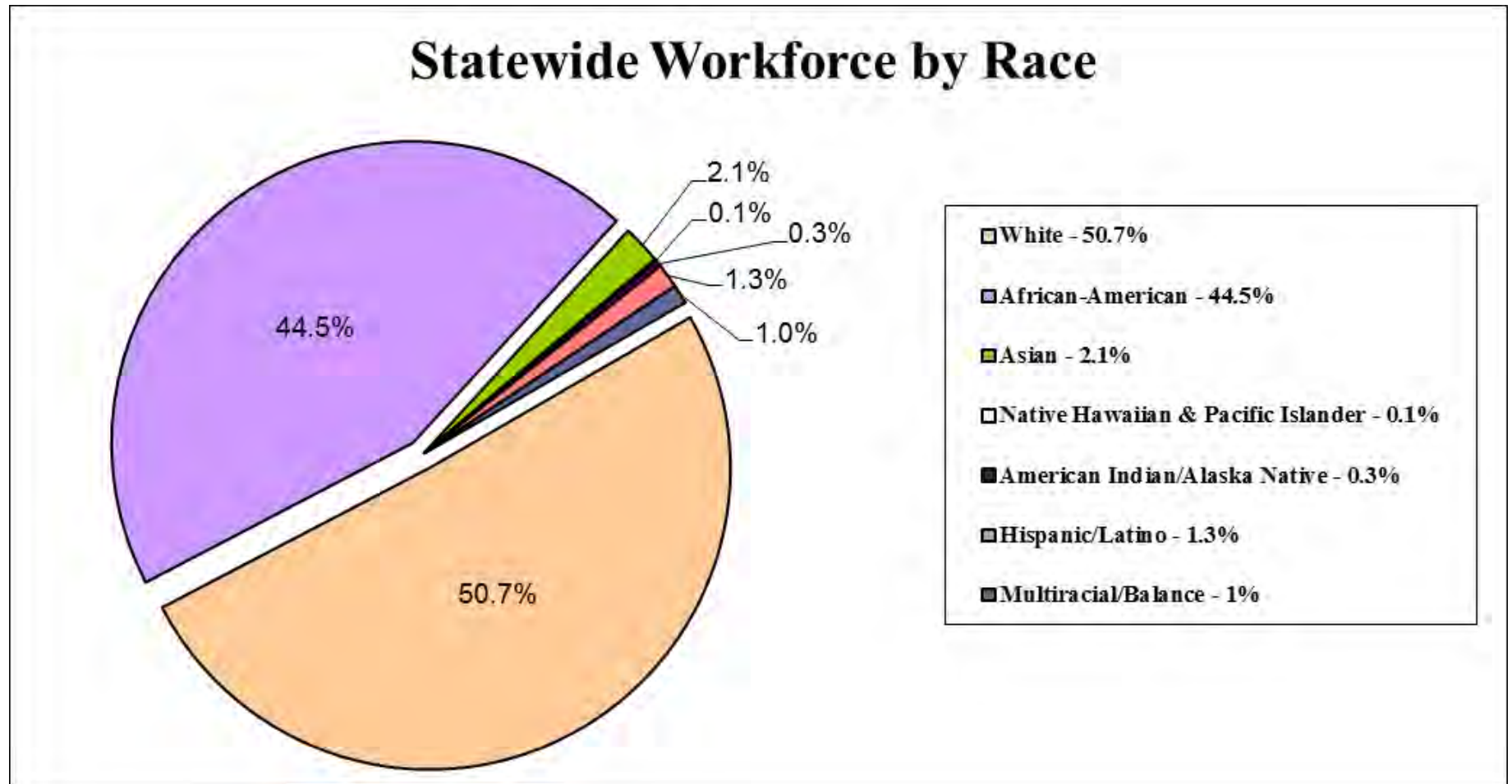


Exhibit 2

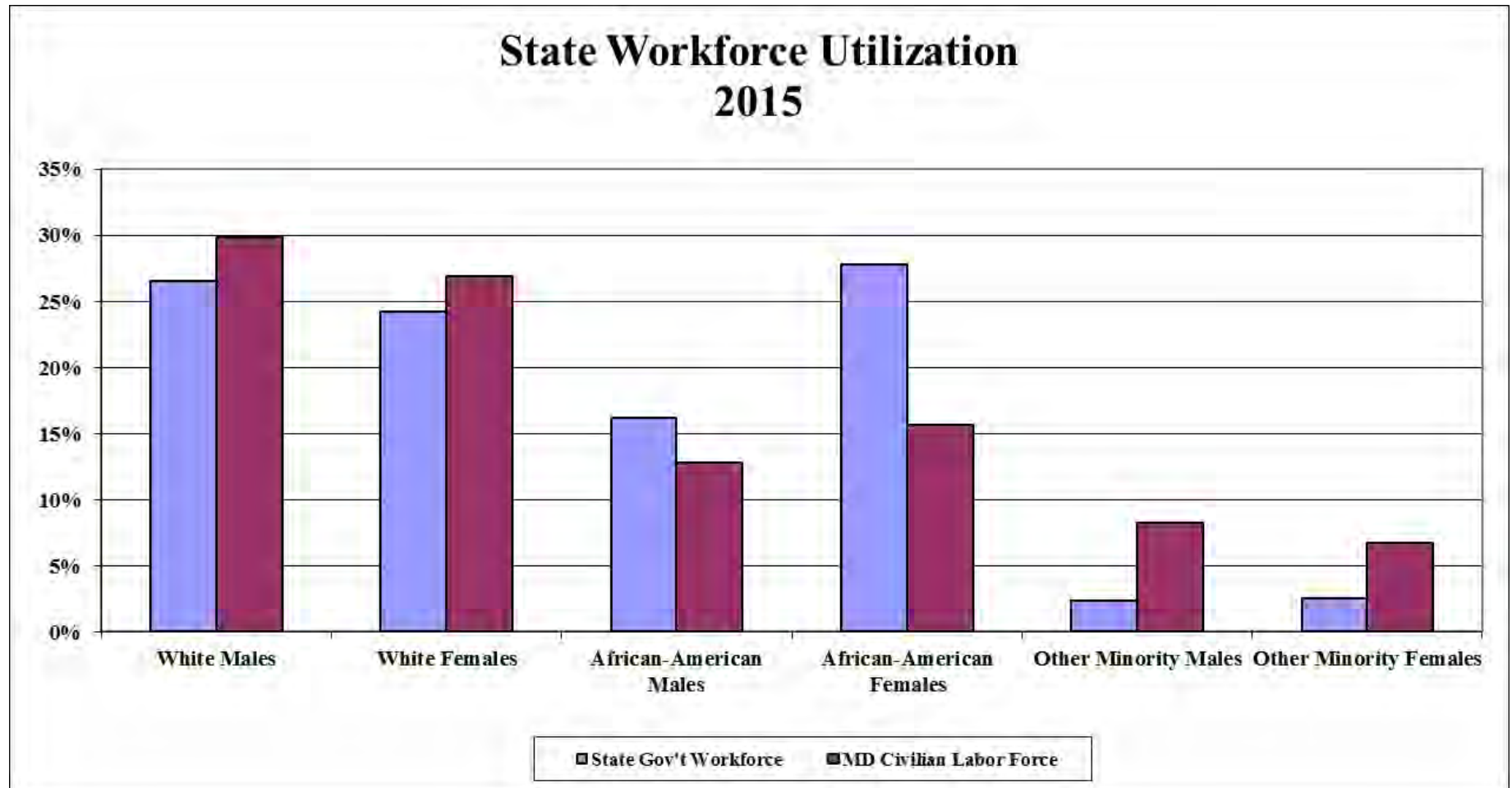


Exhibit 3

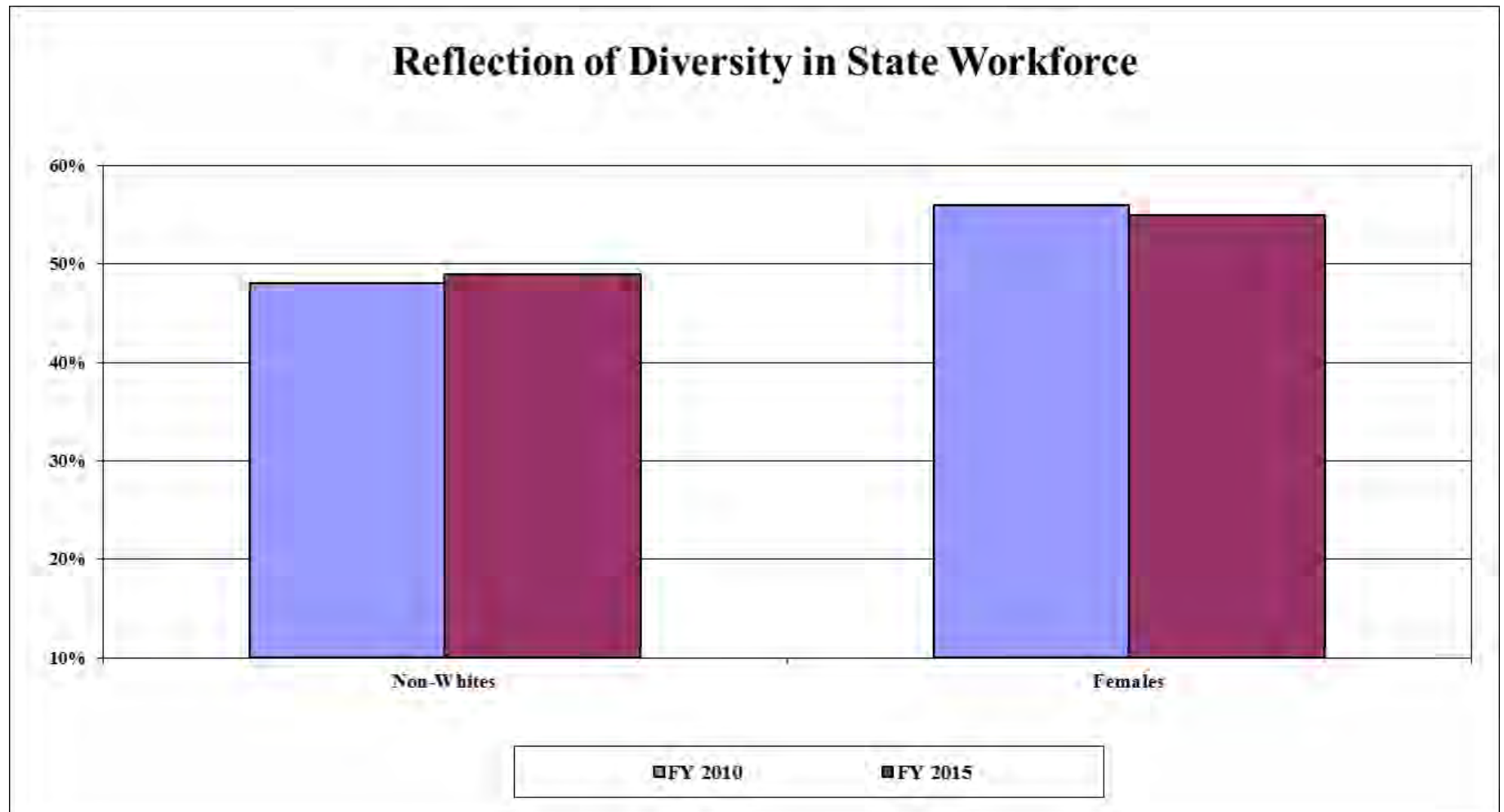


Exhibit 4

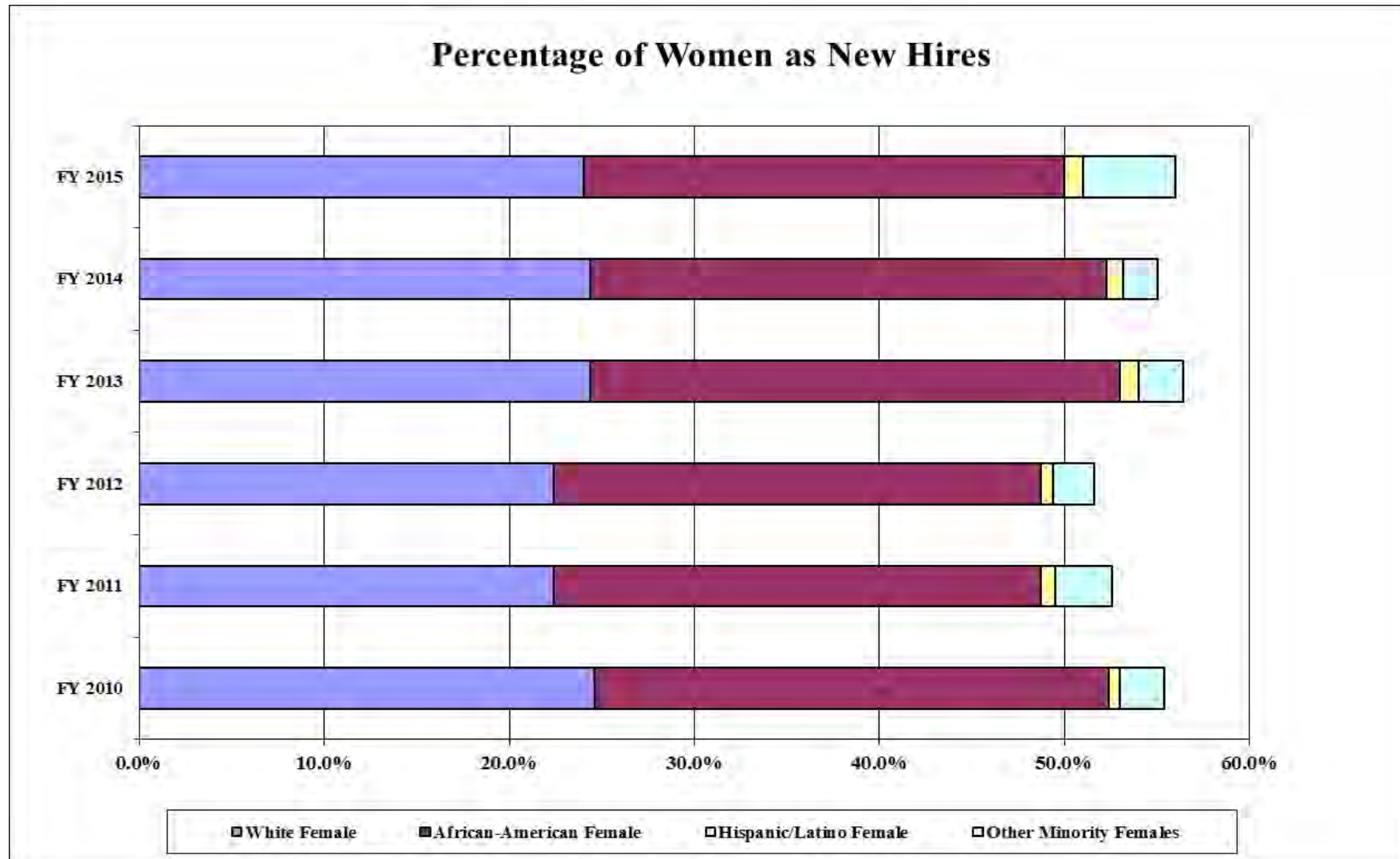


Exhibit 5

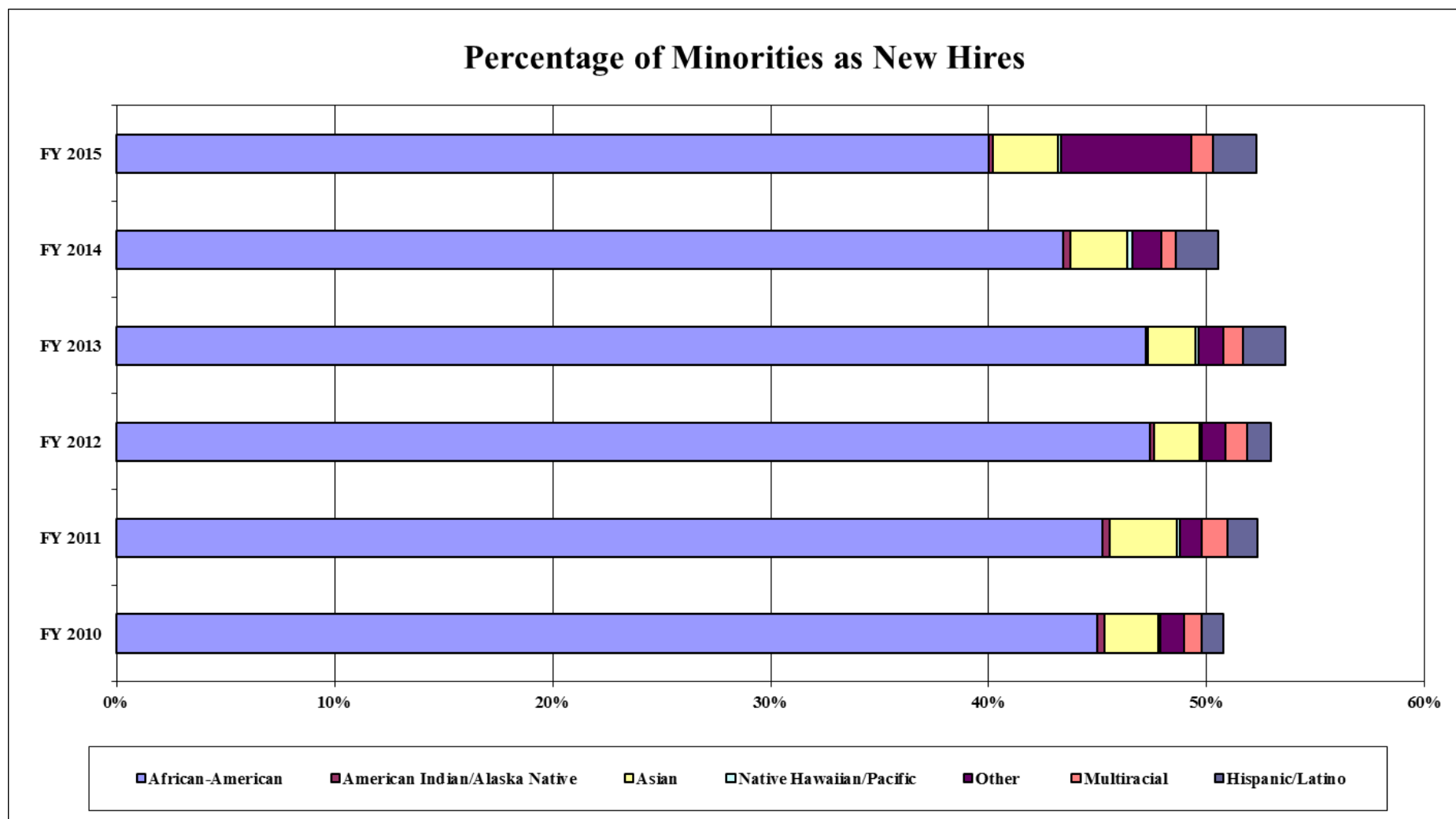


Exhibit 6

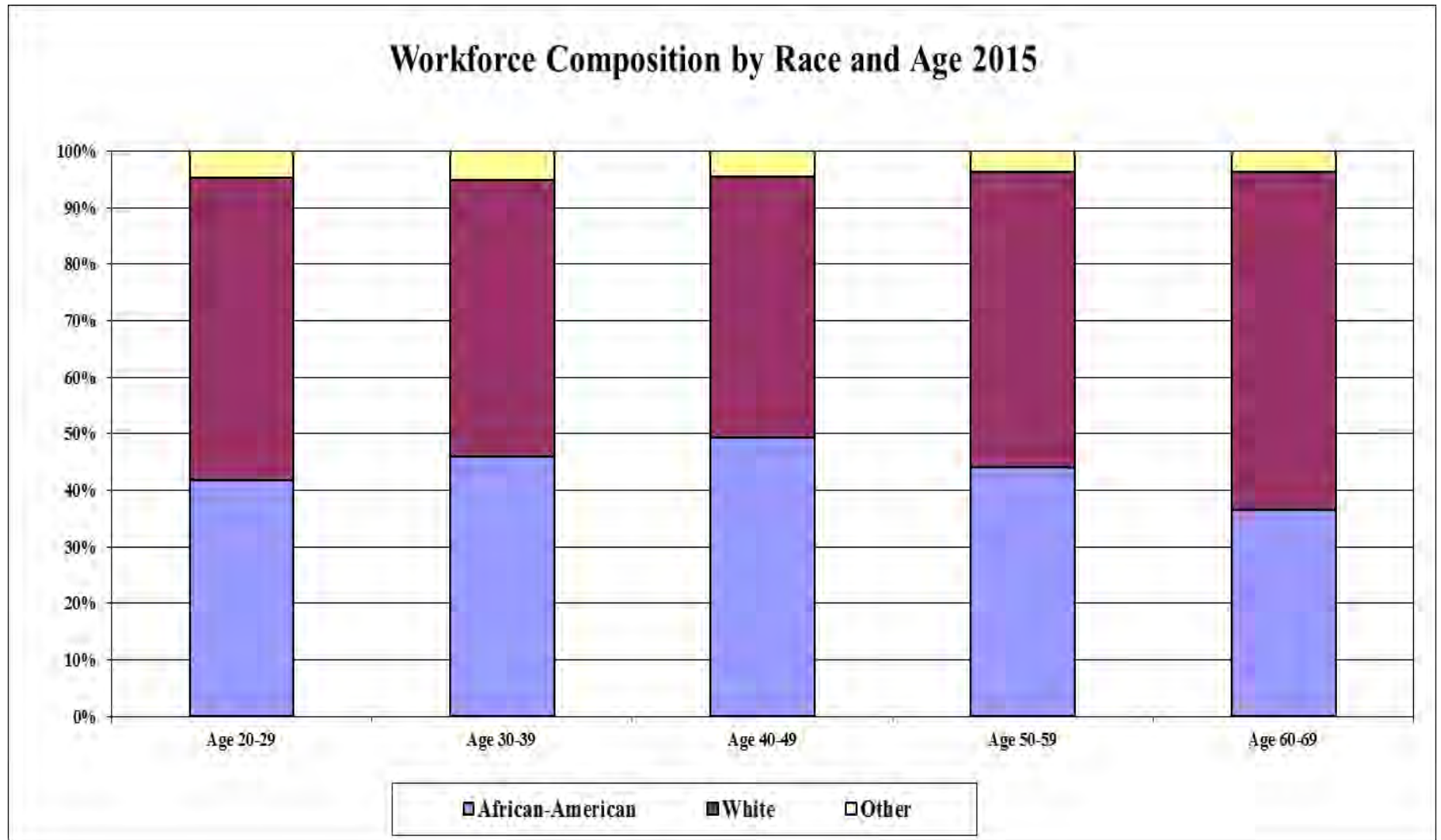


Exhibit 7

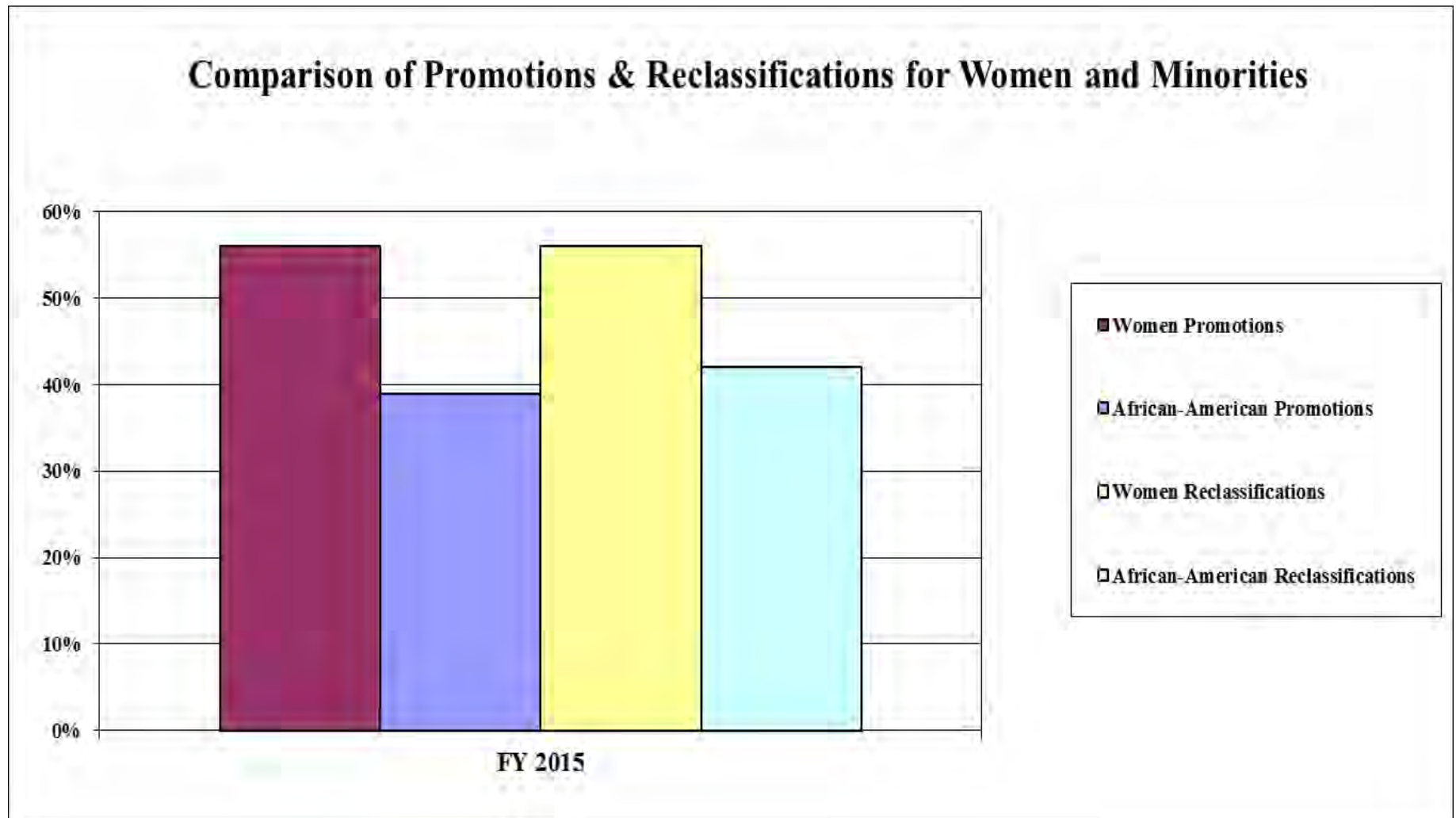


Exhibit 8

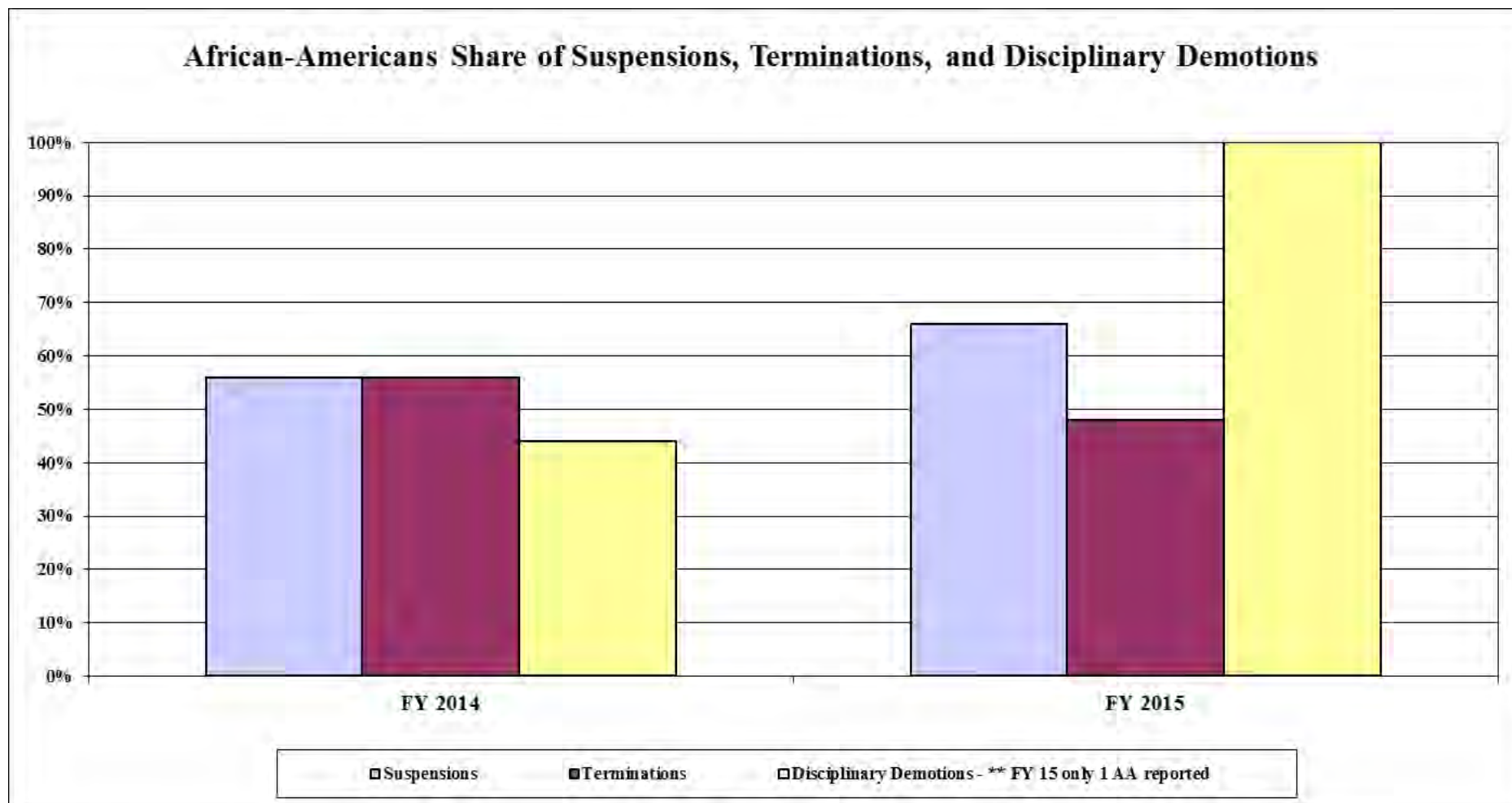


Exhibit 9

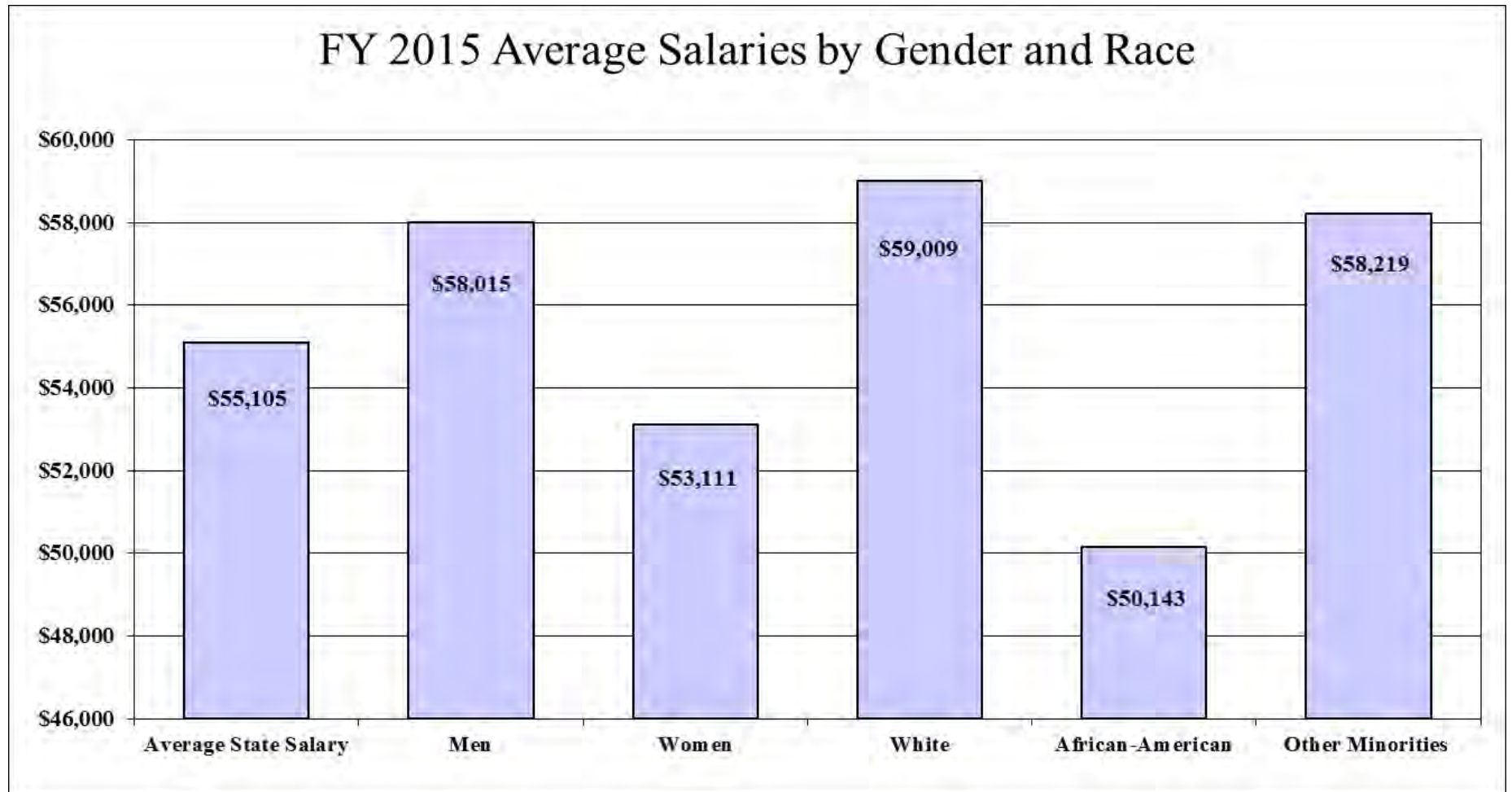
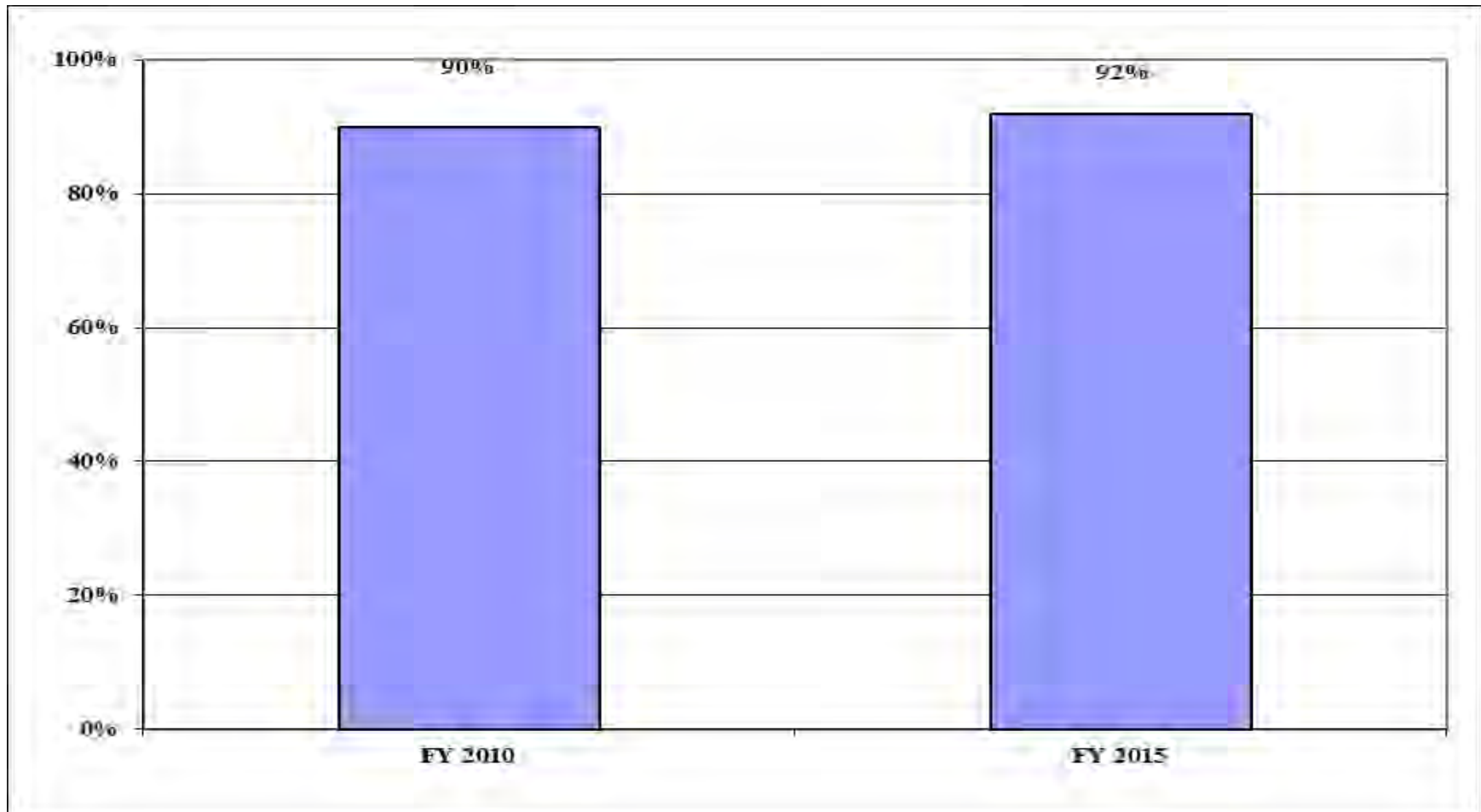


Exhibit 10

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. The State of Maryland is committed to providing a work environment free from discrimination and protecting all State employees from discrimination. The Equal Employment Opportunity Program ensures that State government maintains a qualified diverse workforce and investigates and resolves allegations of discrimination and unlawful hiring practices in the work place.

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

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

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

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

THE OFFICE OF THE STATEWIDE EQUAL EMPLOYMENT OPPORTUNITY COORDINATOR

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

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

The OSEEOC is responsible for the following specific tasks:

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

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

SECTION THREE

STATEWIDE

WORKFORCE

STATISTICS

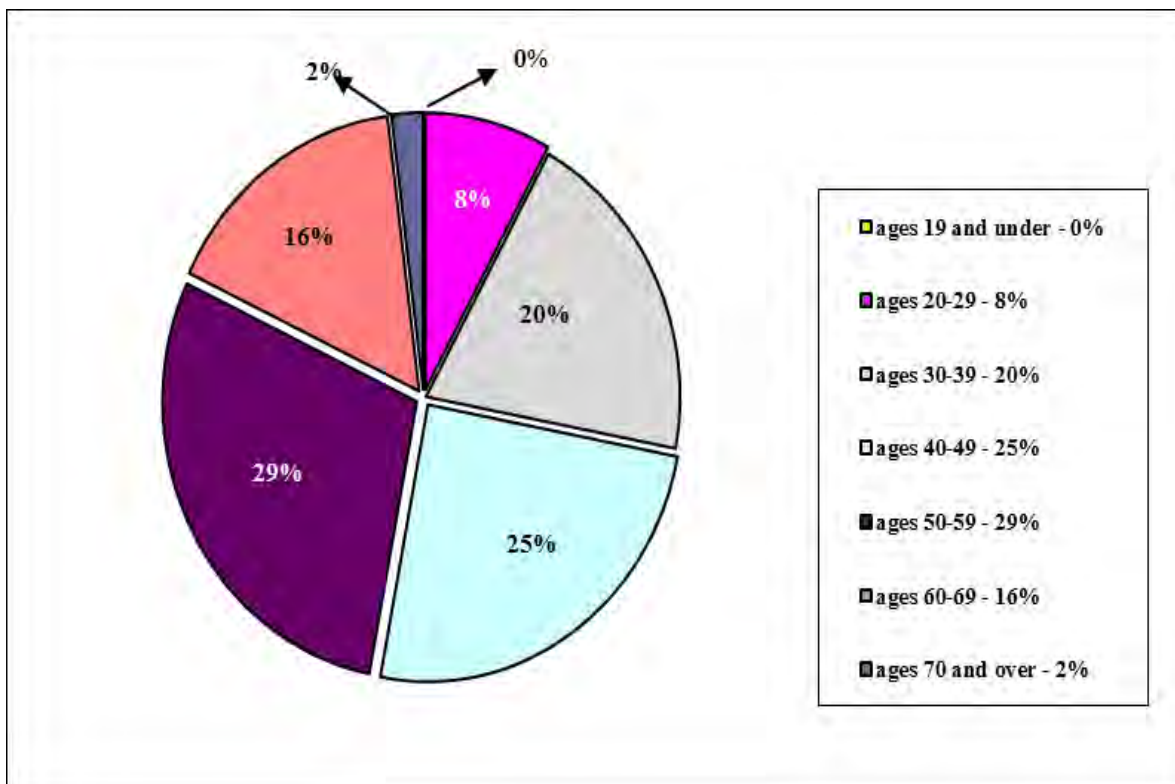
SECTION 3: STATEWIDE WORKFORCE STATISTICS

The Fiscal Year 2015 Annual EEO Report contains data on the total number of State employees in the Executive Branch of State government.

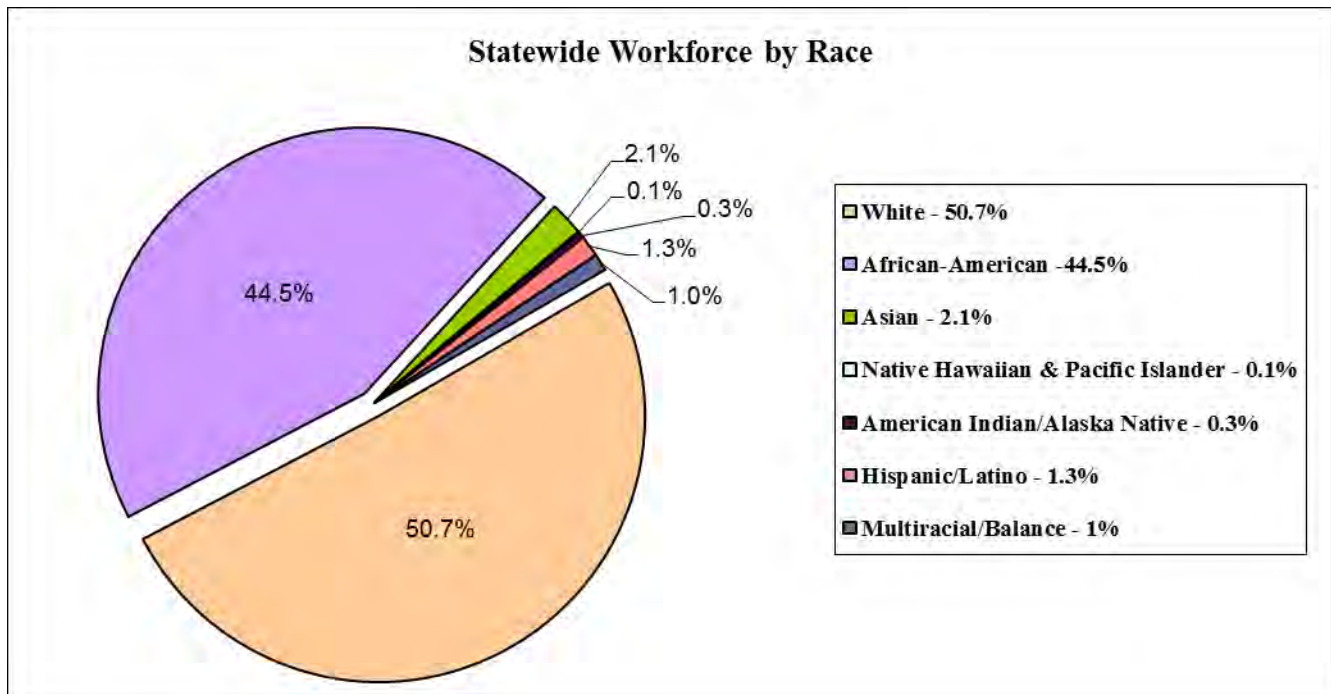
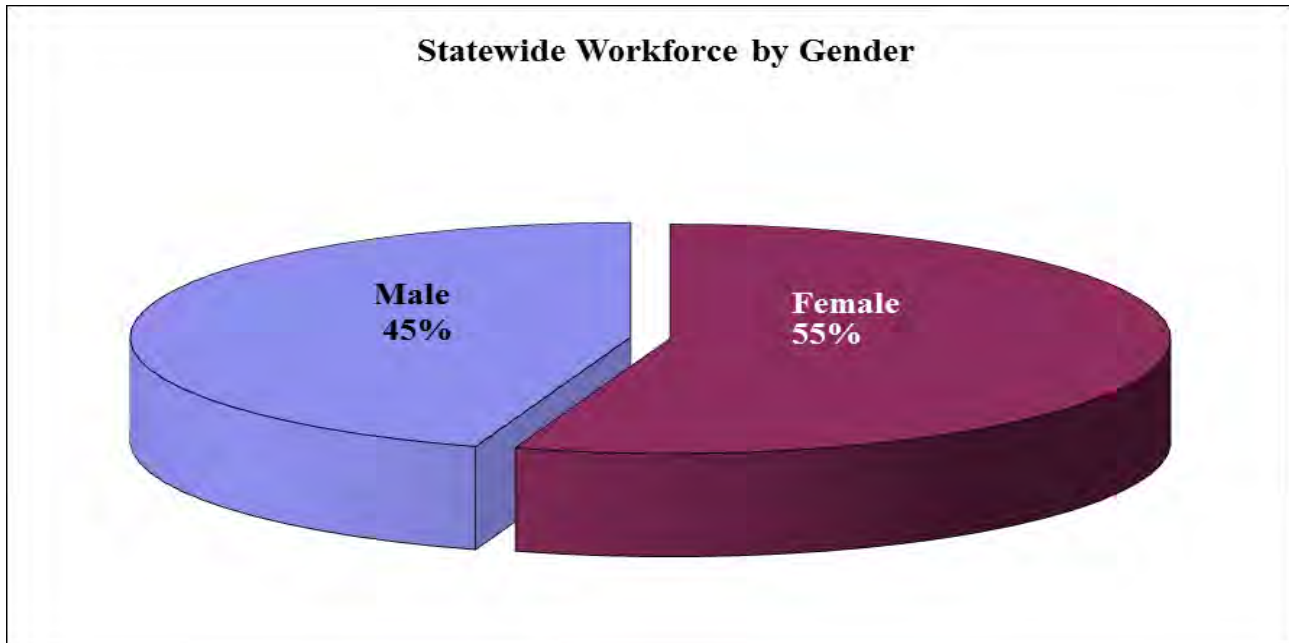
Highlights of the demographic information presented in the following charts include:

- Maryland has a racially diverse workforce with African-Americans holding 45% of State positions and workers identifying themselves as belonging to other minority groups holding 5% of positions.
- Females represent 55% of the State's workforce in fiscal 2015, a slight decrease from 2010 (56%).
- Over 72% of the State's workforce in fiscal 2015 was age 40 or older.

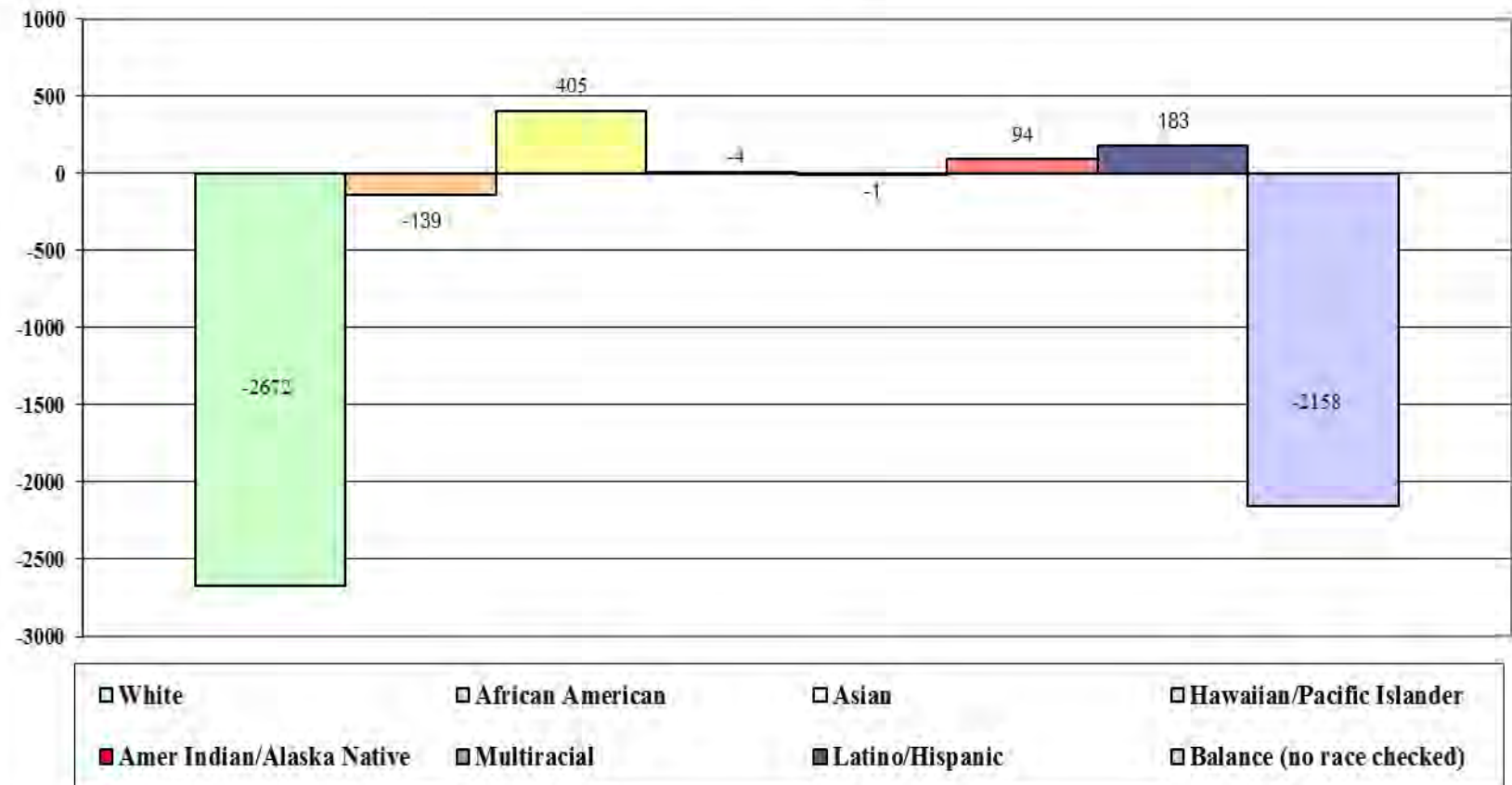
Statewide Workforce by Age



SECTION 3 - SUMMARY HIGHLIGHTS



Change in Employees by Race from Fiscal Year 2010 and 2015



TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2015

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	4,689	2,364	2,325	1834	1529	411	659	6	10	65	65	3	4	9	4	13	20	23	34
		50%	50%	39%	33%	9%	14%	0.13%	0.21%	1.39%	1.39%	0.06%	0.09%	0.19%	0.09%	0.28%	0.43%	0.49%	0.73%
Professionals	20,603	6,915	13,688	4229	6764	2165	6206	26	26	302	340	10	11	23	7	60	147	100	187
		34%	66%	21%	33%	11%	30%	0.13%	0.13%	1.47%	1.65%	0.05%	0.05%	0.11%	0.03%	0.29%	0.71%	0.49%	0.91%
Technicians	2,642	1,723	919	1248	531	398	358	5	2	32	6	0	0	2	1	12	10	26	11
		65%	35%	47%	20%	15%	14%	0.19%	0.08%	1.21%	0.23%	0%	0.00%	0.08%	0.04%	0.45%	0.38%	0.98%	0.42%
Protective Service Workers: <i>Sworn</i>	2,027	1,822	205	1328	106	408	93	4	0	23	0	5	0	4	2	4	2	46	2
		90%	10%	66%	5%	20%	5%	0.20%	0%	1.13%	0.00%	0.25%	0%	0.20%	0.10%	0.20%	0.10%	2.27%	0.10%
Protective Service Workers: <i>Non-Sworn</i>	9,266	5,665	3,601	2972	622	2575	2917	5	5	42	12	4	2	1	0	28	17	38	26
		61%	39%	32%	7%	28%	31%	0.05%	0.05%	0.45%	0.13%	0.04%	0.02%	0.01%	0.00%	0.30%	0.18%	0.41%	0.28%
Administrative Support	7,348	922	6,426	359	2714	490	3427	2	18	44	83	4	7	2	8	6	55	15	114
		13%	87%	5%	37%	7%	47%	0.03%	0.24%	0.60%	1.13%	0.05%	0.10%	0.03%	0.11%	0.08%	0.75%	0.20%	1.55%
Skilled Craft Workers	1,920	1,864	56	1236	33	559	20	5	0	22	0	3	0	2	0	12	0	25	3
		97%	3%	64%	2%	29%	1%	0.26%	0%	1.15%	0%	0.16%	0%	0.10%	0%	0.63%	0%	1.30%	0.16%
Service/Maintenance	2,864	1,797	1,067	412	136	1293	887	6	2	16	13	6	4	30	10	14	3	20	12
		63%	37%	14%	5%	45%	31%	0.21%	0.07%	0.56%	0.45%	0.21%	0.14%	1.05%	0.35%	0.49%	0.10%	0.70%	0.42%
TOTAL	51,359	23,072	28,287	13,618	12,435	8,299	14,567	59	63	546	519	35	28	73	32	149	254	293	389
		45%	55%	26.5%	24.2%	16.2%	28.4%	0.11%	0.12%	1.06%	1.01%	0.07%	0.05%	0.14%	0.06%	0.29%	0.49%	0.57%	0.76%

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

FULL-TIME AND PART-TIME EMPLOYEES PERCENTAGE CHANGE — FY 2010 & FY 2015																					
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	2015	TOTAL	4,689	2,364	2,325	1,834	1,529	411	659	6	10	65	65	3	4	9	4	13	20	23	34
				50.4%	49.6%	39.1%	32.6%	8.77%	14.1%	0.13%	0.21%	1.39%	1.39%	0.06%	0.09%	0.19%	0.09%	0.28%	0.43%	0.49%	0.73%
	2010	TOTAL	4,500	2,359	2,141	1,804	1,445	363	544	3	3	36	24	2	1	126	91	10	10	15	23
52.4%				47.6%	40.1%	32.1%	8.07%	12.09%	0.07%	0.07%	0.80%	0.53%	0.04%	0.02%	2.80%	2.02%	0.22%	0.22%	0.33%	0.51%	
Professionals	2015	TOTAL	20,603	6,915	13,688	4,229	6,764	2,165	6,206	26	26	302	340	10	11	23	7	60	147	100	187
				33.6%	66.4%	20.5%	32.8%	10.51%	30.1%	0.13%	0.13%	1.47%	1.65%	0.05%	0.05%	0.11%	0.03%	0.29%	0.71%	0.49%	0.91%
	2010	TOTAL	22,029	7,459	14,570	4,651	7,461	2,110	6,132	20	29	212	215	7	12	347	508	37	87	75	126
33.9%				66.1%	21.1%	33.9%	9.58%	27.8%	0.09%	0.13%	0.96%	0.98%	0.03%	0.05%	1.58%	2.31%	0.17%	0.39%	0.34%	0.57%	
Technicians	2015	TOTAL	2,642	1,723	919	1,248	531	398	358	5	2	32	6	-	-	2	1	12	10	26	11
				65.2%	34.8%	47.2%	20.1%	15.06%	13.6%	0.19%	0.08%	1.21%	0.23%	0%	0.00%	0.08%	0.04%	0.45%	0.38%	0.98%	0.42%
	2010	TOTAL	3,097	1,576	1,521	1,144	766	341	691	5	1	28	4	2	2	27	27	18	11	11	19
50.9%				49.1%	36.9%	24.7%	11.01%	22.3%	0.16%	0.03%	0.90%	0.13%	0.06%	0.06%	0.87%	0.87%	0.58%	0.36%	0.36%	0.61%	
Protective Service Workers: Sworn	2015	TOTAL	2,027	1,822	205	1,328	106	408	93	4	-	23	-	5	-	4	2	4	2	46	2
				89.9%	10.1%	65.5%	5.2%	20.13%	4.6%	0.20%	0%	1.13%	0.00%	0.25%	0%	0.20%	0.10%	0.20%	0.10%	2.27%	0.10%
	2010	TOTAL	2,256	2,011	245	1,502	128	400	106	2	-	9	1	1	-	62	8	2	1	33	1
89.1%				10.9%	66.6%	5.7%	17.73%	4.7%	0.09%	0%	0.40%	0%	0.04%	0%	2.75%	0.35%	0.09%	0.04%	1.46%	0.04%	
Protective Service Workers: Non-Sworn	2015	TOTAL	9,266	5,665	3,601	2,972	622	2,575	2,917	5	5	42	12	4	2	1	-	28	17	38	26
				61.1%	38.9%	32.1%	6.7%	27.79%	31.5%	0.05%	0.05%	0.45%	0.13%	0.04%	0.02%	0.01%	0.00%	0.30%	0.18%	0.41%	0.28%
	2010	TOTAL	9,070	5,617	3,453	2,917	514	2,349	2,718	7	4	20	2	4	1	263	186	29	16	28	12
61.9%				38.1%	32.2%	5.7%	25.90%	29.97%	0.08%	0.04%	0.22%	0.02%	0.04%	0.01%	2.90%	2.05%	0.32%	0.18%	0.31%	0.13%	
Administrative Support	2015	TOTAL	7,348	922	6,426	359	2,714	490	3,427	2	18	44	83	4	7	2	8	6	55	15	114
				12.5%	87.5%	4.9%	36.9%	6.67%	46.6%	0.03%	0.24%	0.60%	1.13%	0.05%	0.10%	0.03%	0.11%	0.08%	0.75%	0.20%	1.55%
	2010	TOTAL	7,287	748	6,539	312	2,928	372	3,227	1	17	28	61	3	10	19	170	7	48	6	78
10.3%				89.7%	4.3%	40.2%	5.10%	44.3%	0.01%	0.23%	0.38%	0.84%	0.04%	0.14%	0.26%	2.33%	0.10%	0.66%	0.08%	1.07%	
Skilled Craft Workers	2015	TOTAL	1,920	1,864	56	1,236	33	559	20	5	-	22	-	3	-	2	-	12	-	25	3
				97.1%	2.9%	64.4%	1.7%	29.11%	1.0%	0.26%	0%	1.15%	0%	0.16%	0.0%	0.10%	0.00%	0.63%	0.00%	1.30%	0.16%
	2010	TOTAL	1,991	1,929	62	1,283	40	565	22	11	-	19	-	4	-	17	-	12	-	18	-
96.9%				3.1%	64.4%	2.0%	28.38%	1.10%	0.55%	0%	0.95%	0%	0.20%	0.0%	0.85%	0.00%	0.60%	0.00%	0.90%	0%	
Service Maintenance	2015	TOTAL	2,864	1,797	1,067	412	136	1,293	887	6	2	16	13	6	4	30	10	14	3	20	12
				62.7%	37.3%	14.4%	4.7%	45.15%	31.0%	0.21%	0.07%	0.56%	0.45%	0.21%	0.14%	1.05%	0.35%	0.49%	0.10%	0.70%	0.42%
	2010	TOTAL	3,961	2,077	1,884	556	490	1,405	1,307	5	4	20	12	5	6	50	46	17	5	19	14
52.4%				47.6%	14.0%	12.4%	35.47%	33.0%	0.13%	0.10%	0.50%	0.30%	0.13%	0.15%	1.26%	1.16%	0.43%	0.13%	0.48%	0.35%	

STATEWIDE WORKFORCE BY AGE

AGE	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
19 or under	2	2	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0
		100%	0%	0%	0%	58.5%	0%	0%	0%	0.00%	0%	0%	0%	50%	0%	0%	0%	0.00%	0.00%
20-29	3,369	1,657	1,712	1,095	695	483	937	2	2	27	26	5	1	0	0	15	15	30	36
		49%	51%	33%	21%	14%	28%	0.06%	0.06%	0.80%	0.77%	0.15%	0.03%	0.00%	0.00%	0.45%	0.45%	0.89%	1.07%
30-39	8,258	3,399	4,859	2,119	1,939	1,116	2,651	5	11	83	112	5	5	0	0	20	57	51	84
		41%	59%	26%	23%	14%	32%	0.06%	0.13%	1.01%	1.36%	0.06%	0.06%	0.00%	0.00%	0.24%	0.69%	0.62%	1.02%
40-49	10,354	4,216	6,138	2,432	2,395	1,619	3,435	6	12	80	126	4	7	0	1	24	54	51	108
		41%	59%	23%	23%	16%	33%	0.06%	0.12%	0.77%	1.22%	0.04%	0.07%	0.00%	0.01%	0.23%	0.52%	0.49%	1.04%
50-59	11,896	4,409	7,487	2,632	3,566	1,596	3,656	12	21	98	99	4	6	1	0	23	69	43	70
		37%	63%	22%	30%	13%	31%	0.10%	0.18%	0.82%	0.83%	0.03%	0.05%	0.01%	0.00%	0.19%	0.58%	0.36%	0.59%
60-69	6,570	2,704	3,866	1,788	2,135	793	1,609	8	4	68	63	3	5	0	0	11	14	33	36
		41%	59%	27%	32%	12%	24%	0.12%	0.06%	1.04%	0.96%	0.05%	0.08%	0.00%	0.00%	0.17%	0.21%	0.50%	0.55%
70 and over	740	394	346	273	218	84	111	6	1	25	14	1	0	0	0	0	2	5	0
		53%	47%	37%	29%	11%	15%	1%	0%	3.4%	1.9%	0%	0%	0.0%	0.0%	0.0%	0.3%	0.7%	0.0%
TOTAL	41,189	16,781	24,408	10,339	10,948	5,692	12,399	39	51	381	440	22	24	2	1	93	211	213	334
		41%	59%	25.1%	26.6%	13.8%	30.1%	0.09%	0.12%	0.93%	1.07%	0.05%	0.06%	0.00%	0.00%	0.23%	0.51%	0.52%	0.81%

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

STATEWIDE WORKFORCE BY SERVICE TYPE

Service Type	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Executive	1,063	637	426	483	272	116	128	0	1	19	13	0	0	8	2	6	3	5	7
		60%	40%	45%	26%	11%	12%	0%	0.09%	1.8%	1.2%	0%	0%	0.75%	0.19%	0.56%	0.28%	0.47%	0.66%
Independent	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Management	2,038	991	1,047	761	655	178	330	6	3	31	29	2	2	0	1	4	13	9	14
		49%	51%	37%	32%	9%	16%	0.29%	0%	1.52%	1.42%	0.10%	0.10%	0.00%	0.05%	0.20%	0.64%	0.44%	0.69%
Professional	3,937	803	3,134	565	2,062	191	925	4	5	31	75	2	4	0	0	2	35	8	28
		20%	80%	14%	52%	5%	23%	0.10%	0.13%	0.79%	1.91%	0.05%	0.10%	0.00%	0.00%	0.05%	0.89%	0.20%	0.71%
Skilled Service	30,814	13,244	17,570	7,710	6,530	4,997	10,326	24	39	266	272	16	15	0	0	76	144	155	244
		43%	57%	25%	21%	16%	34%	0.08%	0.13%	0.86%	0.88%	0.05%	0.05%	0.00%	0.00%	0.25%	0.47%	0.50%	0.79%
Special Appointment	3,890	1,499	2,391	1,105	1,509	296	758	5	3	43	60	1	3	0	0	11	16	38	42
		39%	61%	28%	39%	8%	19%	0.13%	0.08%	1.11%	1.54%	0%	0.08%	0.00%	0.00%	0.28%	0.41%	0.98%	1.08%
Designated Political Appointment	346	136	210	110	144	21	52	0	1	4	5	0	0	0	0	0	3	1	5
		39%	61%	32%	42%	6%	15%	0%	0.29%	1.16%	1.45%	0%	0%	0.00%	0.00%	0%	0.87%	0%	1.45%
MDOT Commission	6	5	1	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		83%	17%	83%	17%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Permanent MTA Union	2,538	1,621	917	320	15	1,234	883	3	1	6	0	5	4	32	12	12	2	9	0
		64%	36%	13%	1%	49%	35%	0.12%	0.04%	0.24%	0%	0.20%	0.16%	1.26%	0.47%	0.47%	0.08%	0.35%	0%
Uniform Police	19	16	3	9	1	5	2	0	0	0	0	0	0	2	0	0	0	0	0
		84%	16%	47%	5%	4%	11%	0%	0%	0.00%	0.00%	0.00%	0%	11%	0%	0.00%	0%	0.00%	0.00%
Transportation Service	6,708	4,120	2,588	2,550	1,246	1,261	1,163	17	10	146	65	9	0	31	17	38	38	68	49
		61%	39%	38%	19%	19%	17%	0.25%	0.15%	2.18%	0.97%	0.13%	0%	0.46%	0.25%	0.57%	0.57%	1.01%	0.73%
TOTAL	51,359	23,072	28,287	13,618	12,435	8,299	14,567	59	63	546	519	35	28	73	32	149	254	293	389
		45%	55%	26.5%	24.2%	16.2%	28.4%	0.11%	0.12%	1.06%	1.01%	0.07%	0.05%	0.14%	0.06%	0.29%	0.49%	0.57%	0.76%

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

SECTION FOUR

WORKFORCE

UTILIZATION

SECTION 4: WORKFORCE UTILIZATION

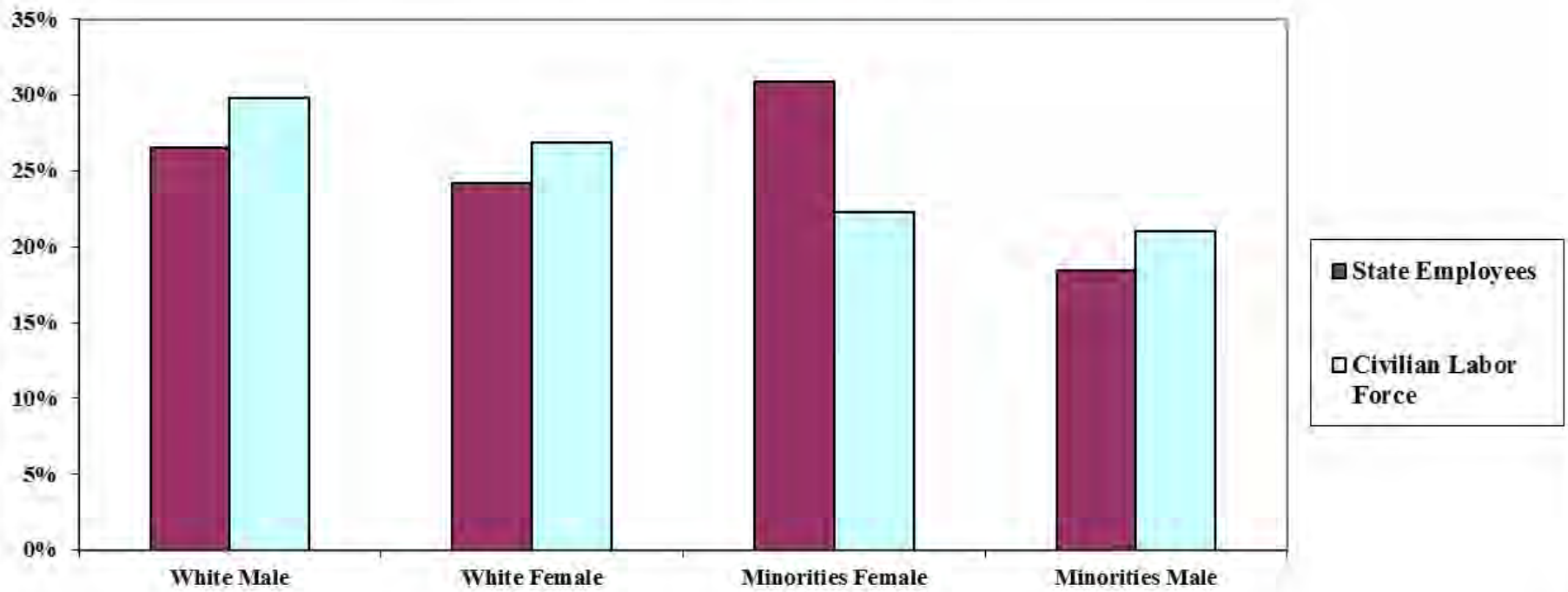
Section four provides a narrative and statistical comparison of the State's workforce with the Civilian Labor Force (CLF) in the eight EEO job categories.

SUMMARY HIGHLIGHTS

Trends displayed in the following charts are highlighted as follows:

- White males and females and Minority males represent a higher proportion of the CLF than State government's workforce, while Minority females represent a higher proportion of the State government's workforce than the CLF.
- Minorities hold 28% of the State positions classified as Officials and Administrators slightly lower than the CLF availability.
- African-Americans represent a higher proportion of the State's workforce than the CLF.
- African-Americans in the State's workforce exceeded the CLF availability in five of the eight EEO sub-categories; Professionals, Non-sworn Protective Service Workers, Administrative Support, Skilled Craft and Service Maintenance.
- African-American females in the State's workforce exceeded the CLF availability in the Officials and Administrators, Professionals, Non-sworn Protective Service Workers, Administrative Support and Service Maintenance categories. African-American males exceeded the CLF availability in the Professionals, Technicians, Non-sworn Protective Service Workers, Skilled Craft Workers and Service Maintenance categories.
- Males categorized as White represent a higher share of State government sworn Protective Service Workers than in the CLF.
- The largest representation of females in FY 2015 was in the Professional job category (13,688).

Comparison of State Employees/Civilian Labor Force



STATEWIDE WORKFORCE UTILIZATION ANALYSIS — FISCAL YEAR 2015

<i>EEO JOB CATEGORY</i>		<i>WHITE</i>						<i>AFRICAN-AMERICAN</i>						<i>OTHER MINORITIES</i>						<i>TOTAL PERMANENT POSITIONS</i>
		<i>MALE</i>	<i>State CLF</i>	<i>Index Under</i>	<i>FEMALE</i>	<i>State CLF</i>	<i>Index Under</i>	<i>MALE</i>	<i>State CLF</i>	<i>Index Under</i>	<i>FEMALE</i>	<i>State CLF</i>	<i>Index Under</i>	<i>MALE</i>	<i>State CLF</i>	<i>Index Under</i>	<i>FEMALE</i>	<i>State CLF</i>	<i>Index Under</i>	
Officials and Administrators	#	1,834	39.9%		1,529	27.0%		411	9.5%		659	13.1%		119	5.7%		137	4.5%		4,689
	%	39.1%		-0.8%	32.61%		5.6%	8.8%		-0.7%	14.1%		1.0%	2.54%		-3.2%	2.92%		-2%	
Professionals	#	4,229	30%		6,764	33.9%		2,165	8.2%		6,206	14.0%		521	7.3%		718	7.0%		20,603
	%	20.5%		-9.0%	32.8%		-1.1%	10.5%		2.3%	30.1%		16.1%	2.5%		-5%	3.5%		-3.5%	
Technicians	#	1,248	27%		531	28.3%		398	10.7%		358	20.5%		77	7.2%		30	6.7%		2,642
	%	47.2%		20%	20.1%		-8.2%	15.1%		4.4%	13.6%		-6.9%	2.9%		-4.29%	1.1%		-5.56%	
Protective Service Workers: Sworn	#	1,328	37.7%		106	7.9%		408	30.9%		93	17.6%		86	4.3%		6	1.5%		2,027
	%	65.5%		28%	5.2%		-2.7%	20.1%		-10.8%	4.6%		-13.0%	4.2%		0%	0.3%		-1%	
Protective Service Workers: Non- Sworn	#	2,972	31.0%		622	28.5%		2,575	14.3%		2,917	17.8%		118	4.3%		62	4.1%		9,266
	%	32.1%		1.1%	7%		-21.8%	28%		13.5%	31%		14.5%	1.3%		-3.0%	0.7%		-3.43%	
Administrative Support	#	359	20.0%		2,714	36.4%		490	10.3%		3,427	21.7%		73	4.6%		285	7.2%		7,348
	%	4.9%		-15.1%	36.9%		0.5%	6.7%		-3.6%	46.6%		24.9%	1.0%		-3.61%	3.9%		-3%	
Skilled Craft Workers	#	1,236	57.5%		33	2.6%		559	17.5%		20	1.6%		69	19.8%		3	1.0%		1,920
	%	64.4%		6.9%	1.7%		-0.9%	29.1%		11.6%	1.0%		-0.6%	3.9%		-15.90%	0.2%		-0.8%	
Service- Maintenance	#	412	24.2%		136	20.1%		1,293	18.5%		887	15.5%		92	11.7%		44	10.0%		2,864
	%	14.4%		-10%	4.7%		-15.35%	45.1%		26.6%	31.0%		15.5%	3.2%		-8.49%	1.5%		-8.5%	
TOTALS	#	13,618	29.8%		12,435	26.9%		8,299	12.8%		14,567	15.6%		1,155	8.2%		1,285	6.7%		51,359
	%	26.5%		-3.3%	24.2%		-2.7%	16.2%		3.4%	28.4%		12.8%	2.2%		-5.95%	2.5%		-4.2%	

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

2015 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Baltimore City Community College	47	53	100	102	171	273	8	10	18	391
Baltimore City Sheriff's Office	9	1	10	85	27	112	4	0	4	126
Canal Place	0	3	3	0	0	0	0	0	0	3
College Savings Plan	2	4	6	1	2	3	1	2	3	12
Commission on Civil Rights	4	5	9	4	13	17	0	2	2	28
Dept of Aging	19	49	68	27	89	116	1	6	7	191
Dept of Budget and Management	46	79	125	31	91	122	4	11	15	262
Dept of Business and Economic Development	51	69	120	15	39	54	3	5	8	182
Dept of General Services	170	66	236	135	109	244	27	20	47	527
Dept of Health and Mental Hygiene	1,113	3,433	4,546	827	2,341	3,168	146	321	467	8,181
Dept of Housing and Community Development	70	77	147	37	90	127	5	6	11	285
Dept of Human Resources	377	1,766	2,143	578	3020	3,598	42	141	183	5,924
Dept of Information Technology	42	33	75	8	13	21	9	5	14	110
Dept of Juvenile Services	306	285	591	451	747	1,198	14	47	61	1,850
Dept of Labor, Licensing and Regulation	411	342	753	205	445	650	38	56	94	1,497
Dept of Natural Resources	671	376	1,047	66	65	131	19	14	33	1,211

2015 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Dept of Public Safety and Correctional Services	3,199	1,117	4,316	2,355	3,291	5,646	127	108	235	10,197
Dept of Transportation	3,279	1,487	4,766	2,607	2,168	4,775	406	223	629	10,170
Dept of Veteran's Affairs	27	14	41	21	5	26	3	2	5	72
Historic St Mary's City Commission	7	0	7	0	0	0	0	0	0	7
MD Automobile Insurance Fund	68	93	161	12	46	58	8	8	16	235
MD Dept of Disabilities	4	16	20	1	3	4	0	0	0	24
MD Dept of Agriculture	147	126	273	16	25	41	9	10	19	333
MD Dept of Planning	47	49	96	5	19	24	5	7	12	132
MD Dept of the Environment	308	237	545	79	99	178	51	31	82	805
MD Environmental Services	436	140	576	95	23	118	33	12	45	739
MD Food Center Authority	13	6	19	6	1	7	1	1	2	28
MD Health Benefit Exchange	8	13	21	5	16	21	5	3	8	50
MD Health Insurance Plan	2	1	3	0	2	2	1	0	1	6
MD Higher Education Commission	14	10	24	5	18	23	1	2	3	50
MD Institute for Emer Medical Servs Systems	46	29	75	6	10	16	1	3	4	95

2015 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
MD Insurance Administration	68	61	129	26	61	87	3	13	16	232
MD Judiciary	400	1,413	1,813	191	980	1,171	49	172	221	3,205
MD Museum of African American History & Culture	2	2	4	5	13	18	0	1	1	23
MD Public Television	59	46	105	7	8	15	4	3	7	127
MD School for the Deaf	82	200	282	17	14	31	8	13	21	334
MD Stadium Authority	3	1	4	1	0	1	0	0	0	5
MD State Board of Contract Appeals	2	1	3	0	1	1	0	0	0	4
MD State Dept of Education	189	511	700	98	420	518	26	44	70	1,288
MD State Lottery & Gaming Control Agency	102	49	151	64	48	112	5	12	17	280
MD State Police	1,461	314	1,775	218	117	335	70	15	85	2,195
MD State Retirement and Pension Systems	34	35	69	17	69	86	10	5	15	170
MD Supplemental Retirement Plans	2	5	7	0	4	4	0	1	1	12
MD Tax Court	5	2	7	0	0	0	0	0	0	7
Military Department	126	39	165	60	35	95	8	4	12	272
Morgan State University	110	57	167	347	462	809	70	43	113	1,089
Office of Administrative Hearings	25	49	74	6	28	34	1	1	2	110
Office of the Attorney General	176	271	447	22	87	109	18	14	32	588
Office of People's Counsel	6	6	12	0	3	3	1	1	2	17

2015 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Office of Public Defender	234	304	538	48	189	237	21	39	60	835
Office of State Prosecutor	6	2	8	0	2	2	1	0	1	11
Office of the Comptroller	210	305	515	78	330	408	38	57	95	1,018
Office of the Governor/Executive Department	100	101	201	18	37	55	13	12	25	281
Office of the Treasurer	7	21	28	4	8	12	1	3	4	44
Property Tax Assessment Appeals Board	60	22	82	13	12	25	0	1	1	108
Public School Construction Program	6	7	13	3	1	4	0	1	1	18
Public Service Commission	37	36	73	16	25	41	7	8	15	129
St. Mary's College of Maryland	134	145	279	26	25	51	17	17	34	364
State Archives	20	24	44	7	7	14	1	0	1	59
State Board of Elections	33	91	124	19	39	58	2	5	7	189
State Dept of Assessment and Taxation	117	162	279	45	197	242	14	15	29	550
Subsequent Injury Fund	1	7	8	1	1	2	0	0	0	10
Uninsured Employer's Fund	2	4	6	0	3	3	0	0	0	9
University of Maryland Systems	10,420	11,279	21,699	2,810	4,483	7,293	4,935	4,571	9,506	38,498
Worker's Compensation Commission	14	33	47	13	44	57	0	4	4	108
TOTAL-Maryland	25,196	25,584	50,780	11,965	20,741	32,706	6,295	6,131	12,426	95,912
State Work Force	26.3%	26.7%	52.9%	12.5%	21.6%	34.1%	6.6%	6.4%	13.0%	
TOTAL - Civilian Labor Force	925,065	835,205	1,760,270	398,565	483,405	881,970	254,445	211,240	465,685	3,107,925

NOTE: The data includes SPMS and Independent agencies 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 2010 through 2015.

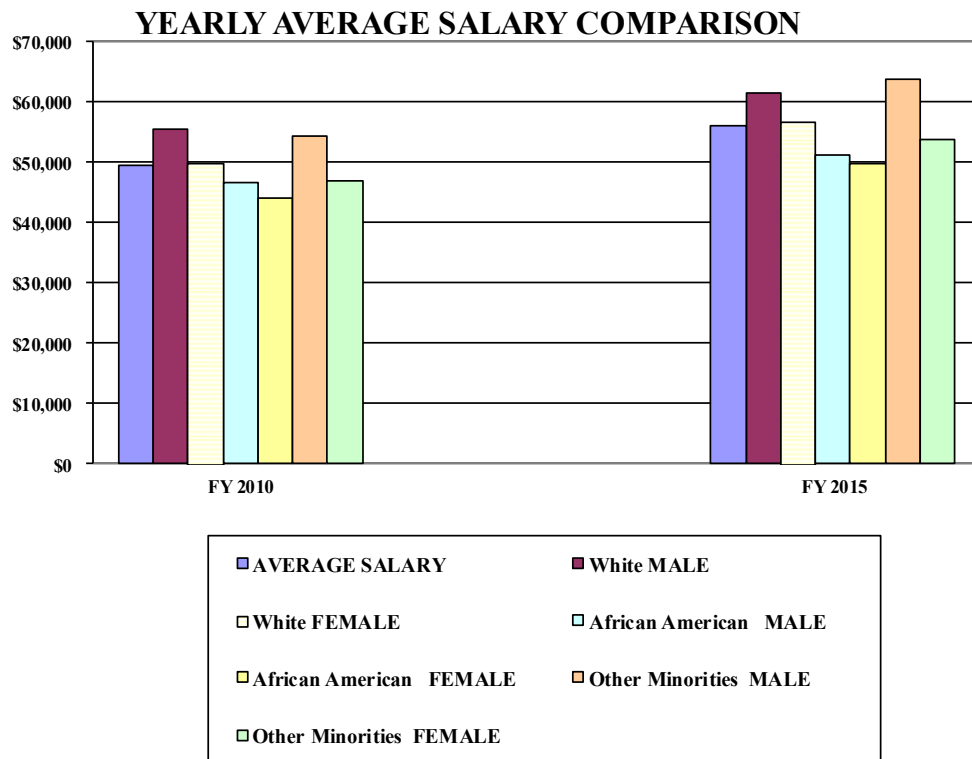
SUMMARY HIGHLIGHTS

Trends displayed in the following charts include:

- Male employees were paid an average of \$5,467 more than female employees in fiscal 2015.
- The salary gap between men and women of the same race dropped from 2010 to 2015 for Whites and African-Americans. Salaries of white men exceeded those of white women by \$4,686 in 2015, an improvement over the \$5,626 gap in 2010. Similarly, the gap between African American males and females fell from \$2,576 in 2010 to \$1,624 in 2015.
- White employees were paid an average of \$59,080 in fiscal 2015 compared to \$50,445 for African-American employees, and \$58,807 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 (83%) and men (64%) are far more likely than African-Americans (11%) and women (37%) to hold positions in the Executive Pay Plan with positions classified as Grade 24 and above. African-Americans, in contrast, hold a majority of the positions classified at Grade 9 or below. Females hold approximately 72% of positions classified at Grade 11 and below.

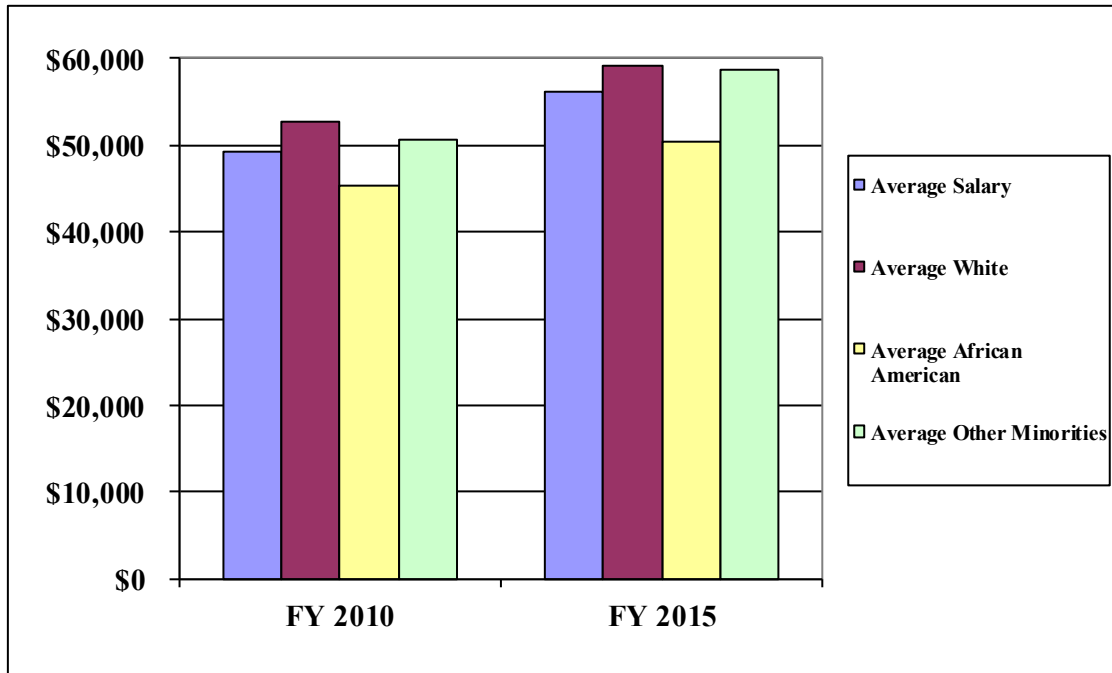
**COMPARISON OF AVERAGE SALARIES BY RACE AND
GENDER FOR FY 2010 AND FY 2015**

YEAR	AVERAGE SALARY	White		African American		Other Minorities	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
FY 2010	\$49,354	\$55,599	\$49,973	\$46,519	\$43,943	\$54,410	\$46,838
FY 2015	\$56,111	\$61,423	\$56,737	\$51,257	\$49,633	\$63,852	\$53,762



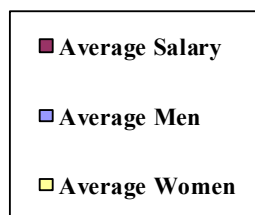
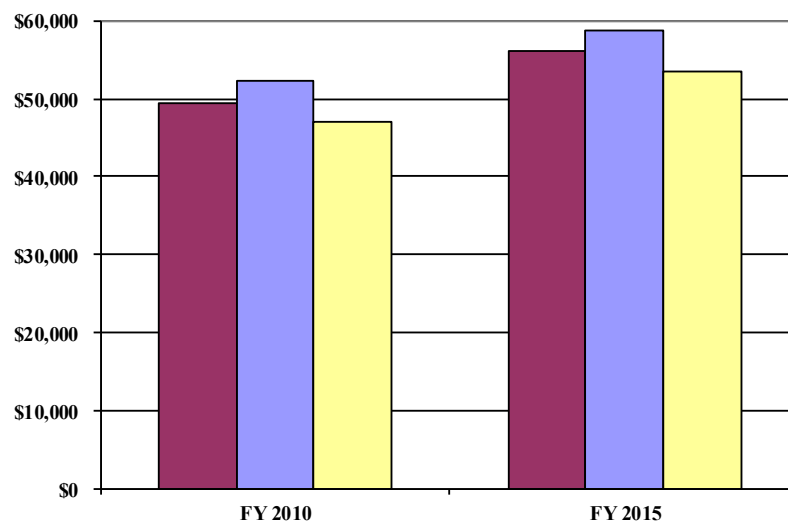
COMPARISON OF AVERAGE SALARIES BY RACE FOR FY 2010 AND FY 2015

Year	Average Salary	White	African American	Other Minorities
FY 2010	\$49,354	\$52,786	\$45,231	\$50,624
FY 2015	\$56,111	\$59,080	\$50,445	\$58,807



**COMPARISON OF AVERAGE SALARIES BY GENDER
FOR FY 2010 AND FY 2015**

Year	Average Salary	Men	Women
FY 2010	\$49,354	\$52,176	\$46,918
FY 2015	\$56,111	\$58,844	\$53,377



WORKFORCE BY SALARY, RACE AND GENDER — FISCAL YEAR 2015

Salary	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
\$10,000 or Less	13	10	3	8	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0
		77%	23%	62%	23%	15%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
\$10,001 - \$20,000	139	56	83	19	50	34	29	1	0	1	2	0	0	0	0	0	0	1	2
		40%	60%	14%	36%	24%	21%	1%	0%	1%	1%	0%	0%	0%	0%	0%	0%	1%	1%
\$20,001 - \$30,000	1,719	593	1,126	266	493	277	574	1	4	22	16	0	1	2	2	9	7	16	29
		34%	66%	15%	29%	16%	33%	0.06%	0.2%	1.3%	0.9%	0.00%	0.06%	0.1%	0.1%	0.5%	0.4%	0.9%	1.7%
\$30,001 - \$40,000	7,807	2,715	5,092	1,373	1,995	1,191	2,856	7	13	76	74	6	4	2	5	17	44	43	101
		35%	65%	18%	26%	15%	37%	0.1%	0.2%	1.0%	0.9%	0.08%	0.05%	0.0%	0.1%	0.2%	0.6%	0.6%	1.3%
\$40,001 - \$50,000	13,970	6,087	7,883	3,378	2,914	2,492	4,681	12	17	84	88	10	7	3	2	30	66	78	108
		44%	56%	24%	21%	18%	34%	0.1%	0.1%	0.6%	0.6%	0.07%	0.05%	0.0%	0.0%	0.2%	0.5%	0.6%	0.8%
\$50,001 - \$60,000	9,638	4,099	5,539	2,572	2,527	1,350	2,782	11	10	77	91	4	7	4	2	33	64	48	56
		43%	57%	27%	26%	14%	29%	0.11%	0.1%	0.8%	0.9%	0.04%	0.07%	0.0%	0.0%	0.3%	0.7%	0.5%	0.6%
\$60,001 and Over	15,156	7,674	7,482	5,529	4,370	1,669	2,672	24	16	278	247	10	5	30	9	47	71	87	92
		51%	49%	36%	29%	11%	18%	0.2%	0.11%	1.8%	1.6%	0.1%	0.03%	0.2%	0.1%	0.3%	0.5%	0.6%	0.6%
Hourly/ Daily	2,917	1,838	1,079	473	83	1,284	973	3	3	8	1	5	4	32	12	13	2	20	1
		63%	37%	16%	3%	44%	33%	0.1%	0.1%	0.3%	0.0%	0.2%	0.1%	1.1%	0.4%	0.4%	0.1%	0.7%	0.03%
TOTAL	51,359	23,072	28,287	13,618	12,435	8,299	14,567	59	63	546	519	35	28	73	32	149	254	293	389
		45%	55%	27%	24%	16%	28%	0.11%	0.12%	1.06%	1.01%	0.07%	0.05%	0.14%	0.06%	0.29%	0.49%	0.57%	0.76%

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

WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2015

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	100	62	38	50	31	8	6	0	0	3	1	0	0	0	0	0	0	1	0
		62%	38%	50%	31%	8%	6%	0%	0.0%	3%	1.0%	0.00%	0.00%	0.0%	0%	0.0%	0%	1%	0.0%
Grade 5 — (\$21,612 - \$33,309)	387	176	211	61	70	93	119	1	0	11	12	0	0	0	0	2	1	8	9
		45%	55%	16%	18%	24%	31%	0.26%	0.00%	2.84%	3.10%	0.00%	0.00%	0.00%	0.00%	0.52%	0.26%	2.07%	2.33%
Grade 6 — (\$22,897- \$35,411)	531	327	204	142	80	174	111	1	0	1	5	2	1	0	0	5	0	2	7
		62%	38%	27%	15%	33%	21%	0.19%	0.00%	0.19%	0.94%	0.38%	0.19%	0.00%	0.00%	0.94%	0.00%	0.38%	1.32%
Grade 7 — (\$24,272 - \$37,667)	559	209	350	109	137	93	199	0	1	1	5	0	0	0	0	1	2	5	6
		37%	63%	19%	25%	17%	36%	0.00%	0.18%	0.18%	0.89%	0.00%	0.00%	0.00%	0.00%	0.18%	0.36%	0.89%	1.07%
Grade 8 — (\$25,744 - \$40,073)	1,923	512	1,411	185	480	290	864	2	6	16	17	1	0	2	2	5	13	11	29
		27%	73%	10%	25%	15%	45%	0.10%	0.31%	0.83%	0.88%	0.05%	0.00%	0.10%	0.10%	0.26%	0.68%	0.57%	1.51%
Grade 9 — (\$27,319 - \$42,653)	1,467	313	1,154	161	487	131	632	2	0	8	9	0	0	0	0	1	1	10	25
		21%	79%	11%	33%	9%	43%	0.14%	0.00%	0.55%	0.61%	0.00%	0.00%	0.00%	0.00%	0.1%	0.07%	0.68%	1.70%
Grade 10 — (\$29,003 - \$45,411)	2,634	923	1,711	535	766	333	849	3	5	31	29	1	5	1	4	8	16	11	37
		35%	65%	20%	29%	13%	32%	0.11%	0.19%	1.18%	1.10%	0.04%	0.19%	0.04%	0.15%	0.30%	0.61%	0.42%	1.40%
Grade 11 — (\$30,804 - \$48,369)	3,252	816	2,436	428	872	343	1,479	2	6	23	23	1	1	0	1	9	24	10	30
		25%	75%	13%	27%	11%	45%	0.06%	0.18%	0.71%	0.71%	0.03%	0.03%	0.00%	0.03%	0.28%	0.74%	0.31%	0.92%
Grade 12 — (\$32,733 - \$51,575)	3,599	1,450	2,149	769	850	618	1,213	2	9	23	17	4	1	2	3	10	23	22	33
		40%	60%	21%	24%	17%	34%	0.06%	0.25%	0.64%	0.47%	0.11%	0.03%	0.06%	0.08%	0.28%	0.64%	0.61%	0.92%
Grade 13 — (\$34,796 - \$55,023)	7,061	3,826	3,235	2,142	988	1,595	2,174	8	3	37	18	3	2	1	1	12	18	28	31
		54%	46%	30%	14%	23%	31%	0.11%	0.04%	0.52%	0.25%	0.04%	0.03%	0.01%	0.01%	0.17%	0.25%	0.40%	0.44%
Grade 14 — (\$37,006 - \$58,719)	3,840	1,660	2,180	934	767	668	1,337	3	7	26	21	2	2	1	0	11	22	15	24
		43%	57%	24%	20%	17%	35%	0.08%	0.18%	0.68%	0.55%	0.05%	0.05%	0.03%	0.00%	0.29%	0.57%	0.39%	0.63%
Grade 15 — (\$39,366 - \$62,656)	2,805	966	1,839	627	863	290	885	5	1	19	43	2	3	0	0	12	21	11	23
		34%	66%	22%	31%	10%	32%	0.18%	0.04%	0.68%	1.53%	0.07%	0.11%	0.00%	0.00%	0.43%	0.75%	0.39%	0.82%

WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2015 (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)	4,917	1,648	3,269	937	1,637	634	1,485	2	8	35	65	3	0	2	1	12	42	23	31
		34%	66%	19%	33%	13%	30%	0.04%	0.16%	0.71%	1.32%	0.06%	0.00%	0.04%	0.02%	0.24%	0.85%	0.47%	0.63%
Grade 17 — (\$44,600 - \$71,399)	3,143	1,282	1,861	763	956	427	795	1	3	60	57	3	5	6	1	12	28	10	16
		41%	59%	24%	30%	14%	25%	0.03%	0.10%	1.91%	1.81%	0.10%	0.16%	0.19%	0.03%	0.38%	0.89%	0.32%	0.51%
Grade 18 — (\$47,495 - \$76,220)	2,211	1,038	1,173	693	686	268	391	5	3	44	65	1	1	7	3	5	12	15	12
		47%	53%	31%	31%	12%	18%	0.23%	0.14%	1.99%	2.94%	0.05%	0.05%	0.32%	0.14%	0.23%	0.54%	0.68%	0.54%
Grade 19 — (\$50,631 - \$81,287)	1,614	779	835	541	523	177	267	2	2	48	25	0	2	2	1	1	3	8	12
		48%	52%	34%	32%	11%	17%	0.12%	0.12%	2.97%	1.55%	0.00%	0.12%	0.12%	0.06%	0.06%	0.19%	0.50%	0.74%
Grade 20 — (\$54,009 - \$86,718)	1,141	604	537	446	339	98	156	4	1	37	20			6	1	6	9	7	11
		53%	47%	39%	30%	9%	14%	0.35%	0.09%	3.24%	1.75%	0.00%	0.00%	0.53%	0.09%	0.53%	0.79%	0.61%	0.96%
Grade 21 — (\$57,626 - \$92,521)	1,047	567	480	434	322	88	123	0	3	29	14	0	0	4	1	5	4	7	13
		54%	46%	41%	31%	8%	12%	0.00%	0.29%	2.77%	1.34%	0.00%	0.00%	0.38%	0.10%	0.48%	0.38%	0.67%	1.24%
Grade 22 — (\$61,496 - \$98,745)	1,023	497	526	401	374	74	124	2	1	14	20	0	0	0	0	4	2	2	5
		49%	51%	39%	37%	7%	1%	0.20%	5.00%	9.00%	1.96%	0.00%	0.00%	0.00%	0.00%	0.39%	0.20%	0.20%	0.49%
Grade 23 — (\$65,636 - \$105,395)	432	210	222	169	166	30	40	0	1	5	7	0	0	2	1	2	3	2	4
		49%	51%	39%	38%	7%	9%	0.00%	0.23%	1.16%	1.62%	0.00%	0.00%	0.46%	0.23%	0.46%	0.69%	0.46%	0.93%
Grade 24 — (\$70,066 - \$112,503)	430	235	195	188	140	36	50	2	0	4	3	0	0	1	0	1	1	3	1
		55%	45%	44%	33%	8%	12%	0.47%	0.00%	0.93%	0.70%	0.00%	0.00%	0.23%	0.00%	0.23%	0.23%	0.70%	0.23%
Grade 25 — (\$74,808 - \$120,107)	136	77	59	64	44	11	11	0	0	0	3	0	0	1	0	1	0	0	1
		57%	43%	47%	32%	8%	8%	0.00%	0.00%	0.00%	2.21%	0.00%	0.00%	0.74%	0.00%	0.74%	0.00%	0.00%	0.74%
Grade 26 — (\$79,798 - \$128,258)	89	52	37	48	27	3	10	0	0	1	0	0	0	0	0	0	0	0	0
		58%	42%	54%	30%	3%	11%	0.00%	0.00%	1.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Hourly/ Daily	2,917	1,838	1,079	473	83	1,284	973	3	3	8	1	5	4	32	12	13	2	20	1
		63%	37%	16%	3%	44%	33%	0.10%	0.10%	0.27%	0.03%	0.17%	0.14%	1.10%	0.41%	0.45%	0.07%	0.69%	0.03%
MRT*	4,101	3,005	1,096	2,318	747	533	274	9	0	62	39	7	1	3	0	11	7	62	28
		73%	27%	57%	18%	13%	7%	0.22%	0.00%	1.51%	0.95%	0.17%	0.02%	0.07%	0.00%	0.27%	0.17%	1.51%	0.68%
TOTAL	51,359	23,072	28,287	13,618	12,435	8,299	14,567	59	63	546	519	35	28	73	32	149	254	293	389
		45%	55%	27%	24%	16%	28%	0.11%	0.12%	1.06%	1.01%	0.07%	0.05%	0.14%	0.06%	0.29%	0.49%	0.57%	0.76%

*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 2015

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)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 5 — (\$81,764- \$109,079)	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 6 — (\$87,885- \$117,300)	14	9	5	9	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		64%	36%	64%	36%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 7 — (\$94,493- \$126,183)	35	15	20	11	18	3	2	0	0	0	0	0	0	0	0	1	0	0	0
		43%	57%	31%	51%	9%	6%	0%	0%	0%	0%	0%	0%	0%	0%	3%	0%	0%	0%
ES 8 — (\$101,630- \$135,775)	25	16	9	15	6	1	3	0	0	0	0	0	0	0	0	0	0	0	0
		64%	36%	60%	24%	4%	12%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 9 — (\$109,340- \$146,136)	39	24	15	20	12	2	2	0	0	1	0	0	0	0	0	0	1	1	0
		62%	38%	51%	31%	5%	5%	0%	0%	3%	0%	0%	0%	0%	0%	0%	3%	3%	0%
ES 10 — (\$117,664- \$157,320)	24	17	7	12	4	1	3	0	0	3	0	0	0	0	0	0	0	1	0
		71%	29%	50%	17%	4%	13%	0%	0%	13%	0%	0%	0%	0%	0%	0%	0%	4%	0%
ES 11 — (\$126,659- \$169,404)	14	9	5	9	4	0	1	0	0	0	0	0	0	0	0	0	0	0	0
		64%	36%	64%	29%	0%	7%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
EX 91 — (\$145,656- \$244,494)	19	17	2	15	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0
		89%	11%	79%	11%	0%	0%	0%	0%	11%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	171	108	63	91	51	8	11	0	0	6	0	0	0	0	0	1	1	2	0
		63%	37%	53.2%	29.8%	4.7%	6.4%	0%	0%	3.5%	0%	0%	0%	0.0%	0.0%	1%	1%	1.2%	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 2010 and 2015. 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 2015 was 3,697. Of this number, 55% were females and 54% were minorities.
- Females – who represent 55% of the workforce – received 53% of all promotions in fiscal 2015 and African-Americans - who represent 45% of the workforce - received 46% of all promotions.
- Females accounted for 49% of reclassifications in fiscal 2015, while African-Americans accounted for 40% of the reclassifications.
- The total number of demotions in FY 2015 was 188. This represented a decrease of 77 actions from FY 2010. During FY 2015, African-Americans accounted for 50% of demotions, while females accounted for 63%.
- The total number of suspensions for FY 2015 was 530; 278 less actions than in FY 2010. Minorities accounted for approximately 70% of suspension actions in FY 2015.
- There were 250 terminations made in FY 2015. Females constituted 53% of these actions and minorities accounted for 54%.

STATEWIDE PERSONNEL TRANSACTIONS — FISCAL YEAR 2015

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	3,697	1,679	2,018	879	821	671	1062	4	2	64	62	3	2	9	5	11	19	38	45
		45%	55%	23.8%	22.2%	18.1%	28.7%	0.1%	0.1%	1.7%	1.7%	0.1%	0.1%	0.2%	0.1%	0.3%	0.5%	1.0%	1.2%
Reinstatements	166	75	91	24	31	28	30	0	0	4	2	0	0	19	28	0	0	0	0
		45%	55%	14.5%	18.7%	16.9%	18.1%	0%	0.0%	2.4%	1.2%	0%	0.0%	11%	16.9%	0.0%	0.0%	0.0%	0.0%
Promotions	1,280	598	682	342	241	207	380	1	1	12	16	1	0	21	23	5	11	9	10
		47%	53%	26.7%	18.8%	16.2%	29.7%	0.08%	0.08%	0.9%	1.3%	0.08%	0.00%	1.6%	1.8%	0.4%	0.9%	0.7%	0.8%
Reclassifications	2,116	1,076	1,040	655	412	320	520	4	3	28	11	4	0	25	62	9	8	31	24
		51%	49%	31.0%	19.5%	15.1%	24.6%	0.19%	0.1%	1.3%	0.5%	0.2%	0.0%	1.2%	2.9%	0.4%	0.4%	1.5%	1.1%
Demotions	188	69	119	44	39	24	70	0	0	0	4	0	0	1	3	0	2	0	1
		37%	63%	23.4%	20.7%	12.8%	37.2%	0%	0%	0%	2.1%	0%	0%	1%	2%	0.0%	1.1%	0.0%	1%
Suspensions	530	244	286	76	81	155	194	4	0	5	4	0	0	0	1	2	5	2	1
		46%	54%	14.3%	15.3%	29.2%	36.6%	0.8%	0%	0.9%	0.8%	0.0%	0%	0.0%	0.2%	0.4%	0.9%	0.4%	0.2%
TOTAL	7,977	3,741	4,236	2,020	1,625	1,405	2,256	13	6	113	99	8	2	75	122	27	45	80	81

STATEWIDE SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2015

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	2,431	932	1,499	519	651	316	714	4	3	32	29	2	3	40	53	7	14	12	32
		38%	62%	21.3%	26.8%	13.0%	29.4%	0.2%	0.1%	1.3%	1.2%	0.08%	0.1%	1.6%	2.2%	0.3%	0.6%	0.5%	1.3%
Rejections on Probation	134	65	69	23	24	29	35	0	0	1	0	0	0	10	9	0	0	2	1
		49%	51%	17.2%	17.9%	21.6%	26.1%	0%	0%	0.7%	0%	0%	0%	7%	7%	0%	0%	1.5%	0.7%
Retired	2,055	848	1,207	608	644	198	533	2	1	13	2	0	0	18	14	3	6	6	7
		41%	59%	29.6%	31.3%	9.6%	25.9%	0.1%	0.0%	0.6%	0.1%	0%	0%	0.9%	0.7%	0.1%	0.3%	0.3%	0.3%
Terminations	356	165	191	80	72	64	103	0	0	2	2	0	0	12	11	2	1	5	2
		46%	54%	22.5%	20.2%	18.0%	28.9%	0%	0%	0.6%	0.6%	0%	0%	3.4%	3.1%	1%	0.3%	1.4%	0.6%
TOTAL	4,976	2,010	2,966	1,230	1,391	607	1,385	6	4	48	33	2	3	80	87	12	21	25	42

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

STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2010 and June 30, 2015

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		<u>TOTAL</u>		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Appointments	2010	848	841	583	949	90	106	1,521	1,896	3,417
		25%	25%	17%	28%	3%	3%	45%	55%	
	2015	879	821	671	1,062	129	135	1,679	2,018	3,697
		24%	22%	18%	29%	3%	4%	45%	55%	
Reinstatements	2010	77	111	79	182	7	7	163	300	463
		17%	24%	17%	39%	2%	2%	35%	65%	
	2015	24	31	28	30	22	31	74	92	166
		14%	19%	17%	18%	13%	19%	45%	55%	
Promotions	2010	1,072	740	721	1,144	64	89	1,857	1,973	3,830
		28%	19%	19%	30%	2%	2%	48%	52%	
	2015	342	241	207	380	49	61	598	682	1,280
		27%	19%	16%	30%	4%	5%	47%	53%	
Reclassifications	2010	606	667	225	500	73	95	904	1,262	2,166
		28%	31%	10%	23%	3%	4%	42%	58%	
	2015	655	412	320	520	101	108	1,076	1,040	2,116
		31%	19%	15%	25%	5%	5%	51%	49%	
Demotions	2010	56	72	31	93	6	7	93	172	265
		21%	27%	12%	35%	2%	3%	35%	65%	
	2015	44	39	24	70	1	10	69	119	188
		23%	21%	13%	37%	1%	5%	37%	63%	
Suspensions	2010	130	157	180	287	24	30	334	474	808
		16%	19%	22%	36%	3%	4%	41%	59%	
	2015	76	81	155	194	13	11	244	286	530
		14%	15%	29%	37%	2%	2%	46%	54%	
Resignations	2010	435	579	268	553	67	100	770	1232	2,002
		22%	29%	13%	28%	3%	5%	38%	62%	
	2015	519	651	316	714	97	134	932	1,499	2,431
		21%	27%	13%	29%	4%	6%	38%	62%	
Terminations	2010	81	92	78	132	23	21	182	245	427
		19%	22%	18%	31%	5%	5%	43%	57%	
	2015	65	50	45	76	8	6	118	132	250
		26%	20%	18%	30%	3%	2%	47%	53%	

STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2010 and June 30, 2015										
TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Rejections on Probation	2010	17	27	21	46	1	7	39	80	119
		14%	23%	18%	39%	1%	6%	33%	67%	
	2015	23	24	29	35	13	10	65	69	134
		17%	18%	22%	26%	10%	7%	49%	51%	
Deaths	2010	32	13	21	22	7	3	60	38	98
		33%	13%	21%	22%	7%	3%	61%	39%	
	2015	21	6	17	21	2	2	40	29	69
		30%	9%	25%	30%	3%	3%	58%	42%	
Horizontal Transfer	2010	15	15	9	23	1	1	25	39	64
		23%	23%	14%	36%	2%	2%	39%	61%	
	2015	33	42	19	49	5	11	57	102	159
		21%	26%	12%	31%	3%	7%	36%	64%	
Disciplinary Demotion	2010	5	4	5	7	4	2	14	13	27
		19%	15%	19%	26%	15%	7%	52%	48%	
	2015	0	0	1	0	0	0	1	0	1
		0%	0%	100%	0%	0%	0%	100%	0%	
Retired	2010	599	568	174	414	41	44	814	1,026	1,840
		33%	31%	9%	23%	2%	2%	44%	56%	
	2015	608	644	198	533	42	30	848	1207	2,055
		30%	31%	10%	26%	2%	1%	41%	59%	
Transfer	2010	101	86	63	73	11	13	175	172	347
		29%	25%	18%	21%	3%	4%	50%	50%	
	2015	221	175	129	240	49	77	399	492	891
		25%	20%	14%	27%	5%	9%	45%	55%	
Forfeiture of Annual Leave	2010	80	57	84	143	21	16	185	216	401
		20%	14%	21%	36%	5%	4%	46%	54%	
	2015	77	31	89	112	3	6	169	149	318
		24%	10%	28%	35%	1%	2%	53%	47%	

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 2015

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
RESIGNATIONS																			
19 OR LESS	2	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	579	230	349	139	139	65	171	2	1	5	9	0	0	12	14	3	4	4	11
30 - 39	749	253	496	133	212	93	240	1	2	17	8	1	2	6	15	1	5	1	12
40 - 49	538	198	340	98	143	79	170	0	0	6	7	1	0	8	11	2	3	4	6
50 - 59	374	147	227	84	110	53	99	1	0	3	4	0	1	4	9	1	2	1	2
60 - 69	152	80	72	53	38	22	30	0	0	0	1	0	0	4	2	0	0	1	1
70 PLUS	37	22	15	12	9	2	4	0	0	1	0	0	0	6	2	0	0	1	0
TOTAL	2,431	932	1,499	519	651	316	714	4	3	32	29	2	3	40	53	7	14	12	32
REJECTIONS ON PROBATION																			
19 OR LESS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	39	14	25	3	7	8	15	0	0	0	0	0	0	3	3	0	0	0	0
30 - 39	36	17	19	8	8	5	8	0	0	0	0	0	0	3	2	0	0	1	1
40 - 49	24	14	10	3	2	10	6	0	0	0	0	0	0	1	2	0	0	0	0
50 - 59	29	15	14	6	6	5	6	0	0	1	0	0	0	2	2	0	0	1	0
60 - 69	5	4	1	2	1	1	0	0	0	0	0	0	0	1	0	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
TOTAL	134	65	69	23	24	29	35	0	0	1	0	0	0	10	9	0	0	2	1
TERMINATIONS																			
19 OR LESS	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	31	17	14	9	3	7	10	0	0	0	0	0	0	1	1	0	0	0	0
30 - 39	42	22	20	11	3	7	17	0	0	1	0	0	0	1	0	0	0	2	0
40 - 49	69	33	36	14	15	19	20	0	0	0	0	0	0	0	1	0	0	0	0
50 - 59	80	32	48	20	23	9	23	0	0	0	0	0	0	2	0	0	1	1	1
60 - 69	23	13	10	10	3	3	5	0	0	0	2	0	0	0	0	0	0	0	0
70 PLUS	4	1	3	1	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	250	118	132	65	50	45	76	0	0	1	2	0	0	4	2	0	1	3	1
GRAND TOTAL	2,815	1,115	1,700	607	725	390	825	4	3	34	31	2	3	54	64	7	15	17	34

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

SECTION SEVEN

REASONABLE ACCOMMODATIONS

SECTION 7: REASONABLE ACCOMMODATIONS

In fiscal year 2015 there were 341 requests for reasonable accommodations from State employees and applicants for State employment. Of this amount, 288 or 84% of the requests were granted. There were 25 agencies that reported data on reasonable accommodation requests, with the Department of Education, MDOT, and Department of Health and Mental Hygiene accounting for 212 or 62% of the total employee/applicant reasonable accommodation requests reported.

STATEWIDE REQUESTS FOR REASONABLE ACCOMMODATION — FISCAL YEAR 2015

Agency	Applicants	Employees	STATUS		
			Granted	Denied	Pending
Assessment and Taxation	0	11	11	0	0
Automobile Insurance Fund	0	5	5	0	0
BCCC	0	5	5	0	0
Budget and Management	0	2	1	1	0
Comptroller	0	8	4	3	1
Education	0	37	37	0	0
Environment	0	7	7	0	0
General Services	0	2	2	0	0
Health and Mental Hygiene	1	105	98	7	1
Health Benefits Exchange	1	0	1	0	0
Housing and Community Development	0	2	2	0	0
Human Resources	0	5	5	0	0
Insurance Administration	1	7	8	0	0
Juvenile Services	1	16	15	2	0
Labor, Licensing & Regulation	0	12	6	0	6
Military Department	0	3	3	0	0
Morgan State University	0	2	1	0	1
Natural Resources	2	1	2	0	1
Public Defender's Office	0	7	6	1	0
Public Safety and Correctional Services	0	15	12	2	1
Public Television	0	1	1	0	0
School for the Deaf	0	4	3	1	0
State Police	0	1	1	0	0
State Retirement Agency	1	4	4	0	1
Transportation	2	70	48	21	3
TOTAL	9	332	288	38	15

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 2015 was 495. Of these, 361 were internal complaints and 134 were external complaints.
- The most common basis for internal complaints is Race and Sex/Gender.
- The number of statewide discrimination complaints has increased from 368 in fiscal 2010 to 495 in fiscal 2015.
- The Office of the Statewide Equal Employment Opportunity Coordinator processed a total of 11 EEO appeals in fiscal 2015.
- The Office investigated 9 Whistleblower complaints. All were found to have “no probable cause” finding.

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

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

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

STATEWIDE DISCRIMINATION COMPLAINTS BY AGENCY, BASIS, ISSUE AND DISPOSITION — FISCAL YEAR 2015

Agency	Agency Employees	External	Internal	Basis*															Issue*				Disposition*					
				Other	ADA	Age	Ancestry	Color	Creed	Disability	Marital Status	National Origin	Race	Religious Affiliation	Sex/Gender	Gender Identity	Sexual Orientation	Harassment	Sexual Harassment	Retaliation	Other	Probable Cause	No Cause	Administrative Closure	Mediation/ Settled/Resolved	Open/Pending	Withdrawn	
Baltimore City Community College	391	2	3					1					1		3				2	1		2	1					
Baltimore City Sheriff's Office	126	1	0																									
Dept of General Services	527	2	1												1			1				1						
Dept of Health and Mental Hygiene	8,181	22	22	5		4		3		3	1	1	6	3	3		2		1			2	14	2		3		
Dept of Human Resources	5,924	6	14	14														4						12	2			
Dept of Juvenile Services	1,850	10	18	3		2			1	1			4		8		1	8	1	2		9	2	4	3			
Dept of Labor, Licensing and Regulation	1,497	8	9	7		4				2			5	1	4			4		3		1	5		1	2		
Dept of Natural Resources	1211	5	1										1					1						1				
Dept of Public Safety & Correctional Services	10197	26	179	100	9	12		1	1	2	3	19	32	5	38	2	3	100	24	40		11	26	136	1	2	3	
Dept of the Environment	805	1	2			2																		2				
Dept of Transportation	10,170	31	42	5	6	6		1				4	13	1	10		7	19	6	4		5	29	2	2	2		
MD Environmental Services	706	1	0																									
MD Health Benefit Exchange	50	0	1												1				1					1				
MD Institute for Emer Medical Servs Systems	95	2	0																									
MD Insurance Administration	232	0	2	1											1							2						
MD Museum of African American History & Culture	21	0	1			1							1		1							1						
MD State Dept of Education	1,288	8	4	3		1												1		2		2	1		1			
MD State Police	2,195	5	11			3		3		2			6		3		2	5	2	3		1	4	2		4		
MD State Retirement and Pension Systems	170	0	1									1													1			
Military Dept.	221	0	20	10		1				3		1			5			2	1	4		1	3	2	13	1		
Morgan State University	1,089	4	14	2				1					3		8				6	2			4	1		8		
Office of the Attorney General	588	0	4										2		2			2	2					4				
Office of the Comptroller	1,018	0	3	1		1							1		2					1			3					
Retirement and Pension Systems	170	0	1									1														1		
St. Mary's College of Maryland	364	0	4	4																		2		2				
State Board of Elections	189	0	1							1														1				
State Dept of Assessment and Taxation	550		3	3														3					3					
TOTAL	49,825	134	361	158	15	37	0	10	2	14	4	27	75	10	90	2	15	150	46	62	0	23	109	154	38	21	15	

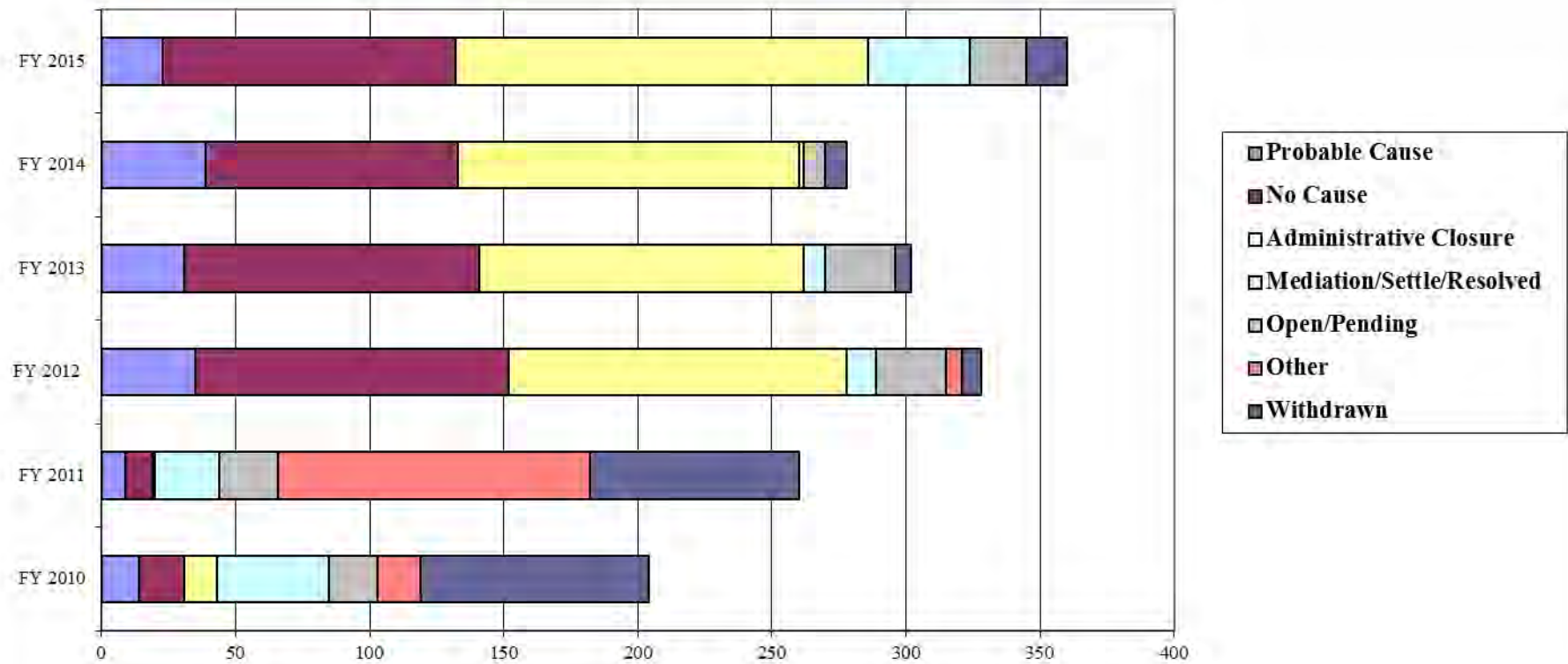
*In order to avoid duplication, Basis, Issues, and Dispositions are only counted on Internal complaints. Please note: Some complaints have multiple basis. An employee may file a complaint alleging that more than one protected class has been violated; therefore, the total number of internal complaints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

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

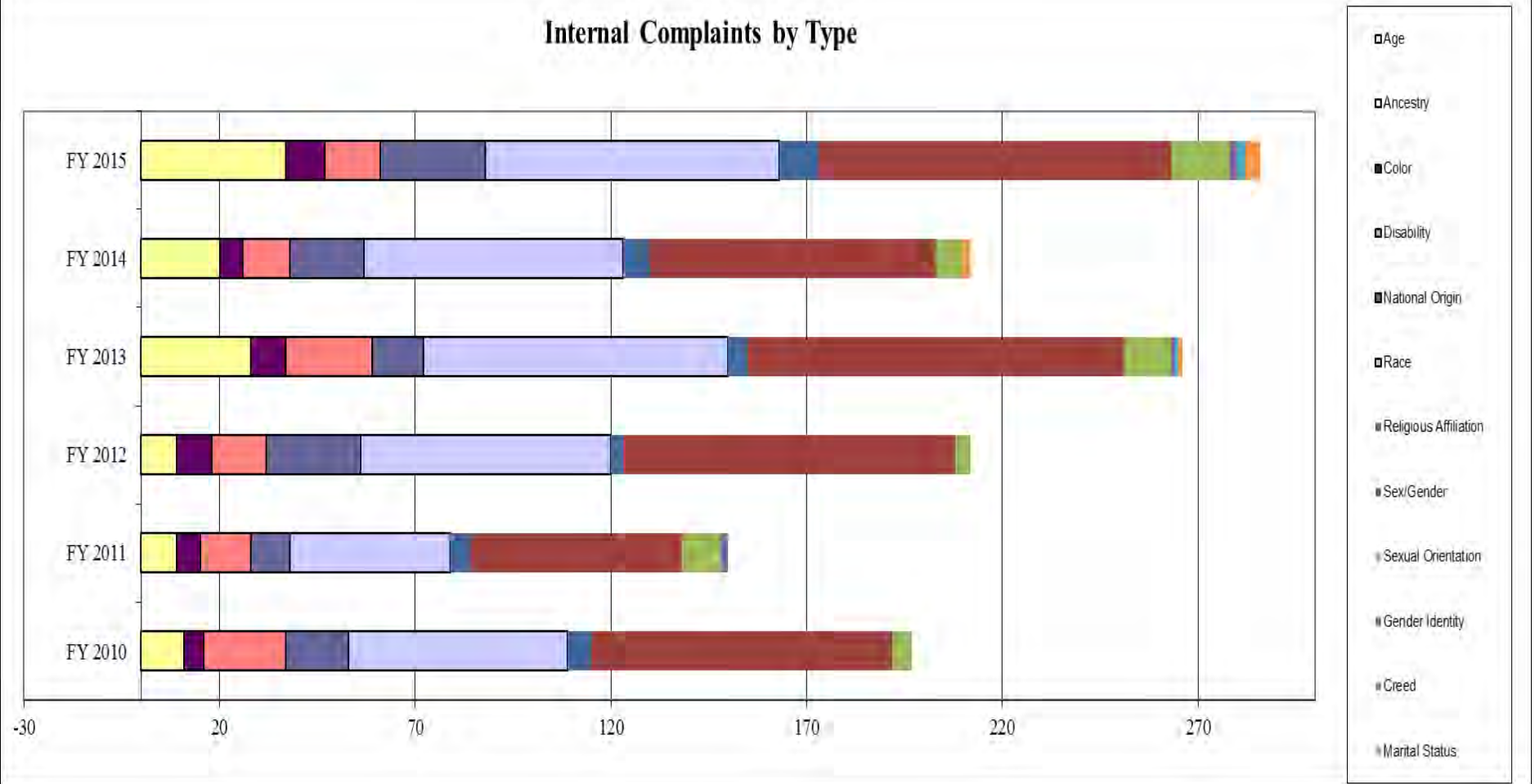
(2) "External" complaints are those filed with the Maryland Commission on Civil Rights, Department of Justice, Courts, and/or Equal Employment Opportunity Commission.

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

Internal Complaints by Disposition



Internal Complaints by Type



SECTION NINE

UNIVERSITY SYSTEM

OF MARYLAND

SECTION 9: UNIVERSITY SYSTEM OF MARYLAND

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

- There were a total of 38,498 employees in the University System of Maryland.
 - Of the total employees, 21,699 (56.4%) were White, 7,293 (18.9%) were African American, 82 (0.21%) were American Indian and Alaska Native, 2,778 (7.2%) were Asian, 1,305 (3.3%) were Hispanic or Latino, 246 (0.64%) were Multiracial, and 5,050 (13.1%) were Other (no race checked).
 - Males comprised 18,165 (47.2%) of the workforce.
 - Females comprised 20,333 (52.8%) of the workforce.
 - The majority of Faculty and Instructor positions were filled by Whites (68%) and males (53%).

UNIVERSITY SYSTEM OF MARYLAND
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2015

EEO Job Category	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	2,523	1,033	1,490	700	963	220	382	1	1	39	54	0	0	44	49	5	4	24	37
		41%	59%	28%	38%	9%	15%	0%	0.0%	1.5%	2.1%	0%	0%	1.7%	1.9%	0.2%	0.2%	1.0%	1.5%
Professionals	8,812	3,319	5,493	2,017	3,110	615	1,328	7	10	250	427	10	7	268	388	27	54	125	169
		38%	62%	23%	35%	7%	15%	0.1%	0.1%	2.8%	4.8%	0%	0%	3.0%	4.4%	0.3%	1%	1.4%	1.9%
Technical-Paraprofessionals	540	144	396	99	249	32	98	0	0	7	27	0	2	4	11	0	3	2	6
		27%	73%	18%	46%	5.9%	18%	0.0%	0%	1.3%	5.0%	0%	0%	0.7%	2.0%	0.0%	0.6%	0.4%	1.1%
Faculty/Instructors	12,622	6,654	5,968	4,607	4,009	754	932	23	16	706	485	4	5	377	320	26	32	157	169
		53%	47%	36%	32%	6%	7%	0%	0%	6%	4%	0%	0%	3%	3%	0%	0%	1%	1%
Faculty Research	2,592	1,575	1,017	690	486	37	54	2	1	227	137	2	1	575	315	3	3	39	20
		61%	39%	27%	19%	1%	2%	0.1%	0.04%	8.8%	5.3%	0%	0%	22.2%	12.2%	0.1%	0.1%	1.5%	0.8%
Faculty/Public Service	7	3	4	1	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0
		43%	57%	14%	29%	29%	29%	0.0%	0.0%	0.0%	0.0%	0%	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Teachers' Assistant/Assoc	5,897	3,030	2,867	1,227	1,303	154	240	2	3	125	154	2	8	1,433	1,055	13	30	74	74
		51%	49%	21%	22%	3%	4%	0.0%	0.1%	2.1%	2.6%	0%	0%	24.3%	17.9%	0.2%	1%	1.3%	1%
Administrative Support	2,850	620	2,230	250	1,020	278	1,008	3	4	25	38	0	3	31	75	8	25	25	57
		22%	78%	9%	36%	10%	35%	0%	0%	0.9%	1.3%	0%	0%	1.1%	2.6%	0%	0.9%	0.9%	2.0%
Skilled Craft Workers	806	773	33	468	10	203	16	4	0	28	0	0	0	22	1	4	0	44	6
		96%	4%	58%	1%	25%	2%	0.5%	0%	3.5%	0%	0%	0%	2.7%	0.1%	0%	0%	5.5%	0.7%
Service-Maintenance	1,849	1,014	835	361	127	515	423	4	1	27	22	0	1	35	47	4	5	68	209
		55%	45%	20%	7%	28%	23%	0.2%	0.05%	1.5%	1.2%	0%	0%	1.9%	2.5%	0.2%	0.3%	3.7%	11.3%
TOTAL	38,498	18,165	20,333	10,420	11,279	2,810	4,483	46	36	1,434	1,344	18	27	2,789	2,261	90	156	558	747
		47.2%	52.8%	27.1%	29.3%	7.3%	11.6%	0.12%	0.09%	3.7%	3.5%	0%	0%	7.2%	5.9%	0.23%	0.41%	1.4%	1.9%

SECTION TEN

INDEPENDENT HIGHER EDUCATION INSTITUTIONS

SECTION 10: INDEPENDENT HIGHER EDUCATION INSTITUTIONS

BALTIMORE CITY COMMUNITY COLLEGE

- There are 391 employees in the Baltimore City Community College workforce.
 - 273 or 70% are African-American employees
 - 234 or 60% are female employees

MORGAN STATE UNIVERSITY

- There are 1089 employees in the Morgan State University workforce.
 - 809 or 74% are African-American employees
 - 562 or 52% are female employees

ST. MARY'S COLLEGE OF MARYLAND

- There are 364 employees in the St. Mary's College of Maryland workforce.
 - 51 or 14% are African-American employees
 - 187 or 51% are female employees

BALTIMORE CITY COMMUNITY COLLEGE
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2015

EEO Job Category	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	54	26	28	12	7	14	20	0	0	0	0	0	0	0	0	0	0	0	1
		48%	52%	22%	13%	26%	37%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	246	89	157	28	44	54	105	0	0	7	8	0	0	0	0	0	0	0	0
		36%	64%	11%	18%	22%	43%	0%	0%	3%	3%	0%	0%	0%	0%	0%	0%	0%	0.0%
Technicians	13	11	2	2	1	8	0	0	0	0	0	0	0	0	0	0	0	1	1
		85%	15%	15%	8%	62%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	8%	8%
Protective Service Workers: <i>Sworn</i>	11	10	1	2	0	8	1	0	0	0	0	0	0	0	0	0	0	0	0
		91%	9%	18%	0%	73%	9%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: <i>Non-Sworn</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	41	2	39	0	1	2	38	0	0	0	0	0	0	0	0	0	0	0	0
		5%	95%	0%	2%	5%	93%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	22	15	7	1	0	14	7	0	0	0	0	0	0	0	0	0	0	0	0
		68%	32%	5%	0%	64%	32%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	4	4	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	50%	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	391	157	234	47	53	102	171	0	0	7	8	0	0	0	0	0	0	1	2
		40%	60%	12%	14%	26%	44%	0%	0%	1.8%	2.0%	0%	0%	0%	0%	0%	0%	0.3%	0.5%

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

BALTIMORE CITY COMMUNITY COLLEGE
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2015

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

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2015

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	18	7	11	2	3	5	8	0	0	0	0	0	0	0	0	0	0	0	0
		39%	61%	11%	17%	28%	44%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Rejection on Probation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	9	6	3	0	0	6	3	0	0	0	0	0	0	0	0	0	0	0	0
		67%	33%	0%	0%	67%	33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	27	13	14	2	3	11	11	0	0	0	0	0	0	0	0	0	0	0	0
		48%	52%	7%	11%	41%	41%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

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

MORGAN STATE UNIVERSITY
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2015

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	128	61	67	11	1	48	64	1	1	0	1	0	0	1	0	0	0	0	0
		48%	52%	9%	1%	38%	50%	1%	0.8%	0%	1%	0%	0.0%	1%	0%	0%	0%	0%	0%
Professionals	682	356	326	92	53	199	239	11	5	48	27	5	2	1	0	0	0	0	0
		52%	48%	13%	8%	29%	35%	2%	0.7%	7%	4.0%	0.7%	0%	0%	0%	0%	0%	0%	0.0%
Technicians	11	6	5	1	0	5	5	0	0	0	0	0	0	0	0	0	0	0	0
		55%	45%	9%	0%	45%	45%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: <i>Sworn</i>	36	28	8	2	0	24	7	1	0	0	1	1	0	0	0	0	0	0	0
		78%	22%	6%	0%	67%	19%	3%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: <i>Non-Sworn</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	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	148	11	137	0	2	11	129	0	3	0	2	0	1	0	0	0	0	0	0
		7%	93%	0%	1%	7%	87%	0%	2.0%	0%	1.4%	0%	1%	0.0%	0.0%	0.0%	0%	0%	0%
Skilled Craft Workers	17	15	2	2	0	12	2	0	0	0	0	0	0	1	0	0	0	0	0
		88%	12%	12%	0%	71%	12%	0%	0%	0%	0%	0%	0%	6%	0%	0%	0%	0%	0%
Service-Maintenance	67	50	17	2	1	48	16	0	0	0	0	0	0	0	0	0	0	0	0
		75%	25%	3%	0%	72%	24%	0.0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0%	0%
TOTAL	1,089	527	562	110	57	347	462	13	9	48	31	6	3	3	0	0	0	0	0
		48%	52%	10%	5%	32%	42%	1.2%	0.8%	4.4%	2.8%	0.6%	0.3%	0%	0%	0.0%	0.0%	0.0%	0.0%

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

MORGAN STATE UNIVERSITY
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2015

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	78	35	43	11	5	18	33	0	1	4	4	1	0	1	0	0	0	0	0
		45%	55%	14%	6%	23%	42%	0%	1%	5%	5%	1%	0%	1%	0%	0%	0%	0%	0%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	33	17	16	7	2	7	13	2	0	1	1	0	0	0	0	0	0	0	0
		52%	48%	21%	6%	21%	39%	6%	0%	3%	3%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	4	1	3	0	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0
		25%	75%	0%	0%	25%	75%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	115	53	62	18	7	26	49	2	1	5	5	1	0	1	0	0	0	0	0
		46%	54%	16%	6%	23%	43%	2%	1%	4%	4%	1%	0%	1%	0%	0%	0%	0%	0%

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2015

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	38	17	21	1	3	15	17	0	0	1	1	0	0	0	0	0	0	0	0
		45%	55%	3%	8%	39%	45%	0%	0%	3%	3%	0%	0%	0%	0%	0%	0%	0%	0%
Rejection on Probation	2	1	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	9	5	4	0	0	4	4	0	0	1	0	0	0	0	0	0	0	0	0
		56%	44%	0%	0%	44%	44%	0%	0%	11%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	49	23	26	1	3	20	22	0	0	2	1	0	0	0	0	0	0	0	0
		47%	53%	2%	6%	41%	45%	0%	0%	4%	2%	0%	0%	0%	0%	0%	0%	0%	0%

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

ST. MARY'S COLLEGE OF MARYLAND
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2015

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	6	4	2	0	0	4	2	0	0	0	0	0	0	0	0	0	0	0	0
		67%	33%	0%	0%	67%	33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	239	119	120	95	101	9	6	0	0	6	5	0	0	0	0	2	1	7	7
		50%	50%	40%	42%	4%	3%	0%	0%	3%	2%	0%	0%	0%	0%	1%	0%	3%	3%
Technicians	24	15	9	14	9	0	0	0	0	1	0	0	0	0	0	0	0	0	0
		63%	38%	58%	38%	0%	0%	0%	0%	4%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: <i>Sworn</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: <i>Non-Sworn</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	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	35	1	34	1	26	0	6	0	0	0	1	0	0	0	0	0	0	0	1
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	59	37	22	24	9	13	11	0	0	0	0	0	0	0	0	0	0	0	2
		63%	37%	41%	15%	22%	19%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	364	177	187	134	145	26	25	1	0	7	6	0	0	0	0	2	1	7	10
		49%	51%	37%	40%	7%	7%	0.3%	0%	1.9%	1.65%	0%	0%	0%	0.00%	1%	0%	1.92%	2.75%

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

ST. MARY'S COLLEGE OF MARYLAND
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2015

Type of Transaction	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		50%	50%	50%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2015

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

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

APPENDICES

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EXECUTIVE ORDER

01.01.2007.16

Code of Fair Employment Practices

(Rescinds Executive Order 01.01.2007.09)

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

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

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

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

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

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

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ARTICLE I – EQUAL EMPLOYMENT OPPORTUNITY PROGRAM IN STATE GOVERNMENT

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

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

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

ARTICLE II – COMPLAINTS OF DISCRIMINATION AND UNFAIR EMPLOYMENT PRACTICES

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

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

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

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

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

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

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

ARTICLE IV– STATE ACTION

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

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ARTICLE V – ACCOMMODATIONS

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

ARTICLE VI – ANNUAL REPORTS

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

ARTICLE VII – NOTICE TO EMPLOYEES

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

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

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Statewide Equal Employment Organizational Responsibility

Governor

On the 23rd day of January 2015, Governor Larry Hogan issued a new Standards of Conduct for Executive Branch Employees and Reporting of Misconduct, Executive Order 01.01.2015.08. Governor Hogan maintains integrity as the highest standard in Government of all state employees and expects every person who serves in the Executive Branch to adhere all applicable laws and regulations that provide equal opportunity for all Marylanders regardless of race, color, religion, gender, national origin, age, disability, sexual orientation, marital status or gender identity.

The Joint Committee on Fair Practices and State Personnel Oversight

The Joint Committee on Fair Practices and State Personnel Oversight was established in 2010 to replace the Legislative Joint Committee on Fair Practices which was originally created by the State Personnel Management System Reform Act of 1996. The Joint Committee is comprised of eight members; four members of the State Senate and four members of the House of Delegates. The Joint Committee has oversight over employment policies and personnel systems in the Executive Branch of State Government, equal employment opportunity policies and practices, and certain procurement practices.

Secretary of the Department of Budget and Management

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

Deputy Secretary Department of Budget and Management

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

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Statewide Equal Employment Opportunity Coordinator

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

Secretaries and Heads of State Agencies

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

Fair Practices Officer

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

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Equal Employment Opportunity Officer

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

Americans with Disabilities Act (ADA) Officers

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

Appendix C

AGENCY	ACRONYM	FAIR PRACTICES	EEO	ADA
Administrative Hearings, Office of	OAH	Dennis Krysiak	Dennis Krysiak	Dennis Krysiak
African American History & Culture, MD Museum of	MAAMC	Lisa Nowell	James Hawkins	James Hawkins
Aging, Dept of	MDOA	Stephanie Hull	W. Chris Stewart	Vacant
Agriculture, MD Dept of	MDA	James Wallace	Vacant	Momoh Conteh
Archives, MD State	MSA	Christopher Haley	Christopher Haley	Christopher Haley
Assessment and Taxation, State Dept of	SDAT	Kimberly Burrell	Grant Chism	Grant Chism
Attorney General, Office of the	OAG	Beverly Pivec Elizabeth Harns	Peter Killough	Yolanda Colkley
Automobile Insurance Fund, MD	MAIF	Mark McCurdy	Jacqueline Wright	HR Dept
Baltimore City Community College	BCCC	Shelly King	Shelly King	Shelly King
Baltimore City Sheriff's Office	BCS	Tyra Stewart	Tyra Stewart	Vacant
Bowie State University	BOWIE	Sheila Hobson	Alanna Dennis	Alanna Dennis
Budget and Management, Dept of	DBM	Marc Nicole	Nicole Webb	Nicole Webb
Canal Place	CANAL	Deidra Ritchie	Deidra Ritchie	Deidra Ritchie
College Savings Plan	CSPM	Bernadette Benik (Interim)	Shelly Reid (Interim) Cissy Blasi (Interim)	Shelly Reid
Commerce, Dept of	COMMERCE	James T. Pyatt	James T. Pyatt	James T. Pyatt
Commission on Civil Rights	MCCR	Nicolette Young	Nicolette Young	Nicolette Young
Comptroller, Office of the	COMP	Paulette Walker	Paulette Walker	Paulette Walker
Coppin University	CSU	Lisa Early	Lisa Early	Lisa Early
Contract Appeals, MD Board of	MSBCA	Michael Carnahan	Michael Carnahan	Michael Carnahan
Deaf, MD School for the	MSD	Anny Currin	Anny Currin Cyndi Fries	Anny Currin
Education, MD State Dept of	MSDE	Kristy Michel	Renee Yarbough-Williams	Renee Yarbough-Williams
Elections, State Board of	SBEL	Nikki Charlson	Erin Perrone	Whitney LeRoux
Environment, MD Dept of the	MDE	Mary Tung	Darlene Mitchell	Darlene Mitchell
Environmental Services, MD	MES	Beth Wojton	Donna Oliff	Sandra Westervelt
Food Center Authority, MD	MFCA	Rose Harrell	Amy Broadwater	Amy Broadwater
Frostburg State University	FSU	Beth Hoffman	Beth Hoffman	Beth Hoffman
General Services, Dept of	DGS	Nelson Reichart	Monique Anderson	Monique Anderson
Governor, Office of the/Executive Dept.	GOV	Lawrence Myers	Lawrence Myers	Lawrence Myers
Health and Mental Hygiene, Dept of	DHMH	Keneithia Taylor	Janelle Robinson Tina Smith	Delinda Johnson
Health Benefit Exchange, MD	MHBE	Aaron Jacobs	Shadrick Phillips	Aaron Jacobs
Health Insurance Plan, MD	MHIP	Cindy Deickman	Cindy Deickman	Cindy Deickman
Higher Education Commission, MD	MHEC	Jennifer Frank	Jon Enriquez	Geoffrey Newman
Historic St Mary's City Commission	HSMC	Catherine Pratson	Melvin McClintock	Melvin McClintock
Housing and Community Development, Dept of	DHCD	Gordon Outlaw	Gordon Outlaw Allegra Hollins	Gordon Outlaw Allegra Hollins
Human Resources, Dept of	DHR	Karen Williford	Gerald Stansbury	Priscilla Johnson
Information Technology, Dept of	DoIT	Marc Nicole	Nicole Webb	Nicole Webb
Institute for Emer Medical Servs Systems, MD	MIEMSS	Pat Gainer	Jim Brown	Jeannie Abramson
Insurance Administration, MD	MIA	Nancy Grodin	Susan Yates	Susan Yates
Judiciary, MD	JUD	Warren Hedges	Warren Hedges	Warren Hedges
Juvenile Services, Dept of	DJS	Joseph Cleary	Charles Proctor	Denise Bean

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

GLOSSARY

GLOSSARY

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

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

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

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

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

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

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

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

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DISABILITY: With respect to an individual –

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

EXECUTIVE SERVICE:

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

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

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

MANAGEMENT SERVICE:

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

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

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

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

PROFESSIONAL SERVICE:

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

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

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

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

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

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

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

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SKILLED SERVICE:

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

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

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

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

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

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

Racial/Ethnic Categories

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

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

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

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

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

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

Multiracial: Two or more races.

Description of Job Categories

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

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

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

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

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

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

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

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