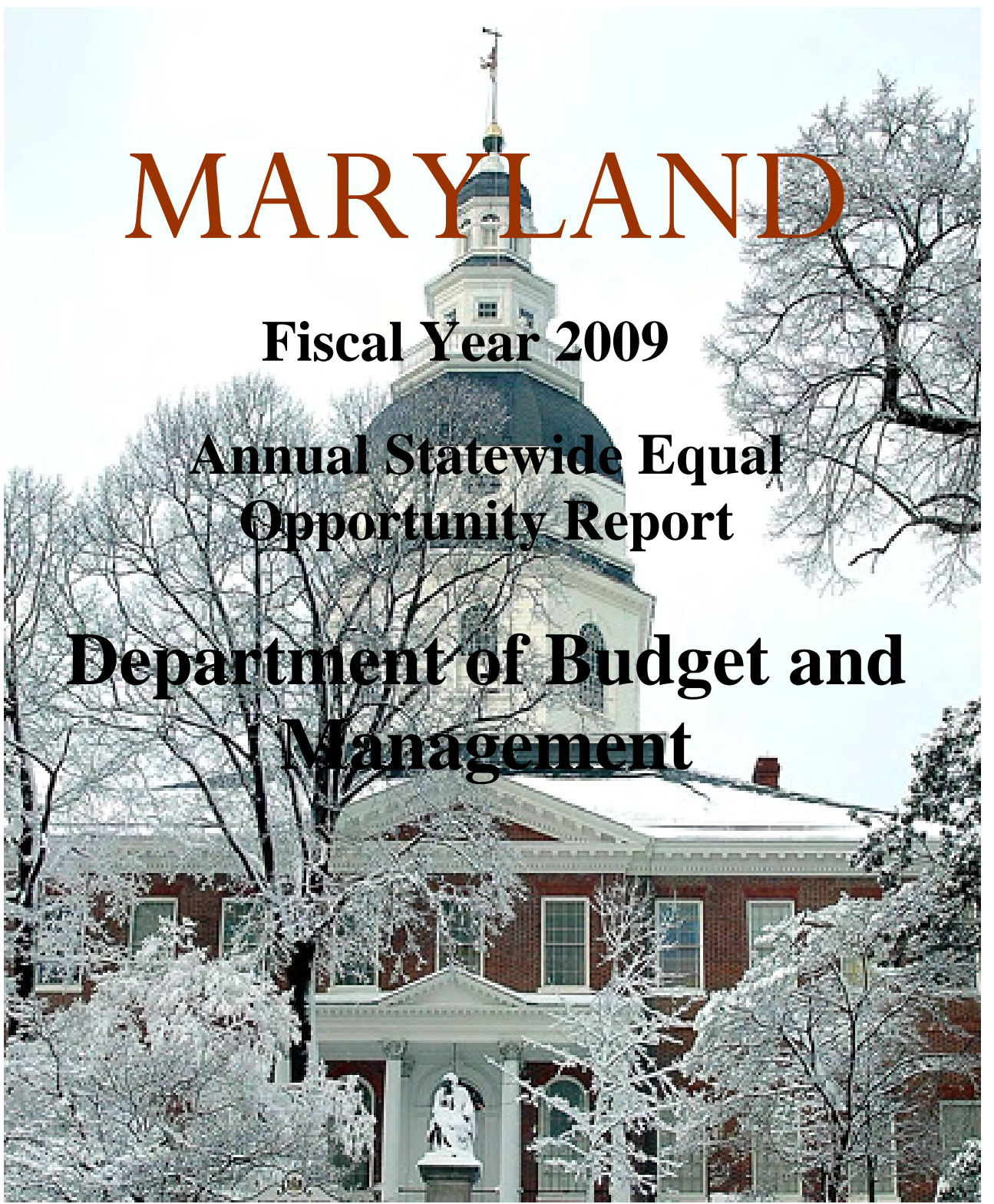


# MARYLAND

**Fiscal Year 2009**

**Annual Statewide Equal  
Opportunity Report**

**Department of Budget and  
Management**



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

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# **SECTION ONE**

## **EXECUTIVE**

## **SUMMARY**

# **SECTION 1: EXECUTIVE SUMMARY**

## **Commitment to Equal Employment Opportunity**

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. The State is committed to providing a work environment free from discrimination on the basis of age, ancestry, color, creed, gender identity or 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.

In 2007, Governor O'Malley reaffirmed the State's commitment to equal employment opportunity by updating and re-issuing the Code of Fair Employment Practices as an Executive Order. A copy of the code is provided on pages 74-80. The Executive Order clearly states that State employment decisions shall be based on merit and fitness alone and that agency leadership is expected to take personal responsibility for ensuring that equal employment opportunity is a reality in State government.

Governor O'Malley's vision of "One Maryland" has been a primary focus as we strive to unite and include all State employees in the decisions we make – without regard to race, class, religion, gender, age, etc. – to ensure a fair and equitable system where all State employees can pursue their careers without fear of discrimination or harassment, job applicants have an equal opportunity to compete for State employment and individuals requesting services from the State are provided those services without discrimination. Our goal is to have a work force that is reflective of our State.

The purpose of this report is to provide the Governor and the Joint Committee on Fair Practices and State Personnel Oversight with the information necessary to effectively assess the State's Equal Employment Opportunity (EEO) Program.

## **EEO Highlights in 2009**

The first section of the report reviews the organization of the State's EEO program and identifies the goals and objectives of the Office of the Statewide Equal Employment Opportunity Coordinator.

In calendar year 2009, the Office of the Statewide EEO Coordinator engaged State agencies and the State's EEO professionals in a number of activities designed to move the State toward the vision set forth in Governor O'Malley's executive order. The office continues to focus on training, outreach, diversity awareness, and compliance.

During the 2009 legislative session the Department of Budget and Management proposed and the General Assembly enacted Senate Bill 91 to provide that information obtained as part of a Whistleblower investigation be treated with the same assurance of confidentiality that currently exists for other investigations conducted by the State's Equal Employment Opportunity Coordinator.

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.
- The EEO Connection – a quarterly EEO newsletter that includes EEO law updates, noteworthy court rulings, a diversity corner, and community awareness information.
- The first ever EEO Symposium was attended by approximately 60 EEO Professionals from various State agencies. The symposium offered training on various topics to expand their knowledge and experience, strengthen partnerships, and promote teamwork and professionalism among the professionals. Senator Catherine Pugh and Delegate Adrienne Jones of the Joint Committee on Fair Practices and Personnel Oversight spoke to the professionals about the Committee's commitment to promoting the State's EEO Program and its support for the office.
- 3<sup>rd</sup> Annual Meet and Greet Event hosted by the Department of Housing and Community Development. About 40 EEO Professionals attended this half-day event which focused on promoting diversity and inclusion in the State's work force. Guest speakers included staff advisors from the Governor's Office on Community Initiatives (GOCI). Representatives from the Commission on Asian Pacific American Affairs, the Commission on Hispanic Affairs, the Commission on Middle Eastern American Affairs, the Commission on African Affairs, and the Maryland Council for New Americans spoke about their efforts to improve and promote diversity in State government and to increase employment opportunities for minorities in our work force.
- Training and instruction on the latest assistive technology and website accessibility technology available to individuals with disabilities.
- Ongoing training and updates on the recent changes to the American with Disabilities Act.
- Conducting fifteen agency compliance review audits. Additional audits will be conducted in calendar 2010. Efforts are being made to improve administration of the program by disseminating agency specific performance reports to the head of each agency. Comparing agency specific data with the statewide trends to provide greater context on the outcomes.
- During calendar 2010, 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 data for fiscal 2009 and trends since fiscal 2004 are presented in Sections 3-10. Notable table findings and trends are discussed briefly below.

### Work force Diversity

Maryland State government employs individuals from a wide range of racial and ethnic groups. For example, African-Americans make up 41% of the State government work force (Exhibit 1). African-Americans represent a larger share of the State government's work force compared to Maryland's Civilian Labor Force (CLF), while Other minorities are almost equally represented (Exhibit 2). The percentage of non-whites in the work force has increased from about 46% in fiscal 2004 to 48% in fiscal 2009 while the percentage of females remained the same at 56% in fiscal 2004 and fiscal 2009 (Exhibit 3).

During fiscal 2009, new hires continued to add to the diversity of the work force with women accounting for 53% of new hires, minorities accounting for more than half, and African-Americans accounting for 47% (Exhibits 4 and 5).

Approximately 42% of State workers under the age of 50 are African-American. That percentage declines among older workers, with African-Americans making up 36% of workers between 50-59, and less than 30% of workers over the age of 60 (Exhibit 6). Females represent the majority of State employees in each age category except age 70 and over.

### Advancement Opportunities

In fiscal 2009, women and minorities generally received promotions or upward reclassifications at rates consistent with their share of the work force. Women – who represent 56% of the work force - accounted for 55% of all promotions and 52% of reclassifications. African-Americans – who represent 41% of the work force – accounted for 54% of the promotions and 31% of the reclassifications (Exhibit 7).

### Disciplinary Personnel Transactions

African-Americans were over-represented with respect to suspensions (65%) and terminations (60%) (Exhibit 8).

### Disparities Remain

While 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 55% of positions classified as Professionals. African-Americans in contrast hold slightly less than half of the lower salaried Administrative Support positions (49%) and 68% of the Service/Maintenance positions. With respect to special appointments, 61% are white and 28% are African-American.

Women are also under-represented in certain job categories. They are less likely than men to serve as Protective Service Workers (11% of sworn officers and 39% of non-sworn officers), but are far more likely than men to serve in Administrative Support positions (90%). Despite holding 56% of State positions, women fill only 46% of positions categorized as Officials and Administrators.

The disparities in job categories contribute to the difference in the salaries paid to men and women and whites and minorities. Exhibit 9 depicts the fiscal 2009 salaries for men and women and whites and minorities. Male employees were paid an average of \$5,814 more than female employees in fiscal 2009 while Whites were paid an average of \$7,543 more than African-Americans and \$2,153 more than other minorities. The gap between the average salaries of Whites and African-Americans closed slightly between FY 2004 and FY 2009, while the gap between men and women grew slightly (Exhibits 10 and 11). Over the same period, the average salary for other minorities grew much closer to that of Whites and now exceeds the average State salary of \$49,939.

The greatest impediment to closing the salary gap for African-Americans is their disproportionate share of low paying jobs. African-Americans hold more than half of positions classified as Grade 8 or below. The grade with the largest number of African-American workers is Grade 13 which pays a maximum of \$52,866 while the grade with the largest number of white workers is grade 16 which pays a maximum of \$64,257.

The State has enhanced its recruitment of African-Americans by expanding current relationships with Historically Black Colleges and Universities (HBCUs) and professional organizations and job fairs that may be sources of African-American and other diversity recruitment in order to develop a talent pipeline and increase the applicant flow of qualified people of color.

### 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:

- 151 reasonable accommodation requests were received from State employees and applicants for State employment in fiscal 2009. 88% of the requests were granted.
- 384 complaints of discrimination were received statewide in fiscal 2009. Race and Sex/Gender were the most common basis for complaints. A "no cause" finding was found in 96 cases and a "probable cause" finding was found in 32 cases.
- Complaints of discrimination decreased from 431 in fiscal 2008, to 384 in fiscal 2009.



- The vast majority of employees at the University System of Maryland (59%) and St. Mary's College of Maryland (81%) were white. Almost 65% of faculty and research positions in the System were filled by whites. Both the System and St. Mary's College of Maryland employed slightly more women than men.
- African-Americans composed the majority of workers (69%) at Morgan State University and (68%) Baltimore City Community College. Women held 51% of the positions at Morgan State University and 61% of the positions at Baltimore City Community College.

Exhibit 1

### Statewide Work Force by Race

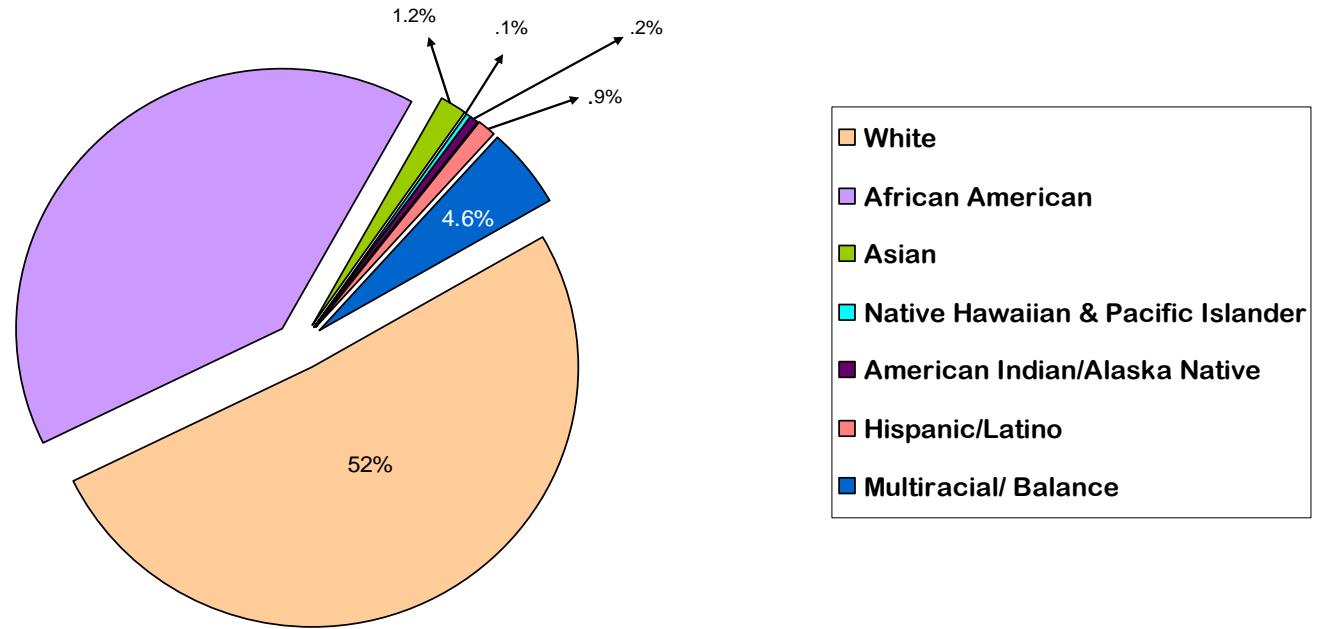


Exhibit 2

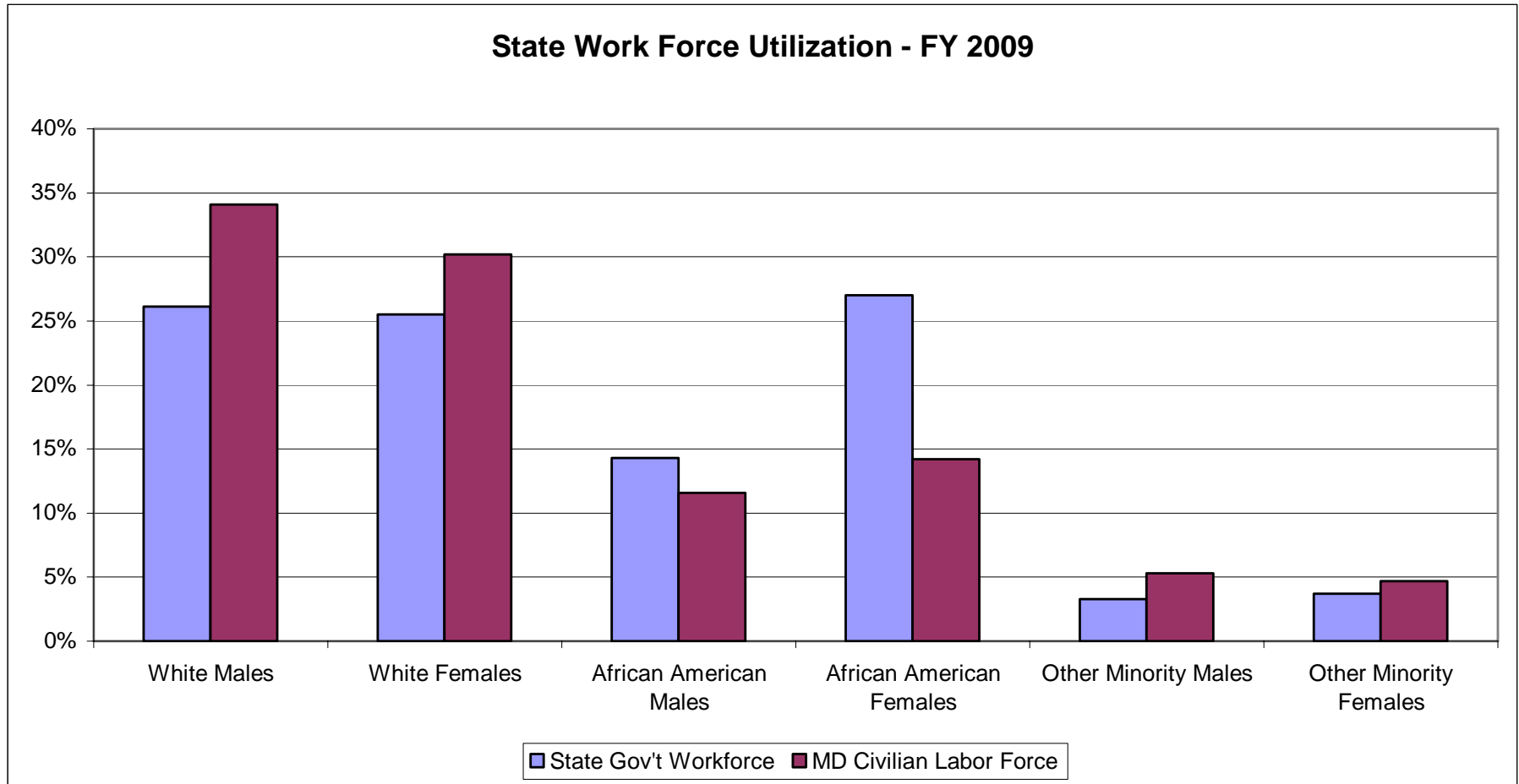


Exhibit 3

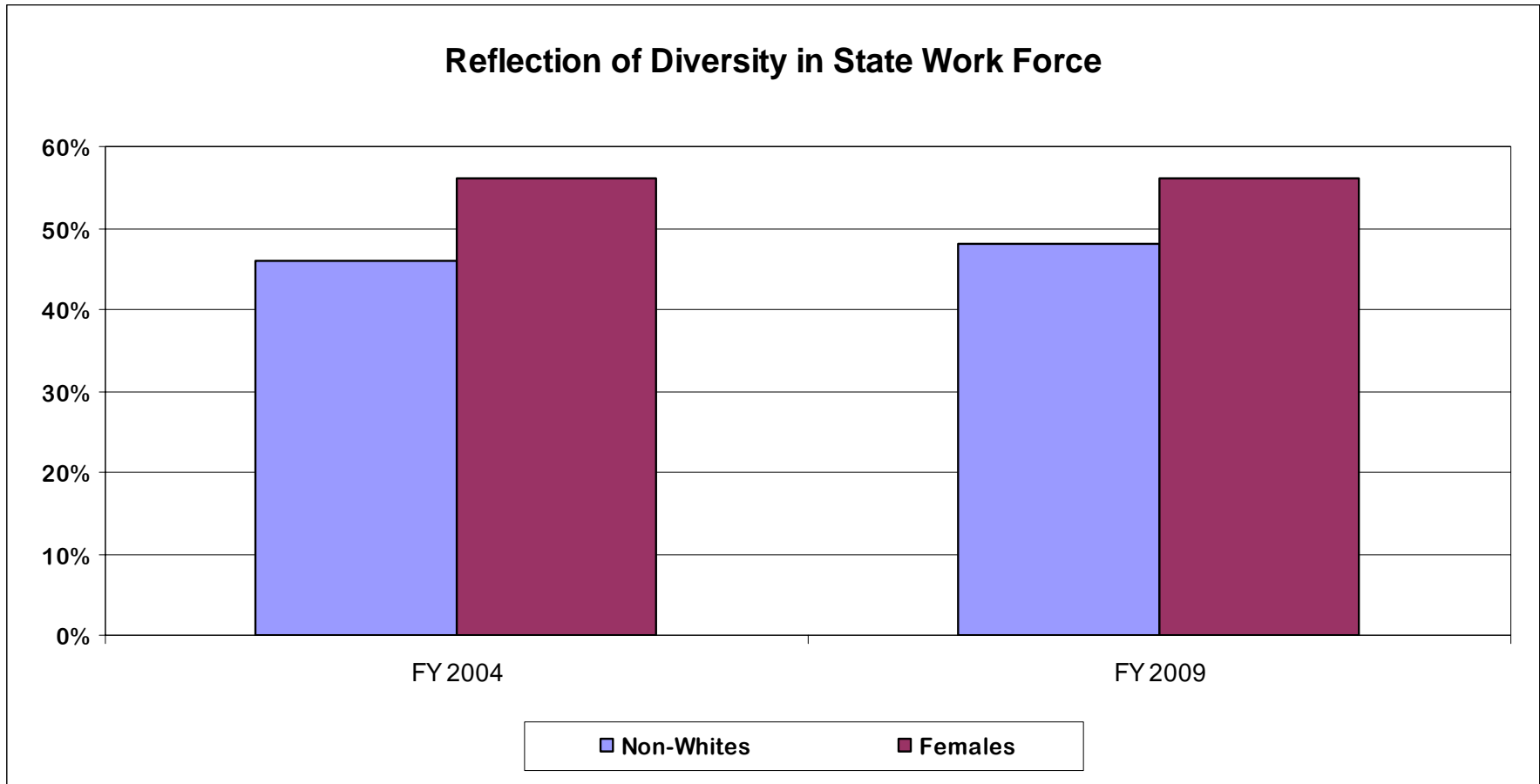


Exhibit 4

### Percentage of Women as New Hires

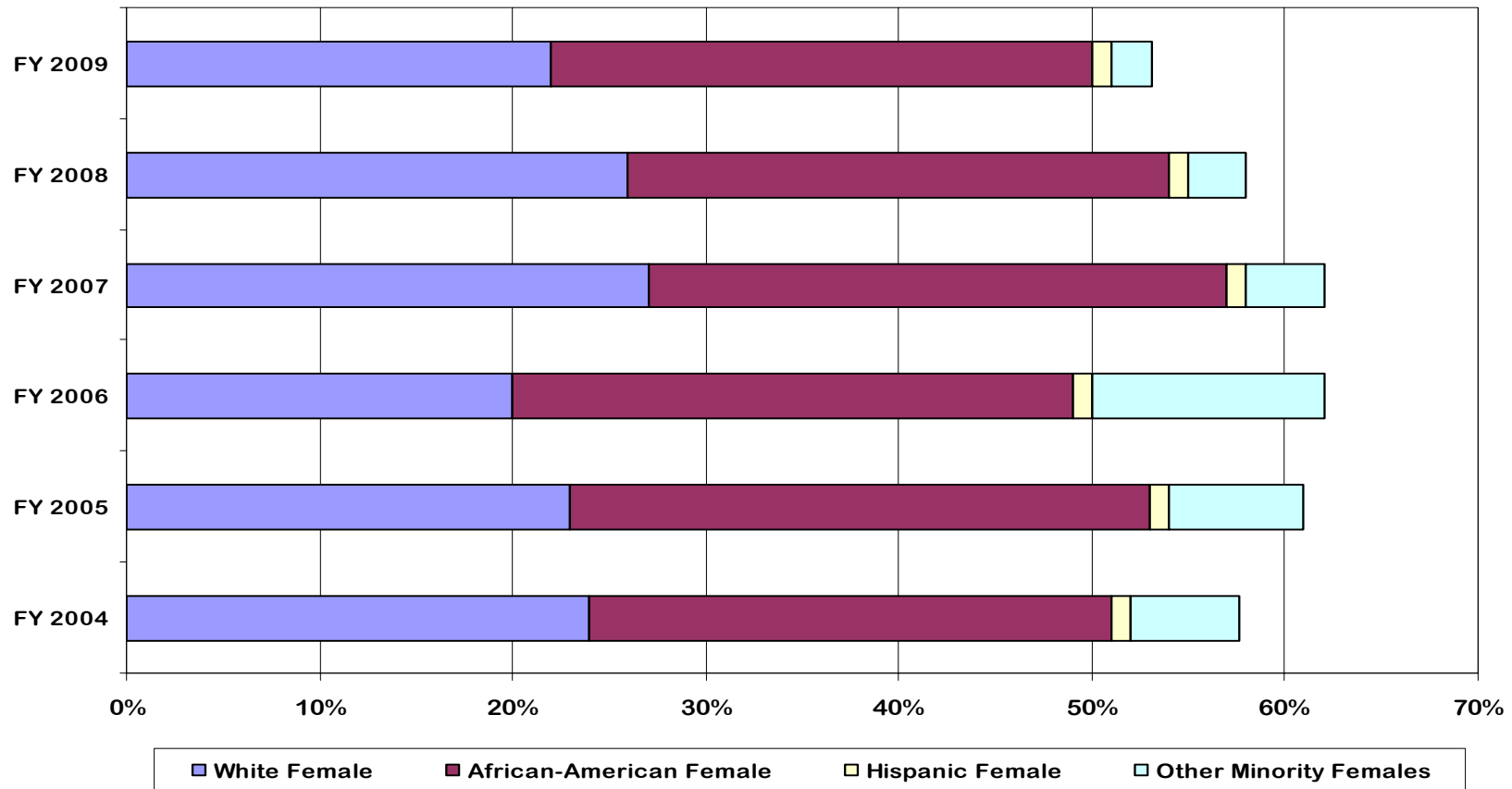


Exhibit 5

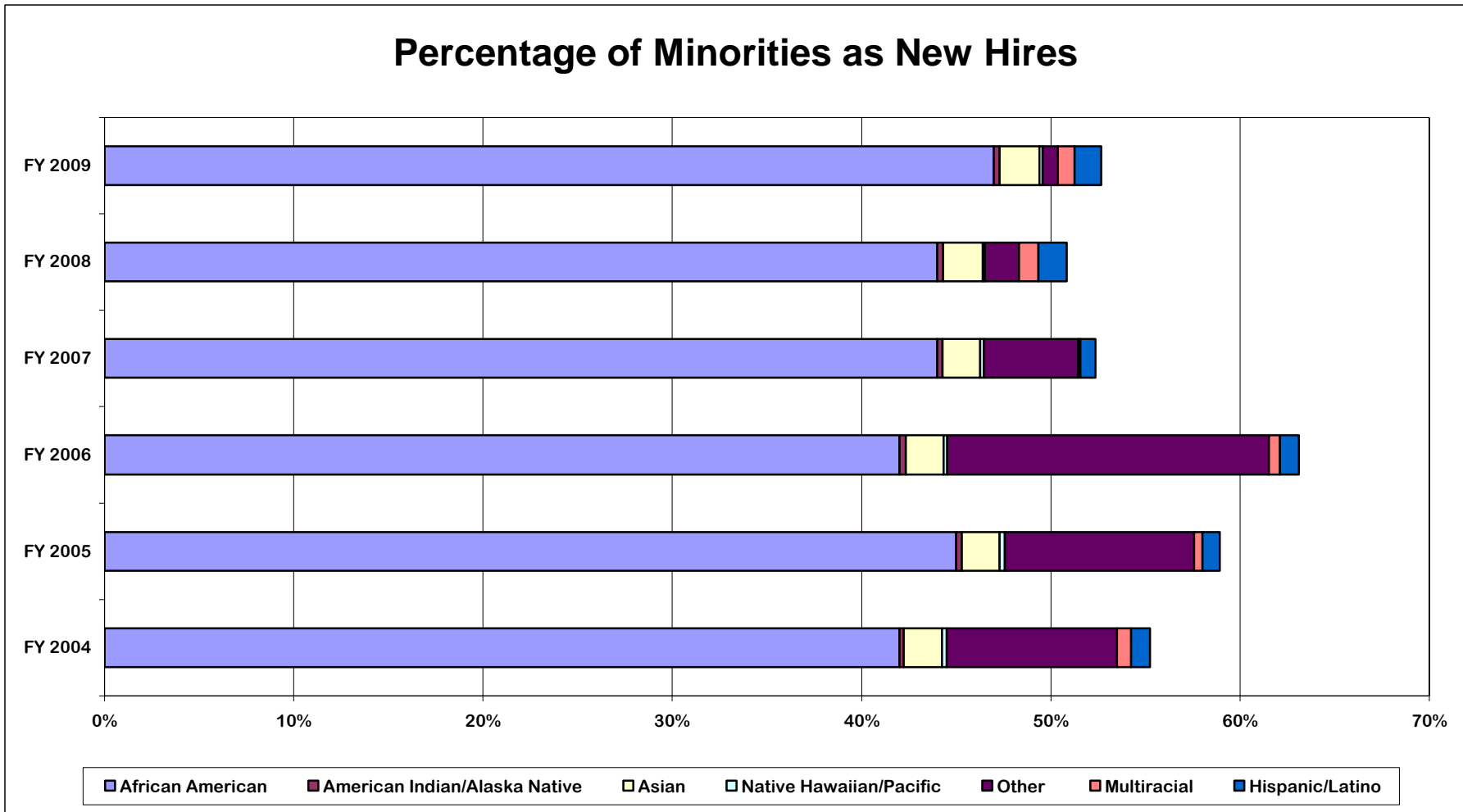


Exhibit 6

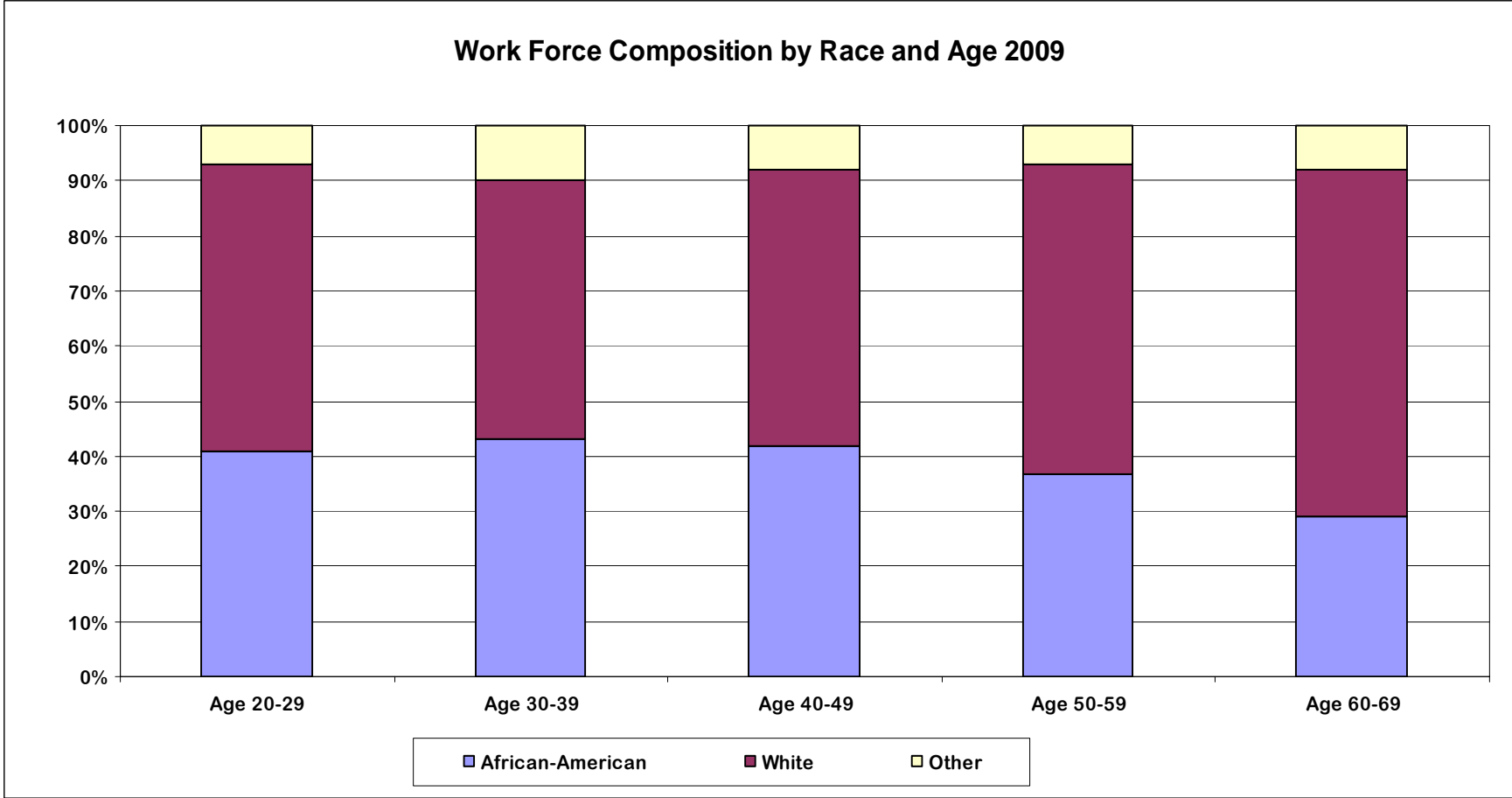


Exhibit 7

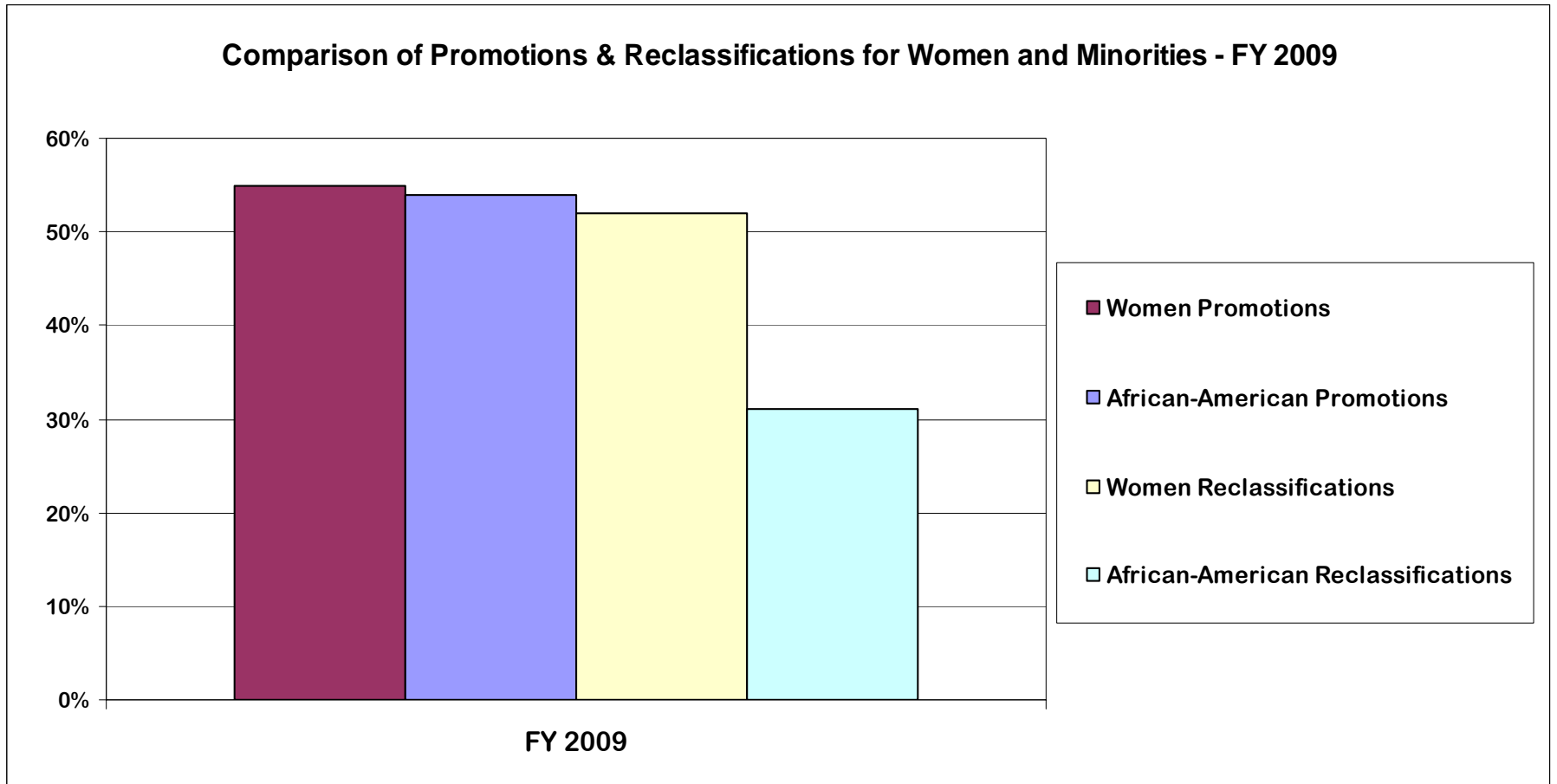




Exhibit 8

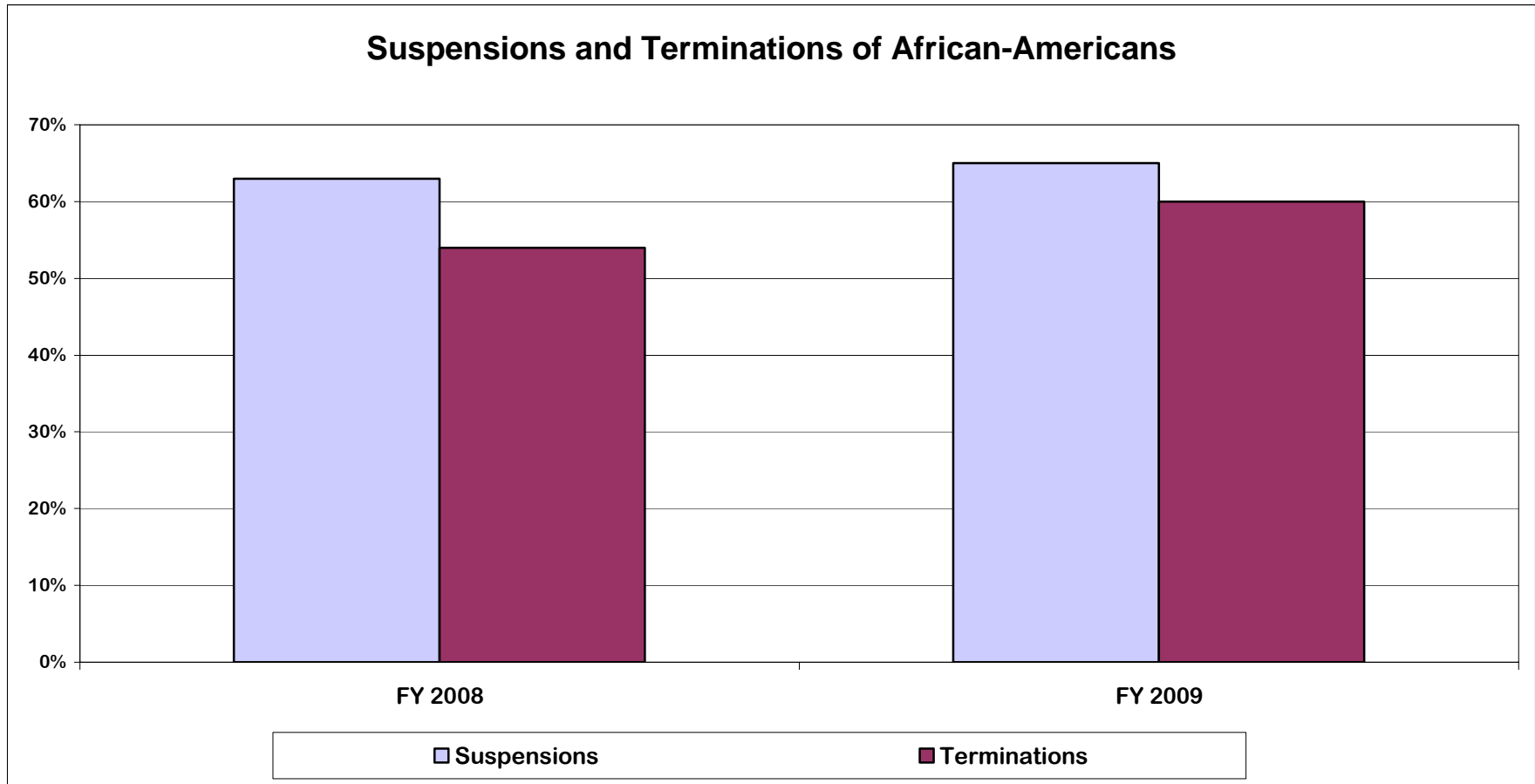


Exhibit 9

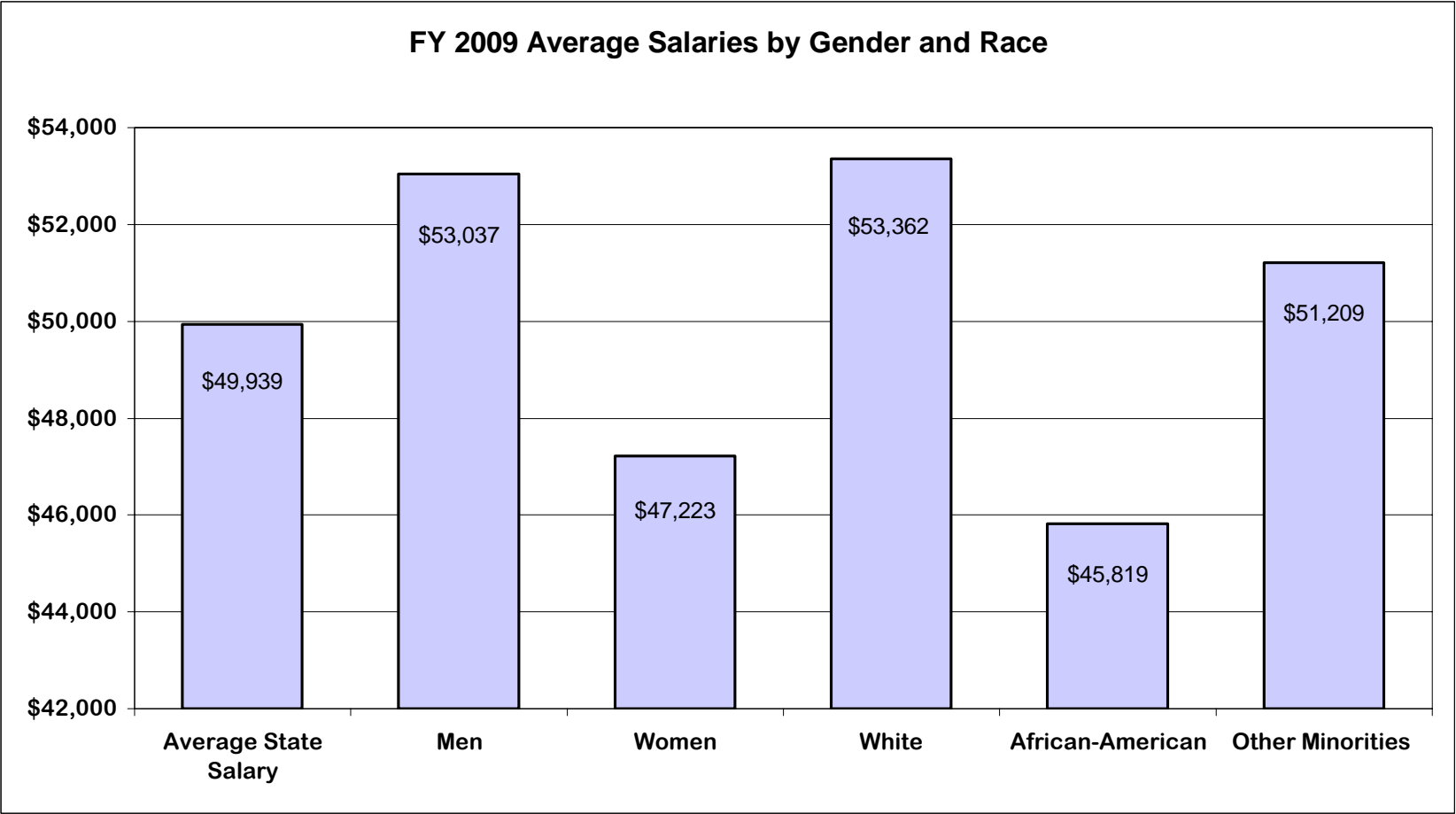


Exhibit 10

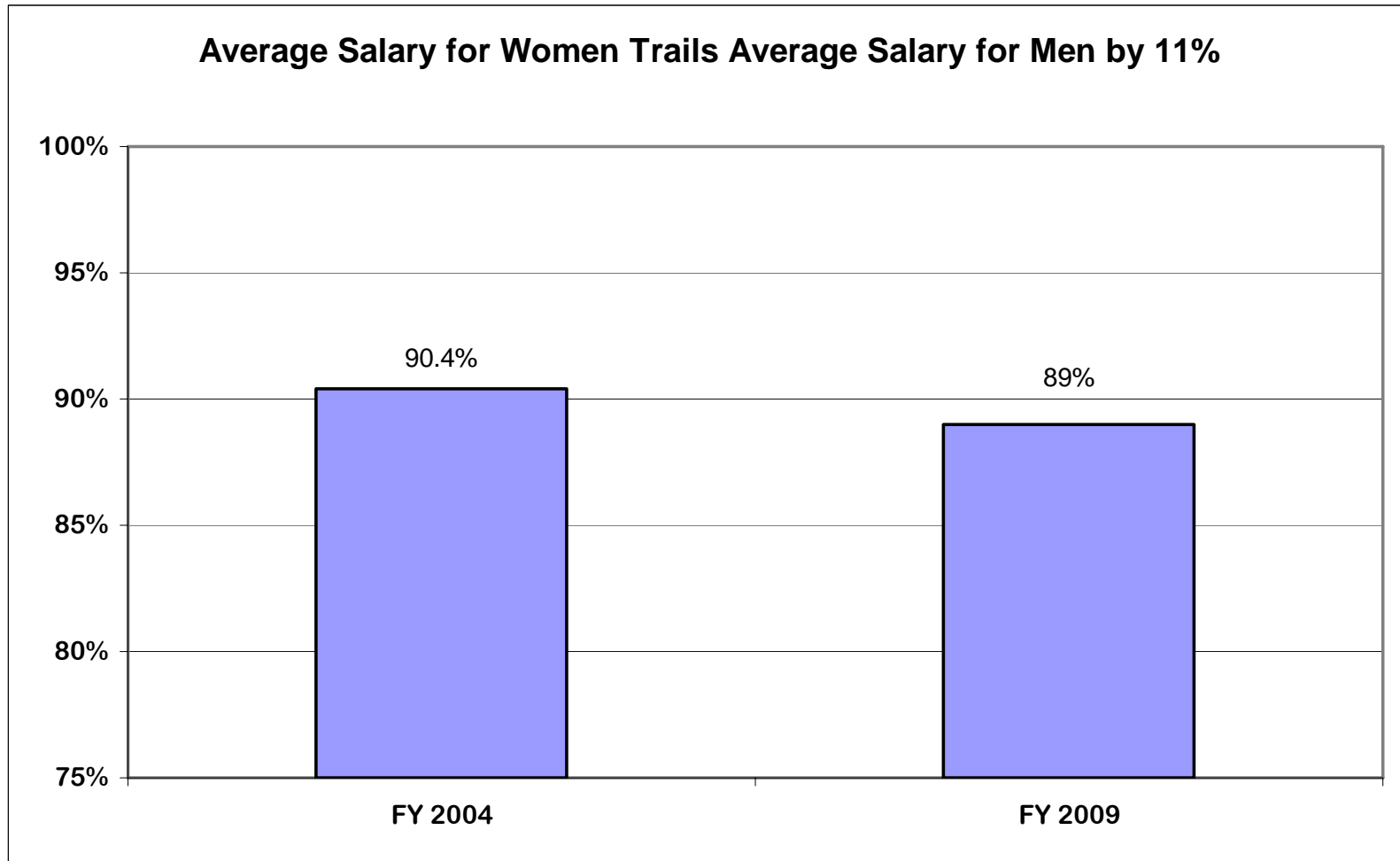
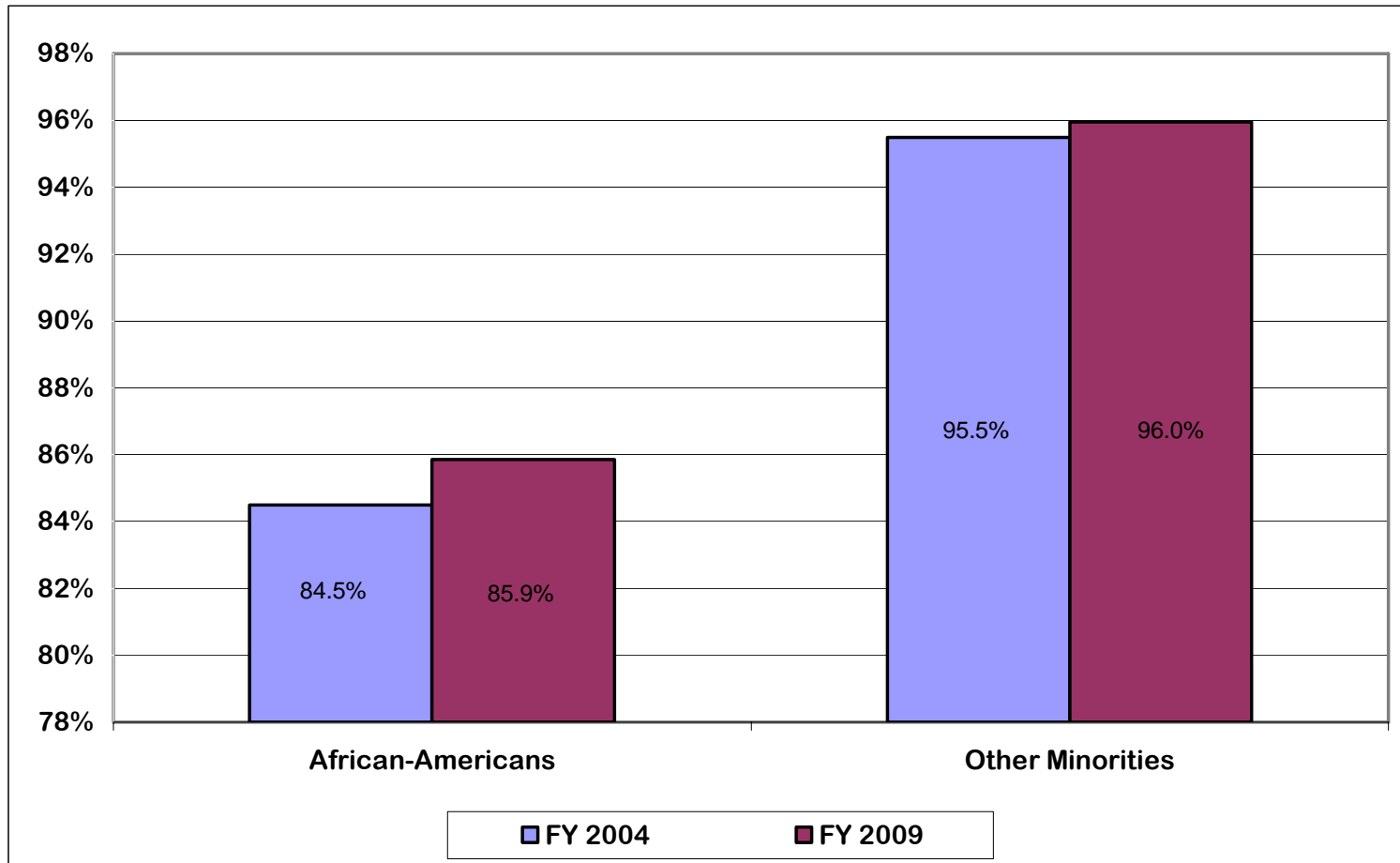


Exhibit 11

**Average Salaries of Minorities Trail Average Salaries of Whites But the Gap is Closing**



# **SECTION TWO**

## **INTRODUCTION**

## INTRODUCTION

### POLICY STATEMENT

It is the policy of the State of Maryland to prohibit discrimination in any personnel action concerning any employee or applicant for employment on the basis of age; ancestry; color; creed; genetic information; gender identity and expression; marital status; mental or physical disability; national origin; race; religious affiliation; belief; or opinion; sex; or sexual orientation. Governor O'Malley has supported the State of Maryland's Equal Employment Opportunity Program by strengthening the State's commitment to providing a work environment free from discrimination and issuing a revised Executive Order to protect all State employees from discrimination. The Equal Employment Opportunity Program ensures that State government maintains a qualified diverse work force and investigates and resolves allegations of discrimination in the work place or hiring practices.

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

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

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

## **SECTION 2: INTRODUCTION**

- 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.

**SECTION 2: INTRODUCTION**

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

In accordance with 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. 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 Office of the Statewide Equal Employment Opportunity Coordinator (OSEEOC) administers and enforces the Statewide Equal Employment Opportunity program and coordinates the activities of the agency Fair Practices Officers, EEO Officers, and the Americans with Disabilities Act (ADA) Officers in accordance with the Governor's Code of Fair Employment Practices and Subtitle 5 of the State Personnel and Pensions Article. In addition to reviewing EEO appeals, the Coordinator's office also conducts investigations of discrimination, unfair employment practices, and Whistleblower complaints.

The OSEEOC is responsible for the following specific tasks:

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



**SECTION 2: INTRODUCTION**

- 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 and distributing reports in compliance with other State and federal requirements.

# **SECTION THREE**

## **STATE**

### **WORK FORCE**

#### **STATISTICS**

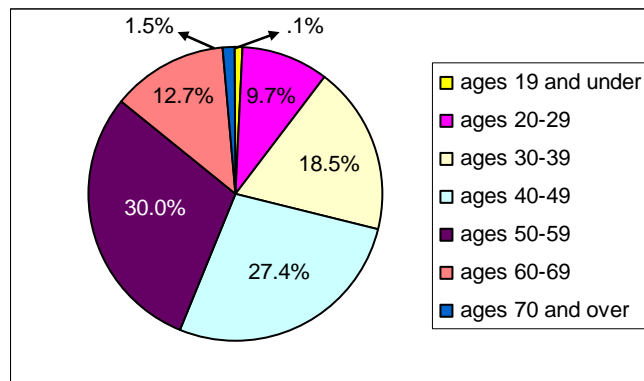
## SECTION 3: STATEWIDE WORK FORCE STATISTICS

The Fiscal Year 2009 Annual EEO Report contains data on the total number of State employees in the Executive Branch of State government.

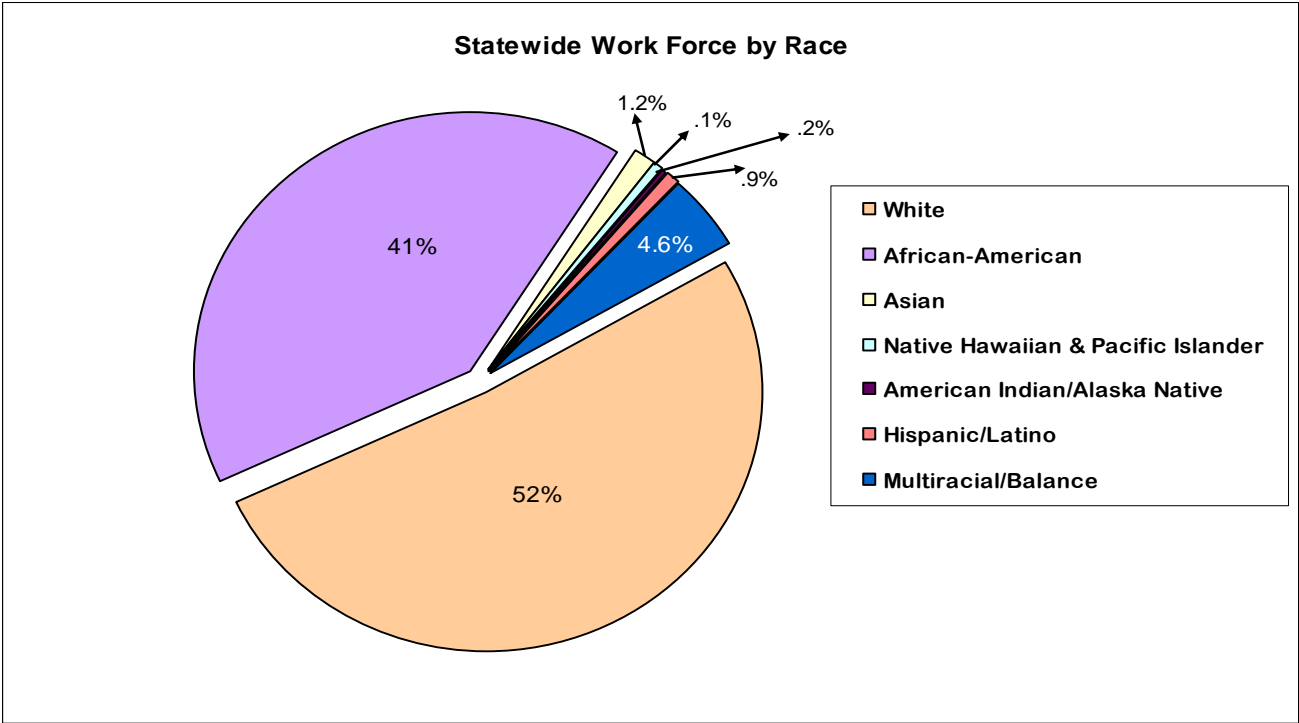
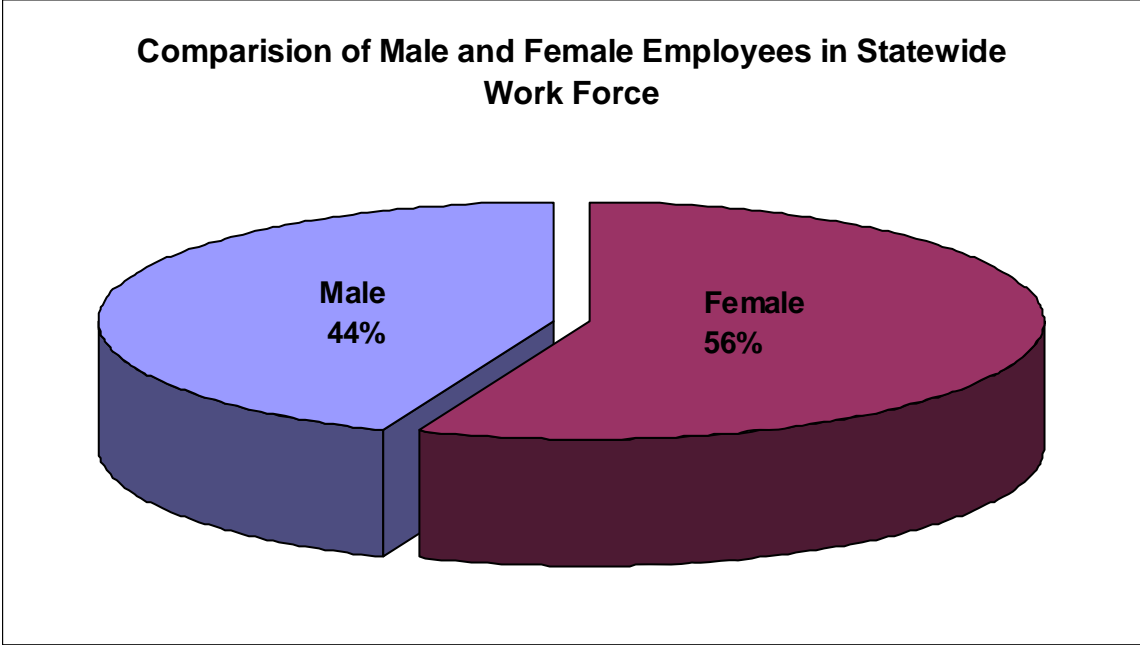
Highlights of the demographic information presented in the following charts include:

- The size of Maryland State government's work force decreased from 56,225 individuals in FY 2004 to 55,643 in FY 2009.
- While the number of Whites in the work force has declined, minority groups have increased.
- Maryland has a racially diverse work force with African-Americans holding more than 40% of State positions and workers identifying themselves as belonging to other minority groups holding another 7% of positions.
- Females represent 56% of the State's work force in fiscal 2009, unchanged from 2004.
- Over 70% of the State's work force in fiscal 2009 was over the age of 40.

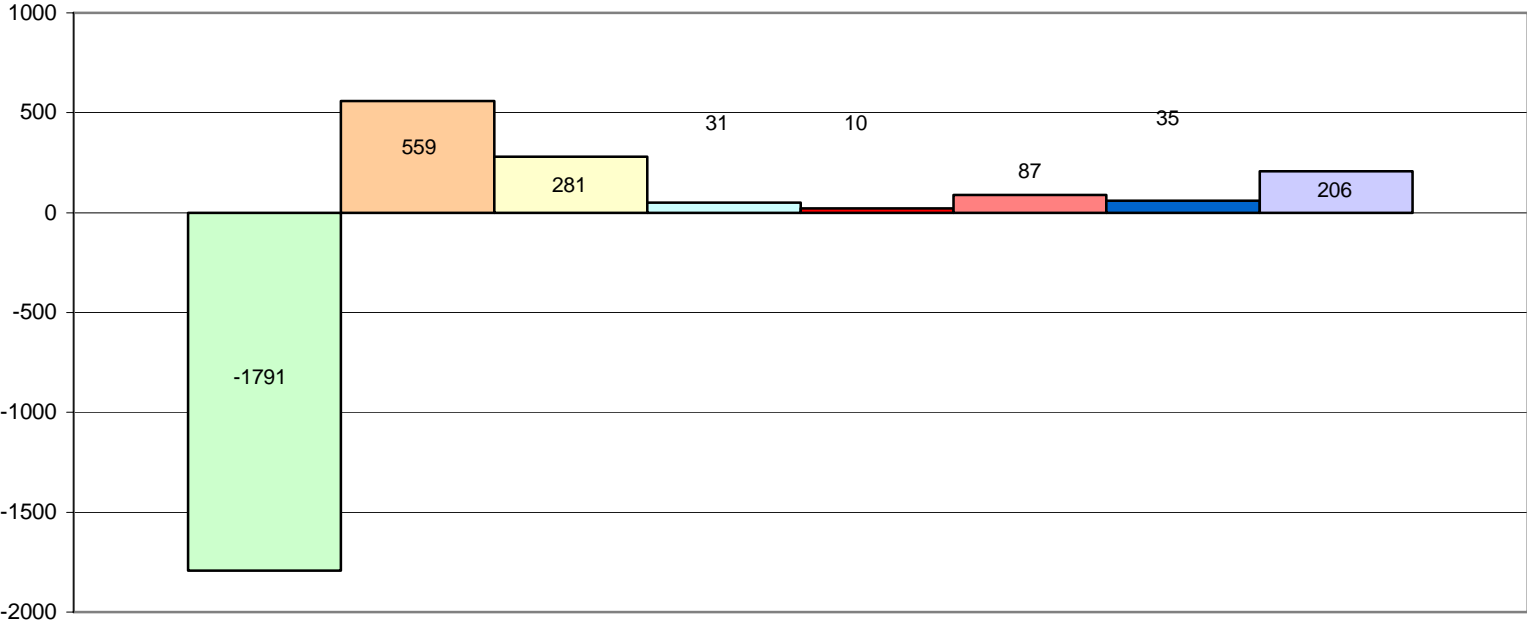
**Work force by Age**



**SECTION 3 - SUMMARY HIGHLIGHTS**



# Change in Employees by Race from Fiscal Year 2004 and 2009



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

**TOTAL FULL-TIME AND PART-TIME WORK FORCE UTILIZATION**

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
<b>Officials and Administrators</b>	<b>4,530</b>	<b>2,430</b>	<b>2,100</b>	1,869	1,405	360	525	2	3	32	24	2	1	142	112	10	8	13	22
		54%	46%	41%	31%	8%	12%	0.04%	0.1%	0.71%	0.53%	0.04%	0.02%	3.13%	2.47%	0.22%	0.18%	0.29%	0.49%
<b>Professionals</b>	<b>22,671</b>	<b>7,709</b>	<b>14,962</b>	4,829	7,664	2,126	6,246	19	34	210	204	8	9	399	591	37	91	81	123
		34%	66%	21%	34%	9%	28%	0.08%	0.15%	0.93%	0.90%	0.04%	0.04%	1.76%	2.61%	0.16%	0.40%	0.36%	0.54%
<b>Technicians</b>	<b>3,241</b>	<b>1,608</b>	<b>1,633</b>	1,174	826	340	732	7	2	25	4	2	2	28	33	17	13	15	21
		50%	50%	36%	25%	10%	23%	0.22%	0.06%	0.77%	0.12%	0.06%	0.06%	0.86%	1.02%	0.52%	0.40%	0.46%	0.65%
<b>Protective Service Workers: Sworn</b>	<b>2,288</b>	<b>2,044</b>	<b>244</b>	1,505	137	410	92	3	0	10	1	1	0	75	12	1	1	39	1
		89%	11%	66%	6%	18%	4%	0.13%	0.00%	0.44%	0.04%	0.04%	0.00%	3.28%	0.52%	0.04%	0.04%	1.70%	0.04%
<b>Protective Service Workers: Non-Sworn</b>	<b>9,127</b>	<b>5,587</b>	<b>3,540</b>	2,872	526	2,323	2,759	6	6	17	2	5	1	311	215	26	16	27	15
		61%	39%	31%	6%	25%	30%	0.07%	0.07%	0.19%	0.02%	0.05%	0.01%	3.41%	2.36%	0.28%	0.18%	0.30%	0.16%
<b>Administrative Support</b>	<b>7,536</b>	<b>760</b>	<b>6,776</b>	318	3,071	373	3,300	1	19	28	52	3	9	26	198	6	47	5	80
		10%	90%	4%	41%	5%	44%	0.01%	0.25%	0.37%	0.69%	0.04%	0.12%	0.35%	2.63%	0.08%	0.62%	0.07%	1.06%
<b>Skilled Craft Workers</b>	<b>2,107</b>	<b>2,048</b>	<b>59</b>	1,369	37	595	22	11	0	19	0	4	0	19	0	11	0	20	0
		97%	3%	65%	2%	28%	1%	0.52%	0.00%	0.90%	0.00%	0.19%	0.00%	0.90%	0.00%	0.52%	0.00%	0.95%	0.00%
<b>Service-Maintenance</b>	<b>4,143</b>	<b>2,123</b>	<b>2,020</b>	579	544	1,433	1,369	6	4	19	13	4	8	43	59	18	7	21	16
		51%	49%	14%	13%	35%	33%	0.14%	0.10%	0.46%	0.31%	0.10%	0.19%	1.04%	1.42%	0.43%	0.17%	0.51%	0.39%
<b>TOTAL</b>	<b>55,643</b>	<b>24,309</b>	<b>31,334</b>	<b>14,515</b>	<b>14,210</b>	<b>7,960</b>	<b>15,045</b>	<b>55</b>	<b>68</b>	<b>360</b>	<b>300</b>	<b>29</b>	<b>30</b>	<b>1,043</b>	<b>1,220</b>	<b>126</b>	<b>183</b>	<b>221</b>	<b>278</b>
		44%	56%	26.1%	25.5%	14.3%	27.0%	0.10%	0.12%	0.65%	0.54%	0.05%	0.05%	1.87%	2.19%	0.23%	0.33%	0.40%	0.50%

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

**FULL-TIME AND PART-TIME EMPLOYEES PERCENTAGE CHANGE — FY 2004 & FY 2009**

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	FY 2009	TOTAL	4,530	2,430	2,100	1,869	1,405	360	525	2	3	32	24	2	1	142	112	10	8	13	22
				53.6%	46.4%	41.3%	31.0%	7.95%	11.6%	0.04%	0.07%	0.71%	0.53%	0.04%	0.02%	3.13%	2.47%	0.22%	0.18%	0.29%	0.49%
	FY 2004	TOTAL	3,867	2,217	1,650	1,775	1,166	250	370	3	-	17	8	2	1	156	84	8	8	6	13
				57.3%	42.7%	45.9%	30.2%	6.46%	9.57%	0.08%	0.00%	0.44%	0.21%	0.05%	0.03%	4.03%	2.17%	0.21%	0.21%	0.16%	0.34%
Professionals	FY 2009	TOTAL	22,671	7,709	14,962	4,829	7,664	2,126	6,246	19	34	210	204	8	9	399	591	37	91	81	123
				34.0%	66.0%	21.3%	33.8%	9.38%	27.6%	0.08%	0.1%	0.93%	0.90%	0.04%	0.04%	1.76%	2.61%	0.16%	0.40%	0.36%	0.54%
	FY 2004	TOTAL	22,565	8,112	14,453	5,353	7,940	2,110	5,652	19	24	118	113	6	5	388	552	33	46	85	121
				35.9%	64.1%	23.7%	35.2%	9.35%	25.0%	0.08%	0.1%	0.52%	0.50%	0.03%	0.02%	1.72%	2.45%	0.15%	0.20%	0.38%	0.54%
Technicians	FY 2009	TOTAL	3,241	1,608	1,633	1,174	826	340	732	7	2	25	4	2	2	28	33	17	13	15	21
				49.6%	50.4%	36.2%	25.5%	10.49%	22.6%	0.22%	0.1%	0.77%	0.12%	0.06%	0.06%	0.86%	1.02%	0.52%	0.40%	0.46%	0.65%
	FY 2004	TOTAL	3,591	1,764	1,827	1,393	957	291	781	3	5	14	5	1	1	30	58	19	5	13	15
				49.1%	50.9%	38.8%	26.6%	8.10%	21.7%	0.08%	0.1%	0.39%	0.14%	0.03%	0.03%	0.84%	1.62%	0.53%	0.14%	0.36%	0.42%
Protective Service Workers: Sworn	FY 2009	TOTAL	2,288	2,044	244	1,505	137	410	92	3	-	10	1	1	-	75	12	1	1	39	1
				89.3%	10.7%	65.8%	6.0%	17.92%	4.0%	0.13%	0.0%	0.44%	0.04%	0.04%	0.00%	3.28%	0.52%	0.04%	0.04%	1.70%	0.04%
	FY 2004	TOTAL	2,318	2,037	281	1,519	168	439	101	2	1	4	1	1	-	35	5	3	3	34	2
				87.9%	12.1%	65.5%	7.2%	18.94%	4.4%	0.09%	0.0%	0.17%	0.04%	0.04%	0.00%	1.51%	0.22%	0.13%	0.13%	1.47%	0.09%

**FULL-TIME AND PART-TIME EMPLOYEES PERCENTAGE CHANGE CON'T — FY 2004 & FY 2009**

EEO Job Category		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	
Protective Service Workers: Non-Sworn	FY 2009	TOTAL	9,127	5,587	3,540	2,872	526	2,323	2,759	6	6	17	2	5	1	311	215	26	16	27	15
				61.2%	38.8%	31.5%	5.8%	25.45%	30.2%	0.07%	0.1%	0.19%	0.02%	0.05%	0.01%	3.41%	2.36%	0.28%	0.18%	0.30%	0.16%
	FY 2004	TOTAL	8,486	5,465	3,021	2,760	385	2,316	2,437	8	7	12	-	2	-	323	179	8	3	36	10
				64.4%	35.6%	32.5%	4.5%	27.29%	28.72%	0.09%	0.08%	0.14%	0.00%	0.02%	0.00%	3.81%	2.11%	0.09%	0.04%	0.42%	0.12%
Administrative Support	FY 2009	TOTAL	7,536	760	6,776	318	3,071	373	3,300	1	19	28	52	3	9	26	198	6	47	5	80
				10.1%	89.9%	4.2%	40.8%	4.95%	43.8%	0.01%	0.3%	0.37%	0.69%	0.04%	0.12%	0.35%	2.63%	0.08%	0.62%	0.07%	1.06%
	FY 2004	TOTAL	8,568	770	7,798	337	3,885	381	3,619	3	16	11	33	2	-	24	135	5	42	7	68
				9.0%	91.0%	3.9%	45.3%	4.45%	42.2%	0.04%	0.2%	0.13%	0.39%	0.02%	0.00%	0.28%	1.58%	0.06%	0.49%	0.08%	0.79%
Skilled/Craft Workers	FY 2009	TOTAL	2,107	2,048	59	1,369	37	595	22	11	-	19	-	4	-	19	-	11	-	20	-
				97.2%	2.8%	65.0%	1.8%	28.24%	1.0%	0.52%	0.0%	0.90%	0.00%	0.19%	0.00%	0.90%	0.00%	0.52%	0.00%	0.95%	0.00%
	FY 2004	TOTAL	2,227	2,165	62	1,535	41	559	18	9	-	13	-	3	-	15	2	16	-	15	1
				97.2%	2.8%	68.9%	1.8%	25.10%	0.8%	0.40%	0.0%	0.58%	0.00%	0.13%	0.00%	0.67%	0.09%	0.72%	0.00%	0.67%	0.04%
Service Maintenance	FY 2009	TOTAL	4,143	2,123	2,020	579	544	1,433	1,369	6	4	19	13	4	8	43	59	18	7	21	16
				51.2%	48.8%	14.0%	13.1%	34.59%	33.0%	0.14%	0.1%	0.46%	0.31%	0.10%	0.19%	1.04%	1.42%	0.43%	0.17%	0.51%	0.39%
	FY 2004	TOTAL	4,603	2,292	2,311	670	632	1,527	1,595	8	5	15	15	-	4	33	38	20	3	19	19
				49.8%	50.2%	14.6%	13.7%	33.17%	34.7%	0.17%	0.1%	0.33%	0.33%	0.00%	0.09%	0.72%	0.83%	0.43%	0.07%	0.41%	0.41%



### STATEWIDE WORK FORCE 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	79	38	41	22	22	14	17	0	0	0	0	0	0	0	0	1	1	1	1
		48%	52%	28%	28%	18%	22%	0%	0%	0.00%	0%	0%	0%	0.00%	0.00%	127%	1%	127%	127%
20-29	6,089	2,533	3,556	1,688	1,456	654	1,820	6	12	41	47	6	3	96	122	11	38	31	58
		42%	58%	28%	24%	1%	30%	0.10%	0.20%	0.67%	0.77%	0.10%	0.05%	158%	2.00%	0.18%	0.62%	0.51%	0.95%
30-39	11,589	4,778	6,811	2,782	2,722	1,535	3,437	9	13	120	116	7	9	234	376	21	53	70	85
		41%	59%	24%	23%	13%	30%	0.08%	0.1%	1.04%	1.00%	0.06%	0.08%	2.02%	3.24%	0.18%	0.46%	0.60%	0.73%
40-49	17,142	7,097	10,045	4,102	4,530	2,370	4,727	18	19	88	107	11	12	400	502	44	49	64	99
		41%	59%	24%	26%	14%	28%	0.1%	0.1%	0.5%	0.62%	0.06%	0.07%	2.33%	2.93%	0.26%	0.29%	0.37%	0.58%
50-59	18,735	7,489	11,246	4,700	5,952	2,172	4,594	22	29	108	79	5	5	398	458	30	38	54	91
		40%	60%	25%	32%	12%	25%	0.12%	0.15%	0.58%	0.42%	0.03%	0.03%	2.12%	2.44%	0.16%	0.20%	0.29%	0.49%
60-69	7,956	3,653	4,303	2,491	2,544	848	1,450	9	11	56	49	2	2	219	211	9	15	19	21
		46%	54%	31%	32%	1%	18%	0.1%	0.14%	0.70%	0.62%	0.03%	0.03%	2.75%	2.65%	0.1%	0.19%	0.24%	0.26%
70 and over	908	497	411	312	255	116	125	0	1	12	2	0	1	53	24	2	0	2	3
		55%	45%	34%	28%	13%	14%	0%	0.1%	1.3%	0.2%	0%	0.1%	5.8%	2.6%	0.2%	0%	0.2%	0.3%
<b>TOTAL</b>	<b>62,498</b>	<b>26,085</b>	<b>36,413</b>	<b>16,097</b>	<b>17,481</b>	<b>7,709</b>	<b>16,170</b>	<b>64</b>	<b>85</b>	<b>425</b>	<b>400</b>	<b>31</b>	<b>32</b>	<b>1,400</b>	<b>1,693</b>	<b>118</b>	<b>194</b>	<b>241</b>	<b>358</b>
		42%	58%	26%	28%	12%	26%	0.10%	0.14%	0.68%	0.64%	0.05%	0.05%	2.24%	2.7%	0.19%	0.31%	0.39%	0.57%

NOTE: The data include Executive Branch and Independent agencies, excluding MDOT. No contractals are included.

**STATEWIDE WORK FORCE 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	993	625	368	495	240	99	104	0	0	11	3	1	0	10	9	5	4	4	8
		63%	37%	50%	24%	10%	10%	0%	0%	1.1%	0.3%	0.10%	0	1.01%	0.91%	0.50%	0.40%	0.40%	0.81%
Independent	758	414	344	266	248	76	60	0	0	2	0	2	0	67	27	1	3	0	6
		55%	45%	35%	33%	10%	8%	0%	0%	0.26%	0%	0.26%	0%	8.84%	3.56%	0.13%	0.40%	0%	0.79%
Management	1,736	961	775	740	504	149	207	0	1	11	8	1	1	53	45	3	3	4	6
		55%	45%	43%	29%	9%	12%	0%	0%	0.63%	0.46%	0.06%	0.06%	3.05%	2.59%	0.17%	0.17%	0.23%	0.35%
Professional	4,092	860	3,232	614	2,227	159	788	1	5	29	58	1	3	36	120	4	14	16	17
		21%	79%	15%	54%	4%	19%	0.02%	0.12%	0.71%	1.42%	0%	0.07%	0.88%	2.93%	0.00%	0.34%	0.39%	0.42%
Skilled Service	32,074	12,385	19,689	6,796	7,604	4,615	10,863	25	39	138	144	7	15	659	774	51	85	94	165
		39%	61%	21%	24%	14%	34%	0.08%	0.12%	0.43%	0.45%	0.02%	0.05%	2.05%	2.41%	0.16%	0.27%	0.29%	0.51%
Special Appointment	4,070	1,493	2,577	1,016	1,447	291	846	4	7	28	29	1	5	130	191	7	23	16	29
		37%	63%	25%	36%	7%	21%	0.10%	0.17%	0.69%	0.71%	0%	0.12%	3.19%	4.69%	0.17%	0.57%	0.39%	0.71%
Designated Political Appointment	635	235	400	195	282	24	85	0	1	6	4	0	0	9	22	1	3	0	3
		37%	63%	31%	44%	4%	13%	0%	0.16%	0.94%	0.63%	0%	0%	1.42%	3.46%	0%	0%	0.00%	0%
MDOT Commission	7	6	1	6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		86%	14%	86%	14%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Permanent MTA Union	2,643	1624	1019	385	20	1175	972	5	3	8	0	4	5	21	16	14	3	12	0
		61%	39%	15%	1%	44%	37%	0.19%	0.11%	0.30%	0%	0.15%	0%	0.79%	0.61%	0.53%	0.11%	0.45%	0%
Uniform Police	1,486	1,376	110	1112	86	204	21	0	0	7	2	1	0	26	0	0	0	26	1
		93%	7%	75%	6%	14%	1%	0%	0%	0.47%	0.13%	0.07%	0.00%	1.75%	0.00%	0.00%	0.00%	1.75%	0.07%
Transportation Service	7,149	4,330	2,819	2,890	1,551	1,168	1,099	20	12	120	52	11	1	32	16	40	45	49	43
		61%	39%	40%	22%	16%	15%	0.28%	0.17%	1.68%	0.73%	0.15%	0.01%	0.45%	0.22%	0.56%	0.63%	0.69%	0.60%
<b>TOTAL</b>	<b>55,643</b>	<b>24,309</b>	<b>31,334</b>	<b>14,515</b>	<b>14,210</b>	<b>7,960</b>	<b>15,045</b>	<b>55</b>	<b>68</b>	<b>360</b>	<b>300</b>	<b>29</b>	<b>30</b>	<b>1,043</b>	<b>1,220</b>	<b>126</b>	<b>183</b>	<b>221</b>	<b>278</b>
		44%	56%	26%	26%	14%	27%	0.10%	0.12%	0.65%	0.54%	0.05%	0.05%	1.87%	2.19%	0.23%	0.33%	0.40%	0.50%

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

# **SECTION FOUR**

## **WORK FORCE**

### **UTILIZATION**

## **SECTION 4: WORK FORCE UTILIZATION**

### **INTRODUCTION**

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

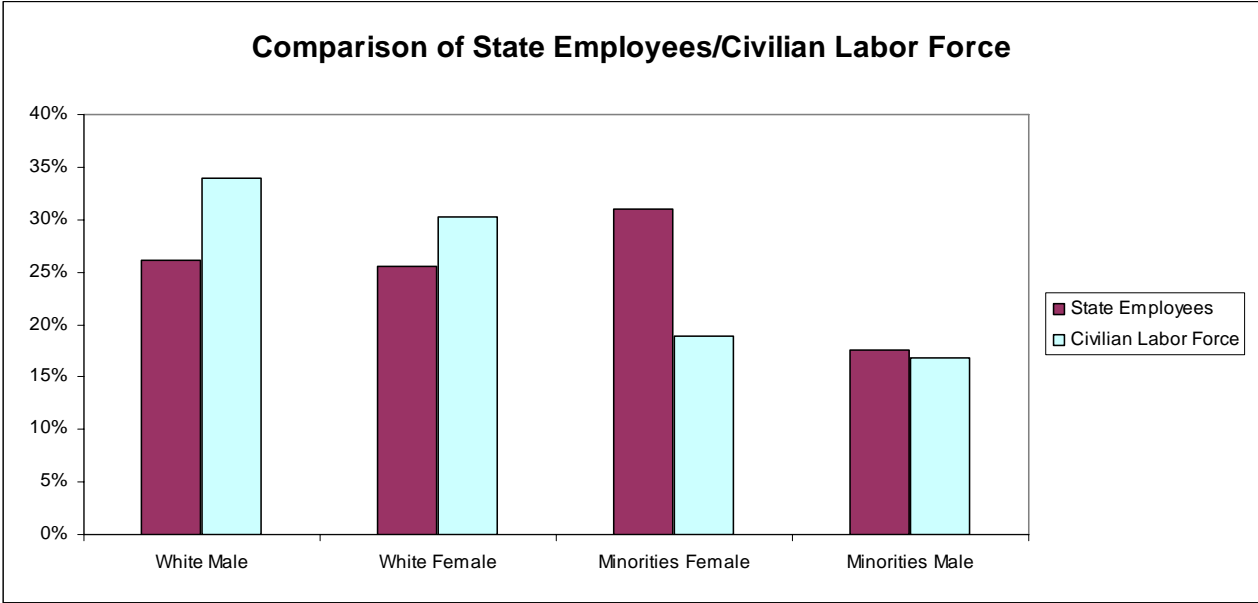
### **SUMMARY HIGHLIGHTS**

Trends displayed in the following charts are highlighted as follows:

- White males and White females represent a higher proportion of the CLF than in the State government's work force.
- Minorities experienced increases in 5 categories from FY 2004 to FY 2009. The largest increases in minority representation occurred in the categories of Professional (906) and Protective Service Workers: Non-Sworn (388).
- Minorities also hold 28% of the State positions classified as Officials and Administrators slightly higher than the CLF availability.
- African-Americans represent a higher proportion of the State's work force than the CLF.
- African-Americans exceeded the CLF availability in the Professionals, Technicians, Protective Service Workers: Non-Sworn, and Service Maintenance categories.
- African-American females in the State's work force far exceeded the CLF availability in the Administrative Support category, while African-American males exceeded the CLF availability in the Protective Service Workers: Non-Sworn category.

### SECTION 4 - SUMMARY HIGHLIGHTS

- The largest representation of females in FY 2009 was in the Professional job category (14,962).



**STATEWIDE WORK FORCE UTILIZATION ANALYSIS — FISCAL YEAR 2009**

EEO JOB CATEGORY		WHITE						AFRICAN-AMERICAN						OTHER MINORITIES						TOTAL PERMANENT POSITIONS
		MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	
Officials and Administrators	#	1,869	43.9%		1,405	29.2%		360	8.0%		525	10.9%		201	4.7%		170	3.4%		4,530
	%	41.3%		-2.6%	31.02%		1.8%	7.9%		-0.1%	11.6%		0.7%	4.44%		-0.3%	3.75%		0.4%	
Professionals	#	4,829	34%		7,664	35.5%		2,126	7.2%		6,246	12.6%		754	5.6%		1,052	5.1%		22,671
	%	21.3%		-12.7%	33.8%		-1.7%	9.4%		2.2%	27.6%		15.0%	3.3%		-2%	4.6%		-0.4%	
Technicians	#	1,174	29%		826	33.3%		340	9.7%		732	18.0%		94	4.4%		75	5.6%		3,241
	%	36.2%		7%	25.5%		-7.8%	10.5%		0.8%	22.6%		4.6%	2.9%		-1.54%	2.3%		-3.24%	
Protective Service Workers: Sworn	#	1,505	45.6%		137	7.8%		410	29.1%		92	13.3%		129	3.2%		15	0.9%		2,288
	%	65.8%		20%	6.0%		-1.8%	17.9%		-11.2%	4.0%		-9.3%	5.6%		2.47%	0.7%		-0.3%	
Protective Service Workers: Non-Sworn	#	2,872	25.4%		526	44.2%		2,323	10.2%		2,759	15.5%		392	2.3%		255	2.3%		9,127
	%	31.5%		6.1%	6%		-38.4%	25%		15.3%	30%		14.5%	4%		2%	3%		0.5%	
Administrative Support	#	318	19.1%		3,071	43.0%		373	8.3%		3,300	21.4%		69	2.8%		405	5.3%		7,536
	%	4.2%		-14.9%	40.8%		-2.2%	4.95%		-3.4%	43.79%		22.4%	0.9%		-1.89%	5.4%		0.1%	
Skilled Craft Workers	#	1,369	67.5%		37	3.7%		595	16.7%		22	1.9%		84	9.3%		-	0.9%		2,107
	%	65.0%		-2.5%	1.8%		-1.9%	28.2%		11.5%	1.0%		-0.9%	3.9%		-5.40%	0.00%		-0.9%	
Service-Maintenance	#	579	30.5%		544	23.2%		1,433	18.7%		1,369	14.3%		111	7.0%		107	6.3%		4,143
	%	14.0%		-17%	13.1%		-10.07%	34.6%		15.9%	33.0%		18.7%	2.7%		-4.33%	2.6%		-3.7%	
<b>TOTALS</b>	#	<b>14,515</b>	<b>34.0%</b>		<b>14,210</b>	<b>30.2%</b>		<b>7,960</b>	<b>11.6%</b>		<b>15,045</b>	<b>14.2%</b>		<b>1,834</b>	<b>5.3%</b>		<b>2,079</b>	<b>4.7%</b>		<b>55,643</b>
	%	26.1%		-7.9%	25.5%		-4.66%	14.3%		2.7%	27%		12.8%	3.3%		-1.99%	4%		-0.9%	

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

**2009 SUMMARY OF AGENCY WORK FORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Executive Department	32	28	60	5	16	21	2	1	3	84
Baltimore City Community College	55	71	126	105	193	298	11	8	19	443
Baltimore City Sheriff's Office	14	2	16	22	12	34	0	0	0	50
Board of Elections Laws	27	94	121	13	25	38	6	23	29	188
Board of Public Works	1	7	8	1	0	1	0	0	0	9
Boards and Commissions	15	44	59	6	23	29	1	7	8	96
Canal Place	0	2	2	0	0	0	0	0	0	2
College Savings Plan	1	4	5	0	3	3	2	4	6	14
Comptroller of the Treasury	241	378	619	69	319	388	27	38	65	1,072
Deaf and Hard of Hearing	0	2	2	0	0	0	0	0	0	2
Dept of Aging	20	94	114	18	87	105	2	16	18	237
Dept of Agriculture	183	133	316	19	26	45	16	17	33	394
Dept of Assessment and Taxation	161	189	350	28	189	217	8	14	22	589
Dept Budget and Management	44	100	144	33	108	141	6	14	20	305
Dept Business and Economic Development	61	85	146	22	49	71	10	21	31	248
Dept of Disabilities	7	13	20	0	1	1	0	1	1	22
Dept of Education	215	531	746	92	407	499	36	90	126	1,371
Dept of Environment	375	278	653	65	91	156	57	30	87	896

**2009 SUMMARY OF AGENCY WORK FORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Dept of General Services	195	73	268	141	129	270	20	9	29	567
Dept Health and Mental Hygiene	1,338	4,188	5,526	824	2,378	3,202	228	464	692	9,420
Dept Housing and Community Development	65	104	169	22	62	84	14	24	38	291
Dept Human Resources	428	1,900	2,328	616	3160	3,776	64	206	270	6,374
Dept Juvenile Services	365	358	723	449	793	1,242	94	121	215	2,180
Dept Labor, Licencing and Regulation	429	397	826	179	482	661	39	72	111	1,598
Dept Natural Resources	641	372	1013	59	72	131	90	37	127	1,271
Dept Maryland State Police	1,491	331	1,822	246	112	358	80	17	97	2,277
Dept of Planning	58	53	111	3	19	22	7	9	16	149
Dept Public Safety and Correctional Services	3,164	1,268	4,432	2,228	3,523	5,751	408	354	762	10,945
Dept of Transportation	3,704	1,795	5,499	2,431	2,169	4600	357	213	570	10,669
Governor's Office for Children	5	7	12	0	5	5	0	0	0	17
Health Care Alternative Dispute Resolution	1	3	4	0	1	1	0	0	0	5
Historic St Mary's City Commission	18	11	29	0	1	1	3	1	4	34
Maryland State Archives	12	20	32	6	4	10	6	0	6	48
MD Automobile Insurance Fund	106	159	265	27	107	134	11	22	33	432
MD Board of Contract Appeals	2	0	2	0	1	1	1	1	2	5
MD Commission on Human Relations	3	6	9	8	15	23	5	4	9	41



**2009 SUMMARY OF AGENCY WORK FORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
MD Energy Administration	12	6	18	1	2	3	1	1	2	23
MD Environmental Services	430	137	567	130	34	164	26	8	34	765
MD Food Center Authority	8	8	16	9	1	10	1	1	2	28
MD Higher Education Commission	16	29	45	5	11	16	0	3	3	64
MD Institute for Emer Medical Servs Systems	35	29	64	6	10	16	4	5	9	89
MD Insurance Administration	77	96	173	21	67	88	6	2	8	269
MD Judiciary	656	1,471	2,127	215	966	1,181	92	314	406	3,714
MD Museum of African American History & Culture	0	1	1	8	14	22	0	1	1	24
MD State Lottery Agency	55	31	86	28	41	69	6	9	15	170
MD Public Television	68	49	117	14	12	26	13	13	26	169
MD State Retirement Agency	37	40	77	15	70	85	10	10	20	182
MD School for the Deaf	81	198	279	13	15	28	6	11	17	324
MD Stadium Authority	39	17	56	18	13	31	1	0	1	88
MD Tax Court	5	2	7	0	0	0	1	0	1	8
MD State Treasurer's Office	16	26	42	0	8	8	1	5	6	56
MD Teachers/Employee Supplemental Retirement	2	7	9	0	4	4	1	1	2	15
MD Veteran's Affairs	25	12	37	13	6	19	8	4	12	68
Military Department	162	59	221	69	29	98	15	4	19	338

**2009 SUMMARY OF AGENCY WORK FORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Morgan State University	58	36	94	310	364	674	111	93	204	972
Office of Administrative Hearings	27	41	68	4	25	29	3	16	19	116
Office of Attorney General	67	103	170	12	37	49	3	6	9	228
Office of Information Technology	32	38	70	7	14	21	9	7	16	107
Office of People's Counsel	5	7	12	0	3	3	2	2	4	19
Office of Public Defender	219	282	501	55	182	237	62	108	170	908
Office of the Secretary	11	9	20	2	4	6	0	2	2	28
Office of State Prosecutor	5	2	7	1	1	2	1	1	2	11
Property Tax Assessment Appeals Board	26	11	37	5	6	11	52	9	61	109
Public School Construction Program	4	4	8	4	4	8	0	1	1	17
Public Service Commission	34	34	68	11	20	31	23	15	38	137
St. Mary's College of Maryland	163	185	348	27	33	60	13	9	22	430
Subsequent Injury Fund	6	11	17	0	3	3	0	0	0	20
Uninsured Employer's Fund	5	3	8	1	1	2	1	2	3	13
University of Maryland Systems	10,269	10,897	21,166	2,641	4,432	7,073	3,926	3,638	7,564	35,803
Worker's Compensation Commission	15	29	44	6	54	60	4	10	14	118
TOTAL-Maryland State Work Force	26,147 27%	27,010 28%	53,157 54%	11,388 12%	21,068 22%	32,456 33%	6,013 6%	6,149 6%	12,162 12%	97,775
TOTAL - Civilian Labor Force	997,070 34.0%	885,633 30.2%	1,882,703 64.3%	340,177 11.6%	416,424 14.2%	756,601 25.8%	155,426 5.3%	137,830 4.7%	293,256 10%	2,932,560

**SECTION FIVE**

**DISTRIBUTION**

**OF STATE EMPLOYEE**

**WORK FORCE BY**

**SALARY and GRADE**

## **SECTION 5: DISTRIBUTION OF STATE WORK FORCE BY SALARY AND GRADE**

### **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 2004 through 2009.

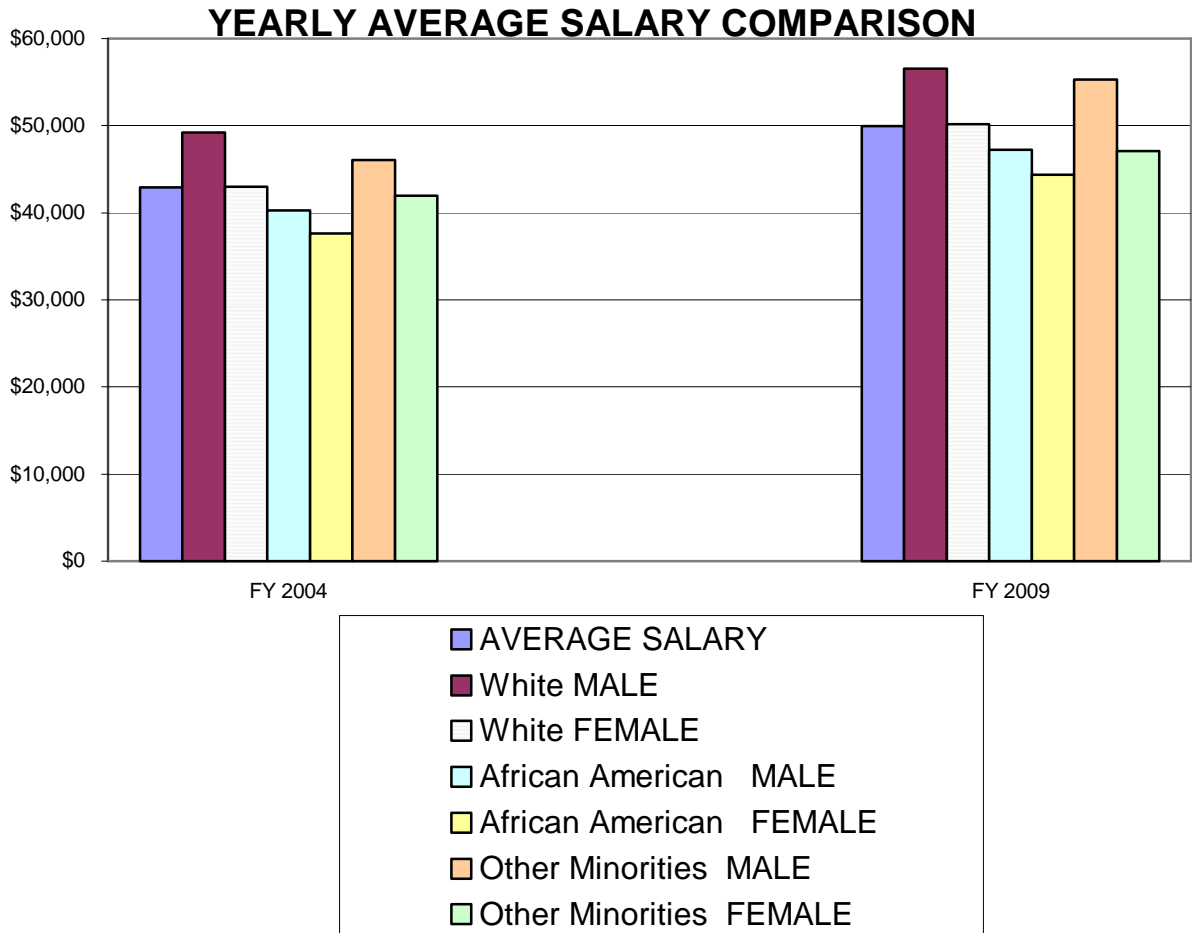
### **SUMMARY HIGHLIGHTS**

Trends displayed in the following charts include:

- Male employees were paid an average of \$5,814 more than female employees in fiscal 2009.
- White employees were paid an average of \$53,362 in fiscal 2009 compared to \$45,819 for African-American employees, and \$51,209 for Other minority employees.
- The salary differentials between men and women and Whites and African-Americans are related to differences in the types of positions held. Whites (73%) and men (68%) are far more likely than African-Americans (17%) and women (32%) to hold positions in the Executive Pay Plan and positions classified as Grade 24 and above. African-Americans, in contrast, hold a majority of the positions classified at Grade 8 or below. Females hold more than 70% of positions classified at Grade 11 and below.

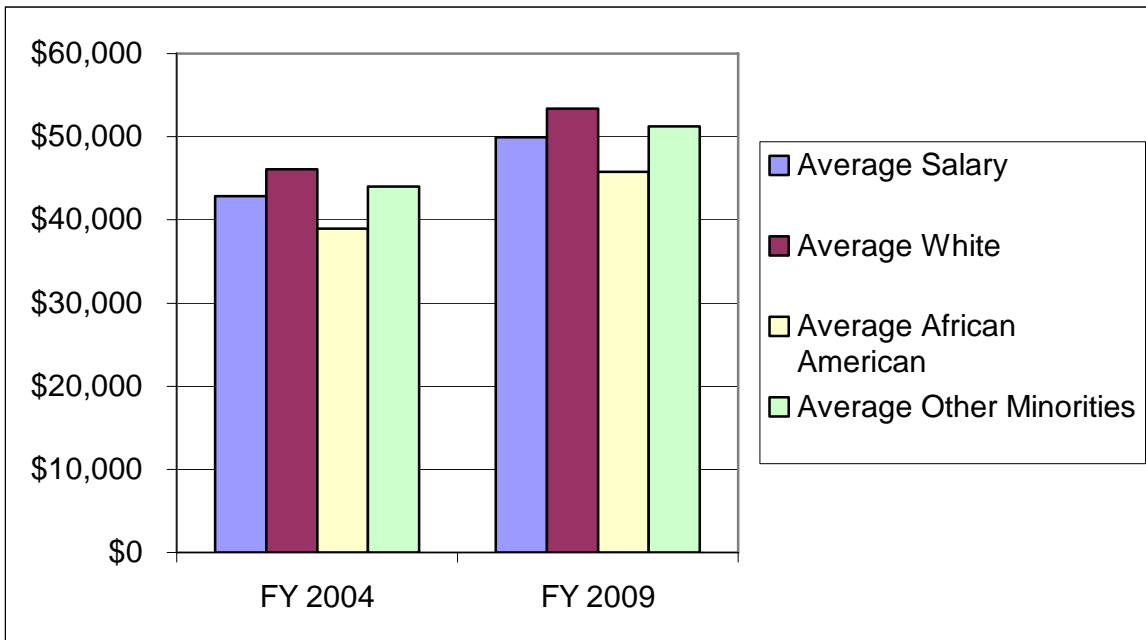
**COMPARISON OF AVERAGE SALARIES BY RACE AND  
GENDER FOR FY 2004 AND FY 2009**

YEAR	AVERAGE SALARY	White		African American		Other Minorities	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
FY 2004	\$42,892	\$49,219	\$42,955	\$40,263	\$37,615	\$46,084	\$ 41,939
FY 2009	\$49,939	\$56,582	\$50,142	\$47,228	\$44,410	\$55,301	\$47,116



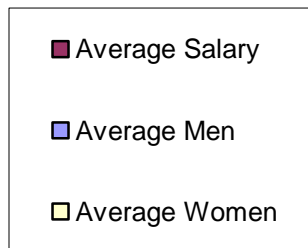
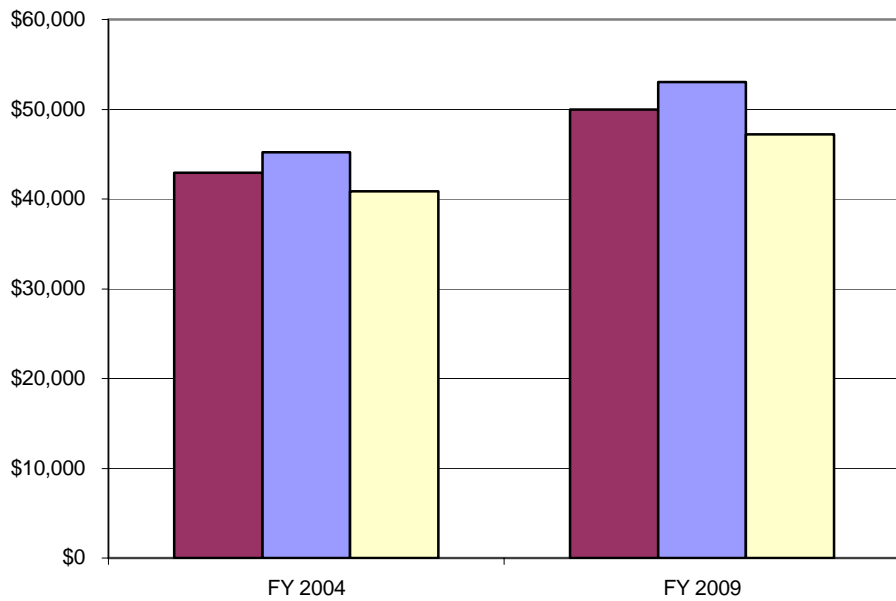
**COMPARISON OF AVERAGE SALARIES BY RACE  
FOR FY 2004 AND FY 2009**

Year	Average Salary	White	African American	Other Minorities
FY 2004	\$42,892	\$46,087	\$38,939	\$44,012
FY 2009	\$49,939	\$53,362	\$45,819	\$51,209



**COMPARISON OF AVERAGE SALARIES BY GENDER  
FOR FY 2004 AND FY 2009**

<b>Year</b>	<b>Average Salary</b>	<b>Men</b>	<b>Women</b>
<b>FY 2004</b>	<b>\$42,892</b>	<b>\$45,189</b>	<b>\$40,836</b>
<b>FY 2009</b>	<b>\$49,939</b>	<b>\$53,037</b>	<b>\$47,223</b>



**WORK FORCE BY SALARY, RACE AND GENDER — FISCAL YEAR 2009**

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	9	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		77%	23%	69%	23%	8%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
\$10,001 - \$20,000	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%
\$20,001 - \$30,000	3,010	1,140	1,870	505	770	542	951	4	9	32	21	2	2	33	63	5	15	17	39
		38%	62%	17%	26%	18%	32%	0.1%	0.3%	1.1%	0.7%	0.1%	0.1%	1.1%	2.1%	0.2%	0.5%	0.6%	1.3%
\$30,001 - \$40,000	11,865	3,988	7,877	2,119	3,024	1,650	4,373	10	15	55	70	8	9	83	229	25	60	38	97
		34%	66%	18%	25%	14%	37%	0.1%	0.1%	0.5%	0.6%	0.1%	0.1%	0.7%	1.9%	0.2%	0.5%	0.3%	0.8%
\$40,001 - \$50,000	14,715	5,775	8,940	3,329	3,732	2,047	4,683	20	22	58	55	5	9	238	327	27	49	51	63
		39%	61%	23%	25%	14%	32%	0.1%	0.1%	0.4%	0.4%	0.03%	0.06%	1.6%	2.2%	0.2%	0.3%	0.3%	0.4%
\$50,001 - \$60,000	9,939	4,498	5,441	2,864	2,813	1,280	2,286	8	11	80	65	7	2	181	206	27	25	51	33
		45%	55%	29%	28%	13%	23%	0.08%	0.1%	0.8%	0.7%	0.1%	0%	1.8%	2.1%	0.3%	0.3%	0.5%	0.3%
\$60,001 and Over	13,108	7,111	5,997	5,223	3,755	1,237	1,710	8	8	126	89	3	2	434	358	28	31	52	44
		54%	46%	40%	29%	9%	13%	0.1%	0.06%	1.0%	0.7%	0.0%	0.02%	3.3%	2.7%	0.2%	0.2%	0.4%	0.3%
Hourly/Daily	2,992	1,786	1,206	466	113	1,202	1,042	5	3	9	0	4	6	74	37	14	3	12	2
		60%	40%	16%	4%	40%	35%	0.2%	0.1%	0.3%	0.0%	0.1%	0.2%	2.5%	1.2%	0.5%	0.1%	0.4%	0.1%
<b>TOTAL</b>	<b>55,643</b>	<b>24,309</b>	<b>31,334</b>	<b>14,515</b>	<b>14,210</b>	<b>7,960</b>	<b>15,045</b>	<b>55</b>	<b>68</b>	<b>360</b>	<b>300</b>	<b>29</b>	<b>30</b>	<b>1,043</b>	<b>1,220</b>	<b>126</b>	<b>183</b>	<b>221</b>	<b>278</b>
		44%	56%	26%	26%	14%	27%	0.10%	0.12%	0.65%	0.54%	0.05%	0.05%	1.87%	2.19%	0.23%	0.33%	0.40%	0.50%

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



**WORK FORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2009**

Grade	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance <i>(no race checked)</i>		Multiracial		Hispanic or Latino <i>(no other race checked)</i>	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Flat/Slope	<b>33</b>	<b>27</b>	<b>6</b>	24	6	1	0	0	0	2	0	0	0	0	0	0	0	0	0
		82%	18%	73%	18%	3%	0%	0%	0%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Grade 5 (\$20,765 - \$32,002)	<b>609</b>	<b>254</b>	<b>355</b>	93	168	138	150	1	1	7	10	0	0	6	16	1	1	8	9
		42%	58%	15%	28%	23%	25%	0.16%	0.16%	1.15%	1.64%	0.00%	0.00%	0.99%	2.63%	0.16%	0.16%	1.31%	1.48%
Grade 6 (\$22,000 - \$34,022)	<b>651</b>	<b>360</b>	<b>291</b>	135	117	209	159	0	0	0	4	1	0	9	4	2	3	4	4
		55%	45%	21%	18%	32%	24%	0.00%	0.00%	0.00%	0.61%	0.15%	0.00%	1.38%	0.61%	0.31%	0.46%	0.61%	0.61%
Grade 7 (\$23,321 - \$36,190)	<b>1,501</b>	<b>441</b>	<b>1,060</b>	177	370	230	632	0	4	9	3	0	2	20	38	2	2	3	9
		29%	71%	12%	25%	15%	42%	0.00%	0.27%	0.60%	0.20%	0.00%	0.13%	1.33%	2.53%	0.13%	0.13%	0.20%	0.60%
Grade 8 (\$24,735 - \$38,502)	<b>1,602</b>	<b>449</b>	<b>1,153</b>	222	440	204	632	2	5	9	14	0	0	10	33	1	5	1	24
		28%	72%	14%	27%	13%	39%	0.12%	0.31%	0.56%	0.87%	0.00%	0.00%	0.62%	2.06%	0.06%	0.31%	0.06%	1.50%
Grade 9 (\$26,248 - \$40,980)	<b>1,981</b>	<b>373</b>	<b>1,608</b>	212	677	142	849	2	1	7	12	0	1	6	47	1	6	3	15
		19%	81%	11%	34%	7%	43%	0.10%	0.05%	0.35%	0.61%	0.0%	0.05%	0.30%	2.37%	0.1%	0.30%	0.15%	0.76%
Grade 10 (\$27,866 - \$43,630)	<b>3,087</b>	<b>960</b>	<b>2,127</b>	567	1,005	326	984	5	5	27	19	4	7	7	45	11	24	13	38
		31%	69%	18%	33%	11%	32%	0.16%	0.16%	0.87%	0.62%	0.13%	0.23%	0.23%	1.46%	0.36%	0.78%	0.42%	1.23%
Grade 11 (\$29,596 - \$46,472)	<b>3,553</b>	<b>850</b>	<b>2,703</b>	452	1,064	351	1,497	4	7	9	17	0	4	23	73	3	19	8	22
		24%	76%	13%	30%	10%	42%	0.11%	0.20%	0.25%	0.48%	0.00%	0.11%	0.65%	2.05%	0.08%	0.53%	0.23%	0.62%
Grade 12 (\$31,450 - \$49,552)	<b>4,540</b>	<b>1,854</b>	<b>2,686</b>	1,050	1,108	704	1,429	6	8	12	13	3	2	50	85	10	15	19	26
		41%	59%	23%	24%	16%	31%	0.13%	0.18%	0.26%	0.29%	0.07%	0.04%	1.10%	1.87%	0.22%	0.33%	0.42%	0.57%
Grade 13 (\$33,431 - \$52,866)	<b>6,593</b>	<b>3,212</b>	<b>3,381</b>	1,805	1,009	1,238	2,196	4	6	16	12	3	2	116	123	13	12	17	21
		49%	51%	27%	15%	19%	33%	0.06%	0.09%	0.24%	0.18%	0.05%	0.03%	1.76%	1.87%	0.20%	0.18%	0.26%	0.32%
Grade 14 (\$35,555 - \$56,416)	<b>4,470</b>	<b>1,954</b>	<b>2,516</b>	1,080	973	710	1,380	3	4	22	19	1	0	109	100	15	22	14	18
		44%	56%	24%	22%	16%	31%	0.07%	0.09%	0.49%	0.43%	0.02%	0.00%	2.44%	2.24%	0.34%	0.49%	0.31%	0.40%
Grade 15 (\$37,823 - \$60,199)	<b>3,086</b>	<b>1,084</b>	<b>2,002</b>	709	1,024	281	864	4	5	24	22	2	2	44	64	11	10	9	11
		35%	65%	23%	33%	9%	28%	0.13%	0.16%	0.78%	0.71%	0.06%	0.06%	1.43%	2.07%	0.36%	0.32%	0.29%	0.36%

**WORK FORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2009 (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 (\$40,253-\$64,257)	<b>5,096</b>	<b>1,940</b>	<b>3,156</b>	1,145	1,737	625	1,194	3	6	33	31	3	1	101	150	7	11	23	26
		38%	62%	22%	34%	12%	23%	0.06%	0.12%	0.65%	0.61%	0.06%	0.02%	1.98%	2.94%	0.14%	0.22%	0.45%	0.51%
Grade 17 (\$42,851 - \$68,600)	<b>3,282</b>	<b>1,350</b>	<b>1,932</b>	835	1,035	382	764	3	2	38	24	1	0	69	81	7	17	15	9
		41%	59%	25%	32%	12%	23%	0.09%	0.06%	1.16%	0.73%	0.03%	0.00%	2.10%	2.47%	0.21%	0.52%	0.46%	0.27%
Grade 18 (\$45,632 - \$73,231)	<b>2,260</b>	<b>1,101</b>	<b>1,159</b>	775	718	227	340	2	2	29	33	0	1	51	57	3	3	14	5
		49%	51%	34%	32%	10%	15%	0.09%	0.09%	1.28%	1.46%	0.00%	0.04%	2.26%	2.52%	0.13%	0.13%	0.62%	0.22%
Grade 19 (\$48,646-\$78,100)	<b>1,644</b>	<b>855</b>	<b>789</b>	631	539	131	187	3	2	26	13	0	0	59	39	1	2	4	7
		52%	48%	38%	33%	8%	11%	0.18%	0.12%	1.58%	0.79%	0.00%	0.00%	3.59%	2.37%	0.06%	0.12%	0.24%	0.43%
Grade 20 (\$51,891 - \$83,317)	<b>1,090</b>	<b>635</b>	<b>455</b>	476	303	94	109	1	1	18	10	1	1	38	21	4	8	3	2
		58%	42%	44%	28%	9%	10%	0.09%	0.09%	1.65%	0.92%	0.09%	0.09%	3.49%	1.93%	0.37%	0.73%	0.28%	0.18%
Grade 21 (\$55,367 - \$88,892)	<b>965</b>	<b>546</b>	<b>419</b>	446	275	53	90	0	0	10	3	0	0	31	45	3	1	3	5
		57%	43%	46%	28%	5%	9%	0.00%	0.00%	1.04%	0.31%	0.00%	0.00%	3.21%	4.66%	0.31%	0.10%	0.31%	0.52%
Grade 22 (\$59,085-\$94,872)	<b>1,002</b>	<b>534</b>	<b>468</b>	417	324	68	90	0	0	4	6	0	0	41	41	1	1	3	6
		53%	47%	42%	32%	7%	9%	0.00%	0.00%	0.40%	0.60%	0.00%	0.00%	4.09%	4.09%	0.10%	0.10%	0.30%	0.60%
Grade 23 (\$63,063 - \$101,262)	<b>382</b>	<b>207</b>	<b>175</b>	164	125	29	28	0	1	1	0	0	0	10	15	2	1	1	5
		54%	46%	43%	33%	8%	7%	0.00%	0.26%	0.26%	0.00%	0.00%	0.00%	2.62%	3.93%	0.52%	0.26%	0.26%	1.31%
Grade 24 (\$67,319 - \$108,092)	<b>385</b>	<b>211</b>	<b>174</b>	170	118	25	32	0	0	3	3	0	0	12	19	1	2	0	0
		55%	45%	44%	31%	6%	8%	0.00%	0.00%	0.78%	0.78%	0.00%	0.00%	3.12%	4.94%	0.26%	0.52%	0.00%	0.00%
Grade 25 (\$71,875-\$115,396)	<b>127</b>	<b>78</b>	<b>49</b>	60	38	10	9	0	0	2	0	0	0	5	1	1	0	0	1
		61%	39%	47%	30%	8%	7%	0.00%	0.00%	1.57%	0.00%	0.00%	0.00%	3.94%	0.79%	0.79%	0.00%	0.00%	0.79%
Grade 26 (\$76,669-\$123,229)	<b>89</b>	<b>49</b>	<b>40</b>	45	29	4	9	0	0	0	1	0	0	0	1	0	0	0	0
		55%	45%	51%	33%	4%	10%	0.00%	0.00%	0.00%	1.12%	0.00%	0.00%	0.00%	1.12%	0.00%	0.00%	0.00%	0.00%
Hourly/ Daily	<b>2,992</b>	<b>1,786</b>	<b>1,206</b>	466	113	1,202	1,042	5	3	9	0	4	6	74	37	14	3	12	2
		60%	40%	16%	4%	40%	35%	0.17%	0.10%	0.30%	0.00%	0.13%	0.20%	2.47%	1.24%	0.47%	0.10%	0.40%	0.07%
MRT*	<b>4,623</b>	<b>3,199</b>	<b>1,424</b>	2,359	895	576	379	7	5	43	31	6	1	152	85	12	15	44	13
		69%	31%	51%	19%	12%	8%	0.15%	0.11%	0.93%	0.67%	0.13%	0.02%	3.29%	1.84%	0.26%	0.32%	0.95%	0.28%
<b>TOTAL</b>	<b>55,643</b>	<b>24,309</b>	<b>31,334</b>	<b>14,515</b>	<b>14,210</b>	<b>7,960</b>	<b>15,045</b>	<b>55</b>	<b>68</b>	<b>360</b>	<b>300</b>	<b>29</b>	<b>30</b>	<b>1,043</b>	<b>1,220</b>	<b>126</b>	<b>183</b>	<b>221</b>	<b>278</b>
		44%	56%	26%	26%	14%	27%	0.10%	0.12%	0.65%	0.54%	0.05%	0.05%	1.87%	2.19%	0.23%	0.33%	0.40%	0.50%

\*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 WORK FORCE BY SALARY, GRADE, RACE AND GENDER — FISCAL YEAR 2009**

EPP Scale	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance <i>(no race checked)</i>		Multiracial		Hispanic or Latino <i>(no other race checked)</i>	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ES 4 — (\$74,608- \$99,478)	4	4	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 5 — (\$80,160- \$106,940)	18	12	6	10	4	2	0	0	0	0	0	0	0	0	2	0	0	0	0
		67%	33%	56%	22%	11%	0%	0%	0%	0%	0%	0%	0%	0%	11%	0%	0%	0%	0%
ES 6 — (\$86,161- \$115,000)	43	27	16	20	12	3	2	0	0	1	0	0	0	2	2	0	0	1	0
		63%	37%	47%	28%	7%	5%	0%	0%	2%	0%	0%	0%	5%	5%	0%	0%	2%	0%
ES 7 — (\$92,640- \$123,708)	32	22	10	16	7	3	3	0	0	0	0	0	0	2	0	0	0	1	0
		69%	31%	50%	22%	9%	9%	0%	0%	0%	0%	0%	0%	6%	0%	0%	0%	3%	0%
ES 8 — (\$99,637- \$133,112)	25	18	7	14	5	3	1	0	0	0	0	0	0	0	1	0	0	1	0
		72%	28%	56%	20%	12%	4%	0%	0%	0%	0%	0%	0%	0%	4%	0%	0%	4%	0%
ES 9 — (\$107,196- \$143,270)	23	16	7	11	4	2	3	0	0	1	0	1	0	1	0	0	0	0	0
		70%	30%	48%	17%	9%	13%	0%	0%	4%	0%	4%	0%	4%	0%	0%	0%	0%	0%
ES 10 — (\$115,356- \$154,235)	9	5	4	3	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0
		56%	44%	33%	22%	22%	22%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 11 — (\$124,175- \$166,082)	11	8	3	8	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0
		73%	27%	73%	9%	0%	18%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	165	112	53	86	35	15	13	0	0	2	0	1	0	5	5	0	0	3	0
		68%	32%	52%	21%	9%	8%	0%	0%	1%	0%	1%	0%	3%	3%	0%	0%	2%	0%

**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 2004 and 2009. 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 2009 was 5,046. Of this number, 53% were females and 53% were minorities.
- ❖ African-Americans and Whites were appointed to a slightly higher percentage of positions in fiscal 2009 than in fiscal 2004.
- ❖ Females – who represent 56% of the work force – received 55% of all promotions in fiscal 2009 and African-Americans - who represent 41% of the work force - received 54% of all promotions.
- ❖ Females accounted for 52% of reclassifications in fiscal 2009, while minorities accounted for 39% of the reclassifications.
- ❖ The total number of demotions in FY 2009 was 265. This represented an increase of 29 actions from FY 2004.
- ❖ The total number of suspensions for FY 2009 was 829, 92 more actions than in FY 2004.
- ❖ There were 304 terminations made in FY 2009. Females constituted 55% of these actions, and 38% were minority females.

**STATEWIDE PERSONNEL TRANSACTIONS — FISCAL YEAR 2009**

Type of Transaction	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Appointments</b>	<b>5,046</b>	<b>2,366</b>	<b>2,680</b>	1,264	1,135	965	1,399	5	11	64	41	5	3	25	17	14	29	24	45
		47%	53%	25%	22%	19%	28%	0.1%	0.2%	1.3%	0.8%	0.1%	0.06%	0.5%	0.3%	0.3%	0.6%	0.5%	0.9%
<b>Reinstatements</b>	<b>513</b>	<b>189</b>	<b>324</b>	95	119	80	181	2	2	1	4	0	1	5	7	2	9	4	1
		37%	63%	19%	23%	16%	35%	0%	0%	0.2%	0.8%	0%	0%	1.0%	1.4%	0.4%	1.8%	0.8%	0.2%
<b>Promotions</b>	<b>3,961</b>	<b>1,765</b>	<b>2,196</b>	887	751	789	1,331	3	4	24	25	6	2	21	36	17	25	18	22
		45%	55%	22%	19%	20%	34%	0.08%	0.10%	0.6%	0.6%	0.2%	0.1%	0.5%	0.9%	0.4%	0.6%	0.5%	0.6%
<b>Reclassifications</b>	<b>3,844</b>	<b>1,826</b>	<b>2,018</b>	1,235	1,104	405	767	8	2	47	33	3	1	93	71	8	13	27	27
		48%	52%	32%	29%	11%	20%	0.2%	0.1%	1.2%	0.9%	0.1%	0.0%	2.4%	1.8%	0.2%	0.3%	0.7%	0.7%
<b>Demotions</b>	<b>265</b>	<b>105</b>	<b>160</b>	69	81	28	71	2	0	4	3	0	0	1	2	1	1	0	2
		40%	60%	26%	31%	11%	27%	0.8%	0.0%	1.5%	1.1%	0%	0%	0.4%	0.8%	0%	0.4%	0.0%	0.8%
<b>Suspensions</b>	<b>829</b>	<b>374</b>	<b>455</b>	122	106	227	315	2	0	4	3	0	0	13	14	4	10	2	7
		45%	55%	15%	13%	27%	38%	0.2%	0%	0%	0.4%	0.0%	0%	1.6%	1.7%	0.5%	1.2%	0.2%	0.8%
<b>TOTAL</b>	<b>14,458</b>	<b>6,625</b>	<b>7,833</b>	<b>3,672</b>	<b>3,296</b>	<b>2,494</b>	<b>4,064</b>	<b>22</b>	<b>19</b>	<b>144</b>	<b>109</b>	<b>14</b>	<b>7</b>	<b>158</b>	<b>147</b>	<b>46</b>	<b>87</b>	<b>75</b>	<b>104</b>
		46%	54%	25%	23%	17%	28%	0.2%	0.1%	1.0%	0.8%	0.1%	0.0%	1.1%	1.0%	0.3%	0.6%	0.5%	0.7%

**STATEWIDE SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2009**

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Resignations</b>	<b>2,373</b>	<b>869</b>	<b>1,504</b>	441	620	357	753	1	3	16	15	2	1	37	76	5	17	10	19
		37%	63%	19%	26%	15%	32%	0.0%	0.1%	0.7%	0.6%	0.08%	0.0%	1.6%	3.2%	0.2%	0.7%	0.4%	0.8%
<b>Retired</b>	<b>1,654</b>	<b>767</b>	<b>887</b>	520	491	191	349	0	3	9	4	1	1	34	28	5	7	7	4
		46%	54%	31%	30%	12%	21%	0.0%	0.2%	0.5%	0.2%	0%	0%	2.1%	1.7%	0.3%	0.4%	0.4%	0.2%
<b>Terminations</b>	<b>304</b>	<b>136</b>	<b>168</b>	53	52	73	108	0	0	3	1	0	0	6	6	0	0	1	1
		45%	55%	17%	17%	24%	36%	0.0%	0%	1.0%	0%	0.0%	0%	2.0%	2.0%	0.0%	0.0%	0.3%	0.3%
<b>TOTAL</b>	<b>4,331</b>	<b>1,772</b>	<b>2,559</b>	<b>1,014</b>	<b>1,163</b>	<b>621</b>	<b>1,210</b>	<b>1</b>	<b>6</b>	<b>28</b>	<b>20</b>	<b>3</b>	<b>2</b>	<b>77</b>	<b>110</b>	<b>10</b>	<b>24</b>	<b>18</b>	<b>24</b>
		41%	59%	23%	27%	14%	28%	0.0%	0.1%	0.6%	0.5%	0.1%	0.0%	1.8%	2.5%	0.2%	0.6%	0.4%	0.6%

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

**STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparision of June 30, 2004 and June 30, 2009**

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Appointments	2004	879	971	608	1,100	266	305	1,753	2,376	4,129
		21%	24%	15%	27%	6%	7%	42%	58%	
Reinstatements	2009	1,264	1,135	965	1,399	137	146	2,366	2,680	5,046
		25%	22%	19%	28%	3%	3%	47%	53%	
Promotions	2004	90	118	123	160	36	53	249	331	580
		16%	20%	21%	28%	6%	9%	43%	57%	
Reclassifications	2009	95	119	80	181	14	24	189	324	513
		19%	23%	16%	35%	3%	5%	37%	63%	
Demotions	2004	547	517	400	725	170	147	1,117	1,389	2,506
		22%	21%	16%	29%	7%	6%	45%	55%	
Resignations	2009	887	751	789	1,331	89	114	1,765	2,196	3,961
		22%	19%	20%	34%	2%	3%	45%	55%	
Terminations	2004	1,064	1,156	495	1,030	107	107	1,666	2,293	3,959
		27%	29%	13%	26%	3%	3%	42%	58%	
Suspensions	2009	1,235	1,104	405	767	186	147	1,826	2,018	3,844
		32%	29%	11%	20%	5%	4%	48%	52%	
Resignations	2004	56	77	26	42	12	23	94	142	236
		24%	33%	11%	18%	5%	10%	40%	60%	
Terminations	2009	69	81	28	71	8	8	105	160	265
		26%	31%	11%	27%	3%	3%	40%	60%	
Suspensions	2004	128	99	206	267	22	15	356	381	737
		17%	13%	28%	36%	3%	2%	48%	52%	
Resignations	2009	122	106	227	315	25	34	374	455	829
		15%	13%	27%	38%	3%	4%	45%	55%	
Resignations	2004	530	696	399	727	102	156	1,031	1,579	2,610
		20%	27%	15%	28%	4%	6%	40%	60%	
Terminations	2009	441	620	357	753	71	131	869	1,504	2,373
		19%	26%	15%	32%	3%	6%	37%	63%	
Terminations	2004	275	162	180	200	29	16	484	378	862
		32%	19%	21%	23%	3%	2%	56%	44%	
Terminations	2009	53	52	73	108	10	8	136	168	304
		17%	17%	24%	36%	3%	3%	45%	55%	

**STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2004 and June 30, 2009**

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Rejections on Probation	2004	13 8%	19 12%	36 23%	72 46%	5 3%	11 7%	54 35%	102 65%	156
	2009	32 17%	38 20%	34 18%	77 41%	5 3%	2 1%	71 38%	117 62%	188
TOTAL	2004	3,582 23%	3,815 24%	2,473 16%	4,323 27%	749 5%	833 5%	6,804 43%	8,971 57%	15,775
	2009	4,198 24%	4,006 23%	2,958 17%	5,002 29%	545 3%	614 4%	7,701 44%	9,622 56%	17,323

**No Comparative Data Available**

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Transfers	2009	141 25%	127 22%	86 15%	185 32%	10 2%	23 4%	237 41%	335 59%	572
Horizontal Transfers	2009	22 19%	22 19%	17 15%	54 46%	2 2%	0 0%	41 35%	76 65%	117
Disciplinary Demotion	2009	10 26%	5 13%	11 29%	9 24%	2 5%	1 3%	23 61%	15 39%	38
Forfeiture of Annual Leave	2009	73 20%	40 11%	114 31%	126 34%	12 3%	6 2%	199 54%	172 46%	371
Deaths	2009	29 35%	10 12%	17 20%	22 27%	2 2%	3 4%	48 58%	35 42%	83
Retired	2009	520 31%	491 30%	191 12%	349 3%	56 3%	47 3%	767 46%	887 54%	1654
Transfer U of MD System	2009	4 20%	9 45%	3 15%	3 15%	0 0%	1 5%	7 35%	13 65%	20
Military Leave	2009	0 0%	0 0%	0 0%	2 100%	0 0%	0 0%	0 0%	2 100%	2
Layoffs from Allocated Position	2009	4 3%	21 18%	16 13%	74 62%	1 1%	3 3%	21 18%	98 82%	119
End of Employment No Vacancy	2009	17 16%	29 28%	11 11%	36 35%	3 3%	8 8%	31 30%	73 70%	104
<b>TOTAL</b>	<b>2009</b>	<b>820 27%</b>	<b>754 24%</b>	<b>466 15%</b>	<b>860 28%</b>	<b>88 3%</b>	<b>92 3%</b>	<b>1,374 45%</b>	<b>1,706 55%</b>	<b>3,080</b>



**SEPARATIONS AND TERMINATIONS BY AGE, RACE AND GENDER — FISCAL YEAR 2009**

AGE	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>RESIGNATIONS</b>																			
19 OR LESS	20	4	16	4	4	0	12	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	656	217	439	117	169	93	240	1	0	1	6	0	0	3	13	1	5	1	6
30 - 39	705	261	444	124	169	110	236	0	1	6	5	1	1	12	23	3	3	5	6
40 - 49	548	198	350	80	142	97	174	0	1	6	3	1	0	11	21	1	6	2	3
50 - 59	342	132	210	73	110	47	80	0	0	3	1	0	0	8	12	0	3	1	4
60 - 69	81	41	40	29	21	9	11	0	1	0	0	0	0	2	7	0	0	1	0
70 PLUS	21	16	5	14	5	1	0	0	0	0	0	0	0	1	0	0	0	0	0
<b>TOTAL</b>	<b>2,373</b>	<b>869</b>	<b>1,504</b>	<b>441</b>	<b>620</b>	<b>357</b>	<b>753</b>	<b>1</b>	<b>3</b>	<b>16</b>	<b>15</b>	<b>2</b>	<b>1</b>	<b>37</b>	<b>76</b>	<b>5</b>	<b>17</b>	<b>10</b>	<b>19</b>
<b>REJECTIONS ON PROBATION</b>																			
19 OR LESS	4	0	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	89	29	60	16	12	13	48	0	0	0	0	0	0	0	0	0	0	0	0
30 - 39	38	15	23	3	7	11	15	0	0	1	0	0	0	0	0	0	1	0	0
40 - 49	27	14	13	5	6	8	6	0	0	0	0	0	0	0	0	0	1	1	0
50 - 59	25	10	15	5	11	2	4	0	0	2	0	0	0	0	0	0	0	1	0
60 - 69	5	3	2	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
70 PLUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>188</b>	<b>71</b>	<b>117</b>	<b>32</b>	<b>38</b>	<b>34</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>TERMINATIONS</b>																			
19 OR LESS	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	75	26	49	11	8	13	41	0	0	1	0	0	0	1	0	0	0	0	0
30 - 39	66	26	40	7	11	18	27	0	0	0	0	0	0	1	2	0	0	0	0
40 - 49	81	45	36	15	14	26	19	0	0	1	0	0	0	2	3	0	0	1	0
50 - 59	64	30	34	14	14	13	18	0	0	1	0	0	0	2	1	0	0	0	1
60 - 69	14	7	7	4	4	3	2	0	0	0	1	0	0	0	0	0	0	0	0
70 PLUS	3	2	1	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>304</b>	<b>136</b>	<b>168</b>	<b>53</b>	<b>52</b>	<b>73</b>	<b>108</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>GRAND TOTAL</b>	<b>2,865</b>	<b>1,076</b>	<b>1,789</b>	<b>526</b>	<b>710</b>	<b>464</b>	<b>938</b>	<b>1</b>	<b>3</b>	<b>22</b>	<b>16</b>	<b>2</b>	<b>1</b>	<b>43</b>	<b>82</b>	<b>5</b>	<b>19</b>	<b>13</b>	<b>20</b>

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

# **SECTION SEVEN**

## **REASONABLE**

### **ACCOMMODATIONS**

## **SECTION 7: REASONABLE ACCOMMODATIONS**

In fiscal year 2009 there were 151 requests for reasonable accommodations from State employees and applicants for State employment. Of this amount, 133 or 88% of the requests were granted. There were 22 agencies that reported data on reasonable accommodation requests, with the Department of Education, Department of Human Resources, MDOT, Maryland Automobile Insurance Fund, and Department of Health and Mental Hygiene accounting for 105 or 70% of the total employee/applicant reasonable accommodation requests reported.

**STATEWIDE REQUESTS FOR REASONABLE ACCOMMODATION — FISCAL YEAR 2009**

Agency	Applicants	Employees	STATUS			
			Granted	Denied	Pending	Other
Assessment and Taxation	1	1	2			
Automobile Insurance Fund		15	15			
Budget and Management	3		3			
Comptroller		4	2	2		
Commission on Human Relations		1	1			
Education		12	11		1	
Environment		2	2			
Environmental Services		2	2			
General Services		1	1			
Health and Mental Hygiene		40	37		1	2
Housing and Community Development		4	4			
Human Resources		20	20			
Insurance Administration		7	6	1		
Juvenile Services	2	8	9		1	
Natural Resources		2	1	1		
Planning		1	1			
Public Defenders Office		2	2			
Public Television		1	1			
State Retirement & Pension System		1	1			
Subsequent Injury Fund		2	2			
Transportation	4	14	10	8		
Worker's Compensation Commission		1		1		
<b>TOTAL</b>	<b>10</b>	<b>141</b>	<b>133</b>	<b>13</b>	<b>3</b>	<b>2</b>

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

# **SECTION EIGHT**

**STATE**

**EEO**

**COMPLAINTS**

## SECTION 8: STATEWIDE EEO COMPLAINTS

- ❖ The total number of internal and external complaints statewide for fiscal 2009 was 384. Of these, 241 were internal complaints and 143 were external complaints.
- ❖ The primary basis for internal complaints was Race and Sex/Gender.
- ❖ The number of internal complaints has declined from 382 in fiscal 2004 to 241 in fiscal 2009.
- ❖ The Office of the Statewide Equal Employment Opportunity Coordinator processed a total of 13 EEO appeals in fiscal 2009.
- ❖ The Office investigated 5 Whistleblower complaints. All five were found to have “no probable cause”.
- ❖ In fiscal 2009, statewide discrimination complaints decreased in comparison to fiscal 2004. A total of 384 complaints were received in fiscal 2009 as compared to 431 in fiscal 2008, and 415 in fiscal 2007. Trends in selected types of complaints are presented below.

Type of Internal Complaint	FY 2004	FY 2009
Disability	43	28
National Origin	16	8
Race	83	61
Sex/Gender	104	68
Age	7	17

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 Human Relations 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 2009**

Agency	Employees	External	Internal	Basis* for											Issue*			Disposition*							
				Other	ADA	Age	Ancestry	Color	Disability	National Origin	Race	Religious Affiliation	Sex/Gender	Sexual Orientation	Harassment	Sexual Harassment	Retaliation	Probable Cause	No Cause	Administrative Closure	Mediation/Settlement/Resolved	Open/Pending	Other	Withdrawn	
Administrative Hearings	123	1	1			1													1						
Automobile Insurance Fund	431	1	0																						
BCCC	443	7	0																						
Budget and Management	305	1	1											1	1	1								1	
Comptroller of Maryland	1,072	0	3	1		1						1		1			1			1					2
Education	1,371	8	2									1		1			1			2					
Elections	188	1	0																						
Environment	896	2	2						2							2						2			
Environmental Services	765	0	3	2										1		1			1					2	
Food Center Authority	27	1	0																						
General Services	567	4	2	1										1			1		1	1					
Health and Mental Hygiene	9,420	20	15						7					8		1	8		7	2	5				1
Housing and Community Development	291	0	7	1					3		1			2		3	2			1	5				1
Human Resources	6,374	0	13	1					3	2				7		8			9	4					
Insurance Administration	269	3	2								2								2						
Juvenile Services	2,519	7	30	21		1				2	1		3	2	5	2		1	3	8	2	12	1	3	
Labor, Licensing and Regulation	1,429	5	11	6						1	1					2		3	4		1			3	
Military	336	0	1										1			1			1						
Morgan State University	972	1	5			1						4		2		2			3		2				
Natural Resources	1,291	2	5			1						2		2			1	1	4		1				
Public Safety and Corr Services	10,945	34	77	22		10			2	3	27	3	20	3	38	19	22	18	41	11	5	1		3	
Sheriff's Office	50	1	0																						
Stadium Authority	88	3	2											2						2					
State Police	2,200	4	8						1		4		4	2	6	2			1	1	2	4			
Transportation	10,669	37	51	4	5	3		1	10		17	1	12	1	16	6	2	3	20	2	14	6	6		
<b>TOTAL</b>	<b>53,041</b>	<b>143</b>	<b>241</b>	<b>59</b>	<b>5</b>	<b>17</b>	<b>0</b>	<b>1</b>	<b>28</b>	<b>8</b>	<b>61</b>	<b>4</b>	<b>68</b>	<b>9</b>	<b>83</b>	<b>46</b>	<b>27</b>	<b>32</b>	<b>96</b>	<b>35</b>	<b>34</b>	<b>23</b>	<b>13</b>	<b>10</b>	

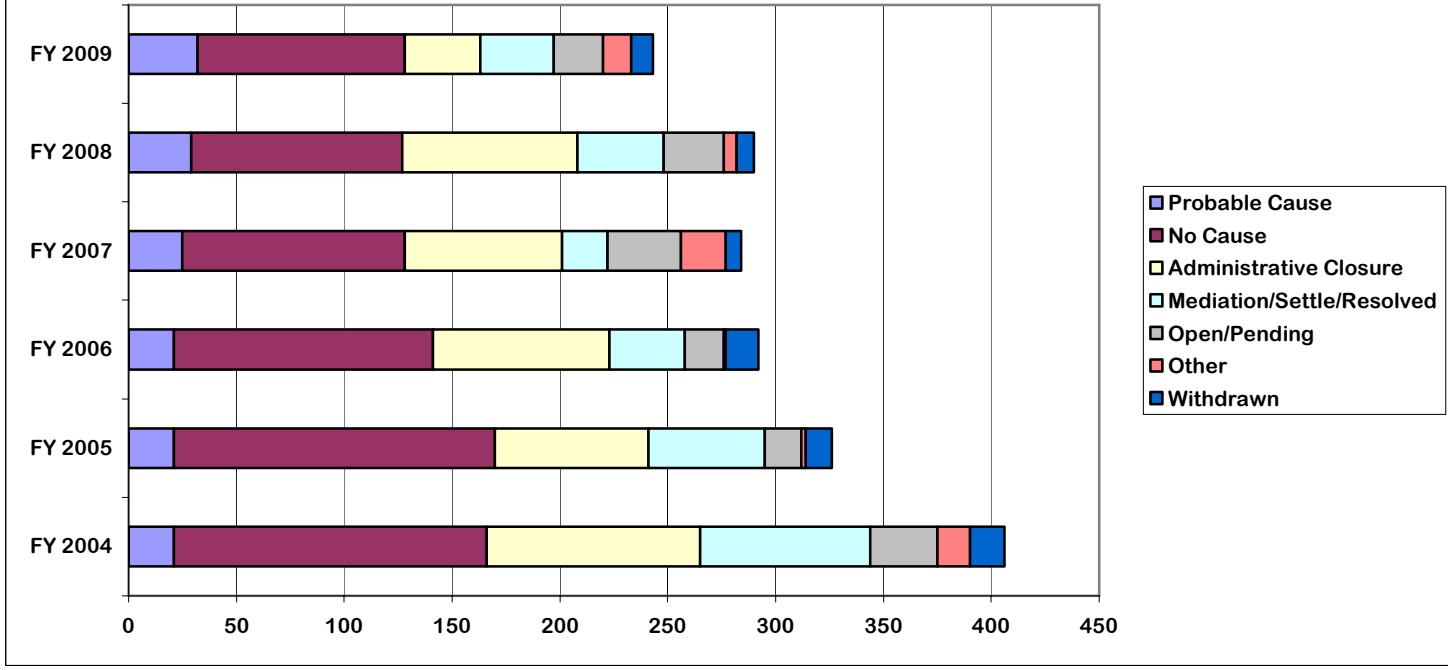
\* In order to avoid duplication, Basis, Issues, and Dispositions are only counted on *Internal complaints*.

(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 Human Relations, Department of Justice, Courts, and/or Equal Employment Opportunity Commission.

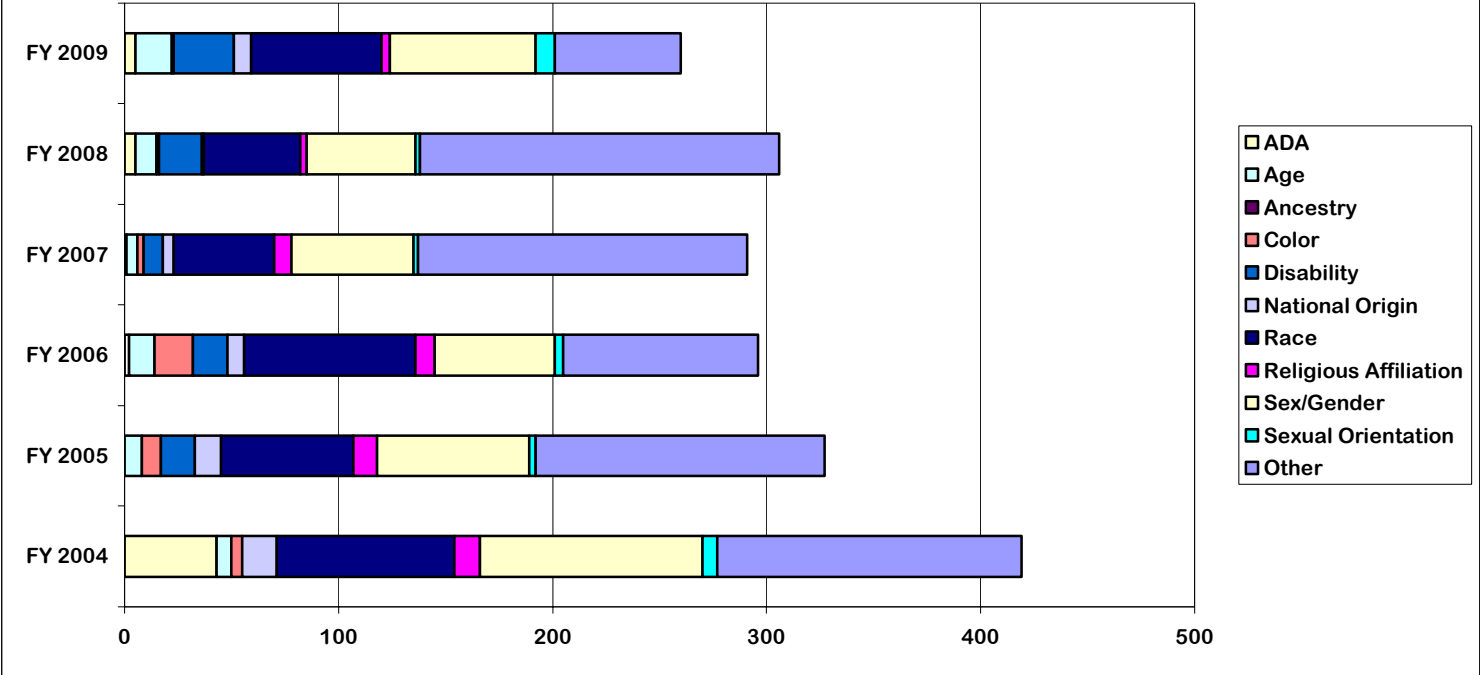
(3) "Other" Complaints include employment related complaints, not discriminatory in basis.

### 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 Biotechnology Institute, 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 35,803 employees in the University System of Maryland in Fiscal 2009.
  - Of the total employees, 21,166 (59%) were White, 7,073 (19%) were African American, 105 (.3%) were American Indian and Alaska Native, 4,178 (12%) were Asian, 1,109 (3%) were Hispanic or Latino, and 2,172 (6%) were Other (no race checked).
  - Males comprised 16,836 (47%) of the work force.
  - Females comprised 18,967 (53%) of the work force.
  - The majority of Faculty and Instructor positions were filled by Whites (68%) and males (55%).

**UNIVERSITY SYSTEM OF MARYLAND**

**TOTAL FULL-TIME AND PART-TIME WORK FORCE UTILIZATION - FISCAL YEAR 2009**

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
<b>Officials and Administrators</b>	<b>1,471</b>	<b>728</b>	<b>743</b>	540	533	126	174	2	0	27	12	0	0	21	17	0	0	12	7
		49%	51%	37%	36%	9%	12%	0.1%	0%	1.8%	0.8%	0%	0%	1.4%	1.2%	0%	0%	0.8%	0.5%
<b>Faculty and Instructors</b>	<b>10,657</b>	<b>5,867</b>	<b>4,790</b>	4,102	3,197	599	687	17	16	523	311	0	0	520	447	0	0	106	132
		55%	45%	38%	30%	6%	6%	0.2%	0.2%	4.9%	2.9%	0%	0%	4.9%	4.2%	0%	0%	1.0%	1.2%
<b>Faculty/Research</b>	<b>2,429</b>	<b>1,527</b>	<b>902</b>	946	614	39	68	1	1	464	170	0	0	40	32	0	0	37	17
		63%	37%	39%	25%	1.6%	3%	0.04%	0.04%	19.1%	7.0%	0%	0%	1.6%	1.3%	0%	0%	1.5%	0.7%
<b>Faculty/Public Service</b>	<b>4</b>	<b>4</b>	<b>0</b>	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	50%	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Teachers' Assistants/Assoc</b>	<b>6,073</b>	<b>2,986</b>	<b>3,087</b>	1,418	1,619	155	290	7	14	981	749	0	0	315	303	0	0	110	112
		49%	51%	23%	27%	3%	5%	0.1%	0.2%	16.2%	12.3%	0%	0%	5.2%	5.0%	0%	0%	1.8%	1.8%
<b>Professionals</b>	<b>7,396</b>	<b>2,843</b>	<b>4,553</b>	1,940	2,790	500	1,119	12	6	222	384	0	0	100	163	0	0	69	91
		38%	62%	26%	38%	7%	15%	0.2%	0.1%	3.0%	5.2%	0%	0%	1.4%	2.2%	0%	0%	0.9%	1.2%
<b>Administrative Support</b>	<b>3,349</b>	<b>580</b>	<b>2,769</b>	263	1,434	239	1,098	1	12	35	100	0	0	24	80	0	0	18	45
		17%	83%	8%	43%	7%	33%	0.03%	0.4%	1.0%	3.0%	0%	0%	0.7%	2.4%	0%	0%	0.5%	1.3%
<b>Technical-Paraprofessionals</b>	<b>1,740</b>	<b>693</b>	<b>1,047</b>	384	537	212	363	2	4	43	70	0	0	29	42	0	0	23	31
		40%	60%	22%	31%	12%	21%	0.1%	0.2%	2.5%	4.0%	0%	0%	1.7%	2.4%	0%	0%	1.3%	1.8%
<b>Skilled Craft Workers</b>	<b>765</b>	<b>719</b>	<b>46</b>	453	18	191	23	6	0	26	0	0	0	15	1	0	0	28	4
		94%	6%	59%	2%	25%	3%	0.8%	0%	3.4%	0%	0%	0%	2.0%	0.1%	0%	0%	3.7%	0.5%
<b>Service-Maintenance</b>	<b>1,919</b>	<b>889</b>	<b>1,030</b>	221	155	578	610	2	2	23	38	0	0	11	12	0	0	54	213
		46%	54%	12%	8%	30%	32%	0.1%	0.1%	1.2%	2.0%	0%	0%	0.6%	0.6%	0%	0%	2.8%	11.1%
<b>TOTAL</b>	<b>35,803</b>	<b>16,836</b>	<b>18,967</b>	<b>10,269</b>	<b>10,897</b>	<b>2,641</b>	<b>4,432</b>	<b>50</b>	<b>55</b>	<b>2,344</b>	<b>1,834</b>	<b>0</b>	<b>0</b>	<b>1,075</b>	<b>1,097</b>	<b>0</b>	<b>0</b>	<b>457</b>	<b>652</b>
		47%	53%	29%	30%	7%	12%	0.1%	0.2%	7%	5.1%	0%	0%	3%	3%	0%	0%	1%	2%

# **SECTION TEN**

## **INDEPENDENT HIGHER**

### **EDUCATION**

#### **INSTITUTIONS**

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

### **BALTIMORE CITY COMMUNITY COLLEGE**

- There are 443 employees in the Baltimore City Community College work force.
  - 298 or 68% are African-American employees
  - 272 or 61% are female employees

### **MORGAN STATE UNIVERSITY**

- There are 972 employees in the Morgan State University work force.
  - 674 or 69% are African-American employees
  - 493 or 51% are female employees

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

- There are 430 employees in the St. Mary's College of Maryland work force.
  - 60 or 14% are African-American employees
  - 227 or 53% are female employees

**BALTIMORE CITY COMMUNITY COLLEGE**  
**TOTAL FULL-TIME AND PART-TIME WORK FORCE UTILIZATION — FISCAL YEAR 2009**

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
<b>Officials and Administrators</b>	<b>16</b>	<b>8</b>	<b>8</b>	1	2	7	6	0	0	0	0	0	0	0	0	0	0	0	0
		50%	50%	6%	13%	44%	38%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Professionals</b>	<b>173</b>	<b>69</b>	<b>104</b>	22	39	41	63	0	0	5	1	0	0	0	0	0	0	1	1
		40%	60%	13%	23%	24%	36%	0%	0%	2.89%	0.58%	0%	0%	0%	0%	0%	0%	0.58%	0.58%
<b>Technicians</b>	<b>19</b>	<b>14</b>	<b>5</b>	4	0	10	5	0	0	0	0	0	0	0	0	0	0	0	0
		74%	26%	21%	0%	53%	26%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Protective Service Workers: Sworn</b>	<b>11</b>	<b>8</b>	<b>3</b>	2	1	5	2	0	0	0	0	0	0	0	0	0	0	1	0
		73%	27%	18%	9%	45%	18%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	9.09%	0%
<b>Protective Service Workers: Non-Sworn</b>	<b>1</b>	<b>1</b>	<b>0</b>	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>	<b>137</b>	<b>43</b>	<b>94</b>	19	24	21	65	0	0	1	3	0	0	0	0	0	0	2	2
		31%	69%	14%	18%	15%	47%	0%	0%	1%	2%	0%	0%	0%	0%	0%	0%	1.46%	1.46%
<b>Skilled Craft Workers</b>	<b>76</b>	<b>18</b>	<b>58</b>	1	5	17	52	0	0	0	0	0	0	0	0	0	0	0	1
		24%	76%	1%	7%	22%	68%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1.32%
<b>Service-Maintenance</b>	<b>10</b>	<b>10</b>	<b>0</b>	6	0	3	0	0	0	1	0	0	0	0	0	0	0	0	0
		100%	0%	60%	0%	30%	0%	0%	0%	10%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>443</b>	<b>171</b>	<b>272</b>	<b>55</b>	<b>71</b>	<b>105</b>	<b>193</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>
		39%	61%	12%	16%	24%	44%	0%	0%	1.58%	0.90%	0%	0%	0%	0%	0%	0%	0.90%	0.90%

**BALTIMORE CITY COMMUNITY COLLEGE  
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2009**

Type of Transaction	TOTAL			Race														Ethnicity		
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
<b>Appointments</b>	<b>27</b>	<b>6</b>	<b>21</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
		22.2%	77.8%	7%	19%	11%	59%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	4%	0%
<b>Reinstatements</b>	<b>6</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		17%	83%	17%	17%	0%	67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Promotions</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		60%	40%	40%	0%	20%	40%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Reclassifications</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Demotions</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		25%	75%	0%	25%	25%	25%	0%	0%	0%	0%	0%	0%	0%	25%	0%	0%	0%	0%	0%
<b>Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Suspensions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		0%	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>43</b>	<b>11</b>	<b>32</b>	<b>5</b>	<b>7</b>	<b>5</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	
		26%	74%	12%	16%	12%	56%	0%	0%	0%	0%	0%	0%	0%	2%	0%	0%	2%	0%	

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2009**

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Resignations</b>	<b>19</b>	<b>5</b>	<b>14</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		26%	74%	11%	21%	5%	47%	0%	0%	0%	5%	0%	0%	11%	0%	0%	0%	0%	0%
<b>Rejection on Probation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Terminations</b>	<b>10</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		40%	60%	0%	10%	20%	40%	0%	0%	20%	0%	0%	0%	0%	10%	0%	0%	0%	0%
<b>TOTAL</b>	<b>29</b>	<b>9</b>	<b>20</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		31%	69%	7%	17%	10%	45%	0%	0%	7%	3%	0%	0%	7%	3%	0%	0%	0%	



**MORGAN STATE UNIVERSITY**  
**TOTAL FULL-TIME AND PART-TIME WORK FORCE UTILIZATION — FISCAL YEAR 2009**

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
<b>Officials and Administrators</b>	<b>0</b>	<b>0</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Professionals</b>	<b>696</b>	<b>371</b>	<b>325</b>	52	36	228	224	3	1	7	3	0	3	75	49	6	7	0	2
		53%	47%	7%	5%	33%	32%	0.4%	0.1%	1%	0.4%	0%	0.4%	11%	7%	0.9%	1.0%	0%	0.3%
<b>Technicians</b>	<b>0</b>	<b>0</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Protective Service Workers: Sworn</b>	<b>0</b>	<b>0</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Protective Service Workers: Non-Sworn</b>	<b>31</b>	<b>26</b>	<b>5</b>	4	0	14	5	0	0	0	0	0	0	8	0	0	0	0	0
		84%	16%	13%	0%	45%	16%	0%	0%	0%	0%	0%	0%	26%	0%	0%	0%	0%	0%
<b>Administrative Support</b>	<b>245</b>	<b>82</b>	<b>163</b>	2	0	68	135	0	1	0	0	0	0	12	23	0	0	0	4
		33%	67%	1%	0%	28%	55%	0%	0.4%	0%	0%	0%	0%	5%	9%	0%	0%	0%	2%
<b>Skilled Craft Workers</b>	<b>0</b>	<b>0</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Service-Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>972</b>	<b>479</b>	<b>493</b>	<b>58</b>	<b>36</b>	<b>310</b>	<b>364</b>	<b>3</b>	<b>2</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>95</b>	<b>72</b>	<b>6</b>	<b>7</b>	<b>0</b>	<b>6</b>
		49%	51%	6%	4%	32%	37%	0.3%	0.2%	0.7%	0.3%	0%	0.3%	10%	7%	0.6%	0.7%	0%	0.6%

**MORGAN STATE UNIVERSITY  
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2009**

Type of Transaction	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Appointments</b>	<b>86</b>	<b>29</b>	<b>57</b>	5	5	21	45	0	0	1	1	0	3	0	0	2	2	0	1
		34%	66%	6%	6%	24%	52%	0%	0%	1%	1%	0%	3%	0%	0%	2%	2%	0%	1%
<b>Reinstatements</b>	<b>7</b>	<b>3</b>	<b>4</b>	0	1	3	3	0	0	0	0	0	0	0	0	0	0	0	0
		43%	57%	0%	14%	43%	43%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Promotions</b>	<b>8</b>	<b>1</b>	<b>7</b>	0	2	1	4	0	0	0	0	0	0	0	1	0	0	0	0
		13%	88%	0%	25%	13%	50%	0%	0%	0%	0%	0%	0%	0%	13%	0%	0%	0%	0%
<b>Reclassifications</b>	<b>3</b>	<b>3</b>	<b>0</b>	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0.0%	33%	0%	67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Demotions</b>	<b>2</b>	<b>1</b>	<b>1</b>	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%
<b>Suspensions</b>	<b>5</b>	<b>2</b>	<b>3</b>	0	0	0	3	0	0	0	0	0	0	2	0	0	0	0	0
		40%	60%	0%	0%	0%	60%	0%	0%	0%	0%	0%	0%	40%	0%	0%	0%	0%	0%
<b>Transfers</b>	<b>2</b>	<b>0</b>	<b>2</b>	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
		0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>113</b>	<b>39</b>	<b>74</b>	<b>6</b>	<b>8</b>	<b>28</b>	<b>58</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>
		35%	65%	5%	7%	25%	51%	0%	0%	1%	1%	0%	3%	2%	1%	2%	2%	0%	1%

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2009**

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska		Asian		Native Hawaiian & Other Pacific		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Resignations</b>	<b>38</b>	<b>18</b>	<b>20</b>	1	0	10	12	0	0	0	1	0	0	5	6	2	1	0	0
		47%	53%	3%	0%	26%	32%	0%	0%	0%	3%	0%	0%	13%	16%	5%	3%	0%	0%
<b>Rejection on Probation</b>	<b>1</b>	<b>1</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
		100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%
<b>Terminations</b>	<b>6</b>	<b>4</b>	<b>2</b>	1	0	3	2	0	0	0	0	0	0	0	0	0	0	0	0
		67%	33%	17%	0%	50%	33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>45</b>	<b>23</b>	<b>22</b>	<b>2</b>	<b>0</b>	<b>13</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>
		51%	49%	4%	0%	29%	31%	0%	0%	0%	2%	0%	0%	13%	13%	4%	2%	0%	0%

**ST. MARY'S COLLEGE OF MARYLAND**  
**TOTAL FULL-TIME AND PART-TIME WORK FORCE UTILIZATION — FISCAL YEAR 2009**

EEO Job Category	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance ( <i>no race checked</i> )		Multiracial		Hispanic or Latino ( <i>no other race checked</i> )	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Officials and Administrators</b>	<b>49</b>	<b>24</b>	<b>25</b>	21	24	3	0	0	0	0	0	0	0	0	0	0	0	0	1
		49%	51%	43%	49%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Professionals</b>	<b>146</b>	<b>76</b>	<b>70</b>	64	63	4	3	0	0	8	2	0	0	0	0	0	0	0	2
		52%	48%	44%	43%	3%	2%	0%	0%	5.5%	1.4%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Technicians</b>	<b>66</b>	<b>25</b>	<b>41</b>	21	38	3	3	0	0	0	0	0	0	0	0	0	0	1	0
		38%	62%	32%	58%	0%	5%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	2%
<b>Protective Service Workers: Sworn</b>	<b>0</b>	<b>0</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Protective Service Workers: Non-Sworn</b>	<b>0</b>	<b>0</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>	<b>33</b>	<b>2</b>	<b>31</b>	2	22	0	5	0	0	0	3	0	0	0	0	0	0	1	
		6%	94%	6%	67%	0%	15%	0%	0%	0%	9%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Skilled Craft Workers</b>	<b>61</b>	<b>27</b>	<b>34</b>	25	29	0	5	0	0	1	0	0	0	0	0	0	0	1	0
		44%	56%	41%	48%	0%	8%	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	0%	2%
<b>Service-Maintenance</b>	<b>75</b>	<b>49</b>	<b>26</b>	30	9	17	17	0	0	0	0	0	0	0	0	0	0	2	0
		65%	35%	40%	12%	23%	23%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	3%
<b>TOTAL</b>	<b>430</b>	<b>203</b>	<b>227</b>	<b>163</b>	<b>185</b>	<b>27</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>
		47%	53%	38%	43%	6%	8%	0%	0%	2.1%	1.16%	0%	0%	0%	0%	0.0%	0%	0.93%	0.93%

**ST. MARY'S COLLEGE OF MARYLAND  
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2009**

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)		
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
<b>Appointments</b>	<b>48</b>	<b>29</b>	<b>19</b>	22	17	5	1	0	0	1	0	1	0	0	1	0	0	0	0
		60%	40%	46%	35%	10%	2%	0%	0%	2%	0%	2%	0%	0%	2%	0%	0%	0%	0%
<b>Reinstatements</b>	<b>4</b>	<b>3</b>	<b>1</b>	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		75%	25%	75%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Promotions</b>	<b>0</b>	<b>0</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Reclassifications</b>	<b>2</b>	<b>0</b>	<b>2</b>	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Suspensions</b>	<b>0</b>	<b>0</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Demotions</b>	<b>3</b>	<b>3</b>	<b>0</b>	2	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
		100%	0%	67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	33%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>57</b>	<b>35</b>	<b>22</b>	<b>27</b>	<b>20</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		61%	39%	47%	35%	9%	2%	0%	0%	2%	0%	2%	0%	2%	2%	0%	0%	0%	0%

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2009**

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)		
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
<b>Resignations</b>	<b>42</b>	<b>18</b>	<b>24</b>	16	18	0	4	0	0	0	0	0	0	1	0	0	0	1	2
		43%	57%	38%	43%	0%	10%	0%	0%	0%	0%	0%	0%	2%	0%	0%	0%	2%	5%
<b>Rejection on Probation</b>	<b>3</b>	<b>2</b>	<b>1</b>	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		67%	33%	33%	0%	33%	33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>Terminations</b>	<b>3</b>	<b>0</b>	<b>3</b>	0	1	0	0	0	0	0	0	0	0	0	2	0	0	0	0
		0%	100%	0%	33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	67%	0%	0%	0%	0%
<b>TOTAL</b>	<b>48</b>	<b>20</b>	<b>28</b>	<b>17</b>	<b>19</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>
		41.7%	58.3%	35%	40%	2%	10%	0%	0%	0%	0%	0%	0%	2%	4%	0%	0%	2%	4%

# APPENDICES

## **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 EFFECTIVELY 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:
- (1) Recommend the appointment of a Statewide Equal Employment Opportunity Coordinator who shall administer the program and coordinate the activities of the agency Fair Practices Officers, EEO Officers, and Americans with Disabilities Act Officers;

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



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- (7) Consult and cooperate fully with the Secretary of Budget and Management and the Statewide EEO Coordinator or their designees in investigating and resolving expeditiously complaints of discrimination or unfair employment practices;
- (8) Provide statistical and other information requested by the Secretary of Budget and Management regarding efforts to implement the department's or unit's Equal Employment Opportunity Program;
- (9) Develop and implement programs, activities and events to acknowledge and educate about diversity and cultural differences; and
- (10) Implement any decision of the Secretary of Budget and Management not consistent with the spirit or requirements of this Executive Order and federal or State law.

H. Cabinet officials and other heads of departments or units are expected to lead by example in promoting fair employment practices and this Administration's policy of zero tolerance for employment discrimination.

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

- A. It is the policy of this Administration that all complaints of discrimination or other unfair employment practices be thoroughly investigated and promptly resolved, as appropriate.
- B. The Statewide EEO Coordinator shall monitor the compliance and effectiveness of each agency's EEO program and make recommendations for improvement.
- C. The Secretary of Budget and Management shall develop and promulgate rules, regulations, and guidelines for the investigation and resolution of complaints of discrimination or other unfair employment practices which shall include, at a minimum:
  - (1) Provisions for resolving complaints informally whenever possible;
  - (2) Provisions for employees to file complaints with the Fair Practices or Equal Employment Opportunity Officer for the department or unit;
  - (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;

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- (4) Guidelines for cooperation with the investigation of any complaint of discrimination filed with 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 HUMAN RELATIONS AND THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**

- A. In accordance with the requirements of applicable federal and State law governing equal employment opportunity, the State Personnel and Pensions Article, and this Executive Order, all heads of departments and units in the Executive Branch shall cooperate fully with the Maryland Commission on 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 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.

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- D. If an employee of the Maryland Commission on Human Relations files a complaint of discrimination against a State agency, the Governor shall appoint an individual to perform the functions usually performed by the Commission.

#### **ARTICLE IV– STATE ACTION**

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

#### **ARTICLE V – ACCOMMODATIONS**

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

#### **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

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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 Human Relations.

**ARTICLE VII – NOTICE TO EMPLOYEES**

- A. The Secretary of Budget and Management shall publish the policies of this State with regard to its fair employment practices and make copies of the publication available to all agencies.
- B. Consistent with the requirements of federal and State law, the Secretary shall authorize an appropriate notice of State fair employment practices and the manner in which the notice is to be posted.
- C. The heads of departments and units shall procure the publication and notice required by this Executive Order, furnish copies of the publication to all managers and supervisors and make it available to employees, and post the notice in the locations and manner required by the Secretary of Budget and Management.

## **STATEWIDE EQUAL EMPLOYMENT ORGANIZATIONAL RESPONSIBILITY**

### **GOVERNOR**

On the 15<sup>th</sup> day of May, 2007, Governor Martin O'Malley issued a New Code of Fair Employment Practices. Executive Order 01.01.2007.09 and later rescinded this Order and replaced it with Executive Order 01.01.2007.19 on the 22<sup>nd</sup> day of August 2007. Governor O'Malley values and honors all State of Maryland Employees and believes in equal opportunity in employment for all employees and applicants for employment without regard to race, sex, disability, religion, genetic information, gender identity and expression and national origin and all other prohibited basis. Governor O'Malley is committed to providing a professional work environment that is free from discrimination, harassment and retaliation. As part of this initiative, the Governor believes that we need to guarantee every employee the basic protections that they deserve, and that our state government sets an example for equal employment opportunities throughout Maryland. As part of this reform the Governor has implemented the EEO Agency Cases Tracking System that tracks agency internal complaints. Reports are provided to the Governor's office on a bi-monthly basis.

### **THE JOINT COMMITTEE ON FAIR PRACTICES**

The Joint Committee on Fair Practices and State Personnel Oversight was established in 2009 to replace the Legislative Joint Committee on Fair Practices which was originally created by the State Personnel Management System Reform Act of 1996. The Joint Committee is comprised of eight members; four members of the State Senate and four members of the House of Delegates. The Joint Committee has oversight over employment policies and personnel systems in the Executive Branch of State Government, equal employment opportunity policies and practices, and certain procurement practices.

### **SECRETARY OF THE DEPARTMENT OF BUDGET AND MANAGEMENT**

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

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**DEPUTY SECRETARY DEPARTMENT OF BUDGET AND MANAGEMENT**

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

**STATEWIDE EQUAL EMPLOYMENT OPPORTUNITY COORDINATOR**

In accordance with 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, serve as the State's point of contact regarding EEO related concerns. The Coordinator also reviews and investigates appeals of EEO findings and determinations by executive and independent agencies; investigates appeals of EEO findings and alleged violations of the Governor's Code of Fair Employment Practices and the State Whistleblower statute; works with agency Fair Practices, EEO and ADA Officers to ensure they establish and maintain a diverse, non-discriminatory and accessible work place that is free of harassment and retaliation; plans and provides EEO-related training and education; and prepares the annual Statewide EEO report.

**SECRETARIES AND HEADS OF STATE AGENCIES**

In accordance with Executive Order 01.01.2007.16, each Secretary and Agency Head is responsible for ensuring compliance with the State's EEO Program within his or her respective Executive Branch agency including agencies with independent personnel systems; appointing a Fair Practices Officer and any 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 work force 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. This includes, but is not limited to, issues related to making determinations regarding an employee's eligibility under the ADA, recommending and implementing reasonable accommodations, and ensuring an accessible work place. The ADA Officer is also responsible for training all staff on ADA related laws and policies; ensuring agency compliance with ADA violations to shield the employer from liability; and maintaining knowledge of resources.

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**FAIR PRACTICES, EEO, AND ADA OFFICERS**

AGENCY	ACRONYM	FAIR PRACTICES	EEO	ADA
Administrative Hearings, Office of	OAH	Richard Norman	Grant Chism	Grant Chism
African American Museum	MAAMC	Junius Randolph	Junius Randolph	Lisa Woods
Aging, Maryland Department of	MDOA	Ilene Rosenthal	Shirley Williams	Judy Quamina
Agriculture, Department of	MDA	Douglas Wilson	Momoh Conteh	Momoh Conteh
Archives, Maryland State	MSA	Richard Richardson	Christopher Haley	Cecilia Smith
Assessments and Taxation, Department of	DAT	Annie Cure	Sheila McKenney	Sheila McKenney
Attorney General's Office	OAG	Charlotte Hughes	Katherine Winfree John Howard Jr.	Vacant
Automobile Insurance Fund, Maryland	MAIF	John F. Banghart	Charisse Walker	Nancy Dodd
Baltimore City Community College	BCCC	Tony Warner	Tony Warner Deidre Hill	Delia Weems
Bowie State University	BSU	Glen Issac	Glen Issac	Vacant
Budget and Management Department	DBM	David Romans		
Business and Economic Development, Department of	DBED	Everett J. Ross	Everett J. Ross	Cheryl Fields
Canal Place	Canal	Renee Bone	Renee Bone	Renee Bone
College Savings Plans of Maryland	CSPM	Azriel Osofsky	Azriel Osofsky	Azriel Osofsky
Comptroller of Maryland	COMP	Steven Barzal	Steven Barzal	Steven Barzal
Contract Appeal, Maryland Board of	SBCA	Loni How e Michael Carnahan Jr.	Loni How e Michael Carnahan Jr.	Loni How e
Coppin University	CSU	Tammy Flow ers	Tammy Flow ers	Darlene Webb Maqbool Patel
Deaf, Maryland Schools for the	MSD	Anny Currin	Cyndi Fries	Anny Currin
Education, Maryland State Department	MSDE	John E. Smeallie	Woodrow Grant, Jr.	Woodrow Grant Jr.
Elections State Board of	SBEL	Jacqueline Bryley	Jared DeMarinis	Roger Stitt
Emergency Medical Services Systems, Maryland Institute for	MIEMSS	Patricia A. Gainer	James W. Brow n Sadie Hannah	Robert Dubansky
Environment, Maryland Department of	MDE	Robert Alexander	Tyrone Hill Robert Alexander	Tyrone Hill
Environmental Services, Maryland	MES	Beth S. Wojton	Donna Oliff	Sandra Westervelt
Executive Department State of Maryland	EXEC	Robert Platky	Robert Platky	Vacant
Food Center Authority, Maryland	MFCA	Betty Allison	Rose Harrell	Betty Allison
Frostburg State University	FSU	Beth W. Hoffman	Beth W. Hoffman	Beth W. Hoffman
General Services Department of	DGS	Alvin C. Collins	Paul Ford	Janet Cora
Health and Mental Hygiene, Department of	DHMH	Hilda J. Davis	Lee Williamson	Felisa A. McCall-Smith
Health Care Alternative Dispute Resolution	HCAD	Robert Platky	Robert Platky	Vacant
Higher Education Commission, Maryland	MHEC	G. Edw ard Ommert	Takeia Bradley	Esther Danner
Housing and Community Development Department of	DHCD	Brien C. Boone	Brien C. Boone	Brien C. Boone



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Human Relations, Maryland Commission	MCHR	Benny F. Short	Isora Cook	Isora Cook
Human Resources Department of	DHR	Carl W. Bailey, Jr.	Gerald Stansbury	Gerald Stansbury
Information Technology, Department of	DOIT	Stacia Cropper		
Insurance Administration, Maryland	MIA	Karen Stakem-Hornig	Susan Yates	Susan Yates
Judiciary of Maryland	JUD	Jeraldine Kavanaugh	Jeraldine Kavanaugh	Jeraldine Kavanaugh
Juvenile Services, Department of	DJS	Celest S. Womack	Celest S. Womack	Celest S. Womack
Labor, Licensing and Regulation, Department of	DLLR	Jennifer Reed	Jennifer Reed	Jennifer Reed
Lottery Agency, Maryland State	MSLA	Gina Smith	Michael Faulkner	Carl Beard
Military Department	DMIL	Peter Hinz	William H. Allen	William Allen
Morgan State University	MSU	Jodi A. Cavanaugh	Jodi A. Cavanaugh	Jodi A. Cavanaugh
Natural Resources, Department of	DNR	Monica Johnson	Richard W. Allen	Richard W. Allen
Peoples Counsel, Office of the	PCPS	Seva Diakoparaskevas Terri Czarski	Seva Diakoparaskevas Terri Czarski	Seva Diakoparaskevas
Planning, Department of	MDP	Nasrin Rahman	Nasrin Rahman	Nasrin Rahman
Police, Maryland State	DMSP	Capt. Christopher Finn	Capt. Christopher Finn Corporal Sonya Clark	Michelle Miller
Property Tax Assessment Appeals Board	PTAAB	Kent Finkelsen Julie Greene	Julie Greene	Kent Finkelsen
Prosecutor, Office of the State	SPO	Genie Gunthrop	Genie Gunthrop	Genie Gunthrop
Public Broadcasting Commission, Maryland	MPT	Larry D. Unger	Gladys Kaplan	Gladys Kaplan
Public Defender, Office of the	PDS	Elizabeth Julian	Lynn C. Bellamy	Lynn C. Bellamy
Public Safety and Correctional Services, Department of	DPSCS	Michelle Romney	Paula Green-Holt George Stamas Gilda Felicia Jones Genice Fowler	Gene Noble
Public School Construction Program	PSCP	Robert C. Crocetti	Robert C. Crocetti	Robert Crocetti
Public Service Commission	PSC	Terry Romine	Matthew Papatkakis	Donald Eveleth
Public Works, Board of	BPW	Doldon W. Moore, Jr.	Doldon W. Moore, Jr.	Doldon W. Moore, Jr.
Retirement & Pensions Systems, Maryland State Retirement Agency	MSRA	Vacant	Patrice Wells-Sowah	Vacant
St. Mary's College of Maryland	SMCM	Sally A. Davis	Melvin A. McClintock	Vacant
Salisbury University	SU	Amy Hasson	Jeff Boyer	Jeff Boyer
Sheriff's Office, Baltimore City	BCS	Karen Shelton	Karen Shelton Eness Brown	Karen Shelton
Stadium Authority Maryland	STAD	M. Carol Salmon David Raith	Bernadette A. Burghardt	Gary McGuigan
Subsequent Injury Fund	SIF	Edgar G. Dodd	Edgar G. Dodd	Edgar G. Dodd
Supplemental Retirement Plans, Maryland Teachers and State Employees	MSRP	Anna Marie Smith	Anna Marie Smith	Anna Marie Smith
Tax Court, Maryland	MTC	Robert L. Zouck	John T. Hearn	Robert L. Zouck
Towson University	TU	Debbie Seeberger	Daniel Leonard	Daniel Leonard
Treasurer's Office, Maryland State	TREA	Bernadette Benik	Shelly Reid	Vacant

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Transportation, Maryland Department of	MDOT	Jan Bryant	Joanne Ashton	Jan Bryant
Maryland Aviation Administration	MAA	Angela Martin	Theolinda Owens	Richard Keen
Maryland Port Administration	MPA	Yamillette Collett	Wanda Forman	Yamillette Collett
Maryland Transportation Authority	MdTA	Alice Brooks	Louis W. Jones	Louis W. Jones
Maryland Transit Administration	MTA	Paula Cullings	Herschel D. Milliken	Joyce Callahan
Motor Vehicle Administration	MVA	Minnie I. Carter	Pierre Williams	Minnie I. Carter
State Highway Administration	SHA	Jennifer Jenkins	Karen Shipley	Sharon Ramsey
Uninsured Employer's Fund	UEF	James E. Brewer	James E. Brewer	James E. Brewer
University Systems of Maryland	USM	James Sansbury	Martha Warren James Sanbury	Martha Warren
University of Maryland	UB	William Nelson	Rebecca Spence	Jackie Truelove Rebecca Spence
University of Maryland Baltimore	UMB	Elaine Gill	Sheila Greenwood	Lani Barovick
University of Maryland Baltimore County	UMBC	Adrienne Mercer	Adrienne Mercer	Adrienne Mercer
University of Maryland College Park	UMCP	Roberta Coates	Vacant	Vacant
University of Maryland Eastern Shore	UMES	Marie H. Billie	Marie H. Billie	Marie H. Billie
University of Maryland for Environmental Science	UMCES	Dennis Mesko	Dennis Mesko	Dennis Mesko
University of Maryland University College	UMUC	Elizabeth Nuss	Vacant	Vacant
Veteran Affairs, Maryland Department	MDVA	John Kearns	John Kearns	Rose Bean
Worker's Compensation Commission	WCC	Lisa Erlandson Turpin	Lisa Erlandson Turpin	Lisa Erlandson Turpin

# **GLOSSARY**

## **GLOSSARY**

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

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

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

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

**COORDINATOR:** The Statewide Equal Employment Opportunity Coordinator (Annotated Code of Maryland State Personnel and Pensions Article, §5-201)

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

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

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

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

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

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### EXECUTIVE SERVICE:

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

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

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

**INDEPENDENT:** Independent Authority (used to designate positions which in agencies, other than MDOT, with personnel systems which are independent of the SPMS – e.g. Judiciary, Maryland Stadium Authority, and others).

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

**FORMAL COMPLAINT:** A complaint filed with the Maryland Commission on Human Relations, Department of Justice, Courts, and/or Equal Employment Opportunity Commission.

### 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)

**MULTIRACIAL:** Two or more races.

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

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**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.

**SECRETARY:** means, except as otherwise provided by law, the Secretary of Budget and Management or the Secretary's designee.

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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 work force 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.

**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.

**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.