

# MARYLAND

## Department of Budget and Management

### Annual Statewide Equal Opportunity Report

Fiscal Year 2007



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.

During 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 70-76. 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. The Equal Employment Opportunity Program was further bolstered through the hiring of three new full-time staff for the Office of the Statewide Equal Employment Opportunity Coordinator.

The purpose of this report is to provide the Governor and the Joint Committee on Fair Practices with the information necessary to effectively assess the State's Equal Employment Opportunity (EEO) Program. 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, which is charged with overseeing and implementing the State's EEO program. During calendar 2008, the office intends to develop training for EEO professionals across the State, resume audits of agency EEO programs to ensure compliance with State and federal rules, and produce educational materials so that all State employees fully understand their rights and responsibilities.

### **Data Analysis**

Detailed EEO statistical and demographic data for fiscal 2007 and trends since fiscal 2002 are presented in Sections 3-10. Notable table findings and trends are discussed briefly below.

#### Workforce Diversity

Maryland State government employs people from a wide range of racial and ethnic groups. (Exhibit 1). Almost 60% of State workers are female and more than 40% are African-American. Women and African-Americans represent a larger share of State government's workforce than Maryland's Civilian Labor Force while other minorities are almost equally represented (Exhibit 2). Not only is Maryland's workforce diverse, but State government has become more diverse since fiscal 2002. Whites have dropped from about 56% of the workforce in fiscal 2002 to 51% in fiscal 2007 while females have increased from 56% to 57% of the workforce.

## FY 2007 ANNUAL STATEWIDE EEO REPORT

New hires during fiscal 2007 continued recent trends with women accounting for more than 60% of new hires, minorities more than half of new hires, and African-Americans more than 40% of new hires (Exhibits 3 and 4). A favorable trend with respect to minority employment is the high percentage of workers under the age of 40 who are African-American. While African-Americans represent less than 30% of all workers over the age of 60 and about 35% of workers ages 50-59, they represent more than 40% of workers under the age of 40 (Exhibit 5). At 30% of the workforce, African-American women are the plurality of workers under the age of 40. Females represent the majority of State employees in each age category.

### Advancement Opportunities

In fiscal 2007, women and minorities generally received promotions or upward reclassifications at rates consistent with their share of the workforce. Women – who represent 57% of the workforce – accounted for 60% of all promotions and 68% of reclassifications. African-Americans – who represent 40% of the workforce – accounted for 50% of the promotions and 39% of the reclassifications.

While African-Americans were over-represented with respect to suspensions (62%) and terminations (44%), the number of African-American suspensions and terminations declined from fiscal 2006 to fiscal 2007.

### 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 74% of positions classified as officials and administrators and 56% of positions classified as professionals. African-Americans in contrast hold almost half of the lower salaried administrative support positions and 70% of the service/maintenance positions. With respect to special appointments, 63% are white and 24% are African-American.

Women are also under-represented in certain job categories. Despite holding 57% of State positions, women fill only 45% of positions categorized as officials and administrators. Women are also 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%).

The disparities in job categories contribute to a differential in the salaries paid to men and women and whites and minorities. Exhibit 6 depicts the FY 2007 salaries for men and women and whites and minorities. Male employees were paid an average of \$4,893 more than female employees in fiscal 2007 while whites were paid an average of \$7,131 more than African-Americans and \$3,296 more than other minorities. The gap between the average salaries of men and women and whites and African-Americans closed only slightly between FY 2002 and FY 2007 (Exhibits 7 and 8). 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 \$46,410.

## FY 2007 ANNUAL STATEWIDE EEO REPORT

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 \$52,886 while the grade with the largest number of white workers is grade 16 which pays a maximum of \$64,282.

Closing the gap between the salaries of African-American and other employees will likely require the State to enhance recruitment and retention of African-Americans with college degrees.

### Other Data

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

- 160 reasonable accommodation requests were received from State employees and applicants for State employment in fiscal 2007. 96% of the requests were granted.
- 415 complaints of discrimination were received statewide in fiscal 2007. Race and sex/gender were the most common basis for complaints. Probable cause was the finding in 25 cases and 21 complaints resulted in mediation/settlement.
- Complaints of discrimination increased slightly from fiscal 2006.
- The vast majority of employees at the University System of Maryland (61%) and St. Mary's College of Maryland (77%) were white. About 70% 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 (66%) at Morgan State University and Baltimore City Community College. Women held half of the positions at Morgan State University and 60% of the positions at Baltimore City Community College.

Exhibit 1

**Statewide Workforce by Race**

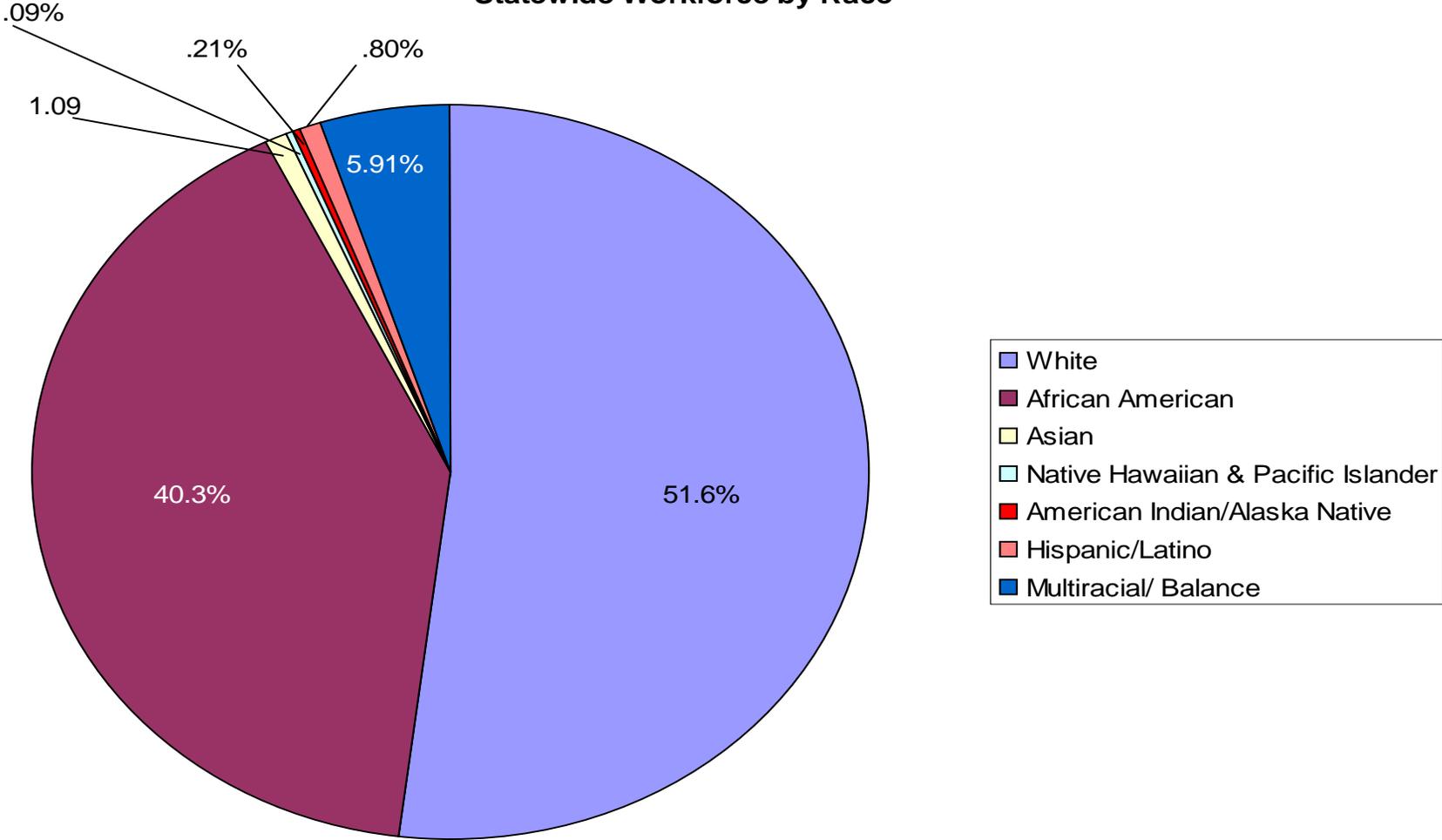


Exhibit 2

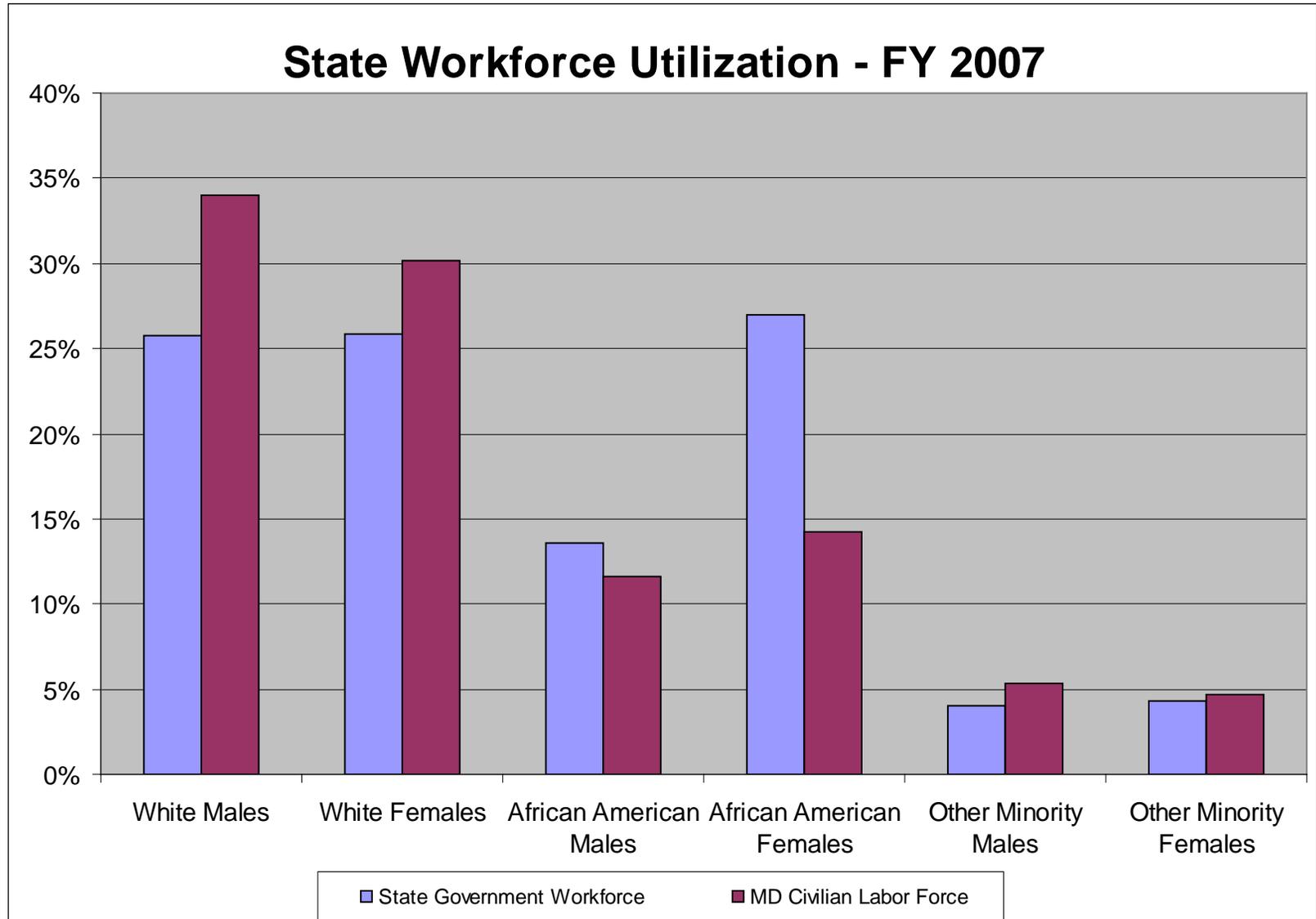


Exhibit 3

## Percentage of Women as New Hires

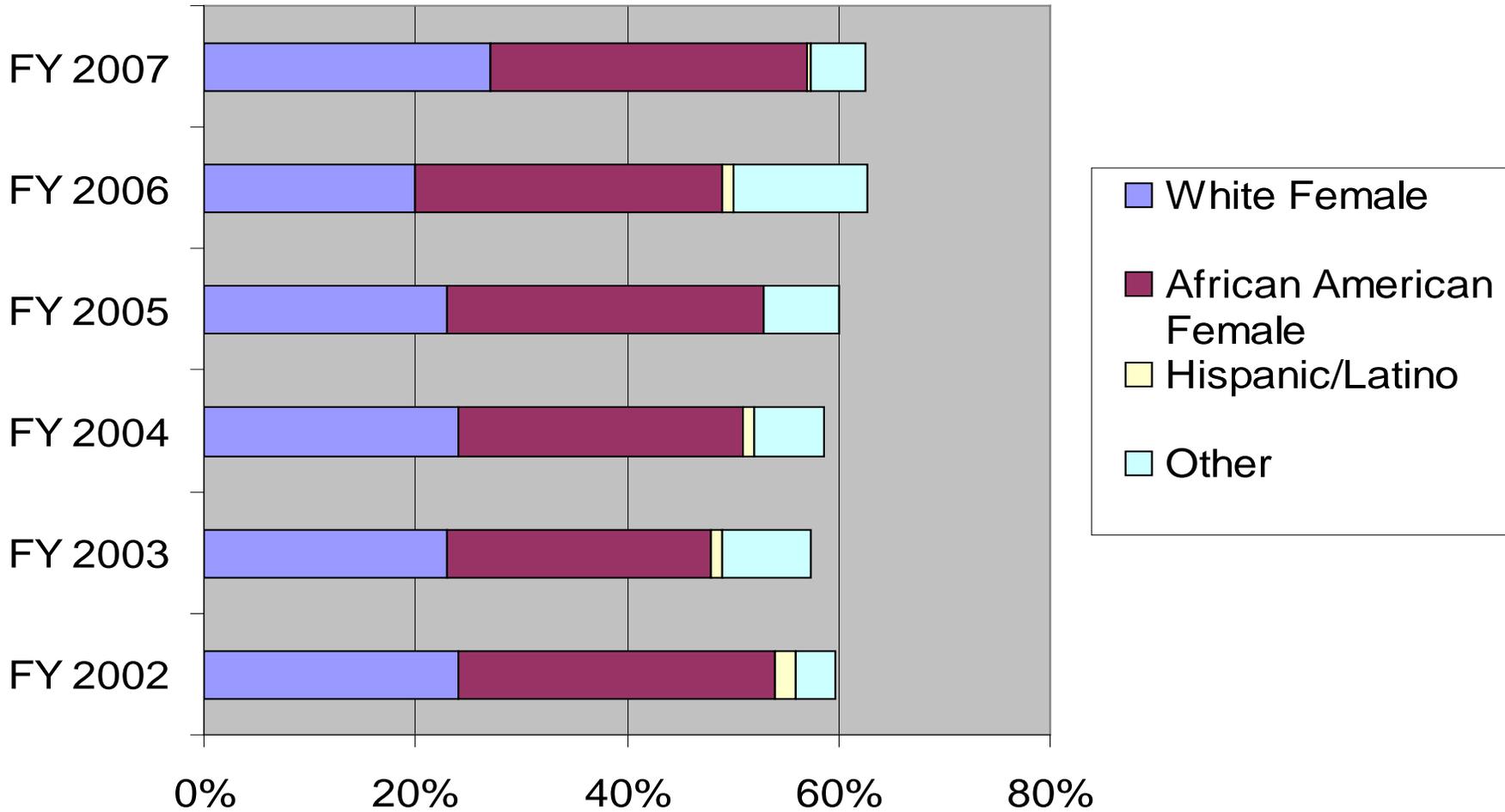


Exhibit 4

## Percentage of Minorities as New Hires

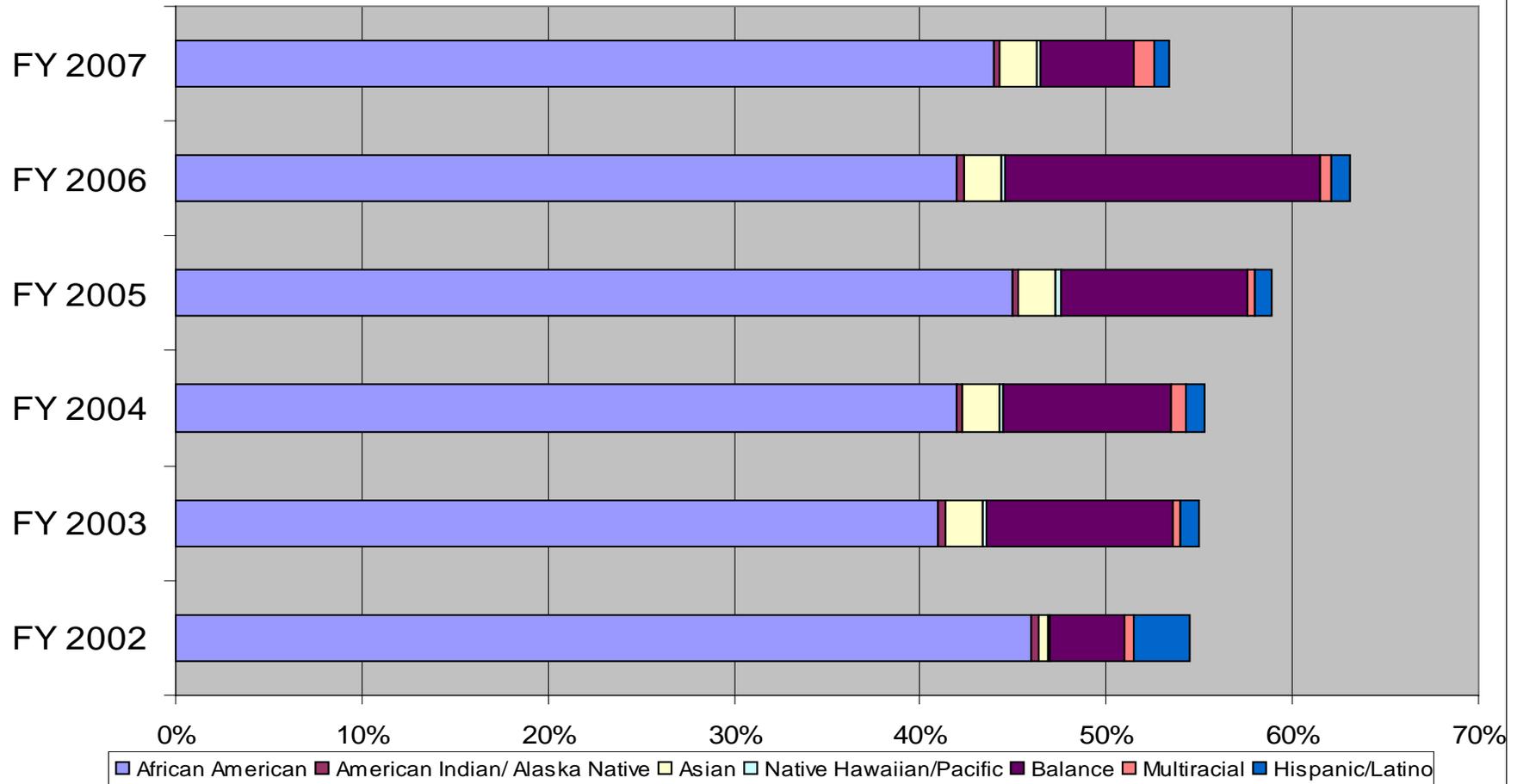


Exhibit 5

**Workforce Composition by Race and Age  
FY 2007**

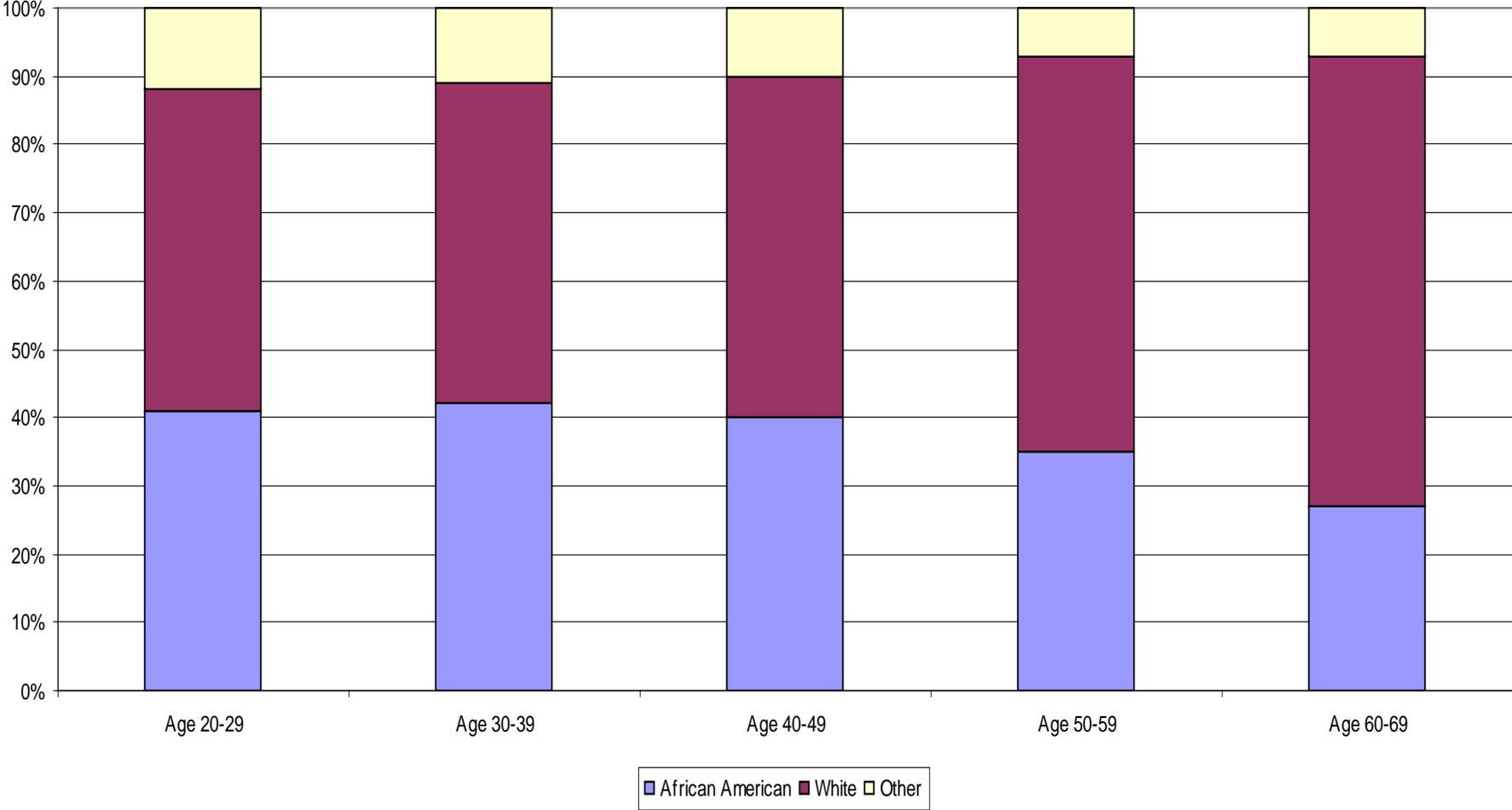


Exhibit 6

**FY 2007 Average Salaries By Gender and Races**

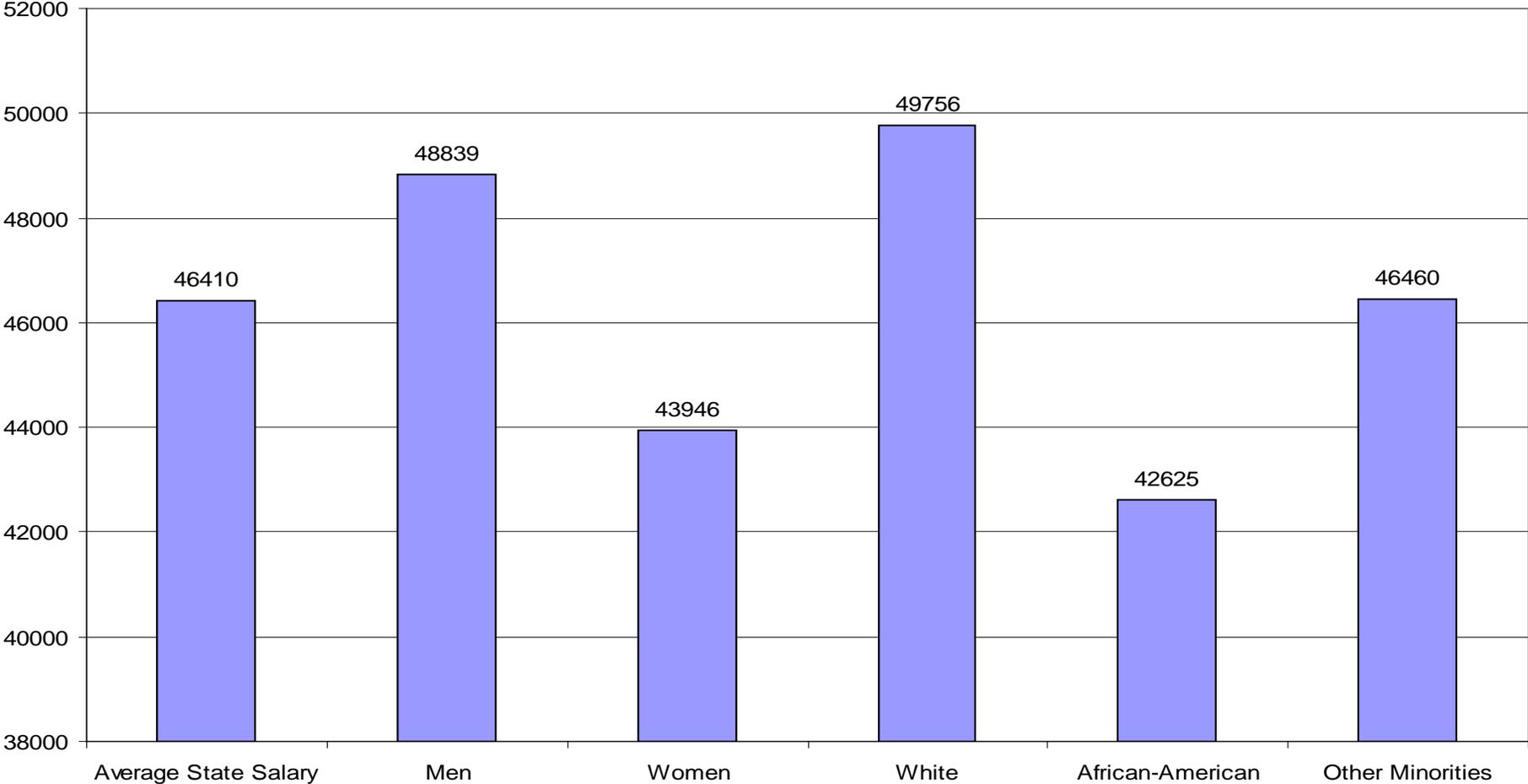


Exhibit 7

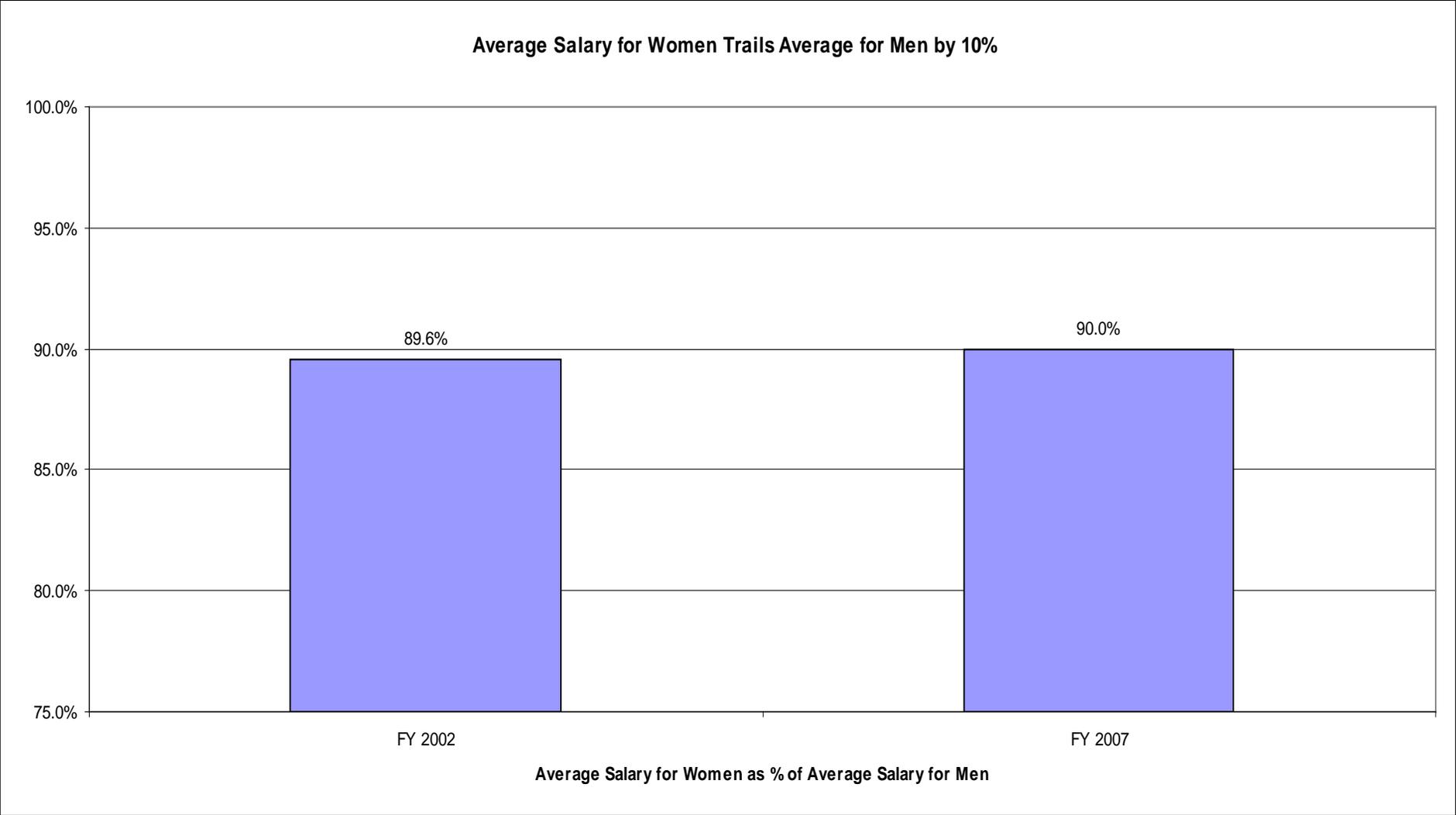
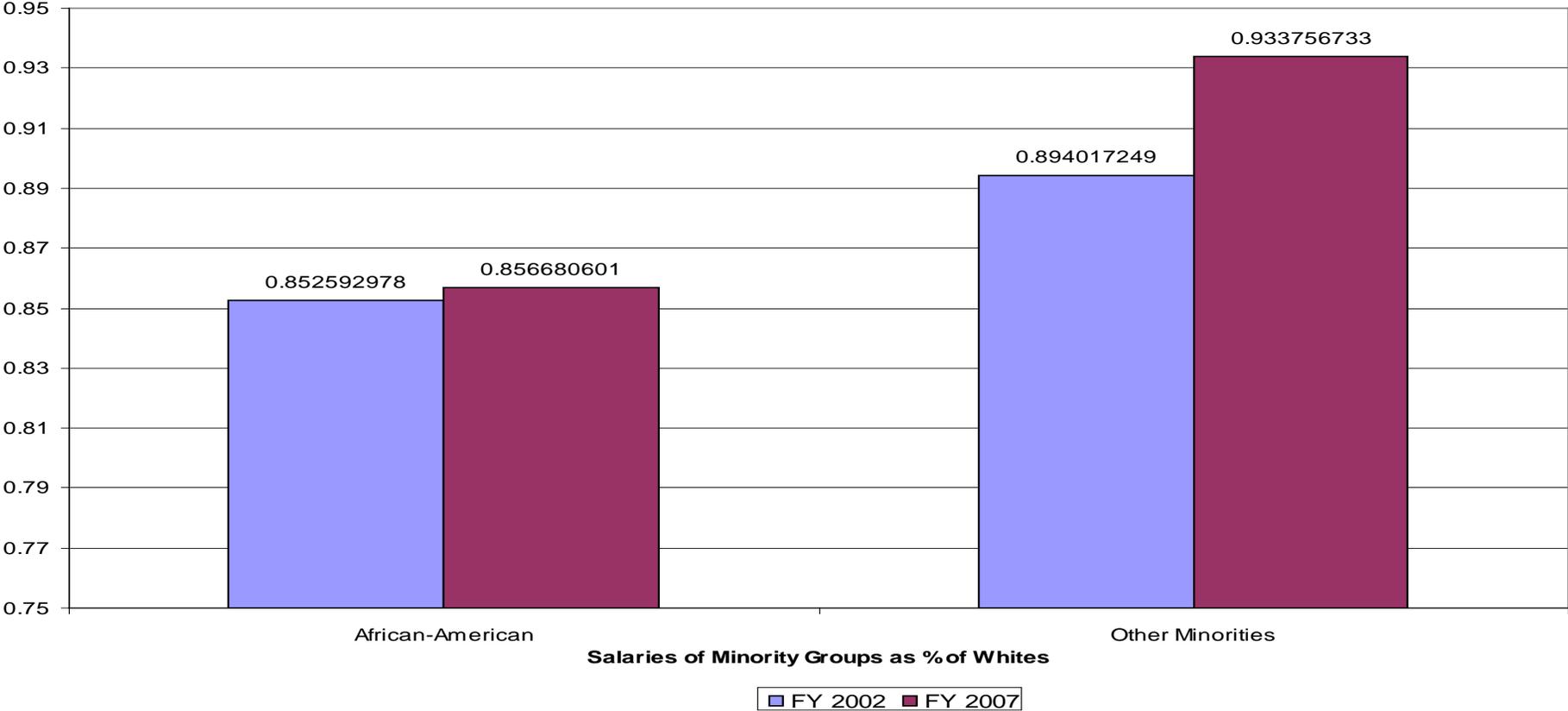


Exhibit 8

**Average Salaries of Minorities Trail Average Salaries of Whites**



# **SECTION TWO**

## **INTRODUCTION**

## SECTION 2: 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 of possible applicants. 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 Practice 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, the Governor's Executive Order – Code of Fair Employment Practices, and Title 5, Subtitle 2 of the Annotated Code of Maryland State Personnel and Pensions Article.

**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 practice and administrating 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**

## **STATEWIDE**

## **WORKFORCE**

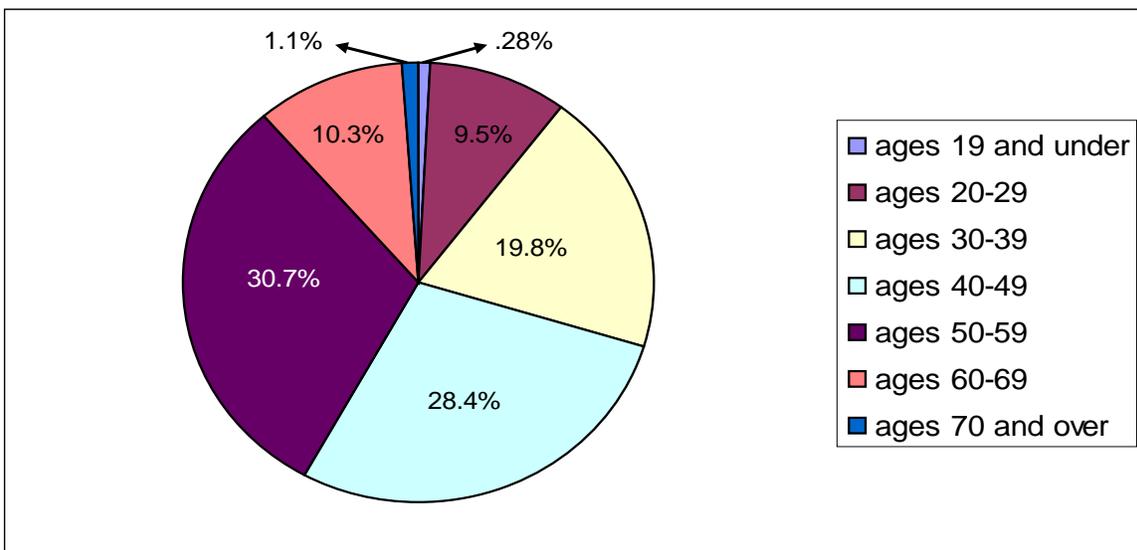
## **STATISTICS**

## SECTION 3: STATEWIDE WORKFORCE STATISTICS

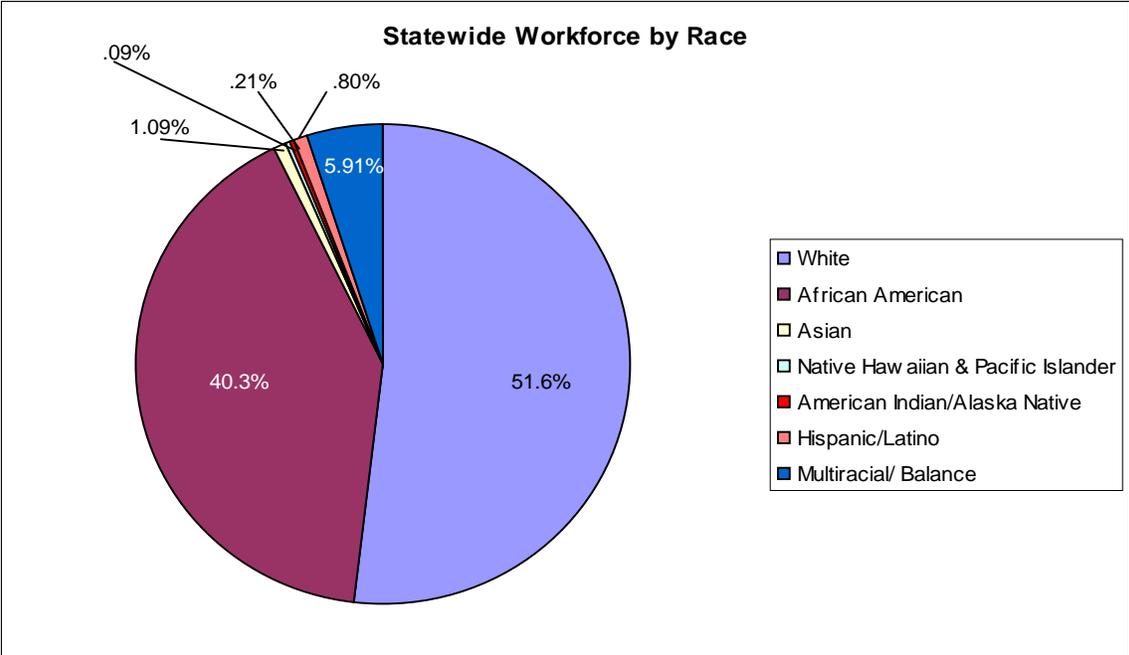
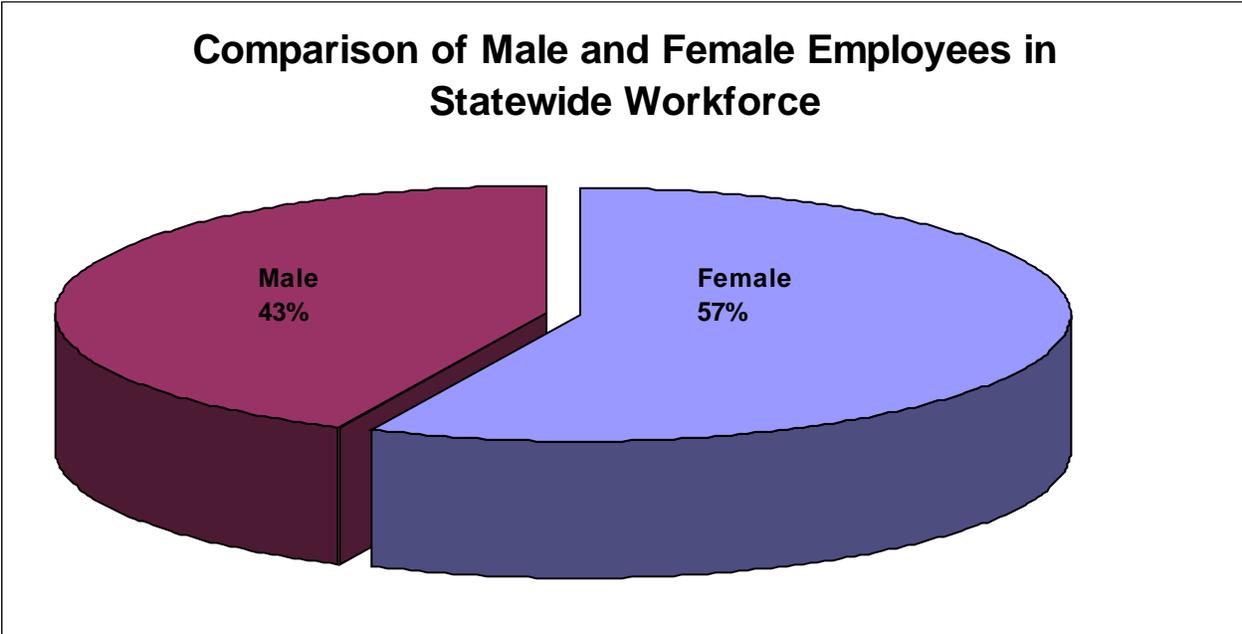
The Fiscal Year 2007 Annual Statewide EEO Workforce Statistics Report is comprised of the total number of State employees in the Executive Branch of State government.

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

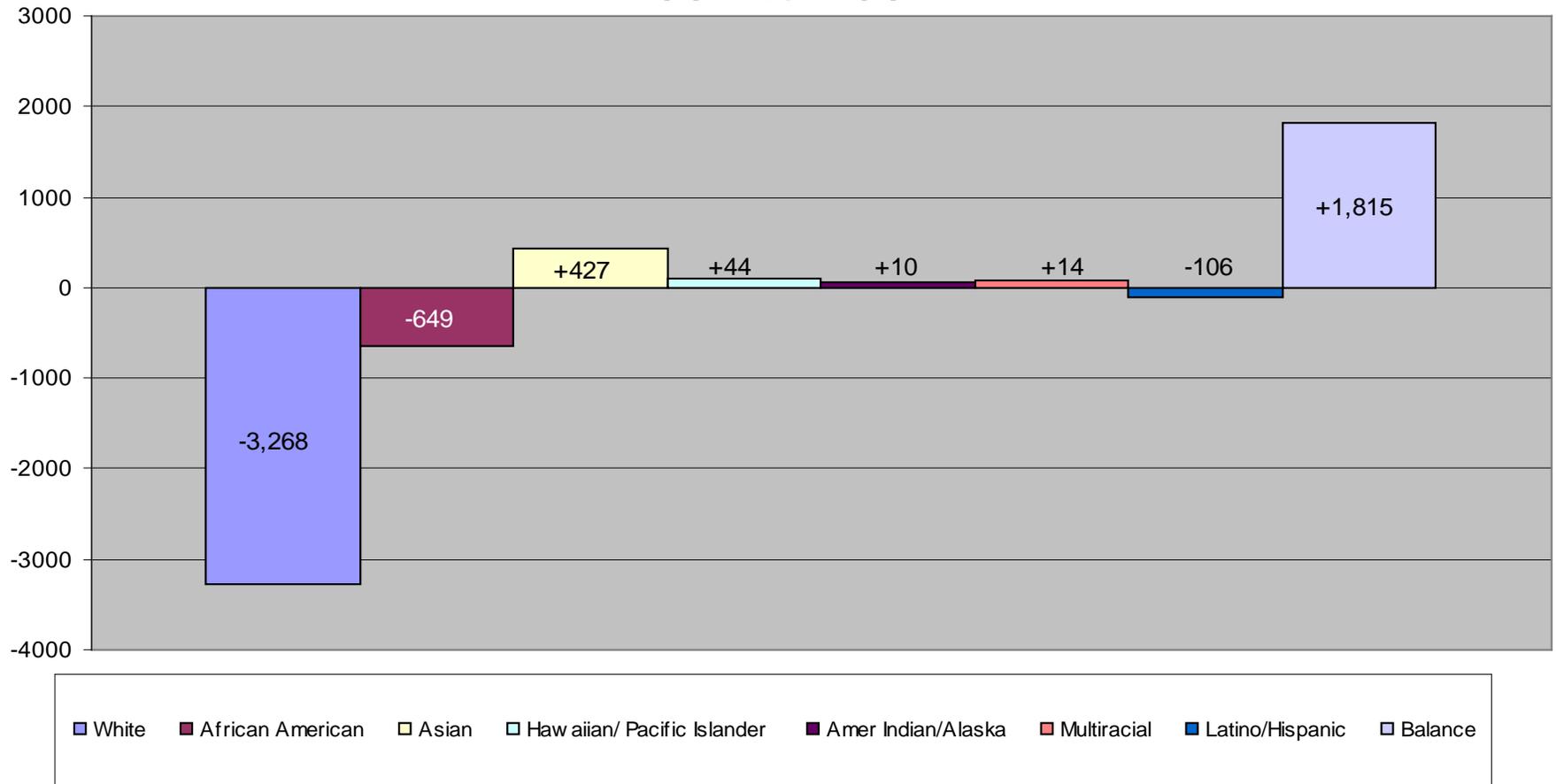
- The size of Maryland State government's workforce declined from 57,521 individuals in FY 2002 to 55,808 in FY 2007.
- The decline in the workforce has been uneven with the number of whites and African-Americans falling while the number of Asians and people refusing to identify a race or identifying as multi-racial increased.
- Maryland has a racially diverse workforce with African-Americans holding more than 40% of State positions and workers identifying themselves as belonging to other minority groups holding another 6% of positions.
- Females represent 57% of the State's workforce in fiscal 2007, up from 56% in 2002.
- Almost 70% of the State's workforce in fiscal 2007 was over the age of 40.



**SECTION 3 - SUMMARY HIGHLIGHTS**



# Change in Employees by Race from Fiscal Year 2002 to 2007



## TOTAL FULL-TIME AND PART-TIME WORKFORCE 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
Officials and Administrators	4,230	2,344	1,886	1,844	1,271	286	444	2	3	25	18	3	2	163	123	13	6	8	19
		55%	45%	44%	30%	7%	10%	0.05%	0.1%	0.59%	0.43%	0.07%	0.05%	3.85%	2.91%	0.31%	0.14%	0.19%	0.45%
Professionals	22,612	7,783	14,829	4,914	7,705	2,052	5,949	17	30	173	176	5	6	506	785	36	70	80	108
		34%	66%	22%	34%	9%	26%	0.08%	0.13%	0.77%	0.78%	0.02%	0.03%	2.24%	3.47%	0.16%	0.31%	0.35%	0.48%
Technicians	3,471	1,711	1,760	1,262	900	346	760	6	4	26	5	3	2	35	58	17	8	16	23
		49%	51%	36%	26%	10%	22%	0.17%	0.12%	0.75%	0.14%	0.09%	0.06%	1.01%	1.67%	0.49%	0.23%	0.46%	0.66%
Protective Service Workers: Sworn	2,302	2,059	243	1,495	133	423	94	2	0	10	0	2	0	91	13	1	2	35	1
		89%	11%	65%	6%	18%	4%	0.09%	0.00%	0.43%	0.00%	0.09%	0.00%	3.95%	0.56%	0.04%	0.09%	1.52%	0.04%
Protective Service Workers: Non-Sworn	8,592	5,218	3,374	2,546	411	2,127	2,588	5	6	17	2	5	1	479	341	13	16	26	9
		61%	39%	30%	5%	25%	30%	0.06%	0.07%	0.20%	0.02%	0.06%	0.01%	5.57%	3.97%	0.15%	0.19%	0.30%	0.10%
Administrative Support	8,202	802	7,400	342	3,415	388	3,526	2	17	21	46	2	7	34	272	8	47	5	70
		10%	90%	4%	42%	5%	43%	0.02%	0.21%	0.26%	0.56%	0.02%	0.09%	0.41%	3.32%	0.10%	0.57%	0.06%	0.85%
Skilled Craft Workers	2,069	2,016	53	1,372	31	564	22	9	0	19	0	2	0	22	0	13	0	15	0
		97%	3%	66%	1%	27%	1.06%	0.43%	0.00%	0.92%	0.00%	0.10%	0.00%	1.06%	0.00%	0.63%	0.00%	0.72%	0.00%
Service-Maintenance	4,330	2,140	2,190	617	575	1,418	1,497	9	3	12	11	5	5	45	78	17	6	17	15
		49%	51%	14%	13%	33%	35%	0.21%	0.07%	0.28%	0.25%	0.12%	0.12%	1.04%	1.80%	0.39%	0.14%	0.39%	0.35%
TOTAL	55,808	24,073	31,735	14,392	14,441	7,604	14,880	52	63	303	258	27	23	1,375	1,670	118	155	202	245
		43%	57%	26%	26%	14%	27%	0.09%	0.11%	0.54%	0.46%	0.05%	0.04%	2.46%	2.99%	0.21%	0.28%	0.36%	0.44%

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

### STATEWIDE EMPLOYEE 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)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
19 or under	205	101	104	67	53	22	45	0	0	4	2	0	0	5	3	2	1	1	0
		49%	51%	33%	26%	11%	22%	0.00%	0.0%	1.95%	0.98%	0.00%	0.00%	2.44%	1.46%	0.98%	0.49%	0.49%	0.00%
20-29	5,881	2,344	3,537	1,396	1,370	641	1,737	9	7	44	47	3	3	200	305	12	27	39	41
		40%	60%	24%	23%	11%	30%	0.15%	0.12%	0.75%	0.80%	0.05%	0.05%	3.40%	5.19%	0.20%	0.46%	0.66%	0.70%
30-39	11,990	4,898	7,092	2,837	2,704	1,498	3,556	10	13	79	96	9	6	390	608	16	32	59	77
		41%	59%	24%	23%	12%	30%	0.08%	0.11%	0.66%	0.80%	0.08%	0.05%	3.25%	5.07%	0.13%	0.27%	0.49%	0.64%
40-49	17,704	7,176	10,528	4,071	4,771	2,348	4,820	20	18	81	83	10	12	557	683	32	46	57	95
		41%	59%	23%	27%	13%	27%	0.11%	0.10%	0.46%	0.47%	0.06%	0.07%	3.15%	3.86%	0.18%	0.26%	0.32%	0.54%
50-59	19,111	7,739	11,372	4,940	6,091	2,150	4,525	14	33	76	63	4	3	486	540	20	35	49	82
		40%	60%	26%	32%	11%	24%	0.07%	0.17%	0.40%	0.33%	0.02%	0.02%	2.54%	2.83%	0.10%	0.18%	0.26%	0.43%
60-69	6,867	3,224	3,643	2,244	2,233	695	1,134	6	7	51	42	2	1	199	195	11	10	16	21
		47%	53%	33%	33%	10%	17%	0.09%	0.10%	0.74%	0.61%	0.03%	0.01%	2.90%	2.84%	0.16%	0.15%	0.23%	0.31%
70 and over	724	379	345	237	210	90	106	1	2	7	1	0	1	41	23	1	0	2	2
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	62,482	25,861	36,621	15,792	17,432	7,444	15,923	60	80	342	334	28	26	1,878	2,357	94	151	223	318
		41%	59%	25%	28%	12%	25%	0.10%	0.13%	0.55%	0.53%	0.04%	0.04%	3.01%	3.77%	0.15%	0.24%	0.36%	0.51%

NOTE: The data includes Executive Branch, Independent agencies, MDOT, BCCC, BSU, CSC, FSU, MSU, SMCM, SSU, TU and UB employees. No contractals are included.

### EEO REPORT 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	928	602	326	479	224	84	81	0	0	13	3	2	0	14	10	7	1	3	7
		65%	35%	52%	24%	9%	9%	0%	0%	1.4%	0.3%	0.22%	0%	1.51%	1.08%	0.75%	0.11%	0.32%	0.75%
Independent	783	415	368	278	265	73	62	1	0	1	0	3	0	56	33	3	3	0	5
		53%	47%	36%	34%	9%	8%	0.13%	0.00%	0.13%	0%	0.38%	0%	7.15%	4.21%	0.38%	0.38%	0%	0.64%
Management	1,771	1,011	760	775	498	136	195	1	0	7	9	1	2	87	47	3	3	1	6
		57%	43%	44%	28%	8%	11%	0.06%	0.00%	0.40%	0.51%	0.06%	0.11%	4.91%	2.65%	0.17%	0.17%	0.06%	0.34%
Professional	4,167	904	3,263	646	2,236	158	763	1	5	27	49	0	1	55	180	1	8	16	21
		22%	78%	16%	54%	4%	18%	0.02%	0.12%	0.65%	1.18%	0%	0.02%	1.32%	4.32%	0.00%	0.19%	0.38%	0.50%
Skilled Service	32,515	12,254	20,261	6,577	7,802	4,508	11,004	23	38	115	128	9	16	901	1,062	30	62	91	149
		38%	62%	20%	24%	14%	34%	0.07%	0.12%	0.35%	0.39%	0.03%	0.05%	2.77%	3.27%	0.09%	0.19%	0.28%	0.46%
Special Appointment	4,450	1,642	2,808	1,156	1,629	250	784	4	7	22	27	0	2	183	307	8	22	19	30
		37%	63%	26%	37%	6%	18%	0.09%	0.16%	0.49%	0.61%	0%	0.04%	4.11%	6.90%	0.18%	0.49%	0.43%	0.67%
MDOT Commission	8	7	1	7	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		88%	13%	88%	13%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Permanent MTA Union	2,519	1547	972	394	18	1099	934	6	3	6	0	2	0	15	12	15	5	10	0
		61%	39%	16%	1%	44%	37%	0.24%	0.12%	0.24%	0%	0.08%	0%	0.60%	0.48%	0.60%	0.20%	0.40%	0%
Uniform Police	1,487	1367	120	1072	89	229	28	0	0	7	1	2	0	34	1	0	0	23	1
		91.9%	8.1%	72.1%	6.0%	15.4%	1.9%	0.0%	0.0%	0.5%	0.1%	0.1%	0.0%	2.3%	0.1%	0.0%	0.0%	1.5%	0.1%
Temporary	189	65	124	43	85	13	33	0	0	5	2	0	1	1	1	2	1	1	1
		34.4%	65.6%	22.8%	45.0%	6.9%	17.5%	0.0%	0.0%	2.6%	1.1%	0.0%	0.5%	0.5%	0.5%	1.1%	0.5%	0.5%	0.5%
Transportation Service	6,991	4,259	2,732	2,965	1,594	1,054	996	16	10	100	39	8	1	29	17	49	50	38	25
		61%	39%	42%	23%	15%	14%	0.23%	0.14%	1.43%	0.56%	0.11%	0.01%	0.41%	0.24%	0.70%	0.72%	0.54%	0.36%
<b>TOTAL</b>	<b>55,808</b>	<b>24,073</b>	<b>31,735</b>	<b>14,392</b>	<b>14,441</b>	<b>7,604</b>	<b>14,880</b>	<b>52</b>	<b>63</b>	<b>303</b>	<b>258</b>	<b>27</b>	<b>23</b>	<b>1,375</b>	<b>1,670</b>	<b>118</b>	<b>155</b>	<b>202</b>	<b>245</b>
		43%	57%	26%	26%	14%	27%	0.09%	0.11%	0.54%	0.46%	0.05%	0.04%	2.46%	2.99%	0.21%	0.28%	0.36%	0.44%

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

# SUMMARY OF STATE WORK FORCE BY RACE AND GENDER

## FOR FISCAL YEARS 2002 AND 2007

RACE/GENDER	FY 2002	FY 2007	Percentage for 2007
<b>White</b>			
Male	16,172	14,392	
Female	15,929	14,441	51.6%
<b>African-American</b>			
Male	8,190	7,604	
Female	14,943	14,880	40.3%
<b>Asian</b>			
Male	95	303	
Female	39	258	1.09%
<b>Native Hawaiian/Pacific Islander</b>			
Male	4	27	
Female	2	23	0.09%
<b>Indian/Eskimo/Alaskan Native</b>			
Male	52	52	
Female	53	63	0.21%
<b>Hispanic/Latino</b>			
Male	268	202	
Female	285	245	0.80%
<b>Multiracial/Balance</b>			
Male	696	1,493	
Female	793	1,825	5.91%
<b>TOTAL</b>	<b>57,521</b>	<b>55,808</b>	

# **SECTION FOUR**

## **WORKFORCE**

## **UTILIZATION**

## **SECTION 4: UTILIZATION AND UNDER-UTILIZATION**

### **INTRODUCTION**

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

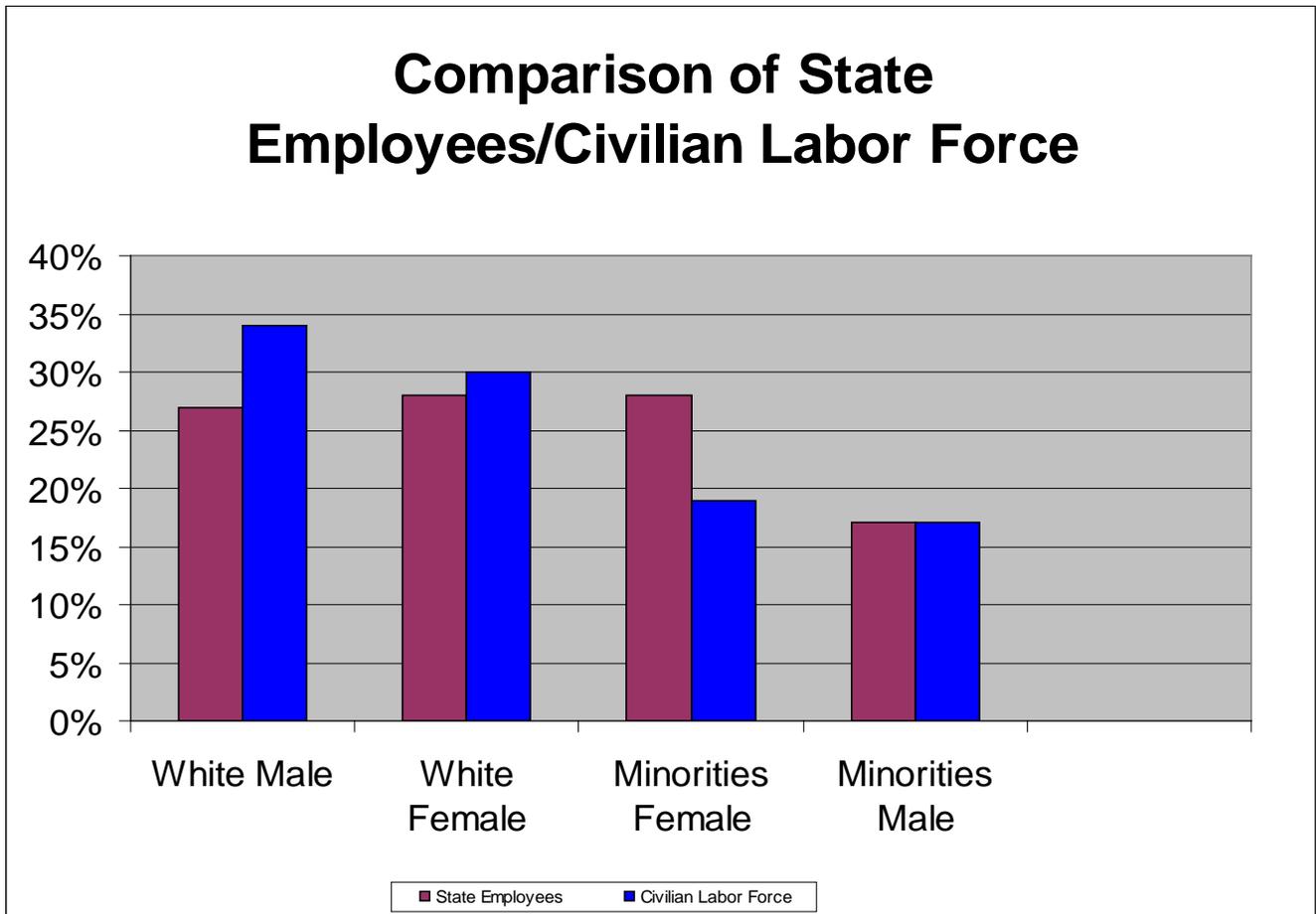
### **SUMMARY HIGHLIGHTS**

Trends displayed in the following charts are highlighted as follows:

- White males and White females represent a higher proportion of the CLF than State government's workforce.
- Minorities compose a larger share of the State workforce than CLF. Minorities also hold about 27% of the State positions classified as Officials and Administrators matching the CLF availability.
- Minorities experienced increases in the Officials and Administrators, Professional, Technicians and Administrative Support categories from FY 2002 to FY 2007. The largest increases in minority representation occurred in the categories of Professional (1,636) and Administrative Support (397).
- In FY 2007, the total number African-Americans in the State's workforce exceeded the CLF availability.
- African-Americans exceeded the CLF availability in the Professionals and Service Maintenance categories.
- African-American females in the State's workforce far exceeded the CLF availability in the Administrative Support category, while African-American males exceeded the CLF availability in the Skilled Craft Workers category.
- White males and Other Minorities males exceeded the CLF availability in the Protective Service Workers: Sworn category.
- White males, African-Americans and Other Minorities exceeded the CLF availability in the Protective Service Workers: Non-Sworn category.

### SECTION 4 - SUMMARY HIGHLIGHTS

- The largest representation of females in FY 2007 was in the Professional EEO job category (14,829).



**STATEWIDE WORKFORCE UTILIZATION ANALYSIS — FISCAL YEAR 2007**

<b>EEO JOB CATEGORY</b>		<b>WHITE</b>				<b>AFRICAN-AMERICAN</b>				<b>OTHER MINORITIES</b>				<b>TOTAL PERMANENT POSITIONS</b>
		<b>Male</b>	<b>State CLF</b>	<b>FEMALE</b>	<b>STATE CLF</b>	<b>MALE</b>	<b>STATE CLF</b>	<b>FEMALE</b>	<b>STATE CLF</b>	<b>MALE</b>	<b>STATE CLF</b>	<b>FEMALE</b>	<b>STATE CLF</b>	
<b>Officials and Administrators</b>	<b>#</b>	1,844		1,271	<b>29.2%</b>	286	<b>8.0%</b>	444	<b>10.9%</b>	214	<b>4.7%</b>	171	<b>3.4%</b>	<b>4,230</b>
	<b>%</b>	43.6%	<b>43.8%</b>	30.05%		6.8%		10.5%		5.06%		4.04%		
<b>Professionals</b>	<b>#</b>	4,914		7,705	<b>35.5%</b>	2,052	<b>7.2%</b>	5,949	<b>12.6%</b>	817	<b>5.6%</b>	1,175	<b>5.1%</b>	<b>22,612</b>
	<b>%</b>	21.7%	<b>34%</b>	34.1%		9.1%		26.3%		3.6%		5.2%		
<b>Technicians</b>	<b>#</b>	1,262		900	<b>33.3%</b>	346	<b>9.7%</b>	760	<b>18.0%</b>	103	<b>4.4%</b>	100	<b>5.6%</b>	<b>3,471</b>
	<b>%</b>	36.3%	<b>29%</b>	25.9%		10.0%		21.9%		3.0%		2.9%		
<b>Protective Service Workers: Sworn</b>	<b>#</b>	1,495		133	<b>7.8%</b>	423	<b>29.1%</b>	94	<b>13.3%</b>	141	<b>3.2%</b>	16	<b>0.9%</b>	<b>2,302</b>
	<b>%</b>	65%	<b>45.7%</b>	5.8%		18.4%		4.1%		6.1%		0.7%		
<b>Protective Service Workers: Non-Sworn</b>	<b>#</b>	2,546		411	<b>44.2%</b>	2,127	<b>10.2%</b>	2,588	<b>15.5%</b>	545	<b>2.3%</b>	375	<b>2.3%</b>	<b>8,592</b>
	<b>%</b>	30%	<b>25.6%</b>	5%		25%		30%		6%		4%		
<b>Administrative Support</b>	<b>#</b>	342		3,415	<b>43.0%</b>	388	<b>8.3%</b>	3,526	<b>21.4%</b>	72	<b>2.8%</b>	459	<b>5.3%</b>	<b>8,202</b>
	<b>%</b>	4.2%	<b>19.2%</b>	41.6%		4.73%		42.99%		0.9%		5.6%		
<b>Skilled Craft Workers</b>	<b>#</b>	1,372		31	<b>3.7%</b>	564	<b>16.7%</b>	22	<b>1.9%</b>	80	<b>9.3%</b>	-	<b>0.9%</b>	<b>2,069</b>
	<b>%</b>	66.3%	<b>67.5%</b>	1.5%		27.3%		1.1%		3.9%		0.00%		
<b>Service-Maintenance</b>	<b>#</b>	617		575	<b>23.2%</b>	1,418	<b>18.7%</b>	1,497	<b>14.3%</b>	105	<b>7.0%</b>	118	<b>6.3%</b>	<b>4,330</b>
	<b>%</b>	14.6%	<b>30.5%</b>	13.3%		32.7%		34.6%		2.1%		2.7%		
<b>TOTALS</b>	<b>#</b>	<b>14,392</b>		<b>14,441</b>	<b>30.2%</b>	<b>7,604</b>	<b>11.6%</b>	<b>14,880</b>	<b>14.2%</b>	<b>2,077</b>	<b>5.3%</b>	<b>2,414</b>	<b>4.7%</b>	<b>55,808</b>
	<b>%</b>	25.8%	<b>34%</b>	25.9%		13.6%		26.7%		4.0%		4.3%		

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

**2007 SUMMARY OF AGENCY WORK FORCE ANALYSIS**

AGENCY	WHITE			AFRICAN AMERICAN			OTHER MINORITIES		TOTAL
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	
Executive Department	67	54	121	4	21	25	7	8	15
Baltimore City Community College	60	78	138	115	194	309	11	9	20
Baltimore City Sheriff's Office	14	2	16	22	12	34	0	0	0
Board Commission Office	13	34	47	3	22	25	1	4	5
Board of Elections Laws	28	85	113	8	21	29	4	19	23
Board of Public Works	1	7	8	0	0	0	0	0	0
Canal Place	1	3	4	0	0	0	0	0	0
College Savings Plan	1	4	5	0	3	3	2	2	4
Comptroller of the Treasury	250	391	641	68	294	362	27	31	58
Deaf Hard of Hearing	0	2	2	0	0	0	0	0	0
Department of Agriculture	191	129	320	17	29	46	15	16	31
Department of Assess/Taxation	181	202	383	31	195	226	8	17	25
Dept Budget & Management	75	143	218	41	115	156	15	16	31
Dept Business & Econ Dev	75	86	161	20	46	66	12	30	42
Dept of Education	275	601	876	103	413	516	56	132	188
Dept of Environment	376	274	650	62	90	152	55	31	86
Dept of General Services	209	74	283	147	127	274	26	14	40



**2007 SUMMARY OF AGENCY WORK FORCE ANALYSIS**

AGENCY	WHITE			AFRICAN AMERICAN			OTHER MINORITIES		TOTAL	TOTAL EMPLOYEES
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE		
MD Inst for Emergency Med Servs I	37	26	63	5	12	17	6	6	12	92
MD Insurance Admin	78	93	171	22	64	86	8	8	16	273
MD Judiciary	506	1305	1811	196	873	1069	126	394	520	3400
MD State Lottery Agency	62	37	99	29	47	76	2	1	3	178
MD Public Broadcasting Comm	70	67	137	15	14	29	3	3	6	172
MD State Retirement Agency	34	33	67	17	71	88	10	14	24	179
MD School for the Deaf	77	197	274	17	14	31	5	12	17	322
MD Stadium Authority	44	16	60	16	12	28	2	1	3	91
MD Tax Court	6	2	8	0	0	0	1	0	1	9
MD State Treasurer's Office	15	24	39	0	8	8	2	6	8	55
MD Teachers/Employee Supp Ret	2	6	8	5	0	5	1	1	2	15
MD Veteran's Affairs	24	8	32	12	4	16	12	7	19	67
Military Department	153	52	205	69	26	95	20	5	25	325
Morgan State University	57	31	88	301	338	639	124	114	238	965
Office of Admin Hearings	29	42	71	3	28	31	5	17	22	124
Office on Aging	23	93	116	6	62	68	1	24	25	209
Office of Attorney General	69	106	175	9	30	39	6	9	15	229

**2007 SUMMARY OF AGENCY WORK FORCE ANALYSIS**

AGENCY	WHITE			AFRICAN AMERICAN			OTHER MINORITIES		TOTAL	TOTAL EMPLOYEES
	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE		
Office of People's Counsel	3	5	8	0	5	5	3	2	5	18
Office of Planning	62	57	119	5	20	25	12	13	25	169
Office of Public Defender	210	284	494	55	190	245	89	155	244	983
Office of State Prosecutor	6	3	9	1	0	1	0	1	1	11
Property Tax Assess App Board	36	17	53	5	5	10	36	7	43	106
Public School Constr Program	4	5	9	3	5	8	0	0	0	17
Public Service Comm	52	36	88	17	25	42	5	5	10	140
St Mary's College	141	163	304	22	30	52	22	15	37	393
Subsequent Injury Fund	6	12	18	0	2	2	0	0	0	20
Uninsured Employer's Fund	7	3	10	1	2	3	0	1	1	14
University of Maryland Systems	10,112	10,478	20,590	2,472	4,180	6,652	3,429	3,154	6,583	33,825
Worker's Comp Comm	15	29	44	7	54	61	4	10	14	119
<b>TOTAL-Maryland State Work Force</b>	<b>25,324</b>	<b>26,522</b>	<b>51,846</b>	<b>10,719</b>	<b>20,499</b>	<b>31,218</b>	<b>5,799</b>	<b>5,992</b>	<b>11,791</b>	<b>94,855</b>
	<b>27%</b>	<b>28%</b>	<b>55%</b>	<b>11%</b>	<b>22%</b>	<b>33%</b>	<b>6%</b>	<b>6%</b>		
<b>TOTAL - Civilian Labor Force</b>										
	<b>997,070</b>	<b>885,633</b>	<b>1,882,703</b>	<b>340,177</b>	<b>416,424</b>	<b>756,601</b>	<b>155,426</b>	<b>137,830</b>	<b>293,256</b>	<b>2,932,560</b>
	<b>34%</b>	<b>30.2%</b>	<b>64.2%</b>	<b>11.6%</b>	<b>14.2%</b>	<b>25.8%</b>	<b>5.3%</b>	<b>4.70%</b>	<b>10%</b>	

**SECTION FIVE**

**DISTRIBUTION**

**OF STATEWIDE EMPLOYEE**

**WORKFORCE BY SALARY,**

**GRADE, RACE AND**

**GENDER**

## **SECTION 5: DISTRIBUTION OF STATEWIDE WORKFORCE 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 2002 through 2007.

### **SUMMARY HIGHLIGHTS**

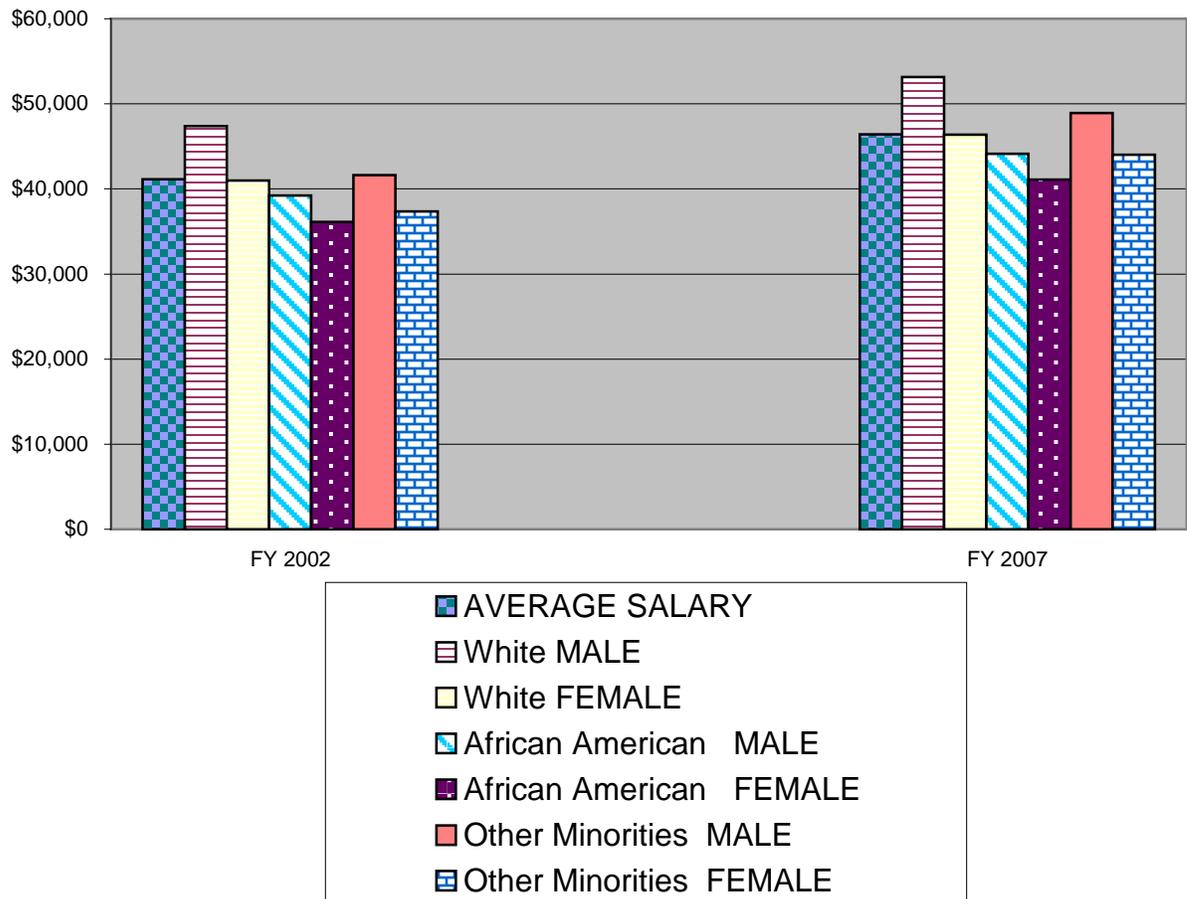
Trends displayed in the following charts include:

- Male employees were paid an average of \$4,893 more than female employees in fiscal 2007. Female salaries as a percent of male salaries improved only slightly from FY 2002 to FY 2007.
- White employees were paid an average of \$49,756 in fiscal 2007 compared to \$42,625 for African-American employees and \$46,460 for other minority employees.
- The gap between the salaries of whites and African-Americans was unchanged from FY 2002 to FY 2007. The average salary for other minorities, however, grew much closer to that of whites and now exceeds the average State salary.
- 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 (71%) are far more likely than African-Americans (13%) and women (29%) 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 2002 AND FY 2007**

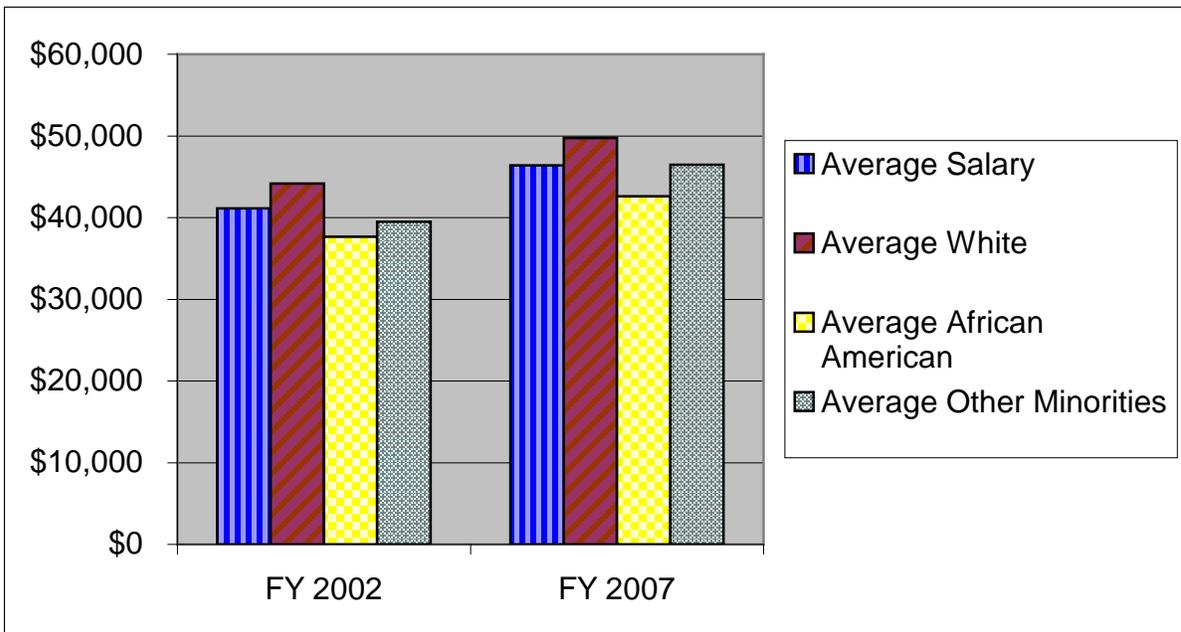
YEAR	AVERAGE SALARY	White		African American		Other Minorities	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
FY 2002	\$41,129	\$47,380	\$40,974	\$39,228	\$36,102	\$41,625	\$ 37,365
FY 2007	\$46,410	\$53,150	\$46,363	\$44,139	\$41,111	\$48,904	\$44,016

**YEARLY AVERAGE SALARY COMPARISON**



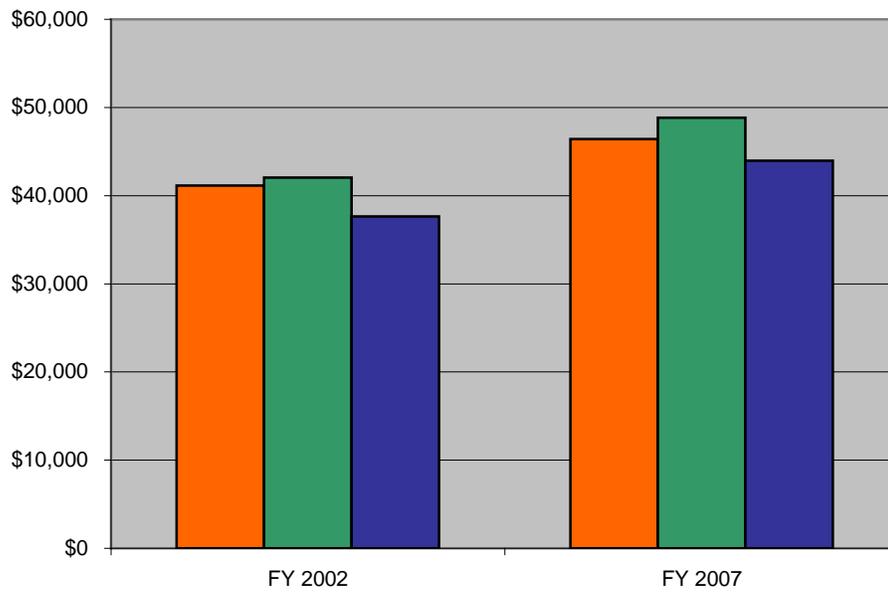
**COMPARISON OF AVERAGE SALARIES BY WHITE,  
AFRICAN AMERICAN AND OTHER MINORITIES  
FOR FY 2002 AND FY 2007**

Year	Average Salary	White	African American	Other Minorities
FY 2002	\$41,129	\$44,177	\$37,665	\$39,495
FY 2007	\$46,410	\$49,756	\$42,625	\$46,460



**COMPARISON OF AVERAGE SALARIES BY MEN AND WOMEN  
FOR FY 2002 AND FY 2007**

<b>Year</b>	<b>Average Salary</b>	<b>Men</b>	<b>Women</b>
<b>FY 2002</b>	\$41,129	\$42,044	\$37,658
<b>FY 2007</b>	\$46,410	\$48,839	\$43,946



## WORKFORCE BY SALARY, RACE AND GENDER — FISCAL YEAR 2007

Chart A

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)			
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
\$10,000 or Less	16	13	3	11	3	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0
		81%	19%	69%	19%	6%	0%	0%	0%	0%	0%	0%	0%	0%	6%	0%	0%	0%	0%	0%
\$10,001 - \$20,000	2	2	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0
		100%	0%	0%	0%	50%	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	0%	0%	0%	0%
\$20,001 - \$30,000	4,514	1,446	3,068	608	1,144	705	1,654	9	5	28	32	4	5	68	167	9	18	15	43	
		32%	68%	13%	25%	16%	37%	0%	0%	1%	1%	0%	0%	2%	4%	0%	0%	0%	1%	
\$30,001 - \$40,000	15,634	5,310	10,324	2,741	3,859	2,150	5,745	15	20	57	70	8	10	268	475	27	59	44	86	
		34%	66%	18%	25%	14%	37%	0%	0%	0%	0%	0%	0%	2%	3%	0%	0%	0%	1%	
\$40,001 - \$50,000	14,694	6,185	8,509	3,839	4,039	1,897	3,938	10	25	65	45	5	3	287	369	24	35	58	55	
		42%	58%	26%	27%	13%	27%	0%	0%	0%	0%	0%	0%	2%	3%	0%	0%	0%	0%	
\$50,001 - \$60,000	9,324	4,355	4,969	2,839	2,792	1,055	1,746	6	6	59	59	3	1	324	310	19	23	50	32	
		47%	53%	30%	30%	11%	19%	0%	0%	1%	1%	0%	0%	3%	3%	0%	0%	1%	0%	
\$60,001 and Over	8,643	5,004	3,639	3,819	2,432	673	796	6	4	82	51	4	2	373	311	22	15	25	28	
		58%	42%	44%	28%	8%	9%	0%	0%	1%	1%	0%	0%	4%	4%	0%	0%	0%	0%	
Hourly/Daily	2,981	1,758	1,223	535	172	1,122	1,001	6	3	12	1	2	2	54	38	17	5	10	1	
		59%	41%	18%	6%	38%	34%	0%	0%	0%	0%	0%	0%	2%	1%	1%	0%	0%	0%	
<b>TOTAL</b>	<b>55,808</b>	<b>24,073</b>	<b>31,735</b>	<b>14,392</b>	<b>14,441</b>	<b>7,604</b>	<b>14,880</b>	<b>52</b>	<b>63</b>	<b>303</b>	<b>258</b>	<b>27</b>	<b>23</b>	<b>1,375</b>	<b>1,670</b>	<b>118</b>	<b>155</b>	<b>202</b>	<b>245</b>	
		43%	57%	26%	26%	14%	27%	0%	0%	1%	0%	0%	0%	2%	3%	0%	0%	0%	0%	

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

**WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2007**

**Chart B**

Grade	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Flat/Slope	33	27	6	25	5	1	1	0	0	1	0	0	0	0	0	0	0	0	0
		82%	18%	76%	15%	3%	3%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Grade 1 — (\$15,363- \$22,936)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Grade 2 — (\$16,286- \$24,387)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Grade 3 — (\$17,275 - \$25,944)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Grade 4 — (\$18,332 - \$27,612)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Grade 5 — (\$20,772 - \$32,014)	768	309	459	109	203	173	211	2	1	3	9	2	0	13	24	1	3	6	8
		40%	60%	14%	26%	23%	27%	0.3%	0.1%	0.4%	1%	0%	0%	2%	3%	0.1%	0.4%	1%	1%
Grade 6 — (\$22,007 - \$34,035)	735	371	364	151	135	195	201	2	1	3	6	0	0	15	17	3	1	2	3
		50%	50%	21%	18%	27%	27%	0.3%	0.1%	0.4%	1%	0%	0%	2%	2%	0.4%	0.1%	0.3%	0.4%
Grade 7 — (\$23,329- \$36,203)	1,830	502	1,328	197	410	269	825	1	3	7	7	0	4	23	61	1	5	4	13
		27%	73%	11%	22%	15%	45%	0%	0%	0%	0%	0%	0%	1%	3%	0%	0%	0%	1%
Grade 8 — (\$24,744 - \$38,516)	1,744	449	1,295	210	487	209	732	3	2	11	12	0	1	8	39	2	6	6	16
		26%	74%	12%	28%	12%	42%	0.2%	0.1%	1%	1%	0%	0.1%	0%	2%	0.1%	0.3%	0.3%	1%
Grade 9 — (\$26,257 - \$40,996)	2,190	418	1,772	254	764	138	904	0	4	6	8	0	2	12	76	0	5	8	9
		19%	81%	12%	35%	6%	41%	0%	0.2%	0.3%	0.4%	0%	0.1%	1%	3%	0%	0.2%	0.4%	0%

**WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2007 (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)		
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Grade 10 — (\$27,876 - \$43,647)	3,146	915	2,231	565	1,087	299	1,014	1	1	18	18	4	3	15	61	7	20	6	27
		29.08%	70.92%	17.96%	34.55%	9.50%	32.23%	0.03%	0.03%	0.57%	0.57%	0.13%	0.10%	0.48%	1.94%	0.22%	0.64%	0.19%	0.86%
Grade 11 — (\$29,607 - \$46,490)	3,495	800	2,695	407	1,074	344	1,470	4	7	5	11	0	4	29	94	6	17	5	18
		22.89%	77.11%	11.65%	30.73%	9.84%	42.06%	0.11%	0.20%	0.14%	0.31%	0.00%	0.11%	0.83%	2.69%	0.17%	0.49%	0.14%	0.52%
Grade 12 — (\$31,461 - \$49,571)	4,599	1,856	2,743	1,000	1,136	722	1,426	7	8	12	15	3	0	88	128	10	11	14	19
		40.36%	59.64%	21.74%	24.70%	15.70%	31.01%	0.15%	0.17%	0.26%	0.33%	0.07%	0.00%	1.91%	2.78%	0.22%	0.24%	0.30%	0.41%
Grade 13 — (\$33,444 - \$52,886)	6,483	3,098	3,385	1,689	1,072	1,201	2,103	5	10	28	15	2	2	143	153	11	13	19	17
		47.79%	52.21%	26.05%	16.54%	18.53%	32.44%	0.08%	0.15%	0.43%	0.23%	0.03%	0.03%	2.21%	2.36%	0.17%	0.20%	0.29%	0.26%
Grade 14 — (\$35,568 - \$56,438)	4,712	2,058	2,654	1,208	1,090	646	1,354	2	3	14	16	1	1	163	165	7	7	17	18
		43.68%	56.32%	25.64%	23.13%	13.71%	28.74%	0.04%	0.06%	0.30%	0.34%	0.02%	0.02%	3.46%	3.50%	0.15%	0.15%	0.36%	0.38%
Grade 15 — (\$37,837 - \$60,222)	3,128	1,156	1,972	762	985	292	830	2	6	27	19	2	0	46	106	11	11	14	15
		36.96%	63.04%	24.36%	31.49%	9.34%	26.53%	0.06%	0.19%	0.86%	0.61%	0.06%	0.00%	1.47%	3.39%	0.35%	0.35%	0.45%	0.48%
Grade 16 — (\$40,268 - \$64,282)	4,899	1,974	2,925	1,188	1,646	555	1,030	2	4	21	15	2	0	172	195	6	14	28	21
		40.29%	59.71%	24.25%	33.60%	11.33%	21.02%	0.04%	0.08%	0.43%	0.31%	0.04%	0.00%	3.51%	3.98%	0.12%	0.29%	0.57%	0.43%
Grade 17 — (\$42,867 - \$68,626)	3,272	1,424	1,848	914	1,023	353	671	1	3	30	32	1	0	109	100	4	9	12	10
		43.52%	56.48%	27.93%	31.27%	10.79%	20.51%	0.03%	0.09%	0.92%	0.98%	0.03%	0.00%	3.33%	3.06%	0.12%	0.28%	0.37%	0.31%
Grade 18 — (\$45,650 - \$73,259)	2,176	1,063	1,113	747	727	197	287	4	2	25	23	0	1	82	66	5	3	3	4
		48.85%	51.15%	34.33%	33.41%	9.05%	13.19%	0.18%	0.09%	1.15%	1.06%	0.00%	0.05%	3.77%	3.03%	0.23%	0.14%	0.14%	0.18%
Grade 19 — (\$48,664 - \$78,130)	1,477	759	718	595	495	97	165	3	0	18	14	0	1	41	35	2	1	3	7
		51.39%	48.61%	40.28%	33.51%	6.57%	11.17%	0.20%	0.00%	1.22%	0.95%	0.00%	0.07%	2.78%	2.37%	0.14%	0.07%	0.20%	0.47%

**WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2007 (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)		
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Grade 20 — (\$51,911 - \$83,350)	<b>996</b>	<b>559</b>	<b>437</b>	424	278	65	100	0	0	13	2	1	1	46	50	5	2	5	4
		56%	44%	43%	28%	7%	10%	0%	0%	1%	0%	0%	0%	5%	5%	1%	0%	1%	0%
Grade 21 — (\$55,388 - \$88,927)	<b>746</b>	<b>402</b>	<b>344</b>	315	222	42	60	0	1	4	0	0	0	38	55	1	1	2	5
		54%	46%	42%	30%	6%	8%	0%	0%	1%	0%	0%	0%	5%	7%	0%	0%	0%	1%
Grade 22 — (\$59,107-\$94,909)	<b>903</b>	<b>468</b>	<b>435</b>	359	282	51	86	0	1	5	5	0	0	47	54	3	2	3	5
		52%	48%	40%	31%	6%	10%	0%	0%	1%	1%	0%	0%	5%	6%	0%	0%	0%	1%
Grade 23 — (\$63,087 - \$101,301)	<b>328</b>	<b>202</b>	<b>126</b>	159	97	26	12	0	0	2	0	0	0	15	15	0	0	0	2
		61.59%	38.41%	48.48%	29.57%	7.93%	3.66%	0.00%	0.00%	0.61%	0.00%	0.00%	0.00%	4.57%	4.57%	0.00%	0.00%	0.00%	0.61%
Grade 24 — (\$67,345 - \$108,134)	<b>356</b>	<b>204</b>	<b>152</b>	164	104	21	22	0	0	0	4	0	0	18	21	1	1	0	0
		57.30%	42.70%	46.07%	29.21%	5.90%	6.18%	0.00%	0.00%	0.00%	1.12%	0.00%	0.00%	5.06%	5.90%	0.28%	0.28%	0.00%	0.00%
Grade 25 — (\$71,902-\$115,442)	<b>95</b>	<b>61</b>	<b>34</b>	47	27	7	4	0	0	0	0	0	0	7	2	0	1	0	0
		64.21%	35.79%	49.47%	28.42%	7.37%	4.21%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	7.37%	2.11%	0.00%	1.05%	0.00%	0.00%
Grade 26 — (\$76,699-\$123,277)	<b>82</b>	<b>44</b>	<b>38</b>	40	25	2	10	0	0	0	1	0	0	2	2	0	0	0	0
		53.66%	46.34%	48.78%	30.49%	2.44%	12.20%	0.00%	0.00%	0.00%	1.22%	0.00%	0.00%	2.44%	2.44%	0.00%	0.00%	0.00%	0.00%
Hourly/ Daily	<b>2,981</b>	<b>1,754</b>	<b>1,227</b>	535	172	1,122	1,001	6	3	12	1	2	2	55	38	17	0	5	10
		58.84%	41.16%	17.95%	5.77%	37.64%	33.58%	0.20%	0.10%	0.40%	0.03%	0.07%	0.07%	1.85%	1.27%	0.57%	0.00%	0.17%	0.34%
MRT*	<b>4,634</b>	<b>3,200</b>	<b>1,434</b>	2,328	895	577	361	7	3	38	25	7	1	188	113	15	22	40	14
		69.05%	30.95%	50.24%	19.31%	12.45%	7.79%	0.15%	0.06%	0.82%	0.54%	0.15%	0.02%	4.06%	2.44%	0.32%	0.47%	0.86%	0.30%
<b>TOTAL</b>	<b>55,808</b>	<b>24,073</b>	<b>31,735</b>	<b>14,392</b>	<b>14,441</b>	<b>7,604</b>	<b>14,880</b>	<b>52</b>	<b>63</b>	<b>303</b>	<b>258</b>	<b>27</b>	<b>23</b>	<b>1,375</b>	<b>1,670</b>	<b>118</b>	<b>155</b>	<b>202</b>	<b>245</b>
		43%	57%	26%	26%	14%	27%	0.09%	0.11%	0.54%	0.46%	0.05%	0.04%	2.46%	2.99%	0.21%	0.28%	0.36%	0.44%

\*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 includes SPMS and MDOT full-time and part-time employees; contractals are not included.

**EXECUTIVE PAY PLAN WORKFORCE BY SALARY, GRADE, RACE AND GENDER — FISCAL YEAR 2007**

Chart C

EPP Scale	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ES 4 — (\$70,310-\$94,214)	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 — (\$75,647-\$101,387)	28	22	6	18	4	0	0	0	0	0	0	1	0	3	2	0	0	0	0
		79%	21%	64%	14%	0%	0%	0%	0%	0%	0%	4%	0%	11%	7%	0%	0%	0%	0%
ES 6 — (\$81,414-\$109,134)	41	24	17	17	14	4	1	0	0	0	0	0	0	2	2	0	0	1	0
		59%	41%	41%	34%	10%	2%	0%	0%	0%	0%	0%	0%	5%	5%	0%	0%	2%	0%
ES 7 — (\$87,642-\$117,503)	31	22	9	16	7	1	1	0	0	1	0	0	0	3	1	1	0	0	0
		71%	29%	52%	23%	3%	3%	0%	0%	3%	0%	0%	0%	10%	3%	3%	0%	0%	0%
ES 8 — (\$94,367-\$126,542)	23	18	5	13	1	4	1	0	0	0	0	0	0	0	2	0	0	1	1
		78%	22%	57%	4%	17%	4%	0%	0%	0%	0%	0%	0%	0%	9%	0%	0%	4%	4%
ES 9 — (\$101,633-\$136,305)	20	15	5	12	2	1	3	0	0	0	0	1	0	1	0	0	0	0	0
		75%	25%	60%	10%	5%	15%	0%	0%	0%	0%	5%	0%	5%	0%	0%	0%	0%	0%
ES 10 — (\$109,476-\$146,845)	11	6	5	4	2	2	3	0	0	0	0	0	0	0	0	0	0	0	0
		55%	45%	36%	18%	18%	27%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 11 — (\$117,952-\$158,232)	8	7	1	7	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
		88%	13%	88%	0%	0%	13%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>166</b>	<b>118</b>	<b>48</b>	<b>91</b>	<b>30</b>	<b>12</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>9</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>
		71%	29%	55%	18%	7%	6%	0%	0%	1%	0%	1%	0%	5%	4%	1%	0%	1%	1%

**SECTION SIX**

**STATEWIDE**

**PERSONNEL**

**TRANSACTION**

**STATISTICS**

## SECTION 6: PERSONNEL TRANSACTIONS

### INTRODUCTION

Section six presents the employment mobility patterns of State employees in Fiscal years 2002 and 2007. The data provided in this section depicts the personnel transactions processed by the Office of Personnel Services and Benefits. 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 2007 was 5,391. Of this number, 62% were females and 52% were minorities.
- ❖ Women and Whites were appointed to a slightly higher percentage of positions in Fiscal 2007 than in Fiscal 2002.
- ❖ Females – who represent 57% of the workforce – received 60% of all promotions in Fiscal 2007 and African-Americans – who represent 40% of the workforce – received 50% of all promotions. These proportions are largely unchanged from Fiscal 2002.
- ❖ Females accounted for more than two-thirds of reclassifications in Fiscal 2007, while minorities accounted for about half of the reclassifications. The African-American share of reclassifications rose from 33% in FY 2002 to 39% in FY 2007.
- ❖ The total number of demotions in FY 2007 was 307. This represented an increase of 32 actions from FY 2002. During FY 2007, African-American females received the greatest number of demotion actions (31%).
- ❖ The total number of suspensions for FY 2007 was 592. This constituted a decrease of 100 actions from FY 2002 to FY 2007. Minorities accounted for 76% of these suspension actions in FY 2007.
- ❖ There were 306 separation/termination actions taken in FY 2007. Females constituted 49% of these actions and 33% were minority females.

**STATEWIDE PERSONNEL TRANSACTIONS — FISCAL YEAR 2007**

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>5,391</b>	<b>2,058</b>	<b>3,333</b>	1,114	1,443	742	1,591	7	8	44	63	6	3	100	166	24	35	21	24
		38%	62%	21%	27%	14%	30%	0%	0%	1%	1%	0%	0%	2%	3%	0%	1%	0%	0%
<b>Reinstatements</b>	<b>657</b>	<b>219</b>	<b>438</b>	113	158	85	240	1	0	3	3	0	0	12	32	2	2	3	3
		33%	67%	17%	24%	13%	37%	0%	0%	0%	0%	0%	0%	2%	5%	0%	0%	0%	0%
<b>Promotions</b>	<b>3,756</b>	<b>1,490</b>	<b>2,266</b>	740	715	552	1,299	5	8	28	32	0	4	136	175	15	19	14	14
		40%	60%	20%	19%	15%	35%	0.1%	0.2%	0.7%	0.9%	0.0%	0.1%	3.6%	4.7%	0.4%	0.5%	0.4%	0.4%
<b>Reclassifications</b>	<b>3,283</b>	<b>1,061</b>	<b>2,222</b>	704	1,033	262	1,009	2	5	14	20	1	2	76	133	0	3	2	17
		32%	68%	21%	31%	8%	31%	0.1%	0.2%	0.4%	0.6%	0.0%	0.1%	2.3%	4.1%	0.0%	0.1%	0.1%	0.5%
<b>Demotions</b>	<b>307</b>	<b>111</b>	<b>196</b>	70	87	35	96	0	0	0	3	1	0	5	8	0	1	0	1
		36%	64%	23%	28%	11%	31%	0.0%	0.0%	0.0%	1.0%	0.3%	0.0%	1.6%	2.6%	0.0%	0.3%	0.0%	0.3%
<b>Suspensions</b>	<b>592</b>	<b>264</b>	<b>328</b>	67	75	153	212	0	1	0	3	0	1	41	35	0	0	3	1
		45%	55%	11%	13%	26%	36%	0.0%	0.2%	0.0%	0.5%	0.0%	0.2%	6.9%	5.9%	0.0%	0.0%	0.5%	0.2%
<b>TOTAL</b>	<b>13,986</b>	<b>5,203</b>	<b>8,783</b>	2,808	3,511	1,829	4,447	15	22	89	124	8	10	370	549	41	60	43	60
		37%	63%	20%	25%	13%	32%	0.1%	0.2%	0.6%	0.9%	0.1%	0.1%	2.6%	3.9%	0.3%	0.4%	0.3%	0.4%

**STATEWIDE SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2007**

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>2,915</b>	<b>1,042</b>	<b>1,873</b>	514	712	381	923	3	7	18	12	1	3	112	191	5	11	8	14
		36%	64%	18%	24%	13%	32%	3%	0%	1%	0%	0%	0%	4%	7%	0%	0%	0%	0%
<b>Retired</b>	<b>1,442</b>	<b>654</b>	<b>788</b>	428	422	171	332	3	0	3	4	1	1	42	28	1	0	5	1
		45%	55%	30%	29%	12%	23%	0%	0%	0%	0%	0%	0%	3%	2%	0%	0%	0%	0%
<b>Terminations</b>	<b>306</b>	<b>156</b>	<b>150</b>	70	49	62	74	0	2	1	1	0	0	20	21	1	1	2	2
		51%	49%	23%	16%	20%	24%	0%	1%	0%	0%	0%	0%	7%	7%	0%	0%	1%	1%
<b>TOTAL</b>	<b>4,663</b>	<b>1,852</b>	<b>2,811</b>	1,012	1,183	614	1,329	6	9	22	17	2	4	174	240	7	12	15	17
		40%	60%	22%	25%	13%	29%	0.1%	0.2%	0.5%	0.4%	0.0%	0.1%	3.7%	5.1%	0.2%	0.3%	0.3%	0.4%

**SEPARATIONS AND TERMINATIONS BY AGE, RACE AND GENDER — FISCAL YEAR 2007**

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	25	8	17	3	3	4	12	0	0	0	0	0	0	1	2	0	0	0	0
20 - 29	734	221	513	118	190	77	259	0	2	0	4	1	2	21	52	2	2	2	2
30 - 39	908	299	609	134	195	115	326	1	2	9	3	0	1	37	71	1	6	2	5
40 - 49	694	247	447	100	164	116	229	0	3	3	3	0	0	25	42	1	3	2	3
50 - 59	409	185	224	103	122	54	76	2	0	6	2	0	0	19	20	0	0	1	4
60 - 69	131	76	55	51	35	14	16	0	0	0	0	0	0	9	4	1	0	1	0
70 PLUS	14	6	8	5	3	1	5	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>2,915</b>	<b>1,042</b>	<b>1,873</b>	<b>514</b>	<b>712</b>	<b>381</b>	<b>923</b>	<b>3</b>	<b>7</b>	<b>18</b>	<b>12</b>	<b>1</b>	<b>3</b>	<b>112</b>	<b>191</b>	<b>5</b>	<b>11</b>	<b>8</b>	<b>14</b>
<b>REJECTIONS ON PROBATION</b>																			
19 OR LESS	12	3	9	3	1	0	8	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	118	41	77	23	6	13	61	0	1	0	0	0	0	3	9	1	0	1	0
30 - 39	38	7	31	6	9	1	16	0	0	0	0	0	0	0	6	0	0	0	0
40 - 49	38	21	17	6	5	13	12	0	0	0	0	0	0	2	0	0	0	0	0
50 - 59	29	15	14	7	7	3	5	0	0	0	0	0	0	3	2	0	0	2	0
60 - 69	3	2	1	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0
70 PLUS	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0
<b>TOTAL</b>	<b>240</b>	<b>90</b>	<b>150</b>	<b>46</b>	<b>29</b>	<b>30</b>	<b>103</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>17</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>TERMINATIONS</b>																			
19 OR LESS	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	63	30	33	10	7	17	22	0	0	0	1	0	0	3	3	0	0	0	0
30 - 39	84	37	47	14	11	12	29	0	2	1	0	0	0	9	4	1	0	0	1
40 - 49	72	36	36	15	15	14	11	0	0	0	0	0	0	5	9	0	1	2	0
50 - 59	71	43	28	22	13	18	9	0	0	0	0	0	0	3	5	0	0	0	1
60 - 69	13	8	5	7	2	1	3	0	0	0	0	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>306</b>	<b>156</b>	<b>150</b>	<b>70</b>	<b>49</b>	<b>62</b>	<b>74</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>21</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>GRAND TOTAL</b>	<b>3,461</b>	<b>1,288</b>	<b>2,173</b>	<b>630</b>	<b>790</b>	<b>473</b>	<b>1,100</b>	<b>3</b>	<b>10</b>	<b>19</b>	<b>13</b>	<b>1</b>	<b>3</b>	<b>141</b>	<b>229</b>	<b>7</b>	<b>12</b>	<b>14</b>	<b>16</b>

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

**STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparision of June 30, 2002 and June 30, 2007**

TYPE OF TRANSACTIONS		WHITE		AFRICAN AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Appointments	2002	1,223	1,371	877	1,676	200	298	2,300	3,345	5,645
		22%	24%	16%	30%	3.5%	4.5%	41%	59%	
	2007	1,114	1,443	742	1,591	202	299	2,058	3,333	5,391
		21%	27%	14%	30%	3%	6%	38%	62%	
Reinstatements	2002	111	132	98	216	32	38	241	386	627
		18%	21%	16%	34%	5%	6%	38%	62%	
	2007	113	158	85	240	21	40	219	438	657
		17%	24%	13%	37%	3%	6%	33%	67%	
Promotions	2002	813	869	620	1,280	118	125	1,551	2,274	3,825
		21%	23%	16%	33%	3.1%	3.3%	41%	59%	
	2007	740	715	552	1,299	198	252	1,490	2,266	3,756
		20%	19%	15%	35%	5%	7%	40%	60%	
Reclassifications	2002	1,514	2,579	506	1,670	134	178	2,154	4,427	6,581
		23%	39%	8%	25%	2%	3%	33%	67%	
	2007	704	1,033	262	1,009	95	180	1,061	2,222	3,283
		21%	31%	8%	31%	3%	5%	32%	68%	
Demotions	2002	62	78	27	82	14	12	103	172	275
		23%	28%	10%	30%	5%	4%	37%	63%	
	2007	70	87	35	96	6	13	111	196	307
		23%	28%	11%	31%	2%	4%	36%	64%	
Suspensions	2002	118	63	243	260	4	4	365	327	692
		17%	9%	35%	38%	0.5%	0.5%	53%	47%	
	2007	67	75	153	212	44	41	264	328	592
		11%	13%	26%	36%	7%	7%	45%	55%	
Resignations	2002	536	710	376	701	419	617	1,331	2,028	3,359
		16%	21%	11%	21%	12%	18%	40%	60%	
	2007	514	712	381	923	147	238	1,042	1,873	2,915
		18%	24%	13%	32%	5%	8%	36%	64%	
Layoffs from Allocated Position	2002	2	0	1	1	1	3	4	4	8
		25%	0%	12.5%	12.5%	12.5%	37%	50%	50%	
	2007	1	5	1	4	0	0	2	9	11
		9%	45%	9%	36%	0%	0%	18%	82%	

**STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2002 and June 30, 2007**

TYPE OF TRANSACTIONS		WHITE		AFRICAN AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Terminations	2002	148	91	129	161	44	44	321	296	617
		24%	15%	21%	26%	7%	7%	52%	48%	
	2007	70	49	62	74	24	27	156	150	306
		23%	16%	20%	24%	8%	9%	51%	49%	
<b>TOTAL</b>	2002	4,527	5,893	2,877	6,047	966	1,319	8,370	13,259	<b>21,629</b>
		21%	27%	13%	28%	4%	6%	39%	61%	
	2007	3,426	4,301	2,302	5,544	751	1,108	6,478	10,954	<b>17,218</b>
		20%	25%	13%	32%	4%	6%	38%	64%	

**No Comparative Data Available**

TYPE OF TRANSACTIONS		WHITE		AFRICAN AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Transfers-In	2007	179	83	53	109	14	28	246	220	466
		38%	18%	11%	23%	3%	6%	53%	47%	
Horizontal Transfers	2007	20	33	13	41	3	5	36	79	115
		17%	29%	11%	36%	3%	4%	31%	69%	
Extensions on Probation	2007	1	2	0	4	0	0	1	6	7
		14%	29%	0%	57%	0%	0%	14%	86%	
Disciplinary Demotion	2007	12	1	12	11	5	2	29	14	43
		28%	2%	28%	26%	12%	5%	67%	33%	
Forfeiture of Annual Leave	2007	67	43	87	95	21	19	175	157	332
		20%	13%	26%	29%	6%	6%	53%	47%	
Deaths	2007	21	13	14	14	2	3	37	30	67
		31%	19%	21%	21%	3%	4%	55%	45%	
Retired	2007	428	422	171	332	55	34	654	788	1442
		30%	29%	12%	4%	4%	2%	45%	55%	
Transfer U of MD Sys	2007	3	10	0	7	2	7	5	24	29
		10%	34%	0%	24%	7%	24%	17%	83%	
<b>TOTAL</b>	2007	731	607	350	613	102	98	1,183	1,318	<b>2,501</b>
		29%	24%	14%	25%	4%	4%	47%	53%	

# **SECTION SEVEN**

# **REASONABLE ACCOMMODATIONS**

## **SECTION 7: REASONABLE ACCOMMODATIONS**

In fiscal year 2007 there were 160 requests for reasonable accommodations from State employees and applicants for State employment and 154 or 96% of the requests were granted. There were 24 agencies that reported data on reasonable accommodation requests, with the Department of Education, Maryland Auto Insurance Fund, MDOT, and Department of Health and Mental Hygiene accounting for 83 or 52% of the total employee reasonable accommodation requests reported.

The Disability Employment Workgroup, an interagency initiative co-chaired by the Department of Budget and Management and the Department of Disabilities continued administering the Governor's Quality, Understanding, Excellence, Success and Training (QUEST) Internship Program. The QUEST Program provides employment opportunities in State government to qualified individuals with disabilities.

**STATEWIDE REQUESTS FOR REASONABLE ACCOMMODATION — FISCAL YEAR 2007**

Agency	Applicants	Employees	STATUS		
			Granted	Denied	Pending
Assessment and Taxation	0	3	3	0	0
Automobile Insurance Fund	0	30	30	0	0
Budget and Management	10	3	13	0	0
Comptroller	0	1	0	0	1
Education	0	19	19	0	0
Health and Mental Hygiene	0	19	17	1	1
Housing and Community Development	0	2	2	0	0
Human Resources	0	14	14	0	0
Insurance Administration	0	2	2	0	0
Juvenile Services	0	6	3	3	0
Labor, Licensing and Regulation	12	0	12	0	0
Maryland Department of Aging	0	1	1	0	0
Maryland Higher Education Commission	0	3	3	0	0
Maryland School of the Deaf	0	2	2	0	0
Natural Resources	0	2	2	0	0
Maryland State Police	0	2	2	0	0
Property Tax Assessment Appeals	1	0	1	0	0
Public Defenders	0	1	1	0	0
Public Safety and Correctional Services	0	3	3	0	0
State Board of Elections	0	2	2	0	0
State Retirement & Pension System	0	1	1	0	0
Subsequent Injury Fund	0	2	2	0	0
Transportation	1	15	16	0	0
Worker's Compensation Commission	0	3	3	0	0
<b>TOTAL</b>	<b>24</b>	<b>136</b>	<b>154</b>	<b>4</b>	<b>2</b>

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

# **SECTION EIGHT**

## **STATEWIDE**

### **EEO**

## **COMPLAINTS**

## SECTION 8: STATEWIDE EEO COMPLAINTS

- ❖ Combined the total number of internal and external complaints statewide for fiscal 2007 was 415. The total number of internal discrimination complaints received statewide in fiscal 2007 was 284 or 68% and the total number of external discrimination complaints was 131 or 32%.
- ❖ The primary basis for internal complaints was Race and Sex/Gender.
- ❖ The number of internal complaints has declined from more than 400 in fiscal 2004 to less than 300 in fiscal 2007.
- ❖ The Office of the Statewide Equal Employment Opportunity Coordinator processed a total of 28 EEO appeals and complaints in fiscal 2007.
- ❖ The Office investigated 3 Whistleblower complaints: all three were “no probable cause”.
- ❖ In fiscal 2007, statewide discrimination complaints increased in comparison to fiscal 2006. Total complaints received were 415 as compared to 402 in fiscal 2006, and 434 in fiscal 2005.

Type of Internal Complaint	FY 2006	FY 2007
Disability	16	9
National Origin	8	5
Race	80	47
Sex/Gender	56	57
(All) Others	135	166

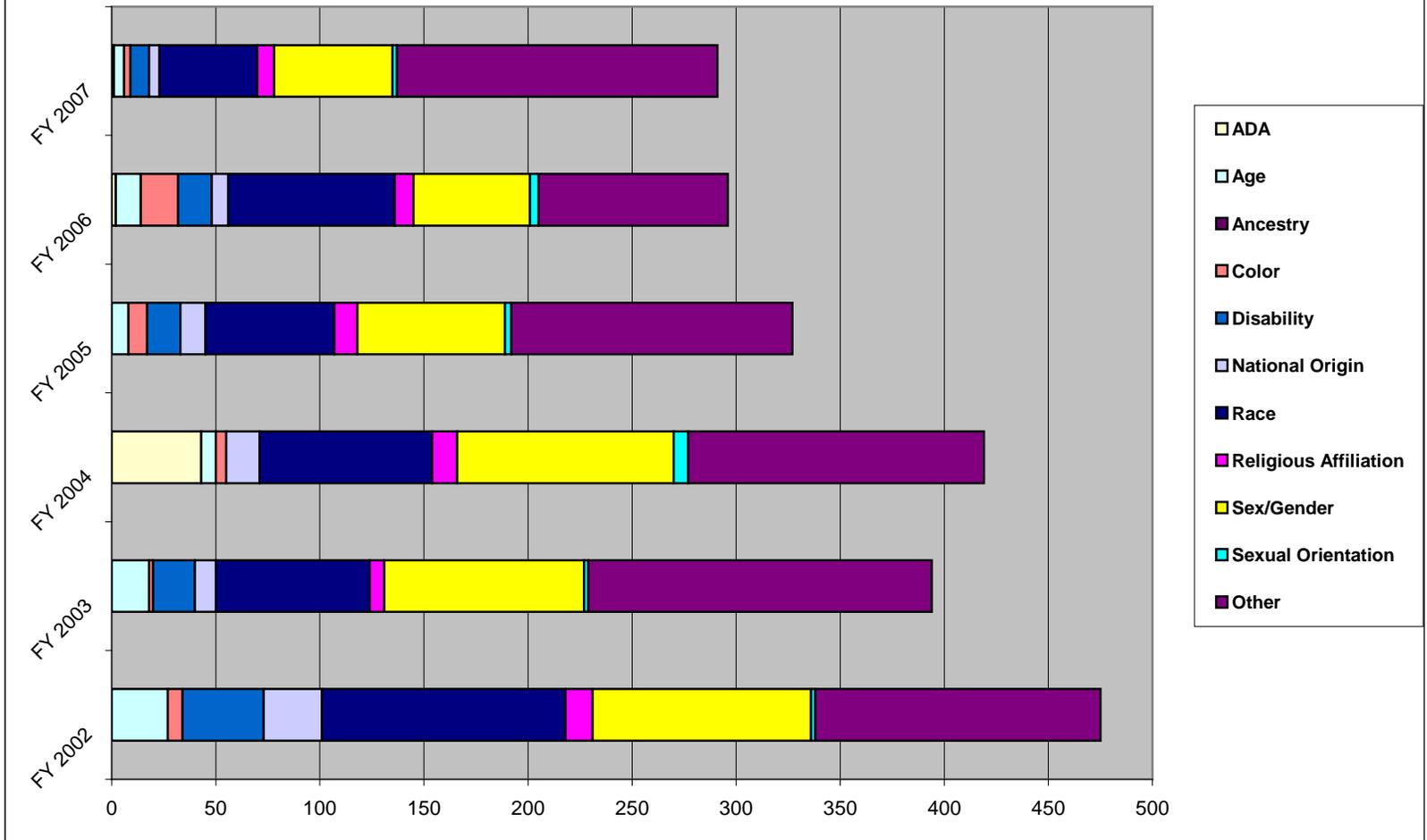
NOTE: Internal complaints are those filed at the agency level, usually with a State agency’s Fair Practices Officer or Equal Employment Opportunity Officer.

External complaints are those filed with the Maryland Commission on Human Relations or Equal Employment Opportunity Commission.

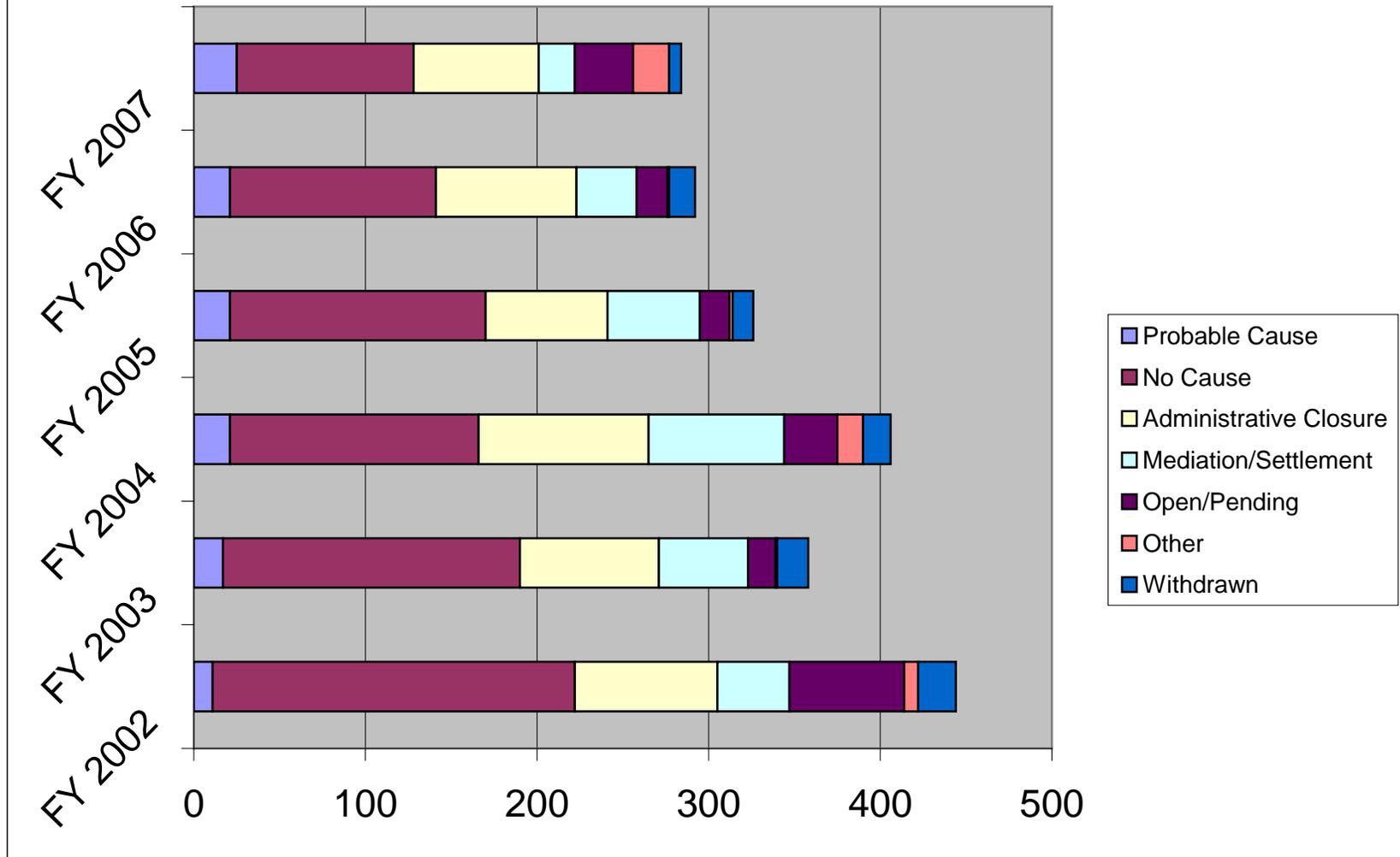
‘Other’ complaints include employment related complaints, not discriminatory in basis.



# Internal Complaints by Type



# Internal Complaints by Disposition



# **SECTION NINE**

# **UNIVERSITY SYSTEM OF MARYLAND**

## SECTION 9: UNIVERSITY SYSTEM OF MARYLAND

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

- There were a total of 33,825 employees in the University System of Maryland.
  - Of the total employees, 20,590 (60.8%) were White, 6,652 (19.6%) were African American, 102 (1%) were American Indian and Alaska Native, 3,948 (11.7%) were Asian, 1,007 (2.9%) were Hispanic or Latino and 1,526 (4%) were Balance (no race checked).
  - Males comprised 16,013 (47%) of the work force.
  - Females comprised 17,812 (53%) of the work force.
  - Most Faculty and Instructor positions were filled by Whites (71%) and males (57%). Of the remaining workforce, 44% were male and 56% were White.

**UNIVERSITY SYSTEM OF MARYLAND**  
**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FISCAL YEAR 2007**

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	1,372	693	679	527	490	123	157	2	1	19	13	0	0	15	12	0	0	7	6
		51%	49%	38%	36%	9%	11%	0%	0%	1%	1%	0%	0%	1%	1%	0%	0%	1%	0%
Faculty and Instructors	9,784	5,530	4,254	4,044	2,968	572	632	18	11	470	261	0	0	312	279	0	0	114	103
		57%	43%	41%	30%	6%	6%	0%	0%	5%	3%	0%	0%	3%	3%	0%	0%	1%	1%
Faculty/Research	2,423	1,469	954	962	659	38	82	3	1	393	167	0	0	35	28	0	0	38	17
		61%	39%	40%	27%	2%	3%	0%	0%	16%	7%	0%	0%	1%	1%	0%	0%	2%	1%
Faculty/Public Service	12	7	5	5	3	2	2	0	0	0	0	0	0	0	0	0	0	0	0
		58%	42%	42%	25%	17%	17%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Teachers' Assistants/Assoc.	5,937	2,977	2,960	1,457	1,549	143	258	11	12	1,015	790	0	0	241	231	0	0	110	120
		50%	50%	25%	26%	2%	4%	0%	0%	17%	13%	0%	0%	4%	4%	0%	0%	2%	2%
Professionals	6,672	2,593	4,079	1,775	2,548	480	1,015	7	7	190	308	0	0	75	124	0	0	66	77
		39%	61%	27%	38%	7%	15%	0%	0%	3%	5%	0%	0%	1%	2%	0%	0%	1%	1%
Clerical-Secretarial	3,572	584	2,988	289	1,579	225	1,167	1	14	28	111	0	0	26	75	0	0	15	42
		16%	84%	8%	44%	6%	33%	0%	0%	1%	3%	0%	0%	1%	2%	0%	0%	0%	1%
Technical-Paraprofessionals	1,602	660	942	380	524	196	306	3	2	42	59	0	0	22	29	0	0	17	22
		41%	59%	24%	33%	12%	19%	0%	0%	3%	4%	0%	0%	1%	2%	0%	0%	1%	1%
Skilled Craft Workers	729	692	37	452	17	177	17	4	0	21	0	0	0	13	1	0	0	25	2
		95%	5%	62%	2%	24%	2%	1%	0%	3%	0%	0%	0%	2%	0%	0%	0%	3%	0%
Service-Maintenance	1,722	808	914	221	141	516	544	1	4	26	35	0	0	1	7	0	0	43	183
		47%	53%	13%	8%	30%	32%	0%	0%	2%	2%	0%	0%	0%	0%	0%	0%	2%	11%
TOTAL	33,825	16,013	17,812	10,112	10,478	2,472	4,180	50	52	2,204	1,744	0	0	740	786	0	0	435	572
		47%	53%	30%	31%	7%	12%	0%	0%	7%	5%	0%	0%	2%	2%	0%	0%	1%	2%

# **SECTION TEN**

## **INDEPENDENT HIGHER EDUCATION INSTITUTIONS**

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

### **BALTIMORE CITY COMMUNITY COLLEGE**

- There are 467 employees in the Baltimore City Community College workforce.
  - 309 or 66.1% are African-American employees
  - 281 or 60.1% are female employees

### **MORGAN STATE UNIVERSITY**

- There are 965 employees in the Morgan State University workforce.
  - 639 or 66.2% are African-American employees
  - 483 or 50% are female employees

### **SAINT MARY'S COLLEGE OF MARYLAND**

- There are 393 employees in the St. Mary's College of Maryland workforce.
  - 63 or 16% are African-American employees
  - 203 or 52% are female employees

**BALTIMORE CITY COMMUNITY COLLEGE  
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2007**

EEO Job Category	TOTAL		Race																Ethnicity	
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)			
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	17	9	8	2	2	7	6	0	0	0	0	0	0	0	0	0	0	0	0	0
		53%	47%	12%	12%	41%	35%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	184	81	103	27	41	47	59	0	0	6	2	0	0	0	0	0	0	0	1	1
		44.02%	55.98%	14.67%	22.28%	25.54%	32.07%	0.00%	0.00%	3.26%	1.09%	0%	0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.54%	0.54%
Technicians	24	18	6	5	1	13	5	0	0	0	0	0	0	0	0	0	0	0	0	0
		75.00%	25.00%	20.83%	4.17%	54.17%	20.83%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%	0%	0%	0%	0%	0%	0%	0.00%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	9	5	4	3	3	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		55.56%	44.44%	33.33%	33.33%	22.22%	11.11%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	142	45	97	17	25	24	67	0	0	2	3	0	0	0	0	0	0	0	2	2
		31.69%	68.31%	11.97%	17.61%	16.90%	47.18%	0%	0%	1%	2%	0%	0%	0%	0.00%	0%	0%	0%	1%	1%
Skilled Craft Workers	83	20	63	3	6	17	56	0	0	0	0	0	0	0	0	0	0	0	0	1
		24.10%	75.90%	3.61%	7.23%	20.48%	67.47%	0%	0%	0%	0%	0%	0%	0.00%	0%	0%	0%	0%	0%	1%
Service-Maintenance	8	8	0	3	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		100.00%	0.00%	37.50%	0.00%	62.50%	0.00%	0%	0%	0%	0%	0%	0%	0.00%	0.00%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>467</b>	<b>186</b>	<b>281</b>	<b>60</b>	<b>78</b>	<b>115</b>	<b>194</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>
		39.83%	60.17%	12.85%	16.70%	24.63%	41.54%	0.00%	0.00%	1.71%	1.07%	0%	0%	0.00%	0.00%	0.00%	0%	0%	0.64%	0.86%

**BALTIMORE CITY COMMUNITY COLLEGE  
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2007**

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	Female
<b>Appointments</b>	<b>37</b>	<b>13</b>	<b>24</b>	2	6	7	9	0	1	0	0	0	0	4	8	0	0	0	0	
		35%	65%	5%	16%	19%	24%	0%	3%	0%	0%	0%	0%	11%	22%	0%	0%	0%	0%	
<b>Reinstatements</b>	<b>7</b>	<b>3</b>	<b>4</b>	0	1	3	2	0	0	0	0	0	0	0	1	0	0	0	0	
		43%	57%	0%	14%	43%	29%	0%	0%	0%	0%	0%	0%	0%	14%	0%	0%	0%	0%	
<b>Promotions</b>	<b>4</b>	<b>3</b>	<b>1</b>	0	0	1	0	0	0	0	0	0	0	2	1	0	0	0	0	
		75%	25%	0%	0%	25%	0%	0%	0%	0%	0%	0%	0%	50%	25%	0%	0%	0%	0%	
<b>Reclassifications</b>	<b>16</b>	<b>8</b>	<b>8</b>	3	5	3	3	0	0	0	0	0	0	2	0	0	0	0	0	
		50%	50%	19%	31%	19%	19%	0%	0%	0%	0%	0%	0%	13%	0%	0%	0%	0%	0%	
<b>Demotions</b>	<b>4</b>	<b>1</b>	<b>3</b>	0	1	1	1	0	0	0	0	0	0	0	1	0	0	0	0	
		25%	75%	0%	25%	25%	25%	0%	0%	0%	0%	0%	0%	0%	25%	0%	0%	0%	0%	
<b>Transfers</b>	<b>1</b>	<b>0</b>	<b>1</b>	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
		0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
<b>TOTAL</b>	<b>69</b>	<b>28</b>	<b>41</b>	<b>5</b>	<b>13</b>	<b>15</b>	<b>16</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		41%	59%	7%	19%	22%	23%	0%	1%	0%	0%	0%	0%	12%	16%	0%	0%	0%	0%	

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2007**

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	Female
<b>Resignations</b>	<b>29</b>	<b>11</b>	<b>18</b>	2	1	9	16	0	0	0	1	0	0	0	0	0	0	0	0	
		38%	62%	7%	3%	31%	55%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%	
<b>Terminations</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>TOTAL</b>	<b>31</b>	<b>12</b>	<b>19</b>	<b>2</b>	<b>1</b>	<b>10</b>	<b>17</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>	
		39%	61%	6%	3%	32%	55%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%	

**MORGAN STATE UNIVERSITY**  
**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2007**

EEO Job Category	TOTAL		Race																Ethnicity	
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)			
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Professionals	688	371	317	50	30	221	212	3	2	4	3	0	0	90	68	3	1	0	1	
		54%	46%	7%	4%	32%	31%	0.4%	0.3%	1%	0.4%	0%	0%	13%	10%	0.4%	0.1%	0%	0.1%	
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Protective Service Workers: Sworn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Protective Service Workers: Non-Sworn	34	28	6	4	0	13	3	0	0	0	0	0	0	11	3	0	0	0	0	
		82%	18%	12%	0%	38%	9%	0%	0%	0%	0%	0%	0%	32%	9%	0%	0%	0%	0%	
Administrative Support	243	83	160	3	1	67	123	0	1	0	0	0	0	13	32	0	0	0	3	
		34%	66%	1%	0.4%	28%	51%	0%	0.4%	0%	0%	0%	0%	5%	13%	0%	0%	0%	1%	
Skilled Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Service-Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	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>965</b>	<b>482</b>	<b>483</b>	<b>57</b>	<b>31</b>	<b>301</b>	<b>338</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>114</b>	<b>103</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>	
		50%	50%	6%	3%	31%	35%	0.3%	0.3%	0.4%	0.3%	0%	0%	12%	11%	0.3%	0.1%	0%	0.4%	

**MORGAN STATE UNIVERSITY  
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2007**

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	Female
<b>Appointments</b>	<b>120</b>	<b>56</b>	<b>64</b>	4	5	33	28	0	1	1	0	0	0	16	28	2	1	0	1
		47%	53%	3%	4%	28%	23%	0%	1%	1%	0%	0%	0%	13%	23%	2%	1%	0%	1%
<b>Reinstatements</b>	<b>8</b>	<b>6</b>	<b>2</b>	2	0	3	2	0	0	0	0	0	0	1	0	0	0	0	0
		75%	25%	25%	0%	38%	25%	0%	0%	0%	0%	0%	0%	13%	0%	0%	0%	0%	0%
<b>Promotions</b>	<b>18</b>	<b>8</b>	<b>10</b>	2	0	1	8	0	0	0	0	0	0	5	2	0	0	0	0
		44%	56%	11%	0%	6%	44%	0%	0%	0%	0%	0%	0%	28%	11%	0%	0%	0%	0%
<b>Reclassifications</b>	<b>15</b>	<b>10</b>	<b>5</b>	0	0	9	3	0	0	0	0	0	0	1	2	0	0	0	0
		67%	33%	0%	0%	60%	20%	0%	0%	0%	0%	0%	0%	7%	13%	0%	0%	0%	0%
<b>Demotions</b>	<b>3</b>	<b>1</b>	<b>2</b>	0	0	0	1	0	0	0	0	0	0	0	1	1	0	0	0
		33%	67%	0%	0%	0%	33%	0%	0%	0%	0%	0%	0%	0%	33%	33%	0%	0%	0%
<b>Suspensions</b>	<b>4</b>	<b>1</b>	<b>3</b>	0	0	1	1	0	0	0	0	0	0	0	2	0	0	0	0
		25%	75%	0%	0%	25%	25%	0%	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	0%
<b>Transfers</b>	<b>3</b>	<b>1</b>	<b>2</b>	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0
		33%	67%	0%	0%	33%	67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>171</b>	<b>83</b>	<b>88</b>	<b>8</b>	<b>5</b>	<b>48</b>	<b>45</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>35</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>1</b>
		49%	51%	5%	3%	28%	26%	0%	1%	1%	0%	0%	0%	13%	20%	2%	1%	0%	1%

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2007**

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	Female
<b>Resignations</b>	<b>43</b>	<b>22</b>	<b>21</b>	1	1	14	9	0	0	0	0	0	1	7	10	0	0	0	0
		51%	49%	2%	2%	33%	21%	0%	0%	0%	0%	0%	2%	16%	23%	0%	0%	0%	0%
<b>Rejection on Probation</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>Terminations</b>	<b>23</b>	<b>11</b>	<b>12</b>	1	1	9	7	0	0	0	0	0	0	1	4	0	0	0	0
		48%	52%	4%	4%	39%	30%	0%	0%	0%	0%	0%	0%	4%	17%	0%	0%	0%	0%
<b>TOTAL</b>	<b>66</b>	<b>33</b>	<b>33</b>	<b>2</b>	<b>2</b>	<b>23</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		50%	50%	3%	3%	35%	24%	0%	0%	0%	0%	0%	2%	12%	21%	0%	0%	0%	0%

**SAINT MARY'S COLLEGE OF MARYLAND**  
**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2007**

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	43	21	22	19	22	2	0	0	0	0	0	0	0	0	0	0	0	0	0
		49%	51%	44%	51%	5%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	179	87	92	72	83	6	5	0	0	6	2	0	1	0	0	0	0	3	1
		49%	51%	40%	46%	3%	3%	0%	0%	3%	1%	0%	1%	0%	0%	0%	0%	2%	1%
Technicians	63	27	36	24	29	0	5	1	0	1	2	0	0	0	0	0	0	1	0
		43%	57%	38%	46%	0%	8%	2%	0%	2%	3%	0%	0%	0%	0%	0%	0%	2%	0%
Protective Service Workers: Sworn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	31	2	29	2	22	0	5	0	0	0	1	0	0	0	0	0	0	0	1
		6%	94%	6%	71%	0%	16%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	3%
Skilled Craft Workers	14	13	1	9	0	3	0	0	0	0	1	0	0	0	0	0	0	1	0
		93%	7%	64%	0%	21%	0%	0%	0%	0%	7%	0%	0%	0%	0%	0%	0%	7%	0%
Service-Maintenance	63	40	23	15	7	22	15	1	0	0	0	0	0	0	0	0	0	2	1
		63%	37%	24%	11%	35%	24%	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	3%	2%
<b>TOTAL</b>	<b>393</b>	<b>190</b>	<b>203</b>	<b>141</b>	<b>163</b>	<b>33</b>	<b>30</b>	<b>2</b>	<b>0</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>3</b>
		<b>48%</b>	<b>52%</b>	<b>36%</b>	<b>41%</b>	<b>8%</b>	<b>8%</b>	<b>1%</b>	<b>0%</b>	<b>2%</b>	<b>2%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>2%</b>	<b>0.76%</b>

**SAINT MARY'S COLLEGE OF MARYLAND  
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2007**

Type of Transaction	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	64	27	37	19	27	4	6	0	1	0	0	0	0	3	2	0	0	1	1
		42%	58%	30%	42%	6%	9%	0%	2%	0%	0%	0%	0%	5%	3%	0%	0%	2%	2%
Reinstatements	4	2	2	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0
		50%	50%	25%	25%	0%	0%	0%	0%	0%	0%	0%	0%	25%	25%	0%	0%	0%	0%
Promotions	4	0	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%
Reclassifications	6	2	4	2	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		33%	67%	33%	67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	3	1	2	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>81</b>	<b>32</b>	<b>49</b>	<b>22</b>	<b>37</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
		<b>40%</b>	<b>60%</b>	<b>27%</b>	<b>46%</b>	<b>6%</b>	<b>7%</b>	<b>0%</b>	<b>1%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>5%</b>	<b>5%</b>	<b>0%</b>	<b>0%</b>	<b>1%</b>	<b>1%</b>

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2007**

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	39	18	21	10	19	4	0	0	0	0	0	0	0	4	2	0	0	0	0
		46%	54%	26%	49%	10%	0%	0%	0%	0%	0%	0%	0%	10%	5%	0%	0%	0%	0%
Rejection on Probation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	10	7	3	3	2	4	1	0	0	0	0	0	0	0	0	0	0	0	0
		70%	30%	30%	20%	40%	10%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>49</b>	<b>25</b>	<b>24</b>	<b>13</b>	<b>21</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>51%</b>	<b>49%</b>	<b>27%</b>	<b>43%</b>	<b>16%</b>	<b>2%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>8%</b>	<b>4%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

# 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 VIRTURE OF THE AUTHORITY VESTED IN ME BY THE CONSTITUTION AND LAWS OF MARYLAND, DO HEREBY RESCIND EXECUTIVE ORDER 01.01.2007.09 AND PROCLAIM THE FOLLOWING EXECUTIVE ORDER EFFECTIVE IMMEDIATELY.

Appendix A

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

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

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- (2) Establish an Equal Employment Opportunity Unit which will report directly to the Equal Employment Opportunity Coordinator to oversee the administration of an equal employment practices program consistent with the requirements of applicable federal and State law governing equal employment opportunity, the State Personnel and Pensions Article, and this Executive Order;
  - (3) Upon an appropriate showing by an agency, and consistent with State and federal law, permit any bona fide occupational qualification; and
  - (4) Take any action, not inconsistent 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 inconsistent 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 Practice. Executive Order 01.01.2007.09 and later, rescinded this Order and replaced it with Executive Order 01.01.2007.16 on the 22<sup>nd</sup> day of August 2007. Governor O'Malley values and honors all State of Maryland employees and believes in equal opportunity in employment for all employees and applicants for employment without regard to race, sex, disability, religious affiliation, 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 his 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 his reform, the Governor has enacted the development of the EEO Agency Cases Tracking System that tracks agency internal complaints that is reported to his office on a bi-monthly basis.

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

The Joint Committee on Fair Practices was created by the State Personnel Management System Reform Act of 1996. The committee is comprised of three members of the State Senate and three members from the House of Delegates. The Committee oversees, reviews, evaluates, and makes recommendations on equal opportunity policies and practices, and certain procurement policies of State government.

### **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 Practice's; 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 it's 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 as serve as the State's point of contact regarding EEO related concerns. The Coordinator also reviews and investigates appeals of EEO findings and determinations by executive and independent agencies; investigates appeals of EEO findings and alleging violations of the Governor's Code of Fair Employment Practices and the State's 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; appoint a Fair Practices Officer and any Equal Employment Opportunity Officer; ensure that the personnel practice in the department or unit are not discriminatory; review disciplinary actions initiated against employees to ensure fair and equitable treatment; develop and implement policies that promote equal employment opportunity and work force diversification; provide leadership and training to managers, supervisors and other employees in fair employment practices.

**FAIR PRACTICE OFFICER**

In accordance with State law, the Fair Practice 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 officers 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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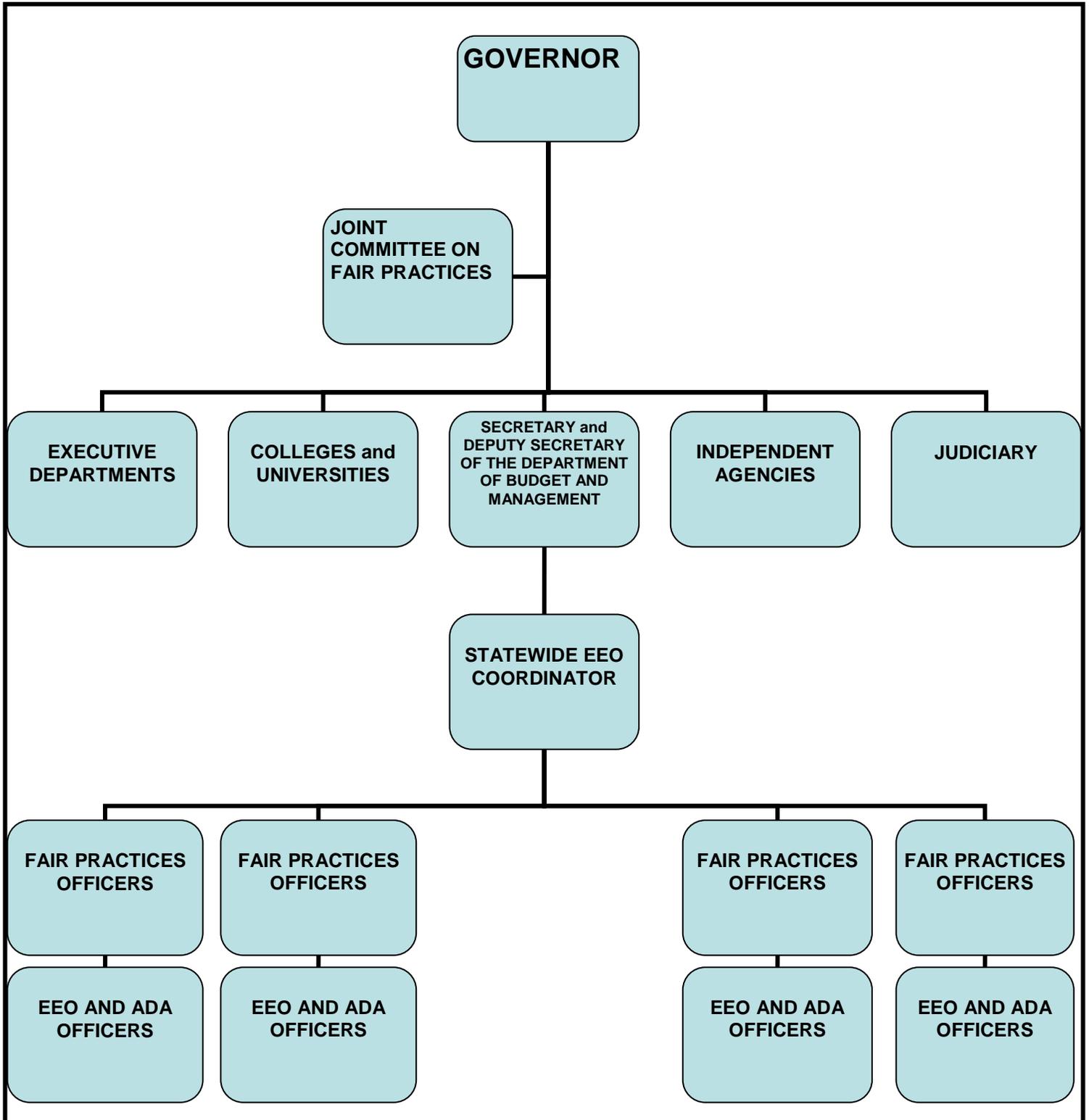
**EQUAL EMPLOYMENT OPPORTUNITY OFFICER**

State law mandates that the Equal Employment Opportunity Officers monitor and enforce the State's EEO Program and 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 directs various programs to include: equal employment opportunity, contract compliance, training and community relations; respond to complaints and request for information from external adjudications and enforcement agencies; assist in developing affirmative action plans all 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 employer from liability and maintaining knowledge of resources.

# STATEWIDE EEO ORGANIZATION CHART



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**FAIR PRACTICES, EEO AND ADA OFFICERS**

<b>AGENCY</b>	<b>ACRONYM</b>	<b>FAIR PRACTICES</b>	<b>EEO</b>	<b>ADA</b>
Administrative Hearings, Office of	OAH	Grant Chism	Grant Chism	Grant Chism
Aging, Maryland Department of	MDOA	Dr. Carol Baker	Judy Quamina	Judy Quamina
Agriculture, Department of	MDA	Douglas Wilson	Vacant	Vacant
Archives, Maryland State	MSA	Richard Richardson	Christopher Haley Kim Moreno Cecilia Smith	Richard Richardson
Assessments and Taxation, Department of	DAT	Wayne Skinner	Charles Dixon, Jr.	Charles Dixon, Jr.
Attorney General's Office	OAG	Charlotte Hughes	Charlotte Hughes	Vacant
Automobile Insurance Fund, Maryland	MAIF	John F. Banghart	Charisse Walker	Charisse Walker
Baltimore City Community College	BCCC	Lexsee Waterford	Lexsee Waterford	Lexsee Waterford
Budget and Management Department	DBM	David Romans	Steve Serra	Steve Serra
Business and Economic Development, Department of	DBED	Everett J. Ross	Everett J. Ross	Vacant
Comptroller of Maryland	COMP	Steven Barzal	Steven Barzal	Steven Barzal
Contract Appeal, Maryland Board of	SBCA	Loni Howe	Loni Howe	Loni Howe
Deaf, Maryland Schools for the	DEAF	Eva M. Staubitz	Teresa Boyer Melinda Padden Donald Hall Suzanne Schwertman	Eva M. Staubitz
Educations, Maryland State Department of	MSDE	Dr. Skipp Sanders	Woodrow Grant, Jr.	Woodrow Grant Jr.
Elections State Board of	SBEL	Jackie Bryley	Jared Demarinis	Mary Kramer-Wagner
Emergency Medical Services Division, Maryland Institute for	MIEMSS	Patricia A. Gainer	James W. Brown	Robert Dubansky
Environment, Maryland Department of the	MDE	Robert Alexander	Tyrone Hill	Tyrone Hill
Executive Department State of Maryland	EXEC	Robert Platky	Robert Platky	Vacant
Food Center Authority, Maryland	MFCA	Betty L. Allison	Betty L. Allison	Betty L. Allison

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General Services Department of	DGS	Paul Ford Beatrice Tignor	Paul Ford Beatrice Tignor	Paul Ford Beatrice Tignor
Health and Mental Hygiene, Department of	DHMH	Hilda J. Davis	Lee Williamson	Phylisa A. McCall
Higher Education Commission, Maryland	MHEC	G. Edward Ommert	Paula Fitzwater	Jeffrey Cann
Higher Education Investment Program, Maryland	HEIP	Carol Kaiser	Carol Kaiser	Vacant
Housing and Community Development Department of	DHCD	William W. Bias	Brien C. Boone	William W. Bias
Human Relations, Maryland Commission	MCHR	Benny F. Short	Joan Cole Glendora Hughes Carol Uhler-Ford James Watkins	Benny F. Short
Human Resources Department of	DHR	Carl W. Bailey, Jr.	Carl W. Bailey, Jr.	Gerald Stansbury
Injured Worker's Insurance Fund	IWIF	Candace Osunsade	Vacant	Vacant
Insurance Administration, Maryland	MIA	Lorenza Trotter	Lorenza Trotter	Lorenza Trotter
Judiciary of Maryland	JUD	Geraldine Kavanaugh	Geraldine Kavanaugh	Vacant
Juvenile Justice Department of	DJJ	Celest S. Womack	Charles Proctor	Celest S. Womack
Labor, Licensing and Regulation, Department of	DLLR	Yvonne A. Edwards	Charles Harris	Yvonne A. Edwards
Lottery Agency, Maryland State	MSLA	Gina Smith	Yvonne Clark Drayton	Michael Williams
Maryland Environmental Services	MES	Beth S. Wojton	Linda Brent	Donna Oliff
Military Department	DMIL	Col. Francis F. Templon	William H. Allen	Vacant
Morgan State University	MSU	Jodi A. Cavanaugh	Jodi A. Cavanaugh	Jodi A. Cavanaugh
Natural Resources, Department of	DNR	Richard W. Allen	Richard W. Allen	Richard W. Allen
Peoples Counsel, Office of the	PCPS	Seva Diakoparaskevas	Seva Diakoparaskevas	Seva Diakoparaskevas
Planning, Department of	MDP	Nasrin Rahman	Nasrin Rahman	Nasrin Rahman
Police, Department of Maryland State	DMSP	Capt. Christopher Finn	1 <sup>st</sup> Sgt. Ernest W. Wilkinson	Michelle A. Miller
Property Tax Assessment Appeals Board	PTAAB	Ronald L. Bowers	Ronald L. Bowers	Ronald L. Bowers
Prosecutor, Office of the State	SPO	Genie Gunthrop	Brandi Wright	Brandi Wright
Public Broadcasting Commission, Maryland	MPT	Larry D. Unger	Gladys Kaplan	Gladys Kaplan
Public Defender, Office of the	PDS	Nancy Forster	Lynn C. Bellamy	Lynn C. Bellamy

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Public Safety and Correctional Services, Department of	DPSCS	Tyrone Bernard	Paula Green-Holt	Paula Green-Holt
Public School Construction Program	PSCP	Robert C. Crocetti	Melinda White	Robert Crocetti
Public Service Commission	PSC	O. Ray Bourland	Matthew Papathakis	Susan Ryncewicz
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	Vincent Marsiglia	Rosa Woodward	Noreen Scott
St. Mary's College of Maryland	SMCM	Sally A. Davis	Melvin A. McClintock	Nancy B. Danganan
Salisbury University	SU	Dr. Ellen Zinner	Donna L. Keener	Donna L. Keener
Sherriff's Office, Baltimore City	BCS	A. Faye Bell	A. Faye Bell	A. Faye Bell
Stadium Authority Maryland	STAD	David Raith	Bernadette A. Burghardt	Gary McGuigan
Subsequent Injury Fund	SIF	Edgar G. Dodd III	Edgar G. Dodd III	Edgar G. Dodd III
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
Transportation, Maryland Department of	MDOT	Debra F. Carter	Linda Morris	John Gaver
Maryland Aviation Administration	MAA	Angela Martin	Vacant	Richard Keen
Maryland Port Administration	MPA	Yamilette Collett	Michele M. Kelly	Edith Brandt Terrell
Maryland Transportation Authority	MdTA	Alice Brooks	Louis W. Jones	Louis W. Jones
Mass Transit Authority	MTA	Carolyn Brown	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
Treasurer's Office, Maryland State	TREA	Bernadette Benik	Shelly Reid	Vacant
Uninsured Employer's Fund	UEF	James E. Brewer	James E. Brewer	James E. Brewer
University Systems of Maryland	USM	Karen Drake	Rebecca Spence	Lani Barovick
Bowie State University	BSU	Sheila Hobson	Glen Issac	Vacant
Coppin University	CSU	Dr. Thomas Terrell	Dr. Thomas Terrell	Maqbool Patel
Frostburg State University	FSU	Beth W. Hoffman	Beth W. Hoffman	Beth W. Hoffman
University of Baltimore	UB	Karen Drake	Rebecca Spence	Jackie Truelove

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University of Maryland Baltimore	UMB	Elaine S. Gill	Tammy Flowers	Vacant
University of Maryland Baltimore County	UMBC	Adrienne Mercer	Adrienne Mercer	Adrienne Mercer
University of Maryland Biotechnical Institute	UMBI	Katherine S. DeShong	Katherine S. DeShong	Katherine S. DeShong
University of Maryland College Park	UMCP	Roberta Coates	Roberta Coates	Jennifer Smith
University of Maryland Eastern Shore	UMES	Marie H. Billie	Marie H. Billie	Marie H. Billie
University of Maryland University College	UMUC	Ernesto Santos-DeJesus	Ernesto Santos-DeJesus	Ernesto Santos-DeJesus
Maryland Department of Veteran Affairs	MDVA	Paul Prozialeck	Rose Bean	Rose Bean
Worker's Compensation Commission	WCC	Lisa Turpin	Lisa Turpin	Lisa Turpin

# **GLOSSARY**

## **GLOSSARY**

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

**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. (COMAR 17.04.01.01B(4))

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

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

### **EXECUTIVE SERVICE:**

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

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

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

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**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.

**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 Article §7-701)

### **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

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**(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. (COMAR 17.04.01.01.B(6))

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

### **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)

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**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.

**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, or North Africa.

**AFRICAN-AMERICAN (*not of Hispanic origin*):** A person having origins 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.