

Maryland

Department of Budget and Management



Annual Statewide Equal Employment Opportunity Report - Fiscal Year 2017



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

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SECTION ONE

EXECUTIVE

SUMMARY

SECTION 1: EXECUTIVE SUMMARY

Commitment to Equal Employment Opportunity

Equal Employment Opportunity is a priority in Maryland State government and we are committed to a work environment of fairness, equality and non-discrimination in our policies and practices. All employees deserve to pursue their careers in an environment free of unlawful discrimination, retaliation and harassment. The State Personnel and Pensions Article of the Annotated Code of Maryland, Title 5, Subtitle 2 establish the Equal Employment Opportunity program for State government. This program ensures a system based on merit and fitness and without regard to age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation and any other non-merit factor.

Our commitment is fully recognized by Governor Hogan and our legislators by passing and continuously updating our existing Civil Rights laws. For example, The Fairness for all Marylanders Act adds “gender identity” to our list of protected classifications and in 2016 the Equal Pay for Equal Work Act, updates and strengthens our state’s existing pay equity law by ensuring transparency and equality in pay without regard to gender. Good government practices and strong anti-discrimination laws keep Maryland a front runner in comparison to many other States.

As State employees, we also have a responsibility to ensure that the good natured qualities of respect, fairness and equal treatment are paramount in our workplaces. The Office of the Statewide Equal Employment Opportunity Coordinator will spearhead this commitment by carrying out its mission to: administer and enforce State and federal EEO laws and policies; promote a work environment free of any unlawful discrimination, harassment and retaliation; and assist in the building of a well-diversified workforce of Maryland State government employees and applicants.

This report on EEO reflects the achievements and ongoing progress of our State government. The Office of the Statewide EEO Coordinator (OSEEOC) has prepared this report covering the period July 1, 2016 through June 30, 2017. This report contains selected measures outlining the progress toward equal opportunity in Maryland government and assesses the State’s Equal Employment Opportunity (EEO) Program.

2017 EEO Highlights

During calendar 2017, the Office of the Statewide EEO Coordinator engaged State agencies and the State’s EEO professionals in a number of EEO program activities and assisted agencies in becoming model employers. The office continues to focus on compliance, training, outreach, and diversity awareness.

In order to ensure compliance with State and federal EEO laws, policies and practices, the OSEEOC has continued to conduct ongoing compliance audits to review and monitor the EEO programs in each State agency. The office conducted 14 agency compliance audits in 2017 and

provided each agency with an exit report detailing compliance concerns, as well as potential improvements to their EEO programs.

Through enhanced training and outreach activities, the office strove to increase the skills and knowledge of the State's EEO professionals. Specific activities included:

- Refresher training on EEO laws, diversity, and investigative techniques for State EEO and Fair Practices Officers.
- Ongoing guidance and training to Americans with Disabilities Act coordinators in partnership with the Department of Disabilities.
- Improvement of the DBM/EEO website to include EEO best practices, laws, forms, and resources.
- Continuation of the EEO Connection – a quarterly EEO newsletter that includes EEO law updates, noteworthy court rulings, a diversity corner, community awareness information and a new section for frequently asked questions with answers.
- EEO Retreat at St. Mary's College – The event was held on Wednesday, July 12-14, 2017, in collaboration with the Maryland Commission on Civil Rights and St. Mary's College. The event was attended by approximately 105 EEO professionals. The retreat topics presented were: FMLA, mental illness in the workplace, unconscious bias, inclusive diversity and reasonable accommodation and mental illness. Dynamic speakers delivered energetic and engaging workshops on these topics.
- A movie and discussion series that showcase films that include an EEO component.
- Providing guidance and technical assistance to agency Fair Practices, EEO and ADA officers and other agency officials and employees.
- Providing training and instruction on non-visual access for individuals with sight impairments.

During 2017, the office intends to continue training for EEO professionals across the State, conducting compliance audits of agency EEO efforts to ensure consistency with State and federal reporting requirements, producing and distributing educational material to ensure that all employees fully understand their rights and protections, and investigating agency appeal and whistleblower complaints.

Data Analysis

Detailed EEO statistical and demographic workforce data for fiscal 2017 and trends since fiscal 2012 are presented in Sections 3-10. Notable findings and trends are discussed briefly below.

Workforce Diversity

Maryland State government employs individuals from a wide range of racial and ethnic groups. Minorities make up half of the State's workforce (Exhibit 1) and African Americans represent a larger share of the State government's workforce compared to Maryland's Civilian Labor Force (CLF), (Exhibit 2). Minorities represent a slightly larger share of State government's workforce than in 2012, while the percentage of females is the same at 55% (Exhibit 3).

During fiscal 2017, new hires continued to add to the diversity of the workforce with women accounting for 59% of new hires, minorities accounting for more than half and African-Americans accounting for 46% (Exhibits 4 and 5). In each of the last five years, women and minorities each have represented more than half of all new hires.

Favorable trends in minority hiring are reflected in the demographics of the State workforce by age. Approximately 45% of State workers under the age of 50 are African-American. African-Americans make up 44% of workers between 50-59, and 38% of workers age 60-69 (Exhibit 6)¹.

Advancement Opportunities

In fiscal 2017, women and minorities generally received promotions or upward reclassifications at rates consistent with their share of the workforce. Women – who represent 55% of the workforce - accounted for 55% of all promotions and 54% of reclassifications. African-Americans – who represent 44% of the workforce – accounted for 36% of the promotions and 28% of the reclassifications (Exhibit 7).

Disciplinary Personnel Transactions

African-Americans were over-represented with respect to terminations (60%) in fiscal 2017. The percentage of suspensions for African-Americans has increased from 59% in 2016 to 63% in 2017. There were 31 African American disciplinary demotion in fiscal 2016 compared to 19 in fiscal 2017 (Exhibit 8).

Disparities Remain

Although women and minorities are well represented in State government, significant disparities remain between the genders and races with respect to employment responsibilities and pay. Whites, for example, hold 70% of positions classified as Officials and Administrators and 52% of positions classified as Professionals. African-Americans in contrast hold 77% of the Service/Maintenance positions. With respect to special appointments, 67% are White and 26% are African-American.

Women are also under-represented in certain job categories. They are less likely than men to serve as Protective Service Workers (10% of sworn officers and 39% of non-sworn officers), but are far more likely than men to serve in Administrative Support positions (88%).

¹ The data includes SPMS, Historic St. Mary's, MD Food Center Authority, MD Stadium Authority and MD African American Museum Corp.

The disparities in job categories contribute to differences in the salaries paid to men and women and whites and minorities. Male employees were paid an average of \$5,578 more than female employees in fiscal 2017, while Whites were paid an average of \$9,616 more than African-Americans and only \$25 more than other minorities (Exhibit 9).

The salary gap between men and women of the same race however increased from 2012 to 2017 for Whites and African-Americans. Salaries of white men exceeded those of white women by \$5,233 in 2017, an increase over the \$4,561 gap in 2012. The gap between African-American males and females rose from \$1,635 in 2012 to \$1,861 in 2017.

The greatest impediment to closing the salary gap for African-Americans is their disproportionate share of low paying jobs. African-Americans hold more than half of positions classified as Grade 9 or below. The grade with the largest number of African-American workers is Grade 13, which pays a maximum of \$57,808.

To address the disparity issues, the State has expanded its current relationships with Historically Black Colleges and Universities and professional organizations and its participation in job fairs that may be sources for African-American, Latino and other diversity recruitment. Launching of the new recruitment module of the Automated Statewide Personnel System has enhanced the ability of applicants to search for employment opportunities in the State. The State continues to use the Internet, Facebook, and Twitter to share job announcements. In addition, partnerships and alliances have been expanded with minority and disability professional organizations to engage their membership, increase networking opportunities and inform them about employment opportunities in State government. The State has also added a diversity statement to the State job application to affirm its commitment to equal employment opportunity and encourage diverse group members to apply for State positions.

To build on its continuing commitment to becoming a Model Employer of People with Disabilities, State government has taken a leading role in facilitating and advancing opportunities for Marylanders with disabilities to be employed by: appointing a Statewide Coordinator for Employment of People with Disabilities; expanding the Quest Internship Program for individuals with disabilities to include placing the names of individuals who complete the program on DBM's Special Options Eligible List to be considered for permanent positions within State government; collaborating and partnering with other States to identify best practices for employment of people with disabilities; and effective October 1, 2016, awarding job applicants with disabilities (as defined by the Americans with Disabilities Act) a five- point preference credit on selection test.

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

Other Data

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

- 355 reasonable accommodation requests were received from State employees and applicants for State employment in fiscal 2017. 82% of the requests were granted.
- Complaints of discrimination increased from 465 in fiscal 2016, to 595 in fiscal 2017.
- The majority of employees at the University System of Maryland (57%) and St. Mary's College of Maryland (80%) were white. Approximately 52% of faculty and research positions in the System were filled by whites. Females comprised 53% of the workforce; while males comprised 47% of the workforce.
- African-Americans composed the majority of workers at Morgan State University (74%) and Baltimore City Community College (68%). Women held 51% of the positions at Morgan State University and 59% of the positions at Baltimore City Community College.

Exhibit 1

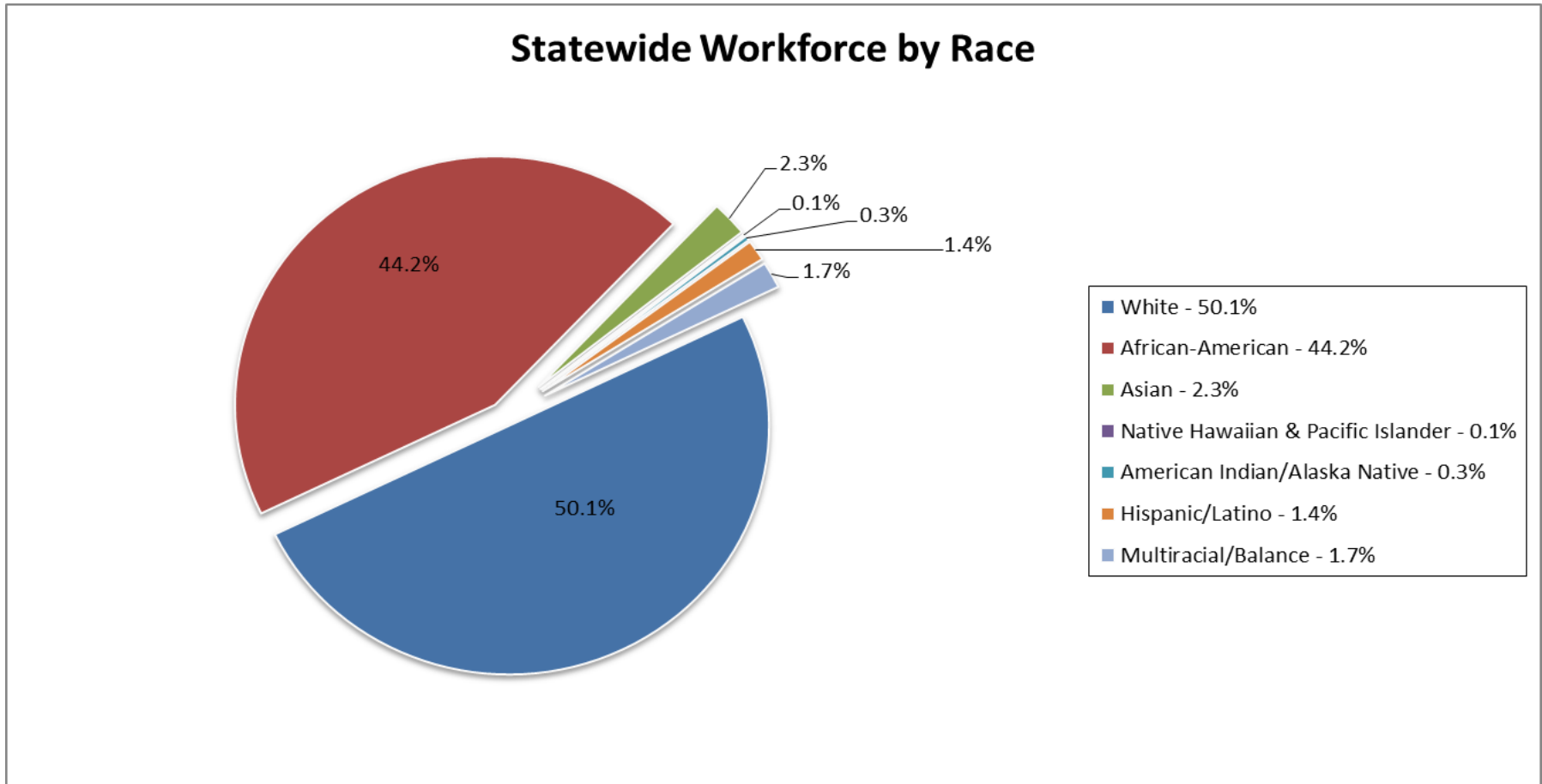


Exhibit 2

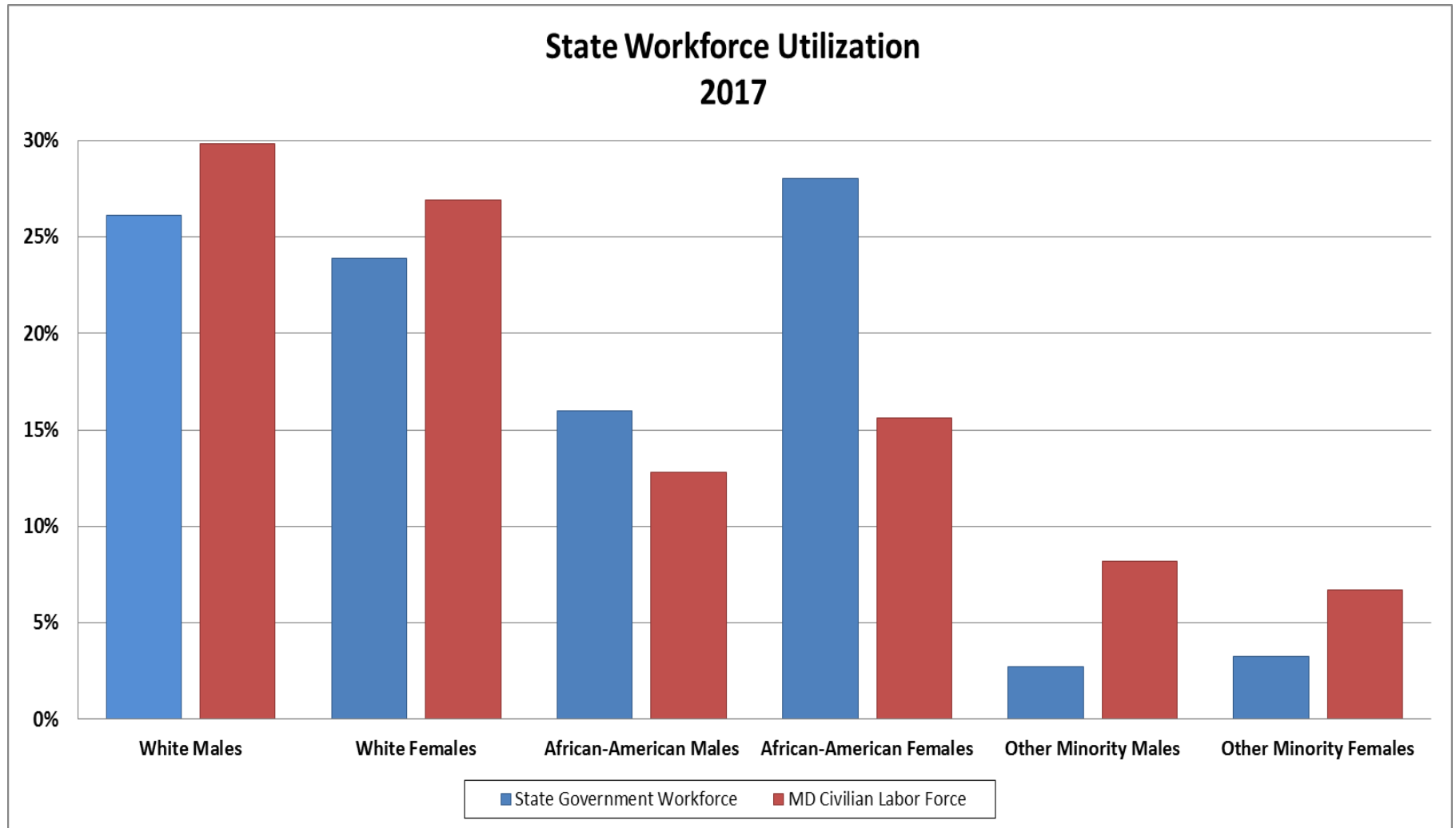


Exhibit 3

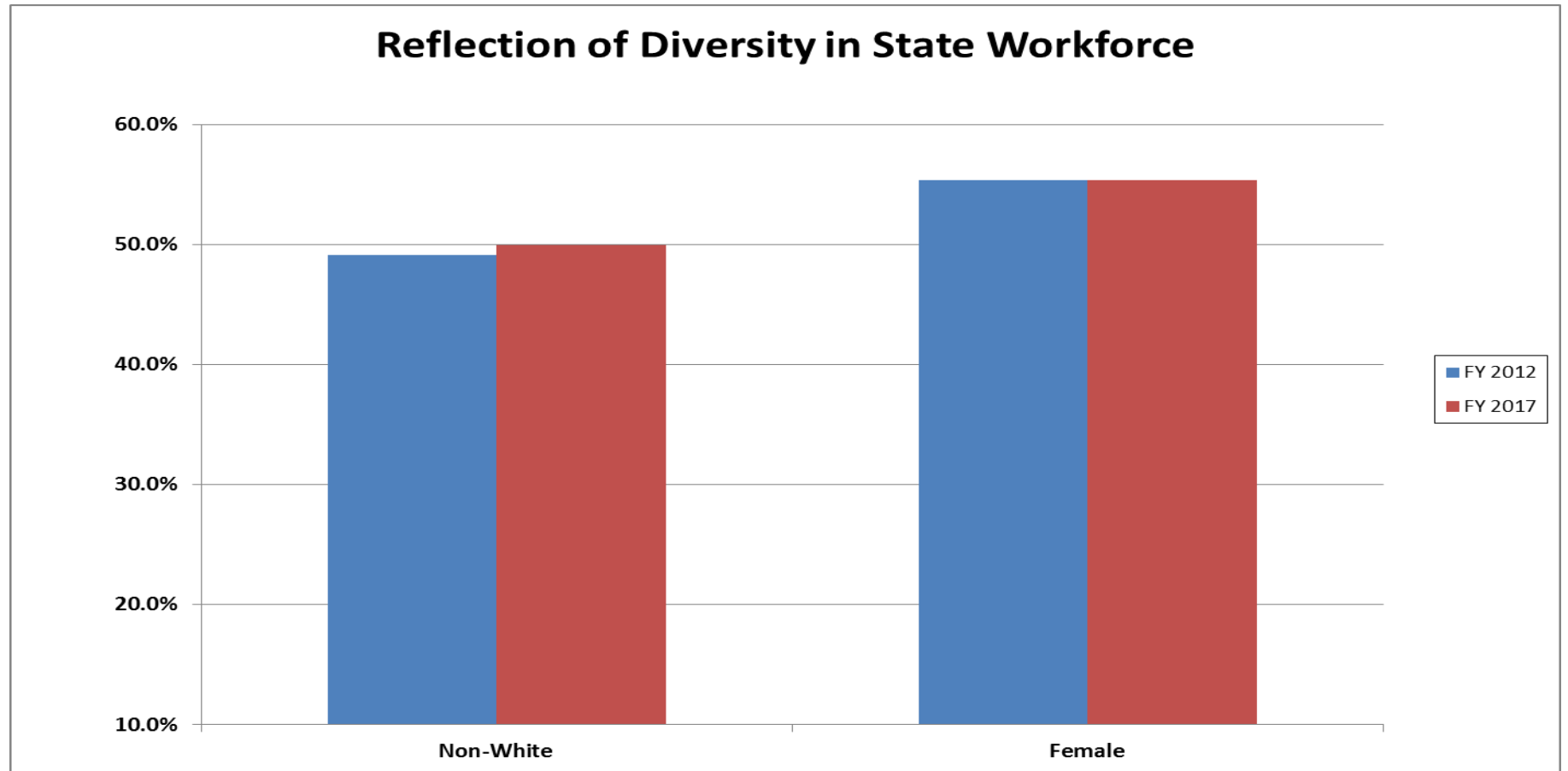
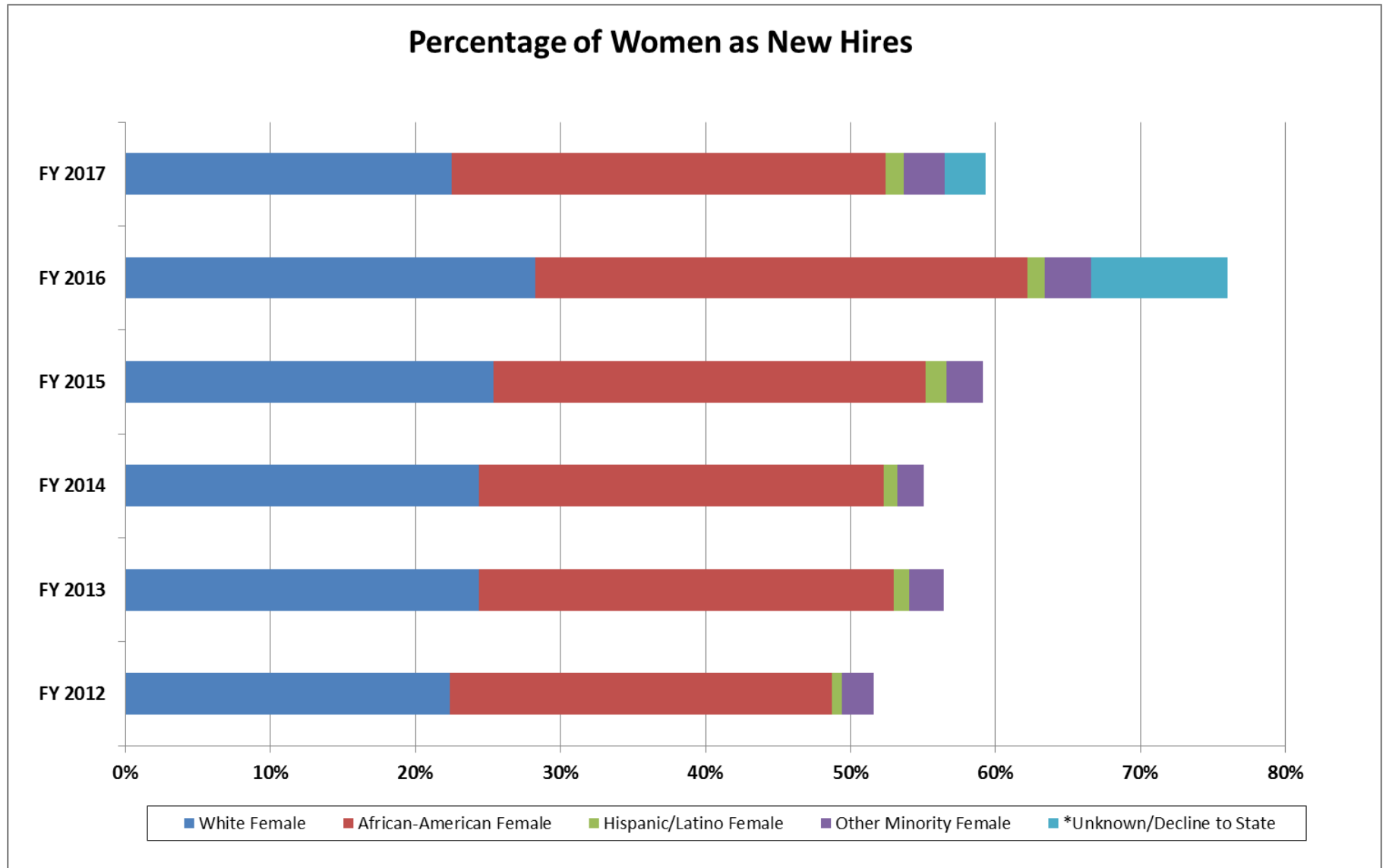


Exhibit 4



* New Category

Exhibit 5

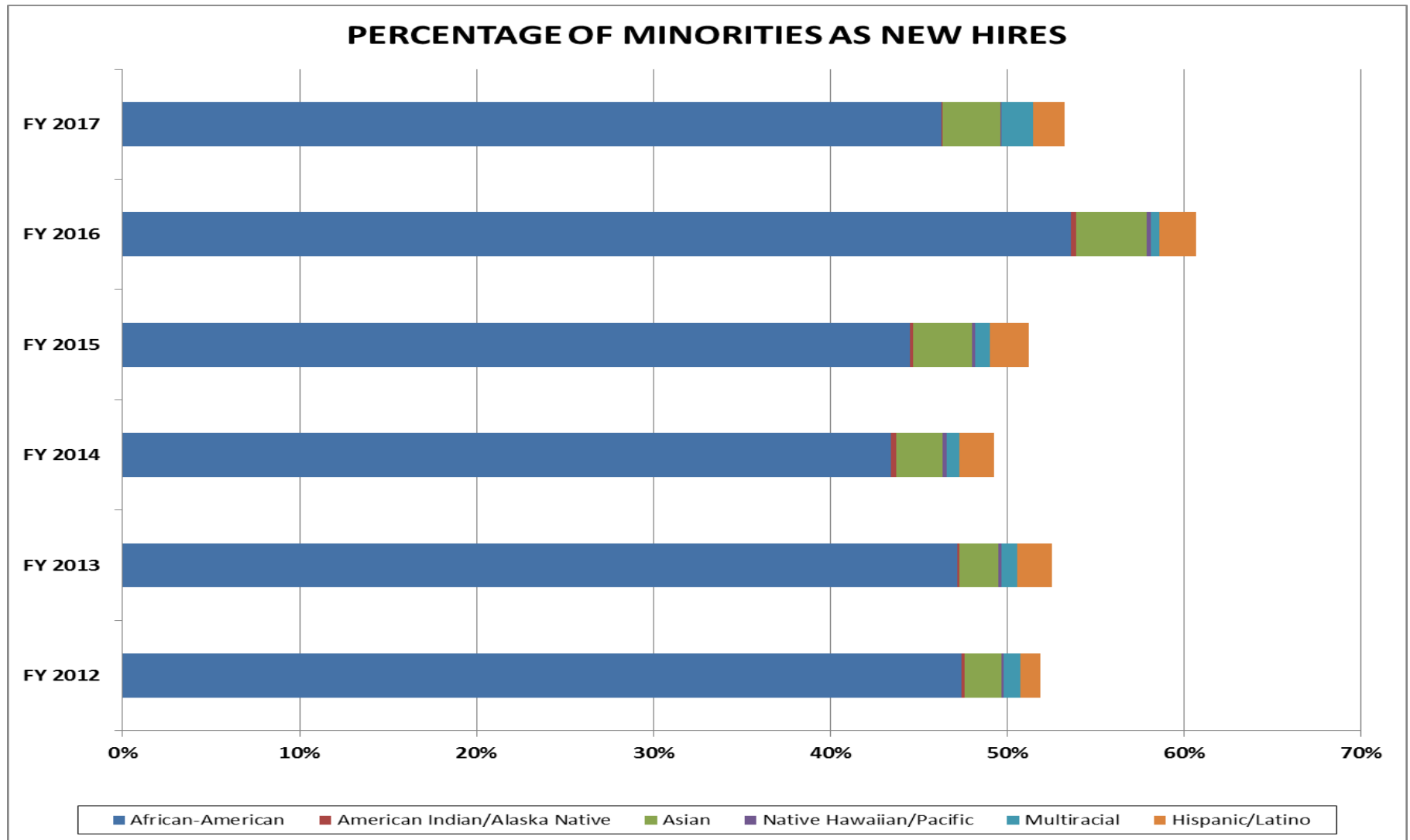


Exhibit 6

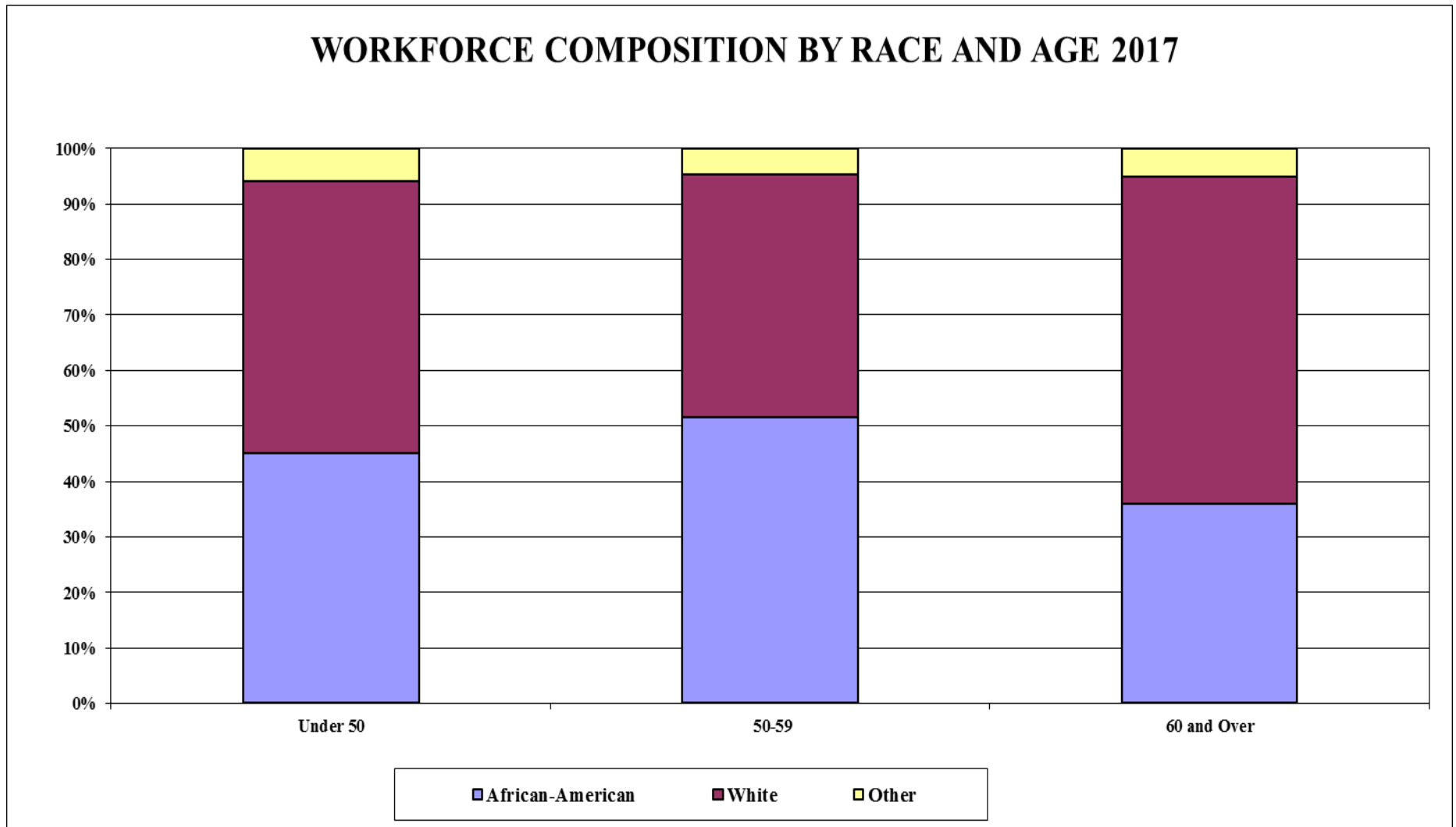


Exhibit 7

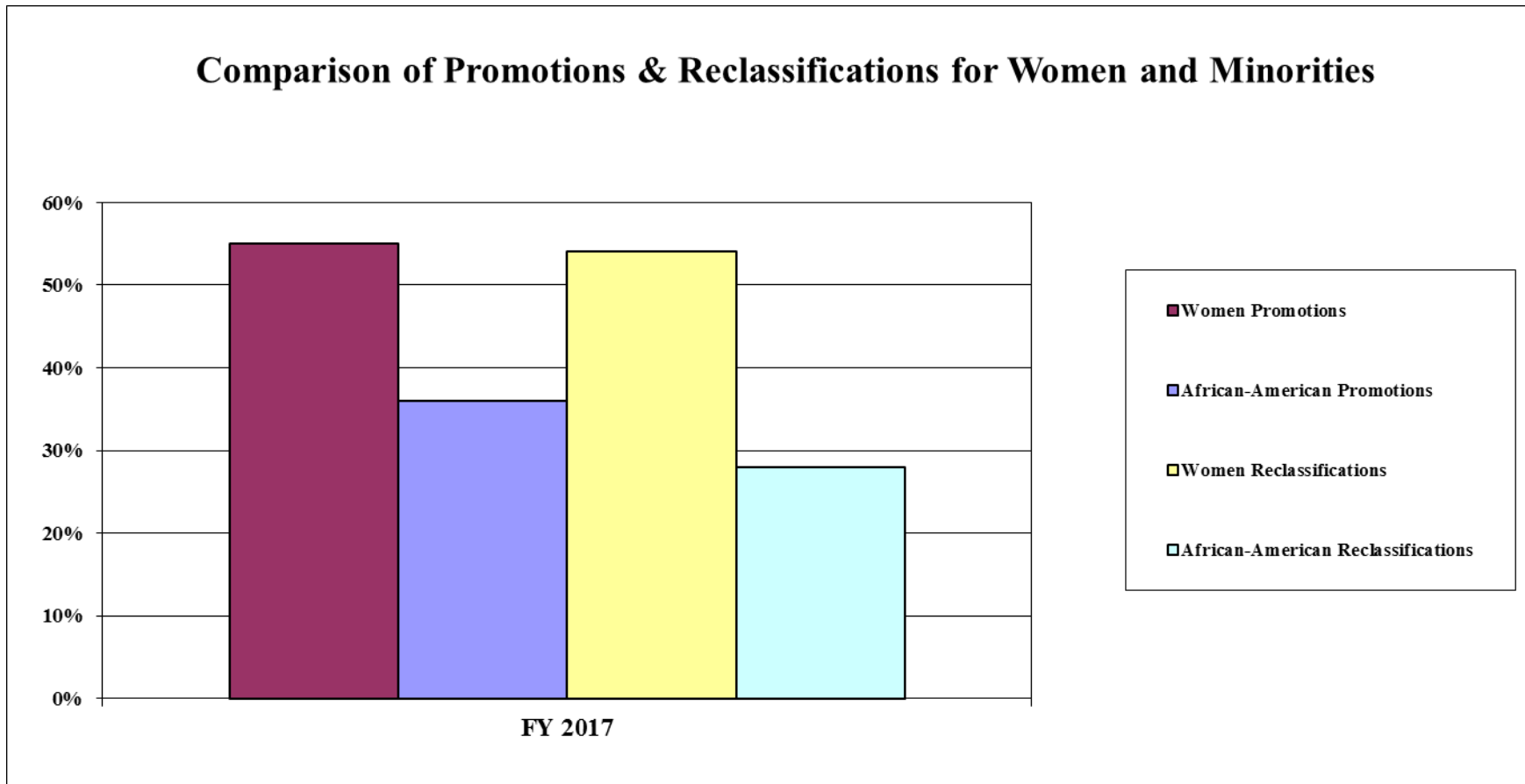


Exhibit 8

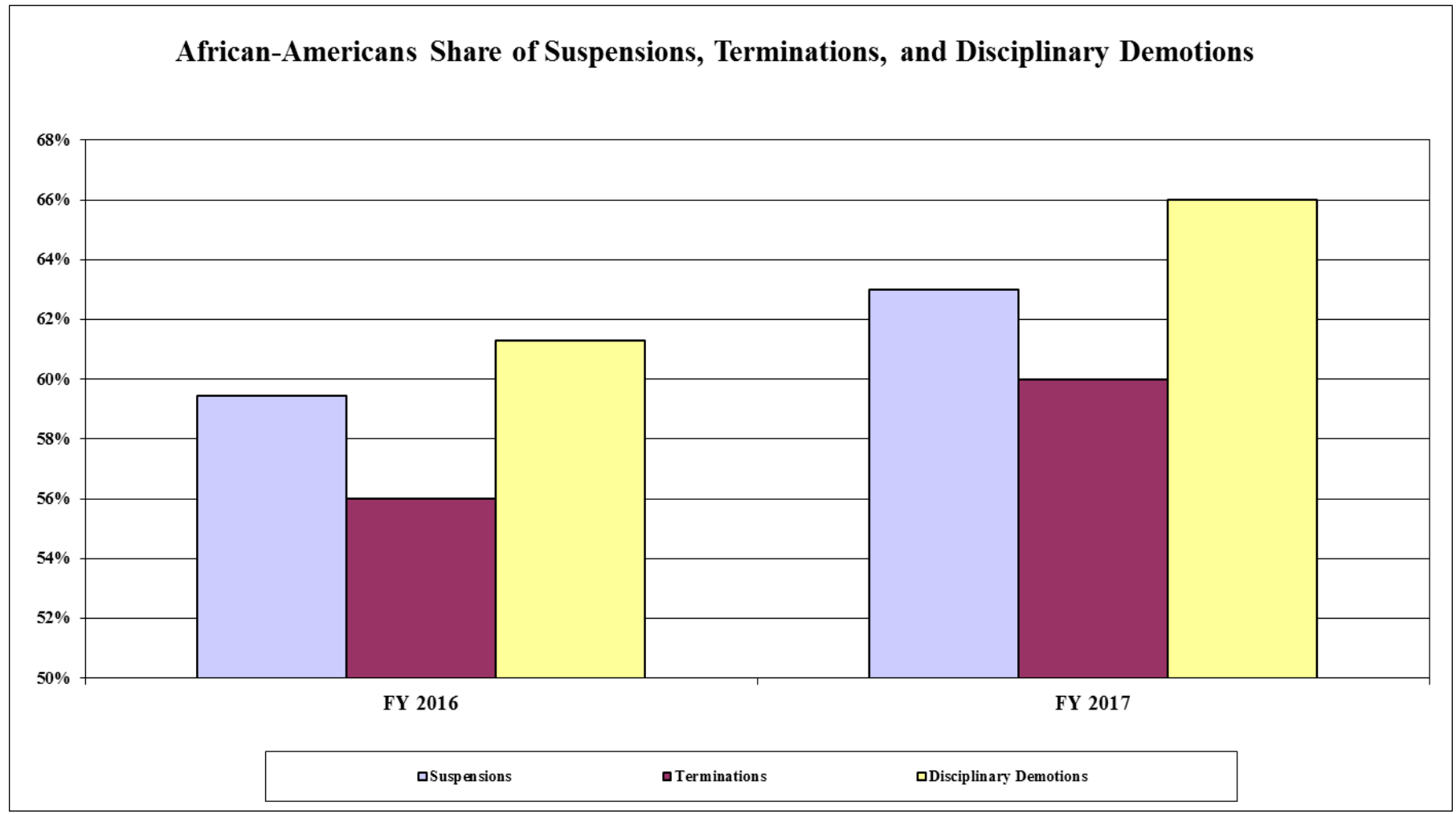
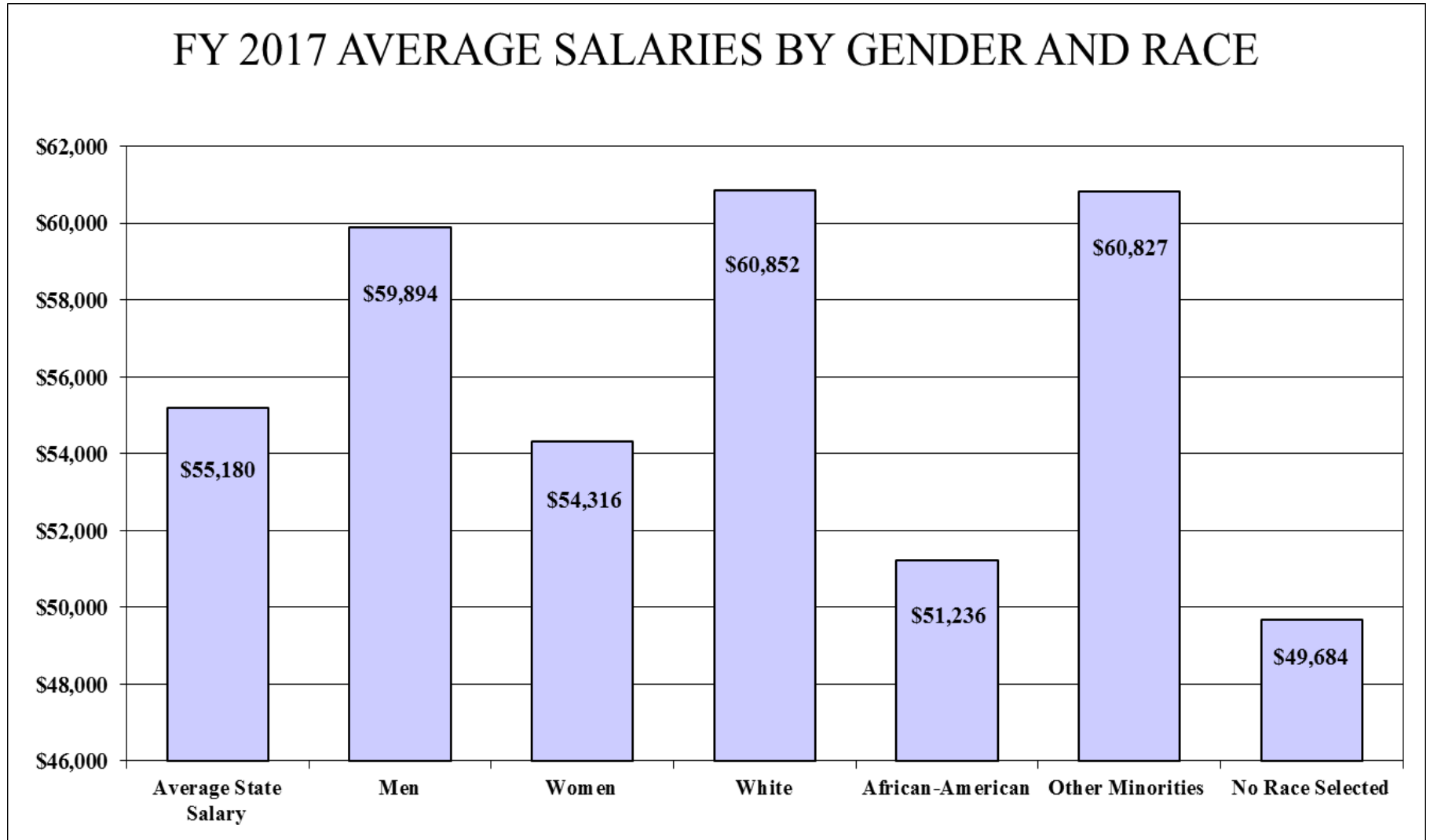
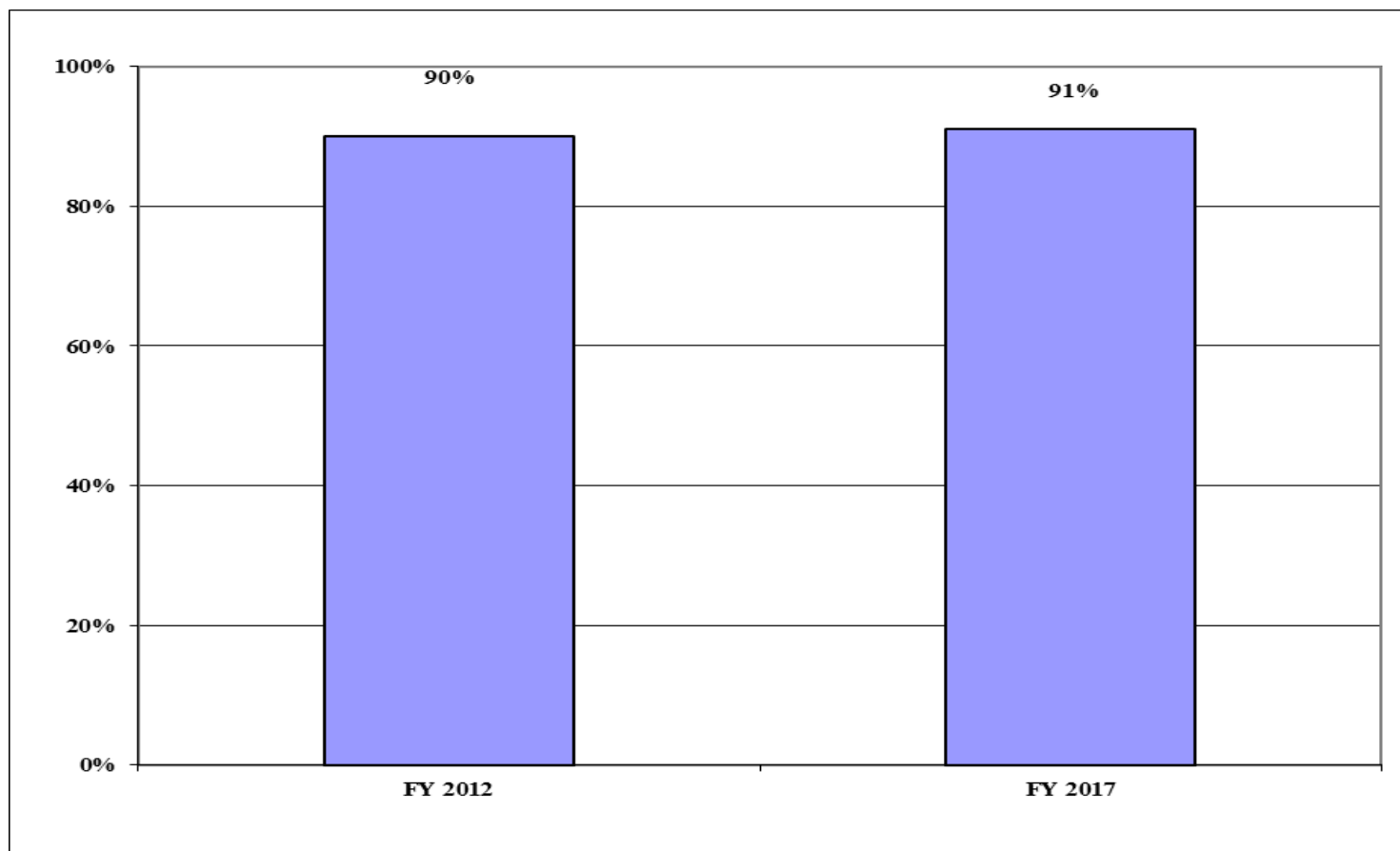


Exhibit 9



Average Salary for Women Trails Average Salary for Men



SECTION TWO

INTRODUCTION

INTRODUCTION

POLICY STATEMENT

It is the policy of the State of Maryland to prohibit discrimination in any personnel action concerning any employee or applicant for employment on the basis of age, ancestry, color, creed, genetic information, gender identity and expression, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation. The State of Maryland is committed to providing a work environment free from discrimination and protecting all State employees from discrimination. The Equal Employment Opportunity Program ensures that State government maintains a qualified diverse workforce and investigates and resolves allegations of discrimination and unlawful hiring practices in the work place.

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

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

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

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

THE OFFICE OF THE STATEWIDE EQUAL EMPLOYMENT OPPORTUNITY COORDINATOR

In accordance with Title 5, Subtitles 2 and 3 of the State Personnel and Pensions Article, the Statewide Equal Employment Opportunity Coordinator administers and enforces the State's EEO Program. The Coordinator performs under the direction and supervision of the Deputy Secretary of the Department of Budget and Management. The Coordinator is responsible for implementing the State's EEO laws, policies and procedures and serves as the State's point of contact regarding EEO related concerns. The Coordinator's office also conducts investigations of discrimination, unfair employment practices, and whistleblower complaints.

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

The OSEEOC is responsible for the following specific tasks:

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

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

SECTION THREE

STATEWIDE

WORKFORCE

STATISTICS

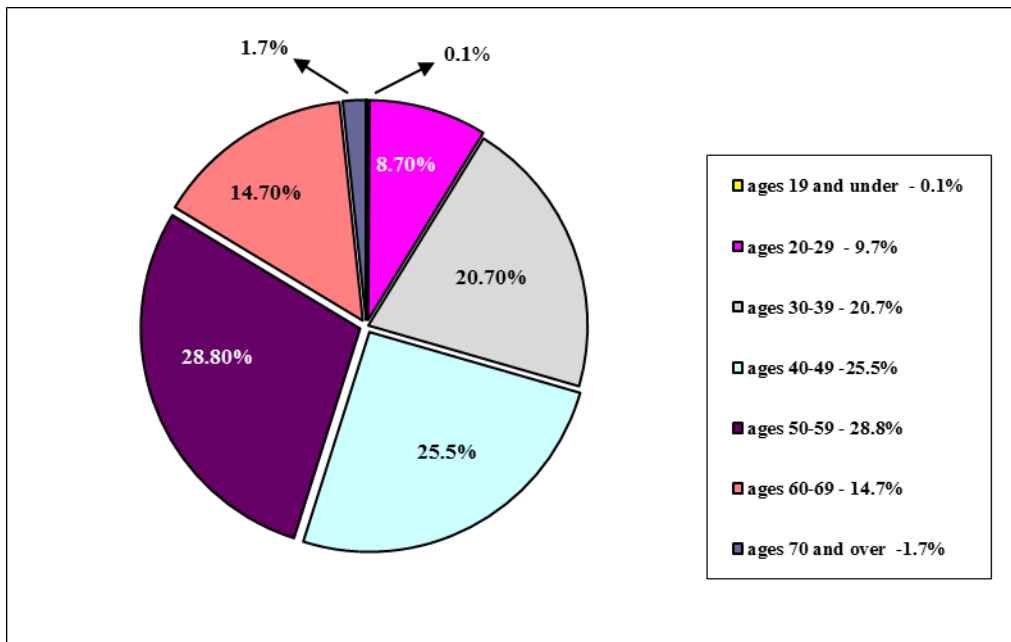
SECTION 3: STATEWIDE WORKFORCE STATISTICS

The Fiscal Year 2017 Annual EEO Report contains data on the total number of State employees in the Executive Branch of State government.

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

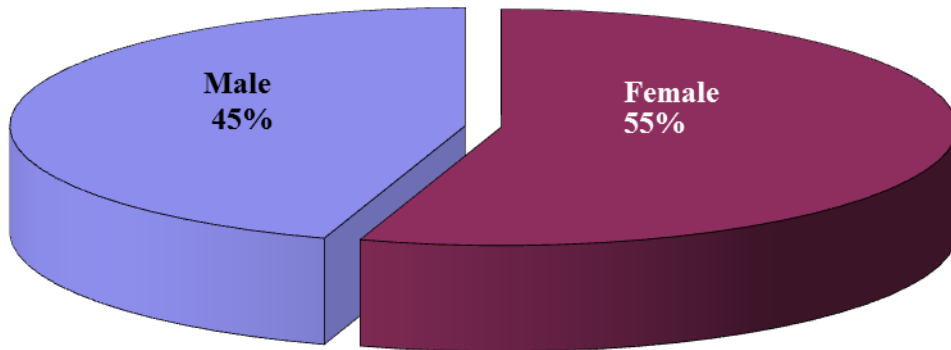
- Maryland has a racially diverse workforce with African-Americans holding 44% of State positions and workers identifying themselves as belonging to other minority groups holding 6% of positions.
- Females represented 55% of the State’s workforce in fiscal 2017 and the same in 2012.
- Over 70% of the State’s workforce in fiscal 2017 was age 40 or older.

Statewide Workforce by Age

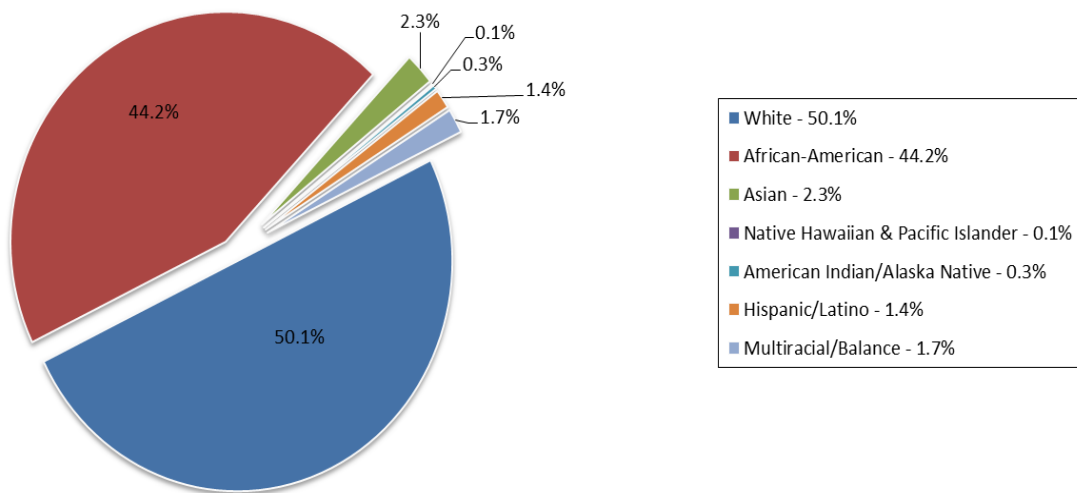


SECTION 3 - SUMMARY HIGHLIGHTS

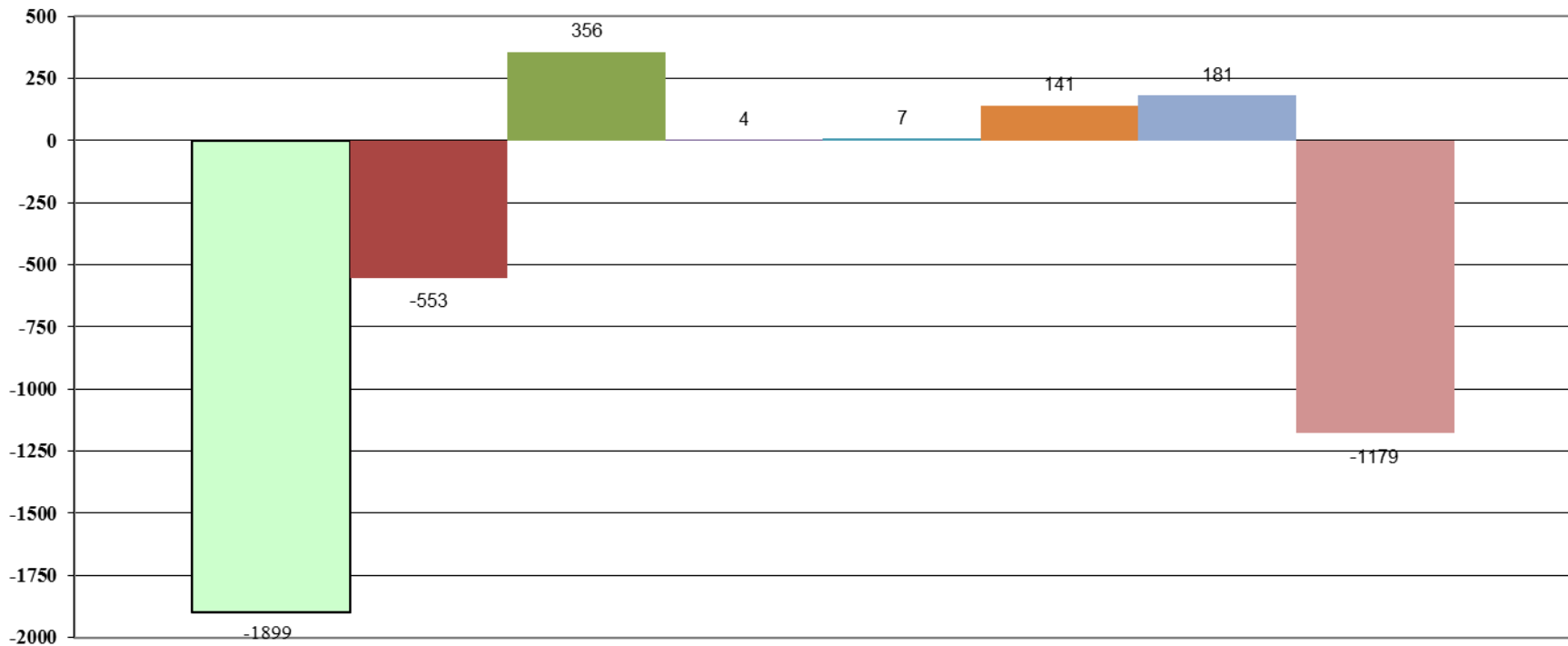
Statewide Workforce by Gender



Statewide Workforce by Race



Change in Employees by Race from Fiscal Year 2012 and 2017



- White
- African American
- Asian
- Hawaiian/Pacific Islander
- Amer Indian/Alaska Native
- Multiracial

TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2017

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	4,864	2,403	2,461	1813	1594	424	690	10	8	81	85	3	2	33	22	10	26	29	34
		49%	51%	37%	33%	9%	14%	0.21%	0.16%	1.67%	1.75%	0.06%	0.04%	0.68%	0.45%	0.21%	0.53%	0.69%	0.70%
Professionals	21,829	6,916	14,913	4111	7108	2212	6884	24	30	314	374	11	15	68	97	68	185	108	220
		32%	68%	19%	33%	10%	32%	0.11%	0.14%	1.44%	1.71%	0.05%	0.07%	0.31%	0.44%	0.31%	0.85%	0.49%	1.01%
Technicians	2,614	1,732	882	1261	464	389	377	6	2	31	7	1	0	9	4	9	11	26	17
		66%	34%	48%	18%	15%	14%	0.23%	0.08%	1.19%	0.27%	0%	0.00%	0.34%	0.15%	0.34%	0.42%	0.99%	0.65%
Protective Service Workers: Sworn	1,940	1,749	191	1277	106	387	80	6	0	24	0	3	0	10	1	6	1	36	3
		90%	10%	66%	5%	20%	4%	0.31%	0%	1.24%	0.00%	0.15%	0%	0.52%	0.05%	0.31%	0.05%	1.86%	0.15%
Protective Service Workers: Non-Sworn	8,255	5,071	3,184	2615	543	2301	2576	8	4	45	11	3	1	20	7	51	19	28	23
		61%	39%	32%	7%	28%	31%	0.10%	0.05%	0.55%	0.13%	0.04%	0.01%	0.24%	0.08%	0.62%	0.23%	0.34%	0.28%
Administrative Support	5,350	666	4,684	244	1937	348	2504	0	8	38	70	2	5	9	29	7	57	18	74
		12%	88%	5%	36%	7%	47%	0.00%	0.15%	0.71%	1.31%	0.04%	0.09%	0.17%	0.54%	0.13%	1.07%	0.34%	1.38%
Skilled Craft Workers	1,834	1,783	51	1194	27	517	21	8	0	23	0	2	0	6	0	11	0	22	3
		97%	3%	65%	1%	28%	1%	0.44%	0%	1.25%	0%	0.11%	0%	0.33%	0%	0.60%	0%	1.20%	0.16%
Service/Maintenance	2,820	1,765	1,055	366	124	1307	882	3	3	13	7	5	4	42	22	10	3	19	10
		63%	37%	13%	4%	46%	31%	0.11%	0.11%	0.46%	0.25%	0.18%	0.14%	1.49%	0.78%	0.35%	0.11%	0.67%	0.35%
TOTAL	49,506	22,085	27,421	12,881	11,903	7,885	14,014	65	55	569	554	30	27	197	182	172	302	286	384
		45%	55%	26.0%	24.0%	15.9%	28.3%	0.13%	0.11%	1.15%	1.12%	0.06%	0.05%	0.40%	0.37%	0.35%	0.61%	0.58%	0.78%

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

FULL-TIME AND PART-TIME EMPLOYEES PERCENTAGE CHANGE — FY 2012 & FY 2017

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	2017	TOTAL	4,864	2,403	2,461	1,813	1,594	424	690	10	8	81	85	3	2	33	22	10	26	29	34
				49.4%	50.6%	37.3%	32.8%	8.72%	14.2%	0.21%	0.16%	1.67%	1.75%	0.06%	0.04%	0.68%	0.45%	0.21%	0.53%	0.60%	0.70%
Professionals	2012	TOTAL	4,479	2,296	2,183	1,751	1,457	364	581	4	3	41	28	4	2	107	76	13	15	12	21
				51.3%	48.7%	39.1%	32.5%	8.13%	12.97%	0.09%	0.07%	0.92%	0.63%	0.09%	0.04%	2.39%	1.70%	0.29%	0.33%	0.27%	0.47%
Technicians	2017	TOTAL	2,614	1,732	882	1,261	464	389	377	6	2	31	7	1	-	9	4	9	11	26	17
				66.3%	33.7%	48.2%	17.8%	14.88%	14.4%	0.23%	0.08%	1.19%	0.27%	0%	0.00%	0.34%	0.15%	0.34%	0.42%	0.99%	0.65%
Protective Service Workers: Sworn	2012	TOTAL	3,293	1,608	1,685	1,100	806	408	808	6	1	30	3	-	1	32	29	16	14	16	23
				48.8%	51.2%	33.4%	24.5%	12.39%	24.5%	0.18%	0.03%	0.91%	0.09%	0.00%	0.03%	0.97%	0.88%	0.49%	0.43%	0.49%	0.70%
Protective Service Workers: Non-Sworn	2017	TOTAL	1,940	1,749	191	1,277	106	387	80	6	-	24	-	3	-	10	1	6	1	36	3
				90.2%	9.8%	65.8%	5.5%	19.95%	4.1%	0.31%	0%	1.24%	0.00%	0.15%	0%	0.52%	0.05%	0.31%	0.05%	1.86%	0.15%
Administrative Support	2012	TOTAL	2,362	2,108	254	1,584	123	417	120	3	-	12	1	1	-	56	7	2	1	33	2
				89.2%	10.8%	67.1%	5.2%	17.65%	5.1%	0.13%	0%	0.51%	0%	0.04%	0%	2.37%	0.30%	0.08%	0.04%	1.40%	0.08%
Skilled Craft Workers	2017	TOTAL	8,255	5,071	3,184	2,615	543	2,301	2,576	8	4	45	11	3	1	20	7	51	19	28	23
				61.4%	38.6%	31.7%	6.6%	27.87%	31.2%	0.10%	0.05%	0.55%	0.13%	0.04%	0.01%	0.24%	0.08%	0.62%	0.23%	0.34%	0.28%
Service Maintenance	2012	TOTAL	9,436	5,725	3,711	2,941	625	2,491	2,920	6	3	36	9	2	2	196	120	30	19	23	13
				60.7%	39.3%	31.2%	6.6%	26.40%	30.95%	0.06%	0.03%	0.38%	0.10%	0.02%	0.02%	2.08%	1.27%	0.32%	0.20%	0.24%	0.14%
Administrative Support	2017	TOTAL	5,350	666	4,684	244	1,937	348	2,504	-	8	38	70	2	5	9	29	7	57	18	74
				12.4%	87.6%	4.6%	36.2%	6.50%	46.8%	0.00%	0.15%	0.71%	1.31%	0.04%	0.09%	0.17%	0.54%	0.13%	1.07%	0.34%	1.38%
Skilled Craft Workers	2012	TOTAL	6,531	709	5,822	312	2,564	343	2,916	1	19	28	57	2	7	11	136	6	51	6	72
				10.9%	89.1%	4.8%	39.3%	5.25%	44.6%	0.02%	0.29%	0.43%	0.87%	0.03%	0.11%	0.17%	2.08%	0.09%	0.78%	0.09%	1.10%
Service Maintenance	2017	TOTAL	1,834	1,783	51	1,194	27	517	21	8	-	23	-	2	-	6	-	11	-	22	3
				97.2%	2.8%	65.1%	1.5%	28.19%	1.1%	0.44%	0%	1.25%	0%	0.11%	0.0%	0.33%	0.00%	0.60%	0.00%	1.20%	0.16%
Service Maintenance	2012	TOTAL	1,994	1,935	59	1,308	35	546	21	10	-	18	-	4	-	17	1	10	-	22	2
				97.0%	3.0%	65.6%	1.8%	27.38%	1.05%	0.50%	0%	0.90%	0%	0.20%	0.0%	0.85%	0.05%	0.50%	0.00%	1.10%	0%
Service Maintenance	2017	TOTAL	2,820	1,765	1,055	366	124	1,307	882	3	3	13	7	5	4	42	22	10	3	19	10
				62.6%	37.4%	13.0%	4.4%	46.35%	31.3%	0.11%	0.11%	0.46%	0.25%	0.18%	0.14%	1.49%	0.78%	0.35%	0.11%	0.67%	0.35%
Service Maintenance	2012	TOTAL	3,224	1,948	1,276	466	232	1,373	975	4	5	18	9	5	4	49	36	13	2	20	13
				60.4%	39.6%	14.5%	7.2%	42.59%	30.2%	0.12%	0.16%	0.56%	0.28%	0.16%	0.12%	1.52%	1.12%	0.40%	0.06%	0.62%	0.40%

STATEWIDE WORKFORCE BY AGE

AGE	TOTAL		Race														Ethnicity		
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
19 or under	51	36	15	17	3	3	2	0	0	0	0	0	0	16	10	0	0	0	0
		70.6%	29.4%	33.3%	5.9%	5.9%	3.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	31.4%	19.6%	0.0%	0.0%	0.0%
20-29	3,424	1,588	1,836	1,046	807	423	900	3	3	39	34	2	2	20	23	22	28	33	39
		46.4%	53.6%	30.5%	23.6%	12.4%	26.3%	0.1%	0.1%	1.1%	1.0%	0.1%	0.1%	0.6%	0.7%	0.6%	0.8%	1.0%	1.1%
30-39	8,168	3,385	4,783	2,154	1,887	1,038	2,580	8	9	71	116	5	4	24	28	34	70	51	89
		41.4%	58.6%	26.4%	23.1%	12.7%	31.6%	0.1%	0.1%	0.9%	1.4%	0.1%	0.0%	0.3%	0.3%	0.4%	0.9%	0.6%	1.1%
40-49	10,066	3,994	6,072	2,292	2,414	1,478	3,310	10	10	107	128	3	7	17	35	31	64	56	104
		39.7%	60.3%	22.8%	24.0%	14.7%	32.9%	0.1%	0.1%	1.1%	1.3%	0.0%	0.1%	0.2%	0.3%	0.3%	0.6%	0.6%	1.0%
50-59	11,367	4,240	7,127	2,495	3,374	1,528	3,452	15	19	103	117	2	7	27	20	29	73	41	65
		37.3%	62.7%	21.9%	29.7%	13.4%	30.4%	0.1%	0.2%	0.9%	1.0%	0.0%	0.1%	0.2%	0.2%	0.3%	0.6%	0.4%	0.6%
60-69	5,794	2,410	3,384	1,556	1,816	737	1,435	7	4	69	61	3	4	11	13	6	21	21	30
		41.6%	58.4%	26.9%	31.3%	12.7%	24.8%	0.1%	0.1%	1.2%	1.1%	0.1%	0.1%	0.2%	0.2%	0.1%	0.4%	0.4%	0.5%
70 and over	664	347	317	229	196	86	97	4	0	20	16	1	0	3	4	1	3	3	1
		52.3%	47.7%	34.5%	29.5%	13.0%	14.6%	0.6%	0.0%	3.0%	2.4%	0.2%	0.0%	0.5%	0.6%	0.2%	0.5%	0.5%	0.2%
TOTAL	39,534	16,000	23,534	9,789	10,497	5,293	11,776	47	45	409	472	16	24	118	133	123	259	205	328
		40%	60%	24.8%	26.6%	13.4%	29.8%	0.12%	0.11%	1.03%	1.19%	0.04%	0.06%	0.30%	0.34%	0.31%	0.66%	0.52%	0.83%

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

STATEWIDE WORKFORCE BY SERVICE TYPE

Service Type	TOTAL		Race														Ethnicity		
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Executive	1,122	669	453	493	284	120	131	0	3	22	15	2	0	17	7	6	5	9	8
		60%	40%	44%	25%	11%	12%	0%	0.27%	2.0%	1.3%	0%	0%	1.52%	0.62%	0.53%	0.45%	0.80%	0.71%
Independent	27	20	7	12	6	6	1	1	0	0	0	0	0	0	0	0	0	1	0
		0%	0%	0%	0%	0%	0%	0.00%	0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Management	2,136	1,036	1,100	769	686	192	335	8	2	43	45	1	2	10	4	4	13	9	13
		49%	51%	36%	32%	9%	16%	0.37%	0%	2.01%	2.11%	0.05%	0.09%	0.47%	0.19%	0.19%	0.61%	0.42%	0.61%
Professional	3,778	726	3,052	494	1,974	179	910	3	5	27	70	2	5	7	23	2	34	12	31
		19%	81%	13%	52%	5%	24%	0.08%	0.13%	0.71%	1.85%	0.05%	0.13%	0.19%	0.61%	0.05%	0.90%	0.32%	0.82%
Skilled Service	29,241	12,473	16,768	7,206	6,176	4,614	9,755	30	37	283	290	13	13	68	76	108	183	151	238
		43%	57%	25%	21%	16%	33%	0.10%	0.13%	0.97%	0.99%	0.04%	0.04%	0.23%	0.61%	0.37%	0.63%	0.52%	0.81%
Special Appointment	3,810	1,486	2,324	1,102	1,441	269	723	5	1	47	61	0	3	25	29	9	25	29	41
		39%	61%	29%	38%	7%	19%	0.13%	0.03%	1.23%	1.60%	0%	0.08%	0.66%	0.76%	0.24%	0.66%	0.76%	1.08%
Designated Political Appointment	397	163	234	124	173	27	49	0	0	5	6	0	0	5	1	0	3	2	2
		41%	59%	31%	44%	7%	12%	0%	0.00%	1.26%	1.51%	0%	0%	1.26%	0.25%	0%	0.76%	1%	0.50%
MDOT Commission	3	3	0	3	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%
Permanent MTA Union	2,586	1,642	944	299	13	1,278	913	3	1	7	0	5	4	32	11	9	1	9	1
		63%	37%	12%	1%	49%	35%	0.12%	0.04%	0.27%	0%	0.19%	0.15%	1.24%	0.43%	0.35%	0.04%	0.35%	0%
Uniform Police	-	-	-																
		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Transportation Service	6,406	3,867	2,539	2,379	1,150	1,200	1,197	15	6	135	67	7	0	33	31	34	38	64	50
		60%	40%	37%	18%	19%	19%	0.23%	0.09%	2.11%	1.05%	0.11%	0%	0.52%	0.48%	0.53%	0.59%	1.00%	0.78%
TOTAL	49,506	22,085	27,421	12,881	11,903	7,885	14,014	65	55	569	554	30	27	197	182	172	302	286	384
		45%	55%	26.0%	24.0%	15.9%	28.3%	0.13%	0.11%	1.15%	1.12%	0.06%	0.05%	0.40%	0.37%	0.35%	0.61%	0.58%	0.78%

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

Correction: In the FY 16 report categories "Special Appointment and Designated Special Appointment" there was a data collection error, which resulted in incorrect numbers reported. This FY17 report reflects the correct data in those categories.

SECTION FOUR

WORKFORCE

UTILIZATION

SECTION 4: WORKFORCE UTILIZATION

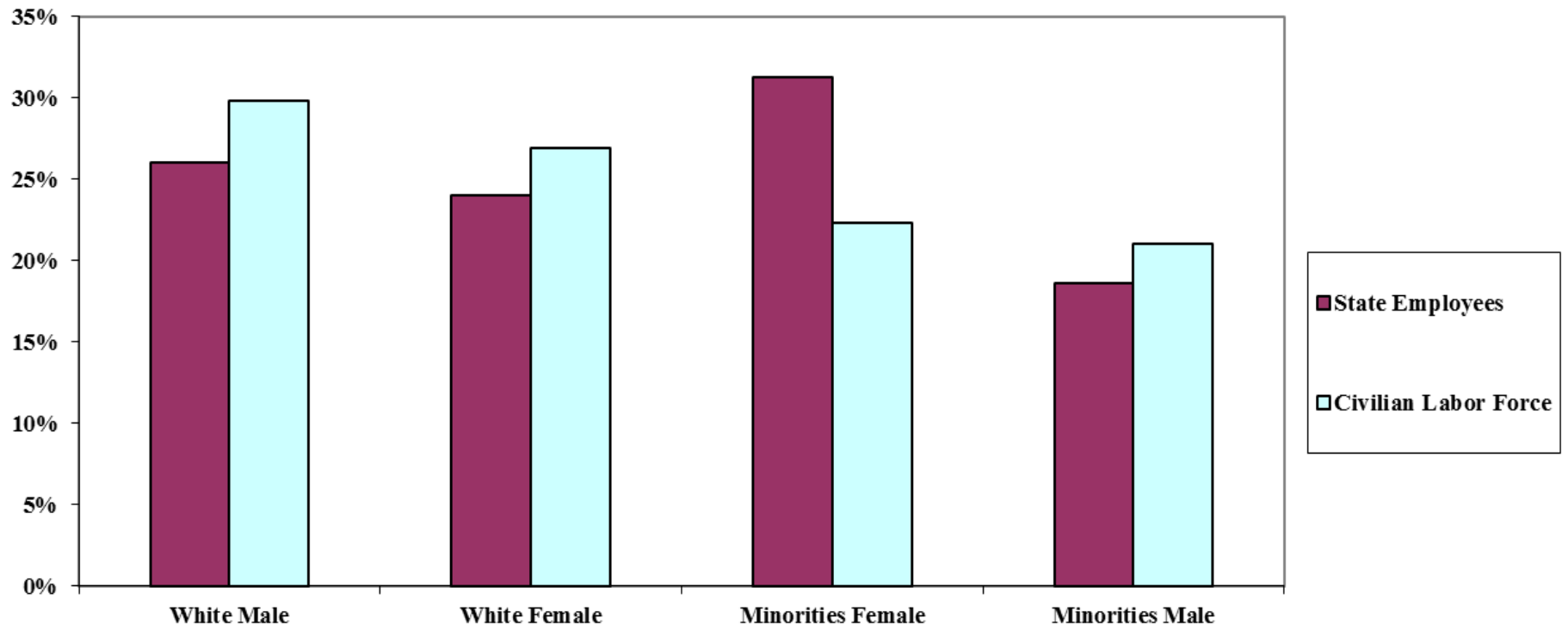
Section four provides a narrative and statistical comparison of the State's workforce with the Civilian Labor Force (CLF) in the eight EEO job categories.

SUMMARY HIGHLIGHTS

Trends displayed in the following charts are highlighted as follows:

- White males and females and Minority males represent a higher proportion of the CLF than State government's workforce, while Minority females represent a higher proportion of the State government's workforce than the CLF.
- Minorities hold 30% of the State positions classified as Officials and Administrators slightly lower than the CLF availability.
- African-Americans represent a higher proportion of the State's workforce than the CLF.
- African-American females in the State's workforce exceeded the CLF availability in the Officials and Administrators, Professionals, Non-sworn Protective Service Workers, Administrative Support and Service Maintenance categories. African-American males exceeded the CLF availability in the Professionals, Technicians, Non-sworn Protective Service Workers, Skilled Craft Workers and Service Maintenance categories.
- Males categorized as White represent a higher share of State government sworn Protective Service Workers than in the CLF.
- The largest representation of females in FY 2017 was in the Professional job category (14,913).

Comparison of State Employees/Civilian Labor Force



STATEWIDE WORKFORCE UTILIZATION ANALYSIS — FISCAL YEAR 2017

EEO JOB CATEGORY		WHITE						AFRICAN-AMERICAN						OTHER MINORITIES						TOTAL PERMANENT POSITIONS
		MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	
Officials and Administrators	#	1,813	39.9%		1,594	27.0%		424	9.5%		690	13.1%		166	5.7%		177	4.5%		4,864
	%	37.3%		-2.6%	32.77%		5.8%	8.7%		-0.8%	14.2%		1.1%	3.41%		-2.3%	3.64%		-1%	
Professionals	#	4,111	30%		7,108	33.9%		2,212	8.2%		6,884	14.0%		593	7.3%		921	7.0%		21,829
	%	18.8%		-10.7%	32.6%		-1.3%	10.1%		1.9%	31.5%		17.5%	2.7%		-5%	4.2%		-2.8%	
Technicians	#	1,261	27%		464	28.3%		389	10.7%		377	20.5%		82	7.2%		41	6.7%		2,614
	%	48.2%		21%	17.8%		-10.5%	14.9%		4.2%	14.4%		-6.1%	3.1%		-4.06%	1.6%		-5.13%	
Protective Service Workers: Sworn	#	1,277	37.7%		106	7.9%		387	30.9%		80	17.6%		85	4.3%		5	1.5%		1,940
	%	65.8%		28%	5.5%		-2.4%	19.9%		-11.0%	4.1%		-13.5%	4.4%		0%	0.3%		-1%	
Protective Service Workers: Non-Sworn	#	2,615	31.0%		543	28.5%		2,301	14.3%		2,576	17.8%		155	4.3%		65	4.1%		8,255
	%	31.7%		0.7%	7%		-21.9%	28%		13.6%	31%		14.5%	1.9%		-2.4%	0.8%		-3.31%	
Administrative Support	#	244	20.0%		1,937	36.4%		348	10.3%		2,504	21.7%		74	4.6%		243	7.2%		5,350
	%	4.6%		-15.4%	36.2%		-0.2%	6.5%		-3.8%	46.8%		25.1%	1.4%		-3.22%	4.5%		-3%	
Skilled Craft Workers	#	1,194	57.5%		27	2.6%		517	17.5%		21	1.6%		72	19.8%		3	1.0%		1,834
	%	65.1%		7.6%	1.5%		-1.1%	28.2%		10.7%	1.1%		-0.5%	3.9%		-15.90%	0.2%		-0.8%	
Service-Maintenance	#	366	24.2%		124	20.1%		1,307	18.5%		882	15.5%		92	11.7%		49	10.0%		2,820
	%	13.0%		-11%	4.4%		-15.70%	46.3%		27.8%	31.3%		15.8%	3.3%		-8.44%	1.7%		-8.3%	
TOTALS	#	12,881	29.8%		11,903	26.9%		7,885	12.8%		14,014	15.6%		1,319	8.2%		1,504	6.7%		49,506
	%	26.0%		-3.8%	24.0%		-2.9%	15.9%		3.1%	28.3%		12.7%	2.7%		-5.54%	3.0%		-3.7%	

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

2017 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Baltimore City Community College	53	50	103	105	171	276	7	19	26	405
Baltimore City Sheriff's Office	9	1	10	85	31	116	4	0	4	130
Canal Place	0	3	3	0	0	0	0	0	0	3
Commission on Civil Rights	4	3	7	3	16	19	1	1	2	28
Dept of Aging	5	9	14	0	9	9	0	1	1	24
Dept of Budget and Management	46	87	133	28	104	132	10	9	19	284
Dept of Commerce	50	69	119	10	33	43	2	10	12	174
Dept of General Services	185	63	248	128	121	249	19	8	27	524
Dept of Housing and Community Development	63	72	135	47	89	136	6	9	15	286
Dept of Human Services	342	1,709	2,051	559	2886	3,445	63	145	208	5,704
Dept of Information Technology	83	39	122	33	35	68	12	11	23	213
Dept of Juvenile Services	288	279	567	424	724	1,148	12	44	56	1,771
Dept of Labor, Licensing and Regulation	379	328	707	178	474	652	60	88	148	1,507
Dept of Natural Resources	674	358	1,032	53	63	116	35	21	56	1,204

2017 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Dept of Public Safety and Correctional Services	2,814	984	3,798	2,066	2,855	4,921	174	136	310	9,029
Dept of Veteran's Affairs	29	16	45	20	10	30	1	1	2	77
Executive Department	65	103	168	10	31	41	11	12	23	232
Historic St Mary's City Commission	18	8	26	1	0	1	0	0	0	27
Judiciary of Maryland	685	1,485	2,170	351	1,081	1,432	92	240	332	3,934
Maryland 529	3	5	8	1	8	9	1	1	2	19
Maryland African American Museum Corporation	1	1	2	11	14	25	0	0	0	27
Maryland Automobile Insurance Fund	61	81	142	11	40	51	5	7	12	205
Maryland Dept of Agriculture	142	119	261	16	29	45	9	11	20	326
Maryland Dept of Disabilities	4	15	19	0	4	4	0	0	0	23
Maryland Dept of Health	1,063	3,294	4,357	802	2,329	3,131	159	379	538	8,026
Maryland Dept of Planning	43	48	91	3	13	16	4	5	9	116
Maryland Dept of Transportation	3,091	1,405	4,496	2,594	2,237	4,831	400	245	645	9,972
Maryland Dept of the Environment	320	233	553	75	88	163	50	26	76	792
Maryland Emergency Management Agency	20	17	37	1	2	3	2	4	6	46
Maryland Environmental Services	472	160	632	108	32	140	44	12	56	828
Maryland Food Center Authority	12	6	18	6	1	7	2	0	2	27
Maryland Health Benefit Exchange	6	15	21	6	12	18	7	9	16	55
Maryland Higher Education Commission	10	12	22	5	12	17	2	3	5	44
Maryland Insurance Administration	60	60	120	25	59	84	5	13	18	222

2017 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Maryland State Lottery & Gaming Control Agency	107	55	162	73	54	127	4	9	13	302
Maryland Public Television	61	45	106	8	12	20	4	4	8	134
Maryland School for the Deaf	72	193	265	20	16	36	7	13	20	321
Maryland Stadium Authority	43	17	60	16	17	33	5	4	9	102
Maryland State Police	1,450	312	1,762	204	118	322	77	17	94	2,178
Maryland State Retirement and Pension Systems	40	29	69	20	67	87	10	6	16	172
Maryland Supplemental Retirement Plans	2	4	6	0	5	5	0	1	1	12
Maryland Tax Court	5	1	6	0	1	1	0	0	0	7
MD Institute for Emer Medical Servs Systems	34	26	60	7	7	14	3	4	7	81
MD State Dept of Education	185	498	683	94	416	510	29	63	92	1,285
Military Department Operations and Maintenance	95	27	122	53	34	87	9	2	11	220
Morgan State University	118	61	179	353	465	818	73	43	116	1,113
Office of Administrative Hearings	26	50	76	5	29	34	2	2	4	114
Office of the Attorney General	193	280	473	24	106	130	14	18	32	635
Office of the Comptroller	208	291	499	79	347	426	45	83	128	1,053

2017 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Office of the Governor	30	7	37	3	1	4	3	1	4	45
Office of People's Counsel	0	3	3	0	0	0	0	0	0	3
Office of Public Defender	219	305	524	47	194	241	23	40	63	828
Office of State Prosecutor	5	4	9	1	2	3	0	0	0	12
Office of the Treasurer	9	22	31	3	9	12	1	2	3	46
Property Tax Assessment Appeals Board	56	24	80	13	9	22	1	1	2	104
Public School Construction Program	4	6	10	3	1	4	0	1	1	15
Public Service Commission	39	36	75	20	30	50	10	9	19	144
St. Mary's College of Maryland	197	226	423	34	29	63	21	24	45	531
State Archives	26	30	56	7	7	14	3	2	5	75
State Board of Elections	38	92	130	26	48	74	6	6	12	216
State Dept of Assessment and Taxation	106	161	267	46	196	242	18	21	39	548
Subsequent Injury Fund	2	7	9	1	2	3	0	0	0	12
Uninsured Employer's Fund	2	2	4	0	4	4	0	0	0	8
University of Maryland Systems	10,687	11,589	22,276	2,902	4,638	7,540	4,899	4,669	9,568	39,384
Worker's Compensation Commission	17	35	52	20	47	67	3	5	8	127
TOTAL-Maryland	25,178	25,580	50,758	11,847	20,528	32,375	6,469	6,521	12,990	96,123
State Work Force	26.2%	26.6%	52.8%	12.3%	21.4%	33.7%	6.7%	6.8%	13.5%	
TOTAL - Civilian Labor Force	925,065	835,205	1,760,270	398,565	483,405	881,970	254,445	211,240	465,685	3,107,925

NOTE: The data includes SPMS, Independent agencies, and educational institutions full-time and part-time employees; contractuales are not included.

SECTION FIVE

DISTRIBUTION OF

STATE EMPLOYEE

WORKFORCE BY SALARY

AND GRADE AND BY RACE

AND GENDER

SECTION 5: DISTRIBUTION OF STATE EMPLOYEE WORKFORCE BY SALARY AND GRADE AND BY RACE AND GENDER

INTRODUCTION

Section five presents the salary and grade of employees by race and gender. This section includes a comparison of salary and grade information for Fiscal Years 2012 through 2017.

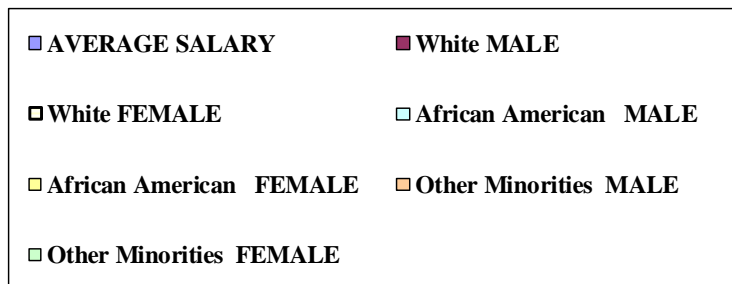
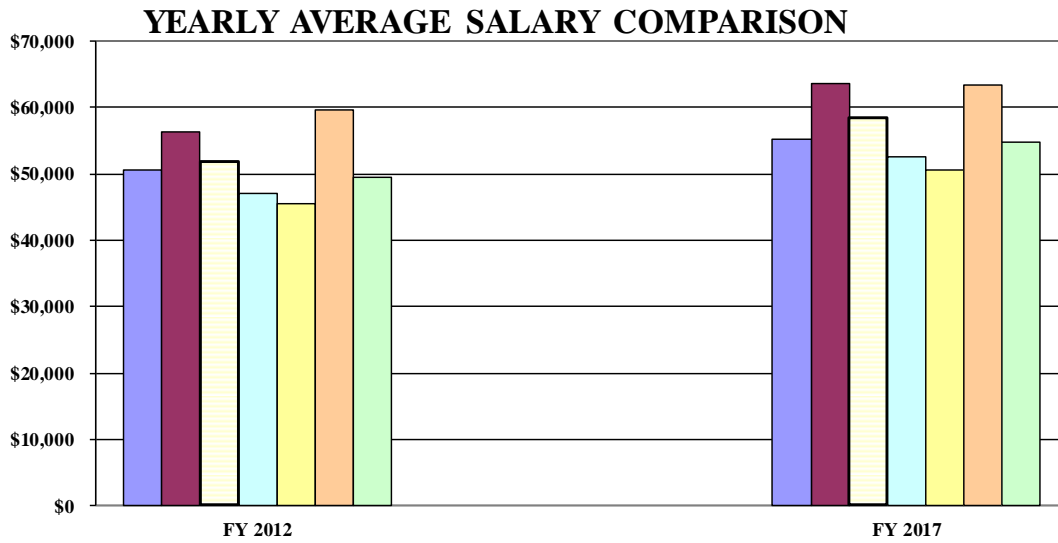
SUMMARY HIGHLIGHTS

Trends displayed in the following charts include:

- Male employees were paid an average of \$5,578 more than female employees in fiscal 2017.
- The salary gap between men and women of the same race increased from 2012 to 2017 for Whites and African-Americans.
- The salary of white men exceeded the salary of white women by \$4,561 in 2012 and \$5,233 in 2017. The salary gap between African American males and females rose from \$1,635 in 2012 to \$1,861 in 2017.
- White employees were paid an average of \$60,852 in fiscal 2017 compared to \$51,236 for African-American employees, and \$60,827 for other minority employees.
- The salary differentials between men and women and Whites and African-Americans are related to differences in the types of positions held. Whites (82%) and men (61%) are far more likely than African-Americans (11%) and women (39%) to hold positions in the Executive Pay Plan with positions classified as Grade 24 and above. African-Americans, in contrast, hold a majority of the positions classified at Grade 14 or below. Females hold approximately 61% of positions classified at Grade 14 and below.

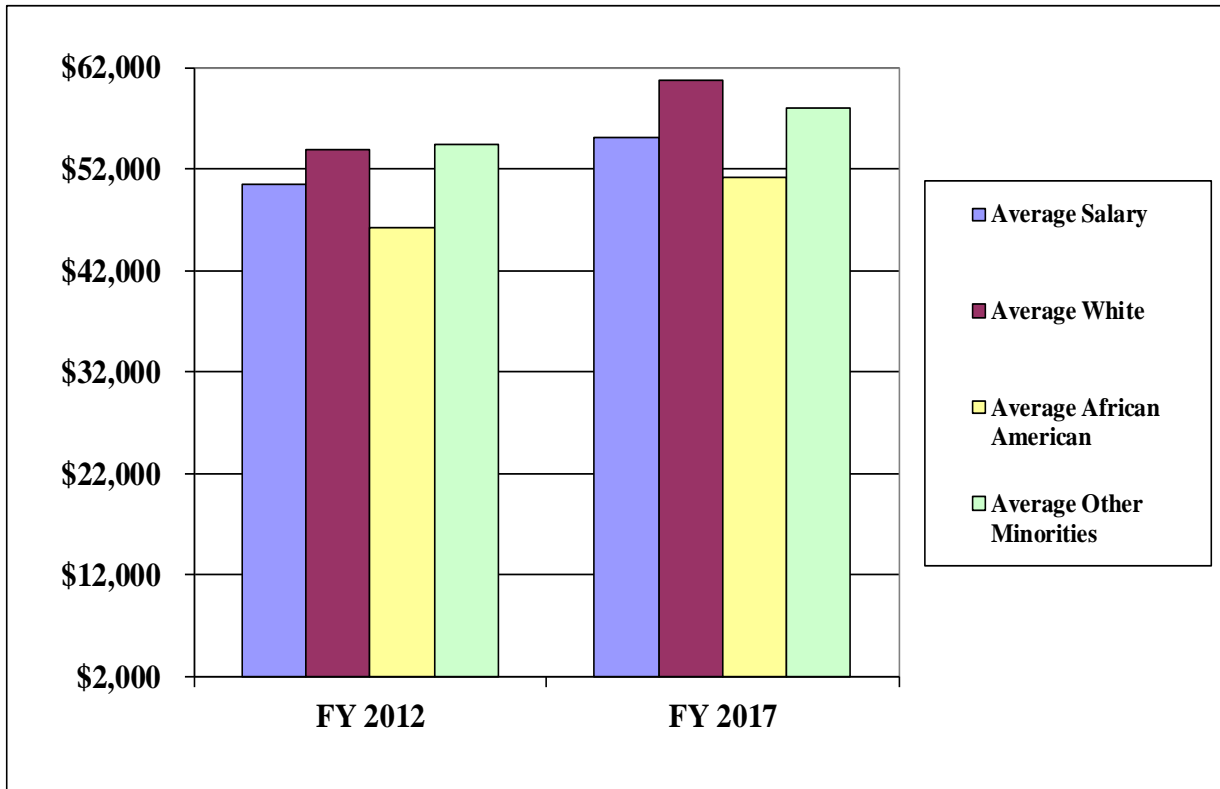
**COMPARISON OF AVERAGE SALARIES BY RACE AND
GENDER FOR FY 2012 AND FY 2017**

YEAR	AVERAGE SALARY	White		African American		Other Minorities	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
FY 2012	\$50,519	\$56,232	\$51,671	\$47,045	\$45,410	\$59,581	\$49,475
FY 2017	\$55,180	\$63,557	\$58,324	\$52,517	\$50,656	\$63,272	\$54,839



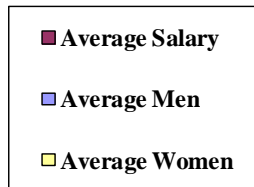
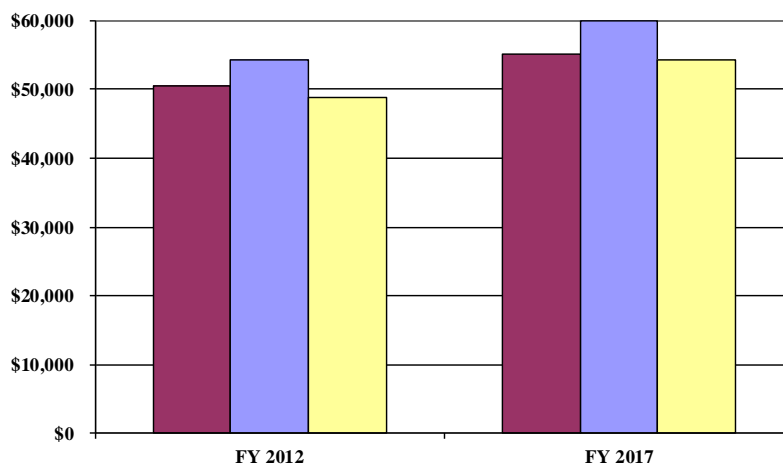
**COMPARISON OF AVERAGE SALARIES BY RACE
FOR FY 2012 AND FY 2017**

Year	Average Salary	White	African American	Other Minorities
FY 2012	\$50,519	\$53,952	\$46,228	\$54,528
FY 2017	\$55,180	\$60,852	\$51,236	\$58,097



**COMPARISON OF AVERAGE SALARIES BY GENDER
FOR FY 2012 AND FY 2017**

Year	Average Salary	Men	Women
FY 2012	\$50,519	\$54,286	\$48,852
FY 2017	\$55,180	\$59,894	\$54,316



WORKFORCE BY SALARY, RACE AND GENDER — FISCAL YEAR 2017

Salary	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
\$10,000 or Less	12	10	2	8	2	1	0	0	0	0	0	0	0	1	0	0	0	0	0
		83%	17%	67%	17%	8%	0%	0%	0%	0%	0%	0%	0%	8%	0%	0%	0%	0%	0%
\$10,001 - \$20,000	124	45	79	16	42	26	35	0	0	1	1	0	0	2	0	0	0	0	1
		36%	64%	13%	34%	21%	28%	0%	0%	1%	1%	0%	0%	2%	0%	0%	0%	0%	1%
\$20,001 - \$30,000	1,523	470	1,053	204	416	215	551	3	2	21	29	0	1	9	15	8	12	10	27
		31%	69%	13%	27%	14%	36%	0.20%	0.1%	1.4%	1.9%	0.00%	0.07%	0.6%	1.0%	0.5%	0.8%	0.7%	1.8%
\$30,001 - \$40,000	6,742	2,247	4,495	1,099	1,742	975	2,486	6	12	57	69	5	3	31	40	30	41	44	102
		33%	67%	16%	26%	14%	37%	0.1%	0.2%	0.8%	1.0%	0.07%	0.04%	0.5%	0.6%	0.4%	0.6%	0.7%	1.5%
\$40,001 - \$50,000	13,105	5,697	7,408	3,150	2,658	2,322	4,414	14	16	92	90	5	3	24	27	34	88	56	112
		43%	57%	24%	20%	18%	34%	0.1%	0.1%	0.7%	0.7%	0.04%	0.02%	0.2%	0.2%	0.3%	0.7%	0.4%	0.9%
\$50,001 - \$60,000	8,865	3,466	5,399	2,069	2,472	1,211	2,669	8	11	82	96	4	8	17	28	33	69	42	46
		39%	61%	23%	28%	14%	30%	0.09%	0.1%	0.9%	1.1%	0.05%	0.09%	0.2%	0.3%	0.4%	0.8%	0.5%	0.5%
\$60,001 and Over	16,170	8,286	7,884	5,888	4,488	1,807	2,874	31	12	307	268	11	8	71	51	56	90	115	93
		51%	49%	36%	28%	11%	18%	0.2%	0.07%	1.9%	1.7%	0.1%	0.05%	0.4%	0.3%	0.3%	0.6%	0.7%	0.6%
Hourly/Daily	2,965	1,864	1,101	447	83	1,328	985	3	2	9	1	5	4	42	21	11	2	19	3
		63%	37%	15%	3%	45%	33%	0.1%	0.1%	0.3%	0.0%	0.2%	0.1%	1.4%	0.7%	0.4%	0.1%	0.6%	0.10%
TOTAL	49,506	22,085	27,421	12,881	11,903	7,885	14,014	65	55	569	554	30	27	197	182	172	302	286	384
		45%	55%	26%	24%	16%	28%	0.13%	0.11%	1.15%	1.12%	0.06%	0.05%	0.40%	0.37%	0.35%	0.61%	0.58%	0.78%

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

WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2017

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	99	69	30	57	22	8	6	0	0	2	2	0	0	2	0	0	0	0	0
		70%	30%	58%	22%	8%	6%	0%	0.0%	2%	2.0%	0.00%	0.00%	2.0%	0%	0.0%	0%	0%	0.0%
Grade 5 — (\$22,707 - \$34,996)	303	122	181	36	61	72	100	0	2	5	7	0	1	1	2	1	1	7	7
		40%	60%	12%	20%	24%	33%	0.00%	0.66%	1.65%	2.31%	0.00%	0.33%	0.33%	0.66%	0.33%	0.33%	2.31%	2.31%
Grade 6 — (\$24,056 - \$37,204)	335	203	132	88	49	105	71	2	0	2	5	1	0	0	1	4	1	1	5
		61%	39%	26%	15%	31%	21%	0.60%	0.00%	0.60%	1.49%	0.30%	0.00%	0.00%	0.30%	1.19%	0.30%	0.30%	1.49%
Grade 7 — (\$25,502 - \$39,574)	622	263	359	124	126	125	213	1	1	2	7	1	0	4	2	2	4	4	6
		42%	58%	20%	20%	20%	34%	0.16%	0.16%	0.32%	1.13%	0.16%	0.00%	0.64%	0.32%	0.32%	0.64%	0.64%	0.96%
Grade 8 — (\$27,048 - \$42,102)	1,685	468	1,217	172	384	248	749	1	2	19	24	0	0	10	14	6	13	12	31
		28%	72%	10%	23%	15%	44%	0.06%	0.12%	1.13%	1.42%	0.00%	0.00%	0.59%	0.83%	0.36%	0.77%	0.71%	1.84%
Grade 9 — (\$28,702 - \$44,812)	1,426	320	1,106	156	437	139	623	1	1	8	10	0	0	2	4	3	9	11	22
		22%	78%	11%	31%	10%	44%	0.07%	0.07%	0.56%	0.70%	0.00%	0.00%	0.14%	0.28%	0.2%	0.63%	0.77%	1.54%
Grade 10 — (\$30,472 - \$47,710)	2,573	892	1,681	506	740	315	839	3	3	31	21	2	6	17	18	5	16	13	38
		35%	65%	20%	29%	12%	33%	0.12%	0.12%	1.20%	0.82%	0.08%	0.23%	0.66%	0.70%	0.19%	0.62%	0.51%	1.48%
Grade 11 — (\$32,364 - \$50,818)	2,974	708	2,266	368	792	297	1,370	4	3	17	29	1	1	5	5	4	31	12	35
		24%	76%	12%	27%	10%	46%	0.13%	0.10%	0.57%	0.98%	0.03%	0.03%	0.17%	0.17%	0.13%	1.04%	0.40%	1.18%
Grade 12 — (\$34,390 - \$54,186)	3,205	1,247	1,958	618	752	514	1,108	4	11	19	18	1	0	32	15	33	16	26	38
		39%	61%	19%	23%	16%	35%	0.12%	0.34%	0.59%	0.56%	0.03%	0.00%	1.00%	0.47%	1.03%	0.50%	0.81%	1.19%
Grade 13 — (\$36,557 - \$57,808)	6,815	3,630	3,185	2,016	954	1,503	2,125	5	5	40	24	2	3	11	12	22	34	31	28
		53%	47%	30%	14%	22%	31%	0.07%	0.07%	0.59%	0.35%	0.03%	0.04%	0.16%	0.18%	0.32%	0.50%	0.45%	0.41%
Grade 14 — (\$38,880 - \$61,691)	3,524	1,507	2,017	844	748	601	1,187	3	6	18	24	1	1	7	6	20	23	13	22
		43%	57%	24%	21%	17%	34%	0.09%	0.17%	0.51%	0.68%	0.03%	0.03%	0.20%	0.17%	0.57%	0.65%	0.37%	0.62%
Grade 15 — (\$41,366 - \$62,656)	2,819	987	1,832	610	833	306	896	3	1	35	44	2	2	5	14	13	18	13	24
		35%	65%	22%	30%	11%	32%	0.11%	0.04%	1.24%	1.56%	0.07%	0.07%	0.18%	0.50%	0.46%	0.64%	0.46%	0.85%

WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2017 (Continued)

Grade	TOTAL			Race												Ethnicity			
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Grade 16 — (\$41,896 - \$66,880)	4,812	1,577	3,235	889	1,584	600	1,488	1	10	42	67	2	3	12	15	16	42	15	26
		33%	67%	18%	33%	12%	31%	0.02%	0.21%	0.87%	1.39%	0.04%	0.06%	0.25%	0.31%	0.33%	0.87%	0.31%	0.54%
Grade 17 — (\$44,600 - \$71,399)	2,987	1,182	1,805	702	927	400	759	6	1	45	54	3	4	8	9	8	33	10	18
		40%	60%	24%	31%	13%	25%	0.20%	0.03%	1.51%	1.81%	0.10%	0.13%	0.27%	0.30%	0.27%	1.10%	0.33%	0.60%
Grade 18 — (\$47,495 - \$76,220)	2,234	998	1,236	659	684	257	434	4	0	42	69	0	0	14	12	6	20	16	17
		45%	55%	29%	31%	12%	19%	0.18%	0.00%	1.88%	3.09%	0.00%	0.00%	0.63%	0.54%	0.27%	0.90%	0.72%	0.76%
Grade 19 — (\$50,631 - \$81,287)	1,609	784	825	527	509	181	260	2	2	56	34	0	2	3	4	3	5	12	9
		49%	51%	33%	32%	11%	16%	0.12%	0.12%	3.48%	2.11%	0.00%	0.12%	0.19%	0.25%	0.19%	0.31%	0.75%	0.56%
Grade 20 — (\$54,009 - \$86,718)	1,157	629	528	448	339	121	145	5	0	37	25	0	1	7	2	5	9	6	7
		54%	46%	39%	29%	10%	13%	0.43%	0.00%	3.20%	2.16%	0.00%	0.09%	0.61%	0.17%	0.43%	0.78%	0.52%	0.61%
Grade 21 — (\$57,626 - \$92,521)	1,053	557	496	423	329	82	125	1	1	29	16	0	0	7	6	5	5	10	14
		53%	47%	40%	31%	8%	12%	0.09%	0.09%	2.75%	1.52%	0.00%	0.00%	0.66%	0.57%	0.47%	0.47%	0.95%	1.33%
Grade 22 — (\$61,496 - \$98,745)	1,043	504	539	400	375	69	137	0	1	23	18	0	1	5	3	2	3	5	1
		48%	52%	38%	36%	7%	1%	0.00%	5.00%	9.00%	1.73%	0.00%	0.10%	0.48%	0.29%	0.19%	0.29%	0.48%	0.10%
Grade 23 — (\$65,636 - \$105,395)	432	193	239	150	184	25	40	0	1	7	7	1	0	3	3	2	3	5	1
		45%	55%	35%	43%	6%	9%	0.00%	0.23%	1.62%	1.62%	0.23%	0.00%	0.69%	0.69%	0.46%	0.69%	1.16%	0.23%
Grade 24 — (\$70,066 - \$112,503)	447	231	216	181	152	31	55	0	1	8	6	1	0	3	1	2	0	5	1
		52%	48%	40%	34%	7%	12%	0.00%	0.22%	1.79%	1.34%	0.22%	0.00%	0.67%	0.22%	0.45%	0.00%	1.12%	0.22%
Grade 25 — (\$74,808 - \$120,107)	147	83	64	66	47	12	11	0	0	0	4	0	0	4	1	0	0	1	1
		56%	44%	45%	32%	8%	7%	0.00%	0.00%	0.00%	2.72%	0.00%	0.00%	2.72%	0.68%	0.00%	0.00%	0.68%	0.68%
Grade 26 — (\$79,798 - \$128,258)	120	77	43	58	36	8	6	2	0	8	0	0	0	1	0	0	1	0	0
		64%	36%	48%	30%	7%	5%	1.67%	0.00%	6.67%	0.00%	0.00%	0.00%	0.83%	0.00%	0.00%	0.83%	0.00%	0.00%
Hourly/ Daily	2,918	1,833	1,085	445	76	1,329	979	3	2	11	1	5	0	15	20	5	1	20	6
		63%	37%	15%	3%	46%	34%	0.10%	0.07%	0.38%	0.03%	0.17%	0.00%	0.51%	0.69%	0.17%	0.03%	0.69%	0.21%
MRT*	4,167	3,021	1,146	2,338	763	537	288	14	1	63	38	7	2	19	13	5	14	38	27
		72%	28%	56%	18%	13%	7%	0.34%	0.02%	1.51%	0.91%	0.17%	0.05%	0.46%	0.31%	0.12%	0.34%	0.91%	0.65%
TOTAL	49,506	22,085	27,421	12,881	11,903	7,885	14,014	65	55	569	554	30	27	197	182	172	302	286	384
		45%	55%	26%	24%	16%	28%	0.13%	0.11%	1.15%	1.12%	0.06%	0.05%	0.40%	0.37%	0.35%	0.61%	0.58%	0.78%

*MRT (Merit Rate Table) — Includes State Police, Physicians, Emergency Police, DNR Police, Executive Pay Plan, and MDOT employees, these employees are not compensated within the regular salary grades.

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

EXECUTIVE PAY PLAN WORKFORCE BY SALARY, GRADE, RACE AND GENDER — FISCAL YEAR 2017

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
EPP1— (\$80,000- \$84,000)	2	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
EPP2— (\$85,905- \$114,600)	16	11	5	10	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		69%	31%	63%	31%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
EPP3 — (\$100,980- \$126,231)	32	16	16	14	12	2	2	0	0	0	0	0	0	0	0	0	1	0	1
		50%	50%	44%	38%	6%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%	3%	0%	3%
EPP4 — (\$102,281- \$132,569)	32	21	11	19	8	1	3	0	0	0	0	0	0	1	0	0	0	0	0
		66%	34%	59%	25%	3%	9%	0%	0%	0%	0%	0%	0%	3%	0%	0%	0%	0%	0%
EPP5 — (\$110,000- \$142,646)	32	19	13	16	11	1	1	0	0	0	0	0	0	1	0	0	1	1	0
		59%	41%	50%	34%	3%	3%	0%	0%	0%	0%	0%	0%	3%	0%	0%	3%	3%	0%
EPP6 — (\$117,515- \$153,532)	31	17	14	12	11	3	3	0	0	2	0	0	0	0	0	0	0	0	0
		55%	45%	39%	35%	10%	10%	0%	0%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%
EPP7 — (\$132,356- \$165,215)	16	7	9	6	8	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		44%	56%	38%	50%	6%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
EPP8 — (\$133,069- \$177,977)	16	15	1	13	0	0	0	0	0	2	0	0	0	0	0	0	0	0	1
		94%	6%	81%	0%	0%	0%	0%	0%	13%	0%	0%	0%	0%	0%	0%	0%	0%	0%
EPP9 — (\$168,877- \$288,660)	3	3	0	2	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
		100%	0%	67%	0%	0%	0%	0%	0%	33%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	180	110	70	92	56	10	10	0	0	5	0	0	0	2	0	0	2	1	2
		61%	39%	51.1%	31.1%	5.6%	5.6%	0%	0%	2.8%	0%	0%	0%	1.1%	0.0%	0%	1%	0.6%	1%

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

SECTION SIX

STATE

PERSONNEL

TRANSACTIONS

SECTION 6: PERSONNEL TRANSACTIONS

INTRODUCTION

The data provided in this section depicts the personnel transactions processed by the Office of Personnel Services and Benefits in Fiscal Years 2012 and 2017. This information also reflects the type of transactions 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 2017 was 3,861. Of this number, 60% were females and 59% were minorities.
- Females – who represent 55% of the workforce – received 55% of all promotions in fiscal 2017 and African-Americans - who represent 44% of the workforce - received 36% of all promotions.
- Females accounted for 57% of reclassifications in fiscal 2017, while African-Americans accounted for 39% of the reclassifications.
- The total number of demotions in FY 2017 was 314. This represents an increase of 51 actions from FY 2012. During FY 2017, African-Americans accounted for 47% of demotions, while females accounted for 62%.
- The total number of suspensions for FY 2017 was 510; 233 fewer actions than in FY 2012. Minorities accounted for approximately 66% of suspension actions in FY 2017.
- There were 557 terminations made in FY 2017. Females constituted 60% of these actions and minorities accounted for 62%.

STATEWIDE PERSONNEL TRANSACTIONS — FISCAL YEAR 2017

Type of Transaction	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	3,861	1,553	2,308	716	869	633	1155	7	5	69	58	3	2	79	125	27	43	19	51
		40%	60%	18.5%	22.5%	16.4%	29.9%	0.2%	0.1%	1.8%	1.5%	0.1%	0.1%	2.0%	3.2%	0.7%	1.1%	0.5%	1.3%
Reinstatements	2,905	1,037	1,868	527	782	348	842	5	3	49	46	0	2	71	107	22	42	15	44
		36%	64%	18.1%	26.9%	12.0%	29.0%	0%	0.1%	1.7%	1.6%	0%	0.1%	2%	3.7%	0.8%	1.4%	0.5%	1.5%
Promotions	1,929	875	1,054	586	517	219	472	6	2	32	22	0	2	6	4	13	17	13	18
		45%	55%	30.4%	26.8%	11.4%	24.5%	0.31%	0.10%	1.7%	1.1%	0.00%	0.10%	0.3%	0.2%	0.7%	0.9%	0.7%	0.9%
Reclassifications	3,354	1,428	1,926	891	901	430	878	3	3	37	46	2	5	14	22	14	22	37	49
		43%	57%	26.6%	26.9%	12.8%	26.2%	0.09%	0.1%	1.1%	1.4%	0.1%	0.1%	0.4%	0.7%	0.4%	0.7%	1.1%	1.5%
Demotions	314	119	195	69	77	42	104	1	0	4	5	0	0	0	0	2	4	1	5
		38%	62%	22.0%	24.5%	13.4%	33.1%	0%	0%	1%	1.6%	0%	0%	0%	0%	0.6%	1.3%	0.3%	2%
Suspensions	510	254	256	112	57	138	184	0	0	2	0	1	0	0	3	0	5	1	7
		50%	50%	22.0%	11.2%	27.1%	36.1%	0.0%	0%	0.4%	0.0%	0.2%	0%	0.0%	0.6%	0.0%	1.0%	0.2%	1.4%
TOTAL	12,873	5,266	7,607	2,901	3,203	1,810	3,635	22	13	193	177	6	11	170	261	78	133	86	174

STATEWIDE SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2017

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	2,563	995	1,568	500	603	395	780	4	4	32	40	1	4	33	82	10	21	20	34
		39%	61%	19.5%	23.5%	15.4%	30.4%	0.2%	0.2%	1.2%	1.6%	0.04%	0.2%	1.3%	3.2%	0.4%	0.8%	0.8%	1.3%
Rejections on Probation	120	51	69	15	19	25	39	0	0	1	0	0	0	4	10	2	1	4	0
		43%	58%	12.5%	15.8%	20.8%	32.5%	0%	0%	0.8%	0%	0%	0%	3%	8%	2%	1%	3.3%	0.0%
Retired	1,737	785	952	531	489	217	430	2	3	15	10	1	0	8	4	4	8	7	8
		45%	55%	30.6%	28.2%	12.5%	24.8%	0.1%	0.2%	0.9%	0.6%	0%	0%	0.5%	0.2%	0.2%	0.5%	0.4%	0.5%
Terminations	557	221	336	88	125	108	170	1	1	7	7	0	0	13	22	2	5	2	6
		40%	60%	15.8%	22.4%	19.4%	30.5%	0%	0%	1.3%	1.3%	0%	0%	2.3%	3.9%	0%	0.9%	0.4%	1.1%
TOTAL	4,977	2,052	2,925	1,134	1,236	745	1,419	7	8	55	57	2	4	58	118	18	35	33	48

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

STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2012 and June 30, 2017

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Appointments	2012	1,028 25%	935 22%	884 21%	1,099 26%	112 3%	124 3%	2,024 48%	2,158 52%	4,182
	2017	716 19%	869 23%	633 16%	1,155 30%	204 5%	284 7%	1,553 40%	2,308 60%	3,861
Reinstatements	2012	56 18%	90 28%	55 17%	107 33%	2 1%	10 3%	113 35%	207 65%	320
	2017	527 18%	782 27%	348 12%	842 29%	162 6%	244 8%	1,037 36%	1,868 64%	2,905
Promotions	2012	1,013 28%	725 20%	712 19%	1,065 29%	73 2%	89 2%	1,798 49%	1,879 51%	3,677
	2017	586 30%	517 27%	219 11%	472 24%	70 4%	65 3%	875 45%	1,054 55%	1,929
Reclassifications	2012	654 30%	647 30%	258 12%	476 22%	63 3%	68 3%	975 45%	1,191 55%	2,166
	2017	891 27%	901 27%	430 13%	878 26%	107 3%	147 4%	1,428 43%	1,926 57%	3,354
Demotions	2012	61 23%	73 28%	38 14%	75 29%	4 2%	12 5%	103 39%	160 61%	263
	2017	69 22%	77 25%	42 13%	104 33%	8 3%	14 4%	119 38%	195 62%	314
Suspensions	2012	121 16%	98 13%	187 25%	274 37%	28 4%	35 5%	336 45%	407 55%	743
	2017	112 22%	57 11%	138 27%	184 36%	4 1%	15 3%	254 50%	256 50%	510
Resignations	2012	452 21%	597 28%	320 15%	601 28%	62 3%	104 5%	834 39%	1302 61%	2,136
	2017	500 20%	603 24%	394 15%	781 30%	92 4%	193 8%	986 38%	1,577 62%	2,563
Terminations	2012	51 20%	51 20%	53 20%	91 35%	9 3%	5 2%	113 43%	147 57%	260
	2017	88 16%	125 22%	108 19%	170 31%	25 4%	41 7%	221 40%	336 60%	557

STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2012 and June 30, 2017

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Rejections on Probation	2012	24	34	41	43	2	3	67	80	147
		16%	23%	28%	29%	1%	2%	46%	54%	
	2017	15	19	25	39	11	11	51	69	120
		13%	16%	21%	33%	9%	9%	43%	58%	
Deaths	2012	24	17	10	15	1	1	35	33	68
		35%	25%	15%	22%	1%	1%	51%	49%	
	2017	23	13	22	22	0	3	45	38	83
		28%	16%	27%	27%	0%	4%	54%	46%	
Horizontal Transfer	2012	11	20	12	43	0	2	23	65	88
		13%	23%	14%	49%	0%	2%	26%	74%	
	2017	17	25	8	20	4	5	29	50	79
		22%	32%	10%	25%	5%	6%	37%	63%	
Disciplinary Demotion	2012	5	4	5	4	1	2	11	10	21
		24%	19%	24%	19%	5%	10%	52%	48%	
	2017	8	1	9	10	1	0	18	11	29
		28%	3%	31%	34%	3%	0%	62%	38%	
Retired	2012	440	423	209	270	38	38	687	731	1,418
		31%	30%	15%	19%	3%	3%	48%	52%	
	2017	531	489	217	430	37	33	785	952	1,737
		31%	28%	12%	25%	2%	2%	45%	55%	
Transfer	2012	154	87	60	100	13	13	227	200	427
		36%	20%	14%	23%	3%	3%	53%	47%	
	2017	587	468	213	454	55	96	855	1018	1873
		31%	25%	11%	24%	3%	5%	46%	54%	
Forfeiture of Annual Leave	2012	67	37	119	138	12	13	198	188	386
		17%	10%	31%	36%	3%	3%	51%	49%	
	2017	-	-	-	-	-	-	-	-	-
		0%	0%	0%	0%	0%	0%	0%	0%	

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

SEPARATIONS AND TERMINATIONS BY AGE, RACE AND GENDER — FISCAL YEAR 2017

AGE	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
RESIGNATIONS																			
19 OR LESS	10	5	5	3	0	1	0	0	0	0	0	0	0	1	4	0	0	0	1
20 - 29	565	226	339	114	128	82	162	1	1	4	9	0	1	11	30	5	3	9	5
30 - 39	884	317	567	154	202	132	304	1	1	14	15	0	1	7	20	2	11	7	13
40 - 49	546	207	339	89	117	107	175	1	2	6	12	0	1	1	20	1	3	2	9
50 - 59	353	119	234	59	101	49	108	1	0	6	4	0	1	2	10	1	4	1	6
60 - 69	178	95	83	70	50	18	27	0	0	1	0	1	0	3	6	1	0	1	0
70 PLUS	27	17	10	11	5	5	5	0	0	1	0	0	0	0	0	0	0	0	0
TOTAL	2,563	986	1,577	500	603	394	781	4	4	32	40	1	4	25	90	10	21	20	34
REJECTIONS ON PROBATION																			
19 OR LESS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	43	21	22	4	4	12	15	0	0	1	0	0	0	0	3	2	0	2	0
30 - 39	26	11	15	4	3	4	9	0	0	0	0	0	0	1	3	0	0	2	0
40 - 49	24	8	16	1	6	4	6	0	0	0	0	0	0	3	3	0	1	0	0
50 - 59	20	9	11	4	3	5	7	0	0	0	0	0	0	0	1	0	0	0	0
60 - 69	5	1	4	1	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0
70 PLUS	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	120	51	69	15	19	25	39	0	0	1	0	0	0	4	10	2	1	4	0
TERMINATIONS																			
19 OR LESS	2	0	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
20 - 29	86	32	54	8	23	19	23	0	0	1	1	0	0	1	6	2	0	1	1
30 - 39	136	46	90	14	31	27	49	0	0	1	1	0	0	3	6	0	2	1	1
40 - 49	142	62	80	24	23	28	46	0	0	2	2	0	0	8	4	0	1	0	4
50 - 59	130	51	79	26	32	22	41	0	0	2	2	0	0	1	3	0	1	0	0
60 - 69	52	26	26	12	12	12	10	1	1	1	1	0	0	0	1	0	1	0	0
70 PLUS	9	4	5	4	4	0	1	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	557	221	336	88	125	108	170	1	1	7	7	0	0	13	22	2	5	2	6
GRAND TOTAL	3,240	1,258	1,982	603	747	527	990	5	5	40	47	1	4	42	122	14	27	26	40

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

SECTION SEVEN

REASONABLE

ACCOMMODATIONS

SECTION 7: REASONABLE ACCOMMODATIONS

In fiscal year 2017 there were 355 requests for reasonable accommodations from State employees and applicants for State employment. Of this amount, 291 or 82% of the requests were granted. There were 33 agencies that reported data on reasonable accommodation requests, with the Department of Education, MDOT, and Department of Health accounting for 158 or 45% of the total employee/applicant reasonable accommodation requests reported.

STATEWIDE REQUESTS FOR REASONABLE ACCOMMODATION — FISCAL YEAR 2017

Agency	Applicants	Employees	STATUS		
			Granted	Denied	Pending
Administrative Hearings, Office of		2	2		
Aging, MD Dept. of		1	1		
Agriculture, MD Dept. of	2		2		
Archives, MD State		3	3		
Assessment and Taxation, State Dept. of		23	17	6	
Attorney General, Office of the		4	4		
Automobile Insurance Fund, MD		14	14		
Baltimore City Community College		1	1		
Budget and Management, Dept. of		7	5		2
Commission on Civil Rights, MD		4	3	1	
Deaf, MD School for the		3	3		
Education, MD State Dept. of		13	13		
Elections, State BD of		1	1		
Governor, Office of the/Executive Dept.		1	1		
Environmental Services, MD		5	5		
Environment, MD Dept of the		13	12	1	
Health, MD Dept of		85	68	12	5
Housing and Community Development, MD Dept		6	6		
Human Services, Dept of		13	10	3	
Information Technology, Dept of		3	3		
Insurance Administration, MD		5	5		
Juvenile Services		23	22	1	
Labor, Licensing and Regulation, Dept of		30	17	3	5
Lottery & Gaming Control Agency, MD State		1	1		
Miltiary Department		1	1		
Morgan State University		3	3		
Natural Resources, Dept. of		2	2		
Police, MD State		1	1		
Public Defender, Office of the		8	7	1	
Public Safety and Correctional Services, Dept. of		40	30	15	
Retirement and Pension Systems, MD State		3	3		
Transportation, MD Dept of		33	25	7	1
Treasurer, Office of the		1		1	
TOTAL	2	353	291	51	13

NOTE: All of the agencies Statewide reported. These are the only agencies reporting reasonable accommodation requests.
 DLLR- Some were withdrawn

SECTION EIGHT

STATE

EQUAL EMPLOYMENT OPPORTUNITY

COMPLAINTS

SECTION 8: STATEWIDE EEO COMPLAINTS

- The total number of internal and external complaints statewide for fiscal 2017 was 595. Of these, 379 were internal complaints and 216 were external complaints.
- The most common basis for internal complaints is Race and Sex/Gender.
- The number of statewide discrimination complaints has increased from 451 in fiscal 2012 to 595 in fiscal 2017.
- The Office of the Statewide Equal Employment Opportunity Coordinator processed a total of 29 EEO appeals in fiscal 2017.
- The Office investigated 10 Whistleblower complaints. All were found to have “no probable cause” finding.

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

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

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

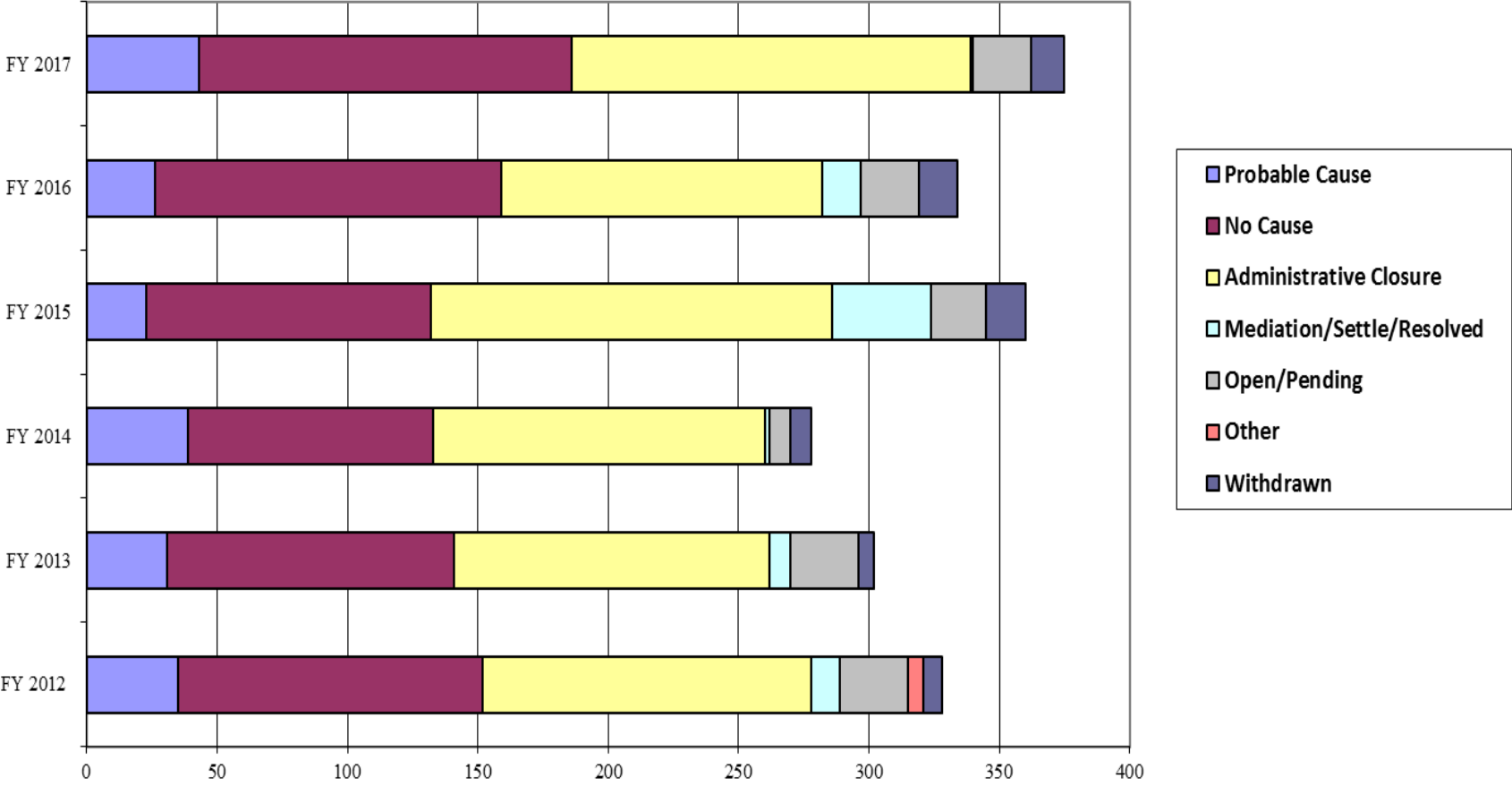
STATEWIDE DISCRIMINATION COMPLAINTS BY AGENCY, BASIS, ISSUE AND DISPOSITION — FISCAL YEAR 2017

Agency	Agency Employees	External	Internal	Basis*													Issue*				Disposition*						
				Other	ADA	Age	Ancestry	Color	Creed	Disability	Marital Status	National Origin	Race	Religious Affiliation	Sex/Gender	Gender Identity	Sexual Orientation	Harassment	Sexual Harassment	Retaliation	Other	Probable Cause	No Cause	Administrative Closure	Mediation/ Settled/Resolved	Open/Pending	Withdrawn
				Baltimore City Community College	405	2	1	1								1						1			1		
Dept of Budget & Management	284	1	0																								
Dept of Commerce	174	1	0																								
Dept of General Services	524	3	1										1			1						1					
Dept of Housing and Community Development	286	1	1										1					1			1						
Dept of Human Services	5,704	33	30	8		3		2			7		3	5	1	11		1	11	7	8	4	3	18	9		
Dept of Information Technology	213	0	1								1									1		1					
Dept of Juvenile Services	1,771	12	12	6		2		1						5		5				2	1	11		4	5		
Dept of Labor, Licensing and Regulation	1,507	6	16	9							1			6					5	1	6	4	1	7			
Dept of Natural Resources	1204	2	0																								
Dept of Public Safety & Correctional Services	9029	49	182	99		16	1	6		13	1	20	34	4	22	1	7	103	24	65	173	20	34	119	1		
Dept of Transportation	9,972	40	60	7		10		3		5	1	3	15		22			4	15	3	48	7	35	6	10		
Dept of Veterans Affairs	77	1	0																								
MD Automobile Insurance Fund	205	0	1			1						1									1		1				
MD Dept of the Environment	792	3	5			1								3		1				1	4		4	1			
MD Dept of Health	8,026	29	20	5		3		2		2		3	4		7		2		7		31	4	10	6			
MD Environmental Services	819	2	0																								
MD Insurance Administration	222	1	0																								
MD School for the Deaf	321	2	1	1																	1		1				
MD State Dept of Education	1,285	17	11	1		1				2		1	4		3			7		1	8		11				
MD State Police	2,178	2	9	5						2					2				2	4	4	2	2	4	1		
Military Department	220	1	13	11											3			1	3		9	6	4	2	1		
Morgan State University	1,113	4	10	1		1				2				2	4			2	1	1	6		6		2		
Office of the Attorney General	635	1	1										1								1			1			
Office of the Public Defender	818	0	1										1								1				1		
State Board of Elections	211	0	1					1		1											1		1				
State Dept of Assessment and Taxation	535	3	2	2														2				1			1		
TOTAL	48,530	216	379	156	0	38	1	15	0	36	2	31	79	7	82	1	10	139	61	92	306	44	142	153	1		

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

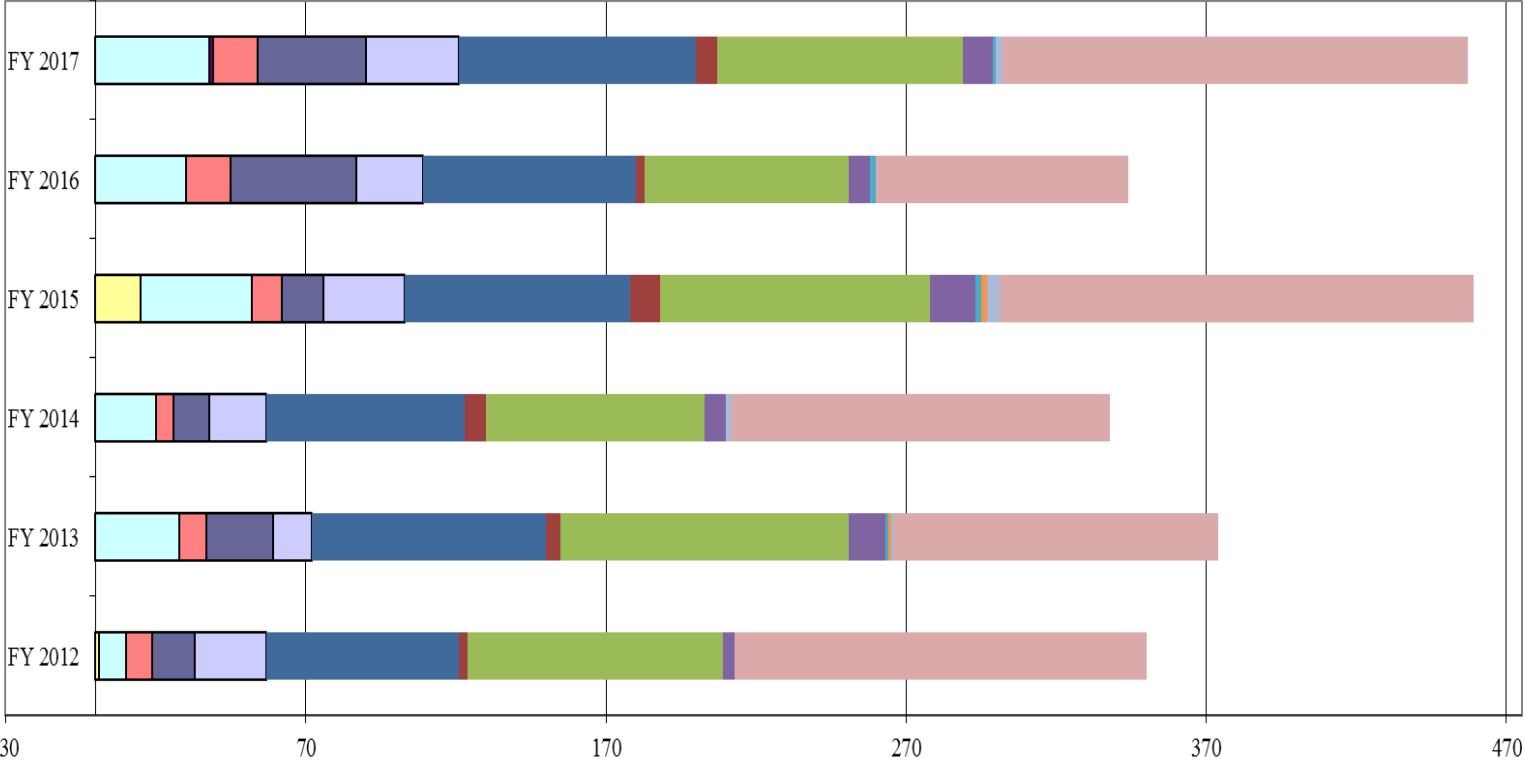
- (1) "Internal" complaints are those filed at the agency level, with a State agency's Fair Practices Officer or Equal Employment Opportunity Officer.
- (2) "External" complaints are those filed with the Maryland Commission on Civil Rights, Department of Justice, Courts, and/or Equal Employment Opportunity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

Internal Complaints by Disposition



Internal Complaints by Type

- ADA
- Age
- Ancestry
- Color
- Disability
- National Origin
- Race
- Religious Affiliation
- Sex/Gender
- Sexual Orientation
- Gender Identity
- Creed
- Marital Status
- Other



SECTION NINE

UNIVERSITY SYSTEM

OF MARYLAND

SECTION 9: UNIVERSITY SYSTEM OF MARYLAND

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

- There were a total of 39,384 employees in the University System of Maryland.
 - Of the total employees, 22,276 (56.6%) were White, 7,540 (19.1%) were African American, 90 (0.20%) were American Indian and Alaska Native, 4,776 (12.1%) were Asian, 1,473 (3.7%) were Hispanic or Latino, 388 (1.0%) were Multiracial, and 2,784 (7.1%) were Other (no race checked).
 - Males comprised 18,488 (46.9%) of the workforce.
 - Females comprised 20,896 (53.1%) of the workforce.
 - The majority of Faculty and Instructor positions were filled by Whites (67%) and males (52%).

UNIVERSITY SYSTEM OF MARYLAND

TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2017

EEO Job Category	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	2,598	1,058	1,540	711	968	211	390	2	1	42	65	2	1	53	65	7	13	30	37
		41%	59%	27.4%	37.3%	8.1%	15.0%	0.1%	0.0%	1.6%	2.5%	0.1%	0.0%	2.0%	2.5%	0.3%	0.5%	1.2%	1.4%
Professionals	9,045	3,380	5,665	2,014	3,129	616	1,440	3	8	294	468	11	7	255	338	47	73	140	202
		37%	63%	22.3%	34.6%	6.8%	15.9%	0.0%	0.1%	3.3%	5.2%	0.1%	0.1%	2.8%	3.7%	0.5%	0.8%	1.5%	2.2%
Technical-Paraprofessionals	495	137	358	81	220	40	93	0	0	8	30	0	1	5	7	2	3	1	4
		28%	72%	16.4%	44.4%	8.1%	18.8%	0.0%	0.0%	1.6%	6.1%	0.0%	0.2%	1.0%	1.4%	0.4%	0.6%	0.2%	0.8%
Faculty/Instructors	13,569	7,059	6,510	4,818	4,270	831	1,069	24	21	820	587	6	4	327	294	43	53	190	212
		52%	48%	35.5%	31.5%	6.1%	7.9%	0.2%	0.2%	6.0%	4.3%	0.0%	0.0%	2.4%	2.2%	0.3%	0.4%	1.4%	1.6%
Faculty/ Research	2,532	1,507	1,025	750	555	44	64	3	0	487	260	4	2	165	114	10	8	44	22
		60%	40%	29.6%	21.9%	1.7%	2.5%	0.1%	0.0%	19.2%	10.3%	0.2%	0.1%	6.5%	4.5%	0.4%	0.3%	1.7%	0.9%
Faculty/Public Service	2	2	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	50%	0%	50%	0%	0.0%	0.0%	0.0%	0.0%	0%	0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Teachers' Assistant/Assoc	5,816	2,932	2,884	1,252	1,348	146	266	4	8	926	646	11	5	494	472	27	34	72	105
		50%	50%	21.5%	23.2%	2.5%	4.6%	0.1%	0.1%	15.9%	11.1%	0.2%	0.1%	8.5%	8.1%	0.5%	0.6%	1.2%	1.8%
Administrative Support	2,615	584	2,031	249	964	246	864	2	5	30	45	1	1	25	60	7	38	24	54
		22%	78%	9.5%	36.9%	9.4%	33.0%	0.1%	0.2%	1.1%	1.7%	0.0%	0.0%	1.0%	2.3%	0.3%	1.5%	0.9%	2.1%
Skilled Craft Workers	781	750	31	437	10	202	14	5	0	28	0	0	0	23	2	5	0	50	5
		96%	4%	56.0%	1.3%	25.9%	1.8%	0.6%	0.0%	3.6%	0.0%	0.0%	0.0%	2.9%	0.3%	0.6%	0.0%	6.4%	0.6%
Service-Maintenance	1,931	1,079	852	374	125	565	438	3	1	22	18	0	1	40	45	11	7	64	217
		56%	44%	19.4%	6.5%	29.3%	22.7%	0.2%	0.1%	1.1%	0.9%	0.0%	0.1%	2.1%	2.3%	0.6%	0.4%	3.3%	11.2%
TOTAL	39,384	18,488	20,896	10,687	11,589	2,902	4,638	46	44	2,657	2,119	35	22	1,387	1,397	159	229	615	858
		46.9%	53.1%	27.1%	29.4%	7.4%	11.8%	0.1%	0.1%	6.7%	5.4%	0.1%	0.1%	3.5%	3.5%	0.4%	0.6%	1.6%	2.2%

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

SECTION TEN

INDEPENDENT HIGHER EDUCATION INSTITUTIONS

SECTION 10: INDEPENDENT HIGHER EDUCATION INSTITUTIONS

BALTIMORE CITY COMMUNITY COLLEGE

- There are 405 employees in the Baltimore City Community College workforce.
 - 276 or 68% are African-American employees
 - 240 or 59% are female employees

MORGAN STATE UNIVERSITY

- There are 1113 employees in the Morgan State University workforce.
 - 818 or 74% are African-American employees
 - 569 or 51% are female employees

ST. MARY'S COLLEGE OF MARYLAND

- There are 531 employees in the St. Mary's College of Maryland workforce.
 - 63 or 11% are African-American employees
 - 279 or 53% are female employees

BALTIMORE CITY COMMUNITY COLLEGE
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2017

EEO Job Category	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	56	27	29	12	8	13	20	0	0	0	0	0	0	2	1	0	0	0	0
		48%	52%	21%	14%	23%	36%	0%	0%	0%	0%	0%	0%	4%	2%	0%	0%	0%	0%
Professionals	245	91	154	33	39	53	97	0	0	0	0	0	0	3	10	0	0	2	8
		37%	63%	13%	16%	22%	40%	0%	0%	0%	0%	0%	0%	1%	4%	0%	0%	1%	3%
Technicians	8	8	0	1	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	13%	0%	88%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	12	12	0	2	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	17%	0%	83%	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%
Administrative Support	52	2	50	0	3	2	47	0	0	0	0	0	0	0	0	0	0	0	0
		4%	96%	0%	6%	4%	90%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	25	18	7	3	0	15	7	0	0	0	0	0	0	0	0	0	0	0	0
		72%	28%	12%	0%	60%	28%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	7	7	0	2	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	29%	0%	71%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	405	165	240	53	50	105	171	0	0	0	0	0	0	5	11	0	0	2	8
		41%	59%	13%	12%	26%	42%	0%	0%	0.0%	0.0%	0%	0%	1%	3%	0%	0%	0.5%	2.0%

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

**BALTIMORE CITY COMMUNITY COLLEGE
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2017**

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	46	15	31	3	2	12	29	0	0	0	0	0	0	0	0	0	0	0	0
		33%	67%	7%	4%	26%	63%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reinstatements	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	4	1	3	1	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0
		25%	75%	25%	25%	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	0	0	0																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	50	16	34	4	3	12	31	0	0	0	0	0	0	0	0	0	0	0	0
		32%	68%	8%	6%	24%	62%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2017

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	43	17	26	4	4	13	22	0	0	0	0	0	0	0	0	0	0	0	0
		40%	60%	9%	9%	30%	51%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Rejection on Probation	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	3	2	1	0	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0
		67%	33%	0%	0%	67%	33%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	46	19	27	4	4	15	23	0	0	0	0	0	0	0	0	0	0	0	0
		41%	59%	9%	9%	33%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

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

MORGAN STATE UNIVERSITY
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2017

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	137	62	75	13	3	46	69	1	1	0	2	1	0	1	0	0	0	0	0	
		45%	55%	9%	2%	34%	50%	1%	1%	0%	1%	1%	0%	0%	1%	0%	0%	0%	0%	0%
Professionals	698	367	331	95	54	206	243	10	6	49	26	4	2	3	0	0	0	0	0	
		53%	47%	14%	8%	30%	35%	1%	1%	7%	4%	1%	0%	0%	0%	0%	0%	0%	0%	0%
Technicians	11	6	5	1	0	4	5	0	0	0	0	0	0	1	0	0	0	0	0	
		55%	45%	9%	0%	36%	45%	0%	0%	0%	0%	0%	0%	9%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	39	32	7	4	0	26	7	1	0	0	0	0	0	1	0	0	0	0	0	
		82%	18%	10%	0%	67%	18%	3%	0%	0%	0%	0%	0%	3%	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%
Administrative Support	149	16	133	1	2	15	125	0	3	0	2	0	1	0	0	0	0	0	0	
		11%	89%	1%	1%	10%	84%	0%	2%	0%	1%	0%	1%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	16	15	1	2	0	12	1	0	0	0	0	0	0	1	0	0	0	0	0	
		94%	6%	13%	0%	75%	6%	0%	0%	0%	0%	0%	0%	6%	0%	0%	0%	0%	0%	0%
Service-Maintenance	63	46	17	2	2	44	15	0	0	0	0	0	0	0	0	0	0	0	0	
		73%	27%	3%	3%	70%	24%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	1,113	544	569	118	61	353	465	12	10	49	30	5	3	7	0	0	0	0	0	
		49%	51%	11%	5%	32%	42%	1.1%	0.9%	4.4%	2.7%	0.4%	0.3%	1%	0%	0.0%	0.0%	0.0%	0.0%	

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

MORGAN STATE UNIVERSITY
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2017

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	81	49	32	10	4	32	26	0	1	2	1	0	0	5	0	0	0	0	0
		60%	40%	12%	5%	40%	32%	0%	1%	2%	1%	0%	0%	6%	0%	0%	0%	0%	0%
Reinstatements	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	46	18	28	2	2	16	25	0	1	0	0	0	0	0	0	0	0	0	0
		39%	61%	4%	4%	35%	54%	0%	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	5	4	1	2	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0
		80%	20%	40%	0%	40%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
		0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	133	71	62	14	6	50	53	0	2	2	1	0	0	5	0	0	0	0	0
		53%	47%	11%	5%	38%	40%	0%	2%	2%	1%	0%	0%	4%	0%	0%	0%	0%	0%

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2017

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	36	15	21	2	3	11	16	1	0	1	2	0	0	0	0	0	0	0	0
		42%	58%	6%	8%	31%	44%	3%	0%	3%	6%	0%	0%	0%	0%	0%	0%	0%	0%
Rejection on Probation	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	4	3	1	0	0	2	1	0	0	0	0	1	0	0	0	0	0	0	0
		75%	25%	0%	0%	50%	25%	0%	0%	0%	0%	25%	0%	0%	0%	0%	0%	0%	0%
TOTAL	40	18	22	2	3	13	17	1	0	1	2	1	0	0	0	0	0	0	0
		45%	55%	5%	8%	33%	43%	3%	0%	3%	5%	3%	0%	0%	0%	0%	0%	0%	0%

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

ST. MARY'S COLLEGE OF MARYLAND
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2017

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	171	85	86	68	71	10	8	0	1	2	3	0	0	0	0	0	0	5	3
		50%	50%	40%	42%	6%	5%	0%	0%	1%	2%	0%	0%	0%	0%	0%	0%	0%	3%
Professionals	212	100	112	84	96	4	4	1	1	4	8	0	0	0	0	2	0	5	3
		47%	53%	40%	45%	2%	2%	0%	0%	2%	4%	0%	0%	0%	0%	1%	0%	2%	1%
Technicians	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%
Protective Service Workers: Sworn	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%
Administrative Support	46	2	44	2	33	0	7	0	0	0	2	0	0	0	0	0	0	0	2
		4%	96%	4%	72%	0%	15%	0%	0%	0%	4%	0%	0%	0%	0%	0%	0%	0%	4%
Skilled Craft Workers	27	26	1	20	1	6	0	0	0	0	0	0	0	0	0	0	0	0	0
		96%	4%	74%	4%	22%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	71	39	32	23	21	14	10	1	0	0	0	0	0	0	0	0	0	1	1
		55%	45%	32%	30%	20%	14%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%	0%
TOTAL	531	252	279	197	226	34	29	2	2	6	13	0	0	0	0	2	0	11	9
		47%	53%	37%	43%	6%	5%	0.4%	0%	1.1%	2.45%	0%	0%	0%	0.00%	0%	0%	2.07%	1.69%

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

**ST. MARY'S COLLEGE OF MARYLAND
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2017**

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	54	23	31	12	27	8	4	0	0	1	0	0	0	1	0	0	0	1	0
		43%	57%	22%	50%	15%	7%	0%	0%	2%	0%	0%	0%	2%	0%	0%	0%	2%	0%
Reinstatements	4	3	1	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		75%	25%	50%	25%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	31	13	18	7	18	3	0	0	0	2	0	0	0	1	0	0	0	0	0
		42%	58%	23%	58%	10%	0%	0%	0%	6%	0%	0%	0%	3%	0%	0%	0%	0%	0%
TOTAL	89	39	50	21	46	12	4	0	0	3	0	0	0	2	0	0	0	1	0
		44%	56%	24%	52%	13%	4%	0%	0%	3%	0%	0%	0%	2%	0%	0%	0%	1%	0%

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2017

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	32	18	14	11	12	5	1	0	0	0	0	0	0	2	1	0	0	0	0
		56%	44%	34%	38%	16%	3%	0%	0%	0%	0%	0%	0%	6%	3%	0%	0%	0%	0%
Rejection on Probation	2	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
		100%	0%	0%	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	50%	0%
Terminations	4	3	1	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		75%	25%	50%	25%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	38	23	15	13	13	7	1	0	0	0	0	0	0	2	1	0	0	1	0
		61%	39%	34%	34%	18%	3%	0%	0%	0%	0%	0%	0%	5%	3%	0%	0%	3%	0%

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

APPENDICES

Appendix A

EXECUTIVE ORDER

01.01.2007.16

Code of Fair Employment Practices

(Rescinds Executive Order 01.01.2007.09)

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

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

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

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

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

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

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ARTICLE I – EQUAL EMPLOYMENT OPPORTUNITY PROGRAM IN STATE GOVERNMENT

- A. All personnel actions concerning any employee or applicant for employment in the Executive Branch will be taken on the basis of merit and fitness, and without regard to:
 - 1. Age;
 - 2. Ancestry;
 - 3. Color;
 - 4. Creed;
 - 5. Gender identity and expression;
 - 6. Genetic information;
 - 7. Marital status;
 - 8. Mental or physical disability;
 - 9. National origin;
 - 10. Race;
 - 11. Religious affiliation, belief or opinion;
 - 12. Sex; or;
 - 13. Sexual orientation.

- B. All personnel actions concerning any skilled, professional or management service employee and any special appointee designated by the Secretary of Budget and Management, or any applicant for employment in those services or in comparable positions in an independent personnel system in the Executive Branch, shall be without regard to political affiliation, belief or opinion.

- C. Discrimination against or harassment of employees on the basis of any reason prohibited by law is not permitted.

- D. Retaliation against any employee who opposes discrimination or participates in an EEO investigation is not permitted.

- E. Retaliation against an individual because of their refusal to submit to a genetic test or make available the results of a genetic test is not permitted.

- F. The Secretary of Budget and Management shall:

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

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

ARTICLE II – COMPLAINTS OF DISCRIMINATION AND UNFAIR EMPLOYMENT PRACTICES

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

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

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

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

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

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

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

ARTICLE IV– STATE ACTION

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

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ARTICLE V – ACCOMMODATIONS

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

ARTICLE VI – ANNUAL REPORTS

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

ARTICLE VII – NOTICE TO EMPLOYEES

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

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

Appendix B

Statewide Equal Employment Organizational Responsibility

Governor

On the 23rd day of January 2017, Governor Larry Hogan issued a new Standards of Conduct for Executive Branch Employees and Reporting of Misconduct, Executive Order 01.01.2017.08. Governor Hogan maintains integrity as the highest standard in Government of all state employees and expects every person who serves in the Executive Branch to adhere all applicable laws and regulations that provide equal opportunity for all Marylanders regardless of race, color, religion, gender, national origin, age, disability, sexual orientation, marital status or gender identity.

The Joint Committee on Fair Practices and State Personnel Oversight

The Joint Committee on Fair Practices and State Personnel Oversight was established in 2011 to replace the Legislative Joint Committee on Fair Practices which was originally created by the State Personnel Management System Reform Act of 1996. The Joint Committee is comprised of eight members; four members of the State Senate and four members of the House of Delegates. The Joint Committee has oversight over employment policies and personnel systems in the Executive Branch of State Government, equal employment opportunity policies and practices, and certain procurement practices.

Secretary of the Department of Budget and Management

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

Deputy Secretary Department of Budget and Management

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

Appendix B

Statewide Equal Employment Opportunity Coordinator

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

Secretaries and Heads of State Agencies

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

Fair Practices Officer

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

Appendix B

Equal Employment Opportunity Officer

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

Americans with Disabilities Act (ADA) Officers

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

Appendix C

AGENCY	ACRONYM	FAIR PRACTICES	EEO	ADA
Administrative Hearings, Office of	OAH	Dennis Krysiak	Janet Cora	Janet Cora
African American History & Culture, MD Museum of	MAAMC	Vacant	Dave Ferraro	Dave Ferraro
Aging, MD Dept of	MDOA	Bonnie Glick	W. Chris Stewart	Vacant
Agriculture, MD Dept of	MDA	Eric Von Paris	Kay-Megan Washington	Momoh Conteh
Archives, MD State	MSA	Teresa Fawley	Christopher Haley	James Watson
Assessment and Taxation, State Dept of	SDAT	William Anderson	Grant Chism	Grant Chism
Attorney General, Office of the	OAG	Elizabeth Harris Carolyn Quattrocki Beverly Pivec	Elizabeth Harris Carolyn Quattrocki Beverly Pivec Zenita Hurley	Yolanda Colkley
Automobile Insurance Fund, MD	MAIF	Mark McCurdy	Monique Abney	HR Dept
Baltimore City Community College	BCCC	Michelle Williams Priscilla Johnson	Priscilla Johnson	Priscilla Johnson
Baltimore City Sheriff's Office	BCS	Eness Brown	Tyra Stewart	Chari Walker
Bowie State University	BOWIE	Sheila Hobson	Adonna Green	Michael Hughes
Budget and Management, Dept of	DBM	Marc Nicole	Debra Mack	Debra Mack
Canal Place	CANAL	Deidra Ritchie	Nicole Gray	Deidra Ritchie
Commerce, Dept of	COMMERCE	Daniel Leonard	Daniel Leonard	Daniel Leonard
Commission on Civil Rights, MD	MCCR	Nicolette Young	Nicolette Young	Nicolette Young
Comptroller, Office of the	COMP	Paulette Walker	Paulette Walker	Paulette Walker
Coppin University	CSU	Lisa Early	Lisa Early	Lisa Early
Deaf, MD School for the	MSD	Anny Currin	Anny Currin Cyndi Fries	Anny Currin
Education, MD State Dept of	MSDE	Kristy Michel	Kristy Michel	Kristy Michel
Elections, State Board of	SBEL	Nikki Charlson	Erin Perrone	Whitney LeRoux
Environment, MD Dept of the	MDE	Darlene Mitchell	Darlene Mitchell	Darlene Mitchell
Environmental Services, MD	MES	Beth Wojton	Donna Oliff	Jewel White
Food Center Authority, MD	MFCA	Rose Harrell	Amy Broadwater	Rose Harrell
Frostburg State University	FSU	Beth Hoffman	Beth Hoffman	Beth Hoffman
General Services, Dept of	DGS	Nelson Reichart	Nelson Reichart	Tonya Sturdivant
Governor, Office of the/Executive Dept.	GOV	Mona Vaidya	Mona Vaidya	Mona Vaidya
Health, MD Dept of	MDH	Keneithia Taylor	Keneithia Taylor Tina Smith Janelle Robinson Delinda Johnson-Blake	Delinda Johnson-Blake
Health Benefit Exchange, MD	MHBE	Michele Eberle	Aaron Jacobs	Aaron Jacobs
Higher Education Commission, MD	MHEC	Emily A.A. Dow	Jon Enriquez	Geoffrey Newman
Historic St Mary's City Commission	HSMC	Shannon Jarboe	Melvin McClintock	Melvin McClintock
Housing and Community Development, Dept of	DHCD	Gordon Outlaw	Gordon Outlaw Allegra Hollins	Gordon Outlaw Allegra Hollins
Human Services, Dept of	DHS	Gerald Stansbury	Cheryl Edwards	Marah Benjamin
Information Technology, Dept of	DoIT	Marc Nicole	Debra Mack	Debra Mack
Institute for Emer Medical Servs Systems, MD	MIEMSS	Pat Gainer	Jim Brown	Jeannie Abramson
Insurance Administration, MD	MIA	Nancy Grodin	Kyia Underwood	Kyia Underwood
Judiciary, MD	JUD	Warren Hedges	Warren Hedges	Warren Hedges
Juvenile Services, Dept of	DJS	Joseph Cleary	Charles Proctor	Denise Bean

Appendix C

AGENCY	ACRONYM	FAIR PRACTICES	EEO	ADA
Labor, Licensing and Regulation, Dept of	DLLR	Jennifer Reed	Jennifer Reed	Jennifer Reed
Lottery & Gaming Control Agency, Maryland State	MSLA	Gina Smith	Darryl Massey	Nathan Warfield
Maryland 529	CSPM	Lauren Shipley	Pamela Perez	Pamela Perez
Military Department	DMIL	Annette Deener	Kirsten Williamson	Kirsten Williamson
Morgan State University	MSU	Tanyka Barber	Tanyka Barber	Tanyka Barber
Natural Resources, Dept of	DNR	Joanne Throwe	Richard Allen	Richard Allen
People's Counsel, Office of	PCPS	Seva Diakoparakevas	Seva Diakoparakevas Harold Muncy	Seva Diakoparakevas
Planning, MD Dept of	MDP	Robert McCord	Robert McCord	Robert McCord
Police, MD State	MSP	Carolyn Brown	Carolyn Brown First Sergeant Nicole A. Forchion	Joyce Arbogast
Property Tax Assessment Appeals Board	PTAAB	Julie Greene Kent Finkelsen	Julie Greene	Julie Greene
Public Broadcasting Commission, MD	MPT	Colette Colclough Susan Schmitt	Colette Colclough Susan Schmitt	Susan Schmitt
Public Defender, Office of	PDS	Becky Feldman	Lynn Bellamy	Lynn Bellamy
Public Safety and Correctional Services, Dept of	DPSCS	Karen Shipley	Paula Green-Holt	Paris Lee, Sr.
Public School Construction Program	PSCP	Vacant	Vacant	Vacant
Public Service Commission	PSC	Terry Romine	Vincent Tyler	Terry Romine
Retirement and Pension Systems, MD State	MSRA	Michelle Lowery	Melody Countess	Jackie Wallace
Salisbury University	SU	Humberto Aristizabel	Humberto Aristizabel	Humberto Aristizabel
St. Mary's College of Maryland	SMCM	Shannon Jarboe	Melvin McClintock	Melvin McClintock
Stadium Authority, MD	STAD	Rodger Dorsey David Raith	Rodger Dorsey	Gary McGuigan
State Prosecutor, Office of	SPO	Genie Gunthrop	Genie Gunthrop	Genie Gunthrop
Subsequent Injury Fund	SIF	Lisa Sievers	Lisa Sievers	Lisa Sievers
Supplemental Retirement Plans, MD	MSRP	Anna Marie Smith	Anna Marie Smith	Anna Marie Smith
Tax Court, MD	MTC	John Hearn	John Hearn	John Hearn
Towson University	TU	Debbie Seeberger	Vacant	Erica Arrington Crystal Tenan
Transportation, MD Dept of	MDOT	Louis Jones	Juanita Cobbs Donald Tannebaum	Juanita Cobbs
MD Aviation Administration	MAA	Angela Martin	Leon Patterson	Neal Heaton
MD Port Administration	MPA	Wanda Forman	Wanda Forman	Wanda Forman
MD Transit Administration	MTA	Bart Plano	Emmanuel Ansah	Debra Johnson
MD Transportation Authority	MDTA	Sara Cabrera	Sara Cabrera Denise Green	Sara Cabrera
Motor Vehicle Administration	MVA	Carla Loving	Genice Fowler	Yvette Brown
State Highway Administration	SHA	Wanda Dade	Pamela Jenkins-Dobson	Pamela Jenkins-Dobson
Treasurer, Office of the	TREA	Bernadette Benik	Cissy Blasi	Michele Reid
Uninsured Employer's Fund	UEF	Andrew Anderson	Diana Jones	Phyllis Bond
University System of MD	UMS	Vacant	Chevonie Oy	Lyn McDonald
University of Baltimore	UB	William Nelson	Rebecca Spence	Jackie Truelove
University of MD, Baltimore	UMB	Sheila Blackshear	Sheila Blackshear	Sheila Blackshear
University of MD, Baltimore County	UMBC	Adrienne Mercer	Adrienne Mercer	Stephanie Lazarus
University of MD, College Park	UMCP	Roberta Coates	Roger Candelaria	Roger Candelaria
University of MD, Eastern Shore	UMES	Marie Billie	Marie Billie	Marie Billie
University of MD for Environmental Science	UMCES	Dennis Mesko	Dennis Mesko	Dennis Mesko
University of MD, University College	UMUC	Steven Alfred	Steven Alfred	Steven Alfred
Veteran's Affairs, Dept of	MDVA	Peter Pantzer	Peter Pantzer	Peter Pantzer
Worker's Compensation Commission	WCC	Theresa Cornish	James E. Moore, III	James E. Moore, III

GLOSSARY

GLOSSARY

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

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

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

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

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

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

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

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

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DISABILITY: With respect to an individual –

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

EXECUTIVE SERVICE:

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

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

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

MANAGEMENT SERVICE:

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

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

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

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

PROFESSIONAL SERVICE:

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

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

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

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

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

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

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

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SKILLED SERVICE:

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

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

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

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

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

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

Racial/Ethnic Categories

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

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

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

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

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

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

Multiracial: Two or more races.

Description of Job Categories

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

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

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

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

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

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

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

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