

Maryland

Department of Budget and
Management

Annual Statewide Equal Employment Opportunity Report

Fiscal Year 2010



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

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SECTION ONE

EXECUTIVE

SUMMARY

SECTION 1: EXECUTIVE SUMMARY

Commitment to Equal Employment Opportunity

The State of Maryland recognizes and honors the value and dignity of every employee and understands the importance of providing its employees with a fair opportunity to pursue their careers in an environment free of discrimination or any form of prohibited harassment. The State is committed to providing a work environment free from discrimination on the basis of age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, religious affiliation, belief or opinion, race, sex, sexual orientation, or any other non-merit factor.

In 2007, Governor O'Malley reaffirmed the State's commitment to equal employment opportunity by updating and re-issuing the Code of Fair Employment Practices as Executive Order 01.01.2007.16. A copy of the Executive Order is provided on pages 75-81. The Executive Order clearly states that State employment decisions shall be based on merit and fitness alone and that agency leadership is expected to take personal responsibility for ensuring that equal employment opportunity is a reality in State government.

Governor O'Malley and Lieutenant Governor Brown are strongly committed to "moving our State forward." Our Leaders believe in building a diverse workforce of the best and brightest public servants. One in which we are all held accountable to ensure non-discrimination and equal opportunity in our work environments and in our employment practices. Governor O'Malley's Code on Fair Employment Practices requires State agency heads, managers and supervisors to promote equal opportunity in employment and to continually strive towards achieving a diverse workforce that is reflective of the availability of women, minorities and persons with disabilities in our workplaces. To ensure that this is accomplished, the Office of the Statewide Equal Employment Opportunity Coordinator has prepared this report for the Governor and the Joint Committee on Fair Practices and State Personnel Oversight with the information necessary to effectively assess the State's Equal Employment Opportunity (EEO) Program.

2010 EEO Highlights

During calendar 2010, the Office of the Statewide EEO Coordinator engaged State agencies and the State's EEO professionals in a number of activities designed to move the State toward the vision set forth in Governor O'Malley's executive order. The office continues to focus on training, outreach, diversity awareness, and compliance.

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

- Refresher training on EEO laws, diversity, and investigative techniques for State EEO and Fair Practices Officers.
- Ongoing guidance and training to Americans with Disabilities Act coordinators in partnership with the Department of Disabilities.

- Improvement of the DBM/EEO website to include EEO best practices, laws, forms, and resources.
- Production of the EEO Connection – a quarterly EEO newsletter that includes EEO law updates, noteworthy court rulings, a diversity corner and community awareness information.
- Organizing the second EEO Retreat. The event was attended by approximately 95 EEO professionals from various State agencies. The retreat served to reinforce the knowledge of the EEO professionals through results oriented sessions on the latest developments in EEO, diversity, sexual harassment, mental health, and other relevant topics. This retreat also provided the opportunity to strengthen partnerships and promote teamwork and professionalism. The theme for the 2010 Retreat was **WorkSmart**, which encouraged the professionals to rely on the many talented resources available within our own State government and to develop and enhance our EEO knowledge. Guest speakers included Maryland Attorney General Douglas Gansler and Administrative Law Judge Georgia Brady.
- Training and instruction on the latest assistive technology and website accessibility technology available to individuals with disabilities.
- Ongoing training and updates on the recent changes to the Americans with Disabilities Act.
- Continued to conduct ongoing compliance review audits to review and monitor the EEO programs in each State agency. The office conducted 13 agency compliance review audits in 2010 and provided each agency with an exit letter discussing potential improvements to their EEO programs. The office will conduct additional audits in 2011.
- During 2011, the office intends to continue training for EEO professionals across the State, conducting compliance audits of agency EEO efforts to ensure consistency with State and federal reporting requirements, producing and distributing educational material to ensure that all employees fully understand their rights and protections, and investigating agency appeal and Whistleblower complaints.

Data Analysis

Detailed EEO statistical and demographic data for fiscal 2010 and trends since fiscal 2005 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. For example, African-Americans make up 42% of the State government workforce (Exhibit 1). African-Americans represent a larger share of the State government's workforce compared to Maryland's Civilian Labor Force (CLF), while other minorities are almost equally represented (Exhibit 2). The percentage of non-Whites in the workforce has increased from 47% in fiscal 2005 to 48% in fiscal 2010 and the percentage of females remained the same at 56% in fiscal 2005 and fiscal 2010 (Exhibit 3).

During fiscal 2010, new hires continued to add to the diversity of the workforce with women accounting for 55% of new hires, minorities accounting for more than half, and African-Americans accounting for 45% (Exhibits 4 and 5).

Approximately 42% of State workers under the age of 50 are African-American. That percentage declines among older workers, with African-Americans making up 37% of workers between 50-59, and 30% of workers age 60-69 (Exhibit 6). Females represent the majority of State employees in each age category except age 70 and over.

Advancement Opportunities

In fiscal 2010, women and minorities generally received promotions or upward reclassifications at rates consistent with their share of the workforce. Women – who represent 56% of the workforce - accounted for 52% of all promotions and 58% of reclassifications. African-Americans – who represent 42% of the workforce – accounted for 49% of the promotions and 34% of the reclassifications (Exhibit 7).

Disciplinary Personnel Transactions

African-Americans were over-represented with respect to suspensions (58%), terminations (49%), and disciplinary demotions (44%) (Exhibit 8).

Disparities Remain

While women and minorities are well represented in State government, significant disparities remain between the genders and races with respect to employment responsibilities and pay. Whites, for example, hold 72% of positions classified as Officials and Administrators and 55% of positions classified as Professionals. African-Americans in contrast hold slightly less than half of the lower salaried Administrative Support positions (49%) and 68% of the Service/Maintenance positions. With respect to special appointments, 64% are White and 27% are African-American.

Women are also under-represented in certain job categories. They are less likely than men to serve as Protective Service Workers (11% of sworn officers and 38% of non-sworn officers), but are far more likely than men to serve in Administrative Support positions (90%). Despite holding 56% of State positions, women fill only 48% of positions categorized as Officials and Administrators.

The disparities in job categories contribute to the difference in the salaries paid to men and women and whites and minorities. Exhibit 9 depicts the fiscal 2010 salaries for men and women and whites and minorities. Male employees were paid an average of \$5,258 more than female employees in fiscal 2010, while Whites were paid an average of \$7,555 more than African-Americans and \$2,162 more than other minorities. The gap between the average salaries of Whites and African-Americans closed slightly between FY 2005 and FY 2010, and the gap between men and women grew slightly (Exhibits 10 and 11). Over the same period, the average salary for other minorities grew much closer to that of Whites and now exceeds the average State salary of \$49,354.

The greatest impediment to closing the salary gap for African-Americans is their disproportionate share of low paying jobs. African-Americans hold more than half of positions

classified as Grade 8 or below. The grade with the largest number of African-American workers is Grade 13 which pays a maximum of \$52,596.

The State has enhanced its recruitment of African-Americans by expanding current relationships with Historically Black Colleges and Universities (HBCUs), professional organizations, and job fairs that may be sources of African-American and other diversity recruitment in order to develop a talent pipeline and increase the applicant flow of qualified people of color. Additionally, in keeping with the State's commitment to equal employment opportunity for all employees and applicants, State managers and supervisors are being provided training to enhance their skills in maintaining equal employment consideration in decisions regarding hiring, promotions, work assignments, employee development, training, evaluations, counseling, and discipline.

Other Data

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

- 285 reasonable accommodation requests were received from State employees and applicants for State employment in fiscal 2010. 89% of the requests were granted.
- 202 internal complaints of discrimination were received statewide in fiscal 2010. Race and Sex/Gender were the most common basis for complaints. A "no cause" finding was found in 85 cases and a "probable cause" finding was found in 42 cases, while the remainder of cases were resolved in according to other standards.
- Complaints of discrimination decreased from 384 in fiscal 2009, to 368 in fiscal 2010.
- The vast majority of employees at the University System of Maryland (58%) and St. Mary's College of Maryland (78%) were white. Approximately 64% of faculty and research positions in the System were filled by whites. Both the System and St. Mary's College of Maryland employed slightly more women than men.
- African-Americans composed the majority of workers (79%) at Morgan State University and (68%) Baltimore City Community College. Women held 50% of the positions at Morgan State University and 61% of the positions at Baltimore City Community College.

Exhibit 1

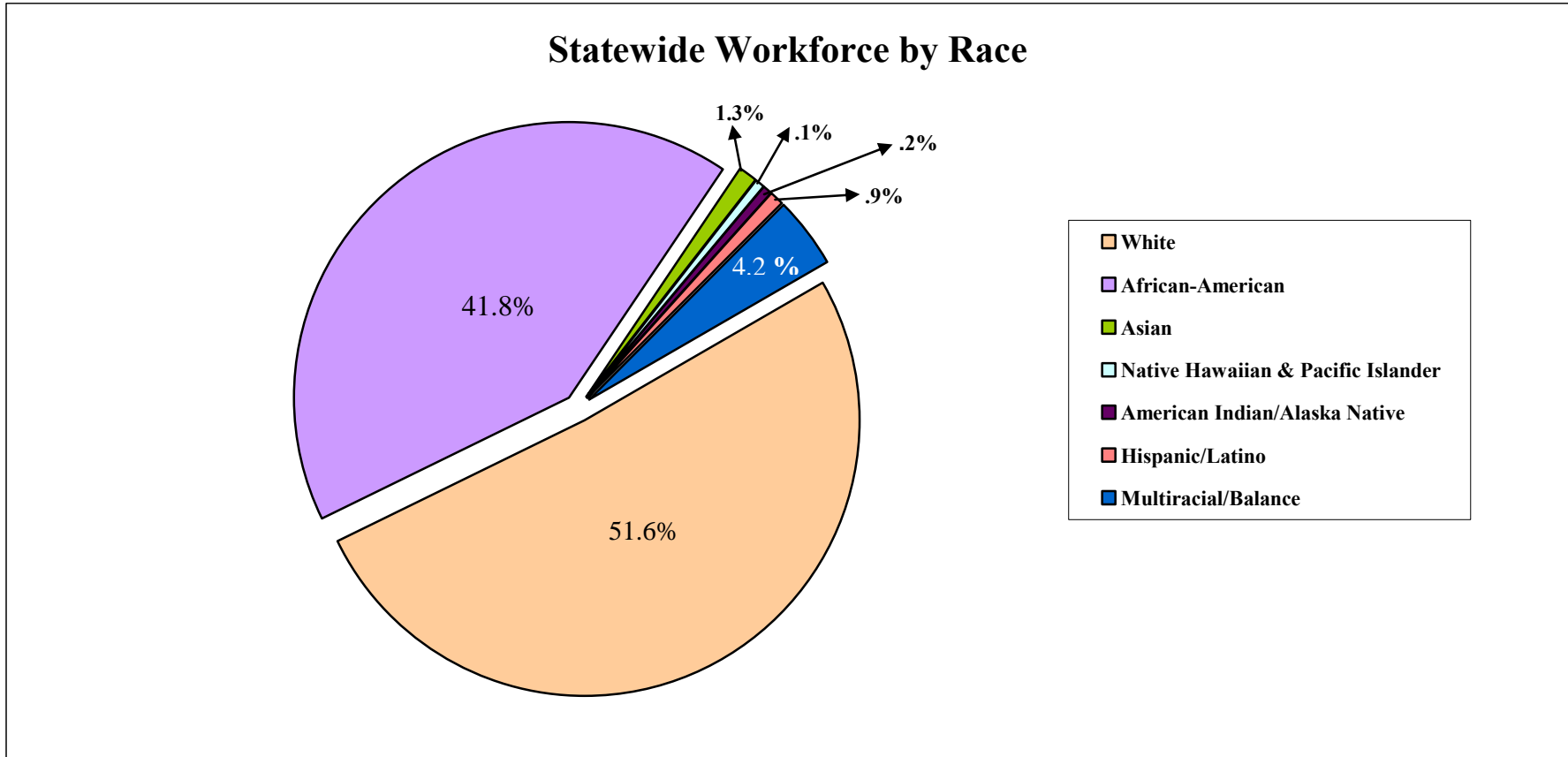


Exhibit 2

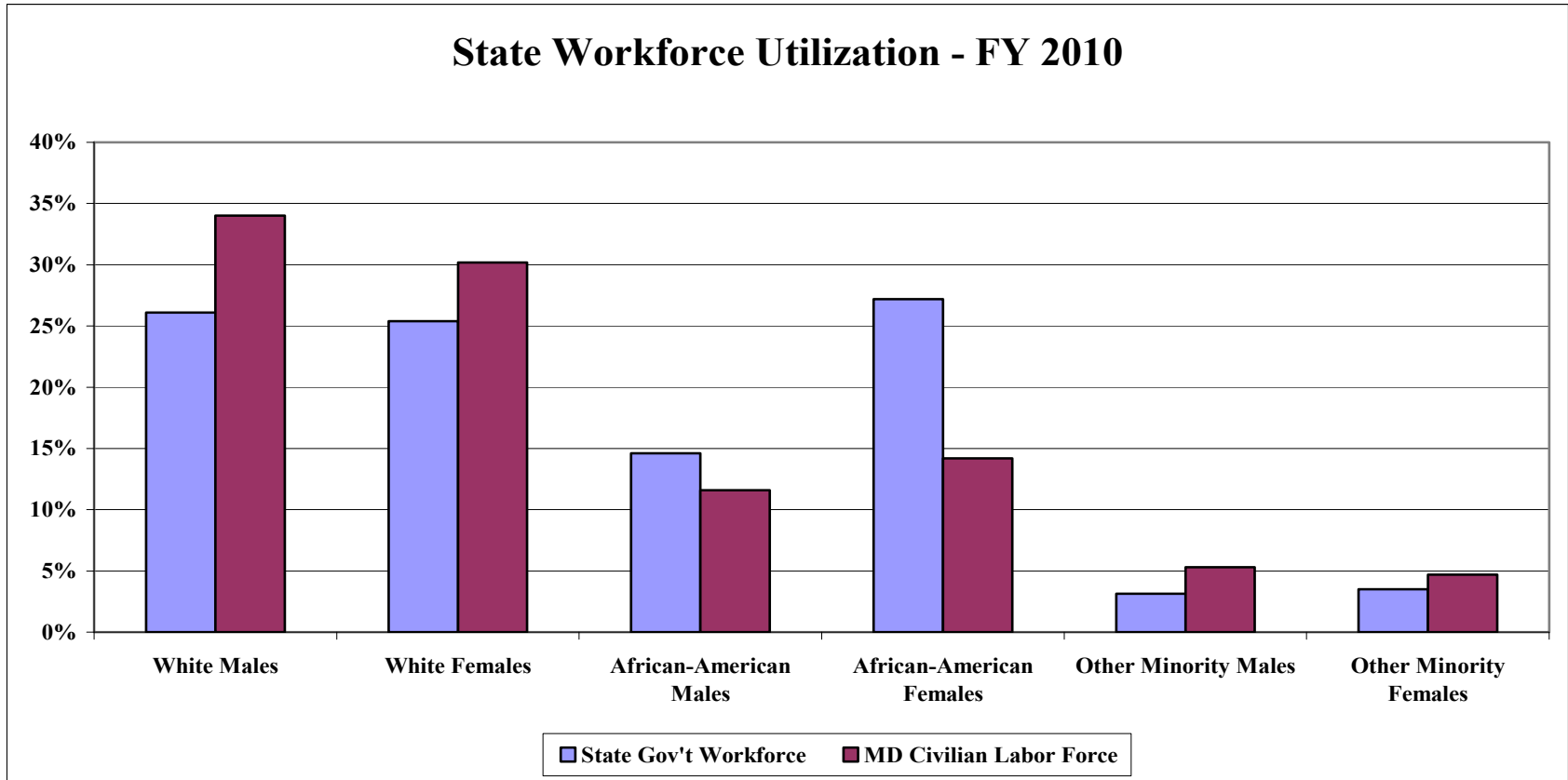


Exhibit 3

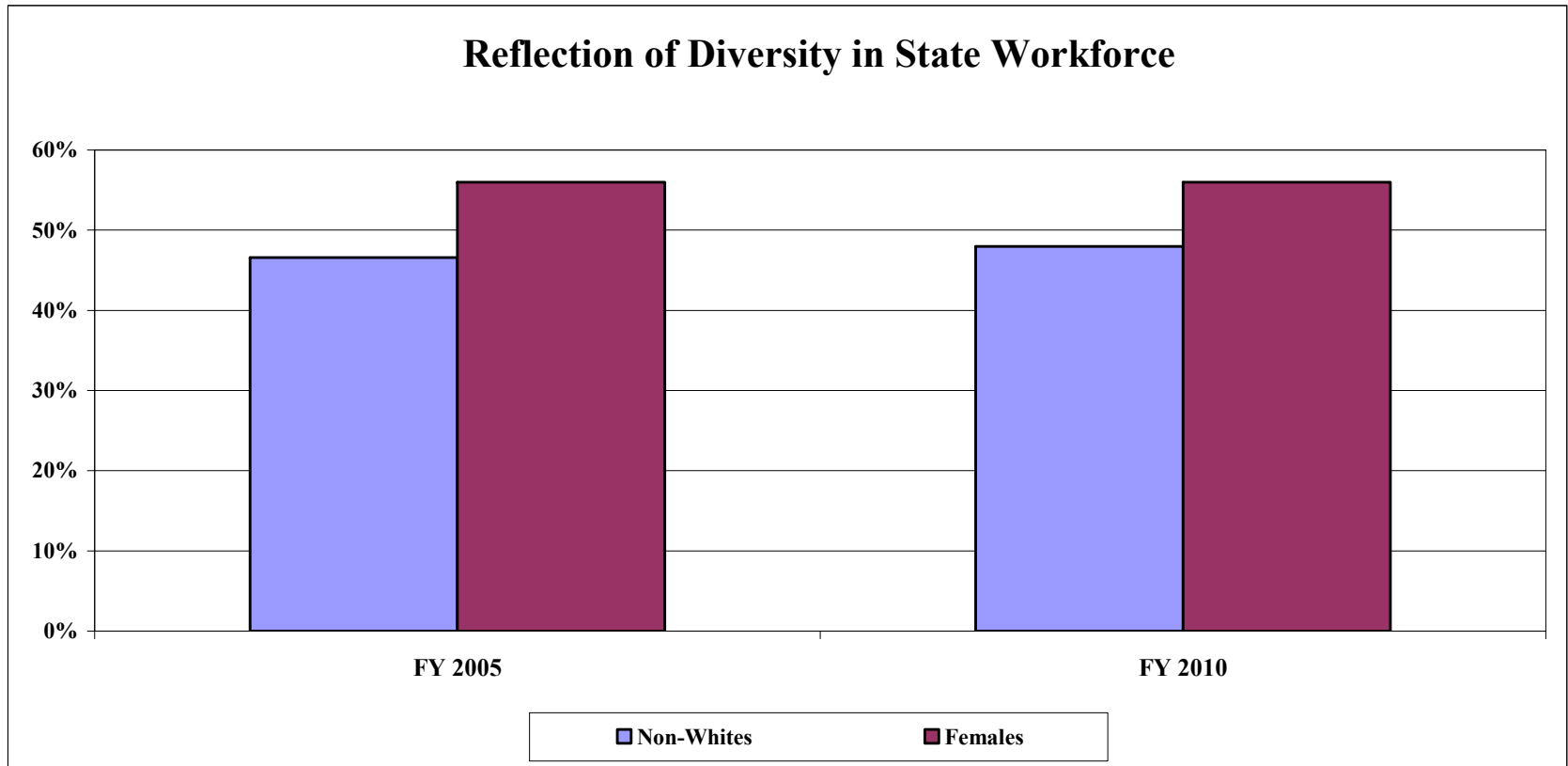


Exhibit 4

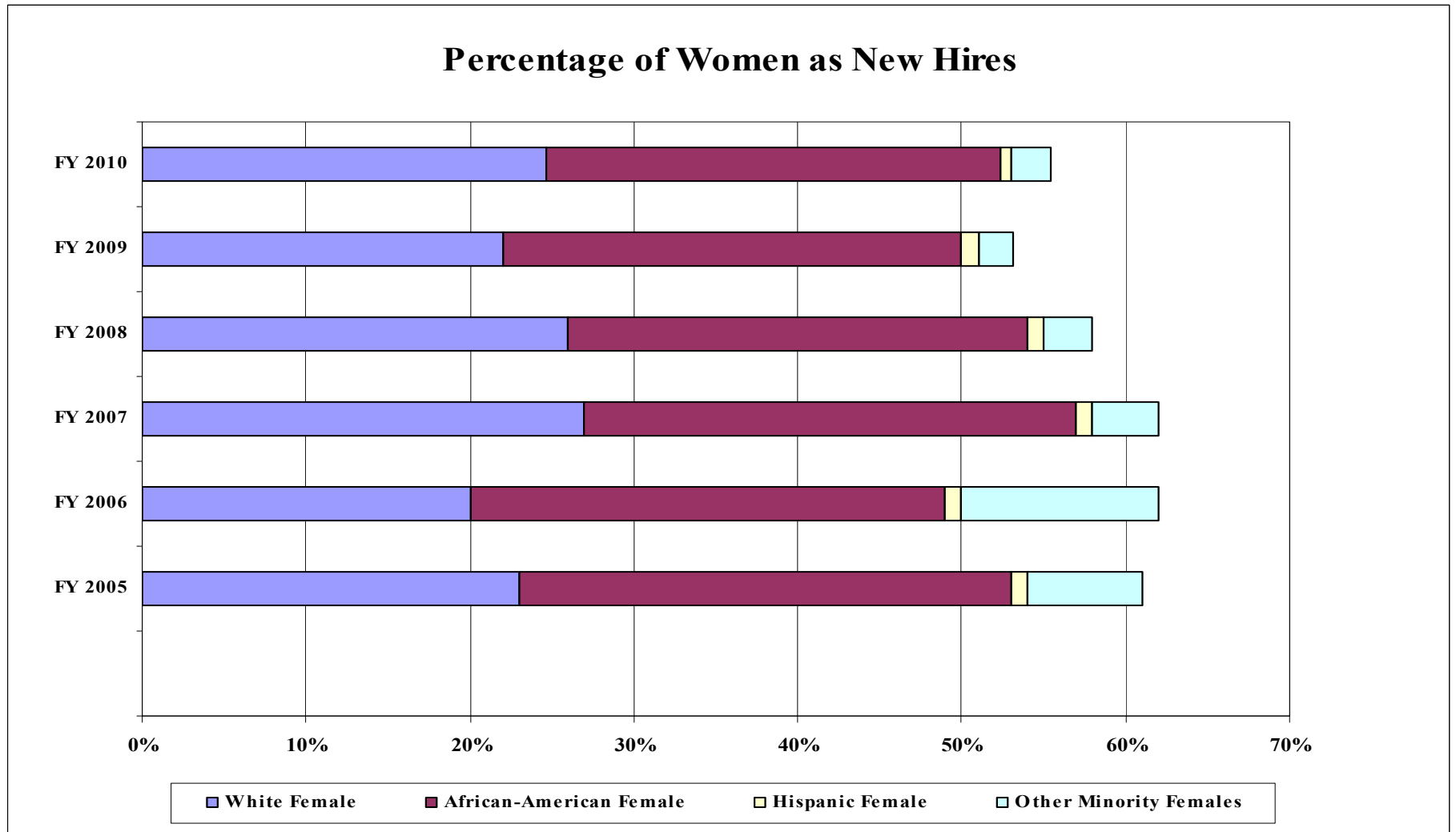


Exhibit 5

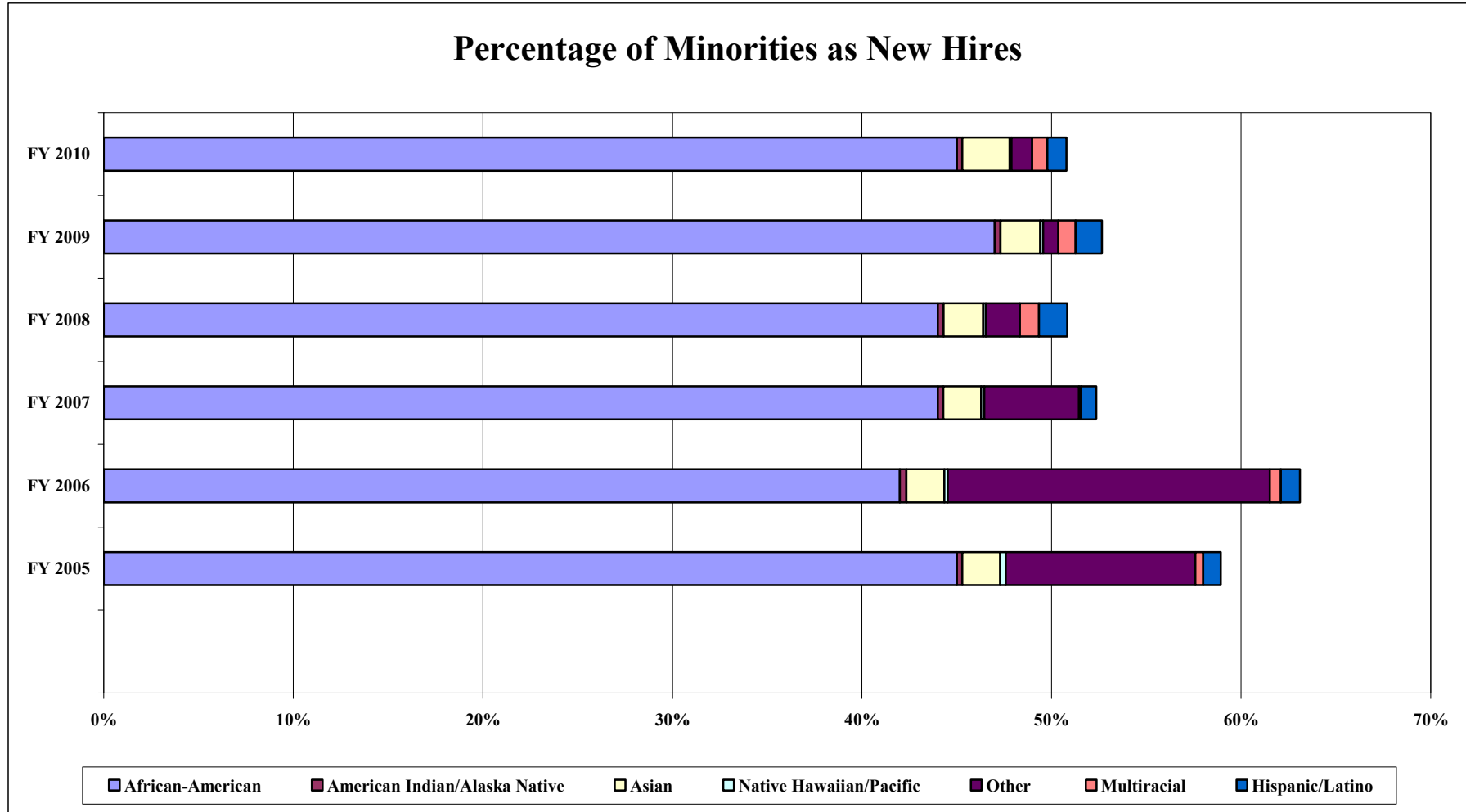


Exhibit 6

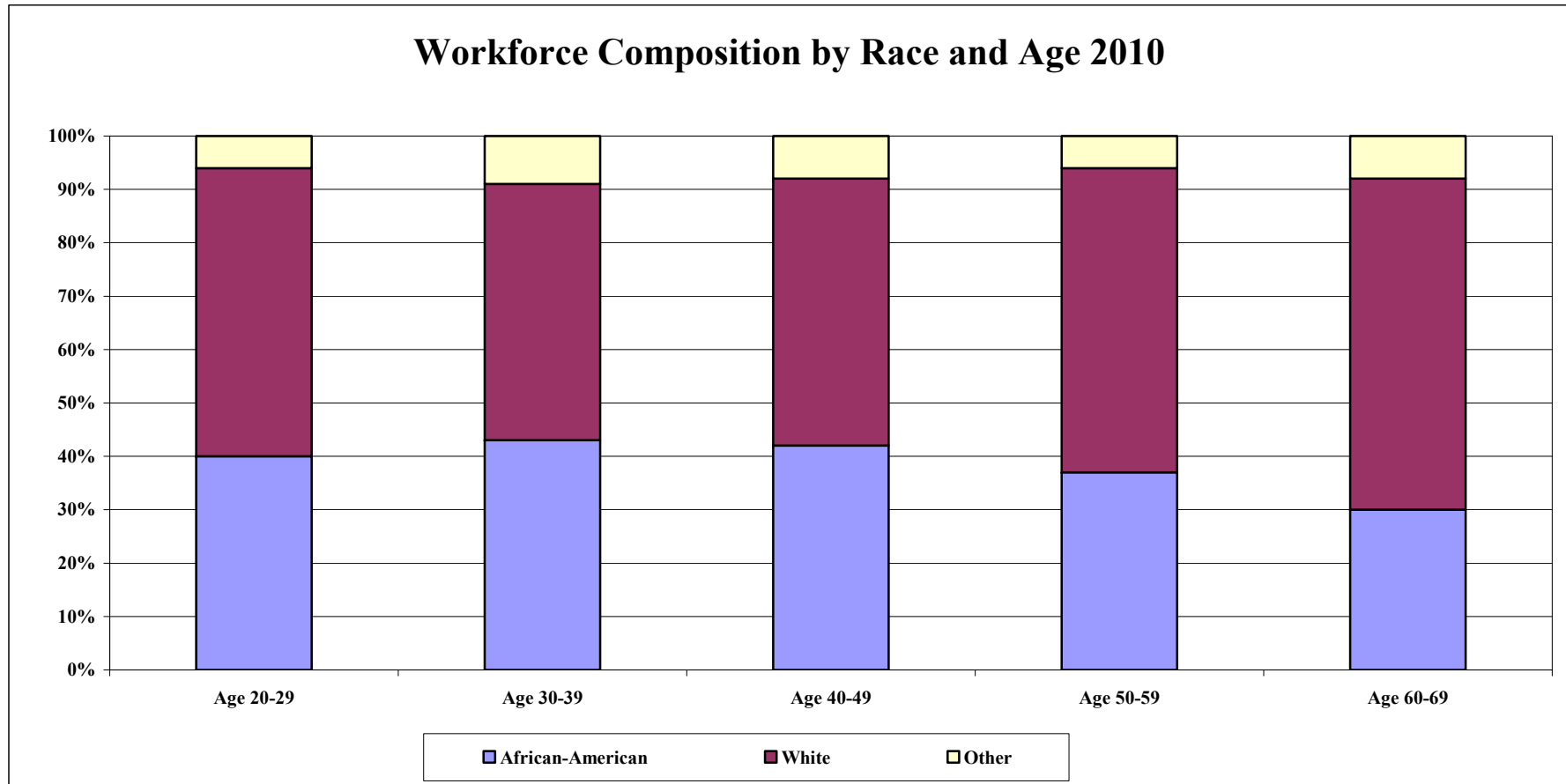


Exhibit 7

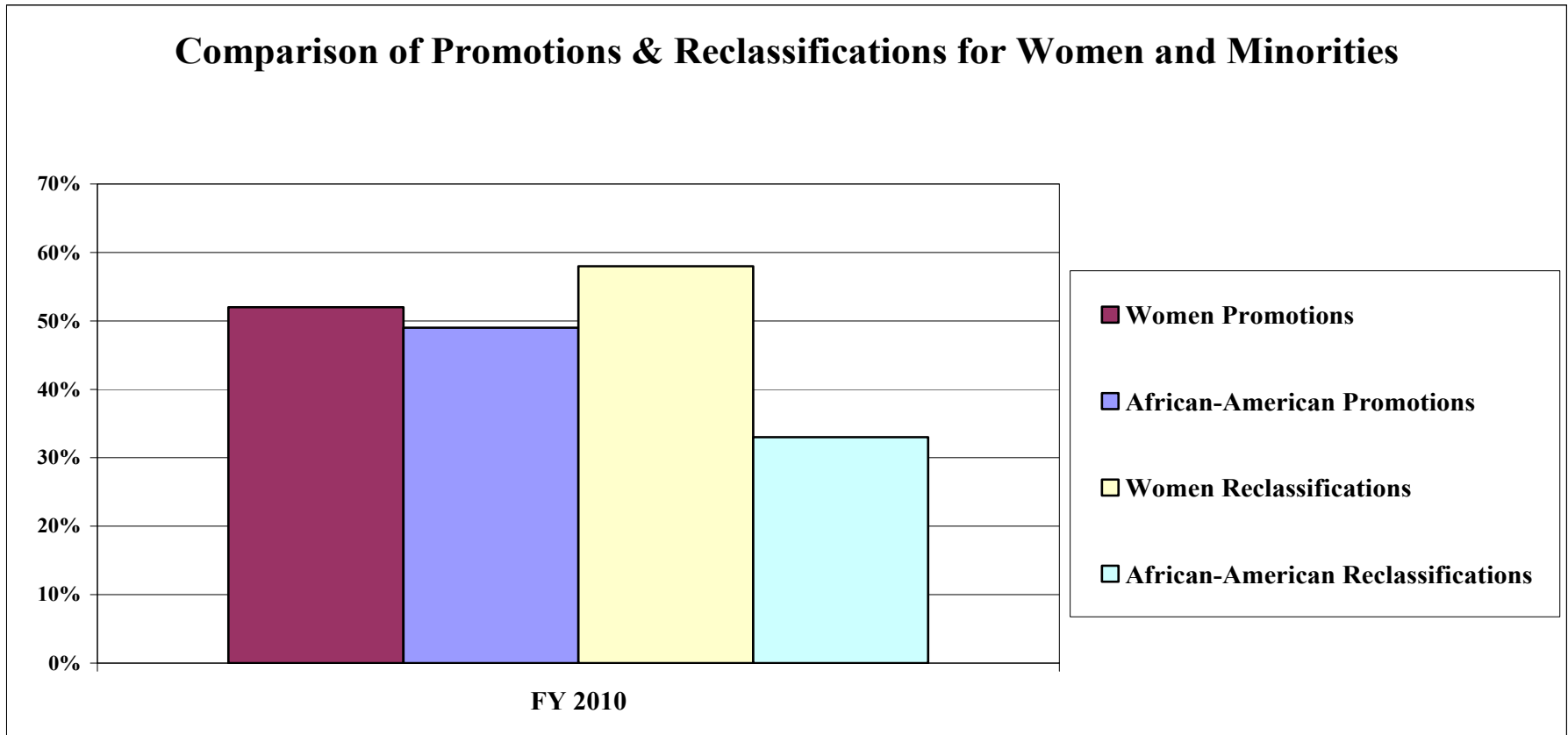


Exhibit 8

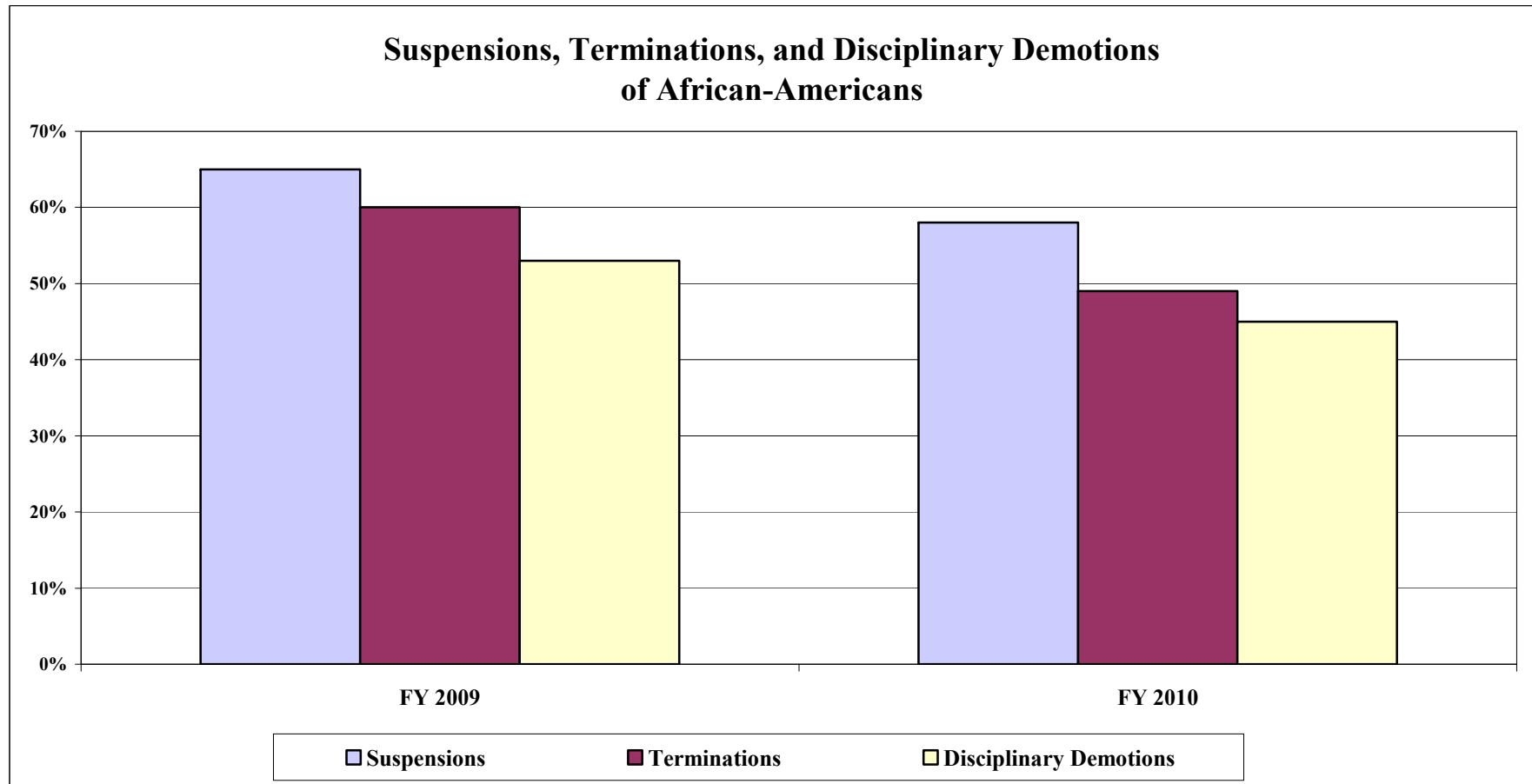


Exhibit 9

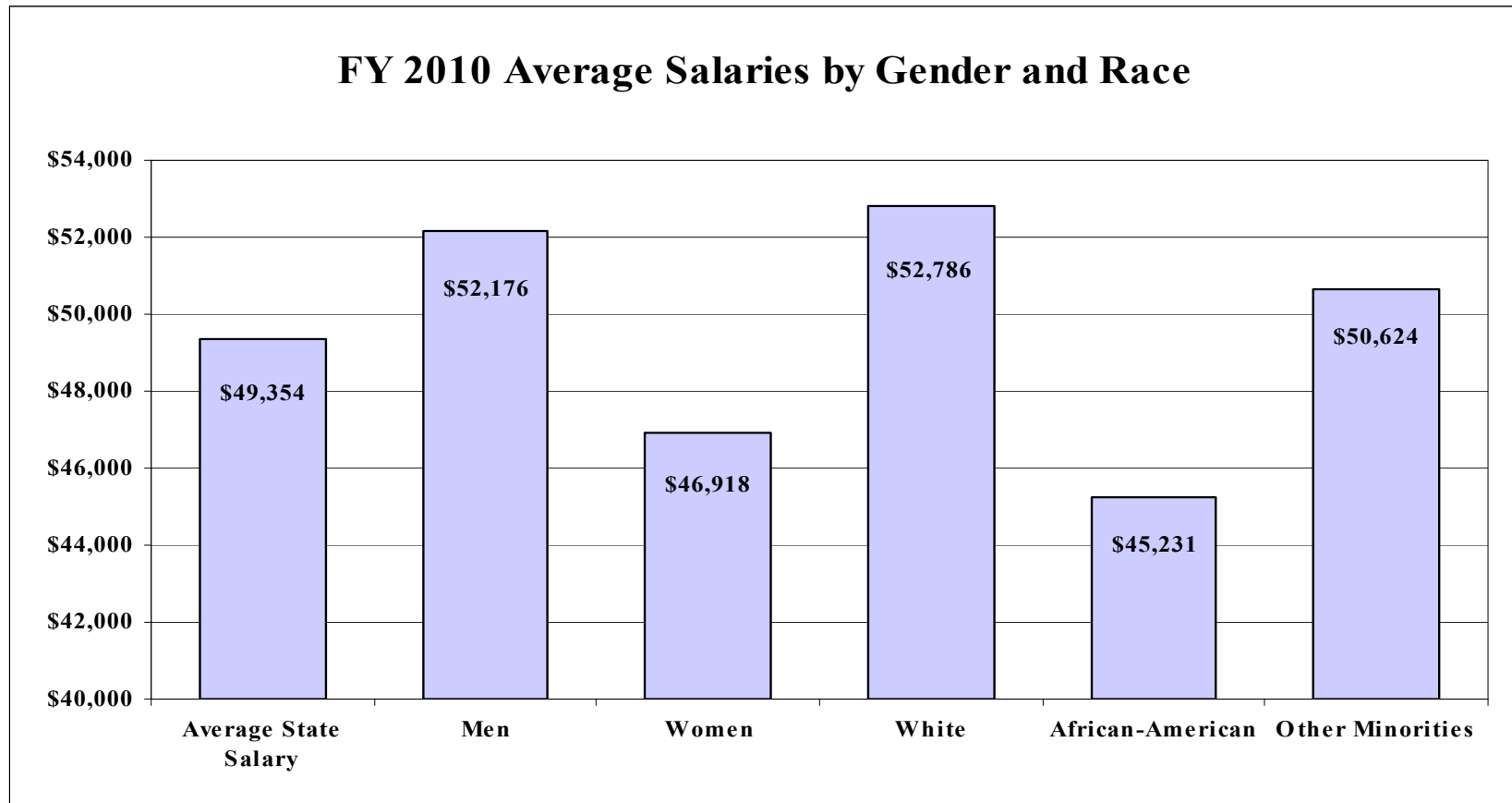


Exhibit 10

Average Salary for Women Trails Average Salary for Men by 11%

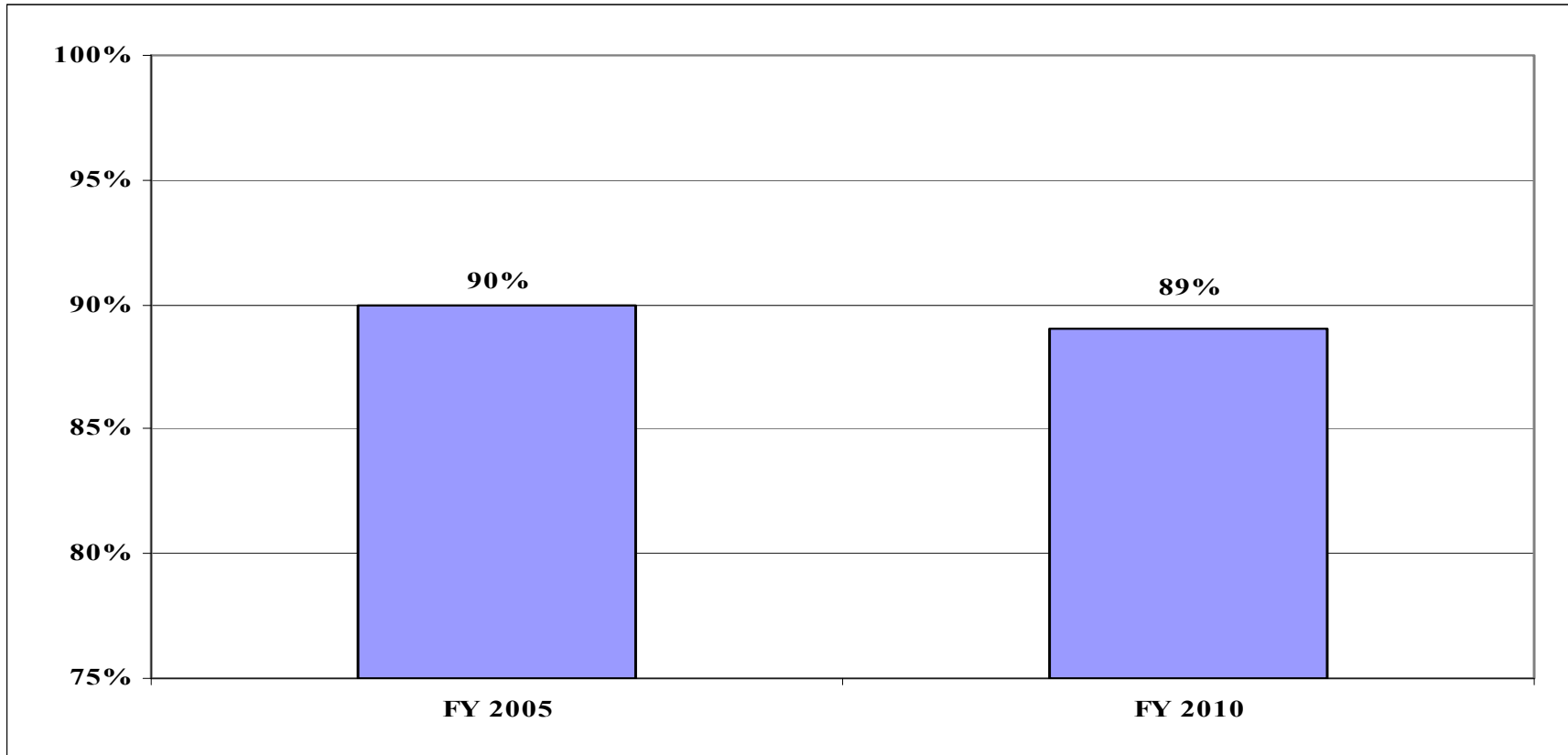
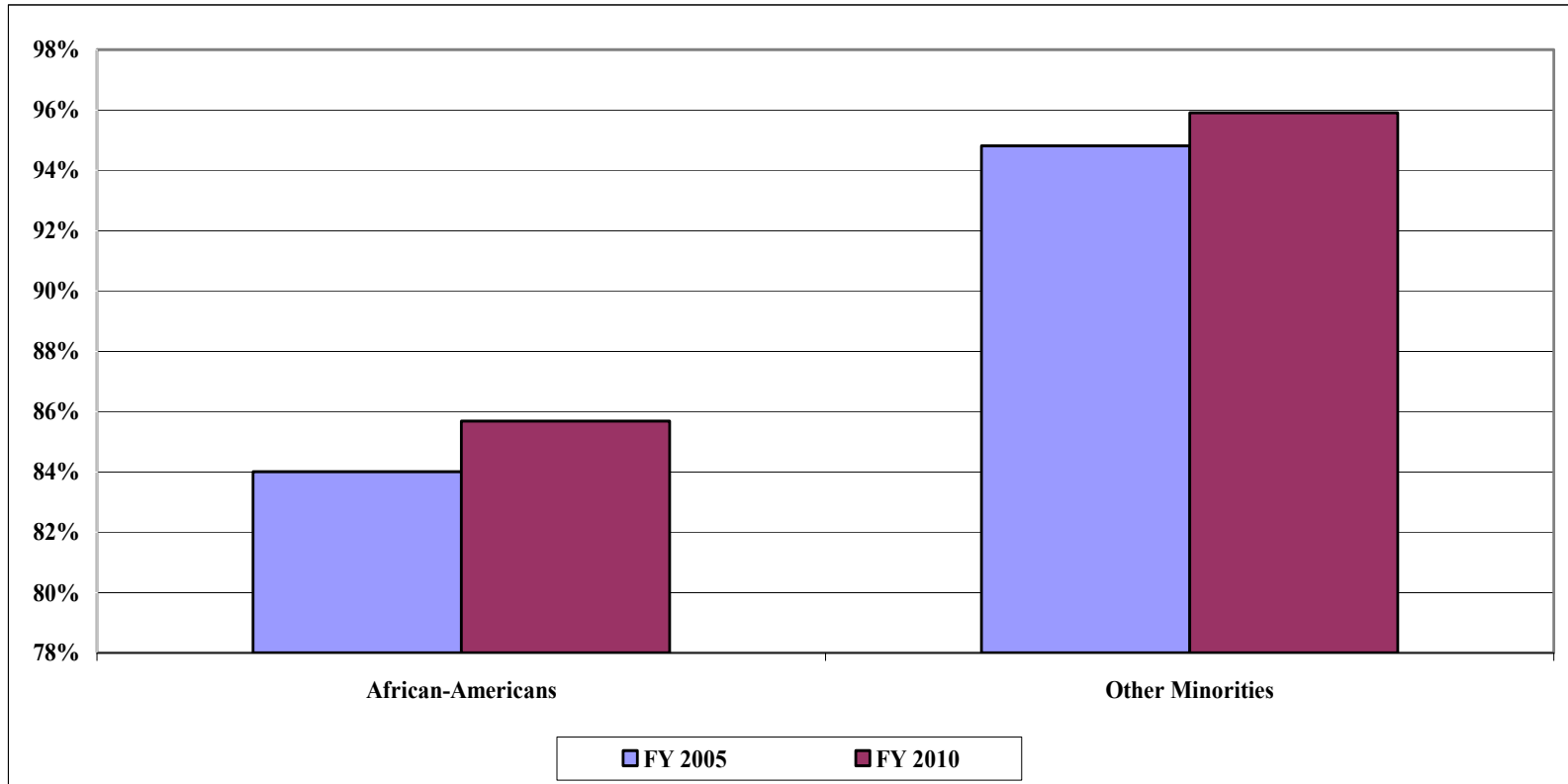


Exhibit 11

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



SECTION TWO

INTRODUCTION

INTRODUCTION

POLICY STATEMENT

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

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

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

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

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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 Section 5-206 of the State Personnel and Pensions Article, the Statewide Equal Employment Opportunity Coordinator administers and enforces the State's EEO Program. The Coordinator performs under the direction and supervision of the Deputy Secretary of the Department of Budget and Management. The Coordinator is responsible for implementing the State's EEO laws, policies and procedures and serves as the State's point of contact regarding EEO related concerns.

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

The OSEEOC is responsible for the following specific tasks:

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

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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

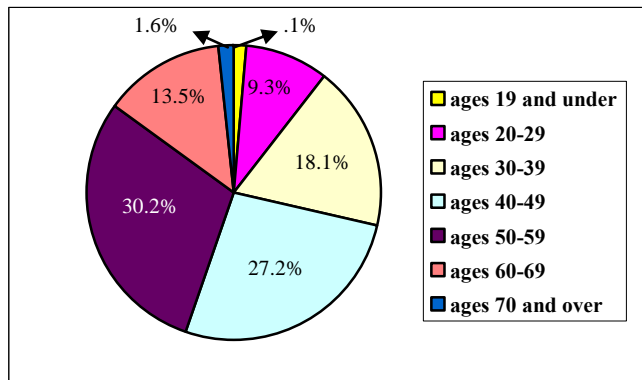
SECTION 3: STATEWIDE WORKFORCE STATISTICS

The Fiscal Year 2010 Annual EEO Report contains data on the total number of State employees in the Executive Branch of State government.

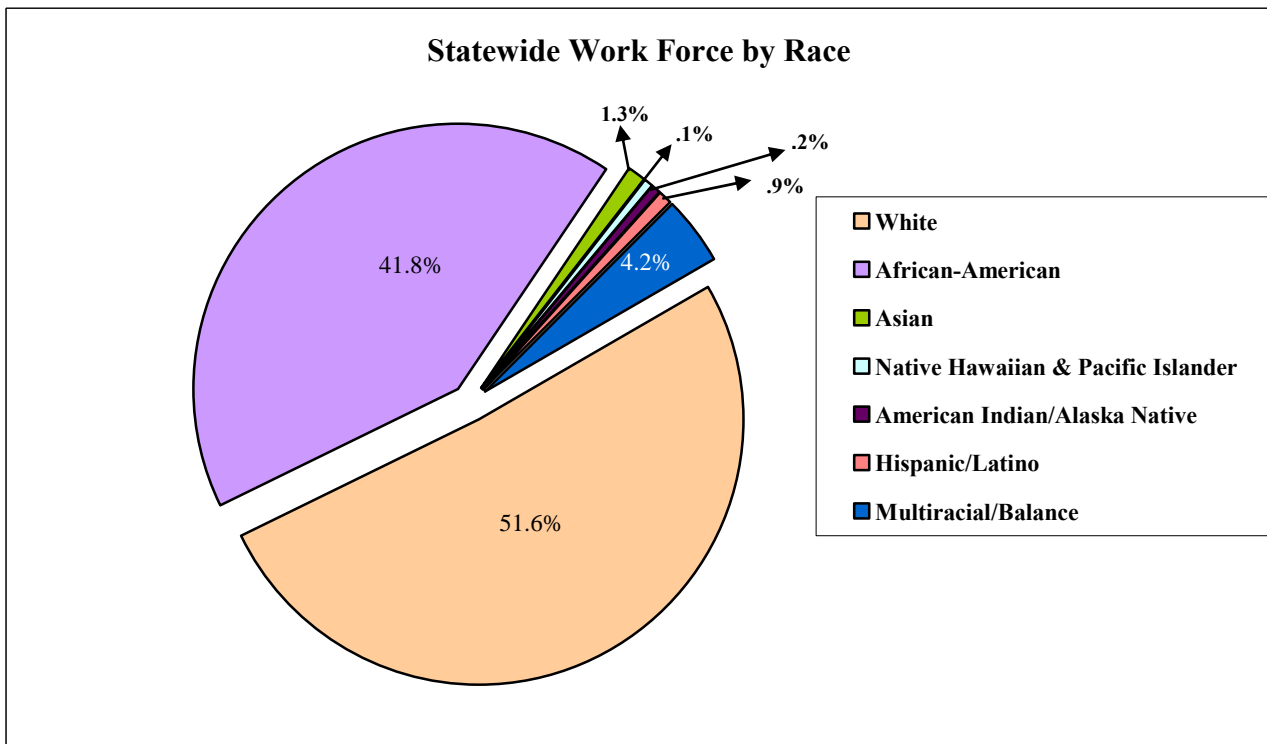
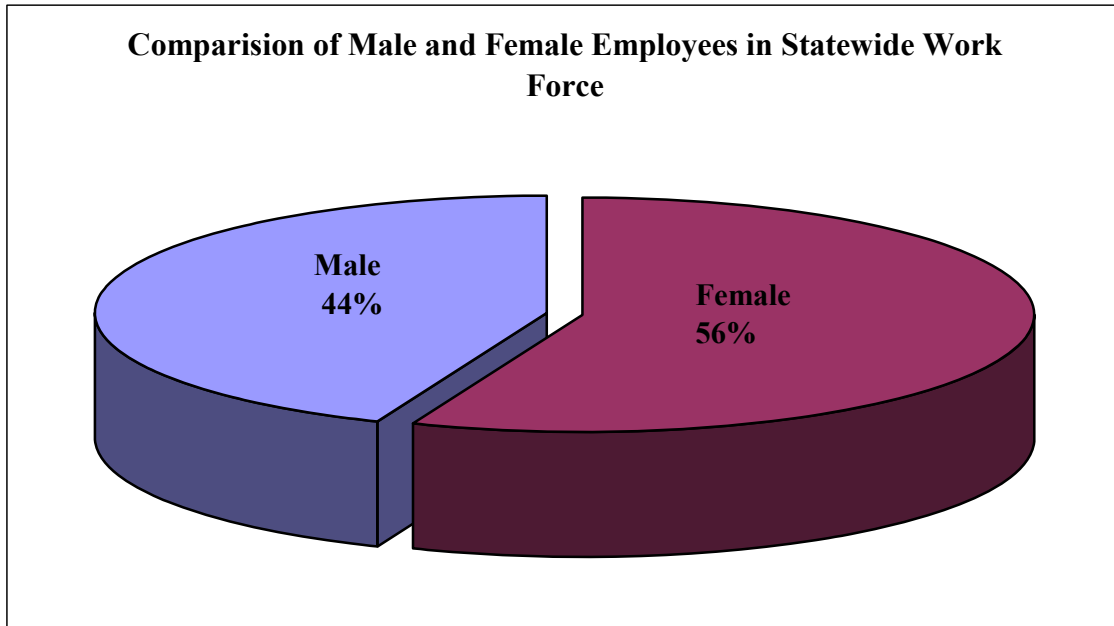
Highlights of the demographic information presented in the following charts include:

- The size of Maryland State government’s workforce decreased from 55,335 individuals in FY 2005 to 54,191 in FY 2010.
- While the number of Whites in the workforce has declined, some minority groups have increased.
- Maryland has a racially diverse workforce with African-Americans holding 42% of State positions and workers identifying themselves as belonging to other minority groups holding almost 7% of positions.
- Females represent 56% of the State’s workforce in fiscal 2010, unchanged from 2005.
- Over 70% of the State’s workforce in fiscal 2010 was age 40 or older.

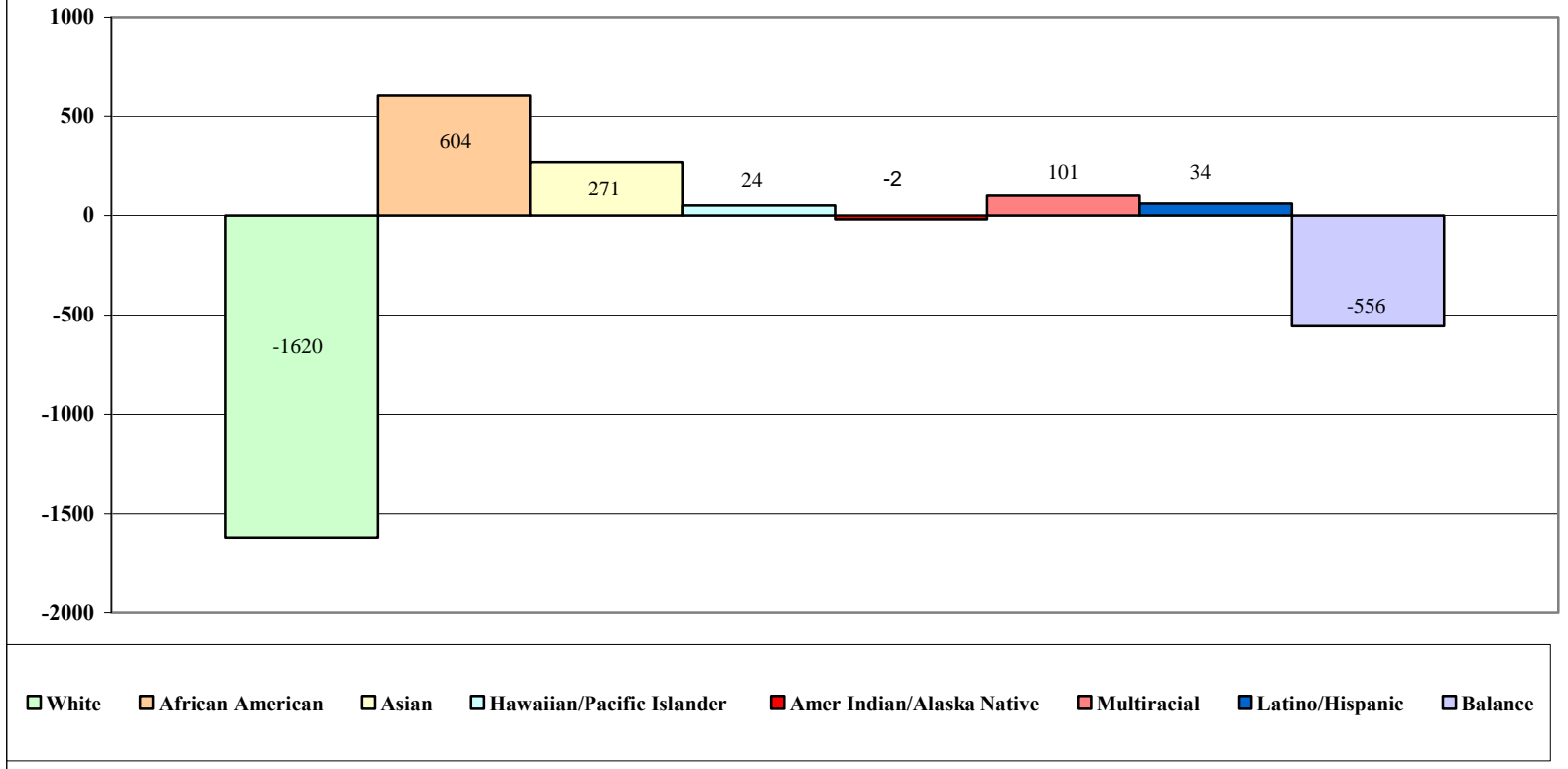
Workforce by Age



SECTION 3 - SUMMARY HIGHLIGHTS



Change in Employees by Race from Fiscal Year 2005 and 2010



Note: Balance means employee did not check a box designating race

TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2010

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	4,500	2,359	2,141	1,804	1,445	363	544	3	3	36	24	2	1	126	91	10	10	15	23
		52%	48%	40%	32%	8%	12%	0.07%	0.1%	0.80%	0.53%	0.04%	0.02%	2.80%	2.02%	0.22%	0.22%	0.33%	0.51%
Professionals	22,029	7,459	14,570	4,651	7,461	2,110	6,132	20	29	212	215	7	12	347	508	37	87	75	126
		34%	66%	21%	34%	10%	28%	0.09%	0.13%	0.96%	0.98%	0.03%	0.05%	1.58%	2.31%	0.17%	0.39%	0.34%	0.57%
Technicians	3,097	1,576	1,521	1,144	766	341	691	5	1	28	4	2	2	27	27	18	11	11	19
		51%	49%	37%	25%	11%	22%	0.16%	0.03%	0.90%	0.13%	0.06%	0.06%	0.87%	0.87%	0.58%	0.36%	0.36%	0.61%
Protective Service Workers: Sworn	2,256	2,011	245	1,502	128	400	106	2	0	9	1	1	0	62	8	2	1	33	1
		89%	11%	67%	6%	18%	5%	0.09%	0%	0.40%	0.04%	0.04%	0%	2.75%	0.35%	0.09%	0.04%	1.46%	0.04%
Protective Service Workers: Non-Sworn	9,070	5,617	3,453	2,917	514	2,349	2,718	7	4	20	2	4	1	263	186	29	16	28	12
		62%	38%	32%	6%	26%	30%	0.08%	0.04%	0.22%	0.02%	0.04%	0.01%	2.90%	2.05%	0.32%	0.18%	0.31%	0.13%
Administrative Support	7,287	748	6,539	312	2,928	372	3,227	1	17	28	61	3	10	19	170	7	48	6	78
		10%	90%	4%	40%	5%	44%	0.01%	0.23%	0.38%	0.84%	0.04%	0.14%	0.26%	2.33%	0.10%	0.66%	0.08%	1.07%
Skilled Craft Workers	1,991	1,929	62	1,283	40	565	22	11	0	19	0	4	0	17	0	12	0	18	0
		97%	3%	64%	2%	28%	1%	0.55%	0%	0.95%	0%	0.20%	0%	0.85%	0%	0.60%	0%	0.90%	0%
Service-Maintenance	3,961	2,077	1,884	556	490	1,405	1,307	5	4	20	12	5	6	50	46	17	5	19	14
		52%	48%	14%	12%	35%	33%	0.13%	0.10%	0.50%	0.30%	0.13%	0.15%	1.26%	1.16%	0.43%	0.13%	0.48%	0.35%
TOTAL	54,191	23,776	30,415	14,169	13,772	7,905	14,747	54	58	372	319	28	32	911	1,036	132	178	205	273
		44%	56%	26.1%	25.4%	14.6%	27.2%	0.10%	0.11%	0.69%	0.59%	0.05%	0.06%	1.68%	1.91%	0.24%	0.33%	0.38%	0.50%

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

FULL-TIME AND PART-TIME EMPLOYEES PERCENTAGE CHANGE — FY 2005 & FY 2010

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	2010	TOTAL	4,500	2,359	2,141	1,804	1,445	363	544	3	3	36	24	2	1	126	91	10	10	15	23
				52.4%	47.6%	40.1%	32.1%	8.07%	12.1%	0.07%	0.07%	0.80%	0.53%	0.04%	0.02%	2.80%	2.02%	0.22%	0.22%	0.33%	0.51%
Professionals	2005	TOTAL	4,000	2,278	1,722	1,803	1,195	243	369	3	1	19	11	2	1	196	123	6	9	6	13
				57.0%	43.1%	45.1%	29.9%	6.08%	9.23%	0.08%	0.03%	0.48%	0.28%	0.05%	0.03%	4.90%	3.08%	0.15%	0.23%	0.15%	0.33%
Technicians	2010	TOTAL	3,097	1,576	1,521	1,144	766	341	691	5	1	28	4	2	2	27	27	18	11	11	19
				50.9%	49.1%	36.9%	24.7%	11.01%	22.3%	0.16%	0.0%	0.90%	0.13%	0.06%	0.06%	0.87%	0.87%	0.58%	0.36%	0.36%	0.61%
Protective Service Workers: Sworn	2005	TOTAL	3,516	1,750	1,766	1,351	907	313	769	5	5	14	5	1	1	36	57	18	7	12	15
				49.8%	50.2%	38.4%	25.8%	8.90%	21.9%	0.14%	0.1%	0.40%	0.14%	0.03%	0.03%	1.02%	1.62%	0.51%	0.20%	0.34%	0.43%
Protective Service Workers: Non-Sworn	2010	TOTAL	2,256	2,011	245	1,502	128	400	106	2	-	9	1	1	-	62	8	2	1	33	1
				89.1%	10.9%	66.6%	5.7%	17.73%	4.7%	0.09%	0.0%	0.40%	0.04%	0.04%	0.00%	2.75%	0.35%	0.09%	0.04%	1.46%	0.04%
Administrative Support	2005	TOTAL	2,344	2,083	261	1,553	158	442	90	2	-	5	1	2	-	41	8	4	3	34	1
				88.9%	11.1%	66.3%	6.7%	18.86%	3.8%	0.09%	0.0%	0.21%	0.04%	0.09%	0.00%	1.75%	0.34%	0.17%	0.13%	1.45%	0.04%
Skilled Craft Workers	2010	TOTAL	9,070	5,617	3,453	2,917	514	2,349	2,718	7	4	20	2	4	1	263	186	29	16	28	12
				61.9%	38.1%	32.2%	5.7%	25.90%	30.0%	0.08%	0.0%	0.22%	0.02%	0.04%	0.01%	2.90%	2.05%	0.32%	0.18%	0.31%	0.13%
Service Maintenance	2005	TOTAL	8,289	5,203	3,086	2,568	376	2,193	2,467	6	7	16	-	3	1	375	219	6	6	36	10
				62.8%	37.2%	31.0%	4.5%	26.46%	29.76%	0.07%	0.08%	0.19%	0.00%	0.04%	0.01%	4.52%	2.64%	0.07%	0.07%	0.43%	0.12%
Service Maintenance	2010	TOTAL	7,287	748	6,539	312	2,928	372	3,227	1	17	28	61	3	10	19	170	7	48	6	78
				10.3%	89.7%	4.3%	40.2%	5.10%	44.3%	0.01%	0.2%	0.38%	0.84%	0.04%	0.14%	0.26%	2.33%	0.10%	0.66%	0.08%	1.07%
Service Maintenance	2005	TOTAL	8,365	778	7,587	344	3,690	381	3,533	2	15	12	37	2	1	26	207	4	39	7	65
				9.3%	90.7%	4.1%	44.1%	4.55%	42.2%	0.02%	0.2%	0.14%	0.44%	0.02%	0.01%	0.31%	2.47%	0.05%	0.47%	0.08%	0.78%
Service Maintenance	2010	TOTAL	1,991	1,929	62	1,283	40	565	22	11	-	19	-	4	-	17	-	12	-	18	-
				96.9%	3.1%	64.4%	2.0%	28.38%	1.1%	0.55%	0.0%	0.95%	0.00%	0.20%	0.00%	0.85%	0.00%	0.60%	0.00%	0.90%	0.00%
Service Maintenance	2005	TOTAL	2,175	2,124	51	1,488	34	563	16	9	-	15	-	2	-	16	1	15	-	16	-
				97.7%	2.3%	68.4%	1.6%	25.89%	0.7%	0.41%	0.0%	0.69%	0.00%	0.09%	0.00%	0.74%	0.05%	0.69%	0.00%	0.74%	0.00%
Service Maintenance	2010	TOTAL	3,961	2,077	1,884	556	490	1,405	1,307	5	4	20	12	5	6	50	46	17	5	19	14
				52.4%	47.6%	14.0%	12.4%	35.47%	33.0%	0.13%	0.1%	0.50%	0.30%	0.13%	0.15%	1.26%	1.16%	0.43%	0.13%	0.48%	0.35%
Service Maintenance	2005	TOTAL	4,383	2,166	2,217	644	603	1,426	1,519	8	6	12	15	-	4	44	48	18	4	14	18
				49.4%	50.6%	14.7%	13.8%	32.53%	34.7%	0.18%	0.1%	0.27%	0.34%	0.00%	0.09%	1.00%	1.10%	0.41%	0.09%	0.32%	0.41%

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	69	32	37	17	19	13	16	0	0	1	0	0	0	0	0	0	0	0	1	2
		46%	54%	25%	28%	19%	23%	0%	0%	1.45%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1.45%
20-29	5,657	2,442	3,215	1,669	1,341	625	1,660	7	11	33	42	5	5	64	70	9	35	30	51	
		43%	57%	30%	24%	11%	29%	0.12%	0.19%	0.58%	0.74%	0.09%	0.09%	1.13%	1.24%	0.16%	0.62%	0.53%	0.90%	
30-39	11,095	4,612	6,483	2,701	2,631	1,504	3,250	7	12	120	121	8	9	190	318	28	52	54	90	
		42%	58%	24%	24%	14%	29%	0.06%	0.11%	1.08%	1.09%	0.07%	0.08%	1.71%	2.87%	0.25%	0.47%	0.49%	0.81%	
40-49	16,648	6,859	9,789	3,992	4,320	2,297	4,731	18	11	109	125	9	12	326	447	43	52	65	91	
		41%	59%	24%	26%	14%	28%	0.11%	0.07%	0.65%	0.75%	0.05%	0.07%	1.96%	2.69%	0.26%	0.31%	0.39%	0.55%	
50-59	18,454	7,361	11,093	4,592	5,878	2,174	4,546	22	28	108	81	5	6	375	416	31	37	54	101	
		40%	60%	25%	32%	12%	25%	0.12%	0.15%	0.59%	0.44%	0.03%	0.03%	2.03%	2.25%	0.17%	0.20%	0.29%	0.55%	
60-69	8,262	3,778	4,484	2,514	2,640	935	1,552	11	9	67	51	2	2	218	197	11	13	20	20	
		46%	54%	30%	32%	11%	19%	0.13%	0.11%	0.81%	0.62%	0.02%	0.02%	2.64%	2.38%	0.13%	0.16%	0.24%	0.24%	
70 and over	950	526	424	335	262	118	121	0	1	11	4	0	1	57	29	3	1	2	5	
		55%	45%	35%	28%	12%	13%	0%	0.1%	1.2%	0.4%	0%	0.1%	6.0%	3.1%	0.3%	0%	0.2%	0.5%	
TOTAL	61,135	25,610	35,525	15,820	17,091	7,666	15,876	65	72	449	424	29	35	1,230	1,477	125	190	226	360	
		42%	58%	25.9%	28.0%	12.5%	26.0%	0.11%	0.12%	0.73%	0.69%	0.05%	0.06%	2.01%	2.42%	0.20%	0.31%	0.37%	0.59%	

NOTE: The data include SPMS and Independent agencies, excluding MDOT. No contractals are 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	993	617	376	487	255	98	102	0	0	12	4	0	0	10	4	5	3	5	8
		62%	38%	49%	26%	10%	10%	0%	0%	1.2%	0.4%	0%	0%	1.01%	0.40%	0.50%	0.30%	0.50%	0.81%
Independent	739	397	342	255	245	71	62	0	0	2	1	2	0	65	25	1	3	1	6
		54%	46%	35%	33%	10%	8%	0%	0%	0.27%	0%	0.27%	0%	8.80%	3.38%	0.14%	0.41%	0%	0.81%
Management	1,725	925	800	703	516	154	222	1	0	13	11	2	1	45	39	3	4	4	7
		54%	46%	41%	30%	9%	13%	0%	0%	0.75%	0.64%	0.12%	0.06%	2.61%	2.26%	0.17%	0.23%	0.23%	0.41%
Professional	3,931	832	3,099	587	2,145	170	763	1	4	31	54	1	4	29	101	2	12	11	16
		21%	79%	15%	55%	4%	19%	0.03%	0.10%	0.79%	1.37%	0%	0.10%	0.74%	2.57%	0.00%	0.31%	0.28%	0.41%
Skilled Service	31,186	12,146	19,040	6,673	7,275	4,578	10,641	26	35	145	147	5	17	573	677	58	84	88	164
		39%	61%	21%	23%	15%	34%	0.08%	0.11%	0.46%	0.47%	0.02%	0.05%	1.84%	2.17%	0.19%	0.27%	0.28%	0.53%
Special Appointment	4,218	1,530	2,688	1,089	1,594	282	845	3	4	23	33	1	5	109	153	8	24	15	30
		36%	64%	26%	38%	7%	20%	0.07%	0.09%	0.55%	0.78%	0%	0.12%	2.58%	3.63%	0.19%	0.57%	0.36%	0.71%
Designated Political Appointment	342	125	217	96	149	20	57	1	1	4	2	0	0	2	7	1	0	1	1
		37%	63%	28%	44%	6%	17%	0%	0.29%	1.17%	0.58%	0%	0%	0.58%	2.05%	0%	0%	0.29%	0.29%
MDOT Commission	6	5	1	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		83%	17%	83%	17%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Permanent MTA Union	2,642	1,638	1,004	378	18	1,189	961	4	3	7	0	5	4	31	16	12	2	12	0
		62%	38%	14%	1%	45%	36%	0.15%	0.11%	0.26%	0%	0.19%	0.15%	1.17%	0.61%	0.45%	0.08%	0.45%	0%
Uniform Police	1,445	1,341	104	1,106	81	188	20	0	0	7	2	1	0	16	0	0	0	23	1
		93%	7%	77%	6%	13%	1%	0%	0%	0.48%	0.14%	0.07%	0%	1.11%	0%	0%	0%	1.59%	0.07%
Transportation Service	6,964	4,220	2,744	2,790	1,493	1,155	1,074	18	11	128	65	11	1	31	14	42	46	45	40
		61%	39%	40%	21%	17%	15%	0.26%	0.16%	1.84%	0.93%	0.16%	0.01%	0.45%	0.20%	0.60%	0.66%	0.65%	0.57%
TOTAL	54,191	23,776	30,415	14,169	13,772	7,905	14,747	54	58	372	319	28	32	911	1,036	132	178	205	273
		44%	56%	26.1%	25.4%	14.6%	27.2%	0.10%	0.11%	0.69%	0.59%	0.05%	0.06%	1.68%	1.91%	0.24%	0.33%	0.38%	0.50%

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

SECTION FOUR

WORKFORCE

UTILIZATION

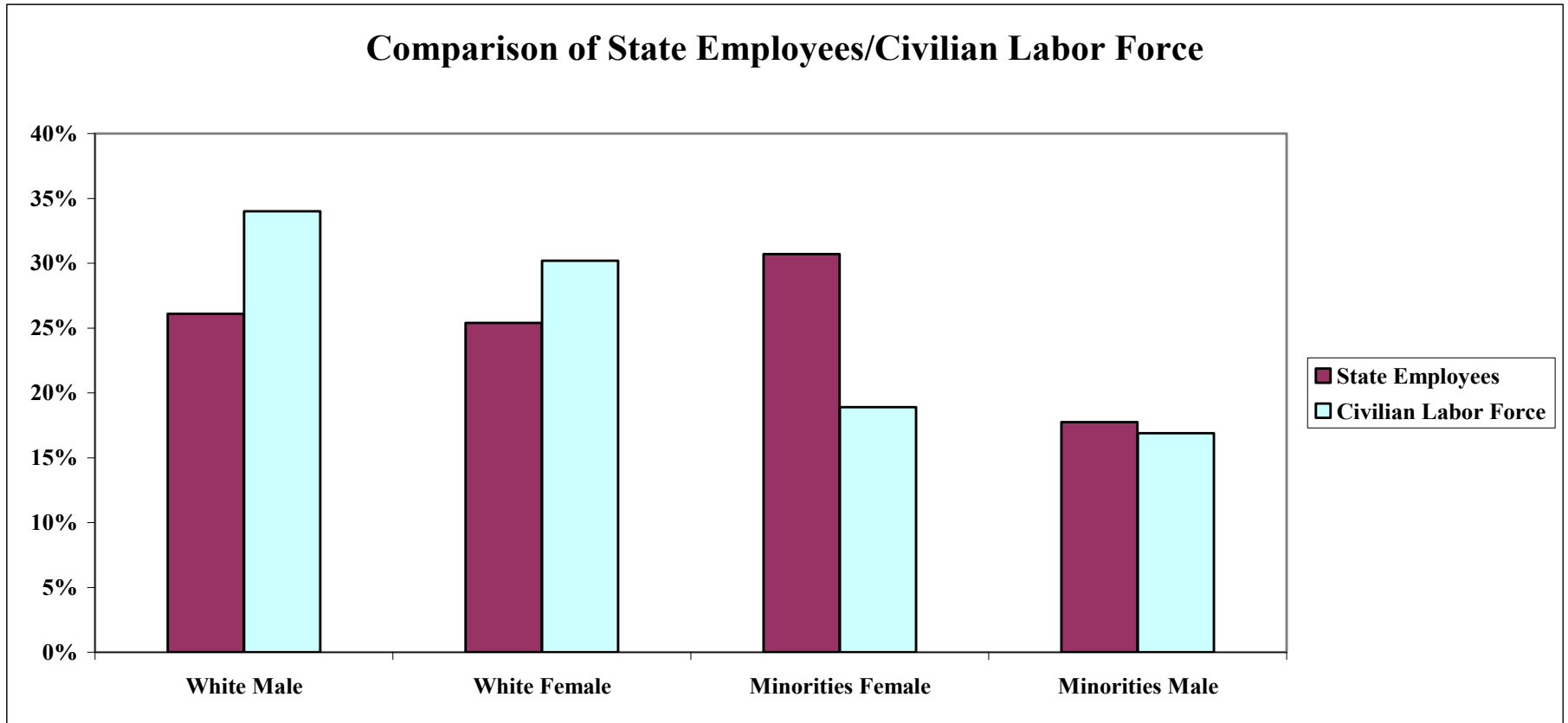
SECTION 4: WORKFORCE UTILIZATION

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

SUMMARY HIGHLIGHTS

Trends displayed in the following charts are highlighted as follows:

- White males and White females represent a higher proportion of the CLF than State government's workforce.
- Minorities hold 28% of the State positions classified as Officials and Administrators slightly higher than the CLF availability.
- Minorities experienced increases in 4 categories from FY 2005 to FY 2010. The largest increases in minority representation occurred in the categories of Professional (501) and Protective Service Workers: Non-Sworn (294).
- African-Americans represent a higher proportion of the State's workforce than the CLF.
- African-Americans in the State's workforce exceeded the CLF availability in seven of eight EEO sub categories. Protective service workers sworn is the only category where African-Americans are more prevalent in the CLF.
- African-American females in the State's workforce far exceeded the CLF availability in the Administrative Support category, while African-American males far exceeded the CLF availability in the Protective Service Workers: Non-Sworn category.
- Males categorized as White or other minorities represent a higher share of State government sworn Protective Service Workers than in the CLF.
- The largest representation of females in FY 2010 was in the Professional job category (14,570).



STATEWIDE WORKFORCE UTILIZATION ANALYSIS — FISCAL YEAR 2010

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	#	1,804	43.9%		1,445	29.2%		363	8.0%		544	10.9%		192	4.7%		152	3.4%		4,500
	%	40.1%		-3.8%	32.11%		2.9%	8.1%		0.1%	12.1%		1.2%	4.27%		-0.4%	3.38%		0.01%	
Professionals	#	4,651	34%		7,461	35.5%		2,110	7.2%		6,132	12.6%		698	5.6%		977	5.1%		22,029
	%	21.1%		-12.9%	33.9%		-1.6%	9.6%		2.4%	27.8%		15.2%	3.2%		-2%	4.4%		-0.6%	
Technicians	#	1,144	29%		766	33.3%		341	9.7%		691	18.0%		91	4.4%		64	5.6%		3,097
	%	36.9%		8%	24.7%		-8.6%	11.0%		1.3%	22.3%		4.3%	2.9%		-1.50%	2.1%		-3.49%	
Protective Service Workers: Sworn	#	1,502	45.6%		128	7.8%		400	29.1%		106	13.3%		109	3.2%		11	0.9%		2,256
	%	66.6%		21%	5.7%		-2.1%	17.7%		-11.4%	4.7%		-8.6%	4.8%		1.67%	0.5%		-0.4%	
Protective Service Workers: Non-Sworn	#	2,917	25.4%		514	44.2%		2,349	10.2%		2,718	15.5%		351	2.3%		221	2.3%		9,070
	%	32.2%		6.8%	6%		-38.5%	26%		15.7%	30%		14.5%	3.9%		1.6%	2.4%		0.16%	
Administrative Support	#	312	19.1%		2,928	43.0%		372	8.3%		3,227	21.4%		64	2.8%		384	5.3%		7,287
	%	4.3%		-14.8%	40.2%		-2.8%	5.1%		-3.2%	44.3%		22.9%	0.9%		-1.92%	5.3%		0%	
Skilled Craft Workers	#	1,283	67.5%		40	3.7%		565	16.7%		22	1.9%		81	9.3%		-	0.9%		1,991
	%	64.4%		-3.1%	2.0%		-1.7%	28.4%		11.7%	1.1%		-0.8%	3.9%		-5.40%	0%		-0.9%	
Service-Maintenance	#	556	30.5%		490	23.2%		1,405	18.7%		1,307	14.3%		116	7.0%		87	6.3%		3,961
	%	14.0%		-16%	12.4%		-10.83%	35.5%		16.8%	33.0%		18.7%	2.9%		-4.08%	2.2%		-4.1%	
TOTALS	#	14,169	34.0%		13,772	30.2%		7,905	11.6%		14,747	14.2%		1,702	5.3%		1,896	4.7%		54,191
	%	26.1%		-7.9%	25.4%		-4.79%	14.6%		3.0%	27.2%		13.0%	3.1%		-2.15%	3.5%		-1.2%	

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

2010 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Executive Department	29	26	55	4	16	20	2	2	4	79
Baltimore City Community College	55	63	118	100	185	285	10	8	18	421
Baltimore City Sheriff's Office	13	2	15	22	12	34	0	0	0	49
Board of Elections Laws	29	90	119	14	24	38	6	22	28	185
Board of Public Works	1	7	8	1	0	1	0	0	0	9
Boards and Commissions	12	46	58	6	22	28	2	6	8	94
Canal Place	0	3	3	0	0	0	0	0	0	3
College Savings Plan	1	4	5	0	2	2	2	5	7	14
Comptroller of the Treasury	223	370	593	76	320	396	28	40	68	1,057
Deaf and Hard of Hearing	0	2	2	0	0	0	0	0	0	2
Dept of Aging	19	94	113	12	75	87	2	13	15	215
Dept of Agriculture	173	129	302	21	25	46	16	17	33	381
Dept of Assessment and Taxation	142	182	324	27	185	212	8	13	21	557
Dept Budget and Management	43	101	144	36	102	138	7	14	21	303
Dept Business and Economic Development	56	82	138	17	48	65	9	18	27	230
Dept of Disabilities	6	13	19	0	2	2	0	1	1	22
Dept of Education	221	559	780	99	431	530	13	32	45	1,355
Dept of Environment	382	285	667	69	94	163	59	36	95	925

2010 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Dept of General Services	194	73	267	131	127	258	18	7	25	550
Dept Health and Mental Hygiene	1,246	3,877	5,123	796	2,251	3,047	205	408	613	8,783
Dept Housing and Community Development	63	107	170	25	66	91	13	24	37	298
Dept Human Resources	422	1,889	2,311	612	3160	3,772	61	200	261	6,344
Dept Juvenile Services	362	334	696	445	761	1,206	83	109	192	2,094
Dept Labor, Licensing and Regulation	427	401	828	183	503	686	35	76	111	1,625
Dept Natural Resources	604	372	976	55	66	121	80	31	111	1,208
Dept Maryland State Police	1,465	334	1,799	223	108	331	67	18	85	2,215
Dept of Planning	58	54	112	3	18	21	7	9	16	149
Dept Public Safety and Correctional Services	3,181	1,235	4,416	2,231	3,447	5,678	370	317	687	10,781
Dept of Transportation	3,593	1,741	5,334	2,430	2,132	4562	368	219	587	10,483
Governor's Office for Children	3	9	12	2	3	5	0	1	1	18
Historic St Mary's City Commission	17	10	27	0	0	0	1	0	1	28
Maryland State Archives	13	20	33	6	4	10	6	0	6	49
MD Automobile Insurance Fund	101	153	254	26	95	121	10	20	30	405
MD Board of Contract Appeals	2	0	2	0	1	1	1	1	2	5
MD Commission on Human Relations	3	5	8	7	15	22	4	3	7	37

2010 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
MD Energy Administration	14	8	22	1	1	2	1	1	2	26
MD Environmental Services	441	137	578	121	34	155	27	7	34	767
MD Food Center Authority	9	7	16	7	1	8	1	1	2	26
MD Health Insurance Plan	2	5	7	0	2	2	0	0	0	9
MD Higher Education Commission	14	24	38	5	9	14	0	3	3	55
MD Institute for Emer Medical Servs Systems	36	30	66	5	8	13	5	4	9	88
MD Insurance Administration	70	96	166	21	64	85	7	3	10	261
MD Judiciary	659	1,490	2,149	226	972	1,198	81	301	382	3,729
MD Museum of African American History & Culture	0	1	1	7	14	21	0	1	1	23
MD State Lottery Agency	56	28	84	30	42	72	6	9	15	171
MD Public Television	62	37	99	12	10	22	13	12	25	146
MD State Retirement Agency	39	41	80	18	69	87	6	9	15	182
MD School for the Deaf	78	204	282	15	14	29	6	11	17	328
MD Stadium Authority	37	15	52	17	13	30	1	0	1	83
MD Tax Court	5	2	7	0	0	0	1	0	1	8
MD State Treasurer's Office	15	31	46	0	9	9	1	0	1	56
MD Teachers/Employee Supplemental Retirement	2	7	9	0	4	4	1	1	2	15
MD Veteran's Affairs	27	12	39	14	6	20	9	4	13	72
Military Department	155	59	214	71	28	99	15	4	19	332

2010 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Morgan State University	75	52	127	364	420	784	56	23	79	990
Office of Administrative Hearings	29	39	68	4	25	29	3	15	18	115
Office of Attorney General	70	100	170	13	32	45	3	5	8	223
Office of Information Technology	32	33	65	5	12	17	8	6	14	96
Office of People's Counsel	5	6	11	0	3	3	2	2	4	18
Office of Public Defender	205	275	480	51	172	223	55	101	156	859
Office of the Secretary	8	9	17	1	4	5	0	1	1	23
Office of State Prosecutor	5	2	7	2	1	3	1	1	2	12
Property Tax Assessment Appeals Board	21	12	33	5	9	14	49	10	59	106
Public School Construction Program	4	4	8	4	4	8	0	1	1	17
Public Service Commission	38	34	72	9	20	29	17	15	32	133
St. Mary's College of Maryland	143	153	296	29	28	57	14	11	25	378
Subsequent Injury Fund	7	11	18	0	3	3	0	0	0	21
Uninsured Employer's Fund	6	3	9	1	1	2	2	1	3	14
University of Maryland Systems	10,344	11,015	21,359	2,672	4,371	7,043	4,195	3,773	7,968	36,370
Worker's Compensation Commission	16	28	44	8	51	59	4	12	16	119
TOTAL-Maryland State Work Force	25,888	26,682	52,570	11,417	20,756	32,173	6,083	6,018	12,101	96,844
	26.7%	27.6%	54.3%	11.8%	21.4%	33.2%	6.3%	6.2%	12.5%	
TOTAL - Civilian Labor Force	997,070	885,633	1,882,703	340,177	416,424	756,601	155,426	137,830	293,256	2,932,560
	34.0%	30.2%	64.3%	11.6%	14.2%	25.8%	5.3%	4.7%	10%	

SECTION FIVE

DISTRIBUTION OF

STATE EMPLOYEE

WORKFORCE BY SALARY

AND GRADE AND BY RACE

AND GENDER

SECTION 5: DISTRIBUTION OF STATE EMPLOYEE WORK FORCE 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 2005 through 2010.

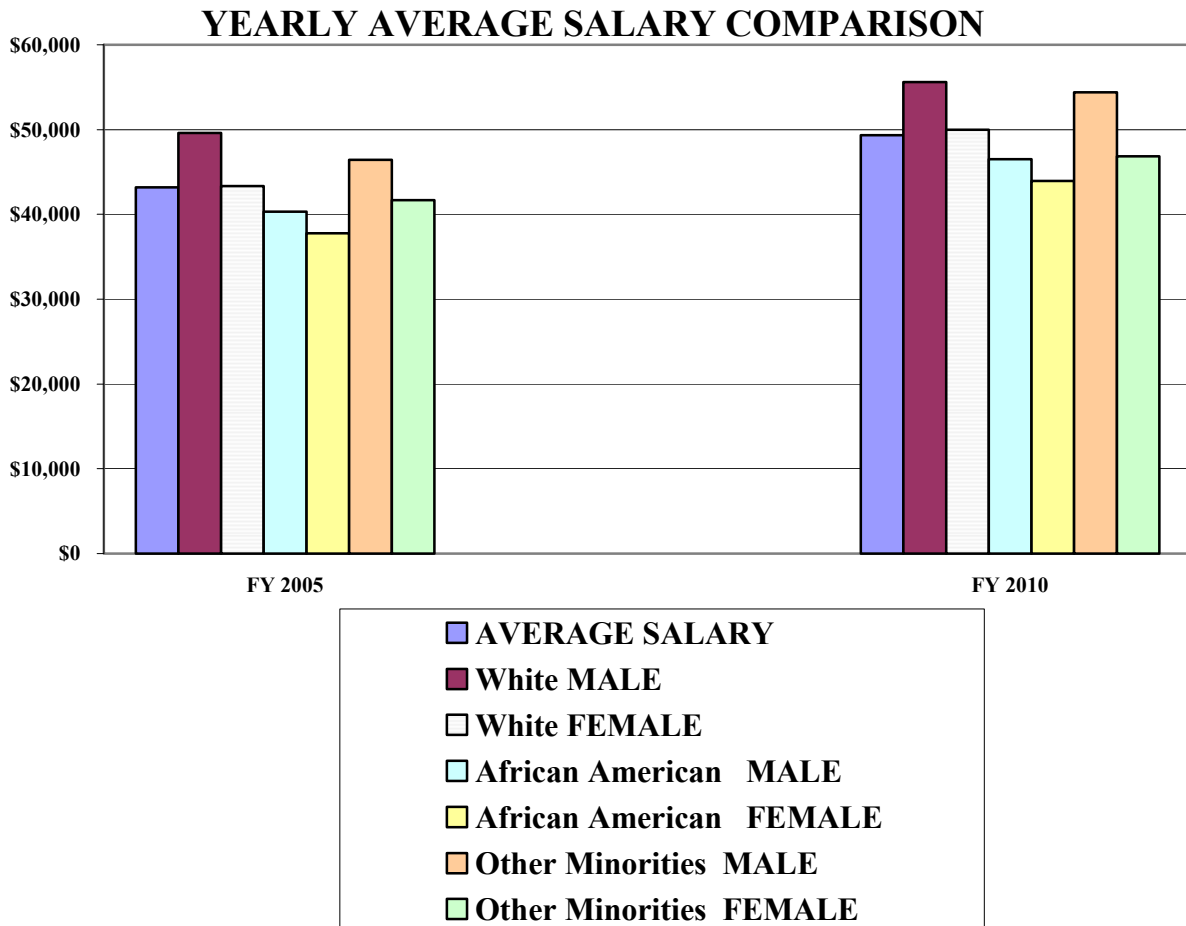
SUMMARY HIGHLIGHTS

Trends displayed in the following charts include:

- Male employees were paid an average of \$5,258 more than female employees in fiscal 2010.
- White employees were paid an average of \$52,786 in fiscal 2010 compared to \$45,231 for African-American employees, and \$50,624 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 (77%) and men (67%) are far more likely than African-Americans (16%) and women (33%) to hold positions in the Executive Pay Plan and positions classified as Grade 24 and above. African-Americans, in contrast, hold a majority of the positions classified at Grade 8 or below. Females hold more than 70% of positions classified at Grade 11 and below.

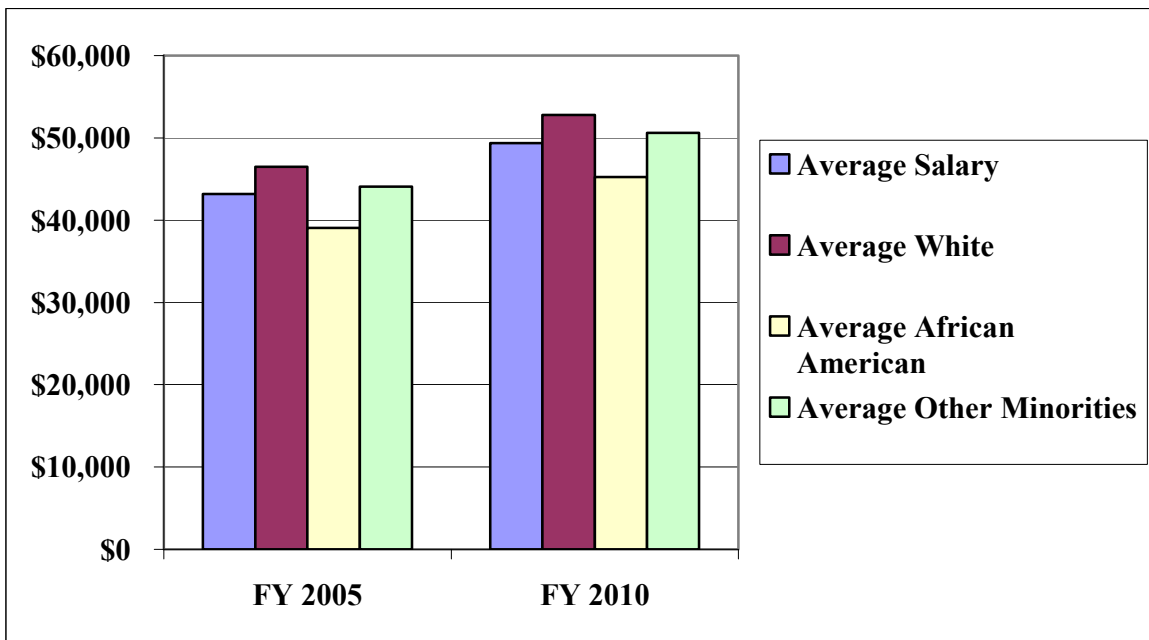
**COMPARISON OF AVERAGE SALARIES BY RACE AND
GENDER FOR FY 2005 AND FY 2010**

YEAR	AVERAGE SALARY	White		African American		Other Minorities	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
FY 2005	\$43,171	\$49,613	\$43,346	\$40,311	\$37,784	\$46,443	\$ 41,687
FY 2010	\$49,354	\$55,599	\$49,973	\$46,519	\$43,943	\$54,410	\$46,838



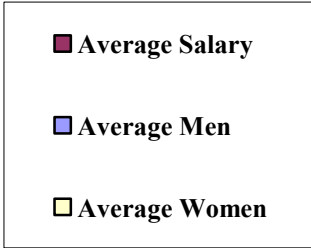
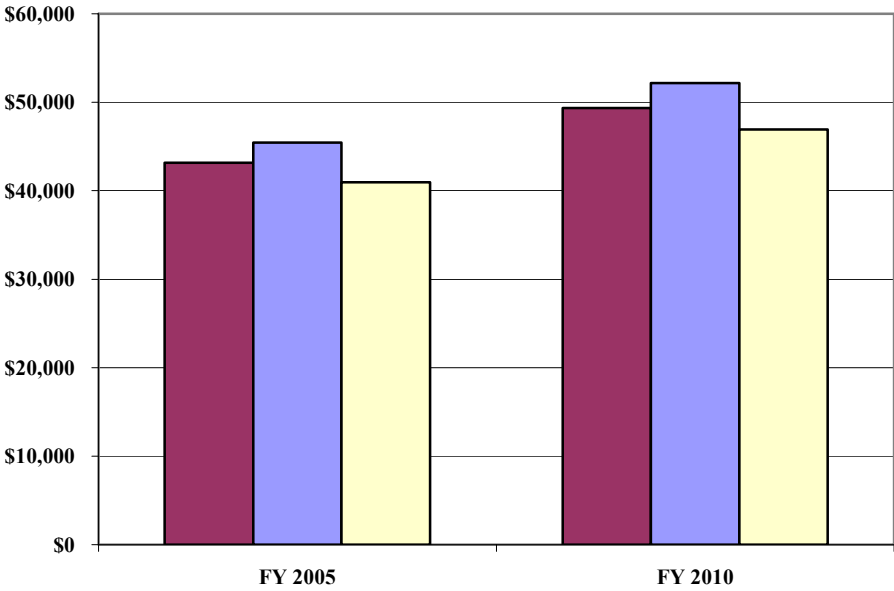
**COMPARISON OF AVERAGE SALARIES BY RACE
FOR FY 2005 AND FY 2010**

Year	Average Salary	White	African American	Other Minorities
FY 2005	\$43,171	\$46,479	\$39,047	\$44,065
FY 2010	\$49,354	\$52,786	\$45,231	\$50,624



**COMPARISON OF AVERAGE SALARIES BY GENDER
FOR FY 2005 AND FY 2010**

Year	Average Salary	Men	Women
FY 2005	\$43,171	\$45,455	\$40,939
FY 2010	\$49,354	\$52,176	\$46,918



WORK FORCE BY SALARY, RACE AND GENDER — FISCAL YEAR 2010

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	9	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		83%	17%	75%	17%	8%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
\$10,001 - \$20,000	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
\$20,001 - \$30,000	3,193	1,109	2,084	495	822	535	1,129	3	9	28	19	1	2	29	53	7	15	11	35
		35%	65%	16%	26%	17%	35%	0.1%	0.3%	0.9%	0.6%	0.0%	0.1%	0.9%	1.7%	0.2%	0.5%	0.3%	1.1%
\$30,001 - \$40,000	12,474	4,421	8,053	2,385	3,122	1,796	4,449	14	12	65	81	8	12	83	211	31	59	39	107
		35%	65%	19%	25%	14%	36%	0.1%	0.1%	0.5%	0.6%	0.1%	0.1%	0.7%	1.7%	0.2%	0.5%	0.3%	0.9%
\$40,001 - \$50,000	14,755	6,010	8,745	3,536	3,652	2,109	4,622	15	15	55	61	4	7	212	292	28	49	51	47
		41%	59%	24%	25%	14%	31%	0.1%	0.1%	0.4%	0.4%	0.03%	0.05%	1.4%	2.0%	0.2%	0.3%	0.3%	0.3%
\$50,001 - \$60,000	9,673	4,396	5,277	2,789	2,790	1,250	2,149	10	14	87	74	7	3	182	184	28	22	43	41
		45%	55%	29%	29%	13%	22%	0.10%	0.1%	0.9%	0.8%	0.1%	0%	1.9%	1.9%	0.3%	0.2%	0.4%	0.4%
\$60,001 and Over	11,101	6,031	5,070	4,492	3,271	1,002	1,374	8	5	129	84	3	3	323	261	26	31	48	41
		54%	46%	40%	29%	9%	12%	0.1%	0.05%	1.2%	0.8%	0.0%	0.03%	2.9%	2.4%	0.2%	0.3%	0.4%	0.4%
Hourly/Daily	2,982	1,798	1,184	463	113	1,211	1,024	4	3	8	0	5	5	82	35	12	2	13	2
		60%	40%	16%	4%	41%	34%	0.1%	0.1%	0.3%	0.0%	0.2%	0.2%	2.7%	1.2%	0.4%	0.1%	0.4%	0.1%
TOTAL	54,191	23,776	30,415	14,169	13,772	7,905	14,747	54	58	372	319	28	32	911	1,036	132	178	205	273
		44%	56%	26%	25%	15%	27%	0.10%	0.11%	0.69%	0.59%	0.05%	0.06%	1.68%	1.91%	0.24%	0.33%	0.38%	0.50%

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

WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2010

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	617	348	269	245	180	82	81	2	0	12	2	0	0	2	0	2	5	3	1
		56%	44%	40%	29%	13%	13%	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	1%	0%
Grade 5 (\$20,871 - \$32,166)	589	244	345	90	156	132	156	2	1	8	9	0	0	5	15	2	1	5	7
		41%	59%	15%	26%	22%	26%	0.34%	0.17%	1.36%	1.53%	0.00%	0.00%	0.85%	2.55%	0.34%	0.17%	0.85%	1.19%
Grade 6 (\$22,112 - \$34,196)	542	310	232	131	83	166	137	1	0	0	4	0	0	8	3	4	2	0	3
		57%	43%	24%	15%	31%	25%	0.18%	0.00%	0.00%	0.74%	0.00%	0.00%	1.48%	0.55%	0.74%	0.37%	0.00%	0.55%
Grade 7 (\$23,440- \$36,375)	1,295	366	929	143	335	194	552	0	3	7	6	0	1	18	22	2	1	2	9
		28%	72%	11%	26%	15%	43%	0.00%	0.23%	0.54%	0.46%	0.00%	0.08%	1.39%	1.70%	0.15%	0.08%	0.15%	0.69%
Grade 8 (\$24,861 - \$38,698)	1,519	427	1,092	189	407	214	624	1	3	9	11	1	1	6	25	1	5	6	16
		28%	72%	12%	27%	14%	41%	0.07%	0.20%	0.59%	0.72%	0.07%	0.07%	0.39%	1.65%	0.07%	0.33%	0.39%	1.05%
Grade 9 (\$26,382 - \$40,771)	1,832	335	1,497	182	608	135	817	3	3	2	7	0	1	5	42	2	4	6	15
		18%	82%	10%	33%	7%	45%	0.16%	0.16%	0.11%	0.38%	0.0%	0.05%	0.27%	2.29%	0.1%	0.22%	0.33%	0.82%
Grade 10 (\$28,008- \$43,407)	2,978	934	2,044	558	952	312	940	5	5	31	32	4	7	6	43	9	24	9	41
		31%	69%	19%	32%	10%	32%	0.17%	0.17%	1.04%	1.07%	0.13%	0.24%	0.20%	1.44%	0.30%	0.81%	0.30%	1.38%
Grade 11 (\$29,747 - \$46,235)	3,270	727	2,543	365	951	327	1,467	3	6	3	13	0	4	20	65	4	14	5	23
		22%	78%	11%	29%	10%	45%	0.09%	0.18%	0.09%	0.40%	0.00%	0.12%	0.61%	1.99%	0.12%	0.43%	0.15%	0.70%
Grade 12 (\$31,610 - \$49,299)	3,889	1,556	2,333	877	975	590	1,232	5	6	12	14	3	2	42	75	10	9	17	20
		40%	60%	23%	25%	15%	32%	0.13%	0.15%	0.31%	0.36%	0.08%	0.05%	1.08%	1.93%	0.26%	0.23%	0.44%	0.51%
Grade 13 (\$33,602- \$52,596)	6,870	3,462	3,408	1,962	1,016	1,342	2,242	3	5	18	11	2	2	107	100	11	12	17	20
		50%	50%	29%	15%	20%	33%	0.04%	0.07%	0.26%	0.16%	0.03%	0.03%	1.56%	1.46%	0.16%	0.17%	0.25%	0.29%
Grade 14 (\$35,736 - \$56,128)	4,224	1,744	2,480	958	933	650	1,391	2	3	16	21	1	1	89	87	16	28	12	16
		41%	59%	23%	22%	15%	33%	0.05%	0.07%	0.38%	0.50%	0.02%	0.02%	2.11%	2.06%	0.38%	0.66%	0.28%	0.38%
Grade 15 (\$38,016 - \$59,892)	2,997	1,049	1,948	663	992	298	855	4	4	20	25	2	0	39	52	13	6	10	14
		35%	65%	22%	33%	10%	29%	0.13%	0.13%	0.67%	0.83%	0.07%	0.00%	1.30%	1.74%	0.43%	0.20%	0.33%	0.47%

WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2010 (Continued)

Grade	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Grade 16 (\$40,048- \$63,929)	5,072	1,904	3,168	1,101	1,704	649	1,246	3	5	33	32	1	3	86	136	9	16	22	26
		38%	62%	22%	34%	13%	25%	0.06%	0.10%	0.65%	0.63%	0.02%	0.06%	1.70%	2.68%	0.18%	0.32%	0.43%	0.51%
Grade 17 (\$42,632 - \$68,250)	3,141	1,328	1,813	820	984	381	712	3	3	47	24	2	1	56	66	6	12	13	11
		42%	58%	26%	31%	12%	23%	0.10%	0.10%	1.50%	0.76%	0.06%	0.03%	1.78%	2.10%	0.19%	0.38%	0.41%	0.35%
Grade 18 (\$45,399 - \$72,857)	2,221	1,065	1,156	741	720	225	328	2	3	34	40	0	2	48	52	3	3	12	8
		48%	52%	33%	32%	10%	15%	0.09%	0.14%	1.53%	1.80%	0.00%	0.09%	2.16%	2.34%	0.14%	0.14%	0.54%	0.36%
Grade 19 (\$48,398- \$77,701)	1,565	802	763	583	514	138	190	2	1	26	11	0	0	47	33	2	5	4	9
		51%	49%	37%	33%	9%	12%	0.13%	0.06%	1.66%	0.70%	0.00%	0.00%	3.00%	2.11%	0.13%	0.32%	0.26%	0.58%
Grade 20 (\$51,627 - \$82,892)	1,094	625	469	471	312	95	111	2	1	19	12	1	1	31	21	4	8	2	3
		57%	43%	43%	29%	9%	10%	0.18%	0.09%	1.74%	1.10%	0.09%	0.09%	2.83%	1.92%	0.37%	0.73%	0.18%	0.27%
Grade 21 (\$55,084 - \$88,439)	974	547	427	440	284	58	92	0	0	12	4	1	0	28	39	4	2	4	6
		56%	44%	45%	29%	6%	9%	0.00%	0.00%	1.23%	0.41%	0.10%	0.00%	2.87%	4.00%	0.41%	0.21%	0.41%	0.62%
Grade 22 (\$58,783- \$94,388)	1,017	518	499	406	351	65	101	1	0	5	6	0	0	38	33	1	2	2	6
		51%	49%	40%	35%	6%	10%	0.10%	0.00%	0.49%	0.59%	0.00%	0.00%	3.74%	3.24%	0.10%	0.20%	0.20%	0.59%
Grade 23 (\$62,741 - \$100,745)	384	215	169	172	122	29	26	0	1	2	1	0	0	10	14	2	1	0	4
		56%	44%	45%	32%	8%	7%	0.00%	0.26%	0.52%	0.26%	0.00%	0.00%	2.60%	3.65%	0.52%	0.26%	0.00%	1.04%
Grade 24 (\$66,975 - \$107,540)	386	214	172	174	119	27	36	1	0	2	2	0	0	9	14	1	1	0	0
		55%	45%	45%	31%	7%	9%	0.26%	0.00%	0.52%	0.52%	0.00%	0.00%	2.33%	3.63%	0.26%	0.26%	0.00%	0.00%
Grade 25 (\$71,508- \$114,808)	126	76	50	57	39	11	9	0	0	2	0	0	0	3	1	1	0	2	1
		60%	40%	45%	31%	9%	7%	0.00%	0.00%	1.59%	0.00%	0.00%	0.00%	2.38%	0.79%	0.79%	0.00%	1.59%	0.79%
Grade 26 (\$76,278- \$122,600)	89	50	39	48	31	2	7	0	0	0	1	0	0	0	0	0	0	0	0
		56%	44%	54%	35%	2%	8%	0.00%	0.00%	0.00%	1.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Hourly/ Daily	2,982	1,798	1,184	463	113	1,211	1,024	4	3	8	0	5	5	82	35	12	2	13	2
		60%	40%	16%	4%	41%	34%	0.13%	0.10%	0.27%	0.00%	0.17%	0.17%	2.75%	1.17%	0.40%	0.07%	0.44%	0.07%
MRT*	4,518	3,132	1,386	2,330	891	572	371	5	2	44	31	5	1	126	63	11	15	39	12
		69%	31%	52%	20%	13%	8%	0.11%	0.04%	0.97%	0.69%	0.11%	0.02%	2.79%	1.39%	0.24%	0.33%	0.86%	0.27%
TOTAL	54,191	23,776	30,415	14,169	13,772	7,905	14,747	54	58	372	319	28	32	911	1,036	132	178	205	273
		44%	56%	26%	25%	15%	27%	0.10%	0.11%	0.69%	0.59%	0.05%	0.06%	1.68%	1.91%	0.24%	0.33%	0.38%	0.50%

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

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

EXECUTIVE PAY PLAN WORK FORCE BY SALARY, GRADE, RACE AND GENDER — FISCAL YEAR 2010

EPP Scale	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ES 4 — (\$74,608- \$99,478)	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%
ES 5 — (\$80,160- \$106,940)	16	12	4	9	4	2	0	0	0	1	0	0	0	0	0	0	0	0	0
		75%	25%	56%	25%	13%	0%	0%	0%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 6 — (\$86,161- \$115,000)	44	23	21	16	19	3	1	0	0	1	0	0	0	2	1	0	0	1	0
		52%	48%	36%	43%	7%	2%	0%	0%	2%	0%	0%	0%	5%	2%	0%	0%	2%	0%
ES 7 — (\$92,640- \$123,708)	29	20	9	15	6	3	3	0	0	0	0	0	0	2	0	0	0	0	0
		69%	31%	52%	21%	10%	10%	0%	0%	0%	0%	0%	0%	7%	0%	0%	0%	0%	0%
ES 8 — (\$99,637- \$133,112)	28	22	6	18	5	3	1	0	0	0	0	0	0	0	0	0	0	0	1
		79%	21%	64%	18%	11%	4%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	4%
ES 9 — (\$107,196- \$143,270)	21	14	7	10	4	2	3	0	0	1	0	0	0	1	0	0	0	0	0
		67%	33%	48%	19%	10%	14%	0%	0%	5%	0%	0%	0%	5%	0%	0%	0%	0%	0%
ES 10 — (\$115,356- \$154,235)	10	6	4	4	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0
		60%	40%	40%	20%	20%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 11 — (\$124,175- \$166,082)	12	8	4	7	2	0	2	0	0	0	0	0	0	0	0	0	0	0	1
		67%	33%	58%	17%	0%	17%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	8%
EX 91 — (\$124,175- \$166,082)	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%
TOTAL	166	111	55	85	42	15	12	0	0	3	0	0	0	5	1	0	0	3	0
		67%	33%	51%	25%	9%	7%	0%	0%	2%	0%	0%	0%	3%	1%	0%	0%	2%	0%

SECTION SIX

STATE

PERSONNEL

TRANSACTIONS

SECTION 6: PERSONNEL TRANSACTIONS

INTRODUCTION

The data provided in this section depicts the personnel transactions processed by the Office of Personnel Services and Benefits in Fiscal Years 2005 and 2010. This information also reflects the type of transaction by race and gender.

SUMMARY HIGHLIGHTS

Trends displayed in the following charts are highlighted as follows:

- The total number of applicants appointed to vacant positions in FY 2010 was 3,417. Of this number, 55% were females and 51% were minorities.
- Females – who represent 56% of the workforce – received 52% of all promotions in fiscal 2010 and African-Americans - who represent 42% of the workforce - received 49% of all promotions.
- Females accounted for 58% of reclassifications in fiscal 2010, while minorities accounted for 41% of the reclassifications.
- The total number of demotions in FY 2010 was 265. This represented a decrease of 96 actions from FY 2005. During FY 2010, African-American females received the greatest number of demotion actions, 35%.
- The total number of suspensions for FY 2010 was 808, 118 more actions than in FY 2005. Minorities accounted for approximately 65% of suspension actions in FY 2010.
- There were 427 terminations made in FY 2010. Females constituted 57% of these actions, and 36% were minority females.

STATEWIDE PERSONNEL TRANSACTIONS — FISCAL YEAR 2010

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	3,417	1,521	1,896	848	841	583	949	6	3	36	48	0	3	24	14	9	17	15	21
		45%	55%	24.8%	24.6%	17.1%	27.8%	0.2%	0.09%	1.1%	1.40%	0%	0.09%	0.7%	0.41%	0.3%	0.50%	0.44%	0.61%
Reinstatements	463	163	300	77	111	79	182	0	1	6	1	0	0	0	1	0	2	1	2
		35%	65%	16.6%	24.0%	17.1%	39.3%	0%	0%	1.3%	0.2%	0%	0%	0%	0.2%	0%	0.4%	0.2%	0.4%
Promotions	3,830	1,857	1,973	1,072	740	721	1,144	2	5	21	30	1	2	12	8	10	18	18	26
		48%	52%	28.0%	19.3%	18.8%	29.9%	0.05%	0.13%	0.5%	0.8%	0.0%	0.1%	0.3%	0.2%	0.3%	0.5%	0.5%	0.7%
Reclassifications	2,166	904	1,262	606	667	225	500	1	7	33	21	2	2	20	38	3	7	14	20
		42%	58%	28.0%	30.8%	10.4%	23.1%	0.05%	0.3%	1.5%	1.0%	0.1%	0.1%	0.9%	1.8%	0.1%	0.3%	0.6%	0.9%
Demotions	265	93	172	56	72	31	93	0	0	1	1	0	0	3	2	0	2	2	2
		35%	65%	21.1%	27.2%	11.7%	35.1%	0%	0%	0.4%	0.4%	0%	0%	1.1%	0.8%	0%	0.8%	0.8%	0.8%
Suspensions	808	334	474	130	157	180	287	0	0	4	3	0	0	15	13	0	7	5	7
		41%	59%	16.1%	19.4%	22.3%	35.5%	0%	0%	0.5%	0.4%	0%	0%	1.9%	1.6%	0%	0.9%	0.6%	0.9%
TOTAL	10,949	4,872	6,077	2,789	2,588	1,819	3,155	9	16	101	104	3	7	74	76	22	53	55	78
		44%	56%	25%	24%	17%	29%	0.1%	0.1%	0.9%	0.9%	0.03%	0.1%	0.7%	0.7%	0.2%	0.5%	0.5%	0.7%

STATEWIDE SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2010

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	2,002	770	1,232	435	579	268	553	3	7	21	22	3	0	24	41	0	14	16	16
		38%	62%	21.7%	28.9%	13.4%	27.6%	0.1%	0.3%	1.0%	1.1%	0.15%	0%	1.2%	2.0%	0%	0.7%	0.8%	0.8%
Rejections on Probation	119	39	80	17	27	21	46	0	0	1	2	0	0	0	1	0	3	0	1
		33%	67%	14.3%	22.7%	17.6%	38.7%	0%	0%	0.8%	1.7%	0%	0%	0%	0.8%	0%	2.5%	0%	0.8%
Retired	1,840	814	1,026	599	568	174	414	0	4	7	6	0	0	26	23	1	5	7	6
		44%	56%	32.6%	30.9%	9.5%	22.5%	0%	0.2%	0.4%	0.3%	0%	0%	1.4%	1.3%	0.1%	0.3%	0.4%	0.3%
Terminations	427	182	245	81	92	78	132	0	0	2	2	0	0	17	13	1	4	3	2
		43%	57%	19.0%	21.5%	18.3%	30.9%	0%	0%	0.5%	0.5%	0%	0%	4.0%	3.0%	0.2%	0.9%	0.7%	0.5%
TOTAL	4,388	1,805	2,583	1,132	1,266	541	1,145	3	11	31	32	3	0	67	78	2	26	26	25
		41%	59%	26%	29%	12%	26%	0.1%	0.3%	0.7%	0.7%	0.1%	0.0%	1.5%	1.8%	0.0%	0.6%	0.6%	0.6%

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

STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2005 and June 30, 2010

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Appointments	2005	1,057 19%	1,286 23%	815 15%	1,672 30%	296 5%	414 7%	2,168 39%	3,372 61%	5,540
	2010	848 25%	841 25%	583 17%	949 28%	90 3%	106 3%	1,521 45%	1,896 55%	3,417
Reinstatements	2005	115 18%	154 23%	100 15%	195 30%	34 5%	59 9%	249 38%	408 62%	657
	2010	77 17%	111 24%	79 17%	182 39%	7 2%	7 2%	163 35%	300 65%	463
Promotions	2005	545 20%	624 23%	354 13%	786 29%	178 7%	230 8%	1,077 40%	1,640 60%	2,717
	2010	1,072 28%	740 19%	721 19%	1,144 30%	64 2%	89 2%	1,857 48%	1,973 52%	3,830
Reclassifications	2005	1,360 29%	1,479 31%	497 11%	1,051 22%	133 3%	189 4%	1,990 42%	2,719 58%	4,709
	2010	606 28%	667 31%	225 10%	500 23%	73 3%	95 4%	904 42%	1,262 58%	2,166
Demotions	2005	71 20%	112 31%	44 12%	86 24%	20 6%	28 8%	135 37%	226 63%	361
	2010	56 21%	72 27%	31 12%	93 35%	6 2%	7 3%	93 35%	172 65%	265
Suspensions	2005	125 18%	87 13%	193 28%	243 35%	14 2%	28 4%	332 48%	358 52%	690
	2010	130 16%	157 19%	180 22%	287 36%	24 3%	30 4%	334 41%	474 59%	808
Resignations	2005	601 19%	827 27%	495 16%	877 28%	119 4%	182 6%	1,215 39%	1,886 61%	3,101
	2010	435 22%	579 29%	268 13%	553 28%	67 3%	100 5%	770 38%	1,232 62%	2,002
Terminations	2005	69 19%	62 17%	88 24%	105 29%	22 6%	16 4%	179 49%	183 51%	362
	2010	81 19%	92 22%	78 18%	132 31%	23 5%	21 5%	182 43%	245 57%	427

STATEWIDE PERSONNEL TRANSACTION ANALYSIS – Comparison of June 30, 2005 and June 30, 2010

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Rejections on Probation	2005	22	35	38	73	10	4	70	112	182
		12%	19%	21%	40%	5%	2%	38%	62%	
	2010	17	27	21	46	1	7	39	80	119
		14%	23%	18%	39%	1%	6%	33%	67%	
TOTAL	2005	3,965	4,666	2,624	5,088	826	1,150	7,415	10,904	18,319
		22%	25%	14%	28%	5%	6%	40%	60%	
	2010	3,322	3,286	2,186	3,886	355	462	5,863	7,634	13,497
		25%	24%	16%	29%	3%	3%	43%	57%	

No Comparative Data Available

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Transfers	2010	101	86	63	73	11	13	175	172	347
		29%	25%	18%	21%	3%	4%	50%	50%	
Horizontal Transfers	2010	15	15	9	23	1	1	25	39	64
		23%	23%	14%	36%	2%	2%	39%	61%	
Disciplinary Demotion	2010	5	4	5	7	4	2	14	13	27
		19%	15%	19%	26%	15%	7%	52%	48%	
Forfeiture of Annual Leave	2010	80	57	84	143	21	16	185	216	401
		20%	14%	21%	36%	5%	4%	46%	54%	
Deaths	2010	32	13	21	22	7	3	60	38	98
		33%	13%	21%	22%	7%	3%	61%	39%	
Retired	2010	599	568	174	414	41	44	814	1026	1840
		33%	31%	9%	2%	2%	2%	44%	56%	
Transfer U of MD System	2010	1	5	0	2	0	0	1	7	8
		13%	63%	0%	25%	0%	0%	13%	88%	
Military Leave	2010	2	0	1	0	0	0	3	0	3
		67%	0%	33%	0%	0%	0%	100%	0%	
Layoffs from Allocated Position	2010	13	38	25	57	1	11	39	106	145
		9%	26%	17%	39%	1%	8%	27%	73%	
End of Employment No Vacancy	2010	21	43	16	55	2	4	39	102	141
		15%	30%	11%	39%	1%	3%	28%	72%	

SEPARATIONS AND TERMINATIONS BY AGE, RACE AND GENDER — FISCAL YEAR 2010

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	6	3	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	521	175	346	117	142	51	177	0	2	1	5	0	0	4	8	0	7	2	5
30 - 39	581	214	367	106	164	83	170	0	2	10	8	0	0	7	11	0	6	8	6
40 - 49	479	203	276	101	138	78	117	3	3	5	3	3	0	8	9	0	1	5	5
50 - 59	311	120	191	69	106	42	72	0	0	5	5	0	0	4	8	0	0	0	0
60 - 69	91	47	44	35	23	11	17	0	0	0	1	0	0	0	3	0	0	1	0
70 PLUS	13	8	5	4	3	3	0	0	0	0	0	0	0	1	2	0	0	0	0
TOTAL	2,002	770	1,232	435	579	268	553	3	7	21	22	3	0	24	41	0	14	16	16
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	40	8	32	1	8	7	24	0	0	0	0	0	0	0	0	0	0	0	0
30 - 39	29	8	21	4	11	4	8	0	0	0	1	0	0	0	0	0	1	0	0
40 - 49	24	10	14	5	4	5	9	0	0	0	0	0	0	0	0	0	1	0	0
50 - 59	19	11	8	5	2	5	3	0	0	1	0	0	0	0	1	0	1	0	1
60 - 69	7	2	5	2	2	0	2	0	0	0	1	0	0	0	0	0	0	0	0
70 PLUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	119	39	80	17	27	21	46	0	0	1	2	0	0	0	1	0	3	0	1
TERMINATIONS																			
19 OR LESS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20 - 29	82	22	60	11	11	10	45	0	0	0	1	0	0	1	0	0	2	0	1
30 - 39	85	36	49	10	20	22	24	0	0	0	0	0	0	3	3	0	1	1	1
40 - 49	119	48	71	16	24	29	42	0	0	1	0	0	0	2	5	0	0	0	0
50 - 59	89	38	51	21	27	11	17	0	0	0	1	0	0	3	5	1	1	2	0
60 - 69	39	30	9	20	6	6	3	0	0	1	0	0	0	3	0	0	0	0	0
70 PLUS	13	8	5	3	4	0	1	0	0	0	0	0	0	5	0	0	0	0	0
TOTAL	427	182	245	81	92	78	132	0	0	2	2	0	0	17	13	1	4	3	2
GRAND TOTAL	2,548	991	1,557	533	698	367	731	3	7	24	26	3	0	41	55	1	21	19	19

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 2010 there were 285 requests for reasonable accommodations from State employees and applicants for State employment. Of this amount, 255 or 89% of the requests were granted. There were 20 agencies that reported data on reasonable accommodation requests, with the Department of Education, Department of Human Resources, MDOT, Maryland Automobile Insurance Fund, and Department of Health and Mental Hygiene accounting for 245 or 86% of the total employee/applicant reasonable accommodation requests reported.

STATEWIDE REQUESTS FOR REASONABLE ACCOMMODATION — FISCAL YEAR 2010

Agency	Applicants	Employees	STATUS		
			Granted	Denied	Pending
Assessment and Taxation		3	2		1
Attorney General		1	1		
Automobile Insurance Fund		14	14		
Budget and Management	2	2	3	1	
Comptroller		3	3		
Education		18	15	1	2
Environment		1		1	
Health and Mental Hygiene		160	155	5	
Housing and Community Development		2	2		
Human Resources		21	21		
Insurance Administration	1	1	2		
Juvenile Services	1	3	4		
Labor, Licensing, and Regulation		2	1	1	
Lottery		1	1		
Natural Resources		3	3		
Public Defenders Office		4	2	2	
Public Safety and Correctional Services		8	6	2	
State Police		1	1		
Subsequent Injury Fund		1	1		
Transportation	8	24	18	14	
TOTAL	12	273	255	27	3

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

SECTION EIGHT

STATE

EQUAL EMPLOYMENT OPPORTUNITY

COMPLAINTS

SECTION 8: STATEWIDE EEO COMPLAINTS

- The total number of internal and external complaints statewide for fiscal 2010 was 368. Of these, 202 were internal complaints and 166 were external complaints.
- The primary basis for internal complaints was Race and Sex/Gender.
- The number of internal complaints filed was the lowest figure in the last six years.
- The number of statewide discrimination complaints has declined from 434 in fiscal 2005 to 368 in fiscal 2010.
- The Office of the Statewide Equal Employment Opportunity Coordinator processed a total of 6 EEO appeals in fiscal 2010.
- The Office investigated 11 Whistleblower complaints. All eleven were found to have “no probable cause”.
- Statewide discrimination complaints decreased for the second consecutive year in Fiscal 2010.

Type of Internal Complaint	FY 2009	FY 2010
Disability	28	21
National Origin	8	16
Race	61	56
Sex/Gender	68	77
Age	17	11

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

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

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

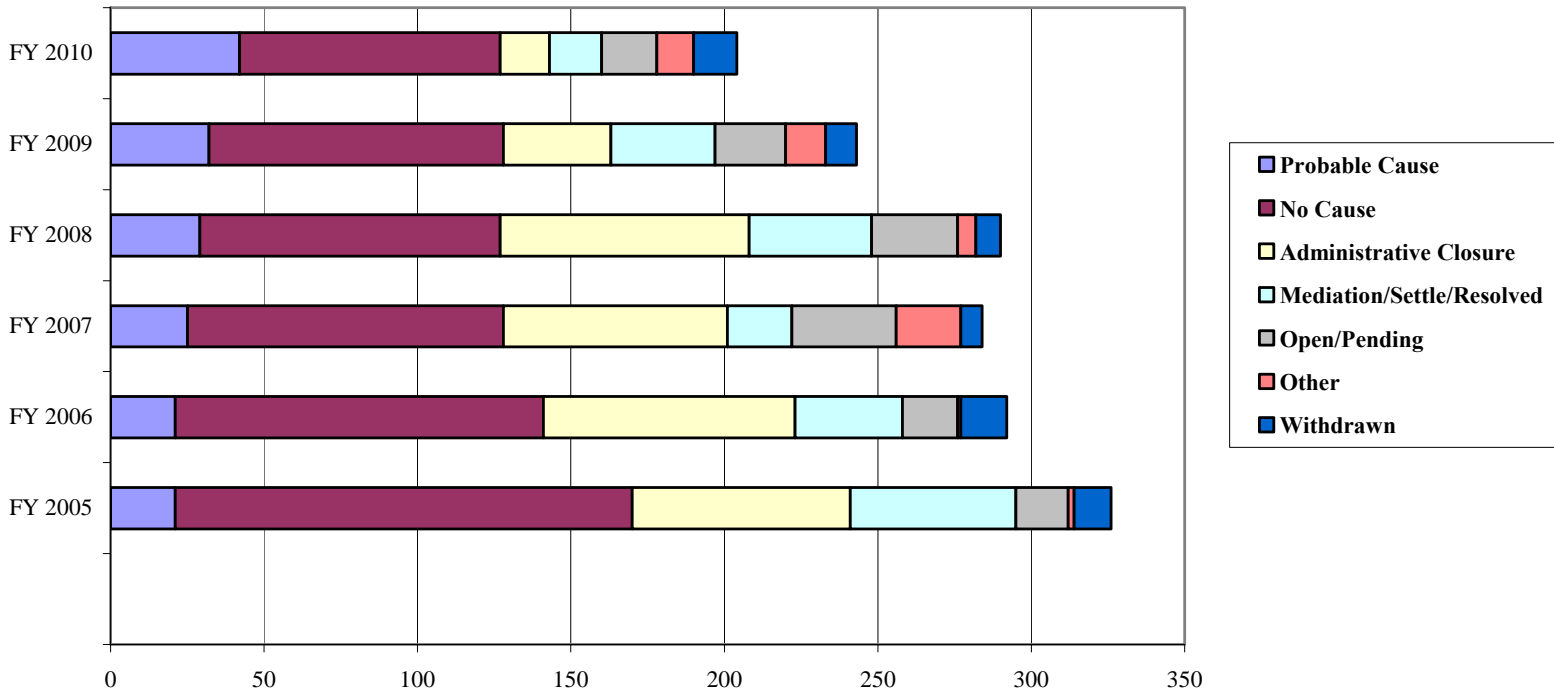
STATEWIDE DISCRIMINATION COMPLAINTS BY AGENCY, BASIS, ISSUE AND DISPOSITION — FISCAL YEAR 2010

Agency	Agency Employees	External	Internal	Basis* for										Issue*			Disposition*									
				Other	ADA	Age	Ancestry	Color	Disability	National Origin	Race	Religious Affiliation	Sex/Gender	Sexual Orientation	Harassment	Sexual Harassment	Retaliation	Probable Cause	No Cause	Administrative Closure/Mediation/ Settled/Resolved	Open/Pending	Other	Withdrawn			
Agriculture	381	1	0																							
Assessment and Taxation	557	2	10	6		1						4		1		3	1			1	3	3			3	
Automobile Insurance Fund	405	1	0														2			4						
BCCC	421	5	4	3		1														4						
Budget and Management	303	0	2					1	1			1				1				2						
Comptroller of Maryland	1,057	1	1	1													1			1						
Education	1,355	9	3							1		2			1	1	1			1		1	1			
Elections	185	2	0																							
Environment	925	1	2								1	1			1					2						
Environmental Services	767	1	0																							
Executive Department	264	1	0																							
General Services	550	3	2											2			2			1				1		
Health and Mental Hygiene	8,783	20	6							1				5			5			2	2	1	1			
Housing and Community Develop	298	0	4									1		3		4							4			
Human Resources	6,344	8	1											1		1				1						
Information Technology	96	1	0																							
Insurance Administration	261	1	0																							
Juvenile Services	2,094	8	21	16		1				2		1	1	3		11	2			12			3		6	
Labor, Licensing and Regulation	1,625	9	14	2		1				1	1	6		3			3	3		2	1		3	6	1	1
Lottery	171	1	0																							
Morgan State University	990	0	3	1										2			2			2			1			
Natural Resources	1,208	3	0																							
Public Safety and Corr Services	10,781	20	56			1				3	11	12	3	31	1	28	20	6	18	29	5			2	4	
Public Television	146	1	0																							
Sheriff's Office	49	1	1	1												1					1					
St. Mary's College of Maryland	378	0	1											1			1			1						
Stadium Authority	83	2	0																							
State Police	2,215	6	15								1	8		7	3	11	2	2		11	2	1	1			
Transportation	10,483	58	56	5		6		4	12	2	20	2	17		9	8	5	18	16	4	3	7	5	3		
TOTAL	53,175	166	202	35	0	11	0	5	21	16	56	6	77	5	71	50	16	42	85	16	17	18	12	14		

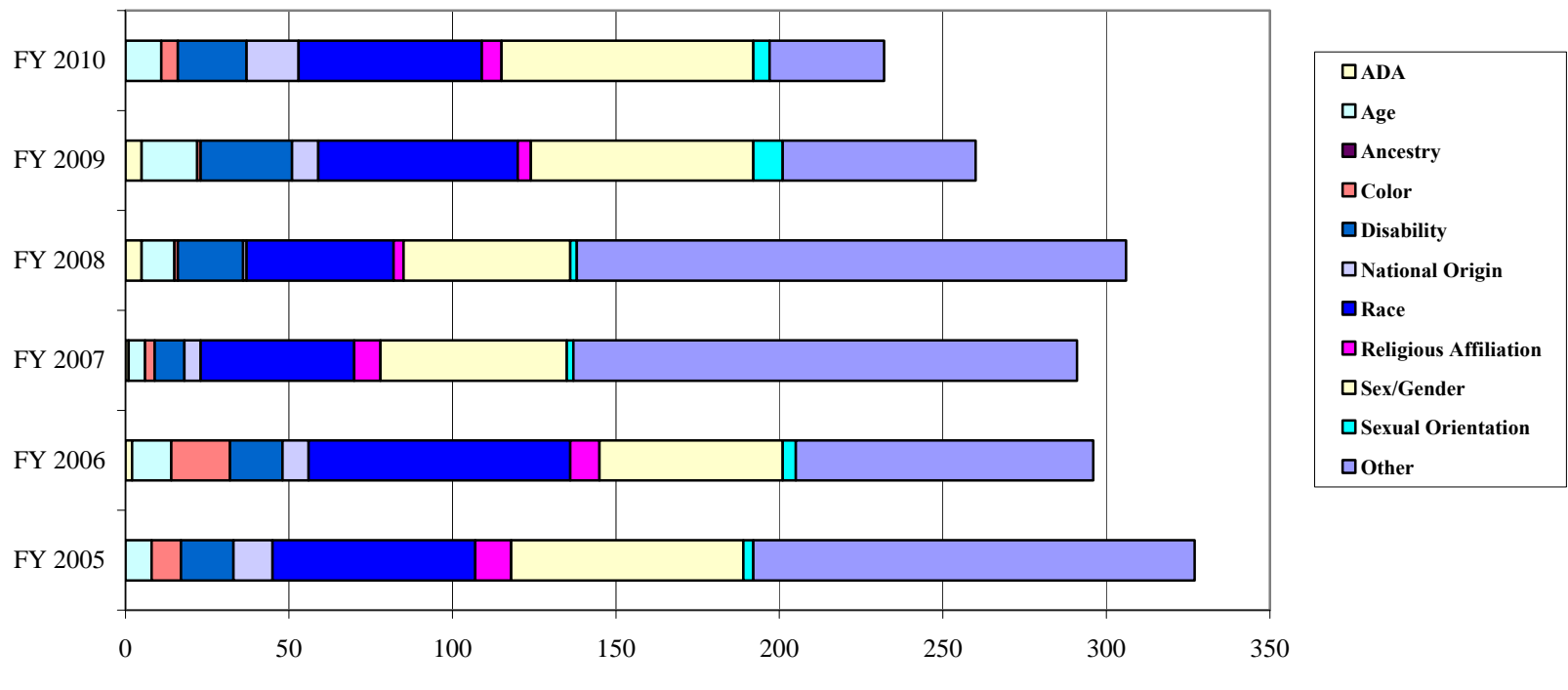
*In order to avoid duplication, Basis, Issues, and Dispositions are only counted on Internal complaints. Please note: Some complaints have multiple basis. An employee may file a complaint alleging that more than one protected class has been violated; therefore, the total number of internal complaints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

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

Internal Complaints by Disposition



Internal Complaints by Type



SECTION NINE

UNIVERSITY SYSTEM

OF MARYLAND

SECTION 9: UNIVERSITY SYSTEM OF MARYLAND

The University of System of Maryland includes the USM Office and the following institutions: Bowie State University, Coppin State University, Frostburg State University, Salisbury University, Towson University, University of Maryland Biotechnology Institute, 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 36,370 employees in the University System of Maryland.
 - Of the total employees, 21,359 (58.7%) were White, 7,043 (19.3%) were African American, 106 (.3%) were American Indian and Alaska Native, 4,253 (11.7%) were Asian, 1,145 (3.2%) were Hispanic or Latino, and 2,464 (6.8%) were Other (no race checked).
 - Males comprised 17,211 (47.3%) of the workforce.
 - Females comprised 19,159 (52.7%) of the workforce.
 - The majority of Faculty and Instructor positions were filled by Whites (67%) and males (55%).

UNIVERSITY SYSTEM OF MARYLAND
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2010

EEO Job Category	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	1,517	738	779	542	556	134	180	2	0	30	16	0	0	17	20	0	0	13	7
		49%	51%	36%	37%	9%	12%	0.1%	0%	2.0%	1.1%	0%	0%	1.1%	1.3%	0%	0%	0.9%	0.5%
Faculty and Instructors	10,917	6,017	4,900	4,102	3,190	648	747	17	18	536	318	0	0	609	485	0	0	105	142
		55%	45%	38%	29%	6%	7%	0.2%	0.2%	4.9%	2.9%	0%	0%	5.6%	4.4%	0%	0%	1.0%	1.3%
Faculty/Research	2,617	1,625	992	997	686	44	63	1	3	481	178	0	0	68	46	0	0	34	16
		62%	38%	38%	26%	1.7%	2%	0.04%	0.11%	18.4%	6.8%	0%	0%	2.6%	1.8%	0%	0%	1.3%	0.6%
Faculty/Public Service	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%
Teachers' Assistants/Assoc	6,070	3,012	3,058	1,404	1,625	136	256	7	10	995	731	0	0	359	322	0	0	111	114
		50%	50%	23%	27%	2%	4%	0.1%	0.2%	16.4%	12.0%	0%	0%	5.9%	5.3%	0%	0%	1.8%	1.9%
Professionals	7,651	2,960	4,691	1,969	2,855	528	1,136	11	10	238	403	0	0	139	195	0	0	75	92
		39%	61%	26%	37%	7%	15%	0.1%	0.1%	3.1%	5.3%	0%	0%	1.8%	2.5%	0%	0%	1.0%	1.2%
Administrative Support	3,268	573	2,695	287	1,413	213	1,050	1	11	30	92	0	0	25	79	0	0	17	50
		18%	82%	9%	43%	7%	32%	0.03%	0.3%	0.9%	2.8%	0%	0%	0.8%	2.4%	0%	0%	0.5%	1.5%
Technical-Paraprofessionals	1,694	697	997	380	523	216	331	2	4	44	69	0	0	30	38	0	0	25	32
		41%	59%	22%	31%	13%	20%	0.1%	0.2%	2.6%	4.1%	0%	0%	1.8%	2.2%	0%	0%	1.5%	1.9%
Skilled Craft Workers	755	708	47	444	19	184	23	6	0	27	0	0	0	16	1	0	0	31	4
		94%	6%	59%	3%	24%	3%	0.8%	0%	3.6%	0%	0%	0%	2.1%	0.1%	0%	0%	4.1%	0.5%
Service-Maintenance	1,876	877	999	217	148	567	584	2	1	26	39	0	0	9	6	0	0	56	221
		47%	53%	12%	8%	30%	31%	0.1%	0.1%	1.4%	2.1%	0%	0%	0.5%	0.3%	0%	0%	3.0%	11.8%
TOTAL	36,370	17,211	19,159	10,344	11,015	2,672	4,371	49	57	2,407	1,846	0	0	1,272	1,192	0	0	467	678
		47.3%	52.7%	28.4%	30.3%	7.3%	12.0%	0.1%	0.2%	6.6%	5.1%	0%	0%	3.5%	3.3%	0%	0%	1.3%	1.9%

SECTION TEN

INDEPENDENT HIGHER EDUCATION INSTITUTIONS

SECTION 10: INDEPENDENT HIGHER EDUCATION INSTITUTIONS

BALTIMORE CITY COMMUNITY COLLEGE

- There are 421 employees in the Baltimore City Community College workforce.
 - 285 or 68% are African-American employees
 - 256 or 61% are female employees

MORGAN STATE UNIVERSITY

- There are 990 employees in the Morgan State University workforce.
 - 784 or 79% are African-American employees
 - 495 or 50% are female employees

St. MARY'S COLLEGE OF MARYLAND

- There are 378 employees in the St. Mary's College of Maryland workforce.
 - 57 or 15% are African-American employees
 - 192 or 51% are female employees

BALTIMORE CITY COMMUNITY COLLEGE
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2010

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	16	8	8	2	2	6	6	0	0	0	0	0	0	0	0	0	0	0	0
		50%	50%	13%	13%	38%	38%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	166	66	100	24	39	36	59	0	0	5	1	0	0	0	0	0	0	1	1
		40%	60%	14%	23%	22%	36%	0%	0%	3.01%	0.60%	0%	0%	0%	0%	0%	0%	0.60%	0.60%
Technicians	17	13	4	4	0	9	4	0	0	0	0	0	0	0	0	0	0	0	0
		76%	24%	24%	0%	53%	24%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	10	8	2	2	0	6	2	0	0	0	0	0	0	0	0	0	0	0	0
		80%	20%	20%	0%	60%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	133	41	92	16	19	22	67	0	0	1	3	0	0	0	0	0	0	2	3
		31%	69%	12%	14%	17%	50%	0%	0%	1%	2%	0%	0%	0%	0%	0%	0%	1.50%	2.26%
Skilled Craft Workers	68	18	50	1	3	17	47	0	0	0	0	0	0	0	0	0	0	0	0
		26%	74%	1%	4%	25%	69%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.00%
Service-Maintenance	10	10	0	6	0	3	0	0	0	1	0	0	0	0	0	0	0	0	0
		100%	0%	60%	0%	30%	0%	0%	0%	10%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	421	165	256	55	63	100	185	0	0	7	4	0	0	0	0	0	0	3	4
		39%	61%	13%	15%	24%	44%	0%	0%	1.66%	0.95%	0%	0%	0%	0%	0%	0%	0.71%	0.95%

**BALTIMORE CITY COMMUNITY COLLEGE
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2010**

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	19	9	10	3	2	5	8	0	0	0	0	0	0	1	0	0	0	0	0
		47%	53%	16%	11%	26%	42%	0%	0%	0%	0%	0%	0%	5%	0%	0%	0%	0%	0%
Reinstatements	3	1	2	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0
		33%	67%	0%	0%	33%	67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	3	0	3	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0
		0%	100%	0%	33%	0%	67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	27	11	16	4	4	6	12	0	0	0	0	0	0	1	0	0	0	0	
		41%	59%	15%	15%	22%	44%	0%	0%	0%	0%	0%	0%	4%	0%	0%	0%	0%	

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2010

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	28	8	20	7	3	0	17	0	0	0	0	0	0	0	0	0	0	1	0
		29%	71%	25%	11%	0%	61%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	4%
Rejection on Probation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	5	3	2	3	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
		60%	40%	60%	0%	0%	40%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	33	11	22	10	3	0	19	0	0	0	0	0	0	0	0	0	0	1	
		33%	67%	30%	9%	0%	58%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	3%	

MORGAN STATE UNIVERSITY
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2010

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	86	43	43	7	1	35	41	0	1	0	0	0	0	1	0	0	0	0	0
		50%	50%	8%	1%	41%	48%	0%	1%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%
Professionals	624	348	276	65	49	228	209	25	7	28	9	2	2	0	0	0	0	0	0
		56%	44%	10%	8%	37%	33%	4.0%	1.1%	4%	1.4%	0%	0.3%	0%	0%	0%	0%	0%	0%
Technicians	10	5	5	1	0	4	5	0	0	0	0	0	0	0	0	0	0	0	0
		50%	50%	10%	0%	40%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	32	24	8	1	0	23	7	0	0	0	1	0	0	0	0	0	0	0	0
		75%	25%	3%	0%	72%	22%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	153	12	141	0	2	12	136	0	2	0	0	0	1	0	0	0	0	0	0
		8%	92%	0%	1%	8%	89%	0%	1.3%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	14	12	2	1	0	11	2	0	0	0	0	0	0	0	0	0	0	0	0
		86%	14%	7%	0%	79%	14%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	71	51	20	0	0	51	20	0	0	0	0	0	0	0	0	0	0	0	0
		72%	28%	0%	0%	72%	28%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	990	495	495	75	52	364	420	25	10	28	10	2	3	1	0	0	0	0	0
		50%	50%	8%	5%	37%	42%	2.5%	1.0%	2.8%	1.0%	0.2%	0.3%	0.1%	0%	0%	0%	0%	0%

MORGAN STATE UNIVERSITY
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2010

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	26	18	8	5	2	9	3	0	0	4	3	0	0	0	0	0	0	0	0
		69%	31%	19%	8%	35%	12%	0%	0%	15%	12%	0%	0%	0%	0%	0%	0%	0%	0%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	4	3	1	2	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		75%	25%	50%	0%	25%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	8	4	4	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0
		50%	50%	0%	0%	50%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	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%
TOTAL	39	25	14	7	2	14	9	0	0	4	3	0	0	0	0	0	0	0	0
		64%	36%	18%	5%	36%	23%	0%	0%	10%	8%	0%	0%	0%	0%	0%	0%	0%	0%

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2010

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	35	17	18	4	1	13	16	0	0	0	0	0	1	0	0	0	0	0	0
		49%	51%	11%	3%	37%	46%	0%	0%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%
Rejection on Probation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	36	18	18	5	1	13	16	0	0	0	0	0	1	0	0	0	0	0	0
		50%	50%	14%	3%	36%	44%	0%	0%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%

ST. MARY'S COLLEGE OF MARYLAND
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2010

EEO Job Category	TOTAL		Race														Ethnicity		
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	43	19	24	16	23	3	0	0	0	0	0	0	0	0	0	0	0	0	1
		44%	56%	37%	53%	7%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	165	101	64	83	55	8	2	0	0	7	5	0	0	0	0	0	0	3	2
		61%	39%	50%	33%	5%	1%	0%	0%	4.2%	3.0%	0%	0%	0%	0%	0%	0%	0%	2%
Technicians	22	22	0	19	0	0	0	0	0	1	0	0	0	1	0	0	0	1	0
		100%	0%	86%	0%	0%	0%	0%	0%	5%	0%	0%	0%	5%	0%	0%	0%	5%	0%
Protective Service Workers: Sworn	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	8	7	1	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		88%	13%	75%	13%	13%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	83	0	83	0	68	0	12	0	0	0	3	0	0	0	0	0	0	0	0
		0%	100%	0%	82%	0%	14%	0%	0%	0%	4%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	11	11	0	7	0	3	0	0	0	0	0	0	0	0	0	0	0	1	0
		100%	0%	64%	0%	27%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	9%	0%
Service-Maintenance	45	25	20	12	6	13	14	0	0	0	0	0	0	0	0	0	0	0	0
		56%	44%	27%	13%	29%	31%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	378	186	192	143	153	29	28	0	0	8	8	0	0	1	0	0	0	5	3
		49%	51%	38%	40%	8%	7%	0%	0%	2.1%	2.12%	0%	0%	0.26%	0%	0%	0%	1.32%	0.79%

**ST. MARY'S COLLEGE OF MARYLAND
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2010**

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	41	21	20	17	15	4	1	0	0	0	3	0	0	0	0	0	0	0	1
		51%	49%	41%	37%	10%	2%	0%	0%	0%	7%	0%	0%	0%	0%	0%	0%	0%	0%
Reinstatements	2	0	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%
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	45	23	22	18	16	5	2	0	0	0	3	0	0	0	0	0	0	0	1
		51%	49%	40%	36%	11%	4%	0%	0%	0%	7%	0%	0%	0%	0%	0%	0%	0%	0%

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2010

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	31	12	19	9	18	2	1	0	0	1	0	0	0	0	0	0	0	0	0
		39%	61%	29%	58%	6%	3%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Rejection on Probation	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%
Terminations	5	4	1	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		80%	20%	80%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	38	18	20	14	19	3	1	0	0	1	0	0	0	0	0	0	0	0	0
		47.4%	52.6%	37%	50%	8%	3%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%

APPENDICES

EXECUTIVE ORDER
01.01.2007.16
Code of Fair Employment Practices
(Rescinds Executive Order 01.01.2007.09)

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

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

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

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

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

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

Appendix A

ARTICLE I – EQUAL EMPLOYMENT OPPORTUNITY PROGRAM IN STATE GOVERNMENT

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

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

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

ARTICLE II – COMPLAINTS OF DISCRIMINATION AND UNFAIR EMPLOYMENT PRACTICES

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

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

ARTICLE III – COOPERATION WITH THE MARYLAND COMMISSION ON HUMAN RELATIONS AND THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

- A. In accordance with the requirements of applicable federal and State law governing equal employment opportunity, the State Personnel and Pensions Article, and this Executive Order, all heads of departments and units in the Executive Branch shall cooperate fully with the Maryland Commission on Human Relations, the United States Equal Employment Opportunity Commission and any other federal or State agency investigating discrimination and duly comply with any validly adopted rules, regulations, and orders for effectuating the State's policies against discrimination and resolving complaints of discrimination.
- B. Every attempt shall be made to resolve complaints of discrimination within a department or unit; however, employees who file complaints of discrimination with agency Fair Practices Officers or Equal Employment Opportunity Officers shall be advised of their right to file a complaint with the Maryland Commission on Human Relations and the United States Equal Employment Opportunity Commission.

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

ARTICLE IV– STATE ACTION

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

ARTICLE V – ACCOMMODATIONS

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

ARTICLE VI– ANNUAL REPORTS

- A. The head of each principal department or unit in the Executive Branch shall, by October 15 of each year, or as otherwise requested, submit to the Secretary of Budget and Management an annual report of activities taken in the previous fiscal

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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 Human Relations.

ARTICLE VII – NOTICE TO EMPLOYEES

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

Appendix B

Statewide Equal Employment Organizational Responsibility

Governor

On the 15th day of May, 2007, Governor Martin O'Malley issued a New Code of Fair Employment Practices. Executive Order 01.01.2007.09 and later rescinded this Order and replaced it with Executive Order 01.01.2007.16 on the 22nd day of August 2007. Governor O'Malley values and honors all State of Maryland Employees and believes in equal opportunity in employment for all employees and applicants for employment without regard to race, sex, disability, religion, genetic information, gender identity and expression and national origin and other prohibited basis. Governor O'Malley is committed to providing a professional work environment that is free from discrimination, harassment and retaliation. As part of this initiative, the Governor believes that we need to guarantee every employee the basic protections that they deserve, and that our State government sets an example for equal employment opportunities throughout Maryland. As part of this reform the Governor has enacted the development of the EEO Agency Case Tracking System that tracks agency internal complaints and is reported to the Governor's office on a bi-monthly basis.

The Joint Committee on Fair Practices and State Personnel Oversight

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

Secretary of the Department of Budget and Management

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

Appendix B

Deputy Secretary Department of Budget and Management

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

Statewide Equal Employment Opportunity Coordinator

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

Secretaries and Heads of State Agencies

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

Fair Practices Officers

In accordance with State law, the Fair Practices Officers 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 Officers

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

Americans with Disabilities Act (ADA) Officers

The ADA Officers are responsible for advising employees and managers on issues relating to Title 1 of the Americans with Disabilities Act. This includes, but is not limited to, issues related to making determinations regarding an employee's eligibility under the ADA, recommending and implementing reasonable accommodations, and ensuring an accessible work place. The ADA Officer is also responsible for training all staff on ADA related laws and policies; ensuring agency compliance with ADA violations to shield the employer from liability; and maintaining knowledge of resources.

Appendix C

Agency	Acronym	Fair Practices	EEO	ADA
Administrative Hearings, Office of	OAH	Richard Norman	Grant Chism	Grant Chism
African American Museum	MAAMC	Junius Randolph	Junius Randolph	Lisa Woods
Aging, Maryland Department of	MDOA	Ilene Rosenthal	Shirley Williams	Sandra Cobb
Agriculture, Department of	MDA	James Wallace	Suzanne DuPont	Momoh Conteh
Archives, Maryland State	MSA	Richard Richardson	Christopher Haley	Cecelia Smith
Assessments and Taxation, Department of	DAT	Annie Cure	Sheila McKenney	Sheila McKenney
Attorney General, Office	OAG	Charlotte Hughes	Katherine Winfree John Howard Jr.	Beverly Pivec
Automobile Insurance Fund, MD	MAIF	John F. Banghart	Charisse Walker	Charisse Walker
Baltimore City Community College	BCCC	Tony Warner	Tony Warner	Delia Weems
Bowie State University	BSU	Glen Isaac	Glen Isaac	Glen Isaac
Budget and Management, Department of	DBM	David Romans	Nicole Carter	Nicole Carter
Business and Economic Development, Department of	DBED	Cheryl Fields	Cheryl Fields	Cheryl Fields
Canal Place	CP	Renee Bone	Renee Bone	Renee Bone
College Savings Plans of Maryland	CSPM	Azriel Osofsky	Azriel Osofsky	Azriel Osofsky
Comptroller of Maryland	COMP	Steven Barzal	Steven Barzal	Steven Barzal
Contract Appeal, Maryland Board of	SBCA	Loni Howe Michael Carnahan Jr.	Loni Howe Michael Carnahan Jr.	Loni Howe
Coppin State University	CSU	Tammy Flowers	Tammy Flowers	Maqbool Patel Darlene Webb
Deaf, Maryland School for the	MSD	Anny Currin	Cyndi Fries Anny Currin	Anny Currin
Education, Maryland State Department	MSDE	John E. Smeallie	Woodrow Grant, Jr.	Woodrow Grant, Jr.
Elections, State Board of	SBEL	Jacqueline Bryley	Jared DeMarinis	Roger Stitt
Emergency Medical Services Systems, Maryland Institute for	MIEMSS	Patricia Gainer	James Brown	Jeannie Abramson
Environment, Maryland Department of	MDE	Robert Alexander	Robert Alexander Tyrone Hill	Tyrone Hill
Environment Services, Maryland	MES	Beth Wojton	Donna Oliff	Sandra Westervelt
Executive Department, State of Maryland	EXEC	Robert Platky	Robert Platky	Robert Platky
Food Center Authority, Maryland	MFCA	Betty Allison	Rose Harrell	Betty Allison
Frostburg State University	FSU	Beth Hoffman	Beth Hoffman	Beth Hoffman
General Services, Department of	DGS	Alvin Collins	Paul Ford	Janet Cora
Health and Mental Hygiene, Dept of	DHMH	Hilda Davis	Lee Williamson	Felisa McCall-Smith
Health Insurance Plan, Maryland	MHIP	Mariann Showers	Cynthia Deickman	Cynthia Deickman

Appendix C

Agency	Acronym	Fair Practices	EEO	ADA
Higher Education Commission, Maryland	MHEC	G. Edward Ommert	Vacant	Esther Danner
Historic St. Mary's City Commission	HSMC	Sally Mercer	Melvin McClintock	Sally Mercer
Housing and Community Development	DHCD	Brien Boone	Brien Boone	Brien Boone
Human Relations Commission, MD	MCHR	Benny Short	Isora Cook	Isora Cook
Human Resources, Department of	DHR	Carl Bailey	Gerald Stansbury	Gerald Stansbury
Information Technology, Department of	DOIT	Stacia Cropper	Nicole Carter	Nicole Carter
Insurance Administration, Maryland	MIA	Karen Stakem-Hornig	Susan Yates	Susan Yates
Judiciary of Maryland	JUD	Jeraldine Kavanaugh	Jeraldine Kavanaugh	Jeraldine Kavanaugh
Juvenile Services, Department of	DJS	Charles Proctor	Charles Proctor	Charles Proctor
Labor, Licensing and Regulation, Department of	DLLR	Jennifer Reed	Jennifer Reed	Jennifer Reed
Lottery Agency, Maryland State	MSLA	Gina Smith	Frederick Ramsey	Carl Beard
Military Department, Maryland	DMIL	Alberto Jimenez	William Allen	William Allen
Morgan State University	MSU	Jodi Cavanaugh	Jodi Cavanaugh	Jodi Cavanaugh
Natural Resources, Department of	DNR	Monica Johnson	Richard Allen	Richard Allen
People's Counsel, Office of the	OPC	Seva Diakoparaskevas	Seva Diakoparaskevas Terri Czarski	Seva Diakoparaskevas
Planning, Maryland Department of	MDP	Cheryl Murphy	Cheryl Murphy	Michele Kemmerzell
Police, Maryland State	DMSP	Captain Anita Allen	Captain Anita Allen Sergeant Sonya Clark	Michelle Miller
Property Tax Assessment Appeals Board	PTAAB	Kent Finkelsen Julie Greene	Julie Greene	Kent Finkelsen
Prosecutor, Office of the State	SPO	James Cabezas	James Cabezas	James Cabezas
Public Broadcasting Commission, MD	MPT	Larry Unger	Gladys Kaplan	Gladys Kaplan
Public Defender, Office of	OPD	Paul DeWolfe	Lynn Bellamy	Lynn Bellamy
Public Safety and Correctional Services, Department of	DPSCS	Michelle Romney	George Stamas Gene Noble	Michelle Romney
Public School Construction Program	PSCP	Robert Crocetti	Robert Crocetti	Robert Crocetti
Public Service Commission	PSC	Terry Romine	Matthew Papathakis	Donald Eveleth
Public Works, Board of	BPW	Doldon Moore, Jr.	Doldon Moore, Jr	Doldon Moore, Jr
Retirement Agency, Maryland State	MSRA	Melody Countess	Vacant	Vanessa Garrett-Ingram
St. Mary's College of Maryland	SMCM	Sally Mercer	Melvin McClintock	Sally Mercer
Salisbury University	SU	Amy Hasson	Amy Hasson	Amy Hasson
Sheriff's Office, Baltimore City	BCS	Karen Shelton Eness Brown	Karen Shelton Eness Brown	Karen Shelton

Appendix C

Agency	Acronym	Fair Practices	EEO	ADA
Stadium Authority, Maryland of	STAD	Rodger Dorsey	Rodger Dorsey	Gary McGuigan
Subsequent Injury Fund	SIF	Edgar Dodd	Edgar Dodd	Edgar Dodd
Supplemental Retirement Plans, Maryland Teachers and State Employees	MSRP	Anna Marie Smith	Anna Marie Smith	Anna Marie Smith
Tax, Maryland Court	TXCRT	John Hearn	John Hearn	John Hearn
Towson University	TU	Debbie Seeberger	Daniel Leonard	Daniel Leonard
Transportation, Maryland Department of	MDOT	Jan Bryant	Joanne Ashton	Robin Underwood
Maryland Aviation Administration	MAA	Angela Martin	Theolinda Lyons-Owens	Neal Heaton
Maryland Port Administration	MPA	Wanda Forman	Wanda Forman	Wanda Forman
Maryland Transportation Authority	MDTA	Beverly Hill	Louis Jones	Louis Jones
Maryland Transit Administration	MTA	Paula Cullings	Carolyn Brown James Matteo	Michele Gardner
Motor Vehicle Administration	MVA	Minnie Carter	Minnie Carter	Hisel Brown
State Highway Administration	SHA	Jennifer Jenkins Shelia Epps	Troy Parham Paris Lee	Dr. C. Edwin Becraft
Treasurer, Office of the	TREAS	Bernadette Benik	Cissy Blasi	Shelly Reid
Uninsured Employer's Fund	UEF	James Brewer	James Brewer	James Brewer
University Systems of Maryland	USM	JoAnn Goedert	Kathy DeShong	Kathy DeShong Jackie Truelove Rebecca Spence
University of Baltimore	UB	Karen Drake	Rebecca Spence	Rebecca Spence
University of Maryland, Baltimore	UMB	Sheila Greenwood	Sheila Greenwood	Sheila Greenwood
University of Maryland, Baltimore County	UMBC	Adrienne Mercer	Stephanie Lazarus	Stephanie Lazarus
University of Maryland, College Park	UMCP	Roberta Coates	Roberta Coates	Roberta Coates
University of Maryland, Eastern Shore	UMES	Marie Billie	Marie Billie	Marie Billie
University of Maryland, Environmental Services	UMCES	Dennis Mesko	Dennis Mesko	Dennis Mesko
University of Maryland, University College	UMUC	Blair Hayes	Blair Hayes	Blair Hayes
Veterans Affairs, Maryland Department	MDVA	John Kearns	Rose Bean	Rose Bean

GLOSSARY

GLOSSARY

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

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

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

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

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

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

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

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

DISABILITY: With respect to an individual –

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

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EXECUTIVE SERVICE:

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

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

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

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

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

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

MANAGEMENT SERVICE:

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

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

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

MULTIRACIAL: Two or more races.

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

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

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

PROFESSIONAL SERVICE:

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

(1) requires knowledge of an advanced type in a field of science or learning customarily acquired by a course of specialized intellectual instruction and study; and

(2) normally requires a professional license, advanced degree, or both.

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

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

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

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

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

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

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.