

# Maryland

## Department of Budget and Management



### Annual Statewide Equal Employment Opportunity Report - Fiscal Year 2019



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

# TABLE OF CONTENTS

<b>Section 1: EXECUTIVE SUMMARY</b> .....	3
<b>Section 2: INTRODUCTION</b> .....	19
Policy Statement .....	20
The Office of the Statewide EEO Coordinator .....	22
<b>Section 3: STATEWIDE WORKFORCE STATISTICS</b> .....	24
Summary Highlights .....	26
Total Full-time and Part-time Workforce Utilization .....	28
Full-time and Part-time Employees Percentage .....	29
Statewide Workforce by Age .....	30
EEO Report by Service Type .....	31
<b>Section 4: WORKFORCE UTILIZATION</b> .....	32
Summary Highlights .....	33
Statewide Workforce Utilization Analysis .....	35
Summary of Agency Workforce Analysis .....	36
<b>Section 5: DISTRIBUTION OF STATEWIDE EMPLOYEE WORKFORCE BY SALARY GRADE, RACE AND GENDER</b> .....	40
Summary Highlights .....	41
Workforce by Salary, Race and Gender .....	45
Workforce by Grade, Race and Gender .....	46
Executive Pay Plan Workforce by Salary, Grade, Race and Gender .....	48
<b>Section 6: STATEWIDE PERSONNEL TRANSACTIONS</b> .....	49
Summary Highlights .....	50
Statewide Personnel Transactions .....	51
Statewide Separations and Terminations .....	51
Statewide Personnel Transactions Analysis.....	52
Separations and Terminations by Age, Race, and Gender.....	54
<b>Section 7: REASONABLE ACCOMMODATIONS</b> .....	55
Summary Highlights .....	56
Statewide Requests for Reasonable Accommodation .....	57
<b>Section 8: STATEWIDE EEO COMPLAINTS</b> .....	58
Summary Highlights .....	59
Statewide Discrimination Complaints by Agency, Basis, Issue and Disposition .....	60
<b>Section 9: UNIVERSITY SYSTEM OF MARYLAND</b> .....	63
Summary Highlights .....	64
Total Full-time and Part-time Workforce Utilization .....	65

<b>Section 10: INDEPENDENT HIGHER EDUCATION INSTITUTIONS</b> .....	66
Summary Highlights .....	67
Baltimore City Community College Full-time and Part-time Workforce Utilization .....	68
Baltimore City Community College Personnel Transactions Analysis .....	69
Summary of Separations and Terminations .....	69
Morgan State University Full-time and Part-time Workforce Utilization .....	70
Morgan State University Personnel Transactions Analysis .....	71
Summary of Separations and Terminations .....	71
St. Mary's College of Maryland Full-time and Part-time Workforce Utilization ....	72
St. Mary's College of Maryland Personnel Transactions Analysis .....	73
Summary of Separations and Terminations .....	73
 <b>Appendix:</b> .....	74
Executive Order (Appendix A) .....	75
Statewide EEO Organizational Responsibilities (Appendix B) .....	83
Fair Practices/EEO/ADA Directory (Appendix C) .....	86
 <b>Glossary:</b> .....	88

# **SECTION ONE**

## **EXECUTIVE**

## **SUMMARY**

# **Executive Summary**

## **Commitment to Equal Employment Opportunity**

The State of Maryland is committed to fair employment practices. The State Of Maryland recognizes and honors the value and dignity of every person and understands the importance of providing employees and applicants for employment with a fair opportunity to pursue their careers in an environment free of discrimination, retaliation and harassment prohibited by law. All personnel actions, except those required by law or is a bona fide occupational qualification, concerning a state employee or applicant for employment in State government shall be made without regard to an individual's age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation and any other non-merit factor. Each State employee is expected to assume personal responsibility and leadership in ensuring fair employment practices and equal employment opportunity (EEO) in Maryland State government.

The Annotated Code of Maryland State Personnel and Pensions Article, Title 5, Subtitle 2, charges the Office of the Statewide EEO Coordinator (OSEEOC), which is under the authority of the Secretary of the Department of Budget and Management (DBM), with administering and enforcing the State's EEO Program; ensuring compliance with the requirements of State and federal laws governing equal employment opportunity; promoting a work environment free of any unlawful discrimination, harassment and retaliation; and fostering a well-diversified workforce of Maryland State government employees and applicants.

This report provides an analysis of statistical and demographical data for Fiscal Year 2019 (July 1, 2018 through June 30, 2019). It also reflects the achievements and measures the progress towards equal opportunity in Maryland State government.

## **2019 EEO Highlights**

During calendar 2019, the Office of the Statewide EEO Coordinator engaged State agencies and the State's EEO professionals in a number of EEO program activities and assisted agencies in becoming model employers. The office continues to focus on compliance, training, outreach, and diversity awareness.

In order to ensure compliance with State and federal EEO laws, policies and practices, the OSEEOC has continued to conduct ongoing compliance audits to review and monitor the EEO programs in each State agency. The office conducted three agency compliance audits in 2019 and provided each agency with an exit report detailing compliance concerns, as well as potential improvements to their EEO programs. Further, the OSEEOC provides ongoing guidance on EEO matters to agency EEO personnel and conducts reviews of agency decisions.

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

- Collaboration with MCCR to ensure representatives from State departments receive the necessary sexual harassment training to facilitate and implement the training which all state employees are required to complete.
- 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.
- Update of the DBM/EEO website to include EEO best practices, laws, forms, and resources.
- Continuation of the EEO Connection Newsletter – a quarterly EEO newsletter that includes EEO law updates, noteworthy court rulings, a diversity corner, community awareness information and frequently asked questions with answers.
- EEO Retreat at St. Mary's College – The event was held on July 10-12, 2019, and hosted by the OSEEOC and St. Mary's College. The event was attended by approximately 110 EEO professionals. Dynamic speakers delivered energetic and engaging workshops on Employment Law 101, Diversity and Leadership, ADA, FMLA, Worker's Compensation and Civility in the Workplace.
- A movie and discussion series that showcase films that include an EEO component.
- Providing guidance and technical assistance to agency Fair Practices, EEO and ADA officers and other agency officials and employees.

During 2019, the office intends to continue training for EEO professionals across the State, conduct compliance audits of agency EEO efforts to ensure consistency with State and federal reporting requirements, produce and distribute educational material to ensure that all employees fully understand their rights and protections, and investigate agency appeal and whistleblower complaints.

### **Data Analysis**

Detailed EEO statistical and demographic workforce data for fiscal 2019 and trends since fiscal 2014 are presented in Sections 3-10. Notable findings and trends are discussed briefly below.

## Workforce Diversity

Maryland State government employs individuals from a wide range of racial and ethnic groups. Minorities make up half of the State's workforce (Exhibit 1) and African Americans represent a larger share of the State government's workforce compared to Maryland's Civilian Labor Force (CLF), (Exhibit 2). Minorities represent a slightly larger share of State government's workforce than in 2014, while the percentage of females is the same at 55% (Exhibit 3).

During fiscal 2019, new hires continued to add to the diversity of the workforce with women accounting for 57% of new hires, minorities accounting for more than half and African-Americans accounting for 45% (Exhibits 4 and 5). In each of the last five years, women and minorities each have represented more than half of all new hires.

Favorable trends in minority hiring are reflected in the demographics of the State workforce by age. Approximately 44% of State workers under the age of 50 are African-American. African-Americans make up 45% of workers between 50-59, and 41% of workers age 60-69 (Exhibit 6)<sup>1</sup>.

## Advancement Opportunities

In fiscal 2019, women and minorities generally received promotions or upward reclassifications at rates consistent with their share of the workforce. Women – who represent 55% of the workforce - accounted for 54% of all promotions and 59% of reclassifications. African-Americans – who represent 45% of the workforce – accounted for 41% of the promotions and 42% of the reclassifications (Exhibit 7).

## Disciplinary Personnel Transactions

African-Americans were over-represented with respect to terminations (51%) in fiscal 2019. The percentage of suspensions for African-Americans has decreased from 65% in 2018 to 58% in 2019. The percentage of African American disciplinary demotions increased from 45% in fiscal 2018 to 76% in fiscal 2019 (Exhibit 8).

## Disparities Remain

Although women and minorities are well represented in State government, disparities remain between the genders and races with respect to employment responsibilities and pay. Whites, for example, hold 67% of positions classified as Officials and Administrators and 52% of positions classified as Professionals. African-Americans in contrast hold 77% of the Service/Maintenance positions. With respect to special appointments, 65% are White and 26% are African-American.

Women are also under-represented in certain job categories. They are less likely than men to serve as Protective Service Workers (11% of sworn officers and 39% of non-sworn officers), but are far more likely than men to serve in Administrative Support positions (87%).

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

The disparities in job categories contribute to differences in the salaries paid to men and women and whites and minorities. Male employees were paid an average of \$6,167 more than female employees in fiscal 2019, while Whites were paid an average of \$10,082 more than African-Americans and \$554 less than other minorities (Exhibit 9).

The salary gap between men and women of the same race however increased from 2014 to 2019 for Whites and African-Americans. Salaries of white men exceeded those of white women by \$5,739 in 2019, an increase over the \$4,628 gap in 2014. The gap between African-American males and females rose from \$1,589 in 2014 to \$2,073 in 2019.

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

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

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

As part of our proactive efforts, the State continues to update and expand its online learning management system, The HUB, which provides State employees the ability to browse and register for training on various professional development courses. Courses available on The Hub include training presentations on EEO, harassment and disability awareness in the workplace. In addition, the State continues to publish policies covering sexual harassment prevention, reasonable accommodations, and non-discrimination in various formats, including print and web-based. Moreover, effective October 1, 2018, a new law went into effect making it mandatory that all State employees receive sexual harassment training within two years (State Personnel and Pensions Article § 2-203.1). The State continues to train managers and supervisors to recognize and avoid unequal treatment of protected group members and to enhance their skills in maintaining equal employment consideration in decisions regarding hiring, promotions, work assignments, employee development, training, evaluations, counseling, and discipline. The State's desire is to maintain a



work environment that attracts, engages, and retains a proficient and diverse workforce that can excel and meet the dynamic challenges of State government service.

### Other Data

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

- 667 reasonable accommodation requests were received from State employees and applicants for State employment in fiscal 2019. 84% of the requests were granted.
- Complaints of discrimination decreased from 600 in fiscal 2018 to 520 in fiscal 2019.
- The majority of employees at the University System of Maryland (54%) and St. Mary's College of Maryland (76%) were white. Approximately 50% of faculty and research positions in the System were filled by whites. Females comprised 53% of the workforce; while males comprised 47% of the workforce.
- African-Americans composed the majority of employees at Morgan State University (74%) and Baltimore City Community College (74%). Women held 50% of the positions at Morgan State University and 60% of the positions at Baltimore City Community College.

Exhibit 1

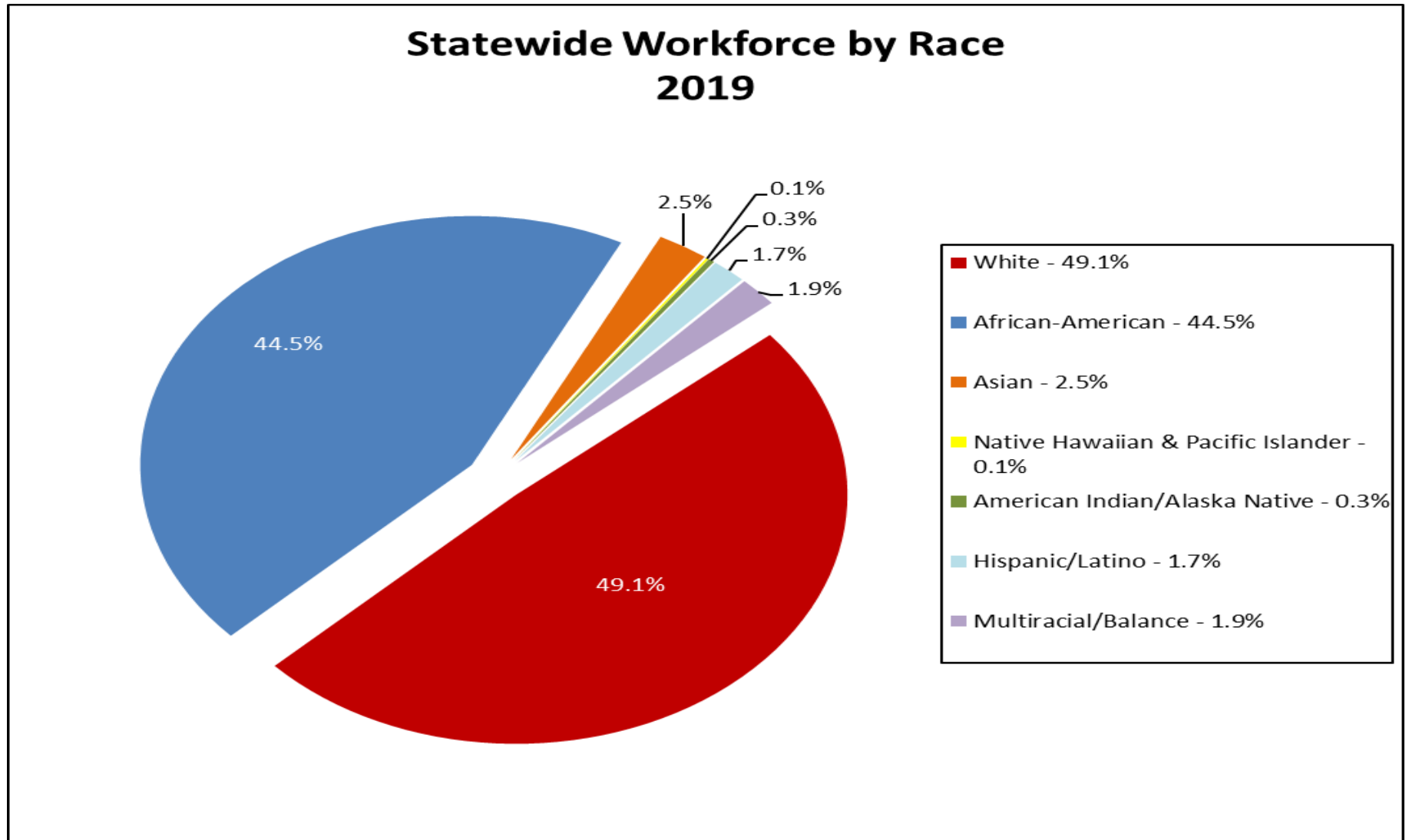


Exhibit 2

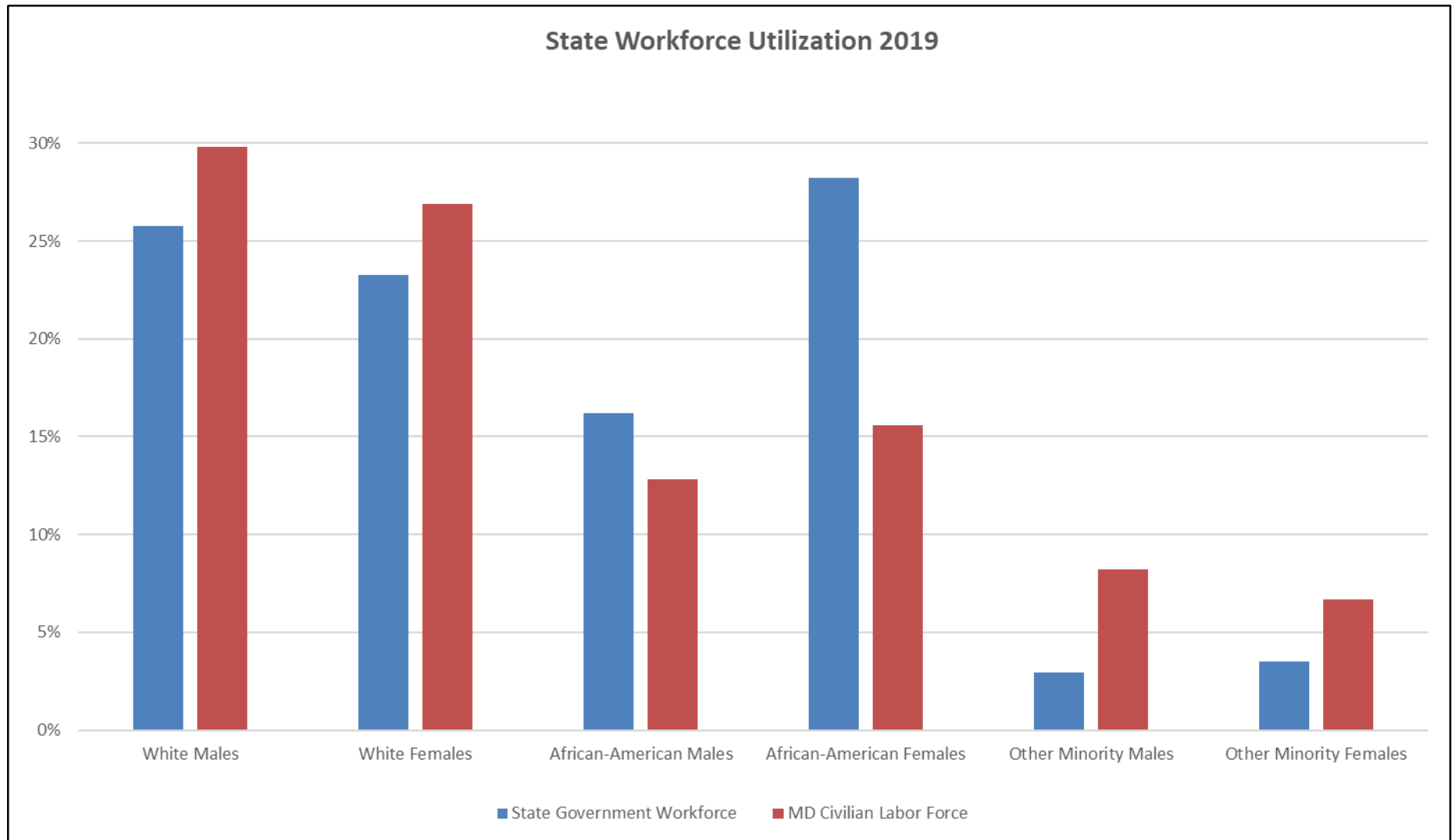


Exhibit 3

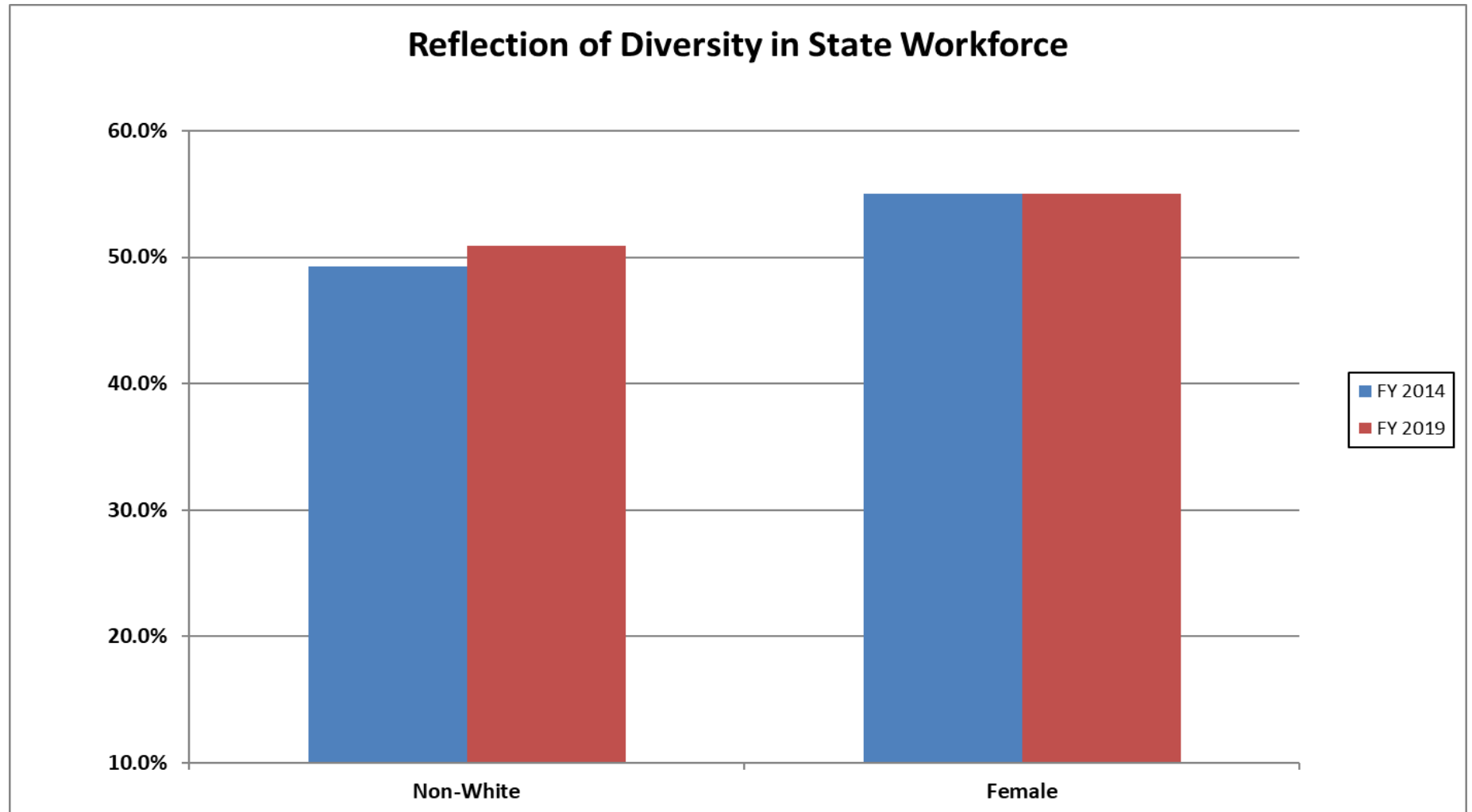


Exhibit 4

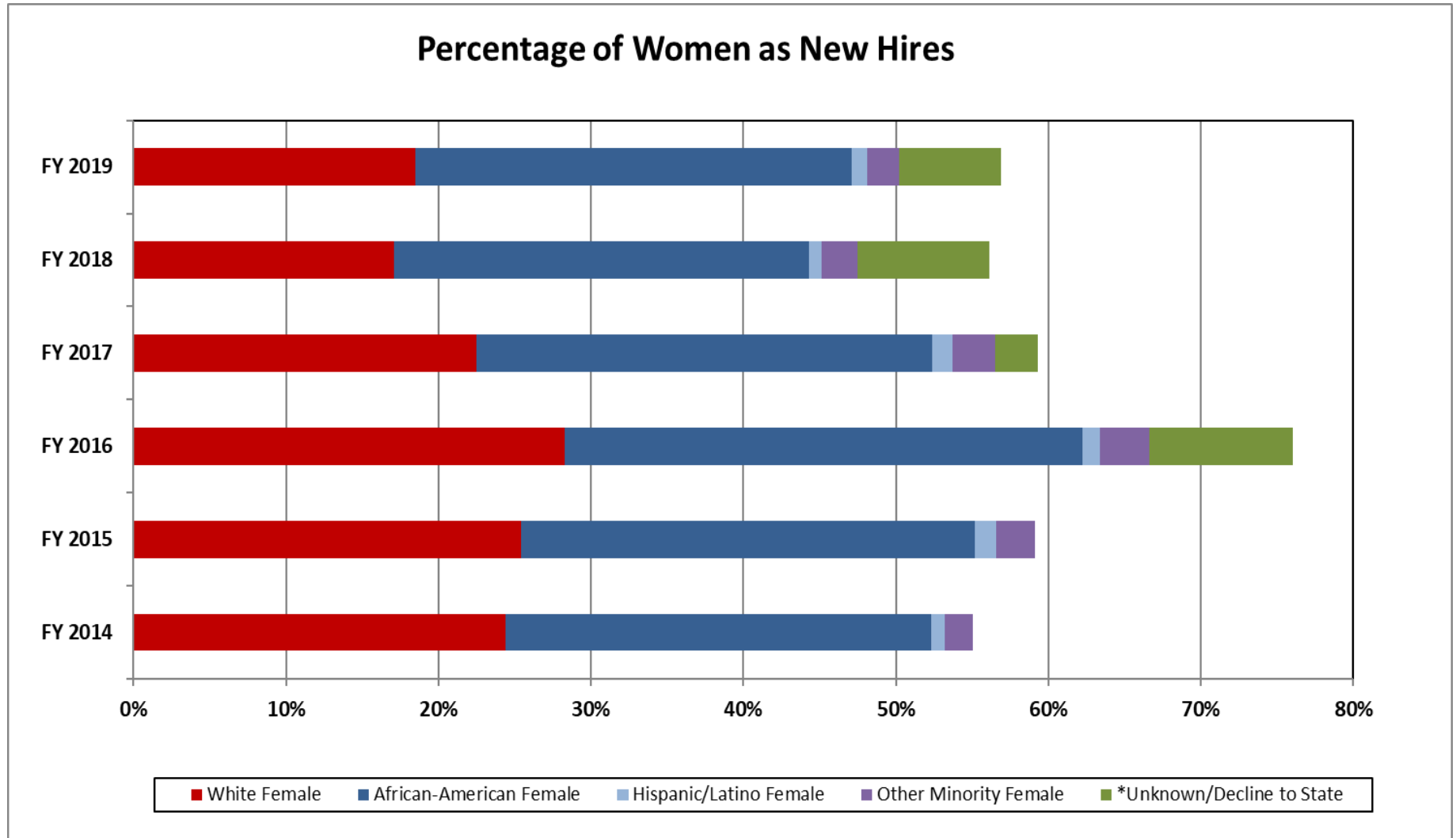


Exhibit 5

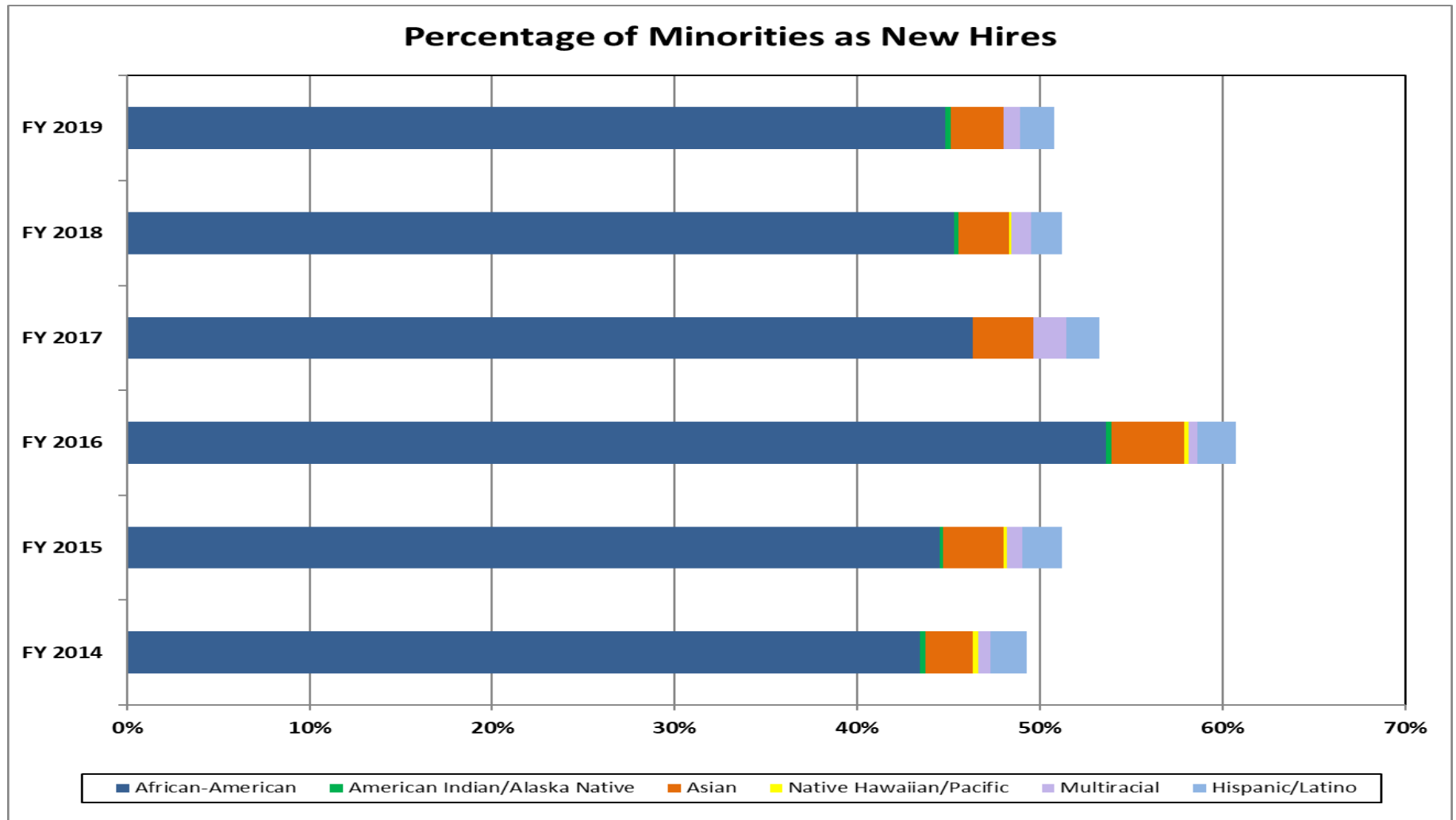


Exhibit 6

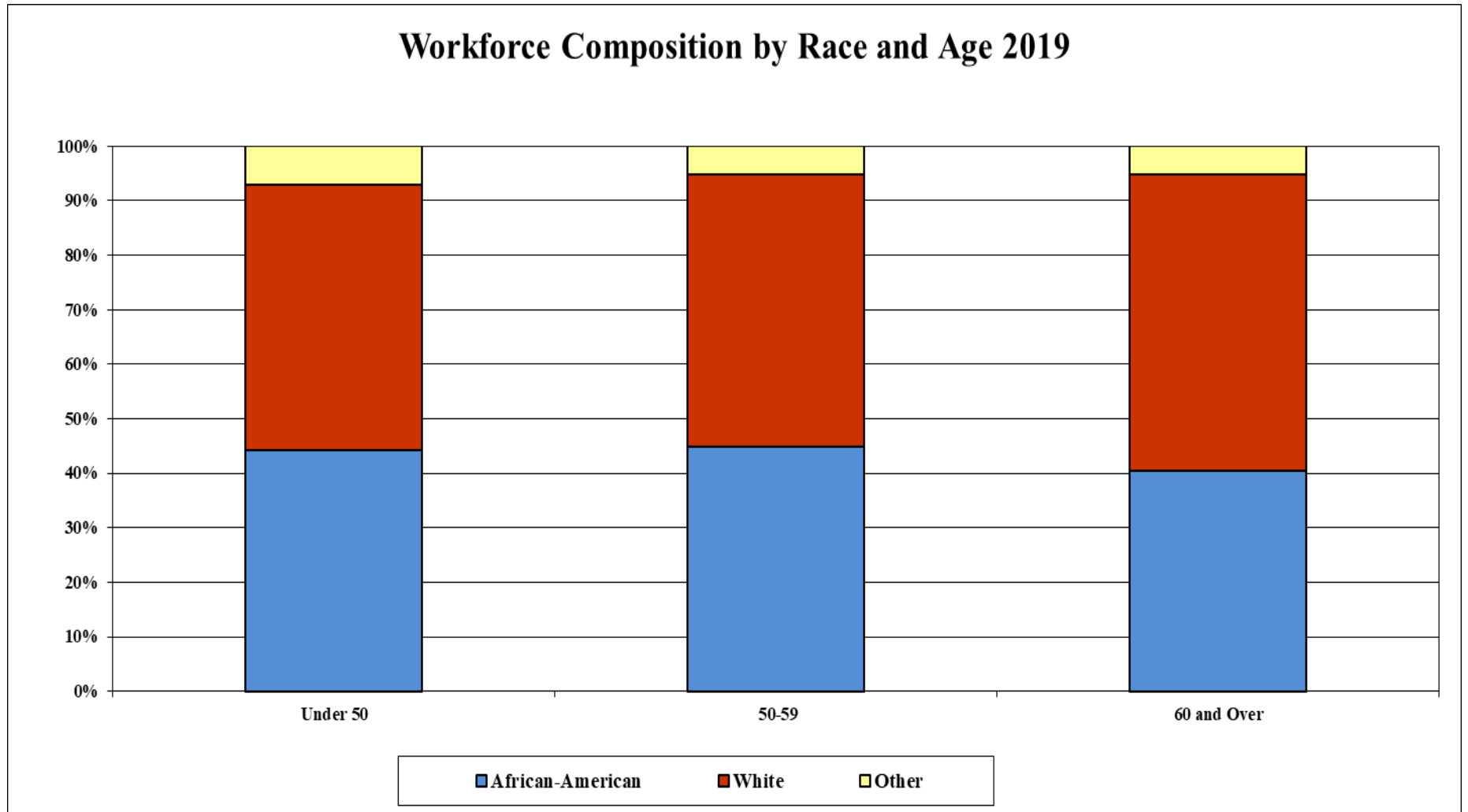


Exhibit 7

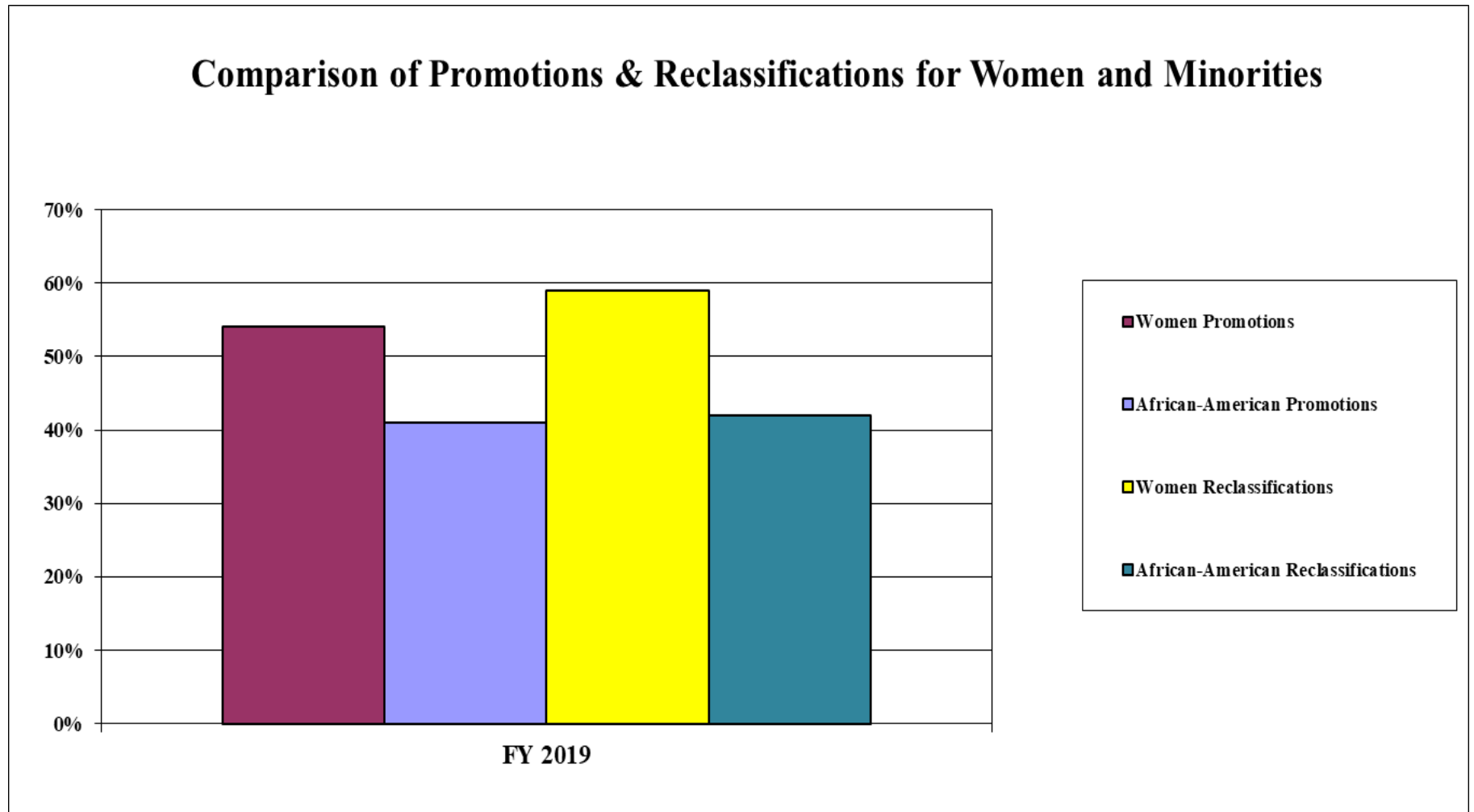




Exhibit 8

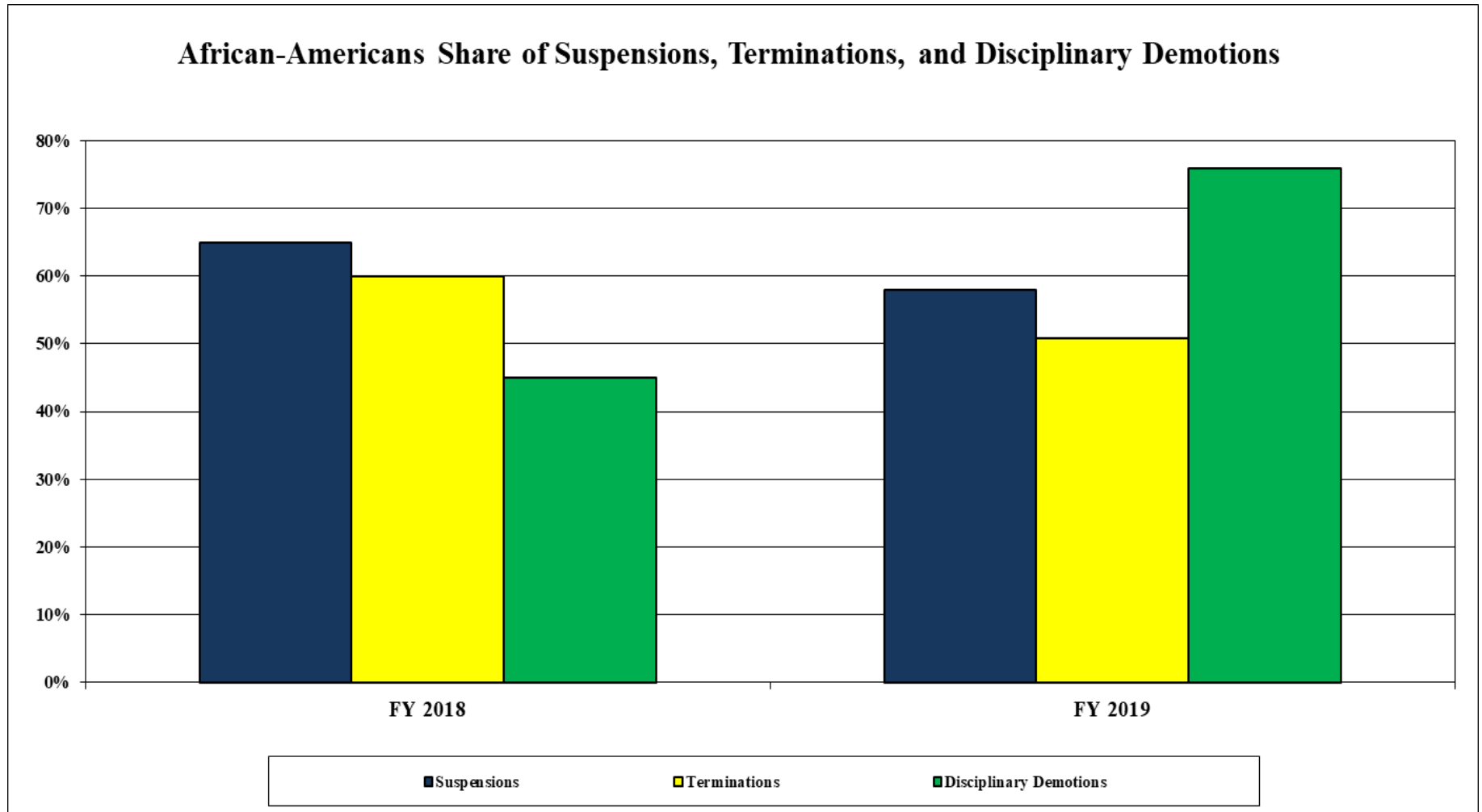


Exhibit 9

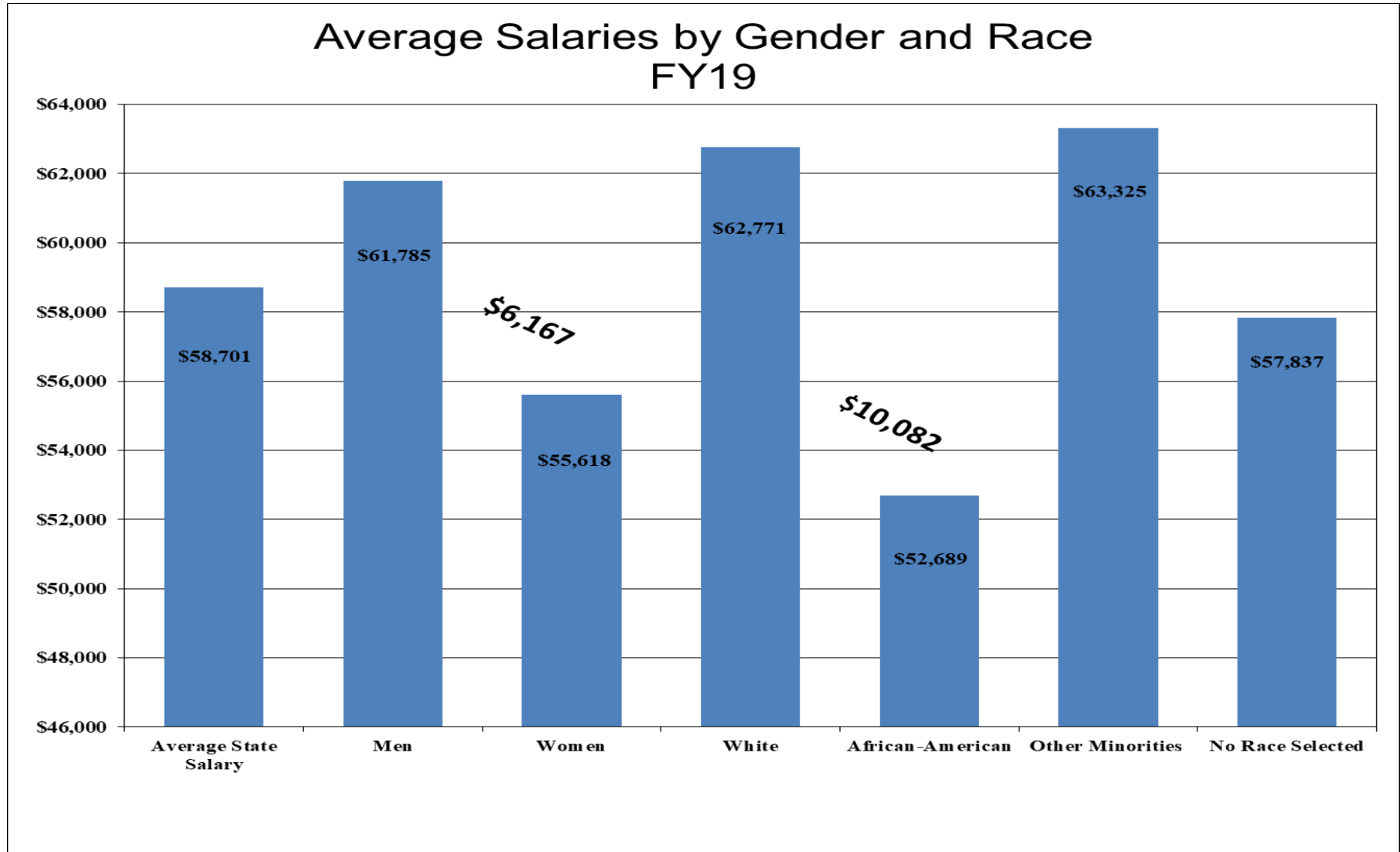
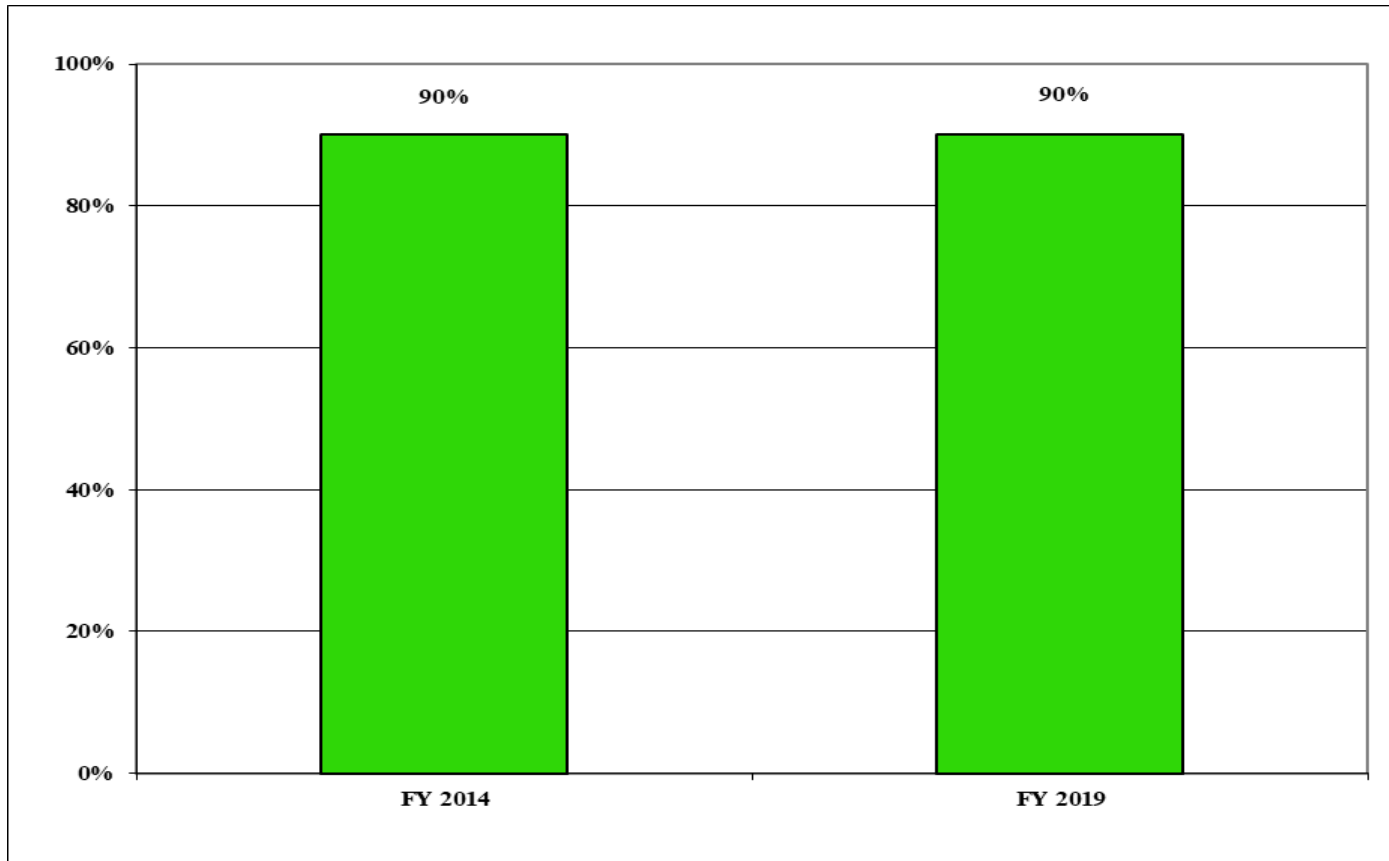


Exhibit 10

### Average Salary for Women Trails Average Salary for Men



# **SECTION TWO**

## **INTRODUCTION**

## INTRODUCTION

### POLICY STATEMENT

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

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

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

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

## FY 2019 ANNUAL STATEWIDE EEO REPORT

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

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

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

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

The OSEEOC is responsible for the following specific tasks:

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

## FY 2019 ANNUAL STATEWIDE EEO REPORT

- 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**

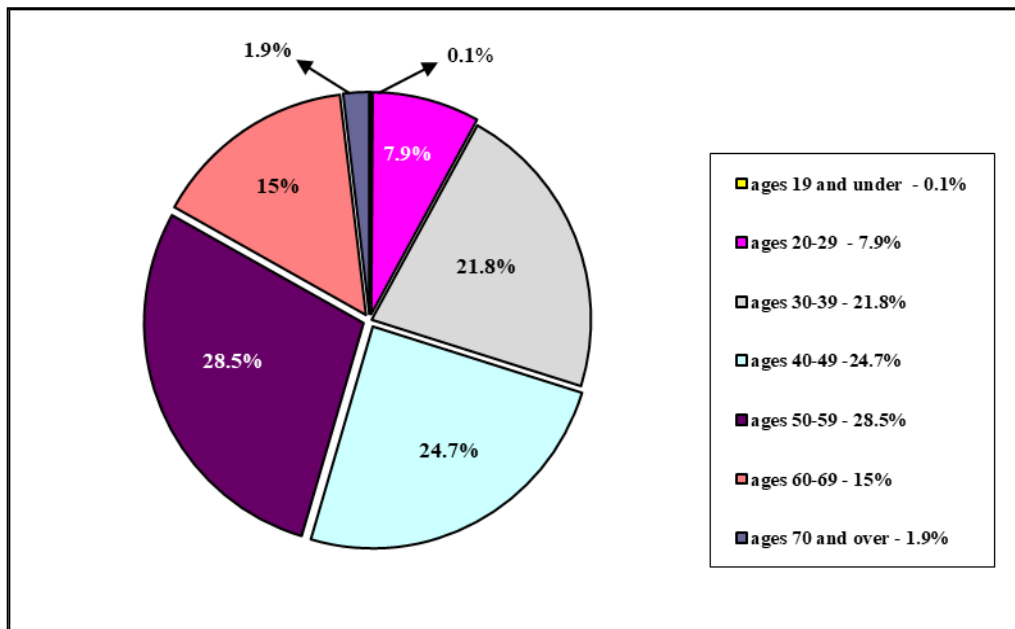
## SECTION 3: STATEWIDE WORKFORCE STATISTICS

The Fiscal Year 2019 Annual EEO Report contains data on the total number of State employees in the Executive Branch of State government.

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

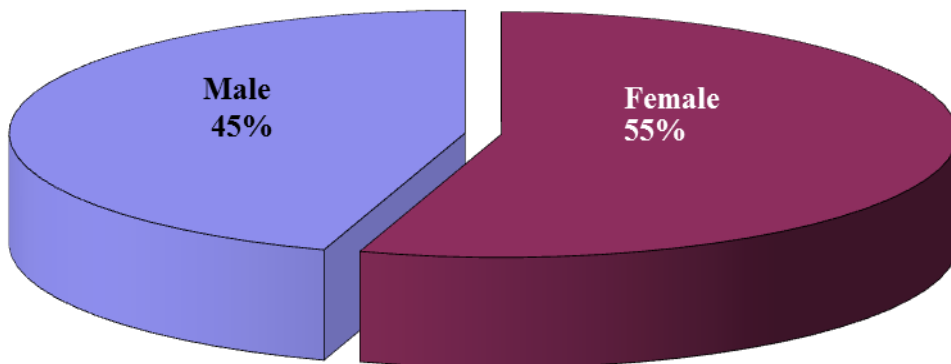
- Maryland has a racially diverse workforce with African-Americans holding 45% of State positions and workers identifying themselves as belonging to other minority groups holding 7% of positions.
- Females represented 55% of the State’s workforce in fiscal 2019 and the same in fiscal 2014.
- Over 70% of the State’s workforce in fiscal 2019 was age 40 or older.

### Statewide Workforce by Age

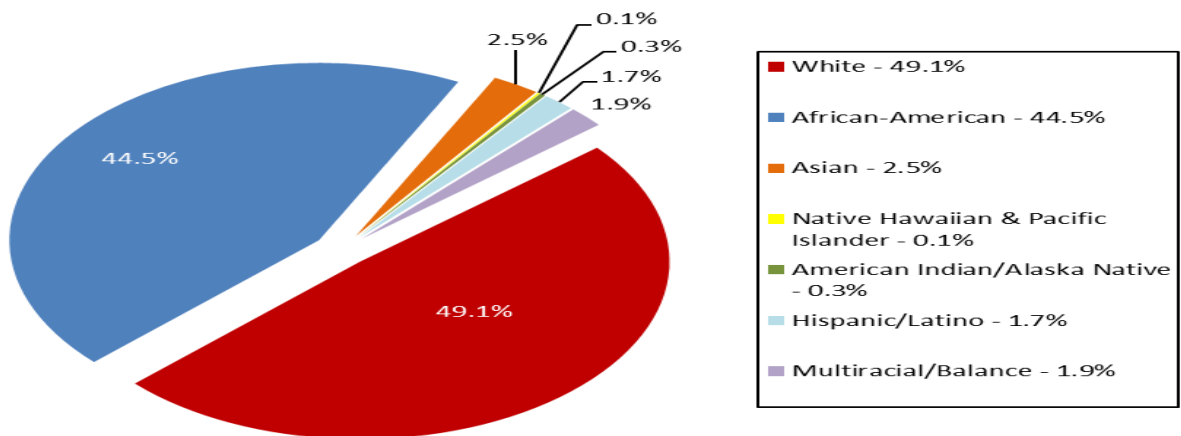


### SECTION 3 - SUMMARY HIGHLIGHTS

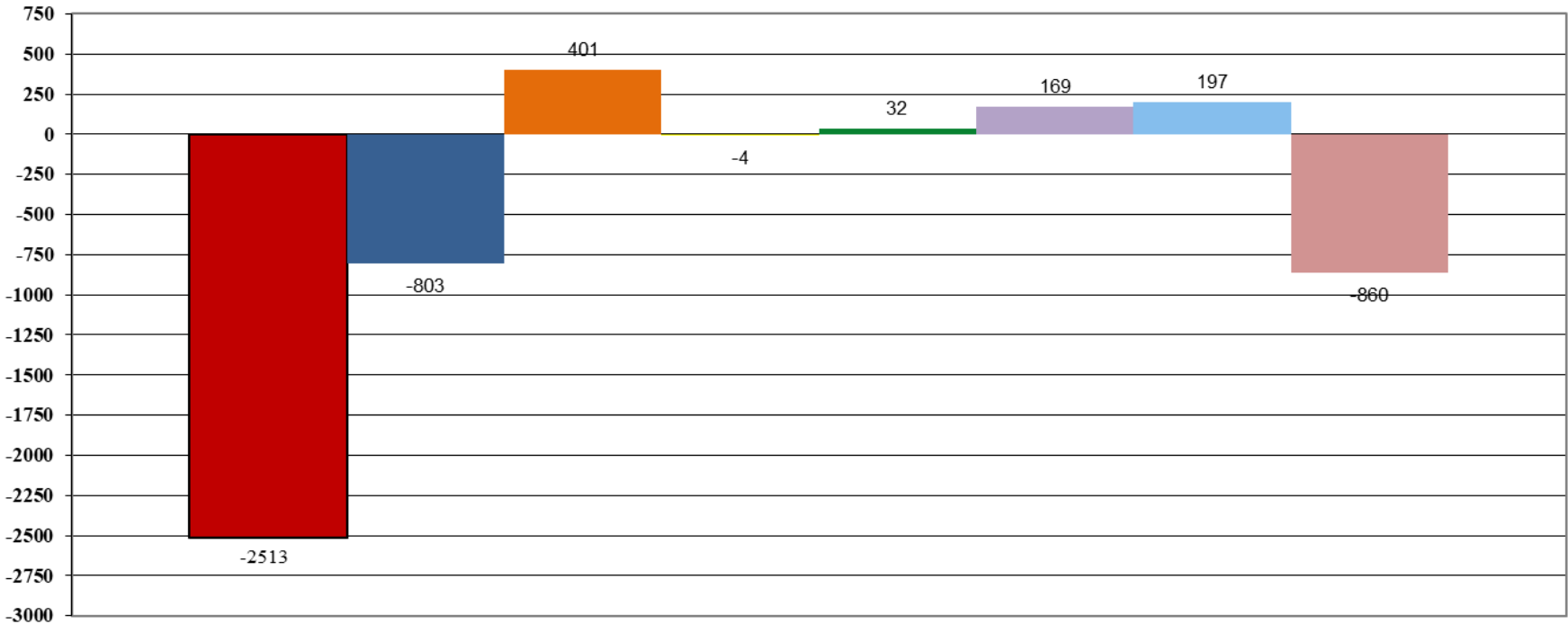
#### Statewide Workforce by Gender



#### Statewide Workforce by Race



## Change in Employees by Race from Fiscal Year 2014 and 2019



**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2019**

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	5,098	2,498	2,600	1823	1599	469	790	12	8	99	97	3	3	38	36	18	31	36	36
		49%	51%	36%	31%	9%	15%	0.24%	0.16%	1.94%	1.90%	0.06%	0.06%	0.75%	0.71%	0.35%	0.61%	0.71%	0.71%
Professionals	20,588	6,885	13,703	4059	6502	2159	6222	26	31	327	397	9	15	85	111	79	197	141	228
		33%	67%	20%	32%	10%	30%	0.13%	0.15%	1.59%	1.93%	0.04%	0.07%	0.41%	0.54%	0.38%	0.96%	0.68%	1.11%
Technicians	2,570	1,695	875	1221	441	378	390	9	3	30	5	1	0	13	6	15	8	28	22
		66%	34%	48%	17%	15%	15%	0.35%	0.12%	1.17%	0.19%	0%	0.00%	0.51%	0.23%	0.58%	0.31%	1.09%	0.86%
Protective Service Workers: Sworn	2,111	1,871	240	1297	107	472	121	5	0	30	0	4	0	9	1	7	4	47	7
		89%	11%	61%	5%	22%	6%	0.24%	0%	1.42%	0.00%	0.19%	0%	0.43%	0.05%	0.33%	0.19%	2.23%	0.33%
Protective Service Workers: Non-Sworn	7,544	4,619	2,925	2314	496	2180	2370	5	7	41	13	3	1	6	5	42	19	28	14
		61%	39%	31%	7%	29%	31%	0.07%	0.09%	0.54%	0.17%	0.04%	0.01%	0.08%	0.07%	0.56%	0.25%	0.37%	0.19%
Administrative Support	6,715	870	5,845	330	2253	453	3223	4	15	42	99	2	6	8	52	7	59	24	138
		13%	87%	5%	34%	7%	48%	0.06%	0.22%	0.63%	1.47%	0.03%	0.09%	0.12%	0.77%	0.10%	0.88%	0.36%	2.06%
Skilled Craft Workers	2,115	2,047	68	1356	34	604	26	11	0	22	0	3	0	3	0	21	2	27	6
		97%	3%	64%	2%	29%	1%	0.52%	0%	1.04%	0%	0.14%	0%	0.14%	0%	0.99%	0%	1.28%	0.28%
Service/Maintenance	2,854	1,829	1,025	387	115	1344	859	5	3	14	11	6	3	43	11	4	5	26	18
		64%	36%	14%	4%	47%	30%	0.18%	0.11%	0.49%	0.39%	0.21%	0.11%	1.51%	0.39%	0.14%	0.18%	0.91%	0.63%
<b>TOTAL</b>	<b>49,595</b>	<b>22,314</b>	<b>27,281</b>	<b>12,787</b>	<b>11,547</b>	<b>8,059</b>	<b>14,001</b>	<b>77</b>	<b>67</b>	<b>605</b>	<b>622</b>	<b>31</b>	<b>28</b>	<b>205</b>	<b>222</b>	<b>193</b>	<b>325</b>	<b>357</b>	<b>469</b>
		45%	55%	25.8%	23.3%	16.2%	28.2%	0.16%	0.14%	1.22%	1.25%	0.06%	0.06%	0.41%	0.45%	0.39%	0.66%	0.72%	0.95%

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

**FULL-TIME AND PART-TIME EMPLOYEES PERCENTAGE CHANGE — FY 2014 & FY 2019**

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	2019	TOTAL	5,098	2,498	2,600	1,823	1,599	469	790	12	8	99	97	3	3	38	36	18	31	36	36
				49.0%	51.0%	35.8%	31.4%	9.20%	15.5%	0.24%	0.16%	1.94%	1.90%	0.06%	0.06%	0.75%	0.71%	0.35%	0.61%	0.71%	0.71%
	2014	TOTAL	4,740	2,378	2,362	1,787	1,541	404	648	4	9	51	40	4	3	100	73	11	16	17	32
				50.2%	49.8%	37.7%	32.5%	8.52%	13.67%	0.08%	0.19%	1.08%	0.84%	0.08%	0.06%	2.11%	1.54%	0.23%	0.34%	0.36%	0.68%
Professionals	2019	TOTAL	20,588	6,885	13,703	4,059	6,502	2,159	6,222	26	31	327	397	9	15	85	111	79	197	141	228
				33.4%	66.6%	19.7%	31.6%	10.49%	30.2%	0.13%	0.15%	1.59%	1.93%	0.04%	0.07%	0.41%	0.54%	0.38%	0.96%	0.68%	1.11%
	2014	TOTAL	21,509	7,227	14,282	4,422	7,045	2,151	6,307	23	25	248	245	13	12	228	357	54	107	88	184
				33.6%	66.4%	20.6%	32.8%	10.00%	29.3%	0.11%	0.12%	1.15%	1.14%	0.06%	0.06%	1.06%	1.66%	0.25%	0.50%	0.41%	0.86%
Technicians	2019	TOTAL	2,570	1,695	875	1,221	441	378	390	9	3	30	5	1	-	13	6	15	8	28	22
				66.0%	34.0%	47.5%	17.2%	14.71%	15.2%	0.35%	0.12%	1.17%	0.19%	0%	0.00%	0.51%	0.23%	0.58%	0.31%	1.09%	0.86%
	2014	TOTAL	3,222	1,618	1,604	1,092	738	432	792	6	2	27	7	1	1	29	24	14	15	17	25
				50.2%	49.8%	33.9%	22.9%	13.41%	24.6%	0.19%	0.06%	0.84%	0.22%	0.03%	0.03%	0.90%	0.74%	0.43%	0.47%	0.53%	0.78%
Protective Service Workers: Sworn	2019	TOTAL	2,111	1,871	240	1,297	107	472	121	5	-	30	-	4	-	9	1	7	4	47	7
				88.6%	11.4%	61.4%	5.1%	22.36%	5.7%	0.24%	0%	1.42%	0.00%	0.19%	0%	0.43%	0.05%	0.33%	0.19%	2.23%	0.33%
	2014	TOTAL	2,554	2,285	269	1,641	132	529	128	4	-	22	1	4	-	31	5	3	-	51	3
				89.5%	10.5%	64.3%	5.2%	20.71%	5.0%	0.16%	0%	0.86%	0%	0.16%	0%	1.21%	0.20%	0.12%	0.00%	2.00%	0.12%
Protective Service Workers: Non-Sworn	2019	TOTAL	7,544	4,619	2,925	2,314	496	2,180	2,370	5	7	41	13	3	1	6	5	42	19	28	14
				61.2%	38.8%	30.7%	6.6%	28.90%	31.4%	0.07%	0.09%	0.54%	0.17%	0.04%	0.01%	0.08%	0.07%	0.56%	0.25%	0.37%	0.19%
	2014	TOTAL	9,406	5,717	3,689	2,955	627	2,523	2,931	7	1	35	9	3	2	134	88	28	13	32	18
				60.8%	39.2%	31.4%	6.7%	26.82%	31.16%	0.07%	0.01%	0.37%	0.10%	0.03%	0.02%	1.42%	0.94%	0.30%	0.14%	0.34%	0.19%
Administrative Support	2019	TOTAL	6,715	870	5,845	330	2,253	453	3,223	4	15	42	99	2	6	8	52	7	59	24	138
				13.0%	87.0%	4.9%	33.6%	6.75%	48.0%	0.06%	0.22%	0.63%	1.47%	0.03%	0.09%	0.12%	0.77%	0.10%	0.88%	0.36%	2.06%
	2014	TOTAL	6,272	723	5,549	301	2,399	365	2,824	1	12	30	61	3	5	7	118	8	47	8	83
				11.5%	88.5%	4.8%	38.2%	5.82%	45.0%	0.02%	0.19%	0.48%	0.97%	0.05%	0.08%	0.11%	1.88%	0.13%	0.75%	0.13%	1.32%
Skilled Craft Workers	2019	TOTAL	2,115	2,047	68	1,356	34	604	26	11	-	22	-	3	-	3	-	21	2	27	6
				96.8%	3.2%	64.1%	1.6%	28.56%	1.2%	0.52%	0%	1.04%	0%	0.14%	0.0%	0.14%	0.00%	0.99%	0.09%	1.28%	0.28%
	2014	TOTAL	2,174	2,106	68	1,442	37	579	26	11	-	22	-	2	-	14	1	12	-	24	4
				96.9%	3.1%	66.3%	1.7%	26.63%	1.20%	0.51%	0%	1.01%	0%	0.09%	0.0%	0.64%	0.05%	0.55%	0.00%	1.10%	0%
Service Maintenance	2019	TOTAL	2,854	1,829	1,025	387	115	1,344	859	5	3	14	11	6	3	43	11	4	5	26	18
				64.1%	35.9%	13.6%	4.0%	47.09%	30.1%	0.18%	0.11%	0.49%	0.39%	0.21%	0.11%	1.51%	0.39%	0.14%	0.18%	0.91%	0.63%
	2014	TOTAL	3,099	1,886	1,213	473	215	1,304	920	4	3	17	11	5	5	41	37	16	5	26	17
				60.9%	39.1%	15.3%	6.9%	42.08%	29.7%	0.13%	0.10%	0.55%	0.35%	0.16%	0.16%	1.32%	1.19%	0.52%	0.16%	0.84%	0.55%

## 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	24	18	6	14	3	4	3	0	0	0	0	0	0	0	0	0	0	0	0	
		75.0%	25.0%	58.3%	12.5%	16.7%	12.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
20-29	3,037	1,351	1,686	918	753	328	790	5	3	30	35	3	1	17	31	15	31	35	42	
		44.5%	55.5%	30.2%	24.8%	10.8%	26.0%	0.2%	0.1%	1.0%	1.2%	0.1%	0.0%	0.6%	1.0%	0.5%	1.0%	1.2%	1.4%	
30-39	8,374	3,515	4,859	2,215	1,926	1,070	2,594	6	9	81	110	2	6	30	30	40	79	71	105	
		42.0%	58.0%	26.5%	23.0%	12.8%	31.0%	0.1%	0.1%	1.0%	1.3%	0.0%	0.1%	0.4%	0.4%	0.5%	0.9%	0.8%	1.3%	
40-49	9,486	3,681	5,805	2,100	2,282	1,341	3,124	10	17	113	160	6	8	21	39	26	66	64	109	
		38.8%	61.2%	22.1%	24.1%	14.1%	32.9%	0.1%	0.2%	1.2%	1.7%	0.1%	0.1%	0.2%	0.4%	0.3%	0.7%	0.7%	1.1%	
50-59	10,932	4,102	6,830	2,366	3,092	1,515	3,387	17	17	97	138	3	6	23	34	31	64	50	92	
		37.5%	62.5%	21.6%	28.3%	13.9%	31.0%	0.2%	0.2%	0.9%	1.3%	0.0%	0.1%	0.2%	0.3%	0.3%	0.6%	0.5%	0.8%	
60-69	5,746	2,355	3,391	1,401	1,725	812	1,520	9	9	87	58	1	3	14	11	11	29	20	36	
		41.0%	59.0%	24.4%	30.0%	14.1%	26.5%	0.2%	0.2%	1.5%	1.0%	0.0%	0.1%	0.2%	0.2%	0.2%	0.5%	0.3%	0.6%	
70 and over	740	380	360	268	194	87	144	2	0	13	13	1	0	2	5	0	2	7	2	
		51.4%	48.6%	36.2%	26.2%	11.8%	19.5%	0.3%	0.0%	1.8%	1.8%	0.1%	0.0%	0.3%	0.7%	0.0%	0.3%	0.9%	0.3%	
<b>TOTAL</b>	<b>38,339</b>	<b>15,402</b>	<b>22,937</b>	<b>9,282</b>	<b>9,975</b>	<b>5,157</b>	<b>11,562</b>	<b>49</b>	<b>55</b>	<b>421</b>	<b>514</b>	<b>16</b>	<b>24</b>	<b>107</b>	<b>150</b>	<b>123</b>	<b>271</b>	<b>247</b>	<b>386</b>	
		40%	60%	24.2%	26.0%	13.5%	30.2%	0.13%	0.14%	1.10%	1.34%	0.04%	0.06%	0.28%	0.39%	0.32%	0.71%	0.64%	1.01%	

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

## STATEWIDE WORKFORCE BY SERVICE TYPE

Service Type	TOTAL		Race														Ethnicity		
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Executive	1,252	740	512	537	303	130	157	1	3	28	20	3	0	22	15	9	6	10	8
		59%	41%	43%	24%	10%	13%	0%	0.24%	2.2%	16%	0%	0%	1.76%	1.20%	0.72%	0.48%	0.80%	0.64%
Independent	29	22	7	13	5	8	2	0	0	0	0	0	0	0	0	0	0	1	0
		0%	0%	0%	0%	0%	0%	0.00%	0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Management	2,407	1,157	1,250	844	744	221	414	8	2	59	49	1	2	6	4	7	17	11	18
		48%	52%	35%	31%	9%	17%	0.33%	0%	2.45%	2.04%	0.04%	0.08%	0.25%	0.17%	0.29%	0.71%	0.46%	0.75%
Professional	4,158	900	3,258	613	2,093	194	948	7	5	43	86	2	4	13	29	14	42	14	51
		22%	78%	15%	50%	5%	23%	0.17%	0.12%	1.03%	2.07%	0.05%	0.10%	0.31%	0.70%	0.34%	1.01%	0.34%	1.23%
Skilled Service	28,609	12,328	16,281	7,081	5,829	4,557	9,514	35	46	283	306	12	16	59	90	109	199	192	281
		43%	57%	25%	20%	16%	33%	0.12%	0.16%	0.99%	1.07%	0.04%	0.06%	0.21%	0.73%	0.38%	0.70%	0.67%	0.98%
Special Appointment	3,705	1,450	2,255	1,049	1,372	270	697	6	2	45	77	1	3	26	27	12	27	41	50
		39%	61%	28%	37%	7%	19%	0.16%	0.05%	1.21%	2.08%	0%	0.08%	0.70%	0.73%	0.32%	0.73%	1.11%	1.35%
Designated Political Appointment	367	143	224	108	151	20	55	0	0	6	5	0	0	6	12	0	0	3	1
		39%	61%	29%	41%	5%	15%	0%	0.00%	1.63%	1.36%	0%	0%	1.63%	3.27%	0%	0.00%	1%	0.27%
MDOT Commission	-	0	0																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Permanent MTA Union	2,625	1,666	959	271	16	1,322	930	4	1	8	0	6	3	45	8	0	0	10	1
		63%	37%	10%	1%	50%	35%	0.15%	0.04%	0.30%	0%	0.23%	0.11%	1.71%	0.30%	0.00%	0.00%	0.38%	0%
Uniform Police	104	83	21	8	0	70	21	0	0	1	0	0	0	0	0	0	0	4	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transportation Service	6,339	3,825	2,514	2,263	1,034	1,267	1,263	16	8	132	79	6	0	28	37	42	34	71	59
		60%	40%	36%	16%	20%	20%	0.25%	0.13%	2.08%	1.25%	0.09%	0%	0.44%	0.58%	0.66%	0.54%	1.12%	0.93%
<b>TOTAL</b>	<b>49,595</b>	<b>22,314</b>	<b>27,281</b>	<b>12,787</b>	<b>11,547</b>	<b>8,059</b>	<b>14,001</b>	<b>77</b>	<b>67</b>	<b>605</b>	<b>622</b>	<b>31</b>	<b>28</b>	<b>205</b>	<b>222</b>	<b>193</b>	<b>325</b>	<b>357</b>	<b>469</b>
		45%	55%	25.8%	23.3%	16.2%	28.2%	0.16%	0.14%	1.22%	1.25%	0.06%	0.06%	0.41%	0.45%	0.39%	0.66%	0.72%	0.95%

NOTE: The data include SPMS, MDOT and Independent agencies full-time and part-time employees; contractuels are not included.



# **SECTION FOUR**

## **WORKFORCE**

## **UTILIZATION**

## **SECTION 4: WORKFORCE UTILIZATION**

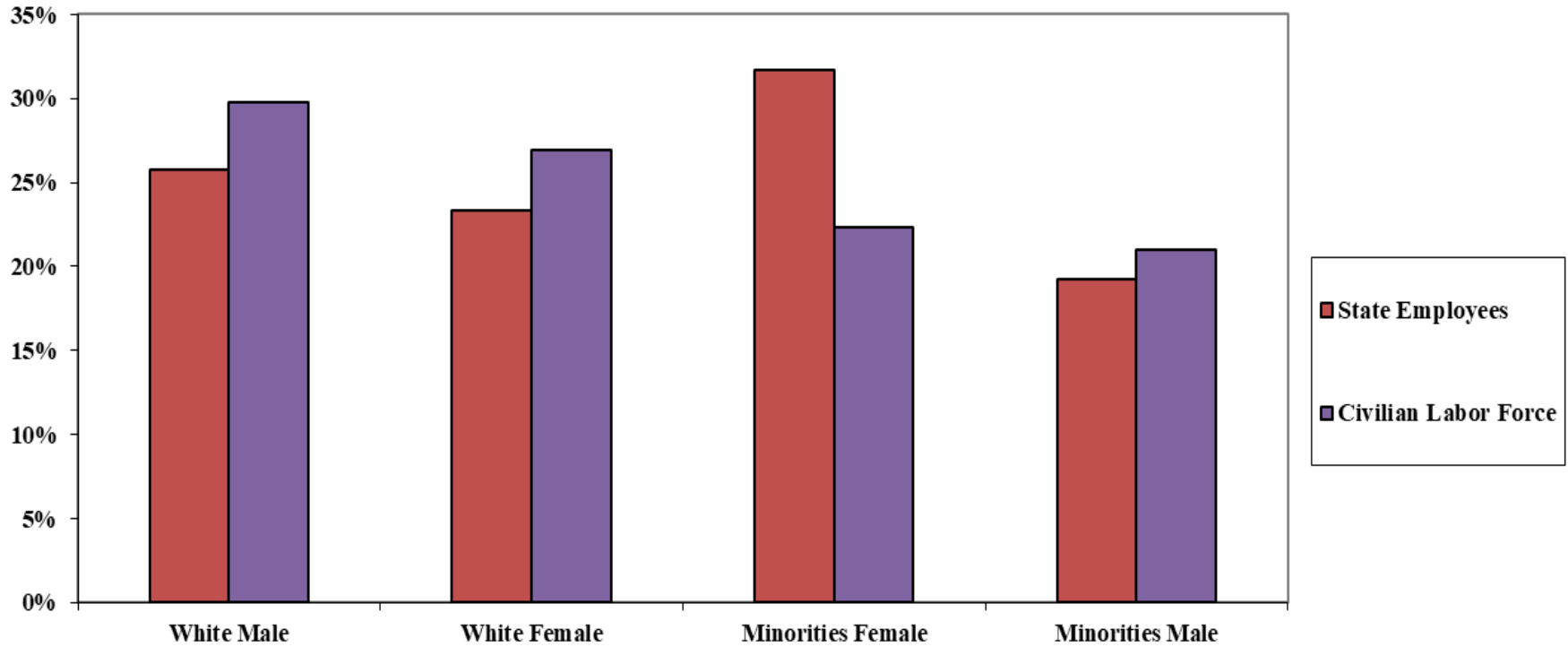
Section four provides a narrative and statistical comparison of the State's workforce with the Civilian Labor Force (CLF) in the eight EEO job categories.

### **SUMMARY HIGHLIGHTS**

Trends displayed in the following charts are highlighted as follows:

- White males and females and Minority males represent a higher proportion of the CLF than State government's workforce, while Minority females represent a higher proportion of the State government's workforce than the CLF.
- Minorities hold 33% of the State positions classified as Officials and Administrators-the same as the CLF availability.
- African-Americans represent a higher proportion of the State's workforce than the CLF.
- African-American females in the State's workforce exceeded the CLF availability in the Officials and Administrators, Professionals, Non-sworn Protective Service Workers, Administrative Support and Service Maintenance categories. African-American males exceeded the CLF availability in the Professionals, Technicians, Non-sworn Protective Service Workers, Skilled Craft Workers and Service Maintenance categories.
- Males categorized as White represent a higher share of State government sworn Protective Service Workers than in the CLF.
- The largest representation of females in FY 2019 was in the Professional job category (13,703).

### Comparison of State Employees/Civilian Labor Force



**STATEWIDE WORKFORCE UTILIZATION ANALYSIS — FISCAL YEAR 2019**

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	#	1,823	39.9%		1,599	27.0%		469	9.5%		790	13.1%		206	5.7%		211	4.5%		5,098
	%	35.8%		-4.1%	31.37%		4.4%	9.2%		-0.3%	15.5%		2.4%	4.04%		-1.7%	4.14%		0%	
Professionals	#	4,059	30%		6,502	33.9%		2,159	8.2%		6,222	14.0%		667	7.3%		979	7.0%		20,588
	%	19.7%		-9.8%	31.6%		-2.3%	10.5%		2.3%	30.2%		16.2%	3.2%		-4%	4.8%		-2.2%	
Technicians	#	1,221	27%		441	28.3%		378	10.7%		390	20.5%		96	7.2%		44	6.7%		2,570
	%	47.5%		21%	17.2%		-11.1%	14.7%		4.0%	15.2%		-5.3%	3.7%		-3.46%	1.7%		-4.99%	
Protective Service Workers: Sworn	#	1,297	37.7%		107	7.9%		472	30.9%		121	17.6%		102	4.3%		12	1.5%		2,111
	%	61.4%		24%	5.1%		-2.8%	22.4%		-8.5%	5.7%		-11.9%	4.8%		1%	0.6%		-1%	
Protective Service Workers: Non-Sworn	#	2,314	31.0%		496	28.5%		2,180	14.3%		2,370	17.8%		125	4.3%		59	4.1%		7,544
	%	30.7%		-0.3%	7%		-21.9%	29%		14.6%	31%		14.5%	1.7%		-2.6%	0.8%		-3.32%	
Administrative Support	#	330	20.0%		2,253	36.4%		453	10.3%		3,223	21.7%		87	4.6%		369	7.2%		6,715
	%	4.9%		-15.1%	33.6%		-2.8%	6.7%		-3.6%	48.0%		26.3%	1.3%		-3.30%	5.5%		-2%	
Skilled Craft Workers	#	1,356	57.5%		34	2.6%		604	17.5%		26	1.6%		87	19.8%		8	1.0%		2,115
	%	64.1%		6.6%	1.6%		-1.0%	28.6%		11.1%	1.2%		-0.4%	3.9%		-15.90%	0.4%		-0.6%	
Service-Maintenance	#	387	24.2%		115	20.1%		1,344	18.5%		859	15.5%		98	11.7%		51	10.0%		2,854
	%	13.6%		-11%	4.0%		-16.07%	47.1%		28.6%	30.1%		14.6%	3.4%		-8.27%	1.8%		-8.2%	
<b>TOTALS</b>	#	<b>12,787</b>	<b>29.8%</b>		<b>11,547</b>	<b>26.9%</b>		<b>8,059</b>	<b>12.8%</b>		<b>14,001</b>	<b>15.6%</b>		<b>1,468</b>	<b>8.2%</b>		<b>1,733</b>	<b>6.7%</b>		<b>49,595</b>
	%	25.8%		-4.0%	23.3%		-3.6%	16.2%		3.4%	28.2%		12.6%	3.0%		-5.24%	3.5%		-3.2%	

**2019 SUMMARY OF AGENCY WORKFORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Baltimore City Community College	87	101	188	264	435	699	25	30	55	942
Baltimore City Sheriff's Office	8	1	9	71	24	95	5	0	5	109
Canal Place	2	3	5	0	0	0	0	0	0	5
Commission on Civil Rights	3	2	5	8	13	21	1	1	2	28
Dept of Aging	4	10	14	2	9	11	0	0	0	25
Dept of Budget and Management	48	79	127	28	108	136	8	10	18	281
Dept of Commerce	51	60	111	7	26	33	4	6	10	154
Dept of General Services	169	56	225	129	141	270	22	12	34	529
Dept of Housing and Community Development	64	70	134	52	97	149	10	12	22	305
Dept of Human Services	311	1,599	1,910	535	2842	3,377	71	186	257	5,544
Dept of Information Technology	72	35	107	30	24	54	12	9	21	182
Dept of Juvenile Services	290	268	558	435	759	1,194	13	44	57	1,809
Dept of Natural Resources	676	375	1,051	53	66	119	32	26	58	1,228
Dept of Public Safety and Correctional Services	2,468	858	3,326	1,904	2,589	4,493	142	122	264	8,083
Dept of Veteran's Affairs	32	17	49	24	7	31	2	1	3	83
Executive Department	56	90	146	12	32	44	26	30	56	246
Historic St Mary's City Commission	17	13	30	1	0	1	0	0	0	31

**2019 SUMMARY OF AGENCY WORKFORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Judiciary of Maryland	551	1,325	1,876	330	1003	1,333	90	258	348	3,557
Maryland 529	2	6	8	1	8	9	1	2	3	20
Maryland African American Museum Corporation	0	2	2	5	16	21	0	1	1	24
Maryland Automobile Insurance Fund	65	86	151	13	43	56	9	16	25	232
Maryland Dept of Agriculture	126	119	245	19	30	49	7	12	19	313
Maryland Dept of Disabilities	2	13	15	0	4	4	3	1	4	23
Maryland Dept of Health	1,020	3,165	4,185	830	2,371	3,201	158	418	576	7,962
Maryland Dept of Labor	357	284	641	191	430	621	59	76	135	1,397
Maryland Dept of Planning	36	52	88	3	11	14	6	5	11	113
Maryland Dept of the Environment	303	220	523	70	97	167	50	38	88	778
Maryland Dept of Transportation	2,972	1,307	4,279	2,713	2,343	5,056	426	278	704	10,039
Maryland Emergency Management Agency	30	16	46	1	4	5	2	2	4	55
Maryland Environmental Services	473	180	653	108	36	144	51	28	79	876
Maryland Food Center Authority	12	5	17	8	2	10	1	0	1	28
Maryland Health Benefit Exchange	5	17	22	6	18	24	7	8	15	61

**2019 SUMMARY OF AGENCY WORKFORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Maryland Higher Education Commission	5	14	19	5	14	19	3	3	6	44
Maryland Insurance Administration	56	48	104	29	71	100	9	14	23	227
Maryland Lottery & Gaming Control Agency	102	49	151	71	57	128	12	11	23	302
Maryland Public Television	59	39	98	6	13	19	7	5	12	129
Maryland School for the Deaf	81	186	267	18	14	32	7	19	26	325
Maryland Stadium Authority	48	15	63	20	24	44	5	5	10	117
Maryland State Library	4	5	9	2	7	9	1	5	6	24
Maryland State Police	1,459	319	1,778	202	118	320	86	25	111	2,209
Maryland State Retirement and Pension Systems	44	30	74	23	65	88	11	8	19	181
Maryland Supplemental Retirement Plans	2	4	6	0	5	5	0	0	0	11
Maryland Tax Court	5	1	6	0	1	1	0	0	0	7
MD Institute for Emer Medical Servs Systems	39	22	61	8	8	16	3	4	7	84
MD State Dept of Education	194	492	686	93	428	521	32	63	95	1,302
Military Department Operations and Maintenance	89	21	110	47	34	81	6	1	7	198
Morgan State University	121	67	188	370	486	856	82	27	109	1,153
Office of Administrative Hearings	24	52	76	5	31	36	2	3	5	117
Office of the Attorney General	208	268	476	32	107	139	13	24	37	652
Office of the Comptroller	198	278	476	74	334	408	50	87	137	1,021
Office of the Governor	1	0	1	2	0	2	0	0	0	3

**2019 SUMMARY OF AGENCY WORKFORCE ANALYSIS**

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Office of People's Counsel	9	4	13	0	4	4	0	1	1	18
Office of Public Defender	192	300	492	46	197	243	25	50	75	810
Office of State Prosecutor	4	3	7	0	2	2	0	0	0	9
Office of the Treasurer	10	23	33	3	9	12	2	3	5	50
Property Tax Assessment Appeals Board	59	28	87	10	10	20	2	0	2	109
Public Service Commission	32	34	66	19	20	39	12	10	22	127
SPMS/Agency Heads <i>(Gov, AG, Trea, Comp, Secretaries)</i>	33	8	41	1	1	2	2	2	4	47
St. Mary's College of Maryland	131	141	272	28	25	53	14	18	32	357
State Archives	20	21	41	7	6	13	3	1	4	58
State Board of Elections	39	84	123	28	49	77	6	6	12	212
State Dept of Assessment and Taxation	94	152	246	40	178	218	24	21	45	509
Subsequent Injury Fund	2	8	10	0	2	2	0	0	0	12
Uninsured Employer's Fund	2	2	4	0	3	3	0	0	0	7
University of Maryland Systems	10,380	11,166	21,546	2,862	4,752	7,614	5,404	5,335	10,739	39,899
Worker's Compensation Commission	12	31	43	12	46	58	3	7	10	111
TOTAL-Maryland	24,070	24,349	48,419	11,916	20,709	32,625	7,069	7,390	14,459	95,503
State Work Force	25.2%	25.5%	50.7%	12.5%	21.7%	34.2%	7.4%	7.7%	15.1%	
TOTAL - Civilian Labor Force	925,065	835,205	1,760,270	398,565	483,405	881,970	254,445	211,240	465,685	3,107,925



**SECTION FIVE**

**DISTRIBUTION OF**

**STATE EMPLOYEE**

**WORKFORCE BY SALARY**

**AND GRADE AND BY RACE**

**AND GENDER**

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

### **INTRODUCTION**

Section five presents the salary and grade of employees by race and gender. This section includes a comparison of salary and grade information for Fiscal Years 2014 through 2019.

### **SUMMARY HIGHLIGHTS**

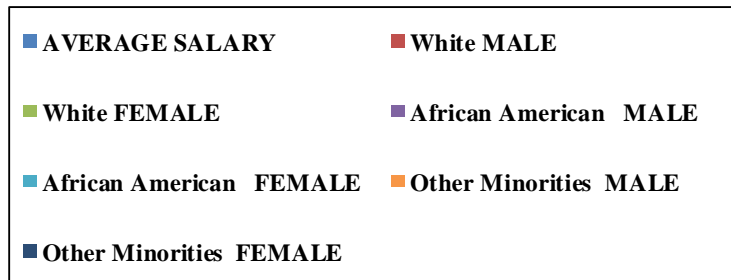
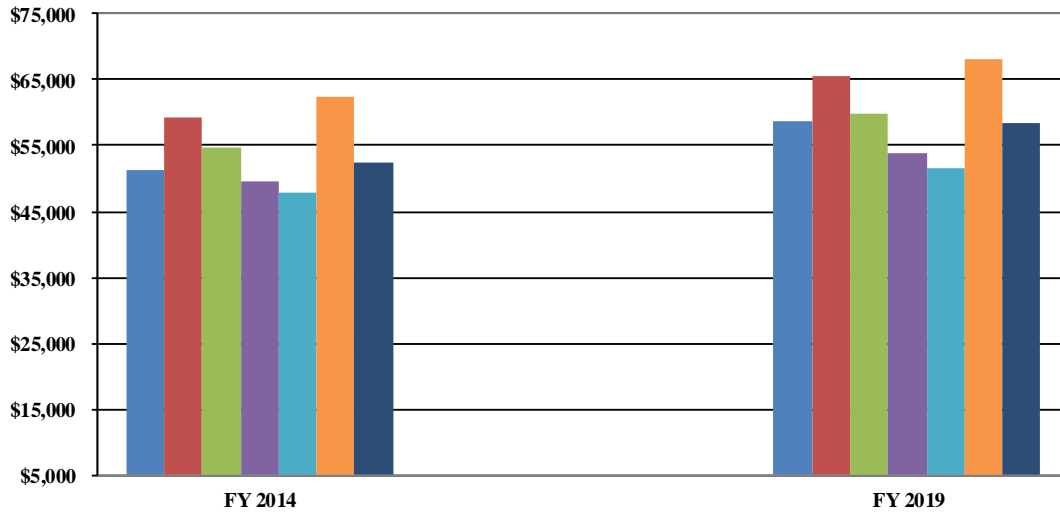
Trends displayed in the following charts include:

- Male employees were paid an average of \$6,167 more than female employees in fiscal 2019.
- The salary gap between men and women of the same race increased from 2014 to 2019 for Whites and African-Americans.
- The salary of white men exceeded the salary of white women by \$4,628 in 2014 and \$5,739 in 2019. The salary gap between African American males and females rose from \$1,589 in 2014 to \$2,073 in 2019.
- White employees were paid an average of \$62,771 in fiscal 2019 compared to \$52,689 for African-American employees, and \$63,325 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 (74%) and men (63%) are far more likely than African-Americans (12%) and women (37%) to hold positions in the Executive Pay Plan with positions classified as Grade 24 and above. African-Americans, in contrast, hold a majority of the positions classified at Grade 13 or below. Females hold approximately 60% of positions classified at Grade 13 and below.

## COMPARISON OF AVERAGE SALARIES BY RACE AND GENDER FOR FY 2014 AND FY 2019

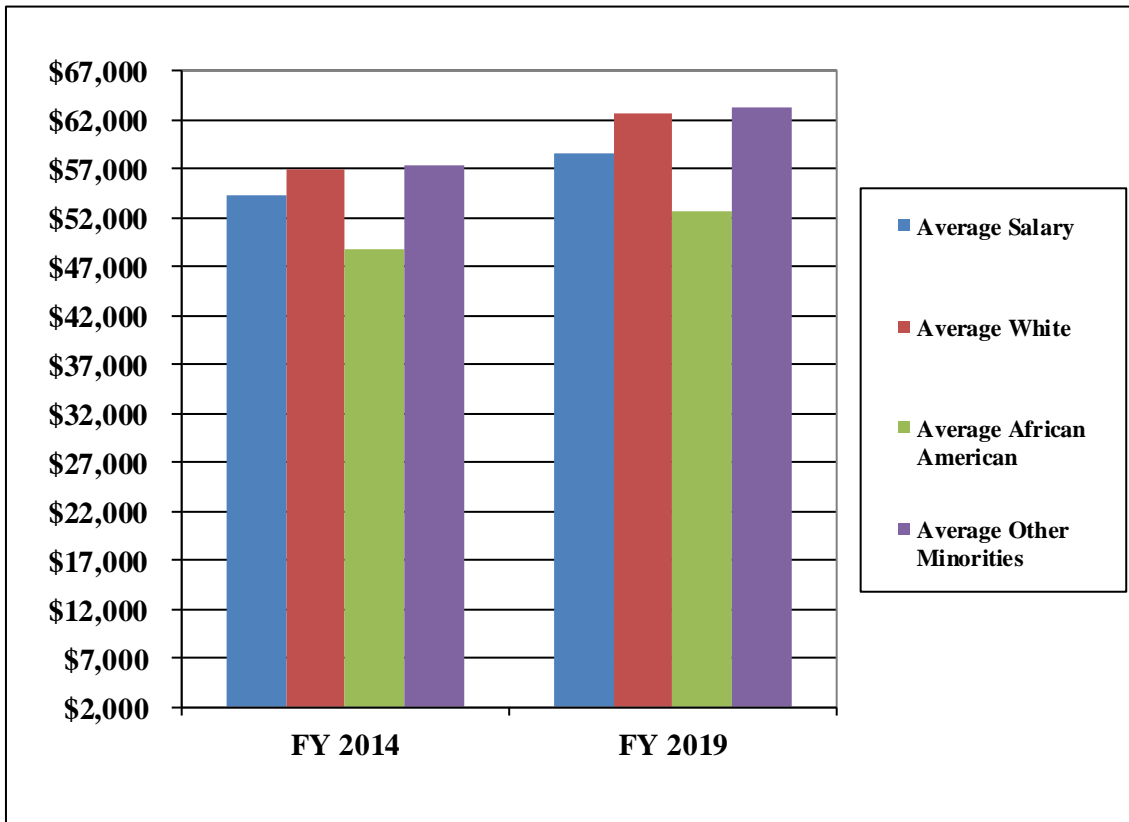
YEAR	AVERAGE SALARY	White		African American		Other Minorities	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
FY 2014	\$51,378	\$59,357	\$54,729	\$49,574	\$47,985	\$62,535	\$52,296
FY 2019	\$58,701	\$65,641	\$59,902	\$53,726	\$51,653	\$68,184	\$58,465

### YEARLY AVERAGE SALARY COMPARISON



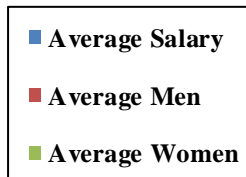
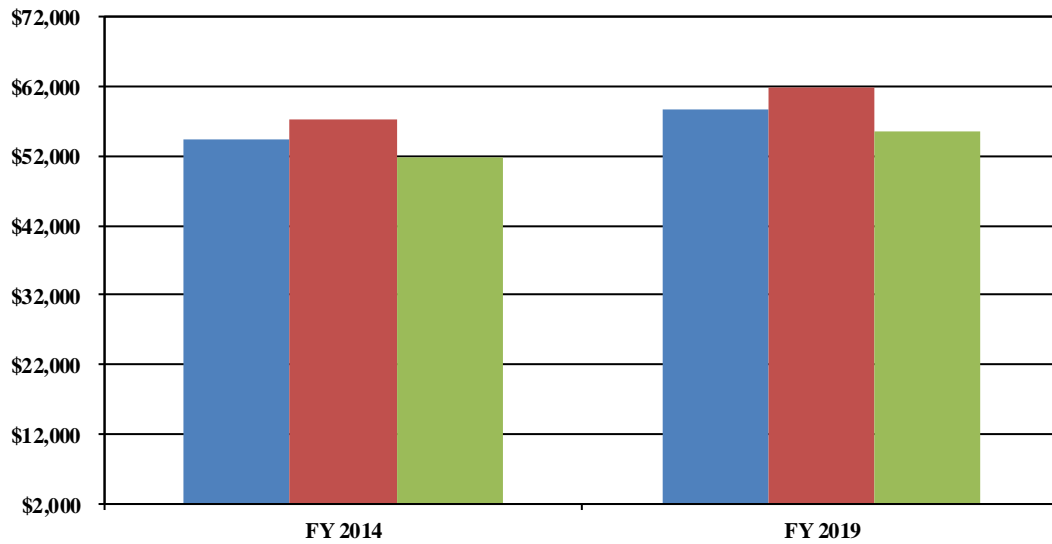
**COMPARISON OF AVERAGE SALARIES BY RACE  
FOR FY 2014 AND FY 2019**

Year	Average Salary	White	African American	Other Minorities
FY 2014	\$54,413	\$57,043	\$48,780	\$57,416
FY 2019	\$58,701	\$62,771	\$52,689	\$63,325



**COMPARISON OF AVERAGE SALARIES BY GENDER  
FOR FY 2014 AND FY 2019**

<b>Year</b>	<b>Average Salary</b>	<b>Men</b>	<b>Women</b>
<b>FY 2014</b>	<b>\$54,413</b>	<b>\$57,155</b>	<b>\$51,670</b>
<b>FY 2019</b>	<b>\$58,701</b>	<b>\$61,785</b>	<b>\$55,618</b>



**WORKFORCE BY SALARY, RACE AND GENDER — FISCAL YEAR 2019**

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	325	218	107	154	55	45	46	0	0	2	1	0	0	5	4	2	0	10	1
		67%	33%	47%	17%	14%	14%	0%	0%	1%	0%	0%	0%	2%	1%	1%	0%	3%	0%
\$10,001 - \$20,000	117	41	76	20	32	21	35	0	0	0	4	0	0	0	1	0	1	0	3
		35%	65%	17%	27%	18%	30%	0%	0%	0%	3%	0%	0%	0%	1%	0%	1%	0%	3%
\$20,001 - \$30,000	1,311	487	824	217	288	237	467	3	6	11	24	0	0	3	9	11	6	5	24
		37%	63%	17%	22%	18%	36%	0.23%	0.5%	0.8%	1.8%	0.00%	0.00%	0.2%	0.7%	0.8%	0.5%	0.4%	1.8%
\$30,001 - \$40,000	6,865	2,314	4,551	1,083	1,714	1,051	2,503	11	10	61	75	4	2	16	63	25	51	63	133
		34%	66%	16%	25%	15%	36%	0.2%	0.1%	0.9%	1.1%	0.06%	0.03%	0.2%	0.9%	0.4%	0.7%	0.9%	1.9%
\$40,001 - \$50,000	12,105	5,283	6,822	2,885	2,373	2,167	4,066	12	20	81	103	4	6	27	36	44	86	63	132
		44%	56%	24%	20%	18%	34%	0.1%	0.2%	0.7%	0.9%	0.03%	0.05%	0.2%	0.3%	0.4%	0.7%	0.5%	1.1%
\$50,001 - \$60,000	9,102	3,595	5,507	2,100	2,400	1,271	2,806	12	14	92	103	5	6	26	40	34	76	55	62
		39%	61%	23%	26%	14%	31%	0.13%	0.2%	1.0%	1.1%	0.05%	0.07%	0.3%	0.4%	0.4%	0.8%	0.6%	0.7%
\$60,001 and Over	17,135	8,705	8,430	6,055	4,669	1,942	3,143	35	16	350	312	12	11	83	61	77	105	151	113
		51%	49%	35%	27%	11%	18%	0.2%	0.09%	2.0%	1.8%	0.1%	0.06%	0.5%	0.4%	0.4%	0.6%	0.9%	0.7%
Hourly/Daily	2,635	1,671	964	273	16	1,325	935	4	1	8	0	6	3	45	8	0	0	10	1
		63%	37%	10%	1%	50%	35%	0.2%	0.0%	0.3%	0.0%	0.2%	0.1%	1.7%	0.3%	0.0%	0.0%	0.4%	0.04%
<b>TOTAL</b>	49,595	22,314	27,281	12,787	11,547	8,059	14,001	77	67	605	622	31	28	205	222	193	325	357	469
		45%	55%	26%	23%	16%	28%	0.16%	0.14%	1.22%	1.25%	0.06%	0.06%	0.41%	0.45%	0.39%	0.66%	0.72%	0.95%

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

**WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2019**

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	<b>706</b>	<b>332</b> 47%	<b>374</b> 53%	245 35%	261 37%	57 8%	86 12%	0 0%	1 0.1%	17 2%	12 1.7%	0 0.00%	0 0.00%	3 0.4%	3 0%	3 0.4%	4 1%	7 1%	7 1.0%
Grade 5 — (\$22,707 - \$34,996)	<b>295</b>	<b>112</b> 38%	<b>183</b> 62%	30 10%	60 20%	71 24%	97 33%	0 0.00%	3 1.02%	5 1.69%	11 3.73%	0 0.00%	0 0.00%	1 0.34%	0 0.00%	1 0.34%	1 0.34%	4 1.36%	11 3.73%
Grade 6 — (\$24,056 - \$37,204)	<b>384</b>	<b>258</b> 67%	<b>126</b> 33%	112 29%	45 12%	134 35%	69 18%	3 0.78%	0 0.00%	1 0.26%	3 0.78%	2 0.52%	0 0.00%	0 0.00%	1 0.26%	1 0.26%	0 0.00%	5 1.30%	8 2.08%
Grade 7 — (\$25,502 - \$39,574)	<b>510</b>	<b>223</b> 44%	<b>287</b> 56%	101 20%	85 17%	114 22%	186 36%	1 0.20%	1 0.20%	2 0.39%	4 0.78%	0 0.00%	0 0.00%	0 0.00%	5 0.98%	1 0.20%	2 0.39%	4 0.78%	4 0.78%
Grade 8 — (\$27,048 - \$42,102)	<b>1,633</b>	<b>483</b> 30%	<b>1,150</b> 70%	201 12%	322 20%	247 15%	756 46%	3 0.18%	5 0.31%	11 0.67%	24 1.47%	0 0.00%	0 0.00%	1 0.06%	8 0.49%	10 0.61%	8 0.49%	10 0.61%	27 1.65%
Grade 9 — (\$28,702 - \$44,812)	<b>1,311</b>	<b>268</b> 20%	<b>1,043</b> 80%	135 10%	390 30%	109 8%	593 45%	1 0.08%	1 0.08%	8 0.61%	14 1.07%	1 0.08%	0 0.00%	1 0.08%	5 0.38%	3 0.2%	10 0.76%	10 0.76%	30 2.29%
Grade 10 — (\$30,472 - \$47,710)	<b>2,490</b>	<b>816</b> 33%	<b>1,674</b> 67%	424 17%	687 28%	325 13%	853 34%	2 0.08%	2 0.08%	37 1.49%	31 1.24%	1 0.04%	3 0.12%	8 0.32%	31 1.24%	5 0.20%	14 0.56%	14 0.56%	53 2.13%
Grade 11 — (\$32,364 - \$50,818)	<b>2,559</b>	<b>569</b> 22%	<b>1,990</b> 78%	251 10%	658 26%	289 11%	1,222 48%	4 0.16%	7 0.27%	12 0.47%	18 0.70%	0 0.00%	1 0.04%	4 0.16%	12 0.47%	2 0.08%	28 1.09%	7 0.27%	44 1.72%
Grade 12 — (\$34,390 - \$54,186)	<b>3,272</b>	<b>1,263</b> 39%	<b>2,009</b> 61%	717 22%	803 25%	471 14%	1,094 33%	1 0.03%	11 0.34%	20 0.61%	25 0.76%	2 0.06%	1 0.03%	12 0.37%	11 0.34%	10 0.31%	26 0.79%	30 0.92%	38 1.16%
Grade 13 — (\$36,557 - \$57,808)	<b>6,146</b>	<b>3,194</b> 52%	<b>2,952</b> 48%	1,651 27%	833 14%	1,448 24%	2,019 33%	2 0.03%	6 0.10%	37 0.60%	19 0.31%	2 0.03%	3 0.05%	7 0.11%	13 0.21%	27 0.44%	29 0.47%	20 0.33%	30 0.49%
Grade 14 — (\$38,880 - \$61,691)	<b>3,788</b>	<b>1,648</b> 44%	<b>2,140</b> 56%	887 23%	727 19%	687 18%	1,304 34%	4 0.11%	5 0.13%	22 0.58%	34 0.90%	0 0.00%	1 0.03%	6 0.16%	15 0.40%	22 0.58%	28 0.74%	20 0.53%	26 0.69%
Grade 15 — (\$41,366 - \$62,656)	<b>2,710</b>	<b>896</b> 33%	<b>1,814</b> 67%	553 20%	837 31%	289 11%	873 32%	6 0.22%	4 0.15%	18 0.66%	45 1.66%	0 0.00%	2 0.07%	12 0.44%	14 0.52%	9 0.33%	19 0.70%	9 0.33%	20 0.74%

**WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2019 (Continued)**

Grade	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Grade 16 — (\$41,896 - \$66,880)	4,582	1,518	3,064	854	1,469	556	1,413	4	10	48	73	2	1	11	14	15	48	28	36
		33%	67%	19%	32%	12%	31%	0.09%	0.22%	1.05%	1.59%	0.04%	0.02%	0.24%	0.31%	0.33%	1.05%	0.61%	0.79%
Grade 17 — (\$44,600 - \$71,399)	2,996	1,194	1,802	679	899	425	764	3	2	46	64	1	6	13	16	12	29	15	22
		40%	60%	23%	30%	14%	26%	0.10%	0.07%	1.54%	2.14%	0.03%	0.20%	0.43%	0.53%	0.40%	0.97%	0.50%	0.73%
Grade 18 — (\$47,495 - \$76,220)	2,235	978	1,257	614	670	273	465	6	1	50	74	0	2	10	8	10	19	15	18
		44%	56%	27%	30%	12%	21%	0.27%	0.04%	2.24%	3.31%	0.00%	0.09%	0.45%	0.36%	0.45%	0.85%	0.67%	0.81%
Grade 19 — (\$50,631 - \$81,287)	1,622	772	850	510	484	178	299	2	0	54	44	1	1	6	5	7	7	14	10
		48%	52%	31%	30%	11%	18%	0.12%	0.00%	3.33%	2.71%	0.06%	0.06%	0.37%	0.31%	0.43%	0.43%	0.86%	0.62%
Grade 20 — (\$54,009 - \$86,718)	1,148	592	556	400	339	123	178	1	2	41	18	0	2	6	6	8	5	13	6
		52%	48%	35%	30%	11%	16%	0.09%	0.17%	3.57%	1.57%	0.00%	0.17%	0.52%	0.52%	0.70%	0.44%	1.13%	0.52%
Grade 21 — (\$57,626 - \$92,521)	1,074	571	503	416	312	101	136	4	1	30	21	0	0	3	8	6	11	11	14
		53%	47%	39%	29%	9%	13%	0.37%	0.09%	2.79%	1.96%	0.00%	0.00%	0.28%	0.74%	0.56%	1.02%	1.02%	1.30%
Grade 22 — (\$61,496 - \$98,745)	1,083	514	569	394	376	80	148	0	0	25	22	0	1	6	6	4	8	5	8
		47%	53%	36%	35%	7%	1%	0.00%	5.00%	9.00%	2.03%	0.00%	0.09%	0.55%	0.55%	0.37%	0.74%	0.46%	0.74%
Grade 23 — (\$65,636 - \$105,395)	498	239	259	180	186	31	55	0	1	15	9	2	0	7	3	0	1	4	4
		48%	52%	36%	37%	6%	11%	0.00%	0.20%	3.01%	1.81%	0.40%	0.00%	1.41%	0.60%	0.00%	0.20%	0.80%	0.80%
Grade 24 — (\$70,066 - \$112,503)	489	236	253	167	177	44	60	0	1	10	9	1	0	4	3	3	2	7	1
		48%	52%	34%	36%	9%	12%	0.00%	0.20%	2.04%	1.84%	0.20%	0.00%	0.82%	0.61%	0.61%	0.41%	1.43%	0.20%
Grade 25 — (\$74,808 - \$120,107)	171	95	76	73	48	15	18	0	0	3	4	0	0	3	3	0	1	1	2
		56%	44%	43%	28%	9%	11%	0.00%	0.00%	1.75%	2.34%	0.00%	0.00%	1.75%	1.75%	0.00%	0.58%	0.58%	1.17%
Grade 26 — (\$79,798 - \$128,258)	123	74	49	57	38	5	9	3	0	9	2	0	0	0	0	0	0	0	0
		60%	40%	46%	31%	4%	7%	2.44%	0.00%	7.32%	1.63%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Hourly/ Daily	2,934	1,874	1,060	415	68	1,368	974	4	1	10	0	6	3	49	12	2	0	20	2
		64%	36%	14%	2%	47%	33%	0.14%	0.03%	0.34%	0.00%	0.20%	0.10%	1.67%	0.41%	0.07%	0.00%	0.68%	0.07%
MRT*	4,836	3,595	1,241	2,721	773	619	330	23	2	74	42	10	1	32	20	32	25	84	48
		74%	26%	56%	16%	13%	7%	0.48%	0.04%	1.53%	0.87%	0.21%	0.02%	0.66%	0.41%	0.66%	0.52%	1.74%	0.99%
<b>TOTAL</b>	<b>49,595</b>	<b>22,314</b>	<b>27,281</b>	<b>12,787</b>	<b>11,547</b>	<b>8,059</b>	<b>14,001</b>	<b>77</b>	<b>67</b>	<b>605</b>	<b>622</b>	<b>31</b>	<b>28</b>	<b>205</b>	<b>222</b>	<b>193</b>	<b>325</b>	<b>357</b>	<b>469</b>
		45%	55%	26%	23%	16%	28%	0.16%	0.14%	1.22%	1.25%	0.06%	0.06%	0.41%	0.45%	0.39%	0.66%	0.72%	0.95%

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

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



**EXECUTIVE PAY PLAN WORKFORCE BY SALARY, GRADE, RACE AND GENDER — FISCAL YEAR 2019**

EPP Scale	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
EPP1— (\$80,000- \$84,000)	3	3	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
EPP2— (\$85,905- \$114,600)	16	10	6	9	5	1	0	0	0	0	0	0	0	0	1	0	0	0	0
		63%	38%	56%	31%	6%	0%	0%	0%	0%	0%	0%	0%	0%	6%	0%	0%	0%	0%
EPP3 — (\$100,980- \$126,231)	35	18	17	12	11	3	3	0	0	1	1	1	0	1	0	0	1	0	1
		51%	49%	34%	31%	9%	9%	0%	0%	3%	3%	3%	0%	3%	0%	0%	3%	0%	3%
EPP4 — (\$102,281- \$132,569)	39	25	14	21	9	3	4	0	0	0	0	0	0	1	1	0	0	0	0
		64%	36%	54%	23%	8%	10%	0%	0%	0%	0%	0%	0%	3%	3%	0%	0%	0%	0%
EPP5 — (\$110,000- \$142,646)	33	24	9	18	9	1	0	0	0	0	0	0	0	3	0	0	0	2	0
		73%	27%	55%	27%	3%	0%	0%	0%	0%	0%	0%	0%	9%	0%	0%	0%	6%	0%
EPP6 — (\$117,515- \$153,532)	34	17	17	11	15	2	2	0	0	2	0	0	0	1	0	1	0	0	0
		50%	50%	32%	44%	6%	6%	0%	0%	6%	0%	0%	0%	3%	0%	3%	0%	0%	0%
EPP7 — (\$132,356- \$165,215)	19	10	9	9	4	1	1	0	0	0	0	0	0	0	4	0	0	0	0
		53%	47%	47%	21%	5%	5%	0%	0%	0%	0%	0%	0%	0%	21%	0%	0%	0%	0%
EPP8 — (\$133,069- \$177,977)	23	19	4	14	2	1	1	0	0	2	0	0	0	2	0	0	0	0	1
		83%	17%	61%	9%	4%	4%	0%	0%	9%	0%	0%	0%	9%	0%	0%	0%	0%	4%
EPP9 — (\$168,877- \$288,660)	5	4	1	3	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0
		80%	20%	60%	20%	0%	0%	0%	0%	0%	0%	0%	0%	20%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>207</b>	<b>130</b>	<b>77</b>	<b>98</b>	<b>56</b>	<b>14</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>9</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>
		63%	37%	47.3%	27.1%	6.8%	5.3%	0%	0%	2.4%	0%	0%	0%	4.3%	2.9%	0%	0%	1.0%	1%

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

**SECTION SIX**

**STATE**

**PERSONNEL**

**TRANSACTIONS**

## **SECTION 6: PERSONNEL TRANSACTIONS**

### **INTRODUCTION**

The data provided in this section depicts the personnel transactions processed by the Office of Personnel Services and Benefits in Fiscal Years 2014 and 2019. This information also reflects the type of transactions by race and gender.

### **SUMMARY HIGHLIGHTS**

Trends displayed in the following charts are highlighted as follows:

- The total number of applicants appointed to vacant positions in FY 2019 was 4,029. Of this number, 57% were females and 63% were minorities.
- Females – who represent 55% of the workforce – received 54% of all promotions in fiscal 2019 and African-Americans - who represent 45% of the workforce - received 41% of all promotions.
- Females accounted for 59% of reclassifications in fiscal 2019, while African-Americans accounted for 42% of the reclassifications.
- The total number of demotions in FY 2019 was 319. This represents an increase of 31 actions from FY 2014. During FY 2019, African-Americans accounted for 48% of demotions, while females accounted for 68%.
- The total number of suspensions for FY 2019 was 352; 334 fewer actions than in FY 2014. Minorities accounted for approximately 63% of suspension actions in FY 2019.
- There were 387 terminations made in FY 2019. Females constituted 62% of these actions and minorities accounted for 70%.

**STATEWIDE PERSONNEL TRANSACTIONS — FISCAL YEAR 2019**

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	4,029	1,737	2,292	729	745	651	1152	8	5	58	60	0	2	239	269	17	20	35	39
		43%	57%	18.1%	18.5%	16.2%	28.6%	0.2%	0.1%	1.4%	1.5%	0.0%	0.0%	5.9%	6.7%	0.4%	0.5%	0.9%	1.0%
Reinstatements	387	136	251	71	78	43	150	0	0	6	6	2	1	11	11	2	2	1	3
		35%	65%	18.3%	20.2%	11.1%	38.8%	0%	0.0%	1.6%	1.6%	1%	0.3%	3%	2.8%	0.5%	0.5%	0.3%	0.8%
Promotions	2,223	1,020	1,203	652	468	278	631	3	2	35	36	2	1	19	19	16	22	15	24
		46%	54%	29.3%	21.1%	12.5%	28.4%	0.13%	0.09%	1.6%	1.6%	0.09%	0.04%	0.9%	0.9%	0.7%	1.0%	0.7%	1.1%
Reclassifications	3,675	1,515	2,160	860	886	465	1059	7	3	66	63	2	0	58	69	16	40	41	40
		41%	59%	23.4%	24.1%	12.7%	28.8%	0.19%	0.1%	1.8%	1.7%	0.1%	0.0%	1.6%	1.9%	0.4%	1.1%	1.1%	1.1%
Demotions	319	101	218	56	87	33	119	1	0	7	0	0	0	2	4	0	3	2	5
		32%	68%	17.6%	27.3%	10.3%	37.3%	0%	0%	2%	0.0%	0%	0%	1%	1%	0.0%	0.9%	0.6%	2%
Suspensions	352	174	178	80	49	85	119	0	0	6	4	0	0	3	1	0	2	0	3
		49%	51%	22.7%	13.9%	24.1%	33.8%	0.0%	0%	1.7%	1.1%	0.0%	0%	0.9%	0.3%	0.0%	0.6%	0.0%	0.9%
<b>TOTAL</b>	<b>10,985</b>	<b>4,683</b>	<b>6,302</b>	<b>2,448</b>	<b>2,313</b>	<b>1,555</b>	<b>3,230</b>	<b>19</b>	<b>10</b>	<b>178</b>	<b>169</b>	<b>6</b>	<b>4</b>	<b>332</b>	<b>373</b>	<b>51</b>	<b>89</b>	<b>94</b>	<b>114</b>

**STATEWIDE SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2019**

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	2,754	1,088	1,666	562	609	391	856	4	5	36	45	3	1	58	87	8	29	26	34
		40%	60%	20.4%	22.1%	14.2%	31.1%	0.1%	0.2%	1.3%	1.6%	0.11%	0.0%	2.1%	3.2%	0.3%	1.1%	0.9%	1.2%
Rejections on Probation	148	56	92	13	21	29	59	0	0	2	2	0	0	9	8	1	0	2	2
		38%	62%	8.8%	14.2%	19.6%	39.9%	0%	0%	1.4%	1%	0%	0%	6%	5%	1%	0%	1.4%	1.4%
Retired	1,667	746	921	491	508	221	385	2	0	15	12	2	1	5	2	4	8	6	5
		45%	55%	29.5%	30.5%	13.3%	23.1%	0.1%	0.0%	0.9%	0.7%	0%	0%	0.3%	0.1%	0.2%	0.5%	0.4%	0.3%
Terminations	387	148	239	46	69	66	131	0	0	3	6	0	0	27	28	2	3	4	2
		38%	62%	11.9%	17.8%	17.1%	33.9%	0%	0%	0.8%	1.6%	0%	0%	7.0%	7.2%	1%	0.8%	1.0%	0.5%
<b>TOTAL</b>	<b>4,956</b>	<b>2,038</b>	<b>2,918</b>	<b>1,112</b>	<b>1,207</b>	<b>707</b>	<b>1,431</b>	<b>6</b>	<b>5</b>	<b>56</b>	<b>65</b>	<b>5</b>	<b>2</b>	<b>99</b>	<b>125</b>	<b>15</b>	<b>40</b>	<b>38</b>	<b>43</b>

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

**STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2014 and June 30, 2019**

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
<b>Appointments</b>	<b>2014</b>	1,163 25%	1,137 24%	723 16%	1,301 28%	173 4%	160 3%	2,059 44%	2,598 56%	<b>4,657</b>
	<b>2019</b>	729 18%	745 18%	651 16%	1,152 29%	357 9%	395 10%	1,737 43%	2,292 57%	<b>4,029</b>
<b>Reinstatements</b>	<b>2014</b>	70 21%	81 24%	58 17%	111 33%	7 2%	7 2%	135 40%	199 60%	<b>334</b>
	<b>2019</b>	71 18%	78 20%	43 11%	150 39%	22 6%	23 6%	136 35%	251 65%	<b>387</b>
<b>Promotions</b>	<b>2014</b>	1,090 28%	713 19%	682 18%	1,164 30%	94 2%	98 3%	1,866 49%	1,975 51%	<b>3,841</b>
	<b>2019</b>	652 29%	468 21%	278 13%	631 28%	90 4%	104 5%	1,020 46%	1,203 54%	<b>2,223</b>
<b>Reclassifications</b>	<b>2014</b>	705 24%	910 31%	339 12%	781 27%	74 3%	121 4%	1,118 38%	1,812 62%	<b>2,930</b>
	<b>2019</b>	860 23%	886 24%	465 13%	1,059 29%	190 5%	215 6%	1,515 41%	2,160 59%	<b>3,675</b>
<b>Demotions</b>	<b>2014</b>	76 26%	85 30%	26 9%	89 31%	8 3%	4 1%	110 38%	178 62%	<b>288</b>
	<b>2019</b>	56 18%	87 27%	33 10%	119 37%	12 4%	12 4%	101 32%	218 68%	<b>319</b>
<b>Suspensions</b>	<b>2014</b>	119 17%	133 19%	156 23%	225 33%	20 3%	33 5%	295 43%	391 57%	<b>686</b>
	<b>2019</b>	80 23%	49 14%	85 24%	119 34%	9 3%	10 3%	174 49%	178 51%	<b>352</b>
<b>Resignations</b>	<b>2014</b>	497 22%	639 29%	353 16%	580 26%	82 4%	89 4%	932 42%	1308 58%	<b>2,240</b>
	<b>2019</b>	562 20%	609 22%	391 14%	856 31%	135 5%	201 7%	1,088 40%	1,666 60%	<b>2,754</b>
<b>Terminations</b>	<b>2014</b>	49 19%	36 14%	52 20%	93 36%	19 7%	10 4%	120 46%	139 54%	<b>259</b>
	<b>2019</b>	46 12%	69 18%	66 17%	131 34%	36 9%	39 10%	148 38%	239 62%	<b>387</b>

**STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2014 and June 30, 2019**

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Rejections on Probation	2014	17 14%	27 23%	28 24%	39 33%	4 3%	4 3%	49 41%	70 59%	119
	2019	13 9%	21 14%	29 20%	59 40%	14 9%	12 8%	56 38%	92 62%	148
Deaths	2014	35 47%	10 13%	10 13%	15 20%	2 3%	3 4%	47 63%	28 37%	75
	2019	21 27%	13 17%	16 21%	26 34%	1 1%	0 0%	38 49%	39 51%	77
Horizontal Transfer	2014	32 26%	30 24%	19 15%	38 30%	2 2%	4 3%	53 42%	72 58%	125
	2019	10 17%	12 20%	11 18%	24 40%	1 2%	2 3%	22 37%	38 63%	60
Disciplinary Demotion	2014	10 26%	9 24%	7 18%	10 26%	1 3%	1 3%	18 47%	20 53%	38
	2019	4 16%	2 8%	9 36%	10 40%	0 0%	0 0%	13 52%	12 48%	25
Retired	2014	514 32%	496 31%	188 12%	303 19%	47 3%	38 2%	749 47%	837 53%	1,586
	2019	491 29%	508 30%	221 13%	385 23%	34 2%	28 2%	746 45%	921 55%	1,667
Transfer	2014	166 29%	184 33%	74 13%	117 21%	13 2%	9 2%	253 45%	310 55%	563
	2019	400 20%	430 22%	331 17%	585 30%	80 4%	155 8%	811 41%	1170 59%	1981
Forfeiture of Annual Leave	2014	87 19%	54 12%	108 24%	168 37%	18 4%	16 4%	213 47%	238 53%	451
	2019	56 23%	29 12%	49 20%	83 34%	16 7%	10 4%	121 50%	122 50%	243

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

**SEPARATIONS AND TERMINATIONS BY AGE, RACE AND GENDER — FISCAL YEAR 2019**

AGE	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>RESIGNATIONS</b>																			
19 OR LESS	3	2	1	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0
20 - 29	545	208	337	113	122	61	162	0	1	6	7	0	1	20	25	2	10	6	9
30 - 39	946	361	585	174	192	141	323	1	0	16	21	1	0	18	24	3	12	7	13
40 - 49	611	236	375	120	135	94	193	2	3	4	11	2	0	6	21	2	4	6	8
50 - 59	439	170	269	85	117	60	132	1	1	9	5	0	0	10	8	0	3	5	3
60 - 69	171	86	85	53	36	26	39	0	0	1	0	0	0	3	9	1	0	2	1
70 PLUS	39	25	14	16	6	9	7	0	0	0	1	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>2,754</b>	<b>1,088</b>	<b>1,666</b>	<b>562</b>	<b>609</b>	<b>391</b>	<b>856</b>	<b>4</b>	<b>5</b>	<b>36</b>	<b>45</b>	<b>3</b>	<b>1</b>	<b>58</b>	<b>87</b>	<b>8</b>	<b>29</b>	<b>26</b>	<b>34</b>
<b>REJECTIONS ON PROBATION</b>																			
19 OR LESS	2	1	1	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0
20 - 29	41	16	25	4	4	10	18	0	0	0	0	0	0	2	2	0	0	0	1
30 - 39	42	15	27	3	7	8	15	0	0	0	1	0	0	2	3	1	0	1	1
40 - 49	28	11	17	3	5	6	11	0	0	0	1	0	0	1	0	0	0	1	0
50 - 59	26	10	16	3	4	3	10	0	0	1	0	0	0	3	2	0	0	0	0
60 - 69	9	3	6	0	1	2	4	0	0	1	0	0	0	0	1	0	0	0	0
70 PLUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>148</b>	<b>56</b>	<b>92</b>	<b>13</b>	<b>21</b>	<b>29</b>	<b>59</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>TERMINATIONS</b>																			
19 OR LESS	4	2	2	0	0	0	1	0	0	0	0	0	0	2	1	0	0	0	0
20 - 29	70	24	46	7	10	9	26	0	0	0	1	0	0	6	6	1	2	1	1
30 - 39	101	37	64	5	14	23	42	0	0	1	0	0	0	5	7	1	1	2	0
40 - 49	83	30	53	12	19	14	28	0	0	1	4	0	0	2	2	0	0	1	0
50 - 59	73	27	46	12	17	12	23	0	0	1	0	0	0	2	5	0	0	0	1
60 - 69	39	19	20	8	7	6	8	0	0	0	1	0	0	5	4	0	0	0	0
70 PLUS	17	9	8	2	2	2	3	0	0	0	0	0	0	5	3	0	0	0	0
<b>TOTAL</b>	<b>387</b>	<b>148</b>	<b>239</b>	<b>46</b>	<b>69</b>	<b>66</b>	<b>131</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>28</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>2</b>
<b>GRAND TOTAL</b>	<b>3,289</b>	<b>1,292</b>	<b>1,997</b>	<b>621</b>	<b>699</b>	<b>486</b>	<b>1,046</b>	<b>4</b>	<b>5</b>	<b>41</b>	<b>53</b>	<b>3</b>	<b>1</b>	<b>94</b>	<b>123</b>	<b>11</b>	<b>32</b>	<b>32</b>	<b>38</b>

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

# **SECTION SEVEN**

## **REASONABLE**

## **ACCOMMODATIONS**



## **SECTION 7: REASONABLE ACCOMMODATIONS**

In fiscal year 2019 there were 667 requests for reasonable accommodations from State employees and applicants for State employment. Of this amount, 562 or 84% of the requests were granted. There were 34 agencies that reported data on reasonable accommodation requests, with the Department of Human Services, MDOT, and Department of Health accounting for 361 or 54% of the total employee/applicant reasonable accommodation requests reported.

**STATEWIDE REQUESTS FOR REASONABLE ACCOMMODATION — FISCAL YEAR 2019**

Agency	Applicants	Employees	STATUS		
			Granted	Denied	Pending
Aging, Dept of	0	1	1	0	0
Agriculture, MD Dept of	0	2	2	0	0
Assessment and Taxation, State Dept. of	0	11	10	1	0
Attorney General, Office of the	0	8	8	0	0
Automobile Insurance Fund, MD	0	1	1	0	0
Baltimore City Community College	0	7	7	0	0
Budget and Management, Dept. of	0	2	2	0	0
Commerce, Dept of	2	1	3	0	0
Comptroller, Office of the	0	11	11	0	0
Deaf, MD School for the	0	7	7	0	0
Education, MD State Dept. of	0	30	18	11	3
Environmental Services, MD	0	10	10	0	0
Environment, MD Dept of the	2	10	11	1	0
General Services, Dept of	0	2	2	0	0
Health, MD Dept of	7	113	112	7	1
Housing and Community Development, MD Dept	1	26	26	0	1
Human Services, Dept of	0	114	94	19	1
Information Technology, Dept of	0	2	2	0	0
Insurance Administration, MD	0	6	6	0	0
Juvenile Services	0	13	12	1	0
Labor, Dept of	0	12	12	0	0
Library, MD State	0	2	1	1	0
Lottery & Gaming Control Agency, MD State	0	1	1	0	0
Miltiary Department	0	8	5	3	0
Morgan State University	0	1	1	0	0
Natural Resources, Dept. of	3	3	6	0	0
Public Defender, Office of the	0	7	7	0	0
Public Safety and Correctional Services, Dept. of	0	101	86	10	5
Public Service Commission	1	1	2	1	0
Retirement Agency, MD State	1	4	5	0	0
St. Mary's College	0	2	2	0	0
State Treasurer's Office	0	1	1	0	0
Transportation, MD Dept of	1	126	86	40	1
Veteran's Affairs, Dept of	1	2	2	1	0
<b>TOTAL</b>	<b>19</b>	<b>648</b>	<b>562</b>	<b>96</b>	<b>12</b>

NOTE: All of the agencies Statewide reported. These are the only agencies reporting reasonable accommodation requests.  
*Employees may have multiple 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 2019 was 520. Of these, 394 were internal complaints and 126 were external complaints.
- The most common basis for internal complaints is Race and Sex/Gender.
- The number of statewide discrimination complaints has increased from 427 in fiscal 2014 to 520 in fiscal 2019.
- The Office of the Statewide Equal Employment Opportunity Coordinator processed a total of 23 EEO appeals in fiscal 2019.
- The Office investigated 11 Whistleblower complaints. 9 were found to have “no probable cause” finding one was pending and one was withdrawn.

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

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

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

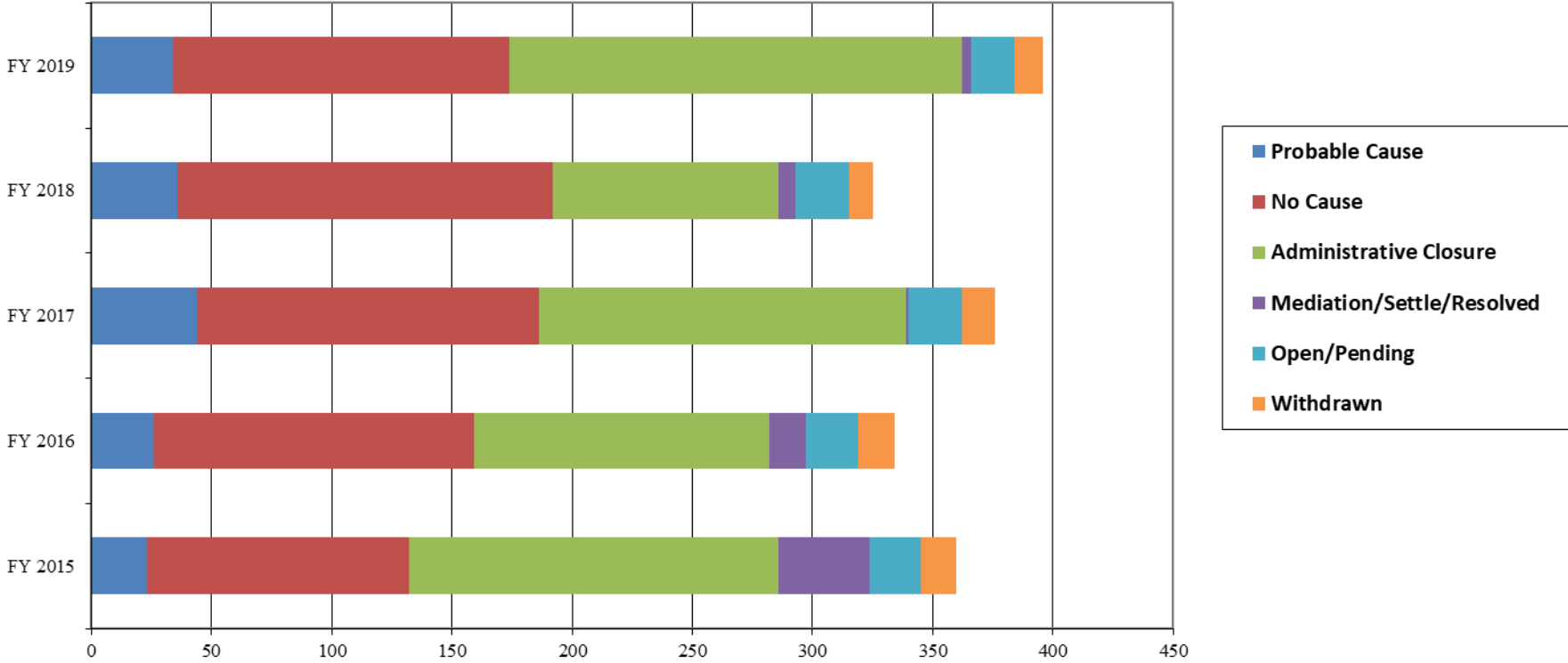
**STATEWIDE DISCRIMINATION COMPLAINTS BY AGENCY, BASIS, ISSUE AND DISPOSITION — FISCAL YEAR 2019**

Agency	Agency Employees	External	Internal	Basis*														Issue*					Disposition*					
				Other	ADA	Age	Ancestry	Color	Creed	Disability	Marital Status	National Origin	Race	Religious Affiliation	Sex/Gender	Gender Identity	Sexual Orientation	Harassment	Sexual Harassment	Retaliation	Other	Probable Cause	No Cause	Administrative Closure	Mediation/ Settled/Resolved	Open/Pending	Withdrawn	
Baltimore City Community College	942	3	12	4						1					3	4			7	3	1	1	1	5	4	2		
Dept of Commerce	154	0	1												1				1				1					
Dept of General Services	529	4	0																									
Dept of Human Services	5,544	8	36	13		2				9	1	7	10					5	7	22	2		24	12				
Dept of Information Technology	182	0	1	1																1			1					
Dept of Juvenile Services	1,809	4	15			3				1	1	3	2		6			6	3	3	9	2	11	1			1	
Dept of Natural Resources	1228	2	2												2			1	1	1		1	1					
Dept of Public Safety & Correctional Services	8083	29	186	55		11	1					7	49	5	79	1		78	20	38	162	12	35	131		8	1	
Dept of Transportation	10,039	26	38	4	1	5	4					2	19	1	11		2	16	4	2	16	5	16	16		1		
MD Automobile Insurance Fund	232	0	1	1															1				1					
MD Dept of Agriculture	313	0	1												1								1				1	
MD Dept of Health	7,962	14	23	11		3	1	5				2	11	1	4			1			40	3	13	4		2	1	
MD Higher Education Commission	44	0	2							1								2						2				
MD Dept of Housing and Community Development	305	1	3												1			2		1	1		1	2				
MD Dept of Labor	1,397	6	14	3		6		3		3					8		6	4	3	3	9	1	8	2		1	2	
MD Dept of the Environment	778	1	2	1								1	1		2					1	1		2					
MD Dept of Veteran's Affairs	83	0	2		1										1				1		1		1				1	
MD Environmental Services	876	8	0																									
MD Health Benefits Exchange	61	1	0																									
MD Lottery Gaming & Control Agency	302	1	0																									
MD State Dept of Education	1,302	2	8	1				1				1	3		4		2	6	2	2	5	4	3	1			1	
MD State Library Agency	24	1	2		1					1					1			1		1	1		2					
MD State Police	2,209	4	9	3			1	2			1	1	3	2	3			1	1	1	11		1	7		1		
Military Department	198	1	10	9									1					7		2	1		8		2			
Morgan State University	1,153	1	15			2						1	1		12			2	10	1	3	3	3	3		5	1	
Office of the Attorney General	652	0	3																3					3				
Office of the Comptroller	1,021	0	4	2				1						2	4							7		2			2	
Public Service Commission	127	1	0																									
St. Mary's College	357	1	0																									
State Board of Elections	212	1	1	1																1			1					
State Dept of Assessment and Taxation	509	6	3			2									3			2				1	1	1			1	
<b>TOTAL</b>	<b>48,627</b>	<b>126</b>	<b>394</b>	<b>109</b>	<b>3</b>	<b>34</b>	<b>2</b>	<b>17</b>	<b>0</b>	<b>17</b>	<b>2</b>	<b>19</b>	<b>117</b>	<b>9</b>	<b>152</b>	<b>1</b>	<b>4</b>	<b>142</b>	<b>59</b>	<b>81</b>	<b>273</b>	<b>34</b>	<b>140</b>	<b>188</b>	<b>4</b>	<b>18</b>	<b>12</b>	

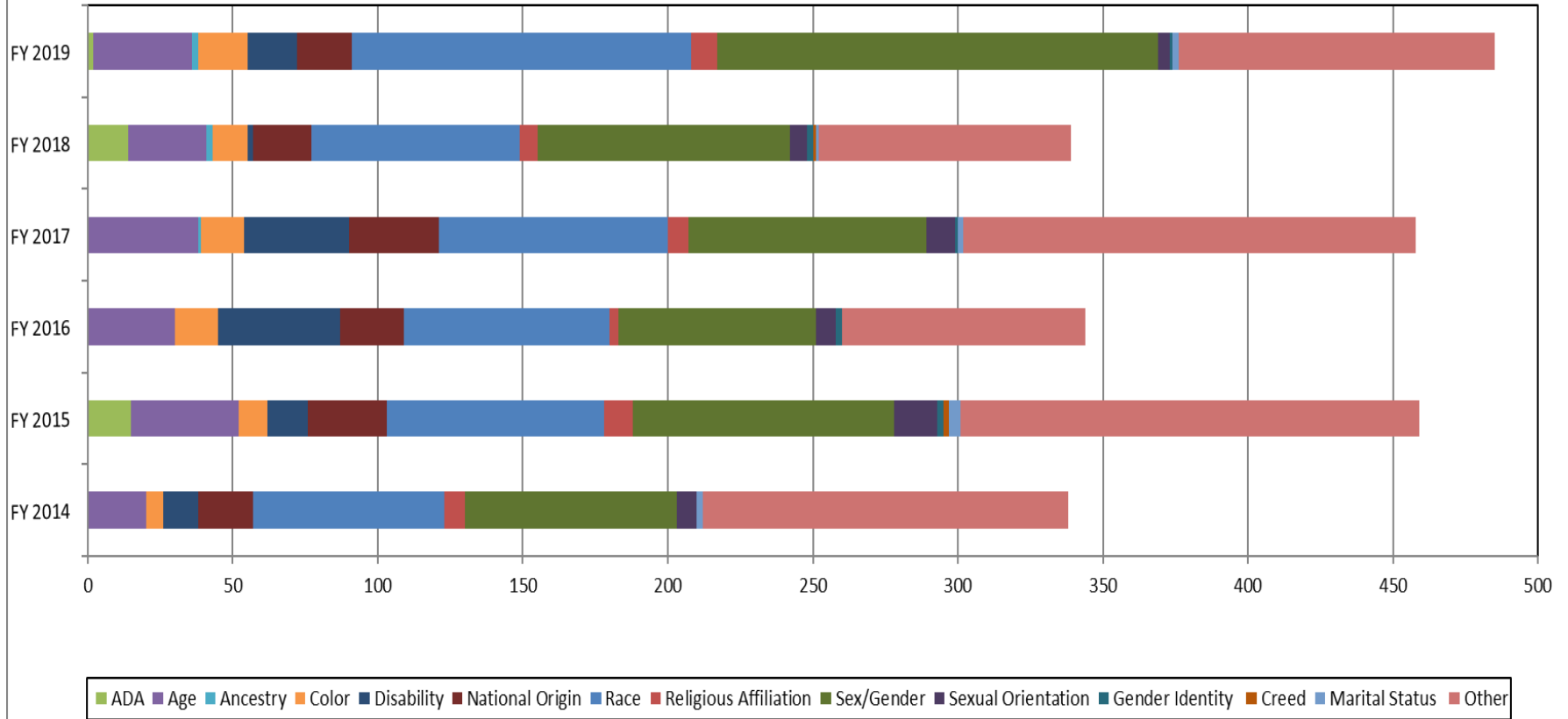
\*In order to avoid duplication, Basis, Issues, and Dispositions are only counted on Internal complaints. Please note: Some complaints have multiple basis. An employee may file a complaint alleging that more than one protected class has been violated; therefore, the total number of internal complaints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

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

# Internal Complaints by Disposition



## Internal Complaints by Type



**SECTION NINE**

**UNIVERSITY SYSTEM**

**OF MARYLAND**



## **SECTION 9: UNIVERSITY SYSTEM OF MARYLAND**

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

- There were a total of 39,899 employees in the University System of Maryland.
  - Of the total employees, 21,546 (54%) were White, 7,614 (19.1%) were African American, 82 (0.2%) were American Indian and Alaska Native, 5,107(12.8%) were Asian, 1,650 (4.1%) were Hispanic or Latino, 489 (1.2%) were Multiracial, and 3,362 (8.4%) were Balance (no race checked).
  - Males comprised 18,646 (47%) of the workforce.
  - Females comprised 21,253 (53%) of the workforce.
  - The majority of Faculty and Instructor positions were filled by Whites (62%) and males (52%).

**UNIVERSITY SYSTEM OF MARYLAND**  
**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2019**

EEO Job Category	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	2,775	1,096	1,679	714	1,042	235	425	5	0	52	75	1	2	48	69	11	18	30	48
		39%	61%	25.7%	37.5%	8.5%	15.3%	0.2%	0.0%	1.9%	2.7%	0.0%	0.1%	1.7%	2.5%	0.4%	0.6%	1.1%	1.7%
Professionals	8,858	3,252	5,606	1,951	3,006	567	1,482	1	9	293	463	6	5	246	320	52	83	136	238
		37%	63%	22.0%	33.9%	6.4%	16.7%	0.0%	0.1%	3.3%	5.2%	0.1%	0.1%	2.8%	3.6%	0.6%	0.9%	1.5%	2.7%
Technical-Paraprofessionals	482	141	341	79	199	42	88	0	0	12	35	0	1	4	9	1	7	3	2
		29%	71%	16.4%	41.3%	8.7%	18.3%	0.0%	0.0%	2.5%	7.3%	0.0%	0.2%	0.8%	1.9%	0.2%	1.5%	0.6%	0.4%
Faculty/Instructors	13,992	7,247	6,745	4,599	4,118	830	1,053	21	19	864	649	10	5	635	615	47	65	241	221
		52%	48%	32.9%	29.4%	5.9%	7.5%	0.2%	0.1%	6.2%	4.6%	0.1%	0.0%	4.5%	4.4%	0.3%	0.5%	1.7%	1.6%
Faculty/ Research	2,581	1,522	1,059	749	552	41	76	1	0	516	261	1	1	157	114	7	9	50	46
		59%	41%	29.0%	21.4%	1.6%	2.9%	0.0%	0.0%	20.0%	10.1%	0.0%	0.0%	6.1%	4.4%	0.3%	0.3%	1.9%	1.8%
Faculty/Public Service	12	9	3	6	3	1	0	0	0	1	0	0	0	0	0	0	0	1	0
		75%	25%	50%	25%	8%	0%	0.0%	0.0%	8.3%	0.0%	0%	0%	0.0%	0.0%	0.0%	0.0%	8.3%	0.0%
Teachers' Assistant/Assoc	5,951	2,979	2,972	1,212	1,239	169	320	3	9	1,000	727	6	7	464	471	43	73	82	126
		50%	50%	20.4%	20.8%	2.8%	5.4%	0.1%	0.2%	16.8%	12.2%	0.1%	0.1%	7.8%	7.9%	0.7%	1.2%	1.4%	2.1%
Administrative Support	2,561	609	1,952	259	881	242	835	2	5	30	64	2	1	30	73	12	35	32	58
		24%	76%	10.1%	34.4%	9.4%	32.6%	0.1%	0.2%	1.2%	2.5%	0.1%	0.0%	1.2%	2.9%	0.5%	1.4%	1.2%	2.3%
Skilled Craft Workers	794	760	34	441	12	200	16	3	0	28	0	0	0	24	1	8	1	56	4
		96%	4%	55.5%	1.5%	25.2%	2.0%	0.4%	0.0%	3.5%	0.0%	0.0%	0.0%	3.0%	0.1%	1.0%	0.1%	7.1%	0.5%
Service-Maintenance	1,893	1,031	862	370	114	535	457	2	2	17	20	0	1	34	48	10	7	63	213
		54%	46%	19.5%	6.0%	28.3%	24.1%	0.1%	0.1%	0.9%	1.1%	0.0%	0.1%	1.8%	2.5%	0.5%	0.4%	3.3%	11.3%
<b>TOTAL</b>	<b>39,899</b>	<b>18,646</b>	<b>21,253</b>	<b>10,380</b>	<b>11,166</b>	<b>2,862</b>	<b>4,752</b>	<b>38</b>	<b>44</b>	<b>2,813</b>	<b>2,294</b>	<b>26</b>	<b>23</b>	<b>1,642</b>	<b>1,720</b>	<b>191</b>	<b>298</b>	<b>694</b>	<b>956</b>
		46.7%	53.3%	26.0%	28.0%	7.2%	11.9%	0.1%	0.1%	7.1%	5.7%	0.1%	0.1%	4.1%	4.3%	0.5%	0.7%	1.7%	2.4%

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

# **SECTION TEN**

## **INDEPENDENT HIGHER EDUCATION INSTITUTIONS**

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

### **BALTIMORE CITY COMMUNITY COLLEGE**

- There are 942 employees in the Baltimore City Community College workforce.
  - 699 or 74% are African-American employees
  - 566 or 60% are female employees

### **MORGAN STATE UNIVERSITY**

- There are 1153 employees in the Morgan State University workforce.
  - 856 or 74% are African-American employees
  - 580 or 50% are female employees

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

- There are 357 employees in the St. Mary's College of Maryland workforce.
  - 53 or 15% are African-American employees
  - 184 or 52% are female employees

**BALTIMORE CITY COMMUNITY COLLEGE**  
**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2019**

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	66	28	38	7	11	20	26	0	0	1	0	0	0	0	0	0	0	0	0	1
		42%	58%	11%	17%	30%	39%	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	711	265	446	63	86	181	334	0	0	13	17	0	0	3	1	0	1	5	7	
		37%	63%	9%	12%	25%	47%	0%	0%	2%	2%	0%	0%	0%	0%	0%	0%	0%	1%	1%
Technicians	53	37	16	11	1	24	12	0	0	2	3	0	0	0	0	0	0	0	0	
		70%	30%	21%	2%	45%	23%	0%	0%	4%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	11	9	2	1	0	8	2	0	0	0	0	0	0	0	0	0	0	0	0	
		82%	18%	9%	0%	73%	18%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	15	5	10	1	0	4	10	0	0	0	0	0	0	0	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	47	3	44	0	2	2	42	0	0	1	0	0	0	0	0	0	0	0	0	
		6%	94%	0%	4%	4%	89%	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	13	12	1	4	1	8	0	0	0	0	0	0	0	0	0	0	0	0	0	
		92%	8%	31%	8%	62%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Service-Maintenance	26	17	9	0	0	17	9	0	0	0	0	0	0	0	0	0	0	0	0	
		65%	35%	0%	0%	65%	35%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	942	376	566	87	101	264	435	0	0	17	20	0	0	3	1	0	1	5	8	
		40%	60%	9%	11%	28%	46%	0%	0%	1.8%	2.1%	0%	0%	0%	0%	0%	0%	0%	0.5%	0.8%

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

**BALTIMORE CITY COMMUNITY COLLEGE  
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2019**

Type of Transaction	TOTAL		Race														Ethnicity			
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)			
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	69	28 0%	41 0%	8 0%	10 0%	17 0%	28 0%	0 0%	0 0%	2 0%	1 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 0%	2 0%
Reinstatements	0	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%
Promotions	12	6 0%	6 0%	1 0%	2 0%	4 0%	4 0%	0 0%	0 0%	1 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Reclassifications	19	6 0%	13 0%	2 0%	4 0%	4 0%	9 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Demotions	0	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%	- 0%
Transfers	4	- 0%	4 0%	0 0%	0 0%	0 0%	4 0%	0 0%	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	7	3 43%	4 57%	1 14%	1 14%	2 29%	3 43%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
<b>TOTAL</b>	<b>111</b>	<b>43</b> 39%	<b>68</b> 61%	<b>12</b> 11%	<b>17</b> 15%	<b>27</b> 24%	<b>48</b> 43%	<b>0</b> 0%	<b>0</b> 0%	<b>3</b> 3%	<b>1</b> 1%	<b>0</b> 0%	<b>0</b> 0%	<b>0</b> 0%	<b>0</b> 0%	<b>0</b> 0%	<b>0</b> 0%	<b>0</b> 0%	<b>1</b> 1%	<b>2</b> 2%

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2019**

Type of Separations and Terminations	TOTAL		Race														Ethnicity			
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)			
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	36	11 31%	25 69%	6 17%	6 17%	5 14%	17 47%	0 0%	0 0%	0 0%	2 6%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Rejection on Probation	1	1 0%	- 0%	1 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Terminations	12	9 75%	3 25%	3 25%	1 8%	6 50%	2 17%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
<b>TOTAL</b>	<b>49</b>	<b>21</b> 43%	<b>28</b> 57%	<b>10</b> 20%	<b>7</b> 14%	<b>11</b> 22%	<b>19</b> 39%	<b>0</b> 0%	<b>0</b> 0%	<b>0</b> 0%	<b>2</b> 4%	<b>0</b> 0%	<b>0</b> 0%	<b>0</b> 0%	<b>0</b> 0%	<b>0</b> 0%	<b>0</b> 0%	<b>0</b> 0%	<b>0</b> 0%	<b>0</b> 0%

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

**MORGAN STATE UNIVERSITY**

**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2019**

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	254	117	137	23	7	87	125	4	1	1	4	2	0	0	0	0	0	0	0
		46%	54%	9%	3%	34%	49%	2%	0%	0%	2%	1%	0%	0%	0%	0%	0%	0%	0%
Professionals	602	322	280	88	54	166	205	6	0	58	20	4	1	0	0	0	0	0	0
		53%	47%	15%	9%	28%	34%	1%	0%	10%	3%	1%	0%	0%	0%	0%	0%	0%	0%
Technicians	11	4	7	1	0	3	7	0	0	0	0	0	0	0	0	0	0	0	0
		36%	64%	9%	0%	27%	64%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	37	34	3	0	0	28	3	3	0	3	0	0	0	0	0	0	0	0	0
		92%	8%	0%	0%	76%	8%	8%	0%	8%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	148	20	128	2	5	18	122	0	0	0	0	0	1	0	0	0	0	0	0
		14%	86%	1%	3%	12%	82%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	17	17	0	3	0	14	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	18%	0%	82%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	84	59	25	4	1	54	24	1	0	0	0	0	0	0	0	0	0	0	0
		70%	30%	5%	1%	64%	29%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>1,153</b>	<b>573</b>	<b>580</b>	<b>121</b>	<b>67</b>	<b>370</b>	<b>486</b>	<b>14</b>	<b>1</b>	<b>62</b>	<b>24</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		50%	50%	10%	6%	32%	42%	1.2%	0.1%	5.4%	2.1%	0.5%	0.2%	0%	0%	0.0%	0.0%	0.0%	0.0%

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

**MORGAN STATE UNIVERSITY  
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2019**

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	94	46	48	9	5	32	43	1	0	3	0	1	0	0	0	0	0	0	0
		49%	51%	10%	5%	34%	46%	1%	0%	3%	0%	1%	0%	0%	0%	0%	0%	0%	0%
Reinstatements	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	37	16	21	6	3	8	18	1	0	1	0	0	0	0	0	0	0	0	0
		43%	57%	16%	8%	22%	49%	3%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	17	6	11	2	1	4	10	0	0	0	0	0	0	0	0	0	0	0	0
		35%	65%	12%	6%	24%	59%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	148	68	80	17	9	44	71	2	0	4	0	1	0	0	0	0	0	0	0
		46%	54%	11%	6%	30%	48%	1%	0%	3%	0%	1%	0%	0%	0%	0%	0%	0%	0%

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2019**

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	73	35	38	9	6	24	31	0	0	2	1	0	0	0	0	0	0	0	0
		48%	52%	12%	8%	33%	42%	0%	0%	3%	1%	0%	0%	0%	0%	0%	0%	0%	0%
Rejection on Probation	2	2	-	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	12	8	4	1	1	7	3	0	0	0	0	0	0	0	0	0	0	0	0
		67%	33%	8%	8%	58%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	87	45	42	11	7	32	34	0	0	2	1	0	0	0	0	0	0	0	0
		52%	48%	13%	8%	37%	39%	0%	0%	2%	1%	0%	0%	0%	0%	0%	0%	0%	0%

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



**ST. MARY'S COLLEGE OF MARYLAND**  
**TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2019**

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	105	54	51	40	43	8	4	0	0	2	1	0	0	1	2	0	0	3	1
		51%	49%	38%	41%	8%	4%	0%	0%	2%	1%	0%	0%	1%	0%	0%	0%	0%	3%
Professionals	139	68	71	58	57	3	3	0	0	4	4	0	0	1	2	1	1	1	4
		49%	51%	42%	41%	2%	2%	0%	0%	3%	3%	0%	0%	1%	1%	1%	1%	1%	1%
Technicians	4	1	3	1	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0
		25%	75%	25%	50%	0%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	35	1	34	1	26	0	5	0	0	0	2	0	0	0	0	0	0	0	1
		3%	97%	3%	74%	0%	14%	0%	0%	0%	6%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	54	30	24	15	12	15	12	0	0	0	0	0	0	0	0	0	0	0	0
		56%	44%	28%	22%	28%	22%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	20	19	1	16	1	2	0	0	0	0	0	0	0	0	0	0	0	1	0
		95%	5%	80%	5%	10%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	5%
<b>TOTAL</b>	<b>357</b>	<b>173</b>	<b>184</b>	<b>131</b>	<b>141</b>	<b>28</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>6</b>
		48%	52%	37%	39%	8%	7%	0.0%	0%	1.7%	1.96%	0%	0%	1%	0.56%	0%	0%	1.40%	1.68%

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

**ST. MARY'S COLLEGE OF MARYLAND**  
**PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2019**

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	68	30	38	19	29	7	4	0	1	0	0	4	1	0	0	0	3	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reinstatements	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	21	14	7	9	5	4	1	0	0	0	0	0	0	0	0	0	0	1	1
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	3	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	1	-	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	0	-	-																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>93</b>	<b>46</b>	<b>47</b>	<b>29</b>	<b>35</b>	<b>12</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>2</b>
		<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

**SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2019**

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	38	20	18	14	13	6	4	0	0	0	0	0	0	0	0	0	0	0	1
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Rejection on Probation	3	1	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	4	2	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>TOTAL</b>	<b>45</b>	<b>23</b>	<b>22</b>	<b>16</b>	<b>15</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>
		<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

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

# APPENDICES

FY 2019 ANNUAL STATEWIDE EEO REPORT

Appendix A

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

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

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

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

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

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

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

FY 2019 ANNUAL STATEWIDE EEO REPORT

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:

## FY 2019 ANNUAL STATEWIDE EEO REPORT

### Appendix A

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

## FY 2019 ANNUAL STATEWIDE EEO REPORT

### Appendix A

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

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

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

## FY 2019 ANNUAL STATEWIDE EEO REPORT

### Appendix A

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

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

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

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



## FY 2019 ANNUAL STATEWIDE EEO REPORT

### Appendix A

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

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

### **ARTICLE IV– STATE ACTION**

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

Appendix A

**ARTICLE V – ACCOMMODATIONS**

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

**ARTICLE VI – ANNUAL REPORTS**

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

**ARTICLE VII – NOTICE TO EMPLOYEES**

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

## FY 2019 ANNUAL STATEWIDE EEO REPORT

### Appendix A

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

Appendix B

**Statewide Equal Employment Organizational Responsibility**

**Governor**

On the 23rd day of January 2019, Governor Larry Hogan issued a new Standards of Conduct for Executive Branch Employees and Reporting of Misconduct, Executive Order 01.01.2019.08. Governor Hogan maintains integrity as the highest standard in Government of all state employees and expects every person who serves in the Executive Branch to adhere all applicable laws and regulations that provide equal opportunity for all Marylanders regardless of race, color, religion, gender, national origin, age, disability, sexual orientation, marital status or gender identity.

**The Joint Committee on Fair Practices and State Personnel Oversight**

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

**Secretary of the Department of Budget and Management**

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

**Deputy Secretary Department of Budget and Management**

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

Appendix B

**Statewide Equal Employment Opportunity Coordinator**

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

**Secretaries and Heads of State Agencies**

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

**Fair Practices Officer**

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

Appendix B

**Equal Employment Opportunity Officer**

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

**Americans with Disabilities Act (ADA) Officers**

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

Appendix C

AGENCY	ACRONYM	FAIR PRACTICES	EEO	ADA
Administrative Hearings, Office of	OAH	Danara Harvell	Kelly Valentine	Kelly Valentine
African American Museum Corp., MD	MAAMC	Jackie Copeland	Alexis Davis	Don Ellis
Aging, MD Dept of	MDOA	Caryn D. Lasser	Arnold Eppel	Caryn D. Lasser
Agriculture, MD Dept of	MDA	Eric Von Paris	Kay-Megan Washington	Gwen Schindler
Archives, MD State	MSA	Teresa Fawley	Christopher Haley	James Watson
Assessment and Taxation, State Dept of	SDAT	Corbett Webb	Grant Chism	Grant Chism
Attorney General, Office of the	OAG	Elizabeth Harris Carolyn Quattrocki Beverly Pivec	Elizabeth Harris Carolyn Quattrocki Beverly Pivec Zenita Hurley	Yolanda Colkley
Automobile Insurance Fund, MD	MAIF	Leda Favor	Eric Toney Stacey Wyche	Leda Favor
Baltimore City Community College	BCCC	Michelle Williams	Michelle Williams	Michelle Williams
Baltimore City Sheriff's Office	BCS	Eness Brown	Tyra Stewart	Chari Walker
Bowie State University	BOWIE	Sheila Hobson	Adonna Green	Adonna Green Michael Hughes
Budget and Management, Dept of	DBM	Marc Nicole	Denise Green	Denise Green
Canal Place	CANAL	Deidra Ritchie	Nicole Gray	Deidra Ritchie
Commerce, Dept of	COMMERCE	Daniel Leonard	Daniel Leonard	Daniel Leonard
Commission on Civil Rights, MD	MCCR	Rosina Garrett	Rosina Garrett	Rosina Garrett
Comptroller, Office of the	COMP	Paulette Walker	Paulette Walker	Paulette Walker
Coppin University	CSU	Lisa Early	Lisa Early	Lisa Early
Deaf, MD School for the	MSD	Anny Currin Touria Ouaid-Boren Malibu Barron	Anny Currin Cyndi Fries	Anny Currin
Education, MD State Dept of	MSDE	Amalie Brandenburg	Kim Johnson	Kim Johnson
Elections, State Board of	SBEL	Nikki Charlson	Ebony Sherbert-Parran	Whitney LeRoux
Environment, MD Dept of the	MDE	Horacio Tablada	Elaine McNeil Linda Mason	Elaine McNeil
Environmental Services, MD	MES	Donna Oliff	Donna Oliff	Jewel White
Food Center Authority, MD	MFCA	Margaret (Peggy) Torre	Jessica Binstock	Amy Broadwater
Frostburg State University	FSU	Ben Brauer	Ben Brauer	Ben Brauer
General Services, Dept of	DGS	Nelson Reichart	Nelson Reichart	Tonya Sturdivant
Governor, Office of the/Executive Dept.	GOV	Mona Vaidya	Lili Zimmerman	Lili Zimmerman
Health, MD Dept of	MDH	Keneithia Taylor	Keneithia Taylor Delinda Johnson-Blake Janelle Robinson JoVerne Holloway Andrea Gillespie	Delinda Johnson-Blake
Health Benefit Exchange, MD	MHBE	Michele Eberle	JasCiel Stamp	Tammy Austin
Higher Education Commission, MD	MHEC	Geoffrey Newman	Stephanie Jennings	Aubrey Bascombe
Historic St Mary's City Commission	HSMC	Shannon Jarboe	Melvin McClintock	Melvin McClintock
Housing and Community Development, Dept of	DHCD	Gordon Outlaw	Gordon Outlaw Allegra Hollins	Gordon Outlaw Allegra Hollins
Human Services, Dept of	DHS	Gerald Stansbury	Cheryl Edwards	Marah Benjamin
Information Technology, Dept of	DoIT	Chris Carroll	Denise Green	Denise Green
Institute for Emer Medical Servs Systems, MD	MIEMSS	Pat Gainer	James Brown	Jeannie Abramson
Insurance Administration, MD	MIA	Vacant	Kyia Underwood	Kyia Underwood
Judiciary, MD	JUD	Warren Hedges	Warren Hedges	Warren Hedges
Juvenile Services, Dept of	DJS	Joseph Cleary	Denise Bean	Denise Bean

Appendix C

AGENCY	ACRONYM	FAIR PRACTICES	EEO	ADA
Labor, MD Dept of	LABOR	Yvette Dickens	Yvette Dickens	Yvette Dickens
Library, MD State	MSL	Tamar Sarnoff	John Owen	Elizabeth Fletcher
Lottery & Gaming Control Agency, Maryland State	MSLA	Gina Smith	Darryl Massey	Nate Warfield
Maryland 529	CSPM	Vacant	Vacant	Vacant
Military Department	DMIL	Nathan Crum	Kirsten Williamson	Kirsten Williamson
Morgan State University	MSU	Sally Swann	Sally Swann	Sally Swann
Natural Resources, Dept of	DNR	Allan Fisher	Richard Allen	Richard Allen
People's Counsel, Office of	PCPS	William Fields	William Fields	William Fields
Planning, MD Dept of	MDP	Jeffrey Cann	Jeffrey Cann	Jeffrey Cann
Police, MD State	MSP	Carolyn Brown	Carolyn Brown First Sergeant Nicole A. Forchion	Rita Wheeler
Property Tax Assessment Appeals Board	PTAAB	Julie Greene	Julie Greene Kent Finkelsen	Julie Greene
Public Broadcasting Commission, MD	MPT	Colette Colclough Susan Schmitt	Colette Colclough Susan Schmitt	Susan Schmitt
Public Defender, Office of	PDS	Becky Feldman	Lynn Bellamy	Lynn Bellamy
Public Safety and Correctional Services, Dept of	DPSCS	Karin V. Green	Paula Green-Holt Priscilla Johnson Ryan Coleman Octavia A. Kidd Kevin Gettis	Mia Johnson
Public School Construction Program	PSCP	Amalie Brandenburg	Kim Johnson	Kim Johnson
Public Service Commission	PSC	Chuck McLean	Vincent Tyler	Kimberly Shearin
Retirement and Pension Systems, MD State	MSRA	Patricia Fitzhugh Melody Countess	Gwendolyn Hughes	Jacqueline Wallace
Salisbury University	SU	Humberto Aristizabel	Humberto Aristizabel	Humberto Aristizabel
St. Mary's College of Maryland	SMCM	Shannon Jarboe	Melvin McClintock	Melvin McClintock
Stadium Authority, MD	STAD	Jocelyn Grogan-Jones David Raith	Jocelyn Grogan-Jones	Diane Connelly
State Prosecutor, Office of	SPO	Genie Gunthrop	Genie Gunthrop	Genie Gunthrop
Subsequent Injury Fund	SIF	Lisa Sievers	Lisa Sievers	Lisa Sievers
Supplemental Retirement Plans, MD	MSRP	Richard Arthur	Anna Marie Smith	Richard Arthur
Tax Court, MD	MTC	John Hearn	John Hearn	John Hearn
Towson University	TU	Patricia Bradley	Patricia Bradley	Lauren Evans, JD
Transportation, MD Dept of	MDOT	Louis W. Jones	Debra Johnson Maxine Powell	Debra Johnson
MD Aviation Administration	MAA	Angela Martin	Leon Patterson	Leon Patterson
MD Port Administration	MPA	Juanita Cobbs	Juanita Cobbs	Juanita Cobbs
MD Transit Administration	MTA	Bart Plano	Emmanuel Ansah	Debra Johnson
MD Transportation Authority	MDTA	Percy Dangerfield	Paris Lee, Sr.	Paris Lee, Sr.
Motor Vehicle Administration	MVA	Carla Loving	Genice Fowler Yvette Brown	Yvette Brown
State Highway Administration	SHA	Wanda Dade	Pamela Jenkins-Dobson	Pamela Jenkins-Dobson
Treasurer, Office of the	TREA	Bernadette Benik	Cissy Blasi	Shelly Reid
Uninsured Employer's Fund	UEF	Michael W. Burns	Michael W. Burns	Michael W. Burns
University System of MD	UMS	Carolyn Skolnik	Jessica Napper	Lyn McDonald
University of Baltimore	UB	Sally Reed-Aro	Sally Reed-Aro	Rebecca Spence
University of MD, Baltimore	UMB	Mikhel Kushner	Mikel Kushner	Sheila Blackshear
University of MD, Baltimore County	UMBC	Bobbie Hoye	Bobbie Hoye	Bobbie Hoye
University of MD, College Park	UMCP	Jewel Washington	Andrea Goodwin Steven Petkas	Jo Ann Hutchinson
University of MD, Eastern Shore	UMES	Jason Casares	Jason Casares	Jason Casares
University of MD for Environmental Science	UMCES	Lisa Ross	Lisa Ross	Lisa Ross
University of MD Global Campus	UMUC	Kheshia Cashwell	Kheshia Cashwell	Steven Alfred
Veteran's Affairs, Dept of	MDVA	Peter Pantzer	Peter Pantzer	Peter Pantzer
Worker's Compensation Commission	WCC	Theresa Cornish	James E. Moore,III	James E. Moore,III



# **GLOSSARY**

## **GLOSSARY**

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

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

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

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

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

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

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

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

## FY 2019 ANNUAL STATEWIDE EEO REPORT

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

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

### **EXECUTIVE SERVICE:**

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

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

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

### **MANAGEMENT SERVICE:**

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

## FY 2019 ANNUAL STATEWIDE EEO REPORT

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

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

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

### **PROFESSIONAL SERVICE:**

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

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

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

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

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

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

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

FY 2019 ANNUAL STATEWIDE EEO REPORT

**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.

## FY 2019 ANNUAL STATEWIDE EEO REPORT

**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.