

Personnel Function Report (SB886)

Comprehensive Executive Summary

In response to Senate Bill 886, ratified on August 27, 1997 by the North Carolina General Assembly and thereafter signed into law by the Governor, the State Personnel Commission is required to report on certain personnel functions to the Joint Legislative Commission on Governmental Operations.

1. Workforce Representation:

The State of North Carolina is reporting 86,110 full-time, permanent SPA employees as of December 31, 2004. This represents an increase of 1,420 employees from 2003.

<u>Workforce</u>	White Males	White Females	Black Males	Black Females	Other Minority Males	Other Minority Females	TOTAL
Agency	26,367 40.1%	17,925 27.3%	8,319 12.6%	11,039 16.8%	1,295* 2.0%	819* 1.2%	65,764
University	5,543 27.2%	8,035 39.5%	2,039 10.0%	3,679 18.1%	395* 1.9%	655* 3.2%	20,346
TOTAL	31,910 37.1%	25,960 30.1%	10,358 12.0%	14,718 17.1%	1,690* 2.0%	1,474* 1.7%	86,110
Previous Total-2003	31,641 37.3%	25,620 30.3%	10,260 12.1%	14,199 16.8%	1,606* 1.9%	1,364* 1.6%	84,690

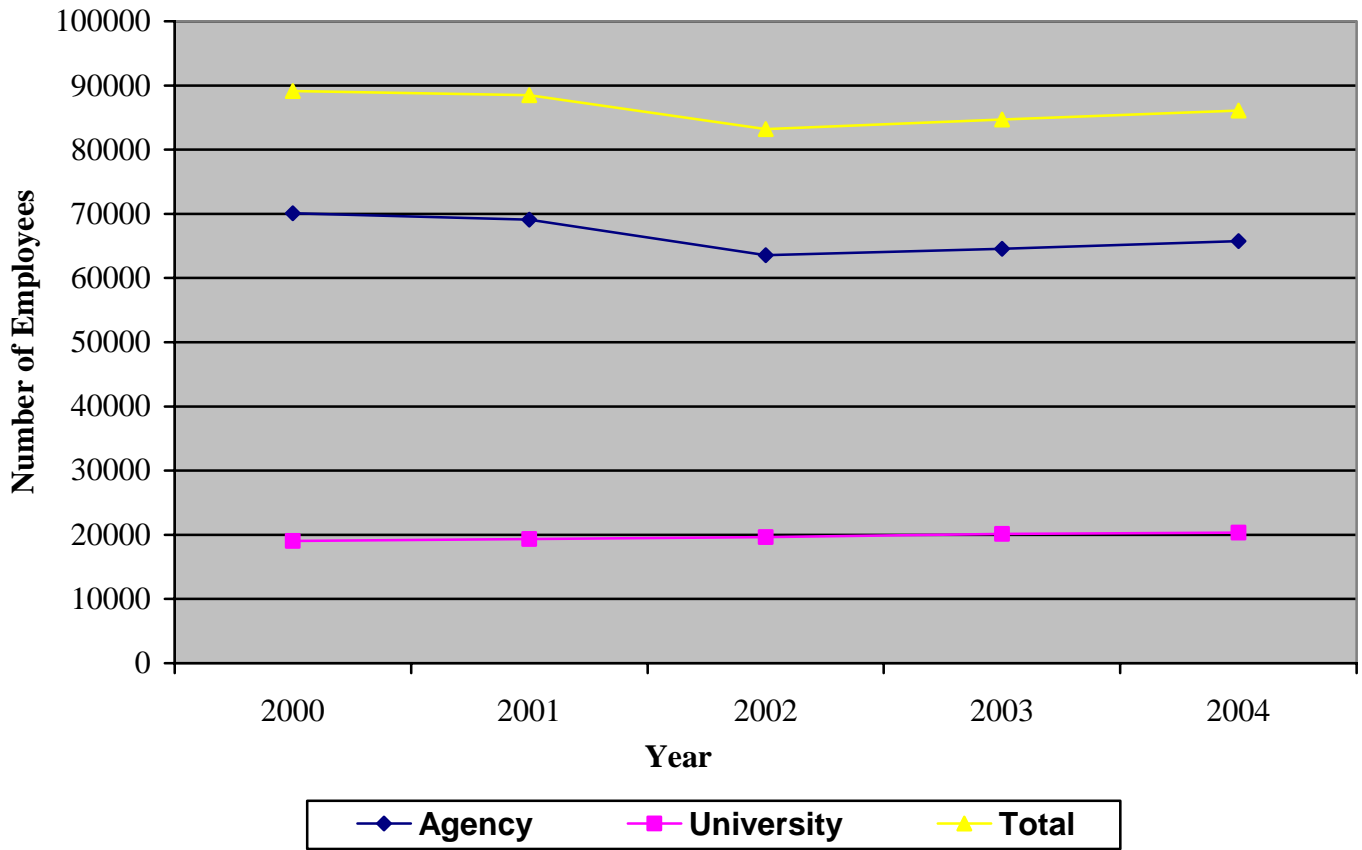
* Other minority males and females include Hispanic, American Indian and Asian employees. Specifically, these groups represent the following:

<u>Other Minority Workforce</u>	Hispanic Males	Hispanic Females	Asian Males	Asian Females	American Indian Males	American Indian Females	TOTAL
Agency	283 13.4%	215 10.2%	348 16.4%	285 13.5%	664 31.4%	319 15.1%	2,114
University	136 13.0%	161 15.3%	169 16.1%	299 28.5%	90 8.6%	195 18.5%	1,050
TOTAL	419 13.2%	376 11.9%	517 16.3%	584 18.5%	754 23.8%	514 16.3%	3,164

North Carolina State Government cabinet and council of state agencies employed 65,764 employees as of December 31, 2004. This accounts for 76% of the total 86,110 employees. North Carolina State Government universities employed 20,346 employees as of December 31, 2004. This accounts for 24% of the total 86,110 employees.

The following chart details the change in workforce representation since 2000. The chart reflects an increase in workforce representation until 2001. From December 31, 2001 to December 31, 2002 the agency and overall workforce decreased. This trend reversed in 2003 as both the agency and overall totals began to rise. However, the university workforce has experienced an incremental increase in employees since 2000.

Workforce Representation (2000 - 2004)



The workforce representation section of the complete report details the agency and university workforce by occupational category for three dates in time: 1) December 31, 2002, 2) December 31, 2003, and 3) December 31, 2004. This data includes individual race/gender groups.

2. New Hires:

A new hire or new appointment is the initial employment of an individual to a position or the reemployment of an individual who is either not eligible for reinstatement or, at the agency's option, is not offered reinstatement. The State of North Carolina hired 11,144 new full-time, permanent SPA employees during calendar year 2004. This represents an increase of 1,174 new hires from calendar year 2003.

<u>New Hires</u>	White Males	White Females	Black Males	Black Females	Other Minority Males	Other Minority Females	TOTAL
Agency	2,566 31.3%	2,618 31.9%	1,005 12.3%	1,650 20.1%	189* 2.3%	174* 2.1%	8,202
University	793 27.0%	1,144 38.9%	319 10.8%	472 16.0%	85* 2.9%	129* 4.4%	2,942
TOTAL	3,359 30.1%	3,762 33.8%	1,324 11.9%	2,122 19.0%	274* 2.5%	303* 2.7%	11,144
<i>Previous Total-2003</i>	<i>3,344</i> <i>33.5%</i>	<i>3,092</i> <i>31.0%</i>	<i>1,241</i> <i>12.5%</i>	<i>1,774</i> <i>17.8%</i>	<i>268*</i> <i>2.7%</i>	<i>251*</i> <i>2.5%</i>	9,970

* Other minority males and females include Hispanic, American Indian and Asian employees. Specifically, these groups represent the following:

<u>Other Minority New Hires</u>	Hispanic Males	Hispanic Females	Asian Males	Asian Females	American Indian Males	American Indian Females	TOTAL
Agency	52 14.3%	66 18.2%	55 15.2%	47 12.9%	81 22.3%	62 17.1%	363
University	33 15.4%	30 14.0%	34 15.9%	76 35.5%	16 7.5%	25 11.7%	214
TOTAL	85 14.7%	96 16.6%	89 15.4%	123 21.3%	97 16.8%	87 15.1%	577

North Carolina State Government cabinet and council of state agencies hired 8,202 new employees during calendar year 2004. This accounts for 74% of the total 11,144 state government new hires. North Carolina State Government universities hired 2,942 new employees. This accounts for 26% of the total 11,144 state government new hires.

The new hire section of the report also analyzes data for three distinct points in time. Although several trends are noted in this section of the report, it appears that it is difficult to derive conclusions concerning the effect of Senate Bill 886.

3. Compensation Levels:

This section of the report analyzes salary distributions in 10 categories ranging from salary grades 50-54 through 85 and higher. In North Carolina State government agencies, white males accounted for 57.9% (reduced from 58.3%) of the 80-84 salary grades and 68.0% (reduced from 68.1%) of the 85 and higher salary grades. By contrast, black males accounted for only 5.6% (increased from 5.5%) of the 80-84 salary grades and 6.2% (no change) of salary grades 85 and higher. The highest level of representation for black males, 24.1% (increased from 24.0%) was in the lowest salary grades, 50-54. Also, black females accounted for 5.8% (increased from 5.7%) of the 80-84 salary grades and 2.2% (no change) of salary grades 85 and higher. The highest level of representation for black females was 33.4% (no change) in salary grades 55-59. The highest level of representation for Hispanic, American Indian, and Asian employees was 5.1% (reduced from 5.2%) in non-graded classes.

The university system is experiencing similar compensation trends. The highest level of black male (31.4%) (reduced from 32.6%) and black female (34.2%) (reduced from 34.5%) representation was in the lowest grades, 50-54. Although women represent 60.8% (reduced from 61.3%) of the university workforce, they account for only 34.8% (reduced from 32.1%) of salary grades 80-84 and 16.6% (no change) of salary grades 85 and higher.

4. Promotions:

Promotion is a change of status upward, documented according to customary professional procedure and approved by the State Personnel Director, resulting in assignment to a position at a higher salary grade. This promotional analysis includes both intra- and inter-agency movements.

The State of North Carolina promoted 4,912 employees during calendar year 2004. This represents a decrease of 535 promotions from calendar year 2003.

<u>Promotion</u>	White Males	White Females	Black Males	Black Females	Other Minority Males	Other Minority Females	TOTAL
Agency	1,486 39%	1,190 31%	367 9%	712 18%	49* 1%	61* 2%	3,865
University	302 29%	424 40%	89 9%	162 15%	27* 3%	43* 4%	1,047
TOTAL	1,788 36%	1,614 33%	456 9%	874 18%	76* 2%	104* 2%	4,912
<i>Previous Total-2003</i>	2,009 37%	1,806 33%	551 10%	875 16%	105* 2%	101* 2%	5,447

* Other minority males and females include Hispanic, American Indian and Asian employees. Specifically, these groups represent the following:

<u>Other Minority Promotion</u>	Hispanic Males	Hispanic Females	Asian Males	Asian Females	American Indian Males	American Indian Females	TOTAL
Agency	14 12.7%	14 12.7%	15 13.6%	23 21.0%	18 16.4%	26 23.6%	110
University	11 15.7%	12 17.1%	8 11.4%	17 24.3%	8 11.4%	14 20.0%	70
TOTAL	25 13.9%	26 14.4%	23 12.8%	40 22.2%	26 14.4%	40 22.2%	180

North Carolina State Government cabinet and council of state agencies promoted 3,865 employees during calendar year 2004. This accounts for 79% of the total 4,912 promotions. North Carolina State Government universities promoted 1,047 employees during calendar year 2004. This accounts for 21% of the total 4,912 promotions.

5. Disciplinary Actions:

The State of North Carolina administered 4,199 disciplinary actions during calendar year 2004. This represents an increase of 179 disciplinary actions over the 4,020 disciplinary actions administered in 2003. Eighty percent (80%), or 3,380 of these actions were written warnings and 18%, or 771 of the actions were dismissals.

<u>Discipline</u>	White Males	White Females	Black Males	Black Females	Other Minority Males	Other Minority Females	TOTAL
Agency	1,105 32%	594 17%	909 26%	793 23%	66* 2%	39* 1%	3,506
University	146 21%	159 23%	208 30%	159 23%	11* 2%	10* 1%	693
TOTAL	1,251 30%	753 18%	1,117 26%	952 23%	77* 2%	49* 1%	4,199
<i>Previous Total-2003</i>	<i>1,009 27%</i>	<i>686 17%</i>	<i>1,143 28%</i>	<i>986 25%</i>	<i>61* 2%</i>	<i>45* 1%</i>	<i>4,020</i>

* Other minority males and females include Hispanic, Asian, and American Indian employees. Specifically, these groups represent the following:

	Hispanic	Hispanic	Asian	Asian	American	American	
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<u>Discipline</u>	Males	Females	Males	Females	Indian Males	Indian Females	TOTAL
Agency	22 22%	11 10%	12 11%	11 10%	32 31%	17 16%	105
University	7 33%	1 5%	4 19%	5 24%	0 0%	4 19%	21
TOTAL	29 23%	12 10%	16 13%	16 13%	32 25%	21 16%	126

The largest number of disciplinary actions, 1,251 (30%) were taken against white male employees. Black males and black females experienced a higher percentage of disciplinary actions as compared to their workforce representation rates, i.e., black males only consist of 12.0% of the workforce, but had 1,117 (26%) of all disciplinary actions taken against them (reduced from 28% in 2003). Of all the disciplinary actions taken, 3,506 (83%) occurred in State agencies, and 693 (17%) occurred in State universities.

6. Grievances:

State government employees filed 600 grievances during calendar year 2004 (a total of 16 less grievances filed than in 2003). Of the 600 grievances filed in 2004, 251 (42%) were based on discrimination, 104 (17%) were based on policy violations, and 245 (41%) were based on disciplinary actions. Overall, black females and white males filed the highest percentage of grievances.

<u>Grievances</u>	White Males	White Females	Black Males	Black Females	Other Minority Males	Other Minority Females	TOTAL
Agency	93 20%	119 25%	96 20%	147 31%	6* 2%	8* 2%	469
University	56 43%	26 20%	27 21%	18 14%	1* 1%	3* 1%	131
TOTAL	149 25%	145 24%	123 21%	165 27%	7* 1%	11* 2%	600
<i>Previous Total-2003</i>	115 19%	155 25%	167 27%	164 27%	4* 1%	11* 1%	616

* Other minority males and females include Hispanic, Asian, and American Indian employees. Specifically, these groups represent the following:

					American	American	
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<u>Grievance</u>	Hispanic Males	Hispanic Females	Asian Males	Asian Females	Indian Males	Indian Females	<u>TOTAL</u>
Agency	0 0%	3 21%	2 14%	0 0%	4 29%	5 36%	14
University	1 25%	1 25%	0 %	2 50%	0 0%	0 0%	4
TOTAL	1 6%	4 22%	2 11%	2 11%	4 22%	5 28%	18

North Carolina State government agencies had 469 grievances filed against them during calendar year 2004. This represents 78% of the total grievances filed in 2004. North Carolina State universities had 131 grievances filed against them in 2004. This represents 22% of the total grievances for 2004.

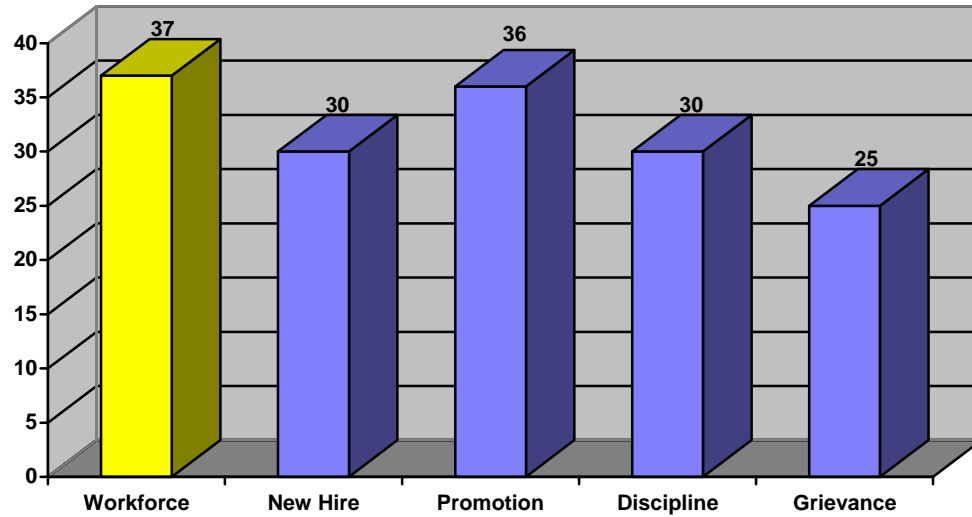
7. Equivalencies:

An equivalency is defined as any deviation from the required minimum training and experience, not including substitution of directly related education for experience, or directly related experience for education as stated on the class specification. For calendar year 2004, there were three instances that an agency or university used an equivalency. All three instances occurred in the Department of Commerce. Of those equivalencies, one occurred in the Community Planner II classification, and two occurred in the Administrative Officer I classification.

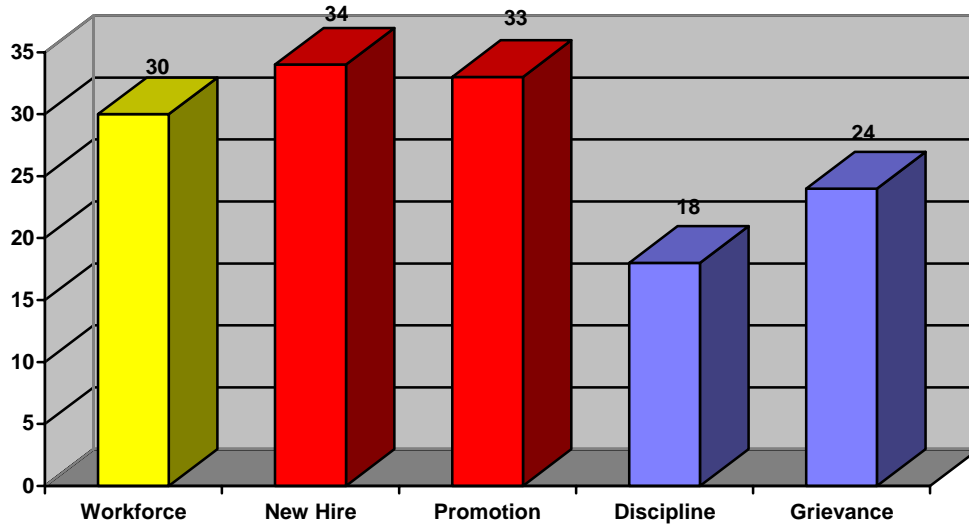
8. Demographic Analysis:

This report reviews personnel functions in several areas. This section of the executive summary charts the percentage of new hires, promotions, disciplinary actions, and grievances against the overall level of workforce representation in each demographic group. Please note that other minority males and females are not included in this analysis due to their low overall representation rates (less than 2%). Significant trends related to other minority males and females are included in each previous section of the report.

White Males - This analysis reveals that white male activity in the new hire, promotion, discipline, and grievance areas were all equal to or lower than overall representation. White male employees consisted of 37% of the overall workforce representation in 2004 and received 36% of all promotions. Their rates of discipline and grievance were lower than their overall representation rate. However, the percentage of grievances filed by white male employees increased from 19% in 2003 to 25% in 2004.

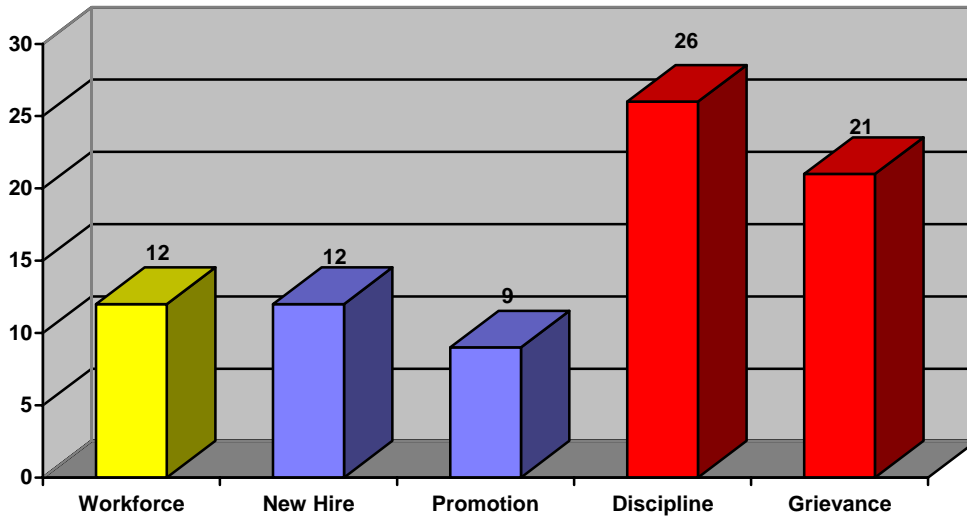


White Females – White females received promotions and new hires at rates slightly above their workforce representation level. Grievance and discipline activity were lower than workforce representation levels. White females had the lowest percentage of disciplinary actions of any of the four major demographic groups.

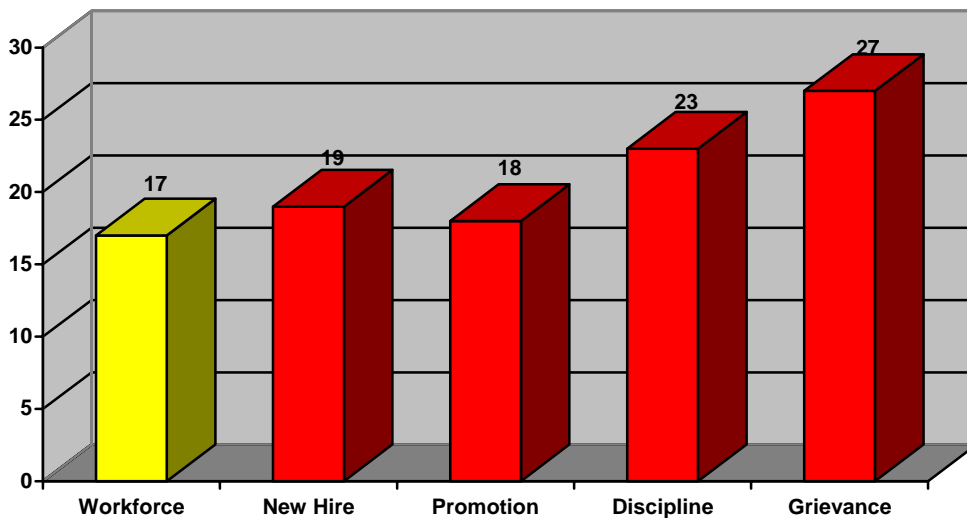


NOTE: Red columns indicate areas higher than workforce representation. Blue columns indicate areas equal to or lower than workforce representation.

Black Males - The percentage of black male activity in the discipline and grievance areas far exceeds their overall workforce representation levels. Black males composed 12% of the overall State workforce (this is unchanged since 2003). However, black males accounted for 26% of all the disciplinary actions (down from 28% in 2003) and 21% of all grievances (down from 27% in 2003).



Black Females – Black female employees represented 17% of the overall workforce in 2004 (unchanged from 2003). Their rates of new hire and promotion both increased in 2004, elevating these percentages above their workforce representation percentage. However, black female employees also experienced 23% of all disciplinary actions (down from 25% in 2003) and 27% of all grievances filed (unchanged from 2003). Their rate of grievances was the highest of any of the four major demographic groups.



NOTE: Red columns indicate areas higher than workforce representation. Blue columns indicate areas equal to or lower than workforce representation.