

Personnel Function Report (SB886)

Comprehensive Executive Summary

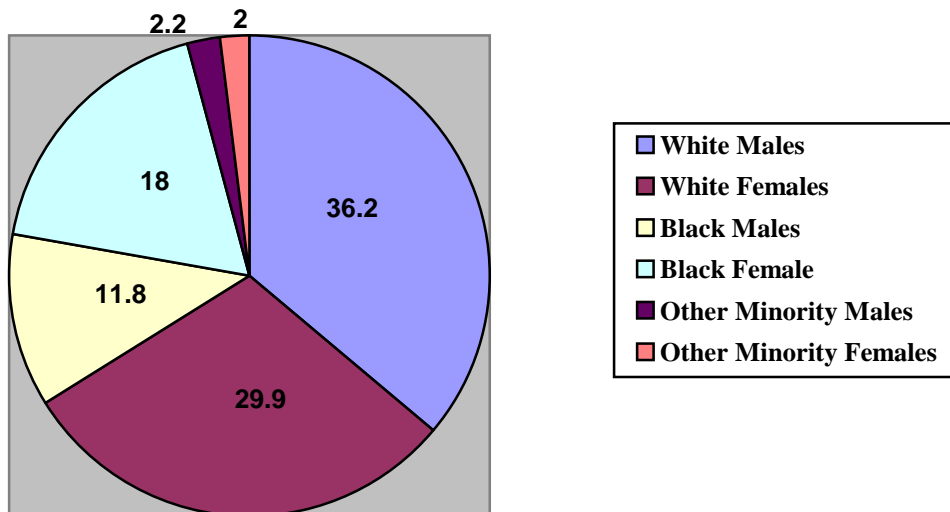
In response to Senate Bill 886, ratified on August 27, 1997 by the North Carolina General Assembly and thereafter signed into law by the Governor, the State Personnel Commission is required to report on certain personnel functions to the Joint Legislative Commission on Governmental Operations.

1. Workforce Representation:

The State of North Carolina is reporting 90,894 full-time, permanent SPA employees as of December 31, 2007. This represents an increase of 1,977 employees from 2006. Employee increases were experienced in both the agency and university systems.

<u>Workforce</u>	White Males	White Females	Black Males	Black Females	Other Minority Males	Other Minority Females	TOTAL
Agency	26,793 38.9%	18,877 27.4%	8,469 12.3%	12,319 17.9%	1,459* 2.1%	1,034* 1.5%	68,951
University	6,089 27.7%	8,258 37.6%	2,229 10.2%	4,058 18.5%	504* 2.3%	805* 3.7%	21,943
TOTAL	32,882 36.2%	27,135 29.9%	10,698 11.8%	16,377 18.0%	1,963* 2.2%	1,839* 2.0%	90,894
<i>Previous Total-2006</i>	32,294 36.3%	26,553 29.9%	10,542 11.9%	15,931 17.9%	1,895* 2.1%	1,702* 1.9%	88,917

Total State Representation by Demographic Group (2007)

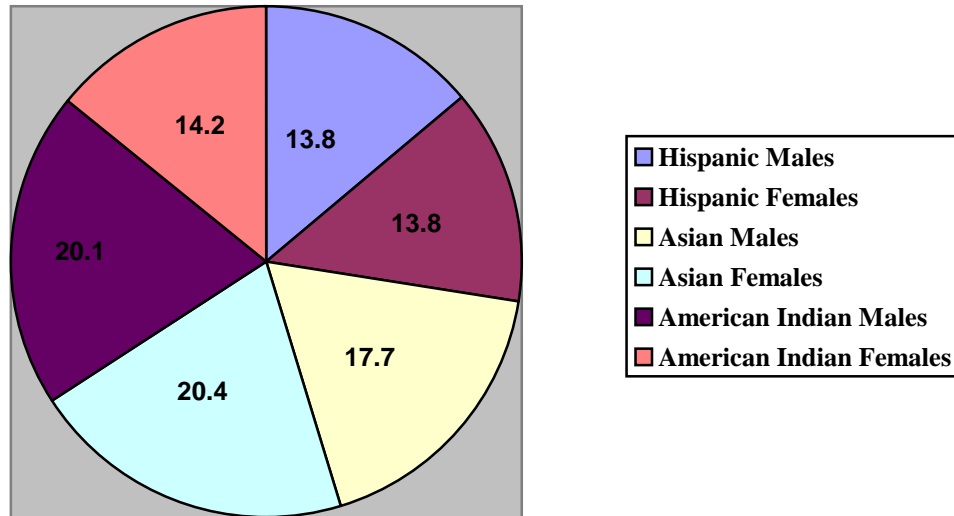


North Carolina State Government cabinet and council of state agencies employed 68,951 employees as of December 31, 2007. This accounts for 76% of the total 90,894 employees. North Carolina State Government universities employed 21,943 employees as of December 31, 2007. This accounts for 24% of the total 90,894 employees.

The employees labeled as ‘other minority males’ and ‘other minority females’ include Hispanic, American Indian and Asian employees. Overall, these employees represented 4.2% of the entire workforce or 3,802 employees. Within the agency workforce, American Indian employees represented the largest ‘other minority group’. Within the university workforce, Asian employees represented the largest ‘other minority group’. Specifically, these groups represented the following:

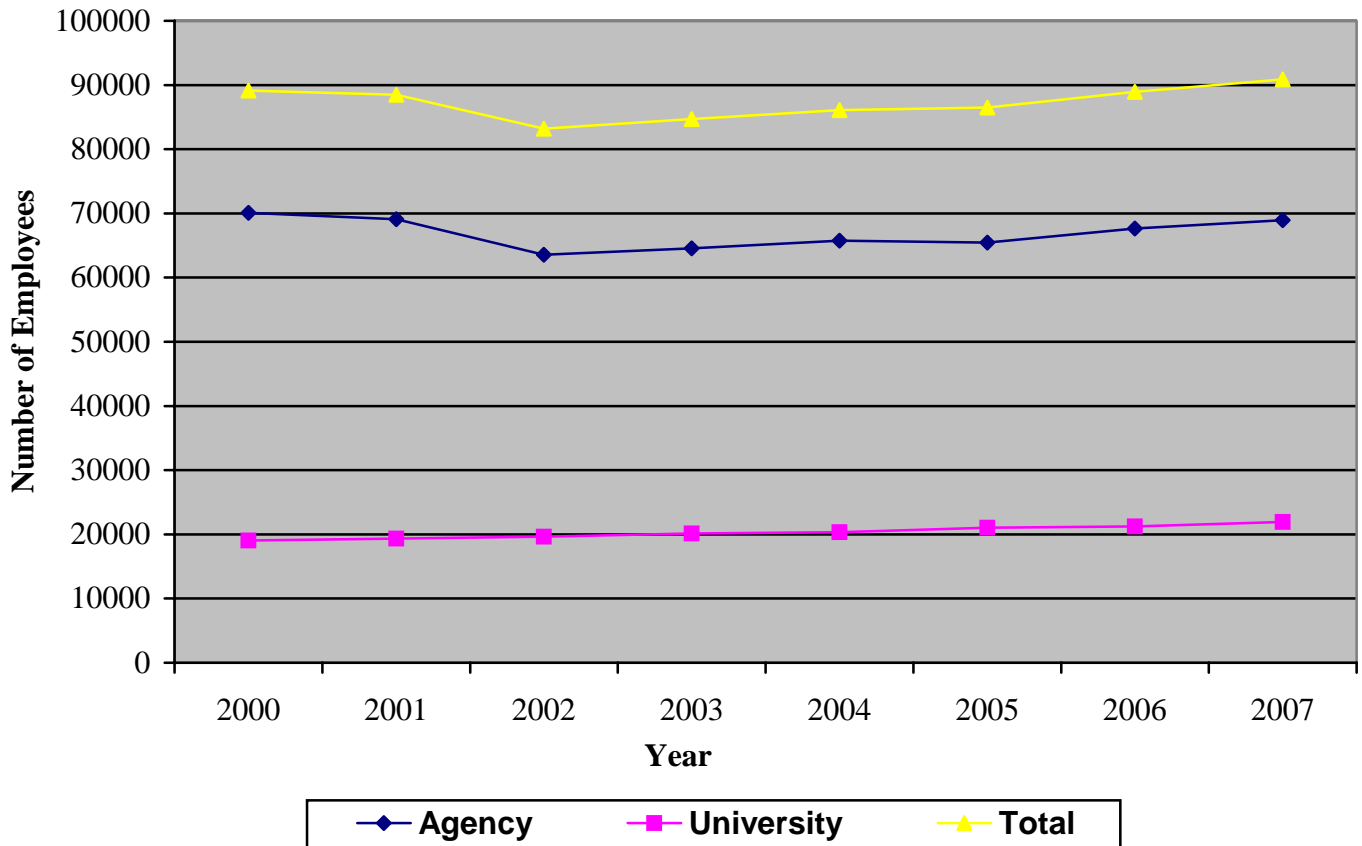
<u>Other Minority Workforce</u>	Hispanic Males	Hispanic Females	Asian Males	Asian Females	American Indian Males	American Indian Females	TOTAL
Agency	354 14.2%	303 12.2%	452 18.1%	390 15.6%	653 26.2%	341 13.7%	2,493
University	172 13.1%	220 16.8%	223 17.0%	385 29.4%	109 8.3%	200 15.3%	1,309
TOTAL	526 13.8%	523 13.8%	675 17.7%	775 20.4%	762 20.1%	541 14.2%	3,802

Total Representation of Other Minority Groups in Detail (2007)



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 for agencies and overall totals reversed in 2003 as the workforce total increased for both. University workforce totals have increased consistently since 2000.

Workforce Representation (2000 - 2007)



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, 2005, 2) December 31, 2006, and 3) December 31, 2007. 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 9,949 new full-time, permanent SPA employees during calendar year 2007. *The university figures, however, are not complete at the time of publication of this document because of central processing payroll delays, making a historical comparison unreliable.* **

<u>New Hires</u>	White Males	White Females	Black Males	Black Females	Other Minority Males	Other Minority Females	TOTAL
Agency	2,504 33.5%	2,092 28.0%	991 13.3%	1,530 20.5%	173* 2.3%	185* 2.5%	7,475
University	595 24.0%	867 35.0%	320 12.9%	506 20.5%	75* 3.0%	111* 4.5%	2,474 **
TOTAL	3,099 31.1%	2,959 29.7%	1,311 13.2%	2,036 20.5%	248* 2.5%	296* 3.0%	9,949

* 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	65 18.2%	51 14.2%	46 12.8%	54 15.1%	62 17.3%	80 22.3%	358
University	32 15.4%	28 14.0%	29 15.9%	52 35.5%	14 7.5%	31 11.7%	186**
TOTAL	97 17.8%	79 14.5%	75 13.8%	106 19.5%	76 14.0%	111 20.4%	544

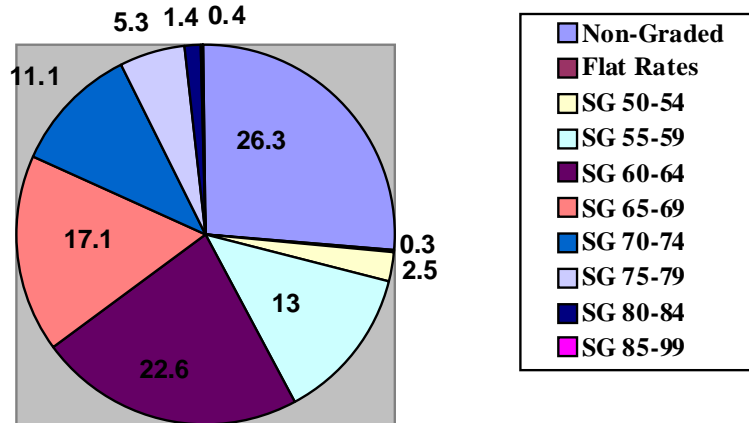
North Carolina State Government cabinet and council of state agencies hired 7,475 new employees during calendar year 2007. This accounts for 75% of the total 9,949 state government new hires. North Carolina State Government universities hired 2,474 new employees. This accounts for 25% of the total 9,949 state government new hires.

The new hire section of the complete report details the agency and university workforce by occupational category for three dates in time: 1) December 31, 2005, 2) December 31, 2006, and 3) December 31, 2007. This data includes individual race/gender groups.

3. Pay Plan Analysis:

North Carolina state government has established multiple pay plans to include a graded and banded system of pay for employees. The section of the report analyzes employee distributions in 12 categories ranging from salary grades 50-54 through 85 and higher as well as non-graded and flat rate pay distributions. The chart below details the percentage of state employees in each pay plan.

Total Workforce by Salary Grade, Non-Grade, and Flat Rate Distribution (2007)



Salary Grade Pay Plan: Overall, 73% of state government employees are in classifications with traditional salary grades. White male employees had their highest level of representation at salary grades 85-99, representing 55.3% of the employees. White females had their highest level of representation at salary grades 70-74, consisting of 41% of the employees. Black males had their highest level of representation at salary grades 50-54, consisting of 26.3% of the employees. And black females had their highest level of representation at salary grades 55-59, consisting of 34.7% of the employees as well as 34.4% of employees in the 50-54 salary grade range.

In North Carolina State government agencies, white males accounted for 50.3% (reduced from 51.3%) of the 80-84 salary grades and 55.9% (reduced from 56.7%) of the 85 and higher salary grades. By contrast, black males accounted for 5.8% (unchanged from 2006) of the 80-84 salary grades and 5.6% (decrease from 6.9%) of salary grades 85 and higher. The highest level of representation for black males, 21.3% (decreased from 23.3%) was in the lowest salary grades, 50-54. White females highest level of representation was in salary grade range 55-59 accounting for 40.5% of the employees followed closely by 40.2% of employees in salary grade range 70-74. Also, black females accounted for 7.0% (increased from 6.8%) of the 80-84 salary grades and 5.3% (decreased from 5.4%) of salary grades 85 and higher. The highest level of representation for black females was 36.1% in salary grades 55-59, with 35.1% in salary grades 50-54. The highest level of representation for Hispanic, American Indian, and Asian male employees was 3.9% (unchanged from 2006) in non-graded classes and 1.9% for female employees in salary grades 50-54.

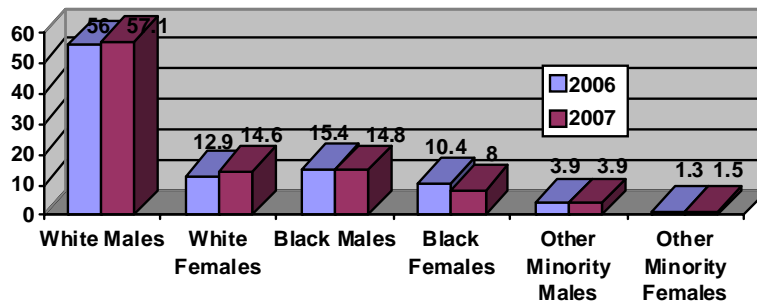
The university system is experiencing similar pay trends. The highest level of black male (32.5%) (increased from 29.8%) and black female (32.9%) (increased from 32.8%) representation was in the lowest grades, 50-54. At salary grades 80-84, female employees comprised 64% of the employees (specifically 65 employees). Of the employees at salary grades 80-84, white females comprised 53.5%, black females comprised 11.1%, and other minority females comprised 1%. There were no black males represented at salary grades 80 and above.

Non-Graded Pay Plan: Overall, 26% of state government employees are in classifications in the non-graded system. Non-graded employees, which represent those primarily in banded classifications, consisted of the following:

- Agencies – 12,914 employees (54%)
- Universities – 11,011 employees (46%)
- TOTAL – 23,925

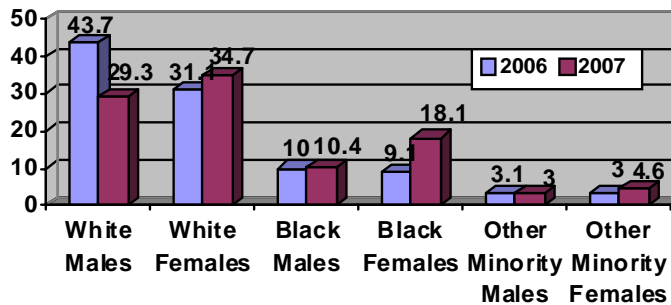
State agencies had 12,914 employees in non-graded classifications (increase from 10,187 in 2006) (76% male and 24% female).

Employees in Non-Graded Pay 2006 and 2007 (Agency)



The university system had 11,011 employees in non-graded classifications (increase from 3,525 in 2006) (43% male and 57% female).

Employees in Non-Graded Pay (University)



4. Disciplinary Actions:

In calendar year 2007, there were 4,312 disciplinary actions taken against agency and university employees. For comparative purposes, there were 3,593 disciplinary actions taken in 2006 (an increase of 719 actions.) 83.3% or 3,591 of these actions were written warnings; this represents an increase of approximately 4% over the percentage of disciplinary actions that were written warnings in 2006. 11.3% or 489 of the actions were dismissals, which is a decrease of approximately 5% in the percentage of disciplinary actions that were dismissals in 2006. There were 232 demotions and suspensions without pay. This is an increase of 30 demotions and suspensions without pay over the number in 2006.

<u>Discipline</u>	White Males	White Females	Black Males	Black Females	Other Minority Males	Other Minority Females	TOTAL
Agency	1060 28%	704 19%	906 24%	927 25%	79* 2%	63* 2%	3,739
University	124 22%	160 28%	133 23%	135 24%	8* 1%	13* 2%	573
TOTAL	1184 27%	864 20%	1039 24%	1062 25%	87* 2%	76* 2%	4,312
Previous Total-2006	966 27%	788 22%	858 24%	864 24%	70* 2%	47* 1%	3,593

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

<u>Discipline</u>	Hispanic Males	Hispanic Females	Asian Males	Asian Females	American Indian Males	American Indian Females	TOTAL
Agency	25 23%	25 21%	14 10%	22 8%	40 31%	16 8%	142
University	3 31%	2 46%	4 11%	9 8%	1 4%	2 0%	21
TOTAL	28 25%	27 26%	18 8%	31 10%	41 25%	18 6%	163

The largest numbers of disciplinary actions 1,184 (27%) 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. Of all the disciplinary actions taken, 3,739 (86.7%) occurred in State agencies, and 573 (13.3%) occurred in State universities. In 2006 85.9% of disciplinary actions occurred in State agencies, while 14.1% occurred in State universities.

5. Grievances:

State government employees filed a total of 575 grievances during calendar year 2007 (a total of 89 fewer grievances filed than in 2006). Of the 575 grievances filed in 2007, 203 (35.3%) were based on discrimination, 56 (9.7%) were based on policy violations, and 271 (47.2%) were based on disciplinary actions. The grievance issue for 45 grievances (7.8%) were unknown.

Women accounted for 58% of the total grievances filed in 2007. Within the agency workforce, women accounted for 60% of all grievances.

<u>Grievances</u>	White Males	White Females	Black Males	Black Females	Other Minority Males	Other Minority Females	TOTAL
Agency	101 21%	136 28%	85 18%	147 31%	4* >1%	8* 1%	481
University	27 29%	19 20%	16 17%	24 26%	6* 6%	2* 2%	94
TOTAL	128 23%	155 27%	101 18%	171 30%	10* 1%	10* 1%	575
<i>Previous Total-2006</i>	143 <i>22%</i>	146 <i>22%</i>	150 <i>23%</i>	209 <i>31%</i>	9* <i>1%</i>	7* <i>1%</i>	664

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

<u>Grievance</u>	Hispanic Males	Hispanic Females	Asian Males	Asian Females	American Indian Males	American Indian Females	TOTAL
Agency	2 17%	1 8%	1 8%	2 17%	1 8%	5 42%	12
University	6 75%	1 12.5%	0 0%	0 0%	0 0%	1 12.5%	8
TOTAL	8 40%	2 10%	1 5%	2 10%	1 5%	6 30%	20

North Carolina state government agencies had 481 grievances filed against them during calendar year 2007. This represents 83.6% of the total grievances filed in 2007.

North Carolina State universities had 94 grievances filed against them in 2007. This represents 16.4% of the total grievances for 2007.

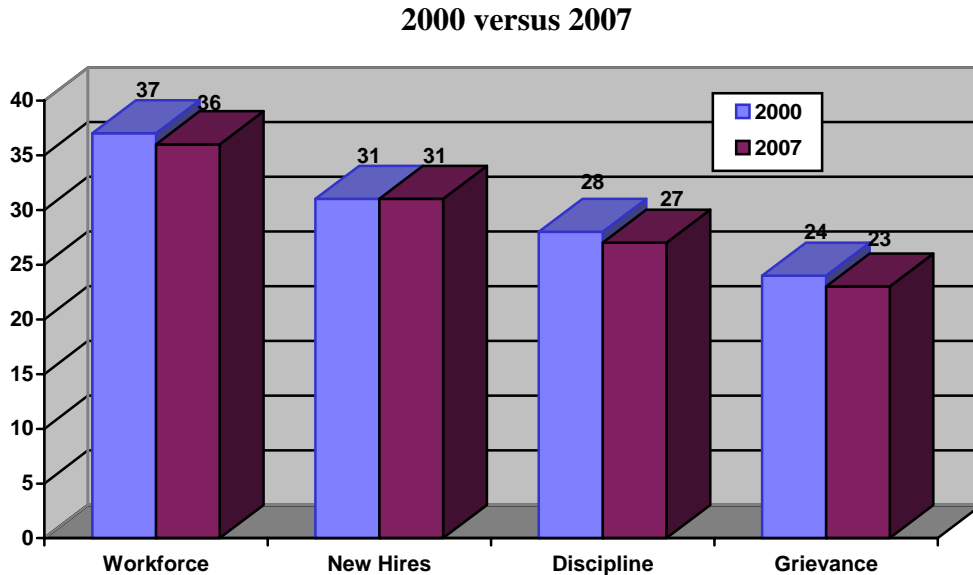
6. Equivalencies:

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 2007, there were no instances that an agency or university used an equivalency.

7. Demographic Analysis:

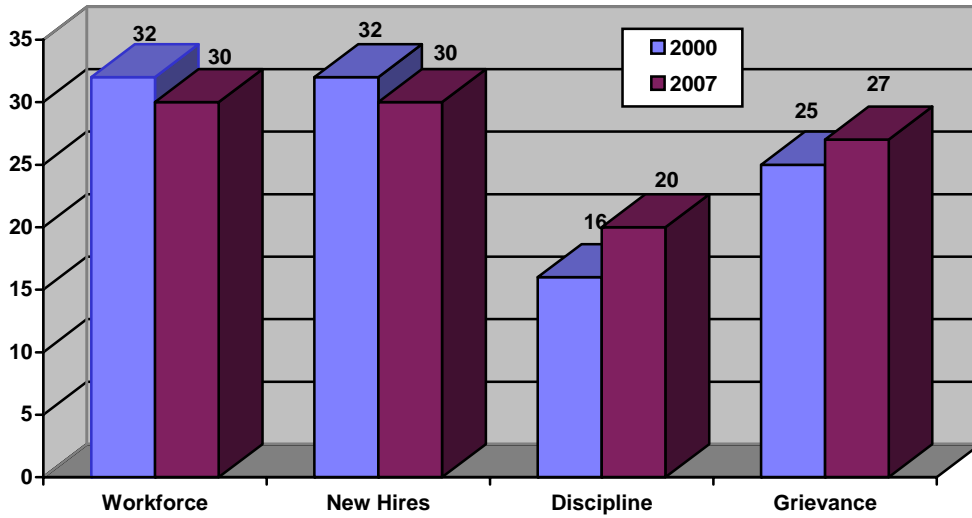
This report reviews personnel functions in several areas. This section of the executive summary charts the percentage of disciplinary actions and grievances against the overall level of workforce representation in each demographic group in 2000 and 2007. Please note that other minority males and females 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 discipline and grievance areas were all lower than overall representation in both 2000 and 2007. White male employees consisted of 37% of the overall workforce representation in 2000 and 36% in 2007. White males had the highest level of discipline of any demographic group, although it was less than their overall representation level.



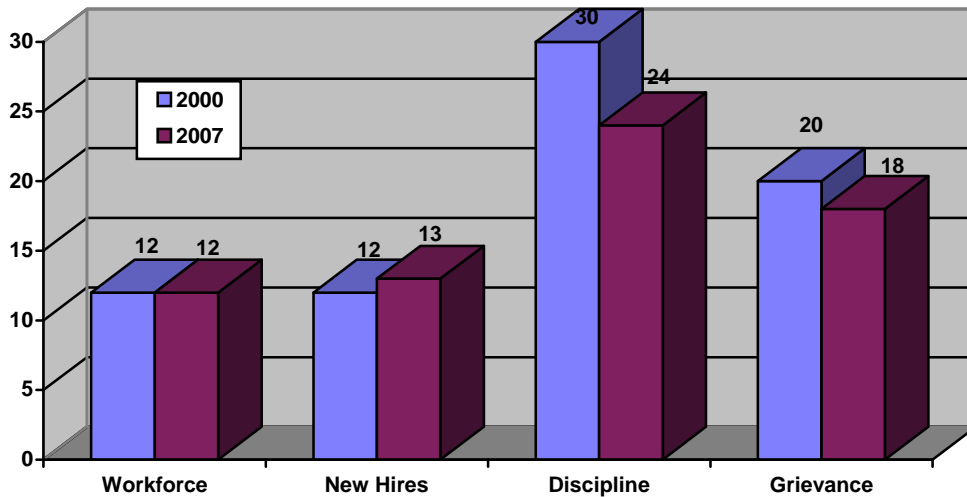
White Females – In 2007, white females had representation and new hire levels each at 30% of the total. White females increased their level of discipline, from 16% in 2000 to 20% in 2007 and increased their level of grievances from 25% in 2000 to 27% in 2007.

2000 versus 2007



Black Males - The percentage of black male activity in the discipline and grievance areas exceeds their overall workforce representation levels during both 2000 and 2007, although both levels have decreased in the seven-year period. Black males composed 12% of the overall State workforce, which is unchanged from 2000. From 2000 to 2007, the level of discipline received by black males has decreased from 30% to 24%, although this still far exceeds their 12% representation level. Black males have decreased the percentage of grievances filed, from 20% in 2000 to 18% in 2007.

2000 versus 2007



Black Females – Black female employees represented 18% of the workforce representation in 2007, up slightly from 2000. They accounted for 21% of all new hires, the same as in 2000. Their level of discipline and grievance activity exceeded their workforce representation. In 2006, black females received 25% of all disciplinary action and filed 30% of all grievances. Black females filed the highest percentage of grievances of any demographic group.

2000 versus 2007

