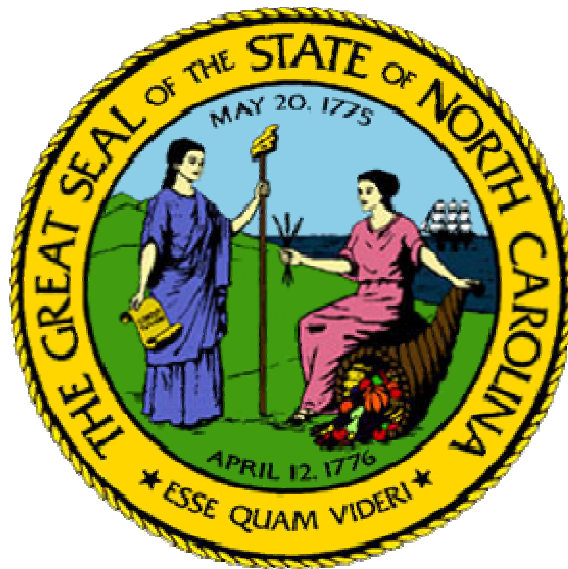


# State of North Carolina

## Equal Employment Opportunity Status Report

2008



## *Executive Summary*

Prepared by the Office of State Personnel  
August, 2009

## Executive Summary

### **INTRODUCTION:**

This summary includes an analysis of representation and promotion data, as well as an overview of the 2009 EEO Plans. The data is presented for both the agency and university system workforces. In addition, a feature of the summary this year is an overview of the general characteristics of the state workforce. Overall, the demographics of the state workforce can be described with the following characteristics:

### **General Characteristics of Total State Workforce**

<b>Employees (Subject to State Personnel Act)</b>	<b>Number/Percent of Employees</b>
<b>Total # of Employees</b> ( <i>permanent, probationary, and trainee</i> )	93,542
<b>State Agencies</b>	70,823 (76%)
<b>Universities</b>	22,719 (24%)
<b>Average Annual Salary</b>	\$41,552.51
<b>Average Age</b>	44.9
<b>Average Years of Service</b>	125 months (10 yrs, 4 mos.)
<b><u>Education Levels</u></b>	
<b>Less Than High School</b>	3%
<b>High School or Less</b>	51%
<b>Associate Degree</b>	10%
<b>Bachelor Degree</b>	27%
<b>Masters Degree or Greater</b>	9%
<b><u>Gender</u></b>	
<b>Male</b>	50%
<b>Female</b>	50%
<b><u>Race/Ethnicity</u></b>	
<b>White Male</b>	36%
<b>White Female</b>	30%
<b>Black Male</b>	12%
<b>Black Female</b>	18%
<b>Other Minority Male</b>	2%
<b>Other Minority Female</b>	2%

This table provides a general overview of the state workforce. A more detailed analysis of the specific agency and university data is included in the following pages.

## AGENCY AND UNIVERSITY ANALYSIS

This report analyzes the N.C. State Government workforce within two sections: agency and university system. The agency section includes information on all Cabinet and Council of State agencies. The university system consists of the 16 universities in the N.C. University System as well as UNC General Administration and the School of Science and Math. References to other minority groups include Asian, American Indian, and Hispanic employees. Total number of employees, subject to the State Personnel Act (SPA), within each area includes:

### REPRESENTATION ANALYSIS:

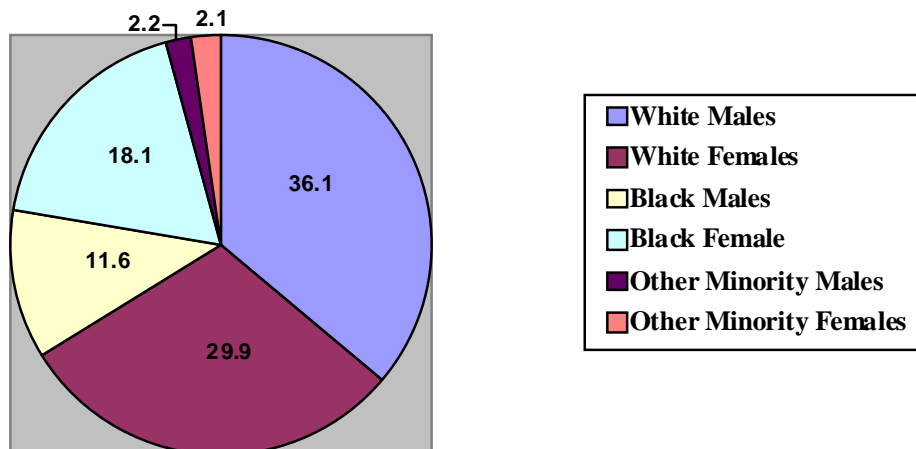
#### Total Workforce (subject to State Personnel Act):

The State of North Carolina is reporting 93,542 full-time, permanent SPA employees as of December 31, 2008. This represents an increase of 2,648 employees from 2007. Employee increases were experienced in both the agency and university systems.

Workforce	White Males	White Females	Black Males	Black Females	Other Minority Males	Other Minority Females	TOTAL
Agency	27,400 38.7%	19,455 27.5%	8,603 12.1%	12,775 18.0%	1,501 2.1%	1,089 1.5%	70,823
University	6,363 28.0%	8,514 37.5%	2,255 9.9%	4,164 18.3%	544 2.4%	879 3.9%	22,719
<b>TOTAL</b>	<b>33,763</b> <b>36.1%</b>	<b>27,969</b> <b>29.9%</b>	<b>10,858</b> <b>11.6%</b>	<b>16,939</b> <b>18.1%</b>	<b>2,045</b> <b>2.2%</b>	<b>1,968</b> <b>2.1%</b>	93,542
<i>Previous Total-2007</i>	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

**NOTE:** The data collection system in BEACON allows for employees to be assigned to an "Ethnicity Unknown" category. As of 12/31/08 there were 307 employees in this category. Those employees have not been included in this analysis.

**Total State Representation by Demographic Group (2008)**



North Carolina State Government cabinet and council of state agencies employed 70,823 employees as of December 31, 2008. This accounted for 76% of the total 93,542 employees. North Carolina State Government universities employed 22,719 employees as of December 31, 2008. This accounted for 24% of the total 93,542 employees.

**Total Other Minority Employees – Detailed:**

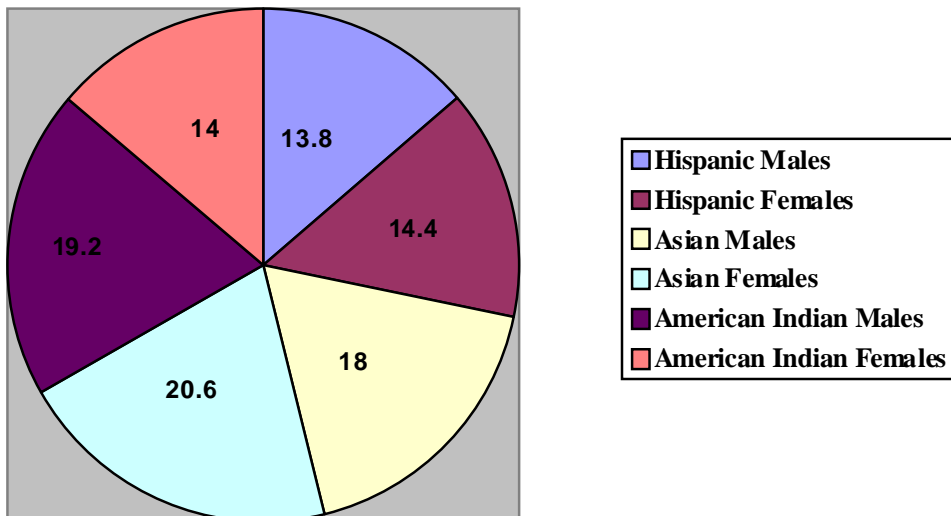
The employees labeled as ‘other minority males’ and ‘other minority females’ include Hispanic, American Indian and Asian employees.

1. **Hispanic** – employees of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.
2. **Asian** – employees having origins in any of the original peoples of the Far East, Southeast, Asia, or the Indian subcontinent, including Native Hawaiians and other Pacific Islanders.
3. **American Indian** – employees having origins in any of the original peoples of North and South America, and who maintains tribal affiliation or community attachment.

Overall, these employees represented 4.3% of the entire workforce or 4,013 employees (an increase of 211 since 2007). 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:

Other Minority Workforce	Hispanic Males	Hispanic Females	Asian Males	Asian Females	American Indian Males	American Indian Females	TOTAL
<b>Agency</b>	370 14.3%	322 12.4%	477 18.4%	417 16.1%	654 25.3%	350 13.5%	2,590
<b>University</b>	184 12.9%	257 18.1%	245 17.2%	410 28.8%	115 8.1%	212 14.9%	1,423
<b>TOTAL</b>	554 13.8%	579 14.4%	722 18.0%	827 20.6%	769 19.2%	562 14.0%	4,013

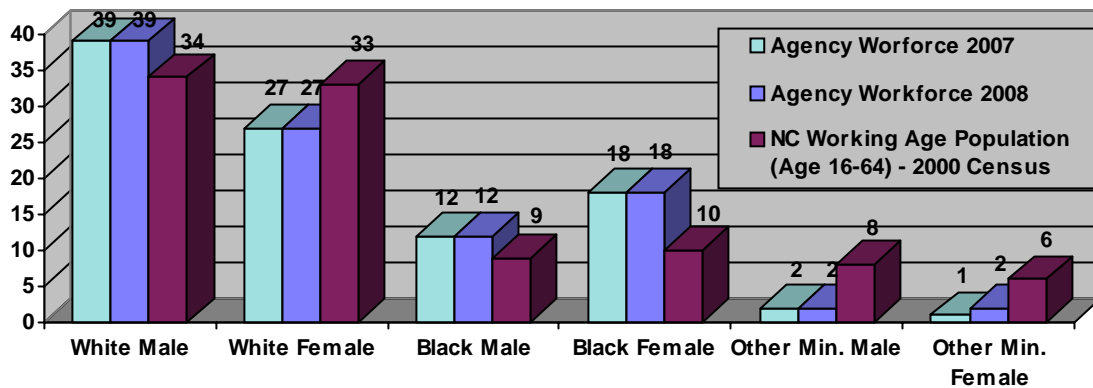
*Total Representation of Other Minority Groups in Detail (2008)*



**Agency Workforce Overview:**

North Carolina State Government cabinet and council of state agencies employed 70,823 employees as of December 31, 2008. This accounted for 76% of the total 93,542 employees. When compared to the NC Working Population (age 16-64), the analysis reveals that the state had representation above working age population amounts for white males, black males, and black females.

***Agency Workforce (12/31/07 and 12/31/08) vs. NC Working Population (2000 Census)***



**Agency Occupational Category Overview:**

However, a more detailed analysis of the agency workforce totals reflects clustering of employees based on occupational categories.

***Employees by Demographic Group and Occupational Category (Agency) - 12/31/08***

Occupational Category	Total Employee	White Males	White Females	Black Males	Black Females	Other Minority Males	Other Minority Females	TOTAL Minority	TOTAL Female
Official & Administrator	1,201	48%	33%	7%	9%	1%	2%	19%	44%
Management Related	5,407	31%	39%	8%	19%	1%	2%	30%	60%
Professional	19,158	35%	36%	9%	15%	3%	2%	29%	53%
Technicians	3,622	50%	28%	7%	10%	3%	2%	22%	40%
Administrative Support	9,243	9%	56%	4%	28%	1%	2%	35%	86%
Law Enforcement	15,869	50%	11%	19%	17%	2%	1%	39%	29%
Service	7,183	13%	24%	18%	43%	1%	1%	63%	68%
Craft and Production	9,140	76%	3%	15%	1%	4%	0%	20%	4%
<b>TOTAL</b>	<b>70,823</b>	<b>39%</b>	<b>27%</b>	<b>12%</b>	<b>18%</b>	<b>2%</b>	<b>1%</b>	<b>33%</b>	<b>46%</b>

**(Totals subject to +/- 1% due to rounding equivalencies)  
Does not include 307 ethnicity unassigned employees.**

An analysis of each occupational category reveals general demographic trends related to each. These include the following:

**Officials and Administrators** – *Includes top and middle management concerned with achieving the overall objectives of the organization. Usually these are policy making, highly visible positions.*

- Women accounted for 44% of these employees, but minority women represented only 11% of the total.
- Overall, minorities accounted for only 19% of these employees, their lowest representation level in any occupational category.

**Management Related** - *Includes occupations concerned with planning and administering programs in areas such as accounting, budgeting, human resources, purchasing, inspectors, and marketing.*

- Women accounted for 60% of these employees, and 21% of the female employees were minorities.
- Men accounted for 40% of these employees, but only 9% of the male employees were minorities.

**Professional** - *Includes occupations that require specialized training. These include engineers, lawyers, teachers, nurses, physicians, veterinarians, pharmacists, computer programmers, and librarians.*

- Women accounted for 53% of these employees and men accounted for 47% of these employees. This represents the occupational category with the most even distribution of male and female employees.
- Minorities represented 29% of the employees in this category, 15% were black females, 9% were black males and 5% were combined male and female other minorities. Five percent was the highest combined representation level of other minority employees (also in Technicians).

**Technicians** - *These are occupations concerned with providing technical assistance in the following fields: health, engineering, science, and all remaining technicians and technologists.*

- Women accounted for 40% of these employees, with 12% being minority women.
- Minorities represented 22% of these employees, and 5% were combined male and female other minority employees. Five percent was the highest combined representation level of other minority employees (also in Professionals).

**Administrative Support** - *These occupations are concerned with the maintenance, distribution, and organization of written communications and records as well as the operation of office machinery.*

- Women represented 86% of all these employees, their highest representation level in any occupational category. Males consisted of only 14% of these employees, and only 5% of the males were minorities.
- Minorities represented 35% of these employees, but 28% of this total was comprised of black females.

**Law Enforcement** - *These occupations are concerned with providing protection against fire and accidents, maintaining law and order, and directing custody of prisoners in jails and reformatories.*

- Minority males and females were almost evenly divided in this category, as minority males consisted of 21% of the employees and minority females consisted of 18% of the employees.
- Minority employees consisted of 39% of the employees, their second highest representation level in any occupational category.
- White males and females were not evenly divided, as white males consisted of 50% of the employees and white females consisted of only 11% of the employees.

- Black male employees had their highest level of representation, at 19%, in any occupational category.

**Service** - *These occupations are concerned with the following areas: maintaining cleanliness, personal care, catering and food preparation, and other household related tasks.*

- Women and minority employees dominated this occupational category, as women represented 68% of all the employees and minorities represented 63% of all the employees.
- Of the employees, 44% were minority females and compared to 19% minority males.
- Black female employees had their highest level of representation, at 43%, in any occupational category.
- White males consisted of 13% of the category and white females consisted of 24% of the category, their lowest combined representation in any category.

**Craft and Production** - *These occupations are concerned with production, maintenance, and inspection. It includes occupations in farming, forestry, mechanical, inspections, and transportation.*

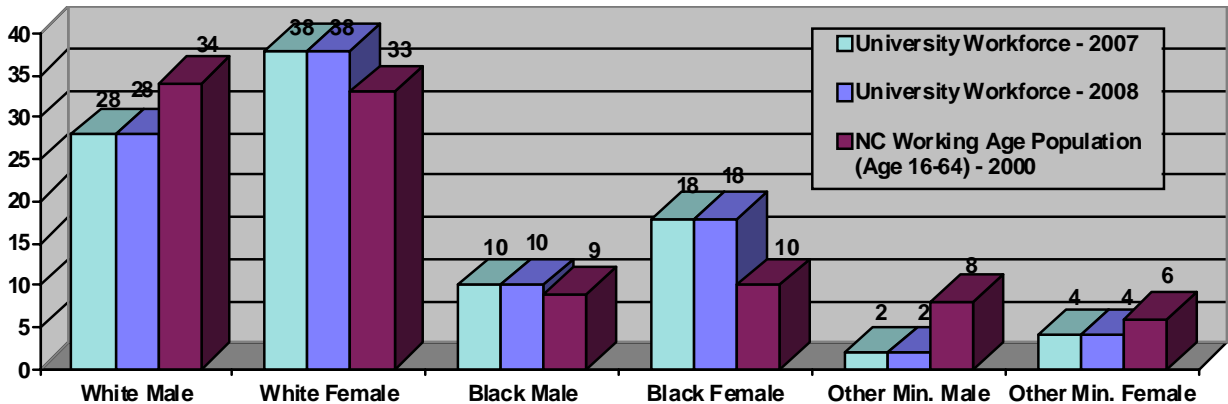
- This occupational category is male dominated, as only 4% of the employees are female.
- White male employees had their highest level of representation, at 76%, in any occupational category. Minority males accounted for 19% of the category.

**University System Overview**

North Carolina State Government universities employed 22,719 SPA employees as of December 31, 2008. This accounted for 24% of the total 93,542 employees. The university system SPA workforce was comprised of considerably more female employees than the agency workforce. Women accounted for 60% of the entire university workforce, 14% greater than the agency workforce.

When compared to the NC Working Population (age 16-64), the analysis reveals that white male, other minority male, and other minority female employees had less representation in the university workforce than in the NC working age population. White female, black male, and black female employees had representation levels higher than the NC working age population.

**University Workforce (12/31/07 and 12/31/08) vs. NC Working Population (2000 Census)**



**University Occupational Category Overview:**

However, a more detailed analysis of the university workforce totals reflects clustering of employees based on occupational categories.

***Employees by Demographic Group and Occupational Category (University) – 12/31/08***

<b>Occupational Category</b>	<b>Total Employee</b>	<b>White Males</b>	<b>White Females</b>	<b>Black Males</b>	<b>Black Females</b>	<b>Other Minority Males</b>	<b>Other Minority Females</b>	<b>TOTAL Minority</b>	<b>TOTAL Female</b>
Official & Administrator	96	35%	58%	0%	6%	1%	0%	7%	64%
Management Related	2,593	19%	52%	6%	20%	1%	2%	29%	74%
Professional	6,475	39%	37%	7%	10%	3%	4%	24%	51%
Technicians	452	45%	33%	8%	9%	2%	3%	22%	45%
Administrative Support	6,658	8%	56%	3%	29%	1%	3%	36%	88%
Law Enforcement	554	50%	9%	27%	10%	3%	1%	41%	20%
Service	3,157	17%	15%	27%	29%	5%	7%	68%	51%
Craft and Production	2,705	65%	11%	16%	2%	4%	2%	24%	15%
<b>TOTAL</b>	<b>22,690 *</b>	<b>28%</b>	<b>38%</b>	<b>10%</b>	<b>18%</b>	<b>2%</b>	<b>4%</b>	<b>34%</b>	<b>60%</b>

**(Totals subject to +/- 1% due to rounding equivalencies)**

**\* Does not include 29 SOC unassigned employees.**

An analysis of each occupational category reveals general demographic trends related to each. These include the following:

**Officials and Administrators** – *Includes top and middle management concerned with achieving the overall objectives of the organization. Usually these are policy making, highly visible positions.*

- Women accounted for 64% of these employees, but minority women represented only 6% of the total. White females accounted for 58% of these employees, their highest representation level in any occupational category.
- White males accounted for 35% of these employees, but there were no black males represented in this occupational category.
- Overall, minorities accounted for only 7% of these employees, their lowest representation level in any occupational category.

**Management Related** - *Includes occupations concerned with planning and administering programs in areas such as accounting, budgeting, human resources, purchasing, inspectors, and marketing.*



- Women accounted for 74% of these employees, and 22% of the female employees were minorities. This represented the second highest level of representation for female employees in any occupational category.
- Men accounted for only 26% of these employees, and only 7% of the male employees were minorities.

**Professional** - *Includes occupations that require specialized training. These include engineers, lawyers, teachers, nurses, physicians, veterinarians, pharmacists, and librarians.*

- Women accounted for 51% of these employees and men accounted for 49% of these employees. This represents the occupational category with the most even distribution of male and female employees.
- Minorities represented 24% of the employees in this category. Black males and females consisted of 17% of these employees and other minorities males and females consisted of 7% of these employees.

**Technicians** - *These are occupations concerned with providing technical assistance in the following fields: health, engineering, science, and all remaining technicians and technologists.*

- Women accounted for 45% of these employees, with 12% being minority women.
- Minorities represented 22% of these employees, and 5% were combined male and female other minority employees.
- The overall demographic representation in this occupational category closely mirrored that in the agency workforce.

**Administrative Support** - *These occupations are concerned with the maintenance, distribution, and organization of written communications and records as well as the operation of office machinery.*

- Women represented 88% of all these employees, their highest representation level in any occupational category. Males consisted of only 12% of these employees, and only 4% of the males were minorities.
- Minorities represented 36% of these employees, but 29% of this total was comprised of black females.

**Law Enforcement** - *These occupations are concerned with providing protection against fire and accidents, maintaining law and order, and directing custody of prisoners in jails and reformatories.*

- Unlike the agency workforce, there was a significant difference between the representation of minority males and females in this category. Minority males represented 30% of the employees and minority females represented 11% of the employees.
- Minority employees consisted of 41% of the employees, their second highest representation level in any occupational category.
- White males and females were not evenly divided, as white males consisted of 50% of the employees and white females consisted of only 9% of the employees.
- Black male employees had their highest level of representation, at 27%, in any occupational category (equal to Service occupational category).

**Service** - *These occupations are concerned with the following areas: maintaining cleanliness, personal care, catering and food preparation, and other household related tasks.*

- Women and minority employees dominated this occupational category, as women represented 51% of all the employees and minorities represented 68% of all the employees.

- Of the employees, 36% were minority females and 32% were minority males.
- Black male employees had their highest level of representation, at 27%, in any occupational category (equal to Law Enforcement occupational category).
- White employees had their lowest level of representation, comprising only 32% of all the employees in this category.

**Craft and Production** - *These occupations are concerned with production, maintenance, and inspection. It includes occupations in farming, forestry, mechanical, inspections, and transportation.*

- Unlike the agency workforce, which employed only 4% female employees in this category, the university system employed 15% female employees in this category.
- White male employees had their highest level of representation, at 65%, in any occupational category.

**PROMOTION ANALYSIS (Agency and University):**

In 2008, the State of North Carolina awarded 3,370 promotions (this represents a decrease of 1,011 from calendar year 2007 – perhaps impacted by the changing definition of promotion as contained in the Career-Banded classification system). N.C. State Government agencies awarded 2,800 (83%) and the university system awarded 570 (17%). Analysis of the promotional data reveals that promotions are received at nearly the same rate as demographic representational levels.

***Promotional Levels - 1/1/08 - 12/31/08***

	Agency Representation	Agency Promotion	Pro. Vs. Rep.	University Representation	University Promotion	Pro. Vs. Rep.
White Males	37.8%	36.8%	-1.0	28.0%	28.1%	0.1
White Females	27.5%	27.0%	-0.5	37.5%	39.1%	1.6
Black Males	12.1%	10.9%	-0.6	9.9%	7.2%	-2.7
Black Females	18.0%	21.1%	3.1	18.3%	20.7%	2.4
Hispanic Males*	0.5%	0.5%	0.0	0.8%	1.2%	0.4
Hispanic Females*	0.5%	0.5%	0.0	1.1%	0.4%	-0.7
Asian Males*	0.7%	0.7%	0.0	1.1%	0.9%	-0.2
Asian Females*	0.6%	0.7%	0.1	1.8%	0.9%	-0.9
American Indian Males*	0.9%	1.0%	0.1	0.5%	0.2%	-0.3
American Indian Females*	0.4%	0.6%	0.2	0.9%	1.4%	0.5

\* Based on less than 2% of the workforce.  
 (Totals subject to +/- .01% due to rounding equivalencies)  
 For agency figures, ethnicity unknown percentages not included.

**EEO PLAN COMPONENTS:**

Pursuant to G.S. 126-19, all state agencies and universities are required to submit an Equal Employment Opportunity (EEO) plan to the Office of State Personnel each year. These plans are to be reviewed for EEO program components which include policy statements, program initiatives as well as data review. After the reports are reviewed to ensure compliance with established standards, agencies

and universities are notified of their approval and a report is to be submitted to the NC General Assembly detailing the status of all EEO plans.

The EEO plans are required to include the following elements:

- NC Policy Statement
- Agency or University Policy Statement
- Responsibility and Accountability
- Dissemination of EEO Policy and Plan (Internal and External)
- Workforce Analysis including establishment of Employment Objectives
- Program Activities
  - Recruitment
  - Selection and Hiring
  - Job Structuring (Optional)
  - Training and Development (Employee and Management)
  - Upward Mobility
  - Performance Appraisal
  - Transfer and/or Separation
  - Compensation
  - Program Evaluation

In addition to the EEO plan, the Office of State Personnel also reviews each agency and university Unlawful Workplace Harassment Prevention plan. These plans are required to include the following elements:

- Policy Statement
- Definitions
- Objectives
- Timetables
- Assignment of Responsibility and Accountability
- Training
- Counseling
- Grievance Procedure
- Discipline
- Dissemination of Policy/Plan
- Evaluation

### **2009 EEO PLAN STATUS:**

All agencies and universities submitted Equal Employment Opportunity (EEO) plans for 2009. These plans met the EEO Plan and Program Policy approved by the State Personnel Commission (effective in December, 1995).

Agency, University, or Board and Commission	Approved EEO Plan	Agency, University, or Board and Commission	Approved EEO Plan	Agency, University, or Board and Commission	Approved EEO Plan
<b>Agencies - data as of 12/31/08</b>		<b>Agencies, continued</b>		<b>Universities, continued</b>	
Administration	Yes	Secretary of State	Yes	North Carolina State University	Yes
Administrative Hearings	Yes	State Auditor	Yes	UNC-Asheville	Yes
Agriculture & Consumer Service	Yes	State Budget, Planning, and Management	Yes	UNC-Chapel Hill	Yes
Commerce	Yes	State Controller	Yes	UNC-Charlotte	Yes
Community Colleges	Yes	State Personnel	Yes	UNC-General Administration	Yes
Correction	Yes	State Treasurer	Yes	UNC-Greensboro	Yes
Crime Control and Public Safety	Yes	Transportation	Yes	UNC-Pembroke	Yes
Cultural Resources	Yes	UNC Hospitals	Yes	UNC-Wilmington	Yes
Employment Security Comm.	Yes	Wildlife Resource Commission	Yes	Western Carolina University	Yes
Environment & Nat. Resources	Yes			Winston-Salem State University	Yes
Health and Human Services	Yes	<b>Universities - data as of 9/30/08</b>			
Insurance	Yes				
ITS (Info. Tech. Services)	Yes	Appalachian State University	Yes	<b>Boards and Commissions</b>	
Justice	Yes	East Carolina University	Yes		
Juvenile Justice & Delinquency Prevention	Yes	Elizabeth City State University	Yes	Board of Cosmetic Arts	Yes
Labor	Yes	Fayetteville State University	Yes	Board of Elections	Yes
Lt. Governor, Office of the	Policy	N.C. School of Science & Math	Yes	NC Education Lottery Commission	Yes
N.C. Housing Finance	Yes	North Carolina A&T University	Yes	Banking Commission	Yes
Public Instruction	Yes	North Carolina Central University	Yes		
Revenue	Yes	North Carolina School of the Arts	Yes		