

Personnel Function Report (SB886)

Comprehensive Executive Summary

In response to Senate Bill 886, ratified on August 27, 1997, the State Personnel Commission is required to report on certain personnel functions to the Joint Legislative Commission on Governmental Operations.

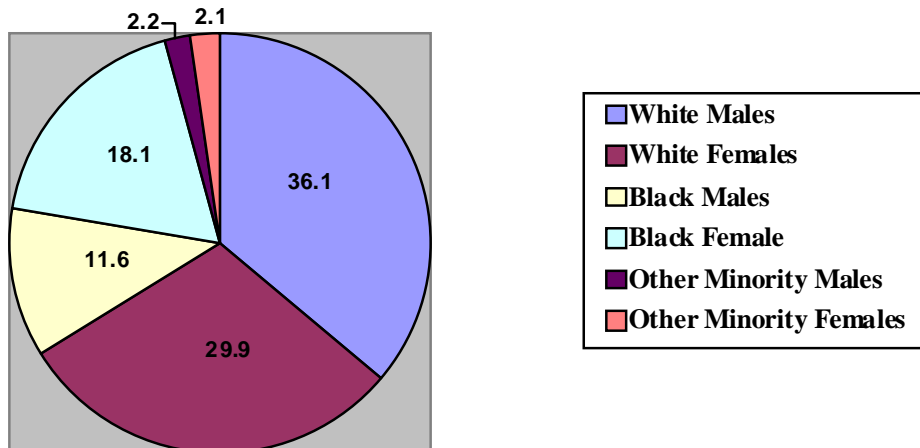
1. Workforce Representation:

The State of North Carolina is reporting 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.

<u>Workforce</u>	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
TOTAL	33,763 36.1%	27,969 29.9%	10,858 11.6%	16,939 18.1%	2,045* 2.2%	1,968* 2.1%	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)

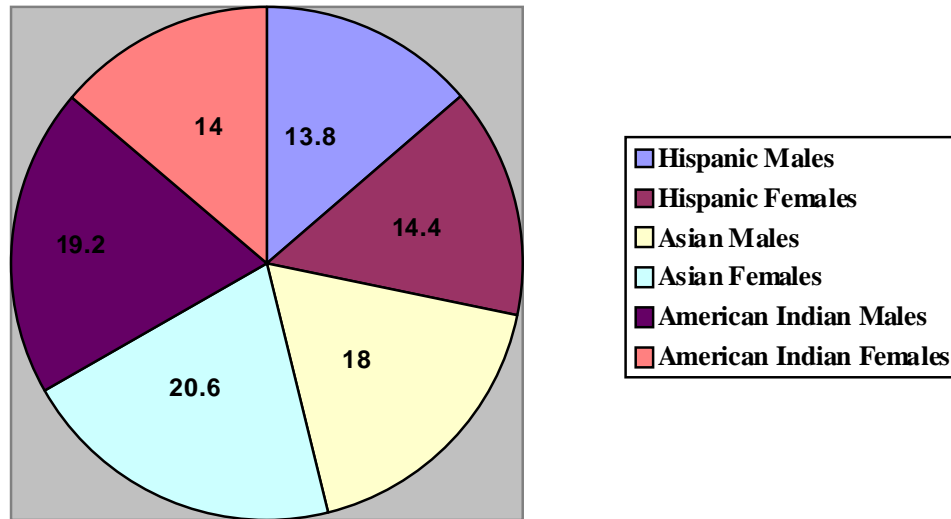


North Carolina State Government cabinet and council of state agencies employed 70,823 employees as of December 31, 2008. This accounted for 76% of the total 93,542 employees. North Carolina State Government universities employed 22,719 employees as of December 31, 2008. This accounted for 24% of the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

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

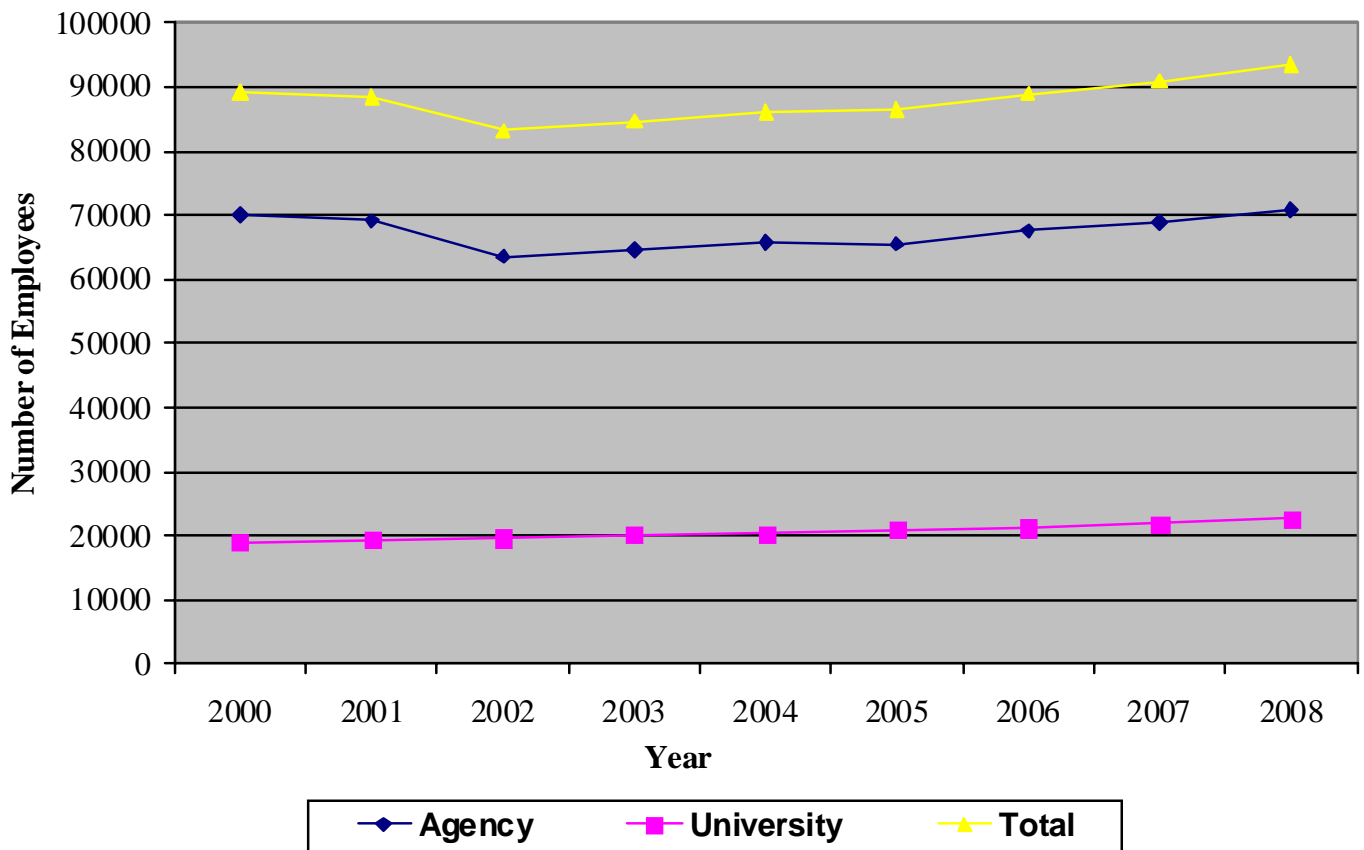
<u>Other Minority Workforce</u>	Hispanic Males	Hispanic Females	Asian Males	Asian Females	American Indian Males	American Indian Females	TOTAL
Agency	370 14.3%	322 12.4%	477 18.4%	417 16.1%	654 25.3%	350 13.5%	2,590
University	184 12.9%	257 18.1%	245 17.2%	410 28.8%	115 8.1%	212 14.9%	1,423
TOTAL	554 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)



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 - 2008)



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 7,133 new full-time, permanent SPA employees during calendar year 2008 (a reduction of 2,816 from 2007 – please see notes).

<u>New Hires</u>	White Males	White Females	Black Males	Black Females	Other Minority Males	Other Minority Females	TOTAL
Agency	1,615 33.6%	1,365 28.4%	577 12.0%	1,005 20.9%	118 2.5%	124 2.6%	4,804
University	635 27.3%	835 35.9%	250 10.7%	420 18.0%	83 3.6%	106 4.6%	2,329
TOTAL	2,250 31.5%	2,200 30.8%	827 11.6%	1,425 20.0%	201 2.8%	230 3.2%	7,133

NOTES:

1. The data collection system in BEACON allows for employees to be assigned to an “Ethnicity Unknown” category. During the effective dates in 2008 there were 113 employees in this category for new hire transactions. Those employees have not been included in this analysis.
2. The agency new hire figures supplied by BEACON begin on January 1, 2008 for all Wave 1 agencies and May 1, 2008 for all Wave 2 agencies.
3. 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.

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	40 16.5%	54 22.3%	39 16.1%	43 17.8%	39 16.1%	27 11.2%	242
University	29 15.3%	43 22.8%	37 19.6%	40 21.2%	17 9.0%	23 12.2%	189
TOTAL	69 16.0%	97 22.5%	76 17.6%	83 19.3%	56 13.0%	50 11.6%	431

3. Compensation Levels:

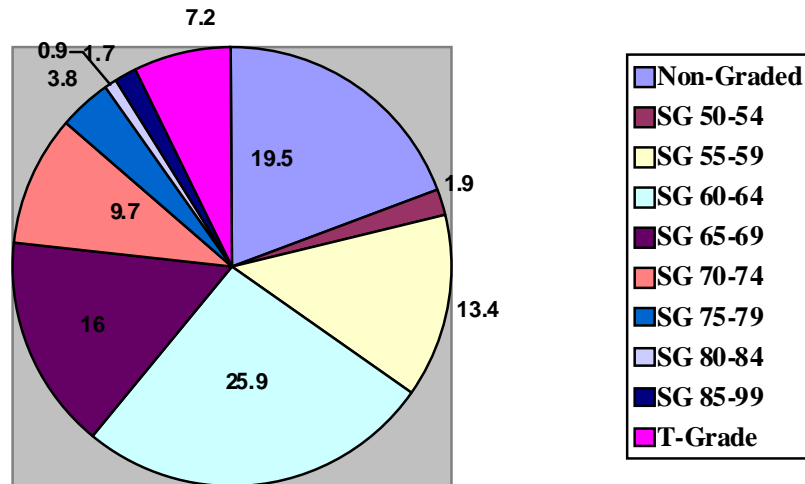
This section of the report analyzes salary distributions in 12 categories ranging from salary grades 50-54 through 85 and higher and non-graded and flat rate classifications.

AGENCIES:

Overall, classifications in salary grade 60-64 consisted of the highest percentage of employees representing 25.9% of the agency workforce. Non-graded classifications, which represent primarily banded classifications, made up the second highest percentage of employee representing 19.5% of the agency workforce.

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 Agency Workforce by Salary Grade Range (2008)



Demographic Analysis: Black male employees had their highest level of representation at salary grade range 50-54, the lowest range in the salary structure. Black female employees had their highest level of representation at salary grade range 55-59, the second lowest in the salary structure. However, they also represented the second largest demographic group in salary range 50-54. In each situation, black male and black female employees were represented at approximately double their level of overall agency representation. By comparison, white male employees had their highest level of representation at the non-graded salary grade range followed by salary range 80-84. White female employees had their highest level of representation at salary grade range 85+ and in T-graded classifications. See chart on the following page.

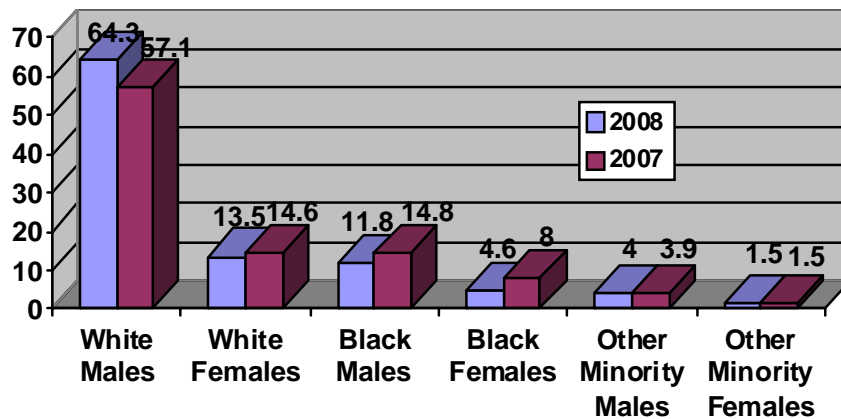
**Percent of Employees
by Grade Range and Demographic Group (Agency)**

	White Males	White Females	Black Males	Black Females
GR 50-54	13.0	26.2	22.0	34.1
GR 55-59	10.3	39.3	11.1	36.9
GR 60-64	36.8	20.6	17.2	21.8
GR 65-69	42.2	27.9	10.1	15.6
GR 70-74	39.6	38.1	6.6	12.0
GR 75-79	47.2	34.2	5.6	9.1
GR 80-84	48.4	37.1	4.7	5.9
GR 85+	33.2	43.1	6.6	10.8
T-Grade	20.0	43.1	11.5	22.6
Non-Graded	64.3	13.5	11.8	4.6

NOTE: Other minority males and females did not generate statistically significant percentages due to low levels of representation by salary grade. They are included in the non-graded analysis.

Non-Graded Classifications: State agencies had 13,897 employees in non-graded classifications (increase from 12,914 in 2007) (80% male and 20% female). White males were the largest percentage of employees in non-graded classifications, consisting of 64.3% of the group. Black females comprised only 5% of non-graded classifications.

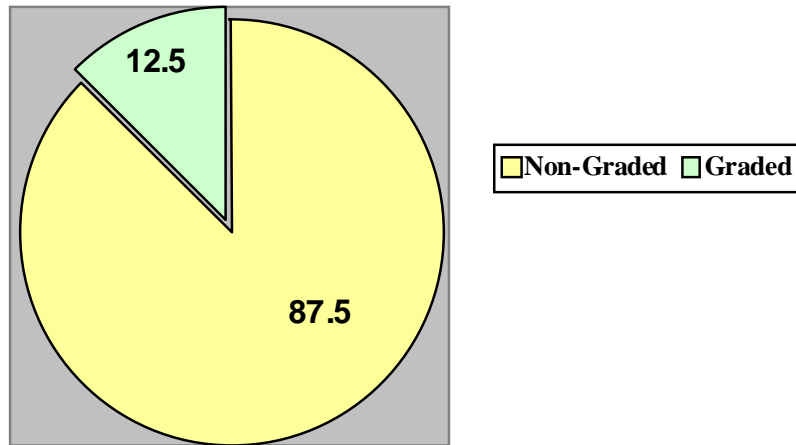
Employees in Non-Graded Classifications 2008 and 2007 (Agency)



UNIVERSITIES:

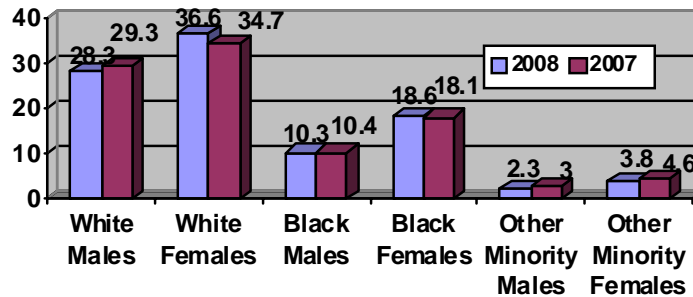
Overall, classifications in non-graded (or banded) grades consisted of the highest percentage of employees representing 87.5% of the university workforce.

**Total University Workforce
Graded vs. Non-Graded Classifications (2008)**



Non-Graded Classifications: The university system had 19,892 employees in non-graded classifications (increase from 11,011 in 2007) (41% male and 59% female). White females were the largest percentage of employees in non-graded classifications, representing 36.6% of the group.

Employees in Non-Graded Classifications (University)



4. Disciplinary Actions:

In calendar year 2008, there were 3,340 disciplinary actions taken against agency and university employees. For comparative purposes, there were 4,312 disciplinary actions taken in 2007 (a decrease of 972 actions.) The largest numbers of disciplinary actions 983 (29%) 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, 2,692 (80.5%) occurred in State agencies, and 648 (19.5%) occurred in State universities. In 2007 86.7% of disciplinary actions occurred in State agencies, while 13.3% occurred in State universities.

<u>Discipline</u>	White Males	White Females	Black Males	Black Females	Other Minority Males	Other Minority Females	TOTAL
Agency	835 31%	464 17.2%	593 22%	669 25%	68* 2.5%	63* 2.3%	2,692
University	148 22.8%	176 27.1%	145 22.4%	153 23.5%	12* 1.8%	14* 2.4%	648
TOTAL	983 29.4%	640 19.2%	738 22.1%	822 24.8%	80* 2.3%	77* 2.2%	3,340
Previous Total - 2007	1184 27%	864 20%	1039 24%	1062 25%	87* 2%	76* 2%	4,312

*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	18 13.7%	34 26%	21 16%	10 7.6%	29 22.1%	19 14.5%	131
University	5 19.2%	7 26.9%	7 26.9%	7 26.9%	0 0%	0 0%	26
TOTAL	23 14.6%	41 26.1%	28 17.8%	17 10.8%	29 18.5%	19* 12.1%	157

The largest numbers of disciplinary actions 983 (29%) were taken against white male employees. Black females had the second highest percentage of overall disciplinary actions comprising 25% of all disciplinary actions. Black males represented 22% of all disciplinary actions.

Disciplinary Action by Type: In 2008, 83.7% or 2,795 of these actions were written warnings; this represents a decrease of 797 warnings issued since 2007. Also, 5% or 169 of the actions were dismissals, which is a decrease of 320 since 2007. There were 376

demotions and suspensions without pay. This is an increase of 45 demotions and suspensions without pay over the number in 2007.

Of the dismissals, 34% occurred against black male employees, the highest percent of any demographic group. Overall, black males represented only 11.6% of the total state work force. Black females received the second highest percentage of dismissals, comprising 21% of all these actions during 2008.

Black males and black females also received the highest percentage of demotions during 2008. Black male employees received 32% of all demotions and black females received 29% of all demotions. Both percentages exceed their representation in the overall work force.

Discipline By Type	White Males	White Females	Black Males	Black Females	Other Minority Males	Other Minority Females	TOTAL
Warning	843 30%	523 19%	621 22%	673 24%	67* 2%	68* 3%	2,795
Demotion	14 20%	9 13%	22 32%	20 29%	4 6%	0 0%	69
Dismissal	38 22%	34 20%	57 34%	36 21%	2 1.5%	2 1.5%	169
Suspension	88 29%	74 24%	47 15%	93 30%	5* 2%	0* 0%	307
TOTAL	983 29%	640 19%	747 22%	822 25%	78* 3%	70* 2%	3,340

*Disciplinary actions for Other Minority Groups are detailed in the complete report.

5. Grievances:

State government employees filed a total of 335 grievances during calendar year 2008 (a total of 240 fewer grievances filed than in 2007). Of the 335 grievances filed in 2008, 32

(10%) were based on discrimination, 34 (10%) were based on policy violations, and 195 (58%) were based on disciplinary actions. The grievance type for 74 grievances (22%) was unknown.

	White Males	White Females	Black Males	Black Females	Other Minority Males*	Other Minority Females*	Unknown	TOTAL
Agency	50	20	26	52	0	1	74	223
	22.8%	8.9%	11.6%	23.3%	0%	0.4%	33%	
University	40	18	21	33	0	0	0	112
	35.7%	16%	18.8%	29.5%	0%	0%	0.0%	
TOTAL	90	38	47	85	0	1	74	
	27 %	11.3%	14%	25.4%	0%	0.3%	22 %	335
Previous Total 2007	128	155	101	171	10	10		575
	23%	27%	18%	30%	1%	1%		

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

	Hispanic Males	Hispanic Females	Asian Males	Asian Females	American Indian Males	American Indian Females	TOTAL
Agency	0	1	0	0	0	0	1
	0.0%	100%	0.0%	0.0%	0.0%	0.0%	
University	0	0	0	0	0	0	0
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
TOTAL	0	1	0	0	0	0	1
	0.0%	100%	0.0%	0.0%	0.0%	0.0%	

North Carolina state government agencies had 223 grievances filed against them during calendar year 2008. This represents 66.5% of the total grievances filed in 2008. North Carolina State universities had 112 grievances filed against them in 2008. This represents 33.5% of the total grievances for 2008.

The following State agencies did not report any disciplinary or grievance data for calendar year 2008:

- Department of Community Colleges
- Employment Security Commission
- Department of the State Auditor
- Office of the State Controller

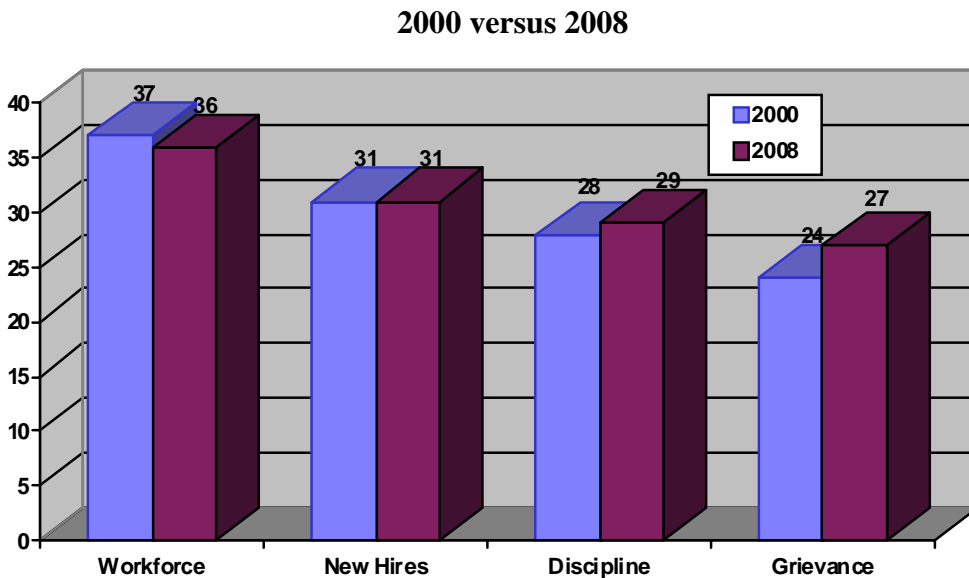
6. Equivalencies:

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 2008, 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 2008. 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.

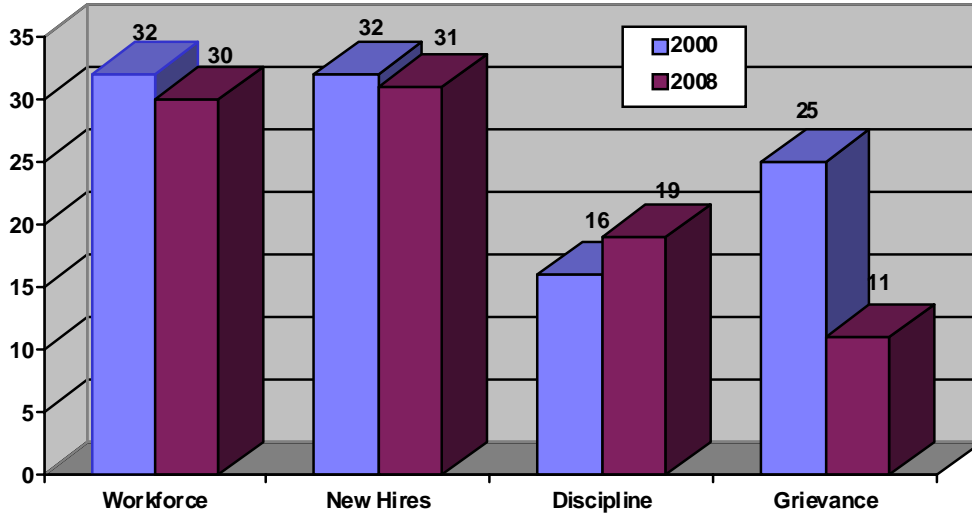
White Males - This analysis reveals that white male activity in the discipline and grievance areas were all lower than overall representation in both 2000 and 2008. White male employees consisted of 37% of the overall workforce representation in 2000 and 36% in 2008. White males had the highest level of discipline and grievance of any demographic group, although it was less than their overall representation level.



White Females – In 2008, white females had representation and new hire levels at 30% and 31% of the total. White females increased their level of discipline, from 16% in

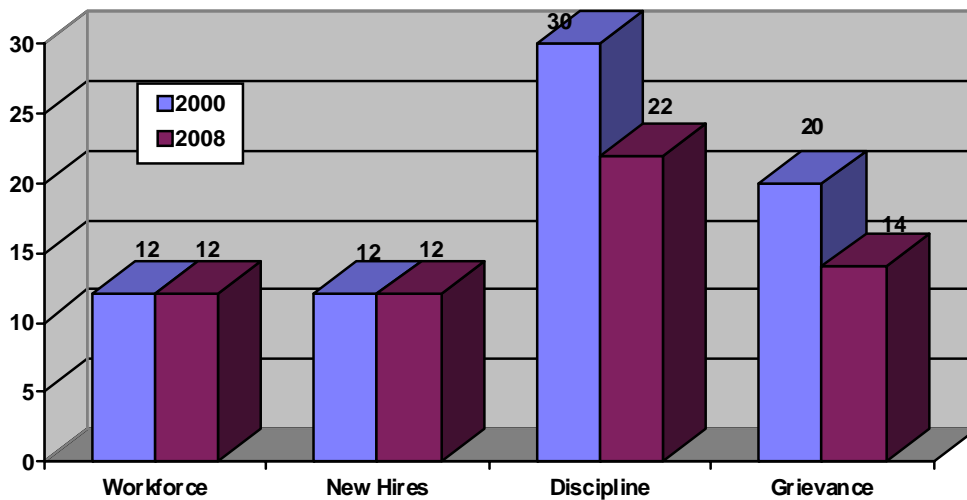
2000 to 19% in 2008. The grievance rates decreased dramatically from 25% in 2000 to 11% in 2008. By comparison, white females had a grievance rate of 27% in 2007.

2000 versus 2008



Black Males - The percentage of black male activity in the discipline and grievance areas exceeds their overall workforce representation levels during both 2000 and 2008, although both levels have decreased in the eight-year period. Black males composed 12% of the overall State workforce, which is unchanged from 2000. From 2000 to 2008, the level of discipline received by black males has decreased from 30% to 22%, although this still far exceeds their 12% representation level. Black males have decreased the percentage of grievances filed, from 20% in 2000 to 14% in 2008.

2000 versus 2008



Black Females – Black female employees represented 18% of the workforce representation in 2008, up slightly from 2000. They accounted for 20% of all new hires, slightly less than in 2000. Their level of discipline and grievance activity exceeded their

workforce representation. In 2008, black females received 25% of all disciplinary action and filed 25% of all grievances.

