

# State of North Carolina

## Equal Employment Opportunity Status Report

2009



### *Executive Summary*

Prepared by the Office of State Personnel  
August, 2010

**General Characteristics of Total State Workforce (December 31, 2009)**

<b>Employees (Subject to State Personnel Act)</b>	<b>Number/Percent of Employees</b>
<b>Total # of Employees</b>	91,543
<b>Agencies</b>	69,185 (76%)
<b>Universities</b>	22,358 (24%)
<b>Average Annual Salary</b>	\$41,723.68
<b>Average Age</b>	45.4
<b><u>Age</u></b>	
Less than 20	0.02%
Age 20 – 29	9%
Age 30 – 39	21%
Age 40 - 49	30%
Age 50 – 59	30%
Age 60+	10%
<b>Average Years of Service</b>	131.6 months (10 yrs, 11 mos.)
<b><u>Education Levels</u></b>	
Less Than High School	2%
High School or Less	51%
Associate Degree	10%
Bachelor Degree	28%
Masters Degree or Greater	9%
<b><u>Gender</u></b>	
Male	50%
Female	50%
<b><u>Race/Ethnicity</u></b>	
White Male	36%
White Female	30%
Black Male	12%
Black Female	18%
Hispanic Male	0.6%
Hispanic Female	0.6%
Asian Male	0.8%
Asian Female	0.9%
American Indian Male	0.8%
American Indian Female	0.6%
	<i>% are rounded</i>
<b>Largest Counties of Employment</b>	Wake (27%) Orange (8%)

## 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:

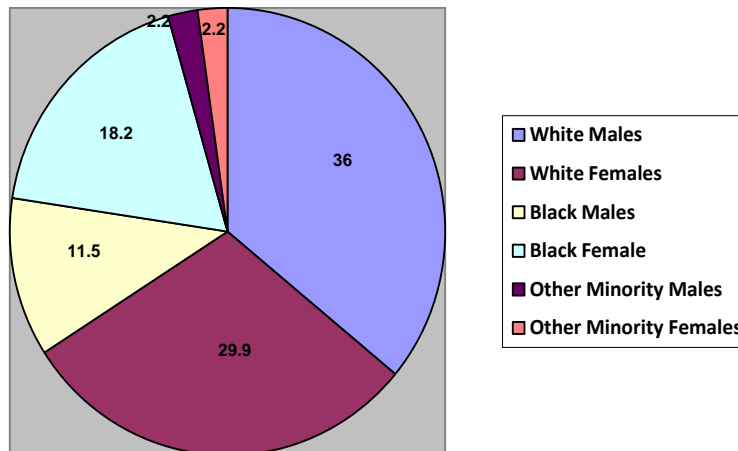
### REPRESENTATION ANALYSIS:

The State of North Carolina reported 91,543 full-time, permanent SPA employees as of December 31, 2009. This represents a decrease of 1,999 employees from 2008. Employee decreases 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	26,651 38.5%	19,047 27.5%	8,314 12.0%	12,576 18.2%	1,492 2.2%	1,105 1.6%	69,185
University	6,287 28.1%	8,317 37.2%	2,195 9.8%	4,116 18.4%	573 2.6%	870 3.9%	22,358
<b>TOTAL</b>	32,938 36.0%	27,364 29.9%	10,509 11.5%	16,692 18.2%	2,065 2.2%	1,975 2.2%	91,543
<i>Previous Total-2008</i>	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

NOTE: The data collection system in BEACON allows for employees to be assigned to an "Ethnicity Unknown" category. As of 12/31/09 there were 36 employees in this category. Those employees have not been included in this analysis.

**Total State Representation by Demographic Group (2009)**



North Carolina State Government cabinet and council of state agencies employed 69,185 employees as of December 31, 2009. This accounted for 76% of the total 91,543 employees. North Carolina State Government universities employed 22,358 employees as of December 31, 2009. This accounted for 24% of the total 91,543 employees.

**Total Other Minority Employees – Detailed:**

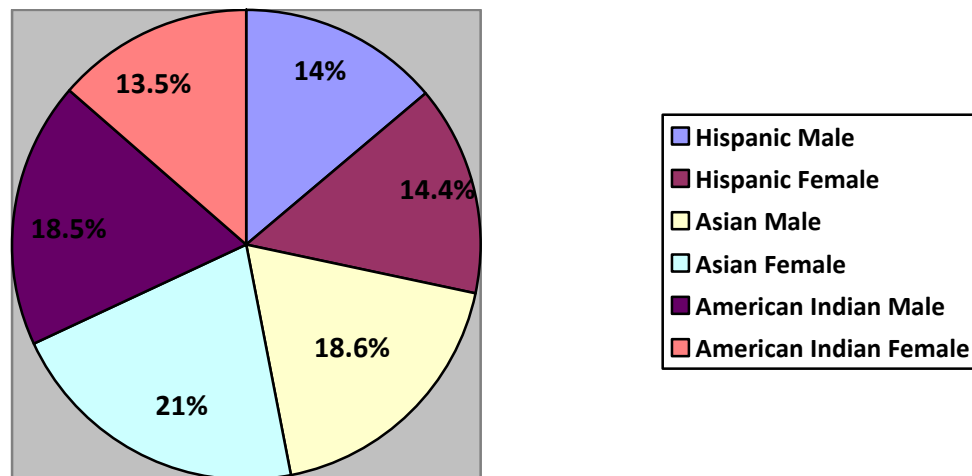
The employees labeled as ‘other minority males’ and ‘other minority females’ include Hispanic, American Indian and Asian employees.

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 maintain tribal affiliation or community attachment.

Combined, these employees represented 4.4% of the entire workforce or 4,040 employees (an increase of 27 since 2008). 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>	369 14.2%	327 12.6%	489 18.8%	428 16.5%	634 24.4%	350 13.5%	2,597
<b>University</b>	198 13.7%	254 17.6%	262 18.2%	418 29.0%	113 7.8%	198 13.7%	1,443
<b>TOTAL</b>	567 14.0%	581 14.4%	751 18.6%	846 21.0%	747 18.5%	548 13.5%	4,040

**Total Representation of Other Minority Groups in Detail (2009)**

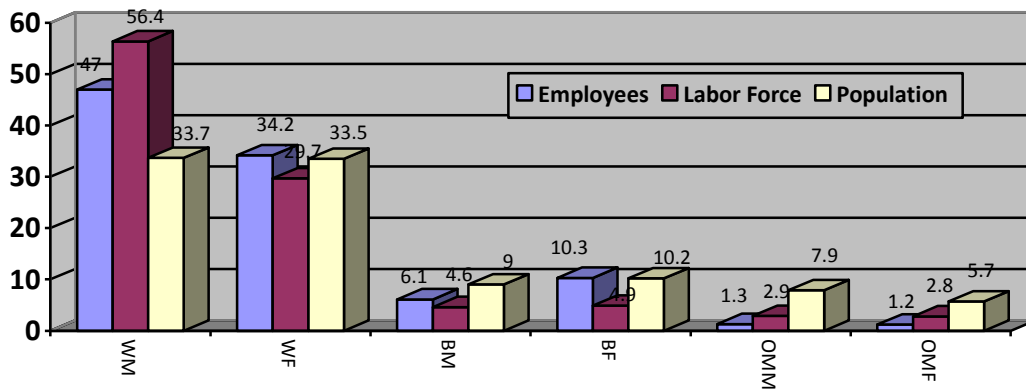


**Agency Occupational Category Overview:**

As of December 31, 2009, North Carolina State agencies employed 69,185 employees. In order to evaluate these employees based on similar job groupings, each position occupied by an employee is placed in one of eight occupational categories. These categories provide a more detailed level of analysis regarding the demographic representation of agency employees.

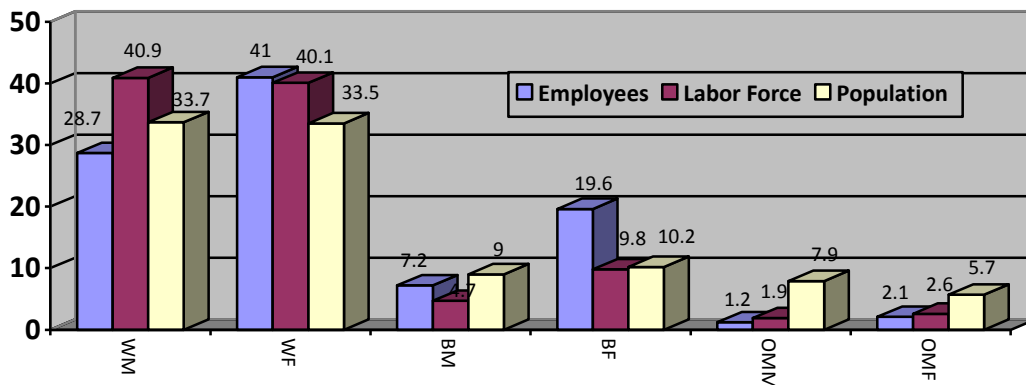
**1. Officials and Administrators** – Includes top and middle management concerned with achieving the overall objectives of the organization. Usually these are policy making, highly visible positions.

- Women accounted for 45% of these employees, but minority females represented only 11% of the total. Of the minority women, 10% were black females.
- Overall, minority males and females accounted for only 19% of these employees, their lowest representation level in any occupational category.



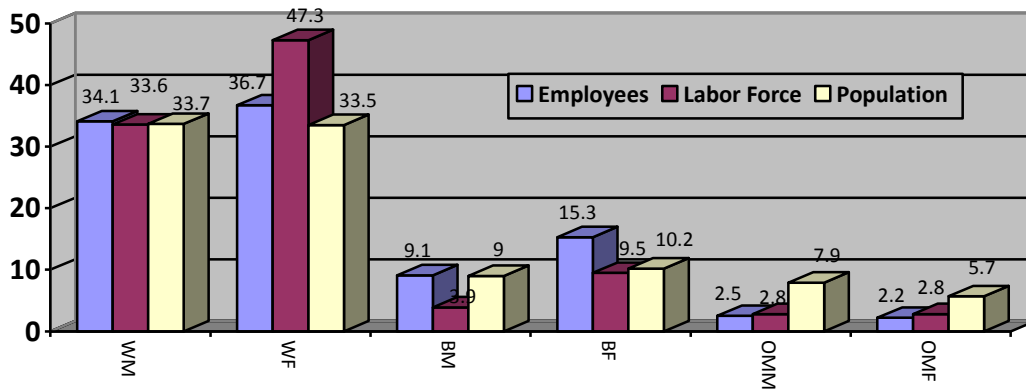
**2. Management Related** - Includes occupations concerned with planning and administering programs in areas such as accounting, budgeting, human resources, purchasing, inspectors, and marketing.

- Women accounted for 63% of these employees, and 22% of the female employees were minorities.
- Men accounted for 37% of these employees, but only 8% of the male employees were minorities.
- White and black female employees exceeded both their representation in the labor force and the NC population.



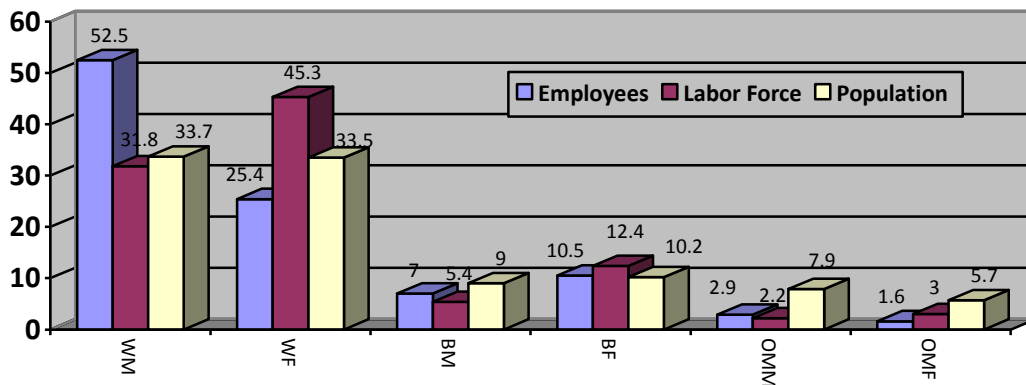
**3. Professional** - Includes occupations that require specialized training. These include engineers, lawyers, teachers, nurses, physicians, veterinarians, pharmacists, computer programmers, and librarians.

- Women accounted for 54% of these employees and men accounted for 46% 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).
- White male employee representation was closely aligned with their rates in the labor force and the NC population. However, white female representation was lower than their rates in the labor force.



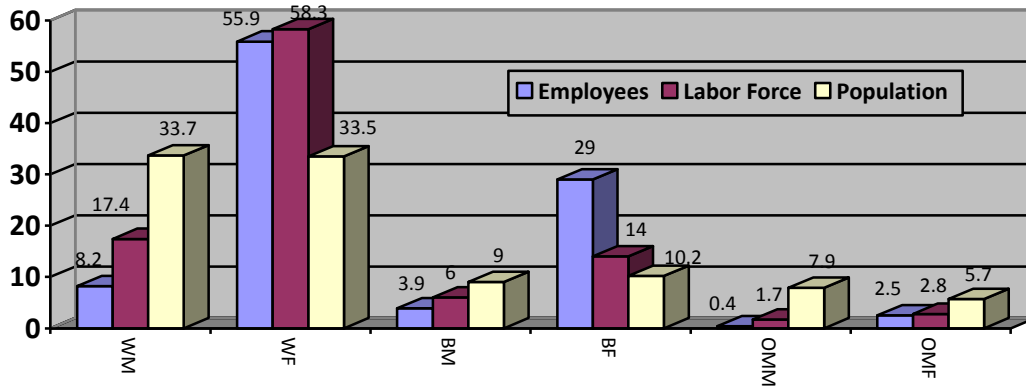
**4. Technicians** - These are occupations concerned with providing technical assistance in the following fields: health, engineering, science, and all remaining technicians and technologists.

- Women accounted for 37% 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).
- White male employees exceeded their representation in the labor force and the NC population. Female employees, both white and minority, were employed at rates less than the labor force.



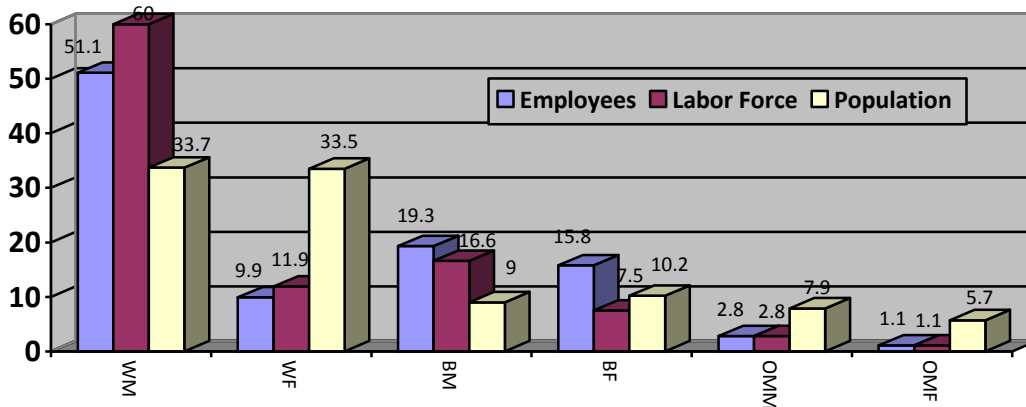
5. **Administrative Support** - These occupations are concerned with the maintenance, distribution, and organization of written communications and records as well as the operation of office machinery.

- Women represented 87% of all these employees, their highest representation level in any occupational category. Males consisted of only 13% of these employees, and only 5% of the males were minorities.
- Males, both white and minority, were employed at rates less than their representation in the labor force of the NC population.
- Minorities represented 36% of these employees, but 29% of this total was comprised of black females. Black females exceeded their representation in the labor force and the NC population. By comparison, white females exceeded their representation in the NC population but not the labor force.



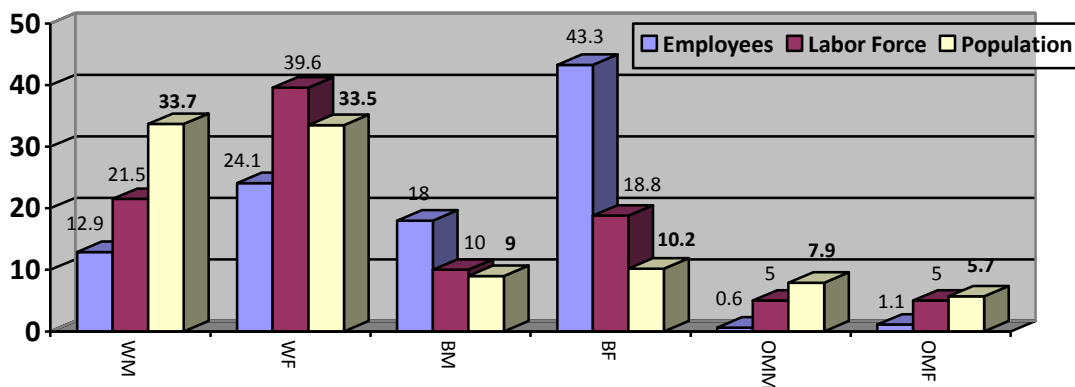
6. **Law Enforcement** - These occupations are concerned with providing protection against fire and accidents, maintaining law and order, and directing custody of prisoners in jails and reformatories.

- Minority males and females were almost evenly divided in this category, as minority males consisted of 22% of the employees and minority females consisted of 17% 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 51% of the employees and white females consisted of 10% of the employees.
- Black male employees had their highest level of representation, at 19%, in any occupational category. This level of representation exceeded both their representation in the labor force and the NC population.



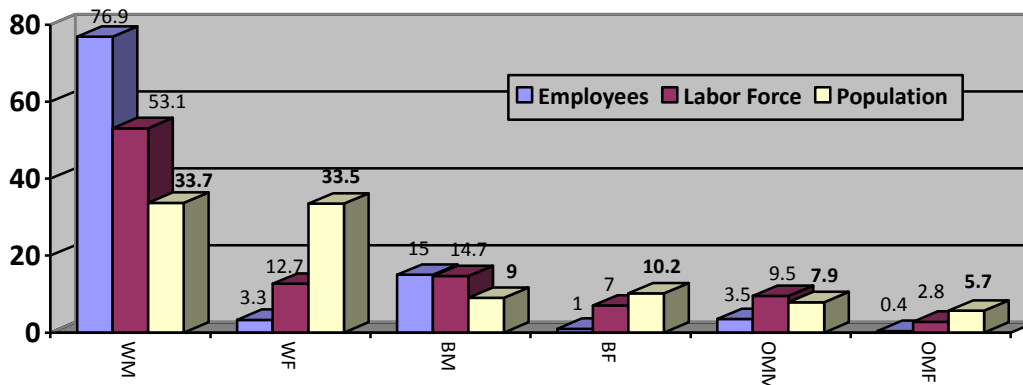
7. **Service** - These occupations are concerned with the following areas: maintaining cleanliness, personal care, catering and food preparation, and other household related tasks. The majority of these occupations receive low pay.

- Women and minority employees dominated this occupational category, as women represented 69% 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.
- White employees, both male and female, were represented at rates below the labor force and the NC population. Conversely, black employees, both male and female, were represented at rates above the labor force and the NC population.



8. **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 5% of the employees were female.
- White male employees had their highest level of representation, at 77%, in any occupational category. Minority males accounted for 20% of the category.
- Female employees, both white and minority, were represented at levels below the labor force and the NC population.



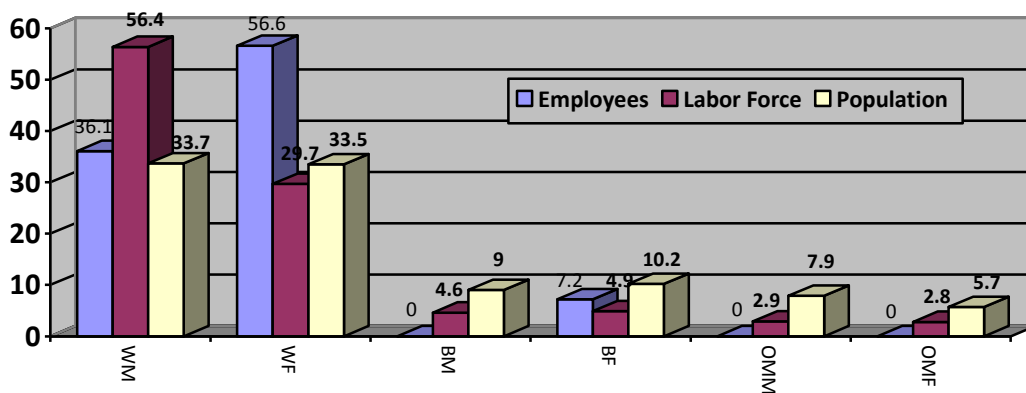


**University Occupational Category Overview:**

As of December 31, 2009, North Carolina State universities employed 22,358 SPA employees. In order to evaluate these employees based on similar job groupings, each position occupied by an employee is placed in one of eight occupational categories. These categories provide a more detailed level of analysis regarding the demographic representation of university employees.

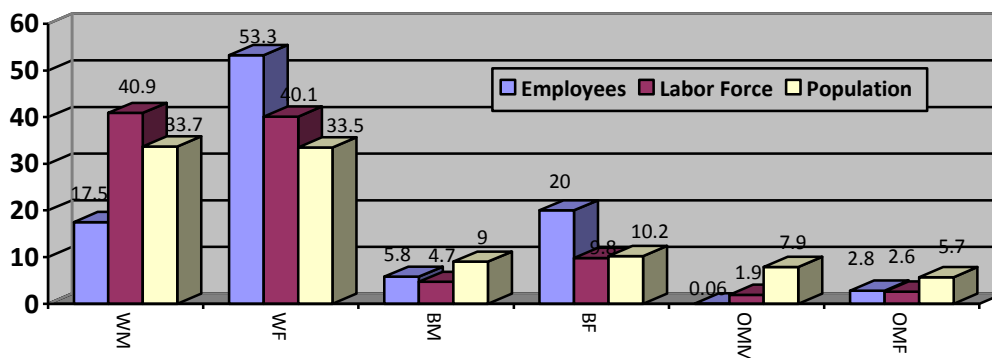
**1. Officials and Administrators** – *Includes top and middle management concerned with achieving the overall objectives of the organization. Usually these are policy making, highly visible positions.*

- Women accounted for 64% of these employees, but black females represented only 7% of the total. White females accounted for 57% of these employees, their highest representation level in any occupational category.
- White males accounted for 36% of these employees, but there were no black or other minority males represented in this occupational category.
- Overall, minorities accounted for only 7% of these employees, their lowest representation level in any occupational category. There were no black males or other minority males or females represented.



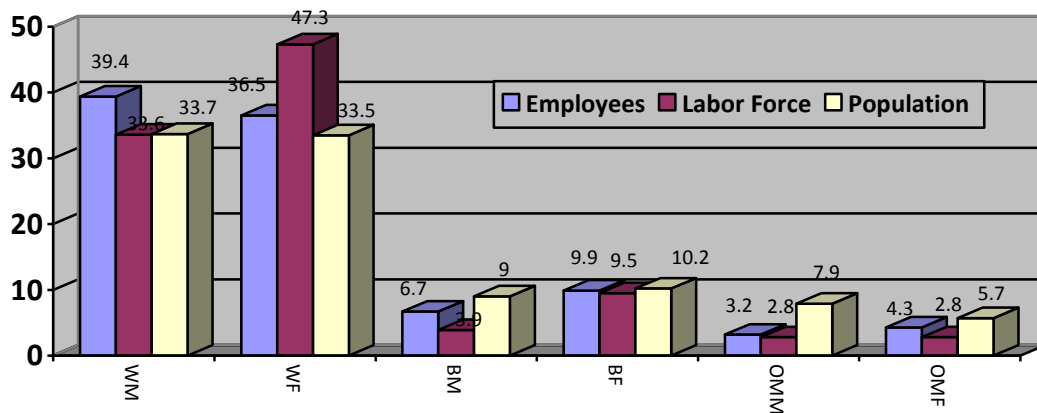
**2. Management Related** - *Includes occupations concerned with planning and administering programs in areas such as accounting, budgeting, human resources, purchasing, inspectors, and marketing.*

- Women accounted for 76% of these employees, but 23% 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 24% of these employees, and only 6% of the male employees were minorities.



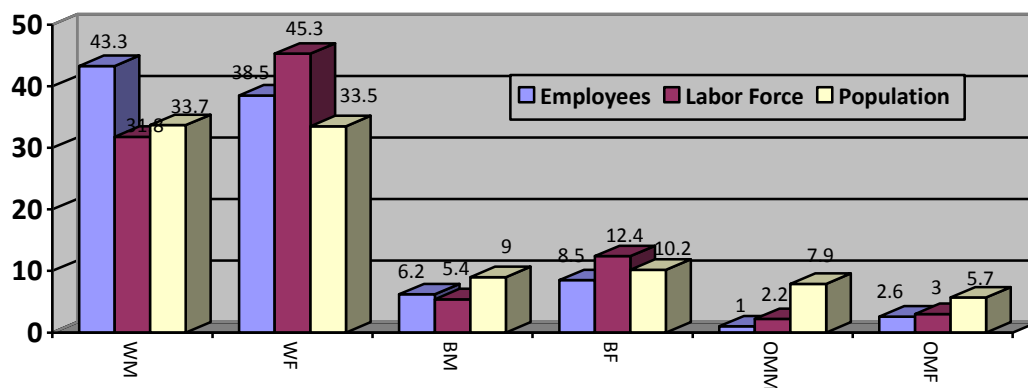
**3. Professional** - Includes occupations that require specialized training. These include engineers, lawyers, teachers, nurses, physicians, veterinarians, pharmacists, and librarians.

- 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.
- White male employees were represented at levels above their labor force and the NC population.
- White female employees were represented at a level below their availability in the labor force but above their representation in the NC population.



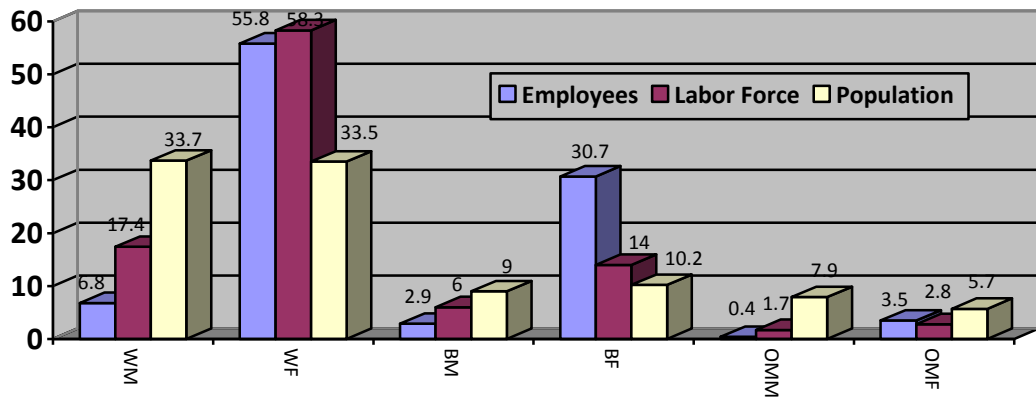
**4. Technicians** - These are occupations concerned with providing technical assistance in the following fields: health, engineering, science, and all remaining technicians and technologists.

- Women accounted for 50% of these employees, with 11% being minority women.
- Minorities represented 18% of these employees, and 4% were combined male and female other minority employees.
- The overall demographic representation in this occupational category closely mirrored that in the agency workforce.
- White male employees were represented at levels above their representation in the labor force and the NC population.



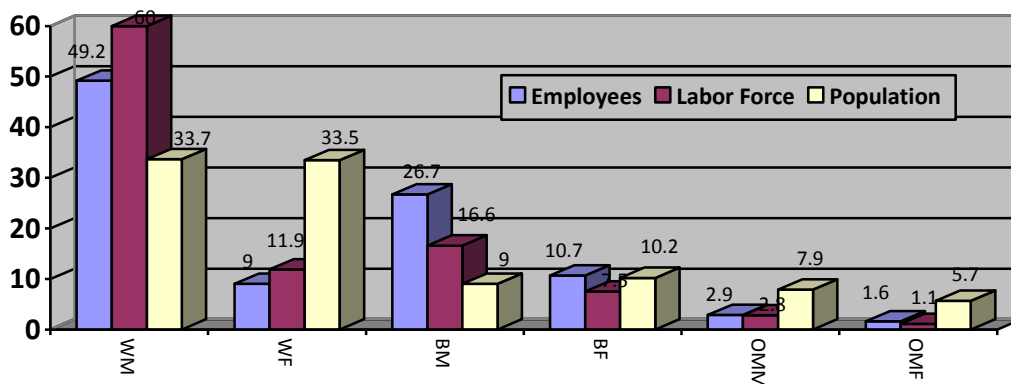
5. **Administrative Support** - These occupations are concerned with the maintenance, distribution, and organization of written communications and records as well as the operation of office machinery.

- Women represented 90% of all these employees, their highest representation level in any occupational category. Males consisted of only 10% of these employees, and only 4% of the males were minorities.
- Minorities represented 37% of these employees, but 31% of this total was comprised of black females.
- White males were represented at levels below their representation in the labor force and the NC population.
- Black females were represented at levels above their representation in the labor force and the NC population. White females were represented at levels above their representation in the NC population but below the labor force.



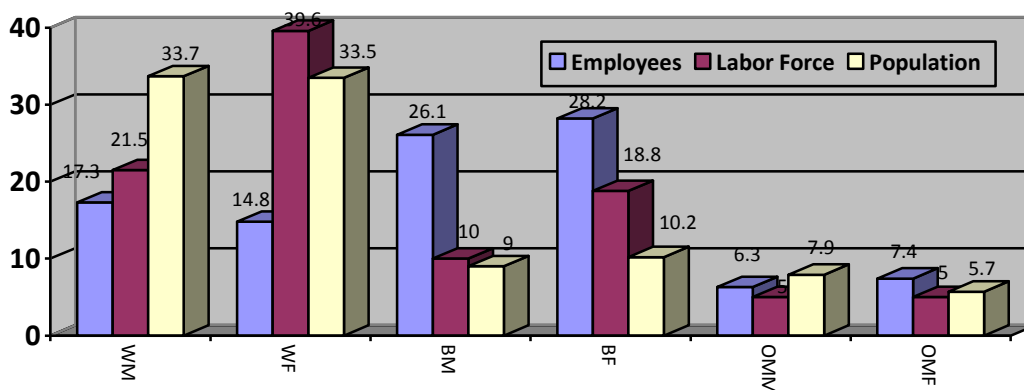
6. **Law Enforcement** - These occupations are concerned with providing protection against fire and accidents, maintaining law and order, and directing custody of prisoners in jails and reformatories.

- 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 12% of the employees.
- Minority employees consisted of 42% 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 49% 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.



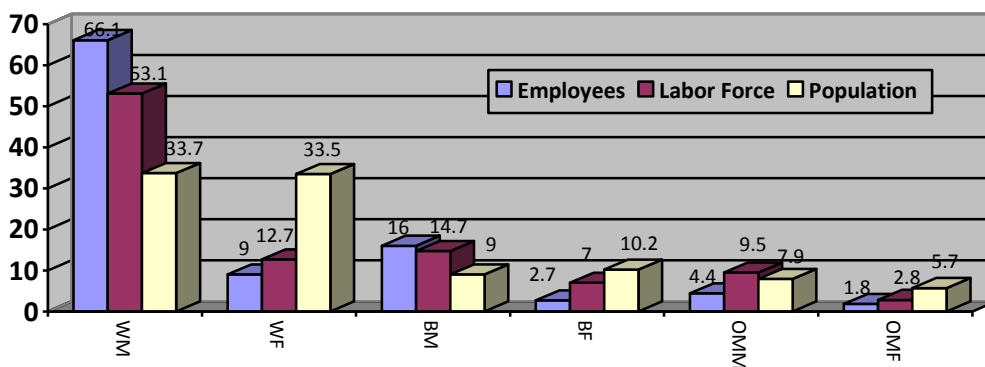
7. **Service** - These occupations are concerned with the following areas: maintaining cleanliness, personal care, catering and food preparation, and other household related tasks. The majority of these occupations receive low pay.

- Women and minority employees dominated this occupational category, as women represented 50% 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 second highest level of representation, at 26%, in any occupational category.
- White employees had their lowest level of representation, comprising only 32% of all the employees in this category.
- White employees, both male and female, were employed at levels below their representation in the labor force and the NC population. Black employees, both male and female, were employed at levels above their representation in the labor force and the NC population.



8. **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 5% female employees in this category, the university system employed 13% female employees in this category.
- White male employees had their highest level of representation, at 66%, in any occupational category. Black male employees represented 16% of the work force. Both white and black male employees were represented at levels above the NC population and the labor force.



**NEW HIRE AND PROMOTION ANALYSIS:**

During calendar year 2009, state agencies hired 2,768 new SPA employees to the work force. Of these new hires, 31% were white male employees, representing the largest demographic group hired. The university system hired 940 new employees during the same time frame. Of these new hires, 61% were female employees.

State agencies promoted 1,502 SPA employees during calendar year 2009. Of these employees, 35% were white males and 28% were white females, accounting for 63% of all promotions. Within the university system, 249 SPA employees received a promotion during 2009. Of these employees, 48% were white females and 16% were black females. Compared to new hires in the university system, white females were promoted at a higher rate than hired and black females were promoted at a lower rate than hired.

**New Hires and Promotions by Agency and University System  
Calendar Year 2009**

<b>Transactions</b>	<b>New Hire – Agency</b>	<b>Promotion - Agency</b>	<b>New Hire – University</b>	<b>Promotion – University</b>
<b>White Males</b>	864 <b>31.2%</b>	527 <b>35.1%</b>	234 <b>24.9%</b>	67 <b>27.9%</b>
<b>White Females</b>	797 <b>28.8%</b>	420 <b>27.9%</b>	344 <b>36.6%</b>	119 <b>47.8%</b>
<b>Black Males</b>	357 <b>12.9%</b>	183 <b>12.2%</b>	110 <b>11.7%</b>	15 <b>6%</b>
<b>Black Females</b>	607 <b>22.3%</b>	318 <b>21.2%</b>	201 <b>21.4%</b>	41 <b>16.5%</b>
<b>Hispanic Males</b>	25 <b>0.9%</b>	6 <b>0.4%</b>	11 <b>1.2%</b>	2 <b>0.8%</b>
<b>Hispanic Females</b>	24 <b>0.8%</b>	12 <b>0.8%</b>	15 <b>1.6%</b>	1 <b>0.4%</b>
<b>Asian Males</b>	31 <b>1.1%</b>	5 <b>0.3%</b>	7 <b>0.7%</b>	3 <b>1.2%</b>
<b>Asian Females</b>	25 <b>0.9%</b>	12 <b>0.8%</b>	11 <b>1.2%</b>	0 <b>0%</b>
<b>American Indian Males</b>	22 <b>0.8%</b>	13 <b>0.9%</b>	3 <b>0.3%</b>	0 <b>0%</b>
<b>American Indian Females</b>	16 <b>0.6%</b>	5 <b>0.3%</b>	4 <b>0.4%</b>	1 <b>0.4%</b>
<b>TOTAL</b>	<b>2,768</b>	<b>1,502</b>	<b>940</b>	<b>249</b>

(Totals subject to +/- .03% 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 plans 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

### **Employment Objective Overview:**

This is a review of the achievement of objectives established in agency and university EEO Plans.

**Agencies:** All required North Carolina state agencies submitted an EEO Plan for the 2010 planning cycle. Of the 32 state agencies submitting EEO Plans, 28 agencies or 87.5% established employment objectives. The agencies that did not establish employment objectives cited concerns related to the Reduction-in-Force (RIF) and limitations on hiring due to budgetary constraints. Overall, these employment objectives were established in all eight of the occupational categories, although not all agencies established objectives in each of the eight occupational categories. During the 2009 EEO planning cycle, 25 agencies or 78.1% were able to fully or partially achieve their employment objectives.

**Universities:** All 17 institutions within the University of North Carolina (UNC) system, as well as UNC General Administration, submitted an EEO Plan for the 2010 planning cycle. Of the 18 entities submitting EEO Plans, 16 universities or 88.8% established employment objectives. The universities that did not establish employment objectives cited concerns related to the Reduction-in-Force (RIF) and limitations on hiring due to budgetary constraints. During the 2009 EEO planning cycle, 16 universities or 88.8% were able to fully or partially achieve their employment objectives.

In addition to the EEO plan, the Office of State Personnel also reviews each agency and university Unlawful Workplace Harassment Prevention plan.

**2010 EEO PLAN STATUS:**

All agencies and universities submitted Equal Employment Opportunity (EEO) plans for 2010. 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 12/31/09</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 Healthcare		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 9/30/09</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		

