

State of North Carolina

Equal Employment Opportunity Status Report

2011



Executive Summary

Prepared by the Office of State Personnel
August, 2012

General Characteristics of Total State Workforce

Employees (Subject to State Personnel Act)	Number/Percent of Employees
Total # of Employees	87,735
Agencies	66,237 (75%)
Universities	21,498 (25%)
Average Annual Salary	\$41,855
Average Age	45.8
<u>Age</u>	
Less than 20	0.03%
Age 20 – 29	9%
Age 30 – 39	20%
Age 40 - 49	30%
Age 50 – 59	30%
Age 60+	11%
Average Years of Service	132 months (11 yrs, 0 mos.)
<u>Education Levels</u>	
Less Than High School	2%
High School +	49%
Associate Degree	10%
Bachelor Degree	27%
Masters Degree or Greater	9%
<u>Gender</u>	
Male	50%
Female	50%
<u>Race/Ethnicity</u>	
White Male	36%
White Female	29%
Black Male	12%
Black Female	18%
Hispanic Male	0.7%
Hispanic Female	0.7%
Asian Male	0.9%
Asian Female	1.0%
American Indian Male	0.9%
American Indian Female	0.6%
	<i>% are rounded</i>
Largest Counties of Employment	Wake (26%) Orange (7%)

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:

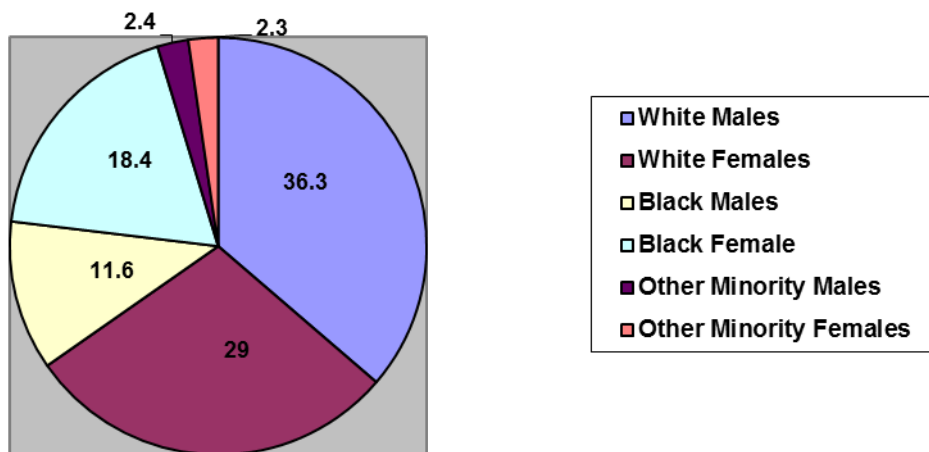
REPRESENTATION ANALYSIS:

The State of North Carolina reported 87,735 full-time, permanent SPA employees as of December 31, 2011. This represents a decrease of 3,215 employees from 2010, and 3,808 employees since 2009. 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	25,730 38.8%	17,529 26.5%	8,140 12.3%	12,213 18.4%	1,515 2.3%	1,110 1.7%	66,237
University	6,121 28.5%	7,953 37.0%	2,052 9.5%	3,915 18.2%	574 2.7%	883 4.1%	21,498
TOTAL	31,851 36.3%	25,482 29.0%	10,192 11.6%	16,128 18.4%	2,089 2.4%	1,993 2.3%	87,735
<i>Previous Total - 2010</i>	33,001 36.3%	26,768 29.4%	10,476 11.5%	16,548 18.2%	2,120 2.3%	2,037 2.2%	90,950
<i>Previous Total - 2009</i>	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

NOTE: The data collection system in BEACON allows for employees to be assigned to an “Ethnicity Unknown” category. As of 12/31/11 there were 91 employees in this category. Those employees have not been included in this analysis.

Total State Representation by Demographic Group (2011)



North Carolina State Government cabinet and council of state agencies employed 66,237 employees as of December 31, 2011. This accounted for 75% of the total 87,735 employees. North Carolina State Government universities employed 21,498 employees as of December 31, 2011. This accounted for 25% of the total 87,735 employees.

Total Other Minority Employees – Detailed:

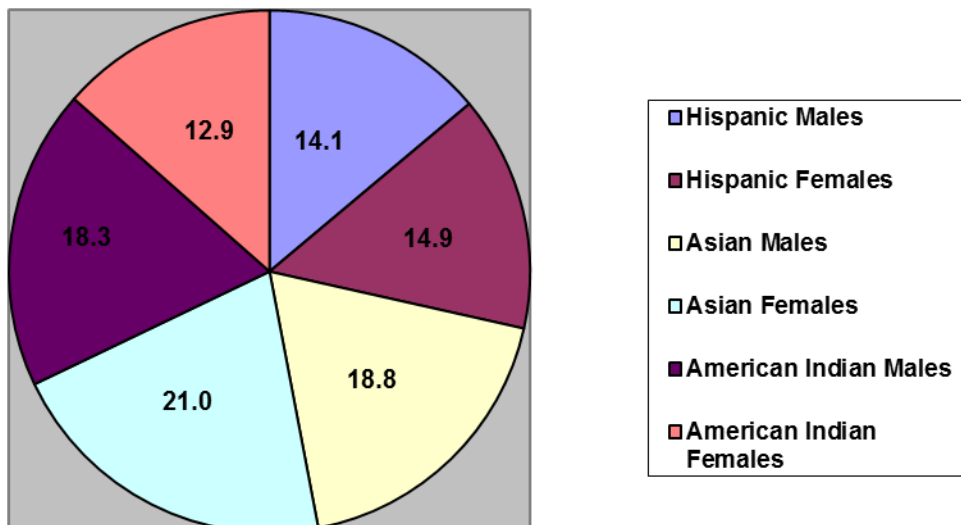
The employees labeled as ‘other minority males’ and ‘other minority females’ include Hispanic, American Indian and Asian employees.

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 4.7% of the entire workforce or 4,082 employees (a decrease of 75 since 2010). 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
Agency	404 15.4%	345 13.1%	484 18.4%	442 16.8%	627 23.9%	323 12.3%	2,625
University	170 11.7%	262 18.0%	283 19.4%	418 28.7%	121 8.3%	203 13.9%	1,457
TOTAL	574 14.1%	607 14.9%	767 18.8%	860 21.0%	748 18.3%	526 12.9%	4,082

Total Representation of Other Minority Groups in Detail (2011)



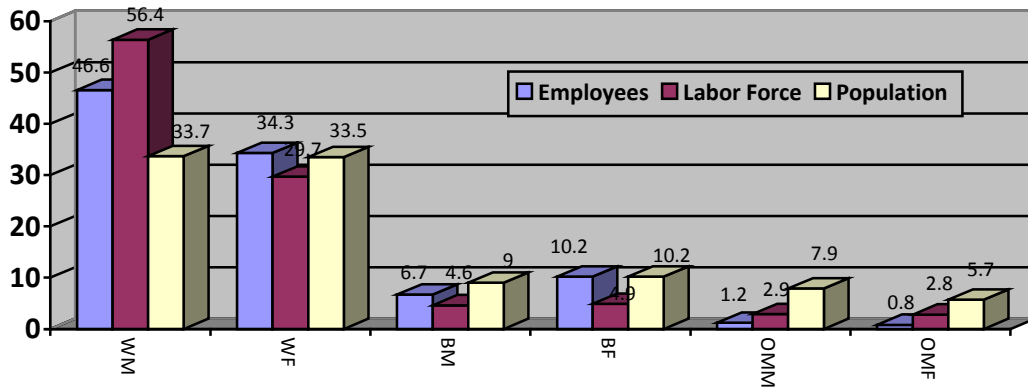
Agency Occupational Category Overview:

As of December 31, 2011, North Carolina State agencies employed 66,237 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.

NOTE: Population figures include individuals age 18 – 64.

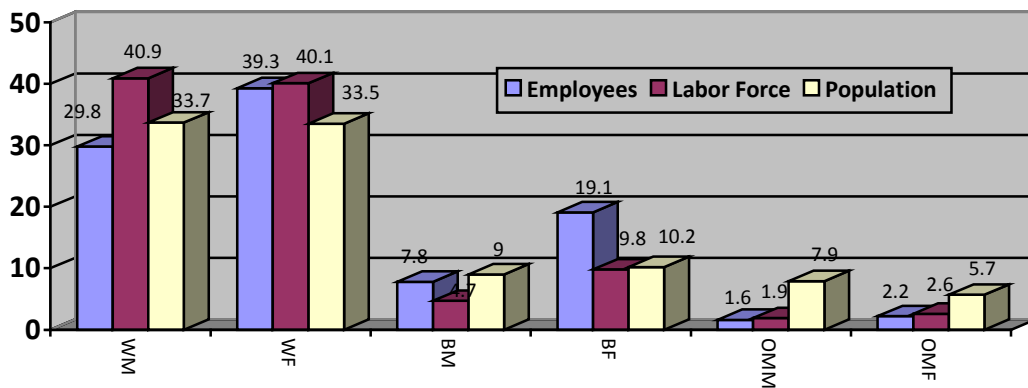
1. Officials and Administrators – Includes top and middle management concerned with achieving the overall objectives of the organization. Usually these are policy making, highly visible positions.

- Women accounted for 45% of these employees, 34% white females and 11% minority females. 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.



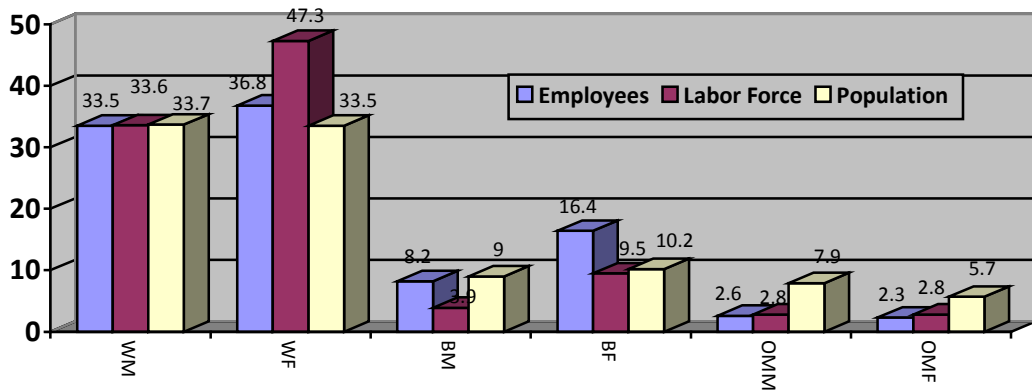
2. Management Related - Includes occupations concerned with planning and administering programs in areas such as accounting, budgeting, human resources, purchasing, inspectors, and marketing.

- Women accounted for 61% of these employees, and 21% of the female employees were minorities.
- Men accounted for 39% of these employees, but only 10% of the male employees were minorities.
- Black female employees exceeded both their representation in the labor force and the NC population.



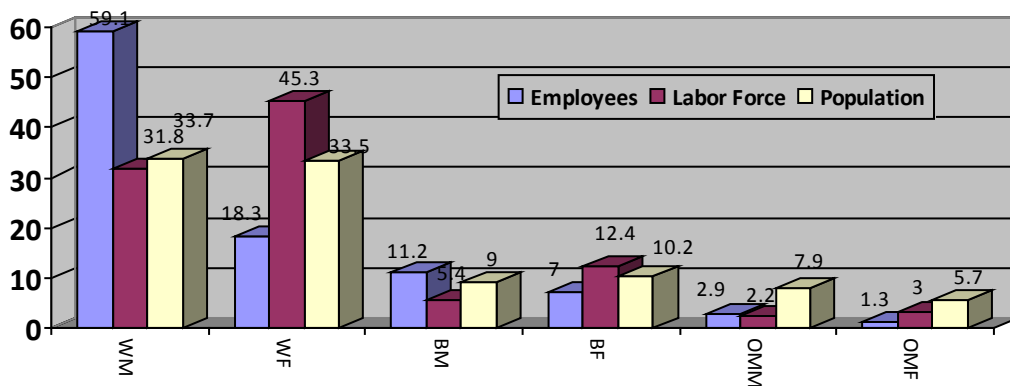
3. Professional - Includes occupations that require specialized training. These include engineers, lawyers, teachers, nurses, physicians, veterinarians, pharmacists, computer programmers, and librarians.

- Women accounted for 56% of these employees and men accounted for 44% of these employees. This represents the occupational category with the most even distribution of male and female employees.
- Minorities represented 30% of the employees in this category, 16% were black females, 8% were black males and 4% were combined male and female other minorities.
- 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.



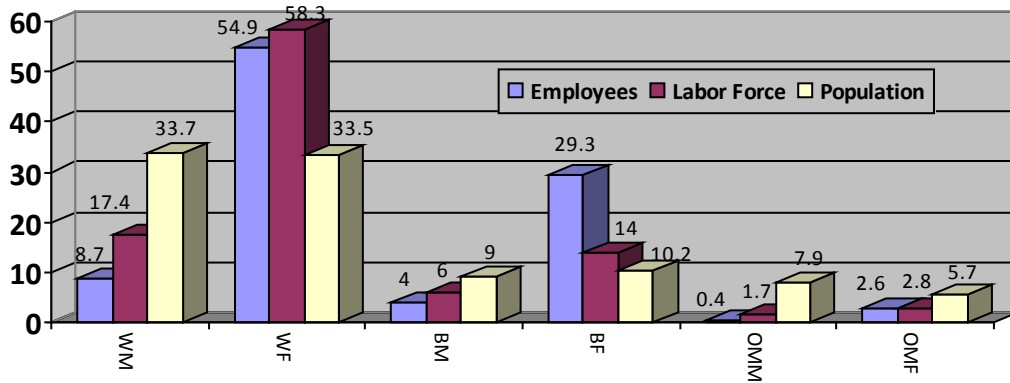
4. Technicians - These are occupations concerned with providing technical assistance in the following fields: health, engineering, science, and all remaining technicians and technologists.

- Women accounted for 27% of these employees (a decrease of 10% since 2010), with 8% being minority women (a decrease of 8% since 2010).
- Minorities represented 22% of these employees, and 4% were combined male and female other minority employees.
- White male employees exceeded their representation in the labor force and the NC population. White female employees were employed at rates less than the labor force and NC population.



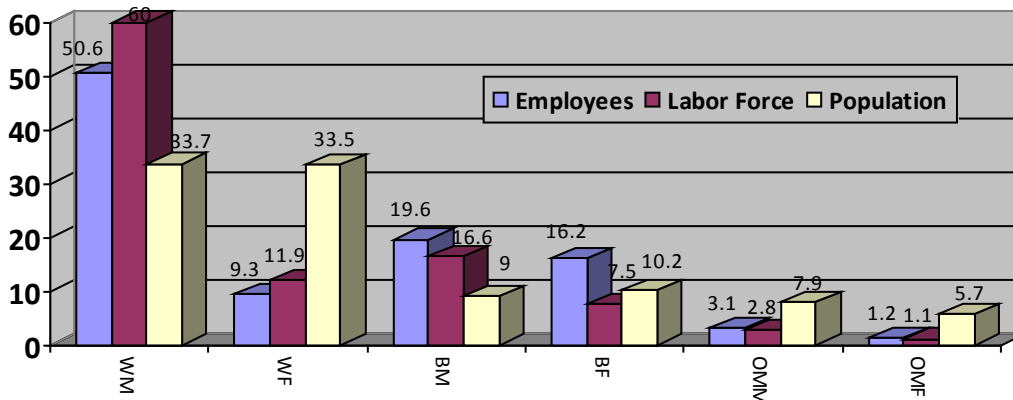
5. **Administrative Support** - These occupations are concerned with the maintenance, distribution, and organization of written communications and records as well as the operation of office machinery.

- Women represented 87% of all these employees, their highest representation level in any occupational category. Males consisted of only 13% of these employees, and only 4% 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.



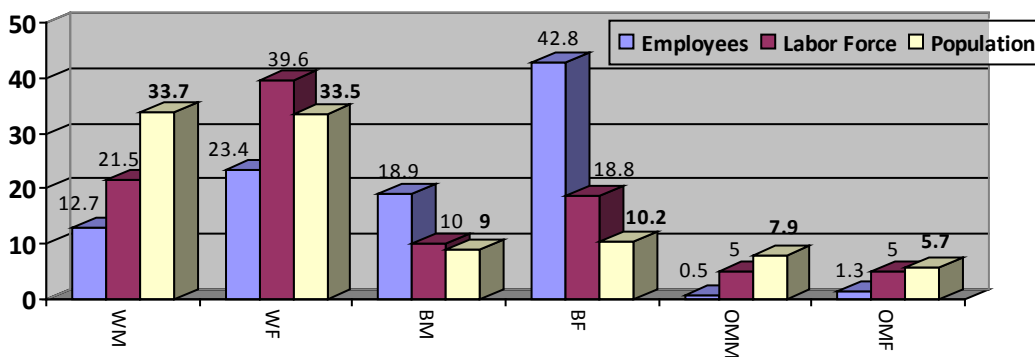
6. **Law Enforcement** - These occupations are concerned with providing protection against fire and accidents, maintaining law and order, and directing custody of prisoners in jails and reformatories.

- Minority males and females were almost evenly divided in this category, as minority males consisted of 23% of the employees and minority females consisted of 17% of the employees.
- Minority employees consisted of 40% 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 9% of the employees.
- Black male employees had their highest level of representation, at 20%, in any occupational category. This level of representation exceeded both their representation in the labor force and the NC population.



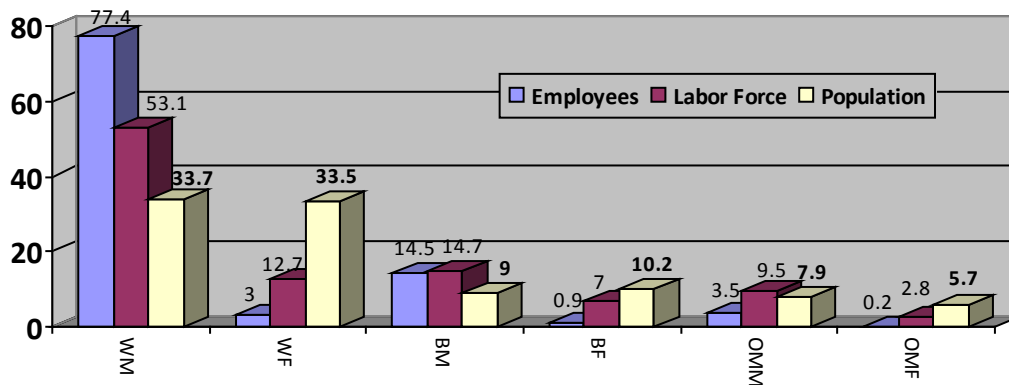
7. **Service** - These occupations are concerned with the following areas: maintaining cleanliness, personal care, catering and food preparation, and other household related tasks. The majority of these occupations receive low pay.

- Women and minority employees dominated this occupational category, as women represented 68% of all the employees and minorities represented 64% of all the employees.
- Of the employees, 44% were minority females and compared to 20% 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 23% 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 4% of the employees were female.
- White male employees had their highest level of representation, at 77%, in any occupational category. Minority males accounted for 18% of the category.
- Female employees, both white and minority, were represented at levels below the labor force and the NC population.

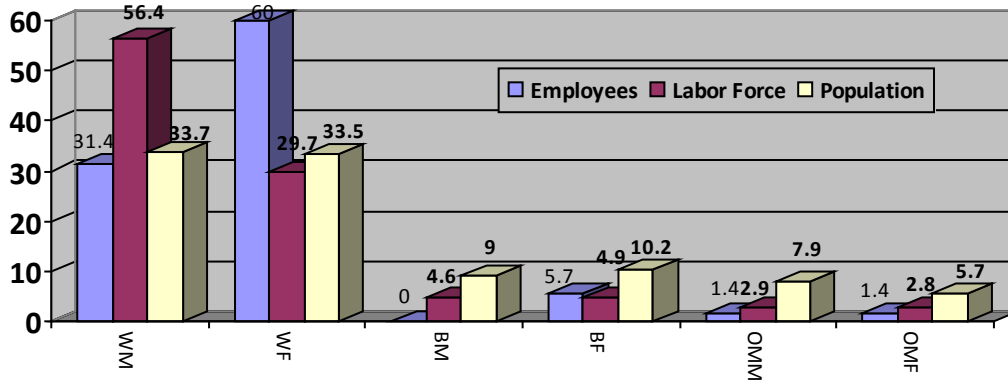


University Occupational Category Overview:

As of December 31, 20011, North Carolina State universities employed 21,498 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.

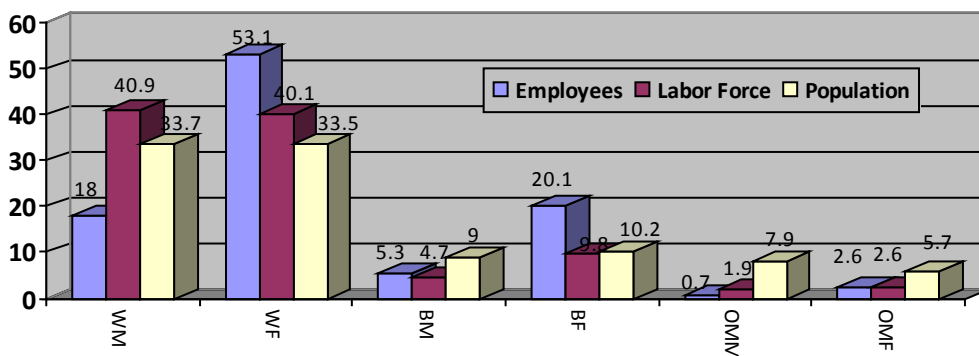
1. Officials and Administrators – Includes top and middle management concerned with achieving the overall objectives of the organization. Usually these are policy making, highly visible positions.

- Women accounted for 67% of these employees, but black females represented only 6% of the total. White females accounted for 60% of these employees, their highest representation level in any occupational category.
- White males accounted for 31% of these employees, but there were no black males represented in this occupational category.
- Overall, minorities accounted for only 9% of these employees, their lowest representation level in any occupational category. However, only 70 employees were included in this analysis.



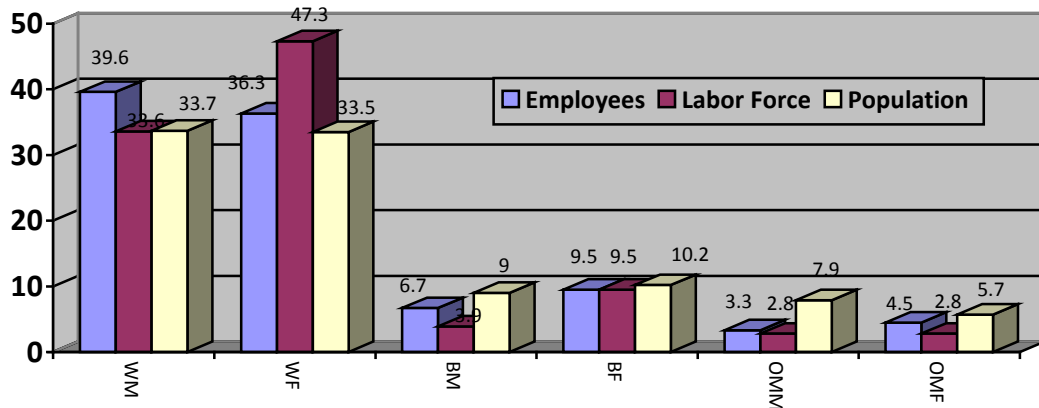
2. Management Related - Includes occupations concerned with planning and administering programs in areas such as accounting, budgeting, human resources, purchasing, inspectors, and marketing.

- Women accounted for 76% of these employees, and 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.



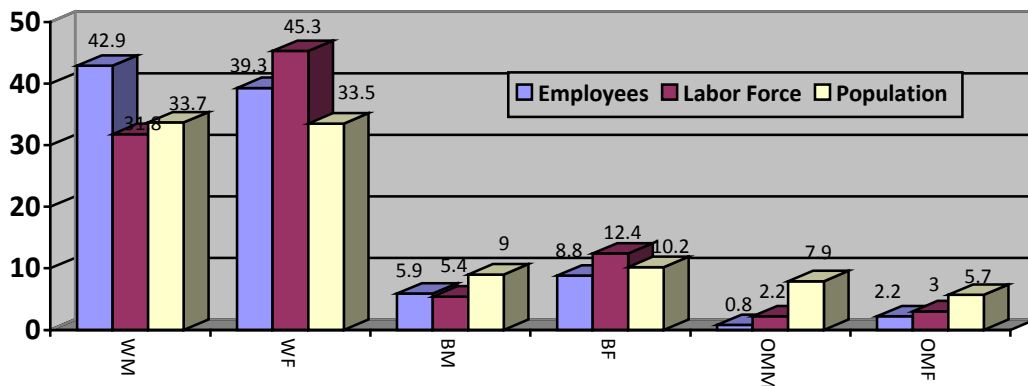
3. Professional - Includes occupations that require specialized training. These include engineers, lawyers, teachers, nurses, physicians, veterinarians, pharmacists, and librarians.

- Women accounted for 50% of these employees and men accounted for 50% 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 16% of these employees and other minorities males and females consisted of 8% 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.



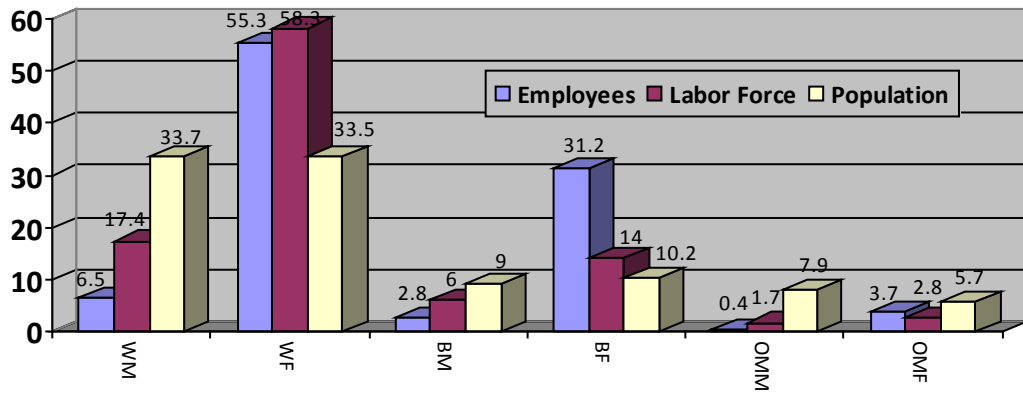
4. Technicians - These are occupations concerned with providing technical assistance in the following fields: health, engineering, science, and all remaining technicians and technologists.

- Women accounted for 50% of these employees, with 11% being minority women.
- Minorities represented 18% of these employees, 15% black employees and 3% 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.



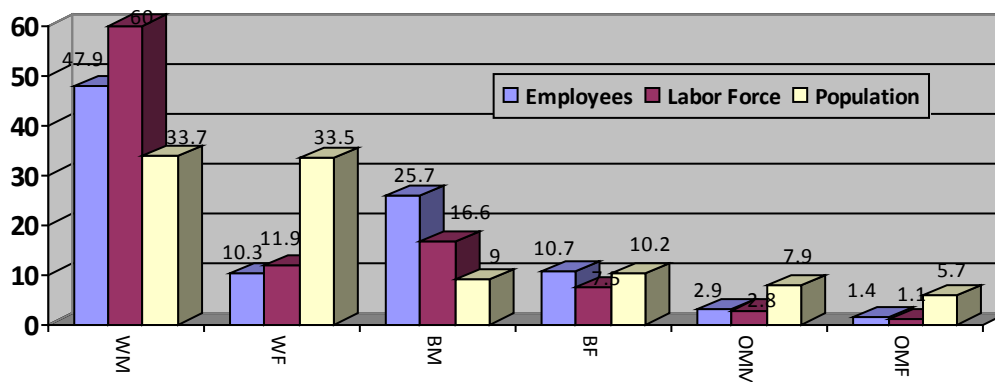
5. **Administrative Support** - These occupations are concerned with the maintenance, distribution, and organization of written communications and records as well as the operation of office machinery.

- Women represented 90% of all these employees, their highest representation level in any occupational category. Males consisted of 10% of these employees, and only 3% of the males were minorities.
- Minorities represented 38% 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.



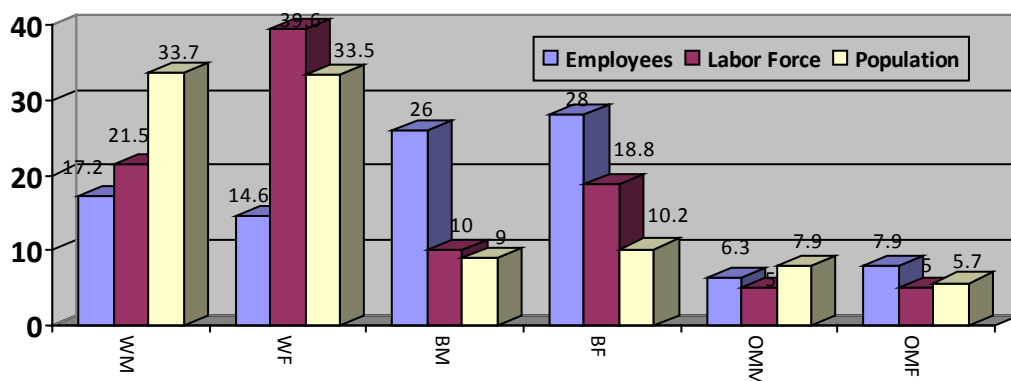
6. **Law Enforcement** - These occupations are concerned with providing protection against fire and accidents, maintaining law and order, and directing custody of prisoners in jails and reformatories.

- Unlike the agency workforce, there was a significant difference between the representation of minority males and females in this category. Minority males represented 29% 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 48% of the employees and white females consisted of only 10% of the employees.
- Black males had their highest level of representation, at 26%, tied with the Service category.



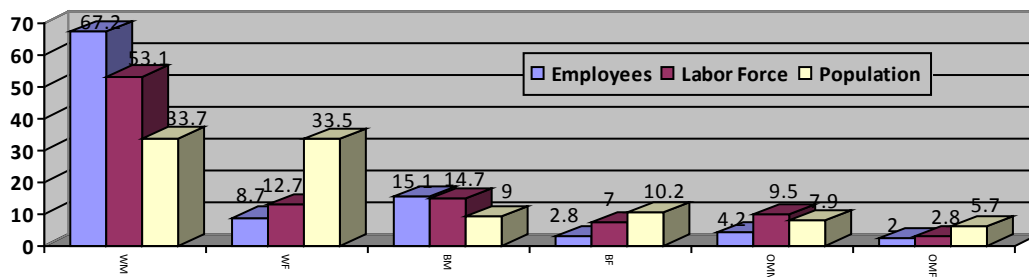
7. **Service** - These occupations are concerned with the following areas: maintaining cleanliness, personal care, catering and food preparation, and other household related tasks. The majority of these occupations receive low pay.

- Women and minority employees dominated this occupational category, as women represented 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 26%, equal to the Law Enforcement 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 4% female employees in this category, the university system employed 14% female employees in this category.
- White male employees had their highest level of representation, at 67%, in any occupational category. Black male employees represented 15% 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 2011, state agencies hired 3,744 new SPA employees. Of these new hires, 32% were white male employees, representing the largest demographic group hired. The university system hired 1,213 new employees during the same time frame. Of these new hires, 58% were female employees; including 38% white females and 15% black females.

State agencies promoted 2,143 SPA employees during calendar year 2011. Of these employees, 37% were white males and 26% were white females, accounting for 63% of all promotions. Within the university system, 405 SPA employees received a promotion during 2011. Of these employees, 45% were white females and 17% 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 2011**

Transactions	New Hire – Agency	Promotion - Agency	New Hire – University	Promotion – University
White Males	1,215 32.4%	785 36.6%	359 29.6%	108 26.7%
White Females	858 22.9%	553 25.8%	466 38.4%	183 45.2%
Black Males	594 15.9%	268 12.5%	114 9.4%	24 5.9%
Black Females	849 22.7%	444 20.7%	194 16.0%	69 17.0%
Hispanic Males	48 1.3%	10 0.5%	8 0.7%	2 0.5%
Hispanic Females	42 1.1%	10 0.5%	12 1.0%	4 1.0%
Asian Males	30 0.8%	24 1.1%	17 1.4%	6 1.5%
Asian Females	32 0.9%	18 0.8%	25 2.1%	8 2.0%
American Indian Males	51 1.4%	16 0.7%	8 0.7%	0 0.0%
American Indian Females	25 0.7%	15 0.7%	10 0.8%	1 0.2%
TOTAL	3,744	2,143	1,213	405

(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 by March 1st of 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 State Personnel Commission and 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)
 - Discipline
 - Reduction-In-Force
 - Training and Development (Employee and Management)
 - Upward Mobility/Promotion
 - Performance Appraisal
 - Transfer and/or Separation
 - Compensation and Benefits
 - Program Evaluation
 - Evaluation and Reporting
 - Grievance Procedures

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 2012 planning cycle. Of the 29 state agencies submitting EEO Plans, 25 agencies or 86.2% 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 2011 EEO planning cycle, 5 agencies did not establish goals. Of those that did establish objectives, 20 or 83.3% 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 2012 planning cycle. Of the 18 entities submitting EEO Plans, 14 universities and UNC General Administration or 83.3% established employment objectives. During the 2011 EEO planning cycle, one university did not establish goals. Of those that did establish objectives, 14 or 77.7% 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.

2011 EEO PLAN STATUS:

All agencies and universities submitted Equal Employment Opportunity (EEO) plans for 2011. These plans met the EEO Plan and Program Policy approved by the State Personnel Commission (effective 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
Agencies - data as of 12/31/11		Agencies, continued		Universities, continued	
Administration	Yes	State Controller	Yes	UNC-Charlotte	Yes
Administrative Hearings	Yes	State Personnel	Yes	UNC-General Administration	Yes
Agriculture & Consumer Service	Yes	State Treasurer	Yes	UNC-Greensboro	Yes
Commerce	Yes	Transportation	Yes	UNC-Pembroke	Yes
Community Colleges	Yes	UNC Healthcare	Yes	UNC-Wilmington	Yes
Public Safety	Yes	Wildlife Resource Commission	Yes	Western Carolina University	Yes
Cultural Resources	Yes			Winston-Salem State University	Yes
Environment & Nat. Resources	Yes	Universities - data as of 9/30/11			
Health and Human Services	Yes			Boards and Commissions – data as of 12/31/11	
Insurance	Yes	Appalachian State University	Yes		
ITS (Info. Tech. Services)	Yes	East Carolina University	Yes	Board of Cosmetic Arts	Yes
Justice	Yes	Elizabeth City State University	Yes	Board of Elections	Yes
Labor	Yes	Fayetteville State University	Yes	NC Education Lottery Commission	Yes
Lt. Governor, Office of the	Policy	N.C. School of Science & Math	Yes	Banking Commission	Yes
N.C. Housing Finance	Yes	North Carolina A&T University	Yes		
Public Instruction	Yes	North Carolina Central University	Yes		
Revenue	Yes	North Carolina School of the Arts	Yes		
Secretary of State	Yes	North Carolina State University	Yes		
State Auditor	Yes	UNC-Asheville	Yes		
State Budget, Planning, and Management	Yes	UNC-Chapel Hill	Yes		

