



MEMORANDUM

DATE: April 18, 2002

TO: Department Directors and
Equal Employment Opportunity Officers

FROM: State Personnel Board
Executive Office

SUBJECT: 2002-03 ANALYSIS OF THE STATE WORK FORCE, EMPLOYMENT
GOALS FOR PERSONS WITH DISABILITIES AND UPWARD MOBILITY
GOALS

This memorandum provides departments with new information and instructions for conducting the annual analysis of their work force and announces the training programs available to assist departments

Goals for Persons with Disabilities

Government Code Section 19232 requires departments to annually establish an employment goal for persons with disabilities and a timetable for goal achievement. In accordance with the State Personnel Board (SPB) guidelines, departments must establish a goal when their representation falls below 9.1% (80% of 11.4% California labor force representation). Appendix 11 of the *SPB's Guidelines for Conducting the Annual Analysis of the State Work Force* contains detailed instructions for setting employment goals for persons with disabilities. The departmental goal is to be based on employee representation as of March 31, 2002. The SPB will provide updated data to departments on their representation on or about April 15, 2002. The goal should be reported in the department's memorandum to the SPB summarizing the results of its analysis of the departmental work force.

Upward Mobility Goals

In accordance with Government Code Section 19402, departmental Upward Mobility Programs must focus on the advancement of employees in low-paying occupations into entry technical, professional, and administrative positions. There is no easy to use

Subject: 2002-03 Analysis of the State Work Force, Employment Goals for Persons
With Disabilities and Upward Mobility Goals

April 18, 2002

Page Two

formula, however, for establishing mandated annual upward mobility goals. There are no labor force parity figures upon which to base goals. Departments must determine what goals are reasonable by considering the past history of upward mobility appointments to entry technical, professional and administrative positions, the number of anticipated appointment opportunities to those entry classes, and the availability of qualified upward mobility candidates eligible for appointment. Departments should refer to the **SPB's Guidelines for Administering Departmental Upward Mobility Employment Programs** for more specific information about program requirements, including goal setting. A copy of these guidelines will be provided to each participant of the SPB technical training class, or can be obtained from the Office of Civil Rights. Please submit your Upward Mobility Program goals on SPB Form AAPO5, Summary of Upward Mobility Goals Report. (See Attachment 4)

Work Force Analysis by Racial/Ethnic and Gender Group

State departments are no longer required to establish annual employment goals by ethnicity or gender. State departments still have an obligation to provide equal employment opportunity to all qualified job applicants and to have non-discriminatory employment practices. To monitor and evaluate employment practices, departments need to conduct an annual analysis of their departmental work force and employment practices to identify any statistically significant underutilization for any racial/ethnic or gender group that may indicate a need for further research and review or possible employment discrimination problems. Where significant underutilization or adverse impact for any group is found, the departments need to identify the cause, determine the job relatedness of the employment procedure or standard and where appropriate, take appropriate action to remedy any non job related barrier. To identify the causes of underutilization problems, it will be critical for departments to obtain and analyze "**bottom line**" reports on all their examinations. The requirements and procedures are outlined in the **SPB's** manual, *Guidelines for Conducting the Annual Analysis of the State Work Force* (March 2002 Edition). A copy will be provided to each participant in the SPB training class.

The SPB will continue to provide departments with utilization reports on a reimbursable basis for the standardized occupational groups that have been developed. These reports will be available after April 15, 2002, and can be picked up at the Office of Civil Rights or at each session of our training class. If a department wants special or additional reports, it may request them by completing the SPB Form AA01, *Request for Equal Employment Opportunity Data Reports* (Attachment 1). Departments must authorize payment for their reports by providing a signed copy of SPB Form AAP04,

Subject: 2002-03 Analysis of the State Work Force, Employment Goals for Persons
With Disabilities and Upward Mobility Goals

April 18, 2002

Page Three

EEO Service Agreement (Attachment 2) at the time they pick up their reports. No reports will be provided without a signed form from the department. Technical assistance on any aspect of the work force analysis process is always available from the SPB staff. If you need assistance, please contact Bush Manson in the Office of Civil Rights at (916) 653-1161. Statistically significant underutilization problems must be identified and submitted on SPB Form AAP02, Summary of Departmental Work Force Analysis (Attachment 3).

Technical Training for Equal Employment Opportunity Staff

SPB will conduct a one-day technical training class on April 24, 29, and 30, 2002, in Room 312, at the State Personnel Board. The class is intended for those departmental staff responsible for the following:

- Conducting the *Annual Analysis of the State Work Force* to identify significant underutilization of racial/ethnic and gender groups;
- Establishing employment goals for persons with disabilities; and
- Establishing upward mobility goals

It is particularly important for departmental employees to learn about the new SPB requirements for conducting the annual analysis of the composition of their department's work force and of any serious underutilization revealed by the data. Departments may enroll staff for any of the three training sessions by contacting Bush Manson, Employment Goals Coordinator, at (916) 653-1161 or TDD (916) 653-1498. Participation in the training is free of charge.

Due Date for Submission of Information to the SPB

The deadline for submitting to the SPB your 2002-03 departmental work force analysis information, goals for persons with disabilities, and your upward mobility goals is July 1, 2002. Please submit your information with a transmittal memorandum signed by the director or the director's designee. The memorandum should also contain a summary of the efforts and accomplishments to eliminate employment discrimination and provide equal employment opportunity over the past year.

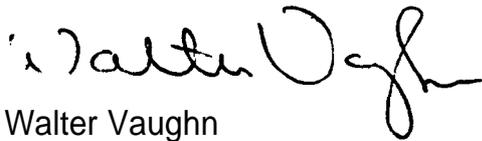
We sincerely appreciate your cooperation in completing the 2002-03 analysis of the state work force. This work is very important to help ensure that the state is fully providing equal employment opportunity. The results of your work force analysis will be

Subject: 2002-03 Analysis of the State Work Force, Employment Goals for Persons
With Disabilities and Upward Mobility Goals

April 18, 2002

Page Four

included in the **SPB's** *Annual Report to the Governor and the Legislature on **the** Census of Employees in the State Civil Service*. If you have any questions, please contact Bush **Manson**, Employment Goals Coordinator, at (916) 653-1 161 or Ted Edwards, Manager, Office of Civil Rights, at (916) 653-1276. Both may be reached by TDD at (916) 653-1498.

A handwritten signature in black ink, appearing to read "Walter Vaughn". The signature is fluid and cursive, with a large initial "W" and a long, sweeping tail.

Walter Vaughn
Executive Officer

Attachments

STATE PERSONNEL BOARD

REQUEST FOR EQUAL EMPLOYMENT OPPORTUNITY DATA REPORTS – CONT'D

Page Two

Please list below the full class title for all classes included in the occupational group for which data is being requested:

STATE PERSONNEL BOARD
EEO SERVICE AGREEMENT – CONT'D
Page 2

Payment is due within thirty (30) days of receipt of the invoice. Invoices will be submitted in duplicate for the total amount due. **Please indicate where invoices should be sent for payment.**

Note: Check the box if payment is to be charged to the department's Consolidated Services Contract with SPB: **c I**

Department: _____

Address: _____

City/State/Zip: _____

AuthorizedBy: _____ Phone: _____ Fax: _____

Date: _____

HAVE QUESTIONS OR NEED ASSISTANCE? CONTACT:

**Office of Civil Rights
(916) 653-I 161 or TDD (916) 653-I 498
FAX (916) 651-9016**

(For SPB Use Only)

Fiscal Office is authorized to invoice the Department for the following items and amounts:

(1)	\$	_____
(2)	\$	_____
(3)	\$	_____
(4)	\$	_____
(5)	\$	_____
(6)	\$	_____

TOTAL TO BE BILLED: \$ _____

Analysts Signature: _____

Date: _____

DEPARTMENT _____ FISCAL YEAR _____

OCCUPATIONAL GROUP		white	Afri Amer/ Black	Hispanic	Asian	Filipino	American Indian	Pacific Islander	Men	Women
	Number Incumbents									
	Number Deficient .									
	Number Incumbents									
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* Include only statistically significant deficiencies

