

CORPORATION FOR  
PUBLIC BROADCASTING



AFFIRMATIVE ACTION PROGRAM

FY 2018 Affirmative Action Performance Report and  
FY 2019 Affirmative Action Plan

A handwritten signature in blue ink, appearing to read 'Patricia Harrison', is written over a horizontal line.

Patricia Harrison  
President and CEO  
Corporation for Public Broadcasting

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## AFFIRMATIVE ACTION POLICIES AND IMPLEMENTATION

### **A. Equal Employment Opportunity Policy**

The Corporation for Public Broadcasting, a private, nonprofit corporation established in the District of Columbia, is committed to Equal Employment Opportunity. CPB will not discriminate against any individual on the basis of race, color, religion, national origin, sex, age, pregnancy, veteran's status, marital status, personal appearance, gender identity or expression of familial status, family responsibilities, sexual orientation, matriculation as a student, political affiliation, genetic information, physical or mental handicap or disability, source of income, place of residence or business, or any other legally protected basis not related to the individual's ability to perform a particular job covered under the applicable federal and District of Columbia laws. CPB will not tolerate harassment in its workplace. Further, the Corporation will take all reasonable steps necessary to ensure nondiscriminatory treatment of all persons in its workforce.

While CPB is not required by Executive Order 11246, Equal Employment Opportunity, to have an Affirmative Action policy, it does so voluntarily.

### **B. Implementation of CPB's Policy through an Affirmative Action Plan**

CPB creates an annual Affirmative Action Plan for adoption by the Board of Directors to implement its policies, hereafter referred to as the "Plan." The Plan positions the Corporation to: ensure that all applicants receive an equal opportunity for employment at CPB.

### **C. Dissemination**

The Plan is available to all employees and to the public on CPB's website. CPB employment postings, advertisements, and application forms acknowledge the Corporation's status as an Equal Opportunity/Affirmative Action employer.

### **D. Individual Staff Responsibilities**

The President and Chief Executive Officer (CEO) has ultimate responsibility for the success of CPB's affirmative action/EEO policies and is responsible for providing an annual report to the Board of Directors on implementation of the Affirmative Action Plan.

The Vice President, Human Resources serves as the Corporate EEO Officer and makes recommendations to the President and CEO for affirmative action as necessary. The Corporate EEO Officer advises the President on the resolution of affirmative action/EEO issues; maintains policies and procedures to ensure EEO compliance in all employment-related activities; keeps current on changes in EEO laws and regulations; informs the CPB staff of any such changes; and maintains corporate EEO files.

All department heads with supervisory authority are required to abide by EEO corporate policies and procedures. They are responsible for ensuring that employees in their unit(s) are free from all forms of discrimination and harassment.

**E. Complaints**

Any CPB employee who believes that he or she has been discriminated against should contact the Corporate EEO Officer to seek informal resolution of the complaint. Any formal complaint must be filed in accordance with the procedures outlined in the Corporation's Personnel Policies Manual (see policy 405, Equal Employment Opportunity Complaints).

Nothing in the CPB process for resolving EEO complaints is intended to limit or prohibit any CPB employee from exercising his or her right to seek redress with federal or local government agencies.

## FY 2018 AFFIRMATIVE ACTION PERFORMANCE REPORT

### A. Summary of CPB Workforce and Employment Activities

#### Workforce and Employment Activities

In FY 2018, the number of employees at CPB decreased from 98 to 97.

Employment activity during the year included hiring 9 employees, the promotion of 12, and 10 separations.

As reflected in the following table, the female and minority representation of new hires was 44 percent and 56 percent, respectively. For promotions, the representation of females was 75 percent and 42 percent for minorities. These levels for the corresponding representation for separations, were 70 percent female and 50 percent minorities.

At the end of the fiscal year, CPB's workforce included 64 females (66 percent) and 39 minorities (40 percent). Representation for both groups remained basically the same from the previous fiscal year.

Corporation for Public Broadcasting FY 2018 Employment Activities					
	Total	Females	% Females	Minorities	% Minorities
New Hires	9	4	44%	5	56%
Promotions	12	9	75%	5	42%
Separations	10	7	70%	5	50%

## B. CPB Workforce at a Glance

**Table I – CPB’s Total Workforce Profile** shows CPB’s 2017 and 2018 workforce profile at the end of each reporting period, compared to 2010 U.S. census availability statistics for the job groups represented at CPB for the Washington/Baltimore metropolitan area.

Table I	Corporation for Public Broadcasting Workforce Profile				2010 U.S. Census (Wash.– Balt.)
	September 30, 2017		September 30, 2018		
Total Staff	98	100%	97	100%	100%
Non-Minority	59	60%	58	60%	53%
Minorities	39	40%	39	40%	47%
Males	31	32%	33	34%	51%
Females	67	68%	64	66%	49%

As the chart shows, for FY 2017 and FY 2018, the percentage of females in CPB’s workforce significantly exceeded the 49 percent availability of females in the relevant job groups for our region identified in the census. The percentage of minorities in CPB’s workforce was 7 percent less than the 47 percent availability in the region according to the census.

The following tables provide a further breakout of the above information for females and minorities by four census job groups that best reflect the profile of CPB positions. Positions included in each of these groups are as follows:

Executive/Senior Officials & Managers – Senior Vice President and above

First/Mid Officials & Managers – Vice President, Executive, and Senior Director

Professionals – Director and below, non-administrative support

Administrative Support – administrative and technical

**Table II – CPB’s Female Workforce Profile** shows the number of CPB’s female employees by job group and their percentage compared to the total number of positions in that job group as of September 30, 2017 and 2018. The last column in the table provides the 2010 census availability percentage for each job group.

Table II	CPB Female Staff Representation by Job Group				2010 U.S. Census (Wash.- Balt.)
	September 30, 2017		September 30, 2018		
Executive/Senior Officials & Mgrs.	8	62%	8	62%	38%
First/Mid Officials & Managers	12	63%	15	68%	43%
Professionals	35	67%	32	64%	42%
Administrative Support	12	86%	9	75%	87%
Total	67	68%	64	66%	49%

As illustrated above, women continue to make up more than half of CPB’s workforce (66 percent at the end of FY 2018). For FY 2018, CPB’s percentage representation exceeded the 2010 census availability data in all but one job group.

**Table III – CPB’s Minority Workforce Profile** shows CPB’s minority workforce profile by job group, as of September 30, 2017 and 2018, compared to the 2010 census availability detail.

Table III	CPB Minority Staff Representation by Job Group				2010 U.S. Census (Wash.- Balt.)
	September 30, 2017		September 30, 2018		
Executive/Senior Officials & Mgrs.	1	8%	1	8%	26%
First/Mid Officials & Managers	4	21%	5	23%	33%
Professionals	26	50%	26	52%	36%
Administrative Support	8	57%	7	58%	46%
Total	39	40%	39	40%	47%

Minorities are represented in all job groups. For FY 2018, CPB exceeded representation in two of the four job groups. For the Executive/Senior Officials & Managers and the First/Mid Officials & Managers, CPB remains below the census availability for these job groups. An expanded breakout of the data provided in Tables I, II and III is included as **Addendum 1**. In this Addendum the employee count by job group is extended to include non-minority employees as well as female minorities.

### **C. Comparison of Incumbency to Availability**

Under Executive Order 11246, organizations are required to have a “placement goal” in any job group when the actual employment of females or minorities is less than 80 percent of the census availability data. Accordingly, a comparison of the current percentage of female and minority incumbents within each of the four job groups against the 2010 census availability data percentages has been calculated to determine the need for placement goals. These placement goals are not a quota of any kind. Rather, they are quantifiable benchmarks.

The results of our comparison of incumbency to availability are summarized on the charts below for FY 2017 and FY 2018. The last column of the chart indicates if a goal is required under the 80 percent rule.

#### **CPB COMPARISON OF INCUMBENCY TO AVAILABILITY**

<b><u>EEO Job Group</u></b>	<b><u>2010 Census Availability</u></b>	<b>FEMALES – FY 2018</b>			<b><u>Incumbency Compared to Availability</u></b>	<b><u>80% Goal Required YES/NO</u></b>
		<b><u>Total Incumbents</u></b>	<b><u>Females</u></b>	<b><u>% Females</u></b>		
Executive/Senior Officials & Mgrs	38%	13	8	62%	163%	NO
First/Mid Officials & Managers	43%	22	15	68%	158%	NO
Professionals	42%	50	32	64%	152%	NO
Administrative Support	87%	12	9	75%	86%	NO
<b>TOTALS</b>		<b>97</b>	<b>64</b>	<b>66%</b>		

**FEMALES – FY 2017**

<u>EEO Job Group</u>	<u>2010 Census Availability</u>	<u>Total Incumbents</u>	<u>Total Females</u>	<u>% Females</u>	<u>Incumbency Compared to Availability</u>	<u>80% Goal Required YES/NO</u>
Executives/Senior Officials & Mgrs	38%	13	8	62%	163%	NO
First/Mid Officials & Managers	43%	19	12	63%	147%	NO
Professionals	42%	52	35	67%	160%	NO
Administrative Support	87%	14	12	86%	99%	NO
<b>TOTALS</b>		<b>98</b>	<b>67</b>	<b>68%</b>		

Based on the 80 percent criteria, there is no need for goals to increase the number of female employees at CPB for FY 2017 and FY 2018.

**MINORITIES – FY 2018**

<u>EEO Job Group</u>	<u>2010 Census Availability</u>	<u>Total Incumbents</u>	<u>Minorities</u>	<u>% Minorities</u>	<u>Incumbency Compared to Availability</u>	<u>80% Goal Required YES/NO</u>
Executive/Senior Officials & Mgrs.	26%	13	1	8%	31%	YES
First/Mid Officials & Managers	33%	22	5	23%	70%	YES
Professionals	36%	50	26	52%	144%	NO
Administrative Support	46%	12	7	58%	126%	NO
<b>TOTALS</b>		<b>97</b>	<b>39</b>	<b>40%</b>		

**MINORITIES – FY 2017**

<u>EEO Job Group</u>	<u>2010 Census Availability</u>	<u>Total Incumbents</u>	<u>Minorities</u>	<u>% Minorities</u>	<u>Incumbency Compared to Availability</u>	<u>80% Goal Required YES/NO</u>
Executive/Senior Officials & Mgrs.	26%	13	1	8%	31%	YES
First/Mid Officials & Managers	33%	19	4	21%	64%	YES
Professionals	36%	52	26	50%	139%	NO
Administrative Support	46%	14	8	57%	124%	NO
<b>TOTALS</b>		<b>98</b>	<b>39</b>	<b>40%</b>		

For minorities, CPB fell below the 80 percent criteria calculations in the “Executive/Senior Officials & Managers” job group with the loss of one employee and the addition of two positions. Accordingly, CPB has a goal for this job group for FY 2019.

CPB also fell below the 80 percent criteria for minorities in the “First/Mid Officials & Managers” job group for FY 2018. The number of incumbents increased by three in this job group while the number of minorities increased by one, increasing the percentage representation from 64 to 70 percent. While progress was made, CPB continues to have a goal in this job group in FY 2019.

#### **D. Performance of Specific FY 2018 Affirmative Action Objectives**

Based on analysis of the CPB workforce at the end of FY 2017 compared to census data and CPB’s commitment to diversity, one objective was established for FY 2018. The following provides an overview of CPB’s accomplishments for this objective.

***Objective #1: Continue to focus on appropriate minority representation at all levels through an internal and external recruitment process designed to attract minority applicants.***

#### **Results:**

CPB continued to expand outreach and recruitment efforts to make good faith efforts to recruit, employ, and promote qualified minorities, women, individuals with disabilities and veterans as stated in CPB’s Equal Opportunity Policy and Affirmative Action Plan. Below are some guidelines CPB continued to aid in the process of establishing a diverse applicant pool.

- Advertised vacant positions widely to attract diversified candidates. The following is a list of resources:
  - Administrative, Grant Making and Public Media Professional Associations
  - Newspaper and Online Publications (examples: Washington Post, Workplace Diversity.com, The Current, and Indeed.com)
  - Colleges & Universities with diverse minority representation
  - LinkedIn
  - Public Media Conferences
- Documented all recruitment sources for future recruitment activities.
- Posted open positions internally to ensure that current CPB staff, if qualified for the position, had an opportunity to apply.
- Offered professional development opportunities for current staff to enhance their experience and qualifications.
- In January 2018, CPB implemented an Executive Leadership Training Program for all its VP and SVPs. Three females including one minority took advantage of this program.

## FY 2019 AFFIRMATIVE ACTION PLAN

Based on analysis of CPB's workforce and employment activities, the following objective and measure of success has been developed for FY 2019. Human Resources will track activities and report results to management.

**Objective #1: *Continue to focus on increasing minority representation in the two underrepresented job groups through an internal and external recruitment process designed to attract minority applicants.***

Resources/Activities: Continue to review all current recruitment resources to ensure they are effective tools in attracting a diverse, qualified applicant pool. Identify new resources that may allow CPB to reach interested minority applicants (job fairs, job posting venues, etc.). Utilize opportunities at conferences and other professional networking events to promote CPB as an attractive workplace for everyone.

CPB will continue to give preferential treatment to qualified internal applicants to provide upward mobility opportunities for employees including the utilization of Leadership Development Training.

CPB has a diverse workforce, and current staff will be encouraged to identify their professional contacts for open positions that would further increase that diversity.

When CPB retains external recruitment firms to assist with CPB's executive level searches, then these firms will be required to include in their selection criteria the demonstrated ability to provide a highly diversified candidate pool that includes minorities.

CPB will continue to expand participation in their Executive Leadership Training Program that includes minorities.

*Measures of Success: Obtaining minority representation within the CPB workforce that is at or above census availability data.*

**CPB FY 2018 EMPLOYMENT NUMBERS BY JOB GROUP  
DETAILING MINORITY AND NON-MINORITY DATA**

**CPB FY 2018 Employee Count by Job Group**

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
<b>Total</b>	<b>97</b>	<b>64</b>	<b>29</b>	<b>35</b>	<b>33</b>	<b>8</b>	<b>23</b>
<b>Executive</b>	<b>13</b>	<b>8</b>	<b>1</b>	<b>7</b>	<b>5</b>	<b>0</b>	<b>5</b>
<b>First/Mid Mgrs.</b>	<b>22</b>	<b>15</b>	<b>5</b>	<b>10</b>	<b>7</b>	<b>0</b>	<b>7</b>
<b>Professionals</b>	<b>50</b>	<b>32</b>	<b>18</b>	<b>14</b>	<b>18</b>	<b>8</b>	<b>10</b>
<b>Admin. Support</b>	<b>12</b>	<b>9</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

**CPB FY 2018 Employee Percentage by Job Group**

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
<b>Total</b>	<b>100%</b>	<b>66%</b>	<b>45%</b>	<b>55%</b>	<b>34%</b>	<b>24%</b>	<b>70%</b>
<b>Executive</b>	<b>13%</b>	<b>62%</b>	<b>13%</b>	<b>88%</b>	<b>38%</b>	<b>0%</b>	<b>100%</b>
<b>First/Mid Mgrs.</b>	<b>23%</b>	<b>68%</b>	<b>33%</b>	<b>67%</b>	<b>35%</b>	<b>0%</b>	<b>100%</b>
<b>Professionals</b>	<b>52%</b>	<b>64%</b>	<b>81%</b>	<b>44%</b>	<b>35%</b>	<b>44%</b>	<b>56%</b>
<b>Admin. Support</b>	<b>12%</b>	<b>75%</b>	<b>56%</b>	<b>44%</b>	<b>25%</b>	<b>67%</b>	<b>33%</b>

**Addendum  
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**CPB FY 2017 EMPLOYMENT NUMBERS BY JOB GROUP  
DETAILING MINORITY AND NON-MINORITY DATA**

**CPB FY 2017 Employee Count by Job Group**

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
Total	98	67	31	36	31	8	23
Executive	13	8	1	7	5	0	5
First/Mid Mgrs.	19	12	4	8	7	0	7
Professionals	52	35	19	16	17	7	10
Admin. Support	14	12	7	5	2	1	1

**CPB FY 2017 Employee Percentage by Job Group**

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
Total	100%	68%	46%	54%	32%	26%	74%
Executive	13%	62%	13%	88%	38%	0%	100%
First/Mid Mgrs.	19%	63%	33%	67%	37%	0%	100%
Professionals	53%	67%	54%	46%	33%	41%	59%
Admin. Support	14%	86%	58%	42%	14%	50%	50%