



**Corporation for Public Broadcasting**

FY 2023 Affirmative Action Performance Report

and

FY 2024 Affirmative Action Plan

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## **AFFIRMATIVE ACTION POLICIES AND IMPLEMENTATION**

### **A. Equal Employment Opportunity (EEO) Policy**

The Corporation for Public Broadcasting, a private, nonprofit corporation established in the District of Columbia, is guided by affirmative action principles in recruiting, hiring, promoting, demoting, layoff or termination, training and compensating employees without regard to their race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, or any other legally protected basis under applicable federal and District of Columbia laws in providing equal employment opportunity.

### **B. Affirmative Action Plan**

CPB maintains an Affirmative Action Plan designed to ensure that all applicants receive an equal opportunity for employment at CPB and that all CPB employees receive an equal opportunity for advancement. The Plan, accompanied by an Affirmative Action Performance Report for the preceding year, is presented to the Board of Directors each year for review and adoption. In addition to this annual Plan, CPB also takes steps to ensure nondiscriminatory treatment of all persons in its workforce and will not retaliate against any person who files a charge of discrimination.

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

### **C. Individual Staff Responsibilities**

CPB's President and Chief Executive Officer (CEO) is responsible for implementing CPB's Affirmative Action Plan.

CPB's Vice President of Human Resources serves as the Corporate EEO Officer and makes recommendations to the President and CEO for affirmative action, as necessary; advises on the resolution of affirmative action/EEO issues; maintains policies and procedures to ensure EEO compliance; keeps current on EEO laws and regulations; informs CPB employees of such changes; and maintains corporate EEO files.

CPB employees are required to abide by EEO corporate policies and procedures. To maintain emphasis on these responsibilities, CPB provides annual harassment and bias prevention training which all employees are required to complete, to ensure a workplace free from discrimination, harassment, bias, and retaliation.

### **D. Complaints**

Any CPB employee or job applicant who believes that they have been discriminated against by a CPB employee, should contact the Corporate EEO Officer at [eeoofficer@cpb.org](mailto:eeoofficer@cpb.org) 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 or job applicant from exercising their right to seek redress with federal or local government agencies.

## **FY 2023 AFFIRMATIVE ACTION PERFORMANCE REPORT**

To evaluate the composition of our workforce, CPB's Human Resources Department analyzes the corporation's employment levels by gender and minority status and compares them to the employment levels in the region's job market as provided by the U. S. Census Bureau. This same type of analysis is performed for job groups relevant to CPB positions (see Tables III and IV). In job groups where females and minorities are underrepresented, in comparison to the region's job market, CPB establishes placement goals consistent with those provided in Executive Order 11246, Equal Employment Opportunity<sup>1</sup>.

For this report, CPB is using the U.S. Census Bureau's released data (March 2021) based on the 2014-2018 census EEO Tabulation Data which covers the Washington-Arlington-Alexandria, DC-VA-MD-WV Metro Area (Washington Metro Area). This census was first used by CPB in FY 2022. For FY 2021 and prior reports, the 2006-2010 EEO Tabulation Data for Washington/Baltimore (previously called 2010 census), was utilized for annual reporting.

### **A. Summary of CPB Workforce**

In FY 2023, as reflected in Table I on the following page, the number of employees at CPB increased by 11, from 92 to 103. Although employment of females increased by seven, their representation was unchanged at 64%. Minority employment also increased by seven, resulting in a representation increase of 3%, moving from 37% to 40%.

The 64% percentage of females exceeds the 48% availability in the Washington Metro Area while the 40% percentage of minorities in CPB's workforce remains below the 53% availability in our area. However, as shown later in this report, when comparing minority representation to the four job groups matching CPB employment, the census representation for minorities is 42%, only 2% greater than CPB's level of representation.

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<sup>1</sup>Although not applicable to CPB, Executive Order 11246, Equal Employment Opportunity, reporting guidelines are utilized in this report.

**Table I – CPB’s Workforce Profile** shows CPB’s FY 2022 and FY 2023 workforce profile at the end of each reporting period, compared to the new EEO data for the job groups represented at CPB for the Washington-Arlington-Alexandria, DC-VA-MD-WV Metro Area.

Table I	Corporation for Public Broadcasting Workforce Profile				2014-2018 EEO Tabulation Data
	September 30, 2022*		September 30, 2023		
Total Staff	92	100%	103	100%	100%
Females	59	64%	66	64%	48%
Minorities	34	37%	41	40%	53%
Males	33	36%	37	36%	52%
Non-Minority	58	63%	62	60%	47%

*\*FY 2022 Total Staff, Females and Non-Minority were increased by one, from what was reported in the prior year report, to include a part-time term employee whose employment, which was scheduled to terminate, was extended into 2023. This addition did not impact representation percentages and is reflected in the remaining tables in this report.*

## **B. FY 2023 Employment Activities**

Employment activities are defined as hiring new employees, promoting existing CPB employees and separating or terminating employment at CPB.

While the number of New Hires and Separations for females and minorities were the same, 8 and 1 respectively, the overall representation of females between FY 2022 and FY 2023 remained unchanged at 64% while the minority representation increased, as noted above, to 40%.

The table below provides numbers and percentages for the three employment activity categories.

Table II	Corporation for Public Broadcasting FY 2023 Employment Activities				
	Total	Females	% Females	Minorities	% Minorities
New Hires	14	8	57%	8	57%
Promotions	3	2	66%	0	0%
Separations	3	1	33%	1	33%

### C. CPB Workforce by Census Job Group

While profile data for total employment provides a snapshot of CPB’s representation by females and minorities, Executive Order 11246, Equal Employment Opportunity, requires additional measurement of positions by relevant geographic job market labor pools. The Executive Order identifies nine EEO job groups, and CPB reports against the following four that best fit the profile of positions at CPB:

**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*

Employment statistics by the four job groups are provided in Table III for females and in Table IV for minorities. Percentage representation can be compared to the EEO data, which is provided in the last column on the right.<sup>2</sup>

For FY 2023, CPB’s percentage representation of women employees exceeded the availability data in each of the identified job groups.

Table III	CPB Female Staff Representation by Job Group				2014-2018 EEO Tabulation Data
	September 30, 2022		September 30, 2023		
Executive/Senior Officials & Mgrs.	7	54%	7	54%	39%
First/Mid Officials & Managers	16	73%	17	68%	44%
Professionals	29	58%	33	59%	51%
Administrative Support	7	100%	9	100%	73%
Total	59	64%	66	64%	52%

<sup>2</sup> An **Addendum** at the end of the report expands the information provided in Tables III and IV to include non-minority representation.

Minority representation, as reflected in Table IV, either improved, or was unchanged, in each of the four job groups. In fact, with the addition of one person in three of the job groups where representation does not exceed the census data, representation would be met in each of the four job groups.

Table IV	CPB Minority Staff Representation by Job Group				2014-2018 EEO Tabulation Data
	September 30, 2022		September 30, 2023		
Executive/Senior Officials & Mgrs.	4	31%	4	31%	33%
First/Mid Officials & Managers	6	29%	8	32%	37%
Professionals	20	40%	24	43%	40%
Administrative Support	4	57%	5	56%	58%
Total	34	37%	41	40%	42%

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

Under Executive Order 11246, when an organization's female or minority representation is less than 80% of the census job group availability, a placement goal or quantifiable benchmark is required. Utilizing the 2014-2018 EEO Tabulation Data, the percentage of female and minority incumbents within each job group is calculated.

The results of comparing incumbency to availability are summarized in the charts beginning on the following page. The last column indicates if a goal is required under the 80% criteria for the next fiscal year. The first two charts report on female incumbency and the last two charts report on minority incumbency for FY 2023 and FY 2022.

**FY 2023 CPB COMPARISON OF FEMALE INCUMBENCY TO AVAILABILITY**

<u>EEO Job Group</u>	2014-2018 EEO Tabulation Data				Incumbency Compared to Availability	80% Goal Required YES/NO
		Total Incumbents	Females	% Females		
Executive/Senior Officials & Mgrs.	35%	13	7	54%	154%	NO
First/Mid Officials & Managers	43%	25	17	68%	158%	NO
Professionals	51%	56	33	59%	116%	NO
Administrative Support	73%	9	9	100%	137%	NO
TOTALS		103	66	64%		

**FY 2022 CPB COMPARISON OF FEMALE INCUMBENCY TO AVAILABILITY**

<u>EEO Job Group</u>	2014-2018 EEO Tabulation Data				Incumbency Compared to Availability	80% Goal Required YES/NO
		Total Incumbents	Females	% Females		
Executive/Senior Officials & Mgrs.	35%	13	7	54%	154%	NO
First/Mid Officials & Managers	43%	22	16	73%	170%	NO
Professionals	51%	50	29	58%	114%	NO
Administrative Support	73%	7	7	100%	137%	NO
TOTALS		92	59	64%		

For female employment, CPB significantly exceeded the level of representation in all job groups for both FY 2023 and 2022. Accordingly, under the 80% criteria, there was no need for goals to increase female representation at CPB for FY 2023, and that remains the same for FY 2024.



As reflected in the tables below, minority employment representation at CPB improved in FY 2023, over FY 2022.

### FY 2023 CPB COMPARISON OF MINORITY INCUMBENCY TO AVAILABILITY

<u>EEO Job Group</u>	2014-2018 EEO Tabulation Data	Total Incumbents	Minorities	% Minorities	Incumbency Compared to Availability	80% Goal Required YES/NO
Executive/Senior Officials & Mgrs.	31%	13	4	31%	100%	NO
First/Mid Officials & Managers	37%	25	8	32%	86%	NO
Professionals	40%	56	24	43%	108%	NO
Administrative Support	58%	9	5	56%	97%	NO
<b>TOTALS</b>		103	41	40%		

### FY 2022 CPB COMPARISON OF MINORITY INCUMBENCY TO AVAILABILITY

<u>EEO Job Group</u>	2014-2018 EEO Tabulation Data	Total Incumbents	Minorities	% Minorities	Incumbency Compared to Availability	80% Goal Required YES/NO
Executive/Senior Officials & Mgrs.	31%	13	4	31%	100%	NO
First/Mid Officials & Managers	37%	22	6	27%	73%	YES
Professionals	40%	50	20	40%	100%	NO
Administrative Support	58%	7	4	57%	98%	NO
<b>TOTALS</b>		92	34	37%		

For FY 2023, minority employment at CPB exceeded the level of representation in all job groups. Accordingly, under the 80% criteria, there was no need for goals to increase minority representation at CPB in FY 2024.

### **E. Performance of Specific FY 2023 Affirmative Action Objectives**

*CPB's 2023 Affirmative Action Objectives focused on providing leadership and management training and discussion opportunities that maintain a respectful workplace environment and support diversity and inclusion in workplace interactions, personnel matters, and recruitment efforts.*

CPB regularly reviews recruitment practices and vacancy announcements to ensure CPB job postings reach a wide range of potential applicants and effectively communicate the employment opportunities available at CPB.

CPB provides annual harassment and bias prevention training for staff. Two years ago, following a competitive search for an updated harassment and bias prevention training program for CPB staff, CPB selected *Everfi* to provide online training for CPB staff. Each employee, including the CEO, is required to take the training. Following the training, each department holds a discussion with its staff about the training and addresses questions or concerns.

Supplementing the formal training, CPB offers a roundtable series to provide CPB staff the opportunity to interact with experts on workplace and diversity issues, professional development, as well as with speakers in the areas of education, journalism, filmmaking, innovation, and managing through change. Roundtables have featured diverse filmmakers, station leaders, and leaders from the National Multicultural Alliance. In FY 2023, roundtable speakers included the executive producer for the PBS series "American Experience"; the executive director of Latino Public Broadcasting; and the senior vice president for content at Maryland Public Television. The roundtables are supported and produced internally through a team comprising CPB's Chief of Staff, SVP of DEI, and Engagement Director, and are widely attended by CPB staff.

### **FY 2024 AFFIRMATIVE ACTION PLAN**

Building on the success of our FY 2023 Affirmative Action Plan, resulting in meeting goals in all job groups in FY 2023 consistent with Executive Order 11246, for 2024 our plan is to continue our consistent and equitable talent acquisition practices, performance development, mentoring and annual harassment and bias prevention training for all staff.

**ADDENDUM****CPB FY 2023 Employment Numbers by Job Group Detailing Minority and Non-Minority Data****CPB FY 2023 Employee Count by Job Group**

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
<b>Total</b>	103	66	41	31	33	6	27
<b>Executive</b>	13	7	3	4	6	1	5
<b>First/Mid Mgrs.</b>	25	17	5	12	8	3	5
<b>Professionals</b>	56	33	17	16	23	7	16
<b>Admin. Support</b>	9	9	5	4	0	0	0

**CPB FY 2023 Employee Percentage by Job Group**

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
<b>Total</b>	100%	64%	62%	47%	36%	18%	82%
<b>Executive</b>	14%	54%	43%	57%	46%	17%	83%
<b>First/Mid Mgrs.</b>	23%	68%	29%	71%	29%	38%	63%
<b>Professionals</b>	55%	59%	51%	48%	42%	30%	70%
<b>Admin. Support</b>	8%	100%	55%	44%	0%	0%	0%

## CPB FY 2022 Employment Numbers by Job Group Detailing Minority and Non-Minority Data

### CPB FY 2022 Employee Count by Job Group

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
<b>Total</b>	92	59	28	32	33	6	27
<b>Executive</b>	13	7	3	4	6	1	5
<b>First/Mid Mgrs.</b>	22	16	5	12	6	1	5
<b>Professionals</b>	50	29	16	13	21	4	17
<b>Admin. Support</b>	7	7	4	3	0	0	0

### CPB FY 2022 Employee Percentage by Job Group

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
<b>Total</b>	100%	64%	48%	54%	36%	18%	82%
<b>Executive</b>	14%	54%	43%	57%	46%	17%	83%
<b>First/Mid Mgrs.</b>	24%	73%	33%	75%	29%	17%	83%
<b>Professionals</b>	55%	58%	55%	45%	42%	19%	81%
<b>Admin. Support</b>	8%	100%	57%	43%	0%	0%	0%