

CORPORATION FOR PUBLIC
BROADCASTING



AFFIRMATIVE ACTION PROGRAM

FY 2015 Affirmative Action Performance Report and
FY 2016 Affirmative Action Plan

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

Patricia Harrison
President and CEO
Corporation for Public Broadcasting

TABLE OF CONTENTS

AFFIRMATIVE ACTION POLICIES AND IMPLEMENTATION

<u>Section</u>	<u>Subject</u>	
A.	EEO Policy	3
B.	Implementation of CPB's Policy through Affirmative Action Plan	3
C.	Dissemination	3
D.	Individual Staff Responsibilities	3
E.	Complaints	4

FY 2015 AFFIRMATIVE ACTION PERFORMANCE REPORT

<u>Section</u>	<u>Subject</u>	
A.	Summary of CPB Workforce and Employment Activities	5
B.	CPB Workforce at a Glance	6
C.	Comparison of Incumbency to Availability	8
D.	Identification of Opportunities	10
E.	Establishment of Goals	10
F.	Performance of Specific FY 2015 Affirmative Action Objectives	10

	FY 2016 AFFIRMATIVE ACTION PLAN	12
--	--	-----------

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, marital status, personal appearance, sexual orientation, family responsibilities, veteran status, physical or mental handicap or disability, matriculation as a student, or political affiliation. It will not tolerate harassment in its workplace. Further, it will take all reasonable steps necessary to ensure the practice of 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 qualified applicants receive an equal opportunity for employment at CPB, including individuals with a physical or mental disability; maintain diversity in racial/ethnic and gender representation in its workforce; and serve as a leader in the area of affirmative action/equal employment opportunity in the public broadcasting industry.

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 problems; maintains 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, including sexual 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 2015 AFFIRMATIVE ACTION PERFORMANCE REPORT

A. Summary of CPB Workforce and Employment Activities

Workforce and Employment Activities

In FY 2015, the number of employees at CPB increased by 1 from 93 to 94.

Employment activity during the year included hiring 16 employees, the promotion of 8, and termination of 15.

As reflected in the following table, the female and minority representation of new hires was 56 percent and 38 percent. These levels were under or the same for the corresponding representation for terminations, which were 73 percent female and 40 percent minorities, thus improving our overall representation for these groups.

At the end of the fiscal year, CPB's workforce included 61 females (65 percent) and 37 minorities (39 percent), representation for both groups remained the same from the previous fiscal year.

Corporation for Public Broadcasting FY 2015 Employment Activities					
	Total	Females	% Females	Minorities	% Minorities
New Hires	16	9	56%	6	38%
Promotions	8	6	75%	5	63%
Terminations	15	11	73%	6	40%

B. CPB Workforce at a Glance

Table I shows CPB's 2014 and 2015 workforce profile at the end of each reporting period, compared to 2010 U.S. Census Bureau statistics for the job groups represented at CPB for the Washington/Baltimore metropolitan area (Washington DC-MD-VA-WV, Baltimore-Towson, MD).

Table I	Corporation for Public Broadcasting Workforce Profile				2010 U.S. Census (Wash.- Balt.)
	September 30, 2014		September 30, 2015		
Total Staff	93	100%	94	100%	100%
Non-Minority	56	60%	57	61%	53%
Minorities	37	40%	37	39%	47%
Males	30	32%	33	35%	51%
Females	63	68%	61	65%	49%

As the chart shows, for FY 2014 and FY 2015, 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 8 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 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, 2014 and 2015. 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, 2014		September 30, 2015		
Executive/Senior Officials & Mgrs.	5	38%	6	46%	38%
First/Mid Officials & Managers	12	63%	12	63%	43%
Professionals	34	71%	31	63%	42%
Administrative Support	12	92%	12	92%	87%
Total	63	68%	61	65%	49%

Employment of Women: As illustrated above, women continue to make up more than half of CPB's workforce (68 percent at the end of FY 2014 and 65 percent at the end of FY 2015) and are represented in all four job groups. For FY 2015, CPB's percentage representation exceeds the 2010 census availability data in each job group.

Table III shows CPB's minority workforce profile by job group, as of September 30, 2014 and 2015, compared to the 2010 census availability detail on the same basis as reflected in **Table II** for females.

Table III	CPB Minority Staff Representation by Job Group				2010 U.S. Census (Wash.- Balt.)
	September 30, 2014		September 30, 2015		
Executive/Senior Officials & Mgrs.	3	23%	3	23%	26%
First/Mid Officials & Managers	3	16%	2	11%	33%
Professionals	22	46%	23	47%	36%
Administrative Support	9	69%	9	69%	46%
Total	37	40%	37	39%	47%

Employment of Minorities: Minorities are represented in all job groups. For FY 2015, CPB essentially met or exceeded representation in three of the four job groups. For the First/Mid Officials & Managers, CPB remains below the census availability for this job group.

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, CPB has conducted a comparison of the current percentage of female and minority incumbents within each of the four job groups against the 2010 census availability data. These placement goals are not a quota of any kind. Rather, they are quantifiable benchmarks that may be attainable with good faith efforts.

In that regard, CPB will continue to make good faith efforts to meet any goals established, while continuing to evaluate all applicants without regard to race, sex, color, age, religion, national origin, disability, sexual orientation, marital status, or any other protected basis under applicable federal and District of Columbia laws.

The results of our comparison of incumbency to availability are summarized on the charts below for FY 2014 and FY 2015. The last column of the chart indicates if a goal is required under the 80 percent rule.

CPB COMPARISON OF INCUMBENCY TO AVAILABILITY

FEMALES – FY 2014

<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	5	38%	100%	NO
First/Mid Officials & Managers	43%	19	12	63%	147%	NO
Professionals	42%	48	34	71%	169%	NO
Administrative Support	87%	13	12	92%	106%	NO
TOTALS		93	63	68%		

FEMALES – FY 2015

<u>EEO Job Group</u>	<u>2010 Census Availability</u>	<u>Total Incumbents</u>	<u>Females</u>	<u>% Females</u>	<u>Incumbency Compared to Availability</u>	<u>80% Goal Required YES/NO</u>
Executive/Senior Officials & Mgrs	38%	13	6	46%	121%	NO
First/Mid Officials & Managers	43%	19	12	63%	147%	NO
Professionals	42%	49	31	63%	150%	NO
Administrative Support	87%	13	12	92%	106%	NO
TOTALS		94	61	65%		

MINORITIES – FY 2014

<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	3	23%	88%	NO
First/Mid Officials & Managers	33%	19	3	16%	48%	YES
Professionals	36%	48	22	46%	128%	NO
Administrative Support	46%	13	9	69%	150%	NO
TOTALS		93	37	40%		

MINORITIES – FY 2015

<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	3	23%	88%	NO
First/Mid Officials & Managers	33%	19	2	11%	33%	YES
Professionals	36%	49	18	37%	103%	NO
Administrative Support	46%	13	9	69%	150%	NO
TOTALS		94	32	34%		

D. Identification of Opportunities

The results of our incumbency compared to availability for FY 2015 indicate that representation of minorities and females is greater than the availability based on the 80 percent rule in all but one job group. The job group where our representation is lower than availability is “First/Mid Officials & Managers,” which includes Vice Presidents and Senior Directors.

E. Establishment of Goals

Based upon the identification of the job groups with representation of minorities with less than 80 percent of the census availability data, CPB will continue to focus on increasing minority representation for the First/Mid Officials & Managers for FY 2016.

F. Performance of Specific FY 2015 Affirmative Action Objectives

Based on analysis of the CPB workforce at the end of FY 2014 in comparison to census data and CPB’s commitment to diversity in public broadcasting, two objectives were established for FY 2015. The following provides an overview of CPB’s accomplishments against each objective.

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

Results:

CPB’s affirmative action program includes policies, practices, and procedures that are implemented to ensure that all qualified applicants and employees are receiving an equal opportunity for recruitment, selection, and advancement.

When there are job openings, CPB departments make good faith efforts by noting the affirmative action placement goals and supplementing general outreach efforts with inclusive recruitment to minorities and women. This helps ensure that a diverse applicant pool will be available. When there is underutilization, race, ethnicity and gender are used in the recruitment process without violating Affirmative Action compliance laws. In training and development, departments can make career advancement/promotional opportunities available to interested and qualified employees, including minorities, women, protected veterans, and individuals with disabilities.

CPB ended FY 2015 with basically the same representation for minority employees that existed at the start of the year. Specifically, the percentage of minority representation in the CPB workforce went from 40 percent to 39 percent.

During the reporting period, CPB encouraged applications from women and minorities and recruited from a wide and diverse pool of applicants. We continued to use recruiting sources that

have a wide circulation and traditionally attract a very diverse group of applicants, particularly Washington Post.com, Indeed.com, Workplace Diversity.com, and Veterans Heroes2Hired.

Objective #2: CPB to conduct Affirmative Action training for all CPB supervisors to ensure that management is properly educated in EEO law.

Results:

Human Resources has worked closely with each department hiring manager to gain recognition and support of its Affirmative Action goals in order to accomplish the objectives of an effective Affirmative Action Program. Supervisors are educated on compliance with EEO laws and the importance of implementing an equal opportunity policy that abides by the following:

- Analyzes department workforce to assess possible areas of goals for underrepresented minorities and women.
- Develops a plan of action to eliminate under representation and makes a good faith effort to execute the plan.

Additionally, supervisors have been made aware that the labor market has become increasingly competitive: if CPB fails to take steps to recruit among the full spectrum of the labor market, then it is missing a strategic opportunity to improve its workforce.

FY 2016 AFFIRMATIVE ACTION PLAN

Based on the analysis of the current CPB workforce and employment activities, the following objectives and measures of success have been developed for FY 2016. Human Resources will track activities and report results to management on a quarterly basis.

Objective #1: Continue to focus on appropriate minority representation at all levels through an 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 has a diverse workforce, and current staff will be encouraged to identify their professional contacts for open positions that would further increase that diversity.

External recruitment firms that assist with CPB's executive level searches will include in their selection criteria the demonstrated ability to provide a highly qualified applicant pool that includes minorities.

CPB will use temporary recruitment firms to develop a pool of qualified minority candidates to fill temporary positions in underutilized job groups.

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

Objective #2: CPB will continue to provide all existing and new supervisors with yearly Affirmative Action training to ensure that management is properly educated in EEO law.

Training will emphasize that EEO is pertinent for all employment decisions, including (but not limited to): recruiting, selection and hiring, compensation, job title creation, benefit programs, selection for transfers, promotions, demotions, rehires, layoffs and other involuntary terminations, professional development, continued education, and tuition assistance. Human Resources will report to each hiring manager CPB's Affirmative Action profile and status before a position vacancy is posted.

Measures of Success: Successful completion of this yearly training for all CPB supervisors where they are fully educated on EEO law and CPB's workforce demographics.