

CORPORATION FOR
PUBLIC BROADCASTING



AFFIRMATIVE ACTION PROGRAM

FY 2019 Affirmative Action Performance Report and
FY 2020 Affirmative Action Plan

A handwritten signature in black 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. To support these responsibilities, CPB provides annual harassment prevention training which all employees are required to complete.

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 2019 AFFIRMATIVE ACTION PERFORMANCE REPORT

A. Summary of CPB Workforce and Employment Activities

In FY 2019, the number of employees at CPB decreased from 97 to 93.

Employment activity during the year included hiring 9 employees, the promotion of 6, and 13 separations.

As reflected in the following table, the female and minority representation of new hires was 89 percent and 44 percent, respectively. For promotions, the representation of females was 83 percent and 33 percent for minorities. These levels for the corresponding representation for separations, were 62 percent female and 42 percent minorities.

At the end of the fiscal year, CPB's workforce included 64 females (69 percent) and 38 minorities (41 percent). Representation for both groups remained basically the same from the previous fiscal year.

Corporation for Public Broadcasting FY 2019 Employment Activities					
	Total	Females	% Females	Minorities	% Minorities
New Hires	9	8	89%	4	44%
Promotions	6	5	83%	2	33%
Separations	13	8	62%	5	42%

B. CPB Workforce at a Glance

Table I – CPB’s Total Workforce Profile shows CPB’s 2018 and 2019 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, 2018		September 30, 2019		
Total Staff	97	100%	93	100%	100%
Non-Minority	58	60%	55	59%	53%
Minorities	39	40%	38	41%	47%
Males	33	34%	29	31%	51%
Females	64	66%	64	69%	49%

As the chart shows, for FY 2018 and FY 2019, 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 6 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, 2018 and 2019. 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, 2018		September 30, 2019		
Executive/Senior Officials & Mgrs.	8	62%	8	67%	38%
First/Mid Officials & Managers	15	68%	18	75%	43%
Professionals	32	64%	30	64%	42%
Administrative Support	9	75%	8	80%	87%
Total	64	66%	64	69%	49%

As illustrated above, women continue to make up more than half of CPB’s workforce (69 percent at the end of FY 2019). For FY 2019, 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, 2018 and 2019, compared to the 2010 census availability detail.

Table III	CPB Minority Staff Representation by Job Group				2010 U.S. Census (Wash.- Balt.)
	September 30, 2018		September 30, 2019		
Executive/Senior Officials & Mgrs.	1	8%	2	17%	26%
First/Mid Officials & Managers	5	23%	6	25%	33%
Professionals	26	52%	23	49%	36%
Administrative Support	7	58%	5	45%	46%
Total	39	40%	36	39%	47%

Minorities are represented in all job groups. For FY 2019, CPB exceeded or met 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 an **Addendum**. 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 2018 and FY 2019. 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 2019

<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%	12	8	67%	176%	NO
First/Mid Officials & Managers	43%	24	18	75%	174%	NO
Professionals	42%	47	30	64%	152%	NO
Administrative Support	87%	10	8	80%	92%	NO
TOTALS		93	64	69%		

FEMALES – FY 2018

<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%	22	15	68%	158%	NO
Professionals	42%	50	32	64%	152%	NO
Administrative Support	87%	12	9	75%	86%	NO
TOTALS		97	64	66%		

Based on the 80 percent criteria, there is no need for goals to increase the number of female employees at CPB for FY 2018 and FY 2019.

MINORITIES – FY 2019

EEO Job Group	2010 Census Availability	MINORITIES – FY 2019			Incumbency Compared to Availability	80% Goal Required YES/NO
		Total Incumbents	Minorities	% Minorities		
Executive/Senior Officials & Mgrs.	26%	12	2	17%	65%	YES
First/Mid Officials & Managers	33%	24	6	25%	76%	YES
Professionals	36%	47	25	53%	147%	NO
Administrative Support	46%	10	5	50%	109%	NO
TOTALS		93	38	41%		

MINORITIES – FY 2018

EEO Job Group	2010 Census Availability	MINORITIES – FY 2018			Incumbency Compared to Availability	80% Goal Required YES/NO
		Total Incumbents	Minorities	% Minorities		
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
TOTALS		97	39	40%		

In the “Executive/Senior Officials & Managers” job group for FY 2019, the number of incumbents decreased by one while the number of minorities increased by one, more than doubling the percentage representation from 31 to 65 percent. Accordingly, even though progress was made, CPB will continue to have a goal for this job group for FY 2020.

In the “First/Mid Officials & Managers” job group for FY 2019, the number of incumbents increased by two while the number of minorities increased by one, increasing the percentage representation from 70 to 76 percent. Although not as significant as the progress made for “Executive/Senior Officials & Managers”, progress was made and CPB continues to have a goal in this job group in FY 2020.

D. Performance of Specific FY 2019 Affirmative Action Objective

To improve minority representation at the top two job group classifications, CPB adopted the following objective for FY 2019.

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

The following provides an overview of CPB's accomplishments for this objective.

Results:

CPB continued to expand outreach and recruitment efforts to make good faith efforts to recruit, employ, and promote qualified minorities, 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.

- Adhered to CPB's established personnel policies related to recruitment and selection.
- 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, DCJobs.com, 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.
- Subject to CPB's internal promotions policy, posted open positions internally to encourage current staff to apply.
- Offered professional development opportunities for all staff to enhance their experience and qualifications.

FY 2020 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 2020. Human Resources will track activities and report results to management.

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.

ADDENDUM

CPB FY 2019 Employment Numbers by Job Group Detailing Minority and Non-Minority Data

CPB FY 2019 Employee Count by Job Group

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
Total	93	64	29	35	29	8	21
Executive	12	8	2	6	4	0	4
First/Mid Mgrs.	24	18	6	12	6	0	6
Professionals	47	30	18	12	17	7	10
Admin. Support	10	8	4	4	2	1	1

CPB FY 2019 Employee Percentage by Job Group

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
Total	100%	69%	45%	55%	31%	28%	72%
Executive	13%	67%	25%	75%	33%	0%	100%
First/Mid Mgrs.	26%	75%	33%	67%	25%	0%	100%
Professionals	51%	64%	60%	40%	36%	41%	59%
Admin. Support	11%	80%	50%	50%	20%	50%	50%

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
Total	97	64	29	35	33	8	23
Executive	13	8	1	7	5	0	5
First/Mid Mgrs.	22	15	5	10	7	0	7
Professionals	50	32	18	14	18	8	10
Admin. Support	12	9	5	4	3	2	1

CPB FY 2018 Employee Percentage by Job Group

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