

FY 2021 Affirmative Action Performance Report
and
FY 2022 Affirmative Action Plan
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, takes affirmative action to ensure it provides equal employment opportunity in recruiting, hiring, promoting, demoting, layoff or termination, training and compensating employees without regard to their race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, or any other legally protected basis under applicable federal and District of Columbia laws.

B. Affirmative Action Plan

CPB creates an annual Affirmative Action Plan for adoption by the Board of Directors. The Affirmative Action Plan is designed to ensure that all applicants receive an equal opportunity for employment at CPB.

CPB's Affirmative Action Performance Report is issued annually as part of CPB's commitment to diversity, equity, and inclusion. Further, CPB takes steps necessary to ensure nondiscriminatory treatment of all persons in its workforce, does not tolerate any form of harassment, 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

The President and Chief Executive Officer (CEO) is responsible for implementing and providing an annual report to the Board of Directors on 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.

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, harassment, and retaliation. To support these responsibilities, CPB provides annual harassment prevention training which all employees are required to complete.

D. 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 2021 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 region's job market. This same type of analysis is performed for major job groups relevant to CPB positions. 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 Opportunity¹.

A. Summary of CPB Workforce

In FY 2021, the number of employees at CPB increased from 85 to 89. As reflected in Table I, the representation of females and minorities increased slightly from the prior fiscal year.

The percentage of females at CPB (64%), continue to significantly exceed the availability of females in the relevant job groups for our region identified in the census (49%). The percentage of minorities in CPB's workforce, 39%, 8% less than the 47% availability in the region.

Table I – CPB's Total Workforce Profile shows CPB's FY 2020 and FY 2021 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, 2020		September 30, 2021		
Total Staff	85	100%	89	100%	100%
Females	56	66%	57	64%	49%
Minorities	34	40%	35	39%	47%
Males	29	34%	32	36%	51%
Non-Minority	51	60%	54	61%	53%

¹Although not applicable to CPB, Executive Order 11246 reporting guidelines are utilized in this report.

B. FY 2021 Employment Activities

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

While the overall representation of females and minorities remained stable between 2020 and 2021, the number of minority promotions to higher level positions during 2021 accounted for 80%, or 4 of the 5 employees receiving promotions.

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

Corporation for Public Broadcasting FY 2021 Employment Activities					
Table II	Total	Females	% Females	Minorities	% Minorities
New Hires	10	5	50%	4	40%
Promotions	5	3	60%	4	80%
Separations	6	4	67%	3	50%

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 requires additional measurement of positions by relevant geographic job market labor pools. The following four job groups have been identified as those that best fit the profile of positions at CPB as well as identifying CPB 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*

Employment statistics for females are provided in Table III and for minorities in Table IV for each job group. Percentage representation can be compared to the 2010 census availability percentage, which is provided in the last column on the right.²

For FY 2021, CPB's percentage representation of women employees exceeded the 2010 census availability data in all job groups. In total, female representation exceeded regional representation, 63% at CPB verses 49% for the region.

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

Table III – CPB’s Female Workforce Profile by Job Group

Table III	CPB Female Staff Representation by Job Group				2010 U.S. Census (Wash.- Balt.)
	September 30, 2020		September 30, 2021		
Executive/Senior Officials & Mgrs.	7	64%	8	62%	38%
First/Mid Officials & Managers	17	77%	14	70%	43%
Professionals	25	58%	27	57%	42%
Administrative Support	7	78%	8	89%	87%
Total	56	66%	57	63%	49%

Minority representation changed little in FY 2021. CPB exceeded or met representation in two of the four job groups but fell below regional representation in the Executive/Senior Officials & Managers and the First/Mid Officials & Managers job groups.

Table IV – CPB’s Minority Workforce Profile by Job Group

Table IV	CPB Minority Staff Representation by Job Group				2010 U.S. Census (Wash.- Balt.)
	September 30, 2020		September 30, 2021		
Executive/Senior Officials & Mgrs.	2	18%	3	23%	26%
First/Mid Officials & Managers	6	27%	5	25%	33%
Professionals	21	49%	21	45%	36%
Administrative Support	5	56%	6	67%	46%
Total	34	40%	35	39%	47%

D. Comparison of Incumbency to Availability

Under Executive Order 11246, when an organization's female or minority representation is less than 80 percent of the census availability data, it is required to set a "placement goal" for that job group. A placement goal is a quantifiable benchmark. Utilizing the most recent published data available, CPB has measured CPB's current percentage of female and minority incumbents within each job group against the 2010 U.S. Census availability data percentages.

The results of our comparison of incumbency to availability are summarized on the charts below for FY 2020 and FY 2021. The last column of the chart indicates if a goal is required under the 80 percent rule for the next fiscal year.

For female employment, CPB significantly exceeded the level of representation in all job groups for both FY 2020 and FY 2021.

CPB COMPARISON OF FEMALE INCUMBENCY TO AVAILABILITY

FY 2021 Female Statistics

<u>EEO Job Group</u>	<u>2010 Census Availability</u>	Total Incumbents	Females	% Females	Incumbency Compared to Availability	80% Goal Required YES/NO
Executive/Senior Officials & Mgrs.	38%	13	8	62%	163%	NO
First/Mid Officials & Managers	43%	20	14	70%	163%	NO
Professionals	42%	47	27	57%	136%	NO
Administrative Support	87%	9	8	89%	102%	NO

TOTALS

89

FY 2020 Female Statistics

<u>EEO Job Group</u>	<u>2010 Census Availability</u>	Total Incumbents	Total Females	% Females	Incumbency Compared to Availability	80% Goal Required YES/NO
Executives/Senior Officials & Mgrs.	38%	11	7	64%	168%	NO
First/Mid Officials & Managers	43%	22	17	77%	179%	NO
Professionals	42%	43	25	58%	138%	NO
Administrative Support	87%	9	7	78%	90%	NO
TOTALS		85	56	66%		

Based on the 80 percent criteria, there was no need for goals to increase the number of female employees at CPB for FY 2021 and that remains the same for FY 2022.

In FY 2021, minority employment representation by job group stayed relatively static over FY 2020.

CPB COMPARISON OF INCUMBENCY TO AVAILABILITY**FY 2021 Minority Statistics**

<u>EEO Job Group</u>	<u>2010 Census Availability</u>	Total Incumbents	Minorities	% Minorities	Incumbency Compared to Availability	80% Goal Required YES/NO
Executive/Senior Officials & Mgrs.	26%	13	3	23%	88%	NO
First/Mid Officials & Managers	33%	20	5	25%	76%	YES
Professionals	36%	47	21	45%	125%	NO
Administrative Support	46%	9	6	67%	147%	NO
TOTALS		89	35	40%		

FY 2020 Minority Statistics

<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%	11	2	18%	69%	YES
First/Mid Officials & Managers	33%	22	6	27%	82%	NO
Professionals	36%	43	21	49%	136%	NO
Administrative Support	46%	9	5	56%	122%	NO
TOTALS		85	34	40%		

Based on the 80 percent criteria, for FY 2021, CPB had a goal to increase representation in the Executive/Senior Officials and Managers Group and met that goal with the promotion of an individual from the First/Mid Officials & Managers Group. However, this promotion has lowered the minority representation in that group, creating the need for a goal requirement in the First/Mid Officials and Managers Group for FY 2022.

E. Performance of Specific FY 2021 Affirmative Action Objectives

Based on analysis of CPB's workforce and employment activities, the following objective and measure of success was developed for FY 2021. CPB's Human Resources Department tracked activities and reported results to CPB management.

Continue to focus on increasing minority representation in the any underrepresented job group through an internal and external recruitment process designed to attract minority applicants.

Resources/Activities: CPB reviewed all current recruitment resources to ensure they were effective tools in attracting a diverse, qualified applicant pool. CPB continued to expand our reach to minority candidates through virtual opportunities as COVID-19 eliminated gatherings such as job fairs and other professional networking events.

As we conducted external searches for minority candidates, we continued to give preferential treatment to qualified internal applicants consistent with CPB personnel policies.

CPB has a diverse workforce, and current staff were encouraged to identify professional diverse contacts for vacant positions.

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

FY 2022 AFFIRMATIVE ACTION PLAN

In fiscal year 2021, CPB increased the emphasis on Diversity, Equity, and Inclusion (DEI) in several ways:

1. Contract with The Medici Group to “operationalize diversity and inclusion” and “enhance collaboration” throughout CPB.
2. Created a new position, Senior Vice President, Human Resources and Diversity, Equity and Inclusion to strengthen the emphasis on DEI.

For fiscal year 2022, our goal is to fill the SVP HR & DEI position with a highly qualified, well-respected individual who has extensive HR and DEI experience and build upon the Medici Renaissance training received by all staff at CPB.

To ensure the success of operationalizing diversity and inclusion we will review and rewrite our personnel policies and Manager’s Guidebook to ensure the emphasis on DEI in all aspects of these policies.

We will continue our goal of meeting our commitment to minority representation in all job groups through emphasis on our recruiting efforts with minority represented organizations.

Our goal through the above is to create an environment that fosters creativity and inclusiveness in ways that will improve our daily work at CPB and our interactions with one another and with our colleagues across the public media system.

Measures of Success:

Filling the Senior Vice President, Human Resources and Diversity, Equity and Inclusion position.

Updating personnel policies and Manager’s Guidebook with DEI emphasis and continuation and expansion of Medici Renaissance principles in all CPB operations and functions.

ADDENDUM**CPB FY 2021 Employment Numbers by Job Group Detailing Minority and Non-Minority Data****CPB FY 2021 Employee Count by Job Group**

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
Total	89	57	29	28	32	6	26
Executive	13	8	3	5	5	0	5
First/Mid Mgrs.	20	14	5	9	6	0	6
Professionals	47	27	15	12	20	6	14
Admin. Support	9	8	6	2	1	0	1

CPB FY 2021 Employee Percentage by Job Group

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
Total	100%	64%	51%	49%	36%	19%	81%
Executive	15%	62%	23%	77%	38%	0%	100%
First/Mid Mgrs.	22%	70%	25%	75%	30%	0%	100%
Professionals	53%	57%	56%	44%	43%	30%	70%
Admin. Support	10%	89%	75%	25%	11%	0%	100%

CPB FY 2020 Employment Numbers by Job Group Detailing Minority and Non-Minority Data

CPB FY 2020 Employee Count by Job Group

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
Total	85	56	29	27	29	7	22
Executive	11	7	2	5	4	0	4
First/Mid Mgrs.	22	17	5	12	5	1	4
Professionals	43	25	15	10	48	6	12
Admin. Support	9	7	5	2	2	0	2

CPB FY 2020 Employee Percentage by Job Group

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
Total	100%	66%	52%	48%	34%	24%	76%
Executive	13%	64%	29%	71%	36%	0%	100%
First/Mid Mgrs.	26%	77%	29%	71%	23%	20%	80%
Professionals	51%	58%	60%	40%	42%	33%	67%
Admin. Support	11%	78%	71%	29%	22%	0%	100%