



## MEMORANDUM

**DATE:** May 1, 2008

**TO:** Department Directors  
Equal Employment Opportunity Officers  
Personnel Officers

**FROM:** State Personnel Board  
Consulting Services Division

**SUBJECT:** 2008-2009 STATE WORKFORCE ANALYSIS, AND EMPLOYMENT GOALS FOR PERSONS WITH DISABILITIES AND UPWARD MOBILITY

The purpose of this memorandum is to provide state agencies with information regarding their responsibility, pursuant to Government Code section 19797, to establish and maintain an effective equal employment opportunity program.

State agencies are required to evaluate the extent to which equal employment opportunities and non-discriminatory employment practices are appropriately implemented. Specifically, state agencies must annually conduct an analysis to identify areas of significant underutilization in their workforce composition and in the employment of qualified individuals with disabilities. Using the results of the workforce analysis, state agencies must establish and implement a plan to remove non-job-related employment barriers. Additionally, pursuant to Government Code section 19402, state agencies must establish upward mobility goals for employees in lower-paying occupations. The results of the analysis, implementation plan, and upward mobility goals must be submitted to the SPB by July 31 of each year.

To assist state agencies with the workforce composition analysis, implementation plan, and goal setting processes, the SPB has scheduled four (4) half-day training sessions for departmental staff. There are no revisions to last year's process for compiling the Workforce Analysis reports. Departments that need assistance or a refresher on the analysis and process are encouraged to attend.

**Information regarding the training sessions is provided below.**

<b>DATE</b>	<b>TIME</b>	<b>PLACE</b>
<b>May 19, 2008</b>	<b>9:00 a.m. to 12:00 p.m.</b>	<b>State Personnel Board 801 Capitol Mall 3rd Floor, Room 312</b>
<b>May 27, 2008</b>	<b>9:00 a.m. to 12:00 p.m. 1:00 pm to 4:00 p.m.</b>	
<b>June 2, 2008</b>	<b>1:00 p.m. to 4:00 p.m.</b>	

**Participants may register for training by completing the attached registration form (Attachment 1) and faxing it to Kathy Martinez, Office of Civil Rights, at (916) 651-7840 by May 12, 2008.**

### **Workforce Composition**

The SPB's "Guidelines for Conducting the Annual Analysis of the State Workforce" instructions are available to departments to assist in completing the workforce composition analysis. This guideline is available on SPB's website at [http://www.spb.ca.gov/civilrights/Workforce\\_Analysis\\_and\\_Monitoring.htm](http://www.spb.ca.gov/civilrights/Workforce_Analysis_and_Monitoring.htm).

Additionally, in order to complete their workforce composition analysis, state agencies must conduct comparisons of their current workforce (using March 31, 2008, state workforce data) to 2000 Census relevant occupational labor force information. To assist departments in conducting these comparisons, the SPB will produce utilization reports, for each department's occupational groups with 30 or more employees in appropriate geographical areas. Prior to obtaining access to the utilization reports, departments must purchase the reports. If departments have included funding within their Consolidated Services Contract (Attachment K), the charges will be billed against the contract. If departments do not have funding within the Consolidated Services Contract to pay for these services, a Purchase Order or Cal Card may be used. Once departments pay for the utilization reports, the reports will be available on the SPB's website at <http://jobs.spb.ca.gov/spb1/wfapickdept.cfm>. Attached is a listing of annual fees for each department. Departments that have funding within the Consolidated Services contract are noted on the listing and therefore charges will be billed against the contract. If you have any questions regarding billing, please contact Victor Mendoza at (916) 653-6234.

If statistically significant underutilization of any racial/ethnic or gender group is found, departments must determine the cause. If the cause is an unlawful non-job-related employment barrier, the department must develop and submit to the SPB an action plan for eliminating the barrier. The results of the departmental workforce composition analysis, indicating underutilization of racial/ethnic and gender groups, must be submitted to the SPB on a *Summary of Departmental Workforce Analysis* (SPB Form AAP02), available at the SPB website <http://www.spb.ca.gov/civilrights/documents/aap02.xls>. Action to eliminate unlawful barriers should be completed as soon as possible to avoid possible discrimination complaints or lawsuits.

## **Employment Goals for Persons with Disabilities**

Government Code section 19234 requires all state agencies to conduct an annual review of their hiring practices to determine if individuals with disabilities have been disproportionately excluded on a non-job-related basis from State employment. Departments that have an overall representation equal to or greater than 13.3 percent are not required to establish an employment goal for persons with disabilities.<sup>1</sup> If a department determines that individuals with disabilities are underrepresented within their organization, the department must establish goals and timetables to correct the underrepresentation.

Departments are to apply the labor force figure to their employee representation for persons with disabilities as of March 31, 2008. Relevant occupational labor force data for persons with disabilities is not available; therefore, one overall departmental goal must be set based on general labor force information. Detailed instructions for establishing a departmental employment goal are contained in the SPB's *Guidelines for Conducting the Annual Analysis of the State Workforce*.

The departmental goal should be reported to the SPB and include a summary of last year's efforts to improve representation, a list of planned activities for the upcoming year, and a reasonable timetable for achieving parity. A planned resurvey of departmental employees to determine disability status may also be included in the report. Also, if a department is unable to establish an employment goal for the year, an explanation is required.

## **Upward Mobility Goals**

Government Code section 19402 requires departments to annually establish upward mobility goals for employees in lower-paying occupations. Upward mobility is achieved when an employee in a lower paying occupation is able to compete successfully in an examination for an entry technical, professional, or administrative class and be appointed to a position. The upward mobility goal-setting process has been simplified and streamlined to create an equitable and consistent methodology for establishing upward mobility goals. The upward mobility goal has been established to be 10 percent or more of the total anticipated appointments in the classifications identified for upward mobility. Although a numerical formula has been established, each department must still consider what goals are reasonable by considering its past history of upward mobility appointments, the number of anticipated upward mobility opportunities, and the availability of qualified upward mobility candidates.

<sup>1</sup> The 2000 labor force representation of individuals with disabilities is 16.6 percent. Departments are required to have an overall representation of individuals with disabilities of 80 percent of the 2000 labor force representation, or 13.3 percent.

Upward mobility goals should be submitted to the SPB on a *Summary of Upward Mobility Goals Report* (SPB Form AAP05), available on the SPB's website at <http://www.spb.ca.gov/civilrights/documents/aap05.xls>. Departments must list all entry technical, professional, and administrative classes on the form that will provide upward mobility opportunity. Not all classes listed will provide opportunities every year. If there is no opportunity this year, put a "0" in the "goals" column on the form and provide an explanation in your cover memorandum. Do not list classes that provide little or no opportunity for upward mobility.

### **Submission of Workforce Analysis to the SPB**

The deadline for submitting the results of the workforce composition analysis, employment goals for persons with disability, and upward mobility goals to the SPB is **July 31, 2008**. Please send the requested information with a transmittal memorandum, signed by the department director or the director's designee. The memorandum should also contain a summary of accomplishments and efforts to eliminate employment discrimination and provide equal employment opportunity over the past year.

We appreciate your cooperation in completing this statutorily required work. Your efforts are very important to help ensure that the State is providing full equal employment opportunity. If you have any questions, please contact Kathy Martinez at (916) 653-1161 or by TDD/TTY at (916) 653-1498.

SUZANNE M. AMBROSE  
Executive Officer

SA/mc-r

Attachments



REGISTRATION FORM  
**Annual State Workforce Analysis**  
TRAINING

**PLEASE NOTE:** Department-specific reports are available from the SPB website; you will **not** need to bring your reports with you for use during the training.

Please check one (1) preferred session:

- May 19, 2008 (9:00 a.m. – Noon)
- May 27, 2008 (9:00 a.m. – Noon)
- May 27, 2008 (1:00 p.m. – 4:00 p.m.)
- June 2, 2008 (1:00 p.m. – 4:00 p.m.)

Please complete the following information:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

DEADLINE TO REGISTER: May 12, 2008 (Monday)

FAX COMPLETED FORM TO: State Personnel Board  
Office of Civil Rights  
Kathy Martinez  
FAX: (916) 651-7840

**Confirmation of your registration will be e-mailed by May 15, 2008.**  
If you have any questions, contact Kathy Martinez, Office of Civil Rights,  
at (916) 653-1161 or by e-mail at [kmartinez@spb.ca.gov](mailto:kmartinez@spb.ca.gov)

## List of Annual Fees

Department	2007/08 WFA Fee	Consolidated Services Contract
Aging, Department of	110.00	Billed to contract
Agricultural Labor Relations Board	110.00	Billed to contract
Air Resources Board	440.00	Billed to contract
Alcohol & Drug Program, Dept of	110.00	Billed to contract
Alcoholic Bev Control, Dept of	110.00	Billed to contract
Arts Council, CA	110.00	
Board of Control/ Victim Comp	110.00	Billed to contract
Boating & Waterways	110.00	
Child Support Services	110.00	Billed to contract
Coastal Commission CA	110.00	Billed to contract
Coastal Conservancy, State	110.00	
Community Colleges	110.00	Billed to contract
Community Services & Dev	110.00	Billed to contract
Conservation Corps, CA	110.00	Billed to contract
Conservation, Dept of	220.00	Billed to contract
Consumer Affairs, Dept of	660.00	Billed to contract
Controllors, State	440.00	Billed to contract
Corporations, Dept of	110.00	Billed to contract
Corrections, Dept of	2,750.00	Billed to contract
Corrections, Board of	110.00	
Del Mar County Fair, 22nd Dist	110.00	
Developmental Services, Dept	1,100.00	Billed to contract
CA Earthquake Authority	110.00	
Education, Dept of	440.00	Billed to contract
Electricity Oversight Board	110.00	Billed to contract
Emergency Services, Off of	110.00	Billed to contract
Employment Development Dept	1,100.00	Billed to contract
Energy Resources Cons & Dev	110.00	Billed to contract
Environmental Health Hazard Assessment	110.00	Billed to contract
Equalization, Board of	660.00	Billed to contract
Exposition & State Fair, CA	110.00	Billed to contract
Fair Employment & Housing, Dept of	110.00	Billed to contract
Fair Political Practices Commission	110.00	Billed to contract
Finance, Dept of	110.00	Billed to contract
Financial Inst.	110.00	Billed to contract
Fish & Game, Dept of	440.00	Billed to contract
Food & Agriculture, Dept of	440.00	Billed to contract
Forestry & Fire Protection	880.00	Billed to contract
Franchise Tax Board	880.00	Billed to contract
General Services, Dept of	660.00	Billed to contract
Health Services, Dept of	660.00	Billed to contract
Highway Patrol, CA	660.00	Billed to contract
Horse Racing Board, CA	110.00	Billed to contract
Housing Finance Agency, CA	110.00	Billed to contract
Housing & Community Dev	110.00	Billed to contract
Industrial Relations, Dept of	660.00	Billed to contract
Inspector General, Office of	110.00	
Insurance, Dept of	440.00	Billed to contract
Orange County Fair, 32nd Dist	110.00	
Integrated Waste Mgmt Board	110.00	Billed to contract
Justice, Dept of	880.00	Billed to contract
Legislative Counsel Bureau	220.00	Billed to contract
Library, CA State	110.00	Billed to contract

<b>Department</b>	<b>2006/07 WFA Fee</b>	<b>Billed to contract</b>
Lottery, CA St	220.00	Billed to contract
Managed Care	110.00	Billed to contract
Managed Risk Medical Insurance Programmed	110.00	Billed to contract
Mental Health, Dept of	1,100.00	Billed to contract
Military, Dept of	110.00	
Motor Vehicles, Dept of	1,100.00	Billed to contract
Office of Systems Integration	110.00	Billed to contract
Parks & Recreation, Dept of	660.00	Billed to contract
Peace Officer Stand & Training	110.00	Billed to contract
Personnel Admin, Dept of	110.00	Billed to contract
Pesticide Regulation, Dept of	110.00	Billed to contract
Prison Industry Authority	220.00	Billed to contract
Public Defender, State (SPO)	110.00	Billed to contract
Public Employees' Ret System	440.00	Billed to contract
Public Health	660.00	Billed to Contract
Public Utilities Commission	220.00	Billed to contract
Real Estate Appraiser, Office of	110.00	Billed to contract
Real Estate, Dept of	110.00	Billed to contract
Rehabilitation, Dept of	440.00	Billed to contract
Science Center, CA	110.00	Billed to contract
Secretary of State	110.00	Billed to contract
Social Services, Dept of	880.00	Billed to contract
State Audits, Bureau of	110.00	Billed to contract
State Council on Developmental Disabilities	110.00	Billed to contract
State Comp Insurance Fund	1,100.00	Billed to contract
State Lands Commission	110.00	Billed to contract
Statewide Health Plan/Dev	110.00	Billed to contract
Technology Services, Department of	220.00	Billed to contract
Student Aid Commission, CA	110.00	Billed to contract
Teacher Credent, Commission on	110.00	Billed to contract
Teachers Ret Sys, St	220.00	Billed to contract
Toxics Sub Control, Dept of	220.00	Billed to contract
Transportation, Dept of	1,650.00	Billed to contract
Treasurer, CA State	110.00	Billed to contract
Unemployment Ins Appeals Board	220.00	Billed to contract
Veterans Affairs, Dept of	440.00	Billed to contract
Water Resources, Dept of	660.00	Billed to contract
Water Resources Control Board	440.00	Billed to contract