

KENTUCKY DEPARTMENT OF EDUCATION

STAFF NOTE

Information Item:

KDE Employment Report

Applicable Statute or Regulation:

KRS Chapter 18A, KRS 156.017, House Bill 502 (Budget Bill-2000 General Assembly), Executive Orders 96-612 and 08-473, House Bill 727 (1998 General Assembly)

History/Background:

Existing Policy: The Kentucky Board of Education (KBE) authorized a minimum 10% minority employment goal for the Kentucky Department of Education (KDE) in 1994. In addition the targeted hiring goal for minority employment in all state government is 10% based on the 2000 census data for Kentucky.

The KDE's minority employment goal is consistent with the Kentucky State Government goal (see Executive Order 96-612 as affirmed and modified by Executive Order 08-473) and is designed to: 1) provide equal opportunities for recruitment and selection at all levels of the agency; 2) mirror the student population of Kentucky's schools; and 3) provide for a multi-talented and diverse workforce that can provide quality leadership and professional services to local school district administrators, teachers, parents, students, and citizens.

The current status is:

- The KDE, excluding the Office of Career and Technical Education, as of the close of business, June 30, 2013, employed 529 full-time employees. (458/86.8% non-minority employees and 71/13.4% minority employees)
- The KDE's Frankfort-based, full-time workforce of 325 employees includes 282/86.8% non-minority employees and 43/13.2% minority employees.

During the two-month period from May 1, 2013 – June 30, 2013, there were:

- 5 appointments
- 20 separations from employment
 - 8 separations from support positions
 - 10 separations from professional positions
 - 2 separations from leadership positions

During the two-month period from May 1, 2013 – June 30, 2013, there were:

- 12 positions for which interviews were scheduled
- 342 applicants who expressed an interest in, via self nomination, those positions
- 113 qualified candidates selected to interview for those positions by the supervisor/manager in the office/division and contacted by Human Resources

The following notations are designed to provide clarification for the preceding statistics:

- All KDE positions are advertised on the KDE website and all positions that require a merit register are posted on the Personnel Cabinet website for ten (10) days.
- KDE's internal policy requires an interview panel of a minimum of three (3) people, one (1) of whom must be a minority, and a minimum of three (3) candidates must be interviewed, one of whom must be a minority, if qualified and identified.
- KDE's hiring process is subject to and in compliance with Personnel Memo 08-18 that requires the employing agency to offer the opportunity to interview to a minimum of five (5) identified veterans listed on the certified register list. If there are fewer than five (5) identified veterans, then the employing agency shall offer an opportunity to interview to all identified veteran applicants.
- Per Personnel Memo 12-33, the Personnel Cabinet seeks voluntary information from all applicants regarding the applicant's race, gender, or national origin. This information is maintained separately from the official application and assists the Commonwealth of Kentucky in achieving its affirmative action goals. The Personnel Cabinet provides this information along with the certified register list to the agencies. This information is useful in creating a diverse applicant pool for consideration in the hiring process; however, this data is not intended to be used as the determining factor in the hiring decision. This is to ensure compliance with the Equal Employment Opportunity Commission (EEOC).
- KDE receives certified registers from the Personnel Cabinet that may or may not contain applicants with designated minority status.

The KDE's hiring is currently subject to the restrictions issued by Governor Beshear's Executive Order 2008-011. This order implements a process on how personnel actions are to be requested by the agencies and approved by the Governor and the Secretary of the Personnel Cabinet. Attached is the relevant section of Executive Order 2008-011.

The following notations are designed to provide clarification for the report in its entirety:

- Full-Time Employee, for the purpose of this report, is defined as all KRS 18A and KRS 161 employees.

- For the purpose of this report, **Leadership** is all non-graded, non-merit KBE/KDE employees and policy-making positions; **Professional** reflects all KRS 18A positions, grade 15 and above, and all KRS 161 positions; and **Support** includes all KRS 18A positions, grade 14 and below.
- Appointments and separations are not mutually exclusive. As KDE employees are many times the successful candidates for positions, a single move may create a separation and an appointment. For the purpose of this report, a separation includes: resignations, retirements, dismissals, transfers out of KDE, and deaths.

Attached are two charts, one showing overall and minority employment by office and the other showing minority employment historical data.

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Commissioner of Education

Date:

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Cited from Executive Order 2008-011

REDUCE THE STATE WORKFORCE THROUGH ATTRITION

3. The size of the workforce will be reduced through attrition. All hiring actions must be justified as essential to the delivery of services and that funds are available to sustain the position within reduced budgeted amounts. All personnel actions must be justified and approved by the Secretary of the Governor's Executive Cabinet prior to submission to the Personnel Cabinet for processing. This includes approval of actions that increase costs for existing personnel.