

KENTUCKY DEPARTMENT OF EDUCATION

STAFF NOTE

Information Item:

KDE Employment Report – Office of Career and Technical Education

Applicable Statute or Regulation:

KRS Chapter 18A, KRS 156.800-860, KRS 156.017, House Bill 502 (Budget Bill-2000 General Assembly), Executive Orders 96-612, 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.

KDE has a long standing history of compliance and usually surpassing the minority employment goal of 10%. On October 16, 2012, the number of staff of KDE more than doubled with the addition of the Office of Career and Technical Education. Due to factors such as geographic location, demographics and position requirements, recruitment of minority staffing at the 53 Area Technology Centers is difficult. KDE has applied its hiring policies and procedures to the Office of Career and Technical Education (OCTE). Going forward a minority representative will serve on the interview panels for positions with OCTE and a minimum of one minority candidate will be interviewed, if qualified and identified. KDE will continue to identify and implement opportunities to increase minority awareness and recruitment, particularly in these areas.

The current status:

- The Office of Career and Technical Education, as of the close of business, June 30, 2013, employed 576 full-time employees. (572/99.3% non-minority employees and 4/0.7% minority employees)

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

- 1 appointment

- 24 separations from employment
 - 4 separations from support positions
 - 13 separations from professional positions
 - 7 separations from leadership positions

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

- 17 positions for which interviews were scheduled
- 394 applicants who expressed an interest in, via self nomination, those positions
- 121 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 OCTE 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.
- All KRS 156.800 et seq. positions are advertised on the Personnel Cabinet and KDE website.
- 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.

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 all KRS 156.800 et seq. employees.
- For the purpose of this report, **Leadership** is all non-graded, non-merit KBE/KDE employees, policy-making positions, and principals; **Professional** reflects all KRS 18A positions, grade 15 and above, and all KRS 156.800 et seq. 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.