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 Chapter 156, House Bill 502 (Budget Bill-2000 General Assembly), executive order 96-612 and 2013-841, House Bill 727 (1998 General Assembly)

History/Background:

Existing Policy. The Kentucky Board of Education authorized a minimum 10% minority employment goal for the Department of Education in 1994. In addition, the targeted hiring goal for minority employment in all state government is 12.2% effective November 15, 2013, based on the 2010 census data for Kentucky.

The Department of Education's minority employment goal is designed to: 1) provide equal opportunities for recruitment and selection at all levels of the department; 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 Kentucky Department of Education has a long standing history of being in compliance with and usually surpassing the minority employment goal. On October 16, 2012, the number of staff of the Kentucky Department of Education 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. The Department of Education has implemented its hiring policies and procedures for the Office of Career and Technical Education. Going forward a minority representative will serve on the interview panels for positions with Career and Technical Education and a minimum of one minority candidate will be interviewed if qualified or identified. The Kentucky Department of Education will continue to identify and implement opportunities to increase minority awareness and recruitment, particularly in these areas.

- The Office of Career and Technical Education, as of the close of business, April 30, 2015, employed 624 full-time employees. (615 non-minority employees/98.6% and 9 minority employees/1.4%)

During the two-month period from March 1, 2015 – April 30, 2015, there were:

- 8 appointments
- 6 separations from employment

- 1 separation from a support position
- 5 separations from professional positions
- 0 separations from leadership positions

During the two-month period from March 1, 2015 – April 30, 2015, there were:

- 9 positions for which interviews were scheduled
- 198 applicants who expressed an interest in, via self-nomination, those positions
- 114 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 CTE positions are advertised on the KDE website and all positions that require a merit register are posted on the Personnel Cabinet website for 10 days.

- All KRS 156 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 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 an 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).

- The Kentucky Department of Education receives certified registers from the Personnel Cabinet that may or may not contain applicants with designated minority status.

The Kentucky Department of Education'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, please find 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 KRS18A and all KRS156 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 KRS18A positions, grade 15 and above, and all KRS156 positions; and **Support** includes all KRS18A 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.