

# **KENTUCKY DEPARTMENT OF EDUCATION**

## **STAFF NOTE**

### **Information Item:**

KDE Employment Report (All offices except Career and Technical Education)

### **Applicable Statute or Regulation:**

KRS Chapter 18A, KRS 156.010, 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 consistent with the Kentucky State Government goal and 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.

***Summary:*** Current employment data is found below:

- The Kentucky Department of Education, excluding the Office of Career and Technical Education, as of the close of business, October 31, 2015, employed 509 full-time employees. (442 non-minority employees/86.8% and 67 minority employees/13.2%)
- The department's Frankfort-based, full-time work force of 314 employees includes 274 non-minority employees/87.3% and 40 minority employees/12.7%.

During the two-month period from September 1, 2015 – October 31, 2015, there were:

- 15 appointments
- 12 separations from employment
  - 6 separations from support positions
  - 4 separations from professional positions
  - 2 separations from leadership positions

During the two-month period from September 1, 2015 – October 31, 2015, there were:

- 24 positions for which interviews were held
- 721 applicants who expressed an interest in, via self-nomination, those positions
- 260 candidates selected to be reviewed and interviewed if qualified for those positions by the supervisor/manager in the office/division

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 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 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 KRS161 employees.
- For the purpose of this report, **Leadership** is all non-graded, non-merit KBE/KDE employees and policy-making positions; **Professional** reflects all KRS18A positions, grade 15 and above, and all KRS161 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.

### ***Recruitment Efforts:***

An HR representative attended the career fair at Kentucky State University on Thursday, October 29<sup>th</sup>. Information regarding KDE, CTE, and how to apply for positions via the Career Opportunities Systems was shared with attendees.

HR representatives are scheduled to attend a College and Career Fair with the Clark County Community Education Program on November 10<sup>th</sup>.

Effective November 1<sup>st</sup>, the minimum number of candidates required to be interviewed increased from 3 to 4 (if available) and the minimum number of minority candidates to be interviewed increased from 1 to 2 (if available).

### **Contact Person:**

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**Commissioner of Education**

### **Date:**

December 2015

**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.