KENTUCKY DEPARTMENT OF EDUCATION

STAFF NOTE

Information Item:

Kentucky Department of Education (KDE) Employment Report (all offices except Career and Technical Education)

Rationale:

To provide the Kentucky Board of Education (KBE) with the current employment data (excluding the Office of 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 KBE 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 on June 30, 2017, employed 545 full-time employees. This total includes 471 non-minority employees (86.5%) and 74 minority employees (13.5%).
- The department's Frankfort-based, full-time workforce of 344 employees includes 302 non-minority employees (87.8%) and 42 minority employees (12.2%).

During the two-month period from May 1, 2017 – June 30, 2017 there were:

- 10 appointments
- 7 separations from employment

- 4 separations from support positions
- 3 separation from professional positions
- 0 separation from a leadership position

During the two-month period from May 1, 2017 – June 30, 2017 there were:

- 18 positions for which interviews were held
- 265 applicants who expressed an interest in, via self nomination, those positions
- 142 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 four (4) candidates must be interviewed, two (2) 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. 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 requirements of Governor Bevin's Executive Order 2015-050 issued on December 22, 2015. The executive order imposes a hiring moratorium and sets forth procedures for establishing, posting and filling job vacancies. Prior to Governor Bevin's executive action, KDE's hiring was subject to the requirements of Executive Order 2008-011. On December 22, 2015, Governor Bevin issued Executive Order 2015-050, which set forth new requirements and specifically rescinded paragraph 3 of executive order 2008-011. Relevant excerpts of the hiring procedures of both executive orders are attached.

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 Chapter 18A and KRS Chapter 161 employees.

- For the purpose of this report, **Leadership** is all non-graded, non-merit KBE/KDE employees and policy-making positions, excluding the KBE/KDE Education Academic Program Manager classification; **Professional** reflects all KRS Chapter 18A positions, grade 15 and above, and all KRS Chapter 161 positions; and **Support** includes all KRS Chapter 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.

Recruitment Efforts:

KDE human resource staff continue to utilize he Commonwealth of Kentucky's Office of Employment and Training (OET) Kentucky Career Center website to post job announcements for viewing by job seekers, Kentucky Career Center staff, and partner agencies assisting individuals in their search for employment opportunities. This site also allows HR staff to review resumes by all job seekers and communicate directly with them.

In June 2017, KDE staff contacted Eastern Kentucky University (EKU) regarding recruitment efforts for the upcoming school year. EKU will continue to coordinate outreach workshops, provide resources to mentors, training for interpreters and work to integrate innovative technology in the classroom.

On June 28, 2017, KDE human resource staff attended the Accounting Careers Awareness Program for minority high school students, which is part of an annual Accounting Roundtable at the University of Louisville, College of Business. The local professional and student chapters of the National Association of Black Accountants and the University of Louisville presented. At the roundtable, groups of students move between groups of professionals to learn about opportunities in accounting and business.

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Commissioner of Education

Date:

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I. 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.

II. Cited from Executive Order 2015-050:

A hiring moratorium covering all vacant positions throughout State Government is immediately effective as of the date hereof. The essential elements of this personnel policy are as follows:

1. The overall size of the state workforce shall be reduced through attrition and other means as determined. Therefore, all hiring actions must be justified and approved in accordance with this Order. This justification shall specify why the hiring action is essential to the delivery of services by the agency and affirm that funds are available to sustain the position within budgetary constraints.
2. Effective immediately, no appointments to vacant positions in any agencies of State Government shall be made except as outlined hereinafter.
3. All personnel actions relating to unclassified positions, including the establishment of new positions, shall be justified by the Agency Head submitting the request and approved by the Secretary of the Governor's Executive Cabinet. All personnel actions relating to classified positions, including the establishment of new positions, shall be justified by the Agency Head submitting the request and approved by the Secretary of the Personnel Cabinet. Only those positions determined to be essential shall be authorized for approval.
4. Positions vacated after this date also shall be subject to the same proof of necessity requirements and shall be reviewed by the Secretary of the Personnel Cabinet on a regular basis.
5. All vacant positions shall be reviewed by the Agency Heads with a view toward eliminating all such positions that are not essential to the maintenance of essential Government services.
6. Paragraph 3 of Executive Order 2008-011 is hereby rescinded and superseded by this Executive Order.