

State of Alaska  
2016  
Progress Report  
on  
Equal Employment Opportunity  
and Affirmative Action  
in Alaska State Government



Bill Walker  
Governor

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# I. Table of Contents

II. Preface .....	3
III. Introduction.....	5
IV. Report Summary .....	8
V. Minority Employment in the Executive Branch .....	9
A. Current Outlook .....	9
B. Historical trends: 1990 to present .....	17
VI. Women in the Executive Branch Workforce .....	19
A. Current Outlook .....	19
B. Historical trends: 1990 to present .....	24
VII. Equal Employment Opportunity Program .....	26
VIII. Appendix.....	28
A. Race and Ethnic Category Definitions.....	28
B. Job Categories as defined by the U.S. Equal Employment Opportunity Commission .....	29

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## II. Preface

This 2016 Progress Report is filed with the Governor and the Legislature pursuant Alaska Statute 39.28.020(a)(12).<sup>1</sup> Additional Executive Branch employee demographics may be found in the annually published “Workforce Profile” by the Department of Administration, Division of Personnel & Labor Relations, which is available on line at the Division’s web page.

The subject of this 2016 Progress Report is the status of Equal Employment Opportunity (EEO) and Affirmative Action (AA) in the Executive Branch of the State of Alaska (hereafter “the State”). This Progress Report is intended to give an overall view of women and minority employee demographics in the State’s Executive Branch. The Report does not include workforce information on the Alaska State Legislature, the Alaska Court System, the Alaska State Defense Force, or the Alaska National Guard. Nor does this Report cover such entities as the University of Alaska, the Alaska Housing Finance Corporation, or the Alaska Railroad Corporation. The Report captures workforce data for full- and part-time *permanent* positions in the Executive Branch including seasonal positions. It does *not* capture employee data for non-permanent positions.

Data sources for this Report unless otherwise noted are the U.S. Census Bureau, the Alaska Department of Labor & Workforce Development, and the Alaska Statewide Payroll System (AKPAY). Workforce numbers were drawn from the data as of June 30, 2015, which is consistent with the annual Workforce Profile and biennial federal EEO-4 report. Historical data between 1990 and 2015 was obtained from employee data downloaded from the payroll system. Historical data before 1990 was obtained from prior Progress Reports.

Use in this Progress Report of technical terms such as *underutilization*, *availability*, and *underrepresentation* does not necessarily signify that the State agrees these terms are properly applied to any particular factual situation, or that the State agrees that it is liable under applicable laws. Instead, these terms are employed to provide leaders and managers information for effective and targeted policy decisions.

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<sup>1</sup> AS 39.28.020(a)(12) – The director of the division of personnel shall “prepare and submit an annual report to the governor and the legislature by February 15 on the progress and problem areas in the equal employment opportunity program and the implementation of the affirmative action plan.”

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This Progress Report was prepared by the Equal Employment Opportunity Program in partnership with the Employee Planning and Information Center within the Department of Administration, Division of Personnel & Labor Relations. The EEO Program welcomes comments regarding this report. Interested parties should submit feedback in writing to the following:

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February 2016

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### III. Introduction

The Executive Branch workforce has shrunk approximately 2.3 percent to 15,799 employees as compared to last year's count of 16,158 employees its fifteen departments. This count reflects workforce demographic data as of June 30, 2015 under Governor Bill Walker's Administration and is similar to the number of employees in 2011.<sup>2</sup> During the past year, each department – with the one exception of the Department of Corrections – has experienced loss of employees. The largest percentage loss – 10 percent – occurred in the Office of Governor. As the Walker Administration meets the challenge of decreasing revenue and a significant budget shortfall, State public employee numbers are expected to continue to fall.

Knowledge of the Executive Branch's workforce gives us awareness of how and where we need to continue to change to remain an employer of choice. Information about workforce demographics allows executives, managers, supervisors, and employees to make decisions that have direct impact on recruiting and retaining our greatest resource – people.

Alaska's population growth has slowed with the current estimate at 737,625 people, slightly higher than last year's 737,354.<sup>3</sup> Meanwhile, Alaska Department of Labor & Workforce Development estimates project our state's population to grow, reaching over 800,000 by 2020.<sup>4</sup> By comparison, the population at statehood in 1959 was approximately 224,000 people.

Alaska is unique. The State's workforce – like Alaska's population – is diverse culturally and racially. The State's racial demographics compared to the United States as a whole, reveals Alaska as having a higher percentage of non-white people. The U.S. Census Bureau reports that the percentage of white people (reported as the single race of "white alone") in Alaska is 66.9 percent while for the nation it is 77.4 percent. Our demographics reflect a significantly larger percentage of Alaska Native and American Indians (14.8 percent) as compared to the nation as a whole (1.2 percent). Moreover, a greater number

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<sup>2</sup> State of Alaska Workforce Profile shows 15,839 employees in 2011. Source: Alaska Division of Personnel & Labor Relations.

<sup>3</sup> Source: Alaska Department of Labor & Workforce Development, Research & Analysis Section.

<sup>4</sup> Sources: Alaska Department of Labor & Workforce Development, Research & Analysis Section (Baseline State Projection); U.S. Census Bureau.

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of Alaskans identify themselves as “two or more races” at 7.1 percent as compared to 2.5 percent of the nation.<sup>5</sup>

Our population expansion has brought a shift in our demographics resulting in growth in minority populations, most notably people of Asian, Pacific Islander, and Hispanic descent. In Alaska’s Asian community, over 50 percent are of people with roots in the Philippines. In Alaska’s Pacific Islander community, 66 percent have roots in Samoa. The U.S. Census Bureau projects that the nation’s Hispanic/Latino and Asian populations will triple over the next half-century and non-Hispanic whites will represent 50 percent of the total U.S. population by 2050. According to State demographers, Alaska’s Hispanic population has increased 52 percent between 2000 and 2010 and the Alaska Native population is expected to continue to grow from 122,480 in 2010 to a projected 161,483 in 2042.<sup>6</sup>

Alaska’s school districts’ demographics give us a glimpse of our future workforce. The greater Anchorage/Matanuska Susitna area and City and Borough of Juneau are home to over 74 percent of Executive Branch employees.<sup>7</sup> The Anchorage School District (ASD), the largest in the State and one of the 100 largest districts in the United States, reports its “minority” student population continues to grow and exceeds its white student population: 57 percent nonwhite to 43 percent white. Meanwhile, City and Borough of Juneau School District reports its student population is now 50 percent white.<sup>8</sup> The Anchorage School District counts over 90 languages – from Hmong to Yupik – spoken by students in its English learners’ program. ASD demographics over the last ten years confirm national trends with the largest growth in student populations being first in those who identify as “two or more races;” the second highest growth area being Hispanic or Latino students; and the third largest growing demographic being “Asian or Pacific

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<sup>5</sup> Source: U.S. Census (American Community Survey), QuickFacts data as of February 2016.

<sup>6</sup> Source: Alaska Population Projections 2010-2035 (April 2012) published by the Alaska Department of Labor & Workforce Development, Research & Analysis Section.

<sup>7</sup> 2015 State of Alaska Workforce Profile published by the State of Alaska, Division of Personnel & Labor Relations, Employee Planning & Information Center report employees by geographic region: show 47.6 percent in the greater Anchorage/Mat-Su and 27.2 percent in Juneau for a total of 74.8 percent.

<sup>8</sup> Juneau School District, City and Borough of Juneau, 2015 Facts & Figures report.

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Islander” students.<sup>9</sup> As the nation’s and Alaska’s faces change, so will the Executive Branch’s workforce.

The State is committed to promoting a diverse workforce that reflects Alaska. The State supports Equal Employment Opportunity (EEO) and Affirmative Action (AA) and continues to work to recruit and retain all qualified people. A primary goal of the State’s Equal Employment Opportunity Program is to ensure that positions in the public service are genuinely and equally accessible to all people. While recruitment is essential, an inclusive work environment is crucial to retention. The State does not condone, permit, or tolerate illegal discrimination against its employees or applicants for State employment on the basis of race, color, national origin, religion, sex, age, physical or mental disability, marital status, changes in marital status, pregnancy or parenthood, genetic information, or status as a veteran or veteran with a disability.

Valuing the diversity of a workforce representative of all Alaskans enriches the quality of our service to the people of Alaska.

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<sup>9</sup> Source: Anchorage School District 2015-2016 Ethnicity Report.

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## IV. Report Summary

The 2016 Progress Report focuses on two areas: current incumbency levels of minorities and women in the State workforce and historical levels. It compares the Executive Branch's workforce demographics to that of the Alaskan Civilian Labor Force.<sup>10</sup> The Report's results allow the State to focus resources in those areas where our incumbency levels are significantly less than the availability of women and minorities in the Civilian Labor Force. It highlights areas where there may be intentional or unintentional barriers of employment to women and minorities. The Report also notes areas where progress has been achieved in the diversity of our workforce.

This year's Report's numbers show that there are more minorities in the Executive Branch of government than ever before – 3,420 – and this is in the context of a smaller workforce. The gain of minorities over the last year was modest and stemmed from an increase in the number of employees who are African-American/Black, Alaska Native, and of Hispanic descent. Alaska's first people, Alaska Natives, continue to be the most underrepresented group in the Executive Branch workforce by 7.7 percent. The percentage of minorities in the highest echelon of public service is at 11.4 percent, the highest to date.

There are currently 7,673 women employees in the Executive Branch, a decrease from last year's report of 7,864 women. There continues to be a higher percentage of women in our workforce compared to the Alaskan Civilian Labor Force. The 2016 Progress Report shows additional change is warranted for both women and minorities in areas of "occupational segregation." This year's report shows the highest number women executives on record at 40 percent.

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<sup>10</sup> The Civilian Labor Force (CLF) is defined as all non-institutionalized civilians aged 16 and older who are either working or looking for work (unemployed).



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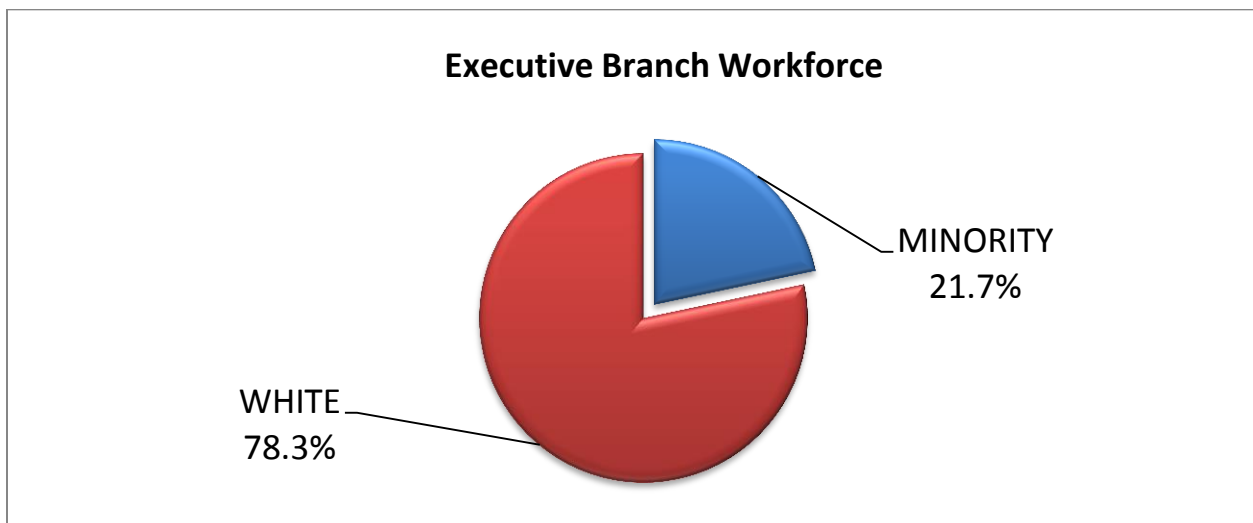
## V. Minority Employment in the Executive Branch

### A. Current Outlook

Employees from minority groups comprise 21.7 percent of the State’s Executive Branch workforce. This represents the highest percentage on record. It is a small increase from the percentage last year (21.0 percent) and it affirms a modest improvement trend. For comparison, the Federal government reported that its non-white employees made up 35.3 percent of its workforce in Federal fiscal year 2014.<sup>11</sup>

While our workforce is made up of 21.7 percent of minority groups, the U.S. Census reports the Alaskan Civilian Labor Force (CLF) is comprised of approximately 28.8 percent of racial minorities.<sup>12</sup> (See Exhibits 1 and 2)

#### Exhibit 1



This Progress Report relies on information from the federal U.S. Census Bureau Equal Employment Opportunity Tabulation. This allows us to compare the Executive Branch workforce numbers to current labor force data. The U.S. Census Bureau uses American Community Survey data for its EEO Tabulation. It is important to note that data from the U.S. Census Bureau is reported on the basis of a different set of race/ethnic categories than that which is

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<sup>11</sup> Source: U.S. Office of Personnel Management, Federal Equal Opportunity Program Report.

<sup>12</sup>Source: U.S. Census Bureau EEO Tabulation 2006-2010 (five-year American Community Survey data). Note: “White” included Census categories of “white alone” and “white alone/Hispanic or Latino.”

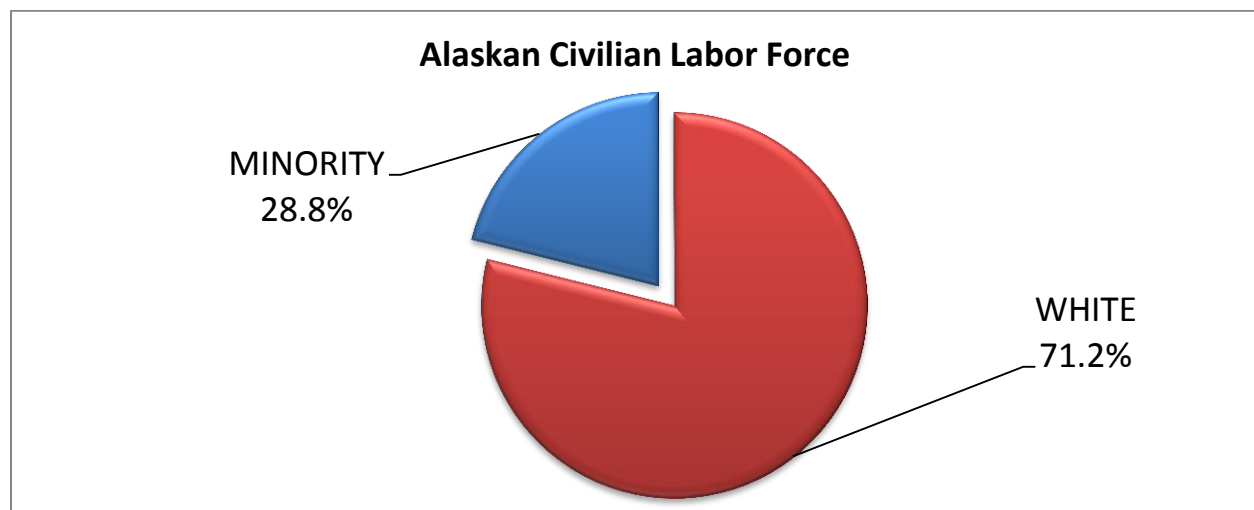
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currently required by the U.S. Equal Employment Opportunity Commission (EEOC). The U.S. Census Bureau allowed respondents to report one or more race categories to indicate their racial identities (e.g., a person could indicate they were *both* Black and Asian). The U.S. Census Bureau also recorded ethnicity – Hispanic or Latino – in addition to race.

The federal EEOC, however, currently requires the State to capture employment data in five specific (single) categories: 1) American Indian or Alaska Native; 2) Asian or Pacific Islander; 3) Black/Non-Hispanic; 4) Hispanic; and 5) White/Non-Hispanic.<sup>13</sup> Starting in 2017, however, the EEOC will require data to be captured in expanded race/ethnicity categories including the new category of “two or more races”.

Because of the different categories of information collected, general comparisons can be made but caution must be taken when directly comparing the data.<sup>14</sup>

## Exhibit 2



A closer look at the underlying State workforce data reveals that the improvement from last year’s number of minority employees is due to an

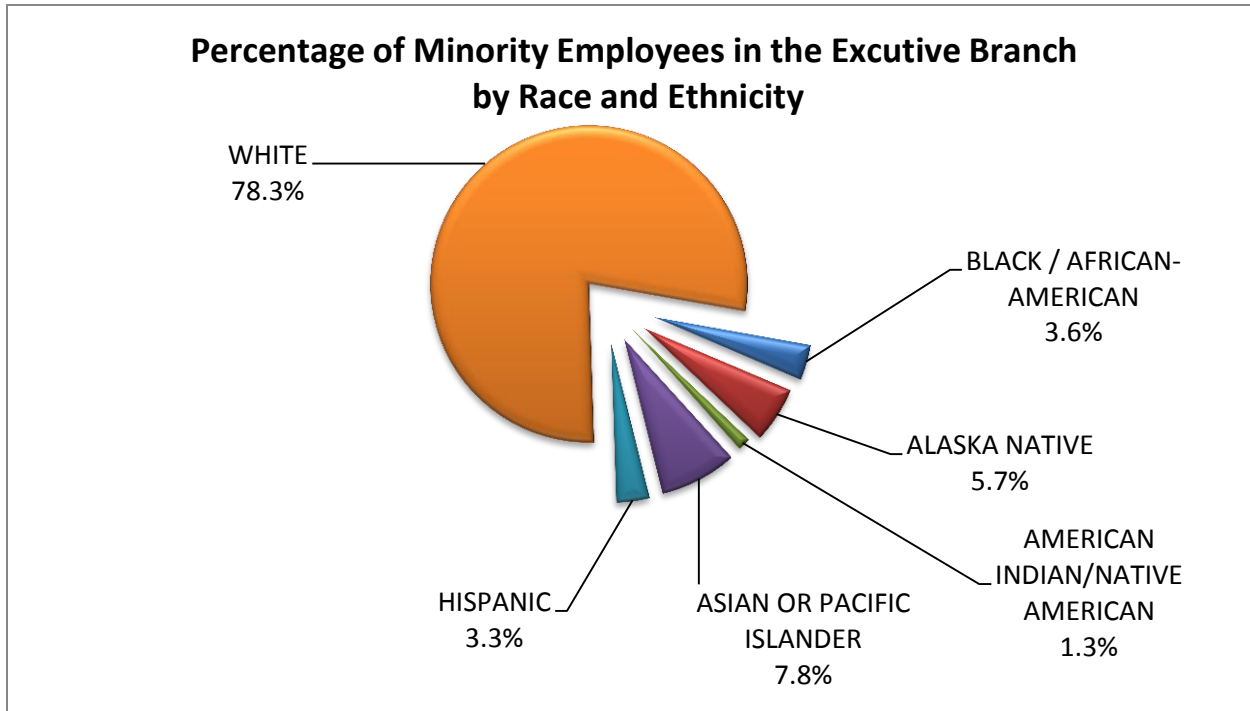
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<sup>13</sup> For definitions of each race and ethnic category, please see Section VIII on Page 28 of this Report.

<sup>14</sup> When combining race/ethnic groups in the U.S. Census Bureau data to coordinate with State of Alaska employee data, the following Census groups were combined: Black/African American included "Black non-Hispanic" and "Black & White non-Hispanic;" White included "White alone" and "White alone/Hispanic or Latino;" Asian/Pacific Islander included "Asian non-Hispanic," "Native Hawaiian or Pacific Islander non-Hispanic," and "Asian & White non-Hispanic;" and American Indian/Alaska Native (AIAN) included "AIAN non-Hispanic" and "AIAN & White non-Hispanic."

increase in the number of employees who are “African-American/Black,” “Alaska Native,” and “Hispanic/Latino” employees.

### Exhibit 3



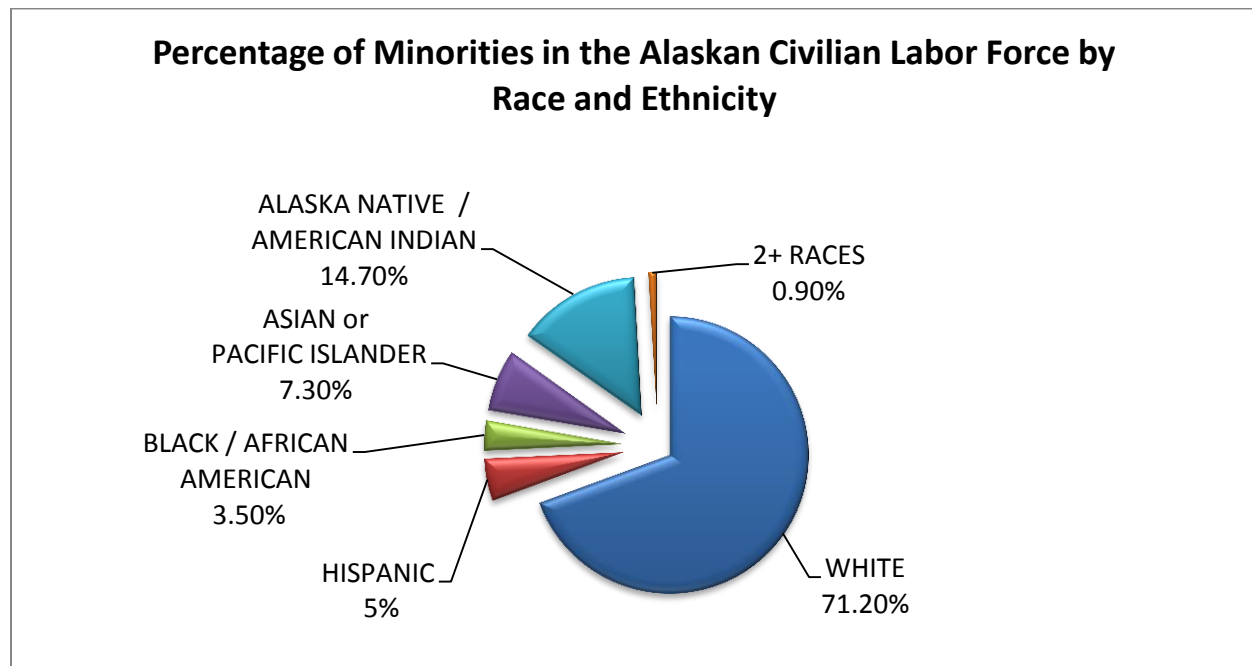
The Executive Branch, as a whole, is not underrepresented in employees who are “Asian or Pacific Islander” or “African-American/Black.” Overall in the Executive Branch workforce, Hispanic employees are underrepresented by 1.7 percent. (See Exhibits 3 and 4)

Alaska Native peoples continue to be the most underrepresented group in the Executive Branch workforce by 7.7 percent.<sup>15</sup> There was slight increase, less than one percent, in the percentage of Alaska Native employees in the past year, representing the addition of 13 Alaska Native employees. Alaska Native peoples are made up of many distinct cultures. Most Alaska Native peoples live in rural Alaska although the urban Native population has grown.<sup>16</sup> While more than half of Alaska’s indigenous people live in villages or regional hubs, over 85 percent of Executive Branch employees work in urban Alaska.

<sup>15</sup> 7.7 percent is found by adding Alaska Native and American Indian/Native American percentages found in Exhibit 3 (7 percent) and subtracting the result from the percentage of Alaska Native/American Indians found in Exhibit 4 (14.7 percent).

<sup>16</sup> Source: Alaska Economic Trends, Volume 33, Number 4, April 2013.

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**Exhibit 4<sup>17</sup>**

To truly get a picture of the status of minorities in State government, it is important to look at their distribution in the workforce. This year's data shows improvement of non-white employees in higher level positions as shown by the EEOC's eight job categories. The job categories reflect different levels of job opportunity and are used by the EEOC in conjunction with other labor force data to identify possible patterns of exclusion and discriminatory practices.

The EEOC requires state and local governments to submit biennial reports (EEO-4) showing the representation of men and women in five racial/ethnic groups in these job eight categories: Officials and Administrators; Professionals; Technicians; Protective Service Workers; Paraprofessionals; Administrative Support; Skilled Craft Workers; and Service-Maintenance.<sup>18</sup> The job categories reflect different levels of job opportunity and are used by the EEOC in conjunction with other labor force data to identify possible patterns of exclusion and discriminatory practices.

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<sup>17</sup> Source: U.S. Census Bureau EEO Tabulation 2006-2010 (five-year American Community Survey data). Due to methodology, percentages do not add to 100. Also, "2+ Races" includes "Alaska Native or American Indian and Black/non-Hispanic).

<sup>18</sup> For definitions of each job category, please see Section VIII on Page 28 of this Report.

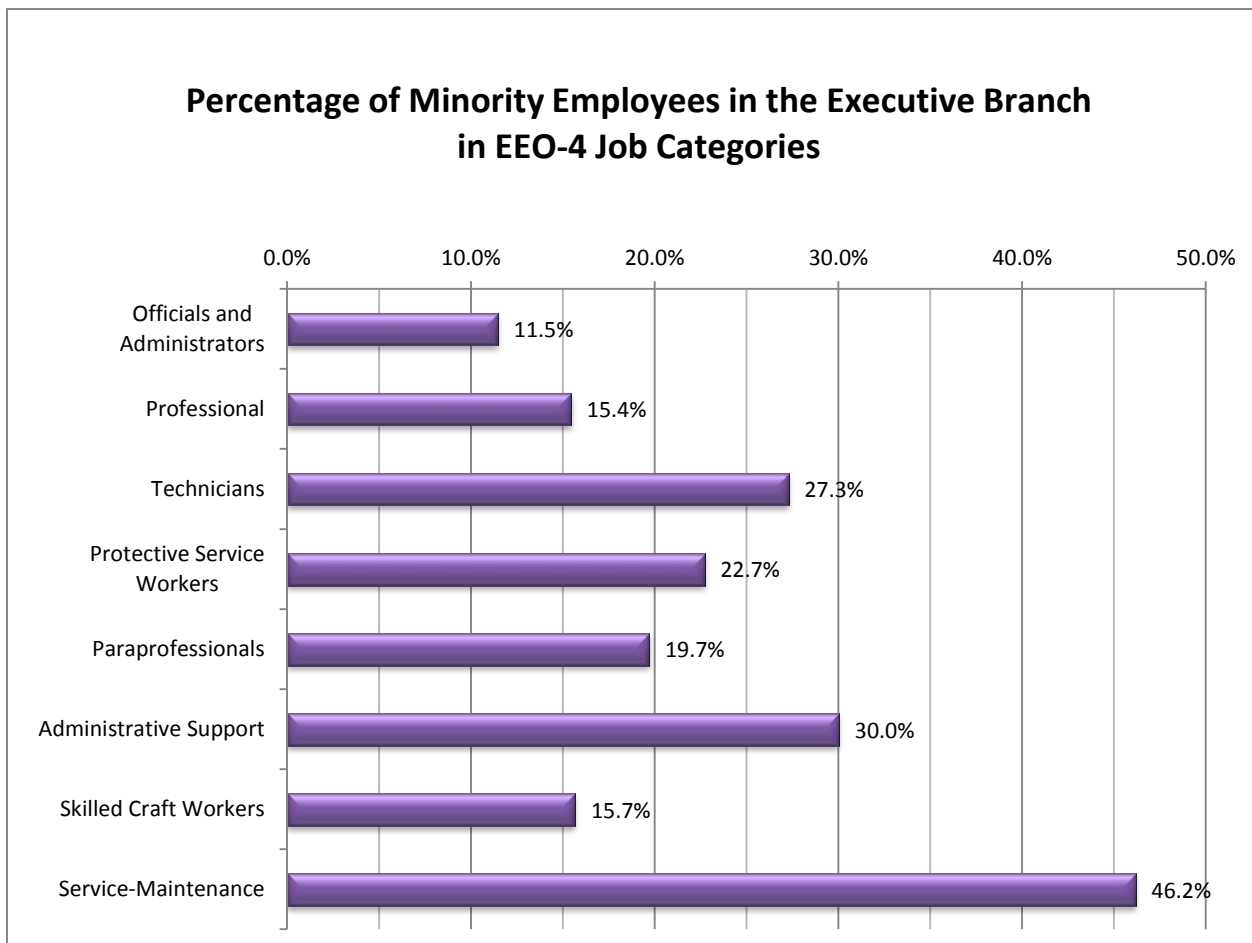
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Exhibit 5 shows the current percentage of minorities in the job categories that are defined by the EEOC.

Service-Maintenance workers continue to comprise the largest concentration of minority employees at 46.2 percent. While minorities are 21.7 percent of our workforce and approximately 28.8 percent of the Alaskan Civilian Labor Force (CLF), they currently make up 11.5 percent and 15.4 percent of the “Officials and Administrators” and “Professional” job groups, respectively.

In the past year, the distribution of minority employees showed modest improvement – most notably in “Officials and Administrators” (up to 11.5 percent from 9.6 percent last year).

### Exhibit 5



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## Exhibit 6

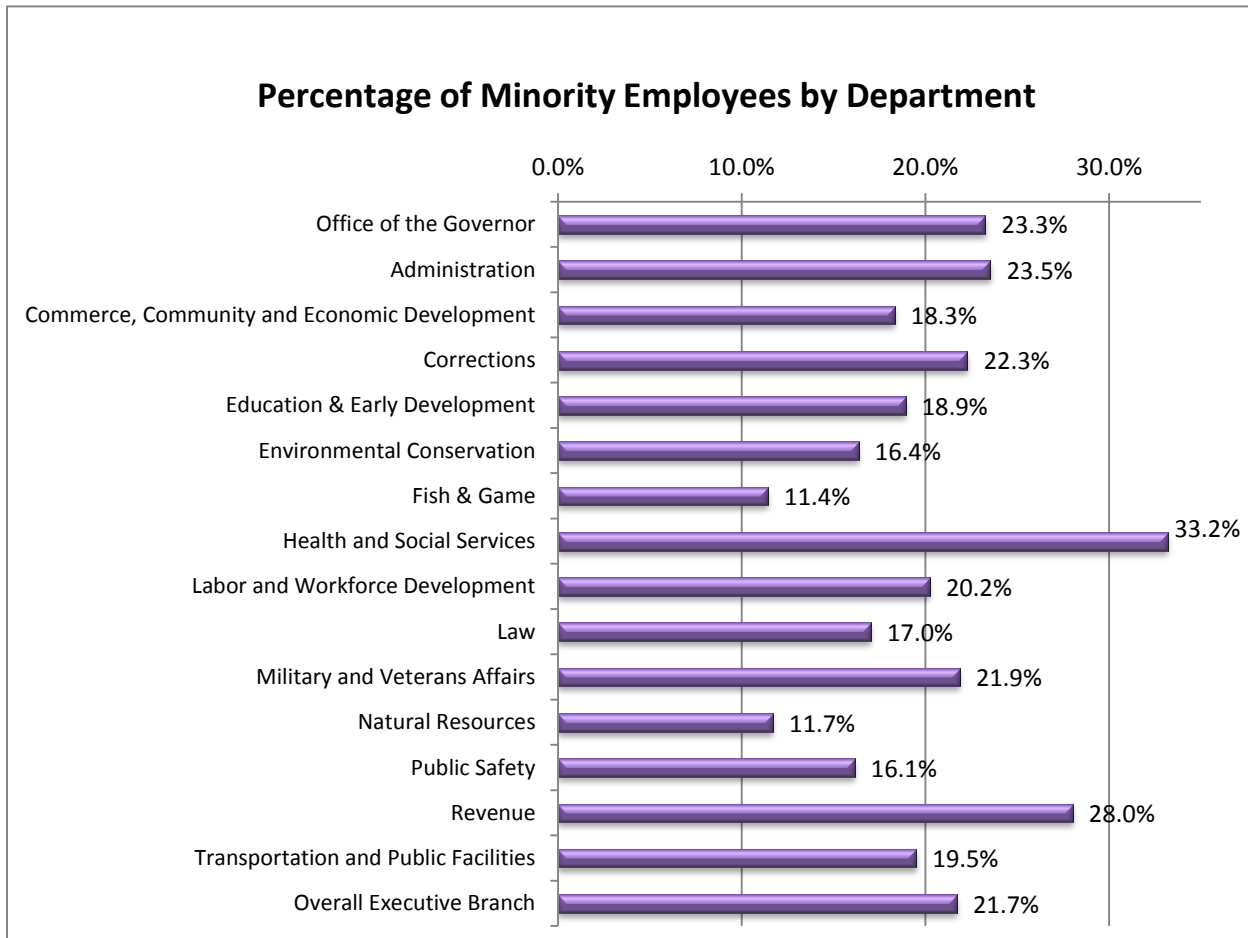


Exhibit 6 shows the current percentages of minorities in each department. Twelve of the fifteen departments showed increases in the percentage of minority employees. The departments of Health & Social Services and Revenue continue to have the highest percentages of minority employees while Fish & Game and Natural Resources have the lowest. Fish & Game, however, showed modest improvement in the past year up from 11.1 percent. The greatest percentage change was the Office of Governor, up to 23.3 percent from last year's 16.8 percent.

Overall in the Executive Branch, the number of minority employees in State government has never been higher at 3,429 but still needs improvement in certain groups. Examining the distribution of minorities in higher level and higher paying jobs also provides information about the status of minority employees in State government. Exhibit 7 shows the percentage of minority employees in pay ranges 18 and above. Positions in this category represent

over 5,200 jobs that include mostly non-appointed senior professional and managerial levels.

**Exhibit 7**



The Department of Health & Social Services continues to have the highest percentage of minorities overall at 32.2 percent as well as the highest percentage of minority employees in positions at pay range 18 and above at 18.5 percent. The departments of Law and Fish & Game continue to have the lowest percentage of minority employees in pay ranges 18 and above; however, both showed modest improvement from last year. Law improved to 7.3 percent from 6.4 percent; and Fish & Game improved to 8 percent from 7.7.

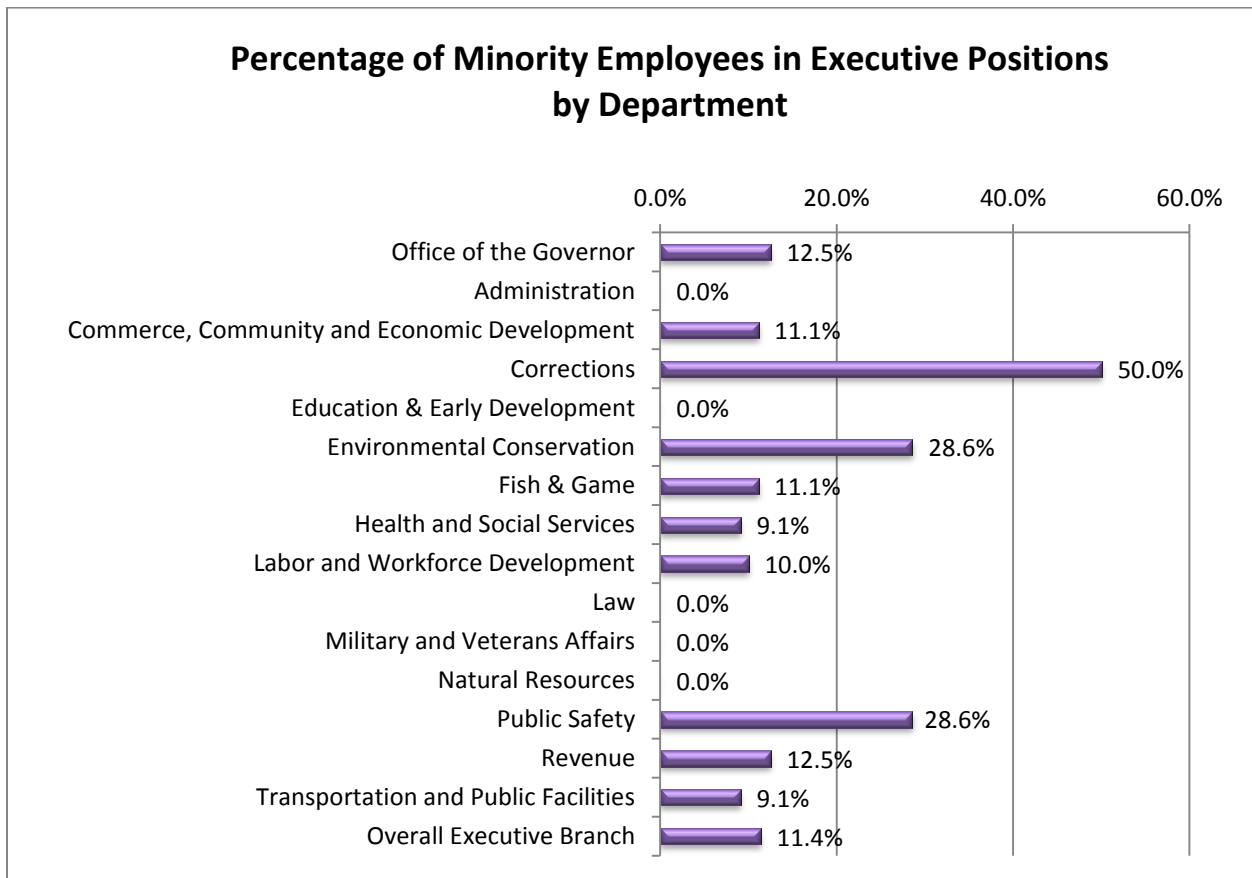
Thirteen departments showed modest improvement while the departments of Commerce, Community & Economic Development and Transportation & Public Facilities showed percentage declines since the last Progress Report.

The Office of Governor saw the largest percentage increase from 14.1 percent to 17.3 percent. Overall in the Executive Branch, the percentage of minority employees in these higher paying positions increased from 12.7 percent to 13.1 percent, representing a total of 692 employees in pay ranges 18 and above positions.

Exhibit 8 is a breakdown of *only* 123<sup>19</sup> positions in the Executive Branch of the Walker Administration as of June 30, 2015. This group of executives is comprised of Commissioners, Deputy Commissioners, Chief of Staff, Deputy Chief of Staff, and Directors.

Five of our fifteen departments did not have any high-level minority executives while half of the executives in the Department of Corrections come from minority groups. The overall percent of minority executives grew from last year's 8.3 percent to this year's 11.4 percent.

**Exhibit 8**



<sup>19</sup> Prior progress reports reported data from 120 executive positions.

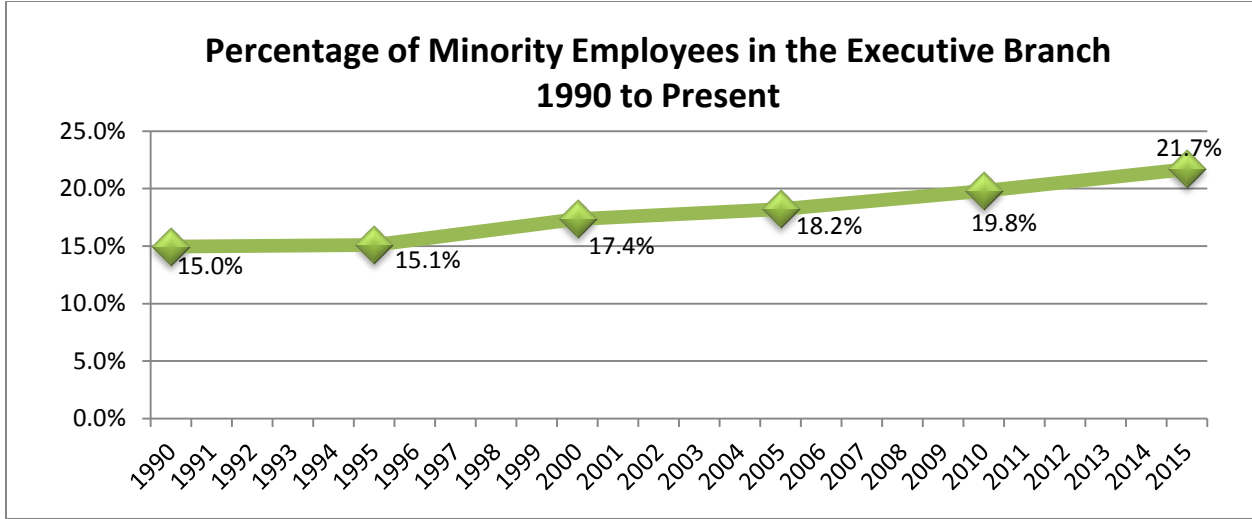


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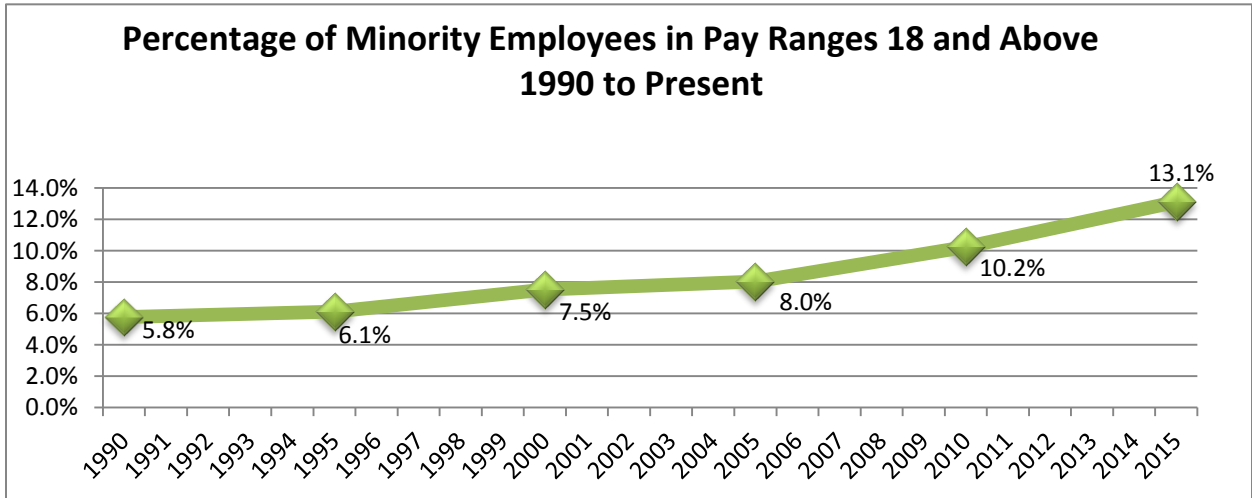
## B. Historical trends: 1990 to present

Looking back at historical data reveals that we currently have the highest number and the highest percentage of minority employees on record in the Executive Branch. Exhibits 9 and 10 show upward trending data of the overall percentage of minorities in the Executive Branch as well as in the higher level pay range 18 and above positions since 1990.

### Exhibit 9



### Exhibit 10

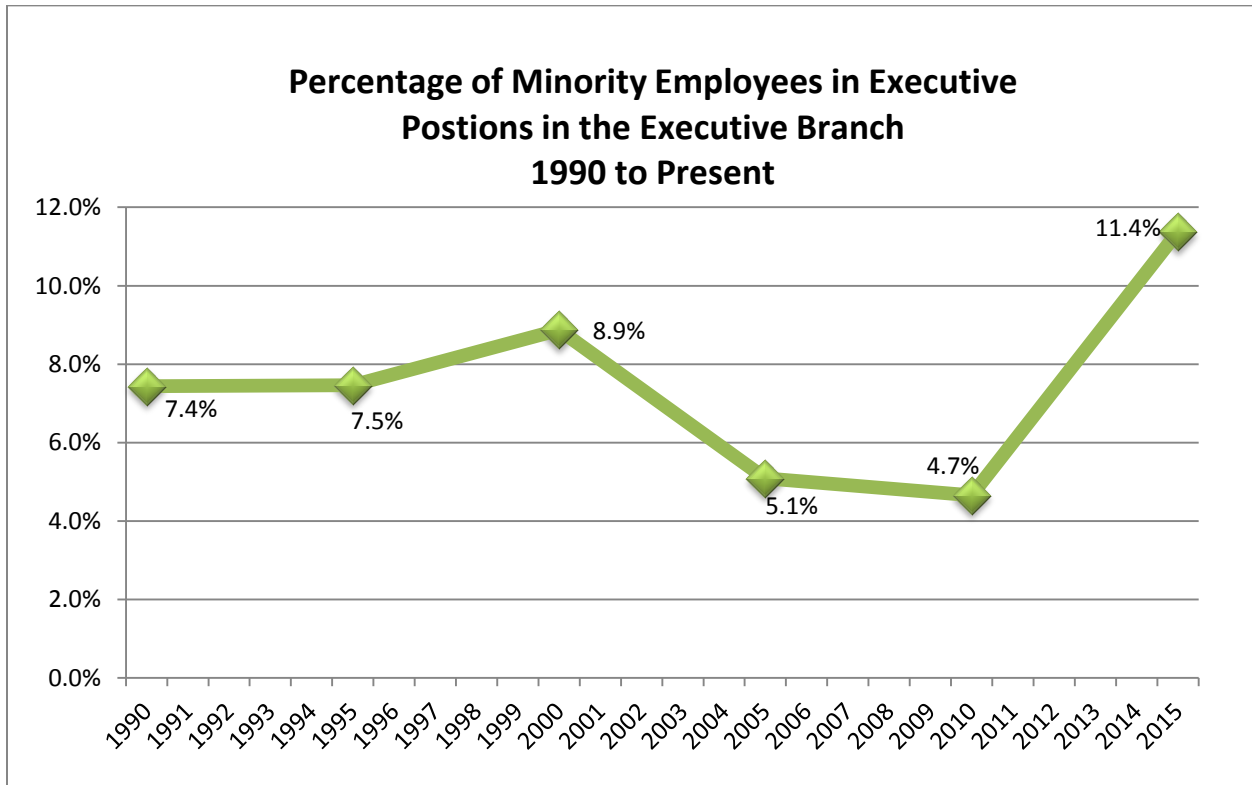


Minority employees make up 21.7 percent of the Executive Branch as a whole and 13.1 percent of the positions in pay ranges 18 and above, a slight improvement over last year's 12.7 percent and the highest on record.

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Exhibit 11 shows the percentage trend of minorities in the highest echelon of public service – executives from 1990 to 2015 with data points collected at five-year increments. This small group is comprised of Commissioners, Deputy Commissioners, Chief of Staff, Deputy Chief of Staff, and Directors.

**Exhibit 11**



The State of Alaska has had six gubernatorial administrations during this time frame period led by Governors Walter Hickel (1990 to 1994), Tony Knowles (1994 to 2002), Frank Murkowski (2002 to 2006), Sarah Palin (2006 to 2009), Sean Parnell (2009 to 2015), and Bill Walker (2015 to present).

The percentage of minorities in the highest echelon of public service – executives – as of June 30, 2015 is 11.4 percent, representing 14 minority executives, the highest to date.

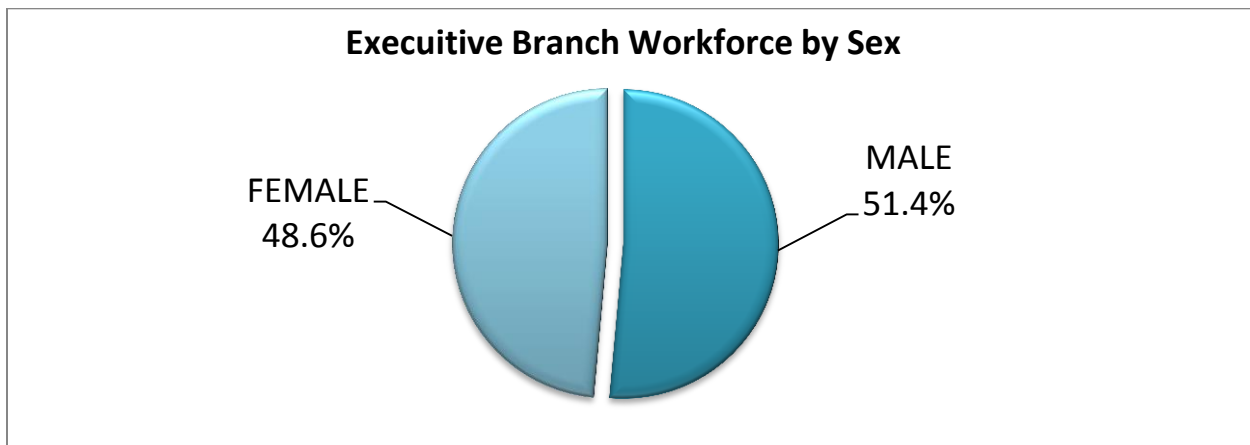
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## VI. Women in the Executive Branch Workforce

### A. Current Outlook

Women comprise 48.6 percent of the State's Executive Branch workforce. There are currently 7,673 women employees in the Executive Branch. This reflects a decrease from last year's report of 7,864 women employees. For comparison, the Federal government reported that its women employees made up 43.2 percent of its workforce in Federal fiscal year 2014.<sup>20</sup>

#### Exhibit 12



The Alaska Department of Labor & Workforce Development estimates Alaska's total female population for 2015 at 355,498, which also shows a slight drop from the estimated 355,565 in 2014. By population, females represent 48.2 percent of the State.<sup>21</sup>

The number of women in the Alaskan Civilian Labor Force is 46.1 percent, still below the State's Executive Branch workforce at 48.6 percent. (See Exhibits 12 and 13) Aggregate data from all 50 states, show women make up 51.7 percent of state government workforces nationwide.<sup>22</sup>

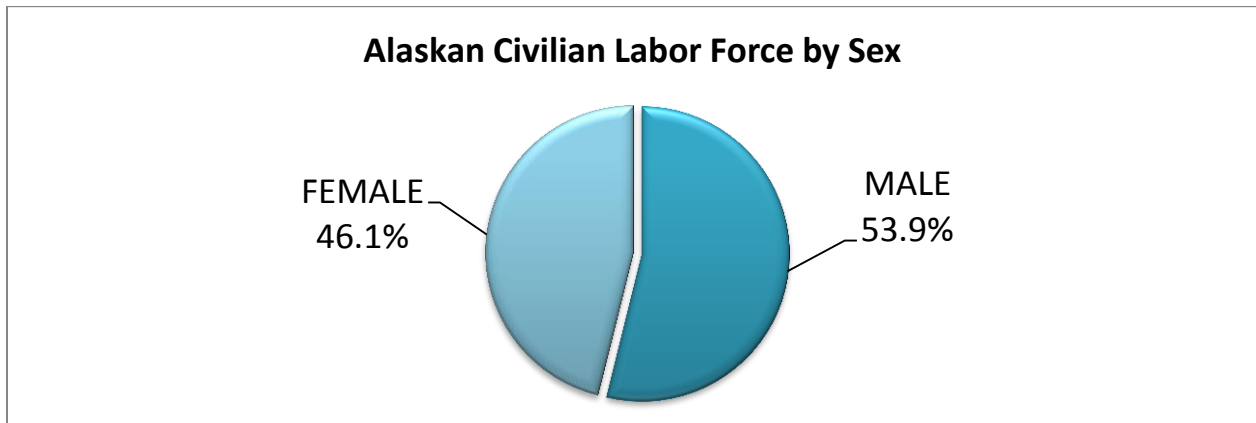
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<sup>20</sup> Source: U.S. Office of Personnel Management, Federal Equal Opportunity Program Report.

<sup>21</sup> Source: Alaska Department of Labor & Workforce Development, Research & Analysis Section and the U.S. Census Bureau.

<sup>22</sup> Source: U.S. EEOC, State Government Information (EEO-4) 2011, national employment summary for full-time positions.

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**Exhibit 13**<sup>23</sup>

To truly get a picture of the status of women in State government, it is important to look at their distribution in the workforce. Both historically and today, women in State government have been concentrated in lower paying clerical positions and health-care related jobs or in professional fields such as nursing, human resource management, and social work, but the distribution is improving. It is also important to note that women make up the majority of the Executive Branch's minority workforce at 55.6 percent.

The EEOC requires state and local governments to submit reports (EEO-4) showing the representation of men and women in five racial/ethnic groups in eight basic job categories:<sup>24</sup>

1. Officials and Administrators
2. Professionals
3. Technicians
4. Protective Service Workers
5. Paraprofessionals
6. Administrative Support
7. Skilled Craft Workers
8. Service Maintenance

The job categories reflect different levels of job opportunity and are used by the EEOC in conjunction with other labor force data to identify possible patterns of exclusion and discriminatory practices.

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<sup>23</sup> Source: U.S. Census Bureau EEO Tabulation 2006-2010 (five-year American Community Survey data).

<sup>24</sup> For definitions of each job category, please see Section VIII on Page 31 of this Report.

## Exhibit 14

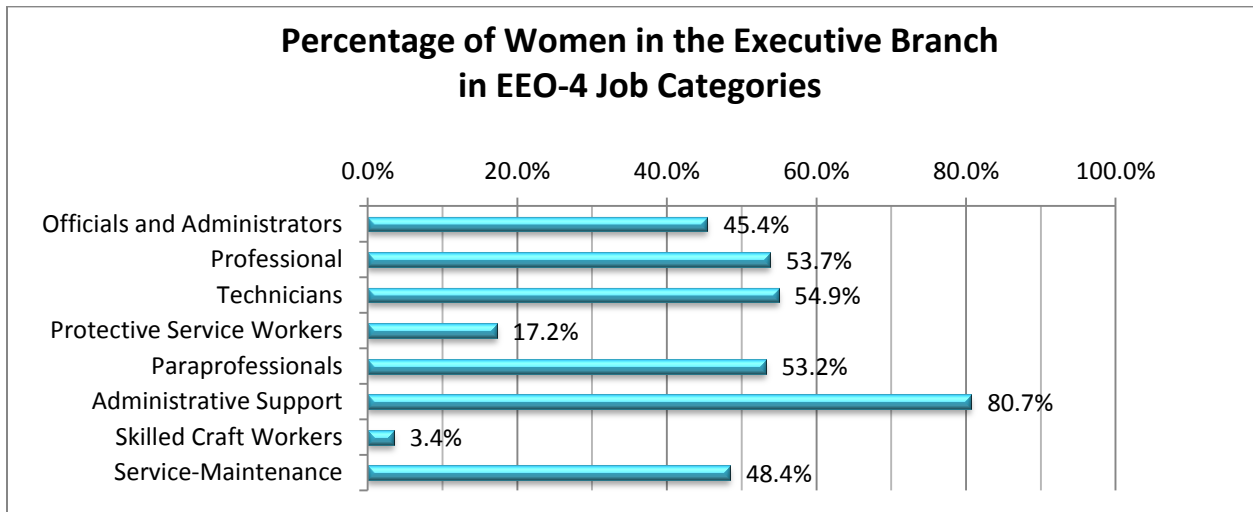
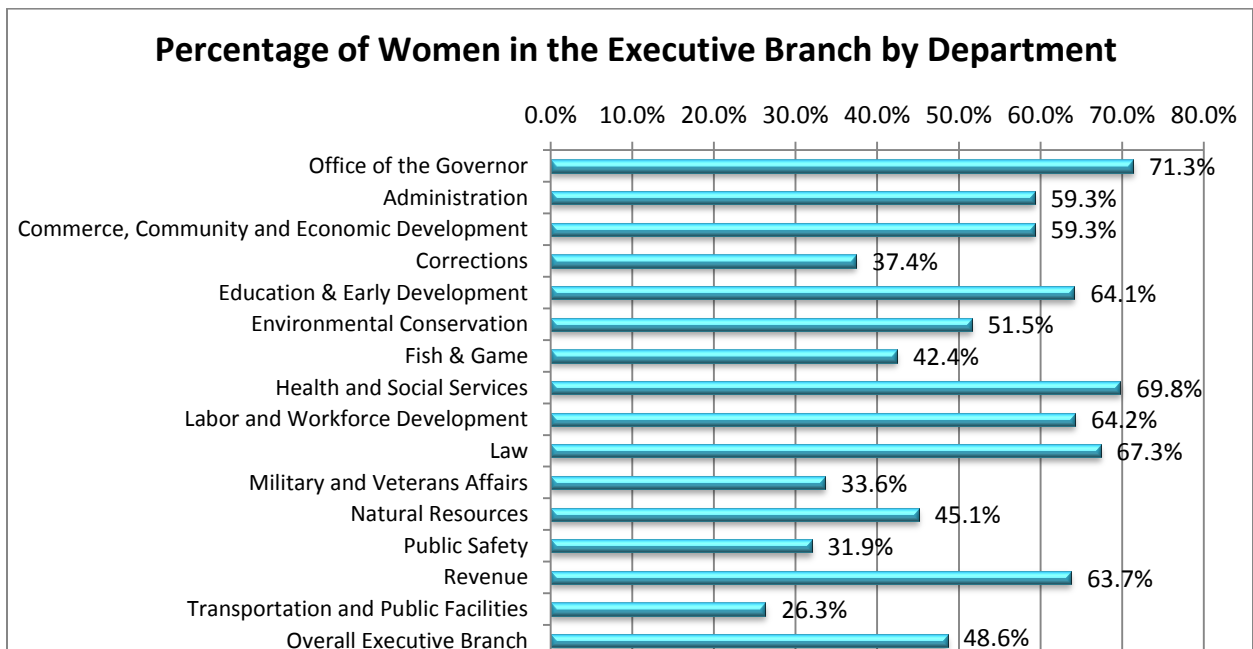


Exhibit 14 shows the current distribution of women in the Executive Branch in each job category. Women represent 46.1 percent of the State’s Executive Branch workforce and 45.4 percent of “Officials and Administrators.” Women have made little progress in the “Protective Service Worker” category in 20 years. Women continue to have the highest concentration in “Administrative Support” positions at 80.7 percent. Women – at 53.7 and 53.2 percent respectively – are well represented in the “Professionals” and “Paraprofessionals” job categories.

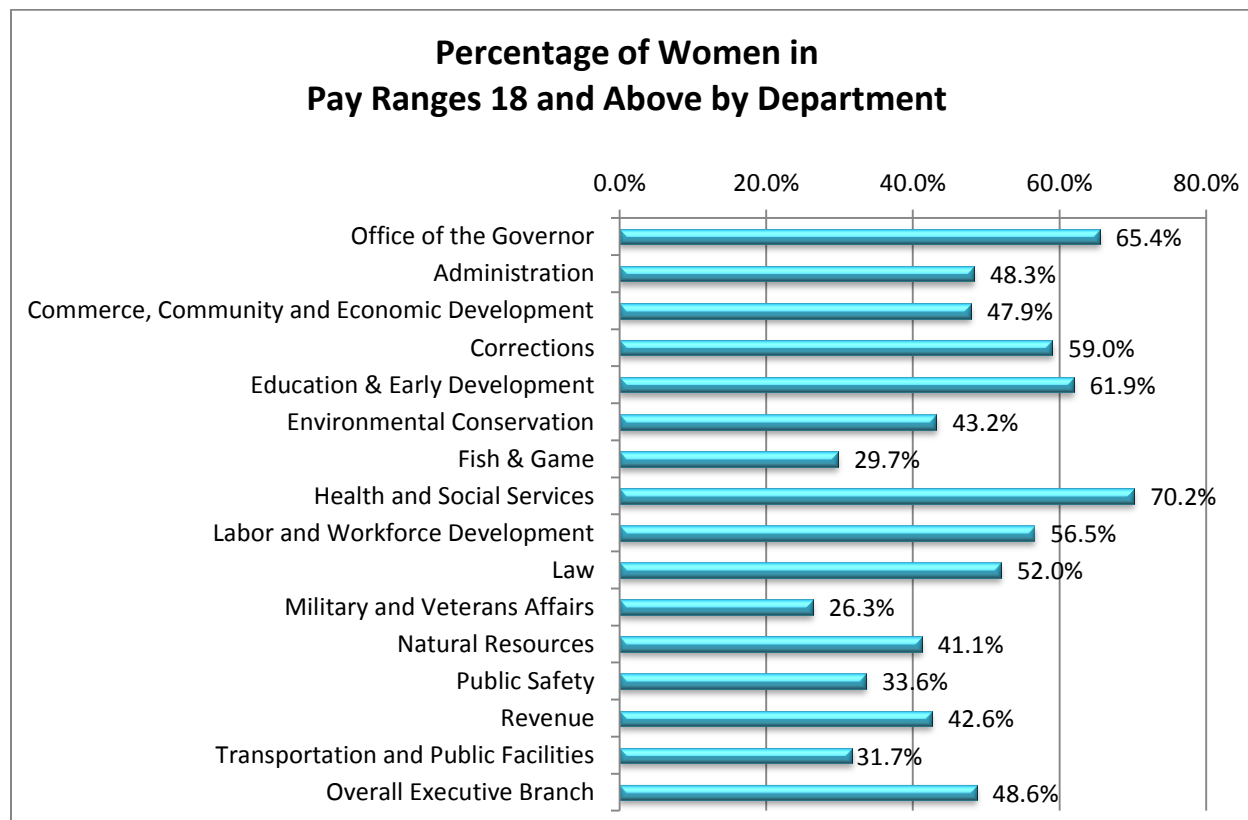
## Exhibit 15



Women continue to dominate in overall percentages in nine of our fifteen departments, particularly in the departments of Health & Social Services and the Office of Governor. (See Exhibit 15) Women’s overall percentages in the departments of Transportation & Public Facilities, Military & Veterans Affairs, and Public Safety continue to be a challenge.

Positions in pay ranges 18 and above represent about 5,270 jobs and include mostly non-appointed professionals and managerial level employees. Women are well represented in higher level jobs in three departments in particular: the Office of Governor and the departments of Health & Social Services and Education & Early Development. (See Exhibit 16)

**Exhibit 16**



The overall percentage of women in pay ranges 18 and above remained the same from last year’s report. It’s interesting to note that women make up 48.6 percent of the Executive Branch’s overall workforce and 48.6 percent in the pay ranges 18 and above positions, reflecting a balanced distribution of women in these higher range jobs.

It's particularly noteworthy that the departments of Transportation & Public Facilities, Public Safety, Health & Social Services, and especially Corrections have a higher percentage of women in pay ranges 18 and above positions than in the percentage of women overall in their departments. (See Exhibits 15 and 16)

**Exhibit 17**

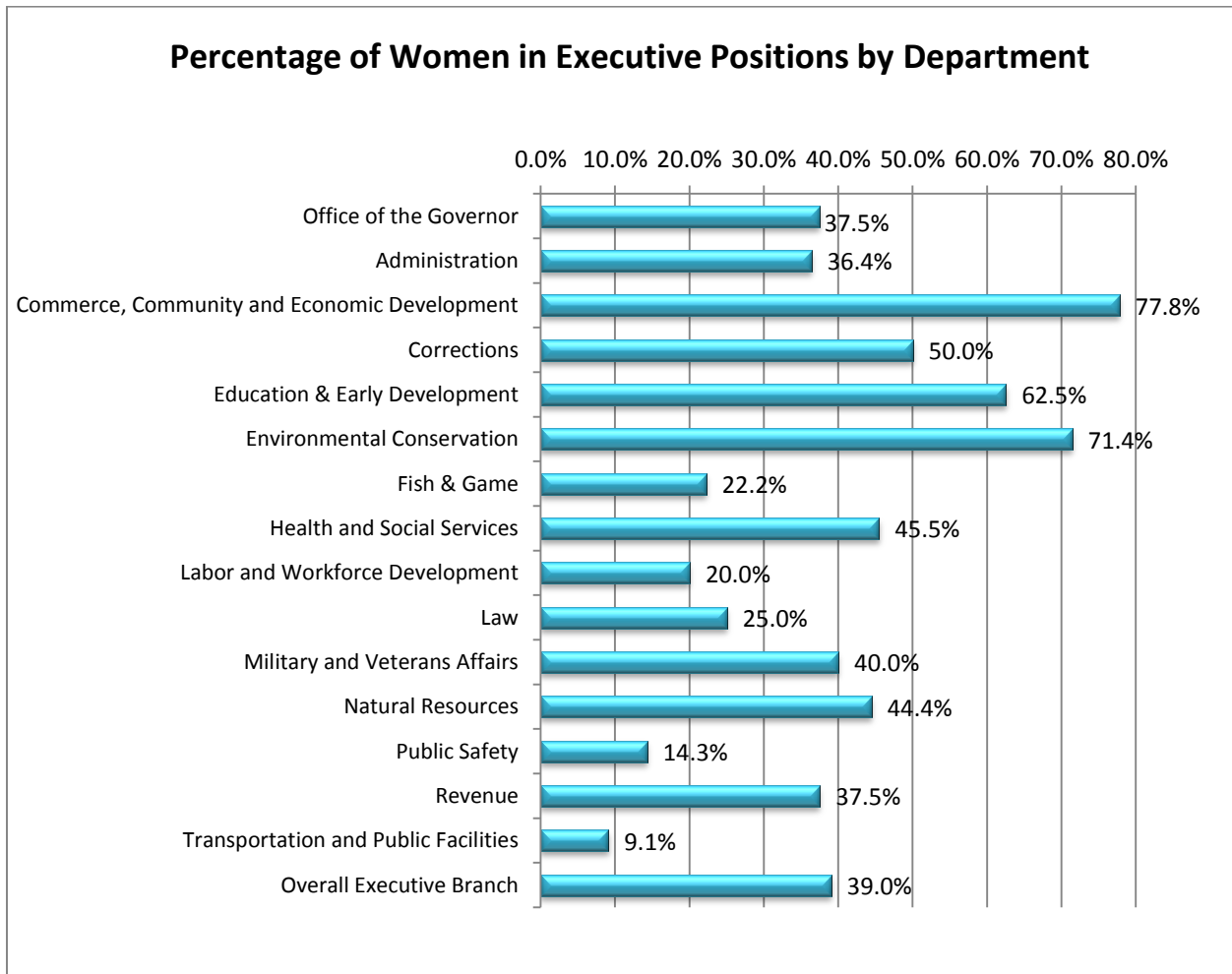


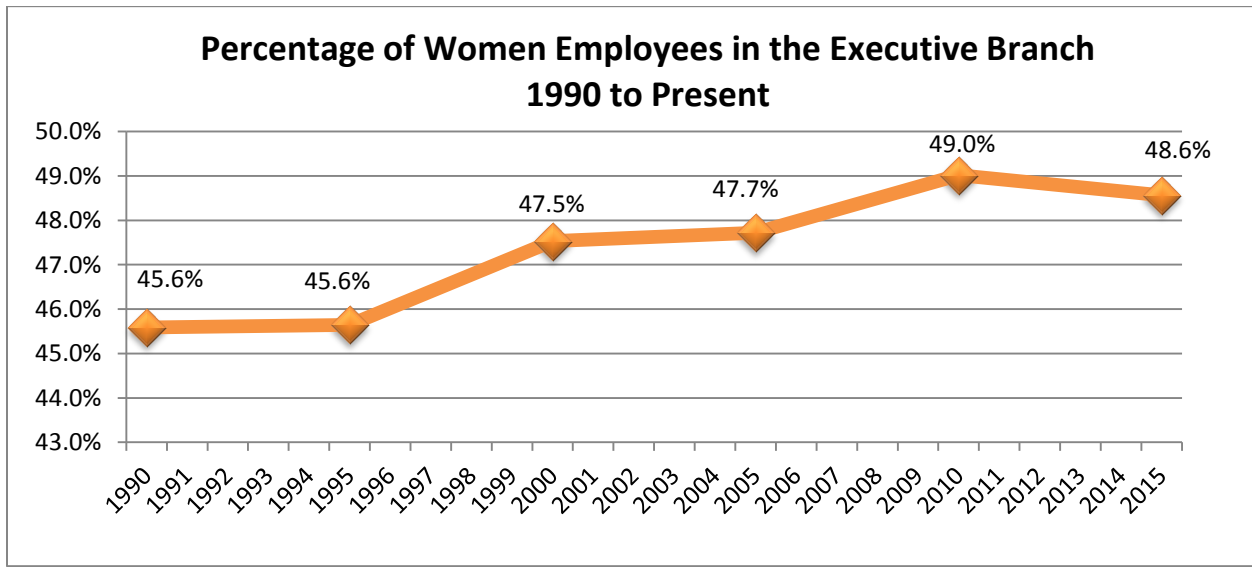
Exhibit 17 is a breakdown of *only* 123 positions<sup>25</sup> in the Executive Branch of the Walker Administration as of June 30, 2015. This group of executives is comprised of Commissioners, Deputy Commissioners, Chief of Staff, Deputy Chief of Staff, and Directors. This year's report reflects 48 women executives from a total of 123 or 39 percent.

<sup>25</sup> Prior progress reports conveyed data from 120 executive positions.

## B. Historical trends: 1990 to present

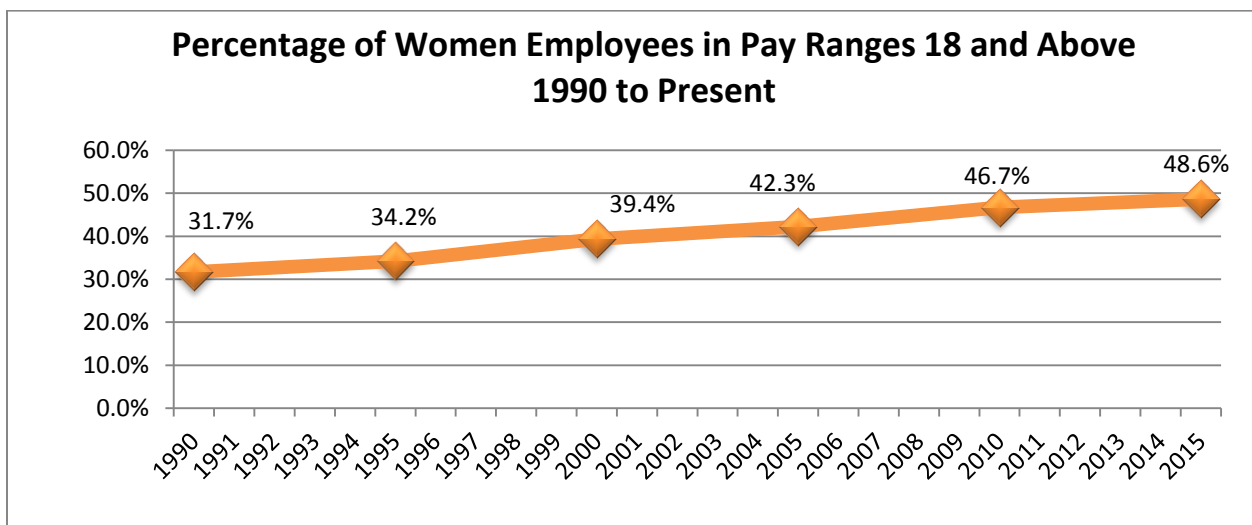
The exhibits in this section show the percentage trend of women employees in the Executive Branch from 1990 to 2015 with data points collected at five-year increments.

### Exhibit 18



The number of women in the State's overall workforce started to increase in approximately 1995 and now is at 48.6 percent, representing 7,673 women. Women in higher paying jobs (range 18 and above) are at the highest percentages on record. (See Exhibits 18 and 19)

### Exhibit 19





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While non-minority men still dominate overall in higher ranked positions, women have made significant inroads in higher paying and higher status jobs. The trend of women in higher paying positions (as indicated by pay ranges 18 and above) has always been on an incline. (See Exhibit 19)

**Exhibit 20**

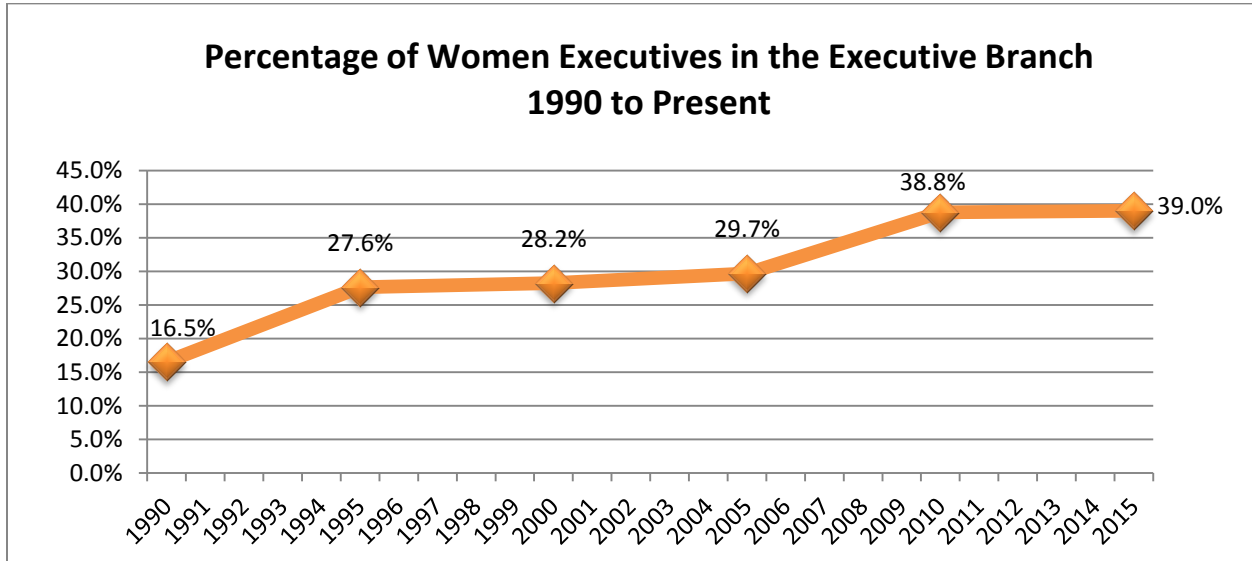


Exhibit 20 shows the percentage of women in the highest echelon of public service – executives – from 1990 to 2015 with data points collected at five-year increments. This small group is comprised of Commissioners, Deputy Commissioners, Chief of Staff, Deputy Chief of Staff, and Directors.

The State of Alaska has had six gubernatorial administrations during this time period lead by Governors Walter Hickel (1990 to 1994), Tony Knowles (1994 to 2002), Frank Murkowski (2002 to 2006), Sarah Palin (2006 to 2009), Sean Parnell (2009 to 2015), and Bill Walker (2015 to present).

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## VII. Equal Employment Opportunity Program

The State's Equal Employment Opportunity Program (EEO) is administered by the Director of the Division of Personnel & Labor Relations. The program's mandate includes ensuring departments uphold federal and state civil rights laws and state equal employment opportunity policies.

The EEO Program currently focuses its resources in the following five areas:

**Training:** In partnership with the Division of Personnel & Labor Relations' Training & Development Unit, staff delivers scheduled and on-request classes to strengthen knowledge and understanding of state EEO policies; state and federal anti-discrimination laws; and workplace diversity. Current open-enrollment courses that emphasize EEO principles include:

- A Respectful Workplace
- Valuing Diversity
- Academy for Supervisors
- Workplace Alaska for Hiring Managers

**EEO and AA Consultation and Technical Assistance:** Principles of EEO are embedded in most if not all personnel and business practices. The EEO Manager provides input in personnel programs from hiring to exit surveys. EEO staff provides professional guidance to employees and managers statewide on any EEO-related issue. The EEO Manager coordinates, reviews, or determines issues involving EEO-related matters in the workplace including accommodations and bona fide occupational qualifications in the Executive Branch.

**Complaint Investigation:** EEO staff receives, investigates, and attempts to resolve internal Executive Branch complaints of discrimination in employment from current or former state employees and applicants for state employment. In addition, EEO staff represents Executive Branch agencies in front of state and federal enforcement agencies when formal (external) complaints of employment discrimination are filed.

**Outreach:** EEO staff serves as liaison between the Executive Branch and state and federal agencies and community groups concerned with EEO in state government employment. In partnership with the Division's recruitment staff, outreach to individuals and groups is also done at job fairs across the state.

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**EEO and AA Reporting:** In partnership with the Employee Planning & Information Center (EPIC), staff prepares workforce reports associated with EEO and Affirmative Action.

## **Summary of the State's EEO Program History**

1980 – Administrative Order 59 issued by Governor Jay S. Hammond establishes the Division of Equal Employment Opportunity.

1983 – Administrative Order 75 issued by Governor Bill Sheffield consists of two parts: the State's EEO policy and procedures for implementing the order.

1984 – Administrative Order 81 issued by Governor Bill Sheffield concerning policy and guidelines prohibiting sexual harassment in employment in the Executive Branch of State government.

1985 – The State EEO Act is enacted under AS 44.19.441 - 44.19.449 and the Office of Equal Employment Opportunity is established in the Office of the Governor.

2003 – Executive Order 104 by Governor Frank Murkowski transferring the function of the administration of the Office of Equal Employment Opportunity from the Office of the Governor to the Department of Administration, Division of Personnel. This action amended Alaska Statute 39 to include a new chapter: Chapter 28 Equal Employment Opportunity Program.

## **2016 EEO Program Staff**

The State's EEO Program is a unit in the office of the Director of Personnel & Labor Relations. Director Kate Sheehan administers the program under Alaska Statute 39.28. Numerous human resource consultants work on EEO issues statewide. Full-time, dedicated program staff are:

- ◆ Camille Brill, Human Resource Consultant V, EEO Program Manager
- ◆ Erin M. Collins, Human Resource Consultant II, EEO Specialist
- ◆ Mauria B. Gerdeman, Human Resource Consultant II, EEO Specialist
- ◆ Kelley N. Roberson, Human Resource Consultant I, EEO Specialist

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## ◆ Appendix

### A. Race and Ethnic Category Definitions

*Note: The five race and ethnicity categories in this Report stem from federal government standards and are used by federal agencies including the U.S. Equal Employment Opportunity Commission. The EEOC's EEO-4 requires employee surveys using these five categories. They are designed for collecting data on the race and ethnicity of broad population groups in this country. They are based on social and political considerations – not anthropological or scientific ones. Furthermore, the race categories include both racial and national origin groups.*

**Alaska Native or American Indian:** All persons having origins in any of the original peoples of the Americas and who maintain cultural identification through tribal affiliation or community attachment. The terms “Alaska Native” and “American Indian” represents many separate groups of people with distinct ethnic and cultures throughout Alaska and the lower forty-eight. Alaska Native peoples include Iñupiaq, Yup'ik/Cup'ik, Alutiiq, Aleut, Eyak, Athabaskan (comprised by eleven cultural and linguistic groups), Tlingit, Haida, and Tsimshian.

**African American and Black** (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

**Asian or Pacific Islander:** “Asian” refers to all persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes, for example, China, India, Japan, Korea, and the Philippine Islands. “Pacific Islander” refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, Mariana Islands, or other Pacific Islands.

**Hispanic and Latino:** All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.

**White and Caucasian** (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

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## **B. Job Categories as defined by the U.S. Equal Employment Opportunity Commission**

**Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

**Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

**Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

**Protective Service Workers:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police, patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

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**Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a “New Careers” concept. Includes: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemaker aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

**Administrative Support (including Clerical and Sales):** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

**Skilled Craft Workers:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

**Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and ground keepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

*The Division of Personnel and Labor Relations is a unified staff coordinating strengths and talents to deliver client-focused human resource services. We provide innovative program development, consultation, and direct service delivery.*

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