



COMMONWEALTH OF MASSACHUSETTS

AFFIRMATIVE ACTION EQUAL OPPORTUNITY DIVERSITY

ANNUAL REPORT

Fiscal Year 2007
(July 1, 2006 - June 30, 2007)

Office of Diversity and Equal Opportunity
Sandra E. Borders, Director

COMMONWEALTH OF MASSACHUSETTS

AFFIRMATIVE ACTION EQUAL OPPORTUNITY DIVERSITY

ANNUAL REPORT
FISCAL YEAR 2007
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GOVERNOR DEVAL L. PATRICK

SECRETARY LESLIE A. KIRWAN
**EXECUTIVE OFFICE FOR ADMINISTRATION AND
FINANCE**

Prepared by the
Office of Diversity and Equal Opportunity
Sandra E. Borders, Director
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Boston, MA 02108

Comments from the Director of the Office of Diversity and Equal Opportunity

I am pleased to present to you the Office of Diversity and Equal Opportunity's Annual Report on the progress of Affirmative Action, Equal Opportunity and Diversity in the Commonwealth.

The Office of Diversity and Equal Opportunity exist to ensure equal access to employment opportunities for all employees with a special focus on minorities, women, people with disabilities and Vietnam Era Veterans. We seek to identify and remove artificial barriers to advancement and to promote an inclusive work environment that embraces, respects, and values the diversity each employee brings to the Commonwealth.

We believe that this report reflects our accomplishments during fiscal year 2007 and is an example of this our commitment to Affirmative Action, Equal Opportunity and Diversity. With your continued support we will move the Commonwealth closer to achieving its goal of employing a workforce that reflects the diversity of its citizenry, while continuing to make progress to eliminate discrimination and racial intolerance.

Sincerely,

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PREFACE

The Annual Report for the Office of Diversity and Equal Opportunity is intended to be an informational document summarizing the efforts made to ensure equality in employment opportunities for protected class members¹ and improve the diversity of persons employed in the Executive Branch of the Commonwealth of Massachusetts.

This annual report presents data on the employment of these protected groups in order to measure the effects of the Commonwealth's efforts and to isolate areas where improved or enhanced efforts appear to be needed.

The explanatory reports were provided by the respective agencies. References to the number or employee percentages may differ slightly from the information included in the accompanying documents and charts from HR/CMS. The data in this report represents all employees regardless of how many hours per week they work.

The numerical information in this report was obtained from the Human Resources Compensation Management System (HR/CMS) via the EEO-4 data mart and does not include employees of the Legislative or Judicial branches, or the constitutional/ independent offices, such as the Treasurer, Attorney General, or Auditor of the Massachusetts government. Conforming to our policy regarding confidentiality, information regarding Persons with Disabilities is not contained in reports from the Human Resources Compensation Management System.

In order to receive Affirmative Action status as either a Person with Disabilities or a Vietnam Era Veteran, an individual must self-identify and complete a self-identification or certification process. Because self-identification is voluntary, employees belonging to these groups, who qualify for Affirmative Action protected status, may decide not to identify themselves and are not counted. The true representation of Persons with Disabilities and Vietnam Era Veterans is likely to be higher than the statistics reported herein.

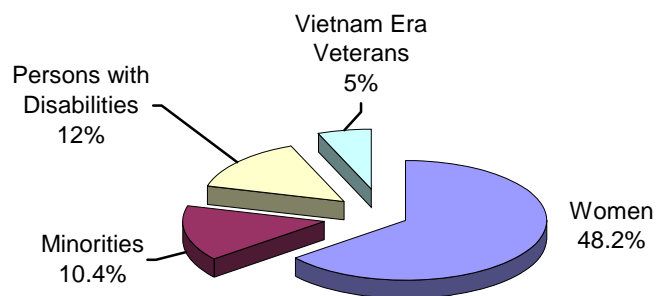
¹ Legally identified groups that are specifically protected by statute against discrimination. Protected class status is automatically conferred upon recognized minority group members, (Blacks, Hispanics, Asians or Pacific Islanders, American Indians or Alaskan Natives), females, individuals with disabilities, Vietnam Era Veterans, by law.

Executive Summary

The Office of Diversity and Equal Opportunity was created to execute the Governor's vision of Affirmative Action, Equal Opportunity and Diversity. As this begins a new era in the Commonwealth's efforts to ensure a diverse workforce that is representative of its population, it is appropriate to review the status of the Commonwealth's employment of its citizenry. This report to the Governor is intended to provide valuable information about the current composition of the State workforce and emphasize areas where access to public employment by protected group population is needed.

The fiscal year 2007 Annual Report represents the workforce analysis for the Executive Branch. The Commonwealth of Massachusetts continues to strive toward reaching employment parity for protected groups. Parity goals for the Commonwealth are based on the Census 2000 Special EEO File that gave us targets of 48.20% Women, 10.40% Minority, 12% Persons with Disabilities, and 5% Vietnam Era Veterans.

Census 2000 Special EEO File



This Annual Report examines the Executive Branch progress during the fiscal year ending June 23, 2007, with respect to the number and percentages of protected group members employed.

The table below illustrates the fluctuations that have occurred over the last three years.

This table indicates that the percentage of Vietnam Era Veterans and the percentage of Persons with Disabilities have decreased annually from 2005 to 2007. Over the past three years, modest gains have been made for Minorities. During this same time frame the numbers for Women have fluctuated slightly with an over all gain. In 2007 the Executive Branch of the Commonwealth decreased from 45,246 to 45,147 (99). Detailed charts and graphs for each Secretariat in the Executive Branch is included in subsequent pages of this Report.

Protected Group Representation by the last three years

Group	June 25, 2005	June 24, 2006	June 23, 2007
Women	52.20%	52.30%	52.14%
Minorities	21.80%	22.20%	22.31%
Vietnam Era Veterans	2.71%	2.49%	2.29%
Persons with Disabilities*	2.70%	2.16%	1.8%

*These figures represent only those individuals who by statute are self-identified. Many disabled choose not to self-identify and therefore, true numbers are difficult to ascertain.

Highlights of Accomplishments:

Executive Order 478 was signed by Governor Deval Patrick on January 30, 2007 thus revoking Executive Order 452. ODEO, in conjunction with MOD and MCAD, is in the process of creating guidelines to implement Executive Order 478. This Order regards Non-discrimination, Diversity, Equal Opportunity and Affirmative Action within the Executive Branch.

During fiscal year 2007 the Office of Diversity and Equal Opportunity (ODEO) continued to do recruitment and outreach through various Diversity Career fairs, and community and professional organizations. We attended eight diversity career fairs, and conducted Workshops on "How to Access Jobs in State Government" at several Career One-Stop Centers. We also worked

with community organization such as Operation Able, and professional organizations such as Women for Hire, NAACP, and Latino Professional.

We continued to make ODEO referrals disseminating the resumes of individuals we met at career fairs and in community settings to the Diversity Officers and hiring managers for consideration in the hiring process and to increase the diversity of our applicant pools.

ODEO partnered with Workforce Development in “Forging Better Connections” to link Career Centers with state agencies at providing information on accessing jobs in State government to members of the One–Stop Career Centers. As a result of “Forging Better Connections”, over 15 state agencies participated in a statewide career fair sponsored by the Division of Career Services.

ODEO with the assistance of the Training and Development Group conducted the first of a two series Career Exploration Days with a theme of “Work and Learn”. We geared at connecting State Colleges and Universities with employees with more of a focused approach to exploring educational programs and utilizing the tuition remission program. Career Exploration Days were held at UMASS, Lowell; Framingham State College; Springfield Technical College; and Roxbury Community College where some 299 participants were pleased with the panel discussion which highlighted jobs in Health Care, Management, and the Environment.

ODEO presented the Brown Bag Luncheon Series on expanded learning opportunities by experts in their respective fields for Diversity Officers and Directors, and HR Managers. Some topic included:

- Multigenerational, multicultural workforce issues
- Worksite Accommodations for Employees with Disabilities
- Stress in the Workplace
- Office of Federal Contract and Compliance Updates
Accessibility
- Transgender Issues

Finally, the end of fiscal year 07 marked the halfway point for our two-year Affirmative Action and Diversity Plans. We required each Executive Branch agency to submit a progress report for both their plans. The Office of Diversity and Equal Opportunity evaluated the plans based on the stated objectives and offered recommendations to the agencies for achieving their stated goals. Our recently revised Quarterly Report format, will assist the agencies greatly in gathering and displaying the relevant workforce data that will aid them in knowing if they are attaining their stated goals.

The Office of Diversity and Equal Opportunity

Mission, Vision and Values

Our Mission: To deliver customer-focused solutions in attracting, hiring, retaining and promoting a diverse workforce within the Commonwealth of Massachusetts. Utilizing best practices and promoting a pro-active approach to diversity and equal opportunity, we strive to create and foster an environment that affirms and values the diversity of our workforce.

The Office of Diversity and Equal Opportunity exists to ensure that all employees of the Commonwealth have equal access to various employment opportunities, promotions, transfers, and trainings within the Commonwealth. We seek to identify and remove artificial barriers to advancement and to promote the individual and collective success of our employees. To promote an inclusive environment that embraces, respects, and values the diversity each employee brings to the Commonwealth.

The Office of Diversity and Equal Opportunity is responsible for implementing and enforcing the Governor's Executive Order concerning Affirmative Action, Equal Opportunity and Diversity in state government. This executive order, which incorporates the principles of relevant federal and state employment laws, prohibits unlawful discrimination against state employees and applicants for state employment due to race, color, gender (including sexual harassment), sexual orientation, age, national origin, ancestry, veteran status or persons with disabilities. It also precludes retaliatory actions being taken against persons making such allegations.

The Office of Diversity and Equal Opportunity will continue to ensure the compliance of state agencies with all state and federal civil rights laws and regulations as they pertain to employment. We will oversee and monitor Affirmative Action and Diversity Plans and continue to serve as a vehicle to the resolution process when an employee has exhausted his/ her avenues at the agency and secretariat levels.

Finally, the Office of Diversity and Equal Opportunity is available to provide consultative services to assist agencies in the daily application of civil rights and policies and procedures.

Diversity Vision: To create a workforce that reflects the diversity of the Commonwealth and one that embraces, values and respects difference. Our ultimate goal is to weave diversity into the fabric of the Commonwealth so that it becomes embedded in the culture of all we do.

Value Statement: The Commonwealth of Massachusetts believes in respect for all individuals. We promote openness to and tolerance of differences in race, ethnicity, religion, gender, culture, sexual orientation, and disability status. We dedicate ourselves to creating a workplace that welcomes, respects and values people of all races, color, age, gender, ethnicity, sexual orientation, religions, creeds, ancestry, national origin, disability and veteran status. We strive to reflect diversity in all government activities, programs and services removing any barriers to accessibility. We further believe that embracing and celebrating our differences enriches the quality of the work experience and enhances our own personal and professional relationships.

Our Core Values: Integrity, Respect for People, Open Dialogue, and Accountability.

PART I

THE EXECUTIVE BRANCH **(Charts 2006 vs 2007)**

[Workforce Summary Report](#)
[New Hires Analysis](#)
[Terminations Analysis](#)
[Workforce Analysis – Vietnam Era Veterans](#)

ODEO - Workforce Summary Report

Report run for Pay Period Ending 6/23/2007

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EEO4 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
Officials and Administrators	3863	2069	53.6	1876	48.6	114	3	34	0.9	30	0.8	2	0.1	13	0.3	1794	46.4	1534	39.7	175	4.5	42	1.1	34	0.9	2	0.1	7	0.2	433	11.2
Professionals	20938	8455	40.4	7051	33.7	672	3.2	294	1.4	390	1.9	9	0	39	0.2	12483	59.6	9598	45.8	1470	7	803	3.8	542	2.6	27	0.1	43	0.2	4207	20.1
Technicians	1916	751	39.2	640	33.4	71	3.7	14	0.7	21	1.1	1	0.1	4	0.2	1165	60.8	936	48.9	154	8	47	2.5	25	1.3	1	0.1	2	0.1	334	17.4
Protective Service:Sworn	6069	5363	88.4	4755	78.3	356	5.9	173	2.9	54	0.9	23	0.4	2	0	706	11.6	582	9.6	92	1.5	28	0.5	3	0	1	0	0	0	730	12
Protective Service:Non-Sworn	6587	2560	38.9	1225	18.6	1117	17	168	2.6	45	0.7	5	0.1	0	0	4027	61.1	2296	34.9	1474	22.4	189	2.9	59	0.9	7	0.1	2	0	3064	46.5
Office/Clerical	3397	391	11.5	278	8.2	65	1.9	23	0.7	18	0.5	1	0	6	0.2	3006	88.5	2181	64.2	527	15.5	196	5.8	77	2.3	9	0.3	16	0.5	916	27
Skilled Craft	945	896	94.8	791	83.7	61	6.5	26	2.8	6	0.6	7	0.7	5	0.5	49	5.2	37	3.9	9	1	2	0.2	1	0.1	0	0	0	0	112	11.9
Service Maintenance	1353	967	71.5	735	54.3	114	8.4	65	4.8	13	1	5	0.4	35	2.6	386	28.5	270	20	49	3.6	44	3.3	12	0.9	3	0.2	8	0.6	305	22.5
No EEO-4 Reporting	79	35	44.3	28	35.4	3	3.8	1	1.3	3	3.8	0	0	0	0	44	55.7	36	45.6	3	3.8	3	3.8	2	2.5	0	0	0	0	15	19
TOTALS:	45147	21487	47.6	17379	38.5	2573	5.7	798	1.8	580	1.3	53	0.1	104	0.2	23660	52.4	17470	38.7	3953	8.8	1354	3	755	1.7	50	0.1	78	0.2	10116	22.4

ODEO - Workforce Summary Report

Report run for Pay Period Ending 6/24/2006

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EEO4 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
Officials and Administrators	3762	2055	54.6	1866	49.6	110	2.9	34	0.9	29	0.8	2	0.1	14	0.4	1707	45.4	1483	39.4	149	4	36	1	31	0.8	3	0.1	5	0.1	394	10.5
Professionals	20721	8416	40.6	7031	33.9	657	3.2	283	1.4	398	1.9	10	0	37	0.2	12305	59.4	9541	46	1425	6.9	761	3.7	514	2.5	24	0.1	40	0.2	4072	19.7
Technicians	1952	778	39.9	672	34.4	62	3.2	14	0.7	23	1.2	1	0.1	6	0.3	1174	60.1	957	49	144	7.4	44	2.3	27	1.4	1	0.1	1	0.1	316	16.2
Protective Service:Sworn	6090	5383	88.4	4771	78.3	363	6	167	2.7	55	0.9	23	0.4	4	0.1	707	11.6	586	9.6	90	1.5	27	0.4	2	0	1	0	1	0	728	12
Protective Service:Non-Sworn	6832	2630	38.5	1288	18.9	1125	16.5	164	2.4	47	0.7	6	0.1	0	0	4202	61.5	2402	35.2	1532	22.4	203	3	58	0.8	7	0.1	0	0	3142	46
Office/Clerical	3533	403	11.4	293	8.3	69	2	21	0.6	17	0.5	0	0	3	0.1	3130	88.6	2269	64.2	552	15.6	198	5.6	84	2.4	9	0.3	18	0.5	950	26.9
Skilled Craft	962	914	95	813	84.5	61	6.3	27	2.8	5	0.5	7	0.7	1	0.1	48	5	37	3.8	8	0.8	2	0.2	1	0.1	0	0	0	0	111	11.5
Service Maintenance	1365	983	72	758	55.5	115	8.4	73	5.3	13	1	5	0.4	19	1.4	382	28	275	20.1	48	3.5	42	3.1	11	0.8	3	0.2	3	0.2	310	22.7
No EEO-4 Reporting	29	19	65.5	14	48.3	3	10.3	1	3.4	1	3.4	0	0	0	0	10	34.5	7	24.1	1	3.4	2	6.9	0	0	0	0	0	0	8	27.6
TOTALS:	45246	21581	47.7	17506	38.7	2565	5.7	784	1.7	588	1.3	54	0.1	84	0.2	23665	52.3	17557	38.8	3949	8.7	1315	2.9	728	1.6	48	0.1	68	0.2	10031	22.2

ODEO - New Hires Analysis

Report run for 7/1/2006 - 6/30/2007

EEO4 Category	Grand Total	** MALES **													** FEMALES **													Minority Total	%		
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%			Not Known	%
Officials and Administrators	310	151	48.7	128	41.3	6	1.9	4	1.3	1	0.3	0	0.	12	3.9	159	51.3	120	38.7	20	6.5	5	1.6	4	1.3	0	0.	10	3.2	40	12.9
Professionals	1640	616	37.6	453	27.6	65	4.	29	1.8	22	1.3	3	0.2	44	2.7	1024	62.4	668	40.7	152	9.3	86	5.2	50	3.	4	0.2	64	3.9	411	25.1
Technicians	156	52	33.3	34	21.8	14	9.	1	0.6	0	0.	0	0.	3	1.9	104	66.7	68	43.6	22	14.1	2	1.3	1	0.6	0	0.	11	7.1	40	25.6
Protective Service: Sworn	323	275	85.1	239	74.	15	4.6	14	4.3	3	0.9	0	0.	4	1.2	48	14.9	37	11.5	6	1.9	4	1.2	0	0.	0	0.	1	0.3	42	13.
Protective Service: Non-Sworn	878	362	41.2	158	18.	165	18.8	25	2.8	8	0.9	1	0.1	5	0.6	516	58.8	278	31.7	179	20.4	33	3.8	5	0.6	2	0.2	19	2.2	418	47.6
Office/Clerical	193	32	16.6	14	7.3	3	1.6	5	2.6	1	0.5	1	0.5	8	4.1	161	83.4	95	49.2	22	11.4	21	10.9	8	4.1	1	0.5	14	7.3	62	32.1
Skilled Craft	94	87	92.6	73	77.7	3	3.2	2	2.1	2	2.1	0	0.	7	7.4	7	7.4	6	6.4	1	1.1	0	0.	0	0.	0	0.	0	0.	8	8.5
Service Maintenance	167	108	64.7	68	40.7	14	8.4	5	3.	2	1.2	0	0.	19	11.4	59	35.3	33	19.8	10	6.	7	4.2	1	0.6	0	0.	8	4.8	39	23.4
No EEO-4 Reporting	7	1	14.3	1	14.3	0	0.	0	0.	0	0.	0	0.	0	0.	6	85.7	4	57.1	0	0.	1	14.3	0	0.	1	14.3	0	0.	2	28.6
TOTALS:	3768	1684	44.7	1170	31.	285	7.6	85	2.3	39	1.	5	0.1	102	2.7	2084	55.3	1310	34.7	412	10.9	159	4.2	69	1.8	8	0.2	127	3.4	1062	28.2

ODEO - New Hires Analysis

Report run for 7/1/2005 - 6/30/2006

EEO4 Category	Grand Total	** MALES **													** FEMALES **													Minority Total	%		
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%			Not Known	%
Officials and Administrators	256	136	53.1	117	45.7	4	1.6	4	1.6	3	1.2	0	0.	8	3.1	120	46.9	105	41.	7	2.7	6	2.3	0	0.	0	0.	2	0.8	24	9.4
Professionals	1769	612	34.6	482	27.2	56	3.2	23	1.3	31	1.8	2	0.1	18	1.	1157	65.4	813	46.	168	9.5	87	4.9	56	3.2	4	0.2	29	1.6	427	24.1
Technicians	210	82	39.	61	29.	11	5.2	2	1.	3	1.4	0	0.	5	2.4	128	61.	101	48.1	18	8.6	3	1.4	2	1.	1	0.5	3	1.4	40	19.
Protective Service: Sworn	819	719	87.8	649	79.2	30	3.7	16	2.	11	1.3	0	0.	13	1.6	100	12.2	86	10.5	2	0.2	10	1.2	0	0.	0	0.	2	0.2	69	8.4
Protective Service: Non-Sworn	1206	479	39.7	183	15.2	245	20.3	37	3.1	8	0.7	2	0.2	4	0.3	727	60.3	375	31.1	273	22.6	61	5.1	10	0.8	2	0.2	6	0.5	638	52.9
Office/Clerical	309	39	12.6	32	10.4	4	1.3	1	0.3	0	0.	0	0.	2	0.6	270	87.4	176	57.	44	14.2	34	11.	5	1.6	1	0.3	10	3.2	89	28.8
Skilled Craft	53	50	94.3	47	88.7	1	1.9	0	0.	1	1.9	0	0.	1	1.9	3	5.7	3	5.7	0	0.	0	0.	0	0.	0	0.	0	0.	2	3.8
Service Maintenance	161	99	61.5	69	42.9	8	5.	10	6.2	1	0.6	0	0.	11	6.8	62	38.5	47	29.2	9	5.6	4	2.5	0	0.	0	0.	2	1.2	32	19.9
No EEO-4 Reporting	5	3	60.	2	40.	0	0.	0	0.	1	20.	0	0.	0	0.	2	40.	0	0.	1	20.	0	0.	0	0.	0	0.	1	20.	2	40.
TOTALS:	4788	2219	46.3	1640	34.3	359	7.5	93	1.9	59	1.2	4	0.1	62	1.3	2569	53.7	1710	35.6	522	10.9	205	4.3	73	1.5	8	0.2	55	1.1	1323	27.6

ODEO - Terminations Analysis

Report run for 7/1/2006 - 6/23/2007

EEO4 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Minority Total	%

Voluntary Terminations

Officials and Administrators	317	196	61.8	180	56.8	6	1.9	3	0.9	1	0.3	0	0.	6	1.9	121	38.2	103	32.5	11	3.5	2	0.6	1	0.3	1	0.3	3	0.9	25	7.9
Professionals	1253	494	39.4	380	30.3	46	3.7	17	1.4	23	1.8	3	0.2	25	2.	759	60.6	571	45.6	88	7.	45	3.6	25	2.	1	0.1	29	2.3	248	19.8
Technicians	140	54	38.6	45	32.1	8	5.7	1	0.7	0	0.	0	0.	0	0.	86	61.4	74	52.9	6	4.3	0	0.	3	2.1	0	0.	3	2.1	18	12.9
Protective Service:Sworn	390	326	83.6	290	74.4	21	5.4	12	3.1	3	0.8	0	0.	0	0.	64	16.4	56	14.4	6	1.5	1	0.3	0	0.	0	0.	1	0.3	43	11.
Protective Service:Non-Sworn	818	301	36.8	147	18.	129	15.8	15	1.8	9	1.1	1	0.1	0	0.	517	63.2	306	37.4	174	21.3	31	3.8	3	0.4	2	0.2	1	0.1	364	44.5
Office/Clerical	193	25	13.	16	8.3	7	3.6	2	1.	0	0.	0	0.	0	0.	168	87.	117	60.6	31	16.1	11	5.7	8	4.1	0	0.	1	0.5	59	30.6
Skilled Craft	46	42	91.3	34	73.9	4	8.7	3	6.5	0	0.	0	0.	1	2.2	4	8.7	4	8.7	0	0.	0	0.	0	0.	0	0.	0	0.	7	15.2
Service Maintenance	153	98	64.1	73	47.7	12	7.8	9	5.9	1	0.7	0	0.	3	2.	55	35.9	35	22.9	12	7.8	5	3.3	0	0.	0	0.	3	2.	39	25.5
No EEO-4 Reporting	4	1	25.	1	25.	0	0.	0	0.	0	0.	0	0.	0	0.	3	75.	1	25.	1	25.	0	0.	0	0.	1	25.	0	0.	2	50.
TOTALS:	3314	1540	46.4	1170	35.2	233	35.2	62	1.9	37	1.1	4	0.1	35	1.1	1780	53.6	1270	38.2	329	9.9	95	2.9	40	1.2	5	0.2	41	1.2	805	24.3

Involuntary Terminations

Officials and Administrators	29	20	69.	17	58.6	2	6.9	0	0.	1	3.4	0	0.	0	0.	9	31.	8	27.6	1	3.4	0	0.	0	0.	0	0.	0	0.	4	13.8
Professionals	93	43	46.2	25	26.9	11	11.8	2	2.2	3	3.2	0	0.	2	2.2	50	53.8	34	36.6	10	10.8	3	3.2	2	2.2	0	0.	1	1.1	31	33.3
Technicians	23	10	43.5	10	43.5	0	0.	0	0.	0	0.	0	0.	0	0.	13	56.5	10	43.5	3	13.	0	0.	0	0.	0	0.	0	0.	3	13.
Protective Service:Sworn	34	29	85.3	25	73.5	3	8.8	0	0.	1	2.9	0	0.	0	0.	5	14.7	3	8.8	0	0.	2	5.9	0	0.	0	0.	0	0.	6	17.6
Protective Service:Non-Sworn	221	86	38.9	46	20.8	32	14.5	6	2.7	1	0.5	1	0.5	0	0.	135	61.1	66	29.9	55	24.9	10	4.5	1	0.5	0	0.	3	1.4	106	48.
Office/Clerical	30	8	26.7	5	16.7	1	3.3	2	6.7	0	0.	0	0.	0	0.	22	73.3	13	43.3	3	10.	5	16.7	1	3.3	0	0.	0	0.	12	40.
Skilled Craft	3	3	100.	2	66.7	0	0.	1	33.3	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	1	33.3
Service Maintenance	31	18	58.1	8	25.8	4	12.9	3	9.7	3	9.7	0	0.	0	0.	13	41.9	10	32.3	0	0.	3	9.7	0	0.	0	0.	0	0.	13	41.9
TOTALS:	464	217	46.8	138	29.7	53	29.7	14	3.	9	1.9	1	0.2	2	0.4	247	53.2	144	31.	72	15.5	23	5.	4	0.9	0	0.	4	0.9	176	37.9

ODEO - Terminations Analysis

Report run for 7/1/2005 - 6/24/2006

EEO4 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	%
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		

Voluntary Terminations

Officials and Administrators	224	135	60.3	120	53.6	7	3.1	3	1.3	2	0.9	0	0.	3	1.3	89	39.7	75	33.5	8	3.6	5	2.2	0	0.	0	0.	1	0.4	25	11.2
Professionals	1260	469	37.2	369	29.3	49	3.9	20	1.6	21	1.7	0	0.	10	0.8	791	62.8	622	49.4	79	6.3	43	3.4	28	2.2	3	0.2	16	1.3	243	19.3
Technicians	171	65	38.	58	33.9	2	1.2	2	1.2	1	0.6	0	0.	2	1.2	106	62.	84	49.1	15	8.8	3	1.8	2	1.2	0	0.	2	1.2	25	14.6
Protective Service:Sworn	468	403	86.1	360	76.9	21	4.5	7	1.5	5	1.1	0	0.	10	2.1	65	13.9	54	11.5	6	1.3	4	0.9	0	0.	0	0.	1	0.2	43	9.2
Protective Service:Non-Sworn	899	373	41.5	176	19.6	163	18.1	22	2.4	5	0.6	0	0.	7	0.8	526	58.5	310	34.5	170	18.9	36	4.	4	0.4	1	0.1	5	0.6	401	44.6
Office/Clerical	233	35	15.	25	10.7	6	2.6	0	0.	2	0.9	0	0.	2	0.9	198	85.	140	60.1	37	15.9	13	5.6	1	0.4	1	0.4	6	2.6	60	25.8
Skilled Craft	51	49	96.1	44	86.3	1	2.	2	3.9	0	0.	1	2.	1	2.	2	3.9	2	3.9	0	0.	0	0.	0	0.	0	0.	0	0.	4	7.8
Service Maintenance	142	95	66.9	72	50.7	9	6.3	6	4.2	1	0.7	0	0.	7	4.9	47	33.1	39	27.5	6	4.2	1	0.7	0	0.	0	0.	1	0.7	23	16.2
No EEO-4 Reporting	7	3	42.9	3	42.9	0	0.	0	0.	0	0.	0	0.	0	0.	4	57.1	3	42.9	0	0.	0	0.	0	0.	0	0.	1	14.3	0	0.
TOTALS:	3455	1630	47.1	1230	35.5	258	35.5	62	1.8	37	1.1	1	0.	42	1.2	1830	52.9	1330	38.5	321	9.3	105	3.	35	1.	5	0.1	33	1.	824	23.8

Involuntary Terminations

Officials and Administrators	15	9	60.	3	20.	5	33.3	0	0.	0	0.	0	0.	1	6.7	6	40.	5	33.3	0	0.	1	6.7	0	0.	0	0.	0	0.	6	40.
Professionals	81	27	33.3	19	23.5	6	7.4	2	2.5	0	0.	0	0.	0	0.	54	66.7	38	46.9	10	12.3	4	4.9	0	0.	1	1.2	1	1.2	23	28.4
Technicians	22	9	40.9	7	31.8	1	4.5	0	0.	1	4.5	0	0.	0	0.	13	59.1	10	45.5	3	13.6	0	0.	0	0.	0	0.	0	0.	5	22.7
Protective Service:Sworn	44	36	81.8	30	68.2	3	6.8	3	6.8	0	0.	0	0.	0	0.	8	18.2	6	13.6	0	0.	2	4.5	0	0.	0	0.	0	0.	8	18.2
Protective Service:Non-Sworn	208	83	39.9	25	12.	46	22.1	10	4.8	1	0.5	0	0.	1	0.5	125	60.1	59	28.4	46	22.1	18	8.7	0	0.	1	0.5	1	0.5	122	58.7
Office/Clerical	38	6	15.8	3	7.9	1	2.6	1	2.6	1	2.6	0	0.	0	0.	32	84.2	22	57.9	7	18.4	2	5.3	0	0.	0	0.	1	2.6	12	31.6
Skilled Craft	10	9	90.	6	60.	3	30.	0	0.	0	0.	0	0.	0	0.	1	10.	0	0.	1	10.	0	0.	0	0.	0	0.	0	0.	4	40.
Service Maintenance	19	14	73.7	9	47.4	3	15.8	1	5.3	0	0.	0	0.	1	5.3	5	26.3	4	21.1	0	0.	1	5.3	0	0.	0	0.	0	0.	5	26.3
No EEO-4 Reporting	1	1	100.	1	100.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.
TOTALS:	438	194	44.3	103	23.5	68	23.5	17	3.9	3	0.7	0	0.	3	0.7	244	55.7	144	32.9	67	15.3	28	6.4	0	0.	2	0.5	3	0.7	185	42.2

ODEO WORKFORCE ANALYSIS - Vietnam Era Veterans

Report run for Pay Period Ending
6/23/2007

EEO4 Category	Grand Total	** MALES **													** FEMALES **													VEV Totals	%						
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known								
Officials and Administrators	3863	137	3.546	130	3.365	5	0.129	2	0.052	0	0	0	0	0	2	0.052	2	0.052	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	139	3.598
Professionals	20938	496	2.369	462	2.207	24	0.115	6	0.029	4	0.019	0	0	0	18	0.086	15	0.072	3	0.014	0	0	0	0	0	0	0	0	0	0	0	0	514	2.455	
Technicians	1916	69	3.601	66	3.445	3	0.157	0	0	0	0	0	0	1	0.052	1	0.052	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	70	3.653	
Protective Service:Sworn	6069	128	2.109	112	1.845	12	0.198	3	0.049	0	0	1	0.016	1	0.016	1	0.016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	129	2.126	
Protective Service:Non-Sworn	6587	37	0.562	35	0.531	1	0.015	1	0.015	0	0	0	0	4	0.061	3	0.046	1	0.015	0	0	0	0	0	0	0	0	0	0	0	0	0	41	0.622	
Office/Clerical	3397	17	0.500	14	0.412	3	0.088	0	0	0	0	0	0	2	0.059	2	0.059	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19	0.559	
Skilled Craft	945	71	7.513	68	7.196	1	0.106	1	0.106	0	0	1	0.106	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	71	7.513		
Service Maintenance	1353	49	3.622	45	3.326	2	0.148	0	0	0	0	2	0.148	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	49	3.622		
No EEO-4 Reporting	79	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
TOTALS:	45147	1004	2.224	932	2.064	51	0.113	13	0.029	4	0.009	4	0.009	0	28	0.062	24	0.053	4	0.009	0	0	0	0	0	0	0	0	0	0	0	1032	2.286		

ODEO WORKFORCE ANALYSIS - Vietnam Era Veterans

Report run for Pay Period Ending
6/24/2006

EEO4 Category	Grand Total	** MALES **													** FEMALES **													VEV Totals	%					
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known							
Officials and Administrators	3762	153	4.067	145	3.854	6	0.159	2	0.053	0	0	0	0	0	3	0.080	2	0.053	0	0	1	0.027	0	0	0	0	0	0	0	0	0	0	156	4.147
Professionals	20721	532	2.567	497	2.399	24	0.116	7	0.034	4	0.019	0	0	0	21	0.101	18	0.087	3	0.014	0	0	0	0	0	0	0	0	0	0	0	0	553	2.669
Technicians	1952	79	4.047	76	3.893	3	0.154	0	0	0	0	0	0	1	0.051	1	0.051	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	4.098	
Protective Service:Sworn	6090	144	2.365	126	2.069	14	0.230	3	0.049	0	0	1	0.016	1	0.016	1	0.016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	145	2.381	
Protective Service:Non-Sworn	6832	39	0.571	37	0.542	1	0	1	0.015	0	0	0	0	3	0.044	2	0.029	1	0.015	0	0	0	0	0	0	0	0	0	0	0	0	42	0.615	
Office/Clerical	3533	19	0.538	15	0.425	4	0.113	0	0	0	0	0	0	2	0.057	2	0.057	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21	0.594	
Skilled Craft	962	82	8.524	78	8.108	1	0.104	2	0.208	0	0	1	0.104	1	0.104	1	0.104	0	0	0	0	0	0	0	0	0	0	0	0	0	0	83	8.628	
Service Maintenance	1365	48	3.516	44	3.223	2	0.147	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	48	3.516	
No EEO-4 Reporting	29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS:	45246	1096	2.422	1018	2.250	55	0.122	15	0.033	4	0.009	4	0.009	0	32	0.071	27	0.060	4	0.009	1	0.002	0	0	0	0	0	0	0	0	0	1128	2.493	

PART II

THE SECRETARIATS

[Workforce Summary by Secretariat \(2006 vs 2007\)](#)

[Executive Office for Administration and Finance](#)

[Executive Office of Energy and Environmental Affairs](#)

[Executive Office of Health and Human Services](#)

[Executive Office of Housing and Economic Development](#)

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WORKFORCE SUMMARY

BY

SECRETARIAT

(Charts 2006 vs 2007)

ODEO - Workforce Summary By Secretariat

Report run for Pay Period Ending 6/23/2007

Report Generated 1/7/2008 4:14:56 PM

Secretariat	Grand Total	** MALES **														** FEMALES **														Minority Total	%
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
BOARD OF LIBRARY COMMISSIONERS	26	7	26.9	6	23.1	0	0.	0	0.	0	0.	0	0.	1	3.8	19	73.1	15	57.7	1	3.8	0	0.	3	11.5	0	0.	0	0.	4	15.4
COMMISSION AGAINST DISCRIMINAT	67	18	26.9	7	10.4	4	6.	4	6.	1	1.5	0	0.	2	3.	49	73.1	23	34.3	10	14.9	9	13.4	5	7.5	0	0.	2	3.	33	49.3
COMMISSION ON STATUS OF WOMEN	4	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	4	100.	3	75.	0	0.	0	0.	0	0.	0	0.	1	25.	0	0.
DEPARTMENT OF EDUCATION	537	143	26.6	122	22.7	11	2.	3	0.6	7	1.3	0	0.	0	0.	394	73.4	319	59.4	43	8.	8	1.5	23	4.3	1	0.2	0	0.	96	17.9
DIABLED PERSONS PROTECTION COMMISSION	30	9	30.	8	26.7	1	3.3	0	0.	0	0.	0	0.	0	0.	21	70.	18	60.	0	0.	3	10.	0	0.	0	0.	0	0.	4	13.3
EARLY EDUCATION & CARE	195	34	17.4	28	14.4	4	2.1	2	1.	0	0.	0	0.	0	0.	161	82.6	117	60.	24	12.3	18	9.2	2	1.	0	0.	0	0.	50	25.6
ENVIRONMENTAL AFFAIRS	2943	1961	66.6	1758	59.7	84	2.9	19	0.6	38	1.3	7	0.2	55	1.9	982	33.4	809	27.5	82	2.8	19	0.6	32	1.1	3	0.1	37	1.3	284	9.7
EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE	3123	1590	50.9	1361	43.6	94	3.	34	1.1	91	2.9	1	0.	9	0.3	1533	49.1	1179	37.8	186	6.	73	2.3	91	2.9	1	0.	3	0.1	571	18.3
EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT	762	382	50.1	324	42.5	30	3.9	7	0.9	12	1.6	1	0.1	8	1.	380	49.9	272	35.7	56	7.3	17	2.2	26	3.4	2	0.3	7	0.9	151	19.8
EXECUTIVE OFFICE OF HEALTH & HUMAN SERVICES	24199	8084	33.4	5607	23.2	1757	7.3	462	1.9	237	1.	17	0.1	4	0.	16115	66.6	11578	47.8	3056	12.6	999	4.1	438	1.8	34	0.1	10	0.	7000	28.9
EXECUTIVE OFFICE of LABOR & WORKFORCE DEVELOPMENT	1664	681	40.9	545	32.8	74	4.4	24	1.4	32	1.9	1	0.1	5	0.3	983	59.1	701	42.1	140	8.4	86	5.2	53	3.2	2	0.1	1	0.1	412	24.8
EXECUTIVE OFFICE OF PUBLIC SAFETY & HOMELAND SECURITY	8578	6654	77.6	5950	69.4	398	4.6	201	2.3	71	0.8	22	0.3	12	0.1	1924	22.4	1612	18.8	197	2.3	65	0.8	29	0.3	5	0.1	16	0.2	988	11.5
EXECUTIVE OFFICE OF TRANSPORTATION	2694	1772	65.8	1547	57.4	104	3.9	38	1.4	79	2.9	4	0.1	0	0.	922	34.2	691	25.6	141	5.2	48	1.8	40	1.5	2	0.1	0	0.	456	16.9
GOVERNOR	73	38	52.1	23	31.5	4	5.5	3	4.1	0	0.	0	0.	8	11.	35	47.9	20	27.4	4	5.5	4	5.5	1	1.4	0	0.	6	8.2	16	21.9
OFFICE OF COMPTROLLER	126	60	47.6	44	34.9	4	3.2	2	1.6	10	7.9	0	0.	0	0.	66	52.4	52	41.3	5	4.	2	1.6	7	5.6	0	0.	0	0.	30	23.8
PUBLIC EMPLOYEE RETIREMENT ADM	51	25	49.	22	43.1	0	0.	0	0.	1	2.	0	0.	2	3.9	26	51.	25	49.	0	0.	1	2.	0	0.	0	0.	0	0.	2	3.9
TEACHERS RETIREMENT BOARD	74	28	37.8	25	33.8	3	4.1	0	0.	0	0.	0	0.	0	0.	46	62.2	32	43.2	8	10.8	2	2.7	4	5.4	0	0.	0	0.	17	23.
THE HEALTH CARE SECURITY TRUST	1	1	100.	1	100.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.	0	0.
TOTALS:	45147	21487	47.6	17378	38.5	2570	5.7	799	1.8	579	1.3	53	0.1	106	0.2	23660	52.4	17466	38.7	3950	8.8	1354	3.	754	1.7	50	0.1	83	0.2	10114	22.4

ODEO - Workforce Summary By Secretariat

Report run for Pay Period Ending 6/24/2006

Report Generated 8/30/2006 5:18:54 PM

Secretariat	Grand Total	** MALES **														** FEMALES **														Minority Total	%
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
BOARD OF LIBRARY COMMISSIONERS	24	8	33.3	6	25	0	0	0	0	1	4.2	0	0	1	4.2	16	66.7	13	54.2	1	4.2	0	0	2	8.3	0	0	0	0	4	16.7
COMMISSION ON STATUS OF WOMEN	4	0	0	0	0	0	0	0	0	0	0	0	0	0	4	100	3	75	0	0	0	0	0	0	0	0	1	25	0	0	
COMMONWEALTH DEVELOPMENT COORDINATING COUNCIL	4	2	50	2	50	0	0	0	0	0	0	0	0	0	2	50	2	50	0	0	0	0	0	0	0	0	0	0	0	0	
CTR/FAD ACCOUNTING ENTITIES	1	1	100	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
DEPARTMENT OF EDUCATION	551	150	27.2	125	22.7	13	2.4	3	0.5	9	1.6	0	0	0	401	72.8	326	59.2	40	7.3	13	2.4	21	3.8	1	0.2	0	0	100	18.1	
DISABLED PERSONS PROTECTION COMMISSION	28	7	25	7	25	0	0	0	0	0	0	0	0	0	21	75	18	64.3	0	0	3	10.7	0	0	0	0	0	0	3	10.7	
EARLY EDUCATION & CARE	193	33	17.1	27	14	4	2.1	2	1	0	0	0	0	0	160	82.9	119	61.7	21	10.9	17	8.8	3	1.6	0	0	0	0	47	24.4	
ENVIRONMENTAL AFFAIRS	2766	1875	67.8	1714	62	76	2.7	18	0.7	36	1.3	7	0.3	24	0.9	891	32.2	755	27.3	72	2.6	19	0.7	28	1	4	0.1	13	0.5	260	9.4
EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE	3321	1666	50.2	1425	42.9	105	3.2	39	1.2	89	2.7	1	0	7	0.2	1655	49.8	1259	37.9	205	6.2	89	2.7	99	3	1	0	2	0.1	628	18.9
EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT	2349	1035	44.1	855	36.4	99	4.2	26	1.1	40	1.7	1	0	14	0.6	1314	55.9	944	40.2	195	8.3	93	4	73	3.1	2	0.1	7	0.3	529	22.5
EXECUTIVE OFFICE OF HEALTH & HUMAN SERVICES	24301	8155	33.6	5680	23.4	1752	7.2	456	1.9	244	1	17	0.1	6	0	16146	66.4	11689	48.1	3045	12.5	959	3.9	417	1.7	33	0.1	3	0	6923	28.5
EXECUTIVE OFFICE OF PUBLIC SAFETY & HOMELAND SECURITY	8558	6663	77.9	5955	69.6	404	4.7	196	2.3	72	0.8	23	0.3	13	0.2	1895	22.1	1588	18.6	200	2.3	65	0.8	29	0.3	3	0	10	0.1	992	11.6
EXECUTIVE OFFICE OF TRANSPORTATION	2760	1812	65.7	1583	57.4	104	3.8	39	1.4	82	3	4	0.1	0	0	948	34.3	697	25.3	153	5.5	50	1.8	44	1.6	2	0.1	2	0.1	478	17.3
GOVERNOR	59	25	42.4	11	18.6	0	0	0	0	0	0	0	0	14	23.7	34	57.6	10	16.9	2	3.4	1	1.7	0	0	0	0	21	35.6	3	5.1
HOUSING & COMMUNITY DEVELOPMENT	202	93	46	76	37.6	6	3	3	1.5	7	3.5	1	0.5	0	0	109	54	87	43.1	10	5	4	2	5	2.5	2	1	1	0.5	38	18.8
OFFICE OF COMPTROLLER	124	55	44.4	41	33.1	3	2.4	3	2.4	8	6.5	0	0	0	0	69	55.6	53	42.7	6	4.8	2	1.6	7	5.6	0	0	1	0.8	29	23.4
THE HEALTH CARE SECURITY TRUST	1	1	100	0	0	0	0	0	0	0	0	0	0	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	45246	21581	47.7	17508	38.7	2566	5.7	785	1.7	588	1.3	54	0.1	80	0.2	23665	52.3	17563	38.8	3950	8.7	1315	2.9	728	1.6	48	0.1	61	0.1	10034	22.2

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EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE



SECRETARY LESLIE A. KIRWAN

The Administration and Finance Secretariat
FY07 Annual EEO4 Report

Secretariat Mission

The Executive Office for Administration and Finance (ANF) is the state agency in charge of ensuring the financial stability, efficiency, and effectiveness of state government and assists the Governor in developing and implementing cost effective public policy initiatives that benefit the residents and businesses of the Commonwealth. Our mission is to continuously improve client services, in the most efficient and effective manner, while treating employees and clients with dignity and respect. While the seventeen ANF agencies each have their own missions, they share a vision for public policy, which continuously improves the business of government to promote a positive environment for the Commonwealth's businesses and to better serve its citizens. And, in doing so, we strive to recruit, develop and support a workforce that is as diverse as the citizens we serve.

Administration and Finance Agencies

[Appellate Tax Board](#)

[Bureau of State Office Buildings](#)

[Civil Service Commission](#)

[Department of Revenue](#)

[Developmental Disabilities Council](#)

[Division of Administrative Law Appeals](#)

[Division of Capital Asset Management](#)

[Exec Office for Administration & Finance](#)

[George Feingold Library](#)

[Group Insurance Commission](#)

[Human Resources Division](#)

[Information Technology Division](#)

[Mass Commission Against Discrimination¹](#)

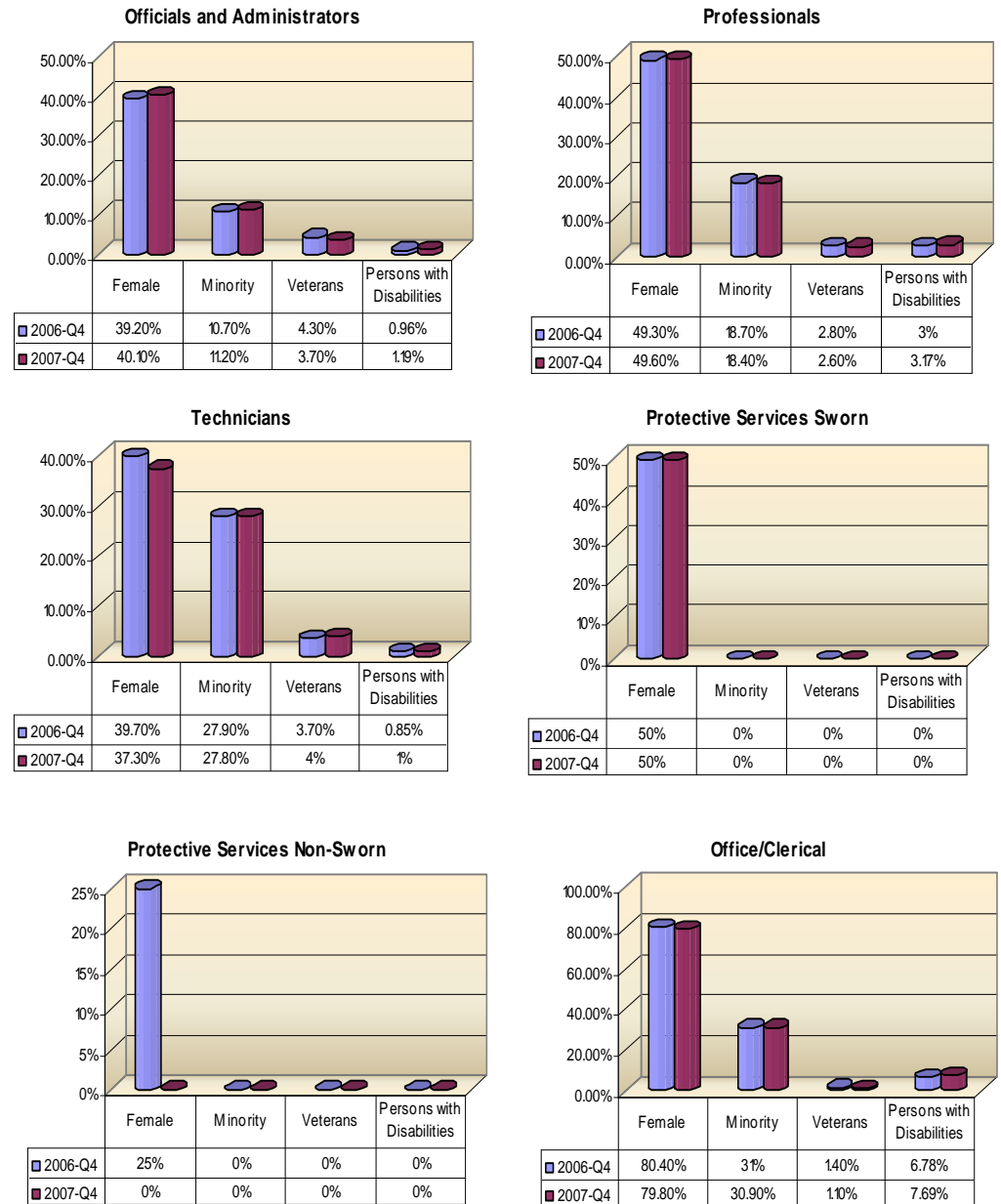
[Massachusetts Office on Disability](#)

[Operational Services Division](#)

[Public Employee Retirement Administration](#)

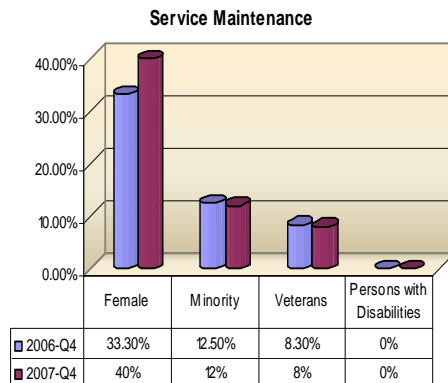
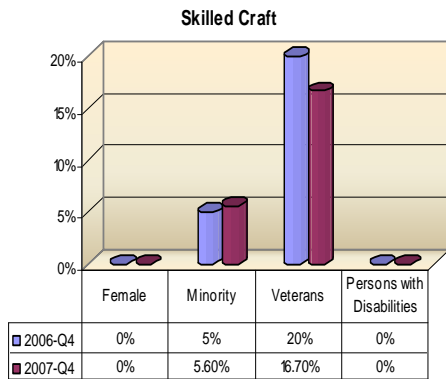
[Teachers Retirement Board](#)

Comparison of ANF Secretariat Workforce²:



¹ The Massachusetts Commission Against Discrimination was in the Secretariat through much of Fiscal Year 2007, but is now an independent agency.

² See also Appendix I, Diversity and Equal Opportunity: 4th Quarter/Annual Report



Highlights:

Protected Class Representation in the ANF Workforce. The ANF agencies had a combined total of 3315 employees at the end of the 4th quarter of FY07, a 0.18% decrease compared to the 4th quarter of FY06 total of 3321 employees. Most ANF agencies experienced very minor fluctuation with the most significant changes in the Department of Revenue, which lost 18 employees and the Information Technology Division and the Teachers Retirement Board, which each gained 7 employees. Female representation decreased by 0.21 percentage points (from 1,655 to 1,654); Minority representation decreased by 0.24 percentage points from 628 to 620 employees; Vietnam Era Veteran (VEV) representation decreased by 0.24 percentage points from 101 to 93 employees and Disabled Person representation increased by 0.12 percentage points from 103 to 107 employees (See Appendix I, Diversity and Equal Opportunity: 4th Quarter/Annual Report for individual agency details).

Protected Class Representation in the ANF Workforce by EEO4 Category. A further analysis of protected class representation by EEO4 category reveals a number of notable trends. The overall representation of *Officials and Administrators* experienced a modest increase of 0.2 percentage points. And, despite the fact that there was an overall decrease in Females and Minorities in the workforce, Female and Minority representation in this category increased by 0.9 and 0.5 percentage points, respectively. It should also be noted that Minority

representation in the *Professionals* category decreased slightly by 0.1 percentage points and Female and Minority representation in the *Technicians* category decreased 0.4 and 0.1 percentage points, respectively. What is important to note is that the increase in the *Officials and Administrators* category appears to reflect a consistent, though modest upward trend, while the decreases appear insignificant given the variation experienced over the past three fiscal years.

The data also suggest a slight downward trend across protected groups in the *Technicians, Protective Services Sworn, Protective Services Non-Sworn, Office/Clerical* and *Skilled Craft* categories. The notable exceptions are: VEVs in the *Technicians* category, whose representation unexpectedly increased by 0.3 percentage points from 3.7% to 4%; Minorities in the *Skilled Craft* category, whose representation increased by 0.6 percentage points from 5% to 5.6% and Females in the *Service Maintenance* category, whose representation dramatically increased by 6.7 percentage points from 33.3% to 40%. Also, as previously noted, VEV representation in the *Officials and Administrators, Professional* and *Technical* categories is considerably below parity and will continue to decline as VEVs age out of the workforce. Finally, with the exception of the Massachusetts Office on Disability (OHA), Disabled Person representation is far below parity in all EEO4 categories – despite modest gains in FY07. New, targeted and agency-specific strategies will be needed to address the Secretariat’s long-standing challenge to recruit and retain Disabled Persons.

Agency Highlights. ANF agencies made a concerted effort to expand recruitment activities in FY07, including: greater use of ODEO’s resume bank and other recruitment sources such as professional organizations; participation in ODEO and other Career Day/Job Fairs; and utilization of internships.

There were ten (10) investigations opened in FY07 – 2 categorized as Race; 2 categorized as Sexual Harassment; 2 categorized as Disability and 4 categorized as Other.

ANF agencies reported the following training events in FY07: 299 employees attended Diversity Training; 381 employees attended Sexual Harassment training; 3 employees attended AA/EO training; 47 employees attended ADA training and 2,322 employees attended a variety of professional development, technical or other job-specific training³.

³ A single employee more than likely attended more than one training event (e.g., diversity and sexual harassment).

The ANF Secretariat's Future Goals:

ANF agencies will articulate realistic and measurable placement and diversity goals in their 2008-2009 Affirmative Action and Diversity Plans. In reviewing Affirmative Action Plans the Secretariat will focus on each agency's core staffing needs, anticipated vacancies, and recruitment strategies to address the protected classes, job groups and EEO4 categories where representation is below parity. In reviewing Diversity Plans the Secretariat will focus on each agency's measurable diversity initiatives against not only specific agency needs, but also the overarching goal for an ANF workforce that reflects the diversity of its customers and the communities in which they are served.

In addition to the general goals associated with the Diversity Director role, the Secretariat will work with ANF agencies to:

- Provide diversity training for all employees to promote a culture, shared vision and best practices which celebrate our differences, unique perspectives and ideas
- Establish agency-specific benchmarks for diversity based on County parity figures for protected classes by EEO4 category and consistent with the diversity of agency customers and the communities in which they are served
- Continue to capitalize on recent gains in Female and Minority representation in the EEO4 *Officials and Administrators* category by the implementation of focused recruitment and retention strategies, particularly with regard to middle management, M3 to M8 positions
- Develop agency-specific strategies to recruit and retain Disabled Persons in the workforce
- Provide Secretariat leadership consistent with the newly defined roles of agency Diversity Officer and Secretariat Diversity Director

Diversity and Equal Opportunity: 4th Quarter/Annual Report

Secretariat Report for Agencies Within The Executive Office for Administration and Finance

Department	4 th Quarter of FY06						4 th Quarter of FY07						Net Change (FY07 data Minus FY06 data)								
	Total EMPs	Nbr Non Minorities	% Non Minorities	Nbr Minorities	% Minorities	Nbr Women	% Women	Total EMPs	Nbr Non Minorities	% Non Minorities	Nbr Minorities	% Minorities	Nbr Women	% Women	Total EMPs	Nbr Non Minorities	% Non Minorities	Nbr Minorities	% Minorities	Nbr Women	% Women
Administrative Law Appeals	13	12	92.31%	1	7.69%	9	69.23%	13	12	92.31%	1	7.69%	9	69.23%	0	0	0.00%	0	0.00%	0	0.00%
Appellate Tax Board	23	19	82.61%	4	17.39%	11	47.83%	25	21	84.00%	4	16.00%	11	44.00%	2	2	1.39%	0	-1.39%	0	-3.83%
Bureau of State Buildings	40	33	82.50%	7	17.50%	7	17.50%	38	31	81.58%	7	18.42%		0.00%	-2	-2	-0.92%	0	0.92%	-7	-17.50%
Capital Asset Mgmt & Maint	233	199	85.41%	34	14.59%	97	41.63%	229	196	85.59%	33	14.41%	95	41.48%	-4	-3	0.18%	-1	-0.18%	-2	-0.15%
Civil Service Commission	7	6	85.71%	1	14.29%	3	42.86%	6	5	83.33%	1	16.67%	2	33.33%	-1	-1	-2.38%	0	2.38%	-1	-9.52%
Comn Against Discrimination	66	30	45.45%	36	54.55%	47	71.21%	67	34	50.75%	33	49.25%	49	73.13%	1	4	5.29%	-3	-5.29%	2	1.92%
Department of Revenue	2,214	1,827	82.52%	387	17.48%	1,132	51.13%	2,196	1,814	82.60%	382	17.40%	1,117	50.87%	-18	-13	0.08%	-5	-0.08%	-15	-0.26%
Developmental Disabilities Council	11	10	90.91%	1	9.09%	7	63.64%	12	12	100.00%	0	0.00%	9	75.00%	1	2	9.09%	-1	-9.09%	2	11.36%
Div of Operational Services	64	50	78.13%	14	21.88%	32	50.00%	68	51	75.00%	17	25.00%	36	52.94%	4	1	-3.13%	3	3.13%	4	2.94%
EO Administration & Finance	42	36	85.71%	6	14.29%	22	52.38%	39	33	84.62%	6	15.38%	20	51.28%	-3	-3	-1.10%	0	1.10%	-2	-1.10%
George Fingold Library	19	17	89.47%	2	10.53%	17	89.47%	18	16	88.89%	2	11.11%	15	83.33%	-1	-1	-0.58%	0	0.58%	-2	-6.14%
Group Insurance Commission	45	31	68.89%	14	31.11%	31	68.89%	46	32	69.57%	14	30.43%	32	69.57%	1	1	0.68%	0	-0.68%	1	0.68%
Human Resources Division	121	83	68.60%	38	31.40%	76	62.81%	121	85	70.25%	36	29.75%	79	65.29%	0	2	1.65%	-2	-1.65%	3	2.48%
Information Technology Div	291	229	78.69%	62	21.31%	91	31.27%	298	235	78.86%	63	21.14%	94	31.54%	7	6	0.16%	1	-0.16%	3	0.27%
Mass Office on Disability	15	13	86.67%	2	13.33%	9	60.00%	14	12	85.71%	2	14.29%	8	57.14%	-1	-1	-0.95%	0	0.95%	-1	-2.86%
Public Employee retirement	50	48	96.00%	2	4.00%	25	50.00%	51	49	96.08%	2	3.92%	26	50.98%	1	1	0.08%	0	-0.08%	1	0.98%
Teacher's Retirement Board	67	50	74.63%	17	25.37%	39	58.21%	74	57	77.03%	17	22.97%	46	62.16%	7	7	2.40%	0	-2.40%	7	3.95%
Secretariat Totals	3,321	2,693	81.24%	628	18.94%	1,655	49.92%	3,315	2,695	81.30%	620	18.70%	1,648	49.71%	-6	2	0.06%	-8	-0.24%	-7	-0.21%

	FY06 % Total Emps		FY07 % Total Emps	
Minority (Male)	234	7.05%	231	6.97%
Minority (Female)	394	11.86%	389	11.73%
Minority Total	628	18.91%	620	18.70%

Diversity and Equal Opportunity: 4th Quarter/Annual Report

Secretariat Report For Agencies Within The Executive Office for Administration and Finance

Department	4 th Quarter of FY06					4 th Quarter of FY07					Net Change (FY07 data Minus FY06 data)				
	Total EMPs	Nbr Veterans	% Veterans	Nbr Disabilities	% Disabilities	Total EMPs	Nbr Veterans	% Veterans	Nbr Disabilities	% Disabilities	Total EMPs	Nbr Veterans	% Veterans	Nbr Disabilities	% Disabilities
Administrative Law Appeals	13	0	0.00%	0	0.00%	13	0	0.00%	0	0.00%	0	0	0.00%	0	0.00%
Appellate Tax Board	23	2	8.70%	0	0.00%	25	2	8.00%	0	0.00%	2	0	-0.70%	0	0.00%
Bureau of State Buildings	40	5	12.50%	0	0.00%	38	5	13.16%	0	0.00%	-2	0	0.66%	0	0.00%
Capital Asset Mgmt & Maint	233	8	3.43%	0	0.00%	229	7	3.06%	0	0.00%	-4	-1	-0.38%	0	0.00%
Civil Service Commission	7	0	0.00%	0	0.00%	6	0	0.00%	0	0.00%	-1	0	0.00%	0	0.00%
Comn Against Discrimination	66	2	3.03%	0	0.00%	67	1	1.49%	0	0.00%	1	-1	-1.54%	0	0.00%
Department of Revenue	2,214	57	2.57%	87	3.93%	2,196	55	2.50%	87	3.96%	-18	-2	-0.07%	0	0.03%
Developmental Disabilities Council	11	1	9.09%	0	0.00%	12	0	0.00%	2	16.67%	1	-1	-9.09%	2	16.67%
Div of Operational Services	64	4	6.25%	2	3.13%	68	2	2.94%	4	5.88%	4	-2	-3.31%	2	2.76%
EO Administration & Finance	42	0	0.00%	0	0.00%	39	0	0.00%	0	0.00%	-3	0	0.00%	0	0.00%
George Fingold Library	19	0	0.00%	0	0.00%	18	0	0.00%	0	0.00%	-1	0	0.00%	0	0.00%
Group Insurance Commission	45	0	0.00%	0	0.00%	46	0	0.00%	0	0.00%	1	0	0.00%	0	0.00%
Human Resources Division	121	6	4.96%	2	1.65%	121	6	4.96%	2	1.65%	0	0	0.00%	0	0.00%
Information Technology Div	291	13	4.47%	2	0.69%	298	12	4.03%	2	0.67%	7	-1	-0.44%	0	-0.02%
Mass Office on Disability	15	1	6.67%	10	66.67%	14	1	7.14%	10	71.43%	-1	0	0.48%	0	4.76%
Public Employee retirement	50	1	2.00%	0	0.00%	51	1	1.96%	0	0.00%	1	0	-0.04%	0	0.00%
Teacher's Retirement Board	67	1	1.49%	0	0.00%	74	1	1.35%	0	0.00%	7	0	-0.14%	0	0.00%
Secretariat Totals	3,321	101	3.05%	103	3.11%	3,315	93	2.81%	107	3.23%	-6	-8	-0.24%	4	0.12%

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- Secretariat Workforce Summary By Department

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Department	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Minority Total	%
ADMINISTRATIVE LAW APPEALS DIV	13	4	30.8	4	30.8	0	0	0	0	0	0	0	0	0	9	69.2	8	61.5	1	7.7	0	0	0	0	0	0	0	0	1	7.7	
APPELLATE TAX BOARD	25	14	56	13	52	1	4	0	0	0	0	0	0	11	44	8	32	3	12	0	0	0	0	0	0	0	0	4	16		
BUREAU OF STATE BUILDINGS	38	32	84.2	28	73.7	1	2.6	1	2.6	1	2.6	1	2.6	6	15.8	3	7.9	1	2.6	0	0	2	5.3	0	0	0	0	7	18.4		
CAPITAL ASSET MANAGEMENT and M	229	134	58.5	120	52.4	10	4.4	1	0.4	3	1.3	0	0	95	41.5	76	33.2	12	5.2	1	0.4	5	2.2	1	0.4	0	0	33	14.4		
CIVIL SERVICE COMMISSION	6	4	66.7	4	66.7	0	0	0	0	0	0	0	0	2	33.3	1	16.7	0	0	1	16.7	0	0	0	0	0	0	1	16.7		
COMMISSION AGAINST DISCRIMINAT	67	18	26.9	7	10.4	4	6	4	6	1	1.5	0	0	49	73.1	23	34.3	10	14.9	9	13.4	5	7.5	0	0	2	3	33	49.3		
DEPARTMENT OF REVENUE	2196	1079	49.1	944	43	57	2.6	24	1.1	54	2.5	0	0	1117	50.9	870	39.6	129	5.9	60	2.7	58	2.6	0	0	0	0	382	17.4		
DEVELOPMENTAL DISABILITIES COU	12	3	25	3	25	0	0	0	0	0	0	0	0	9	75	9	75	0	0	0	0	0	0	0	0	0	0	0	0		
DIVISION OF OPERATIONAL SERVIC	68	32	47.1	26	38.2	4	5.9	0	0	2	2.9	0	0	36	52.9	25	36.8	6	8.8	2	2.9	3	4.4	0	0	0	0	17	25		
EXECUTIVE OFFICE for ADMINISTR	39	19	48.7	15	38.5	1	2.6	1	2.6	2	5.1	0	0	20	51.3	18	46.2	1	2.6	0	0	1	2.6	0	0	0	0	6	15.4		
GEORGE FINGOLD LIBRARY	18	3	16.7	2	11.1	0	0	0	0	0	0	0	1	5.6	15	83.3	12	66.7	1	5.6	0	0	1	5.6	0	0	1	5.6	2	11.1	
GROUP INSURANCE COMMISSION	46	14	30.4	11	23.9	1	2.2	0	0	2	4.3	0	0	32	69.6	21	45.7	2	4.3	3	6.5	6	13	0	0	0	0	14	30.4		
HUMAN RESOURCES DIVISION	121	42	34.7	30	24.8	2	1.7	0	0	9	7.4	0	0	79	65.3	54	44.6	18	14.9	2	1.7	5	4.1	0	0	0	0	36	29.8		
INFORMATION TECHNOLOGY DIVISIO	298	204	68.5	156	52.3	17	5.7	7	2.3	16	5.4	0	0	94	31.5	69	23.2	11	3.7	2	0.7	10	3.4	0	0	2	0.7	63	21.1		
MASSACHUSETTS OFFICE ON DISABI	14	6	42.9	6	42.9	0	0	0	0	0	0	0	0	8	57.1	6	42.9	1	7.1	1	7.1	0	0	0	0	0	0	2	14.3		
PUBLIC EMPLOYEE RETIREMENT ADM	51	25	49	21	41.2	0	0	0	0	1	2	0	0	26	51	25	49	0	0	1	2	0	0	0	0	0	0	2	3.9		
TEACHERS RETIREMENT BOARD	74	28	37.8	25	33.8	3	4.1	0	0	0	0	0	0	46	62.2	32	43.2	8	10.8	2	2.7	4	5.4	0	0	0	0	17	23		
TOTALS:	3315	1661	50.1	1415	42.7	101	3	38	1.1	91	2.7	1	0	1654	49.9	1260	38	204	6.2	84	2.5	100	3	1	0	5	0.2	620	18.7		

19 - ADMINISTRATION & FINANCE

- Secretariat Workforce Summary Report

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EEO4 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Minority Total	%
Officials and Administrators	429	257	59.9	237	55.2	7	1.6	3	0.7	9	2.1	0	0	1	0.2	172	40.1	143	33.3	18	4.2	4	0.9	6	1.4	1	0.2	0	0	48	11.2
Professionals	2451	1236	50.4	1049	42.8	81	3.3	27	1.1	68	2.8	0	0	11	0.4	1215	49.6	935	38.1	139	5.7	56	2.3	81	3.3	0	0	4	0.2	452	18.4
Technicians	126	79	62.7	59	46.8	8	6.3	1	0.8	9	7.1	0	0	2	1.6	47	37.3	30	23.8	6	4.8	3	2.4	8	6.3	0	0	0	0	35	27.8
Protective Service:Sworn	2	1	50	1	50	0	0	0	0	0	0	0	0	1	50	1	50	0	0	0	0	0	0	0	0	0	0	0	0		
Protective Service:Non-Sworn	2	2	100	2	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Office/Clerical	262	53	20.2	37	14.1	4	1.5	6	2.3	5	1.9	0	0	1	0.4	209	79.8	142	54.2	40	15.3	21	8	5	1.9	0	0	1	0.4	81	30.9
Skilled Craft	18	18	100	17	94.4	1	5.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	5.6		
Service Maintenance	25	15	60	13	52	0	0	1	4	0	0	1	4	0	0	10	40	9	36	1	4	0	0	0	0	0	0	0	3	12	
TOTALS:	3315	1661	50.1	1415	42.7	101	3	38	1.1	91	2.7	1	0	1654	49.9	1260	38	204	6.2	84	2.5	100	3	1	0	5	0.2	620	18.7		

19 - ADMINISTRATION & FINANCE - Secretariat New Hires Analysis

Report run for 4/1/2007 - 6/23/2007

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EE04 Category	Grand Total	** MALES **													** FEMALES **													Minority Total	%		
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%			Not Known	%
Officials and Administrators	10	8	80	8	80	0	0	0	0	0	0	0	0	0	2	20	1	10	1	10	0	0	0	0	0	0	0	0	1	10	
Professionals	30	17	56.7	12	40	2	6.7	1	3.3	1	3.3	0	0	1	3.3	13	43.3	8	26.7	4	13.3	1	3.3	0	0	0	0	9	30		
Office/Clerical	3	1	33.3	0	0	0	0	1	33.3	0	0	0	0	0	2	66.7	1	33.3	0	0	0	0	0	0	0	1	33.3	1	33.3		
TOTALS:	43	26	60.5	20	46.5	2	4.7	2	4.7	1	2.3	0	0	1	2.3	17	39.5	10	23.3	5	11.6	1	2.3	0	0	0	0	1	2.3	11	25.6

19 - ADMINISTRATION & FINANCE - Secretariat Terminations Analysis

Report run for 4/1/2007 - 6/23/2007

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EE04 Category	Grand Total	** MALES **													** FEMALES **													Minority Total	%	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%			Not Known
Voluntary Terminations																														
Officials and Administrators	16	12	75	11	68.8	0	0	1	6.3	0	0	0	0	0	4	25	4	25	0	0	0	0	0	0	0	0	0	0	1	6.3
Professionals	27	15	55.6	12	44.4	2	7.4	0	0	1	3.7	0	0	0	12	44.4	5	18.5	2	7.4	1	3.7	4	14.8	0	0	0	10	37	
Technicians	2	2	100	1	50	1	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	50	
Office/Clerical	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	100	1	50	1	50	0	0	0	0	0	0	0	1	50	
TOTALS:	47	29	61.7	24	51.1	3	6.4	1	2.1	1	2.1	0	0	0	18	38.3	10	21.3	3	6.4	1	2.1	4	8.5	0	0	0	0	13	27.7
Involuntary Terminations																														
Professionals	4	2	50	0	0	0	0	0	0	1	25	0	0	1	25	2	50	0	0	0	0	1	25	1	25	0	0	0	3	75
TOTALS:	4	2	50	0	0	0	0	0	0	1	25	0	0	1	25	2	50	0	0	0	0	1	25	1	25	0	0	0	3	75

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



SECRETARY IAN A. BOWLES

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS

INTRODUCTION

The overall mission of the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA) is to safeguard public health from environmental threats and to preserve, protect, and enhance the natural resources of the Commonwealth.

OVERVIEW OF SECRETARIAT AND AGENCY RELATIONSHIPS

The Executive Office of Energy and Environmental Affairs (EOEEA) consists of 6 agencies; Department of Conservation and Recreation, Department of Fish and Game, Department of Environmental Protection, Department of Agricultural Resources, Department of Energy Resources and Department of Public Utilities.

The Secretariat has established departments to carry out six distinct missions:

1. **Department of Agricultural Resources** The Department of Agricultural Resources (DAR) works to provide a safe, local supply of high quality foods and to strengthen the economic viability of Massachusetts' agriculture. DAR promotes the environmental sustainability of the agricultural industry by preserving significant farmland resources and supporting agriculture as an important part of the Commonwealth's economy;
2. **Department of Conservation and Recreation** The Department of Conservation and Recreation (DCR) strives to protect, preserve, manage and enhance the natural and cultural resources of the Commonwealth in order to promote healthy, livable and sustainable communities, and to connect people to these resources through recreation and education;
3. **Department of Environmental Protection** The Department of Environmental Protection (DEP) works to fulfill Article 97 of the Massachusetts' Constitution's guarantee of the people's right to clean air and water as well as the natural, scenic, historic, and aesthetic qualities of their environment;
4. **Department of Fish and Game** The Department of Fish and Game (DFG) is charged with stewardship of the Commonwealth's marine and freshwater fisheries, wildlife species, plants and natural communities, and wildlife dependent recreation;
5. **Department of Public Utilities(DPU)** The Department is responsible for the structure and control of monopoly energy in the Commonwealth; developing alternatives to traditional regulation and traditional monopoly arrangements; controlling prices and profits; monitoring service quality; regulating safety in the transportation and gas pipeline areas; and for the siting of energy facilities. The mission of the Department is to ensure that utility consumers are provided with the most reliable service at the lowest possible cost; to protect the public safety from transportation and gas pipeline related accidents; to oversee the energy facilities siting process; and to ensure that residential ratepayers' rights are protected under regulations.
6. **Department of Energy Resources(DOER)** Implement energy policies that ensure an adequate supply of reliable, affordable and clean energy for the businesses and residents of Massachusetts and improve and streamline energy

regulation, promote greater efficiency in all energy uses, reduce energy costs and mobilize energy education.

COMPARISON OF WORKFORCE

The secretariat Executive Office of Energy and Environmental Affairs (EOEEA) total staff count for fiscal year 2007 is 2943 compared to 2921 in 2006. The Departments of Public Utilities and Energy Resources became part of EOEEA in fourth quarter 2007; therefore, their staff counts are included in the 2007 figures. The 2007 and 2006 comparison follows:

Officials and Administrators

2007 Total 288; males = 201, females = 87, minority total = 20
2006 Total 279; males = 186, females = 93, minority total = 21

Professionals

2007 Total 1639, males = 1009, females = 630, minority total = 173
2006 Total 1610, males = 1008, females = 602, minority total = 172

Technicians

2007 Total 148, males = 115, females = 33, minority total = 8
2006 Total 146, males = 114, females = 32, minority total = 8

Protective Services Sworn

2007 Total 110, males = 99, females = 11, minority total = 7
2006 Total 114, males = 104, females = 10, minority total = 7

Office/Clerical:

2007: Total 182, males = 22, females = 160, minority total = 34
2006: Total 191, males = 22, females = 169, minority total = 39

Skilled Craft

2007 Total 149, males = 146, females = 3, minority total = 12
2006 Total 151, males = 150, females = 1, minority total = 11

Service Maintenance

2007 Total 427, males = 369, females = 58, minority total = 30
2006 Total 430, males = 375, females = 55, minority total = 35

In all the job groups there were no major increases in the minority totals.

Secretariat Goals for FY 2008

All agencies within EOEEA plan to increase their recruiting efforts by attending career/job fairs, community outreach, mailings and email postings to minority professional and fraternal groups and organizations, historic Black college and universities, women's professional groups and to send postings to One Stop Career Centers and continue to post on the Commonwealth's Employment Opportunities (CEO) site.

The agencies in EOEEA will continue on a bi-annual basis to encourage employees to self-identify as a Person with Disabilities and a Vietnam Era Veteran. During this fiscal year, there will be training in Diversity and Prevention of Sexual Harassment in the Workplace and other areas as needed.

The Executive Office of Energy and Environmental Affairs are committed to recruit, retain, and promote diverse employees within each agency.

20 - ENVIRONMENTAL AFFAIRS

- Secretariat Workforce Summary By Department

Report run for Pay Period Ending 6/23/2007

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Department	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Minority Total	%
DEPARTMENT CONSERVATION AND RE	1153	853	74	750	65	45	3.9	10	0.9	9	0.8	2	0.2	37	3.2	300	26	229	19.9	30	2.6	6	0.5	5	0.4	1	0.1	29	2.5	108	9.4
DEPARTMENT of AGRICULTURAL RES	59	34	57.6	30	50.8	3	5.1	0	0	1	1.7	0	0	0	0	25	42.4	21	35.6	4	6.8	0	0	0	0	0	0	0	8	13.6	
DEPARTMENT OF ENVIRONMENTAL PR	972	571	58.7	522	53.7	20	2.1	7	0.7	21	2.2	1	0.1	0	0	401	41.3	347	35.7	25	2.6	10	1	19	2	0	0	0	0	103	10.6
DEPARTMENT OF FISH AND GAME	276	178	64.5	172	62.3	2	0.7	0	0	2	0.7	2	0.7	0	0	98	35.5	93	33.7	3	1.1	1	0.4	1	0.4	0	0	0	0	11	4
DEPARTMENT OF TELECOMMUNICATIO	103	58	56.3	50	48.5	5	4.9	1	1	2	1.9	0	0	0	0	45	43.7	31	30.1	9	8.7	0	0	3	2.9	0	0	2	1.9	20	19.4
DIVISION OF ENERGY RESOURCES	27	17	63	16	59.3	1	3.7	0	0	0	0	0	0	0	0	10	37	7	25.9	0	0	1	3.7	1	3.7	0	0	1	3.7	3	11.1
EXECUTIVE OFFICE OF ENVIRONMENT	256	171	66.8	159	62.1	8	3.1	0	0	3	1.2	1	0.4	0	0	85	33.2	69	27	11	4.3	1	0.4	2	0.8	2	0.8	0	0	28	10.9
STATE RECLAMATION BOARD	97	79	81.4	59	60.8	0	0	1	1	0	0	1	1	18	18.6	18	18.6	12	12.4	0	0	0	0	1	1	0	0	5	5.2	3	3.1
TOTALS:	2943	1961	66.6	1758	59.7	84	2.9	19	0.6	38	1.3	7	0.2	55	1.9	982	33.4	809	27.5	82	2.8	19	0.6	32	1.1	3	0.1	37	1.3	284	9.7

20 - ENVIRONMENTAL AFFAIRS

- Secretariat Workforce Summary Report

Report run for Pay Period Ending 6/23/2007

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EE04 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Minority Total	%
Officials and Administrators	288	201	69.8	184	63.9	9	3.1	1	0.3	1	0.3	0	0	6	2.1	87	30.2	72	25	7	2.4	2	0.7	0	0	0	0	6	2.1	20	6.9
Professionals	1639	1009	61.6	918	56	34	2.1	13	0.8	34	2.1	1	0.1	9	0.5	630	38.4	523	31.9	47	2.9	12	0.7	30	1.8	2	0.1	16	1	173	10.6
Technicians	148	115	77.7	109	73.6	4	2.7	1	0.7	0	0	1	0.7	0	0	33	22.3	31	20.9	2	1.4	0	0	0	0	0	0	0	8	5.4	
Protective Service:Sworn	110	99	90	90	81.8	4	3.6	0	0	2	1.8	1	0.9	2	1.8	11	10	11	10	0	0	0	0	0	0	0	0	0	7	6.4	
Office/Clerical	182	22	12.1	16	8.8	3	1.6	0	0	1	0.5	0	0	2	1.1	160	87.9	123	67.6	23	12.6	5	2.7	2	1.1	0	0	7	3.8	34	18.7
Skilled Craft	149	146	98	131	87.9	10	6.7	1	0.7	0	0	1	0.7	3	2	3	2	3	2	0	0	0	0	0	0	0	0	12	8.1		
Service Maintenance	427	369	86.4	310	72.6	20	4.7	3	0.7	0	0	3	0.7	33	7.7	58	13.6	46	10.8	3	0.7	0	0	0	0	1	0.2	8	1.9	30	7
TOTALS:	2943	1961	66.6	1758	59.7	84	2.9	19	0.6	38	1.3	7	0.2	55	1.9	982	33.4	809	27.5	82	2.8	19	0.6	32	1.1	3	0.1	37	1.3	284	9.7

20 - ENVIRONMENTAL AFFAIRS - Secretariat New Hires Analysis

Report run for 4/1/2007 - 6/23/2007

Report Generated 1/10/2008 1:06:54 PM

EE04 Category	Grand Total	** MALES **													** FEMALES **													Minority Total			
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%			Not Known	%
Officials and Administrators	11	7	63.6	6	54.5	0	0	0	0	0	0	0	0	1	9.1	4	36.4	4	36.4	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	16	6	37.5	5	31.3	0	0	0	0	0	0	0	0	1	6.3	10	62.5	6	37.5	0	0	0	0	1	6.3	0	0	3	18.8	1	6.3
Technicians	1	1	100	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Office/Clerical	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	100	3	100	0	0	0	0	0	0	0	0	0	0	0	
Skilled Craft	1	1	100	0	0	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	100	
Service Maintenance	19	16	84.2	8	42.1	0	0	0	0	0	0	0	0	8	42.1	3	15.8	0	0	0	0	0	0	0	0	0	3	15.8	0	0	
TOTALS:	51	31	60.8	20	39.2	1	2	0	0	0	0	0	0	10	19.6	20	39.2	13	25.5	0	0	0	0	1	2	0	0	6	11.8	2	3.9

20 - ENVIRONMENTAL AFFAIRS - Secretariat Terminations Analysis

Report run for 4/1/2007 - 6/23/2007

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EE04 Category	Grand Total	** MALES **													** FEMALES **													Minority Total				
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%			Not Known	%	
Voluntary Terminations																																
Officials and Administrators	4	2	50	1	25	0	0	0	0	0	0	0	0	1	25	2	50	1	25	0	0	0	0	0	0	0	1	25	0	0	1	25
Professionals	18	11	61.1	8	44.4	1	5.6	1	5.6	1	5.6	0	0	0	0	7	38.9	6	33.3	0	0	0	0	0	0	0	0	1	5.6	3	16.7	
Technicians	2	2	100	2	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Service Maintenance	4	4	100	3	75	1	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	25		
TOTALS:	28	19	67.9	14	50	2	7.1	1	3.6	1	3.6	0	0	1	3.6	9	32.1	7	25	0	0	0	0	0	0	1	3.6	1	3.6	5	17.9	
Involuntary Terminations																																
Officials and Administrators	2	1	50	1	50	0	0	0	0	0	0	0	0	0	0	1	50	1	50	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS:	2	1	50	1	50	0	0	0	0	0	0	0	0	0	0	1	50	1	50	0	0	0	0	0	0	0	0	0	0	0	0	

EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES



SECRETARY JUDYANN BIGBY

The Executive Office of Health and Human Services

The Executive Office of Health and Human Services (EOHHS), provides services to many of the Commonwealth's most vulnerable citizens. Following a consolidation of its departments in 2003, the Secretariat's seventeen agencies were reconfigured into three clusters: Children Youth and Families (CYF), Disabilities and Community Services (DCS), and Health. This consolidation has yielded significant service integration benefits for EOHHS clients and allowed for significant administrative streamlining.

Within the CYF Cluster, there are five agencies: Department of Transitional Assistance (DTA), Department of Youth Services (DYS), Department of Veterans Services (DVS), Department of Social Services (DSS), and the Department of Refugees and Immigrants (ORI). There are two agencies; the Department of Early Education and Care (EEC) and the Department of Elder Affairs (ELD), which are presently receiving Civil Rights and Human Resources services through the CYF Cluster. Finally, the cluster includes the Secretariat itself, which is comprised of the Executive Office of Health and Human Services (EHS), Mass Health, Acute and Ambulatory Care, and Long Term Care.

The Disabilities Cluster is comprised of the following six agencies: Massachusetts Commission for the Deaf and Hard of Hearing (MCDHH), Department of Mental Retardation (DMR), Soldiers' Home in Chelsea (CHE), Massachusetts Commission for the Blind (MCB),

Massachusetts Rehabilitation Commission (MRC), and the Soldiers' Home in Holyoke.

The Health Cluster includes: Department of Public Health (DPH), Department of Mental Health (DMH), and the Department of Health Care, Finance, and Policy (HCF).

At the end of the fiscal year, the Secretariat has achieved a number of accomplishments with respect to diversity, affirmative action, and equal opportunity.

To begin with, the Executive Office of Health and Human Services continues to lead the Commonwealth with respect to the number of protected group members hired and promoted into positions within all categories. This is particularly true in terms of the number of minority candidates hired into positions within the professional and management categories. In terms of both numbers and parity percentages in these two categories, EOHHS far outdistances all other Secretariats within the Commonwealth. The Secretariat's success in this area is due in large part to the partnership between Diversity Officers, Human Resources (HR) Employment Services staff, and the EHS Director of Recruitment working together to ensure a strong representation of protected group members in candidate pools for all positions. The Secretariat is also fortunate to benefit from a "top down" commitment from the Secretary towards the attainment of a work force which truly reflects the diversity of the population we serve.

EOHHS Diversity Officers along with EOHHS HR staff and agency liaisons participated in more than two dozen career fairs during the past fiscal year. Many of these Job Expos

were sponsored by local colleges and universities. Others were directed towards a particular profession or demographic. EOHHS Diversity Officers were active participants in these events as they promoted career opportunities within EOHHS agencies.

Within the Secretariat, vigorous efforts were undertaken to reach out and recruit nurses into positions within EOHHS agencies. These initiatives were successful in communicating many of the benefits available to nurses choosing to work for the Commonwealth. These efforts were rewarded by the hiring of several nurses during the past year.

The past year also demonstrated increased efforts in the number of trainings offered within the Secretariat. Diversity Officers and other trainers conducted diversity training in a number of agencies, including the Department of Youth Services, Department of Mental Retardation, Department of Transitional Assistance, Department of Mental Health, Department of Social Services, and the Holyoke Soldiers Home. These trainings were offered to managers, supervisors, and non-supervisory staff. Additionally, EOHHS Diversity Officers have partnered in leadership roles within diversity councils and multi-cultural committees within many of the agencies they serve. Diversity training and multi-cultural awareness continue to be a priority for Agency Heads who recognize the importance not only of creating a diverse work force, but also of acknowledging and celebrating individual differences in a positive way.

Many of the recruitment, hiring, and training initiatives which began in FY '07 will continue through the coming fiscal year. Included in these initiatives will be a greater emphasis upon diversity training within all agencies. As part of the new Executive Order (EO 478) which mandates diversity training for all agency staff, it is anticipated that most agencies within the Secretariat will have completed the first phase of this training by the end of the next fiscal year.

The coming year will also see an even stronger emphasis placed on the recruitment and retention of qualified minority candidates. Despite the Secretariat's success in the area of minority hiring, the number of minority managers in upper mid and senior level positions throughout the Secretariat remains significantly small. The EOHHS recruitment initiative for the coming year includes a significant role for Diversity Officers in identifying minority candidates who can move into senior level positions. This strategy will be coupled with communication between Diversity Officers, Agency Heads, and senior management at the Secretariat level to create pathways of opportunity for these candidates.

Below is statistical information which outlines the Secretariat's hiring activities for the past year.

At the end of the fourth quarter in FY '07, the Secretariat had a total work force of 24,396 employees. Of this number, 8,250 are male and 16,146 are female. In percentage terms, 33.8% are male, while 66.2% are female.

There are 1,631 managers in EHS: 719 males and 912 females. In percentage terms, managers are 44.1% male and 55.9% female. Among male managers, 628 are white, and 89 (5.46%) are minority. Among female managers, 779 are white and 129 (14.14%) are minority. The 218 minority managers comprise 13.37% of the total management work force.

Within the Secretariat, there are 348 Vietnam Era Veterans (VEV). In percentage terms, this is 1.43% of the total workforce, a figure which falls short of the 5% federal parity benchmark. VEV's are nearing retirement age and are not aggressively seeking employment with the Commonwealth.

There were 457 voluntary or involuntary separations during the fourth quarter of 2007. 124 (27.1%) of this total were minorities.

Within EOHHS, minority employees number 7,145 or 29.29% of the total workforce. 218 (3.05%) of the minority employees are managers and 1,413 (8%) of all white employees are managers. 519 employees are self-identified as persons with disabilities, which is 2.13% in percentage terms.

In the fourth quarter, there were 445 new hires: 146 males and 299 females. Of this total, 163 (36.63%) were minority. Most of the new hires occurred in the Professional Category. There were 457 separations; 387 voluntary and 70 involuntary. Most terminations occurred in the Non-Sworn Protective Service job category.

There were 252 transfers. 252 (89.23%) of these were

interdepartmental.

There were 114 promotions and 13 demotions. The vast majority of the promotions occurred in the Professional, Non-Sworn Protective Service, and Management categories, while most of the demotions occurred within the Non-Sworn Protective Service and Service Maintenance categories.

This EOHHS data compares favorably to the 2000 workforce availability or parity statistics for women and minorities but unfavorably for persons with disabilities and Vietnam Era Veterans. The below parity percentage for Vietnam Era Veterans could be due to the retirement factor and the fact that Vietnam Era Veterans are not aggressively seeking employment. When reviewing the parity for persons with disabilities, it may be noted that the low percentage can be attributed to the employees' choice to not register as having a disability.

Benchmarks (parity) for Commonwealth are:

Women: 48.20%

Minorities: 10.40%

Veterans: 5.00%

Persons with Disabilities: 12.00%

Please direct any questions about this report to Dean Denniston, EOHHS Civil Rights Director at 617-348-5295.

45 - HEALTH & HUMAN SERVICES - Secretariat Workforce Summary By Department

Report run for Pay Period Ending 6/23/2007

Report Generated 1/10/2008 1:23:42 PM

Department	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
COMMISSION FOR THE DEAF AND HA	61	11	18	9	14.8	0	0	2	3.3	0	0	0	0	0	50	82	42	68.9	6	9.8	1	1.6	0	0	1	1.6	0	0	10	16.4	
DEPARTMENT OF ELDER AFFAIRS	59	20	33.9	19	32.2	1	1.7	0	0	0	0	0	0	0	39	66.1	30	50.8	5	8.5	1	1.7	3	5.1	0	0	0	0	10	16.9	
DEPARTMENT OF MENTAL HEALTH	3979	1649	41.4	1158	29.1	368	9.2	69	1.7	46	1.2	8	0.2	0	2330	58.6	1818	45.7	390	9.8	65	1.6	51	1.3	5	0.1	1	0	1002	25.2	
DEPARTMENT OF MENTAL RETARDATI	7543	2521	33.4	1584	21	809	10.7	95	1.3	30	0.4	2	0	1	5022	66.6	3579	47.4	1240	16.4	130	1.7	61	0.8	10	0.1	2	0	2377	31.5	
DEPARTMENT OF PUBLIC HEALTH	3261	1010	31	741	22.7	161	4.9	45	1.4	60	1.8	1	0	2	2251	69	1544	47.3	463	14.2	91	2.8	145	4.4	5	0.2	3	0.1	971	29.8	
DEPARTMENT OF SOCIAL SERVICES	3546	753	21.2	568	16	97	2.7	61	1.7	25	0.7	1	0	1	2793	78.8	2021	57	375	10.6	341	9.6	47	1.3	8	0.2	1	0	955	26.9	
DEPARTMENT OF TRANSITIONAL ASS	1604	442	27.6	323	20.1	38	2.4	39	2.4	40	2.5	2	0.1	0	1162	72.4	794	49.5	185	11.5	144	9	38	2.4	1	0.1	0	0	487	30.4	
DEPARTMENT OF VETERANS SERVICE	45	29	64.4	25	55.6	2	4.4	2	4.4	0	0	0	0	0	16	35.6	9	20	6	13.3	1	2.2	0	0	0	0	0	0	0	11	24.4
DEPARTMENT OF YOUTH SERVICES	895	644	72	382	42.7	174	19.4	83	9.3	2	0.2	3	0.3	0	251	28	171	19.1	51	5.7	25	2.8	3	0.3	1	0.1	0	0	342	38.2	
EXECUTIVE OFFICE OF HEALTH and	1271	372	29.3	301	23.7	46	3.6	11	0.9	14	1.1	0	0	0	899	70.7	652	51.3	162	12.7	51	4	31	2.4	2	0.2	1	0.1	317	24.9	
HEALTH CARE FINANCE & POLICY	99	39	39.4	30	30.3	2	2	1	1	6	6.1	0	0	0	60	60.6	36	36.4	8	8.1	2	2	14	14.1	0	0	0	0	33	33.3	
MASS COMMISSION FOR THE BLIND	197	80	40.6	66	33.5	9	4.6	1	0.5	4	2	0	0	0	117	59.4	95	48.2	12	6.1	5	2.5	5	2.5	0	0	0	0	36	18.3	
MASS REHABILITATION COMMISSION	807	249	30.9	204	25.3	27	3.3	13	1.6	5	0.6	0	0	0	558	69.1	415	51.4	73	9	41	5.1	28	3.5	1	0.1	0	0	188	23.3	
OFFICE FOR REFUGEES and MMIGR	19	2	10.5	1	5.3	1	5.3	0	0	0	0	0	0	0	17	89.5	11	57.9	4	21.1	0	0	2	10.5	0	0	0	0	7	36.8	
SOLDIERS' HOME in HOLYOKE	374	101	27	82	21.9	8	2.1	10	2.7	1	0.3	0	0	0	273	73	188	50.3	29	7.8	52	13.9	2	0.5	0	0	2	0.5	102	27.3	
SOLDIERS' HOME in MASSACHUSETT	439	162	36.9	114	26	14	3.2	30	6.8	4	0.9	0	0	0	277	63.1	173	39.4	47	10.7	49	11.2	8	1.8	0	0	0	0	152	34.6	
TOTALS:	24199	8084	33.4	5607	23.2	1757	7.3	462	1.9	237	1	17	0.1	4	0	16115	66.6	11578	47.8	3056	12.6	999	4.1	438	1.8	34	0.1	10	0	7000	28.9

45 - HEALTH & HUMAN SERVICES - Secretariat Workforce Summary Report

Report run for Pay Period Ending 6/23/2007

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EEO4 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
Officials and Administrators	1614	704	43.6	617	38.2	58	3.6	16	1	12	0.7	1	0.1	0	0	910	56.4	778	48.2	93	5.8	23	1.4	14	0.9	0	0	2	0.1	217	13.4
Professionals	11607	3274	28.2	2574	22.2	369	3.2	179	1.5	145	1.2	5	0	2	0	8333	71.8	6362	54.8	1047	9	598	5.2	303	2.6	21	0.2	2	0	2667	23
Technicians	1324	338	25.5	281	21.2	43	3.2	8	0.6	6	0.5	0	0	0	0	986	74.5	807	61	124	9.4	39	2.9	13	1	1	0.1	2	0.2	234	17.7
Protective Service:Sworn	172	148	86	119	69.2	20	11.6	7	4.1	2	1.2	0	0	0	0	24	14	15	8.7	6	3.5	3	1.7	0	0	0	0	0	38	22.1	
Protective Service:Non-Sworn	6560	2550	38.9	1216	18.5	1117	17	168	2.6	44	0.7	5	0.1	0	0	4010	61.1	2286	34.8	1471	22.4	188	2.9	55	0.8	6	0.1	4	0.1	3054	46.6
Office/Clerical	1611	148	9.2	100	6.2	28	1.7	12	0.7	6	0.4	1	0.1	1	0.1	1463	90.8	1059	65.7	262	16.3	100	6.2	38	2.4	4	0.2	0	0	451	28
Skilled Craft	487	444	91.2	384	78.9	34	7	16	3.3	6	1.2	4	0.8	0	0	43	8.8	32	6.6	8	1.6	2	0.4	1	0.2	0	0	0	0	71	14.6
Service Maintenance	752	448	59.6	293	39	85	11.3	55	7.3	13	1.7	1	0.1	1	0.1	304	40.4	205	27.3	42	5.6	43	5.7	12	1.6	2	0.3	0	0	253	33.6
No EEO-4 Reporting	72	30	41.7	23	31.9	3	4.2	1	1.4	3	4.2	0	0	0	0	42	58.3	34	47.2	3	4.2	3	4.2	2	2.8	0	0	0	0	15	20.8
TOTALS:	24199	8084	33.4	5607	23.2	1757	7.3	462	1.9	237	1	17	0.1	4	0	16115	66.6	11578	47.8	3056	12.6	999	4.1	438	1.8	34	0.1	10	0	7000	28.9

45 - HEALTH & HUMAN SERVICES - Secretariat New Hires Analysis

Report run for 4/1/2007 - 6/23/2007

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EEO4 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
Officials and Administrators	35	11	31.4	10	28.6	1	2.9	0	0	0	0	0	0	0	0	24	68.6	18	51.4	5	14.3	0	0	1	2.9	0	0	0	0	7	20
Professionals	239	62	25.9	33	13.8	12	5	12	5	3	1.3	1	0.4	1	0.4	177	74.1	113	47.3	28	11.7	24	10	8	3.3	1	0.4	3	1.3	89	37.2
Technicians	12	2	16.7	1	8.3	1	8.3	0	0	0	0	0	0	0	0	10	83.3	5	41.7	5	41.7	0	0	0	0	0	0	0	0	6	50
Protective Service:Sworn	3	1	33.3	1	33.3	0	0	0	0	0	0	0	0	0	0	2	66.7	1	33.3	1	33.3	0	0	0	0	0	0	0	0	1	33.3
Protective Service:Non-Sworn	103	50	48.5	17	16.5	26	25.2	5	4.9	1	1	1	1	0	0	53	51.5	25	24.3	21	20.4	6	5.8	0	0	0	1	1	60	58.3	
Office/Clerical	22	5	22.7	5	22.7	0	0	0	0	0	0	0	0	0	0	17	77.3	8	36.4	5	22.7	3	13.6	1	4.5	0	0	0	0	9	40.9
Skilled Craft	3	2	66.7	2	66.7	0	0	0	0	0	0	0	0	0	0	1	33.3	1	33.3	0	0	0	0	0	0	0	0	0	0	0	
Service Maintenance	27	12	44.4	4	14.8	6	22.2	1	3.7	0	0	0	0	1	3.7	15	55.6	8	29.6	5	18.5	1	3.7	1	3.7	0	0	0	0	14	51.9
No EEO-4 Reporting	1	1	100	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS:	445	146	32.8	74	16.6	46	10.3	18	4	4	0.9	2	0.4	2	0.4	299	67.2	179	40.2	70	15.7	34	7.6	11	2.5	1	0.2	4	0.9	186	41.8

EXECUTIVE OFFICE OF HOUSING AND ECONOMIC DEVELOPMENT



SECRETARY DANIEL O'CONNELL

EXECUTIVE OFFICE OF HOUSING AND ECONOMIC DEVELOPMENT

Introduction

The Executive Office of Housing and Economic Development (EOHED) coordinates policies and programs across the Department of Business Development, the Department of Consumer Affairs and Business Regulation, and the Department of Housing and Community Development. The mission of the Executive Office of Housing and Economic Development and its agencies is to enhance the quality of life of Massachusetts residents by expanding affordable housing opportunities and stimulating job growth in all regions of the Commonwealth. EOHED strives to create a positive climate for both commercial and residential development, while at the same time promoting principles of smart growth. Additionally, the Office seeks to protect consumers through a reasonable regulatory approach to critical business areas such as banking, insurance, and telecommunications.

Overview of Secretariat and Agency Relationships

Under the Article 87 reorganization which occurred with the change in Administration, the Secretariat underwent a significant structural change: While the Department of Business and Technology and the Office of Consumer Affairs and Business Regulation continue to report to EOHED, all Labor Departments formed their own secretariat and no longer report the EOHED. The Office of Housing and Community Development, previously a separate entity, is now part of the EOHED secretariat.

Broad Comparison of Workforce—Current Fiscal year to Past Fiscal Year

The year to year statistics detailed below show a comparison of the current agencies under the EOHED secretariat. Therefore, the Labor Agencies' statistical information is excluded, but the Department of

Housing and Community Development information is included in the analysis. This is required make the comparisons more meaningful and because the Labor agencies as a whole had significantly more FTEs than the Housing department.

	FY2006		FY2007		Variance	
	#	%	#	%	#	%
Total Workforce	735		762		27	3.67%
Males	370	50.34%	383	50.26%	13	3.51%
Non Minority	323	43.95%	333	43.70%	10	3.10%
Minority	47	6.39%	50	6.56%	3	6.38%
Females	365	49.66%	379	49.74%	14	3.86%
Non Minority	280	38.09%	278	35.10%	-2	-.71%
Minority	85	11.56%	101	13.25%	16	18.23%

Highlights

Overall, the secretariat workforce numbers have remained fairly consistent, with only a modest increase in the number of FTEs in FY07. This increase in number of employees is reflected in the various categories listed. However, it should be noted there has been an increase in percentage of minority males and minority females.

The Secretariat as a whole exceeds benchmarks for women and minorities. We continually work to maintain and improve EOHED's representation of protected groups within our workforce by attending various job fairs; placing job postings in relevant trade journals, with minority based organizations, with colleges and universities, and with the Department of Workforce Development's One-Stop Career Centers; and working with HRD

in their recruitment efforts. Several agencies have, during various times throughout the fiscal year, sent out notices to staff requesting that they self-identify. Several EOHED agencies offer flex-time options to their staff in an effort to maintain a diverse workforce.

Secretariat Moving Forward

The agencies under EOHED work to maintain an atmosphere that is welcoming to peoples of various cultures, races, ages and orientation. EOHED has exceeded benchmarks for women and minorities for the past three fiscal years. We have done this by working to recruit and to retain protected groups into our agencies and to promoting diversity throughout the many layers of our workforce. Our goal is to continually improve our benchmarks numbers with the hopes of becoming the most diverse Secretariat in the Commonwealth of Massachusetts.

92 - EXEC OFF OF ECONOMIC DEVELOP - Secretariat Workforce Summary By Department

Report run for Pay Period Ending 6/23/2007

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Department	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
DEPARTMENT OF BUSINESS and TEC	66	32	48.5	27	40.9	3	4.5	2	3	0	0	0	0	0	34	51.5	22	33.3	6	9.1	4	6.1	2	3	0	0	0	0	17	25.8	
DEPT OF HOUSING AND COMMUNITY	206	94	45.6	74	35.9	7	3.4	3	1.5	7	3.4	1	0.5	2	1	112	54.4	84	40.8	12	5.8	6	2.9	6	2.9	2	1	2	1	44	21.4
DEPT of TELECOMM & CABLE	21	7	33.3	4	19	2	9.5	0	0	0	0	0	0	1	4.8	14	66.7	8	38.1	5	23.8	0	0	1	4.8	0	0	0	0	8	38.1
DIVISION OF BANKS	150	85	56.7	74	49.3	9	6	1	0.7	1	0.7	0	0	0	0	65	43.3	52	34.7	6	4	1	0.7	5	3.3	0	0	1	0.7	23	15.3
DIVISION OF INSURANCE	129	72	55.8	61	47.3	6	4.7	1	0.8	2	1.6	0	0	2	1.6	57	44.2	41	31.8	10	7.8	2	1.6	4	3.1	0	0	0	0	25	19.4
DIVISION OF PROFESSIONAL LICEN	102	40	39.2	39	38.2	0	0	0	0	0	0	0	0	1	1	62	60.8	43	42.2	11	10.8	4	3.9	1	1	0	0	3	2.9	16	15.7
DIVISION OF STANDARDS	18	15	83.3	14	77.8	0	0	0	0	1	5.6	0	0	0	0	3	16.7	3	16.7	0	0	0	0	0	0	0	0	0	0	1	5.6
EXECUTIVE OFFICE OF ECONOMIC D	11	5	45.5	4	36.4	1	9.1	0	0	0	0	0	0	0	0	6	54.5	2	18.2	2	18.2	0	0	2	18.2	0	0	0	0	5	45.5
OFFICE OF CONSUMER AFFAIRS AND	27	10	37	8	29.6	2	7.4	0	0	0	0	0	0	0	0	17	63	9	33.3	4	14.8	0	0	3	11.1	0	0	1	3.7	9	33.3
STATE RACING COMMISSION	32	22	68.8	19	59.4	0	0	0	0	1	3.1	0	0	2	6.3	10	31.3	8	25	0	0	0	0	2	6.3	0	0	0	0	3	9.4
TOTALS:	762	382	50.1	324	42.5	30	3.9	7	0.9	12	1.6	1	0.1	8	1	380	49.9	272	35.7	56	7.3	17	2.2	26	3.4	2	0.3	7	0.9	151	19.8

92 - EXEC OFF OF ECONOMIC DEVELOP - Secretariat Workforce Summary Report

Report run for Pay Period Ending 6/23/2007

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EE04 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
Officials and Administrators	224	116	51.8	102	45.5	7	3.1	1	0.4	0	0	1	0.4	5	2.2	108	48.2	84	37.5	13	5.8	3	1.3	6	2.7	1	0.4	1	0.4	32	14.3
Professionals	446	243	54.5	205	46	22	4.9	3	0.7	10	2.2	0	0	3	0.7	203	45.5	151	33.9	24	5.4	7	1.6	18	4	0	0	3	0.7	84	18.8
Technicians	6	5	83.3	5	83.3	0	0	0	0	0	0	0	0	0	0	1	16.7	1	16.7	0	0	0	0	0	0	0	0	0	0	0	0
Office/Clerical	86	18	20.9	12	14	1	1.2	3	3.5	2	2.3	0	0	0	0	68	79.1	36	41.9	19	22.1	7	8.1	2	2.3	1	1.2	3	3.5	35	40.7
TOTALS:	762	382	50.1	324	42.5	30	3.9	7	0.9	12	1.6	1	0.1	8	1	380	49.9	272	35.7	56	7.3	17	2.2	26	3.4	2	0.3	7	0.9	151	19.8

92 - EXEC OFF OF ECONOMIC DEVELOP - Secretariat New Hires Analysis

Report run for 4/1/2007 - 6/23/2007

Report Generated 1/8/2008 4:19:20 PM

EE04 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	%
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
Officials and Administrators	11	2	18.2	1	9.1	0	0	0	0	0	0	0	0	1	9.1	9	81.8	4	36.4	2	18.2	1	9.1	2	18.2	0	0	0	0	5	45.5
Professionals	7	3	42.9	2	28.6	1	14.3	0	0	0	0	0	0	0	0	4	57.1	1	14.3	1	14.3	1	14.3	0	0	0	0	1	14.3	3	42.9
Office/Clerical	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	100	0	0	1	33.3	2	66.7	0	0	0	0	0	0	3	100
TOTALS:	21	5	23.8	3	14.3	1	4.8	0	0	0	0	0	0	1	4.8	16	76.2	5	23.8	4	19	4	19	2	9.5	0	0	1	4.8	11	52.4

92 - EXEC OFF OF ECONOMIC DEVELOP - Secretariat Terminations Analysis

Report run for 4/1/2007 - 6/23/2007

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EE04 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	%
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		

Voluntary Terminations

Officials and Administrators	13	7	53.8	7	53.8	0	0	0	0	0	0	0	0	0	0	6	46.2	6	46.2	0	0	0	0	0	0	0	0	0	0	0
Professionals	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	100	2	100	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	15	7	46.7	7	46.7	0	0	0	0	0	0	0	0	0	0	8	53.3	8	53.3	0	0	0	0	0	0	0	0	0	0	0

Involuntary Terminations

Officials and Administrators	4	4	100	3	75	1	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	25
TOTALS:	4	4	100	3	75	1	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	25	

EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT



Department of Labor and Workforce Development

Annual Report

The mission of the Department of Labor and Workforce Development is to enhance quality, diversity and stability of the Commonwealth's workforce by making available new training, protecting the rights of workers, preventing workplace injury and illness ensuring businesses are informed of all employment laws impacting them and their employees, providing temporary assistance when employment is interrupted, promoting labor-management partnerships providing temporary assistance to individuals whose employment is interrupted and ensuring access to economic self sufficiency and for all citizens of the Commonwealth.

The Department of Labor and Workforce Development became a Secretariat April 2007. The Department of Labor and Workforce Development is comprised of the Division of Unemployment, the Division of Career Services, and the Division of Apprenticeship Training. The Department of Labor is comprised of the Division of Industrial Accidents, the Division of Occupational Safety, the Board of Conciliation and Arbitration and the Joint Labor Management Committee.

Department of Workforce Development

In the Department of Workforce Development there are some encouraging trends in the Manager 5 and above group. The number of minority M5 and above managers rose to 13% in June of 2007 and in August of 2006 there were 5.60% minority M5 and above managers. There was also an increase in the percentage of female managers from 32.50% in August of 2006 to 43% in June of 2007. While these numbers reflect an improvement in hiring in the managerial category, there still needs to be emphasis placed on recruitment and hiring of more minorities for managerial positions. From August of 2006 to June

of 2007 the number of Asian, Hispanic employed in DWD has increased, however there has been a slight (one employee) decrease in the number of Black and VEV employees.

During this past fiscal year the Department of Workforce Development has made great strides in developing a strong outreach and recruitment component. The Civil Rights Officer and Human Resources employees attended numerous career fairs including but not limited to the NAACP Career Fair, several college career fairs, career fairs geared to Veterans and Career Fairs for women and minorities. Our recruitment efforts also included grassroots outreach opinion leaders from different communities and civic organizations. Outreach by these opinion leaders to their email lists proved to be a successful. An article in the Boston Herald about our outreach efforts generated a good response from prospective job applicants as well. Diversity Training is ongoing. All DWD managers will have completed training by the fall of 2007. The Diversity Director and the Training Department will collaborate to develop an aggressive Diversity Training schedule for non managerial employees.

The goals and objectives for the Department of Workforce Development include continued outreach to create a more diverse workforce within the department. There will be increased recruitment, hiring and promotion of minorities, females, persons with disabilities and Vietnam Era Veterans with an emphasis placed on increasing diversity in management levels. The department is striving to have all employees to complete Diversity Training and there is an active recruitment effort for employees to attend the Diversity Train the Trainers Class. Other goals include creating Diversity Council to promote awareness of diversity, to celebrate diversity through employee sponsored events and provide opportunities for employees to learn about other cultures.

The Diversity Director will also convene a group of employees and community opinion leaders for the purpose of collaboration to find additional recruitment avenues.

Our goals as a Secretariat are to retain, promote and hire a diverse workforce within the Secretariat. There will be active outreach efforts including career fairs, grassroots outreach to community opinion leaders, educational institutions and community based organizations. Goals will also include collaboration with the Governor's appointments Secretary to make boards more diverse. A secretariat Diversity Team comprised of the Diversity Directors will be created so that we can better learn from each other and share our best practices. We will be having meetings once a month at a minimum. A goal to create a strong team environment all the Diversity Directors will enhance the agency as a whole. The new Secretariat Diversity Director will meet with each division Diversity Director to help identify new strategies to diversify the Secretariat. Another goal is have the people with disabilities to self identify. We current have not tracked that information in all the divisions. A letter will be sent out to all employees with the self identification forms. Another goal is to communicate to hiring managers the commitment to hire a diverse workforce and the Diversity Directors will schedule time to speak to managers about the role in the overall Diversity and Affirmative Action Plans. Another goal is to increase employee's awareness of professional development opportunities so they can advance their careers. Our goal is to have **all employees** invested in the diversity plan. Another goal is to work with the employees inside our agency and make them aware of professional development opportunities so that they can advance their career.

The Department of Labor and Workforce Development remains committed to Affirmative Action, Equal Opportunity and Diversity and looks forward to continued collaboration with the Office of Diversity and Equal Opportunity.

93 - EXEC OFF OF LABOR & WF DEV - Secretariat Workforce Summary By Department

Report run for Pay Period Ending 6/23/2007

Report Generated 1/8/2008 4:46:56 PM

Department	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Minority Total	%
BOARD CONCILIATION & ARBITRATI	11	5	45.5	5	45.5	0	0	0	0	0	0	0	0	0	6	54.5	6	54.5	0	0	0	0	0	0	0	0	0	0	0	0	0
DEPARTMENT OF INDUSTRIAL ACCID	256	98	38.3	81	31.6	12	4.7	4	1.6	0	0	0	1	0.4	158	61.7	112	43.8	32	12.5	7	2.7	6	2.3	1	0.4	0	0	62	24.2	
DEPARTMENT OF LABOR	57	27	47.4	22	38.6	0	0	0	0	1	1.8	0	0	4	7	30	52.6	25	43.9	1	1.8	2	3.5	1	1.8	0	0	1	1.8	5	8.8
DEPT OF WORKFORCE DEVELOPMENT	1307	541	41.4	427	32.7	62	4.7	20	1.5	31	2.4	1	0.1	0	0	766	58.6	537	41.1	106	8.1	76	5.8	46	3.5	1	0.1	0	0	343	26.2
EXECUTIVE OFFICE of LABOR	17	3	17.6	3	17.6	0	0	0	0	0	0	0	0	0	14	82.4	12	70.6	1	5.9	1	5.9	0	0	0	0	0	0	2	11.8	
JOINT LABOR MANAGEMENT COMMISS	5	2	40	2	40	0	0	0	0	0	0	0	0	0	3	60	3	60	0	0	0	0	0	0	0	0	0	0	0	0	
LABOR RELATIONS COMMISSION	11	5	45.5	5	45.5	0	0	0	0	0	0	0	0	0	6	54.5	6	54.5	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS:	1664	681	40.9	545	32.8	74	4.4	24	1.4	32	1.9	1	0.1	5	0.3	983	59.1	701	42.1	140	8.4	86	5.2	53	3.2	2	0.1	1	0.1	412	24.8

93 - EXEC OFF OF LABOR & WF DEV - Secretariat Workforce Summary Report

Report run for Pay Period Ending 6/23/2007

Report Generated 1/8/2008 4:54:14 PM

EE04 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Minority Total	%
Officials and Administrators	286	150	52.4	136	47.6	11	3.8	2	0.7	1	0.3	0	0	0	136	47.6	113	39.5	18	6.3	2	0.7	3	1	0	0	0	0	37	12.9	
Professionals	1126	465	41.3	363	32.2	50	4.4	20	1.8	28	2.5	1	0.1	3	0.3	661	58.7	465	41.3	79	7	75	6.7	40	3.6	1	0.1	1	0.1	294	26.1
Technicians	41	26	63.4	17	41.5	4	9.8	1	2.4	2	4.9	0	0	2	4.9	15	36.6	11	26.8	1	2.4	2	4.9	1	2.4	0	0	0	0	11	26.8
Office/Clerical	205	34	16.6	23	11.2	9	4.4	1	0.5	1	0.5	0	0	0	171	83.4	112	54.6	42	20.5	7	3.4	9	4.4	1	0.5	0	0	70	34.1	
Skilled Craft	4	4	100	4	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Service Maintenance	2	2	100	2	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS:	1664	681	40.9	545	32.8	74	4.4	24	1.4	32	1.9	1	0.1	5	0.3	983	59.1	701	42.1	140	8.4	86	5.2	53	3.2	2	0.1	1	0.1	412	24.8

93 - EXEC OFF OF LABOR & WF DEV - Secretariat New Hires Analysis

Report run for 4/1/2007 - 6/23/2007

Report Generated 1/8/2008 4:56:24 PM

EE04 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	%
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
Officials and Administrators	8	5	62.5	3	37.5	1	12.5	1	12.5	0	0	0	0	0	0	3	37.5	3	37.5	0	0	0	0	0	0	0	0	0	2	25	
Professionals	29	16	55.2	13	44.8	3	10.3	0	0	0	0	0	0	0	13	44.8	5	17.2	4	13.8	1	3.4	3	10.3	0	0	0	11	37.9		
Technicians	1	1	100	0	0	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	100		
Office/Clerical	4	0	0	0	0	0	0	0	0	0	0	0	0	0	4	100	3	75	1	25	0	0	0	0	0	0	0	1	25		
TOTALS:	42	22	52.4	16	38.1	5	11.9	1	2.4	0	0	0	0	0	20	47.6	11	26.2	5	11.9	1	2.4	3	7.1	0	0	0	15	35.7		

93 - EXEC OFF OF LABOR & WF DEV - Secretariat Terminations Analysis

Report run for 4/1/2007 - 6/23/2007

Report Generated 1/8/2008 4:57:32 PM

EE04 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	%
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
Voluntary Terminations																															
Officials and Administrators	8	6	75	6	75	0	0	0	0	0	0	0	0	0	2	25	2	25	0	0	0	0	0	0	0	0	0	0	0	0	
Professionals	21	9	42.9	7	33.3	0	0	1	4.8	1	4.8	0	0	0	12	57.1	7	33.3	3	14.3	1	4.8	1	4.8	0	0	0	7	33.3		
Office/Clerical	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	100	1	100	0	0	0	0	0	0	0	0	0	0	0		
TOTALS:	30	15	50	13	43.3	0	0	1	3.3	1	3.3	0	0	0	15	50	10	33.3	3	10	1	3.3	1	3.3	0	0	0	7	23.3		
Involuntary Terminations																															
Officials and Administrators	2	2	100	2	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Professionals	1	1	100	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Office/Clerical	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	100	0	0	1	100	0	0	0	0	0	0	0	1	100		
TOTALS:	4	3	75	3	75	0	0	0	0	0	0	0	0	0	1	25	0	0	1	25	0	0	0	0	0	0	0	1	25		

EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY

Secretariat Annual Report

August 13, 2007

The Executive Office of Public Safety and Security (EOPSS) is responsible for the protection of the Commonwealth and its citizens from injury to person or property arising from criminal acts, negligence, natural disasters, civil disturbances and terrorism. EOPSS is charged with acting to prevent such acts or events from occurring, and with aiding and cooperating with local and federal agencies in similar activities. The Secretary of Public Safety, by statutory authority, leads the Executive Office of Public Safety and Security which is comprised of fourteen agencies which are overseen by four Undersecretaries: the Undersecretary of Homeland Security, the Undersecretary of Law Enforcement and Fire Services, the Undersecretary of Criminal Justice, and the Undersecretary of Forensic Sciences.

These four public safety Undersecretaries oversee twelve separate agencies including the Criminal History Systems Board (CHSB); the Department of Correction (DOC); the Department of Fire Services (DFS); the Department of Public Safety (DPS); the Department of State Police (POL); the Massachusetts Emergency Management Agency (MEMA); the Massachusetts National Guard (MIL); the Municipal Police Training Council (CJT); the Merit Rating Board (MRB); the Office of the Chief Medical Examiner (OCME); the Parole Board (PAR); and the Sex Offender Registry (SORB). In addition, there are two agencies which operate within EOPSS, the Office of Grants and Research (OGR) and the Statewide Emergency Telecommunications Board (SETB).

With the induction of the new Administration, a number of personnel changes have taken place. In the third quarter of FY07 a new Secretary of Public Safety was appointed. Due to these changes, EOPSS was able to increase the number of women in management positions. The Secretariat's workforce has a challenging mission and is dedicated to serving the citizens of the Commonwealth twenty-four hours a day, every day of the year. The following paragraphs provide additional insights into both the challenges and successes experienced by EOPSS agencies.

Massachusetts State Police

Eighty-two percent of the Department of State Police's workforce is Uniform Branch personnel (MGL Chapter 22C Section 11). Uniform Branch members are initially selected by a written examination. The ability to hire protected group members is proportionally based on the number of eligible applicants who apply, score high enough on the written examination, psychological examination, physical fitness testing, and background research and oral board examination. The selection process is governed by scores on the aforementioned screening instruments, as well as successful completion of a rigorous twenty-six week training academy. The DSP recruitment office continues to educate the public about the Department of State Police. DSP actively recruits at colleges and universities, high schools, or any venue that may produce eligible applicants. Potential recruits are offered opportunities to participate in the Department of State Student Trooper Program and also DSP internship program. DSP provides diverse comprehensive safety services for the Commonwealth.

Massachusetts National Guard

As part of the Shared Services initiative, the Department of Correction was responsible for all statistical and programmatic reports for the Military Division for FY07. During FY07 their workforce increases by two, at 64; 15.63% Females, 4.69% Minorities and 17.19% Vietnam Era Veterans. The National Guard has recently undertaken its own reporting and other administrative roles.

Department of Correction

DOC is committed to the goal of having a workforce that reflects the diversity of the offender/inmate population. During FY07, the Department's workforce increased from 4939 to 4975 (0.73%). The Department's recruitment efforts focused on female candidates; however, male applicants have historically chosen a career in law enforcement in greater numbers. Vietnam Era Veterans are leaving the workforce due to retirement. Additionally, many disable employees have chosen not to certify. DOC plans to rectify this by participating in job fairs, and networking with community and professional organizations.

Massachusetts Emergency Management Agency

Women and Persons with Disabilities are areas in which recruitment efforts remain a priority for MEMA. The agency continues to make good faith efforts to increase the percentage of females; however, they are behind parity. One additional female was hired in the first quarter, of FY08 and will be reflected in the next report. MEMA is above parity in the category of Vietnam Era Veterans and continues to utilize the state website for vacancy posting.

Sex Offender Registry Board

The SORB continues to increase parity numbers in the female category from 43.75% to 45.84%. The agency encounters minimal turnover due to the small size of the agency (currently 48 FTEs); however, SORB remains committed to increasing its parity numbers. Overall, the SORB continues to retain a diverse workforce and will continue in FY08 to make every effort to recruit staff equal to or over the Commonwealth Benchmarks.

Criminal History Systems Board

The CHSB continues to be well above parity for minorities and females. The agency is committed to recruiting Vietnam Era Veterans and Persons with Disabilities as vacancies allow. The CHSB continually considers the status of agency benchmarks during the recruitment process in an effort to both recruit and retain a diverse workforce. The categories of Vietnam Era Veterans and Persons with Disabilities are areas in which recruitment efforts remain a priority.

Department of Fire Services

DFS continued to increase the female and minority benchmarks during FY07. There were two new hires, which added to the female and minority benchmarks by increasing the percentages by 3.02%. Department of Fire Services continues to exceed the female category by 9.61%. Overall DFS will continue to make an effort to maintain a diverse workforce and make recruitment a priority.

Department of Public Safety

The Department of Public Safety is below parity in all categories except Vietnam Era Veteran (6.96%). The majority of the agency's workforce is employed in one of the three inspectional divisions: elevator, building and engineering. These disciplines and industries are traditionally populated by males. Although the Department has done outreach to increase the number of potential minority candidates, the vast majority of resumes for these positions continue to be white males. DPS has recently hired an HR Director after months of having this position vacant. DPS is committed to prioritizing the issue of diversity at the Department of Public Safety with the goal of closing the gap between the Commonwealth's figures and that of the agency. We continue to actively seek a greater pool of diverse qualified candidates including sending out a recent posting to various entities referred by the Office of Diversity and Equal Opportunity.

Municipal Police Training Council

The MPTC continues to remain above parity in all areas except Persons with Disabilities. This agency maintains a diverse workforce and has successfully achieved placement goals set within the FY 2006-2008 Affirmative Action Plan. The agency will continue to strive and recruit Persons with Disabilities; however increases in that area can take time given the small size of the agency (currently 24 FTEs) and the minimal amount of turnover.

Office of the Chief Medical Examiner

The Office of the Chief Medical Examiner has had major changes in administration and organization structure within the last three months. OCME is above parity in the

category of Females (with 57.81%) and Minorities (20.31%). In the categories of Vietnam Era Veterans and Persons with Disabilities we are below parity with a percentage rate of 1.56% for VEV and 0.00% for Persons with Disabilities. The agency is in the process of sending out self identity forms to all employees.

The OCME does not have difficulty in getting people to respond to postings due to the many television shows presently being aired (the CSI effect), also, applicants are usually just out of high school or college. The difficulty the OCME experiences are getting candidates with the appropriate experience and background for much of the work that is performed at this agency.

Although the majority of the OCME management staff is female, the agency needs to recruit minorities in this category. The agency has so far been unsuccessful in this regard.

Merit Rating Board

The MRB is committed to its goal of recruiting and retaining a diverse workforce. The agency workforce consists of 83.93% females, 62.50% minorities and 5.00% persons with disabilities. MRB promoted two minority/females in the clerical unit, during FY07 which helped the agency to maintain its high number of female and minority employees.

Parole Board

The Parole Board is above parity in two categories with females at 53.14%, and minorities at 13.39%. The agency is below parity in the areas of Vietnam Era Veterans with 3.77%, and Persons with Disabilities with 1.67%. Attrition has attributed to the loss of personnel in

the category of Vietnam Era Veterans. All candidates are given the opportunity to self identify as disabled throughout the hiring process.

Executive Office of Public Safety and Security

The Executive Office of Public Safety and Security remains above parity for the Female and Minorities categories. EOPSS will continue to make an effort to recruit candidates in all categories. EOPSS has begun the process of notifying current employees of their opportunity to self-identify.

EOPSS has requested that applicants responding to job vacancies self-identify. The agency uses this information to ensure that our manager's candidate pool retains its diversity. Applicants who meet the MERs and are in a protective class must be interviewed as part of the hiring process. Though EOPSS has given candidates the option of self-identifying, not all applicants choose to do so.

The Public Safety Secretariat Going Forward

The Executive Office of Public Safety and Security recruits by posting vacancies through the Commonwealth Employment Opportunities (CEO) posting system, advertisement of open positions on the Internet, and utilization of an affirmative action recruitment list. In addition, EOPSS staff continues to leverage contacts with community groups and agencies to expand the applicant pool of protected groups. The Executive Office of Public Safety and Security remains above parity in the categories of Females and Minorities. To address the under representation of Persons with Disabilities and Vietnam Era Veterans in its workforce, EOPSS encourages Persons with Disabilities and Vietnam Era Veterans to not only enter the workforce, but be willing to self-identify. In FY08 EOPSS

will be working with all of our Agency Human Resources Directors to fully implement this goal.

In FY08 the Executive of Public Safety and Security will continue through its agencies' hiring practices, to affirm and strengthen the commitment to the underlying goals of affirmative action programs, to expand the discourse of inclusion, and to attack barriers to inclusion and opportunity. As part of this goal, a Secretariat AA Coordinator has been assigned to work directly with Agency Diversity Officers. The AA Coordinator will monitor the vacancies and hiring activities of all EOPSS agencies to ensure that they are making every effort to meet the goals set out in their Affirmative Action Plan.

Executive Office of Public Safety and Security will monitor and work closely with each agency on a regular basis to promote diversity, harmony and equity in the workforce. Secretary Burke and the agency heads continue to place a high priority on promoting a diverse workforce at all levels and adherence to the Secretariat's affirmative action plan.

Michael Coelho
Chief of Staff

Irma Gutierrez
Secretariat

Director of Human Resources

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- Secretariat Workforce Summary By Department

Report run for Pay Period Ending 6/23/2007

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Department	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Minority Total	%
CHIEF MEDICAL EXAMINER	64	27	42.2	24	37.5	2	3.1	1	1.6	0	0	0	0	0	37	57.8	27	42.2	6	9.4	4	6.3	0	0	0	0	0	0	13	20.3	
CRIMINAL HISTORY SYSTEMS BOARD	56	24	42.9	20	35.7	0	0	0	0	4	7.1	0	0	0	32	57.1	24	42.9	4	7.1	2	3.6	2	3.6	0	0	0	0	12	21.4	
CRIMINAL JUSTICE TRAINING COUNCIL	24	12	50	10	41.7	0	0	0	0	2	8.3	0	0	0	12	50	11	45.8	1	4.2	0	0	0	0	0	0	0	3	12.5		
DEPARTMENT OF CORRECTION	4975	3986	80.1	3536	71.1	268	5.4	141	2.8	32	0.6	9	0.2	0	989	19.9	838	16.8	106	2.1	31	0.6	10	0.2	4	0.1	0	0	601	12.1	
DEPARTMENT OF FIRE SERVICES	64	27	42.2	20	31.3	1	1.6	0	0	0	0	0	0	6	9.4	37	57.8	26	40.6	0	0	3	4.7	1	1.6	0	0	7	10.9	5	7.8
DEPARTMENT OF PUBLIC SAFETY	115	84	73	82	71.3	1	0.9	1	0.9	0	0	0	0	0	31	27	24	20.9	5	4.3	1	0.9	1	0.9	0	0	0	0	9	7.8	
DEPARTMENT OF STATE POLICE	2721	2223	81.7	2004	73.6	116	4.3	55	2	31	1.1	13	0.5	4	0.1	498	18.3	455	16.7	22	0.8	7	0.3	6	0.2	1	0	7	0.3	251	9.2
EMERGENCY MANAGEMENT AGENCY	78	48	61.5	47	60.3	0	0	0	0	0	0	0	0	1	1.3	30	38.5	24	30.8	3	3.8	3	3.8	0	0	0	0	6	7.7		
EXECUTIVE OFFICE OF PUBLIC SAFETY	74	22	29.7	21	28.4	1	1.4	0	0	0	0	0	0	0	52	70.3	40	54.1	7	9.5	1	1.4	4	5.4	0	0	0	0	13	17.6	
MERIT RATING BOARD	56	9	16.1	9	16.1	0	0	0	0	0	0	0	0	0	47	83.9	12	21.4	28	50	5	8.9	2	3.6	0	0	0	0	35	62.5	
MILITARY DIVISION	64	54	84.4	51	79.7	3	4.7	0	0	0	0	0	0	0	10	15.6	10	15.6	0	0	0	0	0	0	0	0	0	0	3	4.7	
PAROLE BOARD	239	112	46.9	104	43.5	5	2.1	3	1.3	0	0	0	0	0	127	53.1	103	43.1	15	6.3	7	2.9	2	0.8	0	0	0	0	32	13.4	
SEX OFFENDER REGISTRY	48	26	54.2	22	45.8	1	2.1	0	0	2	4.2	0	0	1	2.1	22	45.8	18	37.5	0	0	1	2.1	1	2.1	0	0	2	4.2	5	10.4
TOTALS:	8578	6654	77.6	5950	69.4	398	4.6	201	2.3	71	0.8	22	0.3	12	0.1	1924	22.4	1612	18.8	197	2.3	65	0.8	29	0.3	5	0.1	16	0.2	988	11.5

80 - PUBLIC SAFETY

- Secretariat Workforce Summary Report

Report run for Pay Period Ending 6/23/2007

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EEO4 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Minority Total	%
Officials and Administrators	675	480	71.1	456	67.6	12	1.8	8	1.2	3	0.4	0	0	1	0.1	195	28.9	178	26.4	12	1.8	4	0.6	1	0.1	0	0	0	0	40	5.9
Professionals	1371	771	56.2	693	50.5	39	2.8	19	1.4	14	1	0	0	6	0.4	600	43.8	514	37.5	46	3.4	13	0.9	14	1	1	0.1	12	0.9	146	10.6
Technicians	92	68	73.9	63	68.5	1	1.1	1	1.1	3	3.3	0	0	0	0	24	26.1	16	17.4	7	7.6	1	1.1	0	0	0	0	0	0	13	14.1
Protective Service:Sworn	5785	5115	88.4	4545	78.6	332	5.7	166	2.9	50	0.9	22	0.4	0	0	670	11.6	555	9.6	86	1.5	25	0.4	3	0.1	1	0	0	0	685	11.8
Protective Service:Non-Sworn	24	8	33.3	7	29.2	0	0	0	0	1	4.2	0	0	0	0	16	66.7	9	37.5	2	8.3	1	4.2	3	12.5	1	4.2	0	0	8	33.3
Office/Clerical	427	24	5.6	19	4.4	3	0.7	0	0	0	0	0	0	2	0.5	403	94.4	328	76.8	41	9.6	20	4.7	8	1.9	2	0.5	4	0.9	74	17.3
Skilled Craft	104	103	99	94	90.4	4	3.8	3	2.9	0	0	0	0	2	1.9	1	1	0	0	1	1	0	0	0	0	0	0	0	0	8	7.7
Service Maintenance	93	80	86	68	73.1	7	7.5	4	4.3	0	0	0	0	1	1.1	13	14	10	10.8	2	2.2	1	1.1	0	0	0	0	0	0	14	15.1
No EEO-4 Reporting	7	5	71.4	5	71.4	0	0	0	0	0	0	0	0	0	0	2	28.6	2	28.6	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	8578	6654	77.6	5950	69.4	398	4.6	201	2.3	71	0.8	22	0.3	12	0.1	1924	22.4	1612	18.8	197	2.3	65	0.8	29	0.3	5	0.1	16	0.2	988	11.5

80 - PUBLIC SAFETY

- Secretariat New Hires Analysis

Report run for 4/1/2007 - 6/23/2007

Report Generated 1/10/2008 2:19:33 PM

EE04 Category	Grand Total	** MALES **														** FEMALES **															
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Minority Total	%
Officials and Administrators	5	4	80	3	60	0	0	0	0	0	0	0	0	1	20	1	20	1	20	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	21	8	38.1	7	33.3	0	0	0	0	0	0	0	0	1	4.8	13	61.9	13	61.9	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	2	2	100	2	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Protective Service:Sworn	28	25	89.3	23	82.1	0	0	2	7.1	0	0	0	0	0	0	3	10.7	2	7.1	1	3.6	0	0	0	0	0	0	0	3	10.7	
Office/Clerical	9	1	11.1	0	0	1	11.1	0	0	0	0	0	0	0	0	8	88.9	5	55.6	1	11.1	0	0	1	11.1	1	11.1	0	0	4	44.4
Skilled Craft	2	2	100	2	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Service Maintenance	3	3	100	3	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS:	70	45	64.3	40	57.1	1	1.4	2	2.9	0	0	0	0	2	2.9	25	35.7	21	30	2	2.9	0	0	1	1.4	1	1.4	0	0	7	10

80 - PUBLIC SAFETY

- Secretariat Terminations Analysis

Report run for 4/1/2007 - 6/23/2007

Report Generated 1/10/2008 2:20:39 PM

EE04 Category	Grand Total	** MALES **														** FEMALES **															
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Minority Total	%
Voluntary Terminations																															
Officials and Administrators	11	9	81.8	9	81.8	0	0	0	0	0	0	0	0	0	0	2	18.2	2	18.2	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	8	5	62.5	5	62.5	0	0	0	0	0	0	0	0	0	0	3	37.5	3	37.5	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	1	1	100	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Protective Service:Sworn	32	30	93.8	24	75	3	9.4	2	6.3	1	3.1	0	0	0	0	2	6.3	2	6.3	0	0	0	0	0	0	0	0	0	6	18.8	
Protective Service:Non-Sworn	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	100	1	100	0	0	0	0	0	0	0	0	0	0	0	
Office/Clerical	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	100	6	75	1	12.5	0	0	1	12.5	0	0	0	0	2	25
Service Maintenance	2	1	50	1	50	0	0	0	0	0	0	0	0	0	0	1	50	1	50	0	0	0	0	0	0	0	0	0	0	0	
TOTALS:	63	46	73	40	63.5	3	4.8	2	3.2	1	1.6	0	0	0	0	17	27	15	23.8	1	1.6	0	0	1	1.6	0	0	0	0	8	12.7

Involuntary Terminations

Professionals	2	2	100	2	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Service:Sworn	9	7	77.8	6	66.7	0	0	0	0	1	11.1	0	0	0	0	2	22.2	1	11.1	0	0	1	11.1	0	0	0	0	0	2	22.2
Office/Clerical	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	100	1	100	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	12	9	75	8	66.7	0	0	0	0	1	8.3	0	0	0	0	3	25	2	16.7	0	0	1	8.3	0	0	0	0	0	2	16.7

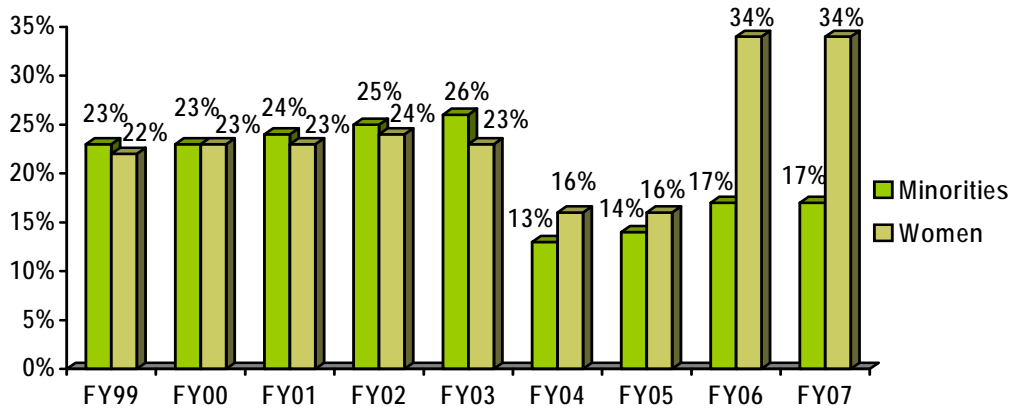
EXECUTIVE OFFICE OF TRANSPORTATION AND PUBLIC WORKS



Transportation Secretariat FY07

The Executive Office of Transportation and Public Works (“EOTPW”) sets the Commonwealth’s transportation agenda, which includes the development of transportation policy, the coordination of Interagency programs and the promotion of economic development through improved transportation and transit related construction programs. EOTPW provides direct management responsibility for the Massachusetts Highway Department (“MassHighway”), The Registry of Motor Vehicles, and the Massachusetts Aeronautics Commission. It provides oversight to the Massachusetts Bay Transportation Authority (“MBTA”) and fifteen Regional Transit Authorities (“RTAs”) which serve the balance of the state, the Intercity Bus Capital Assistance Program (“IBCAP”), the Mobility Assistance Program (“MAP”), the Intermodal Surface Transportation Unit (“ISTU”), and the Freight Rail Programs. EOTPW provides a system of transportation that enhances the quality of life by allowing for increased mobility of all citizens in the Commonwealth, and promotes economic opportunity throughout all regions of the state by supporting a vibrant economy and the employment of our diverse population in the public and private sectors.

Diversity in the Transportation Workforce:



Data from the MBTA and the Massachusetts Turnpike Authority was included in the calculation of minorities and women in the Secretariat prior to 2004. The Secretariat currently includes only direct report agencies such as EOTPW, MHD, and MAC. The RMV was added beginning in 2006.

Overview of Reporting Period:

The Fiscal Year 2007 workforce profile for the Transportation Secretariat reveals a total of two thousand six hundred and ninety-four (2,694) employees a 2.4 percent decrease in the overall workforce compared to quarter four, fiscal year 2006. During this fiscal year there was a corresponding decrease in the number of women and minorities employees resulting in a workforce composition for minorities of 16.93%, a 0.4% decrease in representation. However, the representation of minorities in the secretariat workforce continues to exceed state parity of 10.4%. The representation of women in the workforce decreased slightly by 0.6% to 33.7% compared to last year. The proportion of Vietnam-era-veterans (“VEV”) in the Secretariat (5.7%) continues to exceed the state parity for Vietnam-era-veterans of 5%.

Recruitment and Outreach Activities:

The secretariat disseminated job postings to community agencies state-wide, and participated in various career fairs including job fairs at Department of Employment and Training and Veteran’s organizations. In addition job postings were distributed to the engineering departments and campus development centers of 44 colleges and universities.

The secretariat partnered with Federal Highway Administration, Construction Industries of Massachusetts, the Department of Education, Mass. Society of Professional Engineers, and the New England Laborers Academy to organize the Massachusetts Construction Career Days (“MassCCD”) program for high school students. MassCCD is designed to stimulate the interest of high school students in the

varied opportunities that exist in the highway construction industry by offering them a chance to experiment with and use highway construction equipment under the supervision of trained professionals. The program took place in Northampton and Hopkinton and was attended by over 1100 high school students.

EOTPW has been a participant and major supporter of the Summer Transportation Institute (“STI”) since its inception in 2002. During fiscal year 2007 EOTPW took the lead of the four-week pre-engineering program to become the primary administrator of the program for Massachusetts. Building on host sites established at Merrimack College and UMASS Boston EOTPW obtained federal funding to expand the program to the Amherst area to enable underprivileged students from the Springfield area to participate in the program. As a result the program now serves three distinct geographic locations: the Merrimack Valley and the Boston Metropolitan area, and the Springfield/Amherst area. A total of 39 students participated in the 2007 STI. Merrimack College hosted 15 students in a residential setting, UMASS Boston and UMASS Amherst hosted 18 students and six students, respectively, in a non-residential setting.

The STI program provides a core curriculum that introduces junior high school and high school students to a variety of transportation careers and provides educational enhancement activities. The program offers a stimulating introduction to the transportation industry, with a particular emphasis on engineering and highway construction careers. Activities included field trips, hands-on projects, and presentations by professionals in the transportation industry.

EOTPW regards student programs as an opportunity to recruit more students to the field and to support a larger, and more experienced source of engineering graduates to meet the engineering needs of our agency and others in the transportation field. The program also provides a means of recruiting minority

candidates into the transportation field and enhancing the diversity of our educational institutes and workplaces.

In addition to the pre-engineering program the secretariat provided over 60 paid internships to college students of which three students were participants of the Summer Transportation Internship for Diverse Groups (“STIPDG”) which provides structured internships with FHWA funding.

Partners in Transportation Diversity Committee:
EOTPW chairs a civil rights consortium of transportation agencies and authorities within the transportation secretariat (the “Partners in Transportation”). The Partners in Transportation held a series of eight diversity events throughout the year to celebrate the contributions of women, minorities and other groups that have been historically excluded from the workplace. The mission of the series is to promote a diversified workforce in transportation through the celebration of the many groups that form the secretariat’s workforce. Partners in Transportation include EOT, MassAeronautics, MHD, MBTA, MassTurnpike, Central Transportation Planning Staff, Genesis and new this year: The Transportation Children’s Center.

60 - TRANSPORTATION & CONSTRUCTION - Secretariat Workforce Summary By Department

Report run for Pay Period Ending 6/23/2007

Report Generated 1/10/2008 2:31:34 PM

Department	Grand Total	** MALES **													** FEMALES **													Minority Total			
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%			Not Known	%
EXECUTIVE OFFICE OF TRANSPORTA	246	122	49.6	102	41.5	11	4.5	5	2	4	1.6	0	0	0	0	124	50.4	94	38.2	17	6.9	4	1.6	8	3.3	1	0.4	0	0	50	20.3
MASSACHUSETTS AERONAUTICS COMM	7	5	71.4	5	71.4	0	0	0	0	0	0	0	0	0	2	28.6	2	28.6	0	0	0	0	0	0	0	0	0	0	0	0	
MASSACHUSETTS HIGHWAY DEPARTME	1673	1434	85.7	1261	75.4	66	3.9	32	1.9	71	4.2	4	0.2	0	0	239	14.3	189	11.3	21	1.3	11	0.7	18	1.1	0	0	0	0	223	13.3
REGISTRY OF MOTOR VEHICLES	768	211	27.5	179	23.3	27	3.5	1	0.1	4	0.5	0	0	0	0	557	72.5	406	52.9	103	13.4	33	4.3	14	1.8	1	0.1	0	0	183	23.8
TOTALS:	2694	1772	65.8	1547	57.4	104	3.9	38	1.4	79	2.9	4	0.1	0	0	922	34.2	691	25.6	141	5.2	48	1.8	40	1.5	2	0.1	0	0	456	16.9

60 - TRANSPORTATION & CONSTRUCTION - Secretariat Workforce Summary Report

Report run for Pay Period Ending 6/23/2007

Report Generated 1/10/2008 2:33:31 PM

EE04 Category	Grand Total	** MALES **													** FEMALES **													Minority Total			
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%			Not Known	%
Officials and Administrators	178	101	56.7	93	52.2	5	2.8	1	0.6	2	1.1	0	0	0	0	77	43.3	68	38.2	6	3.4	2	1.1	1	0.6	0	0	0	0	17	9.6
Professionals	1574	1235	78.5	1075	68.3	59	3.7	26	1.7	73	4.6	2	0.1	0	0	339	21.5	262	16.6	34	2.2	15	1	26	1.7	2	0.1	0	0	237	15.1
Technicians	177	120	67.8	106	59.9	11	6.2	2	1.1	1	0.6	0	0	0	0	57	32.2	38	21.5	14	7.9	2	1.1	3	1.7	0	0	0	0	33	18.6
Office/Clerical	529	83	15.7	63	11.9	16	3	1	0.2	3	0.6	0	0	0	0	446	84.3	321	60.7	86	16.3	29	5.5	10	1.9	0	0	0	0	145	27.4
Skilled Craft	182	180	98.9	161	88.5	11	6	6	3.3	0	0	2	1.1	0	0	2	1.1	2	1.1	0	0	0	0	0	0	0	0	0	19	10.4	
Service Maintenance	54	53	98.1	49	90.7	2	3.7	2	3.7	0	0	0	0	0	0	1	1.9	0	0	1	1.9	0	0	0	0	0	0	0	5	9.3	
TOTALS:	2694	1772	65.8	1547	57.4	104	3.9	38	1.4	79	2.9	4	0.1	0	0	922	34.2	691	25.6	141	5.2	48	1.8	40	1.5	2	0.1	0	0	456	16.9

60 - TRANSPORTATION & CONSTRUCTION - Secretariat New Hires Analysis

Report run for 4/1/2007 - 6/23/2007

Report Generated 1/10/2008 2:35:06 PM

EE04 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
Officials and Administrators	6	2	33.3	2	33.3	0	0	0	0	0	0	0	0	0	4	66.7	4	66.7	0	0	0	0	0	0	0	0	0	0	0	0	
Professionals	53	36	67.9	28	52.8	5	9.4	1	1.9	0	0	0	0	2	3.8	17	32.1	14	26.4	2	3.8	1	1.9	0	0	0	0	0	9	17	
Skilled Craft	1	1	100	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
TOTALS:	60	39	65	31	51.7	5	8.3	1	1.7	0	0	0	0	2	3.3	21	35	18	30	2	3.3	1	1.7	0	0	0	0	9	15		

60 - TRANSPORTATION & CONSTRUCTION - Secretariat Terminations Analysis

Report run for 4/1/2007 - 6/23/2007

Report Generated 1/10/2008 2:36:05 PM

EE04 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
Voluntary Terminations																															
Officials and Administrators	4	4	100	3	75	1	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	25		
Professionals	11	10	90.9	7	63.6	1	9.1	0	0	1	9.1	0	0	1	9.1	1	9.1	1	9.1	0	0	0	0	0	0	0	0	2	18.2		
Technicians	3	3	100	3	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Office/Clerical	7	2	28.6	2	28.6	0	0	0	0	0	0	0	0	0	5	71.4	4	57.1	1	14.3	0	0	0	0	0	0	0	1	14.3		
Skilled Craft	2	2	100	2	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
TOTALS:	27	21	77.8	17	63	2	7.4	0	0	1	3.7	0	0	1	3.7	6	22.2	5	18.5	1	3.7	0	0	0	0	0	0	4	14.8		
Involuntary Terminations																															
Professionals	2	2	100	1	50	0	0	0	0	0	0	0	0	1	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
TOTALS:	2	2	100	1	50	0	0	0	0	0	0	0	0	1	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

DEPARTMENT OF EDUCATION



COMMISSIONER JEFFREY NELLHAUS

AFFIRMATIVE ACTION ANNUAL REPORT
Fiscal Year 2007
Pay Period Ending 6/23/2007

INTRODUCTION - Department of Education's Mission

We are guided by this mission...

"To improve the quality of the public education system so that students are adequately prepared for higher education, rewarding employment, continued education, and responsible citizenship. We carry out our mission in partnership with Massachusetts school districts and other organizations that provide educational programs and services. Students, parents, teachers and other educators, elected officials, business and community leaders, and the public all are stakeholders in the work of the Department to improve schools and raise student achievement."

And by these goals...

1. *Qualified educators for every public school and classroom*
2. *High standards for what all students should know and be able to do in the core subjects*
3. *Adequate resources and support services, used well by schools, districts, and communities*
4. *Valid, reliable assessment and accountability systems for students, educators, schools, and districts*
5. *Timely, useful information to stakeholders, and*
6. *Efficient agency management.*

OVERVIEW OF THE SECRETARIAT-The Department of Education

The Department of Education is a secretariat level agency charged with the responsibility of ensuring improved teaching and learning in all public schools throughout the Commonwealth of Massachusetts.

BROAD COMPARISON OF DOE's FY 06 and 07 WORKFORCE

From FY 06 {558} to FY 07 {545} the total workforce in comparison has slightly decreased by 13 employees, including contracted employees. In the following EE04 categories we are above parity: women {73.7%} and minorities {17.6%}. It is worthy to note, in the last quarter of FY 06 that minorities represented 10% of our employees hired and 5% of our employees promoted. In an effort to remain focused in these efforts, we will continue to expand our recruitment outreach in this important area and encourage professional growth for DOE staff as well as attract highly qualified applicants for professional and managerial level positions. Although the Department of Education is in fierce competition with the school districts for highly qualified minority candidates, we will continue to actively seek resources that will assist in our efforts to recruit a diverse pool of candidates from mid to senior level management positions.

In addition, with respect to persons with a disability and Vietnam Era Veterans {VEV} we are below parity in both categories in comparison with the Commonwealth's benchmark, however, it is the practice of the Department of Education to interview and provide hiring preference to all Veterans and Persons with a disability, who have self-identified and meet the minimum entrance requirements.

HIGHLIGHTS of FY 2007

In FY 2007, the Department of Education attained all goals that were established and have increased the number of employees who are ethnic minorities and/or persons with disabilities. We continue to focus recruitment efforts on management and professional positions at the entry, mid and top levels. Our goals were achieved through DOE staff training, establishing a diversity committee, expanding recruitment efforts by developing relationships with organizations that have an outreach in the minority community, and attending diversity job fairs.

The Department was successful in developing and launching several programs, including "Embracing & Understanding Diversity" training for all employees. Supervisory and management trainings

were also provided for employees seeking to advance into supervisory and managerial positions. The Embracing & Understanding Diversity program was designed to encourage all qualified internal candidates, particularly those who are ethnic minorities and persons with disabilities, to apply for positions or to consider a career ladder or promotion within the agency and to facilitate acceptance and understanding of diversity for our supervisors. Employees who participated in this training expressed via their evaluations that they attained effective communication skills, learned how to coach or mentor others on how to improve performance, improved work habits, and gained the ability to manage change and deal with conflict, as well as established team building skills. This training resulted in an increased sensitivity to diversity and diversity related issues as well as focusing and acknowledging positive behavior and contributions, enhancing the work environment and fostering desire and opportunities for growth. The supervisory training provides professional development opportunities for employees who seek to move into supervisory and management positions, resulting in the enhanced capacity of the DOE to manage and coach diverse group of leaders *and future managers and supervisors*. Fiscal Year 2007 was a year in which we continued to focus much of our efforts in the categories of raising awareness, managing differences, and training/ recruitment/retention/and promotion.

SECRETARIAT MOVING FORWARD

The DOE will continue to promote a strong focus on valuing diversity and strategically planning for the future and proactively identifying affirmative action/diversity needs and carrying out the needs of our staff in attaining cultural proficiency and awareness.

The focus of our activities for FY 08 –09 will be to concentrate on continuous improvements in our recruitment efforts by fostering current relationships and building on new ones with government offices, veteran and job career centers, groups that work with urban issues, local & national diversity associations and cultural community organizations, as well as attending diversity job fairs to attract a highly qualified diverse pool of applicants. We also continue our internal recruitment and retention efforts by providing education and training resources to promote upward mobility in the job categories of {VEV} Vietnam era

veterans and persons with a disability and for racial and ethnic minorities in our professional, and managerial level positions.

The Department has reenergized our diversity steering committee to assist our efforts in achieving our affirmative action/diversity goals and objectives. We will be focusing on cultural proficiency and agency-wide employee and management trainings to provide tools and approaches for responding and adapting to diversity and developing cultural knowledge and proficiency. This will assist us in providing opportunities for growth, in a cross-cultural environment, by working effectively with thorough knowledge about individuals and specific standards, policies, practices, and attitudes, in appropriate cultural settings to increase the quality of services we provide throughout school districts and the Commonwealth.

Conclusion

Our goal is to inspire cultural proficiency and create an environment that is welcoming to diversity, change and opportunity at the DOE. The Department of Education is also passionately committed to inspiring a rich, diverse and culturally proficient agency as part of creating a strong foundation for providing leadership, standards and values to school districts.

70 - DEPARTMENT OF EDUCATION - Secretariat Workforce Summary By Department

Report run for Pay Period Ending 6/23/2007

Report Generated 1/10/2008 3:06:44 PM

Department	Grand Total	** MALES **														** FEMALES **														Minority Total	%
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
DEPARTMENT OF EDUCATION	524	138	26.3	117	22.3	11	2.1	3	0.6	7	1.3	0	0	0	0	386	73.7	314	59.9	40	7.6	8	1.5	23	4.4	1	0.2	0	0	93	17.7
EDUCATIONAL QUALITY & ACCOUNTA	13	5	38.5	5	38.5	0	0	0	0	0	0	0	0	0	8	61.5	5	38.5	3	23.1	0	0	0	0	0	0	0	0	3	23.1	
TOTALS:	537	143	26.6	122	22.7	11	2	3	0.6	7	1.3	0	0	0	0	394	73.4	319	59.4	43	8	8	1.5	23	4.3	1	0.2	0	0	96	17.9

70 - DEPARTMENT OF EDUCATION - Secretariat Workforce Summary Report

Report run for Pay Period Ending 6/23/2007

Report Generated 1/10/2008 3:11:36 PM

EE04 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	%
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
Officials and Administrators	99	26	26.3	24	24.2	2	2	0	0	0	0	0	0	0	73	73.7	64	64.6	6	6.1	0	0	3	3	0	0	0	0	11	11.1	
Professionals	386	110	28.5	92	23.8	8	2.1	3	0.8	7	1.8	0	0	0	276	71.5	223	57.8	29	7.5	6	1.6	18	4.7	0	0	0	0	71	18.4	
Technicians	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	100	1	100	0	0	0	0	0	0	0	0	0	0	0		
Office/Clerical	50	6	12	6	12	0	0	0	0	0	0	0	0	0	44	88	31	62	8	16	2	4	2	4	1	2	0	0	13	26	
Skilled Craft	1	1	100	0	0	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	100		
TOTALS:	537	143	26.6	122	22.7	11	2	3	0.6	7	1.3	0	0	0	0	394	73.4	319	59.4	43	8	8	1.5	23	4.3	1	0.2	0	0	96	17.9

70 - DEPARTMENT OF EDUCATION - Secretariat New Hires Analysis

Report run for 4/1/2007 - 6/23/2007

Report Generated 1/10/2008 3:12:33 PM

EE04 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	%
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
Officials and Administrators	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	100	2	100	0	0	0	0	0	0	0	0	0	0	0		
Professionals	2	1	50	1	50	0	0	0	0	0	0	0	0	0	1	50	1	50	0	0	0	0	0	0	0	0	0	0	0		
TOTALS:	4	1	25	1	25	0	0	0	0	0	0	0	0	0	3	75	3	75	0	0	0	0	0	0	0	0	0	0	0		

70 - DEPARTMENT OF EDUCATION - Secretariat Terminations Analysis

Report run for 4/1/2007 - 6/23/2007

Report Generated 1/10/2008 3:13:32 PM

EE04 Category	Grand Total	** MALES **														** FEMALES **														Minority Total	%
		Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%	Total	%	White	%	Black	%	Hispan	%	Asian	%	Native Am	%	Not Known	%		
Voluntary Terminations																															
Officials and Administrators	4	2	50	2	50	0	0	0	0	0	0	0	0	0	2	50	2	50	0	0	0	0	0	0	0	0	0	0	0		
Professionals	6	1	16.7	1	16.7	0	0	0	0	0	0	0	0	0	5	83.3	4	66.7	1	16.7	0	0	0	0	0	0	0	1	16.7		
Office/Clerical	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	100	1	100	0	0	0	0	0	0	0	0	0	0	0		
TOTALS:	11	3	27.3	3	27.3	0	0	0	0	0	0	0	0	0	8	72.7	7	63.6	1	9.1	0	0	0	0	0	0	0	1	9.1		
Involuntary Terminations																															
Professionals	1	1	100	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
TOTALS:	1	1	100	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

APPENDIX

EEO – 4 Categories

For organizational purposes, the workforce demographics are divided by EEO-4 categories. The seven EEO-4 categories contain groups of Job titles that are related to specific job responsibilities and functions.

OFFICIALS/ADMINISTRATORS: Occupations in which employees set broad policies, exercise overall responsibility for execution these policies, 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 that require specialized and theoretical knowledge that 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 that 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 weighters), and kindred workers.

PROTECTED SERVICE WORKERS (Sworn/Non-Sworn): Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

OFFICE and CLERICAL WORKERS: 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 processes 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 WORKERS: 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 groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers and kindred workers.