



Corporation for Public Broadcasting

FY 2022 Affirmative Action Performance Report

and

FY 2023 Affirmative Action Plan

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AFFIRMATIVE ACTION POLICIES AND IMPLEMENTATION

A. Equal Employment Opportunity (EEO) Policy

The Corporation for Public Broadcasting, a private, nonprofit corporation established in the District of Columbia, takes affirmative action to ensure it provides equal employment opportunity in recruiting, hiring, promoting, demoting, layoff or termination, training and compensating employees without regard to their race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, or any other legally protected basis under applicable federal and District of Columbia laws.

B. Affirmative Action Plan

CPB develops and presents an annual Affirmative Action Plan designed to ensure that all applicants receive an equal opportunity for employment and that all employees receive an equal opportunity for advancement at CPB. It is presented to the Board of Directors for adoption as part of CPB's commitment to diversity, equity, and inclusion. CPB also takes steps to ensure nondiscriminatory treatment of all persons in its workforce, does not tolerate any form of harassment, and will not retaliate against any person who files a charge of discrimination.

The Affirmative Action Plan and Performance Report are available to all employees and to the public on CPB's website. CPB employment postings, advertisements, and application forms note CPB's status as an Equal Opportunity/Affirmative Action employer.

C. Individual Staff Responsibilities

CPB's President and Chief Executive Officer (CEO) is responsible for implementing CPB's Affirmative Action Plan and providing an annual report to the Board of Directors on it.

CPB's Vice President of Human Resources serves as the Corporate EEO Officer and makes recommendations to the President and CEO for affirmative action, as necessary; advises on the resolution of affirmative action/EEO issues; maintains policies and procedures to ensure EEO compliance; keeps current on EEO laws and regulations; informs CPB employees of such changes; and maintains corporate EEO files.

CPB's Senior Vice President of Diversity, Equity and Inclusion is responsible for advancing a culture grounded in a commitment to collaboration, teamwork, and diversity, equity, and inclusion at CPB.

All department heads with supervisory authority are required to abide by EEO corporate policies and procedures. They are responsible for ensuring that employees in their unit(s) are free from all forms of discrimination, harassment, bias and retaliation. To support these responsibilities, CPB provides annual harassment and bias prevention training which all employees are required to complete.

D. Complaints

Any CPB employee or job applicant who believes that he or she has been discriminated against should contact the Corporate EEO Officer at eeoofficer@cpb.org to seek informal resolution of the complaint. Any formal complaint must be filed in accordance with the procedures outlined in the Corporation's Personnel Policies Manual (see policy 405, Equal Employment Opportunity Complaints).

Nothing in the CPB process for resolving EEO complaints is intended to limit or prohibit any CPB employee or job applicant from exercising their right to seek redress with federal or local government agencies.

FY 2022 AFFIRMATIVE ACTION PERFORMANCE REPORT

To evaluate the composition of our workforce, CPB's Human Resources Department analyzes the corporation's employment levels by gender and minority status and compares them to the employment levels in the region's job market as provided by the U. S. Census Bureau. This same type of analysis is performed for job groups relevant to CPB positions (see Tables III and IV). In job groups where females and minorities are underrepresented, in comparison to the region's job market, CPB establishes placement goals consistent with those provided in Executive Order 11246, Equal Employment Opportunity¹.

For this report, CPB is using the U.S. Census Bureau's newly released data (March 2021) based on the 2014-2018 census EEO Tabulation Data. Prior to this update, the 2006-2010 EEO Tabulation Data (previously called 2010 census), was utilized for annual reporting.

The following table reflects the changes between the 2006-2010 EEO Tabulation Data for Washington/Baltimore and the new data, which covers the Washington-Arlington-Alexandria, DC-VA-MD-WV Metro Area. The most notable change between these two data sets is the increase in minority representation from 47% to 53%, increasing the representation criteria levels which are measured under the Executive Order.

Category	2006-2010 EEO Tabulation Data	2014-2018 EEO Tabulation Data	Change
Total	100%	100%	n/a
Females	49%	48%	-1%
Minorities	47%	53%	6%
Males	51%	52%	1%
Non-Minority	53%	47%	-6%

A. Summary of CPB Workforce

In FY 2022, the number of employees at CPB increased from 89 to 91. As reflected in Table I, despite an increase of one, the representation of females was unchanged at 64%. Although minority representation decreased by one, percentage representation declined 2% from 39% to 37%.

The 64% percentage of females at CPB continue to significantly exceed the 48% availability while the 37% percentage of minorities in CPB's workforce declined in relation to the 53% availability in the relevant job groups in our region.

¹Although not applicable to CPB, Executive Order 11246, Equal Employment Opportunity, reporting guidelines are utilized in this report.

Table I – CPB’s Workforce Profile shows CPB’s FY 2021 and FY 2022 workforce profile at the end of each reporting period, compared to the new EEO data for the job groups represented at CPB for the Washington-Arlington-Alexandria, DC-VA-MD-WV Metro Area.

Table I	Corporation for Public Broadcasting Workforce Profile				2014-2018 EEO Tabulation Data
	September 30, 2021		September 30, 2022		
Total Staff	89	100%	91	100%	100%
Females	57	64%	58	64%	48%
Minorities	35	39%	34	37%	53%
Males	32	36%	33	36%	52%
Non-Minority	54	61%	57	63%	47%

B. FY 2022 Employment Activities

Employment activities are defined as hiring new employees, promoting existing CPB employees and separating or terminating employment at CPB.

While the overall representation of females and minorities remained essentially stable between 2021 and 2022, percentage representation of minority new hires at 46% and minority promotions at 43%, were each one position from exceeding the EEO minority census representation level.

Regarding separations, this was the one category that exceeded minority representation in relation to EEO minority census levels. However, this reflects the current job market, as all separations related to employees accepting new, higher paid positions, outside of CPB.

The table below provides numbers and percentages for the three employment activity categories.

Table II	Corporation for Public Broadcasting FY 2022 Employment Activities				
	Total	Females	% Females	Minorities	% Minorities
New Hires	13	10	77%	6	46%
Promotions	7	3	43%	3	43%
Separations	11	9	82%	7	64%

C. CPB Workforce by Census Job Group

While profile data for total employment provides a snapshot of CPB’s representation by females and minorities, Executive Order 11246, Equal Employment Opportunity, requires additional measurement of positions by relevant geographic job market labor pools. The Executive Order identifies nine EEO job groups, and CPB reports against the following four that best fit the profile of positions at CPB:

Executive/Senior Officials & Managers – *Senior Vice President and above*

First/Mid Officials & Managers – *Vice President, Executive, and Senior Director*

Professionals – *Director and below, non-administrative support*

Administrative Support – *Administrative and Technical*

Employment statistics by the four job groups are provided in Table III for females and in Table IV for minorities. Percentage representation can be compared to the new EEO data, which is provided in the last column on the right.²

For FY 2022, CPB’s percentage representation of women employees exceeded the availability data in each of the identified job groups.

Table III	CPB Female Staff Representation by Job Group				2014-2018 EEO Tabulation Data
	September 30, 2021		September 30, 2022		
Executive/Senior Officials & Mgrs.	8	62%	7	54%	35%
First/Mid Officials & Managers	14	70%	15	71%	43%
Professionals	27	57%	29	58%	51%
Administrative Support	8	89%	7	100%	73%
Total	57	63%	58	64%	48%

Minority representation as reflected in Table IV improved at the Executive/Senior Officials & Managers, for the second consecutive year, to reach the census availability level. With this achievement, CPB exceeded or met representation in three of the four job groups. Despite a slight increase from 25% to 29%, regional representation in the First/Mid Officials & Managers job group, continue to be below census availability level of 37%.

² An **Addendum** at the end of the report expands the information provided in Tables III and IV to include non-minority representation.

Table IV	CPB Minority Staff Representation by Job Group				2014-2018 EEO Tabulation Data
	September 30, 2021		September 30, 2022		
Executive/Senior Officials & Mgrs.	3	23%	4	31%	31%
First/Mid Officials & Managers	5	25%	6	29%	37%
Professionals	21	45%	20	40%	40%
Administrative Support	6	67%	4	57%	58%
Total	35	39%	34	37%	53%

D. Comparison of Incumbency to Availability

Under Executive Order 11246, when an organization's female or minority representation is less than 80% of the census job group availability, a placement goal or quantifiable benchmark is required. Utilizing the most recent EEO data for FY 2022 and the 2006-2010 census statistics for FY 2021, the percentage of female and minority incumbents within each job group is calculated.

The results of comparing incumbency to availability are summarized on the charts below. The last column indicates if a goal is required under the 80% criteria for the next fiscal year. The first two charts report on female incumbency and the last two charts report on minority incumbency.

FY 2022 CPB COMPARISON OF FEMALE INCUMBENCY TO AVAILABILITY

<u>EEO Job Group</u>	2014-2018 EEO Tabulation Data				Incumbency Compared to Availability	80% Goal Required YES/NO
		Total Incumbents	Females	% Females		
Executive/Senior Officials & Mgrs.	35%	13	7	54%	154%	NO
First/Mid Officials & Managers	43%	21	15	71%	165%	NO
Professionals	51%	50	29	58%	114%	NO
Administrative Support	73%	7	7	100%	137%	NO
TOTALS		91	58	64%		

FY 2021 CPB COMPARISON OF FEMALE INCUMBENCY TO AVAILABILITY

<u>EEO Job Group</u>	2006-2010 EEO Tabulation Data				Incumbency Compared to Availability	80% Goal Required YES/NO
		Total Incumbents	Females	% Females		
Executive/Senior Officials & Mgrs.	38%	13	8	62%	163%	NO
First/Mid Officials & Managers	43%	20	14	70%	163%	NO
Professionals	42%	47	27	57%	136%	NO
Administrative Support	87%	9	8	89%	102%	NO
TOTALS		89	37	64%		

For female employment, CPB significantly exceeded the level of representation in all job groups for both FY 2022 and 2021. Accordingly, under the 80% criteria, there was no need for goals to increase female representation at CPB for FY 2022, and that remains the same for FY 2023.

As reflected in the tables below, minority employment representation at CPB improved in FY 2022, over FY 2021.

FY 2022 CPB COMPARISON OF MINORITY INCUMBENCY TO AVAILABILITY

<u>EEO Job Group</u>	2014-2018 EEO Tabulation Data				Incumbency Compared to Availability	80% Goal Required YES/NO
		Total Incumbents	Minorities	% Minorities		
Executive/Senior Officials & Mgrs.	31%	13	4	31%	100%	NO
First/Mid Officials & Managers	37%	21	6	29%	78%	YES
Professionals	40%	50	20	40%	100%	NO
Administrative Support	58%	7	4	57%	98%	NO
TOTALS		91	34	37%		

FY 2021 CPB COMPARISON OF MINORITY INCUMBENCY TO AVAILABILITY

<u>EEO Job Group</u>	2006-2010 EEO Tabulation Data	Total Incumbents	Minorities	% Minorities	Incumbency Compared to Availability	80% Goal Required YES/NO
Executive/Senior Officials & Mgrs.	26%	13	3	23%	88%	NO
First/Mid Officials & Managers	33%	20	5	25%	76%	YES
Professionals	36%	47	21	45%	125%	NO
Administrative Support	46%	9	6	67%	146%	NO
TOTALS		89	35	40%		

Based on the 80% criteria, for FY 2021, CPB had a goal to increase representation in the First/Mid Officials & Managers Group, which stood at 76%, or 4% below goal attainment. Although minority representation in that group increased from 5 to 6 incumbents in FY 2022, representation increased to 78%, or 2% below the 80% goal. Accordingly, a goal continues to be required in the First/Mid Officials & Managers Group for FY 2023.

E. Performance of Specific FY 2022 Affirmative Action Objectives

For fiscal year 2022, CPB's goal was to fill the newly created Senior Vice President, Diversity, Equity, and Inclusion position to lead CPB's efforts on operationalizing diversity, equity, and inclusion and enhancing collaboration throughout CPB.

To ensure the success of operationalizing diversity, equity, and inclusion, our goal was to review, and rewrite our personnel policies and Manager's Guidebook to ensure the emphasis on DEI in all aspects of these policies.

Our goal is to provide an environment that fosters creativity and inclusiveness in ways that will enhance our daily work at CPB and our interactions with one another and with our colleagues across the public media system.

We were successful in recruiting and filling the Senior Vice President, Diversity, Equity, and Inclusion position, contributing to our improvement in minority representation at the Executive/Senior Officials and Managers job category.

Updating personnel policies with DEI emphasis continues to be a work-in-process as does efforts to operationalize diversity, equity, and inclusion and enhancing collaboration throughout CPB. The SVP, DEI has taken a lead role in this effort and meets regularly with CPB leadership positions and departments to provide guidance.

FY 2023 AFFIRMATIVE ACTION PLAN

In fiscal year 2023, CPB will continue to place an emphasis on Diversity, Equity, and Inclusion (DEI) in the following ways:

- 1. Train CPB managers on leadership and management practices that support diversity, equity and inclusion as identified in CPB's updated Manager's Guidebook.*
- 2. DEI team to conduct departmental group meetings on effective harassment and bias prevention measures.*
- 3. Conduct quarterly all staff round table discussions on relevant aspects of DEI.*

ADDENDUM**CPB FY 2022 Employment Numbers by Job Group Detailing Minority and Non-Minority Data****CPB FY 2022 Employee Count by Job Group**

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
Total	91	58	28	31	33	6	27
Executive	13	7	3	4	6	1	5
First/Mid Mgrs.	21	15	5	11	6	1	5
Professionals	50	29	16	13	21	4	17
Admin. Support	7	7	4	3	0	0	0

CPB FY 2022 Employee Percentage by Job Group

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
Total	100%	64%	48%	53%	36%	18%	82%
Executive	14%	54%	43%	57%	46%	17%	83%
First/Mid Mgrs.	23%	71%	33%	73%	29%	17%	83%
Professionals	55%	58%	55%	45%	42%	19%	81%
Admin. Support	8%	100%	57%	43%	0%	0%	0%

CPB FY 2021 Employment Numbers by Job Group Detailing Minority and Non-Minority Data

CPB FY 2021 Employee Count by Job Group

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
Total	89	57	29	28	32	6	26
Executive	13	8	3	5	5	0	5
First/Mid Mgrs.	20	14	5	9	6	0	6
Professionals	47	27	15	12	20	6	14
Admin. Support	9	8	6	2	1	0	1

CPB FY 2021 Employee Percentage by Job Group

Job Groups	Total Employees	Females			Males		
		Total	Minority	Non-Minority	Total	Minority	Non-Minority
Total	100%	64%	51%	49%	36%	19%	81%
Executive	15%	62%	23%	77%	38%	0%	100%
First/Mid Mgrs.	22%	70%	25%	75%	30%	0%	100%
Professionals	53%	57%	56%	44%	43%	30%	70%
Admin. Support	10%	89%	75%	25%	11%	0%	100%