

AFFIRMATIVE ACTION

IN

STATE GOVERNMENT

1982 - 1985

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## INTRODUCTION

The concept of affirmative action means many things to many people. The mention of the term in our society is likely to stir debate.

To some people, affirmative action appears to mean a quota system for minorities and women that unreasonably trammels the interests of whites and males. We continually hear that affirmative action is a system to grant preference to certain groups at the expense of others and that the time for affirmative action is either drawing to a close or has ended.

From others we hear that affirmative action is a system to right the wrongs of previous generations. Because these wrongs continue to be felt across our land, we must develop a system to create a future equality even if it means that some innocent people may now have to suffer.

Others say that there are no innocent people when certain groups receive better education, services, and special expectations because of their membership of their particular groups, when the other groups who do not have the same advantages are placed in emotional servitude because of their lowered expectations. These people believe that the advantaged group rise to their exalted position on the backs of the oppressed.

In Iowa State Government we recognize that discrimination has taken place in our society since the very beginning of this nation. We also recognize that we, as state government employees, have a responsibility, both moral and legal, not to continue those policies and practices that tend to unfairly discriminate.

The Honorable Governor Robert Ray gave us the tools to develop a

system of change with Executive Order No. 15 and Executive Order No. 46. Both Executive Orders are in place and fully supported by Governor Branstad. As state employees, we are developing a system to right the past wrongs, to create a future equality and yet not unreasonably trammel anyones rights.

We see affirmative action as a developing system that allows us to identify the inequities of the state employment process, by identifying the positions or classes that minorities and women are not participating in at the rate that they are represented in the community. We then try to identify the policies or procedures that create the inequitable participation rates and try to change the policies and procedures so that those who were excluded can now be included. In order to measure our progress towards creating a more equitable system, we set goals and timetables (not quotas) that we can measure our progress against. Because the composition of our workforce changes with each new hire, promotion, demotion, resignation or retirement, we must constantly monitor and evaluate our progress.

This report is a continuation of the monitoring and evaluation process that began with the 1973-1981 report. In that report certain findings and recommendations about affirmative action were made. A progress report on those recommendations is contained in this report and several new findings and recommendations are also reported. Also contained in this report are the tables on all individual agencies with the totals from 1981 so that a simplified review can be made.

It is hoped that this report will accurately assess the workforce of state government and give an accurate measure of affirmative action in state government.

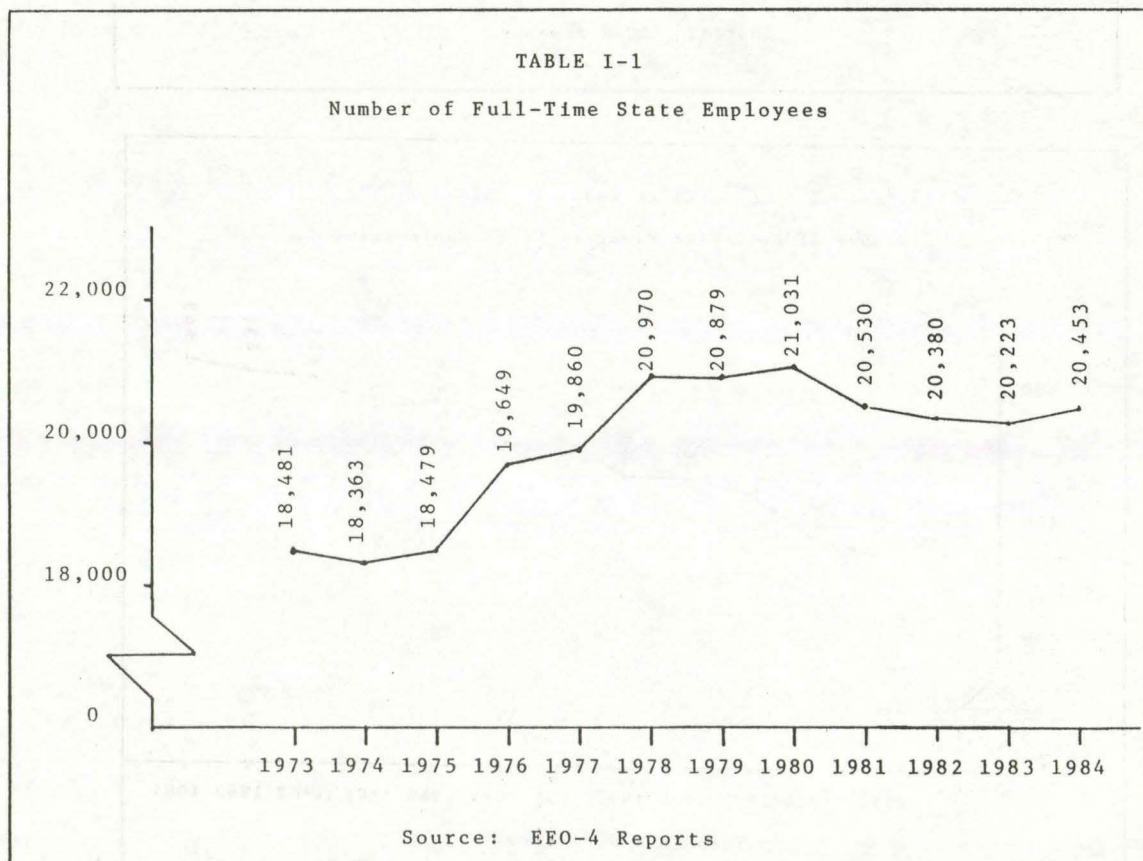
I. STATE WORK FORCE PROFILE

## I. STATE WORK FORCE PROFILE

The nature of the state's workforce has always been dynamic. With 18,000+ employees in 1973 and 20,000+ employees in 1984, the makeup is constantly changing through layoff, attrition, replacement, and addition of new staff.

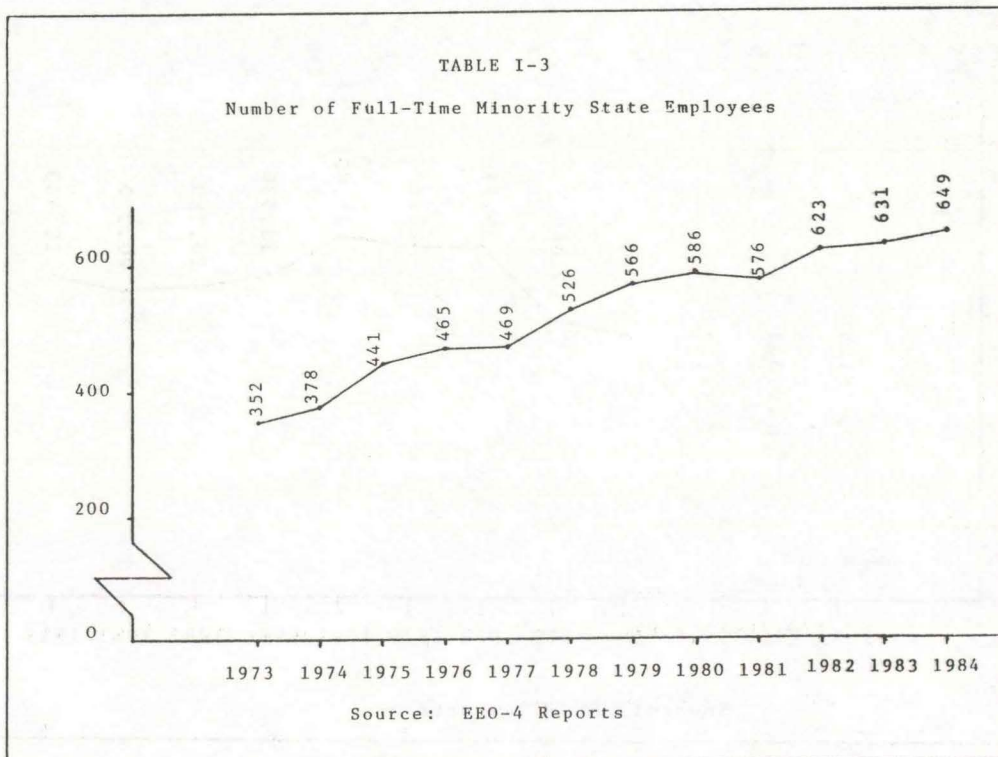
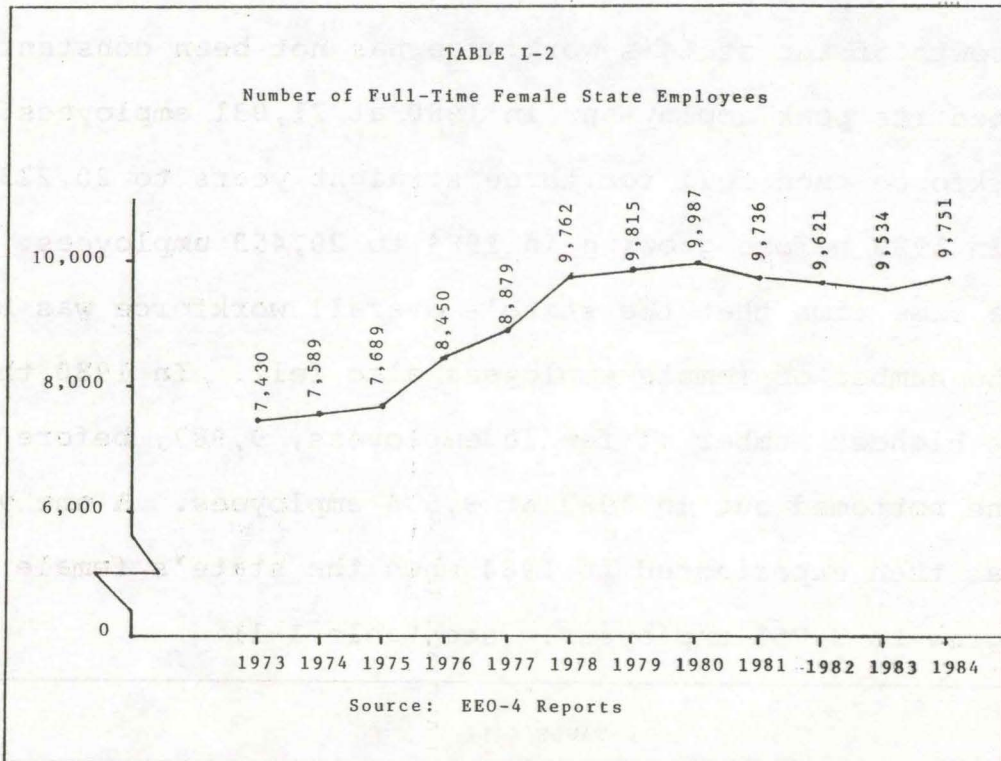
The growth of the state's workforce has not been constant. The state reached its peak employment in 1980 at 21,031 employees. The state's workforce then fell for three straight years to 20,223 employees in 1983 before growing in 1984 to 20,453 employees.

At the same time that the state's overall workforce was being reduced, the number of female employees also fell. In 1980 the state reached its highest number of female employees, 9,987, before a three year decline bottomed out in 1983 at 9,534 employees. A one year increase was then experienced in 1984 when the state's female workforce grew to 9,751 employees. (see table I-1)

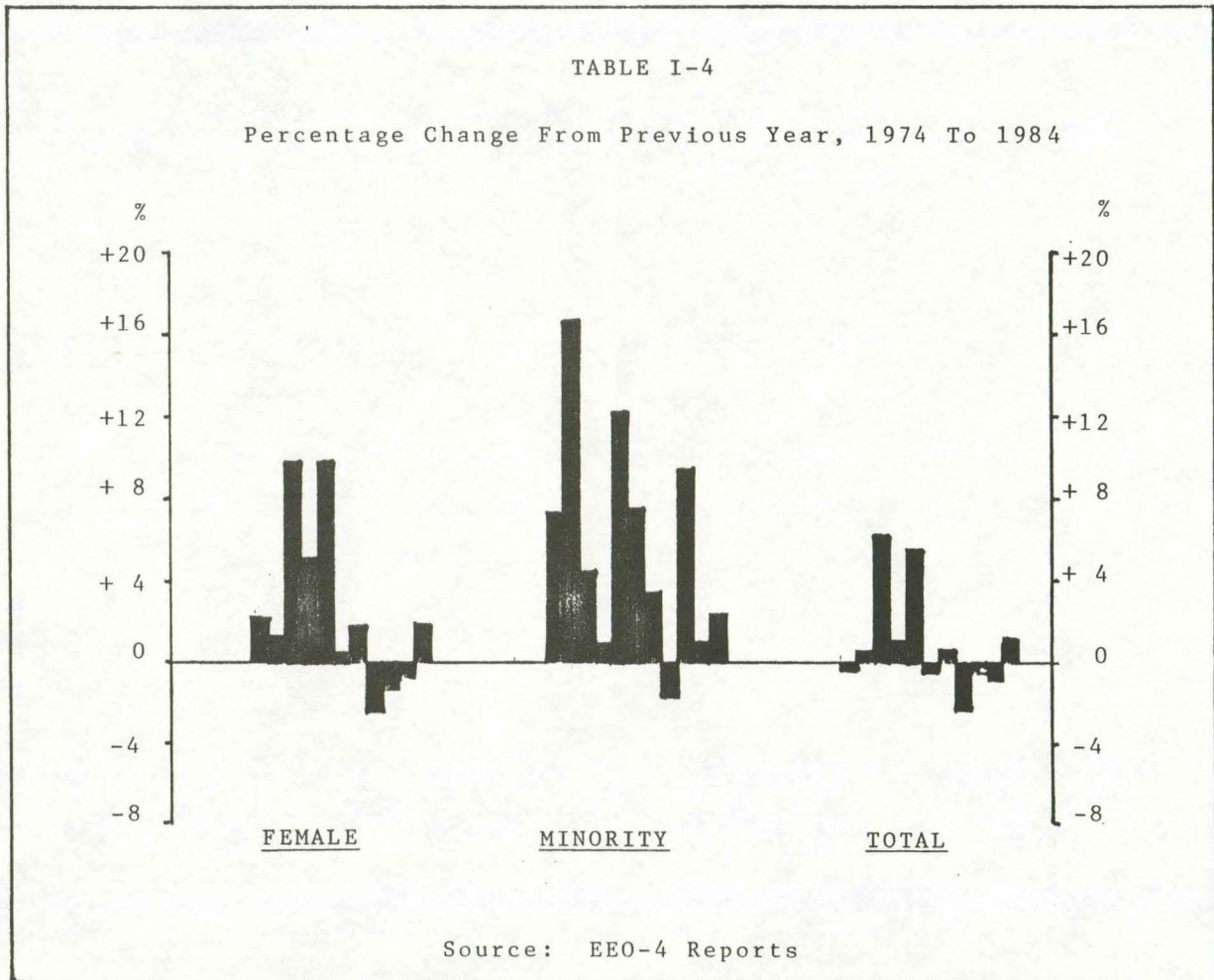




At the time when the state's full-time workforce and the state's full-time female workforce were experiencing a three-year decline, the state's full-time minority workforce suffered only a one-year decline and then increased three straight years. (see table I-2 - I-3)



To chart the difference in percentage change see Table I-4. It is easy to see that the female employment rose or fell at a faster rate than the workforce as a whole while minority employment was not subjected to as sharp of a decline in 1981 and actually experienced growth while the workforce as a whole experienced a decline during 1982 and 1983.



These figures show general trends in the workforce and are not to be construed as the yardstick for measuring affirmative action success or failure.

## II. COMMENTS ON THE COMPARATIVE STATISTICS USED

## II. COMMENTS ON THE COMPARATIVE STATISTICS USED

This report uses workforce statistics provided by the state's EEO4 report to the Equal Employment Opportunity Commission (EEOC). The workforce figures are based on the composition of the workforce at the end of the state fiscal year. The labor force availability figures are the 1980 census data from the U.S. Department of Commerce and the figures compiled by EEOC from private employer's EEO 1 reports. The relevant geographic labor market area is the State of Iowa for all EEO 4 job categories.

The labor force data and the relevant geographic labor market area should not be the same for each agency or even for all divisions of larger agencies. However, for a general report on the status of affirmative action in state government, they are well suited.

In the last report the Commission used EEO 1 data and census data as the labor force for comparison to workforce rather than the more generally accepted eight factor analysis, required by the Department of Labor, Office of Federal Contract Compliance. The EEO 1 data and census data are again used for three reasons: (1) A continuation of the data allows a better comparison of progress or regression with the last report. (2) An eight factor analysis would have to be conducted by individual agencies that define their relevant labor market area and is not suited for a general report on the status of affirmative action in state government. (3) The State still does not have the resources to conduct an eight factor analysis on more than 800 job classes in a report of this nature.

It should be noted that the EEO 1 data is available only up to 1981 and comparisons can be made on only five of the eight EEO 4 job categories (EEO 1 job categories compare favorably with only three of

the EEO 4 job categories. Two of the job categories that can be compared are officials and managers to officials and administrators, craft workers to skill craftworkers). The other three job categories are the same; professionals, technicians, and office and clerical. The categories that do not have an EEO 1 counterpart are protective service workers, paraprofessionals and service and maintenance workers.

In order to give all EEO 4 job categories some basis for comparison, a crosswalk of data between EEO 1 and EEO 4 was developed by the Office of Planning and Programming with data furnished by The Census Bureau. The data is for 1980 only and will be provided in the appendix in a separate chart. (See appendix C)

The EEO 4 job categories are also compared to each other and compared to last years figures and the year before. One danger of comparing the EEO 4 job categories to last years figures is that sometimes during the year a job group (Merit class) gets changed from one EEO 4 category to another. A major shift in the professional and official and administrators took place in 1982-83. The sharp increase in male and female official and administrators and decrease in the male and female professionals can be attributed, in part, to this reclassification. To a lesser extent the white and minority charts show about the same trend.

In the last report, the workforce was compared to an Iowa labor force. That is, all labor force data was limited to the boundaries of the State of Iowa. In affirmative action plans we normally use labor force data for the area in which we seek applicants. For higher paying positions we will seek in a wider geographic area than for lower paying positions. This report is not to be confused with an affirmative action plan. We are not trying to set goals or timetables

for individual agencies but only to check the progress of affirmative action in state government. Because the State of Iowa generally has a lower percentage of minorities in the labor force as compared to other states in the region or to the nation as a whole, the data for the state should serve as a minimum threshold for agencies in the larger cities. Agencies that do better than this threshold may still not be meeting their own expectations based on their recruiting area.

### III. FEMALE STATE EMPLOYMENT

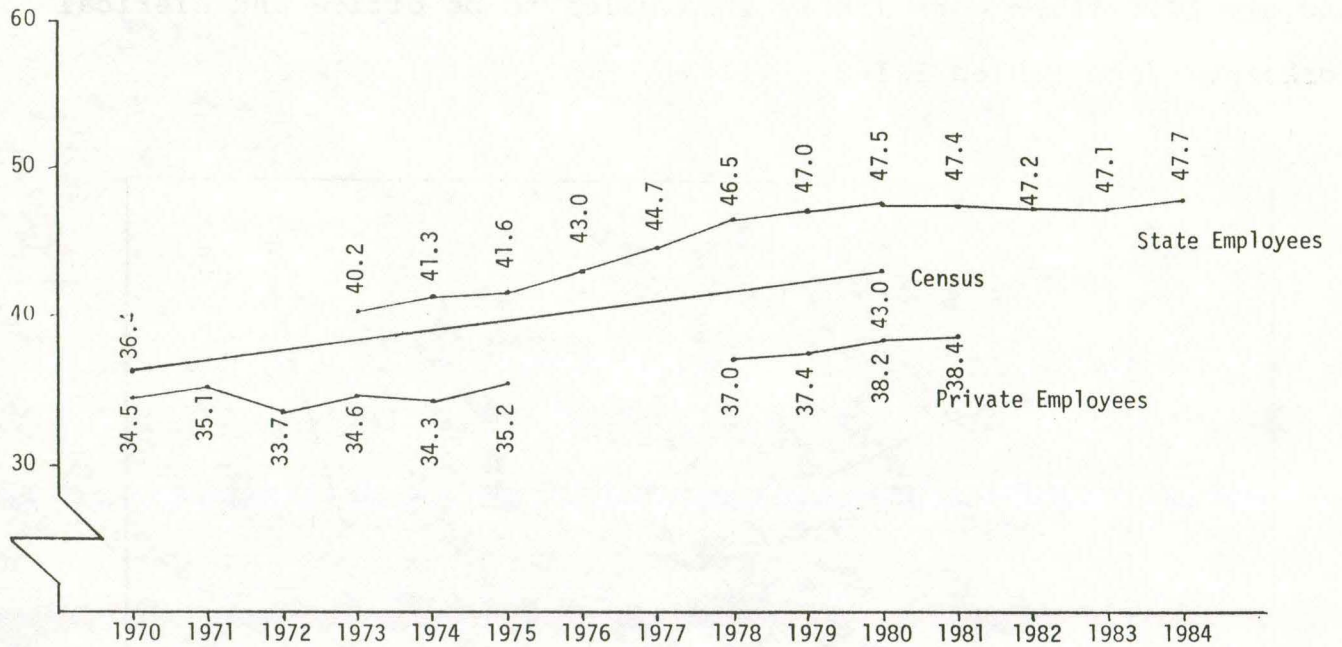
### III. FEMALE STATE EMPLOYMENT

#### A. General

As noted earlier in the report, the actual number of female employees fell from its 1980 high of 9,987 to the 1983 figure 9,534. It is interesting to note that while the number of employees dropped, the participation rate for females remained fairly constant between 47.5% to 47.1%. It can also be noted that the female participation rate continues to outpace females in the labor force and females employed by private employers. (see table III-1)

TABLE III-1

Percent of Female Employees in State Government, Census, and Major Iowa Private Employers





## B. Occupational Distribution By Sex

The next series of tables show how men and women are distributed in the different EEO 4 job categories as compared to their total number in workforce.

If all things were equal, men and women would be equally represented in each job category. If 8.7% of the state's male workforce were officials and administrators then 8.7% of the state's female workforce would also be officials and administrators. However, this is not what we find. In 1984, males are over three times more likely than females to be officials and administrators. Males are nine times more likely than females to be protective service workers. Females are 2.5 times more likely than males to be paraprofessionals and are 11.5 times more likely than males to be office and clerical workers. (see tables III-2 - III-9)

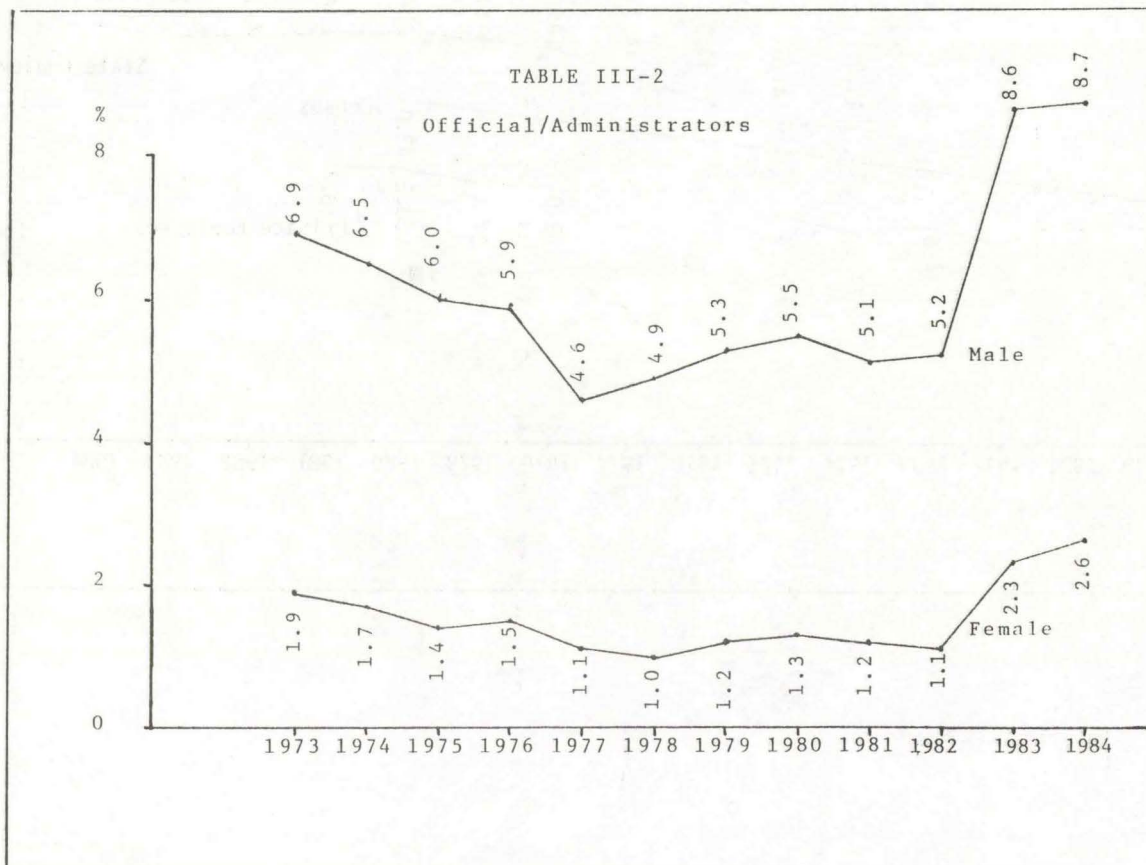


TABLE III-3  
Professionals

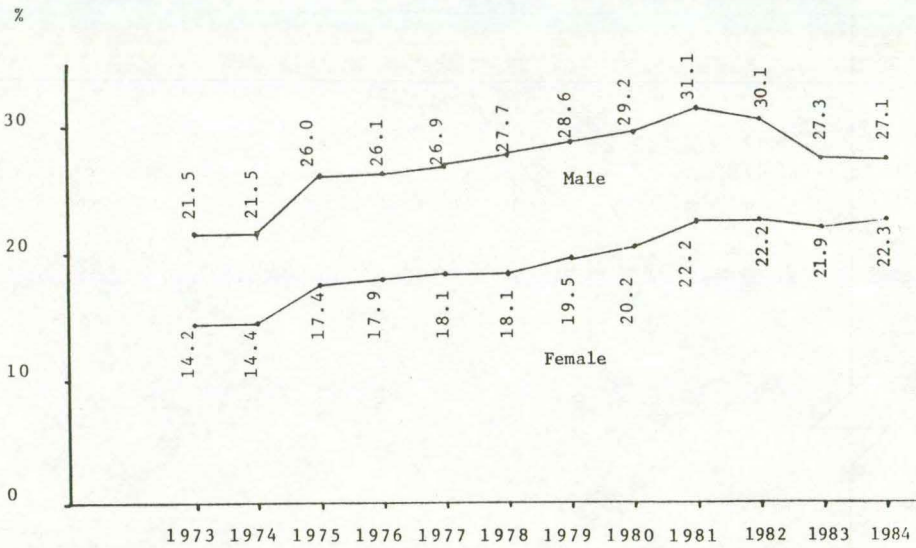
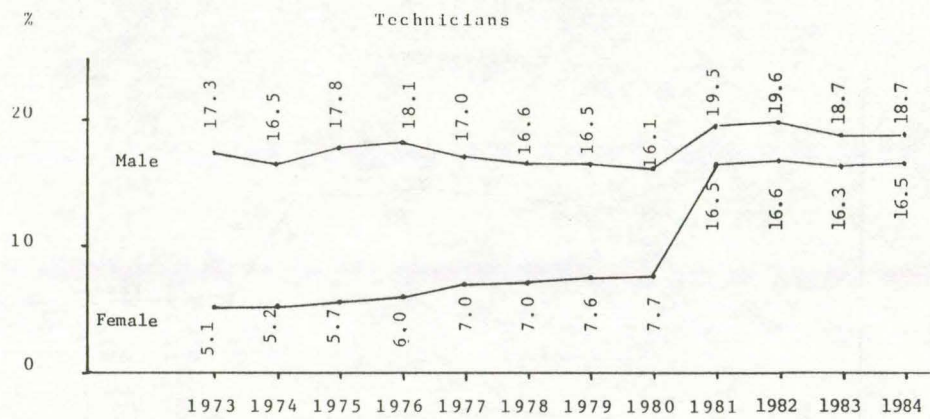


TABLE III 4  
Technicians



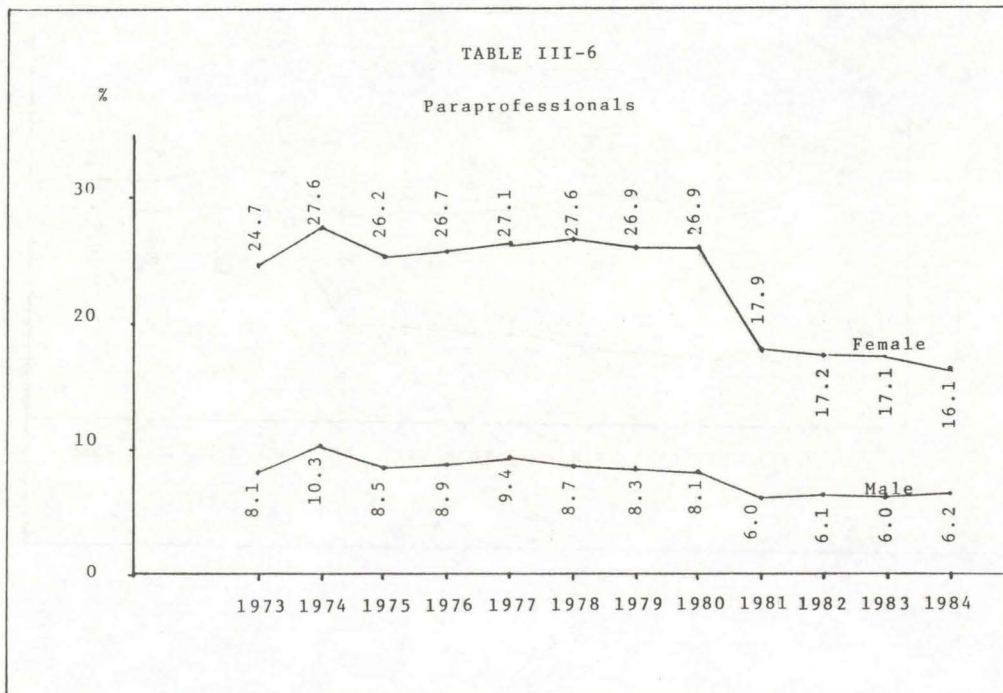
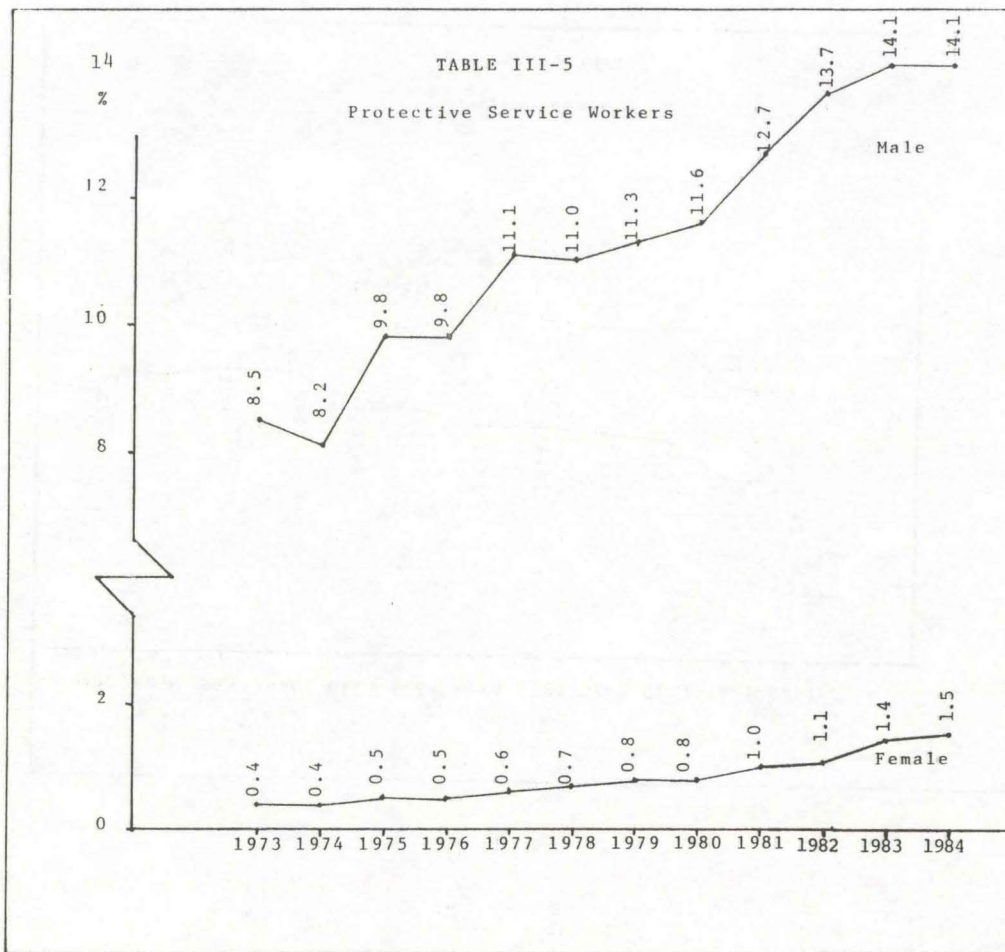


TABLE III-7  
Office/Clerical

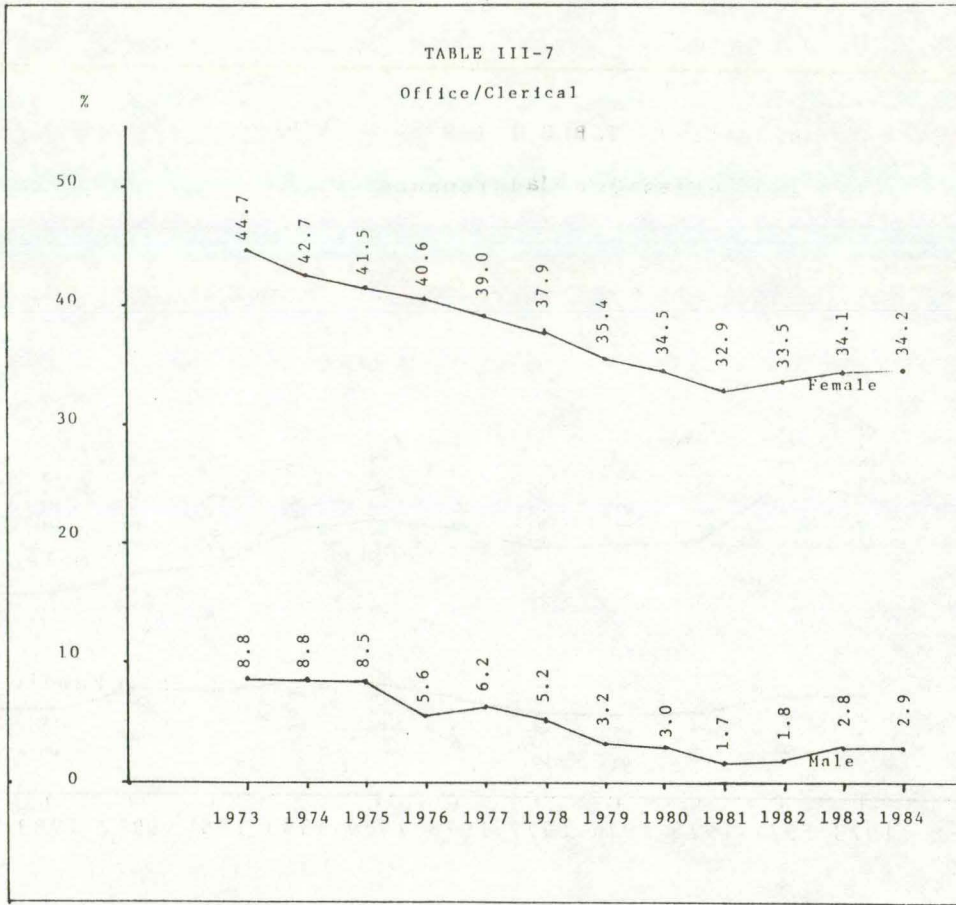


TABLE III-8  
Skilled Craft Workers

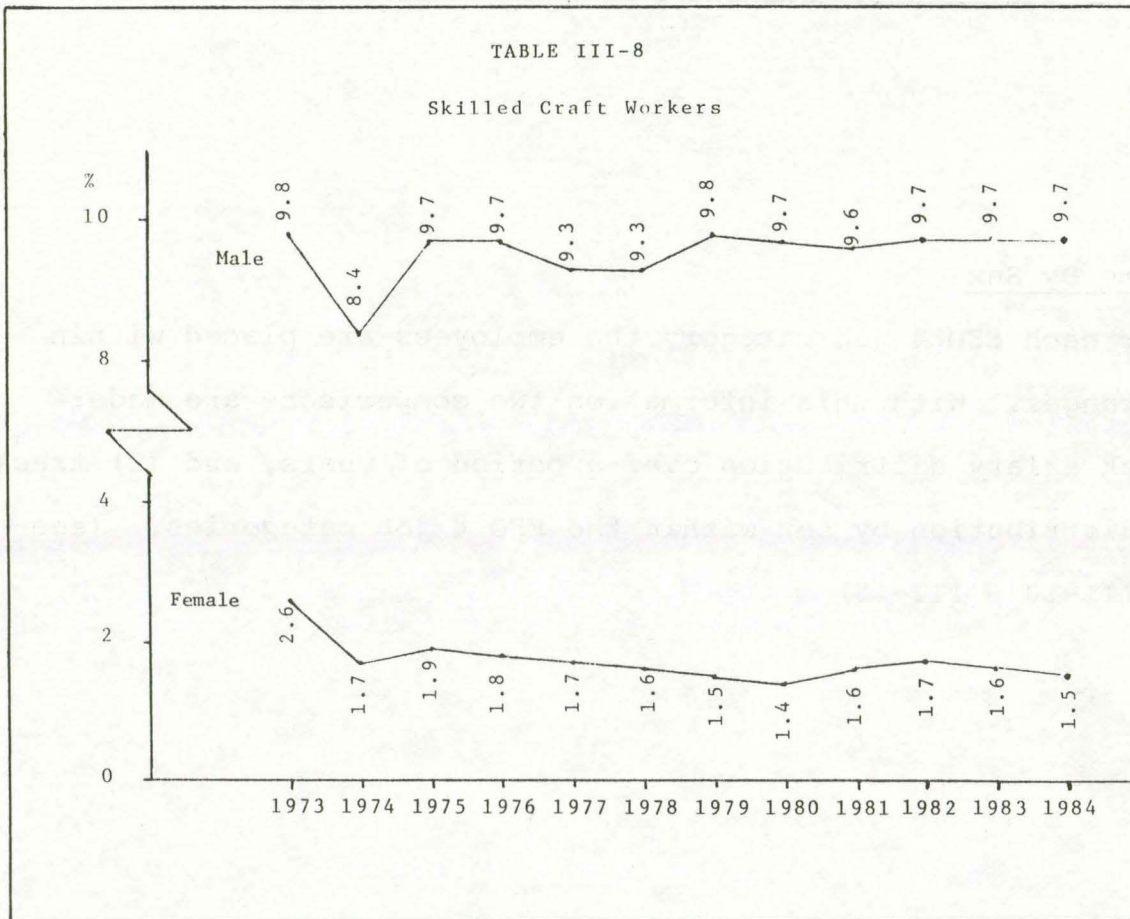
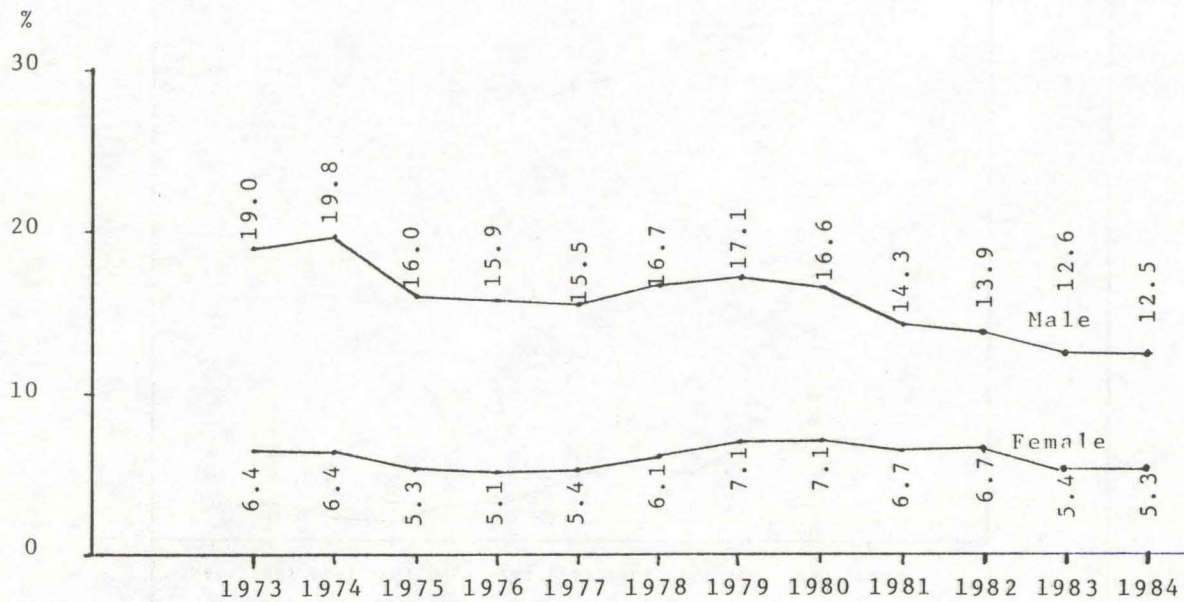


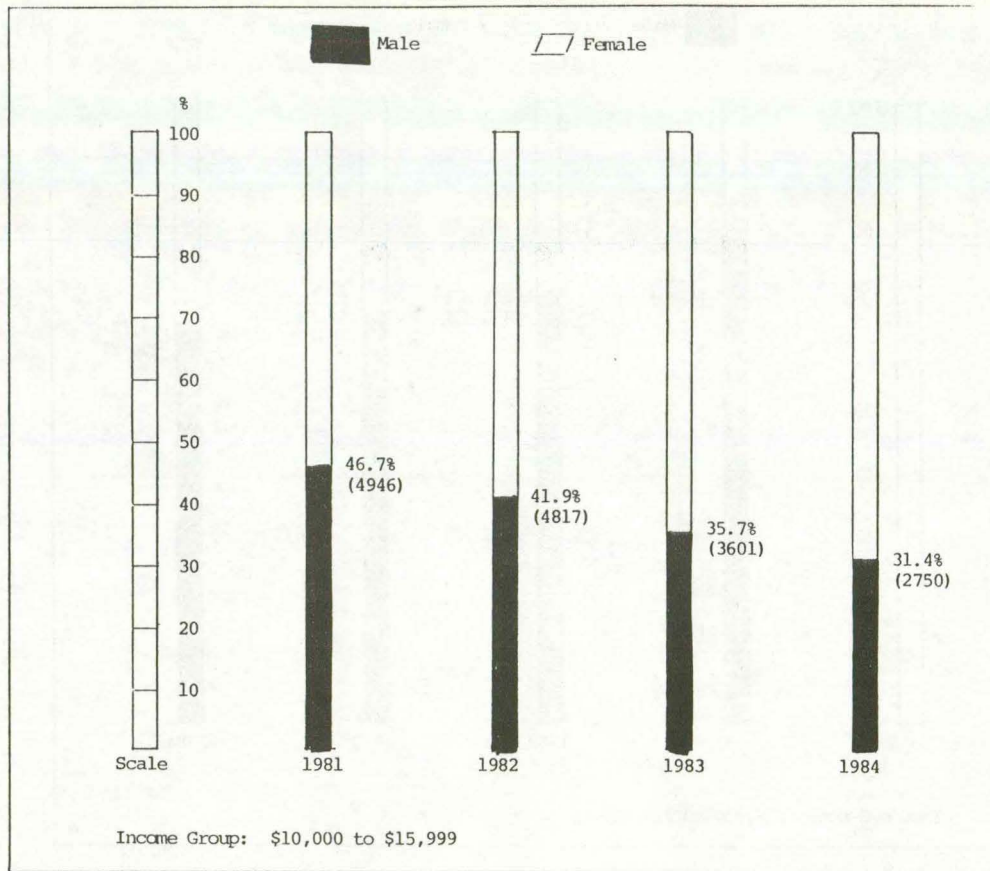
TABLE III-9  
Service-Maintenance



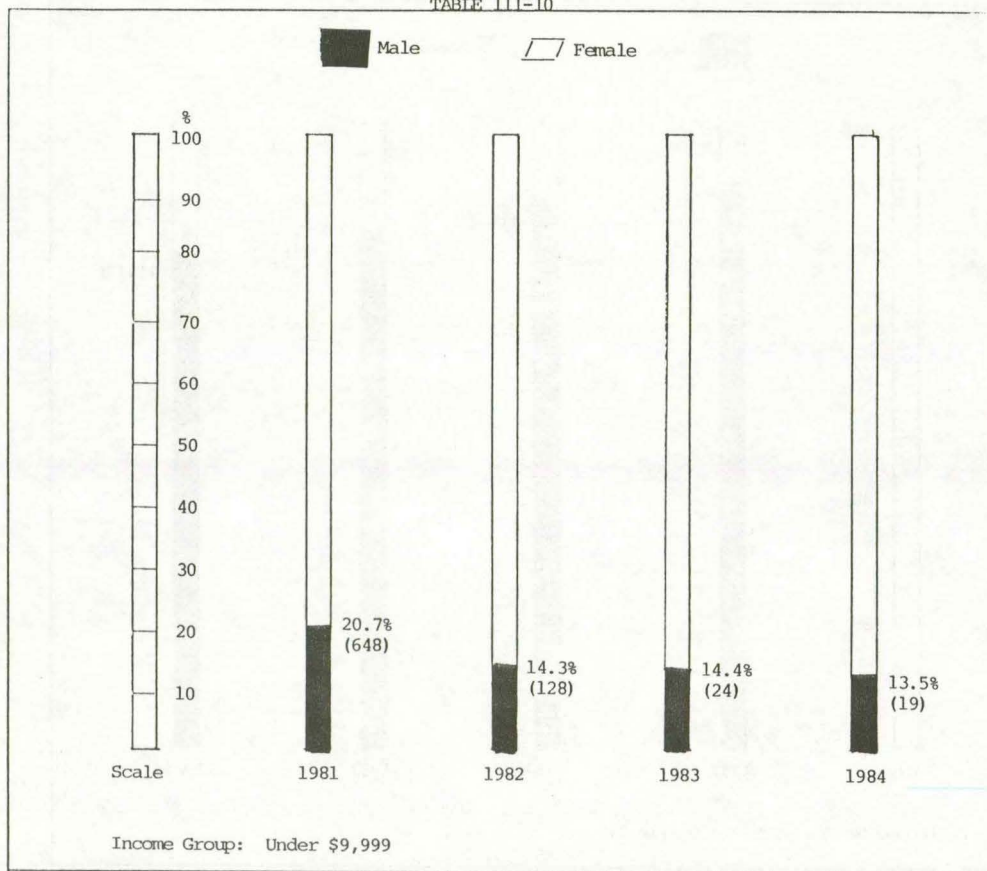
C. Income By Sex

For each EEO 4 job category the employees are placed within salary ranges. With this information two comparisons are made: (1) track salary distribution over a period of years, and (2) track salary distribution by sex within the EEO 4 job categories. (see tables III-10 - III-15)

INCOME BRACKETS FOR FULL-TIME  
STATE EMPLOYEES - BY SEX, 1981-1984  
TABLE 111-11

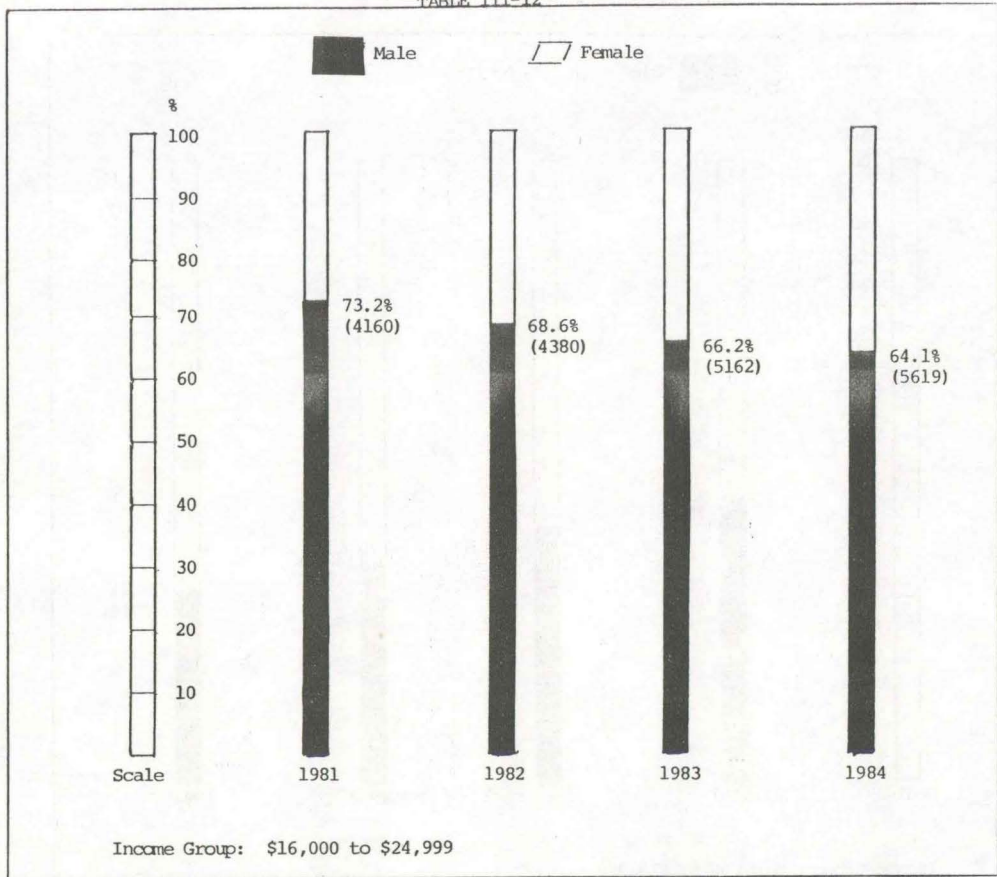


INCOME BRACKETS FOR FULL-TIME  
STATE EMPLOYEES - BY SEX, 1981-1984  
TABLE 111-10

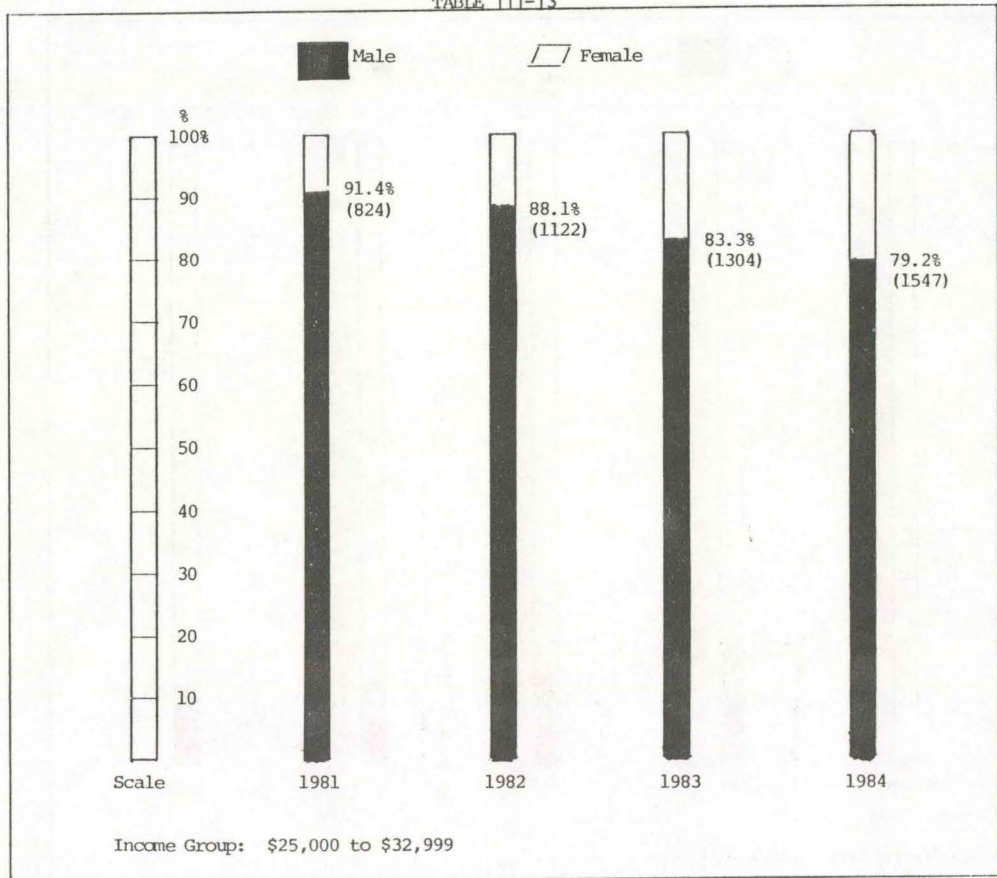


( ) = Males in group

INCOME BRACKETS FOR FULL-TIME  
STATE EMPLOYEES - BY SEX, 1981-1984  
TABLE 111-12



INCOME BRACKETS FOR FULL-TIME  
STATE EMPLOYEES BY SEX, 1981-1984  
TABLE 111-13



INCOME BRACKETS FOR FULL-TIME  
STATE EMPLOYEES - BY SEX, 1981-1984

TABLE 111-14

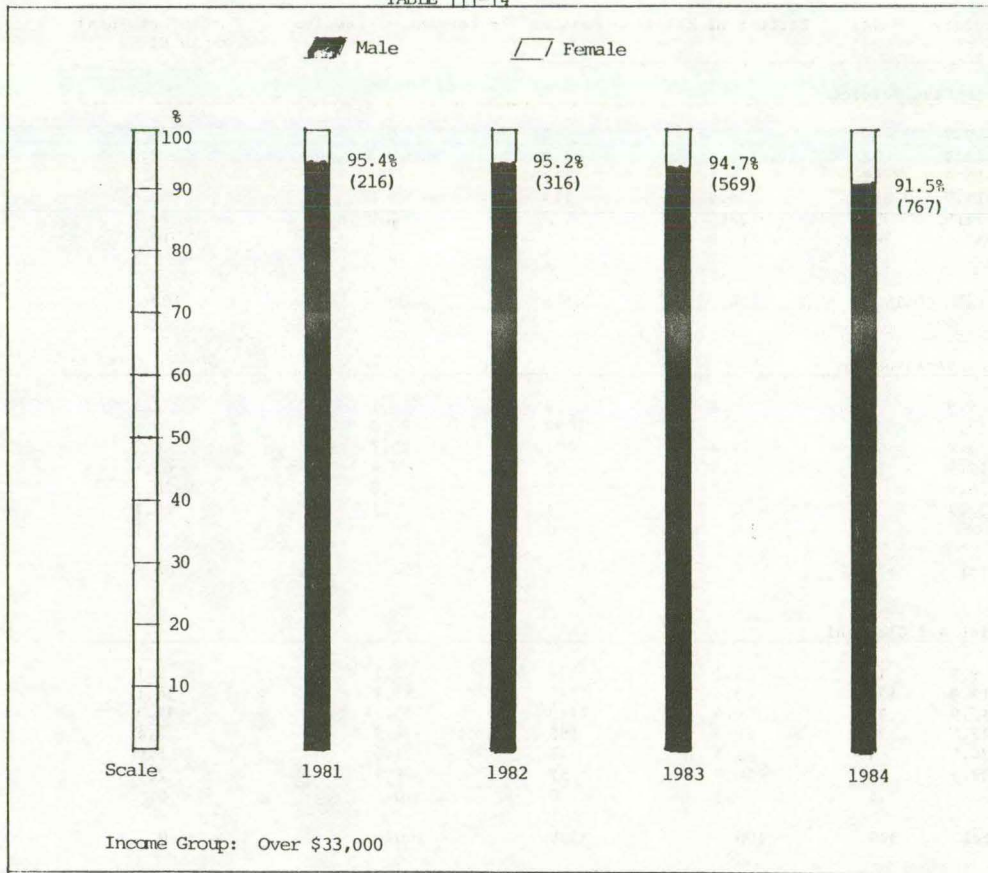


TABLE 111-15

Salary	Males	Percent of Males	Females	Percent of Females	Percent of Total in Class
<b>Officials and Administrators</b>					
0- 9.9	4	.4	6	2.4	.8
10-12.9	8	.9	4	1.6	1.0
13-15.9	11	1.2	4	1.6	1.3
16-19.9	5	.5	11	4.4	1.3
20-24.9	48	5.2	52	20.7	8.5
25-32.9	355	38.2	139	55.4	41.9
33+	498	53.6	35	13.9	45.2
<b>Total</b>	<b>929</b>	<b>100</b>	<b>251</b>	<b>100</b>	<b>100</b>
<b>Professionals</b>					
0- 9.9	0	0	1	0	0
10-12.9	8	.3	12	.6	.4
13-15.9	38	1.3	52	2.4	1.8
16-19.9	564	19.4	985	45.3	30.5
20-24.9	1247	42.9	888	40.8	42.0
25-32.9	782	26.9	202	9.3	19.4
33+	265	9.1	36	1.7	5.9
<b>Total</b>	<b>2904</b>	<b>100</b>	<b>2176</b>	<b>100</b>	<b>100</b>
<b>Technicians</b>					
0- 9.9	0	0	1	.1	0
10-12.9	7	.3	84	5.2	2.5
13-15.9	271	13.5	758	47.1	28.5
16-19.9	924	46.1	684	42.5	44.5
20-24.9	590	29.5	78	4.8	18.5
25-32.9	209	10.4	4	.2	5.9
33+	2	.1	0	0	.1
<b>Total</b>	<b>2003</b>	<b>100</b>	<b>1609</b>	<b>100</b>	<b>100</b>



Salary	Males	Percent of Males	Females	Percent of Females	Percent of Total in Class
<b>Protective Service</b>					
0- 9.9		0	0	0	0
10-12.9	32	2.1	9	6.3	2.5
13-15.9	92	6.1	11	7.7	6.2
16-19.9	887	58.9	113	79.0	60.6
20-24.9	332	22.0	7	4.9	20.5
25-32.9	163	10.8	3	2.1	10.1
33+	1	.1	0	0	.1
Total	1507	100	143	100	100
<b>Paraprofessionals</b>					
0- 9.9	1	.1	2	.1	.1
10-12.9	555	82.8	1099	70.0	2.5
13-15.9	96	14.3	403	25.7	6.2
16-19.9	17	2.5	53	3.4	60.6
20-24.9	1	.1	12	.8	20.5
25-32.9	0	0	1	.1	10.1
33+	0	0	0	0	.1
Total	670	0	1570	100	100
<b>Office and Clerical</b>					
0- 9.9	10	3.1	104	3.1	3.1
10-12.9	139	43.4	1840	55.1	54.1
13-15.9	98	30.6	1119	33.5	31.1
16-19.9	33	10.3	165	4.9	5.4
20-24.9	4	1.3	53	1.6	1.6
25-32.9	35	10.9	57	1.7	2.5
33+	1	.3	0	0	0
Total	320	100	3338	100	0
<b>Skilled Craft</b>					
0- 9.9	0	0	0	0	0
10-12.9	20	1.9	59	39.1	6.7
13-15.9	140	13.5	65	49.6	17.3
16-19.9	812	79.0	27	20.6	71.2
20-24.9	55	5.3	0	0	4.6
25-32.9	3	.3	0	0	.3
33+	0	0	0	0	0
Total	1036	100	151	100	0
<b>Service and Maintenance</b>					
0- 9.9	4	.3	8	1.6	.7
10-12.9	438	32.9	394	76.3	45.1
13-15.9	797	59.8	94	18.3	48.3
16-19.9	84	6.3	15	2.9	5.4
20-24.9	10	.8	2	.4	.7
25-32.9	0	0	0	0	0
33+	0	0	0	0	0
Total	1333	100	513	100	100

Figures rounded to nearest .1

D. Participation Level by Job Category

Females in state government have participated at about 47% of the workforce for several years. Females then should participate in all job classes at approximately the 47% rate. In 1984 we find that women do participate at about the rate in two job categories, professional and technicians. In the other categories we find that women are overrepresented (office and clerical 91.2% and paraprofessional 7%) or are underrepresented (officials and administrators 21.3%, protective service workers 8.6%, skilled craft 12.7%, and service and maintenance 27.8%). These trends have not shown significant change since the last report.

E. State Employment v. Private Employment

Five of the tables compare female state employment participation rates to private employer female participation rates. The tables show that in four of the job categories women are utilized at a higher rate in state government than private employment. For one of these job categories, office and clerical, the higher participation rate for females may not be a good thing (females are already overrepresented). The other category, professionals, shows that private employers still utilize women at a slightly higher rate, approximately 1%. (see table III-16 - III-23)

TABLE 111-16  
OFFICIALS & ADMINISTRATORS

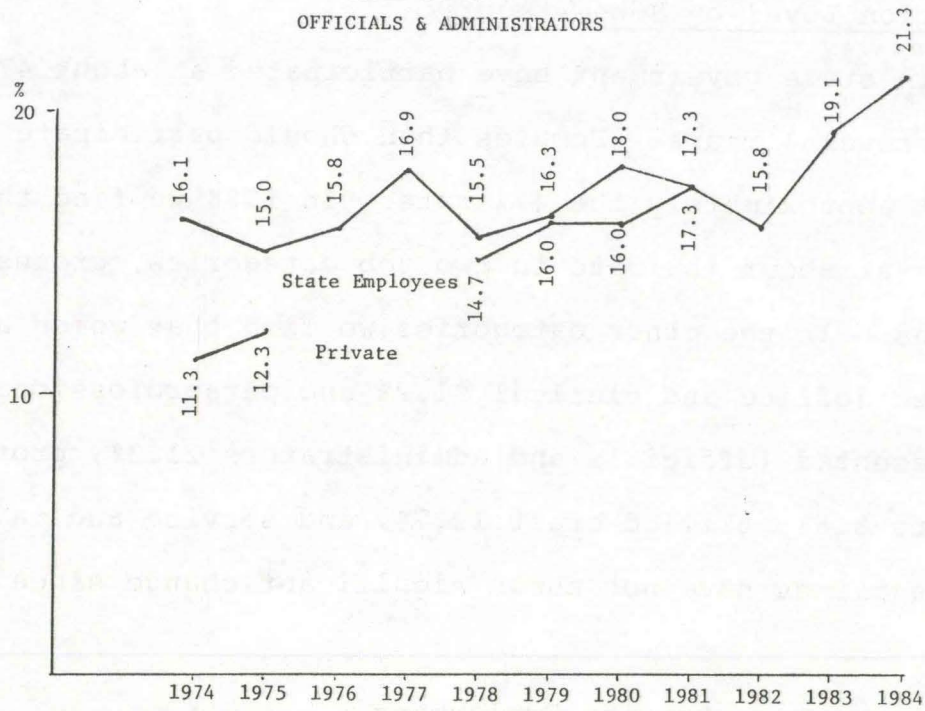


TABLE 111-17  
PROFESSIONALS

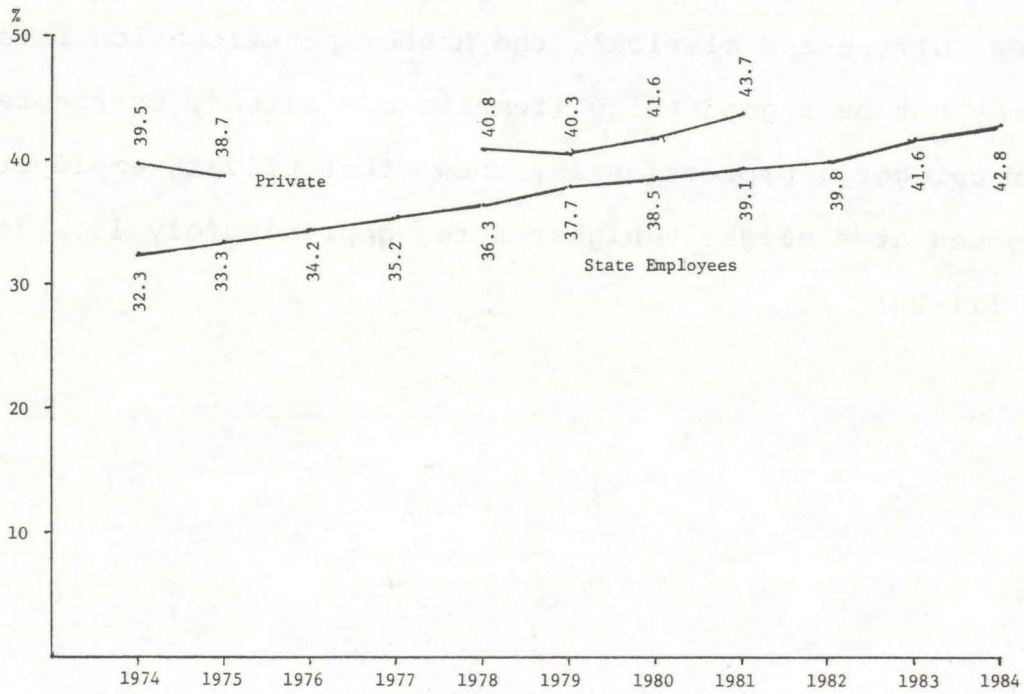


TABLE 111-18  
TECHNICIANS

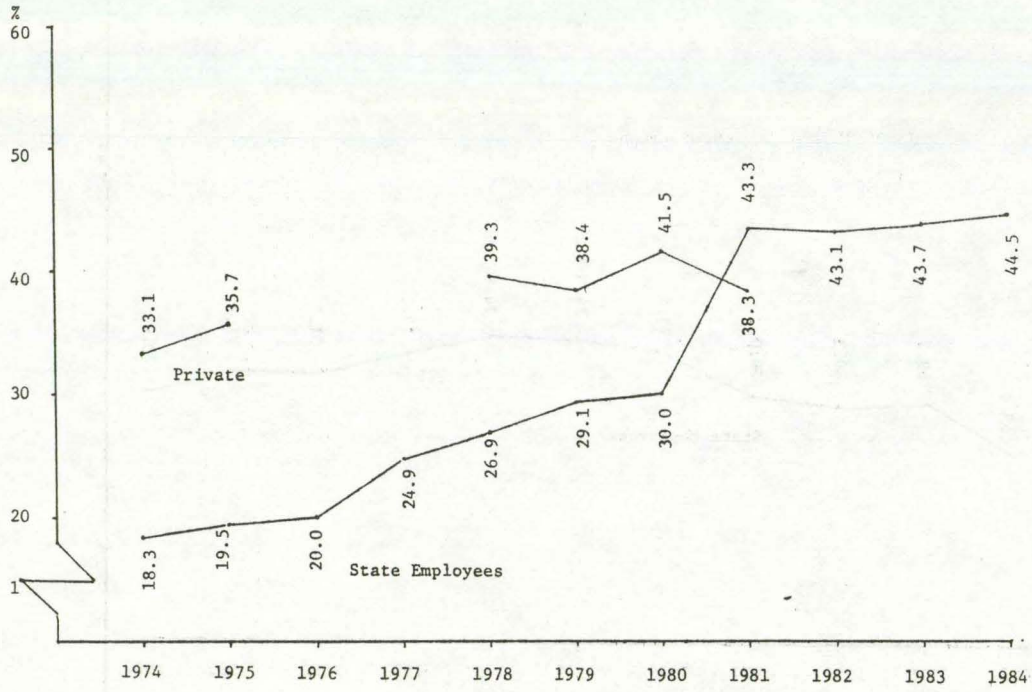
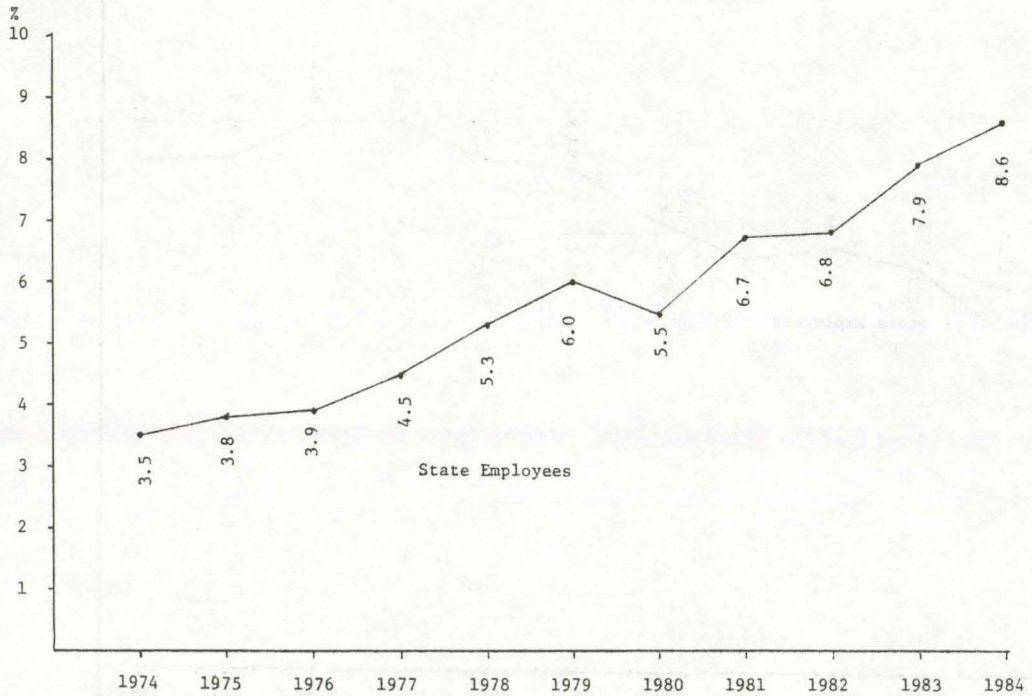
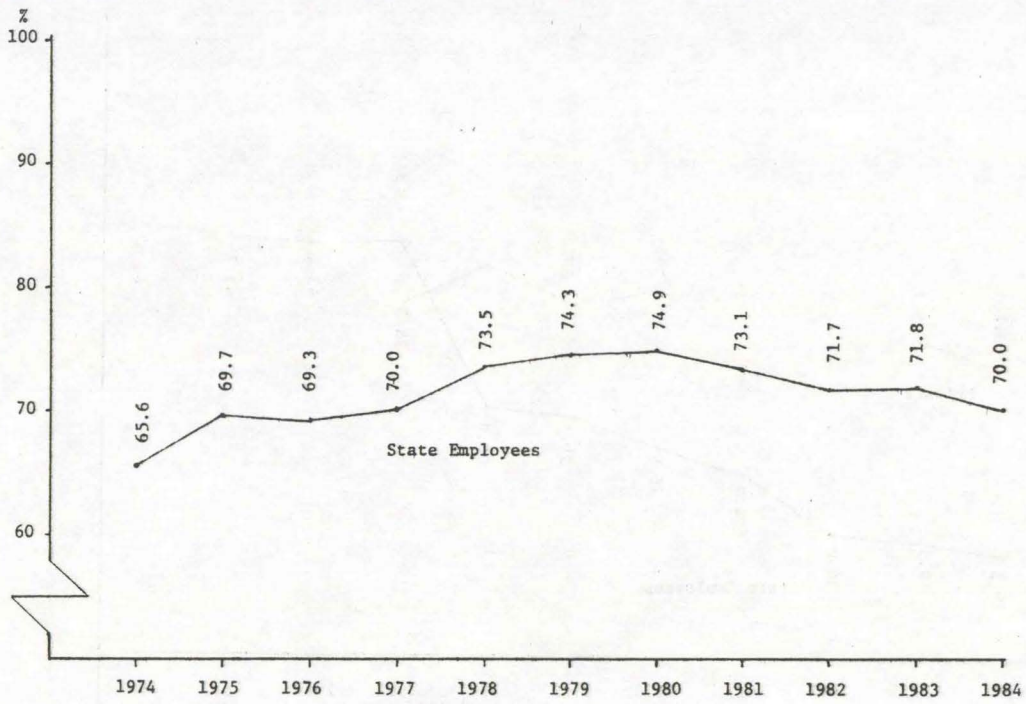


TABLE 111-19  
PROTECTIVE SERVICE WORKERS



EEOL data does not apply to this classification

TABLE 111-20  
PARAPROFESSIONALS



EEOL data does not apply to this classification

TABLE 111-21  
OFFICE & CLERICAL

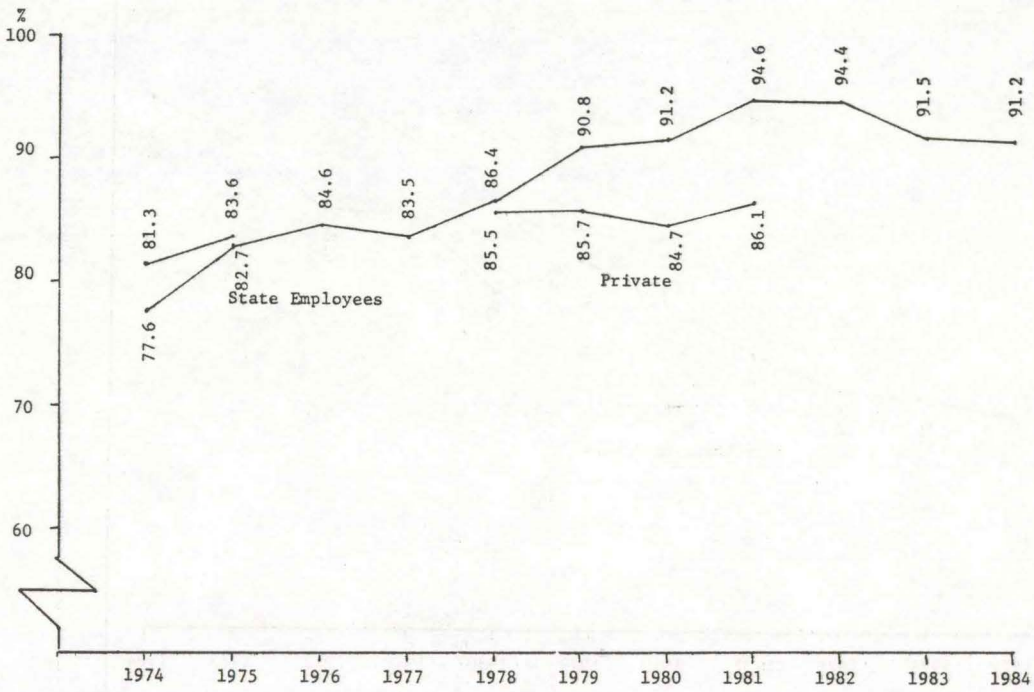


TABLE 111-22  
SKILLED CRAFT WORKERS

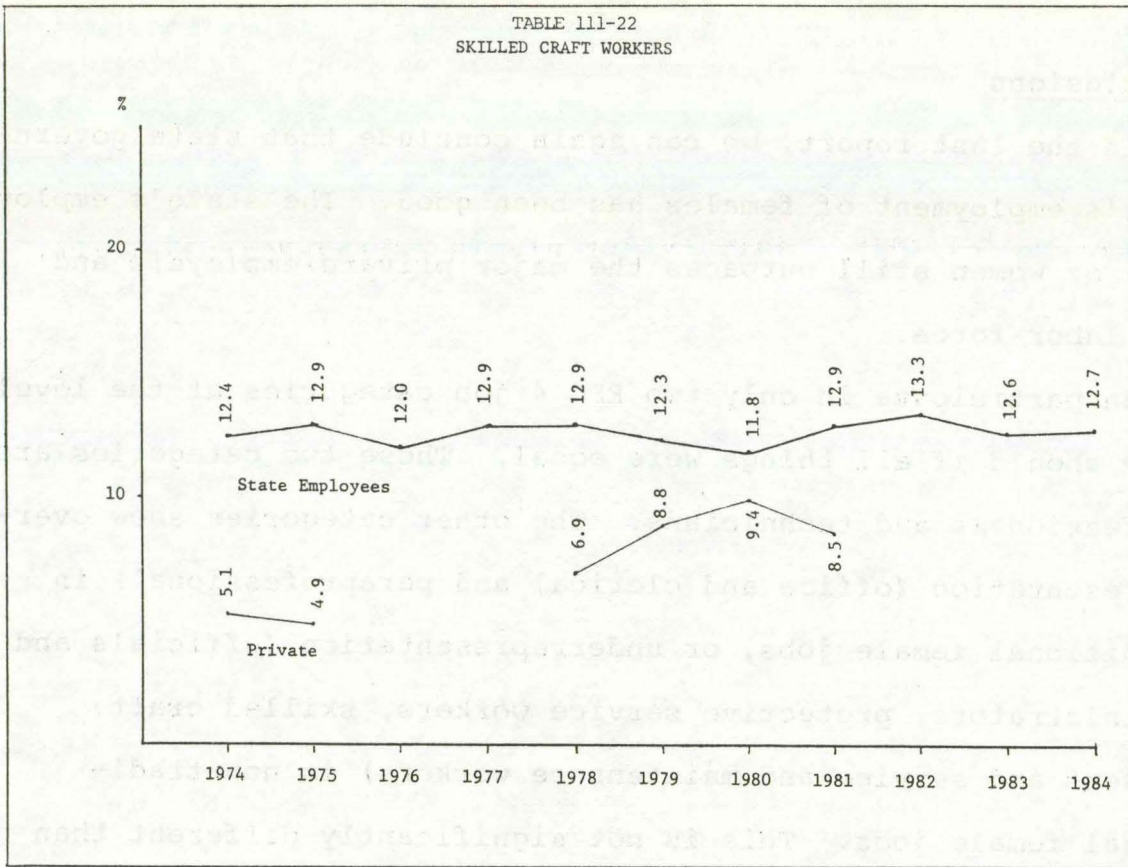
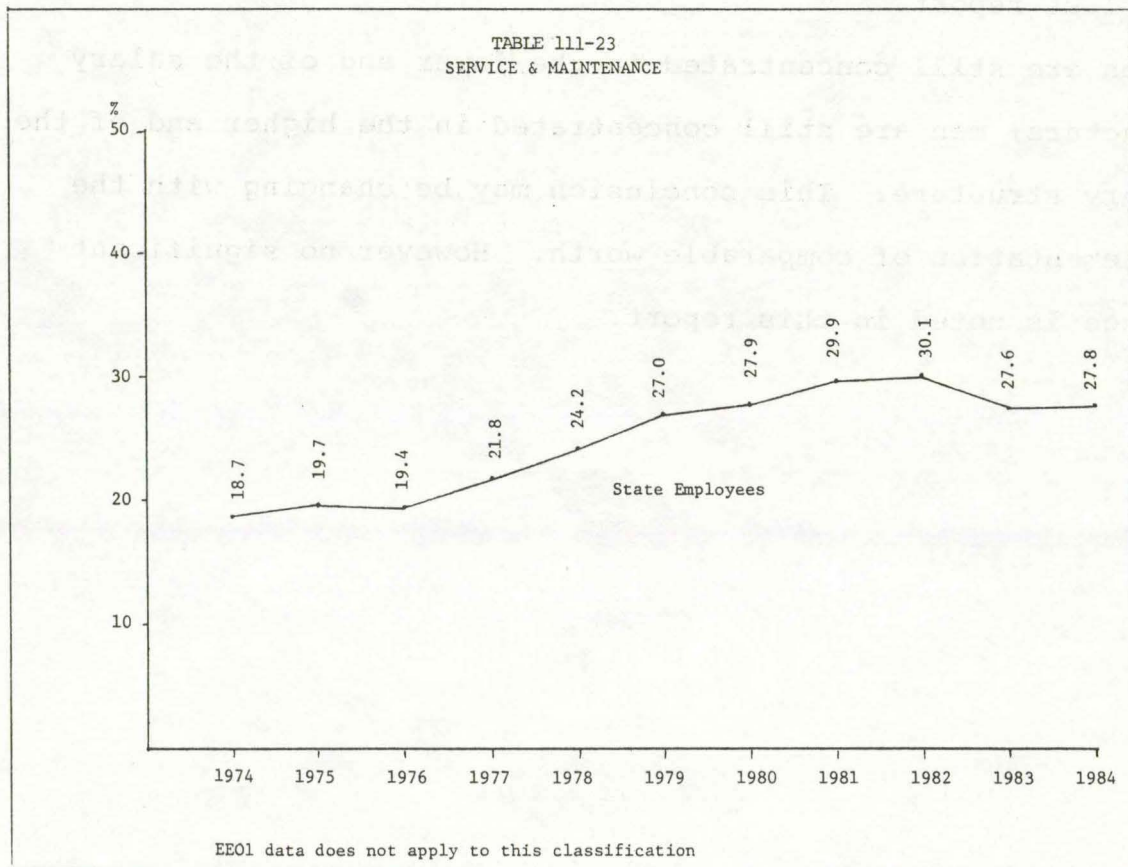


TABLE 111-23  
SERVICE & MAINTENANCE



EO1 data does not apply to this classification

## F. Conclusions

1. As in the last report, we can again conclude that state government's employment of females has been good. The state's employment of women still outpaces the major private employers and the labor force.
2. Women participate in only two EEO 4 job categories at the levels they should if all things were equal. These two categories are professionals and technicians. The other categories show overrepresentation (office and clerical and paraprofessional) in traditional female jobs, or underrepresentation (officials and administrators, protective service workers, skilled craft workers and service and maintenance workers) in non-traditional female jobs. This is not significantly different than the last report.
3. Women are still concentrated in the lower end of the salary structure; men are still concentrated in the higher end of the salary structure. This conclusion may be changing with the implementation of comparable worth. However no significant change is noted in this report.

#### IV. MINORITY STATE EMPLOYMENT



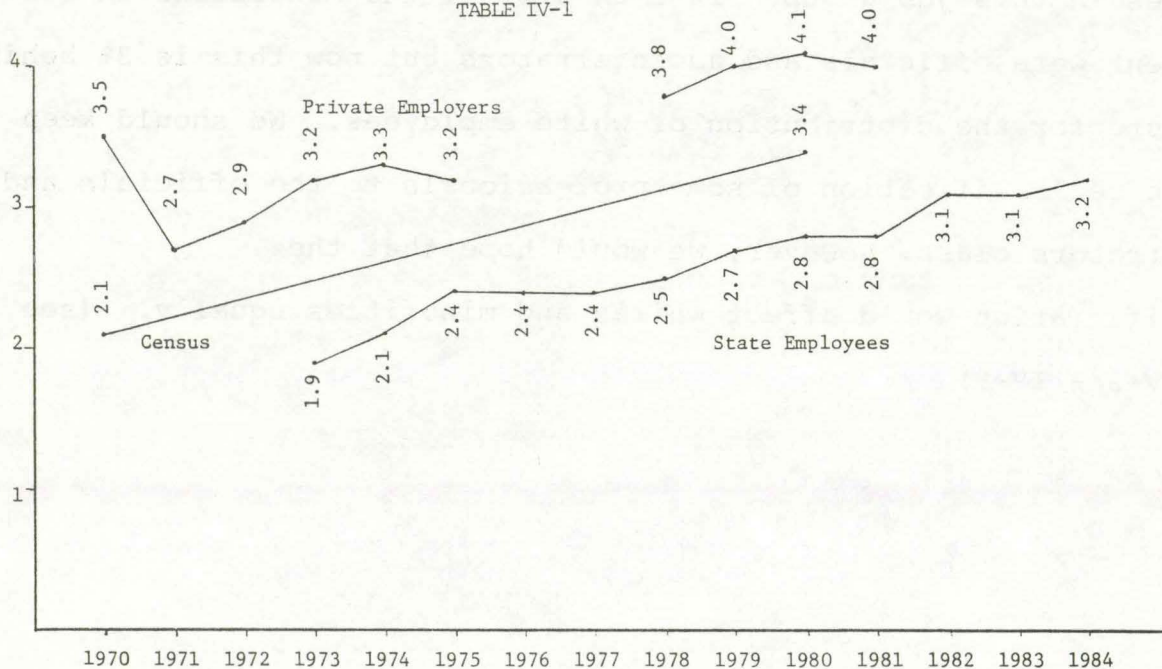
#### IV. MINORITY STATE EMPLOYMENT

##### A. General

Since the state began to track minority employment in state government in 1973, minorities have not been employed at the rate the private employers have had nor the rate that minorities are found in the general population. This trend continues in 1984. The last report stated that the gap between the general population and private employers was widening. This does not seem to be true any longer. Private employment of minorities fell by .1% in 1982 while state employment remained constant. However the EEO 1 data for 1982-84 is not yet available to compare with the state 1981-82 increase. (see table IV-1)

Percent of Minority Employees in State Government, Census and Major Iowa Private Employers

TABLE IV-1



Between 1981 and 1982 minority employment in state government jumped 0.3%, the largest single year increase since 1974-75. This jump, as noted earlier, is not part of an overall employee increase in state government. In fact, state government was in the middle of an employee cutback at the time. While the state still is not performing as well as could be expected, progress seems to be in the making.

B. Occupational Distribution by Race

The distribution of minorities in the workforce has changed somewhat in the last three years. These tables will not only show minorities are distributed but how the distribution compares to the distribution of white employees.

Three years ago 2.3% of the minorities employed in state government were employed in the officials and administrator job group. This was only 1% behind the figure for the percentage of white employees in this job group. In 1984 3.8% of the minorities in state government were officials and administrators but now this is 2% behind the figure for the distribution of white employees. We should keep in mind the reclassification of some professionals to the officials and administrators class, however, we would hope that the reclassification would affect whites and minorities equally. (see table IV-2 - IV-9)

TABLE IV-2  
Officials/Administrators

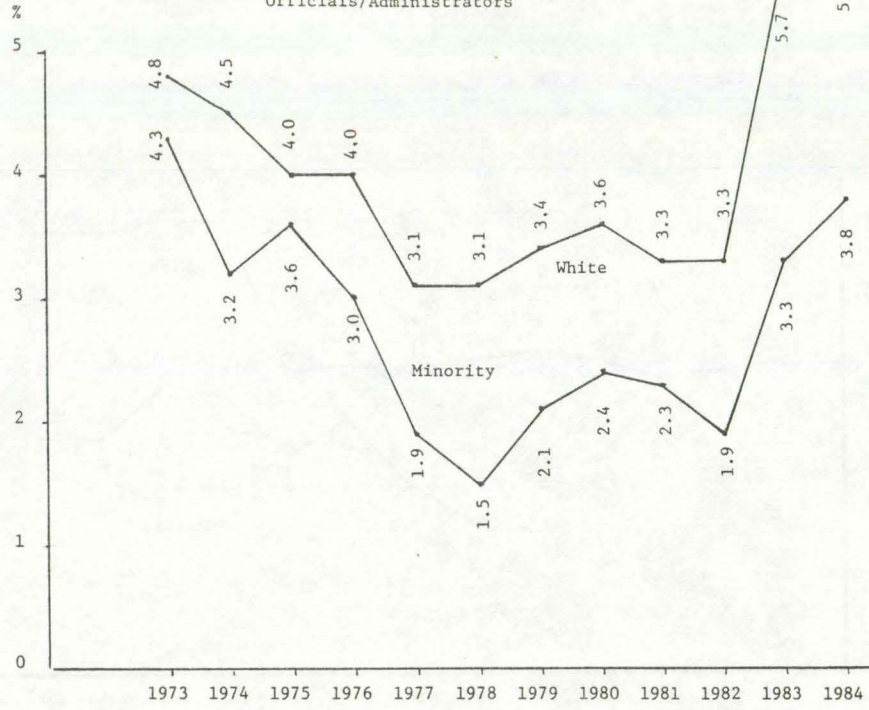


TABLE IV-3  
Professionals

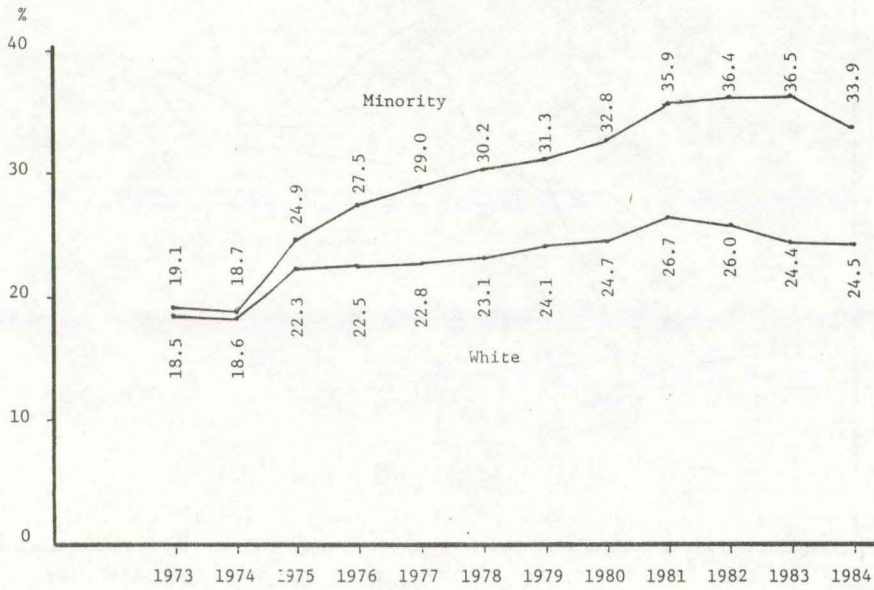


TABLE IV-4  
Technicians

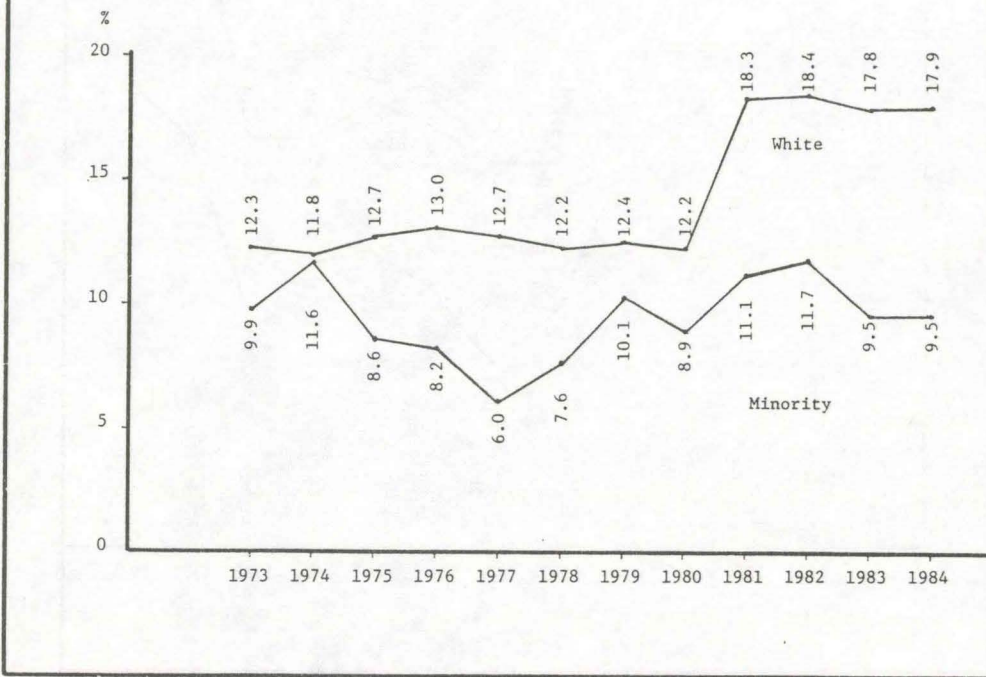


TABLE IV-5  
Protective Service Workers

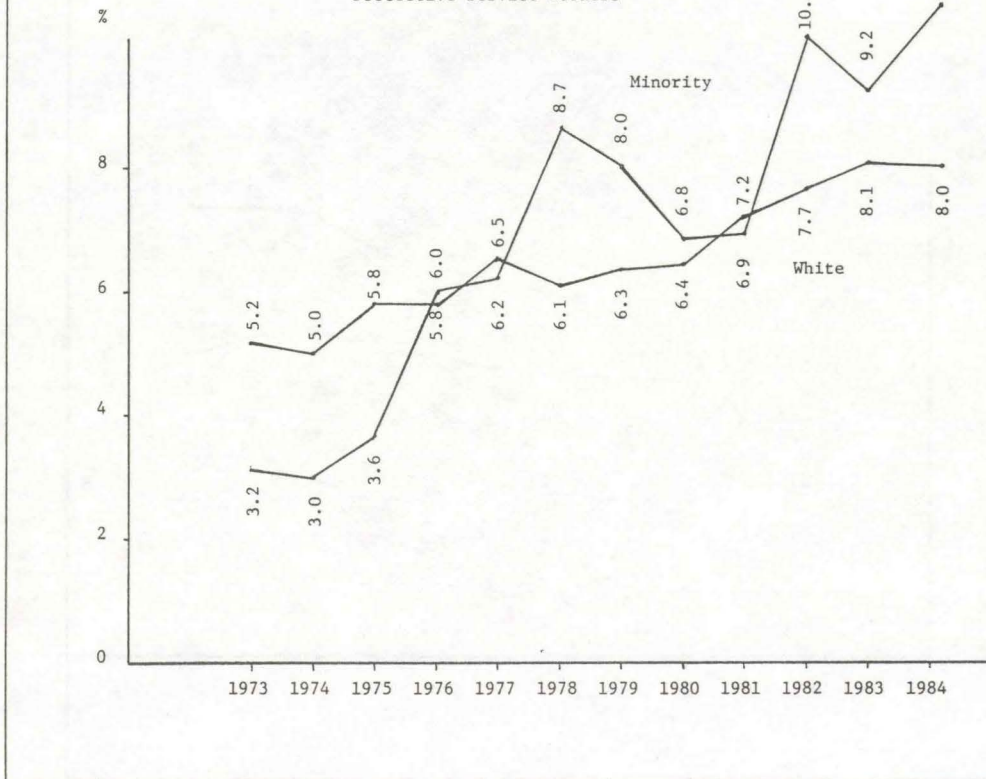


TABLE IV-6  
Paraprofessionals

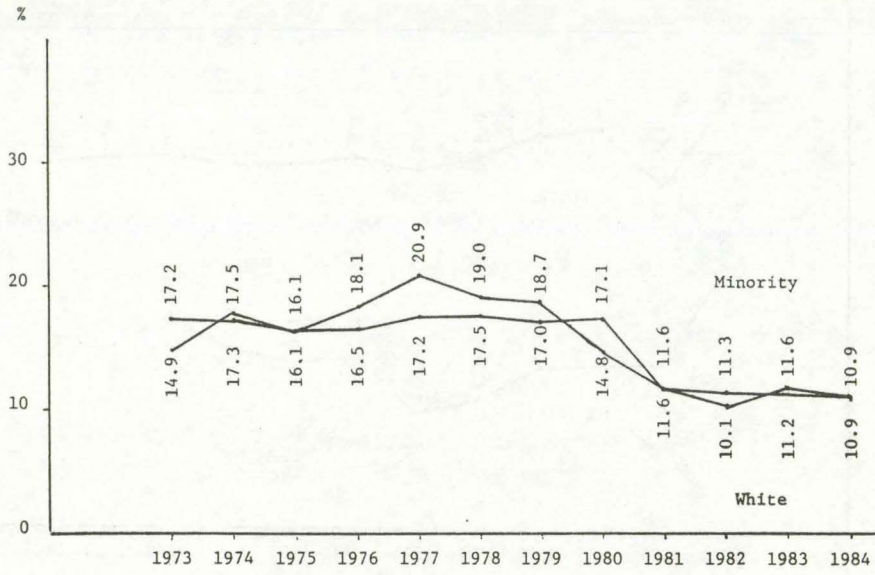


TABLE IV-7  
Office/Clerical

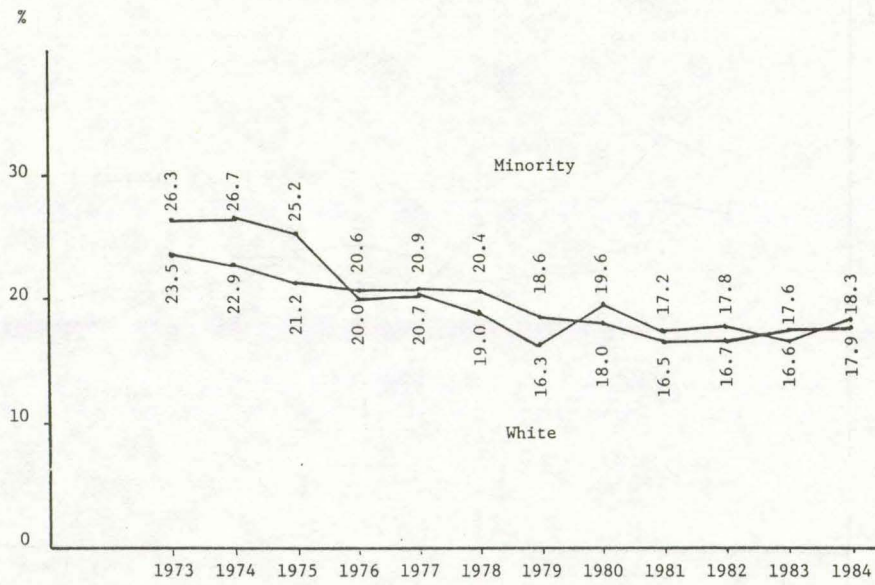


TABLE IV-8  
Skilled Craft Workers

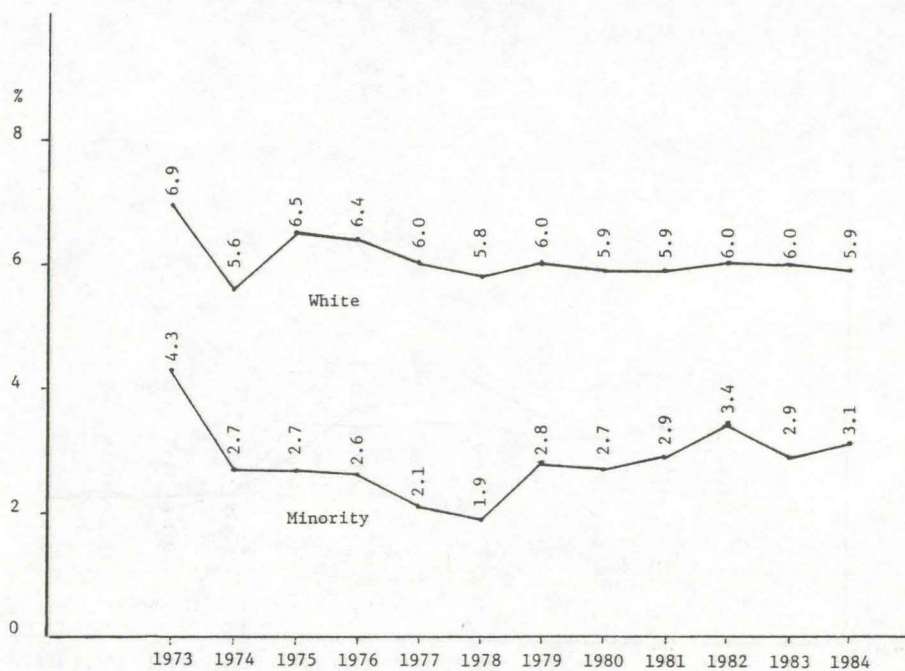
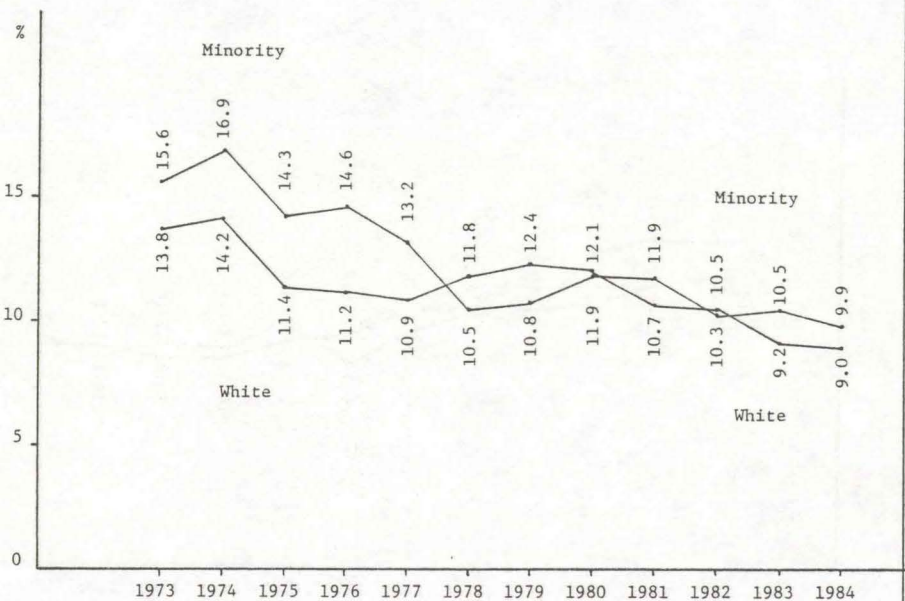


TABLE IV-9  
Service/Maintenance



The figures for the next job category show that minorities in state government are still concentrated in the professional category. This is down 2% from the 1981 figure. The figures for white employment show that 24.5% of white employees in state government are employed in the professional job category. This is down 2.2% from the 1981 figure.

The technician job category has shown some change also. In 1981, 18.3% of white employees were in this category while 11.1% of minorities were employed as technicians. In 1984, 17.9% of white employees are technicians while 9.5% of minority employees are technicians. The rate for white employees dropped only .4% while the minority rate dropped 1.6%, 4 times as much.

While the technician job category decreased, the protective service worker category showed an increase. Minority distribution in 1981 was 6.9%, while in 1984, 10.5% of all minority employees were protective service workers. This is a 3.6% increase. When this is compared to the distribution rate for white employees the 1981 figure is 7.2%, the 1984, 8.0%. A 0.8% increase.

Three of the next four EEO 4 job categories have remained very close over the last three years. They are paraprofessional, office and clerical, and service and maintenance.

The skilled craft EEO 4 job category has shown some improvement in both how minorities distributed and how minority distribution compares to white distribution. In 1981 the difference between white and minority distribution was 3%, in 1984 it is 2.8%, a small decrease.

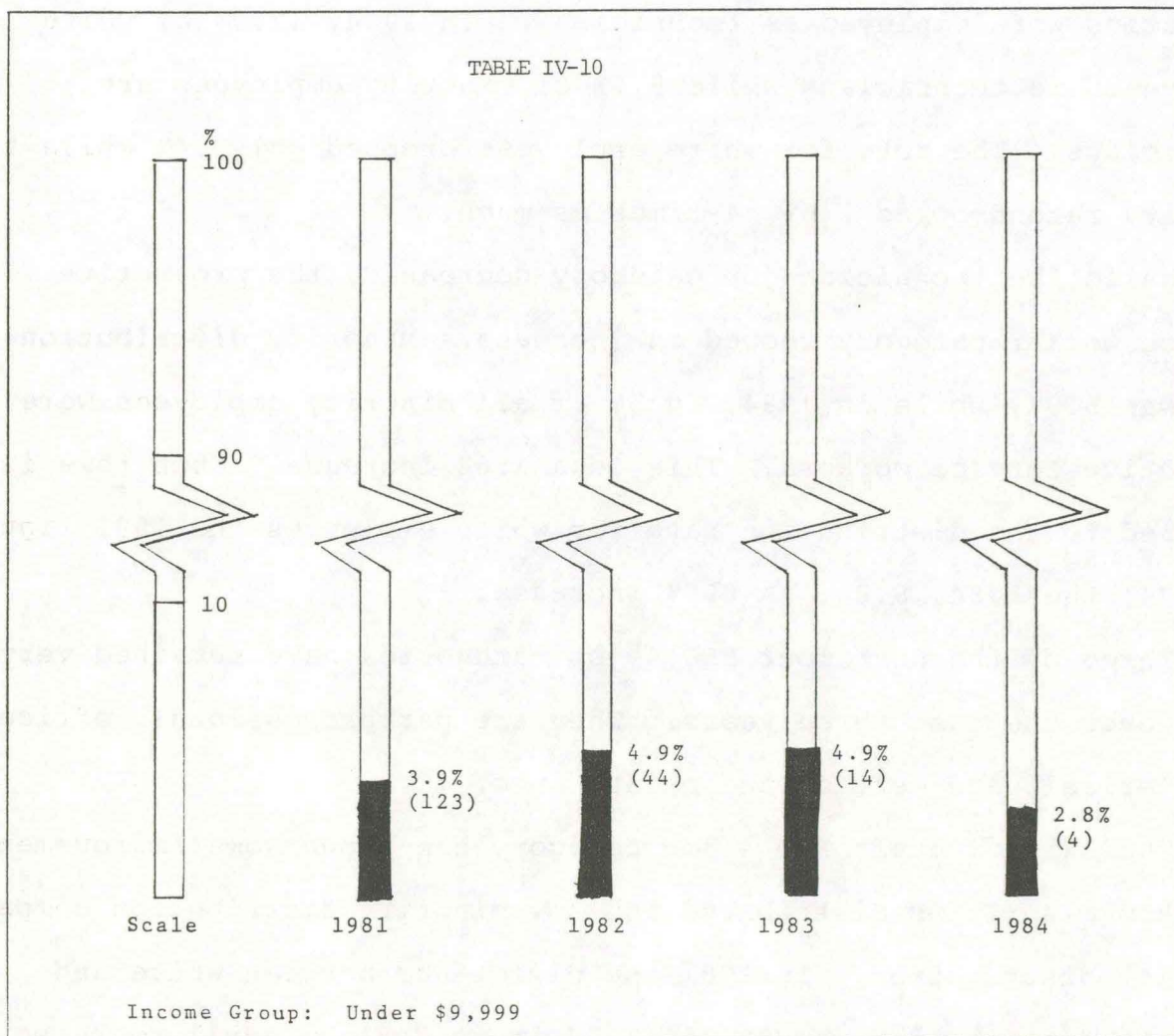
#### C. Income by Race

The last report indicated a slight trend for minorities to occupy the lower income brackets. That pattern seems to have been altered by

1984. The 1984 figures show that the lowest income bracket is only 2.8% minority the next brackets 4.6%, 3.1%, 3.0% and 4.1%.

The different job categories were broken down by income bracket to show how minority employment is distributed in the different job categories and salary level. (see tables IV-10 - IV-15)

INCOME BRACKETS FOR FULL-TIME  
STATE EMPLOYEES - BY RACE, 1981-1984

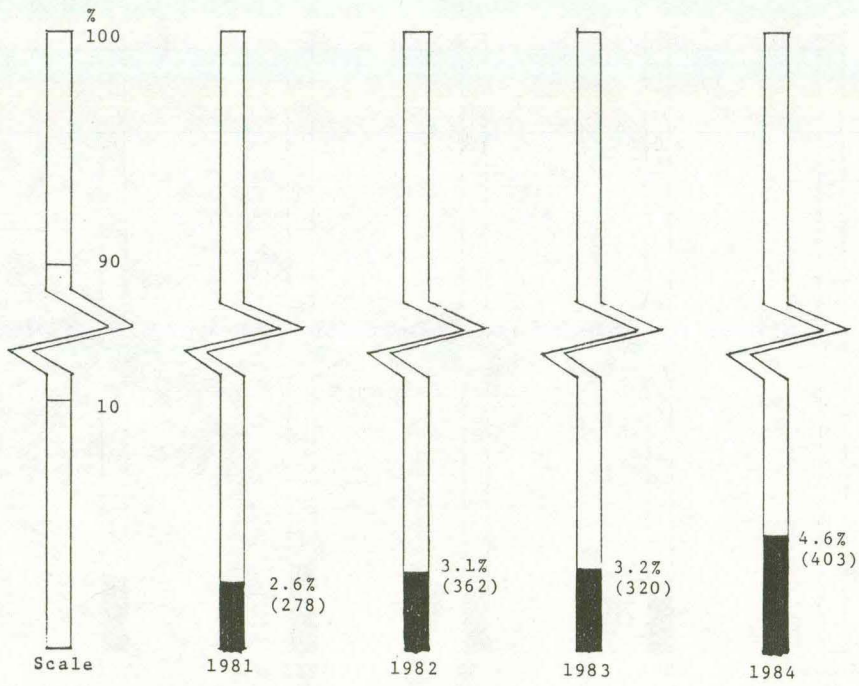


( ) indicates total minority



INCOME BRACKETS FOR FULL-TIME  
STATE EMPLOYEES - BY RACE, 1981-1984

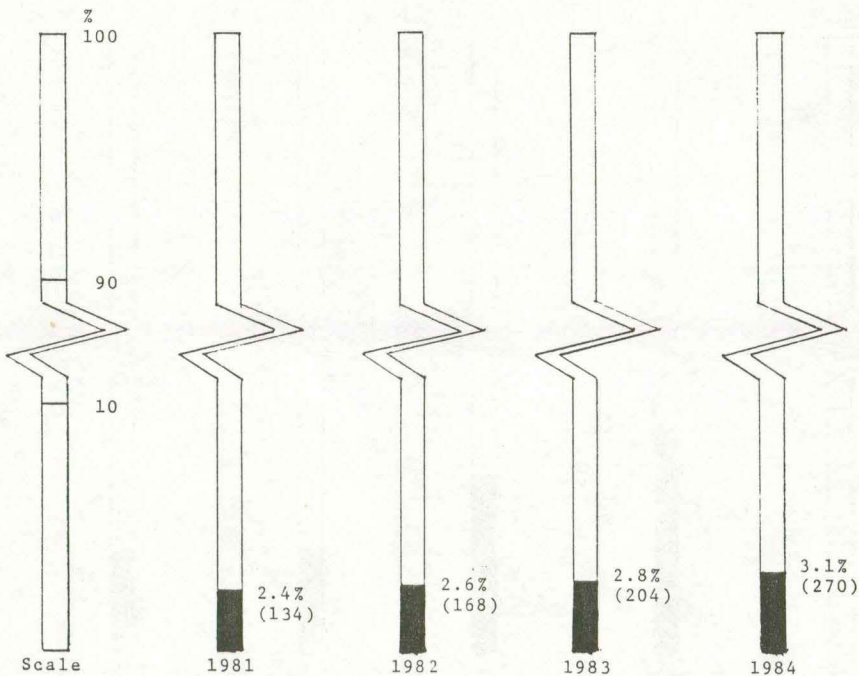
TABLE IV-11



Income Group: \$10,000 to \$15,999

INCOME BRACKETS FOR FULL-TIME  
STATE EMPLOYEES - BY RACE, 1981-1984

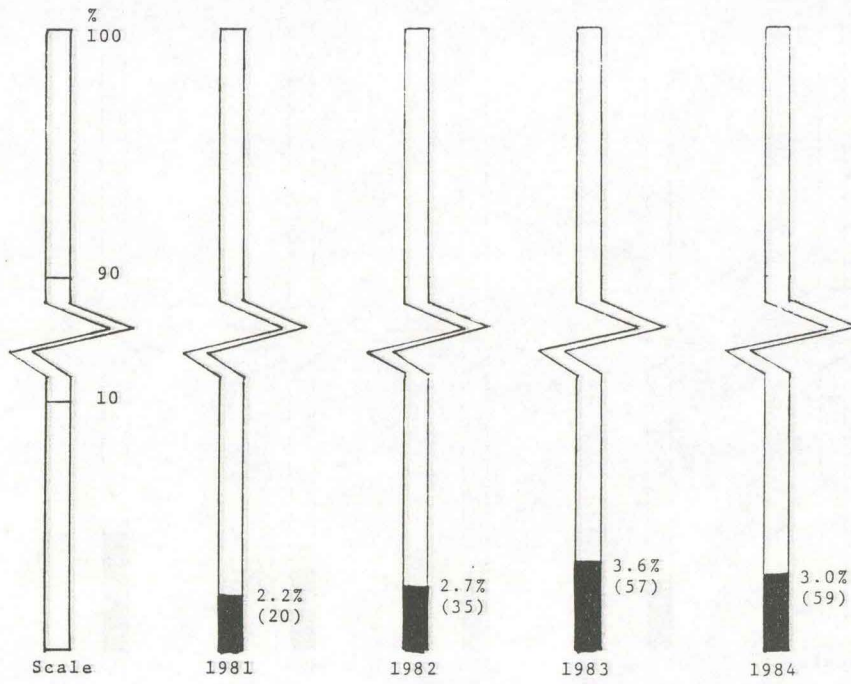
TABLE IV-12



Income Group: \$16,000 to \$24,999

INCOME BRACKETS FOR FULL-TIME  
STATE EMPLOYEES - BY RACE, 1981-1984

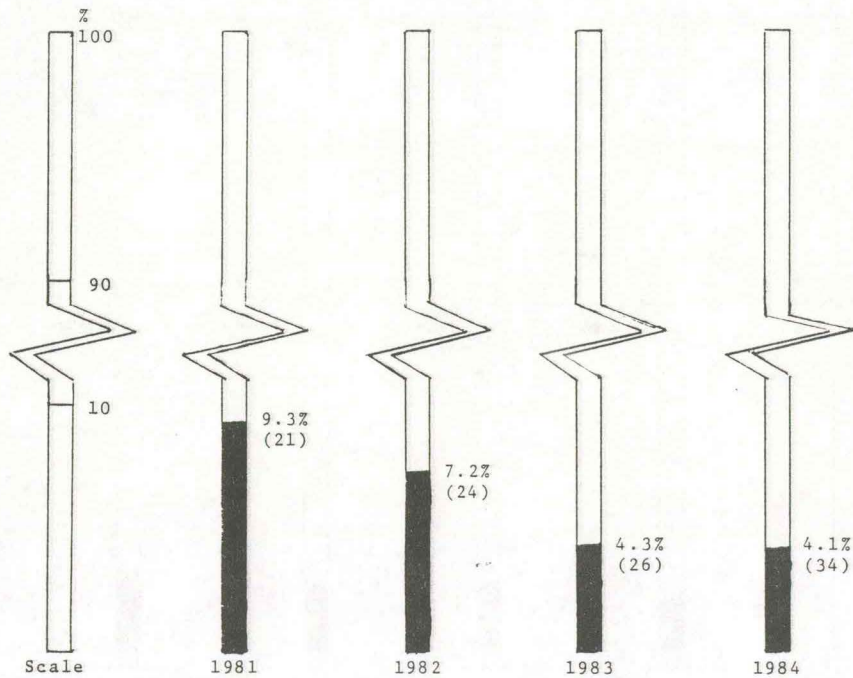
TABLE IV-13



Income Group: \$25,000 to \$32,999

INCOME BRACKETS FOR FULL-TIME  
STATE EMPLOYEES - BY RACE, 1981-1984

TABLE IV-14



Income Group: over \$33,000

TABLE IV-15

Salary	Whites	Percent of Whites	Minorities	Percent of Minorities	Percent of Total in Class
<b>Officials and Administrators</b>					
0- 9,999	9	.8	1	4.0	.8
10,000-12,999	11	1.0	1	9.0	1.0
13,000-15,999	13	1.1	2	8.0	1.3
16,000-19,999	15	1.3	1	4.0	1.4
20,000-24,999	97	8.4	3	12.0	8.5
25,000-32,999	484	42.0	10	40.0	41.9
33,000+	526	45.5	7	28.0	45.2
Total	1155	100	25	100	100
<b>Professionals</b>					
0- 9,999	1	0	0	0	0
10,000-12,999	19	.4	1	.5	.4
13,000-15,999	88	1.8	2	.9	1.8
16,000-19,999	1477	30.4	72	32.7	30.5
20,000-24,999	2065	42.5	70	31.0	42.0
25,000-32,999	936	19.3	48	21.8	19.4
33,000+	274	5.6	27	12.3	5.9
Total	4860	100	220	100	100
<b>Technicians</b>					
0- 9,999	1	0	0	0	0
10,000-12,999	90	2.5	1	1.6	2.5
13,000-15,999	1008	28.4	21	33.9	28.5
16,000-19,999	1574	44.3	34	54.8	44.5
20,000-24,999	662	18.6	6	9.7	18.5
25,000-32,999	213	6.0	0	0	5.9
33,000+	2	.1	0	0	.1
Total	3550	100	62	100	100
<b>Protective Service</b>					
0- 9,999	0	0	0	0	0
10,000-12,999	39	2.5	2	2.9	2.5
13,000-15,999	102	6.4	1	1.5	6.2
16,000-19,999	942	59.5	58	85.3	60.6
20,000-24,999	332	21.0	7	10.3	20.5
25,000-32,999	166	10.5	0	0	10.1
33,000+	1	.1	0	0	.1
Total	1582	100	68	100	100
<b>Paraprofessional</b>					
0- 9,999	3	.1	0	0	.1
10,000-12,999	1593	73.4	61	85.9	75.8
13,000-15,999	492	22.8	7	9.9	22.3
16,000-19,999	67	3.1	3	4.2	3.1
20,000-24,999	13	.6	0	0	.6
25,000-32,999	1	0	0	0	0
33,000+	0	0	0	0	0
Total	2169	100	71	100	100
<b>Office and Clerical</b>					
0- 9,999	112	3.2	2	1.7	3.1
10,000-12,999	1901	53.7	78	65.5	54.1
13,000-15,999	1183	33.4	34	28.6	33.3
16,000-19,999	194	5.5	4	3.4	5.4
20,000-24,999	57	1.6	0	0	1.6
25,000-32,999	91	2.6	1	.8	2.5
33,000+	1	0	0	0	0
Total	3539	100	119	100	100

Salary	Whites	Percent of Whites	Minorities	Percent of Minorities	Percent of Total in Class
<b>Skilled Craft</b>					
0- 9,999	0	0	0	0	0
10,000-12,999	77	6.6	2	10.0	6.7
13,000-15,999	199	17.1	6	30.0	17.3
16,000-19,999	833	71.4	12	60.0	71.2
20,000-24,999	55	4.7	0	0	4.6
25,000-32,999	3	.3	0	0	.3
33,000+	0	0	0	0	0
Total	1167	100	20	100	100
<b>Service Maintenance</b>					
0- 9,999	11	.6	1	1.6	.7
10,000-12,999	794	44.6	738	59.4	45.1
13,000-15,999	866	48.6	25	39.1	48.3
16,000-19,999	99	5.6	0	0	5.4
20,000-24,999	12	.7	0	0	.7
25,000-32,999	0	0	0	0	0
33,000+	0	0	0	0	0
Total	1782	100	64	100	100

Percentage numbers rounded to nearest .1

TABLE IV-16  
OFFICIALS/ADMINISTRATORS

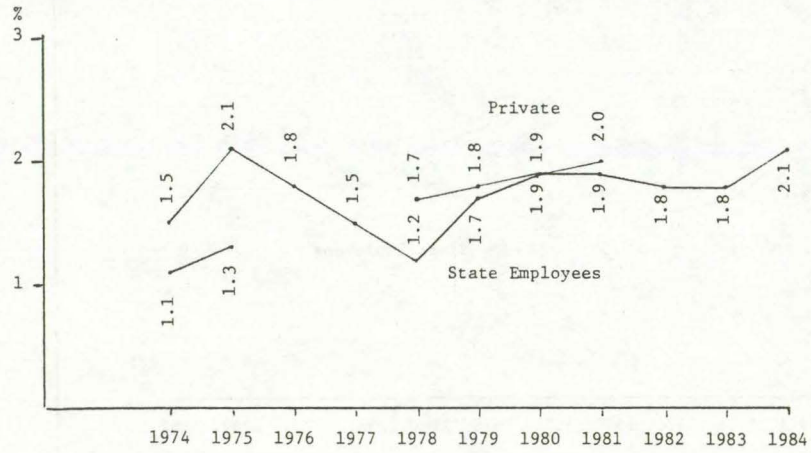


TABLE IV-17  
PROFESSIONALS

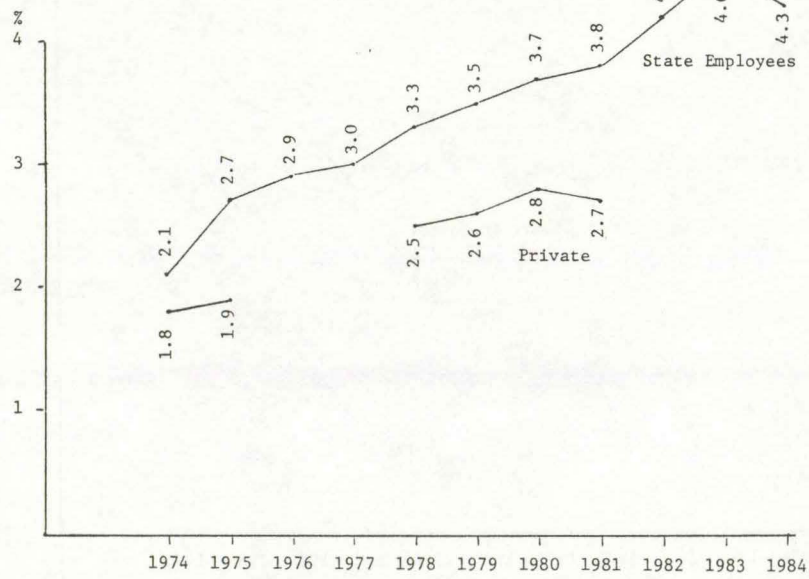


TABLE IV-18  
TECHNICIANS

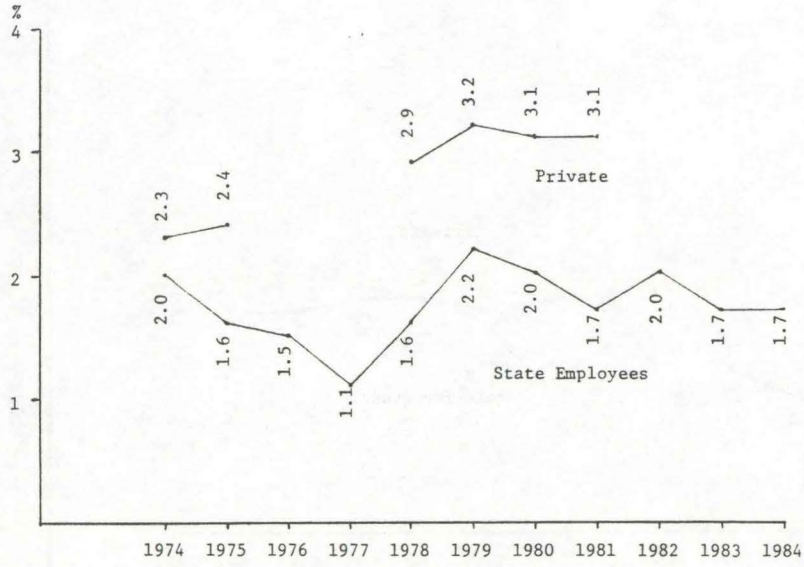
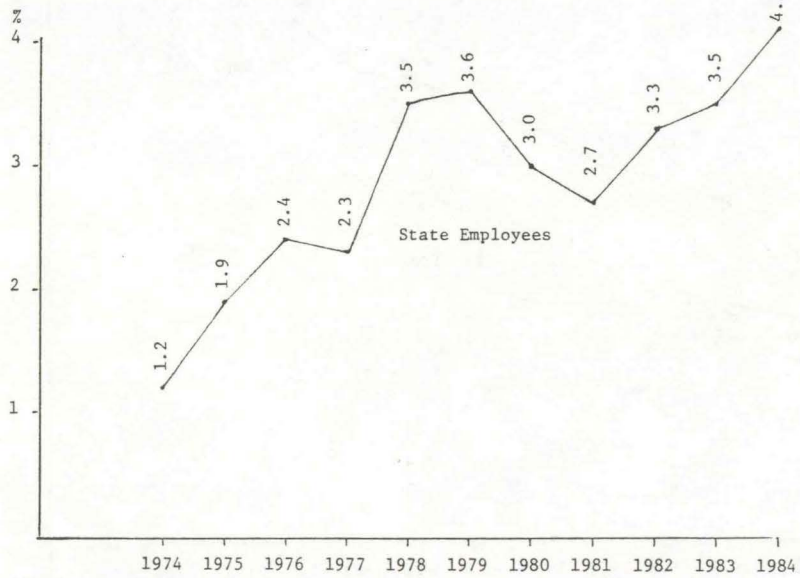
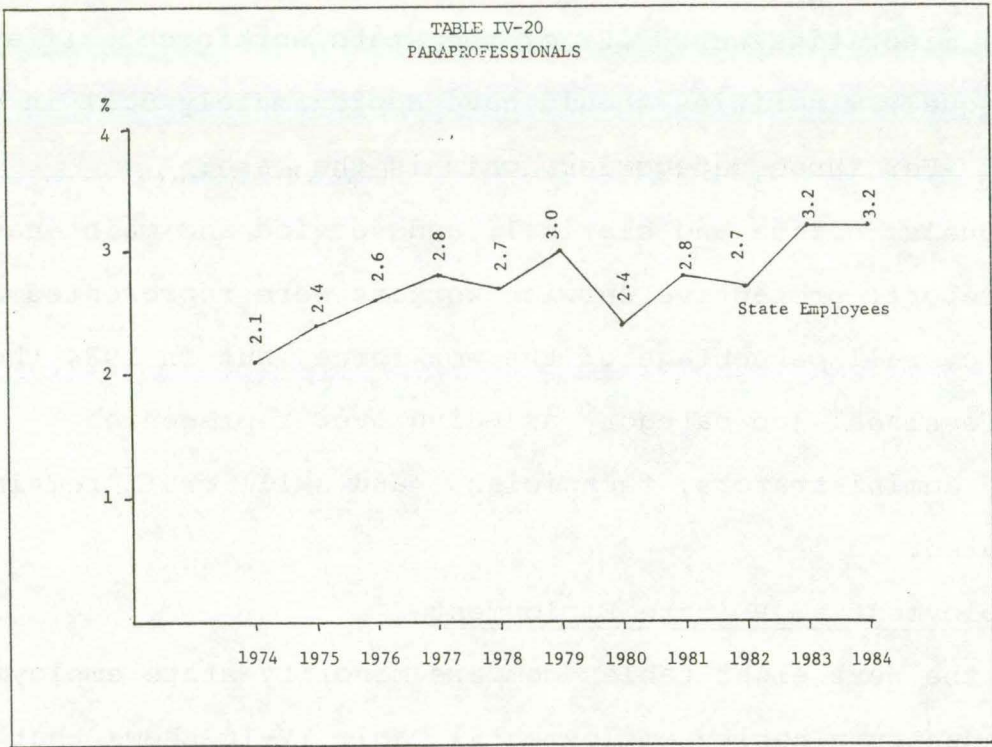


TABLE IV-19  
PROTECTIVE SERVICE WORKERS



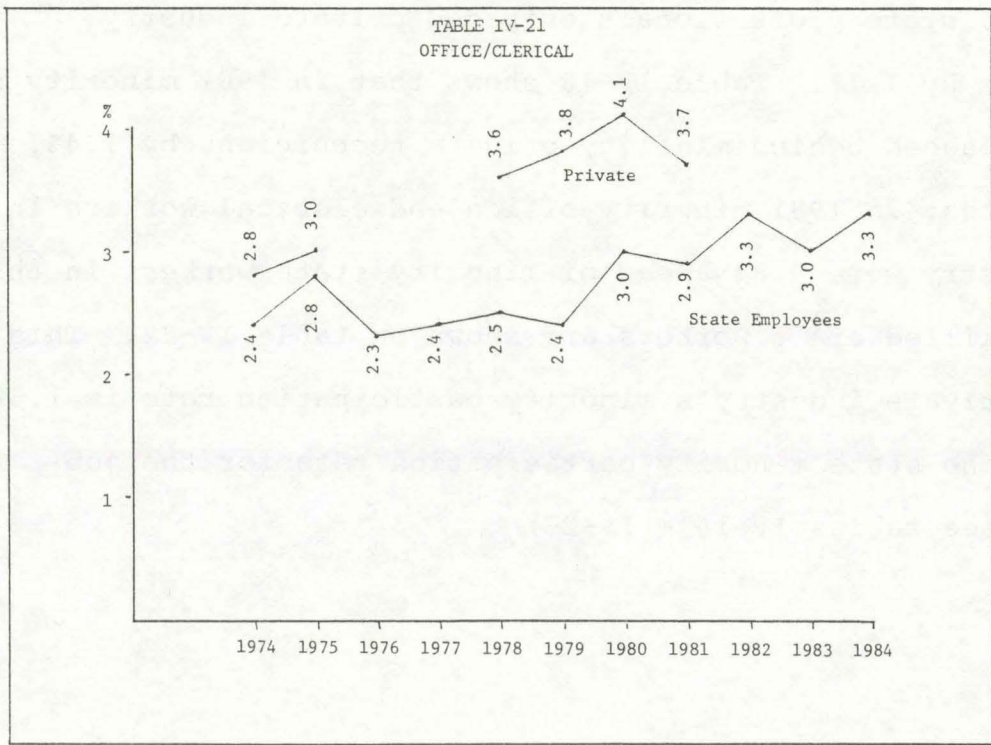
EE01 data does not apply to this classification

TABLE IV-20  
PARAPROFESSIONALS



EEO1 data does not apply to this classification

TABLE IV-21  
OFFICE/CLERICAL



#### D. Participation Level by Job Category

In 1984, minorities were 3.2% of the state workforce. If all things were equal, minorities should have approximately 3.2% in every job category. For three categories, this is the case: paraprofessionals, office and clerical, and service and maintenance. In the last report, protective service workers were represented about equal to the overall percentage of the workforce, but in 1984 they join the professional job category as being over represented. Officials and administrators, technicians, and skill craft remain underrepresented.

#### E. State Employment v. Private Employment

Five of the next eight tables compare minority state employment to private industry minority employment. Table IV-16 shows that in 1980 officials and administrators in state government and private industry had the same minority participation rate. Table IV-17 shows that in 1981, state professionals outpaced private industry professionals by 1.1%. Table IV-18 shows that in 1981 minority state technicians lagged behind minority private technicians by 1.4%. Table IV-21 shows that in 1981 minority office and clerical workers in private industry were 0.8% ahead of minority state workers in this job category. Skilled craft workers are shown on table IV-22. This table shows that private industry's minority participation rate is 1.5% higher than the state minority participation rate for the job category. (see tables IV-16 - IV-23)



TABLE IV-22  
SKILLED CRAFT WORKERS

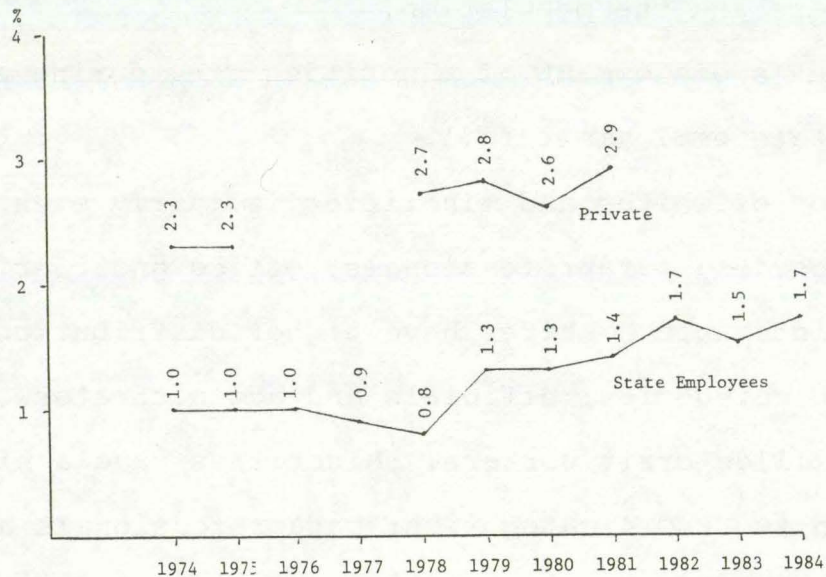
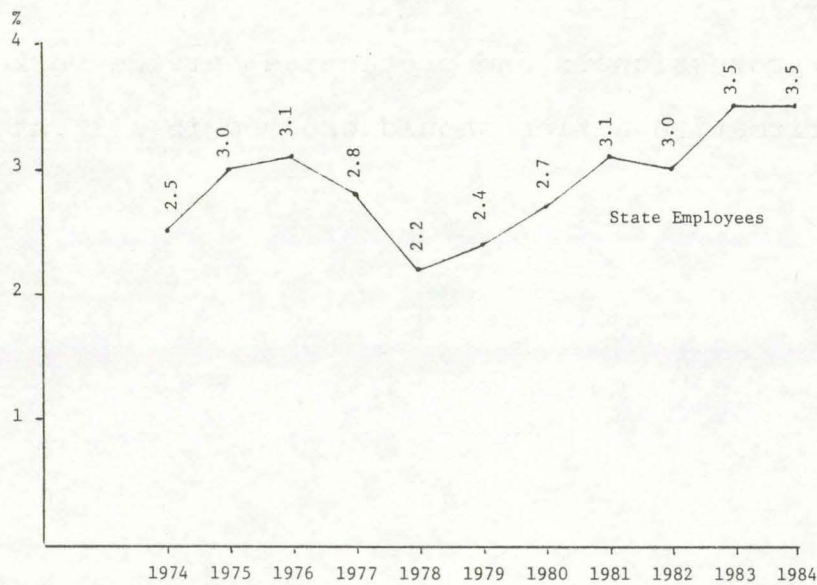


TABLE IV-23  
SERVICE/MAINTENANCE



EE01 data does not apply to this classification

F. Conclusions

1. State government's employment of minorities still lags behind private employers and the population.
2. State government's employment of minorities grew during a period when overall state employment fell.
3. The distribution of whites and minorities is fairly even in three EEO 4 job categories; paraprofessionals, office and clerical and service and maintenance. Whites have higher distribution in three EEO 4 job categories; officials and administrators, technicians, and skilled craft workers. Minorities have a higher distribution in two EEO 4 categories; paraprofessionals and protective service.
4. Minorities are substantially underrepresented in three categories; officials and administrators, technicians, and skilled craft. Minorities are approaching a level of representation in three categories; paraprofessionals, office and clerical, and service and maintenance.
5. Except for the professionals and protective service worker categories, affirmative action should proceed in all categories.

V. HANDICAPPED STATE EMPLOYMENT

## V. HANDICAPPED STATE EMPLOYMENT

### A. General

An evaluation of handicapped state employment is nearly impossible. The workforce data collected on sex and ethnic minority status is not available for handicapped employees. The Iowa Merit Employment Department does collect data on handicapped applicants through a self-identification process. This information about the handicap is not available to the appointing authority when hiring is done.

The Census Department does not have data on the handicapped as it does for the other EEO classifications. Thus, it is very difficult if not impossible to accurately set the overall labor force. All we can do is track the applicant pool through the hiring process to determine their selection rates. This measures equal employment opportunity but does not help with affirmative action.

### B. Other efforts regarding the handicapped in state government

Executive Order #46 designated agencies that lease or purchase buildings responsible for bringing those buildings into compliance with Section 504 of the Vocational Rehabilitation Act of 1973.

Section 504 states in pertinent part:

. . . no otherwise qualified handicapped individual in the United States shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal Financial Assistance. (29 U.S.C. 794)

To this end, the Iowa Civil Rights Commission has convened a group consisting of state agency and interested community groups to study building accessibility, program accessibility and accessibility in employment. This committee reports to the Affirmative Action Task Force.

VI. NEW HIRES AND RETENTION

## VI. NEW HIRES AND RETENTION

### A. Opportunity for Affirmative Action

The opportunity for affirmative action exists throughout the employment process. However, the most common conception of affirmative action is that of recruiting and hiring qualified minorities and women. Although the best method of increasing affirmative action gains is through the hiring process, it generally ignores the affirmative action responsibilities once the recruited person joins the workforce, i.e., training, promotion, raises, etc.

In order for affirmative action to work in the hiring process the workforce must be dynamic through growth, turnover or both. If affirmative action is working through turnover, efforts should be made to make sure that minorities and women are not turning over significantly faster than whites and males. We will compare the new hire rate and the retention rate for state government in this section.

### B. New Hire Rate by Sex and Race

There are two methods to figure new hire rates. The first method refers to the bar graphs and the second method refers to the line graphs.

Method 1.

$$\text{New Hire Rate} = \left[ \frac{\text{New Hires in the Class}}{\text{Full Time + Other Full Time Employees}} \right] \times 100$$

(see tables VI-1 and VI-3)  
Method 2.

$$\text{New Hire Rate} = \frac{(\text{New Hires in Class} \times 100)}{\text{Number of Total New Hires}}$$

(see tables VI-2 and VI-4)

TABLE VI-1  
New Hire Rate, Percent of Work Force By Sex

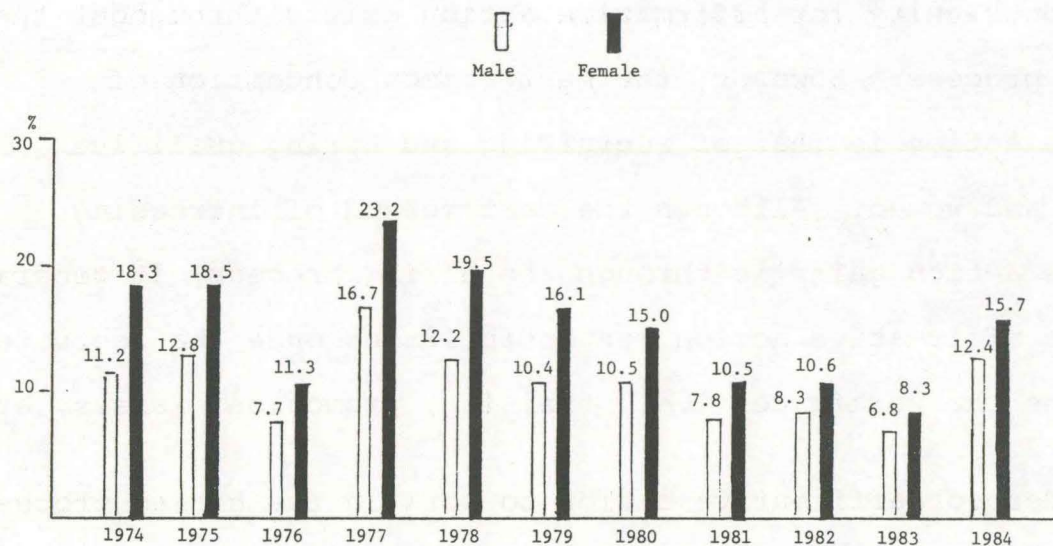


TABLE VI-2  
Female Work Force and New Hire Rate, Percent of Total Work Force

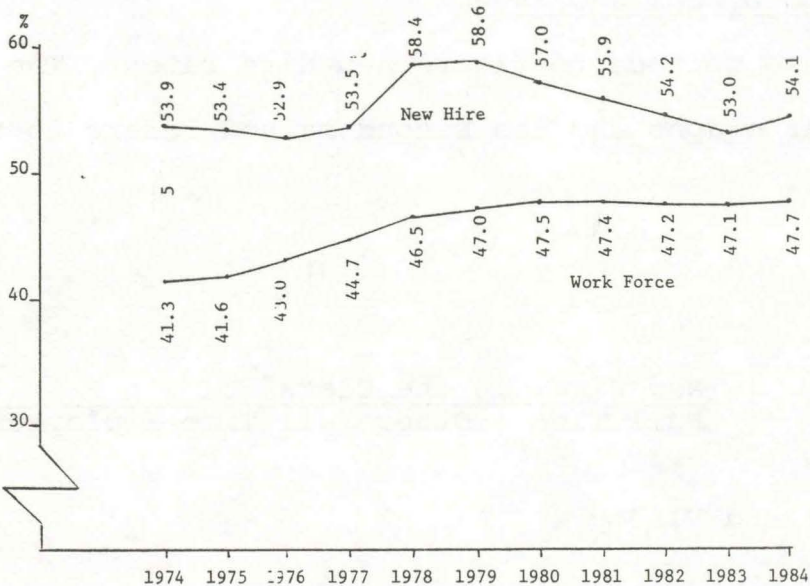


TABLE VI-3  
New Hire Rate, Percent of Work Force By Race

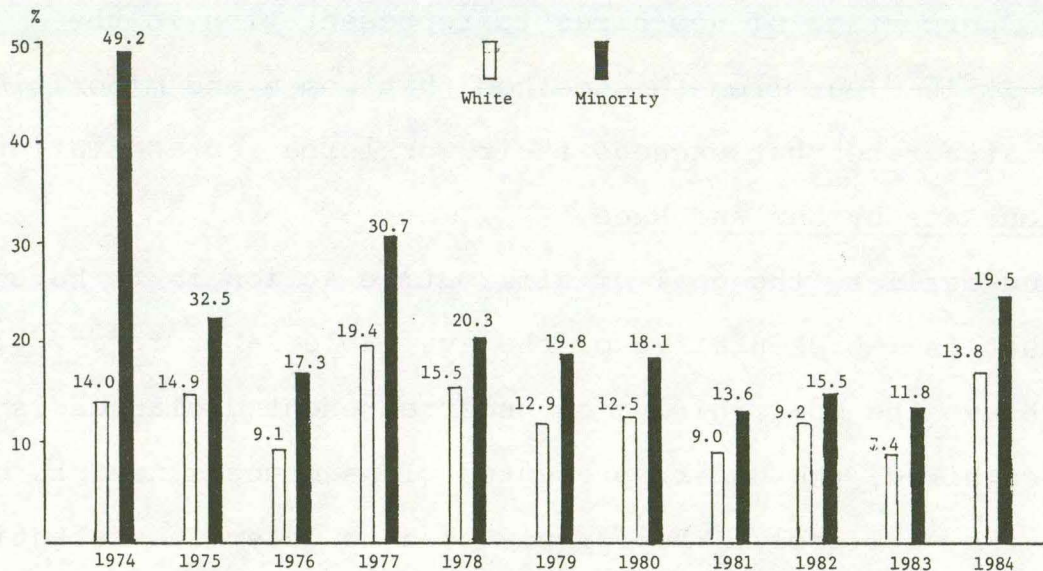
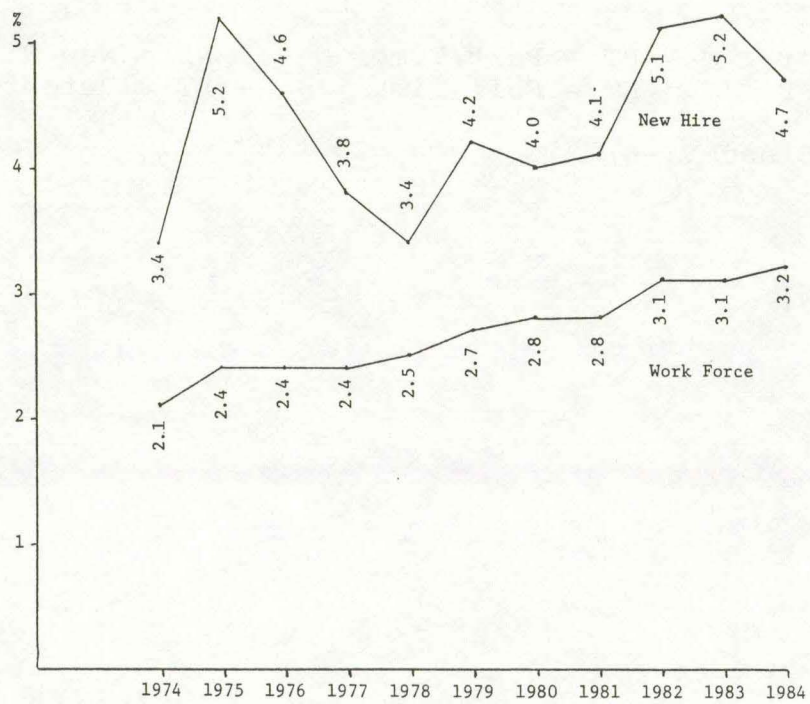


TABLE VI-4  
Minority Work Force and New Hire Rate, Percent of Total Work Force





It is clear from the first method that women and minorities are hired at a faster rate than men and whites. The second method compares the percentage of new hires to representation in the workforce. It is clear from this method that women and minorities are being hired at a rate that exceeds their workforce representation.

C. Retention Rate by Sex and Race

As noted earlier, the goal of affirmative action is to have a workforce that is representative of the available labor force. In order to achieve the goal, hiring of underrepresented classes is not enough. Once hired, the underrepresented class members need to be retained in the workforce. The formula used to determine retention rate is:

$$RT = \left[ \frac{100}{YR-1 FT + YR-1 PT + YR-1 NH} \right] \times [ YR FT + YR PT ]$$

YR	= This Year	PT	= Part Time	NH	= New Hires
YR-1	= Last Year	FT	= Full Time	RT	= Retention Rate

(see tables VI-5 and VI-6)

TABLE VI-5  
RETENTION RATE BY SEX

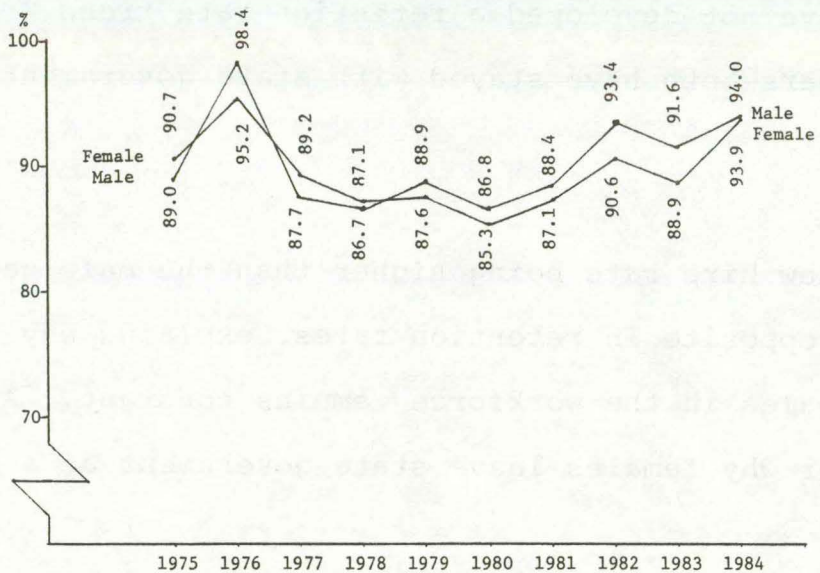
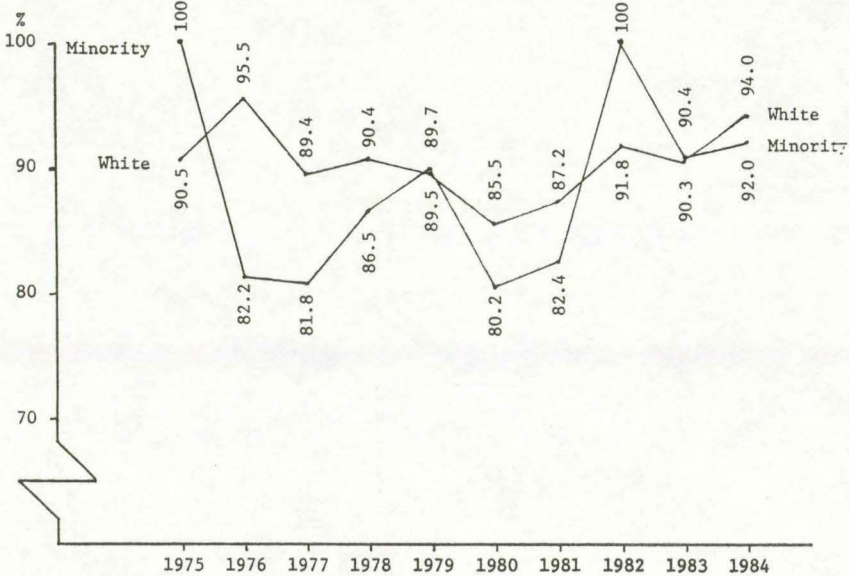


TABLE VI-6  
RETENTION RATE BY RACE



From the tables we can see that males generally stay with state government at a higher rate than females. We can also see that whites and minorities have not developed a retention rate trend. Although in the last three years both have stayed with state government at over a 90% rate.

D. Conclusions

The female new hire rate being higher than the male new hire rate coupled with the opposite in retention rates, explains why the percentage of females in the workforce remains constant. A need still exists to discover why females leave state government at a higher rate than males.

VII. STATE AGENCIES BY SIZE

## VII. STATE AGENCIES BY SIZE

The following charts show the hiring patterns for agencies of different sizes, and also a restatement of earlier graphs for all state agencies' full time employees. The agencies are grouped into three categories: small agencies of 14 or less employees, medium agencies of 15-99 employees, and large agencies of 100 or more employees. The charts show the agencies for the years 1982, 1983, and 1984.

The size groupings are the same as the EEOC's EEO 4 size groups. The new Iowa Civil Rights Commission rules on affirmative action divide state agency affirmative action requirements into two groups: small agencies of 14 or less employees and the rest of state government. The reason for the division is that small agencies' workforce numbers are not large enough to meaningfully compare to labor force data. Smaller agencies also do not have the resources to implement a full scale affirmative action program.

It is interesting to note that the medium agencies out perform both the larger agencies and the smaller agencies in regard to minority employment. A possible explanation is that most medium agencies have one office in the Des Moines metropolitan area. Larger agencies - Job Service, Agriculture, Health and Human Services, and Department of Transportation, have facilities in more rural areas with fewer minorities. As noted earlier smaller agencies do not have the resources of the larger agencies. (see tables VII-1 - VII-12)

TABLE VII-1  
ALL STATE AGENCIES FULL-TIME EMPLOYEES, 1982

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minor-ity	% Female	% Age 40-70
		Total Males	White	Black	His-panic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	His-panic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	670	564	554	6	2	1	1	106	104	2				1.8%	15.8%	67.0%
Professionals	5372	3230	3094	56	20	59	7	2136	2051	44	13	20	8	4.2%	38.2%	43.3%
Technicians	3703	2108	2080	11	5	7	5	1595	1550	27	8	6	4	2.0%	43.1%	57.0%
Protective Service Workers	1578	1470	1423	29	12		6	108	103	5				3.3%	6.8%	3.7%
Para-Professionals	2304	652	630	12	4	1	5	1652	1611	25	7	4	5	2.7%	71.7%	25.6%
Office and Clerical	3411	191	186	4		1		3220	3114	64	20	12	10	3.3%	94.4%	45.9%
Skilled Craft Workers	1205	1045	1030	9	1	1	4	160	154	5	1			1.3%	13.3%	60.1%
Service Maintenance	2137	1493	1453	20	8	6	6	644	620	15	1	5	3	3.0%	30.1%	54.8%
TOTAL	20380	10759	10450	147	52	76	34	9621	9307	187	50	47	30	3.1%	47.2%	48.1%

TABLE VII-2  
STATE AGENCIES WITH 14 OR UNDER FULL-TIME EMPLOYEES, 1982

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	19	14	14					5	5						26.3%	68.4%
Professionals	70	40	40					30	29		1				1.4%	42.9%
Technicians	5	1	1					4	4						80.0%	60.0%
Protective Service Workers																
Para-Professionals	6	1	1					5	5						83.3%	66.7%
Office and Clerical	53	1	1					52	51				1	1.9%	98.1%	50.9%
Skilled Craft Workers																
Service Maintenance	5							5	5						100%	40.0%
TOTAL	158	57	57					101	99		1		1	1.3%	63.9%	51.3%

TABLE VII-3  
STATE AGENCIES WITH 15 TO 99 FULL-TIME EMPLOYEES, 1982

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	126	106	103	2		1		20	19	1				3.2%	15.9%	56.3%
Professionals	539	367	337	9	6	15		172	161	7	1	3		7.6%	31.9%	33.2%
Technicians	119	51	50			1		68	68					.8%	57.1%	55.5%
Protective Service Workers	6	6	5				1							16.7%		
Para-Professionals	43	7	6		1			36	33	2	1			9.3%	83.7%	32.6%
Office and Clerical	319	17	17					302	281	13	5	3		6.6%	94.7%	43.3%
Skilled Craft Workers	7	4	4					3	2	1				14.3%	42.9%	71.4%
Service Maintenance	23	9	6	2		1		14	13	1				17.4%	60.9%	87.0%
TOTAL	1182	567	528	13	7	18	1	615	577	25	7	6		6.5%	52.0%	41.7%



TABLE VII-4  
STATE AGENCIES WITH 100 OR MORE FULL-TIME EMPLOYEES 1982

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	525	444	437	4	2		1	81	80	1				1.5%	15.4%	69.5%
Professionals	4763	2829	2717	47	14	44	7	1934	1861	37	11	17	8	3.9%	40.6%	44.7%
Technicians	3579	2056	2029	11	5	6	5	1523	1478	27	8	6	4	2.0%	42.6%	57.1%
Protective Service Workers	1572	1464	1418	29	12		5	108	103	5				3.2%	6.9%	37.2%
Para-Professionals	2255	644	623	12	3	1	5	1611	1573	23	6	4	5	2.6%	71.4%	32.7%
Office and Clerical	3039	173	168	4		1		2866	2782	51	15	9	9	2.9%	94.3%	45.7%
Skilled Craft Workers	1198	1041	1026	9	1	1	4	157	152	4	1			1.7%	13.1%	39.1%
Service Maintenance	2109	1484	1447	18	8	5	6	625	602	14	1	5	3	2.8%	29.6%	54.4%
TOTAL	19040	10135	9865	134	45	58	33	8905	8631	162	42	41	29	2.9%	46.8%	48.4%

TABLE VII-5  
ALL STATE AGENCIES FULL-TIME EMPLOYEES, 1983

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1142	924	909	5	2	7	1	218	212	3	1	1	1	1.8%	19.1%	67.7%
Professionals	5007	2923	2775	60	20	62	6	2084	2002	44	12	19	7	4.6%	41.6%	42.0%
Technicians	3552	2000	1978	8	5	4	5	1552	1514	23	8	3	4	1.7%	43.7%	59.0%
Protective Service Workers	1640	1511	1463	27	14	1	6	129	119	8	1		1	3.5%	7.9%	36.8%
Para-Professionals	2273	641	615	15	5	1	5	1632	1585	26	8	7	6	3.2%	71.8%	32.2%
Office and Clerical	3555	302	297	5				3253	3153	62	18	12	8	3.0%	91.5%	47.3%
Skilled Craft Workers	1187	1037	1024	8	2	1	2	150	145	4	1			1.5%	12.6%	67.6%
Service Maintenance	1867	1351	1307	22	11	3	8	516	494	13	1	5	3	3.5%	27.6%	52.9%
TOTAL	20223	10689	10368	150	59	79	33	9534	9224	183	50	47	30	3.1%	47.1%	48.3%

TABLE VII-6

STATE AGENCIES WITH 1 TO 14 EMPLOYEES, 1983

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	20	16	16					4	4					0	20.0%	75.0%
Professionals	73	36	35	1				37	37					1.4%	50.7%	43.8%
Technicians	12	2	2					10	10					0	83.3%	25.0%
Protective Service Workers														-	-	-
Para-Professionals	6	1	1					5	5					0	83.3%	33.3%
Office and Clerical	54	1	1					53	52		1			1.9%	98.1%	55.6%
Skilled Craft Workers														-	-	-
Service Maintenance	1							1	1					0	100%	100%
TOTAL	166	56	55	1				110	109		1			1.2%	65.2%	49.7%

TABLE VII-7

STATE AGENCIES WITH 15 TO 99 EMPLOYEES, 1983

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	135	109	107	1		1		26	25	1				2.2%	19.2%	66.7%
Professionals	445	300	277	6	3	14		145	133	8	2	2		11.7%	48.3%	33.0%
Technicians	100	42	42					58	55	3				3.0%	55.0%	60.0%
Protective Service Workers	6	6	5				1							16.7%	-	66.7%
Para-Professionals	62	20	19	1				42	39	2	1			6.5%	67.7%	35.5%
Office and Clerical	264	19	19					245	229	10	3	2	1	6.1%	92.8%	51.9%
Skilled Craft Workers	5	2	2					3	3					-	60.0%	100%
Service Maintenance	39	23	20	2		1		16	15	1				10.3%	41.0%	48.7%
TOTAL	1056	521	491	10	3	16	1	535	499	25	6	4	1	6.1%	51.6%	45.1%

TABLE VII-8

STATE AGENCIES WITH 100 OR MORE EMPLOYEES, 1983

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	987	799	786	4	2	6	1	188	183	2	1	1	1	1.8%	19.0%	70.4%
Professionals	4489	2587	2463	53	17	48	6	1902	1832	36	10	17	7	4.3%	42.4%	43.0%
Technicians	3440	1956	1934	8	5	4	5	1484	1449	20	8	3	4	1.7%	43.1%	59.1%
Protective Service Workers	1634	1505	1458	27	14	1	5	129	119	8	1		1	3.5%	7.9%	37.0%
Para-Professionals	2205	620	595	14	5	1	5	1585	1541	24	7	7	6	3.1%	71.9%	32.1%
Office and Clerical	3237	282	277	5				2955	2872	52	14	10	7	2.7%	91.3%	46.7%
Skilled Craft Workers	1182	1035	1022	8	2	1	2	147	142	4	1			1.5%	12.4%	67.7%
Service Maintenance	1827	1328	1287	20	11	2	8	499	478	12	1	5	3	2.4%	27.3%	52.6%
TOTAL	19001	10112	9822	139	56	63	32	8889	8616	158	43	43	29	3.0%	46.8%	42.4%

TABLE VII-9

## ALL STATE AGENCIES FULL-TIME EMPLOYEES, 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1180	929	911	7	2	8	1	251	244	3	1	2	1	2.1%	21.3%	68.7%
Professionals	5080	2904	2761	53	21	63	6	2176	2099	44	10	16	7	4.3%	42.8%	43.0%
Technicians	3612	2003	1983	7	5	3	5	1609	1567	26	9	4	3	1.7%	44.5%	58.0%
Protective Service Workers	1650	1507	1454	31	14	2	6	143	128	11	2		2	4.1%	8.7%	37.6%
Para-Professionals	2240	670	642	17	5	2	4	1570	1527	26	5	6	6	3.2%	70.0%	31.7%
Office and Clerical	3658	320	315	3		1	1	3338	3224	64	23	17	10	3.3%	91.3%	46.9%
Skilled Craft Workers	1187	1036	1024	7	2	1	2	151	143	5	2		1	1.7%	12.7%	66.7%
Service Maintenance	1846	1333	1288	24	13	1	7	513	494	9	1	6	3	3.5%	27.8%	51.6%
TOTAL	20453	10702	10378	149	62	81	32	9751	9426	188	53	51	33	3.2%	47.7%	48.3%

TABLE VII-10

STATE AGENCIES WITH UNDER 14 EMPLOYEES, 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	24	18	18					6	6						25.0%	58.3%
Professionals	69	36	35	1				33	33					1.4%	47.8%	42.2%
Technicians	4	1	1					3	3						75%	25%
Protective Service Workers																
Para-Professionals	11	4	3	1				7	7					9.1%	63.6%	27.3%
Office and Clerical	53	1	1					52	51		1			1.9%	98.1%	62.3%
Skilled Craft Workers																
Service Maintenance	1							1	1						100%	100%
TOTAL	162	60	58	2				102	101		1			1.9%	63.0%	49.1%

TABLE VII-11

STATE AGENCIES WITH 15 TO 99 EMPLOYEES, 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	124	97	93	2		2		27	26	1				4.1%	21.7%	60.5%
Professionals	421	276	256	5	2	13		145	136	7	1	1		6.9%	34.5%	30.6%
Technicians	100	46	46					54	52	2				2.0%	54.0%	57.0%
Protective Service Workers	5	5	3	1			1							40.0%	0	80.0%
Para-Professionals	20	8	6	2				12	11		1			15.0%	60.0%	60.0%
Office and Clerical	239	11	11					228	214	10	3	1		5.9%	95.4%	47.7%
Skilled Craft Workers	5	3	3					2	2					0	40.0%	80.0%
Service Maintenance	22	8	7	1				14	14					4.5%	63.6%	59.1%
TOTAL	930	454	425	11	2	15	1	488	455	20	5	2		5.9%	51.5%	43.5%



TABLE VII-12  
STATE AGENCIES WITH 100 OR MORE EMPLOYEES, 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1032	814	800	5	2	6	1	218	212	2	1	2	1	1.9%	21.1%	70.0%
Professionals	4590	2592	2470	47	19	50	6	1998	1930	37	9	15	7	4.1%	43.5%	44.2%
Technicians	3508	1956	1936	7	5	3	5	1552	1512	24	9	4	3	1.7%	44.2%	57.8%
Protective Service Workers	1645	1502	1451	30	14	2	5	143	128	11	2		2	4.0%	8.7%	37.4%
Para-Professionals	2209	658	633	14	5	2	4	1551	1509	26	4	6	6	3.0%	70.2%	31.5%
Office and Clerical	3366	308	303	3		1	1	3058	2959	54	19	16	10	3.1%	90.8%	46.5%
Skilled Craft Workers	1182	1033	1021	7	2	1	2	149	141	5	2		1	1.7%	12.6%	66.7%
Service Maintenance	1832	1325	1281	23	13	1	7	498	479	9	1	6	3	3.5%	27.3%	51.5%
TOTAL	19355	10188	9895	136	60	66	31	9167	8870	168	47	49	33	3.0%	47.4%	44.9%

VIII. INDIVIDUAL STATE AGENCIES

## VIII. INDIVIDUAL STATE AGENCIES

This section gives a short explanation of the charts found in appendix B-1 and appendix B-2. All charts show 1984 agency workforce data taken from the 1984 EEO 4 computer printout. Appendix B-1 shows state agencies not subject to Executive Order and Appendix B-2 shows agencies that must comply with Executive Orders #15 and #46. Not all agencies that were reported in 1981 are the same as reported here due to agency consolidation, elimination or creation, i.e., Water, Air and Waste Management from the Department of Environmental Quality and the Natural Resources Council and creation of the Racing Commission.

Most agencies reported here can be superficially compared to the 1981 report (1981 report totals are shown below the 1984 totals). However, before conclusions can be drawn from these comparisons, it should be noted that these figures do not constitute the sole basis for praise or condemnation of an agency's affirmative action program. As reported earlier, most agencies write and hopefully implement an affirmative action plan. The plan should be a realistic tool to assess the employment picture and the laborforce picture of each agency. The agency's affirmative action efforts should be measured against how realistic this plan was and what their performance was in relation to their plan.

Each agency's affirmative action plan should explain whether the gains or losses are significant or not in relation to the labor force changes in their area or other mitigating factors, if any exist.

One of the most common explanations heard for lack of progress towards goals is, that when turnover occurs, the Iowa Merit Employment Department's lists of eligibles does not contain enough minority candidates. The Merit Employment Department is currently studying the applicant flow data to determine where minorities and women are falling out of process. The study should be completed this year.

IX. IMPLEMENTATION OF EXECUTIVE ORDERS

## IX. IMPLEMENTATION OF EXECUTIVE ORDERS

### A. General

There are now two Executive Orders pertaining to affirmative action. They are Executive Order #15 and Executive Order #46 (reprinted in Appendix D). Executive Order #15 is divided into 10 articles. The purpose of Executive Order #15 is to have the state's operations serve as a model for business, industry, labor and education.

Executive Order #46 is designed to build upon Executive Order #15 and assigns several agencies responsibility to ensure that the provisions of the order are carried out. Order #46 also creates an affirmative action task force which is responsible for reviewing the progress in complying with the order and reporting back to the Governor.

### B. Implementation

#### 1. Executive Order #15.

The Executive Order calls for fair treatment of all citizens by state government in all phases of its operation. This includes employment referrals, hiring, training programs, state licensing, state contracts, and subcontracts.

The Executive Order also calls for the State Superintendent of Public Instruction to use every lawful means in the promoting of fair employment practices for duly certificated teachers.

The Executive Order also calls for all state agencies responsible to the Governor to report annually to the Iowa Civil Rights Commission all programs undertaken to affect the Executive Order. The Iowa Civil Rights Commission is then to report this information annually to the Governor.

Reports from state agencies have been sporadic in nature and generally cover only their employment efforts for their own agencies. The reports generally do not cover the different phases of the services they provide. The Iowa Civil Rights Commission has not provided feedback regarding the affirmative action report of individual agencies. For the 1984 reports, feedback will be given by July 1985.

The Iowa Civil Rights Commission's reports to the Governor have also been sporadic. The last one was in 1982, covering 1973-1981.

The Iowa Civil Rights Commission has been able to receive funding for a contract compliance officer and Executive Order #11, which supplements Executive Order #15 on contract compliance, has taken effect. The next annual Affirmative Action Report will contain a section on Executive Order #11 written by the contract compliance officer. This report has a Contract Compliance Section written by the chairperson of the Contract Compliance Task Force found in Appendix F. Reports on other efforts to ensure fairness in all programs should also be included in the next report.

## 2. Executive Order #46.

The reporting requirement for this Executive Order rests with the Affirmative Action Task Force created by this Executive Order, however, the Iowa Civil Rights Commission has assigned responsibilities.

The first responsibility is for the Iowa Civil Rights Commission to coordinate affirmative action efforts of all state agencies. This responsibility also gives authority to create administrative rules. The Iowa Civil Rights Commission promulgated affirmative action rules that became effective in July 1984. The rules were in effect for the 1984 reports.

The second responsibility for the Iowa Civil Rights Commission is the coordination of Section 504, of the Rehabilitation Act of 1973, Pub. L. 93-112, 87 Stat. 394 (29 U.S.C. 794) as amended by P.L. 93-516, 88 Stat. 1619 (29 U.S.C. 706). The Iowa Civil Rights Commission has called together a committee of state agency personnel and interested community groups to research the state's needs in regard to building accessibility, program accessibility, and employment accessibility.



## X. FINDINGS AND RECOMMENDATIONS

## X. FINDINGS AND RECOMMENDATIONS

### A. General

The last report intended to be both a retrospective review and a document to reliably plan for the future. This report should serve the same function. To this end, this section examines the recommendations made in the last report and detail what progress, if any, has been made in the intervening years. Following the recommendations and progress report from the last report are the findings and recommendations based on the latest data. Many of findings and recommendations will remain the same due to the lack of progress. Other findings and recommendations will be completely different.

### B. 1981 Recommendations

#### Female State Employment

Recommendation 1: State agencies should concentrate their affirmative action programs on the Official/Administrator, Protective Service Worker, Skilled Craft Worker and Service-Maintenance categories. This is particularly applicable for agencies which have large numbers of positions in these categories.

Recommendation 2: A comparable worth study should be instituted.

Recommendation 3: State agencies should continue their positive effort in the employment of women in the Professional and Technician categories.

Progress on the 1981 recommendations are:

1. It is not extremely difficult to determine that little progress has been made in the underrepresented classes: officials and administrators, protective service workers, skilled craft workers and service and maintenance.
2. A comparable worth study has been completed. The study found that a number of position/classes were underpaid and recommended

that a new pay scale be implemented. The new pay plan will be implemented in stages, with the first stage taking place in 1985.

3. Continued progress in the employment of women in the professional and technician categories has been made. Both show a continued increase in the female participation rate yet both are still below the 47.7% workforce rate.

#### Minority State Employment

Recommendation 1: State agencies should accentuate their affirmative action programs on every job category except the Professionals.

#### Progress Report on 1981 Recommendations:

If progress toward this recommendation is measured by increased participation in the class, and this is how it should be measured, increases have been shown in all categories except the technician class which stayed the same. In the previous report, professionals were noted as not needing an accentuated program. Now two classes can be noted, professionals and protective service workers.

#### Handicapped State Employment

Recommendation 1: A uniform, voluntary handicap self-disclosure procedure should be established for all state agencies.

Recommendation 2: State agencies should be required to file handicap information on their personnel transaction forms so that a reliable data base can be established.

#### Progress Report on 1981 Recommendations:

1. A uniform, voluntary handicap self-disclosure procedure hasn't been developed.
2. Space is provided on the employer pay data form for reporting handicap status, however, reporting is voluntary and not all agencies report handicap status.

#### New Hires and Retentions

Recommendation 1: A study should be instituted, such as the requirement of exit interviews, to find the cause or causes

of the differential retentions. Appropriate corrective actions should then be designed and implemented.

Progress Report on 1981 Recommendations:

1. To date, no study has been instituted nor a requirement of exit interview established.

State Agencies by Size

Recommendation 1: Monitoring and enforcement activities by the Iowa Civil Rights Commission should be heavily concentrated on the larger agencies.

Progress Report on 1981 Recommendations:

1. Since the last report, Iowa Civil Rights Commission's activities have been concentrated on implementation of Executive Order #46 rather than enforcement on the larger agencies. The large agencies still lag behind agencies with 14-99 employees. Since 1981, the large agencies lost 49 employees with percentage for minorities in the workforce increasing from 2.6% to 3.0%. Females showed a very slight percentage increase from 47.1% to 47.4%

Other Major Findings and Recommendations From 1981

Finding 1: There has been neither one overall state affirmative program nor one overall evaluation standard. There has been a dearth of personnel and resources for such purposes.

Recommendation 1: Personnel and resources should be made available to carry out the necessary coordination and evaluation activities.

Finding 2: Implementation of Governor's Executive Order #15 has been very lackadaisical.

Recommendation 2: A centralized coordinating authority for affirmative action in state government should be established. If the Iowa Civil Rights Commission or any other office is to assume the role, authority should be clearly established.

Finding 3: A substantial portion of the state work force is not under the Executive Order.

Recommendation 3: A voluntary procedure should be established whereas those agencies listed in Appendix B-1 can agree to be monitored on a cooperative basis.

Finding 4: State government does not have complete and reliable applicant flow data.

Recommendation 4: A procedure for gathering applicant flow data should be immediately established.

Finding 5: The Merit Employment Department has no chance of completing its Test Validation Project under the present circumstances.

Recommendation 5: Means and resources should be made available to Merit Employment Department to complete the plan.

Progress Report on 1981 Recommendations.

1. Personnel and resources have been allocated to implement Executive Order #15 and #46. Two positions have been added to the Iowa Civil Rights Commission to help implement the Executive Order. Also with Executive Order #46 the Affirmative Action Task Force was created to annually review the progress of complying with the order.
2. A centralized coordinating authority for affirmative action in state government was created by Executive Order #46. The lines of authority and responsibility were given to the Affirmative Action Task Force, the Iowa Civil Rights Commission and the Iowa Merit Employment Department. (See Executive Order #46)
3. A voluntary procedure to monitor state agencies not under Executive Orders has not been worked out. Of the agencies not subject to Executive Order, 71% (10 of 14 agencies) did not submit an affirmative action plan to the Iowa Civil Rights Commission for review.
4. Executive Order #46 gave Iowa Merit Employment Department the responsibility to gather and study the various pre-employment processes under its jurisdiction. Merit is and has been studying the applicant flow process and is compiling complete and reliable applicant flow data.

## C. 1984 Findings and Recommendations

### Female State Employment

Finding 1: Total state government employment of women continues to be above private employers and the laborforce.

Finding 2: Women continue to be substantially underrepresented in the officials/administrators, protective service worker, skilled craft worker and service/maintenance worker categories. The first two categories have shown some improvement, the last two no improvement.

Finding 3: Women continue to be over represented in the para-professional and office/clerical categories. Both categories have reduced female representation by about 3%.

Finding 4: Females in state government continue to be concentrated in the lower end of the pay scale. By job category, men are generally distributed in the higher end of the pay scale at a higher rate than females.

Recommendation 1: State agencies should continue to concentrate their affirmative action efforts on the underutilized categories.

Recommendation 2: The Iowa Civil Rights Commission should annually review all affirmative action plans and programs for the purpose of providing feedback to the individual agencies in addition to the annual report to the Governor.

Recommendation 3: A follow-up study on female/male income distribution should be conducted after the implementation of each step in the comparable worth pay plan program.

### Minority State Employment

Finding 1: Total state employment of minorities has increased despite a trend in total state employment workforce to decline.

Finding 2: The state continues to be underrepresented in all job categories except professionals and protective service workers. Progress has been made in all job categories except technicians.

Finding 3: Minorities are represented in all income levels at about the same rate that they are found in the work force with the lowest rate being in the lowest income group.

Recommendation 1: State agencies should concentrate their affirmative action efforts in the six underrepresented job categories, officials/administrators, technicians, paraprofessionals, office/clerical, skilled craft and service/maintenance. Particular attention should be paid to skilled craft and technicians since they have the lowest representation.

Recommendation 2: The Iowa Civil Rights Commission should annually review all affirmative action plans and programs for the purpose of providing feedback to the individual agencies in addition to the annual report to the Governor.

### Handicapped State Employment

Finding 1: The number of handicapped workers in state government and in the available labor pool is still unknown.

Finding 2: The ability to set goals and timetables for handicapped will be impaired until relevant laborforce data becomes available.

Recommendation 1: The applicant flow data needs to be analyzed to determine whether adverse impact occurs at any of the steps in the employment process. An additional analysis should be conducted if adverse impact is found to determine whether a bona fide business purpose is being served and if so whether a less discriminatory method is available to serve that business purpose.

### New Hires and Retention

Finding 1: Females are hired into the workforce at a rate that exceeds the hiring rate of males.

Finding 2: Minorities are hired into the workforce at a rate that exceeds the hiring rate of whites.

Finding 3: Females are retained in the workforce at a rate that is slightly lower than the rate for males. (1982 - 2.8% difference, 1983 - 2.7% difference, 1984 - 0.1% difference).

Finding 4: The minority retention rate when compared to the white retention rate has shown great fluxuation. In 1982 and 1983 minorities were retained at rates that exceeded the white retention rate. In 1984, the white retention rate exceeded the minority retention rate.

Recommendation 1: The hiring of females should be targeted to increase the number of females in the underrepresented classes.

Recommendation 2: A study needs to be completed to discover why females leave the workforce at a higher rate than males. Once the reasons are determined, some type of remedial plan should be developed to equalize the retention rates.

Recommendation 3: The hiring of minorities should be targeted to increase the number of minorities in underrepresented classes.

### State Agencies by Size

Finding 1: The smallest state agencies, 1-14 employees, have the lowest utilization of minorities (under 2%) and the highest utilization of women (over 60%).

Finding 2: The medium sized agencies, 15-99 employees, have the highest utilization of minorities, (approximately 6.0%) and the second highest utilization of females (approximately 51.0%).

Finding 3: The larger agencies, over 100 employees, have the worst utilization of minorities (approximately 3.0%) and the worst utilization of females (approximately 47%).

Recommendation 1: The smaller agencies should become more aware of their affirmative action obligation as it pertains to minorities even though it is very difficult, if not impossible, to set meaningful goals and time tables with so small of a workforce.

Recommendation 2: The monitoring and enforcement of affirmative action by the Iowa Civil Rights Commission should be concentrated on the larger agencies.

#### Other Major Findings and Recommendations

Finding 1: State agencies generally view affirmative action as pertaining only to the hiring of new employees.

Recommendation 1: The purpose of Executive Order #15 was to establish a "Code of Fair Practices". The concept of the "Code of Fair Practices" should be re-emphasized in all phases of state government, provision of goods and services, contracting, all employment decisions, etc.

Finding 2: The encouragement of state agencies not under Executive Order to voluntarily take affirmative action has not worked for minorities. Of 978 employees in agencies not covered by Executive Order, only 23 or 2.4% are minorities. This compares to the overall employment percentage for minorities of 3.2.

Recommendation 2: A requirement for all of state government to plan for, and implement, an affirmative action program should be codified.

Finding 3: An erosion of affirmative action is taking place on a national level.

Recommendation 3: The State of Iowa should reinforce its commitment to the Code of Fair Practices by giving widespread publicity to affirmative action gains and the state's efforts to improve the distribution of women and minorities to all job categories.



APPENDIX A  
STATE EMPLOYMENT  
BY SEX & RACE  
1982 TO 1984

OCCUPATIONAL DISTRIBUTION OF FULL-TIME STATE EMPLOYEES  
BY SEX AND RACE  
1982

JOB CATEGORIES	FEMALES		MALES		WHITES		MINORITIES		TOTAL
	No.	%	No.	%	No.	%	No.	%	No.
OFFICIALS AND ADMINISTRATORS	106	15.8%	564	84.2%	658	98.2%	12	1.9%	670
PROFESSIONALS	2136	39.8%	3236	60.2%	5145	95.8%	227	4.2%	5372
TECHNICIANS	1595	43.1%	2108	56.9%	3630	98.0%	73	1.8%	3703
PROTECTIVE SERVICE WORKERS	108	6.8%	1470	93.2%	1526	96.7%	52	3.3%	1578
PARA-PROFESSIONALS	1652	71.7%	652	28.3%	2241	97.3%	63	4.3%	2304
OFFICE AND CLERICAL	3220	94.4%	191	5.6%	3300	96.7%	111	3.3%	3411
SKILLED CRAFT WORKERS	160	13.3%	1045	86.7%	1184	98.3%	21	1.7%	1205
SERVICE MAINTENANCE	644	30.1%	1493	69.9%	2073	97.0%	64	3.0%	2137
TOTAL	9621	47.2%	10759	52.8%	19757	96.9%	623	3.1%	20380

OCCUPATIONAL DISTRIBUTION OF FULL-TIME STATE EMPLOYEES  
 BY SEX AND RACE  
 1983

JOB CATEGORIES	FEMALES		MALES		WHITES		MINORITIES		TOTAL
	No.	%	No.	%	No.	%	No.	%	No.
OFFICIALS AND ADMINISTRATORS	218	19.1%	924	80.9%	1121	98.2%	21	1.8%	1142
PROFESSIONALS	2084	41.6%	2923	58.4%	4777	95.4%	230	4.6%	5007
TECHNICIANS	1552	43.7%	2000	56.3%	3492	98.3%	60	1.7%	3552
PROTECTIVE SERVICE WORKERS	129	7.9%	1511	92.1%	1582	96.5%	58	3.5%	1640
PARA-PROFESSIONALS	1632	71.8%	641	28.2%	2200	96.8%	73	3.2%	2273
OFFICE AND CLERICAL	3253	91.5%	302	8.5%	3450	97.0%	105	3.0%	3555
SKILLED CRAFT WORKERS	150	12.6%	1037	87.4%	1169	98.5%	18	1.5%	1187
SERVICE MAINTENANCE	516	27.6%	1351	72.4%	1801	96.5%	66	3.5%	1867
TOTAL	9534	47.1%	10689	52.9%	19592	96.9%	631	3.1%	20223

OCCUPATIONAL DISTRIBUTION OF FULL-TIME STATE EMPLOYEES

BY SEX AND RACE

1984

JOB CATEGORIES	FEMALES		MALES		WHITES		MINORITIES		TOTAL
	No.	%	No.	%	No.	%	No.	%	No.
OFFICIALS AND ADMINISTRATORS	251	21.3%	929	78.7%	1155	97.9%	25	2.1%	1180
PROFESSIONALS	2176	42.8%	2904	57.2%	4860	95.7%	220	4.3%	5080
TECHNICIANS	1609	44.5%	2003	55.5%	3550	98.3%	62	1.7%	3612
PROTECTIVE SERVICE WORKERS	143	8.7%	1507	91.3%	1582	95.9%	68	4.1%	1650
PARA-PROFESSIONALS	1570	70.1%	670	29.9%	2169	96.8%	71	3.2%	2240
OFFICE AND CLERICAL	3338	91.3%	320	8.8%	3539	96.7%	119	3.3%	3658
SKILLED CRAFT WORKERS	151	12.7%	1036	86.3%	1167	98.3%	20	1.7%	1187
SERVICE MAINTENANCE	513	27.8%	1333	72.2%	1782	96.5%	64	3.5%	1846
TOTAL	9751	47.7%	10702	52.3%	19804	96.8%	649	3.2%	20453

APPENDIX B-1  
STATE AGENCIES NOT UNDER  
EXECUTIVE ORDER  
1984

AGENCY: Administrative Rules

Last Plan Submitted: \_\_\_\_\_

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators	1							1	1					0	100%	0		
Professionals																		
Technicians																		
Protective Service Workers																		
Para-Professionals	1							1	1					0	100%	50%		
Office and Clerical																		
Skilled Craft Workers																		
Service Maintenance																		
TOTAL	2							2	2					0	100%	50%		
Earliest Available Comparative Utilization Data: _____													Last Report			0	50	100

COMMENTS: workforce too small for analysis

AGENCY: Agriculture, Dept. of

Last Plan Submitted: July 1981

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators	13	12	12					1	1					0	7.6	92.3		
Professionals	72	57	56		1			15	14			1		2.	20.8	61.1		
Technicians	138	126	125		1			12	12					.7	8.6	78.9		
Protective Service Workers																		
Para-Professionals	15	2	1	1				13	10	2	1			26.6	86.6	60.0		
Office and Clerical	52	4	4					48	46	2				3.8	92.3	55.7		
Skilled Craft Workers	2	1		1				1	1					50.0	50.0	50.0		
Service Maintenance																		
TOTAL	292	202	198	2	2			90	84	4	1	1		3.4	30.8	69.8		
Earliest Available Comparative Utilization Data: <u>1974</u>													Last Report 1981			3.9	28.3	73.6

COMMENTS: 1981 Report shows 307 employees 200 males 87 females 12 minorities

AGENCY: Attorney General

Last Plan Submitted: March 1981

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators	11	10	10					1	1					0	9.0	36.3		
Professionals	76	50	50					26	25	1				1.3	32.8	14.4		
Technicians	8	2	2					6	6					0	75.0	12.5		
Protective Service Workers	5	4	4					1	1					0	20.0	20.0		
Para-Professionals	8							8	8					0	100.0	37.5		
Office and Clerical	20							20	19	1				5.0	95.0	15.0		
Skilled Craft Workers																		
Service Maintenance																		
TOTAL	128	66	66					62	60	2				1.5	46.8	17.9		
Earliest Available Comparative Utilization Data: <u>1973</u>													Last Report 1981			2.5	40.1	16.1

COMMENTS: 1981 Report shows 118 employees 72 males 46 females 3 minorities



AGENCY: Auditor of State

Last Plan Submitted: September 1981

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	2	1	1					1	1					0	50.0	0
Professionals	115	76	75			1		39	37	1		1		2.6	33.9	19.1
Technicians																
Protective Service Workers																
Para-Professionals	1							1	1					0	100.0	100.0
Office and Clerical	11							11	11					0	100.0	81.8
Skilled Craft Workers																
Service Maintenance																
TOTAL	129	77	76			1		52	50	1		1		2.3	40.3	24.0
Earliest Available Comparative Utilization Data: <u>1979</u>													Last Report 1981			
													2.7	30.7	34.0	

COMMENTS: 1981 Report shows 150 employees 104 males 46 females 4 minorities

AGENCY: Citizen's Aid, Office of

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	2	1	1					1	1					0	50	50
Professionals	4	2	1	1				2	2					25	50	0
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	3							3	3					0	100	100
Skilled Craft Workers																
Service Maintenance																
TOTAL	9	3	2	1				6	6					11.1	66.6	44.4
Earliest Available Comparative Utilization Data: <u>1973</u>													12.5	62.5	37.5	

COMMENTS: workforce too small for comparison to labor force

AGENCY: Code Editor

Last Plan Submitted: Policy Statement only December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators	1							1	1					0	100	100		
Professionals																		
Technicians																		
Protective Service Workers																		
Para-Professionals	1							1	1					0	100	100		
Office and Clerical	11							11	11					0	100	90.9		
Skilled Craft Workers																		
Service Maintenance																		
TOTAL	13							13	13					0	100	92.3		
Earliest Available Comparative Utilization Data: <u>1977</u>													Last Report 1981			0	91.7	91.7

COMMENTS: workforce too small for analysis

AGENCY: Governor

Last Plan Submitted: April 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minor-ity	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators																
Professionals	9	4	4					5	4	1				11.1	55.5	44.4
Technicians																
Protective Service Workers																
Para-Professionals	1							1	1					0	100	100
Office and Clerical	8							8	8					0	100	37.5
Skilled Craft Workers	1							1	1					0	100	0
Service Maintenance	5	2	2					3	3					0	60	80
TOTAL	24	6	6					18	17	1				4.1	75	50
Earliest Available Comparative Utilization Data: <u>1979</u>													Last Report 1981			
													4.5	72.7	73.6	

COMMENTS: 1981 Report shows 22 employees 6 males 16 females 1 minority

AGENCY: Governor, Lieutenant

Last Plan Submitted: \_\_\_\_\_

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators																
Professionals	2	1	1					1	1					0	50	0
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical																
Skilled Craft Workers																
Service Maintenance																
TOTAL	2	1	1					1	1					0	50	0
Earliest Available Comparative Utilization Data:	Last Report 1981													0	100	100

COMMENTS: workforce too small for analysis

AGENCY: Judicial Court Administrator

Last Plan Submitted: \_\_\_\_\_

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators	31	21	21					10	9			1		3.2	32.2	41.9	
Professionals	37	18	18					19	18		1			2.7	51.3	16.2	
Technicians	7	3	3					4	4					0	57.1	14.2	
Protective Service Workers																	
Para-Professionals	14							14	14					0	100	28.5	
Office and Clerical	165	38	38					127	125	1	1			1.2	76.7	26	
Skilled Craft Workers																	
Service Maintenance	1	1	1											0	0	100	
TOTAL	255	81	81					174	170	1	2	1		1.5	68.2	26.6	
Earliest Available Comparative Utilization Data: <u>1979</u>												Last Report 1981			2.1	54.2	22.9

COMMENTS: Agency has undergone substantial change since 1981, 1981 report shows 48 employees 22 males 26 females

AGENCY: Legislative Fiscal Bureau

Last Plan Submitted: January 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	2	2	2											0	0	50
Professionals	5	2	2					3	3					0	60	0
Technicians																
Protective Service Workers																
Para-Professionals	5	3	2	1				2	2					20	40	0
Office and Clerical	2							2	2					0	100	50
Skilled Craft Workers																
Service Maintenance																
TOTAL	14	7	6	1				7	7					7.1	50	14.2
Earliest Available Comparative Utilization Data: <u>1973</u> Last Report 1981													0	46.7	13.3	

COMMENTS: workforce too small for analysis 1 less employee in the workforce

AGENCY: Legislative Service Bureau

Last Plan Submitted: June 1981

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators	6	3	3					3	3					0	50	83.3		
Professionals	15	9	9					6	6					0	40	26.6		
Technicians																		
Protective Service Workers																		
Para-Professionals																		
Office and Clerical	4							4	4					0	100	50		
Skilled Craft Workers																		
Service Maintenance	4							4	4							25		
TOTAL	29	12	12					17	17					0	58.6	41.3		
Earliest Available Comparative Utilization Data: <u>1973</u>													Last Report 1981			0	59.1	36.4

COMMENTS: 1981 Report shows 22 employees 10 males 12 females no minorities



AGENCY: Legislative - Senate

Last Plan Submitted: \_\_\_\_\_

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators																
Professionals	14	7	7					7	7					0	50	0
Technicians	3	1	1					2	2					0	66.6	66.6
Protective Service Workers																
Para-Professionals	2							2	2					0	100	50
Office and Clerical	7							7	7					0	100	71.4
Skilled Craft Workers																
Service Maintenance																
TOTAL	26	8	8					18	18					0	69.2	30.7
Earliest Available Comparative Utilization Data: <u>1979</u> Last Report 1981												0	73.9	39.1		

COMMENTS: 1981 report shows 23 employees 6 males 17 females 0 minorities

AGENCY: Secretary of State

Last Plan Submitted: June 1981

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1							1	1					0	100	100
Professionals	4	4	4											0	0	50
Technicians	5							5	5					0	100	100
Protective Service Workers																
Para-Professionals	1							1	1					0	100	100
Office and Clerical	26	1	1					25	24	1				3.8	96.1	57.6
Skilled Craft Workers																
Service Maintenance																
<b>TOTAL</b>	<b>37</b>	<b>5</b>	<b>5</b>					<b>32</b>	<b>31</b>	<b>1</b>				<b>2.7</b>	<b>86.4</b>	<b>64.8</b>
Earliest Available Comparative Utilization Data: <u>1973</u> Last Report 1981												2.9	91.4	68.6		

COMMENTS: 1981 Report shows 35 employees 3 males 32 females 1 minority

AGENCY: Treasurer of State

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1	1	1											0	0	100
Professionals	8	4	4					4	4					0	50	37.5
Technicians	1							1	1					0	100	0
Protective Service Workers																
Para-Professionals	1							1	1					0	100	0
Office and Clerical	6							6	6					0	100	50
Skilled Craft Workers																
Service Maintenance																
TOTAL	17	5	5					12	12					0	70.5	41.1
Earliest Available Comparative Utilization Data: <u>1973</u>												5.0	8.0	55.0		

COMMENTS: 1981 Report shows 20 employees 4 males 16 females 1 minority

APPENDIX B-2  
STATE AGENCIES UNDER  
EXECUTIVE ORDER  
1984

AGENCY: Accountancy, Board of

Last Plan Submitted: December 1981

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators																
Professionals	2	1	1					1	1					0	50%	0
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	2							2	1		1			50%	100%	0
Skilled Craft Workers																
Service Maintenance																
TOTAL	4	1	1					3	2		1			25%	75%	0
Earliest Available Comparative Utilization Data: <u>1979</u>												Last Report 1981				
												0	100	0		

COMMENTS: Workforce too small for analysis

AGENCY: Aging, The Commission on the

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	4	3	3					1	1					0	25.0	50.0
Professionals	13	7	6	1				6	5	1				15.0	46.0	61.5
Technicians	1							1	1					0	100.0	100.0
Protective Service Workers																
Para-Professionals																
Office and Clerical	8	1	1					7	7					0	87.5	25.0
Skilled Craft Workers																
Service Maintenance																
TOTAL	26	11	10	1				15	14	1				7.6	57.6	53.8
Earliest Available Comparative Utilization Data: <u>1973</u> Last Report 1981													10.5	61.5	53.8	

COMMENTS: workforce number has remained constant. 1 more male less female 1 less minority

AGENCY: Appellate Defender

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1	1	1											0	0	0
Professionals	5	3	3					2	2					0	40.0	0
Technicians																
Protective Service Workers																
Para-Professionals	1							1	1					0	100.0	0
Office and Clerical	2							2	2					0	100.0	0
Skilled Craft Workers																
Service Maintenance																
TOTAL	9	4	4					5	5					0	55.5	0
Earliest Available Comparative Utilization Data:	1981													0	27.3	0

COMMENTS: workforce too small for analysis

AGENCY: Architectural Examiners, Board of

Last Plan Submitted: No Plan submitted, Policy statement only 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators																	
Professionals	1							1	1					0	100.0	100.0	
Technicians																	
Protective Service Workers																	
Para-Professionals																	
Office and Clerical																	
Skilled Craft Workers																	
Service Maintenance																	
TOTAL	1							1	1					0	100.0	100.0	
Earliest Available Comparative Utilization Data: 1979												Last Report 1981			0	100.0	100.0

COMMENTS: workforce too small for analysis

workforce unchanged



AGENCY: Arts Council, Iowa State

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	2	1	1					1	1					0	50.0	50.0
Professionals	4							4	4					0	100.0	50.0
Technicians	1							1	1					0	100.0	
Protective Service Workers																
Para-Professionals	2	1	1					1	1					0	50.0	
Office and Clerical	2							2	2					0	100.0	50.0
Skilled Craft Workers																
Service Maintenance																
TOTAL	11	2	2					9	9					0	81.8	45.4

Earliest Available Comparative Utilization Data: 1977

COMMENTS: workforce too small for analysis

AGENCY: Banking Dept.

Last Plan Submitted: January 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	22	21	21					1	1					0	4.5	45.4
Professionals	66	56	56					10	10					0	15.1	9.0
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	6							6	6					0	100.0	16.6
Skilled Craft Workers																
Service Maintenance																
TOTAL	94	77	77					17	17					0	18.0	18.0
Earliest Available Comparative Utilization Data: <u>1974</u>													Last Report 1981			
													0	19	15.5	

COMMENTS: 1981 Report shows 94 employees 68 males 16 females no minorities

AGENCY: Beer and Liquor Control Dept., Iowa

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators	20	16	16					4	4					0	20.0	70.0	
Professionals	16	12	12					4	4					0	25.0	43.7	
Technicians	253	157	157					96	95	1				.3	37.9	73.5	
Protective Service Workers																	
Para-Professionals	2							2	2					0	100.0	0	
Office and Clerical	251	111	109	1			1	140	139			1		1.1	55.7	54.1	
Skilled Craft Workers	5	5	5											0	0	80.0	
Service Maintenance	39	39	35	2	1		1							10.2	0	58.9	
TOTAL	586	340	334	3	1		2	246	244	1		1		1.4	41.9	63.1	
Earliest Available Comparative Utilization Data: <u>1973</u>												Last Report 1981			1.3	38.8	66.8

COMMENTS: 1981 Report shows 624 employees 382 males 242 females 8 minorities

AGENCY: Blind, Iowa Commission for the

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	5	2	2					3	3					0	60	40
Professionals	43	23	22	1				20	19	1				4.6	46.5	58.1
Technicians	27	13	12	1				14	11	2	1			14.8	40.7	40.7
Protective Service Workers																
Para-Professionals	17	4	4					13	13					0	76.4	29.4
Office and Clerical	1							1	1					0	100	100
Skilled Craft Workers																
Service Maintenance	8	7	7					1	1					0	12.5	62.5
TOTAL	101	49	47	2				52	48	3	1			5.9	51.4	48.5
Earliest Available Comparative Utilization Data: <u>1977</u>													Last Report 1981			
													4.8	52.4	50.5	

COMMENTS: 1981 Report shows 105 employees 50 males 55 females 5 minorities

AGENCY: Campaign Finance Disclosure Commission

Last Plan Submitted: January 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators																
Professionals	2	1	1					1	1					0	50	50
Technicians	1	1	1											0	0	100
Protective Service Workers																
Para-Professionals																
Office and Clerical	1							1	1					0	100	0
Skilled Craft Workers																
Service Maintenance																
TOTAL	4	2	2					2	2					0	50	50
Earliest Available Comparative Utilization Data: <u>1977</u>												0	50.0	75.0		
Last Report 1981																

COMMENTS: workforce too small for analysis

AGENCY: Career Education Advisory Council

Last Plan Submitted: October 1981

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1	1	1											0	0	100
Professionals																
Technicians	1						1	1						0	100	0
Protective Service Workers																
Para-Professionals																
Office and Clerical	1						1	1						0	100	0
Skilled Craft Workers																
Service Maintenance																
TOTAL	3	1	1				2	2						0	66.6	33.3

Earliest Available Comparative Utilization Data: \_\_\_\_\_

COMMENTS: workforce too small for analysis (agency now known as Vocational Educational Advisory Council)

AGENCY: Children, Youth, and Families, Commission on

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators																
Professionals								1	1						100	
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical																
Skilled Craft Workers																
Service Maintenance																
TOTAL								1	1						100	
Earliest Available Comparative Utilization Data: <u>Not reported on EEO 4 form</u>																

COMMENTS: \_\_\_\_\_

AGENCY: Civil Rights Commission, Iowa

Last Plan Submitted: April 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	3	3	1	1		1								66.6	0	33.7
Professionals	22	10	8	1	1		12	9	3					22.7	54.3	31.8
Technicians	1						1	1						0	100	100
Protective Service Workers																
Para-Professionals	3	1		1			2	1		1				66.6	66.6	66.6
Office and Clerical	8						8	5	3					37.5	100	62.5
Skilled Craft Workers																
Service Maintenance																
TOTAL	37	14	9	3	1	1	23	16	6	1				32.4	62	43.2
Earliest Available Comparative Utilization Data: <u>1973</u>												35.3	64.7	29.4		
Last Report <u>1981</u>																
COMMENTS: <u>1981 Report shows 34 employees 12 males 22 females 12 minorities</u>																



AGENCY: College Aid Commission

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1	1	1											0	0	0
Professionals	9	6	6					3	3					0	33.3	22.2
Technicians	4	1	1					3	3					0	75	75
Protective Service Workers																
Para-Professionals																
Office and Clerical	9	1	1					8	8					0	88.8	44.4
Skilled Craft Workers																
Service Maintenance																
TOTAL	23	9	9					14	14					0	60.8	39.1
Earliest Available Comparative Utilization Data: <u>1973</u> Last Report 1981													0	57.1	26.7	

COMMENTS: 1981 Report shows 14 employees 6 males 8 females 0 Minorities

AGENCY: Commerce Commission, Iowa State

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	29	23	22			1		6	6					3.4	20.6	53.6
Professionals	64	41	36			5		23	21			2		10.9	35.9	25
Technicians	38	30	29			1		8	8					2.6	21	44.7
Protective Service Workers																
Para-Professionals																
Office and Clerical	28							28	25	1	1		1	10.7	100	28.5
Skilled Craft Workers																
Service Maintenance																
TOTAL	159	94	87			7		65	60	1	1	2	1	7.5	40.8	36.4
Earliest Available Comparative Utilization Data: <u>1973</u>													Last Report 1981			
													3.7	35.5	45.8	

COMMENTS: 1981 Report shows 107 employees 69 males 38 females 4 minorities

AGENCY: Comptroller, Office of State (total)

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	21	17	17					4	4					0	19.0	71.4
Professionals	89	58	54	2	1	1		31	31					4.5	34.8	28.1
Technicians	43	21	21					22	21		1			2.3	51.2	16.3
Protective Service Workers																
Para-Professionals	1							1	1					0	100	100
Office and Clerical	61	8	8					53	52	1				1.6	86.9	50.8
Skilled Craft Workers																
Service Maintenance																
TOTAL	215	104	100	2	1	1		111	109	1	1			2.8	51.6	36.7

Earliest Available Comparative Utilization Data: \_\_\_\_\_

COMMENTS: Combined total of Comptroller and Comptroller D.P.

AGENCY: Comptroller, Data Processing

Last Plan Submitted: See Comptroller Office of State (total)

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators	12	8	8					4	4					0	33.3	66.6		
Professionals	68	42	38	2	1	1		26	26					5.8	38.2	23.5		
Technicians	43	21	21					22	21		1			2.3	51	16.2		
Protective Service Workers																		
Para-Professionals																		
Office and Clerical	37	5	5					32	31	1				2.7	86	56.7		
Skilled Craft Workers																		
Service Maintenance																		
TOTAL	160	76	72	2	1	1		84	82	1	1			3.7	52.5	32.5		
Earliest Available Comparative Utilization Data: <u>1973</u>													Last Report 1981			3.8	51.6	21.4

COMMENTS: \_\_\_\_\_

AGENCY: Comptroller, Office of State

Last Plan Submitted: See Comptroller, Office of State (total)

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minor-ity	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators	9	9	9											0	0	77.7	
Professionals	21	16	16					5	5					0	23.8	42.8	
Technicians																	
Protective Service Workers																	
Para-Professionals	1							1	1					0	100	100	
Office and Clerical	24	3	3					21	21					0	87.5	41.6	
Skilled Craft Workers																	
Service Maintenance																	
TOTAL	55	28	28					27	27					0	49	49	
Earliest Available Comparative Utilization Data: <u>1973</u>												Last Report 1981			0	49.1	45.6

COMMENTS: \_\_\_\_\_

AGENCY: Conservation Commission, State

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators	28	26	26					2	2					0	7.1	84.6	
Professionals	126	117	116			1		9	9					.7	7.1	44.4	
Technicians	75	72	71	1				3	3					1	4	46.6	
Protective Service Workers	189	177	177					12	12					0	6.3	41.7	
Para-Professionals	1	1	1											0	0	100	
Office and Clerical	52	5	4	1				47	43	3		1		9.6	90	63.4	
Skilled Craft Workers	6	6	6											0	0	100	
Service Maintenance	68	60	60					8	8					0	11.7	35.2	
TOTAL	545	464	461	2		1		81	77	3		1		1.2	14.8	46.7	
Earliest Available Comparative Utilization Data: 1973												Last Report 1981			1.0	14.6	39.7

COMMENTS: 1981 Report shows 512 employees 437 males, 74 females 5 minorities

AGENCY: Corrections, Dept. of

Last Plan Submitted: November 30, 1983

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	63	54	52	2				9	9					3.1	14.2	61.9
Professionals	294	221	205	9	2	4	1	73	71	1	1			6.1	24.8	40.1
Technicians	39	19	19					20	20					0	51.2	56.4
Protective Service Workers	874	782	741	23	11	2	5	92	77	11	2		2	6.4	10.5	32.3
Para-Professionals	6							6	6					0	100	33.3
Office and Clerical	126	10	10					116	112	2		1	1	3.1	92	41.2
Skilled Craft Workers	139	119	119					20	16	2	2	1		2.8	14.3	64
Service Maintenance	19	18	18					1	1					0	5.2	78.9
<b>TOTAL</b>	<b>1560</b>	<b>1223</b>	<b>1164</b>	<b>34</b>	<b>13</b>	<b>6</b>	<b>6</b>	<b>337</b>	<b>312</b>	<b>16</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>5.3</b>	<b>21.6</b>	<b>39.6</b>
Earliest Available Comparative Utilization Data: <u>None New agency</u>																
COMMENTS: _____																

AGENCY: Credit Union Department

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1	1	1											0	0	100
Professionals	13	12	12					1	1					0	7.6	46.1
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	2							2	2					0	100	100
Skilled Craft Workers																
Service Maintenance																
TOTAL	16	13	13					3	3					0	18.7	56.2
Earliest Available Comparative Utilization Data: <u>1979</u> Last Report 1981													0	13.3	53.3	

COMMENTS: 1981 Report shows 15 employees 13 males 2 females 0 minorities



AGENCY: Crime Commission, Iowa

Last Plan Submitted: January 18, 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators																		
Professionals	7	5	5					2	2					0	28.5	14.2		
Technicians																		
Protective Service Workers																		
Para-Professionals																		
Office and Clerical	1							1	1					0	100	0		
Skilled Craft Workers																		
Service Maintenance																		
TOTAL	8	5	5					3	3					0	37.5	12.5		
Earliest Available Comparative Utilization Data: 1973													1981 Crime Commission Figures			0	50.0	25.0

COMMENTS: Crime Commission is now the Criminal and Juvenile Justice Planning Agency

AGENCY: Dental Examiners, Board of

Last Plan Submitted: \_\_\_\_\_

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators																
Professionals																
Technicians	1							1	1					0	100	0
Protective Service Workers																
Para-Professionals																
Office and Clerical	1							1	1					0	100	0
Skilled Craft Workers																
Service Maintenance																
TOTAL	2							2	2					0	100	0

Earliest Available Comparative Utilization Data: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

AGENCY: Development Commission, The Iowa

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	10	7	7					3	3					0	30	40
Professionals	28	14	14					14	13	1				3.5	50	32.1
Technicians	1	1	1											0	0	0
Protective Service Workers																
Para-Professionals																
Office and Clerical	13	1	1					12	10	2				15.3	92.3	46.1
Skilled Craft Workers	1							1	1					0	100	100
Service Maintenance																
TOTAL	53	23	23					30	27	3				5.6	56.6	37.7
Earliest Available Comparative Utilization Data: <u>1973</u> Last Report <u>1981</u>													8.5	48.9	44.9	

COMMENTS: 1981 Reports shows 49 employees 25 males 24 females 4 minorities

AGENCY: Energy Policy Council

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	5	5	5											0	0	60
Professionals	19	15	14			1		4	4					5.2	21	21
Technicians	6	4	4					2	2					0	33.3	16.6
Protective Service Workers																
Para-Professionals																
Office and Clerical	10							10	10					0	100	30
Skilled Craft Workers																
Service Maintenance																
TOTAL	40	24	23			1		16	16					2.5	40	27.5
Earliest Available Comparative Utilization Data: <u>1977</u>													4.8	42.9	14.3	
Last Report 1981																

COMMENTS: 1981 Report shows 21 employees 12 males 9 females 1 minority

AGENCY: Employment of the Handicapped, Comm. on

Last Plan Submitted: September 1981

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators																
Professionals	3	2	2					1	1					0	33.3	66.6
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	2							2	2					0	100	0
Skilled Craft Workers																
Service Maintenance																
TOTAL	5	2	2					3	3					0	60	40
Earliest Available Comparative Utilization Data: <u>1977</u>												0	50.0	50.0		
Last Report 1981																

COMMENTS: workforce too small for analysis

AGENCY: Engineering Examiners, Board of

Last Plan Submitted: Policy statement December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators																
Professionals	1							1	1					0	100	100
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	2							2	2					0	100	100
Skilled Craft Workers																
Service Maintenance																
TOTAL	3							3	3					0	100	100
Earliest Available Comparative Utilization Data: _____												0	100	100		
Last Report 1981												0	100	100		

COMMENTS: workforce too small for comparison to labor force

No change in workforce

AGENCY: Family Farm Development Authority

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1	1	1											0	0	100
Professionals																
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	1						1	1						0	100	0
Skilled Craft Workers																
Service Maintenance																
TOTAL	2	1	1				1	1						0	50	50
Earliest Available Comparative Utilization Data: <u>1981</u>													0	50	50	

COMMENTS: workforce too small for analysis

No change since 1981

AGENCY: General Services, Dept. of

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	12	10	10					2	2					0	16.6	66.6
Professionals	25	16	15					9	8	1				8	36	64
Technicians	19	12	12					7	7					0	36.8	42.1
Protective Service Workers																
Para-Professionals	4							4	4					0	100	0
Office and Clerical	55	16	14	1		1		39	39					3.6	70.9	60
Skilled Craft Workers	52	37	37					15	13	2				3.8	28.8	50
Service Maintenance	130	96	90	2	3		1	34	26	5	1		2	10.7	26.1	55.3
TOTAL	297	187	178	4	3	1	1	110	99	8	1		2	6.7	37	54.8
														7.6	37.1	52.7

Earliest Available Comparative Utilization Data: 1973

Last Report 1981

COMMENTS: 1981 Report shows 315 employees 198 males 117 females 24 minorities



AGENCY: General Services, IPBN

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	11		9		1			1	1					9	9	63.6
Professionals	31	22	21	1				9	8	1				6.4	29	19.3
Technicians	47	43	42	1				4	3			1		4.2	8.5	29.7
Protective Service Workers																
Para-Professionals	10	5	5					5	4	1				10	50	0
Office and Clerical	13	1	1					12	12					0	92.3	15.3
Skilled Craft Workers																
Service Maintenance																
TOTAL	112	81	78	2	1			31	28	2		1		5.3	27.6	25.8
Earliest Available Comparative Utilization Data: <u>IPBN - 1981</u>													8.7	29.9	28.1	

COMMENTS: This agency is now Iowa Public Television - no longer a part of General Services

AGENCY: Geological Survey

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators	6	6	6											0	0	50		
Professionals	21	15	15					6	6					0	28.5	19		
Technicians	4	3	3					1	1					0	25	25		
Protective Service Workers																		
Para-Professionals	2	2	2											0	0	50		
Office and Clerical	4							4	3	1				25	100	25		
Skilled Craft Workers	1	1	1											0	0	100		
Service Maintenance																		
TOTAL	38	27	27					11	10	1				2.6	28.9	28.9		
Earliest Available Comparative Utilization Data: <u>1977</u>													Last Report 1981			0	29.3	22.0

COMMENTS: 1981 Report shows 41 employees 29 males 12 female 0 minority

AGENCY: Historical Dept., State

Last Plan Submitted: See Historical Department, State (total)

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1							1	1					0	100	100
Professionals	8	2	2					6	6					0	75	25
Technicians	3	1	1					2	2					0	66.6	0
Protective Service Workers																
Para-Professionals																
Office and Clerical	2							2	2					0	100	0
Skilled Craft Workers																
Service Maintenance																
TOTAL	14	3	3					11	11					0	78.5	21.4
Earliest Available Comparative Utilization Data: _____ Last Report 1981													0	55.6	22.2	

COMMENTS: State Historical Department has been consolidated with Historic Preservation and Museum and Archives

AGENCY: Historic Preservation

Last Plan Submitted: See Historical Dept., State (total)

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1	1	1											0	0	100
Professionals	7	4	4					3	3					0	42.8	28.5
Technicians	1	1	1													
Protective Service Workers																
Para-Professionals																
Office and Clerical	2							2	2					0	100	100
Skilled Craft Workers																
Service Maintenance	7	2	2					5	5					0	71.3	42.8
TOTAL	18	8	8					10	10					0	55.5	50
Earliest Available Comparative Utilization Data: _____ Last Report 1981													0	58.8	47.1	

COMMENTS: \_\_\_\_\_

AGENCY: Historic Museum and Archives

Last Plan Submitted: See Historical Dept., State (total)

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	2	2	2											0	0	100
Professionals	7	5	5					2	2					0	28.5	71.4
Technicians	7	3	3					4	4					0	57.1	14.2
Protective Service Workers	5	5	3	1			1							40	0	80
Para-Professionals	2	1	1					1	1					0	50	100
Office and Clerical	6	1	1					5	5					0	83.3	66.6
Skilled Craft Workers																
Service Maintenance	2	1		1				1	1					50	50	100
<b>TOTAL</b>	<b>31</b>	<b>18</b>	<b>15</b>	<b>2</b>			<b>1</b>	<b>13</b>	<b>13</b>					<b>9.6</b>	<b>41.9</b>	<b>51.6</b>
Earliest Available Comparative Utilization Data: _____													11.1	48.1	55.6	
Last Report 1981																
COMMENTS: _____																

AGENCY: Historical Dept. State (total)

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators	4	3	3					1	1						0	25.0	50.0
Professionals	22	11	11					11	11						0	50.0	40.9
Technicians	11	5	5					6	6						0	54.5	18.2
Protective Service Workers	5	5	3	1											40.0	0	80.0
Para-Professionals	2	1	1					1	1						0	50	100
Office and Clerical	10	1	1					9	9						0	90	40
Skilled Craft Workers																	
Service Maintenance	9	3	2	1				6	6						11.0	66.7	44.4
TOTAL	63	29	26	2				34	34						4.8	54.0	44.4

Earliest Available Comparative Utilization Data: See the 3 Historical Departments for past years

COMMENTS: \_\_\_\_\_

AGENCY: Executive Council

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators																
Professionals																
Technicians																
Protective Service Workers																
Para-Professionals	1							1	1					0	100	100
Office and Clerical																
Skilled Craft Workers																
Service Maintenance																
TOTAL	1							1	1					0	100	100
														0	50	50

Earliest Available Comparative Utilization Data: 1981

COMMENTS: workforce too small for analysis

No change since 1981

AGENCY: Health, Dept. of

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators	43	25	25					18	17	1					2.3	41.8	81.3
Professionals	116	44	40	1		3		72	72						3.4	62	56
Technicians	22	8	8					14	14						0	63.6	59
Protective Service Workers																	
Para-Professionals																	
Office and Clerical	85	1	1					84	78	6					7	98.8	52.9
Skilled Craft Workers																	
Service Maintenance																	
TOTAL	266	78	74	1		3		188	181	7					4.1	70.6	59.3
Earliest Available Comparative Utilization Data: <u>1973</u>												Last Report 1981			5.2	66.7	54.8

COMMENTS: 1981 Report shows 270 employees 90 males 180 females 14 minorities



AGENCY: Iowa Housing Authority

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators	2	2	2											0	0	50		
Professionals	4	1	1					3	3					0	75	75		
Technicians	1							1	1					0	100			
Protective Service Workers																		
Para-Professionals																		
Office and Clerical	1							1	1					0	100	100		
Skilled Craft Workers																		
Service Maintenance	1							1	1					0	100	100		
TOTAL	9	3	3					6	6					0	66.6	66.6		
Earliest Available Comparative Utilization Data: <u>1977</u>													Last Report 1981			0	16.7	33.3

COMMENTS: workforce too small for analysis

AGENCY: Industrial Commissioner

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1	1	1											0	0	100
Professionals	16	8	8					8	8					0	50	43.7
Technicians	1															
Protective Service Workers																
Para-Professionals																
Office and Clerical	15	1	1					14	13	1				6.6	93.3	40
Skilled Craft Workers																
Service Maintenance																
TOTAL	33	10	10					23	22	1				3	69.6	45.4

Earliest Available Comparative Utilization Data: 1973 Last Report 1981 5.6 72.2 38.9

COMMENTS: 1981 Report shows 36 employees 10 males 26 females 2 minorities

AGENCY: Iowa State Fair

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	10	4	4					6	6					0	60.0	
Professionals																
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	3	3	3											0	0	
Skilled Craft Workers																
Service Maintenance	13	13	13												0	
TOTAL	26	20	20					6	6					0	23.1	

Earliest Available Comparative Utilization Data: not reported on the EEO 4 form

COMMENTS: \_\_\_\_\_

AGENCY: Insurance, Department of

Last Plan Submitted: January 1983

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators	17	14	14					3	3						0	17.6	76.4
Professionals	41	30	28	1	1			11	11						4.8	26.8	39
Technicians	5							5	4	1					20	80	60
Protective Service Workers																	
Para-Professionals	2							2	2						0	100	50
Office and Clerical	21							21	19		1	1			9.5	100	28.5
Skilled Craft Workers																	
Service Maintenance																	
<b>TOTAL</b>	<b>86</b>	<b>44</b>	<b>42</b>	<b>1</b>	<b>1</b>			<b>42</b>	<b>39</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>5.8</b>	<b>48.8</b>	<b>45.3</b>	
Earliest Available Comparative Utilization Data: <u>1973</u> Last Report 1981														4.4	42.6	48.5	

COMMENTS: 1981 Report shows 68 employees 39 males 29 females 4 minorities

AGENCY: Job Service of Iowa

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	96	86	86					10	10					0	10.4	82.2
Professionals	563	309	302	2	2	1	2	254	238	6	5	1	4	4	45.1	56.4
Technicians	36	5	5					31	31					0	86.1	72.2
Protective Service Workers																
Para-Professionals	75	7	5			1	1	68	62	5	1			10.6	90.6	49.3
Office and Clerical	163	3	3					160	149	4	3	4		6.7	98.1	55.8
Skilled Craft Workers	5	1	1					4	4					0	80	20
Service Maintenance	1							1	1					0	100	0
TOTAL	939	411	402	2	2	2	3	528	495	15	9	5	4	4.4	56.2	58.7
Earliest Available Comparative Utilization Data: <u>1974</u> Last Report 1981													4.0	56.8	51.1	

COMMENTS: 1981 Report shows 1086 employees 469 males 617 females 43 minorities

AGENCY: Labor, Bureau of

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators	7	6	6					1	1					0	14.2	57.1		
Professionals	23	15	14			1		8	7		1			8.6	34.7	34.7		
Technicians	34	29	29					5	5					0	14.7	79.4		
Protective Service Workers																		
Para-Professionals																		
Office and Clerical	15	1	1					14	13	1				6.6	93.3	46.6		
Skilled Craft Workers																		
Service Maintenance																		
TOTAL	79	51	50			1		28	26	1	1			3.7	35.4	58.2		
Earliest Available Comparative Utilization Data: <u>1973</u>													Last Report - 1981			6.8	34.2	64.4

COMMENTS: 1981 Report shows 73 employees 48 males 25 females 5 minorities

AGENCY: Landscape Architectural Examiners, Board of

Last Plan Submitted: No Plan submitted. Policy statement only

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators																
Professionals																
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	1							1	1					0	100	100
Skilled Craft Workers																
Service Maintenance																
TOTAL	1							1	1					0	100	100
Earliest Available Comparative Utilization Data: <u>1979</u>												Last Report 1981				
												0	100	100		

COMMENTS: workforce too small for analysis      workforce unchanged

AGENCY: Law Enforcement Academy

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1	1	1											0	0	100
Professionals	11	9	8	1				2	2					9	18.1	45.4
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	6							6	6					0	100	83.3
Skilled Craft Workers	1	1	1											0	0	100
Service Maintenance	4	3	3					1	1					0	25	75
TOTAL	23	14	13	1				9	9					4.3	39.1	65.2
Earliest Available Comparative Utilization Data: <u>1973</u>													4.5	40.9	72.7	
Last Report 1981																

COMMENTS: 1981 Report shows 22 employees 13 males 9 females 1 minority



AGENCY: Library Commission, State

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators	5	3	3					2	2					0	40	40		
Professionals	7	3	3					4	4					0	57.1	42.8		
Technicians	10	2	2					8	7	1				10	80	40		
Protective Service Workers																		
Para-Professionals	6	4	3	1				2	2					16.6	33.3	50		
Office and Clerical	13	1	1					12	12					0	92.3	84.6		
Skilled Craft Workers																		
Service Maintenance																		
TOTAL	41	13	12	1				28	27	1				4.8	68.2	56		
Earliest Available Comparative Utilization Data: <u>1973</u>													Last Report 1981			8.3	75.0	60.4

COMMENTS: 1981 Report shows 48 employees 12 males 36 females 4 minorities

AGENCY: Medical Examiners, Board of

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1	1	1											0	0	100
Professionals	7	5	5					2	2					0	28.5	57.1
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	6							6	6					0	100	83.3
Skilled Craft Workers																
Service Maintenance																
TOTAL	14	6	6					8	8					0	57.1	71.4
Earliest Available Comparative Utilization Data: <u>1979</u>													Last Report 1981			
													0	62.5	75.0	

COMMENTS: workforce too small for analysis

AGENCY: Merit Employment Dept. State

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators	9	4	4					5	5						0	55.5	55.5
Professionals	16	6	6					10	9	1					6.2	62.5	25
Technicians	12							12	12						0	100	41.6
Protective Service Workers																	
Para-Professionals																	
Office and Clerical	18	2	2					16	14	1	1				11.1	88.8	55.5
Skilled Craft Workers	1	1	1												0	0	
Service Maintenance																	
TOTAL	56	13	13					43	40	2	1				5.3	76.7	44.6
Earliest Available Comparative Utilization Data: <u>1973</u> Last Report 1981														7.1	80.4	31.6	

COMMENTS: 1981 Report shows 56 employees 11 males 45 females 4 minorities

AGENCY: Occupational Safety and Health

Last Plan Submitted: January 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators	2	1	1					1	1					0	50	50		
Professionals																		
Technicians																		
Protective Service Workers																		
Para-Professionals																		
Office and Clerical	2							2	2					0	100	100		
Skilled Craft Workers																		
Service Maintenance								3	3					0	75	75		
TOTAL	4	1	1					3	3					0	75	75		
Earliest Available Comparative Utilization Data: <u>1977</u>													Last Report 1981			0	75.0	75.0

COMMENTS: workforce too small for analysis

AGENCY: Nurses Examiners, Board of

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators																	
Professionals	7	3	3				4	4							57.1	57.1	
Technicians																	
Protective Service Workers																	
Para-Professionals																	
Office and Clerical	9						9	9						0	100	33.3	
Skilled Craft Workers																	
Service Maintenance																	
TOTAL	16	3	3				13	13						0	81.2	43.7	
Earliest Available Comparative Utilization Data: <u>1977</u>												Last Report			0	91.0	72.7

COMMENTS: 1981 Report shows 11 employees 1 male 16 females 0 minorities

AGENCY: Parole, Board of

Last Plan Submitted: September 1981

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	8	5	4	1				3	2	1				25	37.5	100
Professionals	5	4	4					1	1					0	20	60
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	5							5	5					0	100	40
Skilled Craft Workers																
Service Maintenance																
TOTAL	18	9	8	1				9	8	1				11.1	50	72.2
Earliest Available Comparative Utilization Data: <u>1977</u>												14.3	50.0	85.7		
Last Report 1981																
COMMENTS: <u>1981 Report shows 14 employees 7 males 7 females 2 minorities</u>																

AGENCY: Pharmacy Examiners

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators																		
Professionals	7	6	6				1	1						0	14.2	85.7		
Technicians																		
Protective Service Workers																		
Para-Professionals																		
Office and Clerical																		
Skilled Craft Workers	2						2	2						0	100	100		
Service Maintenance																		
TOTAL	9	6	6				3	3						0	33.3	88.8		
Earliest Available Comparative Utilization Data: <u>1974</u>													Last Report 1981			0	37.5	87.5

COMMENTS: workforce too small for analysis

AGENCY: Planning and Programming

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators	38	31	30			1		7	7					2.6	18.4	31.5	
Professionals	42	24	23		1			18	18					2.3	42.8	28.5	
Technicians	5							5	4	1				20	100	20	
Protective Service Workers																	
Para-Professionals	3							3	3					0	100	100	
Office and Clerical	13							13	13					0	100	23	
Skilled Craft Workers																	
Service Maintenance																	
TOTAL	101	55	53		1	1		46	45	1				2.9	45.5	30.6	
Earliest Available Comparative Utilization Data: <u>1973</u>												Last Report 1981			2.6	47.7	31.0

COMMENTS: 1981 Report shows 116 employees 61 males 55 females 3 minorities



AGENCY: Public Defense, Dept. of

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	6	6	6											0	0	83.3
Professionals	13	11	11				2	1	1					7.6	15.3	61.5
Technicians	6	4	4				2	2						0	33.3	66.6
Protective Service Workers	63	61	60	1			2	2						1.5	3.1	41.2
Para-Professionals	1	1	1											0	0	0
Office and Clerical	17	3	3				14	14						0	82.3	64.7
Skilled Craft Workers	27	27	26	1			0	0						3.7		70.3
Service Maintenance	17	16	16				1	1						0	5.8	52.9
TOTAL	150	129	127	2			21	20	1					2	14	54.6
Earliest Available Comparative Utilization Data: <u>1973</u>												Last Report 1981		1.6	12.8	56.8

COMMENTS: 1981 Report shows 125 employees 109 males 16 females 2 minorities

AGENCY: Public Employment Relations Board

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	3	3	3											0	0	33.3
Professionals	5	3	3					2	2					0	40	0
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	4							4	4					0	100	50
Skilled Craft Workers																
Service Maintenance																
TOTAL	12	6	6					6	6					0	50	25
Earliest Available Comparative Utilization Data: <u>1979</u>													0	46.2	23.1	
Last Report 1981																

COMMENTS: workforce too small for analysis

AGENCY: Public Instruction, Dept. of

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators	42	38	37				1	4	4					2.3	9.5	95.2		
Professionals	344	240	234	3	3			104	99	3	2			3.1	30.2	67.2		
Technicians	20	8	8					12	11	1				5	55	50		
Protective Service Workers																		
Para-Professionals	13	2	2					11	11					0	84.6	23		
Office and Clerical	206	5	5					201	195	5		1		2.9	94.6	43.2		
Skilled Craft Workers	1							1	1					0	100	0		
Service Maintenance	25	9	7	1	1			16	14	2				16	64	72		
TOTAL	651	302	293	4	4		1	349	335	11	2	1		3.5	53.6	60.2		
Earliest Available Comparative Utilization Data: <u>1973</u>													Last Report 1981			3.1	52.6	53.9

COMMENTS: 1981 Report shows 749 employees 355 males 394 females 23 minorities

AGENCY: Public Safety, Dept. of

Last Plan Submitted: July 1982

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators	30	29	29					1	1					0	3.3	73.3	
Professionals	75	59	54	2	1	2		16	13	3				10.6	21.3	61.3	
Technicians	38	79	79					9	9					0	10.2	71.5	
Protective Service Workers	492	457	448	6	3			35	35					1.8	7.1	43.4	
Para-Professionals	1	1			1									100	0	0	
Office and Clerical	79	6	6					73	70	2	1			3.7	92.4	40.5	
Skilled Craft Workers	3	3	2	1										33	0	33.3	
Service Maintenance	5	4	4					1	1					0	20	80	
<b>TOTAL</b>	<b>773</b>	<b>638</b>	<b>622</b>	<b>9</b>	<b>5</b>	<b>2</b>		<b>135</b>	<b>129</b>	<b>5</b>	<b>1</b>			<b>2.8</b>	<b>17.4</b>	<b>49.4</b>	
Earliest Available Comparative Utilization Data: <u>1973</u>												Last Report 1981			2.2	16.4	44.0

COMMENTS: 1981 Report shows 780 employees 652 males 128 females 17 minorities

AGENCY: Racing Commission, State

Last Plan Submitted: \_\_\_\_\_

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	6	4	4					2	2					0	33.3	66.6
Professionals																
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	1							1	1					0	100	0
Skilled Craft Workers																
Service Maintenance																
TOTAL	7	4	4					3	3					0	42.8	57.1

Earliest Available Comparative Utilization Data: New agency

COMMENTS: \_\_\_\_\_

AGENCY: Real Estate Commission

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	1	1	1											0	0	100
Professionals	3	2	2					1	1							33.3
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	3							3	3					0	100	33.3
Skilled Craft Workers																
Service Maintenance																
TOTAL	7	3	3					4	4					0	57.1	42.8
													0	57.1	57.2	

Earliest Available Comparative Utilization Data: 1973

Last Report 1981

COMMENTS: workforce too small for analysis

AGENCY: Refugee Service Center

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators	2	2	1			1								50	0	50	
Professionals	18	15	4			11		3	2			1		66.6	27.7	44.4	
Technicians																	
Protective Service Workers																	
Para-Professionals																	
Office and Clerical	4	1	1					3	2		1			25	75	25	
Skilled Craft Workers																	
Service Maintenance																	
TOTAL	25	18	6			12		7	5		1	1		56	28	36	
Earliest Available Comparative Utilization Data:												Last Report 1981			60.0	35.0	25

COMMENTS: 1981 Report shows 20 employees 13 males 7 females 12 minorities

AGENCY: Regents, State Board of

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	8	7	7					1	1					0	12.5	75
Professionals	3	1	1					2	2					0	66.6	33.3
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	8							8	8					0	100	50
Skilled Craft Workers																
Service Maintenance																
TOTAL	19	8	8					11	11					0	57.8	57.8
Earliest Available Comparative Utilization Data: <u>1983</u>												Last Report 1981		5.9	52.9	70.6

COMMENTS: 1981 Report shows 17 employees 8 males 9 females 1 minority



AGENCY: Revenue, Department of

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators	33	28	28					5	4	1					3	15.1	57.5
Professionals	235	179	173	6				56	55	1					2.9	23.8	46.8
Technicians	83	47	46	1				36	33	1	1		1		4.8	43.3	63.8
Protective Service Workers																	
Para-Professionals	1							1	1						0	100	0
Office and Clerical	210	14	14					196	188	3	3	2			3.8	93.3	50.9
Skilled Craft Workers																	
Service Maintenance	3	3	3														0
TOTAL	565	271	264	7				294	281	6	4	2	1		3.5	52	51.1
Earliest Available Comparative Utilization Data: <u>1973</u>												Last Report 1981		3.1	49.0	49.2	

COMMENTS: 1981 Report shows 549 employees 280 males 269 females 17 minorities

AGENCY: Social Services, Dept. of now Iowa Department of Human Services

Last Plan Submitted: December 1984 update

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70		
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan					
Officials and Administrators	278	160	156	2	1	1		118	115		1	1	1	2.5	42.4	66.5		
Professionals	1701	585	547	13	6	16	3	1116	1088	17		8	3	3.8	65.6	38.3		
Technicians	1317	193	196	1	1	1		1118	1094	15	6	1	2	2	84.8	48.6		
Protective Service Workers	18	17	17					1	1					0	5.5	50		
Para-Professionals	1954	565	546	12	3	1	3	1389	1357	18	2	6	6	2.6	71	31.2		
Office and Clerical	1065	33	33					1032	1003	13	8	3	5	2.7	96.9	47.2		
Skilled Craft Workers	337	235	231	2	2			102	100	1			1	1.7	30.2	64		
Service Maintenance	650	252	248	2	1	1		398	389	2		6	1	2	61.2	54.7		
TOTAL	7320	2046	1974	32	14	20	6	5274	5147	66	17	25	19	2.7	72	43.3		
Earliest Available Comparative Utilization Data: 1973													Last Report 1981			2.7	64.5	41.9

COMMENTS: 1981 Comparison distorted due to Department of Corrections splitting off from Department of Human Services

AGENCY: Soil Conservation Commission, State

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	7	7	7											0	0	42.8
Professionals	7	6	6				1	1						0	14.2	42.8
Technicians	30	25	25				5	5						0	16.6	50
Protective Service Workers																
Para-Professionals	43	35	35				8	8						0	18.6	18.6
Office and Clerical	107						107	106			1			.93	100	64.4
Skilled Craft Workers																
Service Maintenance																
TOTAL	194	73	73				121	120			1			.51	62.3	50.5
Earliest Available Comparative Utilization Data: <u>1983</u>													0.6	65.9	59.5	

COMMENTS: 1981 Report shows 173 employees 59 males 114 females 1 minority

AGENCY: Status of Women, Commission on

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators																
Professionals	2							2	2					0	100	50
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	1							1	1					0	100	0
Skilled Craft Workers																
Service Maintenance																
TOTAL	3							3	3					0	100	33.3
Earliest Available Comparative Utilization Data: <u>1974</u>												0	100	0		
Last Report 1981												0	100	0		

COMMENTS: workforce too small for analysis

AGENCY: Substance Abuse

Last Plan Submitted: December 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70	
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan				
Officials and Administrators	2							2	2						0	100	50
Professionals	11	8	7	1				3	3						9	27.2	27.2
Technicians																	
Protective Service Workers																	
Para-Professionals																	
Office and Clerical	4							4	4						0	100	75
Skilled Craft Workers																	
Service Maintenance																	
TOTAL	17	8	7	1				9	9						5.8	52.9	41.1
Earliest Available Comparative Utilization Data: <u>1975</u>												Last Report 1981			7.1	35.7	21.4

COMMENTS: 1981 Report shows 14 employees 9 males 5 females 1 minority

AGENCY: Transportation, Dept. of

Last Plan Submitted: October 1984

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	187	175	173	1		3		10	10					2.1	5.3	83.5
Professionals	400	338	320	5	2	11		62	60			2		5	15.5	51
Technicians	1198	1079	1068	2	3	1	5	119	114	3		2		1.3	9.9	66.3
Protective Service Workers	4	4	4											0	0	100
Para-Professionals	39	35	33	1	1			4	4					5.1	10.2	20.5
Office and Clerical	557	49	49					508	492	9	2	2	3	2.8	91.2	40.7
Skilled Craft Workers	605	599	594	2		1	2	6	6					.82	.99	70.2
Service Maintenance	857	820	792	16	7		5	37	37					3.2	4.3	48.1
TOTAL	3847	3101	3033	27	13	16	12	746	723	12	2	6	3	2.3	19.3	58

Earliest Available Comparative Utilization Data: 1973 Last Report 1981 1.6 18.4 59.2

COMMENTS: 1981 Report shows 3947 employees 3220 males 727 females 64 minorities

AGENCY: Veteran Affairs

Last Plan Submitted: \_\_\_\_\_

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators																
Professionals	2	1	1					1	1					0	50	100
Technicians																
Protective Service Workers																
Para-Professionals																
Office and Clerical	1	1	1											0	0	100
Skilled Craft Workers																
Service Maintenance																
TOTAL	3	2	2					2	2					0	33.3	100
Earliest Available Comparative Utilization Data: <u>1979</u>												Last Report 1981				
												0	25	100		

COMMENTS: workforce too small for analysis

AGENCY: Water, Air, & Waste Management (DWAWM)

Last Plan Submitted: January 1985

JOB CATEGORIES	TOTAL NO. EMPLOYEES	MALE EMPLOYEES						FEMALE EMPLOYEES						% Minority	% Female	% Age 40-70
		Total Males	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan	Total Female	White	Black	Hispanic	Asian Pacific Islander	Amer. Indian Alaskan			
Officials and Administrators	26	25	25					1	1					0	3.8	50
Professionals	106	86	80	1		5		20	20					5.6	18.8	24.5
Technicians	9	4	4					5	5						55.5	55.5
Protective Service Workers																
Para-Professionals																
Office and Clerical	29	1	1					28	27	1				3.4	96.5	44.8
Skilled Craft Workers																
Service Maintenance																
<b>TOTAL</b>	<b>170</b>	<b>116</b>	<b>110</b>	<b>1</b>		<b>5</b>		<b>54</b>	<b>53</b>	<b>1</b>				<b>4.1</b>	<b>31.7</b>	<b>33.5</b>
Earliest Available Comparative Utilization Data: <u>new agency no comparative data</u>																

COMMENTS: \_\_\_\_\_



APPENDIX C  
EEO 4 CROSSWALK DATA  
1980

1980 CENSUS OCCUPATIONAL ATTACHMENT OF THE  
CIVILIAN LABOR FORCE BY RACE, SEX AND EEO-4 CATEGORY

STATE OF IOWA

EEO-4 CATEGORY	SEX	TOTAL	WHITE	BLACK	ASIAN	AM/IN	OTHER HISPANIC	MINORITY	TOTAL	
TOTAL CIVILIAN LABOR FORCE				***NUMBER***						
	T	1,373,914	1,338,198	17,044	5,424	2,445	489	10,314	35,716	
	M	799,600	779,760	9,181	3,006	1,367	349	5,937	19,840	
	F	574,314	558,438	7,863	2,418	1,078	140	4,377	15,876	
					***PERCENT***					
	T	100.0	97.4	1.2	0.4	0.2	0.0	0.8	2.6	
M	58.2	56.8	0.7	0.2	0.1	0.0	0.4	1.4		
F	41.8	40.6	0.6	0.2	0.1	0.0	0.3	1.2		
OFFICIALS/ADMINISTRATORS				***NUMBER***						
	T	97,352	95,548	866	321	114	34	469	1,804	
	M	72,657	71,504	552	226	93	34	248	1,153	
	F	24,695	24,044	314	95	21	0	221	651	
					***PERCENT***					
	T	100.0	98.1	0.9	0.3	0.1	0.0	0.5	1.9	
M	74.6	73.4	0.6	0.2	0.1	0.0	0.3	1.2		
F	25.4	24.7	0.3	0.1	0.0	0.0	0.2	0.7		
PROFESSIONALS				***NUMBER***						
	T	207,531	202,552	2,174	1,384	259	61	1,101	4,979	
	M	109,763	106,853	1,150	1,014	125	37	584	2,910	
	F	97,768	95,699	1,024	370	134	24	517	2,069	
					***PERCENT***					
	T	100.0	97.6	1.0	0.7	0.1	0.0	0.5	2.4	
M	52.9	51.5	0.6	0.5	0.1	0.0	0.3	1.4		
F	47.1	46.1	0.5	0.2	0.1	0.0	0.2	1.0		
TECHNICIANS				***NUMBER***						
	T	51,703	50,252	634	401	78	17	321	1,451	
	M	24,053	23,352	289	191	33	13	175	701	
	F	27,650	26,900	345	210	45	4	146	750	
					***PERCENT***					
	T	100.0	97.2	1.2	0.8	0.2	0.0	0.6	2.8	
M	46.5	45.2	0.6	0.4	0.1	0.0	0.3	1.4		
F	53.5	52.0	0.7	0.4	0.1	0.0	0.3	1.5		
PROTECTIVE SERVICE WORKERS				***NUMBER***						
	T	12,031	11,661	231	25	55	6	53	370	
	M	10,736	10,406	193	25	55	6	51	330	
	F	1,295	1,255	38	0	0	0	2	40	
					***PERCENT***					
	T	100.0	96.9	1.9	0.2	0.5	0.0	0.4	3.1	
M	89.2	86.5	1.6	0.2	0.5	0.0	0.4	2.7		
F	10.8	10.4	0.3	0.0	0.0	0.0	0.0	0.3		

1980 CENSUS OCCUPATIONAL ATTACHMENT OF THE  
CIVILIAN LABOR FORCE BY RACE, SEX AND EEO-4 CATEGORY

STATE OF IOWA

EEO-4 CATEGORY	SEX	TOTAL	WHITE	BLACK	ASIAN	AM/IN	OTHER HISPANIC	TOTAL MINORITY	
PARA-PROFESSIONALS				***NUMBER***					
	T	32,363	31,140	662	179	78	13	291	1,223
	M	2,379	2,210	76	28	7	12	46	169
	F	29,984	28,930	586	151	71	1	245	1,054
				***PERCENT***					
	T	100.0	96.2	2.0	0.6	0.2	0.0	0.9	3.8
	M	7.4	6.8	0.2	0.1	0.0	0.0	0.1	0.5
	F	92.6	89.4	1.8	0.5	0.2	0.0	0.8	3.3
	OFFICE/CLERICAL WORKERS				***NUMBER***				
T		201,249	196,183	2,804	494	299	45	1,424	5,066
M		33,901	32,790	624	127	33	22	305	1,111
F		167,348	163,393	2,180	367	266	23	1,119	3,955
				***PERCENT***					
T		100.0	97.5	1.4	0.2	0.1	0.0	0.7	2.5
M		16.8	16.3	0.3	0.1	0.0	0.0	0.2	0.6
F		83.2	81.2	1.1	0.2	0.1	0.0	0.6	2.0
SKILLED CRAFT WORKERS					***NUMBER***				
	T	202,317	197,574	1,974	408	517	96	1,748	4,743
	M	178,721	174,703	1,689	296	408	80	1,545	4,018
	F	23,596	22,871	285	112	109	16	203	725
				***PERCENT***					
	T	100.0	97.7	1.0	0.2	0.3	0.0	0.9	2.3
	M	88.3	86.4	0.8	0.1	0.2	0.0	0.8	2.0
	F	11.7	11.3	0.1	0.1	0.1	0.0	0.1	0.4
	SERVICE/MAINTENANCE WORKERS				***NUMBER***				
T		369,921	355,692	7,014	1,919	909	167	4,220	14,229
M		220,569	212,138	4,256	971	547	108	2,549	8,431
F		149,352	143,554	2,758	948	362	59	1,671	5,798
				***PERCENT***					
T		100.0	96.2	1.9	0.5	0.2	0.0	1.1	3.8
M		59.6	57.3	1.2	0.3	0.1	0.0	0.7	2.3
F		40.4	38.8	0.7	0.3	0.1	0.0	0.5	1.6
UNKNOWN OR NOT APPLICABLE					***NUMBER***				
	T	199,447	197,596	685	293	136	50	687	1,851
	M	146,821	145,804	352	128	66	37	434	1,017
	F	52,626	51,792	333	165	70	13	253	834
				***PERCENT***					
	T	100.0	99.1	0.3	0.1	0.1	0.0	0.3	0.9
	M	73.6	73.1	0.2	0.1	0.0	0.0	0.2	0.5
	F	26.4	26.0	0.2	0.1	0.0	0.0	0.1	0.4

NOTE: DATA SUPPRESSED FOR: NONE  
SOURCE: 1980 CENSUS OF THE POPULATION EQUAL EMPLOYMENT OPPORTUNITY SPECIAL FILE  
PROCESSED BY THE IOWA STATE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

APPENDIX D  
EXECUTIVE ORDER 15  
EXECUTIVE ORDER 46

# EXECUTIVE ORDER NUMBER FIFTEEN

## PREAMBLE

The Constitutions of the United States of America and the State of Iowa call for political liberty and equality, and afford to all persons the equal protection of the law. Discriminatory practices based upon race, religion, national origin, sex, age and physical and mental disability betray the vision of the founding fathers and threaten the orderly procedures of democratic government.

The Congress of the United States has enacted a Civil Rights Law and has passed resolutions condemning discriminatory practices. This Law is known as Title VII of the 1964 Federal Civil Rights Act. The clear intent of this law and resolutions passed thereunder, is the assurance that the rights of the people to equal treatment shall not be abridged.

The General Assembly of the State of Iowa has enacted a Civil Rights Law and has passed resolutions condemning discriminatory practices. The clear intent of this law and resolutions passed by the General Assembly of the State of Iowa is to assure that the rights of the people to equal treatment shall not be abridged.

Fair and equal treatment of all persons, guaranteed by the Constitution, affirmed by the General Assembly, promoted by the Executive, is the public policy of the State of Iowa.

In recognition of the obligation of the State and to the limit of the authority vested in me by the Constitution and Laws of Iowa, I hereby proclaim the following CODE OF FAIR PRACTICES to be the official policy of the Executive Branch of the State of Iowa.

## Article I STATEMENT OF POLICY

The State of Iowa has a special obligation to have its operations serve as a model for business, industry, labor and education. No state official who is responsible to the Governor shall therefore, in policy or in practice, discriminate on the basis of race, creed, color, religion, national origin, sex, age, physical or mental disability.

## Article II APPOINTMENT, ASSIGNMENT, TRAINING, AND ADVANCEMENT OF EXECUTIVE PERSONNEL

State officials who are responsible to the Governor shall appoint, assign and advance employees solely on the basis of merit and fitness. Each state agency responsible to the Governor shall promulgate a clear and unambiguous written Affirmative Action Program containing goals and time specifications in Personnel Administration. Each such agency shall regularly review its personnel practices and procedures with a view to correcting any such personnel practices and procedures which may contribute to discrimination in appointment, assignment or advancement. Each such agency shall conduct programs of job orientation and provide training and organizational structure for upward mobility and shall place emphasis upon fair practices in employment. Each such agency shall also bar from all employment application forms any inquiry as to race, creed, color, sex, age or physical or mental disability, except for statistical purposes unless it relates to a bona fide occupational qualification.

## Article III STATE EMPLOYMENT SERVICES

All state agencies responsible to the Governor which provide placement or referral services for public or private employees shall refuse to fill any job order which specifies race, creed, color, religion, sex, age, physical or mental disability, as a condition of employment, assignment or advancement except where it relates to a bona fide occupational qualification. They shall, moreover, refer such prohibited requests to the Iowa Civil Rights Commission for investigation, conciliation and any other appropriate action.

## Article IV PUBLIC SCHOOL TEACHERS

Pursuant to the provisions of the 14th Amendment of the Constitution of the United States and provisions of the Iowa Civil Rights Act of 1965, the State Superintendent of Public Instruction shall use every lawful means in the promoting of fair employment practices for duly certificated teachers.

## Article V STATE EDUCATIONAL, COUNSELING, & TRAINING PROGRAMS

All educational and vocational guidance programs and their essential components, counseling and testing and all on-the-job training programs of state agencies responsible to the Governor, shall be administered in accordance with the provisions of the Iowa Civil Rights Act of 1965. Every state official responsible for the implementation of such programs shall be charged with the duty of seeking to provide equal opportunity for all, regardless of race, creed, color, religion, national origin, sex, age, and physical or mental disability except where it relates to a bona fide occupational qualification.

## Article VI STATE SERVICES AND FACILITIES

Pursuant to the provisions of the 14th Amendment of the Constitution of the United States and the Iowa Civil Rights Act of 1965, equal treatment shall be guaranteed by all state agencies responsible to the Governor in performing their services to the public, and equal treatment shall be guaranteed in the use of state facilities. Those in charge of the various state facilities shall take especial care that no state facility is used in the furtherance of any discriminatory practices.

## Article VII STATE LICENSING AGENCIES

Pursuant to the provisions of 14th Amendment of the Constitution of the United State of America, all state licensing agencies shall insure that no license is granted, denied, or revoked on the basis of race, sex, color, religion, national origin, or ancestry. Where a duly constituted state authority, in an official and lawful proceeding, determines that a licensee has, in his capacity as such, engaged in unlawful discriminatory practices under the Iowa Civil Rights Act, any licensing authority responsible to the Governor shall institute such disciplinary action, including revocation of license, as may be provided by statute or other regulation. In the event of such determination by duly constituted state authority, the licensing agency concerned shall consider prior to re-issuance of a state license whether said licensee has made a bona fide effort to comply with Iowa law.

## Article VIII STATE CONTRACTS AND SUBCONTRACTS

To insure compliance with the provisions of the Iowa Civil Rights Act of 1965, every state official who is responsible to the Governor and who is authorized to make contracts or subcontracts for public works or for goods or services shall cause to be inserted into every such contract or subcontract a clause in which the contractor or subcontractor is required to have on file a copy of his Affirmative Action Program containing goals and time specifications prior to making a bid for public works, goods, or services. These contractual provisions shall be fully enforced; any breach of them shall be regarded as a material breach of contract.

## Article IX COMPLIANCE AND REPORTING

All state agencies responsible to the Governor shall cooperate fully with any persons authorized by the Governor, and it shall be the duty of the Iowa Civil Rights Commission to monitor and take whatever action necessary to assure compliance with this CODE OF FAIR PRACTICES. Each state agency shall report annually to the Iowa Civil Rights

Commission between December 15 and January 1, all programs undertaken to effect this CODE, and the Iowa Civil Rights Commission shall report this information to the Governor not later than the 30th day of January each year.

**Article X PUBLICATION AND POSTING**


Copies of this CODE OF FAIR PRACTICES shall be distributed to all state officials and appointing authorities. The CODE shall, further, be posted conspicuously in all state facilities. All state agencies responsible to the Governor shall cooperate with the Iowa Civil Rights Com-

mission in posting, upon request, notices in state facilities information relating to the Iowa Civil Rights Act.

Executive Order Number Nine issued on October 11, 1967 relating to the Code of Fair Practice is hereby repealed and this Executive Order shall be in full force and effect in lieu thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Iowa to be affixed. Done at Des Moines this second day of April in the year of our Lord one thousand nine hundred seventy-three.

ROBERT D. RAY  
Governor



State of Iowa  
Executive Department

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF IOWA

Executive Order #46

Whereas, Executive Order Number Fifteen of April 2, 1973 sets forth the purpose and provisions for equal employment opportunity and affirmative action in state government and the special obligation the State of Iowa has to have its operations serve as a model for business, industry, labor and education; and

Whereas, it is, therefore, the policy of the State of Iowa to provide equal opportunity in state employment to all persons on the basis of merit and fitness to perform the work required and to prohibit discrimination because of race, creed, color, religion, natural origin, sex, age and physical and mental disability; and

Whereas, the State is committed to the maximum utilization of its human resources in all areas of its employment;

Now, Therefore, I, Robert D. Ray, Governor of the State of Iowa, by the power and authority vested in me by the Constitution and by the Laws of Iowa, do hereby proclaim that all agency heads, members of governing boards and commissions, and other public officers and employees are committed to improvement in affirmative action, and that the following initiatives will be taken to further affirmative action and equal employment opportunity in state government programs.

To that end, the following state agencies shall take on the responsibility of executing this Order:

1. The Iowa Civil Rights Commission, through the State Affirmative Action Administrator, shall coordinate the affirmative action efforts

of all state agencies responsible to the Governor. This coordination shall include such activities as proposing uniform affirmative action planning standards in consultation with state agencies; monitoring personnel data necessary to maintain an ongoing assessment of affirmative action efforts in state government; and working with individual state agencies on corrective action plans. These efforts shall be implemented by administrative rules as necessary.



2. The Merit Employment Department shall coordinate the collection and analysis of personnel data and equal employment opportunity reporting. To that end, the Merit Employment Department shall annually conduct a study of the various pre-employment processes under its jurisdiction. The results of this study shall be made available to the State Affirmative Action Administrator and affected agencies. The Merit Employment Department is further authorized to establish and convene a State Recruitment Coordinating Committee, consisting of personnel and affirmative action administrators from state agencies. Committee members shall be appointed by the Director of the Merit Employment Department with the concurrence of their agency head. The Committee will assist the Merit Employment Department in conducting the annual pre-employment processes study and with any necessary remedial recruitment action.
3. All state agencies shall make available affirmative action training for administrative and supervisory employees and employees working in a capacity related to personnel administration. The Iowa Management Training Board, in conjunction with the Iowa Merit Employment Department, shall provide formal courses to aid in meeting this requirement.
4. The Department of General Services, Department of Transportation, and other state agencies responsible to the Governor which assign personnel to buildings rented, leased or owned by the State, shall, for those buildings for which they are responsible, develop and have available a comprehensive plan and schedule to remedy remaining architectural barriers and bring state owned, leased and rented facilities into compliance with Section 504, of the Rehabilitation Act of 1973, Pub. L. 93-112, 87 Stat. 394 (29 U.S.C. 794) as amended by P.L. 93-516, 88 Stat. 1619 (29 USC 706). These actions shall be done

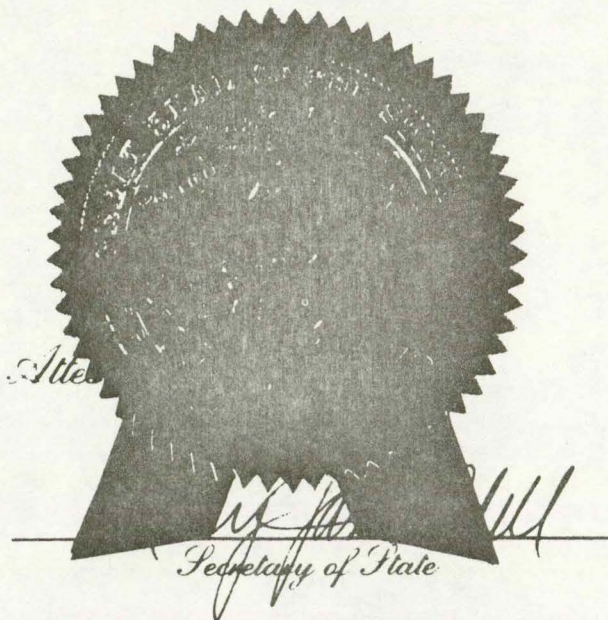


in cooperation with state agencies occupying such buildings and organizations representing the special interests of the handicapped.

5. Agencies not included under the executive authority of the Governor are encouraged to adopt these affirmative action measures and develop affirmative action plans based on uniform affirmative action planning standards promulgated as administrative rules by the Iowa Civil Rights Commission.

An Affirmative Action Task Force shall be appointed and convened by the Office of the Governor in June, 1983, and annually thereafter, to review progress in complying with this Order. The Task Force shall include representatives of the Iowa Civil Rights Commission, the Iowa Merit Employment Department, and other state agencies covered by this Order.

In Testimony Whereof, I have hereunto subscribed my name and caused the Great Seal of the State of Iowa to be affixed. Done at Des Moines this 21st day of December in the year of our Lord one thousand nine hundred eighty-two.



*[Signature]*  
Governor

APPENDIX E  
GLOSSARY

AFFIRMATIVE ACTION: A process which consists of specific, result-oriented procedures designed to effect change. It can precisely be defined as "sound administrative practices." The focus, however, is upon equal opportunity for classes of people who have required special legislation to ensure an equal opportunity to compete in the labor market; that is, certain racial-ethnic minority groups, women, members of certain ages, and the physically or mentally handicapped. It is remedial since it requires specific kinds of action to (1) correct staffing patterns which show underutilization of the groups indicated above, since it has been found that the consequences of past discrimination are perpetuated into present employment systems; and (2) prevent future employment discrimination which would tend to prolong these discriminatory patterns.

AMERICAN INDIAN OR ALASKAN NATIVE: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

ASIAN OR PACIFIC ISLANDERS: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

BLACK: All persons having origins in any of the Black racial groups of Africa.

EEO-1 Report: Employment data required by the U.S. Equal Employment Opportunity Commission for:

- A. All private employers who are: (1) subject to Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972) with 100 or more employees EXCLUDING State and local governments, primary and secondary school systems, institutions of higher education, Indian tribes and tax-exempt private membership clubs other than labor organizations; OR (2) subject to Title VII who have fewer than 100 employees if the company, is owned or affiliated with another company, or there is centralized ownership, control or management.
- B. All Federal contractors (private employers) who: (1) are not exempt as provided for by 41 CFR 60-1.5, (2) have 50 or more employees, and (a) are prime contractors of a first-tier subcontractor, and have a contract, subcontract, or purchase order amounting to \$50,000 or more; or (b) serve as a depository of Government funds in any amount or, (c) is a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Notes.

EEO-4 Report: Employment data required by the U.S. Equal Employment Opportunity Commission for: (1) all States; (2) all other political jurisdictions which have 100 or more employees; and (3) an annual sample of those political jurisdictions which have 15-99 employees.

- EIGHT FACTORS:\*
- (1) The minority population of the labor area surrounding the facility;
  - (2) The size of the minority unemployment force in the labor area surrounding the facility;
  - (3) The percentage of the minority work force as compared with the total work force in the immediate labor area;
  - (4) The general availability of minorities having requisite skills in the immediate labor area;
  - (5) The availability of minorities having requisite skills in the area in which the employer can reasonably recruit;
  - (6) The availability of promotable and transferable minorities within the employer's organization;
  - (7) The existence of training institutions capable of training persons in the requisite skills; and
  - (8) The degree of training which the employer is reasonably able to undertake as a means of making all job classes available to minorities.

HANDICAPPED PERSON: Any person who (a) has a physical or mental impairment which substantially limits one or more major life activity; (b) has a record of such impairment or (c) is regarded as having such an impairment

HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.

OFFICE AND CLERICAL: 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, office machine operators, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks and kindred workers.

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\*The term "women" can be substituted for "minority" whenever the eight factor analysis is done for female utilization.

OFFICIALS AND  
ADMINISTRATORS:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors and kindred workers.

PARAPROFESSIONALS:

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

PROFESSIONALS:

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.

PROTECTIVE SERVICE  
WORKERS:

Occupation in which workers are entrusted with safety security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.

RETENTION RATE

$$= \frac{\text{Number (Full Time \& Part Time) Employees in Year X}}{\text{Number [(Full Time \& Part Time) Employees \& New Hires] in (X-1) Year}}$$

SERVICE-MAINTENANCE:

Occupations in which worker 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 operative, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundkeepers, refuse collectors, construction laborers 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 union training programs. Includes: mechanics and repairmen, electricians, heavy equipment operators, stationary engineers, skilled machinery occupations, carpenters, compositors and typesetters and kindred workers.

TECHNICIANS:

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

WHITE:

All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

APPENDIX F

CONTRACT COMPLIANCE

ANNUAL REPORT OF THE CONTRACT COMPLIANCE ACTIVITIES  
UNDERTAKEN PURSUANT TO EXECUTIVE ORDER 11

Executive Order Eleven was issued by Governor Terry E. Branstad on March 30, 1984. This order amended Executive Order Fifteen (1973) Code of Fair Practices. The purpose of Executive Order 11 was to provide clarification of Articles VIII and IX and to assure compliance with the provisions of state policy. It further required that the Iowa Civil Rights Commission report to the Governor in its annual affirmative action report the contract compliance activities undertaken in response to this Order.

In compliance with the requirements of Executive Order 11 (1984) the Iowa Civil Rights Commission submits the following report.

CONTRACT COMPLIANCE COORDINATING GROUP

Several aspects highlighted the equal opportunity contract compliance activities during the past year. Most notably is the fact that March, 1984 to March, 1985, as a result of Executive Order 11, marked the first period that state agencies have ever attempted to work in coordination to improve State equal opportunity contracting activities.

This coordination has begun through the efforts of several agencies designated by the Governor to provide leadership as the Contract Compliance Coordinating Group (CCCG). The agencies designated by the Governor include: The Iowa Civil Rights Commission, the Department of Transportation, the Department of Human Services, the Office for Planning and Programming, the Board of Regents, the Department of General Services, and the Small Business Division of the Iowa Development Commission. All of these agencies have cooperated with the Governor's request by designating an individual to represent their agencies and by releasing these individuals to work on the activities of the CCCG.

The CCCG has met monthly for the purpose of carrying out the requirements for Executive Order 11. Its efforts were designed to implement the four recommendations of the Governor's Task Force of Contract Compliance (January 26, 1984) and to fashion further policy recommendations for the Governor's review. The four recommendations designated as the key objectives for the Contract Compliance Coordinating Group are:

- 1) Establish a consistent equal opportunity contract compliance and enforcement program among State Agencies;
- 2) Set standards to strengthen contract compliance in State government;
- 3) Develop methods to upgrade the procedures and standards of State agencies by directing agencies with similar contracting interests to work closely on contract compliance issues; and



- 4) Initiate further study on the utilization of MBE and WBE's to determine the impact this activity will have on enhancing Iowa's equal opportunity compliance efforts and the furtherance of the equal opportunity policy of Iowa.

#### IMPLEMENTATION OF THE TASK FORCE RECOMMENDATIONS

During the past year, efforts have been undertaken by the CCCG to implement the Task Force recommendations and enhance the State of Iowa's equal opportunity Contract Compliance activities. These efforts have initially been directed towards coordination; consequently, the impact has been focused primarily in two areas:

- 1) The CCCG has attempted to strengthen the Primary Interest Agency (PIA) concept of contract compliance coordination; and
- 2) The CCCG evaluated MBE/WBE participation in state contracts and prepared recommendations, consistent with the requirements of Executive Order 11, to enhance the participation of small, minority, women, and other disadvantaged groups within state contracts.

#### Coordination Through Primary Interest Agencies

The method chosen by the Governor to ensure equal opportunity contract compliance was the establishment of a mechanism to coordinate the various activities of state agencies with like contracting responsibilities. To facilitate this process, several agencies were designated as Primary Interest Agencies (PIA) and directed by the Governor to serve as information and advisory resources for all other state agencies in the area of their respective contracting expertise. These agencies were designated as PIA's for contract compliance activities within the following areas:

- 1) The Department of Transportation: Construction Contracts.
- 2) The Department of Human Services: Purchase of services contracts;
- 3) The Office for Planning and Programming: Grant-in-aid contracts; and
- 4) The Board of Regents independently volunteered to serve as the Primary Interest Agency for goods and supplies contracts.

Several activities have highlighted the efforts of the CCCG. The underlying focus of all these efforts is that coordination of state agencies' contract compliance activities must be established prior to developing the Task Force recommendations of consistency, strengthened standards and upgraded contract compliance procedures. The following summaries describe these coordination efforts:

- 1) The Iowa Civil Rights Commission sought and was awarded additional funding for the 1983-1985 biennium for the purpose of hiring an individual to implement the affirmative action

requirements of Executive Orders 15 and 11, as it related to state contractors. Although challenged in the most recent agency appropriations, the position has again been approved.

- 2) An individual with thirteen (13) years contract compliance experience has been hired to carry out the responsibilities of this position. Also, as required under Executive Order 11, the Contract Compliance officer serves as a member of the CCCG and, through this document, reports the activities of the Coordinating Group to the Governor.
- 3) On September 18, 1984, the Contract Compliance Coordinating Group (CCCG) held an informational meeting for key agency staff and contract compliance personnel from all state agencies. The purpose of this meeting was to explain Executive Order 11 and to introduce the Primary Interest Agency and the contract coordination concept. Forty-eight (48) people were present at the gathering, representing thirty (30) agencies.

Following the informational meeting, the attendees were divided into contract responsibility areas and met with the Primary Interest Agency relevant to their program. This general information meeting and the subsequent PIA group meetings represented a significant step toward developing a coordinated state contract compliance program.

- 4) The Primary Interest Agencies continue to meet and/or maintain regular contact with their member agencies. Consistent and upgraded equal opportunity contract compliance and enforcement programs, however, have not yet resulted from these efforts. Nonetheless, while efforts to fulfill the requirements of Executive Order 11 have been progressing at a pace slower than expected, the evidence of the resulting coordination is becoming more apparent. This growing coordination has occurred in activities such as those that follow:
  - a) The Iowa Development Commission coordinated an effort among State purchasing departments which included General Services, the Department of Transportation, and the Board of Regents. A uniform "Small Business Vendor Application Form" was developed which identifies MBE/WBE ownership. In the past, each agency used a vendor application, yet all were different. The Iowa Development Commission conducted an advertising campaign to publicize this coordinated program.
  - b) The Iowa Department of Transportation has begun circulating its monthly revisions of certified disadvantaged business enterprises to all state agencies involved in construction activities.

- c) The Office for Planning and Programming, the Health Department, Energy Policy Council and the Department of Human Services are currently coordinating efforts to provide civil rights training for grant recipients receiving funds from all of these agencies. This training is to be based upon consistent civil rights and affirmative action requirements of the four agencies.
- d) As a result of coordination developed through the Contract Compliance Coordinating Group, the Department of General Services included in its bid document for the Historical Building Foundation Project a new minority and women business enterprise (MBE/WBE) clause. This clause strongly encouraged contractors to seek out and use MBE/WBE's for subcontractors. The clause also required that a "MBE/WBE Pre-bid Contractor Information" form be completed in order for a bid to be considered responsive and eligible for consideration.
- e) Subsequent to the contract awards for the Historical Building the Iowa Civil Rights Commission's Contract Compliance Officer worked with the staff of General Services to assist in identifying areas for improved representation of MBE/WBE's in this state funded project.

The coordination, sharing, and pooling of expertise, experience, and human resources is seen through these examples as a viable beginning and a positive move towards a State contracting program and full compliance with Executive Order 11.

#### Evaluation of MBE/WBE Participation in State Contracts

The second focus of the CCCG during the past year was to evaluate MBE/WBE participation in state contracts and to prepare recommendations to enhance the participation of small, minority, women and other disadvantaged businesses. The CCCG prepared a report concerning the representation of disadvantaged business enterprises in state contracts and presented the report to Governor Terry E. Branstad on February 20, 1985. This report, entitled "Utilization of Minority and Women Business Enterprises in Iowa Purchases and Contracts," presented a profile of minority and women business in Iowa and analyzed the headwinds these entrepreneurs face as they attempt to secure public contracts. Efforts being undertaken by State agencies to ameliorate these concerns were studied, and recommendations were fashioned based upon the CCCG's general consensus of what additionally should be done.

The report presented to the Governor also recommended that the proposed recommendations to improve MBE/WBE participation in state contracts be implemented through Executive Order or by statute. Coincidental with this

report the legislature passed and the Governor signed House File 225 which authorized that the Director of the Department of General Services "may designate and set aside for awarding to small businesses owned and operated by female and socially or economically disadvantaged persons approximately five percent of the value of anticipated total state procurement of goods and services, including construction. ..." The CCCG recommendations contained in the report to the Governor, "Utilization of Minority and Women Business Enterprises in Iowa Purchases and Contracts" must be reevaluated in light of this new legislation. The agenda created by this recent occurrence includes a needed revision of CCCG recommendations on the utilization of MBE/WBE's and application of such a program within the scope of the new legislation; providing assistance to state agencies on identifying and certifying MBE/WBE's; and coordinating within the PIA's methods for effectively tracking state MBE/WBE contracting activities.

#### SUMMARY

This report is submitted to the Governor in compliance with Executive Order 11. Within the requirements of that Order the Iowa Civil Rights Commission is to provide a report of the contract compliance activities undertaken during the past year. This report has described those activities. Although it does not detail the number of minority or women working on state contracts who would not otherwise be there, it is hoped that the equal opportunity contract compliance efforts have had such an impact. Similarly, this report does not detail MBE/WBE's that have received awards of state contracts as a result of the equal opportunity contracting efforts. It is, again, hoped that such has been the result. What has been detailed in this report is the breaking down of past independent contracting activities and the rebuilding of a state equal opportunity contract compliance program based upon agency coordination. The ground work has been accomplished this year. We only await the harvest.