

Diversity Metrics Report
Tompkins County
2015 Year End Summary

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Tompkins County Department of Administration
March 2016

Introduction

As a part of the County's Diversity and Inclusion Policy (adopted December 2013), the Department of Administration was charged with developing and distributing metrics that provide a standard for measuring and monitoring workforce demographics that help inform the diversity of the County workforce.

Since June 2014, the Department has been providing a periodic statistical report to the County's Workforce Diversity and Inclusion Committee (WDIC) that provides information regarding the demographic profile of the County's workforce, including demographic information regarding new employees and those who have separated from County service.

The present report is intended to summarize the changes that have occurred in the County workforce over the course of 2015, and also to present descriptive statistical information providing the reader with an understanding of the composition of the workforce. Additionally, statistics are included in this report to provide a five-year prospective on the change in the County workforce.

Several of the demographic reports are presented by EEO job classifications. Definitions of those classifications are included on the final page of this report.

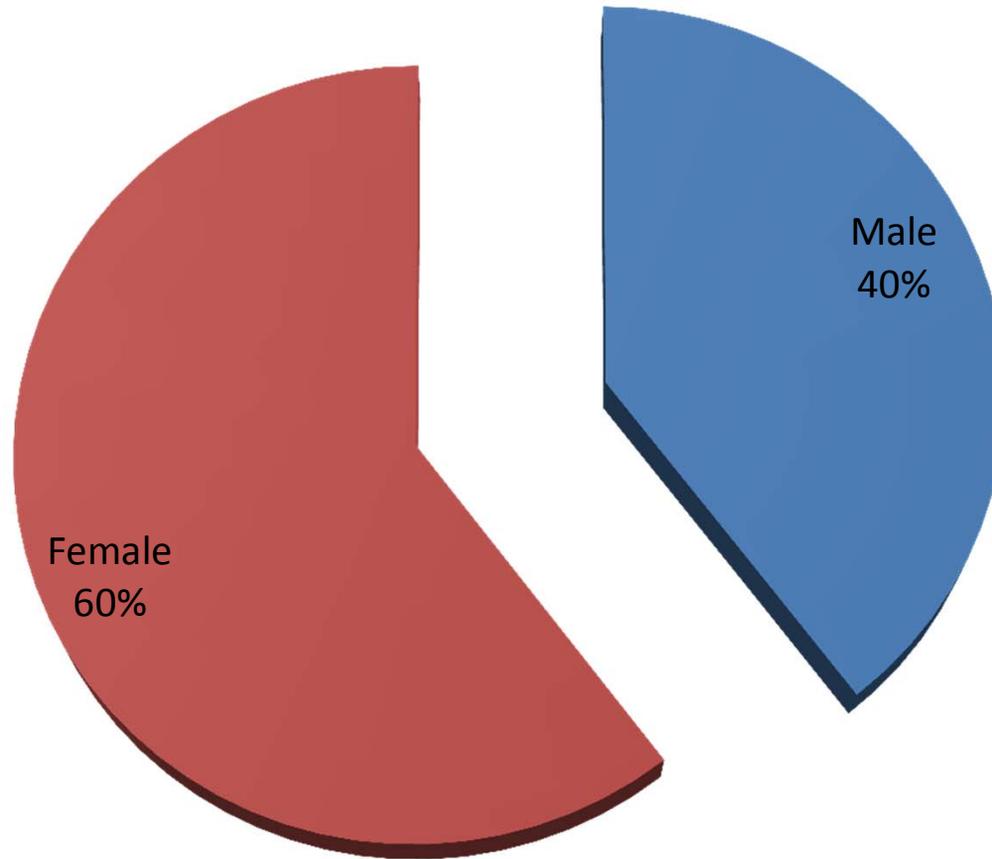
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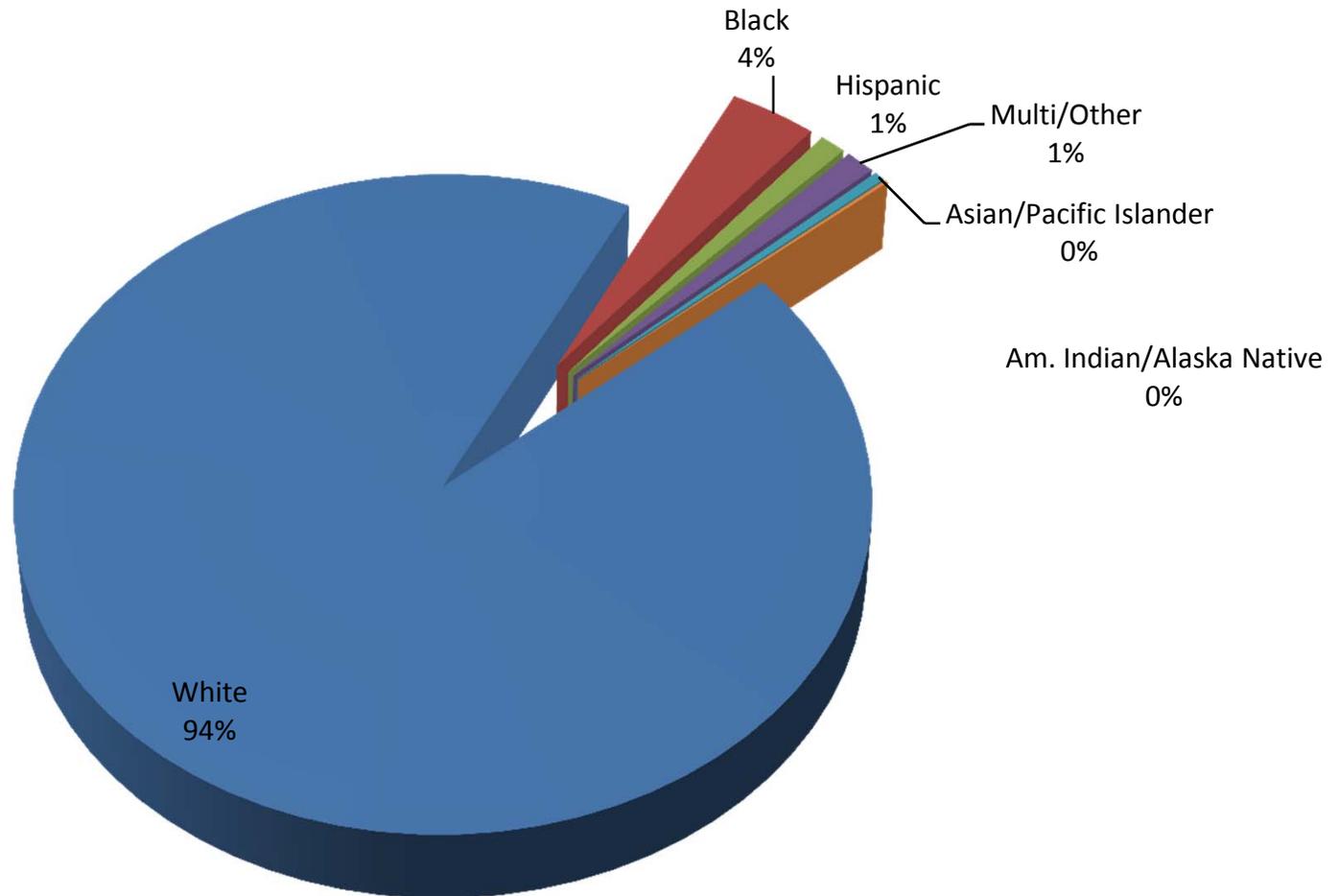
Demographic Profile of the Tompkins County Workforce
 Full-Time Employees
 December 31, 2015

	<u>Number</u>	% of Category <u>Total</u>
By Gender		
Male	256	40%
Female	<u>391</u>	<u>60%</u>
Total	647	100%
 By EEO Classification		
White	605	94%
Black	23	4%
Hispanic	7	1%
Multi/Other	8	1%
Asian/Pacific Islander	3	0%
Am. Indian/Alaska Native	<u>1</u>	<u>0%</u>
Total	647	100%
 By Age		
Less than 29	36	6%
30-39	122	19%
40-49	190	29%
50-59	205	32%
60-69	89	14%
70+	<u>5</u>	<u>1%</u>
Total	647	100%
 Disabled/Veteran		
Disabled	11	1.7%
Veteran	32	4.9%
Disabled Veteran	2	0.3%

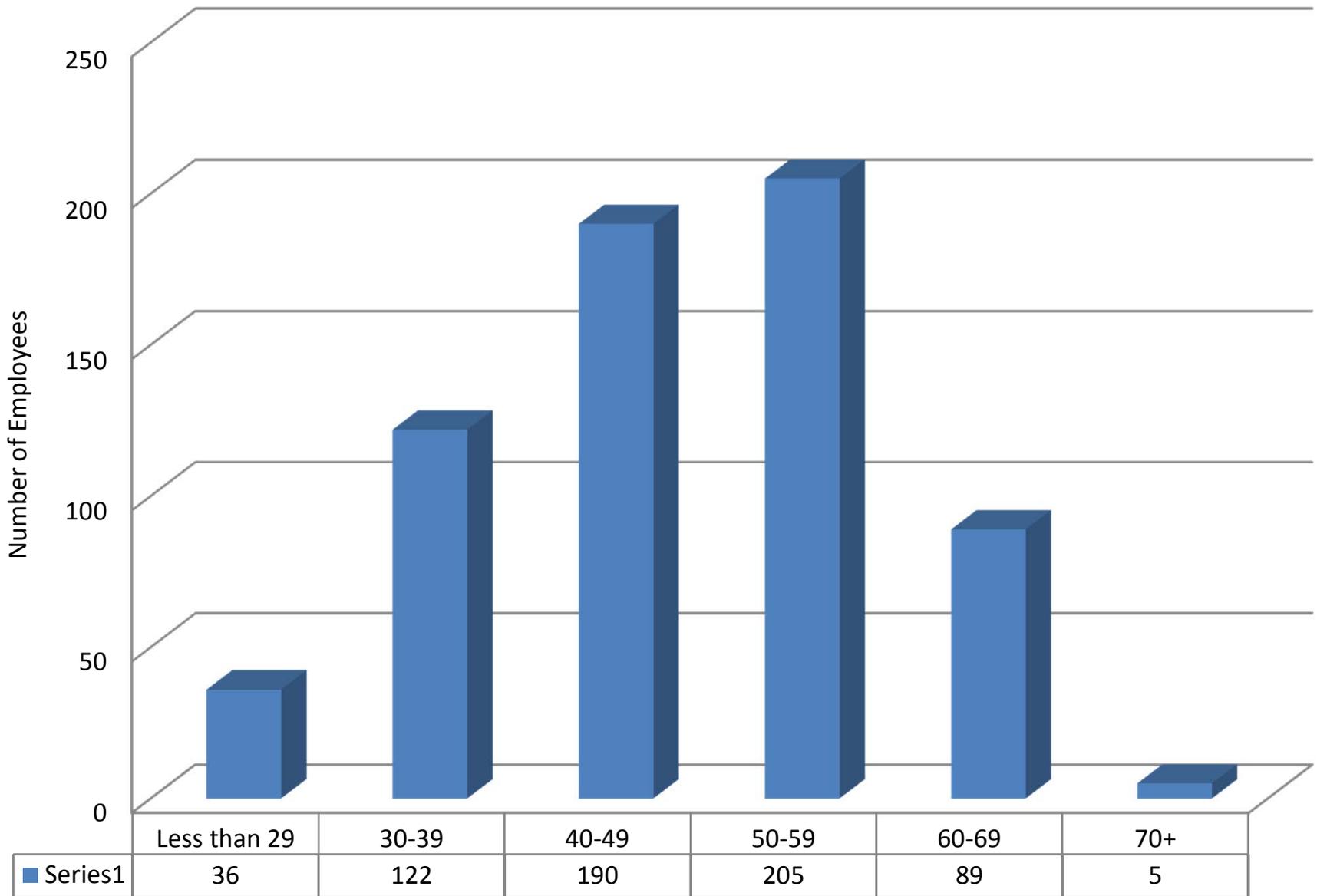
Full Time County Employees, By Gender, December 31, 2015



Full Time County Employees, By Race/Ethnicity, December 31, 2015



Full Time County Employees, By Age, December 15, 2015



**Demographic Profile of the Tompkins County Workforce vs. Total
Countywide Labor Force**

Full-Time Employees
December 31, 2015

	<u>County Government</u>	<u>Tompkins Co. Labor Force*</u>	<u>Variance</u>
By Gender			
Male	39.6%	52.0%	-12.4%
Female	<u>60.4%</u>	<u>48.0%</u>	<u>12.4%</u>
Total	100.0%	100.0%	0.0%
By EEO Classification			
White	93.5%	83.6%	9.9%
Black	3.6%	3.1%	0.5%
Hispanic	1.1%	4.1%	-3.0%
Multi/Other	1.2%	0.6%	0.6%
Asian/Pacific Islander	0.5%	7.6%	-7.1%
Am. Indian/Alaska Native	<u>0.2%</u>	<u>0.8%</u>	<u>-0.6%</u>
Total	100.0%	99.8%	0.2%

All Full and Part Time Employees
December 31, 2015

	<u>County Government</u>	<u>Tompkins Co. Labor Force*</u>	<u>Variance</u>
By Gender			
Male	39.3%	52.0%	-12.7%
Female	<u>60.7%</u>	<u>48.0%</u>	<u>12.7%</u>
Total	100.0%	100.0%	0.0%
By EEO Classification			
White	92.9%	83.6%	9.3%
Black	3.8%	3.1%	0.7%
Hispanic	1.2%	4.1%	-2.9%
Multi/Other	1.3%	0.6%	0.7%
Asian/Pacific Islander	0.7%	7.6%	-6.9%
Am. Indian/Alaska Native	<u>0.1%</u>	<u>0.8%</u>	<u>-0.7%</u>
Total	100.0%	99.8%	0.2%

*Source: Tompkins County Personnel Department, based on 2006-10 Census data

Demographic Profile of the Tompkins County Workforce
 Full-Time Employees
 One Year Change (January 1, 2015 to December 31, 2015)

	<u>01/01/15</u>	<u>12/31/15</u>	<u>Change</u>	<u>% Change</u>
By Gender				
Male	256	256	0	0.0%
Female	<u>393</u>	<u>391</u>	<u>-2</u>	<u>-0.5%</u>
Total	649	647	-2	-0.3%
By EEO Classification				
White	604	605	1	0.2%
Black	25	23	-2	-8.0%
Hispanic	8	7	-1	-12.5%
Multi/Other	8	8	0	0.0%
Asian/Pacific Islander	3	3	0	0.0%
Am. Indian/Alaska Native	<u>1</u>	<u>1</u>	<u>0</u>	<u>0.0%</u>
Total	649	647	-2	-0.3%
By Age				
Less than 29	34	36	2	5.9%
30-39	114	122	8	7.0%
40-49	188	190	2	1.1%
50-59	206	205	-1	-0.5%
60-69	101	89	-12	-11.9%
70+	<u>6</u>	<u>5</u>	<u>-1</u>	<u>-16.7%</u>
Total	649	647	-2	-0.3%
Disabled/Veteran				
Disabled	12	11	-1	-8.3%
Veteran	28	32	4	14.3%
Disabled Veteran	2	2	0	0.0%

Demographic Profile of the Tompkins County Workforce
 Full-Time Employees
 Five Year Change (January 1, 2011 to December 31, 2015)

	<u>01/01/11</u>	<u>12/31/15</u>	<u>Change</u>	<u>% Change</u>
By Gender				
Male	245	256	11	4.5%
Female	<u>395</u>	<u>391</u>	<u>-4</u>	<u>-1.0%</u>
Total	640	647	7	1.1%
By EEO Classification				
White	603	605	2	0.3%
Black	22	23	1	4.5%
Hispanic	8	7	-1	-12.5%
Multi/Other	3	8	5	166.7%
Asian/Pacific Islander	3	3	0	0.0%
Am. Indian/Alaska Native	<u>1</u>	<u>1</u>	<u>0</u>	<u>0.0%</u>
Total	640	647	7	1.1%
By Age				
Less than 29	25	36	11	44.0%
30-39	113	122	9	8.0%
40-49	194	190	-4	-2.1%
50-59	216	205	-11	-5.1%
60-69	89	89	0	0.0%
70+	<u>3</u>	<u>5</u>	<u>2</u>	<u>66.7%</u>
Total	640	647	7	1.1%
Disabled/Veteran				
Disabled	9	11	2	22.2%
Veteran	31	32	1	3.2%
Disabled Veteran	2	2	0	0.0%

Gender Profile of the Tompkins County Workforce
 Full Time Employees By Job Category
 December 31, 2015

By Gender

<u>Job Category</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>
Officials and Administrators	16	24	40
Professional	67	131	198
Technician	8	6	14
Protective Service	74	14	88
Para-Professional	17	85	102
Office and Clerical	26	122	148
Skilled Craft	22	2	24
Service Maintenance	<u>26</u>	<u>7</u>	<u>33</u>
Total	256	391	647

Percentage Representation

<u>Job Category</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>
Officials and Administrators	40%	60%	100%
Professional	34%	66%	100%
Technician	57%	43%	100%
Protective Service	84%	16%	100%
Para-Professional	17%	83%	100%
Office and Clerical	18%	82%	100%
Skilled Craft	92%	8%	100%
Service Maintenance	<u>79%</u>	<u>21%</u>	100%
Total	40%	60%	100%

Racial/Ethnic Profile of the Tompkins County Workforce
Full Time Employees By Job Category
December 31, 2015

By Race/Ethnicity

<u>Job Category</u>	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Multi/Other</u>	<u>Asian/PI</u>	<u>Am.Indian/AK</u>	<u>Total</u>
Officials and Administrators	37	2	1	-	-	-	40
Professional	186	5	3	2	2	-	198
Technician	13	1	-	-	-	-	14
Protective Service	85	1	-	2	-	-	88
Para-Professional	95	4	1	1	-	1	102
Office and Clerical	137	5	2	3	1	-	148
Skilled Craft	22	2	-	-	-	-	24
Service Maintenance	<u>30</u>	<u>3</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>33</u>
Total	605	23	7	8	3	1	647

Percentage Representation

<u>Job Category</u>	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Multi/Other</u>	<u>Asian/PI</u>	<u>Am.Indian/AK</u>	<u>Total</u>
Officials and Administrators	93%	5%	3%	0%	0%	0%	100%
Professional	94%	3%	2%	1%	1%	0%	100%
Technician	93%	7%	0%	0%	0%	0%	100%
Protective Service	97%	1%	0%	2%	0%	0%	100%
Para-Professional	93%	4%	1%	1%	0%	1%	100%
Office and Clerical	93%	3%	1%	2%	1%	0%	100%
Skilled Craft	92%	8%	0%	0%	0%	0%	100%
Service Maintenance	<u>91%</u>	<u>9%</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>	<u>100%</u>
Total	94%	4%	1%	1%	0%	0%	100%

Age Profile of the Tompkins County Workforce
Full Time Employees By Job Category
December 31, 2015

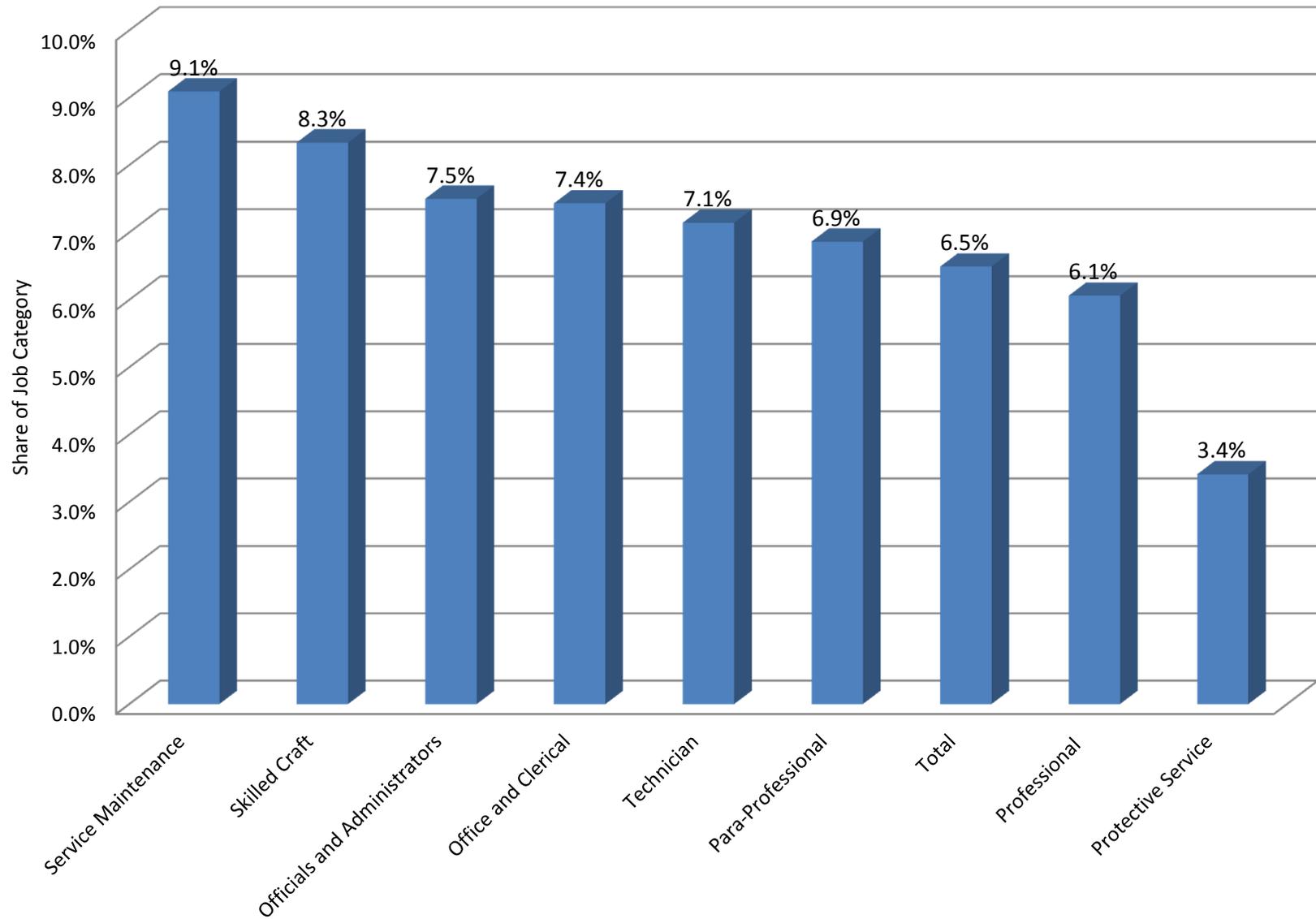
By Age

<u>Job Category</u>	<u><30</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>	<u>60-69</u>	<u>>70</u>	<u>Total</u>
Officials and Administrators	-	4	12	18	6	-	40
Professional	8	40	46	74	29	1	198
Technician	-	1	4	6	3	-	14
Protective Service	13	19	38	17	1	-	88
Para-Professional	3	22	34	28	15	-	102
Office and Clerical	9	23	33	49	30	4	148
Skilled Craft	1	6	9	5	3	-	24
Service Maintenance	<u>2</u>	<u>7</u>	<u>14</u>	<u>8</u>	<u>2</u>	<u>-</u>	<u>33</u>
Total	36	122	190	205	89	5	647

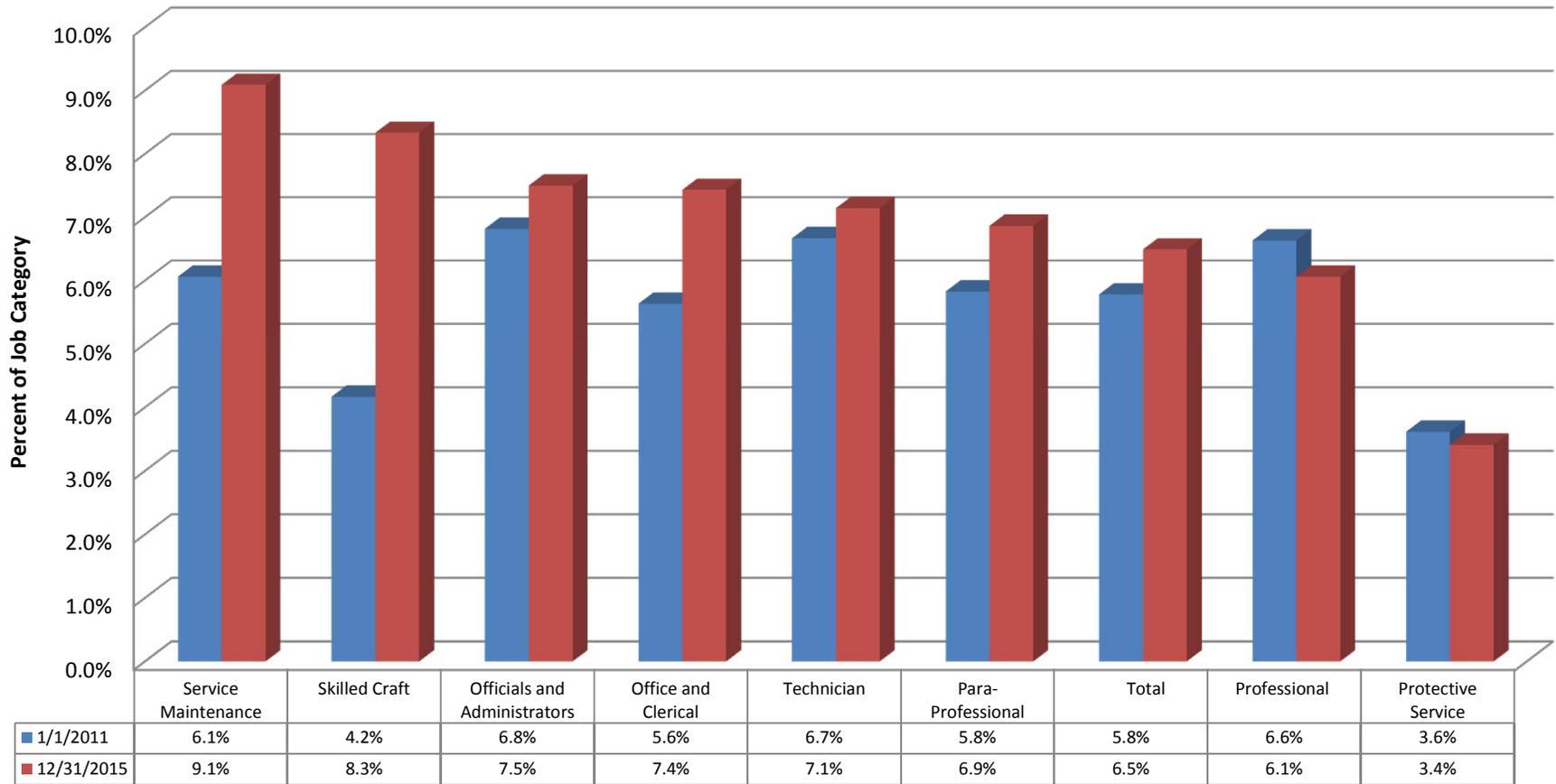
Percentage Representation

<u>Job Category</u>	<u><30</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>	<u>60-69</u>	<u>>70</u>	<u>Total</u>
Officials and Administrators	0%	10%	30%	45%	15%	0%	100%
Professional	4%	20%	23%	37%	15%	1%	100%
Technician	0%	7%	29%	43%	21%	0%	100%
Protective Service	15%	22%	43%	19%	1%	0%	100%
Para-Professional	3%	22%	33%	27%	15%	0%	100%
Office and Clerical	6%	16%	22%	33%	20%	3%	100%
Skilled Craft	4%	25%	38%	21%	13%	0%	100%
Service Maintenance	<u>6%</u>	<u>21%</u>	<u>42%</u>	<u>24%</u>	<u>6%</u>	<u>0%</u>	<u>100%</u>
Total	6%	19%	29%	32%	14%	1%	100%

Minority (Non-White) Representation, by Job Category, Full Time Employees, 12/31/15



**Five Year Change in Minority (Non-White) Representation, By Job Category, Full-Time Employees,
January 2011-December 2015**
(Black, Hispanic, Multi/Other, Asian/PI, American Indian/AK)



New Hires in 2015
Full-Time Employees

	<u>Number</u>	% of Category <u>Total</u>
By Gender		
Male	39	50%
Female	<u>39</u>	<u>50%</u>
Total	78	100%
By EEO Classification		
White	72	92%
Black	3	4%
Hispanic	2	3%
Multi/Other	1	1%
Asian/Pacific Islander	0	0%
Am. Indian/Alaska Native	<u>0</u>	<u>0%</u>
Total	78	100%
By Age		
Less than 29	27	35%
30-39	20	26%
40-49	18	23%
50-59	11	14%
60-69	2	3%
70+	<u>0</u>	<u>0%</u>
Total	78	100%

Five Year History, New Hires, January 1, 2011-December 31, 2015
Full-Time Employees

	<u>Number</u>	% of Category <u>Total</u>
By Gender		
Male	131	45%
Female	<u>160</u>	<u>55%</u>
Total	291	100%
By EEO Classification		
White	251	86%
Black	19	7%
Hispanic	9	3%
Multi/Other	12	4%
Asian/Pacific Islander	0	0%
Am. Indian/Alaska Native	<u>0</u>	<u>0%</u>
Total	291	100%
By Age		
Less than 29	78	27%
30-39	89	31%
40-49	69	24%
50-59	42	14%
60-69	12	4%
70+	<u>1</u>	<u>0%</u>
Total	291	100%

Minority Employment, by Department, January 1, 2011-January 1, 2016
(Full-Time Equivalent Positions, including Part-Time)

<u>Department</u>	As of January 1:						Five Year
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>Change</u>
Airport	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Assessment	1.0	1.0	1.0	1.0	1.0	1.0	0.0
Assigned Counsel	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Board of Elections	0.0	0.0	0.0	1.0	1.0	1.0	1.0
County Administration	2.0	2.0	2.0	2.0	2.0	1.0	(1.0)
County Attorney	0.0	0.0	0.0	0.0	0.0	0.0	0.0
County Clerk	0.0	1.0	1.0	1.0	1.0	1.9	1.9
COFA	0.6	0.6	0.0	0.6	0.8	1.8	1.2
Highway	1.0	1.0	1.0	2.0	2.0	2.0	1.0
District Attorney	0.0	0.0	1.0	1.0	1.0	1.0	1.0
Facilities	3.0	4.0	6.0	5.6	4.6	4.5	1.5
Finance	0.0	0.0	0.0	0.0	0.0	0.0	0.0
DOER	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Human Rights	3.0	2.0	2.3	2.0	2.0	3.0	0.0
ITS	1.0	1.0	1.0	1.0	1.0	1.0	0.0
ITCTC	1.6	1.6	1.6	1.6	1.6	1.6	0.0
Legislature	3.0	3.0	3.0	3.0	3.0	1.0	(2.0)
Mental Health	3.0	3.0	3.0	3.8	3.0	3.0	0.0
Personnel	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Health	0.0	2.0	2.0	1.0	2.0	1.0	1.0
Planning	0.0	0.0	0.0	0.6	0.6	1.0	1.0
Probation	2.0	2.0	2.0	2.0	2.0	2.0	0.0
Sheriff	4.0	3.0	3.0	4.0	4.0	4.0	0.0
Social Services	14.0	15.5	16.5	13.5	16.5	14.5	0.5
Solid Waste	1.0	1.0	0.0	1.0	1.0	0.3	(0.8)
WIB	1.0	1.0	1.0	1.0	0.0	0.0	(1.0)
Weights & Measures	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Youth Services	<u>0.0</u>	<u>0.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>0.4</u>	<u>0.4</u>
Total	41.2	44.7	48.4	49.7	51.1	46.9	5.7
Percent of Total Workforce	6.0%	6.5%	7.0%	7.1%	7.3%	6.8%	0.8%

EE04 Job Classifications

- a. Officials and Administrators. Sets 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. (Ex department heads, elected officials, deputy directors).
- b. Professionals: Has specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. (Ex. personnel and labor relations workers, social workers, doctors, psychologists, engineers, vocational rehabilitation counselors, police captains and lieutenants).
- c. Technicians: Has 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. (Ex computer programmers, survey and mapping technicians, highway technicians, technicians (medical, dental, electronic, physical sciences), police sergeants).
- d. Protective Service Workers: Entrusted with public safety, security and protection from destructive forces. (Ex patrol officers, deputy sheriffs, correctional officers, investigators).
- e. Paraprofessionals: Performs some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. (Ex. research assistants, medical aides, child support workers, welfare service aides).
- f. Administrative Support: Responsible for internal and external communication, recording and retrieval of data and/or information and other office operations. (Ex. bookkeepers, messengers, clerks, dispatchers, office assistants, legal assistants).
- g. Skilled Craft Workers: Requires special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. (Ex. mechanics, repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters).
- h. Service-Maintenance: Performs 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. (Ex. truck drivers, custodial employees, groundskeepers, refuse collectors).