

2011

Annual Report



Representation
and Salaries of Women,
Racial/Ethnic Minorities,
and People with Disabilities
within the City of Madison's
Top Management Positions

Respectfully submitted to the Madison Common Council
In Response to Resolution # 06423
Presented by Department of Civil Rights

Affirmative Action Commission
Department of Civil Rights

March 2012



The City of Madison Department of Civil Rights

Vision

We see the City of Madison as a dynamic place, where the inherent worth of each individual is esteemed and fostered, enabling them to reach their full potential.

Mission

The City of Madison's Department of Civil Rights, as a catalyst for change, strives to improve the quality of life for all people. We promote equality and the prevention and elimination of discrimination through education and enforcement.

Values

- Integrity
- Compassion
- Equality
- Courage

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Dear Mayor and Common Council:

It is our great pleasure to present the 2011 Annual Report on the analysis of the City of Madison's representation and salaries of women, racial/ethnic minorities and people with disabilities in the top management positions. The City of Madison Affirmative Action Commission and Department of Civil Rights remain committed to promoting and achieving the equal representation of diversity in the top management positions.

The decision-making top management positions allow our departments and divisions to take leadership in delivering high-level services to our community. We hope that you will find this report a valuable strategic planning tool to use to help to increase representation of women, racial/ethnic minorities, and people with disabilities within these top management positions.

Sincerely,

Lucía Nuñez
Director

Theola Carter
AAC Chair

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EXECUTIVE SUMMARY

This report serves several purposes:

The 2011 annual report analysis indicates that women are under-represented in the following top management positions: Agency Heads, Fire Department Assistant and Division Chief, Management & Professionals, and Metro Management & Professionals positions. Police (Assistant Chief, Lieutenants, and Captains) is not under-represented for women or racial/ethnic minorities.

The salaries of women, racial/ethnic minorities and people with disabilities do not meet the labor market availability and we will continue monitoring to close the wage gap. The City of Madison General Ordinances for our Civil Service policy and Union Contracts help to close the gender wage gap and the difference between salaries may be due to other factors and not based on gender.

The Affirmative Action Commission's subcommittee has identified the "Top Management" positions as full-time classified non-represented and union positions department and division wide from the compensation groups (CG) 12, 14, 18, 21, 23, & 44.

Data Sources:

In this report, we analyze the City of Madison payroll data and the labor market availability from the U.S. Census 2000 EEO data Tool for Madison, Metropolitan Statistical Area (MSA). The 2010 EEO data will not be available until mid 2012.

Conclusions & Recommendations:

As an equal employment employer, the City of Madison's top priority is to increase the representation of women within top management positions. Our civil service system, Police and Fire Commission, equal employment ordinances and policies ensure that we have qualified applicants to interview, hire and retain within the top management positions.

In 2011, all compensation groups in the top management positions held by women are under-represented for women by 11.5 percent and not under-represented for racial/ethnic minorities. In 2010, all compensation groups in the top management position held by women were under-represented for women, by 12.4 percent and not under-represented for racial/ethnic minorities. As the diversity in our job families increase the City of Madison must increase our efforts to hire and retain our diversity in our decision-making top management positions.

ANNUAL PLACEMENT GOALS

The table below includes the federally mandated job families across all levels of the citywide organization.

TABLE 1

City of Madison Placement Goals (2011)										
The Annual Placement Goals are determined by comparing of on-board positions with relevant labor market availability of qualified women or minority group members. All selection decisions are made in a nondiscriminatory manner and a placement goal will not be used as a justification for selecting an individual based on their protective status.										
Job Family Code	Job Family	Total # of Employees	Women On-Board	Women Labor Market Availability	Establish Goal Yes or No If Yes, Goal for Women		Minorities On-Board	Minorities Labor Market Availability	Establish Goal Yes or No If Yes, Goal for Minorities	
1	Official and Administrators	230	28.7%	41.3%	Yes	41.3%	6.5%	6.1%	No	
2	Professionals	251	52.6%	52.1%	No		13.1%	9.1%	No	
3	Technicians	118	22.0%	56.1%	Yes	56.1%	5.1%	8.4%	Yes	8.4%
4	Protective Workers: Sworn	795	23.4%	24.2%	Yes	24.2%	18.5%	13.3%	No	
5	Protective Workers: Non-Sworn	36	38.9%	40.8%	Yes	40.8%	5.6%	19.7%	Yes	19.7%
6	Administrative Support	391	78.3%	66.3%	No		14.3%	8.0%	No	
7	Skilled Craft Workers	158	1.3%	6.9%	Yes	6.9%	10.1%	7.2%	No	
8	Service Maintenance	766	17.1%	42.4%	Yes	42.4%	18.3%	16.8%	No	
	TOTAL	2745	31.4%				15.1%			

Source: City Payroll Data - Permanent Full-Time Employees & US Census 2000 EEO Data Tool Madison, WI (MSA)

Federal EEO-4 Categories (Job Family Codes)

Descriptions of Job Families are utilized by the City of Madison as mandated by the U.S. Equal Employment Opportunity Commission. We are focused on the job families listed below because they include the top management positions.

Officials and Administrators

This category includes occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the City's operations, or provide specialized consultation on a citywide basis. Most of the incumbents in this category are the Department Directors, the City Manager, the Assistant Directors and the Deputy Directors. This category also includes a number of positions that are regulatory such as building and construction inspectors, auditors, investigators and managers. However, both the Police Chief and the Fire Chief are included under Protective Services – Sworn. The Mayor and the City Council Members are not included in this analysis since they are elected public officials and, as such, are not considered employees for reporting to the EEOC.

Professionals

This job category includes occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training, which provides comparable knowledge. Some of the incumbents in this category are the personnel professionals, some managers and supervisors of the organization, accountants, engineers, attorneys and planners.

Top Management Positions

Protective Services – Sworn

This category includes occupations in which workers are entrusted with public safety, security and protection from destructive forces. The Protective Services – Sworn category is made up of sworn Police and Fire department employees. The Police Chief and the Fire Chief are included under Protective Services – Sworn.

REPRESENTATION WITHIN TOP MANAGEMENT POSITIONS (2007 – 2011)

In this table, the workforce data of the regional Madison area (provided by the 2000 US Census) was divided into job classifications mandated by the federal government, which provide estimated percentages of the labor market availability for women and minorities in both official/management (41.3 percent) and professional positions (52.1 percent). The following placement goals were created by averaging the percentages configured from the acquired data: 46.7 percent for women and 7.6 percent for racial/ethnic minorities.

In 2011, the percentage of women in the top management positions was 35.2 percent and the percentage of racial/ethnic minorities in the top management positions was 10.9 percent. The following data summaries compare the top management positions for the last 5 years in compensation groups 12, 14, 18, 21, 23, & 44.

TABLE 2

Gender and Racial/Ethnicity Representation of Top Management Positions (2007 - 2011)									
Year	# of Top Mgmt Positions	# of Women	% of Women	Women Labor Market Availability	Under-represented	# of Minorities	% of Minorities	Minorities Labor Market Availability	Under-represented
2011	449	158	35.2%	46.7%	11.5%	49	10.9%	7.6%	No
2010	460	158	34.3%	46.7%	12.4%	46	10.0%	7.6%	No
2009	447	155	34.7%	46.7%	12.0%	45	10.1%	7.6%	No
2008	449	158	35.2%	46.7%	11.5%	26	10.2%	7.6%	No
2007	440	155	35.2%	46.7%	11.5%	49	11.1%	7.6%	No

Source: Permanent Full-Time Employees & US Census 2000 EEO Data Tool Madison, WI (MSA)

REPRESENTATION OF WOMEN & RACIAL/ETHNIC MINORITIES IN TOP MANAGEMENT POSITIONS

In 2011, women held 18.5 percent and racial/ethnic minorities held 11.1 percent of the Agency Heads (CG 21) top management positions.

Agency Heads are under-represented by 28.2 percent for women; they are not under-represented by minorities.

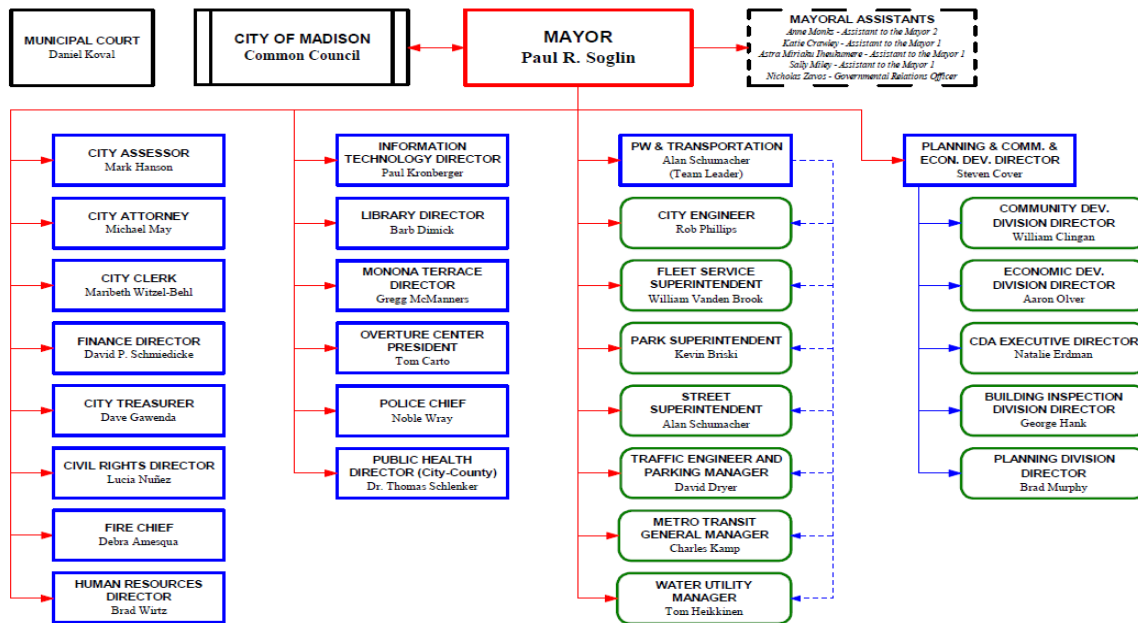
In 2010, women held 19.2 percent and racial/ethnic minorities 11.5 percent in the Agency Heads top management positions.

TABLE 3

Agency Heads(Managers with Employment Contracts) -Compensation Group 21 as of December 31, 2011									
	# of Top Mgmt Positions	# of Women	% of Women	Women Labor Market Availability	Under-represented	# of Minorities	% of Minorities	Minorities Labor Market Availability	Under-represented
On-board	27	5	18.5%	41.3%	28.2%	3	11.1%	6.1%	No
New Hires	3	0	0.0%	41.3%		0	0.0%	6.1%	
Promotions or Interim	3	1	33.3%	41.3%		0	0.0%	6.1%	
Retirement or Termination	3	0	0.0%	41.3%		0	0.0%	6.1%	

Source: Permanent Full-Time Employees & US Census 2000 EEO Data Tool Madison, WI (MSA) If a percentage number appears in the Under-represented column that means Yes, that group is under-represented.

City of Madison Organizational Chart



08/2011

In 2011, women held 64.3 percent and racial/ethnic minorities held 7.1 percent of the attorney positions.

Attorneys are not under-represented by women but are under-represented by 2.0 percent for racial/ethnic minorities.

In 2010, the onboard women were 61.5 percent and racial/ethnic minorities 7.7 percent in top management positions.

TABLE 4

Attorneys – Compensation Group 23 as of December 31, 2011									
	# of Top Mgmt Positions	# of Women	% of Women	Women Labor Market Availability	Under-represented	# of Minorities	% of Minorities	Minorities Labor Market Availability	Under-represented
On-board	14	9	64.3%	52.1%	No	1	7.1%	9.1%	2.0%
New Hires	1	1	100.0%	52.1%		0	0.0%	9.1%	
Promotions or Reclassifications	0	0	0.0%	52.1%		0	0.0%	9.1%	
Retirement or Termination	0	0	0.0%	52.1%		0	0.0%	9.1%	

Source: Permanent Full-Time Employees & US Census 2000 EEO Data Tool Madison, WI (MSA) if a percentage number appears in the Under-represented column that means Yes, that group is under-represented.

In 2011, women held 29.4 percent and racial/ethnic minorities held 17.6 percent of the Assistant Chief, Lieutenants, and Captain (CG 12) top management positions in the Police department.

Police (Assistant Chief, Lieutenants, and Captains) are not under-represented for women or racial/ethnic minorities.

In 2010, there have been no new hires, so the percentages are the same as in 2011.

TABLE 5

Police (Assistant Chief, Lieutenants, and Captains) Compensation Group 12 as of December 31, 2011									
	# of Top Mgmt Positions	# of Women	% of Women	Women Labor Market Availability	Under-represented	# of Minorities	% of Minorities	Minorities Labor Market Availability	Under-represented
On-board	34	10	29.4%	24.2%	No	6	17.6%	13.3%	No
New Hires	0	0	0.0%	24.2%		0	0.0%	13.3%	
Promotions or Interim	0	0	0.0%	24.2%		0	0.0%	13.3%	
Retirement or Termination	0	0	0.0%	24.2%		0	0.0%	13.3%	

Source: Permanent Full-Time Employees & US Census 2000 EEO Data Tool Madison, WI (MSA) if a percentage number appears in the Under-represented column that means Yes, that group is under-represented.

In 2011, women had no representation and racial/ethnic minorities held 22.2 percent of the top management positions in the Fire department.

Fire (Assistant and Division Chiefs) CG 14 is under-represented for women by 24.2 percent but is not under-represented for racial/ethnic minorities in the top management positions.

In 2010, there have been no new hires, so the percentages are the same as in 2011.

TABLE 6

Fire (Assistant and Division Chief) Compensation Group 14 as of December 31, 2011									
	# of Top Mgmt Positions	# of Women	% of Women	Women Labor Market Availability	Under-represented	# of Minorities	% of Minorities	Minorities Labor Market Availability	Under-represented
On-board	9	0	0.0%	24.2%	24.2%	2	22.2%	13.3%	No
New Hires	0	0	0.0%	24.2%		0	0.0%	13.3%	
Promotions or Reclassifications	1	0	0.0%	24.2%		0	0.0%	13.3%	
Retirement or Termination	1	0	0.0%	24.2%		0	0.0%	13.3%	

Source: Permanent Full-Time Employees & US Census 2000 EEO Data Tool Madison, WI (MSA) if a percentage number appears in the Under-represented column that means Yes, that group is under-represented.

In 2011, women held 37.9 percent and racial/ethnic minorities held 10.7 percent in the management and professional top management positions.

Management & Professionals CG 44 is under-represented for women by 8.8 percent and not under-represented for racial/ethnic minorities.

In 2010, the onboard women were 37.0 percent and racial/ethnic minorities 10.2 percent in top management positions.

TABLE 7

Management & Professionals – Compensation Group 18 as of December 31, 2011									
	# of Top Mgmt Positions	# of Women	% of Women	Women Labor Market Availability	Under-represented	# of Minorities	% of Minorities	Minorities Labor Market Availability	Under-represented
On-board	319	121	37.9%	46.7%	8.8%	34	10.7%	7.6%	No
New Hires	17	9	52.9%	46.7%		1	5.9%	7.6%	
Promotions or Interim	8	3	37.5%	46.7%		0	0.0%	7.6%	
Retirement or Termination	30	11	36.7%	46.7%		1	33.3%	7.6%	

Source: Permanent Full-Time Employees & US Census 2000 EEO Data Tool Madison, WI (MSA) if a percentage number appears in the Under-represented column that means Yes, that group is under-represented.

In 2011, women held 28.6 percent and racial/ethnic minorities held 6.4 percent in the management and professional top management positions at Metro.

Metro Management & Professionals CG 44 is under-represented for women by 18.1 percent and under-represented for racial/ethnic minorities by 1.2 percent in the top management positions.

In 2010, the onboard women were 26.1 percent and racial/ethnic minorities 4.3 percent in top management positions.

TABLE 8

Metro Management & Professionals –Compensation Group 44 as of December 31, 2011									
	# of Top Mgmt Positions	# of Women	% of Women	Women Labor Market Availability	Under-represented	# of Minorities	% of Minorities	Minorities Labor Market Availability	Under-represented
On-board	46	13	28.6%	46.7%	18.1%	3	6.4%	7.6%	1.2%
New Hires	0	0	0.0%	46.7%		0	0.0%	7.6%	
Promotions or Interim	3	1	33.3%	46.7%		0	0.0%	7.6%	
Retirement or Termination	0	0	0.0%	46.7%		0	0.0%	7.6%	

Source: Permanent Full-Time Employees & US Census 2000 EEO Data Tool Madison, WI (MSA) if a percentage number appears in the Under-represented column that means Yes, that group is under-represented.

REPRESENTATION OF PEOPLE WITH DISABILITIES WITHIN TOP MANAGEMENT POSITIONS

In 2011, representation of employees with disabilities was at 9.8 percent in the top management positions. According to the U.S. Census Bureau 2010 American Community Survey, the disability status for the population at large is 6.1 percent. Disabilities are self-reported by individuals so often their numbers are under-reported.

TABLE 9

Top Management Positions (CG 12, 14, 18, 21, 23, 44)			
# of Top Management Positions	# of employees with disabilities	# of employees with disabilities	Labor Market Availability
449	44	9.8%	6.1%

The City will continue to utilize affirmative action principles to work towards increasing the number of top management positions with this group.

SALARIES OF WOMEN & RACIAL/ETHNIC MINORITIES WITHIN TOP MANAGEMENT POSITIONS

Salaries of women are at 93.8 percent compared to men's salaries in the top management compensation groups. Salaries of minorities are at 96.8 percent compared to non-minorities salaries in the top management compensation groups.

TABLE 10

2011 Top Management Salaries (CG 12, 14, 18, 21, 23, & 44)			
Total Top Management Positions	Salaries of Men in Top Management	Salaries of Women in Top Management	% of Salaries of Women compared to Men in Top Management Positions
449	\$ 78,835	\$ 73,970	93.8%

2011 Top Management Salaries (CG 12, 14, 18, 21, 23, & 44)			
Total Top Management Positions	Salaries of Non-Minorities in Top Management	Salaries of Minorities in Top Management	% of Salaries of Non-minorities compared to Minorities in Top Management Positions
449	\$ 77,392	\$ 74,931	96.8%

The City of Madison's civil service system incorporates equity in salaries and there does not appear to be a large salary gap between men and women, nor minorities and non-minorities, in top management positions. Please note that the variations in salaries might be due to seniority statuses.