

Department of Human Resources

Division of Affirmative Action

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Equal Employment Opportunity (EEO) Summary

EEO Summary 4th Quarter of 2020

Background

Title VII of the Civil Rights Act of 1964 prohibits discrimination with regard to any personnel action, or term, condition, or privilege of employment based upon race, color, religion, sex or national origin. Albany County passed subsequent laws and regulations to ensure that every individual shall have an equal opportunity to participate fully in the economic life of the County. Resolution 161 of 1993 established recruitment procedures for minority and female applicants. Resolution 26 of 1996 adopted the updated Affirmative Action Plan. Executive Order and Directive 12-02 of 2012 directs Department Heads and Appointing Authorities to create a work environment where no employee shall be discriminated against because of gender identity or expression including but not limited to, termination, retention, job appointment, promotion, tenure, recruitment and compensation.

The Division of Affirmative Action oversees the affirmative action program of EEO and its review and evaluation, including periodic reports of the County Workforce. In addition, the Division of Affirmative Action addresses efforts and accomplishments in recruitment, promotions, hiring, and other advancement opportunities.

Although the Division of Affirmative Action maintains direct oversight of EEO programs, all departments and divisions share responsibility for promoting affirmative action employment programs. The Division issues this report as part of its responsibility for the review and evaluation of the operation of EEO programs.

The report is based on data extracted from the MUNIS Software System. MUNIS generates a detailed statistical data report based on job and salary categories, departmental functions and race/gender classifications determined by the Equal Employment Opportunity Commission.

Albany County Demographic Data

The 2010 Census provided population and labor force data for Albany County. The Census reports the Albany County population at 304,204. By race, Whites (non-minorities) represent 78.2%, Blacks 12.69%, Hispanics 4.9%, Asians 4.79% and American Indians represent 0.21% of the population, respectively. Females are 51.65 % of the population, while males are 48.35%.

Within the County population, the labor force for those 16 years and over totals 160,729. The percentage of non-minorities in the civilian labor force is 78.33% and the total percentage of minorities within that population is 21.68%.

Labor force data for the Albany County Government shows that non-minority employees account for 80.22% of the workforce. Minority groups when combined total 19.78% of the workforce.

Table 1: Albany County Population based on Gender

Albany County Gender Population – 304,204		
Gender	Number	Percent
Male	147,076	48.35%
Female	157,128	51.65%

There are approximately 304,204 residents living in Albany County. Women represent 51.65% of the population.

Table 2: Albany County Ethnic Population

Albany County Population – 304,204		
Race	Number	Percent
White	237,873	78.2%
Black	38,609	12.7%
American Indian/Alaskan Native	654	0.2%
Hispanic	14,917	4.9%
Asian/Pacific Islander	14,677	4.8%

- \pm 1% margin of error in county population (2526)

Of the 304,204 residents of Albany County, the largest racial group is white, representing 78.2% of the population. Minorities when combined represent 22.6% of the general population of Albany County.

Table 3: Race and Gender for County Government Labor Force

Albany County Government Labor Force - 2250			
Race	Gender	Number	Percent
White	Male	1029	45.73%
White	Female	776	34.49%
Black	Male	111	4.93%
Black	Female	193	8.58%
American Indian/Alaskan Native	Male	2	0.09%
American Indian/Alaskan Native	Female	3	0.13%
Hispanic	Male	30	1.33%
Hispanic	Female	45	2.00%
Asian/Pacific Islander	Male	12	0.53%
Asian/ Pacific Islander	Female	38	1.69%
Two +	Male	4	0.18%
Two +	Female	7	0.31%

Within the labor force for Albany County Government from October 1, 2020 through December 31, 2020, non-minority employees represented 80.22%. When combined minority groups represented 19.78%. This is a decrease of -0.29%, from the third quarter of 2020. Looking back to 2015, this is an increase of 2.51% from the fourth quarter of 2015 at 17.27%.

5 YEAR COMPARISON

Fourth Quarter	Minority-Combined	Non-Minority
2015	17.27%	82.73%
2016	17.56%	82.31%
2017	17.88%	82.12%
2018	19.13%	80.87%
2019	20.01%	79.99%
2020 Fourth Quarter	19.78%	80.22%

Table 4: Albany County Civilian Labor Force 16 years and over-160,729

Albany County Civilian Labor Force – 16 years and over			
Race	Gender	Number	Percent
White	Male	63,720	39.64%
White	Female	62,182	38.69%
Black	Male	6,732	4.19%
Black	Female	9,030	5.62%
American Indian/Alaskan Native	Male	137	0.09%
American Indian/Alaskan Native	Female	257	0.16%
Asian	Male	3,815	2.37%
Asian	Female	3,079	1.92%
Pacific Islander	Male	0	0%
Pacific Islander	Female	14	0.01%
Hispanic	Male	3,282	2.04%
Hispanic	Female	3,324	2.07%

- There were racial categories factored into the U.S. Census that are not a part of the Albany County Government racial demographic. That population totaled 5,153 (3.21%).

Within the Albany County civilian labor force for those 16 years and over, Whites represent 78.33% whereas Minorities, when combined, represent 21.68%.

The County Workforce

The MUNIS System generates the EEO-4 Report from data collected and entered by the Personnel Division. Each job title is assigned a state and local job category and function code. The job category defines the nature of the work performed and basic skills required. The function code describes the department or agency where the position is located.

The data compiled for the fourth quarter includes the period of October 1, 2020 through December 31, 2020. Albany County reports full and part time employees by race and gender. Non-minority employees totaled 1805 (80.22%) and minority groups when combined totaled 445 (19.78%). There are 1062 female employees, which is a decrease of -0.68% from the 3rd Quarter of 2020 report.

The employment percent of minorities in the County of Albany government workforce is not equal to the minorities available in the Albany County civilian labor force. The combined percentage of minorities in the civilian labor force for the County is 21.68% whereas the combined percentage of minorities in the County government workforce is 19.78%. In comparison, non-minorities represented 80.22% of the Albany County government labor force. There is a higher representation of non-minorities in the Albany County government labor force.

Female employment in the County Government workforce is also not equal to the available female labor force. The female civilian population labor force percentage is 51.75% versus 47.20% of the County government labor force. There was a decrease of -0.68% females in the County government labor force from the third quarter report of 2020.

Table 5: Total Albany County Workforce (full & part-time) 2250

By Race	Totals	By Gender	Totals
Non-Minority Employees	1805 (80.22%)	Male Employees	1188 (52.80%)
Minority Employees	445 (19.78%)	Female Employees	1062 (47.20%)

Table 6: Race and Gender Distribution of Albany County Workforce by Job Category

Race and Gender Distribution		MALE							FEMALE					
JOB CATEGORY	A: Grand Total	B: White Male	C: Black Male	D: Hispanic Male	E: Asian Male	F: Native Amer Male	Two +	G: White Female	H: Black Female	I: Hispanic Female	J: Asian Female	K: Native Amer Female	Two +	
Officials/Administrators	152	74	5	2	0	0	0	60	8	1	2	0	0	
Professionals	402	116	20	6	3	0	0	188	46	8	12	0	3	
Technicians	95	48	3	2	1	0	1	21	11	2	5	1	0	
Protective Service	612	450	27	5	1	0	0	112	11	5	1	0	0	
Para-Professionals	445	93	15	2	1	0	1	221	80	19	7	2	4	
Administrative Support	323	101	11	1	4	0	1	161	29	5	10	0	0	
Skilled Craft	125	111	6	2	0	1	0	3	1	1	0	0	0	
Service/Maintenance	96	36	24	10	2	1	1	10	7	4	1	0	0	
Total	2250	1029	111	30	12	2	4	776	193	45	38	3	7	

Table 6 and 7 show the County workforce broken down by job category, race and gender. See descriptions of job categories below.

Table 7: Percentage of Gender Distribution by Job Categories

Job Category	Males		Females	
	Number	Percent	Number	Percent
Officials/Administrators	81	53.29%	71	46.71%
Professionals	145	36.07%	257	63.93%
Technicians	55	57.89%	40	42.11%
Protective Service	483	78.92%	129	21.08%
Para-Professionals	112	25.17%	333	74.83%
Administrative Support	118	36.53%	205	63.47%
Skilled Craft	120	93.00%	5	4.00%
Service Maintenance	74	77.08%	22	22.92%

The data in table 7 shows the percentage breakdown by job category and gender. Some jobs such as Protective Services and Skilled Crafts show an overwhelming number of men working in those job categories as oppose to women. The Professional and Para-Professional job categories are predominately held by women.

Table 8: New Hires by Race

Albany County New Hires - 80			
Race	Gender	Number	Percent
White	Male	22	27.50%
White	Female	34	42.50%
Black	Male	4	5.00%
Black	Female	12	15.00%
American Indian/Alaskan Native	Male	0	0%
American Indian/Alaskan Native	Female	0	0%
Hispanic	Male	1	1.25%
Hispanic	Female	2	2.50%
Asian	Male	3	3.75%
Asian	Female	0	0%
Two or More Races (Non-Hispanic or Latino)	Male	0	0%
Two or More Races (Non-Hispanic or Latino)	Female	2	2.50%

Table 9: Total New Hires for the Albany County Workforce 80

By Race	Totals	By Gender	Totals
Non-Minorities Employees	56 (70.00 %)	Male Employees	30 (37.50%)
Minority Employees	24 (30.00%)	Female Employees	50 (62.50%)

During October 1, 2020 through December 31, 2020, 80 new employees were hired. The percentage of Non-Minority employees hired was 70.00% and minority employees was 30.00%. Of the 80 new hires 37.50% were male and 62.50% were female.

Appendix A

DESCRIPTION OF JOB CATEGORIES

1. **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, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.
2. **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, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.
3. **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, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

4. **Protective Service Workers:** Occupations in which workers are entrusted with public safety , security and protection from destructive forces. Includes: police patrol officers firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.
5. **Paraprofessionals:** Occupations in which workers perform 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. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.
6. **Administrative Support (Including Clerical and Sales):** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.
7. **Skilled Craft Workers:** Occupations in which workers perform jobs which require 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. Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

8. **Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

