

**AFFIRMATIVE EMPLOYMENT PROGRAM
FOR MINORITIES AND WOMEN**

**ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT
FOR FISCAL YEAR 2000**

Health Care Financing Administration
7500 Security Boulevard
Baltimore, Maryland 21244-1850

ORGANIZATION LEVEL: Agency MOC Region
Command Installation Headquarters

NUMBER OF EMPLOYEES COVERED BY PLAN: TOTAL 4434
Professional 635 Administrative 3341 Technical 133
Clerical 248 Other 29 Blue Collar 0
Executive Service 48

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Name and Title of Principal EEO Official

Signature of Principal EEO Official Date
Certifies that this report is in compliance with EEO MD-714

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Certifies that this report is in compliance with EEO MD-714

CLF (Civilian Labor Force): Persons 16 years of age or over who are employed or seeking employment. Persons in the Armed Forces are excluded from the CLF.

Conspicuous Absence: Particular EEO group that is nearly or totally nonexistent from a particular occupation or grade level in the workforce. An EEO group with a representation index of 0 to 20 is said to have a conspicuous absence. If a particular EEO group has a representation index of 20, they have reached 20% of their representation in the CLF.

EEO Groups: Black/African American males, Black/African American females, Hispanic males, Hispanic Females, Asian American/Pacific Islander males, Asian American/Pacific Islander females, American Indian/Alaskan Native males, American Indian/Alaskan Native females, Non-minority males, and Non-minority females.

Employee: Permanent, full or part-time, members of the agency workforce including those in excepted service positions. Does not include temporary or intermittent individuals.

Employment Category: The major occupational categories for the White Collar pay system and wage board pay system including: Professional, Administrative, Technical, Clerical, Other, and Blue Collar (PATCOB).

Goals: See Numerical Objectives below.

Major Occupation: Mission oriented occupations or other occupations with 100 or more employees.

Manifest Imbalance: Representation of EEO groups in a specific occupational grouping or grade level in the agency's workforce that is substantially below its representation in the appropriate CLF. An EEO group with a representation index of 21 to 50 is said to have a manifest imbalance. If a particular EEO group has a representation index of 45, they have reached 45% of their representation in the CLF.

Numerical Objectives (Goals): Quantifiable objectives designed to eliminate a manifest imbalance or conspicuous absence of EEO groups.

PATCOB: Acronym used to represent the major occupational categories: Professional, Administrative, Technical, Clerical, Other, and Blue Collar.

Representation Index: See Underrepresentation Index definition and explanation below.

RNO: Acronym denoting Race, National Origin of an individual and/or EEO group.

Underrepresentation Index (UI): OPM and EEOC have developed the concept of an index of underrepresentation to provide a more precise indicator to show the degree of underrepresentation. The index reflects, as a whole number, the relationship between the organization's employment of a particular EEO group in any given employment category and the representation of that group in the civilian labor force. (See explanation below.)

- Where employment percentages equal or exceed civilian labor force percentages, there is no underrepresentation.
- Where employment percentages are lower than civilian labor force percentages, underrepresentation exists.

The underrepresentation index is derived by the following formula:

$$\frac{\% \text{ Agency Workforce}}{\% \text{ CLF}} \times 100 = \text{Representation Index}$$

For example, the representation index of Hispanic males at HCFA is derived as follows:

$$\frac{1.01\%}{2.60\%} \times 100 = 21.0\%$$

In this example, Hispanic males have reached 21% of their representation when compared to the CLF.

Health Care Financing Administration (HCFA)
 FY 2000 Affirmative Employment Plan Report and Update
Executive Summary

Introduction - This report reflects the status of the Health Care Financing Administration's (HCFA) efforts to implement its Affirmative Employment Plan for Minorities and Women for FY 2000. The plan targets underrepresented EEO groups by position category (PATCOB), by major occupational series and by senior GS/GM and ES positions for affirmative efforts to raise the representation of minorities and women within HCFA. A separate plan and report have been prepared for individuals with disabilities. This report is specifically geared towards EEO groups that are represented in HCFA at less than 51% of parity with the 1990 civilian labor force, i.e. groups that are conspicuously absent (0% through 20% of parity) and groups that are in manifest imbalance (21% through 50% of parity).

As of September 30, 2000, HCFA maintained a workforce of 4,434 full- and part-time permanent employees compared to 4,394 at the end of Fiscal Year 1999. Women comprised 63.3% of the total workforce, compared with a civilian labor force representation of 45.7%. Minorities accounted for 31.0% of the HCFA workforce, which exceeds the overall representation of minorities in the civilian labor force (22.1%). The following chart provides a percentage breakdown of the HCFA workforce by gender and race/national origin (RNO) for FY 2000:

| FY 2000 | HCFA Males | HCFA Females | National CLF Males | National CLF Females |
|------------------|---------------|-----------------|-----------------------|-------------------------|
| Native American | 0.2% | 0.5% | 0.3% | 0.3% |
| Asian American | 1.3% | 2.2% | 1.4% | 1.4% |
| African American | 4.4% | 19.3% | 5.2% | 5.8% |
| Hispanic | 1.0% | 2.2% | 4.3% | 6.5% |
| Non-minority | 29.5% | 39.0% | 39.5% | 34.5% |

HCFA positions are primarily administrative (76.2%) and professional (14.5%) in nature. Clerical positions account for 5.7% of all staff; technical positions account for 3.0% of HCFA workforce. The Health Insurance Specialist Series, GS-107, is a single agency series established for HCFA. This series falls within the Administrative job category and accounts for 45.1% of all positions in HCFA. HCFA has no blue collar positions.

At the end of Fiscal Year 2000 there were 48 individuals in the Senior Executive Service (SES) at HCFA. Of this number, 41.7% were women. Minorities comprised 12.6% of SES positions; Africans Americans made up 6.3% of these positions, Asian Americans made up 4.2%, and Hispanics 2.1%.

In FY 2000, HCFA hired a total of 374 employees from other Federal government agencies and from outside the Federal government. Of these new hires, 26.5% were African American; 5.1% were Hispanic; 5.6% were Asian American; and 1.1% were Native Americans. Except for Hispanics overall and specifically Hispanic males, the percentage of each minority group hired exceeded its representation in the civilian labor force.

Women accounted for 71.0% of a total of 753 promotions in HCFA for FY 2000. Minorities made up 31.0% of the HCFA Workforce and accounted for 41.3% of all FY 2000 promotions. Of these promotions, 31.6% were African American, 8.0% greater than their overall

representation in the HCFA workforce; 4.2% were Hispanic, 1.0% more than their workforce representation; 5.0% were Asian American, 0.5% greater than their workforce representation; and 0.4% were Native American, placing them at 0.3% less than their overall representation in the HCFA workforce.

While women comprise 53.3% of senior level positions (GS-13 through GS-15), they were selected for 62.0% of promotions into these positions during FY 2000. Minorities represented 20.1% of senior level positions and accounted for 29.3% of senior level promotions. Of senior level promotions, 20.6% were African American and 4.2% were Asian American; Hispanics accounted for 3.5% of senior level promotions and Native Americans for 1.0%.

With the exception of both male and female Native Americans, the concentration of minorities in GS-9 through GS-12 grade groupings increased or remained even with FY 1999 percentages. The concentration of Native American males and females in this grade grouping decreased by 0.1%, or by 2 employees each.

At grade levels GS-1 through GS-4, African American females exhibit a higher concentration than similarly situated groups in the same grade grouping. The representation of African American females in this grade grouping increased from 29.2% in FY 1999 to 40.0% in FY 2000.

HCFA demonstrated success in certain areas of its workforce. Some examples of these successes are:

- HCFA increased the representation of African American males and Native American males and females in the area of senior level positions (GS-13 through GS-15 levels). These EEO groups joined African American females, Asian Americans, and non-minorities at representation levels above or near parity.
- HCFA initiated a plan in FY 1999 to increase the Hispanic representation in the agency. The purpose of the plan is to enrich/develop applicant pools that include qualified Hispanic candidates for positions at all levels. HCFA continues to utilize the Plan to ensure a diverse applicant pool and to increase opportunities to address workforce underrepresentation, while providing current employees with as many advancement and development opportunities as possible.

Certain challenges to meeting Agency objectives remain. The agency continues to monitor its workforce and make concerted efforts to ensure that its workforce is representative of the populations it serves. Some of the challenges HCFA has identified are:

- The agency needs to continue its efforts to significantly increase Hispanic representation. Although the representation of Hispanics overall increased in FY 2000, Hispanics, particularly males, in HCFA's workforce at the end of FY 2000 continued to be below parity with the 1990 civilian labor force. Hispanics overall were at 39.8% of parity, with Hispanic males at 21.1% of parity. Comparably, all other minority groups at HCFA exceeded 100% of parity with the CLF. Non-minorities were at 88.0% of parity.
- When senior level positions (GS-13 through GS-15 levels) are viewed as a group, Hispanics continued to be underrepresented during FY 2000. Hispanics remained underrepresented at 44.6% of parity. Comparably, African Americans, Asian Americans,

and Native Americans exceeded 100% of parity with the CLF, at 158.9%, 102.7%, and 133.2% respectively. Non-minorities were at 96.8% of parity with the CLF.

- The Agency needs to continue to improve the representation of minorities in senior level positions (GS-13 through GS-15 levels) positions where underrepresentation exists. Similarly, the Agency needs to continue to improve the representation of minorities in Senior Executive Service (SES) where underrepresentation exists.

Discrimination Complaints and Alternative Dispute Resolution

The HCFA Alternative Dispute Resolution (ADR) Pilot Program was established and implemented in FY 2000 in compliance with changes to Equal Employment Opportunity Commission (EEOC) regulations concerning the processing of Federal Sector EEO complaints. During FY 2000, the ADR Pilot Program processed 12 cases with a resolution rate of 67% (8 of 12). Of these cases, 5 were filed during the informal phase of the EEO process and 7 during the formal phase.

HCFA provided the following data to the EEOC in its Annual Equal Employment Opportunity Statistical Report of Discrimination Complaints for FY 2000:

| Pre-Complaint Alternative Dispute Resolution (ADR) and Counseling | | | | | |
|---|---|--|--|--|--|
| ADR | Total number of individuals selecting ADR 5 | i. Number directly selecting ADR 0 | ii. Number selecting ADR during counseling 5 | | |
| Counseling | Total number of individuals counseled 23 | i. Number counseled within 30 days 7 | ii. Number counseled within 90 days 12 | iii. Number counseled beyond 90 days 4 | iv. Number counseled because of remand 0 |

| Issues | |
|--------------------------------|----|
| Appointment/Hire | 1 |
| Assignment of Duties | 1 |
| Awards | 3 |
| Conversion to Full-time | 0 |
| Disciplinary Actions | 3 |
| a. Demotion | 0 |
| b. Reprimand | 1 |
| c. Suspension | 0 |
| d. Removal | 1 |
| e. Other | 1 |
| Duty Hours | 0 |
| Evaluation/Appraisal | 1 |
| Examination/Test | 0 |
| Harrasment | 3 |
| a. Non-Sexual | 3 |
| b. Sexual | 0 |
| Medical Examination | 0 |
| Pay Including Overtime | 0 |
| Promotion/Non-Selection | 10 |
| Reassignment | 2 |
| a. Denied | 0 |
| b. Directed | 2 |
| Reasonable Accommodation | 0 |
| Reinstatement | 0 |
| Retirement | 0 |
| Termination | 2 |
| Terms/Conditions of Employment | 5 |
| Time and Attendance | 0 |
| Training | 3 |
| Other | 0 |

| Bases | | | | | | |
|----------------|-----------------|----------|----------|-----|--------|------------|
| Race and Color | National Origin | Religion | Reprisal | Age | Gender | Disability |
| 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| 3 | 0 | 0 | 0 | 1 | 1 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 | 1 | 1 | 0 | 2 | 1 | 3 |
| 2 | 1 | 1 | 0 | 2 | 1 | 3 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 1 | 1 | 1 | 6 | 8 | 0 |
| 1 | 1 | 1 | 0 | 1 | 0 | 0 |
| 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| 1 | 0 | 1 | 0 | 1 | 1 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 1 | 0 | 1 | 1 | 0 | 0 |
| 3 | 0 | 0 | 2 | 2 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | 0 | 0 | 0 | 1 | 1 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |

- **The number of formal complaints filed continued to decrease from previous years. There were 22 formal complaints filed in FY 2000 compared to 37 in FY 1999 and 44 in FY 1998.**
- There were no formal complaints filed on sexual harassment.

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ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT**

SUMMARY ANALYSIS OF WORK FORCE

HCFA analyzed its workforce by Professional, Administrative, Technical, Clerical, Other and Blue-Collar (PATCOB) and grade groupings for FY 2000, using the Central Personnel Data File. Also, an analysis was conducted for the mission oriented occupations, 301, 334, 107, 343, 501, 510/511, 601 and 1801 based on 1990 national Civilian Labor Force (CLF) data. HCFA analyzed SES, GS-15, and GS-14 levels separately.

The Agency made 374 hires in FY 2000 as compared with 445 hires in FY 1999 and 364 in FY 1998.

Throughout this report, targets have been reported only for EEO groups that require more than 0.5 person in order to reach parity.

The following analysis compares the EEO groups that showed **manifest imbalance** (Underrepresentation Index range between 21 and 50) in FY 2000 as compared with FY 1999.

| Professional | FY 1999 | FY 2000 | Manifest Imbalance |
|-----------------------|----------------|----------------|---------------------------|
| | | | UI: 21% - 50% |
| | None | None | |
| Administrative | | | |
| | FY 1999 | FY 2000 | |
| | Hispanic Males | Hispanic Males | (UI: 37%) |
| Technical | | | |
| | FY 1999 | FY 2000 | |
| | None | None | |
| Clerical | | | |
| | FY 1999 | FY 2000 | |
| | None | None | |

Comments
No change from FY 1999.

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SUMMARY ANALYSIS OF WORK FORCE

 The following analysis compares the EEO groups that showed a **conspicuous absence** (Underrepresentation Index range between 0 and 20) in FY 2000 as compared with FY 1999.

| Professional | | Conspicuous Absence |
|-------------------------------|--|----------------------------|
| FY 1999 | FY 2000 | UI: 0% - 20% |
| Native American Males | Native American males | (UI: 0%) |
| | | |
| Administrative | | |
| FY 1999 | FY 2000 | |
| None | None | |
| | | |
| Technical | | |
| FY 1999 | FY 2000 | |
| Non-minority males | Non-minority males | (UI: 10%) |
| Hispanic males | Hispanic males | (UI: 0%) |
| Asian American females | Asian American females | (UI: 0%) |
| Native American males/females | Native American males/females ¹ | (UI: 0%) |
| | | |
| Clerical | | |
| FY 1999 | FY 2000 | |
| Hispanic males | Hispanic males | (UI: 0%) |
| Native American males | Native American males ¹ | (UI: 0%) |
| Asian American males | Asian American males | (UI: 0%) |
| Non-minority males | Non-minority males | (UI: 11%) |
| | | |
| Comments | | |
| No change from FY 1999. | | |

¹ Requires less than one person to achieve near parity.

**Summary of EEO Groups
Comparison by Fiscal Year
as of Septmber 30, 2000**

GS 13 - 15

| | FY88 | FY89 | FY90 | FY91 | FY92 | FY93 | FY94 | FY95 | FY96 | FY97 | FY98 | FY99 | FY00 |
|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| White M | 63.6% | 62.4% | 60.6% | 59.2% | 58.2% | 56.3% | 52.4% | 50.1% | 48.9% | 46.9% | 44.1% | 41.6% | 39.6% |
| White F | 23.9% | 25.2% | 26.8% | 28.0% | 29.1% | 30.3% | 33.7% | 34.8% | 36.1% | 37.0% | 38.8% | 40.0% | 40.1% |
| Afr Am M | 3.9% | 3.7% | 3.4% | 3.2% | 3.2% | 3.3% | 3.2% | 3.3% | 3.4% | 3.5% | 3.6% | 3.8% | 4.2% |
| Afr Am F | 5.0% | 5.0% | 5.5% | 5.8% | 5.7% | 6.0% | 6.5% | 7.5% | 7.4% | 7.9% | 8.2% | 9.0% | 9.9% |
| Hisp M | 1.1% | 1.1% | 1.1% | 1.1% | 1.1% | 1.1% | 0.9% | 1.0% | 1.0% | 1.0% | 1.2% | 1.1% | 1.1% |
| Hisp F | 0.9% | 0.9% | 0.7% | 0.9% | 1.0% | 1.0% | 1.0% | 1.0% | 1.1% | 1.3% | 1.2% | 1.2% | 1.2% |
| Asn/Am. M | 0.7% | 0.8% | 0.5% | 0.5% | 0.7% | 0.7% | 0.8% | 0.8% | 0.8% | 1.1% | 1.2% | 1.4% | 1.4% |
| Asn/Am. F | 0.4% | 0.4% | 0.5% | 0.7% | 0.6% | 0.7% | 0.7% | 1.0% | 0.9% | 0.9% | 1.2% | 1.1% | 1.2% |
| Nat Am M | 0.6% | 0.5% | 0.4% | 0.4% | 0.3% | 0.4% | 0.4% | 0.3% | 0.4% | 0.2% | 0.2% | 0.2% | 0.3% |
| Nat Am F | 0.06% | 0.1% | 0.1% | 0.1% | 0.1% | 0.2% | 0.2% | 0.3% | 0.2% | 0.2% | 0.3% | 0.4% | 0.5% |

GS 9 - 12

| | FY88 | FY89 | FY90 | FY91 | FY92 | FY93 | FY94 | FY95 | FY96 | FY97 | FY98 | FY99 | FY00 |
|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| White M | 31.9% | 31.9% | 30.8% | 28.7% | 28.6% | 28.0% | 26.6% | 26.0% | 24.6% | 23.6% | 20.9% | 19.6% | 19.3% |
| White F | 39.3% | 40.1% | 40.9% | 42.7% | 42.7% | 42.8% | 43.5% | 42.3% | 42.3% | 41.4% | 40.1% | 39.4% | 37.7% |
| Afr Am M | 5.3% | 4.8% | 4.8% | 4.4% | 4.5% | 4.5% | 4.9% | 5.4% | 5.1% | 5.3% | 5.0% | 5.0% | 5.2% |
| Afr Am F | 18.2% | 18.4% | 18.7% | 19.2% | 19.2% | 19.3% | 18.7% | 18.8% | 20.4% | 21.8% | 24.5% | 26.2% | 27.9% |
| Hisp M | 0.7% | 0.5% | 0.4% | 0.3% | 0.4% | 0.4% | 0.5% | 0.7% | 0.6% | 0.6% | 1.0% | 0.9% | 0.9% |
| Hisp F | 1.6% | 1.5% | 1.6% | 1.9% | 1.8% | 2.2% | 2.2% | 2.3% | 2.4% | 2.4% | 2.9% | 2.7% | 2.9% |
| Asn/Am. M | 0.8% | 0.7% | 0.7% | 0.9% | 0.7% | 0.9% | 1.0% | 1.5% | 1.4% | 1.4% | 1.4% | 1.4% | 1.4% |
| Asn/Am. F | 1.6% | 1.7% | 1.6% | 1.5% | 1.6% | 1.6% | 2.0% | 2.3% | 2.4% | 2.6% | 3.1% | 3.4% | 3.4% |
| Nat Am M | 0.7% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.1% | 0.1% | 0.1% | 0.1% | 0.1% | 0.2% | 0.1% |
| Nat Am F | 0.5% | 0.3% | 0.3% | 0.3% | 0.3% | 0.3% | 0.5% | 0.5% | 0.5% | 0.7% | 0.9% | 0.6% | 0.5% |

**Summary of EEO Groups
Comparison by Fiscal Year
as of Septmber 30, 2000**

GS 5 - 8

| | FY88 | FY89 | FY90 | FY91 | FY92 | FY93 | FY94 | FY95 | FY96 | FY97 | FY98 | FY99 | FY00 |
|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| White M | 4.3% | 5.3% | 3.7% | 4.0% | 4.2% | 4.0% | 3.3% | 4.4% | 2.8% | 3.2% | 3.5% | 5.7% | 4.5% |
| White F | 47.1% | 47.3% | 44.7% | 42.0% | 41.7% | 42.9% | 42.7% | 40.3% | 37.5% | 36.3% | 35.5% | 35.0% | 38.3% |
| Afr Am M | 3.5% | 2.9% | 2.8% | 2.8% | 3.3% | 3.5% | 3.8% | 3.8% | 4.4% | 3.4% | 3.5% | 4.1% | 3.2% |
| Afr Am F | 41.9% | 41.3% | 44.5% | 46.1% | 44.7% | 43.3% | 43.9% | 44.5% | 48.1% | 49.8% | 49.4% | 46.3% | 44.3% |
| Hisp M | 0.0% | 0.0% | 0.0% | 0.0% | 0.2% | 0.0% | 0.0% | 0.3% | 0.2% | 0.2% | 0.0% | 0.0% | 0.6% |
| Hisp F | 1.8% | 1.9% | 1.9% | 2.1% | 2.5% | 2.5% | 2.3% | 3.1% | 3.2% | 3.4% | 4.3% | 4.8% | 5.2% |
| Asn/Am. M | 0.0% | 0.1% | 0.6% | 0.5% | 0.5% | 0.3% | 0.7% | 0.8% | 0.8% | 0.7% | 0.7% | 0.4% | 0.9% |
| Asn/Am. F | 1.1% | 1.2% | 1.4% | 2.1% | 2.3% | 2.8% | 2.8% | 2.5% | 2.6% | 2.7% | 2.6% | 2.8% | 2.4% |
| Nat Am M | 0.7% | 0.0% | 0.0% | 0.0% | 0.3% | 0.3% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Nat Am F | 0.1% | 0.0% | 0.2% | 0.3% | 0.3% | 0.5% | 0.5% | 0.3% | 0.4% | 0.5% | 0.5% | 0.9% | 0.6% |

GS 1 - 4

| | FY88 | FY89 | FY90 | FY91 | FY92 | FY93 | FY94 | FY95 | FY96 | FY97 | FY98 | FY99 | FY00 |
|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| White M | 5.9% | 9.2% | 2.9% | 4.8% | 7.9% | 8.6% | 4.0% | 5.9% | 10.0% | 10.5% | 3.8% | 8.3% | 5.0% |
| White F | 31.2% | 26.5% | 26.5% | 27.0% | 28.9% | 31.4% | 32.0% | 38.2% | 40.0% | 36.8% | 34.6% | 37.5% | 20.0% |
| Afr Am M | 6.2% | 5.1% | 7.4% | 9.5% | 13.2% | 11.4% | 12.0% | 11.8% | 5.0% | 10.5% | 15.4% | 8.3% | 15.0% |
| Afr Am F | 47.5% | 48.9% | 48.5% | 46.0% | 39.5% | 45.7% | 48.0% | 29.4% | 30.0% | 26.3% | 38.5% | 29.2% | 40.0% |
| Hisp M | 1.2% | 1.0% | 1.5% | 1.5% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Hisp F | 7.2% | 6.1% | 8.8% | 7.9% | 7.9% | 2.9% | 0.0% | 5.9% | 15.0% | 15.8% | 7.7% | 8.3% | 10.0% |
| Asn/Am. M | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 5.9% | 0.0% | 0.0% | 0.0% | 8.3% | 0.0% |
| Asn/Am. F | 1.2% | 2.1% | 4.4% | 3.2% | 0.0% | 0.0% | 4.0% | 2.9% | 0.0% | 0.0% | 0.0% | 0.0% | 5.0% |
| Nat Am M | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Nat Am F | 0.0% | 0.0% | 0.0% | 0.0% | 2.6% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS**

PROGRAM ELEMENT: Workforce Analysis - Continued

PROBLEM/BARRIER STATEMENT: Since the issuance of EEOC Management Directive 714 in 1988, HCFA exhibited a manifest imbalance of certain EEO groups in some mission-oriented occupations as shown below. HCFA has established procedures to implement the Administrator's policy on recruitment and hiring and to effectively utilize existing hiring authorities to reduce the underrepresentation of minorities and women in the agency. To this end, HCFA implemented the Outstanding Scholar Program, Minority Summer Intern Program, and the STRIDE Program. HCFA also maintains active co-op agreements with local colleges and instituted the HCFA Outstanding Scholar Intern Program as a tool to place superior candidates in HCFA upon graduation, with strong emphasis on recruiting minorities and females.

OBJECTIVE: The manifest imbalance of the affected groups will be reduced.
RESPONSIBLE OFFICIAL: Center/Office Directors
TARGET DATE: FY 2001 and ongoing

| ACTION ITEMS: | TARGET DATES | RESPONSIBLE OFFICIAL |
|---|------------------------|---------------------------------|
| Accountant (510/511) Improve representation of white females. | FY 2001/Ongoing | Directors, Center/Office |
| General Administration (310) Improve the representation of Asian American females. | FY 2001/Ongoing | Directors, Center/Office |
| Health Insurance Specialist (107) Improve the representation of Hispanic males. | FY 2001/Ongoing | Directors, Center/Office |
| Management Analyst (343/345) Improve the representation of Hispanic males and females. | FY 2001/Ongoing | Directors, Center/Office |
| General Health Science (601) Improve the representation of minority groups and females. | FY 2001/Ongoing | Directors, Center/Office |
| Managed Care Specialist (1801) Improve the representation of minority groups and females. | FY 2001/Ongoing | Directors, Center/Office |

REPORT OF ACCOMPLISHMENT OF OBJECTIVE:
See page 10.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT**

SUMMARY ANALYSIS OF WORK FORCE

 The following are the EEO groups that showed a **manifest imbalance** (Underrepresentation Index range 21 to 50) in the mission oriented occupations in FY 2000 as compared with FY 1999.

| Health Insurance Specialist: series 107 | | Manifest Imbalance |
|--|------------------------------------|---------------------------|
| FY 1999 | FY 2000 | UI: 21% - 50% |
| Hispanic males | Hispanic males | (UI: 45%) |
| Asian American males | Native American males ¹ | (UI: 34%) |
| General Administration: 301 series | | |
| FY 1999 | FY 2000 | |
| Non-minority males | Non-minority males | (UI: 46%) |
| | Asian American females | (UI: 36%) |
| Computer Programmer: 334 series | | |
| FY 1999 | FY 2000 | |
| None | Hispanic females | (UI: 23%) |
| Management Analysis: 343 series | | |
| FY 1999 | FY 2000 | |
| Hispanic females | Hispanic males/females | (UI: 32%) |
| Accountant: 510/511 series | | |
| FY 1999 | FY 2000 | |
| Non-minority females | Non-minority females | (UI: 37%) |
| Hispanic females | | |
| General Health Science: 601 series | | |
| FY 1999 | FY 2000 | |
| Non-minority males | Non-minority males | (UI: 44%) |
| Hispanic males | | |
| Nurse: 610 series | | |
| FY 1999 | FY 2000 | |
| Hispanic females | Asian American females | (UI: 43%) |
| Managed Care Specialist: 1801 series | | |
| FY 1999 | FY 2000 | |
| Hispanic males | Hispanic males | (UI: 24%) |

Comments

Native American males in the GS-107 series decreased from moderate underrepresentation.
 Asian American males in the GS-107 series improved to moderate underrepresentation.
 Asian American females in the GS-301 series decreased from moderate underrepresentation.
 Hispanic females in the GS-334 series moved from manifest imbalance.
 Hispanic males in the GS-343 series decreased from moderate underrepresentation.
 Hispanic females in the GS-510/511 series improved to moderate underrepresentation.
 Hispanic males in the GS-601 series improved to moderate underrepresentation.
 Hispanic males in the GS-1801 series decreased from moderate underrepresentation.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

¹ Requires less than one person to achieve full parity.

ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Workforce Analysis - Continued

PROBLEM/BARRIER STATEMENT: To correct the conspicuous absence of certain EEO groups in some mission-oriented occupations (shown below), HCFA adopted positive procedures such as developing and implementing the Outstanding Scholar and Minority Summer Intern Programs, maintaining active co-op agreements with colleges, and utilizing the STRIDE Career Development Program. An EEO critical element is included in all SES and PMRS managers' workplans. Continued implementation of these policies should further improve positive AEP results.

OBJECTIVE: The conspicuous absence of the affected groups will be eliminated.

RESPONSIBLE OFFICIAL: Center/Office Directors

TARGET DATE: FY 2001 and ongoing

| ACTION ITEMS: | TARGET DATES | RESPONSIBLE OFFICIAL |
|---|------------------------|---------------------------------|
| Accountant Center/Office Improve the representation of Native American males and females. | FY 2001/Ongoing | Directors, |
| General Administration Improve the representation of Hispanic males and Native American females. | FY 2001/Ongoing | Directors, Center/Office |
| Computer Programmer Center/Office Improve the representation of Hispanic males and Native American Females. | FY 2001/Ongoing | Directors, |
| Management Analyst Improve the representation of Native American males females, and Asian American females. | FY 2001/Ongoing | Directors, Center/Office |
| Managed Care Specialist Improve the representation of Native American males. | FY 2001/Ongoing | Directors, Center/Office |

REPORT OF ACCOMPLISHMENT OF OBJECTIVE:
See page 12.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT**

SUMMARY ANALYSIS OF WORK FORCE

 The following are the EEO groups that showed a **conspicuous absence** (Underrepresentation Index from 0 through 20) in the mission-oriented occupations in FY 2000 as compared with FY 1999.

| Health Insurance Specialist: 107 series | Conspicuous Absence | |
|--|--|---------------------|
| FY 1999 | FY 2000 | UI: 0% - 20% |
| None | None | |
| General Administration: 301 series | | |
| FY 1999 | FY 2000 | |
| Native American males | Native American females ¹ | (UI: 0%) |
| Hispanic males | Hispanic males | (UI: 20%) |
| Computer Programmer: 334 series | | |
| FY 1999 | FY 2000 | |
| Hispanic males/females | Hispanic males | (UI: 12%) |
| Native American females | Native American females ¹ | (UI: 0%) |
| Management Analysis: 343/345 series | | |
| FY 1999 | FY 2000 | |
| Native American males/females | Native American males/females ¹ | (UI: 0%) |
| Asian American females | Asian American females | (UI: 0%) |
| Accountant: 510/511 series | | |
| FY 1999 | FY 2000 | |
| Native American males/females | Native American males/females ¹ | (UI: 0%) |
| General Health Science: 601 series | | |
| FY 1999 | FY 2000 | |
| None | Hispanic females | (UI: 0%) |
| Nurse: 610 series | | |
| FY 1999 | FY 2000 | |
| Hispanic males | Hispanic males | (UI: 0%) |
| Native American males | Native American males ¹ | (UI: 0%) |
| Managed Care Specialist: 1801 series | | |
| FY 1999 | FY 2000 | |
| None | Native American males ¹ | (UI: 0%) |

Comments

Native American males in GS-301 series moved to moderate underrepresentation.
 Hispanic females in the GS-334 series moved to manifest imbalance.
 Hispanic females in the GS-601 series decreased from manifest imbalance.
 Native American males in the GS-1801 series decreased from above parity representing a loss of one person.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

¹Requires less than one person in each category to achieve full parity. No plan necessary.

ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Workforce Analysis - Continued

PROBLEM/BARRIER STATEMENT: The Human Resources Management Group has conducted annual training sessions for central office mid-level and senior level managers to enhance their knowledge on EEO programs and to make them aware of this responsibility for increasing and promoting minorities and women in the Agency. An EEO critical element is included in workplans of SES and senior level managers. These actions should bring positive results in achieving AEP goals.

OBJECTIVE: The manifest imbalance of the affected groups in GS-14 and GS-15 positions will be eliminated.
RESPONSIBLE OFFICIAL: Center/Office Directors
TARGET DATE: FY 2001 and ongoing

| ACTION ITEMS: | TARGET DATES | RESPONSIBLE OFFICIAL |
|---|-------------------------------|--|
| <p>GS-15 Improve the representation of all minority groups, in particular Hispanic males and females.</p> <p>GS-14 Improve the representation of all minority groups, in particular Asian American females, and Hispanic males and females.</p> | <p>FY 2001/Ongoing</p> | <p>Directors, Center/Office</p> |

REPORT OF ACCOMPLISHMENT OF OBJECTIVE:
 See page 17.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS**

PROGRAM ELEMENT: Workforce Analysis - Continued

PROBLEM/BARRIER STATEMENT: In an effort to increase sensitivity to the conspicuous absence of certain EEO groups in GS-14-15 positions, HCFA has developed an EEO critical element which is included in the workplans of SES and Senior level managers. These actions should continue to yield positive results.

OBJECTIVE: The conspicuous absence of affected EEO groups in GS-14 and GS-15 positions will be eliminated.

RESPONSIBLE OFFICIAL: Center/Office Directors

TARGET DATE: FY 2001 and ongoing

| ACTION ITEMS: | TARGET DATES | RESPONSIBLE OFFICIAL |
|---|------------------------|---------------------------------|
| GS-15 Improve the representation of all minority groups, in particular Native American males. | FY 2001/Ongoing | Center/Offices Directors |
| GS-14 Improve the representation of all minority groups and females. | | |

REPORT OF ACCOMPLISHMENT OF OBJECTIVE:

See page 17.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS**

PROGRAM ELEMENT: Workforce Analysis - Continued

PROBLEM/BARRIER STATEMENT: The Agency included an EEO critical element in all SES and managers' workplans. Continued implementation of these policies should further improve positive AEP results.

OBJECTIVE: Having improved the representation of African American females within SES from manifest imbalance to moderate underrepresentation, the agency will continue to work to improve the representation of all minority groups and women.

RESPONSIBLE OFFICIAL: Administrator, Center/Office Directors

TARGET DATE: FY 2001 and ongoing

| ACTION ITEMS: | TARGET DATES | RESPONSIBLE OFFICIAL |
|---|------------------------|-----------------------------|
| Senior Executive Service Improve the representation of all minority groups. | FY 2001/Ongoing | Administrator |

REPORT OF ACCOMPLISHMENT OF OBJECTIVE:

African American females improved to moderate underrepresentation.
Hispanic males and females no longer reflect conspicuous absence or manifest imbalance.

See page 17.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS**

PROGRAM ELEMENT: Workforce Analysis - Continued

PROBLEM/BARRIER STATEMENT: The Agency included an EEO critical element in all SES and managers' workplans. Continued implementation of these policies should further improve positive AEP results.

OBJECTIVE: The conspicuous absence of Asian American females and Native American males and females within SES will be eliminated.

RESPONSIBLE OFFICIAL: Administrator, Center/Office Directors

TARGET DATE: FY 2001 and ongoing

| ACTION ITEMS: | TARGET DATES | RESPONSIBLE OFFICIAL |
|---|------------------------|-----------------------------|
| Senior Executive Service Improve the representation of all minority groups, in particular: <ul style="list-style-type: none"> • Asian American females • Native American males • Native American females | FY 2001/Ongoing | Administrator |

REPORT OF ACCOMPLISHMENT OF OBJECTIVE:

Hispanic males and females no longer reflect conspicuous absence or manifest imbalance.

See page 17.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT**

SUMMARY ANALYSIS OF WORK FORCE

 This analysis compares the EEO groups that showed a **manifest imbalance** (Underrepresentation Index range between 21 and 50) or a **conspicuous absence** (Underrepresentation Index range between 0 and 20) in GS-14, GS-15 and SES positions in FY 2000 as compared with FY 1999.

| Manifest imbalance in GS-14 positions: | | Manifest Imbalance |
|---|------------------------|---------------------------|
| FY 1999 | FY 2000 | UI: 21% - 50% |
| Asian American females | Asian American males | (UI: 47%) |
| | Hispanic males/females | (UI: 42%) |

| Manifest imbalance in GS-15 positions: | | |
|---|------------------------|-----------|
| FY 1999 | FY 2000 | |
| Hispanic females | Hispanic males/females | (UI: 40%) |

| Manifest Imbalance in SES Positions: | | |
|---|----------------|--|
| FY 1999 | FY 2000 | |
| African American females | None | |



| Conspicuous absence in GS-14 positions: | | Conspicuous Absence |
|--|----------------|----------------------------|
| FY 1999 | FY 2000 | UI: 0% - 20% |
| Hispanic males | None | |

| Conspicuous absence in GS-15 positions: | | |
|--|------------------------------------|----------|
| FY 1999 | FY 2000 | |
| Native American males | Native American males ¹ | (UI: 0%) |

| Conspicuous absence in SES positions: | | |
|--|--|----------|
| FY 1999 | FY 2000 | |
| Native American males/females | Native American males/females ¹ | (UI: 0%) |
| Hispanic males | Asian American females | (UI: 0%) |

Comments

In GS-14 positions, Hispanic males moved from conspicuous absence to manifest imbalance.
 In GS-14 positions, Hispanic females decreased from moderate underrepresentation to manifest imbalance.
 In GS-14 positions, Asian American females increased from manifest imbalance to near parity with the CLF.
 In GS-14 positions, Asian American males decreased from near parity to manifest imbalance.
 In GS-15 positions, Hispanic males decreased from near parity to manifest imbalance.
 In SES positions, Hispanic males increased from conspicuous absence to moderate underrepresentation.
 In SES positions, African American females increased from manifest imbalance to moderate underrepresentation.
 In SES positions, Asian American females decreased from parity to conspicuous absence.

NB: Changes in representational category for less numerous EEO groups, such as Native Americans or Asian Americans, and for grade levels where numbers are small, such as SES and GS-15, often reflect the gain or loss of one or two employees.

¹Requires less than one person in each group to achieve full parity. No plan necessary.

Health Care Financing Administration
 FY 2000 Affirmative Employment Program for Minorities and Women
Noteworthy Activities

The following items highlight the Agency's EEO accomplishments for FY 2000:

1. Hiring Activities: During FY 2000 HCFA utilized the CO-OP Program to hire forty-four students from area schools. Of this group of forty-four, seventeen were African American, ten were Asian American, three were Hispanic, and eleven were non-minorities. The Agency also developed and implemented the HCFA Minority Summer Intern Program in Fiscal Year 2000. Twenty-five (25) minority students {8 Hispanics, 8 African-Americans, 7 Asian Americans and 2 Native Americans}, participated in the twelve-week summer internship program at HCFA. During FY 2000, Agency representatives participated in thirteen national and local job fairs and recruitment efforts to address/correct minority under representation in the Agency. At the National IMAGE 2000 job fair, HCFA was able to: 1) obtain resumes of students who were planning to attend the job fair; 2) circulate those resumes among HCFA managers; 3) HCFA managers and personnel officers attended the Job Fair, conducted interviews, and made job offers to approximately 15 students. Five were ultimately hired.

2. Reporting Activities: Consistent with OPM and DHHS policies, HCFA amended its **12 Point Plan to Increase Hispanic Representation** to include a reporting requirement for managers concerning their activities in this endeavor. By holding managers accountable for these activities, HCFA will be able to better monitor and track the Agency's progress in this regard. Also, the HCFA Office of Equal Opportunity and Civil Rights (OEOCR) provides managers on a quarterly basis a detailed workforce profile data by race, gender, and national origin. Providing this information to management ensures that they are fully aware of the composition of their work force compared to that of the civilian labor force and in doing so, places this information in management's "radar screen" for future hiring activities. Also, HCFA conducted a self-audit to identify the need for bilingual positions in the Agency to better serve its non-English speaking beneficiaries. The audit identified approximately 38 positions throughout the agency. Future recruitment for these positions will include a bilingual requirement.

3. Training: During FY 2000, HCFA OEOCR conducted the following agency-wide trainings:

| FY 2000 Training | Number of Employees Trained |
|---|-------------------------------|
| Sexual Harassment Prevention Training | 208 (total: 4,500) |
| Title VI of the Civil Rights Act of 1964: Protecting the Rights of Beneficiaries | 562 (total: 2,589) |
| Understanding EEO: Review of Employee Rights and Responsibilities under Title VII, the ADEA, and the Rehabilitation Act | 1594 (total: 3,965) |
| Alternative Dispute Resolution Training for Managers and Supervisors: Mediation for EEO Complaints | 294 |
| EEO Counselor Retreat | 38 |
| Americans with Disabilities Act Training for Managers | 130 |

Actions to Increase the Representation of EEO Groups Identified as Under Represented

- HRMG and OEOCR will maintain contact with EEO group organizations, such as FAPAC (Federal Asian Pacific American Council), NAACP (National Association for the Advancement of Colored People), BIG (Blacks In Government), LULAC League of United Latin American Countries), National IMAGE Conference, National Council of La Raza, National Hispanic Leadership Conference, and Organization of Chinese Americans to ensure that their members are aware of employment opportunities at HCFA. To this end agency representatives will attend conferences and job fairs where applicants representing diverse EEO groups are likely to be present. Resumes will be collected and be pre-qualified; qualified applicants will be referred to managers upon request. A databank of these resumes will be created and placed on the HCFANet and made available to managers for hiring purposes.
- HRMG and OEOCR will maintain contact with HBCUs, HSIs, and colleges and universities having large enrollments of Asian Americans and Native American schools and universities to ensure that graduating students are aware of job opportunities at HCFA.
- HCFA will disseminate vacancy announcements to EEO group organizations via the Internet and ensure that HCFA job postings are available for downloading from OPM and HCFA websites.
- HCFA will monitor the present workforce demographic and work to identify and eliminate existing barriers to career advancement for all employees, particularly underrepresented EEO groups and advancement to senior level positions. OEOCR will continue to provide all HCFA managers and supervisors a statistical workforce profile on a quarterly basis comparing the Agency as a whole and each major component's workforce with the National Civilian Labor Force (1990 census). This will help to ensure that managers/supervisors are aware of underrepresented EEO groups in the overall HCFA workforce and in their respective components.
- HCFA will utilize current career development programs and special recruitment authorities such as the SES Candidate Program, outstanding scholars and the co-op program to ensure that there are minority and female candidates in recruitment pools as well as in the pool of applicants for more senior positions. A list and description of programs available to HCFA employees is available through the agency internal website, HCFANet.
- HCFA will continue to utilize the HCFA Twelve Point Plan to Increase Hispanic Representation to develop, for position vacancies at all levels, applicant pools that include qualified Hispanic candidates. HCFA will recruit as broadly as required to ensure a diverse applicant pool, while providing current employees with as many advancement and development opportunities as possible.
- HCFA will continue to provide agency-wide training on the following statutes that protect against discrimination in employment: Title VII of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967. Additionally, in partnership with the Department's Office for Civil Rights (OCR)

Agency-wide training will be conducted for all program professionals and HCFA managers on civil rights laws for beneficiaries.