



Health Care Financing Administration
Federal Equal Opportunity Recruitment Program
 Annual Report FY 2000

The Health Care Financing Administration (HCFA) utilizes the Federal Equal Opportunity Recruitment Program (FEORP) to recruit and retain a diverse workforce and to eliminate underrepresentation of minorities and women in the agency. The FY 2000 HCFA FEORP report shows the results of the agency's commitment to increasing the representation of underrepresented groups.

At the end of FY 2000, HCFA maintained a workforce of 4,434 full- and part-time permanent employees. Women comprised 63.3% of this 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 (22.1%) in the civilian labor force. At 23.7%, 3.5%, and 0.7% respectively, African Americans, Asian Americans, and Native Americans all meet or exceed parity with their National Civilian Labor Force (CLF) representation of 11.0%, 2.8%, and 0.6%. Hispanics, particularly males, in HCFA's workforce at the end of FY 2000 continued to be below parity with the 1990 civilian labor force; this group comprised 3.2% of the workforce compared to a CLF representation of 8.1%.

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%

In FY 2000, HCFA hired 374 employees from other government agencies or from outside the Federal government. Of these new hires, minority groups represented approximately 35%: 26.2% were African American; 5.1% were Hispanic; 5.6% were Asian American; and 1.1% were Native Americans. Women represented nearly 68% of all new hires. Individuals with targeted disabilities comprised 2.7% of the 374 new hires in FY 2000.

The total recruitment from EEO groups during FY 2000 is outlined in the table below¹:

	Women	Men
Native American	2	2
Asian American	18	3
African American	75	24
Hispanic	12	7
Non-minority	149	79

Listed below are some recruitment strategies HCFA utilized to recruit a diverse, well-qualified workforce:

- During FY 2000 Agency representatives participated in the following national job fairs and recruitment efforts to ensure equal access to employment opportunities to all minority groups:
 - National IMAGE Conference, San Juan, PR
 - League of United Latin American Citizens (LULAC), Washington, DC
 - National Association for the Advancement of Colored People (NAACP) Conference, Baltimore, MD
 - National Council of La Raza, San Diego, CA
 - Organization of Chinese Americans, Atlanta, GA
 - Blacks In Government (BIG), Washington, DC
 - National Hispanic Leadership Conference, Chicago, IL
 - National Society of Hispanic MBAs, Denver, CO
 - National Congress of American Indians, Palm Springs, CA
- 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. Three of the students participating in the program did not provide a race or national origin code when hired.
- Pursuant to the HCFA Twelve Point Plan to Increase Hispanic Representation (attached), HCFA representatives attended several job fairs during this summer for outstanding scholars. In an outstanding scholar job fair in Puerto Rico HCFA was able to: 1) obtain resumes of students who were planning to attend the job fair; 2) resumes were circulated to HCFA managers; 3) HCFA managers and personnel officers conducted interviews and made job offers to approximately 15 students.

¹ FY 2000 Recruitment included 3 individuals designated "Other MGD" (Minority Group Designation).

- HCFA continued its outreach and recruitment efforts through the HCFA Minority Summer Internship Program. Twenty-five (25) minority students participated in the twelve-week internship program at HCFA. The breakdown of participating students is as follows: 8 African Americans, 8 Hispanics, 7 Asian Americans, and 2 Native Americans.

Annual Federal Equal Opportunity Recruitment Program (FEORP) Plan Certification--Fiscal Year 2000

Please type or print clearly and return this sheet **with original signature** to:

Director, Office of Diversity
U.S. Office of Personnel Management
1900 E Street, NW, Room 2445
Washington, DC 20415-9800

A. Name and Address of Agency

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

**B. Name and Title of Designated FEORP Official
(Include address, if different from above, and telephone and FAX numbers.)**

Leslie D. Knight
HCFA Office of Equal Opportunity and Civil Rights
(410) 786-5124
(410) 786-9549 fax

**C. Name and Title of Contact Person
(Include address, if different from above, and telephone and FAX numbers.)**

Brian Sutherland
HCFA Office of Equal Opportunity and Civil Rights
(410) 786-5118
(410) 786-9549 fax

CERTIFICATION:

I certify that the above named agency: (1) has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a FEORP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

Signature _____ **Date** _____

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Utilization of Career Development Programs

Formal Agency Career Development Programs: Formal agency career development programs include such programs as long-term training programs, career enhancement programs, career development programs, academic degree programs for shortage occupations, leadership development programs, supervisory development programs, management development programs, Senior Executive Service candidate development programs, and others.

The Health Care Financing Administration (HCFA) utilized the following formal agency career development programs during Fiscal Year 2000:

- | | |
|---|-----------------|
| 1. HCFA Career Development Assistance Program | 64 participants |
| 2. HCFA Mentoring Program | 56 participants |
| 3. HCFA Intern Program | 11 participants |
| 4. HCFA New Perspectives Program | 12 participants |

Formal Government-wide Career Development Programs: Formal government-wide career development programs include academic programs (accredited schools, colleges, universities) used in conjunction with formal development programs and other formal training programs, such as OPM's Management Development Centers; OPM's Federal Executive Institute; USDA's Aspiring Leader, New Leader, Women's Executive Leadership or Executive Potential Program; and the Legislative Fellows Program.

The Health Care Financing Administration (HCFA) utilized the following formal government-wide career development programs during Fiscal Year 2000:

- | | |
|---|-----------------|
| 1. Federal Executive Institute | 12 participants |
| 2. Presidential Management Intern Program | 10 participants |

FEORP: PARTICIPANTS IN FORMAL AGENCY CAREER DEVELOPMENT PROGRAMS

RNO AND SEX	GS 1-4		GS 5-8		GS 9-12		GS 13-15		Senior Pay	
		%	#	%	#	%	#	%	#	%
Overall Total	0	0	10	100.0	32	100.0	20	100.0	0	0
Total Men	0	0	1	10.0	3	9.4	5	25.0	0	0
Total Women	0	0	9	90.0	29	90.6	15	75.0	0	0
Total African Americans	0	0	4	40.0	12	37.5	5	25.0	0	0
Black Men	0	0	1	10.0	0	0	0	0	0	0
Black Women	0	0	3	30.0	12	37.5	5	25.0	0	0
Total Hispanics	0	0	0	0	1	3.1	0	0	0	0
Hispanic Men	0	0	0	0	1	3.1	0	0	0	0
Hispanic Women	0	0	0	0	0	0	0	0	0	0
Total Asian/Pacific Islanders	0	0	0	0	1	3.1	0	0	0	0
Asian/Pacific Islander Men	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander Women	0	0	0	0	1	3.1	0	0	0	0
Total Native Americans	0	0	1	0	0	0	0	0	0	0
Native American Men	0	0	0	0	0	0	0	0	0	0
Native American Women	0	0	1	10.0	0	0	0	0	0	0
Total Non-Minorities	0	0	5	50.0	18	56.3	0	0	0	0
Non-minority Men	0	0	0	0	2	6.3	5	25.0	0	0
Non-minority Women	0	0	5	50.0	16	50.0	10	50.0	0	0

FEORP: PARTICIPANTS IN FORMAL GOVERNMENT-WIDE CAREER DEVELOPMENT PROGRAMS

RNO AND SEX	GS 1-4		GS 5-8		GS 9-12		GS 13-15		Senior Pay	
	#	%	#	%	#	%	#	%	#	%
Overall Agency Total	0	0	0	0	9	100.0	4	100.0	9	100.0
Total Men	0	0	0	0	2	22.2	3	75.0	5	55.6
Total Women	0	0	0	0	7	77.8	1	25.0	4	44.4
Total African Americans	0	0	0	0	2	22.2	1	25.0	1	11.1
Black Men	0	0	0	0	0	0	1	0	1	11.1
Black Women	0	0	0	0	2	22.2	0	0	0	0
Total Hispanics	0	0	0	0	0	0	1	25.0	0	0
Hispanic Men	0	0	0	0	0	0	1	25.0	0	0
Hispanic Women	0	0	0	0	0	0	0	0	0	0
Total Asian/Pacific Islanders	0	0	0	0	0	0	0	0	1	11.1
Asian/Pacific Islander Men	0	0	0	0	0	0	0	0	1	11.1
Asian/Pacific Islander Women	0	0	0	0	0	0	0	0	0	0
Total Native Americans	0	0	0	0	0	0	0	0	0	0
Native American Men	0	0	0	0	0	0	0	0	0	0
Native American Women	0	0	0	0	0	0	0	0	0	0
Total Non-Minorities	0	0	0	0	7	77.8	2	50.0	7	77.8
Non-minority Men	0	0	0	0	2	22.2	1	50.0	3	33.3
Non-minority Women	0	0	0	0	5	55.6	1	50.0	4	44.4