

STATISTICAL INFORMATION ON HISPANIC EMPLOYMENT IN FEDERAL AGENCIES

REPORT TO THE PRESIDENT

Working for America



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
KAY COLES JAMES, DIRECTOR
JUNE 2004



OFFICE OF THE DIRECTOR

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-1000

JUL 06 2004

The Honorable George W. Bush
The White House
Washington, DC 20500

Dear Mr. President:

I am pleased to present the U.S. Office of Personnel Management's (OPM's) semi-annual report, *Statistical Information on Hispanic Employment in Federal Agencies*.

Over the past three years that this report has been generated, Governmentwide data clearly indicate that Hispanic representation in the Federal workforce has increased overall. Of special note is the increased percentage of new hires. Specifically, in fiscal year 2003, Hispanic new hires represented nearly 10 percent of all Federal new hires with the total number of Hispanics in the Federal workforce increasing by nearly 2 percent over fiscal year 2002.

This report provides statistical information comparing results from fiscal year 2003 to those of fiscal year 2002. The results are presented in terms of overall Governmentwide progress in addition to being broken down by agency, occupation, and pay plan. This report also presents information on the numbers and percentages of Hispanics hired through the Student Career Experience Program and the Bilingual/Bicultural Program.

In accordance with the goals set forth in your Management Agenda, our commitment to build a Federal workforce that draws on the strengths of America's diversity has never been greater. While we continue to strive for increased representation, more can and must be done to honor your vision.

We will continue to reach out to the many talented and skilled citizens within the Hispanic community who are responding to the call to serve.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Kay C. James".

Kay Coles James
Director

Enclosure

Executive Summary

President George W. Bush has charged agencies to build, sustain, and effectively deploy a skilled, knowledgeable, diverse, and high-performing workforce. Although progress has been made, Hispanics appear to remain underrepresented in the Federal Government, as compared to the Civilian Labor Force. To help meet the President's objectives, the U.S. Office of Personnel Management's (OPM's) Director, Kay Coles James, pledged to submit semi-annual, statistically-based reports.

This report offers statistical data on the status of Hispanic employment in the Federal Government. Information on best practices and steps to improve the recruitment of Hispanics was presented in OPM's *Third Annual Report to the President on Hispanic Employment in the Federal Government*, issued in December 2003 (see appendix).

Highlights

- 1.9 percent increase in the number of Hispanics in the Federal workforce.
- Increase from 9.5 to 9.7 percent the proportion of Hispanic new hires.
- Increase in the percentage of Hispanic new hires and overall representation throughout the General Schedule Pay Plan including the GS-14 and GS-15 level.
- 85% of major departments and agencies show a greater percentage of Hispanic new hires compared to percentage of Hispanics on-board in FY 2003
- Overall, the percentage of Hispanic new hires into professional and administrative occupations increased from 7.3 percent in FY 2002 to 7.8 percent in FY 2003

Results

Continuing an upward trend, the percentage of Hispanic new hires increased to 9.7 percent of all new hires in FY 2003 from 9.5 percent in FY 2002.

Hispanic Representation in New Hires by Number and Percentage

FY 1995		FY 2001		FY 2002		FY 2003	
Number	Percent	Number	Percent	Number	Percent	Number	Percent
4,117	7.2%	8,466	8.2%	13,385	9.5%	9,090	9.7%

Note: Information gathered from this and previous Statistical Reports to the President on Hispanic Employment in Federal Agencies

The overall number of Hispanics in the Federal workforce increased as well. In FY 2003, the permanent Federal workforce included 115,600 Hispanics compared to 113,418 Hispanics in FY 2002. This represents a 1.9 percent increase in the number of Hispanics Governmentwide. In terms of overall representation, Hispanics represented 7.0 percent of the Federal workforce in FY 2003 compared to 6.9 percent in FY 2002.

Hispanic Representation in the Federal Workforce by Number and Percentage

FY 1995		FY 2001		FY 2002		FY 2003	
Number	Percent	Number	Percent	Number	Percent	Number	Percent
103,073	5.8%	107,267	6.6%	113,418	6.9%	115,600	7.0%

Note: Information gathered from this and previous Statistical Reports to the President on Hispanic Employment in Federal Agencies

The total number of Governmentwide new hires decreased in FY 2003. As a result, the number of Hispanics hired in 2003 decreased from 13,385 Hispanics in FY 2002 to 9,090 Hispanics in FY 2003. The change in the volume of new hires between FY 2002 and FY 2003 is largely the impact of the initial staffing of the Transportation Security Administration in FY 2002.

This report also shows that, although results vary by agency, in most agencies the percentage of Hispanic new hires is greater than the percentage of Hispanics on-board. This has contributed to the overall increase in Hispanic representation across the Federal Government.

Introduction

The U.S. Office of Personnel Management's (OPM's) report to the President, *Statistical Information on Hispanic Employment in Federal Agencies*, provides a semi-annual accounting of Hispanic representation Governmentwide. As part of OPM's commitment to improving Hispanic recruitment, OPM's Director Kay Coles James initiated semi-annual statistical reports on Hispanic employment.

Through his Management Agenda, the President has made workforce diversity a critical component in meeting Federal human capital objectives. Agencies are expected to strive for a truly diverse workforce. To meet this expectation, agencies have committed to outreach and recruitment plans that are likely to result in an increase in the number of Hispanics in the Federal Government.

The first semi-annual statistical report, issued in June 2002, compared annual data from FY 1995 with data from FY 2001 and established a baseline for future comparisons. The second semi-annual report compared FY 2001 data with FY 2002 data. This report provides a comparison between FY 2002 and FY 2003 data.¹

¹ Agency employment statistics may vary widely from one six-month period to another as a result of seasonal and other factors (such as program and budget cycles). Reporting data across an entire fiscal year eliminates the impact of these fluctuations, thus providing more meaningful information. Therefore, while past reports compared data from one six-month period to the previous six-month period, this report compares data from one fiscal year to the previous fiscal year.



Governmentwide Data on Hispanic Employment

Governmentwide Data on Hispanic Employment

The data for this report are derived from OPM's Central Personnel Data File (CPDF). This report compares Hispanic employment data from FY 2003 to data from FY 2002 with respect to Hispanics as a percentage of:

- The Federal Government's "permanent" workforce;²
- Employees newly hired in the permanent workforce (new hires);
- Employment in select critical occupations in the permanent workforce; and
- Employees appointed to the permanent workforce under special hiring authorities.

Hispanic Representation in the Federal Workforce Is Improving

The overall number of Hispanics in the Federal workforce has increased. In FY 2003, the permanent Federal workforce included 115,600 Hispanics compared to 113,418 Hispanics in FY 2002. This represents a 1.9 percent increase in the number of Hispanics Governmentwide. In terms of overall representation, Hispanics represented 7.0 percent of the Federal workforce in FY 2003, which is up from 6.9 percent in FY 2002.

As shown in Table 1, the percentage of Hispanic new hires increased to 9.7 percent of all new hires in FY 2003 from 9.5 percent in FY 2002. This continues an upward trend in the percentage of Hispanic new hires from previous reports.

The total number of Governmentwide new hires decreased in FY 2003. As a result of the change in the volume of new hires between FY 2002 and FY 2003, the number of Hispanics hired in 2003 decreased from 13,385 Hispanics in FY 2002 to 9,090 Hispanics in FY 2003.

Table 1 also shows that, although results vary by agency, 85 percent of the agencies listed show a greater percentage of Hispanic new hires compared to percentage of Hispanics on-board in FY 2003. The five agencies with the largest percentage of Hispanic new hires in FY 2003 serve large Spanish-speaking populations. Of these five agencies, the two agencies with the largest percentage of Hispanic new hires (Department of Homeland Security and Department of Justice) have been undergoing major hiring initiatives. This has contributed to the overall increase in Hispanic representation across the Federal Government.

² The "permanent" Federal workforce, hereafter referred to as the Federal workforce, is defined as the total number of career and career-conditional employees, regardless of work schedule, on Federal agency employment rolls or hired by Federal agencies as of a particular date or timeframe. It does not include employees in temporary positions. Unless otherwise indicated, this definition applies to all further references to Federal employment or Federal new hires within this report.

Table 1. Hispanic Representation in the Federal Workforce (On-Board and New Hires), as of September 30, 2003

Agency	Hispanic On-Board FY 2003		Hispanic New Hires #		Hispanic New Hires %	
	#	%	FY 2002	FY 2003	FY 2002	FY 2003
DHS	20,757	18.9	N/A	1,524	N/A	26.1
Justice	8,286	8.4	2,381	▼ 1,130	29.5	▼ 19.7
Social Security	7,377	11.6	549	▲ 846	18.0	▲ 19.6
EEOC	330	12.9	3	▼ 1	17.6	▼ 14.3
Treasury	8,032	7.4	1,639	▼ 1,197	9.2	▲ 14.0
HUD	727	7.1	27	▲ 35	5.6	▲ 8.4
EPA	863	4.9	38	▲ 43	7.3	▲ 8.3
NASA	915	4.9	30	▲ 43	5.9	▲ 8.0
GSA	591	4.8	49	▼ 37	7.1	▲ 7.6
Army	13,544	6.6	831	▲ 969	6.5	▲ 7.4
OPM	144	4.2	14	▲ 20	4.7	▲ 7.2
Agriculture	4,870	5.4	398	▼ 305	7.3	▼ 7.0
Air Force	9,051	6.8	609	▼ 595	6.6	▲ 6.9
Labor	1,110	7.0	54	■ 54	7.0	▼ 6.6
Energy	872	5.7	42	▼ 30	5.9	▲ 6.5
Veterans Affairs	13,379	6.5	608	▲ 944	5.9	▲ 6.4
Transportation	3,179	5.5	4,860	▼ 162	11.1	▼ 5.8
State	803	4.6	89	▼ 28	5.2	▲ 5.7
Defense – Other	4,766	5.5	204	▼ 183	5.9	▼ 5.3
Navy	7,688	4.4	454	▲ 470	4.3	▲ 5.2
Interior	2,988	4.9	121	▲ 128	3.9	▲ 5.1
Education	182	4.3	8	▼ 6	7.0	▼ 4.3
Health & Human Services	1,861	3.5	208	▼ 92	5.4	▼ 3.8
Commerce	1,205	3.4	112	▼ 54	4.4	▼ 3.6
All Other Agencies	2,080	4.5	57	▲ 194	4.4	▲ 7.5
Governmentwide	115,600	7.0	13,385	▼ 9,090	9.5	▲ 9.7

Legend: ▲ = increase; ▼ = decrease; ■ = no change

Hispanic Representation Among New Hires, by Pay Plan

Table 2 compares Governmentwide Hispanic hiring in FY 2002 and FY 2003 by pay plan, as categorized by OPM's Central Personnel Data File (CPDF). The General Schedule (GS) pay plan covers most white-collar occupations. The "Senior Pay" designation covers Senior Executive Service and Senior Level positions. The "Blue-Collar" category covers blue-collar wage grade occupations. The category designated "Other White-Collar" includes alternative and agency-determined pay plans, such as those established by the Federal Aviation Administration, the Transportation Security Administration, and the U.S. Securities and Exchange Commission, that are separate from the General Schedule.

As shown in Table 2, the number of Hispanic new hires increased in FY 2003 in the higher grade levels (GS 9-12, GS 13, GS 14, and GS 15) as well as in the Blue-Collar occupations. The percentage of Hispanic new hires increased in FY 2003 in all but two pay plans (Senior Pay and Other White-Collar), compared to FY 2002.

Of significance is the decrease, in FY 2003, in the number of Hispanic new hires in the Other White-Collar category. There were 292 Hispanic new hires in the Other White-Collar category in FY 2003 compared to 4,690 in FY 2002. The unusually large number of Hispanic new hires in FY 2002 is directly attributed to the newly formed Transportation Security Administration's hiring initiative.

Table 2. Hispanic Representation Among New Hires, by Pay Plan

Pay Plan	Total Number of Federal New Hires		Total Number Hispanic New Hires		Percentage of Hispanic New Hires*		
	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003	
GS 1-4	20,602	13,749	1,706	1,578	8.3	▲	11.5
GS 5-8	39,424	37,059	5,131	5,114	13.2	▲	14.0
GS 9-12	20,530	19,216	964	986	4.8	▲	5.2
GS 13	3,681	3,846	108	127	3.0	▲	3.4
GS 14	1,426	1,506	37	50	2.6	▲	3.4
GS 15	1,106	1,510	48	73	4.4	▲	4.9
Senior Pay (SES, SL)	539	379	21	13	3.9	▼	3.5
Blue-Collar	11,158	11,706	680	857	6.2	▲	7.4
Other White-Collar	44,635	6,019	4,690	292	10.5	▼	4.9
Total	143,101	94,990	13,385	9,090	9.5	▲	9.7

*Note: The total number of Federal new hires shown in this table includes all Federal new hires. However, the total number of Federal new hires used to calculate the percentage of Hispanic new hires does not include individuals designated as “Unspecified Race and National Origin (RNO)”. Therefore, the percentage of Hispanic new hires is not a direct calculation from total new hires displayed in this table.

Hispanic Representation in the Federal Workforce, by Pay Plan

Table 3 shows that there were fewer Federal employees overall in FY 2003 (1,648,948) than in FY 2002 (1,655,287). However, the total number of Hispanic employees increased in FY 2003 (115,600) compared to FY 2002 (113,418). The percentage of Hispanic employees in the Federal workforce also increased from 6.9 percent in FY 2002 to 7.0 percent in FY 2003.

As Table 3 indicates, in FY 2003, the total number of Hispanic employees increased for all but the GS 1-4 and Blue-Collar categories. The data also show that in FY 2003, compared to FY 2002, the percentage of Hispanic employees remained the same in both the Blue-Collar and Other White-Collar categories and increased in every other category.

Table 3. Hispanic Representation in the Federal Workforce, by Pay Plan

Pay Plan	Total Number of Federal Employees		Total Number of Hispanic Employees		Percentage of Hispanic Employees*		
	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003	
GS 1-4	56,433	52,077	4,478	4,281	7.9	▲	8.2
GS 5-8	363,742	358,704	32,003	32,472	8.8	▲	9.1
GS 9-12	547,089	550,706	38,284	40,000	7.0	▲	7.3
GS 13	192,974	196,148	8,892	9,271	4.6	▲	4.7
GS 14	91,298	94,025	3,495	3,722	3.8	▲	4.0
GS 15	55,083	57,493	1,878	2,015	3.4	▲	3.5
Senior Pay (SES, SL)	15,221	15,308	504	525	3.3	▲	3.4
Blue-Collar	193,530	184,252	14,288	13,637	7.4	■	7.4
Other White-Collar	139,917	140,235	9,596	9,677	6.9	■	6.9
Total	1,655,287	1,648,948	113,418	115,600	6.9	▲	7.0

*Note: The total number of Federal employees shown in this table includes all Federal employees. However, the total number of Federal employees used to calculate the percentage of Hispanic employees does not include individuals designated as “Unspecified Race and National Origin (RNO)”. Therefore, the percentage of Hispanic employees is not a direct calculation from total employees displayed in this table.

Hispanic Hiring in Professional and Administrative Occupations

Table 4 shows the percentage of Hispanic new hires into professional occupations increased from 4.7 percent in FY 2002 to 4.8 percent in FY 2003. Similarly, the percentage of Hispanic new hires into administrative occupations increased from 9.7 percent in FY 2002 to 10.3 percent in FY 2003. Overall, the percentage of Hispanic new hires into professional and administrative occupations increased from 7.3 percent in FY 2002 to 7.8 percent in FY 2003.

However, as Table 4 shows, the total number of Hispanic new hires into professional occupations decreased from 988 in FY 2002 to 898 in FY 2003. Similarly, the total number of Hispanic new hires into administrative occupations decreased from 2,439 in FY 2002 to 2,427 in FY 2003. This decrease in volume is consistent with the decrease in Governmentwide hiring of professional and administrative occupations from 47,110 in FY 2002 to 43,201 in FY 2003.

Table 4. Hispanic Hiring in Professional and Administrative Occupations

Occupation Type	Governmentwide Total		Hispanic #		Hispanic %*	
	FY 2002	FY 2003	FY 2002	FY 2003	FY 2002	FY 2003
Professional Occupations	21,576	19,283	988	898	4.7	4.8
Administrative Occupations	25,534	23,918	2,439	2,427	9.7	10.3
Total	47,110	43,201	3,427	3,325	7.3	7.8

*Note: The Governmentwide total includes all new hires into professional and administrative occupations. However, the total Governmentwide number used to calculate the percentage of Hispanic new hires into these occupations does not include individuals designated as "Unspecified Race and National Origin (RNO)". Therefore, the percentage of Hispanics is not a direct calculation from the Governmentwide total displayed in this table.

The ten professional occupations with the most new hires Governmentwide for FY 2003 are shown in Table 5. The number of new hires in these ten occupations (10,028) represents 52.0 percent of all new hires in professional occupations (19,283) in FY 2003. While the largest number of Hispanic new hires was into the Nursing profession, Electronics Engineering shows the greatest percentage of new hires that were Hispanic.

Table 5. FY 2003 Hispanic Hiring Into the Top Ten Professional Occupations

Occupation Series	Governmentwide Total	Hispanic #	Hispanic %*
All Professional Occupations	19,283	898	4.8
Electronics Engineering (GS-0855)	1,061	79	7.5
Medical Officer (GS-0602)	1,361	80	5.9
Contracting (GS-1102)	950	55	5.9
General Engineering (GS-0801)	585	31	5.4
General Attorney (GS-0905)	980	51	5.2
Nurse (GS-0610)	2,687	133	5.0
Mechanical Engineering (GS-0830)	712	28	4.2
General Education and Training (GS-1701)	577	22	3.8
Civil Engineering (GS-0810)	582	21	3.6
General Biological Science (GS-0401)	533	13	2.5
Total Top Ten Professional Occupations	10,028	513	5.2

*Note: The Governmentwide total includes all new hires into professional occupations. However, the total Governmentwide number used to calculate the percentage of Hispanic new hires into these occupations does not include individuals designated as "Unspecified Race and National Origin (RNO)". Therefore, the percentage of Hispanics is not a direct calculation from the Governmentwide total displayed in this table.

The ten administrative occupations with the most new hires Governmentwide for FY 2003 are shown in Table 6. The number of new hires (12,562) in these ten occupations represents 52.5 percent of all new hires in administrative occupations in FY 2003. By far, the largest numbers and greatest percentage of Hispanic new hires were in Social Insurance Administration and Customs Inspection.

Table 6. FY 2003 Hispanic Hiring Into the Top Ten Administrative Occupations

Occupation Series	Governmentwide Total	Hispanic #	Hispanic %*
All Administrative Occupations	23,918	2,427	10.3
Social Insurance Administration (GS-0105)	1,717	370	21.5
Customs Inspection (GS-1890)	2,089	433	20.7
Criminal Investigating (GS-1811)	773	69	10.3
Intelligence (GS-0132)	712	39	5.8
Information Technology specialist (GS-2210, formerly GS-334)	2,177	123	5.7
Miscellaneous Administration and Program (GS-0301)	2,353	122	5.2
Air Traffic Control (GS-2152)	901	46	5.1
Management and Program Analysis (GS-0343)	1,332	57	4.3
Transportation (GS-2101)	175	7	4.0
Veterans Claims Examining (GS-0996)	333	11	3.3
Total Top Ten Administrative Occupations	12,562	1,277	10.3

*Note: The Governmentwide total includes all new hires into administrative occupations. However, the total Governmentwide number used to calculate the percentage of Hispanic new hires into these occupations does not include individuals designated as "Unspecified Race and National Origin (RNO)". Therefore, the percentage of Hispanics is not a direct calculation from the Governmentwide total displayed in this table.

Hiring Programs

Agencies have available to them a number of special hiring programs, authorities, and flexibilities. Many agencies are using them to recruit Hispanics to Federal service. As in previous reports, we are taking a closer look at two tools that some agencies have learned to use effectively to recruit Hispanics: the Student Career Experience Program and the Bilingual/Bicultural Program.

Student Career Experience Program

Federal agencies are using the Student Career Experience Program (SCEP) to reach out to Hispanic students. This program allows agencies to appoint students in their field of study and non-competitively convert them to term, career, or career-conditional appointments once they have met specific work requirements and have completed all coursework. Table 7 shows that the percentage of Hispanics hired (8.1 percent) using this flexibility remained the same in FY 2003 compared to FY 2002. It also shows that agencies vary widely in terms of percentage of Hispanic hires under the SCEP.

Table 7. Hispanic New Hires Under the Student Career Experience Program

Agency	FY 2002			FY 2003		
	All Hires #	Hispanics #	Hispanics %	All Hires #	Hispanics #	Hispanics %*
EPA	28	5	15.6	23	5	21.7
Justice	136	32	23.5	106	19	17.9
SSA	27	3	11.1	36	6	16.7
Treasury	188	28	14.9	123	20	16.3
DHS	N/A	N/A	N/A	94	12	12.8
Agriculture	839	82	9.8	539	65	12.1
GSA	153	18	13.8	72	8	11.9
NASA	182	17	9.3	218	26	11.9
State	28	2	7.1	42	5	11.9
Interior	336	34	10.1	234	26	11.1
Labor	58	4	7.0	43	4	9.3
VA	224	22	9.8	351	30	8.5
Air Force	581	41	7.1	676	53	7.9
Transportation	72	4	5.6	56	4	7.1
Army	601	40	6.7	615	40	6.5
FDIC	48	6	12.5	69	4	5.8
NLRB	17	0	0	41	2	4.9
HHS	45	6	13.3	25	1	4.0
Navy	1,061	35	3.4	1,105	36	3.4
Commerce	75	3	4.0	66	2	3.0
Energy	60	6	10.0	39	1	2.6
Defense-Other	141	3	2.3	95	1	1.1
Education	2	0	0	4	0	0.0
Other agencies	84	6	7.1	60	10	16.6
Total	4,986	397	8.1	4,732	380	8.1

*Note: The number of all hires includes all new hires under the Student Career Experience Program (SCEP). However, the all hires number used to calculate the percentage of Hispanic new hires under SCEP does not include individuals designated as "Unspecified Race and National Origin (RNO)". Therefore, the percentage of Hispanics is not a direct calculation from the total number of all hires displayed in this table.

Bilingual/Bicultural Program

The *Luevano* Consent Decree established the Bilingual/Bicultural Program. Agencies may only use this program consistent with the requirements of the Decree. The program can be used to address agency needs for bilingual employees without regard to race.

Table 8 shows the use of the Bilingual/Bicultural Program by individual Federal agencies in FY 2002 and FY 2003. In FY 2003, there was an overall increase in the number of hires, the number of Hispanic hires, and the percentage of Hispanic hires using the Bilingual/Bicultural Program. Table 8 shows that, in 2003, two agencies did not hire any Hispanics using the program. The first, the Department of Health and Human Services (HHS), did not use the program at all. The second, the Department of the Army, used the Bilingual/Bicultural Program to hire 115 new employees, none of whom were Hispanic. This can be attributed to a need for employees with language skills, other than Spanish, that support current military efforts in the Middle East.

Table 8. Hispanic New Hires Under the Bilingual/Bicultural Program

Agency	FY 2002			FY 2003		
	All Hires #	Hispanics #	Hispanics %	All Hires #	Hispanics #	Hispanics %
HUD	2	2	100	2	2	100
Treasury	6	6	100	5	5	100
DHS	N/A	N/A	N/A	109	101	92.7
Justice	84	61	72.6	72	63	87.5
Labor	0	0	0	11	9	81.8
SSA	137	105	76.6	167	131	78.4
Commerce	0	0	0	14	9	64.3
Defense - Other				7	2	28.6
Army	51	1	2.0	115	0	0
Inter- American Foundation	7	2	28.6	2	0	0
HHS	3	3	100	0	0	0
Other	1	0	0	0	0	0
Total	291	180	61.9	504	322	63.9