

INTERAGENCY ADVISORY GROUP

UNITED STATES OF AMERICA
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, D. C. 20415

Secretariat

Room 1304—1900 E St., N.W.
Code 101, Ext. 26266 or
Area Code 202—632-6266

MINUTES OF THE IAG MEETING ON
AFFIRMATIVE EMPLOYMENT PROGRAMS
August 8, 1979

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A. Diane Graham, Assistant Director, Office of Affirmative Employment Programs, chaired the meeting. Ms. Graham stated that this meeting of the IAG Committee would serve as an information sharing session and the topics for discussion would be the Federal Equal Opportunity Recruitment Program (FEORP) and the Federal Employees Compensation Reform Act of 1979 (Pay Reform Act). She commented that the Pay Reform Act has significant ramifications for employment of minorities and women and is a counterpart to the Civil Service Reform Act.

PAY REFORM ACT

Ms. Graham introduced Barry Shapiro, Special Assistant to the Deputy Associate Director of Compensation. Mr. Shapiro stated that the purpose of the Pay Reform Act is to improve the operation of our present compensation system. The major portions of the bill include several legislative proposals, an administrative plan, state and local government surveys, locality pay for white-collar employees, blue-collar reforms, premium pay, staffing differentials and attendance and leave amendments. (See attached background paper on the Federal Employees' Compensation Reform.) The bill would also establish January 15, Martin Luther King, Jr.'s Birthday as a holiday.

FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM

Ms. Graham then introduced Curtestine M. Boardley, Acting Director, Office of Minority Programs and Outreach and Upward Mobility Programs. Ms. Boardley stated the guidance and data package issued as an advance edition on July 17, 1979 (FPM Letter 720-1) was an effort to get something out to the agencies. She noted that the Information Clearinghouse is missing on Page 4 and will be corrected in the final revision and that agency data will be available, under a separate cover to agencies, within the next 15 days.

Ms. Boardley then discussed what agencies can begin to do now to get their programs underway.

1. Agencies should send OAEP the name of the agency designated official for FEORP.

2. The designated agency official should determine who has lead responsibility for the FEORP.
3. Agencies should begin to make comparisons to determine underrepresentation using their latest available data.
4. Agencies can use the same techniques applied in the workforce analysis for the FY78 EEO Plan. The only new factor to add is the Civilian Labor Force Data Indexes.
5. Agencies should assess resources available and resources needed, and
6. Agencies should not get hung up on the data. Success of the FEORP depends largely on the actions taken to eliminate underrepresentation at each grade level and the attainment of parity with the civilian labor force.

Any changes made in FPM Letter 720-1 will be aimed to make the content more clear. Ms. Graham inserted that no position has been taken on which Director, Personnel or EEO, should have the lead responsibility for implementing the FEORP. She said OAEP would not want to see the Personnel office withdraw from recruiting; the Personnel office has the responsibility to effectively design a recruiting program under the FEORP with the EEO office monitoring the program.

The FEORP focus is on recruitment. Agencies should start with onboard data and compare with civilian labor force data, then move to change any underrepresentation identified through recruitment of minorities and women.

Ms. Graham stated that OMB has given oral authorization to collect race, sex and ethnic data on applicants and a letter from PRDC is forthcoming.

A brief discussion was held on a recently announced proposal, to Personnel Directors, for an alternative use of PACE. The alternative use would encompass the issuance of a pass/fail notice, instead of the current numerical rating, with agencies being responsible for further rating and ranking of applicants as they announce positions normally filled from the PACE register.

Ms. Graham concluded the meeting after notifying the attendees that the next IAG Meeting would include a briefing on the Presidential Management Exchange Program.

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Q. Has anyone looked at how the Pay Reform Act will affect mobility of employees?

A. An indepth study on the effect of employees mobility has not been made.

Q. Has anything been done to show any impact on minorities and women resulting from the Pay Reform Act?

A. A study on the impact of changing the whole comparability system has been made, however, a breakdown by occupation or grade category is not available.

Some rough figures indicate that 45% of all Federal employees would be in areas with higher compensation; 51% of Federal employees would be in areas with lower compensation; and 46% of the minorities in areas with higher compensation. A breakdown among minorities (i.e. Blacks, Hispanics, etc.) has not been made.

Q. Has the idea of sharing the responsibility for implementing the FEORP with the Personnel and EEO office been considered?

A. We are not dictating which office should take full responsibility for implementing the FEORP, however we did consider and rejected the idea of co-responsibility.

Q. What were the general reactions to the PACE proposal?

A. The general reaction to the PACE proposal was positive.

Q. If the proposal for PACE was accepted, when would veteran preference be added?

A. Veteran Preference would be applied at the agency level only.

Q. Would the proposal for PACE, if adopted, be a way around adverse impact?

A. Yes, it is a way around adverse impact.

Q. Does the question of availability enter into adverse impact on PACE?

A. No, PACE is broad-band, it is based on relative marketability. When comparing minorities who pass/fail with non-minorities who pass/fail, then adverse impact becomes relative.

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Q. What determines who passes under this new PACE proposal?

A. Additional factors, beyond those presently considered, would be applied at the agency level. These additional factors would, presumably, be based on skills, knowledges, and abilities identified through a task analysis of the position being posted and data collected from the applicant.

Q. Will agencies receive more recruiting authority if the PACE proposal is adopted?

A. Yes, agencies would rate, rank, certify and apply veterans preferences.

Q. Aren't we marrying up name with designator codes in the minority recruitment files?

A. No. We are simply ensuring that agencies do not lose the contacts that have been made. We are not authorizing agencies to place designated minority codes with names of applicants.

Q. What about the manager who needs to know who the minorities and women are to fill vacancies?

A. The EEO office does not have responsibility for individually identifying minorities on a certificate but can assure that minorities are represented on the certificate. The manager has the option of conducting interviews and using visual identification. A manager, if he/she feels the applicant pool is not representative, can request a wider area of consideration.

DON'T FORGET Send those topics you would like to have discussed at future IAG meetings to Ms. Catherine Penn, OPM-OAEP, 1900 E Street NW, Suite 7530, Washington, DC 20415, by c.o.b. August 30, 1979.

The following agencies or departments were represented at the IAG Meeting on Affirmative Employment Programs on August 8, 1979:

- Office of Personnel Management
- Department of the Army
- Department of the Navy
- U.S. Marine Corps.
- Department of Treasury
- Department of Defense
- Department of Interior
- Department of Labor
- Department of Energy
- Department of Transportation
- Department of Agriculture
- Department of Housing & Urban Development
- Department of Commerce
- Agency for International Development

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Federal Deposit Insurance Corporation
General Accounting Office
Interstate Commerce Commission
National Science Foundation
Civil Aeronautics Board
Environmental Protection Agency
Veterans Administration
Smithsonian Institution
Small Business Administration
Selective Service System
Community Services Administration
Federal Trade Commission
International Communication Agency
Commission on Civil Rights
Equal Employment Opportunity Commission
Federal Emergency Management Agency
International Trade Commission
U. S. Soldiers and Airmen's Home

Attached you will find a copy of materials distributed at the meeting.

Attachment

NOTE: Attachment limited; distributed to principal membership of the Affirmative Employment Programs Committee only. If you desire a copy please contact Ms. Catherine Penn on 632-6256.