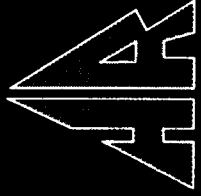
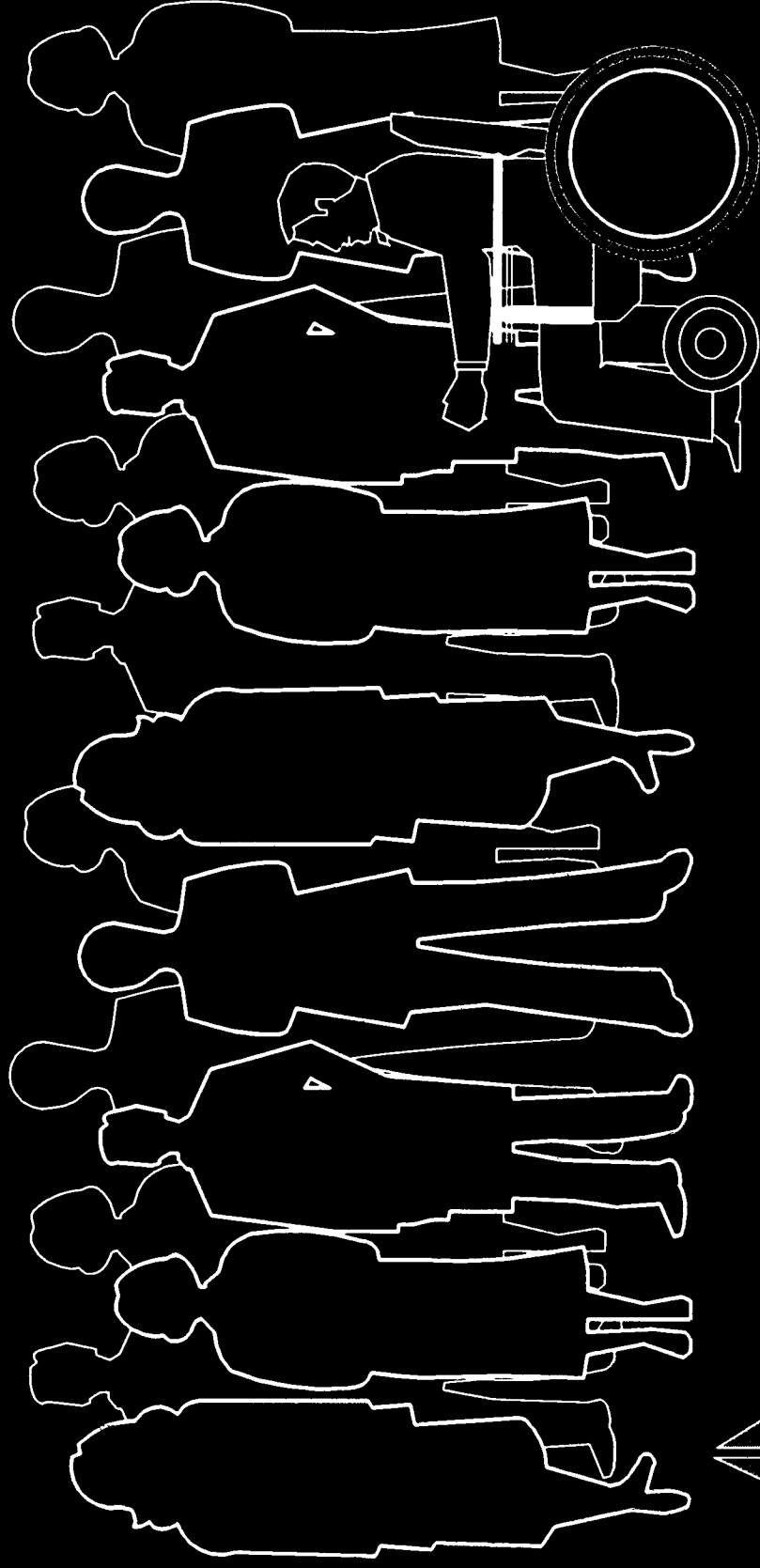


000R92001

EPA Workforce Snapshots

What Does EPA's Workforce Look Like?



Office of Human Resources Management

Fiscal Year 1992



Recycled/Recyclable
Printed on paper that contains
at least 50% recycled fiber



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

NOV 17 1992

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

TO: All EPA Supervisors and Managers

I am pleased to present the fourth edition of the EPA Workforce Snapshots. "Snapshots" contains various profiles of our employees, along with data on workforce characteristics, hiring trends and turnover. I think you will find "Snapshots" informative and useful in your Human Resources planning.

The report includes complete data for FY 1992, and contains five sections: population distributions, demographic data, information on management, hiring, and turnover statistics. Population and demographic information includes historical trends which should be useful to you in comparing our workforce today with that in the past.

The management section reflects the Agency's progress in increasing the diversity of the management core, as well as progress against the 52% goal for hiring women and minorities.

Our hiring data illustrates the high volume of hiring the Agency has done over the past few years. Turnover data shows losses from the Agency and internal moves between major organizations. Also, you may find it useful to see the losses in a particular occupational category.

We intend to update "Snapshots" periodically, and we solicit your comments on this edition. To comment, please complete the form on the last page of this document. It has our return address on it. Call David Eisner of my staff on 260-2097 if you have questions on interpreting the data.

Kenneth F. Dawsey
Director, Office of Human
Resources Management

U.S. Environmental Protection Agency
Region 5, Library (PL-12J)
77 West Jackson Boulevard, 12th Floor
Chicago, IL 60604-3590

NOTES:

- Data presented in this report includes all permanent and temporary employees, excluding only Experts, Consultants and Committee members, with the following exceptions:
 - Data on hiring, turnover and retirement eligibility relates to permanent employees only.
 - Average grade data includes only employees in pay plans GS, GM and GW (permanent and temporary).
 - To be consistent with other Agency statistical reports, managerial data presented here includes all employees in pay plans GM (PMRS) and ES (SES) only.
- For organizational breakouts, "Prog Ofc - Hqtrs" refers to Headquarters employees of the Administrator, OGC, OIG, and Associate and Assistant Administrators. "Prog Ofc - Field" covers non-regional field organizations: ORD laboratories, NEIC, MVEL-Ann Arbor, OAQPS-RTP, and others.
- For occupational breakouts, "other" includes management and administrative specialists and assistants such as Program Analysts and Purchasing Agents, other professionals such as Accountants and Auditors, laboratory technicians, wage-grade, and other occupations not covered by the categories shown.
- Data on "hires" and "separations" reflects only employees entering or leaving EPA; movements between EPA organizations are not included in these graphs.
- "Loss Percent" (i.e., turnover rate) data does include internal movement of employees from one EPA organization to another. The percent (rate) is derived by dividing the number of permanent employee losses during FY 1992 by the average of the on-board permanent population at the beginning and end of the fiscal year.

All data in this report has been retrieved from the EPAYS (EPA Payroll and Personnel System) database, using FOCUS query software. Readers with a need to perform their own data retrievals from EPAYS may inquire about getting FOCUS access. Please direct these questions to Paulette Ellison on (202) 260-3424.

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Separations for the Last Two Years by Occupation
Program Office Loss Percent for FY'92
Regional Loss Percent for FY'92
FY'91 Losses from Major Occupation Groups

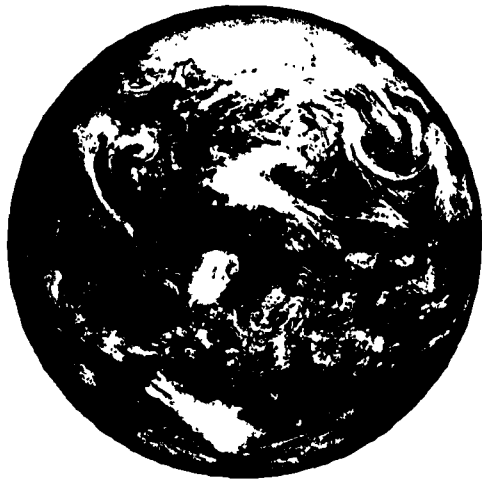
49
50
51
52
53
54
55

Population Data

The Environmental Protection Agency was established on December 2, 1970. The original staff was transferred from five different agencies - Department of Interior, Department of Health, Education, and Welfare (now Health and Human Services), Department of Agriculture, Food and Drug Administration, and the Atomic Energy Commission. The initial size of EPA was slightly over 5000 employees. As legislation has been enacted, and the Agency's mission expanded, we have grown to over 18,000 employees, stationed in 5 countries and territories around the world. This is a snapshot of our workforce 22 years after our birth as an Agency.

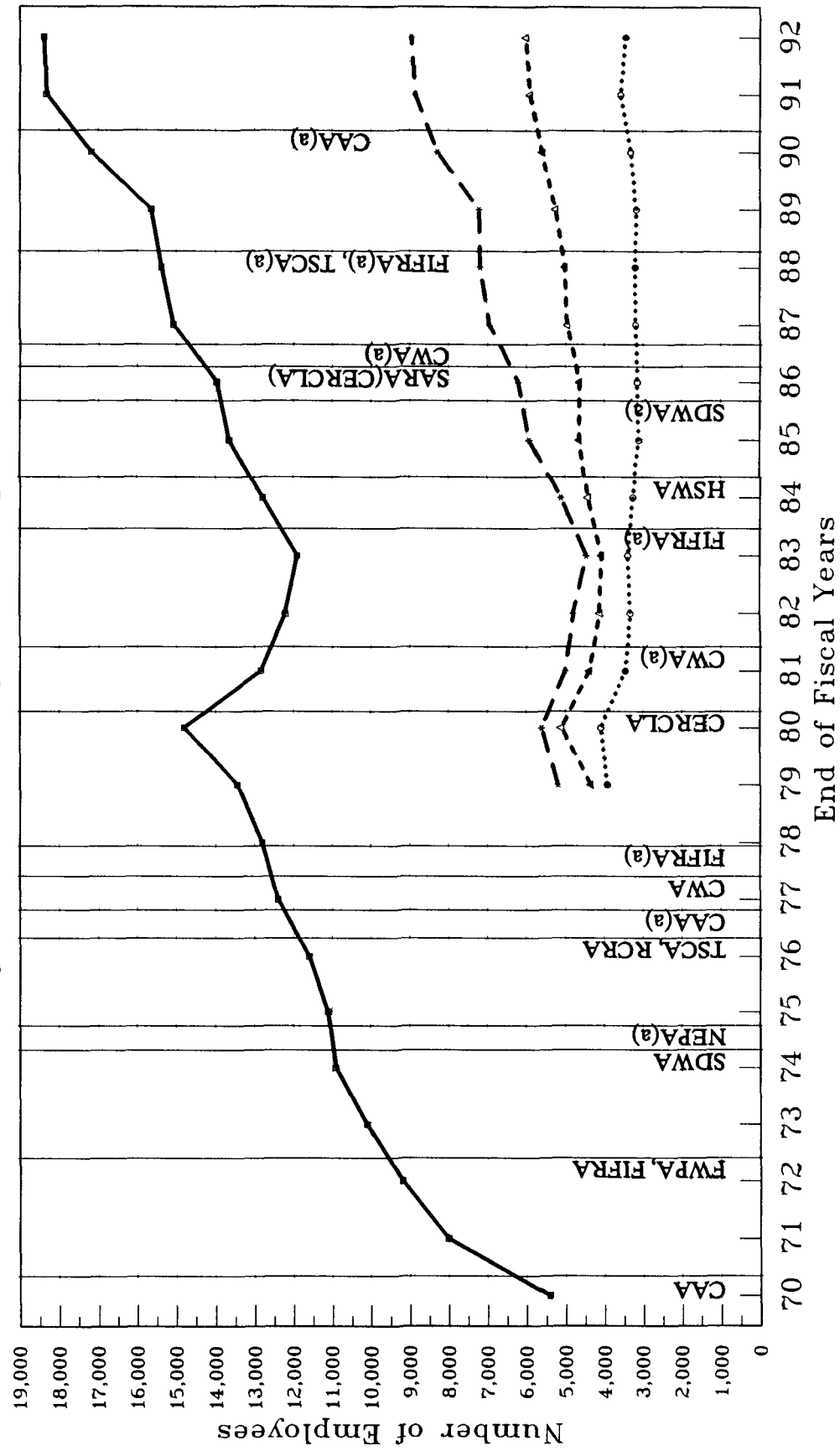
"EPA...

Preserving Our
Future Today"



How We Grew - FY70 - FY92

Showing Enactment of Significant Legislation



Prog. Ofc. Prog. Ofc.
 EPA-Wide Hqtrs. Field Regions*

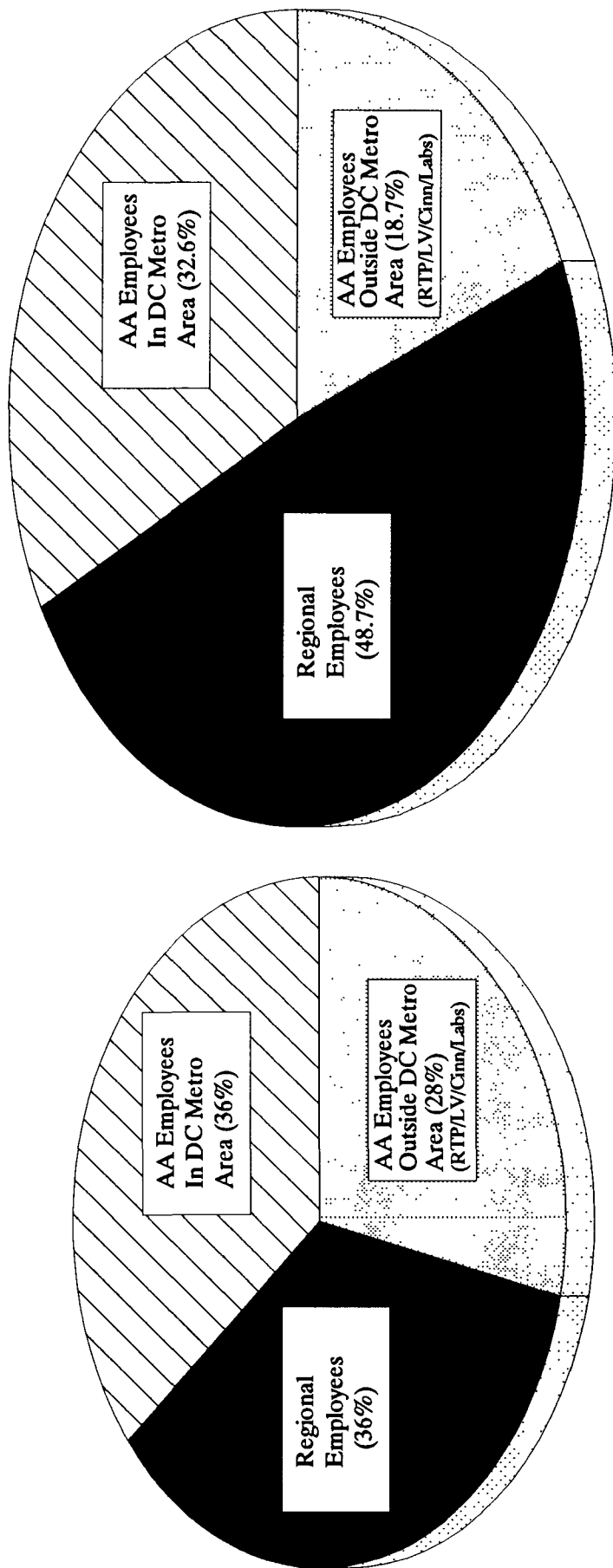
(a) = amendment to original legislation
 * Applicable breakout of data is unavailable prior to FY79.

Acronyms

<u>Acronym</u>	<u>Definition</u>
CAA	Clean Air Act
CERCLA	Comprehensive Environmental Response Compensation & Liability Act
CWA	Clean Water Act
FIFRA	Federal Insecticide, Fungicide and Rodenticide Act
FWPA	Federal Water Pollution Act
HSWA	Hazardous and Solid Waste Amendments of 1984
NEPA	National Environmental Policy Act
RCRA	Resource Conservation and Recovery Act
SARA	Superfund Amendment and Reauthorization Act of 1986
SDWA	Safe Drinking Water Act
TSCA	Toxic Substance Control Act
(a)	Amendments to the legislation

Where We Work

Increasingly our people are located in regional offices.



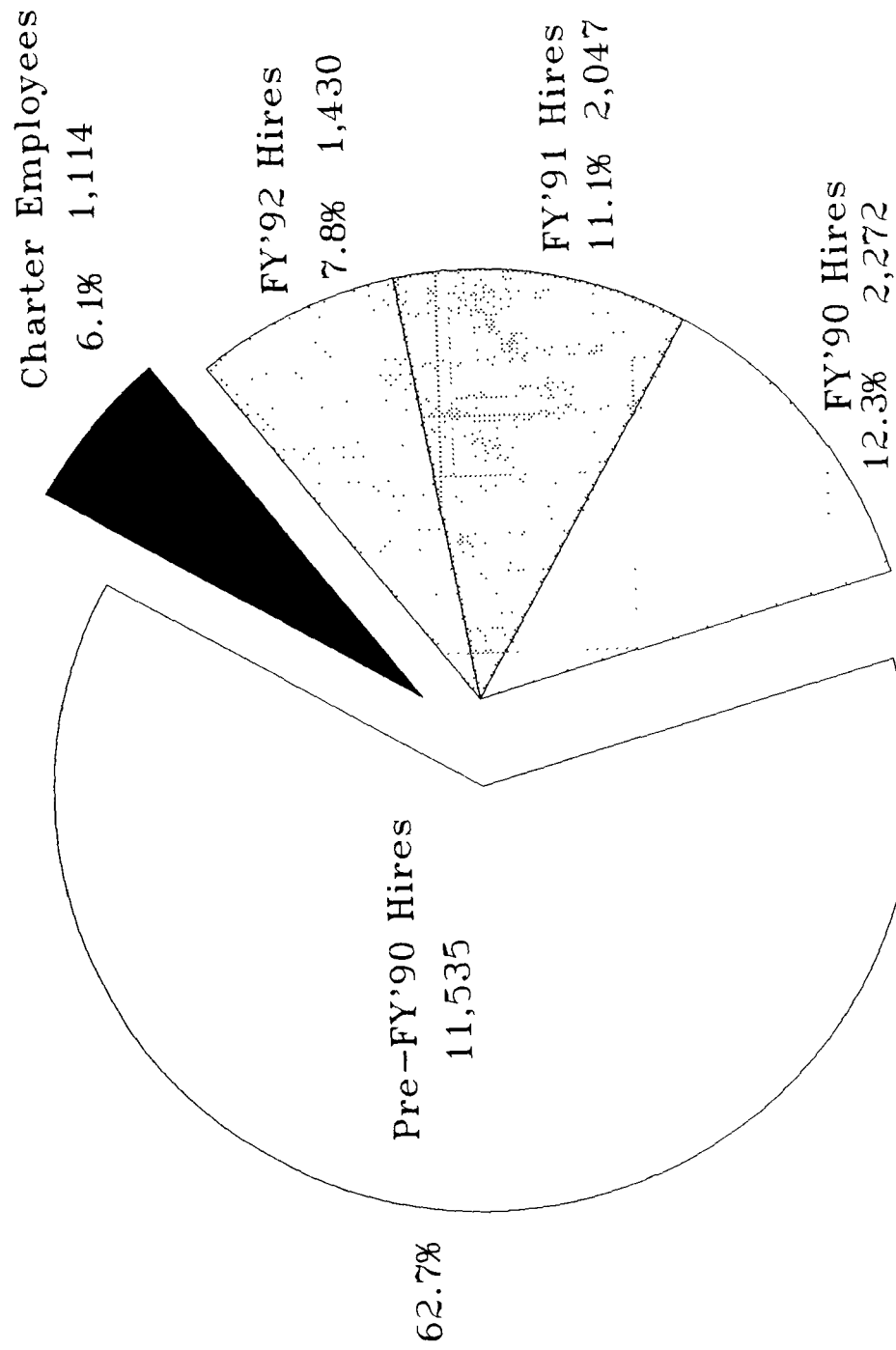
January 1981
14163

September 1992
18398

EPA currently has employees in DC, 40 states and 5 countries and territories.

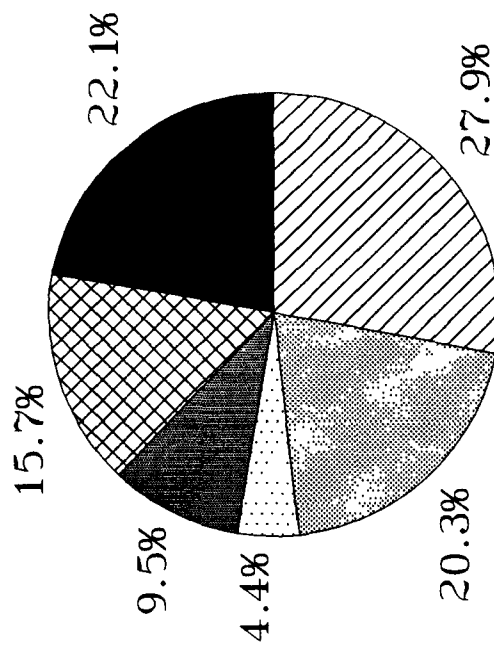
Charter Employees

20%(1114) of EPA's original workforce is still with the Agency.
They represent 6% of today's workforce.

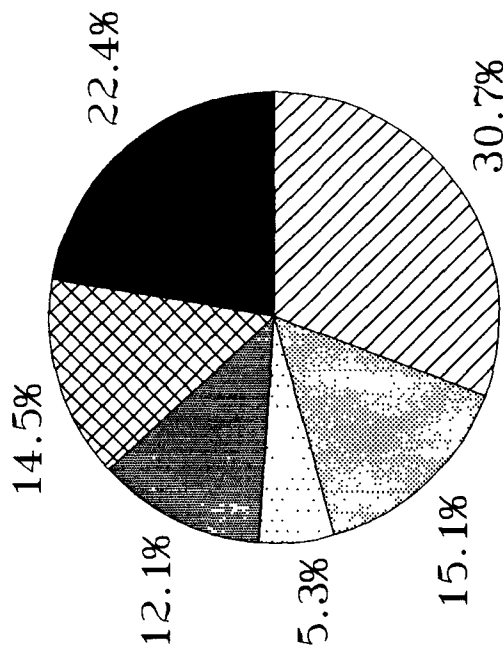


What We Do

Scientists
 Engineers
 E.P.S.
 Attorneys
 Clerical
 All Other

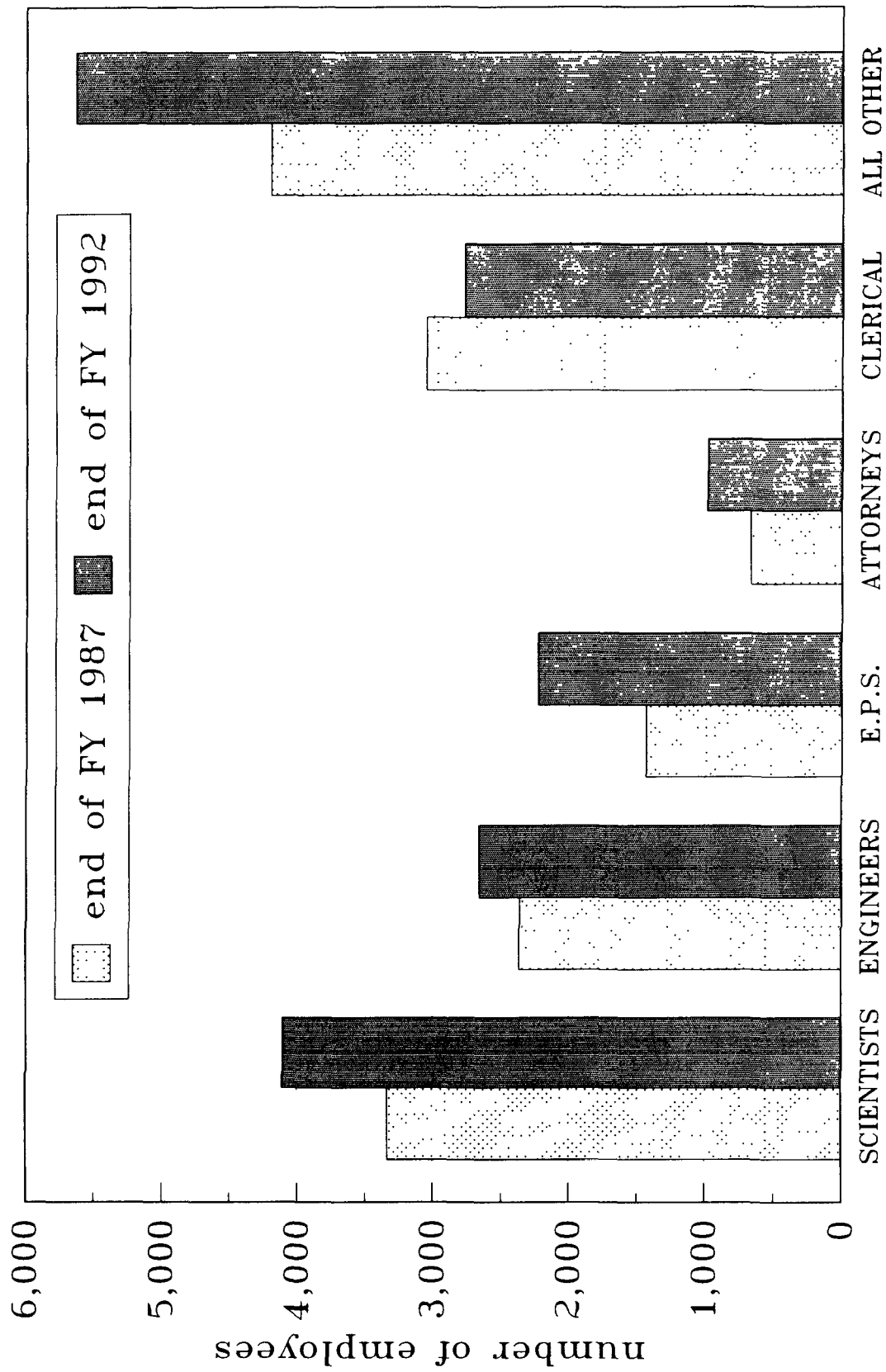


END OF FY 1987



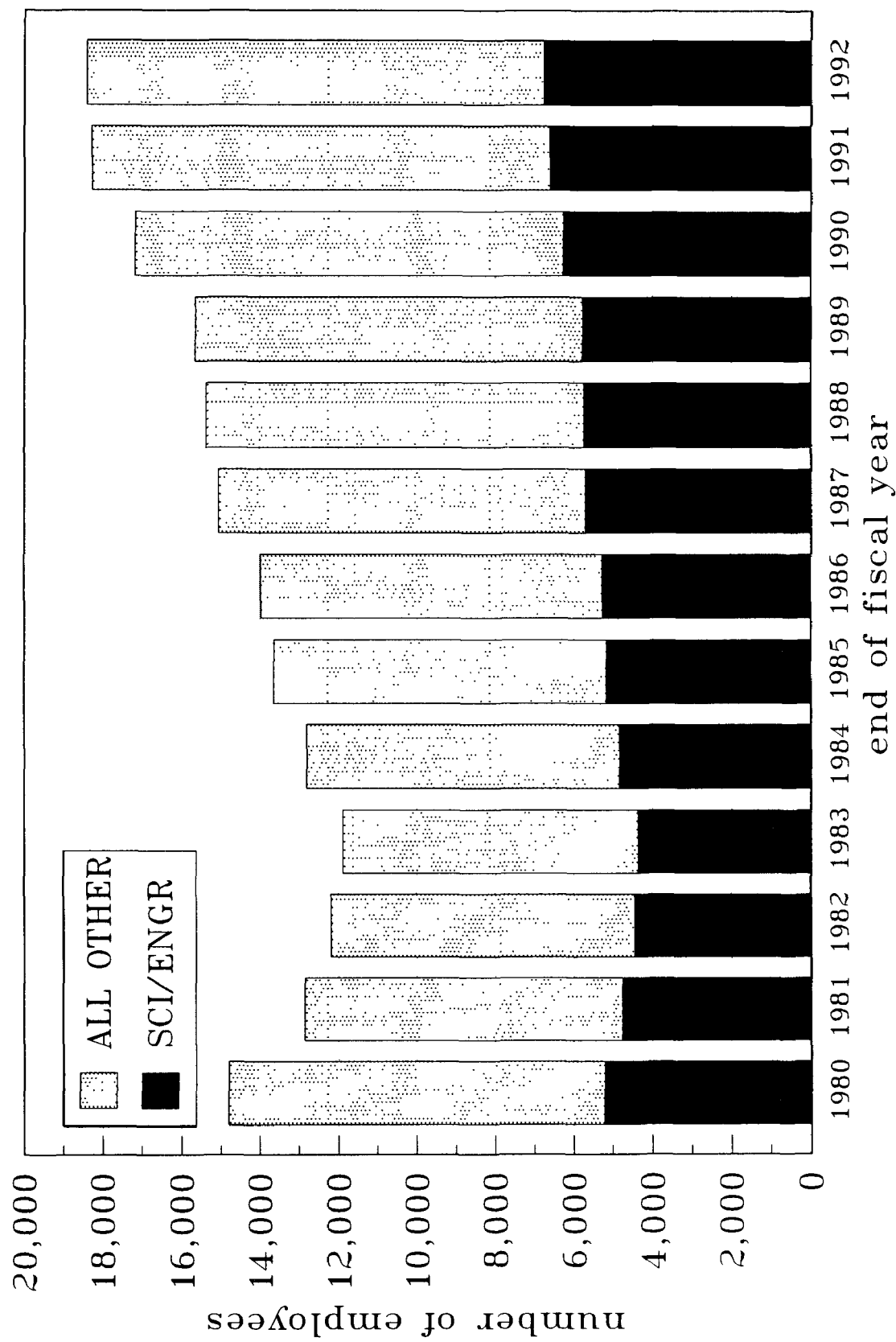
END OF FY 1992

Growth in Occupations - EPA-Wide



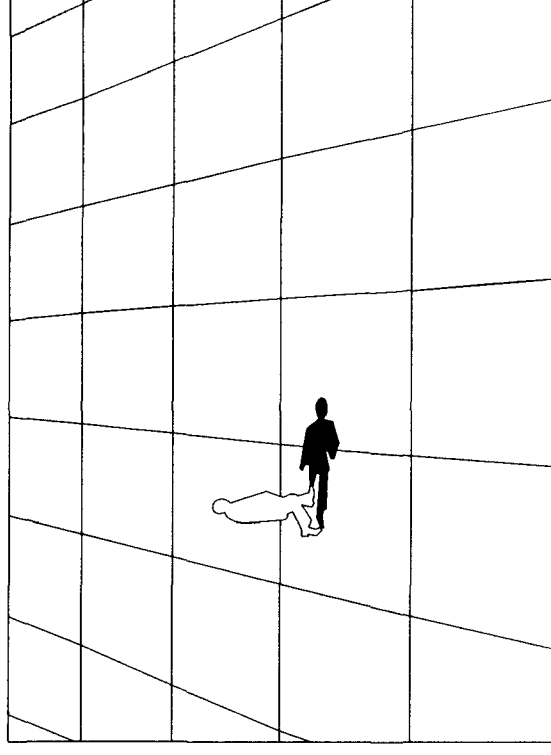
Historical Trend for Scientists & Engineers

RELATIVELY STABLE, COMPARED TO TOTAL EMPLOYMENT



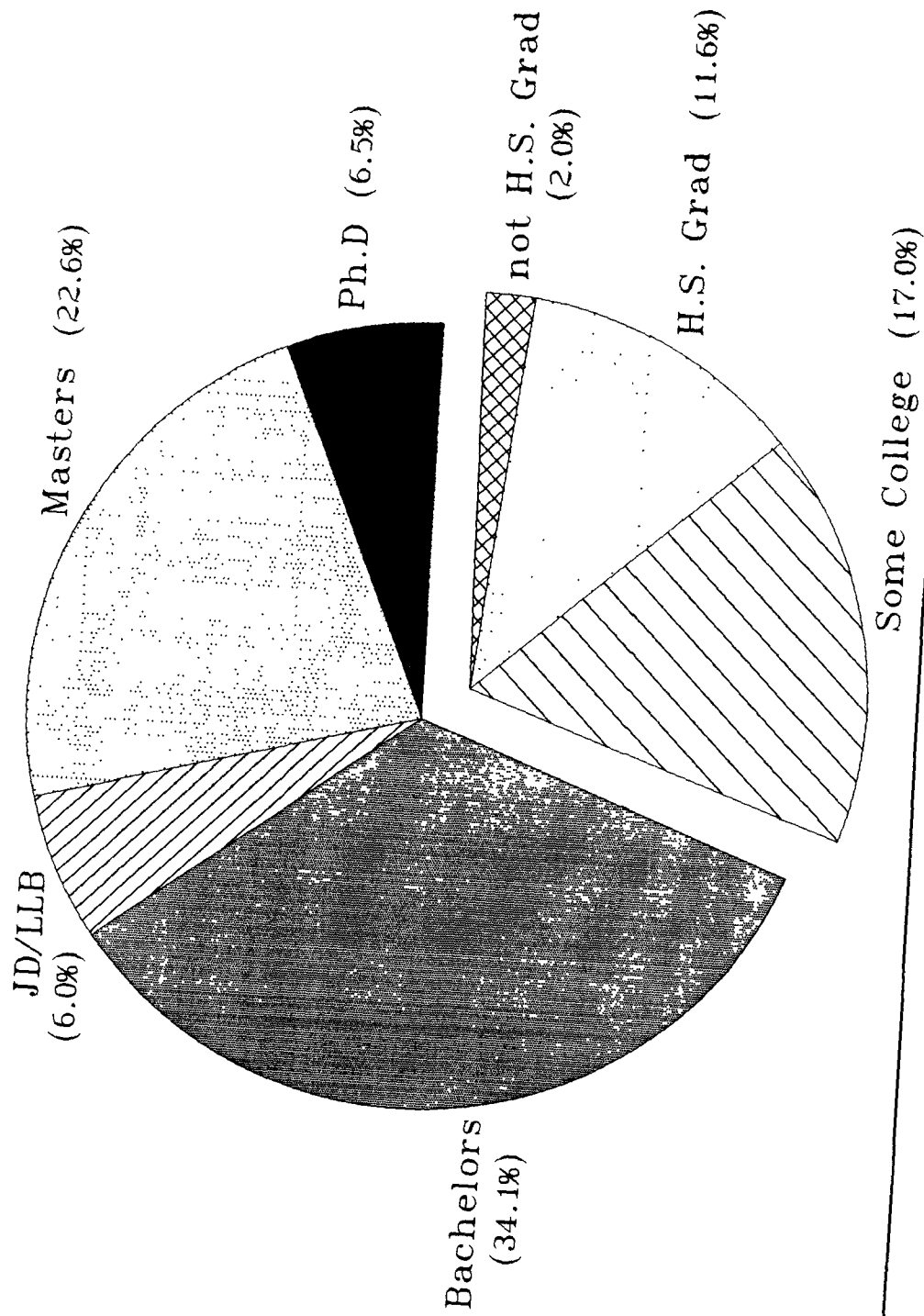
Who We Are Demographic Data

Presented in this section are data on education, minority–women statistics, age, and retirement eligibility.

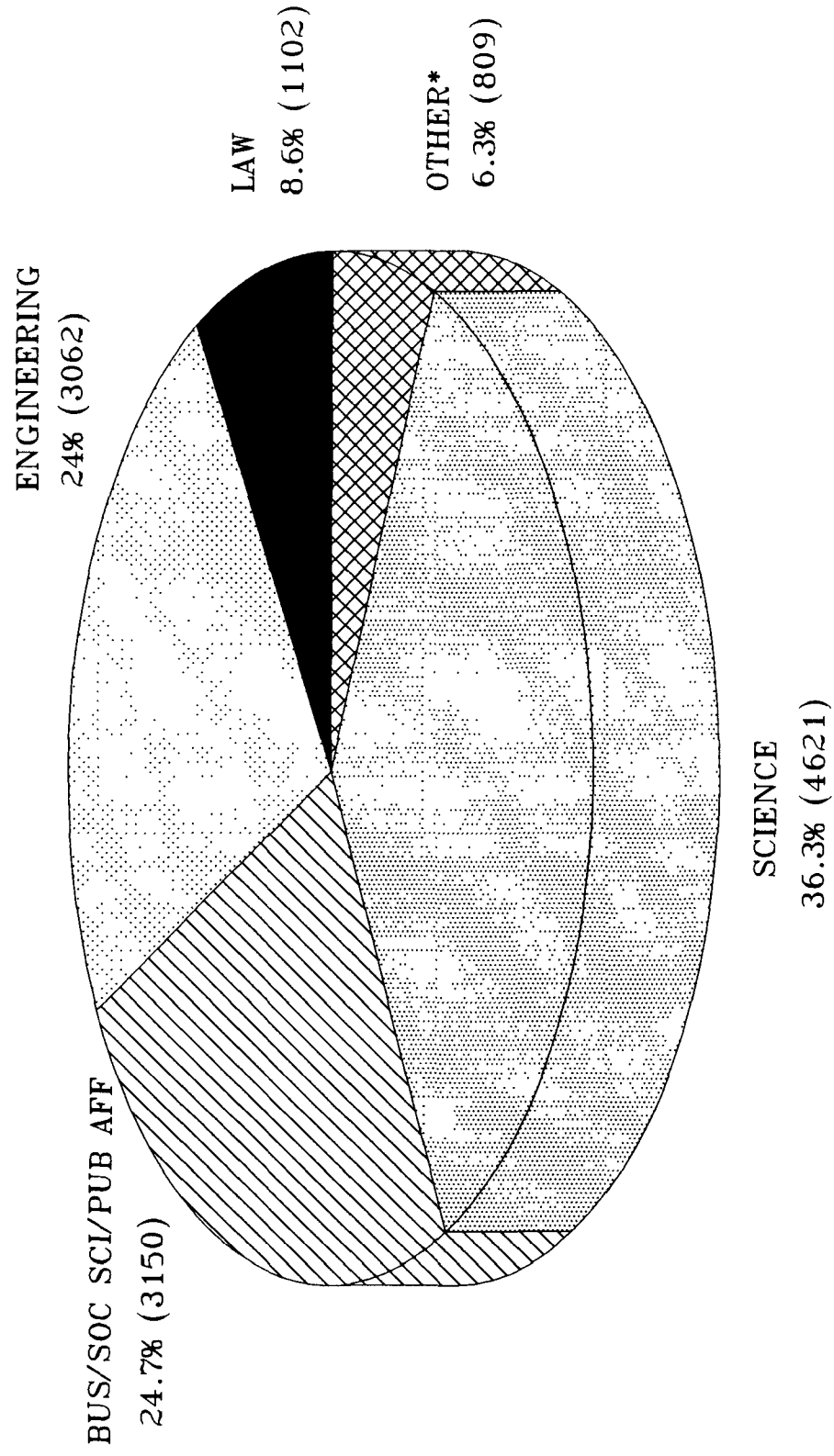


EPA has a highly educated workforce

69% OF EPA'S EMPLOYEES HAVE A COLLEGE DEGREE,
COMPARED TO ONLY 37% GOVERNMENT-WIDE

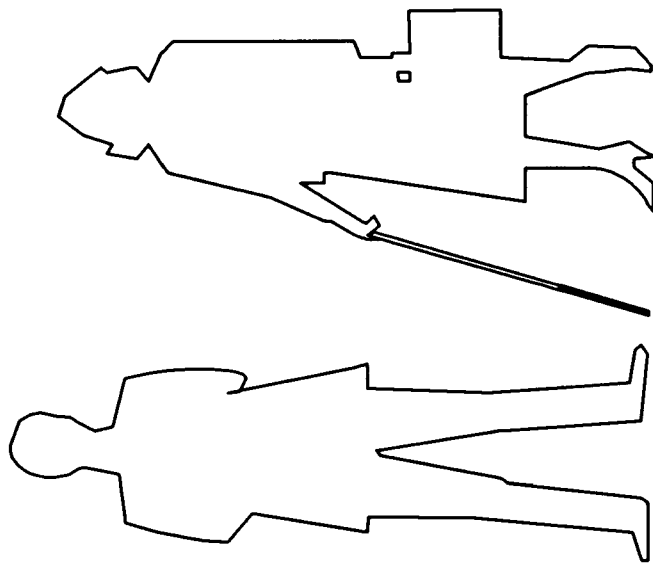


Academic Disciplines for EPA's College Graduates

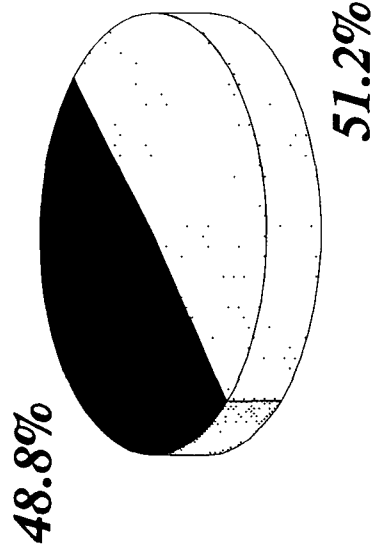
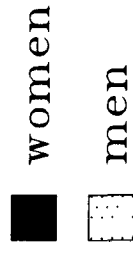


*** Includes all other academic disciplines of EPA's college graduates**

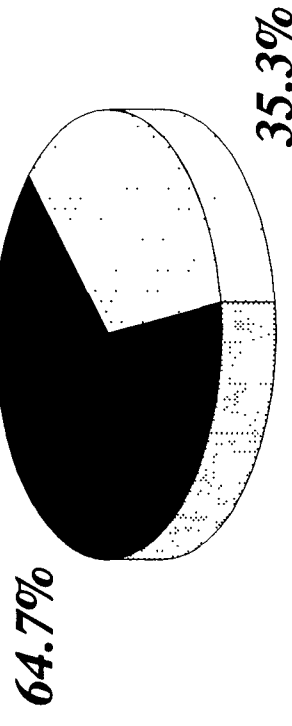
EPA has a diverse workforce and it will become increasingly so. Women, minorities, and employees with disabilities comprise 58% of EPA's workforce. They are located in all organizations and occupations.



Women Make Up Nearly Half of EPA's Workforce

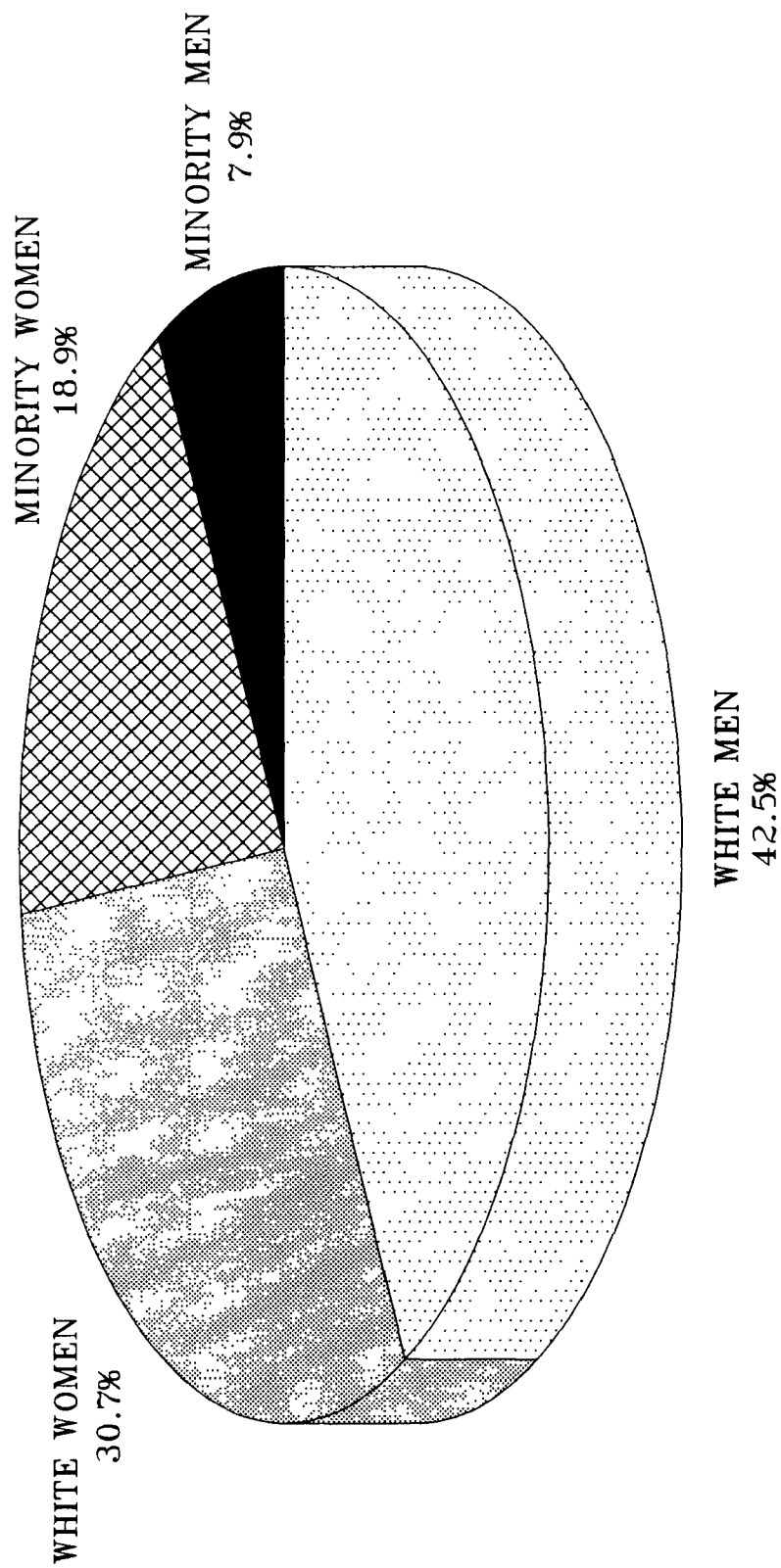


permanent employees
(17,480)

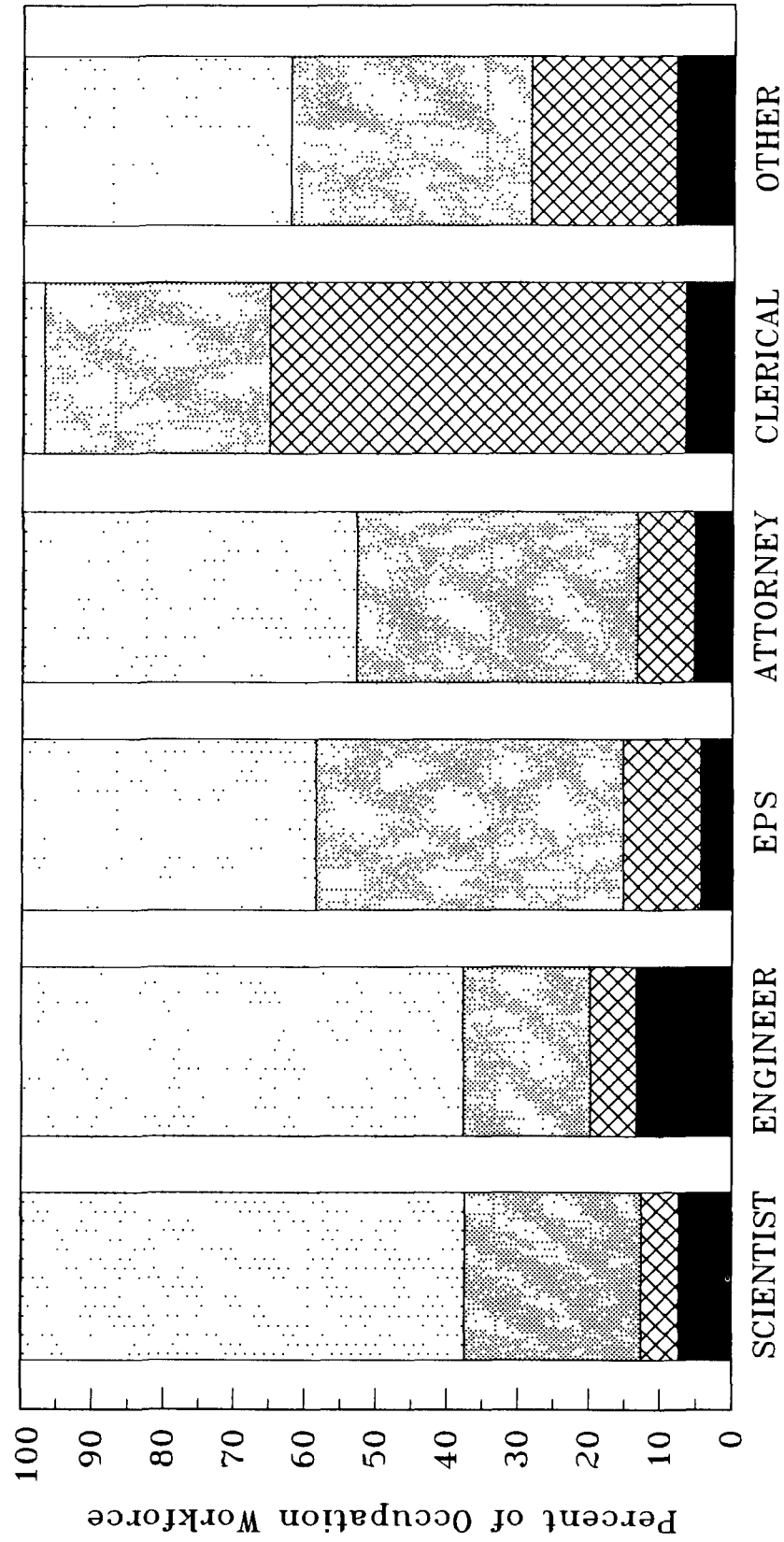
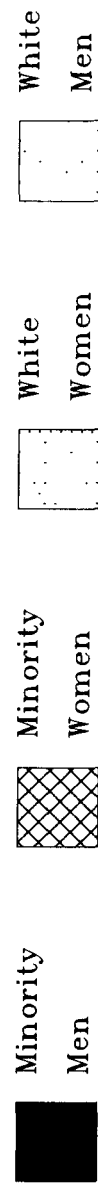


temporary employees
(918)

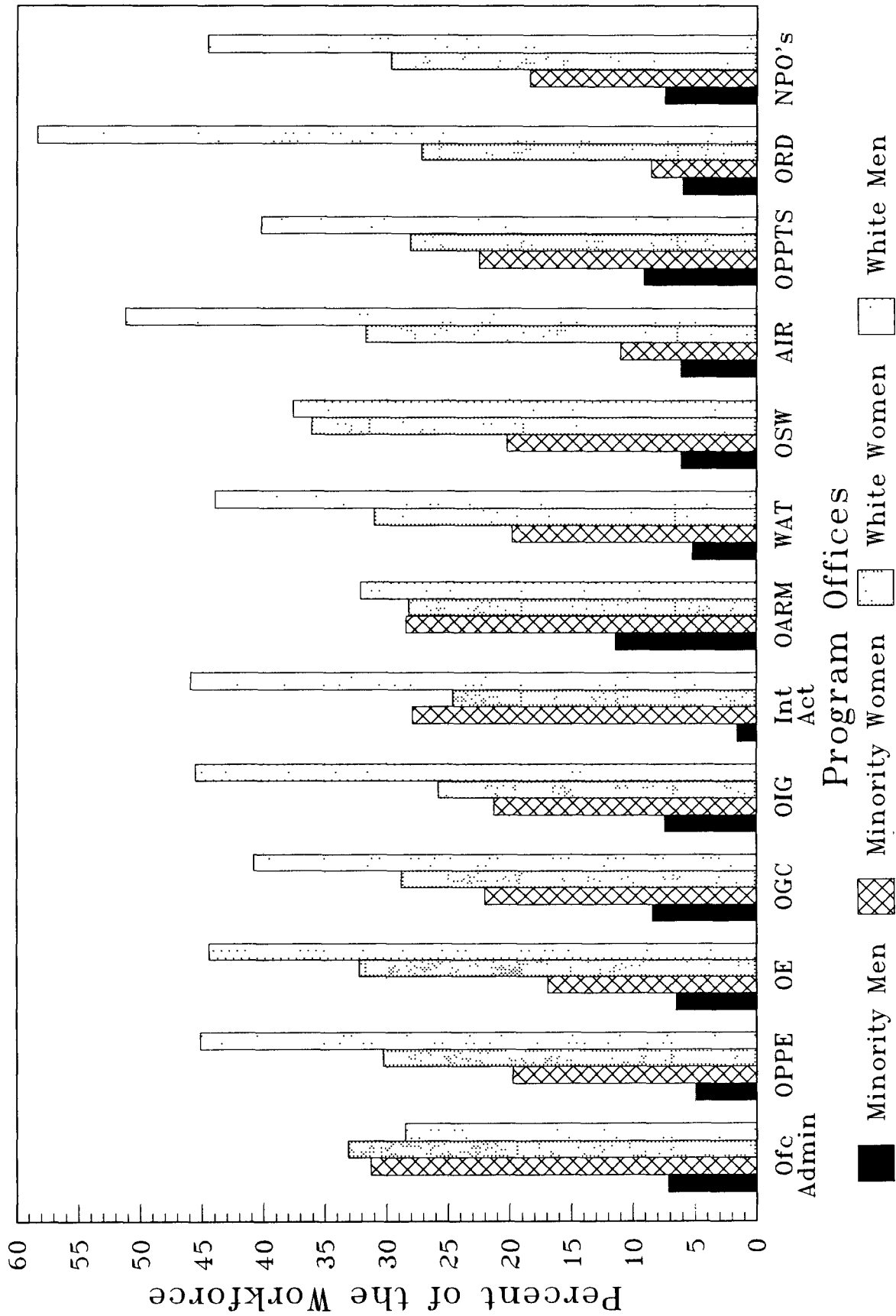
Minorities and Women in EPA



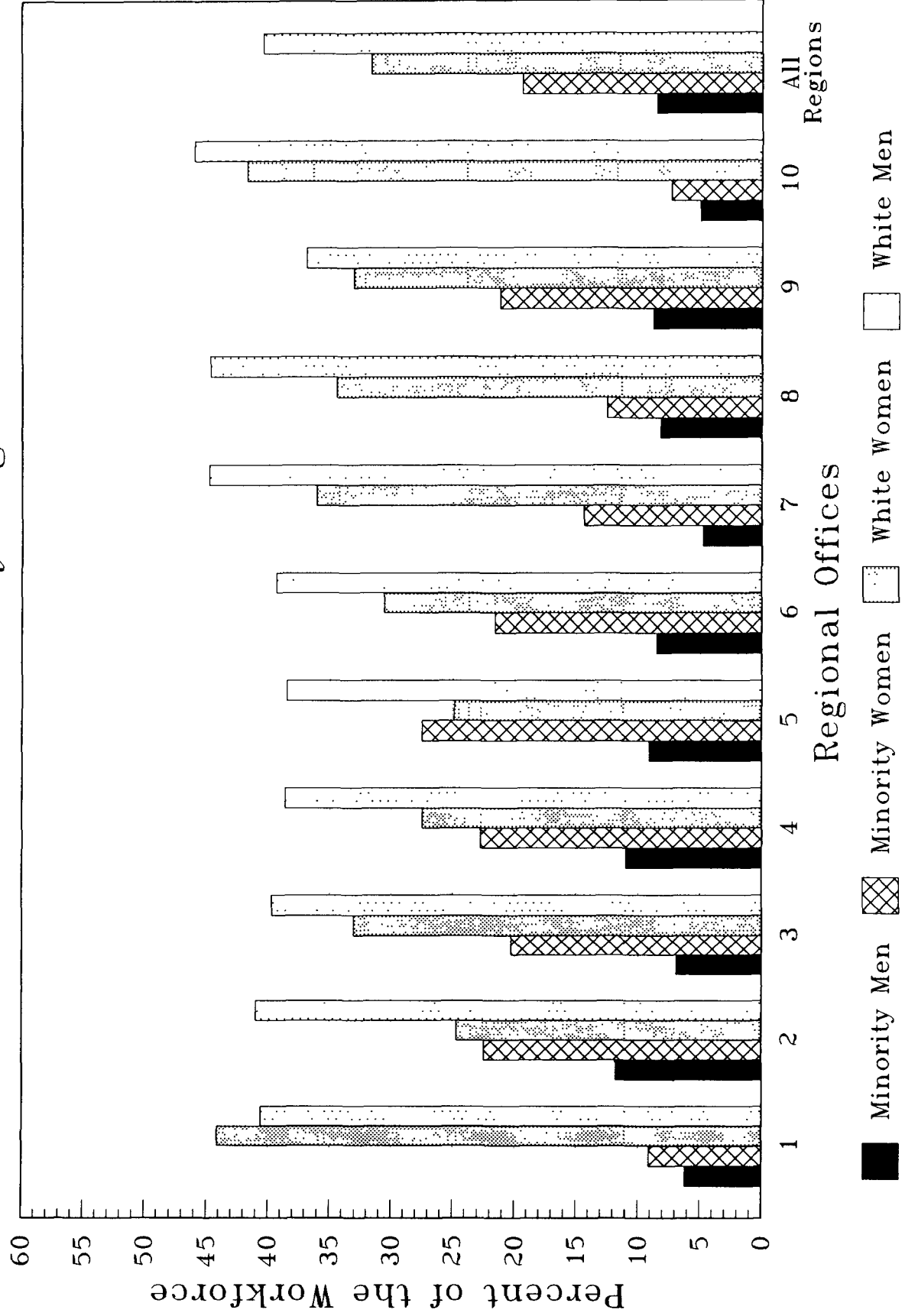
Minorities and Women Employees by Major Occupation



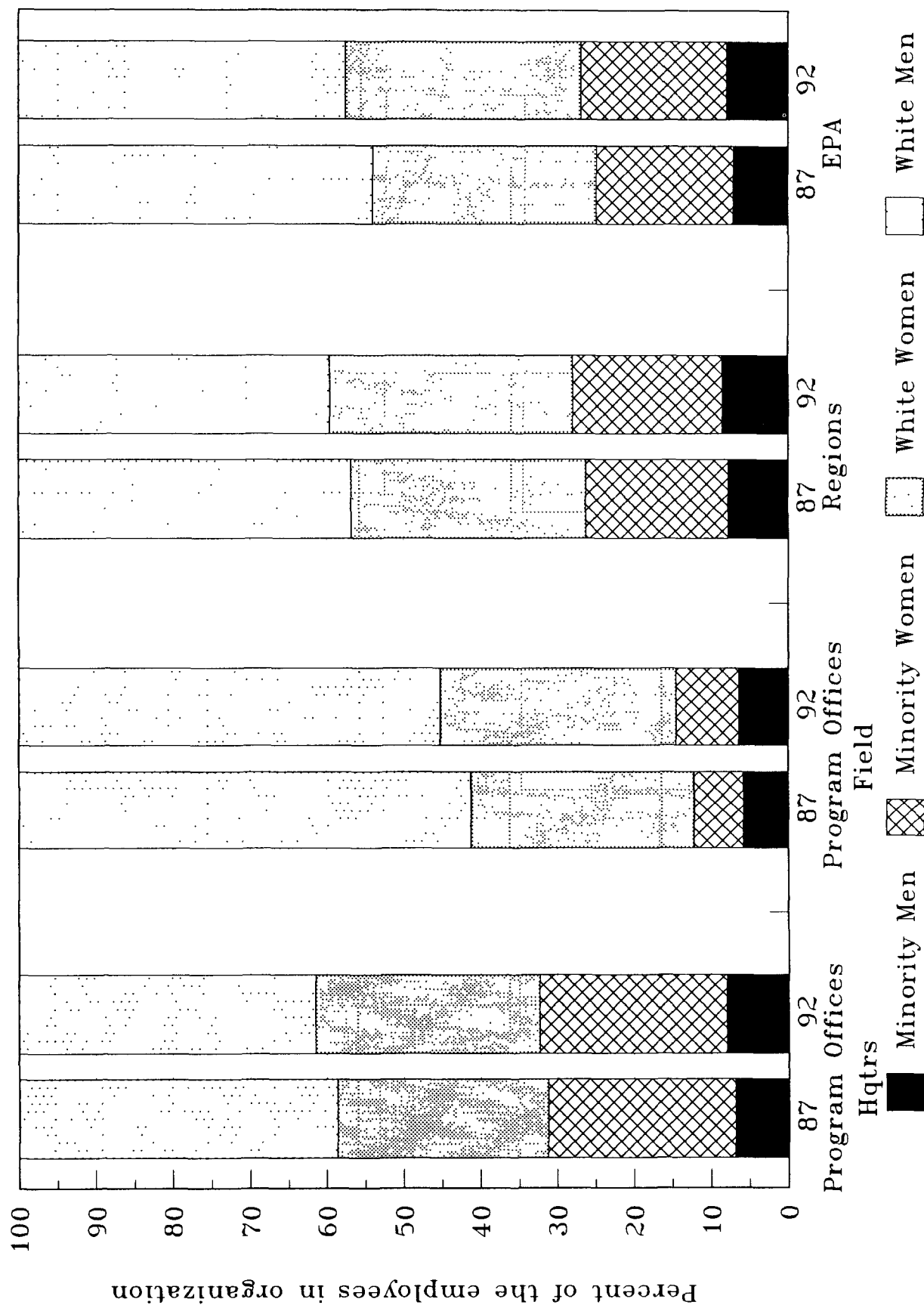
Minorities and Women by National Program Office



Minorities and Women by Regional Office

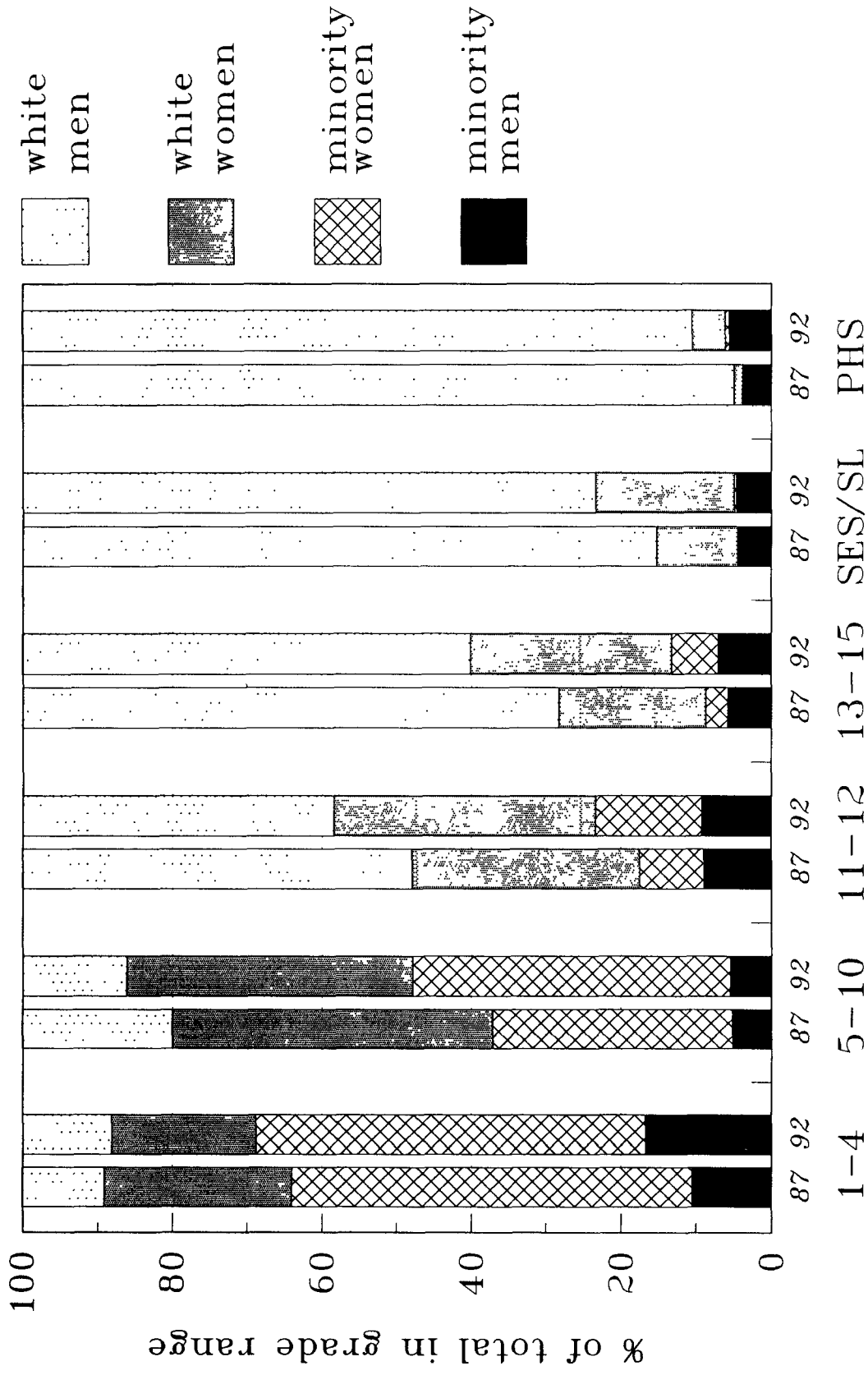


Minorities and Women by Major Organization



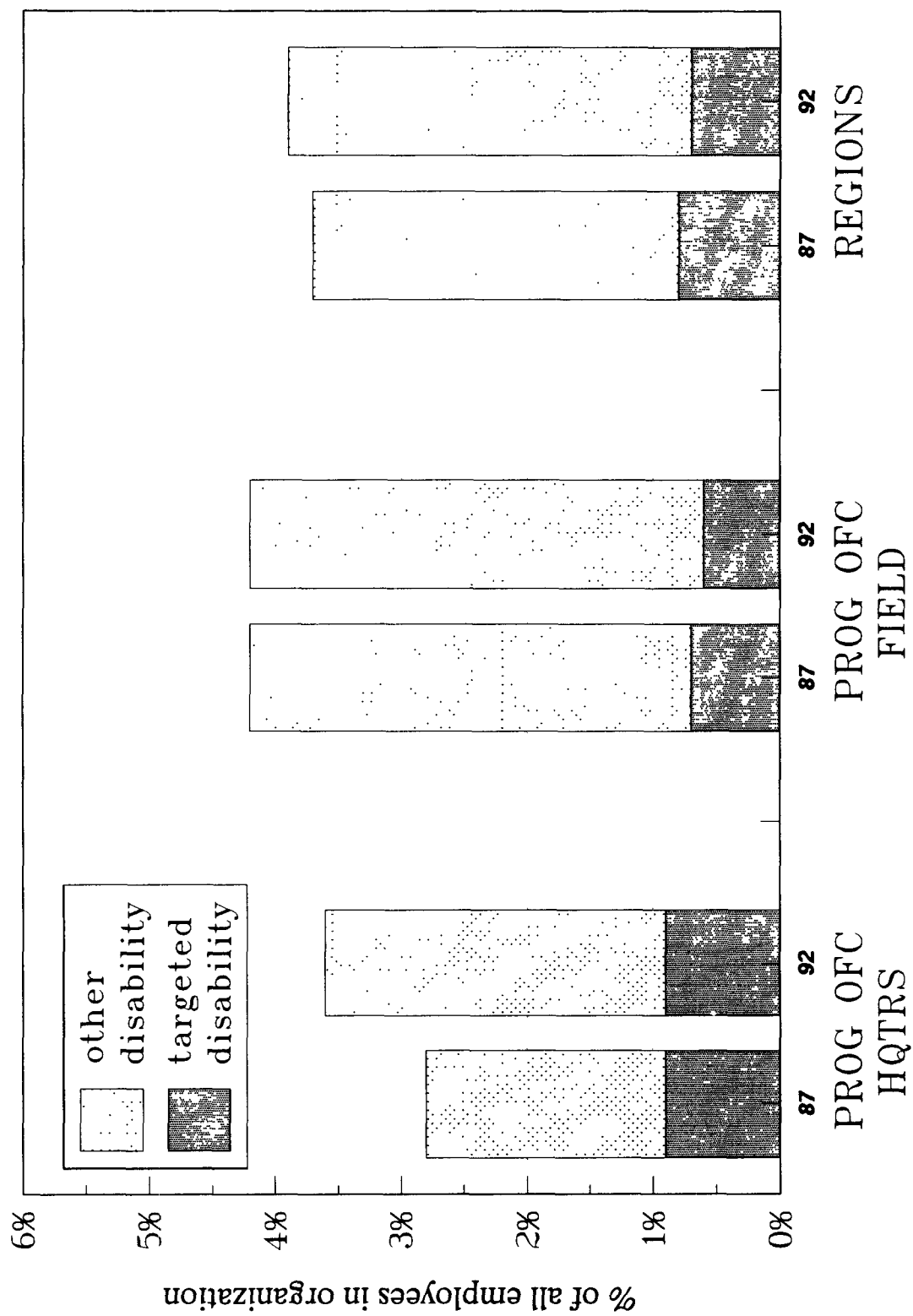
Minorities and Women - By Grade Level

FY 1987 vs. FY 1992



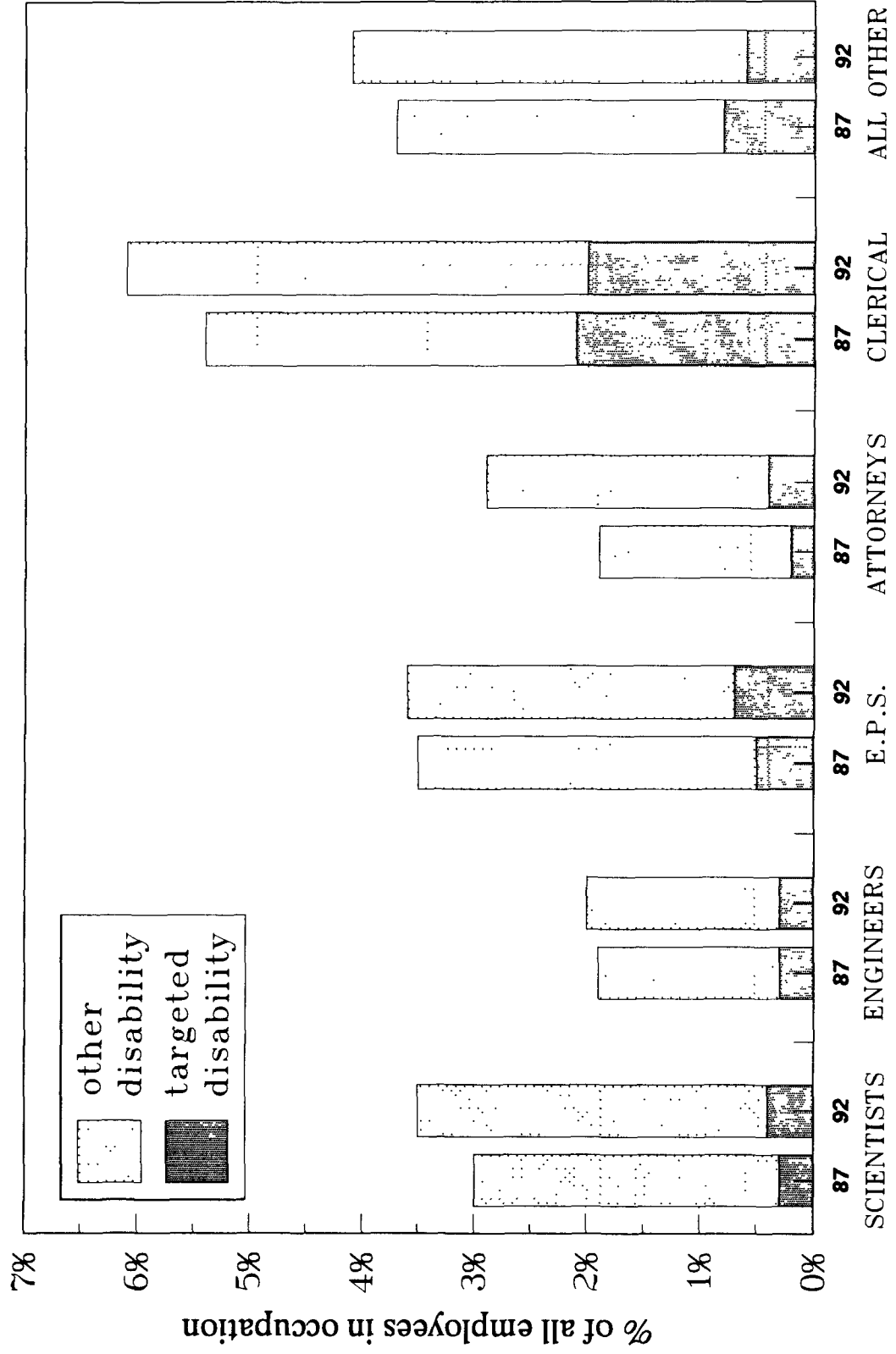
Employees with Disabilities - By Major Organization

FY 1987 vs. FY 1992

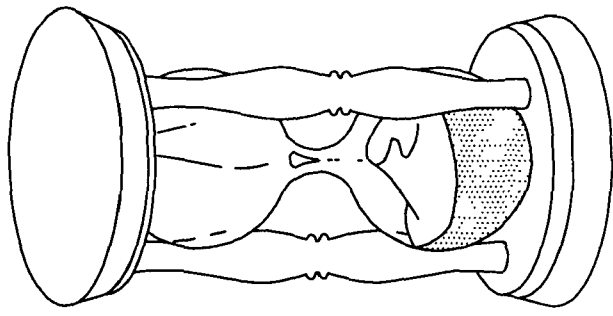


Employees with Disabilities - By Occupation

FY 1987 vs. FY 1992

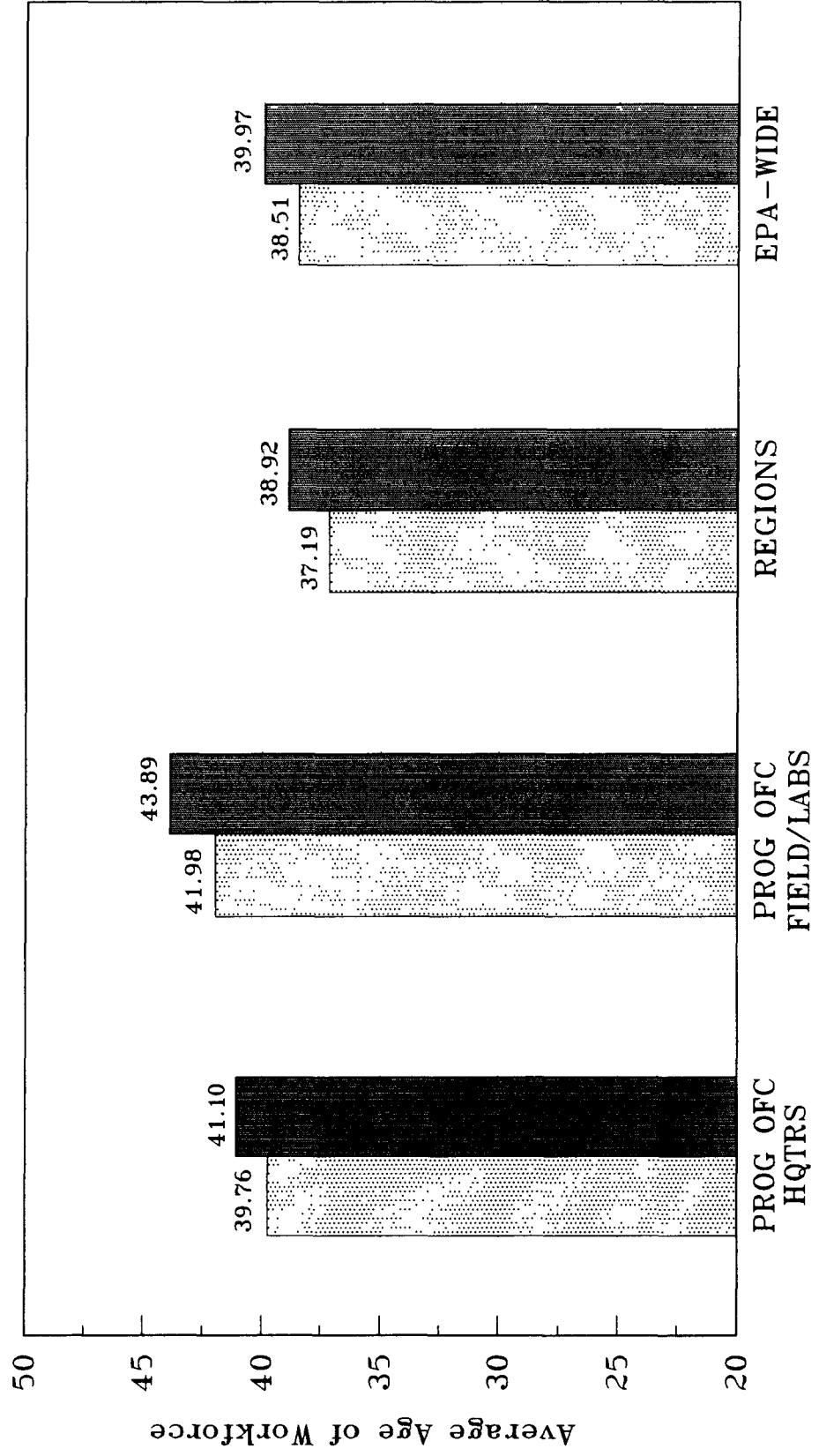


EPA has a relatively young workforce. Only a small percentage of our workforce is eligible for retirement now or in the near future.

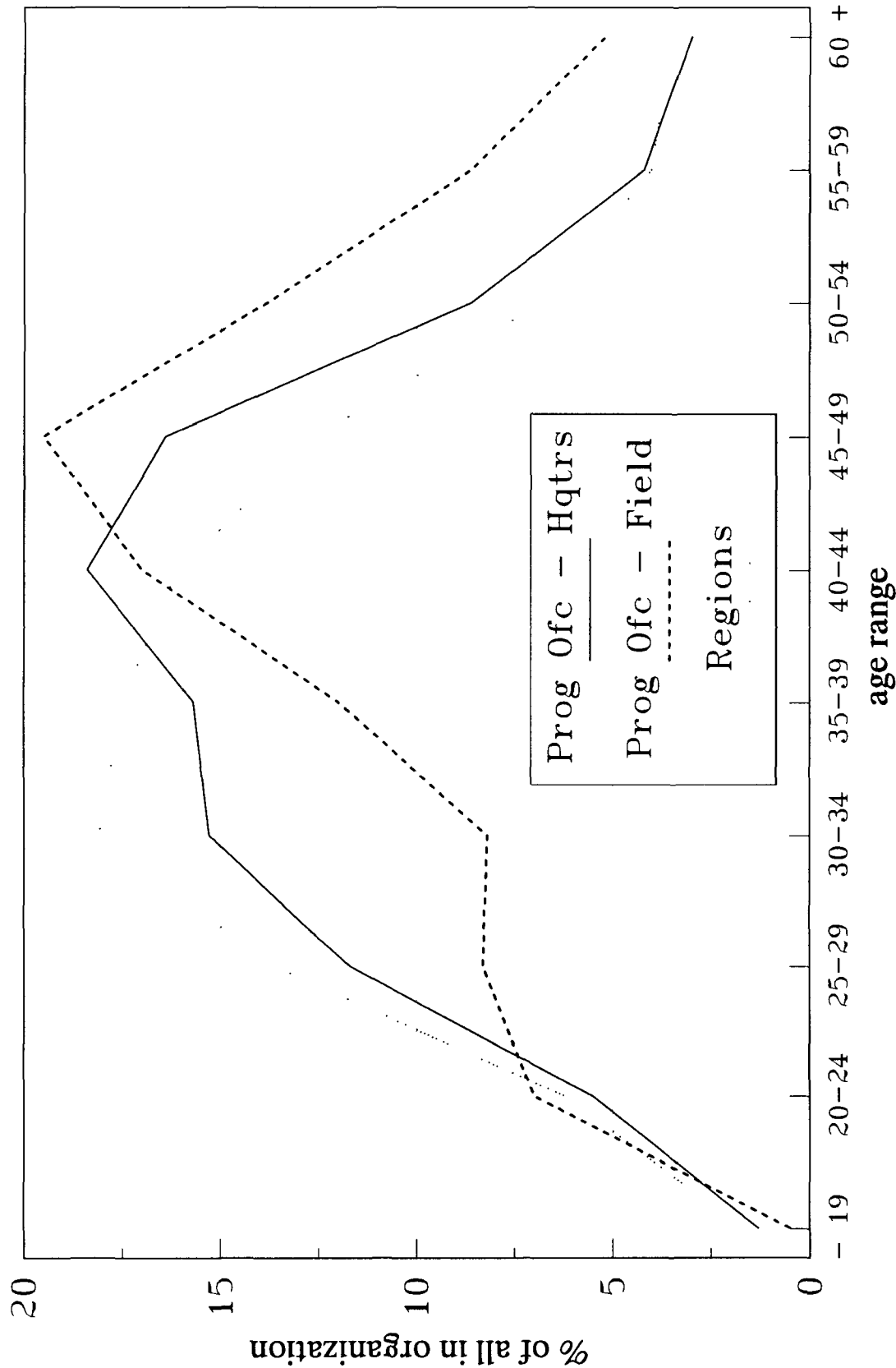


Average Age of EPA Employees

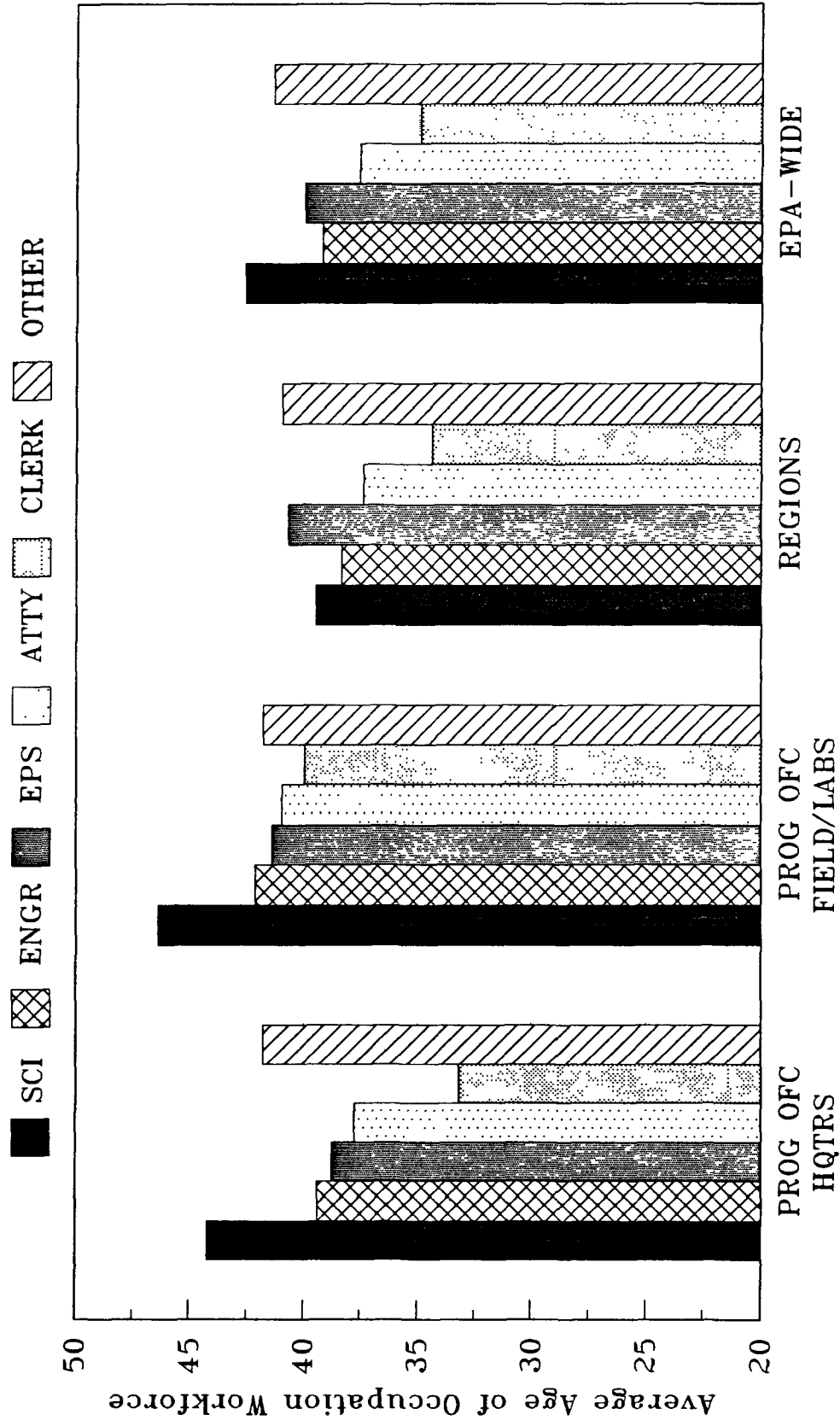
 FY87
  FY92



Age Distribution - By Major Organization

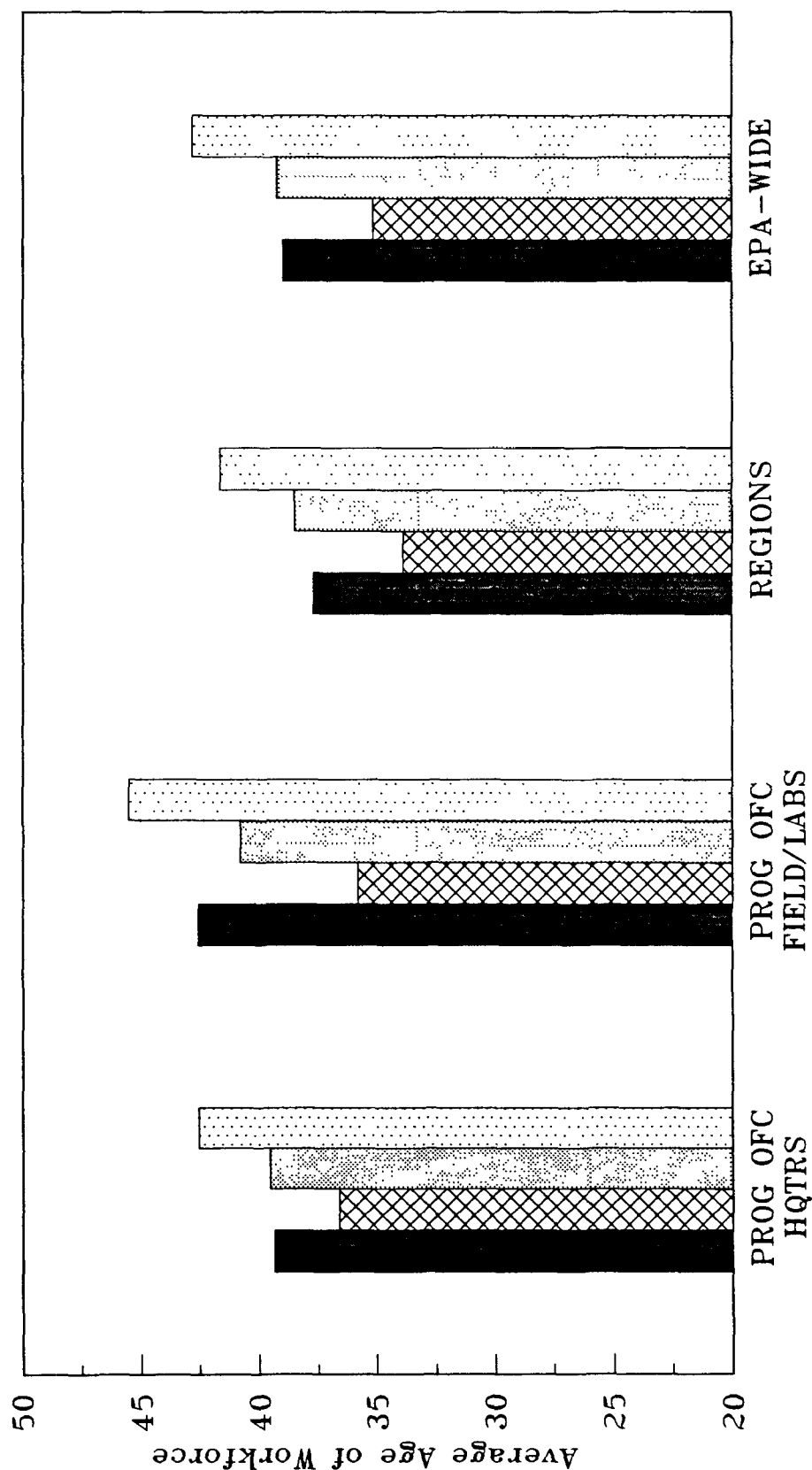


Average Age of EPA Employees by Major Occupation

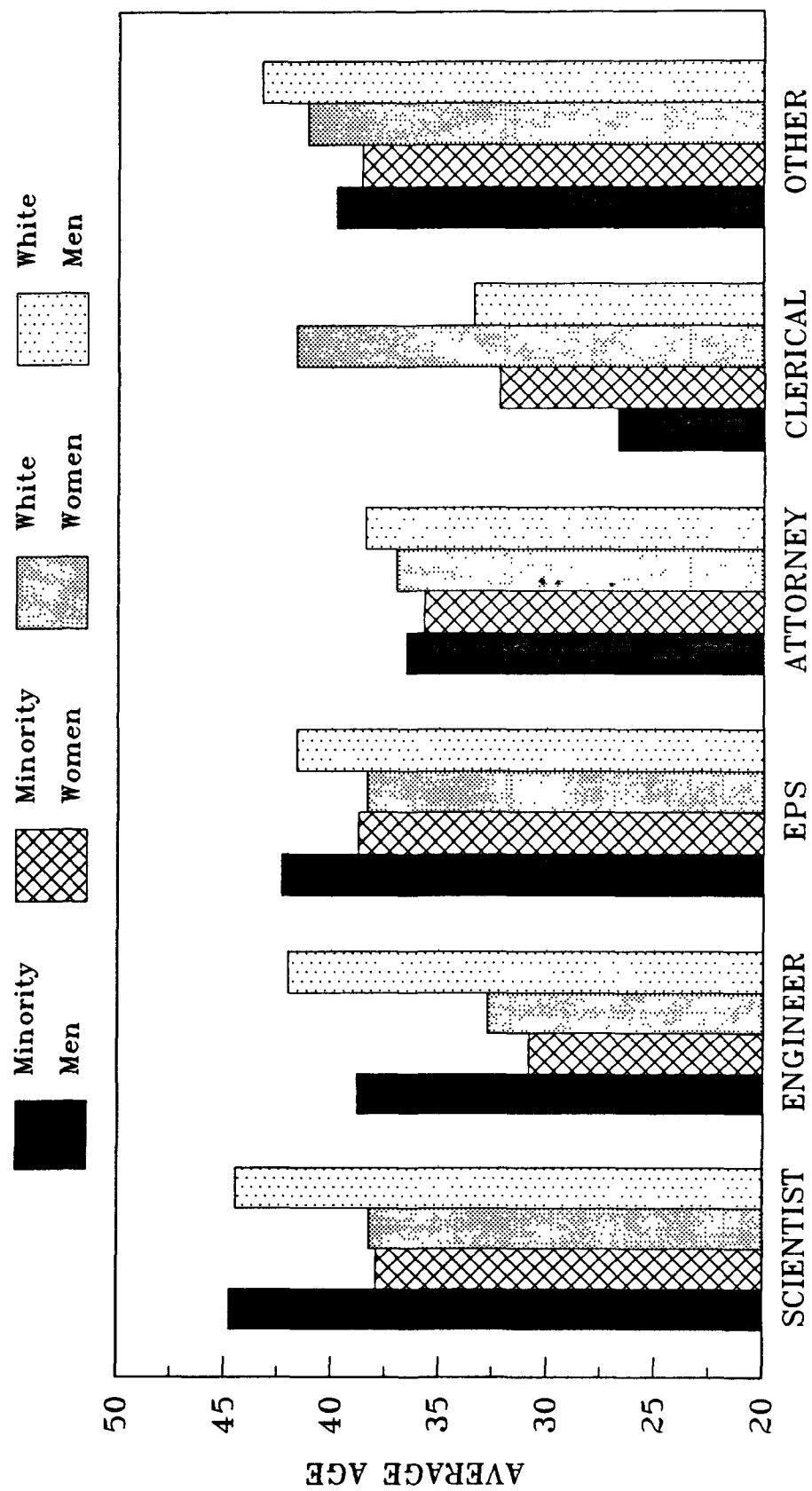


Average Age of EPA Minority and Women Employees

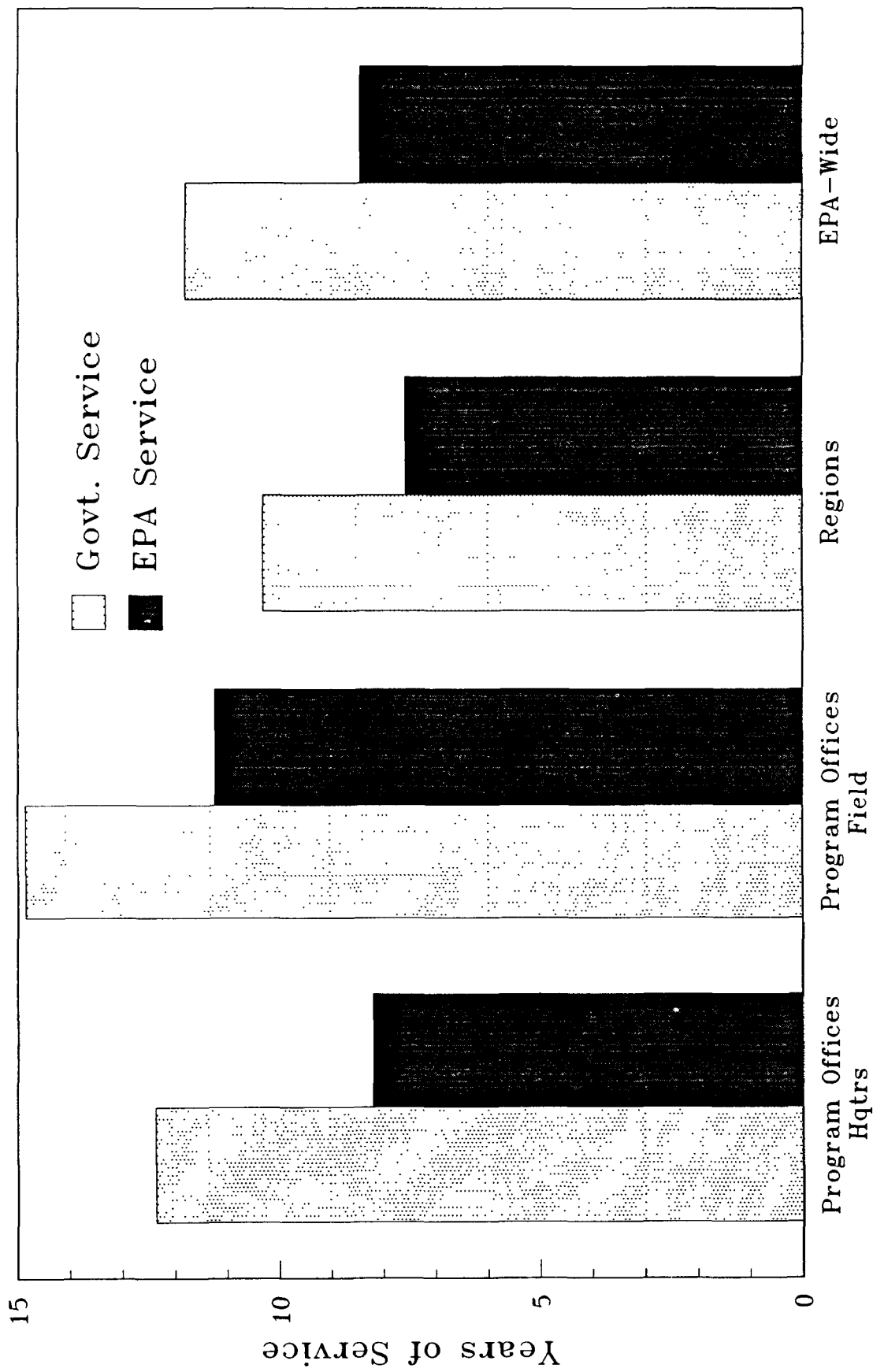
Minority Men
 Minority Women
 White Women
 White Men



Average Age of EPA Minority and Women Employees by Major Occupation

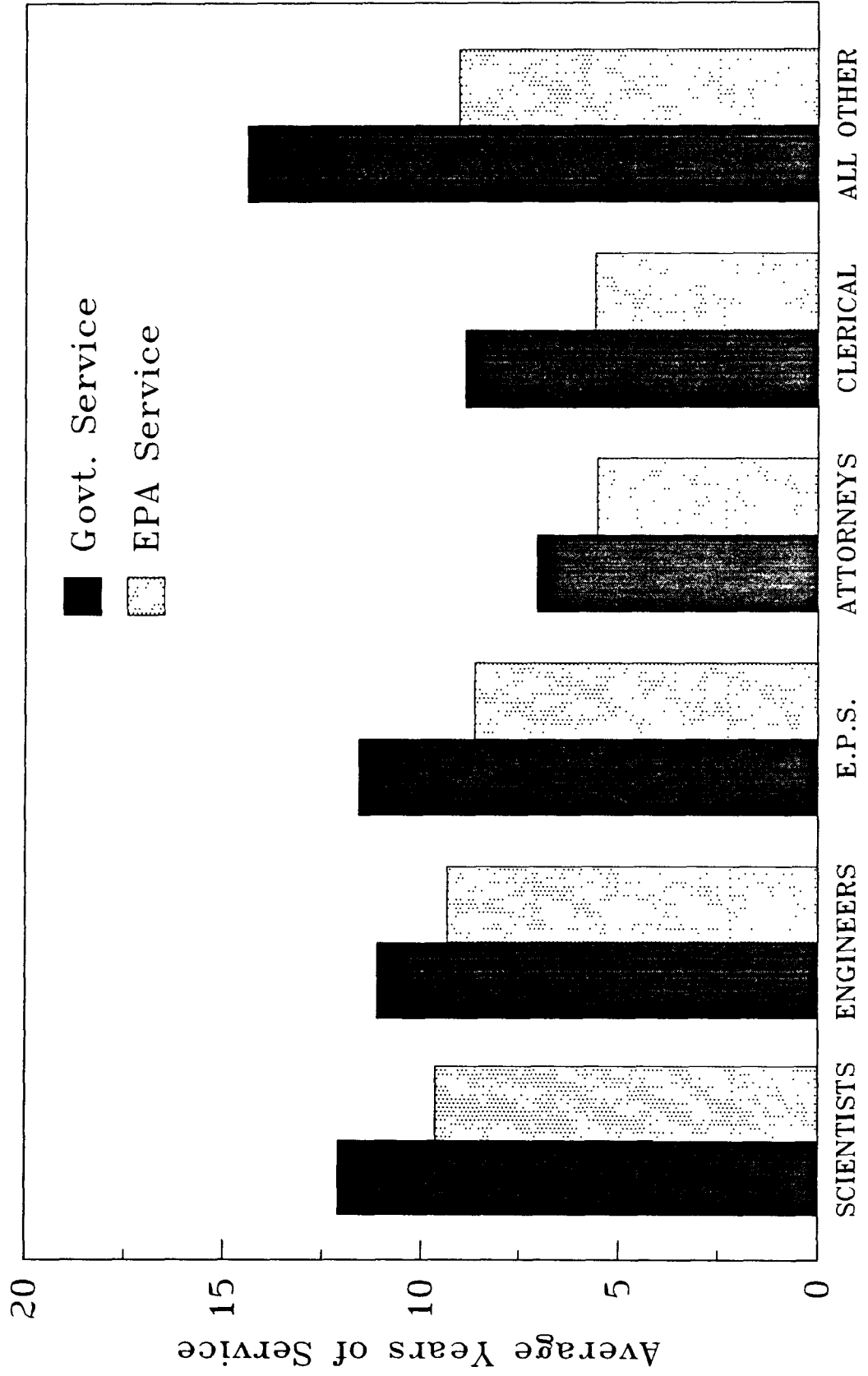


Average Government Service for EPA Employees is 11.8 years
Average EPA Service is 8.4 years.

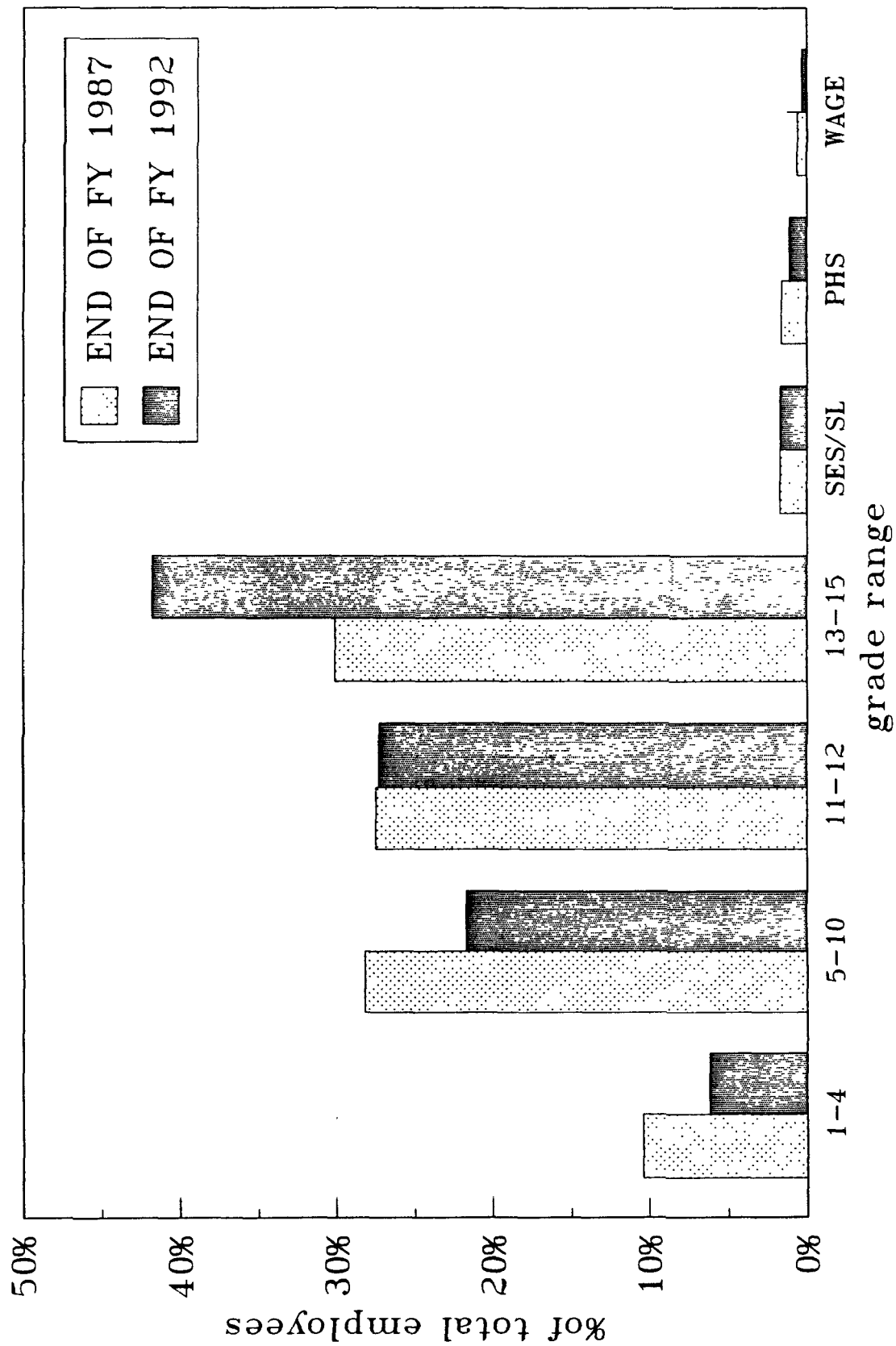


Average Govt. & EPA Service - By Occupation

EPA-WIDE



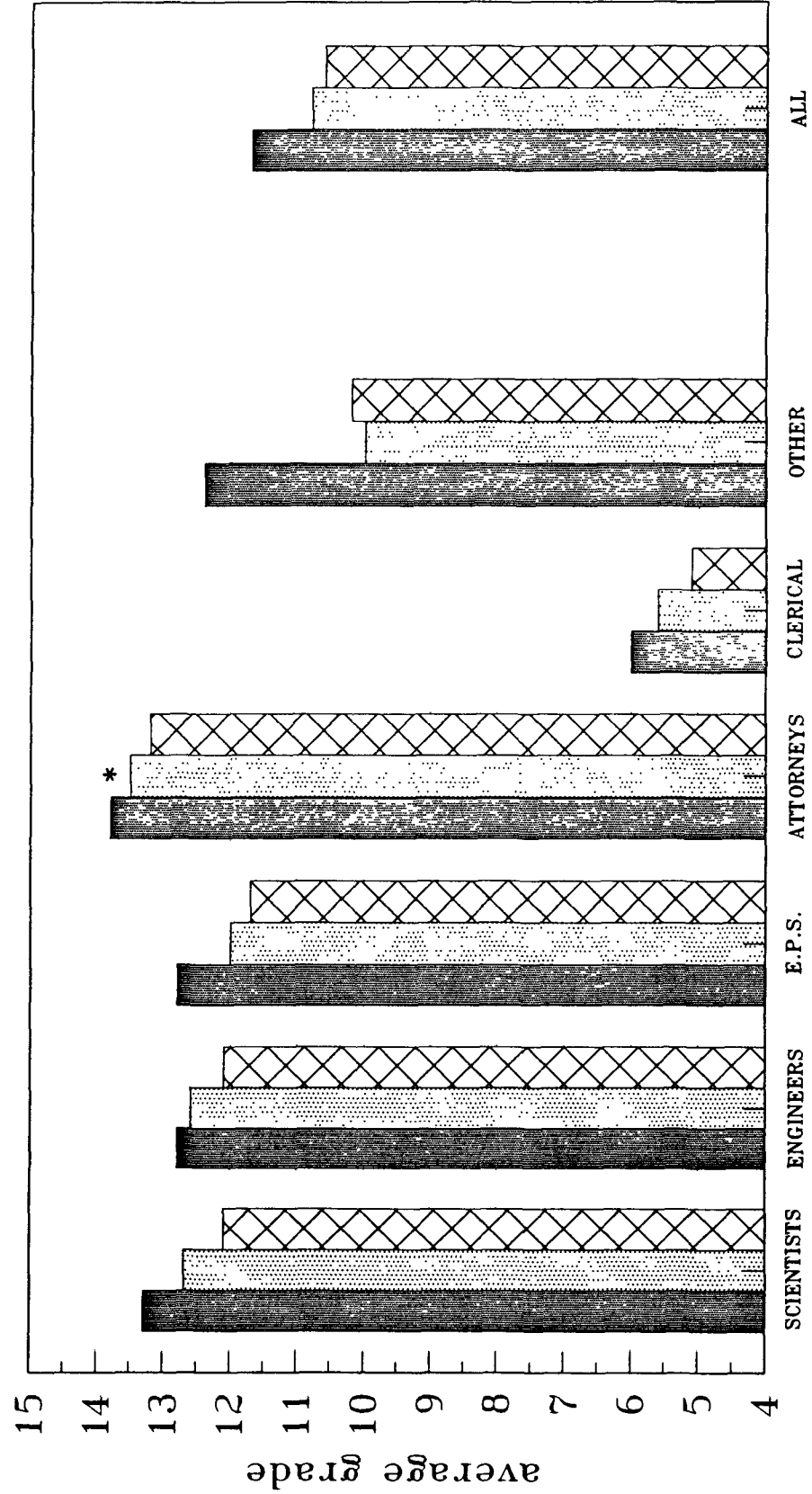
Over 70% of EPA's Employees are Grade 11 or Above



Average Grade by Major Organization/Occupation

(pay plans GS, GM, GW only)

Prog Ofc - Hqtrs
 Prog Ofc - Field
 Regions

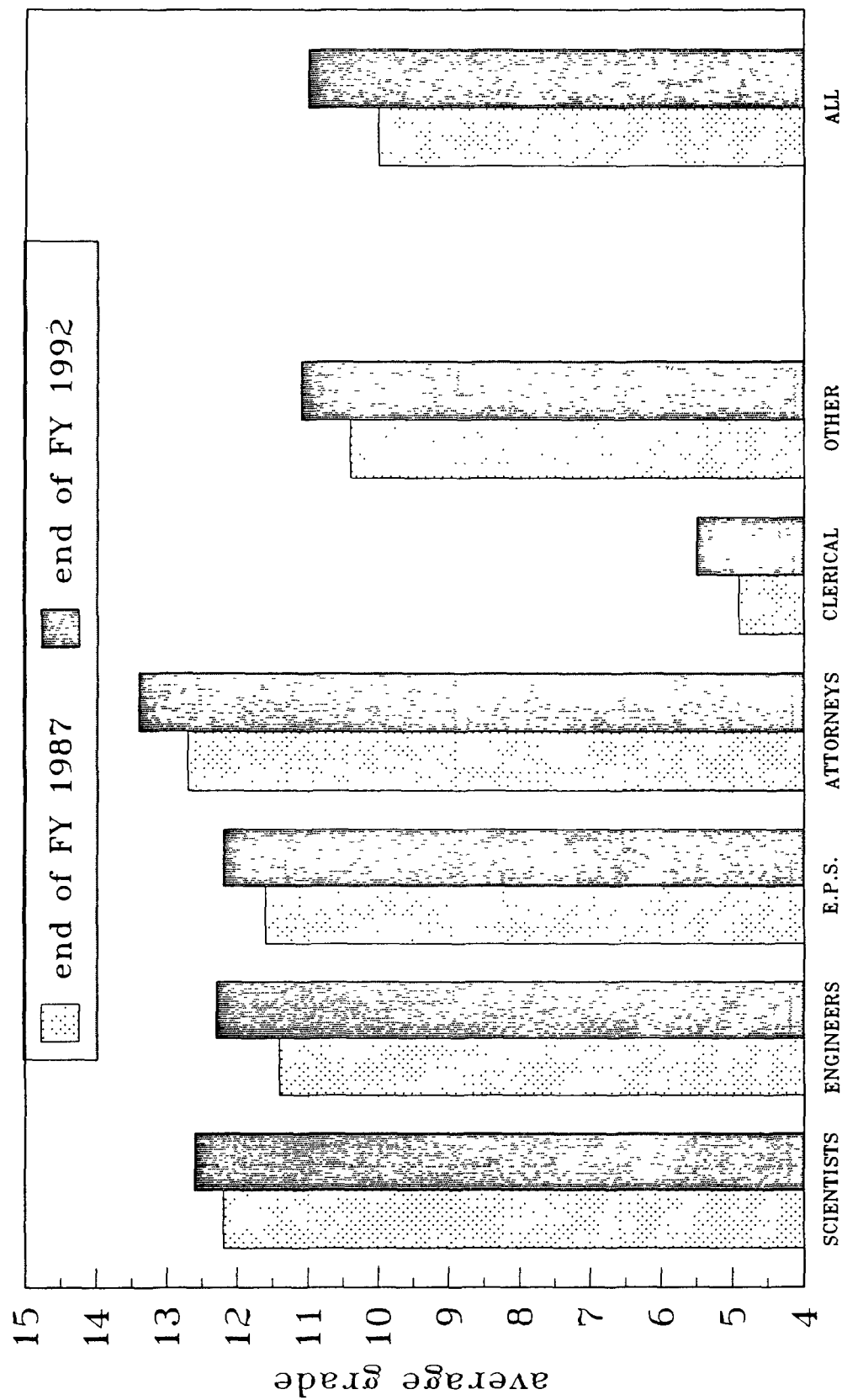


* only 14 Attorneys in Program Offices in the Field

Change in Average Grade - By Occupation

(pay plans GS, GM, GW only)

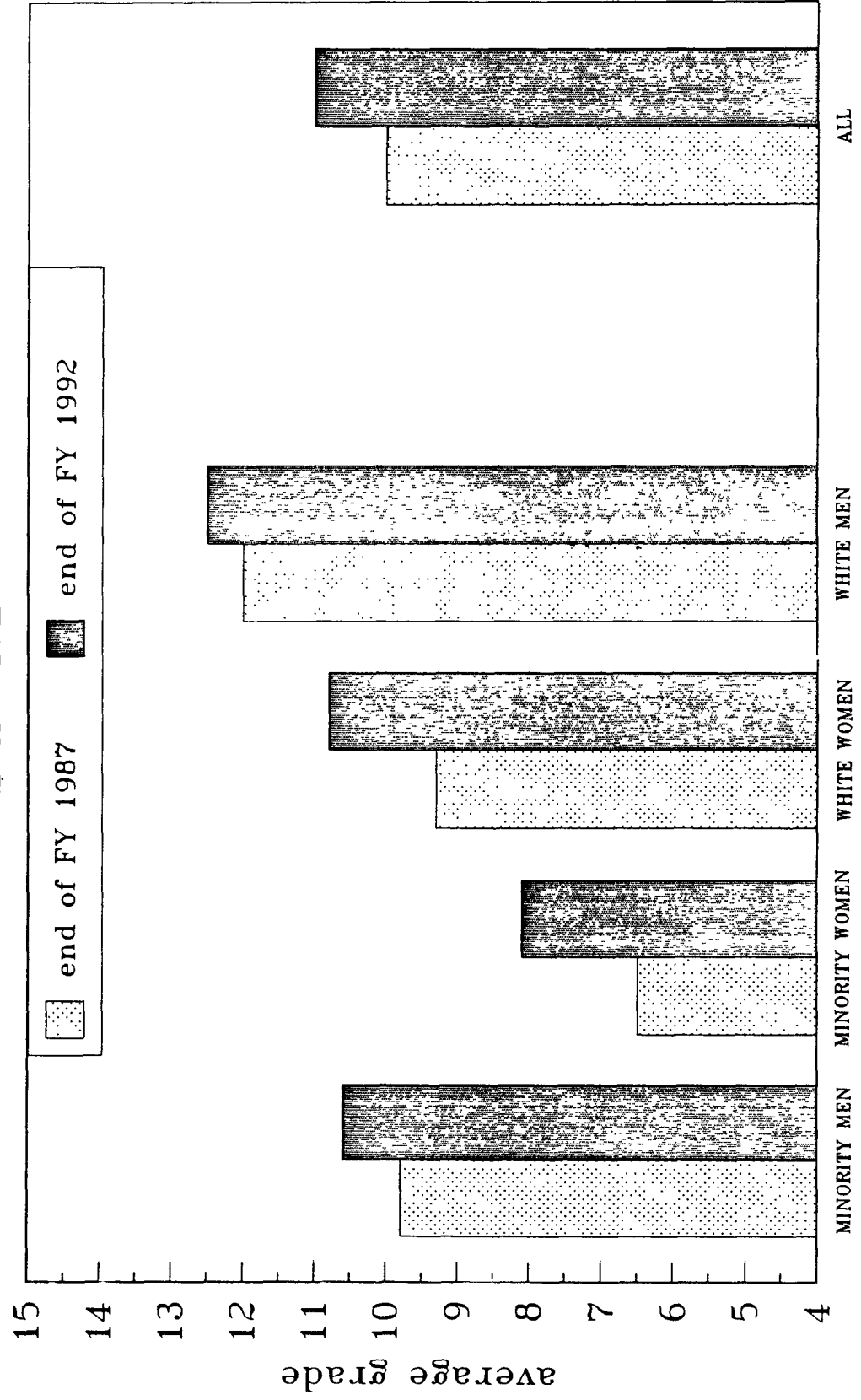
EPA-WIDE



Change in Average Grade - By Minority Group

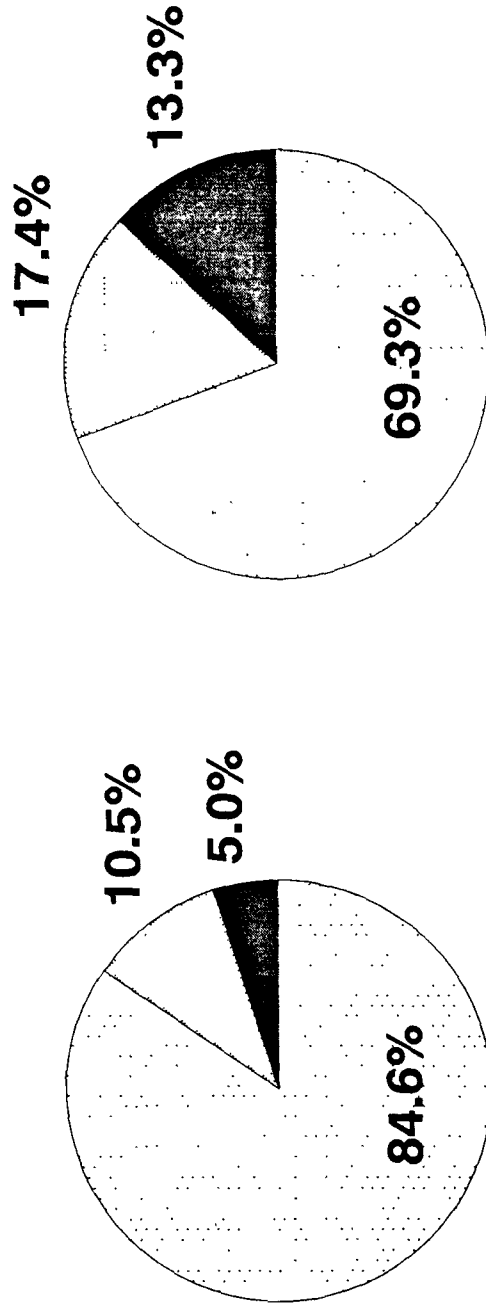
(pay plans GS, GM, GW only)

EPA-WIDE



Retirement Eligibility

(Permanent Employees On-board at end of FY 1992)



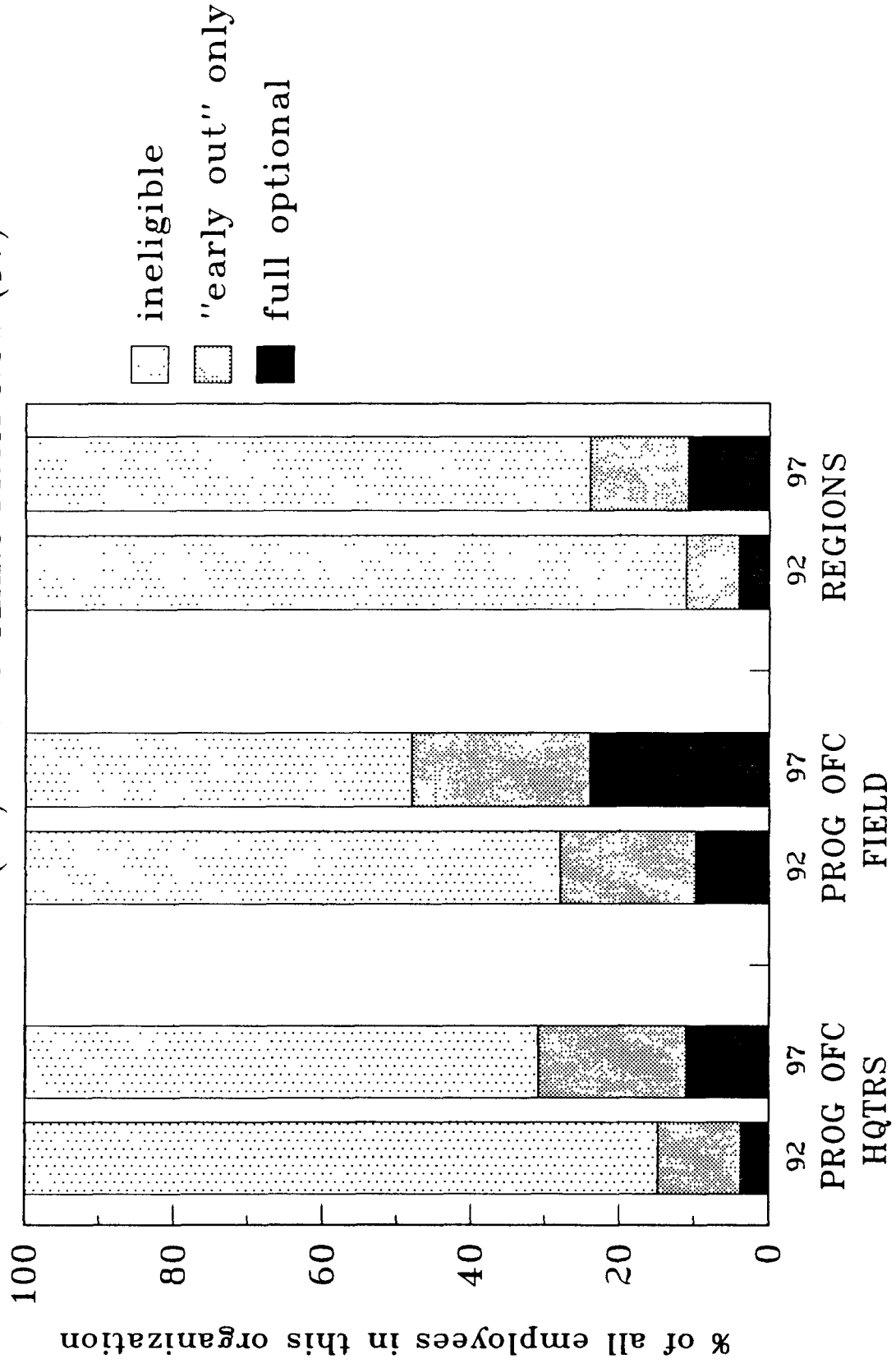
IMMEDIATELY

5 YEARS FROM NOW

-  full optional (includes 20-year P.H.S. CO retirement)
-  "early out" only (discontinued service/involuntary separation)
-  ineligible

Retirement Eligibility - By Major Organization

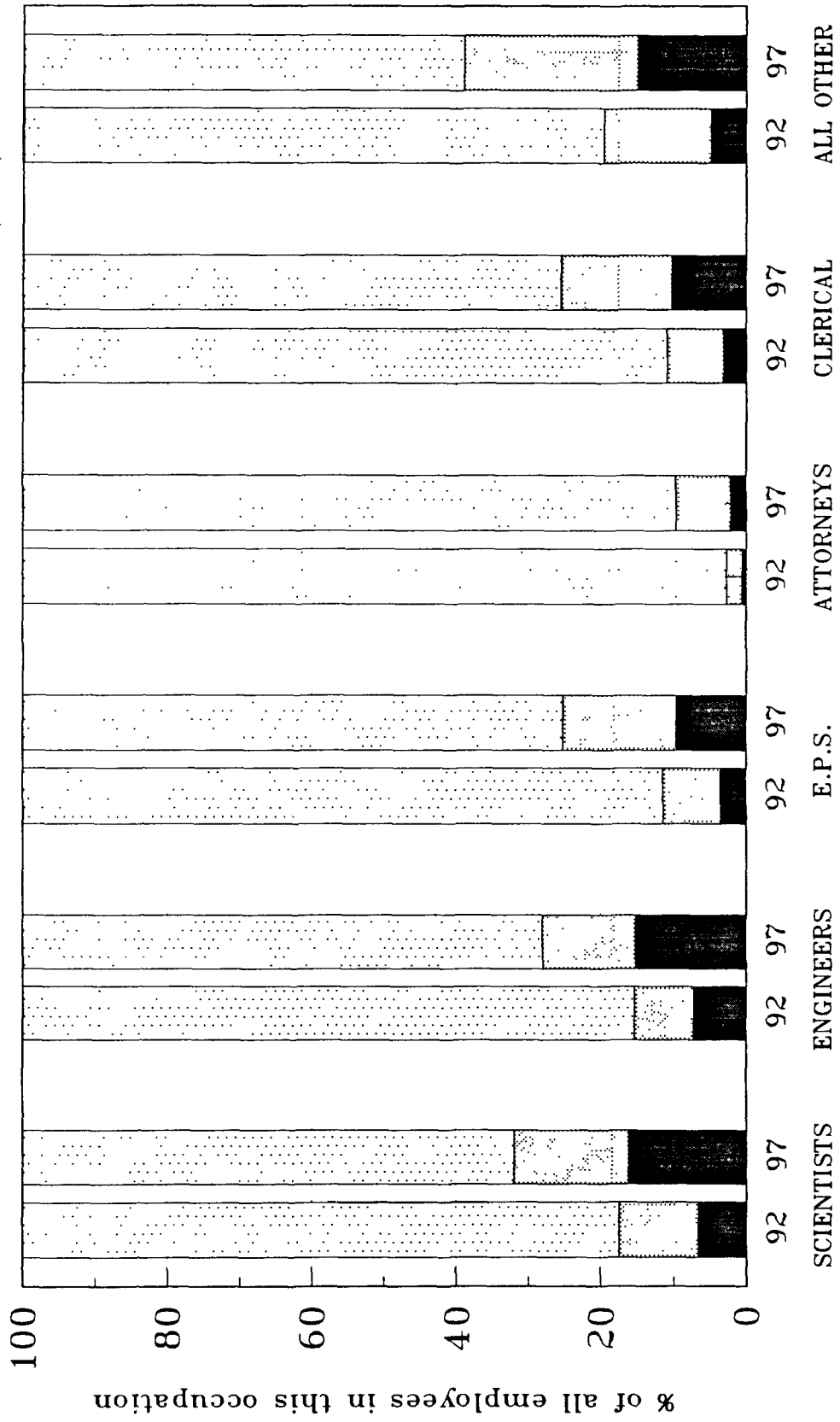
IMMEDIATELY (92) vs. 5 YEARS FROM NOW (97)



Retirement Eligibility - By Occupation

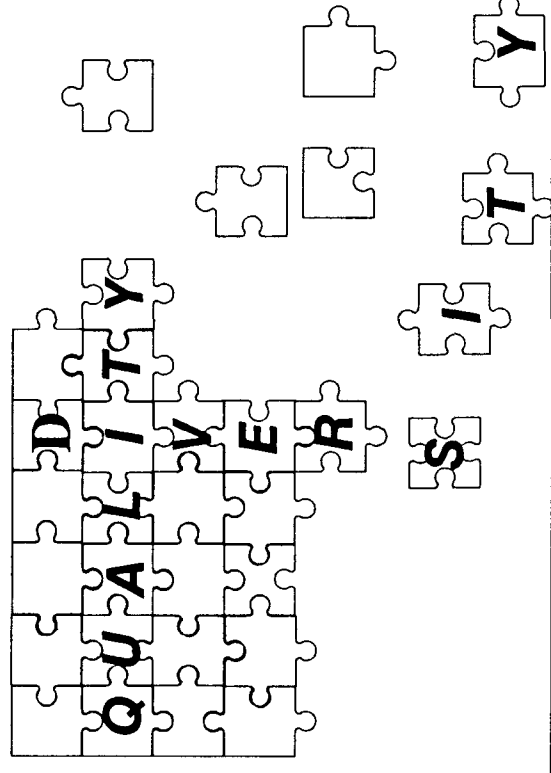
full optional
 "early out" only
 ineligible

IMMEDIATELY (92) vs. 5 YEARS FROM NOW (97)



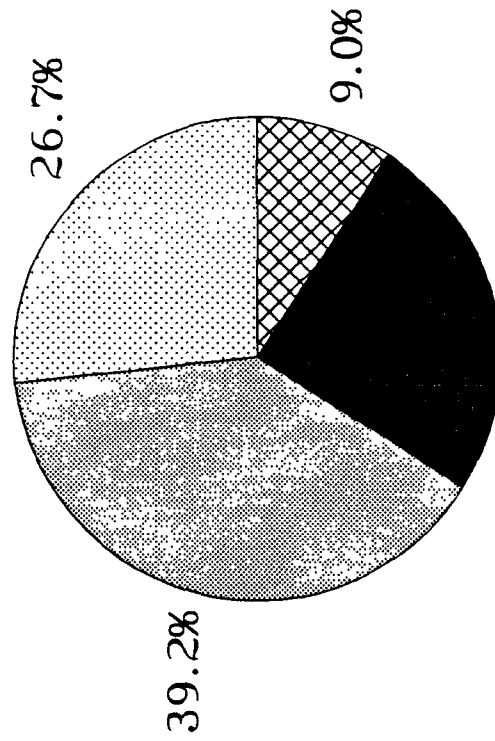
Management Data

The face of the management core is changing over time. Women and minorities are increasing their representation in management ranks. The managers of today and tomorrow must be innovators and catalysts for change. They need to focus on quality and capitalize on diversity to move the Agency forward.



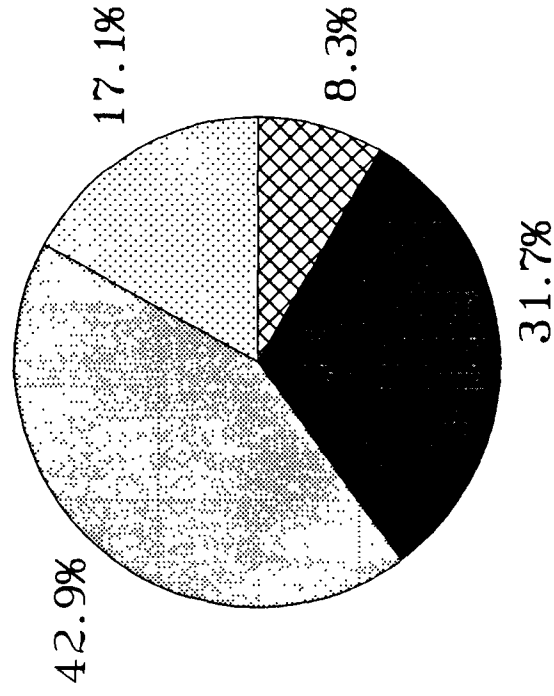
EPA's Managerial Workforce - By Grade

 GM-13
  GM-14
  GM-15
  SES



END OF FY 1987

(2,496)



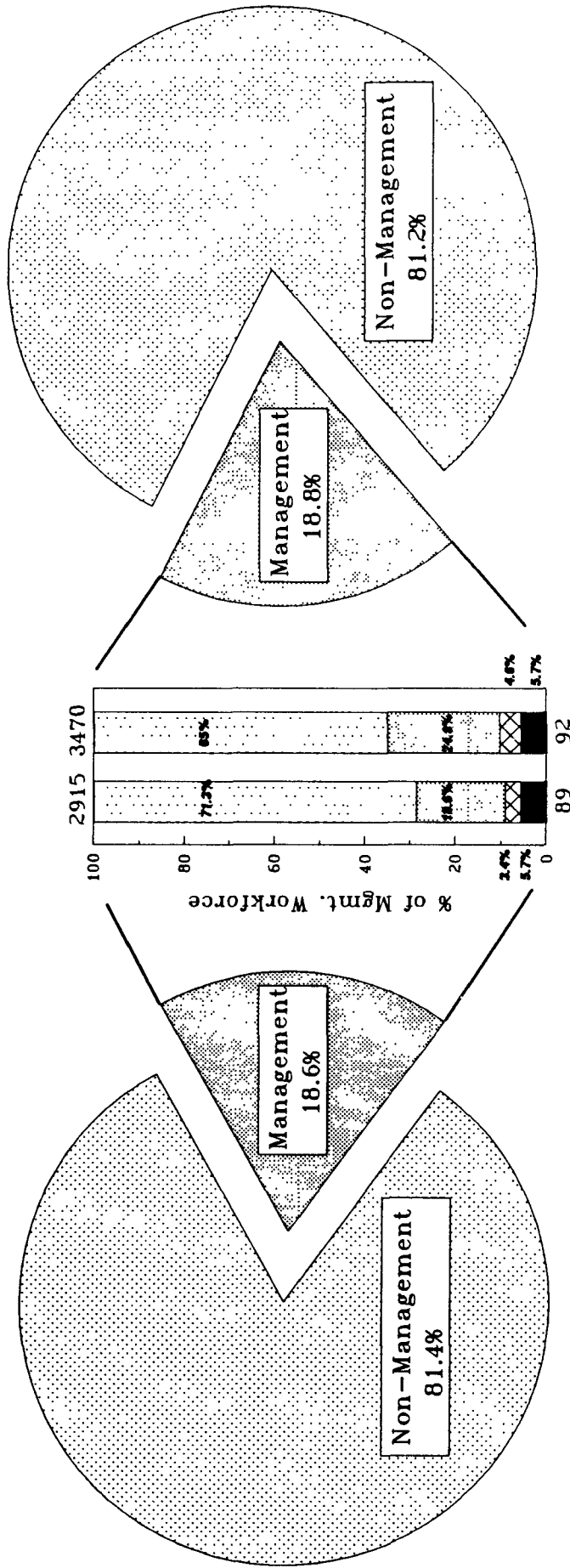
END OF FY 1992

(3,470)

Women and Minorities in Management Positions

FY'89

FY'92



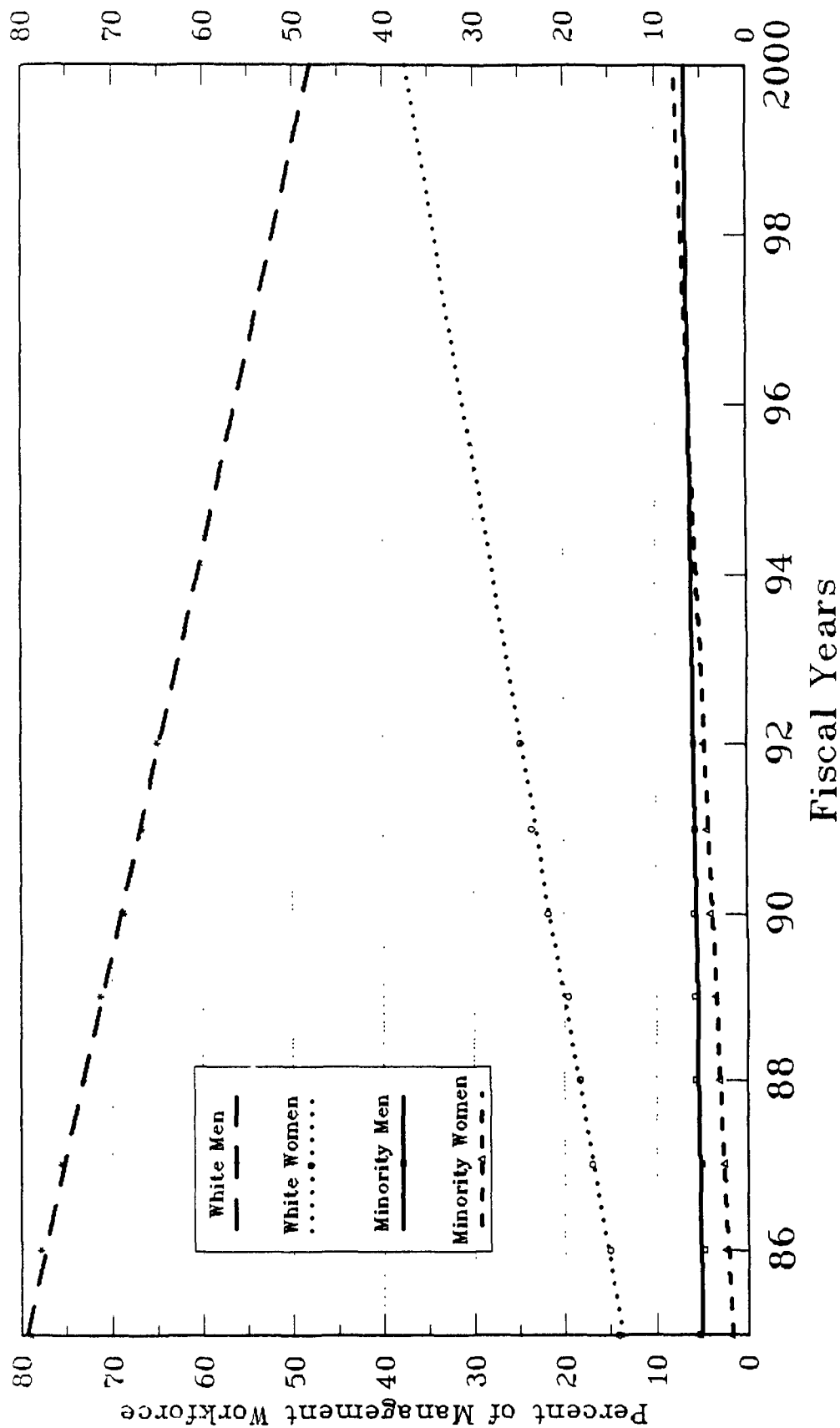
Bar Legend

- ☐ White Men
- ☐ White Women
- ☐ Minority Women
- ☐ Minority Men

Management positions include ES (SES) and GM (Merit Pay) employees.

EPA Management Composition FY'85 - FY'92

Trend Projection to FY'2000

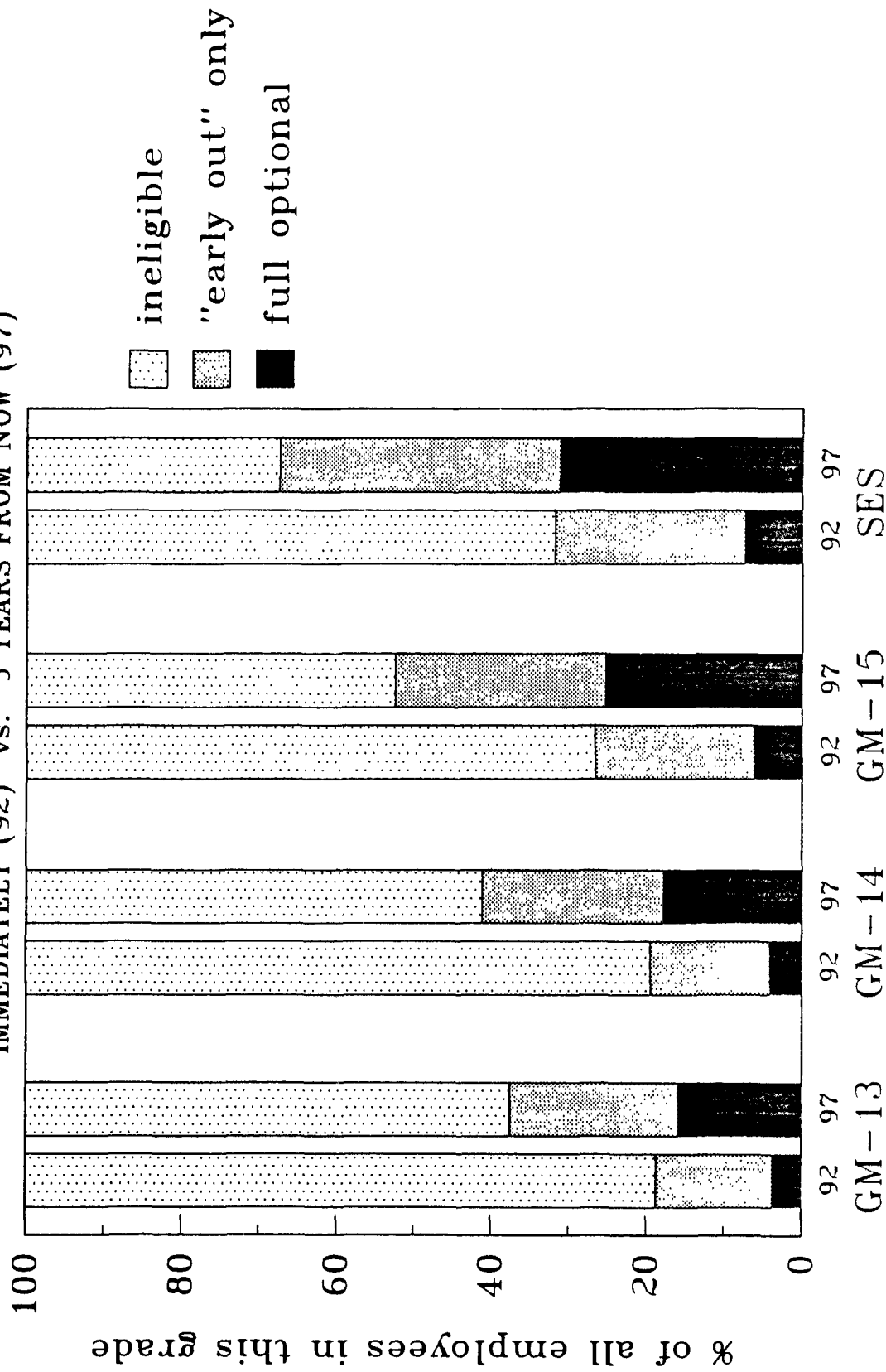


* Management is defined as GM (Merit Pay) and SES

Retirement Eligibility - Managers & Supervisors

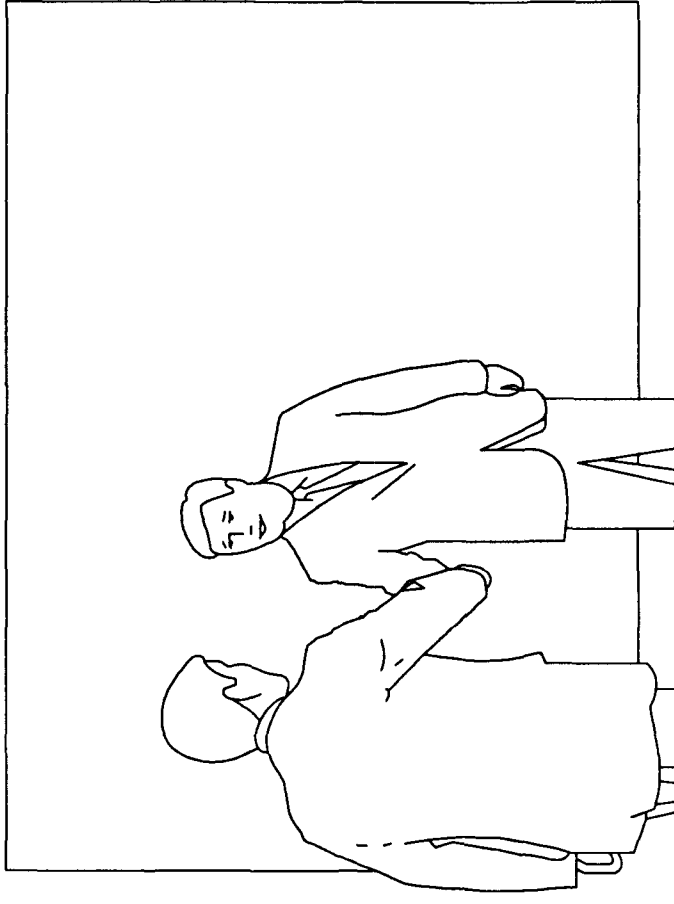
(By Grade at end of FY 1992)

IMMEDIATELY (92) vs. 5 YEARS FROM NOW (97)



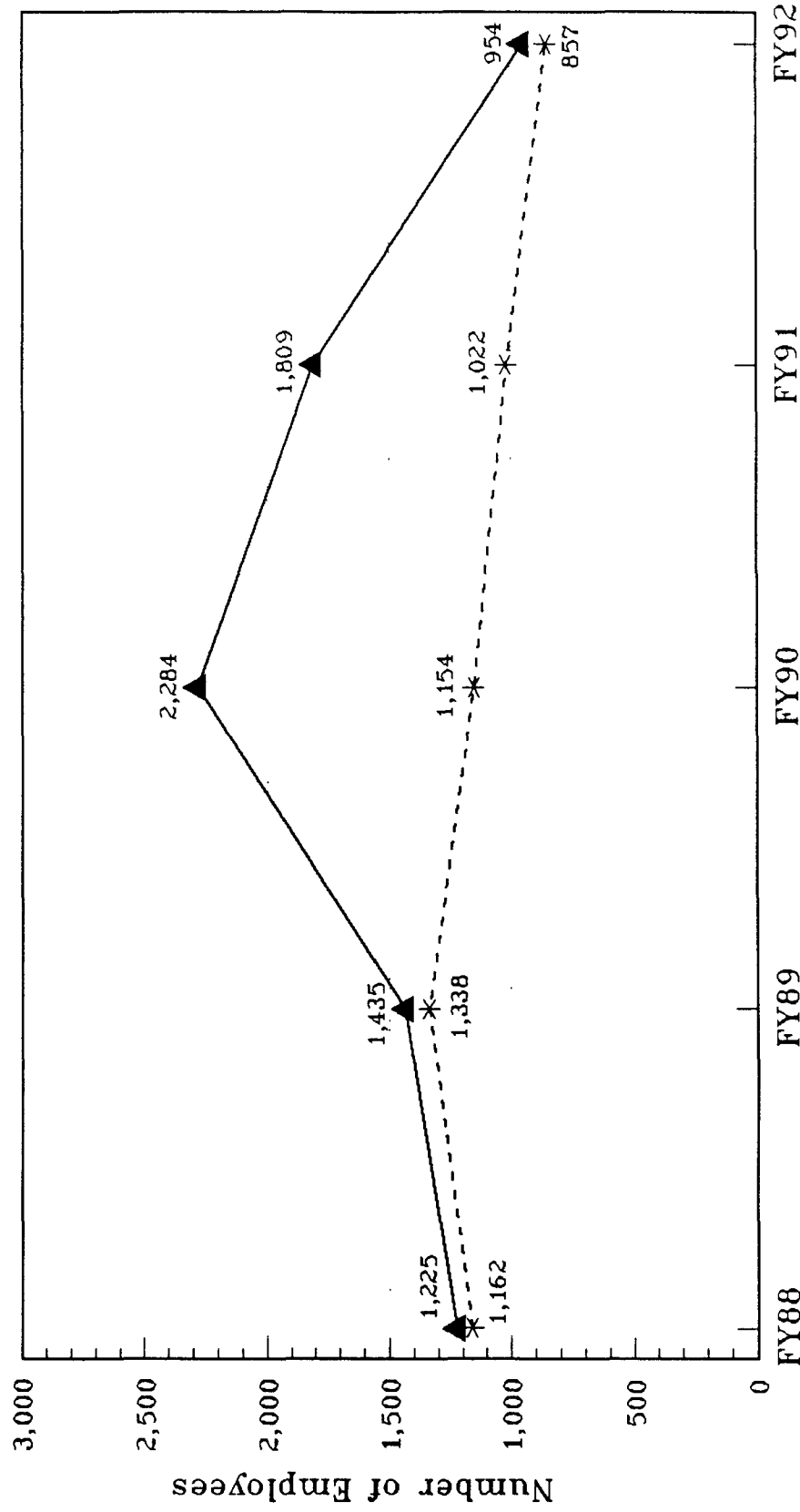
Hiring Data

EPA is committed to hire the best! We are a Growth Agency with a lot of new hires each year.



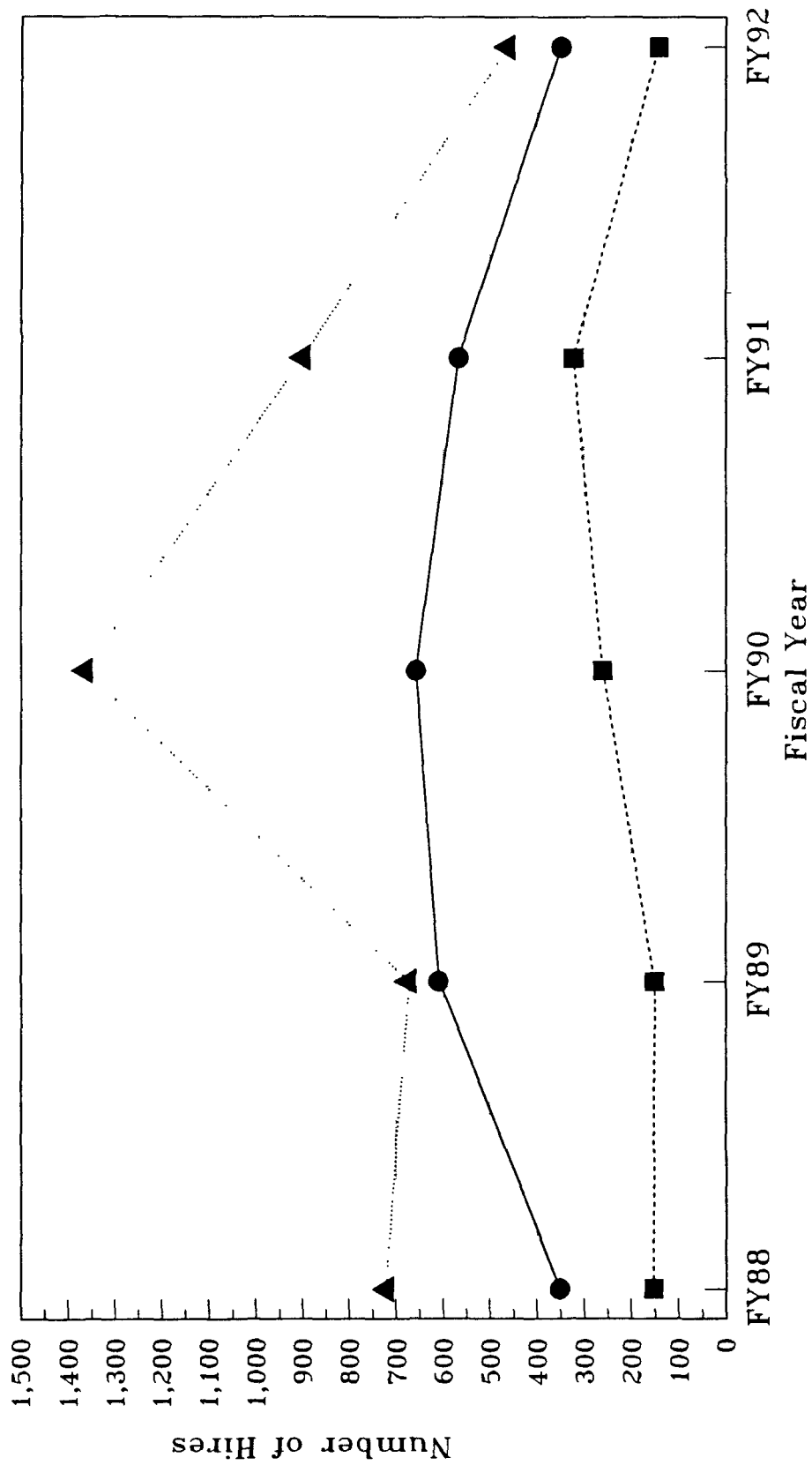
Permanent Hires vs. Separations for the Last 5 Years

Hires —▲— Separations ---*---



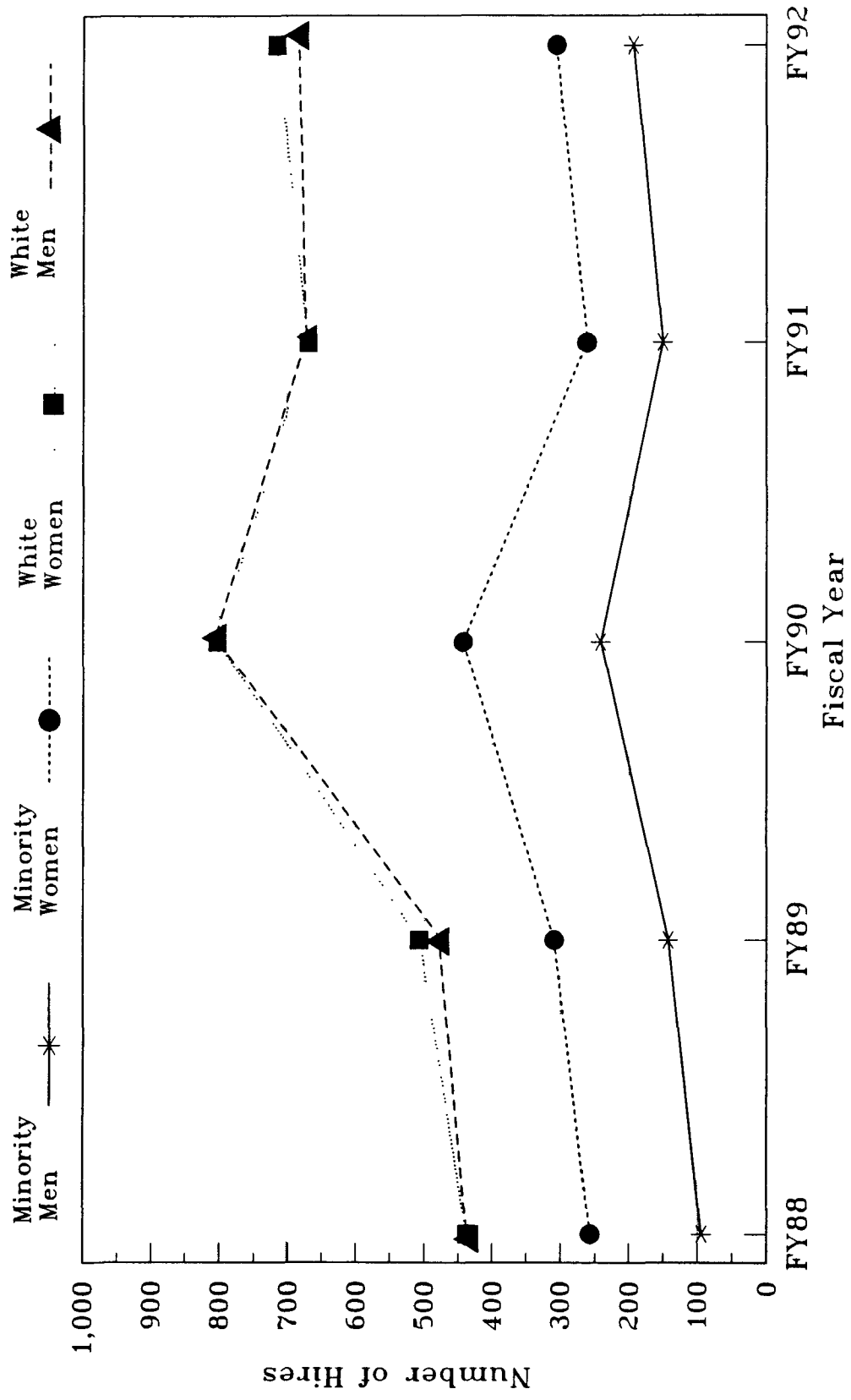
Hires for the Last 5 Years Hqtrs, Field/Labs, Regions

PROG OFC HQTRS —●—
 PROG OFC FIELD/LABS■.....
 REGIONS▲.....



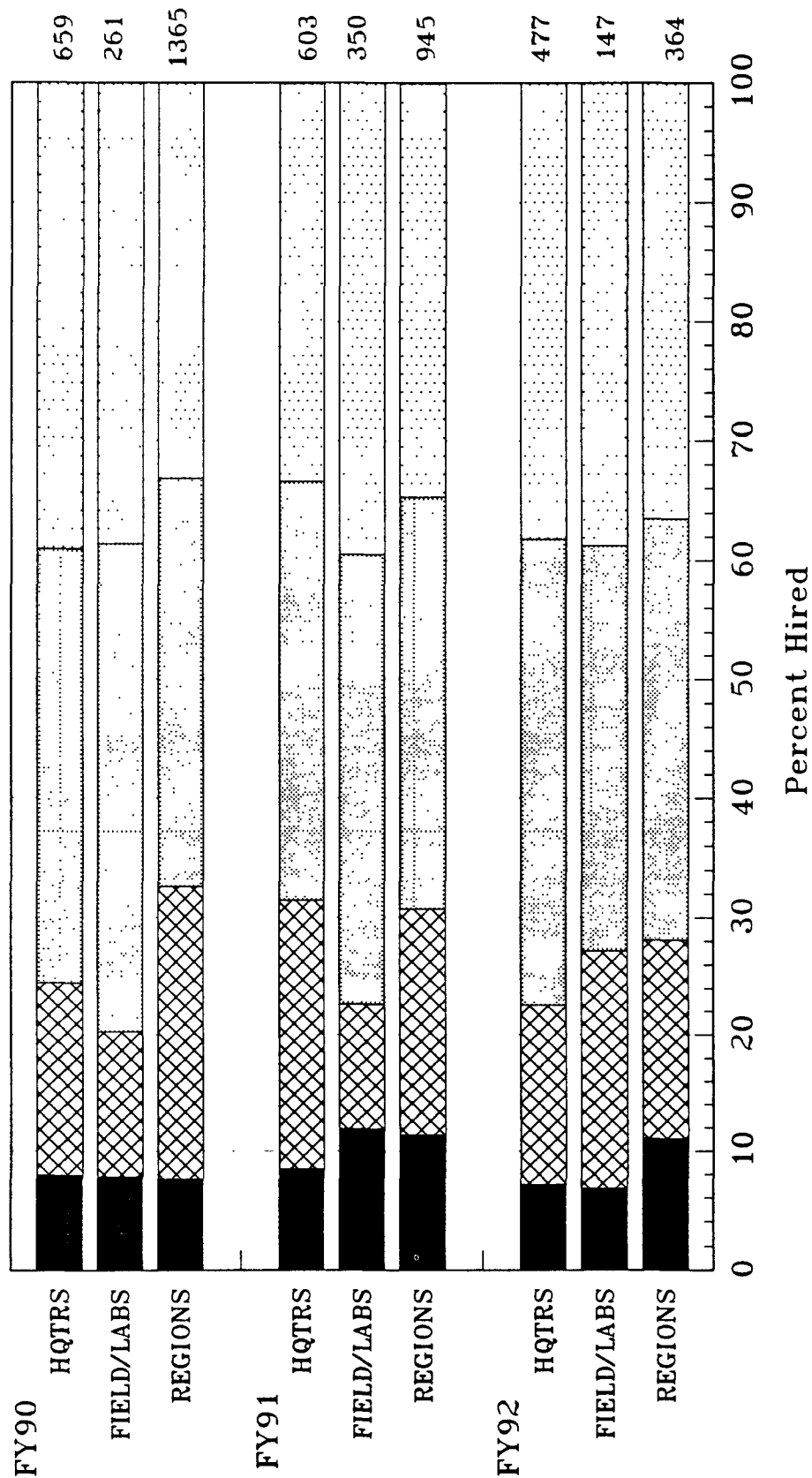
Hires for the Last 5 Years

Minorities and Women



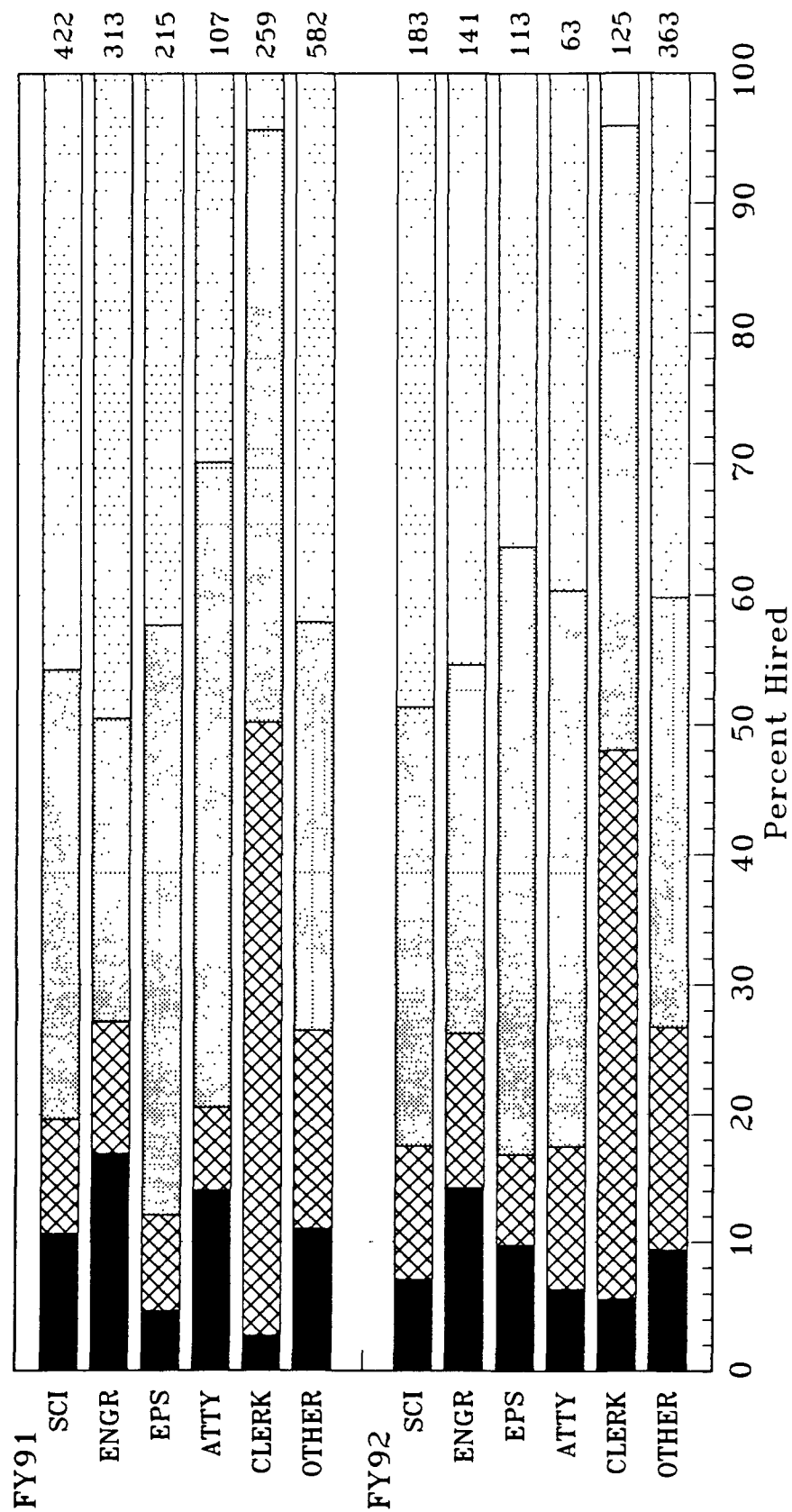
Hires for the Last 3 Years

Minority Men
 Minority Women
 White Women
 White Men



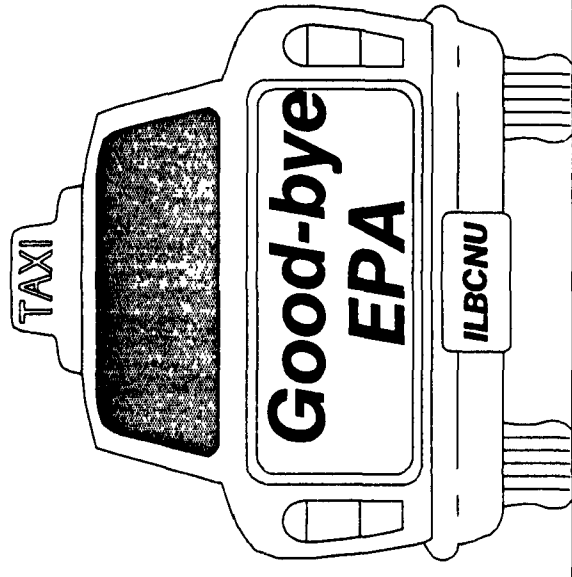
Hires for the Last 2 Years by Major Occupation

Minority Men
 Minority Women
 White Women
 White Men

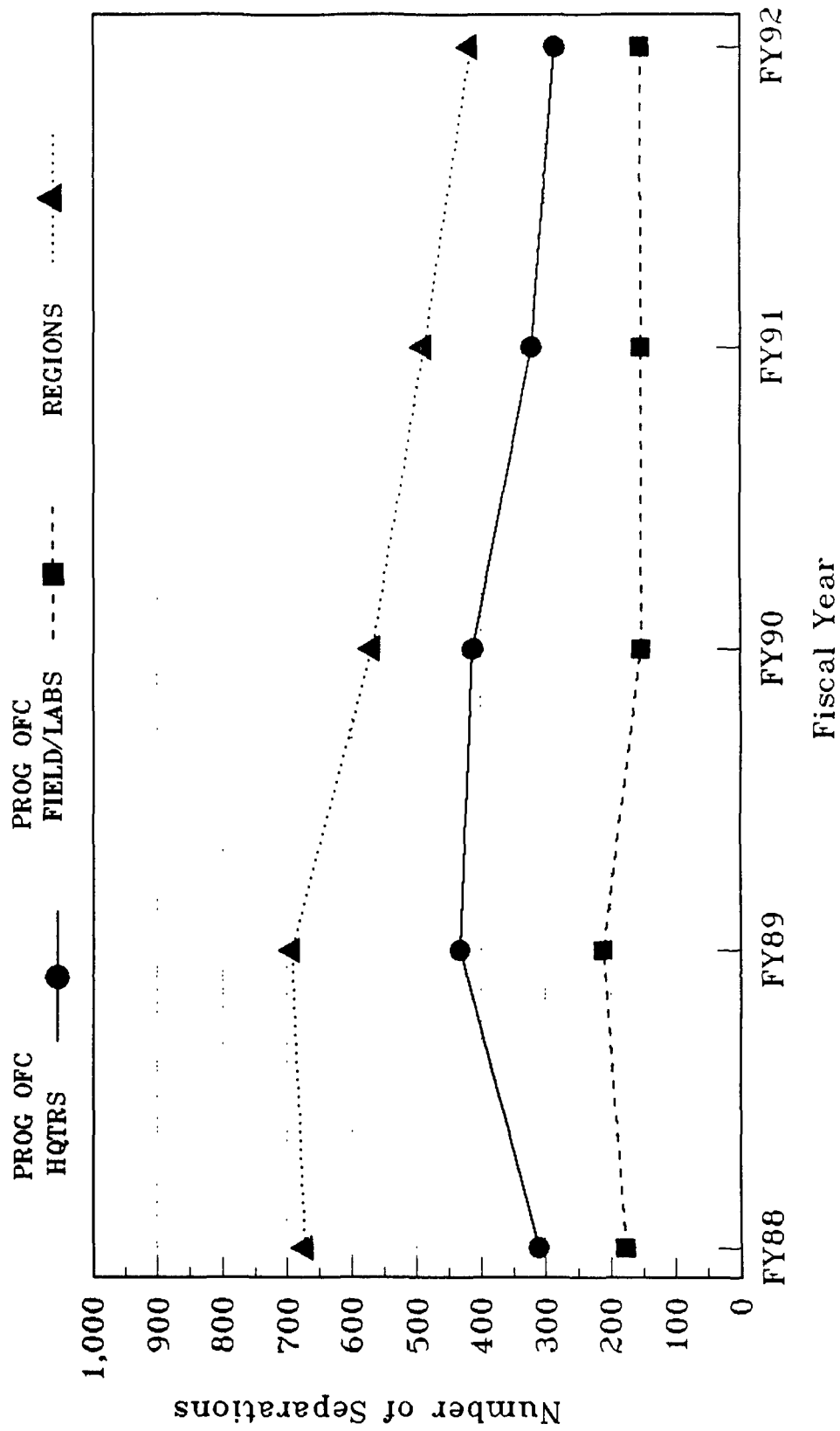


Turnover Data

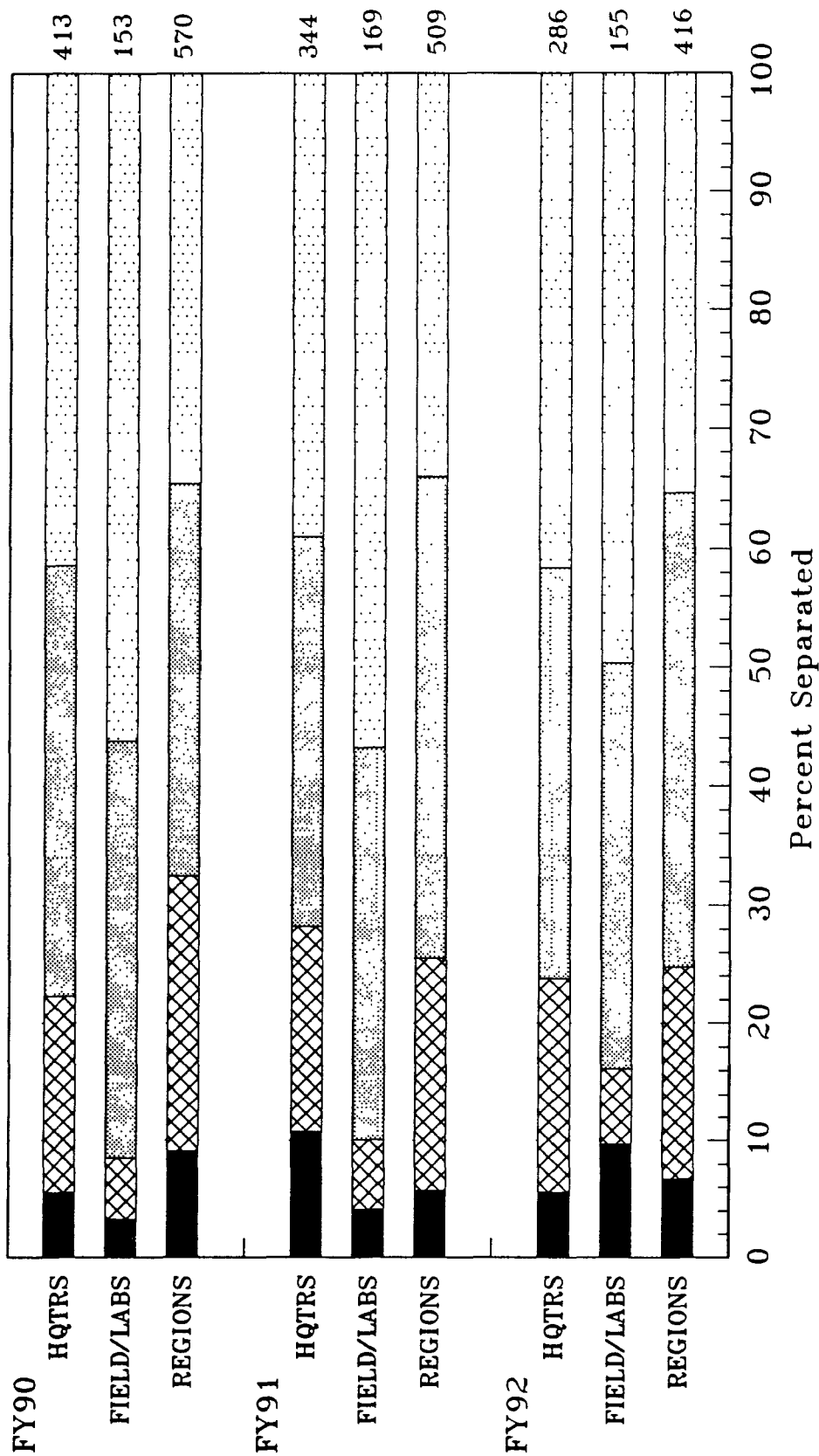
EPA's external turnover rate (6%) is relatively low, compared to the government-wide average of 19%. There are wide fluctuations between Agency organizations and occupations in external turnover. In order to assess the level of cross-media movement this analysis looks at movement between major organizations, defined as internal moves.



Separations for the Last 5 Years Hqtrs, Field/Labs, Regions

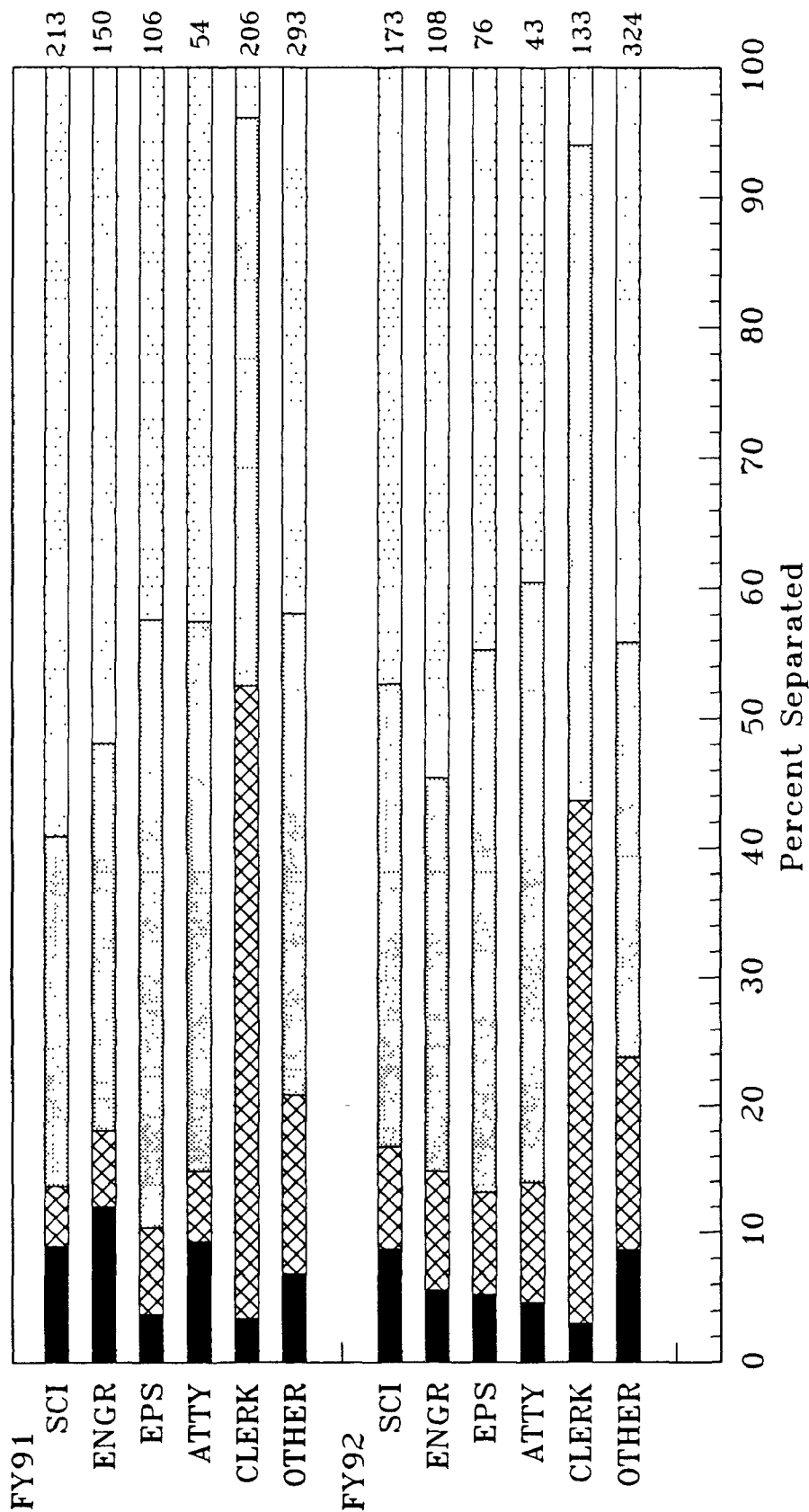


Minority Men
 Minority Women
 White Women
 White Men

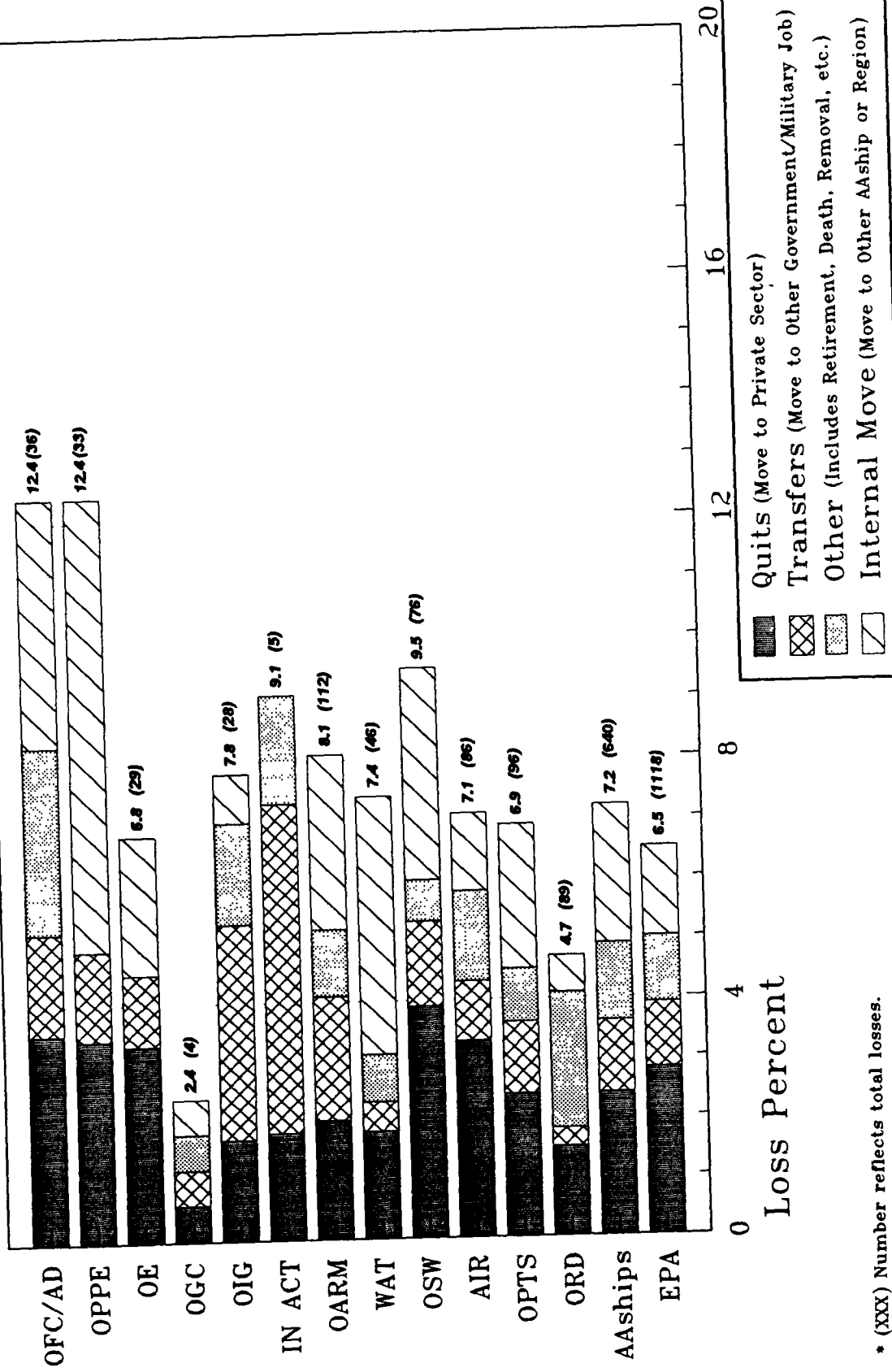


Separations for the Last 2 Years Minorities and Women by Major Occupation

Minority Men
 Minority Women
 White Women
 White Men

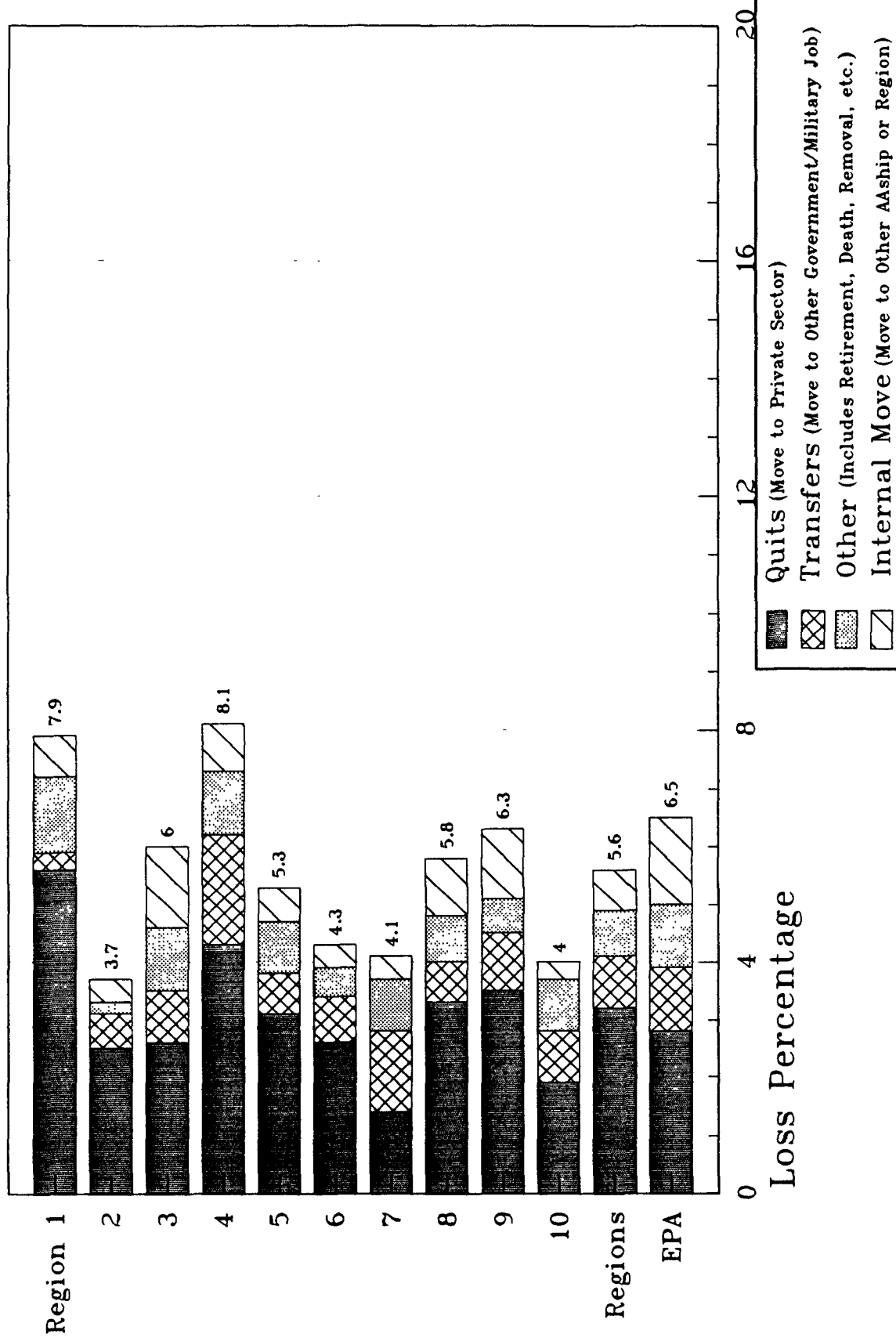


AAship Loss Percent for FY'92 Including Internal Movement Between Major Orgs

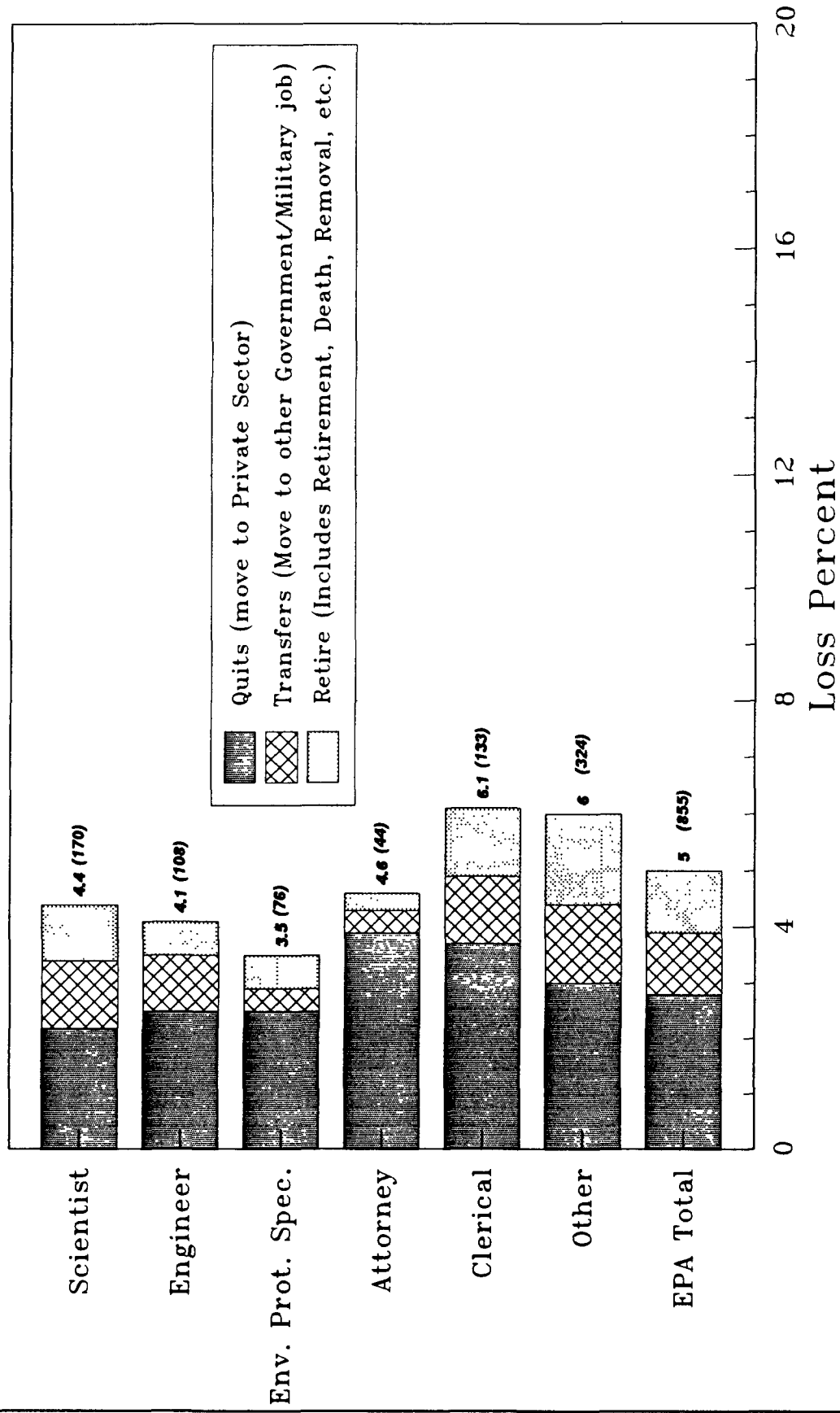


* (XXX) Number reflects total losses.

Regional Loss Percent for FY'92 Including Internal Movement Between Major Orgs



FY 1992 Losses From Major Occupation Groups As a Percent of Average FY'92 Employment



WORKFORCE INFORMATION QUALITY ASSESSMENT

The Office of Human Resources Management, through publications such as this Workforce Snapshots Data Book, is working to meet your needs. We would like to know whether our management information efforts are helping you with your human resource (HR) management responsibilities.

SECTION I. COMMENTS ON THE WORKFORCE SNAPSHOTS DATA BOOK

- (1) The Data Book gives me a better understanding of the EPA workforce: . . . ☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree
- (2) The information in the Data Book is useful to me: ☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree
- (3) If you agree that the Data Book is useful, how will you use it?
- ☐ To answer my own or staff questions ☐ To compare my organization to EPA generally ☐ To answer questions of the public or press
- ☐ To identify HR issues or problems (e.g., retirement eligibility, minority employment in management)
- ☐ Other (Please explain) _____
- (4) If you feel the Data Book is not useful, what would make it useful? (Please explain) _____
- (5) The information is presented at the right level of detail: ☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree
- (6) If you do not agree that the Data Book is presented at the right level of detail, what level would be more useful to you? (Please explain) _____
- (7) The information is presented in a clear, understandable manner: ☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree
- (8) If you feel that the information is presented clearly, how might we improve the presentation? (Please explain) _____
- (9) Are there any topic areas you would like us to expand? . . . ☐ Yes ☐ No
- (10) If yes, which ones? In what way? (Please explain) _____
- (11) Are there any subject areas you would like us to add? (Please explain) _____
- (12) Are there any subject areas you would like us to eliminate? (Please explain) _____
- (13) Other comments or suggestions: _____

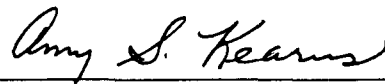
SECTION II. RESPONDENT DATA

- (14) I am a: ☐ First level Supervisor ☐ Second level supervisor ☐ Third or higher level supervisor ☐ Program Manager
- ☐ Program Advisor ☐ Special Assistant ☐ Not a supervisor ☐ Other (Please explain) _____
- (15) My occupational specialty is: ☐ Scientist ☐ Engineer ☐ Environmental Protection Specialist ☐ Attorney
- ☐ Human Resources ☐ Administrative Management ☐ Other: _____
- (16) My location is: ☐ Headquarters ☐ Regional Office ☐ Laboratory ☐ Other: _____

We appreciate your taking the time to complete this survey. The information you provide will help us develop more responsive products and services. Our focus is on supporting you in carrying out your human resources management responsibilities.

After completing the questionnaire, please fold it in half with this page out, staple it, and send it to the address listed below.

Thank you for your input!

A handwritten signature in cursive script, reading "Amy S. Kearns".

Amy S. Kearns, Acting Director
Field Operations, Evaluation and
Support Services Division

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