



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

OCT 9 1991

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

TO: All EPA Supervisors and Managers

I am pleased to present the third 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 FY91. Consultants and experts are excluded. Hiring, turnover, and retirement statistics deal with permanent staff only. General workforce statistics also include temporaries. The report 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 is new this year and reflects the Agency's progress in increasing the diversity of the management core as well as our 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, call or drop a note to Amy Kearns of my staff on 260-3352 or PM-212.



Kenneth P. Dawsey
Director, Office of Human
Resources Management

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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 nearly 19,000 employees, stationed in countries and territories around the world. This is a snapshot of our workforce 21 years after our birth as an Agency.

"EPA...

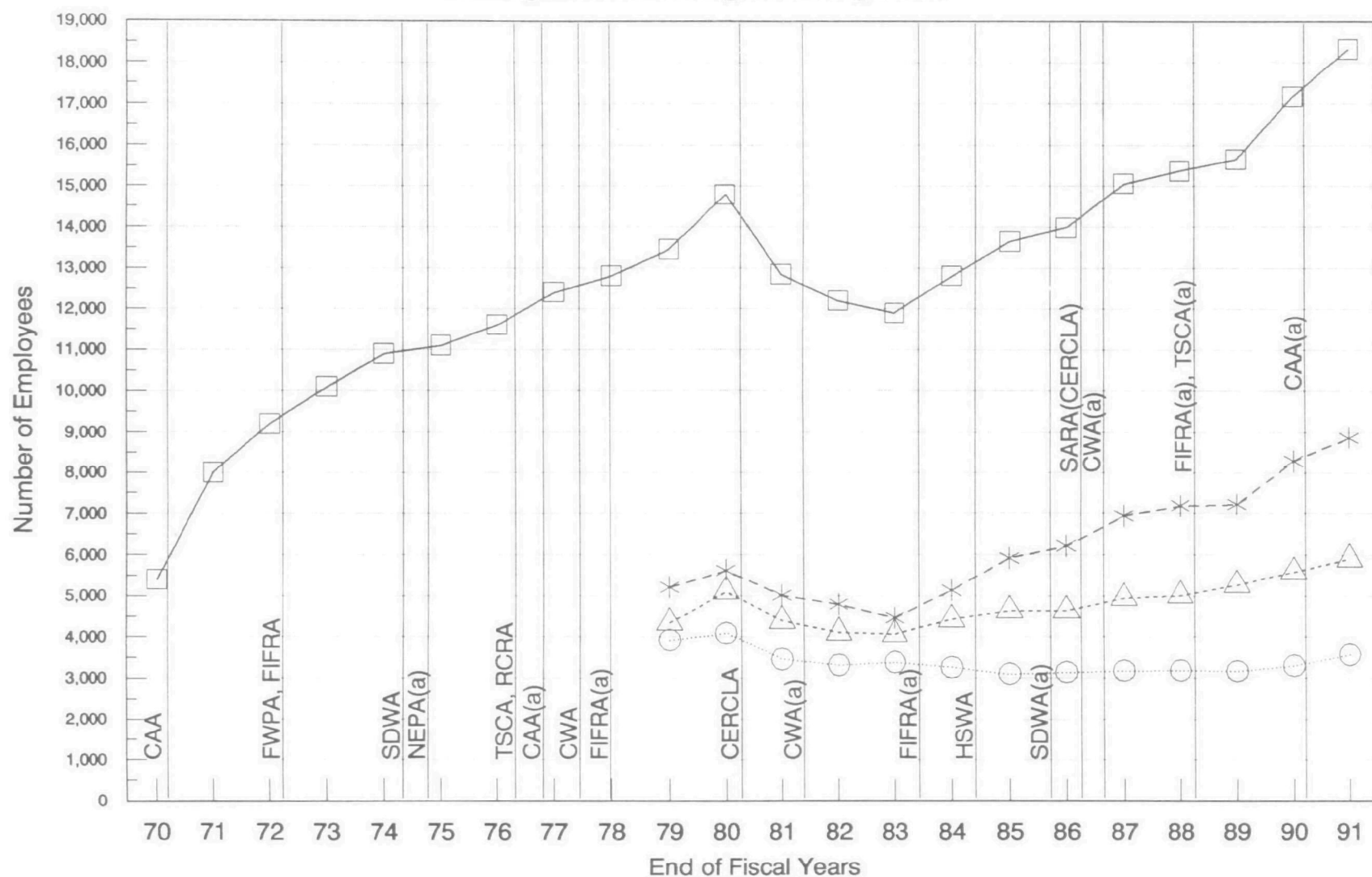
Preserving Our

Future Today"



How We Grew - FY'70 - 91

Showing Enactment of Significant Legislation



(a) = amendment to original legislation

* Applicable breakout of data is unavailable prior to FY'79.

EPA-Wide



AA's DC*



AA's Field*

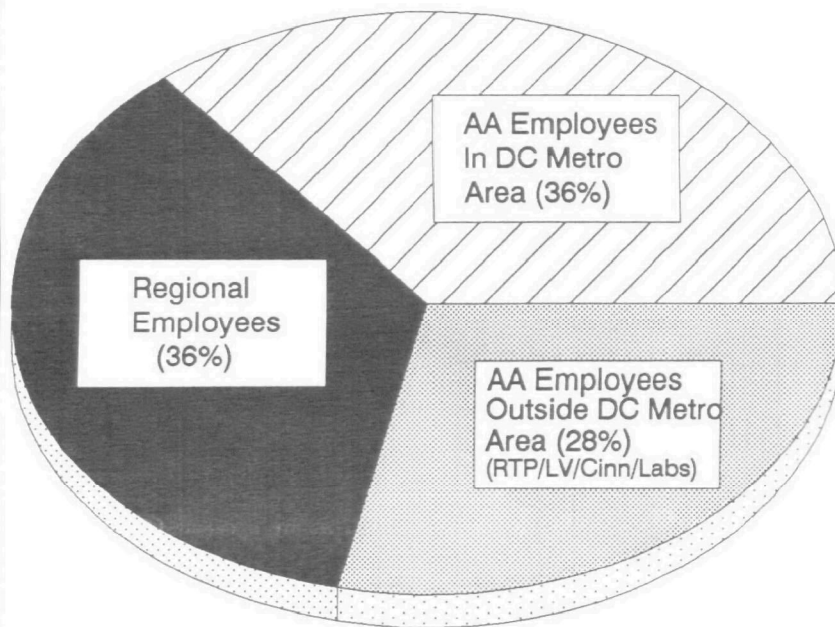


Regions*

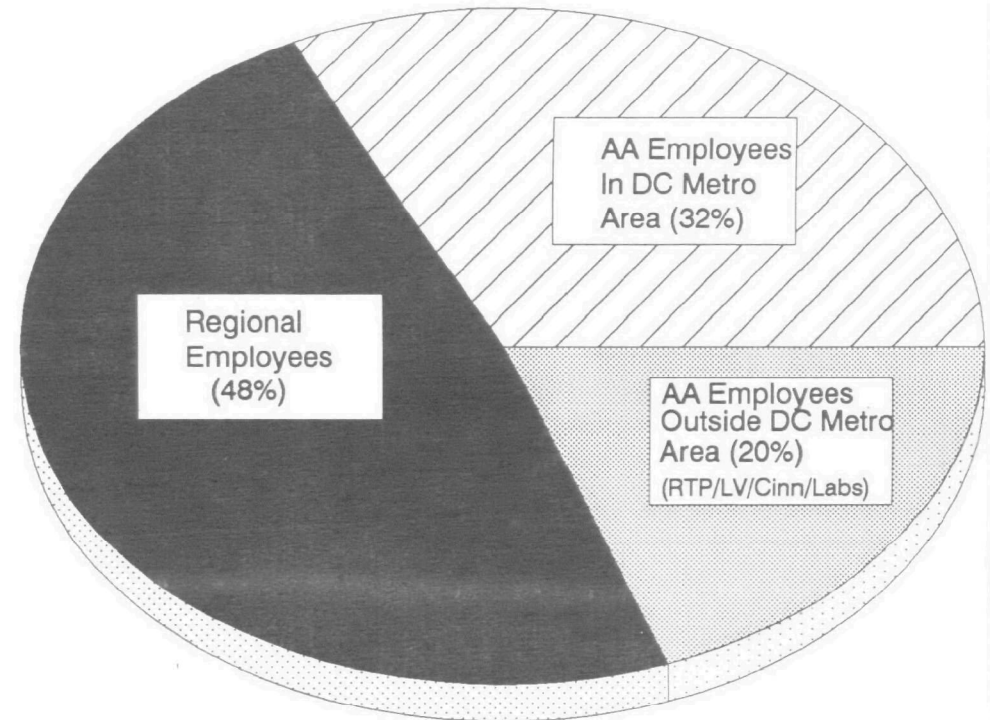


Where We Work

Increasingly our people are located in regional offices.



January 1981
14163

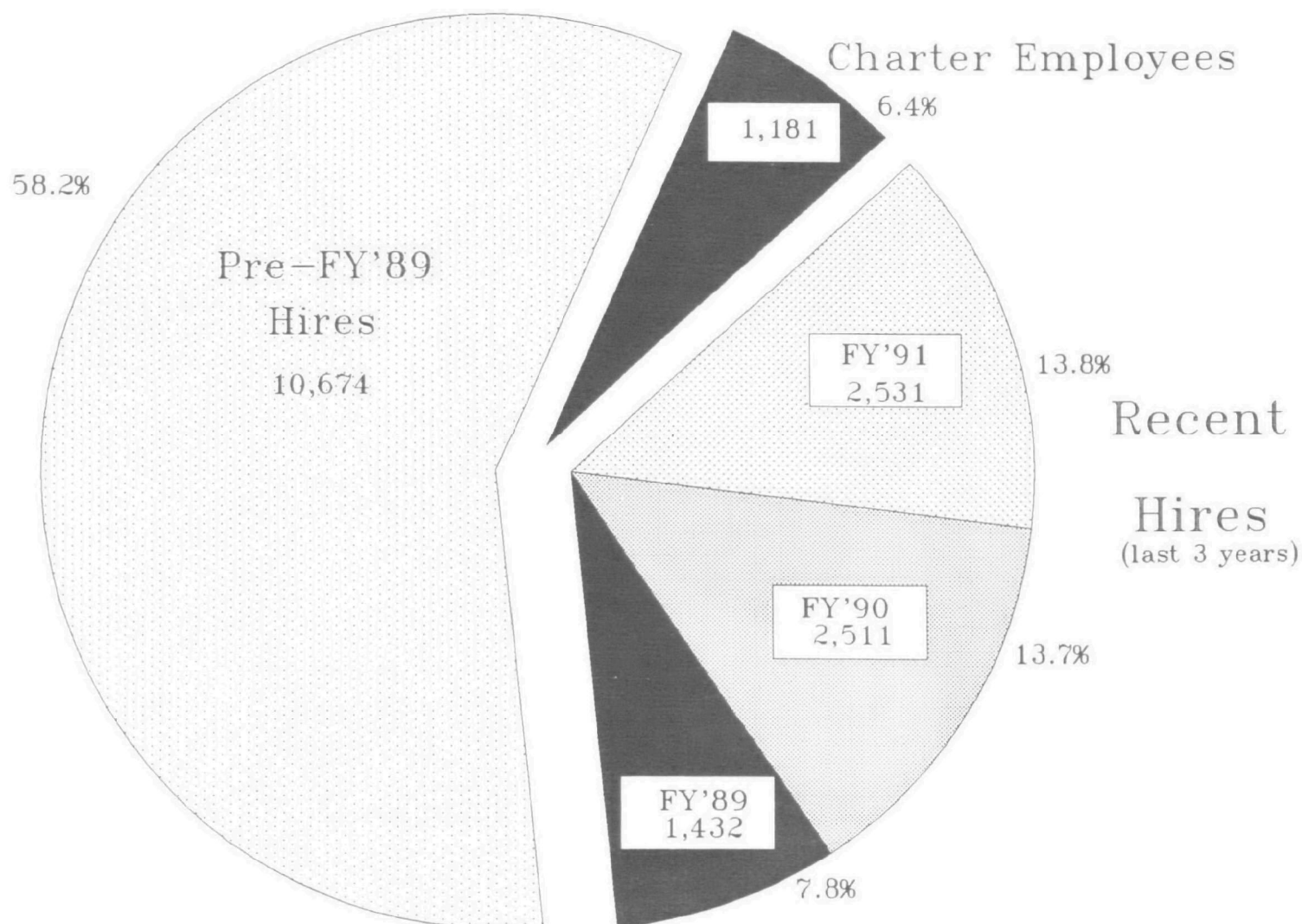


September 1991
18329

EPA currently has employees in DC, 37 states and 8 countries and territories. The new global initiatives will continue this trend.

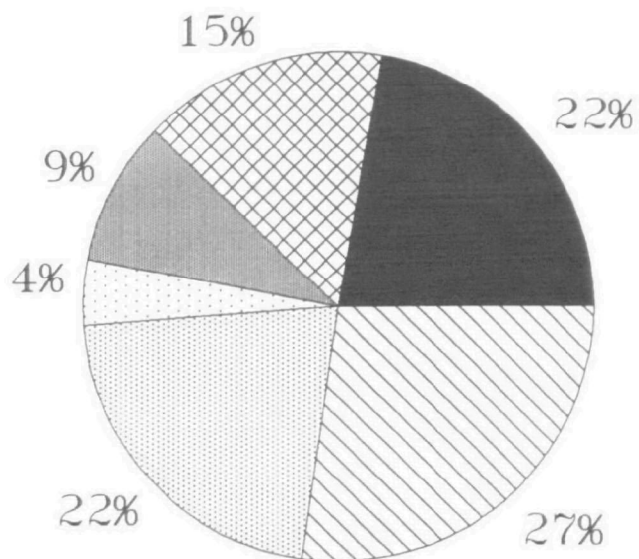
Charter Employees

22%(1181) of EPA's original workforce is still with the Agency.
They represent 6% of today's workforce.

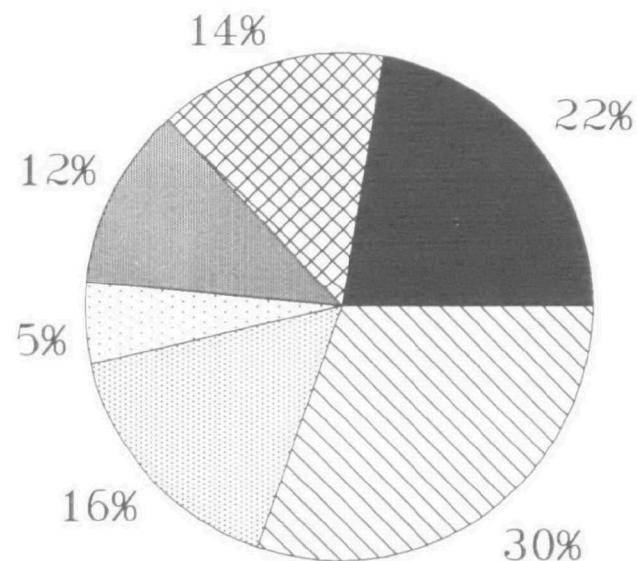


WHAT WE DO

■ Scientist ▨ Engineer ▩ E.P.S. ▤ Attorney ▦ Clerical ▧ All Other

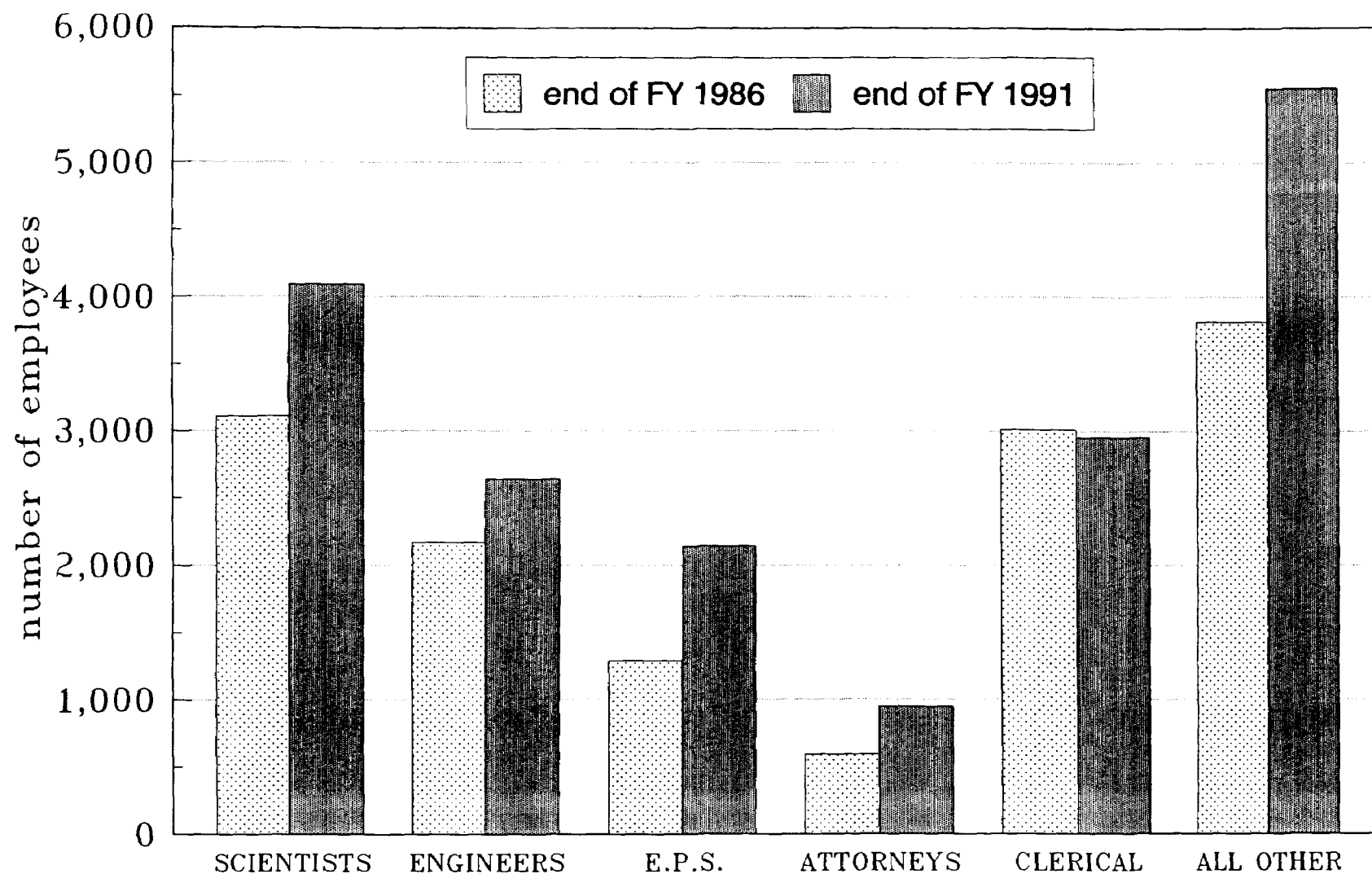


END OF FY 1986



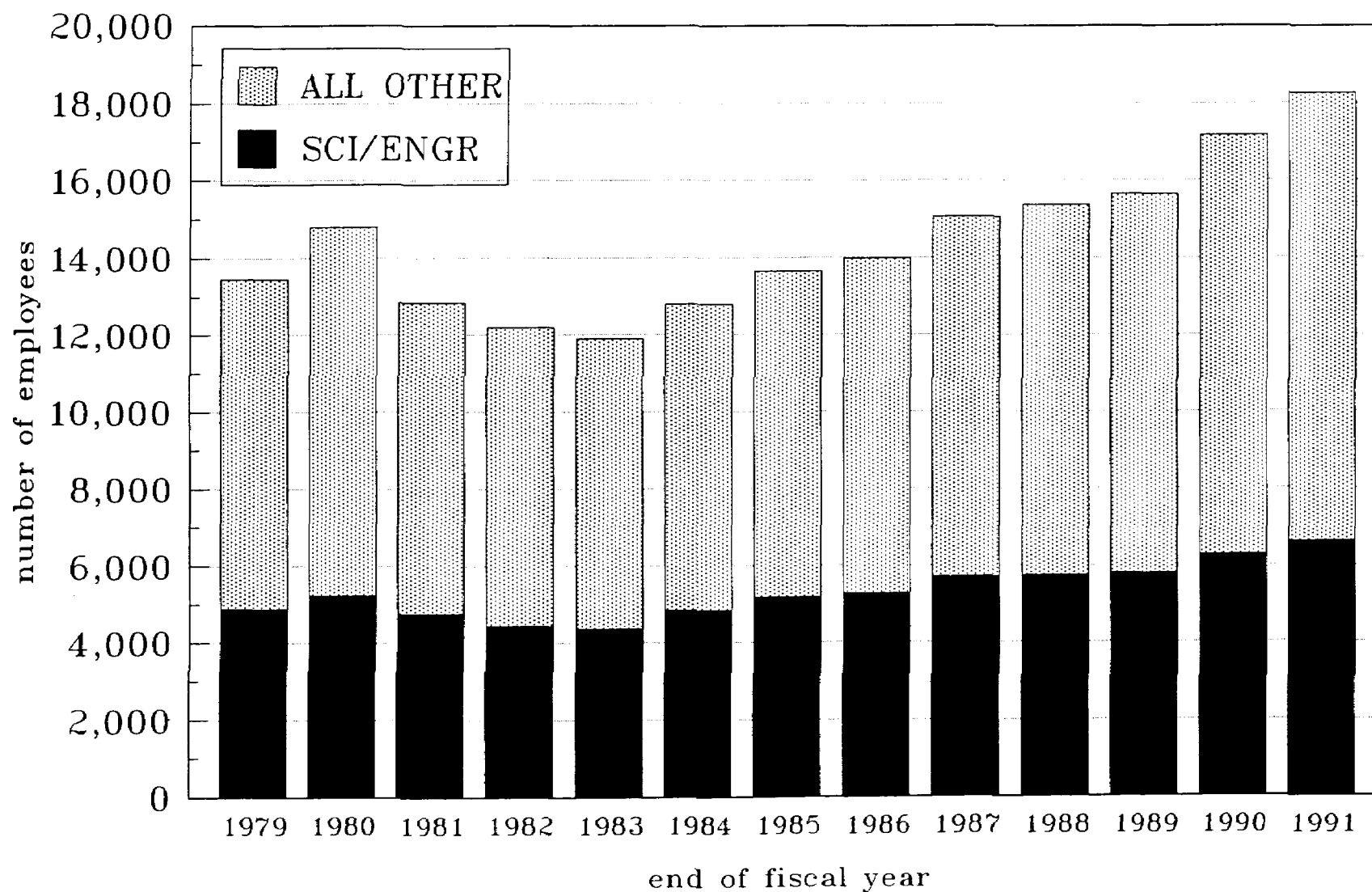
END OF FY 1991

GROWTH IN OCCUPATIONS — EPA—WIDE



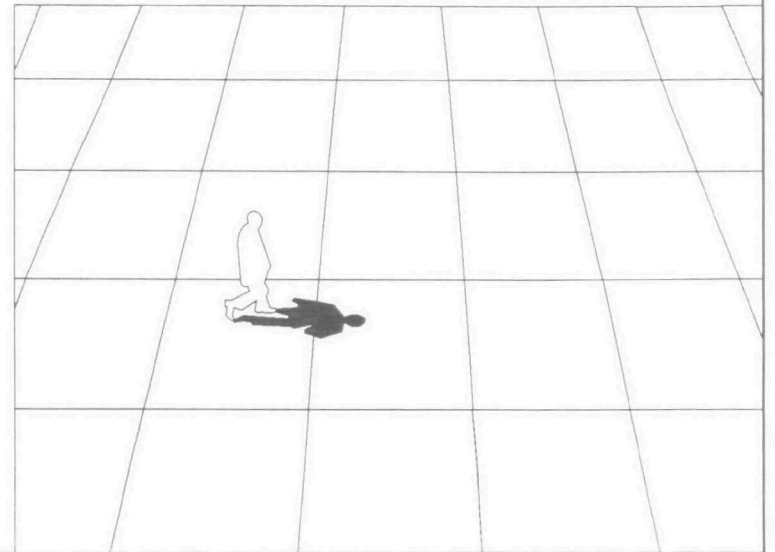
HISTORICAL TREND FOR SCIENTISTS & ENGINEERS

Relatively Stable, Compared to Total Employment



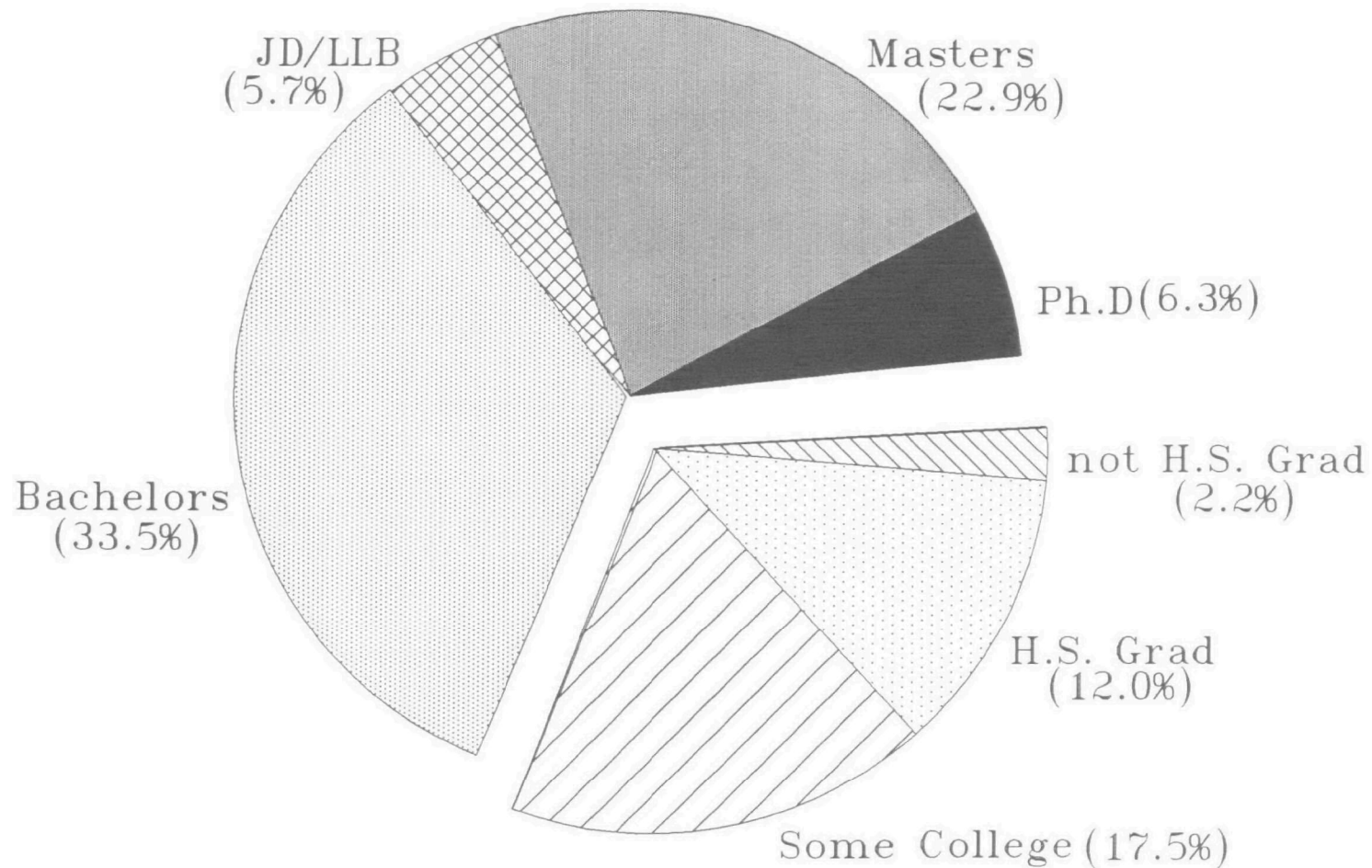
Who We Are Demographic Data

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

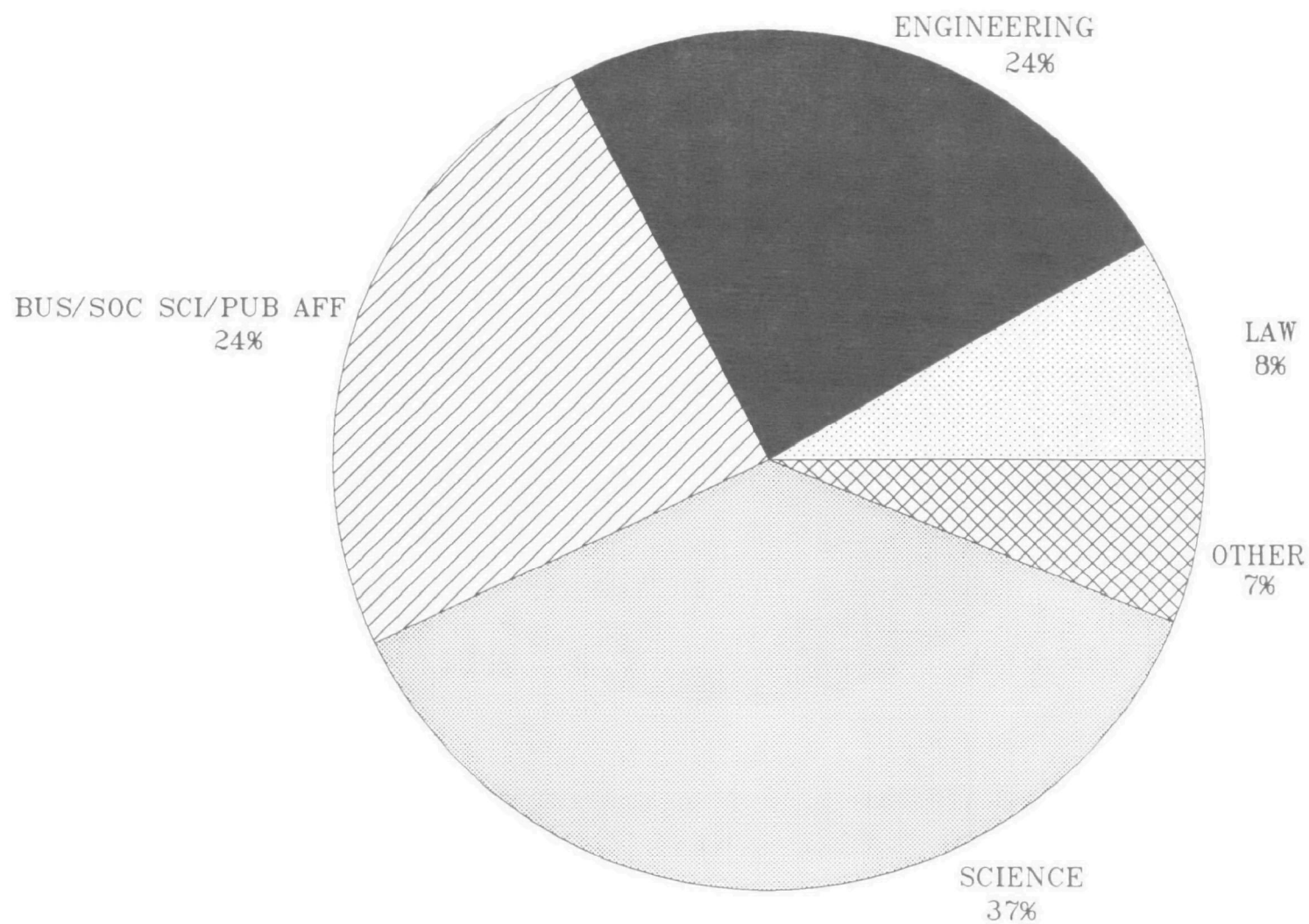


EPA HAS A HIGHLY EDUCATED WORKFORCE

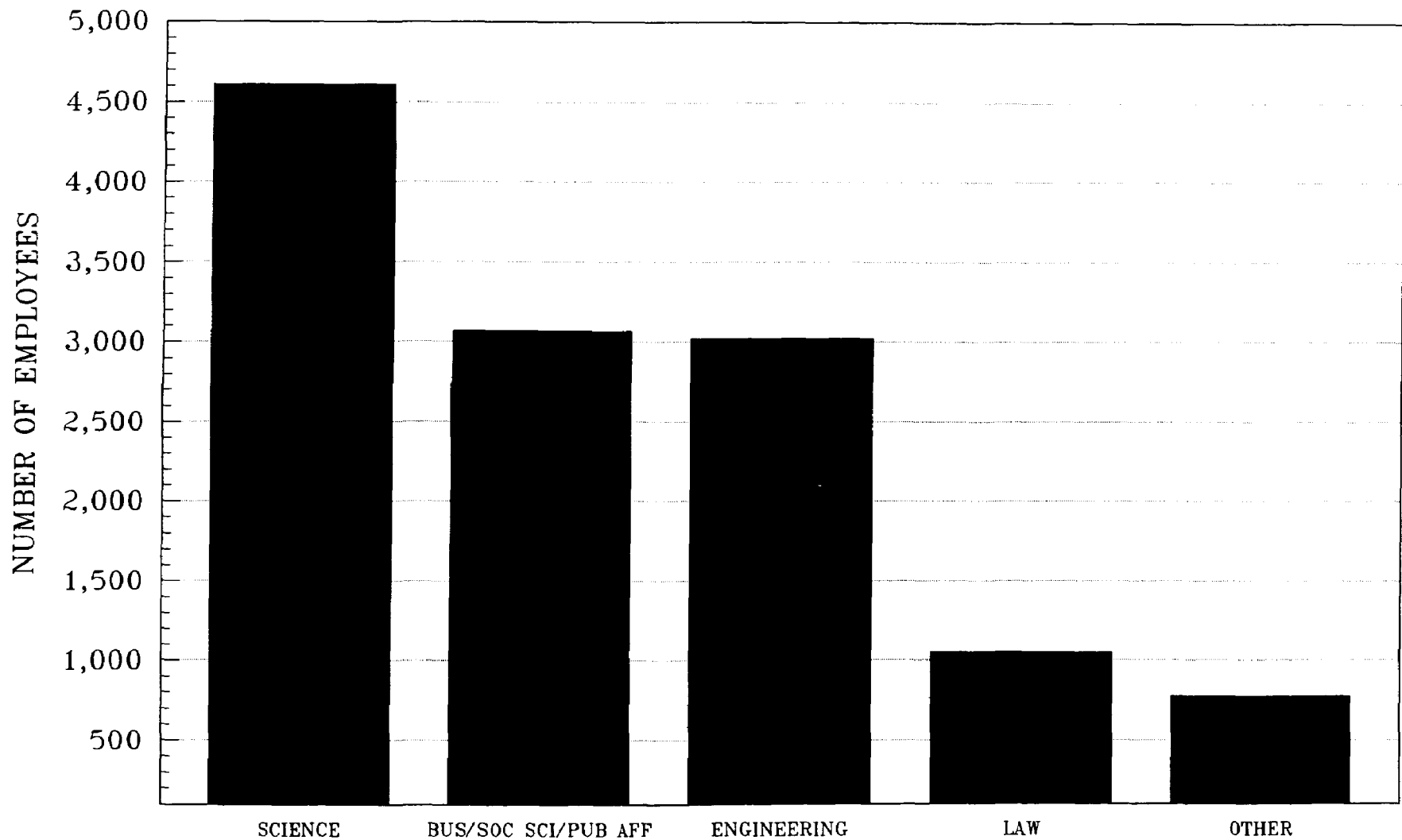
68% of EPA's employees have a college degree,
compared to only 35% Government-wide.



ACADEMIC DISCIPLINES FOR EPA'S COLLEGE GRADUATES

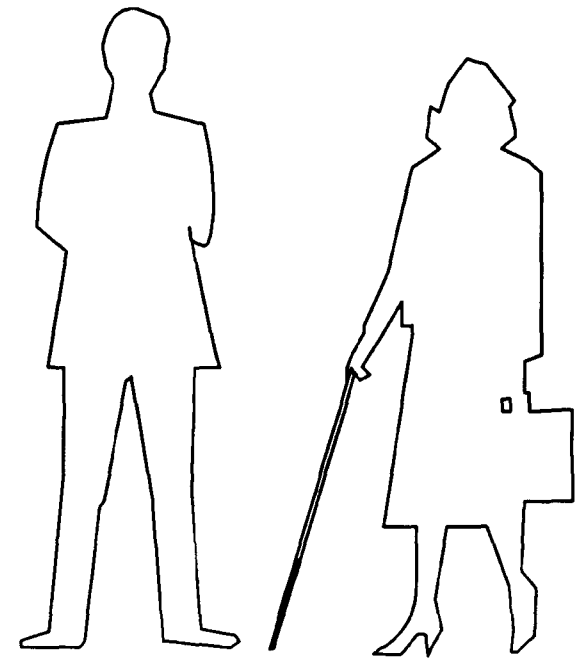


ACADEMIC DISCIPLINES FOR EPA'S COLLEGE GRADUATES

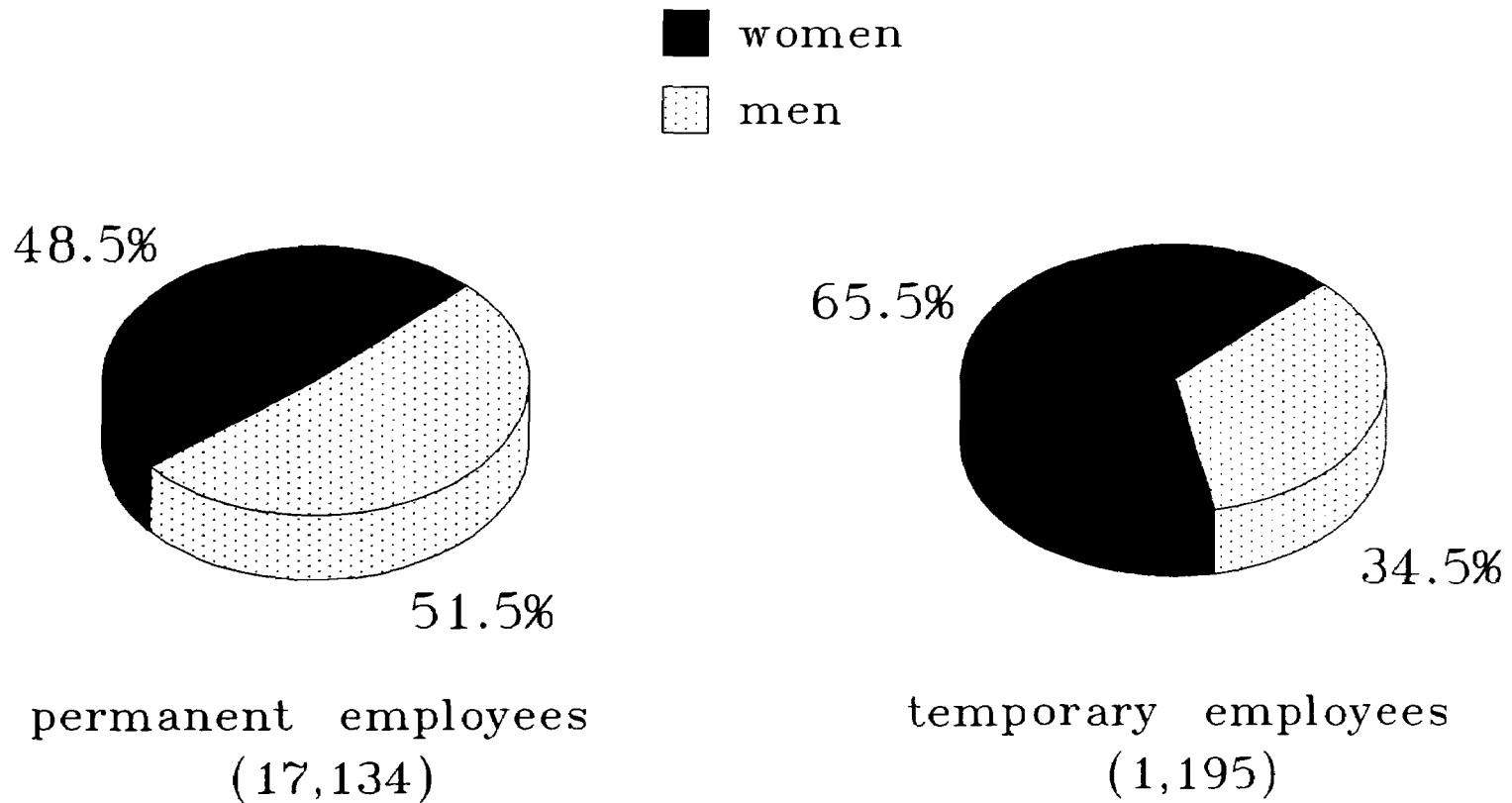


SCIENCE IS THE MAJOR ACADEMIC DISCIPLINE OF OVER 4600 EPA EMPLOYEES

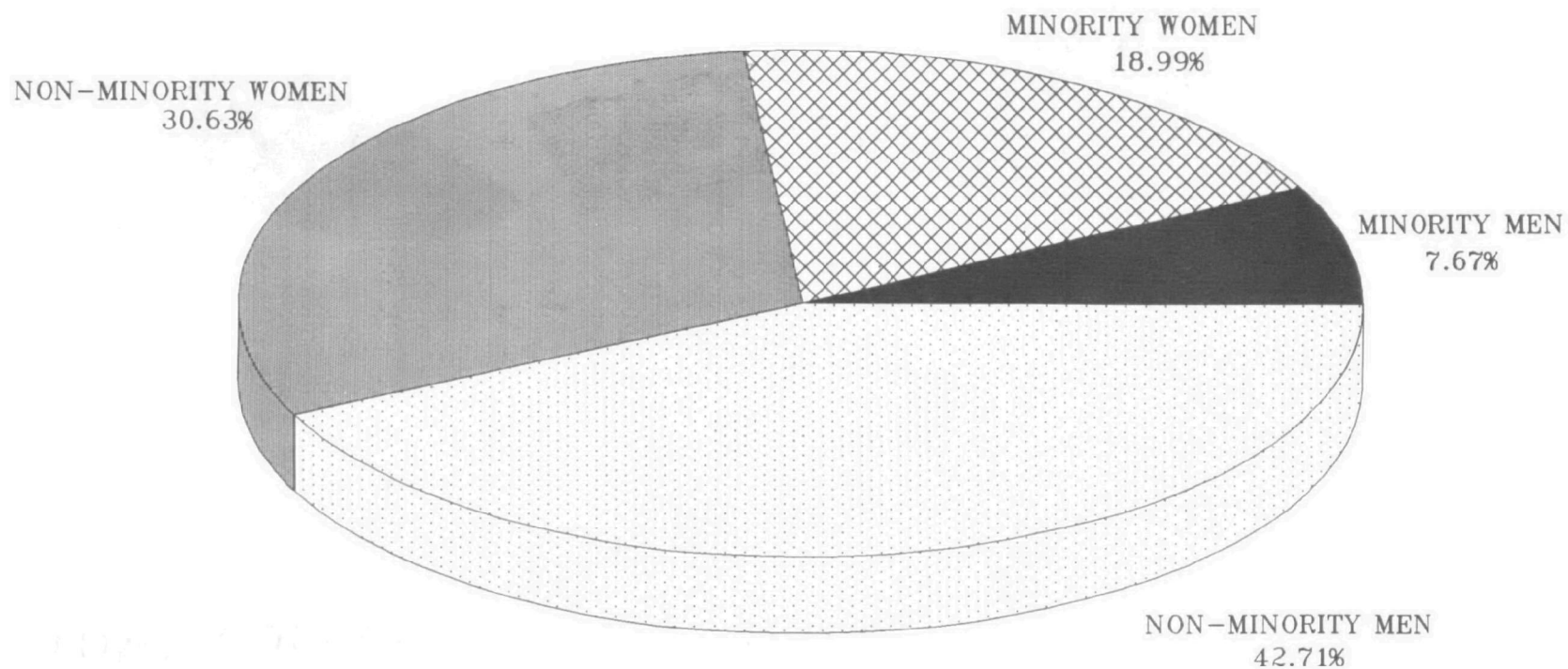
EPA has a diverse workforce and it will become increasingly so. Women, minorities, and employees with disabilities comprise 55% of EPA's workforce. They are located in all organizations and occupations.



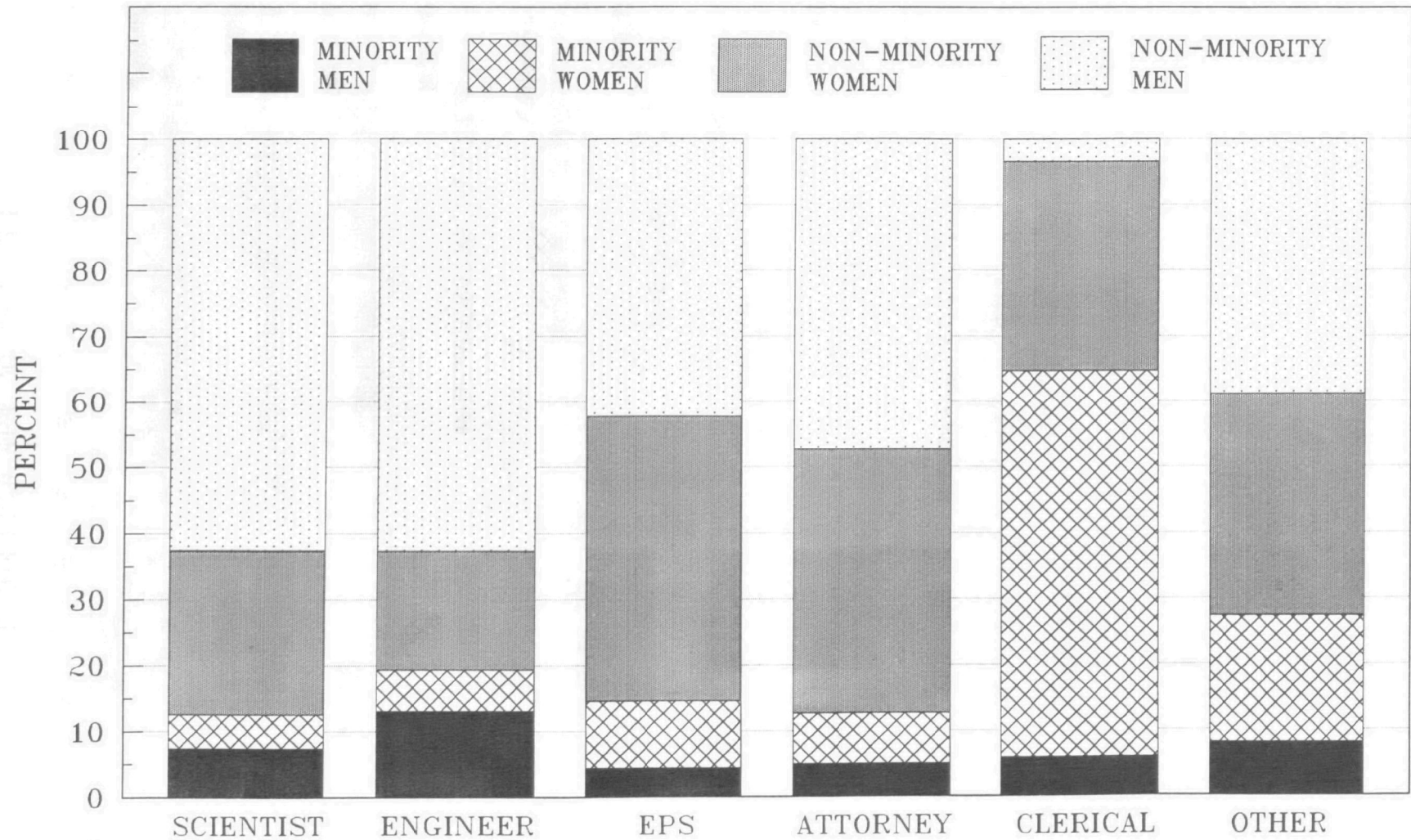
WOMEN MAKE UP NEARLY HALF OF EPA'S WORKFORCE



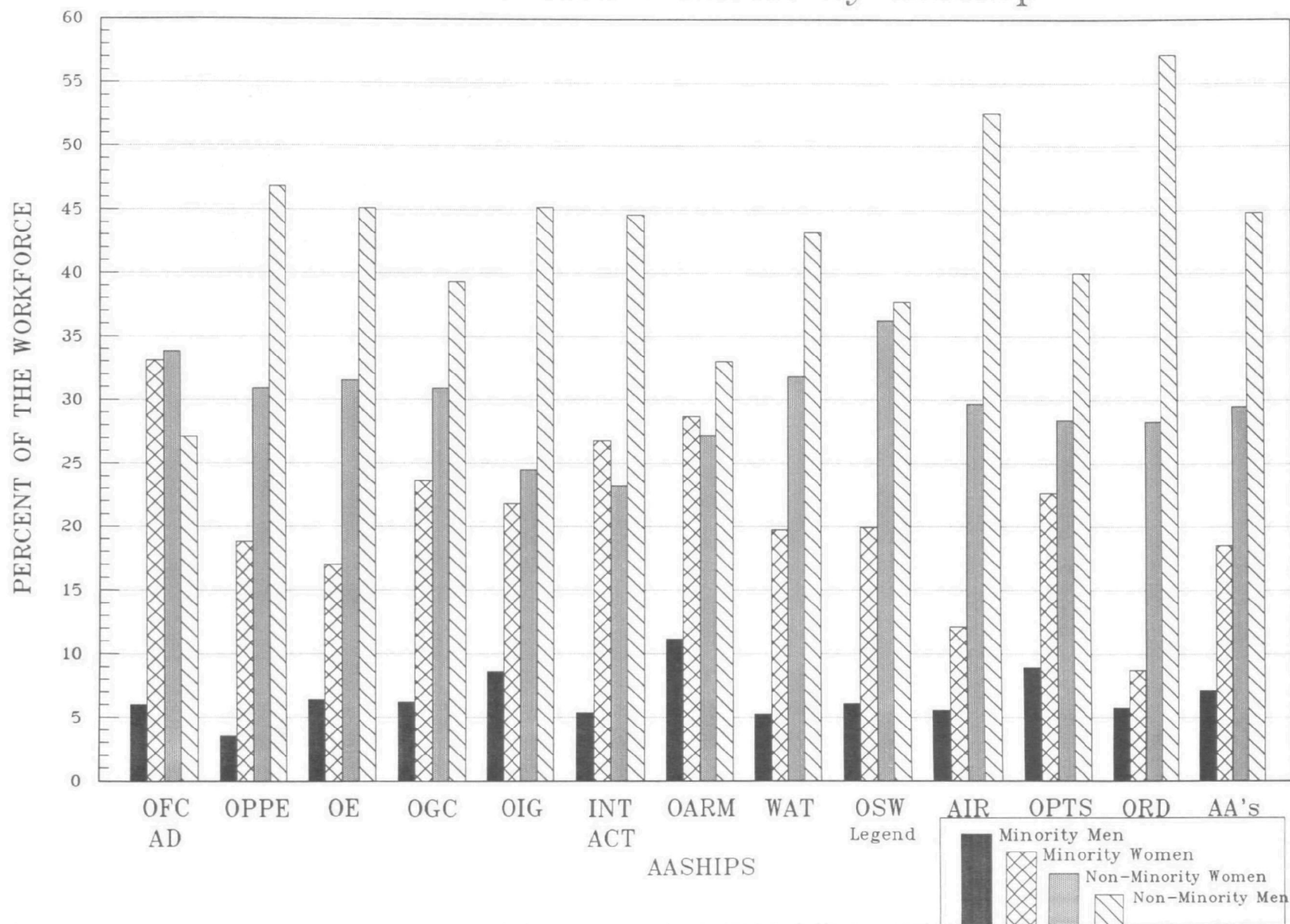
MINORITIES AND WOMEN IN EPA



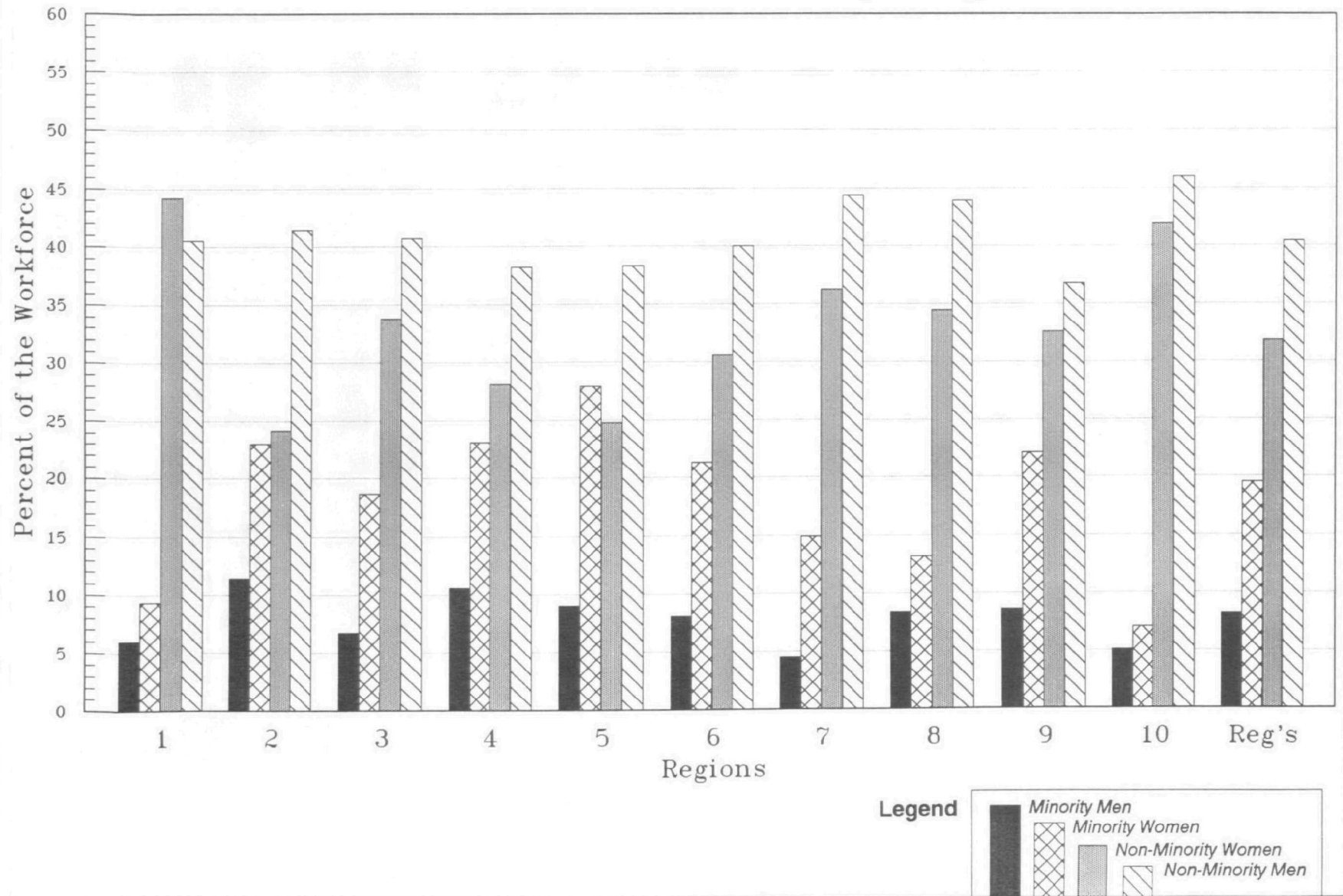
MINORITIES AND WOMEN EMPLOYEES BY OCCUPATION



Minorities and Women by AAShip

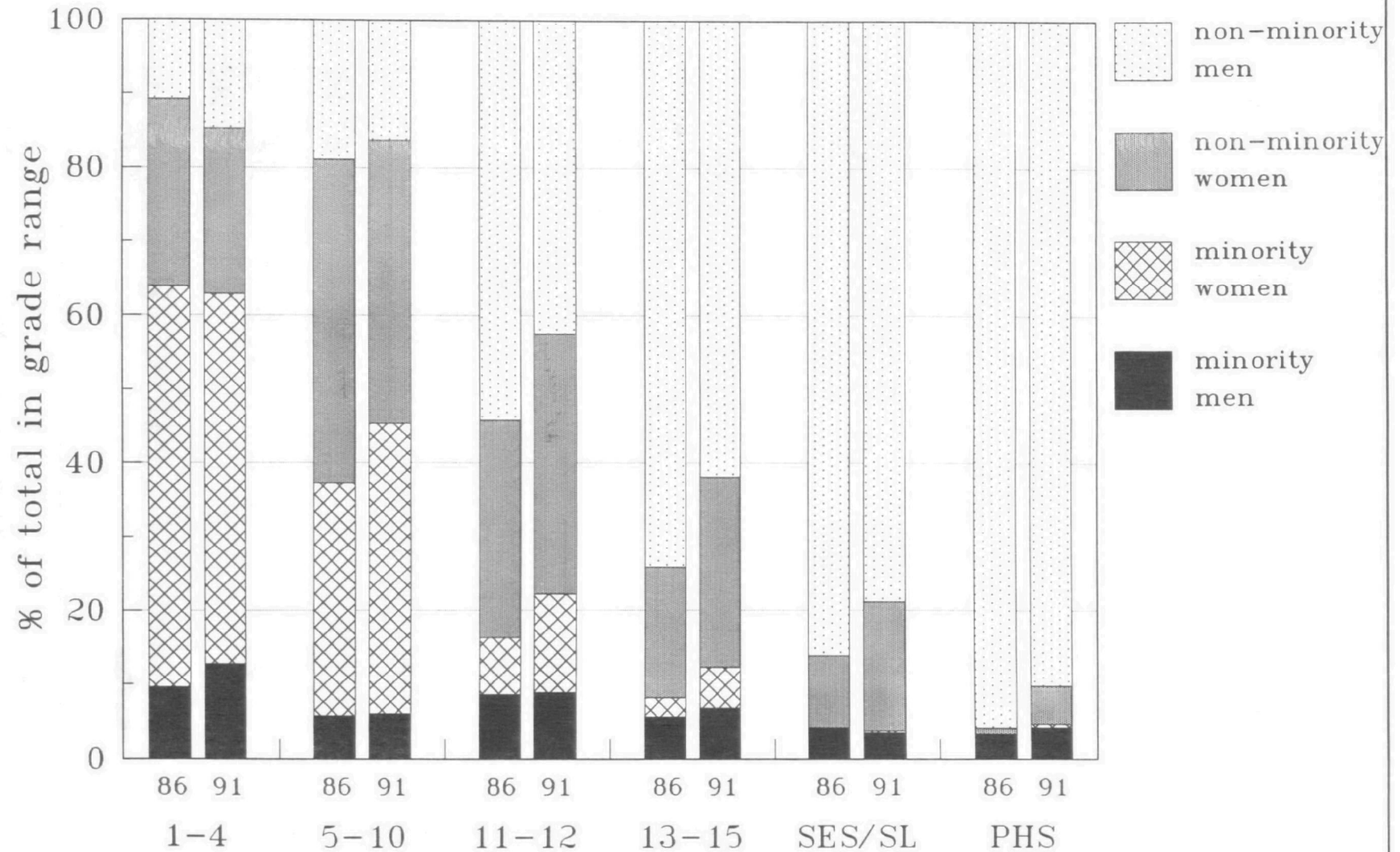


Minorities and Women by Region



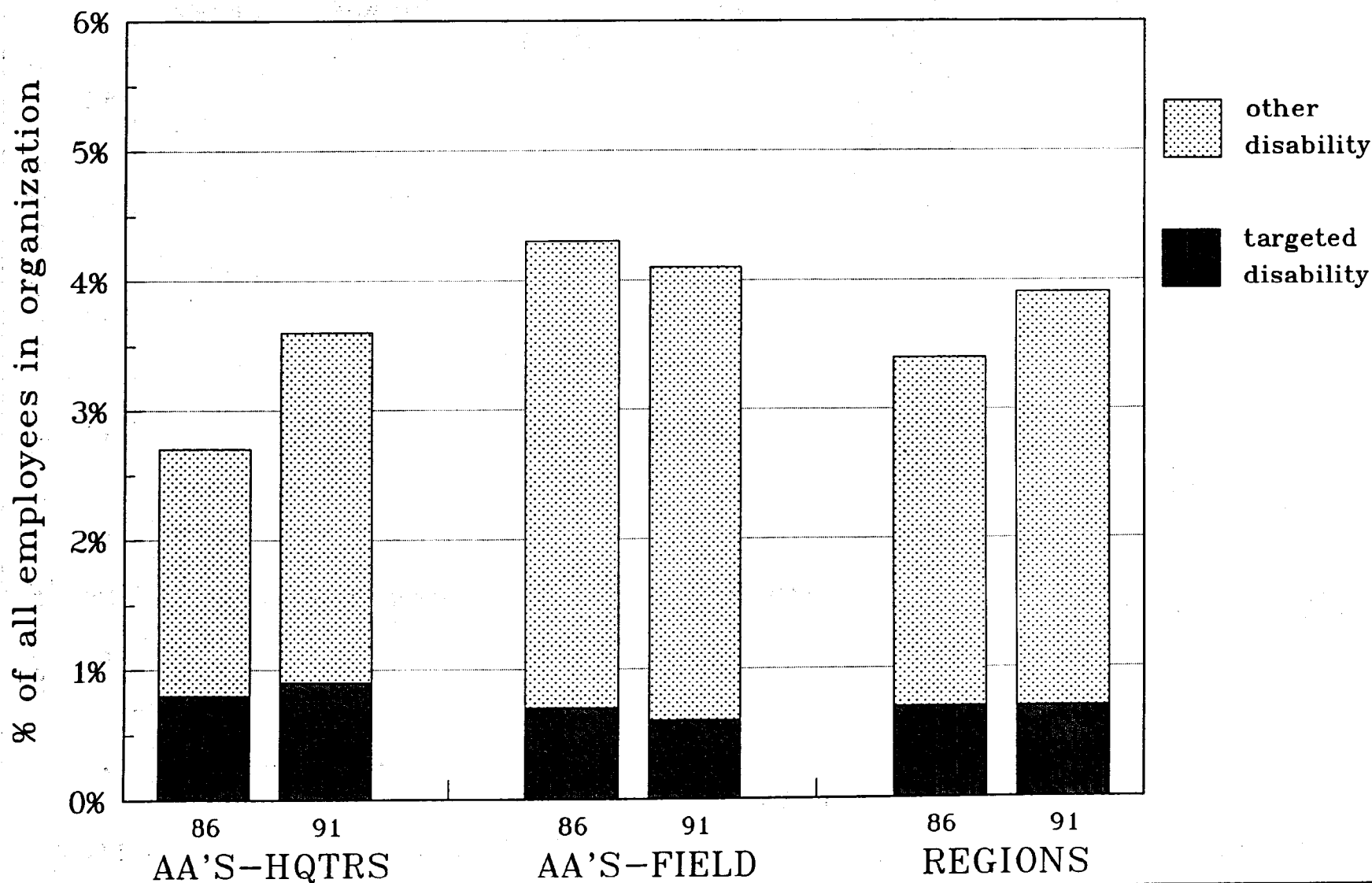
MINORITY/SEX DISTRIBUTION – BY GRADE LEVEL

FY 1986 vs. FY 1991



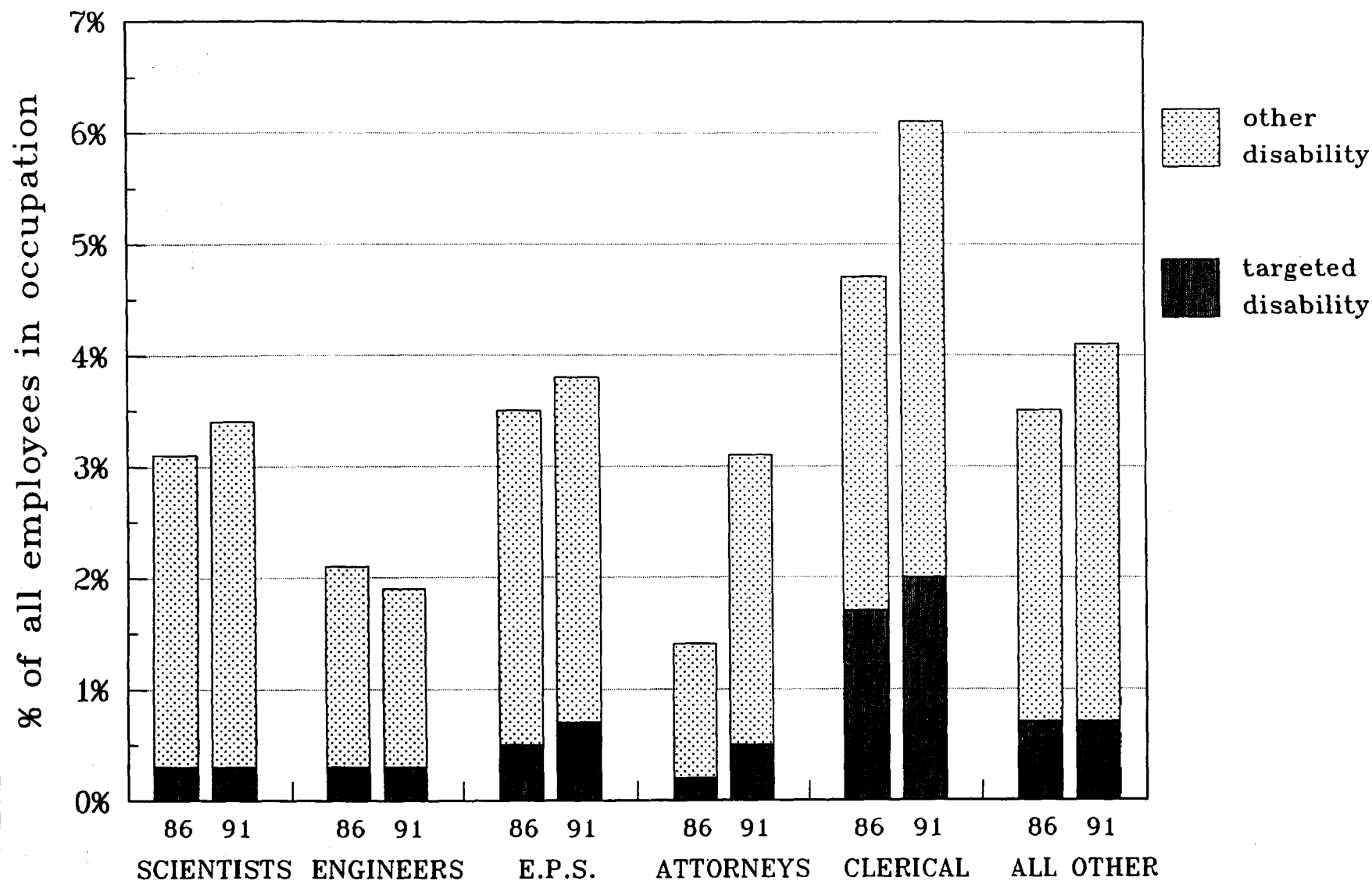
EMPLOYEES WITH DISABILITIES – BY MAJOR ORGANIZATION

FY 1986 vs. FY 1991



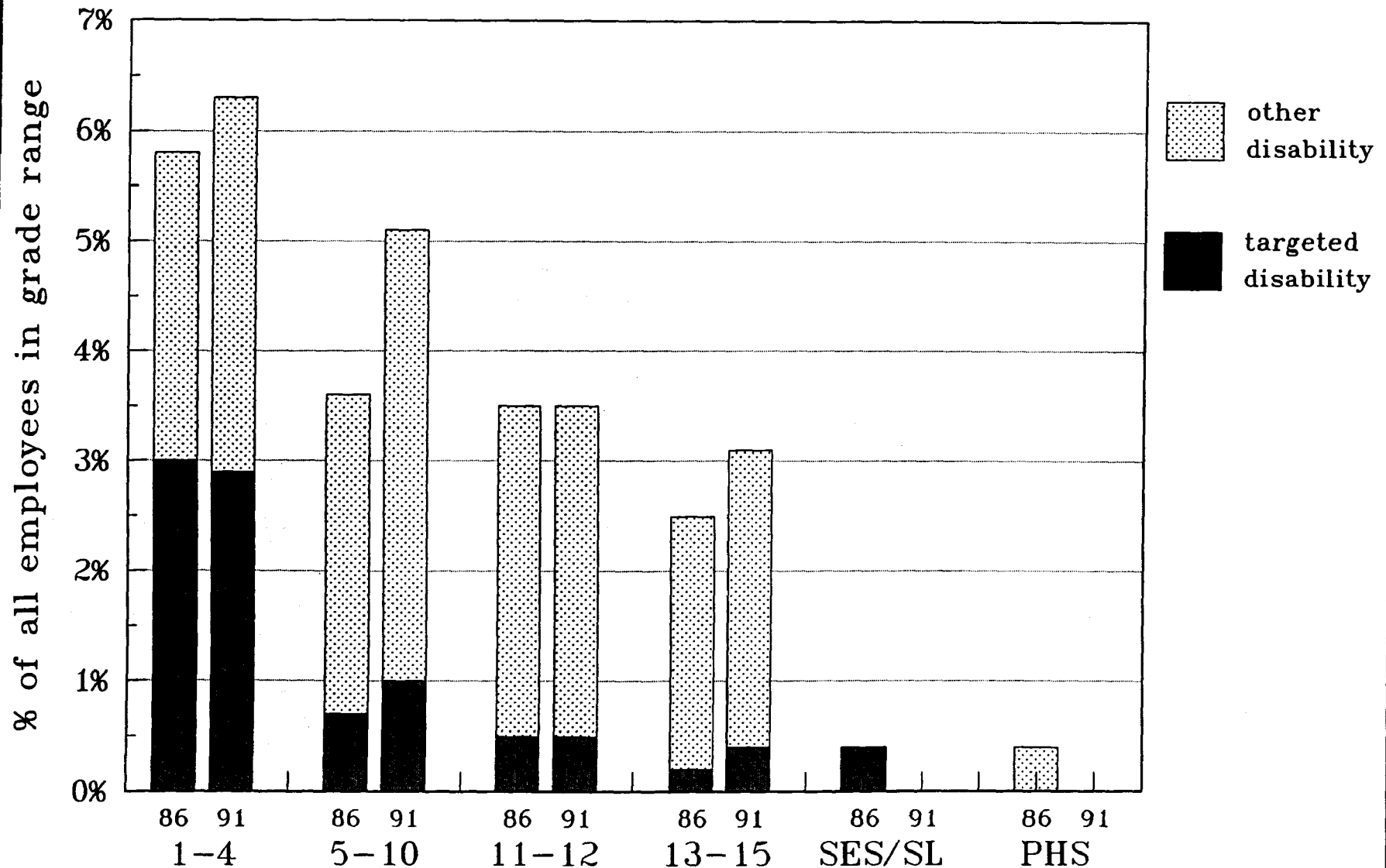
EMPLOYEES WITH DISABILITIES – BY MAJOR OCCUPATION

FY 1986 vs. FY 1991

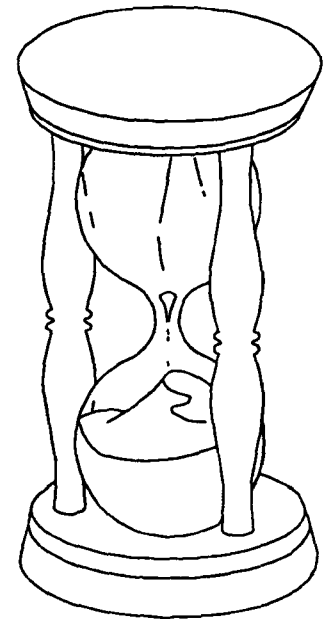


EMPLOYEES WITH DISABILITIES – BY GRADE LEVEL

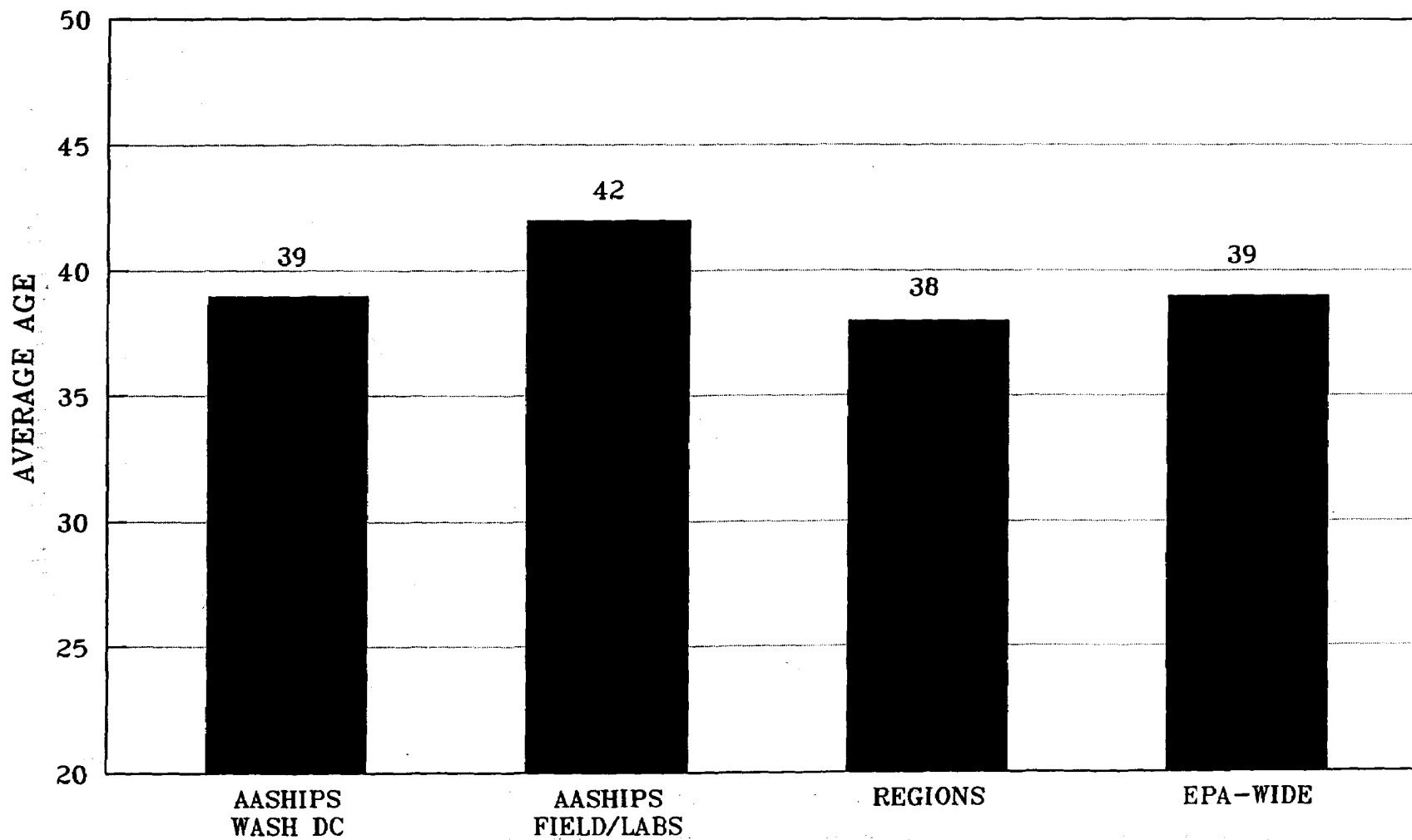
FY 1986 vs. FY 1991



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

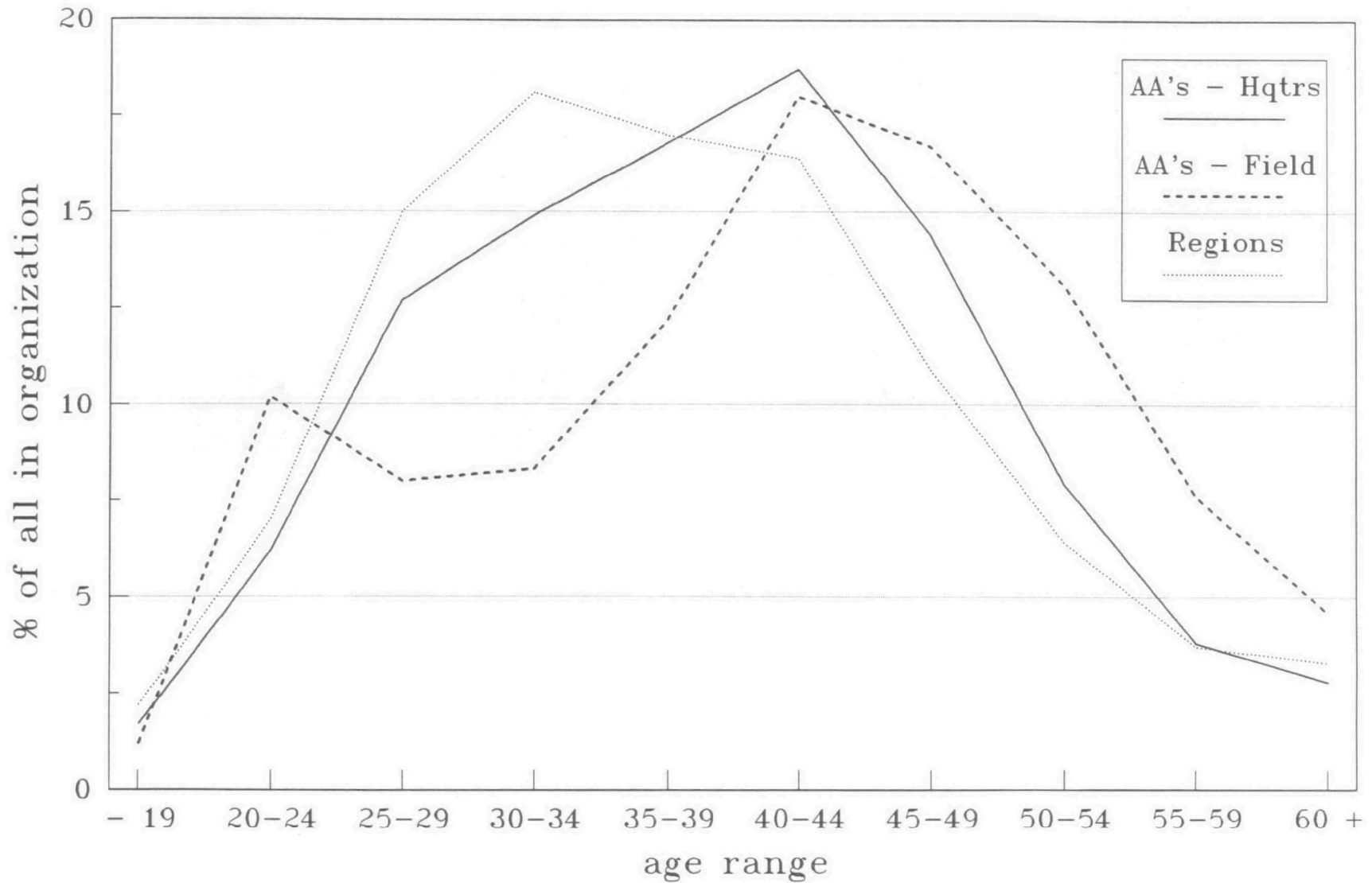


AVERAGE AGE OF EPA EMPLOYEES

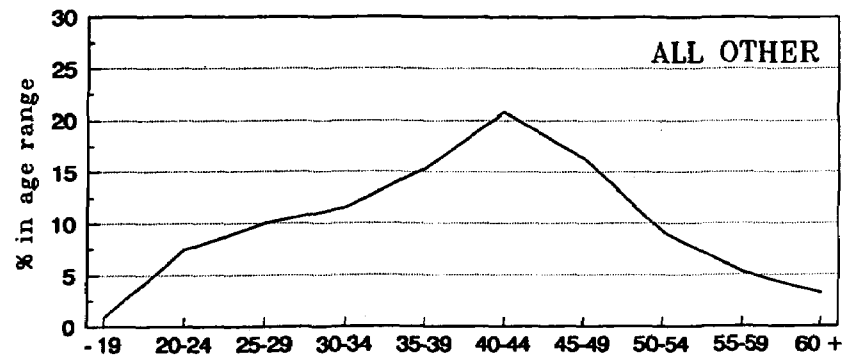
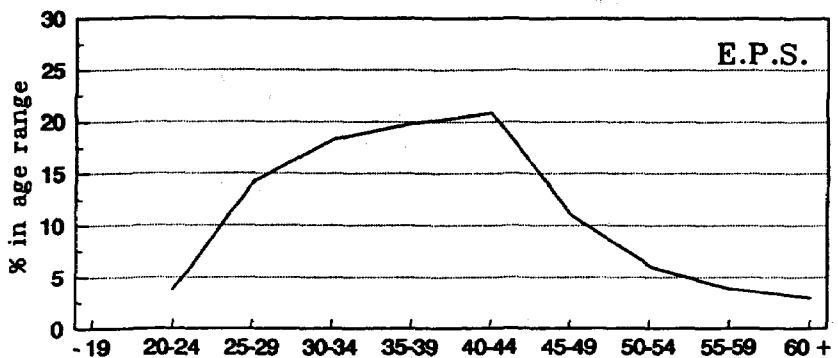
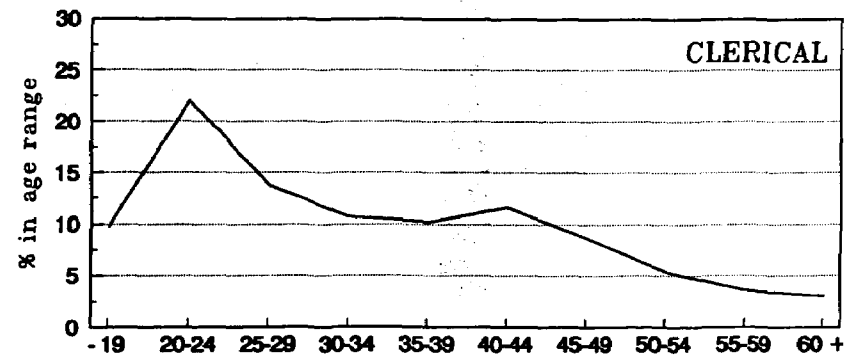
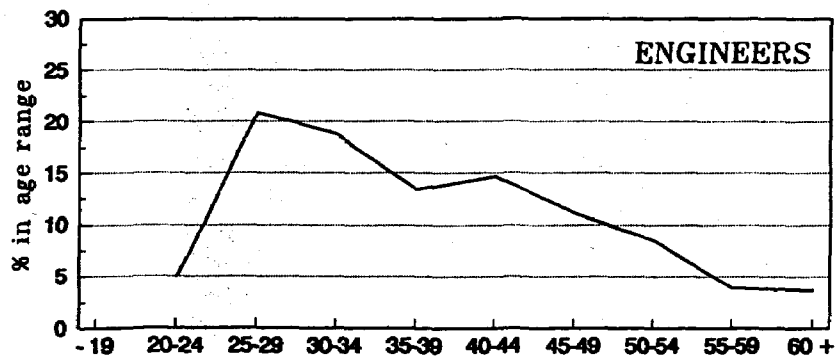
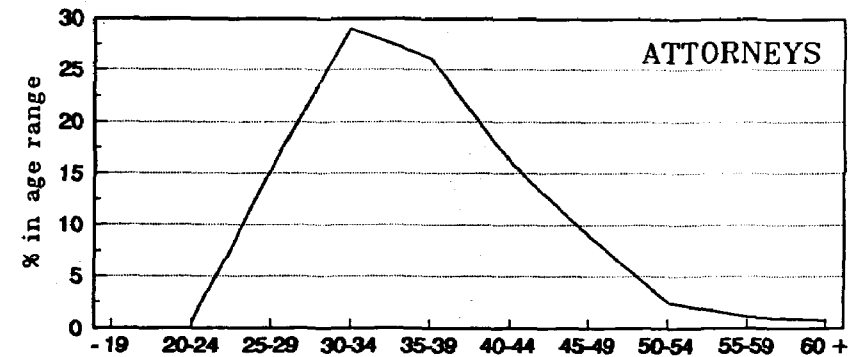
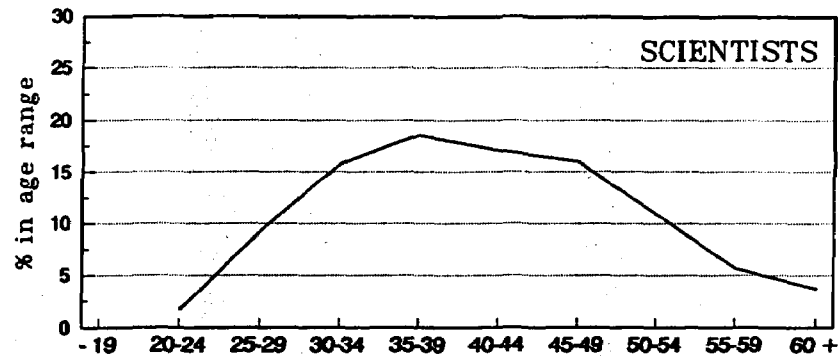


AGE DISTRIBUTION - BY MAJOR ORGANIZATION

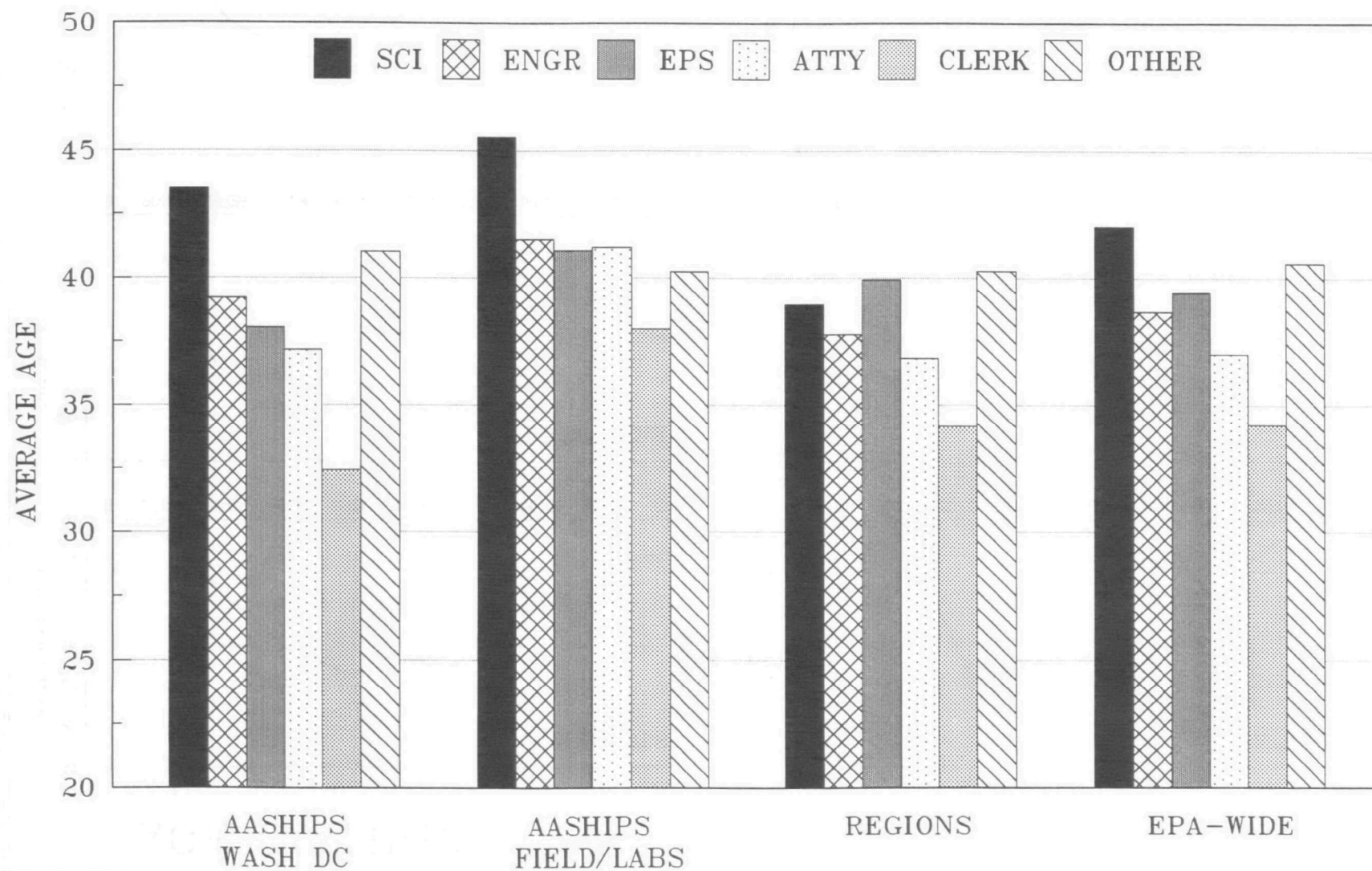
AA's (Headquarters / Field) vs Regions



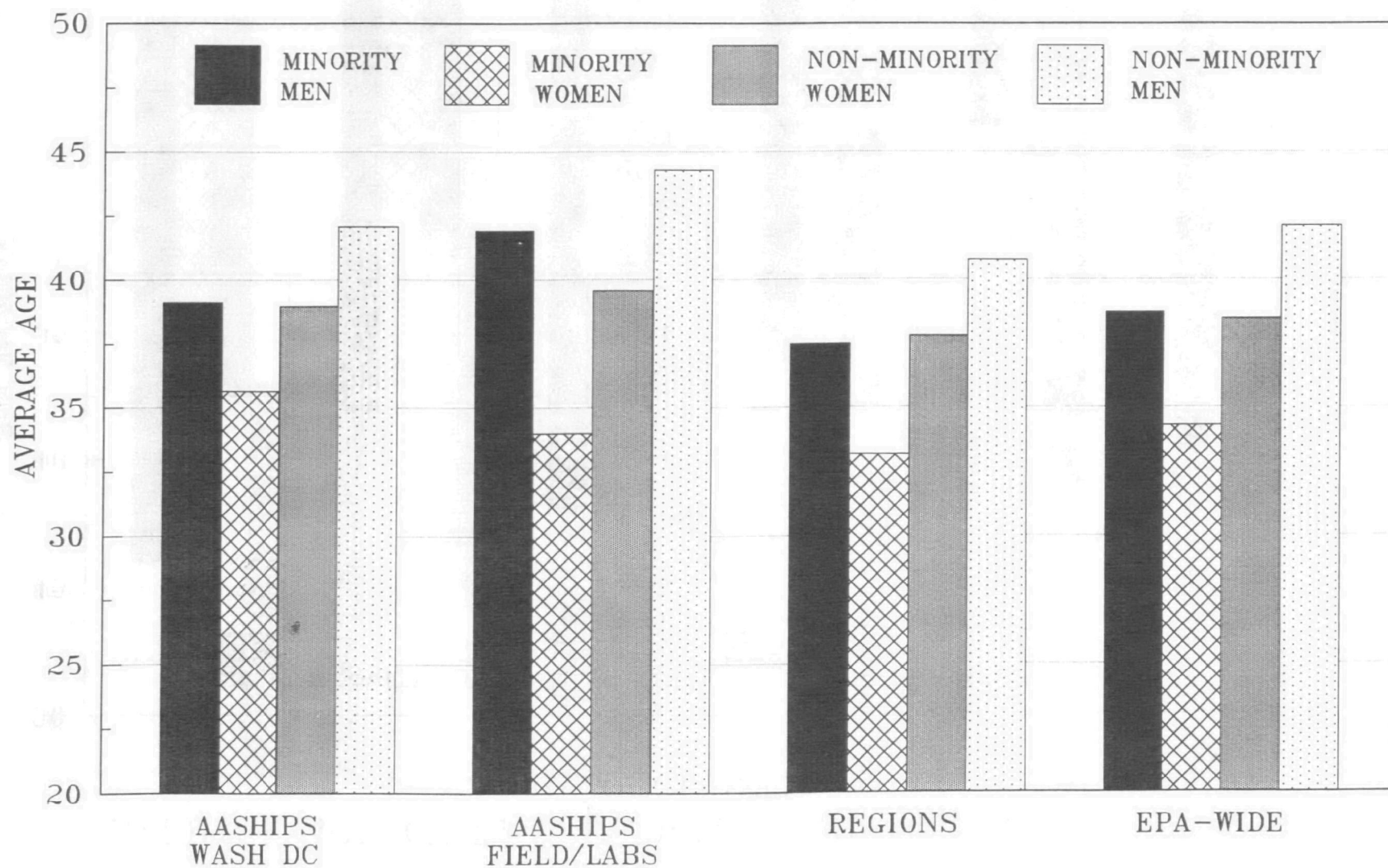
AGE DISTRIBUTION — BY MAJOR OCCUPATION



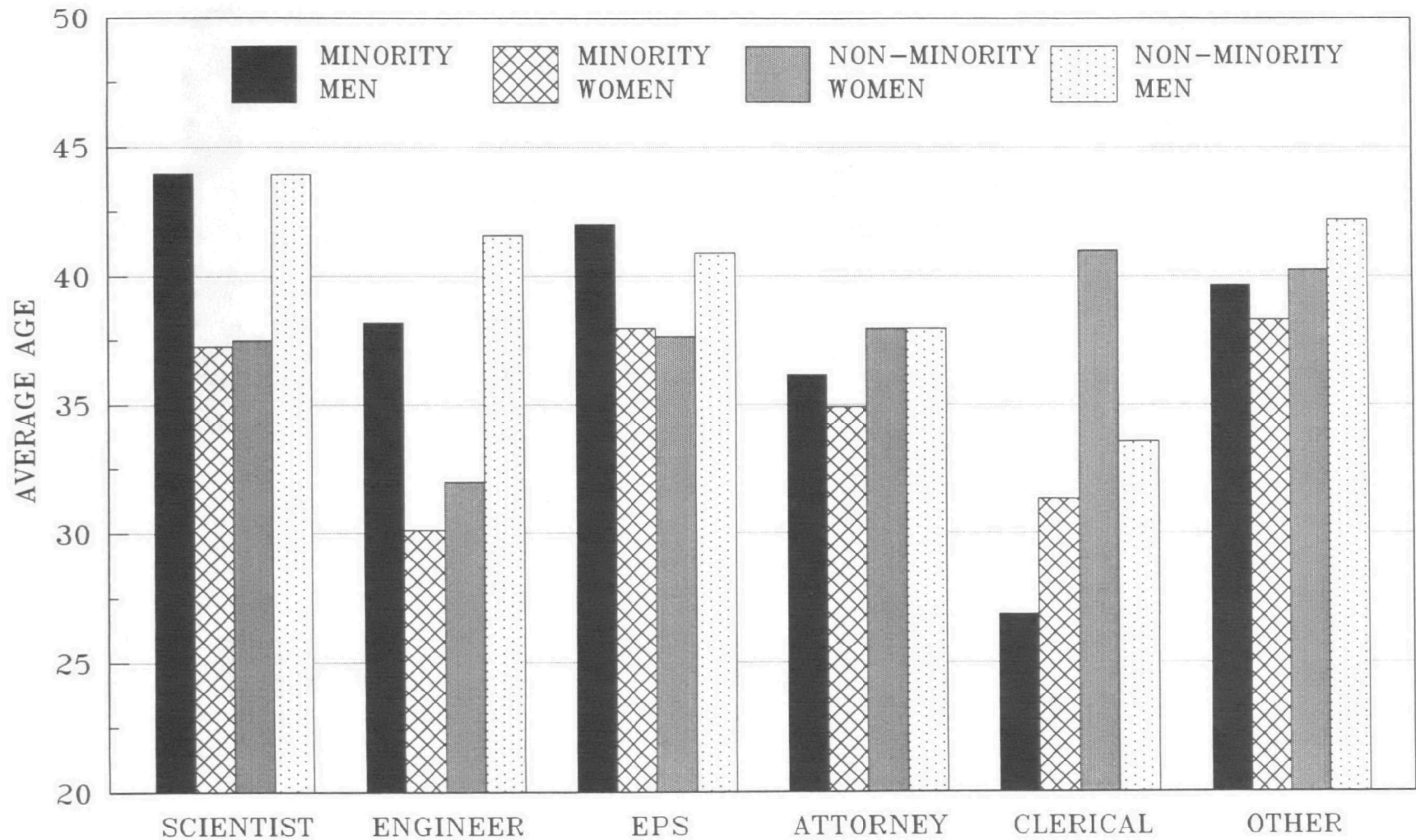
AVERAGE AGE OF EPA EMPLOYEES BY OCCUPATION



AVERAGE AGE OF EPA MINORITY AND WOMEN EMPLOYEES

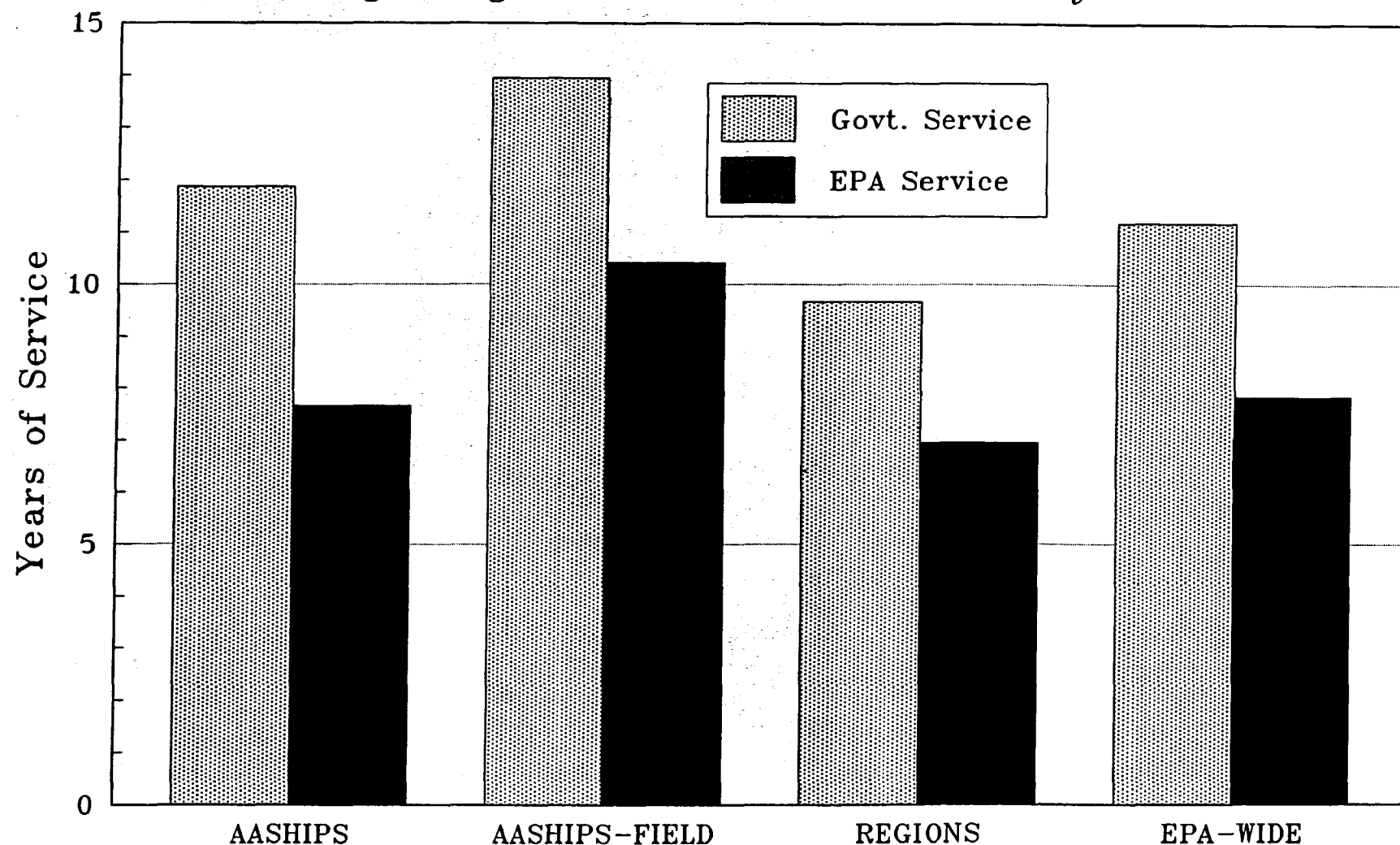


AVERAGE AGE OF EPA MINORITY AND WOMEN EMPLOYEES BY OCCUPATION

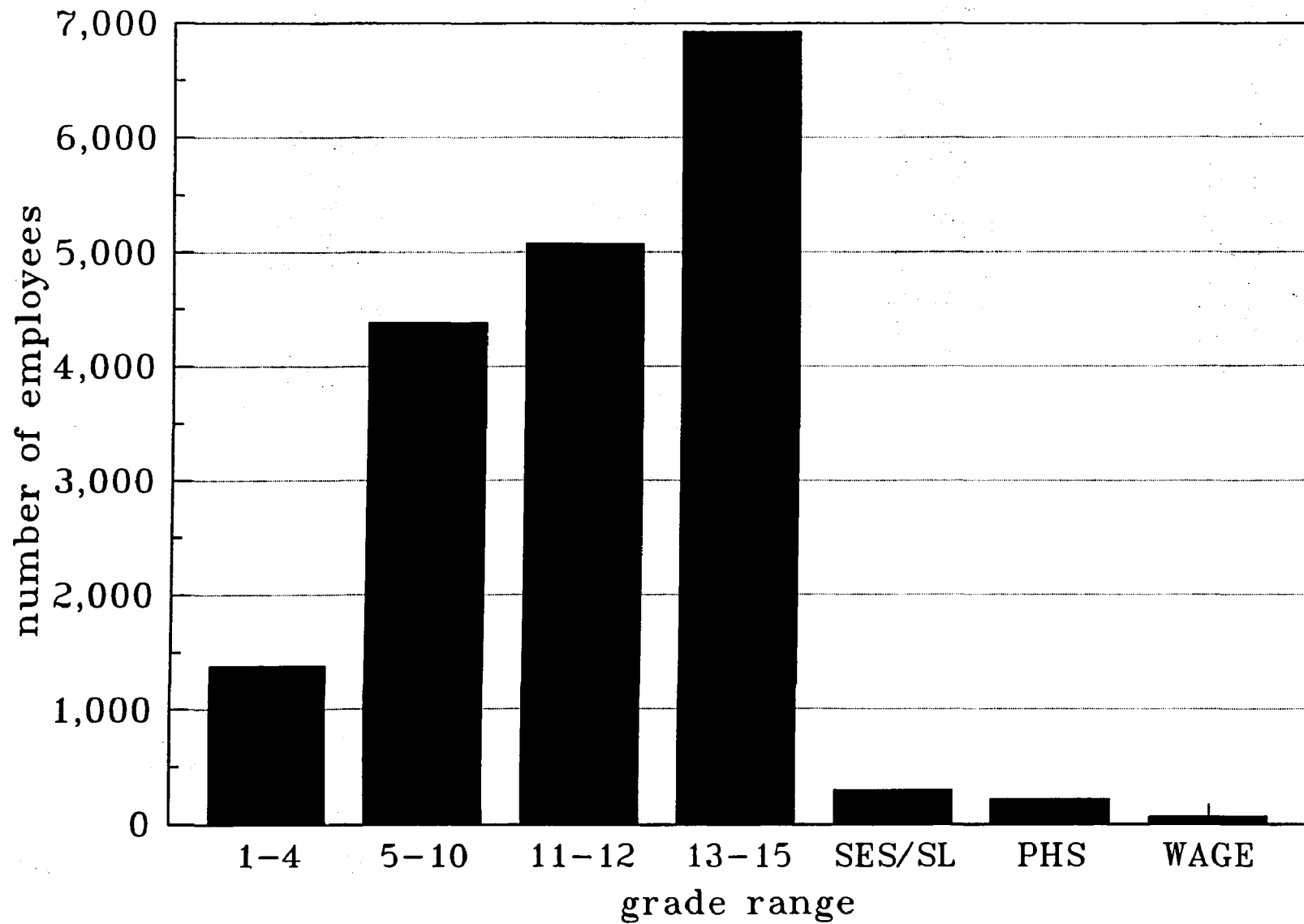


Average Government Service for EPA Employees is 11 years.

Average length of service with EPA is 8 years.

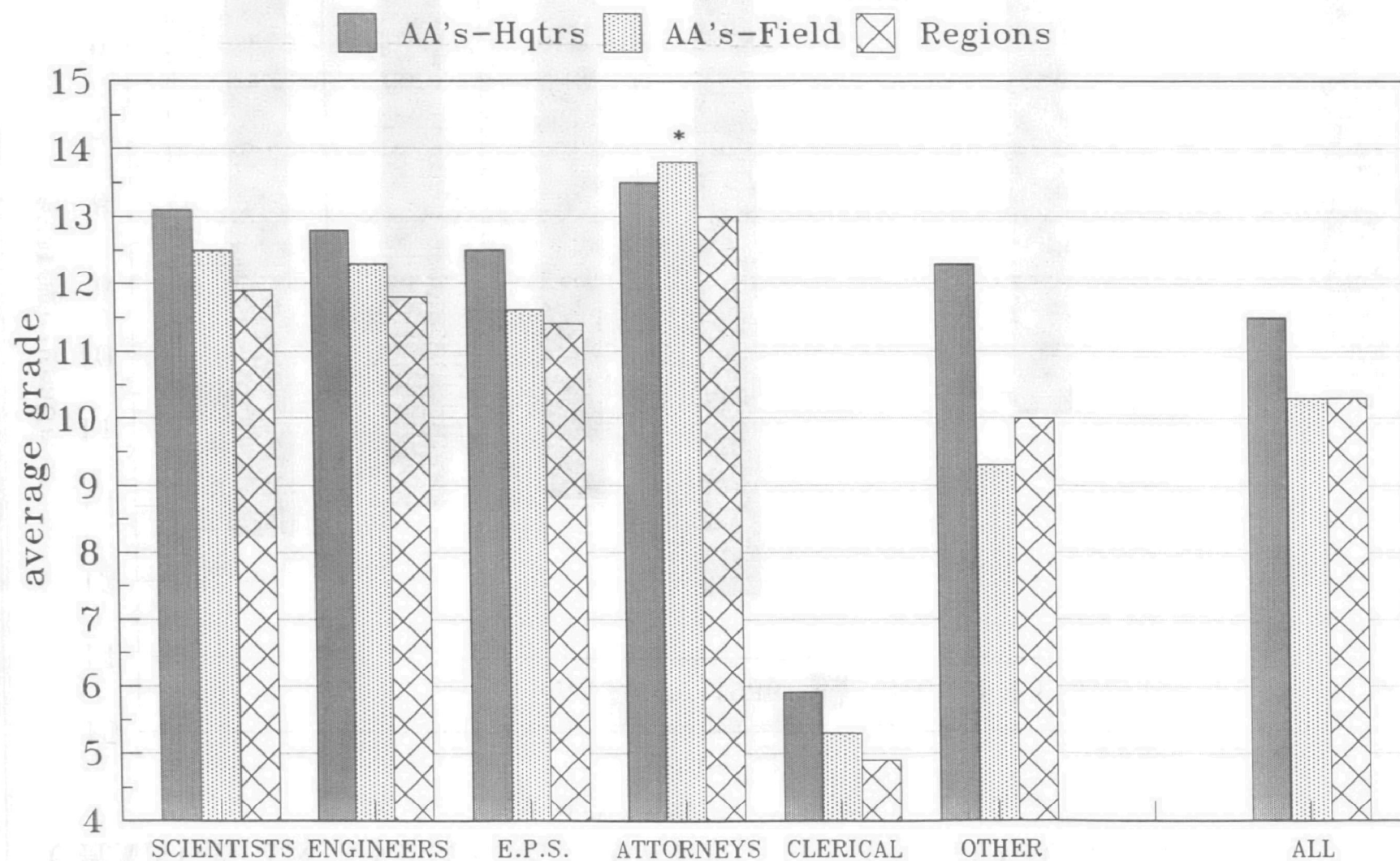


68% OF EPA'S EMPLOYEES ARE GRADE 11 OR ABOVE



AVERAGE GRADE — BY MAJOR OCCUPATION

(pay plans GS, GM, GW only)

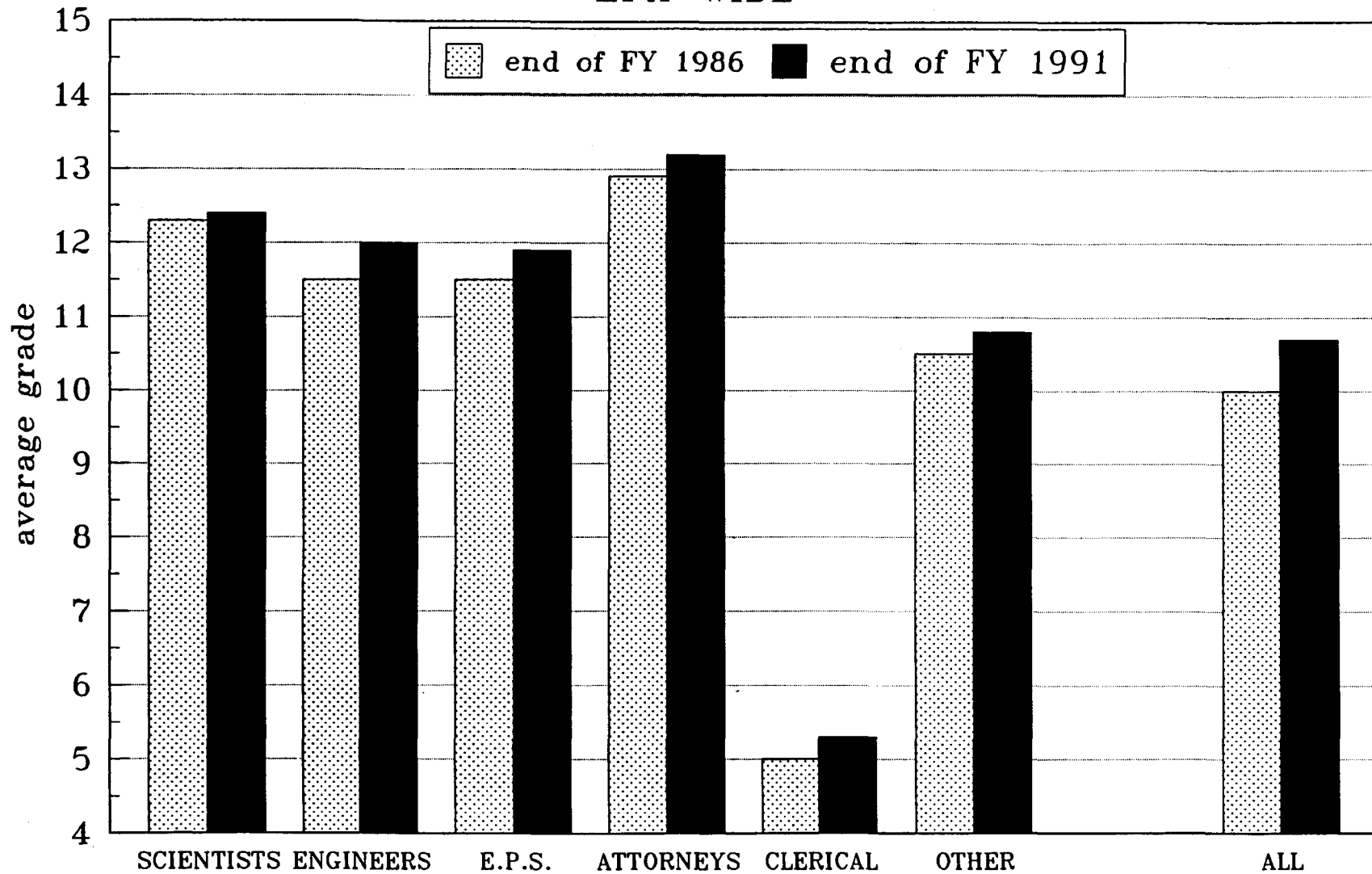


* only 10 Attorneys in AA's-Field

CHANGE IN AVERAGE GRADE — BY MAJOR OCCUPATION

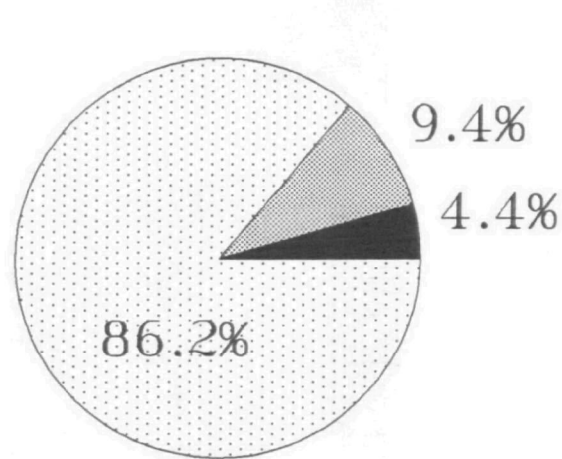
(pay plans GS, GM, GW only)

EPA-WIDE

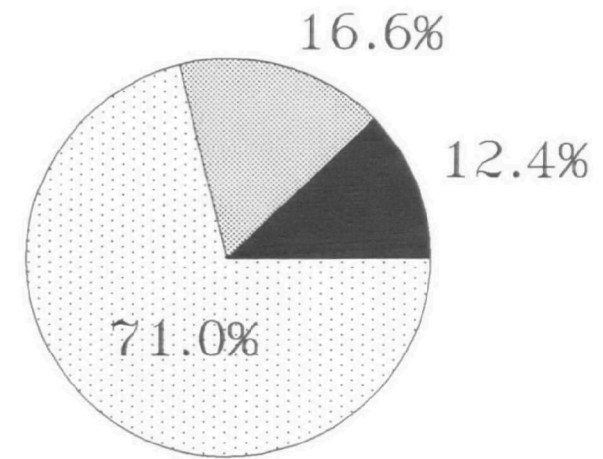


RETIREMENT ELIGIBILITY

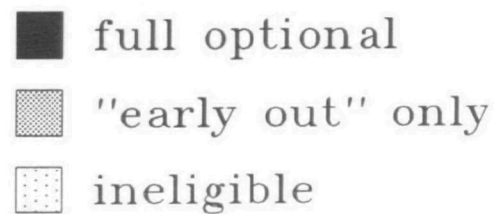
(EPA-wide - All Permanent Employees
On-board at end of FY 1991)



IMMEDIATELY



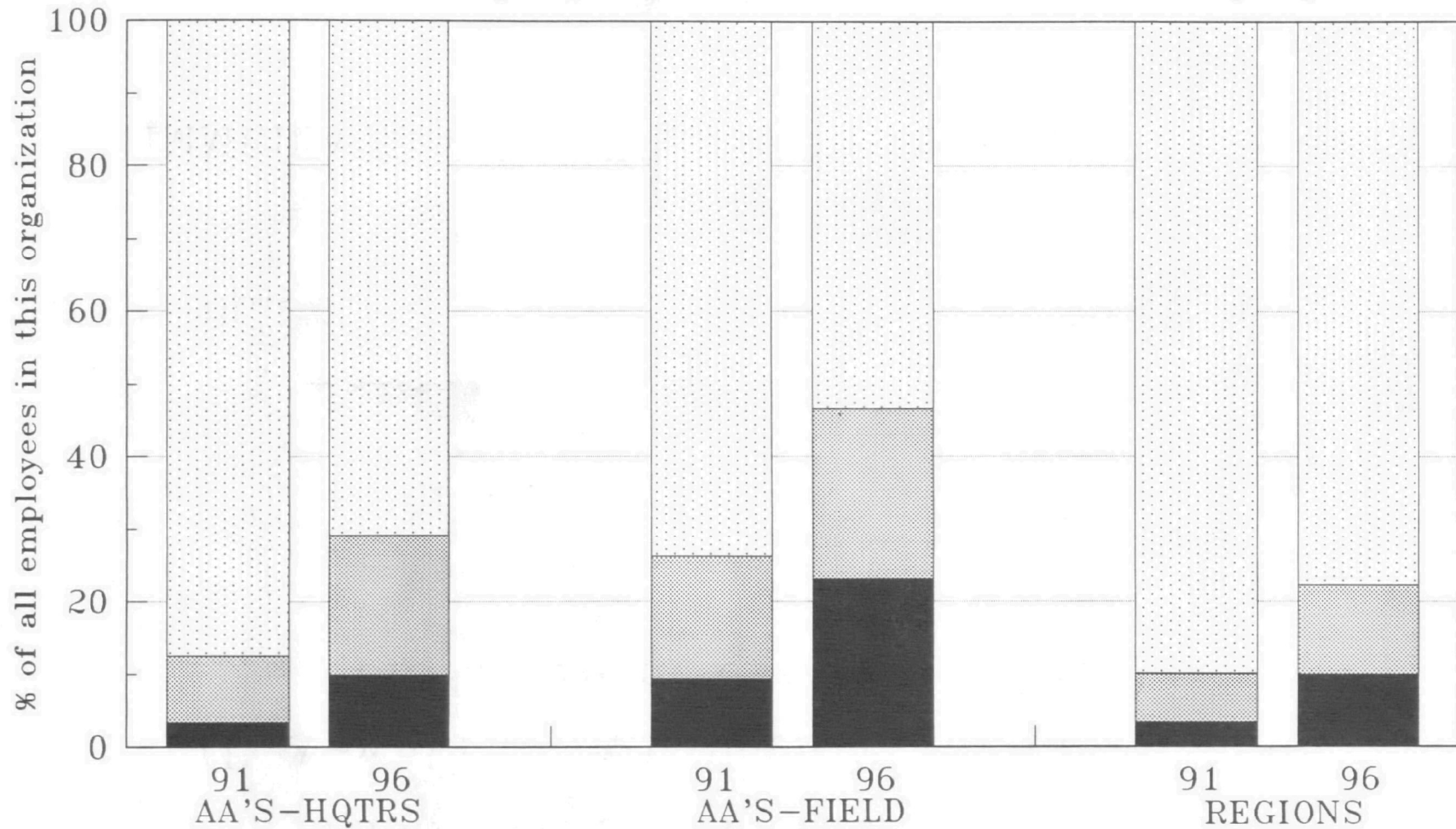
5 YEARS FROM NOW



RETIREMENT ELIGIBILITY – BY MAJOR ORGANIZATION

■ *full optional ▨ "early out" only ▩ ineligible

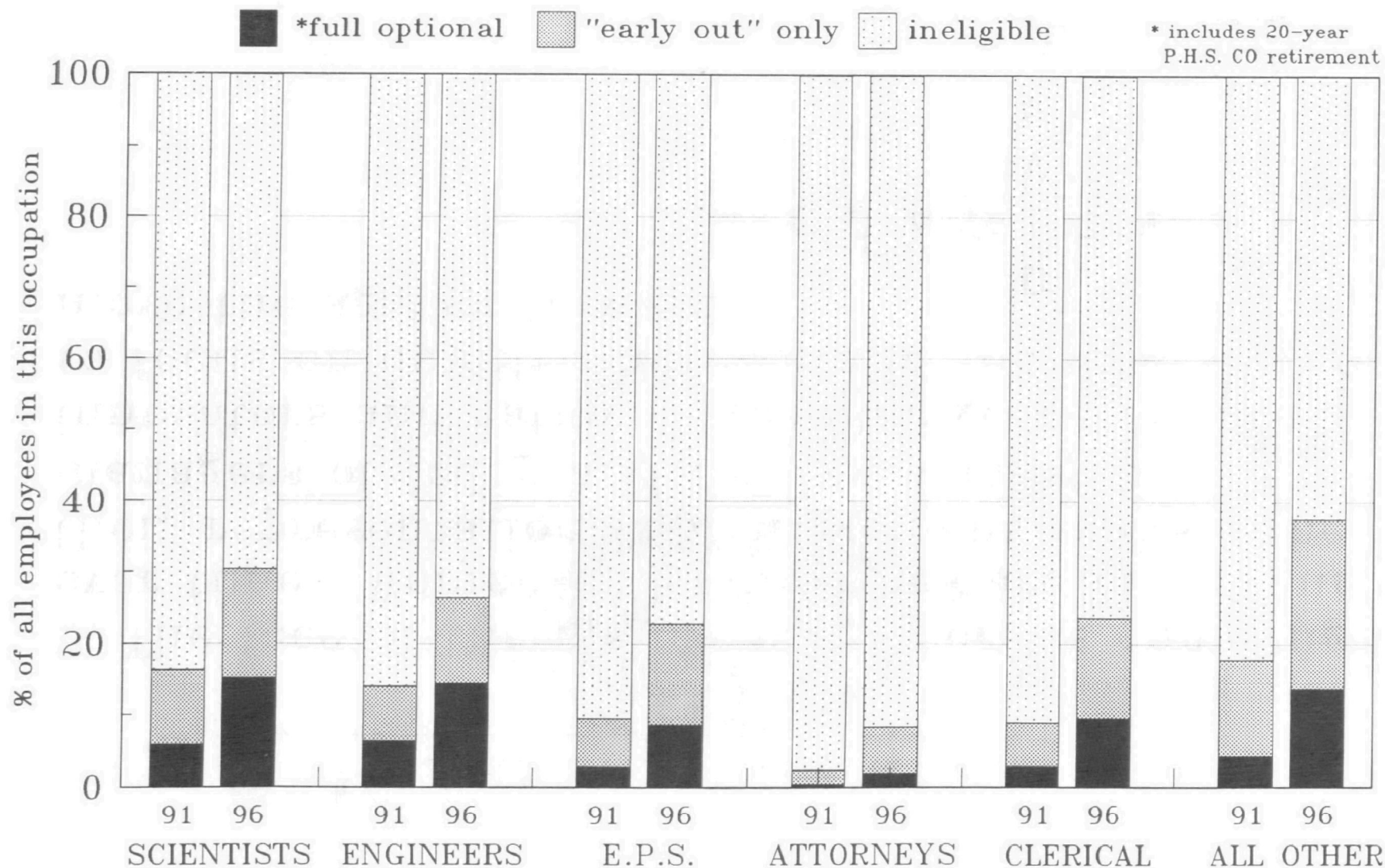
IMMEDIATELY (91) vs. 5 YEARS FROM NOW (96)



* includes 20-year
P.H.S. CO retirement

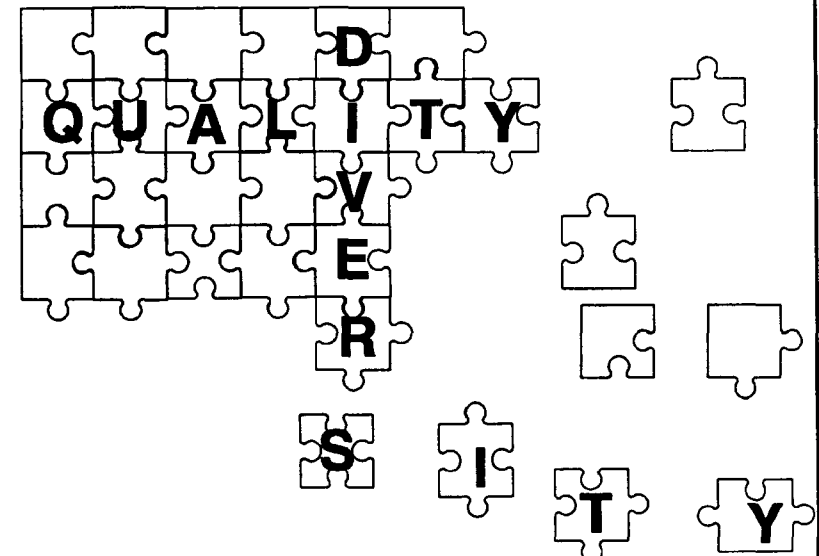
RETIREMENT ELIGIBILITY – BY MAJOR OCCUPATION

IMMEDIATELY (91) vs. 5 YEARS FROM NOW (96)

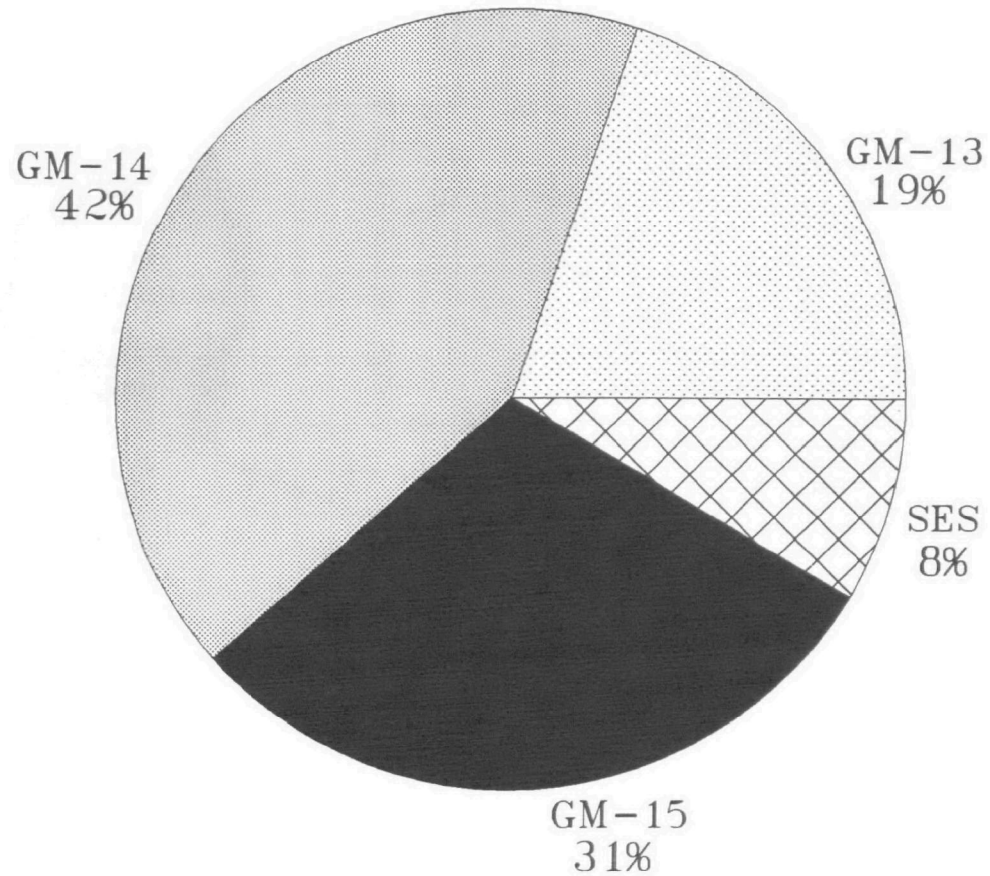


Management Data

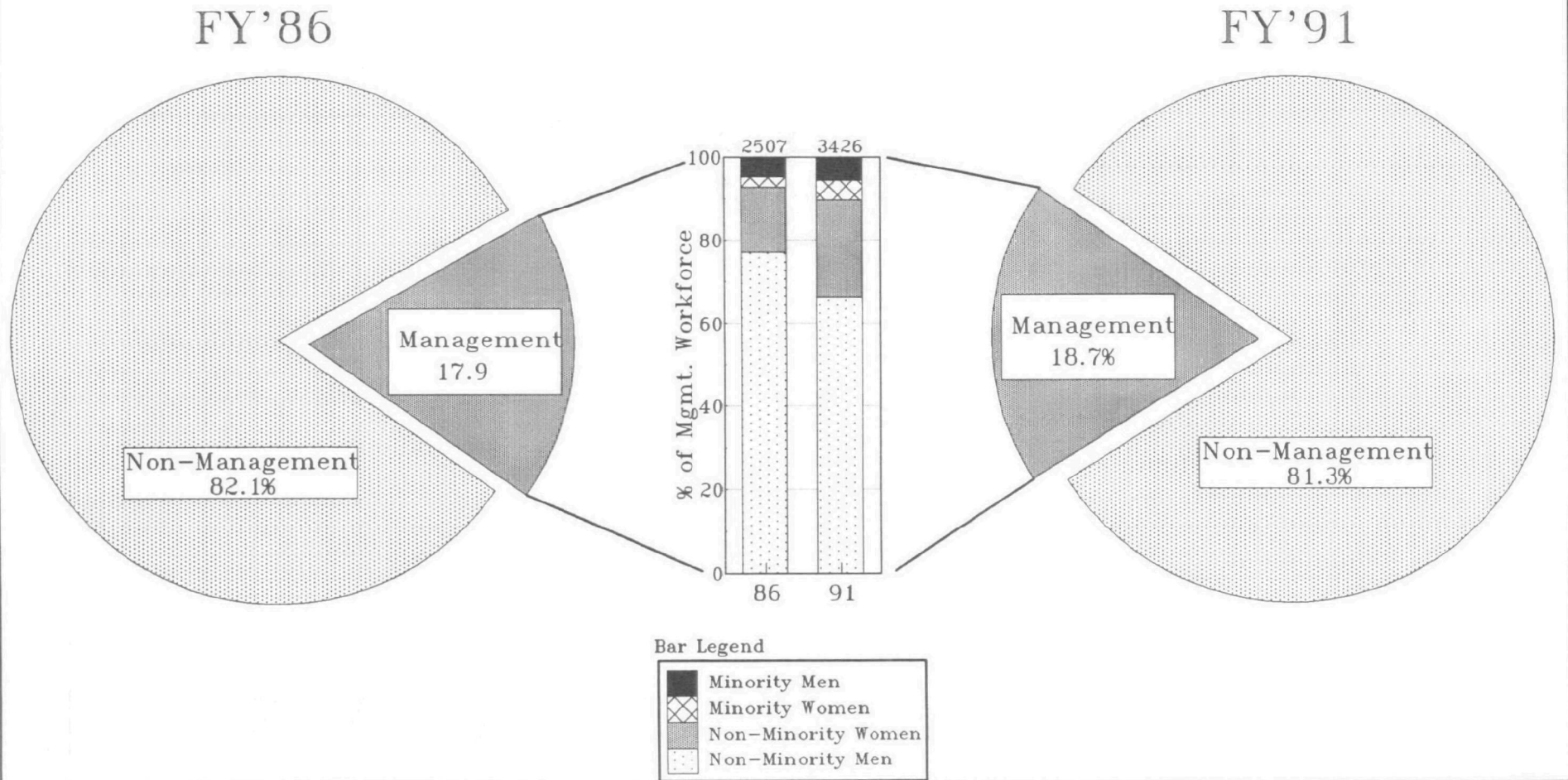
The face of the management core is changing over time. Women and minorities are increasing their representation in management ranks. The managers of today and tomorrow must be innovators and catalysts for change. They need to focus on quality and capitalize on diversity to move the Agency forward.



EPA'S MANAGERIAL WORKFORCE

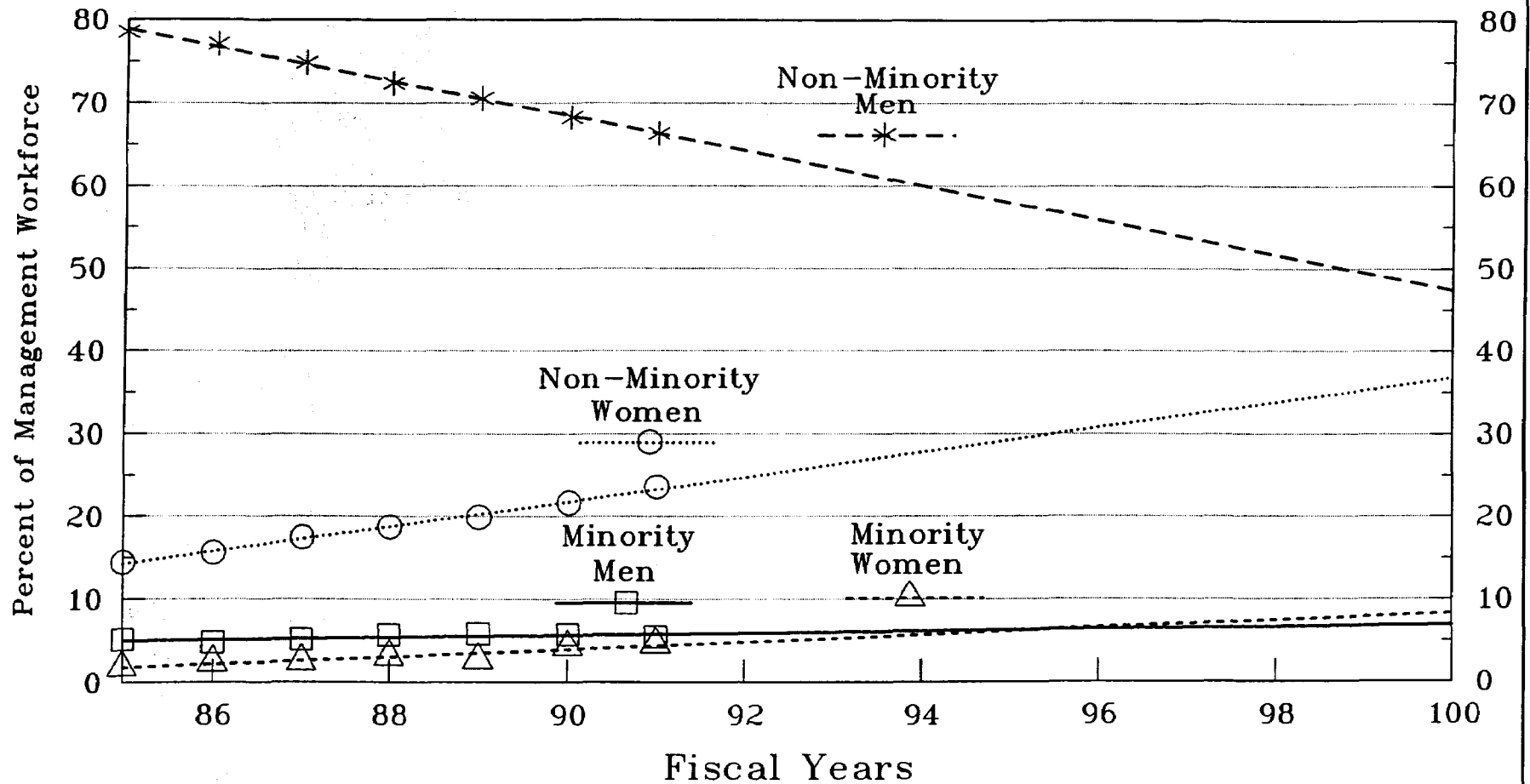


Women and Minorities in Management Positions



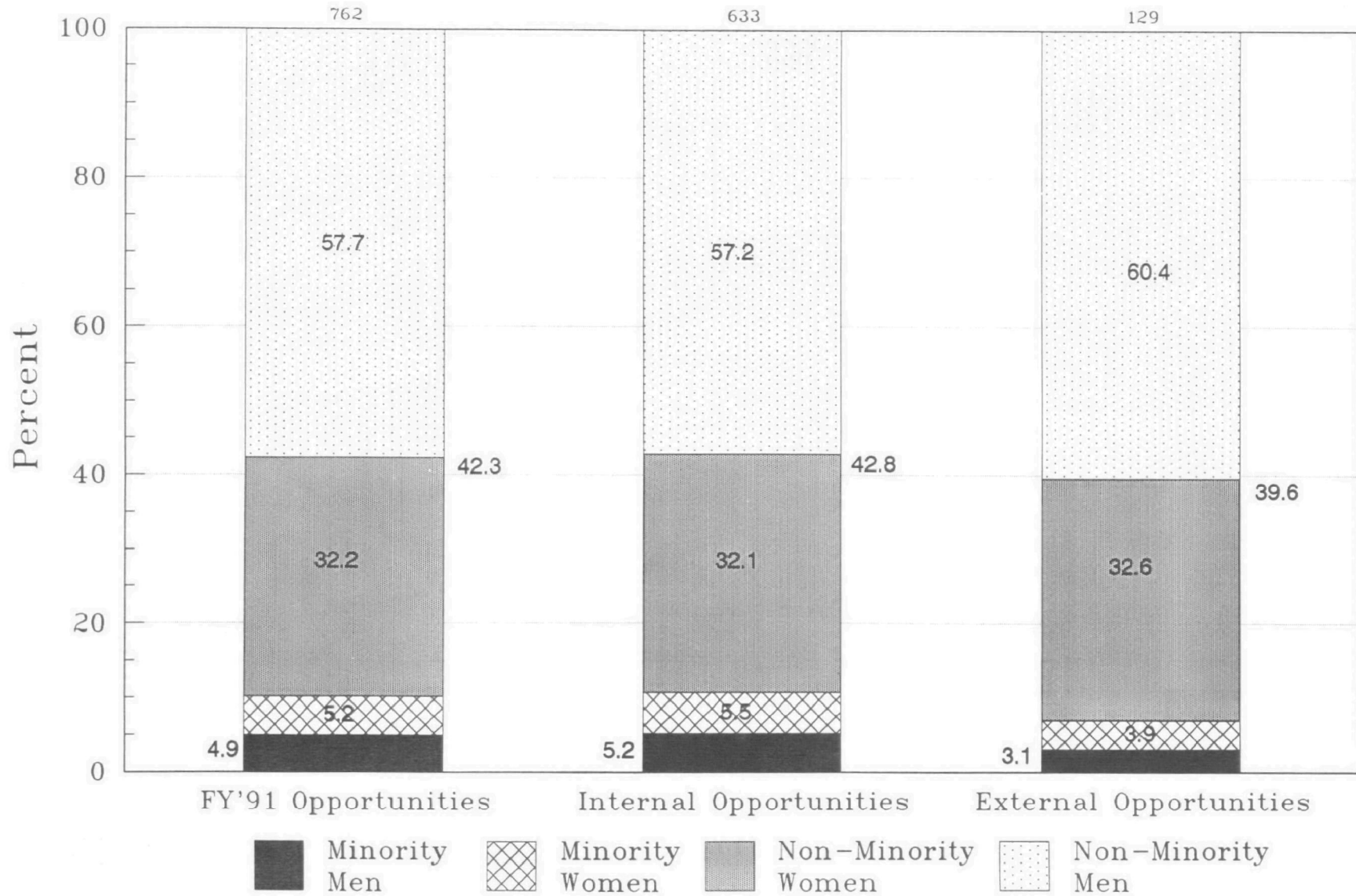
EPA Management* Composition FY'85 - FY'91

Trend Projection to FY'2000

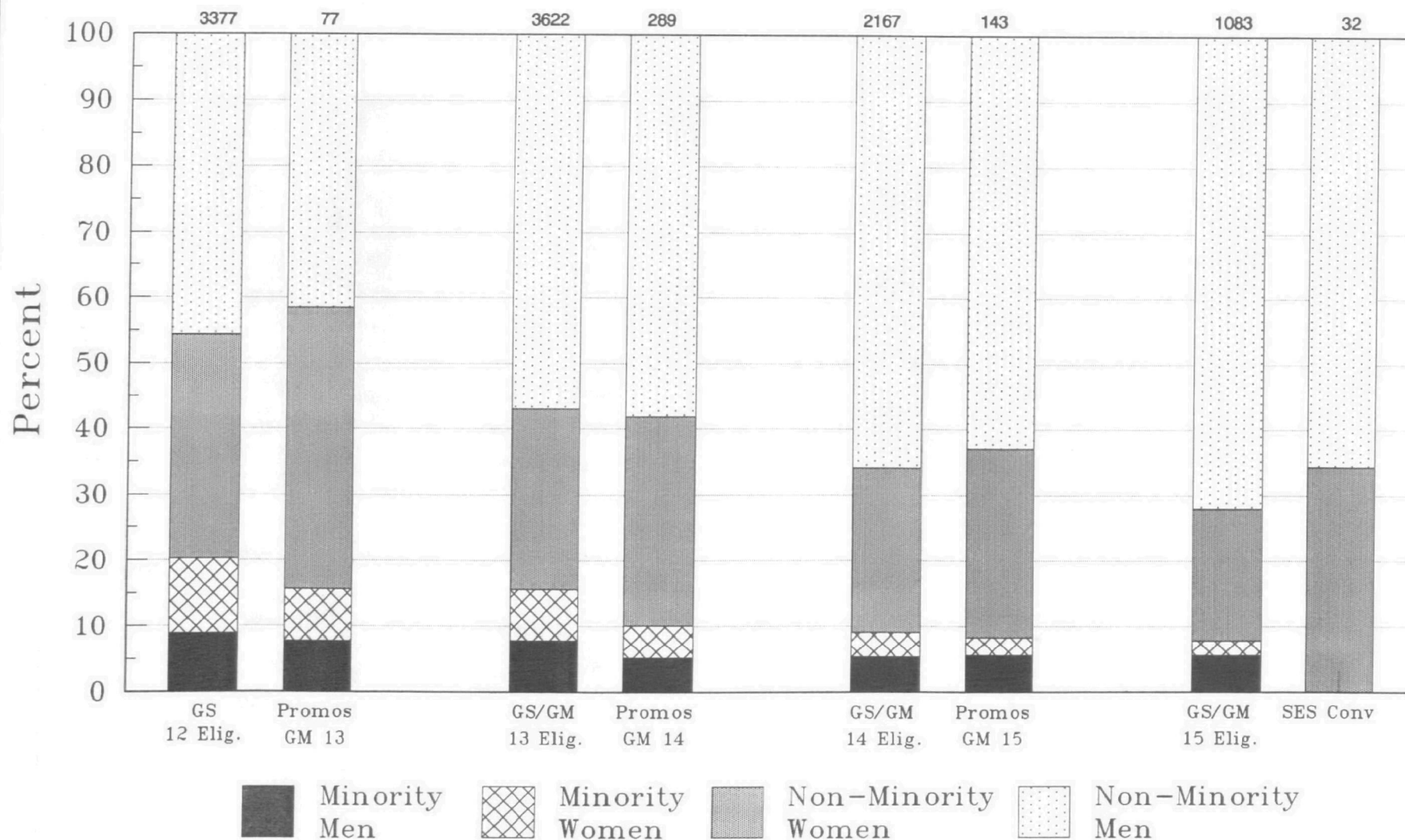


* Management is defined as GM (Merit Pay) and SES employees.

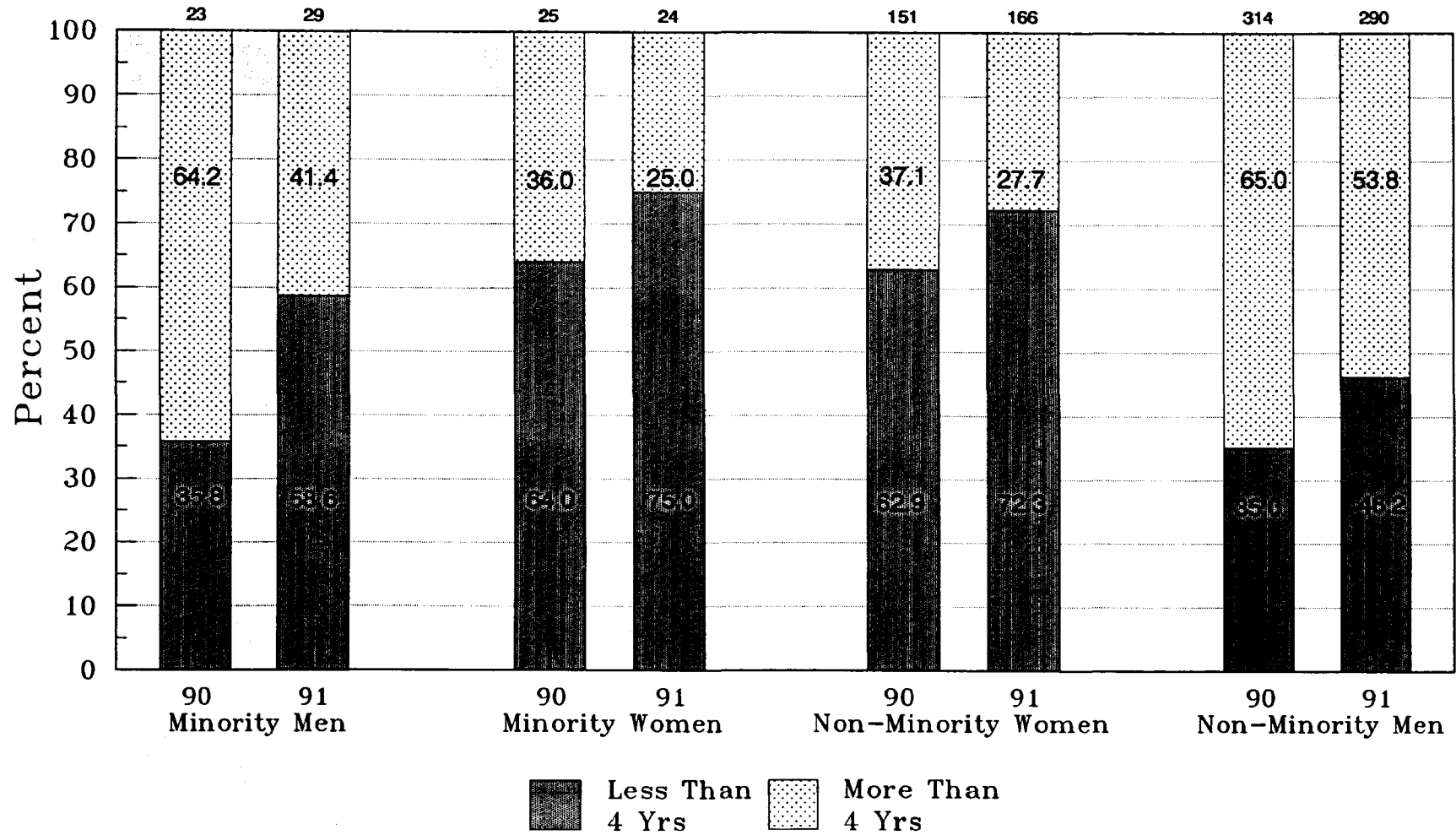
Opportunities for Management Hiring Fiscal Year 1991



Promotions in FY'91 Compared to Eligibles for Promotions in FY'91



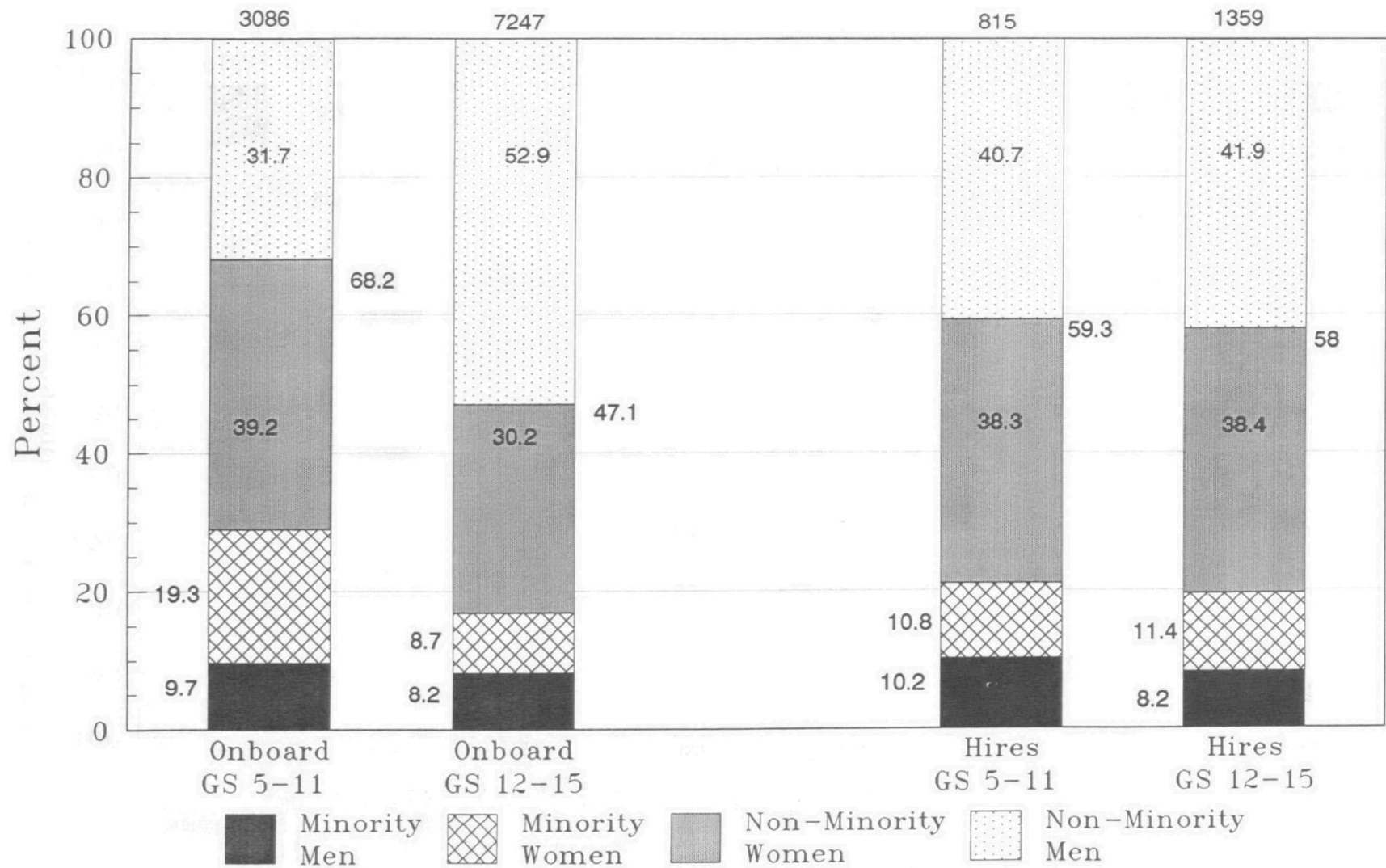
Time in Grade Prior to Promotion GM 13, 14, 15 promotions in FY'91



Not all promotions are identified, since not all employees have historic data available.
 The numbers here reflect promotions for which prior promotion data is available.

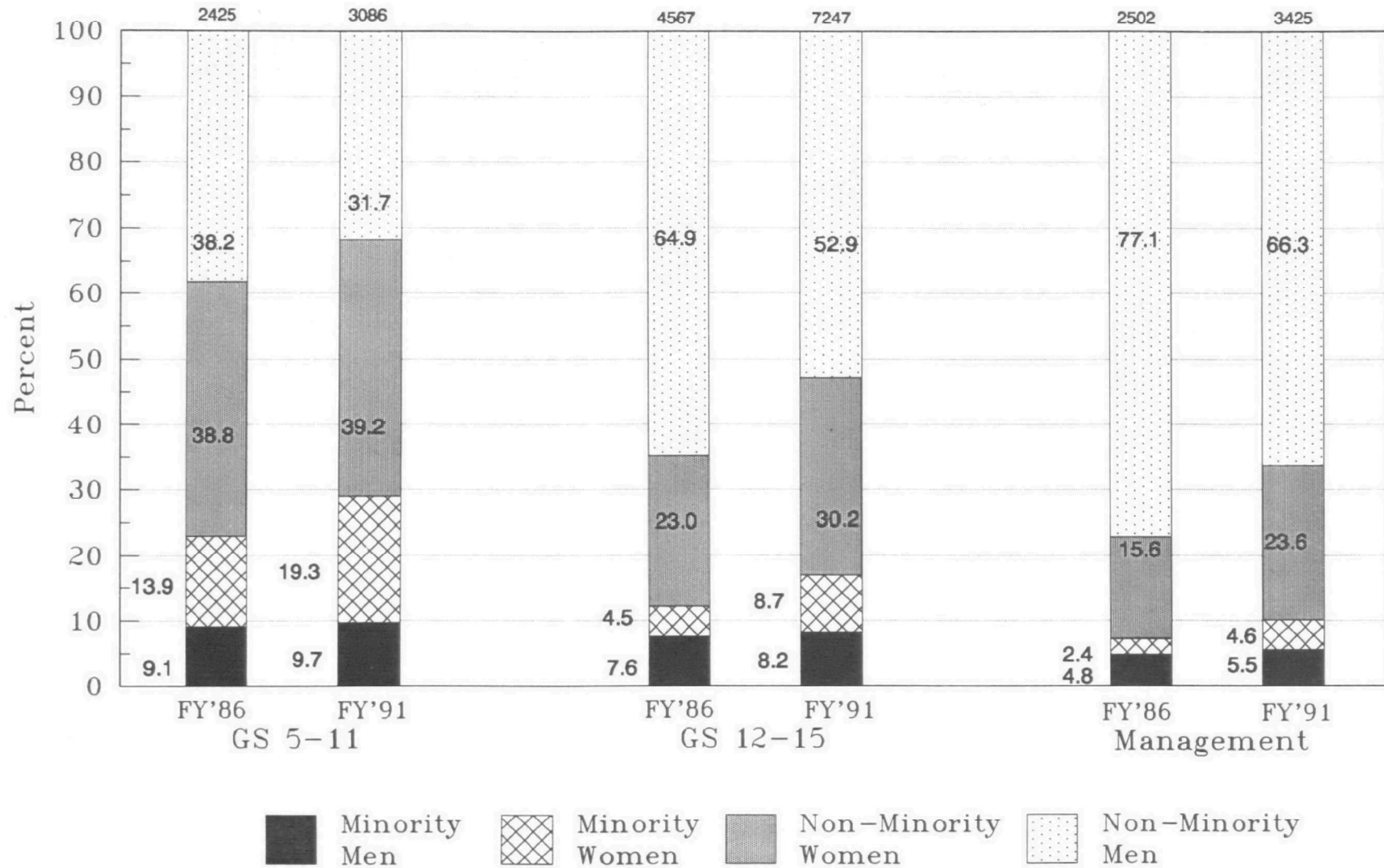
The Management Feeder Groups

Who's in our pipeline.



This data reflects employees in professional and administrative positions viewed as the management pool.

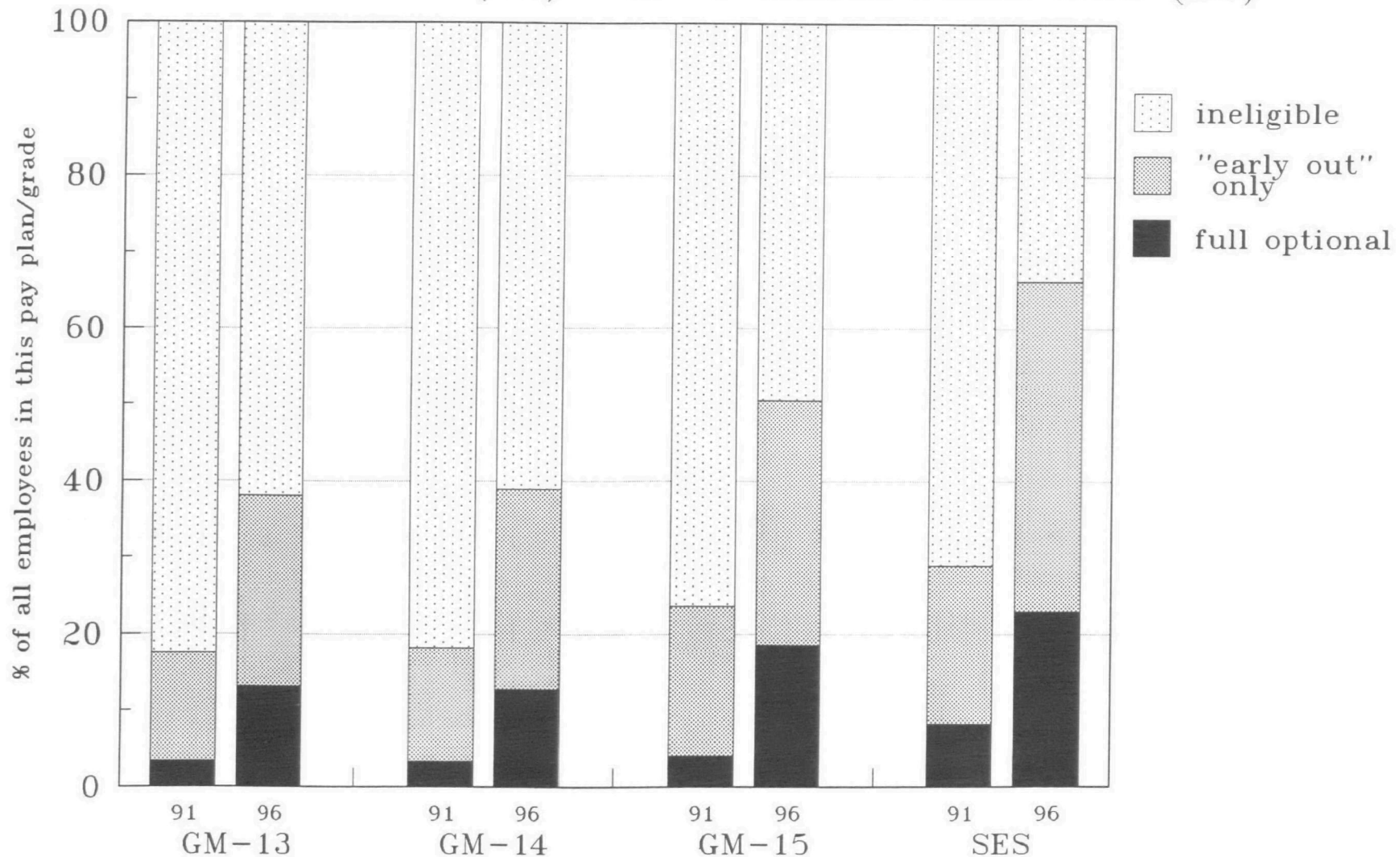
Population Comparisons FY'86 to FY'91 Management and Feeder Groups



RETIREMENT ELIGIBILITY – MANAGERS & SUPERVISORS

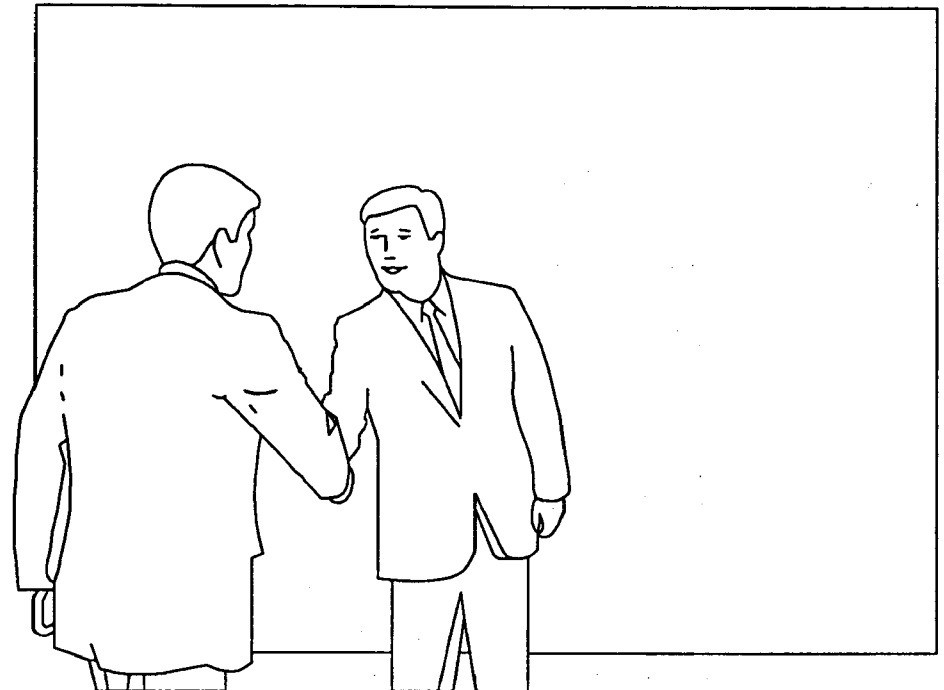
By Pay Plan/Grade at end of FY 1991

IMMEDIATELY (91) vs. 5 YEARS FROM NOW (96)

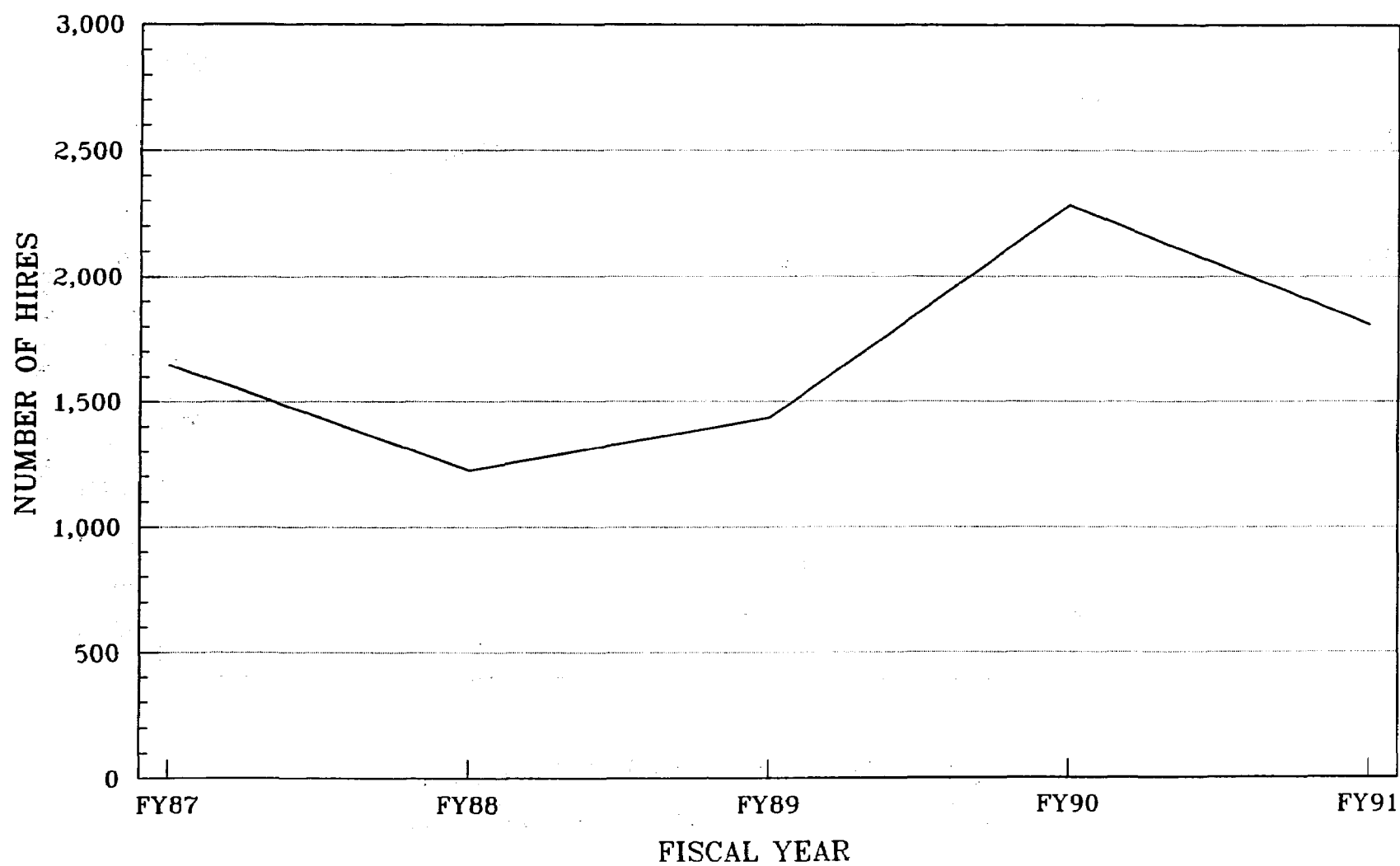


Hiring Data

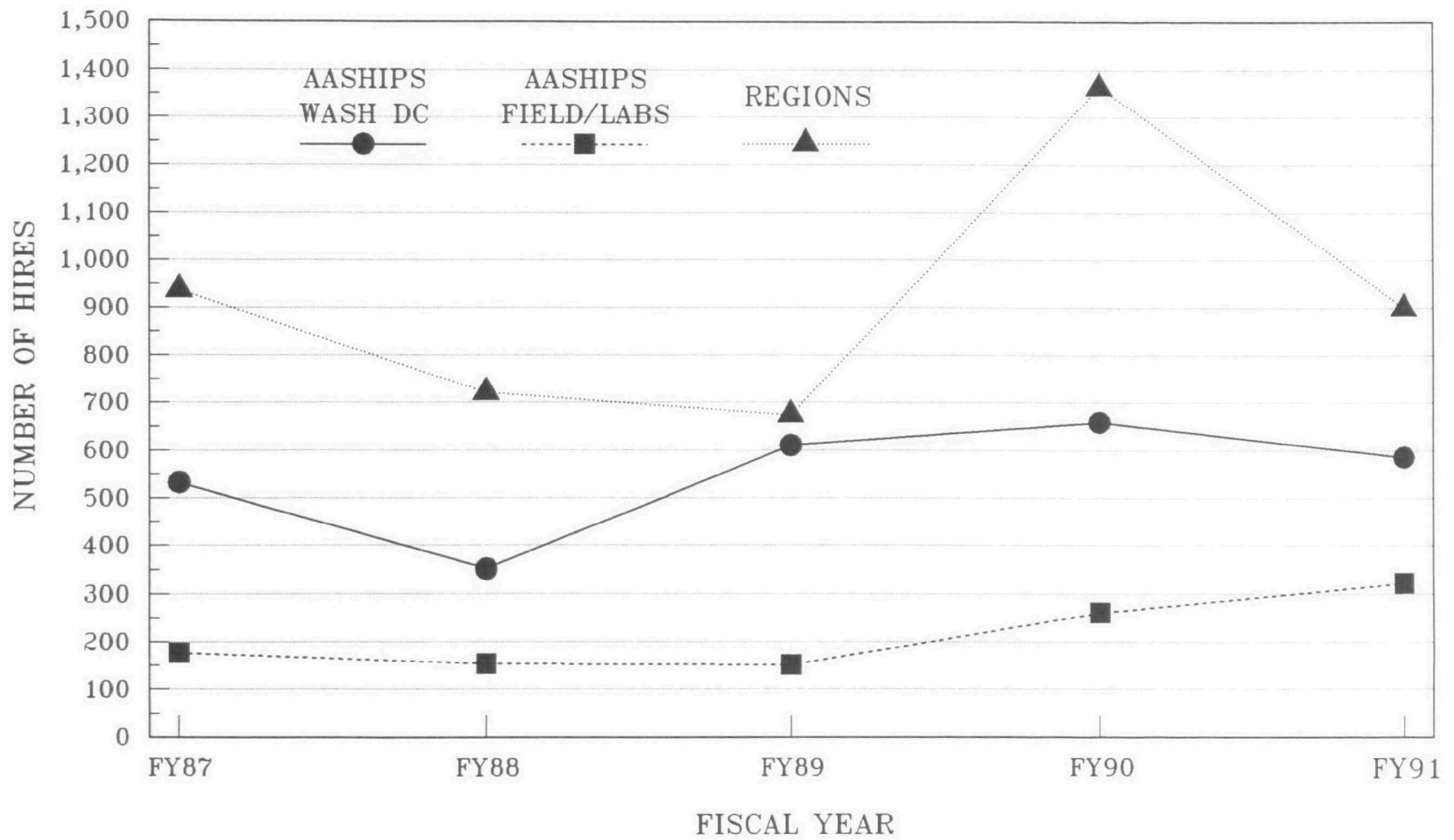
EPA is committed to hire the best! We are a Growth Agency with a lot of new hires each year.



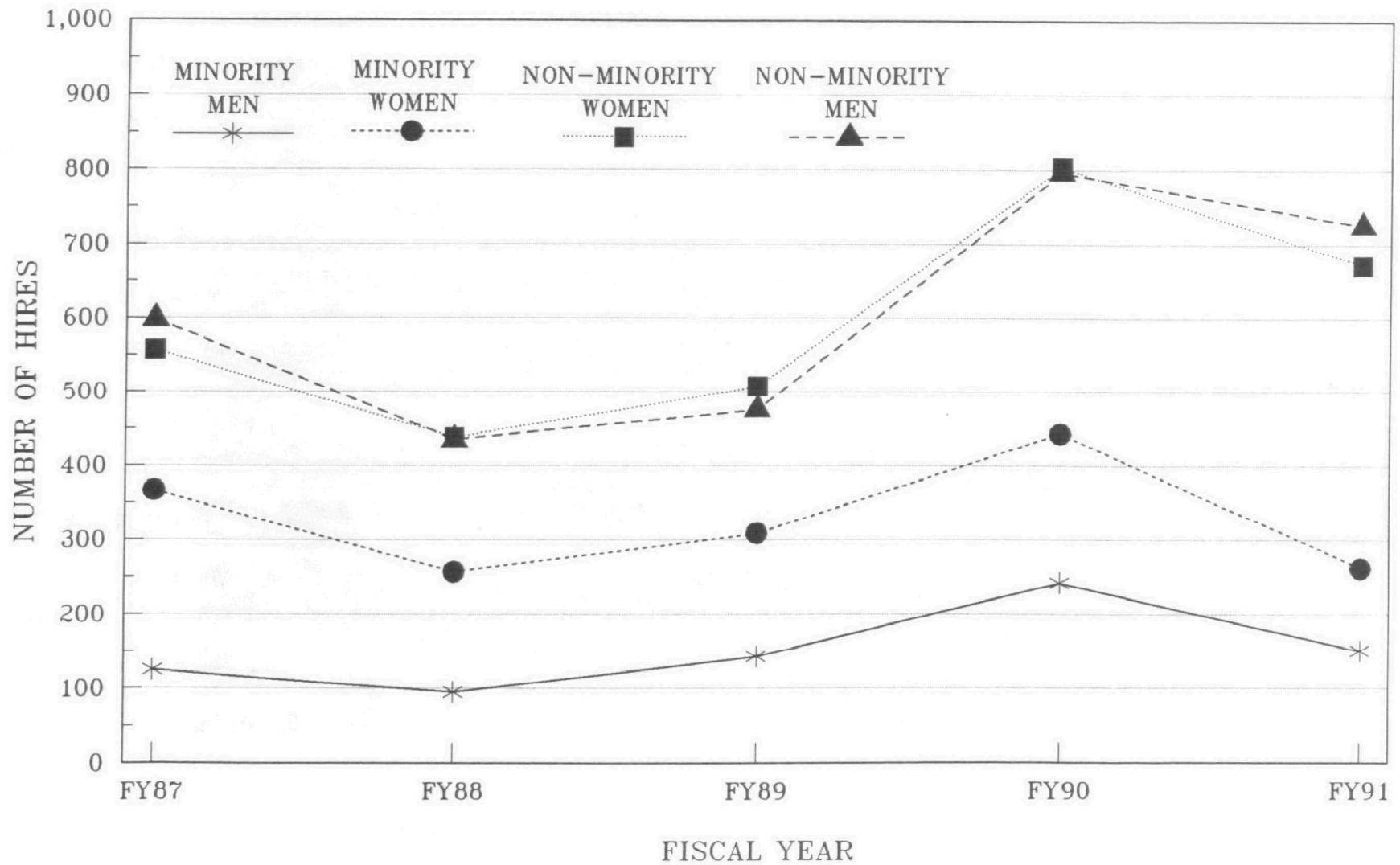
PERMANENT HIRES FOR THE LAST 5 YEARS



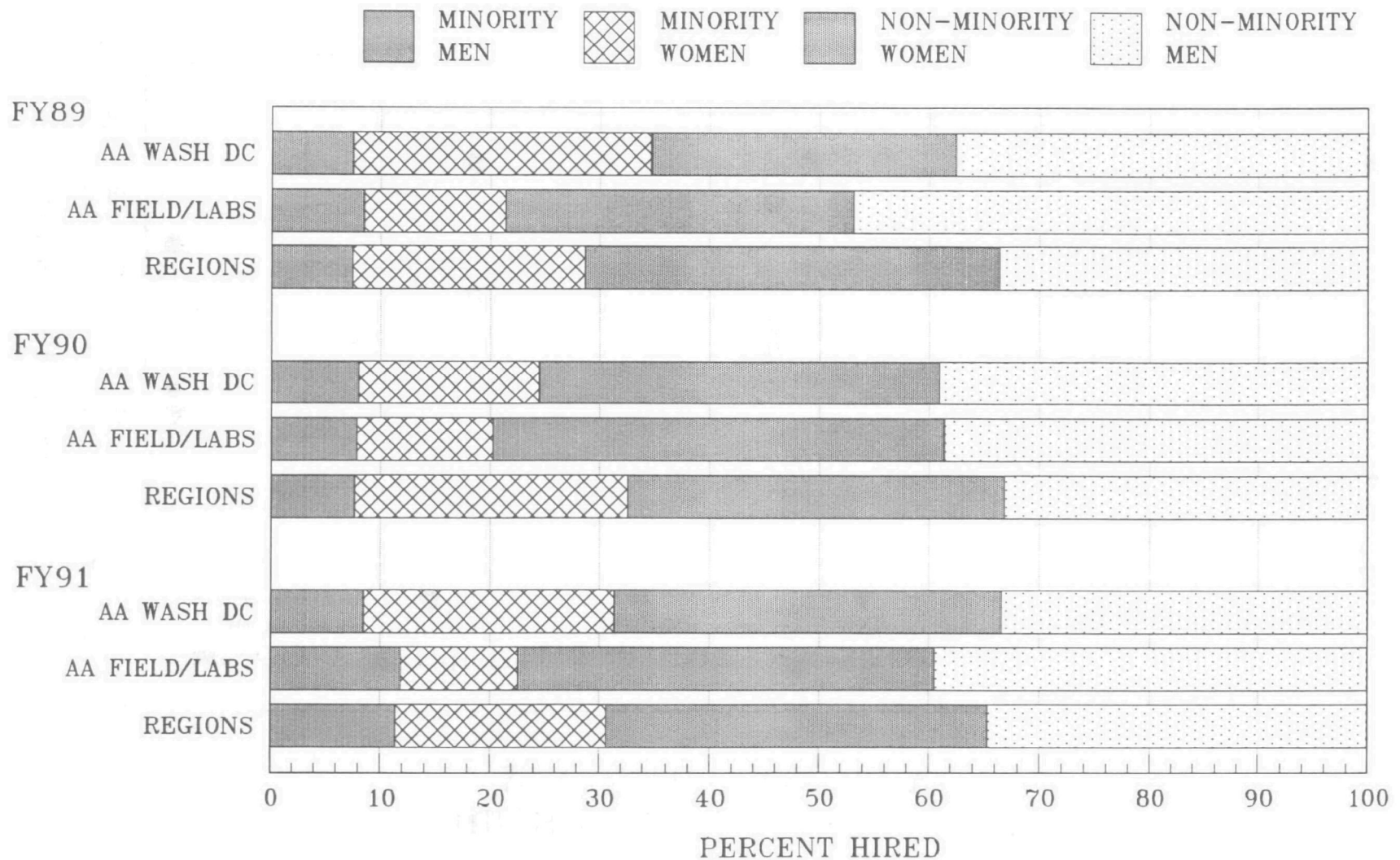
HIRES FOR THE LAST 5 YEARS HQTRS, FIELD/LABS, REGIONS



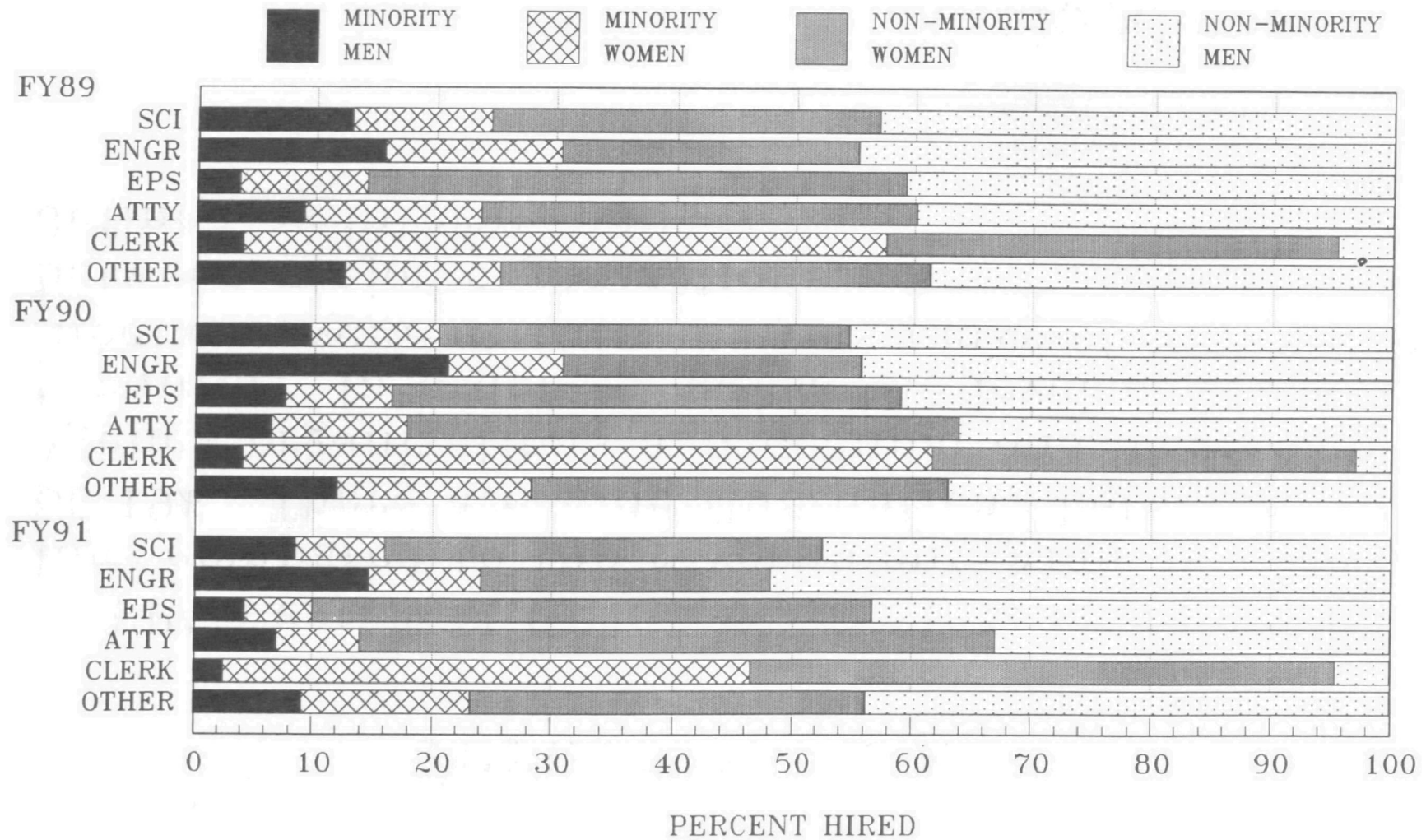
HIRES FOR THE LAST 5 YEARS MINORITIES AND WOMEN



HIRES FOR THE LAST 3 YEARS

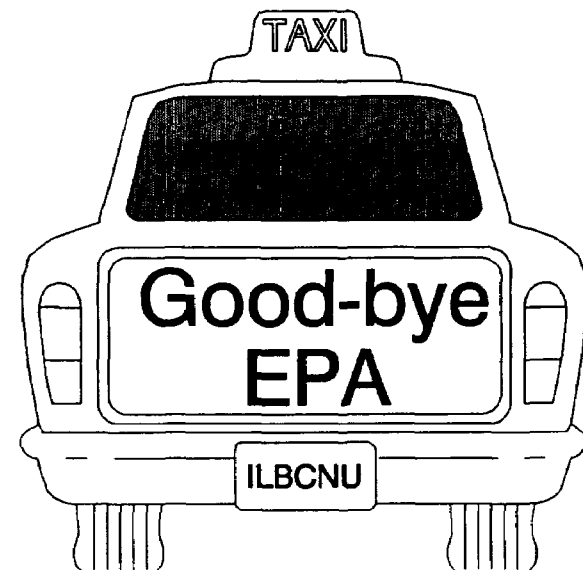


HIRES FOR THE LAST 3 YEARS BY OCCUPATION

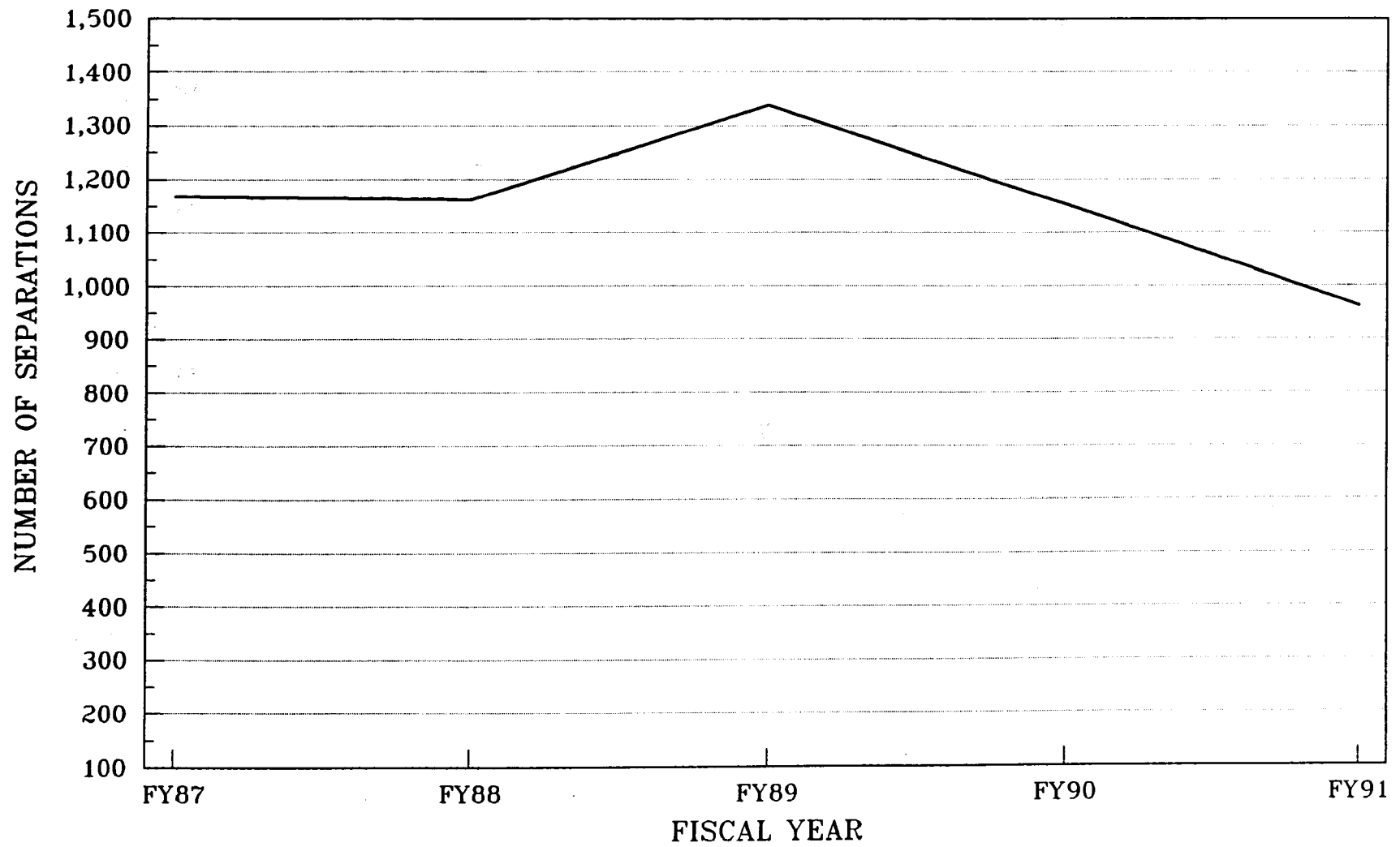


Turnover Data

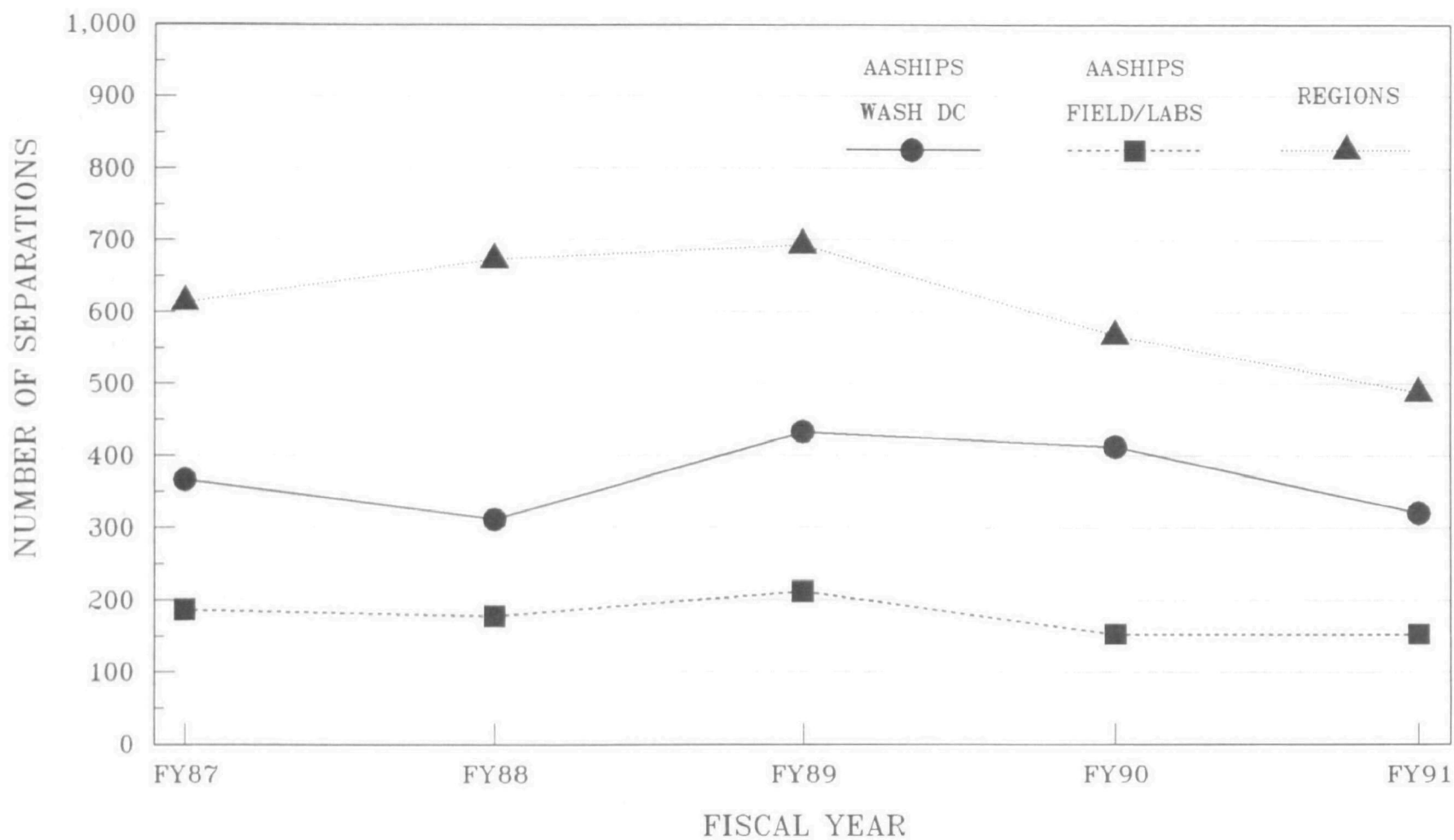
EPA's external turnover rate (6%) is relatively low, compared to the government-wide average of 19%. There are wide fluctuations between Agency organizations and occupations in external turnover. In order to assess the level of cross-media movement this analysis looks at movement between major organizations,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



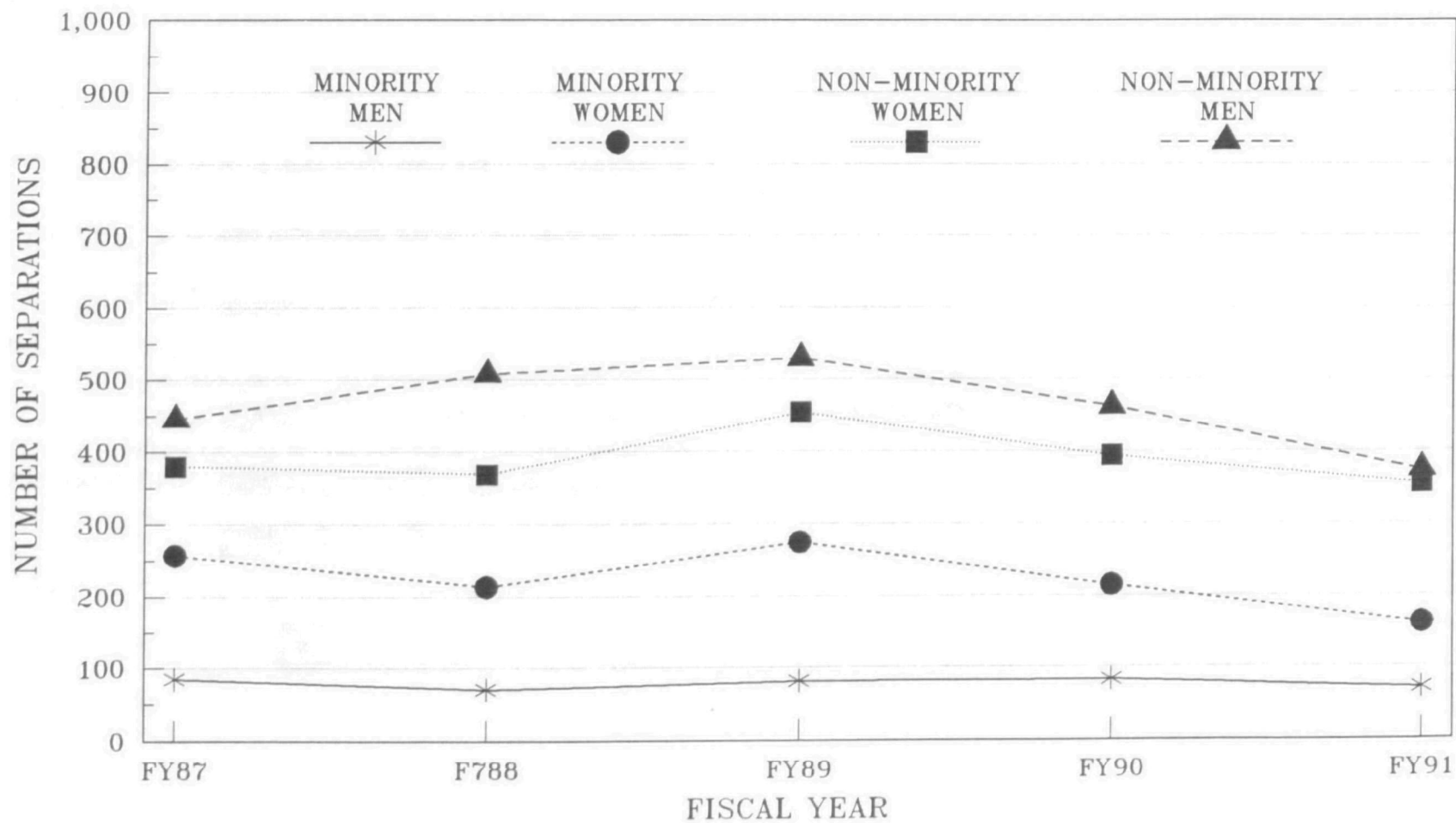
SEPARATIONS FOR THE LAST 5 YEARS



SEPARATIONS FOR THE LAST 5 YEARS HQTRS, FIELD/LABS, REGIONS

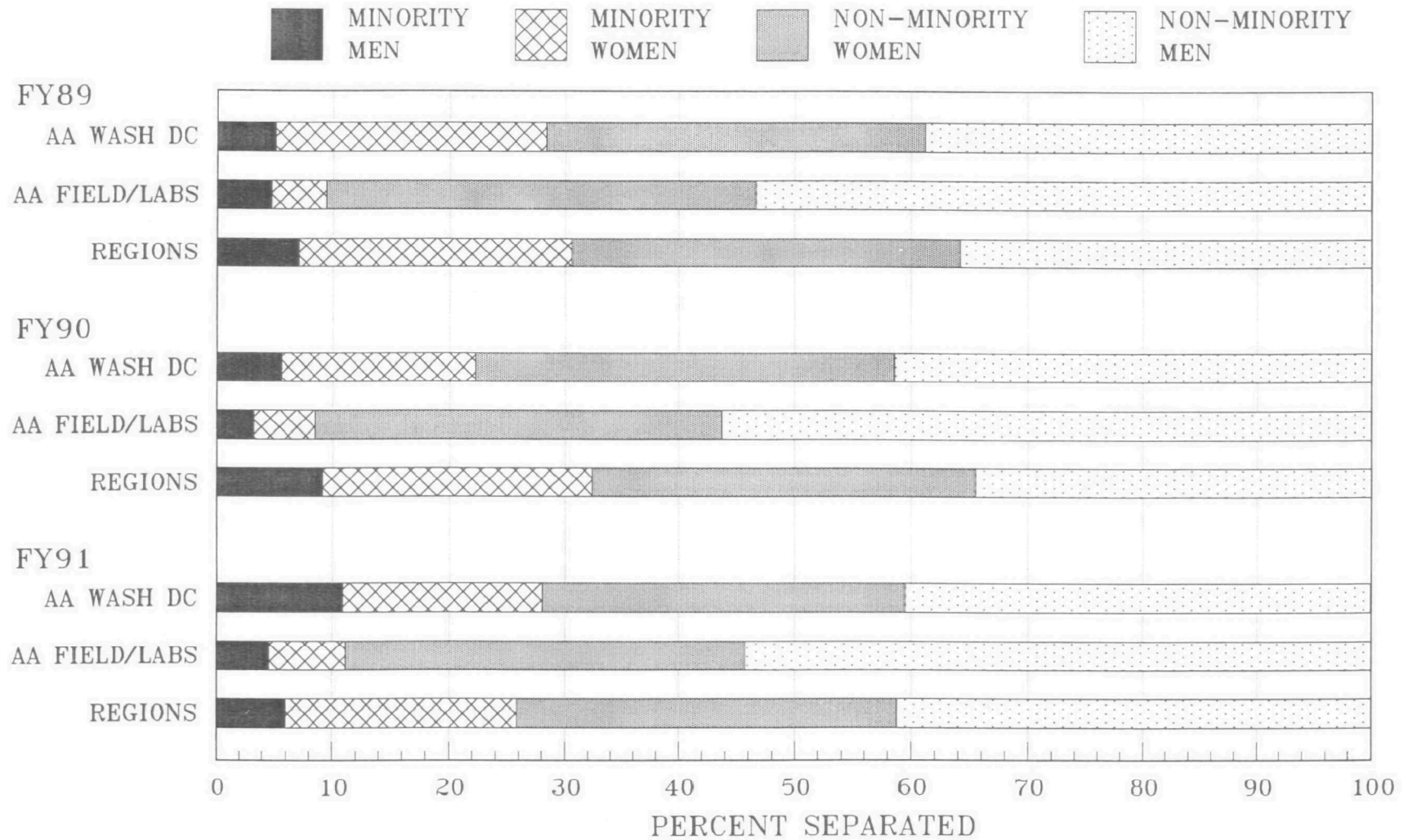


SEPARATIONS FOR THE LAST 5 YEARS MINORITIES AND WOMEN

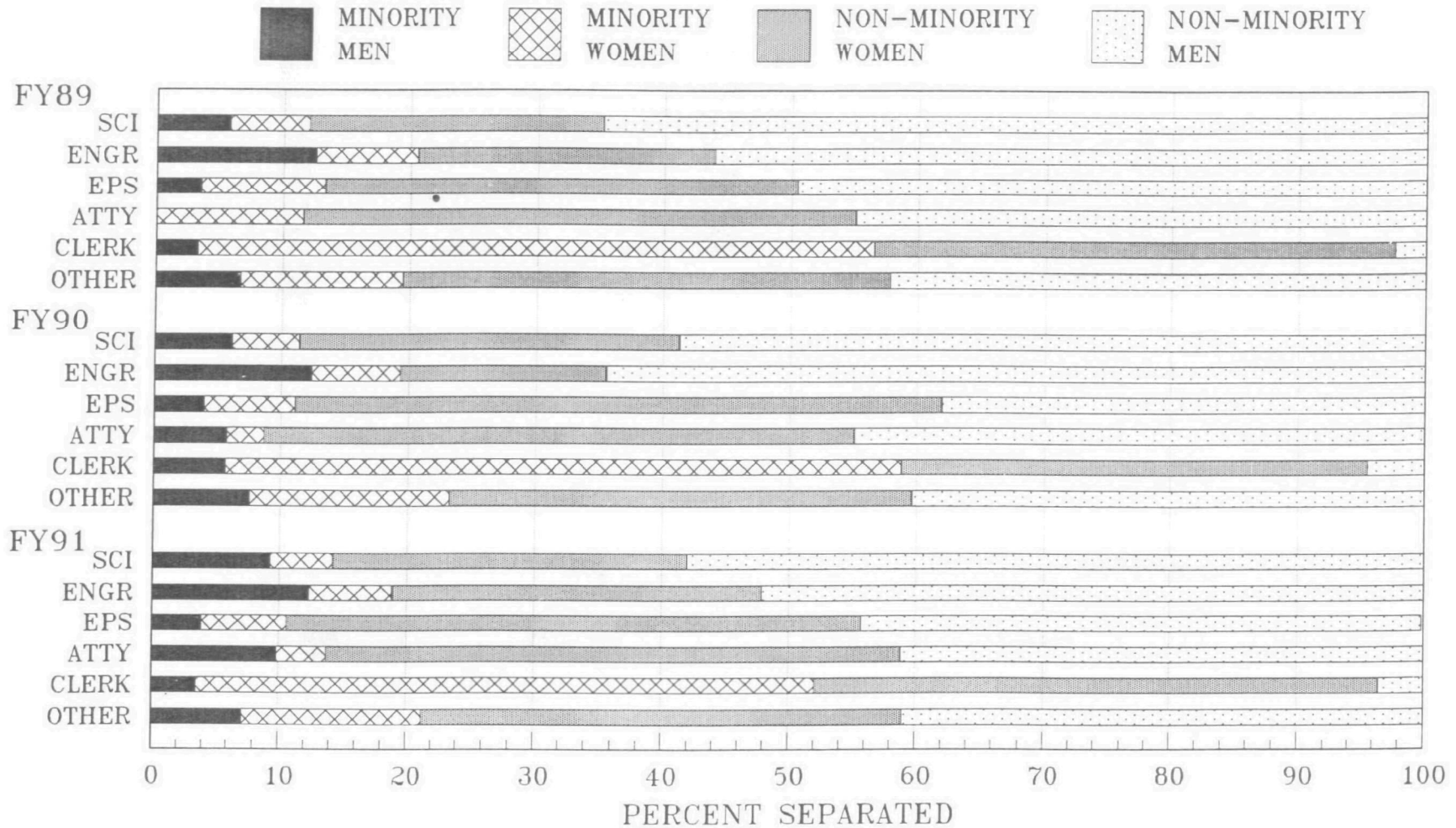


SEPARATIONS FOR THE LAST 3 YEARS

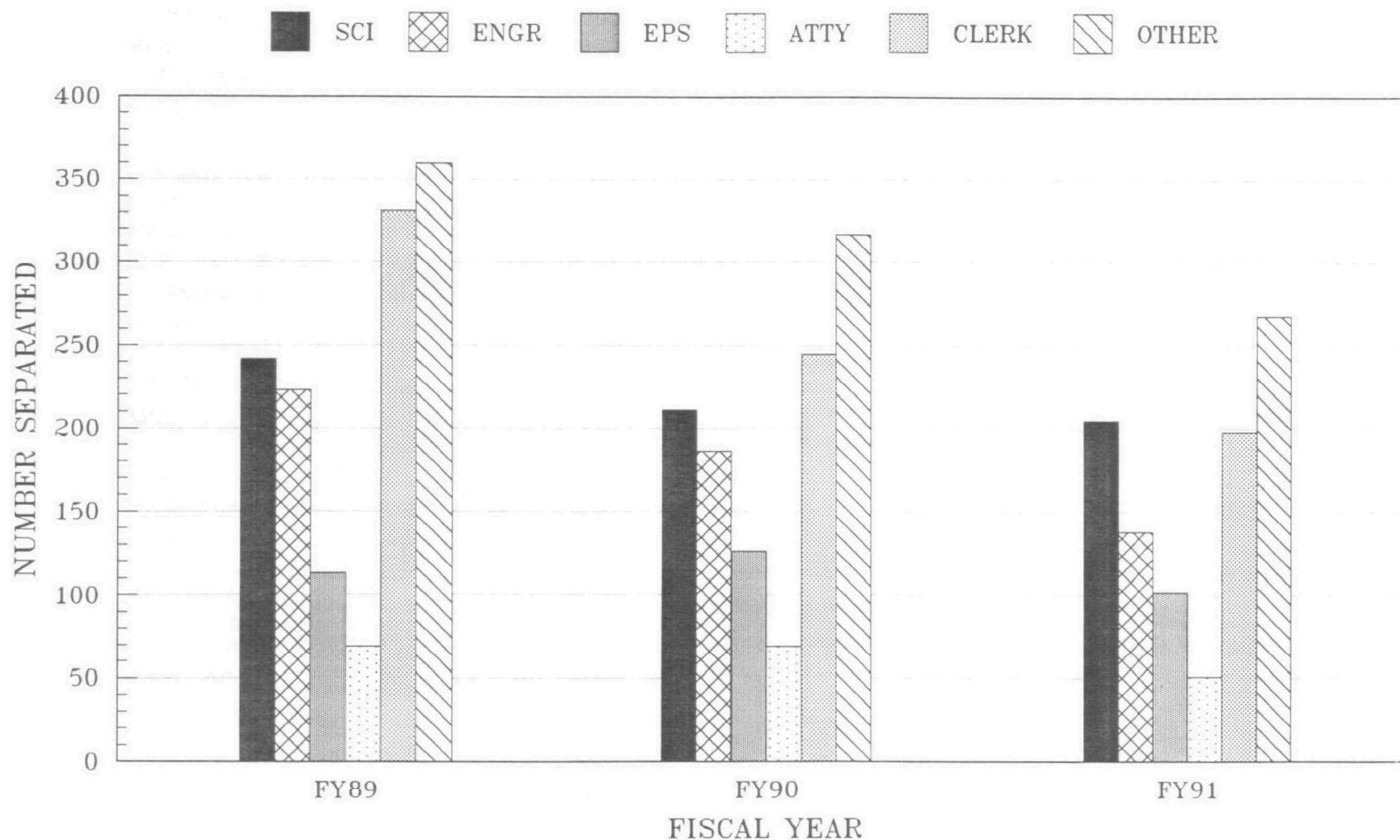
MINORITIES AND WOMEN



SEPARATIONS FOR THE LAST 3 YEARS MINORITIES AND WOMEN BY OCCUPATION

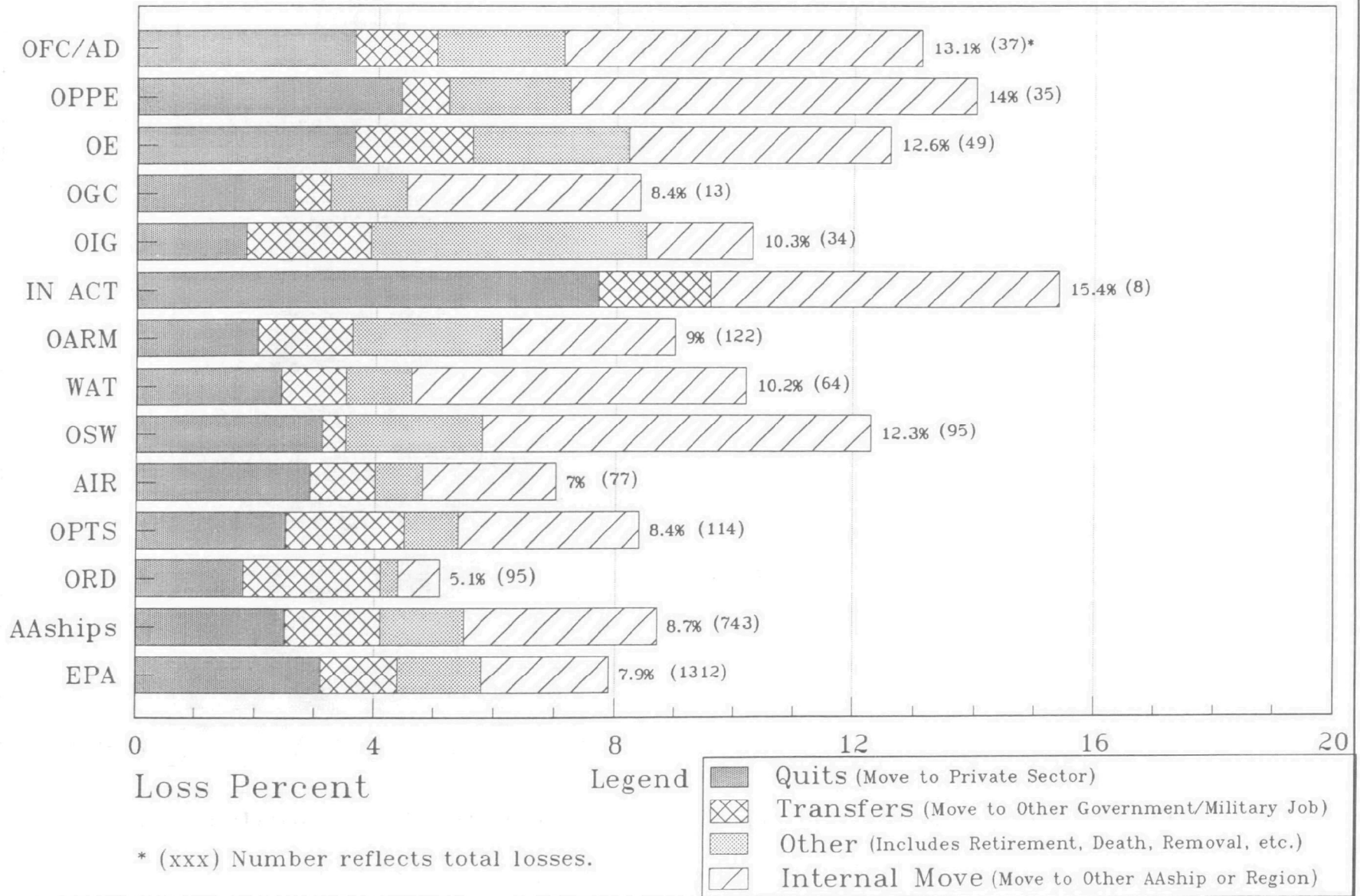


SEPARATIONS FOR THE LAST 3 YEARS BY OCCUPATION



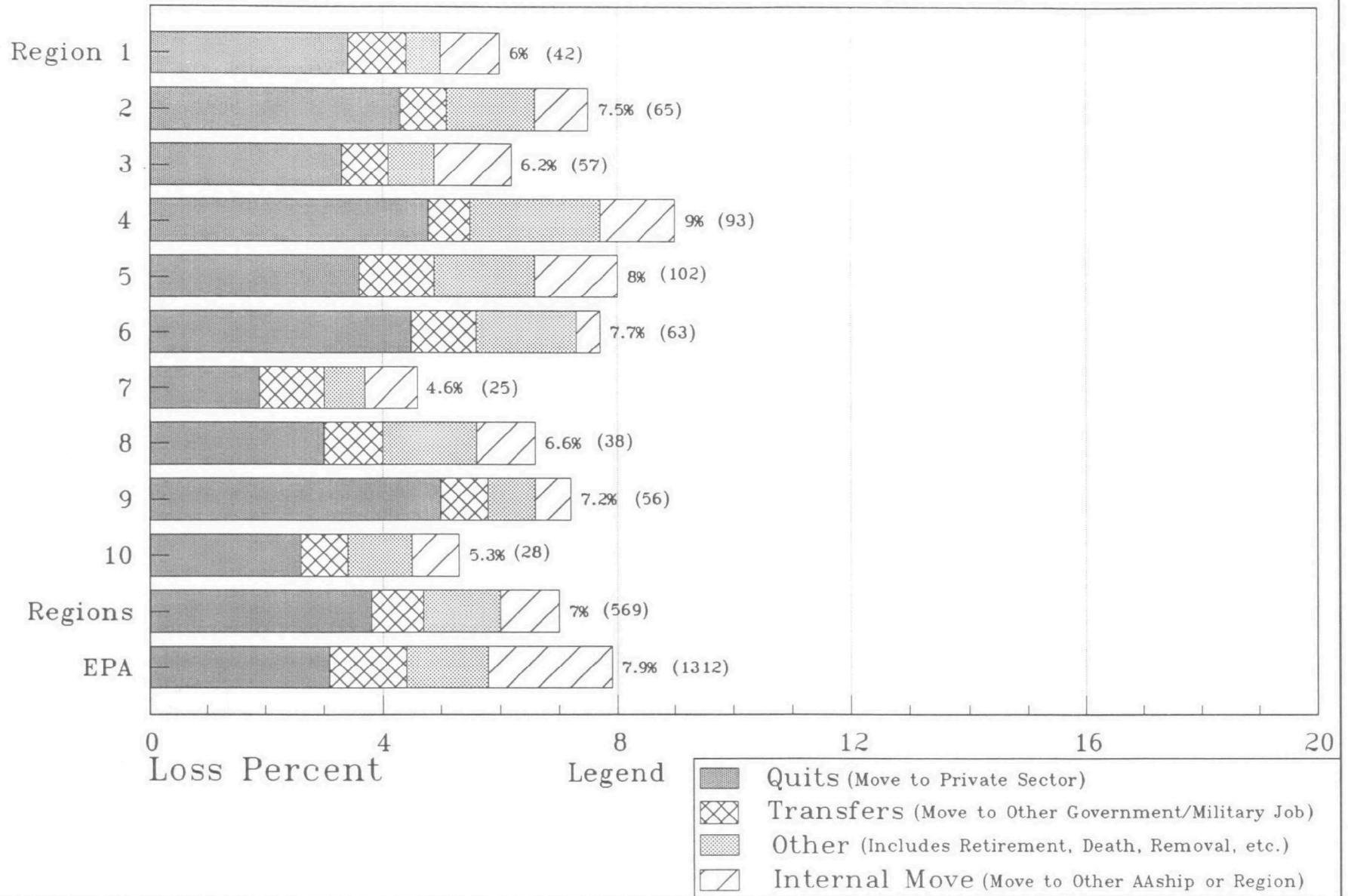
AAship Loss Percent for FY'91

Including Internal Movement Between Major Orgs

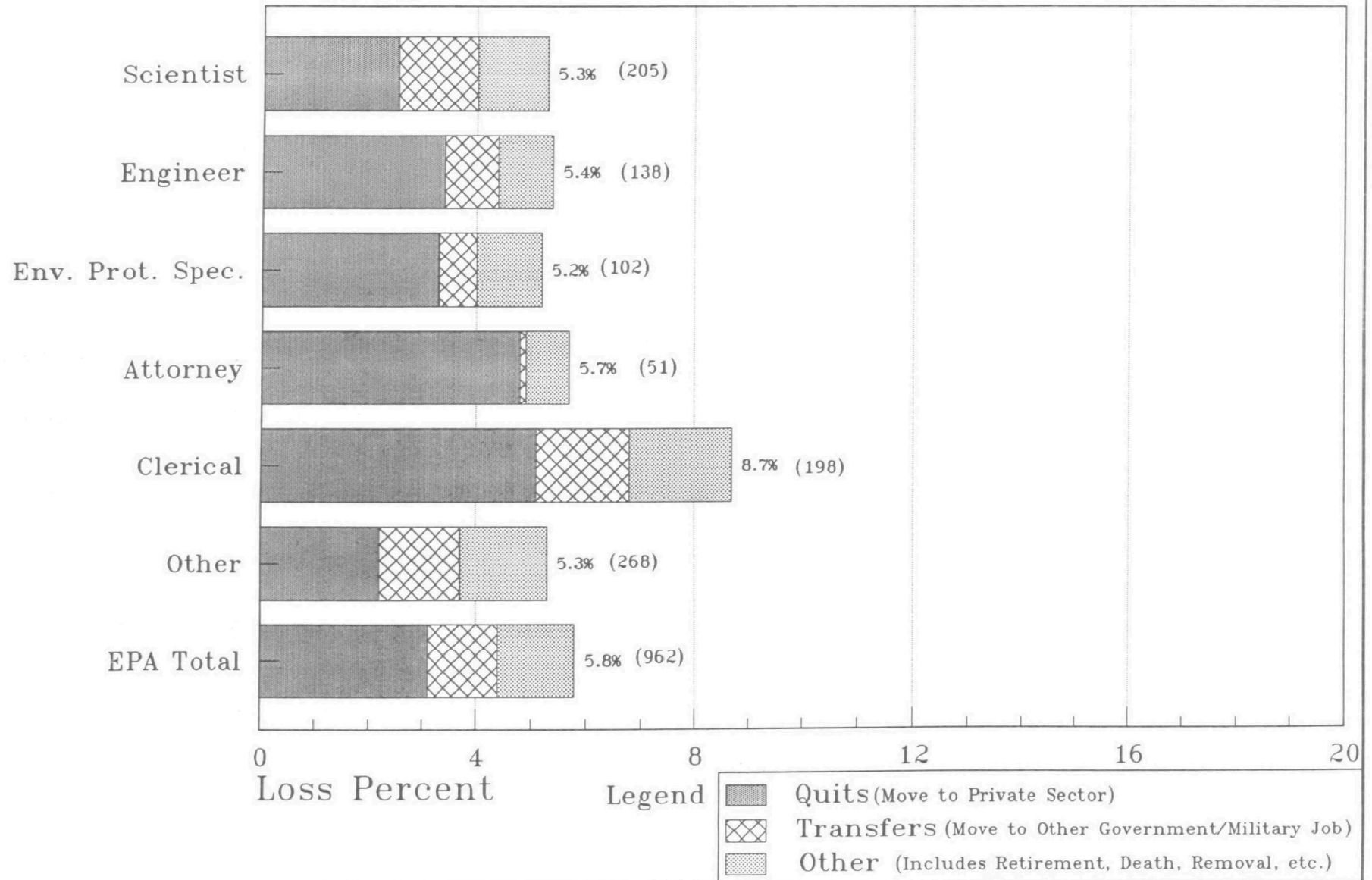


Regional Loss Percent for FY'91

Including Internal Movement Between Major Organizations



FY 1991 Losses From Major Occupation Groups As a Percent of Average FY'91 Employment



Acronyms

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