

EBD # 12.25
2008-2009

TO: ALA Executive Board

RE: Workforce Analysis Report

ACTION REQUESTED/INFORMATION/REPORT:
Information Report

ACTION REQUESTED BY:
Keith M. Fiels, Executive Director, ALA
Cynthia Vivian, Director, Human Resources

CONTACT PERSON:
Cynthia Vivian, 312.280-5063, cvivian@ala.org

DRAFT OF MOTION:
None required.

DATE: 12/31/08

BACKGROUND:

The association provides ongoing monitoring of diversity via recruitment and demographic reviews on a quarterly basis.

Each new job search initiative is reviewed based on department demographics, overall diversity and discussions with department managers.

Attachments

WORKFORCE ANALYSIS

DEPARTMENT SUMMARY

TOTAL ALA

AS OF 12/31/08

JOB TITLE	SALARY CODE	TOTAL EMPLOYEES	TOTAL MINORITIES	FEMALE							MALE						
				TOTAL	W	B/AA	H/L	Asian	NA/PI	2 or more	TOTAL	W	B/AA	H/L	Asian	NA/PI	2 or more
Senior/Executive Officials & Managers		48	9	31	24	5	1	1			17	15	1		1		
First/Mid-Level Officials & Managers		61	29	41	32	3	4	2			20	18	2				
Professionals		89	25	60	43	10	2	3	1	1	29	21	3	1	1	2	
Technicians		7	2	4	2	1	1				3	3					
Sales Workers		2		1	1						1	1					
Administrative Support Workers		82	39	67	33	28	3	2	1		15	10	3	1		1	
Craft Worker		1		1	1												
Operatives																	
Laborers																	
Service Workers		3	3	1			1				2		1	1			
#TOTAL		293	107	206	136	47	12	8	2	1	87	68	10	2	3	1	3
%TOTAL			37%	70%	46%	16%	4%	3%	1%	1%	30%	23%	3%	1%	1%	1%	1%

RACE KEY: W=WHITE;B/AA=BLACK/AFRICAN AMERICAN;H/L=HISPANIC/LATINO;ASIAN=ASIAN;NA/PI NATIVE AMERICAN/PACIFIC ISLANDER; 2 OR MORE=2 OR MORE RACES

WORKFORCE ANALYSIS

DEPARTMENT SUMMARY

COMMUNICATIONS & MEMBER RELATIONS

AS OF 12/31/08

JOB TITLE	SALARY CODE	TOTAL EMPLOYEES	TOTAL MINORITIES	FEMALE							MALE															
				TOTAL	W	B/AA	H/L	Asian	NA/PI	2 or more	TOTAL	W	B/AA	H/L	Asian	NA/PI	2 or more									
Senior/Executive Officials & Managers		9	1	6	5		1									3	3									
First/Mid-Level Officials & Managers		9	3	8	5	2	1									1	1									
Professionals		10	3	7	5		1	1								3	2	1								
Technicians																										
Sales Workers																										
Administrative Support Workers		17	7	16	9	6	1									1	1									
Craft Worker																										
Operatives																										
Laborers																										
Service Workers																										
#TOTAL		45	14	37	24	8	4	1								8	7	1								
%TOTAL			31%	82%	53%	18%	9%	2%								18%	16%	2%								

RACE KEY: W=WHITE;B/AA=BLACK/AFRICAN AMERICAN;H/L=HISPANIC/LATINO;ASIAN=ASIAN;NA/PI NATIVE AMERICAN/PACIFIC ISLANDER; 2 OR MORE=2 OR MORE RACES

WORKFORCE ANALYSIS

DEPARTMENT SUMMARY

EXECUTIVE

AS OF 12/31/08

JOB TITLE	SALARY CODE	TOTAL EMPLOYEES	TOTAL MINORITIES	FEMALE							MALE													
				TOTAL	W	B/AA	H/L	Asian	NA/PI	2 or more	TOTAL	W	B/AA	H/L	Asian	NA/PI	2 or more							
Senior/Executive Officials & Managers		4	1	3	2	1										1	1							
First/Mid-Level Officials & Managers																								
Professionals		7	4	7	3	4																		
Technicians																								
Sales Workers																								
Administrative Support Workers		3	1	3	2		1																	
Craft Worker																								
Operatives																								
Laborers																								
Service Workers																								
# TOTAL		14	6	13	7	5	1									1	1							
% TOTAL			43%	93%	5%	36%	7%									7%	7%							

RACE KEY: W=WHITE;B/AA=BLACK/AFRICAN AMERICAN;H/L=HISPANIC/LATINO;ASIAN=ASIAN;NA/PI NATIVE AMERICAN/PACIFIC ISLANDER; 2 OR MORE=2 OR MORE RACES

WORKFORCE ANALYSIS

DEPARTMENT SUMMARY

AS OF 12/31/08

FINANCE

JOB TITLE	SALARY CODE	TOTAL EMPLOYEES	TOTAL MINORITIES	FEMALE							MALE															
				TOTAL	W	B/AA	H/L	Asian	NA/PI	2 or more	TOTAL	W	B/AA	H/L	Asian	NA/PI	2 or more									
Senior/Executive Officials & Managers		4	2	1			1									3	2	1								
First/Mid-Level Officials & Managers		7	4	4	1		1	2								3	2	1								
Professionals		4	3	2		1		1								2	1	1								
Technicians																										
Sales Workers																										
Administrative Support Workers		10	8	7	2	4	1									3	2		1							
Craft Worker		1		1	1																					
Operatives																										
Laborers																										
Service Workers		3	3	1			1									2		1	1							
#TOTAL		29	20	16	4	5	4	3								13	5	6	1	1						
%TOTAL			69%	55%	14%	17%	14%	10%								45%	17%	21%	3%	3%						

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WORKFORCE ANALYSIS

DEPARTMENT SUMMARY

AS OF 12/31/08

MEMBER PROGRAMS & SERVICES

JOB TITLE	SALARY CODE	TOTAL EMPLOYEES	TOTAL MINORITIES	FEMALE							MALE								
				TOTAL	W	B/AA	H/L	Asian	NA/PI	2 or more	TOTAL	W	B/A A	H/L	Asian	NA/PI	2 or more		
Senior/Executive Officials & Managers		19	3	16	13	3							3	3					
First/Mid-Level Officials & Managers		28	1	19	18		1						9	9					
Professionals		33	7	26	20	4		1	1				7	6			1		
Technicians		7	1	3	2			1					4	3					1
Sales Workers		1		1	1														
Administrative Support Workers		32	11	26	15	10			1				6	6					
Craft Worker																			
Operatives																			
Laborers																			
Service Workers																			
#TOTAL		120	23	91	69	17	2	2	1				29	27			1		1
%TOTAL			19%	76%	58%	14%	2%	2%	1%				24%	22%			1%		1%

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WORKFORCE ANALYSIS

DEPARTMENT SUMMARY

AS OF 12/31/08

PUBLISHING

JOB TITLE	SALARY CODE	TOTAL EMPLOYEES	TOTAL MINORITIES	FEMALE							MALE						
				TOTAL	W	B/AA	H/L	Asian	NA/PI	2 or more	TOTAL	W	B/A A	H/L	Asian	NA/PI	2 or more
Senior/Executive Officials & Managers		8		2	2							6	6				
First/Mid-Level Officials & Managers		12	1	5	4		1					7	7				
Professionals		27	3	15	13	1	1					12	11		1		
Technicians																	
Sales Workers		1										1	1				
Administrative Support Workers		15	6	12	6	4		1	1			3	3				
Craft Worker																	
Operatives																	
Laborers																	
Service Workers																	
#TOTAL		63	10	34	25	5	2	1	1			29	28		1		
%TOTAL			16%	54%	40%	8%	3%	2%	2%			46%	44%		2%		

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WORKFORCE ANALYSIS

DEPARTMENT SUMMARY

TOTAL AIA

AS OF 12/31/08

JOB TITLE	SALARY CODE	TOTAL EMPLOYEES	TOTAL MINORITIES	FEMALE								MALE							
				TOTAL	W	B/AA	H/L	Asian	NA/PI	2 or more	TOTAL	W	B/AA	H/L	Asian	NA/PI	2 or more		
Senior/Executive Officials & Managers		48	9	31	24	5	1	1				17	15	1			1		
First/Mid-Level Officials & Managers		61	29	41	32	3	4	2				20	18	2					
Professionals		89	25	60	43	10	2	3	1	1	1	29	21	3	1	1	1	1	2
Technicians		7	2	4	2	1	1					3	3						
Sales Workers		2		1	1							1	1						
Administrative Support Workers		82	39	67	33	28	3	2	1			15	10	3		1			1
Craft Worker		1		1	1														
Operatives																			
Laborers																			
Service Workers		3	3	1			1					2		1	1				
#TOTAL		293	107	206	136	47	12	8	2	2	1	87	68	10	2	3	1	1	3
%TOTAL			37%	70%	46%	16%	4%	3%	1%	1%		30%	23%	3%	1%	1%	1%	1%	1%

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WORKFORCE ANALYSIS

DEPARTMENT SUMMARY

COMMUNICATIONS & MEMBER RELATIONS

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Senior/Executive Officials & Managers		9	1	6	5		1									3	3									
First/Mid-Level Officials & Managers		9	3	8	5	2	1									1	1									
Professionals		10	3	7	5		1	1								3	2	1								
Technicians																										
Sales Workers																										
Administrative Support Workers		17	7	16	9	6	1									1	1									
Craft Worker																										
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Senior/Executive Officials & Managers		4	1	3	2	1										1	1									
First/Mid-Level Officials & Managers																										
Professionals		7	4	7	3	4																				
Technicians																										
Sales Workers																										
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Senior/Executive Officials & Managers		4	2	1			1					3	2	1			
First/Mid-Level Officials & Managers		7	4	4	1		1	2				3	2	1			
Professionals		4	3	2		1		1				2	1	1			
Technicians																	
Sales Workers																	
Administrative Support Workers		10	8	7	2	4	1					3	2				1
Craft Worker		1		1	1												
Operatives																	
Laborers																	
Service Workers		3	3	1			1					2	1	1			
#TOTAL		29	20	16	4	5	4	3				13	5	6	1	1	
%TOTAL			69%	55%	14%	17%	14%	10%				45%	17%	21%	3%	3%	

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PUBLISHING

**WORKFORCE ANALYSIS
DEPARTMENT SUMMARY**

AS OF 12/31/08

JOB TITLE	SALARY CODE	TOTAL EMPLOYEES	TOTAL MINORITIES	FEMALE								MALE							
				TOTAL	W	B/AA	H/L	Asian	NA/PI	2 or more	TOTAL	W	B/A A	H/L	Asian	NA/PI	2 or more		
Senior/Executive Officials & Managers		8		2	2								6	6					
First/Mid-Level Officials & Managers		12	1	5	4		1						7	7					
Professionals		27	3	15	13	1	1						12	11		1			
Technicians																			
Sales Workers		1											1	1					
Administrative Support Workers		15	6	12	6	4		1	1				3	3					
Craft Worker																			
Operatives																			
Laborers																			
Service Workers																			
#TOTAL		63	10	34	25	5	2	1	1				29	28		1			
%TOTAL			16%	54%	40%	8%	3%	2%	2%				46%	44%		2%			

RACE KEY: W=WHITE;B/AA=BLACK/AFRICAN AMERICAN;H/L=HISPANIC/LATINO;ASIAN=ASIAN;NA/PI NATIVE AMERICAN/PACIFIC ISLANDER; 2 OR MORE=2 OR MORE RACES

