

Work Team Diversity

Report to the GSFC Diversity Council

June 12, 2001

Updated based on Council comments

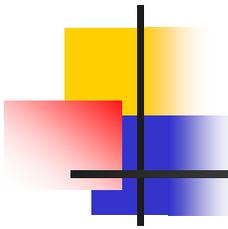
June 15, 2001

Rosa Acevedo

Jim Barrowman

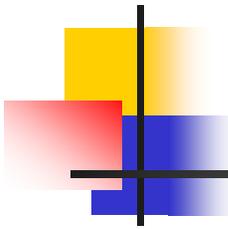
Dillard Menchan

Diane Williams



Goal of Measuring Work Team Diversity

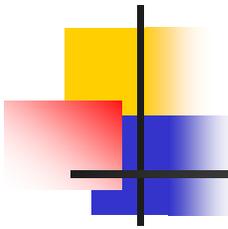
- Understand the level of diversity on our center work teams
- Sensitize team leaders so they take responsibility for ensuring diversity on their work teams
- Demonstrate the validity of our business case for diversity



Work Teams Are:

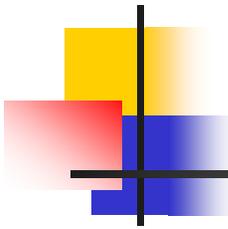
<u>Long Term</u> (Multi-Directorate)	<u>Long Term</u> (Single Directorate)	<u>Short Term</u>	<u>Ad HOC</u>
<ul style="list-style-type: none">■ Technology Federation■ IT Federation■ Project Teams■ Formulation Study Teams	<ul style="list-style-type: none">■ Directorate Diversity Teams■ Directorate Initiative Teams	<ul style="list-style-type: none">■ SEB's■ Re-engineering Teams■ Tiger Teams■ Public Outreach Teams■ Proposal Teams■ Proposal Review Teams■ Center Initiative Teams■ Strategic Planning Teams■ "Bail-out" Teams	<ul style="list-style-type: none">■ Job Interview Panels■ Award Selection Panels■ Training Selection Panels

Long-Term \geq 1yr. duration
Ad HOC= Meeting once or twice a year



Work Teams That Should Be Monitored

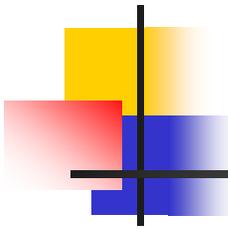
- High Visibility
- Growth and Experience Opportunities
- 5 or More Members
- Civil Servant team members only
- Where membership is not based on position only
- Yearly anniversary snapshot for teams that last more than one year



Work Team Info of Interest

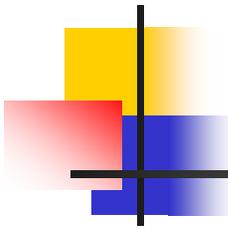
- Relevant Indices

- Ethnicity
- Gender
- Disabled? or Targeted Disabled?
- Grade Level
- Generational
 - Born 1945 & earlier
 - 1946-1964
 - 1965-1986
 - 1987 & later
- Skill Category
 - Scientists, Engineers, Administrative, Technician, Clerical
 - As appropriate for multi-skill teams
 - Decide by Directorate



Responsibilities and Process

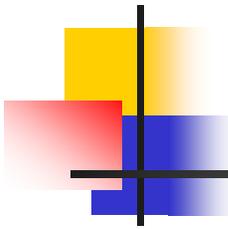
- Team Responsibility
 - Directorate or Code 100 Office for which the team is formed and which is responsible for the team results
 - Normally appoints the team leader
- Directorate & Code 100 Office Actions
 - Team leader reports team identification data and names of civil servant members to directorate/office diversity point of contact (POC) = Deputy or Diversity Council representative
 - POC, with staff help, uses OHR data base to determine member data for each team; analyzes team data, and aggregates team information and analysis across the directorate/office
 - Analysis description starts with Chart 8
 - POC reports team diversity information to the Director Of or Office Chief as teams form
 - POC reports directorate/office aggregate team diversity to the Diversity Council quarterly (first two years; semiannually thereafter)
 - Directorates/offices include team diversity info in monthly Executive Council reports



Responsibilities and Process (cont.)

- Special Assistant for Diversity Actions
 - Aggregates directorate/office data into center-wide analysis
 - Reports at all hands meeting semi-annually (first 2 years, annually thereafter)
 - Posts team diversity information from each directorate and center-wide on diversity website
 - Includes team diversity information in Diversity Council Annual Report

- OHR/Code 290 Support Needed
 - Develop database access, analysis, and reporting software (BRIO based?) for use by directorates/offices and Special Assistant for Diversity

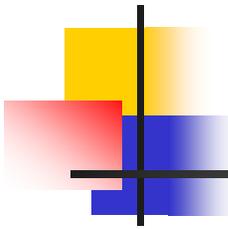


Analysis of Team Information

- **Percentage representations by relevant indices (Chart 5)**
 - OHR standard format (example, Chart 10)
 - For individual team by appropriate skill category (see next chart)
 - Used by responsible Director of or Code 100 Office Chief

- **Compare aggregated team leader and member representations with Goddard workforce populations**
 - Appropriate Comparison populations shown on next chart
 - Use NAPA-type display format (example, Chart 11)

- **Long-term Success Indicators for Targeted Groups**
 - % of team leads representative of appropriate populations
 - % of team members representative of appropriate populations



Analysis – Comparison Populations

Type of Statistic

- Individual Teams
 - Within Directorate
 - Multi-skill
 - Single Skill
 - Multi-Directorate
 - Multi-skill
 - Single Skill
- Directorate Aggregate*
 - Within Directorate
 - Multi-Directorate
- Center Aggregate*

Comparison Population

- Directorate for all skill categories (5 total)
- Directorate for specific skill category
- Center for all Skill categories (5 total)
- Center for specific skill category
- Directorate composite over all skill categories
- Center composite over all skill categories
- Center composite over all skill categories

* As team statistics are aggregated at the Directorate & Center levels, the statistics should encompass all skill categories. Therefore, the valid populations to use for comparison are the all skill category composites.

Example – Individual Team Format

XXXXX Team, Established Y/Z/01, Team Lead - Joe Paterno

Team Statistics

Race	Gender	Total		Scientists		Engineers		Prof. Admin.		Technicians		Clerical	
		Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
African	Female	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
American	Male	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
American	Female	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Indian	Male	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Asian	Female	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
American	Male	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Hispanic	Female	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
	Male	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Non	Female	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Minority	Male	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Total Females		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Targeted Disabilities		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Total Disabilities		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Total		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0

Comparison with Directorate Skill Categories

Race	Gender	Total		Scientists		Engineers		Prof. Admin.		Technicians		Clerical	
		Team %	Popul. %	Team %	Popul. %	Team %	Popul. %	Team %	Popul. %	Team %	Popul. %	Team %	Popul. %
African	Female	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
American	Male	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
American	Female	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Indian	Male	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Asian	Female	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
American	Male	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Hispanic	Female	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
	Male	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Non	Female	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Minority	Male	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Total Females		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Targeted Disabilities		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Total Disabilities		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Total		0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0

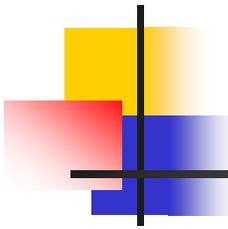
Example – NAPA-type Format

XXXXX Directorate Team Statistics				
%	Multi-Directorate Teams		Within-Directorate Teams	
	Center Population	Directorate Aggregate	Directorate Population	Directorate Aggregate
African American	0	0.0	0	0.0
American Indian	0	0.0	0	0.0
Asian American	0	0.0	0	0.0
Hispanic	0	0.0	0	0.0
Non Minority	0	0.0	0	0.0
Total Females	0	0.0	0	0
Targeted Disabilities	0	0.0	0	0.0
Total Disabilities	0	0.0	0	0.0
Total	0	0.0	0	0.0

KEY:

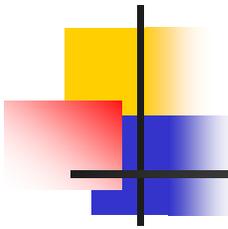
- = ≥ 120%
- = 110% to < 120%
- = 90% to < 110%
- = > 80% to < 90%
- = ≤ 80%

This format can be used for Team Leader and Team Member aggregate statistics at both the Directorate and Center levels. Individual team format will vary for single or multi-skill teams.



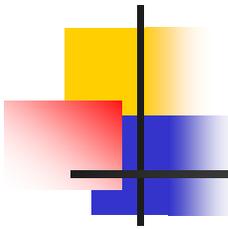
Assuring Work Team Diversity and Opportunities

- Attention being paid to work team diversity should sensitize team leaders
- Director of/Office Chief responsible for each team and steers team leaders as appropriate, based on team data received from POC as teams form



Resources Required

- OHR/Code 290
 - Develops database access, analysis, and reporting software (BRIO based?) for use by directorates/offices
 - TBD \$ for contract support (?)
- Directorates/Code 100 Offices
 - Staff time to acquire and analyze work team diversity data



Next Steps

- Detailed Planning and Resource Estimation
- Communication
 - Diversity Council Chair briefs Center Director to obtain buy-in
 - Work Team Diversity briefed to Executive Council
 - Diversity Council Members brief Directorate/Code 100 Office staff meetings
- Can start collecting team data and create data base in parallel with analysis software development