

NS PUBLIC SERVICE COMMISSION

2009-2012 Employment Equity Plan

and the

2009-2010 Progress Report

August, 2010



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1. Introduction

The Public Service Commission (PSC) is committed to being a workplace that is free of discrimination, values diversity and is representative, at all job levels, of the designated employment equity groups.¹ Members of the designated groups have historically faced barriers to employment and advancement in all sectors. This report outlines the PSC's three-year plan for 2009-2012 to become a workplace that values and celebrates diversity, and is representative of the designated groups, at all job levels, within the Commission. To this end, the report also presents the PSC's progress towards meeting its employment equity goals during the fiscal year 2009-2010, in addition to the Commission's planned activities for 2010-2011.

1.1 *Corporate Responsibilities*

As the central human resource agency of Government, the PSC is in the unique position of having both corporate and departmental responsibilities for employment equity and workplace diversity. The Commission is mandated to provide leadership in the development and implementation of human resource policies, programs and practices. As well, the PSC is required to ensure the quality of human resource management practices and a fair and effective hiring process. The PSC's corporate responsibilities are outlined under the Employment Equity Policy as follows:

- enter employee information provided in the Workforce Self-Identification Survey into the SAP-HR system;
- provide workforce profile information to departments;
- maintain and analyze corporate data on the representation of the designated groups in the civil service;
- provide guidance to departments concerning the implementation and administration of the Employment Equity Policy;
- develop and update, as required, hiring policies, procedures and practices to ensure fair and equitable access to employment and promotion for members of the designated groups;
- prepare an annual Corporate Employment Equity Progress Report;
- maintain a Diversity Round Table consisting of representatives of the PSC, departments and employees of the bargaining units to whom this policy applies and consult with the Round Table on matters pertaining to diversity and employment equity; and

¹The Government of Nova Scotia's Employment Equity Policy aims to increase workforce representation in the Civil Service among the following designated groups: Aboriginal People, African Nova Scotians and Other Racially Visible People, Persons with Disabilities and Women in occupations or positions where they are under-represented.

- monitor the Employment Equity Policy and make any changes to the policy as deemed necessary.

1.2 Departmental Responsibilities

In addition to corporate responsibility and accountability for the Employment Equity Policy, the PSC is accountable, as is every department, for full implementation of the Government's Employment Equity Policy. These responsibilities include developing a workforce profile and conducting an employment systems review to identify and remove barriers to employment, retention and advancement of the designated groups. This Three-year Employment Equity Plan 2009-2012 and 2009-2010 Progress Report for the PSC is also a key accountability under the Employment Equity Policy, as the Report identifies quantitative and qualitative equity goals and measures, that are designed to both improve the representation of the designated groups, and build a culture that values diversity, is inclusive, and is culturally competent.

1.3 Commitment to Employment Equity

The PSC strives to be an organization that sustains an environment of fairness, equity, mutual respect, and understanding for all staff regardless of their race, ancestry, place of origin, colour, national or ethnic origin, mental or physical disability, spiritual beliefs, gender, sexual orientation, age, marital status, family status, religious affiliation, or socio-economic status.

The PSC's objective is to help foster a public service that:

- is representative, at all levels, of the people it serves;
- has achieved employment equity for Aboriginal People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities, and Women in occupations or positions where they are underrepresented;
- proactively recruits applicants who are members of the designated groups;
- proactively provides developmental opportunities for employees from the designated groups;
- has a corporate culture that helps retain skilled members of the designated groups;
- has representatives of the designated groups equitably distributed in all occupations and pay levels; and
- holds itself accountable for our support for diversity and our employment equity goals²

² Nova Scotia Public Service Commission. "Moving Towards Equity: Employment Equity and Diversity in the Nova Scotia Public Service." Government of Nova Scotia. 2008. <<http://www.gov.ns.ca/psc/v2/pdf/employeeCentre/diverseWorkforce/annualReports/diversityReport2007-08.pdf>>. Page 3.

2. Corporate Profile

2.1 *Nova Scotia Population, Working Age, and Labour Force by Designated Groups (2001 and 2006 Census)*

Table 1.1. displays the most recent information on the percentage of employment equity groups within the Nova Scotian general population, working age population (15 to 64) and labour force.

Table 1.1 Nova Scotia Population, Working Age, and Labour Force by Designated Groups (2001 and 2006 Census)

Groups	Population		Working Age		In Labour Force
	2001	2006	2001	2006	2006
Aboriginal Persons	17,015 (1.8 %)	24,175 (2.7%)	10,940 (1.7 %)	17,870 (2.4%)	11,250 (2.3%)
African Nova Scotians & Other Racially Visible	34,525 (3.7 %)	37,690 (4.2%)	22,600 (3.4 %)	28,165 (3.7%)	17,666 (3.7%)
Persons with Disabilities	152,210 (16.7 %)	179,100 (20%)	87,310 (13.4 %)	103,730 (16.7%)	54,560 (11.5%)
Total	203,750 (22.2 %)	240,965 (26.3%)	120,850 (18.5 %)	149,765 (22.8%)	83,470 (17.5%)

Source: 2001 and 2006 Census

As table 1.1 illustrates, both the general and working age population of all designated employment equity groups increased from 2001 to 2006. In total, the 2006 census results indicate that the Government of Nova Scotia's designated groups comprise 22.8% of the Nova Scotian working age population and 17.5% of the labour force.

2.2 *Public Service Profile (2009 vs 2010)*

As table 1.2 displays, the percentage of designated employment equity groups within the Nova Scotia Public Service increased slightly from 2009 to 2010, when the percentage rose from 7.03% to 7.12%. More specifically, table 1.2 reveals slight increases within each designated employment equity group as a percentage of the total public service. One should note that self-identification is voluntary and that an individual may self-identify in more than one designated group. As a result, the reported profiles for the public service and PSC may not reflect the actual distribution of the designated groups within the corporate and departmental employee populations.

Table 1.2 Public Service Profile (2009 vs 2010)

Groups in NS	2009 designated employees in Public Service	2010 designated employees in Public Service
Aboriginal Persons	85	92
Racially Visible Persons (includes African Nova Scotians)	334	337
Persons with Disabilities	377	372
Total Designated Groups	796	801
Total percent: Designated Groups	7.03%	7.12%
Total Public Service	11374	11299

Source: SAP HR data

3. Three Year Diversity and Equity Goals - 2009 - 2012

The Government of Nova Scotia's Employment Equity Policy outlines that departments shall establish quantitative and qualitative equity goals and measures. The following are the PSC's Employment Equity goals for 2009-2012, which are reassessed on an annual basis when the Employment Equity Progress Report is developed.

3.1 *Goal 1: A Model Organization that Demonstrates Leadership and Excellence in Diversity Management*

The PSC will be, and be seen to be, a leader, and a model, in the manner it implements the Employment Equity Policy and be an example to other departments and offices. Leaders and managers of the PSC will develop the necessary competencies to manage an increasingly diverse organization. The PSC will have employees with the cultural sensitivity and competency to provide excellent services to all applicants, civil servants and members of the general public.

3.2 *Goal 2: A PSC Culture that Values Diversity*

The PSC will undertake initiatives during the three year period to enhance understanding of diversity among its staff to ensure that the PSC is a welcoming, inclusive, and culturally competent organization that values diversity.

3.3 *Goal 3: Employment Equity is Achieved and the PSC is Representative (at all job levels) of the Designated Groups*

The PSC will be representative at all job levels of the designated employment equity groups as compared to the Nova Scotia population. This will be achieved by ensuring that hiring and promotion are based on the principles of fairness, equity and merit and that

systemic barriers are identified and removed from all our employment systems.

3.4 *Employment Equity Goals and Targets 2009-2012*

Table 1.3 details the PSC’s goals and targets that will guide the commission’s work towards employment equity over the next three years (2009-2012):

Table 1.3 Employment Equity Goals and Targets for 2009-2012

PSC’s Goals	Targets for 2009-2012
<i>Goal 1: A Model Organization that Demonstrates Leadership and Excellence in Diversity Management</i>	<ul style="list-style-type: none"> • 100% participation of PSC staff in mandatory Diversity & Employment Equity and mandatory Leading a Respectful Workplace training. • An active, involved, and engaged Diversity Committee meeting their annual action plan targets. • Ongoing implementation of accessibility checklist for meetings and training. • Obtain a minimum score of 85% for PSC’s employees who feel PSC is actively implementing activities and practices that support a diverse workplace by 2012³.
<i>Goal 2: A PSC Culture that Values Diversity</i>	<ul style="list-style-type: none"> • Ongoing diversity events in order to educate and promote diversity within PSC and Government. • Obtain a minimum score of 97% for PSC employees who feel PSC values Diversity within the department by 2012⁴. • Obtain a minimum score of 93% for PSC employees who believe they have not experienced racism/discrimination in the workplace by 2012⁵.

³ From 2007 Employee Survey, “How’s Work Going” which reads “My department is actively implementing activities and practices that support a diverse workplace.” Note: 77% of survey respondents agreed to this statement in 2009.

⁴ From 2007 Employee Survey, “How’s Work Going” which reads “My department values diversity.” Note: 89% of survey respondents agreed to this statement in 2009.

⁵ From 2007 Employee Survey, “How’s Work Going” which reads “I have not experienced racism and/or discrimination in my workplace in the past 12 months.” Note: 83% of survey respondents agreed to this statement in 2009.

PSC's Goals	Targets for 2009-2012
<p><i>Goal 3: Employment Equity is Achieved and the PSC is Representative (at all job levels) of the Designated Groups</i></p>	<ul style="list-style-type: none"> • Improve representation of the designated groups for the PSC from 9.93% in 2009 to 12% by 2012. Our longer term goal is to help decrease the gap between our internal representation of the designated groups and the demographic characteristics of the labour force.

4. Diversity and Employment Equity Plan for 2010-2011

||| The following action plan is intended to support the attainment of the PSC's employment equity goals during the 2010-2011 fiscal year.

4.1 In Support of Goal 1

- Release 'Accessible Meetings Checklist' and distribute to PSC meeting spaces, such as board and breakout rooms
- Administer 'Training Inventory Survey' to collect data on diversity related training completed by PSC staff
- Make recommendations to PSC Executive Leadership Team based on the results of the 'Training Inventory Survey'
- Provide PSC Diversity Committee members with diversity related training to become more competent in diversity related matters. Examples of diversity related training courses include: Cultural Competence training; Diversity for Leaders, and; Hiring for Diversity

4.2 In Support of Goal 2

- Initiate a communications campaign to increase awareness of diversity related issues by developing and distributing monthly diversity "did you know..." e-mail messages to the PSC Community
- Provide support for and organization of diversity events, such as holiday displays and Diversity Speaker Series
- Review orientation materials provided to new PSC employees to ensure the availability of accurate and up-to-date diversity related information
- Develop/implement proposal to display artwork from local diverse artists around the PSC_WTCC office

4.3 In Support of Goal 3

- Influence and support development and implementation of 2010-11 Employment Equity Plan
- Promote and support utilization of Diversity Talent Pool for PSC job competitions

- Promote the need to utilize diverse hiring panels through the Diversity Selection Panel Pool
- Provide support for the Employment Systems Review report and implementation of recommendations

5. 2009-2010 Progress Report

The PSC is encouraged by the progress made towards the attainment of its diversity and employment equity goals over recent years. The work performed during the recent 2009-2010 fiscal year has moved the organization closer to achieving a workplace that values and celebrates diversity, and incorporates equity and fairness into all job competitions.

Table 1.4 displays the representativeness of the designated employment equity groups during the past several fiscal years for the PSC. The data shown in table 1.4 indicates the PSC has increased its representation of the designated employment equity groups from 9.93% in 2008-2009 to 11.07% in 2009-2010.

Table 1.4 Representation of Government of Nova Scotia’s Designated Employment Equity Groups Within The PSC

Groups	Percentage in 2007	Percentage in 2008	Percentage in 2009	Percentage in 2010
Designated Employment Equity Groups	18.58%	14.17%	9.93%	11.07%
Total PSC Employees	113	254*	272	253

Source: SAP HR data

The PSC undertook several initiatives over the past year in order to enhance the organization’s understanding of diversity and to ensure the PSC is a welcoming and inclusive organization that values diversity. Sections 5.1 and 5.2 provide an overview of those activities.

5.1 PSC Diversity Related Training Attendance

Diversity and Employment Equity Training: Over the past year, Diversity and Employment Equity Training was proactively promoted to all PSC staff. In total, 11 PSC employees attended this training during the 2009-2010 fiscal year.

Aboriginal Cultural Awareness (E-Learning Program): This four unit program is designed specifically for non-Aboriginal people who will be working with Aboriginal

* In November 2007, the PSC became a larger department with the integration of the HR Corporate Service Units (CSUs). The reported figure for 2007 (113) does not include employees within the HR CSUs.

people. The program introduces participants to the concept of cultural awareness and it presents participants with a view of Canadian History from an Aboriginal perspective. During the 2009-2010 fiscal year, 17 PSC employees attended this training from the Corporate Calendar.

Diversity for Leaders - Building Leadership Competencies to Manage a Diverse Workforce: This course prepares managers to adapt to the changes and challenges that are associated with implementing and integrating their management practices with a diverse workforce. During the 2009-2010 fiscal year, 3 PSC employees attended this training.

5.2 Diversity Related Recruitment and Selection Activities

Diversity Talent Pool: The Diversity Talent Pool consists of applicants within the designated groups who are seeking employment with the provincial government. The main goal of the Diversity Talent Pool is to help increase representation of the designated groups in the Nova Scotia public service through casual and other job placements. During the 2009-2010 fiscal year, there were six requests from PSC Hiring Managers for applicants from the pool. Of those candidates, four were hired into short term positions.

Career Starts Internships: ‘Career Starts’ programs provide students and recent graduates from recognized post-secondary institutions with valuable work assignments, projects, and skill development within the Nova Scotia government. During the Summer of 2009, 8 students were hired under the ‘Summer Diversity Program’ and 10 students were hired under the ‘Summer Female Mentorship Program’.

5.3 PSC Diversity Committee Activities

In 2006-2007 fiscal year, the PSC established a departmental Diversity Committee and held an initial planning day to outline the committee’s terms of reference and develop a work plan. Since then, PSC Diversity Committee members have met regularly and engaged in numerous activities to support the development, implementation and monitoring of the PSC’s Employment Equity Plan. The following section describes the activities of the PSC Diversity Committee during the 2009-2010 fiscal year.

5.3.1 In support of Goal 1

- Identified a PSC employee who, as part of their core responsibilities, acted as a Diversity Coordinator for the PSC, as per the Employment Equity Policy Guidelines
- Developed a draft accessibility checklist
- Developed a draft PSC Training Inventory Survey to collect data on diversity related training completed by PSC employees
- Provided ongoing promotion of diversity related training for PSC Diversity Committee members
- Advertised and promoted PSC Diversity Committee membership to PSC HR CSUs

5.3.2 In support of Goal 2

Recognition of non-traditional/special days:

The committee recognized and promoted a number of cultural days/holidays (or months). Promotion involved enlisting the help of volunteers to set up public displays including brochures, posters and cultural symbols/artifacts that highlight and raise awareness.

Events recognized during this period were:

- July 2009 - Pride Parade planning and Red Room Ceremony
- October 2009 - Mi'kmaq History Month Display
- December 2009 - Non-traditional Christmas/New Year holiday displays – inclusive of Kwanzaa, Hunukkah, Christmas and Eid El-Fitr
- February 2010 - African Heritage Month Display

||| Diversity Speaker Series

In February 2010, the committee organized and promoted a Speaker Series event with Peter Hanes, titled: “From the Underground Railroad to Black Studies in North America Today: Exploring our Shared North American Black Historical and Cultural Connections.” The event was well attended by PSC staff and helped mark African History Month throughout the organization.

Other Activities

The committee also launched the PSC ‘Quiet Room’, a place for employees to take a moment or two during the work day to relax, have a spiritual break, meditate, or simply ‘take stock’ without the distractions of office life. It may also be used for a personal emergency, as it is equipped with a phone.

5.3.3 In support of Goal 3

- Completed the 2009-2012 Employment Equity Plan and presented to Executive Leadership Team for approval
- Promoted use of the Diversity Talent Pool for PSC job competitions
- Promoted utilization of Diversity Selection Panel Pool for PSC job competitions
- Completed draft workforce analysis report using employment systems review. A protocol was also developed to introduce NOC Codes into SAP HR
- Promoted “How to Apply for Government Jobs” presentation and modules to diverse community networks