



Canadian Nuclear
Safety Commission

Commission canadienne
de sûreté nucléaire

AECB Employment Equity Annual Report 1999/00

INFO-0720



October 2000

Atomic Energy Control Board

Employment Equity Annual Report 1999/00

INFO-0720

**Presented by the Canadian Nuclear Safety Commission
October 2000**

Employment Equity Annual Report 1999/2000

© Minister of Public Works and Government Services Canada 2000
Catalogue number CC172-9/2000E
ISBN 0-662-29520-X

Published by the Canadian Nuclear Safety Commission
CNSC Catalogue number INFO-0720

Extracts from this document may be reproduced for individual use without permission provided the source is fully acknowledged. However, reproduction in whole or in part for other purposes requires prior written permission from the Canadian Nuclear Safety Commission.

Canadian Nuclear Safety Commission
280 Slater Street
P.O. Box 1046, Station B
Ottawa, Ontario K1P 5S9

Tel.: (613) 995-5894 or 1-800-668-5284
Facsimile: (613) 992-2915
E-mail: info@cnsccsn.gc.ca
Web site: www.cnsccsn.gc.ca

Table of Contents

Executive Summary.....	1
Workforce Analysis	2
Data and Methodology	2
Women.....	5
Members of Visible Minorities	7
Aboriginal Peoples	9
Persons with a Disability	10
RL Classification.....	11
Geographic Location	11
Progress Achieved	12
Looking Ahead to FY 2000/01.....	13
Appendix I – Atomic Energy Control Board Application of the National Occupational Classification System.....	14

Executive Summary

Under the *Employment Equity Act*, the Atomic Energy Control Board (AECB) reports annually to Parliament on the employment situation of women, Aboriginal peoples, members of visible minorities, and persons with a disability and the progress made towards achieving a representative workforce.

During the 1999/00 reporting period, the Atomic Energy Control Board employed 475 employees. The workforce analysis indicates that overall the four designated groups were well represented within the organization compared to the Canadian workforce availability. Women, for example, represented 37.3% of the Atomic Energy Control Board workforce compared to a Canadian workforce availability of 39.1%.

Members of visible minorities represented 12.6% of the Atomic Energy Control Board workforce compared to a 12.9% Canadian workforce availability. Persons with a disability accounted for 4.2% of the Atomic Energy Control Board workforce compared to a Canadian workforce availability of 4.1%. And lastly, the Atomic Energy Control Board representation rate for Aboriginal peoples of 1.7% was more than twice that of the Canadian workforce availability of 0.7%.

Summary of AECB Workforce Analysis	AECB	Canadian
Women	37.3%	39.1%
Visible Minorities	12.6%	12.9 %
Persons with a Disability	4.2%	4.1%
Aboriginal Peoples	1.7%	0.7%

Under closer examination, the Atomic Energy Control Board representation for each designated group compares quite well to the Canadian workforce availability data for most occupational categories. However, the single most significant area of under-representation continues to be women in the Professional Occupational Group. The Atomic Energy Control Board will continue to strive for better representation of women within the organization through ongoing recruitment and retention strategies.

Workforce Analysis

This section provides details on the FY 1999/00 employment equity workforce analysis. The purpose of this analysis is to identify those occupational groups where the designated groups are under-represented within the Atomic Energy Control Board in comparison to the Canadian workforce availability data. The content of this section includes:

- Ⓒ a discussion of the data and methodology used to complete the analysis; and,
- Ⓒ the workforce analysis for FY 1999/00, including the key findings for each of the four designated groups.

Data and Methodology

In general terms, the workforce analysis involves a comparison of the representation of the four designated groups within the Atomic Energy Control Board workforce with the representation of these groups in the Canadian workforce. Paragraph 6(1)(b) of the *Employment Equity Regulations* requires that:

“The employer determine the degree of under-representation in the designated groups by comparing the representation of each designated group in each occupational group of the employer’s workforce to their representation in each occupational group in whichever of the following is the most appropriate as a basis of comparison, namely,

- (i) the Canadian workforce as a whole, or*
- (ii) segments of the Canadian workforce that are identifiable by qualification, eligibility, or geography, and from which the employer may reasonably be expected to draw employees.”*

OCCUPATIONAL GROUPS

Pursuant to the *Act*, the Atomic Energy Control Board used the following occupational groups in its workforce analysis:

- | | |
|-----------------------------|--------------------------------------|
| Ⓒ Senior Managers | Ⓒ Supervisors (Administrative) |
| Ⓒ Middle and Other Managers | Ⓒ Administrative and Senior Clerical |
| Ⓒ Professionals | Ⓒ Clerical |
| Ⓒ Semi-Professionals | |

Appendix I outlines in more detail the definition of each of these occupational groups using National Occupational Classification (NOC) codes. When reviewing the summary tables of the workforce analysis, however, it is important to remember the following:

- C Senior Managers in the NOC codes are considered to be senior executive staff within the Atomic Energy Control Board and therefore includes directors general and the President only.
- C Middle and Other Managers in the NOC codes are considered to be the next level of management within the Atomic Energy Control Board and include directors and managers only.
- C The NOC requires supervisors of professional and technical groups to be assigned to the same NOC code as the employees they supervise. Conversely, supervisors in clerical and administrative positions, however, must be assigned to the Supervisors (Administrative) Occupational Group separate from the employees they supervise. Therefore, technical supervisors are counted in the Professional Occupational Group along with the employees they supervise but supervisors in clerical and administrative positions are counted separately in the Supervisors (Administrative) Occupational Group.
- C Apprentices, trainees and students have been assigned to the same groups as the occupations for which they are training. This convention is not intended to imply equivalence or interchangeability of trainees with fully qualified employees.

ATOMIC ENERGY CONTROL BOARD DATA

Data on women was extracted from the Atomic Energy Control Board's Human Resources Information System (HRIS). Data for the other three designated groups was obtained through the Atomic Energy Control Board's voluntary Employee Self-Identification Survey. Building on the data from the previous year, all new employees are encouraged to complete the survey as part of the initial orientation. For FY 1999/00, a response rate of 88% was achieved. In keeping with the requirements of the *Act*, each position within the Atomic Energy Control Board was assigned a NOC code, therefore allowing figures to be derived for each of the occupational groups.

CANADIAN WORKFORCE AVAILABILITY DATA

Data on the availability of the four designated groups in the Canadian workforce was provided by Human Resources Development Canada. The 1996 Census of Canada is the source of information on women, Aboriginal peoples and members of visible minorities. The workforce availability for these designated groups for each of the seven occupational groups was calculated using either provincial, national, or National Capital Region (NCR) availability data depending on the breadth of recruiting efforts required for each NOC code within each occupational group. Data on persons with a disability was extracted from the 1991 Health and Activity Limitation Survey (HALS) although usage of this information was restricted.

DEFINITIONS

For purposes of this report and in keeping with the definitions as provided in the *Employment Equity Act*, the following definitions apply:

- Employee: A person who has been appointed or deployed by the Atomic Energy Control Board during the reporting period for greater than three (3) months with the exception of Board members and employees on secondment.
- Hires: All employees hired by the Atomic Energy Control Board during the reporting period.
- Promotions: All employees promoted to a new level of responsibility (i.e. RL) during the reporting period in either an acting or permanent capacity.
- Departures: All employees who have retired, resigned, been laid off, dismissed or otherwise ceased to be employed by the Atomic Energy Control Board during the reporting period.

Women

For the fourth consecutive year, the overall representation of women in the organization's workforce increased. Women accounted for 37.3% of the Atomic Energy Control Board workforce in FY 1999/00, which compares favourably to the Canadian workforce availability data of 39.1%. The distribution of women across occupational groups in the Atomic Energy Control Board and the Canadian workforce is outlined in Table 1 below.

Occupational Group	Total Employees #	AECB Representation		Canadian Workforce Availability %	Degree of Under-representation (FTE)
		#	%		
Senior Managers	8	1	12.5	31.3	2
Middle Managers	26	5	19.2	26.6	2
Professionals	264	50	18.9	24.1	14
Semi-Professionals	50	14	28.0	37.1	5
Supervisors (Administrative)	9	9	100.0	63.0	-
Admin. & Sr. Clerical	52	43	82.7	87.3	2
Clerical	66	55	83.3	65.2	-
TOTAL	475	177	37.3	39.1	

With the exception of the Professional Occupational Group, the representation of women at the Atomic Energy Control Board is reasonably close to the Canadian workforce availability.

The following tables provide a closer look at hires, promotions and departures for women in all occupational groups (Table 2) and in particular women in the Professional Occupational Group (Table 3) – AECB's most significant area of under-representation.

	AECB Total #	AECB Women		AECB Representation %	Canadian Workforce Availability %
		#	%		
Hires	49	19	38.8	-	39.1
Promotions	57	16	28.1	37.3	-
Departures	44	20	45.5	37.3	-

Table 2 reveals that women were hired at a rate of 38.8%, which compares favourably with their workforce availability of 39.1%. The promotion rate of women at 28.1% was below their internal representation of 37.3%, while their rate of departure was 45.5%, slightly above their internal representation of 37.3%.

Table 3: Women in the Professional Occupational Group (FY 1999/00)					
	AECB Total #	AECB Women		AECB Representation %	Canadian Workforce Availability %
		#	%		
Hires	23	3	13.0	-	24.1
Promotions	33	8	24.2	18.9	-
Departures	22	6	27.3	18.9	-

Table 3 reveals that women in the Professional Occupational Group received slightly less than their share of hires, slightly more than their share of promotions, and departed from the organization with a greater frequency than should be expected.

Members of Visible Minorities

Members of visible minorities accounted for 12.6% of the Atomic Energy Control Board's workforce in FY 1999/00, which is consistent with the Canadian workforce availability of 12.9%. Table 4 compares the Atomic Energy Control Board representation of members of visible minorities with the Canadian workforce availability data for each occupational group. Members of visible minorities are well represented in most occupational groups except for the Clerical Occupational Group.

Table 4: Members of Visible Minorities (FY 1999/00)					
Occupational Group	Total Employees #	AECB Representation		Canadian Workforce Availability %	Degree of Under-representation (FTE)
		#	%		
Senior Managers	8	0	0.0	4.0	-
Middle Managers	26	2	7.7	9.2	-
Professionals	264	50	18.9	16.3	-
Semi-Professionals	50	5	10.0	10.7	-
Supervisors (Administrative)	9	0	0.0	4.6	-
Admin. & Sr. Clerical	52	2	3.8	5.5	1
Clerical	66	1	1.5	10.5	6
TOTAL	475	60	12.6	12.9	

The following tables provide a closer look at hires, promotions and departures for members of visible minorities in all occupational groups (Table 5) and in particular in the Clerical Occupational Group (Table 6) where there is under-representation.

Table 5: Members of Visible Minorities in All Occupational Groups (FY 1999/00)					
	AECB Total #	AECB Visible Minority		AECB Representation %	Canadian Workforce Availability %
		#	%		
Hires	49	2	4.1	-	12.9
Promotions	57	3	5.3	12.6	-
Departures	44	2	4.5	12.6	-

Table 5 reveals that members of visible minorities would appear to have received less than their share of hires and promotions during the reporting period. However, their rate of departure from the organization was significantly below their internal representation.

Table 6: Members of Visible Minorities in the Clerical Occupational Group (FY 1999/00)					
	AECB Total #	AECB Visible Minority		AECB Representation %	Canadian Workforce Availability %
		#	%		
Hires	13	0	0	-	10.5
Promotions	6	0	0	1.5	-
Departures	12	0	0	1.5	-

Table 6 reveals that no members of visible minorities in the Clerical Occupational Group were hired, promoted or departed during the reporting period.

Aboriginal Peoples

Aboriginal peoples accounted for 1.7% of the Atomic Energy Control Board's workforce, a figure that is more than twice the Canadian workforce availability of 0.7%. As depicted in Table 7 below, the Atomic Energy Control Board representation of Aboriginal peoples meets or exceeds the Canadian workforce availability data in most occupational groups. The degree of under-representation in the Clerical Occupational Group is extremely small.

Occupational Group	Total Employees #	AECB Representation		Canadian Workforce Availability %	Degree of Under-representation (FTE)
		#	%		
Senior Managers	8	1	12.5	0.5	-
Middle Managers	26	0	0.0	0.3	-
Professionals	264	3	1.1	0.5	-
Semi-Professionals	50	2	4.0	0.7	-
Supervisors (Administrative)	9	1	11.1	1.2	-
Admin. & Sr. Clerical	52	1	1.9	0.8	-
Clerical	66	0	0.0	1.2	1
TOTAL	475	8	1.7	0.7	

Table 8 provides a closer look at the hires, promotions and departures for Aboriginal peoples at the Atomic Energy Control Board. This analysis suggests that Aboriginal Peoples at the aggregate level received over twice their share of hires and promotions but departed from the Atomic Energy Control Board with a greater frequency than should be expected.

	AECB Total #	AECB Aboriginal Peoples		AECB Representation %	Canadian Workforce Availability %
		#	%		
Hires	49	1	2.0	-	0.7
Promotions	57	2	3.5	1.7	-
Departures	44	1	2.3	1.7	-

Persons with a Disability

The overall representation of persons with a disability at the Atomic Energy Control Board during the reporting period was 4.2%, which exceeds the estimated Canadian workforce availability of 4.1%. Unfortunately, the Health and Activity Limitation Survey data, from which the Canadian data is derived, does not allow for an accurate comparison at the occupational group level between Atomic Energy Control Board figures and the Canadian workforce availability data for this designated group. Table 9 provides a breakdown of the organization's representation by occupational group.

Table 9: Persons with a Disability (FY 1999/00)					
Occupational Group	Total Employees #	AECB Representation		Canadian Workforce Availability %	Degree of Under-representation (FTE)
		#	%		
Senior Managers	8	0	0.0	-	-
Middle Managers	26	0	0.0	-	-
Professionals	264	6	2.3	-	-
Semi-Professionals	50	2	4.0	-	-
Supervisors (Administrative)	9	0	0.0	-	-
Admin. & Sr. Clerical	52	7	13.5	-	-
Clerical	66	5	7.6	-	-
TOTAL	475	20	4.2	4.1	-

Table 10 provides a closer look at hires, promotions and departures for persons with a disability at the Atomic Energy Control Board.

Table 10: Persons with a Disability in All Occupational Groups (FY 1999/00)					
	AECB Total #	AECB Persons with a disability		AECB Representation %	Canadian Workforce Availability %
		#	%		
Hires	49	1	2.0	-	4.1
Promotions	57	2	3.5	4.2%	-
Departures	44	1	2.3	4.2%	-

This table reveals that persons with a disability were hired at a rate of 2.0%, which is below their workforce availability of 4.1%. The promotion and departure rates of 3.5% and 2.3% respectively were also slightly below their internal representation of 4.2%.

RL Classification

Table 11 indicates the distribution of the four designated groups by classification level.

Table 11: Representation by Classification Level (FY 1999/00)				
Classification Level	Women	Persons with a Disability	Aboriginal Peoples	Members of Visible Minorities
RL E1 – E2	5	0	1	2
RL7 – RL8	25	2	2	38
RL4 – RL6	55	5	3	18
RL1 – RL3	92	13	2	2
TOTAL	177	20	8	60

Geographic Location

Table 12 below depicts the distribution of Atomic Energy Control Board employees in the four designated groups by geographic location. Because of the small number of employees at any one regional office or project site, the data was broken down into three regions: East, West and Central. For purposes of this report, East includes employees who are employed in New Brunswick and Quebec, Central includes employees who are employed in the National Capital Region and other locations in Ontario, and West includes employees who are employed in Alberta and Saskatchewan.

Table 12: Representation by Geographic Location (FY 1999/00)									
	AECB Total #	Women		Persons with a Disability		Aboriginal Peoples		Visible Minorities	
		#	%	#	%	#	%	#	%
East	16	7	43.8	1	6.3	0	0.0	1	6.3
Central	443	164	37.0	17	3.8	7	1.6	58	13.1
West	16	6	37.5	2	12.5	1	6.3	1	6.3

Progress Achieved

The Atomic Energy Control Board remains committed towards achieving a workforce that is truly representative of the Canadian population we serve. During the year under review, particular attention was placed on further enhancing the Atomic Energy Control Board's current employment equity program to ensure compliance with statutory requirements. Significant effort was also placed on reviewing the organization's employment systems, policies and practices by conducting a comprehensive employment systems review that placed special emphasis on identifying barriers for women in the Professional Occupational Group.

Ongoing improvements to the Atomic Energy Control Board's recruiting and outreach practices also resulted in an increase in representation of all four designated groups. In addition, the organization continued to increase the level of awareness of equity and diversity issues with management and staff by integrating issues of diversity into management training and development initiatives.

Looking Ahead to FY 2000/01

Over the past several years, the Atomic Energy Control Board has taken a number of steps to further its diversity and employment equity objectives. The organization continues to be committed to these same objectives and to achieving a workforce that is truly representative of the Canadian public we serve.

The results of the workforce analysis of this report suggest that the Atomic Energy Control Board's most prominent area of under-representation continues to be women in the Professional Occupational Group. While the degree of under-representation has been reduced, the Atomic Energy Control Board will have to strengthen its recruiting and retention efforts for women in this occupational group.

The results of the Employment Systems Review, which is in the final stages of completion, will provide us with detailed information on barriers facing these groups. Identification of any such barriers will be integrated into a series of targeted initiatives that will work towards reducing the degree of under-representation currently existing in some occupational groups.

Appendix I – Atomic Energy Control Board Application of the National Occupational Classification System

Item	Occupational Groups	Occupational Unit Groups	NOC Codes	AECB Notes
1	Senior Managers	Senior Government Managers and Officials	0012	Includes all directors general and the President
2	Middle and Other Managers	Financial Managers Human Resources Managers Other Administrative Services Managers Engineering Managers Architecture and Science Managers Information Systems and Data Processing Managers Government Managers in Economic Analysis, Policy Development and Programs Administration Government Managers in Education Policy Development and Program Administration Other Managers in Public Administration	0111 0112 0114 0211 0212 0213 0412 0413 0414	Includes all directors and managers
3	Professionals	Financial Auditors and Accountants Specialists in Human Resources Professional Occupations in Business Services to Management Physics and Astronomers Geologists, Geochemists and Geophysicists Biologists and Related Scientists Civil Engineers Mechanical Engineers Electrical and Electronics Engineers Chemical Engineers Industrial and Manufacturing Engineers Metallurgical and Materials Engineers Mining Engineers Geological Engineers Other Professional Engineers, n.e.c. Computer Systems Analysts Computer Programmers Lawyers and Quebec Notaries College and Other Vocational Instructors Natural and Applied Science Policy Researchers, Consultants and Program Officers Program Officers Unique to Government Librarians Writers Professional Occupations in Public Relations and Communications	1111 1121 1122 2111 2113 2121 2131 2132 2133 2134 2141 2142 2143 2144 2148 2162 2163 4112 4131 4161 4168 5111 5121 5124	Includes all professionals and their supervisors

Item	Occupational Groups	Occupational Unit Groups	NOC Codes	AECB Notes
4	Semi-Professionals and Technicians	Applied Chemical Technologists and Technicians Biological Technologists and Technicians Electronic Service Technicians (Household and Business Equipment) Inspectors in Public and Environmental Health and Occupational Health and Safety Graphic Designers and Illustrating Artists	2211 2221 2242 2263 5241	
5	Supervisors	Supervisors, General Office and Administrative Support Clerks Supervisors, Finance and Insurance Clerks Supervisors, Mail and Message Distribution Occupations	1211 1212 1214	Includes supervisors of administrative work units only
6	Supervisors: Crafts and Trades	Not applicable		
7	Administrative and Senior Clerical Personnel	Administrative Officers Executive Assistants Personnel and Recruitment Officers Purchasing Agents and Officers Bookkeepers Secretaries (except Legal and Medical) Legal Secretaries	1221 1222 1223 1225 1231 1241 1242	
8	Skilled Sales & Service Personnel	Not applicable		
9	Skilled Crafts & Trades Workers	Not applicable		
10	Clerical Personnel	General Office Clerks Records and File Clerks Receptionists and Switchboard Operators Computer Operators Accounting and Related Clerks Payroll Clerks Administrative Clerks Personnel Clerks Library Clerks Correspondence, Publication and Related Clerks Mail, Postal and Related Clerks Production Clerks Purchasing and Inventory Clerks	1411 1413 1414 1421 1431 1432 1441 1442 1451 1452 1461 1473 1474	

