



- Board Members
- Business Taxes Committee
- Customer Services and Administrative Efficiency Committee
- Legislative Committee
- Property Tax Committee
- Other [Insert Name]

TOPIC:

EQUAL EMPLOYMENT OPPORTUNITY OFFICE UPDATE

I. BACKGROUND

In May, the Board was provided a copy of the Cooperative Personnel (CPS) Report on the Equal Employment Opportunity (EEO) Office. The Report is very comprehensive and provides 41 Key Findings, and 33 Recommendations to address improvements identified in the following broad areas:

- EEO Office policy and the strategies used to carry out EEO policy
- Functions of the EEO Office
- Organizational structure of the EEO functions
- Staffing of the EEO Office
- Training of the EEO Office staff
- Organizational style of the EEO Office

At the August 1, 2001 Board meeting, the Board designated Ms. Jennifer Willis as Equal Employment Opportunity (EEO) Officer. On August 31, Ms. Doris Dominey was hired into the EEO Office Manager position running the day to day operations.

II. CURRENT STATUS

A Workplan was developed to address the CPS identified areas of improvement. Attachment A provides more detail on the current status of the actions highlighted below:

- Reassigned responsibility for the summer youth employment program, sign language interpreter contracts and services, disabled employee evacuations, and the vacancy announcement process.
- Developed a Workplan to revise EEO BEAM policy sections by July 2002.
- Revised the Mission, Scope and Goals of the EEO Office (Attachment B).

- Eliminated the backlogged aged cases.
- Identified alternative external resources to avoid future backlogs and timely complete formal cases.
- Established a 60 day timeline for completion of formal discrimination and sexual harassment cases. The EEO Manager must approve extension of the deadline.
- In collaboration with Agency Planning and Research Division, developed a case tracking and reporting system. Testing is in process with full implementation anticipated by January 2002.
- Implemented the State Personnel Board's complaint Mediation program.
- Identified and scheduled appropriate formal EEO counseling, investigating, and technical training for EEO Office staff. EEO Investigator and Counselor staff will be fully trained by October 25, 2001.
- Identified areas to avoid the addition of collateral complainants, complaints to investigations of initial complaints, and investigation of complaints that are not based on EEO issues.

In addition, the following actions have been taken to strengthen and improve the EEO Office operations:

- Transmitted the EEO/Affirmative Action Goals and Timetables to all designated managers and supervisors. This document highlighted last fiscal year's accomplishments, remaining areas of deficiencies, hiring goals for this fiscal year, and planned recruitment activities.
- EEO Office confers and seeks advice with BOE Legal Division staff and the State Personnel Board (SPB) on issues that may involve potential litigation. In addition, consultation and relationships with the Personnel Management Division have improved.
- EEO Office Manager actively meets with BOE staff to communicate EEO policy concerning EEO practices and jurisdiction. Communication channels are strengthened.

In collaboration with the Organizational Effectiveness Careers Team, work is in process to develop and implement a new Upward Mobility program, and significantly update and revise the Career Development and Upward Mobility handbook.

III. CONCLUSION

The EEO Office will strive to meet its Mission "to establish and implement an effective program to attain a diverse workforce representative of the State's Relevant Labor Force, provide all employees and job applicants equal access to employment and upward mobility, and promote a work environment free from discrimination and sexual harassment."

Prepared by: Taxpayers' Rights and Equal Employment Opportunity Division - EEO Office

EQUAL EMPLOYMENT OPPORTUNITY OFFICE
ANNUAL PROGRAM PLAN
Fiscal Years 2001-2002, 2002-2003, and 2003-2004

MISSION

The mission of the Equal Employment Opportunity (EEO) Office is to establish and implement an effective program to attain a diverse workforce representative of the State's Relevant Labor Force, provide all employees and job applicants equal access to employment and upward mobility, and promote a work environment free from discrimination and sexual harassment.

SCOPE

Under the general direction of the Chief, Taxpayers' Rights and Equal Employment Opportunity, the EEO Office serves as objective advisors to management and employees on equal employment opportunity matters. The EEO Office provides leadership, advice, monitoring, training and other support services to the boardwide EEO effort. Identifies, investigates, and resolves EEO and Affirmative Action (AA) discrimination and harassment issues. And develops, implements, and monitors EEO policies and practices.

GOALS

Advise and assist the Board of Equalization to provide employees and the public equal employment opportunities.

Develop initiatives to prevent discrimination and harassment.

Maintain an equitable and timely discrimination complaint process.

Promote and support effective affirmative action and upward mobility programs.

Improve the efficiency, effectiveness and fairness of the EEO Office.