



Affirmative Action Diversity and Inclusion Plan

2021 - 2023

Submitted to the
**Governor's Office of
Diversity, Equity, and
Inclusion/Affirmative
Action**

by the
**OREGON
DEPARTMENT OF
ENERGY**

November 15, 2020



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DEPARTMENT OF
ENERGY**

Affirmative Action Plan 2021 - 2023

November 15, 2020

Steve Lee, Affirmative Action Manager
Diversity, Equity and Inclusion
Office of the Governor
900 Court Street NE, Suite 254
Salem, OR 97301

Dear Mr. Lee,

The Oregon Department of Energy is pleased to submit our 2021-23 Affirmative Action Plan.

ODOE helps Oregonians make informed decisions and maintain a resilient and affordable energy system. We advance solutions to shape an equitable clean energy transition, protect the environment and public health, and responsibly balance energy needs and impacts for current and future generations. As part of this mission, we are committed to ensuring that all communities can participate in and benefit from a sustainable energy future. I firmly believe that our chances of success in these efforts are bolstered by tapping into the talents of a broadly diverse workforce and stakeholder community. This involves building an inclusive and diverse agency, reflective of the Oregonians we serve.

Our Affirmative Action Plan mirrors this agency commitment to promote equal opportunities to all people regardless of race, color, ancestry, gender, marital status, national origin, age, political or religious affiliation, sexual orientation, mental or physical disability, veteran status, and any other protected class for which discrimination is prohibited by state or federal law. As 2020 comes to a close, our agency is finalizing a new strategic plan that includes a number of initiatives focused on equity in our agency and our work.

ODOE's diversity efforts have already improved our recruitments, leadership and staff training, community engagement opportunities, and more. But we know there is more work to do to meet our mission in a way that is equitable to all Oregonians – and we are committed to strengthening our equity efforts over the upcoming biennium.

Sincerely,



Janine Benner, Director
Oregon Department of Energy

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DESCRIPTION OF THE AGENCY

Agency Overview

The Oregon Legislature created the Oregon Department of Energy in 1975 to serve Oregonians statewide (ORS 469 and ORS 470).

At the Oregon Department of Energy, we're dedicated to leading Oregon to a safe, equitable, clean, and sustainable energy future – one where our state stays on the leading edge of energy efficiency and renewable energy.

This means reliable, accessible energy for every Oregonian. It means safe, secure energy systems with diverse resources that can withstand change, including resilience in the face of emergencies. And it means a commitment to new energy generation that meets our state's needs – both now and well into the future.

ODOE is focused on helping Oregon remain an energy leader and reach our state's energy and climate goals.

We're also fully committed to ensuring our activities align with the state of Oregon's five long-term focus areas:

- Providing service to every Oregonian in the state
- Sustaining excellence in state government
- Supporting responsible environmental stewardship
- Ensuring safer, healthier communities
- Maintaining a thriving Oregon economy

Agency Mission and Objectives

The Oregon Department of Energy helps Oregonians make informed decisions and maintain a resilient and affordable energy system. We advance solutions to shape an equitable clean energy transition, protect the environment and public health, and responsibly balance energy needs and impacts for current and future generations.

Our Values

- We listen and aspire to be inclusive and equitable in our work.
- We are ethical and conduct our work with integrity.
- We are accountable and fiscally responsible in our work and the decisions of our agency.
- We are innovative and focus on problem-solving to address the challenges and opportunities in Oregon's energy sector.
- We conduct our agency practices and processes in a transparent and fair way.

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Our Position

On behalf of Oregonians across the state, the Oregon Department of Energy achieves its mission by providing:

- **A Central Repository of Energy Data, Information, and Analysis:** We research, collect, and analyze data and information to inform state energy planning, regulation, program administration, and policy development.
- **A Venue for Problem-Solving Oregon's Energy Challenges:** We convene constructive conversations about Oregon's energy challenges and opportunities that consider a diverse range of perspectives, foster collaboration and innovative solutions, and facilitate the sharing of best practices with consumers and stakeholders.
- **Energy Education and Technical Assistance:** We provide technical assistance, educational resources, and advice to support policy makers, local governments, industry, energy stakeholders, and the general public in solving energy challenges and meeting Oregon's energy, economic, and climate goals.
- **Regulation and Oversight:** We manage the responsible siting of energy facilities in the state, regulate the transport and disposal of radioactive materials, and represent Oregon's interests at the Hanford Nuclear Site.
- **Energy Programs and Activities:** We manage and administer statutorily authorized energy programs to save energy, support the state's decarbonization efforts, make communities more resilient, and position Oregon to lead by example.

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Key Contacts

Agency Director

Janine Benner

Director, Oregon Department of Energy
550 Capitol St. NE, Salem, OR 97301
(503) 373-7563

Governor's Policy Advisor for ODOE

Kristen Sheeran

Energy and Climate Change Policy Advisor & Carbon Policy Director, Office of the Governor
900 Court St. NE, Suite 254, Salem, OR 97301
(503) 986-6545

Agency Affirmative Action Representative

Linda Bures

Associate Director, Human Resources
550 Capitol St NE, Salem, OR 97301
(503) 378-8278

Diversity, Equity, and Inclusion Program Coordinator

Jenifer Smith

Human Resource Analyst
550 Capitol St NE, Salem, OR 97301
(503) 378-3752

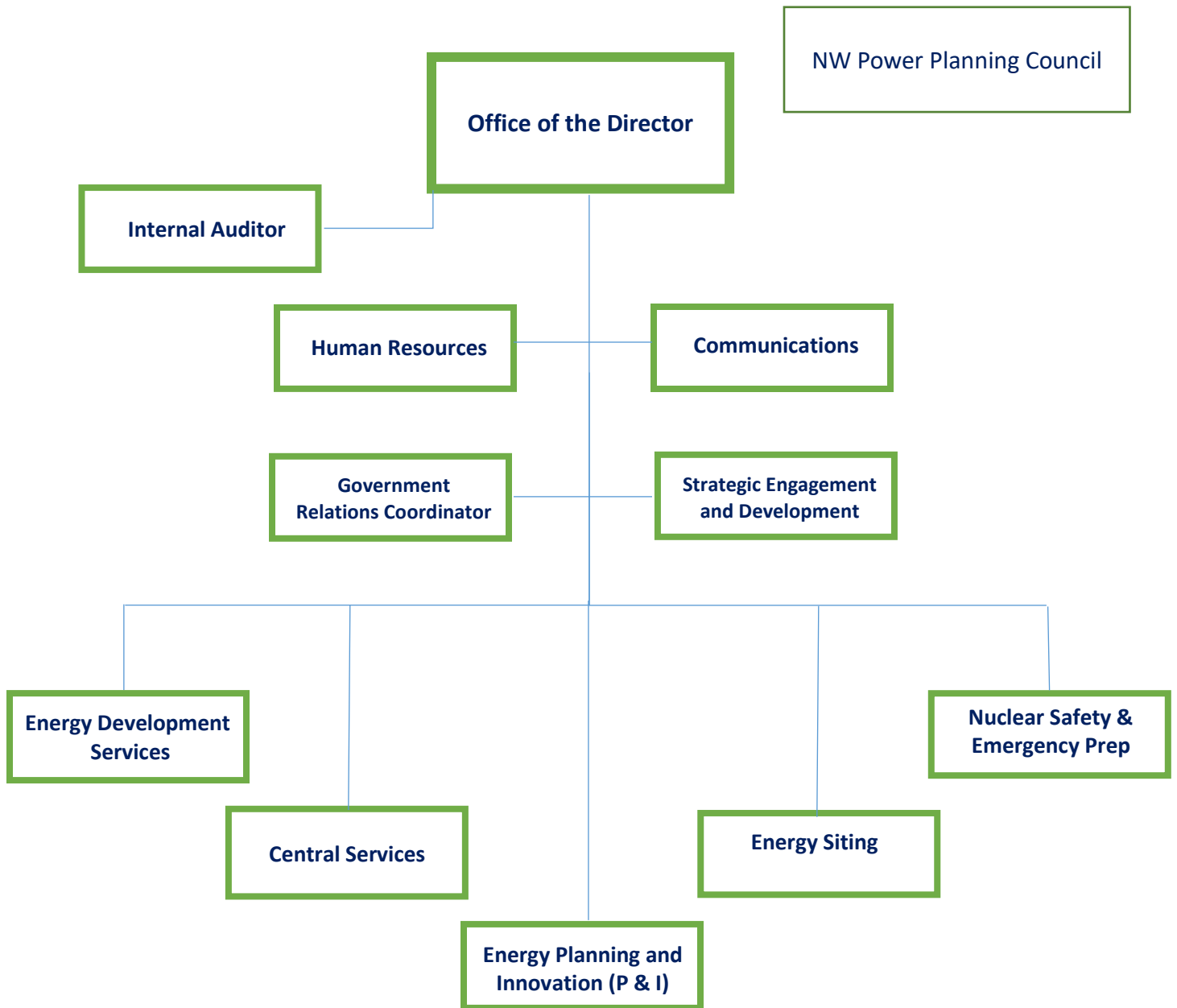
Lead for COBID

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OREGON DEPARTMENT OF ENERGY ORGANIZATIONAL CHART



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AFFIRMATIVE ACTION POLICIES

Agency Affirmative Action Policy Statement

The Oregon Department of Energy is committed to establishing and maintaining a diverse workforce that reflects the diversity of Oregon. The agency is also committed to an Affirmative Action Plan that offers equal employment opportunities to all people regardless of race, color, ancestry, gender, marital status, national origin, age, political or religious affiliation, sexual orientation, and mental or physical disability, Veteran status, and any other protected class for which discrimination is prohibited by state or federal law (which captures whistle blower protections, injured workers, and workers on FMLA/OFLA).

ODOE's priority is to create and maintain a respectful environment for all applicants and employees that is free from harassment and intimidation, is culturally sensitive, and is inclusive and welcoming of diverse groups of people and individuals.

Agency Diversity and Inclusion Statement

The Oregon Department of Energy is committed to creating and sustaining an organizational culture that respects and values diversity. This creates a climate of inclusion where mutual respect and understanding enables collaboration and problem solving for staff at all levels, and where individuals are valued for their unique contributions.

ODOE can best meet its mission by recruiting and retaining diverse and talented employees in an environment of respect that is supportive of their workplace success. The agency thereby enriches and strengthens our workplace by promoting an inclusive environment of respect.

ODOE will promote and implement diversity and inclusion practices in all areas of the work environment to create and maintain a work environment characterized by respect for and appreciation of the collective differences and similarities of individuals.

Agency Documentation in Support of its Affirmative Action Plan

Internal Methods of Communication

Nondiscrimination and equal opportunity statements and posters are prominently displayed on a centralized bulletin board and electronically on the agency intranet. Topics addressed include: Oregon Family Leave Act; Oregon Minimum Wage Rates; Equal Employment Opportunity; Your Rights under USERRA; Oregon OSHA; Oregon Equal Pay Law; Employee Polygraph Protection Act; Employee Rights under the Family and Medical Leave Act; Employee Rights Under the Fair Labor Standards Act; Domestic Violence, Harassment, Sexual Assault or Stalking Protections. Also posted are the following DAS State-Wide Policies: Temporary Interruption of Employment (60.015.01); Discrimination and Harassment Free Workplace (50.010.01); Drug-Free Workplace (50-000-01); Statutorily Required Leaves with and without Pay (60.000.12); Weapons in the Workplace (50-010-05); Workplace effects of Domestic Violence, Harassment, Sexual Assault and Stalking (50.010.04). In addition to the physical and virtual posting of these documents, new employees, volunteers, contractors, and interns are made aware of these laws and policies during their on-boarding.

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ODOE ensures that all employees, contract employees, volunteers, and interns are introduced to our agency Affirmative Action Plan, which includes the agency's affirmative action statement and diversity and inclusion statement, during their on-boarding. They have continued access to the Affirmative Action Plan through a designated link on the agency-wide intranet, as well as having the document posted on the agency's external website.

On a biennial basis, the director sends an email to all employees that the Affirmative Action Plan is completed and is available for viewing. The agency's plan is posted on the bulletin board outside the Human Resources office, on the agency's internal website and external website and is available to print.

External Methods of Communication

The ODOE Affirmative Action Plan is available on the agency's external website or in print copy to anyone who requests it.

All ODOE job announcements will continue to include the statement, "ODOE is an Equal Opportunity, Affirmative Action Employer Committed to Workforce Diversity."

Complaint Options

ODOE has adopted DAS Statewide Policy 50.010.01, Discrimination and Harassment Free Workplace and DAS Statewide Policy 50.010.03, Maintaining a Professional Workplace. In addition, the agency updated its own Discrimination and Harassment Free Workplace policy. All three policies and the complaint process are reviewed with employees, volunteers, contract employees, and interns during on-boarding. These policies and procedures are also reviewed annually with all employees.

Anyone who is subject to or aware of what they believe to be discrimination, workplace harassment, workplace intimidation, sexual harassment, sexual assault, or related employment or settlement agreements containing prohibited provisions should report that behavior to the designated individual, Linda Bures, Director of Human Resources or alternate, Janine Benner, Agency Director.

Contact Information for Designated Individuals

Designated Individual

Linda Bures
503-378-8278

Alternate Designated Individual

Janine Benner
503-373-7563

They may also report that behavior to their immediate supervisor, another manager, Human Resources section, director, or DAS CHRO. If the matter is reported to the agency, the agency will respond immediately by acknowledging receipt of the complaint and determining the appropriate party to investigate.

A report of discrimination, workplace harassment, sexual harassment, workplace intimidation, or sexual assault is considered a complaint. Any supervisor or manager, or the agency Human Resources

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section, or director, receiving a complaint should promptly notify the agency's designated individual or alternate.

Managers can face disciplinary action, up to and including dismissal, for not reporting any activity that might violate the above-mentioned policies or failure to report complaints received, to the designated individual in the timeliest manner possible. Managers must be proactive in creating and maintaining a discrimination and harassment-free work environment.

ROLES FOR IMPLEMENTATION

The director, managers, and Human Resources staff all provide support and have a strong commitment to achieving the mission and goals of the agency affirmative action plan. This is accomplished through encouraging and requiring staff training and participation in multicultural events, supporting recruitment strategies that result in a diverse applicant pool, and good communication with staff about the issues addressed in the affirmative action plan. The following individuals will provide the leadership for ODOE to ensure an inclusive workplace rich in diversity and free of discrimination:

Director

- Fosters an environment free from discrimination and harassment and supports workplace diversity.
- Promotes and shows by example the importance of a diverse and respectful workplace.
- Ensures division administrators understand their role and responsibility to foster and promote affirmative action activities, support a diverse workforce, and create a welcoming and respectful environment. An important responsibility is to communicate these same principles to their subordinate managers.
- Encourages managers to support on-boarding as an important component of an employee's understanding of the agency's commitment to a discrimination and harassment free workplace that supports workplace diversity.
- Participates in and encourages the participation of subordinate managers in events supporting multicultural education.
- Meets regularly with the Associate Director of Human Resources to evaluate the Affirmative Action Plan's progress.

Managers

- Review, understand, and follow Affirmative Action Plan goals and responsibilities and understand their own responsibilities for helping attain the goals. Ensure all employees complete onboarding and new hire training.
- Foster and promote to subordinate managers and employees the importance of a diverse, respectful, and discrimination and harassment-free workplace. Evaluate subordinate managers on how well they foster a diverse workforce and a respectful environment.

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- Support HR diversity recruitment strategies and engage HR in discussions surrounding equitable interview questions and application processes. Promote ODOE as an employer of choice and refer potential candidates and recruitment sources to Human Resources.
- Help identify problem areas relating to diversity and inclusion, formulate possible solutions, and work with the Affirmative Action Representative.
- If aware of any form of harassment or disrespectful behavior, follow guidelines for reporting disrespectful and/or harassing behavior in a timely manner.
- Participate in and encourage the participation of subordinate managers in events supporting multicultural education.
- Meet with the Associate Director of Human Resources to discuss opportunities for employees to work on special work projects, to discuss employee training needs, job rotations and cross-functional job needs.

Affirmative Action Representative

The affirmative action representative serves as the diversity liaison on behalf of ODOE and the Governor's Office of Diversity, Inclusion and Affirmative Action. This person fulfills the duties of this role, which includes:

- Work with all agency managers to make sure they understand their responsibility for promoting a respectful, diverse, and inclusive work force environment and attaining the goals in the department affirmative action plan.
- Investigate and address issues, concerns or complaints of harassment or discrimination (as appropriate).
- Assist recruiters in identifying challenges and assist in developing recruitment strategies to include outreach to diverse partners.
- Ensure the ODOE Affirmative Action Plan is maintained on the ODOE intranet and is accessible by all employees. Also ensures it is posted on the ODOE external website for general public viewing.
- Assist managers in devising solutions to employee issues to ensure full understanding of affirmative action and EEO policies and procedures.
- Conduct pay equity evaluations.
- Review all agency policies and practices for unintended biases.

Diversity and Inclusion Coordinator

- Participate at job fairs and attend diversity events.
- Seek out diversity-related activities and trainings so agency employees remain informed of current issues and encourage staff to participate.

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- Analyze data from human resource information system and online recruitment system to assess department's efforts. Recommend strategies to Affirmative Action Representative to meet affirmative action goals.
- Discuss the ODOE Affirmative Action Plan and Diversity and Inclusion Statement during new employee/volunteer on-boarding. Ensure employees/interns understand their rights and responsibilities under the department's affirmative action policy, and other statewide policies to eliminate harassment based on race, sex, age, religion, sexual orientation, or disability.
- Create regular communication for bulletin boards, and other media, that support the ongoing development of an appreciation for a diverse workforce at ODOE.

2019-2021 AFFIRMATIVE ACTION PLAN PROGRESS REPORT

The Oregon Department of Energy continues to work to create a diverse and inclusive organization and a harassment and discrimination free work environment. The agency is proud to report the following successes during the 2019-2021 biennium:

- Coordinated outreach and recruitment strategies and actively sought out ways to recruit from a diverse group of potential applicants.
- Utilized social media to attract new job seekers with regular online presence.
- Interviewed all new hires for information on successful recruiting methods and to receive feedback on on-boarding.
- Promoted diversity and inclusion through bulletin board and email communications recognizing diversity and inclusion celebrations.
- Actively participated in the diversity and inclusion meetings held by the Governor's Office of Diversity and Inclusion.
- Supported and conducted training aimed at reducing unintentional bias, supporting a harassment and discrimination-free work environment and hosted speakers to discuss topics to increase awareness and acceptance of diverse viewpoints of others.
- Administered the on-boarding process to include information and discussion on policies that related to diversity and professional workplace behavior.
- Updated agency policy to reaffirm the agency's commitment to a discrimination and harassment-free work environment.
- Outlined, published, and reinforced complaint process that ensured that employees concerns can be conveyed and investigated in a timely manner by designated individuals committed to a harassment and discrimination-free work environment.
- Ensured that the agency Affirmative Action Plan and Diversity and Inclusion Statement are made available on the intranet, internet, and on agency bulletin boards.
- Developed and offered meaningful internship opportunities.
- Integrated diversity, equity, and inclusion into the agency's updated mission, vision, and core values. One of the central imperatives in the agency's new strategic plan is to build inclusive and equitable practices and processes, which includes an initiative to increase the percentage of agency job applicants who identify as BIPOC.

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- Conducted exit interviews to analyze reasons for turnover.
- Participated in the statewide diversity and inclusion conference.
- Ensured that employee development and diversity and inclusion trainings were made available to all employees.
- Reviewed all interview materials and identified desired responses that were relevant to the position, reducing possible unconscious bias during the interview process.
- Incorporated diversity, equity, and inclusion into the agency's strategic plan.
- The agency consistently promotes an environment of respect and professionalism by maintaining a harassment and discrimination free work environment.

DEMOGRAPHIC ANALYSIS

Supervisors

Agency Supervisors by Racial Categories & Gender

Racial Category	Female	Male	All	Pct.
American Indian/Alaska Native	0	0	0	0.00%
Asian	0	0	0	0.00%
Black/African American	0	0	0	0.00%
Hispanic	0	0	0	0.00%
Native Hawaiian/Other Pacific Islander	0	0	0	0.00%
Two Or More Races	0	0	0	0.00%
White	5	6	11	100.00%
Totals	5	6	11	

Supervisors by Reported Disability & Veteran's Status, and Racial Categories

Racial Category	Female			Male		
	Disability Reported	Veteran	All	Disability Reported	Veteran	All
American Indian/Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	0
Black/African American	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0	0	0	0
Two Or More Races	0	0	0	0	0	0
White	0	0	0	0	1	1
Totals	0	0	0	0	1	1

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Workforce

Agency Affirmative Action Analysis as of June 30, 2020

Racial Representation by Job Classification (includes interns)

Job Categories		American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino	Native Hawaiian or Other Pacific Islanders	Two or more races	White	Do not wish to answer
Total Emp	Actual* %	Actual* %	Actual* %	Actual* %	Actual* %	Actual* %	Actual* %	Actual* %	Actual* %
Administrative Support	8	0%	0%	1 12.5%	0%	0%	1 12.5%	6 75%	0%
Officials and Administrators	13	0%	0%	0%	0%	0%	0%	13 100%	0%
Para-professionals	0	0%	0%	0%	0%	0%	0%	0%	0%
Professionals	52	0%	3 5.8%	1 1.9%	1 1.9%	0%	0%	47 90.4%	0%
Service	4	0%	0%	0%	0%	0%	0%	4 100%	0%
Skilled Craft Workers	0	0%	0%	0%	0%	0%	0%	0%	0%
Technicians	0	0%	0%	0%	0%	0%	0%	0%	0%
Totals	77	0%	4%	3%	1%	0%	1%	91%	0%

*Affirmative Action Statistics are voluntary and may not accurately reflect the actual diversity of the agency.

Agency Employee Workforce (excludes interns)

Racial Category	Female		Male	
	Actual	Pct.	Actual	Pct.
American Indian/Alaska Native	0	0%	0	0%
Asian	2	2.7%	1	1.4%
Black/African American	0	0%	2	2.7%
Hispanic	1	1.4%	0	0%
Native Hawaiian/Other Pacific Islander	0	0%	0	0%
Two Or More Races	1	1.4%	0	0%
White	30	41.1%	36	49.3%
Totals	34	46.6%	39	53.4%

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Promotions

Agency Executive Promotions by Racial Categories & Gender

Racial Categories	Female			Male			All
	Reported Disability	Veterans	Agency Workforce	Reported Disability	Veterans	Agency Workforce	Agency Workforce
American Indian/Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black/African American	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0	0	0	0	0
Two Or More Races	0	0	0	0	0	0	0
White	0	0	1	0	0	0	0
Agency Totals	0	0	1	0	0	0	0

Agency Non-Executive Promotions by Racial Categories & Gender

Racial Categories	Female			Male			All
	Reported Disability	Veterans	Agency Workforce	Reported Disability	Veterans	Agency Workforce	Agency Workforce
American Indian/Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black/African American	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0	0	0	0	0
Two Or More Races	0	0	0	0	0	0	0
White	0	0	2	0	0	1	1
Agency Totals	0	0	2	0	0	1	1

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AFFIRMATIVE ACTION PLANS

2021 – 2023 Affirmative Action Strategies and Goals

ODOE's commitment to providing Oregonians with equal access to its programs and services and fair and equal employment opportunities, plus the value we place on diversity, drives us to pursue goals that help us increase our representation of people of color, people with disabilities, veterans, and women within the ODOE workforce.

We remain committed to a work environment of inclusion where mutual respect and understanding enable collaboration and problem solving for staff at all levels, and where individuals are valued for their unique contributions.

We understand there are constantly changing environments, and we must develop new and creative ways to attract, retain and develop talent, and create a more inclusive environment.

Issues

- Hire, retain, and support an inclusive work environment.
- Increase diversity, equity, and inclusion awareness and fluency.
- Promote an environment of respect and professionalism by maintaining a harassment and discrimination free work environment.

Goals

- Continually seek new outreach and recruitment opportunities to recruit individuals with diverse backgrounds into our agency.
- Regularly engage employees and support their career development.
- Seek out diversity-related activities and trainings so agency employees remain informed of current issues and encourage staff to participate.
- Actively engage in DEI Agency Collaboration Network to identify ways to create and achieve cultural change.
- Update and improve staff development and recognition plans and programs.

Outcomes

- Recruit diverse talent to meet ODOE objectives.
- Develop current employees to meet professional goals.
- Provide diversity, equity, and inclusion training and development opportunities that support, inspire and engage staff.
- Apply policy and utilize best practices to promote equity among staff and ensure a safe and discrimination and harassment free work environment.
- Execute a strategic plan that commits to agency diversity, equity and inclusion.

Measures

- Leadership commitment regarding the importance of affirmative action plan as critical to the agency's mission.

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- Results from the Statewide Employee Racial Equity Survey.
- Attendance at educational programs to advance staff DEI-related competencies.
- Assessment of internal and external communications to ensure that visible materials are welcoming and inclusive.
- Retaining staff, and when turnover organically happens, to ensure a deliberate, equitable, and robust recruitment.

Implementation

The implementation requires multiple levels of leadership in order to produce tangible, meaningful outcomes. That leadership begins with the agency director, with the support of the managers within the agency.

Agency Director

The agency director's support of the goals signals the seriousness of the effort to the entire agency and enables the Affirmative Action Representative to operate under the Director's authority.

Affirmative Action Representative

- Responsible to provide critical leadership for and support of strategic planning processes and agency climate survey assessment.
- Serves as an agency resource for policy and make recommendations for change.

Diversity, Equity and Inclusion Program Coordinator

- Leads educational efforts across the agency.
- Creates communications and strategies to build awareness and capabilities for staff members.

Agency Managers

- Manager support of agency affirmative action goals will enhance credibility, generate awareness, and promote broad support among agency employees.
- Active promotion of and participation in communications, outreach, and professional development programs will significantly improve outcomes.
- As leaders, ODOE managers will guide, teach and serve as an example.

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2021 – 2023 Affirmative Action Strategies

Recruitment

Targeted Outreach and Engagement

ODOE remains committed to proactive outreach in its recruiting efforts. The agency uses a variety of tools and strategies to reach, identify, and attract diverse candidates.

Newly hired employees will be offered an opportunity for one-on-one discussions with HR staff to discuss their experience as an applicant. This information is used to modify recruiting and selection practices in response to the perception of our candidates.

ODOE will participate in several agency-sponsored diversity career fairs, including the Urban League of Portland's Annual Career Connections hosting candidates from underrepresented groups. ODOE will find opportunities to meet with Oregon students to inform and encourage careers in science, technology, engineering, and math by focusing on jobs in the energy sector. Both managers and employees will participate to attract a variety of individuals seeking employment and/or internship opportunities.

Diversity, Equity, and Inclusion Presentations/Activities to Create Inclusive and Equitable Workplace Environment.

ODOE will cultivate partnerships with organizations representing diverse constituencies and engage stakeholders.

- As part of our work with Oregon's nine federally recognized tribes, the agency's tribal liaison will attend the Natural Resource Working Group and Cultural Resource Cluster meetings, furthering the Department's Government-to-Government efforts. Staff members across the agency also present to tribal-affiliated groups on various projects of concern or importance, particularly in the areas of energy facility siting and emergency preparedness.
- The agency will sponsor and attend several sustainability- and energy-focused events, targeting the public (urban and rural) and K-12 schools. Because energy resources and consumption have long-term, global impacts for future generations, it is imperative that Oregonians have opportunities to get involved at an early age. ODOE's mission includes efforts to raise awareness on how children can learn more about energy and make changes at home. Outreach efforts will include participation in educational community events that promote awareness of conservation, renewable resource generation, sustainability, and nuclear waste cleanup activities.
- ODOE has improved our ability to reach different communities across the state by increasing communications efforts. The agency will continue to share information and provide regular communication via social media outlets such as Twitter, Facebook, Instagram, LinkedIn, an energy-focused Podcast, and via a regularly updated energy blog and monthly newsletters.

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- ODOE will increase participation in public outreach events to expand its statewide presence and involve staff across the agency. The agency will seek out events that draw a diverse audience and is committed to participation in events in smaller communities.

Application Process

We utilize the statewide application process through Workday. The agency makes every effort for job announcements to be clear and concise and create a streamlined, unbiased application process.

Internship Program

The Oregon Department of Energy implemented a formal internship program in 2017 with resounding success. Partnering with local universities and offering opportunities through an open competitive process, we had four interns during the Summer of 2020.

Our internship program serves a valuable purpose of highlighting how a career in public service, specifically at ODOE, is an attractive path to consider for those entering the workforce. A secondary goal of the program is the creation of an additional recruitment channel.

Interns with ODOE gain valuable on the job experience along with an opportunity to begin building their professional network. Interns are also able to point to this experience during future job searches, providing them an advantage over applicants without direct experience.

Divisions work with Human Resources in identifying and documenting suitable projects for the interns. HR provides outreach to a diverse pool of candidates.

Interns are selected and appointed based on an open competitive recruitment. Minimum and special qualifications are developed based on knowledge, skills, and abilities typically associated with high performing college students who may have limited traditional work experience. Candidates complete the State of Oregon electronic employment application and participate in an in-person interview process.

Selection

Hiring Practices

ODOE recognizes a diverse workforce is crucial to serving Oregonians. The agency works to achieve and maintain diversity through our outreach efforts which include reaching out to the broadest possible labor market when recruiting to fill vacant positions.

ODOE treats all applicants with respect and does not discriminate based on race, color, ancestry, national origin, age, marital status, sexual orientation, political or religious affiliation, or disability. We work to remove application obstacles which may unintentionally disadvantage some applicants. All employment decisions are based on an individual's relevant experience, education, training, and suitability relative to a position, without regard to race, color, ancestry, national origin, age, marital status, sexual orientation, political or religious affiliation, or physical or mental disability.

During the hiring process, Human Resources and the hiring manager collaborate to build a recruitment timeline, job announcement and to identify appropriate advertising and outreach opportunities.

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Human Resources assists in the development of desired attributes to ensure they align with duties outlined in the position description. This ensures that all desired attributes are directly related to the job duties. Additionally, Human Resources and the hiring manager prepare interview questions and desired responses before the candidate applications are received eliminating bias from the interview process.

Retention

ODOE is committed to hiring and retaining a diverse workforce. This includes recruiting those from various backgrounds. The agency offers every departing employee an exit interview. The agency analyzes the information provided to determine whether race, gender, ethnicity, or disability status appeared to play a role in the separation of employees.

Mentorship Program

Management and professional staff mentor agency interns and new employees to contribute to their professional development and promote a collegial work environment. Mentors provide information and serve as a resource providing information about the organization and culture of the agency and the state of Oregon as an employer.

ODOE has a formal mentorship program for agency volunteer interns. Mentors share pertinent internal information to enable success, include the intern in professional development, training, and networking opportunities and provide informal weekly feedback.

Diversity, Equity, and Inclusion Training

The agency regularly offers interested employees' equal access to culturally diverse events, training, and career development opportunities with a goal to increase their knowledge, skills and enhance their appreciation of diversity. The agency promotes these events through employee bulletin boards, email and written communications (flyers, brochures) pertinent to diversity and inclusion.

- ODOE is a proud sponsor of the annual Statewide Diversity & Inclusion Conference in cooperation with a number of other state agencies, boards and commissions. All agency employees are encouraged to attend.
- During the past two years, the agency has hosted trainings on topics such as National Disability Employment Awareness, the #MeToo Movement, and Building Bridges to the Generations.
- ODOE's Affirmative Action Representative increases diversity awareness by highlighting a different diversity and inclusion topic each month on agency bulletin boards. During the reporting timeframe, some highlights included: Women's History Month which featured Wangari Maathai; Rosa Parks Day; Jewish American History Month featuring Ruth Bader Ginsburg; Black History Month featuring Nelson Mandela; and Employee Disability Month featuring Christopher Reeve.

Career Development

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The Oregon Department of Energy recognizes that training and development plays an important role in the effectiveness of the agency and the experiences of all staff. Investing in staff development and enhancing staff knowledge, skills and abilities is one of the agency's highest priorities.

ODOE's Training Committee, in conjunction with the Associate Director of Human Resources, provides leadership and guidance in identifying needs and prioritizing course offerings. All staff are invited and encouraged to attend and participate in agency-wide trainings as part of their development. During the 2019-2021 biennium to date, the Training Committee has sponsored fourteen agency-wide training opportunities. Divisions offer employees technical training designed to enhance and promote a skilled workforce.

Employees

ODOE has created a training, education, and development plan for employees that:

- Informs managers and employees of their rights and responsibilities under the Affirmative Action Plan and other agency policies that seek to eliminate discrimination and/or harassment based on a person's age, color, marital status, mental or physical disability, national origin, race, religion, sex, sexual orientation, or other reasons prohibited by state and/or federal laws.
- Promotes an understanding of the value of diversity and a workplace free from harassment and discrimination, by encouraging active participation in creating and maintaining a professional work environment. Employees are required to review agency and statewide policies on these subjects upon initial hire and regularly throughout their employment.
- Participates as a sponsoring agency of the annual Statewide Diversity & Inclusion Conference and supports attendance by interested employees.
- Encourages and supports employee training, education, and coaching to enhance proficiency and professional development for those interested in pursuing advancement. Additionally, upon receiving an employee's separation notice, Human Resources collaborates with the managers to back-fill positions, to create a smooth transition and comprehensive training for employees who work in these positions.
- Offers employees career enhancement opportunities such as work-out-of-class assignments, job rotations, and leadwork opportunities.
- Expects our managers to complete employee performance evaluations that evaluate an employee in several key performance areas.
- Established a formal review process that provides performance feedback and guidance for newly hired or promoted employees to ensure their success during trial service.
- ILearn training is utilized to provide an understanding of and expresses the agency's commitment to statewide policies and practices. Required training for new employees/interns include: Preventing Discrimination, Harassment and Sexual Harassment in the Workplace; Domestic Violence, Harassment, Sexual Assault, and Stalking; Weapons and Violence Free Workplace; Ethics and Conflicts of Interest; and Overview of State Government.

Interns

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ODOE has hosted four volunteer interns this biennium to date who provided value through promoting the work of state government, filling temporary needs, and developing potential future employees. Volunteer interns are given an agency welcome and onboarding their first day, during which they meet with Human Resources to review both agency and statewide policies that are applicable to volunteers and are introduced to the agency's Affirmative Action plan. They are also introduced to ODOE's intranet and the location of agency and statewide policies and the agency's Affirmative Action Plan. Additionally, all interns were actively encouraged to participate in the Internship Program Lunch and Learn Sessions. This unique opportunity offered interns the ability to hear more about state agencies, ask questions of Oregon's leadership, and to gain insight on all that state government has to offer.

Employee Engagement

Employee Resource Groups

ODOE is committed to cultivating a diverse and inclusive environment that values the unique contributions of all employees. We aim to establish a community that promotes a sense of belonging for all ODOE employees. In order to achieve our goals, we have a number of employee affinity groups.

- ODOE employees came together to establish a Sustainability Committee to advance their commitment to promoting sustainability practices. The committee supports a variety of educational opportunities for employees to engage in and promote sustainability. The agency's sustainability initiatives include on-site recycling and composting, educational events, and availability of electric and hybrid vehicles and commute alternatives.
- The Oregon Department of Energy is committed to building an environment that promotes employee wellness. ODOE employees came together to establish a Wellness Committee with a goal to evaluate, prioritize, and recommend education and wellness activities pertinent to the personal development of all employees, volunteers, and board and commission members. Committee members raise awareness and encourage healthy lifestyles.
- ODOE has a volunteer Training Committee comprised of employees from throughout the agency. The committee conducts an annual survey of staff to identify topics of interest at an agency-wide level. The training committee reviews that information and researches and recommends career development, diversity, and informational learning sessions for the agency. This empowers the employees in designing the agency-wide training and development curriculum.

Work-Life Balance

ODOE is committed to enhancing our work environment and developing policies that offer employees flexible work schedules and remote work opportunities.

Employee Recognition

The agency has maintained an Employee Spotlight section in weekly agency-wide communications which features interviews with different members of the ODOE team, highlighting what makes them

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unique. This initiative has provided employees with an opportunity to get to know each other, even if they don't regularly work together.

As part of the agency's new strategic plan, we will update and improve staff development and recognition programs.

Employee Surveys

ODOE is committed to providing opportunities to the workforce, including the promotion of employees who accept positions at other state agencies or jobs outside of state government. As employees leave our agency, they are strongly encouraged to participate in an exit interview. The information gathered is used to gain a deeper understanding of why an employee leaves the agency. We use this evaluation process to create solutions aimed at providing a more engaging workplace for each employee.

In 2019, the agency engaged in an employee engagement survey using the Gallup Q12 Employee Engagement Survey. Employee engagement is about the connections we have with our work and workplace and the relationships we build with the people we work with. The agency is developing initiatives to strengthen our levels of engagement throughout the agency.

In an effort to advance racial equity and inclusion, ODOE will engage with the Governor's Office of Diversity, Equity and Inclusion and fully participate in the State of Oregon Employee Racial Equity Survey. The survey will assess knowledge, skills and experience of ODOE employees related to race and equity. It will allow ODOE to assess its efforts to create shared understanding about racial equity and how implementation of racial equity strategies is eliminated or could eliminate barriers to equity, diversity and inclusion for the workforce and communities. Agency implementation of these efforts will be consistent with the direction from the Governor's Office and align with statewide strategies.

MANAGEMENT

Leadership Evaluation

ODOE carries out the policy against discrimination in employment through the evaluation of management personnel. ODOE holds Management Service Supervisory employees accountable through their performance appraisal to lead by example to advocate cultural diversity and promote the effort to select employees from a diverse pool of applicants. Managers are evaluated on a demonstration of respect for the diversity of opinions, ideas, life-experiences, and cultural differences of individuals by seeking out various viewpoints when making decisions affecting work assignments.

The director holds agency managers accountable for leading by example to advocate cultural competency, diversity, and inclusion by assessing their accomplishments during performance feedback.

Succession Plan

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The agency has succession plan strategies in place to prepare for future retirement vacancies. For example, the plan includes cross-training employees with future retirees to assist with the transfer of institutional knowledge; and offering academic credit internships to college students interested in pursuing careers in the energy field to help build the pipeline for future ODOE employees.

During the 2019-2021 biennium the agency worked with the Department of Administrative Services in completing a succession plan for Information Technology personnel within the agency. In 2021-2023 the agency will complete succession planning, again in partnership with CHRO, for other divisions within the agency.

All these efforts create an atmosphere of respect, fairness, and cooperation that reflects our rich, multicultural society.

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Agency Affirmative Action, or Diversity, Equity and Inclusion Policy

- Americans with Disabilities Act and Reasonable Accommodation in Employment Policy
- Discrimination and Harassment Free Workplace Policy
- Employee Training and Education Policy
- Veteran's Preference in Employment Policy

State Employment Law Documents

The following links lead to a pdf with all of the state documents:

- [ADA and Reasonable Accommodation Policy \(Statewide Policy 50.020.10\)](#)
- [Discrimination and Harassment Free Workplace - \(Statewide Policy No. 50.010.01\)](#)
- [Employee Development and Implementation of Oregon Benchmarks for Workforce Development \(Statewide Policy 50.045.01\)](#)
- [Veterans Preference in Employment \(40-055-03\)](#)
- [Equal Opportunity and Affirmative Action Rule \(105-040-0001\)](#)
- [Executive Order 17-11: Relating to Affirmative Action and Diversity and Inclusion](#)

Federal Employment Law Documents

The following links leads to a pdf with the documents listed below

http://www.oregon.gov/gov/policy/Documents/Federal_Affirmative_Action_TitleVII.pdf

- Age Discrimination in Employment Act of 1967 (ADEA)
- Disability Discrimination Title I of the Americans with Disability Act of 1990
- Equal Pay and Compensation Discrimination Equal Pay Act of 1963, and Title VII of the Civil Rights Act of 1964
- Genetic Information Discrimination Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)
- National Origin Discrimination Title VII of the Civil Rights Act of 1964
- Pregnancy Discrimination Title VII of the Civil Rights Act of 1964
- Race/Color Discrimination Title VII of the Civil Rights Act of 1964
- Religious Discrimination Title VII of the Civil Rights Act of 1964
- Retaliation Title VII of the Civil Agency Affirmative Action Policy
- Sex-Based Discrimination Title VII of the Civil Rights Act of 1964
- Sexual Harassment Title VII of the Civil Rights Act of 1964
- [Executive Order 11246 – Equal Employment Opportunity](#)

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FOR MORE INFORMATION

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