

SUBJECT: Workforce Diversity & Cultural Competency

NUMBER: 107-05-040

DIVISION: Operations

EFFECTIVE DATE: 7/12/07

APPROVED: Signature on File with Operations Division

**POLICY/
PURPOSE:**

The Department of Administrative Services' policy is to model workforce diversity and cultural competency. We leverage diverse perspectives to create innovation and synergy resulting in stronger, more effective services. We fulfill our department's mission to lead the pursuit of excellence in state government through exemplifying these values of diversity and cultural competency:

- Accountability
- Trust
- Upholding Dignity
- Fairness
- Valuing Differences

We at DAS are committed to diversity and cultural competency as fundamental organizational ethics. We commit ourselves to an organizational policy to deliberately achieve and maintain a diverse workforce. We facilitate a work culture that actively values and benefits from respecting our diverse population and promoting a culture of inclusiveness.

We model workforce diversity and cultural competency by:

- Supporting diversity and equal opportunity in our services and administration.
- Committing to recruit, retain, and advance talented staff from historically underrepresented populations.
- Implementing an integrated strategy for the promotion, management, and performance accountability for workforce diversity and cultural competency.

AUTHORITY:

APPLICABILITY: All DAS employees

REFERENCES: Civil Rights Act Title VII
Oregon Revised Statutes: 243.305 and 659A.012
Governor's Executive Order 05-01 on Affirmative Action

ATTACHMENTS: DAS' Diversity Council Charter
Workforce Diversity & Cultural Competency Guide

DEFINITIONS

Cultural Competency is people responding respectfully and effectively to people of all cultures; recognizing, affirming, and valuing the dignity and worth of individuals and communities.

Workforce Diversity is an organizational ethic that holds that the workforce, groups, and individuals are strengthened through embracing a variety of cultures, backgrounds, styles, perspectives, abilities, values, and ideas.

Internal Operations Manual

POLICY NAME: Workforce Diversity & Cultural Competency

POLICY NUMBER: 107-05-040

BACKGROUND: Achieving and maintaining diversity and cultural competency among our employees is critical to achieving DAS' mission of leading the pursuit of excellence in state government. The diversity of the people of Oregon has been the source of innovative ideas and creative accomplishments throughout the state's history. Diversity refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences may include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, socioeconomic background, and geographic regions, and more.

Excellence, that truly incorporates diversity, promotes mutual respect and makes possible the full, effective use of the talents and abilities of all employees to foster innovation and leadership. DAS seeks to employ qualified individuals from all walks of life, serving all parts of the community, and, in this way, help sustain the social fabric of the state workforce. This commitment inevitably means an openness to change - indeed to transformation.

PROCEDURES:

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
1.	All Employees	Respond respectfully to people of all cultures in a way that affirms and values the worth of individuals and communities and preserves the dignity of each. Communicate honestly and honor each other's contributions and perspectives, capitalizing on the synergy of our differences as well as the bond of our commonalities. Foster a work environment that is receptive to the diversity that we all bring to the workplace. Acknowledge that learning and becoming more culturally competent takes time and effort and that it is a commitment to personal and organizational growth.
2.	Administrators & Management	Lead by example, model cultural competency. Actively support the goals and efforts of the EEO/AA Plan, the annual Diversity Council business Plan, and a workforce diversity strategy. Include workforce diversity implementation goals in annual performance plans and hold management accountable for success measures. Through leadership and direct supervision, managers will develop an integrated strategy for the promotion, management, and performance accountability for workforce diversity and cultural competency.
3.	Diversity Council	Provide management consultation and resources. Support, and guide the organization to accomplish the Workforce Diversity & Cultural Competency Policy. Details of council operation found in the DAS Diversity Council Charter.
4.	DAS Human Resources	Responsible for the implementation administration of this policy. Serve as a technical resource to DAS managers and employees.