

# AFFIRMATIVE ACTION

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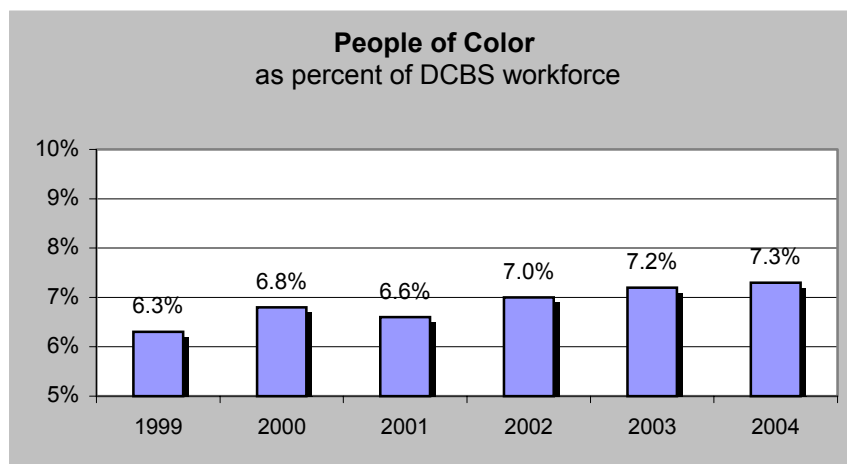
## Progress toward affirmative action goals

For comparative reporting purposes Affirmative Action data is analyzed on a biennial basis. Therefore the Department of Administrative Services (DAS) quarterly affirmative-action statistics for June 30, 2001, June 30, 2003, and December 2004, were used to prepare this report.

During the 2003-2005 biennium, DCBS continued to work toward meeting long-term affirmative action/diversity workforce goals. Overall, DCBS experienced a decrease in the number of persons with disabilities (according to voluntary disclosures) and in the number of women. However, DCBS experienced a gain during this same period in the number of people of color. Details of the changes are shown within each category below.

### People of color

According to the DAS statistics for the quarters ending June 30, 2001 and June 30, 2003, there was a 2.8 percent decrease in the total number of DCBS employees. However, the department experienced an increase of 5.7 percent in the number of employees of color. There were gains in “Professional” and “Administrative Support” EEO categories and no decreases in other EEO categories. The most-current affirmative-action statistics (December 2004) compared with June 30, 2003 shows a decrease in total DCBS employees of 5.6 percent and a gain of 4.1 percent in employees of color. The graph below depicts the historic percentage of people of color within the DCBS workforce using June 30 statistics from each year.



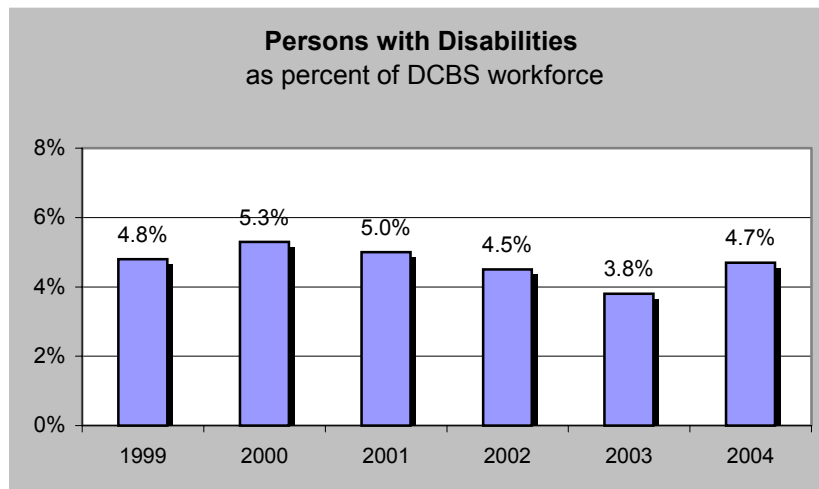
### Persons with Disabilities

This protected class will require attention from DCBS, because of an apparent 26.4 percent decrease in the number of employees with disabilities from June 2001 to June 2003. We say “apparent,” because we believe some employees have elected not to disclose disability information. Most of the apparent decrease was in EEO categories “Professional” and “Administrative Support,” but small decreases were also noted in other EEO categories. In July 2003, the agency requested voluntary disclosure of this information from all employees; DCBS will continue to request this information annually to more accurately assess the number of employees with disabilities. The most-current affirmative-action statistics (December 2004) compared with June 30, 2003 shows a decrease in total DCBS employees of 5.6 percent.

# AFFIRMATIVE ACTION

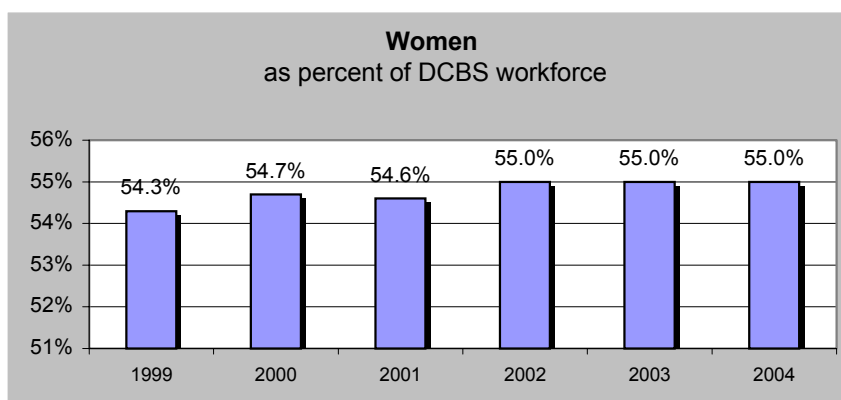
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However there was an increase of 5.1 percent in persons with disabilities in that same period. The graph below depicts the historic percentage of persons with disabilities within the DCBS workforce using June 30 statistics from each year.



## Women

From June 2001 to June 2003, there was a 2.8 percent decrease in DCBS' total employees and a 2.2 percent decrease in the number of women DCBS employees. There was an increase in women in the EEO category "Professional" and a slight decline in the other EEO categories. The most current affirmative-action statistics (December 2004) compared with June 30, 2003 shows a decrease in total DCBS employees of 5.6 percent and a decrease of women employees of 6 percent. The graph below depicts the historic percentage of women within the DCBS workforce using June 30 statistics from each year.



## Anticipated Results

DCBS' goal is to meet or exceed state performance measures for representation of protected classes in our workforce. The department will work to increase the number of people of color and persons with disabilities within our workforce. As stated above, our planning will include an

# AFFIRMATIVE ACTION

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analysis of the apparent decrease in the number of individuals with disabilities.

These actions support the DCBS goal of reflecting the diversity of the state of Oregon in order to more effectively and efficiently deliver services to Oregonians:

- Continue the department's efforts through its Recruitment Outreach Advisory Council (consisting of division managers) conduct outreach to protected classes and to develop relationships with consumer-protection groups and diverse communities. Examples of these outreach activities include participation in the Hispanic Services Roundtable, Oregon Native American Chamber, Oregon Disabilities Commission, and the Oregon Business Leadership Network.
- Develop a partnership with the Employment Department to reach diverse populations for entry-level positions within DCBS by using the iMatch computerized job search system.
- Establish outreach relationships with diverse community and professional organizations to promote a broader diversity in our recruitment pool.
- Train DCBS supervisors and managers in interview processes. DCBS will continue open, competitive recruitments to create the broadest-possible pool of applicants.
- Help address the apparent under-representation of persons with disabilities in the DCBS workforce, by continuing a pilot project of the Preferred Worker Program (Workers' Compensation Division) to list job openings on a Web site that targets workers with disabilities from on-the-job injuries. We will assess the effectiveness of this effort, apply best practices, and share the information with other state agencies. The department also identifies applicants with disabilities through the Department of Administrative Services statewide HIRE system.
- Continue to request annual voluntary disclosure of disability by employees to more accurately evaluate this protected group's representation in our workforce.
- Continue our partnership with the Governor's Affirmative Action director and other agency human resource and Affirmative Action managers on statewide diversity issues to improve our effectiveness in increasing diversity within our workforce.