

III. Responsibilities under the Affirmative Action Plan

Responsibilities of the director and deputy directors include:

- Ensure and articulate a positive climate throughout the department concerning the goals of the Affirmative Action Plan, EEO, and diversity programs;
- Ensure that assistant directors understand that their work performance is being evaluated on the basis of their Affirmative Action Plan efforts and results, in conjunction with other managerial responsibilities;
- Providing resources and support to ensure program success as identified with input from the DDCC and other staff as appropriate;
- Meet at least annually or as needed with the DHS Human Resources assistant administrator to review equal employment opportunity, affirmative action and diversity development progress and problems.
- Ensuring that DHS cabinet members:
 - Apply Affirmative Action philosophy in their day-to-day work;
 - Publicize Affirmative Action Plan activities to employees and the general public.

Responsibilities of managers and supervisors include:

- Promote and foster a positive non-discriminating climate and a work environment in which all employees are valued and respected;
- Ensure all new employees are aware of the department's Affirmative Action Plan and their role in supporting it;
- Periodically review training programs, hiring patterns and promotion patterns to remove impediments to the attainment of goals and objectives;
- Regularly discuss the affirmative action policy with their work teams to be certain polices are active and operational;

- Conduct periodic reviews by staff authorized to act in order to ensure:
 - Affirmative Action Plan, EEO and ADA information is properly displayed;
 - All facilities for the use and benefit of employees and clients continue to be desegregated both in policy and use;
 - All facilities for the use and benefit of employees and clients are in fact accessible both in policy and use;
 - Women, people of color, persons with disabilities and older employees are afforded a full opportunity and are encouraged to participate in education, training, recreational and social activities sponsored by the agency.
- Educate staff about the need for, and accommodate requests for alternate formats made by applicants, employees and clients;
- Become thoroughly familiar with the Affirmative Action Plan; keep all team members informed of progress under the plan;
- Participate with, and ensure that team supervisors apply Affirmative Action philosophy in their day-to-day work, and publicize Affirmative Action Plan activities to employees and the general public;
- Identify problem areas in practices and procedures, and work to find solutions to those problems.
- Members of the management team are evaluated for their effectiveness in creating the workplace conditions and results expected by our affirmative action policy. This has been part of the performance evaluation tools since August 2004.

Responsibilities of the affirmative action officer:

- Monitor recruitment and hiring procedures and practices for compliance with the Affirmative Action Plan;
- Responsible to keep management team members informed of progress or areas needing attention if we are underrepresented;
- Ensure compliance with reasonable accommodation requests;
- Ensure all facilities are accessible to persons with disabilities;

- Educate staff and assist in accommodating requests for alternate formats made by applicants, employees, or clients;
- Applies affirmative action policies in reviewing retention practices with Senior Human Resource Managers;
- Receive, coordinate and investigate discrimination complaints filed either internally or externally and make recommendations for appropriate action;
- Become thoroughly familiar with the Affirmative Action Plan; keep all team members informed of progress under the plan;
- Identify problem areas in practices and procedures, work to find solutions to those problems and report to Office of Human Resources administrator and deputy administrator to assist in implementing solutions. The Affirmative Action Officer has the expectation and support to bring relevant issues to assure effective implementation of the strategies identified in the Affirmative Action Plan;
- Serves as co-chair of the DHS Diversity Council and actively participates in the process of developing the DHS Diversity Strategic Plan including the creation and maintenance of welcoming work environments for DHS staff and clients;
- The Affirmative Action Officer's work is reviewed on a bi-weekly basis by Human Resource management.