

## Roles for Implementation of Affirmative Action Plan

### A. Responsibilities and Accountabilities of ODOT Director

Review and discuss the affirmative action plan and affirmative action goals for the Department to identify resources for improving, if needed, the hiring and developmental opportunities of underrepresented persons.

### B. Responsibilities and Accountabilities of Managers and Supervisors

Value the principles of equal employment opportunities, affirmative action, and diversity. Proactively lead on issues of equality and diversity and on the promotion of EEO/AA.

Include affirmative action and diversity elements in executive and management service performance evaluations. Evaluate subordinate managers on their diversity and EEO efforts in their annual performance appraisals.

### C. Responsibilities and Accountabilities of Affirmative Action Officer

Review and discuss the affirmative action plan and affirmative action goals for the Department to identify resources for improving, if needed, the hiring and developmental opportunities of underrepresented persons.

Coordinate with ODOT's Labor Relations and Training group in the development and presentation of training designed to improve the skills and competency necessary to effectively manage affirmative action, equal employment opportunity, effective human resource management, and diversity issues.

The Affirmative Action Officer shall also, through a working relationship with the Governor's Office for Affirmative Action, identify internal or external training resources which address the following objectives:

- The creation of a climate of increased cultural awareness;
  - An ability to appropriately identify and respond to cultural and language barriers;
  - A common understanding of how all members of the organization should be valued and respected;
  - Promotion of managerial skills among diverse populations of employees;
  - An understanding of the roles of employers and employees in creating a welcoming environment; and
  - The improvement of employee morale.
- In partnership with Human Resources, the EEO/Affirmative Action Officer shall insure that all executive and management service employees have appropriate affirmative action and diversity