



Oregon


Theodore R. Kulongoski, Governor

Department of Human Services

Office of the Director
500 Summer Street NE, E-15
Salem, OR 97301-1097
Voice (503) 947-5110
FAX (503) 378-2897
<http://www.oregon.gov/DHS/>

INTEROFFICE MEMORANDUM

To: All DHS Employees

From: Bruce Goldberg, M.D. 
Director

Date: October 8, 2008

Subject: Equal Employment Opportunity / Affirmative Action Plan

It is the policy of the Oregon Department of Human Services (DHS) to provide equal opportunity in employment and advancement regardless of race, religion, color, national origin, marital status, sex, sexual orientation, age, veteran's status, or mental or physical disability. Further, reasonable accommodation will be made for employees requiring such, upon request.

The department maintains a copy of the DHS Affirmative Action Plan on the DHS Web site, and will make it available for managers and employees to review, upon request to the DHS Affirmative Action Officer. Managers are expected to participate and encourage others to participate in the agency's activities designed to promote affirmative action.

All management staff are expected to actively support recruitment and career development programs to ensure equitable representation of minorities, women and people with disabilities in all job classifications. It also is the responsibility of management staff to ensure the work environment is free from any form of discriminatory harassment and retaliation for filing a complaint related to workplace concerns. Each manager's annual performance appraisal will include an evaluation of their effectiveness in achieving affirmative action goals and objectives.

All DHS Employees
October 8, 2008
Page Two

All employees have a responsibility to implement and adhere to the affirmative action plan. All managers have a responsibility to manage their respective programs, functions and work force in accordance with the principles, policies and procedures of this plan and will be held accountable for their performance. To help ensure organizational success, the DHS Director and Cabinet will make necessary decisions and monitor the accomplishment of this plan on an ongoing basis, and make plan adjustments as necessary.

Any individual who believes he or she has been discriminated against on the basis of a protected class status may file a complaint in accordance with the Oregon Department of Administrative Services (DAS) statewide Discrimination and Harassment Free Workplace Policy 50.010.01.

DHS will note on appropriate public notices that complaints pertaining to the Equal Employment Opportunity statutes are to be forwarded to:

Joseph Hesting
DHS Affirmative Action/Equal Employment Opportunity Officer
500 Summer St. NE
Salem, OR 97301
503-945-6610

or to:

Oregon Bureau of Labor and Industries
800 Oregon St. Suite 1045
Portland, OR 97232
971-673-0761

For more information about the DHS Employment Opportunity/ Affirmative Action Plan please contact Joseph Hesting at the above-noted address and telephone number.