

III. ROLES FOR IMPLEMENTATION OF AFFIRMATIVE ACTION PLAN

A. 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 and the DHS Management team understand 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 strategies to ensure program success;
- 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 Division Administrators:
 - Receive training in Affirmative Action Plan concepts;
 - Apply such philosophy in their day-to-day work; and that management effectiveness in taking affirmative action is included in annual performance appraisals, in compliance with ORS 659.025(1) *“To achieve the public policy of the State of Oregon for persons in the state to attain employment and advancement without discrimination because of race, religion, color, sex, marital status, national origin, disability or age, every state agency shall be required to include in the evaluation of all management personnel the manager’s or supervisor’s effectiveness in achieving affirmative action*

objectives as a key consideration of the manager's or supervisor's performance."

- Publicize Affirmative Action Plan activities to both employees and the general public.

Responsibilities of managers and supervisors include:

- Promote and foster a positive non-discriminating climate and a work environment where all employees are valued and respected;
- Ensure all subordinate managers/supervisors are aware of the Affirmative Action Plan of the Department and their role in supporting the plan and achieving goals;
- Ensure all subordinate managers/supervisors are evaluated on their effectiveness in implementing the Affirmative Action Plan and their role in participating and promoting the plan and achieving goals;
- 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; and exert special effort to further the cluster's goals;
- Participate in, and ensure that team supervisors receive training in Affirmative Action Plan concepts, apply such philosophy in their day-to-day work, and publicize Affirmative Action Plan activities to both employees and the general public;
- Identify problem areas in practices and procedures, and work to find solutions to those problems.

Responsibilities of the Affirmative Action Officer:

- Monitor recruitment and hiring procedures and practices for compliance with the Affirmative Action Plan;
- 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;
- Receive, coordinate and/or 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, and work to find solutions to those problems.