

# *Oregon State Board of Licensed Social Workers*



## **AFFIRMATIVE ACTION PLAN 2011-2013**

**(Re-Submission of August 20, 2011)**

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**OREGON STATE BOARD OF LICENSED SOCIAL WORKERS  
AFFIRMATIVE ACTION PLAN / 2011-2013 BIENNIUM**

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## **I. Oregon State Board of Licensed Social Workers – Agency Description**

### **A.1 Mission Statement:**

The mission of the State Board of Licensed Social Workers is to protect the citizens of Oregon by setting a strong standard of practice and ethics through the regulation of social workers.

### **A. 2 Statutory Authority and Administrative Rules:**

Board Statutes: ORS 675.510-600, ORS 675.990-994. Board Administrative Rules: OAR Chapter 877

**A. 3 Board Duties and Responsibilities:** The Board accomplishes its mission through meeting the following objectives and accomplishing the following activities:

- Certifying Clinical Social Work Associates (CSWAs)
- Licensing Clinical Social Workers (LCSWs)
- Registering Bachelors of Social Work (RBSWs – as of January 1, 2011)
- Licensing Master’s of Social Work (LMSWs – as of January 1, 2011)
- Auditing continuing education reports for renewal of license.
- Developing and enforcing ethical standards for regulated social workers, and, as of January 1, 2011, enforcing mandatory licensure requirements for clinical social work practice.
- Disciplining regulated social workers who violate the Code of Ethics and ethical standards, Board rules, or state licensing laws, or who are unsafe to practice due to impairment as defined in ORS 676.303(1)(b).
- Enforcing new title protection for the term “social worker” as of January 1, 2011; as of that date, only those licensed by this Board can use that title.

As of July 1, 2011, the Board regulates 4,273 social workers, with a staff of six (5.5 FTE).  
*A current organizational chart for the Board is attached immediately following this page.*

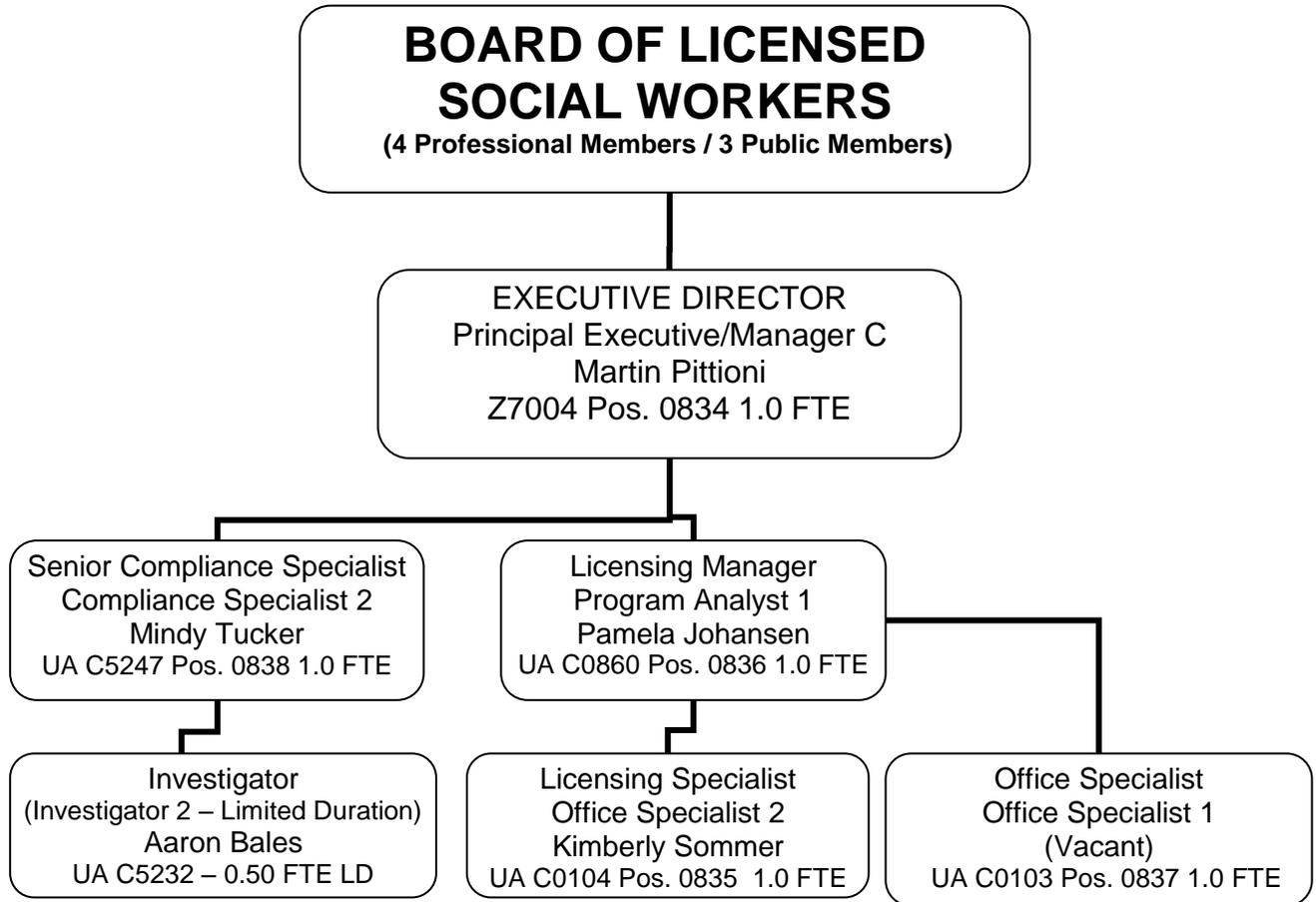
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## I.E. Oregon Board of Licensed Social Workers Organizational Chart



08/19/2011

## **II. AFFIRMATIVE ACTION PLAN - STATE BOARD OF LICENSED SOCIAL WORKERS**

### ***II. A. Agency Affirmative Action Policy***

#### Introduction

The purpose of this plan is to update and maintain the previously initiated affirmative action program for the Oregon State Board of Licensed Social Workers, in keeping with applicable directives of the Governor, state and federal laws and regulations, and Executive Orders of the President of the United States of America concerning affirmative action, the Civil Rights Acts, equal employment opportunity (EEO) policies, and the Americans with Disabilities Act.

#### Policy Statement

The Oregon State Board of Licensed Social Workers supports the Governor's Affirmative Action Plan and is dedicated to creating a work environment which will attract and retain employees who represent the broadest possible spectrum of society including women, minorities and the disabled. It is the policy of the Oregon State Board of Licensed Social Workers that:

- Citizens, licensees, and licensure applicants shall have equal access to programs and services of the Board and fair and equal opportunities for employment. In hiring practices and when administering Board programs and policies, the Board and staff will not discriminate against any person on the basis of race, sex, color, ancestry, national origin, age, marital status, sexual orientation, political or religious affiliation, or physical or mental disability, or any other reason prohibited by state or federal law;
- All employment activities, including, hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment shall be carried out without discrimination in a work environment that is free from discriminatory harassment;
- Equal access to services will be offered to those with whom the Board does business;
- There is zero tolerance for any form of discrimination or harassment within the work setting or as the Board and staff interact with citizens and licensees. The Board and staff are accountable for creating and promoting a work environment that is free from any kind of hostility or unwelcoming behavior; and
- The Board and staff relate to citizens and licensees with respect, fairness, and cooperation that demonstrate our commitment to the principles which represent the highest aspiration of our rich, multi-cultural society. Through this collaborative effort, we can effectively and efficiently achieve our mission of protecting the public and appropriately processing the work of the Board.

#### Accountability and Dissemination Statement

All new hires must sign an affirmative statement that they have read and understood all applicable agency employment policies, including the policies related to affirmative action, harassment and a violence-free work place. One staff meeting per fiscal year is dedicated to review of all agency employment policies. Employees are encouraged to bring concerns of any kind to the Executive Director or the Board's assigned Department of Administrative Services Human Resources Management Consultant (DAS-HRMC consultant). The Affirmative Action Plan is posted on the Board's website and a hard copy is available at the Board office. The Affirmative Action Policy Statement is posted on the bulletin board where all other required posters are located.

#### Duration of Plan:

This Plan is effective upon Board adoption and approval by the Governor's Office. This plan shall be re-evaluated as needed and whenever statewide changes occur. The Board's Affirmative Action Representative is Martin Pittioni (503-373-1163 / [martin.pittioni@state.or.us](mailto:martin.pittioni@state.or.us)).

\_\_\_\_\_  
(signed original on file)  
Martin Pittioni, Executive Director

\_\_\_\_\_  
Date

## **II. B. Training, Education and Development Plan (TEDP) and schedule thereof:**

### **1. Staff:**

The Oregon Board of Licensed Social Workers is a small agency of six employees (5.50 FTE including one limited duration 0.50 FTE employee currently authorized through June 30, 2013). All employees are made aware of any Affirmative Action and Diversity training via state e-mail, the posting of training information on the employee bulletin board and announcement at weekly staff meetings.

Since October 2008, all new hires must sign a statement that they have read and understood all applicable agency employment policies, including the policies related to affirmative action, harassment and a violence-free work place. All existing employees were subjected to a one-time process in January 2009 of updating their acknowledgment, by signature, including the policies related to affirmative action, harassment and a violence-free work place.

Since January 2009, the Executive Director has dedicated one of the regular, weekly staff meetings per fiscal year to review of all agency employment policies with staff, including the above policy, and report that to the Board. These meetings included a review of currently available Affirmative Action and Diversity training.

The Executive Director has worked with the Board on a re-review of employment policies, and concluded that process prior to the beginning of the 2009-11 biennium. The Executive Director has reviewed personnel and personnel policy matters with the Board on an on-going basis, and contracted for HRSD consulting services in the 09-11 biennium to ensure agency compliance with applicable laws and rules, including the policies related to affirmative action, harassment and a violence-free work place. This practice will continue in the 2011-13 biennium.

In the first fiscal year of the 2009-11 biennium, the Executive Director reviewed a professional development plan with each employee. Due to position turn over and a retirement, this process will be repeated once per year with current staff in the 2011-13 biennium. This will include discussion of any professional development training opportunities. As of the 2011-13 biennium, the leadership structure of the compliance program and licensing program have been restructured with clear reporting and responsibility channels, which has created clearer development paths within the agency.

### **2. Board:**

New Board members are provided a three-day training free of charge through the Association of Social Work Boards, including funding of travel expenses associated with the training. New Board members are also directed to the training materials for Board members on the Governor's web site, and receive a copy of the Board's Affirmative Action Plan.

### **3. Providers and Vendors:**

This agency uses the procurement services of the Oregon Department of Administrative Services for most of its procurement needs (supplies, computers, travel agency etc.) and as such does not have its own contractual relationship allowing for dissemination of agency

specific policies and plans. The Executive Director ensures that any contractors hired directly by the agency must adhere to applicable agency policies as a condition of contract approval, including but not limited to policies related to the workplace non-discrimination and affirmative action, and disseminates those policies accordingly. The Board currently contracts outside the Department of Administrative Services for IT services and support only, and has in the past had contracts for investigatory services.

## ***II. C. Programs***

The Oregon Board of Licensed Social Workers uses a number of venues to implement and affect affirmative action and diversity through its program operation.

Licensees of this Board serve a disproportionately diverse clientele, and as such the Board and profession have long-established ethical standards that include the licensee's ability to professionally serve clients from a wide variety of backgrounds. While training for the profession is outside the traditional scope and resources for the Board, the Board has taken a strong role to improve the regulation – and thus accountability structures – for the social work profession. Licensing at its core is a public protection tool that implements enforceable standards of conduct to enable the public protection mission of the Board.

During the 2009-11 biennium, the Board has begun implementation of the most far-reaching social work regulatory reform in Oregon in two decades, work that continues in the 2011-13 biennium. Specifically, the Board has moved from voluntary to mandatory licensure in the arena of clinical social work (mental health practice), and is now offering for the first time licensure options for social workers in non-clinical areas of social work (medical social work, foster care, elderly care, social work administrators, etc.). The Board has also gained power to enforce title protection for the term "social worker" – which can no longer be used by anyone in the absence of licensure from this Board.

These regulatory reforms, which will continue to be implemented in the 2011-13 biennium, will significantly improve accountability for the services delivered by regulated social workers, and have already contributed to a dramatic 21% increase in the number of licensed social workers during the 2009-11 biennium. Given the disproportionately diverse clientele served by our licensees, the impact of these regulatory reforms will disproportionately benefit underrepresented and underserved communities. In that context, the Board's work on regulatory reform takes on added significance from a diversity perspective.

Due to the scope of regulatory change, this agency committed disproportionate resources to conduct its own formal community outreach program in spring 2010, through 5 forums for the social work community held around the State (Pendleton, Bend, Medford, Eugene and Portland). These forums were attended by a diverse array of licensed and unlicensed social workers learning about the Board's new regulatory framework.

In 2011-13, the Board will continue to emphasize strongly outreach to the professional community it regulates via newsletters, expanded presentations at social work degree programs and professional associations and employers affected by the changes. This programmatic activity was significantly expanded during 2009-11, in classroom presentation of the MSW graduating class state-wide covering, in addition to the application process, basic concepts of social work licensure, ethics, and the Board's regulatory framework. The Board will reach out to BSW programs (whose graduates the Board can license on a voluntary basis as of January 1, 2011) in Fall 2011.

In addition, the Board and its representatives are committed to attending appropriate events through professional associations that encourage a diverse pool of entrants to the profession. The Board is strongly committed to working closely with the Governor's Office on finding diverse candidates for service on the Board.

The Board's Executive Director works utilizes the NeoGov platform and associated contracted services from the Department of Administrative Services to ensure that recruitments are transparent and follow all applicable guidelines. The Executive Director forwards all e-mails regarding events celebrating diversity or offering associated trainings to all staff.

The Board does not have an internship program at this time. However, during the 2011-13 biennium the Board and Executive Director implemented a transition of investigatory responsibilities to the staff level and built the infra-structure of a professional, staff based investigation function. With the hiring of a Senior Compliance Specialist as of July 1, 2011, establishment of a law clerk internship program at the Board has now become a possibility.

## ***II.D. Status Update / Executive Order 08-18***

### ***1. Cultural Competency Assessment and Implementation***

The Oregon Board of Licensed Social Workers has a staff of six employees. Given the significant pressures of implementing major regulatory changes and absorbing a 21% growth of its licensing base, the Board has not requested or received a Cultural Competency Assessment for the 2009 – 2011 biennium. The Board's Executive Director is working with colleagues of boards co-located in the same office building to organize a shared staff diversity training for co-located boards.

The Oregon Board of Licensed Social Workers is also working with the Governor's Office on filling vacancies at the Board level, with diversity of experience and background an important criterion.

The Board is committed to taking steps to establish or embrace relationship with people representing different cultures. Specifically, the Board is committed to:

1. Increase knowledge of the characteristics, shared experiences, and common beliefs shared by people of different cultures, and disseminate that within the group or community.
2. Foster respect for diverse ways of doing things.
3. Work together with people of other cultures in community to reach common goals.
4. Identify the benefits of multiple perspectives in achieving your group of community's vision and seek out potential productive partnerships with those who have such perspectives
5. Review progress regarding cultural competency and implementation of the Board's 2011-13 Affirmative Action Plan with the Board and staff by June 1, 2012. The Executive Director will develop a set of recommendations for improvements or adjustments to the plan by July 31, 2012. These recommendations will be separated in two categories – those that can still be implemented during the 2011-13 biennium, and recommendation for longer-term goals and improvements to be reflected in the Board's 2013-15 Affirmative Action Plan.
6. Acknowledge that each person is unique and brings a unique set of beliefs and experiences. Consequently, the Board recognizes that identifying the many cultures that each person

belongs within results in a complex and rich set of perspectives and histories. In promoting cultural competence, the Board embraces:

- the difference in people;
- respect for all and their individual dignity;
- one's culture(s) as core to who one is.

## 2. ***Statewide Exit Interview Survey***

The Oregon Board of Licensed Social Workers Executive Director offers exit interviews to any departing staff and follows up with any concerns with the Personnel Committee of the Board. The Board to date has had a strong preference for personal interviews of departing staff, because this provides important non-verbal data that a computerized survey by definition cannot provide. Upon ratification of this plan by the Board, the Board will also provide access to the exit interview survey monkey tool as required by the Governor's Office of Affirmative Action.

## 3. ***Performance Evaluations of the Executive Director / Management***

The Oregon Board of Licensed Social Workers has only one formal management service / executive service employee serving in the role of Executive Director. The Board will work with the Department of Administrative Services, Human Resource Services Division consultants to ensure that Affirmative Action and Diversity requirements are included appropriately in the Board's Executive Director position description due to be updated in Fall 2011. The Personnel Committee of the Board conducts an annual performance review of the Executive Director with respect to performance in all position responsibilities, and thus holds the Executive Director accountable in his capacity as the Board's Affirmative Action Representative with respect to implementation of this plan.

## 4. ***Status of Contracts for Minority Businesses***

The Board issues a small number of contracts which are very specific individual personal contracts, either for the purpose of conducting investigations or providing expert evaluation of evidence relating to professional misconduct by licensees. This type of contractor does not tend to be found on the OMWESB Certified Firms List, but the agency does routinely re-check that list before new contracts are issued. All agency contracts are prepared internally, based on Oregon Department of Administrative Services contract rules. Use of contract investigators has declined significantly in 2009-11 as the agency has moved to a professional, staff-level investigation function. There are currently no investigators on contract, and only one contract on IT services is active at the time of adoption of this plan.

## **RESPONSIBILITIES AND ACCOUNTABILITIES**

### **Board Chair**

1. Foster and promote to all Board Members employees the importance of a diverse,

and discrimination and harassment free workplace.

2. Ensure Board involvement in the development and updating of the Board's Affirmative Action Plan and Goals.
3. Foster accountability by incorporating implementation of the Board's Affirmative Action Goals and Plan into the Executive Director's position description and annual performance evaluation.

### **Executive Director**

1. Foster and promote to all employees the importance of a diverse, and discrimination and harassment free workplace.
2. Work with the Governor's Office on Affirmative Action, DAS-HRSD, and the Board as needed to review equal employment opportunity, affirmative action, and diverse work environment progress and problems. Approve strategies for meeting goals.
3. Accountable to the Board for the implementation of the Board's Affirmative Action Goals and Plan. This accountability is part of the Executive Director's position description and performance evaluation. Since, for this agency, the same person serves as Executive Director and Affirmative Action Officer, full accountability of Executive Director and Affirmative Action Officer functions is ensured by incorporating this element into the Executive Director's position description and performance evaluation.
4. Ensure that employees receive an orientation on the Board's affirmative action goals and responsibilities and understand their own responsibilities for helping promote the Board's affirmative action plan goals. Conduct one staff meeting a year dedicated to employment policy review, including review of the Board's Affirmative Action Plan and Goals.

### **Affirmative Action Officer and/or Designee**

1. Work with all managers/supervisors to make sure they understand their responsibilities for promoting a diverse workforce environment and helping attain the goals in the department and division. Assist them with ways to achieve success.
2. Ensure recruitment includes contacting recruitment sources such as minority and women-specific web sites, community agencies, community leaders and schools for the recruitment of people of color, persons with disabilities and women. Emphasize the Board's support of equal employment opportunity, affirmative action, and a diverse workforce.
3. Ensure that all newspaper advertisements and announcements of employment opportunities contain the notice that the Board is "An Equal Opportunity/Affirmative Action Employer".
4. Discuss the Affirmative Action Plan and Policy in New Employee Orientation. Additional elements of the discussion include:
  - a. A general overview of the relevant state and federal laws and regulations.
  - b. The role the Board plays in providing equal employment opportunity.
  - c. The location of the Board's Affirmative Action Plan.

5. Train and inform managers, supervisors, and employees at New Employee Orientation as to their rights and responsibilities under the Department's affirmative action policy, and other Department policies to eliminate any harassment based on race, sex, age, religion, sexual orientation, or disability.
6. Review all exit interviews received. If it appears that discrimination or harassment was a factor in employee separation, conduct an investigation and take appropriate action.
7. Evaluate revised and new policies for possible adverse impact on the Department's commitment to affirmative action and equal employment opportunity.
8. Serve as a liaison between the Board and the state and federal agencies that protect civil rights.
9. Is accountable to the Executive Director that the Boards Affirmative Action Plan and Goals are implemented as it relates to their work assignment.

**2009-2011**

**AFFIRMATIVE ACTION REPORT**  
**Oregon State Board of Licensed Social Workers**

The State Board of Licensed Social Workers is comprised of seven members who are appointed by the Governor to a four-year term. By statute four members are Licensed Clinical Social Workers and three are Public Members. As of August 19, 2011, the Board's composition included:

Board Chair (LCSW)	White/female/over 40
Vice Chair (LCSW)	White/male/over 40
LCSW Member	White/female/over 40
LCSW Member	(vacant)
Public Member	(vacant)
Public Member	White/ female/under 40
Public Member	Hispanic/female/over 40

The Board employs six employees (5.5 FTE). As of August 19, 2011, the composition of the staff included:

Administrator (1.0)	White/male/over 40
PA I (1.0)	White/female/over 40
OS II (1.0)	White/female/under 40
OS I (1.0)	(vacant)
CS II (1.0)	Native American/Female/under 40
Investigator 2 (1.0 LD)	White/male/under 40

**SB 786 – Diversity Report**

Senate Bill 786 (ORS Chapter 973), passed by the 2001 Legislature, requires that the health professional regulatory boards listed in ORS 676.160 collect and maintain information regarding racial, ethnic and bilingual status of licensees and applicants and report to the 2003 Legislature. Provision of the information by licensees is voluntary.

This law was the result of a study performed by the Governor's Racial and Ethnic Health Task Force, which determined that access to health care by racial and ethnic minorities, is inadequate to address the chronic health issues these communities face. People of color and people with native languages other than English experience difficulty accessing health services. Culturally competent health care providers are critical in providing appropriate health care and the collection of the information requested assisted decision makers in developing programs to address the disparity in access to health care experienced by various communities.

Prior to the passage of SB 786, the State Board of Licensed Social Workers had already gathered information regarding the racial, ethnic and bilingual status of its licensee base. The Board initially requested that voluntary information from its entire licensee base as part of the annual renewal process in December, 1995. The same information has been requested on every application form since then. As of August 23, 2010 a total of 78.1% of the licensee base has voluntarily provided the requested racial/cultural identity information and 76.5% have provided information about bilingual skills. The following graphs provide the statistical breakdown:

### Racial/Ethnic Identification Information

**Total Number of Licensees in Data Base:** 3,734  
**Total Number Responding:** 2,915  
**Percentage Response:** 78.1%

<b>Racial/Ethnic Category</b>	<b>Number / Percent of Those Responding</b>
Asian/Pacific Islander	72 / 2.5%
Black	55 / 1.9%
Hispanic	78 / 2.7%
American Indian	42 / 1.4%
White	2,636 / 90.4%
Other	32 / 1.1%

### Bilingual Information

**Total Number in Data Base:** 3,734  
**Total Number Responding:** 2,858  
**Percentage Response:** 76.5%

<b>Language Identified</b>	<b>Number / Percent of Those Responding</b>
ASL	20 / .70%
Chinese	9 / .31%
French	57 / 2.0%
German	38 / 1.33%
Japanese	18 / .63%
Korean	9 / .31%
Laotian	1 / .03%
Spanish	246 / 8.61%
Thai	1 / .03%
Vietnamese	3 / .1%
Russian	8 / .28%
English	2,416 / 84.53%
Other	32 / 1.11%

**(Note:** Statistical anomalies due to small sample size of some populations cause the total percentage under the Bilingual Information category people to equal less than 100%. Some respondents are able to speak more than one language in addition to English. Some of the languages identified in the "Other" category included: Bulgarian, Farsi, Hebrew, Macedonian, Norwegian, Portuguese, Pullar, Russian, Serbian, Shonar, Swedish, and Tagalog.)

## OREGON BOARD OF LICENSED SOCIAL WORKERS

### GOALS, STRATEGIES AND ACCOMPLISHMENTS

#### AFFIRMATIVE ACTION PLAN 2009-2011

***Mission Statement: The mission of the State Board of Licensed Social Workers is to protect the citizens of Oregon by setting a strong standard of practice and ethics through the regulation of social workers.***

The Affirmative Action goals and accomplishments of the State Board of Licensed Social Workers for the 2009-2011 biennium are to:

1. Educate and provide strategies to hire more employees from diverse backgrounds.

**Five employee vacancies opened in the 2009-2011 biennium. Two vacancies were for a limited duration (LD) Compliance Specialist position (turnover in the same position), and recruitment for a permanent Compliance Specialist position and a new half-time limited duration investigator position, and another for a 0.50 FTE permanent clerical position. The latter 0.50 FTE position was filled by a white female under 40, the compliance position was filled by a white male over 40, followed by a white male under 40. In March 2011 a temporary second investigator was hired, a Native American female under 40. She was recruited to the Senior Compliance position after a competitive recruitment in June 2011. The .75 FTE licensing position opened due to retirement (white female/over 40) and was filled by a white female (under 40).**

2. Utilize creative means to advertise vacancies to people of color, disabled individuals and women.

**The Board now formally contracts with DAS-HRSD to ensure recruitment efforts follow state guidelines and include outreach to historically disadvantaged groups.**

3. Continue the focus on developing an Agency work environment that is attractive to a diverse pool of applicants, retains employees, and is accepting and respectful of employees' differences.

**The Agency makes a conscientious, deliberate, and sustained effort to create and foster a work environment that is welcoming, inclusive, and respectful of the variety of life experiences and cultural backgrounds of Agency employees. In the remainder of the 2009-11 biennium, and continuing into the 2011-13 biennium, this will be further supported through discussion in the annual employment policy review staff meetings, and subsequent report to the Board by the Executive Director and Affirmative Action Officer. The Board is in the culminating stages of changes in the Board's staffing, including class and service type changes, and changes in the Board's licensing and compliance program. By Fall 2011 this change process should level out. Before December 31, 2011, the Executive Director will take that opportunity for a comprehensive review of affirmative action plan and applicable policies with staff. In addition, the increase in staffing levels anticipated by Fall 2011 will also allow for more regular staff representation at monthly Affirmative Action work group meetings at that point.**

4. Offer career development and training opportunities for employees of color, employees with disabilities and female employees to prepare them for advancement.

**To the extent that Agency training budget resources allow, employees of color, employees with disabilities and female employees are encouraged to participate in training and other career development activities. This will be emphasized also as part of ongoing career development planning sessions with each employee that have been implemented as of the 2009-11 biennium. Staff restructuring was completed by June 2011 that now allows for more training and career path opportunities to be designed within the agency.**

5. Develop/utilize strategies for filling entry-level positions with individuals in protected classes.

**The Agency recruitment efforts to fill the positions that became available in the 2009-2011 biennium involve a close collaboration with Department of Administrative Services, HR Division, to ensure that a proactive, comprehensive effort to publicize Agency recruitments to members of historically disadvantaged groups takes place.**

**In addition, the agency frequently utilizes the services of GALT Foundation to hire temporary employees for short-term clerical assignments. GALT Foundation is a gateway for persons with disabilities to enter or remain active in the employment marketplace. The agency used GALT services extensively during the 2009-11 biennium. However, use of GALT is expected to decrease in the 2011-13 biennium, as more appropriate staffing levels are implemented in the agency.**

6. Encourage employees to avail themselves of promotional and job developmental opportunities within Oregon State Government.

**The Board's Executive Director consults on an ongoing basis with Agency employees on professional progression opportunities, which are now integrated into annual career development planning sessions and ongoing discussions with each employee, implemented as of this 2009-11 biennium. Two limited duration compliance specialists availed themselves of growth opportunities within Oregon state government during the 2009-11 biennium.**

7. Attend or sponsor outreach events targeting people of color, disabled individuals and women.

**The Board's Executive Director and Board members have participated in events and workgroups around the state to promote the Board's new regulatory framework in place as of January 1, 2011. This framework will allow, for the first time voluntary licensure options for non-clinical social work practitioners. The Board has proposed an implementation framework that reflects its primary mission to protect the public, while designing its cost structure aggressively low. These efforts promote greater participation by protected class members in social work practice. These outreach efforts, in combination with incentivizing the voluntary non-clinical licensure options, also help protect underserved low-income communities by introducing more consumer protection and conduct accountability through the Board's expanded licensing and compliance program for non-clinical social workers.**

Although the Board does not have a formal set of diversity initiatives beyond the above plan goals, it does take very seriously its obligations under this plan, and responds pro-actively and promptly to any potential diversity issues it comes across as part of its regulatory mission, whether or not contemplated within its Affirmative Action Plan.

One example of the Board taking initiative in this regard began in fall 2007. The Board Chair initiated a discussion among United States and Canada social work licensing boards with respect to the examination for masters level social work clinical licensure administered through ASWB (Association of Social Work Boards for the United States and Canada) and utilized by the state and provincial regulatory bodies for social work licensure. This Oregon initiative was based on concerns about high ASWB exam failure rates especially for Southeast Asian applicants for licensure, raising the possibility of some form of cultural bias on the test. Several states joined Oregon in voicing similar concerns. In response, the ASWB Board authorized a task force to investigate the matter, chaired by the Chair of the Oregon Board of Clinical Social Workers. The task force looked into available evidence on the matter, and reported back to the ASWB Board in November 2008. The report did not recommend changes in the ASWB exam program.

The Oregon Board, however, has continued its close involvement in this national matter. The Board member assigned to the matter is currently evaluating as to whether to ask the Board to take a formal position requesting that ASWB require a passing score on TOEFL (Test of English as a Foreign Language) prior to permitting an applicant for licensure to sit for an ASWB examination. This approach would generate data, currently inconclusive, as to whether the current national tests exhibit specific bias problems, or if the failure rates are explained by allowing social workers with insufficient English skills to take the national test.

In addition, the Oregon Board will tackle a policy discussion in Fall 2010 on what do about Clinical Social Work Associates who are unable to complete the CSWA program and qualify for LCSW licensure due to repeated inability to pass the national ASWB exam. This discussion will be conducted with special sensitivity to the disproportionately diverse and highly valuable group of social workers, and their clients and employers, impacted by this issue.

## **STATE BOARD OF LICENSED SOCIAL WORKERS**

### **2011 - 2013 AFFIRMATIVE ACTION PLAN**

***Mission Statement: The mission of the State Board of Licensed Social Workers is to protect the citizens of Oregon by setting a strong standard of practice and ethics through the regulation of social workers.***

The Affirmative Action goals of the State Board of Clinical Social Workers for the 2009-2011 biennium are to:

1. Educate and provide strategies to hire more employees from diverse backgrounds.
2. Utilize creative means to advertise vacancies to people of color, disabled individuals and women.
3. Continue the focus on developing an Agency work environment that is attractive to a diverse pool of applicants, retains employees, and is accepting and respectful of employees' differences.
4. Offer career development and training opportunities for employees of color, employees with disabilities and female employees to prepare them for advancement.
5. Develop/utilize strategies for filling entry-level positions with individuals in protected classes.
6. Encourage employees to avail themselves of promotional and job developmental opportunities within Oregon State Government.
7. Attend or sponsor outreach events targeting people of color, disabled individuals and women.
8. Continue its involvement with the Association of Social Work Boards (ASWB) to help ensure that any evidence that may be developed of cultural bias on ASWB tests utilized by the Oregon Board for licensure are appropriately and promptly addressed.

## STATE BOARD OF LICENSED SOCIAL WORKERS

### 2011 - 2013 AFFIRMATIVE ACTION PLAN

#### STRATEGY FOR IMPLEMENTATION AND ORGANIZATIONAL RESPONSIBILITY

*Mission Statement: The mission of the State Board of Licensed Social Workers is to protect the citizens of Oregon by setting a strong standard of practice and ethics through the regulation of social workers.*

#### ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES FOR PLAN IMPLEMENTATION:

The Affirmative Action goals of the State Board of Licensed Social Workers for the 2011-2013 biennium are to:

1. Educate and provide strategies to hire more employees from diverse backgrounds.

**The Board will work closely with the Department of Administrative Services, including continuation of a formal contract with DAS-HRSD, to ensure a broad dissemination of position opportunities to diverse communities, and to work with diverse community representatives to identify opportunities for recruitment outreach. The Executive Director and Affirmative Action Officer will be responsible to the Board, as part of job description responsibilities and the performance evaluation process that outreach attempts to diverse potential applicant pools do in fact occur.**

2. Utilize creative means to advertise vacancies to people of color, disabled individuals and women.

**The agency will work closely with the Department of Administrative Services to ensure a broad dissemination of position opportunities to diverse communities, and to work with diverse community representatives to identify opportunities for recruitment outreach. The Executive Director and Affirmative Action Officer will be responsible to the Board, as part of job description responsibilities and the performance evaluation process, that outreach attempts to diverse potential applicant pools do in fact occur.**

3. Continue the focus on developing an Agency work environment that is attractive to a diverse pool of applicants, retains employees, and is accepting and respectful of employees' differences.

**The Agency makes a conscientious, deliberate, and sustained effort to create and foster a work environment that is welcoming, inclusive, and respectful of the variety of life experiences and cultural backgrounds of Agency employees. The implementation in 2007-09 of an annual review at the staff level of applicable employment policies (including all policies and laws covered in the agency's Affirmative Action Plan), with all employees will be conducted on an ongoing, annual basis, including in the 2011-13 biennium. The Executive Director and Affirmative Action Officer will be responsible to the Board, as part of job description responsibilities and the performance evaluation process, that this annual review**

takes place and is reported to the Board. |

In addition, the Board is in the culminating stages of changes in the Board's staffing, including class and service type changes, and changes in the Board's licensing and compliance program. By Fall 2011 this change process should level out. Before December 31, 2011, the Executive Director will take that opportunity for a comprehensive review of affirmative action plan and applicable policies with staff, and repeat that review again in December 2012. In addition, the increase in staffing levels anticipated by Fall 2011 will also allow for more regular staff representation at monthly Affirmative Action work group meetings from that point onward.

4. Offer career development and training opportunities for employees of color, employees with disabilities and female employees to prepare them for advancement.

The implementation of in 2007-09 of an annual review at the staff level of applicable employment policies (including all policies and laws covered in the agency's Affirmative Action Plan), with all employees will be conducted on an ongoing, annual basis, including in the 2011-13 biennium. This review will also include a discussion of current career development and training opportunities for employees of color, employees with disabilities and female employees to prepare them for advancement.

In addition, the Executive Director and Affirmative Action Officer will meet with each employee individually for purposes of career development planning. This planning will also include a review of current career development and training opportunities for employees of color, employees with disabilities and female employees to prepare them for advancement. The goal therefore is to have this topic covered at least annually for each employee. The Executive Director and Affirmative Action Officer will be responsible to the Board for execution, as part of job description responsibilities and the performance evaluation process.

5. Develop/utilize strategies for filling entry-level positions with individuals in protected classes.

The agency will continue to use the services of GALT Foundation for hiring individuals with disabilities for clerical temporary jobs. With respect to recruitment for permanent entry-level positions, the agency will work closely with the Department of Administrative Services Human Resources Division to ensure a broad dissemination of position opportunities to diverse communities, and to work with diverse community representatives to identify opportunities for recruitment outreach. The Executive Director and Affirmative Action Officer will be responsible to the Board in his job description and in his performance evaluation, that outreach attempts to diverse potential applicant pools do in fact occur for entry-level positions.

6. Encourage employees to avail themselves of promotional and job developmental opportunities within Oregon State Government.

The Executive Director and Affirmative Action Officer administrator consults on an ongoing basis with agency employees on professional progression opportunities and plans accordingly. This will be formalized also as part of the annual career

**development planning sessions with each employee that have been implemented. The Executive Director and Affirmative Action Officer will be responsible to the Board for execution, as part of job description responsibilities and the performance evaluation process**

7. Attend or sponsor outreach events targeting people of color, disabled individuals and women.

**Agency Executive Director and Board members participate in events and workgroups designed to promote greater participation by protected class members in social work practice.**

8. Continue its involvement with the Association of Social Work Boards (ASWB) to help ensure that any evidence that may be developed of cultural bias on ASWB tests utilized by the Oregon Board for licensure are appropriately and promptly addressed.

**The agency Executive Director and Board members will continue the work and discussions with ASWB on this issue.**