



Affirmative Action Plan

2025-2027 Biennium



This document was prepared by
Oregon Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland Oregon, 97232
Contact: Leah Feldon
Phone: 503-229-5300
Toll-Free: 800-452-4011

www.oregon.gov/deq



State of Oregon
DEQ Department of Environmental Quality

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800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

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Oregon

Tina Kotek, Governor

Department of Environmental Quality

Agency Headquarters

700 NE Multnomah Street, Suite 600

Portland, OR 97232

(503) 229-5696

TTY 711

Aug. 30, 2024

Juliet Valdez

Affirmative Action Manager
Office of Governor Tina Kotek
900 Court Street NE, Suite 254
Salem, OR 97301

Enclosed is the Oregon Department of Environmental Quality's 2025-2027 draft Affirmative Action Plan. This plan illustrates progress the agency has made toward meeting the actions in the 2023-2025 Affirmative Action Plan. It also outlines two significant goals the agency will focus on in the coming biennium. These include improving the trial service process and data collection to regarding retention, turnover and promotion.

Specifically, the agency will focus on evaluation of the trial service process to ensure expectations are clear for both staff and managers. Staff from marginalized groups, particularly those who identify as Black Indigenous and People of Color, are disproportionately affected when these policies are vague and inconsistent.

Agency leadership understands we cannot focus solely on bringing people into the agency but must care for and support those who already are employed at DEQ. The agency is committed to being an organization grounded in principles of diversity, equity, inclusion and belonging to ensure people feel safe and protected while working for the agency, and as well as being their full, authentic selves.

DEQ is also committed to providing support to managers who will be held accountable for implementing these processes in a new way. Maintaining a growth mindset requires care and attention at all levels. Greater data collection will reveal the parts of the agency that need more assistance and training to advance this work.

The Affirmative Action Plan reflects DEQ's commitment to equal opportunity and affirmative action in employment and public service consistent with all applicable federal and state laws. The plan is a living document, which will be measured, evaluated and adapted to meet the needs of the agency.

Sincerely,

Leah Feldon

Director, Oregon Department of Environmental Quality

Section 1: Department of Environmental Quality description

Agency affirmative action policy

The Department of Environmental Quality is committed to a policy and practice of Equal Employment Opportunity, from recruitment through the end of the employment relationship. DEQ respects its applicants and employees and does not discriminate based on race, religion, national origin, age, gender identity, sex, sexual orientation, marital status, disability, or veteran's status.

DEQ is committed to Oregon's public policy that "all branches of State government shall be leaders" in affirmative action. DEQ's leaders, administrators and managers are responsible for the success of affirmative action programs within the agency and actively support recruitment and career development programs to achieve these goals.

DEQ leadership measures its performance in achieving affirmative action and diversity, and this aspect of performance is a key part of our regular reviews of managers and administrators.

Support for diversity and non-discrimination is contained in the position descriptions of all the agency's managers.

DEQ employees must promote a work climate reflecting respect, care, and concern for every individual and welcome diversity into the workplace. Only by embracing the variety of cultures within Oregon, can DEQ provide the best possible service to community members and to the state of Oregon. DEQ continues to strive to improve the lives of those living within its borders and will continue to improve as the agency moves forward.

DEQ believes diversity makes good business sense. The Affirmative Action Plan identifies goals that will help develop and maintain a workforce that reflects Oregon's demographics, encourages career development and employee advancement, and provides employees with the tools necessary to serve a more diverse customer base. DEQ will not conduct business with any bidder, contractor, subcontractor, or supplier of materials who discriminates against members of any protected class.

DEQ's Affirmative Action Plan is posted on the agency's internal website and available upon request from the Human Resources office, the Office of the Director and from each division administrator. Additionally, the plan is posted on bulletin boards at all DEQ work locations.

All job announcements and advertisements state "Candidates from diverse backgrounds are encouraged to apply. The Oregon Department of Environmental Quality is an equal opportunity employer and does not discriminate based on race, color, national origin, ethnicity, veteran, gender, sexual orientation, religion, age or disability, and is committed to workplace diversity."

Mission statement

The Oregon Department of Environmental Quality's (DEQ) mission is in the process of being updated as part of the Strategic Plan. Currently, the mission is to be a leader in restoring, maintaining, and enhancing the quality of Oregon's air, land, and water.

DEQ values

DEQ's values are currently in the process of being updated as part of the Strategic Plan.

DEQ works collaboratively with Oregonians for a healthy, sustainable environment, accomplishing its mission through a variety of activities including permitting, inspections, spill response, and by minimizing individual impacts on the environment.

In 2015, DEQ adopted five strategic goals to guide the agency's actions to ensure that overall quality of life, from human health to the state's economy, is supported by a healthy and productive environment. DEQ is developing a new strategic plan and goals that will include a strong focus on equity and racial justice. The 2015 goals include:

- Efficiently and responsibly meet environmental standards and emerging needs
- Sustain a diverse, outcome-oriented workforce and culture
- Provide easy access to information and services
- Maintain informed and engaged relationships with tribes and Oregon's communities
- Sustain strong, effective internal business practices

The DEQ leadership team charter's principles, beliefs, and covenants state:

- We will create, model, and sustain a work environment that values diversity/inclusion in decision-making and service delivery.
- We will set clear guidelines for expected behavior and clear methods for reporting inappropriate behavior.
- We will utilize diversity within the workforce by incorporating diverse perspectives into business and service delivery decisions.
- We will strive for equal protection from environmental and health hazards and ensure meaningful participation in decisions that affect the environment in which people live, work, practice spirituality and play.

The Environmental Quality Commission, DEQ's policy and rule-making body, is a five-member panel appointed by the governor to adopt rules, establish policy, issue orders, judge appeals of fines or other agency actions, and appoint the agency's director. Commissioners serve four-year terms and are eligible for reappointment to serve no more than two consecutive terms.

DEQ staff use a combination of technical assistance, inspections, enforcement, voluntary programs, and permitting to help public and private facilities and communities understand and comply with state and federal environmental regulations.

DEQ staff consists of environmental specialists, scientists, engineers, technicians, inspectors, program and policy staff, and operations support staff. The agency has offices throughout the state, in cities including Bend, Coos Bay, Eugene, Klamath Falls, Medford, Pendleton, Portland, Salem, The Dalles, and Tillamook. DEQ also operates a laboratory in Hillsboro and vehicle inspection stations in Clackamas, Jackson, Multnomah, and Washington counties.

In addition to state programs, DEQ administers federal environmental programs with oversight from the **US Environmental Protection Agency**. This includes the federal Clean Air and Clean Water Acts, and the Resource Conservation and Recovery Act, which covers waste management and underground storage tank programs. DEQ also implements state programs including recycling, groundwater protection, air toxics, emergency response, and environmental cleanup activities.

DEQ relies on several advisory committees of the public, industry representatives, environmental advocates, and government officials to help guide its decision-making.

Affirmative Action Plan contacts

Leah Feldon, Director

Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland, Oregon 97232-4100
503-229-5300

Penny Robertson, HR Manager

Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland, Oregon 97232-4100
503-446-7244

Lydia Emer, Equity Administrator

Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland, Oregon 97232-4100
503-806-0198

Jamila Thompson, Senior DEI Implementation Specialist

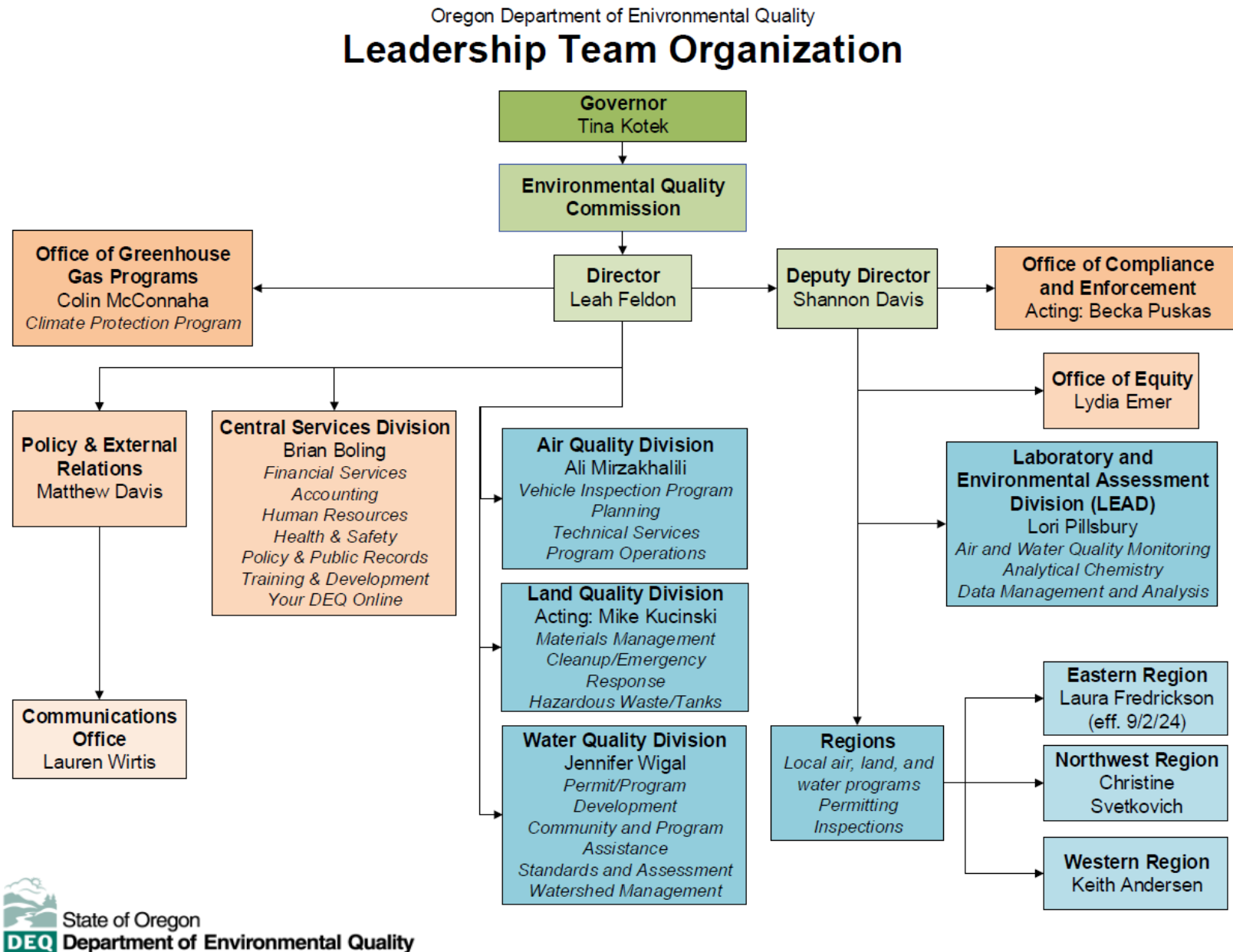
Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland, Oregon 97232-4100
503-866-5653

COBID Lead

Lisa Tran, Contracts Specialist Lead

Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland, Oregon 97232-4100
503-229-6482

Oregon DEQ Organizational Chart



Section 2: Roles for Implementation of Affirmative Action Plan

Human Resources staff and project team members made up of agency staff will work on the projects listed. The HR and project team members will work in a way that provides transparency to individuals that are most impacted by the work being completed.

The executive sponsor of the work will be the Central Services Division Administrator. The CSD Administrator will provide the resources available within budget constraints to support the work of the HR staff and project team members.

Section 3: Current biennium affirmative action progress report

Progress on 2023-2025 Affirmative Action Plan

For the 2023-2025 biennium, DEQ maintained its focus on two broad goals of:

1. Increased recruitment of staff from underrepresented groups, and
2. Increased retention of staff, particularly those who identify as Black, Indigenous and People of Color.

The goals and strategies listed in DEQ's 2023-2025 final Affirmative Action plan were developed based on the following key considerations:

1. Staff capacity

2023-2025 Biennium Affirmative Action Plan:

Since the last biennium, DEQ created two full-time staff positions devoted to internal DEI work: a DEI Coordinator and a DEI Analyst (the DEI Coordinator position is currently vacant). In addition to these two staff positions, the agency now has a DEI Council, an advisory board made up of 13 individuals across DEQ across regions and media who devote 8 hours of paid time to DEI-related work per month. Finally, DEQ is working with Engage to Change, a Portland-based anti-racist consulting firm, for support around consulting, facilitation, and training.

Dedicated staff capacity for DEI work is an incredible step forward for the agency. However, there are still only two staff members fully devoted to this work. As such, it is important that DEQ select and commit to implementing fewer key high-impact strategies for advancing Affirmative Action for the next biennium, being mindful of realities of staff capacity, resourcing and other factors that can support the implantation of these strategies.

Status update:

DEQ has a total of 5 budgeted positions now to complete equity work:

- Equity Manager (Diversity, Equity, and Inclusion Manager 2)
- Agency Environmental Justice Coordinator (Operations and Policy Analyst 3)

- Senior DEI Implementation Specialist (Operations and Policy Analyst 3)
- Senior Research Analyst, Environmental Justice (Research Analyst 3)
- DEI Analyst (Operations and Policy Analyst 1)

While the number of positions is an improvement, DEQ has struggled to retain staff focused on equity work. There has been only 1 person completing equity work for the majority of the biennium to date.

2. Data metrics

2023-2025 Biennium Affirmative Action Plan:

DEQ must implement more robust data tracking, to establish benchmarks and track progress on DEI goal and strategies over time. Without sufficient data tracking, it is difficult to understand whether and how the agency is making progress towards our stated goals. As a foundation for the work of the next biennium, the agency will be working to understand the capacity of our current data tracking mechanisms, develop a list of desired metrics to track, and implement a system and/or new mechanisms to aid in data tracking. Possible data metrics that DEQ will ultimately track may include:

- Percentage of diverse candidates in the hiring pool, receiving interviews, asked to participate in a second interview, receiving offer letters, and accepting offer letters (list out the positions interviewed and pay scale offered)
- Percent of diverse candidates who were asked to participate in a second interview
- Percentage of diverse candidates who are promoted to an internal position

Qualitative data is also important to capture, for example the reasons for staff departures and resignations, which could be captured through exit interviews.

Significant information about the challenges and opportunities around DEI for the agency will be generated through an upcoming organizational assessment by anti-racist consultants from Engage to Change. This assessment kicked off in September 2022 and was completed June 2023. Engage to Change has shared a list of key recommendations for the agency with the final assessment. This list of recommendations will inform the goals listed in a revised Affirmative Action plan in the future.

Status update:

DEQ has begun the process of providing quantitative data focusing on the retention of employees and how it differs by racial groups. The final steps for deciding which information needs to be reported will include bring in recommendations from employees.

At the Governor's direction, a DEI Plan has been developed for DEQ and was released in June 2024. The DEI Plan provides information on priority areas where DEQ can take action. The DEQ senior leadership team now has ownership to determine how the priorities will be resourced for successful implementation. With the creation of a DEI Plan, the Affirmative Action plan will become a document to support the reporting of status toward improving the hiring and retention of BIPOC staff.

3. Staff retention issues

2023-2025 Biennium Affirmative Action Plan:

DEQ aspires to be a diverse agency, reflecting the diversity of the state of Oregon and the

populations we serve. DEQ must not only prioritize recruitment of diverse candidates overall, but also – and potentially more importantly – prioritize retention. It is important that the agency unearth the complex reasons for staff departures and involve staff in generating ideas for interventions to improve the factors that are within control of the agency. Otherwise, DEQ will become a revolving door of diverse candidates, and will ultimately fail to develop and promote staff from diverse backgrounds to management positions.

As mentioned above, the agency embarked on a Recruitment and Retention project in October 2022 with the goal of grounding agency organizational policies and practices associated with hiring, recruitment, and retention, in DEI principles. The project will bring together diverse teams to examine organizational policies and recommend changes that will help improve recruitment and retention for all staff, in particular for individuals from underrepresented backgrounds. The goals identified through this project will inform the goals listed in the final Affirmative Action plan.

Status update:

The Recruitment and Retention committee has worked through 2023 and 2024 to understand the needs of BIPOC staff in the areas of retention and recruitment. Based on the feedback from employees, the committee determined they needed to focus on retention first. Based both on this feedback and direction from the DEQ Director, the team will focus their efforts on the trial service process.

The Recruitment and Retention committee has drafted ideas and concepts regarding the trial service process. For the remainder of the biennium, the committee will focus on bringing together diverse voices and those most impacted by the process to hear specifically how to move forward with the changes they have drafted and to discuss implementation.

Alignment with DEI Plan and Strategic Plan

During 2023-2025, work was completed to update DEQ's strategic plan. This new plan is in final approval stages.

Based on the Governor's direction, DEQ develop a DEI plan which was finalized June 2024.

Leadership Evaluation Report

DEQ did not complete a Leadership Evaluation Report for the 2023-2025 biennium. DEQ will review options for how the agency can implement a Leadership Evaluation Report that aligns with the DEI Plan.

Section 4: Workforce demographic data and analysis

Agency demographics

The data tables on the following pages show changes in agency demographics between June 30, 2023, and June 30, 2024. Note that staff reporting of Affirmative Action statistics is voluntary. Thus, statistics listed in the following tables may not accurately reflect the actual diversity of the agency.

Key findings of the data

Overall Agency Demographics (staff and managers/supervisors) as of June 30, 2023

Racial Category	Female Number	Female Percent	Male Number	Male Percent	Total Number	Total Percent
American Indian/Alaska Native	1	0.28%	1	0.25%	2	0.26%
Asian	33	9.22%	26	6.40%	59	7.72%
Black/African American	9	2.51%	9	2.22%	18	2.36%
Hispanic or Latino	10	2.79%	13	3.20%	23	3.01%
Native Hawaiian or Other Pacific Islander	1	0.28%	1	0.25%	2	0.26%
Two Or More Races	25	6.98%	22	5.42%	47	6.15%
White	265	74.02%	308	75.86%	573	75.00%
I do not wish to answer	14	3.91%	26	6.40%	40	5.24%
Total	358	-	406	-	764	-

Overall Agency Demographics (staff and managers/supervisors) as of June 30, 2024

Racial Category	Female Number	Female Percent	Male Number	Male Percent	Total Number	Total Percent
American Indian/Alaska Native	0	0.00%	2	0.48%	2	0.25%
Asian	34	8.79%	24	5.77%	58	7.22%
Black/African American	9	2.33%	9	2.16%	18	2.24%
Hispanic or Latino	10	2.58%	13	3.13%	23	2.86%
Native Hawaiian or Other Pacific Islander	1	0.26%	0	0.00%	1	0.12%
Two Or More Races	29	7.49%	28	6.73%	57	7.10%
White	289	74.68%	313	75.24%	602	74.97%
I do not wish to answer	15	3.88%	27	6.49%	42	5.23%
Total	387	-	416	-	803	-

Agency Demographics (managers/supervisors only) as of June 30, 2023

Racial Category	Female Number	Female Percent	Male Number	Male Percent	Total Number	Total Percent
American Indian/Alaska Native	0	0.00%	0	0.00%	0	0.00%
Asian	2	6.67%	1	2.56%	3	4.35%
Black/African American	0	0.00%	0	0.00%	0	0.00%
Hispanic or Latino	0	0.00%	0	0.00%	0	0.00%
Native Hawaiian or Other Pacific Islander	0	0.00%	0	0.00%	0	0.00%
Two Or More Races	2	6.67%	1	2.56%	3	4.35%
White	23	76.67%	34	87.18%	57	82.61%
I do not wish to answer	3	10.00%	3	7.69%	6	8.70%
Total	30	-	39	-	69	-

Agency Demographics (managers/supervisors only) as of June 30, 2024

Racial Category	Female Number	Female Percent	Male Number	Male Percent	Total Number	Total Percent
American Indian/Alaska Native	0	0.00%	0	0.00%	0	0.00%
Asian	2	6.06%	0	0.00%	2	2.70%
Black/African American	0	0.00%	0	0.00%	0	0.00%
Hispanic or Latino	0	0.00%	0	0.00%	0	0.00%
Native Hawaiian or Other Pacific Islander	0	0.00%	0	0.00%	0	0.00%
Two Or More Races	3	9.09%	1	2.44%	4	5.41%
White	25	75.76%	37	90.24%	62	83.78%
I do not wish to answer	3	9.09%	3	7.32%	6	8.11%
Total	33	-	41	-	74	-

Equal Employment Opportunity Staff Demographics by Job Category as of **June 30, 2023**

Racial Category	Administrative Support (Including Clerical Sales)		Officials and Administrators		Paraprofessionals		Professionals		Skilled Craft Workers		Technicians		Grand Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
American Indian or Alaska Native	0	0.00%	1	1.43%	0	0.00%	1	0.18%	0	0.00%	0	0.00%	2	0.26%
Asian	17	12.14%	3	4.29%	0	0.00%	37	6.78%	0	0.00%	2	33.33%	59	7.72%
Black or African American	5	3.57%	0	0.00%	0	0.00%	13	2.38%	0	0.00%	0	0.00%	18	2.36%
Hispanic or Latino	6	4.29%	0	0.00%	0	0.00%	17	3.11%	0	0.00%	0	0.00%	23	3.01%
Native Hawaiian or Other Pacific Islander	2	1.43%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	0.26%
Two or More Races	8	5.71%	3	4.29%	0	0.00%	34	6.23%	0	0.00%	2	33.33%	47	6.15%
White	93	66.43%	57	81.43%	1	100.00%	419	76.74%	1	100.00%	2	33.33%	573	75.00%
I do not wish to answer.	9	6.43%	6	8.57%	0	0.00%	25	4.58%	0	0.00%	0	0.00%	40	5.24%
Total	140	100.00%	70	100.00%	1	100.00%	546	100.00%	1	100.00%	6	100.00%	764	100.00%

Equal Employment Opportunity Staff Demographics by Job Category as of **June 30, 2024**

Racial Category	Administrative Support (Including Clerical Sales)		Officials and Administrators		Paraprofessionals		Professionals		Skilled Craft Workers		Technicians		Grand Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
American Indian or Alaska Native	0	0.00%	0	0.00%	0	0.00%	2	0.35%	0	0.00%	0	0.00%	2	0.25%
Asian	14	9.72%	2	2.70%	0	0.00%	40	6.93%	0	0.00%	2	33.33%	58	7.22%
Black or African American	6	4.17%	0	0.00%	0	0.00%	12	2.08%	0	0.00%	0	0.00%	18	2.24%
Hispanic or Latino	7	4.86%	0	0.00%	0	0.00%	16	2.77%	0	0.00%	0	0.00%	23	2.86%
Native Hawaiian or Other Pacific Islander	1	0.69%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.12%
Two or More Races	7	4.86%	4	5.41%	0	0.00%	44	7.63%	0	0.00%	2	33.33%	57	7.10%
White	100	69.44%	62	83.78%	1	100.00%	436	75.56%	1	100.00%	2	33.33%	602	74.97%
I do not wish to answer.	9	6.25%	6	8.11%	0	0.00%	27	4.68%	0	0.00%	0	0.00%	42	5.23%
Total	144	100.00%	74	100.00%	1	100.00%	577	100.00%	1	100.00%	6	100.00%	803	100.00%

Agency Staff by Gender as of June 30, 2023

Gender (Binary Options)	Staff Number	Staff Percent	Management Number	Management Percent	Total Number	Total Percent
Female	328	47.19%	30	43.48%	358	46.86%
Male	367	52.81%	39	56.52%	406	53.14%
Total	695	100.00%	69	100.00%	764	100.00%

Agency Staff by Gender as of June 30, 2024

Gender (Binary Options)	Staff Number	Staff Percent	Management Number	Management Percent	Total Number	Total Percent
Female	354	48.56%	33	44.59%	387	48.19%
Male	375	51.44%	41	55.41%	416	51.81%
Total	729	100.00%	74	100.00%	803	100.00%

Agency Staff by Disability Status as of June 30, 2023

Disability Status	Number	Percent
No Reported Disability	747	97.77%
Reported Disability	17	2.23%
Total	764	100.00%

Agency Staff by Disability Status as of June 30, 2024

Disability Status	Number	Percent
No Reported Disability	787	98.01%
Reported Disability	16	1.99%
Total	803	100.00%

Agency Staff by Military Status as of June 30, 2023

Disability Status	Number	Percent
Active Duty	1	0.13%
Reserve	3	0.39%
Veteran	45	5.89%
Not a Veteran	715	93.59%
Total	764	100.00%

Agency Staff by Military Status as of June 30, 2024

Disability Status	Number	Percent
Active Duty	2	0.25%
Reserve	4	0.50%
Veteran	52	6.48%
Not a Veteran	745	92.78%
Total	803	100.00%

Agency Staff by Generation as of June 30, 2023

Gender	Staff Number	Staff Percent	Management Number	Management Percent	Total Number	Total Percent
Traditionalists	2	0.29%	0	0.00%	2	0.26%
Baby Boomers	149	21.44%	21	30.43%	170	22.25%
Generation X	290	41.73%	39	56.52%	329	43.06%
Millennials	238	34.24%	9	13.04%	247	32.33%
Generation Z	16	2.30%	0	0.00%	16	2.09%
Total	695	100.00%	69	100.00%	764	100.00%

Agency Staff by Generation as of June 30, 2024

Gender	Staff Number	Staff Percent	Management Number	Management Percent	Total Number	Total Percent
Traditionalists	0	0.00%	0	0.00%	0	0.00%
Baby Boomers	132	18.11%	14	18.92%	146	18.18%
Generation X	290	39.78%	45	60.81%	335	41.72%
Millennials	285	39.09%	15	20.27%	300	37.36%
Generation Z	22	3.02%	0	0.00%	22	2.74%
Total	729	100.00%	74	100.00%	803	100.00%

Promotions by Race (staff and managers/supervisors) between 7/1/22 and 6/30/23

Racial Category	Female Number	Female Percent	Male Number	Male Percent	Total Number	Total Percent
American Indian/Alaska Native	0	0.00%	0	0.00%	0	0.00%
Asian	2	6.45%	0	0.00%	2	3.64%
Black/African American	1	3.23%	1	4.17%	2	3.64%
Hispanic or Latino	1	3.23%	1	4.17%	2	3.64%
Native Hawaiian or Other Pacific Islander	0	0.00%	0	0.00%	0	0.00%
Two Or More Races	1	3.23%	3	12.50%	4	7.27%
White	23	74.19%	18	75.00%	41	74.55%
I do not wish to answer	3	9.68%	1	4.17%	4	7.27%
Total	31	100.00%	24	100.00%	55	100.00%

Promotions by Race (staff and managers/supervisors) between 7/1/23 and 6/30/24

Racial Category	Female Number	Female Percent	Male Number	Male Percent	Total Number	Total Percent
American Indian/Alaska Native	0	0.00%	0	0.00%	0	0.00%
Asian	0	0.00%	1	4.17%	1	1.79%
Black/African American	0	0.00%	1	4.17%	1	1.79%
Hispanic or Latino	0	0.00%	1	4.17%	1	1.79%
Native Hawaiian or Other Pacific Islander	0	0.00%	0	0.00%	0	0.00%
Two Or More Races	4	12.50%	1	4.17%	5	8.93%
White	24	75.00%	17	70.83%	41	73.21%
I do not wish to answer	4	12.50%	3	12.50%	7	12.50%
Total	32	100.00%	24	100.00%	56	100.00%

Promotions by Race (to management positions) between 7/1/22 and 6/30/23

Racial Category	Female Number	Female Percent	Male Number	Male Percent	Total Number	Total Percent
American Indian/Alaska Native	0	0.00%	0	0.00%	0	0.00%
Asian	1	12.50%	0	0.00%	1	8.33%
Black/African American	0	0.00%	0	0.00%	0	0.00%
Hispanic or Latino	0	0.00%	0	0.00%	0	0.00%
Native Hawaiian or Other Pacific Islander	0	0.00%	0	0.00%	0	0.00%
Two Or More Races	0	0.00%	1	25.00%	1	8.33%
White	6	75.00%	3	75.00%	9	75.00%
I do not wish to answer	1	12.50%	0	0.00%	1	8.33%
Total	8	100.00%	4	100.00%	12	100.00%

Promotions by Race (to management positions) between 7/1/23 and 6/30/24

Racial Category	Female Number	Female Percent	Male Number	Male Percent	Total Number	Total Percent
American Indian/Alaska Native	0	0.00%	0	0.00%	0	0.00%
Asian	0	0.00%	0	0.00%	0	0.00%
Black/African American	0	0.00%	0	0.00%	0	0.00%
Hispanic or Latino	0	0.00%	0	0.00%	0	0.00%
Native Hawaiian or Other Pacific Islander	0	0.00%	0	0.00%	0	0.00%
Two Or More Races	0	0.00%	0	0.00%	0	0.00%
White	2	66.67%	7	100.00%	9	90.00%
I do not wish to answer	1	33.33%	0	0.00%	1	10.00%
Total	3	100.00%	7	100.00%	10	100.00%

Agency Hires by Race (staff and managers/supervisors) between July 1, 2022 and June 30, 2023

Racial Category	Female Number	Female Percent	Male Number	Male Percent	All Number	All Percent
American Indian or Alaska Native	0	0.00%	0	0.00%	0	0.00%
Asian	11	15.94%	5	8.47%	16	12.50%
Black or African American	3	4.35%	3	5.08%	6	4.69%
Hispanic or Latino	1	1.45%	2	3.39%	3	2.34%
Native Hawaiian or Other Pacific Islander	0	0.00%	0	0.00%	0	0.00%
Two or More Races	5	7.25%	8	13.56%	13	10.16%
White	47	68.12%	41	69.49%	88	68.75%
I do not wish to answer.	2	2.90%	0	0.00%	2	1.56%
Total	69	100.00%	59	100.00%	128	100.00%

Agency Hires by Race (staff and managers/supervisors) between July 1, 2023 and June 30, 2024

Racial Category	Female Number	Female Percent	Male Number	Male Percent	All Number	All Percent
American Indian or Alaska Native	0	0.00%	1	1.64%	1	0.80%
Asian	4	6.25%	1	1.64%	5	4.00%
Black or African American	2	3.13%	2	3.28%	4	3.20%
Hispanic or Latino	0	0.00%	3	4.92%	3	2.40%
Native Hawaiian or Other Pacific Islander	0	0.00%	0	0.00%	0	0.00%
Two or More Races	6	9.38%	10	16.39%	16	12.80%
White	50	78.13%	41	67.21%	91	72.80%
I do not wish to answer.	2	3.13%	3	4.92%	5	4.00%
Total	64	100.00%	61	100.00%	125	100.00%

Agency Hires by Race (managers/supervisors only) between July 1, 2022 and June 30, 2023

Racial Category	Female Number	Female Percent	Male Number	Male Percent	All Number	All Percent
American Indian or Alaska Native	0	0.00%	0	0.00%	0	0.00%
Asian	0	0.00%	0	0.00%	0	0.00%
Black or African American	0	0.00%	0	0.00%	0	0.00%
Hispanic or Latino	0	0.00%	0	0.00%	0	0.00%
Native Hawaiian or Other Pacific Islander	0	0.00%	0	0.00%	0	0.00%
Two or More Races	1	25.00%	0	0.00%	1	11.11%
White	3	75.00%	5	100.00%	8	88.89%
I do not wish to answer.	0	0.00%	0	0.00%	0	0.00%
Total	4	100.00%	5	100.00%	9	100.00%

Agency Hires by Race (managers/supervisors only) between July 1, 2023 and June 30, 2024

Racial Category	Female Number	Female Percent	Male Number	Male Percent	All Number	All Percent
American Indian or Alaska Native	0	0.00%	0	0.00%	0	0.00%
Asian	0	0.00%	0	0.00%	0	0.00%
Black or African American	0	0.00%	0	0.00%	0	0.00%
Hispanic or Latino	0	0.00%	0	0.00%	0	0.00%
Native Hawaiian or Other Pacific Islander	0	0.00%	0	0.00%	0	0.00%
Two or More Races	1	25.00%	0	0.00%	1	12.50%
White	3	75.00%	4	100.00%	7	87.50%
I do not wish to answer.	0	0.00%	0	0.00%	0	0.00%
Total	4	100.00%	4	100.00%	8	100.00%

Agency Hires by Gender (staff and managers/supervisors) between July 1, 2022 and June 30, 2023

Gender (Binary Option)	Staff Number	Staff Percent	Management Number	Management Percent	All Number	All Percent
Female	65	54.62%	4	44.44%	69	53.91%
Male	54	45.38%	5	55.56%	59	46.09%
Total	119	100.00%	9	100.00%	128	100.00%

Agency Hires by Gender (staff and managers/supervisors) between July 1, 2023 and June 30, 2024

Gender (Binary Option)	Staff Number	Staff Percent	Management Number	Management Percent	All Number	All Percent
Female	60	51.28%	4	50.00%	64	51.20%
Male	57	48.72%	4	50.00%	61	48.80%
Total	117	100.00%	8	100.00%	125	100.00%

New Hires by Disability Status between July 1, 2022 and June 30, 2023

Disability Status	Number	Percent
No Reported Disability	126	98.44%
Reported Disability	2	1.56%
Total	128	100.00%

New Hires by Disability Status between July 1, 2023 and June 30, 2024

Disability Status	Number	Percent
No Reported Disability	124	99.20%
Reported Disability	1	0.80%
Total	125	100.00%

New Hires by Military Status between July 1, 2022 and June 30, 2023

Disability Status	Number	Percent
Active Duty	0	0.00%
Reserve	0	0.00%
Veteran	10	7.81%
Not a Veteran	117	91.41%
Total	128	100.00%

New Hires by Military Status between July 1, 2023 and June 30, 2024

Disability Status	Number	Percent
Active Duty	1	0.80%
Reserve	1	0.80%
Veteran	17	13.60%
Not a Veteran	106	84.80%
Total	125	100.00%

New Hires by Generation (staff and managers/supervisors) between July 1, 2022 and June 30, 2023

Generation	Staff		Management		All	
	Number	Percent	Number	Percent	Number	Percent
Traditionalists	1	0.84%	0	0.00%	1	0.78%
Baby Boomers	15	12.61%	6	66.67%	21	16.41%
Generation X	31	26.05%	3	33.33%	34	26.56%
Millennials	66	55.46%	0	0.00%	66	51.56%
Generation Z	6	5.04%	0	0.00%	6	4.69%
Total	119	100.00%	9	100.00%	128	100.00%

New Hires by Generation (staff and managers/supervisors) between July 1, 2023 and June 30, 2024

Gender (Binary Option)	Staff		Management		All	
	Number	Percent	Number	Percent	Number	Percent
Baby Boomers	17	14.53%	2	25.00%	19	15.20%
Generation X	28	23.93%	2	25.00%	30	24.00%
Millennials	66	56.41%	4	50.00%	70	56.00%
Generation Z	6	5.13%	0	0.00%	6	4.80%
Total	117	100.00%	8	100.00%	125	100.00%

Section 5: 2025-2027 affirmative action strategies and goals

For the next biennium, DEQ will maintain its focus on the two broad areas:

1. Increased transparency of the agencies retention of employees who identify as Black, Indigenous and People of Color., and
2. Increased retention of staff, particularly those who identify as Black, Indigenous and People of Color.

The goals and strategies listed in DEQ's 2025-2027 final Affirmative Action plan were developed based on the following key considerations:

1. Data Metrics

As a foundation for the work of the next biennium, the agency will create a process for the regular reporting of equity focused data to support the transparency of how much progress the agency is making to recruit and retain BIPOC staff. The process development will focus on listening to the voices of DEQ staff as well as a foundation of equity standards and data integrity.

2. Staff Retention Issues

DEQ aspires to be a diverse agency, reflecting the diversity of the state of Oregon and the populations we serve. DEQ must not only prioritize recruitment of diverse candidates overall, but also – and potentially more importantly – prioritize retention. As we work to improve the retention of employees who identify as Black, Indigenous and People of Color, the agency will focus on the beginning of the employment relationship. The creation and implementation of new trial service process will be key to the efforts.

Section 6: Complaint process

DEQ has established procedures to receive, investigate, and act upon complaints of discrimination, workplace harassment, and sexual harassment. As such, the agency has adopted the statewide policy on Discrimination and Harassment Free Workplace (50-010-01). Applicants or current or former employees who experience or observe behavior they believe to be discrimination, harassment, or sexual harassment should make a report to Human Resources, a supervisor or manager, the agency director, or the Department of Administrative Services Chief Human Resources Office. Supervisors and managers who receive reports of discrimination or harassment must notify Human Resources or the agency director.

Complaints can be made verbally or in writing, including by email or the internal online anonymous complaint system [“Speak Up, Speak Out”](#) available on DEQ's intranet page. Reports of discrimination, harassment, or sexual harassment are considered complaints and will be investigated thoroughly. The complaint should be brought forward as soon as possible after an incident occurs.

Administrators and supervisors refer allegations of conduct that they reasonably believe may constitute discrimination or harassment to the Human Resources Manager, Employee Relations Consultant or Human Resources liaison. All complaints will be investigated by the appropriate

human resources representative, and corrective action will be taken when appropriate.

The designated human resources representative will:

- Acknowledge receipt of complaint when complainant is known
- Conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings
- Inform all involved that retaliation is not allowed
- Create, gather and maintain investigation documents
- Disclose appropriate information to others only on a need-to-know basis consistent with state and federal law, state and agency policies
- Take appropriate action to resolve the complaint
- Assign training, if appropriate
- Strive to respond to and resolve matters within 60 days of report
- Notify complainant that the investigation is complete

Other options available for applicants or current or former employees to file a complaint of discrimination, harassment, or sexual harassment include filing a grievance in accordance with the Collective Bargaining Agreement or filing a complaint with the Bureau of Labor and Industries, Equal Employment Opportunity Commission, or United States Department of Labor.

An individual with a complaint against the agency director may file a complaint with the Governor's Office of Diversity and Inclusion at:

Governor's Office of Diversity & Inclusion/Affirmative Action
255 Capitol Street NE, Suite 254
Salem, OR 97301
503-986-6524

General Human Resources contact information for complaints:

- [Speak Up](#) (anonymous reporting tool)
- General HR E-mail: hrhelp@deq.oregon.gov
- General HR Phone Number: 503-229-6441
- Penny Robertson, Human Resources and Payroll Manager:
penny.robertson@deq.oregon.gov or 503-446-7244

Section 7: Succession plan

As required per the Governor's Expectations, DEQ has submitted a succession plan to DAS. The intent is to have this plan revisited on an annual basis.

Section 8: Contracting

DEQ understands the importance of ensuring that construction, service, and personal service contracts are awarded to minority and/or women-owned businesses.

7/1/2017 – 6/30/2022 Data from Procurement Equity Disparity Study Dashboard



7/1/2022 – 9/30/2023:

- DEQ entered into agreements with the following COBID vendors:
 - \$300K agreement to Cascadia Consulting Group (women-owned)
 - \$144K agreement to Donna Silverberg (women-owned)
 - \$90.1K agreement to Start Consulting (minority-owned)
 - \$450K agreement to Thuy Tu Consulting (disadvantaged/women-owned business)
 - \$182,288 agreement to Enviro Issues (disadvantaged/women-owned business)

10/1/2023 – 8/20/2024:

- Engage to Change (ETC) is a minority-owned business. Their contract was recently amended to add \$500K, bringing the total of their contract to \$1MM.

Section 9: Appendix

DEQ Policy

Affirmative Action and Equal Opportunity

Policy Number 090.001.2021	Version: 2
Effective Date: April 19, 2021	Next Scheduled Revision Date: April 2022
Approval: Richard Whitman (signature on file)	Title: Agency Director



Intent/Purpose/ Statement of Need	<p>This policy confirms and details DEQ's commitment to upholding federal and state affirmative action and equal opportunity laws, and to strengthening diversity, equity and inclusion in DEQ's operations.</p> <p>Oregon state government is committed to achieving a workforce that reflects the state's diversity and to being a leader in providing Oregonians fair and equal employment opportunities.</p> <p>DEQ will:</p> <ul style="list-style-type: none"> • Make all employment-related decisions in a non-discriminatory way; • Comply with the state's Affirmative Action Guidelines as well as state, federal and local laws by promoting good faith efforts to achieve established affirmative action objectives, and take proactive steps to develop diverse applicant pools for vacant positions; and • Develop, in consultation with agency managers and staff, ways to improve diversity, equity and inclusion at DEQ. <p>DEQ will be a leader among employing entities within Oregon in providing job applicants, employees and vendors, through a program of affirmative action, fair and equal opportunities for employment and advancement in programs and services and in the awarding of contracts.</p> <p>Affirmative action means a method of eliminating the effects of past and present discrimination, intended or unintended, on the basis of race, religion, color, sex, (including pregnancy, sexual orientation or gender identity) marital status, national origin, physical or mental disability, genetic information, veteran status or age.</p>
Authority	<p>ORS 659A.012 Policy Against Discrimination in Employment</p> <p>ORS 243.305 Policy of Affirmative Action and Fair and Equal Employment Opportunities and Advancement</p> <p>OAR 105.040.0001 Equal Employment Opportunity and Affirmative Action</p>
Ownership	The agency director and the affirmative action officers currently are responsible for developing the Affirmative Action plan every two years. Going forward, DEQ expects that its Diversity Council will participate in the development of this plan.
Applicability	All DEQ employees (full-time, part-time, represented, management services, executive, limited duration and seasonal, contract and temporary employees) volunteers, contractors and agents.
POLICY	DEQ respects its employees and applicants for positions working for the agency. DEQ will not discriminate based on race, national origin, color, gender identity,

	sexual orientation, religion, age, gender, marital status or family status, physical or mental disability, source of income or veterans status or any other factor not related to job performance.
Complaint Procedures	<p>Individuals who believe they might have been discriminated against in any way or who have observed a discriminatory act may file a complaint within 365 calendar days of the alleged act or upon knowledge of the alleged act with the agency director, the Human Resource manager, or any of the other offices or agencies referred to in DEQ's Affirmative Action Plan.</p> <p>Any DEQ employee may submit an anonymous complaint to Human Resources through the agency's internal website application, "Speak up".</p>
Violations of Policy	Violators of this policy will be subject to discipline up to and including termination from employment.
Manager Responsibilities	<p>DEQ managers are directly responsible for the success of affirmative action programs within the agency and are expected to actively support recruitment and career development programs in the agency's Affirmative Action Plan to achieve these goals.</p> <p>Agency manager position descriptions direct managers to support diversity and non-discrimination. Such support is considered in reviewing manager performance.</p>
Availability	<p>DEQ makes its Affirmative Action Plan available as follows:</p> <ul style="list-style-type: none"> • On the agency's internal and external websites. • Upon request from Human Resources. • Hard copies posted in each DEQ office location.
Definitions	<p>Employment related decisions include, but are not limited to:</p> <ol style="list-style-type: none"> (a) Hiring (b) Promotion (c) Demotion (d) Transfer (e) Termination (f) Layoff (g) Training (h) Compensation (i) Benefits (j) Performance evaluations <p>Individual with a disability: any individual with one or more medical conditions that substantially limit one or more life activities.</p> <p>Veteran: a person who:</p> <ol style="list-style-type: none"> A. Served on active duty with the Armed Forces of the United States: <ol style="list-style-type: none"> i. For a period of more than 178 consecutive days and was discharged or released from active duty under honorable conditions; ii. For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or iii. For at least one day in a combat zone and was discharged or

	<p>released from active duty under honorable conditions; or</p> <p>B. Received a combat or campaign ribbon for service in the Armed Forces of the United States.</p>
Records management	Retain all documents related to this policy according to state general and DEQ-specific retention schedules.
History	<p>Agency Affirmative Action Plan effective: July 1, 2009</p> <p>Agency Affirmative Action Policy effective: December 23, 2009 (Policy taken directly from Plan for separate posting)</p> <p>Agency Affirmative Action Plan effective: July 30, 2019</p> <p>Agency Affirmative Action Policy updated March 2021 and included in 2021-2013 Affirmative Action Plan.</p>

DEQ Policy

Education and Training



State of Oregon
Department of
Environmental
Quality

Policy Number: 090.007.2021	Version: 9
Effective Date: 5/19/21	Next Scheduled Revision Date: As needed
Approval: <u>Brian Boling</u> Brian Boling (May 14, 2021 10:50 PDT)	Title: Central Services Division administrator

Intent/Purpose/ Statement of Need	DEQ is committed to providing employees with opportunities to increase skills in their current position and encourage future development and planning for their professional growth.
Authority	DAS Policy 10.040.01 (State Employee Training) OAR 839-020-0044 DAS/AFSCME/DEQ Collective Bargaining Agreement
Ownership	Central Services Division
Applicability	Except as noted, this policy applies to all DEQ employees (full time, part time, represented, management services, executive, limited duration, contract and temporary employees).
POLICY	
Agency commitment to career development	It is important to DEQ to maintain and promote a well trained workforce. DEQ is committed to providing opportunities for all employees to receive and attend all forms of career development. DEQ will not unreasonably deny appropriately requested career development. The agency will make career development available to employees without regard to race, color, religion, gender, gender identity, national origin, age, sexual orientation, or mental or physical disability.
Roles and responsibilities	<p>Having a well-trained workforce is a fundamental responsibility of every DEQ employee, regardless of position within the agency. Specific responsibilities include the following.</p> <p>Agency Leadership</p> <ul style="list-style-type: none"> • Strategic alignment of policy with agency planning; diversity, inclusion and equity goals; workforce development goals; and technology changes. • Provide resources to support effectiveness of this policy. • Implement tracking to hold managers and staff accountable for ensuring that staff have updated training plans and receive minimum 20 hours of training per year. <p>Training and Development</p> <ul style="list-style-type: none"> • Track training denials and provide either a summary or copy of the denials to

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	<p>the Labor Management Committee annually.</p> <ul style="list-style-type: none"> • Promote the career development program and available training opportunities. • Offer consultation with individual staff members regarding career development. • Maintain updated procedures for requesting training, education and career development, in keeping with Agency technology changes, so that the processes are standardized and clear to both staff and managers. • Develop and implement a real-time tracking process to measure success of the Education and Training policy. • Develop and deliver training for managers and staff on the Education and Training policy and procedures. <p>Managers</p> <ul style="list-style-type: none"> • Annually review and approve training plans during annual review process. • Quarterly review training plan and goals with staff. • Provide assistance in identifying appropriate training opportunities for staff. • Document training denials in writing within 15 days of the training request to both the employee and Training and Development. • Will not unreasonably deny appropriately requested education and training. Reasons for training denial may include, but are not limited to, budget constraints, workload, or other operational reasons. • Support employees' job-related training goals, career planning and implementation of training and future-focused education plans. <p>Employees</p> <ul style="list-style-type: none"> • Identify and request job-related and skill-building training opportunities. • Participate in updating of annual training plan and periodically update and request approval of training plan. • Quarterly, review training plan and goals with manager. • Enter completed training into learning management system.
Applying for career development	<p>Employees share responsibility for identifying, researching and applying for career development opportunities and are encouraged to discuss their career goals with their supervisors. DEQ expects all employees to have a training plan on file that will, at a minimum, address core training and job-related education. To apply for the training listed on the plan, employees must follow the established DEQ procedure for requesting training.</p>
Career development opportunities	<p>Career Development is defined as any core or job related training, any future-focused education and any other professional development that fosters employee development.</p> <p>To support and promote employee growth, DEQ has established a practice that all employees will develop a training plan annually in conjunction with their manager. DEQ supports a target of all employees' completion of a minimum of 20 hours of career</p>

	<p>development on an annual basis. In addition, DEQ has a goal of at least 75 employees engaging in job-related training and/or future-focused education annually.</p> <p>DEQ will provide career development opportunities for all employees when possible. Examples of opportunities include, but are not limited to, core and job-related training, future-focused education and professional development activities. See below for detailed descriptions of these types of career development.</p>
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Core Training	
Definition	<p>Core training is required for all positions at DEQ and includes the following:</p> <ul style="list-style-type: none"> • New employee onboarding • Universal and job-specific safety training • DAS and DEQ required policy training • Any additional DEQ required training • Any additional technological or necessary agency-wide training
Payment	Program funds pay 100 percent of approved core training costs.
Hours	All core training is completed during work hours.
Eligibility	All DEQ employees (full time, part time, represented, management services, executive, limited duration, contract and temporary employees) are eligible to receive core training.
Additional Information	All new managers will complete identified DAS management courses within six months of hire. If the DAS management courses are not available, DEQ's Central Services Division administrator will work with DAS to identify relevant and appropriate training for the new managers to take within six months of hire.

Job-Related Training	
Definition	<p>Job-related training is defined as training that helps employees perform better in their current position per the duties outlined on their current position description. Job related training includes the following training activities and any associated fees and/or books:</p> <ul style="list-style-type: none"> • Classes • Courses • Workshops • Seminars • Exams • Conventions • Certifications
Payment	Program funds pay 100 percent of approved job-related training costs including fees and books.
Hours	All job-related training is completed during work hours.

Eligibility	All DEQ employees (full time, part time, represented, management services, executive, limited duration, contract and temporary employees) are eligible to receive job-related training.
Additional Information	Full college degree plans are excluded. Degree plans are considered future-focused career education.

Future-Focused Education	
Definition	<p>Future-focused education is intended to help employees develop toward future positions and enhance skills that are not necessary for the duties on their current position description. Also included in future-focused education are full college degree programs.</p> <p>Future-focused education includes the following development activities and any associated fees and/or books:</p> <ul style="list-style-type: none"> • Classes • Courses • Workshops • Seminars • Exam • Conventions • Certifications
Payment	<p>Employees pay for future-focused career education. DEQ will reimburse employees up to:</p> <ul style="list-style-type: none"> • 75 percent for employees at salary range 21 and above <ul style="list-style-type: none"> ○ Reimbursement for salary range 21 and above cannot exceed \$4,000 in a twelve-month period. • 100 percent for employees at salary range 20 and below <ul style="list-style-type: none"> ○ Reimbursement for salary range 20 and below cannot exceed \$5,000 in a twelve-month period. <p>Reimbursement payments are non-taxable. Tax rules are subject to change; the reimbursement form on QNet will include the current tax status of reimbursement payments. DEQ only reimburses funds paid directly by the employee. DEQ will not grant reimbursement for:</p> <ul style="list-style-type: none"> • Courses paid by student loans, grants or any other third party payment • The following associated costs: <ul style="list-style-type: none"> ○ School supplies ○ Child care ○ Parking ○ Technology, including computers, tablets or and laptops <p>No funds shall be carried over from year to year. The twelve-month reimbursement period begins with the first reimbursement payment.</p>

Hours	<p>All future-focused education must be completed on the employee's own time and not during work hours.</p> <p>Employees may request for manager approval for reduced FTE or an Educational Leave of Absence to accommodate class and study time.</p>
Eligibility	<ul style="list-style-type: none"> • Full time, part time, represented, management services, executive and limited duration employees are eligible for future-focused education. • Trial service employees and temporary employees are not eligible to participate. • Employees who have had a disciplinary action of a salary reduction or higher within the last year may not be eligible to participate.
Additional Information	<p>To receive reimbursement:</p> <ul style="list-style-type: none"> • Employee must have an approved future-focused education plan on file listing all educational items. • Requests for reimbursement must be submitted within 60 days of completion of the course(s). • Employee must submit Education Reimbursement Form and include the following items: <ul style="list-style-type: none"> ○ Proof of payment to an accredited institution for the class ○ Documentation of proof of grade. Employee must receive a "pass" or grade of "C" or better in the class. If the class is credit/no credit, the employee must receive credit status.

Professional Development Opportunities	
Definition	<p>Professional development is intended to provide opportunities for employees to develop their professional skills. Professional development activities include the following:</p> <ul style="list-style-type: none"> • Career guidance sessions • Informational interviews • Mentoring • Rotations • Job Shadowing • Lead worker assignments • Participation in project management pool
Payment	These activities typically do not have a direct monetary cost.
Hours	All approved professional development activities are completed during work hours.
Eligibility	<ul style="list-style-type: none"> • Full time, part time, represented, management services, executive and limited duration employees are eligible for future-focused education. • The following are not eligible to participate:

	<ul style="list-style-type: none"> ○ Trial service employees ○ Temporary employees. • Employees who have had a disciplinary action of a salary reduction or higher within the last year may not be eligible to participate.
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Other training	<ul style="list-style-type: none"> • Program funds will cover 100 percent of Public Employees Retirement System sponsored retirement and investment seminar costs. These seminars will be on paid time if occurring during an employee's regular work hours. If the seminar takes place outside the regular working hours, employees must do this on their own time. • Employees may request an Educational leave of absence to pursue educational goals. Educational leave is unpaid time. For more information refer to the DEQ Leave without Pay Policy and the 2019-21 Collective Bargaining Agreement, Article 31 Section 2(c). 						
Professional licenses and registrations	<table border="1"> <thead> <tr> <th colspan="2">Professional Licenses and Registrations</th></tr> </thead> <tbody> <tr> <td>Definition</td><td> <p>A professional license or registration related to your profession may include but is not limited to:</p> <ul style="list-style-type: none"> a) certified public accountant; b) professional engineer; c) registered geologist; or d) registered environmental health specialist or registered sanitarian. </td></tr> <tr> <td>Payment</td><td> <ul style="list-style-type: none"> • Program funds pay 100 percent of approved license or registration costs for an employee when it is required as part of the job duties of an employee and identified as a requirement of the position in the position description. • Each renewal must be approved by manager. • Renewals must be presented to the SPOTS payer or a requisition submitted to the procurement office no later than 30 days in advance of due date. • DEQ will not pay late fees or penalties for renewals. </td></tr> </tbody> </table>	Professional Licenses and Registrations		Definition	<p>A professional license or registration related to your profession may include but is not limited to:</p> <ul style="list-style-type: none"> a) certified public accountant; b) professional engineer; c) registered geologist; or d) registered environmental health specialist or registered sanitarian. 	Payment	<ul style="list-style-type: none"> • Program funds pay 100 percent of approved license or registration costs for an employee when it is required as part of the job duties of an employee and identified as a requirement of the position in the position description. • Each renewal must be approved by manager. • Renewals must be presented to the SPOTS payer or a requisition submitted to the procurement office no later than 30 days in advance of due date. • DEQ will not pay late fees or penalties for renewals.
Professional Licenses and Registrations							
Definition	<p>A professional license or registration related to your profession may include but is not limited to:</p> <ul style="list-style-type: none"> a) certified public accountant; b) professional engineer; c) registered geologist; or d) registered environmental health specialist or registered sanitarian. 						
Payment	<ul style="list-style-type: none"> • Program funds pay 100 percent of approved license or registration costs for an employee when it is required as part of the job duties of an employee and identified as a requirement of the position in the position description. • Each renewal must be approved by manager. • Renewals must be presented to the SPOTS payer or a requisition submitted to the procurement office no later than 30 days in advance of due date. • DEQ will not pay late fees or penalties for renewals. 						

	<p>Eligibility</p> <p><u>Required for job</u> When a professional registration or license for a (a) certified public accountant, (b) professional engineer, (c) registered geologist or (d) registered environmental health specialist/ registered sanitarian is required as part of the job duties of an employee and identified as a requirement of the position in the position description, 100% will be paid by the agency annually.</p> <p><u>Not required for job</u> DEQ will pay up to \$250 maximum for non-required professional registration or licenses when pre-approved by the immediate supervisor annually.</p>
	<p>Additional Information</p> <p>Where a license or registration has a related membership or subscription, acquisition of the membership or subscription is outlined in the Membership/Subscription procedure.</p>
Records management	Retain all documents related to this policy according to state general and DEQ-specific retention schedules.
History	<ul style="list-style-type: none"> • 3/30/2006 (format only) • Clarify which expenses are eligible for reimbursement: 8/13/03, 6/10/04, 9/25/05; 10/15/09; 1/7/11; 2/21/12 • 4/16/13: update intent to comply with DAS policy and clarify DEQ's expectations regarding training plans and minimum training hours expected. • 4/17/14: to clarify reimbursement process. • 9/29/17: to increase amount allowed for professional memberships, identify responsibilities and clarify language. • 3/30/20: Update eligibility language. Conform policy to most recent policy template. • 5/19/21: Update career development definitions and general structure of the policy. Increased cap for future-focused education and changed salary range definitions. Update license/registration/membership/subscription definitions and added membership and subscription procedure.