



**EXECUTIVE ORDER NO. 17-11**

**RELATING TO AFFIRMATIVE ACTION, EQUAL EMPLOYMENT OPPORTUNITY, DIVERSITY, EQUITY, AND INCLUSION**

On January 26, 2005, Governor Kulongoski issued Executive Order 05-01, relating to affirmative action. That Executive Order directed Agency Directors and Administrators to review and discuss their affirmative action plans, to initiate training on affirmative action issues, including affirmative action responsibilities in key job descriptions, and to conduct Cultural Competency Assessment and training.

Since the issuance of Executive Order 05-01, Amendment 08-18, and Amendment 16-09, state agencies have met with the Governor's Affirmative Action Office (GAAO) to review and discuss their affirmative action plans. The Department of Administrative Services (DAS) has completed an audit of position descriptions for the inclusion of affirmative action duties and DAS has shared audit results with GAAO. In lieu of Cultural Competency Assessments, state agencies have committed to Respectful Leadership professional development (as defined in Affirmative Action Plan guidelines) for all staff with specific emphasis on Diversity, Equity, Inclusion, Affirmative Action, and Equal Employment Opportunity.

Significant gains have been made, and there is more work to be done. The State of Oregon remains committed to every person's right to work and advance on the basis of merit, ability, and potential. In order to continue implementation of the goals and policies set forth in Executive Orders 05-01, 08-18, and 16-09, I extend these orders as follows:

**NOW THEREFORE, IT IS HEREBY DIRECTED AND ORDERED:**

1. The GAAO and each Agency Director and Administrator shall review and discuss each agency's affirmative action plan and affirmative action goals to improve hiring and developmental opportunities.
2. To continue the State of Oregon's progress in promotion of Diversity, Equity, and Inclusion in the workplace, and the elimination of the effects of past and present discrimination, intended or unintended, Agency Directors and Administrators shall:



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- a. Provide ongoing leadership in implementing each agency's affirmative action plan;
- b. Ensure incorporation of affirmative action, diversity, equity, and inclusion responsibilities in executive and/or management job descriptions;
- c. Ensure that all directors, administrators, managers, and coordinators of diversity, equity, and inclusion, affirmative action, and equal employment opportunity, and agency Affirmative Action Representatives attend all GAAO's meetings to assist Representatives and agencies in fulfilling their affirmative action responsibilities. Agencies will annually submit the name of the agency Affirmative Action Representative and immediately inform the GAAO if the representative is changed.
- d. Post each agency's affirmative action policy statement and diversity and inclusion statement in a visible, conspicuous area. The policy statement shall include the name and contact information for the agency's Affirmative Action Representative;
- e. Communicate to all employees about the Affirmative Action resources available within each agency and the important role of Affirmative Action Representatives in responding to employees' concerns of discrimination in the areas of hiring, retention, promotion, and career development;
- f. Track, evaluate, and measure trends in agency discrimination and/or harassment claims, reporting data and findings in the subsequent biennial Affirmative Action Plan/Statement (Affirmative Action Statements are prescribed for agencies with ten or fewer FTE); and
- g. Work to improve implementation of the agency's affirmative action plan through the use of professional development, performance assessments, and/or performance evaluations.



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3. Under ORS 659A.012, state agencies are "required to include in the evaluation of all management personnel the manager's or supervisor's effectiveness in achieving affirmative action objectives as a key consideration of the manager's or supervisor's performance." Periodically, DAS shall conduct audits of agencies to determine whether management personnel are being evaluated based on effectiveness in achieving affirmative action objectives. Results of this audit shall be provided to GAAO.
4. GAAO will continue to coordinate with DAS regarding the progression and presentation of statewide professional development designed to improve employees' skills and competency in managing affirmative action, equity, and diversity issues.
5. GAAO will annually monitor agencies' training and implementation of Respectful Leadership as professional development regarding the areas of Diversity, Equity, Inclusion, Affirmative Action, and Equal Employment Opportunity and the internal and external impact of these professional development strategies. Agency Directors and Administrators are expected to implement current, ongoing professional development within their agencies to promote equity.
6. DAS, in conjunction with GAAO and the Oregon Department of Justice, has developed a web-based exit interview survey tool. Agency Directors and Administrators shall allow employees to use state equipment to access the Exit Interview Survey and shall encourage all employees to complete the survey prior to their transfer or departure.
7. GAAO will use all data collected from the Department of Administrative Services (DAS), Bureau of Labor and Industries (BOLI), Oregon Employment Department (OED), and other state agencies to produce and distribute a biennial report to the Governor, the Legislature, and key stakeholders.



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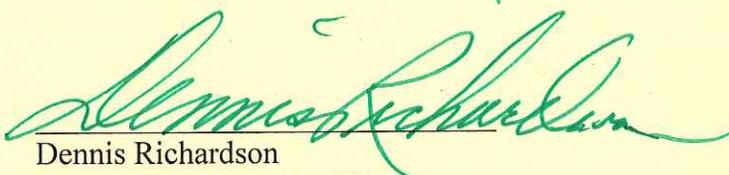
8. This Executive Order will expire on December 31, 2020.

Done at Salem, Oregon, this 16<sup>th</sup> day of October, 2017.



  
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Kate Brown  
GOVERNOR

ATTEST:

  
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Dennis Richardson  
SECRETARY OF STATE