OREGON GOVERNMENT ETHICS COMMISSION

Ronald A. Bersin
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Affirmative Action Plan

2023 – 2025 Biennium

AGENCY MISSION

The Oregon Government Ethics Commission (OGEC) will impartially and effectively administer and enforce Oregon's government ethics laws for the benefit of Oregon's citizens. The Commission will emphasize education in achieving its mission.

AGENCY FUNCTION

Comprised of a nine-member citizen commission and nine staff members, OGEC is charged with enforcing Oregon Government Ethics law, Oregon Revised Statute (ORS) Chapter 244, Oregon lobbying regulations, ORS 171.725 to 171.785 and 171.992, and the executive session provisions of Oregon Public Meetings law, ORS 192.660 and 192.685. ORS Chapter 244 relates to financial conflicts of interest, prohibited use of position or office for personal financial gain, nepotism, and gifts to public officials. Additionally, ORS Chapter 244 requires the filing of annual statements of economic interest by certain public officials and candidates. The lobbying regulations in ORS 171.725 to 171.785 require lobbyists and their employers or clients to register with OGEC and file quarterly reports of their lobbying expenditures. Finally, ORS 192.660 relates to the criteria a governing body must use when convening an executive session. OGEC enforces these laws through a complaint and investigation process. In addition to enforcement, OGEC provides verbal and written advice to public officials, issues advisory opinions, and provides training for public officials and lobbyists.

AGENCY REPRESENTATIVES

a. Agency Director
   Ronald A. Bersin, Executive Director
   3218 Pringle Road SE, Suite 220
   Salem, OR 97302
   503-378-5105

b. Governor's Policy Advisor
   Kevin Gleim
   Office of Governor Kate Brown
   503-378-6246

c. Affirmative Action Representative
   Ronald A. Bersin, Executive Director
   3218 Pringle Road SE, Suite 220
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AFFIRMATIVE ACTION POLICY

This policy applies to all employees and Commission members of OGEC. This policy applies to all matters relating to hiring, firing, promotion, benefits, compensation, and other terms and conditions of employment, as well as delivery of OGEC services.

OGEC ensures that it creates, maintains, and embeds a diverse and inclusive environment and organizational culture throughout the agency in keeping with the Office of Culture Change (OCC) and The Governor's Office's (GO) policies. OGEC also ensures that all Oregonians, regardless of gender, age, race, national origin, color, ethnicity, religion, people with disabilities, sexual orientation, veterans etc., have a fair and equal chance for available job opportunities within the agency.

OGEC will also ensure that it provides an environment for all applicants and employees that is free from sexual harassment and intimidation, creating a professional workplace environment regardless of an individual's race, color, religion, gender, sexual orientation, national origin, age, or disability.

OGEC supports the spirit and letter of equal employment opportunity laws, rules and regulations, affirmative action concepts, and the right of all persons to work and advance based on merit, ability, and potential. OGEC will not discriminate, nor tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position for which the applicant for employment is qualified.

OGEC will continue to maintain zero tolerance for any action that discriminates against an individual for employment, advancement and/or training due to physical or mental disabilities, race, color, religion, gender, sexual orientation, national origin, or age.

OGEC is an autonomous agency, but it receives Human Resource services as a client agency of the Department of Administrative Services (DAS).

The purpose of this statement is to update and maintain the previously initiated affirmative action program for OGEC in keeping with the directive of the GO, State and Federal laws and regulations, and executive orders of the President of the United States of America concerning diversity & inclusion/affirmative action, discrimination/non-discrimination guidelines appropriate under the Civil Rights Acts, equal employment opportunity (EEO) policies, and the Americans with Disabilities Act by which our good faith efforts must be directed.

We support the work of the OCC and GO, both inside and outside of state government, with everyone from state agency heads, human resources, and on-the-ground staff to community-based organizations and the public. This not only identifies systemic barriers and weaknesses that stand in the way of a diverse and inclusive workforce, but also finds and implements effective solutions that will fix the problems and improve the performance and service delivery of state organizations. We model our agency's strategies and goals based on the State of

Oregon's Diversity, Equity, and Inclusion Action Plan, A Roadmap to Racial Equity and Belonging (see Appendix A).

While OGEC was created by state laws, we are working to build an organization that uses the concepts of diversity, equity, and inclusion (DEI), such as problem-solving, innovation, and organizational development, to create a workplace that is stronger, better functioning, and more dynamic, and that can deliver the best possible service to the people of Oregon (see Appendix B).

2021-2023 PROGRESS REPORT

During the 2021-23 biennium, OGEC has continued to work toward meeting its affirmative action, diversity, equity, inclusion, and ADA goals, which has led to meaningful change. In reviewing the recruitment process with OCC, OGEC realized some gaps in the recruitment process and has begun creating processes to improve the overall recruitment structures. Since that discovery, OGEC staff has begun the work to update the overall internal recruitment process, including updating job announcements to include more inclusive verbiage, partnering with OCC to review verbiage and sharing job announcements with Partners in Diversity. OGEC has and continues to utilize annual staff and customer service evaluations to embrace the opportunity for improvement of its hiring practices to ensure that affirmative action and diversity goals are met.

OGEC Commissioners and staff ratios have historically remained consistent in terms of the protected classes. At the time of this report, the Commission is comprised of seven Commissioners, four of whom are Caucasian men, two Caucasian women, and one Native American woman. There are currently eight OGEC staff comprised of two Caucasian men, one Hispanic/Latino woman, and five Caucasian women. In the past biennium, there has been a noted shift in the classification of worker generation. In previous years, a significant portion of the staff was classified as Baby Boomers. As of June 2022, OGEC staff include two Millennials, three Generation X, and three Baby Boomers, a much a wider range in the generations (See Organization Charts Appendix C).

In 2021, OGEC experienced two retirements and one transfer to another agency, which dramatically increased the number of recruitments. At the time of this report, in June 2022, OGEC has completed two recruitments and is mid process of another recruitment. OGEC utilized these recent hiring opportunities to update application and recruitment processes, in partnership with OCC. Largely due to Covid-19 restrictions, OGEC did not participate in any job fairs in 2021. This is something that OGEC is currently working on rectifying.

The opportunity for promotion within the agency varies because of the diverse nature of the limited positions, but employees are urged to cross-train whenever possible so that they may take advantage of those opportunities when they do occur. OGEC's Executive Director promotes and encourages career developmental training.

2023-2025 OBJECTIVES

In the 2023-25 biennium, OGEC will pursue the following strategies, supporting goals, and implementation processes:

Strategy 1 - Revise Recruitment Processes

Actions:

- Audit current recruitment processes.
- Share employment opportunities with the Office of Cultural Change, Partners in Diversity, and other community-based organizations that serve historically marginalized communities.
- Research and connect with community job fairs to increase access to OGEC employment opportunities.

Strategy 2 - Update Outreach Processes

Actions:

- Hire a Training & Development Specialist 2 to ensure OGEC trainings and opportunities are accessible to all, including historically marginalized communities.
- Review current outreach processes.
- Connect with other community-based organizations that serve historically marginalized communities.
- Educate staff and Commission members on affirmative action processes quarterly.

Strategy 3 - Increase Awareness of Diversity, Equity, and Inclusion among OGEC Commissioners and staff.

Actions:

- Hire a Training & Development Specialist 2 with direct DEI experience.
- Stream all Department of Administrative Services and Office of Cultural Change DEI events in conference room.
- Share and encourage participation by OGEC staff in all DEI events and educational opportunities, such as the Annual DEI Conference.

Our strategies to revise and update our current processes, while encouraging the awareness of the importance of diversity, equity, and inclusion within our Commission and staff, will be implemented over the next biennium with the hopes of breaking down barriers and creating an inclusive working environment so that all OGEC employees and Commissioners can thrive and feel that they truly belong.

Respectfully submitted,

Ronald A. Bersin
Executive Director

Appendix A: [State of Oregon Diversity, Equity and Inclusion Action Plan, A Roadmap to Racial Equity and Belonging]

Appendix B: OGEC Diversity, Equity & Inclusion Statement

OGEC is committed to establishing, monitoring, and maintaining a diverse workforce, reflective of the population within the State of Oregon, where all employees are valued, treated fairly, and given opportunities to develop, thrive and feel that they truly belong. This is a commitment to an active program that provides equal opportunities for all persons regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age, or disability. Every employee plays a part in our diverse workforce and inclusive work environment by being respectful and supportive, and by acting with integrity to one another. Each person's skills, talents, knowledge, experiences, and personalities broaden the range of perspectives in and approaches to conducting the work we do at OGEC.

OGEC can best promote excellence by recruiting, retaining, and accommodating a diverse group of staff in an environment of respect that is supportive of their workplace success. This climate of diversity, inclusion and excellence is critical to successfully attaining our mission of contributing leadership and resources to increase the skills, knowledge and career opportunities of Oregonians.

OGEC is an equal-opportunity employer that is committed to a proactive role in the recruitment and selection process. OGEC will use diverse recruitment strategies to identify and attract candidates and establish interview panels that represent protected-class groups.

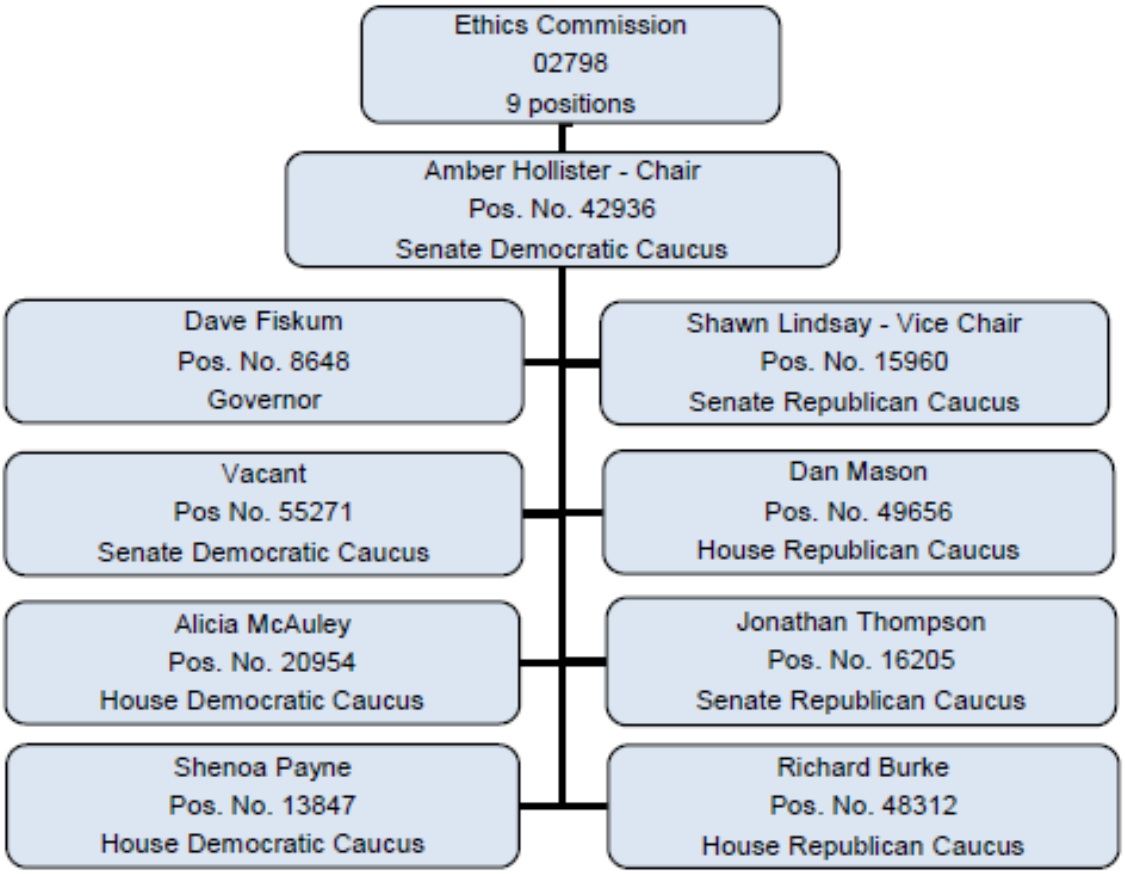
OGEC is committed to providing broad and culturally enriched training, career growth and developmental opportunities to all employees on an equal basis, enabling them to further advance and promote their knowledge, skills, and abilities and their value of diversity

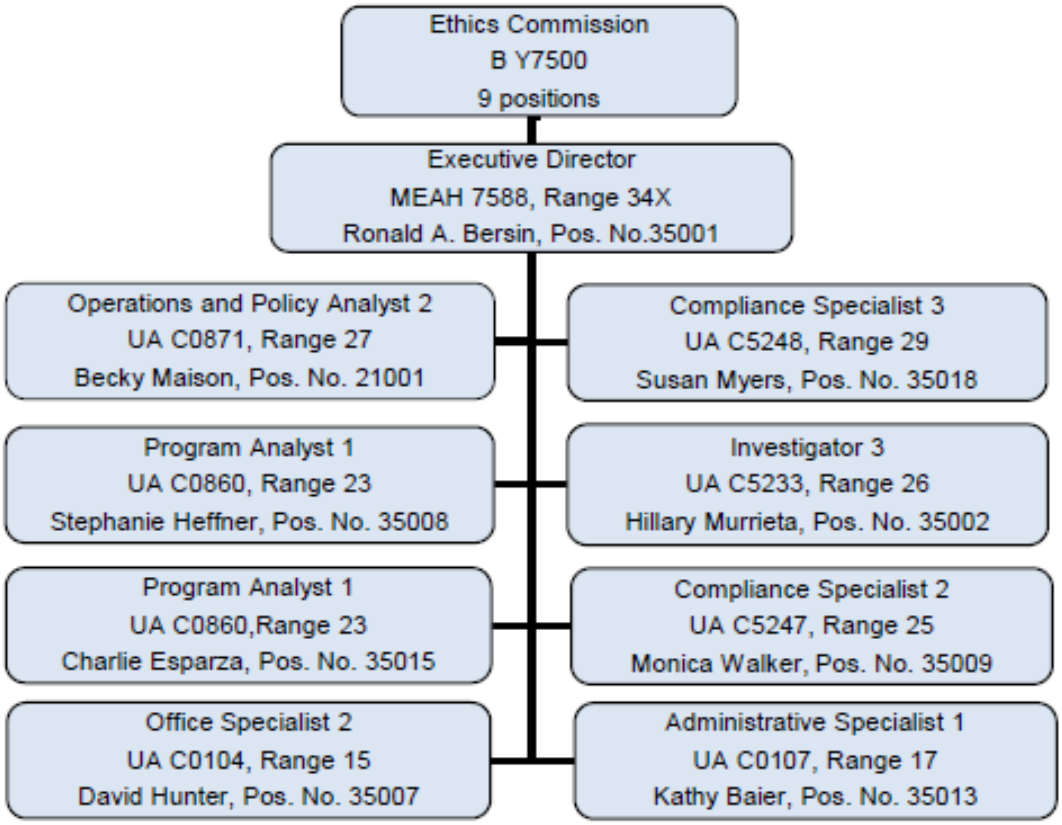
The Affirmative Action Policy and Diversity & Inclusion Statement will appear on OGEC's webpage. Additionally, OGEC's plan will be provided to all new employees, posted in the employees' common area, and linked in OGEC's quarterly newsletter. All OGEC employees, with a higher emphasis of responsibility placed on management employees, are responsible for the implementation of the Affirmative Action Policy and Diversity & Inclusion in the workplace. Employees and Commissioners are expected to ensure that they are aware of the Affirmative Action Policy and Diversity & Inclusion statement and follow the policy and statement guidelines as it pertains to their work, especially during the hiring process.

An individual who has interviewed for employment, who believes they were denied employment based on any of the aforementioned discriminatory factors, may file a complaint with the Executive Director on behalf of the Commission. All reported incidents will be investigated promptly, thoroughly, impartially, and discreetly. The investigator will notify the complainant in writing of the results of the investigation. Formal appeals/complaints may also

be filed with the state's Affirmative Action Office; the Bureau of Labor and Industries; the Equal Employment Opportunity Commission (909 First Avenue, Ste. 400, Seattle, WA 98104-1061); or the United States Department of Labor, Office of Civil Rights.

Appendix C: <u>2023 - 2025 OGEC Organizational Charts</u>





Appendix D: State Policy Documentation

- **A.** ADA and Reasonable Accommodation Policy *(Statewide policy 50.020.10)*
- **B.** Discrimination and Harassment Free Workplace *(Statewide policy 50.010.01)*
- **C.** Statewide Workforce Learning and Development *(Statewide policy 10.040.01)*
    - a. References:
        - i. Duties of Administrator (*ORS 240.145*)
        - ii. Rules Applicable to Management Services (*ORS 240.250*)
- **D.** Recruitment and Selection (*Statewide policy 40.010.02*)
- **E.** Veterans Preference in Public Employment *(ORS 408.230)*
- **F.** Equal Opportunity and Affirmative Action Rule *(105.040.0001)*
- **G.** Executive Order 22-11