



Oregon Liquor and Cannabis Commission

2023 – 2025

Affirmative Action Plan



Oregon

Tina Kotek, Governor

Liquor and Cannabis Commission

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June 23, 2023

Rosa Klein
Governor's Office of Cultural Change
900 Court St. NE, Ste. 254
Salem, OR 97301

Dear Ms. Klein,

The Oregon Liquor and Cannabis Commission's (OLCC) leadership is committed to providing all of its employees with a workplace that is inclusive, equitable, and diverse. The OLCC will continue its goal to diversify our workforce, and create and foster a workplace where all of our employees feel respected and have a deep sense of belonging. Our Affirmative Action Plan will focus of our ongoing efforts to achieve the goals that are outlined in our plan.

We appreciate the Governor's commitment to promote diversity, equity and inclusion for all state employees and Oregonians through the public services it provides. We are submitting our Affirmative Action Plan to you, and we look forward to doing our part to make the state a workplace of choice for Oregonians.

If you have any questions or you would like more information about our plan, please contact Marsha Barton, Sr. HR Business Partner at marsha.barton@oregon.gov.

Sincerely,

Craig Prins
Interim Executive Director
Oregon Liquor and Cannabis Commission

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Introduction

Agency Overview

The Oregon Liquor and Cannabis Commission's (OLCC) mission is to support businesses, public safety, and community livability through education and the enforcement of liquor and marijuana laws.

The OLCC is the agency that is responsible for regulating the sale and service of alcoholic beverages in Oregon by administering the state's Liquor Control Act and regulating the production, processing and sale of recreational marijuana in Oregon through the Control, Regulation and Taxation of Marijuana and Industrial Hemp Act. The agency also regulates the production, processing and sale of medical products sold to Oregon Medical Marijuana Program (OMMP) cardholders in the OLCC's licensed marijuana retail shops.

The agency is comprised of four major operational programs: the Distilled Spirits Program, the Recreational Marijuana Program, the Public Safety Program and the Medical Marijuana Program. All four programs are supported by the Administration, Financial Services, and Support Services divisions. Revenue generated from these programs helps support state and local government programs.

The Distilled Spirits Program oversees the distribution and sale of distilled spirits in the state. The Distilled Spirits division centrally purchases, warehouses and distributes distilled spirits to Oregon's independently operated liquor stores. The OLCC's Public Safety Program licenses and regulates businesses in the alcohol industry such as manufacturers, wholesalers, bars, restaurants, grocery stores, and convenience stores.

The Recreational Marijuana Program is exclusively authorized to make recreational and medical grade marijuana available to consumers and licensed businesses through retail marijuana stores. The program also tracks the growing, transporting, processing and selling of recreational marijuana products. The OLCC's Public Safety Program is responsible for licensing and regulating the operation of the recreational marijuana industry in Oregon.

The Medical Marijuana Program is responsible for the tracking of any OMMP grow (producer) that is registered to produce marijuana for three or more patients, OMMP processing sites and OMMP dispensaries. The Oregon Health Authority administers the OOMP.

The OLCC also enforces the Bottle Bill. Under this law, most beverages sold in Oregon have a 10-cent refund value and stores and redemption centers must redeem empty containers.

Key Contact Information

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Affirmative Action Representative:

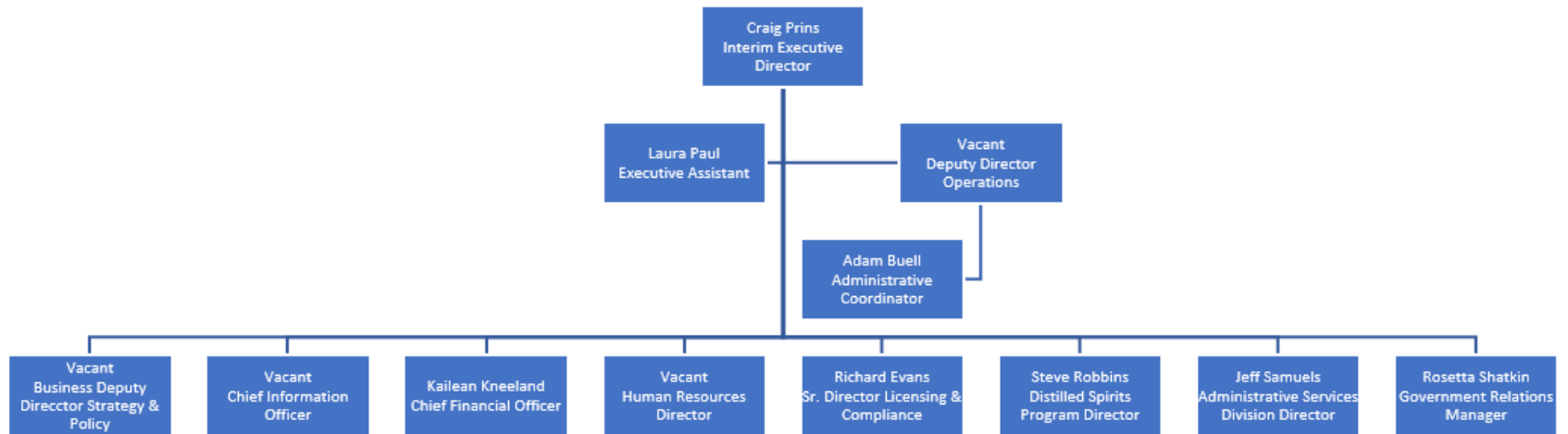
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Agency Organizational Chart



2021-2023 Affirmative Action Plan

Progress

Summary

During the last biennium, the OLCC changed the way we work due to the COVID-19 pandemic. Some of our workforce began working remotely in the Spring of 2020 and this practice has continued through today. Employees have been enjoying a better work-life balance since their commute times have been reduced, and we are seeing an increase in employee motivation and productivity. The OLCC and other state agencies had to evolve and modify our work practices and at times it could be challenging navigating new technologies, but the agency has remained dedicated to our affirmative action plan.

People are the OLCC's most important asset. Each person has differences that enrich the workplace and strengthen our cultural awareness. The OLCC had set 4 goals to increase diversity within the agency. Each goal is listed below along with the OLCC's progress.

Goal 1

Increase our level of workforce diversity and look for opportunities to eliminate remaining areas of underutilization for women, people of color, and people with disabilities.

1. Over the last biennium, the OLCC has created additional recruiting roles on the Human Resources team to address the agency's increasing number of vacant positions. Our recruiters understand that the Affirmative Action Plan and its strategies and goals are important. Our recruiters incorporate all of them into our recruiting practices to help ensure that the agency is able to create and maintain a diverse workforce.
2. The agency will continue to be more transparent with the agency's affirmative action goals to coach, increase knowledge and awareness with managers and interview panelists on recognizing and eliminating unconscious bias.
3. Due to the agency's recruitment strategies and practices, the agency has seen an increase in the number of women who were hired for both temporary and permanent positions. In 2020, the OLCC's affirmative action report showed that there were 140 female employees. As of June 2021, there were 152 female employees (9% increase). As of March 2023, there were 146 female employees (4% decrease). Percentage decreases normally occur due to turnover and retention.

In 2020, the OLCC's affirmative action report showed that there were 57 employees who were people of color. As of June 2021, there were 73 people of color (16% increase). As of March 2023, there were 85 people of color employed with the OLCC (17% increase).

In 2020, the OLCC's affirmative action report showed that there were 7 employees with a reported disability. As of June 2021, there was still a total of 7 employees. As of March 2023, there were 8 employees with a reported disability so the agency saw a slight increase.

In 2020, the OLCC's affirmative action plan report showed that 26 employees held a veteran status. As of June 2021, there were 31 employees (2% increase). As of March 2023, there were 23 employees with a veteran status so the agency saw a decrease (3% decrease). Percentage decreases normally occur due to turnover and retention.

Goal 2

Continue to look for opportunities to promote women, people of color, and people with disabilities from within the agency.

1. The OLCC continues to offer and promote opportunities for career development, work out of class assignments, job rotations, tuition reimbursement, and internal and external training and development.
2. Leadership is encouraged to look at all employees from all different types of backgrounds for promotional opportunities within the agency. Annual training in unconscious bias will continue to be encouraged for current leaders and future leaders at the agency. The University of Oregon currently offers workshop videos on implicit bias and equity and inclusion which are among the tools the agency will use to educate and train leadership.
3. The agency will continue to monitor progress in the recruitment of applicants who are both qualified for open roles and who are from diverse community groups.

Goal 3

Engage in recruitment activities with additional institutions of higher education and diverse community groups.

1. The OLCC posts open job opportunities on social media platforms such as Facebook, Instagram, Twitter, and LinkedIn to help extend our reach to applicants from diverse community groups. The agency's job postings are also distributed through GovDelivery which is a free email subscription service. There are currently 5,296 subscribers through GovDelivery who receive a list of our current job openings.

2. The OLCC has maintained a longstanding relationship with Partners in Diversity and our affirmative action representative attends their educational programs. Their vision is to have a thriving, diverse, and welcoming community in which all people can work and live. Their values are equity, integrity, and courage. Their vision and values align with the OLCC's vision and values, and our commitment to recruit people in diverse communities.

Additionally, the agency will continue to seek new relationships with institutions of higher education and diverse community groups. The agency benefits from these relationships since the agency is provided with additional platforms to promote job opportunities and to connect with more diverse community groups.

3. Due to the COVID-19 pandemic, it has been a challenge to participate in in-person recruitment activities with institutions of higher education and diverse community groups. This will be a continued goal through the next biennium and the agency will also explore attending virtual activities.

Goal 4

Actively participate on Affirmative Action committees, additional organizations, and activities to promote the OLCC's Affirmative Action Plan to cultivate a productive and engaging workplace culture and to provide a better experience for the public and our business partners.

1. The OLCC's affirmative action representative attends DAS' Office of Cultural Change meetings where information is shared about affirmative action and diversity, equity, and inclusion initiatives and their progress. During the COVID-19 pandemic, many organizations were closed to the public and in-person activities and meetings were canceled. Attending these types of activities and meetings will be a continued goal through the next biennium.
2. Throughout the biennium, the OLCC has continued to support participation in these activities through all staff emails and through our wellness and inclusion committee. The agency will continue to promote employees' engagement in these activities whenever the opportunities arise.

2023-2025 Affirmative Action Plan

Summary

The OLCC will continue to look for ways to better understand and address the gaps in diversity that exist within our workforce. We will use the data gathered from the last biennium to ensure that we work towards filling the gaps that existed. The agency's overall goal is to recruit, promote, and retain employees who align with the diversity of Oregon's available workforce.

Per Governor's Executive Order 22-11, the Human Resources Director will review and discuss the OLCC's affirmative action plan and goals with the Executive Director to help improve hiring and development opportunities. Both directors will also provide ongoing leadership to ensure the implementation of the affirmative action plan, DEI, and equal employment opportunity to address the gaps in diversity within the agency.

Human Resources (HR) will incorporate affirmative action, diversity, equity, and inclusion responsibilities in all executive and management job descriptions. All agency directors, administrators, managers, and coordinators of affirmative action, DEI, and equal employment opportunity will attend all Governor's Office (GO) and Office of Cultural Change (OCC) meetings so they can support the agency's affirmative action representative.

HR will work with leadership to improve the implementation of the OLCC's affirmative action plan by utilizing performance evaluations and professional development opportunities. The effectiveness in achieving the OLCC's affirmative action objectives will be a key consideration of management personnel's performance.

The affirmative action representative in partnership with HR will track, evaluate, and measure trends for claims of discrimination and harassment. This data will be reported in subsequent affirmative action plans.

The agency has and will continue to post the agency's affirmative action plan and DEI statement on the agency's internal and external websites. HR will also inform all employees about the affirmative action resources that are available and that they should contact the OLCC's affirmative action representative if the employee has concerns about discrimination in hiring, retention, promotion, and career development.

The OLCC will also continue to encourage state employees to use state equipment to complete their exit interview survey prior to their departure from the OLCC.

Goal 1

The OLCC's 1st goal is to continue to build a diverse workforce and to create a workplace culture of inclusion and equity.

1. OLCC recruiters and hiring managers will review the affirmative action plan upon hire and on a semi-annual basis to ensure that both recruiters and hiring managers continue to work on our goals of diversifying our workforce. The OLCC is committed to recruiting, hiring, retaining, promoting, and training people who have been underrepresented in various areas of our society. The OLCC seeks to employ a workforce that is a true reflection of the state's demographics.
2. The OLCC will encourage directors in addition to all staff to join and/or participate in our wellness and inclusion committee's meetings and activities which typically take place on a monthly basis. Participation in this committee will strengthen existing relationships and foster new ones and assist the agency with reaching our goals of diversifying our workforce.

Goal 2

The OLCC's 2nd goal is to educate leadership about affirmative action, diversity, equity, inclusion, and equal employment opportunity to ensure that our current and future employees always feel included and that they are being treated equitably. We also want to continue to share the importance of diversity throughout the entire recruitment process.

1. Human Resources in partnership with OLCC directors will provide leadership to effectively implement the affirmative action plan. Leadership's attendance and engagement in meetings with DAS' Office of Cultural Change and DAS' Affirmative Action Representative bi-monthly meetings will provide the OLCC's leadership with the knowledge and tools necessary to continue to build a diverse workplace culture of inclusion and equity.
2. The OLCC will seek out educational opportunities for our leadership that are offered by the Department of Administrative Services (DAS) and by Partners in Diversity. Virtual or in-person educational meetings will help the agency reach the goals outlined in our affirmative action plan and help reverse historical trends of discrimination against individuals from protected groups.

Goal 3

The OLCC's 3rd goal is to continue to engage in recruitment activities with additional institutions of higher education and diverse community groups.

1. The OLCC will partner and collaborate with other state agencies and the OCC to learn more about their recruitment strategies and learn who they partner with to recruit their diverse workforces.

2. The OLCC will update its recruitment practices to ensure that recruiters are engaging with institutions of higher education and diverse community groups when new job postings are ready for posting and recruitment. We want to ensure that our practices are consistent amongst all of our recruiters and all of our recruitment process.

Goal 4

The OLCC's 4th goal is to continue to actively participate on Affirmative Action committees, additional organizations, and activities to promote the OLCC's Affirmative Action Plan to cultivate a productive and engaging workplace culture to provide a better experience for the public and our business partners.

1. The OLCC will partner and collaborate with other state agencies and the OCC to learn more about which committees, organizations, and activities they participate in to assist them with the cultivation of their productive and engaging workplace culture.
2. The OLCC will encourage hiring managers to participate in affirmative action committees, organizations, and activities. Participation in these committees, organizations and activities will improve our efforts to cultivate and foster a diverse, equitable, and inclusive workplace culture.

Appendices

Appendix A – Agency, State, and Federal Documentation

State Policy Documentation

- ADA and Reasonable Accommodation Policy (Statewide Policy 50.020.10)
- Discrimination and Harassment Free Workplace (Statewide Policy 50.010.01)
- Statewide Workforce Learning and Development Statewide Workforce Learning and Development (Statewide Policy 10.040.01)
- Veteran’s Preference in Employment (105.040.0015)
- Equal Opportunity and Affirmative Action Rule (105.040.0001)
- Executive Order 22-11

Federal Documentation

- Age Discrimination in Employment Act of 1967 (ADEA)
- Disability Discrimination Title I of the Americans with Disability Act of 1990
- Equal Pay and Compensation Discrimination Equal Pay Act of 1963, and Title VII of the Civil Rights Act of 1964
- Genetic Information Discrimination Title II of the Genetic Information and Nondiscrimination Act of 2008 (GINA)
- National Origin Discrimination Title VII of the Civil Rights Act of 1964
- Pregnancy Discrimination Title VII of the Civil Rights Act of 1964
- Race/Color Discrimination Title VII of the Civil Rights Act of 1964
- Religious Discrimination Title VII of the Civil Rights Act of 1964
- Retaliation Title VII of the Civil Agency Affirmative Action Policy
- Sex-Based Discrimination Title VII of the Civil Rights Act of 1964
- Sexual Harassment Title VII of the Civil Rights Act of 1964
- Agency-Specific Federal Reporting Requirements
- Executive Order 11246 (OFCCP Regulations)

Appendix B – Agency Complaint Process

- If an employee believes they have witnessed or experienced any type of discrimination, they are encouraged to inform their immediate manager, another manager, Human Resources, the Executive Director or the Commission Chair. The agency also has a designated contact for complaints. They may contact Craig Prins, Interim Executive Director or Marsha Barton, Sr. Human Resources Business Partner who is an alternate contact. Employees will also retain the right to file a complaint through the union grievance process and/or by going to the Civil Rights Division of the Bureau of Labor and Industries (BOLI) or the Equal Employment Opportunity Commission (EEOC).

Appendix C – Workforce Demographic Data

Key Findings:

- Key Finding 1: The top 3 communities of color represented at the OLCC are Hispanic or Latino (46.8%), American Indian or Alaska Native (35%), and Black or African American (33.4%).
- Key Finding 2: Hawaiian or Other Pacific Islanders are under represented at the OLCC and they make up 2.3% of the workforce.
- Key Finding 3: Male (58.2%) is the predominant gender identity making up the OLCC’s workforce.

Race/Ethnicity	Administrative Support	Officials and Administrators	Professionals	Protective Service Workers	Service	Skilled Craft Workers	Technicians
Indian or Alaska Native	0.0%	0.0%	0.0%	0.9%	4.1%	0.0%	30.0%
Asian	0.0%	4.9%	7.7%	2.8%	4.1%	0.0%	0.0%
Black or African American	13.0%	4.9%	1.0%	1.9%	2.7%	0.0%	10.0%
Hispanic or Latino	9.3%	4.9%	1.9%	10.2%	20.5%	0.0%	0.0%
I do not wish to answer.	1.9%	0.0%	5.8%	2.8%	0.0%	0.0%	0.0%
Hawaiian or Other Pacific	0.0%	0.0%	0.0%	0.9%	1.4%	0.0%	0.0%
Two or More	0.0%	2.4%	1.0%	0.9%	4.1%	0.0%	0.0%
White	75.9%	82.9%	82.7%	79.6%	63.0%	100.0%	60.0%

Gender	Percent
Male	58.2%
Female	41.8%

Disability	Precent
No Reported	97.9%
Reported	2.1%

Veteran	Percent
Not a Veteran	94.1%
Veteran	5.9%

Appendix D – Diversity Awareness Program

The OLCC’s Racial Equity, Diversity & Inclusion (REDI) committee promotes an inclusive, respectful, and diverse workplace. Its purpose is to lead, develop, and organize strategies to promote an inclusive, respectful, and diverse workplace.

The committee holds events in-person and virtually to promote the building of relationships among employees from diverse backgrounds. The support from leadership and managers helps support the agency’s and committee’s goals to foster inclusivity.

The committee also sponsors a variety of employee events that help build and maintain cross-departmental relationships, promotes recognition of diversity among employees, and develops cultural awareness. Membership in the committee continues to grow and it includes employees from various departments, backgrounds, etc.