



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES
GENERAL GOVERNMENT SERVICE CENTER

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Deputy Personnel Administrator/Acting Human Resources Administrator

One Capitol Hill

Providence, RI 02908

November 15, 2013

Richard A. Licht, Director
Department of Administration
1 Capitol Hill
Providence, RI 02908

Dear Director Licht:

In accordance with the Rhode Island General Law 28-5.1, I am respectfully submitting our Department's Annual Affirmative Action Statistical Report for the period of July 1, 2012 to June 30, 2013 and Affirmative Action Plan for July 1, 2013 to June 30, 2014.

Please review and sign for submission to Raymond Lambert, Administrator of the State Equal Opportunity Office.

Should you have any questions, please contact me at 222-6880.

Sincerely,

A handwritten signature in black ink that reads "Kathleen M. Lanphear".

Kathleen M. Lanphear

Deputy Personnel Administrator/Acting Human Resources Administrator

cc: Kenneth Kirsch, Executive Director



State of Rhode Island Department of Administration



Affirmative Action Plan July 1, 2013 – June 30, 2014

Accepted by:

Richard A. Licht
Director, Department of Administration

Date

Accepted by:

For the State Equal Opportunity Office

Date

3/12/14

One Capitol Hill
Providence, RI 02908

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PART I
AGENCY ORGANIZATION
AND
STRUCTURE

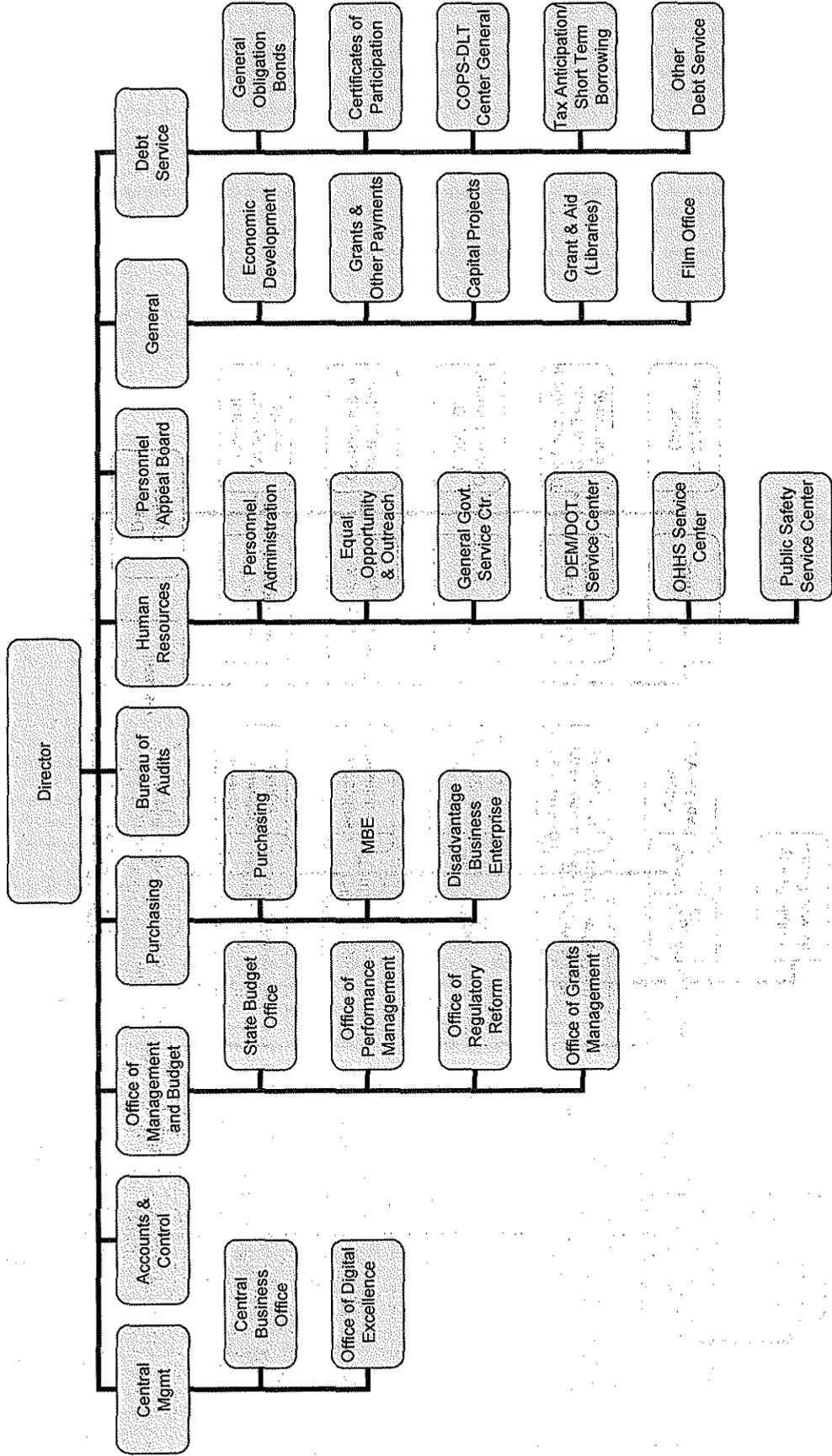
AGENCY ORGANIZATION AND STRUCTURE

Statutory Authority, Section 42-11-2 of the General Laws of Rhode Island, established the Department of Administration in 1951. The Department of Administration provides supportive services to all Rhode Island departments and agencies for effective coordination and direction of state programs within the framework of a changing administrative and fiscal environment. The Department also provides policy direction for executive leadership in a variety of financial and administrative matters and is responsible for the statewide implementation of policy decisions affecting the organization and delivery of state run and state supported services.

The Director of Administration heads the Department. The organization is comprised of the following programs encompassing all our employees: **Central Management** (Office of Director, Legal, and Central Business Office), **Accounts and Control, Budgeting**, (Budget Office), **Central Procurement** (State Purchasing, Minority Business Enterprise), Auditing, **Human Resources**, (Executive Director/ Operations, Personnel Administration, Equal Opportunity, *Outreach & Diversity Office*, Office of Training and Development), **Personnel Appeal Board**, **Facilities Management** (Associate Director, Building and Ground Maintenance, and State Energy Office, **Capital Projects & Property Management** (Office Management, Capital Projects, Property Management, State Building Code Commission), **Information Technology** (IT, Central Mail Services), **Library & Information Services**, Planning (Statewide Planning, Local Government Assistance, and Housing and Community Development), **General , Internal Service Fund** (Workers' Compensation Fund, Central Utilities Fund, Data Processing, State Fleet, **Office of Digital Excellence**, and **Office of Management and Budget**.

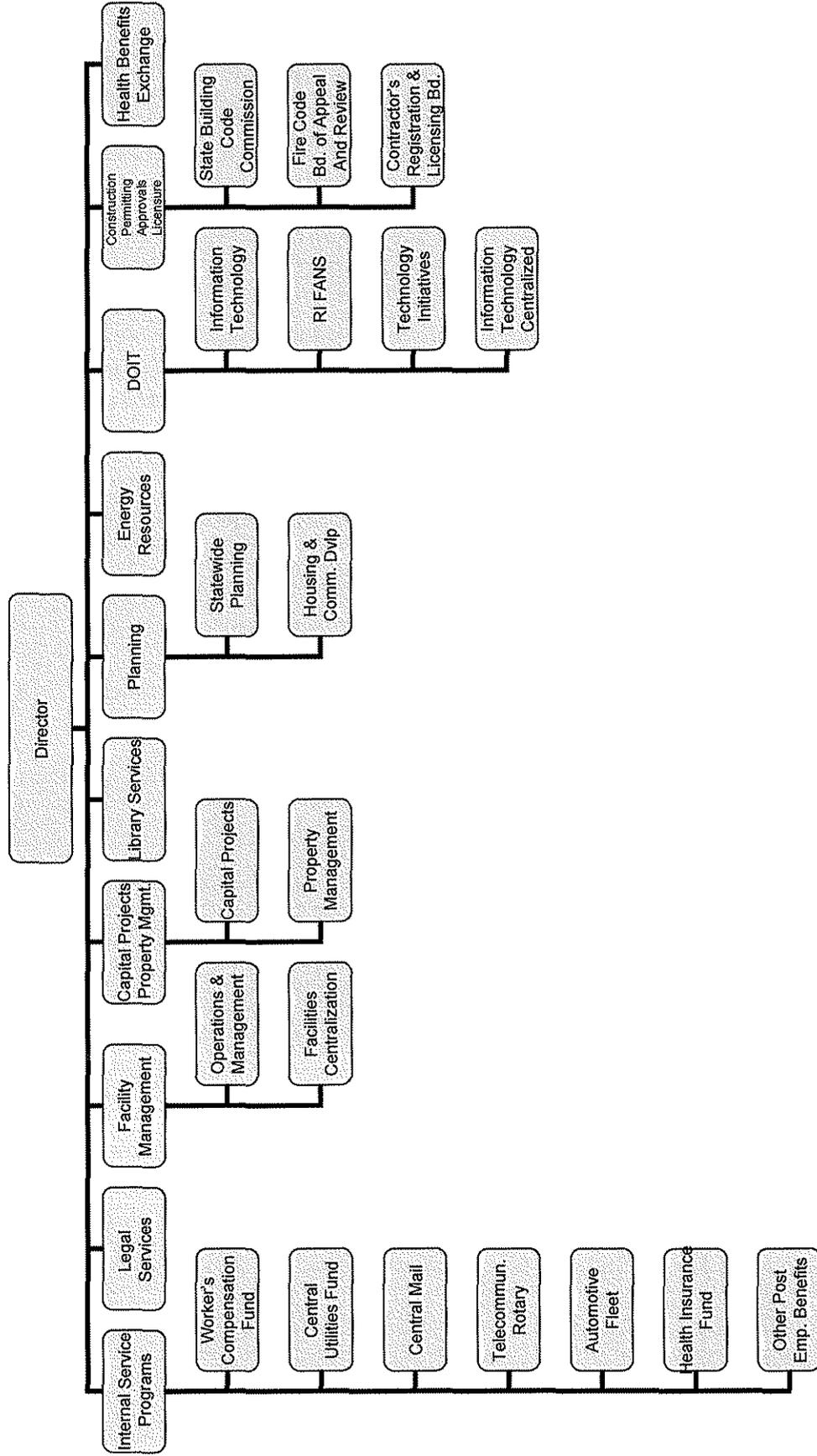
The Agency

Department of Administration



The Agency

Department of Administration, Continued



PART II
PLAN ADMINISTRATION

**DEPARTMENT OF ADMINISTRATION STATEMENT OF POLICY ON
EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

It is the policy of this department to promote fair and equitable treatment of all employees and applicants, and to fully comply with federal and state legislation and executive orders. Therefore, the Department will strive to ensure that all employees adhere to the following directives.

The Department of Administration supports affirmative action and equal opportunity. The Department of Administration pledges that it will post all vacancies, including transfers, and will recruit, hire, train, and promote persons in all job classifications without regard to race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, handicap/disability, or veteran status.

All employees and applicants have a right to equal opportunity in all terms, conditions, or privileges of employment, including but not limited to: recruitment, certification, appointments, working conditions, job assignments, promotions, benefits, compensation, training, transfers, layoffs, recall from layoffs, disciplinary actions, terminations, demotions, or requests for leave. The Department will not discriminate on the basis of race, color, religion, age, sex, national origin, handicap/disability, veteran status, sexual orientation, or gender identity or expression. The Department is committed to employ qualified members of both protected and non-protected groups.

All employees have a right to a workplace free from harassment by supervisors or co-workers based on race, color, sex, sexual orientation, gender identity or expression, religion, national origin, age, handicap/disability or any other protected status. Harassment is defined as verbal or physical conduct, interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes unwanted verbal or physical conduct of a sexual nature as well as sexual advances or requests for sexual favors. Any form of harassment is unlawful, lowers the morale and efficiency of the employees, and will absolutely not be tolerated.

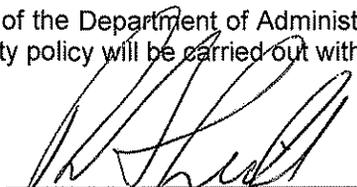
Employees and applicants have a right to reasonable accommodations based on disability. Such accommodations include but are not limited to, making facilities accessible, job restructuring, and acquisition of special equipment.

The Americans with Disabilities Act/504 Coordinator for the Department is James Pitassi.

The Department is committed to identifying and eliminating past and present effects of discrimination in employment. In order to achieve this, we will identify those classes of individuals which are under represented in our workforce, set goals and timetables for increasing our employment of those under represented groups, and implement an Affirmative Action Plan of outreach, recruitment, training, and other similarly designed programs.

The Human Resources Administrator is responsible for ensuring that the program is coordinated within the Department of Administration.

As the Director of the Department of Administration, I assume the responsibility for ensuring that this equal opportunity policy will be carried out within the Department.



Richard A. Licht, Director
Department of Administration

ASSIGNMENT OF RESPONSIBILITIES

DIRECTOR

The Director is responsible for ensuring that the Equal Opportunity Policy and Program is implemented within the Department of Administration.

ADMINISTRATORS, EXECUTIVE DIRECTORS, ASSOCIATE DIRECTORS, CHIEFS, and SUPERVISORS

The Human Resources Administrator for the General Government Service Center is responsible for developing the goals for Affirmative Action. All administrators, executive directors, and associate directors are responsible for working with the Department's Equal Opportunity Officer/Liaison in demonstrating positive results in employment, appointment, and delivery of services to minorities, females, and the handicapped/disabled.

The personal involvement of management is required for the success of the Equal Opportunity Program through adherence to the following guidelines:

- a. Managers must be familiar with the Affirmative Action Plan. Furthermore, they must ensure that all employees are knowledgeable of current directives and the Equal Opportunity Program, and must establish procedures for ensuring the maximum implementation of these directives and program.
- b. All administrators and interviewing officials of the respective Divisions must take positive actions to ensure that qualified minority, female and handicapped/ disabled persons are encouraged to apply for employment, promotions, and training (when monies are available), and are afforded equal consideration along with other employees.
- c. Supervisory personnel are responsible for maintaining a work environment free of harassment and hostility.
- d. Managers must be creative, open-minded, and flexible in implementing the spirit and intent of this Plan.
- e. Supervisors are responsible for ensuring the attendance, at the earliest opportunity, of all newly hired employees at the Equal Opportunity, Harassment/Sexual Harassment, and Diversity Orientation Training Program conducted by the Human Resources Outreach & Diversity Office. Both employee and the supervisor are notified by the General Government Service Center within the Division of Human Resources of the scheduled meeting.
- f. The executive directors, associate directors and management staff need to actively encourage employees to attend career enhancing training programs (when monies are available), including programs offered by professional organizations and college courses.

EQUAL OPPORTUNITY ADVISORY COMMITTEE (EOAC)

The Equal Opportunity Advisory Committee is comprised of Department employees who meet monthly and act as an advisory body to the Director on all matters relating to equal opportunity and affirmative action. The Department's Equal Opportunity Advisory Committee assists the Director, Executive Directors and the Associate Directors in developing and monitoring a comprehensive equal opportunity and affirmative action program.

- a. The Committee assists in the preparation and implementation of the Department's Affirmative Action Plan.
- b. The Committee reviews the Department's equal opportunity practices.
- c. The Committee serves as an advisory body to the Director.
- d. The Committee assists in the dissemination of information concerned with equal opportunity and affirmative action to all employees of the Department.

Minutes of the meetings and notice of upcoming meetings are posted on the bulletin boards of each floor's break room in the Justice William Powers Building. These minutes are also sent to our satellite offices for posting on their bulletin boards.

DEPARTMENT OF ADMINISTRATION EQUAL OPPORTUNITY ADVISORY COMMITTEE MEMBERS:

1. General Government Service Center, Becky Rodrigues, White Female, Human Resources Technician
2. Information Processing, Robert Flynn, White Male, Principal Programmer Analyst (OIP)
3. State Employees Workers' Compensation, Hurtis Mitchner, Black Male, Manager, Workers' Compensation Program Administration
4. Statewide Planning, Kim Gelfuso, White Female, Information Services Technician II, *Honorary*
5. Statewide Planning, Kevin Nelson, White Male, Principal Planner, *Honorary*

HUMAN RESOURCES ADMINISTRATOR

The Human Resources Administrator for the Department is responsible for ensuring implementation of the policies described in the plan. In addition, he/she is responsible for compiling the EEO Statistical reports involving the Department.

AMERICANS WITH DISABILITIES ACT/504 COORDINATOR

James Pitassi of the Human Resources Division is designated as the 504 Coordinator for the Department of Administration. This entails coordination of all divisions in the implementation of all federal rules and regulations affecting the Department in terms of compliance with the mandates of Section 504 of Title V of the Rehabilitation Act of 1973.

DISSEMINATION OF PLAN AND POLICY

The Affirmative Action Plan and Equal Opportunity policies will be disseminated as follows:

- a. The Director shall issue a memorandum to all executive directors, associate directors and chiefs stating the importance of their support in this endeavor.
- b. All new employees will be notified of the Equal Opportunity policies at the time of hire.
- c. The Equal Opportunity Advisory Committee will assist in the communication of this program and help in the dissemination of information.
- d. Equal Opportunity posters and information will be posted on bulletin boards and in various offices, including the Office of Personnel Administration.
- e. A copy of the plan will be distributed to all supervisors and to any employee (for review) upon request.
- f. A copy of the plan will be posted on the Human Resources Website at www.hr.ri.gov.

COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES

In our efforts to comply with federal law, state law, and executive orders on discrimination based on sex, the department will comply with the following procedures and practices:

1. Candidates from both sexes will be recruited for all jobs.
2. Advertisements will not express a preference for applicants of a particular sex when placed for recruitment of personnel.
3. Written personnel policies indicate that there will be no discrimination on the basis of sex.
4. No distinction based on sex will be made in employment opportunities, wages, hours of work, employee benefits, or any other condition of employment.
5. Mandatory or optional ages for retirement will be equal for both males and females.
6. Appropriate physical facilities will be provided for both sexes. Lack of facilities will not be used to reject applicants of either sex.
7. Pregnancy leaves of absence for female employees are granted on an individual basis, depending on an individual's physical condition, under the Department's leave of absence policy. Parental leave is afforded to all employees for the purpose of child raising in accordance with Personnel Rule 5.0661 (d) and State and Federal FMLA provisions.
8. Where seniority lists or lines of progression are used they shall not be based on an employee's sex.
9. Salaries and wage schedules will not be based on an employee's sex.
10. As openings occur, the department will take affirmative action to recruit and place women in those jobs in which we have determined that females are under-represented.
11. Women will have equal opportunity to participate in training programs sponsored by the department to the extent that they are under-represented. Special efforts will be made to include women in any management training programs that are offered.
12. The Department recognizes its obligation to provide a work atmosphere free of harassment and intimidation. Any forms of sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, will not be tolerated. Violations of this policy will be handled appropriately as part of the department's disciplinary procedures and its posted policy letter in support of the federal guidelines on sexual harassment.

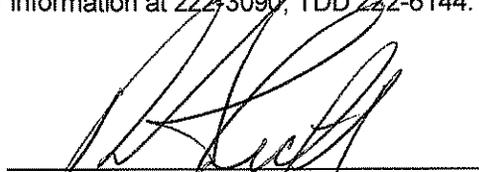
**COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF
RELIGION OR NATIONAL ORIGIN**

The Department will fully comply with all laws and executive orders. The Department will strive to fulfill requests for religious accommodation through voluntary substitutions, flexible work schedules, changes in job assignments, or transfers. The Department offers employees four "personal days" of paid leave per year that may be used for accommodating religious holidays or obligations.

The Department does not discriminate against any qualified person in any facet of hiring or employment because of their religion or national origin.

POLICY ON COMPLAINTS OF ALLEGED DISCRIMINATION

The Department of Administration fully endorses and cooperates with the State Equal Opportunity Office's grievance procedure which provides for prompt and fair resolution of complaints alleging discrimination in any area of employment on the basis of race, color, sex, religion, age, national origin, sexual orientation, gender identity or expression or handicap/disability. (A copy of the Grievance Procedure should be posted along with this statement.) You may contact the State Equal Opportunity Office for further information at 222-3090, TDD 222-6144.

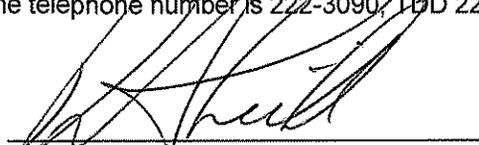


Richard A. Licht, Director
Department of Administration

POLICY ON SERVICE DELIVERY

The Department is committed to providing fair, courteous, and equitable service to the public. The Department will make every effort to provide interpretive services to the non-English speaking public. As per Rhode Island General Law 28-5.1 of the State of Rhode Island, all Divisions of the Department of Administration shall render services to all persons without discrimination based on race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, or handicap/disability. Each Division is further responsible for making sure that discrimination does not exist in any programs and activities it assists. This includes grants, contracts, and all areas where the State dollar is spent.

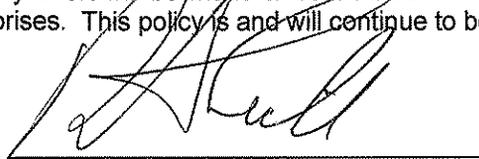
If any person feels that he/she has been discriminated against, he/she may contact the Office of Personnel Administration/State Equal Opportunity Office, One Capitol Hill, Providence, Rhode Island 02908-5865. The telephone number is 222-3090, TDD 222-6144.



Richard A. Licht, Director
Department of Administration

POLICY ON CONTRACTS

In accordance with Rhode Island General Law 28-5.1, the Department of Administration shall require that all contractors and suppliers of goods and services sign contracts containing an Equal Opportunity Clause. The clause shall state that the parties agree to adhere to the provisions of all applicable laws, rules and regulations, both State and Federal, including, but not limited to Rhode Island General Law 28-5.1, Title VII of the Civil Rights Act of 1964, Rehabilitation Act of 1973 and Executive Orders 11246 and 11375. Every effort will be made to solicit bids from Minority Business Enterprises and Women's Business Enterprises. This policy is and will continue to be posted in conspicuous areas.



Richard A. Licht, Director
Department of Administration

POLICY STATEMENT FOR INDIVIDUALS WITH DISABILITIES AND VETERANS

The Department of Administration is fully committed to meet the specialized affirmative action requirements to employ and advance individuals with disabilities and veterans in accordance with the Americans with Disabilities Act of 1990, RI General Law 28-5.1, Executive Order 92-2 and the Vietnam Era Veterans Readjustment Act of 1974.

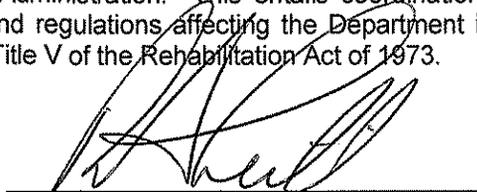
It is the policy and practice of the Department of Administration to provide equal opportunity for every employee. The Department encourages qualified individuals with disabilities, disabled veterans and qualified veterans to participate fully in all employment opportunities. This policy applies to all decisions about recruitment, hiring, compensation, benefits, transfers, promotions, layoffs and other conditions of employment.

Accordingly, all employment decisions shall be consistent with the principles of equal employment opportunity.

The Department will communicate to all employees and applicants its obligation to take affirmative action to employ qualified individuals with disabilities, and covered veterans, in such a way as to ensure understanding and acceptance.

The Department will contact recruiting sources such as Vocational Rehabilitation Services, the Department of Human Services and appropriate educational or training institutions to assist in recruiting qualified individuals with disabilities and covered veterans.

James Pitassi of the Office of Personnel Administration is designated as the 504 Coordinator for the Department of Administration. This entails coordination of all divisions in the implementation of all Federal rules and regulations affecting the Department in terms of compliance with the mandates of Section 504 of Title V of the Rehabilitation Act of 1973.



Richard A. Licht, Director
Department of Administration

PART III
PROGRAM STATISTICS
AND
EVALUATION
(2012-2013)

SELF EVALUATION (7/1/12-6/30/13)

The Department of Administration (DOA) is composed of many divisions that deal individually with the hiring process. Unlike other departments, we still have a decentralized design with regard to hiring.

The Department's Human Resources Administrator is the Program Coordinator and is responsible for assuring an aggressive Equal Opportunity/Affirmative Action effort. The responsibility is carried out through policies, procedures, monitoring, and training designed to assure equal employment opportunity and affirmative action with respect to all phases of hiring and employment and assuring the protection of applicants and employees against unlawful discrimination on the basis of race, sex, sexual orientation, gender identity or expression, age, national origin, or religion.

AFFIRMATIVE ACTION GOALS

For the analysis of hires, promotions, and terminations, please refer to the section "APPLICANT FLOW DATA." Please note: the promotions listed in those statistics only reflect promotions as a result of recruitment to vacancies not the reallocation process.

There are eight EEO job categories ranging from A-H. The EEO codes are assigned by job category, not pay grades.

The Department did meet its female goal in the Official/Mangers Administrator Category, but did not maintain the minority goal in this category. The Department met and surpassed its goal in the female Technicians category by hiring five (5) females, but did not however, meet the Protective Services Category. And, finally the Department did not meet its goal in the minority, Administrative Support category.

It is important to note that of the fifty-two (52) employees hired by the Department for the plan year, twenty-one (21) were females, and two (2) were minorities; and of the ninety-five (95) promoted by the department, fifty-five (55) were females and three (3) were minorities.

The Department will continue to work towards achieving all of its affirmative action goals.

POSTING OF POSITIONS

During the Plan Year, agency vacancy notices were disseminated within the Department; posted on the State of Rhode Island website and forwarded to all state agencies. Additionally, the Department posted some vacancies on external on-line commercial recruitment sites to expand the applicant pool. The Department also has postings placed in minority publications depending upon the nature of the job and the funding to advertise.

EMPLOYMENT AND SELECTION PROCESS

Fifty-two (52) employees were hired or appointed at DOA during this Plan Year. Twenty-one (21) were females.

TRANSFER AND PROMOTION PRACTICES

Ninety-five (95) DOA employees were promoted during this Plan Year. Eleven (11) were minorities and Fifty- five (55) were females.

TRAINING PARTICIPATION SUMMARY

AGENCY: Administration

DATE: 7/1/12-6/30/13

EEO Job Categories	Total Trainees	Number Disabled	Number Minority	Number Female	Male										Female									
					White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian Alaskan	%	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian Alaskan	%
Officials/ Managers Administrators	2	2		1	1	50%		####		0%		0%		0%	1	50%		0%		0%		0%		0%
Professionals	14	6	1	7	7	50%		0%		0%		0%		0%	6	43%		0%	1	7%		0%		0%
Faculty						0%		0%		0%		0%		0%		0%		0%		0%		0%		#DIV/0!
Technicians	1	3			1	100%		0%		0%		0%		0%		0%		0%		0%		0%		0%
Protective Services						0%		0%		0%		0%		0%		0%		0%		0%		0%		#DIV/0!
Para-Professionals		2				0%		0%		0%		0%		0%		0%		0%		0%		0%		#DIV/0!
Administrative Support	5	1	2	2		0%		0%		0%		0%		0%	3	60%		0%	1	20%		0%	1	20%
Skilled Craft						0%		0%		0%		0%		0%		0%		0%		0%		0%		#DIV/0!
Service Maintenance	1	2			1	100%		0%		0%		0%		0%		0%		0%		0%		0%		0%
Totals	23	16	3	10	10	43%	0	0%	0	0%	0	0%	0	0%	10	43%	0	0%	2	9%	0	0%	1	4%

Total Percent:

Minority: 13%
 Female: 43%
 Disabled: 70%

AGENCY: Administration

DATE: 7/1/12-6/30/13

DISCIPLINARY ACTION

DISCIPLINARY ACTION TAKEN	White		Black		Hispanic		Asian/Pacific Islander		American Indian Alaskan Native		Disabled	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Suspension (Indefinitely)												
Suspension (Specified Time)	1			1								
Loss of Pay	2											
Written Reprimand	1	1										
Duty On Off Days												
Oral Reprimand		1										
Termination	2	1										
Other (Explain)												
TOTAL	6	3	0	1	0	0	0	0	0	0	0	0

The disproportionate treatment of any class should be a warning to an administrator that counseling of supervisors is necessary.

Oral reprimands, if noted in supervisors' ratings or written reprimands, should be included in the graph.

Applicant Flow Data

TOTAL APPLICANTS	MALE					
	WHITE (NHO)	BLACK (NHO)	HISPANIC	ASIAN PACIFIC ISLANDER	AMER. INDIAN/ALASKAN NATIVE	**DISABLED

Female					
WHITE (NHO)	BLACK (NHO)	HISPANIC	ASIAN PACIFIC ISLANDER	AMER. INDIAN/ALASKAN NATIVE	**DISABLED

APPLICANTS							
OFFICIALS/ADMINISTRATORS	114	66	3	1	1	0	0
PROFESSIONALS	94	40	6	1	0	0	0
FACULTY	0						
TECHNICIANS	59	29	3	5	1	1	0
PROTECTIVE SERVICES	0	0	0	0	0	0	0
PARA-PROFESSIONALS	29	3	1	0	0	0	0
ADMINISTRATIVE SUPPORT	24	1	0	0	0	0	0
SKILLED CRAFT	41	39	1	0	0	0	0
SERVICE/MAINTENANCE	18	10	0	1	0	0	1
TOTAL	379	188	14	8	2	1	1

	39	3	0	1	0	0
	41	1	2	3	0	0
	17	0	3	0	0	0
	0	0	0	0	0	0
	24	1	0	0	0	0
	20	0	2	1	0	0
	1	0	0	0	0	0
	3	1	2	0	0	0
	145	6	9	5	0	0

HIRES							
OFFICIALS/ADMINISTRATORS	18	8	0	0	0	0	0
PROFESSIONALS	12	8	0	0	0	0	0
FACULTY	0						
TECHNICIANS	9	6	0	0	0	0	0
PROTECTIVE SERVICES	0	0	0	0	0	0	0
PARA-PROFESSIONALS	4	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	0	0	0	0	0	0	0
SKILLED CRAFT	8	8	0	0	0	0	0
SERVICE/MAINTENANCE	1	1	0	0	0	0	0
TOTAL	52	31	0	0	0	0	0

	9	0	1	0	0	0
	3	0	0	1	0	0
	3	0	0	0	0	0
	0	0	0	0	0	0
	4	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	19	0	1	1	0	0

PROMOTIONS							
OFFICIALS/ADMINISTRATORS	26	11	0	0	0	0	0
PROFESSIONALS	27	9	3	0	0	0	0
FACULTY	0						
TECHNICIANS	11	4	0	0	0	0	0
PROTECTIVE SERVICES	0	0	0	0	0	0	0
PARA-PROFESSIONALS	9	1	0	0	0	0	0
ADMINISTRATIVE SUPPORT	12	0	2	0	0	0	0
SKILLED CRAFT	8	7	1	0	0	0	0
SERVICE/MAINTENANCE	2	0	1	0	0	1	0
TOTAL	95	32	7	0	0	1	0

	15	0	0	0	0	0
	14	0	1	0	0	0
	6	0	1	0	0	0
	0	0	0	0	0	0
	8	0	0	0	0	0
	9	0	1	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	52	0	3	0	0	0

TERMINATIONS							
OFFICIALS/ADMINISTRATORS	7	7	0	0	0	0	0
PROFESSIONALS	8	4	0	0	0	0	0
FACULTY	0						
TECHNICIANS	3	2	0	0	0	0	0
PROTECTIVE SERVICES	0	0	0	0	0	0	0
PARA-PROFESSIONALS	3	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	6	2	0	0	0	0	0
SKILLED CRAFT	3	3	0	0	0	0	0
SERVICE/MAINTENANCE	0	0	0	0	0	0	0
TOTAL	30	18	0	0	0	0	0

	0	0	0	0	0	0
	3	0	1	0	0	0
	1	0	0	0	0	0
	0	0	0	0	0	0
	3	0	0	0	0	0
	4	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	11	0	1	0	0	0

**Also Includes disabled in appropriate job categories.

APPLICANT DATA

AGENCY: Administration

DATE: 7/1/12-6/30/13

Classification	Position Number	EEO Category	Union	Non-Union	List	No List	Applicants				Hire	Promotion	Transfer Within	Grade
							White Male	Minority	Female	Disabled				
ADMIN. OPERATIONS MANAGEMENT	00004	A		X		X	2	1	1	0		5F		00141A
ADMINISTRATOR FINANCIAL MGMT	00087	A		X		X	1	0	5	0	5F			00137A
ASSOC DIR FOR POLICY, PLANN, REG	00004	A		X		X	1	0	0	0		5M		00843A
ASST DIRECTOR FOR SPECIAL PROJ	00003	A		X		X	2	1	2	0	2F			00141A
CHIEF BUREAU OF AUDITS	00001	A		X		X	3	0	4	0		5F		00145A
CHIEF BUYER (DOA/OP)	00256	A		X		X	2	1	1	0		5M		00132A
CHIEF BUYER (DOA/OP)	00263	A		X			1	0	2	0		5F		00132A
CHIEF DIGITAL OFFICER	00001	A		X		X	8	1	1	0	5M			00856A
CHIEF EMPLOY REL OFFICER	00019	A		X		X	0	0	1	0	5F			00130A
CHIEF OF STRATEGIC PLANNING, M	00002	A		X		X	2	1	1	0		5M		00143A
CHIEF PROGRAM DEVELOPMENT	00001	A		X		X	1	0	2	0		5F		00134A
CHIEF PROGRAM DEVELOPMENT	00006	A		X		X	2	0	1	0		5M		00134A
CHIEF PROPERTY MANAGEMENT	00003	A		X		X	4	0	1	0		5M		00141A
DEPUTY PURCHASING AGENT	00268	A		X		X	4	0	1	0		5F		00141A
DIRECTOR, OFF OF MAMT & BUDGET	00001	A		X		X	1	0	0	0		5M		00852A
INFO TECH PROJECT MGR (DOA)	00003	A		X		X	2	1	4	0	5F			00143A
INTERDEPARTMENTAL PROJECT MGR	00005	A		X		X	0	0	3	0	5M			00139A
INTERDEPARTMENTAL PROJECT MGR	00008	A		X		X	4	0	1	0		5F		00139A
PROJECT MANAGER I (DOA)	00152	A		X		X	4	2	1	0	5M			00137A
PROJECT MANAGER I (DOA)	00153	A		X		X	8	0	0	0	5M			00137A
PROJECT MANAGER I (DOA)	00316	A		X		X	0	0	0	0	5M			00137A
PROJECT MANAGER II (DOA)	00011	A		X		X	3	0	2	0	5F			00139A
SENIOR IT PROJECT MANAGER (DOA)	00002	A		X		X	0	0	0	0	5F			00148A
SYSTEMS ADMINISTRATOR (MHRH)	02003	A		X		X	3	0	1	0		5F		00139A
TECH SUP MGR (UNIX/NET/TELE)	00009	A		X		X	6	0	2	0	5F			00138A
ASSISTANT BUSINESS MANAGEMENT	00017	B	X			X	1	0	2	0		5F		00319A
BUDGET ANALYST I	00291	B	X			X	5	2	4	0	5M			00828A
BUDGET ANALYST I	00292	B	X			X	0	0	0	0	4F			00828A
BUDGET ANALYST II	00331	B	X			X	1	2	1	0		5M		00831A

APPLICANT DATA

AGENCY: Administration

DATE: 7/1/12-6/30/13

Applicants														
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
CEN ACCTS PAY SPRVSG PR CL DOA	00263	B	X			X	0	1	2	0		2F		00324A
COMM LIAISON RELATIONS COORD	00005	B		X		X	0	0	0	0	5F			00135A
HUMAN RES ANALST II(CLASSIORG)	00022	B		X		X	0	0	0	0		5F		00129A
HUMAN RES ANALYST II (GENERAL)	00021	B		X		X	0	0	0	0		5F		00129A
HUMAN RES ANALYST III (GENERAL)	00035	B		X		X	1	1	9	0		5F		00133A
HUMAN RES ANALYST III (GENERAL)	00086	B		X		X	0	0	0	0		5F		00133A
HUMAN RES ANALYST III(LAB REL)	00004	B		X		X	0	0	0	0		5F		00133A
HUMAN RESOURCE ANAL. II LABOR	00023	B		X		X	0	0	0	0		1M		00129A
PR ACCT POLICY&METHODS ANALYST	00259	B	X			X	3	1	5	0	5M			00828A
PRINCIPAL PLANNER	00012	B	X			X	0	0	0	0			5M	00829A
PRINCIPAL RESEARCH TECHNICIAN	00036	B	X			X	2	1	0	0	5M			00827A
PROGRAMMING SERVICES OFFICER	00001	B		X		X	2	2	4	0		5F		00131A
PROGRAMMING SERVICES OFFICER	00001	B		X		X	0	0	0	0		5M		00131A
PROGRAMMING SERVICES OFFICER	00005	B		X		X	0	0	4	0		5F		00131A
SENIOR BUYER (DOA/OP)	00210	B	X			X	5	0	2	0		5M		00829A
SENIOR MGMT & METHODS ANALYST	00001	B		X		X	2	0	1	0		5M		00125A
SENIOR MGMT & METHODS ANALYST	00001	B		X		X						5F		00125A
SENIOR MGMT & METHODS ANALYST	00001	B		X		X					5M			00125A
SENIOR MGMT & METHODS ANALYST	00003	B		X		X	6	1	3	0	5F			00125A
WWTF PROCESS MONITOR I	00085	B	X			X	2	0	0	0		5M		03121A
COMPUTER OPERATOR (OIP)	00016	C	X			X	4	1	2	0	5F			00316A
COMPUTER OPERATOR (OIP)	02045	C	X			X	2	3	0	0	5M			00316A
COMPUTER OPERATOR (OIP)	02049	C	X			X	2	2	4	0	5M			00316A
PRINCIPAL STATE BLDG CODE BLDG	00016	C	X			X	2	0	0	0		5M		00331A
PROGRAMMER/ANALYST MANAGER	02030	C		X		X	0	0	0	0		5M		00138A
SENIOR DRAFTPERSON	00318	C	X			X	4	0	0	0	5F			00323A
SR STATE BLDG CODE OFF (BLDG)	00003	C	X			X	0	0	0	0	5M			00328A
STANDARDS TECH. DIV. OF PURCH.	00255	C	X			X	3	3	8	0	5F			00318A
STANDARDS TECH. DIV. OF PURCH.	00261	C	X			X	0	1	3	0		2F		00318A

APPLICANT DATA

AGENCY: Administration

DATE: 7/1/12-6/30/13

Classification	Position Number	EEO Category	Union	Non-Union	List	No List	Applicants				Hire	Promotion	Transfer Within	Grade
							White Male	Minority	Female	Disabled				
TECH SUP SPECIALIST I TELECOM	00018	C	X			X	1	1	1	0		5M		00328A
TECH SUP SPECLST I (UNIX/NET)	00016	C	X			X	1	1	1	0		5F		00328A
TECH SUPPORT SPEC II (UNIX)	02044	C		X		X	6	0	1	0		5F		00132A
TECH SUPPORT SPEC II (UNIX)	02044	C		X		X						5M		00132A
ASST ADMINISTRATIVE OFFICER	00048	E	X			X	0	0	10	0	5F			0AB21A
HUMAN RESOURCES TECHNICIAN	00023	E		X		X	0	0	0	0		5F		00122A
HUMAN RESOURCES TECHNICIAN	00040	E		X		X	1	0	2	0		5F		00122A
HUMAN RESOURCES TECHNICIAN	00042	E		X		X	1	0	0	0		5F		00122A
HUMAN RESOURCES TECHNICIAN	00057	E		X		X						5M		00122A
HUMAN RESOURCES TECHNICIAN	00087	E		X		X	0	0	2	0	5F			00122A
HUMAN RESOURCES TECHNICIAN	00088	E		X		X						5F		00122A
HUMAN RESOURCES TECHNICIAN	00089	E		X		X						5F		00122A
IMPLEMENTATION AIDE	00002	E		X		X	1	2	3	0	5F			00122A
IMPLEMENTATION AIDE	01111	E	X			X	0	0	3	0		5F		00322A
PERSONNEL AIDE	00062	E		X		X	0	0	4	0	5F			00119A
BILLING SPECIALIST	00085	F	X			X	0	0	0	0			5F	00318A
BILLING SPECIALIST	00301	F	X			X	0	0	2	0		5F		00318A
BILLING SPECIALIST	00302	F	X			X	0	1	4	0		5F		00318A
BILLING SPECIALIST	00305	F	X			X	0	0	0	0		2F		00318A
CENTRAL PAYROLL OFF PREAUDIT	00219	F	X			X	0	0	3	0		5F		00317A
CENTRAL PAYROLL OFF PREAUDIT	00264	F	X			X	1	0	2	0		5F		00317A
DATA ENTRY UNIT SUPERVISOR	00059	F	X			X	0	0	1	0		5F		00B21A
EXECUTIVE ASSISTANT	00051	F		X		X	0	0	7	0		5F		00118A
CARPENTER	00023	G	X			X	4	0	0	0	5M			00314G
CARPENTER	00023	G	X			X					5M			00314G
LICENSED STEAMFITTER	00156	G	X			X	3	0	0	0	5M			00315G
POWER PLANT OPERATOR	00068	G	X			X	9	1	0	0		1M		03118A
POWER PLANT OPERATOR	00070	G	X			X					5M			03118A
SR MAINTENANCE TECHNICIAN	00088	G	X			X	5	0	0	0		5M		00314G

APPLICANT DATA

AGENCY: Administration

DATE: 7/1/12-6/30/13

Applicants														
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
SR MAINTENANCE TECHNICIAN	00101	G	X			X	4	0	0	0	5M			00314G
SR MAINTENANCE TECHNICIAN	00314	G	X			X	2	0	1	0	5M			00314G
WWTF PROCESS MONITOR II	00076	G	X			X	3	0	0	0		5M		03124A
CLEANER (PUBLIC BUILDINGS)	00110	H	X			X	4	2	1	1	5M			00301W
Totals			39	52	0	90	157	37	139	1	36	53	2	

EEO Category
 A - Officials/Managers/Administrators
 B - Professionals
 C - Technicians
 CF - Faculty
 D - Protective Services

E- Paraprofessionals
 F- Administrative Support
 G - Skilled Craft
 H - Service Maintenance

Race/Ethnic Code
 1 - Black
 2 - Hispanic
 3 - American Indian/ Alaskan Native
 4 - Asian American/ Pacific Islander
 5 - White

Gender Code
 F - Female
 M - Male

Disability Code
 D - Disabled

APPLICANT REFUSAL OF POSITIONS OFFERED

AGENCY: Administration

DATE: 7/1/12-6/30/13

EEO Job Categories	Total Applicants	Number Disabled	Number Minority	Number Female	Male										Female											
					White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%		
Officials/ Managers Administrators	0		0	0		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%
Professionals	1		0	1		0%		0%		0%		0%		0%	1	100%		0%		0%		0%		0%		0%
Faculty	0		0	0		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%
Technicians	0		0	0		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%
Protective Services	0		0	0		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%
Para-Professionals	0		0	0		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%
Administrative Support	1		0	1		0%		0%		0%		0%		0%	1	100%		0%		0%		0%		0%		0%
Skilled Craft	0		0	0		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%
Service Maintenance	0		0	0		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%
Totals	2	0	0	2	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	0		0	0%	0	0%	0	0%	0	0%

Total Percent:

Minority: 0.0%
 Female: 100.0%
 Disabled: 0.0%

Annual Affirmative Action Statistical Summary

AGENCY: Administration

Date: 7/1/12-6/30/13

EEO-4 Job Categories	CURRENT					LAST YEAR'S WORKFORCE					DIFFERENCE +/-					HIRING GOALS		GOALS MET	
	TOTAL EMPLOYEES	WHITE MALE	MINORITY	FEMALE	DISABLED	TOTAL EMPLOYEES	WHITE MALE	MINORITY	FEMALE	DISABLED	TOTAL EMPLOYEES	WHITE MALE	MINORITY	FEMALE	DISABLED	MINORITY	FEMALE	MINORITY	FEMALE
Officials/Managers Administrators	132	79	6	49	6	129	82	6	43	6	3	-3	0	6	0	1	1	N	A+
Professionals	175	71	23	94	4	183	72	25	99	4	-8	-1	-2	-5	0				
Faculty											0	0	0	0	0				
Technicians	132	73	8	53	2	127	72	8	48	2	5	1	0	5	0		1		A+
Protective Services	1	1	0	0	0						1	1	0	0	0	1			N
Para-Professionals	60	3	5	57	1	60	3	6	57	1	0	0	-1	0	0				
Administrative Support	36	2	5	33	0	39	4	7	34		-3	-2	-2	-1	0	1		N	
Skilled Craft	47	44	3	0	0	43	39	4			4	5	-1	0	0				
Service Maintenance	35	21	7	8	0	36	22	7	8		-1	-1	0	0	0				
Total Employees	618	294	57	294	13	617	294	63	289	13	1	0	-6	5	0				

Current Workforce: As of June 30th, 2013
 Last Year's Workforce: As of June 30th, 2012
 Difference: Increases or Decreases
 Goals: Numerical projections, July 1st, 2012 To June 30th, 2013 for employment of minorities and women.

Percent
 12% Minority Applicants
 4% Minority Hiring
 44% Female Applicants
 40% Female Hiring

Termination Percent
 3% Minority
 37% White Female
 60% White Male

Total Current Workforce Percent
 9% Minority
 48% Female
 2% Disabled

Goals Met
 A =Achieved
 A+ =Achieved Plus
 N =Did Not Achieve
 P =Partially Achieved

JOB GROUP ANALYSIS SUMMARY

Agency: Administration

DATE: 7/1/12-6/30/13

EEO Job Categories	Total Employees	Total Minorities	%	Male										Female									
				White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%
Officials/Managers/Administrators	132	6	5%	79	60%	3	2%	0	0%	1	1%	0	0%	47	36%	2	2%	0	0%	0	0%	0	0%
Professionals	175	23	13%	71	41%	6	3%	2	1%	2	1%	0	0%	81	46%	6	3%	3	2%	3	2%	1	1%
Faculty	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Technicians	132	8	6%	73	55%	2	2%	3	2%	1	1%	0	0%	51	39%	0	0%	1	1%	1	1%	0	0%
Protective Services	1	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Para-Professionals	60	5	8%	3	5%	0	0%	0	0%	0	0%	0	0%	52	87%	3	5%	1	2%	1	2%	0	0%
Administrative Support	36	5	14%	2	6%	1	3%	0	0%	0	0%	0	0%	29	81%	2	6%	2	6%	0	0%	0	0%
Skilled Craft	47	3	6%	44	94%	1	2%	1	2%	1	2%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Service Maintenance	35	7	20%	21	60%	2	6%	2	6%	0	0%	2	6%	7	20%	1	3%	0	0%	0	0%	0	0%
GRAND TOTAL	618	57	9%	294	48%	15	2%	8	1%	5	1%	2	0%	267	43%	14	2%	7	1%	5	1%	1	0%

JOB GROUP ANALYSIS

EEO JOB Category Officials Managers & Administrators

DATE: 7/1/12 - 6/30/13

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male										Female											
					Total Male	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%
CHIEF PROPERTY MANAGEMENT	141	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
CHIEF ST BLDG CODE OFF (PLME)	332	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
COMMISSIONER OF ENERGY RESOUR	143	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
CONTROLLER	146	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
DEPUTY BUDGET OFFICER	144	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
DEPUTY CHIEF DIV OF FAC MGMT	137	4	0	0%	4	4	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
DEPUTY CHIEF OF LEGAL SERVICES	137	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
DEPUTY CHIEF, BUREAU OF AUDITS	143	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
DEPUTY PERSONNEL ADMINISTRATOR	144	3	0	0%	0		0%		0%		0%		0%		0%	3	3	100%		0%		0%		0%		0%
DEPUTY PURCHASING AGENT	141	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
DIRECTOR OF ADMINISTRATION	946	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
EXEC DIR (DOA)/BUDGET OFFICER	150	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
EXEC DIRECTOR, DEPT OF ADM	150	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
EXEC ASSIST TO DIRECT OF ADMIN	141	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
FINANCIAL REPORTING MGR (OAC)	139	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
HUMAN RESOURCE PROGRAM ADMIN	139	1	1	100%	0		0%		0%		0%		0%		0%	1		0%	1	100%		0%		0%		0%
HUMAN RESOURCES ADMINISTRATOR	141	3	0	0%	1	1	33%		0%		0%		0%		0%	2	2	67%		0%		0%		0%		0%
HUMAN RESOURCES COORDINATOR	135	7	0	0%	1	1	14%		0%		0%		0%		0%	6	6	86%		0%		0%		0%		0%
IMPLEMENT OFF. POLICY + PROG.	140	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
INFORMATION SYSTEMS GROUP COO	138	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
INTERDEPARTMENTAL PROJECT MGR	139	3	0	0%	3	3	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
INTERNAL AUDIT MANAGER (DOA)	136	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
PERSONNEL ADMINISTRATOR	146	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
PROJECT MANAGER I (DOA)	137	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
PROJECT MANAGER II (DOA)	139	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
PURCHASING AGENT	145	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
STATE BLDG AND GROUNDS COORD	132	6	0	0%	6	6	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SUPERVISING BUDGET ANALYST	139	2	0	0%	1	1	50%		0%		0%		0%		0%	1	1	50%		0%		0%		0%		0%
SUPERVISOR FINANCIAL MGMT	135	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SUPV LOCAL GOVT ASSISTANCE	133	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%

JOB GROUP ANALYSIS

EEO JOB Category Officials Managers & Administrators

DATE: 7/1/12 - 6/30/13

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male										Female											
					Total Male	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%
					SYSTEMS ADMINISTRATOR (MHRM)	139	5	1	20%	4	3	60%		0%		0%	1	20%		0%	1	1	20%		0%	
TECH SUP MGR (UNIX/NET/TELE)	138	7	0	0%	6	6	86%		0%		0%		0%		0%	1	1	14%		0%		0%		0%		0%
TECH SUPPORT MANAGER (DOS/MS)	138	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
WORKERS' COMP ADMINISTRATOR	140	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
SUBTOTAL		114	4	4%	75	72	63%	2	2%	0	0%	1	1%	0	0%	39	38	33%	1	1%	0	0%	0	0%	0	0%

JOB GROUP ANALYSIS

EEO Job Category: Professionals

DATE: 7/11/12-6/30/13

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MAJORITY	Male						Female						
				Total Male	White	Black	Hispanic	Asian/Pacific Islander	American Indian/Alaskan	Total Female	White	Black	Hispanic	Asian/Pacific Islander	American Indian/Alaskan	
ACCOUNTANT	320	1	1	0	0%	0%	0%	0%	0%	0%	1	0%	100%	0%	0%	0%
ARCHITECT	332	1	1	1	0%	100%	0%	0%	0%	0%	0	0%	0%	0%	0%	0%
ARCHITECT BUILDING COMMISSION	335	3	0	3	100%	0%	0%	0%	0%	0%	0	0%	0%	0%	0%	0%
ASSET PROTECTION OFFICER	324	2	0	0	0%	0%	0%	0%	0%	0%	2	100%	0%	0%	0%	0%
ASSISTANT BUSINESS MANAGEMENT	319	3	0	0	0%	0%	0%	0%	0%	0%	3	100%	0%	0%	0%	0%
ASSOCIATE CONTROLLER	143	2	0	1	50%	0%	0%	0%	0%	0%	1	50%	0%	0%	0%	0%
ASST LABOR REL HEARINGS OFFICER	132	1	0	0	0%	0%	0%	0%	0%	0%	1	100%	0%	0%	0%	0%
BUDGET ANALYST I	828	2	1	1	50%	0%	0%	0%	0%	0%	1	0%	0%	0%	0%	0%
BUDGET ANALYST II	831	5	0	3	60%	0%	0%	0%	0%	0%	2	40%	0%	0%	0%	0%
BUSINESS MANAGEMENT OFFICER	826	1	0	0	0%	0%	0%	0%	0%	0%	1	100%	0%	0%	0%	0%
GEN ACCTS PAY SVCS PR CL DOA	324	1	1	0	0%	0%	0%	0%	0%	0%	1	0%	0%	100%	0%	0%
CHIEF CENTR POWER PLANT OPER RMCC	130	1	0	1	100%	0%	0%	0%	0%	0%	0	0%	0%	0%	0%	0%
CHIEF LEGAL COUNSEL LAB REL BDD	142	1	0	1	100%	0%	0%	0%	0%	0%	0	0%	0%	0%	0%	0%
CHIEF OF HUMAN RESOURCES SVS	133	1	0	0	0%	0%	0%	0%	0%	0%	1	100%	0%	0%	0%	0%
CHIEF OF LEGAL SERVICES	139	2	0	2	100%	0%	0%	0%	0%	0%	0	0%	0%	0%	0%	0%
CLAIMS EXAMINER (JST EMP WCPJ)	325	7	1	0	0%	14%	0%	0%	0%	0%	7	86%	0%	1	14%	0%
EMPLOYMENT & TRNG ADMINISTRATOR	135	1	0	0	0%	0%	0%	0%	0%	0%	1	100%	0%	0%	0%	0%
FEDERAL SURPLUS PROPERTY OFF	826	1	0	1	100%	0%	0%	0%	0%	0%	0	0%	0%	0%	0%	0%
FISCAL MANAGEMENT OFFICER	826	6	0	2	33%	0%	0%	0%	0%	0%	4	67%	0%	0%	0%	0%
HOUSING COMMISSION COORDINATOR	128	2	1	1	50%	0%	0%	0%	0%	0%	1	0%	50%	0%	0%	0%
HUMAN RES ANALYST II (CLASSORG)	129	2	0	1	50%	0%	0%	0%	0%	0%	1	50%	0%	0%	0%	0%
HUMAN RES ANALYST II (GENERAL)	129	2	0	0	0%	0%	0%	0%	0%	0%	2	100%	0%	0%	0%	0%
HUMAN RES ANALYST III (GENERAL)	133	3	0	1	33%	0%	0%	0%	0%	0%	2	67%	0%	0%	0%	0%
HUMAN RES ANALYST III (LAB REL)	133	1	0	0	0%	0%	0%	0%	0%	0%	1	100%	0%	0%	0%	0%
HUMAN RES ANALYST III (CLASSORG)	133	1	0	0	0%	0%	0%	0%	0%	0%	1	100%	0%	0%	0%	0%
HUMAN RESOURCE ANALYST LABOR	129	1	1	1	100%	0%	0%	0%	0%	0%	0	0%	0%	0%	0%	0%
HUMAN RESOURCES ANALYST I	126	7	1	0	0%	14%	0%	0%	0%	0%	7	86%	1	14%	0%	0%
HUMAN RESOURCES SUPERVISOR	136	2	0	2	100%	0%	0%	0%	0%	0%	0	0%	0%	0%	0%	0%
INTERAGENCY LIAISON SPECIALIST	826	1	1	0	0%	100%	0%	0%	0%	0%	1	0%	100%	0%	0%	0%
INVESTIGATIVE AUDITOR	133	1	0	1	100%	0%	0%	0%	0%	0%	0	0%	0%	0%	0%	0%
LEGAL COUNSEL	132	1	0	1	100%	0%	0%	0%	0%	0%	0	0%	0%	0%	0%	0%
LEGAL COUNSEL (MGRH)	136	1	0	0	0%	0%	0%	0%	0%	0%	1	100%	0%	0%	0%	0%

JOB GROUP ANALYSIS

EEO JOB Category Professionals

DATE: 7/1/12 - 6/30/13

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male										Female											
					Total Male	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian Alaskan	%
STATE FLEET OPERATIONS OFFICER	130	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
SUPERVISING ACCOUNTANT	831	2	0	0%	1	1	50%		0%		0%		0%		0%	1	1	50%		0%		0%		0%		0%
SUPERVISING EMPLOYEE REL OFF	128	2	1	50%	0		0%		0%		0%		0%		0%	2	1	50%		0%	1	50%		0%		0%
SUPERVISING ENVIRONMENTAL SCIE	134	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
SUPERVISING PLANNER	831	5	0	0%	2	2	40%		0%		0%		0%		0%	3	3	60%		0%		0%		0%		0%
SUPERVISOR OF FISCAL SERVICES	136	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SUPERVISOR OF OFFICE SVS (OLD)	131	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SUPV CIVIL ENGR-MECH ELEC ST	335	1	1	100%	1		0%		0%		0%	1	100%		0%	0		0%		0%		0%		0%		0%
SUPV OF BILLS AND ACCTS REC	527	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
SUPV PERSONNEL SUPT SPEC SVS	128	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
SUPV. EMPLOY. REL OFFICER	828	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
SUPVG GEOGRAPHIC INFO SUP SPEC	132	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
WWTF PROCESS MONITOR I	121	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SUBTOTAL		154	20	13%	72	63	41%	5	3%	2	1%	2	1%	0	0%	82	71	46%	5	3%	3	2%	2	1%	1	1%

JOB GROUP ANALYSIS

EEO JOB Category Technicians

DATE: 7/1/12-6/30/13

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male											Female										
					Total Male	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian Alaskan	%
CHIEF PRAAUDT SUPERVISOR	131	4	0	0%	1	1	25%		0%		0%		0%		0%	3	3	75%		0%		0%		0%		0%
COMPUTER OPERATOR (OIP)	316	5	0	0%	4	4	80%		0%		0%		0%		0%	1	1	20%		0%		0%		0%		0%
ENERGY CONSERVATION TECHNICIAN	320	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
GEOGRAPHIC INFO SYS SPEC II	328	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
JR ELEC COMPUTER PROGRAMMER	320	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
JUNIOR COMPUTER OPERATOR (OIP)	313	1	1	100%	1		0%		0%		0%	1	100%		0		0%		0%		0%		0%		0%	0%
PRGRMR/ANALYST I (ADABAS/NATUR)	A28	1	0	0%	1	1	100%		0%		0%		0%		0		0%		0%		0%		0%		0%	0%
PRIN COMPUTER OPERATOR (OIP)	324	1	0	0%	1	1	100%		0%		0%		0%		0		0%		0%		0%		0%		0%	0%
PRINCIPAL PROGRAMMER/ANALYST I	331	1	0	0%	1	1	100%		0%		0%		0%		0		0%		0%		0%		0%		0%	0%
PRINCIPAL STATE BLDG CODE BLDG	331	1	0	0%	1	1	100%		0%		0%		0%		0		0%		0%		0%		0%		0%	0%
PRINCIPAL STATE BUILDING CODE	331	2	0	0%	2	2	100%		0%		0%		0%		0		0%		0%		0%		0%		0%	0%
PROG/ANALYST II ADABAS/NATURAL	332	2	0	0%	0		0%		0%		0%		0%		2	2	100%		0%		0%		0%		0%	0%
PROGRAMANALYST I (COBOL/CICS)	328	2	1	50%	0		0%		0%		0%		0%		2	1	50%		0%		0%	1	50%		0%	0%
PROGR/ANALYST II (COBOL/CICS)	332	4	0	0%	3	3	75%		0%		0%		0%		1	1	25%		0%		0%		0%		0%	0%
PROGRAMMER/ANAL III COBOL/CICS	835	4	0	0%	3	3	75%		0%		0%		0%		1	1	25%		0%		0%		0%		0%	0%
PROGRAMMER/ANALYST III (COBOL)	835	4	0	0%	2	2	50%		0%		0%		0%		2	2	50%		0%		0%		0%		0%	0%
PROGRAMMER/ANALYST MANAGER	138	8	0	0%	4	4	50%		0%		0%		0%		4	4	50%		0%		0%		0%		0%	0%
SENIOR COMPUTER OPERATOR (OIP)	322	6	1	17%	5	4	67%	1	17%		0%		0%		1	1	17%		0%		0%		0%		0%	0%
SENIOR DRAFTPERSON	323	1	0	0%	0		0%		0%		0%		0%		1	1	100%		0%		0%		0%		0%	0%
SENIOR ELECTRONIC COMP PROG	126	1	0	0%	0		0%		0%		0%		0%		1	1	100%		0%		0%		0%		0%	0%
SR ENERGY CONSERVATION TECH	323	1	0	0%	1	1	100%		0%		0%		0%		0		0%		0%		0%		0%		0%	0%
STANDARDS TECH. DIV. OF PURCH.	318	2	1	50%	0		0%		0%		0%		0%		2	1	50%		0%		1	50%		0%		0%
STANDARDS TECHNICIAN	318	4	0	0%	0		0%		0%		0%		0%		4	4	100%		0%		0%		0%		0%	0%
STATEWIDE INF TECH TRAIN MGR	135	1	0	0%	0		0%		0%		0%		0%		1	1	100%		0%		0%		0%		0%	0%
SUPERVISOR COMPUTER OPERATIONS	328	2	0	0%	2	2	100%		0%		0%		0%		0		0%		0%		0%		0%		0%	0%
SYSTEMS SUPPORT TECHNICIAN I	318	3	1	33%	1		0%	1	33%		0%		0%		2	2	67%		0%		0%		0%		0%	0%
SYSTEMS SUPPORT TECHNICIAN II	321	12	0	0%	3	3	25%		0%		0%		0%		9	9	75%		0%		0%		0%		0%	0%
SYSTEMS SUPPORT TECHNICIAN III	324	3	1	33%	2	1	33%		0%	1	33%		0%		1	1	33%		0%		0%		0%		0%	0%
TECH SUP SPEC III (UNIX/NET)	335	13	0	0%	11	11	85%		0%		0%		0%		2	2	15%		0%		0%		0%		0%	0%
TECH SUP SPECIALIST I TELECOM	128	3	0	0%	3	3	100%		0%		0%		0%		0		0%		0%		0%		0%		0%	0%
TECH SUP SPECIALIST II DOS/MS/VS	332	2	0	0%	2	2	100%		0%		0%		0%		0		0%		0%		0%		0%		0%	0%
TECH SUP SPECIALIST I (UNIX/NET)	328	6	2	33%	5	3	50%		0%	2	33%		0%		1	1	17%		0%		0%		0%		0%	0%

JOB GROUP ANALYSIS

EEO JOB Category Technicians

DATE: 7/1/12 - 6/30/13

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male										Female											
					Total Male	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian/Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian/Alaskan	%
TECH SUP SPECLST I (UNIX/NET)	328	6	2	33%	5	3	50%		0%	2	33%		0%	0%	1	1	17%		0%		0%		0%		0%	
TECH SUP SPECLST III DOS/MS	135	2	0	0%	2	2	100%		0%		0%		0%	0		0%		0%		0%		0%		0%		
TECH SUPP SPEC II (OS/400/NET)	332	3	0	0%	1	1	33%		0%		0%		0%	2	2	67%		0%		0%		0%		0%		
TECH SUPP SPEC III (TELECOMM)	135	1	0	0%	0		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%		
TECH SUPPORT SPEC II (UNIX)	332	14	0	0%	11	11	79%		0%		0%		0%	3	3	21%		0%		0%		0%		0%		
TECH SUPPORT SPEC II (UNIX/NET)	332	7	0	0%	5	5	71%		0%		0%		0%	2	2	29%		0%		0%		0%		0%		
TECH SUPPORT SPEC II TELECOM	332	1	0	0%	0		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%		
WEB DEVELOPMENT MANAGER	135	1	0	0%	0		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%		
SUBTOTAL		125	9	7%	77	70	56%	2	2%	5	4%	0	0%	0	0%	48	46	37%	0	0%	1	1%	1	1%	0	0%

JOB GROUP ANALYSIS

EEO JOB Category Protective Services

DATE: 7/1/12-6/30/13

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male										Female											
					Total Male	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian Alaskan	%
PUBLIC PROPERTIES OFFICER	312	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SUBTOTAL		1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%

JOB GROUP ANALYSIS

EEO JOB Category Para-Professionals

DATE: 7/1/12 - 6/30/13

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male										Female											
					Total Male	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian/Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian/Alaskan	%
ASST ADMINISTRATIVE OFFICER	121	2	0	0%	0		0%		0%		0%		0%		0%	2	2	100%		0%		0%		0%		0%
CHIEF IMPLEMENTATION AIDE	128	10	0	0%	1	1	10%		0%		0%		0%		0%	9	9	90%		0%		0%		0%		0%
COORD OF MAINTENANCE PROGRAMS	324	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
EMPLOYEE BENEFITS SPECIALIST	322	3	1	33%	0		0%		0%		0%		0%		0%	3	2	67%	1	33%		0%		0%		0%
HUMAN RESOURCES TECHNICIAN	122	30	2	7%	1	1	3%		0%		0%		0%		0%	29	27	90%		0%	1	3%	1	3%		0%
IMPLEMENTATION AIDE	122	9	1	11%	0		0%		0%		0%		0%		0%	9	8	89%	1	11%		0%		0%		0%
JUNIOR RESOURCE SPECIALIST	519	4	1	25%	0		0%		0%		0%		0%		0%	4	3	75%	1	25%		0%		0%		0%
PERSONNEL AIDE	119	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
		0	0	0%	0		0%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SUBTOTAL		60	5	8%	3	3	5%	0	0%	0	0%	0	0%	0	0%	57	52	87%	3	5%	1	2%	1	2%	0	0%

JOB GROUP ANALYSIS

EEO JOB Category Administrative Support

DATE:

7/1/12 - 6/30/13

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	Male												Female											
				%	Total Male	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian/Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian/Alaskan	%	
BILLING SPECIALIST	318	9	1	11%	0		0%		0%		0%		0%		0%	9	8	89%		0%	1	11%		0%		0%	
BILLING SPECIALIST (DOT)	318	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%	
CENTRAL PAYROLL OFF PREAUDIT	317	3	1	33%	1		0%	1	33%		0%		0%		0%	2	2	67%		0%		0%		0%		0%	
CLERK SECRETARY	116	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%	
DATA CONTROL CLERK	315	1	1	100%	0		0%		0%		0%		0%		0%	1		0%	1	100%		0%		0%		0%	
DATA ENTRY UNIT SUPERVISOR	B21	2	0	0%	0		0%		0%		0%		0%		0%	2	2	100%		0%		0%		0%		0%	
EXEC SECRETARY (STATE PROJECTS)	321	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%	
EXECUTIVE ASSISTANT	118	3	0	0%	0		0%		0%		0%		0%		0%	3	3	100%		0%		0%		0%		0%	
EXECUTIVE SECRETARY	623	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%	
INFO SERVICES TECHNICIAN I	316	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%	
INFO SERVICES TECHNICIAN II	B20	4	2	50%	1	1	25%		0%		0%		0%		0%	3	1	25%	1	25%	1	25%		0%		0%	
LEGAL ASSISTANT	119	2	0	0%	0		0%		0%		0%		0%		0%	2	2	100%		0%		0%		0%		0%	
LICENSING AIDE	315	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%	
MECHANICAL PARTS STOREKEEPER	113	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%	
OFFICE MANAGER	123	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%	
SCHEDULING AND RECORDING CLERK	312	2	0	0%	0		0%		0%		0%		0%		0%	2	2	100%		0%		0%		0%		0%	
SENIOR WORD PROCESSING TYPIST	112	2	0	0%	0		0%		0%		0%		0%		0%	2	2	100%		0%		0%		0%		0%	
SUBTOTAL		36	5	14%	3	2	6%	1	3%	0	0%	0	0%	0	0%	33	29	81%	2	6%	2	6%	0	0%	0	0%	

JOB GROUP ANALYSIS

EEO JOB Category Skilled Craft

DATE: 7/1/12 - 6/30/13

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male											Female										
					Total Male	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian Alaskan	%
AUTOMOTIVE MECHANIC	314	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
AUTOMOTIVE SERVICE SUPERVISOR	318	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
BUILDING MAINTENANCE SUPERVISOR	318	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
CARPENTER	314	4	0	0%	4	4	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
ELECTRICIAN	316	4	0	0%	4	4	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
HVAC SHOP SUPERVISOR	320	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
LABORER SUPERVISOR	313	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
LICENSED STEAMFITTER	315	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
LOCKSMITH	315	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
MAINTENANCE SUPERINTENDENT	322	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
MASON	314	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
MASON SUPERVISOR	318	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
MECHANICAL & ELECT SHOP SUPERVISOR	326	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
PAINTER	114	3	1	33%	3	2	67%		0%		0%	1	33%		0%	0		0%		0%		0%		0%		0%
PAINTER SUPERVISOR	318	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
PLUMBER	316	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
PLUMBER SUPERVISOR	320	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
POWER PLANT OPERATOR	118	5	1	20%	5	4	80%	1	20%		0%		0%		0%	0		0%		0%		0%		0%		0%
SR MAINTENANCE TECHNICIAN	314	12	1	8%	12	11	92%		0%	1	8%		0%		0%	0		0%		0%		0%		0%		0%
STEAMFITTER	314	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
STEAMFITTER SUPERVISOR	320	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
WWTF PROCESS MONITOR II	124	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SUBTOTAL		47	3	6%	47	44	94%	1	2%	1	2%	1	2%	0	0%	0	0	0%	0	0%	0	0%	0	0	0	0%

JOB GROUP ANALYSIS

EEO JOB Category Service Maintenance

DATE: 7/1/12 - 6/30/13

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male										Female													
					Total Male	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian/Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/Pacific Islander	%	American Indian/Alaskan	%		
ASST BLDG AND GROUNDS OFFICER	824	6	1	17%	5	4	67%		0%		1	17%		0%		0%		1	1	17%		0%		0%		0%		0%
BUILDING AND GROUNDS OFFICER	828	4	0	0%	3	3	75%		0%		0%		0%		0%		1	1	25%		0%		0%		0%		0%	
BUILDING SUPERINTENDENT	318	4	0	0%	3	3	75%		0%		0%		0%		0%		1	1	25%		0%		0%		0%		0%	
CLEANER (PUBLIC BUILDINGS)	301	2	0	0%	1	1	50%		0%		0%		0%		0%		1	1	50%		0%		0%		0%		0%	
GROUNDS SUPERINTENDENT	317	1	0	0%	1	1	100%		0%		0%		0%		0%		0		0%		0%		0%		0%		0%	
JANITOR	309	9	4	44%	5	2	22%	2	22%	1	11%		0%		0%		4	3	33%	1	11%		0%		0%		0%	
PRINCIPAL JANITOR	315	3	1	33%	3	2	67%		0%		0%		0%	1	33%		0		0%		0%		0%		0%		0%	
SEMI-SKILLED LABORER	310	2	0	0%	2	2	100%		0%		0%		0%		0%		0		0%		0%		0%		0%		0%	
SENIOR GARDENER	313	1	0	0%	1	1	100%		0%		0%		0%		0%		0		0%		0%		0%		0%		0%	
SENIOR JANITOR	312	2	1	50%	2	1	50%		0%		0%		0%	1	50%		0		0%		0%		0%		0%		0%	
SUPERV PAINTG, PLST,MASON,SLZG	323	1	0	0%	1	1	100%		0%		0%		0%		0%		0		0%		0%		0%		0%		0%	
		0	0	0%	0		0%		0%		0%		0%		0%		0		0%		0%		0%		0%		0%	
		0	0	0%	0		0%		0%		0%		0%		0%		0		0%		0%		0%		0%		0%	
		0	0	0%	0		0%		0%		0%		0%		0%		0		0%		0%		0%		0%		0%	
		0	0	0%	0		0%		0%		0%		0%		0%		0		0%		0%		0%		0%		0%	
		0	0	0%	0		0%		0%		0%		0%		0%		0		0%		0%		0%		0%		0%	
SUBTOTAL		35	7	20%	27	21	60%	2	6%	2	6%	0	0%	2	6%	8	7	20%	1	3%	0	0%	0	0%	0	0%	0	

DETERMINING UNDERREPRESENTATION & GOAL SETTING

AGENCY: Administration

DATE: 7/1/12-6/30/13

EEO-4 Job Categories	CURRENT WORKFORCE				UNDERREPRESENTATION		AAP HIRING GOALS		
	TOTAL EMPLOYEES	MINORITY	FEMALE	DISABLED	MINORITY	FEMALE	MINORITY	FEMALE	DISABLED
Officials/ Managers Administrators	132	6	49	6	23	16	1	1	
Professionals	175	23	94	4	15	-8			
Faculty					0	0			
Technicians	132	8	73	2	21	-8			1
Protective Services	1	0	0	0	0	0			
Para- Professionals	60	5	57	1	8	-28			
Administrative Support	36	5	33	0	3	-15	1		
Skilled Craft	47	3	0	0	7	23			
Service Maintenance	35	7	8	0	1	9			

PART IV
IDENTIFICATION AND ANALYSIS
OF
PROBLEM AREAS

EQUAL OPPORTUNITY PERFORMANCE AND COMMUNICATION

In order to be successful, the Affirmative Action Plan must be effectively communicated to all employees. Management must have a real commitment to the Plan's success and should be held periodically accountable to the plan's goals. It is only human nature to defer action if the costs or inaction are negligible; therefore, necessary action will be taken to ensure compliance.

The following are practical ways to improve communication:

- a. The Equal Opportunity Advisory committee should meet with Executive Directors by early fall to introduce the new Affirmative Action Plan and to discuss performance results.
- b. Produce reports for the Director on the status of various protected classes within the Department when problems are first noticed.
- c. Conduct a periodic survey in a highly confidential manner to measure employee attitudes.
- d. There continues to be a need for an executive summary to provide a short, precise statement of the plan goals for the Director and the Executive Directors to foster the increase accountability with plan goals and the Department's commitment to them. This new "capsule" version would contain both text and graphics for increased "readability".
- e. With funding from the Director's office, the Committee's Newsletter, R.I.S.E. for Equality, can be published.
- f. Continued education for Equal Opportunity Advisory Committee members through both Internal and outside sources, such as attending seminars and inviting guest speakers is important to the education on how to develop a successful and viable plan.

1. EMPLOYMENT AND SELECTION PROCESS

Applicants for all job categories should be representative of the RI workforce as evidenced by the Labor Market Unit of the Department of Labor and Training.

The Administration's Human Resources, Outreach, & Diversity Office continues to provide workshops to the general public on the state's hiring and civil service exam process. They also provide support and assistance to a diverse group of applicants seeking employment with the state, as well as technical assistance and support on best practices for recruitment to all state agencies.

The Equal Opportunity Advisory Committee will review quarterly the applicant flow of all job categories. A report will be prepared for submission to the Director of Administration for review.

These reports shall be evaluated by the Equal Opportunity Advisory Committee to determine new policies and directions for this aspect of the Plan.

There is no formal, written hiring process within the Department of Administration for interviewing officials to use as a standard. The importance of all EEO cards to be completed and forwarded in a timely manner must be expressed to all interviewing officials as this information is required to complete the plan and to monitor its progress.

All Department of Administration interviewing officials who are involved in the evaluation and hiring of applicants must be carefully trained to assure the elimination of bias. They must have read and have available the Affirmative Action Plan.

All interviewing officials should be aware of **departmental** under-represented classes and hiring goals. A starting point should be positions not requiring a list. An opportunity for improving poor representation of women, minorities and disabled employees in upper level job categories exists and should be used.

2. EXIT INTERVIEWS

The exit interview process is an opportunity for employees to express his/her reasons for leaving state service or transferring to another department. Furthermore, the exit interview form offers the terminating/transferring employees an opportunity to address any issue(s) that they feel should be reviewed.

Upon notification of a termination, a representative of the General Government Service Center meets with the employee and provides a copy of the exit interview sign-off form along with a Confidential Exit Survey Inquiry form and a pre-addressed envelope to the State Equal Opportunity Office. Exit interview forms are mailed to employees who are unable or unwilling to meet with an HR Representative.

The terminating/transferring employee is also informed of the option of having an exit interview conducted by the Department's liaison from the State Equal Opportunity Office.

The Department, through the HR Service Center, will continue to emphasize the importance of completing the Exit Interview Form.

3. FLEX TIME (ALTERNATIVE WORK WEEK)

As of August 11, 1995, the Department of Administration implemented an Alternative Work Week Plan – Flex Time program on a trial basis. The plan was subject to review and approval by management and union officials representing employees in the department because of the proposed seniority provisions. It was agreed that requests for flexible or alternative workweek hours would be based on state seniority but that state seniority rank of employees could be restricted within their work section.

The current plan is predominately an "alternative work week plan." It concedes that because restrictions are imposed on various sections within the Department of Administration, "...the same degree of personal choice may not be possible for all employees." As a result, there are "...variations in the degree of flexibility (from zero to the maximum) allowable from section to section."

Employees who are able to request flexible work hours must conform to the criteria in the plan for flex time hours. The current plan allows for the following:

"As a rule, starting time will be no earlier than 7:00 A.M. and ending time will be no later than 6:00 P.M., nor to exceed nine (9) hours per day including lunch time." The "core hours" are defined as "...the period between 10:30 A.M. and 2:30 P.M. This assumes that all employees' work schedules will begin no later than these hours. "Each employee must be on the job during 10:30 A.M. and 2:30 P.M."

4. POSTING OF POSITIONS

The Department of Administration (DOA) posts all position notices, both internal and those received from other agencies, on the bulletin boards located in the break rooms of each floor. An "Applicant Room" is located to the left of the reception desk on the third floor in the Office of Personnel Administration.

The current standard of posting is seven (7) days within an additional three (3) day grace period for union positions, although some agencies voluntarily offer a longer application period. Where flexibility exists, the Department routinely posts positions for a longer period of time to increase applicant response and applicant diversity.

In order to enhance actual opportunity for employment in the Department of Administration, state job postings are available to the general public via DLT website. A copy of internal vacancy notices, as well as those received from other departments will continue to be posted on the Department of Administration's bulletin boards. The notices with "No List" positions will also be sent to the organizations on the Minority Referral List. A copy of all our vacancy postings is sent to the Department of Labor and Training's website (www.dlt.ri.gov). As stated previously, the Department may also post position vacancies on-line with commercial recruitment websites and also reaches out to college and university recruitment offices and specialty publications where special skills are required.

5. PROMOTION AND TRANSFER PRACTICES

Female and minority employees are mainly underrepresented in the job categories of Officials/Managers/ Administrators, Professionals, Technicians, Protective Services, and Service Maintenance. The minimal turnover in upper management is one reason for their limited representation in these job categories.

In contrast, the Administrative Support job categories are dominated by women who fill 90.0% of these positions.

In some case, upward mobility for female and minority employees is limited due to the restrictions imposed by collective bargaining agreements requiring the selection of candidates by seniority. For those positions not covered by collective bargaining agreements, the Department must strive to select qualified minority candidates to address under representation in job categories.

For affirmative action to be successful, managers must actively encourage their employees to apply for vacancies and demonstrate that advancement is possible for all.

6. TECHNICAL COMPLIANCE

A member of the EOAC will periodically inspect the bulletin boards for any missing policy statements. The EOAC member will notify the Service Center to correct this.

7. TERMINATIONS

No problems were identified in this area for the past year. Terminations will be evaluated by the EOAC for continued compliance with all laws and policies.

8. TRAINING PROGRAMS

All new hires to the Department must attend The Civil Rights and Sexual Harassment Orientation which is presented by the State Equal Opportunity Office. Notice is sent to the employee and the division when the classes are to be held. Supervisors are responsible for ensuring employee attendance.

Upward mobility is a systematic management effort that focuses on developing career opportunities for lower level employees who are in positions which do not allow them to realize their full work potential. One aspect of upward mobility is providing training that will enable employees to acquire the needed skills and knowledge for advancement. Management should encourage employees wishing to improve their education and skills. Whenever possible, units should encourage and fund job related training courses. These principles are recorded in Rhode Island's general statutes as well as brochures published by the State and are available to the general public.

RI General Law 36-4-44, regarding Training Programs, states that "The Personnel Administrator shall cooperate with appointing authorities and other supervising officials in the conduct of employee training programs to the end that the quality of service rendered by persons in the classified service may be continually improved." DOA will encourage the training of personnel within the agency by the development of approved training courses and programs or if such is not feasible DOA will encourage employees to enroll in approved job related courses at institutions of higher learning.

The Office of Training and Development (OTD) continues to work to provide training courses to improve skills for state employees. Because of substantial funding restrictions, the OTD has reduced the number and breadth of courses offered to employees.

Information on In-Service Training can be obtained from the Coordinator of Employee Training at the Office of Human Resources or see www.admin.ri.gov/otd.

9. WORKFORCE COMPOSITION

Minorities and females remain under-represented in all job categories. For both minorities and females, the strongest needs persist in categories of Officials/Managers, Professionals, Technicians, Protective Services and Service Maintenance. There is a significant under-representation of females in the Protective Services category. Given these deficiencies, the argument to enforce the "6 + 6" law is tenable. This law (36-4-26.1) allows the Departments to use a supplemental certification in the civil service – Expanded certification for equal opportunity and affirmative action.

Either one or a combination of the following: fiscal and budgetary constraints, collective bargaining agreements, and restrictive civil service exams – continues to restrict DOA's ability to diversify its workforce. When possible, the Director, Executive Directors, and Associate Directors who are responsible for hiring should make every effort to select qualified female and minority applicants for underrepresented job categories.

PART V

AFFIRMATIVE ACTION PLAN

FOR

INDIVIDUALS WITH DISABILITIES,

DISABLED VETERANS AND

COVERED VETERANS

**AFFIRMATIVE ACTION FOR INDIVIDUALS WITH DISABILITIES
AND QUALIFIED VETERANS**

Practices and Procedures:

1. Outreach Recruitment:

The Department will communicate to all employees and applicants its obligation to take affirmative action to employ qualified individuals with disabilities and qualified veterans, in such a way as to ensure understanding and acceptance. The Department will send vacancy notices to recruiting sources such as Department of Human Services (Vocational Rehab and Veteran's Home), Department of Labor & Training and appropriate educational or training institutions to assist in recruiting.

2. Physical and Mental Qualifications:

Applicants will be screened to ensure that qualified individuals with disabilities are not excluded from consideration.

3. Work Environment:

As per the Department's guidelines for Unbiased Work Environment, the Department strives to maintain a working environment free of discrimination, intimidation and harassment.

4. Reasonable Accommodation:

The Department makes reasonable accommodations to the employee or applicant with a disability to ensure equal access to employment. The accommodations include, but are not limited to, modifying the job site, job restructuring, acquisition or modifications of special equipment.

Report on 2012-2013 activities:

During this term, we continue to implement the 1991 plan developed by the RI Coordinating Committee on the Americans with Disabilities Act (ADA) and as updated by the 1995 Compliance Plan-Status Report from the Governor's Commission on the Handicapped. The original plan established the agency-level structure to achieve compliance and included evaluation of services, policies and practices. The status report made revisions to the original plan and proposed the creation of a vacancy notice web-site. The web-site is www.dlt.ri.gov.

The Department, working with Mr. James Pitassi (ADA Coordinator for the Department of Administration) continues to make changes. During this year, several specific ADA claims were addressed and the Department continues to review and remove any barriers consistent with the ADA requirements and the needs of both co-workers and the public.

Report on 2013-2014 plans:

The Department plans to continue its work to identify and remove barriers that would affect individuals with disabilities.

The Department will continue to implement the changes in the guidelines for job specifications that have been reviewed and revised as needed.

The Department will apply the definition of "Covered Veteran" for the purpose of employment as set forth in "Covered" Veterans as defined by the Vietnam-Era Veteran's Readjustment Assistance Act (VEVRAA) of 1994, (VEVRAA) amended by the Jobs for Veteran's Act of 2002.

It must be stated again to management that the data gathered concerning veterans and individuals with disabilities should be handled with specific concerns for the issues of self-identification and legal confidentiality.

PART VI
APPENDIX

DESCRIPTION OF JOB CATEGORIES

DESCRIPTION OF JOB CATEGORIES

OFFICIALS AND ADMINISTRATORS:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or social phases of the agency's operations or provide specialized consultation on a regional, district or area basis. Includes: Department Heads, Bureau Chiefs, Division Chiefs, Directors, Deputy Directors, Controllers, Wardens, Superintendents, Sheriffs, Police and Fire Chiefs and Inspectors, Examiners (Bank, Hearing, Motor Vehicle, Warehouse), Inspectors (Construction, Building, Safety, Rent-and-Housing, Fire, A.B.C. Board, License, Dairy, Livestock, Transportation), Assessors, Tax Appraisers and Investigators, Coroners, Farm Managers and kindred workers.

PROFESSIONALS:

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Personnel and Labor Relations workers, Social Workers, Doctors, Psychologists, Registered Nurses, Economists, Dieticians, Lawyers, Systems Analysts, Accountants, Engineers, Employment and Vocational Rehabilitation Counselors, Teachers or Instructors, Police & Fire Captains and Lieutenants, Librarians, Management Analysts, Airplane Pilots and Navigators, Surveyors & Mapping Scientists and kindred workers.

TECHNICIANS:

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Computer Programmers, Drafters, Survey and Mapping Technicians, Licensed Practical Nurses, Photographers, Radio Operators, Technical Illustrators, Highway Technicians, Technicians (Medical, Dental, Electronic, and Physical Sciences), Police and Fire Sergeants, Inspectors (Production or Processing Inspectors, Testers and Weighers) and kindred workers.

PROTECTIVE SERVICE WORKERS:

Occupations in which workers are entrusted with Public Safety, Security and Protection from destructive forces. Includes: Police Patrol Officers, Firefighters, Guards, Deputy Sheriffs, Bailiffs, Correctional Officers, Detectives, Marshals, Harbor Patrol Officers, Game and Fish Wardens, Park Rangers (except Maintenance) and kindred workers.

PARAPROFESSIONALS:

Occupations in which workers perform some of the duties of a professional or a technician in a supportive role, which usually require less formal training and/or experience that is normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: Research Assistants, Medical Aids, Child Support Workers, Policy Auxiliary, Welfare Service Aids, Recreation Assistants, Homemaker Aides, Home Health Aides, Library Assistants and Clerks, Ambulance Drivers and Attendants and kindred workers.

ADMINISTRATIVE SUPPORT:

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Bookkeepers, Messengers, Clerk Typists, Stenographers, Court Transcribers, Hearing Reporters, Statistical Clerks, Dispatchers, License Distributors, Payroll Clerks, Office Machine and Computer Operators, Telephone Operators, Legal Assistants, Sales Workers, Cashiers, Toll Collectors, and kindred workers.

SKILLED CRAFT WORKERS:

Occupation in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involve in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: Mechanics and Repairers, Electricians, Heavy Equipment Operators, Stationary Engineers, Skilled Machine Occupations, carpenters, Compositors and Typesetters, Power Plant Operators, Water and Sewage Treatment Plant Operators and kindred workers.

SERVICE/MAINTENANCE:

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene of safety of the general public or which contribute to the upkeep and care of group may operate machinery. Includes: Chauffeurs, Laundry and Dry Cleaning Operatives, Truck Drivers, Bus Drivers, Garage Laborer, Custodial Employees, Gardeners, Groundskeepers, Refuse Collectors and Construction Laborers, Park Ranger Maintenance, Farm Workers (except Managers), Craft Apprentices/Trainees/Helpers and kindred workers.

RACIAL/ETHNIC IDENTIFICATION

RACE/ETHNIC IDENTIFICATION

MINORITY: The term “minority” means a person who is a citizen or lawful permanent resident of the United States and who can establish by information contained on his/her birth certificate, by tribal records, or by other reliable records that (s)he is any of the following:

CATEGORIES:

BLACK: (not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.

HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

ASIAN or PACIFIC ISLANDER: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the *Indian Subcontinent, or the Pacific Islands. The area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

WHITE: (not of Hispanic origin). All persons having origins in any of the original people of Europe, North Africa, or in the Middle East.

NOTES:

*Indian Subcontinent takes in the countries of India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan. (Standards adopted by Office of Federal Contract Compliance Program, October 1, 1978).

**WHITE is not included in the minority category. It is listed for reporting purposes.

LAWS GOVERNING EQUAL OPPORTUNITY

**PRIVATE EMPLOYMENT,
STATE AND LOCAL GOVERNMENTS
EDUCATIONAL INSTITUTIONS**

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

The law covers applicants to and employees of most private employers, state and local governments and public or private educational institutions. Employment agencies, labor unions, and apprenticeship programs are also covered.

AGE:

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

SEX (WAGES):

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers applicants to and employees of most private employers, state and local governments and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII, because of size, are covered by the Equal Pay Act.

DISABILITY:

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH HANDICAPS:

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of handicap and requires affirmative action to employ and advance in employment qualified individuals with handicaps who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA AND SPECIAL DISABLED VETERANS:

38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans and qualified social disabled veterans.

Applicants to and employees of companies with Federal government contract or subcontract are protected under the authorities above. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under Executive Order 11246, as amended, Section 503 of the Rehabilitation Act or 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act should contact immediately.

The Office of Federal Contract Compliance Programs (OFCCP) Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, (202) 523-9368, or an OFCCP regional or district office, listed in most directories under U.S. Government, Department of Labor.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX:

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities that receive Federal assistance.

If you believe you have been discriminated against in a program of any institution that receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

INDIVIDUALS WITH HANDICAPS:

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of handicap in any program or activity that receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

STATE EXECUTIVE ORDERS

EXECUTIVE ORDER #95-11

Establishes the Sexual Harassment Policy for units in State Government.

EXECUTIVE ORDER #92-2

Compliance with Americans with Disabilities Act.

EXECUTIVE ORDER #92-4

Re-establishes the Minority Business Enterprise Program.

EXECUTIVE ORDER #93-1

Equal Opportunity and Affirmative Action Policy for units in State Government.

EXECUTIVE ORDER #85-16

Designates the State 504 coordinator to create policies, practices and programs regarding accessibility of State buildings and properties to handicapped persons.

EXECUTIVE ORDER #86-10

Establishes the Refuge Policy for the State.

EXECUTIVE ORDER #13-05

Promotion of Diversity, Equal Opportunity and Minority Business Enterprises in Rhode Island

RHODE ISLAND GENERAL LAWS §28-5.1 et seq.
EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

§ 28-5.1-1 Declaration of policy – Annual reports – Applicability to collective bargaining agreements.

(a) (1) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities; and in the classified, unclassified, and nonclassified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. All policies, programs, and activities of state government are periodically reviewed and revised to assure their fidelity to this policy.

(2) Each department head makes a report to the governor and the general assembly not later than September 30 of each year on the statistical results of the implementation of this chapter and to the state equal opportunity office; provided that the mandatory provisions of this section do not apply to the legislative branch of state government.

(b) This chapter in no way impairs any contract or collective bargaining agreement currently in effect. Any contract or collective bargaining agreements entered into or renewed after July 6, 1994 are subject to the provisions of this chapter.

§ 28-5.1-2 State equal opportunity office.

(a) There shall be a state equal opportunity office. This office, under the direct administrative supervision of the director of administration/human resources, reports to the governor and to the general assembly on state equal opportunity programs. The state equal opportunity office is responsible for assuring compliance with the requirements of all federal agencies for equal opportunity and provides training and technical assistance that may be requested by any company doing business in Rhode Island and all state departments as is necessary to comply with the intent of this chapter.

(b) The state equal opportunity office issues those guidelines, directives or instructions that are necessary to effectuate its responsibilities under this chapter, and is authorized to investigate possible discrimination, hold hearings, and direct corrective action.

§ 28-5.1-3 Affirmative action.

(a) The state equal opportunity office shall assign an equal opportunity officer as a liaison to agencies of state government.

(b) Each state department or agency, excluding the legislative branch of state government, annually prepares an affirmative action plan. These plans shall be prepared in accordance with the criteria and deadlines set forth by the state equal opportunity office. These deadlines provide, without limitation, that affirmative action plans for each fiscal year be submitted to the state equal opportunity office and the house fiscal advisor no later than March 31. These plans are submitted to and are subject to review and approval by the state equal opportunity office.

(c) Any affirmative action plan required under this section deemed unsatisfactory by the state equal opportunity office shall be withdrawn and amended according to equal opportunity office criteria, in order to attain positive measures for compliance. The state

equal opportunity office shall make every effort by informal conference, conciliation and persuasion to achieve compliance with affirmative action requirements.

(d) The state equal opportunity office shall effect and promote the efficient transaction of its business and the timely handling of complaints and other matters before it, and shall make recommendations to appropriate state officials for affirmative action steps towards the achievement of equal opportunity.

(e) The state equal opportunity administrator serves as the chief executive officer of the state equal opportunity office, and is responsible for monitoring and enforcing all equal opportunity laws, programs, and policies within state government.

(f) No later than July 1 each state department or agency, excluding the legislative branch of state government, shall submit to the state equal opportunity office and the house fiscal advisor sufficient data to enable the state equal opportunity office and the house fiscal advisor to determine whether the agency achieved the hiring goals contained in its affirmative action plan for the previous year. If the hiring goals contained in the previous year's plan were not met, the agency also submits with the data a detailed explanation as to why the goals were not achieved.

(g) Standards for review of affirmative action plans are established by the state equal opportunity office, except where superseded by federal law.

(h) For purposes of this section, "agency" includes, without limitation, all departments, public and quasi-public agencies, authorities, boards, and commissions of the state, excluding the legislative branch of state government.

(i) The state equal opportunity office shall continually review all policies, procedures, and practices for tendencies to discriminate and for institutional or systemic barriers for equal opportunity, and it shall make recommendations with reference to any tendencies or barriers in its annual reports to the governor and the general assembly.

(j) Relevant provisions of this section also apply to expanding the pool of applicants for all positions for which no list exists. The equal opportunity administrator is authorized to develop and implement recruitment plans to assure that adequate consideration is given to qualified minority applicants in those job categories where a manifest imbalance exists, excluding those job categories in the legislative branch of state government.

§ 28-5.1-3.1 Appointments to state boards, commissions, public authorities, and quasi-public corporation. – (a) The general assembly finds that, as a matter of public policy, the effectiveness of each appointed state board, commission, and the governing body of each public authority and quasi-public corporation is enhanced when it reflects the diversity, including the racial and gender composition, of Rhode Island's population. Consequently, each person responsible for appointing one or more individuals to serve on any board or commission or to the governing body of any public authority or board shall endeavor to assure that, to the fullest extent possible, the composition of the board, commission, or governing body reflects the diversity of Rhode Island's population.

(b) During the month of January in each year the boards, agencies, commissions, or authorities are requested to file with the state equal opportunity office a list of its members, designating their race, gender, and date of appointment.

(c) Of the candidates considered for appointment by the governor and the general assembly, the governor and the general assembly shall give due consideration to recommendations made by representatives of Rhode Island's minority community based organizations through the Rhode Island Affirmative Action Professionals (RIAAP). The human resources outreach and diversity office shall act as the RIAAP's liaison with state government and shall forward the recommendations to appointing authorities.

(d) The appointing authority, in consultation with the equal employment opportunity administrator and the human resources outreach and diversity administrator within the department of administration, shall annually conduct a utilization analysis of appointments to state boards, commissions, public authorities and quasi-public corporations based upon the annual review conducted pursuant to § 28-5.1-3.

(e) The equal employment opportunity administrator shall report the results of the analysis to the Rhode Island commission for human rights and to the general assembly by or on January 31 and July 31 of each year consistent with § 28-5.1-17. The report shall be a public record and shall be made available electronically on the secretary of state's website.

determines that minorities as currently defined in federal employment law as Blacks, Hispanics, American Indians (including Alaskan natives), Asians (including Pacific Islanders), are being underrepresented and/or underutilized, the personnel administrator shall, through the director of administration, direct the head of the department where the under-representation and/or under-utilization exists to establish precise goals and timetables and assist in the correction of each deficiency, to the extent permitted by law and by collective bargaining agreements.

(3) The initial analysis shall be directed toward service oriented departments of the state, state police, labor and training, corrections, children, youth and families, courts, transportation, and human services.

(4) The equal employment opportunity administrator shall be consulted in the selection process for all positions certified as underrepresented and/or underutilized and shall report the results of progress toward goals to the governor and to the general assembly by January 31 and July 31 of each year. A copy of these results which shall be referred to the Rhode Island commission for human rights which may, in its discretion, investigate whether a violation of chapter 28-5 has occurred. The results shall be a public record and shall be made available electronically on the secretary of state's website.

(b) In the event of a reduction in force, the personnel administrator, in consultation with the equal employment opportunity administrator and director of the department(s) where the reduction is proposed, shall develop a plan to ensure that affirmation action gains are preserved to the extent permitted by law and by collective bargaining agreements. A copy of this plan shall be referred to the Rhode Island commission for human rights which may, in its discretion, investigate whether a violation of chapter 28-5 has occurred. The plan shall be a public record and shall be made available electronically on the secretary of state's website.

(2) The equal employment opportunity administrator shall report the results of the plans and their subsequent actions to the governor and to the general assembly by January 31 and July 31 of each year, to the Rhode Island commission for human rights. The report shall be a public record and shall be made available electronically on the secretary of state's website. Consistent with § 28-5.1-6, the Rhode Island commission for human rights shall have the power to order discontinuance of any department or division employment pattern or practice deemed discriminatory in intent or result by the commission.

(3) The equal opportunity administrator shall notify the commission of reports and results under this chapter

§ 28-5.1-3.2 Enforcement.

(a) The state equal opportunity administrator is authorized to initiate complaints against any agencies, administrators, or employees of any department or division within state government, excluding the legislative branch, that willfully fail to comply with the requirements of any applicable affirmative action plan or of this chapter or that fail to meet the standards of good faith effort, reasonable basis, or reasonable action, as defined in guidelines promulgated by the federal Equal Employment Opportunity Commission as set forth in 29 CFR 1607.

(b) Whenever the equal employment opportunity administrator initiates a complaint, he or she shall issue and serve in the name of the equal employment opportunity office a written notice, together with a copy of the complaint, requiring that the agency, administrator, agent, or employee respond to the notice and appear at a hearing at a time and place specified in the notice. The equal employment opportunity office shall follow its lawfully adopted rules and regulations concerning hearings of discrimination complaints.

(c) The equal employment opportunity office has the power, after hearing, to issue an order requiring a respondent to a complaint to cease and desist from any unlawful discriminatory practice and/or to take any affirmative action, including, but not limited to, hiring, reinstatement, transfer, or upgrading employees, with or without back pay, or dismissal, that may be necessary to secure compliance with any applicable affirmative action plan or with state or federal law.

(d) A final order of the equal employment opportunity office constitutes an "order" within the meaning of § 42-35-1(j); is enforceable as such an order; is rendered in accordance with § 42-35-12; and is subject to judicial review in accordance with § 42-35-15.

§ 28-5.1-4 Employment policies for state employees.

Each appointing authority shall review the recruitment, appointment, assignment, upgrading, and promotion policies and activities for state employees without regard to race, color, religion, sex, age, national origin, or disability. All appointing authorities shall hire and promote employees without discrimination. Special attention shall be given to the parity of classes of employees doing similar work and the training of supervisory personnel in equal opportunity/affirmative action principles and procedures. Annually, each appointing authority shall include in its budget presentation those necessary programs, goals and objectives that will improve the equal opportunity aspects of their department's employment policies. Each appointing authority shall make a monthly report to the state equal opportunity office on persons hired, disciplined, terminated, promoted, transferred, and vacancies occurring within their department.

§ 28-5.1-5 Personnel administration.

(a) 1. The office of personnel administration of the department of administration prepares a comprehensive plan indicating the appropriate steps necessary to maintain and secure the equal opportunity responsibility and commitment of that division. The plan shall set forth attainable goals and target dates based upon a utilization study for achievement of the goals, together with operational assignment for each element of the plan to assure measurable progress.

2. The office of personnel administration shall take positive steps to insure that the entire examination and testing process, including the development of job specifications and employment qualifications, is free from either conscious or inadvertent

bias, and shall review all recruitment procedures for all state agencies covered by this chapter for compliance with federal and state law, and bring to the attention of the equal opportunity administrator matters of concern to its jurisdiction. The division of budget shall indicate in the annual personnel supplement progress made toward the achievement of equal employment goals. The division of purchases shall cooperate in administering the state contract compliance programs. The division of statewide planning shall cooperate in assuring compliance from all recipients of federal grants.

(b) The office of labor relations shall propose in negotiations the inclusion of affirmative action language suitable to the need for attaining and maintaining a diverse workforce.

(c) There is created a five (5) member committee which shall monitor negotiations with all collective bargaining units within state government specifically for equal opportunity and affirmative action interests. The members of that committee include the director of the Rhode Island commission for human rights, the equal opportunity administrator, the personnel administrator, one member of the House of Representatives appointed by the speaker, and one member of the senate appointed by the president of the senate.

§ 28-5.1-6 Commission for human rights.

The Rhode Island commission for human rights shall exercise its enforcement powers as defined in chapter 5 of this title and in this chapter, and shall have the full cooperation of all state agencies. Wherever necessary, the commission, at its own initiative or upon a complaint, shall bring charges of discrimination against those agencies and the personnel of those agencies who fail to comply with the applicable state laws and this chapter. This commission also has the power to order discontinuance of any departmental or division employment pattern or practice deemed discriminatory in intent by the commission, after a hearing on the record, and may seek court enforcement of such an order. The commission shall utilize the state equal opportunity office as its liaison with state government. The Rhode Island commission for human rights is authorized to make any rules and regulations that it deems necessary to carry out its responsibilities under this chapter, and to establish any sanctions that may be appropriate within the rules and regulations of the state.

§ 28-5.1-7 State services and facilities.

Every state agency shall render service to the citizens of this state without discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. No state facility shall be used in furtherance of any discriminatory practice nor shall any state agency become a party to any agreement, arrangement, or plan which has the effect of sanctioning discriminatory patterns or practices.

At the request of the state equal opportunity office, each appointing authority shall critically analyze all of its operations to ascertain possible instances of noncompliance with this policy and shall initiate sustained, comprehensive programs based on the guidelines of the state equal opportunity office to remedy any defects found to exist.

§ 28-5.1-8 Education, training, and apprenticeship programs.

(a) All educational programs and activities of state agencies, or in which state agencies participate, shall be open to all qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, or disability. These programs shall be conducted to encourage the fullest development of the interests, aptitudes, skills, and capacities of all participants.

(b) Those state agencies responsible for educational programs and activities shall take positive steps to insure that all programs are free from either conscious or inadvertent bias, and shall make quarterly reports to the state equal opportunity office with regard to the number of persons being served and to the extent to which the goals of the chapter are being met by the programs.

(c) Expansion of training opportunities shall also be encouraged with a view toward involving larger numbers of participants from those segments of the labor force where the need for upgrading levels of skill is greatest.

§ 28-5.1-9 State employment services.

All state agencies, including educational institutions, which provide employment referral or placement services to public or private employees, shall accept job orders, refer for employment, test, classify, counsel and train only on a nondiscriminatory basis. They shall refuse to fill any job order, which has the effect of excluding any persons because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. The agencies shall advise the commission for human rights promptly of any employers, employment agencies, or unions suspected of practicing unlawful discrimination. They shall assist employers and unions seeking to broaden their recruitment programs to include qualified applicants from minority groups. In addition, the department of labor and training, the governor's commission on disabilities, the advisory commission on women, and the Rhode Island economic development corporation shall fully utilize their knowledge of the labor market and economic conditions of the state, and their contacts with job applicants, employers, and unions to promote equal employment opportunities, and shall require and assist all persons within their jurisdictions to initiate actions which will remedy any situations or programs which have a negative impact on protected classes within the state.

§ 28-5.1-10 State contracts.

The division of purchases shall prepare those rules, regulations, and compliance reports that require of contractors of this state the same commitment to equal opportunity that prevails under federal contracts controlled by federal executive orders 11246, 11625 and 11375. Affirmative action plans prepared pursuant to these rules and regulations shall be reviewed by the state equal opportunity office. The state equal opportunity office shall prepare a comprehensive plan to provide compliance reviews for state contracts. A contractor's failure to abide by the rules, regulations, contract terms, and compliance reporting provisions as established is ground for forfeitures and penalties that will be established by the department of administration in consultation with the state equal opportunity office.

§ 28-5.1-11 Law enforcement.

The attorney general, the department of corrections, and the Rhode Island justice commission shall stress to state and local law enforcement officials the necessity for nondiscrimination in the control of criminal behavior. These agencies shall develop and publish formal procedures for the investigation of citizen complaints of alleged abuses of authority by individual peace officers. Employment in all state law enforcement and

correctional agencies and institutions shall be subject to the same affirmative action standards applied under this chapter to every state unit of government, in addition to applicable federal requirements.

§ 28-5.1-14 State licensing and regulatory agencies.

State agencies shall not discriminate by considering race, color, religion, sex, age, national origin, or disability in granting, denying, or revoking a license or charter, nor shall any person, corporation, or business firm which is licensed or chartered by the state discriminate against or segregate any person on these grounds. All businesses licensed or chartered by the state shall operate on a nondiscriminatory basis, according to equal employment treatment and access to their services to all persons, except unless otherwise exempted by the laws of the state. Any licensee, charter holder, or retail sales permit holder who fails to comply with this policy is subject to such disciplinary action that is consistent with the legal authority and rules and regulations of the appropriate licensing or regulatory agency. State agencies which have the authority to grant, deny, or revoke licenses or charters will cooperate with the state equal opportunity office to prevent any person, corporation, or business firm from discriminating because of race, color, religion, sex, age, national origin, or disability or from participating in any practice which may have a disparate effect on any protected class within the population. The state equal opportunity office shall monitor the equal employment opportunity activities and affirmative action plans of all these organizations.

§ 28-5.1-15 State financial assistance.

State agencies disbursing financial assistance, including, but not limited to, loans and grants, shall hereafter require recipient organizations and agencies to undertake affirmative action programs designed to eliminate patterns and practices of discrimination. At the request of the state equal opportunity office, state agencies disbursing assistance shall develop, in conjunction with the state equal opportunity office, regulations and procedures necessary to implement the goals of nondiscrimination and affirmative action and shall be reviewed for compliance according to state policy.

§ 28-5.1-16 Prior executive orders – Effect.

All executive orders shall, to the extent that they are not inconsistent with this chapter, remain in full force and effect.

§ 28-5.1-17 Utilization analysis. – (a) The personnel administrator, in consultation with the equal employment opportunity administrator, and the human resources outreach and diversity administrator within the department of administration, shall annually conduct a utilization analysis of positions within state government based upon the annual review conducted pursuant to §§ 28-5.1-3 and 28-5.1-4.

(2) To the extent the analysis determines that minorities as currently defined in federal employment law as Blacks, Hispanics, American Indians (including Alaskan natives), Asians (including Pacific Islanders), are being underrepresented and/or underutilized, the personnel administrator shall, through the director of administration, direct the head of the department where the under-representation and/or under-utilization exists to establish precise goals and timetables and assist in the correction of each deficiency, to the extent permitted by law and by collective bargaining agreements.

(3) The initial analysis shall be directed toward service oriented departments of the state, state police, labor and training, corrections, children, youth and families, courts, transportation, and human services.

(4) The equal employment opportunity administrator shall be consulted in the selection process for all positions certified as underrepresented and/or underutilized and shall report the results of progress toward goals to the governor and to the general assembly by January 31 and July 31 of each year. A copy of these results which shall be referred to the Rhode Island commission for human rights which may, in its discretion, investigate whether a violation of chapter 28-5 has occurred. The results shall be a public record and shall be made available electronically on the secretary of state's website.

(b) In the event of a reduction in force, the personnel administrator, in consultation with the equal employment opportunity administrator and director of the department(s) where the reduction is proposed, shall develop a plan to ensure that affirmation action gains are preserved to the extent permitted by law and by collective bargaining agreements. A copy of this plan shall be referred to the Rhode Island commission for human rights which may, in its discretion, investigate whether a violation of chapter 28-5 has occurred. The plan shall be a public record and shall be made available electronically on the secretary of state's website.

(2) The equal employment opportunity administrator shall report the results of the plans and their subsequent actions to the governor and to the general assembly by January 31 and July 31 of each year, to the Rhode Island commission for human rights. The report shall be a public record and shall be made available electronically on the secretary of state's website. Consistent with § 28-5.1-6, the Rhode Island commission for human rights shall have the power to order discontinuance of any department or division employment pattern or practice deemed discriminatory in intent or result by the commission.

(3) The equal opportunity administrator shall notify the commission of reports and results under this chapter

POSTING THE VACANCY

Posting the Vacancy

COMMUNICATION PP-3-PO-3-3
RE: CS-376 Vacancy Notice
(Revised)

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES
OFFICE OF PERSONNEL ADMINISTRATION

DATE: February 25, 1988
FROM: Bradford E. Southworth, Personnel Administrator
ROUTING: Personnel Officials (List #22)
*cc: Directors (List 12) Lists, 14, 15 and Union Officials
List 23

* **Directors and Chief Executive Officers or their designees are responsible for distribution within their organization.**

DISPOSTION:

Act on and File

BRIEF DESCRIPTION: CS-376 - Vacancy Notice (Revised February, 1988)

Enclosed are two versions (legal and letter size) of a *CS-376 Vacancy Notice* as revised. It is your choice as to use either size as deemed appropriate for your agency. Some departments indicated a preference of legal size for posting purposes to satisfy affirmative action and recruitment promotion interests.

Many departments/agencies contributed to the process of revision of this form in the hope of improving human resource activities. Some revisions may only benefit a few agencies but are included because of its value to the system at large.

A copy of this vacancy notice must be sent to the Equal Opportunity Section of the Office of Personnel Administration and the respective bargaining unit.

NOTE: Agencies are responsible for duplicating this form at their own expense.

File in Volume 1 under Procedures
Effective: Immediately

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: _____ CLASSIFICATION CODE: _____</p> <p>SALARY RANGE: _____ REFERENCE POSITION NO.: _____</p> <p>Department or Agency Name _____ APPLICATION PERIOD: _____</p> <p>Division/Section/Unit _____</p> <p>Assignment(s) / Comments _____</p> <p>Shift and Days: _____ Job Location: _____</p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes _____ No _____</p> <p>Name of Bargaining Unit Union: _____</p> <p>There is _____ is not _____ a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p style="background-color: #cccccc;">* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application, or within a cover letter, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">• The title of the position for which you are applying <li style="display: inline-block; width: 45%;">• Name of department where you are currently employed <li style="display: inline-block; width: 45%;">• Title of your present position and date you entered it <li style="display: inline-block; width: 45%;">• Your business telephone number <li style="display: inline-block; width: 45%;">• Date you entered State service <li style="display: inline-block; width: 45%;">• Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no Civil Service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).
Statement of Duties	<p><u>DUTIES / RESPONSIBILITIES:</u></p>
Minimum Education & Experience	<p><u>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</u></p>
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p style="text-align: right;">Telephone #: _____</p> <p style="text-align: right;">Fax #: _____</p> <p style="text-align: right;">TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)</p> <div style="text-align: right;">  </div>

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

MINORITY REFERRAL AGENCY LIST

**STATE EQUAL OPPORTUNITY OFFICE
MINORITY REFERRAL LIST**

Rhode Island Commission on Women 260 West Exchange, Suite #4 Providence, RI 02903 Phone: 222-6105 Fax: 222-5638 TDD: 222-6106	Community College of RI Minority Affairs Office 1 Hilton Street Providence, RI 02905 Phone: 455-6011 Fax: 455-6180	Goodwill Industries of Rhode Island 100 Houghton Street Providence, RI 02904 Phone: 861-2080 Fax: 454-0889 TDD: 276-0875 – 861-6677
Blackstone Valley Comm. Action Program 32 Goff Avenue Pawtucket, RI 02860 Phone: 723-4520 Fax: 725-6550	RI Gov.'s Comm. On Disabilities JO Pastore Complex 41 Cherry Dale Ct Cranston, RI 02920 Phone: 462-0100 Fax: 462-0106 TDD: 462-0101	Ebenezer Baptist Church 475 Cranston St. Providence, RI 02907 Phone: 351-1368
Congdon Baptist Church Church Clerk 17 Congdon Street Providence, RI 02906 Phone: 421-4039 Fax: 351-0999	East Providence Community Center 1320 Pawtucket Ave. East Providence, RI 02916 Phone: 438-5285 Fax: 438-5530	Department of Labor & Training Center General 1511 Pontiac Ave. Cranston, RI 02920 Phone: 222-3715 Fax: 222-2731
RI State Equal Opportunity Office Raymond Lambert, Administrator One Capitol Hill, Third Floor Providence, RI 02908 Phone: 222-3090 Fax: 222-6391 TDD: 222-6144	Brown University, Office of EO/AA PO Box 1890, 164 Angell St. Providence, RI 02912 Phone: 863-2389 Fax: 863-3340	Cape Verdean Progressive Center 329 Grosvenor Ave. East Providence, RI 02914 Phone: 434-9612 Fax: 455-1299
City of East Providence 145 Tauton Avenue East Providence, RI 02914-4505 Phone: 435-7509 Fax: 438-1719 TDD/Voice: 431-1633	Vietnam Era Veterans' Association 250 Prairie Avenue Providence, RI 02903 Phone: 521-6710 or 521-6711 Fax: 454-4390	Hartford Park Community Center 20 Syracuse Street Providence, RI 02909 Phone: 521-0051 Fax: 455-1299
Progresso Latino, Inc. 626 Broad St. Central Falls, RI 02863 Phone: 728-5920 Fax: 724-5550	Urban League of RI 246 Prairie Ave. Providence, RI 02905 Phone: 351-5000 X144 Fax: 454-1946	Johnson & Wales University 8 Abbott Place Providence, RI 02903 Phone: 598-1443 Fax: 598-8672
Gay & Lesbian Helpline of RI PO Box 41247 Providence, RI 02904	Dr. Martin Luther King, Jr. Community Ctr. 20 Dr. Marcus F. Wheatland Blvd. Newport, RI 02840 Phone: 846-4828 Fax: 848-7360	International Institute of RI 645 Elmwood Ave. Providence, RI 02907 Phone: 784-4624 Fax: 467-6530

Roger Williams University
1 Old Ferry Road
Bristol, RI 02809
Phone: 254-3003
Fax: 254-3370

George Wiley Center
32 East Ave.
Pawtucket, RI 02860
Phone: 728-555
Fax: 725-1020

West End Community Center
109 Bucklin St.
Providence, RI 02907
Phone: 467-7990

Rhode Island AFL-CIO
Dislocated Workers Program
214 Broadway Street
Providence, RI 02903
Phone: 521-2680
Fax: 521-2684

ACLU-Rhode Island Affiliate
128 Dorrance Street, Suite 220
Providence, RI 02903
Phone: 831-7171
Fax: 831-7175

Joslin Community Dev. Center
231 Amherst Street
Providence, RI 02909
Phone: 421-8062
Fax: 421-8535

Ser Jobs for Progress
421 Elmwood Ave.
Providence, RI 02907
Phone: 785-3190
Fax: 461-2507

Vocational Resources, Inc.
100 Houghton Street
Providence, RI 02904
Phone: 861-2080
Fax: 454-0889
TDD: 331-2830

Providence Housing Authority
285 F Chad Brown Street
Providence, RI 02908
Phone: 751-6400 x 250

City of Providence
EEO/AA
25 Dorrance St.
Providence, RI 02903
Phone: 421-7740 x 241
Fax: 272-0867 Tdd: 751-0203

Center for Hispanic Policy & Advocacy
421 Elmwood Ave.
Providence, RI 02907
Phone: 467-0111
Fax: 467-2507

Narragansett Indian Tribe
Personnel Director
4375 B South County Trail
PO Box 268
Charlestown, RI 02813
Phone: 364-1100
Fax: 364-1104

New Visions for Newport County
19 Broadway
Newport, RI 02840
Phone: 847-7821
Fax: 847-6220

Boys & Girls Club of Prov. Fox Point
90 Ives St.
Providence, RI
Phone: 444-0758
Fax: 444-0757

Women's Development Corp.
861A Broad St.
Providence, RI 02907
Phone: 941-2900
Fax: 941-3570

Gov.'s Comm. On Hispanic Affairs
421 Elmwood Ave.
Providence, RI 02907
Phone: 785-3028
Fax: 351-0127

Rhode Island Urban Project
870 Westminster St.
Providence, RI 02903
Phone:
Fax: 751-3472

Olney Street Baptist Church
Church Clerk
100 Olney Street
Providence, RI 02906
Phone: 272-1024

PARI Independent Living Center
Executive Director
500 Prospect St.
Pawtucket, RI 02860
Phone: 725-1966
Fax: 725-2104
TDD: 725-1966

Elmood Community Center
Executive Director
155 Niagara St.
Providence, RI 02907

Rehabilitation & Re-Employment
President
115 Cedar Street
Providence, RI 02903
Phone: 272-4552
Fax: 331-4336

RI Educational Opportunity Center
Philomena Fayanjuola
One Hilton St.
Providence, RI 02905-2304
Phone: 455-6028
Fax: 455-6178

Ser Jobs for Progress Island
Employment Specialist
101 Main St., Suite 302
Pawtucket, RI 02860
Phone: 724-1820
Fax: 467-2507

Hmong-Lao United Association
Elmwood Community Center
340 Lockwood St.
Providence, RI 02907
Phone: 455-0847
Fax: 621-5631

Rhode Island College
600 Mt Pleasant Ave.
Providence, RI 02908
Phone: 456-8218
Fax: 456-8717
TDD: 456-8216

Women's Center of RI
BOX 603300
Providence, RI 02906-0300
Phone: 861-2761
Fax: 861-2762
TDD: 861-2760

Rhode Island Indian Council, Inc.
807 Broad St.
Providence, RI 02907
Phone: 941-3494
Fax: 781-2394

Providence College
549 River Ave.
Providence, RI 02908
Phone: 865-2341
Fax: 865-2236

RI Workers Association
32 East Ave.
Pawtucket, RI 02860
Phone: 728-5555
Fax: 725-1020

Commission for Human Rights
180 Westminster Street
Providence, RI 02903
Phone: 222-2661
Fax: 222-1616
TDD: 222-2664

Self Help, Inc.
1000 Bullocks Point Ave.
Riverside, RI 02915
Phone: 437-1000
Fax: 433-1598

Smith Hill Center
110 Ruggles Street
Providence, RI 02908
Phone: 455-3880
Fax: 455-3887

South County Community Action
1080 Kingstown Rd.
Woonsocket, RI 02879
Phone: 884-4282
Fax: 884-4284

GRIEVANCE PROCEDURE

GRIEVANCE PROCEDURE

RHODE ISLAND EQUAL OPPORTUNITY OFFICE
TELEPHONE (401) 222-3090 **TDD (401) 222-6144**

The State Equal Opportunity Office will accept, from both State Employees and Applicants for State employment, complaints of discrimination that are based on race, sex, age, national origin, religion, color, sexual orientation, gender identity or expression, and sexual harassment.

1. A complaint must be filed formally on the "Complaint Information Form"; available through the State Equal Opportunity Office within ten (10) working days from the knowledge of the alleged incident of discrimination, unless it is an ongoing discrimination.

All complaints will remain confidential except to the extent necessary to conduct a review of the facts.

2. An Equal Opportunity Officer will be assigned to investigate the complaint.
3. The Agency Director (Responder) will be notified of the alleged charge.
4. Upon the completion of the investigation, the State Equal Opportunity Office will make a determination as to probable cause based on the summary of facts.
5. When probable cause is not evident, the parties are so informed by the State Equal Opportunity Office.
6. When there is probable cause of discrimination, the State Equal Opportunity Office will try to conciliate the complaint.
7. If an agreement between both parties is not reached, a formal hearing will be scheduled and a Hearing Officer will be assigned by the State Equal Opportunity Office.
8. If and when it has been determined by the Hearing Officer that discrimination exists, the Hearing Officer will advise the State Equal Opportunity Office in writing. The State Equal Opportunity Office will then, by written notification, present findings and recommended corrective action to both parties.

If the corrective action is not implemented within the specified time frame, the State Equal Opportunity Office will notify the Governor.

An individual may also file a complaint with RI Human Rights Commission or the Equal Employment Opportunity Commission. If a charge has been filed, either simultaneously or at a later date, with RI Human Rights Commission or the Equal Employment Opportunity Commission, the State Equal Opportunity Office will defer to Commission for investigation and any resolution and/or prosecution of any charge.

**DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN SERVICES**

Office of Personnel Administration

Equal Opportunity

COMPLAINT INFORMATION FORM

1. Complainant Information:

State your name and address:

City State Zip Code

Telephone Number(s):

Work: _____

Home: _____

2. Name of Department:

3. Name of Immediate Supervisor:

4. Respondent Information:

Name and address of agency involved:

City State Zip Code

5. Name and Title of person(s) charged:

6. Date of Alleged Violation:

7. Place of Alleged Violation:

(_____)

Case Number

8. Basis of Alleged Complaint:

___ Race/Color: Specify _____

___ Sex: ___ Male ___ Female

___ Age: Date of Birth _____

___ National Origin: Specify _____

___ Religion: Specify _____

___ Sexual Harassment

___ Sexual Orientation

___ Gender Identity or Expression

9. Nature of Charge:

___ Hiring

___ Compensation

___ Job Classification

___ Discharge/Termination

___ Promotion

___ Training

___ Demotion

___ Qualification/Testing

___ Layoff

___ Recall

___ Seniority

___ Intimidation/Reprisal

___ Harassment

COMPLAINT INFORMATION FORM
(Continued)

10. Explain as briefly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. Also attach any written material pertaining to your case.

11. Why do you believe these events occurred?

12. Have you brought this charge to anyone else's attention?

13. Please list below any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint.

Complainant Signature

Date

Interviewing Officer

RETALIATION/COERCION STATEMENT

RETALIATION OR COERCION

An employee or agent of State Government who shall discriminate against an individual through the use of retaliation, coercion, intimidation, threats or other such action because such individual has filed a complaint, testified or participated in any way in any investigation proceeding or hearing regarding discrimination in employment or public service or because such individual has opposed any act made unlawful under the Americans with Disabilities Act (ADA) or Rhode Island Fair Employment Practices Act or any rules and regulations issued pursuant to either, shall be subject to disciplinary action. Said action may include suspension from employment or dismissal where the discrimination is found to be willful or repeated.

**EMPLOYEE SELF-IDENTIFICATION OF
DISABILITY FORM AND REQUEST FOR
REASONABLE ACCOMODATIONS**

**EMPLOYEE SELF-IDENTIFICATION OF DISABILITY & REQUEST FOR REASONABLE
ACCOMMODATIONS**
CONFIDENTIAL

In accordance with the Americans with Disabilities Act of 1990, Rhode Island General Laws §28-5.1 et. seq., and Executive Order #92-2, the State Equal Opportunity Office invites a qualified individual with a disability to self-identify to be provided reasonable accommodations if necessary to perform the essential function for the desire position.

NAME: _____ AGENCY: _____
JOB TITLE: _____ DATE: _____

Please Check the category that best describes your disability. (Upon request, verification of disabling condition must be obtained from your physician.)

Disabling conditions include, but are not limited to:

- AIDS
- Alcoholism
- Blindness or Visual Impairment
- Cancer
- Cerebral Palsy
- Deafness or Hearing Impairment
- Diabetes
- Drug Addiction
- Epilepsy
- Heart Disease
- Mental Retardation
- Mental or Emotional Illness
- Multiple Sclerosis
- Muscular Dystrophy
- Orthopedic
- Perceptual Disabilities such as: Dyslexia, Minimal Brain Dysfunction, Development Aphasia or Speech Impairment
- Other

Yes, I request a Reasonable Accommodation Needs Assessment Review

Additional Comments:

No Reasonable Accommodation is needed at this time

Signature: _____

Date: _____

RIEEO 5/09A
REVISED 7/02/2002
RI SEEO (401) 222-3090

EXIT INTERVIEW

CONFIDENTIAL EXIT-INTERVIEW FORM

1. The purpose of this Form is to record information concerning reasons why employees are terminating/transferring from State Service.

2. The Form asks specific questions concerning:
 - A. Employment
 - B. Career Opportunities
 - C. Fair Treatment
 - D. Future Employment with State Government
 - E. If you feel you were discriminated against

3. The Form is completed by the employee who is leaving the department (resignation, transferring to another department, retirement, etc.) The person is interviewed by the Equal Opportunity Officer.

4. The Equal Opportunity Officer should be notified at least five- (5) working days before the employee terminates or transfers.

5. The Form is voluntary and confidential.

STATE EQUAL OPPORTUNITY OFFICE

One Capitol Hill
Providence, RI 02908-5865

Rhode Island Department of:

Administration

EXIT INTERVIEW SIGN-OFF FORM*

Name of Employee (Please print or type)

In accordance with Rhode Island General Law 28-5.1, and Exit Interview Program has been established in order to assure that terminations/transferring employees are not leaving because of discriminatory circumstances. I understand that all terminating/transferring employees have the option of an Exit Interview with the State Equal Opportunity Officer/ Liaison to the Rhode Island Department of _____, I hereby certify that I have received an Exit Interview form from the personnel officer and, that the completed Exit Interview form must be forwarded to the State Equal Opportunity Office. I also understand that a copy of this completed sign-off form will be placed in my personnel file.

Signature of Employee

Date Employee Signed

Date Exit Interview Was
Mailed to Employee

Signature of Personnel Officer

*** Instructions:**

The Personnel Officer must distribute a copy of the Exit Interview form along with termination/transfer papers to the employee. The Personnel Officer must place a copy of the Exit Interview sign-off form in the employee's personnel file and forward a second copy of the sign-off form to the Department's EEO Coordinator immediately upon completion.

Rhode Island State Opportunity Office CONFIDENTIAL EXIT SURVEY INQUIRY

All information obtained from this inquiry will be handled in a confidential manner and will not be divulged to supervisors, co-workers, or anyone inside or outside the agency. The information will be used as a tool for change and improvements and will not be made part of your personnel record and will not be used to respond to reference checks by future employers. We ask that you be as honest and fair as possible. Please complete and return to the State Equal Opportunity Office, One Capitol Hill, Providence, RI 02908-5865. Thank you.

Name _____	Job Title _____
Address _____ _____	Dept./Agency _____
Telephone _____	Division/Unit _____
Date Hired _____	Date Departed _____

(Please check for Equal Opportunity Purposes Only)

Female <input type="checkbox"/>	White <input type="checkbox"/>	Asian Amer./Pacific Islander <input type="checkbox"/>	Hispanic <input type="checkbox"/>
Male <input type="checkbox"/>	Black <input type="checkbox"/>	Amer. Indian/AK Native <input type="checkbox"/>	Handicapped <input type="checkbox"/>

What is your main reason for leaving?

What did you like best about your job?

What did you dislike about your job?

Did you find your employment worthwhile in terms of personal growth and achievement?

Do you feel career opportunities were adequately afforded to you?

Did you feel free to go to your supervisor to discuss problems about your job?

(Rev. 07/02)

CONTINUED.....

Was your supervisor effective in handling problems or complaints?

Was the Leave of Absence Procedure clearly explained to you?

Did you receive fair treatment while employed?

Would you seek employment with the State of Rhode Island at a future date?

Do you feel you were discriminated against?

INTERVIEWING OFFICER

DATE

Comments:

EQUAL OPPORTUNITY ADVISORY COMMITTEE

EQUAL OPPORTUNITY ADVISORY COMMITTEE

MISSION:

TO PROVIDE TWO-WAY COMMUNICATION AND SUGGESTIONS ON VARIOUS ASPECTS OF THE EQUAL OPPORTUNITY PROGRAM TO THE AGENCY HEAD AND EQUAL OPPORTUNITY COORDINATOR IN AN AGENCY IN STATE GOVERNMENT.

1. ESTABLISHING THE COMMITTEE:

- A. ALL EMPLOYEES SHOULD BE INFORMED OF OPPORTUNITIES TO SERVE ON THE COMMITTEE.
- B. AGENCY HEAD APPOINTS THE COMMITTEE FROM A LIST OF VOLUNTEERS.
- C. VOLUNTEERS
 - 1. EACH DIVISION OF AGENCY
 - 2. VARIOUS JOB LEVELS
 - 3. MINORITIES, WOMEN, AND PERSON WITH DISABILITIES

2. STRUCTURE:

- A. TERMS OF MEMBERSHIP
- B. ELECTIONS OF OFFICERS
- C. HOW MANY MEMBERS
- D. ALTERNATES
- E. SUB-COMMITTEES
- F. MEETINGS
- G. MINUTES

3. FUNCTIONS (ROLE):

- A. ADVISE – NOT PERFORM
- B. DEVELOP SHORT-TERM OBJECTIVES
- C. IDENTIFY AREAS OF POSSIBLE DISCRIMINATION
- D. ASSIST THE DESIGNEE OF THE AGENCY HEAD WITH PREPARING THE AFFIRMATIVE ACTION PLAN
- E. MONITOR THE PROGRESS OF THE ACTION GOALS AND PROGRAMS, IF NECESSARY, MAKE RECOMMENDATIONS TO IMPROVE.
- F. REVIEW MONTHLY PROGRESS REPORTS
- G. ISSUE A PROGRESS REPORT TO AGENCY HEAD QUARTERLY.

4. CHAIRPERSON (DUTIES):

- A. PREPARE AGENDA FOR MEETING
- B. PRESIDE OVER COMMITTEE MEETINGS
- C. SUBMIT ANY COMMITTEE RECOMMENDATIONS TO THE AGENCY HEAD

5. SECRETARY (DUTIES)

- A. PRESIDE OVER MEETING IN ABSENCE OF CHAIRPERSON
- B. RECORD MINUTES OF THE MEETING
- C. PREPARE MINUTES FOR DISTRIBUTION.

6. **EQUAL OPPORTUNITY COORDINATOR:**

EX-OFFICIO
ADVISOR

7. **EQUAL OPPORTUNITY OFFICER/LIAISON:**

EX-OFFICIO
ADVISOR

8. **AGENCY HEAD:**

SHOULD MAKE A COMMITMENT THAT ALL RECOMMENDATIONS WILL BE
REVIEWED AND ACKNOWLEDGED

9. **EMPLOYEES SHOULD BE INFORMED OF AGENCY POLICY:**

1. NEWSLETTER
2. PAY ENVELOPES
3. EMPLOYEE HANDBOOKS
4. COPIES OF THE AFFIRMATIVE ACTION PLAN POLICY STATEMENT OF KEY PROGRAM ELEMENTS.

10. THE STATE EQUAL OPPORTUNITY OFFICE MAY ISSUE SUCH GUIDELINES,
DIRECTIVES, OR INSTRUCTIONS AS NECESSARY TO CARRY OUT RI GENERAL
LAW 28-5.1.

**LIST OF EQUAL OPPORTUNITY/AFFIRMATIVE
ACTION OFFICES**

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION OFFICES

RI DEPARTMENT OF ADMINISTRATION

Division of Human Resources
State Equal Opportunity Office
One Capitol Hill, 3rd Floor
Providence, RI 02908-5865
Phone 222-3090 Tdd 222-6144
FAX 222-6391

State Equal Opportunity Programs

Principal Equal Opportunity Officer

Senior Equal Opportunity Officer

COMMUNITY COLLEGE OF RHODE ISLAND

One Hilton Street
Providence, RI 02905
Phone 455-6011 Tdd 825-2238

RHODE ISLAND COLLEGE

600 Mt. Pleasant Avenue
Providence, RI 02908
Phone 456-8212 Tdd 456-8061
FAX 456-8379

UNIVERSITY OF RHODE ISLAND

Affirmative Action Equal Opportunity & Diversity
Carlotti Administration Building
Kingston, RI 02881
Phone 792-2442 Tdd 792-2285

LIST OF STATE ENFORCEMENT AGENCIES

ENFORCEMENT AGENCIES

Department of Administration

Office of Personnel Administration
State Equal Opportunity Office
One Capitol Hill
Providence, RI 02908-5865
TEL # (401) 222-3090
TDD # (401) 222-6144
FAX # (401) 222-6391

RI Commission for Human Rights

180 Westminster St. Ste. 3
Providence, RI 02903-1918
TEL # (401) 222-2661/ Voice
TDD # (401) 222-2664
FAX # (401) 222-2616

U.S. Equal Employment Opportunity Commission

1801 L Street NW
Washington, D.C. 20507
TEL # (202) 663-4900/ Voice
TDD # (800) 800-3302
TDD # (202) 663-4494 (for all Area Codes)

Department of Justice

Office of the Americans with Disabilities Act
Civil Rights Division
P.O. Box 66118
Washington, D.C. 20035-6118
TEL # (202) 514-0301/ Voice
TDD # (202) 514-0381
(202) 514-6193 (Electronic Bulletin Board)

ADDENDUM

STATE OF RHODE ISLAND – DEPARTMENT OF ADMINISTRATION

AFFIRMATIVE ACTION PLAN

JULY 1, 2013 – JUNE 30, 2014

In recognition of the critical importance of building a state workforce that is reflective of the cultural diversity of Rhode Island residents and in recognition of the need to address current gaps in representation of women and people of color within the state's workforce, on May 9, 2013, Governor Lincoln Chafee issued Executive Order 13-05 entitled "***Promotion of Diversity, Equal Opportunity and Minority Business Enterprises in Rhode Island***".

Governor Chafee tasked the Department of Administration (DOA) with developing recommendations regarding diversity, equal opportunity and affirmative action hiring, and utilization of Minority Business Enterprises (MBE). The specific language contained in the Executive Order is as follows:

The Director of the Department of Administration shall review all divisions and offices within the Department charged with facilitating equal opportunity employment and MBEs, including, but not limited to, the Division of Human Resources, the State Equal Opportunity Office, the Human Resources Outreach and Diversity Office, the Division of Purchases, and the MBE Program, and shall make recommendations to the Governor to improve collaboration between these offices and all executive departments to ensure these programs are more effective.

The recommendations shall encourage measures of quality and accountability in equal opportunity and affirmative action hiring and MBE procurement as allowed by law. In addition, these recommendations shall include strategies for recruiting, hiring, promoting and retaining a more diverse workforce. All executive departments shall comply with the Director's recommendations and shall cooperate fully with taking steps to increase minorities in the State's workforce and increase usage of MBEs with State contracts. And every State agency, in partnership with the Office of Equal Opportunity, shall track and maintain hiring data as part of the agency's performance management functions.

Based on the Executive Order recommendations, DOA has developed Phase I of an Executive Order Implementation Plan that, throughout the next fiscal year (July 1, 2013 to June 30, 2014) will guide and support plans and strategies within (21) state departments/agencies, ***including the Department of Administration***, as they develop specific goals and strategies for improving the representation of women and people of color within their workforce.

The (21) departments selected to participate in Phase I activities represent the larger, key state departments that employ the greatest percentage overall of state employees. Smaller state departments and other quasi-state agencies will be included in Phase II implementation work that is planned to begin in fiscal year 2015

Key Implementation Initiatives planned for fiscal year July 1, 2013 to June 30, 2014:

- Establish Annual Hiring Goals for each state department
- Establish methods to regularly track and monitor goals
- Appoint Diversity Liaisons within each Phase I state department; the Diversity Liaison will be responsible for assisting his/her department or agency with meeting their equal opportunity hiring and Minority Business Enterprise utilization goals.
- Implement an online job application system for all state jobs
- Within the Executive Division of the Department of Administration, realign the State Equal Opportunity Office, the Human Resources Outreach and Diversity Office, and the Minority Business Enterprise to create the Office of Diversity, Equity and Opportunity, under the leadership of a Chief Diversity and Equity Officer, a senior-level position that will oversee the new equity and opportunity office
- Establish a Diversity Advisory Council within the Department of Administration that would be responsible for helping to track the progress of attaining a more diverse workforce, while also promoting and facilitating the MBE procurement process.
- Consistently model and reflect a culture of diversity and inclusion
- Host a series of community engagement relationship building and information sharing sessions
- Coordinate monitoring and tracking procedures through the Office of Management and Budget
- Promote the assistance available to all state agencies from the Department of Administration regarding setting and managing diversity hiring goals; services include discussing methodology used to establish diversity goals, sharing of best practices for recruitment and selection, review of current trends and best practices

SUMMARY - The above outlined implementation strategies will focus on (21) state departments and will be led by DOA. However, DOA itself, is included as one of the (21) key departments that will also implement and follow guidelines, recommendations and strategies to improve hiring and diversity.

Work on developing implementation strategies based on the Governor's Executive Order on Diversity began in May 2013, toward the end of the period covering this annual report. Implementation procedures for DOA and other state departments have been and will continue to be developed throughout the current fiscal year (July 2013/June 30, 2014) and will continue until Rhode Island improves its diversity and Affirmative Action goals.

It is anticipated that significant improvements will have been made across the board in terms of diversity and hiring within the state, in general, and it is anticipated that significant improvements will have also been made this fiscal year within DOA and those improvements will be reflected in the next and subsequent DOA Annual Affirmative Action Reports.

