



**RHODE ISLAND
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**

OFFICE OF THE DIRECTOR
235 Promenade Street, Room 425
Providence, Rhode Island 02908

**AFFIRMATIVE ACTION PLAN
July 1, 2019 through June 30, 2020**

Janet Coit
DIRECTOR
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

11/14/19
DATE

ACCEPTED BY:

ADMINISTRATOR
STATE EQUAL OPPORTUNITY OFFICE

11/15/19
DATE

APPROVED BY:

ODEO/STATE EQUAL OPPORTUNITY OFFICE

11/15/19
DATE

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CHAPTER I

THE DEPARTMENT OF ENVIRONMENTAL MANAGEMENT ORGANIZATION AND STRUCTURE

In an effort to consolidate environmental agencies and programs, the Rhode Island General Assembly passed major legislation creating the Department of Environmental Management on October 1, 1977. The new Department absorbed and centralized functions of the former Department of Natural Resources and the Department of Health's environmental sections.

The Department of Environmental Management is charged with the responsibility of protecting and preserving Rhode Island's environmental quality. From maintaining state parks and beaches, managing forests and wildlife areas to monitoring Rhode Island's air, land and water. Rhode Island's quality of life is largely dependent on the Department of Environmental Management's activities.

The Department of Environmental Management is divided into major sections: Administration, and the Bureaus of Natural Resources and Environmental Protection.

Administration

The Office of the Director is responsible for providing support services to the Department of Environmental Management as well as planning and development activities, preparing the budget and capitol development program. The offices include: Legal, Legislative Liaison, Public Relations, Human Resources, Management Information Services and Management Services.

Bureau of Natural Resources

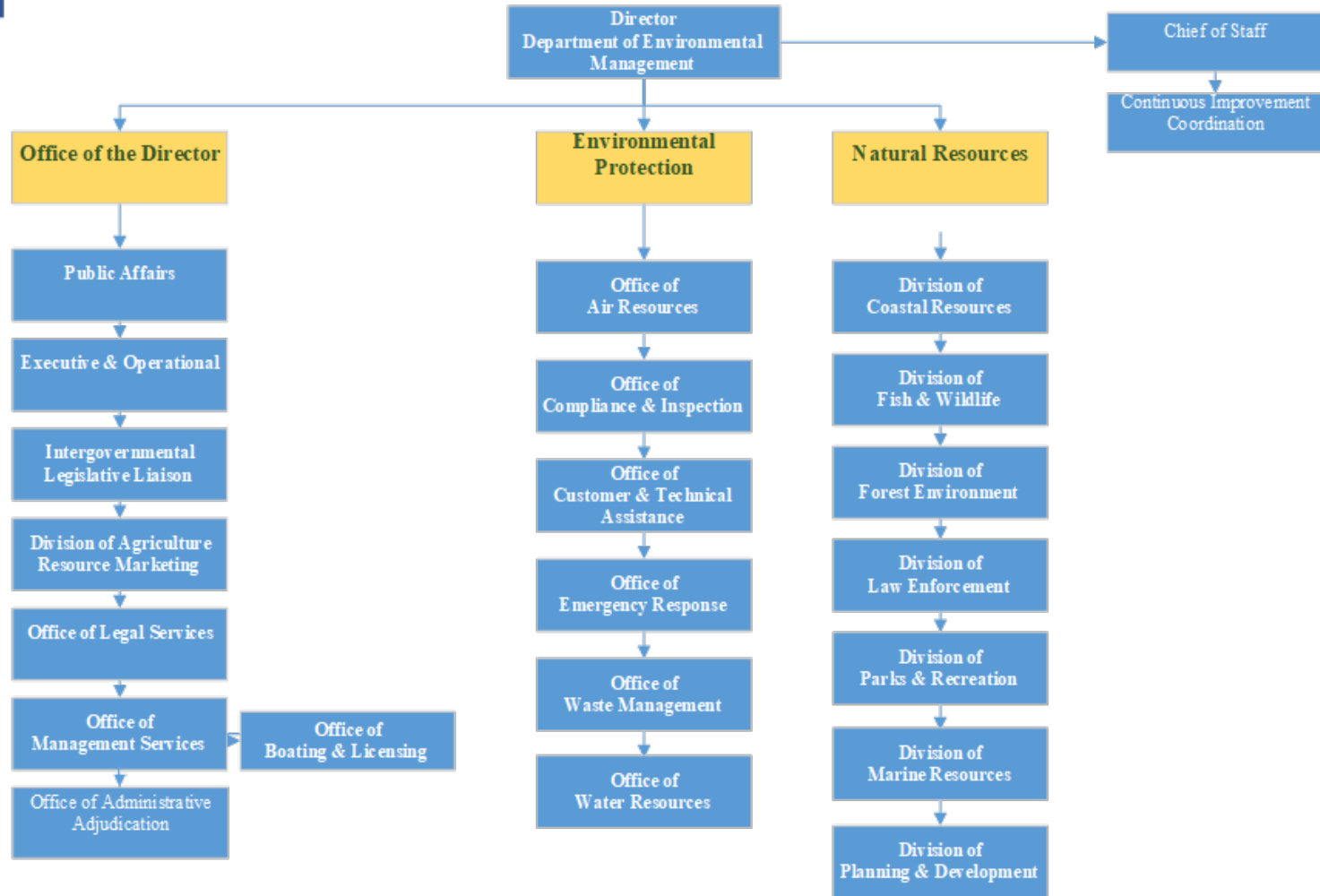
The Bureau includes divisions responsible for operation, maintenance, and law enforcement of the Department of Environmental Management's public land and facilities, as well as, developing and administering programs to preserve and manage Rhode Island's natural resources. The Bureau divisions include: Parks & Recreation, Forest Environment, Coastal Resources, Agriculture, Law Enforcement, and Fish & Wildlife, and Planning & Development.

Bureau of Environmental Protection

The Bureau protects the health and well-being of Rhode Island residents by monitoring, controlling, and abating water pollution, improving the water quality and associated natural resources. It oversees and regulates activities involving water resources, air pollution, solid waste, and hazardous materials. The Bureau divisions include: Compliance & Inspection, Water Resources, Air Resources, Waste Management and Customer & Technical Assistance.

CURRENT

Rhode Island Department of Environmental Management



CHAPTER II - POLICY STATEMENTS

POLICY OF SEXUAL HARASSMENT

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

DEPARTMENT OF ADMINISTRATION

Enterprise Policy

Human Resources 2018 Sexual Harassment Policy 04-02-18

Kyle Adamonis

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1. Scope

This policy applies to all State Executive Branch agencies and employees whether permanent, nonpermanent, temporary, seasonal, full or part-time. Employees are also required to familiarize themselves with agency-specific sexual harassment policies.

2. Introduction

The State of Rhode Island promotes a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings related to their employment is unlawful and will not be tolerated. Any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve a workplace free from sexual harassment, there are procedures by which inappropriate conduct will be dealt.

The State of Rhode Island takes allegations of sexual harassment seriously, and will promptly respond to complaints of sexual harassment. Where it is determined that such inappropriate conduct has occurred, action shall be taken to prevent further offending conduct and impose timely corrective action as is necessary, up to and including disciplinary action where appropriate.

Please note that while this policy sets forth goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit the authority to immediately impose discipline or take remedial action for workplace conduct deemed unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

3. Definition of Sexual Harassment

In Rhode Island, "sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any other verbal or physical conduct of a sexual nature when:

(1) Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or

(2) Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or (3) The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or

creating an intimidating, hostile, or offensive working environment. (*R.I Gen. Laws Section 28-51-1 and Title VII, Civil Rights Act of 1964*).

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual, promised or implied job benefits, such as favorable reviews, salary increases, job opportunities and promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, *may* constitute sexual harassment depending upon the totality of the circumstances, including the frequency and/or severity of the conduct and its pervasiveness:

- unwelcome sexual advances, whether they involve physical touching or not;
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- displaying sexually suggestive objects, pictures, cartoons;
- unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- inquiries into one's sexual experiences; and
- discussion of one's sexual activities or those of another person.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. For example, the complainant can be an employee who is denied an employment opportunity or benefit where employment opportunities or benefits are granted because of another individual's submission to the employer's sexual advances or requests for sexual favors. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the State of Rhode Island. Retaliation includes threats, intimidation, reprisals, and/or adverse employment actions against 1) a person in response to a complaint that employee has made about discrimination or harassment; 2) a person who assists in filing a complaint about discrimination or harassment; and/or 3) a person who has testified about discrimination or harassment.

4. Supervisor's Responsibilities

Supervisors who observe, witness, or are informed of inappropriate behavior of a sexual nature or incidents of sexual harassment must immediately report such behavior or incidents to the Division of Human Resources. The supervisor is required to report the behavior or incident regardless of whether a complaint is made or the conduct appears to be unwelcome, and even if the person providing information requests that no action be taken.

5. Complaints of Sexual Harassment

If any State employee believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint. This may be done in writing or orally.

Complaints may be filed by contacting your supervisor or the agency Human Resources liaison listed on the attached Agency Liaison Contact List and posted on the State of Rhode Island Division of Human Resources website at www.hr.ri.gov.

6. Complaint Process

When a state agency receives a complaint, it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted by Human Resources in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. Human Resources will also interview the person alleged to have committed sexual harassment.

When a person who has presented an internal complaint requests the status of the complaint, Human Resources will provide a timely answer in writing to the complainant.

When the investigation is completed, the agency will, to the extent appropriate, inform in writing the person who filed the complaint and the person alleged to have committed the conduct of the results of that investigation.

7. Additional Remedy

In addition to filing a complaint with Human Resources, employees also may file complaints with the Associate Director for the Office of Diversity Equity and Opportunity (ODEO) in the Department of Administration or a member of staff within the ODEO/State Equal Opportunity Office (www.odeo.ri.gov). ODEO will investigate the complaint and also maintain confidentiality to the extent practicable (other than notification to the Agency Director, when appropriate):

If ODEO makes a determination that there is probable cause of discrimination, it will try to conciliate the complaint. If ODEO is unable to conciliate the complaint, ODEO will schedule a formal hearing. If, after a hearing, the Hearing Officer determines that sexual harassment occurred, the ODEO will present its findings and recommend corrective action. (Please note that if a complainant files a charge with either or both agencies specified in Section 8 below, the ODEO will defer to the Rhode Island Commission for Human Rights (RICHR) or Equal Employment Opportunity Commission (EEOC) for investigation and/or resolution of the complaint).

8. State and Federal Remedies

In addition to the above, if an employee of the State of Rhode Island believes he or she has been subjected to sexual harassment, he or she may file a formal complaint with either or both government agencies set forth below in accordance with applicable time limits. Using the State of Rhode Island's complaint filing process does not prohibit an employee from filing a complaint with these agencies.

The United States Equal Employment Opportunity Commission (EEOC) www.eeoc.gov

John F. Kennedy Federal Building

475 Government Center, Boston, MA 02203

Phone: 1-800-669-4000

TTY: 1-800-669-6820

The Rhode Island Commission for Human Rights (RICHR) www.richr.ri.gov

180 Westminster Street, 3d Floor Providence, RI 02903

Phone: 401-222-2661

TTY: 7-1-1

Where it is determined that inappropriate conduct has occurred, the agency will act promptly to prevent further offending conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

9. Disciplinary Action

If it is determined that an employee has engaged in inappropriate conduct, the state agency will take action as is appropriate under the circumstances. Such action may range from counseling and training to disciplinary actions, including termination from employment.

10. Legal References

This policy is administered in accordance with the following: Federal Law:
Title VII of the Civil Rights Act of 1964, as amended.

STATEMENT OF POLICY ON EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of this department to promote fair 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 Environmental Management supports affirmative action and equal opportunity. The Department of Environmental Management pledges that it will post all vacancies, including transfers, and will recruit, hire, train, and promote persons in all job classification without regard to race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, 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, hiring, certification, appointment, working conditions, work assignments, promotions, benefits, compensation, training, transfer, layoffs, recall from layoffs, disciplinary actions, terminations, demotions or request for leave. The Department is committed to employ qualified members of both protected and non-protected groups.

All employees have a right to workplace free from harassment by supervisors or co-workers based on race, color, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability veteran status, 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.

The Department of Environmental Management will recruit, hire, train and promote persons in job classifications without regard to race, color, sex, age, national origin, religion, handicap/disability status, veteran status, sexual orientation, gender identity or expression. In accordance with the State Personnel rules, an applicant must indicate any arrest and/or conviction record after being hired. Failure to do so may result in termination.

Sexual harassment includes unwanted verbal or physical conduct of 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 restricting, and acquisition of special equipment.

The Americans with Disabilities Act / 504 Coordinator for the Department is:

Adam Brusseau, Assistant Director for Finance & Contract Management
Office of Management Services
235 Promenade Street, Room 340
Providence, RI 02908
Telephone: 401.222.6825
Rhode Island Relay: 711

The Department is committed to identifying and eliminating past and present efforts of discrimination in employment. In order to achieve this, we will identify those classes of individuals which are underrepresented in our workforce, set goals and timetables for increasing our employment of those underrepresented groups, and implement an Affirmative Action Plan of outreach, recruitment, and other similarly designed programs. The Human Resources Administrator is responsible for ensuring that the program is coordinated with the Department of Environmental Management.

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

APPOINTMENT OF EQUAL OPPORTUNITY ADVISORY COMMITTEE

The Department of Environmental Management created an Equal Opportunity Advisory Committee and following are the members of this committee.

Gina Friedman, Principal Air Quality Specialist: white, female (CHAIRPERSON)
Margaret McGrath, Programming Services Officer: white, female
Yan Li, Principal Sanitary Engineer: Asian, female
Jacqueline Kelley, Associate Director: white, female

The DEM plans on sending out a notice to all employees reminding them of the opportunity to serve on the EEO Advisory Committee. We currently do not have representation from each division with our agency. Once we fill the Committee with additional staff, we will have an election of officers.

The Committee held the following meetings between July 1, 2018 and June 30, 2019: May 20, 2019 and June 25, 2019. A third meeting is scheduled for October 15, 2019. The minutes from the two meetings are attached as an exhibit.

The DEM is in the process of updating our Employee Handbook. In the updated handbook, the DEM will inform the employees of the duties of the EEO Advisory Committee.

The duties and responsibilities of the committee are to coordinate with the Diversity Liaison in regard to hiring and recruitment in order to assist in increasing the diversity of the staff. Additionally, in step with the tenets of environmental justice, this committee works towards outreach to the public to increase the public's awareness of what the department has to offer and to increase participation in departmental programs. The focus is to make targeted attempts towards the underserved populations.

RESPONSIBILITIES OF DIVISION HEADS, SUPERVISORS, AND HUMAN RESOURCES LIAISONS

It is the responsibility of all division heads, supervisors, and the Department of Administration Human Resources ("DOA HR") personnel staff to enforce the Department of Environmental Management's commitment to Affirmative Action and Equal Employment Opportunity in the administration and application of the Department of Environmental Management's policies, rules and practices.

Managers and supervisors are responsible for working with DOA HR Staff to develop goals and practices for affirmative action, and demonstrate positive results in employment, appointment, and delivery of services while assisting in the Equal Opportunity and Affirmative Action Program for the Department of Environmental Management. This monitoring includes direct responsibility, such as conducting training sessions, taking positive steps in preventing the harassment of employees, communicating to employees the importance of the agency's Equal Employment Opportunity and Affirmative Action policies, and review of agency's programs to remove impediments to goal attainment.

Employees are reminded that it is their responsibility to apply all laws, rules, regulations, policies and procedures fairly and impartially to all persons, without regard to race, color, sex, age, national origin, sexual orientation, gender identity or expression, physical or mental disability or religion. In addition, employees are expected to exhibit an attitude of respect, courtesy and cooperation toward fellow employees and the public. Employees are expected to aid supervisors and managers in carrying out their responsibilities with regard to equal employment opportunity and affirmative action and should be familiar with the Department of Environmental Management's Affirmative Action Plan in a good faith effort to adhere to their assigned responsibilities within the plan.

RETALIATION OR COERCION

Any employee or agent of state government who shall discriminate against such individual through the use of retaliation, coercion, intimidation, threats or other such action because an 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.

DIVERSITY LIAISON

Duties / Responsibilities

The Diversity Liaison working in partnership with Human Resources staff and his / her department, will assist with hiring goals and also participate in regular department reviews regarding hiring goals and progress toward the achievement of the goals.

The Diversity Liaison will assist in:

1. The Pre posting process
2. Posting of the Position and Applicant Interview Process
3. Post Selection Process
4. Post Selection Discussions

AMERICANS WITH DISABILITIES ACT/504 COMPLAINT PROCEDURE

The Department of Environmental Management has adopted an internal procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act of 1990.

Complaints should be addressed to: Adam Brusseau who has been designated to coordinate ADA/504 Compliance efforts.

A complaint should be filed in writing or verbally. They should contain the name and address of the person filing the complaint and a brief description of the alleged violations of the regulation.

A complaint should be filed within five (5) days after the complainant becomes aware of the alleged violation.

An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by Adam Brusseau. These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by and a copy forwarded to the complainant no later than thirty (30) days.

The ADA/504 Coordinator will maintain the files and records relating to the complaints filed.

AMERICANS WITH DISABILITIES ACT/504 COORDINATOR

The Assistant Director for Finance & Contract Management is responsible for enforcing aspects of the Act, which would encompass, but is not limited to, the alteration of existing work sites for accessibility, and the amendment of departmental programs, policies, regulations and practices for conformance to the Act. As coordinator, this individual serves as the Department of Environmental Management's official to whom problems, concerns, and complaints may be addressed for conformance to federal law.

Adam Brusseau
Assistant Director for Finance & Contract Management
235 Promenade Street
Providence, Rhode Island 02908
Telephone: 401.222.6825
Rhode Island Relay: 711

DUTIES, RESPONSIBILITIES OF 504 COORDINATOR

The Department of Environmental Management will maintain contact with agencies and organizations that serve this special population for the purposes of encouraging individuals with disabilities, disabled veterans and covered veterans to apply for employment within its agency.

In accordance with the acts, statutes and state executive order, the Department of Environmental Management will make every effort to provide reasonable accommodation including modifying the job site, equipment, schedules or procedures to enable the individual to function at their optimum level when hired. Where possible, the job will be restructured to accommodate the employee's special needs.

The education and training program will be encouraged as an incentive to anyone in this population to develop and implement their own career development plan.

The Human Resources Administrator is designated as the 504 Coordinator as it relates to internal

human resource activities. The Assistant Director for Finance & Contract Management monitors the Department of Environmental Management's grantee agencies for 504 accessibility.

Responsibilities

- Coordinating and monitoring the district's compliance with Section 504 and Title II of the ADA, as well as state civil rights requirements regarding discrimination and harassment based on disability;
- Overseeing prevention efforts to avoid Section 504 and ADA violations from occurring;
- Implementing the district's discrimination complaint procedures with respect to allegations of Section 504/ADA violations, discrimination based on disability, and disability harassment; and
- Investigating complaints alleging violations of Section 504/ADA, discrimination based on disability, and disability harassment.

DISSEMINATION OF PLAN AND POLICIES

INTERNAL DISSEMINATION

The Department of Environmental Management's Affirmative Action Plan is available to all interested parties. Copies of this document, and its contents, are posted on the department website and the intranet. In addition, copies are provided to all Advisory Members, Union Officials, Division Heads, and Supervisors with the Department of Environmental Management.

EXTERNAL DISSEMINATION

External dissemination of the Affirmative Action Plan includes the Department of Administration, State Equal Opportunity Office, other state agencies, and minority referral agencies. In addition, external dissemination of the Plan to other interested parties is available on request and may be accessed on the Department of Environmental Management's website at www.dem.ri.gov.

POLICY ON COMPLAINTS OF ALLEGED DISCRIMINATION

The Department of Environmental Management fully endorses and cooperates with the State Equal Opportunity Office's complaint 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 disability. You may contact the State Equal Opportunity Office for further information at 401.222.3090.

POLICY STATEMENT 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 Environmental Management shall render services to all persons without discrimination based on race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, or 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 401.222.3090.

POLICY ON CONTRACTS

In accordance with Rhode Island General Law 28-5.1, the Department of Environmental Management 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.

POLICY STATEMENT FOR INDIVIDUALS WITH DISABILITIES AND VETERANS

The Department of Environmental Management 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 Assistance for Vietnam Era Veterans Readjustment Assistance Act of 1974.

It is the policy and practice of the Department of Environmental Management 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.

Outreach and Recruitment

The Department will communicate to all employees and applicants its obligation to take affirmative action to employ qualified individuals with disabilities, and qualified 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.

Physical and Mental Qualifications

Physical and mental job qualifications will be reviewed to assure that they do not screen out qualified individuals with disabilities.

Work Environment

The Department strives to maintain a working environment free of discriminatory insults, intimidation and other forms of harassment.

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.

Adam Brusseau, Assistant Director for Finance & Contract Management is designated as the 504 Coordinator for the Department of Environmental Management. 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.

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.

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, and 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.

CHAPTER III - PROGRAM STATISTICS

See Appendices

EEO/CIVIL RIGHTS COMPLAINT PROFILE

TRAINING PARTICIPATION SUMMARY

DISCIPLINARY ACTION

APPLICANT DATA

APPLICANT FLOW DATA

APPLICANT REFUSAL OF POSITIONS OFFERED

ANNUAL AFFIRMATIVE ACTION STATISTICAL SUMMARY

JOB GROUP ANALYSIS SUMMARY

JOB GROUP ANALYSIS

DETERMINING UNDERREPRESENTATION AND GOAL SETTING

CHAPTER IV

IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS

SELF EVALUATION OF AFFIRMATIVE ACTION PROGRAM PERFORMANCE

A review of the FY 2019 Affirmative Action Plan statistical summary spreadsheets reflect that the Department of Environmental Management did not achieve some of the hiring goals set for the hiring of protected class individuals. However, it is important to note several considerations should be made when evaluating these statistics. The Department of Environmental Management has continued to be plagued with budgetary constraints. Another barrier is the union contract restricts referrals to the most senior applicants which prevents others from even being considered for interviews. Additionally, the particular positions posted by the Department of Environmental Management are statistically male-dominated fields, such as laborers and engineering.

The Department of Environmental Management has taken proactive steps in its attempt at identifying, analyzing, and addressing the problem areas. The Department of Environmental Management continues to maintain a program whereby staff of the Office of Human Resources is assigned as Liaisons to oversee recruitment to each vacancy advertised, oversee the interview process, and ensure that the appropriate rules and regulations are followed. In addition, these Liaisons ensure that when circumstances allow, qualified minority and protected class candidates are hired for that vacancy.

In the areas of training, work environment, personnel policies and practices, and affirmative action monitoring, the Department of Environmental Management maintains a strong commitment through its policies, and practices to ensure no discrimination actions exist as it relates to employment practices. The consistent pro-active efforts of the Department of Environmental Management have served to provide all staff with training that is both directly related to their job responsibilities and encourages team building.

The attached spreadsheet entitled “AAP Job Group Analysis” reflects the job categories and workforce composition in the first tab of the workbook “Job-Group Analysis-Summary”.

Currently the Department of Environmental Management is significantly under-represented in the following Equal Employment Opportunity Four Job Categories: Officials/Administrators, Professionals, Para Professionals, Skilled Craft, and Service Maintenance. The Department continues to struggle to diversify when the Collective Bargaining Agreements often dictate the use seniority as the basis for hiring and promotion. The Department of Environmental Management has undertaken several objectives designed to alleviate these problems to some extent. Such as initiating an expedited process of filling vacancies, anticipated to result in the eventual recruitment of entry-level positions created by promotions governed by seniority provisions. Additionally, the union contract with Council 94 was modified to allow for the referral of the top six senior candidates instead of the top three senior candidates. This will provide opportunities to hire members of the protected classes.

The Department of Environmental Management has identified extensive scientific and technical requirements of positions and difficulty inherent in recruitment for these classes, serving as a barrier to educationally disadvantaged applicants. The Seasonal Program is designed to “pair-up” professional fulltime employees with seasonal employees interested in an environmental profession. This association encourages females and minorities to pursue an education and subsequent employment. The Department of Environmental Management's goal is to encourage individuals to become knowledgeable of the State's Civil Service System and Union contract provisions to overcome these barriers and gain employment in state service.

To alleviate these barriers affecting disabled employees, the DOA HR distributes a questionnaire to allow employees to self-identify a disability. This allows the DOA HR and the Department of Environmental Management to assist those individuals who may be given additional consideration as a special condition relative to a disability. The Department of Environmental Management encourages these individuals to identify themselves and ensures an environment free of discrimination.

EMPLOYMENT RECRUITMENT AND SELECTION PROCESS

All employment practices and procedures used by this Department have been thoroughly and systematically reviewed to ensure that they do not contain any inhibitions to the recruitment, hiring or advancement of women, minorities, disabled persons, disabled veterans, or covered veterans. Applications of all applicants and employees who are women, minorities, disabled persons, and covered veterans are reviewed to identify their qualifications and to ensure that they are given full consideration for any employment or promotional job vacancies.

The Department of Environmental Management shall ensure that all personnel involved in the screening process for job vacancies are aware of and follow all Equal Employment Opportunity policies concerning protected classes and/or minorities by providing appropriate information regarding screening procedures. All recommendations of candidates to fill vacancies will be reviewed to ensure conformance with the policies and guidelines set forth in this Affirmative Action Plan.

The Department of Environmental Management’s staff takes a proactive step to hire and promote protected class individuals by offering seasonal employees the opportunity to meet with a full-time staffer. They encourage them to explore an environmental career. This experience encourages more protected class members to pursue such a career thus enlarging the applicant pool further.

When the opportunity exists, the Department of Environmental Management will make every effort to employ protected class individuals in available vacancies in accordance with hiring goals established in the Affirmative Action Plan. A list of referral agencies is maintained and updated to ensure a functioning conduit to minorities, veterans, disabled persons, and women.

Through the Seasonal Employment Program, the Department of Environmental Management encourages protected class individuals to pursue careers in the environmental field. This is in support of the Department of Environmental Management's efforts to accomplish outreach to and

employment of minorities. The Department of Environmental Management will continue to provide internships and actively recruit minority candidates. The Department of Environmental Management will monitor the program to ensure its continued success and compliance with policies and guidelines set forth in the Affirmative Action Plan. The Department of Environmental Management shall recruit for seasonal employment vacancies in accordance with the hiring goals established in the Affirmative Action Plan. The Department of Environmental Management has increased its outreach to various agencies, as well as high schools and college job fairs, in order to increase diverse candidates applying to participate in seasonal programs.

In situations where the job description requires assessments of the candidate's physical or mental qualifications, the Department of Environmental Management will consider an evaluation from a licensed physician regarding their ability to perform in relation to the established job description. For positions that require a psychological evaluation, the Department of Environmental Management will follow established policies and procedures.

In recruitment, there was outreach to professional organizations, LinkedIn, college and alumni job fairs to increase the applicant pool in hopes of attracting more candidates and more diverse candidates. An e-mail was sent to every high school and every college in Rhode Island and the surrounding states notifying them of open positions within the Department of Environmental Management and encouraging them to have their students apply. In all non-union applications, Department of Environmental Management worked with ODEO to ensure candidates of underrepresented populations received interviews.

EXIT INTERVIEWS

As often as practicable, high level senior staff and, at times, the Director conduct exit interviews to ensure that terminating/transferring employees are not leaving because of discriminatory circumstances. The Department of Environmental Management will continue to provide exit interview forms to its employees. The forms are voluntary and submitted directly to Department of Administration.

FLEX TIME

The Department of Environmental Management's Flex Time Policy is ruled by the Department's agreement with Rhode Island Council 94, Local 2881 *Flextime Agreement, and Handbook of Flextime Works Hours* (September 16, 1996) and Rhode Island General Laws and applicable regulations and policies created by DOA HR.

POSTING OF POSITIONS

The Department of Administration's Office of Human Resources posts all vacancy notices, both internal and those received from other agencies, on the ApplyRI website. An "Applicant Room" is located to the left of the reception desk on the third floor in the Office of Personnel Administration wherein a computer kiosk is available to applicants to facilitate review of vacancies and applications via ApplyRI. A DOA HR Representative is available to assist applicants when needed.

The current posting period is ten (10) calendar days, although some agencies voluntarily offer a longer application period. Where flexibility exists, the DOA HR routinely posts positions for a longer period to increase applicant response and to increase diversity of the applicant pool.

ApplyRI enhances opportunities for state employment. As outlined previously, postings are available to the public via The ApplyRI Website. A copy of internal vacancy notices, as well as those received from other departments, will be posted electronically. Minority organizations may register on ApplyRI for notification of job opportunities. The ODEO is collaborating with the department in an effort to notify minority organizations. As stated previously, the DOA HR and/or the Department of Environmental Management may also post position vacancies on-line with commercial recruitment websites and reach out to college and university recruitment offices and specialty publications where special skills are required.

Representatives from DOA Human Resources encourage the participation of protected class referral agencies and are available to conduct employment meetings with these agencies to review and explain current employment opportunities, practices and procedures within the Department of Environmental Management and the State.

The Department of Environmental Management will monitor all protected class referral agencies for active participation in the Department of Environmental Management's recruitment programs. In addition, this information will be utilized to maintain and update the list of referral agencies to ensure a functioning conduit to minorities, veterans, disabled persons, and women. Certain agencies warrant closer attention regarding participation in seasonal programs. The staff of DOA Human Resources is accessible to answer questions regarding information on all human resources activities and is available to provide one-on-one counseling for those interested in state service.

TRANSFER AND PROMOTION PRACTICES

The DOA HR is responsible for posting all transfer and promotional opportunities on ApplyRI within the required union time frames for the public and those already currently employed by the State of Rhode Island.

The DOA Human Resources and Department of Environmental Management staffs periodically reviews existing job classifications and recommends the establishment of new career ladders/lattices to ensure upward mobility. Divisions are responsible for developing and submitting to the Department of Environmental Management Director's Office for consideration to be referred to the DOA HR Personnel Administrator. Divisions will be encouraged to submit recommendations to the respective Deputy Director at the Department of Environmental Management for developing career ladders guidelines for classifications that do not currently have such paths identified. Recommendations will be reviewed internally and with the Union and the Department of Administration for possible implementation.

TECHNICAL COMPLIANCE

In accordance with the Americans with Disabilities Act of 1990, the Department of Environmental Management will have its facilities available to the disabled. Reasonable accommodations are made for employees with physical disabilities who request specific accommodations. The DOA Human Resources staff is responsible to send a questionnaire to employees for self-identification of disabling conditions. All postings for recruitment are done by the DOA HR in compliance with state and federal laws.

DOA HR maintains records on Equal Employment Opportunity/Affirmative Action compliance. Certain applicants attach an RI EOO-03/78 form to their application materials. The DOA Human Resources staff actively oversees the recruitment process to follow all rules, regulations, and policies.

For those employees who request accommodation for religious practices and observances, the Department of Environmental Management will make reasonable efforts to provide reasonable accommodations as appropriate.

TERMINATIONS

Terminations include retirement, transfer to other State Government Departments, voluntary resignation due to personal reasons and dismissals.

For that small number of terminations, which are dismissals, it is the final step in a long process. This process typically starts with verbal warnings, written reprimands, suspensions (if appropriate, referral to EAP) and then dismissal. Union members have recourse to grievance hearings conducted by the Division of Human Resources and can appeal to the Personnel Appeals Board or to arbitration and, ultimately, court.

Any employee who voices concerns regarding discrimination is referred to the State Equal Opportunity Office. Thus, individuals who are involuntarily terminated have a full process for protecting their rights against unreasonable dismissal.

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.

TRAINING PROGRAMS

The Department of Environmental Management provides a variety of in-house training programs for employees. Seasonal employees receive an orientation appropriate to their employment. All new fulltime employees attend a session regarding protection of civil rights and elimination of sexual harassment from the workplace, and in-house Customer Service Training.

For those who interview job applicants, the Department of Environmental Management offers training so interview formats and procedures are uniform and non-discriminatory throughout the Department of Environmental Management and encourages individuals to attend interviewing procedures training offered by Department of Administration, Office of Training & Development and the Learning Management System.

Division Chiefs must make information regarding all training courses, including those of the Office of Training and Development, available to employees as soon as it is received.

INDIVIDUALS WITH DISABILITIES, DISABLED VETERANS AND COVERED VETERANS

AFFIRMATIVE ACTION POLICY

The Department of Environmental Management will comply with all the requirements set forth in the Americans with Disabilities Act of 1990, Rhode Island General Law 28-5.1, Executive Order 92-2, and the Assistance for the Vietnam Era Veterans Readjustment Assistance Act of 1974 to take affirmative action to employ and advance individuals with disabilities and veterans.

Outreach and Recruitment

The Department of Environmental Management will strengthen its commitment to the recruitment and hiring of qualified individuals with disabilities and protected veteran status by working with the RI Department of Labor and Training and RI Veterans Offices.

The Department of Environmental Management employment policies will comply with the affirmative recruitment goals for individuals with disabilities and covered veterans. The Department of Environmental Management will maintain contact with agencies and organizations that serve this special population for the purposes of encouraging individuals with disabilities, disabled veterans, and covered veterans to apply for employment within its agency.

The education and training program will be encouraged as an incentive to anyone in this population to develop and implement their own career development plan.

The DOA's Human Resources staff has the responsibility to oversee this program. The Human Resources Administrator is designated as the 504 Coordinator as it relates to internal human resource activities. The Assistant Director for Finance & Contract Management monitors the Department of Environmental Management's grantee agencies for 504 accessibility.

All employment related brochures, recruitment, and job postings will contain "Equal Opportunity" statements. Internally, copies of the Department of Environmental Management's Affirmative Action Plan will be available in each division, as well as the Office of the Director. External dissemination of the policy and plan includes the State Equal Opportunity Office and other state agencies. Copies are available on request from the Department of Environmental Management's Human Resources Service Center.

Reasonable Accommodations

In accordance with the acts, statutes and state executive order, the Department of Environmental Management will make every effort to provide reasonable accommodation including modifying the job site, equipment, schedules, or procedures to enable the individual to function at their optimum level when hired. Where possible, the job will be restructured to accommodate the employee's special needs.

Work Environment

Rhode Island Department of Environmental Management (DEM) does not discriminate against any applicant or employee because of a physical or mental disability or any other covered veteran service in regard to any position for which the applicant or employee is qualified. Whenever it is determined that modification of personnel procedures is necessary, it is addressed.

Physical and Mental Qualifications

Physical and mental job qualifications will be reviewed to assure that they do not screen out qualified individuals with disabilities.

REPORT ON LAST YEAR'S ACTIVITIES

This year the Department of Environmental Management increased outreach in recruitment as well as increased trainings to staff on diversity, harassment, management techniques, and more. Moreover, the Department collaborated with the Department of Human Services Office of Vocational Rehabilitation, the Veterans Affairs Division, and the Division of Developmental Disabilities within the Department of Behavioral Healthcare, Development Disabilities, and Hospitals in order to attract the clients of those departments to apply for positions within the Department of Environmental Management.

REPORT ON THIS YEAR'S PLANS

This year the Department of Environmental Management plans to continue with our outreach in recruitment as well as increased trainings to staff on diversity, harassment, management techniques, and more. Moreover, the Department will continue to collaborate with the Department of Human Services Office of Vocational Rehabilitation, the Veterans Affairs Division, and the Division of Developmental Disabilities within the Department of Behavioral Healthcare, Development Disabilities, and Hospitals in order to attract the clients of those departments to apply for positions within the Department of Environmental Management.

CHAPTER V

DETERMINING UNDERREPRESENTATION AND GOAL SETTING

An analysis of the data reveals that minorities, persons with disabilities, and veterans are underrepresented in several job categories. The Department is committed to increasing representation among these groups while understanding this is a long-term, multi-year process.

CHAPTER VI

Rhode Island State Forms and Appendices

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, 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, Fire Fighters, 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 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, Homemakers 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:

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved 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 Machining 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 and Groundskeepers, Refuse Collectors and Construction Laborers, Park Ranger Maintenance, Farm Workers (except Managers), Craft Apprentices/Trainees/Helpers and kindred workers.

Division of Human Resources, Office of Personnel Administration**State Equal Opportunity Office****Racial / Ethnic Identification**

An employee may be included in the group by which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one racial/ethnic group.

BLACK OR AFRICAN AMERICAN: (not Hispanic or Latino): - A person having origins in any of the black racial groups of Africa.

HISPANIC OR LATINO: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

NATIVE AMERICAN OR ALASKA NATIVE (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

ASIAN (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

WHITE (Not Hispanic or Latino): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

NATIVE HAWAIIAN OR PACIFIC ISLANDER (not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

TWO OR MORE RACES (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

Standards adopted by the United States Equal Employment Opportunity Commission and the Office of Federal Contract Compliance Program

Rhode Island General Law §28-5.1 Equal Opportunity and Affirmative Action

Section 28-5.1-1 Declaration of Policy.

- (a) 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 non-classified 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.

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; if 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.

Section 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.

Section 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.

Section 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.

Section 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.

Section 28-5.1-4 Employment Policies of State Agencies

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.

Section 28-5.1-5 Department of Administration

- (a) The office of personnel administration at 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. 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 senate majority leader.

Section 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.

Section 28-5.1-7 State Services and Facilities

- (a) Every state agency shall render service to the citizens of this state without discrimination based on race, color, religion, sex, sexual orientation, 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.
- (b) 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.

Section 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, 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.

Section 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, 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, Department of Labor and Training, the Governor's Commission on Disabilities, the Advisory Commission on Women, and the Rhode Island Commerce 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.

Section 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.

Section 28-5.1-11 Law Enforcement

The Attorney General, 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.

Section 28-5.1-12 Health Care

The state equal opportunity office shall review the equal opportunity activity of all private health care facilities licensed or chartered by the state, including hospitals, nursing homes, convalescent homes, rest homes, and clinics. These state licensed or chartered facilities shall be required to comply with the state policy of equal opportunity and nondiscrimination for in-patient admissions, employment, and health care service. The compliance shall be a condition of continued participation in any state program, or in any educational program licensed or accredited by the state, or of eligibility to receive any form of assistance.

Section 28-5.1-13 Private Education Institutions

The state equal opportunity office shall review all private educational institutions licensed or chartered by the state, including professional, business, and vocational training schools. These state licensed or chartered institutions shall, at the request of the board of regents of elementary and secondary education, be required to show compliance with the state policy of nondiscrimination and affirmative action in their student admissions, employment, and other practices as a condition of continued participation in any state program or of eligibility to receive any form of state assistance.

Section 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 unlawfully 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.

Section 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.

Section 28-5.1-16 Prior Executive Orders

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

Section 28-5.1-17 Utilization Analysis

- (a) The personnel administrator, in consultation with the equal employment opportunity administrator within 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. 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, through the director of administration, directs the head of the department where the underrepresentation and/or underutilization exists to establish precise goals and timetables and assists in the correction of each deficiency, to the extent permitted by law and by collective bargaining agreements. The initial analysis is directed toward service oriented departments of the state, state police, labor and training, corrections, children, youth, and families, courts, transportation, and human services. The equal employment opportunity administrator shall be consulted in the selection process for all positions certified as underrepresented and/or underutilized and reports the results of progress toward goals to the governor and to the general assembly by January 31 and July 31 of each year.
- (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 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. 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. Consistent with § 28-5.1-6, the Rhode Island commission for human rights

has the power to order discontinuance of any department or division employment pattern or practice deemed discriminatory in intent or result by the commission. The equal opportunity administrator notifies the commission of reports and results under this chapter and acts as the commission's liaison with state government.

PUBLIC LAW 97-118
AN ACT RELATING TO SEXUAL HARASSMENT,
EDUCATION, AND TRAINING IN THE WORKPLACE
CHAPTER 51
SEXUAL HARASSMENT, EDUCATION AND TRAINING IN
THE WORKPLACE

28-51-1. Definitions.

- (a) As used in this chapter the term “sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any other verbal or physical conduct of a sexual nature when submission to such conduct or such advances or requests is made either explicitly or implicitly a term or condition of an individual's employment.
- (b) As used in this chapter, the term “employer” means any entity employing fifty (50) or more employees.

28-51-2. Adoption of workplace policy and statement.

- (a) All employers and employment agencies shall promote a workplace free of sexual harassment.
- (b) Every employer shall:
 - (1) Adopt a policy against sexual harassment which shall include:
 - (i) a statement that sexual harassment in the workplace is unlawful;
 - (ii) a statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint for sexual harassment;
 - (iii) a description and examples of sexual harassment;
 - (iv) a statement of the range of consequences for employees who are found to have committed sexual harassment;
 - (v) a description of the process for filing internal complaints about sexual harassment and the work addresses and telephone numbers of the person or persons to whom complaints should be made; and
 - (vi) the identity of the appropriate state and federal employment, as amended, discrimination enforcement agencies, and directions as to how to contact such agencies as amended.
 - (vii) provide to all employees a written copy of the employer's policy against sexual harassment; provided, however, that a new employee shall be provided such a copy at the time of this or her employment.
- (c) Employers are encouraged to conduct an education and training program for new employees and members, within one (1) year of commencement of employment or membership, which includes at a minimum the information, set forth in this section. Employers are encouraged to conduct additional training for new supervisory and managerial employees within one (1) year of commencement of employment which shall

include at a minimum the information set forth in subsection (b), the specific responsibilities of supervisory and managerial employees and the methods that such employees should take to ensure immediate and appropriate corrective action in addressing sexual harassment complaints. Employers and appropriate state agencies are encouraged to cooperate in making such training available

- (d) Employers shall provide amended copies of their written policies on sexual harassment to all employees upon their request on or before September 1, 1997.

28-51-3. Education and training programs.

Employers are encouraged to conduct an education and training program on sexual harassment consistent with the aims and purposes of this chapter for all employees, including, but not limited to supervisory or managerial personnel, on or before September 1, 1997.

STATE EXECUTIVE ORDERS

Executive Order 13-05

Promotes Diversity, Equal Opportunity and Minority Business Enterprises in Rhode Island

Executive Order 05-02

Establishes the Human Resources Outreach and Diversity Office and their responsibilities

Executive Order 05-01

Promotes Equal Opportunity and the Prevention of Sexual Harassment in State Government

Executive Order 95-11

Prohibits Sexual Harassment in the Workplace

Executive Order 94-22

Promotes Minority Business Enterprises in Rhode Island State Government

Executive Order 93-1

Equal Opportunity and Affirmative Action Policy for Unit in State Government

Executive Order 92-2

Compliance with Americans with Disabilities Act

Executive Order 86-10

Establishes the Refugee Policy for the State

Executive Order 85-16

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

State of Rhode Island SEXUAL HARASSMENT GUIDELINES

Harassment on the basis of sex is a violation of R.I.G.L. § 28-5.1 and Executive Order No. 95-11. Unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

In determining whether alleged conduct constitutes sexual harassment, the State Equal Opportunity Office will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and at the legality of a particular action will be made from the facts, on a case-by-case basis.

The appointing authority is responsible for the acts of its agents and supervisory employees with respect to sexual harassment, regardless of whether or not the specific acts complained of were authorized or even forbidden by the appointing authority and regardless of whether or not the appointing authority knew or should have known of their occurrence. The State Equal Opportunity Office will examine the circumstances of the particular employment relationship and at the job functions performed by the individual in determining whether or not an individual acts in either a supervisory or agency capacity.

With respect to persons other than those mentioned in the previous paragraph, an appointing authority is responsible for acts of sexual harassment in the workplace where that appointing authority or its agents or supervisory employees knows or should have known of the conduct. An appointing authority may rebut apparent liability for such acts by showing that it took immediate and appropriate corrective action.

Prevention is the best tool for the elimination of sexual harassment. An appointing authority should take all steps necessary to prevent sexual harassment from occurring such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing the employees of their right to raise and how to raise the issue of harassment and developing methods to sensitize all concerned.

If any State Employee believes that they have been sexually harassed, they may contact:

RI STATE EQUAL OPPORTUNITY OFFICE

ONE CAPITOL HILL

PROVIDENCE, RI 02908-5865

PHONE (401) 222-3090

RHODE ISLAND RELAY 711

FAX (401) 222-6391

DEPARTMENT OF ADMINISTRATION

DIVISION OF HUMAN RESOURCES

OFFICE OF PERSONNEL ADMINISTRATION

STATE EQUAL OPPORTUNITY OFFICE

GUIDELINES FOR UNBIASED WORK ENVIRONMENTS

Rhode Island General Law §28-5.1, Executive Order No. 95-11 of the State of Rhode Island and Title VII of the 1964 Civil Rights Act, mandate employers to maintain a working environment free of discriminatory insults, intimidation and other forms of harassment. Both an employee's psychological and economic well-being are protected. While an employer cannot be held accountable for the prejudices of its workers clientele, it must take reasonable measures to control or eliminate the overt expression of those prejudices in the work place. Prompt action by an employer to prevent or correct discriminatory harassment can do a long way in lessening employer liability.

Perhaps the most common type of harassment to which workers are subjected is verbal abuse. Racial and ethnic epithets, slurs or jokes directed at or made in the presence of minority group employees, are not to be tolerated. An example of unlawful race and sex bias in the work environment is the use of the diminutive term "boys" when referring to minority male employees and "girls" when referring to female employees.

Another common type of verbal abuse is either spreading rumors or joking about an employee's assumed sexual preference or orientation. One's personal preference does not determine how one performs at his or her job and therefore, this type of bias does not belong in the work place.

An employer is under a two-pronged duty to maintain a working atmosphere free of national origin bias. First, the employer itself must refrain from ridicule or harassment on the basis of national origin. Second, an employer should not tolerate such behavior by its employees. Ethnic slurs or jokes based on national origin are unlawful.

An employer is also under obligation to maintain a work environment free of religious bias. Permitting a supervisor to espouse his or her beliefs to employees while at work may amount to religious discrimination.

Any unwelcomed sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature is unlawful sexual harassment when the response or reaction to the advances or requests are permitted to affect the employment decisions. It is also illegal for an employer to permit any conduct that is sexually offensive, intimidating, hostile or interferes with an individual's work performance. Sexual advances by co-workers who have no control over a person's employment may be unlawful if it has such an intimidating effect that job status is affected.

Revised 1995

CHAPTER VII COMPLAINT PROCEDURES

Employee Self-Identification of Disability Form and Request for Reasonable Accommodation

CONFIDENTIAL

In accordance with the Americans with Disabilities Act of 1990, R.I.G.L. § 28-5.1, 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
- Intellectual Disability
- 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

No Reasonable Accommodation is needed at this time

Additional Comments:

Signature: _____

Date:

RI Equal Employment Opportunity 5/09A

REVISED 7/02/2002
RI SEOO (401) 222-3090

AMERICANS WITH DISABILITIES ACT/504 COMPLAINT PROCEDURE

The Department of Environmental Management has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by (ADA/504).

Complaints should be addressed to: Adam Brusseau, Assistant Director for Finance & Contract Management 235 Promenade Street, Providence, RI 02908, Telephone: 401.222.6825. RI Relay: 711 who has been designated to coordinate ADA/504 Compliance efforts.

A complaint should be filed in writing or verbally. They should contain the name and address of the person filing the complaint and a brief description of the alleged violations of the regulation.

A complaint should be filed within ten (10) days after the complainant becomes aware of the alleged violation.

An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by the Human Resources employee assigned to the department. These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by Mary Kay and a copy forwarded to the complainant no later than thirty (30) days after the receipt of the complaint.

The ADA/504 Coordinator will maintain the files and records relating to the complaints filed.

DISCRIMINATION COMPLAINT PROCEDURE

OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY

STATE EQUAL OPPORTUNITY OFFICE

TELEPHONE: (401) 222-3090 FAX: (401) 222-2490

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 the Rhode Island Commission for Human Rights or the U.S. Equal Employment Opportunity Commission. If a charge has been filed, either simultaneously or at a later date with Rhode Island Commission for Human Rights or the U.S. Equal Employment Opportunity Commission, the State Equal Opportunity Office will defer to either commission for investigation and any resolution and/or prosecution of any charge.

DEPARTMENT OF ADMINISTRATION
OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY
State Equal Opportunity Office
Telephone: (401) 222-3090 Fax: (401) 222-2490 RI Relay: 711

DISCRIMINATION COMPLAINT INFORMATION FORM

1. Complainant Information:

State your name and address:

City State Zip Code

Telephone Number (S)

Work: _____

Home: _____

Email: _____

Cell Phone: _____

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 _____

____ Disability: _____

____ Religion: Specify _____

____ Sexual Harassment

____ Sexual Orientation

____ Gender Identity or Expression

____ Unlawful Questions (arrest
record, criminal conviction, or
other)

____ Retaliation

9. Nature of Change:

____ Refusal to Hire

____ Compensation (unequal pay)

____ Job Classification

____ Discharge/Termination

____ Denial of Promotion

____ Unequal Access to Training

____ Demotion

____ Qualifications/testing bias

____ Layoff

____ Recall

____ Seniority

____ Intimidation/Reprisal

____ Harassment

____ Maternity

____ Discriminatory Treatment/Work
Environment

____ Failed to Provide Reasonable
Accommodation (ADA)

COMPLAINT INFORMATION FORM
(Continued)

10. Explain 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 you your case.

11. What harm, if any, was caused to you as a result of that action?

12. Have you brought this complaint 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.

14. Please provide the name of a person not living with you, who would know how to contact you:

Name: _____ **Telephone:** _____

Address: _____

Complainant Signature

Date

Interviewing Officer

EXIT INTERVIEW PROCEDURE

CONFIDENTIAL EXIT-INTERVIEW FORM

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

1. 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
2. The Form is completed by the Employee who is terminating or transferring. Person is interviewed by the Equal Opportunity Officer.
3. The Equal Opportunity Officer should be notified at least five (5) working days before the Employee terminates or transfers.
4. The Form is voluntary and confidential.

EXIT INTERVIEW SIGN-OFF FORM
OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY (ODEO) STATE EQUAL
OPPORTUNITY OFFICE

One Capitol Hill Providence, RI 02908-5865 ooo.compliance@doa.ri.gov

Rhode Island Department of:

[REDACTED]

[REDACTED]

NAME OF EMPLOYEE (Please print or type)

The Office of Diversity, Equity and Opportunity in collaboration with the Division of Human Resources has established this exit interview process in order to assess the overall employee experience while working for the state, to assure that terminating employees are not leaving because of discriminatory circumstances, and to identify opportunities to improve retention and engagement.

I hereby acknowledge that I have received the Confidential Exit Survey from the Division of Human Resources and that the completed Confidential Exit Survey must be forwarded to the State Equal Opportunity Office. I also understand that a copy of this completed sign-off form (not the Confidential Exit Survey) will be placed in my personnel file.

SIGNATURE OF EMPLOYEE

DATE EMPLOYEE SIGNED

DATE EXIT INTERVIEW WAS
RESOURCES GIVEN TO EMPLOYEE

SIGNATURE OF HUMAN
REPRESENTATIVE

INSTRUCTIONS:

The Human Resources Representative must distribute a copy of the Confidential Exit Survey along with any necessary documents to the terminating employee. The Human Resources Representative must place a copy of the Exit Interview Sign-Off Form in the employee's personnel file and forward a second copy of the Exit Interview Sign-Off Form to the ODEO/State Equal Opportunity Office, via inter-office mail or electronically at ooo.compliance@doa.ri.gov, immediately upon completion.

Rhode Island State Equal Opportunity Office
CONFIDENTIAL EXIT SURVEY

As a terminating employee, you have the option of an exit interview with the ODEO/State Equal Opportunity Office to discuss any information related to harassment and/or discrimination, and you also have the option of an exit interview with a Human Resources Representative to share any information regarding your work experience. To schedule an in- person interview please e-mail eo.compliance@doa.ri.gov for ODEO/State Equal Opportunity Office or the Division of Human Resources directly at 401-222-2160 or by e-mail at doa.hrcontact@hr.ri.gov.

All information obtained from this survey will be handled in a confidential manner and, to the extent possible, will not be divulged to supervisors, co-workers, or anyone inside or outside the agency. Please note however, if there is a claim of discrimination, sexual harassment, or criminal behavior, etc., then we are required to take action and information may need to be confidentially divulged, but will not compromise the departing employee. 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. Thank you for your contribution to the improvement of the State of Rhode Island.

NAME _____ ADDRESS _____ TELEPHONE _____ E-MAIL _____	JOB TITLE _____ DEPT./AGENCY _____ DIVISION/UNIT _____ DATE HIRED _____ DATE DEPARTED _____
(Please Check All That Apply - For Equal Opportunity Purposes Only) <u>Race/Ethnic Categories</u>	
White_ American Indian or Alaska Native _____ Hispanic _____ Black_ Native Hawaiian or Pacific Islander _____ Two or More Races Asian _____	
<u>Gender Categories</u> <u>Other Protected Classes</u>	
Female_ Disabled _____ Male_ Veteran _____ Age: 40 & over _____	

CONFIDENTIAL EXIT SURVEY INQUIRY
(continued)

1. What is your main reason for leaving?

2. What did you like best about your job?

3. What did you dislike about your job?

4. Did you find your employment worthwhile in terms of personal growth and achievement?
Yes _____ No ____
Please explain: ____

5. Do you feel career opportunities were adequately afforded to you?
Yes _____ No ____
Please explain: ____

6. Did you feel free to go to your supervisor about your job?
Yes _____ No ____
Please explain: ____

7. Was your supervisor effective in handling problems or complaints?
Yes _____ No ____
Please explain: ____

8. Did you receive fair treatment while employed?
Yes _____ No ____
Please explain: _____

9. Do you feel you were discriminated against?
Yes _____ No ____
Please explain: ____

CONFIDENTIAL EXIT SURVEY INQUIRY
(continued)

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

Yes _____ No _____

Please explain: _____

11. Would you recommend employment with the State of Rhode Island to your friends and family?

Yes _____ No _____

Please explain: _____

12. Please complete the following statement: I don't know why the State of Rhode Island doesn't just

13. Please complete the following statement: I feel the State of Rhode Island would benefit from changes, such as

14. Please complete the following statement: I feel my Department would benefit from changes, such as..

Comments

CONFIDENTIAL EXIT SURVEY INQUIRY
(continued)

Comments

Submission Instructions

Please e-mail this form to eoo.compliance@doa.ri.gov with subject line: Exit Interview For (YOUR AGENCY NAME). This is a confidential e-mail and all correspondence will be treated with the upmost care. If you are completing this form online, the form will be sent to our confidential e-mail upon pressing submit.

You may also mail this form to:

ODEO/State Equal Opportunity Office, One Capitol Hill, Providence, RI 02908

RHODE ISLAND DEPARTMENT OF ADMINISTRATION
OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY/STATE EQUAL OPPORTUNITY OFFICE
AFFIRMATIVE ACTION FILE

RIEEO-03/78
(Revised July 2019)

* Please note that this is a **voluntary** self-identification card and the information you provide will not be used as a basis for employment decisions *

TO BE COMPLETED BY APPLICANT OR EMPLOYEE ONLY

Applicant or Employee

Address

Number Street City State Zip Code

NOTE: When selecting racial/ethnic category, you must select only one of the boxes numbered 1 through 7.

Female Male

- | | | |
|---------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 1 – Black or African American (Not Hispanic or Latino) <input type="checkbox"/> | 2 – Hispanic or Latino <input type="checkbox"/> | 3 – American Indian or Alaska Native (Not Hispanic or Latino) <input type="checkbox"/> |
| 4 – Asian (Not Hispanic or Latino) <input type="checkbox"/> | 5 – White (Not Hispanic or Latino) <input type="checkbox"/> | 6 – Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) <input type="checkbox"/> |
| 7 – Two or More Races (Not Hispanic or Latino) <input type="checkbox"/> | Disabled <input type="checkbox"/> | Veteran <input type="checkbox"/> |
| | Disabled Veteran <input type="checkbox"/> | Age: 40 & Over <input type="checkbox"/> |

FOR PERSONNEL USE ONLY

Department _____ Division _____
 Appropriation Account No. _____ Pay Grade _____ Position No. _____
 Incumbent* _____ (Use this selection for current employees who are requesting a change to their demographic designation)
 Promotion _____ Transfer _____ Hired _____ List _____ No List _____ Offered _____ Not Offered _____ Refused _____
 Reason for Action _____
 Interviewer/HR Staff _____ Date _____

RACIAL/ETHNIC CATEGORIES

- 1 **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- 2 **Hispanic or Latino** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 3 **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- 4 **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- 5 **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- 6 **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- 7 **Two or More Races (Not Hispanic or Latino)** A person who primarily identifies with two or more of the above race categories.

DISABLED:

All persons with a physical or mental impairment that substantially limits one or more major life activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. A history of such disability, or the belief on the part of others that a person has such a disability, whether it is so or not, also is recognized as a disability by the regulation.

EQUAL OPPORTUNITY ADVISORY COMMITTEE*
GUIDELINES

MISSION:

To provide two-way communication and suggestions on various aspects of the equal opportunity program to the director in a department or 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 should include staff from:
 - 1. Each division of agency
 - 2. Various job levels
 - 3. Diverse group of employees; i.e. minorities, women, persons with disabilities, and veterans

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. AGENCY HEAD:

Should make a commitment that all recommendations will be reviewed and acknowledged

7. 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

8. The state equal opportunity office may issue such guidelines, directives, or instructions as necessary to carry out Rhode Island General Laws § 28-5.1.

For additional guidance and/or technical assistance, contact:

Juana L. De Los Santos Administrator,
State Equal Opportunity Office
Office of Diversity, Equity and Opportunity Department of Administration
One Capitol Hill Providence, RI 02908
TEL # (401) 222-3090
Rhode Island Relay: 711
Email: juana.delossantos@doa.ri.gov

* Each agency is required to have an Equal Opportunity Advisory Committee

DIVERSITY ADVISORY COUNCIL GUIDELINES

MISSION: To guide and support a state department or agency director on developing organizational changes and strategies that will advance the goals of diversity and inclusion in the workplace, as well as assist in implementation of approved strategies and changes.

1. ESTABLISHING THE COMMITTEE:

- A. All employees should be informed of the opportunities to serve on the committee.
- B. Agency head appoints the committee from the list of volunteers.
- C. Diversity Liaison/s will serve as ex-officio council member
- D. Volunteers should include staff from:
 - 1. Each division of agency
 - 2. Various jobs levels
 - 3. Diverse group of employees; i.e. minorities, women, persons with disabilities, and veterans

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. Leverage diversity to improve employee and organizational performance
- C. Link diversity strategy with the department's/ agency's business strategy
- D. Develop metric to measure progress
- E. Develop short – and long-term plans for advancing the goals of diversity and inclusion
- F. Meetings
- G. Minutes

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. Prepare agenda for meeting
- B. Preside over committee meetings
- C. Submit any committee recommendations to the agency head

6. AGENCY HEAD:

Should make a commitment that all recommendations will be reviewed and acknowledged.

For additional guidance and/or technical assistance, contact:

Sabina Matos, Chief Program Development
Department of Administration
Office of Diversity, Equity and Opportunity
Human Resources Outreach and Diversity Office
One Capitol Hill
Providence, Rhode Island 02908
TEL # 401.222.5813
Rhode Island Relay: 711
FAX # 401.222.1453
Email: sabina.matos@doa.ri.gov

ENFORCEMENT AGENCIES

Rhode Island Department of Administration

Office of Diversity, Equity & Opportunity

State Equal Opportunity Office

One Capitol Hill

Providence, Rhode Island 02908-5865

Telephone: 401.222.3090

RI Relay: 711

Fax: 401.222.2490

Rhode Island Commission for Human Rights

180 Westminster Street, 3rd Floor

Providence, Rhode Island 02903

Telephone: 401.222.2661

RI Relay: 711

Fax: 401.222.2616

U.S. Equal Employment Opportunity Commission

131 M Street, NE

4th Floor, Suite 4NW02F

Washington, DC 20507-0100

Telephone: 800.669.4000

Relay: 711

U.S. Department of Justice

950 Pennsylvania Avenue, NW

Civil Rights Division

Disability Rights Section – 1425 NYAV

Washington DC 20530

Telephone: 202.307.0663

Relay: 711

Fax: 202.307.1197

APPENDICES

(Excel Documents Attached)

Diversity Plan to Improve Minority Hiring and Workplace Inclusion

The Department of Environmental Management will strengthen its commitment to the recruitment of qualified candidates from minority groups. The DEM will maintain contact with agencies and organizations that serve this population for the purposes of encouraging individuals to apply for employment within the agency. All job postings, recruitment and related information will be available on the EmployRI website. Representatives from DEM have participated in Public Sector Round Robins, hosted by Leadership RI, to help mentor students on career paths.

DEM encourages and supports individual, group and organizational efforts at holding conversations, trainings and workshops that support diversity, equity, inclusion and social justice.

JOB GROUP ANALYSIS SUMMARY

Agency: Department of Environmental Management

DATE: 7/1/18 - 6/30/19

EEO Job Categories	Total Employees	Total Minorities	%	Male														Female													
				1 Black (NHL)	%	2 Hispanic or Latino	%	3 AI/AN (NHL)	%	4 Asian (NHL)	%	5 White (NHL)	%	6 NH/OPI (NHL)	%	7 Two or More Races (NHL)	%	1 Black (NHL)	%	2 Hispanic or Latino	%	3 AI/AN (NHL)	%	4 Asian (NHL)	%	5 White (NHL)	%	6 NH/OPI (NHL)	%	7 Two or More Races (NHL)	%
Officials/Managers, Administrators	65	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	2%	0	0%	0	0%
Professionals	202	0	0%	0	0%	0	0%	0	0%	0	0%	1	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Faculty	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	#DIV/0!
Technicians	13	1	8%	0	0%	0	0%	0	0%	0	0%	7	54%	0	0%	0	0%	1	8%	0	0%	0	0%	0	0%	5	38%	0	0%	0	0%
Protective Services	22	0	0%	0	0%	0	0%	0	0%	0	0%	20	91%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	9%	0	0%	0	0%
Para-Professionals	21	2	10%	0	0%	0	0%	0	0%	0	0%	9	43%	0	0%	0	0%	1	5%	1	5%	0	0%	0	0%	10	48%	0	0%	0	0%
Administrative Support	19	4	21%	0	0%	0	0%	0	0%	0	0%	1	5%	0	0%	0	0%	4	21%	0	0%	0	0%	0	0%	14	74%	0	0%	0	0%
Skilled Craft	35	2	6%	0	0%	0	0%	0	0%	1	3%	30	86%	0	0%	0	0%	1	3%	0	0%	0	0%	0	0%	3	9%	0	0%	0	0%
Service Maintenance	6	0	0%	0	0%	0	0%	0	0%	0	0%	6	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
GRAND TOTAL	383	9	2%	0	0%	0	0%	0	0%	1	0%	74	19%	0	0%	0	0%	7	2%	1	0%	0	0%	0	0%	35	9%	0	0%	0	0%

NOTE: NHL means Not Hispanic or Latino

Race/Ethnic Code :

- 1 - Black or African American (Not Hispanic or Latino)
- 2 - Hispanic or Latino
- 3 - American Indian or Alaska Native (Not Hispanic or Latino)
- 4 - Asian (Not Hispanic or Latino)
- 5 - White (Not Hispanic or Latino)
- 6 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- 7 - Two or More Races (Not Hispanic or Latino)

JOB GROUP ANALYSIS

EEO JOB Category: Officials Managers & Administrators

DATE: 30-Jun-19

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	TOTAL MALE	Male							TOTAL FEMALE	Female						
						1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP/PI (NHL)	7 Two or More Races (NHL)		1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OP/PI (NHL)	7 Two or More Races (NHL)
SPRVG BIOLOGIST (MARINE FISH)	00030 A	2	0	0%	1					1			1					1		
SPRVG BIOLOGIST (WILDLIFE)	00030 A	1	0	0%	1					1			0							
SUPRVG ENVIRONMENTAL PLANNER	00031 A	2	0	0%	2					2			0							
FEDERAL AID PROGRAM COORD (DEM)	00032 A	1	0	0%	0							1						1		
ASSOC SUPERVISING SANITARY ENGR	00034 A	1	0	0%	0							1						1		
SUPRVING AIR QUALITY SPECIALIS	00034 A	3	0	0%	0							3						3		
ADMINISTRATIVE OFFICER	00124 A	1	0	0%	0							1						1		
DEPTY CHF DIV AGR& RES MRKGDEM	00132 A	1	0	0%	1					1			0							
CHIEF, PROGRAM DEVELOPMENT	00134 A	3	0	0%	1					1			2					2		
STATE PORTS MANAGER (DEM)	00134 A	1	0	0%	1					1			0							
SUPERINTNDT STATE PARKS (DEM)	00134 A	1	0	0%	1					1			0							
ASSISTANT TO THE DIRECTOR(DEM)	00136 A	2	0	0%	1					1			1					1		
DEP CHF FOR FRSHWTR FISHERIES	00136 A	1	0	0%	0							1						1		
DEP CHF, DIV FOREST ENV (DEM)	00136 A	1	0	0%	1					1			0							
ADMIN FINANCIAL MANAGEMENT	00137 A	1	0	0%	0							1						1		
CHF PUBLIC AFFAIRS OFFICER(DLT)	00137 A	1	0	0%	1					1			0							
DEPUTY CHF OF LEGAL SERVICES	00137 A	1	0	0%	0							1						1		
ASST ADMSTR BUR NAT RES PK(DEM)	00138 A	1	0	0%	0							1						1		
CHF, DIV PLAN&DEV (DEP ENV MAN)	00138 A	1	0	0%	0							1						1		
CHIEF OF STAFF (DEM)	00138 A	1	0	0%	0							1						1		
DPTY ADMSTR ENVMNTL PROT (DEM)	00138 A	5	0	0%	4					4			1					1		
DPTY CHIEF MARINE FISHERIE(DEM)	00138 A	2	0	0%	2					2			0							
ENVIRONMNTL RESPONSE COORD(DEM)	00138 A	1	0	0%	1					1			0							
STATE VETERINARIAN (DEM)	00138 A	1	0	0%	1					1			0							
ADMSTR ENVIRNMTAL PROTECT(DEM)	00140 A	6	0	0%	5					5			1					1		
ASST DIR FOR NAT RESOURCES(DEM)	00140 A	1	0	0%	0							1						1		
CHF OF MARINE FISHERIES (DEM)	00140 A	1	0	0%	1					1			0							
CHF, DIV ENFCMT(DEPT ENVN MAN)	00140 A	1	0	0%	1					1			0							
CHF, DIV OF AGR & RES MART (DEM)	00140 A	1	0	0%	1					1			0							
ASST DIR & CHF LEG COUN (DEM)	00141 A	1	0	0%	0							1						1		
ASST DIR FINANCIAL & CNTR MGMT	00141 A	1	0	0%	1					1			0							
ADMSTR BUR NATRL RES & PRK(DEM)	00142 A	1	0	0%	1					1			0							
ASST DIR OF ENV PROTECTION(DEM)	00142 A	1	0	0%	0							1						1		
ASSOC DIR (DHS) DIV MGMT SERVS	00146 A	1	0	0%	0							1						1		
DPTY DIR DEPT ENVIRNMTL MGMT	00146 A	1	0	0%	1					1			0							
ADMINISTRATIVE OFFICER	00324 A	3	2	67%	2	1				1			1	1						
CHF OF CONSTRUCTION OPERATIONS	00327 A	1	0	0%	1					1			0							
REGION PARK MAN(DIV.PARK& REC)	00329 A	4	0	0%	4					4			0							
CHIEF, DISTRIBUTION OFFICER	00331 A	1	0	0%	1					1			0							
REGIONAL PARK MGR II (PRK & REC)	00333 A	2	0	0%	2					2			0							
CHIEF HEARING OFFICER	00711 F	1	0	0%	1					1			0							
DIRECTOR, DEPT OF ENVIR. MGN.	30945KF	1	0	0%	0							1						1		
		65	2	3%	41	1				40			24	1	0	0	0	23	0	0

JOB GROUP ANALYSIS

EEO JOB Category: Professionals

DATE: 30-Jun-19

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male							Female												
					TOTAL MALE	1 Black (NHL)	2 Hispanic or Latino	3 A/JAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NVD/PI (NHL)	7 Two or More Races (NHL)	TOTAL FEMALE	1 Black (NHL)	2 Hispanic or Latino	3 A/JAN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NVD/PI (NHL)	7 Two or More Races (NHL)				
VOLUNTEER PRGM COORDINATOR(DEM)	00028 A	1	0	0%	0									1						1				
COOP FORESTRY PROGRAM SUPVR	00030 A	1	0	0%	0									1						1				
SUPERVISING FORESTER	00030 A	1	0	0%	1						1			0										
PROGRAMMING SERVICES OFFICER	00031 A	5	0	0%	1						1			4								4		
PRIN ENVIRONMENTAL SCIENTIST	00032 A	2	0	0%	2						2			0										
SUPVVG GEOGRAPHIC INFO SYS SPEC	00032 A	1	0	0%	1						1			0										
SUPERVISING ENVIR. SCIENTIST	00034 A	9	0	0%	7						7			2								2		
SUPRV SANITARY ENGINEER (DEM)	00035 A	2	0	0%	2						2			0										
SUPVRG CIVIL ENGR (NTRL RESRCE)	00035 A	1	0	0%	1						1			0										
PROGRAMMING SERVICES OFFICER	00131 A	5	1	20%	1						1			4		1						3		
ENVIRONMTL POLICE OFFICER4(DEM)	00133 A	1	0	0%	1						1			0										
ASST ADMIN. FINANCIAL MGMT	00134 A	1	0	0%	0									1									1	
SENIOR LEGAL COUNSEL	00134 A	3	0	0%	1						1			2								2		
DEPUTY CHIEF FOR WILDLIFE	00136 A	1	0	0%	1						1			0										
ASST DIST RESOURCE MANAGER	00316 A	2	0	0%	2						2			0										
RESEARCH TECHNICIAN	00319 A	1	0	0%	1						1			0										
DISTRICT RESOURCES MANAGER	00321 A	2	0	0%	2						2			0										
BIOLOGIST (FRESH WATER FISH)	00322 A	1	0	0%	1						1			0										
BIOLOGIST (MARINE FISHERIES)	00322 A	2	0	0%	2						2			0										
MANAGEMENT & METHODS ANALYST	00322 A	1	0	0%	0									1								1		
SR NATRL RESOURCE SPEC	00323 A	2	0	0%	2						2			0										
SR PLANT PATHOLOGIST	00323 A	2	0	0%	1						1			1								1		
AGRICULTURE MARKETING SPEC(DEM)	00324 A	3	0	0%	3						3			0										
RESEARCH VESSEL 1ST MATE(ASS C	00324 A	1	0	0%	1						1			0										
SR BIOLOGIST (FRESH WATER FSH)	00325 A	1	0	0%	1						1			0										
SR BIOLOGIST (WILDLIFE)	00325 A	2	0	0%	1						1			1								1		
AIR QUALITY SPECIALIST	00326 A	9	0	0%	4						4			5								5		
ENVIRONMENTAL SCIENTIST	00326 A	14	0	0%	8						8			6								6		
JUNIOR SANITARY ENGINEER	00326 A	1	0	0%	0									1								1		
CIVIL ENGINEER	00327 A	1	0	0%	1						1			0										
FORESTER	00327 A	2	0	0%	1						1			1								1		
PRIN. BIOLOG (FRESH WATER FISH)	00327 A	3	0	0%	2						2			1								1		
PRINCIPAL BIOLOGIST (MARINE)	00327 A	10	0	0%	5						5			5								5		
PRINCIPAL BIOLOGIST (WILDLIFE)	00327 A	3	0	0%	2						2			1								1		
SANITARY ENGINEER	00327 A	11	1	9%	7					1	6			4								4		
SR ENVIRN PLANNR	00327 A	3	0	0%	0									3								3		
ADMINISTR COURT OFFICER (DEM)	00328 A	2	0	0%	1						1			1								1		
ST HUNTER SAFTY EDUC COORD(DEM)	00328 A	1	0	0%	1						1			0										
PRINCIPAL PLANNER	00329 A	1	0	0%	1						1			0										
ENVIRONMENTAL POLICE OFFR3(DEM)	00330 A	3	0	0%	3						3			0										
SENIOR AIR QUALITY SPECIALIST	00330 A	7	1	14%	5			1			4			2								2		
SR ENVIRONMENTAL SCIENTIST	00330 A	28	1	4%	17			1			16			11								11		
SR CIVIL ENGR (COASTAL RES)	00331 A	2	0	0%	2						2			0										
SR SANITARY ENGINEER	00331 A	10	0	0%	7						7			3								3		
PRIN ENVIRONMENTAL SCIENTIST	00332 A	9	0	0%	5						5			4								4		
PRINC AIR QUALITY SPECIALIST	00332 A	3	0	0%	2						2			1								1		
ST METEOR/ATMOS SCIENTIST (DEM)	00332 A	1	0	0%	1						1			0										
PRIN CIVIL ENGR (NAT RES)	00333 A	4	1	25%	4				1		3			0										
PRIN SANITARY ENGINEER	00333 A	13	2	15%	10				1		9			3				1				2		
PUBLIC HEALTH VETERINARIAN	00336 A	1	0	0%	1						1			0										
FISCAL MANAGEMENT OFFICER	00B26 A	4	0	0%	0									4								4		
SUPERVISING ACCOUNTANT	00K31 A	1	0	0%	0									1								1		
SANITARY ENGINEER	20327 A	1	0	0%	1						1			0										
		202	6	3%	92	0	2	1	2	122			58	1			1			73				

JOB GROUP ANALYSIS

EEO JOB Category: Technicians

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	TOTAL MALE	Male			
						1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)
TECHNICAL STAFF ASSISTANT (DEI	00320 A	4	1	25%	0				
ENGR TECH III (NAT RES)	00323 A	1	0	0%	0				
ENGR TECH IV (NATUR RESOUCES)	00327 A	1	0	0%	1				
GEOGRAPHIC INFO SYS SPEC II	00328 A	1	0	0%	1				
ENVNVMNTL POLICE OFF(DET(DE	00329 A	1	0	0%	0				
OIL&HAZARDOUS MATERIALS SPC	00329 A	5	0	0%	5				
SUBTOTAL		13	1	8%	7	0	0	0	0

JOB GROUP ANALYSIS

DATE: 30-Jun-19

				Female						
5 White (NHL)	6 NH/OPI (NHL)	7 Two or More Races (NHL)	TOTAL FEMALE	1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OPI (NHL)	7 Two or More Races (NHL)
			4	1				3		
			1					1		
1			0							
1			0							
			1					1		
5			0							
7	0	0	6	1	0	0	0	5	0	0

JOB GROUP ANALYSIS

EEO JOB Category: Protective Services

DATE: 30-Jun-19

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male							Female								
					TOTAL MALE	1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OPI (NHL)	7 Two or More Races (NHL)	TOTAL FEMALE	1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OPI (NHL)	7 Two or More Races (NHL)
SUPERINTENDENT OF STATE PIERS	00324 A	1	0	0%	1					1			0							
ENVIRONMENTAL POLICE OFFCR1DEM	00326 A	18	0	0%	17					17			1					1		
ENVIRONMENTAL POLICE OFFR2(DEM)	00328 A	3	0	0%	2					2			1					1		
SUBTOTAL		22	0	0%	20	0	0	0	0	20	0	0	2	0	0	0	0	2	0	0

JOB GROUP ANALYSIS

EEO JOB Category Para-Professionals

DATE: 30-Jun-19

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	TOTAL MALE	Male							TOTAL FEMALE	Female						
						1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OPI (NHL)	7 Two or More Races (NHL)		1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OPI (NHL)	7 Two or More Races (NHL)
IMPLEMENTATION AIDE	00022 A	3	1	33%	0								3		1			2		
CHIEF IMPLEMENTATION AIDE	00028 A	3	1	33%	1					1			2	1				1		
INFORMATION AIDE	00115 A	1	0	0%	0								1					1		
CHIEF IMPLEMENTATION AIDE	00128 A	3	0	0%	0								3					3		
ASST ADM OFF	00321 A	1	0	0%	0								1					1		
HISTORIC PRESERVATION SPL(F/P/	00321 A	1	0	0%	0								1					1		
VETERINARY PARAMEDIC	00322 A	1	0	0%	0								1					1		
ASST REGIONAL PARK MGR(D P&R)	00325 A	8	0	0%	8					8			0							
		0	0	#DIV/0!	0								0							
		0	0	#DIV/0!	0								0							
SUBTOTAL		21	2	10%	9	0	0	0	0	9	0	0	12	1	1	0	0	10	0	0

JOB GROUP ANALYSIS

EEO JOB Category Administrative Support

DATE: 30-Jun-19

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	TOTAL MALE	Male							TOTAL FEMALE	Female							
						1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OPI (NHL)	7 Two or More Races (NHL)		1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OPI (NHL)	7 Two or More Races (NHL)	
LEGAL ASSISTANT	00119 A	1	0	0%	0								1						1		
OFFICE MANAGER	00123 A	1	0	0%	0								1						1		
CLERK	00307 A	1	0	0%	0								1						1		
SR WORD PROCESSING TYPIST	00312 A	1	1	100%	0								1	1							
FISCAL CLERK	00314 A	2	0	0%	0								2						2		
SR RECONCILIATION CLERK	00314 A	1	0	0%	0								1						1		
LICENSING AIDE	00315 A	2	1	50%	1					1			1	1							
INFORMATION SERVICES TECH I	00316 A	1	0	0%	0								1						1		
PROP CONTRL & SUPPLY OFFICER	00317 A	1	0	0%	0								1						1		
BILLING SPECIALIST	00318 A	1	0	0%	0								1						1		
APPLICATIONS COORDINATOR (DEI)	00320 A	3	0	0%	0								3						3		
CLERK SECRETARY	00B16 A	1	1	100%	0								1	1							
CLERK SECRETARY	00K16 A	1	0	0%	0								1						1		
OFFICE MANAGER	00K23 A	2	1	50%	0								2	1					1		
		0	0	#DIV/0!	0								0								
		0	0	#DIV/0!	0								0								
SUBTOTAL		19	4	21%	1	0	0	0	0	1	0	0	18	4	0	0	0	14	0	0	

JOB GROUP ANALYSIS

EEO JOB Category Skilled Craft

DATE: 30-Jun-19

JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	TOTAL MALE	Male							TOTAL FEMALE	Female						
						1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OPI (NHL)	7 Two or More Races (NHL)		1 Black (NHL)	2 Hispanic or Latino	3 AI/AN (NHL)	4 Asian (NHL)	5 White (NHL)	6 NH/OPI (NHL)	7 Two or More Races (NHL)
SPRVR BIOLOGIST (FRSHWTR FISH)	00030 A	1	0	0%	1					1			0							
HEAVY MOTOR EQUIPMENT OPERATOR	00314 G	1	0	0%	1					1			0							
SR MAINTENANCE TECHNICIAN	00314 G	11	1	9%	10				1	9			1					1		
DISPATCH SYSTEM OPERATOR (DEM)	00316 A	1	1	100%	0								1	1						
HEAVY MOTOR EQUIP MECHANIC/OPE	00318 A	2	0	0%	2					2			0							
DISPATCH SYSTEM OPERATOR (DEM)	00319 A	6	0	0%	4					4			2					2		
PARK MANAGER(DIV OF PARKS & REC	00320 A	8	0	0%	8					8			0							
ELECTRICIAN SUPERVISOR	00320 G	1	0	0%	1					1			0							
SUPVR HVY MTR EQUIP MECH/OPERA	00322 A	1	0	0%	1					1			0							
MARINE FACILITIES OPER MGR(DEM	00324 A	1	0	0%	1					1			0							
RESEARCH VESSEL CAPTAIN (DEM)	00329 A	1	0	0%	1					1			0							
PARK MANAGER(DIV OF PARKS & REC	20320 A	1	0	0%	1					1			0							
		0	0	#DIV/0!	0								0							
SUBTOTAL		35	2	6%	31	0	0	0	1	30	0	0	4	1	0	0	0	3	0	0

TRAINING PARTICIPATION SUMMARY

AGENCY: Department of Environmental Management

DATE: 7/1/18-6/30/19

EEO Job Categories	Total Trainees	Number Disabled	Number Veterans	Number Minority	Number Female	Male														Female																	
						1 Black	%	2 Hispanic or Latino	%	3 AI/AN	%	4 Asian	%	5 White	%	6 NH/OPI	%	7 Two or More Races	%	1 Black	%	2 Hispanic or Latino	%	3 AI/AN	%	4 Asian	%	5 White	%	6 NH/OPI	%	7 Two or More Races	%				
Officials/Managers Administrators	2	2	0	0	0		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%
Professionals	22	0	0	2	11		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		
Faculty	0	0	0	0	0		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Technicians	2	0	0	0	0		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		
Protective Services	1	0	0	0	0		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		
Para-Professionals	2	0	0	0	0		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		
Administrative Support	3	0	0	0	3		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		
Skilled Craft1	3	0	0	0	0		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		0%		
Service Maintenance	0	0	0	0	0		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		
Totals	35	2	0	2	14	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%		

Total Percent:
 Minority: 6%
 Female: 40%
 Disabled: 6%
 Veterans: 0%

Race/Ethnicity Description:
 1 Black or African American (Not Hispanic or Latino)
 2 Hispanic or Latino
 3 American Indian or Alaska Native (Not Hispanic or Latino)
 4 Asian (Not Hispanic or Latino)
 5 White (Not Hispanic or Latino)
 6 Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
 7 Two or More Races (Not Hispanic or Latino)

AGENCY: Department of Environmental Management

DATE: 7/1/18-6/30/19

DISCIPLINARY ACTION

DISCIPLINARY ACTION TAKEN	1 Black or African American (NHL*)		2 Hispanic or Latino		3 American Indian or Alaska Native (NHL*)		4 Asian (NHL*)		5 White (NHL*)		6 Native Hawaiian or Other Pacific Islander (NHL*)		7 Two or More Races (NHL*)		Disabled		Veterans	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Suspension (Indefinitely)																		
Suspension (Specified Time)									2									
Loss of Pay									2									
Written Reprimand									4									
Duty On Off Days																		
Oral Reprimand									3									
Termination									2									
Other (Explain)									3									
TOTAL	0	0	0	0	0	0	0	0	0	16	0	0	0	0	0	0	0	0

* Not Hispanic or Latino

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

Oral reprimands, including those noted in supervisors' reviews or written reprimands, should be included in the graph.

OTHER: Counseling

APPLICANT DATA

AGENCY: Department of Environmental Management DATE: 7/1/18-6/30/19

Classification Title	Position Number	EEO Job Category	Union	Non-Union	List	No List	Applicants							Hire	Promotion	Transfer Within	Terminations	Pay Grade
							White Male	Minority	Female	Disabled	Veterans							
PTY DIR DEPT ENVIRNNTL MGMT	01730-10000-00174	A		X	1	X	22	6	10	0	6		SM				46	
REGIONAL PARK MGR II (PRK & REC)	01731-10000-00883	A		X		X	77	12	12	2	9		SM				00033 A	
SPRVG BIOLOGIST (MARINE FISH) (2 Positions)	01732-10300-00044	A	X			X	7	3	11	0	0		SM				00030 A	
SPRVG BIOLOGIST (MARINE FISH)	01732-10300-00061	A	X			X							SM				00030 A	
SUPRVNG AIR QUALITY SPECIALIST	01752-10000-00060	A	X			X	1	2	5	0	0		SM				00034 A	
ADMSTR BUR NATRL RES & PRK(DEM)	01731-10000-01008	A		X		X	31	2	22	1	4		SM				00042 A	
ASST ADMSTR BUR NAT RES PK(DEM)	01731-10000-01009	A		X		X	60	25	58	1	13		SM				00038 A	
ASST DIR & CHF LEG COUN (DEM)	01722-10000-00041	A		X		X	7	1	7	0	0		SM				00041 A	
PTY ADMSTR ENVNNTL PROT (DEM)	01751-10000-00284	A		X		X	22	15	34	2	6		SM				00038 A	
CHEF, PROGRAM DEVELOPMENT	01731-10000-01010	A		X		X	13	6	19	0	2	5F					00 34 A	
AIR QUALITY SPECIALIST	01752-50100-00368	B	X			X	12	6	11	1	4		SM				00 26 A	
AIR QUALITY SPECIALIST	01752-10000-00070	B	X			X	15	6	7	1	1		SM				00 26 A	
ASST ADMIN FINANCIAL MGMT	01721-10000-00077	B		X		X	24	28	65	0	2		SM				00134 A	
BIOLOGIST (MARINE FISHERIES)	01751-10000-00271	B	X			X	63	29	70	2	5		SM				00 22 A	
ENVIRONMENTAL SCIENTIST	01763-10000-00076	B	X			X	52	18	44	1	6		SM				00026 A	
PRIN ENVIRONMENTAL SCIENTIST	01763-10000-00095	B	X			X	14	2	17	0	0		SM				00132 A	
PRIN BIOLOG (FRESH WATER FISH)	01732-10100-00302	B	X			X	21	5	20	1	3		SM				00027 A	
PROGRAMMING SERVICES OFFICER	01710-10000-00108	B		X		X	28	23	46	1	3		SM				00031 A	
SR ENVIRONMENTAL SCIENTIST	01751-10000-00132	B	X			X	17	1	16	0	0		SM				00030 A	
SR NATRL RESOURCE SPEC	01751-10000-00292	B	X			X	17	1	9	0	1		SM				00023 A	
SUPERVISING ENVIR SCIENTIST	01751-10000-00285	B	X			X	10	3	17	0	1		SM				34	
SANITARY ENGINEER	01758-50101-00083	B	X			X	7	8	4	1	3		SM				00027 A	
SR CIVIL ENGR (COASTAL RES)	01730-10200-00020	B	X			X	3	0	1	1	0		SM				00031 A	
PRIN SANITARY ENGINEER	01751-10000-00286	B	X			X	2	1	4	0	1		SM				00033 A	
PRIN SANITARY ENGINEER	01751-50100-00402	B	X			X	3	1	1	0	0		SM				00033 A	
PRINC AIR QUALITY SPECIALIST	01752-10300-00010	B	X			X	5	2	0	0	0		SM				00032 A	
SUPVNG CIVIL ENGR (NTRL RESRCE)	01730-10200-00003	B	X			X	8	1	1	0	1		SM				00036 A	
FISCAL MANAGEMENT OFFICER	01751-10000-00281	B	X			X	11	15	26	1	4		SM	5F			00 26 A	
PROGRAMMING SERVICES OFFICER	01710-10000-00106	B		X		X	37	29	74	1	8		SM	5F			00031 A	
AIR QUALITY SPECIALIST	01752-10000-00054	B	X			X	18	10	7	0	2	SM					00 26 A	
AIR QUALITY SPECIALIST	01752-10000-00071	B	X			X	21	10	4	1	1	SM					00 26 A	
AIR QUALITY SPECIALIST	01752-10300-00009	B	X			X	8	6	6	0	0	SM					00 26 A	
BIOLOGIST (MARINE FISHERIES)	01751-10000-00273	B	X			X	77	20	91	0	4	SM					00 22 A	
ENVIRONMENTAL SCIENTIST	01758-10000-00054	B	X			X	62	21	47	3	5	SM					00026 A	
ENVIRONMENTAL SCIENTIST	01758-50101-00090	B	X			X	63	18	54	0	3	5F					00026 A	
ENVIRONMENTAL SCIENTIST	01763-10000-00094	B	X			X	93	24	85	1	0	SM					00026 A	
ENVIRONMENTAL SCIENTIST	01751-10000-00293	B	X			X	42	19	42	2	2	SM					00026 A	
ENVIRONMENTAL SCIENTIST	01758-50101-00092	B	X			X	50	26	56	1	4	5F					00026 A	
ENVIRONMENTAL SCIENTIST	01759-80100-00033	B	X			X	32	14	41	1	6	5F					00026 A	
PRINCIPAL BIOLOGIST (MARINE) (2 positions 046, 056)	01732-10300-00046	B	X			X	32	7	30	0	1	5F					00027 A	
PRINCIPAL BIOLOGIST (MARINE)	01732-10300-00055	B	X			X	24	5	21	0	0	5F					00027 A	
PRINCIPAL BIOLOGIST (MARINE)	01732-10300-00056	B	X			X						SM					00027 A	
PRINCIPAL BIOLOGIST (WILDLIFE)	01732-10200-00039	B	X			X	26	2	16	1	2	5F					00027 A	
PROGRAMMING SERVICES OFFICER	01710-10000-00099	B		X		X	42	30	41	2	7	SM					00031 A	
SR NATRL RESOURCE SPEC	01763-10000-00096	B	X			X	12	1	7	0	1	SM					00023 A	
URBAN COMMUNITY FORESTRY PGM CRD	01733-50100-00017	B	X			X	26	4	13	0	4				5F		00027 A	
AGRICULTURE MARKETING SPEC/DEM	01734-51603-00003	B	X			X	12	17	15	0	1	SM					00 24 A	
RESEARCH VESSEL 1ST MATE/ASS C	01732-10300-00045	B	X			X	14	3	1	2	1	SM					00024 A	
SANITARY ENGINEER	01751-10000-00278	B	X			X	14	4	4	0	0	SM					00027 A	
SANITARY ENGINEER	01751-10000-00280	B	X			X	9	2	2	0	1	SM					00027 A	
SANITARY ENGINEER	01758-50101-00083	B	X			X	14	10	9	2	3	5F					00027 A	
OIL/HAZARDOUS MATERIALS SPC II	01754-81000-00014	C	X			X	22	8	5	0	5	SM					00029 A	
ENVIRONMENTAL POLICE OFFCR1TRN	01735-10000-00438	D	X			X	102	22	27	3	24	SM					00323 A	
ENVIRONMENTAL POLICE OFFCR1TRN	01735-10000-00439	D	X			X	85	29	28	5	18	SM					00323 A	
ENVIRONMENTAL POLICE OFFCR1DEM	01735-10000-00442	D	X			X											00026 A	
ENVIRONMENTAL POLICE OFFCR1DEM	01735-10000-00443	D	X			X											00026 A	
ENVIRONMENTAL POLICE OFFCR2DEM	01735-10000-00039	D	X			X	7	0	0	0	1	SM					00026 A	
ASST ADM OFF	01732-10000-00015	E		X		X	42	39	152	2	7	5F					00021 A	
ASST REGIONAL PARK MGR(D P&R)	01731-10000-00972	E	X			X	63	8	19	1	5	SM					00025 A	
ASST REGIONAL PARK MGR(D P&R)	01731-10000-00981	E	X			X	57	16	25	1	7	SM					00025 A	
ASST REGIONAL PARK MGR(D P&R)	01731-10000-00988	E	X			X	41	8	18	1	6	SM					00025 A	
CHEF IMPLEMENTATION AIDE	01721-10000-00078	E		X		X	42	45	110	2	8	5F					00028 A	
CHEF IMPLEMENTATION AIDE	01751-10000-00287	E		X		X	20	35	102	0	1	5F					00028 A	
INFORMATION SERVICES TECH I	01758-50101-00091	F	X			X	24	50	78	3	3	5F					00016 A	
LEGAL ASSISTANT	01758-10000-00018	F		X		X	24	56	82	3	3	5F					00019 A	
DISPATCH SYSTEM OPERATOR (DEM)	01738-10300-00053	G	X			X	81	71	107	2	18	SM					00019 A	
PARK MANAGER(DIV OF PARKS & REC)	01731-10000-00093	G	X			X	53	7	17	2	11	SM					00 20 A	
SR MAINTENANCE TECHNICIAN	01731-10000-01002	G	X			X	10	6	0	0	1	SM					00 14 G	
HEAVY MOTOR EQUIP MECHANIC/OP	01732-10200-00072	G	X			X	11	0	1	0	1	SM					00018 A	
HEAVY MOTOR EQUIPMENT OPERATOR	01732-10100-00301	G	X			X	13	4	0	0	1	SM					00 14 G	
PARK MANAGER(DIV OF PARKS & REC)	01731-10000-00975	G	X			X	31	11	13	1	4	SM					00 20 A	
SR MAINTENANCE TECHNICIAN	01731-10000-00986	G	X			X	20	4	1	0	0	SM					00 14 G	
SR MAINTENANCE TECHNICIAN	01731-10000-01001	G	X			X	16	7	0	0	0	SM					00 14 G	
FISH CULTURIST I	01732-10100-00294	H	X			X	51	13	15	1	7	SM					00021 A	
Totals							2095	943	2003	60	262							

- 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 or African American (Not Hispanic or Latino)
2 - Hispanic or Latino
3 - American Indian or Alaska Native (Not Hispanic or Latino)
4 - Asian (Not Hispanic or Latino)
5 - White (Not Hispanic or Latino)
6 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
7 - Two or More Races (Not Hispanic or Latino)
- Gender Code:**
F - Female
M - Male
D - Disabled
V - Veteran

APPLICANT FLOW DATA

AGENCY: Department of Environmental Management

DATE: 7/1/18-6/30/19

	TOTAL APPLICANTS	MALE							FEMALE							**DISABLED	VETERANS
		BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL*)	TWO OR MORE RACES (NHL*)	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL*)	TWO OR MORE RACES (NHL*)		
APPLICANTS																	
OFFICIALS/ADMINISTRATORS	168	5	10	6	1	156	0	6	6	14	2	0	124	0	5	4	31
PROFESSIONALS	2497	69	70	62	1	1029	0	18	54	71	37	0	773	0	11	26	99
TECHNICIANS	35	13	14	0	3	103	0	2	10	22	1	2	64	0	12	2	23
FACULTY																	
PROTECTIVE SERVICES	300	10	24	5	0	107	0	5	1	4	0	1	48	0	2	8	52
PARA-PROFESSIONALS	842	22	19	10	2	342	0	8	28	59	5	16	341	0	3	8	38
ADMINISTRATIVE SUPPORT	314	13	10	3	1	48	0	0	23	44	5	0	128	0	7	6	6
SKILLED CRAFT	484	13	7	3	2	117	0	7	1	5	1	0	23	0	1	3	18
SERVICE/MAINTENANCE	79	1	2	5	1	51	0	2	0	0	0	0	13	0	2	1	7
TOTAL	4719	146	156	94	11	1953	0	48	123	219	51	19	1514	0	43	58	274
HIRES																	
OFFICIALS/ADMINISTRATORS	1												1				
PROFESSIONALS	21					14							7				
TECHNICIANS																	
FACULTY																	
PROTECTIVE SERVICES																	
PARA-PROFESSIONALS																	
ADMINISTRATIVE SUPPORT	2												2				
SKILLED CRAFT																	
SERVICE/MAINTENANCE	1					1											
TOTAL	25	0	0	0	0	15	0	0	0	0	0	0	10	0	0	0	0
PROMOTIONS																	
OFFICIALS/ADMINISTRATORS	9					5							4				
PROFESSIONALS	17					9							8				
TECHNICIANS	1					1											
FACULTY																	
PROTECTIVE SERVICES	3					3											
PARA-PROFESSIONALS	4					3							1				
ADMINISTRATIVE SUPPORT																	
SKILLED CRAFT	6					6											
SERVICE/MAINTENANCE																	
TOTAL	40	0	0	0	0	27	0	0	0	0	0	0	13	0	0	0	0
TERMINATIONS																	
OFFICIALS/ADMINISTRATORS																	
PROFESSIONALS																	
TECHNICIANS																	
FACULTY																	
PROTECTIVE SERVICES																	
PARA-PROFESSIONALS																	
ADMINISTRATIVE SUPPORT													1				
SKILLED CRAFT																	
SERVICE/MAINTENANCE																	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0

* Not Hispanic or Latino

** Include disabled in appropriate job categories.

DETERMINING UNDERREPRESENTATION & GOAL SETTING

AGENCY: Department of Environmental Management

DATE: JULY 1, 2018-JUNE 30, 2019

EEO-4 Job Categories	WORKFORCE												UNDERREPRESENTATION												AAP HIRING GOALS												
	TOTAL EMPLOYEES	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	ASIAN (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL*)	TWO OR MORE RACES (NHL*)	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	ASIAN (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL*)	TWO OR MORE RACES (NHL*)	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	ASIAN (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL*)	TWO OR MORE RACES (NHL*)			
Officials/Managers/Administrators	65	2	24			2	0	0	0	40	0	0	16	9	5	5	3	10	1	2	7	1	2	1													
Professionals	202	6	58			0	2	1	2	122	0	0	50	46	16	14	17	29	1	5	24	4	6	1													
Faculty													0	0	0	0	0	0	0	0	0	0	0														
Technicians	13	1	6			0	0	0	0	7	0	0	3	1	1	1	1	2	0	0	2	0	0														
Protective Services	22	0	2			0	0	0	0	20	0	0	6	9	2	2	2	3	0	1	-4	0	1			1											
Para-Professionals	21	2	12			0	0	0	0	9	0	0	4	-1	2	1	2	3	0	1	6	0	1	1													
Administrative Support	19	4	18			0	0	0	0	1	0	0	1	-8	2	1	2	3	0	1	13	0	1	1													
Skilled Craft	35	2	4			0	0	0	1	30	0	0	8	14	3	2	3	5	0	0	-5	1	1	1													
Service Maintenance	6	0	0			0	0	0	0	6	0	0	2	3	0	0	0	1	0	0	-2	0	0														

* Not Hispanic or Latino

Minority Applicants	910
Total Applicants	4719
Minority Hires	0
Total Hires	25
Female Applicants	1969
Total Applicants	4719
Female Hires	10
Total Hires	25
Minority Terminated	0
White Female Terminated	1
White Male Terminated	0
Total Terminated	0