

AFFIRMATIVE ACTION POLICY STATEMENT

The Oregon Department of Energy is committed to establishing and maintaining a diverse workforce that is representative of the people of the State of Oregon. We are committed to an affirmative action program that provides equal opportunities for all people regardless of race, color, ancestry, gender, marital status, national origin, age, political or religious affiliation, sexual orientation, or mental or physical disability.

We strive to create and promote a respectful work environment free from any kind of harassment. We are committed to diversifying and developing a work environment that is both inclusive and tolerant of individual differences.

We are committed to more than just practicing non-discrimination in management and employment practices. We strive for a work environment where employees respect and value each other as individuals, and one where we treat all employees of our multicultural society with dignity and fairness.

HARASSMENT POLICY AND COMPLAINT PROCEDURE

The Department adopted the State's policy (HRSD Policy 50.010.01) on Workplace Harassment, and modified the model policy and complaint procedure to fit our agency (PER 07). We are committed to ensuring that our work environment is free from any type of harassment. All employees and managers receive Respectful Workplace and Sexual Harassment training. Our policy includes a complaint procedure for employees to file if they feel they are the target of or witness any type of harassment. All harassment and discrimination claims or complaints received are addressed and/or investigated by the Human Resource Manager.

REASONABLE ACCOMMODATION POLICY STATEMENT

The Oregon Department of Energy supports and encourages the employment and advancement of qualified persons with a disability, consistent with the agency's mission, vision, goals and values. It is agency policy to make reasonable accommodation to known physical or mental disabilities of an applicant or employee, unless otherwise deemed to create undue hardship on the operation and/or services of the agency, or that would materially alter the services that are provided.

The Department maintains a Reasonable Accommodation Policy in accordance with the Americans With Disabilities Act (ADA) of 1991.

The Department maintains a resource list outlining where to access sign language interpreters, resources for reading, writing or producing large print or Braille, audio tapes, or other appropriate communications access.

The agency ADA Coordinator serves as a resource for job analysis, work-site analysis and modification(s), or other related accommodations. The ADA Coordinator is responsible for technical assistance and serves as the contact between other state and federal agencies.

**DEPARTMENT OF ENERGY
AFFIRMATIVE ACTION PLAN
2007-2009**

Mission Statement: To ensure Oregon has an adequate supply of reliable and affordable energy and is safe from nuclear contamination, by helping Oregonians save energy, develop clean energy resources, promote renewable energy, and clean up nuclear waste.

**ORGANIZATIONAL STRUCTURE AND
RESPONSIBILITIES FOR PLAN IMPLEMENTATION**

The Department of Energy was created in 1975. It employs approximately 90 people and serves all Oregonians. The Department protects Oregon's environment by saving energy, developing clean energy resources and cleaning up nuclear waste. To encourage investments in energy efficiency and conservation, the Department offers loans, tax credits, information, and technical expertise to households, businesses, schools and governments.

The Department aims to ensure that Oregon's mix of energy resources minimizes harm to the environment and reliably meets the state's needs. To meet this commitment, the Department formulates energy policies, advances the development of renewable energy resources, and evaluates whether proposed energy facilities are safe and environmentally acceptable.

The Department also oversees the cleanup and transport of radioactive waste and develops and implements emergency plans for accidents involving radioactive materials. A major focus is the cleanup of radioactive waste at the Hanford nuclear site on the Columbia River in eastern Washington. The Department staffs two energy policy and regulatory boards. The Energy Facility Siting Council is a board of citizens appointed by the Governor that determines whether energy facilities may be built in Oregon. The Hanford Waste Board represents Oregon's interests related to the Hanford site.

TRAINING, EDUCATION AND DEVELOPMENT

The Department of Energy has always been a strong supporter of employee training, education and development. It is the policy of this agency (Policy # Dev – 02) to provide resources for our employees to become experts in the areas of their current position, and to encourage their career development in state service, as far as reasonably practicable to do so.

The goal of the policy is to provide the employee with the opportunity for a minimum of 20 hours of education and training annually, all to be related to work skills and knowledge, for one hundred percent (100%) of permanent employees.

Agency management is encouraged to allow developmental and job rotations for employees to gain skills and knowledge to meet agency or state expectations for career advancement.

In the 2005 – 2007 biennium, this agency supported the participation of two managers in the state's Leadership Oregon program; supported one employee on a job rotation to another agency; offered three employees from other agencies career enrichment rotations in our agency; supported the attendance of a lead-worker's attendance at the DAS management practices training; and offered four employees internal work-out-of-class assignments for career development.

STATUS OF CONTRACTS TO MINORITY BUSINESSES

The Department of Energy did not award any contracts to minority businesses during this biennium. Our contracts are for technical energy work, and much like our recruitments, do not solicit bids from minority or women-owned businesses.

STATUS OF CULTURAL COMPETENCY ASSESSMENT/IMPLEMENTATION

The Department of Energy has not contracted for a cultural competency assessment in this biennium.

The Affirmative Action goals for the Department of Energy for the 2007 – 2009 biennium are to:

1. Develop recruitment strategies to attract a more diverse applicant pool for jobs, specifically women and people of color, for our technical jobs.
2. Attend outreach community events and career fairs targeting people of color, women, and people with disabilities.
3. Ensure all employees and managers receive Respectful Workplace, Sexual Harassment and other diversity training.
4. Continue offering internships to students, particularly women and people of color, for jobs that are historically under-represented.
5. Foster a work environment that attracts and retains employees and is accepting of all people.

Responsibility for achieving these goals is shared as follows:

Director

1. Emphasize to all employees the importance of a discrimination-free and harassment-free workplace and the value of a diverse workforce.
2. Meet quarterly with the Department's Human Resource Manager to review agency affirmative action goals and progress.
3. Meet regularly with the Department's Human Resource Manager to discuss current recruitments and strategies for attracting a diverse applicant pool.
4. Ensure Assistant Directors and Managers understand that they have a responsibility to foster and promote affirmative action activities.

Communications Manager

1. Support outreach community events and career fairs by attending or encouraging subordinate staff to attend and/or to assist HR staff with the events.

Assistant Directors

1. Foster and promote to employees the importance of a diverse and discrimination-free and harassment-free workplace.

2. Evaluate subordinate managers on their efforts to meet the agency's affirmative action goals and to ensure their work units are discrimination-free and harassment free.

Managers and Supervisors

1. Foster and promote to staff the importance of a diverse and discrimination-free and harassment-free workplace.
2. Ensure that all staff attend Respectful Workplace and Sexual Harassment training.
3. Work with HR manager to develop recruitment strategies to attract women, people of color, and people with disabilities for their job openings.
4. Act responsibly if told about or witness any type of disrespectful or harassing behavior. Report such behavior immediately to Human Resource Manager.

Human Resource Manager (Affirmative Action Representative) and/or Designee

1. Consult with managers to develop strategies to attract a diverse pool of applicants to fill their vacancies.
2. Participate as a panel member in every interview to ensure a fair process and consistency in hiring practices.
3. Ensure all interview panels have a diverse group of participants.
4. Ensure new employees are made aware of state and agency policies on harassment and discrimination.
5. Provide upward mobility to employees through job rotations and career development opportunities.
6. Discuss affirmative action issues/progress and opportunities for staff to participate in cultural and diversity training and events at weekly Director's management team meetings.
7. Present quarterly affirmative action workforce statistics to Director's management team.
8. Conduct exit interviews with all employees.
9. Continue to work with Portland State University to develop internships and job opportunities for international students.
10. Expand outreach efforts through use of community outreach programs and posting recruitments on internet Web sites.

11. Continue to work with Department of Administrative Services and the Governor's Office of Affirmative Action to advertise Department of Energy job openings to culturally diverse groups and locate qualified candidates.
12. Prioritize efforts to recruit people of color and women for Department of Energy professional and technical jobs. Build relationships with cultural communities in the state by such efforts as attending job fairs and other cultural events.
13. Seek advice from the Governor's Office of Affirmative Action on how to implement strategies to recruit women, people of color and persons with disabilities.
14. Continue to work with schools and the Department of Administrative Services to establish internships for students.
15. Ensure that managers' performance appraisals include evaluations on their efforts and accomplishments in Affirmative Action.
16. Include Department employees who are women, people of color, or people with disabilities when staffing a booth at a career fair.

2005 – 2006 ACCOMPLISHMENTS

During the period July 2005 through December 2006, the Department of Energy made progress toward reaching its long-term Affirmative Action/diverse workforce goals. While we have made significant progress over the years, we still continue to face challenges in recruiting women and people of color for our technical jobs requiring a science or engineering background.

- **Officials/Administrators** - The Department has 15 positions in this category. The December 2006 Affirmative Action reports show this category to be at parity for people with disabilities and women, and underrepresented by 2 people of color.

There has been little to no turnover in this category for years. With the likelihood of several managers retiring in 07-09, we will strive to target the group in the underrepresented category as we recruit.

- **Professionals** - The Department made improvements in this category over the past several years with the hiring of women in technical jobs. The reports show that we are under goal by 2 people with disabilities, 2 people of color, and 4 women. A recent hire in January 2007 of a female in a technical position is not reflected in the reports. This reduces the number of women to 3. We continue to draw an applicant pool of little to no women and people of color in our energy and natural resource jobs. These jobs often attract applicants with an engineering background. Statistics from colleges who graduate students with engineering or energy-related degrees show low numbers for women and people of color. In addition to advertising our jobs in newspapers and on the web, we routinely notify the Department of Administrative Services, Recruitment and Career Services, of our announcements.
- **Administrative Support** - The January 2007 Affirmative Action Report shows that we have met our goals for all groups.

The Department supported diversity programs, activities and community events during this biennium. We included \$25,000 in our 05– 7 budget for Affirmative Action and diversity-related training and events. Agency managers supported staff participation and attendance at various diversity conferences and training. The Department Director attended “Convene in Eugene” which celebrated over 30 years of the Oregon State Bar Affirmative Action Program. We will be offering in-house training this spring on both gender and generational differences.

The Department purchased and staffed a booth at the Urban League of Portland Career Connections Job Fair. The agency also made financial contributions in support of advertisements in community/cultural newspapers. We sent staff to attend high school career days to talk about programs and jobs in our agency.

The Department directly appointed 2 women of color in technical jobs. We also hired a female student of color for an internship working in an engineering related job. One of our Assistant Directors worked and continues to work closely with the Asian community to build positive business relationships with our agency. He was directly responsible for our two direct

appointments of Asian women in technical jobs. The Human Resource Manager conducted exit interviews with every employee who chose to have one.

Department employees attended and assisted with K-12 school science fairs and worked with schools and colleges on other education programs.

2007– 2009 PROGRAM/GOALS/STRATEGIES

The Department of Energy will continue to use established techniques and take additional actions in the current and 2007-2009 biennium. Planned strategies are:

- Attend outreach events targeting people of color, women, and people with disabilities.
- Continue to work with Department of Administrative Services and the Governor's Office of Affirmative Action to help recruit women, people of color, and people with disabilities specifically for our technical jobs.
- Make diversity training opportunities available to staff and ensure management support for attendance.
- Utilize creative means to advertise vacancies to women, people of color, and people with disabilities.
- Continue to offer diversity-related in-house training to all staff.

These strategies are ongoing and time lines for those involving recruiting will be as positions become vacant. Some of the training will occur before the end of this biennium.