



OREGON
DEPARTMENT OF
ENERGY

**Affirmative Action Plan
2009 – 2011 Biennium**

OREGON DEPARTMENT OF ENERGY

AFFIRMATIVE ACTION PLAN

2009-2011 BIENNIUM

PAGE

II. DESCRIPTION OF AGENCY.....	3
III. AFFIRMATIVE ACTION PLAN.....	4
A. AGENCY AFFIRMATIVE ACTION POLICY.....	4
B. STATUS OF CONTRACTS TO MINORITY BUSINESSES (ORS 659A.015)	5
C. TRAINING, EDUCATION AND DEVELOPMENT PLAN AND SCHEDULE OF:	5
1. <i>Staff</i>	5
2. <i>Volunteers</i>	5
3. <i>Providers</i>	6
4. <i>Contractors</i>	6
D. STATUS OF CULTURAL COMPETENCY ASSESSMENT/ IMPLEMENTATION	6
E. PROGRAMS.....	6
IV. ROLES FOR IMPLEMENTATION OF AFFIRMATIVE ACTION PLAN.....	6
A. RESPONSIBILITIES AND ACCOUNTABILITIES.....	6
1. <i>Director</i>	6
2. <i>Managers and Supervisors</i>	7
3. <i>Affirmative Action Officer/ Human Resources Manager and/or Designee</i>	8
V. 2007 - 2009.....	10
A. ACCOMPLISHMENTS	10
B. PROGRESS MADE OR LOST SINCE PREVIOUS BIENNIUM	11
VI. 2009-2011	11
A. GOALS	11
B. STRATEGIES AND TIME LINES FOR IMPLEMENTATION	12
VII. APPENDIX A
A. AGENCY'S POLICY DOCUMENTATION
VIII. APPENDIX B.....
A. AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA)
B. DISABILITY DISCRIMINATION TITLE I OF THE AMERICANS WITH DISABILITY ACT OF 1990.....
C. EQUAL PAY AND COMPENSATION DISCRIMINATION EQUAL PAY ACT OF 1963, AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
D. NATIONAL ORIGIN DISCRIMINATION TITLE VII OF THE CIVIL RIGHTS ACT OF 1964.....
E. PREGNANCY DISCRIMINATION TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
F. RACE/COLOR DISCRIMINATION TITLE VII OF THE CIVIL RIGHTS ACT OF 1964.....
G. RELIGIOUS DISCRIMINATION TITLE VII OF THE CIVIL RIGHTS ACT OF 1964.....
H. RETALIATION TITLE VII OF THE CIVIL AGENCY AFFIRMATIVE ACTION POLICY
I. SEX-BASE DISCRIMINATION TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
J. SEXUAL HARASSMENT TITLE VII OF THE CIVIL RIGHTS ACT OF 1964.....
IX. APPENDIXC.....
A. AGENCY'S ORGANIZATIONAL CHART

II. DESCRIPTION OF AGENCY

The Department of Energy was created by the legislature in 1975 and operates under ORS 469. It employs approximately 90 people and serves all Oregonians. The agency mission is 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. The Department encourages investments in energy efficiency and conservation by offering loans and tax credits, and provides information and technical expertise to households, businesses, schools and governments.

The department works 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 safe transport of radioactive waste, and develops and implements emergency plans in the event of an accident involving radioactive materials.

The current Director of the Oregon Department of Energy is:

Mark Long
625 Marion Street NE
Salem, OR 97301
Phone number: (503) 378-5489

The Governor's Policy Advisor for the Oregon Department of Energy is:

Mike Carrier
Phone number: (503) 986-6525

The Affirmative Action Representative for the Oregon Department of Energy is:

Donna Archambault
Phone number (503) 378-4970

A current organizational chart for Department of Energy follows this document, Appendix C.

III. AFFIRMATIVE ACTION PLAN

A. Agency Affirmative Action Policy

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.

The Department adopted the State's policy (HRSD Policy 50.010.01) on Workplace Harassment that 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. New employees are advised of the procedure for lodging a discrimination/harassment complaint in our new employee orientation. All employees are reminded of the procedure when they attend Respectful Workplace training.

Whenever the agency updates its Affirmative Action plan, hard copies are distributed to all managers. All employees are alerted to the fact that there is a new plan and are able to access it through the agency's intranet. Since all agency employees are in one building and have access to e-mail, distribution of the plan is easily accomplished.

This agency has not had any discrimination complaints since it became a stand-alone agency in July 1999. There have been only a few harassment complaints in the past nine years which were resolved immediately and to the satisfaction of the employees. It is clear to managers that they are held accountable for these complaints, so they take immediate and corrective action when faced with an issue. They are often reminded of this accountability in weekly executive team meetings with the Director.

Duration of Plan

This revision of the agency's Affirmative Action Plan is effective July 1, 2009 and shall be evaluated annually or as needed when statewide changes occur.

B. Status of contracts to Minority Businesses (ORS 659A.015)

The Department of Energy did not award any contracts to minority or women-owned businesses during this biennium, but it was not due to a lack of effort on our part to do so. Most of our contracts are for technical energy and engineering work. Historically, we have received no bids from minority or women-owned businesses for this work. We commit resources and make efforts to solicit bids from these groups and post all RFP's on the Oregon Procurement Information Network (ORPIN), but no minority or women-owned businesses have responded. We will continue our outreach efforts to solicit bids from these businesses in the next biennium. We do have an intergovernmental contract with the Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians and a contract with woman for our Hanford-related work.

C. Training, Education and Development Plan and Schedule of:

1. Staff

- a. Train and inform managers, supervisors, and employees at new employee orientation as to their rights and responsibilities under the agency's affirmative action plan and other agency policies to eliminate discrimination or harassment on the basis of age, color, marital status, mental or physical disability, national origin, race, religion, sex, sexual orientation, or any reason prohibited by state or federal statute.
- b. All employees attend annual training in the areas of valuing diversity and/or harassment. Every employee is required to attend the Department of Administrative Services Respectful Workplace Training. Employees are encouraged to attend Tribal Information and Training Day at the Capitol every May.
- c. 40% of the Oregon Department of Energy's workforce is eligible to retire within the next five years. Recognizing the imminent loss of long-term employees to retirement, part of the agency's succession plan is to cross-train employees with those who have told us they plan to retire within the next few years. The agency also encourages and supports career development training for employees who express an interest in pursuing future promotional opportunities. We have also been doublefilling positions when an incumbent has submitted notice of separation to allow for a smooth transition and a more comprehensive training period.
- d. All employees are afforded the opportunity for advancement. Whenever possible, employees are promoted from within the agency. Work out of class assignments, in-house job rotations, and underfills are offered to staff to provide career opportunities.

2. Volunteers

The Oregon Department of Energy has not had any volunteers in the past biennium.

3. Providers

The Oregon Department of Energy does not have any providers.

4. Contractors

The Department has a link to our Affirmative Action plan posted on the “Jobs and RFP’s” page of our agency website.

D. Status of Cultural Competency Assessment/ Implementation

The Department of Energy has not contracted for a cultural competency assessment in the past biennium. We do not have a formal plan to participate in these services, but will be discussing this as a consideration during our strategic planning for the next biennium.

E. Programs

The Department of Energy uses a variety of approaches to bring people into the workforce, create opportunities for existing staff, and promote an environment that is respectful of all people.

Some of the programs and activities are:

- Attend career fairs on a regular basis throughout the year that include high schools and those whose attendees have diverse cultural backgrounds.
- Hire interns through the Intern Oregon Program.
- Hire interns by posting opportunities on the DAS internship web site.
- Encourage and pay for attendance at culturally diverse events such as the NAACP annual banquet.
- Make presentations to community organizations about the work we do at the Department of Energy with the hope of creating interest in our jobs.
- Post notices on our bulletin boards and forward e-mails that talk about cultural activities and other information that supports diversity and tolerance.
- Offer job rotations or work out of class assignments to current staff whenever an opportunity arises from a special project or increase in workload vs. hiring a temporary employee or contractor.
- Commit a considerable amount of money in each biennium that is solely budgeted for diversity-related activities and events.

IV. Roles for Implementation of Affirmative Action Plan

F. Responsibilities and Accountabilities

1. Director

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

- b. Meet with the agency Human Resource Manager on a quarterly basis to review affirmative action goals and progress.
- c. Meet regularly with the agency Human Resource Manager to discuss recruitments and strategies for attracting a diverse pool of applicants.
- d. Ensure Assistant Directors and managers understand that they are held accountable for promoting and fostering a respectful workplace that does not tolerate any form of discrimination or harassment.
- e. Ensure performance accountability of the Human Resource Manager in the areas of Affirmation Action and diversity by reviewing on annual evaluations.
- f. Continue to support a considerable budget for affirmative action and diversity related activities.
- g. Ensure that all Assistant Directors are responsible for participating in and promoting affirmative action activities and for communicating this same responsibility to their subordinate managers. The effectiveness of managers in promoting the affirmative action activities, goals and objectives for Department of Energy will be included in their annual performance appraisals. ORS 659.025(1) states:

"To achieve the public policy of the State of Oregon for persons in the state to attain employment and advancement without discrimination because of race, religion, color, sex, marital status, national origin, handicap or age, every state agency shall be required to include in the evaluation of all management personnel the manager's or supervisor's effectiveness in achieving affirmative action objectives as a key consideration of the manager's or supervisor's performance."

2. Managers and Supervisors

- a. Foster and promote to employees the importance of a diverse and discrimination and harassment free workplace.
- b. Meet with the agency Human Resource Manager when a special project or workload need presents an opportunity to offer employees a job rotation or work out of class assignment.
- c. Ensure that all staff attends Respectful Workplace, Sexual Harassment, and diversity-related training.
- d. Work with the Human Resource staff to develop recruitment strategies to attract a diverse pool of applicants.
- e. Act responsibly if told about or witness any type of disrespectful or harassing

behavior Report such behavior immediately to the Human Resource Manager.

- f. Attend EEO and diversity-related training, and encourage and support staff attendance at such training.
- g. Support the agency's efforts in community outreach by authorizing staff participation at such events as career fairs.

3. Affirmative Action Officer/ Human Resources Manager and/or Designee

- a. Consult with managers to develop strategies to attract a diverse pool of applicants to fill their vacancies.
- b. Participate as a panel member in every interview to ensure a fair process and consistency in hiring practices.
- c. Provide upward mobility to employees through cross-training, job rotations, and work out of class assignments. Assist employees in the application process for state jobs and how interview skills can be improved.
- d. Ensure all interview panels have a diverse group of participants and that panel members are documented in recruitment files and recorded in the tracking log.
- e. Provide hard copies of the agency's affirmative action plan to managers and electronic copies to staff. Ensure agency intranet has a link to the current plan.
- f. Discuss affirmative action issues/progress and opportunities for staff to participate in cultural and diversity training and events at Director's weekly management team meetings.
- g. Discuss the agency's Affirmative Action Plan and Policy in new employee orientation and convey the agency's expectation for all staff to maintain a respectful workplace.
- h. Present quarterly affirmative action workforce progress to Director's management team. Reinforce accountability of managers for results of agency's affirmative action goals in these meetings.
- i. Respond to and investigate complaints. Enforce policies and procedures.
- j. Offer exit interviews to all departing staff. Discuss and follow-up with Director on any concerns or trends. Ensure each departing employee is sent the link to the State's exit interview survey monkey.
- k. Expand outreach efforts through use of community outreach programs and posting recruitments on Internet web sites.

- l. 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.
- m. Build relationships with cultural communities in the state by such efforts as attending job fairs and cultural events. Ensure staffing of booths includes employees of diverse backgrounds and cultures.
- n. Work with schools and the Department of Administrative Services to establish internships for students.
- o. Ensure that managers' performance appraisals include evaluation of their efforts and accomplishments in Affirmative Action.
- p. Ensure performance accountability of the Human Resource Analyst in the areas of affirmative action and diversity as they relate to developing recruiting strategies, participating in job fairs, and attending cultural diversity events.
- q. Post monthly Governor proclamations as they relate to Affirmative Action and forward e-mails to staff alerting them to and encouraging attendance at cultural diversity events.
- r. Attend monthly Governor's Office of Affirmative Action meetings.

V. 2007 – 2009

A. Accomplishments

1. Since July 2007, the agency recruited for 20 vacancies with a total of 180 applicants. The agency filled 25% of these vacancies by agency promotion which included a person with a disability. The agency hired six women (30%) and two people of color (10%). One of the vacancies was an Assistant Director position which was filled by the promotion of a female employee within the agency.
2. The Department of Energy has a firm commitment to make prospective employees feel welcome. The agency interview process is coordinated by the HR analyst who personally contacts each applicant and provides details of the process to them. All applicants are offered the option of arriving fifteen minutes early to review the questions. Out-of- state applicants who opt for a telephone interview are given the same consideration by having the questions sent to them via e-mail. To make an applicant feel comfortable, a conference room is made available for reviewing the questions and water is always offered as part of the interview process. Quite often, hiring managers personally contact the applicants who were not selected by phone.
3. The agency offered two in-house job rotations to employees and had five employees in work-out-of-class status.
4. So far in this biennium, the agency participated in the student career fair at Sprague High School and the Urban League of Portland Career Connections job fair. Future commitment for participation at other career fairs includes the State of Oregon Career Fair, OSU Career Fair, and the OIT Career Fair.
5. The agency hired one intern through Portland State's Generation Next program in the summer of 2007 to research, select, and analyze energy resource management strategies and tactics used by local jurisdictions around Oregon and the nation. The agency also hired an intern to work in the Business Energy Tax Credit program to evaluate the projects for which businesses received a tax credit. This is an internship that the agency hires for every summer. Both internships complemented the students' career goals. One of the interns moved back home to another state; the other was hired into a position at the agency.
6. The agency hired two interns through the Department of Administrative Services Intern Oregon program in the summer of 2008. One was to conduct a classification/compensation study of our technical jobs and the other was to develop a performance management system and update policies. Two additional interns were hired to work in our Conservation Services Division. One was to do the annual project referenced in number 5 and the other was to work on a lighting analysis project. All of these projects aligned with their educational or career goals.

7. The agency posted monthly Governor's proclamations as they relate to Affirmative Action and forwarded e-mails to all staff alerting and encouraging participation in cultural diversity events.
8. The agency supported and paid for the attendance of four employees at the NAACP Freedom Fund Banquet.
9. The agency paid for a half-page ad in the African American Resource Guide.

B. Progress made or lost since previous biennium

The Department of Energy has 89 positions. 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. The twenty recruitments we conducted since July 2007 yielded 180 applicants of which only 27% were female and 9% were people of color. The agency hired six interns during the same time period. Of the six, there were two females and three people of color.

- **Officials/Administrators** - The Department has 16 positions in this category. The June 2008 Affirmative Action reports show this category to be at parity for people with disabilities and women, and underrepresented by 2 people of color. These numbers have been the same since the 2005 – 2007 biennium.
- **Professionals** - The June 2008 report shows that we are under goal by 3 people with disabilities, 1 person of color, and 4 women. We had a loss of a one person with disabilities and a gain of one person of color since the last biennium. We continue to draw an applicant pool of few 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. Recruiting for our professional jobs has become very difficult in general over the past year. With the surge in energy and gas prices, the renewed interest in energy conservation, and a focus on renewable energy resources, people working in these fields are in great demand. We have had several recruitments this past year which failed and had to be repeated.
- **Administrative Support** - The June 2008 report shows that we have met our goals for all groups. This was the same in the prior biennium.

VI. 2009-2011

A. Goals

The Affirmative Action goals of the Oregon Department of Energy for the 2009-2011 biennium are:

1. The HR Manager will utilize creative means to advertise vacancies to people of color, disabled individuals and women. These may include attendance at job fairs, community and specialized organizations, various web sites, and using the services of the Governor's Affirmative Action Office. Underfills will be offered to increase current employee growth options. With the recent history of failed recruitments for technical jobs, the agency plans to explore the possibility of partnering with other agencies who have experienced similar problems to coordinate recruitment efforts; e.g., recruiting in other states.
2. Continue to participate in career fairs on a regular basis.
3. Make diversity training opportunities and attendance at cultural events available to staff and ensure management support for attendance.
4. Continue to offer and encourage career development, mentorship and training opportunities for all employees to prepare them for advancement.
5. The Director will encourage managers to participate in the "Intern Oregon" program and sponsor as many interns as possible to work at the Oregon Department of Energy in the summers of 2009 and 2010.

B. Strategies and time lines for implementation

Spring 2009	The HR Manager will request project information from managers and work to sponsor at least two "Intern Oregon" students for the summer of 2009.
July 2009	The HR Manager will distribute the Affirmative Action Plan to all employees and have a discussion at the Director's management team meeting to emphasize its goals.
Summer 2009	The Director will convey his support for our Affirmative Action plan in an all agency staff meeting that follows the legislative session.
Spring 2010	The HR Manager will request project information from managers and work to sponsor at least two "Intern Oregon" students for the summer of 2010.
Ongoing	Discuss Affirmative Action goals and strategies with the Director and make adjustments as necessary.
Ongoing	Update the Director's management team of Affirmative Action progress at least quarterly and provide other pertinent information in weekly team meetings.
Ongoing	The HR Manager will ensure that recruitments are posted on a wide variety of diversity websites, explore new recruitment

strategies, ensure agency participation at job fairs, and actively search for applicants using the AA Plan as a guide.