

DATE: August 5, 2011

TO: Members of the Governor's Cabinet, All State Agencies, Employee Organizations, and Equal Employment Officers

/s/ SUZANNE M. AMBROSE

FROM: Suzanne M. Ambrose
Executive Officer

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY PROGRAM EVALUATION

Government Code section 19790 requires every state agency to establish an effective equal employment opportunity (EEO) program. In addition, Government Code section 19795, subdivision (a), requires state agencies to submit an evaluation of the effectiveness of their EEO program to the State Personnel Board (SPB) annually. The SPB, has established a taskforce composed of EEO officers from various departments to develop a measuring tool for evaluating the effectiveness of EEO programs.

SPB requests your assistance in identifying evaluation tools currently used to assess any or all elements of EEO programs in your department. For your reference, attached are examples of EEO program elements. Please share any tools, instruments, or methodologies used by your staff to evaluate the effectiveness of your department's EEO program. After the taskforce reviews the information, it will then develop an evaluation tool that will be shared with all state agencies to assist in complying with the annual requirement.

Please complete and return the attached checklist and corresponding tools electronically to civilrights@spb.ca.gov by Monday, September 15, 2011.

Your cooperation during this information gathering process is greatly appreciated. Questions about this project may be directed to Kathy Martinez, Office of Civil Rights, at (916) 653-1161 or kmartinez@spb.ca.gov.

Attachment



CHECKLIST FOR EEO OFFICERS **Evaluation of the Effectiveness of EEO Programs**

1. The following are examples of EEO program elements.

(Check each box where you've attached an evaluation tool.)

- Discrimination Complaint Process [GC §19702 and 19794 (b)]
- Upward Mobility Program (GC §19401)
- Reasonable Accommodation Process [GC §19230 (c)]
- Workforce Analysis Process (GC §19797, 19402, 19232)
- Diversity (SPB Pinkie dated June 14, 2010)
- Bilingual Services Program (GC § 7290)
- Recruitment/Selection (GC §11139.6, 18900, 18950, 29 CFR 1607)
- Examinations (GC §18500, 18900)
- Disability Advisory Committee [GC §19795(b)]
- EEO Policies [GC §19794(a)]
- EEO Postings (Mandated Posters) (GC §12950)
- Accessibility to Programs, Activities, and Services (Title II Americans with Disabilities Act)
- Sexual Harassment Prevention Training for Supervisors/Managers/Employees (GC §12950.1)
- EEO Training for Supervisors/Managers/Employees (GC §19792)
- Other _____

2. Attach a copy of the evaluation tool(s) EEO Offices use to assess the above program element(s).

(For example, you may have used a complaint activity report and/or survey to evaluate the discrimination complaint process.)

3. If any of the program elements identified on Page 1 are managed and evaluated by offices other than the EEO/Civil Rights Office, please provide any evaluation tools they may use.
4. If you have any action plan formats used to correct gaps, please share them.
5. Provide any additional information you believe would assist with the evaluation of EEO Programs in the State.
6. Send data requested electronically to: civilrights@spb.ca.gov

THANK YOU FOR YOUR ASSISTANCE AND COOPERATION