

## MEMORANDUM

**DATE:** September 29, 2011

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

**/s/ SUZANNE M. AMBROSE**

**FROM:** Suzanne M. Ambrose  
Executive Officer

**SUBJECT: ELIMINATION OF PAPER DISABILITY SURVEY**

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Pursuant to the Rehabilitation Act of 1973 and Government Code section 19233, the State Personnel Board (SPB) requires that departments survey their employees to determine the number of individuals with a disability employed in each department. In a memorandum dated September 16, 2009, SPB introduced a cost-free automated online process for departments to report their representation of employees with disabilities.

In an effort to "Go Green", effective November 1, 2011, SPB will eliminate the Disability Survey Scantron Form (STD. 740) paper process. Departments that are not already using this process will need to obtain a unique departmental survey link. Please contact Kathy Martinez, Office of Civil Rights at (916) 651-1161 or [kathy.martinez@spb.ca.gov](mailto:kathy.martinez@spb.ca.gov) to get started.

Employees will have 24/7 direct access to this confidential online system from any computer. Employees need only to enter their last name and the last four digits of their social security number. The results can be obtained at the end of the survey period by contacting Kathy Martinez.

We appreciate your support of the online survey process and the elimination of unnecessary paper.