

Material Request Form (MRF) Equal Employment Opportunity

During the compliance review, the State Personnel Board (SPB)'s Compliance Review Division will review the Department's Equal Employment Opportunity (EEO) Program and policies and procedures related to the Limited Examination and Appointment Program (LEAP) and the Disability Advisory Committee (DAC). The purpose of this compliance review is to ensure appointing powers are complying with merit principles, civil service laws and rules, and personnel practices, policies and procedures. Where deficiencies are identified, appropriate corrective action will be ordered.

General Instructions:

Please provide one copy of each document listed below by order of request. Please also answer any applicable questions by marking the appropriate box. If a requested document does not exist, an explanation may be provided.

Role of EEO Officer	
Required Documents:	Time Period
1. The duty statement of the position held by the EEO Officer. If not reflected on the duty statement, please also provide documentation showing the EEO Officer's class title, all working titles, unit name, location, and reporting relationship. If the Department has less than 500 employees, please check or X this box: <input type="checkbox"/>	Current
2. Organization chart(s) showing reporting relationships, including between the Director of the Department and the EEO Officer.	Current
3. Any documentation related to the EEO Officer's duty to monitor the composition of the Department's qualification appraisal panel (QAP)s. Such documentation includes, but is not limited to: policy and procedures, memorandums, correspondence, emails, and notes.	Most Recent

Material Request Form (MRF) Equal Employment Opportunity

EEO Program	
Required Documents:	Time Period
4. The Departmental policy statement committing the Department to equal employment opportunity.	Current
5. For all discrimination complaints filed with the Department based on disability, medical condition, or denial of reasonable accommodation, provide documentation listing the following information (do not include any confidential information): (1) Brief description of alleged claims; (2) Date the complaint was filed; (3) Brief description of review taken by the Department, including time period of the review; (4) Brief statement as to whether the review was completed within 90 days of the complaint being filed; (5) Brief description of the Department's final decision; (6) Date the final written decision was issued; and (7) If a written decision was not provided to complainant within 90 days of the complaint being filed, a copy of the writing sent to the complainant stating the reason(s) the Department was unable to issue its decision within the required time period. If the Department did not receive any discrimination complaints, please check or X this box: <input type="checkbox"/>	Past 12 Months
Limited Examination Appointment Process (LEAP)	
Required Documents:	Time Period
6. List of all LEAP appointments, length of job examination period (JEP), indication of whether or not JEP was extended or reduced (yes/no), copies of performance evaluations, and whether or not the candidate(s) transitioned into regular civil service. If JEP was extended or reduced, provide explanation.	See MRF Appointment- Compensation Spreadsheet "A01 Tab"

**Material Request Form (MRF)
Equal Employment Opportunity**

Disability Advisory Committee (DAC)	
Required Documents:	Time Period
7. Most recent invitation or notification to employees to serve on the DAC.	Most Recent
8. List of DAC members.	Most Recent
9. All minutes or other similar documentation of DAC meetings.	Past 12 Months
10. Documentation that the DAC or a representative of the DAC advised the head of the Department on issues set forth in Government Code section 19795, subdivision (b).	Past 12 Months

NOTES/COMMENTS:
