



Department
of
Administration

Affirmative Action Plan July 1, 2007 – June 30, 2008

Beverly E. Najarian

Beverly E. Najarian
Accepted by:

9-7-07

Date

[Signature]

For the State Equal Opportunity Office

9/12/07

Date

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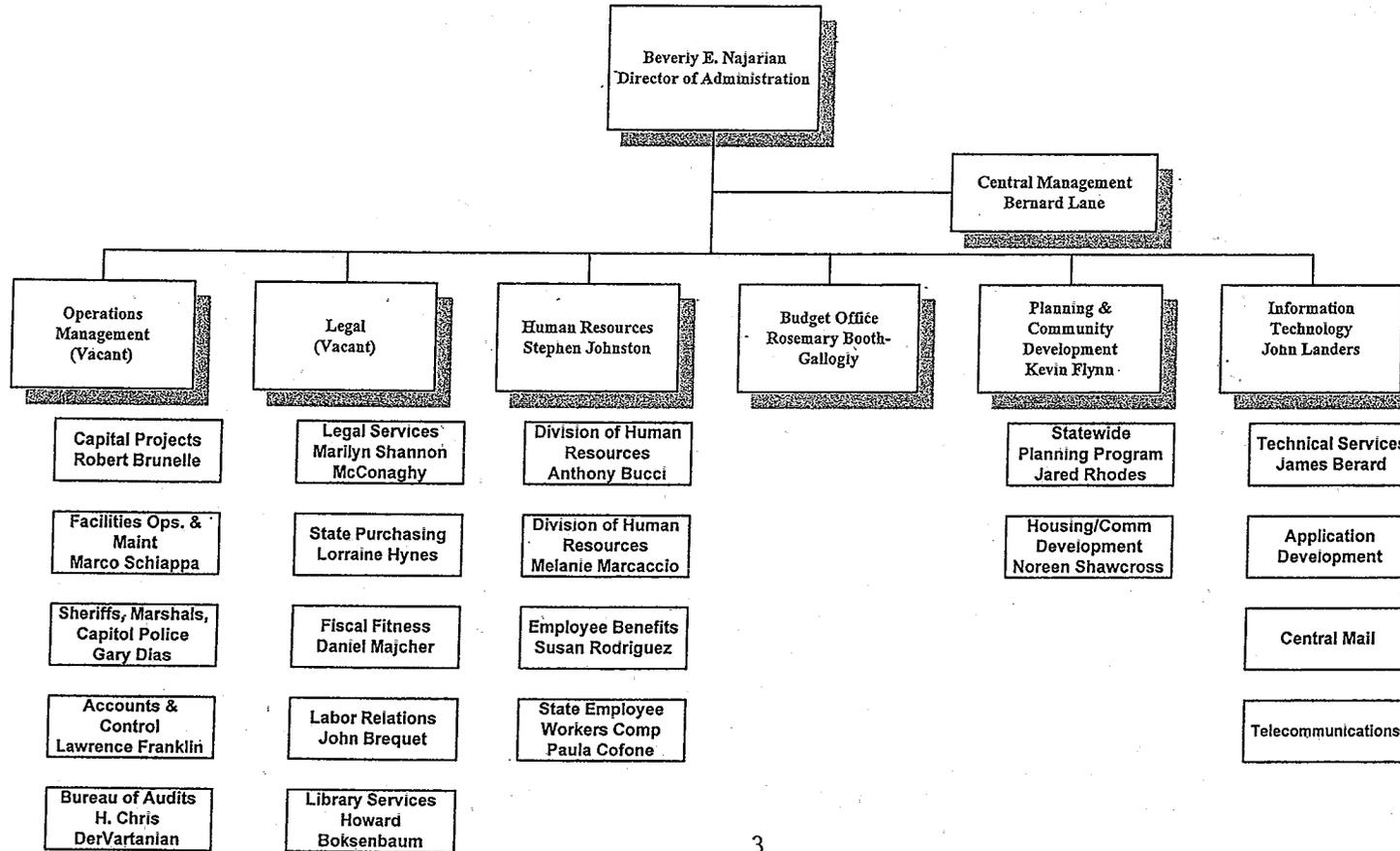
PART I
AGENCY ORGANIZATION
AND
STRUCTURE

AGENCY ORGANIZATION AND STRUCTURE

Statutory Authority, Section 42-11-2 of the General Laws of Rhode Island, established the Department of Administration in 1951. The Department of Administration provides supportive services to all Rhode Island departments and agencies for effective coordination and direction of state programs within the framework of a changing administrative and fiscal environment. The Department also provides policy direction for executive leadership in a variety of financial and administrative matters and is responsible for the statewide implementation of policy decisions affecting the organization and delivery of state run and state supported services.

The Director of Administration heads the Department. The organization is comprised of the following programs encompassing all our employees: **Central Management** (Office of Director, Legal, and Central Business Office), **Accounts and Control, Budgeting**, (Budget Office, Municipal Affairs), **Central Procurement** (State Purchasing, Minority Business Enterprise), Auditing, **Human Resources** (Executive Director/ Operations, Personnel Administration, Equal Opportunity, Office of Training and Development), **Personnel Appeal Board, Taxation** (Executive Director/ Taxation, Processing, Compliance and Collections, Field Audit, Assessment and Review, Employer Tax), **Registry of Motor Vehicles, Facilities Management** (Associate Director, Building and Ground Maintenance, and State Energy Office, **Capital Projects & Property Management** (Office Management, Capital Projects, Property Management, State Building Code Commission), **Security Services** (Sheriffs, Capitol Police), **Information Technology** (IT, Central Mail Services), **Library & Information Services**, Planning (Statewide Planning, Local Government Assistance, and Housing and Community Development), **General , Internal Service Fund** (Workers' Compensation Fund, Central Utilities Fund, Data Processing, State Fleet).

Department of Administration



PART II

PLAN ADMINISTRATION

**DEPARTMENT OF ADMINISTRATION STATEMENT OF POLICY ON
EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

It is the policy of this department to promote fair and equitable treatment of all employees and applicants, and to fully comply with federal and state legislation and executive orders. Therefore, the Department will strive to ensure that all employees adhere to the following directives.

The Department of Administration supports affirmative action and equal opportunity. The Department of Administration pledges that it will post all vacancies, including transfers, and will recruit, hire, train, and promote persons in all job classifications without regard to race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, handicap/disability, or veteran status.

All employees and applicants have a right to equal opportunity in all terms, conditions, or privileges of employment, including but not limited to: recruitment, certification, appointments, working conditions, job assignments, promotions, benefits, compensation, training, transfers, layoffs, recall from layoffs, disciplinary actions, terminations, demotions, or requests for leave. The Department will not discriminate on the basis of race, color, religion, age, sex, national origin, handicap/disability, veteran status, sexual orientation, or gender identity or expression. The Department is committed to employ qualified members of both protected and non-protected groups.

All employees have a right to a workplace free from harassment by supervisors or co-workers based on race, color, sex, sexual orientation, gender identity or expression, religion, national origin, age, handicap/disability or any other protected status. Harassment is defined as verbal or physical conduct, interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes unwanted verbal or physical conduct of a sexual nature as well as sexual advances or requests for sexual favors. Any form of harassment is unlawful, lowers the morale and efficiency of the employees, and will absolutely not be tolerated.

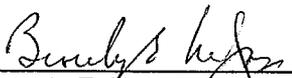
Employees and applicants have a right to reasonable accommodations based on disability. Such accommodations include but are not limited to, making facilities accessible, job restructuring, and acquisition of special equipment.

The Americans with Disabilities Act/504 Coordinator for the Department is Deborah a. George.

The Department is committed to identifying and eliminating past and present effects of discrimination in employment. In order to achieve this, we will identify those classes of individuals which are under represented in our workforce, set goals and timetables for increasing our employment of those under represented groups, and implement an Affirmative Action Plan of outreach, recruitment, training, and other similarly designed programs.

Deborah A. George is responsible for ensuring that the program is coordinated within the Department of Administration.

As the Director of the Department of Administration, I assume the responsibility for ensuring that this equal opportunity policy will be carried out within the Department.



Beverly E. Najarian, Director
Department of Administration

ASSIGNMENT OF RESPONSIBILITIES

1. DIRECTOR

The Director is responsible for ensuring that the Equal Opportunity Policy and Program is implemented within the Department of Administration.

2. ADMINISTRATORS, EXECUTIVE DIRECTORS, ASSOCIATE DIRECTORS, CHIEFS, and SUPERVISORS

Human Resources Administrator is responsible for developing the goals for Affirmative Action. All administrators, executive directors, and associate directors are responsible for working with the Department's Equal Opportunity Officer/Liaison in demonstrating positive results in employment, appointment, and delivery of services to minorities, females, and the handicapped/disabled.

The personal involvement of management is required for the success of the Equal Opportunity Program through adherence to the following guidelines:

- a. Managers must be familiar with the Affirmative Action Plan. Furthermore, they must ensure that all employees are knowledgeable of current directives and the Equal Opportunity Program, and must establish procedures for ensuring the maximum implementation of these directives and program.
- b. All administrators and interviewing officials of the respective Divisions must take positive actions to ensure that qualified minority, female and handicapped/ disabled persons are encouraged to apply for employment, promotions, and training (when monies are available), and are afforded equal consideration along with other employees.
- c. Supervisory personnel are responsible for maintaining a work environment free of harassment and hostility.
- d. Managers must be creative, open-minded, and flexible in implementing the spirit and intent of this Plan.
- e. Supervisors are responsible for ensuring the attendance, at the earliest opportunity, of all newly hired employees at the Orientation and Civil Rights and Sexual Harassment Training Programs conducted by the State Equal Opportunity Office. Both employee and the supervisor are notified by the Employee Relations Unit of the Central Business Office of the scheduled meeting.
- f. The executive directors, associate directors and management staff need to actively encourage employees to attend career enhancing training programs (when monies are available), including programs offered by professional organizations and college courses.

3. **EQUAL OPPORTUNITY ADVISORY COMMITTEE (EOAC)**

The Equal Opportunity Advisory Committee is comprised of Department employees who meet monthly and act as an advisory body to the Director on all matters relating to equal opportunity and affirmative action. The Department's Equal Opportunity Advisory Committee assists the Director, Executive Directors and the Associate Directors in developing and monitoring a comprehensive equal opportunity and affirmative action program.

- a. The Committee assists in the preparation and implementation of the Department's Affirmative Action Plan.
- b. The Committee reviews the Department's equal opportunity practices.
- c. The Committee serves as an advisory body to the Director.
- d. The Committee assists in the dissemination of information concerned with equal opportunity and affirmative action to all employees of the Department.

Minutes of the meetings and notice of upcoming meetings are posted on the bulletin boards of each floor's break room in the Justice William Powers Building. These minutes are also sent to our satellite offices for posting on their bulletin boards.

DEPARTMENT OF ADMINISTRATION EQUAL OPPORTUNITY ADVISORY COMMITTEE MEMBERS:

1. Central Business Office, Becky Keeling, White Female, Human Resources Technician
2. Central Services, Christine Johnson, Black Female, Sr. Resource Specialist
3. Information Processing, Robert Flynn, White Male, Principal Programmer Analyst (OIP)
4. Information Processing, Janice Varone, White Female, Programmer/ Analyst II (COBOL/CICS)
5. State Employees Workers' Compensation, Hurtis Mitchner, Black Male, Manager, Workers' Compensation Program Administration
6. Statewide Planning, Kim Gelfuso, White Female, Information Services Technician II, *Honorary*
7. Statewide Planning, Kevin Nelson, White Male, Principal Planner, *Honorary*

4. Human Resources Administrator

Deborah A. George is the Human Resources Administrator for the Department. She is responsible for ensuring implementation of the policies described in the plan. In addition, Ms. George is responsible for compiling the EEO Statistical reports involving the Department.

5. AMERICANS WITH DISABILITIES ACT/504 COORDINATOR

James Pitassi of the Human Resources Division is designated as the 504 Coordinator for the Department of Administration. This entails coordination of all divisions in the implementation of all federal rules and regulations affecting the Department in terms of compliance with the mandates of Section 504 of Title V of the Rehabilitation Act of 1973.

6. DISSEMINATION OF PLAN AND POLICY

The Affirmative Action Plan and Equal Opportunity policies will be disseminated as follows:

- a. The Director shall issue a memorandum to all executive directors, associate directors and chiefs stating the importance of their support in this endeavor.
- b. All new employees will be notified of the Equal Opportunity policies at the time of hire.
- c. The Equal Opportunity Advisory Committee will assist in the communication of this program and help in the dissemination of information.
- d. Equal Opportunity posters and information will be posted on bulletin boards and in various offices, including the Office of Personnel Administration.
- e. A copy of the plan will be distributed to all supervisors and to any employee (for review) upon request.

COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES

In our efforts to comply with federal law, state law, and executive orders on discrimination based on sex, the department will comply with the following procedures and practices:

1. Candidates from both sexes will be recruited for all jobs.
2. Advertisements will not express a preference for applicants of a particular sex when placed for recruitment of personnel.
3. Written personnel policies indicate that there will be no discrimination on the basis of sex.
4. No distinction based on sex will be made in employment opportunities, wages, hours of work, employee benefits, or any other condition of employment.
5. Mandatory or optional ages for retirement will be equal for both males and females.
6. Appropriate physical facilities will be provided for both sexes. Lack of facilities will not be used to reject applicants of either sex.
7. Pregnancy leaves of absence for female employees are granted on an individual basis, depending on an individual's physical condition, under the Department's leave of absence policy. Parental leave is afforded to all employees for the purpose of child raising in accordance with Personnel Rule 5.0661 (d).
8. Where seniority lists or lines of progression are used they shall not be based on an employee's sex.
9. Salaries and wage schedules will not be based on an employee's sex.
10. As openings occur, the department will take affirmative action to recruit and place women in those jobs in which we have determined that females are underrepresented.
11. Women will have equal opportunity to participate in training programs sponsored by the department, and special efforts will be made to include women in any management training programs that are offered.
12. The Department recognizes its obligation to provide a work atmosphere free of harassment and intimidation. Any forms of sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, will not be tolerated. Violations of this policy will be handled appropriately as part of the department's disciplinary procedures and its posted policy letter in support of the federal guidelines on sexual harassment.

**COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF
RELIGION OR NATIONAL ORIGIN**

The Department will fully comply with all laws and executive orders. The Department will strive to fulfill requests for religious accommodation through voluntary substitutions, flexible work schedules, changes in job assignments, or transfers. The Department offers employees four "personal days" of paid leave per year that may be used for accommodating religious holidays or obligations.

The Department does not discriminate against any qualified person in any facet of hiring or employment because of their religion or national origin.

POLICY ON COMPLAINTS OF ALLEGED DISCRIMINATION

The Department of Administration fully endorses and cooperates with the State Equal Opportunity Office's grievance procedure which provides for prompt and fair resolution of complaints alleging discrimination in any area of employment on the basis of race, color, sex, religion, age, national origin, sexual orientation, gender identity or expression or handicap/disability. (A copy of the Grievance Procedure should be posted along with this statement.) You may contact the State Equal Opportunity Office for further information at 222-3090, TDD 222-6144.


Beverly E. Najarian
Director

POLICY ON SERVICE DELIVERY

The Department is committed to providing fair, courteous, and equitable service to the public. The Department will make every effort to provide interpretive services to the non-English speaking public. As per Rhode Island General Law 28-5.1 of the State of Rhode Island, all Divisions of the Department of Administration shall render services to all persons without discrimination based on race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, or handicap/disability. Each Division is further responsible for making sure that discrimination does not exist in any programs and activities it assists. This includes grants, contracts, and all areas where the State dollar is spent.

If any person feels that he/she has been discriminated against, he/she may contact the Office of Personnel Administration/State Equal Opportunity Office, One Capitol Hill, Providence, Rhode Island 02908-5865. The telephone number is 222-3090, TDD 222-6144.


Beverly E. Najarian
Director

POLICY ON CONTRACTS

In accordance with Rhode Island General Law 28-5.1, the Department of Administration shall require that all contractors and suppliers of goods and services sign contracts containing an Equal Opportunity Clause. The clause shall state that the parties agree to adhere to the provisions of all applicable laws, rules and regulations, both State and Federal, including, but not limited to Rhode Island General Law 28-5.1, Title VI of the Civil Rights Act of 1964, Rehabilitation Act of 1973 and Executive Orders 11246 and 11375. Every effort will be made to solicit bids from Minority Business Enterprises and Women's Business Enterprises. This policy is and will continue to be posted in conspicuous areas.


Beverly E. Najarian
Director

POLICY STATEMENT FOR INDIVIDUALS WITH DISABILITIES AND VETERANS

The Department of Administration is fully committed to meet the specialized affirmative action requirements to employ and advance individuals with disabilities and veterans in accordance with the Americans with Disabilities Act of 1990, RI General Law 28-5-1, Executive Order 92-2 and the Vietnam Era Veterans Readjustment Act of 1974.

It is the policy and practice of the Department of Administration to provide equal opportunity for every employee. The Department encourages qualified individuals with disabilities, disabled veterans and Vietnam era veterans to participate fully in all employment practices. This policy applies to all decisions about recruitment, hiring, compensation, benefits, transfers, promotions, layoffs and other conditions of employment.

Accordingly, all employment decisions shall be consistent with the principles of equal employment opportunity.

The Department will communicate to all employees and applicants its obligation to take affirmative action to employ qualified individuals with disabilities, and qualified veterans, in such a way as to ensure understanding and acceptance.

The Department will contact recruiting sources such as Vocational Rehabilitation Services, the Department of Human Services and appropriate educational or training institutions to assist in recruiting qualified individuals with disabilities and covered veterans.

Deborah A. George of the Office of Personnel Administration is designated as the 504 Coordinator for the Department of Administration. This entails coordination of all divisions in the implementation of all Federal rules and regulations affecting the Department in terms of compliance with the mandates of Section 504 of Title V of the Rehabilitation Act of 1973.


Beverly E. Najarian
Director

PART III
PROGRAM STATISTICS
AND
EVALUATION
(2006-2007)

SELF EVALUATION
(7/1/06-6/30/07)

The Department of Administration is composed of many divisions that deal individually with the hiring process. Unlike other departments, we still have a decentralized design with regard to hiring.

The Department's Human Resources Administrator is the Program Coordinator and is responsible for assuring an aggressive Equal Opportunity/Affirmative Action effort. The responsibility is carried out through policies, procedures, monitoring, and training designed to assure equal employment opportunity and affirmative action with respect to all phases of hiring and employment and assuring the protection of applicants and employees against unlawful discrimination on the basis of race, sex, sexual orientation, gender identity or expression, age, national origin, or religion.

For the analysis of hires, promotions, and terminations, please refer to the section "APPLICANT FLOW DATA." Please note: the promotions listed in those statistics only reflect promotions as a result of recruitment to vacancies not the reallocation process. * Regarding our success on achieving our eleven goals for the year, we surpassed four of our goals and partially achieved two of our goals.

There are eight EEO job categories ranging from A-H. The pay grades are not necessarily in any descending order according to the alphabetical EEO job categories.

As stated in the Personnel Supplement, "The Department of Revenue was established as a separate department within the executive branch of state government by 2006 General Assembly and came into existence on July 1, 2006. The department is headed by the Director of Revenue, who is appointed by the Governor, with the advice and consent of the Senate. The Department has six programmatic functions, including Central Management (Director of Revenue), Taxation, State Lottery, Registry of Motor Vehicles, Revenue Analysis and Property Valuation."

*** Therefore the statistics will reflect the transition for the Department of Administration and Department Revenue.**

*A reallocation is a change to the position from one classification to another classification due to a change in duties and responsibilities.

AGENCY: Administration

DATE: 7/1/05-6/30/06

**EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS
COMPLAINT PROFILE**

COMPLAINT			STATUS		
Date Filed	Type (Internal or External)	Basis (Race, Sex, etc.)	Pending	Under Investigation	Resolved
1/4/2005	Internal	gender	X		
5/10/2005	Internal	age		X	
5/31/2006	Internal	age/ retal		X	
5/9/2007	Internal	disability		X	
5/21/2007	Internal	Age/ Gender		X	

COMPLAINT-shell

TRAINING PARTICIPATION SUMMARY

AGENCY: Department of Administration

DATE: 6/30/2007

<i>EEO</i> Job Categories	TOTAL TRAINEES	No. DISABLED	No. MINORITY	No. FEMALE	MALE					FEMALE					
					White	Black	Hispanic	Asian/Pac. Islander	Amer. Ind. AK Native	White	Black	Hispanic	Asian/Pac. Islander	Amer. Ind. AK Native	
Officials/Mgrs. Administrators	9	0	0	2	7	0	0	0	0	0	2	0	0	0	0
Professionals	21	0	0	15	4	1	0	0	1	13	2	0	0	0	
Faculty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Technicians	5	0	0	2	2	0	1	0	0	2	0	0	0	0	
Protective Services	1	0	0	1	0	0	0	0	0	1	0	0	0	0	
Para- Professionals	9	0	0	9	0	0	0	0	0	9	0	0	0	0	
Administrative Support	2	0	0	2	0	0	0	0	0	2	0	0	0	0	
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Service Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS	47	0	0	31	13	1	1	0	1	29	2	0	0	0	

TOTAL PERCENT:

Minority: 0.0%

Female: 66.0%

Disabled: 0.0%

AGENCY: Department of Administration

DATE: 6/30/2007

DISCIPLINARY ACTION

DISCIPLINARY ACTION TAKEN	White		Black		Hispanic		Asian/ Pac. Islander		Am. Indian AK Native		Disabled	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Suspension (Indefinitely)												
Suspension (Specified Time)												
Loss of Pay			1									
Written Reprimand												
Duty On Off Days												
Oral Reprimand	1	2										
Other (Explain)												
TOTAL	1	2	1	0	0	0	0	0	0	0	0	0

The disproportionate treatment of any class should be a warning to an administrator that counseling of supervisors is necessary.

Oral reprimands, if noted in supervisors' ratings or written reprimands, should be included in the graph.

Applicant Flow Data

JOB CATEGORIES	TOTAL APPLICANTS	MALE						FEMALE					
		WHITE (NHO)	BLACK(NHO)	HISPANIC	ASIAN PACIFIC ISL.	AME INDIAN/ ALASKAN NAT	DISABLED*	WHITE (NHO)	BLACK(NHO)	HISPANIC	ASIAN PACIFIC ISL.	AME INDIAN/ ALASKAN NAT	DISABLED*
		A	B	C	D	E	F	G	H	I	J	K	L
APPLICANTS													
OFFICIALS/ADMIN.	15	11	0	0	0	0	0	4	0	0	0	0	0
PROFESSIONALS	10	1	0	0	0	0	0	3	2	3	1	0	0
FACULTY	0	0	0	0	0	0	0	0	0	0	0	0	0
TECHNICIANS	6	5	0	0	0	0	0	1	0	0	0	0	0
PROTECTIVE SERVICES	12	11	0	0	0	0	0	0	1	0	0	0	0
PARA-PROFESSIONALS	15	0	0	0	0	0	0	14	0	1	0	0	0
ADMINISTRATIVE SUPPORT	37	1	0	0	0	0	0	29	5	2	0	0	0
SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE	7	4	0	1	0	0	0	2	0	0	0	0	0
TOTAL	102	33	0	1	0	0	0	53	8	6	1	0	0
HIRES													
OFFICIALS/ADMIN.		10	0	0	0	0	0	2	0	0	0	0	0
PROFESSIONALS		2	0	0	0	0	0	4	0	2	0	0	0
FACULTY		0	0	0	0	0	0	0	0	0	0	0	0
TECHNICIANS		1	0	0	0	0	0	0	0	0	0	0	0
PROTECTIVE SERVICES		11	0	0	0	0	0	3	1	0	0	0	0
PARA-PROFESSIONALS		0	0	0	0	0	0	2	1	1	0	0	0
ADMINISTRATIVE SUPPORT		0	0	0	0	0	0	4	1	1	0	0	0
SKILLED CRAFT		0	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE		1	0	0	0	0	0	1	0	0	0	0	0
TOTAL		25	0	0	0	0	0	16	3	4	0	0	0
PROMOTIONS													
OFFICIALS/ADMIN.		1	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS		0	0	0	0	0	0	0	0	0	0	0	0
FACULTY		0	0	0	0	0	0	0	0	0	0	0	0
TECHNICIANS		2	0	0	0	0	0	0	0	0	0	0	0
PROTECTIVE SERVICES		3	0	0	0	0	0	0	0	0	0	0	0
PARA-PROFESSIONALS		0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT		0	0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT		0	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE		0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		6	0	0	0	0	0	0	0	0	0	0	0
TERMINATIONS													
OFFICIALS/ADMIN.		3	0	0	0	0	1	3	0	0	0	0	1
PROFESSIONALS		3	1	0	0	0	0	5	0	1	0	0	0
FACULTY		0	0	0	0	0	0	0	0	0	0	0	0
TECHNICIANS		1	0	1	0	0	0	0	0	0	0	0	0
PROTECTIVE SERVICES		5	1	0	0	0	0	0	0	0	1	0	0
PARA-PROFESSIONALS		0	0	0	0	0	0	1	0	1	0	0	0
ADMINISTRATIVE SUPPORT		0	0	0	0	0	0	2	0	0	0	0	0
SKILLED CRAFT		0	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE		2	0	0	0	0	0	1	0	0	0	0	0
TOTAL		14	2	1	0	0	1	12	0	2	1	0	1

*Also includes disabled in appropriate job categorie

Position/Applicant Data Worksheet

Eff	Date	Classification	Pos No	C-94 BU	EEO CAT	List	No List	Male						Female						Hire	Promotion	Transfer	Terminated	Grade							
								White	Black	Hispanic	As/PI	AI/AN	Disabled	White	Black	Hispanic	As/PI	AI/AN	Disabled												
	12/29/2006	ADMINISTRATOR ENERGY PROGRAMS	00002	N	A																		5F	00137A							
	9/18/2006	ADMINISTRATOR MGMT SERVIC	02482	N	A			1														5M		00139							
	2/25/2007	ASSOC DIR OF ADMINISTRATION/CS	00296	N	A			16														4		00147A							
	1/17/2007	ASST DIR CENTRAL INFO MGMT SYS	00955	N	A																	1		00143A							
	10/8/2006	ASST DIR CENTRAL INFO MGMT SYS	00988	N	A																	3		00143A							
	9/15/2006	ASST DIR CENTRAL INFO MGMT SYS	00988	N	A																			5M	00143A						
	6/29/2007	ASST DIRECTOR FOR SPECIAL PROJ	00005	N	A																			5F	00141A						
	2/28/2007	CHIEF INFORMATION OFFICER	00068	N	A			1															5M		00848A						
	1/26/2007	CHIEF INFORMATION OFFICER	00068	N	A																			5F	00848A						
	1/21/2007	CHIEF OF LIBRARY SERVICES	00042	N	A			1															2		00143A						
	2/11/2007	CHIEF OFFICE OF SYSTEMS PLAN	00006	N	A			3															3		00138A						
	2/25/2007	CHIEF PROPERTY MANAGEMENT	00004	N	A			1																5M	00141A						
	7/1/2006	COMMISSIONER OF ENERGY RESOURC	00001	N	A			1																5M	00843A						
	10/29/2006	HUMAN RESOURCES ADMINISTRATOR	00002	N	A			5																5M	00141A						
	5/13/2007	HUMAN RESOURCES COORDINATOR	00002	N	A																		1		00135A						
	10/28/2006	SHERIFF (WASHINGTON COUNTY)	00343	N	A																				5M	00832A					
	5/1/2007	STATE BLDG AND GROUNDS COORD	00289	N	A			5																	5M	00132A					
	10/14/2006	CLAIMS EXAMINER II(ST EMP WCP)	00054	Y	B																				5F	00325A					
	7/14/2006	CUSTOMER SERVICE SPECIALIST I	00008	Y	B																				5F	00315A					
	7/16/2006	CUSTOMER SERVICE SPECIALIST I	00007	Y	B																		1			00315A					
	10/1/2006	HOUSING COMMISSION COORDINATOR	00006	N	B																		1		2F	00128A					
	7/21/2006	HUMAN RESOURCES ANALYST I	00050	N	B																					5F	00126A				
	7/23/2006	HUMAN RESOURCES ANALYST I	00055	N	B			1																	2	2	2	2F	00126A		
	8/30/2006	LIBRARY PROGRAM SPECIALIST II	00028	Y	B																					5M	00028A				
	6/11/2007	LIBRARY PROGRAM SPECIALIST III	00012	Y	B																				1		5F	00032A			
	7/9/2006	MOTOR VEHICLES APPEALS OFFICER	01436	Y	B			10																	6		5M	00324A			
	6/22/2007	PRINCIPAL AUDITOR	00187	Y	B																							5M	00328A		
	11/4/2006	PROGR/ANALYST I (UNIX/SQL)	00969	Y	B																							1M	00328A		
	6/3/2007	PROGRAMMER/ANALYST II (ORACLE)	01080	N	B			4																		5F		00132A			
	5/29/2007	PROGRAMMING SERVICES OFFICER	00773	N	B																							5M	00131A		
	7/7/2006	REVENUE OFFICER II	00147	Y	B																							2F	00322A		
	12/22/2006	RISK MANAGEMENT OFFICER	00020	N	B																							5F	00131A		
	6/10/2007	SENIOR BUDGET ANALYST	00300	Y	B																					2		5F	00834A		
	11/26/2006	SENIOR SYSTEMS ANALYST	00007	N	B																					1		5F	00126A		
	10/15/2006	STATE BUILDING CODE COMMISSION	01001	N	B			1																			5M		00142A		
	10/15/2006	SR STATE BLDG CODE OFF (BLDG)	00015	Y	C			4																			5M		00328A		
	7/9/2006	SR STATE BLDG CODE OFF (BLDG)	01108	Y	C			1																					5M	00328A	
	12/21/2006	TECH SUP SPEC II (UNIX/NET)	00976	N	C																								1M	00132A	
	9/10/2006	CAPITOL POLICE OFFICER	00085	Y	D			1																			5M		00321A		
	12/1/2006	CAPITOL POLICE OFFICER	00081	Y	D			1																			1M		00321A		
	9/10/2006	CAPITOL POLICE OFFICER	00084	Y	D			1																					5M	00321A	
	6/21/2007	CAPITOL POLICE OFFICER	00002	Y	D			1																			5M		00321A		
	8/16/2006	CAPITOL POLICE OFFICER	00027	Y	D																								4F	00319A	
	12/17/2006	CAPITOL POLICE OFFICER	00081	Y	D			1																			5M		00321A		
	8/25/2006	DEPUTY SHERIFF	00106	Y	D			1																					5M	00601A	
	3/18/2007	DEPUTY SHERIFF	00086	Y	D			1																					5M	00601A	
	10/15/2006	DEPUTY SHERIFF	00349	Y	D			1																			5M		00601A		
	3/18/2007	DEPUTY SHERIFF	00110	Y	D			1																					5M	00624A	
	10/15/2006	DEPUTY SHERIFF	00106	Y	D			1																					5M	00601A	
	4/27/2007	DEPUTY SHERIFF	00026	Y	D																									5M	00601A
	10/15/2006	DEPUTY SHERIFF	00047	Y	D			1																						5M	00601A

APPLICANT REFUSAL OF POSITIONS OFFERED

AGENCY: Department of Administration

DATE: 6/30/2007

<i>EEO</i> Job Categories	TOTAL APPLICANTS	No. DISABLED	No. MINORITY	No. FEMALE	MALE					FEMALE				
					White	Black	Hispanic	Asian/Pac. Islander	Amer. Ind. AK Native	White	Black	Hispanic	Asian/Pac. Islander	Amer. Ind. AK Native
Officials/Mgrs. Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Faculty	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Para- Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TOTAL PERCENT:

Minority: 0.0%

Female: 33.3%

Disabled: 0.0%

ANNUAL AFFIRMATIVE ACTION STATISTICAL SUMMARY

AGENCY: Department of Administration

DATE: 6/30/2007

EEO-4 CATEGORIES	CURRENT					LAST YEAR'S WORKFORCE					DIFFERENCE +/-					HIRING GOALS		GOALS MET	
	TOTAL EMPLOYEES	WHITE MALE	MINORITY	FEMALE	DISABLED	TOTAL EMPLOYEES	WHITE MALE	MINORITY	FEMALE	DISABLED	TOTAL EMPLOYEES	WHITE MALE	MINORITY	FEMALE	DISABLED	MINORITY	FEMALE	MINORITY	FEMALE
Officials/Mgrs. Administrators	127	84	5	40	10	138	91	7	44	6	- 11	- 7	- 2	- 4	+ 4				
Professionals	213	82	23	119	7	408	190	47	191	9	- 195	- 108	- 24	- 72	- 2				
Faculty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Technicians	82	47	8	27	2	87	55	5	28	2	- 5	- 8	+ 3	- 1	0				
Protective Services	233	177	29	29	3	225	169	32	29	2	+ 8	+ 8	- 3	0	+ 1				
Para-Professionals	74	2	4	72	2	83	9	6	73	0	- 9	- 7	- 2	- 1	+ 2				
Administrative Support	58	8	4	50	1	248	24	30	223	6	- 190	- 16	- 26	- 173	- 5				
Skilled Craft	4	3	1	0	0	8	7	1	0	1	- 4	- 4	0	0	- 1				
Service Maintenance	24	18	1	5	0	29	22	1	6	0	- 5	- 4	0	- 1	0				
TOTAL EMPLOYEES	815	421	75	342	25	1226	567	129	594	26	- 411	- 146	- 54	- 252	- 1				

Current Workforce -- As of December 31, 2007
 Last Year's Workforce -- As of June 30, 2006
 Difference -- Increases or Decrease
 Goals -- Numerical Projections, July 1, 2006 -- June 30, 2007 for employees of minorities and women

Goals Met
 A = Achieved
 A + = Achieved Plus
 N = Did Not Achieved
 P = Achieved Partially

PERCENT
3.2% Minority Applicants 38.7% Female Applicants
5.0% Minority Hiring 60.0% Female Hiring

TERMINATION PERCENT
5.9% Minority
47.1% White Female
47.1% White Male

TOTAL CURRENT WORKFORCE PERCENT
9.0% Minority
41.5% Female
3.0% Disabled

Job Group Analysis Summary as of 06/30/07															
Job Category	Total Employees	Total Minorities	Total Disabled	Total Male	White Male	Black Male	Hispanic Male	As/Pi Male	AI/AN Male	Total Female	White Female	Black Female	Hispanic Female	As/Pi Female	AI/AN Female
Officials/Mgrs. Administration	127	5	10	87	84	3				40	38	2			
Professionals	213	23	7	94	82	9	1	2		119	108	7	2	2	
Technicians	82	8	2	55	47	2	3	3		27	27				
Protective Services	233	29	3	204	177	17	7	3		29	27	2			
Para-Professionals	74	4	2	2	2					72	68	2	2		
Administrative Support	58	4	1	8	8					50	46	3	1		
Skilled Craft	4	1		4	3		1								
Service Maintenance	24	1		19	18				1	5	5				
Grand Total	815	75	25	473	421	31	12	8	1	342	319	16	5	2	

EEO Job Category A Officials/Mgrs. Administration	Grade	Total	Minority	Male	White	Black	Hispanic	Asian	Amlnd	Female	White	Black	Hispanic	Asian	Amlnd
CHIEF OFFICE HOUSING/COMM DVLP	138	1								1	1				
CHIEF OFFICE OF SYSTEMS PLAN	138	1		1	1										
CHIEF PROPERTY MANAGEMENT	141	3		2	2					1	1				
COMMISSIONER OF ENERGY RESOURC	843	1		1	1										
CONTROLLER	146	1		1	1										
DEPUTY BUDGET OFFICER	144	1		1	1										
DEPUTY CHIEF DIV OF FAC MGMT	137	5		5	5										
DEPUTY CHIEF OF LEGAL SERVICES	137	2		2	2										
DEPUTY CHIEF, BUREAU OF AUDITS	143	2		1	1					1	1				
DEPUTY PERSONNEL ADMINISTRATOR	144	2								2	2				
DIRECTOR OF ADMINISTRATION	949	1								1	1				
EXEC DIRECTOR, DEPT OF ADM	150	2		2	2										
EXECUTIVE DIRECTOR (DOA)/BUDGE	150	1								1	1				
EXECUTIVE DIRECTOR, DEPARTMENT	150	1		1	1										
EXECUTIVE HIGH SHERIFF	841	1		1	1										
HOSPITAL ADMINISTRATOR	139	1		1	1										
HUMAN RESOURCE PROGRAM ADMIN	139	1	1							1		1			
HUMAN RESOURCES ADMINISTRATOR	141	3		2	2					1	1				
HUMAN RESOURCES COORDINATOR	135	5								5	5				
INFORMATION PROCESSING OFFICER	142	1		1	1										
INFORMATION SYSTEMS GROUP COOR	138	2		2	2										
INTERNAL AUDIT MANAGER (DOA)	136	3		3	3										
LABOR RELATIONS ADMINISTRATOR	146	1		1	1										
PERSONNEL ADMINISTRATOR	146	1		1	1										
SHERIFF (KENT COUNTY)	832	1								1	1				
SHERIFF (NEWPORT COUNTY)	832	1		1	1										
SPECIAL ASSISTANT TO THE DIREC	832	1								1	1				
ST EMP WORKER COMP SPC PRG MGR	839	1		1	1										
STATE BLDG AND GROUNDS COORD	132	5		5	5										
STATE BUILDING AND GROUNDS COO	132	1								1	1				
SUPERVISING BUDGET ANALYST	139	1								1	1				
SUPERVISOR FINANCIAL MANAGEMEN	135	1		1	1										
SUPERVISOR FINANCIAL MGMT	135	1								1	1				
SUPERVISOR LOCAL GOVERNMENT AS	833	1		1	1										
SURPLUS PROPERTY PROGRAM ADMIN	137	1		1	1										
SYSTEMS ADMINISTRATOR (MHRH)	139	1		1	1										
TECH SUP MGR (UNIX/NET/TELE)	138	1		1	1										
TECHNICAL SUPPORT MANAGER (DOS	138	4		3	3					1	1				
TECHNICAL SUPPORT MANAGER (UNI	138	2		2	2										
WORKERS' COMP ADMINISTRATOR	140	1								1	1				
Total for Job Category A		127	5	87	84	3				40	38	2			

EEO Job Category A Officials/Mgrs. Administration	Grade	Total	Minority	Male	White	Black	Hispanic	Asian	Amlnd	Female	White	Black	Hispanic	Asian	Amlnd
Total records :		127	5	87	84	3				40	38	2			

EEO Job Category B Professionals	Grade	Total	Minority	Male	White	Black	Hispanic	Asian	Amlnd	Female	White	Black	Hispanic	Asian	Amlnd
ACCOUNTANT	320	1	1							1		1			
ADMINISTRATIVE AND LEGAL SUPPO	143	1								1	1				
ADMINISTRATIVE ASSISTANT	825	1								1	1				
ARCHITECT BUILDING COMMISSION	135	4		4	4										
ASSET PROTECTION OFFICER	324	2								2	2				
ASSOCIATE CONTROLLER	143	2		2	2										
ASST LABOR REL HEARING OFFICER	132	1								1	1				
BUDGET ANALYST I	828	4		2	2					2	2				
BUDGET ANALYST II	831	2	1	2	1	1									
BUSINESS MANAGEMENT OFFICER	B26	3								3	3				
CHF CENTR POWER PLNT OPER RIMC	130	1		1	1										
CHIEF OF CONSTR AND MAINT	128	1		1	1										
CHIEF OF HUMAN RESOURCES SVS	133	1								1	1				
CHIEF OF LEGAL SERVICES	139	2		1	1					1	1				
CLAIMS EXAMINER I (STATE EMPLO	322	1								1	1				
CLAIMS EXAMINER II (STATE EMPL	325	4								4	4				
CLAIMS EXAMINER II(ST EMP WCP)	325	1								1	1				
COORD EMPLOY & TRNG PGRMS	131	1								1	1				
CUSTOMER SERVICE SPECIALIST I	315	2								2	2				
EMPLOYEE RELATIONS OFFICER	122	2								2	2				
EMPLOYMENT & TRNG ADMINISTRATIO	135	1								1	1				
EXECUTIVE DIRECTOR CONTRACTORS	837	1		1	1										
FEDERAL SURPLUS PROPERTY OFFIC	826	1		1	1										
FISCAL MANAGEMENT OFFICER	B26	3								3	3				
HEARING OFFICER CONTRACTORS' R	334	1		1	1										
HOUSING COMMISSION COORDINATOR	128	4	3	2	1			1		2		1	1		
HUMAN RES ANALST II(CLASS/ORG)	129	2								2	2				
HUMAN RES ANALYST II (GENERAL)	129	8		1	1					7	7				
HUMAN RES ANALYST III (GENERAL	133	2		1	1					1	1				
HUMAN RES ANLST III(CLASS&ORG)	133	1								1	1				
HUMAN RESOURCES ANALYST I	126	12	4	2	1	1				10	7	2	1		
HUMAN RESOURCES ANALYST II (CL	129	2		1	1					1	1				
HUMAN RESOURCES SUPERVISOR	136	2		1	1					1	1				
INTERAGENCY LIAISON SPECIALIST	826	1	1							1		1			
INVESTIGATIVE AUDITOR	133	1		1	1										
LEGAL COUNSEL	132	1		1	1										
LEGAL COUNSEL (MHRH)	136	1								1	1				
LIBRARY PROGRAM MANAGER I	137	2								2	2				
LIBRARY PROGRAM SPECIALIST II	28	3	1	1	1					2	1				1

EEO Job Category B Professionals	Grade	Total	Minority	Male	White	Black	Hispanic	Asian	Amlnd	Female	White	Black	Hispanic	Asian	Amlnd
LIBRARY PROGRAM SPECIALIST III	32	4		1	1					3	3				
MANAGEMENT AND METHODS ANALYST	322	3								3	3				
MANAGER, WORKERS' COMP PRG ADM	134	2	1	1		1				1	1				
MANAGER, WORKERS' COMPENSATION	834	1	1	1		1									
MOTOR VEHICLE APPEALS OFFICER	324	8	2	3	1	2				5	5				
POLICY ANALYST	833	2		1	1					1	1				
PR ACCT POLICY&METHODS ANALYST	828	1								1	1				
PR ACCTG POLICY&METHODS ANLYST	828	2								2	2				
PRIN TECHNICAL SUPPORT ANALYST	229	1		1	1										
PRINCIPAL ACCOUNTANT	226	1		1	1										
PRINCIPAL ACCOUNTING POLICY AN	828	2		2	2										
PRINCIPAL AUDITOR	328	2		2	2										
PRINCIPAL BUDGET ANALYST	837	1		1	1										
PRINCIPAL ENVIRONMENTAL PLANNE	829	1								1	1				
PRINCIPAL EQUAL OPPORTUNITY OF	329	1								1	1				
PRINCIPAL HUMAN SERVICES BUSIN	A28	1								1	1				
PRINCIPAL PLANNER	529	8	1	6	5	1				2	2				
PRINCIPAL PROGRAM ANALYST	328	1		1	1										
PRINCIPAL RESEARCH TECHNICIAN	827	1		1	1										
PRINCIPAL RESOURCE SPECIALIST	328	1	1	1				1							
PRINCIPAL SANITARY ENGINEER	333	1		1	1										
PRINCIPAL SYSTEMS ANALYST	829	1	1	1		1									
PROGR/ANALYST I (UNIX/SQL)	328	3		2	2					1	1				
PROGR/ANALYST III (UNIX/SQL)	835	1		1	1										
PROGRAMMER/ANALYST II (ORACLE)	132	3		2	2					1	1				
PROGRAMMER/ANALYST II (UNIX/SQ	132	5		2	2					3	3				
PROGRAMMER/ANALYST III (ORACLE	835	1		1	1										
PROGRAMMER/ANALYST III (UNIX/S	835	3		2	2					1	1				
PROGRAMMING SERVICES OFFICER	131	6		4	4					2	2				
PROJECT MANAGER	830	1		1	1										
REVENUE OFFICER	321	1								1	1				
RISK MANAGEMENT OFFICER	131	1		1	1										
RISK MANAGER-INSURANCE	137	1		1	1										
SENIOR AUDITOR	325	6		4	4					2	2				
SENIOR BUDGET ANALYST	834	2		1	1					1	1				
SENIOR BUYER (DOA/OP)	829	1		1	1										
SENIOR COMM ASSISTANCE SPEC	123	1								1	1				
SENIOR EQUAL OPPORTUNITY OFFIC	326	2	1							2	1	1			
SENIOR INFORMATION & P.R. SPEC	324	1								1	1				

EEO Job Category B Professionals	Grade	Total	Minority	Male	White	Black	Hispanic	Asian	Amlnd	Female	White	Black	Hispanic	Asian	Amlnd
SENIOR LEGAL COUNSEL	134	7		3	3					4	4				
SENIOR PLANNER	326	3	1	2	1	1				1	1				
SENIOR RESOURCE SPECIALIST	526	5	1	2	2					3	2	1			
SENIOR SYSTEMS ANALYST	126	1								1	1				
SPECIAL PROJECTS COORDINATOR	227	1		1	1										
SR EXT EQUAL OPPORTUNITY OFF	127	1								1	1				
SR PUBLIC HLTH PROMOTION SPLST	131	2		1	1					1	1				
STATE BUILDING CODE COMMISSION	142	1		1	1										
STATE FLEET OPERATIONS OFFICER	130	1								1	1				
SUPERVISING ACCOUNTANT	831	2		1	1					1	1				
SUPERVISING EMPLOYEE REL OFF	128	5	1							5	4			1	
SUPERVISING PLANNER	831	4		2	2					2	2				
SUPERVISOR OF BILLINGS AND ACC	527	1								1	1				
SUPERVISOR OF FISCAL SERVICES	136	2		2	2										
SUPERVISOR OF OFFICE SVS (DLT)	131	1		1	1										
SUPV CIVIL ENGINEER (MECH)	335	1		1	1										
SUPV CIVIL ENGR-MECH ELEC ST	335	1	1	1				1							
SUPV PERSONNEL SUPT SPEC SVS	128	1								1	1				
SUPV. EMPLOY. REL. OFFICER	828	1								1	1				
SUPVG GEOGRAPHIC INFO SUP SPEC	132	1		1	1										
Total for Job Category B		213	23	94	82	9	1	2		119	108	7	2	2	
Total records :		213	23	94	82	9	1	2		119	108	7	2	2	

EEO Job Category C Technicians	Grade	Total	Minority	Male	White	Black	Hispanic	Asian	Amlnd	Female	White	Black	Hispanic	Asian	Amlnd
BUILDING SYSTEMS TECHNICIAN	316	1		1	1										
CHIEF PREAUDIT SUPERVISOR	131	2		1	1					1	1				
CHIEF RESOURCE SPECIALIST	531	1		1	1										
COMPUTER OPERATOR (OIP)	316	3	1	3	2	1									
GEOGRAPHIC INFO SYS SPEC II	328	1								1	1				
JUNIOR COMPUTER OPERATOR (OIP)	313	1	1	1				1							
NETWORK TECHNICIAN SPECIALIST	130	1	1	1				1							
PRIN COMPUTER OPERATOR (OIP)	324	3		3	3										
PRINCIPAL PROGRAMMER/ANALYST (331	1		1	1										
PRINCIPAL STATE BUILDING CODE	331	2		2	2										
PROG/ANALYST II ADABAS/NATURAL	332	2								2	2				
PROGR/ANALYST I (COBOL/CICS)	328	1		1	1										
PROGR/ANALYST III (COBOL/CICS)	835	2		1	1					1	1				
PROGRAMMER/ANALYST I (COBOL/CI	328	2								2	2				
PROGRAMMER/ANALYST II (COBOL)	835	1								1	1				
PROGRAMMER/ANALYST II (COBOL/C	332	5		2	2					3	3				
PROGRAMMER/ANALYST III (COBOL)	835	3	1	1			1			2	2				
PROGRAMMER/ANALYST III (COBOL/	835	2		1	1					1	1				
PROGRAMMER/ANALYST MANAGER	138	7	1	5	4	1				2	2				
SENIOR COMPUTER OPERATOR (OIP)	322	3		2	2					1	1				
SENIOR ELECTRONIC COMP PROG	126	1								1	1				
SR ENERGY CONSERVATION TECH	323	1		1	1										
SR STATE BLDG CODE OFF (BLDG)	328	4		4	4										
STATEWIDE INF TECH TRAIN MGR	135	1								1	1				
SYSTEMS SUPPORT TECHNICIAN I	318	3								3	3				
SYSTEMS SUPPORT TECHNICIAN III	328	1								1	1				
TECH SUP SPEC II (UNIX/NET)	132	3	1	2	1		1			1	1				
TECH SUP SPEC III (UNIX/NET)	135	5	1	4	3			1		1	1				
TECH SUP SPECIALIST I TELECOM	128	2		1	1					1	1				
TECH SUP SPECIALIST I(DOS/MVS)	328	1		1	1										
TECH SUP SPECLST I (UNIX/NET)	328	1								1	1				
TECH SUP SPECLST III DOS/MVS	135	2		2	2										
TECH SUPPORT SPEC II (UNIX)	132	1		1	1										
TECH SUPPORT SPEC III(UNIX/NTW	135	1		1	1										
TECHNICAL SUPPORT SPECIALIST I	135	11	1	11	10		1								
Total for Job Category C		82	8	55	47	2	3	3		27	27				
Total records :		82	8	55	47	2	3	3		27	27				

EEO Job Category D Protective Services	Grade	Total	Minority	Male	White	Black	Hispanic	Asian	Amlnd	Female	White	Black	Hispanic	Asian	Amlnd
CAPITOL POLICE OFFICER	321	49	4	44	40	2	1	1		5	5				
CAPITOL POLICE OFFICER - LIEUT	326	1								1	1				
CAPITOL POLICE OFFICER-SGT	323	1		1	1										
DEPUTY MARSHAL	624	1		1	1										
DEPUTY MARSHAL SERGEANT	623	1		1	1										
DEPUTY SHERIFF	624	158	24	139	117	14	6	2		19	17	2			
DEPUTY SHERIFF - CAPTAIN	630	3		3	3										
DEPUTY SHERIFF - LIEUTENANT	628	5	1	5	4	1									
DEPUTY SHERIFF - SERGEANT	626	11		9	9					2	2				
DEPUTY SHERIFF CLERK	318	2								2	2				
DEPUTY SHERIFF MAJOR	631	1		1	1										
Total for Job Category D		233	29	204	177	17	7	3		29	27	2			
Total records :		233	29	204	177	17	7	3		29	27	2			

EEO Job Category E Para-Professionals	Grade	Total	Minority	Male	White	Black	Hispanic	Asian	Amlnd	Female	White	Black	Hispanic	Asian	Amlnd
ASSISTANT RECORDS ANALYST	319	1								1	1				
ASST ADMINISTRATIVE OFFICER	321	3								3	3				
CHIEF IMPLEMENTATION AIDE	828	12		1	1					11	11				
EMPLOYEE BENEFITS SPECIALIST	322	3								3	3				
ENFORCEMENT AIDE	319	1								1	1				
HUMAN RESOURCES TECHNICIAN	122	15								15	15				
IMPLEMENTATION AIDE	122	19	1							19	18	1			
INTERPRETER (SPANISH)	516	1	1							1			1		
JUNIOR RESOURCE SPECIALIST	319	10	2							10	8	1	1		
PERSONNEL AIDE	119	7								7	7				
PRINCIPAL PLNG AND PRG SPECLST	228	1		1	1										
PRINCIPAL PURCHASING TECHN	319	1								1	1				
Total for Job Category E		74	4	2	2					72	68	2	2		
Total records :		74	4	2	2					72	68	2	2		

EEO Job Category F Administrative Support	Grade	Total	Minority	Male	White	Black	Hispanic	Asian	Amlnd	Female	White	Black	Hispanic	Asian	Amlnd
ADMINISTRATIVE ASST/SECRETARY	821	1								1	1				
ASST ADMINISTRATIVE OFFICER	821	1								1	1				
CENTRAL ACCOUNTS PAYABLE PREAU	317	1								1	1				
CENTRAL ACCTS PAYABLE PREAUDIT	317	3								3	3				
CENTRAL PAYROLL OFF PREAUDIT	317	2								2	2				
CENTRAL PAYROLL OFFICE PREAUDI	317	2								2	2				
CLERK	307	1		1	1										
CLERK SECRETARY	B16	1								1	1				
CLERK-TYPIST	307	2								2	2				
DATA CONTROL CLERK	315	2	1							2	1	1			
DATA ENTRY UNIT SUPERVISOR	B21	1								1	1				
EXEC SECRETARY(STATE PROJECTS)	321	1								1	1				
EXECUTIVE ASSISTANT	118	3								3	3				
EXECUTIVE SECRETARY	623	1								1	1				
IMPLEMENTATION AIDE	315	1								1	1				
INFO SERVICES TECHNICIAN I	316	7								7	7				
INFO SERVICES TECHNICIAN II	20	3	1							3	2	1			
INFORMATION SERVICES TECHNICA	20	4	1	1	1					3	2	1			
LEGAL ASSISTANT	119	3								3	3				
LICENSING AIDE	315	4								4	4				
MECHANICAL PARTS STOREKEEPER	313	1		1	1										
PROP CONTROL & SUPPLY OFFICER	317	1		1	1										
SCHEDULING AND RECORDING CLERK	312	2		1	1					1	1				
SENIOR CLERK	308	1	1							1			1		
SENIOR WORD PROCESSING TYPIST	312	4								4	4				
SUPERVISING PREAUDIT CLERK	821	1		1	1										
SUPV OF VERIFICATION AND RECON	319	1								1	1				
SUPVR CENTRAL MAIL SERVICES	816	1		1	1										
TABULATING EQUIPMENT OPERATOR	313	1		1	1										
TAX AIDE II	318	1								1	1				
Total for Job Category F		58	4	8	8					50	46	3	1		
Total records :		58	4	8	8					50	46	3	1		

EEO Job Category H Service Maintenance	Grade	Total	Minority Male	White	Black	Hispanic	Asian	AmInd	Female	White	Black	Hispanic	Asian	AmInd
ASSISTANT BUILDING AND GROUNDS	824	2	1	1					1	1				
ASST BLDG AND GROUNDS OFFICER	824	3	2	2					1	1				
BUILDING AND GROUNDS OFFICER	828	1	1	1										
BUILDING SUPERINTENDENT	818	2	1	1					1	1				
CLEANER (PUBLIC BUILDINGS)	301	1							1	1				
FIREPERSON	311	1	1	1										
GROUNDS SUPERINTENDENT	317	1	1	1										
JANITOR	309	5	4	4					1	1				
LABORER	308	1	1	1				1						
PRINCIPAL JANITOR	315	2	2	2										
SENIOR GARDENER	313	1	1	1										
SENIOR JANITOR	312	3	3	3										
WAREHOUSE WORKER	311	1	1	1										
Total for Job Category H		24	19	18				1	5	5				
Total records :		24	19	18				1	5	5				

H

AGENCY: Department of Administration6/30/2007**DETERMINING UNDERREPRESENTATION & GOAL SETTING**

<i>EEO Job Categories</i>	<i>CURRENT WORKFORCE</i>				<i>UNDERREPRESENTATION</i>		<i>AAP HIRING GOALS</i>		
	TOTAL EMPLOYEES	MINORITY	FEMALE	DISABLED	MINORITY	FEMALE	MINORITY	FEMALE	DISABLED
Officials/Mgrs. Administrators	127	5	40	10	17	59	1	1	
Professionals	213	23	119	7	31				
Faculty									
Technicians	82	8	27	2	11	39		1	
Protective Services	233	29	29	3	34	115			
Para- Professionals	74	4	72	2	11				
Administrative Support	58	4	50	1	8				
Skilled Craft	4	1							
Service Maintenance	24	1	5		3	11		1	

PART IV
IDENTIFICATION AND ANALYSIS
OF
PROBLEM AREAS

EQUAL OPPORTUNITY PERFORMANCE AND COMMUNICATIONS

In order to be successful, the Affirmative Action Plan must be effectively communicated to all employees. Management must have a real commitment to the Plan's success and should be held periodically accountable to the plan's goals. It is only human nature to defer action if the costs or inaction are negligible; therefore, necessary action will be taken to ensure compliance.

The following are practical ways to improve communication:

- 1) The Equal Opportunity Advisory committee should meet with Executive Directors by early fall to introduce the new Affirmative Action Plan and to discuss performance results.
- 2) Produce reports for the Director on the status of various protected classes within the Department when problems are first noticed.
- 3) Conduct a periodic survey in a highly confidential manner to measure employee attitudes.
- 4) There continues to be a need for an executive summary to provide a short, precise statement of the plan goals for the Director and the Executive Directors to foster the increase accountability with plan goals and the Department's commitment to them. This new "capsule" version would contain both text and graphics for increased "readability".
- 5) With funding from the Director's office, the Committee's Newsletter, R.I.S.E. for Equality, can be published.
- 6) Continued education for Equal Opportunity Advisory Committee members through both Internal and outside sources, such as attending seminars and inviting guest speakers is important to the education on how to develop a successful and viable plan.

B. EMPLOYMENT AND SELECTION PROCESS

1. Applicants for all job categories should be representative of the RI workforce as evidenced by the Labor Market Unit of the Department of Labor and Training.
2. The Administration's Human Resources, Outreach, & Diversity Office has continued to refocus the efforts of the outreach and diversity office to ensure activities are directly related to the goals of enhancing diversity in the recruitment and hiring process.
3. The Equal Opportunity Advisory Committee will review quarterly the applicant flow of all job categories. A report will be prepared for submission to the Director of Administration for review.
4. These reports shall be evaluated by the Equal Opportunity Advisory Committee to determine new policies and directions for this aspect of the Plan.
5. There is no formal, written hiring process within the Department of Administration for interviewing officials to use as a standard and to be held accountable by. The importance of

all EEO cards to be completed and forwarded in a timely manner must be expressed to all interviewing officials as this information is required to complete the plan and to monitor its progress.

6. All Department of Administration interviewing officials who are involved in the evaluation and hiring of applicants must be carefully trained to assure the elimination of bias. They must have read and have available the Affirmative Action Plan.
7. All interviewing officials should be aware of **departmental** under-represented classes and hiring goals. A starting point should be positions not requiring a list. An opportunity for improving poor representation of women, minorities and disabled employees in upper level job categories exists and should be used.

C. EXIT INTERVIEWS

The exit interview process is an opportunity for employees to express his/her reasons for leaving state service or transferring to another department. Furthermore, the exit interview form offers the terminating/transferring employees an opportunity to address any issue(s) that they feel should be reviewed.

Upon notification of a termination, a representative of the Employee Relations Unit of the General Government Service Center meets with the employee and provides a copy of the exit interview sign-off form along with a Confidential Exit Survey Inquiry form and a pre-addressed envelope to the State Equal Opportunity Office.

The terminating/transferring employee is also informed of the option of having an exit interview conducted by the Department's liaison from the State Equal Opportunity Office. However, in many instances, the exit interview form is forwarded to the terminating/transferring employee via first class mail.

Our goal this year is to continue to emphasize the importance of completing the Exit Interview Form.

D. FLEX TIME (ALTERNATIVE WORK WEEK)

As of August 11, 1995, the Department of Administration implemented an Alternative Work Week Plan – Flex Time program on a trial basis. The plan was subject to review and approval by management and union officials representing employees in the department because of the proposed seniority provisions. It was agreed that requests for flexible or alternative workweek hours would be based on state seniority but that state seniority rank of employees could be restricted within their work section.

The current plan is predominately an "alternative work week plan." It concedes that because restrictions are imposed on various sections within the Department of Administration, "...the same degree of personal choice may not be possible for all employees." As a result, there are "...variations in the degree of flexibility (from zero to the maximum) allowable from section to section."

Employees who are able to request flexible work hours must conform to the criteria in the plan for flex time hours. The current plan allows for the following:

"As a rule, starting time will be no earlier than 7:00 A.M. and ending time will be no later than 6:00 P.M., nor to exceed nine (9) hours per day including lunch time." The "core hours" are defined as "...the period between 10:30 A.M. and

2:30 P.M. This assumes that all employees' work schedules will begin no later than these hours. "Each employee must be on the job during 10:30 A.M. and 2:30 P.M." (Please note the plan is being reviewed for possible revisions.)

E. POSTING OF POSITIONS

The Department of Administration (DOA) posts all position notices, both internal and those received from other agencies, on the bulletin boards located in the break rooms of each floor. An "Applicant Room" is located to the left of the reception desk on the third floor in the Office of Personnel Administration.

There have been present concerns whether or not all postings from other agencies are reaching the Department of Administration and vice versa. This may be due to the decentralized procedure that is now in place statewide.

The current standard of posting is seven (7) days within an additional three (3) day grace period for union positions, although some agencies voluntarily offer a longer application period. The shorter the time frame, the less number of applicants. Therefore diversity cannot always be achieved.

In order to enhance actual opportunity for employment in the Department of Administration, state job postings are available to the general public via DLT website. A copy of internal vacancy notices, as well as those received from other departments will continue to be posted on the Department of Administration's bulletin boards. The notices with "No List" positions will also be sent to the organizations on the Minority Referral List. A copy of all our vacancy postings are sent to the Department of Labor and Training's website (WWW.DLT.STATE.RI.US).

F. PROMOTION AND TRANSFER PRACTICES

Female and minority employees are mainly underrepresented in the job categories of Officials/Managers/ Administrators, Professionals, Technicians, Protective Services, and Service Maintenance. The minimal turnover in upper management is one reason for their limited representation in these job categories.

In contrast, the Administrative Support job categories are dominated by women who fill 90.0% of these positions.

Additionally, some case of upward mobility for female and minority employees are inadvertently limited due to the restrictions imposed by collective bargaining agreements. For those areas not covered by collective bargaining agreements, an overt effort shall be made to offset under-representation in the pertinent areas.

For affirmative action to take place, managers must actively encourage their employees and demonstrate that advancement is possible for all.

G. TECHNICAL COMPLIANCE

A member of the EOAC will periodically inspect the bulletin boards for any missing policy statements. The EOAC member will notify the Department's Employee Relations Office who is responsible for the Bulletin Boards.

H. TERMINATIONS

No problems were identified in this area for the past year. Terminations will be evaluated by the EOAC for continued compliance with all laws and policies.

I. TRAINING PROGRAMS

All new hires to the Department must attend The Civil Rights and Sexual Harassment Orientation which is presented by the State Equal Opportunity Office. Notice is sent to the employee and the division when the classes are to be held. Supervisors are responsible for ensuring employee attendance.

Upward mobility is a systematic management effort that focuses on developing career opportunities for lower level employees who are in positions which do not allow them to realize their full work potential. One aspect of upward mobility is providing training that will enable employees to acquire the needed skills and knowledge for advancement. Management should encourage employees wishing to improve their education and long term careers. Whenever possible, units should pay for job related training courses. These principles are recorded in Rhode Island's general statutes as well as brochures published by the State and are available to the general public.

RI General Law 36-4-44, regarding Training Programs, states that "The Personnel Administrator shall cooperate with appointing authorities and other supervising officials in the conduct of employee training programs to the end that the quality of service rendered by persons in the classified service may be continually improved." It is the hope of the Office of Personnel or Division of Human Resources that all departments and agencies of state government will encourage to their utmost the training of personnel within their jurisdictions either by the development of approved training courses and programs within their agencies or if such is not feasible that they will encourage their employees to enroll in approved job related courses at institutions of higher learning."

The Office of Training and Development no longer offers some generic courses. The budget has been eliminated; fewer courses are offered and can only be advertised by website. Departments requesting courses for their own staff can still be assisted.

Information on In-Service Training can be obtained from the Coordinator of Employee Training at the Office of Human Resources or see www.olis.state.ri.us/otd.htm.

J. WORKFORCE COMPOSITION

Taken together, minorities and females remain under-represented in all job categories. For both minorities and females, the strongest needs persist in categories of Officials/Managers, Professionals, Technicians, Protective Services and Service Maintenance. In addition, there is a significant under-representation of females in the Protective Services category. Given these deficiencies, the argument to enforce the "6 + 6" law is tenable. This law (36-4-26.1) allows the Departments to use a supplemental certification in the civil service – Expanded certification for equal opportunity and affirmative action

Either one or a combination of the following: fiscal and budgetary constraints, collective bargaining agreements, and restrictive civil service exams – continues to limit changes to the components of the Department's workforce. When possible, the Director, Executive Directors, and Associate Directors who are responsible for hiring should exert every effort at achieving our hiring goals for minorities and females.

PART V

AFFIRMATIVE ACTION PLAN

FOR

**INDIVIDUALS WITH DISABILITIES,
DISABLED VETERANS AND
VIETNAM ERA VETERANS**

AFFIRMATIVE ACTION FOR INDIVIDUALS WITH DISABILITIES DISABLED VETERANS AND VIETNAM ERA VETERANS

Practices and Procedures:

1. Outreach Recruitment:

The Department will communicate to all employees and applicants its obligation to take affirmative action to employ qualified individuals with disabilities and qualified veterans, in such a way as to ensure understanding and acceptance. The Department will send vacancy notices to recruiting sources such as Department of Human Services (Vocational Rehab and Veteran's Home), Department of Labor & Training and appropriate educational or training institutions to assist in recruiting.

2. Physical and Mental Qualifications:

Physical and mental job qualifications will be reviewed to assure that they do not screen out qualified individuals with disabilities.

3. Work Environment:

As per the Department's guidelines for Unbiased Work Environment, the Department strives to maintain a working environment free of discriminatory insults, intimidation and other forms of harassment.

4. Reasonable Accommodation:

The Department makes reasonable accommodations to the employee or applicant with a disability to ensure equal access to employment. The accommodations include, but are not limited to, modifying the job site, job restructuring, acquisition or modifications of special equipment.

Report on 2005-2006 activities:

During this term, we continue to implement the 1991 plan developed by the RI Coordinating Committee on the Americans with Disabilities Act (ADA) and as updated by the 1995 Compliance Plan-Status Report from the Governor's Commission on the Handicapped. The original plan established the original agency-level structure to achieve compliance and included evaluation of services, policies and practices. The status report made revisions to the original plan and proposed the creation of a vacancy notice web-site. The web-site is www.dlt.state.ri.us.

The Department, working with Mr. James Pitassi (ADA Coordinator for the Department of Administration) continues to make changes. During this year, several specific ADA claims were addressed and the Department continues to review and remove any barriers consistent with the ADA requirements and the needs of both co-workers and the public.

Report on 2006-2007 plans:

The Department plans to continue its work to identify and remove barriers that would effect individuals with disabilities.

The Department will continue to implement the changes in the guidelines for job specifications that have been reviewed and revised as needed.

The Department continues to address questions of the definition of "veteran." It must be stated again to management that the data gathered concerning veterans and individuals with disabilities should be handled with specific concerns for the issues of self-identification and legal confidentiality.

PART VI
APPENDIX

DESCRIPTION OF JOB CATEGORIES

DESCRIPTION OF JOB CATEGORIES

OFFICIALS AND ADMINISTRATORS:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or social phases of the agency's operations or provide specialized consultation on a regional, district or area basis. Includes: Department Heads, Bureau Chiefs, Division Chiefs, Directors, Deputy Directors, Controllers, Wardens, Superintendents, Sheriffs, Police and Fire Chiefs and Inspectors, Examiners (Bank, Hearing, Motor Vehicle, Warehouse), Inspectors (Construction, Building, Safety, Rent-and-Housing, Fire, A.B.C. Board, License, Dairy, Livestock, Transportation), Assessors, Tax Appraisers and Investigators, Coroners, Farm Managers and kindred workers.

PROFESSIONALS:

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Personnel and Labor Relations workers, Social Workers, Doctors, Psychologists, Registered Nurses, Economists, Dieticians, Lawyers, Systems Analysts, Accountants, Engineers, Employment and Vocational Rehabilitation Counselors, Teachers or Instructors, Police & Fire Captains and Lieutenants, Librarians, Management Analysts, Airplane Pilots and Navigators, Surveyors & Mapping Scientists and kindred workers.

TECHNICIANS:

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Computer Programmers, Drafters, Survey and Mapping Technicians, Licensed Practical Nurses, Photographers, Radio Operators, Technical Illustrators, Highway Technicians, Technicians (Medical, Dental, Electronic, Physical Sciences), Police and Fire Sergeants, Inspectors (Production or Processing Inspectors, Testers and Weighers) and kindred workers.

PROTECTIVE SERVICE WORKERS:

Occupations in which workers are entrusted with Public Safety, Security and Protection from destructive forces. Includes: Police Patrol Officers, Firefighters, Guards, Deputy Sheriffs, Bailiffs, Correctional Officers, Detectives, Marshals, Harbor Patrol Officers, Game and Fish Wardens, Park Rangers (except Maintenance) and kindred workers.

PARAPROFESSIONALS:

Occupations in which workers perform some of the duties of a professional or a technician in a supportive role, which usually require less formal training and/or experience that is normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: Research Assistants, Medical Aids, Child Support Workers, Policy Auxiliary, Welfare Service Aids, Recreation Assistants, Homemaker Aides, Home Health Aides, Library Assistants and Clerks, Ambulance Drivers and Attendants and kindred workers.

ADMINISTRATIVE SUPPORT:

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Bookkeepers, Messengers, Clerk Typists, Stenographers, Court Transcribers, Hearing Reporters, Statistical Clerks, Dispatchers, License Distributors, Payroll Clerks, Office Machine and Computer Operators, Telephone Operators, Legal Assistants, Sales Workers, Cashiers, Toll Collectors, and kindred workers.

DESCRIPTION OF JOB CATEGORIES (continued)

SKILLED CRAFT WORKERS:

Occupation in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involve in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: Mechanics and Repairers, Electricians, Heavy Equipment Operators, Stationary Engineers, Skilled Machine Occupations, carpenters, Compositors and Typesetters, Power Plant Operators, Water and Sewage Treatment Plant Operators and kindred workers.

SERVICE/MAINTENANCE:

Occupations n which workers perform duties which result in or contribute to the comfort, convenience, hygiene of safety of the general public or which contribute to the upkeep and care of group may operate machinery. Includes: Chauffeurs, Laundry and Dry Cleaning Operatives, Truck Drivers, Bus Drivers, Garage Laborer, Custodial Employees, Gardeners, Groundskeepers, Refuse Collectors and Construction Laborers, Park Ranger Maintenance, Farm Workers (except Managers), Craft Apprentices/Trainees/Helpers and kindred workers.

RACIAL/ETHNIC IDENTIFICATION

RACE/ETHNIC IDENTIFICATION

MINORITY: The term “minority” means a person who is a citizen or lawful permanent resident of the United States and who can establish by information contained on his/her birth certificate, by tribal records, or by other reliable records that (s)he is any of the following:

CATEGORY: **BLACK:** (not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.

HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

ASIAN or PACIFIC ISLANDER: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the *Indian Subcontinent, or the Pacific Islands. The area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

** **WHITE:** (not of Hispanic origin). All persons having origins in any of the original people of Europe, North Africa, or in the Middle East.

*Indian Subcontinent takes in the countries of India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan. (Standards adopted by Office of Federal Contract Compliance Program, October 1, 1978).

**WHITE is not included in the minority category. It is listed for reporting purposes.

LAWS GOVERNING EQUAL OPPORTUNITY

**PRIVATE EMPLOYMENT,
STATE AND LOCAL GOVERNMENTS
EDUCATIONAL INSTITUTIONS**

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

The law covers applicants to and employees of most private employers, state and local governments and public or private educational institutions. Employment agencies, labor unions, and apprenticeship programs are also covered.

AGE:

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

SEX (WAGES):

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers applicants to and employees of most private employers, state and local governments and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII, because of size, are covered by the Equal Pay Act.

DISABILITY:

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH HANDICAPS:

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of handicap and requires affirmative action to employ and advance in employment qualified individuals with handicaps who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA AND SPECIAL DISABLED VETERANS:

38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans and qualified social disabled veterans.

Applicants to and employees of companies with Federal government contract or subcontract are protected under the authorities above. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under Executive Order 11246, as amended, Section 503 of the Rehabilitation Act or 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act should contact immediately.

The Office of Federal Contract Compliance Programs (OFCCP) Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, (202) 523-9368, or an OFCCP regional or district office, listed in most directories under U.S. Government, Department of Labor.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX:

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities that receive Federal assistance.

If you believe you have been discriminated against in a program of any institution that receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

INDIVIDUALS WITH HANDICAPS:

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of handicap in any program or activity that receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

STATE EXECUTIVE ORDERS

EXECUTIVE ORDER #95-11

Establishes the Sexual Harassment Policy for units in State Government.

EXECUTIVE ORDER #92-2

Compliance with Americans with Disabilities Act.

EXECUTIVE ORDER #92-4

Re-establishes the Minority Business Enterprise Program.

EXECUTIVE ORDER #93-1

Equal Opportunity and Affirmative Action Policy for units in State Government.

EXECUTIVE ORDER #85-16

Designates the State 504 coordinator to create policies, practices and programs regarding accessibility of State buildings and properties to handicapped persons.

EXECUTIVE ORDER #86-10

Establishes the Refuge Policy for the State.

**RHODE ISLAND GENERAL LAWS §28-5.1 et seq.
EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

§ 28-5.1-1 Declaration of policy – Annual reports – Applicability to collective bargaining agreements.

(a) (1) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities; and in the classified, unclassified, and nonclassified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. All policies, programs, and activities of state government are periodically reviewed and revised to assure their fidelity to this policy.

(2) Each department head makes a report to the governor and the general assembly not later than September 30 of each year on the statistical results of the implementation of this chapter and to the state equal opportunity office; provided, that the mandatory provisions of this section do not apply to the legislative branch of state government.

(b) This chapter in no way impairs any contract or collective bargaining agreement currently in effect. Any contract or collective bargaining agreements entered into or renewed after July 6, 1994 are subject to the provisions of this chapter.

§ 28-5.1-2 State equal opportunity office.

(a) There shall be a state equal opportunity office. This office, under the direct administrative supervision of the director of administration/human resources, reports to the governor and to the general assembly on state equal opportunity programs. The state equal opportunity office is responsible for assuring compliance with the requirements of all federal agencies for equal opportunity and provides training and technical assistance that may be requested by any company doing business in Rhode Island and all state departments as is necessary to comply with the intent of this chapter.

(b) The state equal opportunity office issues those guidelines, directives or instructions that are necessary to effectuate its responsibilities under this chapter, and is authorized to investigate possible discrimination, hold hearings, and direct corrective action.

§ 28-5.1-3 Affirmative action.

(a) The state equal opportunity office shall assign an equal opportunity officer as a liaison to agencies of state government.

(b) Each state department or agency, excluding the legislative branch of state government, annually prepares an affirmative action plan. These plans shall be prepared in accordance with the criteria and deadlines set forth by the state equal opportunity office. These deadlines provide, without limitation, that affirmative action plans for each fiscal year be submitted to the state equal opportunity office and the house fiscal advisor no later than March 31. These plans are submitted to and are subject to review and approval by the state equal opportunity office.

(c) Any affirmative action plan required under this section deemed unsatisfactory by the state equal opportunity office shall be withdrawn and amended according to equal

opportunity office criteria, in order to attain positive measures for compliance. The state equal opportunity office shall make every effort by informal conference, conciliation and persuasion to achieve compliance with affirmative action requirements.

(d) The state equal opportunity office shall effect and promote the efficient transaction of its business and the timely handling of complaints and other matters before it, and shall make recommendations to appropriate state officials for affirmative action steps towards the achievement of equal opportunity.

(e) The state equal opportunity administrator serves as the chief executive officer of the state equal opportunity office, and is responsible for monitoring and enforcing all equal opportunity laws, programs, and policies within state government.

(f) No later than July 1 each state department or agency, excluding the legislative branch of state government, shall submit to the state equal opportunity office and the house fiscal advisor sufficient data to enable the state equal opportunity office and the house fiscal advisor to determine whether the agency achieved the hiring goals contained in its affirmative action plan for the previous year. If the hiring goals contained in the previous year's plan were not met, the agency also submits with the data a detailed explanation as to why the goals were not achieved.

(g) Standards for review of affirmative action plans are established by the state equal opportunity office, except where superseded by federal law.

(h) For purposes of this section, "agency" includes, without limitation, all departments, public and quasi-public agencies, authorities, boards, and commissions of the state, excluding the legislative branch of state government.

(i) The state equal opportunity office shall continually review all policies, procedures, and practices for tendencies to discriminate and for institutional or systemic barriers for equal opportunity, and it shall make recommendations with reference to any tendencies or barriers in its annual reports to the governor and the general assembly.

(j) Relevant provisions of this section also apply to expanding the pool of applicants for all positions for which no list exists. The equal opportunity administrator is authorized to develop and implement recruitment plans to assure that adequate consideration is given to qualified minority applicants in those job categories where a manifest imbalance exists, excluding those job categories in the legislative branch of state government.

§ 28-5.1-3.1 Legislative findings – Diversity in appointments to state boards, commissions, public authorities, and quasi-public corporations.

(a) The general assembly finds that, as a matter of public policy, the effectiveness of each appointed state board, commission, and the governing body of each public authority and quasi-public corporation is enhanced when it reflects the diversity, including the racial and gender composition, of Rhode Island's population. Consequently, each person responsible for appointing one or more individuals to serve on any board or commission or to the governing body of any public authority or board shall endeavor to assure that, to the fullest extent possible, the composition of the board, commission, or governing body reflects the diversity of Rhode Island's population.

(b) During the month of January in each year the boards, agencies, commissions, or authorities are requested to file with the state equal opportunity office a list of its members, designating their race, gender, and date of appointment.

§ 28-5.1-3.2 Enforcement.

(a) The state equal opportunity administrator is authorized to initiate complaints against any agencies, administrators, or employees of any department or division within state government, excluding the legislative branch, that willfully fail to comply with the requirements of any applicable affirmative action plan or of this chapter or that fail to meet the standards of good faith effort, reasonable basis, or reasonable action, as defined in guidelines promulgated by the federal Equal Employment Opportunity Commission as set forth in 29 CFR 1607.

(b) Whenever the equal employment opportunity administrator initiates a complaint, he or she shall issue and serve in the name of the equal employment opportunity office a written notice, together with a copy of the complaint, requiring that the agency, administrator, agent, or employee respond to the notice and appear at a hearing at a time and place specified in the notice. The equal employment opportunity office shall follow its lawfully adopted rules and regulations concerning hearings of discrimination complaints.

(c) The equal employment opportunity office has the power, after hearing, to issue an order requiring a respondent to a complaint to cease and desist from any unlawful discriminatory practice and/or to take any affirmative action, including, but not limited to, hiring, reinstatement, transfer, or upgrading employees, with or without back pay, or dismissal, that may be necessary to secure compliance with any applicable affirmative action plan or with state or federal law.

(d) A final order of the equal employment opportunity office constitutes an "order" within the meaning of § 42-35-1(j); is enforceable as such an order; is rendered in accordance with § 42-35-12; and is subject to judicial review in accordance with § 42-35-15.

§ 28-5.1-4 Employment policies for state employees.

Each appointing authority shall review the recruitment, appointment, assignment, upgrading, and promotion policies and activities for state employees without regard to race, color, religion, sex, age, national origin, or disability. All appointing authorities shall hire and promote employees without discrimination. Special attention shall be given to the parity of classes of employees doing similar work and the training of supervisory personnel in equal opportunity/affirmative action principles and procedures. Annually, each appointing authority shall include in its budget presentation those necessary programs, goals and objectives that will improve the equal opportunity aspects of their department's employment policies. Each appointing authority shall make a monthly report to the state equal opportunity office on persons hired, disciplined, terminated, promoted, transferred, and vacancies occurring within their department.

§ 28-5.1-5 Personnel administration.

(a) (1) The office of personnel administration of the department of administration prepares a comprehensive plan indicating the appropriate steps necessary to maintain and secure the equal opportunity responsibility and commitment of that division. The plan shall set forth attainable goals and target dates based upon a utilization study for achievement of the goals, together with operational assignment for each element of the plan to assure measurable progress.

(2) The office of personnel administration shall take positive steps to insure that the entire examination and testing process, including the development of job specifications and employment qualifications, is free from either conscious or inadvertent bias, and shall review all recruitment procedures for all state agencies covered by this chapter for compliance with federal and state law, and bring to the attention of the equal opportunity administrator matters of concern to its jurisdiction. The division of budget shall indicate in the annual personnel supplement progress made toward the achievement of equal employment goals. The division of purchases shall cooperate in administering the state contract compliance programs. The division of statewide planning shall cooperate in assuring compliance from all recipients of federal grants.

(b) The office of labor relations shall propose in negotiations the inclusion of affirmative action language suitable to the need for attaining and maintaining a diverse workforce.

(c) There is created a five (5) member committee which shall monitor negotiations with all collective bargaining units within state government specifically for equal opportunity and affirmative action interests. The members of that committee include the director of the Rhode Island commission for human rights, the equal opportunity administrator, the personnel administrator, one member of the house of representatives appointed by the speaker, and one member of the senate appointed by the president of the senate.

§ 28-5.1-6 Commission for human rights.

The Rhode Island commission for human rights shall exercise its enforcement powers as defined in chapter 5 of this title and in this chapter, and shall have the full cooperation of all state agencies. Wherever necessary, the commission, at its own initiative or upon a complaint, shall bring charges of discrimination against those agencies and the personnel of those agencies who fail to comply with the applicable state laws and this chapter. This commission also has the power to order discontinuance of any departmental or division employment pattern or practice deemed discriminatory in intent by the commission, after a hearing on the record, and may seek court enforcement of such an order. The commission shall utilize the state equal opportunity office as its liaison with state government. The Rhode Island commission for human rights is authorized to make any rules and regulations that it deems necessary to carry out its responsibilities under this chapter, and to establish any sanctions that may be appropriate within the rules and regulations of the state.

§ 28-5.1-7 State services and facilities.

(a) Every state agency shall render service to the citizens of this state without discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. No state facility shall be used in furtherance of any discriminatory practice nor shall any state agency become a party to any agreement, arrangement, or plan which has the effect of sanctioning discriminatory patterns or practices.

(b) At the request of the state equal opportunity office, each appointing authority shall critically analyze all of its operations to ascertain possible instances of noncompliance with this policy and shall initiate sustained, comprehensive programs based on the guidelines of the state equal opportunity office to remedy any defects found to exist.

§ 28-5.1-8 Education, training, and apprenticeship programs.

(a) All educational programs and activities of state agencies, or in which state agencies participate, shall be open to all qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, or disability. These programs shall be conducted to encourage the fullest development of the interests, aptitudes, skills, and capacities of all participants.

(b) Those state agencies responsible for educational programs and activities shall take positive steps to insure that all programs are free from either conscious or inadvertent bias, and shall make quarterly reports to the state equal opportunity office with regard to the number of persons being served and to the extent to which the goals of the chapter are being met by the programs.

(c) Expansion of training opportunities shall also be encouraged with a view toward involving larger numbers of participants from those segments of the labor force where the need for upgrading levels of skill is greatest.

§ 28-5.1-9 State employment services.

All state agencies, including educational institutions, which provide employment referral or placement services to public or private employees, shall accept job orders, refer for employment, test, classify, counsel and train only on a nondiscriminatory basis. They shall refuse to fill any job order, which has the effect of excluding any persons because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. The agencies shall advise the commission for human rights promptly of any employers, employment agencies, or unions suspected of practicing unlawful discrimination. They shall assist employers and unions seeking to broaden their recruitment programs to include qualified applicants from minority groups. In addition, the department of labor and training, the governor's commission on disabilities, the advisory commission on women, and the Rhode Island economic development corporation shall fully utilize their knowledge of the labor market and economic conditions of the state, and their contacts with job applicants, employers, and unions to promote equal employment opportunities, and shall require and assist all persons within their jurisdictions to initiate actions which will remedy any situations or programs which have a negative impact on protected classes within the state.

§ 28-5.1-10 State contracts.

The division of purchases shall prepare those rules, regulations, and compliance reports that require of contractors of this state the same commitment to equal opportunity that prevails under federal contracts controlled by federal executive orders 11246, 11625 and 11375. Affirmative action plans prepared pursuant to these rules and regulations shall be reviewed by the state equal opportunity office. The state equal opportunity office shall prepare a comprehensive plan to provide compliance reviews for state contracts. A contractor's failure to abide by the rules, regulations, contract terms, and compliance reporting provisions as established is ground for forfeitures and penalties that will be established by the department of administration in consultation with the state equal opportunity office.

§ 28-5.1-11 Law enforcement.

The attorney general, the department of corrections, and the Rhode Island justice commission shall stress to state and local law enforcement officials the necessity for nondiscrimination in the control of criminal behavior. These agencies shall develop and publish formal procedures for the investigation of citizen complaints of alleged abuses of authority by individual peace officers. Employment in all state law enforcement and correctional agencies and institutions shall be subject to the same affirmative action standards applied under this chapter to every state unit of government, in addition to applicable federal requirements.

§ 28-5.1-14 State licensing and regulatory agencies.

State agencies shall not discriminate by considering race, color, religion, sex, age, national origin, or disability in granting, denying, or revoking a license or charter, nor shall any person, corporation, or business firm which is licensed or chartered by the state discriminate against or segregate any person on these grounds. All businesses licensed or chartered by the state shall operate on a nondiscriminatory basis, according to equal employment treatment and access to their services to all persons, except unless otherwise exempted by the laws of the state. Any licensee, charter holder, or retail sales permit holder who fails to comply with this policy is subject to such disciplinary action that is consistent with the legal authority and rules and regulations of the appropriate licensing or regulatory agency. State agencies which have the authority to grant, deny, or revoke licenses or charters will cooperate with the state equal opportunity office to prevent any person, corporation, or business firm from discriminating because of race, color, religion, sex, age, national origin, or disability or from participating in any practice which may have a disparate effect on any protected class within the population. The state equal opportunity office shall monitor the equal employment opportunity activities and affirmative action plans of all these organizations.

§ 28-5.1-15 State financial assistance.

State agencies disbursing financial assistance, including, but not limited to, loans and grants, shall hereafter require recipient organizations and agencies to undertake affirmative action programs designed to eliminate patterns and practices of discrimination. At the request of the state equal opportunity office, state agencies disbursing assistance shall develop, in conjunction with the state equal opportunity office, regulations and procedures necessary to implement the goals of nondiscrimination and affirmative action and shall be reviewed for compliance according to state policy.

§ 28-5.1-16 Prior executive orders – Effect.

All executive orders shall, to the extent that they are not inconsistent with this chapter, remain in full force and effect.

§ 28-5.1-17 Utilization analysis.

(a) The personnel administrator, in consultation with the equal employment opportunity administrator within the department of administration, shall annually conduct a utilization analysis of positions within state government based upon the annual review conducted pursuant to §§ 28-5.1-3 and 28-5.1-4. To the extent the analysis determines that minorities as currently defined in federal employment law as Blacks, Hispanics, American Indians (including Alaskan natives), Asians (including Pacific Islanders), are being underrepresented and/or underutilized, the personnel administrator, through the director of administration, directs the head of the department where the underrepresentation and/or underutilization exists to establish precise goals and timetables and assists in the correction of each deficiency, to the extent permitted by law and by collective bargaining agreements. The initial analysis is directed toward service oriented departments of the state, state police, labor and training, corrections, children, youth, and families, courts, transportation, and human services. The equal employment opportunity administrator shall be consulted in the selection process for all positions certified as underrepresented and/or underutilized and reports the results of progress toward goals to the governor and to the general assembly by January 31 and July 31 of each year.

(b) In the event of a reduction in force, the personnel administrator, in consultation with the equal employment opportunity administrator and director of the department(s) where the reduction is proposed, shall develop a plan to ensure that affirmation action gains are preserved to the extent permitted by law and by collective bargaining agreements. The equal employment opportunity administrator shall report the results of the plans and their subsequent actions to the governor and to the general assembly by January 31 and July 31 of each year. Consistent with § 28-5.1-6, the Rhode Island commission for human rights has the power to order discontinuance of any department or division employment pattern or practice deemed discriminatory in intent or result by the commission. The equal opportunity administrator notifies the commission of reports and results under this chapter and acts as the commission's liaison with state government.

POSTING THE VACANCY

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES
OFFICE OF PERSONNEL ADMINISTRATION

DATE: February 25, 1988

FROM: Bradford E. Southworth, Personnel Administrator

ROUTING: Personnel Officials (List #22)
*cc: Directors (List 12) Lists, 14, 15 and Union Officials
List 23

* Directors and Chief Executive Officers or their designees
are responsible for distribution within their organization.

DISPOSITION:

Act on and File

BRIEF DESCRIPTION: CS-376 - Vacancy Notice (Revised February, 1988)

Enclosed are two versions (legal and letter size) of a CS-376 Vacancy Notice as revised. It is your choice to use either size as deemed appropriate for your agency. Some departments indicated a preference of legal size for posting purposes to satisfy affirmative action and recruitment promotion interests.

Many departments/agencies contributed to the process of revision of this form in the hope of improving human resource activities. Some revisions may only benefit a few agencies but are included because of its value to the system at large.

A copy of the vacancy notice must be sent to the Equal Opportunity Section of the Office of Personnel Administration, and the respective bargaining unit.

NOTE: Agencies are responsible for duplicating this form at their own expense.

File in Volume 1 under Procedures

Effective: Immediately

PP-3-PO-3-3.1

VACANCY NOTICE
FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(11/01)

Description of Position	TITLE OF POSITION: _____ CLASSIFICATION CODE: _____ SALARY RANGE: _____ REFERENCE POSITION NO.: _____ Department or Agency Name _____ APPLICATION PERIOD: _____ Division/Section/Unit _____ Assignment(s) / Comments _____ Shift and Days: _____ Job Location: _____ Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement Yes _____ No _____ Name of Bargaining Unit Union: _____ There is* _____ is not _____ a Civil Service List for this position See A/B or Both for Specific Instructions * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.
	General Information to Candidate INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> • The title of the position for which you are applying • Name of department where you are currently employed • Title of your present position and date you entered it • Your business telephone number • Date you entered State service • Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).
Statement of Duties	DUTIES / RESPONSIBILITIES:
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: or Experience: Such as may have been gained through: Special Requirement:
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Telephone #: _____ Fax #: _____ TTY/TDD #: _____ (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

MINORITY REFERRAL AGENCY LIST

**STATE EQUAL OPPORTUNITY OFFICE
MINORITY REFERRAL LIST**

June 30, 2003

Rhode Island Commission on Women Jane M. Anthony, Chair 260 West Exchange, Suite #4 Providence, RI 02903 Phone: 222-6105 Fax: 222-5638 TDD: 222-6106	Community College of RI Minority Affairs Office 1 Hilton Street Providence, RI 02905 Phone: 455-6011 Fax: 455-6180	Goodwill Industries of Rhode Island Jacqueline Dumais VP HR 100 Houghton Street Providence, RI 02904 Phone: 861-2080 Fax: 454-0889 TDD: 276-0875 – 861-6677
Blackstone Valley Comm. Action Program Vincent Ceglie 32 Goff Avenue Pawtucket, RI 02860 Phone: 723-4520 Fax: 725-6550	RI Gov.'s Comm. On Disabilities Bob Cooper, Executive Secretary JO Pastore Complex 41 Cherry Dale Ct Cranston, RI 02920 Phone: 462-0100 Fax: 462-0106 TDD: 462-0101	Ebenezer Baptist Church Ruth P. Isom, Secretary 475 Cranston St. Providence, RI 02907 Phone: 351-1368
Congdon Baptist Church Church Clerk 17 Congdon Street Providence, RI 02908 Phone: 421-4039 Fax: 351-0999	East Providence Community Center Gladys O. Edmonds 1320 Pawtucket Ave. East Providence, RI 02916 Phone: 438-5285 Fax: 438-5530	Department of Labor & Training Walter McGarry Center General 1511 Pontiac Ave. Cranston, RI 02920 Phone: 222-3715 Fax: 222-2731
RI State Equal Opportunity Office A. Vincent Igliazzi, Administrator One Capitol Hill, Third Floor Providence, RI 02908 Phone: 222-3090 Fax: 222-6391 TDD: 222-6144	Brown University, Office of EO/AA Henry V. Johnson, Jr., Dir. PO Box 1890, 164 Angell St. Providence, RI 02912 Phone: 863-2389 Fax: 863-3340	Cape Verdean Progressive Center Orlando Valles 329 Grosvenor Ave. East Providence, RI 02914 Phone: 434-9612 Fax: 455-1299
City of East Providence Onna A. Moniz-John, AAO 145 Tauton Avenue East Providence, RI 02914-4505 Phone: 435-7509 Fax: 438-1719 TDD/Voice: 431-1633	Vietnam Era Veterans' Association Johanne P. Washington 250 Prairie Avenue Providence, RI 02903 Phone: 521-6710 or 521-6711 Fax: 454-4390	Hartford Park Community Center Carl A. Kunstmann 20 Syracuse Street Providence, RI 02909 Phone: 521-0051 Fax: 455-1299
Progreso Latino, Inc. Mario Bueno, Latino Worker Coordinator 626 Broad St. Central Falls, RI 02863 Phone: 728-5920 Fax: 724-5550	Urban League of RI Brenda Gomes, Director of Employment & Ed. 246 Prairie Ave. Providence, RI 02905 Phone: 351-5000 X144 Fax: 454-1946	Johnson & Wales University Sydney LaRose 8 Abbott Place Providence, RI 02903 Phone: 598-1443 Fax: 598-8672
Gay & Lesbian Helpline of RI PO Box 41247 Providence, RI 02904	Dr. Martin Luther King, Jr. Community Ctr. Amanda Frye Leinhos, Ex. Dir. 20 Dr. Marcus F. Wheatland Blvd. Newport, RI 02840 Phone: 846-4828 Fax: 848-7360	International Institute of RI Lucy Santos 645 Elmwood Ave. Providence, RI 02907 Phone: 784-4624 Fax: 467-6530

Roger Williams University
Julie Rego
1 Old Ferry Road
Bristol, RI 02809
Phone: 254-3003
Fax: 254-3370

George Wiley Center
Henry Shelton
32 East Ave.
Pawtucket, RI 02860
Phone: 728-555
Fax: 725-1020

West End Community Center
Deborah A. Wyatt
109 Bucklin St.
Providence, RI 02907
Phone: 467-7990

Rhode Island AFL-CIO
Dislocated Workers Program
Colleen Odell, Director
214 Broadway Street
Providence, RI 02903
Phone: 521-2680
Fax: 521-2684

ACLU-Rhode Island Affiliate
Steven Brown
128 Dorrance Street, Suite 220
Providence, RI 02903
Phone: 831-7171
Fax: 831-7175

Joslin Community Dev. Center
Guia Sanchez-Seaman
231 Amherst Street
Providence, RI 02909
Phone: 421-8062
Fax: 421-8535

Ser Jobs for Progress
Dot McDonough
421 Elmwood Ave.
Providence, RI 02907
Phone: 785-3190
Fax: 461-2507

Vocational Resources, Inc.
Shirely Berger, LICSW
100 Houghton Street
Providence, RI 02904
Phone: 861-2080
Fax: 454-0889
TDD: 331-2830

Providence Housing Authority
Jeanne A. Campbell
285 F Chad Brown Street
Providence, RI 02908
Phone: 751-6400 x 250

City of Providence
EEO/AA
Sybil Baily
25 Dorrance St.
Providence, RI 02903
Phone: 421-7740 x 241
Fax: 272-0867 Tdd: 751-0203

Center for Hispanic Policy & Advocacy
Luisa C. Murillo
421 Elmwood Ave.
Providence, RI 02907
Phone: 467-0111
Fax: 467-2507

Narragansett Indian Tribe
Personnel Director
4375 B South County Trail
PO Box 268
Charlestown, RI 02813
Phone: 364-1100
Fax: 364-1104

New Visions for Newport County
Amy Greenwood
19 Broadway
Newport, RI 02840
Phone: 847-7821
Fax: 847-6220

Boys & Girls Club of Prov. Fox Point
Greg Reinholt
90 Ives St.
Providence, RI
Phone: 444-0758
Fax: 444-0757

Women's Development Corp.
Susan Aitcheson
861A Broad St.
Providence, RI 02907
Phone: 941-2900
Fax: 941-3570

Gov.'s Comm. On Hispanic Affairs
Marta Martinez
421 Elmwood Ave.
Providence, RI 02907
Phone: 785-3028
Fax: 351-0127

Rhode Island Urban Project
Keith A. Oliveira
870 Westminster St.
Providence, RI 02903
Phone:
Fax: 751-3472

Olney Street Baptist Church
Joyce Hall, Church Clerk
100 Olney Street
Providence, RI 02906
Phone: 272-1024

PARI Independent Living Center
Leo Canuel, Executive Director
500 Prospect St.
Pawtucket, RI 02860
Phone: 725-1966
Fax: 725-2104
TDD: 725-1966

Elmood Community Center
Dennis Tabella, Jr., Executive Director
155 Niagara St.
Providence, RI 02907

Rehabilitation & Re-Employment
Paul Murgu, President
115 Cedar Street
Providence, RI 02903
Phone: 272-4552
Fax: 331-4336

RI Educational Opportunity Center
Philomena Fayanjuola
One Hilton St.
Providence, RI 02905-2304
Phone: 455-6028
Fax: 455-6178

Ser Jobs for Progress Island
Dot McDonough, Employment Specialist
101 Main St., Suite 302
Pawtucket, RI 02860
Phone: 724-1820
Fax: 467-2507

Hmong-Lao United Association
Elmwood Community Center
340 Lockwood St.
Providence, RI 02907
Phone: 455-0847
Fax: 621-5631

Rhode Island College
Patricia E. Giammarco
600 Mt Pleasant Ave.
Providence, RI 02908
Phone: 456-8218
Fax: 456-8717
TDD: 456-8216

Women's Center of RI
Cathy O'Hare
BOX 603300
Providence, RI 02906-0300
Phone: 861-2761
Fax: 861-2762
TDD: 861-2760

Rhode Island Indian Council, Inc.
Lucile Hazard
807 Broad St.
Providence, RI 02907
Phone: 941-3494
Fax: 781-2394

Providence College
Iris Sanchez
549 River Ave.
Providence, RI 02908
Phone: 865-2341
Fax: 865-2236

RI Workers Association
Henry Shelton
32 East Ave.
Pawtucket, RI 02860
Phone: 728-5555
Fax: 725-1020

Commission for Human Rights
Michael D. Evora
180 Westminster Street
Providence, RI 02903
Phone: 222-2661
Fax: 222-1616
TDD: 222-2664

Self Help, Inc.
Beth Sapolsky
1000 Bullocks Point Ave.
Riverside, RI 02915
Phone: 437-1000
Fax: 433-1598

Smith Hill Center
William R. Walter
110 Ruggles Street
Providence, RI 02908
Phone: 455-3880
Fax: 455-3887

South County Community Action
Maureen Tessier
1080 Kingstown Rd.
Waakefield, RI 02879
Phone: 884-4282
Fax: 884-4284

GRIEVANCE PROCEDURE

GRIEVANCE PROCEDURE

RHODE ISLAND EQUAL OPPORTUNITY OFFICE
TELEPHONE (401) 222-3090 **TDD (401) 222-6144**

The State Equal Opportunity Office will accept, from both State Employees and Applicants for State employment, complaints of discrimination that are based on race, sex, age, national origin, religion, color, sexual orientation, gender identity or expression, and sexual harassment.

1. A complaint must be filed formally on the “Complaint Information Form”; available through the State Equal Opportunity Office within ten (10) working days from the knowledge of the alleged incident of discrimination, unless it is an ongoing discrimination.

All complaints will remain confidential except to the extent necessary to conduct a review of the facts.

2. An Equal Opportunity Officer will be assigned to investigate the complaint.
3. The Agency Director (Responder) will be notified of the alleged charge.
4. Upon the completion of the investigation, the State Equal Opportunity Office will make a determination as to probable cause based on the summary of facts.
5. When probable cause is not evident, the parties are so informed by the State Equal Opportunity Office.
6. When there is probable cause of discrimination, the State Equal Opportunity Office will try to conciliate the complaint.
7. If an agreement between both parties is not reached, a formal hearing will be scheduled and a Hearing Officer will be assigned by the State Equal Opportunity Office.
8. If and when it has been determined by the Hearing Officer that discrimination exists, the Hearing Officer will advise the State Equal Opportunity Office in writing. The State Equal Opportunity Office will then, by written notification, present findings and recommended corrective action to both parties.

If the corrective action is not implemented within the specified time frame, the State Equal Opportunity Office will notify the Governor.

An individual may also file a complaint with RI Human Rights Commission or the Equal Employment Opportunity Commission. If a charge has been filed, either simultaneously or at a later date, with RI Human Rights Commission or the Equal Employment Opportunity Commission, the State Equal Opportunity Office will defer to either Commission for investigation and any resolution and/or prosecution of any charge.

DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN SERVICES
Office of Personnel Administration
Equal Opportunity

COMPLAINT INFORMATION FORM

1. Complainant Information:

State your name and address:

City State Zip Code

Telephone Number(s):

Work: _____

Home: _____

2. Name of Department:

3. Name of Immediate Supervisor:

4. Respondent Information:

Name and address of agency involved:

City State Zip Code

5. Name and Title of person(s) charged:

6. Date of Alleged Violation:

7. Place of Alleged Violation:

8. Basis of Alleged Complaint:

___ Race/Color: Specify _____

___ Sex: ___ Male ___ Female

___ Age: Date of Birth _____

___ National Origin: Specify _____

___ Religion: Specify _____

___ Sexual Harassment

___ Sexual Orientation

___ Gender Identity or Expression

9. Nature of Charge:

___ Hiring

___ Compensation

___ Job Classification

___ Discharge/Termination

___ Promotion

___ Training

___ Demotion

___ Qualification/Testing

___ Layoff

___ Recall

___ Seniority

___ Intimidation/Reprisal

___ Harassment

(_____)
Case Number

COMPLAINT INFORMATION FORM

(Continued)

10. Explain as briefly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. Also attach any written material pertaining to your case.

11. Why do you believe these events occurred?

12. Have you brought this charge to anyone else's attention?

13. Please list below any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint.

Complainant Signature

Date

Interviewing Officer

RETALIATION/COERCION STATEMENT

RETALIATION OR COERCION

An employee or agent of State Government who shall discriminate against an individual through the use of retaliation, coercion, intimidation, threats or other such action because such individual has filed a complaint, testified or participated in any way in any investigation proceeding or hearing regarding discrimination in employment or public service or because such individual has opposed any act made unlawful under the Americans with Disabilities Act (ADA) or Rhode Island Fair Employment Practices Act or any rules and regulations issued pursuant to either, shall be subject to disciplinary action. Said action may include suspension from employment or dismissal where the discrimination is found to be willful or repeated.

**EMPLOYEE SELF-IDENTIFICATION OF DISABILITY
FORM AND REQUEST FOR REASONABLE
ACCOMODATIONS**

CONFIDENTIAL
EMPLOYEE SELF-IDENTIFICATION OF DISABILITY &
REQUEST FOR REASONABLE ACCOMMODATIONS

In accordance with the Americans with Disabilities Act of 1990, Rhode Island Law §28-5.1 and Executive Order #92-2, the State Equal Opportunity Office invites a qualified individual with a disability to self-identify to be provided reasonable accommodations, if necessary, to perform the essential function for the desired position. FOR EO REPORTING PURPOSES ONLY. COMPLETION OF THIS FORM IS COMPLETELY VOLUNTARY.

NAME: _____ AGENCY: _____
JOB TITLE: _____ DATE: _____

Please check (✓) the category that best describes your disability. (Upon request, verification of disabling condition must be obtained from your physician.) Disabling conditions include, but are not limited to:

- | | |
|--|---|
| <input type="checkbox"/> AIDS | <input type="checkbox"/> Alcoholism |
| <input type="checkbox"/> Blindness or Visual Impairment | <input type="checkbox"/> Cancer |
| <input type="checkbox"/> Cerebral Palsy | <input type="checkbox"/> Deafness or Hearing Impairment |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Drug Addiction |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Heart Disease |
| <input type="checkbox"/> Mental Retardation | <input type="checkbox"/> Mental or Emotional Illness |
| <input type="checkbox"/> Multiple Sclerosis | <input type="checkbox"/> Muscular Dystrophy |
| <input type="checkbox"/> Orthopedic | |
| <input type="checkbox"/> Perceptual Disabilities such as: Dyslexia, Minimal Brain Dysfunction, Developmental Aphasia, or Speech Impairment | |
| <input type="checkbox"/> Other | |

- () Yes, I request a Reasonable Accommodation Needs Assessment Review.
() No Reasonable Accommodation is needed at this time.

Additional Comments: _____

Signature: _____ Date: _____

RIEEO 5/90A
REVISED 2/23/98
RI SEEO (401) 222-3090

EXIT INTERVIEW

CONFIDENTIAL EXIT-INTERVIEW FORM

1. The purpose of this Form is to record information concerning reasons why employees are terminating/transferring from State Service.

2. The Form asks specific questions concerning:
 - A. Employment
 - B. Career Opportunities
 - C. Fair Treatment
 - D. Future Employment with State Government
 - E. If you feel you were discriminated against

3. The Form is completed by the employee who is leaving the department (resignation, transferring to another department, retirement, etc.) The person is interviewed by the Equal Opportunity Officer.

4. The Equal Opportunity Officer should be notified at least five- (5) working days before the employee terminates or transfers.

5. The Form is voluntary and confidential.

Rhode Island State Equal Opportunity Office

CONFIDENTIAL EXIT SURVEY INQUIRY

All information obtained from this inquiry will be handled in a confidential manner and will not be divulged to supervisors, co-workers, or anyone inside or outside the agency. The information will be used as a tool for change and improvements and will not be made part of your personnel record and will not be used to respond to reference checks by future employers. We ask that you be as honest and fair as possible. Please complete and return to the State Equal Opportunity Office, 1 Capitol Hill, Providence, RI 02908-5865. Thank you.

NAME _____ ADDRESS _____ TELEPHONE _____ DATE HIRED _____	JOB TITLE _____ DEPT. / AGENCY _____ DIVISION / UNIT _____ DATE DEPARTED _____
--	---

(Please Check For Equal Opportunity Purposes Only)

Female White Asian Amer/Pacific Islander Hispanic
 Male Black Amer. Indian/Alaskan Native Handicapped

What is your main reason for leaving? _____

What did you like best about your job? _____

What did you dislike about your job? _____

Did you find your employment worthwhile in terms of personal growth and achievement? _____

Do you feel career opportunities were adequately afforded to you? _____

Did you feel free to go to your supervisor to discuss problems about your job? _____

(Over)

EQUAL OPPORTUNITY ADVISORY COMMITTEE

EQUAL OPPORTUNITY ADVISORY COMMITTEE

MISSION:

TO PROVIDE TWO-WAY COMMUNICATION AND SUGGESTIONS ON VARIOUS ASPECTS OF THE EQUAL OPPORTUNITY PROGRAM TO THE AGENCY HEAD AND EQUAL OPPORTUNITY COORDINATOR IN AN AGENCY IN STATE GOVERNMENT.

1. ESTABLISHING THE COMMITTEE:

- A. ALL EMPLOYEES SHOULD BE INFORMED OF OPPORTUNITIES TO SERVE ON THE COMMITTEE.
- B. AGENCY HEAD APPOINTS THE COMMITTEE FROM A LIST OF VOLUNTEERS.
- C. VOLUNTEERS
 - 1. EACH DIVISION OF AGENCY
 - 2. VARIOUS JOB LEVELS
 - 3. MINORITIES, WOMEN, AND PERSON WITH DISABILITIES

2. STRUCTURE:

- A. TERMS OF MEMBERSHIP
- B. ELECTIONS OF OFFICERS
- C. HOW MANY MEMBERS
- D. ALTERNATES
- E. SUB-COMMITTEES
- F. MEETINGS
- G. MINUTES

3. FUNCTIONS (ROLE):

- A. ADVISE – NOT PERFORM
- B. DEVELOP SHORT-TERM OBJECTIVES
- C. IDENTIFY AREAS OF POSSIBLE DISCRIMINATION
- D. ASSIST THE DESIGNEE OF THE AGENCY HEAD WITH PREPARING THE AFFIRMATIVE ACTION PLAN
- E. MONITOR THE PROGRESS OF THE ACTION GOALS AND PROGRAMS, IF NECESSARY, MAKE RECOMMENDATIONS TO IMPROVE.
- F. REVIEW MONTHLY PROGRESS REPORTS
- G. ISSUE A PROGRESS REPORT TO AGENCY HEAD QUARTERLY.

4. CHAIRPERSON (DUTIES):

- A. PREPARE AGENDA FOR MEETING
- B. PRESIDE OVER COMMITTEE MEETINGS
- C. SUBMIT ANY COMMITTEE RECOMMENDATIONS TO THE AGENCY HEAD

5. SECRETARY (DUTIES)

- A. PRESIDE OVER MEETING IN ABSENCE OF CHAIRPERSON
- B. RECORD MINUTES OF THE MEETING
- C. PREPARE MINUTES FOR DISTRIBUTION.

6. **EQUAL OPPORTUNITY COORDINATOR:**

EX-OFFICIO
ADVISOR

7. **EQUAL OPPORTUNITY OFFICER/LIAISON:**

EX-OFFICIO
ADVISOR

8. **AGENCY HEAD:**

SHOULD MAKE A COMMITMENT THAT ALL RECOMMENDATIONS WILL BE
REVIEWED AND ACKNOWLEDGED

9. **EMPLOYEES SHOULD BE INFORMED OF AGENCY POLICY:**

1. NEWSLETTER
2. PAY ENVELOPES
3. EMPLOYEE HANDBOOKS
4. COPIES OF THE AFFIRMATIVE ACTION PLAN POLICY STATEMENT OF KEY PROGRAM ELEMENTS.

10. THE STATE EQUAL OPPORTUNITY OFFICE MAY ISSUE SUCH GUIDELINES,
DIRECTIVES, OR INSTRUCTIONS AS NECESSARY TO CARRY OUT RI GENERAL
LAW 28-5.1.

**LIST OF EQUAL OPPORTUNITY/AFFIRMATIVE
ACTION OFFICERS**

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION OFFICERS

RI DEPARTMENT OF ADMINISTRATION

Division of Human Resources
State Equal Opportunity Office
One Capitol Hill, 3rd Floor
Providence, RI 02908-5865
Phone 222-3090 Tdd 222-6144
FAX 222-6391

A. Vincent Igliazzi, Administrator
State Equal Opportunity Programs

Geraldine Iadevaia, Principal Equal Opportunity Officer

Dolores Farrow, Senior Equal Opportunity Officer

COMMUNITY COLLEGE OF RHODE ISLAND

Providence Campus, John White, Jr.
One Hilton Street
Providence, RI 02905
Phone 455-6011 Tdd 825-2238

RHODE ISLAND COLLEGE

Patricia Giammarco
600 Mt. Pleasant Avenue
Providence, RI 02908
Phone 456-8212 Tdd 456-8061
FAX 456-8379

UNIVERSITY OF RHODE ISLAND

Robert E. Gillis, Director
Affirmative Action Equal Opportunity & Diversity
Carlotti Administration Building
Kingston, RI 02881
Phone 792-2442 Tdd 792-2285

LIST OF STATE ENFORCEMENT AGENCIES

ENFORCEMENT AGENICES

Department of Administration

Office of Personnel Administration
State Equal Opportunity Office
One Capitol Hill
Providence, RI 02908-5865
TEL # (401) 222-3090
TDD # (401) 222-6144
FAX # (401) 222-6391

RI Commission for Human Rights

180 Westminster St. Ste. 3
Providence, RI 02903-1918
TEL # (401) 222-2661/ Voice
TDD # (401) 222-2664
FAX # (401) 222-2616

U.S. Equal Employment Opportunity Commission

1801 L Street NW
Washington, D.C. 20507
TEL # (202) 663-4900/ Voice
TDD # (800) 800-3302
TDD # (202) 663-4494 (for all Area Codes)

Department of Justice

Office of the Americans with Disabilities Act
Civil Rights Division
P.O. Box 66118
Washington, D.C. 20035-6118
TEL # (202) 514-0301/ Voice
TDD # (202) 514-0381
(202) 514-6193 (Electronic Bulletin Board)