

Department of Administrative Services Human Resources Enterprise Diversity Workplan

September 27, 2005

I. Purpose:

To recruit and retain a diverse workforce so that state government will be enhanced by the benefits of diversity and better meet the needs of the public it serves.

II. Action Steps:

Accountability

1. The Governor's Office will establish diversity performance expectations for each department director that address both the representation of protected groups in his/her department and the effectiveness of the Department's Affirmative Action Plan and Performance Plan.

DATE: August 2005

2. The Department of Administrative Services-Human Resource Enterprise (DAS-HRE) will provide the Governor's Office with staffing level updates detailing the following:

On a quarterly basis:

- Progress towards meeting Affirmative Action goals
- Relative improvement made by departments over time

DATE: July, October, January, April

On an annual basis:

- Progress in improving the representation of underutilized groups at each step of the selection process
- Success of practices designed to reduce the separation rate and improve the retention of protected group employees
- Statewide overview of progress towards being balanced with the available labor force

DATE: July 2006

3. DAS-HRE will provide department directors a monthly update on the composition of their workforce including data listing minority hiring opportunities and the outcome of hiring decisions for underutilized job classes.

DATE: Beginning October 2005

4. DAS-HRE will assist department directors in writing diversity performance standards for their management team.

DATE: On request

5. DAS-HRE will review affirmative action plans and assist departments in establishing diversity program goals that will be submitted to the Governor's Office.

DATE: September 2005, in coordination with the Annual Affirmative Action report

Process Improvements

1. DAS-HRE will meet with departments to identify barriers in the HR system that limit their ability to have a diverse workforce and identify ways to eliminate those barriers. Items discussed will include classification descriptions, position descriptions, job postings, performance appraisals, and training plan development.
DATE: October-November 2005
2. DAS-HRE will meet with the Department of Human Rights to identify ways to expand the State's recruitment efforts in order to reach a larger number of diverse applicants at all skill levels.
DATE: August-October 2005
3. DAS-HRE will establish a method for departments to identify positions that are appropriate for targeted recruitment and that need an extended recruitment period.
DATE: October 2005

Communication

1. DAS-HRE and the Department of Human Rights will write a proposal to the Governor's Office for a department director and division administrator workshop on cultural competency in the workplace.
DATE: October 2005
2. DAS-HRE will provide information to department management liaisons, as well as managers and supervisors on trends reflected by their workforce data, guidance on creating a welcoming work environment, expanding recruitment efforts, and the value of improving cultural competencies within their workplace. In addition, DHR and HRE will offer a menu of services available to departments in identifying cultural competencies, reviewing existing policies, conducting workplaces assessments, and developing effective department performance plans.
DATE: Beginning October-November 2005
3. DAS-HRE and the Department of Human Rights will develop materials (poster) that could be used for recruitment that show Iowa state government as a welcoming and inclusive workplace.
DATE: November 2005
4. DAS-HRE will continue to survey employees who voluntarily leave state employment to determine why they are leaving and use those findings to improve retention rates.
DATE: Report in December 2005
5. DAS-HRE and the Department of Human Rights will meet with the Department of Economic Development to determine areas of partnership that will help attract diverse applicants to the state.
DATE: September 2005
6. DAS-HRE and the Department of Human Rights will update the advisory committee on progress. Nancy Berggren will schedule the meeting.
DATE: December 2005