

**State of Iowa**  
**Executive Department**

**IN THE NAME AND BY THE AUTHORITY OF THE STATE OF IOWA**  
**EXECUTIVE ORDER NUMBER FOUR**

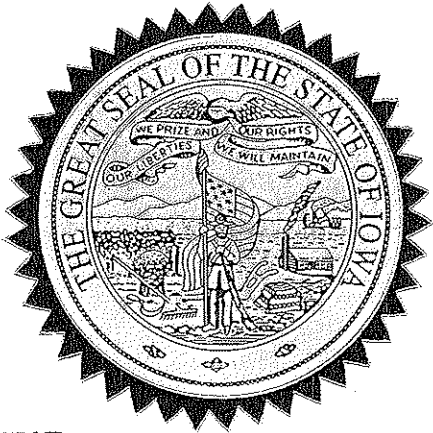
- WHEREAS,** it is a goal of this administration to achieve and maintain a diverse workforce in state government; and
- WHEREAS,** a “diverse workforce” includes employees with differences in age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability; and
- WHEREAS,** it is a further goal of this administration to raise awareness of diversity issues among state employees; and
- WHEREAS,** the hiring practices of the executive branch and their effect on the state’s workforce have been the subject of recent study and administrative review; and
- WHEREAS,** Iowa Code section 19B.2 provides that it is the policy of this state to provide equal opportunity in employment to all persons, and to apply affirmative action measures to correct deficiencies in the state employment system where those remedies are appropriate; and
- WHEREAS,** Iowa Code section 19B.3(1)(a) requires the Department of Administrative Services (DAS), in carrying out its responsibility to administer and promote equal opportunity and affirmative action efforts in the recruitment, appointment, assignment, and advancement of personnel by all state agencies (except the state board of regents and the institutions under its jurisdiction), to designate a position as the state affirmative action administrator.

**NOW, THEREFORE, I,** Chester J. Culver, Governor of the State of Iowa, by the power vested in me by the laws and the constitution of the State of Iowa, do hereby order as follows:

- I. All executive branch agencies shall implement such hiring and management practices that reflect the merit principles of Iowa Code sections 8A.411-.412 and that will enhance the diversity of the State’s workforce under Iowa Code chapter 19B. Each executive branch agency (not including Board of Regents) shall:
  - A. Assure uniform hiring practices are applied throughout the agency. A written summary of the agency’s hiring practices shall be submitted to the director of DAS for approval by February 1, 2008. In evaluating the hiring practices, the Department of Administrative Services-Human Resources Enterprise (DAS-HRE) shall use best practices models. The agency shall work with DAS-HRE to make any necessary changes to the agency’s hiring practices, and implement those changes.
  - B. Develop a recruitment and retention plan that includes a timetable and achievement milestones.
  - C. Work with Iowa Vocational Rehabilitation Services to determine ways to increase employment of persons with disabilities.
  - D. Submit a Diversity Plan to the Diversity Council created by this executive order annually no later than July 31, with the initial plan due on July 31, 2008. These plans shall be used by DAS to develop the State’s Affirmative Action Plan and Report, as required by Iowa Code section 19B.5(2). The Diversity Plan shall:

1. provide information on the agency's hiring and promotion practices, outlining any changes to those practices during the reporting period;
  2. outline the steps taken by the agency to increase diversity in the department by recruiting and retaining a diverse workforce;
  3. outline the steps taken by the agency to train employees on diversity-related issues;
  4. outline how the agency intends to increase diversity among its staff in the next year, based upon the number of anticipated hiring opportunities and current workforce composition; and
  5. describe any other efforts undertaken by the agency during the reporting period to encourage workplace diversity and celebrate diversity.
- II. DAS, in consultation with the Iowa Civil Rights Commission and the Department of Human Rights, shall annually monitor the application of the screening methods used by state agencies, assess their impact on employee groups in the selection process and counsel departments with regard to selection processes that pose barriers to any applicant group. Where systems and methods to gather such selection data are inadequate, efforts to improve them shall be made.
- III. Diversity training shall be required on an annual basis for all state employees making hiring and promotion decisions within their respective agency, including agency directors and deputy directors. The training shall be provided or approved by DAS-HRE.
- IV. A DIVERSITY COUNCIL shall be created.
- A. Membership in the Council shall include:
1. The Governor, or the Governor's designee;
  2. Director of the Department of Administrative Services (DAS), or the director's designee;
  3. the DAS state affirmative action administrator;
  4. the DAS recruitment coordinator;
  5. the executive director of the Iowa Civil Rights Commission, or the executive director's designee;
  6. the director of the Department of Human Rights, or the director's designee;
  7. two additional representatives from the Executive Branch with experience in addressing diversity issues, appointed by the Governor;
  8. one representative from a collective bargaining unit that represents state employees in law enforcement, appointed by the Governor;
  9. one representative from a collective bargaining unit that represents state employees, appointed by the Governor;
  10. three members from the private sector with experience in addressing diversity issues, appointed by the Governor; and
  11. three members from non-profit organizations focusing on diversity issues, appointed by the Governor.
- Members from the private sector and non-profit organizations shall be appointed to three-year staggered terms.
- B. The Diversity Council shall:
1. Engage with private businesses and other governmental entities to recommend and actively promote best practices for optimizing diversity throughout state government.

2. Review the state's policies, procedures and practices related to the hiring of a diverse workforce and recommend methods to insure these are implemented and followed throughout state government. The Council shall include this information in the annual report required in paragraph (5), below.
3. Develop a plan, including suggestions and a timeline for implementation and estimated costs, for training all state employees with respect to diversity. The plan shall be submitted to the Governor no later than March 31, 2008.
4. Develop a state-government referral system, whereby candidates who interview with one agency and are not hired, but may be a good candidate for another agency are referred to that agency for consideration. The system should be in place no later than December 1, 2008.
5. Submit a written report outlining its activities and progress to the Governor's Office no later than June 30 of each year. The first report is due no later than June 30, 2008.



IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of Iowa to be affixed. Done at Des Moines this 26<sup>th</sup> day of October, in the year of our Lord two thousand seven.

CHESTER J. CULVER  
GOVERNOR

ATTEST:

MICHAEL A. MAURO  
SECRETARY OF STATE