

State of California - The Resources Agency DEPARTMENT OF PARKS AND RECREATION		MANUAL
DEPARTMENTAL NOTICE		Administration
SUBJECT		CHAPTER
DPR EQUAL EMPLOYMENT OPPORTUNITY POLICY		1400, Human Rights
ISSUED	EXPIRES	REFERENCE
March 11, 2002	When Incorporated	DAM 1400

DPR 375 (Rev. 10/2001)(Word 10/10/2001)

WHEN APPLICABLE, ENTER THE NUMBER AND DATE OF THIS DEPARTMENTAL NOTICE IN THE MARGIN OF THE MANUAL PAGE, ADJACENT TO THE SECTION(S) AFFECTED BY IT.

This Departmental Notice has been re-created for transmittal in electronic format. The original notice was signed by Denzil Verardo, Chief Deputy Director, Administrative Services.

This Departmental Notice supersedes DN 99-12 and replaces Section 1405 in DAM Chapter 1400, Human Resources.

Effective immediately, the Department's Equal Opportunity Policy is as follows:

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Policy

The California Department of Parks and Recreation (DPR) is committed to equal employment opportunity. The Department will ensure maintenance of a personnel system which provides equal employment opportunity in hiring, training and promotion – under all terms and conditions of employment – for all purposes, at all levels of the Department's work force – regardless of age, sex, race, color, creed, religion, political affiliation, national origin, ancestry, disability, medical condition (cancer and genetic conditions), marital status, and sexual orientation.

It is the Department's policy to ensure that all personnel actions will be conducted in a nondiscriminatory manner. All personnel procedures will be conducted in full compliance with all Federal and State employment requirements. The Department will ensure equal employment opportunity in permanent and seasonal employment, concessions in state parks, grants to local governments, and contracts for goods and services. The Department will provide a work environment that is free of discrimination and harassment based on the factors listed above.

Definitions

Equal employment opportunity is defined as a positive and active effort to provide a discrimination-free work place by recruiting, employing, promoting, and retaining qualified individuals regardless of age, race, sex, color, national origin, creed, religion, political affiliation, ancestry, disability, medical condition (cancer and genetic conditions), marital status or sexual orientation.

AREAS OF RESPONSIBILITY

Director

The Director of the Department of Parks and Recreation will recognize and accept the responsibility to:

- Take corrective measures to eliminate any discrimination and/or harassment of men or women on the basis of sex, people of color, persons with disabilities, or any other protected group in all levels of the Department's work force. To this end, the Department will review and revise, as necessary, its policies, practices, and procedures related to recruitment, examination, selection, appointment, assignment, career advancement, promotion, training and retention of all employees.
- Enforce, practice, and advocate compliance with all laws, rules, regulations and State Personnel Board (SPB) policies as they relate to equal employment opportunity.
- Ensure equality and fairness in the administration of the Department's personnel management system for all employees and applicants for employment.

Chief, Human Rights Office

The Chief of the Human Rights Office (HRO) will initiate and promote the development of systems and policies to ensure equality in employment practices. The HRO will, in cooperation with the SPB, monitor departmental equal employment opportunity related activity.

To ensure nondiscriminatory treatment of all employees, job applicants, and recipients of services, the HRO will maintain a discrimination complaint procedure that will include both informal and formal processes. Informal complaints will be resolved fairly, promptly, and confidentially. Formal complaints of discrimination will be investigated thoroughly and without bias, following up findings with appropriate action.

The HRO will provide training to managers, supervisors, lead persons, and employees in the area of Equal Employment Opportunity, including the prevention of discrimination, harassment and issues relating to people with disabilities.

The HRO will conduct an annual analysis of the Department's work force demographics related to the employment of persons with disabilities, based on relevant area labor force statistics, and will develop an action plan and timetables as required by Government Code Sections 19790-19799. The HRO will also prepare an annual action plan and a report tracking the progress of the Department's Upward Mobility Program for individuals in low-paying occupations. This information will be made available to Department managers to support their efforts to achieve a diverse work force.

Managers

Managers will be responsible for implementation of the Equal Employment Opportunity Program. Any employee who intentionally obstructs the goals and principles of equal employment opportunity may be subject to corrective action.

Supervisors

All DPR supervisors have the responsibility to monitor their unit's total personnel practices to ensure compliance with the spirit and intent of the Department's Equal Employment Opportunity Program. Any employee who intentionally obstructs the goals and principles of equal employment opportunity may be subject to corrective action.

Employees

Every employee has a responsibility to integrate the intent and philosophy of equal employment opportunity and non-discrimination into daily operations.

If you have any questions regarding this notice, contact the Human Rights Office at (916) 653-8148/Calnet 453-8148.

Original Signed By

Denzil Verardo
Deputy Director
Administrative Services