

Office for Equity and Inclusion

Bi-Monthly Update September – October 2018

Director – Wes Sparkman

- Harassment Summary meetings/updates with DOA, ER, Risk Management, Corp Counsel
- Interview Panels
- Hiring process for Contract Compliance Position
- Planned for the November 20, 2018 All Managers Training – Bias and Mindfulness

Manager Policy and Program Improvement & Interim Contract Compliance Specialist – Theola Carter

- Boys and Girls Club Fall Intern Program – 1 Intern working in the Planning Department.
- Planned for the November 20, 2018 All Managers Training – Bias and Mindfulness
- Prepared for the next Employment workshop – November 3

Manager of Equal Employment Opportunity & Diversity Recruitment Specialist – Carrie Braxton

- New Employee Orientation: AA, EE, ADA, Harassment/testing, Complaint Procedure
- Harassment Summary meetings/updates with DOA, ER, Risk Management, Corp Counsel
- OEI Affirmative Action Plan update project
- Recruitment and Retention; employment fairs, appointments
 - Operation Fresh Start – Mock Interviews, job prep, job fair
 - Oregon Public Library – presentation
- Prepared for the next Employment workshop – November 3
- Planned for the November 20, 2018 All Managers Training – Bias and Mindfulness

American Disabilities Act Coordinator (ADA) – Richard Johnson

- The ADA (Americans with Disabilities Act) has strict confidentiality requirements. One of the key requirements is that information about an employee's ADA issues or an ADA request for a reasonable accommodation is only shared on a need to know basis.