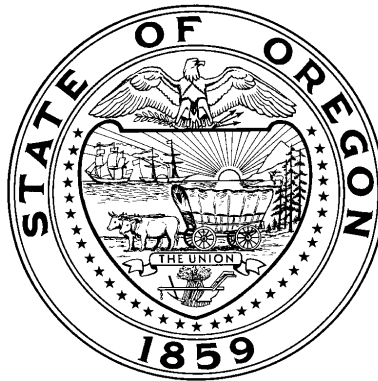


State of Oregon
Board of Parole and Post-Prison Supervision
Jeremiah Stromberg, Executive Director



Affirmative Action Plan
July 1, 2011 – June 30, 2013

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I. Description of Agency

The mission of the Board of Parole & Post-Prison Supervision is to work in partnership with the Department of Corrections and local supervisory authorities to protect the public and reduce the risk of repeat criminal behavior through incarceration and community supervision decisions based on applicable laws, victims' interests, public safety and recognized principles of offender behavior change.

The Board imposes prison terms and makes release decisions on offenders whose criminal conduct occurred prior to November 1, 1989. The Board also makes release decisions for offenders convicted of murder, aggravated murder, or convicted as a dangerous offender, whose criminal conduct occurred after November 1, 1989.

The Board sets conditions of supervision for all offenders being released from prison; imposes sanctions for violations of supervision; issues warrants; and determines whether discharge from parole supervision is compatible with public safety. Discharge from supervision for offenders sentenced under sentencing guidelines occurs automatically upon expiration of the statutory period of post-prison supervision.

The Board's decisions are based on applicable laws, victims' interests, public safety and the recognized principles of offender behavioral change.

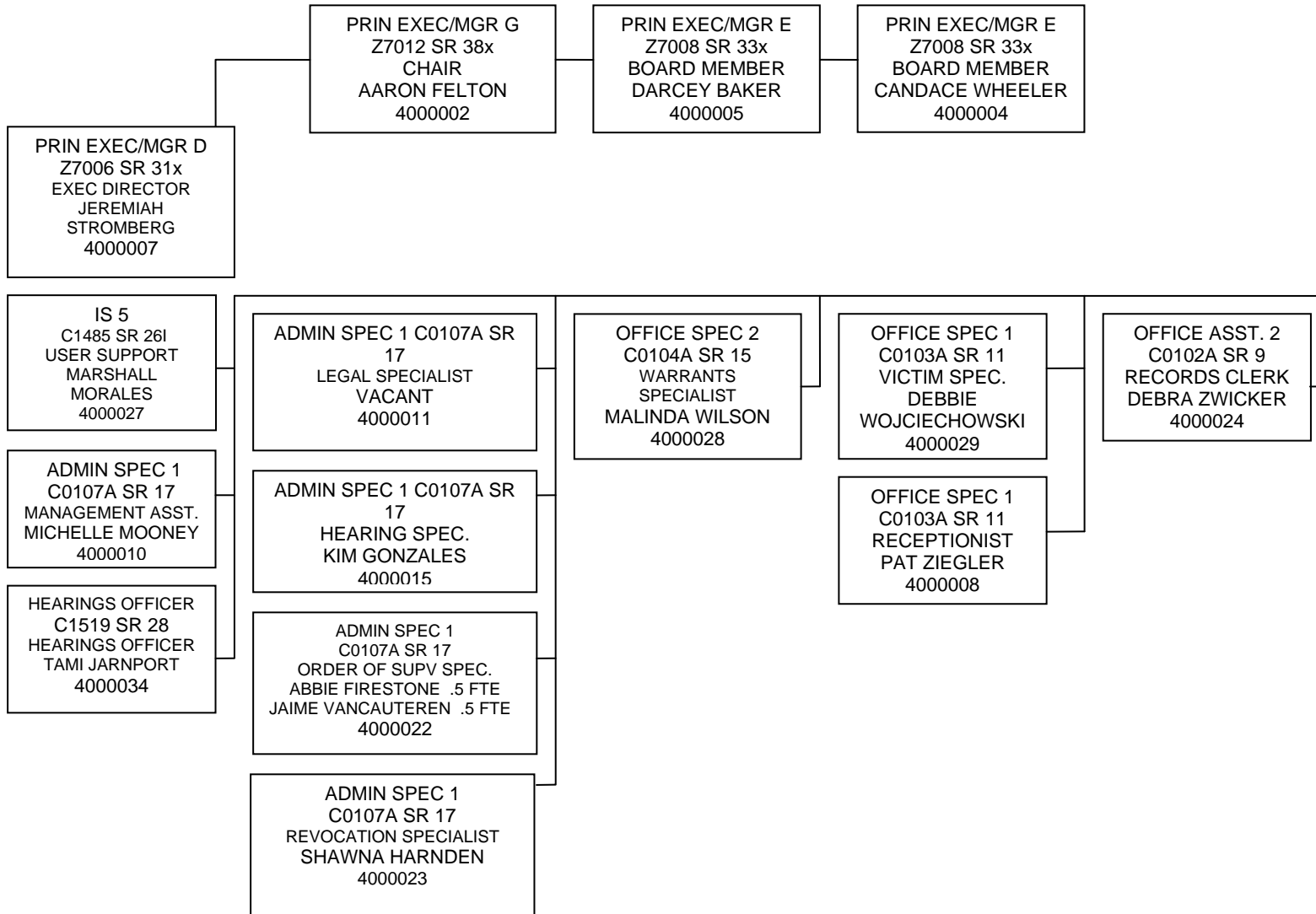
The Governor appoints the three full-time members for four-year terms and also appoints the chair and vice-chair. The full-time Board was authorized in 1969. The Board's Chairperson is Aaron Felton. The Governor's Senior Policy Adviser for Public Safety is Cameron Smith (503) 378-3014.

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(503) 945-0900
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Aaron Felton, Chairperson
(503) 945-9009

| Jeremiah Stromberg, Executive Director/Affirmative Action Representative
(503) 945-0919

**Board of Parole and Post-Prison Supervision
Organizational Chart
(2007-09 Legislatively Adopted Budget)**



II. Affirmative Action Plan

A. Agency Affirmative Action Policy:

EEO/AA Policy Statement/Harassment in the Workplace Policy and Complaint Procedure

The Board of Parole and Post-Prison Supervision is committed to a program of Affirmative Action for fair and equal opportunity regardless of race, creed, color, natural origin, sexual orientation, age, marital status, veteran status, or the presence of any sensory or physical disability.

Board management actively works to create and promote a work environment that is free of sexual advances, sexual or racial harassment or discrimination of any type. It is the Board's policy to investigate any complaint alleging discrimination immediately and to take action to resolve the issue. The Board of Parole and Post-Prison Supervision acknowledges the right of a complainant to file formal charges with appropriate agencies, both state and federal. No employee will be retaliated and/or discriminated against in any manner because the person opposed discrimination or filed a complaint.

This policy is enforced through full commitment to adhering to all applicable laws, rules and procedures of the Oregon Board of Parole and Post-Prison Supervision, the Oregon Department of Administrative Services, the State of Oregon and the federal government.

Staff receive updated copies of this report and understand their rights to file complaints of discrimination and harassment. These would be fairly investigated and resolved by the agency Affirmative Action Officer (AAO) according to State of Oregon policy, with assistance and guidance available from the Human Resources Division of the Oregon Department of Corrections and the Department of Administrative Services. The AAO is responsible for disseminating the policy to all employees by hard copy or e-mail, and through access to the original file on the agency shared computer drive. The AAO will be accountable to report annually to the Board Chairperson any increase in discrimination or harassment claims and for carrying out the plan.

If an employee is not satisfied with the complaint process within the agency and wishes to appeal to an agency decisions may contact one of the organization listed below. Nothing in this policy prevents any person from filing a grievance in accordance with the Collective Bargaining Agreement or a formal complaint with the Bureau of Labor and Industries (BOLI) or Equal Employment Opportunity Commission (EEOC). However, some collective bargaining agreements may require an employee to choose between the complaint procedure outline in the agency's guideline for filing a BOLI or EEOC complaint.

Oregon Bureau of Labor and Industries - Civil Rights Division

State Office Building
800 NE Oregon Street, MS# 32, Suite 1070
Portland, OR 97232
Phone Number: 503.731.4874
Fax Number: 503.731.4069

B. Training, Education and Development Plan and Schedule:

1. **Employees:** The Board encourages all staff to identify and participate in training to develop their skills in order to compete successfully for other career opportunities in and outside the agency. The Executive Director actively seeks training opportunities for all staff members and schedules their attendance accordingly. Board sponsorship for fees or tuition is allowed, as funds are available. There is also the option of receiving time off with pay in order to participate in training or a flexible work schedule in order to participate. The Board conducts staff trainings during weekly staff and monthly Board business meetings. Affirmative Action updates are circulated to staff regularly. Training is ongoing, with plans developed at annual staff retreats. These plans are available to all employees and updated as needed.
 - The small size of the agency and the highly specialized technical nature of the positions require extensive internal education, coaching and cross-training; all employees have the opportunity to pursue advancement both within existing positions and in preparation for moving to other positions within the agency or to our sister agency, the Department of Corrections.
 - As stated earlier, the agency holds weekly staff meetings.
2. **Volunteers:** The Board has no volunteers. However, if volunteers are sought, the Executive Director would require that volunteers review Agency Affirmative Action policy, workplace expectations and complaint procedures.
3. **Contractors/Vendors:** The Oregon Board of Parole and Post-Prison Supervision awarded five personal services contracts during the 2009-11 biennium for the purpose of conducting inmate/offender evaluations at the request of the Board. The Board of Parole and Post-Prison Supervision posts all competitive contracts on the State's ORPIN system to ensure that the pool of responders is as varied as possible. Qualified women and minority-owned businesses are selected when available.

C. Programs:

1. **Internship Programs:** The Board does not have any internship programs.
2. **Community Outreach:** The Board has no independent community outreach in regard to employment recruitment, but does participate with the Department of Corrections in providing announcements and information.
3. **Diversity Awareness Program:** The Board does not have a diversity initiative program. However, elements of such a program are informally in place, including self-evaluation, communication training, cultural awareness and celebrations of diversity, and existing policies and practices that are inclusive and welcoming of all. The Board posts and shares the Governor's diversity proclamation with staff and board members.

D. Update: Executive Order 08-18

- 1. Cultural Competency Assessment and Implementation Services:** Due to the size of the agency (15 FTE), the agency has not requested nor received a Cultural Competency Assessment in the 09-11 biennium.
- 2. Statewide Exit Interview Survey:** The Board will run periodic reports to review the results collected and perform a data analysis. The data analysis will provide an understanding of how much of the voluntary turnover is preventable and how much is non-preventable. This data represents an essential piece of information that is fundamental in the data analysis. If the analysis identifies a negative opinion regarding the agency's workplace environment, the Board will use this information as an opportunity to make changes to improve the work environment for the current employees, and improve job satisfaction.

Note: The Agency is utilizing the Statewide Exit Interview Survey; however, there is so little turnover in personnel and the last few employees who have left the agency have opted not to complete the survey, therefore, the agency does not have any data to reflect a trend analysis or positive / negative results.

- 3. Performance Evaluations of all Management Personnel:** Currently the Agency has one management position, the Executive Director. The current Director is serving under an 18 month contract and has only been contracted for 8 months thus far. Therefore, no evaluation exists to determine improvements, effects, or objectives.

E. Status of Contracts to Minority Businesses (Ors 659A.015)

Twenty percent of all contracts were awarded to minority-owned businesses.

III. Roles for Implementation of Affirmative Action Plan

A. Responsibilities and Accountabilities

1. The Chairperson of the Board of Parole and Post-Prison Supervision has overall responsibility for Board compliance with policy and achievement of the Affirmative Action goals to which the Board is committed, and will provide leadership to management, monitor progress toward meeting goals and objectives, and ensure compliance with applicable federal and state laws, rules, regulations and executive orders.
2. The Executive Director is accountable to the Chairperson for carrying out the Affirmative Action Plan. The Executive Director is measured on Affirmative Action efforts and compliance with the agency's policy. The Executive Director serves as the Agency Affirmative Action Officer and is responsible for investigating or addressing any claims or concerns from employees. The Executive Director is involved in a number of efforts, including AA workshop meetings, trainings and orientations including serving as the agency's liaison to the State/Tribal Summit meetings and public safety cluster liaison.

The Executive Director is the sole supervisor of staff; there are no other managers or supervisors to train or evaluate.

3. The Board's Affirmative Action Representative is responsible for:
 - a) Disseminating affirmative action information through orientation, training and management consultation;
 - b) Coordinating activities to implement the Affirmative Action Plan;
 - c) Monitoring progress toward affirmative action goals.
 - d) Coordinating the development and communication of agency-wide policies and procedures related to AA/EEO.
 - e) Identify opportunities for mentoring, training and developmental assignments to assist qualified minorities, women and disabled persons to increase their job skills and advance their careers.
 - f) Developing or contracting for training for staff on AA/EEO issues, workplace harassment and cultural competence.
 - g) Assuring the agency recruitment efforts are carried out in compliance with AA and EEO goals, and assisting with efforts to meet affirmative action recruitment and promotion of people of color, people with disabilities, women and those under the protected classes.
 - h) Investigate/address complaints, conduct AA information sessions for staff, and oversee and participate in related activities for staff, including members of protected groups. This oversight and participation happens through staff meetings, trainings, e-mail and other activities, including work/social events.
 - i) Because the AAO is the Executive Director, he has the authority, resources and support of top management in the enforcement, refinement or reshaping of the plan.
 - j) The AAO/Executive Director is accountable to the Board Chairperson for the results of the AA goals and objectives.

IV. 2009-2011

A. Accomplishments

The agency is composed of 15 FTE, including the three Board Members. The Board has minorities and women represented in several EEO job categories utilized by the agency. Total representation by women is 80 percent.

The Board utilized State of Oregon Department of Administrative Services training materials in the 2009-11 biennium for the training of Board Members and staff on AA/EEO issues, workplace harassment and cultural competence.

B. Progress Made or Lost Since Previous Biennium

1. Changes in the number of protected classes since the last biennium.
 - People of Color: Unchanged
 - People with Disabilities: Unchanged
 - Women: Unchanged

2. The agency participated in AA Workgroups as time permitted, and shared information sent out by the Workgroup to all staff; this was well received by staff and is viewed as part of our overall retention efforts. The Board is committed to fulfilling its affirmative action requirements. For all position openings, it recruits through our sister agency the Department of Corrections, which provides announcements to DAS and to protected class applicants with a goal of increasing employment of disabled and people of color. Applicants certified as severely disabled receive a copy of the position description, describing the essential functions of the position. Reasonable accommodations for persons with disabilities are made upon request.

The agency has comprehensive retention “strategy” in the fair and respectful treatment of all employees, applicants, and other stakeholders. Employees feel valued and respected as an individual and as a member of the agency team. This is one of the great strengths of this agency. Our low turnover rate has been a blessing as staff have grown and developed as part of the team.

The agency did not identify generations of employees within the agency, but has identified no challenges related to staffing, including recruitment, retention or promotion. All promotional opportunities are monitored for equal access.

The agency did not directly participate in any job fairs in the last year, but did provide materials and announcements to sister agency Department of Corrections, which assists the Board in all recruitment efforts.

V. 2011-2013

A. Goals:

In the 2011-13 biennium, the Board will pursue the following goals and strategies:

1. Maintain the Board’s commitment to affirmative action through the continued development and adherence to its Affirmative Action Plan.

Strategy

- Evaluate and revise policies and procedures as needed to promote the Board’s commitment to affirmative action and equal employment opportunity.
- Recruit qualified persons with disabilities, minorities, women, and other protected classes for position/volunteer vacancies.
- Promote qualified people of color, people with disabilities, women and other protected classes.

2. Continue dialogue among staff and board members to foster understanding and support for the Board’s commitment to affirmative action.

Strategy

- Increase staff and board member knowledge and awareness of affirmative action through review and discussion of the Affirmative Action Plan.

- Train and inform managers and employees as to their rights and responsibilities under the Board’s Affirmative Action policy.
 - Make the complete Affirmative Action Plan available and accessible to all Board members, employees, and contractors.
 - Continue to provide resources for employees to encourage their career development in state services, as is reasonably practicable to do. To accomplish this mission, the Board may provide opportunities for training to employees for developing proficiency, enhancing skills and encouraging development in areas for potential advancement. Staff shall be eligible for mandated and required training and these suggestions are frequently discussed during performance reviews to meet individual goals for upcoming year. Suggested training opportunities will be considered by management for approval.
3. Evaluate and improve if necessary recruitment methods to increase ethnic diversity among Board members as vacancies occur.

Strategy

- Recommend qualified women, minority, and disabled candidates to the Governor’s Office for Board member vacancies.
4. Increase knowledge and skills of the Board’s management staff in applying Affirmative Action and EEO principles and in promoting a diverse workforce environment.

Strategy

- Ensure that managers understand the Board’s Affirmative Action goals and responsibilities and assert their role in achieving these goals.
- Support managers’ knowledge and attendance at equal opportunity, affirmative action, and other diversity-related activities or training activities.
- Maintain management performance appraisal reviews used to evaluate managers on their effectiveness in achieving affirmative action objectives.
- Enforce performance evaluation of the management/supervisory personnel on achieving AA objectives through annual report to the Board Chairperson, including participation in workgroup activities as time permits.
- Board staff play a key role in carrying out the Board’s AA policy, creating a welcoming environment, achieving goals and timelines, and ensuring that staff are able to effectively interact in a professional, respectful manner that values all backgrounds and cultures.
- All staff are encouraged to participate in mentoring programs, regardless of protected class status or level of representation in the agency. All staff are eligible for temporary job rotations/developmentals, and preparation for permanent job assignments. Tools and resources offered include formal training, coaching and mentoring in addition to hands-on job skills training. An employee unsuccessful in achieving a permanent assignment through a job rotation would be encouraged to continue to set and pursue personal and professional goals with the same level of support outlined above.