

Affirmative Action Plan

Oregon Government Ethics Commission

August 1, 2024

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Mission and Vision

Mission:

Impartially and effectively administer and enforce Oregon's Government Ethics Laws for the benefit of Oregon's citizens. OGEC will emphasize education in achieving its mission.

Vision:

The Oregon Government Ethics Commission (OGEC) envisions an agency that is able to support the training needs of the State of Oregon with regards to Oregon Ethics Law, Public Meetings Law, and Lobby Law, while ensuring effective compliance is in place.

Who We Are & Function:

OGEC administers Oregon Ethics Law, Lobby Law, and Public Meetings Law.

The Commission is made up of nine Commissioners. Eight Commissioners are appointed by the Governor upon recommendation by the Legislative Assembly, two each by the Democratic and Republican leaders of the Oregon House and Senate. The Governor selects one Commissioner directly. All Commissioners must be confirmed by the Senate. No more than three of the Commissioners may be from the same political party.

OGEC staff consists of the Executive Director who is appointed by the Commission, and fourteen full-time employees (FTE). Prior to the 2023 Legislative session, OGEC's total staff was nine; however, with the passage of OGEC's budget and [House Bill 2805](#), OGEC grew by six FTE.

Agency Representatives:

Agency Director

Susan V. Myers, Executive Director
susan.myers@ogec.oregon.gov
503-378-5105

Governor's Policy Advisor

Richard Lane
Office of Governor Tina Kotek
503-378-6246

Affirmative Action Representative

Susan V. Myers, Executive Director
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Equity Contact & COBID Lead

Becky Maison, Agency Programs Administrator
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Affirmative Action Policy

This policy applies to all OGEC employees and Commission members. This policy applies to all matters relating to hiring, firing, promotion, benefits, compensation, and other terms and conditions of employment, as well as delivery of OGEC services.

OGEC ensures that it creates, maintains, and embeds a diverse and inclusive environment and organizational culture throughout the agency in keeping with the Office of Culture Change (OCC) and the Governor's Office's (GO) policies. OGEC also ensures that all Oregonians, regardless of gender, age, race, national origin, color, ethnicity, religion, people with disabilities, sexual orientation, veterans' status, or other protected status have a fair and equal chance for available job opportunities within the agency.

OGEC will ensure that it provides an environment for all applicants and employees that is free from sexual harassment and intimidation, creating a professional workplace environment regardless of an individual's race, color, religion, gender, sexual orientation, national origin, age, or disability.

OGEC supports the spirit and letter of equal employment opportunity laws, rules and regulations, affirmative action concepts, and the right of all persons to work and advance based on merit, ability, and potential. OGEC will not discriminate, nor tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position for which the applicant for employment is qualified.

OGEC will continue to maintain zero tolerance for any action that discriminates against an individual for employment, advancement and/or training due to physical or mental disabilities, race, color, religion, gender, sexual orientation, national origin, or age.

OGEC is an autonomous agency, but it receives Human Resource services as a client agency of the Department of Administrative Services (DAS).

The purpose of this statement is to update and maintain the previously initiated affirmative action program for OGEC in keeping with the directive of the GO, State and Federal laws and regulations, and executive orders of the President of the United States of America concerning diversity & inclusion/affirmative action, discrimination/non-discrimination guidelines appropriate under the Civil Rights Acts, equal employment opportunity (EEO) policies, and the Americans with Disabilities Act, by which our good faith efforts must be directed.

We support the work of the OCC and GO, both inside and outside of state government, with everyone from state agency heads, human resources, and on-the-ground staff to community-based organizations and the public. This work not only identifies systemic barriers and weaknesses that stand in the way of a diverse and inclusive workforce, but also finds and implements effective solutions that will fix the problems and improve the performance and service delivery of state organizations. We model our agency's strategies and goals based on the State of Oregon's Diversity, Equity, and Inclusion Action Plan, A Roadmap to Racial Equity and Belonging (see Appendix A).

While OGEC is an organization created and governed by state laws, we are working to build an organization that uses the concepts of diversity, equity, and inclusion (DEI), such as

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problem-solving, innovation, and organizational development, to create a workplace that is stronger, better functioning, and more dynamic, and that can deliver the best possible service to the people of Oregon (see Appendix B).

2023 2025 Progress Report

OGEC took steps towards meeting its affirmative action, diversity, equity, inclusion, and ADA goals, which has led to significant change during the 2021-23 biennium, which supported additional changes in the 2023-25 biennium. In reviewing the recruitment process with OCC, OGEC realized some gaps in the recruitment process and has begun creating processes to improve the overall recruitment structures. OGEC began to improve the recruitment process as noted in the [2023-25 Affirmative Action Plan](#) and utilized the 2023-25 biennium to build up on those steps, such as joining the statewide recruitment network, led by DAS. OGEC has since participated in multiple statewide job fairs, even when not actively recruiting for open positions, which has given OGEC the opportunity to connect with a wide range of people and fields.

One significant change that OGEC implemented based on feedback from a self-shared neuro-divergent candidate was to provide candidates the interview questions twenty-four hours before each interview. This change gave candidates time to provide in-depth and meaningful answers, while accounting for those who may need additional time to process information. Candidates have noted and appreciated this change.

OGEC is committed to improving the recruitment process and has gotten feedback from participants and other agencies on how their agencies have diversified their recruitments. One recommendation, which OGEC is looking to implement, is to change the structure of the interview panel. Historically, the interview panel has been former employees or persons that are familiar with the roles, such as former Department of Justice attorneys who have worked with OGEC. It was brought to OGEC's attention that the panels themselves were lacking in diversity. OGEC has worked with other agencies and subject matter experts to be on panels but has now realized that there should be even more expansion on who is asked to be on the interview panels and is working to change panel makeup.

OGEC Commissioners and staff ratios have historically remained consistent in terms of the protected classes. OGEC has no influence in the makeup of the Commission itself as the Caucuses and Governor determine who makes up the nine-member commission. (See Organization Charts Appendix C).

2023 was an eventful year for OGEC when it comes to change and growth. The passage of [House Bill 2805](#) and OGEC's budget bill allowed OGEC to grow from nine FTE to fifteen FTE. A total of six recruitments added two investigators, three trainers, and one admin to the staff at OGEC. This growth has given OGEC an opportunity to test a few of the changes such as the participation in the job fairs and extended time with interview questions. This growth has also brought forth a change in the generational demographics. Previously, OGEC trended to have more Boomers and Gen-Xers, with a single Millennial. This recent round of hiring as made the demographics more equal in terms of generations. (See Organization Charts Appendix C).

The opportunity for promotion within the agency varies because of the diverse nature of the limited positions, but employees are urged to cross-train whenever possible so that they may

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take advantage of those opportunities when they do occur. OGEC's Executive Director retired at the beginning of 2024. The newly appointed Executive Director hopes to implement more staff training and succession planning to help encourage professional development and growth.

OGEC's Affirmative Action Plan directly relates to [OGEC's Strategic Plan](#) in several ways. One of the goals in the Strategic Plan is to implement and continuously update an agency wide Affirmative Action Plan which OGEC is currently doing. The Strategic Plan also focuses on accessibility and inclusiveness which is a key part of the Affirmative Action Plan. The Strategic Plan also has several key strategies that focus on professional development, training, and succession planning for OGEC staff.

2025 2027 Objectives

In the 2025-27 biennium, OGEC will pursue the following strategies, supporting goals, and implementation processes (goals marked with an * are new):

Strategy 1 – Continue to Update Recruitment Processes

Actions:

- Audit current recruitment processes.
 - Reviewed current recruitment processes for gaps and will implement suggestions, listed below.
- Continue to share employment opportunities with the Office of Cultural Change, Partners in Diversity, and other community-based organizations that serve historically marginalized communities.
 - Ongoing process.
- *Actively participate in Statewide recruitment efforts.
- *Implement post first-round interview surveys to gain immediate feedback on the recruitment process.
- *Work with ABCs and other Boards/Commissions to change/diversify interview panels.

Outcomes/Results:

- Short Term: Increased data of applicants' experience of OGEC recruitment processes and increased awareness of OGEC recruitment opportunities.
- Long Term: More diverse interview panels and applicant pools.

Measures:

- Tools: Survey software (Microsoft forms or Survey Monkey), Email, Workday, Access to Statewide recruitment efforts/job fairs.
- Success: Data to act upon, more diverse panels and pools.

Implementation:

- Agency Programs Administrator is assigned to help achieve the goals.
- Accountability Measures:
 - # of Job Fairs.
 - # of recruitments.
 - # of post interview surveys & participation levels.
 - Diversity of panels.
- Roles: Varies by recruitment but will include assistance in panel selection, job fair participation, and data analysis.

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Strategy 2 - Update Outreach Processes

Actions:

- Hire a Training & Development Specialist 2 to ensure OGEC trainings and opportunities are accessible to all, including historically marginalized communities. ✓
 - Internal promotion effective September 1, 2023.
 - Goal being marked as complete.
- Review current outreach processes. (Part of Strategic Plan)
 - Still in progress.
- Connect with other community-based organizations that serve historically underrepresented communities. (Part of Strategic Plan)
 - Ongoing.
- Educate staff and Commission members on affirmative action processes quarterly. (Part of Strategic Plan)
 - Ongoing.

Outcomes/Results:

- Short Term: Building relationships with community partners and re-introducing Affirmative Action and DEI goals to staff.
- Long Term: Established, working relationships with community partners and internal support of DEI and Affirmative Action.

Measures:

- Tools: Educational resources for staff and updated software for the training team to increase the quality of training materials.
- Success: Established trust with community members and increased requests for advice and trainings.

Implementation:

- Agency Programs Administrator and Curriculum & Training Coordinator are assigned to help achieve the goals.
- Accountability Measures:
 - # of external trainings.
 - # of requests for advice.
 - # of staff educational sessions.
- Roles: Varies by type of training and request as certain requests will involve the Executive Director due to level of complexity.

Strategy 3 - Increase Awareness and Support of Diversity, Equity, and Inclusion among OGEC Commissioners and staff.

Actions:

- Hire a Training & Development Specialist 2 with direct DEI experience. ✓
 - Internal promotion effective September 1, 2023.
 - Goal being marked as complete.
- Stream all Department of Administrative Services and Office of Cultural Change DEI events in the conference room.
 - Ongoing.
- Share and encourage participation by OGEC staff in all DEI events and educational opportunities, such as the Annual DEI Conference.
 - Ongoing.
- *Draft and continuously update an actionable agency [DEI plan](#).
- *Implement bite-sized knowledge opportunities in staff meetings.

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- *Add Leadership evaluation and employee satisfaction survey to hold leadership accountable.

Outcomes/Results:

- Short Term: Respectful discussions during staff meetings around DEI and various events and terminology.
- Long Term: An engrained knowledge and support of DEI within the agency and a safe space to discuss DEI topics.

Measures:

- Tools: Knowledge of DEI, trainings, support from the Office of Cultural Change.
- Success: A respectful and inclusive environment at OGEC.

Implementation:

- Agency Programs Administrator and Executive Director are assigned to help achieve the goals.
- Accountability Measures:
 - # of DEI staff trainings.
 - Leadership & staff accountability measures/surveys.
- Roles: Varies by staff member.

Our strategies to revise and update our current processes, while encouraging awareness of the importance of diversity, equity, and inclusion within our Commission and staff, will be implemented over the next biennium with the hopes of breaking down barriers and creating an inclusive working environment so that all OGEC employees and Commissioners can thrive and feel that they truly belong.

Complaint Process

Informal concerns may be discussed with the Agency Programs Administrator, Becky Maison. Formal complaints should be filed with the Executive Director, Susan Myers, unless the individual filing the complaint is concerned that the Executive Director may be subject to the complaint. If a potential complaint concerns the Executive Director, it should be filed with the Department of Administrative Services CHRO.

Succession Plan

OGEC experienced significant change regarding staffing and succession since the passage of House Bill 2805. In January of 2024, OGEC's long-time Executive Director, Ronald A. Bersin retired. Compliance & Education Coordinator Susan Myers stepped into the role of Executive Director. This change, along with many others, are documented in OGEC's Succession Plan. The Succession Plan includes actionable items such as a long-term training plan that leadership hopes to implement in the 2025-27 biennium to help provide additional structure and goals for staff.

Contracting

Historically, OGEC has not awarded any contracts, services, or personal service contracts to any COBID-certified businesses, including minority or women-owned businesses. OGEC is a small agency that relies primarily on DAS to handle most of our contracting; minimal as the number of contracts may be. As of 2022, 14.8% of contracts awarded through DAS were awarded to COBID-certified businesses (See COBID Charts Appendix D).

Leadership Evaluation Report

OGEC will conduct a leadership evaluation that reports the Executive Director's progress in advancing Affirmative Action goals during their required performance review. The Executive Director is the only supervisory role at the agency currently. OGEC completes yearly reviews on the Executive Director and is currently working to implement the changes to the review as a part of the Governor's Expectations that were released in 2023. OGEC is required to implement the required changes by 2025 and is currently on schedule. These changes and updates will be included in the next iteration of OGEC's Affirmative Action Plan.

Appendix A: State of Oregon Diversity, Equity and Inclusion Action Plan, A Roadmap to Racial Equity and Belonging



Appendix B: OGEC Diversity, Equity & Inclusion Statement

OGEC is committed to establishing, monitoring, and maintaining a diverse workforce, reflective of the population within the State of Oregon, where all employees are valued, treated fairly, and given opportunities to develop, thrive and feel that they truly belong. This is a commitment to an active program that provides equal opportunities for all persons regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age, or disability. Every employee plays a part in our diverse workforce and inclusive work environment by being respectful and supportive, and by acting with integrity to one another. Each person’s skills, talents, knowledge, experiences, and personalities broaden the range of perspectives in and approaches to conducting the work we do at OGEC.

OGEC can best promote excellence by recruiting, retaining, and accommodating a diverse group of staff in an environment of respect that is supportive of their workplace success. This climate of diversity, inclusion, and excellence is critical for a successful agency.

OGEC is an equal opportunity employer that is committed to a proactive role in the recruitment and selection process. OGEC will use diverse recruitment strategies to identify and attract candidates and establish interview panels that represent protected-class groups.

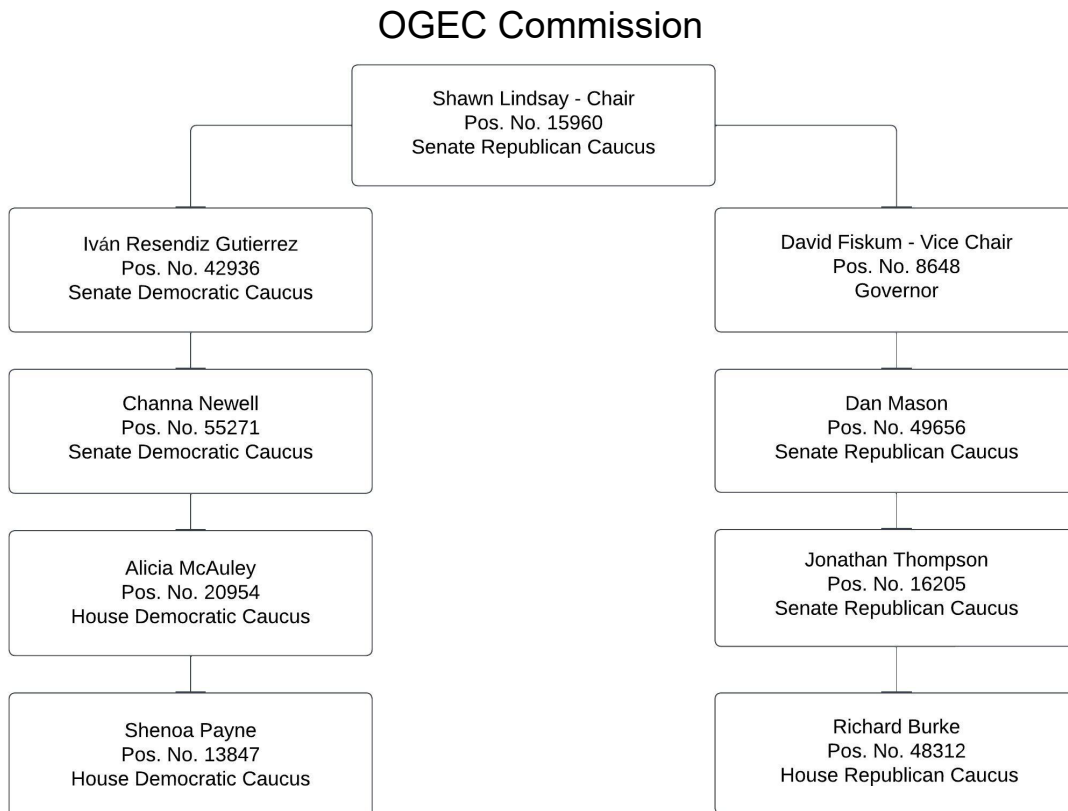
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OGEC is committed to providing broad and culturally enriched training, career growth and developmental opportunities to all employees on an equal basis, enabling them to further advance and promote their knowledge, skills, and abilities and their value of diversity.

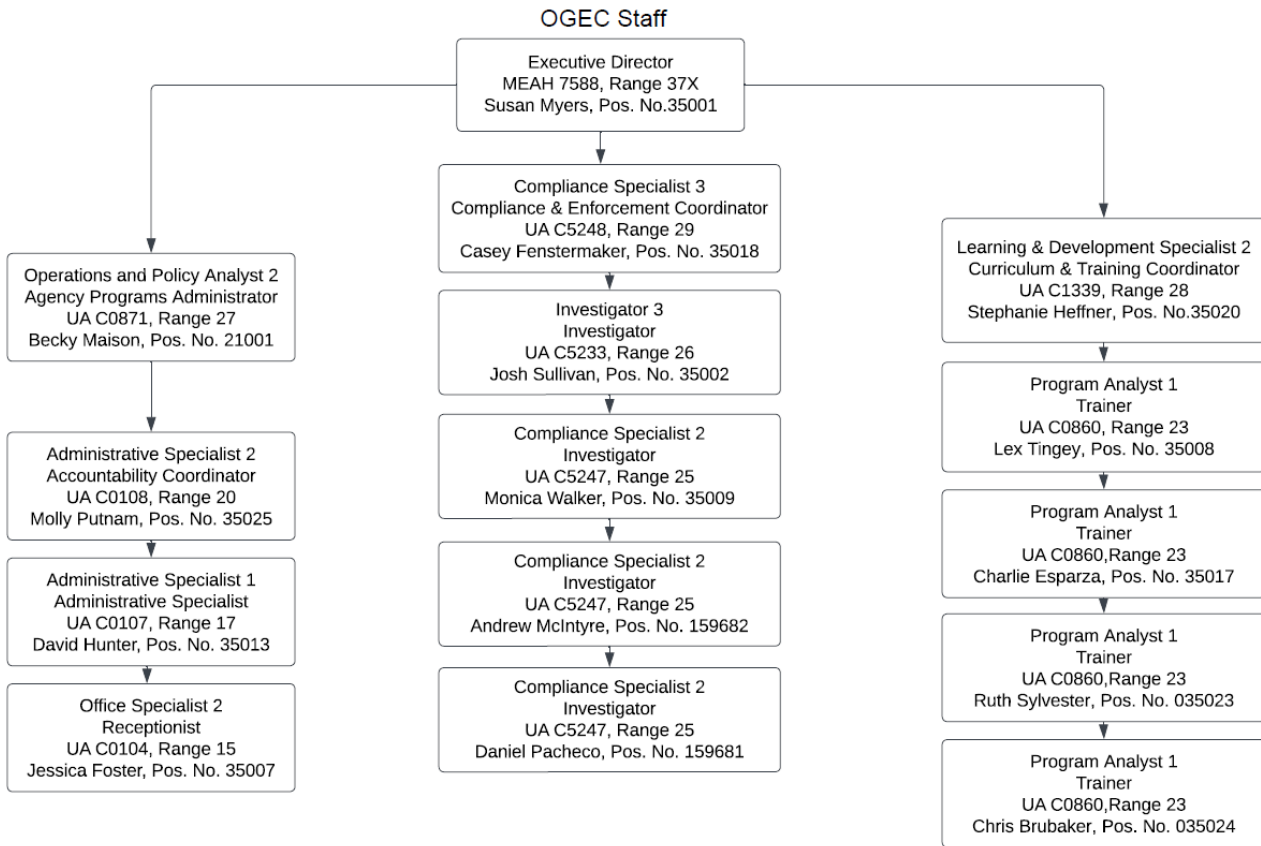
The Affirmative Action Policy and Diversity & Inclusion Statement will appear on OGEC's webpage. Additionally, OGEC's plan will be provided to all new employees, posted in the employees' common area, and linked in OGEC's quarterly newsletter. All OGEC employees, with a higher emphasis of responsibility placed on management employees, are responsible for the implementation of the Affirmative Action Policy and Diversity & Inclusion in the workplace. Employees and Commissioners are expected to ensure that they are aware of the Affirmative Action Policy and Diversity & Inclusion statement and follow the policy and statement guidelines as it pertains to their work, especially during the hiring process.

An individual who has interviewed for employment, who believes they were denied employment based on any of the previously mentioned discriminatory factors, may file a complaint with the Executive Director on behalf of the Commission. If an individual believes the Executive Director was subject to the concerns, a complaint may be filed with the Department of Administrative Services CHRO. All reported incidents will be investigated promptly, thoroughly, impartially, and discreetly. The investigator will notify the complainant in writing of the results of the investigation. Formal appeals/complaints may also be filed with the state's Affirmative Action Office; the Bureau of Labor and Industries; the Equal Employment Opportunity Commission (909 First Avenue, Ste. 400, Seattle, WA 98104-1061); or the United States Department of Labor, Office of Civil Rights.

Appendix C: OGEC Organizational Charts



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Appendix D: [COBID Chart](#)



Affirmative Action Related Policies & Resources

State Policies & Resources:

- [Affirmative Action Policy](#) (ORS 182.100)
- [Policy of affirmative action and fair and equal employment opportunities and advancement](#) (ORS 243.305)
- [Unlawful Discrimination in Employment, Public Accommodations and Real Property Transactions; Administrative and Civil Enforcement](#) (ORS 659A.012, 659A.015)
- [Statewide Diversity, Equity, and Inclusion Action Plan](#)
- [Executive Order 22-11](#)
- [ADA and Reasonable Accommodation Policy](#) (Statewide policy 50.020.10)
- [Discrimination and Harassment Free Workplace](#) (Statewide policy 50.010.01)
- [Duties of Administrator](#) (ORS 240.145)
- [Rules Applicable to Management Services](#) (ORS 240.250)
- [Recruitment and Selection](#) (Statewide policy 40.010.02)
- [Veterans Preference in Public Employment](#) (ORS 408.230)
- [Equal Opportunity and Affirmative Action Rule](#) (105.040.0001)

Federal Policies & Resources:

- [2023 EEO-4 Data Collection Instruction Booklet](#) (eeocdata.org)
- [Age Discrimination in Employment Act of 1967](#) (ADEA)
- [Disability Discrimination Title I of the Americans with Disability Act of 1990](#)
- [Genetic Information Discrimination Title II of the Genetic Information Nondiscrimination Act of 2008](#) (GINA)
- [Equal Pay and Compensation Discrimination Equal Pay Act of 1963](#)
- [Title VII of the Civil Rights Act of 1964](#)
 - National Origin Discrimination
 - Discrimination
 - Race/Color Discrimination
 - Religious Discrimination
 - Sex-Based Discrimination
 - Sexual Harassment
- [Retaliation Title VII of Civil Agency Affirmative Action Policy](#)
- [Executive Order 11246](#) (OFCCP regulations)