



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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June 25, 2012

TO: Agency Directors

FROM: Eva Santos, State Human Resources Director 

SUBJECT: IMPLEMENTING EXECUTIVE ORDER 12-02

As we discussed recently, Governor Gregoire has issued Executive Order (EO) 12-02 on workforce diversity. The new EO removes the detailed affirmative action process and authorizes the State HR Director to establish new agency reporting requirements.

Over the next year my office will develop new requirements utilizing Lean principles. These requirements will allow agencies to focus their resources on building business-specific strategies rather than generating volumes of data.

New requirements will not begin until September 2013. In the interim, agencies will continue reporting diversity data and strategies through your annual HR Management Report. Here is our timeframe:

1. OSHRD convenes inter-agency Diversity Council (June 2012).

As part of our HR governance framework, my office recently convened a group of nine volunteers from a cross-section of agencies. The purpose of this group is to develop and recommend policy and strategy around workforce diversity. This group will be tasked with soliciting input from agencies and developing recommendations on reporting requirements.

2. OSHRD solicits input on reporting process recommendations (July - December 2012).

In collaboration with the Diversity Council, my staff will obtain feedback from agencies on current affirmative action reporting requirements and input on proposed changes.

3. Agencies submit annual HR Management Report (September 2012).

In 2012, agencies will continue to report workforce diversity profiles and strategies through the HR Management Report. This represents no change in current reporting requirements.

4. US Census Bureau publishes new race/gender availability data (December 2012). The US Census Bureau will publish new race and gender workforce data in December. We use the data to compare whether our recruitment and hiring practices are reaching qualified candidates for different types of jobs. Agencies are currently using data from the 2000 Census. Please note that Initiative 200, which passed in 1998, prohibited giving preference on the basis of race, sex, color, ethnicity, or national origin in public employment and other areas, but did not preclude the state from performing this kind of comparative analysis or engaging in targeted outreach and recruitment. Additionally, most of the tools that were in conflict with I-200 disappeared under civil service reform with elimination of job registers and use of underutilized candidates listings, known as '+3', and similar tools.

5. OSHRD prepares new reporting requirements and resources (January - June 2013).

My office will draft new reporting requirements, and vet them with agencies through the Diversity Council. The goal is to have all agency data generated through my office, allowing agencies to focus time and resources on analysis and strategy development. My staff will provide instruction and other resources to help agency staff analyze data and work with agency leadership to develop strategies. I also expect, based on feedback, there will be a renewed focus on building the 'cultural competence' of staff to work with diverse colleagues, customers, and stakeholders. Several agencies, including DSHS, have already started work in this area, and our plan is to leverage their efforts by sharing resources and best practices through the Diversity Council.

6. Agencies prepare and submit new reports (July through September 2013). Agencies will submit reports using the new process, requirements, and tools. Staff from my office and the Diversity Council will be available for instruction and support.

My goal with the new reporting process is to be more focused, efficient and less cumbersome. Please feel free to contact me or Mark Sullivan at 360-664-6322 or mark.sullivan@ofm.wa.gov if you have questions. In the meantime, my office has published several resources, including an FAQ, on our website at <http://hr.wa.gov/diversity>.

cc: Statewide Elected Officials
Presidents, Higher Education Institutions
Boards & Commissions
Ginny Dale, Office of the State Human Resources Director (OSHRD)
Mark Sullivan, Office of the State Human Resources Director
Kari Burrell, Governor's Executive Policy Office
Alexis Oliver, Governor's Executive Policy Office