

New EEO Officer Orientation



CalHR Office of Civil Rights

February 11, 2025

Reminders

- Enable your camera
- Stay muted when not speaking to minimize background noise
- Use the "Raise Hand" feature for verbal contributions during discussions
- Submit questions through the Q&A feature

Expectations

- Courteous and considerate exchange of ideas
- Protect confidential and personally identifiable information



Psychological Safety



A shared expectation held by all participants that no one will embarrass, reject, or punish anyone for sharing ideas, taking risks, or soliciting feedback.

Disclaimer

Matters discussed during this orientation should not be considered legal advice regarding any specific case. Please consult with your Legal Counsel on specific cases and before making any changes to your policies, practices, or procedures.

Introductions

- Name
- Classification
- Department
- Department Size
- Length service as EEO Officer
- Favorite part of your job





PRIMARY RESPONSIBILITIES

The Essence of Your Existence as an EEO Officer



EEO Program Leadership

- Ensure compliance with EEO requirements
- Maintain EEO subject matter expertise
- [Government Code \(GC\) 19795 \(a\)](#)
- [GC 19794](#)
- [California Department of Human Resources \(CalHR\) Statewide Policy 1001 – EEO Officer Role](#)

EEO Advisor to the Director

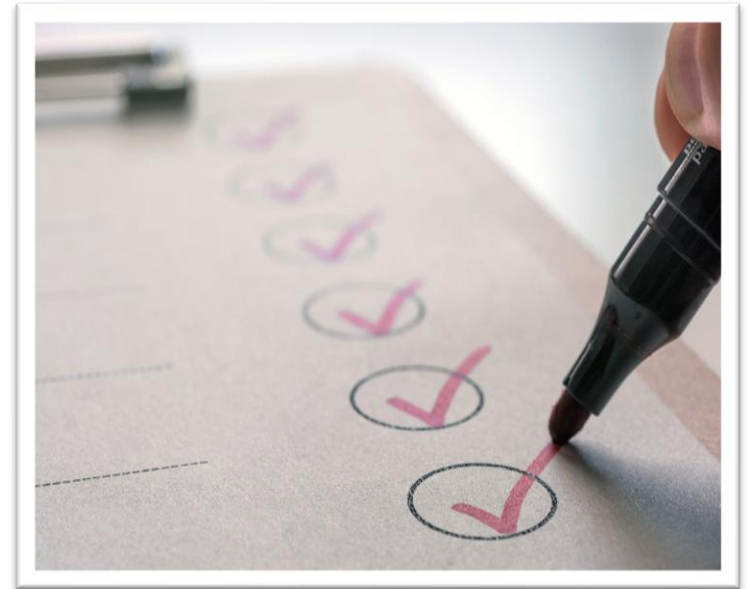
- Approach to EEO matters
- EEO complaints and program status
- The EEO Officer must...
 - Be at a Manager level
 - Directly report to and be supervised by the Director
 - Meet with the Director regularly
- [GC 19795 \(a\)](#)

Discrimination & Harassment Prevention

- Ensure EEO policies are current
- Ensure compliance to Sexual Harassment Prevention Training and other EEO program requirements
- Promptly and effectively respond to internal and external (e.g. CRD & EEOC) complaints
- Conduct thorough and timely investigations
- Monitor post-investigative actions
- [GC 19794](#)
- [GC 12950.1](#)

Other Responsibilities

- Disability Advisory Committee Oversight
- Ensure EEO-Compliant Recruitment and Hiring Process



Non-Exhaustive Training List

- Sexual Harassment Prevention
- EEO Law & Updates
- Conducting EEO Investigations
- Reasonable Accommodation
- LEAP
- Upward Mobility
- DCTS
- Language Services
- Workforce Analysis
- New Supervisor
- Project Management
- Change Management
- Communication Skills
- Writing, Editing, Proofreading
- Interviewing Skills
- Presentation Skills
- Conflict Resolution
- Managing Difficult Behavior



OCR, DCTS, & DEIA STATEWIDE PROGRAMS

Your Partners to Success



EEO

- [CalHR Statewide Policy 1002 – Nondiscrimination Statements](#)
- [GC 19790](#)
- [GC 19794](#)
- [EEO Resources](#)

- Eli Medrano
- Civil.Rights@calhr.ca.gov

EEO Academy

- [Government Code 19790 \(b\)](#)
- EEO Academy Webpage – in development

- Richard Andrews & Brandyn Stark
- eeoacademy@calhr.ca.gov

Discrimination Complaint Tracking System (DCTS)

- [CalHR Statewide Policy 1010 – DCTS](#)
- [GC 19792 \(k\)](#)
- [DCTS Resources](#)

- Leticia Gonzalez & Cheryl Savio
- DCTS@calhr.ca.gov

Diversity, Equity, Inclusion, and Accessibility (DEIA)

- [Executive Order N-16-22](#)
- [DEIA Resources](#)

- Brianna Bolden-Hardge & Erica Morgera
- DEIToolkit@calhr.ca.gov

Language Services Program

- [CalHR Statewide Policy 1003 – Bilingual Services Program \(BSP\)](#)
- [GC 7290-7299.8](#)
- [BSP Resources](#)

- John Hering
- Bilingual@calhr.ca.gov

Limited Examination and Appointment Program (LEAP)

- [CalHR Statewide Policy 1107 – LEAP](#)
- [GC 19240](#)
- [LEAP Resources](#)

- Eli Medrano
- LEAP@calhr.ca.gov

Reasonable Accommodation

- [Statewide Model Policy on Reasonable Accommodation](#)
- [GC 12926](#)
- [RA Resources](#)

- Eli Medrano
- Civil.Rights@calhr.ca.gov

Upward Mobility (UM)

- [CalHR Statewide Policy 1005 – UM Program](#)
- [GC 19400](#)
- [UM Resources](#)

- Eli Medrano
- Civil.Rights@calhr.ca.gov

Workforce Analysis (WFA)

- [CalHR Statewide Policy 1009 – Employee Demographic Data Collection](#)
- [GC 19797](#)
- [WFA Resources](#)

- Kyra van den Bogert
- Workforce.Analysis@calhr.ca.gov

WFA Compliance

- [CalHR Statewide Policy 1009 – Employee Demographic Data Collection](#)
- [GC 19790\(b\)\(2\)](#)
- Compliance Webpage – in development

- Julie Schultze
- Workforce.Analysis@calhr.ca.gov

EEO Academy Courses

- Role of the EEO Officer
- EEO Statutes, Regulations, and Policies
- Conducting Effective EEO Investigations
- Effectively Managing Disability Related & Religious Accommodations
- DCTS
- LEAP Coordinator Training
- Upward Mobility Coordinator
- Annual Workforce Analysis
- Language Services

OCR Roundtables

- Reasonable Accommodation
- Upward Mobility Coordinator
- LEAP Coordinator





PROTECTED CHARACTERISTICS

The Core of EEO



Age	Ancestry	Association with a Member of a Protected Class	Bereavement Leave Usage	[Off-Duty] Cannabis Use
Color	Disability	Family Care and Medical Leave	Gender Identity or Expression	Genetic Information or Characteristic
Marital Status	Medical Condition	Military and Veteran Status	National Origin	Pregnancy, Childbirth, Breastfeeding, or Related Medical Conditions
Pregnancy Disability Leave	Race	Religious Creed	Reproductive Health Decision Making	Reproductive Loss Leave
Sex/Gender	[Freedom from] Sexual Harassment – Hostile Environment	[Freedom from] Sexual Harassment – Quid Pro Quo	Sexual Orientation	Participation in an EEO Protected Activity



STAY CONNECTED!
civil.rights@calhr.ca.gov

