

New EEO Officer Orientation



CalHR Office of Civil Rights
Equity and Accessibility Management Services Division

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 box

Expectations

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



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.



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](#)

Exploring the Facts #1

In 2020 and 2021, sexual harassment ranked as one of the top five complaint types statewide.

True or False?



Exploring the Facts #2

Between 2020 and 2022, retaliation, race, disability, and sex/gender consistently ranked among the top five complaint types statewide.

True or False?



Other Responsibilities

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



Recommended Training (Non-Exhaustive)

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



OCR, DCTS, & DEIA STATEWIDE PROGRAMS

Your Partners to Success



EEO

- [CalHR Statewide Policy 1002 – Nondiscrimination Statements](#)
- [GC 19790](#)
- [GC 19794](#)
- [EEO Resources](#)
- Program Manager:
 - Eli Medrano
 - Civil.Rights@calhr.ca.gov

EEO Academy

- Government Code 19792 (b)&(f)
- Course Registration through CalLearns
- EEO Academy Webpage – in development
- Program Managers:
 - Richard Andrews
 - Brandyn Stark
 - eeoacademy@calhr.ca.gov

Discrimination Complaint Tracking System (DCTS)

- [CalHR Statewide Policy 1010 – DCTS](#)
- [GC 19792 \(k\)](#)
- [DCTS Resources](#)
- Program Managers:
 - Leticia Gonzalez
 - Cheryl Savio
 - DCTS@calhr.ca.gov

Diversity, Equity, Inclusion, and Accessibility (DEIA)

- [Executive Order N-16-22](#)
- [DEIA Resources](#)
- Program Managers:
 - Brianna Bolden-Hardge
 - Dr. Erica Morgera
 - Dr. Jace Kuske
 - DEIToolkit@calhr.ca.gov

Language Services Program

- [CalHR Statewide Policy 1003 – Bilingual Services Program \(BSP\)](#)
- [GC 7290-7299.8](#)
- [Language Services Resources](#)
- Program Manager:
 - John Hering
 - Bilingual@calhr.ca.gov

Limited Examination and Appointment Program (LEAP)

- [CalHR Statewide Policy 1107 – LEAP](#)
- [GC 19240](#)
- [LEAP Resources](#)
- Program Manager:
 - Eli Medrano
 - LEAP@calhr.ca.gov

Exploring the Facts #3

In 2022, 210 LEAP candidates successfully completed their Job Examination Period and were permanently appointed to state service.

True or False?



Reasonable Accommodation

- [Statewide Model Policy on Reasonable Accommodation](#)
- [GC 12926](#)
- [RA Resources](#)
- Program Manager:
 - Eli Medrano
 - Civil.Rights@calhr.ca.gov

Upward Mobility (UM)

- [CalHR Statewide Policy 1005 – UM Program](#)
- [GC 19400](#)
- [UM Resources](#)
- Program Manager:
 - Julie Schultze
 - Workforce.Analysis@calhr.ca.gov

Workforce Analysis (WFA)

- [CalHR Statewide Policy 1009 – Employee Demographic Data Collection](#)
- [GC 19797](#)
- [WFA Resources](#)
- Program Manager
 - 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
- Program Manager:
 - Julie Schultze
 - Workforce.Analysis@calhr.ca.gov

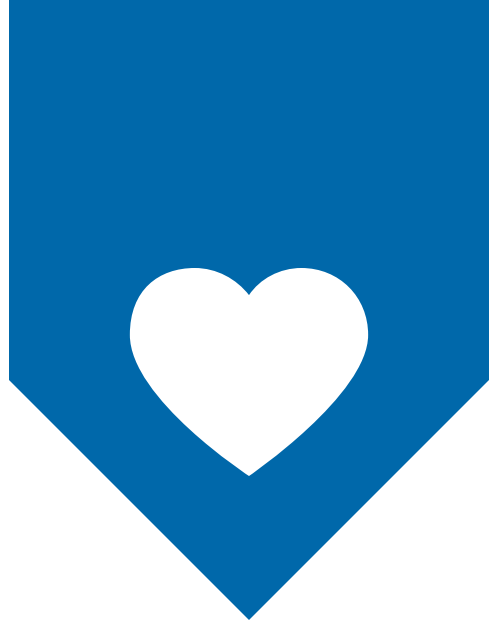
EEO Academy Courses

- 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 |

Small Group Activity





QUESTIONS AND SOLUTIONS





STAY CONNECTED!

civil.rights@calhr.ca.gov

