



United States Department of the Interior

BUREAU OF RECLAMATION
Mid-Pacific Regional Office
2800 Cottage Way
Sacramento, CA 95825-1898

IN REPLY REFER TO:

MP-500
RIM-5.10

JAN 05 2015

Regional Letter No. 14-12
Expiration Date:

JAN 05 2018

MEMORANDUM

To: All Mid-Pacific Region Codes

From: David G. Murillo
Regional Director

Subject: Mid-Pacific Regional Letter - Guidelines for Evaluating Managers and Supervisors
Performance for Diversity and EEO Obligations

Purpose: This letter serves to provide my expectations when evaluating the Diversity/EEO Obligations portion of Critical Element 1 in the Supervisory Performance Appraisal Plan. *No previous administrative release has been issued.*

Scope: These guidelines apply to all managers and supervisors when evaluating the Diversity/EEO Obligations portion of Critical Element 1 in the Supervisory Performance Appraisal Plan.

1. I am committed to the Mid-Pacific (MP) Region's mission and vision for diversity efforts. A strategy for Goal 1 in our Regional Diversity Plan is to ensure supervisor and manager performance ratings reflect diversity efforts, or lack thereof (i.e., completion of mandatory annual EEO/diversity training, participation in outreach and recruitment tied to performance ratings and bonuses, etc.).
2. Attached to this Regional Letter are my expectations when evaluating the Diversity/EEO Obligations portion of Critical Element 1 in the Supervisory Performance Appraisal Plan. Using these illustrative examples when evaluating diversity and EEO obligations will assist us in meeting our diversity accountability goal, of improving our federal employee viewpoint scores on questions 34, 38, 45 and 55 to meet or exceed the government-wide averages over the next five years.

Contacts: Questions or clarifications regarding this policy may be directed to Kathy Schulz at 916-978-5474.

Attachment

Illustrative of fully successful performance:

Understands and demonstrates the principles, policies and objectives of the EEO program and actively endorses those policies; understands the supervisor's role in promoting equal opportunity and diversity. Completes mandatory four hours of EEO training and mandatory four hours of diversity training no later than the end of the Fiscal Year (FY). Actively participates in the pre-recruitment consultation process to attain a diverse applicant pool, making informed decisions prior to advertising vacant positions (succession planning and position management), with consideration for using special hiring authorities such as the Veterans' Recruitment Appointment, hiring of individuals with disabilities, Pathways Program, etc.

Illustrative of superior performance:

In addition to the above illustration, active participation in one Special Emphasis Program/Observance per year (e.g., participating in events, volunteering as guest speaker, assisting in planning an event, encouraging employees to attend, etc.). Commits to additional training or other opportunities to support Diversity/EEO obligations such as membership on the Regional Diversity Council, volunteering ideas and contacts for Special Emphasis Program events or observances, etc. Actively promotes Reclamation as a good employer to sources of qualified and diverse candidates, such as the Latino Water Caucus, universities with diverse student populations, and professional organizations.

Illustrative of exceptional performance:

In addition to the above illustration, actively participates in two or more Special Emphasis Program/Observance events per year (e.g., recruiting or volunteering as a guest speaker, assisting in planning event, accomplishing high employee turnout for one's program/division (e.g., >30%) at an SEP event, etc.). As a member of the RDC, SEPC, or other EEO/diversity-related group contributes substantially to the creation of a policy or program related to the work of those bodies. Independently and substantially contributes time to a diversity-related initiative (e.g., serving as a recruiter for the Workforce Recruitment Program). Participates in two or more community or academic outreach activities per year promoting Reclamation as a model employer to qualified and diverse candidate (e.g., Latino Water Caucus, universities and colleges with diverse student populations, and professional organizations).

In addition to the above illustrations, the activities below are additional examples of outreach, diversity and EEO activities:

Support the Special Emphasis Program by encouraging and soliciting employees to volunteer to serve as an employment coordinator.

Communicates his/her personal commitment to EEO and Diversity policies in writing to all subordinates.

Conducts monthly staff meetings that include reports and/or discussions of MD-715, or relevant EEO or Diversity issues.

Brings forward ideas for ongoing improvements in EEO and Diversity education and climate.

Interviews subordinates to determine what, if any, EEO and Diversity training they desire.

Locates and uses a self-assessment regarding his/her attitudes and perceptions concerning EEO or Diversity policies and practices.

Reviews at least three Federal EEOC decisions (and/or related court decisions) and summarizes their potential impact.

Reads at least one reference book on the subject of EEO, discrimination, civil rights or diversity.

Reviews EEO and diversity policies looking for inconsistencies between policies and practices.

Support efforts to recruit and fill vacancies without regard to race, color, sex, religion, national origin, age, mental or physical handicap and reprisal in occupations where underrepresented.

Re-engineer vacant positions to career ladder and/or upward mobility positions with a goal of achieving parity with CLF.

Take positive action to promote employees mission-critical occupations where underrepresented.

Support detail assignment for employees to gain additional skills and knowledge to become eligible to compete for higher level positions.

Support developmental/long term training assignments and formal and/or formal mentoring of interested employees emphasizing acquiring skills and increased awareness of training and career opportunities.

Become more proactive in nominating employees for honorary awards at the local, Reclamation, or DOI levels, and from professional organizations – e.g., Sustained Superior Performance, Engineer of the Year, Society of Professional Engineers, Federal Women's Program, Society of Hispanic Professional Engineers.