

Administrative Bulletin

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CHIEF, DIVISION OF ADMINISTRATIVE SERVICES

SUBJECT: Equal Employment Opportunity (EEO) Policy

REFERENCE: DOJAM Chapter 7, Section 1

SUPERSEDES ADMINISTRATIVE BULLETIN 17-13

POLICY STATEMENT

DOJ's Equal Employment Opportunity (EEO) Program is a personnel system based on equal employment opportunities and a workplace free from any form of discrimination, harassment (including sexual harassment), or retaliation, pursuant to state and federal laws. DOJ has zero tolerance for discrimination, harassment, and retaliation, and is committed to ensuring that equal employment opportunity laws and practices are followed; the workplace is free from discrimination; all appointments and promotions are based on merit consistent with the California Constitution and regulations governing the civil service merit system; and all state and federal laws prohibiting discrimination, harassment, and retaliation are followed. The Attorney General values and celebrates diversity and inclusion as they bring innovation and a unique strength to the important work that DOJ employees perform in serving all Californians.

AUTHORITY

DOJ follows all state and federal laws prohibiting discrimination, harassment, and retaliation. DOJ also follows the California Constitution which provides for a merit-based civil service system, and all regulations governing civil service appointments.

PURPOSE

DOJ employees must respect diversity and strive for the highest standards in state government by eliminating discrimination and harassment in the workplace. DOJ pursues a course of equal employment opportunity that demonstrates a deep commitment to building and maintaining a professional workforce marked by excellence, integrity, and outstanding public service, and that reflects the diversity of our state and the people we serve. DOJ follows all state Civil Service Regulations and makes all hiring and promotional decisions based on merit principles. Collectively, DOJ's policies and practices that advance these commitments will be referred to as DOJ's Equal Employment Opportunity (EEO) Program.

Individuals have the right to seek, obtain, and hold employment without discrimination, and it is DOJ's policy to protect and safeguard such rights and opportunities. It is an unlawful employment practice to discriminate or harass on the basis of race (including hairstyle and hairstyle texture), religion (including religious dress and grooming practices), color, national origin, ancestry, disability (physical or mental), medical condition, genetic

information, marital status, pregnancy, childbirth, breastfeeding, medical conditions related to pregnancy, childbirth, and breastfeeding), reproduction health decisions, sex, gender, gender identity, gender expression, age, sexual orientation, veteran status, and military leave. If an employee's request for Family and Medical Leave Act (FMLA) leave or a reasonable accommodation is denied, they may have grounds for a discrimination claim if the denial is based on their protected class. Employees who oppose discrimination or participate in a discrimination proceeding are also protected from retaliation.

APPLICATION

Accordingly, the following principles and practices shall govern the DOJ:

- All DOJ hiring and promotional practices, without exception, shall ensure equal employment opportunity. This commitment shall be achieved through policies and practices of recruitment, designed to broaden the pool of potential applicants through vigilance against discriminatory hiring and promotional practices, as well as through appointments and promotions based on state civil service merit principles. For a complete description of the policies and practices used to comply with state civil service merit principles, refer to the DOJ Administrative Manual, Chapter 6 Office of Human Resources, Section 2 Appointments/Employment.
- Discrimination, harassment, and retaliation violate the civil rights of California citizenry and decrease productivity in the workplace. There shall be zero tolerance for such behavior.
- As DOJ's EEO Officer, the Director of the Equal Employment Rights and Resolution (EER&R) Office shall administer DOJ's EEO Program and be directly responsible to the Attorney General (Government Code section 19795(a)).
- The Director of EER&R has statewide responsibility for managing DOJ's efforts to carry out DOJ's EEO Program, including reviewing employment policies, monitoring the selection process and recommending any needed changes, and providing advice to executive staff, managers, and supervisors on important and sensitive issues which have equal employment opportunity considerations.
- The Director of EER&R is responsible for directing DOJ's discrimination complaint process to ensure that it is fair and effective.
- Under the day-to-day oversight of DOJ's division chiefs and program directors, hiring managers and supervisors shall be directly responsible for implementing DOJ's EEO Program and conducting an Annual EEO discussion with their staff. Moreover, hiring managers and supervisors are responsible for maintaining a work environment free from any form of discrimination, including harassment and retaliation.
- To ensure the effective implementation of equal employment opportunities, DOJ management shall regularly review DOJ policies and practices related to employment opportunities, such as recruitment, examination, selection, promotion, and discipline to identify and, to the extent possible, eliminate any policies or practices that tend to create impermissible barriers to equal employment opportunity.

- All DOJ employees are needed and expected to assist in establishing and maintaining an effective EEO Program and a workplace free from discrimination by understanding and implementing DOJ's policies and procedures, through the timely completion of mandatory EEO-related training and by doing their best to ensure that their own on-the-job conduct and speech toward colleagues and the public reflect respect and professionalism, free of bias and discrimination.
- Government Code section 19795, subdivision (b), requires each state agency to establish a committee of employees who are individuals with a disability, or who have an interest in disability issues, to advise the head of the agency on issues of concern to employees with disabilities, and matters relating to the formulation and implementation of a plan to overcome and correct any underrepresentation determined pursuant to Government Code section 19234.
- DOJ's committee is referred as the Disability Rights Advisory Committee (DRAC). DRAC, through the Director of EER&R, advises the Attorney General, Chief Deputy Attorney General, and Chief Deputy of Operations on matters relating to Government Code section 19795, subdivision (b)b, to enhance employment and promotional opportunities for individuals with disabilities and on the effective implementation of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. The EER&R Office collaborates with DRAC and serves as a conduit through which DRAC can recommend improvements to DOJ's personnel and other management practices that impact the EEO Program area.

RESOURCES

Further information about the policies and practices underlying DOJ's EEO Program is contained in the DOJ Administrative Manual, Chapter 7, [Section 1 Equal Employment Opportunity](#).

CONTACT INFORMATION

Contact the EER&R Office at (916) 210-7580 or EERROffice@doj.ca.gov if you have questions regarding this bulletin.