RACIAL EQUITY PLAN

Furthering the Citywide Racial Equity Goals and Strategies For the Period July 1, 2017 to June 30, 2021

Bureau: Bureau of Technology Services Director: Jeff Baer

Action Plan Development Lead(s): Penelope Luedtke

Implementation Team Lead(s): BTS Equity Committee

Bureau Equity Guiding Statement: The BTS Equity Committee purpose is to drive the advancement of equity throughout it's organization.

(Metrics may be impacted by work in progress, i.e., Data Center Move, Portland Builidng Remodel. Flexibility in timing may be required.)

Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions*	Bureau Performance Measures					Evaluation	Lead Staff	Oversight	Due Date
			Year 1 (FY17/18)	Year 2 (FY18/19)	Year 3 (FY19/20) Year 4 (FY20/21	1) Year 5 (FY21/22	Tool	Load Olaii	Oversignt	
acial equity and inclusion is an integral	A racial equity assessment and action	Strategy: Build organizational capacity		No. of the last of		STATE OF		STEET OF THE			
omponent of the Bureau's identity and ulture.	plan exists for the Bureau and is updated annually, with concrete	Action(s):Create Racial Equity Action Plan	Plan exists					OEHR and BTS webpage	BEC	BEC Chair	12/31/2
	responsibilities assigned to relevant staff	Strategy: Operate with urgency and accountability						Webbage	IDEC	IDEC CHAII	12/31/2
	to ensure that annual goals are reached.		Report final by	Report final by	Report final by	Report final by	Report final by	Annual report	BEC AR Sub-		12/31/2
		Strategy (Bureau specific): Communicate importance of racial equity internally and externally						rumaarraport	Committee		12/51/2
			BLT, Mgrs/Sups	All WGs	All WGs	All WGs	All WGs	Staff files	BEC	Baer	1st All Hai in 2017
		Action(s): Share Racial Equity Plan via POG page and newsletter updates	Web sub-com.	Qtrly comm.	Qtrly comm.	Qtrly reminder/Blog posts	Qtrly reminder/Blog posts	POG webpage	BEC Web Sub-	Salazar	2/1/20
	Staff understands how their work is	Strategy: Build organizational capacity		Taxani, commi	Techny commit	Thoses	Ibose	TOO WEDPUBE	Committee	Jaiazai	2/1/20
	connected to the broader racial equity vision of the Bureau's strategic plan and the Citywide goals.	Action(s):Town Hall lead by Jeff Baer, follow through (up) with EC members attending work group meetings	F	1 Town Hall, BEC			1 Town Hall, BEC presents to		BEC Event Sub-		
			Event sub-com	presents to WGs	IWGS	WGs	WGs	Staff files	Committee	Baer	Q1 17
Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions	Bureau Performance Measures					Evaluation Tool	Lead Staff	Oversight	Due Dat
nd disposition in situ government hising	Performance appraisals/evaluations for	Strategy: Be data driven	Year 1	Year 2	Year 3	Year 4	Year 5				
nd promotions	Managers/Supervisors include progress on racial equity and cultural	Action(s):Create racial equity metrics for performance plans acceptable to Labor/Management	Work with LMC.	Performance					BEC AdHoc Sub		
	responsiveness goals.		AdHoc sub-com	measures exist	PMs in use	PMs in use	PMs in use	Staff files		Bauer	12/1/20
		Strategy: Operate with urgency and accountability									
		Action(s): Managers and supervisors' performance are evaluated against their racial equity goals	AdHoc sub-com creates a number of example goals Managers and Supervisors can		100% of	100% of	100% of				
			use in Performance	Committee of the Commit	managers and supervisors	managers and supervisors		Documentation of use is provided			12/1/2017 then on-
			Planning	Mgrs/Supvs	evaluated	evaluated	evaluated	for AR	Committee	BEC Chair	going
		Strategy: Build organizational capacity		,							
	racial bias in the resume review process		All acting SME staff trained	All acting SME staff trained	All acting SME staff trained	All acting SME staff trained	All acting SME staff trained	Personnel files	BEC w/BHR Partner	BEC Chair	On-going
		Strategy: Partner with other institutions and communities			272200000000000000000000000000000000000						Λ
			Review policies and procedures.	Increase in POC, disabled and	Increase in POC, disabled and	Increase in POC, disabled and	Increase in POC, disabled and				
			Update.	APPLICATION AND THE STATE OF	women applicants	women applicants	women applicants	Annual report		BEC Chair with BLT	On-going

	racial equity competencies and staff of color have meaningful opportunities for	Action(s): Organize events for all staff that provide learning and growth in race and disability awareness		2	2	2 quents	2 quents	Annual report	BEC Event Sub- Committee	BEC Chair	On-going
	professional growth	Strategy: Organize and/or promote skill building opportunites for staff	Event sub-com	2 events	2 events	2 events	2 events	Annual report	Committee	BEC CHAII	Ton-going
		For example: - Resume writing - Interviewing skills - Other based on staff suggestions/input - Brown bag sessions organized for staff	Event sub-com organizes 2 events	4 events	6 events	6 events	6 events	Annual report	BEC Event Sub- Committee	BEC Chair	On-going
Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions	Bureau Performance Measures				Evaluation Tool	Lead Staff	Oversight	Due Da	
			Year 1	Year 2	Year 3	Year 4	Year 5				
Strengthen outreach and public engagement for communities of color and immigrant and refugee communities	Materials in at least 5 of the 10 most frequently spoken languages in the Portland area, other than English are available, used, and assessed for racial bias. (i.e. Spanish (& Spanish creole),	Strategy: Build organizational capacity Action(s):Explore opportunities to provide this service. Include in service catalog (?) Market this service, measure how often it is provided.	Project for AdHoc sub-committee. Collect reqs. Create plan.	Service in catalog	Service in catalog	Service in catalog	Service in catalog	Annual report	BEC AdHoc Sub- Committee	Salazar	On-going
	Rules, Policies and Procedures are	Strategy: Build organizational capacity									
	assessed for racial bias and reviewed to ensure materials reflect the diversity in the community served.	Action(s):BTS Equity Committee reviews items at each monthly meeting for racial and disability bias, readability at an appropriate level and gender neutral impact***	on this task for all policies/procedure s	Organize plan to address	Organize plan to	Organize plan to address	Organize plan to address	BTS AR	BEC	BEC Chair	12/1/2
	Representatives from communities of color are participants in development of programs, policy, or services that impact them.	Strategy: Build organizational capacity Action(s): Recruit participants of color for BTS opportunities in internal committees (i.e., hiring panels, MEP, etc.) that are community reps	Baseline data collected			# of participants of color increase each year			BEC	Baer	On-going
		Strategy: Partner with other institutions and communities Action(s):Ensure participants of color participate in the development of external facing applications (i.e., CivicApps, PDX Reporter)	Baseline data			s # of participants e of color increase each year			BEC	BEC Chair	On-goin
Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions	Bureau Performance Measures				Evaluation Tool	Lead Staff	Oversight	Due Da	
			Year 1	Year 2	Year 3	Year 4	Year 5				
reate greater opportunities City overnment contracting	Bureau resources have been allocated to respond to documented racial/ethnic inequities.	Strategy: Build organizational capacity Action(s):Review contractual racial inequities as documented (in partnership with Procurement) create plan to address issue(s)	Plan exists	Check plan progress, adjust	Check plan	Check plan	Check plan progress, adjust	Annual Report	Buyers	Bauer	On-goin
	Grants and contracts are awarded to culturally specific organizations that	Strategy: Operate with urgency and accountability Action(s):Create more transparency about the contracting process. Publish	Standards in newsletter	Standards in newsletter	Standards in newsletter	Standards in newsletter	Standards in newsletter	Annual report	Buyers	Bauer	On-goir
Long-term Goal	Five Year Bureau Objective	standards as newsletter focus one quarter Strategies and Bureau Actions	Bureau Performance Measures					Evaluation Lead Stat			
			Year 1	Year 2	Year 3	Year 4	Year 5	Tool			
Provide equitable City services to all residents	Racial , ethnic and linguistic makeup of customers and stakeholders is collected, tracked and evaluated.	Strategy: Be data driven Action(s):The BTS EC develops data collection methodology and	Data sources								
		infrastructure Strategy: Operate with urgency and accountability	identified	Data collected	Data collected	Data collected	Data collected	Annual report	BEC	BEC Chair	On-goir
		Action(s):Create POG resource on results that are updated each year	NA	Data published	Data published	Data published	Data published	Annual report	BEC	BEC Chair	On-goi
	Leadership have and use a specific equity lens tool when making significant decisions, such as program planning, budgeting, and staffing decisions.	Strategy: Build organizational capacity Action(s):Conduct Equity Tool training for management (provided by GARE)	BLT, Mgrs/Sups attend GARE	25% Workgroups attend GARE	25% Workgroups attend GARE	25% Workgroups attend GARE	25% Workgroups attend GARE	Annual report	BEC Event Sub- Committee	BEC Chair	On-goi

		BLT demonstrates	demonstrate use	Workgroups	Workgroups demonstrate use of RET	Workgroups demonstrate use of RET	Annual report	BEC	Bauer	On-going
		BLT demonstrates	demonstrate use	Workgroups	Workgroups demonstrate use of RET	Workgroups demonstrate use of RET	Completed RETs	BEC	Bauer	On-going
Director Signature		*** Work is current skill set training for	10			eferences. Racial a	ınd disability bias in	rule, polici	es and procedu	res may require

Printed Name

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