RACIAL EQUITY PLAN

Furthering the Citywide Racial Equity Goals and Strategies

For the Period July 1, 2016 to June 30, 2021

Bureau: OMF Director: Fred Miller

Action Plan Development Lead(s): Jane Braaten and Implementation Team Lead(s): OMF Leadership Jen Clodius

Team

Bureau Equity Guiding Statement: The Office of Management and Finance strives to promote equity and inclusion in a racially diverse workforce while reducing disparities in administrative policies and practices.

Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions*	Bureau Performance Measures					Evaluation Tool	Lead Staff	Oversight	Due Date
			Year 1: 2016-17	Year 2: 2017-18	Year 3: 2018-19	Year 4: 2019-20	Year 5: 2020-21	= Evaluation 1001		G.O.O.g.i.	Dao Bato
acial equity and inclusion is	Staff understands how their work is	Strategy: Build organizational capacity									
n integral component of	connected to the broader equity	Action(s): Develop and communicate the OMF	Develop this plan.	OMF-wide Equity	OMF-wide Equity	OMF-wide Equity	OMF-wide Equity	OMF-wide Equity	OMF PIO	OMF Leadership (Ongoing
	vision of the City and OMF's equity	racial equity plan. Reaffirm the OMF-wide	OMF Equity	Committee meets	Committee meets	Committee meets	Committee meets	Committee meeting		Team	
	strategic plan.	Equity Committee.	Committee charge will	regularly and transfers	regularly and transfers	regularly and transfers	regularly and transfers	notes posted to			
			be reviewed with the	information to Bureau	information to Bureau	information to Bureau	information to Bureau	website			
			committee and OMF	Equity Committees	Equity Committees	Equity Committees	Equity Committees				
			leadership								
		Action(s): Establish and support Bureau Equity		BECs meet regularly	BECs meet regularly	BECs meet regularly	BECs meet regularly	BECs confirm meeting	BEC Co-Chairs	OMF Leadership (Ongoing
		Committees (BEC) to address issues of equity						to OMF Equity		Team	
		for each OMF bureau.	reconfirmed and meet					Committee annually			
			regularly								
		Action(s): Provide training on equity literacy,				Provide two OMF-wide		Trainings conducted		OMF Leadership	3/31 annuall
		diversity, respectful communication, and		trainings per calendar	trainings per calendar	trainings per calendar	trainings per calendar		Committee, BEC	Team	
		acknowledging individuals' contributions and		year	year	year	year		Co-Chairs		
		workstyles in order to create a supportive work									
		environment and inclusive workforce.									
		Strategy: Implement a racial equity lens		la	la	la		ls : 0.45	lou		
		Action(s): Management consistently			·		•	Bureau and OMF	• •	OMF Leadership	Annually
		champions racial equity goals through the		Plans and reports	equity report	equity report	equity report	Equity Plan reports	Committee, BEC	Team	
		work of OMF.		4000/ . (4000/ . (4000/ . (4000/ . (0'11	Co-Chairs	OMELIA	O
		Action(s): Provide Equity 101 training to all			100% of employees	100% of employees	100% of employees	CityLearner Report	_	OMF Leadership	Ongoing
		staff within 90 days of their hire date.		attend training	attend training	attend training	attend training			Team	
		Action(s): Incorporate racial equity and cultural	Cultural Competency	Cultural Competency	Cultural Competency	Cultural Competency	Cultural Competency	Performance	Managers &	OMF Leadership 3	3/31 annuall
			component added to	-			remains a component	Evaluation	_	Team	
			performance	of performance			of performance		·		
			evaluation	evaluations	evaluations		evaluations				
		Action(s): Leadership Team and Budget	Equity Tool completed	Equity Tool completed	Equity Tool completed	Equity Tool completed	Equity Tool completed	Equity Tool and BAC	OMF Leadership	OMF Leadership	1/31 annuall
		Advisory Committee use the Budget Equity						Report included with	Team	Team	
		Tool to create budget using an equity lens.						Budget submission			
		, , , , , , , , , , , , , , , , , , , ,	Report completed	Report completed	Report completed	Report completed	Report completed	Annual reports	BEC Co-Chairs	OMF Leadership	6/30 annuall
		bureau in completing bureau and OMF equity								Team	
		plans.									
		Strategy: Operate with urgency and									
		accountability	F '' '	E 1/ 1 // //	le	le ,	le	lo			^
							Equity is included in	Strategic Plan and	· ·	OMF Leadership	Ongoing
			•		_	_	future strategic and	work plans	Team	Team	
		demonstrating the support and commitment of			work plans.	work plans.	work plans.				
		the entire OMF management team.	Plan	research for the next							
				strategic planning cycle							
		Strategy: Communicate additional equity									
		resources		1	1	1	1	1	1		

		Action(s): Provide informational resources related to racial equity through an OMF Equity Committee webpage and regular all-staff emails including information on articles, training opportunities, community events, and research findings.		6 all-staff emails annually	6 all-staff emails annually	6 all-staff emails annually	6 all-staff emails annually	Bureau webpage and all-staff email	OMF Equity Committee, BEC Co-Chairs	OMF Leadership (Team	6/30 annually
Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions*			eau Performance Meas			Evaluation Tool	Lead Staff	Oversight	Due Date
End disparities in staff hiring,	Support bureaus' efforts to	Strategy: Build organizational capacity	Year 1	Year 2	Year 3	Year 4	Year 5				
	eliminate racial and ethnic inequities	Action(s): Require onboarding training for all new employees to ensure every employee has a basic understanding of the City, its	Baseline of new employees complete onboarding documented	Increase from baseline annually	employees take onboarding training within first year of	75% of new employees take onboarding training within first year of	100% of new employees take onboarding training within first year of	CityLearner Report	Managers	OMF Leadership Team	Ongoing
		Strategy: Implement a racial equity lens			employment	employment	employment				
		Action(s): Require bias awareness training for	Materials developed and communicated	90% of panelists receive training	100% of panelists receive training	100% of panelists receive training	100% of panelists receive training	Bias Awareness Training Report	Managers	OMF Leadership (Team	Ongoing
		objectives into all employee job descriptions and recruitment postings. Interview questions should include and actively address equity and inclusion core competencies.	20% of positions will include equity component, equity interview questions developed	40% of positions will include equity component, 100% of interviews include equity questions	60% of positions will include equity component, 100% of interviews include equity questions	80% of positions will include equity component, 100% of interviews include equity questions	100% of positions which include equity component, 100% of interviews include equity questions	Job descriptions	Managers	OMF Leadership (6/30 annually
		Strategy: Be data driven Action(s): Bureaus conduct exit interviews and evaluate trends along race, age, gender, and assess other factors that may contribute to why employees leave the City.			Create and implement a pilot program of exit interviews	10% of voluntary separation employees leaving the City participate in program	leaving the City	Exit interview summary	Managers	OMF Leadership 3	3/31/2019
		Strategy: Partner with institutions and communities Action(s): Support implementation of Employer of Choice resolution to attract, develop and retain a diverse and culturally competent workforce.	Resolution approved by Council.	Support OMF Path to Leadership and Citywide training and development opportunities with and equity focus	Support OMF Path to Leadership and Citywide training and development opportunities with and equity focus	Support OMF Path to Leadership and Citywide training and development opportunities with and equity focus	Leadership and Citywide training and development	Development opportunities offered	Managers	OMF Leadership 3	3/31 annually
		Action(s): Create more entry level jobs and apprentice jobs to increase diversity across culture, race, disability, gender and age.		equity locus	Establish baseline of number of entry level jobs and apprentice jobs	Increase number from baseline		Affirmative Action Plan	Managers	OMF Leadership (Team	6/30 annually
Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions	V.		eau Performance Mea		lv	Evaluation Tool	Lead Staff	Oversight	Due Date
Provide equitable City services to all employees and residents	Racial equity considerations guide all policy, programs, and procedures	Strategy: Build organizational capacity	Year 1	Year 2	Year 3	Year 4	Year 5				
	procedures	Action(s): Equity 101 Training mandated for all City of Portland Employees.		80% of employees attended training	90% of employees attended training	100% of employees attended training	100% of employees attended training	Report from Training & Development	OEHR	OMF Leadership 3 Team	3/31 annually
		Strategy: Be data driven Action(s): Advocate for resources to improve data collection and analysis for employee and contracting data. Strategy: Partner with other institutions and		Develop and submit proposals	Develop and submit proposals	Develop and submit proposals	Develop and submit proposals	Requested Budget	Managers	OMF Leadership Team	1/30/2018
		communities									

		Action(s): Representatives from communities	Identify and provide	Identify and provide	Identify and provide	Identify and provide	Identify and provide	Opportunities provided Managers		OMF Leadership	Ongoing
		of color participate in development of OMF programs, policy, or services that impact them.	opportunities for involvement	opportunities for involvement	opportunities for involvement	opportunities for involvement	opportunities for involvement			Team	
Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions		Bur	reau Performance Meas	sures		Evaluation Tool	Lead Staff	Oversight	Due Date
Strengthen outreach and	Communities of color and	Strategy: Implement a racial equity lens						•		-	-
public engagement for communities of color, immigrant and refugee communities, disabled communities and women	immigrants and refugees have equitable access to OMF services	Action(s): Communication materials are free from racial bias and follow Federal Plain Language Guidelines. Strategy: Partner with other institutions and	_		Follow guidelines and review documents with an equity lens					OMF Leadership Team	Ongoing
		communities Action(s):Provide interpretation/translation services for critical or applicable public materials in languages other than English.			Determine critical services and materials that need to be translated	Plan for translation and respond to requests for interpretation services	Implement plan and respond to requests for interpretation services	Applicable materials translated	Managers and Program Staff	OMF Leadership Team	Ongoing
		Action(s): Citywide recruitments use the Focused Outreach Program.		100% recruitments use program	100% recruitments use program	100% recruitments use program	100% recruitments use program	TBD	Hiring Managers	OMF Leadership Team	TBD
		• • • • • • • • • • • • • • • • • • • •	Participate in at least 30 events annually.	Participate in at least 30 events annually.	Participate in at least 30 events annually.	Participate in at least 30 events annually.	Participate in at least 30 events annually.	Number of events	*	OMF Leadership Team	6/30 annually
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Create greater opportunities for MWESB firms in City	Practices are in place to increase contracting opportunities for minority-owned businesses at or above the City target rate of 20%	Strategy: Reduce institutional barriers to contracting									
government contracting		<u> </u>	Methods instituted	Methods instituted	Increase in annual reporting	Increase in annual reporting	Increase in annual reporting	Annual MWESB repor	t Contract project managers	Procurement	Annual ongoing
		Action(s): Implement Portland Building Reconstruction project Diversity, Inclusion, and Equity Plan.	Meet plan goals	Meet plan goals	Meet plan goals	Meet plan goals	Meet plan goals	Report to Portland Building Community Oversight Committee	Project managers	OMF Leadership Team	Quarterly for duration of the project
		Strategy: Partner with other institutions and communities					•	•			
		Action(s): Support MWESB networks, help			Participate in applicable contracting outreach opportunities				Contract project managers	OMF Leadership Team	Ongoing
	led and approve the structural imp nanges over the coming five years										
Director Signature	millu Fred Miller	Date 21 November 2016									