

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 Building Remodel. Flexibility in timing may be required.)

Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions*	Bureau Performance Measures					Evaluation Tool	Lead Staff	Oversight	Due Date
			Year 1 (FY17/18)	Year 2 (FY18/19)	Year 3 (FY19/20)	Year 4 (FY20/21)	Year 5 (FY21/22)				
Racial equity and inclusion is an integral component of the Bureau's identity and culture.	A racial equity assessment and action plan exists for the Bureau and is updated annually, with concrete responsibilities assigned to relevant staff to ensure that annual goals are reached.	Strategy: Build organizational capacity						OEHR and BTS webpage	BEC	BEC Chair	12/31/2016
		Action(s): Create Racial Equity Action Plan	Plan exists								
		Strategy: Operate with urgency and accountability						Annual report	BEC AR Sub-Committee		12/31/2017
		Action(s): Write Annual Report each year on BTSEC progress towards goals	Report final by EOY	Report final by EOY	Report final by EOY	Report final by EOY	Report final by EOY				
		Strategy (Bureau specific): Communicate importance of racial equity internally and externally						Staff files	BEC	Baer	1st All Hands in 2017
		Action(s): Roll-out Racial Equity Plan to Staff	BLT, Mgrs/Supvs	All WGs	All WGs	All WGs	All WGs				
Action(s): Share Racial Equity Plan via POG page and newsletter updates	Web sub-com.	Qtrly comm.	Qtrly comm.	Qtrly comm.	Qtrly reminder/Blog posts	Qtrly reminder/Blog posts	POG webpage	BEC Web Sub-Committee	Salazar	2/1/2017	
Staff understands how their work is connected to the broader racial equity vision of the Bureau's strategic plan and the Citywide goals.	Strategy: Build organizational capacity	Action(s): Town Hall lead by Jeff Baer, follow through (up) with EC members attending work group meetings	Event sub-com	1 Town Hall, BEC presents to WGs	1 Town Hall, BEC presents to WGs	1 Town Hall, BEC presents to WGs	1 Town Hall, BEC presents to WGs	Staff files	BEC Event Sub-Committee	Baer	Q1 17
Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions	Bureau Performance Measures					Evaluation Tool	Lead Staff	Oversight	Due Date
			Year 1	Year 2	Year 3	Year 4	Year 5				
End disparities in city government hiring and promotions	Performance appraisals/evaluations for Managers/Supervisors include progress on racial equity and cultural responsiveness goals.	Strategy: Be data driven						Staff files	BEC AdHoc Sub Committee	Bauer	12/1/2017
		Action(s): Create racial equity metrics for performance plans acceptable to Labor/Management	Work with LMC. AdHoc sub-com	Performance measures exist	PMs in use	PMs in use	PMs in use				
		Strategy: Operate with urgency and accountability						Documentation of use is provided for AR	BEC AdHoc Sub Committee	BEC Chair	12/1/2017; then on-going
		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 use in Performance Planning	Roll-out to BLT, Mgrs/Supvs	100% of managers and supervisors evaluated	100% of managers and supervisors evaluated	100% of managers and supervisors evaluated				
SME resume reviewers are competent in eliminating institutional and personal racial bias in the resume review process	Strategy: Build organizational capacity	Action(s): Train SME resume reviewers on Bias Awareness	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						Annual report	BEC	BEC Chair with BLT	On-going
		Review hiring procedures, policies and steps for BTS staff. Ensure outreach is formalized. Ensure SME training and reason is understood by hiring managers.	Review policies and procedures. Update.	Increase in POC, disabled and women applicants	Increase in POC, disabled and women applicants	Increase in POC, disabled and women applicants	Increase in POC, disabled and women applicants				
All staff have opportunities to develop	Strategy: Build organizational capacity										

Action(s): Move to using Racial Equity Tool in most decisions; demonstrate knowledge of and use in public decisions, build trust in Equity Tool use in confidential matters.	BLT demonstrates use of RET	Managers/Supervisors demonstrate use of RET	Workgroups demonstrate use of RET	Workgroups demonstrate use of RET	Workgroups demonstrate use of RET	Annual report	BEC	Bauer	On-going
Strategy: Operate with urgency and accountability									
Action(s): Make use of Equity Lens transparent to BTS staff via publishing, training and documentation of use.	BLT demonstrates use of RET	Managers/Supervisors demonstrate use of RET	Workgroups demonstrate use of RET	Workgroups demonstrate use of RET	Workgroups demonstrate use of RET	Completed RETs	BEC	Bauer	On-going

Director Signature: 
 Date: 1-9-17

Printed Name: Jeff Baer

*** Work is currently being done on Admin rules to eliminate gender references. Racial and disability bias in rule, policies and procedures may require skill set training for BTS Staff responsible for this task.

