



Virginia

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Department of Planning & Budget

# **Diversity, Opportunity, and Inclusion (DOI) Plan**

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## VIRGINIA DEPARTMENT OF PLANNING AND BUDGET

### **Statement of the Agency Mission**

The Department of Planning and Budget (DPB) advises the Governor on how to wisely use public resources for the benefit of all Virginians by analyzing, developing, and implementing various fiscal, programmatic, and regulatory policies.

### **Vision Statement**

DPB advises the Governor in the prudent allocation of public resources and promotes the development and implementation of fiscal, legislative, and regulatory policies that maximize empowerment of Virginia's citizens and minimize their dependence on government.

We serve our customers through creative, proactive, objective, accurate, and timely planning, analysis, and evaluation. The department is committed to advancing diversity, opportunity, and inclusion (DOI) across state government. The department will undertake efforts to further enhance its DOI initiatives through staff awareness, offering work-life balance options, development opportunities, and through recruitments efforts.

### **Agency Background and History**

DPB was created in 1976, merging previously existing budget and planning agencies. The agency responsibilities are as follows:

- Development and direction of an integrated policy analysis and planning and budgeting process within state government
- Formulation of an executive budget
- Policy analysis and program evaluation for the Governor
- Operation of a system of budgetary execution to ensure agency activities are conducted within funding limitations provided in the Appropriation Act and in accordance with gubernatorial and legislative intent
- Review and verification of the accuracy of agency estimates of receipts from nongeneral fund revenue
- Oversight of agency capital outlay projects
- Management of the Regulatory Town Hall Web site, including publishing and providing online public comment forums and the preparation of economic impact analyses

DPB is a small state agency with a staff of approximately fifty full-time and wage positions.

### **Commitment to Diversity, Opportunity, and Inclusion**

DPB plays a critical role in state government. It is part of central government operations that provide core financial services to ensure that the Commonwealth of Virginia remains a financially sound state capable of providing the necessary services critical to the safety, health, and security of Virginia citizens.

DPB is committed to ensuring that its workforce remains diverse, and it is committed to embracing diversity, opportunity, and inclusion for its existing employees and for new hires. DPB will continue to promote an inclusive environment both within the agency and when working with constituent agencies, citizens, and contractors. This promotion of diversity, opportunity, and inclusion will be continually examined by agency leadership so that current and relevant resources will be available to improve staff morale, productivity, and cohesiveness.

## **How DPB Defines Diversity, Opportunity, and Inclusion**

**Diversity** addresses traits and characteristics that make a workforce distinctive and unique.

**Opportunity** addresses the advancement and progress of all individuals.

**Inclusion** addresses a workplace that is open to different perspectives and promotes a feeling of belonging that embraces differing viewpoints and ideas.

## **Strategic Goals**

The department will work towards the following goals:

**Goal 1:** Access and Success – Recruit and retain a diverse workforce by increasing access to diverse populations for recruiting.

*Objective 1: Continue to enhance recruitment processes and ensure a diverse applicant pool.*

### Anticipated Deliverable:

- DPB will review all job descriptions posted during recruitment to ensure that the documents address DOI. DPB is part of the shared services bureau at the Department of Human Resource Management (DHRM) and will utilize its partnership to ensure that all job descriptions will attract diverse candidates.
- For all recruitments, DPB will review the composition of applicant pools and interview panels to ensure that these pools address diversity. If any barriers are identified, DPB will work with DHRM to make any needed changes to ensure that diverse applicants are attracted to DPB positions.

*Objective 2: Retain a diverse workforce.*

### Anticipated Deliverable:

- DPB will continue its career progression plan, where staff have opportunities for promotion and growth. Salary adjustments will be made based on performance

and the acquisition of more advanced knowledge and skills and progress to a higher level of duties and responsibilities.

- DPB will promote training and professional development opportunities for all staff.
- DPB will send out communications to all staff asking for ideas that promote staff cohesiveness and other ideas that promote and embrace diversity, opportunity, and inclusion.

**Goal 2:** Welcoming and Respectful Culture - Sustain an agency climate that promotes a strong sense of belonging for all staff and affirms and respects diverse opinions.

*Objective 1: Create a climate that is supportive and respectful and values and integrates differing perspectives and experiences.*

Anticipated Deliverable:

- DPB management will work with individual staff members to ensure that their workplace needs are being met.
- DPB will ensure that all staff take training on *Civility in the Workplace*.
- DPB staff will be offered cross-training opportunities to promote innovative and diverse thinking.
- DPB will offer agency-wide events to recognize staff and their value to the organization.

*Objective 2: Promote diversity and openness in agency.*

Anticipated Deliverable:

- DPB management will continue to promote a culture where employees will feel comfortable expressing ideas and opinions in a respectful manner.
- DPB will promptly address inappropriate workplace behavior and work with DHRM Shared Services bureau to ensure that all concerns and complaints are addressed fairly and in accordance with state guidelines.

**Goal 3:** DPB Training and Education Structure - Continue to engage staff in developing competencies and enhance individualized skills.

*Objective 1: Offer training opportunities that enhance staff skills and interests.*

Anticipated Deliverable:

- Ensure that staff are aware of training opportunities across state government and nationally to promote increased exchanges of ideas and perspectives.

- Offer training opportunities to all staff to enhance technical skills needed in the workplace. These trainings may be identified by DPB management or by DPB staff.

*Objective 2: Increase organizational effectiveness.*

Anticipated Deliverable:

- DPB will continue its existing mentoring programs where less-experienced staff work with senior staff to gain knowledge and exposure, and to meet agency succession planning goals. DPB will continue to match mentoring candidates with appropriate senior staff.
- Review internal policies and procedures for continuous improvement.