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DIRECTOR

COMMONWEALTH OF VIRGINIA
Department Of Human Resource Management

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June 28, 2024

Dear Governor Youngkin and Members of the General Assembly,

Section 2.2-602, paragraph 10, of the *Code of Virginia* (as amended April 8, 2024 under HB 1452), now requires agency heads to submit an annual report assessing the impact of the agency's strategic diversity, equity and inclusion plan on the populations served and on the agency's workforce and budget, directly to the Governor and the General Assembly.

The attached report is provided in response to this Code requirement on behalf of the Department of Human Resource Management (DHRM) for calendar year 2023.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Janet L. Lawson".

Janet Lawson
Director, Department of Human Resource Management

CC: The Honorable Martin Brown, Chief Diversity, Opportunity, and Inclusion Officer
The Honorable Margaret "Lyn" McDermid, Secretary of Administration



Diversity, Opportunity, and Inclusion 2023 Annual Report

Agency: DHRM Year: 2024

2023
Accomplishments

Plan Goal 1: Access and Success

Objective 1:

- Updated the *Hiring Policy 2.10* to remove degree requirements for non-regulated positions (approximately 90%) and provided military service credit for Annual Leave accruals to increase recruitment efforts for individuals with military service.
- Tracked the applications and hires through the Alternate Hiring Process. Since January 2023, 75 disabled employees have been hired, of which 23 were veterans.

Objective 2:

- Improved recruitment processing, tracking, and administration for Executive Branch HR professionals by transitioning to PageUp as a recruitment management system.
- Establish new EEO compliance process and secured to a data analytics vendor to ensure more transparent, accurate, and expedited agency compliance reporting.

Plan Goal 2: Welcoming & Respectful Culture

Objective 1:

- Created ADA Policy Guides to help state agencies better understand accommodations, the interactive process, and how to support employees with disabilities.
- Provided an in-depth review of the *Civility in the Workplace Policy 2.35* at the 2023 DHRM HR Conference.

Objective 2:

- Surveyed agencies on current discrimination complaint and EEO practices and provided follow-up consultations with agencies to enhance internal discrimination complaint reporting and investigation infrastructure.

Plan Goal 3: State Agency DOI Infrastructure and Training

Objective 1:

- In order to support implementation of the DOI Plan across the workforce, we created a cohort for Chief Diversity Officers and HR professionals who hold DOI responsibilities to better share resources and practices regarding the DOI Plan.

Objective 2:

- Updated the agency's strategic plan to include DOI initiatives for 2024-2025.

Objective 3:

- Launched the Commonwealth Leadership Academy in collaboration with VCU's Wilder School of Business to develop state employees in agency leadership positions.
- Launched the Commonwealth Mentorship Program pilot to provide a mentorship opportunity to state employees.





**2024 Agency DOI
Goals**

DHRM Goal 1

Coordinate the complete roll-out of the EEO Compliance Re-Imagined process with the first two rounds of compliance data. This will ensure agencies are collecting metrics related to personnel actions including hiring, terminations, promotions, pay actions, etc. DHRM will provide consultative support to agencies in interpreting data and addressing inconsistencies and opportunities for improvement discovered from data.

DHRM Goal 2

Update, publish and make mandatory training on anti-discrimination laws, bias and inclusive hiring for all positions involved in the recruitment, selection and hiring process.

DHRM Goal 3

Coordinate the statewide employee engagement survey, analyze data, and assist in the development of strategies to address identified opportunities for improvement.

