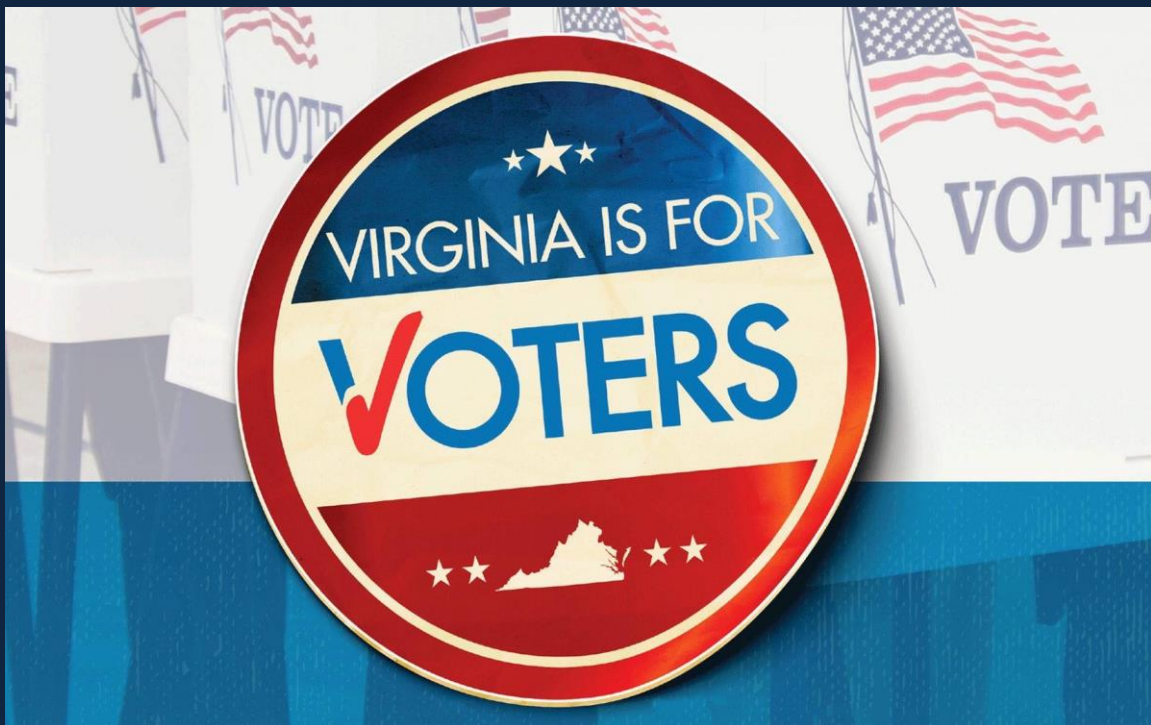




★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

**DIVERSITY, OPPORTUNITY & INCLUSION
STRATEGIC PLAN 2024 - 2026**



ABOUT THE ORGANIZATION

The Virginia State Board of Elections (SBE) was created in 1946 as a nonpolitical agency responsible for ensuring uniformity, fairness, and accuracy in all elections in the Commonwealth of Virginia. The SBE promoted the proper administration of election laws, campaign finance disclosure compliance, and voter registration processes in the state by promulgating rules, regulations, issuing instructions, and providing information to local Electoral Boards and general registrars.

In 2014, the Department of Elections (ELECT) was formed. ELECT conducts the State Board of Elections' administrative and programmatic operations and discharges the board's duties consistent with delegated authority. ELECT is authorized to establish and maintain a statewide automated voter registration system to include procedures for ascertaining current addresses of registrants; to require cancellation of records for registrants no longer qualified; to provide electronic application for voter registration and absentee ballots; and to provide electronic delivery of absentee ballots to eligible military and overseas voters.

MISSION

The Department of Elections promotes and supports accurate, fair, open and secure elections for the citizens of the Commonwealth.

VISION

The Department of Elections envisions a highly modern, efficient and professional electoral process that is trustworthy and accountable at all levels and engages Virginia's diverse citizenry in the most fundamental right in a democratic society: the right to vote.

COMMITMENT TO AGENCY DOI ACTIVITIES

The Department of Elections will take actions to continuously progress toward fostering a fully inclusive environment both internally and externally.

STRATEGIC GOALS

Goal One - Access and Success: Recruit and retain a diverse workforce by increasing access to diverse populations for recruiting.

Objective 1: Continue to improve hiring process and increase access to potential applicants from diverse populations.

- Expand the recruitment process outside of the COV Recruitment system, by utilizing election job boards or other online job boards that have a reach throughout the Commonwealth and the nation
- Utilizing the Alternative Hiring Process for applicants that request it.
- Utilize interview panels that include members of diverse backgrounds and perspectives

Objective 2: Continue to retain and promote a diverse workforce

- Remain committed to promoting training and development for employees at all levels.
- Ensure employees are equipped with the tools to do their job, this includes but is not limited to physical accommodations for work space (ergonomic options)
- Collect employee feedback from multiple sources, including surveys, exit interviews, grievances and hotline investigations and address validated concerns.

Goal Two – Welcoming and Respectful Culture – Create and sustain a culture that welcomes and embraces diverse opinions, independent thinking, and respectful interactions to deliver optimal results for the organization and its customers.


Objective 1: Persist in creating and maintaining a climate that is supportive and respectful and that values and intergrates differing perspectives and experiences

- Promote respect of all individuals and provide clear expectations for collegial interactions and compliance with the Civility in the Workplace Policy.
- Include employees in decision making for employee recognition and appreciation efforts.

Objective 2: Continue to provide an environment where conflicts, concerns, and complaints are aired and

addressed expeditiously.

- Provide managers/supervisors with tools and training for dealing with workplace conflicts
- Provide employees with options for dealing with conflict, such as mediation, counseling and/or training
- Ensure all employees are familiar with DHRM Policy 1.60 Standards of Conduct, and promptly address inappropriate workplace behavior in accordance with this policy.
- Assign a main point of contact and have a process in place for dealing with external complaints and/or concerns

 **Goal Three – State Agency DOI Infrastructure & Training: Maintain a plan and infrastructure that continues to provide individualized skills training and career development for state employees. Agencies report annually on DOI goals and accomplishments.**

Objective 1: Continue to amplify opportunities to advance the goals outlined in this framework

- Continue including the DOI plan into the agency's strategic plan and reporting efforts

Objective 2: Continue to create structures and processes of accountability to increase organizational effectiveness with the Department of Human Resource Management

- Ensure DOI responsibilities and tasks are aligned with other human resource functions
- Review and assess internal policies and procedures throughout the agency to identify opportunities to further organizational excellence.

Objective 3: Continue to provide training and educational workshops available to all employees

- Offer training and educational workshops for employee professional development
- Ensure employees are aware of variety of training programs available, (in-person, virtual, conferences, etc.)