

INFORMATION TECHNOLOGY PROJECTS IN 2011-13

(that Equal or Exceed \$150,000)

Agency Name:	FISH AND WILDLIFE							
Project Name:	ISD-01 UNISYS REPLACEMENT							
Mandated Project?	No		By: N/A					
Budget?	POP 115		ODFW decision makers regularly use information residing on the Unisys platform to make program and policy decisions regarding fish and wildlife management. This package provides funding to mitigate the risk of inaccessibility of information due to unsupportable computer systems and prevents the interruption of sport and commercial fishing and hunting seasons.					
Project Purpose	Routine Lifecycle Replacement							
Project Status	Continuation of Existing Project							
SDC Involvement	None							
Estimate SDC Costs	\$ N/A		Preliminary Estimate	Project Design Estimate				
<p>Project Description: The Unisys platform is no longer a viable solution for ODFW. Its software support ended in 2009. In addition, the declining presence of Unisys support technicians in the Northwest continues to add substantial risk in the event of system failure. As sole source vendor coupled with an aging system, difficulty maintaining the Unisys system is increasing each year as technicians familiar with our installation leave the industry. With declining vendor support and limitations of the COBOL programming language, there is no viable roadmap for the Unisys platform in the future. With each successive year, the risk to ODFW's critical business applications and potential cost of migration increases substantially. This package is for 'as is' conversion of existing business systems. Enhancements are out of scope and would likely require additional resources and funding. This is the final phase of a multi-biennium investment to migrate the 20+ year-old Unisys mainframe applications and data bases to current technology.</p>								
Cost Summary								
Total estimated cost by fund (11-13):	General Fund	Lottery Funds	Other Funds	Non-Limited	Federal Funds	Non-Limited	Total Funds	
	\$	\$	\$ 200,000	\$	\$	\$	\$ 200,000	
Total estimated cost by fund (all biennia):	\$	\$	\$ 699,282	\$	\$	\$	\$ 699,282	
Estimated Cost by category (11-13):	Personal Services		Services & Supplies	Capital Outlay		Special Payments	Debt Service	
	\$ 151,351		\$ 48,649	\$		\$	\$	
Estimated Cost by category (all biennia):	\$ 302,702		\$ 396,580	\$		\$	\$	
							Positions: Internal	1
Expected Start Date:	July 1, 2009						Contractor	4
Expected Completion Date:	June 30, 2013						FTE:	1.00

Audit Response Report

Following is a summary of financial or performance audits by the Secretary of State finished in the 2007-09 or 2009-11 biennia to date. The summary for each audit includes any major findings or recommendations, the agency response to each finding or recommendation as well as a status update of each finding or recommendation.

Federal Reimbursement and Cash Management Review

Report No. 2007-17

Date Issued: August 3, 2007

Recommendation #1: Department management develop clear, written policies and procedures for billing and collecting federal accounts receivable.

Original Response: ODFW is in the process of filling the remaining vacancies in the Administrative Services Division, including the Fiscal Services Manager. The fiscal unit will develop written policies and procedures for processing and collecting accounts receivable.

Status: ODFW has drafted procedures for billing and collecting federal accounts receivable.

Recommendation #2: Department management develop and implement appropriate monitoring procedures for its federal contracts. These procedures should include:

- ensuring regular monitoring of the federal contract, billing and collection processes;
- preparing and reviewing accounts receivable aging schedules;
- proactively following-up on balances outstanding for more than 30 days from their original due date;
- following-up timely on federal agency inquiries to ensure questions about submitted federal billings are resolved;
- proactively following-up with field staff and management to ensure they submit required performance and financial reports in a timely manner.

Original Response: The Administrative Services Division management team reviewed the internal contract process and recommended establishing a central point of contact for all internal and external inquiries regarding contracts. The position's main focus will be proactively monitoring contracts throughout all phases. This position will also be responsible for monitoring all progress reports to our federal stakeholders. Recruitment for the position will be completed by September 1, 2007.

Status: An individual was hired into this position and has been working through grant processes and developing a system to contact field staff with status updates on the grants they manage. This position has also assisted in developing an online reporting tool so that field staff can see up-to-date information about the projects they manage. ODFW has also taken efforts to improve communications with federal funding agencies.

Recommendation #3: Department management analyze the extent of the reimbursement delays attributable solely to federal agencies and determine whether those delays are acceptable. If determined unacceptable, the department should work with DAS and the U.S. Treasury to improve the timeliness of federal reimbursements and explore possible collection of interest.

Original Response: ODFW is in the process of streamlining the agency's internal contract process to reduce the time it takes to produce and sign a contract with a federal agency. Once this process is completed, ODFW will review the status of federal reimbursement delays and take additional steps if warranted.

Status: The position referred to in the response to recommendation #2 is compiling data on timeframes. Management will review the data and take appropriate steps. ODFW has taken efforts to communicate with federal funding agencies to implement process improvements between our agencies.

Recommendation #4: Department management consider the use of the Deferred Maintenance Subaccount as part of an overall cash management strategy.

Original Response: ODFW will continue to monitor the agency's cash flow, ending balance fluctuations, and critical low points in the revenue cycle. The agency will identify criteria and parameters for use of the Deferred Maintenance Subaccount as one of our cash management tools.

Status: ODFW has not made great progress on this recommendation since the Deferred Maintenance Subaccount balance was swept by the 2009 legislature. A portion of this balance was reverted during the 2010 annual session. ODFW will revisit this recommendation.

Recommendation #5: Department management will update and clarify its Cooperative Agreement with the USACE to ensure there is a clear understanding of the department's roles and responsibilities.

Original Response: ODFW will start working on this recommendation after September 30, 2007. This timeline should afford ODFW and the USACE the opportunity to complete FY 2008 contracts, start the close out process for FY 2007, and adjust the agreement prior to development of FY 2009 contracts.

Status: ODFW's Northwest Region manager is leading the effort to update the Cooperative Agreement with the ASACE. This was not completed in time for the development of FY 2009 contracts, but should be completed in time for the development of FY 2011 contracts.

Statewide Single Audit Including Selected Financial Accounts for the Year Ended June 30, 2007
Management Letter No. 635-2008-02-01
Letter Date: February 20, 2008

Recommendation #1: Department management strengthen its controls over license sales by reconciling cash register sales to the POS licensing system to ensure that revenues have been received for all sales.

Original Response: ODFW has implemented a new licensing system and is developing a sampling reconciliation process.

Status: ODFW has fully implemented a new licensing system. The licensing system did not resolve the issues as anticipated because of several subsystems that also utilize the cash register. ODFW is currently researching cash register software that can serve as an umbrella to the numerous subsystems and provide the necessary reconciliation.

Recommendation #2: Department management develop and implement policies and procedures for its federal receivables to ensure the proper reporting of current and non-current receivables and revenues in accordance with GAAP.

Original Response: ODFW has developed and implemented a methodology that will be analyzed annually.

Status: ODFW uses the implemented methodology and reviews the results annually so appropriate adjustments to the methodology can be identified and implemented.

Recommendation #3: Department management perform an annual risk assessment to help ensure risks related to financial reporting are identified and evaluated.

Original Response: A risk assessment related to financial reporting has been completed and will be updated annually.

Status: ODFW continues to update the risk assessment for financial reporting annually.

Recommendation #4: Department management ensures only authorized personnel can access confidential information and paychecks and that the key used to lock cabinets that contain this information is appropriately controlled.

Original Response: No response was submitted.

Status: Additional controls have been implemented relating to accessing confidential information and paychecks.

Follow-Up Report on Capital and Non-Capital Assets

Report No. 2008-34

Date Issued: November 20, 2008

Recommendation #1: Correct the department's accounting records to address the identified overstatements in accumulated depreciation and depreciation expense.

Original Response: ODFW has corrected the overstatements.

Status: Fiscal Services staff has worked to identify overstatements in accumulated depreciation and depreciation expense and have corrected errors discovered.

Recommendation #2: Review the formula used for calculating depreciation and ensure assets are depreciated correctly.

Original Response: ODFW has reviewed and corrected formulas in the query used to calculate depreciation.

Status: The system previously used to calculate depreciation has become unable to perform these calculations. Due to this break down, depreciation was calculated using a more manual process for FY 2009. ODFW is working to define requirements and procure a new agency-wide asset tracking system that will track asset information and perform depreciation calculations based on defined criteria.

Recommendation #3: Review the federally funded/owned assets and ensure all are recorded in the state accounting system in accordance with government accounting standards and depreciated, as appropriate.

Original Response: ODFW generally agrees with the recommendation. The agency will review the federally funded/owned assets and ensure all are recorded and depreciated in accordance with government accounting standards by May 31, 2009. As of July, 2008, the assets are recorded as they are purchased.

Status: Fiscal Services staff identified federally funded/owned assets, added them to the state accounting system and is depreciating them as deemed appropriate by state accounting policies.

Recommendation #4: Locate the 19 assets that could not be found during our testing. In addition, ensure adherence with the inventory process to verify that proper procedures are followed for asset disposals, including the preparation of the PDR forms.

Original Response: ODFW located the 19 assets, which are now listed on the 2007 and 2008 inventories. With the next inventory cycle,

ODFW will ensure adherence with the inventory process to verify that proper procedures are followed for asset disposals.

Recommendation #5: Comply with state policy and ensure that a PDR form is prepared for each disposed asset and is properly approved by management. In addition, ensure the status and the PDR form number are appropriately reflected for each asset in the property ledgers. Finally, review the process for managing the PDR forms and design a method for cross-referencing the forms to the related inactive asset in the property ledgers.

Original Response: ODFW will comply with state policy and ensure that each PDR form is properly prepared and approved for each disposed asset by management. PDRs not properly completed will be returned for proper completion.

Status: ODFW continues to strive to have completed PDR forms for all assets that are disposed. This process is currently being reviewed and will be included in the new asset tracking system ODFW is working to procure. This will allow agency personnel to complete the PDR forms in an electronic format to streamline the process and reduce entry errors.

Recommendation #6: Record the cost of the fishway and ensure compliance with state capitalization policies.

Original Response: ODFW will record the cost of the fishway and review other fishways by May 31, 2009.

Status: ODFW is still reviewing fishways.

Recommendation #7: Ensure compliance with department policies regarding approval authority for capital asset purchases.

Original Response: ODFW will ensure compliance with agency policies regarding approval authority for capital asset purchases. ODFW will review and update approval authorities.

Status: ODFW approval authority policy has been rewritten and is currently under review. Once approved, managers will be notified of changes made.

Measure 66 Funding: Financial Integrity, Effectiveness and Performance for the 2005-2007 Biennium
Report No: 2008-40
Date Issued: December 29, 2008

Recommendation #1: Department take the following actions:

- develop and document a consistent methodology for reporting its progress in meeting its key performance measure for reducing unscreened priority water diversions;
- determine whether it needs to apply this methodology to past key performance measure reporting and develop an updated report if appropriate;
- assess records management controls and strengthen them as needed.

Original Response: ODFW will develop and document a consistent methodology for reporting the progress it reports for its key performance measure for reducing unscreened priority water diversions by June 30, 2009. ODFW will apply this methodology for reporting calendar year 2008 and forward.

With regard to records management controls, ODFW has drafted an Information Asset Classification Plan. The scope of this plan enables ODFW to meet provisions of DAS Statewide Policy 107-004-050 (Information Asset Classification), including identification, classification and protection of all information assets by June 30, 2010.

Status: ODFW has developed consistent methodology for reporting progress and maintains supporting documentation for the reports.

Recommendation #2: Department needs to determine the appropriate length of time for retaining documentation necessary to support reported performance for Western Oregon Stream Restoration Program (WOSRP), modify the existing retention policy to address that need, provide training on how staff should implement this policy, and provide oversight to ensure staff retains proper documentation and such documentation is accessible.

Original Response: Effective immediately, ODFW will retain supporting documentation for five years after the final or annual reports are accepted. This will meet Secretary of State Archives Division retention schedules detailed in Oregon Administrative Rule 166-300-0025 Financial Records (24) Grant Records. Oversight of retention and accessibility will also be handled through the implementation of ODFW's Information Asset Classification Plan referenced above.

To ensure that WOSRP staff retains proper documentation and such documentation is accessible and clearly identifies program accomplishments, the following steps are being implemented immediately:

- A standard field data form is being developed to ensure that all pertinent facets of a project are accurately recorded in a consistent manner among all program field staff;
- Field data form will be saved both in an electronic and hard copy format and filed at the respective ODFW field office;

- Copies (electronic and hard copy) of field data forms will be submitted to the program coordinator for compilation to meet program reporting requirements. A reference file will be created for each project year and filed with an electronic lock so the document cannot be modified.

Status: ODFW is awaiting the final updated version of the agency's records retention schedule as prepared by Secretary of State Archives Division.

Recommendation #3: ODFW ensure that costs charged as Measure 66 capital expenditures demonstrably meet the definition of capital expenditure as defined in statute and guidance provided by the Department of Justice.

We communicated our financial integrity findings and recommendations, along with one other potential internal control issue, to ODFW in management letter No. 635-2008-07-01, dated July 11, 2008.

Original Response: Retroactive to July 1, 2005, ODFW will appropriately allocate capital expenditures to the affected cost code of the affected project rather than collect such costs in a generic cost code. Reclassification of such expenditures through June 30, 2007 will be completed by January 31, 2009. Reclassification of expenditures since July 1, 2007 will be completed by July 31, 2009.

Status: Reclassification of expenditures has been completed.

Selected Financial Accounts for the Year Ended June 30, 2008
Management Letter No. 635-2009-03-01
Letter Date: March 9, 2009

Recommendation #1: Department management strengthen its controls over license sales by regularly reconciling the POS system and the cash register system to ensure accountability for all licenses, tags and cash receipts.

Original Response: Initially, during the 2005 financial audit, ODFW thought this issue would be resolved with the new POS system. However, the new system will not resolve the reconciliation issue.

Even without a system process in place, the transactions input into the register and the POS licensing system can be reconciled. Both transactions are tracked with a corresponding identification number. ODFW has implemented a sampling review of POS transactions against register transactions. This review will continue in lieu of reconciliation until resources are available or system capabilities enable a full and complete reconciliation.

Until a full and complete reconciliation is implemented, risks are decreased as more transactions are moving to the internet channel. The documentation and reconciliation format are scheduled for completion by July 31, 2009. If resources and/or system capabilities prevent completion by July 31, 2009, ODFW management will provide an updated completion date to your office. This task is assigned to the POS Accountant who reports to the Interim Fiscal Services Manager, Cathy Stevens.

Status: All attempts thus far and have not been successful in accomplishing this reconciliation. ODFW is now investigating additional software that could accomplish the reconciliation.

Recommendation #2: Department management review and modify its methodology for accruing federal revenue to capture all applicable transactions and to correctly classify receivables as current and non-current at fiscal year end.

Original Response: ODFW reviews the methodology annually and adjusts the methodology based on current findings. ODFW will update documentation of the methodology in a policy and/or procedure format by June 30, 2009 to ensure that all applicable transactions are reviewed. This task is assigned to the Senior Fiscal Analyst who reports to the Interim Fiscal Services Manager, Cathy Stevens.

Status: ODFW reviews the methodology annually and adjusts the methodology based on current findings. This methodology is documented.

Recommendation #3: Department management perform timely and adequate review of monthly reconciliations of federal expenditures and associated federal revenues to ensure all transactions are accurately recorded. In addition, we recommend the department resolve all duplicate transactions and repay any cash received inappropriately due to the errors.

Original Response: ODFW has brought current the review of monthly reconciliations of federal expenditures and associated federal revenue. From this point forward, the Fiscal Services Manager will review these reconciliations within 21 days of preparation.

ODFW will resolve the remaining \$2,820 errors by April 30, 2009. This task is assigned to the Accounts Receivable Accountant who reports to the Interim Fiscal Services Manager, Cathy Stevens.

Status: The remaining errors have been resolved.

Recommendation #4: Department management review the Oregon Accounting Manual and implement adequate segregation of duties over all financial processes.

Status: ODFW has reviewed and updated user access and rights to improve segregation of duties over financial processes.

Multi-Agency Audit: Agencies Should Explore Opportunities to Earn Purchase Card Rebates
Audit No. 2010-12
Date Issued: February 2010

Recommendation #1: Department explore the available strategies and analyze the associated costs and benefits of obtaining the annual volume and performance purchase card rebates offered through US Bank.

Original Response: ODFW will document a cost benefit analysis of obtaining purchase card rebates. This analysis is scheduled for completion by July 1, 2010.

Status: Analysis is still being conducted.

Recommendation #2: ODFW consider changing from monthly payment to a more frequent basis, and exploring options for electronic payment and interim rebate reports.

Original Response: ODFW will consider each of the mentioned strategies when preparing the cost benefit analysis mentioned above.

Status: The mentioned strategies are being considered during the analysis.

Affirmative Action Report

IV. 2009-2011

ACCOMPLISHMENTS

- This report provides a comparison of the data collected June 30, 2009 and June 30, 2010. The total number of ODFW employees (individuals employed, not FTE) increased from 898 to 950 for the time periods being reviewed.

Chart 1:

Increases For Women By Job Category				Increases For People of Color By Job Category					
Category	2009		2010		Category	2009		2010	
Administration	18%		22.2%		Professionals	4.6%		4.8%	
Professionals	28.9%		29.7%		Paraprofessionals	5.5%		5.9%	
Technicians	8.3%		9.5%		Administrative Support	5.8%		8.0%	

Overall Progress (Chart 1)

There are seven major classifications of job categories at ODFW. These are: Administration, Professional, Technician, Paraprofessional, Administrative Support, Skilled Craft, and Service Maintenance. In the period between June 30, 2009 and June 30, 2010, ODFW increased the percentage of women in three of the seven job categories and increased the percentage of people of color in three of the seven job categories.

Overall, as of June 30, 2010 our representation of women is 30.3 percent, and people of color is 5.2 percent both of which are small increases from the same period in fiscal year 2009. Our representation of people with disabilities is 2.1 percent.

We have continued to make positive progress in increasing the numbers of women and people of color hired into natural resource professionals, paraprofessionals and technicians. Out of the 371 Experimental Biology Aides (entry level positions in the natural resource field) hired or rehired during fiscal year 2010, 36 percent were women and 12 people of color were hired. Of the 51 hired into the Fish & Wildlife Technician series, 20 percent were women. Ten percent of the promotions in the series were also women. There were 29 people hired into the Natural Resource Specialist series – 51 percent were women and of the 18 promotions, 28 percent were women.

PROGRESS MADE OR LOST (Chart 2)**Chart 2. Increases and Decreases**

Increases and Decreases (June 30, 2009 to June 30, 2010)					
EEO Category	Total Employees June 30, 2010	Change in Number of Employees	Change in Number of Women	Change in Number of People of Color	Change in Number of People with Disabilities
Administration	63	2	3	-1	0
Professional	418	9	6	1	-2
Technician	275	21	5	-1	0
Paraprofessional	68	13	1	1	-1
Administrative Support	112	8	7	3	-2
Skilled Craft	6	0	0	0	0
Service Maintenance	8	-1	0	0	0
Totals	950	52	22	3	-5

From June 30, 2009 to June 30, 2010 the number of women increased in five of the seven job categories. Those increases are: Administration by three, Professional by six, Technician by five, Paraprofessional by one, and Administrative Support by seven. Overall, ODFW increased the number of women by 22. ODFW has continued to make gradual progress in increasing representation for women so far this biennium. The number of people of color increased in three of the job categories for the same period. Those increases are: Professional by one, Paraprofessional by one, and Administrative Support by three. In addition, ODFW maintained the same number of people of color in the Skilled Craft category and Service Maintenance categories. Overall, ODFW increased the number of people of color by three increasing the number of employees of Hispanic ethnicity and maintaining our representation of African American and Asian American employees.

Achieving parity for people with disabilities continues to be a challenge for ODFW (see Chart 3). ODFW was not able maintain the agency's overall representation of people with disabilities. Currently, ODFW has achieved parity in one of the seven job categories, Service Maintenance. ODFW continues to research methods to encourage people with disabilities to recognize employment opportunities with the agency.

The Director's Office and HR Administrator review all hiring requests for positions salary range 23 and above for opportunities to increase the agency's diversity. Where there are equally qualified applicants and one is a diversity candidate, the diversity candidate has been offered the position first.

Reaching Parity (Charts 3 & 4)

Chart 3. Reaching Parity: June 30, 2010

Representation of Women, People of Color, and Employees with Disabilities to Reach Parity as of June 30, 2010							
EEO Category	Total # Employees	Women		People of Color		Employees with Disabilities*	
		Totals	Under Goal	Totals	Under Goal	Totals	Under Goal
Administration	63	14	9.4	5	2.7	0	3.7
Professional	418	124	1.8	20	16	5	19.7
Technician	275	26	59.8	10	26.6	8	9.6
Paraprofessional	68	23	16.5	4	2.6	2	2
Administrative Support	112	101	0	9	1.8	4	2.7
Skilled Craft	6	0	0.7	1	0	0	0.3
Service Maintenance	8	0	3	0	0.9	1	0
Totals	950	288	91.2	49	50.6	20	38
*Parity is 6% for all categories and is determined agency-wide.							

Chart 4. Reaching Parity: June 30, 2009

Representation of Women, People of Color, and Employees with Disabilities to Reach Parity as of June 30, 2009							
EEO Category	Total # Employees	Women		People of Color		Employees with Disabilities*	
		Totals	Under Goal	Totals	Under Goal	Totals	Under Goal
Administration	61	11	12.1	6	1.5	0	1.5
Professional	409	118	5.9	19	16.3	7	16.3
Technician	254	21	58.6	11	22.7	8	22.7
Paraprofessional	55	22	9.9	3	2.3	3	2.3
Administrative Support	104	94	0	6	4.0	6	4.0
Skilled Craft	6	0	0.7	1	0	0	0
Service Maintenance	9	0	3.4	0	1.0	1	1.0
Totals	898	266	90.6	46	47.8	25	47.8
*Parity is 6% for all categories and is determined agency-wide.							

The categories in which under-representation of women and people of color primarily exist continue to be those which require experience or education in natural resources (i.e. Professional, Technical and Paraprofessional). ODFW continues to achieve increases in all of these areas during the period of June 30, 2009 to June 30, 2010. The agency continues to see more female applicants in these areas and hopes this is an indication of increased interest in the natural resources field by both women and people of color.

Reaching parity in these categories has been difficult historically because women and people of color who choose these professions are aggressively sought after by other local, state, and federal agencies and academic institutions, as well as private industry. ODFW, as well as other agencies and institutions, is constantly looking for effective resources to recruit and hire women and people of color resulting in a highly competitive national job market for candidates in the natural resources field. ODFW also continues to be under-represented by women in the Skilled Craft job category in which there are a small number of positions and turnover.

Parity for people with disabilities is 6 percent for all job categories. ODFW's representation as of June 30, 2008 was 2.1 percent. This percentage has dropped in the past year whereas the overall representation of people with disabilities in state government increased to 3.5 percent. It is difficult to know what ODFW's true percent of people with disabilities is because reporting relies on self-disclosure. Some ODFW employees known to have a disability are not identified in the Personnel Data System as having one. Also a consideration is that many jobs at ODFW have essential job duties that require physical labor.

V. 2011-13

1. Goals

ODFW has implemented a number of practices that appear to be moving the agency incrementally in a positive direction to increase workforce diversity. ODFW's goals at this time focus on working with the plans already established, making adjustments that improve on what is working to make them even more effective. It remains ODFW's goal to be a leader in diversifying the workforce in the natural resources arena.

2. Strategies and Timelines for Implementation

Two Year Plan

ODFW continues to be committed to creating a work environment that attracts and retains qualified women, people of color, and people with disabilities in all job categories. ODFW will accomplish this by the following means:

- ODFW continues an agency focus on operating principles and priorities that positively affect a diverse workforce. These include Workforce Enhancement as an operating principle, and priorities such as promoting career development and succession planning.

- ODFW continues to use job classifications such as the Technician Entry position and underfills to enable hiring qualified women, people of color, and people with disabilities who have not had the opportunity to gain the experience and/or education required for a higher level position.
- ODFW will continue to conduct focused Job Task Analyses to identify and improve ways of performing labor-intensive job tasks through efficient and effective alternatives for employees who are physically challenged by traditional ways of accomplishing work.
- ODFW will continue to identify suitable and available positions as an alternative to employees no longer able to perform the duties of their job.
- ODFW encourages natural resources staff to be involved with natural resources programs at the elementary, high school, community college and university level.
- ODFW will ensure that appropriate training, career development and mentoring is made available to women, people of color, and people with disabilities. ODFW will address the challenge of retention by providing ongoing training and focus on maintaining a respectful and productive workforce. ODFW will continue to identify/develop training in the areas of workplace respect and cultural competency.
- ODFW will convene a management committee to review the affirmative action statistics on a periodic basis and determine additional ways to recruit diversity applicants in areas where the agency has not reach parity.
- In accordance with Executive Order 05-01, ODFW policy requires that all managers continue to be evaluated in the areas of affirmative action, promotion of a discrimination/harassment-free workplace, and diversity responsibilities as part of their annual performance evaluations.
- ODFW will continue Director's Office review of all appointments salary range 23 and above for diversity appointments where appropriate.
- ODFW will send out the Race/Ethnicity Disclosure form to all employees and encourage them to update this information.

Six Year Plan

ODFW will continue to monitor progress in reaching parity and evaluate programs for their effectiveness. Long range goals include:

- ODFW Human Resources (HR) will continue the implementation of the statewide e-Recruit system. The new program reduces barriers for applicants by allowing electronic submittal of employment applications rather than hard copy. This will reduce HR staff's screening review process, which will provide HR staff more time to focus on outreach efforts to recruit qualified applicants, including individuals in under-represented classes and reduce barriers to applicants in applying for jobs.
- ODFW will continue to develop training opportunities with Oregon State University for natural resources training.

- ODFW completed a Facility Access Plan (FAP) as a subset of its Maintenance Master Plan. The FAP is an assessment of whether public accessibility to ODFW facilities meets ADA requirements. Where funds are available, ODFW will implement modifications and improvements to ODFW facilities (including region and district offices, hatcheries, and wildlife areas). This will enhance accessibility for existing and future workforce personnel in addition to the public.
- ODFW will develop additional Workforce Enhancement training opportunities for employees to sustain continued employment.
- ODFW will continue to partner on an enterprise level with other state agencies in iLearnOregon, the statewide learning management system (LMS). This will allow for implementation of and web-based access to the most up-to-date information and instruction for enhancing understanding and participation related to protected classes. Additionally, through iLearnOregon, ODFW will be able to catalog skills, needed competencies and perform “gap” analysis for greater consistency among employees.

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