

# EEO Material Request Form

Department:	Division:
Form Completed By:	Date:

**Please provide a copy of the following documents in the following order:**

Document Name and/or Description	Time Period
<b>Role of EEO Officer</b>	
1) EEO Officer’s Duty Statement including classification and function.	Current
2) Your Department’s organization chart showing the reporting relationship of the Director of the Department and EEO Officer.	Most recent
3) Documentation showing that the EEO Officer monitors the composition of oral panels in departmental examinations, per G.C 19795(a).	Current
<b>EEO Program</b>	
4) Departmental “Policy Statement” indicating Department’s commitment to equal employment opportunity (i.e. EEO policy and/or Anti-Discrimination policy) per G.C. 19794(a).	Most Recent
5) Your Department’s internal Discrimination complaint process and procedures including; how employees file a complaint, complainant’s rights, timeframes for investigations and the roles of the EEO Officer, Supervisors and Managers and Personnel Office.	Current
6) Record of all discrimination complaints filed with the department, including date filed and date the department issued a written decision to complainant.	Past 12 months
7) For any discrimination complaints that were NOT resolved within 90 days, copies of written communication to complainant(s) stating reason(s) decision had not yet been reached.	Past 12 months

Document Name and/or Description	Time Period
<b>Reasonable Accommodation</b>	
8) Reasonable Accommodation policy and procedures.	Current
9) Summary of Reasonable Accommodation requests, responses and timelines (with confidential information redacted).	Past 12 months
<b>Limited Examination Appointment Process (LEAP)</b>	
10) Limited Examination and Appointment Program (LEAP) policy and procedures. (If CalHR Manual is utilized, send only cover page of manual.)	Current
11) List of all LEAP appointments, indication of whether or not LEAP job examination period was extended or reduced (yes/no), and whether the candidate(s) transitioned into regular civil service. If job examination period was extended or reduced, provide explanation.	Past 12 months
12) If there were LEAP appointments, copies of performance evaluations (with confidential information redacted) for the most recent three appointments.	Past 12 months
<b>Annual Workforce Analysis Report: Workforce Composition</b>	
13) Annual Workforce Analysis Report submitted to CalHR, specifically the Workforce Composition component including; (1) identified areas of significant underutilization for groups based on race, ethnicity and gender by job category and level, (2) EEO analysis of all job categories and levels, and (3) explanation and specific actions for removing any non-job-related barriers.	Most Recent
14) If exempted from the Workforce Composition component of the annual Workforce Analysis Report, please provide a copy of exemption approval letter from CalHR.	Most Recent

Document Name and/or Description	Time Period
<b>Annual Workforce Analysis Report: Hiring Persons with Disabilities</b>	
<p><b>15)</b> Annual Workforce Analysis Report submitted to CalHR, specifically the Persons with Disabilities component including Department’s analysis of underrepresentation of persons with disabilities. If underrepresentation present, please provide your Department’s action plan to address underrepresentation including hiring goals and current and future recruitment efforts.</p>	Most Recent
<p><b>16)</b> If exempted from the Persons with Disabilities component of the annual Workforce Analysis Report, please provide a copy of exemption approval letter from CalHR.</p>	Most Recent
<p><b>17)</b> Internal memo and/or policy to Managers and Supervisors that prohibits discrimination against qualified individuals with disabilities per Executive Order S-4-05(1).</p>	Most Recent
<b>Annual Workforce Analysis Report: Upward Mobility Program</b>	
<p><b>18)</b> Annual Workforce Analysis Report submitted to CalHR, specifically the Upward Mobility component including annual upward mobility hiring goals, expected appointments for employees in low paying occupations to entry level TPA occupations and an analysis of how successful the Department was in meeting its UM hiring goals for the previous year.</p>	Most Recent
<p><b>19)</b> If exempted from the Upward Mobility component of the annual Workforce Analysis Report, please provide a copy of exemption approval letter from CalHR.</p>	Most Recent
<p><b>20)</b> Upward mobility policy statement regarding the department’s commitment to providing equal upward mobility opportunity for its employees in low-paying occupations. (If department does not have low-paying classes and/or upward mobility classes, attach most recent CalHR Report 3).</p>	Current
<p><b>21)</b> Description of upward mobility program and procedures, including roles and responsibilities of employee, his/her supervisor, UM coordinator, Personnel, Training and EEO and where information about the program may be obtained?</p>	Current
<p><b>22)</b> List of participant(s) in Upward Mobility program with classification(s).</p>	Past 12 Months

Document Name and/or Description	Time Period
<b>Annual Workforce Analysis Report: Upward Mobility Program (Continued)</b>	
23) Career Development plans for the first 10% (alphabetically) of Upward Mobility participants.	Past 12 Months
24) Describe how UM opportunities (such as trainings and/or exams) are publicized to qualifying employees and if the Department is planning and/or has administered any Upward Mobility Exams.	Past 12 Months
25) Criteria for selecting employees in low-paying occupations for participation in UM activities. Explain how department ensures criteria are as objective as possible and can be applied in a consistent manner.	Current
<b>Disability Advisory Committee (DAC)</b>	
26) Most recent invitation or notification to employees to serve on Disability Advisory Committee (DAC).	Current
27) List of DAC members/roster.	Current
28) Minutes or documentation of two most recent DAC meetings.	Current
<b>Layoff Adjustment</b>	
29) If the department underwent a layoff, the information or certification submitted to the Board pursuant to California Code of Regulations 471.	Past 12 months