

Office of Human Resources
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
Governor



JAY DARDENNE
Commissioner of Administration

Division of Administration
State as a Model Employer Agency Report and Plan 2020-2021

On March 19, 2018, Governor Jon Bel Edwards issued Executive Order Number 18-08 establishing the State as a Model Employer (SAME) Task Force to study and provide recommendations to the goal of increasing employment of people with disabilities by state agencies.

In accordance with the Executive Order, the Division of Administration (DOA) created a plan to develop policies and strategies aimed at increasing employment of people with disabilities within DOA and our ancillary agencies. This plan also applies to the Executive Department agencies that are clients of the DOA Office of Human Resources (OHR) including State Inspector General, Louisiana Tax Commission, Public Defender Board, Mental Health Advocacy Service, and Office of the Governor. Progress toward the objectives in the plan will be reported on and goals updated annually as recommended by the SAME Task Force.

The initiatives below were developed to ensure that DOA continues to meet the Task Force goal as well as improve our ability to recruit and retain the best employees for the state of Louisiana, including those living with disability.

- I. **2020 DOA Initiatives to Increase Employment of People with Disabilities**
 - a. **Recruitment**
 - i. Included the statement "Louisiana is a State as a Model Employer for People with Disabilities" in all job postings effective December 2018;
 - ii. Human Resources management met with Brenda Bohrer with LRS in October 2018 to identify resources and services that may assist DOA in recruitment efforts targeting people with disabilities. Met with Brenda in May 2020 to discuss DOA's initiatives. An updated Action Plan was created for DOA following this meeting;
 - iii. Began providing Ms. Bohrer with notification emails of current job postings beginning October 2018;

- iv. DOA Human Resources and Training staff completed the Windmills Train the Trainer sessions in 2019. We are currently developing training based on the Windmills program for managers regarding skills and resources for interviewing, hiring, and managing people with disabilities;
- v. We were unable to identify and meet with contacts at secondary education institutions to identify ways to increase recruitment contacts with students with disabilities through tools such as student positions, internships, and job boards due to difficulty connecting with the right resources in the secondary education institutions. Our plan for 2021 includes more focus in this area;
- vi. We were unable to identify and attend one or more recruitment events in the Baton Rouge region targeting people with disabilities. Our plan for 2021 includes more focus on this area; and
- vii. We were able to identify a vocational program available at Baton Rouge Community College that provides job training for adults with intellectual disabilities. We have met with the Program for Successful Employment team and our plan for 2021 is to employ a student from this program in the Office of Human Resources.

b. Retention

- i. Provided access to CPTP training to all employees regarding disability awareness and disability etiquette;
- ii. Provided access to CPTP training to all managers regarding working with people with disabilities including ADA, LRS resources, and workplace rights;
- iii. Continuing to provide information regarding LRS resources and services, as well as other resources for accommodations, to employees OHR identifies as potentially needing accommodation with the goal of retaining employees in active employment on an ongoing basis; and
- iv. The number of DOA participants for the SAME survey for 2020 almost doubled from the previous year, thus providing us a broader sampling to assess our planned retention efforts for 2021. Our survey results show we have exceeded the targeted 7% threshold with 10.9% of survey participants indicating they have a disability.

II. 2021 DOA Initiatives to Increase Employment of People with Disabilities

a. Recruitment

- i. Implement training for hiring managers regarding skills and resources for interviewing people with disabilities by October 31, 2021;
- ii. Identify and meet with contacts at secondary education institutions to identify ways to increase recruitment contacts with students with disabilities through tools such as student positions, internships, and job boards by June 30, 2021;

- iii. Identify and attend one or more recruitment events in the Baton Rouge region targeting people with disabilities by October 31, 2021; and
- iv. Identify recruitment opportunities and dedicate OHR staff to develop and implement plans to proactively target candidates with disabilities by September 30, 2021.

b. Retention

- i. Provide information regarding LRS resources and services, as well as other resources for accommodations, to employees OHR identifies as potentially needing accommodation with the goal of retaining employees in active employment by October 31, 2021;
- ii. Develop and implement training for managers based on the Windmills program regarding skills and resources for interviewing, hiring, and managing people with disabilities by October 31, 2021; and
- iii. Require all employees to complete the CPTP web modules “Disability Awareness” and “Disability Etiquette” by June 30, 2021.

We will continue to develop and implement these strategies throughout the plan year to ensure that DOA is progressing toward the goal of being a Model Employer for people with disabilities.

Division of Administration	2020		2019		2018	
	Employees=	1640	Employees=	1609	Employees=	1723
Participants	805	49.1%	448	27.8%	729	42.3%
Yes - Disability	178	10.9%	96	6.0%	134	7.8%
Physical	41	2.5%	24	1.5%	35	2.0%
Intellectual	4	0.2%	8	0.5%	4	0.2%
Behavioral	49	3.0%	32	2.0%	32	1.9%
Sensory	33	2.0%	15	0.9%	18	1.0%
Disease	91	5.5%	37	2.3%	57	3.3%
doesn't want to report disability type	5	0.3%	4	0.2%	5	0.3%
No - Disability	588	35.9%	332	20.6%	545	31.6%
Does not want to disclose	41	2.5%	20	1.2%	50	2.9%
SSDI yes	37	2.3%	26	1.6%		
SSDI no	87	5.3%	42	2.6%		
SSDI unsure	54	3.3%	28	1.7%		
affects work A Great Deal	5	0.3%	4	0.2%		
affects work A Lot	10	0.6%	13	0.8%		
affects work Moderately	40	2.4%	19	1.2%		
affects work A Little	73	4.5%	37	2.3%		
affects work None At All	50	3.0%	21	1.3%		
affects life A Great Deal	9	0.5%				
affects life A Lot	18	1.1%				
affects life Moderately	47	2.9%				
affects life A Little	67	4.1%				
affects life None At All	36	2.2%				

