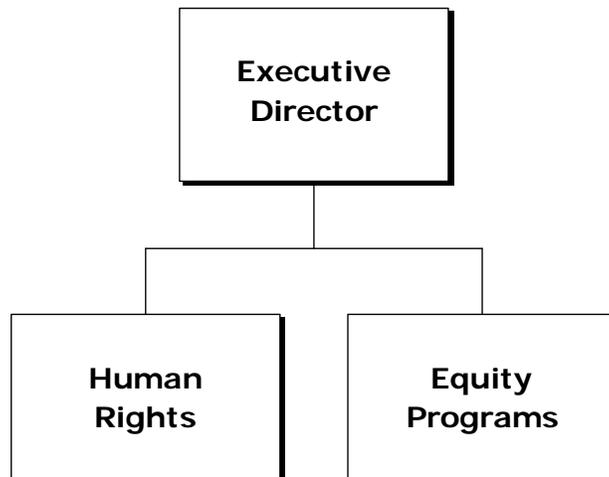


# Office of Human Rights and Equity Programs



## Mission

To institute an affirmative human rights program of positive efforts to eliminate discrimination and to provide the public and Fairfax County employees with recourse for discriminatory acts.

<b>AGENCY DASHBOARD</b>			
Key Data	FY 2012	FY 2013	FY 2014
1. Mandatory Trainings	88	94	96
2. Customers Trained	2,258	2,355	2,934
3. Number of Human Rights Cases Filed	484	488	429
4. Number of Equity Program Cases Filed	19	25	48
5. Combined Outreach Events	53	49	37
6. Alleged discrimination complaints closed	203	167	187

## Focus

### Human Rights

The Human Rights Division in the Office of Human Rights and Equity Programs is responsible for staffing the Human Rights Commission and is charged with enforcing the Fairfax County Human Rights Ordinance. The Human Rights Division receives and investigates complaints filed by any person who believes he/she has been discriminated against in Fairfax County in violation of the County’s Human Rights Ordinance. The Human Rights Ordinance has been deemed substantially equivalent to the federal civil rights laws in employment and housing. Persons who file complaints with this office will automatically have their cases filed with the federal agencies when applicable, thereby enjoying federal protections as well. Persons may file discrimination complaints on the basis of race, color, sex, religion, national origin, marital status, age, familial status (applies to housing only), or disability in the areas of employment, housing, public accommodations, private education, or credit. The Human Rights Division also provides educational services to employers, the housing industry and other businesses in Fairfax County concerning compliance with the Ordinance.

## Office of Human Rights and Equity Programs

In addition to the above, the Human Rights Division manages the County's Fair Housing Plan and implements its strategies by conducting and reporting on fair housing tests, filing fair housing complaints when necessary, training rental agents and housing counselors in the County's rental market, establishing and staffing the Commission's Fair Housing Task Force, and continuing to study and report on the County's fair housing needs.

In order to meet the Human Rights Division's mission and pursue its vision, staff serves Fairfax County through civil rights enforcement, complaint resolution, education and outreach. Staff is dedicated to consistently and efficiently providing superior service to the public and ensuring that service options and processes are clear to all concerned. The staff will identify, develop and maintain an organizational structure that implements objectives and priorities, will adopt systems and procedures that maximize efficient use of resources, and will maintain effective information technology solutions to enhance service delivery.

### The Office of Human Rights and Equity Programs supports the following County Vision Elements:



*Maintaining Safe and Caring Communities*



*Creating a Culture of Engagement*



*Connecting People and Places*



*Exercising Corporate Stewardship*

The Human Rights Division's success in service delivery is driven by several key factors. The demand for services from the public is the primary factor. Federal laws and regulations governing the agency's services to the Equal Employment Opportunity Commission (EEOC) and Housing and Urban Development (HUD) affect how work is done. When these laws or regulations are amended, the funding relationship with these organizations can be affected substantially. Further, enforcement relationships with federal, state and other partners can also be affected by policy changes and the County's ability to implement those changes. Successful settlements between the complainant and the respondent totaling nearly \$210,000 were realized for Fairfax County residents in 2014.

### Equity Programs

The Equity Programs staff has continued efforts to increase diversity awareness in the County workforce and the community. In addition to offering mandatory training programs related to laws that prohibit employment discrimination, staff participated in a variety of community sponsored events to provide information regarding equal opportunity in the County.

In FY 2014, a total of 96 training sessions were conducted and a total of 2,934 employees attended these sessions. Information and services to promote the availability of equal access for persons with disability were enhanced. Staff had an active role in the coordination of continued physical improvements to County facilities consistent with the County's policy to comply with the Americans with Disabilities Act (ADA). The Office of Human Rights and Equity Programs conducted a total of 37 combined outreach events to residents, employees and the community during FY 2014.

# Office of Human Rights and Equity Programs

## Budget and Staff Resources

Category	FY 2014 Actual	FY 2015 Adopted	FY 2015 Revised	FY 2016 Advertised	FY 2016 Adopted
<b>FUNDING</b>					
Expenditures:					
Personnel Services	\$1,206,126	\$1,418,225	\$1,389,043	\$1,412,095	\$1,415,783
Operating Expenses	120,294	120,045	127,136	118,995	118,995
<b>Total Expenditures</b>	<b>\$1,326,420</b>	<b>\$1,538,270</b>	<b>\$1,516,179</b>	<b>\$1,531,090</b>	<b>\$1,534,778</b>
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Regular	17 / 17	17 / 17	17 / 17	16 / 16	16 / 16

This department has 5/4.9 FTE Grant Positions in Fund 50000, Federal-State Grants.

## FY 2016 Funding Adjustments

*The following funding adjustments from the FY 2015 Adopted Budget Plan are necessary to support the FY 2016 program. Included are all adjustments recommended by the County Executive that were approved by the Board of Supervisors, as well as any additional Board of Supervisors' actions, as approved in the adoption of the budget on April 28, 2015.*

- ◆ **Employee Compensation** **\$42,558**  
 An increase of \$42,558 in Personnel Services includes \$15,602 for a 1.10 percent market rate adjustment (MRA) for all employees and \$26,956 for performance-based and longevity increases for non-uniformed merit employees, both effective July 2015.

## Office of Human Rights and Equity Programs

◆ **Reductions**

(\$46,050)

A decrease of \$46,050 and 1/1.0 FTE position reflects reductions utilized to balance the FY 2016 budget. The following table provides details on the specific reductions, including funding and associated positions:

Title	Impact	Posn	FTE	Reduction
Eliminate One Human Rights Specialist II Position	The reduction results in the elimination of 1/1.0 FTE Human Rights Specialist II (HRS II) position. The elimination of this position has a moderate impact on the Office of Human Rights and Equity Programs (OHREP). The position is responsible for between seven percent and ten percent of the OHREP services including completion of investigations, scheduling of intake appointments, and the total number of investigations completed. This position also performed training sessions, some of which can be covered by online training but in some cases other staff members may be required to perform training sessions, which will impact the number of investigations completed. The elimination of this position reduces the total number of Human Rights Specialists from 12 to 11 and the number of Human Rights Specialists II from 6 to 5.	1	1.0	\$45,000
Reduce Operating Expenses	As part of the Mission Savings process, the Office of Human Rights and Equity Programs identified reductions in operating categories to achieve savings. This reduction will require the agency to manage expenditures in areas such as memberships, subscriptions and other operating expenses.	0	0.0	\$750
Reduce Printing and Copying Supplies	This reduction is associated with a countywide policy decision being implemented to reduce the volume of printing and copying documents over a multi-year period. This was a common and recurring theme brought forward by employees as part of the Mission Savings process in Fall 2014. Agencies are being directed to review internal printing policies and reduce the use of individual desktop printers by utilizing the Multi-Functional Devices (MFDs) available throughout County buildings. In addition, agencies are being directed to reduce paper and toner consumption by only printing documents when necessary and by printing materials double-sided whenever possible.	0	0.0	\$300

# Office of Human Rights and Equity Programs

## Changes to FY 2015 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2015 Revised Budget Plan since passage of the FY 2015 Adopted Budget Plan. Included are all adjustments made as part of the FY 2014 Carryover Review, FY 2015 Third Quarter Review, and all other approved changes through April 30, 2015.

- ◆ **Third Quarter Adjustments** (\$15,000)  
 As part of the FY 2015 Third Quarter Review, the Board of Supervisors approved a net reduction of \$15,000 to generate one-time savings primarily to make a down payment on the recommended changes to the County’s reserve policies.
  
- ◆ **Incentive Reinvestment Initiative** (\$7,091)  
 A net decrease of \$7,091 reflects 50 percent of the savings generated as the result of careful management of agency expenditures during the fiscal year and was returned to the General Fund as part of the FY 2015 Third Quarter Review. The remaining 50 percent was retained by the agency to be reinvested in employee training, conferences and other employee development and succession planning opportunities.

## Cost Centers

The two cost centers in the Office of Human Rights and Equity Programs are Human Rights and Equity Programs.

### Human Rights

The Human Rights Cost Center enforces the Fairfax County Human Rights Ordinance by accepting and investigating complaints filed by individuals who believe they have been discriminated against in Fairfax County in the areas of employment, housing, public accommodations, private education, and credit on the basis of race, color, sex, religion, national origin, marital status, age, disability, and familial status (in housing only). The Human Rights Cost Center also conducts outreach, provides resources and offers education and training services concerning issues of discrimination to industries, organizations and groups in the private and non-profit sectors, and to the public at large. All of the above services are provided free of charge.

Category	FY 2014 Actual	FY 2015 Adopted	FY 2015 Revised	FY 2016 Advertised	FY 2016 Adopted
<b>EXPENDITURES</b>					
Total Expenditures	\$1,078,273	\$1,110,740	\$1,088,649	\$1,092,497	\$1,095,135
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Regular	14 / 14	14 / 14	14 / 14	13 / 13	13 / 13
1 Director HR/Equity Programs	4	Human Rights Specialists III	1	Management Analyst I	
1 Human Rights Deputy Director	5	Human Rights Specialists II (-1)	1	Administrative Assistant III	
<b>TOTAL POSITIONS</b>					
13 Positions (-1) / 13.0 FTE (-1.0)	(-) Denotes Abolished Position due to Budget Reductions				

# Office of Human Rights and Equity Programs

## Equity Programs

The Equity Programs Cost Center administers the County's Equal Employment Enforcement (EEO) program. The Equity Programs Cost Center also ensures the County's compliance with all federal, state, and County mandates granting equal access to all County services, programs and employment opportunities. Fairfax County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status.

Category	FY 2014 Actual	FY 2015 Adopted	FY 2015 Revised	FY 2016 Advertised	FY 2016 Adopted
<b>EXPENDITURES</b>					
Total Expenditures	\$248,147	\$427,530	\$427,530	\$438,593	\$439,643
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Regular	3 / 3	3 / 3	3 / 3	3 / 3	3 / 3
2 Human Rights Specialists III		1 Administrative Assistant IV			
<b>TOTAL POSITIONS</b>					
3 Positions / 3.0 FTE					

## Key Performance Measures

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate/Actual	FY 2015	FY 2016
<b>Human Rights</b>					
Percent change in the average age of cases pending at the end of the fiscal year	(6%)	2%	22%/(3%)	(7%)	(7%)
Percentage of complainant/respondent satisfaction with the overall quality of the Human Rights Division's intake and mediation services	92.5%	98.0%	80.0%/99.0%	90.0%	90.0%
<b>Equity Programs</b>					
Percent of customers who increased their knowledge of diversity, multiculturalism, and EEO laws <sup>1</sup>	86.0%	NA	86.0%/86.0%	86.0%	86.0%
Percent of time responses are given within one business day	91.5%	94.0%	87.0%/87.0%	85.0%	85.0%

<sup>1</sup> The FY 2013 actual for this indicator is not available as the survey was not performed in FY 2013.

A complete list of performance measures can be viewed at [www.fairfaxcounty.gov/dmb/fy2016/adopted/pm/39.pdf](http://www.fairfaxcounty.gov/dmb/fy2016/adopted/pm/39.pdf)

## Office of Human Rights and Equity Programs

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### Performance Measurement Results

In FY 2014, the average age of the pending case inventory in the Human Rights Division was 376 days, a decrease of approximately three percent from the FY 2013 total of 386 days associated with training new staff. OHREP achieved an approximately 32 percent increase in the number of total cases closed from FY 2013 due to enhance productivity associated with staff training. In addition, OHREP secured approximately \$210,000 in settlement dollars in FY 2014. Finally the agency secured \$138,876 in federal grant funding for Fair Housing Education and Testing in FY 2014.

The Equity Programs Division has continued efforts to increase diversity awareness in the County workforce and the community. In addition to offering mandatory training programs related to laws that prohibit employment discrimination, staff participated in a variety of community sponsored events to provide information regarding equal opportunity in the County. In FY 2014, a total of 96 training sessions were conducted and a total of 2,934 employees attended these sessions. Total cases investigated by the Equity Programs Division increased from 25 in FY 2013 to 48 in FY 2014, an increase of 92 percent.