

# Civil Service Commission CY 2022 Equity Impact Plan



**Leadership Sponsor:** Nicole Rawlings

**Equity Lead(s):** Kristen Woodward

**Departmental Equity Guiding Statement:** The Civil Service Commission (CSC) and the Alternative Dispute Resolution Office (ADR) promote One Fairfax by providing fair, efficient, and neutral grievance and alternative dispute resolution processes for all county employees, and support all departments, agencies, BAC's (Boards, Authorities and Commissions) and county employees in addressing institutional inequities and achieving racially equitable outcomes for all in Fairfax County.

**Context:** CSC and ADR are internal facing service providers to county employees. Prior to the agency's 2021 Equity Impact Plan, the agency lacked demographic data for process outcomes, those who seek and receive services, and those who provide services on behalf of the office. Having demographic data allows staff to identify trends and potential drivers affecting equity within CSC and ADR programs. The agency implemented a process for data collection and gathered data for FY 2020 and FY 2021. Data collection will continue in 2022.

Given the type of services and training offered by the agency, the CSC anticipates providing supportive services to other agencies as they engage staff and implement their Equity Impact Plans.

## **Long-term Outcome(s):**

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| <input type="checkbox"/> Cultural and Recreational Opportunities                    | <input type="checkbox"/> Health                              |
| <input type="checkbox"/> Economic Opportunity                                       | <input type="checkbox"/> Housing and Neighborhood Livability |
| <input checked="" type="checkbox"/> Efficient and Effective Government              | <input type="checkbox"/> Lifelong Education and Learning     |
| <input type="checkbox"/> Empowerment and Support for Residents Facing Vulnerability | <input type="checkbox"/> Mobility and Transportation         |
| <input type="checkbox"/> Environment  | <input type="checkbox"/> Safety and Security                 |

## **System-Level Infrastructure:**

- CSC will collaborate with a cross departmental team to include equity ambassadors and agency training coordinators and staff from Neighborhood and Community Services, Land Development Services, Fairfax- Falls Church Community Services Board, and the Department of Human Resources to review and co-deliver training.
- CSC will consult and collaborate with other agencies, such as the Department of Human Resources, Organizational Development and Training Division, Neighborhood and Community Services and Land and Development Services to develop new strategies for eliciting greater survey participation.

## CIVIL SERVICE COMMISSION CALENDAR YEAR 2022 EQUITY IMPACT PLAN

Short-Term Goals	One Fairfax Area of Focus	Actions	Stakeholders	Timeline	Resources and Supports	Responsible Parties	Performance Measures
<b>1. Collect and analyze demographic data to identify disparities</b>	17/18	1a. Collect race demographic data on grievance outcomes	County employees/agencies/HR managers	1-1-2022 – 12-31-2023	HR/CSC	CSC Staff	Percent of service/training recipients by race as compared to the overall racial representation in the County workforce  Measure of diversity among service providers – Percentage of service providers by race
		1b. Collect race demographic data on who seeks/receives ADR services	County employees/agencies/HR managers	1-1-2022 – 12-31-2023	HR/CSC	ADR Staff	
		1c. Collect demographic data on who provides ADR services –excluding ADR staff	County employees/agencies/HR managers	1-1-2022 – 12-31-2023	HR/CSC	ADR Staff	
		1d. Collect demographic data on who attends ADR trainings	County employees/agencies/HR managers	1-1-2022 – 12-31-2023	HR/CSC Staff	ADR Staff	
<b>2. To facilitate successful conversations around race and equity</b>	17/18	2a. Update and provide training to Equity Leads and ambassadors and collaborating agencies on facilitating conversations about race.	Equity Leads/Ambassadors	9-1-2022 – 12-31-2023	Equity Staff	ADR Staff	Creation of new training  Number of individuals trained  Percentage of training participants who report increased comfort/confidence in effectively facilitating conversations

							about race and equity	
		2b. Provide co-facilitation services to county teams, divisions and agencies engaged in equity and race discussions	County employees/agencies	5-1-2022 – 12-31-2023	Equity Staff/ADR Volunteers /CSC Staff	ADR Staff	Percentage of employees who report increased comfort/confidence in effectively engaging in conversations about race and equity  Number of clients served	
<b>3. To create understating of how our processes and policies are informed by patterns and implicit bias and how to make adjustments when needed</b>	17/18	3a. Implicit Bias training for County Employees from a systemic/structural racism focus	County employees/agencies	6-1-2022 – 12-31-2023	ADR/HR Staff	CSC/ADR Staff	Develop Implicit Bias/Structural Racism training	
		3b. Microaggression training for County Employees	County employees/agencies	9-1-2022 – 12-31-2023		CSC/ADR Staff	Percent of training recipients who report increased understanding and awareness/of implicit bias/structural racism /microaggressions	
								Percent of training recipients who report feeling better equipped to address and manage implicit bias/ structural racism/microaggressions

							Number of staff trained
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Director's Signature: *Wjole Gaudes*