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# CALENDAR YEAR 2022 EQUITY IMPACT PLAN

## ANNUAL REPORT

### BACKGROUND INFORMATION

Department Name: Department of Human Resources

Equity Lead(s): Shelley Scianna

Date: February 6, 2023

### EQUITY IMPACT PLAN REPORT

Review your department's Equity Impact Plan for CY 2022 at [Equity Impact Plans | Topics \(fairfaxcounty.gov\)](#). Using that plan, add each goal below and describe: 1) what was done to make progress toward the goal, 2) with whom (partners), and 3) how work toward this goal was measured/evaluated and the results. If you have data for the performance measures in your CY 2022 Equity Impact Plan, report them. Add more goals as needed.

#### **Goal 1: Enhance recruitment processes in order to eliminate potential biases**

Goal 1 Progress:

##### **1a. Remove personally identifiable information (PII) from applications before hiring manager reviews.**

*Placed on hold – various other high priority items (collective bargaining and the Pandemic) caused this goal to be placed on hold. We are working through testing and research to ensure there are no unintended consequences by implementing this.*

##### **1b. Ensure diversity of interview panels.**

*By providing training on interviewing essentials for panel members, which include the process and importance of ensuring a diverse interview panel; regular reminders to HR Managers in the agencies on the importance of a diverse interview panel.*

##### **1c. Create a shared Countywide resource with targeted outreach resources/events for future recruitment needs.**

*Ongoing: Updating as applicable for example: [Job Fairs | Human Resources \(fairfaxcounty.gov\)](#); [2023 Fairfax County Teen Job Fairs | Board of Supervisors – Springfield](#)*

##### **1d. Work with agency HR managers to partner and track outreach efforts.**

*In progress – HR managers were surveyed a few years ago, and their responses were general in terms of outreach. With few exceptions, the majority of the county depends on job postings. Most involve professional organizations and associations specific to the position being filled (i.e., engineer, nurse, behavioral health specialists and data scientist)s. Employment will be revamping their FairfaxNet site to include a section titled 'Recruitment Strategies.' That section will also include diversity outreach in recruiting.*

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### **1e. Create sample equity interview questions to help agencies incorporate into interview process.**

*In progress/under development*

### **Goal 2: Provide equal access to training and development opportunities**

Goal 2 Progress:

#### **2a. Continued outreach efforts to ensure awareness of opportunities and participation at all levels of the organization.**

*OD&T's programs are open to all employees and we continue to market to all agencies and will deliver outside Monday-Friday daytime hours when needed for those who work in agencies that have different hours and work schedules.*

#### **2b. Continue to develop Professional Development and Employee Resource groups (i.e., YoPros & Women 2 Women, Women in Leadership, etc.)**

*OD&T continues to hold programs such as EMERGE, Mentoring, YOPROS, New Supervisors, Middle Managers and accept and involve anyone who would like to join the programs. We hold several info sessions with all county employees and make sure we market all programs through New Employee Orientation.*

#### **2c. Work with Alternative Dispute Resolution, One Fairfax and the Office of Human Rights and Equity Programs to create in person and online countywide equity training.**

*OD&T continues to partner with both ADR and One Fairfax. This past year we held several classes with ADR around Crucial Conversations and Disability Etiquette.*

### **Goal 3: Ensure fair and equitable practices in classification and compensation**

Goal 3 Progress:

#### **3a. Reviewing job descriptions and class specifications to remove unnecessary certifications and qualifications.**

*This is completed during Workforce Planning sessions held bi-annually, at the agencies request, as well as when positions are vacated-job descriptions are reviewed to ensure they are up to date.*

#### **3b. Setting the framework for Equal Pay Studies by Job Classifications, based on race, gender, education and experience.**

*Table until after the completion of the current Pay Compression Review, estimated to be completed in May 2023.*

#### **3c. Review the Equivalency Statement.**

*Completed: The county allows for certain experience(s), dependent upon type and level of duties to be substituted for experience in many (but not all) positions. For more information on this, please see [Equivalencies for Education and Experience | Human Resources \(fairfaxcounty.gov\)](#).*

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**3d. Reviewing the within-grade and above mid-point salary requests utilizing an equity lens, which will include race, gender, and age demographics to monitor and prevent pay inequities.**

*This is not currently reviewed/measured as part of these requests.*

**Goal 4: Ensure fair and consistent practices in the administration and application of the County's performance management program and policies**

Goal 4 Progress:

**4a. Implement a system to calibrate performance appraisals to ensure equity in ratings by manager, division and department.**

*No update/measurement*

**4b. Review discipline to ensure one group is not impacted more than another.**

*No update/measurement*

**Goal 5: Collaborate with OHREP to identify areas of opportunity**

Goal 5 Progress:

**5a. Work with OHREP to identify trends and areas of underutilization, as well as potential barriers to employment, throughout the County.**

*Since we don't track EEO codes or demographics in the NEOGOV – HR PERFORM Module nor do we track demographics/EEO codes in the discipline/grievance tracker, we will need to partner with OHREP on alternative ways to identify trends and areas of underutilization.*