Department of Information Technology (DIT) Calendar Year (CY) 2023 Equity Impact Plan

Leadership Sponsor:

Gregory Scott, Chief Technology Officer and Director, DIT

Equity Lead(s):

Michelle Breckenridge–Fiscal Manager, PP&A Division

Brian Heffern–Director, Policy, Planning & Administration (PP&A) Division

Departmental Equity Guiding Statement:

As the agency that designs, manages, and implements all aspects of information technology solutions and supporting infrastructure enabling County agencies to deliver information and services, DIT will equitably deliver and support an innovative, secure IT environment that identifies and eliminates barriers to at-risk and historically underrepresented communities.

DIT will provide infrastructure and services that maximize public access, broadband capacity, digital education and innovative opportunities to racially and socially disadvantaged communities, creating shared prosperity.

DIT is committed to the integration of racial and social equity in its policies, practices, recruitment and retention decisions in alignment with the County's Strategic Plan and One Fairfax policy.

Context:

Some of the trends and drivers impacting our equity work in DIT is overcoming the fear and difficulty that exists in having open conversations about race-related issues. We are working hard as a team to make an open and safe space to have these discussions; however, it becomes a much greater challenge when trying to spread the One Fairfax message throughout the Department and the County as a whole. Another area impacting our work is the challenge of narrowing scope to manageable deliverables/outcomes.

When hiring, it is important to maintain an equity lens that promotes a racially and socially equitable workforce in DIT. Other important focus areas include providing ongoing equity training in DIT; and preparing students for careers in information technology.

In our effort to ensure access to the opportunities people need to thrive, DIT will work in partnership with the One Fairfax team to take action to interrupt inequitable practices at the interpersonal, institutional, and structural levels in this agency. To that end, our Equity Impact Plan includes these goals:

- Implementation of strategies to make broadband access, IT software applications, and IT hardware affordable

- Expand understanding in DIT on the impact of inequities in policies and practices with the outcome of preferential access to opportunity for some at the expense of others
- Apply retention and recruitment policies and practices that promote access to promotional opportunities

Long-term Outcome(s):

☐ Cultural and Recreational Opportunities
☒ Economic Opportunity
☒ Efficient and Effective Government
☒ Empowerment and Support for Residents Facing Vulnerability
☐ Environment

☐ Health
☐ Housing and Neighborhood Livability
☒ Lifelong Education and Learning
☐ Mobility and Transportation
☐ Safety and Security

System-Level Infrastructure:

Technology solutions are key to identifying areas of disparity, as well as the successful implementation of many equitable strategic remedies throughout the County. It is imperative that we identify the IT intersections with schools, the private sector, public safety, cable communications, human services, human resources, tax, GIS, etc.

To provide equitable educational opportunities and to ensure a supportive learning environment for all students, all County residents must be equipped with affordable equipment and broadband access. DIT must develop a strategic roadmap that facilitates County agencies' access to technology solutions that can identify and reach the citizens in need of those services, e.g., the homeless, seniors, language interpretations, etc.

Within the agency, DIT will create, update, and promote an inventory of available certifications, specialized trainings, and degreed programs in order to promote access to continuous learning and professional development opportunities. Partnering with DIT leadership, County HR/OD&T, and other stakeholders, we will work to ensure that all are afforded equitable access to fully participate.

DIRECTOR'S SIGNATURE:

DEPARTMENT OF INFORMATION TECHNOLOGY (DIT) CY 2023 EQUITY IMPACT PLAN – SUPPORT COUNTY DIGITAL ACCESS WORK (ONGOING-EXTERNAL)

Goals	One Fairfax Area of Focus	Actions	Stakeholders	Timeline	Resources and Supports	Responsible Parties	Performance Measures
1. **Maximize Broadband/ Wi-Fi availability for underserved communities (i.e., Black and Hispanic Communities).**	15	1a. Work as a liaison between the DIT Director, Digital Access and Learning Workgroup, and Central One Fairfax office in areas such as status updates, performance measurement tracking and reporting, as well as assistance on presentations on this topic	Digital Access and Learning Workgroup / DIT Leadership / One Fairfax / Public	Ongoing	Time and staff to provide support; County agencies already working with disadvantaged communities	DIT Equity Partners Group; Others TBD	**Quantitative** - Number of identified focus areas without or with limited broadband access - Number of additional Wi-Fi hotspots created - Number of discussions / check-ins with Digital Access and Learning Workgroup.
		1b. Research includes working with DIT/GIS on identifying census tracts with the lowest usage of broadband or working with DIT Network Group to analyze options for additional Wi-Fi Hotspots, especially in areas with the lowest percentage of household internet usage	Public / Digital Access and Learning Workgroup	Ongoing	Time and staff to analyze and determine locations of need	DIT/GIS; DIT Network Group; DIT Equity Partners Group; Others TBD	**Qualitative** – Value of resources/assistance provided in support of Digital Access and Literacy Workgroup, determined through online survey
		1c. Work to identify low-cost options/programs provided by private Internet Providers	Public / Digital Access and Learning Workgroup / Private Sector Partners	Ongoing	Time and staff to analyze; Potential funding for additional business incentives to remove barriers to low-cost options/ programs	DIT Leadership; DIT Equity Partners Group; Others TBD	

DIT CY 2023 EQUITY IMPACT PLAN – IT CAREER INTEREST / INTERNSHIP PROGRAM (ONGOING-EXTERNAL)

Goals	One Fairfax Area of Focus	Actions	Stakeholders	Timeline	Resources and Supports	Responsible Parties	Performance Measures
2. Promote IT careers for high school students from historically marginalized or underrepresented racial or ethnic groups.	3	2a. Create a structure/ framework and selection process for an internship program including outcomes and objectives. Include input from FCPS, guidance counselors, families, the business community, etc.	DIT / Youth of racially/socially disadvantaged communities / Partner agencies and organizations	Summer CY 2023	Funding for internship pay. Will require support from DIT Leadership, DIT HR team, as well as staff in participating divisions who will be mentoring and teaching the interns	DIT-HR / DIT Equity Partners / DIT Leadership	**Quantitative** - Number of students who participate and complete the internship. - Number of students who obtain a permanent position within the IT field. - Number of partnerships established **Qualitative** - Increased knowledge of and/or participation in IT careers by people of color, determined through online survey for interns - Through annual surveys administered to relevant stakeholders, determine if there's an increase in IT career options promoted to students from racially/socially disadvantaged populations
		2b. Create partnerships between DIT and multiple community groups to build interest in IT careers, including county high schools targeting their racially/socially marginalized populations. Concentrate on efforts to expand outreach by working with other County agencies who have existing relationships with the underserved population this equity goal was designed to reach (such as Opportunity Neighborhoods) to help us identify potential candidates. Also partner with local vocational schools, non-profit organizations and and/or self-enrichment services	DIT / Youth of racially/socially disadvantaged communities / Partner agencies and organizations	Summer CY 2023	Outreach requirements will be substantial. Will require staff time for building partnerships with other county agencies (such as DNCS) and outside organizations.	DIT Equity Partners / DIT-HR / DIT Leadership	
		2c. Ensure that equity team members are part of the recruitment and interview process to ensure an equity lens is used throughout the decision-making process.	DIT / Youth of racially/socially disadvantaged communities	Summer CY 2023	NA	DIT-HR /DIT Equity Partners	

DIT CY 2023 EQUITY IMPACT PLAN – PROFESSIONAL DEVELOPMENT (ONGOING-INTERNAL)

Goals	One Fairfax Area of Focus	Actions	Stakeholders	Timeline	Resources and Supports	Responsible Parties	Performance Measures
3. Provide equitable access to DIT certification, specialized training, degreed programs, and other county-sponsored continuous learning programs, to eliminate systemic racial and social bias in professional development opportunities	3 / 16	3a. Ensure county-sponsored continuous learning opportunities are publicized agency-wide and both applicants and managers are encouraged and enabled to apply and allow staff the ability to participate (with unbiased criteria, e.g., employee in good standing, ability to manage current, workload etc.)	DIT Employees, HR, OD&T	Work is now ongoing to update, add, and keep current	DIT could consider providing fiscal support for those opportunities not fully funded (through TAP, vouchers, etc.). Fairfax County Public Library and OD&T resources are critical	DIT Employees, DIT Senior Mgmt., DIT Managers, DIT Equity Partners	**Quantitative** - Percentage of staff aware of specialized training opportunities - Percentage of BIPOC staff enrolling and completing specialized/certification programs - Tracking data on attrition & promotion within the agency based on new/emerging skill sets **Qualitative** - Increased overall job satisfaction, performance, and morale through survey of users
		3b. Create engagement points between OD&T, DIT-HR, and DIT Senior Mgmt. to increase awareness of opportunities	See above	See above	Human Resources/OD&T,	DIT Equity Partners	
		3c. Include multiple layers of review and/or approvals	See above	See above	NA	DIT Senior Mgmt., DIT Managers	
		3d. Ensure agency leadership is provided data concerning training/development opportunities and have them promote and encourage participation	See above	See above	Fairfax County Public Library and OD&T resources are critical	DIT Equity Partners	

DIT CY 2023 EQUITY IMPACT PLAN – DIT EQUITY TRAINING (ONGOING-INTERNAL)

Goals	One Fairfax Area of Focus	Actions	Stakeholders	Timeline	Resources and Supports	Responsible Parties	Performance Measures
4. **Identify key IT industry-related equity issues and results-based training for DIT staff.**	1, 3, 5, 17	4a. Identify racial and social inequities in IT industry-related business area	DIT Staff	Ongoing	Time and Staff to analyze and research	DIT Equity Partners	**Quantitative** - Percentage of DIT staff confirming they are experiencing a more racially/ socially equitable working environment, disaggregated by race **Qualitative** - Survey staff to determine improved awareness of racial and social inequities and tools to eliminate them.
		4b. Supplement core equity training as it specifically relates to IT business areas such as digital equity, cybersecurity, broadband and other similar issue areas.	DIT Staff	Ongoing	Funding may be required depending on training identified	DIT Leadership, DIT Business Area Leads, DIT Equity Partners	
		4c. Work with OD&T, One Fairfax, and/or other vendors on identifying and acquiring training modules on topics such as navigating change and organizational/cultural transformation.	DIT Staff	Ongoing	Funding may be required depending on training identified; OD&T; One Fairfax Team; Vendors	DIT Equity Partners in association with partners noted; DIT Leadership	

Goals	One Fairfax Area of Focus	Actions	Stakeholders	Timeline	Resources and Supports	Responsible Parties	Performance Measures
5. **Continue Process of Introducing and Imbedding the One Fairfax Policy in the Department of Information Technology and work to normalize conversations about race.**	16	5a. As needed, update the existing online document that includes DIT's Equity Guiding Statement, outreach activities and staff commitments to center racial and social equity as a DIT priority.	DIT leadership, staff, and customers; potential employees	Ongoing	Staff time to edit	DIT Equity Partners; DIT Leadership	**Quantitative** - Percentage increase in DIT staff knowledge of One Fairfax Policy and DIT's Equity Impact Plan Goals - Increase BIPOC representation within DIT BACs, student internship, and vendor representation. **Qualitative** - Through online surveys, identify equity-related concepts being considered as part of core DIT decisions; and determine to what degree DIT is viewed as a racially and socially equitable organization.
		5b. Continue conversations on race and current events; Expand to additional areas of the Department	See above	Ongoing	Staff time to discuss and plan	See Above	
		5c. Develop a brochure or similar paper document that can be distributed at job fairs or other similar events that highlights DIT's commitment to equity and inclusion	See above	Ongoing	Staff time to write, design, and edit; Minimal cost for printing, distribution	See Above	
		5d. Include an "equity segment" or topic at DIT All Hands Meetings and incorporate equity considerations into topics being discussed	DIT staff	Ongoing	Staff time to discuss and plan	See Above	

DIT CY 2023 EQUITY IMPACT PLAN – CONSIDER EQUITY IN PURCHASING AND CONTRACTUAL REVIEW PROCESS

Goals	One Fairfax Area of Focus	Actions	Stakeholders	Timeline	Resources and Supports	Responsible Parties	Performance Measures
6. Apply an equity lens throughout the purchasing and contractual review processes when purchasing IT applications, hardware, software, and services	17	6a. Ensure agencies have used an equity lens when making purchases that come through DIT as part of the Architectural Review Board (ARB) process, IT Project process, or other similar frameworks. Serve with DPMM as a "check and balance" for adherence to the One Fairfax Policy when initiating procurement	DIT agency partners, project managers, leadership, staff, and customers, DPMM	Additional focus intended for CY2023	Staff time to identify all staff in these roles and ensure training is available to those performing these roles yet to receive it	DIT Equity Partners workgroup; DIT Leadership; DIT Program Managers; DIT Staff performing these roles	**Quantitative** - Increase percentage of contracts awarded to BIPOC-owned companies/resellers and suppliers - Percentage increase in BIPOC-owned IT contractual relationships **Qualitative** - Through online surveys, determine to what degree Equity-related concepts are considered in the RFP/IFB, Sole Source, and ARB processes, as part of the contractual and procurement processes.
		6b. Include consideration of equity when making enterprise-wide technology purchases on behalf of Fairfax County government, to include resellers	See above	See above	Ensure training is available to those performing these roles who have yet to receive it	See Above	
		6c. Ensure IT staff who perform these functions are familiar with One Fairfax policy and receive training as a pre-requisite to assuming these roles	See above	See above	See Above	See Above	
		6d. Add a discussion of equity considerations in the Fiscal Management Services presentation on procurement/purchasing	DIT Leadership and staff	CY2023	NA	DIT Fiscal Management Services Team	