

Executive Order
Commonwealth of Pennsylvania
Governor's Office

Subject: Office of Diversity Management	Number: 2008-06 As Amended
 By Direction of: Edward G. Rendell, Governor	Date: April 15, 2010

WHEREAS, the commonwealth is committed to creating a culture of inclusion that values and promotes diversity and equal opportunity in all aspects of commonwealth employment, business, and service;

WHEREAS, diversity and a culture of inclusion generally means to the commonwealth the presence and participation of individuals from various races, religions, ethnic and national origins, socio-economic backgrounds, genders, abilities, and beliefs;

WHEREAS, commonwealth offices under the Governor's jurisdiction invest significant resources to create and support diversity efforts;

WHEREAS, historically, the commonwealth's efforts to recruit, retain, and contract with diverse individuals and businesses have been largely decentralized, lacking a comprehensive enterprise-wide strategic plan;

WHEREAS, an effective enterprise diversity management policy requires coordinated implementation of diversity policies, programs, initiatives, structures, and strategies related to all aspects of commonwealth work, including employment, procurement, and communications;

WHEREAS, effective strategic diversity management practices will further enhance commonwealth employee productivity and customer service, nurture the development of employees at all levels, and strengthen the state's economy by increasing the pool of diverse employees, citizens, and businesses; and

WHEREAS, although the commonwealth has a Chief Diversity Officer, no central coordination of diversity efforts currently exists to govern, evaluate, encourage, and monitor agency diversity planning, investment, and effectiveness. Therefore, it is imperative to establish an Office of Diversity Management to facilitate an effective, coordinated diversity strategy that leverages best practices and resources across commonwealth agencies.

NOW, THEREFORE, I, Edward G. Rendell, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws of the commonwealth, do hereby establish the **Office of Diversity Management**, the **Governor's Executive Diversity Council**, and the **Governor's Diversity Planning Council**, all as hereinafter set forth, in order to ensure that diversity management strategies and best practices are considered, implemented, and evaluated across commonwealth agencies.

1. Office of Diversity Management. The Office of Diversity Management (Office) shall be managed by the Chief Diversity Officer, an executive-level position within the Office of Administration, who shall report directly to the Governor or the Governor's designee. The Chief Diversity Officer shall consult with the Governor's Executive Diversity Council on matters related to diversity strategies implementation; advise the Secretary of Administration on matters related to equal employment opportunity, recruitment, placement, retention, and other workforce and workplace-related issues; and advise agencies and offices on procurement and contracting issues, as they may relate to diversity management and planning.

a. Responsibilities. The Office shall create a coordinated commonwealth-wide, strategic approach to diversity management and shall:

- (1) develop, design, and implement a strategic plan to accomplish the commonwealth's diversity vision, mission, and goals;
- (2) identify acceptable measures, coordinate and guide diversity efforts, and establish clear direction and expectations for diversity management efforts in the commonwealth;
- (3) incorporate diversity management best practices into commonwealth agency policies, practices, structures, goals, and objectives;
- (4) coordinate the minority participation data of all purchasing and contracting agencies under the Governor's jurisdiction; and
- (5) prepare an annual report to the Legislature.

b. Authority. Existing policies and practices of agencies under the Governor's jurisdiction shall be subject to the advice, direction, and guidance of the Chief Diversity Officer so that they comply with commonwealth-wide diversity objectives promulgated by the Office. Agencies under the Governor's jurisdiction shall participate in diversity planning, policy development, and implementation. The Chief Diversity Officer may appoint, from time to time, ad hoc advisory groups and committees to assist with matters related to diversity management and inclusion, to engage public discussion, or to accomplish the responsibilities of the Office.

2. Governor's Executive Diversity Council.

a. Composition. The Governor's Executive Diversity Council (Executive Council) shall consist of the following members, who shall serve *ex officio*:

- (1) Governor's Chief of Staff.
- (2) Secretary of Administration, who shall serve as chair of the Council.
- (3) Secretary of Labor and Industry.
- (4) Secretary of Health.
- (5) Secretary of General Services.
- (6) Secretary of Community and Economic Development.
- (7) Director of the Office of Public Liaison.
- (8) Secretary of the Commonwealth.
- (9) Chief Diversity Officer.
- (10) Chair of the Board of Probation and Parole.
- (11) Commissioner of the Pennsylvania State Police.
- (12) Governor's General Counsel.
- (13) Executive Director of the State Civil Service Commission.

b. Responsibilities. The responsibilities of the Executive Council shall be:

- (1) to provide guidance, direction, and approval to the Office on enterprise-wide diversity priorities, and to guide the commonwealth's diversity agenda and strategic plan implementation; and
- (2) to convene on a regular basis to discuss, approve, and prioritize enterprise-wide diversity goals, objectives, strategies, and recommendations provided by the Governor's Diversity Planning Council.

3. Governor's Diversity Planning Council.

a. **Composition.** The Governor's Diversity Planning Council (Planning Council) shall consist of the following members, who shall serve *ex officio*:

- (1) Deputy Secretary for Human Resources and Management, Office of Administration.
- (2) Deputy Secretary for Procurement, Department of General Services.
- (3) Deputy Secretary for Minority and Women's Business Opportunities, Department of General Services.
- (4) Executive Director for the Governor's Advisory Commission on African American Affairs.
- (5) Executive Director for the Governor's Advisory Commission on Asian American Affairs.
- (6) Executive Director for the Governor's Advisory Commission on Latino Affairs.
- (7) Executive Director for the Governor's Cabinet for People with Disabilities.
- (8) Executive Director for the Pennsylvania Commission for Women.
- (9) Director of the Bureau of Equal Employment Opportunity, Office of Administration.
- (10) A Deputy Secretary designated by the Chief Diversity Officer from an agency in each of four practice groups organized around the following: Public Safety; Health and Human Services; Environment; and Government Operations. Practice Groups may be organized as presently structured under the Office of Information Technology Keystone Plan or differently as determined by the Chief Diversity Officer to meet agency functions, missions, and practices.

b. **Responsibilities.** The responsibilities of the Planning Council shall be:

- (1) to conduct meetings on a regular basis to identify critical diversity issues, including those that should be addressed in a comprehensive manner; and
- (2) to assist the Office in the development of an enterprise-wide diversity strategic plan and make recommendations to the Chief Diversity Officer for implementation of the plan.

- 4. Relationship with Other Agencies.** All agencies under the Governor's jurisdiction shall cooperate with, and provide assistance and support to, the Office, the Executive Council, and the Planning Council. The Office may also be directed and appointed by the Governor to participate in certain other commissions, panels, cabinets, and initiatives as he deems appropriate.
- 5. Effective Date.** This Executive Order shall take effect immediately, and shall remain in effect unless rescinded by the Governor.