

**OFFICE OF HEALTH DISPARITIES
POLICY AND PROCEDURES**

Number: 02.01	Original Issue Date: 11/02/2015	Revision Date: 11/01/2018
Section: Office of Health Disparities Operations		
Subject: Promoting Workforce Diversity		
Authorized by: Dulce Díez		

A. PURPOSE

The purpose of this policy is to establish procedures that encourage inclusive recruiting and hiring procedures within the Office.

B. DEFINITIONS

1. Policy - a statement of concept, principle, or purpose to guide present and future actions, decisions and procedures.
2. Procedures - a series of steps followed in regular order to implement and review policy.
3. Staff - all personnel employed by the Office including, but not limited to, the Director, Health Program Specialists, and Interns/Temporary Employees.
4. Partners - individuals and organizations that are formally engaged in collaborative efforts including (but not limited to) grantees/subcontractors, advisory board members, and task force members.

C. POLICY AND PROCEDURES

1. Policy
 - a. Director, staff and partners tasked with recruiting, hiring, and training new staff shall employ due diligence and adequate effort in conducting recruiting and hiring processes that are inclusive of candidates who reflect the demographics and needs of the specific target communities to be served.
2. Recruiting potential applicants
 - a. Ensure that job descriptions expressly encourage diverse applicants through statements such as (but not limited to), "Applicants of all backgrounds are strongly encouraged to apply."
 - b. Ensure that job descriptions are posted through venues and outlets that are frequented by and accessible to diverse candidates, including (but not limited to) college campuses, ethnic student associations, minority-owned businesses, community-based organizations, ethnic cultural centers, and faith-based organizations.

3. Community engagement

- a.** Solicit guidance from community members and organizations to increase awareness of job openings among diverse communities.

D. CONTINUOUS RENEWAL

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.