

WV Division of Homeland Security and Emergency Management

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM: AFFIRMATIVE ACTION PLAN

2018 – 2019



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Department of Military Affairs and Public Safety
Jeff S. Sandy, Cabinet Secretary

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JIMMY J. GIANATO
DIRECTOR

Employment Opportunity Program: Affirmative Action Plan
July 1, 2018 – June 30, 2019
Information Sheet

Plan completed by:

Michael L. Todorovich
Deputy Executive Director
West Virginia Division of Homeland Security
1900 Kanawha Blvd, E.
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Signature

Date

Plan approved by:

Jimmy J. Gianato
Executive Director
West Virginia Division of Homeland Security
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Signature

Date



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Equal Employment Opportunity Program: Affirmative Action Plan Organization Overview

The mission of the West Virginia Division of Homeland Security and Emergency Management is to ensure the protection of life and property by providing coordination, guidance, support and assistance to local emergency managers and first responders.

Pursuant to West Virginia State Code and the West Virginia Emergency Operations Plan, the agency manages disaster preparedness, mitigation, and response and recovery efforts throughout the state by coordinating with all responsible government agencies. In the event of a federally declared disaster, the Federal Emergency Management Agency (FEMA) works closely with the division to administer assistance programs.

The division contains multiple branches that work seamlessly together to achieve DHSEM's overall mission. In addition to these branches and the emergency call center, which is staffed 24/7, the division activates and operates the state's Emergency Operations Center when local governments request state emergency assistance. During activation, DHSEM coordinates materials and support requested by local emergency service providers, who then administer direct assistance to citizens. When necessary, the Mobile Operations Center is activated so that DHSEM personnel can support local responders.

The West Virginia Division of Homeland Security and Emergency Management is comprised of approximately 50 full-time employees, all of whom work within one of the division's key branches.

- **Preparedness and Response:** Responsible for the coordination and operation of the State Emergency Operations Center. This includes the Homeland Security Area Liaisons, the Watch Center, Planning, Training, and Exercises.
- **Technological Hazards:** Responsible for the coordination of activities related to radiological and hazardous materials planning and response. This includes the Radiological Emergency Preparedness (REP) program, Tier II reporting, the Toxic Report Inventory (TRI) Program, and the administration of the State Emergency Response Commission (SERC).
- **Mitigation and Recovery:** Responsible for the implementation of program to prevent or recover from disasters. Program areas include floodplain management, hazard mitigation and individual assistance.



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- **WV Intelligence Fusion Center:** Responsible for the collection, analysis, and distribution of threat information.
- **Mission Support:** Responsible for the coordination of activities to support overall agency operations. This includes the State Interoperable Radio Network, the Integrated Flood Warning System (IFLOWS), Information Technology, and Geographic Information Systems programs.
- **General Staff:** Responsible for the coordination of specialized program to support preparedness and response. This includes the WV Safe Schools Program, Credentialing, Critical Infrastructure Project, and related activities.
- **Grants:** Responsible for managing the Homeland Security Grant Program and the Emergency Management Performance Grant. This includes completion of the Threat and Hazard Identification and Risk Assessment, the State Preparedness Report, and other related grant eligibility requirements.
- **Administration and Finance:** Responsible for accounts payable, accounts receivable, human resources, budgeting, asset management, and financial auditing.

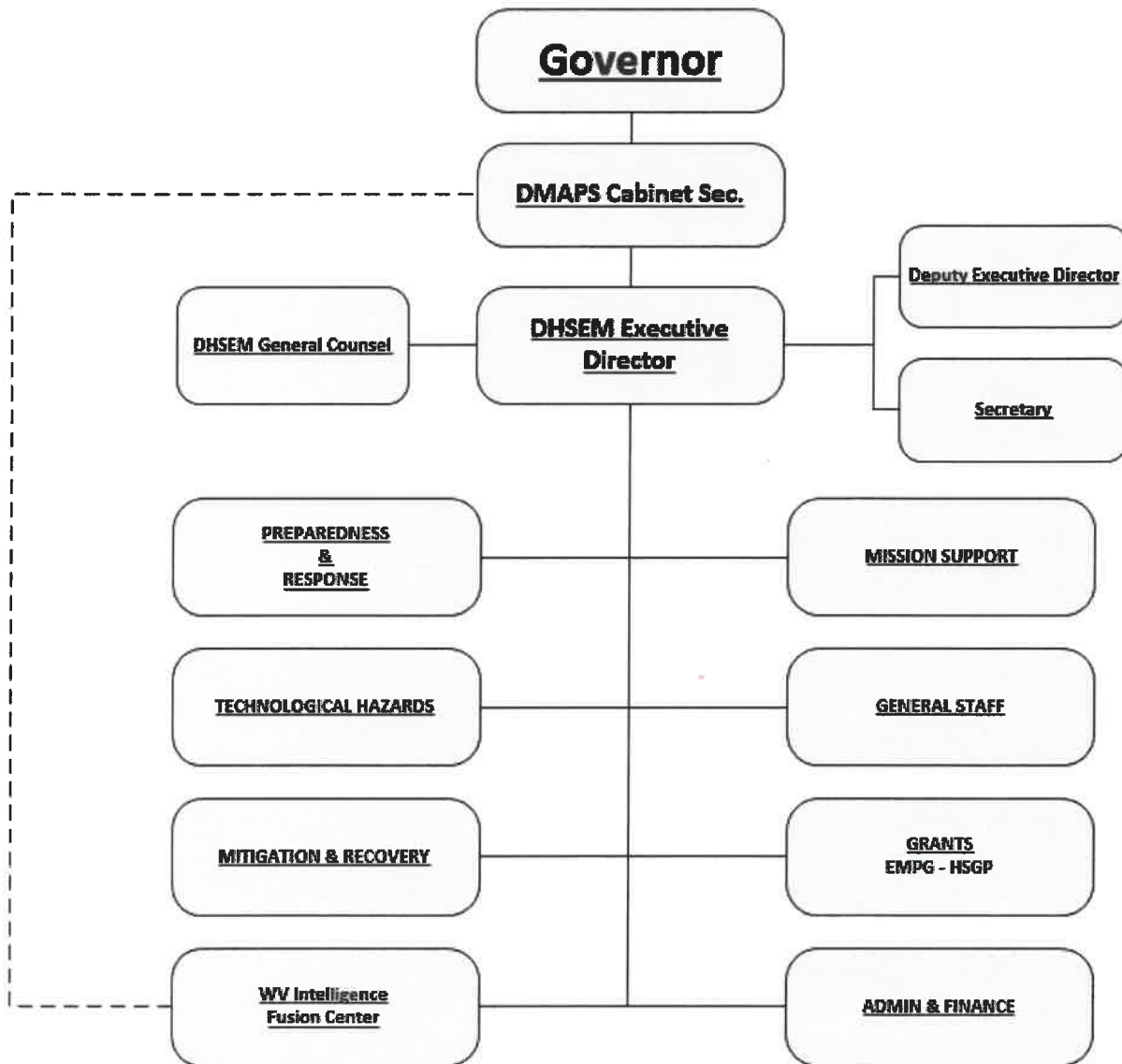


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Organizational Chart





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Equal Employment Opportunity Program: Affirmative Action Plan Internal Audit and Reporting Schedule

The West Virginia Division of Homeland Security and Emergency Management may utilize the following measures to determine/ensure that the goals and objectives contained within the Affirmative Action Plan occur.

Monthly:

1. The Equal Employment Opportunity (EEO) Coordinator will review all application to track minority and female participation and outcomes (interviewed, selected, hired). The Division Human Resource Officer will maintain these records.
2. The EEO Coordinator will review all minority and female applicants and/or employees to ensure that they were fairly considered when job vacancies occurred within the Division.
3. The EEO Coordinator will provide the Director with a progress report regarding the achievement of the Affirmative Action Program goals and objectives.

Quarterly:

1. The EEO Coordinator will review progress towards affirmative action goals and objectives
2. The EEO Coordinator will review all personnel actions involving promotions, transfers, terminations and performance reviews to determine if disparate treatment has occurred.
3. The EEO Coordinator will review all Division personnel policies and wording of any newspaper placement ads, and recruitment advertisements (as applicable).
4. The EEO Coordinator will review training, education and supervisory development programs (as applicable).

Annually:

1. The EEO Coordinator will review, in its entirety, the Division's Equal Employment Opportunity Program: Affirmative Action Plan, and assess the progress toward achieving the stated goals and objectives.



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Equal Employment Opportunity Program: Affirmative Action Plan Previous Year Assessment Statement

The West Virginia Division of Homeland Security and Emergency Management made a good faith effort to adhere to the Equal Employment Opportunity Program: Affirmative Action Plan (plan year 2017 — 2018) and all policy statements, guidelines, and protocol contained therein. Suggestions or concerns regarding the Division's Affirmative Action Plan, if any, have been acted upon accordingly and included within the newly-submitted Affirmative Action Plan.

As the Deputy Executive Director of the Division of Homeland Security and Emergency Management, I continue to remain committed to the achievement of the objectives described within the Affirmative Action Plan and expect all employees of the Division to support this commitment.

Michael L. Todorovich, Deputy Executive Director

Michael L. Todorovich

Signature

9-13-18

Date



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Equal Employment Opportunity Program: Affirmative Action Plan Dissemination Strategy

Internal Dissemination:

The West Virginia Division of Homeland Security and Emergency Management is dedicated to the application of equal employment opportunity to all individuals. The following steps will be taken to inform employees of the agency's continued efforts in affirmative action.

1. All new employees will be provided with the location of the Division's employee handbook/orientation manual, which includes and explains the affirmative action efforts of the agency and of the State Equal Employment Opportunity (EEO) office.
2. New developments in policy and procedure will be discussed with employees during staff meeting and through memoranda.
3. The agency senior leadership will discuss hiring and recruitment efforts to develop a more diverse work force.
4. Notices and updates received by the EEO coordinator will be reproduced and provided to employees in an effort to inform them of the efforts of the agency and State EEO office

External Efforts:

1. The agency EEO coordinator will participate in employment and recruiting fairs throughout the state.
2. The agency will participate in an internship program in its efforts to introduce college students to the agency and assist in its efforts to employ a racially-diverse work force
3. When vacancies arise in the agency, the Personnel Director/EEO Coordinator will promote EEO with job specifications and qualifications in order to recruit a racially diverse work force.



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Equal Employment Opportunity Program: Affirmative Action Plan Confidentiality Statement

A copy of the West Virginia Division of Homeland Security and Emergency Management Affirmative Action Plan is provided to the Governor of the State of West Virginia and the State Equal Employment Opportunity Director. This information may directly or indirectly reveal data pertaining to personnel files, financial, and/or investigatory information. As such, notice is hereby given that this Affirmative Action Plan, and all related appendices, documents, and support data are sensitive and are not to be copied in part or in whole without the express written consent of the Director of the Division of Homeland Security and Emergency Management, or the Cabinet Secretary for the West Virginia Department of Military Affairs and Public Safety.

The Division of Homeland Security and Emergency Management Affirmative Action Plan is sensitive; however, specific narrative information on the plan can and will be made available for employee review and participation upon written request to the Director of the Division of Homeland Security and Emergency Management, or the Equal Employment Opportunity Coordinator. The Division of Homeland Security and Emergency Management requires that everyone treat such information as sensitive and that such information not be released to any other person under any circumstances.

Michael L. Todorovich, Deputy Executive Director

Michael L. Todorovich

Signature

9-13-18

Date



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Equal Employment Opportunity Program: Affirmative Action Plan Equal Employment Opportunity Policy Statement

The West Virginia Division of Homeland Security and Emergency Management is committed to the policy of the United States Government and the West Virginia State Government to provide equal employment opportunity for all qualified persons in accordance with Executive Order 11247 as amended, Title VII of the Civil Rights Act of 1976, the Equal Employment Opportunity Act of 1972, the Rehabilitation Act of 1973, the Americans With Disabilities Act, the West Virginia Human Rights Act and State of West Virginia Executive Order No. 6-90. These acts and orders collectively prohibit discrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation. The Division of Homeland Security and Emergency Management will not discriminate against any employee or prospective employee because of any of the foregoing factors.

The Division of Homeland Security and Emergency Management will ensure that all personnel actions relating to employment, compensation, transfers, promotion, training, educational opportunities and terminations will be made in a nondiscriminatory manner. Discrimination or harassment of any type to include sexual and racial harassment, will not be tolerated in the Division.

Suggestions or concerns regarding the Division's Equal Employment Opportunity Policies should be directed to the Deputy Executive Director.

As the Deputy Executive Director of the Division of Homeland Security and Emergency Management, I am personally committed to the achievement of the objectives described above, and I expect all employees of the Division to support this commitment.

Michael L. Todorovich, Deputy Executive Director

Signature

Date



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Equal Employment Opportunity Program: Affirmative Action Plan Drug Free Workplace Policy Statement

It is the policy of the West Virginia Division of Homeland Security and Emergency Management to ensure that its workplace is free of illegal drugs and controlled substances by prohibiting the use, possession, purchase, distribution, sale of, or presence in the body system, without medical authorization, illegal or controlled substances. This is applicable while employees are engaged in any work-related activity. "Work-related activity" is defined as performance of agency business during regularly scheduled work days, meal breaks, and/or social occasions having connection with one's job or agency. Reporting to work under the influence of a controlled substance or alcohol, the presence of a non-medically prescribed controlled substance or alcohol in the body system, or possession of drug paraphernalia are all prohibited in the workplace.

As a condition of employment, employees will:

1. Be provided with a copy of the State of West Virginia Drug Free Work Place policy, as written by the Department of Administration and the Division of Personnel,
2. Sign and acknowledge receipt of the State of West Virginia's Drug-Free Workplace Act of 1988,
3. Notify his or her supervisor of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction, and,
4. Sign the "Employee Drug Awareness Certification Form."

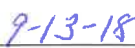
Violation of this policy will lead to appropriate personnel actions. Disciplinary action may range from a reprimand to dismissal, and employees may be required to participate in a substance abuse rehabilitation program or an employee assistance program.

This policy is consistent, and is read in conjunction, with the West Virginia Division of Personnel Drug Free Workplace policy.

Michael L. Todorovich, Deputy Executive Director



Signature



Date



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**Equal Employment Opportunity Program: Affirmative Action Plan
Anti-discrimination Against Disabled Employees
or Veterans and Vietnam Era Veterans Policy Statement**

The West Virginia Division of Homeland Security and Emergency Management will not discriminate against any applicant for employment because he or she is disabled, a disabled veteran or a veteran of the Vietnam era.

It is the policy of the West Virginia Division of Homeland Security and Emergency Management to employ and advance in employment, qualified disabled persons, disabled veterans, and veterans of the Vietnam era at all levels of employment. This policy applies to all employment practices including recruitment, selection, compensation and benefits, promotion, demotion, transfer, layoff, termination, training, and other terms, conditions and privileges of employment.

Physical job qualifications are applied in the selection of employees for hire, promotion, and transfer only if they are directly related and consistent with business necessity and the performance of the job. Reasonable accommodations, such as special equipment, job restructure, or other accommodations will be made for employees and applicants provided the accommodation does not impose an undue hardship on the Division.

Michael L. Todorovich, Deputy Executive Director

Michael L. Todorovich
Signature

9-13-18
Date



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Equal Employment Opportunity Program: Affirmative Action Plan Sexual Harassment Policy Statement

Sexual harassment is a form of sexual discrimination under Title VII of the Civil Rights Act of 1964. It is imperative that all employees of the West Virginia Division of Homeland Security and Emergency Management be provided a work atmosphere free from sexual harassment.

Specifically, unlawful sexual harassment takes place when unwelcome sexual advances, requests for sexual favors or verbal and/or physical conduct of a sexual nature are made a term or condition of employment or are used as a basis of employment.

Equal Employment Opportunity Commission guidelines state sexual harassment takes place when an offensive working atmosphere exists, or when improper sexual conduct interfere with job performance, or creates an intimidating work environment.

Substantiated cases of sexual harassment will be handled in a manner consistent with the state guidelines for reporting and investigating sexual harassment complaints.

Employees who have complaints involving sexual harassment should contact the Deputy Director or the Division Director. Complaints will be handled in a prompt and equitable manner without fear of reprisal for the employee.

Michael L. Todorovich, Deputy Executive Director

Michael L. Todorovich
 Signature

9-13-18
 Date



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Equal Employment Opportunity Program: Affirmative Action Plan Action Program

The West Virginia Division of Homeland Security and Emergency Management is committed to the following plan and will make every effort to attain the goals established. The goals made are dependent upon factors over which the agency may have no control. These factors include, but are not limited to, the availability of women and minorities in the area where vacant positions occur and their listing on Division of Personnel employment registers. Taking this into consideration, the Division of Homeland Security and Emergency Management has identified steps that will be taken to increase the number of minorities and women in its workforce.

<u>Action To Be Taken</u>	<u>Personnel</u>	<u>Time Frame</u>
Maintain applicant records	Personnel Office	Daily
Monitor applicant flow data	Personnel Office	Monthly
Maintain recruitment contacts	Personnel Office	Bi-Monthly
Attend EEO meetings	Personnel Office	As scheduled
Attend EEO Conference	Personnel Office	Annually



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December 5, 2017**

**JIM JUSTICE
GOVERNOR**
**JEFF S. SANDY, CAMS, CFE
CABINET SECRETARY**

**JIMMY J. GIANATO
DIRECTOR**
Director

Re: WV DHSEM Equal Employment (EEO) Coordinator/Counselor Appointment

Mr. Tony Domingo
WV DHSEM
Building 1, Room EB-80
1900 Kanawha Blvd., East
Charleston, WV 25305

Dear Mr. Domingo,

This letter serves as official documentation appointing you as the WV DHSEM EEO Coordinator/Counselor. This appointment is effective December 5 2017.

This is an additional duty; however, initially there may be significant work required to get the program up to standard. Please coordinate with the undersigned for appropriate points of contact and other related information.

A copy of this appointment is to be in your personnel file, in the Finance and Administration, and on both our shared drive and WEB.

Please coordinate with Mr. Holstine to have placed on our shared drive and Mr. Fernley to have it placed on our WEB page.

Thank you for your willingness to accept this assignment.

Sincerely,

A handwritten signature in blue ink that reads "Michael L. Todorovich".

Michael L. Todorovich
Deputy Director, WV DHSEM