COUNTY OF LOS ANGELES

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RAYMOND G. FORTNER, JR.
County Counsel

August 18, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Re: Item for Agenda of August 30, 2005
County Claims Board Recommendation
<u>Diane Lee v. Department of Public Works, et al.</u>
DFEH Case Nos. 200405H0721-00-rsc and
E200405H0721-01-rsc; EEOC Charge No. 340-2005-00236

Dear Supervisors:

This is to transmit the Corrective Action Plan prepared by the Department of Public Works which relates to the above-referenced litigation. This matter will be placed on your Board's public meeting agenda for August 30, 2005.

Our confidential memorandum concerning the recommendation for settlement of this litigation, which has been approved by the Los Angeles County Claims Board, is being transmitted under separate cover.

Very truly yours,

RAYMOND G. FORTNER, JR.
County Counsel

By
JOHN F. KRATTLI
Senior Assistant County Counsel

APPROVED AND RELEASED:

RAYMOND G. FORTNER, JR.
County Counsel

JFK:rfm
Enclosure

c: David E. Janssen, Chief Administrative Officer
Violet Varona-Lukens, Executive Officer - Board of Supervisors
Donald L. Wolfe, Director - Department of Public Works

HOA.313733.1

COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS AND
OFFICE OF AFFIRMATIVE ACTION COMPLIANCE
COLLABORATIVE

Department of Public Works
Equal Employment Opportunity/Non-Discrimination
Corrective Action Plan

Goal: Maintain a non-discriminatory hostile-free work environment within the Department of Public Works and promote positive culture change strategies that improve employees' well-being and minimizes County liability resulting from employment discrimination complaints.

Responsibilities:

- The Department of Public Works (DPW) Director, Chief Deputy Director, MAPP participants and Ombudsman will be responsible for the successful actualization of this corrective action plan;
- The Office of Affirmative Action Compliance (OAAC) will be responsible for providing a full-time deputy compliance officer to monitor and provide independent oversight of DPW's progress toward achieving all provisions of this corrective action plan; and
- DPW will fully cooperate with the OAAC and provide sufficient resources to reimburse the OAAC for costs incurred in its monitoring and oversight responsibilities.

	Corrective Action	Start Date	Completion Date
1.	Create the position of Ombudsman who will report to DPW's Chief Deputy Director and who will be tasked with overseeing all diversity initiatives and employment discrimination complaint investigations. Ensure sufficient staff are available (via the Department's Human Resources Division, Advocacy/Discipline Section) when investigations/interviews need to be conducted. The Ombudsman is also responsible for the reporting of complaints and incidents to OAAC and drafting and finalizing for submission OAAC-required investigative reports and corrective action plans. Evaluation of permanent staffing needs will be completed in Fiscal Year 2006-07.	October 2004	October 2004

Department of Public Works Corrective Action Plan

	Corrective Action	Start Date	Completion Date
2.	Establish a Women's Council that encourages free and open discussions about women's working conditions at the Department. This Council is co-chaired by the department's Chief Information Officer and Division Chief of Environmental Programs Division. Feedback concerns and recommendations of the Council will be presented to the Chief Deputy Director and the Ombudsman by the co-chairs. Although the Women's Council initially consists of managers, the Council will embrace the input and concerns of all women in the Department, including headquarters and field locations.	May 2004	July 2004 and ongoing
3.	Issue a statement to all employees indicating a zero tolerance of sexual harassment and discrimination, announce the newly created ombudsman position, and encourage employees to utilize the new services.	Nov. 15, 2004	Dec. 15, 2004
4.	Mandate Employee Discrimination Prevention Training for all employees under the auspices of OAAC with refresher (follow up) training every 24 months.	April 2005	April 2006 and ongoing
5.	Mandate Employee Sexual Harassment Prevention Training under the auspices of OAAC with refresher (follow up) training every 24 months.	April 2005	April 2006 and ongoing
6.	Mandate Executive Series Sexual Harassment Prevention Training for all managers/supervisors (including the Director and Chief Deputy Director) under the auspices of OAAC with refresher (follow up) training every 12-18 months	December 2004	January 2005
7.	Provide quarterly ongoing awareness sessions at Division Head Committee and staff meetings on discrimination and retaliation.	December 2004	Quarterly and ongoing
8.	Develop and mandate workplace Ethics/Code of Conduct training, for all managers and supervisors (including the Director and Chief Deputy Director). After training, attendees will be required to share Ethics training objectives with staff at regular meetings.	May 2004	Ongoing

Department of Public Works Corrective Action Plan

	Corrective Action	Start Date	Completion Date
9.	Conduct an employee awareness campaign that will involve spot presentations (5-10 minutes) at selected departmental training sessions, ongoing articles in the Department's newsletter and ensuring that the Ombudsman's office is present at all Director's Forum meetings.	January 2005	Ongoing
10.	Request OAAC conduct a department-wide Cultural Assessment (consisting of survey's, focus groups and interviews) of DPW for the purpose of identifying diversity-related issues and develop a plan to improve the work environment. Incorporate assessment recommendations into DPW's Strategic Plan.	January 2005	August 2005
11.	Continue with the Department's ongoing training program on diversity; provide posters in work areas to bolster awareness of the Ombudsman and reinforce anonymous reporting channels (Director's mailbox, US Mail, voicemail and OAAC) for victims/witnesses who prefer this method of reporting incidents.	January 2005	Ongoing
12.	Review the Department's Administrative Directive on Sexual Harassment to ensure that it clearly defines abuse types and consequences and action that should be taken by employees/supervisors/managers when individuals witness discussions/incidents, e-mails, casual conversations, or rumors.	November 2004	December 2004
13.	Evaluate MAPP participant managers on their support and furtherance of Public Works' Diversity program and EEO requirements. (Require participants to state what they have done to further the program goals.)	October 2004	September 2005
14.	Incorporate the actions of this Corrective Action Plan into DPW's Strategic Plan.	November 2004	February 2005
15.	Utilize the OAAC to monitor and provide independent oversight of DPW to ensure all provisions of this corrective action plan are implemented and that all complaints of discrimination are reported and investigated in a timely manner.	October 2004	Ongoing
16.	The OAAC will assign a full-time deputy compliance officer to monitor DPW's progress towards successfully implementing all provisions of this corrective action plan and provide a quarterly progress report to the Board of Supervisors.	November 2004	Ongoing