

## EXECUTIVE ORDERS

[(c) The head of each agency within the Executive Branch of the State government shall comply with the rules, regulations, and guidelines issued by the Secretary of Personnel, and shall prepare an annual affirmative action plan in accordance with them. The affirmative action plan shall include:

- (1) Provision for the establishment of training and education programs designed to provide a maximum opportunity for employees to advance to their highest potential;
- (2) Proposals for the allocation of personnel and resources by the agency to implement its Equal Employment Opportunity Program, and the qualifications necessary for those persons responsible for its implementation;
- (3) Provision for the establishment of reasonable goals and timetables for the employment of women and members of minority groups and affirmative actions for meeting these goals, giving due consideration to the geographic distribution of these groups throughout the State;
- (4) Provision for an annual evaluation of the plan and the results achieved thereunder in comparison with the goals and timetables established pursuant to subparagraph (c)(3);
- (5) Provision for notification to employees and applicants for employment of actions taken on complaints of discrimination filed by them, and rights of appeal therefrom.]

(C) THE HEAD OF EACH AGENCY WITHIN THE EXECUTIVE BRANCH OF STATE GOVERNMENT SHALL COMPLY WITH THE RULES, REGULATIONS, AND GUIDELINES ISSUED BY THE SECRETARY OF PERSONNEL, AND SHALL PREPARE AND SUBMIT TO THE EQUAL EMPLOYMENT OPPORTUNITY COORDINATOR AN ANNUAL AFFIRMATIVE ACTION PLAN BASED ON EACH FISCAL YEAR PERIOD. THE AFFIRMATIVE ACTION PLAN SHALL INCLUDE:

- (1) A POLICY STATEMENT SIGNED BY THE HEAD OF THE AGENCY REAFFIRMING THE COMMITMENT TO NON-DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND AFFIRMATIVE ACTION;
- (2) THE ASSIGNMENT OF APPROPRIATE AFFIRMATIVE ACTION RESPONSIBILITIES TO AGENCY HEADS, SUPERVISORS, MANAGERS, DIRECTORS, PERSONNEL OFFICERS, AND OTHER PERSONNEL AS DEEMED NECESSARY;
- (3) AN ANALYSIS BY RACE AND SEX OF THE RELEVANT WORKFORCE, AND APPLICANTS AVAILABLE FOR