

EXECUTIVE ORDERS

regulations, and guidelines shall comply with applicable federal and State law governing equal employment opportunity, this Executive Order, and the State Merit System Law.

- 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 STATE Equal Employment Opportunity [Coordinator] DIRECTOR an annual affirmative action plan based on each fiscal year period. The affirmative action plan shall include, BUT NOT BE LIMITED TO:
- (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, FAIR PRACTICES OFFICERS, EQUAL EMPLOYMENT OPPORTUNITY PERSONNEL, supervisors, managers, directors, personnel officers, and other personnel as deemed necessary;
 - (3) [An analysis of the relevant workforce and applicants available for selection to fill vacant positions, to provide the basis for developing affirmative action goals] A UTILIZATION ANALYSIS OF THE WORK FORCE THAT WILL DETERMINE WHERE EQUAL EMPLOYMENT PROBLEM AREAS EXIST AND PROVIDE THE BASIS FOR DEVELOPING GOALS;
 - (4) Specific and reasonable quantitative AND QUALITATIVE goals and timetables which shall be set as a means of corrective action for the identified problem areas; and
 - (5) Provisions for monitoring, evaluating, and revising the plan to ensure implementation.
- D. The head of each agency WITH 100 OR MORE EMPLOYEES within the Executive Branch of State government shall [ensure]:
- (1) [The allocation of sufficient personnel and resources to implement its equal employment opportunity program, subject to provision therefor in the State budget] APPOINT AN EMPLOYEE AS THE AGENCY'S FULL-TIME EQUAL OPPORTUNITY PROFESSIONAL AND REPORT SUCH APPOINTMENT TO THE STATE DIRECTOR OF EQUAL EMPLOYMENT OPPORTUNITY. THE EQUAL OPPORTUNITY PROFESSIONAL SHALL BE AT AN APPROPRIATE LEVEL, HAVE APPROPRIATE DECISION MAKING AUTHORITY,