



NAVIGATING LEADERSHIP CHALLENGES AND EEO IN A CHANGED WORLD

Equal Employment Opportunity Hero in State Government Award OVERVIEW

Excellence in EEO Leadership in State Government will be given in two distinct categories:

Individual

An individual in state government who inspires and promotes excellence in EEO, **and**

Agency

A government agency that exemplifies outstanding leadership championing EEO in the workforce.

Criteria and Evaluation

The APSEA Awards Committee will use the following criteria to evaluate and rank nominees.

INDIVIDUAL

The nominee must have been employed by the state government at the time the work being recognized was performed.

1. Demonstrated leadership in the advancement of EEO and Diversity initiatives in state government. For example, the candidate should have demonstrated, through initiatives, activities, etc., the promotion of EEO and leadership qualities that led to the achievement of substantial improvements in EEO. **(25 points)**
2. Demonstrated ability to motivate and inspire other state employees to champion EEO practices, principles, and initiatives in state service. **(25 points)**
3. Demonstrated highest standard of professionalism through qualities that include, but are not limited to, personal integrity, positive work style and outlook, and acquired professional and personal confidence from colleagues, managers, and other individuals in state service. **(25 points)**
4. Demonstrated well-rounded knowledge, experience, and involvement in EEO and Diversity Programs, Civil Rights laws, cultural and employment issues, etc. **(25 points)**

AGENCY

1. Demonstrated organizational value for EEO through its Mission/Vision/Values statements that reflect EEO principles. **(25 points)**
2. Demonstrated commitment to the recruitment, hiring, and retention of a diverse Agency workforce, which includes Executive, Management/Supervisory, and rank and file staff. **(25 points)**
3. Demonstrated collaborative efforts with various Agency EEO Committees (Disability Advisory Committee, Diversity Council, etc.), statewide Councils/Taskforces (California Civil Rights Officers Council, Statewide Disability Advisory Committee, California as a Model Employer Initiative, etc.) and/or other partners in promoting innovative/creative strategies/methods of implementing EEO objectives. **(25 points)**
4. Demonstrated dedication toward education and training of internal staff and management on various EEO principles. **(25 points)**





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Equal Employment Opportunity Hero in State Government Award SUBMISSION GUIDELINES

Qualities of an EEO Hero

- Celebrates cultural differences;
- Promotes fairness within California state departments;
- Makes State government a better place to work or learn, and;
- Demonstrates exemplary support of the EEO laws.

Guidelines for Preparing and Submitting an EEO Hero's Nomination Package:

1. Agency/Departments (State of California) and individuals (State of California employees) may submit nominations.
2. Nominees do not have to be members of APSEA.
3. Nominations for Agency/Department submissions must be signed by the Agency Secretary or Department Director.
4. Nominations for individuals must be signed by the individual nominated and, as applicable, the nominating person/group/etc.
5. Nominations may be submitted electronically or by postal mail to:

APSEA Statewide Board / Sacramento Chapter
Attention: Glenn Medrano, EEO Awards Co-Chair
 P.O. Box 22909 (Or via email at: glenn.medrano@cdfa.ca.gov)
 Sacramento, CA 95822-2909

6. **Deadline:** The nomination package must be received by 5 p.m. on Friday, September 14, 2012.
7. **Questions:** Individuals may contact the Awards Committee for questions regarding the awards or nomination process via email @ apsealeadershipaward@gmail.com. A response to your inquiry will be returned within 24 hours.

Nomination packet should include the following nominee information:

1. Formal Name, (Individual/Agency/Department) and Title (if applicable) as it might appear on the award.
2. Name and Title of person submitting this application.
3. Agency/Department
4. Full address
5. Phone number and email
6. **Nomination Letter:** A nomination letter of no more than one page describing the nominee's contributions to EEO and diversity in California state government.
7. **Self-Statement:** A one page self-statement from the nominee describing his/her efforts and achievements in promoting excellence in innovative leadership.
8. **References:** The names and contact information of three individuals who can provide support for the nomination (The committee will contact these individuals to learn more about the nominee's diversity activities).
9. **Biographical Sketch of Nominee:** Biographical sketch cannot exceed one page in length and should describe the nominee's pertinent background information based on the criteria listed above with description in specific terms with examples. Succinctly describe the highlights of the accomplishments, particularly impact and results.

Additional Information

1. **Award presentation:** Award recipients and their Agency Secretary/Executive Director, etc. will be presented with the EEO Hero Award at the November 8, 2012, 5:00 – 6:30 PM reception immediately following the day's event. This is located at the CalPERS Facility, 400 P Street, Sacramento, CA 95816. Each award winner (and their agency representative) should prepare a combined acceptance speech of approximately 5 minutes.
2. Contingent upon resource availability, the selected award recipient(s) will be featured in a video.
3. Award Recipients will be notified by October 5, 2012.

