

Director's Office of Special Support

Organization	Issues pertaining to Affirmative Action/Equal Employment Opportunity, Americans with Disabilities, and Personnel are managed by the Special Support Executive.
Special Support	<p>The Special Support Executive oversees the Affirmative Action/Equal Employment Opportunity responsibilities as well as Americans with Disabilities issues. This includes evaluating AA/EEO practices in hiring, promotions, transfers, and reinstatements. In addition, the Special Support Executive conducts fact finders, serves as chief investigator of EEO issues for the department, and provides sexual harassment and diverse issues training to all employees.</p> <p>The Special Support Executive chairs five committees within the department:</p> <ul style="list-style-type: none">The Employee Suggestion Committee reviews and implements suggestions from department employees that will increase productivity, improve customer service to external and internal customers and reduce costs.The Clean Air Committee implements the travel reduction programs that the department participates in.The CARE Committee (Community Activity and Assistance by Revenue Employees) assists our DOR families in need.The Blood Drive Committee organizes quarterly blood drives.The Awards Committee organizes the department's annual awards ceremony.
Personnel Office	This office is responsible for administering personnel activities for the department. This includes consultations with management concerning employee relations and discipline, classification of positions and reorganizations, recruitment, and staffing. This office also is responsible for processing personnel actions, new employee orientation, employee benefits program, monitoring unemployment compensation requests and appeals, and interpreting the Department of Administration Personnel rules and implementing policies.
Highlights	<ul style="list-style-type: none">◆ The Blood Drive Committee organizes quarterly blood drives.◆ The Awards Committee organizes the department's annual awards ceremony.◆ Personnel office conducts insurance open enrollment for all agency employees.◆ Personnel office processes PASE documents and scores for all agency employees.◆ The Employee Suggestion Committee considered 68 new suggestions during FY 1999. The committee adopted 32 suggestions during FY 2000.