



Tara H. Jackson
Acting County Executive

THE PRINCE GEORGE'S COUNTY GOVERNMENT OFFICE OF THE COUNTY EXECUTIVE

EXECUTIVE ORDER

No. 14 - 2025

June 11, 2025

WHEREAS, Prince George's County recognizes that equal opportunity in employment is a fundamental right guaranteed by federal and state law, including but not limited to Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act and the Age Discrimination in Employment Act;

WHEREAS, Prince George's County is committed to serving as a model public employer by ensuring its workforce reflects the diversity, talents and strengths of the community it serves;

WHEREAS, Section 16-109(b) of the County's Charter provides that the County Executive shall, by Executive Order, establish the components of an equal employment opportunity program for the County and assign specific duties and responsibilities, as appropriate to the Chief Administrative Officer, the Director of Human Resources Management and other employees;

WHEREAS, Prince George's County's existing Equal Employment Opportunity (EEO) policies require modernization to reflect evolving best practices and the community's expectations for transparency, accountability, and justice; and; now therefore,

IT IS HEREBY ORDERED, that the Equal Employment Opportunity Plan attached hereto as Exhibit A shall become effective upon signature; and

IT IS FURTHER ORDERED, that this Executive Order shall supersede and replace all prior executive orders, directives and administrative policies related to equal employment opportunity and workplace equity issued before the effective date of this Order, including Administrative Procedure 200 and Executive Order Nos. 61-1995 and 15-2000.

[Remainder of Page Left Blank Intentionally]

A handwritten signature in blue ink, reading "Tara H. Jackson", is written over a horizontal line.

Tara H. Jackson
Acting County Executive



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Acting County Executive

THE PRINCE GEORGE'S COUNTY GOVERNMENT OFFICE OF THE COUNTY EXECUTIVE

Exhibit A to Executive Order No. 14 - 2025

EQUAL EMPLOYMENT OPPORTUNITY PLAN

[Attached]



PRINCE GEORGE'S COUNTY EQUAL EMPLOYMENT OPPORTUNITY PLAN 2025 - 2028

Office of Human Resources Management
1400 McCormick Drive
Largo, Maryland 20774

Tara H. Jackson
Acting County Executive

Barry L. Stanton
Acting Chief Administrative Officer

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DISCLAIMER – ALTERNATIVE FORMATS

The Equal Employment Opportunity Plan is available in alternative formats upon request.

The Language Access Compliance Program (LACP) ensures that all people can access County government resources in the language of their preference. All people are entitled to receive excellent information and serve from County government bodies, and Prince George's County is committed to ensuring that it is provided in any language requested.

Contact:
Office of Human Resources Management
OHRM@co.pg.md.us

MESSAGE FROM THE COUNTY EXECUTIVE

I am pleased to present the Prince George's County Equal Employment Opportunity (EEO) Plan for 2025 – 2028. This Plan reaffirms the County's unwavering commitment to fostering, employing, and sustaining a diverse, high-performing workforce that reflects the richness and diversity of the community we serve. Our goal is to ensure that our equal opportunity initiatives and merit-based hiring practices continue to identify and eliminate barriers to employment and promotional opportunities while effectively meeting the needs of our residents and stakeholders.

We remain dedicated to treating every employee with fairness, respect and dignity while prohibiting discrimination based on age, race, gender, color, religion, national origin, political opinion, marital status, physical or mental disability, personal appearance, sexual orientation or protected status defined by federal, state, or local laws.

It is essential for all employees to understand and adhere to the EEO policies and procedures in this Plan, designed to support, develop, and empower individuals to achieve their full potential. To remain productive and competitive in the 21st Century, we must recruit, develop, promote, and retain a world-class workforce that reflects the diverse relationships and partnerships within our community. Achieving this vision requires the active participation of every employee, and we thank you for your continued commitment and support in helping us make this a reality.

Sincerely,



Tara H. Jackson
Acting County Executive

EQUAL EMPLOYMENT OPPORTUNITY PLAN

The Equal Employment Opportunity Plan (EEO Plan) is a comprehensive document that analyzes the County's relevant labor market data and employment practices to identify barriers to participation in employment and promotional opportunities at all levels of the workforce. It is designed to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color, or national origin.

Scope: The EEO Plan is designed to ensure full and equal access to employees and applicants for employment, career advancement, and access to programs, regardless of race, color, or national origin.

Further, for departments and agencies that are recipients of Federal funding, the County may be required to submit Certification and Utilization Reports, as necessary and requested.

At a minimum, the EEO Plan is required to collect, analyze, and maintain data pertaining to the race, national origin and sex of applicants and employees in connection with the following employment practices:

- Recruitment
- Applicant screening
- Hiring
- Promotion
- Termination
- Transfer
- Discipline

VISION AND MISSION

Vision: Prince George's County is proud to attract and retain the most experienced workforce, who will use innovative technology to provide efficient, effective services to our citizens. We will collaborate with our stakeholders to develop database-driven solutions that rely on best practices to address complex challenges within the County and the region. We will have a world-class education system, safe communities, and a robust economy that creates jobs and opportunities for all.

Mission: Through internal and external partnerships and collaboration, we will enhance government services to ensure that we are meeting or exceeding the needs of our residents, visitors, and businesses. We will strategically implement initiatives within the six policy focus areas critical to the long-term success of our County, and demonstrate we are Prince George's Proud.

PRINCE GEORGE'S COUNTY GOVERNMENT STRUCTURE AND ORGANIZATIONAL CHART

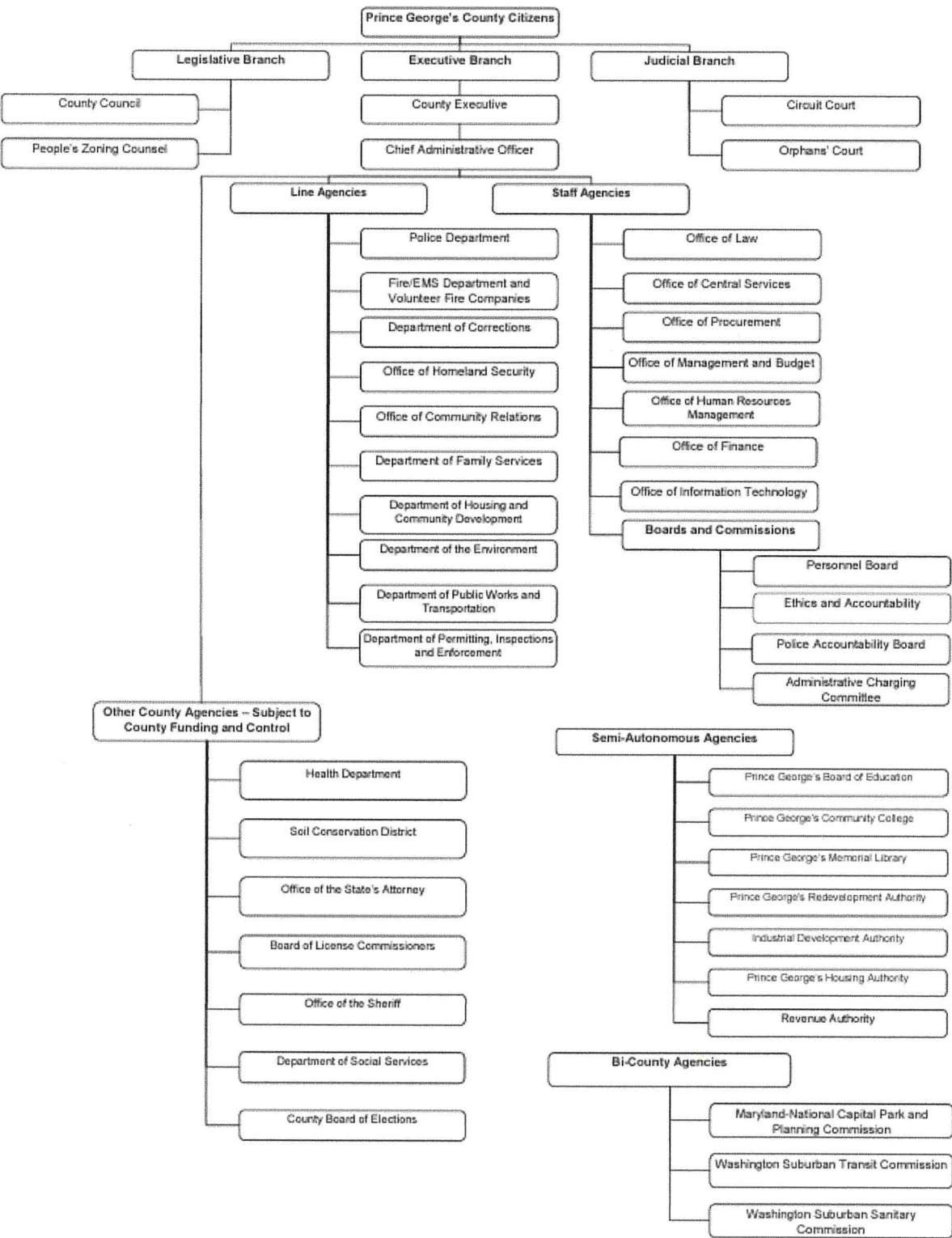
Prince George's County operates under a "home rule" Charter, which was adopted in November 1970. Under the Charter, the County is composed of an executive and a legislative branch. The Executive Branch enforces the laws and administers the day-to-day business of the County. It consists of a County Executive (elected by the qualified voters of the entire County) and all other officers, agents, and employees under the County Executive's supervision and authority, including the Chief Administrative Officer who is responsible for the day-to-day administration of the County. The Legislative Branch of the County consists of an eleven-member County Council (elected by nine Councilmanic Districts and two members at-large) and its staff. The Charter limits the County Executive and the members of the County Council to two consecutive four-year terms in office.

The Judicial Branch of government, as specified by the Constitution and laws of the State of Maryland at the local level, consists of the Circuit Court, the District Court, and the Orphan's Court (which oversees the probate of decedents' estates, as well as the appointment and supervision of guardians for minors). In Prince George's County, the County Executive and the County Council propose and approve the operating budgets of the Circuit and Orphan's courts. (However, the State provides funding for the Circuit Court judges, their law clerks, the Clerk of the Court, and certain other Circuit Court expenses). The District Court is a State entity funded entirely by the State of Maryland.

The chart below shows the organization of the County's executive, legislative, and judicial branches of government. To avoid unduly complicating the organization chart, the Deputy Chief Administrative Officers (DCAOs) have not been shown. The DCAOs report to the Chief Administrative Officer and are assigned functional responsibilities for groups of agencies.¹

¹ <https://www.princegeorgescountymd.gov/departments-offices>

Executive Branch



OVERVIEW OF PRINCE GEORGE’S COUNTY, MARYLAND

Named for Prince George of Denmark, consort of Queen Anne of England (1702 – 1714), Prince George’s County was officially founded on April 23, 1696, more than 60 years after the first pioneers settled here. The powers of the County are contained in its Charter and in the Constitution and laws of the State of Maryland.

Prince George’s County covers almost 500 square miles and is home to a diverse population of 911,000 people with a median age of 37.5 and a median household income of \$86,994. The five largest ethnic groups in the County are Black or African American (Non-Hispanic) (61.2%), Other (Hispanic) (12.6%), White (Non-Hispanic) (12.3%), Asian (Non-Hispanic) (4.22%) and White (Hispanic) (3.76%).²

The County has a foreign-born population of 230,656 as of 2022, over half of which originates from the Americas. Compared to its surrounding areas, Prince George’s County has a larger share of immigrants from the Americas and Africa, while neighboring counties have larger shares from Europe and Asia. With the Americas being the largest place of birth for the foreign-born population in the County, it is not surprising that Spanish is the most spoken language apart from English. Almost 18% of the population speaks Spanish.³

Located in the southern central portion of Maryland, the County borders 17 miles of the northeast and southeast boundaries of Washington, DC and is located 12 miles from Baltimore. Location makes Prince George’s County the next-door neighbor to the political and social world of the Federal Government within the Nation’s Capital.⁴

Prince George’s County has been endowed with many favorable natural features and resources that have played a major role in shaping the physical and economic profile of its development. Moderate climates, gentle-rolling topography, prime land, and soils generally well adapted to both agriculture and land development are among the best natural assets of the County.

² State of the Workforce 2024-Prince George’s County-August 2024-Lightcast

³ [Language Access Compliance Program Annual Report Fiscal Year 2023](#)

⁴ [U.S. Census Bureau QuickFacts: Prince George’s County, Maryland](#)

PRINCE GEORGE'S COUNTY REGIONAL MAP

Prince George's County is located in the state of Maryland, immediately north, east, and south of Washington, D.C. The County is part of the Baltimore-Washington Metropolitan Area, and its County seat is in Upper Marlboro, Maryland. Adjacent jurisdictions are Anne Arundel, Calvert, Charles, Howard, and Montgomery Counties located in Maryland; Fairfax and Alexandria Counties located in Virginia, and Washington, DC.



DESIGNATION OF RESPONSIBILITY AND IMPLEMENTATION

The EEO Plan focuses on ensuring equal employment opportunities in recruitment, selection, and hiring, ensuring that underrepresented minority groups are addressed in accordance with Federal, State, and local laws and procedures.

It is the goal that all employees promote and support all facets of the EEO Plan. The general responsibilities for the implementation of the EEO Plan are as follows:

Prince George's County, County Executive

- The County Executive has the ultimate authority and responsibility for ensuring the implementation of the EEO Plan.
- The County Executive is responsible for adopting a plan that follows Federal, State, and local laws and procedures.

Prince George's County Chief Administrative Officer

- Oversees implementation of the EEO Plan and periodically reviews the progress and achievements.
- In collaboration with the Director of Human Resources Management, has operational authority for the implementation of the EEO Plan.
- Ensures executive-level Departments, agencies, and offices adhere to all EEO-related compliance report requirements to the U.S. Equal Employment Opportunity Commission.
- Incorporates implementation of Equal Employment Opportunity strategy as a factor in performance appraisals of Department and Agency Directors.

Director, Office of Human Resources Management

- Guides and advises County agencies regarding the EEO Plan.
- Develops and disseminates the EEO Plan consistent with Federal, State, and local requirements.
- Oversight of each Department or Office implementation plan, including training requirements.
- Requires and provides training for those involved in implementing the EEO Plan, including those on applicant screening and interviewing, who receive ongoing training.
- Provides technical assistance to agencies in assessing and responding to employment discrimination complaints.
- Ensures the development, dissemination, and consistent implementation of hiring procedures that are consistent with the EEO Plan.

Department and Agency Directors

- Promote effective management philosophy, policies, procedures, and practices to develop a positive work environment and effectively manage a diverse, multicultural workforce.
- Participate and ensure department or agency staff compliance with the EEO Plan and subsequent diversity training.
- Participate in recruitment events to attract minority or underrepresented populations to attract them to employment opportunities.

Agents of the County

Any organization or individual, whether or not an employee of Prince George's County, Maryland, who acts on behalf of the County Government is an agent of the County and is subject to the provisions of the EEO Plan and affiliate policies.

Good Faith Effort

Prince George's County, Maryland, shall make a continuous good-faith effort to comply with the requirements of the EEO Plan.

Accountability and Corrective Action

The Office of Human Rights, the Office of Law or the Office of Human Resources Management may review the County's data reports, complaints filed, or implementation strategies to ensure compliance of the EEO Plan. Any requests must be submitted within a reasonable timeframe.

Where there are infractions, omissions, or actions taken that are of specific concern, the parties must take corrective action.

NOTIFICATION AND DISSEMINATION

1. The EEO Plan adopted by Prince George's County Government is available to applicants, employees, and the general public through the Office of Human Resources Management and on the County's website within ninety (90) days after the date of adoption.
2. Each year, the Office of Human Resources Management will inform all employees of the EEO Plan. The annual notice will contain the following provisions: The importance of the employee's participation and responsibility in ensuring the Plan's implementation; and the availability of the EEO Plan on the website.
3. Communication of the EEO Plan and related documents and policies are provided to employees during new employee orientation.
4. Copies of the EEO Plan will be provided to the appropriate Federal agencies upon request for review.
5. The exclusive representatives of employees represented for purposes of collective bargaining are provided with a copy of the EEO Plan.
6. An Equal Employment Opportunity statement is included in all job announcements and advertisements.

EQUAL EMPLOYMENT OPPORTUNITY DESIGNATIONS

Under Federal Equal Employment Opportunity guidelines, each authorized person within the Prince George's County Government classification system falls into one of the following broad categories, sometimes referred to as EEO – 1 job categories.

Equal Employment Opportunity Codes and Categories			
1	Officials and Administrators	5	Paraprofessionals
2	Professionals	6	Office and Clerical
3	Technicians	7	Skilled Craft Workers
4	Protective Service Workers	8	Service Maintenance

Federal guidelines designate race/sex combination by the following codes:

Race and Gender Combinations			
WM	White Male	WF	White Female
BM	Black Male	BF	Black Female
HM	Hispanic Male	HF	Hispanic Female
MM	American Indian/Alaskan Male	MF	American Indian/Alaskan Female
OM	Asian/Pacific Islander Male	OM	Asian/Pacific Islander Female

DESCRIPTION OF EQUAL EMPLOYMENT OPPORTUNITY JOB CATEGORIES

The following job categories have been defined by the Equal Employment Opportunity Commission (EEOC) and are utilized by the County in establishing its Equal Employment Opportunity Plan. Definitions in this section are generally found in the EEO-1 Component 1 Job Classification Guide that maps Standard Occupational Classifications (SOC), occupational titles, and Census Job Codes to the EEO-1 Component 1 Job categories.

1. **Officials/Administrators** – Occupations that plan, direct, and formulate policies, set strategy, and provide overall direction of department or agency for the development and delivery of products or services within the parameters approved by the board of directors or other governing bodies. Residing in the highest levels of the department or agency, these officials/administrators plan, direct, or coordinate activities with the support of subordinate officials, administrators, and staff managers. Examples: Deputy Chief Administrative Officers, Directors, Executive Directors, Deputy Directors, Sheriff, Police and Fire Chiefs, County Auditor, Associate Directors, Managers, Chief Liquor Inspector, and Chief Zoning Hearing Examiner, and other related workers.
2. **Professionals** – Occupations that require specialized and theoretical knowledge, which is usually acquired through college training or through work, experience, and other training that provides comparable knowledge. Most work requires a bachelor's and graduate degree and or professional certification. Examples: Accountants, Analysts, Attorneys, Auditors, Epidemiologists, Engineers, Nurses, Police Lieutenants and Captains, Fire Lieutenants, Fire Captains, Fire Battalion Chiefs, and other related workers.
3. **Technicians** – Occupations that require a combination of basic scientific or technical knowledge and manual skills, which can be obtained through specialized post-secondary school education or equivalent on-the-job training. Examples: Armorers, Examiners, Inspectors, Technicians, and other related workers.
4. **Protective Service** – Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Examples: Patrol Officers, Firefighters, Guards, Deputy Sheriffs, Bailiffs, Correctional Officers, Detectives, Marshalls, Harbor Patrol Officers, and other related workers.
5. **Paraprofessional** – Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience than generally required for professional or technician status. Such positions may fall within an identified pattern or staff development and promotion under a “new careers” concept. Examples: Budget Assistants, Community Development Assistants, Human Resources Assistants, Library Assistants, Research Assistants, and Executive Administrative Aides, and other related workers.
6. **Official-Clerical** – Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information, and other paperwork.

required in an office. Examples: Administrative Aides, Bookkeepers, Clerks, Messengers, Office Machine Workers, Parts Specialists, Dispatchers, and other related workers.

7. **Skilled Craft** – Occupations in which workers perform jobs that require special manual skill and a thorough and comprehensive knowledge of the process involved in the works that is required through on-the-job training programs. Examples: Mechanics, Electricians, Heavy Equipment Operators, Stationary Engineers, Skilled Machine Operators, Carpenters, and other related workers.
8. **Service Maintenance** – Occupations in which workers perform duties that result in contributing to the comfort, convenience, hygiene, or safety of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate machinery. Examples: Medical Assistants, Transportation Attendants, Custodians, Equipment Service Workers, Laborers, Maintenance Service Attendants, Public Service Aides, and other related workers.

STATE, COUNTY AND GOVERNMENT RACE AND ETHNICITY DETAIL

Total State, County and Prince George's County Data by Race and Ethnicity⁵

Race and Ethnicity	State Data	County Data	PGC Government Data
American Indian/Alaskan Native	31,845	8,935	24
Asian	420,944	41,875	148
Black/African American	1,820,472	578,703	3746
Hispanic/Latino	729,745	205,463	448
Other*	482,447	75,841	88
White	3,007,874	124,863	1851

*Includes both 2+, Native Hawaiian or Pacific Islander

⁵ [Prince George's County Government EEO-4 Report \(2023\)](#); [2020 Decennial Census](#)

WORKFORCE UTILIZATION ANALYSIS AND REPORT

Prince George's County recognizes that effective strategies and practices that infuse diversity, equity, and inclusion into the Prince George's County brand, recruitment, onboarding procedures, and strategies enhance the County's ability to diversify its workforce and compete for top talent.

The report analyzes employment data organized by race, national origin, and sex. The Workforce Utilization Report is calculated annually using County workforce data obtained from SAP.

Biennial reports can be obtained by visiting the Prince George's County, Maryland website at [EEO Reports](#).

JOB GROUP ANALYSIS SUMMARY

EEO Workforce Utilization

	EEO Category	All Races		White		Minority		Black	
		M	F	M	F	M	F	M	F
1	Official/Administrators	200	201	62	30	138	171	118	160
2	Professionals	764	786	327	144	437	642	359	567
3	Technicians	424	274	178	58	246	216	201	189
4	Protective Services	1953	504	744	93	1209	411	953	357
5	Paraprofessionals	49	321	4	61	45	260	41	211
6	Office-Clerical	89	305	16	46	73	259	60	223
7	Skilled Craft	265	25	69	1	196	24	173	21
8	Service Maintenance	116	34	8	10	108	24	100	18
	TOTALS	3860	2450	1408	443	2452	2007	2005	1746

	EEO Category	Hispanic		American Indian		Asian		Other*	
		M	F	M	F	M	F	M	F
1	Official/Administrators	7	5	1	1	9	2	3	3
2	Professionals	27	49	2	2	34	18	15	6
3	Technicians	28	20	1	3	11	4	5	0
4	Protective Services	175	44	7	2	52	5	22	3
5	Paraprofessionals	1	38	0	1	1	3	2	7
6	Office-Clerical	4	26	0	1	0	6	9	3
7	Skilled Craft	12	3	1	0	3	0	7	0
8	Service Maintenance	4	5	2	0	0	0	2	1
	TOTALS	258	190	14	10	110	38	65	23

*Includes both 2+ and Native Hawaiian or Pacific Islander

UTILIZATION ANALYSIS DETAIL

Countywide - Female/Minority Representation

JOB CATAGORY	2023 EEOC Data		COMPLEMENT		COUNTY DIFFERENCE	
	Number	Percentage	Number	Percentage	Percentage	Number
1. OFFICIALS/ADMINISTRATORS						
Female White	342	12%	30	7%	-5%	-1.5
Female Minority	607	21%	171	43%	23%	39.33
Male White	840	29%	62	15%	-14%	-8.68
Male Minority	1158	39%	138	34%	-4%	-5.52
	2947		401			
2. PROFESSIONALS						
Female White	5533	20%	144	9%	-11%	-15.84
Female Minority	8446	31%	642	41%	10%	64.2
Male White	7545	27%	327	21%	-6%	-19.62
Male Minority	6071	22%	437	28%	6%	26.22
	27595		1550			
3. TECHNICIANS						
Female White	785	9%	58	8%	-1%	-0.58
Female Minority	3280	40%	216	31%	-9%	-19.44
Male White	1551	19%	178	26%	7%	12.46
Male Minority	2675	32%	246	35%	3%	7.38
	8291		698			
4. PROTECTIVE SERVICE						
Female White	192	2%	93	4%	2%	1.86
Female Minority	1696	16%	411	17%	1%	4.11
Male White	1501	14%	744	30%	16%	119.04
Male Minority	7490	69%	1209	49%	-20%	-241.8
	10879		2457			
5. PARAPROFESSIONAL						
Female White	2403	16%	61	16%	0%	0
Female Minority	3728	25%	260	70%	45%	117
Male White	4680	31%	4	1%	-30%	-1.2
Male Minority	4149	28%	45	12%	-16%	-7.2
	14960		370			
6. OFFICE/CLERICAL						
Female White	2783	19%	46	12%	-7%	-3.22
Female Minority	6726	46%	259	66%	20%	51.8
Male White	1916	13%	16	4%	-9%	-1.44
Male Minority	3112	21%	73	19%	-2%	-1.46
	14537		394			

7. SKILLED CRAFT

Female White	124	2%	1	0%	-2%	-0.02
Female Minority	213	3%	24	8%	5%	1.2
Male White	5190	77%	69	24%	-53%	-36.57
Male Minority	1207	18%	196	68%	50%	98
	6734		290			

8. SERVICE MAINTANCE

Female White	2530	6%	10	7%	1%	0.1
Female Minority	17747	45%	24	16%	-29%	-6.96
Male White	3765	10%	8	5%	-5%	-0.4
Male Minority	15319	39%	108	72%	33%	35.64
	39361		150			

TOTALS

Female White	12162	10%	443	7%	-3%	-13.29
Female Minority	42443	36%	2007	32%	-4%	-80.28
Male White	23274	20%	1408	22%	2%	28.16
Male Minority	41181	35%	2452	39%	4%	98.08
	119060		6310			

Percentages vary slightly due to rounding.

GOALS

INFORMATION DISSEMINATION

STRATEGY	RESPONSIBLE OFFICIAL(S)	TARGET DATE	MONITOR & REVIEW
1. Distribute copies of the EEO Plan to every County Agency and publish on the County website.	Office of Human Resources Management (OHRM)	Annual	Annually
2. Meet with agency EEO Coordinators (Human Resources Liaisons) to discuss progress toward meeting County goals.	OHRM and Directors, all County agencies	Annual	Continuously
3. Include EEO/Diversity training, including information on filing complaints, as a segment of the New Employee Orientation Program.	OHRM	Biweekly	Semi Annually
4. Publicize Maryland Relay or TDD lines that are available for use by persons with disabilities.	OHRM; Department of Family Services and Directors, all County agencies	Continuous	Continuously
5. Increase visibility of imagery and language within branding and marketing initiatives to send a message of diversity and inclusivity to prospective employees.	Office of the County Executive, OHRM Agency Directors	Continuous	Continuous

RECRUITMENT

STRATEGY	RESPONSIBLE OFFICIAL(S)	TARGET DATE	MONITOR & REVIEW
Implement a communication plan to publicize employment opportunities.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Maintain outreach and communication with a diverse group of community organizations to adequately advertise employment opportunities.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Establish network of consultants with expertise in reaching a diverse population to recruit for identified employment opportunities.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Utilize a “recruitment team” composed of employees and volunteers that reflect the diversity of the Greater Washington Metropolitan area.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Engage marketing and publicity resources relating to employment opportunities that reflect the Greater Washington Metropolitan area.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Maintain a recruitment budget (staff comp and fringe) that allows for implementing strategies that will ensure the communication of	OHRM and Directors, all County departments, and agencies	Continuous	Annually

employment opportunities to a diverse applicant pool.			
Maintain and use an updated list of recruiting resources.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Establish and maintain working relationships with a diverse cadre of career centers at colleges, universities, technical schools, high schools, and other educational institutions.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Ensure that employment opportunities are posted for a reasonable time period.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Promote job strategies (e.g. job sharing) that are conducive to encouraging employment diversity.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Transparency on applications, employment opportunity notices and marketing and publicity material that expresses the County's efforts to achieve a diverse workforce.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Publish all recruitment material in languages other than English, as appropriate.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Provide options for verbal information pertaining to employment opportunities in languages other than English as appropriate.	OHRM and Directors, all County departments and Agencies	Continuous	Annually

SELECTION

STRATEGY	OWNERSHIP	TARGET DATE	MONITOR & REVIEW
Review all materials, strategies, and techniques with ensure conformance to EEO guidelines.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Ensure that the composition of employee selection panels, boards and committees reflects the County's key objectives.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Provide training on all selection techniques and strategies used in the selection process.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Maintain an accurate applicant tracking process and records that reflect selection results to evaluate compliance with the EEO Plan	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Review department hiring patterns and identity noncompliance with the EEO Plan.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Consult with departments to recommend techniques and procedures that are consistent with lawful selection procedures and that result in achieving a diverse workforce.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Randomly monitor and audit employee selection processes to ensure compliance with established standards.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Review classification specifications to ensure validity of minimum qualifications.	OHRM	Continuous	Annually

Evaluate employment tests and selection procedures to determine whether they objectively measure job related duties and responsibilities.	OHRM	Continuous	Annually
Tailor promotional procedures consistent with career development programs and procedures.	OHRM	Continuous	Annually
Provide all applicants with written or electronic notification of test results and applicable follow-up examination procedures.	OHRM	Continuous	Annually
Review and evaluate medical standards (suitability) related to initial hire and retention of employees to ensure job relatedness, business necessity and feasibility.	OHRM	Continuous	Annually

DIVERSITY

STRATEGY	OWNERSHIP	TARGET DATE	MONITOR & REVIEW
Establish diversity goals for County government.	OHRM	Annual	Annually
Develop reports on progress toward EEO goals.	OHRM	Annual	Continuously
Review progress and make recommendations for achievement of EEO goals.	OHRM	Annual	Annually
Develop awareness through special events that promote communication and increase understanding of regional, ethnic, and culturally different aspects of language, disability communication and customs.	OHRM; Director, Human Relations Commission and Directors, all County agencies	Annual	Continuously
Survey awareness to encourage input on County initiatives designed to foster the elimination of any workplace barriers that relate to race, gender, culture, etc. Recommend changes that promote a positive climate for productive, satisfying and quality work.	OHRM and Directors, all County agencies	Annual	Annually
Create opportunities for supervisors and employees to share and discuss differences and adaptations necessary to accommodate differences, i.e. change in behaviors, attitudes, etc.	OHRM and Executive Director, Human Relations Commission	Continuous	Annually
Monitor employee selection and training initiatives to prevent discriminatory practices.	OHRM	Continuous	Annually

Support flextime and other alternative work schedules where practical.	OHRM	Continuous	Continuously
Ensure that Prince George's County is represented at local meetings that address issues of the multicultural workforce.	OHRM	Continuous	Continuously

SALARY ADMINISTRATION

STRATEGY	OWNERSHIP	TARGET DATE	MONITOR & REVIEW
Provide County Employees with a fair, objective, uniformly applied, competency-driven, compensation program that complies with EEO regulations and guidelines.	OHRM	Continuous	Annually
Ensure that the County is able to recruit and retain qualified persons on a continual basis by conducting salary surveys and evaluations of the salary schedules established in the County's Salary Plan.	OHRM	Continuous	Annually

PERFORMANCE MANAGEMENT

STRATEGY	RESPONSIBLE OFFICIAL(S)	TARGET DATE	MONITOR & REVIEW
Ensure that position descriptions accurately reflect essential duties and responsibilities.	Directors, all County departments, and agencies	Continuous	Annually
Ensure that performance standards and evaluation criteria are objective, specific, job-related, and achievable.	Directors, all County departments, and agencies	Continuous	Annually
Ensure that every employee receives a performance appraisal at least once annually.	Directors, all County departments, and agencies	Continuous	Annually
Ensure that all supervisors understand of the relationship between performance management and other human resources management decisions, such as classification, pay, promotion, reassignment, transfer, training, and career development.	OHRM Directors, all County departments, and agencies	Continuous	Annually
Ensure employees receive training and career development opportunities to help manage their tasks or additional responsibilities competently.	OHRM Directors, all County departments, and agencies	Continuous	Annually

TRAINING AND CAREER DEVELOPMENT

STRATEGY	OWNERSHIP	TARGET DATE	MONITOR & REVIEW
Monitor training nominations and selections to determine whether adverse impact exists.	OHRM	Continuous	Annually
Develop and provide EEO compliance training for supervisory staff (e.g. sexual harassment, selection interviewing, ADA, EEO employment law updates) and for other work groups as appropriate.	OHRM	Continuous	Annually
Mandate supervisory and leadership skills training for all County Supervisors, which training incorporates EEO and diversity principles, issues, and concerns.	Chief Administrator Officer and OHRM	Continuous	Annually
Require all new employees to attend the County's New Employee Orientation program, which incorporates EEO/diversity training.	Chief Administrator Officer and OHRM	Continuous	Annually
Ensure appropriate training with regard to the County EEO Policy is available and accessible to all individuals in the workplace.	OHRM and Directors, all County departments, and agencies	Continuous	Annually
Provide appropriate programs, forums, and activities to foster and facilitate career planning and development to enhance employees' personal and career development goals.	OHRM	Continuous	Annually
Empower supervisors through their own training and education to participate actively in and support employees' career development.	OHRM and Directors, all County departments, and agencies	Continuous	Annually

LANGUAGE ACCESS AND LIMITED ENGLISH PROFICIENCY (LEP)

Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency”, was issued on August 11, 2000 (65 FR 50121). Prince George’s County Government takes reasonable steps to provide meaningful services to Limited English Proficiency individuals. The County employs bilingual individuals as interpreters who are competent in the skill of interpreting and are bound by confidentiality agreements. These interpreters also include the County’s Public Safety officers.

Language Access Services

Prince George’s County Government bodies are required to identify, classify, and translate vital documents. These documents should be readily available for members of the public who need to access them in a language other than English. If those documents are not already prepared in the language of a person’s preference, the Prince George’s County Government body must have them translated into the requested language at no charge to the person who asked.

“Vital documents” refers to documents that impact access to Government services or benefits. Examples of vital documents may be:

- Complaint, consent, intake, release, or waiver forms.
- Claim, application, or enrollment forms.
- Letters or notices pertaining to the reduction, denial, termination of services, programs, benefits, or that require a response from the customer.
- Time-sensitive communications, such as notices of deadlines related to hearings, investigations, or litigation.
- Notices of disciplinary action.
- Notices of rights, requirements, or responsibilities.
- Notices of determination.
- Notices regarding the availability of free language assistance services.
- Notices of Funding Availability (NOFA) and Request for Proposal (RFP) issued by the County body.
- Memorandums of Understandings (MOUs) and Grant or Work Agreements signed between the County body and other Prince George’s County government agencies, grantees, contractors, providers etc.
- Social media communication (Facebook, Twitter etc.).
- Signs, flyers, brochures, or posters announcing the County body's services.
- Documents relevant to the County body that have been translated into any foreign language.
- Mechanisms used to communicate with LEP/NEP, blind or hard of hearing individuals.

- Mechanisms used to collect LEP/NEP data; and
- Outreach activities targeting LEP/NEP communities.

Interpretation Services

Prince George's County Government bodies are required to provide interpreters for any person requesting County government services in a language other than English. These interpreters may be over the phone, in person, or over Zoom or another internet platform.

INTERNAL AUDIT PROCESS

The Office of Human Resources Management (OHRM) is responsible for the Statement and Local Government Information Report, EEOC Form 164 (EEO-4). The EEO-4 is a mandatory biennial data collection that requires all State and local governments with 100 or more employees to submit demographic workforce data. The report provides a summary of the Prince George's County Government makeup by agency function, job category, salary, race/ethnicity and gender.

To ensure compliance against our Goals, OHRM will work with the Agency Human Resources Liaisons annually to do the following:

- OHRM will run annual target reports;
- OHRM will have monthly meetings with departments and agencies to review hiring and selection trends; and
- OHRM will complete annual reporting to determine successes and opportunities.

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Prince George's County will not discriminate against qualified individuals with disabilities on the basis of disability in the County's services, programs, or activities.

Employment: The County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).

Effective Communication: The County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the County's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all County programs, services, and activities. For example, individuals with service animals are welcomed in County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a county program, service, or activity, should contact the Agency Americans with Disabilities Act (ADA) Coordinator as soon as possible, but not later than 48 hours before the scheduled event. If you believe that a County program, service, or activity is not accessible to persons with disabilities, please direct your complaint to The Department of Family Services, Mental health, and Disabilities Administration at (301) 985-3800/Maryland Relay 711.

The ADA does not require the County to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden. The County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES AMENDMENT ACT 2008

This grievance procedure is established to meet the requirements of the Americans with Disabilities Amendment Act of 2008. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the County Government.

- A. The Department of Family Services will receive and respond to grievances regarding services, activities, and programs provided by the County Government pursuant to the Americans with Disabilities Act.
- B. The Department of Family Services will publish the ADA Grievance Procedures adopted by the County in order to provide prompt and equitable resolution of complaints.
- C. Grievances involving County employees related to their positions with the County, will be governed by County Code, Subtitle 16, or the employee's collective bargaining agreement, whichever is applicable.
- D. To file a discrimination complaint under the County's Anti-discrimination ordinance, employees and the general public can contact the Prince George's County Human Relations Commission by dialing 311 or 301-883-6170/Maryland Relay-711, or visit the agency website for more information: <http://civilrights.mypgc.us> or visit the Maryland Commission on Human Rights website at www.mchr.state.md.us.

LEGAL PROHIBITIONS AGAINST DISCRIMINATION

Federal

The basic authority for laws prohibiting discrimination is the Fourteenth Amendment to the Constitution of the United States, which guarantee all citizens equal protection under the law. Numerous laws and executive orders, some of which are listed below, have expanded this guarantee:

- **The Equal Pay Act of 1963** prohibits discrimination on the basis of sex determining compensation.
- **Title VI of the Civil Rights Act of 1964** prohibits discrimination based on race, color, national origin or sex in all programs and activities, which receive financial aid from the Federal government.
- **Title VII of the Civil Rights Act of 1964**, as amended, prohibits discrimination on the basis of race, color, religion, sex, or national origin in any term, condition, or privilege of employment on the part of any employer regularly employing 15 or more persons. It also established the U.S. Equal Employment Opportunity Commission and granted it specific powers of conciliation and enforcement.
- **U.S. Executive Order 11246 (1966)**, as amended, prohibits discrimination in Federal employment on the basis of race, color, national origin, sex, and religion. This Order applies to all Federal agencies, contractors, and subcontractors. Contractors and subcontractors with more than \$50,000 in government business and 50 or more employees must also take affirmative action to ensure employees are not treated differently as a function of race, sex, religion, color, or national origin.
- **41 CFR Part 60-2**, sets specific requirements of affirmative action plans. The requirements include identifying area of minority and female “underutilization,” establishing numerical quotas and promotional goals, and other activities to increase minority and female employment in job classifications where they are currently underutilized.
- **Title I of the Civil Rights Act of 1968** imposes criminal penalties for interference with a person’s civil rights, including employment. The law applies to anyone who, by force or threat of force, intimidates or interferes with a person because of race, color, religion, or national origin with respect to exercised civil rights, and to one who attempts such interference.

- **The Equal Employment Opportunity Act of 1972** strengthened and expanded the powers and jurisdiction of the Equal Employment Opportunity Commission and extended coverage of the Civil Rights Act of 1964 to state and local governments.
- **Sections 503 and 504 of the Rehabilitation Act of 1973**, as amended, require employers receiving Federal financial assistance in any program or activity to ensure equal employment opportunity to otherwise qualified individuals with disabilities.
- **The Pregnancy Discrimination Act of 1978** clarified that women affected by pregnancy and related conditions must be treated the same as other applicants or employees solely on the basis of their ability or inability to work, not on the basis of pregnancy.
- **The Age Discrimination in Employment Act of 1967**, as amended in 1978 and 1986, prohibits discrimination on the basis of age against persons who are 40 years of age or above. It applies to organizations employing 20 or more employees.
- **Title I of the American Disabilities Act of 1990** prohibits employers from discriminating against qualified individuals with disabilities in job procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. An employer is required to make an accommodation to known disabilities of qualified applicants or employees if it would not impose an “undue hardship” on the operation of the employer’s business.
- **The Civil Rights Act of 1991** provides for compensatory and punitive damages and jury trials in cases of race, color, sex, religion, or national origin. Congress determined that additional remedies under federal law were necessary to deter unlawful harassment and intentional discrimination in the workplace. The Act also sets up a “glass ceiling” commission, provides coverage of Senate and presidential staffs by the major civil rights laws and requires EEOC to carry out educational and outreach activities to establish a Technical Assistance Institute.

State

- **Annotated Code of Maryland (1975), Article 49B** assures all persons equal opportunity in employment and in all labor management-union relations regardless of race, color, religion, ancestry or national origin, sex or age, marital status or physical or mental handicap.

County

- **Charter for Prince George's County, Maryland Section 901** states that no employer or applicant for employment shall be discriminated against in any personal action by reason of race, color, religion, creed, sex, political affiliation, or country of national origin.
- **Prince George's County Code, [Personnel Law] Section 16 – 102** defines discrimination on the basis of race, sex, color, religion, creed, country of national origin, political opinion, marital status, age, physical or mental handicap or physical appearance. Section 16 – 109 states that it shall be the policy of Prince George's County, Maryland, to provide equal opportunity in County employment for all persons and to promote the full realization of said equal employment opportunity through the development and continued maintenance of an equal employment opportunity Plan within all departments, agencies, and offices of the County government. This policy applies to all aspects of the personnel system, including but not limited to the areas of classification, recruitment, promotion, training, compensation, and fringe benefits.

EXCERPTS FROM THE PRINCE GEORGE'S COUNTY CODE

Personnel Law -

Section 16-102. Definitions

(a) For purposes of this Subtitle, the following words and phrases shall have the meanings respectfully ascribed to them by this Section, except where the context clearly requires otherwise:

... (18) **Discriminations of Discriminatory Action** means any act by an employee's appointing authority or supervisor, or the Director of Human Resources Management, which adversely affects the pay, status or working conditions of the employee, or any act by an appointing authority or the Director of Human Resources Management, which adversely affects an applicant for employment or a former employee seeking reinstatement, reemployment or reappointment, where any such act is based upon the employee's or the applicant's race, sex, color, religion, creed, country, of national origin, political opinion, marital status, age, physical or mental handicap, or physical appearance and thereby made wrongful and illegal pursuant to and in accordance with the provisions of, the Equal Employment Opportunity Act of 1972 (Public Law 92-261), Sections 17 through 20, titled "Discrimination in Employment", of Article 49B, titled "Human Relations Commission", of the Annotated Code of Maryland, and the Human Relations Act for Prince George's County, Maryland, as said statute or laws were enacted and as they may be amended from time to time; provided however, that the foregoing shall not be constructed to prevent an appointing authority, supervisor, or the Director of Human Resources Management from taking any action which is declared not to be wrongful employment practice under the provisions of the aforesaid statutes or laws, including, but not limited to, any action taken on the basis of any such employee's or applicant's race, sex, color, religion, creed, country of national origin, political opinion, marital status, age, physical or mental handicap, or physical appearance where it can be demonstrated that any of said characteristics with respect to any such employee or applicant constitutes a bona fide occupational qualification reasonably necessary to the normal operation of County Government. As defined herein, the term "discrimination" or "discriminatory action" shall also include any action taken by an Appointing authority, supervisor, or the Director of Human Resources Management with respect to any such employee or applicant for employment because of any such employee's or applicant's membership or non-membership in a labor organization, as said term is defined under Section 13A-102(h) of Subtitle 13A of the Prince George's County Code of Ordinances and Resolutions, titled "Labor Code," except as may be otherwise provided by law.

(23) Equal Employment Opportunity Officer or EEO Officer means that a person whom the County Executive or the County Executive's designee appoints

and who, by virtue of said appointment, shall be charged with investigatory responsibilities set forth under Section 16-203(a)(7) with respect to appeals filed with the Personnel Board in which discrimination is alleged, and such additional duties and responsibilities as specifically assigned by the County Executive under the terms of the Executive Order required to be issued under Section 16-109(b) with respect to the County's affirmative action program.

... (28) Grievance means a complaint by an employee wherein the employee alleges that an act or acts by the employee's Appointing authority or supervisor, or the Director of Human Resources Management, except for adverse actions, with respect to any matter affecting the employee's working conditions, pay, status, is unfair, inequitable, arbitrary, and capricious, or illegal. An "act" by an Appointing authority, supervisor, or the Director of Human Resources Management under the meaning of this paragraph shall also include any failure to act within a reasonable period of time by any of said parties. As defined herein, the term "grievance" shall not be construed to include any grievance as defined and provided for under any collective bargaining agreement negotiated and approved pursuant to Subtitle 13A of the Prince George's County Code of Ordinances and Resolutions, titled "Labor Code."

Section 16-109 Equal Employment Opportunity

(a) It shall be wrongful and illegal for any authority, supervisor, or the Director of Human Resources Management to take any action pursuant to the provisions of this Subtitle with respect to any employee, any applicant for employment, or any former employee seeking reinstatement, reemployment, or reappointment, where such action would constitute a discriminatory action, as defined in Section 16-102(a)(18). In furtherance of the foregoing, it shall be the policy of Prince George's County, Maryland, to provide equal employment opportunity in County employment for all persons and to promote the full realization of said equal employment opportunity within all departments, agencies, and offices of County Government. The aforesaid declaration of policy regarding equal employment opportunity shall apply to all aspects of the personnel system established by this Subtitle, including, but not limited to, the areas of classification, recruitment, promotion, training, compensation, and fringe benefits.

(b) In order to properly effectuate the policies set forth in Subsection (a), above, the County Executive shall, by Executive Order, establish the components of an equal employment opportunity program for the County and assign specific duties and responsibilities, as appropriate, to the Chief Administrative Officer, the Director of Human Resources Management, the Equal Employment Opportunity Officer, appointing authorities, supervisors, and employees, with respect to the development, implementation, monitoring and evaluation of the various components of said program. The aforesaid Executive Order shall be developed and issued so as to give full force and

effect to all applicable rules, regulations, and guidelines authorized and promulgated pursuant to the Equal Employment Opportunity Act of 1972 (Public Law 92-261), as amended, and shall address the employment opportunities and needs of persons with disabilities.

(CB-1-1976; cb-22-2000; CB-91-2003)

Editor's Note – CR-85-1972 provided that qualified women are to be equally considered for any top and middle management position and that women are to be recruited for advancement to such positions.

Human Relations Act -

...

Sec. 2-186. Definitions

(a) As used in this Division:

...

(2) **Commission** shall mean the Human Relations Commission.

(3) **Discrimination** shall mean acting, or failing to act, or unduly delaying any action regarding any person because of race , religion, color, sex, national origin, age (except as required by State or federal law), occupation, familial status, marital status, political opinion, personal appearance, sexual orientation, or physical or mental handicap, in such a way that such person is adversely affected in the areas of housing and residential real estate, employment, law enforcement, education, financial lending, public accommodations, or commercial real estate.

Sec. 2-222. Discrimination in employment Prohibited.

No employer in the County shall discharge or refuse to hire any person, or act against any person with respect to compensation or other terms and conditions of employment, or limit, segregate, classify, or assign employees because of discrimination. (CB-1-1972)

EEOC-

The laws enforced by EEOC protect you from employment discrimination when it involves:

- **Unfair treatment** because of your race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, disability, age (age 40 or older), or genetic information.
- **Harassment** by managers, co-workers, or others in your workplace, because of your race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, disability, age (age 40 or older), or genetic information.
- **Denial of a reasonable workplace change** that you need because of your religious beliefs or disability.
- **Improper questions about or disclosure** of your genetic information or medical information.
- **Retaliation** because you complained about job discrimination or assisted with a job discrimination proceeding, such as an investigation or lawsuit.