

2018 NASPE AWARD

Eugene H. Rooney, Jr. Award Nomination *Innovative State Human Resource Management Program*

Nominations from dues-paying states are considered for eligibility. Nominated leaders and programs should have a positive effect on the administration of state human resource programs. A state's central human resource department or line agency human resource operations may administer nominated programs.

Programs and projects must have been operational for at least six months and must be transferable to other states. Selection criteria are based on the questions asked on the award application. Included in this packet are the specific criteria for each award and their categories. Nominations are encouraged in all areas of human resource management administration.

Additionally, please attach a one-page summary of the program and prepare a narrative answer for the questions listed below. Do not send supporting documentation. Provide a narrative answer for each of the following questions.

PROGRAM INFORMATION

Program Title: Employment of Individuals with Disabilities State: FL

Contact Person: Libby Farmer

Contact's Title: Workforce Strategic Planning, Research and Operations Manager

Agency: Florida Department of Management Services' Division of Human Resource Management

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ALL SUBMISSIONS MUST:

Meet all eligibility requirements. • Meet deadline requirements stated on the NASPE website. • Be entered in the correct category and be correctly identified. • Include a complete nomination packet. • Conform to all copyright laws.

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NOMINATOR INFORMATION

Nominator: Sharon D. Larson Title: Director, Division of Human Resource Management

State: FL Agency: Florida Department of Management Services' Division of Human Resource Management

Telephone: (850) 413-8725 Fax: N/A

E-mail: Sharon.Larson@dms.myflorida.com

DETAILS

1. Please provide a brief description of this program.

The Employment of Individuals with Disabilities (IWD) program provides a comprehensive approach to enhance the inclusiveness and diversity within Florida's State Personnel System. The program focuses on strategies for the recruitment, hiring, and retention of IWD in the workforce, without a legislative mandate or executive order prescribing a set number or percentage of hires.

Program components include two separate on-line training and assessments of HR professionals and hiring managers titled "Florida's State Personnel System Roadmap to Success: Hiring, Retaining, and Including Individual's with Disabilities" (also available in power point); affirmative action planning including goals and comparisons to the available labor marker (ALM) within the human resource information system (HRIS); agency-specific plans to promote employment opportunities; voluntary self-identification of applicants and employees in the HRIS; data reports including disability statistical analyses utilizing the ALM; other resources; and program reporting.

The training modules for HR professionals and hiring managers are transferable to and customizable for other states. The modules were created in Articulate Storyline software and include videos, knowledge self-checks, voice-overs, and assessments, and is disability friendly. Utilizing this software allows it to be uploaded to most learning management systems.

2. How long has this program been operational (month and year)?
January 2017

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3. Why was this program created? (What problem[s] or issues does it address?)

The Legislature recognized that IWD are confronted by unique barriers to employment, which inhibit their opportunities to compete fairly in the labor force. Finding that employment is the most direct and cost effective means to assist an individual in achieving independence and fulfillment, the Legislature enacted Chapter 2016-3, Laws of Florida, to provide a framework for a long-term commitment to improving employment outcomes for IWD in the state.

4. Why is this program a new and creative method?

Florida's IWD program attributes its innovation to: (1) providing the opportunity for applicants and employees to voluntarily self-identify as having a disability within the human resource information system; (2) utilizing disability statistical reports as management tools; and (3) providing robust training and resources to our HR professionals and hiring managers to inform and support their efforts.

5. What was the program's startup costs? (Provide detailed information about specific purchases for this program, staffing needs and other expenditures, as well as existing materials, technology and staff already in place.)

The Legislature appropriated \$138,692 in recurring funds, and \$26,264 in nonrecurring funds to cover the addition of two full-time equivalent positions; and \$18,500 to cover programming costs for the HRIS.

6. What are the program's operational costs?

The Division of Human Resource Management utilizes two positions in the areas of affirmative action, equal employment opportunity, data reporting, and other HR programs. The program cost is approximately \$148,773.

7. How is this program funded?

The program does not receive a specific annual appropriation from the Legislature. The cost of providing technical assistance and consultative services to customers is absorbed within the existing salaries and benefits appropriation. These services comprise a significant component of the roles and responsibilities within the Division of Human Resource Management.

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8. Did this program originate in your state?

9. Are you aware of similar programs in other states?
If yes, how does this program differ?

Several states have similar programs. However, the State of Florida's program is different in that there is no legislative mandate or executive order prescribing a set number or percentage of hires; and disability statistical analytics are available through the HRIS, which provide valuable management tools. In addition, the training component includes a module for HR professionals and a module for hiring managers.

10. How do you measure the success of this program?

Success of this program is measured by the: (1) established relationships between the agencies and state and local community partners; (2) percentage of agencies (80%) that developed a specific plan on how to promote employment opportunities for IWD; (3) increase in the number of applicants and employees identifying as IWD; and (4) news article from the EmployMe1st project and the University of Massachusetts' Institute for Community Inclusion highlighting Florida's Employment of Individuals with Disabilities program. The article provided examples of our innovative employment services, creative state agency employment practices, and the work of the division to develop and implement the program.
(<http://www.employmentfirstfl.org/agencies-and-providers-success-stories-series>)

11. How has the program grown and/or changed since its inception?

The HRIS was migrated to HTML 5 and included implementation of Accessible Rich Internet Applications which allows the state to take advantage of standard ADA compliance.

In addition, through the division's relationships with state and local community partners, agencies attend various Community of Interest meetings to maintain awareness and increase knowledge regarding the employment of IWD. Examples of topics include demonstrations of technological resources available; presentations from currently employed IWD with the state; how-to's on establishing internships and on-the-job trainings; employment services available through vendors; and information on accommodations and discriminatory practices.

Ultimately, the program continues to break down employment barriers for individuals with disabilities and positions us for substantial and crucial growth opportunities for our workforce.

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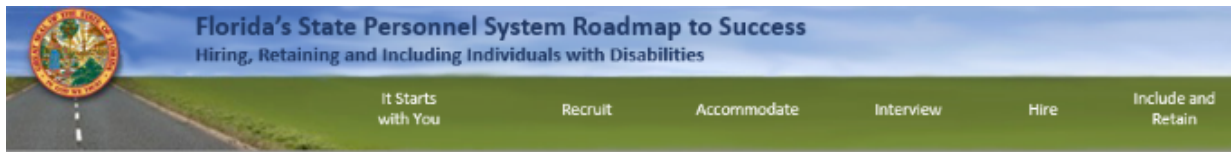
Eugene H. Rooney, Jr. Award Nomination – One Page Summary *Innovative State Human Resource Management Program*

Florida's State Personnel System Employment of Individuals with Disabilities Program

The State of Florida is committed to having a diverse workforce that draws talented individuals from all segments of society, including individuals with disabilities. A diverse workforce requires recognition of the value of talent individuals with disabilities bring to the workplace. As women and men representing diverse fields, individuals with disabilities CAN and DO make valuable contributions to America's workplaces every day.

In recognition, Florida launched initiatives in 2017 aimed at improving the quality of life, and integration of individuals with disabilities in the workforce. This includes expanding the state's equal employment opportunity policy, section 110.112, Florida Statutes, to include affirmative action planning for individuals with disabilities.

The Florida Department of Management Services – Division of Human Resource Management administers the Employment of Individuals with Disabilities (IWD) program. This program provides a comprehensive approach to enhance the inclusiveness and diversity within Florida's State Personnel System. The program provides strategies for the recruitment, hiring and retention of IWD without a legislative mandate or executive order prescribing a set number or percentage of hires. Key components of the program include on-line, interactive and self-assessment training for HR professionals and hiring managers (link: [Training for Employment of Individuals with Disabilities](#)); affirmative action planning for IWD; agency-specific plans on how to promote employment opportunities; statistical analytics; and data reporting. Since the training launched, the practitioners lauded our efforts and some agencies have incorporated the training into their learning programs.



- 1. It Starts with You** - Recognize the benefits of hiring individuals with a disability.
- 2. Recruit** - Use recruiting strategies to locate qualified individuals with disabilities.
- 3. Accommodate** - Plan for and provide accommodations so qualified candidates can be interviewed and employees can work successfully throughout their career.
- 4. Interview** - Explore the candidate's qualifications by focusing on their knowledge, skills and abilities, not the disability.
- 5. Hire** - Hire qualified Individuals with disabilities by a variety of methods, including normal competitive hiring and provide job training opportunities in the form of internships, on-the-job training, mentoring, and unpaid work experience.
- 6. Include and Retain** - Include employees with disabilities in all aspects of the workplace such as project teams, committees, training opportunities, and career advancement to improve retention results.