



November 8, 2018

**Ms. Bambi Polotzola, Executive Director
Governor's Office of Disability Affairs
1051 N. 3rd Street
Suite 136
Baton Rouge, Louisiana 70802**

RE: State as a Model Employer - 2019 Plan Year

Dear Ms. Polotzola:

The Office of Juvenile Justice (OJJ) is committed to developing and maintaining a high performing public workforce that provides safety services to both the citizens of the state and visitors to the state of Louisiana. In pursuing the agency's goal of being an organization that makes a difference, achieves excellence, and stands in a position of leadership, and in accordance with Executive Order JBE 18-08, OJJ is committed to expanding the recruitment, hiring, retention, and promotion of individuals with disabilities in order to maintain a diverse workforce which reflects the talents of the diverse citizens of this state.

Executive Order JBE 18-08 established the State as a Model Employer (SAME) Task Force to study and provide recommendations to the goal of increasing employment of people with disabilities by state agencies. The Order also directs each state agency that reports to the Governor to:

- Designate a staff person who will be responsible for overseeing the agency's initiatives and strategies to attract, engage, and advance people with disabilities;
- Implement strategies for employment of people with disabilities;
- Increase awareness of the state's disability employment supports and services and utilize the resources, services, and funding available through Louisiana Rehabilitation Services (LRS) and Louisiana Workforce Commission (LWC) to provide opportunities for work based learning experiences, internships and training students with disabilities;
- Ensure continued development and implementation of policies, strategies, and services; and
- Submit a plan by October 21, 2018 describing the strategies and policies adopted by the agency, as well as progress implementing the items listed above.

Cassandra Washington, Deputy Undersecretary, has been designated as the agency staff person responsible for developing and overseeing agency initiatives relative to the Order. These initiatives can be further divided into two separate strategies – Recruitment and Retention.

Recruitment

- The first step in targeted recruitment of individuals with disabilities is public awareness. To this end, OJJ will include the following verbiage on all public job postings for the

purposes of encouraging individuals with disabilities to apply and providing them with a link to available resources:

- “The Office of Juvenile Justice is a State as a Model Employer (SAME) agency that supports improved employment opportunities for individuals with disabilities. For more information on employment-related resources available for those with disabilities, refer to the Louisiana Employment Resource Guide.”
- OJJ will identify and meet with the LRS designated Point of Contact to identify resources and services that may assist the agency in recruitment efforts targeting people with disabilities.
- OJJ will notify the LRS contact of all job postings in order to increase visibility of vacancies to the clients served through LRS vocational rehabilitation programs.
- OJJ will provide training and resources to hiring liaisons and supervisors regarding interviewing people with disabilities and the availability of accommodations to facilitate those interviews.
- OJJ will identify recruitment events designed to target people with disabilities.
- OJJ will attend job fairs that emphasize on hiring people with disabilities.

Retention

- OJJ will provide training to all employees regarding disability awareness and disability etiquette.
- OJJ will provide specialized training to supervisors and managers regarding working with people with disabilities, including ADA, LRS resources, and workplace rights.
- OJJ will provide information regarding LRS resources and services, as well as other resources for accommodations, to employees identified as potentially needed accommodation with the goal of retaining employees in active employment.
- OJJ will add a link on the intranet SharePoint database relative to LRS resources and services.

OJJ will begin to develop and implement these strategies throughout the plan year to ensure that the agency is progressing toward the goal of being a Model Employer for people with disabilities.

Sincerely,

 on behalf of James Bueche

James Bueche, PhD.

Deputy Secretary, Office of Juvenile Justice

cc: Garry Williams, Undersecretary
Julia Ellyn Toney, Deputy Assistant Secretary 2
Cassandra Washington, Deputy Undersecretary

Louisiana State As a Model Employer Survey Data September 30, 2019

	2018		2019		Participating State Agencies	2018		2019	
	Employees=	%	Employees=	%		Employees=	%	Employees=	%
OJJ	951	19.0%	900	15.4%	Participants	36395	28.2%	35330	26.3%
Participants	181	19.0%	139	15.4%	Yes - Disability	10255	28.2%	9281	26.3%
Yes - Disability	26	2.7%	26	2.9%	Physical	2000	5.5%	1953	5.5%
Physical	9	0.9%	9	1.0%	Intellectual	506	1.4%	459	1.3%
Intellectual	1	0.1%	1	0.1%	Behavioral	50	0.1%	67	0.2%
Behavioral	9	0.9%	9	1.0%	Sensory	636	1.7%	620	1.8%
Sensory	1	0.1%	3	0.3%	Disease	222	0.6%	250	0.7%
Disease	13	1.4%	10	1.1%	doesn't want to report type	849	2.3%	861	2.4%
doesn't want to report type	1	0.1%	2	0.2%	affects A Great Deal	126	0.3%	95	0.3%
affects A Great Deal					affects A Lot			64	0.2%
affects A Lot			1	0.1%	affects Moderate Amt			129	0.4%
affects A Moderate Amount			3	0.3%	affects A Little			434	1.2%
affects A Little			7	0.8%	affects None At All			684	1.9%
affects None At All			3	0.3%	SSDI yes			607	1.7%
SSDI yes			11	1.2%	SSDI no			362	1.0%
SSDI no			3	0.3%	SSDI unsure			923	2.6%
SSDI unsure			16	1.8%	No - Disability			640	1.8%
No - Disability	146	15.4%	108	12.0%	Does not want to disclose	7703	21.2%	6879	19.5%
Does not want to disclose	9	0.9%	5	0.6%		552	1.5%	449	1.3%

Percentages are based on the total number of employees reported by the agency/agencies.

The sum of the numbers listed in the categories of disabilities may be greater than the number listed in the Yes- Disability category due to respondents listing more than one disability category.

State Agencies included Office of the Governor, Division of Administration, Board of Regents, Children & Family Services, Coastal Protection and Restoration Authority, Culture, Recreation & Tourism, Economic Development, Louisiana Dept. of Education, Environmental Quality, Department of Health, Gov. Office Homeland Security & Emergency Preparedness, Insurance, Louisiana Workforce Commission, Natural Resources, Office of Financial Institutions, Dept. of Public Safety & Corrections, Louisiana Dept. of Revenue, Secretary of State, State Civil Service, Dept. of Transportation & Development, Louisiana Dept. of Veterans Affairs, Wildlife & Fisheries and Louisiana Community & Technical College System.