

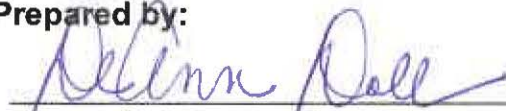
# DEPARTMENT OF MANAGEMENT SERVICES

## INDIVIDUALS WITH DISABILITIES RECRUITMENT PLAN

4050 Esplanade Way  
Tallahassee, FL 32399-0950

**Plan Year: July 1, 2023 – June 30, 2024**

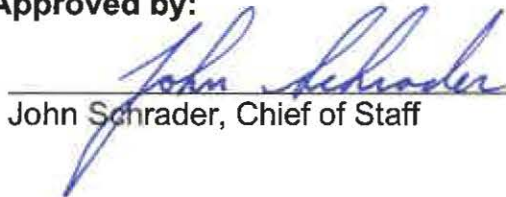
**Plan Prepared by:**



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DeAnn Doll, Director of Human Resources  
Equal Employment Opportunity/Affirmative Action Officer

**Plan Approved by:**



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John Schrader, Chief of Staff

## **Introduction**

The Department of Management Services (DMS) is the business arm of Florida government. DMS serves workforce and business-related functions in support of sister agencies and current and former state employees, enabling state and local governments to focus on their core missions. DMS is proud to serve those who serve Florida, working every day to create efficiencies, value, and sustainable cost savings for Florida taxpayers. DMS takes pride in providing excellent customer service and supporting agency priorities through innovation and technology.

DMS has approximately 931.5 full-time positions and serves more than 1.1 million customers, including state agency personnel, state employees, state retirees, state university employees, community college personnel, and local government employees and retirees.

The Public Employee Relations Commission and the Florida Commission on Human Relations (FCHR) are administratively housed within DMS, but they recruit and hire employees independently. DMS is not involved in their recruitment and selection decisions.

## **Affirmation of Individuals with Disabilities Policy**

DMS is committed to successfully recruiting, accommodating, hiring, retaining, and including talented and skilled individuals with disabilities into its workforce. The agency recognizes the importance of the contributions that individuals with disabilities can make.

DMS prohibits discrimination based on disability, promoting an inclusive workplace. DMS is committed to providing the necessary reasonable accommodations to qualified applicants and employees with disabilities, as required by law, and ensure all employment decisions are based solely on valid job requirements.

The DMS Individuals with Disabilities Recruitment Plan will help attract individuals with disabilities to the DMS workforce, assist those individuals during the recruitment and selection process, and ensure a healthy and productive workplace. This plan is designed to meet agency-established recruitment goals as required by section 110.112(c)(1), Florida Statutes.

All requests from applicants and employees for reasonable accommodations are processed by the DMS Office of Human Resources (OHR). Applicants and employees must actively participate in the process to ensure the efficient review and implementation of reasonable accommodations.

## **Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer Information and Complaint Procedure**

DMS is committed to providing equal employment opportunities to all individuals based on their skills, abilities, and qualifications, without regard to race, color, pregnancy, national origin, religion, political affiliation, sex, age, sexual orientation, disability, or marital status. The only exception to this rule is when there are bona fide occupational qualifications necessary to performing a position's assigned tasks. Equal protection against discrimination applies to all aspects of an employment relationship, including recruitment, selection, promotion, transfer, compensation, benefits, layoff and recall, training and development, and disciplinary actions. Any form of employment discrimination, including retaliation, is strictly prohibited. No employee may be subjected to retaliation from filing a complaint or from testifying in, assisting with, or participating in an investigation, a proceeding, or a hearing regarding discrimination, or from otherwise opposing any unlawful discriminatory practice prohibited by the agency's policy and related state and federal laws.

Employees or applicants who believe they have been discriminated against or have been subjected to retaliation or harassment have the right to file complaints. Complaints can be filed with the Director of Human Resources, who serves as the DMS EEO/AA officer, or with the DMS Office of the Inspector General.

**Director of Human Resources**

Department of Management Services  
4050 Esplanade Way  
Suite 250  
Tallahassee, FL 32399  
850-488-2707

**Inspector General**

Department of Management Services  
4030 Esplanade Way  
Suite 250  
Tallahassee, FL 32399-0950  
850-488-5285

Complaints can also be filed with FCHR or with the U.S. Equal Employment Opportunity Commission.

**Dissemination of Individuals with Disabilities Policy**

The agency will communicate the DMS Individuals with Disabilities Recruitment Plan as follows:

- Display the policy on agency intranet sites.
- Include language on all advertised positions that reiterates the DMS commitment to increasing the recruitment and hiring of individuals with disabilities.
- Disseminate and discuss the plan during new employee orientation sessions. The orientation and training sessions for managers and supervisors shall reinforce the policy and the agency's commitment to adhering to the policy.
- Identify and implement strategies to retain employees with a disability.

**Responsibility For Implementation**

Section 110.112, Florida Statutes, places ultimate accountability for directing and implementing the plan with the agency head. The Secretary has designated responsibility for implementing the plan with the Director of Human Resources. The Director of Human Resources will review hiring decisions for compliance with selection procedures and goals and will provide educational materials for divisions to use to communicate the plan to employees.

**Division Directors and Directors of Offices**

Directors are responsible for the implementation of the DMS Individuals with Disabilities Recruitment Plan within their work unit. Directors shall direct managers and supervisors to ensure that their work unit complies with the plan and DMS policies. Directors should review all hiring recommendations and decisions within their work unit to ensure those policies are enforced. Further, directors will monitor selection decisions involving new hires, promotions, reassignments, and transfers to ensure that the employees are being treated in a non-discriminatory manner. Directors of work units and the Director of Human Resources will carefully examine all disciplinary actions before they are approved to ensure that there are no disparities based on an employee's protected class status. Additionally, the Directors will monitor the approval of career development and professional training to ensure equitable representation of individuals with disabilities.

## **Agency Established Goals**

The following recruitment goals have been established by DMS to promote employment opportunities for individuals with disabilities and to help them through the onboarding process.

1. The agency will establish an internal recruiter to ensure a collaborative effort among Executive Leadership, the OHR, and hiring managers to recruit, develop, and retain individuals with disabilities.
2. All open competitive positions will be advertised on the People First website to promote career opportunities.
3. All open competitive Career Service positions will be posted to advocacy groups to ensure Career Service opportunities are advertised and accessible to individuals with disabilities.
4. All position advertisements will include the following language:

DMS is committed to successfully recruiting and onboarding talented and skilled individuals into its workforce. We recognize the extensive training, experience, and transferrable skills of veterans and individuals with disabilities. For guidance and answers to questions, veterans and individuals with disabilities can email [DMS.Veterans@dms.myflorida.com](mailto:DMS.Veterans@dms.myflorida.com) and [DMS.Ability@dms.myflorida.com](mailto:DMS.Ability@dms.myflorida.com).
5. DMS will coordinate and participate with the Division of Vocational Rehabilitation and the Division Blind Services in community job fairs.
6. DMS will meet, at least annually, with the Division of Vocational Rehabilitation to increase outreach and recruitment efforts for individuals with disabilities.
7. Each quarter, DMS will collaborate with local advocacy groups that assist with outreach and recruitment efforts for individuals with disabilities.
8. DMS will review job advertisements to ensure that the selection process supports the employment of individuals with disabilities. Job advertisements will welcome individuals with disabilities and will specify the required qualifications, especially any essential physical requirements.
9. DMS will conduct reasonable accommodation training and education to meet the needs of applicants and employees.
10. DMS will guide all employees on the proper procedures for requesting a reasonable accommodation.
11. DMS will identify work enabling individuals with disabilities, in addition to employees absent on workers' compensation, to return to work in alternate duty capacities that meet restrictions identified by their physicians.
12. DMS will provide training on return-to-work retention strategies to workers' compensation staff.
13. DMS will support and encourage procurement from RESPECT of Florida as appropriate.
14. Division directors will be encouraged to use RESPECT of Florida for contracted services that provide temporary employment opportunities.

**Agency Reporting Requirements**

DMS will annually provide the Division of State Human Resource Management information on recruiting individuals with disabilities, including the effectiveness of the recruitment plan, employment activities, problem areas needing remediation, and success meeting goals and objectives. The Division of State Human Resource Management will include data related to individuals who have self-identified as having a disability in its Annual Workforce Report and annually update the statistical data on its public website.