

Fiscal Year 2017-2018

EDB Goals and Objectives

Goal/Obj #	Objective	Standard	Q1	YTD Actual	YTD Status	Comment
1.1	% of cases closed within 120 days or less of date assigned.	85%	80%	80%	Yellow	Q1 statistic reflects monthly average closed for Bureau Policy implementation in process as DA is newly hired. We will have data to report in second quarter report.
1.2	% of cases closed within 180 days or less of date assigned.	90%	94%	94%	Green	
1.3	Each investigator will complete 80 REDA investigations by June 30, 2018.	80 cases	8.5	3 Yes	Red	
2.1	Investigators shall take action on assigned files at least every 15 days after first contact.	95%			Yellow	
3.1	% of combined safety and health committee meetings attended for Employment Discrimination and Wage & Hour.	100%		100%	Green	
3.2	# of site inspections conducted in Bureau controlled spaces in accordance with Policy 2.	Quarterly		100%	Green	
3.3	Review of Policy 9 with Supervisors and Staff.	Annually		100%	Green	
3.4	Follow prescribed procedures for investigating and reporting injuries, occupational illnesses, violence or criminal activity.	Policy 9		100%	Green	



Cherie K. Berry
Commissioner

Employment Discrimination Bureau

Performance Measures

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1st Quarter July 1, 2017-- September 30, 2017

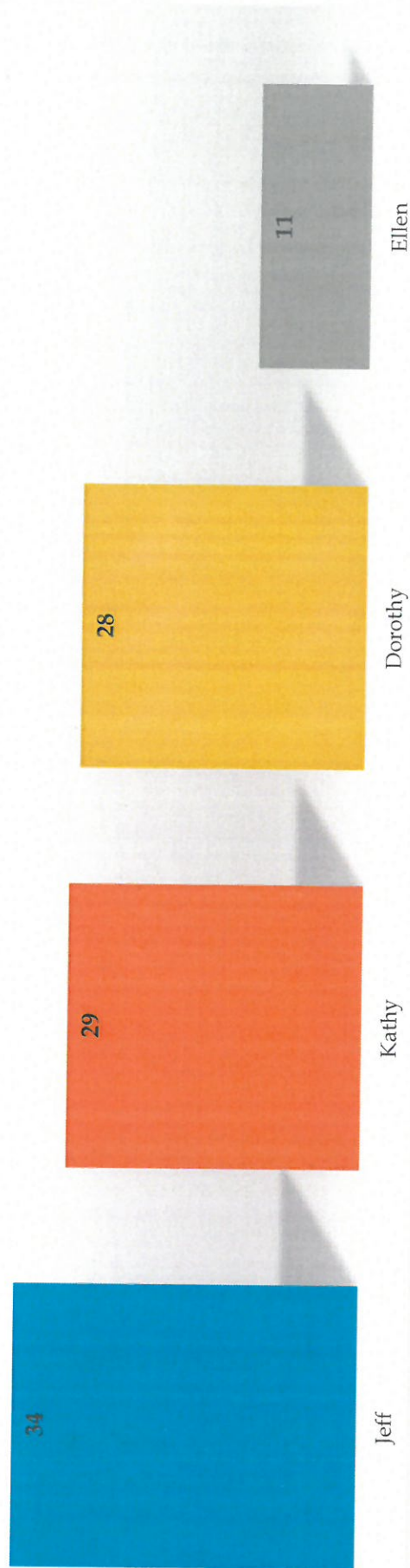
Report Date: November 2, 2017

Division/Bureau: Standards & Inspections/Employment Discrimination Bureau
Document Name: Monthly Performance Measures
Date Revised: 11/01/2017
Document Owner: Harriet Hopkins



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Total Closed Cases by Bureau



First Quarter Total 107
July 1, 2017 - Sept. 30, 2017

* Total includes 5 cases closed by Jessie

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Objective 1.1 Cases Closed in 1st Quarter ≤ 120 days

2017-18	Cases	0-30	31-60	61-90	91-120	%
1st Quarter July - Sept	86	57	9	6	14	80%
2nd Quarter Oct -Dec						
2rd Quarter Jan - Mar						
4th Quarter Apr - Jun						
Total	86	57	9	6	14	80%

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Objective 1.1 Q1 Total Cases Closed ≤ 120 days

Investigator	Cases	0-30	31-60	61-90	91-120	%
Jeff	31	27	2	2	0	91%
Kathy	20	8	4	1	7	69%
Dorothy	23	10	3	3	7	80%
Ellen	7	7	0	0	0	64%
Jessie	5	5	0	0	0	N/A
Total	86	57	9	6	14	80%

First Quarter
July 1, 2017 – Sept. 30, 2017

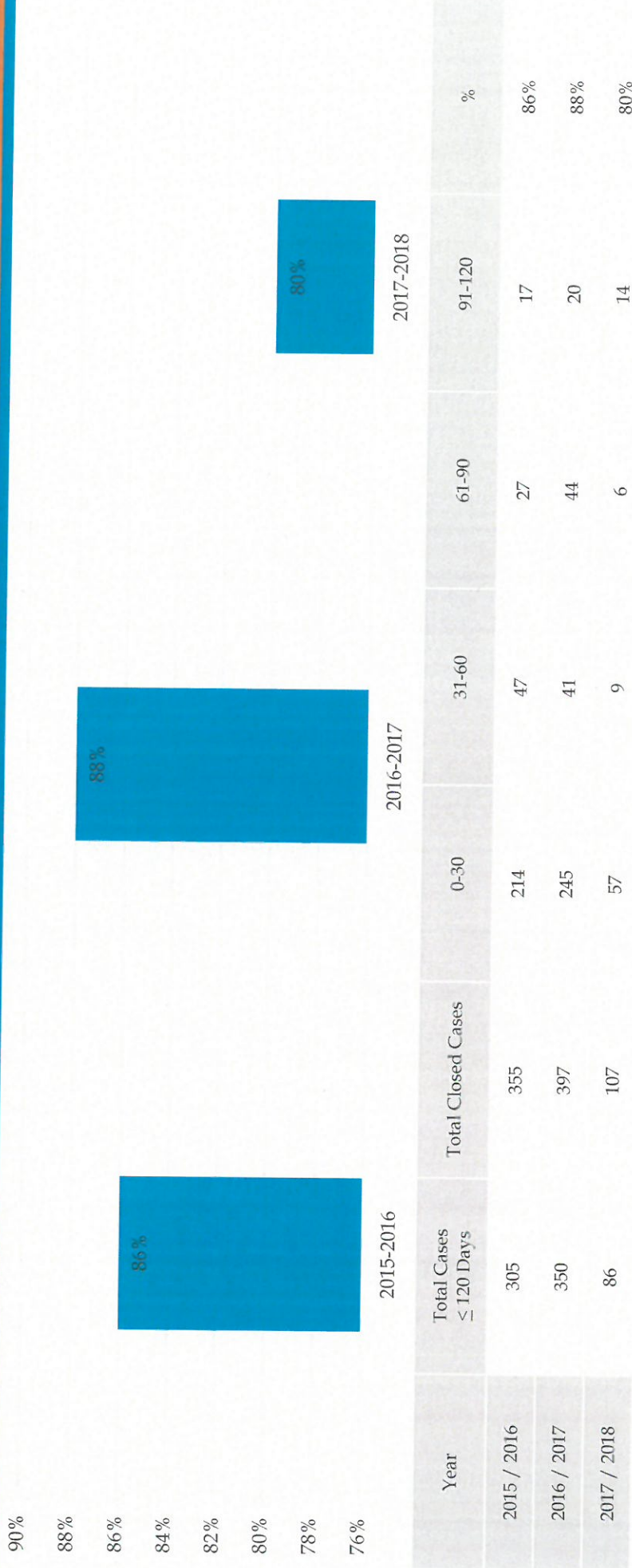
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Obj. 1.1 Cases Closed by Investigator ≤ 120 days



First Quarter
July 1, 2017 - Sept. 30, 2017

Obj. 1.1 Three Year Comparison of Cases closed \leq 120 Days



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Objective 1.1 Cases Closed by Quarter ≤ 180 days

2017-18	Total Cases	0-30	31-60	61-90	91-120	121-150	151-180	%
1st Quarter July - Sept	101	57	9	6	14	11	4	94%
2nd Quarter Oct - Dec								
3rd Quarter Jan- Mar								
4th Quarter Apr - Jun								
Total	101	57	9	6	14	11	4	94%

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Obj. 1.2 Q1 Cases Closed by Investigator ≤ 180 days

Investigator	Cases	0-30	31-60	61-90	91-120	121-150	151-180	%
Jeff	33	27	2	2	0	1	1	97%
Kathy	25	8	4	1	7	2	3	86%
Dorothy	28	10	3	3	7	5	0	100%
Ellen	10	7	0	0	0	3	0	91%
Jessie	5	5	0	0	0	0	0	N/A
Total	101	57	9	6	14	11	4	94%

First Quarter
July 1, 2017 - Sept. 30, 2017

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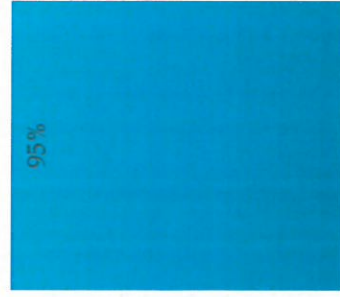
Obj. 1.2 Cases Closed by Investigator ≤ 180 days



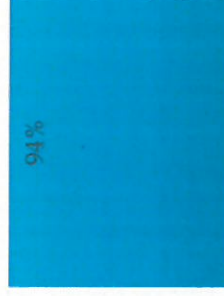
First Quarter
July 1, 2017 – Sept. 30, 2017

Obj. 1.2 Three Year Comparison of Cases closed \leq 180 Days

96%



94%



92%



Year	Total Cases \leq 180 Days	Total Closed Cases	2016-2017					2017-2018			%
			0-30	31-60	61-90	91-120	121-150	151-180			
2015 / 2016	337	355	214	47	27	17	16	16	16	95%	
2016 / 2017	373	397	245	41	44	20	14	14	9	94%	
2017 / 2018	101	107	57	9	6	14	11	4	4	94%	

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Obj. 1.3 Total Cases Closed by Investigator



Investigator	Average per month	On Track?
Jeff	11.33	Yes
Kathy	9.66	Yes
Dorothy	9.33	Yes
Ellen	3.66	No

First Quarter
July 1, 2017 - Sept. 30, 2017

Staffing Updates

EDB would like to give a warm welcome to our new Deputy Administrator Harriet Hopkins, Esq. We all look forward to building a strong working relationship with Ms. Hopkins.

Welcome aboard!
EDB Staff

Management Goals

- Develop an EDB Retaliatory Investigation Operations Manual
- Update, revise, and standardize EDB forms, reports, and correspondence
- Create a template for DI reports.
- Continue the transition to OnBase filing and use its features to increase efficiency
- Reconfigure vacant work space and create two new work stations
- Develop training and orientation process for new DI hires.
- Review and revise, as needed, job description for Discrimination Investigator, post, interview, and hire two new investigators
- Conduct orientation and training of new hires