

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S

NATIONAL WEATHER SERVICE

**STRATEGIC PLAN for
HISPANIC-AMERICAN EMPLOYMENT PROGRAM
2008-2010**

Working Together to Save Lives



Hispanic Employment Program Operating Plan

FY 2008 - FY 2010

Executive Order [13230](#), Educational Excellence for Hispanic-Americans Commission strengthens the Nation's capacity to provide high-quality education and increase opportunities for Hispanic-Americans to participate in and benefit from Federal education programs. Executive Order [13171](#) was issued on October 12, 2000, to help improve the representation of Hispanics in Federal employment. OPM's "Nine Hispanic Employment Initiatives" provide various strategies for improving Hispanic employment levels. The initiative focuses on specific objectives Federal agencies should implement to address Hispanic underrepresentation and touch on general employment, career development, senior executive service, and management accountability. One of the Office of Equal Opportunity and Diversity Management's (OEODM) highest priorities has been to undertake a serious effort to strengthen the NWS' workforce and management capabilities while addressing workforce diversity issues.

2008-2010

2008 Hispanic underrepresented data will be obtained and inserted here.

2005-2007 data

In FY 2005, Hispanics were vastly underrepresented in the NWS workforce. Hispanics were underrepresented in a majority of the NWS mission-related occupations. Hispanic males were underrepresented in six of seven occupations and Hispanic women were underrepresented in five of seven occupations. In FY 2005, Hispanic men reached parity in the Physical Scientist occupation and Hispanic women reached parity in the Meteorologist and Hydrologist occupations. Hispanics represent 10.7% of the NCLF; however, Hispanics represent only 2.8% of the NWS workforce.

This Hispanic-American Employment Program Operating Plan (HAEPSP) is tied to the overall NWS Policy on Equal Employment Opportunity (EEO) and Diversity Management. The overall objective of this plan is to ensure that Hispanics have equal opportunity to compete fairly in recruitment, training, upward mobility, promotions, and any other condition of Federal employment.

This plan is challenging, manageable, measurable, and consistent with and supportive of the NWS' Self Assessment. The Hispanic-American community needs total commitment from all managers and employees to meet these goals and objectives.

The successful accomplishment of the OEODM goals is predicated on three strategic actions:

- Creating effective working partnerships with both internal and external organizations in order to correct the underrepresentation and underutilization of Hispanic-Americans at the NWS.
- Communicating the successes and activities of Hispanic-Americans across all sectors of the NWS family to focus attention on issues surrounding their employment at the NWS.
- Make management aware of the barriers to senior level positions and launch an effort to put in place active recruitment and retention initiatives.

FY 2008 2010 Goals

Goal	Lead Office	Completion
Creation of Hispanic web page Goal will be removed.	OEODM	
Contact regions and discuss Hispanic-American Employment Program Strategic Plan.	OEODM	FY 2009 The OEODM meets with regional EEO managers on a quarterly basis or whenever the need arises. The group is in the process of working on several projects which includes writing a SOP for SEPs. During implementation of the SOP the OEODM will discuss specific goals for the HAEP. This discussion and SOP should be completed by FY 2009.
Will be removed. Establish the Hispanic-American Employment Program Committee.	OEODM	FY2009 The OEODM attempted to form an EEO committee, but committee member's participation lessened each time a meeting was scheduled, so it was decided that the committee would be established within the OEODM staff and regional EEO Managers. If an interest arises among employees a committee will be established at that time.
Initiate dialogue to establish long-term relationships with Hispanic-American advocacy groups.	OEODM	FY2009 The OEODM has identified several Hispanic American advocacy groups. The OEODM is currently researching ways to develop partnerships with these organizations. A report will be provided during Quarter II FY 2009. Contact has been made with 2 organizations.
Initiate dialogue to establish long-term relationships with Hispanic-American professional organizations, colleges and universities.	OEODM	FY2009 This item is similar to the above action; therefore, the same response applies. A report will be provided during the FY 2009. Contact has been made with 2 Universities.
Create awareness among local Hispanic-American high school students about NWS Intern Programs (i.e. METCON).	OEODM	Quarter I - FY2009 Blair High School in Silver Spring, MD has a high percentage of Hispanic-American students. Plans are in order to visit or contact the school regarding NWS student programs. Contact has been made with 2 high school; a list has been created; more schools will be contacted.

<p>Goal Completed/will be removed Identify and assess utilization of current entry-level intern programs to develop diverse groups of professional, administrative, and scientific trainees.</p>	<p>OEODM</p>	<p>FY2009 Goal Completed/will be removed</p>
<p>Identify Hispanic-American college students interested in hydrology, meteorology, engineering and physical science at the NWS.</p>	<p>OEODM</p>	<p>FY2009 (Blair High School in Silver Spring, MD.) The OEODM will contact the guidance counselor to conduct a survey among students to see what percentages of students are interested in sciences. OEODM has made contact with several organizations.</p>
<p>Goal Completed/Removed Create/monitor Hispanic-American informal mentoring program for employees in all occupations.</p>	<p>OEODM</p>	<p>FY2009 Goal Completed/will be removed</p>
<p>Goal Completed/Removed Review GS-13, 14, 15, and SES <u>search and placement procedures</u> and ensure effective outreach tools are utilized to actively recruit qualified Hispanic-American candidates for senior-level positions.</p>	<p>OEODM</p>	<p>Quarter I- FY2009 Goal Completed/will be removed</p>

Goal A: Enhance/Develop Employee Potential

1. Goal 1 removed due to completion of goal

2. Ensure that the requirements in vacancy announcements and the language in ranking factors are not restrictive or biased in nature; areas of consideration are broadened, where possible; and review “status only” requirement.

Lead Office: Workforce Management Office (WFMO) and OEODM

Completion: Review vacancy announcement language and procedures by end of Quarter III - FY2009.

The OEODM believes DOC/NOAA procedures for advertising and notifying employees about opportunities is sufficient. OEODM will continue to keep abreast of these procedures. This goal should be removed for now.

3. Contact regions and discuss Hispanic-American Employment Program Operating Plan.

Lead Office: OEODM

Completion: Receive regions input on how each region will implement plan to fit their needs by end of Quarter I - FY2009.

Regional EEO managers have been presented with the task of implementing a Plan. The OEODM is finalizing a SOP, which will provide instructions on completing a regional Hispanic Plan. EEO managers will be held accountable.

4. Goal 4 removed due to completion of goal

5. Initiate dialogue to establish long-term relationships with Hispanic-American advocacy groups and organizations.

Lead Office: OEODM

Completion: Initiate dialogue with a minimum of three Hispanic-American organizations by end of Quarter IV - FY2009.

(1) The OEODM has established a relationship with the University of Maryland, College Park, Md, Contact person (Ms. Hernandez). The OEODM provided the NWS web site, the OEODM web site which includes student intern program information, and the US jobs web site.

6. Identify and target institutions that graduate a significant number of Hispanic-Americans with degrees that meet NWS job needs. Partner with these institutions to identify students interested in the NWS.

Lead Office: OEODM

Completion: Develop list of viable candidates by end of Quarter I - FY2009.

1. Puerto Rico, Mayaguez's
 2. University of Maryland
 3. The National Hispanic University, San Jose CA – Math, Science and Computer Science (Contact : Michael Mooney)
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7. Research NWS recruitment strategies used to target Hispanic-Americans through professional organizations, colleges, and universities.

Lead Office: OEODM

Completion: Create a Hispanic-American employment communications plan and initiate dialogue with a minimum of four major Hispanic-American publications and organizations by end of Quarter II - FY2009.

The OEODM has identified several Hispanic publications, including the names listed below. Research will go into several of these publications to see which ones would benefit Hispanic employment at NWS.

1. University of Florida. No contact name established as of yet (352) 392-3261
2. UCLA Chicano Studies
3. El Observador Publications, Inc – San Jose CA

8. Identify existing High School Intern Programs that prepare students for jobs and careers in the NWS and create awareness of these programs among local school systems.

Lead Office: OEODM in coordination with local school districts

Completion: Develop partnerships with three local school systems and secure their participation in existing NWS internship/apprenticeship programs by end of Quarter II - FY2009.

The following schools have a sufficient amount of Hispanic students. These schools are being introduced to the operations of the NWS.

- (1) Wilson High School – OEODM has requested NWS to secure a weather station at the school.
- (2) White Oak High School –
- (3) OEODM is looking into partnering with a third school

9. Identify and assess utilization of current entry-level intern programs to develop diverse groups of professional, administrative, and scientific trainees.

Lead Office: OEODM

Completion: Review and assess intern programs statistical data by end of Quarter IV - FY2009.

The OEODM will calculate this data (number of total interns) after the 2009 intern program; however, unless the students are from the HACU intern program there is no way to determine the ethnicity of the students.

10. Goal 10 removed due to completion of goal

11. Review GS-13, 14, 15, and SES search and placement procedures and ensure effective outreach tools are utilized to actively recruit qualified Hispanic-American candidates for senior-level positions.

Lead Office: WFMO and OEODM

Completion: Make recommendations to WFMO, directors and managers for correcting any deficiencies by end of Quarter IV - FY2009.

This goal will be removed by the end of the reporting period as each DOC/NOAA vacancy contains an EEO policy statement. Review procedures will be conducted each 4th quarter to ensure constancy.

12. Ensure that EEO Managers report their participation on NWS administered Selection Review Boards and SES Selection Panels.

Lead Office: OEODM

Completion: Review procedures on boards and selection panels and make suggestions to correct any deficiencies by end of Quarter IV - FY2009.

The OEODM has had this discussion, some regional EEO Managers have participated on panel selections, but most have not. Further discussion with WFMO will take place. NOAA administration is changing and OEODM hopes that meeting with Bill Broglie will implement change for this initiative.

13. Create awareness among NWS recruitment personnel about the wide variety of Hispanic-American recruitment sources that can yield potential GS-13, 14, 15, and SES applicants.

Lead Office: OEODM and WFMO

Completion: Initiate dialogue for ensuring a pool of qualified applicants, with Hispanic-American executive-level organizations by end of Quarter II - FY2009.

NWS does not have formal recruitment personnel; NWS attend cultural related events and activities with the intent of making NWS a well know organization to students and job seekers. OEODM is in the process of contacting several executive-level organizations for recruitment purposes. NWS Directors are well aware of recruitment resources. The OEODM will continue to create awareness among NWS managers.

14. Create awareness among high-potential NWS Hispanic-American employees of GS-13, 14, 15, and SES opportunities.

Lead Office: OEODM and WFMO

Completion: Create an SES awareness campaign by end of Quarter III - FY2009.

Consideration is being made to remove this goal, job announcements and SES opportunities are made available via DOC/NOAA web sites.

15. Create awareness among NWS Hispanic-American employees of existing executive/leadership training programs.

Lead Office: WFMO and OEODM

Completion: Review Hispanic-American participation data for leadership and executive training programs by end of Quarter IV - FY2007.

Consideration is being made to remove this goal; job announcements and SES training opportunities are made available via DOC/NOAA web sites. Also, NWS does not have a vehicle for tracking training especially when it comes to cultural deficiencies.

16. Identify and promote awareness of government-wide and NWS executive development training programs among high-potential Hispanic-American candidates in order to increase opportunities for inclusion in GS-13, 14, 15 and SES selection pools.

Lead Office: OEODM and WFMO

Completion: Create an awareness campaign by end of Quarter III - FY2009.

Consideration is being made to remove this goal; job announcements and SES training opportunities are made available via DOC/NOAA web sites. OEODM does not see any deficiency in agency executive/leadership training programs. Also, NWS does not have a vehicle for tracking training especially when it comes to cultural deficiencies.

Goal B: Improve Retention

1. Review exit interview procedures, questionnaires, and data for Hispanic-American employees and make recommendations for improvement.

Lead Office: WFMO and OEODM

Completion: Review existing procedures, questionnaires, and data continuously.

If things have not changed within the exit interview process then this goal should be removed until there is a change. NWS still struggle to get exiting employees to participate in this process. The OEODM will keep tabs on this process.

2. Review internal employment practices undertaken to retain Hispanic-American employees (e.g., use of retention bonuses, awards, promotions, etc.).

Lead Office: WFMO and OEODM

Completion: Review retention data and make suggestions to correct any deficiencies by end of Quarter III - FY2009.

The OEODM will be looking into other ways of retaining Hispanic employees other than offering bonuses, awards, and promotion based upon RNO.

Goal C: Disseminate Accurate and Compelling Information about Training and Development Opportunities.

1. Review NWS Hispanic-American employee participation in existing skill-building training programs, conferences, and seminars.

Lead Office: WFMO and OEODM

Completion: Review Hispanic-American participation data for training program by end of Quarter IV - FY2009.

The OEODM is considering removing this goal until a training tracking system has been put in place, also RNO data will have to be collected on the training tracking in order to obtain information for this goal.

2. Promote awareness among NWS Hispanic-American employees of opportunities to compete for managerial, executive and upward mobility training.

Lead Office: WFMO and OEODM

Completion: Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies by end of Quarter IV - FY2009.

The OEODM is considering removing this goal due to the fact that all DOC/NOAA training is listed on the web sites for all employees to consider. The OEODM will continue to monitor this process on an annual basis.

3. Review NWS nomination process among Hispanic-American and other employees (GS-6 through GS-13) for participation in leadership, and executive potential programs and other developmental programs.

Lead Office: WFMO and OEODM

Completion: Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies by end of Quarter IV - FY2009.

Most leadership and executive training programs are through DOC; OEODM may only be able request data for all employees due to the fact that employees do not have to reveal RNO data. Nevertheless, the OEODM will investigate all possible avenues to obtain this information from DOC.

Goal D: Monitor and Ensure Accountability

The NWS senior-level management is primarily responsible for ensuring and emphasizing efforts to achieve a fully diverse workforce, inclusive of Hispanic-Americans. OEODM, through existing tracking and reporting mechanisms, will assist the NWS Assistant Administrator, Deputy Assistant Administrator, Region Directors, Headquarters Directors, Staff Officers, managers and supervisors in accomplishing workforce diversity by implementing and monitoring workforce profiles and measures. The NWS will use the following action items to promote accountability and results with respect to Hispanic-American employment.

1. Periodically update and review organizational Hispanic-American workforce goals and achievements.

Lead Office: OEODM

Completion: Review goals and accomplishments semiannually.

Hispanic goals will be reported at the end of Quarter II FY 09

2. Submit Annual Status Reports to the OEODM Director on NWS progress towards improving the promotion potential of Hispanic-Americans.

Lead Office: OEODM

Completion: Annually.

This report will be presented after the data from Goal D-1 (see above) is completed. Quarter II FY 09.