
2023 Department Racial Equity Action Plans: **Progress Report Template & Instructions**

*Please submit final progress report to Office of Racial Equity by end of day on
Monday, May 8, 2023*

How to use this template for your department progress report

Read

Gray background slides:
Instructions, tips, reminders

Edit and submit to ORE

Orange background slide: Header slide for your department

White background slides: Content slides for you to edit directly

Excel file:
Staffing plan for you to edit directly

Why are we trying this new format for progress reports?

- **Focus on best examples** not filler or formatting
 - **Simpler for RE Leaders** to report out given existing resourcing, while meeting intent of legislation
 - **Easier for decision-makers** to understand progress across all departments
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Instructions: Slides (number)

No more than this number of slides per department:

Number of slides	Topic
1 slide	Data from DHR/ORE
Optional – 1 slide	Data from your department
1 to 7 slides	Last year's progress (1 per section of RE Action Plan)
1 to 3 slides	This year's priorities
Optional – 1 slide	Links to dept RE Action Plan, longer progress report
Optional – 1 slide	Staff acknowledgments

Instructions: Slides (content)

Responses:

- **Edit the text** in [brackets]
- **Use the best examples** from your work
- **OK to use sentences or bullets**, your choice

Formatting:

- **Background and headers** Keep the same
 - **Font:** Keep the same (Raleway, black, size 14 or bigger)
 - **OK** to add logos, images, photos (with permission from people who are pictured) if you would like!
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Instructions: How to send files to ORE

By end of day on Monday, May 8 2023

Slides:

- **Save** your orange/ white background slides as a PowerPoint file (2023-05-XX Dept Name Progress Report Slides.pptx)
- **Move** it to this [SharePoint folder](#)

Staffing plan:

- **Save** your staffing plan as an Excel file (2023-05-XX Dept Name Racial Equity Staffing Plan.xlsx)
 - **Email** it to racialequitysf@sfgov.org
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Reminder: Keep responses SMART!



Reminder: Important dates

Feb 2023:

- Finalize template w/ RE Leaders

March and April 2023:

- Department head meeting w/ Dr. Davis
- Drop in workshops w/ RE Leaders

May 2023

- **Final deadline for submission to ORE: May 8, 2023**
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Department of Elections

Data

NOTE: DHR and ORE to provide this slide for all departments.

[More data from your department, your choice of header text]

NOTE: This slide is optional. Please delete it from your progress report if you do not need it.

What is an equity practice that your department **has implemented in the last year** and can share with other departments?

- [Brief description of action, policy, or practice - *be as specific as possible*
 - [Why was this a priority for your department last year? How is this connected to your Racial Equity Action Plan?]]
 - [What did you do?]
 - [What was the outcome? How did you measure success?]
 - [What follow up will you be doing on this in the next year?]

*NOTE: Provide **only one slide for each section** of your department's racial equity action plan (hiring & recruitment; retention & promotion; discipline & separation, etc.). Do not include slides for sections your department did not focus on.*

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- **In the last year, we have made our recruitment strategies more accessible and equitable.**
 - **Why?** We needed to hire nearly 250 seasonal employees to assist with conducting the 2022 elections and wanted to ensure that the job applicant pool reflected our City's diversity .
 - **What did we do?** We simplified job announcements, liaised with new job recruitment partners, integrated equity-focused interview questions, and conducted post-interview surveys.
 - **What was the outcome?** Having cast a wider net, we successfully reached a wider audience, received applications from a diverse group of job-seekers, and met all of our hiring goals.
 - **What follow up will we do?** We will use the feedback we received from surveys to streamline our job descriptions further . We will continue to collaborate with the Department of Human Resources' Diversity Recruitment Team and local organizations to guide hiring for the 2024 elections .

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- **In the last year, we revised our staff orientation and poll worker training materials.**
 - **Why?** We had four elections in 2022 and wanted our training materials for both staff and poll workers to reflect a greater commitment to equity, inclusion, and anti-bias training.
 - **What did we do?** We updated our Employee Orientation Presentation to make equity-related ethical and legal duties a focal point. We also updated our poll worker training curriculum and manual to include City demographic data, adding more instruction on unbiased service and de-escalation procedures. We also began offering poll worker training in new off-site locations.
 - **What was the outcome?** We have received positive feedback from poll workers and staff.
 - **What follow up will we do?** We will continue to refine our orientation and trainings. We will also review collected poll worker data to identify additional neighborhoods for trainings.

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- **In the last year, we avoided unnecessary disciplinary actions by supporting our staff.**
 - **Why?** With four elections in 2022, we wanted to keep operations running smoothly . This meant providing all employees with the help and resources they needed to do their jobs well .
 - **What did we do?** To avoid unnecessary escalation and/or corrective action, we continuously strove to meet the needs of all employees and resolve issues at the lowest level possible . We also monitored the anonymous employee suggestion box and promptly addressed comments .
 - **What was the outcome?** We took zero disciplinary or adverse separation actions .
 - **What follow up will we do?** We will continue using these strategies to mitigate the need for disciplinary and termination processes and to prevent staffing and operational problems .

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- **In the last year, we launched a series of public surveys to gather feedback on our programs.**
 - **Why?** We wanted to know how San Franciscans felt about election services and programs in such a busy year with four elections .
 - **What did we do?** We administered a series of short, anonymous surveys . Each survey included a series of questions about a specific election program, service, or process . We incorporated demographic questions into all of our surveys so we could segment the data and assess outcomes for different groups .
 - **What was the outcome?** We addressed all immediately actionable feedback and documented other feedback to develop plans to improve or expand certain services for future elections .
 - **What follow up will we do?** We will continue to analyze survey data received in 2022 and use it to improve our services in future elections . We will also conduct additional external customer service and internal feedback surveys, with the goal of evaluating the effectiveness of our services and programs .

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- **In the last year, we expanded professional development opportunities for all employees.**
 - **Why?** We prioritized this work to help all employees reach their full potential .
 - **What did we do?** We successfully sought funding to support more internal trainings and professional development opportunities for our employees We partnered with a local vendor to provide Department -wide access to a series of online instructor -led workshops . Topics included professional development, personal well -being, inclusion and bias prevention .
 - **What was the outcome?** Employees chose a wide -range of courses, some of which were closely relevant to tasks done in their current roles, and some of which allowed them to expand their knowledge and skills in potential areas, such as management or new technology .
 - **What follow up will we do?** We will continue to seek funding for professional development trainings in future budget cycles . We will also continue to encourage voluntary participation by staff and to gather feedback on the effectiveness of professional development activity .

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- **In the last year, we made a special effort to nurture the Department's human connections.**
 - **Why?** We believe that by fostering an organizational culture of belonging, and by nurturing our local partnerships, we can broaden our reach and provide better services to voters .
 - **What did we do?** Most of this on-going effort consisted of small actions, in fact, far too many to list here. As one example of nurturing internal connections, we worked with SF Health Service System to secure and deliver fruit boxes and well-being related flyers to polling places. As one example of nurturing external partnerships, we administered grant programs with local non-profits serving vulnerable populations .
 - **What was the outcome?** Our staff and poll workers worked together to conduct four back-to-back elections in 2022, working with new and previously -established partners alike to avoid stress and error and to make our services ever more convenient and accessible .
 - **What follow up will we do?** We will continue to prioritize the personal well-being of elections workers, and to promote a supportive working environment .

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- **In the coming year, we will expand our voter outreach work with youth and families.**
 - **Why?** We want to reach as many young voters as possible for the 2024 elections.
 - **What steps will we take, and what guidance will we seek?** We have already begun partnering with Youthworks to expand our high school programs . Through these programs, we invite local high school students to learn about electoral processes, voter eligibility, and registration processes and to serve as poll workers .
 - **What does success look like?** In the short term, we hope to see an increase in participation and awareness among younger voters . Longer -term, we hope to provide high school interns and poll workers with experience that can help in their future endeavors and developing lifelong voting habits .

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- **In the coming year, we will expand outreach to justice -involved San Francisco residents.**
 - **Why?** Many justice-involved individuals may not be aware of their voting rights. We hope to raise awareness of voting rights restoration upon completion of a felony and help justice-involved individuals register to vote. We also plan to include this population in our poll worker and job recruitment efforts.
 - **What steps will we take, and what guidance will we seek?** We already have a number of long-standing partnerships with local organizations serving justice-involved populations. This year, we will expand these partnerships, fund related grant programs, and add new educational materials to our repository of outreach resources for justice-involved individuals.
 - **What will success look like?** Success will mean increasing election awareness and engagement in this community. For some, success might mean voting either from jail or after their release. For others, success might mean gaining work experience as a poll worker or elections worker.

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- **In fall 2023, we will make a greater effort to promote opportunities for elections work.**
 - **Why?** We hope to attract a diverse pool of candidates to fill nearly 250 temporary positions to help us conduct the 2024 elections .
 - **What steps will we take, and what guidance will we seek?** We will continue to work with Department of Human Resources' Diversity Recruitment team to conduct elections -focused career fairs, with a focus on a holding such a fair prior to each of the 2024 elections . Our primary goals will be to attract a diverse group of attendees and to streamline the recruitment process for applicants .
 - **What will success look like?** Success will mean providing equitable economic opportunities to the City residents who need them most . In particular, we hope our seasonal elections jobs continue to act as stepping stones to careers within the City and County of San Francisco .

Resources

- [Racial Equity Action Plan](#)
- [Link to a longer progress report, if any]

NOTE: This slide is optional. Please delete it from your progress report if you do not need it.

Staffing plan template

[Click here for the Excel file template for your department's staffing plan.](#)
