

*E. J. ...*

**EXECUTIVE ORDER No. 10-88**

**AFFIRMATIVE ACTION OFFICE**

WHEREAS, the City of Philadelphia (the "City") is committed to equal opportunity in employment for all people, regardless of race, color, sex, religion, sexual orientation, disability, age, national origin or ancestry; and

WHEREAS, Various federal, state and local laws provide for equal employment opportunity (EEO) and plans for affirmative action; and

WHEREAS, The various Commissions of the Mayor exist, in part, to advise the Mayor on EEO and affirmative action policies; and

WHEREAS, In accordance with the Philadelphia Home Rule Charter, the Philadelphia Commission on Human Relations is vested with the power to enforce laws prohibiting discrimination; and

WHEREAS, The Personnel Department's EEO/Affirmative Action (EEO/AA) Unit has been responsible for formulating, implementing and coordinating EEO/AA compliance efforts and activities as they relate to the City's Civil Service employment; and

WHEREAS, It is desirable that a coordinating office exist to receive complaints and initiate referrals in order to seek enforcement of EEO and affirmative action rules, regulations, and statutes and to consult with and advise the Mayor on EEO and affirmative action matters; and

NOW, THEREFORE, I, W. Wilson Goode, Mayor of the City of Philadelphia, by the power vested in me in accordance with Sections 1-102 and 4-100 of the Philadelphia Home Rule Charter, do hereby ORDER as follows:

SECTION 1. ESTABLISHMENT OF THE AFFIRMATIVE ACTION OFFICE.

The Affirmative Action Office is hereby established within the office of the Mayor. The Affirmative Action Office shall be headed by the Affirmative Action Director, who shall be appointed by the Mayor.

SECTION 2. PURPOSE.

The purpose of the Affirmative Action Office shall be to:

(a) Receive complaints and initiate referrals in order to seek the enforcement of EEO and affirmative action rules, regulations and statutes with respect to the various departments, boards and commissions of the City of Philadelphia (the "City"); and

(b) Act as liaison between the Mayor's Office and various other City offices, such as the Philadelphia Commission on Human Relations (PCHR), the Personnel Department, the Civil Service Commission, and the Mayor's Commissions on Services to Aging, Women, Latino/Puerto Rican Affairs, Sexual Minorities, and the Commission on People with Disabilities, in order to coordinate the establishment of remedial measures in accordance with Subsection (a) of this Section 2.

SECTION 3. FUNCTIONS.

(a) Advise the Mayor of any allegations of noncompliance with respect to EEO and affirmative action rules, regulations and statutes; and

(b) Examine and monitor the compliance of the City's departments, boards and commissions with respect to EEO and affirmative action requirements as mandated by the City, Commonwealth, or Federal government; and

(c) Review the hiring and promotion practices of all City departments, boards and commissions in accordance with Section 2(a) of this Executive Order; and

(d) Assist, when appropriate, City departments, board and commissions in the drafting of policy and procedures for the adoption and implementation of affirmative action plans; and

(e) Coordinate the adoption of affirmative action policies for the following Mayor's Commissions: the Commission on Services to the Aging; the Commission For Women; the Commission on Puerto Rican/Latino Affairs; the Commission For Sexual Minorities; and the Commission on People with Disabilities; and

(f) Hold regular meetings and conduct training workshops as necessary for City managers; and

(g) Refer, in accordance with the Philadelphia Home Rule Charter, any apparent noncompliance with any EEO and affirmative action requirement to the Philadelphia Commission on Human Relations and/or the City's Personnel Director for investigation and enforcement of the applicable laws; and

(h) Publish an Affirmative Action newsletter.

SECTION 4. EFFECTIVE DATE.

This order shall be effective immediately.

DATE

Dec. 15, 1988

  
W. WILSON GOODE, MAYOR