



Rhode Island Department of Revenue
Office of the Director

Non-Discrimination Plan for
July 1, 2024 to June 30, 2025

(Reporting for the Period of 7/1/2023 to 6/30/2024)

Department of Revenue
One Capitol Hill
Providence, RI 02908

Thomas A. Verdi
Director

Accepted by: Thomas A. Verdi
Director

Date: 6/30/2025

Approved by: [Signature]
State Equal Opportunity Office

Date: 9/30/25

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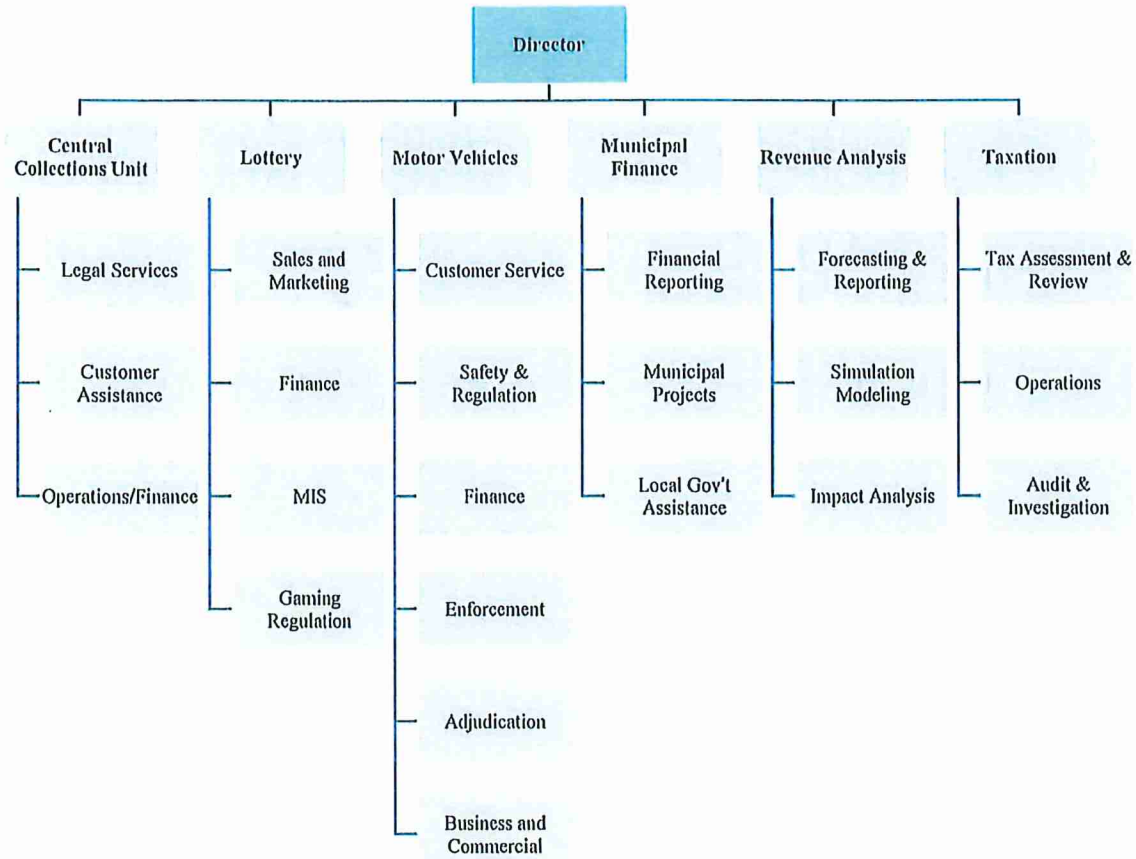
Agency Narrative

The Rhode Island Department of Revenue is a cabinet-level state government agency in Rhode Island which is responsible for ensuring the proper functioning of state government through the collection and distribution of state revenue, operation of the state lottery, oversight of municipal finance, and administration of state laws governing driver licensing, motor vehicle sales and

motor vehicle registration. The State of Rhode Island Department of Revenue ("DOR") employs over 600 employees across several key divisions including the Division of Municipal Finance, Division of Motor Vehicles, Office of Revenue Analysis, Central Collections Unit, Lottery, Division of Taxation, and Revenue Director's Office.

The mission of the Department of Revenue is to administer its programs and consistently execute the laws and regulations with integrity and accountability, thereby instilling public confidence in the work performed by the Department. As Department of Revenue employees, we adhere to the highest level of ethical conduct, respect the public trust, and are open, accountable, and responsive to the needs of those we serve. We avoid the appearance of impropriety and do not use our position for personal gain or advantage.

Organizational Chart



DEPARTMENT OF REVENUE STATEMENT ON NON-DISCRIMINATION

It is the policy of this department to promote fair and equitable treatment of all employees and applicants, and to fully comply with federal and state law. Therefore, the Department will strive to ensure that all employees adhere to the following directives.

The Department of Revenue supports non-discrimination and fairness. The Department of Revenue pledges that it will post all vacancies, including transfers, and will recruit, hire, train, and promote persons in all job classifications without regard to race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, disability, or veteran status.

All employees and applicants have a right to equal consideration and non-discrimination in all terms, conditions, or privileges of employment, including but not limited to; recruitment, hiring, certification, appointments, working conditions, work assignments, promotions, benefits, compensation, training, transfers, layoffs, recall from layoffs, disciplinary actions, terminations, demotions, or requests for leave. The Department will not discriminate against such requests based on race, color, religion, age, sex, national origin, disability, veteran status, sexual orientation, or gender identity or expression. The Department is committed to employ qualified members of both protected and non-protected groups.

All employees have a right to a workplace free from harassment by supervisors or co-workers based on race, color, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, or any other protected status. Harassment is defined as verbal or physical conduct, interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes unwanted verbal or physical conduct of a sexual nature as well as sexual advances or requests for sexual favors. Any form of harassment is unlawful, lowers the morale and efficiency of the employees, and will not be tolerated.

Employees and applicants have a right to reasonable accommodations based on disability. Such accommodations include but are not limited to, making facilities accessible, job restructuring, and acquisition of special equipment.

The Americans with Disabilities Act/504 Coordinator for the Department of Revenue will identify those classes of individuals which are underrepresented in our workforce, set goals and timetables for increasing our employment of those underrepresented groups in a lawful and nondiscriminatory manner, and implement a Non-Discrimination Plan of outreach, recruitment, training, and other similarly designed programs.

The Division of Equity, Diversity & Inclusion (DEDI) / Equal Opportunity Office (EOO) Administrator is responsible for ensuring that the program is coordinated within the Department of Revenue.

As the Director of the Department of Revenue, I assume the responsibility for ensuring that this equal Non-Discrimination policy will be carried out within the Department.



, Director

Date: 6/30/25

Department of Revenue

POLICY ON SERVICE DELIVERY

The Department is committed to providing fair, courteous, and equitable service to the public. The Department will make every effort to provide interpretive services to the non-English speaking public. As per Rhode Island General Law 28-5.1 of the State of Rhode Island, all Divisions of the Department of Revenue shall render services to all persons without discrimination based on race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, or disability. Each Division is further responsible for making sure that discrimination does not exist in any programs and activities it assists. This includes grants, contracts, and all areas when the state dollars are spent.

If any person feels that he/she has been discriminated against, he/she may contact the Division of Equity, Diversity and Inclusion (DEDI)/State Equal Opportunity Office, One Capitol Hill, Providence, Rhode Island 02908-5865. The telephone number is 401-222-3090 or eeo.compliance@doa.ri.gov.

Thomas A. Verdi

, Director

Date: 6/30/25

Department of Revenue

POLICY ON CONTRACTS

In accordance with Rhode Island General Law 28-5.1, the Department of Revenue shall require that all contractors and suppliers of goods and services sign contracts containing an Equal Opportunity Clause. The clause shall state that the parties agree to adhere to the provisions of all applicable laws, rules and regulations, both State and Federal, including, but not limited to Rhode Island General Law 28-5.1, Title VII of the Civil Rights Act of 1964, Rehabilitation Act of 1973 and Executive Orders 11246, 11625 and 11375. Every effort will be made to solicit bids from Minority Business Enterprises (MBE), Women's Business Enterprises (WBE), Disadvantaged Business Enterprises (DBE), Veterans Business Enterprises (VBE). This policy is and will continue to be posted in conspicuous areas.

Thomas A. Verdi

, Director

Date: 6/30/2025

Department of Revenue

POLICY STATEMENT FOR INDIVIDUALS WITH DISABILITIES AND VETERANS

The Department of Revenue is fully committed to employ and advance individuals with disabilities and veterans in accordance with the Americans with Disabilities Act of 1990, RI General Laws Title 28, Chapter 5.1, Executive Order 92-2 and the Vietnam Era Veterans Readjustment Assistance Act of 1974.

It is the policy and practice of the Department of Revenue to provide equal consideration for every employee. The Department encourages qualified individuals with disabilities, disabled veterans and qualified veterans to participate fully in all employment opportunities. This policy applies to all decisions about recruitment, hiring, compensation, benefits, transfers, promotions, layoffs and other conditions of employment.

Accordingly, all employment decisions shall be consistent with the principles of fairness.

Thomas Mannoek of the Division of Human Resources is designated as the 504 Coordinator for the Department of Revenue. This entails coordination of all divisions in the implementation of all Federal rules and regulations affecting the Department in terms of compliance with the mandates of Section 504 of Title V of the Rehabilitation Act of 1973.

Thomas A. Mannoek, Director

Date: 6/30/25

Department of Revenue

COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN

The Department will fully comply with all laws. The Department will strive to fulfill requests for religious accommodation through voluntary substitutions, flexible work schedules, changes in job assignments, or transfers. The Department offers employees four "personal days" of paid leave per year that may be used for accommodating religious holidays or obligations.

The Department does not discriminate against any qualified person in any facet of hiring or employment because of their religion or national origin.

Thomas A. Mannoek, Director

Date: 6/30/25

Department of Revenue

RETALIATION OR COERCION STATEMENT

An employee or agent of the Department of Revenue who shall discriminate against an individual through the use of retaliation, coercion, intimidation, threats or other such action because such individual has filed a complaint, testified or participated in any way in any investigation proceeding or hearing regarding discrimination in employment or public service or because such individual has opposed any act made unlawful under the Americans with Disabilities Act (ADA) of 1990 or Rhode Island Fair Employment Practices Act or any rules and regulations issued pursuant to either, shall be subject to disciplinary action. Said action may include suspension from employment or dismissal where the discrimination is found to be willful or repeated.

Thomas A. Mannoek, Director

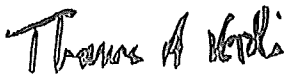
Date: 6/30/25

Department of Revenue

COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES

In our efforts to comply with federal and state laws on discrimination based on sex, the Department of Revenue will comply with the following procedures and practices:

1. Candidates from both sexes will be recruited for all jobs.
2. Advertisements will not express a preference for applicants of a particular sex when placed for recruitment of personnel.
3. No distinction based on sex will be made in employment opportunities, wages, and hours of work, employee benefits, or any other condition of employment.
4. Mandatory or optional ages for retirement will be equal for both males and females.
5. Appropriate physical facilities will be provided for both sexes. Lack of facilities will not be used to reject applicants of either sex.
6. Pregnancy leaves of absence for female employees are granted on an individual basis, depending on an individual's physical condition, under the Department's leave of absence policy. Parental leave is afforded to all employees for the purpose of child raising in accordance with Personnel Rule 5.0661 (d) and State and Federal parental, family and medical leave provisions.
7. Where seniority lists or lines of progression are used, they shall not be based on an employee's sex.
8. Salaries and wage schedules will not be based on an employee's sex.
9. All employees, regardless of their sex, will have equal opportunity to participate in training programs sponsored by the Department.
10. The Department recognizes its obligation to provide a work atmosphere free of harassment and intimidation. Any forms of sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, will not be tolerated. Violations of this policy will be handled appropriately as part of the Department's disciplinary procedures and its posted policy in support of the federal guidelines on sexual harassment.



, Director

Date: 6/30/25

Department of Revenue

AMERICANS WITH DISABILITIES/504 COMPLAINT PROCEDURE

The Department of Revenue provides prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act of 1990.

Complaints should be addressed to Thomas Mannock of the Division of Human Resources, who has been designated to coordinate ADA/504 Compliance efforts on behalf of the Department.

A complaint may be made in writing or verbally. It should contain the name and address of the person filing the complaint and a brief description of the alleged violation(s).

A complaint should be filed within three (3) business days after the complainant becomes aware of the alleged violation.

An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by Thomas Mannock. These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by Thomas Mannock and a copy forwarded to the complainant.

The ADA/504 Coordinator will maintain the files and records relating to the complaints filed in accordance with the Division of Human Resources' records retention policy.

Thomas A. Verdi, Director

Date: 6/30/25

Department of Revenue

Program Statistics

APPLICATION DATA- * Based on self-identification during the application process

AGENCY		DEPARTMENT OF REVENUE		DATE: 01/20/2018-03/02/2021									
Classification		Position	EO Job Category	Open	Not-Open	Lat	NotLat	White	Black	Female	Disabled	Veterans	Pay Grade
ADMINISTRATIVE OFFICER	2116-1000-2113	EO1-Offices & Administration	1	1				22	22	147	10	3	C3121A
ASSISTANT CHIEF REVENUE AGENT	2116-1000-4000	EO1-Professions	1					3	2	7	0	0	121A
ASSISTANT CHIEF REVENUE AGENT	2116-1000-4000	EO1-Professions	1					3	1	5	0	0	121A
ASSISTANT CHIEF REVENUE AGENT	2116-1000-4000	EO1-Professions	1					2	3	3	0	0	121A
ASSISTANT COMPTROLLER	2116-1000-4000	EO1-Professions	1					22	10	13	2	2	121A
AUTOMOTIVE AND EQUIPMENT CONTROL INSPECTOR	2116-1000-4000	EO1-Professions	1					10	2	6	0	0	312A
AUTOMOTIVE SERVICE SPECIALIST	2116-1000-4000	EO1-Sales & Customer Service	1					11	0	7	3	2	312A
AUTOMOTIVE SERVICE SPECIALIST	2116-1000-4000	EO1-Sales & Customer Service	1					11	3	4	0	0	312A
CASINO COMPLIANCE REPRESENTATIVE	2116-1000-4000	EO1-Professions	1					20	12	31	3	4	121A
CASINO COMPLIANCE REPRESENTATIVE	2116-1000-4000	EO1-Professions	1					23	11	23	1	3	121A
CASINO COMPLIANCE REPRESENTATIVE	2116-1000-4000	EO1-Professions	1					42	13	24	6	7	121A
CASINO COMPLIANCE REPRESENTATIVE	2116-1000-4000	EO1-Professions	1					42	11	25	3	6	121A
CASINO COMPLIANCE REPRESENTATIVE	2116-1000-4000	EO1-Professions	1					24	21	33	1	10	121A
CASINO COMPLIANCE SUPERVISOR	2116-1000-4000	EO1-Professions	1					51	17	32	4	4	121A
CASINO GAMING OPERATIONS INVESTIGATOR	2116-1000-4000	EO1-Protective Services Workers	1					76	24	11	6	20	121A
CASINO SECURITY MANAGER	2116-1000-4000	EO1-Professions	1					22	5	9	3	4	121A
CELL PROGRAM COORDINATOR (CIVIL)	2116-1000-4000	EO1-Professions	1					22	6	27	2	2	012A
CHIEF BUSINESS STRATEGY OFFICER	2116-1000-4000	EO1-Offices & Administration	1					13	3	13	0	0	121A
CHIEF ECONOMIC & POLICY ANALYST	2116-1000-4000	EO1-Offices & Administration	1					4	7	1	0	0	012A
CHIEF REVENUE AGENT	2116-1000-4000	EO1-Professions	1					3	1	2	0	0	121A
CUSTOMER SERVICE REPRESENTATIVE I	2116-1000-4000	EO1-Administrative Support	1					22	15	415	15	17	312A
CUSTOMER SERVICE REPRESENTATIVE I	2116-1000-4000	EO1-Administrative Support	1					35	18	161	14	5	312A
CUSTOMER SERVICE REPRESENTATIVE I	2116-1000-4000	EO1-Administrative Support	1					15	14	35	5	3	312A
DEPUTY CHIEF OF LEGAL SERVICES	2116-1000-4000	EO1-Offices & Administration	1					2	0	0	0	0	121A
FIELD REPRESENTATIVE	2116-1000-4000	EO1-Professions	1					10	8	43	6	3	121A
INFORMATION TECHNOLOGY SECURITY MANAGER	2116-1000-4000	EO1-Professions	1					4	3	4	0	1	121A
INFORMATION TECHNOLOGY SECURITY MANAGER	2116-1000-4000	EO1-Professions	1					21	12	6	5	6	121A
INFORMATION TECHNOLOGY SUPERVISOR	2116-1000-4000	EO1-Professions	1					5	0	2	1	0	121A
INTERNAL AUDITOR	2116-1000-4000	EO1-Professions	1					14	12	21	1	1	121A
INTERFACIAL INTERVIEWER (PAID)	2116-1000-4000	EO1-Professions	1					0	25	55	2	0	012A
INVESTIGATIVE PERSON	2116-1000-4000	EO1-Professions	1					12	4	2	3	0	121A
LEGAL COUNSEL	2116-1000-4000	EO1-Professions	1					4	0	3	1	1	012A
MOTOR VEHICLES APPEALS OFFICER	2116-1000-4000	EO1-Professions	1					20	11	15	4	4	0321A
MOTOR VEHICLE OPERATOR EXAMINER	2116-1000-4000	EO1-Professions	1					41	13	23	6	5	312A
PRINCIPAL PROGRAM ANALYST	2116-1000-4000	EO1-Professions	1					9	8	21	1	2	0321A
PRINCIPAL PROJECTS MANAGER	2116-1000-4000	EO1-Professions	1					3	0	1	1	0	0321A
PRINCIPAL PROJECTS MANAGER	2116-1000-4000	EO1-Professions	1					10	1	12	1	2	0321A
PRINCIPAL PROJECTS MANAGER	2116-1000-4000	EO1-Professions	1					9	7	10	1	4	0321A
PRINCIPAL TAX ADVISOR	2116-1000-4000	EO1-Professions	1					10	2	9	0	0	0321A
PRINCIPAL TAX ADVISOR	2116-1000-4000	EO1-Professions	1					6	0	8	0	1	0321A
PROSECUTORY PROJECT DIRECTOR	2116-1000-4000	EO1-Offices & Administration	1					11	3	11	0	2	0321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					13	3	10	2	1	0321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					0	0	2	0	0	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					6	6	10	1	2	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					3	2	11	2	1	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					6	7	13	1	0	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					5	2	7	0	0	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					7	12	15	1	4	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					1	1	11	0	2	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					7	13	22	2	2	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					3	3	9	0	2	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					18	4	24	3	2	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					5	0	3	0	2	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					3	5	9	0	0	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					10	6	13	3	3	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					22	9	24	2	2	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					4	2	11	2	2	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					6	3	6	0	1	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					12	11	15	1	3	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					2	2	4	0	0	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					4	1	7	0	0	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					5	9	18	0	2	321A
REVENUE OFFICER (TASATO)	2116-1000-4000	EO1-Professions	1					1	1	4	0	0	321A
SEASONAL LEGAL COUNSEL	2116-1000-4000	EO1-Administrative Support	1					1	0	0	0	0	221H
SEASONAL LEGAL COUNSEL	2116-1000-4000	EO1-Administrative Support	1					1	0	2	1	1	221H
SEASONAL SUPERVISOR	2116-1000-4000	EO1-Professions	1					5	13	19	1	0	021H
SECRETARY	2116-1000-4000	EO1-Administrative Support	1					15	14	178	4	2	012A
SENIOR LEGAL COUNSEL	2116-1000-4000	EO1-Professions	1					2	1	1	1	1	121A
SENIOR LEGAL COUNSEL	2116-1000-4000	EO1-Professions	1					3	0	2	0	0	121A

LOCKHEED		BIRCHWOOD	
A - Office Administration	E - Personnel Services	1 - Executive Office Administration (All Major Services)	
B - Professionals	F - Administrative Support	2 - Major Services	
C - Technicians	G - Shop Craft	3 - American Express Agency (All Major Services)	
CF - Facility	H - Office Participation	4 - Agency (All Major Services)	
D - Protective Services		5 - Vehicle (All Major Services)	
		6 - Housekeeping & Grounds (All Major Services)	
		7 - Travel & Transportation (All Major Services)	

Agency Mapped Name	EEO Job Category	Filled Positions
Revenue	Administrative Support	126
	Officials/Administrators	82
	Paraprofessionals	55
	Professionals	189
	Protective Services	0
	Service Maintenance	2
	Skilled Craft	0
	Technicians	64
	Total	518
Total		518

APPLICANTS & HIRES DATA BY EEO JOB CATEGORY*

7/1/2023 – 6/30/2024

	TOTAL APPLICANTS	MALE								FEMALE								TOTAL	
		BLACK OR AFRICAN AMERICAN	CAUCASIAN OR EUROPEAN	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	HISPANIC OR LATINO	UNKNOWN	OTHER	DISABLED	BLACK OR AFRICAN AMERICAN	CAUCASIAN OR EUROPEAN	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKA NATIVE	HISPANIC OR LATINO	UNKNOWN	OTHER	DISABLED	APPLICANTS	HIRES
OFFICIALS/ADMINISTRATORS	346	18	15	0	0	34	7	9		14	41	0	0	120	11	17		18	14
PROFESSIONALS	1567	97	109	0	5	443	20	44		111	224	0	5	373	55	81		56	79
TECHNICIANS	1182	42	430	0	1	361	14	31		29	58	0	1	164	17	34		35	57
FACULTY	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0		0	0
PROTECTIVE SERVICES	163	6	9	0	3	76	1	5		3	5	0	0	35	6	4		9	21
PARA-PROFESSIONALS	341	15	12	0	0	90	4	6		30	59	0	3	97	6	19		9	10
ADMINISTRATIVE SUPPORT	1399	44	71	0	0	7	239	22		8	246	0	12	598	46	106		74	48
SKILLED CRAFT	36	1	2	0	0	0	22	0		1	5	0	0	4	0	1		2	3
SERVICE/MAINTENANCE	18	2	0	0	0	12	0	2		1	0	0	0	1	0	0		4	0
TOTAL	5042	225	648	0	9	1083	307	119		197	638	0	21	1392	141	262		207	232

*Based on applicant and employee self-identification

** Include disabled in appropriate job categories

Employment Action- Employee Transfer

Department	EEO Job Category	BLACK	HISPANIC	ASIAN/PAC ISLANDER	AMERICAN INDIAN	WHITE	DISABLED	VETERAN	
REVENUE	Total		1			3			
Total			1			3			
Applied filters: Eff Date is on or after Saturday, July 01, 2023 Action is EMPLOYEE TRANSFER Department is REVENUE									

Employment Action- Employee Termination

Department	EEO Job Category	BLACK	HISPANIC	ASIAN/PAC ISLANDER	AMERICAN INDIAN	WHITE	DISABLED	VETERAN	
REVENUE	Total		6	1		12	1	1	
Total			6	1		12	1	1	
Applied filters: Eff Date is on or after Saturday, July 01, 2023 Action is TERMINATION Department is REVENUE									

Employment Action- Employee Promotions

Department	EEO Job Category	BLACK	HISPANIC	ASIAN/PAC ISLANDER	AMERICAN INDIAN	WHITE	DISABLED	VETERAN	
REVENUE	Total	5	5	1	1	41			
Total		5	5	1	1	41			
Applied filters: Eff Date is on or after Saturday, July 01, 2023 Action is APPOINTMENT Department is REVENUE									

*Based on applicant and employee self-identification

** Include disabled in appropriate job categories

Annual Narrative Action Available at Summary

Cover Volume First Jan 2004, 2024
Last Year's Volume Last Dec 2003, 2023
Current Volume November/December
Gifts If made donations July to June 2004-2024 please mark the appropriate gift.

Total Days/Weeks/Period	Value
11/12	Value
11/13	Value
11/14	Value
11/15	Value
11/16	Value
11/17	Value
11/18	Value
11/19	Value
11/20	Value
11/21	Value
11/22	Value
11/23	Value
11/24	Value
11/25	Value
11/26	Value
11/27	Value
11/28	Value
11/29	Value
11/30	Value
12/1	Value
12/2	Value
12/3	Value
12/4	Value
12/5	Value
12/6	Value
12/7	Value
12/8	Value
12/9	Value
12/10	Value
12/11	Value
12/12	Value
12/13	Value
12/14	Value
12/15	Value
12/16	Value
12/17	Value
12/18	Value
12/19	Value
12/20	Value
12/21	Value
12/22	Value
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12/29	Value
12/30	Value
12/31	Value

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SELF EVALUATION OF HIRING, PROMOTIONS, TERMINATIONS, AND WORKFORCE COMPOSITION

The Department of Revenue (DOR) is composed of many divisions that deal individually with the hiring process.

The Department's Associate Director of the Division of Equity, Diversity and Inclusion (DEDI) is responsible for policies, procedures, monitoring, and training designed to assure equal employment opportunity with respect to all phases of hiring and employment.

For the analysis of hires, promotions, and terminations, please refer to the tables in the "Agency Data Overview." Please note: the promotions listed above only reflect promotions as a result of recruitment to vacancies. The data does not reflect promotions resulting from the reallocation (desk audit) process. In addition, it is important to note that EEO codes are assigned by job category, not pay grades.

WORKFORCE COMPOSITION

For those who are interested in a comparison of the Department of Administration's Workforce composition to that of the Rhode Island Census Demographic Data, information can be accessed through the U.S. Census Bureau QuickFacts: Rhode Island - <https://www.census.gov/quickfacts/fact/table/RI/PST045223>.

EMPLOYMENT RECRUITMENT AND SELECTION PROCESS

The Department's hiring managers are responsible for making every effort to consider all qualified applicants during the hiring process. The Apply RI online recruitment system, launched in 2014 by the Department's Division of Human Resources, greatly increased the efficiency of the state hiring process and thus helped expand the State's applicant pools. Eleven years later, the Department is implementing a massive IT project called an Enterprise Resource Planning (ERP) system that will revolutionize how Human Resources conducts its business. This system is expected to be operational later in Fall 2025. It is our goal with increased efficiency and tools for reporting that we can further enhance our overall hiring efforts as a State.

In addition to this new and exciting technology on the horizon, Human Resources will continue to work closely with DEDI and the hiring departments to conduct outreach and advertising that reaches all communities. This is an effort that is conducted in parallel with all the other general supports and outreach provided through the Department.

Apply RI provides all applicants with the ability to establish an online profile and to be notified of job vacancies in areas in which applicants have identified an interest. DEDI continues to provide workshops to the general public on the state's hiring and civil service exam process.

POSTING OF POSITIONS

The current posting period is a minimum of and most commonly ten (10) calendar days, although some positions are posted for longer periods. Where flexibility exists, the Department routinely posts positions for a longer period of time to increase applicant response and to increase the size of the applicant pool.

Postings are available to the general public via the Apply RI website (<https://www.governmentjobs.com/careers/rhodeisland/>), but organizations may also register on Apply RI for notification of job opportunities.. The Department may also post position vacancies online through alternative job advertising channels, such as job aggregators and general job boards. The Department's divisions also reach out to college and university recruitment offices. The Division of Human Resources and DEDI participate in numerous job fairs every year to ensure that graduating seniors as well as members of the public are aware of the vast array of opportunities within State government.

TRANSFER AND PROMOTION PRACTICES

Employees who wish to enhance their work potential can participate in additional training programs offered through the Office of Learning and Development. Learning opportunities are available to assist employees with acquiring new skills and knowledge to aid them in advancement. Management should encourage employees wishing to improve their education and skills to participate in these programs and, whenever possible, units should fund job related training courses. The Department will encourage the training of personnel within the agency by the development of approved training courses and programs or, if such is not feasible, DOA will encourage employees to enroll in approved job-related courses at institutions of higher learning.

During 2018, the Rhode Island Learning Center was launched, and the Office of Learning and Development continues to work to provide training courses to improve skills for state employees. Information on Learning and Development opportunities can be obtained from the Division of Human Resources.

The State must also adhere to any processes for transfers and promotions detailed in its collective bargaining agreements.

TECHNICAL COMPLIANCE

The Department of Administration, Division of Human Resources ensures compliance with applicable federal and state posting requirements.

TERMINATIONS

Employees terminate from service for various reasons including, but not limited to retirement, voluntary resignations and involuntary terminations. The Department of Administration carefully considers the facts surrounding all involuntary separations from service and ensures that such separations are reasonable, fair and unbiased.

APPENDIX

DESCRIPTION OF JOB CATEGORIES

OFFICIALS AND ADMINISTRATORS:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or social phases of the agency's operations or provide specialized consultation on a regional, district or area basis. Includes: Department heads, Bureau Chiefs, Division Chiefs, Directors, Deputy Directors, Controllers, Wardens, Superintendents, Sheriffs, Police and Fire Chiefs and Inspectors, Examiners (Bank, Hearing, Motor Vehicle, Warehouse), Inspectors (Construction, Building, Safety, Rent-and- Housing, Fire, A.B.C. Board, License, Dairy, Livestock, Transportation), Assessors, Tax Appraisers and Investigators, Coroners, Farm Managers and kindred workers.

PROFESSIONALS:

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Personnel and Labor Relations workers, Social Workers, Doctors, Psychologists, Registered Nurses, Economists, Dieticians, Lawyers, Systems Analysts, Accountants, Engineers, Employment and Vocational Rehabilitation Counselors, Teachers or Instructors, Police & Fire Captains and Lieutenants, Librarians, Management Analysts, Airplane Pilots and Navigators, Surveyors & Mapping Scientists and kindred workers.

TECHNICIANS:

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Computer Programmers, Drafters, Survey and Mapping Technicians, Licensed Practical Nurses, Photographers, Radio Operators, Technical Illustrators, Highway Technicians, Technicians (Medical, Dental, Electronic, Physical Sciences), Police and Fire Sergeants, Inspectors (Production or Processing Inspectors, Testers and Weighers) and kindred workers.

PROTECTIVE SERVICE WORKERS:

Occupations in which workers are entrusted with Public Safety, Security and Protection from destructive forces. Includes: Police Patrol Officers, Fire Fighters, Guards, Deputy Sheriffs, Bailiffs, Correctional officers, Detectives, Marshals, Harbor Patrol Officers, Game and Fish Wardens, Park Rangers (except Maintenance) and kindred workers.

PARAPROFESSIONALS:

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience that is normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: Research Assistants, Medical Aids, Child Support Workers, Policy Auxiliary, Welfare Service Aids, Recreation Assistants, Homemakers Aides, Home Health Aides, Library Assistants and Clerks, Ambulance Drivers and Attendants and kindred workers.

ADMINISTRATIVE SUPPORT:

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Bookkeepers, Messengers, Clerk Typists, Stenographers, Court Transcribers, Hearing Reporters, Statistical Clerks, Dispatchers, License Distributors, Payroll Clerks, Office Machine and Computer Operators, Telephone Operators, Legal Assistants, Sales Workers, Cashiers, Toll Collectors and kindred workers.

SKILLED CRAFT WORKERS:

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: Mechanics and Repairers, Electricians, Heavy Equipment Operators Stationary Engineers, Skilled Machining Occupations, Carpenters, Compositors and Typesetters, Power Plant Operators, Water and sewage Treatment Plant Operators and kindred workers.

SERVICE/MAINTENANCE:

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene of safety of the general public or which contribute to the upkeep and care of group may operate machinery. Includes: Chauffeurs, Laundry and Dry Cleaning Operatives, Truck Drivers, Bus Drivers, Garage Laborer, Custodial Employees, Gardeners and Groundskeepers, Refuse Collectors and Construction Laborers, Park Ranger Maintenance, Farm Workers (except Managers), Craft Apprentices/Trainees/Helpers and kindred workers.

Racial / Ethnic Designations Minority Group

An employee may be included in the group by which he or she appears to belong, identifies with or is regarded in the community as belonging. However, no person should be counted in more than one racial/ethnic group.

BLACK OR AFRICAN AMERICAN (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

HISPANIC OR LATINO: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

NATIVE AMERICAN OR ALASKA NATIVE (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

ASIAN (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

WHITE (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

NATIVE HAWAIIAN OR PACIFIC ISLANDER (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

TWO OR MORE RACES (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

Standards adopted by the United States Equal Employment Opportunity Commission and the Office of Federal Contract Compliance Program.

**PRIVATE EMPLOYMENT,
STATE AND LOCAL GOVERNMENTS
EDUCATIONAL INSTITUTIONS
RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:**

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

The law covers applicants to and employees of most private employers, state and local governments and public or private educational institutions. Employment agencies, labor unions, and apprenticeship programs are also covered.

AGE:

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

SEX (WAGES):

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers applicants to and employees of most private employers, state and local governments and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII, because of size, are covered by the Equal Pay Act.

DISABILITY:

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.