

Memorandum

Date: February 3, 2010

To: All DWR Employees

From: Aileen Tokunaga, Chief
Executive Division
Office of Workforce Equality
Department of Water Resources

Subject: Employee Disability Survey

This is to request your participation in a very important online survey that the State Personnel Board (SPB), by law, requires each State department to conduct. The governing laws are the Rehabilitation Act of 1973, and Government Code Section 19233, that authorizes the State Personnel Board to require all departments to identify the percentage of individuals with disabilities within the Department's workforce.

The State Personnel Board's survey is completely confidential and is now online. The survey allows employees to participate using only their last name and last four digits of their social security number as identifiers. The purpose in requesting these identifiers are to prevent multiple survey entries. More importantly, the survey date is confidential and protected under the Privacy Act of 1974 (PL 93-579). As in the past, response to the survey is voluntary.

The survey period will end on **March 1, 2010**, close of business. Below is the link for your convenience in participating in this survey:

<https://exams.spb.ca.gov/disability/DisabilityForm.cfm?dept=XN00>

Thank you in advance for participating in this important survey, which provides statistical information that the SPB reports to the Legislature annually. Moreover, the Department will have a better understanding of the composition of its workforce, which will assist in the recruitment and retention of employees. Should you have any questions concerning this survey, please contact Raymond Sanchez, Office of Workforce Equality, at (916) 654-1892.