

# **Ethnicity – Self-reporting in OPUS**

**Unified Personnel Board Meeting**  
June 6, 2019

# Goals

- ▶ Allow employees to use OPUS Self Service to self-report ethnicity
- ▶ Support Office of Human Rights Strategic Plan
- ▶ Improve reporting

# Human Resources Strategic Focus Areas

## ▶ Diverse Workforce

- Diverse & Inclusive Culture
  - Facilitate diversity in recruitment, retention and promotional opportunities
  - Integrate inclusion into all HR policies and practices

## ▶ Engaged Workforce

- Positive and Engaging Work Environment
  - Foster an environment where employees and volunteers feel valued
  - Cultivate an atmosphere in HR that embraces open communication and generates trust

## ▶ Prepared to Effectively Serve

- Service Excellence; Health and Wellness
  - Cultivate employee success & well-being by implementing an effective employee lifecycle experience
  - Provide valuable communications for greater transparency and consistency

# Office of Human Rights Strategic Focus Areas

- ▶ Compliance with Federal Law/Guidance
  - Mandatory Federal Reports More Accurate
    - EEO-4 Report filed with Equal Employment Opportunity Commission
    - AAP Report filed with Department of Justice
  
- ▶ Equitable Employment Practices
  - Better Recruitment, Selection, Retention and Promotion Data
    - Helps ensure Appointing Authorities are engaged in equitable recruiting efforts
    - Helps prevent selection, retention and promotion practices which disproportionately impact protected groups
  
- ▶ Complements the Diversity and Inclusion work of Human Resources

# The Pen (Employee Newsletter)



“In Our Own Words” is a place for employees and retirees to send in your stories. You pick the topic! We’ll take your submissions any way you’d like to send them—from an Outlook message to a handwritten note. Please keep it to no more than three paragraphs. All pieces will be reviewed and may be edited.


**Online,** you can complete a quick and easy [Story Idea Form](#).

**Emails** may be sent to [Employee.Communications@pinellascounty.org](mailto:Employee.Communications@pinellascounty.org).

**Hard copies** may be sent via interoffice mail to Human Resources Communications, 4th floor, 400 S. Fort Harrison Ave., Clearwater.

Please be sure to include your name, department/location, and a way to reach you.

The Pen



**BLOOD DRIVES**  
*You can schedule an appointment at [www.oneblooddonor.org](http://www.oneblooddonor.org).*

<p><b>Mid-County Tax Collector</b> 13025 Starkey Road <b>June 11</b> 8:00 - 1:00</p> <p><b>Public Works</b> 22211 US Hwy. 19 N. Building 1, Clearwater <b>June 13</b> 12:00 - 5:00</p> <p style="text-align: center;"><b>Utilities Building</b> 14 S. Fort Harrison Ave. Clearwater <b>June 19</b> 8:30 - 1:30</p>	<p><b>North County Tax Collector</b> 29399 US Hwy. 19 N. <b>June 12</b> 11:00 - 4:00</p> <p><b>Downtown Clearwater Courthouse</b> 315 Court St., west lot <b>June 19</b> 11:00 - 4:00</p>
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**Mark Your Calendars**

*The Pen*  
A monthly publication by the  
Pinellas County Human Resources Department  
EDITOR: Mary L. Sauli

**Would you like to put something in the Pen?**  
Let us know by the first of the month.  
And be sure to include photos!  
[employee.communications@pinellascounty.org](mailto:employee.communications@pinellascounty.org)

## HR Wants Your Feedback

Have you seen the new “How are we doing?” link on HR’s website and email? Take this quick anonymous Customer Satisfaction Survey whenever you contact Human Resources.

Let us know: Did you get what you need in a timely manner? What do you think we can do to improve? We want to hear from you to help us serve you better.

## What is Your Ethnicity?

**NEW!** The Office of Human Rights and Human Resources have partnered to offer our employees an opportunity to **self-identify and update** your race and ethnicity category(s) in OPUS.

### What does it say in OPUS now?

When you applied for a job with Pinellas County – however many years ago that was – you had the option of indicating your race and ethnicity on the application. What you entered (self-identified) is what you’ll see when you go to verify or update your race and ethnicity.

### Why are we doing this?

The U.S. Department of Justice, Office for Civil Rights, revised the race and ethnicity categories used in their data collection and has provided new guidelines for state and local governments, including Pinellas County. The categories will assist us in our reporting requirements to the federal government (as a recipient of federal funds), and are also consistent with the race classifications used in the U.S. Census, they more accurately reflect the diversity of our nation’s (and county’s) population, and they allow individuals to more accurately self-identify.

We’re working hard to get accurate data so that we can make sure the Pinellas County Government workforce is a true reflection of the diverse community we serve. You can help.

### What should you do?

Take a moment to verify or update your demographic group in OPUS. See [How to Self-Report Ethnicity in OPUS](#). If you don’t see an ethnicity selected, that means you have not previously self-identified.

This is NOT mandatory. If you elect not to self-identify, your current category will remain in effect.

PLEASE NOTE – In accordance with guidance from the federal government, persons who self-identify as BOTH “Hispanic or Latino” AND any other race will be included with those employees who self-identify as “Hispanic or Latino.”

If you have questions, please contact Human Rights at 464-4880.

# *The Pen* (Employee Newsletter)

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# Instructions



**Human Resources**  
Helping U Succeed

## How to Self-Report My Ethnicity in OPUS

You can verify or update your ethnicity in OPUS in a few easy steps as shown below.

1. Log into OPUS at <http://opus.pinellascounty.org>
  - Click PIN Employee Self Service

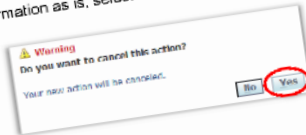
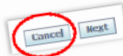


- Click Ethnicity



2. Review your ethnicity information

3. Option A: No changes
  - If you want to keep the information as is, select Cancel, then click Yes as shown:



5/14/19 | Page 1 of 2

[www.pinellascounty.org/hr/pdf/self-report-ethnicity.pdf](http://www.pinellascounty.org/hr/pdf/self-report-ethnicity.pdf)

4. Option B: Make changes
  - If you want to revise your ethnicity information, select Update.

- Choose the appropriate Yes or No response using the drop-down boxes. When finished, click Apply.  
NOTE: If two or more choices are made, the system automatically selects Yes for the category Two or More Races (For IPEDS | EEO1/S | AAP), except for persons who self-identify as Hispanic or Latino of any race and any other race who will be included with those employees who self-identify as Hispanic or Latino of any race.

- Review your information, and click Next.

Submit. NOTE: You may first print it using the Printable Page option if desired.

5/14/19 | Page 2 of 2

# OPUS

- ▶ All employees have access to OPUS for time sheets, leave requests, course enrollment, etc.

**Ethnicity: Extra Information**

Employee Name \_\_\_\_\_ Employee Number \_\_\_\_\_  
 Organization Email Address \_\_\_\_\_ Business Group **Pinellas County**

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

**US Ethnic Origin**

Select Object:

Select Status	Hispanic or Latino of any race	American Indian or Alaskan Native	Black or African American	Native Hawaiian or Other Pacific	Two or More Races (For White IPEDS EE01/5 AAP)

**US Ethnic Origin**

Employee Name \_\_\_\_\_ Employee Number \_\_\_\_\_  
 Organization Email Address \_\_\_\_\_ Business Group **Pinellas County**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

* Hispanic or Latino of any race	No	▼
* American Indian or Alaskan Native	Yes	▼
* Asian	No	▼
* Black or African American	Yes	▼
* Native Hawaiian or Other Pacific	No	▼
* White	No	▼
* Two or More Races (For IPEDS EE01/5 AAP)	Yes	▼