



MODEL MO

Missouri Disability Employment Leading in Meaningful Opportunities

RESOURCE GUIDE
MISSOURI LEADERSHIP ACADEMY
Class 9 – Fall 2022

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EXECUTIVE ORDER

19-16

WHEREAS, the State of Missouri is committed to developing and maintaining a talented public workforce that reflects the rich diversity of the citizens of the State; and

WHEREAS, it is the policy of the State of Missouri to support and encourage individuals with disabilities to fully participate in the community and economic life of Missouri and engage in competitive integrated employment; and

WHEREAS, 79.8% of working-age people without a disability are employed, while only 37.1% of working-age people with a disability are employed; and

WHEREAS, the percentage of individuals with disabilities living in poverty in Missouri is 15.5% higher than the percentage of individuals without disabilities who are living in poverty; and

WHEREAS, the economic impact of unemployment and pay disparities between people with disabilities and those without disabilities results in forgone state tax revenue; and

WHEREAS, expanding job opportunities for people with disabilities saves federal and state government money by reducing dependency on cash and medical disability-related benefits; and

WHEREAS, the State of Missouri is committed to reducing discrimination, eliminating barriers to employment, and attracting talented candidates into state employment; and

WHEREAS, to be competitive in the global economy, the State of Missouri must use the talents and important contributions of all workers, including individuals with disabilities; and

WHEREAS, the State of Missouri, as the state's largest employer, can serve as a model for the employment of individuals with disabilities through improved recruitment, hiring, and retention strategies:

NOW THEREFORE, I, MICHAEL L. PARSON, GOVERNOR OF THE STATE OF MISSOURI, by virtue of the authority vested in me by the Constitution and laws of the State of Missouri, do hereby order the commencement of the Missouri as a Model Employer initiative and direct:

1. The State of Missouri shall make best efforts to eliminate the disparity in the percentage of individuals with disabilities of working age in the population and the percentage of employees with disabilities in the State workforce, and set annual goals for continuing to increase the percentage of individuals with disabilities in the State workforce.
2. The Office of Administration shall, on an annual basis, collect data, based on voluntary self-disclosure, and report initial baseline numbers of state employees with disabilities. The Office of Administration shall report and evaluate the State's progress in increasing the percentage of employees with disabilities in the State workforce.
3. The Office of Administration, Division of Personnel, shall identify and designate a State Disability Employment Coordinator or Coordinators, who shall be responsible for advising all state agencies on disability policy and compliance with state and federal disability rights laws, collaborating with and supporting all state agencies concerning recruitment, hiring, and retention of employees with disabilities, and training of state employees and managers on disability-related issues.
4. Each state agency shall utilize best efforts, with the support of the State Disability Employment Coordinator or Coordinators, to recruit, hire, retain, and promote career advancement of individuals with disabilities, and to adopt best practices and strategies that will promote the recruitment, hiring, and retention of employees with the most significant disabilities including the use of supported employment, individual placement with support services, customized employment, internships, and job shadowing.
5. The Office of Administration and the State Disability Employment Coordinator or Coordinators shall ensure that all state employees participate in initial and periodic disability



awareness training to build and sustain a culture of inclusion in the workplace which will include discussion of rights to reasonable accommodation in the workplace.

7. The Office of Administration and the State Disability Employment Coordinator or Coordinators shall work with each state agency to ensure that human resources and hiring managers are provided training in disability rights, hiring, and workplace policies, and best practices that promote a diverse and inclusive workforce.

8. The Office of Administration shall ensure that the State's web-based hiring portal is accessible for applicants with disabilities.

9. The director or commissioner of each state agency shall, within 30 days of this order, designate an employee or employees who will be responsible for overseeing the development, implementation, monitoring, and evaluation of strategies to recruit, hire, retain, and promote career advancement of people with disabilities, and who will serve as a contact person for Missouri Rehabilitation Services and other organizations that represent job seekers with disabilities.

10. Each agency's disability contact shall make best efforts to utilize the resources, services, and funding available through Missouri Rehabilitation Services and the Missouri Department of Higher Education and Workforce Development for work-based learning experiences, internships, and trainings for high school and college students with disabilities including youth with significant disabilities.

12. This executive order shall not be construed to require any state employee or candidate for state employment to disclose disability status involuntarily. This order shall not create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the State of Missouri, its departments, agencies, or entities, its officers, employees or agents, or any other person.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Missouri, in the City of Jefferson, on this 9th day of September, 2019.

Michael L. Parson
Governor

ATTEST:

John R. Ashcroft
Secretary of State



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Proposed MO Learning Training Path

State of Missouri - Disability Awareness Training

Shared with MO Learning at the State of Missouri



VIDEO
Disability Awareness Training - Part 1 with Captions



VIDEO
Disability Awareness Training - Part 2 with Captions



VIDEO
Disability Awareness Training - Part 3 with Captions



VIDEO
Disability Awareness Training - Part 4 with Captions



COURSE
Supporting Workers with Disabilities
By: Liz Johnson



COURSE
Inclusion and Equity for Workers with Disabilities
By: Liz Johnson



LINK
Disability Sensitivity Training Video



VIDEO
Understanding the fear of disclosure and discrimination



VIDEO
Offering assistance: When and how



VIDEO
What does accessibility look like?



VIDEO
The American with Disabilities Act (ADA)



VIDEO
Equity for people with disabilities



MODEL MO Accommodation Request Guideline

Questions to Consider:

1. What limitation(s) is the employee experiencing?
2. How do these limitations affect the employee and the employee's job performance?
3. What specific job tasks are problematic as a result of these limitations?
4. What accommodations are available to reduce or eliminate these problems? Are all possible resources being used to determine possible accommodations?
5. Once accommodations are in place, would it be useful to meet with the employee to evaluate the effectiveness of the accommodations and to determine whether additional accommodations are needed?
6. Do supervisory personnel and employees need training?



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Job Description and Announcement Checklist

Job Title, Salary, Hours, Location

- Are the job title, work location, and hours clearly defined?
- Is the salary range identified?
- Is the position eligible for remote work or other flexible options? What are they?

Information to Improve Job/Candidate Fit

- Is the purpose of the position clear?
- Are specific components of the job identified?
- Are there specific physical requirements, and if so, are they identified? This is not the occasional once-a-year travel requirement but more like something done regularly, such as lifting or standing.

Use of Words

- An effective job description will describe “what” needs to be done instead of “how” the applicant needs to do it.
- Be sure to include verbiage regarding the process for accommodations request, if applicable.

Identification of Essential Functions (Not Marginal Functions)

- When identifying essential functions, consider the amount of time dedicated to the task, the degree of skill required, the impact of the task, the frequency of the task, and the amount of time it takes to perform the task.
- Are essential functions identified clearly?

Minimum Qualifications

- Consider specific “skills for employability” as a qualification.
- Standard minimum experience or education.
- Consider critical thinking, problem-solving, time management, interpersonal skills, etc.

How to Apply/Contacts

- Are the instructions for applying clearly identified?
- Can the applicant contact someone if assistance is needed, and who do they contact?



Voluntary Self-Identification of Disability

Form CC-305
Page 1 of 1

OMB Control Number 1250-0005
Expires 05/31/2023

Name: _____
Employee ID: _____
(if applicable)

Date: _____

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. *Disabilities include, but are not limited to:*

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

Please check one of the boxes below:

- Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
- No, I Don't Have A Disability, Or A History/Record Of Having A Disability
- I Don't Wish To Answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

For Employer Use Only

Employers may modify this section of the form as needed for recordkeeping purposes.

For example:

Job Title: _____ Date of Hire: _____

Designated Principal Assistant (State Disability Navigator)

Office of Administration
Jefferson City, MO

JOB POSTED DATE: TBD

JOB CLOSING DATE: TBD

Minimum Starting Salary: TBD

Maximum Starting Salary: TBD

Job Location: Jefferson City, Missouri

About this position:

This is a newly-created full-time position within the Office of Administration that will lead the charge in making the vision of Executive Order 19-16, that the State of Missouri serve as a model for the employment of individuals with disabilities through improved recruitment, hiring, and retentions strategies, a reality.

What you'll do:

- Be a part of our recruitment strategy that supports internal innovation and continuous improvement by attracting a wider pool of candidates, including individuals with disabilities.
- Offer assistance to individuals with disabilities in completing employment applications with state agencies and throughout the hiring process.
- Assist with and facilitate the Americans with Disabilities Act (ADA) reasonable accommodation process for applicants and employees.
- Assist agency hiring managers and human resources (HR) managers with determining minimum qualifications and essential job duties for job postings.
- Identify architectural barriers and possible modifications to allow people with disabilities to perform essential job duties in state employment.
- Provide best practice guidelines, training, and ongoing support across the 16 Executive Branch departments.
- Lead the newly-created State of Missouri Disability Employment Council and help carry out its mission of creating a culture that welcomes and values employees with disabilities.
- Build and grow connections with community partner organizations in order to more effectively disseminate information about job opportunities with the State of Missouri to individuals with disabilities.

All you need for success:

Minimum Qualifications

- Bachelor's degree from an accredited college or university and five or more years of professional experience in human resources or talent acquisition. Additional education and experience may substitute for these qualifications.
- Proficient with Microsoft Office, social media platforms, and other common computer applications.
- Excellent written and verbal communication skills, from one-on-one to working with large, diverse groups.



- The ability to market ideas and initiatives in ways that build interest and encourage buy-in and participation among employees at all levels.

Preferred Qualifications

- Professional certifications (PHR/SPHR, SHRM-SCP/CP, RACR, etc.)
- Two or more years of professional experience with an emphasis on serving applicants and/or employees with disabilities.
- High level of familiarity with the principles of recruitment strategies and processes.

More reasons to love this position:

The State of Missouri offers an excellent benefits package that includes a defined pension plan, generous amounts of leave and holiday time, and eligibility for health insurance coverage. Your total compensation is more than the dollars you receive in your paycheck. To help demonstrate the value of working for the State of Missouri, an interactive Total Compensation Calculator was created. This tool provides a comprehensive view of benefits and more that are offered to prospective employees. The Total Compensation Calculator and other applicant resources can be found [here](#).

If you have questions about this position please contact:

Recruiter@oa.mo.gov

The State of Missouri is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.



**EXECUTIVE ORDER
23-XX**

WHEREAS, Executive Order 19-16 commenced the Missouri as a Model Employer initiative; and

WHEREAS, pursuant to Executive Order 19-16, the Office of Administration, Division of Personnel designated a State Disability Employment Coordinator; and

WHEREAS, pursuant to Executive Order 19-16, the Office of Administration has collected data, based on voluntary self-disclosure, from state employees with disabilities and released reports on the same; and

WHEREAS, the COVID-19 public health threat diverted state resources that were intended to pursue additional goals and initiatives outlined in Executive Order 19-16; and

WHEREAS, the State of Missouri is committed to developing and maintaining a talented public workforce that reflects the rich diversity of the citizens of the State; and

WHEREAS, it is the policy of the State of Missouri to support and encourage individuals with disabilities to fully participate in the community and economic life of Missouri and engage in competitive integrated employment; and

WHEREAS, the labor force participation rate amongst working-age Missourians is 77.9%, but only 41.8% for working-age Missourians with a disability; and

WHEREAS, the unemployment rate of working-age people Missourians with disabilities is more than double that of the general working-age population; and

WHEREAS, the voluntary turnover rate amongst State of Missouri employees grew by 59.9% between June 2018 and June 2022; and

WHEREAS, the economic impact of unemployment and pay disparities between people with disabilities and those without disabilities results in forgone state tax revenue; and

WHEREAS, expanding job opportunities for people with disabilities saves federal and state government money by reducing dependency on cash and medical disability-related benefits; and

WHEREAS, the State of Missouri is committed to reducing discrimination, eliminating barriers to employment, and attracting talented candidates into state employment; and

WHEREAS, to be competitive in the global economy, the State of Missouri must use the talents and important contributions of all workers, including individuals with disabilities; and

WHEREAS, the State of Missouri cannot afford to ignore an untapped pool of talented potential employees in today's competitive labor market; and

WHEREAS, the State of Missouri, as the state's largest employer, can serve as a model for the employment of individuals with disabilities through improved recruitment, hiring, and retention strategies:

NOW THEREFORE, I, MICHAEL L. PARSON, GOVERNOR OF THE STATE OF MISSOURI, by virtue of the authority vested in me by the Constitution and laws of the State of Missouri, do hereby order that Executive Order 19-16 is rescinded, order the relaunch of the Missouri as a Model Employer initiative, and direct:

1. The State of Missouri shall make best efforts to eliminate the disparity in the percentage of individuals with disabilities of working age in the population and the percentage of employees with disabilities in the State workforce, and set annual goals for continuing to increase the percentage of individuals with disabilities in the State workforce.
2. The Office of Administration shall identify and designate a State Disability Navigator, whose full-time duties shall include, but not be limited to, advising all state agencies on disability policy and compliance with state and federal disability rights laws, collaborating with and supporting all state agencies concerning recruitment, hiring, and retention of employees with disabilities, assisting individuals with disabilities in completing employment applications with state agencies and throughout the hiring process, assisting with and facilitating the Americans with Disabilities Act (ADA) reasonable accommodation process for applicants and employees, training state employees and managers on disability-related issues, and leading the State of Missouri Disability Employment Council. The State Disability Navigator may employ additional deputies depending on the needs of the service.
3. Each state agency shall utilize best efforts, with the support of the State Disability Navigator, to recruit, hire, retain, and promote career advancement of individuals with disabilities, and to adopt best practices and strategies that will promote the recruitment, hiring, and retention of employees with the most significant disabilities including the use of supported employment, individual placement with support services, customized employment, internships, and job shadowing.
4. Each state agency shall make best efforts to utilize the resources, services, and funding available through state programs for work-based learning experiences, internships, and trainings for high school and college students with disabilities including youth with significant disabilities.
5. The Office of Administration and the State Disability Navigator shall ensure that all state employees participate in initial and periodic disability awareness training to build and sustain a culture of inclusion in the workplace which will include discussion of rights to reasonable accommodation in the workplace.
6. The Office of Administration and the State Disability Navigator shall work with each state agency to ensure that human resources and hiring managers are provided training in disability rights, hiring, and workplace policies, and best practices that promote a diverse and inclusive workforce.

7. The Office of Administration and the State Disability Navigator shall ensure that the State's web-based hiring portal is accessible for applicants with disabilities. The web-based hiring portal shall provide applicants with the option of voluntarily self-identifying as an individual with a disability for the purpose of obtaining assistance with the application process and/or with requesting a reasonable accommodation during the hiring process.

8. The Office of Administration and the State Disability Navigator shall evaluate on a trial basis the benefits of offering a mandatory interview to an individual who meets the minimum qualifications for a position and self-identifies as an individual with a disability. The State Disability Navigator shall collaborate with the Division of Personnel and State of Missouri Disability Employment Council to establish procedures for the implementation and evaluation of the mandatory interview process. This self-identification shall only be offered so long as the information obtained from self-identification is used to benefit individuals with disabilities in accordance with published guidance from the U.S. Equal Employment Opportunity Commission.

9. There is hereby created and established a State of Missouri Disability Employment Council ("Council"). The mission of the Council shall be to increase awareness and training related to the employment of people with disabilities, increase coordination and consistency between agencies regarding accommodation requests from applicants and employees, increase the number of applicants and hired employees with disabilities, increase the consistency and accessibility of job postings, and any other steps and efforts it deems productive in working toward creating a culture that welcomes and values employees with disabilities, potentially including but not limited to hiring events focused on individuals with disabilities, customized employment, internships, and job shadowing.

10. The Council shall be led by the State Disability Navigator, and membership shall consist of at least one and as many as four employees from each state agency, to be appointed by the Commissioner of Administration, and shall include employees with the following expertise and experience:

- A. At least one employee from the Information Technology Services Division with expertise in online accessibility;
- B. At least one employee from the Facilities Management, Design & Construction Division with expertise in building and public space accessibility;
- C. Employees from the Vocational Rehabilitation program in the Department of Elementary and Secondary Education and the Rehabilitation Services for the Blind program in the Department of Social Services with expertise in assisting individuals with disabilities in finding employment;
- D. Agency human resources representatives and equal employment officers;
- E. The Executive Director of the Governor's Council on Disability or his/her designee;
- F. Other agency leadership with the ability to aid in the creation of a culture that welcomes and values employees with disabilities;
- G. No less than four employees with disabilities; and
- H. Other employees with relevant expertise and experience that will aid the Council in its mission.

11. The Office of Administration shall provide staff support to the Council. Members of the Council shall not receive compensation for their duties, but may be reimbursed for necessary expenses associated with performing their duties, subject to the availability of funds.

12. The Council shall exist in perpetuity unless and until it is modified or eliminated by subsequent executive order.

13. This executive order shall not be construed to require any state employee or candidate for state employment to disclose disability status involuntarily. This order shall not create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the State of Missouri, its departments, agencies, or entities, its officers, employees or agents, or any other person.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Missouri, in the City of Jefferson, on this _____ day of _____, 2023.

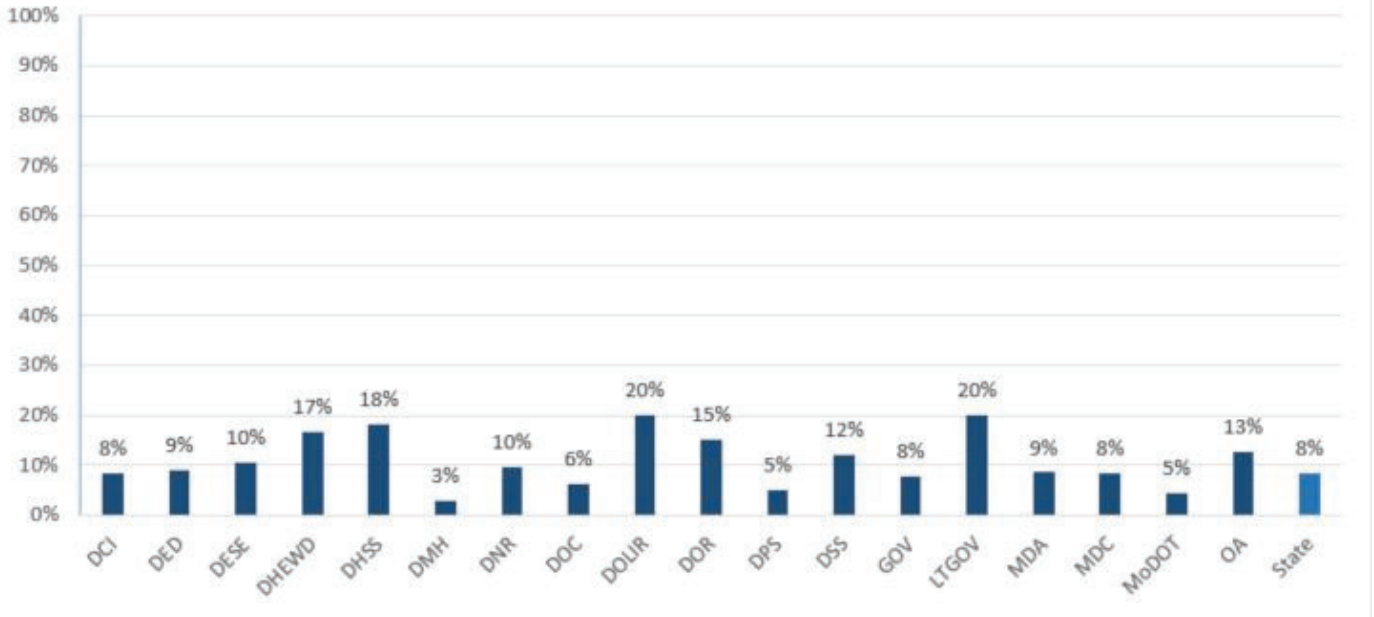
Michael L. Parson
Governor

John R. Ashcroft
Secretary of State

Voluntary Disability Disclosure Survey - October 2022

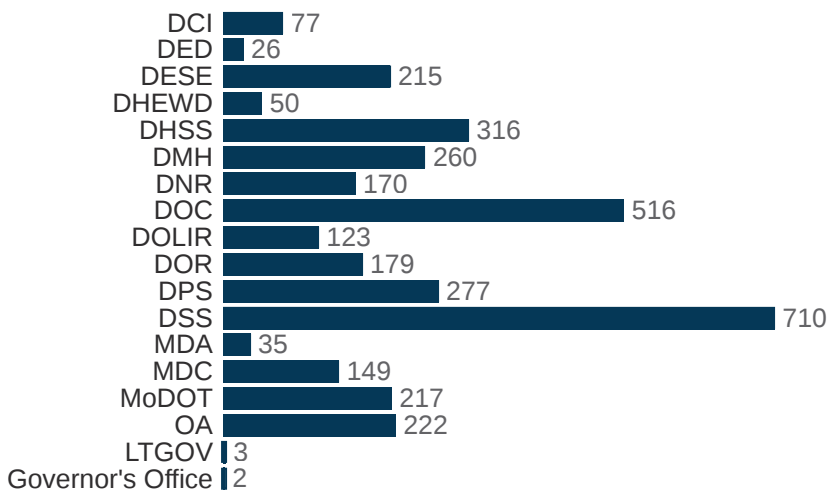
Responses: 3547

Voluntary Disability Disclosure
October 2022 State Workforce Survey

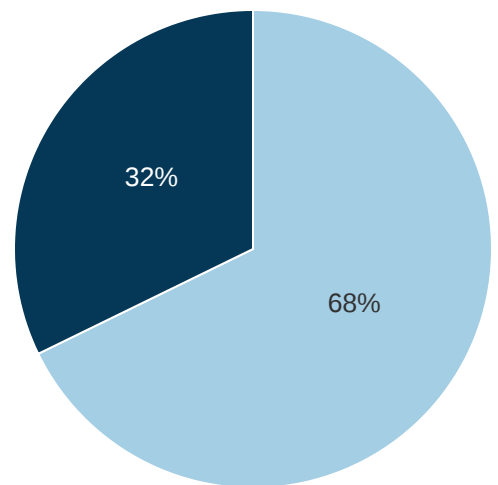


What department are you with?

3547 Responses



Percentage of respondents who reported a disability based on the definition provided in the survey:

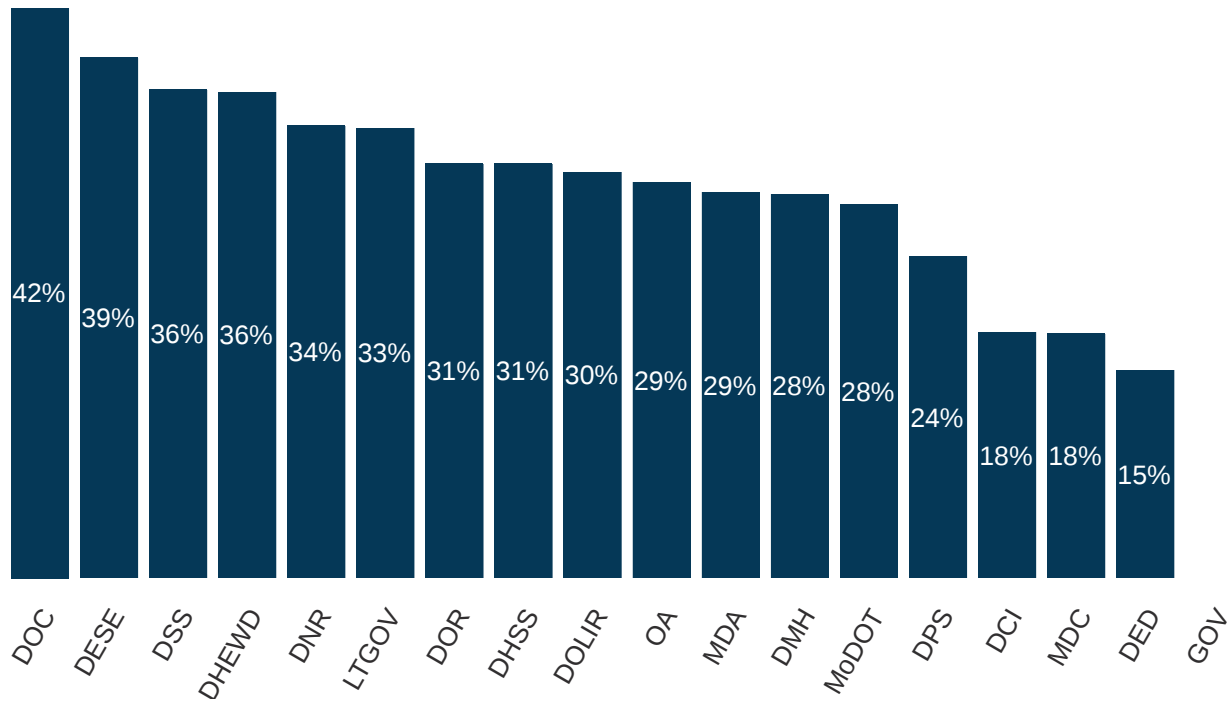


● Response count by Department

● No ● Yes

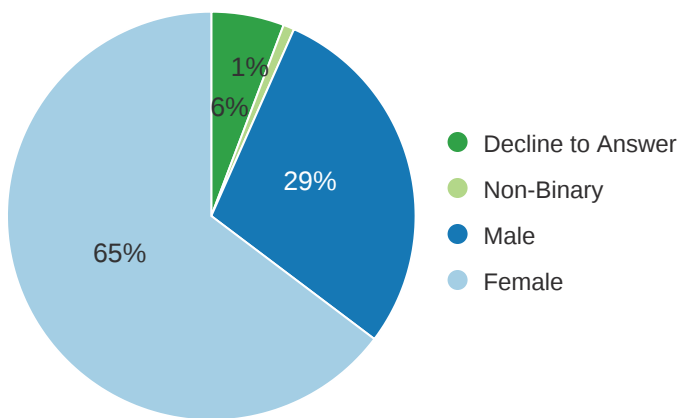


Percentage of respondents by Department that reported having a disability:

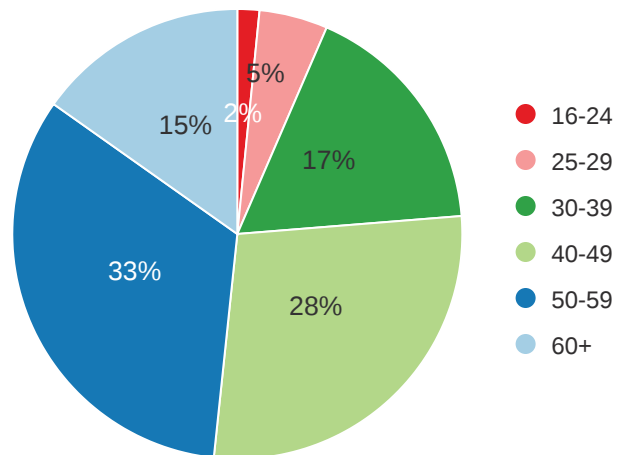


Percentage of respondents by demographic that reported having a disability:

By gender



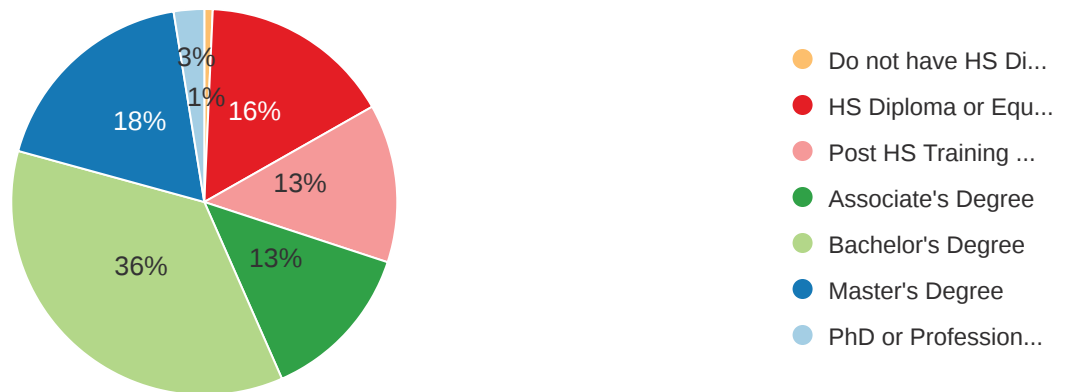
By age



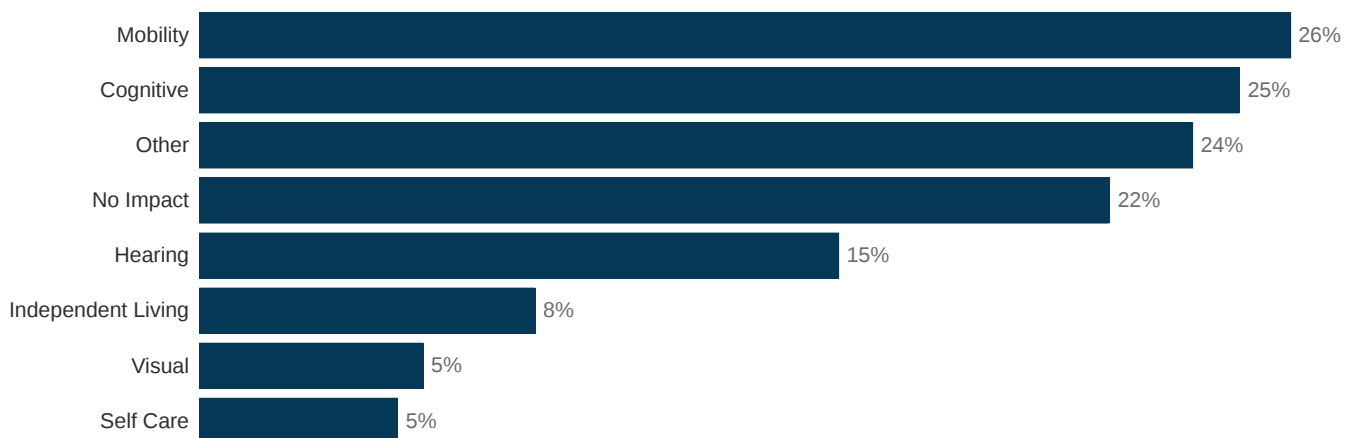
By ethnicity



By education level

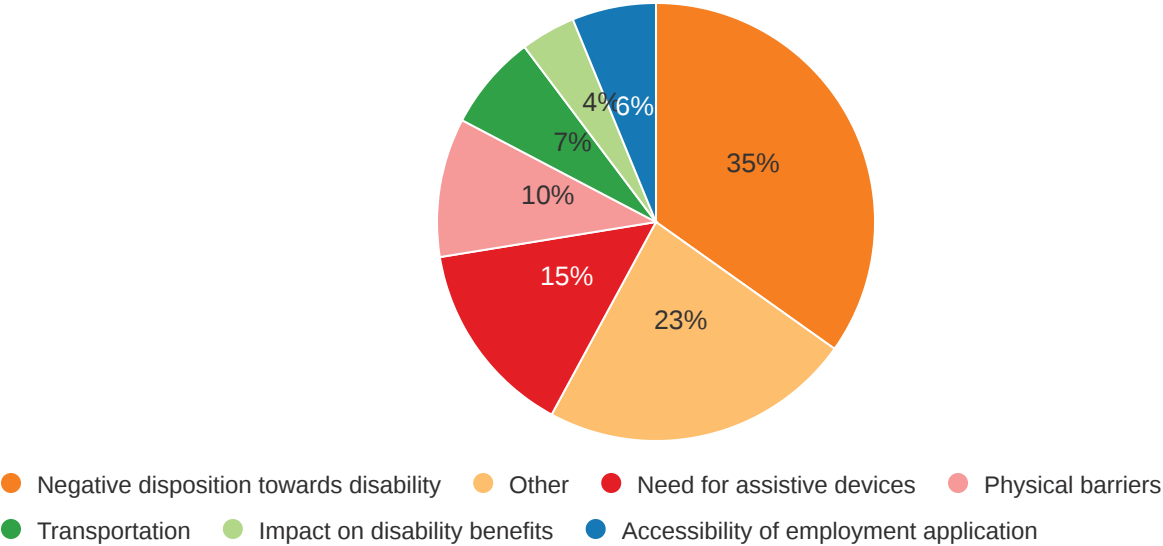


Breakdown of disabled respondents by type of disability:



28% of respondents with a disability have faced barriers when searching for employment

Breakdown by type of barrier



43% of respondents with a disability have faced barriers in sustaining employment

Breakdown by type of barrier

