

## INSTRUCTIONS:

All new/rehired employees are requested to voluntarily self-identify their race/ethnicity and gender in order to monitor and evaluate the provision of equal employment opportunity and non-discriminatory employment practices within the state civil service. Complete the form promptly and return it to your department's Personnel Office with your other hiring documents.

**Note:** If you choose not to identify, the department is required to visually identify under federal law.

Department <input style="width: 95%;" type="text"/>	Employee's Name <input style="width: 95%;" type="text"/>	Last 4 digits of SSN <input style="width: 95%;" type="text"/>
Person ID Number (if applicable) <input style="width: 95%;" type="text"/>		<b>GENDER:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female

## RACE AND ETHNICITY

Please check *one box that best describes* your race or ethnicity.

- |                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>BLACK or AFRICAN AMERICAN</b> (F)<br><br><input type="checkbox"/> <b>AMERICAN INDIAN or ALASKA NATIVE</b> (H)<br><br><input type="checkbox"/> <b>HISPANIC or LATINO</b> (alone or in combination with any other race) (D)<br><br><input type="checkbox"/> <b>WHITE</b> (E)<br><br><input type="checkbox"/> <b>MULTIPLE RACES</b> <sup>1</sup> (Non Hispanic or Latino) (X) | <b>ASIAN</b><br><br><input type="checkbox"/> Multiple Asian <sup>2</sup> (S)<br><input type="checkbox"/> Cambodian (U)<br><input type="checkbox"/> Chinese (J)<br><input type="checkbox"/> Filipino (G)<br><input type="checkbox"/> Indian (M)<br><input type="checkbox"/> Japanese (I)<br><input type="checkbox"/> Korean (K)<br><input type="checkbox"/> Laotian (V)<br><input type="checkbox"/> Vietnamese (L)<br><input type="checkbox"/> Other Asian (S) | <b>PACIFIC ISLANDER</b><br><br><input type="checkbox"/> Multiple Pacific Islander <sup>3</sup> (T)<br><input type="checkbox"/> Guamanian (R)<br><input type="checkbox"/> Hawaiian (P)<br><input type="checkbox"/> Samoan (Q)<br><input type="checkbox"/> Other Pacific Islander (T) |
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**I choose not to identify. I understand that I must be visually identified under Federal law.**

<sup>1</sup> If you identify with more than one race that is non Hispanic or Latino, select Multiple Races.

<sup>2</sup> If you identify with more than one Asian ethnicity, select Multiple Asian.

<sup>3</sup> If you identify with more than one Pacific Islander ethnicity, select Multiple Pacific Islander.

Employee Signature <input style="width: 95%;" type="text"/>	Date <input style="width: 95%;" type="text"/>
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## Privacy Notice on Information Collection

The California Department of Human Resources (CalHR) is committed to maintaining the privacy of your personal information. All information we collect is governed by the State of California Information Practices Act of 1977 (Civ. Code, §§ 1798-1798.78), Government Code section 11015.5, Government Code section 11019.9, and the California Public Records Act (Gov. Code, §§ 6250-6270.5).

## **Legal Authority for Collection and Use of Information**

CalHR, Office of Civil Rights, is requesting the information specified on this form pursuant to Government Code section 19704, subdivision (b).

The information collected will be used for statistical analysis as required under Government Code sections 19792 subdivisions (h) and (i). In addition, under Public Law 88-352, Title VII of the Civil Rights Act of 1964, all state and local governments are required to maintain records and submit a report to the Equal Opportunity Commission. This information is required to comply with The Office of Management and Budget's (OMB), Revisions to the Standards for Classification of Federal Data on Race and Ethnicity.

## **Disclosure and Sharing**

CalHR does not, under any circumstance, sell your electronically collected personal information. Government Code section 11015.5, subdivision (a) (6) prohibits CalHR and all state agencies from distributing or selling any electronically collected personal information, as defined above, about users to any third party without the written permission of the user. Any distribution of electronically collected personal information will be used solely for its intended use.

However, we may share your personal information under the following circumstances:

1. In published statistical reports. No names, Social Security Numbers, or other personal identifying information will be provided through these statistical reports.
2. You give us written permission and consent.
3. We may release information to a party with a legal authority, such as a subpoena.

If you elect not to provide the information requested, CalHR will not be able to effectively evaluate the representation of the state civil service workforce.

## **Department Privacy Policy**

For more information on how we care for your personal information, please read our Privacy Policy. (<http://www.calhr.ca.gov/pages/privacy-policy.aspx>)

## **Access to Your Information**

The CalHR Privacy Officer is responsible for maintaining collected records. You have a right to access records containing your personal information we maintain. To request access, contact:

CalHR Privacy Officer  
1515 S Street, 400N  
Sacramento, CA 95811  
916-324-0455

[Privacy.Officer@calhr.ca.gov](mailto:Privacy.Officer@calhr.ca.gov)

## **Department Instructions**

If an employee chooses not to identify, visual identification is required by Title 29, Code of Federal Regulations section 1602.30 to meet Equal Employment Opportunity Commission EEO-4 reporting requirements. Departments may confidentially destroy this form after it has been keyed.