

Oklahoma
Department of Transportation
Equal Employment Opportunity
& Affirmative Action Plan
FY-2010



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STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Working for Oklahoma"

February 10, 2010

Gary Ridley
Director and Cabinet Secretary of Transportation
Oklahoma Department of Transportation
200 Northeast 21st Street
Oklahoma City, OK 73105-3204

Dear Secretary Ridley:

I received and reviewed your amended narrative sections.

Based on the review and recommendation of the OPM Office of Equal Opportunity and Workforce Diversity (EOWD) and the Affirmative Action Review Council, I have approved your agency's FY-2010 Affirmative Action Plan. This action is taken in accordance with the provisions of Title 74 O.S., Section 840-2.1 and Merit Rule 530:10-3-36.

As an agency under the Merit System of Personnel Administration, I hope that you will continue to take advantage of the resources offered by our agency to assist you in achieving your stated goals and objectives. In particular, I hope that you will consult with Brenda C. Thornton, Director of EOWD, on technical issues relating to the implementation and administration of your plan. Ms. Thornton can be reached at (405) 521-3082 or brenda.thornton@opm.ok.gov. You may also wish to seek the assistance of Herman Johnson, Targeted Minority Recruitment Coordinator, in identifying individual applicants or new recruitment sources for targeted groups. Mr. Johnson can be reached at (405) 522-0663 or herman.johnson@opm.ok.gov.

I commend you and your staff on the development of your FY-2010 Affirmative Action Plan. I also wish you success in accomplishing your equal employment opportunity and affirmative action goals and objectives. Please let me know if I may be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", written over a faint, larger version of the same signature.

Oscar B. Jackson, Jr., IPMA-CP
Administrator and Cabinet Secretary
of Human Resources and Administration

*"We serve the people of Oklahoma by delivering reliable and innovative
human resource services to our partner agencies to achieve their missions."*



OKLAHOMA DEPARTMENT OF TRANSPORTATION

Gary M. Ridley, *Secretary of Transportation/Director*

200 N. E. 21st Street
Oklahoma City, OK 73105-3204
(405) 522-1800

To: All ODOT Staff

From: Gary Ridley, Director

Date: October 15, 2009

Re: Policy on Equal Employment Opportunity

Consistent with federal and state laws and guidelines established for affirmative action and equal employment opportunity, I would like to reaffirm this Agency's continuing policy to provide equal employment and advancement opportunity in all job classifications in this Agency without regard to:

*Race, *Religion, *Gender, *National Origin, *Age, *Political Affiliation, *Veteran's Status, and *Disability, as long as the disability does not render the person unable to perform the essential duties of the position for which employed.

The principles of equal employment opportunity apply throughout the Agency to all employment practices and personnel actions:


(Recruiting, Hiring, Promotions, Demotions, Separations, Transfers, Layoff (RIF), Recall, Compensation, Benefits and all other terms and conditions of employment). Our annual affirmative action plan helps us achieve our goal of equal opportunity employment for all.

Gregory Pringle, Civil Rights Division Manager, located in the ODOT Central Office, telephone number (405) 521-4139, has been delegated the responsibility of implementing the plan, monitoring and evaluating progress and reporting the results to me.

I am fully committed to implementation of this policy. I expect all employees to perform in a manner that will demonstrate this Agency's firm commitment in this most important area.



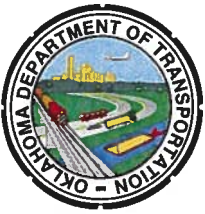
Gary Ridley, Director
Oklahoma Department of Transportation



Date

"The mission of the Oklahoma Department of Transportation is to provide a safe, economical, and effective transportation network for the people, commerce and communities of Oklahoma."

AN EQUAL OPPORTUNITY EMPLOYER



OKLAHOMA DEPARTMENT OF TRANSPORTATION

Gary M. Ridley, Secretary of Transportation/Director

200 N. E. 21st Street
Oklahoma City, OK 73105-3204
(405) 522-1800

To: All ODOT Staff

From: Gary Ridley, Director

Date: October 15, 2009

Re: Prohibition and Prevention of Harassment

The Oklahoma Department of Transportation (ODOT) is committed to maintaining a work environment that is free of discrimination. **This Agency will have no tolerance of harassment by anyone, including any supervisor, co-worker, customer of ODOT or contractor.**

In addition, the agency will not allow employees, customers, contractors, or other persons who interact with ODOT to discriminate on the ground of **race, color, national origin, sex, age, or disability.**

ODOT policy and practice forbids discrimination and harassment during or associated with the business of ODOT which is based on race, religion, national origin, age, or disability.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, which is based upon a person's protected status, such as race, color, sex (with or without sexual conduct), religion, national origin, age, and/or disability.

ODOT will not tolerate any harassing conduct that affects tangible job benefits, unreasonably interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Sexual harassment elicits special attention. Repeated unwelcome sexual advances, request for sexual favors, and physical, verbal, or visual conduct based on sex, constitutes sexual harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision;
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

"The mission of the Oklahoma Department of Transportation is to provide a safe, economical, and effective transportation network for the people, commerce and communities of Oklahoma."

AN EQUAL OPPORTUNITY EMPLOYER

Sexual harassment may include explicit sexual propositions, sexual innuendos, suggestive comments, sexual oriented "kidding around", horseplay, practical jokes about gender specific traits, display of sexually based gestures or language, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against one's body.

All ODOT employees are responsible for helping to insure that we avoid harassment.

If you feel that you may have experienced or witnessed harassment, immediately inform the appropriate division engineer, division manager, or appropriate manager or supervisor. You may also notify Gregory Pringle, Civil Rights Division Manager. Mr. Pringle's phone number is (405) 521-4139.

If the supervisor is alleged to be involved in the harassment, the employee who believes he or she is being subjected to harassment may bypass a supervisor in the complaint reporting process.

Any supervisory employee, employee with authority for personnel matters, or any other agent or officer of ODOT who knows or who should have known that any employee of the Agency is being subjected to sexual harassment must take immediate corrective action. **Any supervisor or responsible employee who fails to take corrective action is subject to disciplinary action up to and including termination of employment.**

ODOT forbids retaliation against anyone who has reported harassment. ODOT will take the appropriate disciplinary action against any employee, supervisor, and/or manager for attempts at coercion and intimidation of or reprisal and retaliation against anyone who participates in an ODOT Civil Rights investigation or anyone who obstructs a Civil Rights investigation by giving false or misleading statements.

ODOT's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent possible, ODOT will keep complaints and the terms of their resolution confidential.

Appropriate disciplinary action up to and including termination will be taken if harassment is confirmed by an investigation.



Gary Ridley, Director
Oklahoma Department of Transportation



Date

RESPONSIBILITY FOR AA/EEO IMPLEMENTATION

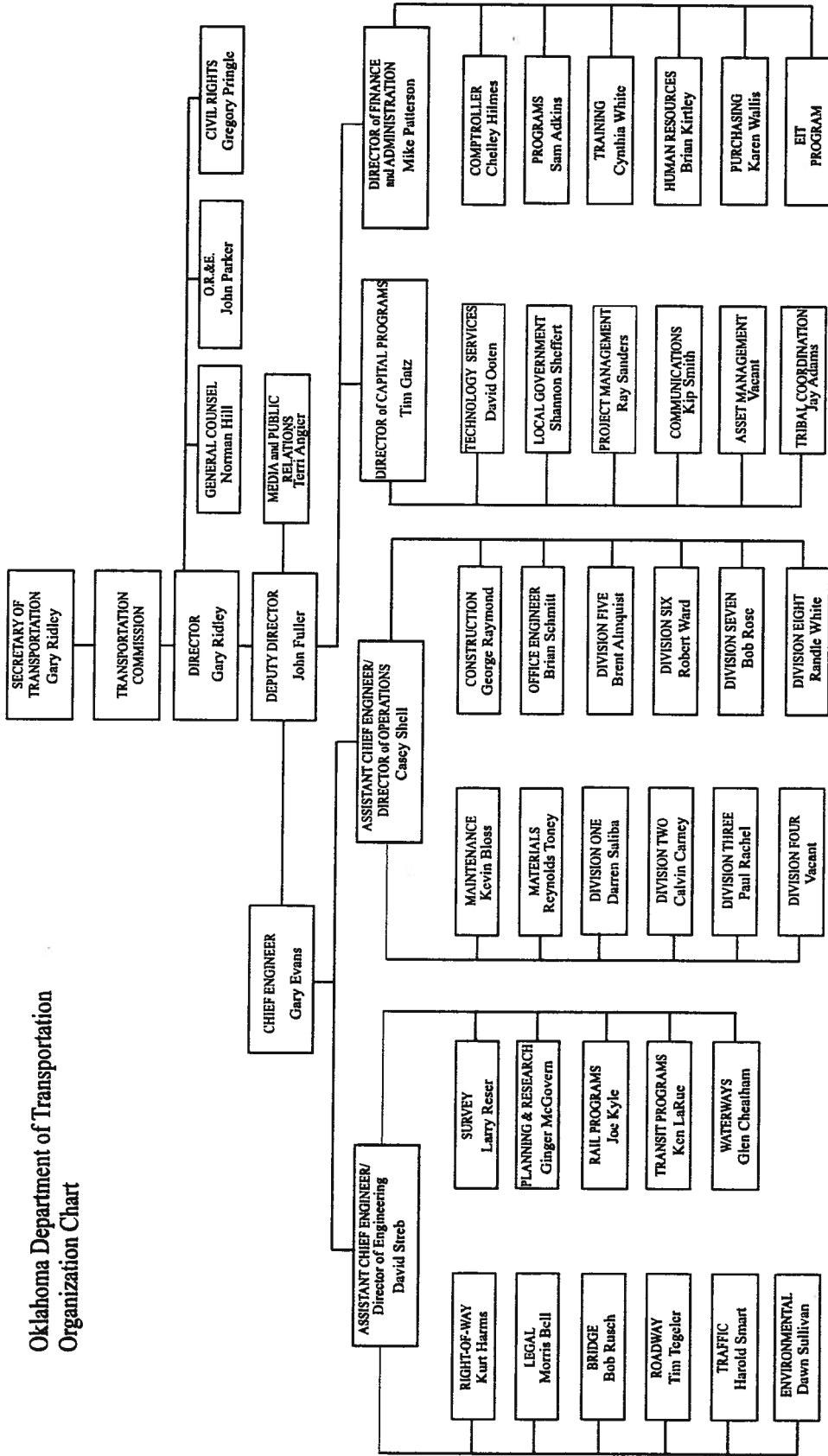
The Director exercises overall responsibilities for equal employment opportunity and affirmative action within ODOT. Delegation of Authority to the ODOT Civil Rights Division and implementation responsibilities for the ODOT Equal Employment Opportunity Affirmative Action Plan are contained in the ODOT Director's official memorandum on Equal Employment Opportunity and Affirmative Action which is included in this AAP. The Division Manager of the ODOT Civil Rights Division and ODOT's Affirmative Action Officer have overall responsibility for the planning, development, administration, coordination, implementation, monitoring, record keeping and evaluation of the ODOT Affirmative Action Plan.

Twenty-three CFR 230, Subpart C, Appendix A, Part II, Paragraph II.B.5 requires that specific responsibility and accountability for meeting AAP goals be included as a part of State EEO programs. To comply with this regulation, all ODOT administrative personnel to include the Deputy Director, Chief Engineer, Assistant Directors, Division Engineers, Assistant Division Engineers, Division Managers and all other ODOT personnel vested with and exercising their authority to hire, promote and terminate employees or approve the same, will be held directly responsible to the Director of the Oklahoma Department of Transportation for meeting the annual and promotion goals established by the Department. All employees have a responsibility to perform in a manner which embraces ODOT's AAP.

Director of the Oklahoma Department of Transportation – is the chief administrative officer, policy establisher, and principal Appointing Authority for the agency (refer to ODOT's organizational chart on page 5). This administrative position has the initial and overall responsibility for all programs and activities of the Department including the Equal Employment Opportunity and Affirmative Action Program. The director shall establish such policies and guidelines as necessary to effectively implement the EEO Program and Affirmative Action Plan, direct the dissemination of such policies and guidelines, and convey support of these to all persons within and outside the Oklahoma Department of Transportation. In addition to the above, the Director's specific responsibilities include, but are not limited to:

1. Direct authority and control over the ODOT Civil Rights Division. This division shall provide overall guidance and policy direction in civil rights matters to the Director based on federal and state laws, rules and regulations. The Director shall be kept informed of all significant facts and developments relating to the civil rights of employees.
2. The ODOT Director, with the assistance of the ODOT Civil Rights Division, shall develop and establish necessary statement of EEO policy and prescribe guidelines by which programs are to be implemented under the authority of the Director.

Oklahoma Department of Transportation
Organization Chart



Secretary of Transportation/Director
Gary Ridley

November 1, 2009

Date

3. The Director shall use the authority of the office to help facilitate and coordinate effective interaction between the various department divisions and organizational elements to minimize conflict.

EEO/AA Officer

This person may also be called the Civil Rights Administrator, EEO Coordinator, Affirmative Action Officer or any other title appropriate to the needs of the agency. Depending on the size and structure of the organization, the duties of this individual may be the person's sole responsibility. Regardless, the person should be:

1. At a staff position with sufficient authority to ensure program implementation;
2. Supervised by and report directly to the Appointing Authority on all matters relating to the EEO/AA program; and
3. Knowledgeable of federal and state civil rights and equal opportunity legislation and regulations; current social and economic conditions, and interrelationships of majority and minority groups, grievance investigations, interviewing techniques and report writing.

Some general areas of responsibility appropriate for EEO/AA Officers are:

1. Developing affirmative action programs, plans, policy statements and internal communications;
2. Assisting in the identification of problem areas and effecting solutions to problems;
3. Designing and implementing audit and reporting systems to:
 - a. Measure the effectiveness of the agency's program;
 - b. Indicate remedial action needed to correct deficiencies;
 - c. Determine the degree to which the agency's goals and objectives have been attained;
4. Serving as liaison between the agency and the various state and federal compliance agencies;
5. Serving as the agency's outreach and referral resource for minority organizations, women's organizations, organizations for disabled and older persons and community action groups concerned with employment opportunities for minorities, women, disabled and older persons;
6. Investigating cases and drafting recommendations for resolution of discrimination complaints;
7. Keeping the agency's various organizational levels informed of developments in the EEO area;
8. Inspecting the agency's various worksites to ensure that EEO information is being disseminated and prominently displayed when appropriate;

9. Monitoring the agency's personnel practices to ensure no discriminatory practices exist.

Line Managers/Supervisors

Managers and supervisors should understand their roles in the EEO/AA program. The responsibility of department heads, supervisors, personnel officers and other key staff members should be spelled out in the written affirmative action plan. They may be communicated by other means, such as in the performance evaluation process and/or periodically covered in training or informational meetings. Some suggested responsibilities for managers and supervisors include:

1. Assisting in the identification of problem areas and establishment of unit goals and objectives;
2. Monitoring training programs and hiring and promotion patterns to eliminate impediments attainment;
3. Conducting career counseling with employees, with special attention given to minorities, women and older workers to ensure they have full access to opportunities for career progression (i.e. transfers, promotions, training, etc.);
4. Active involvement with organizations that work with or on the behalf of minorities, women, disabled and older persons as well as community-based agencies and leaders;
5. Scheduling regular meetings and training sessions with supervisory staff and/or employees to keep the abreast of policy changes and program objectives;
6. Regular communication with staff to emphasize the agency's EEO policies, including the policy against sexual harassment of employees.

Employees

In addition, every employee of the agency should know that they too have a responsibility to see that the EEO/AA program is faithfully executed. For example, it is desirable that the affirmative action plan contains a reminder to all employees of their responsibility to:

1. Apply all laws, rules, regulations, policies and procedures fairly and impartially toward all persons without regard to race, color, creed, sex, age, national origin, disability, religion, or political opinion or affiliation;
2. Exhibit an attitude of respect, courtesy and cooperation toward fellow employees and the public;
3. Aid supervisors and managers in carrying out their responsibilities with regard to the EEO/AA program;
4. Be familiar with the affirmative action plan and make good faith effort to complete their assigned responsibilities as identified in the plan.

The ODOT Civil Rights Division – was created in November, 1988. The Division Manager is vested with the authority and responsibility for developing and implementing EEO/AAP policies and procedures, along with other actions prerequisite to a successful program. In addition to fulfilling the requirements and submitting periodic federal and state EEO/AAP reports throughout the year, this position is accountable to the Office of the Director. Division responsibilities include but are not limited to:

1. The coordination of the ODOT internal compliance review procedures throughout the State of Oklahoma.
2. The dissemination of the Agency EEO/AAP policy on nondiscrimination through personal contacts, seminars, special presentations, employee orientations, meetings, newspaper releases and other effective media outlets as needs dictate.
3. The keeping of all administrative, management and supervisory employees informed of the most recent developments in relation to federal and state EEO and Affirmative Action policies.
4. The investigating of informal complaints of discrimination. Certified personnel in this Division may also, upon the approval of the Division Manager, perform investigations for other state agencies as requested and to report all findings of EEO/AAP violations to the Director of that agency if they cannot be resolved at a lower level of administration.

Staffing

The ODOT Civil Rights Division is comprised of the following full-time staff positions and their respective duties. They may also perform related work on a full-time or part-time basis as required or as needed;

1. Division Manager – has principal responsibility for planning, developing, managing, implementing, coordinating and monitoring all Title VII & Title VI Program areas as required by 23 CFR 230, Subpart C, pursuant to 23 USC 140(a) of the Civil Rights Act of 1964. Specific responsibilities include:
 - a. Design and development of programs and procedures which incorporate civil rights requirements into agency activities including all civil rights program manuals;
 - b. Is the liaison between the Department and federal and state civil rights compliance agencies;
 - c. Supervises and directs a professional staff of compliance program officers and specialists in all aspects of the Department Equal Employment Opportunity and Affirmative Action Program;

- d. Directs the development of agency EEO/AAP policy statements, the Affirmative Action Program, and internal and external communications required to address and/or advertise the ODOT Civil Rights Program;
 - e. Keeps the ODOT Director and other administrative management officials informed of the latest federal and state developments in the entire EEO/AAP area;
 - f. Performs other duties and assignments as required.
2. Division Administrative Assistant – performs confidential secretarial duties including the processing of EEO/AAP reports and correspondence. Handles mail, receives and screens callers and visitors; provides needed information; resolves minor communication problems or routes callers or visitors to appropriate staff members for action.
 3. Civil Rights Administrator – shares the previously listed principal responsibilities for the overall operation of the ODOT Civil Rights Division with the Division Manager. During the absence of the Division Manager, the Civil Rights Administrator assumes responsibility for Division operations until the Division Manager returns.

In addition to these principal responsibilities, the Civil Rights Administrator oversees the compilations of EEO statistical data necessary for federal, state and agency reports; plans, organizes the work to be done, coordinates with other professional, technical and clerical personnel in the Oklahoma Department of Transportation Technology Services Division and other field divisions throughout the state; incorporates the resulting appropriate data into the proper report formats for submitting to federal and state agencies, and performs related work as required and assigned.

Budget

The Oklahoma Department of Transportation is funded by the State of Oklahoma as are all divisions within the agency. Items contained in the yearly budget include professional staff salaries, related benefits, travel, utilizing equipment rental, materials and supplier, maintenance agreements and incidentals. Training for the ODOT Civil Rights Division staff and printing of EEO/AAP manuals or other documents is included in the budget. EEO/AAP training for other administrative and supervisory personnel is paid from other agency resources.

The ODOT Civil Rights Division budget is prepared by the Division Manager. The ODOT Director and the agency comptroller then review, prioritize, and approve items contained therein.

The Civil Rights Division

The Civil Rights Division will be available to all ODOT Divisions and provide assistance in management training programs and employee orientations relating to the ODOT internal EEO/AAP policies:

1. To monitor employee hiring, promotions, training opportunities, disciplinary actions, career counseling and termination practices within the Department of Transportation for evidence of discrimination;
2. To serve in a liaison capacity between the Oklahoma Department of Transportation and other EEO agencies, minority organizations and community action groups
3. To design, implement and monitor internal audits and reporting systems necessary for measuring the effectiveness of the program.

DISSEMINATION OF PLAN AND POLICY & OTHER INFORMATION

The Affirmative Action Plan and Policy for the Oklahoma Department of Transportation is disseminated properly and reasonably and available for any and all who may desire a copy from the ODOT Civil Rights Division and by the following methods:

1. Printed copies are distributed statewide to each of eight (8) field division headquarters for dissemination and accessibility to all employees. There is also placement of copies in major office areas including those located in the central office division in Oklahoma City.
2. The Equal Employment Opportunity Policy statement is posted on bulletin boards placed throughout the agency. It is also included in an employee packet presented to each new employee during the new employee orientation process and the following statement: "We are an Equal Opportunity Employer" is prominently displayed on all official Department letterhead stationery.
3. Publicizing department policy at the administrative management level (division or higher) and assigning responsibility for implementation is through the ODOT Civil Rights Division Manager's meetings with other administrative managers and supervisors. It is also discussed periodically during the ODOT Director's meetings with members of top level staff;
4. Minority organizations and other interested parties are furnished printed copies of the EEO Policy and Affirmative Action Plan upon request through the ODOT Civil Rights Division.
5. Official copies of the annual EEO/AAP & Policy update are on file and available to the Public at the Oklahoma Department of Libraries.

6. The ODOT Annual EEO/AAP update will also be available on the intranet and internet.

Supervisor Meetings

Oklahoma Department of Transportation division administrators meet with supervisory personnel a minimum of once each month. Any subject matter relating to the Department EEO/AAP is presented unless a special session is needed. Information disseminated is then passed on by the administrator and supervisor to all subordinate employees within the Department through group meetings, personal briefings and posting on division area bulletin boards.

New Employee Orientation

New employee orientation is required of all applicants accepting employment with the Oklahoma Department of Transportation. Basic knowledge about the agency, benefits, and the ODOT Equal Employment Opportunity/Affirmative Action Program is covered. Employees are given an employment information packet to keep which includes a copy of the ODOT Employee Guide and the State of Oklahoma Merit Rules for Employment.

ODOT Employee Guide

The ODOT Employee Guide is an information guide which briefly covers most of the basic policies, rules and regulations of the Department of Transportation. It is the employee's responsibility to become familiar with not only these but also the Office of Personnel Management Merit Rules for Employment. It is distributed to all new employees and is available to others upon request.

The State of Oklahoma Merit Rules for Employment

The State of Oklahoma Merit Rules for Employment manual contains the rules which govern classified employment with the State of Oklahoma. They outline the rights and responsibilities of applicants, employees, supervisors, administrators and others subject to the Oklahoma Merit System of Personnel Administration. This publication also covers the state grievance procedure and pertinent information on investigations, appeals and hearings along with other printed matter. It is distributed to all employees with updates printed periodically.

Memorandums to EEO Counselors

Memorandums to EEO counselors are distributed throughout the year to all ODOT Divisions statewide.

AFFIRMATIVE ACTION FOR DISABLED PERSONS AND OLDER PERSONS

An individual with a disability is a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment.

The Americans with Disabilities Act prohibits discrimination against qualified individuals with disabilities. This includes employment application procedures, hiring and terminations, career advancement, compensation, training, or other terms, conditions and privileges of employment. Like Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act prohibits both intentional and unintentional discrimination. It covers virtually every aspect of the employer and employee relationship.

One of the required components of the Oklahoma Department of Transportation Affirmative Action Program is a description of the efforts directed toward people with disabilities and those over forty (40) years old. This agency complies with all applicable requirements of federal and state laws and regulations pertaining to prohibited discrimination against any employee or job applicant because of disability or age.

As indicated by the number of handicapped employees in our workforce and the many years they have been employed, the Oklahoma Department of Transportation is a leader in actively promoting the employment and full career development of qualified people if they can perform the job. This applies regardless of disability or age. ODOT Policy Directive Number A401-3 (ADA) gives specific instructions which cover implementation of the ODOT ADA Program. In addition, through the posting of federal and state laws along with statewide seminars for administrative and supervisory personnel, employees are kept aware of laws and subordinate rights.

A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential function of the job in question. Reasonable accommodation may include, but is not limited to the following: (1) making existing facilities used by employees readily accessible to and usable by persons with disabilities; (2) job restructuring, modifying work schedules, reassignment to a vacant position; (3) acquiring or modifying equipment or devices, adjusting or modifying examinations, training material, or policies and providing qualified readers or interpreter.

An employer is required to make an accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on the operation of the employer's business. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as an employer's size, financial resources and the nature and structure of its operation.

An employer is not required to lower quality or production standards to make accommodation, nor is an employer obligated to provide personal use items such as glasses or hearing aids.

Age

Federal and state laws also protect workers forty (40) years of age or older from arbitrary age discrimination in hiring, discharge, pay, promotions, fringe benefits, and other aspects of employment. The laws do not apply where age is a bona fide occupational qualification.

Recognizing the need to eliminate any and all forms of discrimination in the workplace, the ODOT AAP/EEO program is designed and implemented to increase the employment and promotion opportunities for older persons on the basis of ability rather than age and to help managers and supervisors meet problems arising from the impact of age on employment.

EVALUATION OF PRECEDING YEAR’S AA/EEO EFFORTS

FY 2009 Annual Accomplishments – New Hires

The Oklahoma Department of Transportation hiring goals and accomplishments are a basic component of the Oklahoma Department of Transportation Annual EEO Program Report. ODOT’s workforce began this period with 2,380 employees. Of this workforce, 99 were Black or 4.15%; 67 Hispanic or 2.81%; 28 Asian/Pacific Islander or 1.17%; and 187 were American Indian/Alaska Native or 7.85%.

There were 305 new hires reported and processed during this reporting period. The total number of new hires during this period includes the following minorities and females:

Minority	Goal	% of Goal	Total Hired	Male	Female	%New Hires
Black	35	37%	13	10	3	4.2%
Hispanic	8	150%	12	8	4	3.9%
Asian/Pacific Islander	4	100%	4	4	0	1.3%
American Indian/Alaska Native	0	320%	32	28	4	10.4%
Female	19	263%	50			16.3%
Total Minority	47					
Total New Hires in Protected Class			100	50	50	32.7%

Staffing reports are evaluated on a monthly basis while all personnel transactions are monitored as they occur. The vast majority of the 305 new hires were in the service/maintenance and technician categories. The Civil Rights

Division conducts EEO/AAP compliance reviews and has a goal of each division being reviewed each year.

The ODOT workforce increased by 127 employees during the reporting period, July 1, 2008 through June 30, 2009 with a present staffing report of 2,507 employees compared with 2,380 employees the previous reporting year. Of that number, minorities and females are represented as follows:

Minority	Male	% Work Force	Female	% Work Force	%Total Work Force
Black	76	3.03%	26	1.03%	4.06%
Hispanic	61	2.43%	12	.47%	2.91%
Asian/Pacific Islander	23	.91%	8	.31%	1.23%
AmerIndian/Alaska Native	171	6.82%	31	1.23%	8.05%
Female			486	19.38%	19.38%
Total Minority	331	13.20%	77	3.07%	16.27%

Good Faith Efforts - Outreach

One effort in addressing underutilization within the Oklahoma Department of Transportation has been implemented by the Roadway Design Division. The division has many technical employment opportunities for CADD (computer aided drafting and design) Operator Specialist I and II positions. The division participates in career fairs, mails flyers, and conducts tours of the division.

Good Faith Efforts at Achieving Last Year's Goals

The Oklahoma Department of Transportation employed summer temporary students from Langston University, Oklahoma's only Historically Black College or University (HBCU). This employment opportunity was extended to 15 Langston students in order to encourage employment in the transportation industry.

The Oklahoma Department of Transportation participated and facilitated the Summer Transportation Institute and Junior Summer Transportation Institute with Langston University. The Summer Transportation Institute involved nineteen students from grade levels nine through eleven. The Junior Summer Transportation Institute had twenty-three participants from grades six through eight. The endeavor is shared by the Federal Highway Administration, Federal Motor Carrier Safety Administration, Federal Railroad Administration, Oklahoma Trucking Association, and the US Coast Guard. This endeavor exposes and encourages minority and female participants to gain employment in the transportation industry.

Promotions

The number of promotions at the Oklahoma Department of Transportation totaled 103. The promotions for minorities and females are as follows:

Minority	Promotions	% Promotions
Black	7	6.79%
Hispanic	3	2.91%
Asian/Pacific Islander	5	4.85%
Amer Indian/Alaska Native	5	4.85%
Female	32	31.06%
Total Minority	20	19.41%

Identification of Problem Areas

Training in EEO, diversity management, and the identification and prevention of sexual harassment has not been conducted for ODOT personnel. The needed diversity training will be conducted during the plan year of FY 2010.

The Civil Rights Division has identified underutilization/problem areas in several EEO categories as identified below which will be addressed in the Corrective Action segment. The EEO categories are:

1. Official Administrator – Black, Hispanic, Female, Total Minority
2. Professional – Black, Asian/Pacific Islander, Female, Total Minority;
3. Technician – Black, Asian/Pacific Islander, Female, Total Minority;
4. Administrative Support – Black, Hispanic, Asian/Pacific Islander, Total Minority;
5. Skilled Craft Worker – Hispanic, American Indian/Alaska Native, Total Minority;
6. Service Maintenance – Black, Hispanic, Asian/Pacific Islander, Female, Total Minority.

IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS; CORRECTIVE ACTION

Problem Identification

In order to remedy the problem of underutilization in the areas above, the Oklahoma Department of Transportation has established goals in the respective areas as follows:

Official/Administrator

This category was underutilized for Black, Hispanic and Female. A goal was set to hire 1 Black, 1 Hispanic, 1 Female and 2 Total Minority.

Professional

This category was underutilized for Black, Asian/Pacific Islander, and Female. A hiring goal was set for 4 Black, 1 Asian/Pacific Islander, 5 Female and 5 Total Minority.

Technician

This category was underutilized for Black, Asian/Pacific Islander and Female. A hiring goal was set for 15 Black, 1 Asian/Pacific Islander, 10 Female and 16 Total Minority.

Administrative Support

This category was underutilized for Black, Hispanic, and Asian/Pacific Islander. A hiring goal was set for these minority groups with a goal of 8 Black, 1 Hispanic, 1 Asian/Pacific Islander and 10 Total Minority.

Skilled Craft Workers

This category was underutilized for Hispanics, American Indians/Alaska Native. A hiring goal has been set for 2 Hispanic, 1 American Indian/Alaska Native and 3 Total Minority.

Service/Maintenance

This category was underutilized for Black, Hispanic, Asian/Pacific Islander, and Female. A hiring goal was set for 15 Black, 12 Hispanic, 1 Asian/Pacific Islander, 10 Female and 28 Total Minority.

Goal Summary

Of the categories outlined above, the set goals are to hire 43 Black, 16 Hispanic, 4 Asian/Pacific Islander, 1 American Indian/Alaska Native, 26 Female, and 64 Total Minority.

Problem Resolution

Underutilization in some EEO categories is identified as a problem area for ODOT. In the event that vacancies occur in these EEO categories, the Oklahoma Department of Transportation has a list of minority newspapers, publications and internet websites in order to allow the agency to better advertise these vacancies to qualified minority candidates who may desire to seek employment with the Department. This effort should increase the minority applicant pool.

Other corrective actions, when appropriate, include, but are not limited to:

1. Participation in job fairs;
2. Hiring summer college program participants whose career goals are related to the transportation industry;
3. Emphasizing use of the OPM website; and
4. Creating a recruitment brochure.

In-depth reviews will also be conducted for reasons other than the presence of adverse impact.

1. If the division shows a significant number of inquiries, complaints, grievances, appeals or disciplinary actions originate with employees from that division;
2. If the division shows poor goal progress or no goal progress even when opportunities were available to hire or promote minorities and females;
3. If the division has poor documentation of good faith actions taken or exhibits an apparent lack of awareness, interest or effort regarding EEO/AAP responsibilities;
4. If the Oklahoma Department of Transportation Director or Division Engineer requests a special, unscheduled in-depth review of the division;
5. If the division has not been reviewed for a significant period of time.

In order to resolve the problem area of the decline in promotional rates for minorities and females, an increase in diversity awareness will be emphasized.

The Oklahoma Department of Transportation will maximize efforts to increase the number of minorities and females in the applicant supply pool through increased recruitment, job fairs, and utilization of FEPA registers if underutilization is identified and a goal has been set. The Civil Rights Division will also partner with the Human Resources Division in the development of outreach to minorities.

ODOT's discrimination investigation process is not well defined. The discrimination investigative process will be rewritten and proposed to be included in ODOT policy with clear and reasonable parameters and guidelines.

The Civil Rights staff will plan a diversity training program geared specifically for agency needs.

In an attempt to identify adverse impact, the Civil Rights Division has conducted internal reviews of divisions in order to find its source and coordinate a solution with division administrators.

The Director shall give final approval of and have ultimate responsibility for all corrective action items and annual goals for the agency. The Director exercises overall responsibilities for equal employment opportunity and affirmative action within ODOT. Delegation of Authority to the ODOT Civil Rights Division and implementation responsibilities for the ODOT Equal Employment Opportunity Affirmative Action Plan are contained in the ODOT Director's official memorandum on Equal Employment Opportunity and Affirmative Action which is included in this AAP.

OKLAHOMA DEPARTMENT OF TRANSPORTATION JOB POSITION CATEGORIES

Category I – Noncompetitive

Positions for which the Oklahoma Department of Transportation has direct hire authority and testing is not a prerequisite:

EEO CLASS CODE	JOB FAMILY TITLE	JOB FAMILY DESCRIPTION CODE
07	Bindery Worker I	E33A
08	Highway Sign Fabricator	T27A
08	Transportation Equipment Operator	T25A

Category II – Unclassified

EEO CLASS CODE	JOB FAMILY TITLE	JOB FAMILY DESCRIPTION CODE
01	Director Okla. Aeronautics Comm.	N/A
01	Assistant Director	N/A
01	Field Division Engineer	N/A
01	Transportation Coordinator	N/A
01	Project Manager	N/A
03	Pilot	N/A

Category III – Classified Positions

Other employment positions are called classified or competitive positions because an applicant must be tested and compete with other applicants in order to be hired. The Department of Transportation must obtain an Office of Personnel Management register (list of applicants) before hiring. Screening by OPM is a prerequisite to being placed on the state classified or competitive register and being hired by the Oklahoma Department of Transportation. Applicants are ranked according to the results of screening.

EEO CLASS CODE	JOB FAMILY TITLE	JOB FAMILY DESCRIPTION CODE
01	IS Manager III	B31C
01	IS Administrator I & II	B32A, B32B
01	Business Manager II	D30B
01	Administrative Programs Mgr. IV	E12D
01	Programs Manager II	H10B
01	Environmental Programs	R25A & B
01	Engineering Manager III & IV	S12D
01	Land Surveyor Manager III & IV	S17B & C
01	Transportation Manager III & IV	T23C & D

EEO CLASS CODE	JOB FAMILY TITLE	JOB FAMILY DESCRIPTION CODE
01	General Counsel	1347
01	Attorney	1616
01	Chief, Legal & Business	4479
01	Asst. Director, Fiscal & Programs	4553
01	Deputy Director	4812
01	Director	4966
01	Deputy General Counsel	6161
01	Tort Litigation Administrator	6165
01	Asst. Director, Pre-Construction	6487
01	Asst. Director, Operations	7653
01	Asst. Director, Administration	7655
01	Division Engineer	7657
02	IS Network Mgmt. Specialist III	B21C
02	IS Network Administrator II & III	B22B & C
02	IS Oper. Systems Spec. II, III, & IV	B30B, C, D
02	IS Application Specialist III & IV	B51C, D
02	IS Services Coordinator II & III	B55B, C
02	Civil Rights Administrator II	C10B
02	Employee Assistance Coordinator I	C12A
02	HR Mgmt. Specialist I, II, III, & IV	C31A,B,C,D
02	HR Prog. Mgr. I, II, III	C32A, B, C
02	Video Production Specialist II, III	C42B, C
02	Auditor II & III	D12B, C
02	Accountant I, II, III, IV	D14A, B, C, D
02	Financial Mgr./Comptroller I, II, III	D33A, B, C
02	Administrative Prog. Officer I, II, III	E12A, B, C
02	Public Information Officer II	E44B
02	Public Information Mgr. II	E45B
02	Contract. & Acq. Agent I, II, III	F14A, B, C
02	Material Mgt. Officer II	F14B
02	Safety Consultant III	J31C
02	Env./Chem. Lab. Sci. I, II, IV	R10A, B, IV
02	Engineer Intern III, IV, V	S10C, D, E
02	Professional Engineer I, II, III	S10A, B, C
02	Engineer Mgr. I & II	S12A & B
02	Professional Land Surveyor I & II	S16A, B
02	Land Surveyor Manager I	S17A
02	Transportation Mgr. I & II	T23A, B
02	Project Manager	0765
02	Coop Engineer Trainee X	6164
02	Attorney	9145
02	Director of Internal Audit	9292

EEO CLASS CODE	JOB FAMILY TITLE	JOB FAMILY DESCRIPTION CODE
02	Internal Audit Manager	9327
03	IS Oper. Spec V	B10E
03	IS Telecomm. Tech. II	B20B
03	IS Network Mgmt. Spec. II, IV	B21B, D
03	B51B IS App. Spec. II	B51B
03	Adm. Tech. IV	E16D
03	Optical Imaging Spec. II & III	E36C
03	Graphic Artist II	E43B
03	Photographer I	E50A
03	Env. Prog. Specialist II, III & IV	R20A, B, D
03	CADD Spec. I, II, III, IV, V, VI	T10A, B, C, D, E
03	Transportation Tech. I, II, III, IV	T21A, B, C, D
03	Transportation Spec. I, II, III, IV	T22A, B, C, D
03	Transportation Supt. I, II	T26A, B
03	Photogrammetrist II, III, IV	T60B, C, D
03	Coop Engineer I	6168
06	Accounting Tech. III	D50C
06	Administrative Tech. I, II, III	E16A, B, C
06	Administrative Asst. I, II	E17A, B
06	Secretary II, III, IV V	E24B, C, D, E
06	Legal Secretary III	E25C
06	Material Mgt. Spec. IV	F20D
06	Administrative Asst. to Director	4792
07	Bindery Worker II, III	E33B, C
07	Offset Press Operator II, III	E34B, C
07	Reproduction Svcs. Mgr. I	E37A
07	Constr./Maint. Tech. I & II	F41A, B
07	Auto Engine Mech. II, III, IV, V	F47B,C,D, E
07	Welder I, II, III	F48A,B,C
08	Material Mgt. Spec. II	F20B
08	Auto Engine/Mech. I	F47A
08	Trans. Equip. Oper. I, II, III, IV	T25A,B,C,D
08	Highway Sign Tech. I, II, III, IV	T27A, B, C, D

ODOT OPTIONAL HIRING PROCEDURE ESTABLISHED BY OPM

530:10-9-99 Fair Employment Practices Appointments

This rule establishes procedures for the application of the optional hiring procedure authorized by the Fair Employment Practices Act (FEPA), Section 840.19, Subsection I of Title 74 to employ females, Blacks, Hispanics, Asian/Pacific Islanders and American Indians/Alaskan Natives. [74:840.-4.12(I) of the Oklahoma Personnel Act.

An agency intending to use the optional FEPA hiring procedure must indicate that intention on a request for certification along with the underutilized group, i.e., gender or race/ethnic category. A FEPA certificate will include a regular certificate with the availability of eligibles and ranking determined in accordance with the regular methods described in 530:10-9-71 – Certification Methods. A FEPA certificate will also include a separate list of the names of the top ten (10) available members of the targeted group. The Office of Personnel Management may also include additional names as alternates. The names on this separate list will be a subset of the regular certificate, and the names on it will be ranked in the same order as on the regular certificate. If an agency has targeted more than one group, a separate list will be included for each group.

If the agency makes one or more appointments using the FEPA certification, each appointment must be in accordance with either 530:10-9-99 or the optional FEPA hiring procedure authorized by Section 840.19, Subsection I of Title 74.

Merit Protection Commission Affirmative Action Requirements

Merit Protection Commission Affirmative Action Requirements are to be complied with by all state agencies. This includes the Oklahoma Department of Transportation.

Discrimination and other prohibited acts because of political or religious opinions or affiliations, race, creed, gender, color, age or national origin or by reason of physical handicap (if the employee or applicant is able to perform the job) is forbidden by state law 840-2.9. Sexual harassment is discrimination on the basis of gender (sex) under 530:10-3-2- et seq. – Discrimination and Other Prohibited Acts. No officer or employee of any agency, including the Department of Transportation, shall permit or engage in the practice of sexual harassment.

The agency is also required by Oklahoma law [74:840:-2.1(B)] to develop, adopt and comply with a written Affirmative Action Plan conforming to the requirements established by state law and Merit Rules 530:10-3-1 et seq. 3-3 (Discrimination and Other Prohibited Acts). No officer or employee of any agency, including the Department of Transportation, shall permit or engage in the practice of sexual harassment.

The agency is also required by Oklahoma law [74:840-2.1(B)] to develop, adopt and comply with a written Affirmative Action Plan conforming to the requirements by state law and Merit Rules 530:10-3-30 et seq. Affirmative Action Plans 530:10-3-33 Standards for Affirmative Action Plans and Statistical Data Reporting on the agency workforce. The Oklahoma Department of Transportation Affirmative Action Plan is submitted to the Office of Personnel Management on an annual basis.

ODOT HUMAN RESOURCES DIVISION AND EEO

Appointment to Vacant Positions B-305-2(7) - IMPLEMENTATION (SPECIFIC)

The Division seeking to fill a vacant position will submit an "Employee Requisition Form" (DT Form P-101(T)) to the appropriate Assistant Director. If approved, the requisition will then be forwarded to the Human Resources Division. If the Human Resources Division determines that the Promotional Bulletin process is not required, or, upon the completion of the Promotional Bulletin process, if no suitable applicant has been selected for internal promotion, the Human Resources Division will request a register from the Office of Personnel Management. When an approved register is received by the Human Resources Division in response to a request from a Field Division, the register is sent directly to the requesting Field Division so that they may contact and interview eligible applicants.

Note: When the position is non-competitive and the register will allow local recruiting, the Human Resources Division will verify only that there are or are not persons with veteran's preference on the local register, and will so inform the requesting division. If there are no individuals with veteran's preference on the register, divisions are free to hire locally.

When an approved register is received by the Human Resources Division in response to a request from a Central Office Division, the Human Resources Division will coordinate an interview schedule with the requesting unit, mail notices to all eligible applicants informing them of the interview, then send the register directly to the requesting unit. The conduct of the interview process and the selection of an eligible respondent to fill the vacancy is the responsibility of the requesting unit.

Appointment to Vacant Positions – Promotions B-305-2-(1)

General

1. The Appointing Authority or Designee authorizes postings and selections
2. The Appointing Authority and other Oklahoma Department of Transportation employees may recruit internal or external applicants at any time to fill positions within the Oklahoma Department of Transportation.

3. Only permanent, classified employees are eligible for promotion.
4. All selection decisions, appointments and changes in job families or levels are tentative until approved by the Appointing Authority.
5. Employment offers are contingent on passing a drug test.
6. The Appointing Authority reserves the right to revise this plan.

Promotional Posting

1. Postings are required for initial entry into a job family at any level.
2. Postings are required for entry into any vacant supervisory position.
3. Vacancy announcements are posted on the secured bulletin boards outside the Oklahoma City Human Resources Division Office, Room 1B5 and in every Field Division work location.
4. Announcements are posted for a period of five working days or longer.
5. Vacant positions are posted department wide in Pay Band N through R.

Promotional Notices Include:

1. The job family descriptor or a statement that copies are available in the Human Resources Office or in Division Administration Offices.
2. The job family level(s).
3. The pay band(s) and range(s).
4. The anticipated number of vacancies (unless the posting is for continuous multiple vacancies).
5. The work location (unless the posting is for continuous multiple vacancies).
6. The time limits and procedure for filing an application.
7. Other additional factors.

Applicant Responsibilities

1. Submit a completed *OPM-4B* to the person(s) listed on the job announcement before the announced closing.
2. Apply through the open competitive procedure or other authorized selection process.
3. Provide all pertinent information as to his or her qualifications and abilities.

Consideration Factors and Methods

1. Education, experience, performance appraisals, discipline (if any) and other qualifications or conduct related to the expected ability of an individual to perform the work.
2. The Appointing Authority may also post and consider special additional factors, such as;
 - a. Limiting consideration to permanent classified ODOT employees;

- b. Special working conditions, e.g., frequent travel, hazardous duty, shift work and required overtime.
 - c. Selective qualifications.
- 3. Consideration methods may include review of personnel records, applications, ratings, work histories, attendance records, test results, references, personal background investigation and other information relating to a person's eligibility, conduct or qualifications. Applicants may be required to participate in interviews and other selection procedures.

Promotional Preference – (Given When Merit, Ability and Capacity are Relatively Equal Among Applicants)

- 1. Oklahoma Department of Transportation Employees
- 2. Seniority

Required Testing – Incumbents promoted from a noncompetitive position.

POLICY

AN EMPLOYEE MAY SEPARATE FROM EMPLOYMENT WITH THE DEPARTMENT EITHER VOLUNTARILY OR INVOLUNTARILY. EXCEPT AS NOTED IN THIS POLICY DIRECTIVE, SEPARATION FROM EMPLOYMENT TERMINATES EMPLOYEE BENEFITS AND RIGHTS OF EMPLOYMENT.

Implementation (Specific)

Voluntary separation from employment is either by resignation, retirement or inter-agency transfer. Involuntary separation is either by discharge, reduction-in-force, death or by the expiration of leave without pay, or by the forfeiture of office or employment. Forfeiture of office or employment is not discretionary and termination procedures must be implemented as soon as it is known or discovered that an employee has forfeited his position.

Resignation

Separation is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal – Resignation" in Block No. 1, "Type of Action." The written resignation of the employee should be attached to the DT Form 66-A. An employee who fails to provide such proper notice may be allowed to resign "in good standing" if exceptional circumstances exist, and if the employee has obtained approval to do so from the employee's division head. A written resignation, once submitted to proper authority, is final, and may not be withdrawn by the employee except by permission of the employee's division head.

REDUCTIONS-IN-FORCE (RIF)

THE POLICY THE OKLAHOMA DEPARTMENT OF TRANSPORTATION ADOPTS AND IS GOVERNED BY THE OFFICE OF PERSONNEL MANAGEMENT MERIT RULES OF EMPLOYMENT ON "REDUCTION-IN-FORCE" AND OKLAHOMA STATUTE, 1990 SUPPLEMENT, TITLE 74 O.S., SEC. 841.14. IMPLEMENTATION (SPECIFIC)

Separation procedures for this method of termination are in accordance with the Office of Personnel Management Rules 530:10-13-1 et seq. In planning and conducting a reduction-in-force, the agency shall consider the effect of decisions such as establishment of displacement limits and selection of classes containing positions to be abolished on the composition of the workforce of the agency. If displacement limits are established in accordance with Rule 530:10-13-5 and Subsection B of Section 840-2.27B of Title 74 of the Oklahoma Statutes, adverse impact will be assessed as recognized in state and federal

laws, rules and guidelines. The Agency shall take appropriate action consistent with state and federal laws, rules and guidelines governing adverse impact.

INTER-AGENCY TRANSFER

Separation is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal – Inter-Agency Transfer" in Block No. 1, "Type of Action." The employee must make the request for transfer in writing to the employee's supervisor. The written request must be attached to the DT Form 66-A.

DISCHARGE

The Department may discharge a classified permanent employee for: "...misconduct, insubordination, inefficiency, habitual drunkenness, inability or failure to perform the duties of the position in which employed, willful violation of the Oklahoma Personnel Act or Office of Personnel Management Rules, conduct unbecoming a public employee, conviction of a crime involving moral turpitude, or any other just cause." In such cases, discharge is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal – Discharge" in Block No. 1, "Type of Action." Prior to discharge, classified permanent employees will be notified of their rights to a Pre-termination Hearing as outlined in Policy Directive No. B-312-1, "Disciplinary/Termination Action and Administrative Order No. B-312-1-(1), "Pre-disciplinary/Pre-termination Hearing Prior to discharge, Suspension Without Pay, Involuntary Demotion, or Forfeiture of Office or Employment." The employee must be notified of the discharge action within ten (10) working days from the effective date of this action by actual delivery of certified mail (return receipt requested). The Department's approved "Notice of Disciplinary Action" form must be used for this purpose. Included with this notification to classified employees must be a copy of the Merit Protection Commission Form EMC-200, "Petition for Appeal." A probationary or unclassified/exempt employee may be dismissed. In such cases, dismissal is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal" in Block No. 1, "Type of Action."

This action may not be appealed by the employee unless the dismissed employee alleges discrimination, or a violation of the employee's rights of discussing the operations of the agency either specifically or generally with others.

FORFEITURE OF OFFICE OF EMPLOYMENT

In the event any appointed Department officer or employee, during the term for which he was appointed, pleads guilty or nolo contendere to, or is convicted of, a felony or any offense involving a violation of his official oath in a

state or federal court of competent jurisdiction shall, immediately upon the entry of said plea or upon final conviction, forfeit said office or employment, as specified in Title 51, Section 24.1 of the Oklahoma Statutes. In such cases, separation is accomplished by the submission of a properly executed and approved "Payroll Authorization form" (DT form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal – Forfeiture of Position" in Block No. 1, "Type of Action." Prior to termination, classified permanent employees will be notified of their rights to a Pre-termination Hearing as outlined in Policy Directive No. B-312-1, "Disciplinary/Termination Action", and Administrative Order No. B-312-1-(1) "Pre-disciplinary/Pre-termination Hearing to Discharge, Suspension Without Pay, Involuntary Demotion or Forfeiture of Office or Employment." The employee must be notified of the termination within ten (10) working days after the pre-termination hearing by actual delivery or certified mail (return receipt requested). The Department's approved "Notice of Forfeiture of Office or Employment" form must be used for this purpose.

REDUCTION IN FORCE

Separation from the Department as a result of a reduction-in-force will be governed by the approved Policy Directive No. B-305-1, "Reduction-in-Force."

DEATH

Separation is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal – Deceased", in Block No. 1, "Type of Action."

RETIREMENT

Separation is accomplished by the submission of a properly executed and approved "Payroll Authorization Form" (DT Form 66-A), through proper channels to the Human Resources Division, indicating "Payroll Removal – Retirement", in Block No. 1, "Type of Action."

IMPLEMENTATION (ADVISORY)

Written resignations should be dated, the effective date should be specified, and the resignation signed by the employee. Verbal resignations should be avoided, if possible. Intra-agency transfers are more thoroughly covered by Administrative Order No. B-305-2-(2). Supervisors should establish, and uniformly apply proper and reasonable procedures for approval of sick leave. Of course, situations may occur when an employee may not be able to contact the supervisor. Supervisors should make every reasonable effort to determine the reason for employee unauthorized leave before taking disciplinary action. Supervisors should also be familiar with Policy Directive B-312-1, "Disciplinary/Termination Action", and Administrative Order B-312-1-(1), requiring a pre-disciplinary/pre-termination hearing in certain actions. Supervisors are responsible for insuring that persons who separate from the Department surrender all identification cards, credit cards, and any other items issued to them

during their term of employment, and which belong to the Department. The effective date of payroll removal for forfeiture of office or employment should be the date of the forfeiture whenever possible.

ODOT EMPLOYEE DEVELOPMENT PROGRAMS

The Oklahoma Department of Transportation Training and Recruitment Branch offers ODOT employees opportunities for special and advanced training. This includes financial assistance in approved cases in several areas. These include:

1. Annual Surveying and Staking School
2. Annual Materials Sampling and Testing School
3. Cooperative Engineering Program
4. Engineer Training Program
5. Tuition Assistance for Job Related Courses in Approved Oklahoma Schools and Colleges
6. Fundamentals of Supervision Seminars
7. Conference Leading and Communication Skills
8. Departmental First Aid Courses

Minorities and women are targeted and recruited for the Engineer-In-Training Program because it offers the greatest potential for career advancement opportunities. Minorities and women have been actively participating in the Engineer-In-Training Program (EIT) since its inception enjoying career advancement opportunities not otherwise available.

JOB VALIDATION PROCEDURES

Job Validation Procedures are implemented by the Office of Personnel Management. These are administered in accordance with federal and state laws, rules and regulations to ensure nondiscrimination practices.

GRIEVANCE MANAGEMENT

The Grievance Management Information will: (1) Supplement the Internal Agency Grievance Resolution Procedure, Merit Rule 455:10-19; (2) Provide an impartial review of the Grievance; (3) Guarantee the employee the right to be represented in an advisory capacity by a person of his/her own choosing at each phase of the procedure (except the Phase 1, informal discussion with his/her immediate supervisor); (4) comply with the specific time periods provided for each phase in the Internal Agency Grievance Resolution Procedure, with the total time not to exceed 45 calendar days after the initial filing of the formal grievance. (However, the time limit of any period within the procedure may be extended in accordance with Merit Rule 455:10-19-44.) No person shall attempt to influence any person involved in the review, nor shall any threat of reprisal be used against any person participating in any phase of the procedure. It is the responsibility of every supervisor to insure that the employees under his/her

jurisdiction are fully aware of this policy, and that copies of the Internal Agency Grievance Resolution Procedure or the Grievance Management Information Policy are given and explained to those employees in a timely manner. Notice of the name, address and phone number of the Grievance Manager shall be posted on all employee bulletin boards.

Section 1. Definition of Grievance

A grievance, within the meaning of this Administrative Order, shall be any properly filed complaint of a classified employee of the Department. It should state whether his/her employment has been directly and adversely affected by unfair treatment, unsafe working conditions, erroneous or capricious interpretation or application of agency policies and procedure, Oklahoma Personnel Act, Merit Rule 455:10-19. This includes, but is not limited to, grievances stating:

1. That the employee has been unlawfully discriminated against in his/her employment due to race, religion, color, sex, national origin, age or disability;
2. That the employee has been improperly subjected to disciplinary action in his/her employment;
3. That the employee has been wrongfully denied proper classification, leave or compensatory time, or promotion;
4. That the employee disagrees with his/her individual employee service evaluation;
5. Any matter that the Merit Protection Commission can investigate and hear.

Proposed disciplinary actions, furloughs, reductions-in-force, compensation by itself and transfer (except when alleged as disciplinary in nature, or as affecting classification or compensation) shall not be deemed a proper subject for a grievance consideration. A grievance must concern a matter which is subject to the complete or partial control of the Department. Grievances about issues over which the Department has no control are not subject to the Internal Agency Grievance Resolution Procedure.

See: Administrative Order No. B-306-2-(1) for procedures in grievances alleging discrimination and Merit Rule 455:10-19-35(c) for special procedures regarding classification grievances. Grievances which address the same issues may be combined and reviewed as a group. Merit Rule 455:10-19-40 governs the procedures for group grievances.

Section 2. Step 1 – Informal Discussion

Employee complaints should be resolved promptly and informally. Resolving complaints should be made at the lowest possible level of supervision and in a way that is least upsetting to the Department's operations. Accordingly, the employee **must** notify his/her immediate supervisor of a complaint as soon as possible (except in complaints of discrimination). The supervisor and employee should make a reasonable effort to resolve the complaint informally. If

resolution of the complaint is beyond the control of the immediate supervisor, he/she should attempt to determine the appropriate supervisor in the chain and refer the complaint to him/her. If the problem cannot be resolved at Step 1, the employee may file a formal written grievance. The supervisor should make written notes of all discussions. If the employee files a formal grievance, the supervisor shall write a memorandum describing efforts to resolve the grievance informally and give a copy to the employee and the Grievance Manager. Step 1 may be omitted by the employee in complaints of discrimination. See: ODOT Administrative Order B-306-2-(1).

Section 3. Step 2 – Filing a Formal Grievance

An employee who wishes to file a formal grievance must state the grievance on the Internal Agency Grievance Resolution Procedure Form (MPC-900) as required by Merit Rule 455:10-19-43. The employee must file this **completed** form with the Grievance Manager in Room B-5, First Floor, 200 NE 21st Street, Oklahoma City, Oklahoma 73105, (405) 521-2543. The employee must file within twenty (20) calendar days after the employee first becomes aware of, or should have become aware of, the grievable issue with reasonable effort. If the issue is about a continuing condition, the employee must file within twenty (20) days after the last occurrence. The employee must give a copy of the completed form to his or her immediate supervisor.

Section 4. Request or Referral to Step 2 Review

Pursuant to Merit Rule 455:10-19-22, the Grievance Manager will, within seven (7) days of the receipt of an acceptable grievance, refer the grievance to an individual(s) within the Department for a Step 1 or 2 Review, as appropriate. If a request by an employee for a Step 2 Review is received by the Grievance Manager within four (4) days of a completed Step 1 Review, the Grievance Manager will refer the grievance to a Step 2 Review.

1. A Step 1 Reviewer must be within the chain of supervision of the employee. Within seven (7) days of the receipt of the grievance, the Step 1 Reviewer will make findings and issue a decision on the merits of the grievance.
2. A Step 2 Reviewer must not be within the chain of supervision of the employee. Within twenty-one (21) days, the reviewer will review the grievance and will make findings and a recommendation to the Director, who shall issue a decision on the merits of the grievance. If an individual reviewer is unable to review a grievance for any reason, the Grievance Manager will select a new individual to complete the review of the grievance. No individual will serve as a reviewer who has been involved, to any degree whatsoever, with the dispute itself, or with any formal or informal attempts to resolve the dispute prior to the review. An individual reviewer who, for any reason, feels his/her impartiality has been impaired, must decline to serve as a reviewer. The employee has the right to challenge, for bona fide reasons, any individual selected to serve as a

reviewer. The Grievance Manager will rule on the challenge by either confirming the selection or replacing the reviewer.

Section 5. Duties of the Reviewer

It shall be the duty and responsibility of an individual reviewer to provide an impartial review for the resolution of the grievance within the terms and provisions of this Administrative Order, Policy Directive B-301-1 and Subchapter 19 of the Merit Rules entitled "Internal Agency Grievance Resolution Procedures." It shall be the duty of the reviewer to determine standards, rules and procedures controlling the conduct of the review. This will include, but not be limited to, the basis upon, and manner in which, oral statements and written documents may be presented. The reviewer will discuss the matter with the employee. Face-to-face meetings or telephone conversations are required between the employee and the reviewer. The reviewer may consult with Department supervisors and other personnel as necessary to resolve the grievance. An informal meeting may be conducted by the reviewer. If a meeting is held, the employee must be given an opportunity to present the grievance orally. Such a meeting will be non-adversarial in nature and the rules of evidence do not apply.

Section 6. Delivery of Written Documents

Written decisions, notices and letters issued during a grievance will be delivered personally, if possible. Items which are mailed will be sent by certified mail, return receipt requested. The employee must promptly notify the Grievance Manager of any change in his/her mailing address from that stated on the grievance form. The Grievance Manager may end a grievance or advance it to the next phase if a correctly addressed letter is returned.

Section 7. Extension of Time Limits

The time limit of any period within the procedure may be extended, except for the deadline for filing a formal written grievance. The grievance procedure will end within forty-five (45) calendar days after the filing of the formal grievance, as provided in Merit Rule 455:10-19-44(a), unless extended as provided in Merit Rule 455:10-19-44(a)(1)(2).

Section 8. Representation

The employee shall be entitled to be represented in an advisory capacity by a person of his/her own choosing during the review. The employee will bear the full expense of any person chosen as his/her representative. In accordance with Merit Rule 455:10-19-39, if the representative chosen by the employee is an employee of the Department, that representative will be on approved annual leave during official working hours when representing the employee. The Department will pay no part of the expense or costs of representation.

Section 9. Employee Time and Expenses

Employee requests for time to prepare information, leave to attend meetings, and reimbursement for travel and other expenses, shall be handled as provided in Merit Rules 455:10-19-37 and 455:10-19-38. Any Department employee whose presence is requested by the Grievance Manager or a reviewer will meet with the reviewer or Grievance Manager at the expense of the Department. Time spent will be considered as an official absence. The Grievance Manager and an individual reviewer shall have no authority to require anyone, other than Department employees, to meet during the review.

Section 10. Burden of Proof

At all reviews, it shall be the burden of the employee to show that his/her grievance is justified. The employee shall have the opportunity to present to the reviewer statements and documents in support of his grievance.

Section 11. Corrective Action

Should the Step 1 or 2 decision maker find for the employee in whole or part, any corrective action necessary to resolve the grievance will be stated in the decision. This action will be implemented in conformance with this Administrative Order and all other applicable laws, rules, regulations and policies. The Decision Maker shall have broad latitude in determining the proper and necessary corrective action. Corrective action may include, but is not limited to: the removal or modification of a disciplinary action against the employee; reinstatement of the employee to a particular job; the vacating of a position improperly filled, and the cessation of some act or series of acts which constitute prohibited discrimination or retaliation.

Section 12. The Director

The Director reviews the findings and recommendation of a Step 2 Reviewer. He/she may affirm, set aside or alter the recommendation, or any part thereof, as he/she deems proper under the circumstances. Such review shall be confined to the record.

The Director may enter into any grievance at any time to bring about a prompt and impartial resolution. If this Administrative Order and the Internal Agency Grievance Resolution Procedure do not address a question that arises during a grievance, the Director may decide it. The decision must be consistent with Department practice and documented.

Section 13. Disposition of the Grievance

The Grievance Manager will send notification of the end of the grievance and the final written decision or other disposition of the grievance to the employee and appropriate Department supervisors and personnel, as provided in Merit Rule 455:10-19-45.

Section 14. Grievance Records

Step 1 and Step 2 Reviewers shall keep and secure their personal notes. All written documents introduced at the review and pertaining to the grievance shall be maintained as part of the record of review. The Grievance Manager shall be responsible for the safekeeping of all review records. All requests of documents, tape recordings, etc. and the providing of the same must comply with the provisions of the "Oklahoma Open Records Act" as provided in Merit Rule 455:10-19-4. Costs for copies of records will be assessed in conformance with the Act. Should the employee desire a copy of a tape recording made of his/her interview by a reviewer, he/she must provide the Grievance Manager with a cassette tape. An employee or former employee shall have the right of access to the grievances he/she filed after the agency grievance procedure has been completed.

Section 15. Retaliation

No employee shall be disciplined or otherwise prejudiced in his/her employment for exercising his/her rights under the internal agency grievance resolution procedure. Any employee who believes their rights have been violated may file a petition for appeal with the Merit Protection Commission, Merit Rule 455:10-19-8(b).

Section 16. Employee Information and Notice

The agency will furnish a copy of the Grievance Management information policy, including revisions, to each classified employee. The agency must post a notice on all employee bulletin boards giving the name, address and phone number of the employee(s) who are designated to receive and process formal grievances.

Implementation (Advisory)

The supervisor should consult the applicable provisions of this Administrative Order, Subchapter 19 of the Merit Rules entitled "Internal Agency Grievance Resolution Procedures," Policy Directive B-301-1 and Administrative Order B-306-2-(1) before taking any action regarding an employee grievance. It is recommended that copies of the above four documents be kept together for easy accessibility and future reference. Copies of the Internal Agency Grievance Resolution Procedure Form (MPC-900) should be available to employees in their Division Office and from the Grievance Manager. Complaints of discrimination by an unclassified or exempt employee are covered by Administrative Order No. B-306-2-(1).

Informal Complaints of Discrimination

The Civil Rights Division becomes aware of informal complaints whenever:

1. The employee contacts the Oklahoma Department of Transportation Civil Rights Division to seek advice or assistance.

2. The division administrator or supervisor contacts the Civil Rights Division for advice or assistance.

Responsive Actions of the Civil Rights Division:

1. Determine the what, who, when, how and where of each informal inquiry
2. Conduct any necessary investigative functions to determine if the situation involved elements of discrimination and if the matter falls in the jurisdiction of the Civil Rights Division
3. Advise the inquirer of all options including both informal and formal methods of resolution, relevant time limit for filing a formal grievance and any names, forms, addresses or telephone numbers necessary. The advisor, when requested, will also furnish the inquirer with a printed copy of the Oklahoma Department of Transportation internal grievance procedure or, as a state employee, an outline of what information is needed to file an appeal with the Merit Protection Commission or EEOC charge.

Resolving Informal Complaints of Discrimination

The Civil Rights Division administrative staff personnel may take several different approaches in helping to resolve an informal complaint if assistance is requested:

1. The administrative staff member may counsel the employee on how to informally discuss the problem with their immediate supervisor or other administrative personnel; how to handle an interpersonal relationship with a problem co-employee; or how a change in their own behavior might help to improve the situation.
2. The staff member will contact their supervisor or other administrative personnel having jurisdiction over the problem situation. The staff member will determine the supervisor's or administrator's view of the situation. The staff member will advise those involved when action taken appears to be discriminatory or how the situation could become discriminatory. Federal and/or state laws and regulations which apply to the situation will also be discussed.
3. For situations in which the Civil Rights Division staff member makes a preliminary determination that discrimination could be a factor and where the inquirer reports that the opposing side has a different story of what was done or said, the Civil Rights Division may elect to investigate. If they conduct an investigation, they will interview those employees who may have observed any incidents or who work closely enough to the parties involved to know the general working conditions of the division unit. The investigative team makes both verbal and written findings and recommendations to the inquirer and the division administrator and supervisor.

Work Plan for FY 2010

The Civil Rights Division work plan for FY 2010 will include, but not be limited to, the following:

1. Investigating complaints of discrimination;
2. Employing and administrating 15 summer students from Langston University;
3. Representing the Oklahoma Department of Transportation at job fairs to introduce young students to the Transportation Industry;
4. Represent the Oklahoma Department of Transportation at Trade Shows to introduce the Oklahoma Department of Transportation to minority and female owned business so that they may conduct business with the Oklahoma Department of Transportation;
5. Conduct regular EEO Reviews on the Oklahoma Department of Transportation's workforce;
6. Update the Oklahoma Department of Transportation's annual EEO/AAP plan;
7. Increase awareness of the Oklahoma Department of Transportation's antidiscrimination policies;
8. Conduct antidiscrimination training;
9. Represent the Oklahoma Department of Transportation to minority and female organizations;
10. Evaluate and report monthly personnel transactions.

JOB GROUP ANALYSIS

Agency Name and Code Oklahoma Department of Transportation 0345
EEO Category: Official / Administrator

Date: As of June 30, 2009
Job Group:

Salary or Pay Band	Job Family Title	Total Emp.	Male					Female								
			Total Male	White	Black	Hisp.	AS/PI	AJ/AN	Total Female	White	Black	Hisp.	AS/PI	AJ/AN	Total Min.	
19	4553-Asst. Director Fiscal & Programs	1	1	1								0				0
21	4812-Deputy Director	1	1	1								0				0
21	4966-Director	1	1	1								0				0
20	6487-Asst. Director Pre-Constr.	1	1	1								0				0
20	7653-Asst. Director Operations	1	1	1								0				0
19	7655-Asst. Director Administration	1	1	1								0				0
16	7657-Division Engineer	6	6	6								0				0
0	8172-Transportation Coordinator	1	1	1								0				0
16	9292-Director of Internal Audit	1	1	1								0				0
0	B31C-I.S. Manager III	4	4	4								0				0
0	B32A-I.S. Administrator I	1	1	1								0				0
P	B32B-I.S. Administrator II	1	1	1								0				0
0	C32C-HR Prog. Manager III	2	1	1							1	1				0
0	E12D-Adm. Prog. Officer IV	30	21	18			1		1	1	9	7		1		5
N	H10B-Programs Manager II	1	1	1							0					0
0	S12A-Engineering Manager I	1	1	1							0					0
P	S12B-Engineering Manager II	58	49	46			1		1	1	9	7		1		5

JOB GROUP ANALYSIS

Agency Name and Code Oklahoma Department of Transportation 0345

Date: As of June 30, 2009

EEO Category: Professionals

Job Group:

Salary or Pay Band	Job Family Title	Total Emp.	Male					Female						
			Total Male	White	Black	Hisp.	AS/PI	A/AN	Total Female	White	Black	Hisp.	AS/PI	A/AN
14	0765-Project Manager	5	5	4					1	0				1
20	1347-General Counsel	1	1	1						0				0
14	1616-Attorney IV	4	3	3						1	1			0
9	6164-Coop Engr. Trainee XII	14	12	9			2	1	2	2				3
7	6168-Coop. Engr. Trainee III	17	12	12					5	3	1	1		2
16	9145-Attorney	2	2	1					1	0				1
L	B22B-IS Network Administrator II	1	1	1						0				0
N	C32B-HR Program Manager II	1	1	1						0				0
J	C42B-Video Production Spec. II	3	3	3						0				0
L	C42C-Video Production Spec. III	1	1	1						0				0
J	D12B-Auditor II	2	2	2						0				0
J	D14B-Accountant II	29	4	3	1				25	22	2	1		4
L	D14D-Accountant IV	9	5	4	1				4	4				1
L	E12B-Adm. Prog. Officer II	12	1	1					11	10		1		1
M	E12C-Adm. Prog. Officer III	13	7	7					6	6				0
J	E44B-Public Info. Officer II	2	2	2					0					0

JOB GROUP ANALYSIS

Agency Name and Code Oklahoma Department of Transportation 0345

Date: As of June 30, 2009

EEO Category: Technicians

Job Group:

Salary or Pay Band	Job Family Title	Total Emp.	Male					Female							
			Total Male	White	Black	Hisp.	AS/PI	A/AN	Total Female	White	Black	Hisp.	AS/PI	A/AN	Total Min.
H	B20B-Telecom Tech II	1	1	1											0
J	B21B-I.S. Network Mgt. spec. II	4	3	2					1						1
K	B21C-I.S. Network Mgt. Spec III	15	14	11	1			1	1						3
L	B21D-I.S. Network Mgt. Spec. IV	1	1	1											0
L	B30B-I.S. Oper. System Spec. II	4	3	3						1					1
M	B30C-I.S. Oper. System Spec. III	5	3	3									1		1
N	B30D-I.S. Oper. System Spec. IV	1	1	1											0
K	B51D-I.S. App. Spec. II	3	1	1										1	1
L	B51C-I.S. App. Spec. III	3	3	3											0
M	B51D-I.S. App. Specialist IV	12	6	6									6	3	1
F	E36B-Optical Imaging Spec. II	4	2	1	1									2	1
H	E50A-Photographer I	2	2	2											0
F	T10A-CADD Spec. I	7	6	5			1							1	1
G	T10B-CADD Spec. II	22	21	17	1		1	1	1					1	1
I	T10C-CADD Spec. III	28	20	14	2		1	2	1					8	7
J	T10D-CADD Spec. IV	16	14	12				2						2	2
K	T10E-CADD Spec. V	39	29	24	4				1					10	9

JOB GROUP ANALYSIS

Agency Name and Code Oklahoma Department of Transportation 0345

Date: As of June 30, 2009

EEO Category: Administrative Support

Job Group:

Salary or Pay Band	Job Family Title	Total Emp.	Male					Female							
			Total Male	White	Black	Hisp.	AS/PI	A/AN	Total Female	White	Black	Hisp.	AS/PI	A/AN	Total Min.
10	4792-Adm. Asst. to Director	1	0								1				1
0	5781-Exec. Asst. to Commission	1	0								1				0
D	E16A-Adm. Tech I	2	0								2			1	1
E	E16B-Adm. Tech II	12	1					1			11	7	1	1	5
F	E16C-Adm. Tech. III	77	4	4							73	66	1	1	7
H	E17A-Adm. Tech. I	15	0								15	14	1		1
I	E17B-Adm. Asst. II	34	1	1							33	27	2	2	6
G	E24B-Secretary II	9	0								9	8			1
H	E24C-Secretary III	2	0								2	2			0
I	E24D-Secretary IV	3	0								3	3			0
H	E25B-Legal Secretary II	1	0								1	1			0
I	E25C-Legal Secretary III	1	0								1	1			0
D	F20A-Material Mgt. Spec. I	2	1	1							1	1			0
E	F20B-Material Mgt. Spec. II	3	1							1	2	2			1
J	E24E-Secretary V	0	0								0				0
Total for Job Group (number):		163	8	6	0	0	0	0	0	2	155	134	5	4	11
Total for Job Group (percent):			5%	4%	0%	0%	0%	0%	0%	1%	95%	82%	3%	2%	7%

JOB GROUP ANALYSIS

Agency Name and Code Oklahoma Department of Transportation 0345

Date: As of June 30, 2009

EEO Category: Skilled Craft Workers

Job Group:

Salary or Pay Band	Job Family Title	Total Emp.	Male					Female							
			Total Male	White	Black	Hisp.	AS/PI	AJ/AN	Total Female	White	Black	Hisp.	AS/PI	AJ/AN	Total Min.
H	E34B-Offset Press Operator II	1	1	1											0
I	E34D-Offset Press Operator IV	1	1	1											0
L	E37A-Reproduction Svcs. Oper. I	1	0								1	1			0
F	F41A-Constr. Maint. Tech. I	3	2	2							1	1			0
G	F41B-Constr. Maint. Tech. II	6	6	6							0				0
G	F47B-Auto Engine Mech. II	2	2	1				1			0				1
H	F47C-Auto Engine Mech. III	44	44	35	3	1	1	1	4	0	0				9
I	F47D-Auto Engine Mech. IV	4	4	3					1	0	0				1
J	F47A-Auto Engine Mech. V	8	7	7						1	1				0
F	F48A-Welder I	1	1	1						0					0
G	F48B-Welder II	3	3	3						0					0
H	F48C-Welder III	9	9	9						0					0
F	F78B-Equipment Oper. II	1	1	1						0					0
F	E33B-Bindery Worker II	2	1	1						1	1			1	1
H	E33C-Bindery Worker III	1	0							1	1			1	1
		0	0							0					0
Total for Job Group (number):		87	82	71	3	1	2	5	3	2	0	0	0	0	13
Total for Job Group (percent):			94%	82%	3%	1%	2%	6%	3%	2%	0%	0%	0%	0%	15%

JOB GROUP ANALYSIS

Agency Name and Code Oklahoma Department of Transportation 0345
EEO Category: Service Maintenance

Date: As of June 30, 2009
Job Group:

Salary or Pay Band	Job Family Title	Total Emp.	Male					Female							
			Total Male	White	Black	Hisp.	AS/PI	AU/AN	Total Female	White	Black	Hisp.	AS/PI	AU/AN	Total Min.
E	T25A-Trans. Equip. Oper. I	145	130	107	3	4		16	15	13	2				25
F	T25B-Trans. Equip. Oper. II	434	413	330	11	14	1	57	21	17	1		3	87	
G	T25C-Trans. Equip. Oper. III	190	187	156	9	9		13	3	3				31	
H	T25D-Trans. Equip. Oper. IV	90	90	74	3	3		10	0					16	
J	T26A-Trans. Supt. I	9	9	8	1				0					1	
K	T27B-Trans. Supt. II	2	2	1	1				0					1	
L	T26C-Trans. Supt. III	1	1		1				0					1	
		0	0						0					0	
Total for Job Group (number):		871	832	676	29	30	1	96	39	33	1	2	0	3	162
Total for Job Group (percent):			96%	78%	3%	3%	0%	11%	4%	4%	0%	0%	0%	0%	19%

OPM-AA/EEEO-3 (07/14/2009)

Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 0345

June 30, 2009
(date)

EEO Category: Official / Administrator

Job Group: _____

Factors	Raw Availability %					Weight Factor	Weighted Availability *					Source of Statistics	
	Black	Hisp	As/PI	AI/AN	Total Min		Black	Hisp	As/PI	AI/AN	Total Min		
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	5.80	3.10	1.60	2.90	15.90	1.00	5.80	3.10	1.60	2.90	15.90	39.70	OPM 2000 Oklahoma City MSA
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
Total						1.00	5.80	3.10	1.60	2.90	15.90	39.70	
Final Availability							5.8%	3.1%	1.6%	2.9%	15.9%	39.7%	

* (Raw Availability % X Weight Factor = Weighted Availability)

OPM-AA/EEO-4 (07/14/2009)

Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 0345

June 30, 2009
(date)

EEO Category: Professionals

Job Group:

Factors	Raw Availability %						Weight Factor	Weighted Availability *						Source of Statistics
	Black	Hisp	As/PI	A/AN	Total Min	Fem		Black	Hisp	As/PI	A/AN	Total Min	Fem	
Percentage of minorities or females having requisite skills in the area 1. which the agency can reasonably recruit.	6.00	2.40	3.40	2.60	17.10	52.80	1.00	6.00	2.40	3.40	2.60	17.10	52.80	OPM 2000 Oklahoma City MSA
Percentage of minorities or females promotable, transferable, and 2. trainable within the agency's organization.														
3. Other relevant factors														
Total							1.00	6.00	2.40	3.40	2.60	17.10	52.80	
Final Availability								6.0%	2.4%	3.4%	2.6%	17.1%	52.8%	

* (Raw Availability % X Weight Factor = Weighted Availability)

OPM-AA/EEO-4 (07/14/2009)

Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 0345

June 30, 2009
(date)

EEO Category: Technicians

Job Group:

Factors	Raw Availability %						Weight Factor	Weighted Availability *						Source of Statistics
	Black	Hisp	As/PI	A/AN	Total Min	Fem		Black	Hisp	As/PI	A/AN	Total Min	Fem	
Percentage of minorities or females having requisite skills in the area 1. which the agency can reasonably recruit.	10.20	2.60	2.50	3.50	21.60	55.50	1.00	10.20	2.60	2.50	3.50	21.60	55.50	OPM 2000 Oklahoma City MSA
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors														
Total							1.00	10.20	2.60	2.50	3.50	21.60	55.50	
Final Availability								10.2%	2.6%	2.5%	3.5%	21.6%	55.5%	

* (Raw Availability % X Weight Factor = Weighted Availability)

OPM-AAJEE0-4 (07/14/2009)

Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 0345

June 30, 2009
(date)

EEO Category: Administrative Support

Job Group:

Factors	Raw Availability %					Weight Factor	Weighted Availability *					Source of Statistics													
	Black	Hisp	As/PI	A/AN	Total Min		Black	Hisp	As/PI	A/AN	Total Min		Fem												
Percentage of minorities or females having requisite skills in the area 1. which the agency can reasonably recruit.	9.70	3.50	1.50	3.80	21.90	68.70	1.00																OPM 2000 Oklahoma City MSA		
Percentage of minorities or females promotable, transferable, and 2. trainable within the agency's organization.																									
3. Other relevant factors																									
Total							1.00																		
Final Availability																									

* (Raw Availability % X Weight Factor = Weighted Availability)

OPM-AA/EEO-4 (07/14/2009)

Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 0345

June 30, 2009
(date)

EEO Category: Skilled Craft Workers

Job Group:

Factors	Raw Availability %						Weight Factor	Weighted Availability *						Source of Statistics
	Black	Hisp	As/PI	A/AN	Total Min	Fem		Black	Hisp	As/PI	A/AN	Total Min	Fem	
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	3.80	5.60	0.70	7.50	21.90	6.50	1.00	3.80	5.60	0.70	7.50	21.90	6.50	OPM 2000 Statewide MSA
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors														
Total							1.00	3.80	5.60	0.70	7.50	21.90	6.50	
Final Availability								3.8%	5.6%	0.7%	7.5%	21.9%	6.5%	

* (Raw Availability % X Weight Factor = Weighted Availability)

OPM-AAVEEO-4 (07/14/2009)

Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 0345

June 30, 2009
(date)

EEO Category: Service Maintenance

Job Group:

Factors	Raw Availability %						Weight Factor	Weighted Availability *						Source of Statistics
	Black	Hisp	As/PI	A/AN	Total Min	Fem		Black	Hisp	As/PI	A/AN	Total Min	Fem	
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	8.90	7.80	1.70	8.50	31.10	41.50	1.00	8.90	7.80	1.70	8.50	31.10	41.50	OPM 2000 Statewide MSA
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors														
Total							1.00	8.90	7.80	1.70	8.50	31.10	41.50	
Final Availability								8.9%	7.8%	1.7%	8.5%	31.1%	41.5%	

* (Raw Availability % X Weight Factor = Weighted Availability)

OPM-AAJEE-4 (07/14/2009)

Utilization Analysis

Agency Name and Code:

Oklahoma Department of Transportation 0345

June 30, 2009

Date

Job Group	Incumbents										Utilization*									
	Total	Black	Hisp.	AS/PI	AI/AN	Fem.	Total Min	Black		Hispanic		Asian/Pacific Islander		American Indian/A N.		Total Minorities		Female		
								% Avail	% in Cat	Under Util	% Avail	% in Cat	Under Util	% Avail	% in Cat	Under Util	% Avail	% in Cat	Under Util	% Avail
Official / Administrator	170	3	4	5	5	32	17	5.8%	1.8%	3.1%	2.4%	1.6%	2.9%	2.9%	2.9%	15.9%	10.0%	39.7%	18.8%	Y
Professionals	368	21	8	10	14	138	53	6.0%	5.7%	2.4%	2.2%	3.4%	2.7%	2.6%	3.8%	17.1%	14.4%	52.8%	37.4%	Y
Technicians	847	38	24	12	66	117	140	10.2%	4.5%	2.6%	2.8%	2.5%	1.4%	3.5%	7.8%	21.6%	16.5%	55.5%	13.8%	Y
Protective Services	0	0	0	0	0	0	0	0.0%	#DIV/0!	0.0%	#DIV/0!	0.0%	#DIV/0!	0.0%	#DIV/0!	0.0%	#DIV/0!	0.0%	#DIV/0!	#DIV/0!
Paraprofessionals	0	0	0	0	0	0	0	0.0%	#DIV/0!	0.0%	#DIV/0!	0.0%	#DIV/0!	0.0%	#DIV/0!	0.0%	#DIV/0!	0.0%	#DIV/0!	#DIV/0!
Administrative Support	163	5	4	1	13	155	23	9.7%	3.1%	3.5%	2.5%	1.5%	0.6%	3.8%	8.0%	21.9%	14.1%	68.7%	95.1%	N
Skilled Craft Workers	87	5	1	2	5	5	13	3.8%	5.7%	5.6%	1.1%	0.7%	2.3%	7.5%	5.7%	21.9%	14.9%	6.5%	5.7%	N
Service Maintenance	871	30	32	1	99	39	162	8.9%	3.4%	7.8%	3.7%	1.7%	0.1%	8.5%	11.4%	31.1%	18.6%	41.5%	4.5%	Y

* Significance Test: Whole Person

OPM-AA/EEO-5
(07/14/2009)

PRESENT STAFFING

Agency Name and Code:

Oklahoma Department of Transportation 0345

EEO Coordinator: John White

As of: June 30, 2009

Job Categories	MALE										FEMALE									
	TOT EMP	WHITE	BLACK	HISP	AS/PI	AI/AN	TOT MALE	WHITE	BLACK	HISP	AS/PI	AI/AN	TOT FEM	TOT MIN						
Official/ Admin	170	126	2	3	3	4	138	27	1	1	2	1	32	17						
% Represented		74.1	1.2	1.8	1.8	2.4	81.2	15.9	0.6	0.6	1.2	0.6	18.8	10.0						
% CLF		53.9	1.8	1.3	0.7	2.7	62.4	31.0	1.8	1.0	0.3	2.2	37.6	15.1						
Professionals	369	199	9	6	8	9	231	117	12	2	2	5	138	53						
% Represented		53.9	2.4	1.6	2.2	2.4	62.6	31.7	3.3	0.5	0.5	1.4	37.4	14.4						
% CLF		37.3	1.8	0.9	1.3	1.8	44.4	45.5	2.9	1.1	0.9	3.3	55.6	17.2						
Technicians	847	612	33	21	9	55	730	95	5	3	3	11	117	140						
% Represented		72.3	3.9	2.5	1.1	6.5	86.2	11.2	0.6	0.4	0.4	1.3	13.8	16.5						
% CLF		32.4	2.2	1.2	0.6	2.5	40.3	45.7	4.9	1.0	0.7	5.1	59.7	21.9						
Protective Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
% Represented		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!						
% CLF		66.2	4.5	1.7	0.3	7.1	83.3	12.2	1.8	0.5	0.2	1.3	16.7	21.6						
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
% Represented		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!						
% CLF		32.4	2.2	1.2	0.6	2.5	40.3	45.7	4.9	1.0	0.7	5.1	59.7	21.9						
Admin Support	163	6	0	0	0	2	8	134	5	4	1	11	155	23						
% Represented		3.7	0.0	0.0	0.0	1.2	4.9	82.2	3.1	2.5	0.6	6.7	95.1	14.1						
% CLF		23.5	2.1	0.9	0.3	1.7	29.9	55.3	5.0	2.0	0.6	4.6	70.1	21.2						
Skilled Craft Workers	87	71	3	1	2	5	82	3	2	0	0	0	5	13						
% Represented		81.6	3.4	1.1	2.3	5.7	94.3	3.4	2.3	0.0	0.0	0.0	5.7	14.9						
% CLF		73.3	3.4	5.3	0.5	7.0	93.5	4.8	0.4	0.3	0.2	0.5	6.5	21.9						
Service Maintenance	871	676	29	30	1	96	832	33	1	2	0	3	39	162						
% Represented		77.6	3.3	3.4	0.1	11.0	95.5	3.8	0.1	0.2	0.0	0.3	4.5	18.6						
% CLF		40.5	4.8	5.2	0.8	4.8	58.5	28.4	4.1	2.6	0.9	3.7	41.5	31.1						
TOTALS	2507	1690	76	61	23	171	2021	409	26	12	8	31	486	408						
% Represented		67.4	3.0	2.4	0.9	6.8	80.6	16.3	1.0	0.5	0.3	1.2	19.4	16.3						
% CLF		41.7	3.0	2.8	0.7	3.5	53.8	35.4	3.4	1.7	0.6	3.3	46.2	22.9						

OPM-AA/EEO-6

(07/14/2009)

Evaluation of Previous EEO Efforts (NEW HIRES)

Agency Name and Code: Oklahoma Department of Transportation 0345

As Of: June 30, 2009

Summary		Total New Hires	White	Black	Hisp	AS/PI	AI/AN	Total Min	Male	Female
1. New Hires FY	2007	Number	233	9	9	4	22	44	226	51
2. New Hires FY	2008	Number	219	11	7	6	29	53	229	43
3. New Hires FY	2009	Number	244	13	12	4	32	61	255	50
Total Number for Three Year Period			696	33	28	14	83	158	710	144
Total Percent for Three Year Period		Percent	81%	4%	3%	2%	10%	19%	83%	17%
Total Percent for Current Year		%	80%	4%	4%	1%	10%	20%	84%	16%

NEW HIRES FOR CURRENT REPORTING YEAR ONLY

EEO Categories	Total New Hires	Male						Female						
		White	Black	Hisp	AS/PI	AI/AN	Total Male	White	Black	Hisp	AS/PI	AI/AN	Total Fem	Total Min
Official/Administrator	1						0	1					1	0
Professionals	19	10	1	1			12	4	3				7	5
Technicians	109	77	5	3	3	10	98	8		1		2	11	24
Protective Services	0						0						0	0
Paraprofessionals	0						0						0	0
Administrative Support	21	1					1	17		1		2	20	3
Skilled Craft	6	4			1		5	1					1	1
Service Maintenance	149	113	4	4		18	139	8		2			10	28
TOTALS	305	205	10	8	4	28	255	39	3	4	0	4	50	61

State of Oklahoma
 State and Local Government Information
 EEO-4 Report

State of Oklahoma
 State Dept of Transportation, Transportation Bldg, 200 NE 21st, Oklahoma City, OK 73105-3204
 Control Number 40100000

FUNCTION 02:Streets and Highways

1. Full-Time Employees

Job Category	Salaries	Total A	Male					Female					
			B Wht	C Blk	D Hsp	E Asn	F AmInd	G Wht	H Blk	I Hsp	J Asn/PcIs	K AmInd	
Officl/Adm	07 \$55.0-69.9	35	21		1	1		1	9	1		1	
	08 70.0 Plus	135	105	2	2	2		3	18		1	1	1
Professnls	12 \$25.0-32.9	18	11					1	3	2	1		
	13 33.0-42.9	101	24	3	1	5			56	7		2	3
	14 43.0-54.9	141	81	4	2	1		3	44	3	1		2
	15 55.0-69.9	90	70	1	3	2		2	12				2
	16 70.0 Plus	19	13	1				3	2				
Technicns	19 \$20.0-24.9	39	31	1	2			2	3				
	20 25.0-32.9	208	131	8	7	2		25	29	1	1		4
	21 33.0-42.9	236	166	10	6	4		16	28	2		1	3
	22 43.0-54.9	346	273	14	6	3		12	31	1	2		4
	23 55.0-69.9	18	11						4	1		2	
Admin Supp	42 \$16.0-19.9	2							1				1
	43 20.0-24.9	14	1					1	9	1	1		1
	44 25.0-32.9	134	5					1	113	3	3	1	8
	45 33.0-42.9	11							10				1
	46 43.0-54.9	1							1				
	47 55.0-69.9	1								1			
Skill Crft	51 \$20.0-24.9	1									1		
	52 25.0-32.9	20	16			2			1		1		
	53 33.0-42.9	58	49	3	1			4	1				
	54 43.0-54.9	8	6					1	1				
Serv/Maint	59 \$20.0-24.9	148	109	5	4			15	13		2		
	60 25.0-32.9	623	484	20	23	1		71	20	1			3
	61 33.0-42.9	100	83	4	3			10					
Total													
Full Time	65	2507	1690	76	61	23		171	409	26	12	8	31

State of Oklahoma
 State and Local Government Information
 EEO-4 Report

State of Oklahoma
 State Dept of Transportation, Transportation Bldg, 200 NE 21st, Oklahoma City, OK 73105-3204
 Control Number 40100000

FUNCTION 02: Streets and Highways

2. Other Than Full-Time Employees

Job Category	Total A	Male					Female				
		B Wht	C Blk	D Hsp	E Asn	F AmInd	G Wht	H Blk	I Hsp	J Asn/PcIs	K AmInd
Professnls 67	1	1									
Admin Supp 71	63	28	6	1	1	5	11	10			1
Total Other Than F-T 74	64	29	6	1	1	5	11	10	0	0	1

State of Oklahoma
State Dept of Transportation, Transportation Bldg, 200 NE 21st, Oklahoma City, OK 73105-3204
Control Number 40100000

FUNCTION 02: Streets and Highways

3. New Hires During Fiscal Year - Permanent Full Time Only

Job Category	Total A	Male					Female				
		B Wht	C Blk	D Hsp	E Asn	F AmInd	G Wht	H Blk	I Hsp	J Asn/PcIs	K AmInd
Officl/Adm 75	1						1				
Professnls 76	19	10	1	1			4		3		
Technicns 77	109	77	5	3	3	10	8		1	2	
Admin Supp 80	21	1					17		1	2	
Skill Crft 81	6	4			1		1				
Serv/Maint 82	149	113	4	4		18	8		2		
Total											
New Hires 83	305	205	10	8	4	28	39	3	4	0	4

List of Agencies in this Function

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.)

Name of Contact Person: JOHN A WHITE Title of Contact Person: CIVIL RIGHTS ADMINISTRATOR
Address: State Dept of Transportation, Transportation Bldg, 200 NE 21st, Oklahoma City, OK 73105-3204 Phone: (405) 521-2631

Authorized Official:
Name Typed: JOHN A WHITE

Signature: John A White Date: 8/10/09

Oklahoma Department of Transportation
Unclassified Salary Schedule
 Effective April 1, 2000

Pay Band	Rate	Minimum	Midpoint	Maximum
00 *	Annual	\$18,310		\$120,000
	Monthly	\$1,525.83		\$10,000
01 **	Annual	\$3,600	\$5,400	\$7,200
	Monthly	\$300	\$450	\$600
02 ***	Annual	\$7,200	\$10,800	\$14,400
	Monthly	\$600	\$900	\$1,200
03 ***	Annual	\$10,800	\$16,200	\$21,600
	Monthly	\$900	\$1,350	\$1,800
04 ***	Annual	\$14,400	\$21,600	\$28,800
	Monthly	\$1,200	\$1,800	\$2,400
05 ***	Annual	\$18,000	\$27,000	\$36,000
	Monthly	\$1,500	\$2,250	\$3,000
06	Annual	\$21,600	\$32,400	\$43,200
	Monthly	\$1,800	\$2,700	\$3,600
07	Annual	\$25,200	\$37,800	\$50,400
	Monthly	\$2,100	\$3,150	\$4,200
08	Annual	\$28,800	\$43,200	\$57,600
	Monthly	\$2,400	\$3,600	\$4,800
09	Annual	\$32,400	\$48,600	\$64,800
	Monthly	\$2,700	\$4,050	\$5,400
10	Annual	\$36,000	\$54,000	\$72,000
	Monthly	\$3,000	\$4,500	\$6,000
11	Annual	\$39,600	\$59,400	\$79,200
	Monthly	\$3,300	\$4,950	\$6,600
12	Annual	\$43,200	\$64,800	\$86,400
	Monthly	\$3,600	\$5,400	\$7,200
13	Annual	\$46,800	\$70,200	\$93,600
	Monthly	\$3,900	\$5,850	\$7,800
14	Annual	\$50,400	\$75,600	\$100,800
	Monthly	\$4,200	\$6,300	\$8,400
15	Annual	\$54,000	\$81,000	\$108,000
	Monthly	\$4,500	\$6,750	\$9,000
16	Annual	\$57,600	\$86,400	\$115,200
	Monthly	\$4,800	\$7,200	\$9,600
17	Annual	\$61,200	\$91,800	\$122,400
	Monthly	\$5,100	\$7,650	\$10,200
18	Annual	\$64,800	\$97,200	\$129,600
	Monthly	\$5,400	\$8,100	\$10,800
19	Annual	\$68,400	\$102,600	\$136,800
	Monthly	\$5,700	\$8,550	\$11,400
20	Annual	\$72,000	\$108,000	\$144,000
	Monthly	\$6,000	\$9,000	\$12,000
21	Annual	\$75,600	\$113,400	\$151,200
	Monthly	\$6,300	\$9,450	\$12,600

Divide Monthly Rate by 173.33 to get Hourly Rate

Notes:

- * - Min salary on band 00 reflects 2009 min wage per HB 1114 as set by US Dept of Health & Human Services (min hourly rate of \$8.80/hr)
- ** - Pay band 01 for ODOT Commissioners only (Commissioners are exempt from min wage per HB 1114)
- *** - Pay bands 02 thru 05 not currently used - watch for min wage if later used

Revised: August 5, 2009

Oklahoma Department of Transportation
Pay Band Assignment
Unclassified Service
Effective April 1, 2000

Code	Title	Pay Band
0020	Temporary	00
0286	Undergraduate Intern (Carl Albert)	00
0287	Executive Fellow (Carl Albert)	00
0765	Project Manager	14
1347	General Counsel	20
1615	Attorney III	12
1616	Attorney IV	14
1767	Student Employment	00
3146	Senior Financial Accountant (CPA)	12
3999	State Work Incentive Program (SWIP)	00
4479	Chief, Legal & Business Services	14
4553	Asst Director, Fiscal and Programs	19
4792	Administrative Assistant to Director	10
4812	Deputy Director	21
4966	Director	21
5696	Chief Engineer	21
5781	Executive Asst to Commission	00
6161	Deputy General Counsel, CRD	14
6164	Coop Engineer Trainee XII	09
6165	Tort Litigation Administrator	14
6168	Coop Engineer Trainee III	07
6487	Asst Director, Pre-Construction	20
7653	Asst Director, Operations	20
7655	Asst Director, Administration	19
7657	Division Engineer	16
8172	Transportation Coordinator	00
9145	Attorney	16
9292	Director of Internal Audit	16
9327	Internal Audit Manager	12
9903	Commissioner	01
XXXX	Cabinet Secretary	21

Oklahoma

Occupations of Civilian Labor Force by Minority Status and Gender
2000 Census EEO Data

Occupation	Sex		Total	White non-Hispanic	Black non-Hispanic	Hispanic	Asian/PI non-Hispanic	AIAN non-Hispanic	Total Minority
All Occupations	Total	# %	1,632,125 100%	1,258,410 77.1%	104,930 6.4%	72,769 4.5%	21,807 1.3%	111,415 6.8%	373,715 22.9%
	Female	# %	753,433 46.2%	577,905 35.4%	55,240 3.4%	27,199 1.7%	10,572 0.6%	53,250 3.3%	175,528 10.8%
Official/Administrator	Total	# %	210,195 100%	178,380 84.9%	7,650 3.6%	4,895 2.3%	2,145 1.0%	10,315 4.9%	31,815 15.1%
	Female	# %	79,090 37.6%	65,105 31.0%	3,860 1.8%	2,000 1.0%	740 0.3%	4,660 2.2%	13,985 6.6%
Professional	Total	# %	262,800 100%	217,535 82.8%	12,300 4.7%	5,285 2.0%	5,820 2.2%	13,485 5.1%	45,265 17.2%
	Female	# %	146,065 55.6%	119,545 45.5%	7,705 2.9%	2,880 1.1%	2,475 0.9%	8,590 3.3%	26,520 10.1%
Technician/Paraprofessional	Total	# %	42,365 100%	33,095 78.1%	3,015 7.1%	930 2.2%	539 1.3%	3,215 7.6%	9,270 21.9%
	Female	# %	25,284 59.7%	19,365 45.7%	2,060 4.9%	425 1.0%	284 0.7%	2,180 5.1%	5,919 14.0%
Protective Service	Total	# %	28,930 100.00%	22,670 78.4%	1,815 6.3%	624 2.2%	149 0.5%	2,435 8.4%	6,260 21.6%
	Female	# %	4,836 16.7%	3,515 12.2%	515 1.8%	139 0.5%	54 0.2%	390 1.3%	1,321 4.6%
Administrative Support	Total	# %	399,220 100%	314,780 78.8%	28,540 7.1%	11,655 2.9%	3,795 0.9%	25,145 6.3%	84,440 21.2%
	Female	# %	279,865 70.1%	220,665 55.3%	20,160 5.0%	7,905 2.0%	2,355 0.6%	18,230 4.6%	59,200 14.8%
Skilled Craft	Total	# %	194,915 100%	152,200 78.1%	7,375 3.8%	11,010 5.6%	1,475 0.7%	14,675 7.5%	42,715 21.9%
	Female	# %	12,660 6.5%	9,315 4.8%	780 0.4%	680 0.3%	340 0.2%	975 0.5%	3,345 1.7%
Service/Maintenance	Total	# %	484,045 100%	333,650 68.9%	42,940 8.9%	37,645 7.8%	7,755 1.7%	41,215 8.5%	150,395 31.1%
	Female	# %	200,800 41.5%	137,345 28.4%	19,630 4.1%	12,740 2.6%	4,255 0.9%	17,695 3.7%	63,455 13.1%
Unemployed	Total	# %	9,655 100%	6,100 63.2%	1,295 13.4%	725 7.5%	129 1.3%	930 9.6%	3,555 36.8%
	Female	# %	4,833 50.1%	3,050 31.6%	530 5.5%	430 4.5%	69 0.7%	530 5.5%	1,783 18.5%

Total Minority was calculated by subtracting Whites non-Hispanics from the Total

NOTE: Estimates may not add to the total due to rounding. For information on confidentiality protection, sampling error, nonsampling error, and accuracy of the data, see <http://www.census.gov/prod/cen2000/doc/sf3chap8.pdf>

Source: US Census Bureau, Census 2000 special tabulation

Oklahoma City MSA (Canadian, Cleveland, Logan, McClain, Oklahoma, Pottawatomie)

Occupations of Civilian Labor Force by Minority Status and Gender
2000 Census EEO Data

Occupation	Sex		Total	White non-Hispanic	Black non-Hispanic	Hispanic	Asian/PI non-Hispanic	AIAN non-Hispanic	Total Minority
All Occupations	Total	#	537,715	409,595	48,839	29,288	12,658	19,874	128,120
		%	100%	76.2%	9.1%	5.4%	2.3%	3.7%	23.8%
	Female	#	251,995	190,765	25,869	11,034	6,054	9,945	61,230
		%	46.9%	35.5%	4.8%	2.1%	1.1%	1.8%	11.4%
Official/Administrator	Total	#	71,595	60,215	3,870	2,185	1,144	2,075	11,380
		%	100%	84.1%	5.4%	3.1%	1.6%	2.9%	15.9%
	Female	#	28,409	23,340	1,970	865	399	1,020	5,069
		%	39.7%	32.6%	2.8%	1.2%	0.6%	1.4%	7.1%
Professional	Total	#	95,920	79,475	5,720	2,315	3,265	2,525	16,445
		%	100%	82.9%	6.0%	2.4%	3.4%	2.6%	17.1%
	Female	#	50,645	41,515	3,600	1,165	1,410	1,540	9,130
		%	52.8%	43.3%	3.8%	1.2%	1.4%	1.6%	9.5%
Technician/Paraprofessional	Total	#	14,060	11,025	1,430	365	350	490	3,035
		%	100%	78.4%	10.2%	2.6%	2.5%	3.5%	21.6%
	Female	#	7,809	6,045	890	145	135	335	1,764
		%	55.5%	43.0%	6.3%	1.0%	1.0%	2.4%	12.5%
Protective Service	Total	#	9,785	7,865	844	258	80	424	1,920
		%	100.00%	80.4%	8.6%	2.6%	0.8%	4.3%	19.6%
	Female	#	1,848	1,360	234	94	30	80	488
		%	18.9%	13.9%	2.4%	1.0%	0.3%	0.8%	5.0%
Administrative Support	Total	#	143,620	112,235	13,965	5,000	2,220	5,475	31,385
		%	100%	78.1%	9.7%	3.5%	1.5%	3.8%	21.9%
	Female	#	98,640	76,790	10,100	3,350	1,335	3,835	21,850
		%	68.7%	53.5%	7.0%	2.3%	0.9%	2.7%	15.2%
Skilled Craft	Total	#	58,695	45,755	3,155	4,420	919	2,420	12,940
		%	100%	78.0%	5.4%	7.5%	1.6%	4.1%	22.0%
	Female	#	4,269	2,940	405	305	240	210	1,329
		%	7.3%	5.0%	0.7%	0.5%	0.4%	0.4%	2.3%
Service/Maintenance	Total	#	141,110	91,340	19,265	14,455	4,565	6,370	49,770
		%	100%	64.7%	13.7%	10.2%	3.2%	4.5%	35.3%
	Female	#	58,925	37,925	8,400	4,950	2,450	2,875	21,000
		%	41.8%	26.9%	6.0%	3.5%	1.7%	2.0%	14.9%
Unemployed	Total	#	2,930	1,685	590	290	115	95	695
		%	100%	57.5%	20.1%	9.9%	3.9%	3.2%	23.7%
	Female	#	1,450	850	270	160	55	50	600
		%	49.5%	29.0%	9.2%	5.5%	1.9%	1.7%	20.5%

Total Minority was calculated by subtracting Whites non-Hispanics from the Total

NOTE: Estimates may not add to the total due to rounding. For information on confidentiality protection, sampling error, nonsampling error, and accuracy of the data, see <http://www.census.gov/prod/cen2000/doc/sf3chap8.pdf>

Source: US Census Bureau, Census 2000 special tabulation