

# OKLAHOMA DEPARTMENT OF TRANSPORTATION



## EQUAL EMPLOYMENT OPPORTUNITY

## AND AFFIRMATIVE ACTION PLAN

FY 2013

*The Oklahoma Department of Transportation ensures that no person or groups of persons shall, on the grounds of race, color, sex, age, national origin, disability/handicap, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services or activities administered by ODOT, its recipients, sub-recipients and contractors.*



# **TABLE OF CONTENTS**

## **FY 2013 AFFIRMATIVE ACTION PLAN**

ODOT Policy Statements and Delegation of Authority

    Equal Employment Policy Statement

    Sexual Harassment Policy Statement

    Compliance with ADA Statement

Responsibility for AA/EEO Implementation

Agency Organization Chart

Dissemination of Affirmative Action Plan

Affirmative Action for Disabled and Older Persons

Training and Recruitment

Evaluation of Preceding Year's AA/EEO Efforts

Identification and Analysis of Problem Areas—Corrective Action

ODOT Policy Directive—Sexual Harassment

**STATISTICAL INFORMATION**

Three-Year Evaluation of Previous EEO Efforts

Job Group Analysis

Utilization Analysis

    ODOT Division Profiles as of June 30, 2012

    ODOT Applicant Flow and Hire Summary by Job Group

Present Staffing Report

Personnel Transactions Report

Appendix



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

**Oklahoma Division**

September 11, 2012

5801 N. Robinson Ave, Ste 300  
Oklahoma City, OK 73118  
(405) 254-3300  
(405) 254-3302 (fax)  
<http://www.fhwa.dot.gov/okdiv>

In Reply Refer To:  
HDA-OK

Mr. Gary M. Ridley, Director  
Oklahoma Department of Transportation  
200 Northeast 21<sup>st</sup> Street  
Oklahoma City, OK 73105-3204

Dear Mr. Ridley:

FHWA has completed the review of the Oklahoma Department of Transportation (ODOT) Equal Employment Opportunity Program/Affirmative Action Plan (EEO/AAP) for FY 2013. The previously identified deficiencies have been satisfactorily resolved and ODOT has expeditiously replied to our comments and feedback during the plan's development.

Therefore, in accordance with 23 CFR Part 230, the ODOT Equal Employment Opportunity Program/Affirmative Action Plan (Part II) is approved for implementation in FY 2013. This approval is for one calendar year, by which time an updated plan must be submitted for review and approval.

Lastly, please submit the FY 2013 ODOT Contractor Compliance Program (Part I) under separate correspondence for review and approval before October 1, 2012.

If you have any questions or concerns regarding this matter, please contact Darren Kaihlanen directly at (405) 254-3312.

Sincerely,

Ivan Marrero  
Assistant Division Administrator



## OKLAHOMA DEPARTMENT OF TRANSPORTATION

200 N. E. 21st Street  
Oklahoma City, OK 73105-3204

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**To: All ODOT Staff**

**From: Gary Ridley, Director**

**Date: August 17, 2012**

**Re: Policy on Equal Employment Opportunity and Affirmative Action**

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, 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, and e-mail address [gpringle@odot.org](mailto:gpringle@odot.org) has been delegated the responsibility of implementing the affirmative action plan, monitoring and evaluating progress and reporting the results to me.

We are fully committed to implementation of this policy. We expect all employees to perform in a manner that will demonstrate this Agency's firm commitment to this most important area. I accept overall responsibility for equal employment opportunity and affirmative action within this agency.

  
\_\_\_\_\_  
Gary Ridley, Director  
Oklahoma Department of Transportation

8-27-12  
\_\_\_\_\_  
Date



## OKLAHOMA DEPARTMENT OF TRANSPORTATION

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

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

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**To: All ODOT Staff**

**From: Gary Ridley, Director**

**Date: August 17, 2012**

**Re: Prohibition and Prevention of Harassment**

**Sexual harassment is a form of sex discrimination which violates Title VII Section 703 of the Civil Rights Act of 1964. Additionally, sexual harassment violates Merit Rule 530:10-3-3 and ODOT Policy Directive B-306-3.**

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 grounds 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, sex, 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;

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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.

**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 harassment of any kind is avoided.

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, at 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.

The policy of the Oklahoma Department of Transportation 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.

An employee desiring to carry a complaint beyond the scope of administrative remedies available at the Oklahoma Department of Transportation may contact the agencies listed below. These agencies are authorized to investigate complaints, conduct hearings and set penalties for violations in order to assure there is no discrimination on

the basis of race, religion, gender, national origin, age, political affiliation, status or disability.

Additionally, it is unlawful to retaliate against any individual for opposing employment practices which discriminate based on sex or for filing a discrimination charge, testifying or participating in an investigation proceeding, or litigation under Title VII.

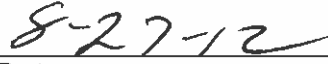
**Oklahoma Merit Protection Commission**

3545 NW 58<sup>th</sup>, Suite 360  
Oklahoma City, OK 73112  
Phone: 405-525-9144  
Fax: 405-528-6245  
E-mail: [mpcinfo@mpc.ok.gov](mailto:mpcinfo@mpc.ok.gov)

**U. S. Equal Employment Opportunity Commission**

215 Dean A. McGee Ave., Suite 524  
Oklahoma City, OK 73102  
Phone: 405-231-4911 or 800-669-4000

  
\_\_\_\_\_  
Gary Ridley, Director  
Oklahoma Department of Transportation

  
\_\_\_\_\_  
Date



## OKLAHOMA DEPARTMENT OF TRANSPORTATION

200 N. E. 21st Street

Oklahoma City, OK 73105-3204

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**To: All ODOT Offices**

**From: Gary Ridley, Director**

**Date: August 17, 2012**

**Re: Oklahoma Department of Transportation Compliance with the Americans with Disabilities Act of 1990 (ADA), as amended**

This memorandum is to be posted on all office bulletin boards. Administrators and managers are instructed to encourage all employees to read this memorandum.

Title II of the Americans with Disabilities Act of 1990 became effective for all state and local government entities on January 16, 1992. On January 1, 1995, the Oklahoma Department of Transportation implemented a Department Policy on the Americans with Disabilities Act of 1990, as amended.

Each office and facility has been issued a copy of the Oklahoma Department of Transportation Policy A-401-3 which contains the provisions for implementation of the Department's ADA Program. This policy outlines the purpose and scope of the ADA, definitions and examples of reasonable accommodation, request for accommodation by staff and clients and the complaint and appeal procedures.

Staff members with questions regarding the ADA and reasonable accommodation may refer to their immediate supervisor, the division ADA Coordinator or the Oklahoma Department of Transportation ADA Coordinator. The ODOT ADA Coordinator is:

Trinia Mullins, Civil Rights Division  
405-521-4140

The responsibilities of the Oklahoma Department of Transportation ADA Coordinator are outlined in ODOT Policy A-401-3. Information regarding the provisions of the ADA and the rights provided by the ADA is available from the Civil Rights Division at the Oklahoma Department of Transportation.

Under the Americans with Disabilities Act, when viewed in their entirety, all programs and services must be accessible to persons with disabilities. Department staff, clients, contractors, and other interested individuals are encouraged to comment regarding their perception of accessibility of the Oklahoma Department of Transportation programs and services.

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Comments and suggestions may be submitted to division ADA Coordinators or to the Oklahoma Department of Transportation ADA Coordinator.

The Oklahoma Department of Transportation is committed to compliance with all ADA provisions. The Department does not discriminate in access to services, programs or employment. Complaints of discrimination based on disability fall under the jurisdiction of the Civil Rights Division at the Oklahoma Department of Transportation.

However, any employee or individual desiring to seek further resolution of a complaint beyond the administrative remedy of the Oklahoma Department of Transportation may do so by contacting the U. S. Equal Employment Opportunity Commission as listed below. The time limit for filing a complaint with the U. S. Equal Employment Opportunity Commission is 300 days. The agency is authorized to investigate, conduct hearings and set penalties for violations to assure that there is no discrimination on the basis of race, color, national origin, religion, sex, age or disability.

**U. S. Equal Employment Opportunity Commission**

215 Dean A. McGee Ave., Suite 524  
Oklahoma City, OK 73102  
405-231-4911 or 800-669-4000  
Fax 405-231-4125

  
\_\_\_\_\_  
Gary Ridley, Director  
Oklahoma Department of Transportation



## OKLAHOMA DEPARTMENT OF TRANSPORTATION

200 N. E. 21st Street

Oklahoma City, OK 73105-3204

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**To: All ODOT Staff**

**From: Gary Ridley, Director**

**Date: August 17, 2012**

**Re: Delegation of Authority for Office of Civil Rights Division Director**

Notice is hereby given that I have delegated to the Director of the Office of Civil Rights Division responsibility for administration and implementation of the Equal Employment Opportunity Program, including the total integration of equal opportunity into all facets of the Oklahoma Department of Transportation, consistent with Code of Federal Regulations (CFR) 23, Subpart 200. Such authority includes, but is not limited to, the following:

- Overall administration of Internal and External Civil Rights Programs;
- Develop a budget sufficient to carry out duties and responsibilities of the Division;
- Develop policies and procedures that enhance equal opportunity and affirmative action that will ensure fair and equitable treatment;
- Act as Liaison to the Director for governmental concerns and public policy related to EEO Program matters;
- Counsel employees, managers and administrators on equal opportunity matters.

It is hereby directed that the Administrator of the Office of Civil Rights Division is empowered to direct and execute the responsibilities of the Office of Civil Rights Division. This Delegation of Authority is effective with the effective date of the Code of Federal Regulations (CFR) 23, Subpart 200 and shall continue in effect until a rescission order has been issued.

Nothing in the above is intended or shall be interpreted to prohibit the Director of the Oklahoma Department of Transportation from executing any action necessary to further Equal Employment Opportunity Programs.

Done and ordered this 27 day of August, 2012.

  
Gary Ridley, Director  
Oklahoma Department of Transportation

# OKLAHOMA DEPARTMENT OF TRANSPORTATION AFFIRMATIVE ACTION POLICY STATEMENTS



Equal Employment Policy Statement

Sexual Harassment Policy Statement



Compliance with ADA Statement



# RESPONSIBILITY FOR AFFIRMATIVE ACTION EQUAL EMPLOYMENT OPPORTUNITY IMPLEMENTATION



## **RESPONSIBILITY FOR AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY IMPLEMENTATION**

### **Responsibilities of the Appointing Authority**

The Director of the Oklahoma Department of Transportation, Mr. Gary Ridley, is the Chief Administrative Officer, policy establisher and principal Appointing Authority for the Oklahoma Department of Transportation (ODOT) and exercises overall responsibility for equal employment opportunity and affirmative action within the Department of Transportation. Director Ridley has delegated Mr. Gregory Pringle, Division Manager, of the Office of Civil Rights Division as the Affirmative Action and Equal Employment Opportunity (EEO) Officer for the Department.

This administrative position has the initial and overall responsibility for all programs and activities of the Department including the EEO and Affirmative Action Program. The Director shall establish such policies and guidelines as necessary to effectively implement the EEO Program and Affirmative Action Plan (AAP), direct the dissemination of such policies and guidelines, and convey support of these to all persons within and outside the ODOT.

Mr. Pringle reports directly to the Appointing Authority regarding all matters related to the EEO Program and AAP. (See: Organization Chart on page 3.) Mr. Pringle has overall responsibility for the planning, development, administration, coordination, implementation, monitoring, record keeping and evaluation of the ODOT EEO and AAP.

### **Responsibilities of the EEO/AA Officer**

1. Developing Affirmative Action programs, plans, policy statements and internal and external communications;
2. Assisting in the identification of problem areas, setting goals and timelines, and developing programs to achieve these goals;
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, federal, and local governments, regulatory agencies, minority, disability and female organizations;
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 legal updates, developments in the EEO and Affirmative Action areas and reporting quarterly to the Director progress of achieving the agency's goals;
8. Inspecting the agency's various worksites to ensure that EEO information is being disseminated and prominently displayed when appropriate; and
9. Monitoring the agency's personnel practices to ensure no discriminatory practices exist. Concur in hires and promotions.

### **Responsibilities of Line Managers/Supervisors**

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 to goal 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 them abreast of policy changes and program objectives and that policies are being followed;
6. Regular communication with staff to emphasize the agency's EEO policies, including the policy against sexual harassment of employees;
7. Keeping the agency's various organizational levels informed of legal updates, developments in the EEO and Affirmative Action areas and reporting quarterly to the Director progress of achieving the agency's goals; and
10. Participating in the EEO/AA reviews or audits and/or investigation of complaints alleging discrimination; Conducting and supporting career counseling for all employees; Ensuring that all personnel transactions and compensation are based on an equal and objective analysis of employee qualifications.

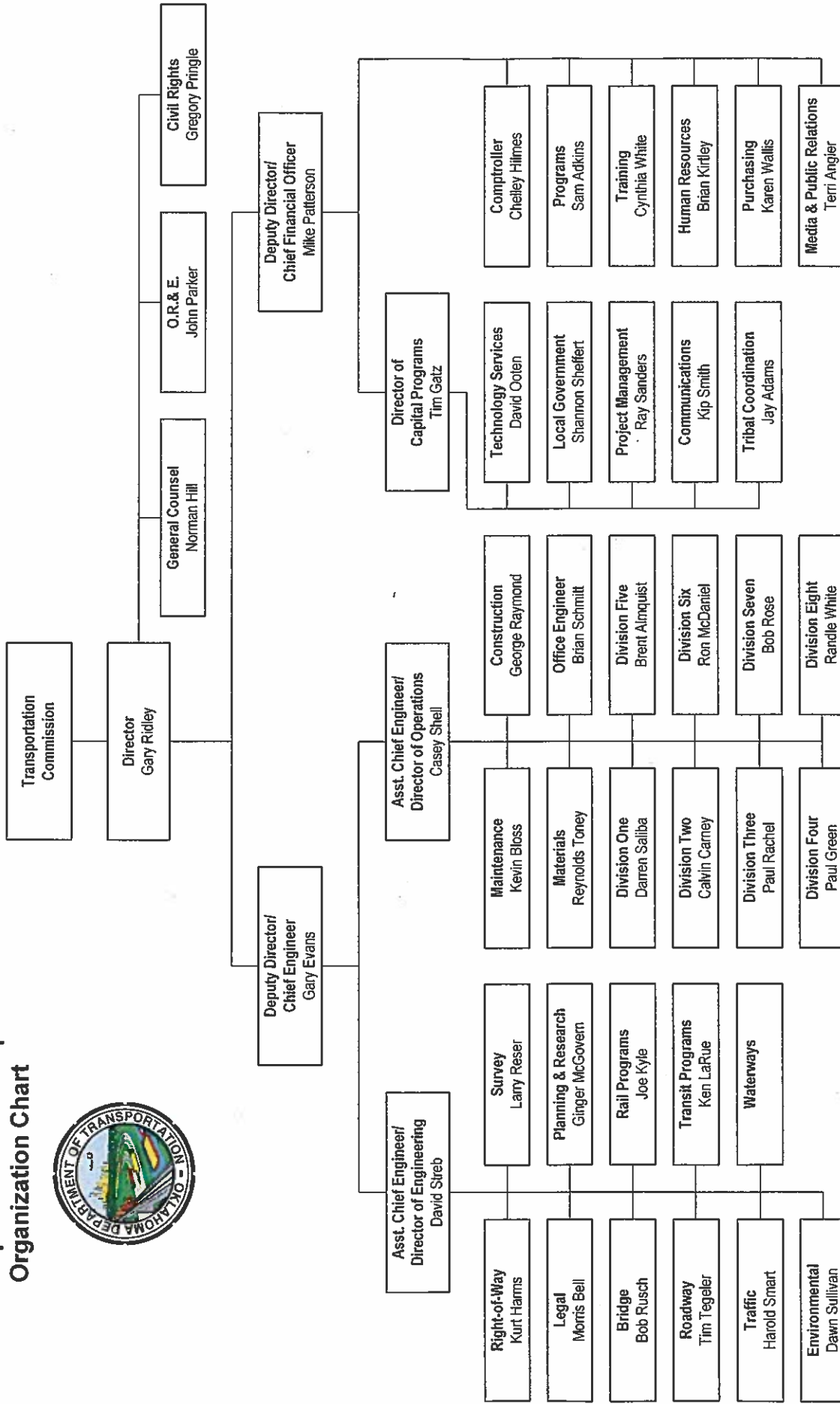
### **Responsibilities of Employees**

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; and
4. Be familiar with the AAP and make good faith efforts to complete their assigned responsibilities as identified in the plan.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION ORGANIZATION CHART



# Oklahoma Department of Transportation Organization Chart



*Gary Ridley*  
Secretary of Transportation/Director  
Gary Ridley

5/26/2011  
Date



# DISSEMINATION OF AFFIRMATIVE ACTION PLAN



## **DISSEMINATION OF AFFIRMATIVE ACTION PLAN**

### **Internal Dissemination**

1. The plan is considered to be the official Agency Policy;
2. Distribute copies of the Oklahoma Department of Transportation's (ODOT) Affirmative Action Plan (AAP) to each field division and place copies in major office areas located in the central office in Oklahoma City, Oklahoma;
3. Publicize in "Access" magazine (published quarterly) and other agency publications, annual reports, and make the AAP available on the ODOT's website under the "Civil Rights Information" tab;
4. Notify each employee of the ODOT AAP through agency-wide memorandum or similar method;
5. Discuss the policy and Affirmative Action Program in management and supervisory training programs and periodically discuss the program during Director's meetings with senior staff members; and
6. Make the AAP available on the intranet.

### **External Dissemination**

1. Inform all recruiting sources of the ODOT's Equal Employment Opportunity (EEO) Policy and encourage them in the active recruitment and referral of protected group members for all positions;
2. Require contractors conducting business with the ODOT to adopt an Equal Opportunity Policy Statement and include the statement "Equal Opportunity Employer" when placing advertisements in newspapers and other publications;
3. Make copies of the EEO Plan available to interested groups and individuals upon request; and
4. Post the plan on the ODOT website for public access.

# AFFIRMATIVE ACTION FOR DISABLED AND OLDER PERSONS



## **AFFIRMATIVE ACTION FOR DISABLED PERSONS AND OLDER PERSONS**

### **Policy Statement**

The Oklahoma Department of Transportation (ODOT) ensures that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of any services, programs, or activities or be discriminated against in any job application procedures, hiring, firing, advancement, compensation, job training and other terms, condition, and privileges of employment.

(ODOT Policy Directive B-306-7)

ODOT will provide reasonable accommodations for persons with disabilities in accordance with Section 504 of the Rehabilitation Act. This request should be made in conformity with ODOT Policy using the interactive process in order to assist in the performance of essential functions and determine if the request will cause an undue hardship on the agency as a whole. This process includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities.

( ODOT Policy Directive B-306-8)

ODOT ensures compliance with Section 508 of the Rehabilitation Act. This Oklahoma law requires state agencies to make information technologies accessible to individuals with disabilities, unless an undue hardship would be imposed on the agency as a whole, and to allow employees, program participants and members of the general public with disabilities access to and use of information and data that is comparable to the access and use by individuals without disabilities.

(ODOT Policy Directive B-306-9)

# TRAINING AND RECRUITMENT



## TRAINING AND RECRUITMENT

### Training

The Oklahoma Department of Transportation (ODOT) provides training to all staff in a nondiscriminatory manner and is responsible for providing training and employee development activities to all agency employees. ODOT's Training Division (TD) offers courses to all employees and is posted online on "Employee News" and/or by contacting the TD directly. Although some classes require prerequisites such as a certification, classes are offered to all individuals on a first-come first-served basis. All classes offered through ODOT's TD require the instructor to have a sign-in sheet to obtain information on the participant's sex, race, division, and so forth. This information is forwarded to ODOT's Title VI Coordinator for oversight to ensure nondiscrimination. The Civil Rights Division (CRD) plans to review the TD to analyze the demographics of employees requesting and receiving training are nondiscriminatory.

The following is a summary of the demographic information related to the 2012 Rose State College National Summer Transportation Institute (NSTI) Participants:

<b>Name of Site: Rose State College (Non-residential)</b>		<b>Year Reporting: 2012</b>	
<b>Date of Institute: July 9 – 20, 2012</b>			
<b>Program Classification: High School</b>			
10 <sup>th</sup> Grade: 12	11 <sup>th</sup> Grade: 1	12 <sup>th</sup> Grade: 4	
Number of Applicants: 16		Number Completing Program: 14*	
<b>Ethnic Background by Number</b>			
Black or African American 8	Caucasian 4	Asian 0	Native Hawaiian or Other Pacific Islander 0
Native American 1	Hispanic 2	Other 1	
<b>Gender</b>			
Male: 5		Female: 11	
Number with Self-Identifying Disability: 1			
Geographic Representation			
Number of Cities: 5			
Number of Counties: 3			
Number of States: 1 – Oklahoma			
* Note: The Rose State College NSTI began with 16 students; however, 14 students completed the program			

Other opportunities for employee training are available through the Office of State Finance's (OSF) Human Resources Development Service (HRDS) Division. Some of the classes offered through HRDS include Disability Awareness, Effective Time Management Techniques, Leadership: Key to Effectiveness, and etc. All courses are held at Rose State College or Tulsa Community College. Notice of each semester's class schedule is sent to each employee and is available on a first-come first-served basis.

For classes that do not require registration or travel to the ODOT's Training Center, employees can access training straight from their computers. ODOT's intranet allows employees to log into "Lynda Online Training". Lynda offers a variety of training from understanding social media such as Facebook to software programs like Microsoft Word, Access, and AutoCAD.

All courses offered are at no cost and there is no limit set on how many classes an employee can take. All ODOT employees are encouraged to take a variety of courses to expand their knowledge and further their abilities. Information on all employees regarding their training is maintained for documentation purposes.

### **Recruitment**

In efforts to raise awareness and encourage careers in the transportation industry, ODOT strives through various methods and programs for recruitment at all ages. For example, the CRD works with middle school and high school students that are interested in careers centered around transportation. The CRD partners with several of the Oklahoma City public schools' Construction Trade Program classes to emphasize the Science Technology Engineering and Math (STEM) components. The following public schools participate in this program: Taft Middle School, Centennial High School, Capitol Hill High School, Emerson High School, U.S. Grant High School, Southeast, Northwest Classen, and Metro Tech South Bryant. Through this program, every year students are able to participate in the "Tools to Build your Future" construction career fair, which provides various hands-on activities related to areas in the transportation industry. Students have the opportunity to speak with individuals in various fields and even have the chance to test out actual construction equipment such as a dump truck, bucket truck, mini excavator, and so forth. This event is in collaboration with other entities such as Workforce Oklahoma, Oklahoma Asphalt Pavement Association, Oklahoma College of Construction and many others. The upcoming "Tools to Build your Future" career fair is scheduled for September 21, 2012.

The seniors that are involved in the "Tools to Build your Future" career fair also participate in the annual "Construction & Manufacturing" field trip. A current construction project location is selected each year and the students are transported to the site for observation and questions. Afterwards, individuals hear presentations from speakers that provide valuable information regarding training and education that is needed to get on the right track. This year's field trip is scheduled in May with Haskell Lemon to visit the Broadway Extension project.

Along with “Tools to Build your Future,” Capitol Hill, John Marshall, and Northwest Classen participated in the “Trac Pac” kit program. These kits were provided by CRD and purchased through the American Associate of State Highway and Transportation Officials organization. Three separate kits were provided to help students engage in hands-on activities in their construction classes: Bridge building module; Construction module; and SimCity module.

This year the CRD has also partnered with Oklahoma State University in Oklahoma City on a new two-year scholarship program called Technical Associate Program (TAP). TAP concentrates in Construction Technology, Construction Management or Surveying Techniques. The TAP covers tuition, fees, and books for eight (8) selected student. The program even provides a paid internship during the summer of 2013 for each selected candidate. This opportunity is available to any individual that will be at least 18 years old by summer 2013 and completes all the required paperwork for the application process. This program was designed to not only encourage higher education but to help recruit potential employees.

Other recruiting efforts include the relationship ODOT has formed with Langston University (LU) to provide a summer internship program for LU college students. Through a competitive selection process, highest scoring applicants for each posted position were selected after two rounds of interviews. The summer internship program ran from June 1, 2011 – August 1, 2011, and nine students were placed in the following divisions: Comptroller, Materials Lab, Media & Public Relations, Planning & Research, and Right-of-Way & Utilities. Students not only gained valuable experience related toward each division but had the opportunity to partake in special transportation related activities due to it being ODOT’s 100<sup>th</sup> year. This year, internship opportunities will be posted to all universities in addition to Langston University to increase opportunities at ODOT.

In addition to the summer internship program, Rose State University was selected as the host site to conduct the 2012 National Summer Transportation Institute (NSTI) program. This High School program is a partnership between ODOT and the Federal Highway Administration. This program ran from July 9 – 20, 2012. Applications were received from 16 individuals and 16 students (5 male, 11 female) were selected into the program. Fourteen students completed the program. There were 8 African American, 4 Caucasian, 1 Native American, 2 Hispanic and 1 Other students made up the NSTI class. Students engaged in daily activities through presentations, field trips, and academia that focused around four areas of transportation: land, air, water, and space. The students came from five (5) different cities in Oklahoma, mainly the Oklahoma City metro area.

In addition to the CRD, various divisions collaborate with other entities and organizations to help educate individuals about careers available at the ODOT. For instance, ODOT’s Roadway Design Division (RDD) has developed a relationship with the Canadian Valley Technology Center located in Chickasha, OK, and provides tours for their current students. The students are provided tours of RDD to gain knowledge



about the Computer Aided Drafting & Design (CADD) career path. Two tours were conducted last year and approximately 18 students attended each time. During the tour, students were able to talk one-on-one with ODOT CADD specialists, see the latest software and equipment, and learn about opportunities at ODOT.

The Office of Engineer Division (OED) works with the Upward Bound Math/Science Center program located at East Central University in Ada, Oklahoma. This six week program provides insight on college life and information on how to pursue a college dream. During the program, students take tours of facilities and have the opportunity to meet professionals such as engineers, doctors, optometrists, and so forth. The OED also teams up with the Francis Tuttle's Pre-Engineering Academy to provide tours in collaboration with other divisions such as the Materials Lab, Bridge, Traffic Division, and Roadway. Approximately 20 students representing several Edmond area high schools participated in this event last year. OED recently worked with students from Ada, OK, and provided a similar tour in February.

Another method of increasing awareness is through participation at career fairs and representation on various boards/organizations. For instance, employees from ODOT actively participate in Advisory Board meetings at Metro Tech and Canadian Valley Technology Centers, Central Oklahoma Workforce Investment Boards, and so forth. Although applications for State positions primarily go through OSF's Human Capital Management division, ODOT still participated in career fairs/job expositions. Staff from CRD in addition to the Human Resource staff represent ODOT and provide information regarding jobs, internships, and to clarify the public misconception that the agency deals only with construction. The following is a list of career fairs that were attended:

- Moore Norman Technology Center Career Fair – Norman, OK
- Central Technology Career Fair – Drumright, OK
- Oklahoma State University (OSU) Government Employer Career Fair – Stillwater, OK
- Oklahoma City University Career Fair – Oklahoma City, OK
- Oklahoma City Community College Career Fair – Oklahoma City, OK
- OSU Career Fair – Oklahoma City, OK
- OSU-OKC/ODOT Construction Industry Career Day – Oklahoma City, OK
- ODOT 100 Year Celebration at the Science Museum - Oklahoma City, OK
- Federal Executive Board People With Disabilities Career Fair – Langston, OKC

## EVALUATION OF PRECEDING YEAR'S AA/EEO EFFORTS



## EVALUATION OF PRECEDING YEAR'S AA/EEO EFFORTS

During Fiscal Year (FY) 2012, the Oklahoma Department of Transportation (ODOT) hired 256 full-time employees. In FY 2012, ODOT began the period with 2,340 employees and ended with 2,310 employees. The goal of hiring 35 minorities was exceeded by actually hiring 56 individuals. ODOT was able to hire 38 Female employees with the overall goal of 52. ODOT hired a total of 218 males and 38 Females in FY 2012.

ODOT has exceeded its goal for hiring minorities. The following is a breakdown of each demographics that were hired: 10 Black or African-Americans; 14 Hispanic or Latinos; 2 Asian/Native Hawaiian or Other Pacific Islanders; and 30 American Indian or Alaska Natives. The ODOT did not reach its hiring goal for Females.

Of the 256 new hires last reporting period, the minorities and Females are represented as follows:

Minority	Goal	Total Hired
Black or African American	5	10
Hispanic or Latino	4	14
Asian/Native Hawaiian or Other Pacific Islander	4	2
American Indian/Alaska Native	22	30
Female	22	38
Total Minority	35	56

The makeup of ODOT's workforce is represented as follows for minorities and Females:

EEO Group	Male	% Work Force	Female	% Work Force	% Total Work Force
Black or African American	71	3.1%	25	1.1	4.2%
Hispanic or Latino	67	2.9%	12	0.5%	3.4%
Asian/Native Hawaiian or Other Pacific Islander	22	1.0%	8	0.3	1.3%
American Indian/Alaska Native	177	7.7%	33	1.4	9.1%
Female	NA	NA	432	18.7	18.7%
Male	1878	81.3%	NA	NA	81.3%
Total Minority	337	14.6	88	3.8%	18.0%
White	1541	66.7%	354	15.3%	82.0%

In FY 2012, there were a total of 399 promotions at ODOT: 10 Black or African Americans; 10 Hispanic or Latinos; 6 Asian/Pacific Islanders and 46 American Indian or Alaska Natives. Of these promotions, 49 were to Females and 72 were minority promotions.

<b>EEO Group</b>	<b>Promotions</b>	<b>% Total Promotions</b>
Black or African American	10	2.5%
Hispanic or Latino	10	2.5%
Asian/Native Hawaiian or Other Pacific Islander	6	1.5%
American Indian/Alaska Native	46	11.5%
Female	49	12.3%
Male	350	87.7%
Total Minority	72	18.0%
White	327	82.0%

<b>EEO Group</b>	<b>% of ODOT Work Force</b>
Black or African American	4.1%
Hispanic or Latino	3.4%
Asian/Native Hawaiian or Other Pacific Islander	1.3%
American Indian/Alaska Native	9.1%
Female	18.7%
Male	81.3%
Total Minority	18.0%
White	82.0%

### **ADDITIONAL ODOT CIVIL RIGHTS ACCOMPLISHMENTS AND ACTIVITIES**

In addition to activities listed in the “Corrective Actions” section, the Oklahoma Department of Transportation’s (ODOT) Civil Rights Division (CRD) has done the following in 2012:

- Implemented all changes in the Disadvantaged Business Enterprise (DBE) Regulations in certifying DBE’s;
- Americans with Disabilities Act (ADA)/504/508 accessible websites have been created in compliance with Sections 504 and 508 of the Rehabilitation Act and Titles I and II of the ADA Act;
- Thirty-six (36) ADA/504/508 Liaisons from the ODOT central office and field divisions have been appointed and trained on April 13, 2012;
- An ADA/Title I brochure was developed as well as an ADA/Title I Complaint and Procedure Form;
- An ADA/Title II brochure and ADA/Title II Complaint and Procedure Form were created and made available on the ODOT Civil Rights website;
- ODOT adopted the use of the Public Right of Way Access Guidelines (PROWAG) on May 10, 2012;

- A Self-Identification Survey was conducted, on a voluntary and anonymous basis for employees to identify themselves as a person with a disability. Of the 2,389 surveys sent, 128 were completed. Twenty percent (20%) of the returned surveys self-identified as a person with a disability. No requests for Reasonable Accommodation resulted from the survey;
- Improved our Title VII monthly reports to contain more accurate information on employment activity, etc.;
- Added and updated new Federal Highway Administration's (FHWA) Form 1273 to the ODOT internet and updated the Commercial Useful Function (CUF) Form for the internet;
- Resolved seventeen (17) of eighteen (18) prompt payment complaints. The last complaint is awaiting resolution. All complaints were investigated in a timely manner;
- Over one hundred-eighty (180) high school students participated in our Tenth Annual Construction and Career Day;
- Title VI brochures, Title VI Complaint Forms and Processes, ADA Complaint Forms and brochures and the DBE Uniform Certification Application Forms were translated into Spanish, Chinese and Vietnamese for central office distribution;
- The Title VI Coordinator and ADA Coordinator developed a recipient database to identify and store contact information on all ODOT recipients and sub-recipients;
- Conducted Title VI and ADA training at the Oklahoma Transit Association Winter Conference;
- Developed and presented the Small Enterprise Training Program (SET) for small business and construction. Participation included certified and non-certified small businesses;
- A Bonding Education Program (BEP) was developed in partnership with US Department of Transportation's Bonding Education Program. There were ten (10) courses designed to assist attendees in improving their operations and become bonded and/or increase their bonding capacity;
- Outreach efforts were made and continued to increase the number of DBE's and other small businesses working on ODOT projects. These efforts included reimbursing up to five hundred dollars (\$500.00) of a firm's first year dues for either a full or associate membership to the American Consulting Engineers Conference/Committee;
- One hundred fifty (150) certified DBE's, prime contractors, suppliers and ODOT personnel attended the Fourth Annual DBE Conference;
- The Fillable Unified Certified Application for DBE's was created. The form can now be completed on the ODOT website;
- Created an Microsoft Access database for the SET Program to track attendance at the various modules;
- Maintained the DBE Participation Tracking Spreadsheet on a monthly basis; and A database was created for employment data entry on both the PR-1391 and PR-1392 Forms as required for Federal-Aid Highway Construction projects for contractors and sub-contractors.

# IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS—CORRECTIVE ACTION



## IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS; CORRECTIVE ACTION

The Civil Rights Division identified underutilization/problem areas in several Equal Employment Opportunity (EEO) categories as listed below and set goals for addressing these areas as follows:

**Official/Administrator** – This category is underutilized for Black or African American, American Indian or Alaska Native, and Female. A goal was set for 3.6 percent (3.6%) Black or African Americans, 4.9 percent (4.9%) American Indian or Alaska Natives, and 37.6 percent (37.6%) Female. During the FY 2012, two White Males were hired or promoted in this EEO category.

**Professional** – This category is underutilized for Total Minorities and Females. A hiring goal was set at 5.1 percent (5.1%) American Indian or Alaska Native and 55.6 percent (55.6%) Female. During this reporting period, 10 White Males, 3 White Females, and 1 Asian/Pacific Islander Female were hired into this EEO category.

**Technician** – This category is underutilized for Black or African Americans and Females. A hiring goal was set for 7.1 percent (7.1%) Black or African Americans and 59.7 percent (59.7%) Females. During this reporting period, 31 White males, 2 Black Males, 4 Hispanic or Latino males, 5 American Indian or Alaska Native males, 5 White Females, 2 Black Females and 2 American Indian or Alaska Native Females were hired into this EEO category.

**Administrative Support** – This category is underutilized for American Indian or Alaska Natives. A hiring goal was set for this minority group with a goal of 7.1 percent (7.1%) Black or African Americans. During FY 2012, 2 White males, 14 White Females, 3 Black or African American Females and 6 American Indian or Alaska Native Females were hired into this EEO category.

**Skilled Craft Worker** – This category is underutilized for American Indian/Alaska Natives, and Females. A hiring goal was set for 5.6 percent (5.6%) Hispanic or Latinos, 7.5 percent (7.5%) American Indian/Alaska Natives and 6.5 percent (6.5%) Female. During this reporting period, 5 White males were hired into this category.

**Service/Maintenance** – This category is underutilized for Black or African Americans, Asian/Native Hawaiian or Pacific Islanders, American Indians or Alaska Natives and Females. A hiring goal was set for 8.9 percent (8.9%) Black or African Americans, 7.8 percent (7.8%) Hispanic or Latinos, 1.7 percent (1.7%) Asian/Native Hawaiian or Pacific Islanders, and 41.5 percent (41.5%) Females. During FY 2012, 127 White males, 3 Black or African American males, 10 Hispanic or Latino males, 2 Asian/Native Hawaiian or Other Pacific Islander males, 15 American Indian or Alaska Native males, 1 White Female and 1 Asian/Pacific Islander Female were hired into this EEO Category.

## **Problem Areas Identified**

Training in EEO, diversity management and the identification and prevention of sexual harassment has not been conducted for ODOT personnel. However, during the FY 2011, training was developed and is in the process of approval. Implementation of Sexual Harassment training was scheduled to begin during the last quarter of 2010. A new Sexual Harassment Policy was approved and signed by Secretary Gary Ridley on February 2, 2012.

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. Underutilization was identified in the following EEO categories:

- **Official Administrator** – Black or African American, American Indian/Alaska Native and, Females;
- **Professional** – American Indian/Alaska Native, Total Minority, and Females;
- **Technician** – Black or African American and Females;
- **Administrative Support** – Black or African American, American Indian/Alaska Natives;
- **Skilled Craft Worker** – Hispanic or Latino, American Indian/Alaska Native, and Females;
- **Service Maintenance** – Black or African American, Hispanic or Latino, Asian/Native Hawaiian or Other Pacific Islander, American Indian/Alaska Native, and Females.

## **Corrective Action**

In order to remedy the problem of underutilization in the areas above, the ODOT has established goals in the areas below:

**Official/Administrator** – This category is underutilized for Black or African Americans, American Indian/Alaska Natives, and Females. A goal is set at 3.6 percent Black or African Americans, 4.9 percent (4.9%) American Indian/Alaska Natives, and 37.6 percent (37.6%) Female.

**Professional** – This category is underutilized for Total Minority and Females. A hiring goal is set at 2.0 percent (2.0%) Hispanic or Latino and 55.6 percent (55.6%) Females.

**Technician** – This category is underutilized for Black or African Americans and Females. A hiring goal is set for 8.1 percent Black or African Americans and 54.6 percent (54.6%) Females.

**Administrative Support** – This category is underutilized for American Indian/Alaska Native. A hiring goal is set at 26.0 percent (26.0%) American Indian/Alaska Native.



**Skilled Craft Worker** – This category is underutilized for Hispanic or Latinos, American Indian/Alaska Natives, and Females. A hiring goal is set for 25.6 percent (25.6%) American Indian/Alaska Natives,

**Service/Maintenance** – This category is underutilized for Black or African Americans, , Asian/Native Hawaiian or Other Pacific Islanders, American Indian/Alaska Native and Females. A hiring goal was set for 8.9 percent (8.9%) Black or African Americans, 1.0 percent (1.0%) Asian/Native Hawaiian or Other Pacific Islanders, 3.4 percent (3.4%) American Indian/Alaska Native and 41.5 percent (41.5%) Females.

### **Actions and Plans to Eliminate Problem Areas**

Underutilization in some EEO categories has been identified as a problem area for the ODOT. We are in the process of addressing these issues to ensure compliance. ODOT is pursuing additional methods on recruitment, training and strengthening internal policies overall to eliminate problem areas.

The following is a list of some corrective actions that we are working on and/or plan to seek:

- Increased participation in job fairs;
- Advertising announcements in minority newspapers, publications, and websites;
- Hiring summer college program participants whose career goals are related to the transportation industry when possible;
- Networking with Minority community leaders and organizations to promote awareness regarding ODOT and transportation industry;
- Continue working with public school systems and branch out of Oklahoma City public schools to promote awareness of transportation industry;
- Emphasizing use of the Office of State Finance's Human Capital Management's (HCM) new website;
- Provide each ODOT Field Division with Availability Analysis by each division and identifying which EEO Job Groups are underutilized, so as vacancies occur in their respective divisions, they can focus outreach efforts to the population(s) represented in their division.
- Educate ODOT management and employees on the significance of turnover, underutilization, promotions, and so forth;
- Develop courses for ODOT management to attend training in areas of Equal Employment Opportunity, Title VII, and Americans with Disabilities Act to ensure nondiscrimination in hiring practices and employment (on-going);
- Develop internal policies to ensure consistency on interviewing and selecting applicants for new hires and promotions;
- Develop courses on cultural awareness training and stereotyping for ODOT managers and employees;

- Develop a career plan for entry level positions at ODOT to inform and encourage employees on advancement opportunities;
- Develop a proper Exit Interview process to gather feedback to improve and/or change internal procedures;
- Develop a new employee orientation program to help assimilate new employees into ODOT's culture;
- The Department of Transportation initiated discussions with the Deputy Director of the division of Female Offender Operations of the Department of Corrections to explore the possible employment of discharged female offenders to address the persistent underutilization of females in the service maintenance category. Discussions are ongoing this reporting period;
- Utilize demographic information such as the Limited English Proficiency Assessment to network in areas of high concentration of LEP, low income, and minority individuals and increase knowledge regarding employment with ODOT
- Have Sexual Harassment training for Supervisors at our Road to Excellence conference held each year;
- Develop training via closed circuit system on Civil Rights policies for all ODOT employees.

### **Responsibility for Implementing Each Action Item**

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 EEO and affirmative action with the ODOT. Delegation of Authority to the ODOT's Civil Rights Division and implementation responsibilities for the ODOT EEO Affirmative Action Plan (AAP) are contained in the ODOT Director's official Memorandum on EEO and Affirmative Action which is included in this AAP.

## **EMPLOYMENT PRACTICES**

### **Selection procedures**

Selection procedures may consist of written tests; ratings of training and experience; performance tests; physical, educational, and work experience requirements; interviews; oral examinations; application forms and any other type of examination. When a job requires a written test, the Administrator shall administer tests to applicants or employees with disabilities that impair sensory, manual, or speaking skills in formats that do not require the use of the impaired skill, if the applicant or employee notifies the Administrator before the test is administered. Before appointment, applicants may be required to pass a physical examination specified by the Appointing Authority when requirements of the job demand specific physical condition or capabilities. Such physical examinations shall be uniform in nature and applied to all persons in that job within the agency. The responsibility for administering the physical examinations lies with the Appointing Authority.

### **Announcements**

The Administrator shall make public announcements of all entrance examinations in advance of the issuance of certificates. Such announcements shall include the waiting period between the date of the announcement and the release of names of eligible applicants to the appointing authority. An announcement may state the duties and salaries of positions in the jobs for which examinations are to be held; the qualification required for admission to examinations; the time, place, and manner of application; the proposed relative weights to be given the parts of the examination; and such other information as the Administrator may consider pertinent and useful.

### **Applications**

An application for employment shall be made on a form prescribed by the Administrator and shall be considered part of the examination. The application form solicits information from the applicant regarding residence, veteran preference, education, training, experience, and other eligibility information. The form may also ask for demographic information, such as race, sex, and ethnicity, for statistical analysis and state and federal record keeping and reporting requirements. Demographic information may also be used for special employment programs specifically authorized by law. Information provided by applicants shall be subject to verification. All applications shall be signed in writing or by electronic signature by the applicant certifying the truth of all statements he or she made in the application. Applications must be filed with the HCM division on or before the closing date specified in the announcements or postmarked before midnight on that date. Applicants for the position of Transportation Equipment Operator (TEO) can apply directly at the respective Field Division.

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-306-3

SUBJECT

**SEXUAL HARASSMENT**

PAGE NO. 1 of 2

DATED 02-01-12

EFFECTIVE DATE  
**02-01-2012**

ISSUED BY: **Director's Office  
Civil Rights Division**

APPROVED  
**Director - § Gary M. Ridley**

REVISED POLICY  
**YES**

POLICY NO.  
**B-306-3**

REFERENCE:  
**Title VII-Civil Rights Act of 1964**

DATED  
**09-11-1991**

### POLICY

**ALL DEPARTMENT EMPLOYEES SHALL BE PROVIDED AN OPPORTUNITY TO WORK IN AN ORGANIZATIONAL ATMOSPHERE FREE FROM SEXUAL HARASSMENT. SEXUAL HARASSMENT IS PROHIBITED.**

### IMPLEMENTATION

Sexual harassment, as defined by Title VII of the Civil Rights Act of 1964, (as amended), is a form of discrimination when:

1. Submission to such conduct is made a term or condition of employment, either explicitly or implicitly
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment; or such mutually agreeable conduct between parties results in adverse working conditions for uninvolved third parties, such as co-workers and subordinates.

Examples of sexual harassment include:

1. Offensive sexual flirtations, advances, propositions
2. Verbal abuse of a sexual nature
3. Graphic verbal commentaries about an individual's body
4. Sexually degrading words used to describe an individual
5. The display in the workplace of sexually suggestive objects, pictures, or graphic portrayals

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

NO. B-306-3

SUBJECT

**SEXUAL HARASSMENT**

PAGE NO. 2 of 2  
DATED 02-01-12

EFFECTIVE DATE  
**02-01-2012**

ISSUED BY: **Director's Office  
Civil Rights Division**

APPROVED  
**Director - § Gary M. Ridley**

REVISED POLICY  
**YES**

POLICY NO.  
**B-306-3**

REFERENCE:  
**Title VII-Civil Rights Act of 1964**

DATED  
**09-11-1991**

Any concerns or complaints of sexual harassment shall be reported to the Civil Rights Division, ODOT Grievance Manager, Oklahoma Merit Protection Commission, Oklahoma Human Rights Commission, and/or the Equal Employment Opportunity Commission (EEOC). The filing of a complaint with one of these entities does not prohibit the filing or appeal to another one of these entities. Simultaneous filings are permitted. Any ODOT official or employee who fails to report sexual harassment is subject to discipline up to and including termination.

Upon receipt of a complaint, or information of a concern of sexual harassment, a certified discrimination investigator in the Civil Rights Division will determine, based on the information received, if sexual harassment may have occurred. After the investigator makes that determination and finds there are grounds to proceed, the complaint and/or information of a concern will be investigated. If the findings of the investigation reveal that sexual harassment has occurred, remedial action will be administered to stop the sexual harassment. The remedial action may include, but is not limited to, training and/or discipline up to and including termination.

The Oklahoma Department of Transportation takes all necessary steps to prevent sexual harassment from occurring which include, but are not limited to:

1. Providing training and disseminating written policy to all employees
2. Affirmatively raising the subject and expressing strong disapproval; and
3. Developing appropriate sanctions and taking corrective action.
- 4 Holding all officers and employees of ODOT accountable for reporting all concerns or complaints of sexual harassment.

Retaliation is prohibited. Any individual who reports, complains, or provides information about sexual harassment will be considered as having participated in a protected activity and will not be retaliated against.

**THREE-YEAR EVALUATION  
OF PREVIOUS EEO EFFORTS**



## Evaluation of Previous EEO Efforts (NEW HIRES)

Agency Name and Code: Oklahoma Department of Transportation 345

As Of: June 30, 2012

Summary		Total New Hires	White	Black	Hisp	AS/PI	AI/AN	Total Min	Male	Female
1. New Hires FY	2010	Number	87	5	5	1	15	26	101	12
2. New Hires FY	2011	Number	171	5	4	4	22	35	184	22
3. New Hires FY	2012	Number	200	10	14	2	30	56	218	38
Total Number for Three Year Period			458	20	23	7	67	117	503	72
Total Percent for Three Year Period		Percent	80%	3%	4%	1%	12%	20%	87%	13%
Total Percent for Current Year		%	78%	4%	5%	1%	12%	22%	85%	15%

### NEW HIRES FOR REPORTING YEAR 2012 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	2	2					2						0	0
Professionals	14	10				10	3				1	4	1	1
Technicians	51	31	2	4		42	5	2			2	9	15	15
Protective Services	0					0						0	0	0
Paraprofessionals	0					0						0	0	0
Administrative Support	25	2				2	14	3			6	23	9	9
Skilled Craft	5	5				5						0	0	0
Service Maintenance	159	127	3	10		157	1				1	2	31	31
<b>TOTALS</b>	<b>256</b>	<b>177</b>	<b>5</b>	<b>14</b>	<b>2</b>	<b>218</b>	<b>23</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>38</b>	<b>56</b>	<b>56</b>

OPM-AA/EEO-1  
(06/18/2012)

## JOB GROUP ANALYSIS





# JOB GROUP ANALYSIS

**Agency Name and Code** Oklahoma Department of Transportation 345  
**EEO Category:** Official / Administrator

**Date:** As of June 30, 2012  
**Job Group:**

Salary or Pay Band	Job Family Title	Total Emp.	Male					Female								
			Total Male	White	Black	Hisp.	AS/PI	AJAN	Total Female	White	Black	Hisp.	AS/PI	AJAN	Total Min.	
O	E12D Admin Prog Officer IV	32	22	19		1	1	1	1	1	10	8	1	1	1	5
19	7655 Asst Dir, Admin	1	1	1						0					0	
20	7653 Asst Dir, Oper	1	1	1						0					0	
20	6487 Asst Dir, Pre-Const	1	1	1						0					0	
21	5696 Chief Engineer	1	1	1						0					0	
21	4812 Deputy Director	1	1	1						0					0	
14	6161 Deputy Gen Counsel, CRD	1	0							1	1				0	
16	9292 Dir of Internal Audit	1	1	1						0					0	
14	4479 Chief, Legal & Business Svcs	1	1		1					0					1	
16	7657 Division Engineer	7	7	7						0					0	
O	S12A Engineering Mgr I	3	3	2		1				0					1	
P	S12B Engineering Mgr II	61	49	45		1	1	1	2	12	9		1	2	7	
Q	S12C Engineering Mgr III	24	23	21		1	1			1			1		3	
R	S12D Engineering Mgr IV	11	10	9				1		1	1				1	
N	D33A Financial Mgr I/Comptroller	1	0							1	1				0	
O	D33C Financial Mgr III/Comptroller	2	1		1					1	1				1	
Q	D33D Financial Mgr IV/ Comptroller	1	0							1	1				0	



# JOB GROUP ANALYSIS

Agency Name and Code Oklahoma Department of Transportation 345

Date: As of June 30, 2012

EEO Category: Professionals

Job Group:

Salary or Pay Band	Job Family Title	Total Emp.	Male					Female									
			Total Male	White	Black	Hisp.	ASIPI	AVAN	Total Female	White	Black	Hisp.	ASIPI	AVAN	Total Min.		
I	D14A Accountant I	4	0									4	3				1
J	D14B Accountant II	28	5	3	1		1				23	19	3		1		6
K	D14C Accountant III	2	1	1							1	1					0
L	D14D Accountant IV	10	6	5	1						4	4					1
J	E12A Admin Prog Officer I	16	0								16	12	2		1	1	4
L	E12B Admin Prog Officer II	16	1	1							15	13		1		1	2
M	E12C Admin Prog Officer III	15	8	7					1		7	7					1
16	9145 Attorney	2	2	1					1		0						1
14	1616 Attorney IV	3	2	2							1	1					0
J	D12B Auditor II	2	2	2							0						0
K	D12C Auditor III	2	1	1							1	1					0
L	D30B Business Mgr II	1	0								1	1					0
N	C10B Civil Rights Admin II	2	1	1							1				1		1
H	F14A Contract & Acquisitions Agent I	1	0								1	1					0
I	F14B Contract & Acquisitions Agent II	4	0								4	3	1				1
J	F14C Contract & Acquisitions Agent III	1	1					1			0						1
O7	6168 Coop Engineer Trainee III	14	9	8					1		5	3	1		1		3





# JOB GROUP ANALYSIS

**Agency Name and Code** Oklahoma Department of Transportation 345

**Date:** As of June 30, 2012

**EEO Category:** Technicians

**Job Group:**

Salary or Pay Band	Job Family Title	Total Emp.	Male					Female							
			Total Male	White	Black	Hisp.	AS/PI	AWAN	Total Female	White	Black	Hisp.	AS/PI	AWAN	Total Min.
F	T10A CADD Specialist I	8	4	2	1			1	4	2				2	4
G	T10B CADD Specialist II	6	5	3	1	1			1	1					2
I	T10C CADD Specialist III	21	18	11	2	2	1	2	3	3					7
J	T10D CADD Specialist IV	25	21	18	1		2		4	3			1		4
K	T10E CADD Specialist V	33	24	19	3		1	1	9	8	1				6
M	T10F CADD Specialist VI	20	18	14	2			2	2	2					4
H	F41C Const/Maint Tech III	1	1	1					0						0
I	E43B Graphic Artist II	1	0						1	1					0
H	T27D Hwy Sign Tech IV	1	1		1				0						1
F	E36B Optical Imaging Spec II	3	3	3					0						0
H	E36C Optical Imaging Spec III	1	0						1			1			1
J	T60B Photogrammetrist II	2	1					1	1			1			2
K	T60C Photogrammetrist III	3	2	2					1	1					0
L	T60D Photogrammetrist IV	1	0						1	1					0
H	E50A Photographer	1	1	1					0						0
I	T22A Transportation Spec I	41	36	30	1	2		3	5	2	2		1		9
J	T22B Transportation Spec II	136	122	101	6	3	2	11	14	12			2		23
K	T22C Transportation Spec III	115	100	88	5	2		5	15	13			2		14



# JOB GROUP ANALYSIS

Agency Name and Code Oklahoma Department of Transportation 345

Date: As of June 30, 2012

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 Admin Asst to Director	1	0						1						1
H	E17A Administrative Asst I	11	0						11	9	1			1	2
I	E17B Administrative Asst II	34	1	1					33	26	3	2		2	7
D	E16A Administrative Technician I	1	0						1	1					0
E	E16B Administrative Technician II	14	1					1	13	8	1	4			6
F	E16C Administrative Technician III	69	3	3					66	55	1	2	1	7	11
OO	5781 Executive Asst to Commission	1	0						1	1					0
H	E25B Legal Secretary II	1	0						1	1					0
I	E25C Legal Secretary III	1	0						1	1					0
D	F20A Materiel Mgmt Specialist I	1	1	1					0						0
E	F20B Materiel Mgmt Specialist II	4	2	1					1	2	2				1
G	F20D Materiel Mgmt Specialist IV	1	0						1					1	1
F	E24A Secretary I	1	0						1	1					0
G	E24B Secretary II	6	0						6	5				1	1
H	E24C Secretary III	2	0						2	2					0
I	E24D Secretary IV	1	0						1	1					0
		0	0						0						0
		0	0						0						0



# JOB GROUP ANALYSIS

**Agency Name and Code** Oklahoma Department of Transportation 345

**Date:** As of June 30, 2012

**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	AVAN	Total Female	White	Black	Hisp.	AS/PI	AVAN	Total Min.
F	E33B Bindery Worker	1	0						1						1
H	E33C Bindery Worker	1	0						1						1
F	F41A Const/Maint Technician I	3	2	2					1	1					0
G	F42B Const/Maint Technician II	6	6	6					0						0
F	F78B Equipment Operator II	1	1	1					0						0
E	F47A Fleet Specialist I	2	2	2					0						0
G	F47B Fleet Specialist II	5	5	5					0						0
H	F47C Fleet Specialist III	34	34	28	1	1	1	2	2	2	0	0			6
I	F47D Fleet Specialist IV	6	6	5	1				0						1
K	F47E Fleet Specialist V	9	8	6				2	2	1	1				2
F	E34A Offset Press Operator I	1	1	1					0						0
I	E34D Offset Press Operator IV	1	1	1					0						0
L	E37A Reproduction Svcs Mgr I	1	1	1					0						0
G	F48B Welder II	5	5	4				1	1	0					1
H	F48C Welder III	8	8	8					0						0
		0	0	0					0						0
		0	0	0					0						0
		0	0	0					0						0



## AVAILABILITY ANALYSIS





**DIVISION ONE**

# Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(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		Fem
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	3.60	2.30	1.00	4.90	15.10	1.00	3.60	2.30	1.00	4.90	15.10	37.60	2000 Census EEO Data Statewide
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.	NOTE: Availability for Official/Administrator and Professional Job Categories is based on 2000 EEO Census Data Statewide and is, therefore, entered only in the Availability Analysis for Division One and calculated for all ODOT Divisions.												
3. Other relevant factors													
<b>Total</b>						1.00	3.60	2.30	1.00	4.90	15.10	37.60	
<b>Final Availability</b>							3.6%	2.3%	1.0%	4.9%	15.1%	37.6%	

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

OPM-AAJEEO-4 (06/18/2012)

# Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Professionals

Job Group:

Factors	Raw Availability %				Weight Factor	Weighted Availability *				Source of Statistics		
	Black	Hisp	As/PI	AI/AN		Total Min	Fem	Black	Hisp		As/PI	AI/AN
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	4.70	2.00	2.20	5.10	1.00	4.70	2.00	2.20	5.10	17.20	55.60	2000 Census EEO Data Statewide
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.	NOTE: Availability for Official/Administrator and Professional Job Categories is based on 2000 EEO Census Data Statewide and is, therefore, entered only in the Availability Analysis for Division One and calculated for all ODOT Divisions.											
3. Other relevant factors												
Total					1.00	4.70	2.00	2.20	5.10	17.20	55.60	
Final Availability						4.7%	2.0%	2.2%	5.1%	17.2%	55.6%	

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

OPM-AAVEEO-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Technicians

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.	8.10	2.50	1.10	7.00	22.90	1.00	8.10	2.50	1.10	7.00	22.90	54.60	2000 Census EEO Data for Tulsa MSA
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
<b>Total</b>						1.00	8.10	2.50	1.10	7.00	22.90	54.60	
<b>Final Availability</b>							8.1%	2.5%	1.1%	7.0%	22.9%	54.6%	

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

OPM-AAVEEO-4 (06/18/2012)

# Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Administrative Support

Job Group:

Factors	Raw Availability %				Weight Factor	Weighted Availability *				Source of Statistics			
	Black	Hisp	As/PI	AI/AN		Total Min	Fem	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.	4.30	0.90	0.20	26.00	1.00	4.30	0.90	0.20	26.00	31.40	78.40	78.40	2000 EEO Census Data by Counties in Division One
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
<b>Total</b>					1.00	4.30	0.90	0.20	26.00	31.40	78.40	78.40	
<b>Final Availability</b>						4.3%	0.9%	0.2%	26.0%	31.4%	78.4%	78.4%	

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

OPM-AA/EEO-4 (06/18/2012)



## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(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
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	2.90	2.20	0.20	25.60	1.00	2.90	2.20	0.20	25.60	30.90	4.40	4.40	2000 EEO Census Data by Counties in Division One
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
<b>Total</b>					1.00	2.90	2.20	0.20	25.60	30.90	4.40	4.40	
<b>Final Availability</b>						2.9%	2.2%	0.2%	25.6%	30.9%	4.4%	4.4%	

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

OPM-AA/EEO-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Service Maintenance

Job Group:

Factors	Raw Availability %					Weight Factor	Weighted Availability *					Source of Statistics		
	Black	Hisp	As/PI	AI/AN	Total Min		Fem	Black	Hisp	As/PI	AI/AN		Total Min	Fem
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	8.50	1.90	0.70	26.00	37.10	66.30	1.00	8.50	1.90	0.70	26.00	37.10	66.30	2000 EEO Census Data by Counties in Division One
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors														
<b>Total</b>							1.00	8.50	1.90	0.70	26.00	37.10	66.30	
<b>Final Availability</b>								8.5%	1.9%	0.7%	26.0%	37.1%	66.3%	

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

OPM-AVEEO-4 (06/18/2012)



**DIVISION TWO**

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(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
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	2.70	1.60	0.50	16.60	21.40	69.10	1.00	2.70	1.60	0.50	16.60	21.40	69.10	2000 Census Data by Counties in Division Two
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors														
<b>Total</b>							1.00	2.70	1.60	0.50	16.60	21.40	69.10	
<b>Final Availability</b>								2.7%	1.6%	0.5%	16.6%	21.4%	69.1%	

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

OPM-AA/EEO-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Administrative Support

Job Group:

Factors	Raw Availability %					Weight Factor	Weighted Availability *					Source of Statistics		
	Black	Hisp	As/PI	AI/AN	Total Min		Fem	Black	Hisp	As/PI	AI/AN		Total Min	Fem
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	2.70	1.80	0.20	14.60	19.30	80.30	1.00	2.70	1.80	0.20	14.60	19.30	80.30	2000 Census Data by Counties in Division Two
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors														
<b>Total</b>							1.00	2.70	1.80	0.20	14.60	19.30	80.30	
<b>Final Availability</b>								2.7%	1.8%	0.2%	14.6%	19.3%	80.3%	

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

OPM-AA/EEO-4 (08/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Skilled Craft Workers

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.	2.00	1.40	0.10	16.70	20.20	1.00	2.00	1.40	0.10	16.70	20.20	3.90	2000 Census Data by Counties in Division Two
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
<b>Total</b>						1.00	2.00	1.40	0.10	16.70	20.20	3.90	
<b>Final Availability</b>							2.0%	1.4%	0.1%	16.7%	20.2%	3.9%	

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

OPM-AAEEO-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Service Maintenance

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.	6.00	2.80	0.30	18.90	28.00	1.00	6.00	2.80	0.30	18.90	28.00	2000 Census Data by Counties in Division Two
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.												
3. Other relevant factors												
<b>Total</b>						1.00	6.00	2.80	0.30	18.90	28.00	66.00
<b>Final Availability</b>							6.0%	2.8%	0.3%	18.9%	28.0%	66.0%

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

OPM-AWEE0-4 (06/18/2012)



**DIVISION THREE**



## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Technicians

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.	10.20	2.60	2.50	3.50	21.60	1.00	10.20	2.60	2.50	3.50	21.60	2000 Census EEO Data for Oklahoma City MSA
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.												
3. Other relevant factors												
<b>Total</b>						1.00	10.20	2.60	2.50	3.50	21.60	
<b>Final Availability</b>							10.2%	2.6%	2.5%	3.5%	21.6%	

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

OPM-AJEE0-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Administrative Support

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.	2.60	1.90	0.90	9.40	12.10	1.00	2.60	1.90	0.90	9.40	12.10	77.60	2000 Census Data by Counties in Division Three
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
Total						1.00	2.60	1.90	0.90	9.40	12.10	77.60	
Final Availability							2.6%	1.9%	0.9%	9.4%	12.1%	77.6%	

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

OPM-AJEE0-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Skilled Craft Workers

Job Group:

Factors	Raw Availability %					Weight Factor	Weighted Availability *					Source of Statistics		
	Black	Hisp	As/PI	AI/AN	Total Min		Fem	Black	Hisp	As/PI	AI/AN		Total Min	Fem
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	1.50	3.10	0.50	10.40	12.00	5.70	1.00	1.50	3.10	0.50	10.40	12.00	5.70	2000 Census Data by Counties in Division Three
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors														
<b>Total</b>							1.00	1.50	3.10	0.50	10.40	12.00	5.70	
<b>Final Availability</b>								1.5%	3.1%	0.5%	10.4%	12.0%	5.7%	

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

OPM-AJEE0-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Service Maintenance

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.	4.10	3.50	1.80	12.10	21.50	1.00	4.10	3.50	1.80	12.10	21.50	2000 Census Data by Counties in Division Three
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.												
3. Other relevant factors												
<b>Total</b>						1.00	4.10	3.50	1.80	12.10	21.50	
<b>Final Availability</b>							4.1%	3.5%	1.8%	12.1%	21.5%	

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

OPM-AA/EEO-4 (06/18/2012)



**DIVISION FOUR**

# Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Technicians

Job Group:

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

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

OPM-AAJEO-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Administrative Support

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		Fem
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	11.00	3.30	1.30	5.50	21.10	1.00	11.00	3.30	1.30	5.50	21.10	76.90	2000 Census Data by Counties in Division Four
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
Total						1.00	11.00	3.30	1.30	5.50	21.10	76.90	
Final Availability							11.0%	3.3%	1.3%	5.5%	21.1%	76.9%	

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

OPM-AWEEO-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Skilled Craft Workers

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		Fem
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	5.80	7.90	1.20	6.10	24.90	1.00	5.80	7.90	1.20	6.10	24.90	6.50	2000 EEO Census Data by Counties in Division Four
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
<b>Total</b>						1.00	5.80	7.90	1.20	6.10	24.90	6.50	
<b>Final Availability</b>							5.8%	7.9%	1.2%	6.1%	24.9%	6.5%	

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

OPM-AAJEE0-4 (06/18/2012)



## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Service Maintenance

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.	15.90	7.70	2.90	5.70	32.20	1.00	15.90	7.70	2.90	5.70	32.20	2000 EEO Census Data by Counties in Division Four
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.												
3. Other relevant factors												
Total						1.00	15.90	7.70	2.90	5.70	32.20	
Final Availability							15.9%	7.7%	2.9%	5.7%	32.2%	60.1%

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

OPM-AA/EEO-4 (06/18/2012)



**DIVISION FIVE**

# Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Technicians

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		Fem	
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	15.30	5.20	0.30	4.90	29.90	64.10	1.00	15.30	5.20	0.30	4.90	29.90	64.10	2000 EEO Census Data by Lawton MSA
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors														
<b>Total</b>							1.00	15.30	5.20	0.30	4.90	29.90	64.10	
<b>Final Availability</b>								15.3%	5.2%	0.3%	4.9%	29.9%	64.1%	

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

OPM-AAJEE0-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(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		
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	3.50	4.20	0.80	4.90	13.40	1.00	3.50	4.20	0.80	4.90	13.40	80.00	2000 Census Data by Counties in Division Five
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
Total						1.00	3.50	4.20	0.80	4.90	13.40	80.00	
Final Availability							3.5%	4.2%	0.8%	4.9%	13.4%	80.0%	

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

OPM-AAVEEO-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Skilled Craft Workers

Job Group:

Factors	Raw Availability %				Weight Factor	Weighted Availability *				Source of Statistics			
	Black	Hisp	As/PI	A/IAN		Total Min	Fem	Black	Hisp		As/PI	A/IAN	Total Min
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	1.60	10.50	0.10	5.40	1.00	1.60	10.50	0.10	5.40	17.60	3.20		2000 Census Data by Counties in Division Five
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
<b>Total</b>					1.00	1.60	10.50	0.10	5.40	17.60	3.20		
<b>Final Availability</b>						1.6%	10.5%	0.1%	5.4%	17.6%	3.2%		

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

OPM-AA/EEO-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Service Maintenance

Job Group:

Factors	Raw Availability %				Weight Factor	Weighted Availability *				Source of Statistics		
	Black	Hisp	As/PI	A/IAN		Total Min	Fem	Black	Hisp		As/PI	A/IAN
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	6.20	11.20	0.80	5.60	1.00	6.20	11.20	0.80	5.60	23.80	67.50	2000 Census Data by Counties in Division Five
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.												
3. Other relevant factors												
<b>Total</b>					1.00	6.20	11.20	0.80	5.60	23.80	67.50	
<b>Final Availability</b>						6.2%	11.2%	0.8%	5.6%	23.8%	67.5%	

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

OPM-AAVEEO-4 (06/16/2012)



**DIVISION SIX**

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Technicians

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		Fem
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	4.40	0.60		3.10	8.40	1.00	4.40	0.60		3.10	8.40	65.50	2000 Census EEO Data for Enid MSA
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
<b>Total</b>						1.00	4.40	0.60		3.10	8.40	65.50	
<b>Final Availability</b>							4.4%	0.6%		3.1%	8.4%	65.5%	

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

OPM-AAEEO-4 (06/18/2012)



## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Administrative Support

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		Fem
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.20	3.70	0.10	2.10	6.10	1.00	0.20	3.70	0.10	2.10	6.10	83.60	2000 Census Data by Counties for Division Six
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
Total						1.00	0.20	3.70	0.10	2.10	6.10	83.60	
Final Availability							0.2%	3.7%	0.1%	2.1%	6.1%	83.6%	

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

OPM-AJEE0-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Skilled Craft Workers

Job Group:

Factors	Raw Availability %					Weight Factor	Weighted Availability *					Source of Statistics		
	Black	Hisp	As/PI	AI/AN	Total Min		Fem	Black	Hisp	As/PI	AI/AN		Total Min	Fem
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.20	9.30	0.10	2.30	11.90	3.70	1.00	0.20	9.30	0.10	2.30	11.90	3.70	2000 EEO Census Data by Counties in Division Six
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors														
<b>Total</b>							1.00	0.20	9.30	0.10	2.30	11.90	3.70	
<b>Final Availability</b>								0.2%	9.3%	0.1%	2.3%	11.9%	3.7%	

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

OPM-AVEEO-4 (06/18/2012)

# Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(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		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.	0.60	8.30	0.40	3.50	12.80	68.80	1.00	0.60	8.30	0.40	3.50	12.80	68.80	2000 EEO Census Data by Counties in Division Six
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors														
<b>Total</b>							1.00	0.60	8.30	0.40	3.50	12.80	68.80	
<b>Final Availability</b>								0.6%	8.3%	0.4%	3.5%	12.8%	68.8%	

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

OPM-AAJEE0-4 (06/18/2012)



**DIVISION SEVEN**

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Technicians

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		Fem	
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	15.30	5.20	0.30	4.90	29.90	64.10	1.00	15.30	5.20	0.30	4.90	29.90	64.10	2000 EEO Census Data by Lawton MSA
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors														
<b>Total</b>							1.00	15.30	5.20	0.30	4.90	29.90	64.10	
<b>Final Availability</b>								15.3%	5.2%	0.3%	4.9%	29.9%	64.1%	

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

OPM-AAVEEO-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Administrative Support

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.	7.00	3.60	0.40	8.60	19.60	1.00	7.00	3.60	0.40	8.60	19.60	79.10	2000 EEO Census Data for Counties in Division Seven
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
Total						1.00	7.00	3.60	0.40	8.60	19.60	79.10	
Final Availability							7.0%	3.6%	0.4%	8.6%	19.6%	79.1%	

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

OPM-AAVEEO-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Skilled Craft Workers

Job Group:

Factors	Raw Availability %					Weight Factor	Weighted Availability *					Source of Statistics		
	Black	Hisp	As/PI	AI/AN	Total Min		Fem	Black	Hisp	As/PI	AI/AN		Total Min	Fem
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	3.30	5.50	0.40	9.80	19.00	4.80	1.00	3.30	5.50	0.40	9.80	19.00	4.80	2000 EEO Census Data for Counties in Division Seven
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors														
<b>Total</b>							1.00	3.30	5.50	0.40	9.80	19.00	4.80	
<b>Final Availability</b>								3.3%	5.5%	0.4%	9.8%	19.0%	4.8%	

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

OPM-AAEEO-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Service Maintenance

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.	12.00	6.50	1.50	7.60	27.60	1.00	12.00	6.50	1.50	7.60	27.60	65.20	2000 EEO Census Data for Counties in Division Seven
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
Total						1.00	12.00	6.50	1.50	7.60	27.60	65.20	
Final Availability							12.0%	6.5%	1.5%	7.6%	27.6%	65.2%	

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

OPII-AAJEE0-4 (06/18/2012)





**DIVISION EIGHT**

# Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Technicians

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		Fem
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	8.10	2.50	1.10	7.00	22.90	1.00	8.10	2.50	1.10	7.00	22.90	54.60	2000 EEO Census Data by Tulsa MSA
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
<b>Total</b>						1.00	8.10	2.50	1.10	7.00	22.90	54.60	
<b>Final Availability</b>							8.1%	2.5%	1.1%	7.0%	22.9%	54.6%	

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

OPM-AAEEO-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Administrative Support

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.	8.60	2.60	0.60	10.90	22.70	1.00	8.60	2.60	0.60	10.90	22.70	76.40	2000 EEO Census Data by Counties in Division Eight
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
<b>Total</b>						1.00	8.60	2.60	0.60	10.90	22.70	76.40	
<b>Final Availability</b>							8.6%	2.6%	0.6%	10.9%	22.7%	76.4%	

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

OPM-AA/EEO-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Skilled Craft Workers

Job Group:

Factors	Raw Availability %				Weight Factor	Weighted Availability *				Source of Statistics		
	Black	Hisp	As/PI	AI/AN		Total Min	Fem	Black	Hisp		As/PI	AI/AN
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	4.30	6.10	0.60	12.70	1.00	4.30	6.10	0.60	12.70	23.70	6.30	2000 EEO Census Data by Counties in Division Eight
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.												
3. Other relevant factors												
<b>Total</b>					1.00	4.30	6.10	0.60	12.70	23.70	6.30	
<b>Final Availability</b>						4.3%	6.1%	0.6%	12.7%	23.7%	6.3%	

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

OPM-AJEE0-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Service Maintenance

Job Group:

Factors	Raw Availability %				Weight Factor	Weighted Availability *					Source of Statistics	
	Black	Hisp	As/PI	AI/AN		Total Min	Fem	Black	Hisp	As/PI		AI/AN
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	11.20	6.00	1.50	13.50	1.00	11.20	6.00	1.50	13.50	32.20	61.50	2000 EEO Census Data by Counties in Division Eight
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.												
3. Other relevant factors												
<b>Total</b>					1.00	11.20	6.00	1.50	13.50	32.20	61.50	
<b>Final Availability</b>						11.2%	6.0%	1.5%	13.5%	32.2%	61.5%	

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



**DIVISION NINE**

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012

(date)

EEO Category: Technicians

Job Group:

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

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

OPM-AA/EEO-4 (06/18/2012)

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(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
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	9.70	3.50	1.50	3.80	21.90	1.00	9.70	3.50	1.50	3.80	21.90	68.70	2000 Census EEO Data for Oklahoma City MSA
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
<b>Total</b>						1.00	9.70	3.50	1.50	3.80	21.90	68.70	
<b>Final Availability</b>							9.7%	3.5%	1.5%	3.8%	21.9%	68.7%	

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

OPM-AA/EEO-4 (06/18/2012)



## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Skilled Craft Workers

Job Group:

Factors	Raw Availability %					Weight Factor	Weighted Availability *					Source of Statistics		
	Black	Hisp	As/PI	AI/AN	Total Min		Fem	Black	Hisp	As/PI	AI/AN		Total Min	Fem
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	5.40	7.50	1.60	4.10	22.00	7.30	1.00	5.40	7.50	1.60	4.10	22.00	7.30	2000 Census EEO Data for Oklahoma City MSA
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors														
<b>Total</b>							1.00	5.40	7.50	1.60	4.10	22.00	7.30	
<b>Final Availability</b>								5.4%	7.5%	1.6%	4.1%	22.0%	7.3%	

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

## Availability Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

June 30, 2012  
(date)

EEO Category: Service Maintenance

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.	13.70	10.20	3.20	4.50	35.30	1.00	13.70	10.20	3.20	4.50	35.30	41.80	2000 Census EEO Data for Oklahoma City MSA
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
<b>Total</b>						1.00	13.70	10.20	3.20	4.50	35.30	41.80	
<b>Final Availability</b>							13.7%	10.2%	3.2%	4.5%	35.3%	41.8%	

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

OPM-AA/EEO-4 (06/18/2012)

# UTILIZATION ANALYSIS BY DIVISION



### ODOT Affirmative Action Division Profiles as of June 30, 2012

DIVISION	TOT EMP	MALE					TOT MALE	FEMALE					TOT FEM	TOT MIN
		WHITE	BLACK	HISP	AS/PI	AI/AN		WHITE	BLACK	HISP	AS/PI	AI/AN		
Division 1	192	129	2	3	1	41	176	9	1			6	16	54
% Work Force		67.19%	1.04%	1.56%	0.52%	21.35%	91.67%	4.69%	0.52%	0.00%	0.00%	3.13%	8.33%	28.13%
Division 2	191	140	4			26	170	16				5	21	35
% Work Force		73.30%	2.09%	0.00%	0.00%	13.61%	89.01%	8.38%	0.00%	0.00%	0.00%	2.62%	10.99%	18.32%
Division 3	223	162	4	6		23	195	24		1	1	2	28	37
% Work Force		72.65%	1.79%	2.69%	0.00%	10.31%	87.44%	10.76%	0.00%	0.45%	0.45%	0.90%	12.56%	16.59%
Division 4	227	164	12	11	2	8	197	28	1	1			30	35
% Work Force		72.25%	5.29%	4.85%	0.88%	3.52%	86.78%	12.33%	0.44%	0.44%	0.00%	0.00%	13.22%	15.42%
Division 5	196	151	1	18		5	175	21					21	24
% Work Force		77.04%	0.51%	9.18%	0.00%	2.55%	89.29%	10.71%	0.00%	0.00%	0.00%	0.00%	10.71%	12.24%
Division 6	155	121	2	4	1		128	27					27	7
% Work Force		78.06%	1.29%	2.58%	0.65%	0.00%	82.58%	17.42%	0.00%	0.00%	0.00%	0.00%	17.42%	4.52%
Division 7	196	137	4	4		15	160	26	2			8	36	33
% Work Force		69.90%	2.04%	2.04%	0.00%	7.65%	81.63%	13.27%	1.02%	0.00%	0.00%	4.08%	18.37%	16.84%
Division 8	223	146	7	4	1	36	194	24	1			4	29	53
% Work Force		65.47%	3.14%	1.79%	0.45%	16.14%	87.00%	10.76%	0.45%	0.00%	0.00%	1.79%	13.00%	23.77%
Division 9	707	389	37	17	17	23	483	179	20	6	7	12	224	139
% Work Force		55.02%	5.23%	2.40%	2.40%	3.25%	68.32%	25.32%	2.83%	0.85%	0.99%	1.70%	31.68%	19.66%
<b>TOTALS</b>	<b>2310</b>	<b>1539</b>	<b>73</b>	<b>67</b>	<b>22</b>	<b>177</b>	<b>1878</b>	<b>354</b>	<b>25</b>	<b>8</b>	<b>8</b>	<b>37</b>	<b>432</b>	<b>417</b>
PERCENT REPRESENTED	100.00%	66.62%	3.16%	2.90%	0.95%	7.66%	81.30%	15.32%	1.08%	0.35%	0.35%	1.60%	18.70%	18.05%
PERCENT WORKFORCE AVAILABILITY	96.10%	41.70%	3.00%	2.80%	0.70%	3.50%	51.70%	35.40%	3.40%	1.70%	0.60%	3.30%	44.40%	19.00%

Total Minority was calculated by summing all non-Whites from the Total.

NOTE: Statistics for the Percent Workforce Availability were taken from the US Census Bureau, Census 2000 information for Oklahoma Occupations of Civilian Labor Force by Minority Status and Gender 2000 Census EEO Data table. Estimates may not add to the total due to rounding.

Workforce Availability for individual ODOT Divisions is provided in the Affirmative Action Plan Availability Analysis.

Division Profile Information was taken from the FY-2012 AA/EEO Employees on July 1, 2012 document provided by Office of State Finance/Human Capital Management.

**2012 ODOT APPLICANT FLOW AND HIRE SUMMARY BY JOB GROUP**

DIVISION	MALE						FEMALE						TOT MIN
	WHITE	BLACK	HISP	AS/PI	A/AN	TOT MALE	WHITE	BLACK	HISP	AS/PI	A/AN	TOT FEM	
<b>OFFICIAL ADMINISTRATOR</b>													
Total Apps	0	0	0	0	0	0	0	0	0	0	0	0	0
% Apps	#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!
Total Hires	0	0	0	0	0	0	0	0	0	0	0	0	0
% Hires	#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!
<b>PROFESSIONAL</b>													
Total Apps	310	82	21	4	24	5	136	116	21	8	18	11	174
% Apps	100.00%	26.45%	6.77%	1.29%	7.74%	1.61%	43.87%	37.42%	6.77%	2.58%	5.81%	3.55%	56.13%
Total Hires	11	9	0	0	0	0	9	2	0	0	0	0	2
% Hires	100.00%	81.82%	0.00%	0.00%	0.00%	0.00%	81.82%	18.18%	0.00%	0.00%	0.00%	0.00%	18.18%
<b>TECHNICIAN</b>													
Total Apps	882	472	51	28	20	75	646	164	40	7	7	18	236
% Apps	100.00%	53.51%	5.78%	3.17%	2.27%	8.50%	73.24%	18.59%	4.54%	0.79%	0.79%	2.04%	26.76%
Total Hires	16	9	0	0	0	4	13	3	0	0	0	0	3
% Hires	100.00%	56.25%	0.00%	0.00%	0.00%	25.00%	81.25%	18.75%	0.00%	0.00%	0.00%	0.00%	18.75%
<b>ADMINISTRATIVE SUPPORT</b>													
Total Apps	1096	107	33	5	8	11	164	646	139	30	35	82	932
% Apps	100.00%	9.76%	3.01%	0.46%	0.73%	1.00%	14.96%	58.94%	12.68%	2.74%	3.19%	7.48%	85.04%
Total Hires	4	0	0	0	0	0	0	4	0	0	0	0	4
% Hires	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
<b>SKILLED CRAFT</b>													
Total Apps	91	66	4	0	2	9	81	3	6	0	0	1	10
% Apps	100.00%	72.53%	4.40%	0.00%	2.20%	9.89%	89.01%	3.30%	6.59%	0.00%	0.00%	1.10%	10.99%
Total Hires	9	6	0	0	0	0	6	3	0	0	0	0	3
% Hires	100.00%	66.67%	0.00%	0.00%	0.00%	0.00%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	33.33%
<b>SERVICE/MAINTENANCE</b>													
Total Apps	1930	1370	86	56	10	212	1734	138	31	5	2	20	196
% Apps	100.00%	70.98%	4.46%	2.90%	0.52%	10.98%	89.84%	7.15%	1.61%	0.26%	0.10%	1.04%	10.16%
Total Hires	116	92	2	3	1	15	113	2	0	0	1	0	3
% Hires	100.00%	79.31%	1.72%	2.59%	0.86%	12.93%	97.41%	1.72%	0.00%	0.00%	0.86%	0.00%	2.59%
<b>GRAND TOTAL APPLICANTS</b>	4309	2097	195	93	64	312	2761	1067	237	50	62	132	1548
<b>GRAND TOTAL HIRES</b>	153	116	2	3	1	19	141	11	0	0	1	0	12

Total Minority was calculated by summing all non-Whites from the Total.  
 Applicant Flow and Hiring data provided by the Office of State Finance/Human Capital Management.  
 The Employees hired by ODOT from other state agencies are considered as transfers; direct hires through the Field Divisions are not reflected in the Total Hires category.

# PRESENT STAFFING REPORT



# PRESENT STAFFING

Agency Name and Code: Oklahoma Department of Transportation 345

EEO Coordinator: Gregory Pringle

As of: June 30, 2012

Job Categories	MALE										FEMALE									
	TOT EMP	WHITE	BLACK	HISP	AS/PI	A/AN	TOT MALE	WHITE	BLACK	HISP	AS/PI	A/AN	TOT FEM	TOT MIN						
<b>Official/ Admin</b>	176	128	4	5	3	3	143	27	1	1	2	2	33	21						
% Represented		72.7	2.3	2.8	1.7	1.7	81.3	15.3	0.6	0.6	1.1	1.1	18.8	11.9						
% 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						
<b>Professionals</b>	342	183	7	5	7	11	213	106	12	1	4	6	129	53						
% Represented		53.5	2.0	1.5	2.0	3.2	62.3	31.0	3.5	0.3	1.2	1.8	37.7	15.5						
% 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						
<b>Technicians</b>	733	517	33	24	8	54	636	81	2	2	1	11	97	135						
% Represented		70.5	4.5	3.3	1.1	7.4	86.8	11.1	0.3	0.3	0.1	1.5	13.2	18.4						
% 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						
<b>Protective Services</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
% Represented		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0						
% 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						
<b>Paraprofessionals</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
% Represented		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0						
% 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						
<b>Admin Support</b>	149	6	0	0	0	2	8	113	7	8	1	12	141	30						
% Represented		4.0	0.0	0.0	0.0	1.3	5.4	75.8	4.7	5.4	0.7	8.1	94.6	20.1						
% 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						
<b>Skilled Craft Workers</b>	85	71	2	1	2	5	81	2	2	0	0	0	4	12						
% Represented		83.5	2.4	1.2	2.4	5.9	95.3	2.4	2.4	0.0	0.0	0.0	4.7	14.1						
% 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						
<b>Service Maintenance</b>	825	636	25	32	2	102	797	25	1	0	0	2	28	164						
% Represented		77.1	3.0	3.9	0.2	12.4	96.6	3.0	0.1	0.0	0.0	0.2	3.4	19.9						
% 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						
<b>TOTALS</b>	2310	1541	71	67	22	177	1878	354	25	12	8	33	432	415						
% Represented		66.7	3.1	2.9	1.0	7.7	81.3	15.3	1.1	0.5	0.3	1.4	18.7	18.0						
% 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

(06/18/2012)

Reasons for discrepancies in EEO-4 statistics and the PeoplesSoft Employee Status Report are as follows: Official/Administrator - +1 due to one Official/Administrator on paid leave; Professional - +1 due to one Professional on paid leave; Technician - +9 due to 9 Technicians on paid leave; Administrative Support +2 due to 2 Administrative Support on paid leave; Skilled Craft - +3 due to 2 Skilled Craft workers on paid leave and 1 Skilled Craft worker whose retirement effective date was 07/01/2012; Service/Maintenance - +19 due to 17 Service/Maintenance workers on paid leave and 2 Service/Maintenance terminations effective 06/30/2012 but not reflected in the EEO-4 Report. With those considerations in place, the report accurately balances with the EEO-4 Report.

# PERSONNEL TRANSACTIONS REPORT





# Personnel Transactions Report

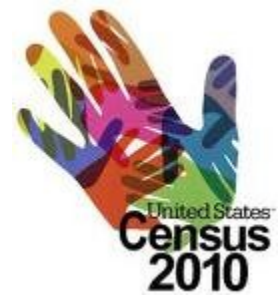
Agency Name and Code: Oklahoma Department of Transportation 345

Date: June 30, 2012

Summary	Total	Minority					Total	Male	Female
		White	Black	Hisp	AS/PI	AI/AN			
1. Employees at Beginning of Period (07-01-11)	#	1941	97	68	34	200	399	1904	436
	%	83%	4%	3%	1%	9%	17%	81%	19%
2. Employees at End of Period (06-30-12)	#	1895	96	79	30	210	415	1878	432
	%	82%	4%	3%	1%	9%	18%	81%	19%
3. Net Increase (decrease)		-46	-1	11	-4	10	16	-26	-4
4. Personnel Transaction:									
(A) New Hires	#	200	10	14	2	30	56	218	38
	%	78%	4%	5%	1%	12%	22%	85%	15%
(B) Promotions	#	327	10	10	6	46	72	350	49
	%	82%	3%	3%	2%	12%	18%	88%	12%
(C) Demotions		4	2	1	0	1	2	1	3
(D) Separations		286	11	3	6	20	40	244	42

**OPM-AA/EEO-8 (06/18/2012)**

# APPENDIX



# ODOT Salary Guidelines

Effective July 1, 2012

These salary guidelines are consistent with ODOT Policy B-305-2-(1) and are to be used for compensation decisions.

1. **The Hiring Rate/Minimum Salary Column** – is for employees on probation or trial period and is the minimum salary for employees in that job code.
2. **The Authorized Salary Column** – is the maximum salary Division Engineers or Division Managers are authorized to pay permanent employees without a salary exception approved by the appropriate Director and the Deputy Director/Chief Engineer.
3. **The Maximum Salary Column** – represents the highest salary an employee may be paid with approval of an Assistant Director and the Deputy Director/Chief Engineer.
4. **The Salary Exception Request** – is a written justification detailing why the Division is requesting that an employee be paid above the Authorized Salary. The Salary Exception Request must be approved by the Assistant Director and the Deputy Director/Chief Engineer before any transaction can occur.
5. **Minimum Promotion Pay Increase** – Employees must receive no less than a 5% pay increase upon promotion or career progression unless the new salary would take the employee beyond the amount listed on the Maximum Salary Column.
6. **Maximum Promotion Pay Increase** – Employees may not receive more than a 20% increase upon promotion or career progression unless a higher percentage increase is required to reach the amount listed on the Hiring Rate/Minimum Salary Column.
7. **Minimum Hiring Rate Salary** – Under the provisions of House Bill 1114, effective 7/1/12 the minimum salary for any ODOT employee is \$1590.83 per month (\$19,090/yr or \$9.18/hr).

### Annualized ODOT Salary Guidelines Chart

JFD Title	Level	JFD Code	Pay Band	ODOT Hiring Rate/Minimum Salary	ODOT Authorized Salary	Maximum Salary
Accountant	I	D14A	I	\$33,257.14	\$34,920	\$44,170
	II	D14B	J	\$39,908.57	\$41,904	\$48,561
	III	D14C	K	\$45,794.29	\$48,084	\$53,080
	IV	D14D	L	\$50,377.14	\$52,896	\$58,387
Accounting Technician	I	D50A	F	\$23,268.57	\$24,432	\$32,963
	II	D50B	G	\$24,434.29	\$25,656	\$36,260
	III	D50C	H	\$28,857.14	\$30,300	\$39,885
Administrative Assistant	I	E17A	H	\$28,091.43	\$29,496	\$39,885
	II	E17B	I	\$30,857.14	\$32,400	\$44,170
Administrative Programs Officer	I	E12A	J	\$33,062.86	\$34,716	\$48,561
	II	E12B	L	\$41,931.43	\$44,028	\$58,387
	III	E12C	M	\$47,600.00	\$49,980	\$64,808
	IV	E12D	O	\$57,120.00	\$59,976	\$80,569
Administrative Technician	I	E16A	D	\$19,090.00	\$19,812	\$27,241
	II	E16B	E	\$21,542.86	\$22,620	\$29,967
	III	E16C	F	\$25,405.71	\$26,676	\$32,963
	IV	E16D	G	\$25,405.71	\$26,676	\$36,260
Auditor	I	D12A	I	\$33,257.14	\$34,920	\$44,170
	II	D12B	J	\$39,908.57	\$41,904	\$48,561
	III	D12C	K	\$45,794.29	\$48,084	\$53,080
	IV	D12D	L	\$50,377.14	\$52,896	\$58,387
Bindery Worker	I	E33A	E	\$20,422.86	\$21,444	\$29,967
	II	E33B	F	\$23,485.71	\$24,660	\$32,963
	III	E33C	H	\$28,091.43	\$29,496	\$39,885
Business Manager	I	D30A	K	\$45,794.29	\$48,084	\$53,080
	II	D30B	L	\$50,377.14	\$52,896	\$58,387
CADD Specialist	I	T10A	F	\$29,497.14	\$30,972	\$32,963
	II	T10B	G	\$32,434.29	\$34,056	\$36,260
	III	T10C	I	\$35,691.43	\$37,476	\$44,170
	IV	T10D	J	\$41,040.00	\$43,092	\$48,561
	V	T10E	K	\$46,285.71	\$48,600	\$53,080
	VI	T10F	M	\$50,754.29	\$53,292	\$64,808
Civil Rights Administrator	I	C10A	L	\$43,737.14	\$45,924	\$58,387
	II	C10B	N	\$51,360.00	\$53,928	\$71,938
Construction/Maintenance Technician	I	F41A	F	\$25,074.29	\$26,328	\$32,963
	II	F41B	G	\$27,577.14	\$28,956	\$36,260
	III	F41C	H	\$30,331.43	\$31,848	\$39,885
Contracting & Acquisitions Agent	I	F14A	H	\$30,811.43	\$32,352	\$39,885
	II	F14B	I	\$34,800.00	\$36,540	\$44,170
	III	F14C	J	\$39,908.57	\$41,904	\$48,561
	IV	F14D	K	\$43,897.14	\$46,092	\$53,080
EAP Coordinator	I	C12A	K	\$37,462.86	\$39,336	\$53,080
Engineer Intern	I	S10A	I	\$34,091.43	\$35,796	\$44,170
	II	S10B	J	\$37,497.14	\$39,372	\$48,561
	III	S10C	K	\$41,245.71	\$43,308	\$53,080
	IV	S10D	L	\$45,428.57	\$47,700	\$58,387
	V	S10E	M	\$49,440.00	\$51,912	\$64,808

### Annualized ODOT Salary Guidelines Chart

Engineering Manager	I	S12A	O	\$62,754.29	\$65,892	\$80,569
Engineering Manager	II	S12B	P	\$68,274.29	\$71,688	\$91,044
Engineering Manager (Residency)	II	S12B	P	\$71,680.00	\$75,264	\$91,044
Engineering Manager	III	S12C	Q	\$78,514.29	\$82,440	\$102,880
Engineering Manager (Field)	III	S12C	Q	\$82,445.71	\$86,568	\$102,880
	IV	S12D	R	\$89,314.29	\$93,780	\$116,255
Environmental Programs Manager	I	R25A	N	\$55,862.86	\$58,656	\$71,938
	II	R25B	O	\$64,251.43	\$67,464	\$80,569
Environmental Programs Specialist	I	R20A	I	\$34,571.43	\$36,300	\$44,170
	II	R20B	J	\$39,908.57	\$41,904	\$48,561
	III	R20C	K	\$45,794.29	\$48,084	\$53,080
	IV	R20D	L	\$50,377.14	\$52,896	\$58,387
Environmental/Chemical Lab Scientist	I	R10A	J	\$34,571.43	\$36,300	\$48,561
	II	R10B	K	\$39,908.57	\$41,904	\$53,080
	III	R10C	L	\$45,794.29	\$48,084	\$58,387
	IV	R10D	M	\$50,377.14	\$52,896	\$64,808
Financial Manager/Comptroller	I	D33A	N	\$53,805.71	\$56,496	\$71,938
	II	D33B	O	\$59,188.57	\$62,148	\$80,569
	III	D33C	O	\$68,068.57	\$71,472	\$80,569
	IV	D33D	Q	\$85,520.00	\$89,796	\$102,880
Fleet Specialist	I	F47A	E	\$24,217.14	\$25,428	\$29,967
	II	F47B	G	\$28,080.00	\$29,484	\$36,260
	III	F47C	H	\$32,857.14	\$34,500	\$39,885
	IV	F47D	I	\$36,148.57	\$37,956	\$44,170
	V	F47E	K	\$42,994.29	\$45,144	\$53,080
Geographic Info Systems Technician	I	B24A	F	\$29,497.14	\$30,972	\$32,963
	II	B24B	G	\$32,434.29	\$34,056	\$36,260
	III	B24C	H	\$35,691.43	\$37,476	\$39,885
Geographic Info Systems Specialist	I	B25A	I	\$38,365.71	\$40,284	\$44,170
	II	B25B	J	\$41,040.00	\$43,092	\$48,561
	III	B25C	K	\$46,285.71	\$48,600	\$53,080
Geographic Info Systems Manager	I	B26A	M	\$50,754.29	\$53,292	\$64,808
	II	B26B	N	\$56,491.43	\$59,316	\$71,938
Graphic Artist	I	E43A	H	\$31,542.86	\$33,120	\$39,885
	II	E43B	I	\$34,697.14	\$36,432	\$44,170
	III	E43C	J	\$38,297.14	\$40,212	\$48,561
Highway Sign Technician	I	T27A	E	\$20,548.57	\$21,576	\$29,967
	II	T27B	F	\$24,491.43	\$25,716	\$32,963
	III	T27C	G	\$27,531.43	\$28,908	\$36,260
	IV	T27D	H	\$30,560.00	\$32,088	\$39,885
HR Management Specialist	I	C31A	H	\$33,257.14	\$34,920	\$39,885
	II	C31B	J	\$39,908.57	\$41,904	\$48,561
	III	C31C	K	\$45,794.29	\$48,084	\$53,080
	IV	C31D	L	\$50,377.14	\$52,896	\$58,387
HR Programs Manager	I	C32A	M	\$53,805.71	\$56,496	\$64,808
	II	C32B	N	\$56,491.43	\$59,316	\$71,938
	III	C32C	O	\$66,708.57	\$70,044	\$80,569
IS Administrator	I	B32A	O	\$68,274.29	\$71,688	\$80,569
	II	B32B	P	\$75,942.86	\$79,740	\$91,044
IS Applications Specialist	I	B51A	J	\$40,091.43	\$42,096	\$48,561
	II	B51B	K	\$44,102.86	\$46,308	\$53,080
	III	B51C	L	\$48,514.29	\$50,940	\$58,387
	IV	B51D	M	\$53,371.43	\$56,040	\$64,808
IS Manager	I	B31A	M	\$56,777.14	\$59,616	\$64,808

### Annualized ODOT Salary Guidelines Chart

	II	B31B	N	\$62,457.14	\$65,580	\$71,938
	III	B31C	O	\$68,274.29	\$71,688	\$80,569
IS Network Administrator	I	B22A	L	\$42,308.57	\$44,424	\$58,387
	II	B22B	L	\$46,537.14	\$48,864	\$58,387
	III	B22C	M	\$51,188.57	\$53,748	\$64,808

### Annualized ODOT Salary Guidelines Chart

IS Network Management Specialist	I	B21A	I	\$36,514.29	\$38,340	\$44,170
	II	B21B	J	\$39,908.57	\$41,904	\$48,561
	III	B21C	K	\$43,417.14	\$45,588	\$53,080
	IV	B21D	L	\$47,760.00	\$50,148	\$58,387
IS Operating Systems Specialist	I	B30A	K	\$42,708.57	\$44,844	\$53,080
	II	B30B	L	\$48,514.29	\$50,940	\$58,387
	III	B30C	M	\$53,371.43	\$56,040	\$64,808
	IV	B30D	N	\$54,697.14	\$57,432	\$71,938
IS Operations Specialist	I	B10A	E	\$23,897.14	\$25,092	\$29,967
	II	B10B	F	\$26,285.71	\$27,600	\$32,963
	III	B10C	G	\$28,960.00	\$30,408	\$36,260
	IV	B10D	H	\$31,851.43	\$33,444	\$39,885
	V	B10E	I	\$35,040.00	\$36,792	\$44,170
IS Services Coordinator	I	B55A	J	\$33,062.86	\$34,716	\$48,561
	II	B55B	K	\$36,365.71	\$38,184	\$53,080
	III	B55C	L	\$40,000.00	\$42,000	\$58,387
	IV	B55D	M	\$44,000.00	\$46,200	\$64,808
IS Telecommunications Technician	I	B20A	G	\$31,622.86	\$33,204	\$36,260
	II	B20B	H	\$34,788.57	\$36,528	\$39,885
	III	B20C	I	\$36,514.29	\$38,340	\$44,170
Land Surveyor Manager	I	S17A	O	\$61,028.57	\$64,080	\$80,569
	II	S17B	P	\$73,234.29	\$76,896	\$91,044
	III	S17C	Q	\$85,520.00	\$89,796	\$102,880
Legal Secretary	I	E25A	G	\$24,914.29	\$26,160	\$36,260
	II	E25B	H	\$27,405.71	\$28,776	\$39,885
	III	E25C	I	\$30,857.14	\$32,400	\$44,170
	IV	E25D	J	\$33,165.71	\$34,824	\$48,561
Materiel Management Officer	I	F21A	H	\$31,165.71	\$32,724	\$39,885
	II	F21B	I	\$34,285.71	\$36,000	\$44,170
Materiel Management Specialist	I	F20A	D	\$19,090.00	\$20,028	\$27,241
	II	F20B	E	\$21,497.14	\$22,572	\$29,967
	III	F20C	F	\$23,645.71	\$24,828	\$32,963
	IV	F20D	G	\$26,000.00	\$27,300	\$36,260
Offset Press Operator	I	E34A	F	\$22,891.43	\$24,036	\$32,963
	II	E34B	G	\$27,920.00	\$29,316	\$36,260
	III	E34C	H	\$30,457.14	\$31,980	\$39,885
	IV	E34D	I	\$33,508.57	\$35,184	\$44,170
Optical Imaging Specialist	I	E36A	D	\$19,668.57	\$20,652	\$27,241
	II	E36B	F	\$21,634.29	\$22,716	\$32,963
	III	E36C	H	\$25,142.86	\$26,400	\$39,885
Photogrammetrist	I	T60A	I	\$33,908.57	\$35,604	\$44,170
	II	T60B	J	\$39,908.57	\$41,904	\$48,561
	III	T60C	K	\$45,794.29	\$48,084	\$53,080
	IV	T60D	L	\$50,377.14	\$52,896	\$58,387
Photographer	I	E50A	H	\$31,542.86	\$33,120	\$39,885
	II	E50B	I	\$34,697.14	\$36,432	\$44,170
Professional Engineer	I	S11A	M	\$51,908.57	\$54,504	\$64,808
	II	S11B	N	\$59,360.00	\$62,328	\$71,938
	III	S11C	O	\$68,274.29	\$71,688	\$80,569
Professional Land Surveyor	I	S16A	M	\$49,714.29	\$52,200	\$64,808
	II	S16B	N	\$54,685.71	\$57,420	\$71,938
Programs Manager	I	H10A	M	\$51,360.00	\$53,928	\$64,808
	II	H10B	N	\$56,491.43	\$59,316	\$71,938
Public Information Manager	I	E45A	L	\$44,000.00	\$46,200	\$58,387
	II	E45B	M	\$48,388.57	\$50,808	\$64,808

### Annualized ODOT Salary Guidelines Chart

Public Information Officer	I	E44A	I	\$33,062.86	\$34,716	\$44,170
	II	E44B	J	\$36,365.71	\$38,184	\$48,561
	III	E44C	K	\$40,000.00	\$42,000	\$53,080
Reproduction Services Manager	I	E37A	L	\$38,994.29	\$40,944	\$58,387
Safety Consultant	I	J31A	H	\$33,062.86	\$34,716	\$39,885
	II	J31B	I	\$38,742.86	\$40,680	\$44,170
	III	J31C	J	\$44,468.57	\$46,692	\$48,561
	IV	J31D	K	\$48,914.29	\$51,360	\$53,080
Secretary	I	E24A	F	\$21,542.86	\$22,620	\$32,963
	II	E24B	G	\$25,405.71	\$26,676	\$36,260
	III	E24C	H	\$28,091.43	\$29,496	\$39,885
	IV	E24D	I	\$30,857.14	\$32,400	\$44,170
	V	E24E	J	\$33,062.86	\$34,716	\$48,561
Training Specialist	I	C41A	I	\$33,257.14	\$34,920	\$44,170
	II	C41B	J	\$39,908.57	\$41,904	\$48,561
	III	C41C	L	\$50,377.14	\$52,896	\$58,387
Transportation Equipment Operator	I	T25A	E	\$22,308.57	\$23,424	\$29,967
	II	T25B	F	\$25,657.14	\$26,940	\$32,963
	III	T25C	G	\$29,508.57	\$30,984	\$36,260
	IV	T25D	H	\$33,920.00	\$35,616	\$39,885
Transportation Manager	I	T23A	M	\$51,360.00	\$53,928	\$64,808
<i>Transportation Manager</i>	II	T23B	N	\$56,491.43	\$59,316	\$71,938
<i>Transportation Manager (Residency)</i>	II	T23B	N	\$62,068.57	\$65,172	\$71,938
	III	T23C	O	\$66,708.57	\$70,044	\$80,569
	IV	T23D	P	\$78,514.29	\$82,440	\$91,044
Transportation Specialist	I	T22A	I	\$33,908.57	\$35,604	\$44,170
	II	T22B	J	\$39,908.57	\$41,904	\$48,561
	III	T22C	K	\$45,794.29	\$48,084	\$53,080
	IV	T22D	L	\$50,377.14	\$52,896	\$58,387
Transportation Superintendent	I	T26A	J	\$38,240.00	\$40,152	\$48,561
	II	T26B	K	\$45,885.71	\$48,180	\$53,080
Transportation Technician	I	T21A	F	\$24,228.57	\$25,440	\$32,963
	II	T21B	G	\$26,651.43	\$27,984	\$36,260
	III	T21C	H	\$29,314.29	\$30,780	\$39,885
	IV	T21D	I	\$32,251.43	\$33,864	\$44,170
Video Production Specialist	I	C42A	I	\$32,308.57	\$33,924	\$44,170
	II	C42B	J	\$35,622.86	\$37,404	\$48,561
	III	C42C	L	\$42,754.29	\$44,892	\$58,387
Welder	I	F48A	F	\$25,577.14	\$26,856	\$32,963
	II	F48B	G	\$28,571.43	\$30,000	\$36,260
	III	F48C	H	\$36,697.14	\$38,532	\$39,885



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

<b>Code</b>	<b>Title</b>	<b>Pay Band</b>
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 Department of Transportation  
Unclassified Salary Schedule**

Revised 7/1/12

Pay Band	Rate	Minimum	Midpoint	Maximum
00 *	Annual	\$19,090		\$120,000
	Monthly	\$1,590.83		\$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 2012 min wage per HB 1114 as set by US Dept of Health & Human Services (min hourly rate of \$9.18/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

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

## GLOSSARY OF EEO TERMS AND CONCEPTS

EEO, like any other field, has its own special terminology. The definitions given below will provide a better understanding of any technical language or terms that may be printed in opinions, court decisions or other literature on EEO. Words or phrases bolded within a definition are defined elsewhere in the glossary.

**Accessibility** – A barrier-free environment in which the mobility of physically disabled persons is not inhibited by external forces such as architectural design.

**Adverse Impact** (Effect) – Applying certain personnel policies uniformly to all applicants or employees (e.g., word-of-mouth recruiting, diploma requirements, intelligence tests, minimum height requirements) has the effect of denying employment or advancement to members of a **protected class**. **Business necessity** is the only justifiable reason for adverse impact.

**Affected Class** (See also: **Protected Class**) – Any employee group (for example, minorities and women) that has suffered, and continues to suffer, the effects of unlawful discrimination.

**Affirmative Action** – The methods and measures taken to correct imbalances in the work force and eliminate the effects of past discrimination employment practices.

**Affirmative Action Plan** – A planned document containing affirmative steps designed to eliminate discrimination and to overcome the effects of past or present practices, policies or other barriers to equal employment opportunity. Such steps include, but are not limited to the following:

- (1) The establishment of a long-term goal and short range, interim goals and timetables for specific job classifications, all of which should take into account the availability of basically qualified persons in the relevant labor market;
- (2) A recruitment program designed to attract qualified members of the affected group;
- (3) A systematic effort to organize work and redesign jobs in ways that will provide opportunities for persons lacking entry-level knowledge or skills to enter, and with appropriate training, to progress in a career field;
- (4) The initiation of measures designed to assure that members of an affected group who are qualified to perform the job are included within the pool of persons from which a selection official makes a selection;
- (5) A systematic effort to provide career advancement training, both classroom and on-the-job, to employees locked into dead-end jobs; and
- (6) The establishment of a system for regularly monitoring and evaluating the effectiveness of the affirmative action program and procedures for making timely adjustments where effectiveness is not demonstrated.

**Applicant Flow Record** – Written, objective measure used to analyze and monitor the recruiting efforts in an employer’s Affirmative Action Plan. This record shows each job applicant’s name, race, color, national origin, sex, referral source, date of application, position applied for, whether the job applied for (or any other job) was offered or why it was not offered.

**Availability** – The presence of women and minorities “ready, willing and able to work” in the civilian labor force, used in setting goals and determining underutilization. There are several basic measures of availability: **occupational parity, labor force parity, population parity.**

**Balanced and Representative Work Force** – A work force whose composition at all levels approximates the composition of the relevant civilian labor force in terms of race, sex and ethnicity.

**Bona Fide Occupational Qualification (BFOQ)** – A job requirement that permits an employer to legally discriminate on the basis of sex, age, religion or national origin. Such requirements are rare exceptions. For example, sex is a BFOQ for modeling dresses or working in a women’s locker room. Sex is not a BFOQ, however, for heavy physical work since some women are physically powerful. Race and color are never a BFOQ.

**Business Necessity** – If an employer’s practices or policies tend to **adversely affect** members of a **protected class**, then the employer must be able to demonstrate that the challenged practices effectively carry out the business purposes they are alleged to serve and that no alternative, nondiscriminatory practices can achieve the safe and efficient operation of its business.

**Class Action Suit** – A court action on behalf of an affected class alleging an unlawful pattern of discrimination by an employer. A class action suit can be initiated by an individual, a group and/or a government agency.

**Compliance** – The degree to which states agencies carry out (comply with) their affirmative action plan or federal and state anti-discrimination laws and regulations.

**Disabled Veteran** – A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty and who is entitled to a 30 percent disability compensation under the laws administered by the Veteran’s Administration.

**Disparate Treatment** – Discrimination within the meaning of Title VII of the Civil Rights Act of 1964 that occurs when an employer or other person subject to the Act intentionally excludes individuals from an employment opportunity on the basis of race, color, religion, sex or national origin. Evidence of exclusion need not be embodied in the employer’s employment policies or practices, however. Whenever similarly situated individuals of a different race, color, sex, religion or national origin group are accorded disparate treatment in the context of a similar employment situation, it is reasonable to

infer (absent other evidence) that discrimination has occurred. The presence of a discriminatory motive can be inferred from the fact that there were differences in treatment.

**Equal Employment Opportunity** – Administering all terms and conditions of employment without regard to age, color, disability, national origin, race, religion or sex.

**EEOC Guidelines** – Interpretations of Title VII expressed by the Equal Employment Opportunity Commission that do not have the force of law but tend to be supported by the courts. These positions are outlined in various EEOC publications such as “Discrimination Because of Sex”, “Discrimination Because of Religion”, etc.

**Employer Information Report EEO-4** – This annual report shows the representation of female and minority employees in an employer’s total work force as well as in standard job grouping (i.e., officials/administrators, professionals, technicians, protective services, paraprofessionals, administrative support, skilled craft and service maintenance.)

**Fair Employment Practices Act (FEPA)** – The Oklahoma Fair Employment Practices Act, Section 840-4.12(l) of the Oklahoma Personnel Act.

**Goals** – As part of an affirmative action program, goals to eliminate employment discrimination and effects of past discrimination are required. Goals are specific, temporary and flexible.

**Intent Versus Effect** – In EEO law, corporate or personal intentions have no bearing in discrimination. What does count is the effect of what is done. If discrimination has occurred, the intention not to discriminate is of no value in defending one’s position.

**Job Relatedness** – According to EEO court decisions, any criterion employed to determine whether a person will be hired, fired, transferred, promoted, given a salary increase and so forth must be directly related to job performance.

**Manifest Imbalance** – Representation of EEO groups in a specific occupational grouping or grade level in the agency’s work force that is substantially below its representation in the appropriate CLF.

**Minority** – Persons who appear to belong, identify with or are regarded in the community as belonging to one of the following racial or ethnic groups:

Black – All persons having origins in any of the Black racial groups of Africa.

Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

American Indian or Alaska Native – All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition. For affirmative action purposes, persons who are reported as American Indian shall verify tribal affiliation by providing a certificate of Degree of Indian Blood from the U. S. Department of the Interior, Bureau of Indian Affairs or by providing the name and address of tribal officials who can verify tribal affiliation.

**Occupational Parity** – The representation of women and minorities in particular occupational categories in the recruiting area. This has generally been accepted as a primary basis for defining affirmative action **goals** and **underutilization**.

**Parity** – Statistical parity is the objective of affirmative action efforts. Parity is achieved when the percentage of women and minorities in an organization's workforce matches the percentage of protected class members available in the labor force.

**Physical Disability** – A physical or mental impairment which substantially limits one or more major life activities.

**Present Effect of Past Practices** – The concept of present effects of past practices means that employers are liable today for events and decisions of the past. Because past discriminatory practices prevent women and minorities from acquiring the necessary experience or skills to be promoted or do certain jobs, they are considered to be suffering the present effects of past discrimination.

**Prima-Facie Evidence** – Evidence that does not have to be proven because it is sufficient on its face or first appearance. For example, if all of a company's black employees work in the stockroom, all its women employees work in the office and all its white male employees are supervisors, a compliance agency would consider this prima-facie evidence of discrimination.

**Protected Class** – Any group (or member of that group) specified in, and therefore protected by, the anti-discrimination laws or the affirmative action obligations of employers. The anti-discrimination laws protect individuals from discrimination because of age, color, disability, national origin, race, religion or sex. The groups are **racial minorities, women, persons with a disability, disabled veterans and veterans of the Vietnam era**.

**Protected Versus Affected Class** (See also **Affected Class**) – The term protected classes describes the people who have been defined by the courts to have felt the brunt of discriminatory employment practices, i.e., women, minorities, the disabled, the 40-plus age group, the Vietnam era and disabled veterans. The term "affected classes"

refers to a group of people in a specific employment situation who has been discriminated against: people with the same race, sex, color, national origin or religion who have been denied equal employment opportunity in violation of the law.

### **Reasonable Accommodation**

- (1) Used in connection with **affirmative action** for physically disabled persons. If a physically disabled employee or applicant has the skills necessary to perform a job, an employer must make reasonable accommodations to the physical environment, equipment, schedules or procedures that would enable the individual to function in the position.
- (2) Used in connection with discrimination because of religion. If an employee needs to be absent for religious reasons, an employer must make reasonable accommodation to grant the employee that absence – even though it may conflict with or differ from the employer’s schedules, standards or other business conditions unless such absences cause the employer **undue hardship**.

**Selection Process** – Steps involved in employment or promotion decisions. Generally includes initial screening interviews, completing applications, tests for employment, background and/or reference checks, actual interview for employment and decision whether or not to hire or promote the individual.

**Systemic Discrimination** – Does not involve any specific action against an individual employee or class of employees, but refers to personnel practices that pervade throughout the organization and have a discriminatory effect. It can exist over a long period of time in an organization and affect hundreds of people and yet not be obvious.

**Timetables** – The timeframe (in years) set for attaining measurable **goals** in an affirmative action program.

**Underutilization** – Having fewer minorities or women in a particular job category than would reasonably be expected by their **availability**.

**Undue Hardship** – In order for an employer to legally refuse to accommodate an applicant’s or an employee’s physical disability or religious beliefs, the employer must be able to show that such accommodation would place a severe burden on the operation of the business. (See also **Reasonable Accommodation**)

**Unlawful Employment Practice** – Any policy or practice that has discriminatory intent or effect.

**Veteran of the Vietnam Era** - a person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975. Non-disable veterans of the Vietnam Era are a **protected class** for up to four years after discharge.