

OKLAHOMA DEPARTMENT OF TRANSPORTATION



FY 2014

Equal Employment Opportunity and Affirmative Action Plan

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ODOT Policy Statements and Delegation of Authority



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

Oklahoma Division

December 9, 2013

5801 N. Broadway Ext. Ste. 300
Oklahoma City, OK 73118
Phone: 405-254-3300
Fax: 405-254-3302
www.fhwa.dot.gov/okdiv

In Reply Refer To:
HDA-OK

J. Michael Patterson
Executive Director
Oklahoma Department of Transportation
200 NE 21st Street
Oklahoma City, OK 73105

Dear Mr. Patterson:

The Oklahoma Department of Transportation (ODOT) Equal Employment Opportunity Program/Affirmative Action Plan (EEO/AAP) for FY 2014 is approved in accordance with 23 CFR Part 230 for immediate implementation. This approval is effective on October 1, 2013 and is for one calendar year, by which time an updated plan must be submitted for review and approval.

If you have any questions or concerns, please contact Darren Kaihlanen, Civil Rights Specialist, at (405) 254-3312 or by email at darren.kaihlanen@dot.gov.

Sincerely,

Ivan Marrero, P.E.
Acting Division Administrator

cc: Mr. Greg Pringle, Division Administrator, Civil Rights Division



OKLAHOMA DEPARTMENT OF TRANSPORTATION
200 N.E. 21st Street
Oklahoma City, OK 73105-3204

To: All ODOT Staff

From: Mike Patterson, Director

Date: November 25, 2013

Re: Policy on Equal Employment Opportunity and Affirmative Action

Consistent with Federal 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, genetics, political affiliation, veteran's status, and disability, as long as the disability does not render the person unable to perform the essential duties of the position for which employed.

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

recruiting, hiring, promotions, demotions, separations, transfers, layoff (RIF), recall, compensation, benefits and all other terms and conditions of employment. Our annual affirmative action plan helps us achieve our goal of equal opportunity employment for all.

Gregory Pringle, Civil Rights Division Manager, located in the ODOT Central Office, telephone number 405-521-4139, and e-mail address 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.



Mike Patterson, Director
Oklahoma Department of Transportation



Date

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AN EQUAL OPPORTUNITY EMPLOYER



OKLAHOMA DEPARTMENT OF TRANSPORTATION

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

To: All ODOT Staff
From: Mike Patterson, Director
Date: November 25, 2013
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, religion, gender, national origin, age, genetics, political affiliation, veteran's status, and disability.

ODOT policy and practice forbids discrimination and harassment during or associated with the business of ODOT which is based on race, religion, gender, national origin, age, genetics, political affiliation, veteran's status, and 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 demands special attention. Repeated unwelcome sexual advances, request for sexual favors and physical, verbal or visual conduct based on sex, constitutes sexual harassment when:

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

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.

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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 ODOT 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 ODOT 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, veteran's 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 58th, Suite 360

Oklahoma City, OK 73112

Phone: 405-525-9144

Fax: 405-528-6245

E-mail: mpcinfo@mpc.ok.gov

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Oklahoma Office of the Attorney General

Office of Civil Rights Enforcement

313 NE 21st Street

Oklahoma City, OK 73105

Phone: 405-521-3921

Tulsa: 918-581-2885

E-mail: OCRE@oag.ok.gov

U.S. Equal Employment Opportunity Commission

215 Dean A. McGee Ave., Suite 524

Oklahoma City, OK 73102

405-231-4911 or 800-669-4000

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OKLAHOMA DEPARTMENT OF TRANSPORTATION
200 N.E. 21st Street
Oklahoma City, OK 73105-3204

To: All ODOT Staff
From: Mike Patterson, Director
Date: November 25, 2013
Subject: Delegation of Authority for Office of Civil Rights Division Director

Notice is hereby given that I have delegated to the Administrator of the Office of Civil Rights Director 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;
- Acts as Liaison to the Director for governmental concerns and public policy related to EEO Program matters;
- Counsels 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 26th day of NOVEMBER, 2013.


Mike Patterson, Director
Oklahoma Department of Transportation

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OKLAHOMA DEPARTMENT OF TRANSPORTATION
200 N.E. 21st Street
Oklahoma City, OK 73105-3204

To: All ODOT Offices
From: Mike Patterson, ODOT Director
Date: November 25, 2013
Subject: 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 (ODOT) implemented a Department Policy on the Americans with Disabilities Act of 1990, as amended.

Each office and facility has been issued a copy of ODOT 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 ODOT ADA Coordinator. The ODOT ADA Coordinator is:

Trinia Mullins, Civil Rights Division
405-521-4140

The responsibilities of the ODOT 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 ODOT programs and services.

Comments and suggestions may be submitted to division ADA Coordinators or to the ODOT ADA Coordinator.

The ODOT 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 ODOT.

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However, any employee or individual desiring to seek further resolution of a complaint beyond the administrative remedy of ODOT may do so by contacting either the Oklahoma Office of the Attorney General (OAG) or the U.S. Equal Employment Opportunity Commission as listed below. The time limit for filing a complaint with the OAG is 180 days. The time limit for filing a complaint with the U.S. Equal Employment Opportunity Commission is 300 days. Each of these agencies 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.

Oklahoma Office of the Attorney General

Office of Civil Rights Enforcement

313 NE 21st Street

Oklahoma City, OK 73105

Phone: 405-521-3921

Tulsa: 918-581-2885

E-mail: OCRE@oag.ok.gov

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

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Responsibility for AA/EEO Implementation

RESPONSIBILITY FOR AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY IMPLEMENTATION

Responsibilities of the Appointing Authority

The Director of the Oklahoma Department of Transportation (ODOT), Mr. Mike Patterson, is the Chief Administrative Officer, policy establisher and principal appointing authority and exercises overall responsibility for equal employment opportunity and affirmative action within ODOT. Director Patterson has delegated Mr. Gregory Pringle, Division Manager, of the Office of Civil Rights Division (CRD), 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, direct the dissemination of such policies and guidelines, and convey support of these to all persons within and outside of ODOT.

Mr. Pringle reports directly to the appointing authority regarding all matters related to the EEO Program and Affirmative Action plan (*See: Organization Chart on page 5*). Mr. Pringle has overall responsibility for the planning, development, administration, coordination, implementation, monitoring, record keeping and evaluation of the ODOT Equal Opportunity and Affirmative Action Plan.

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

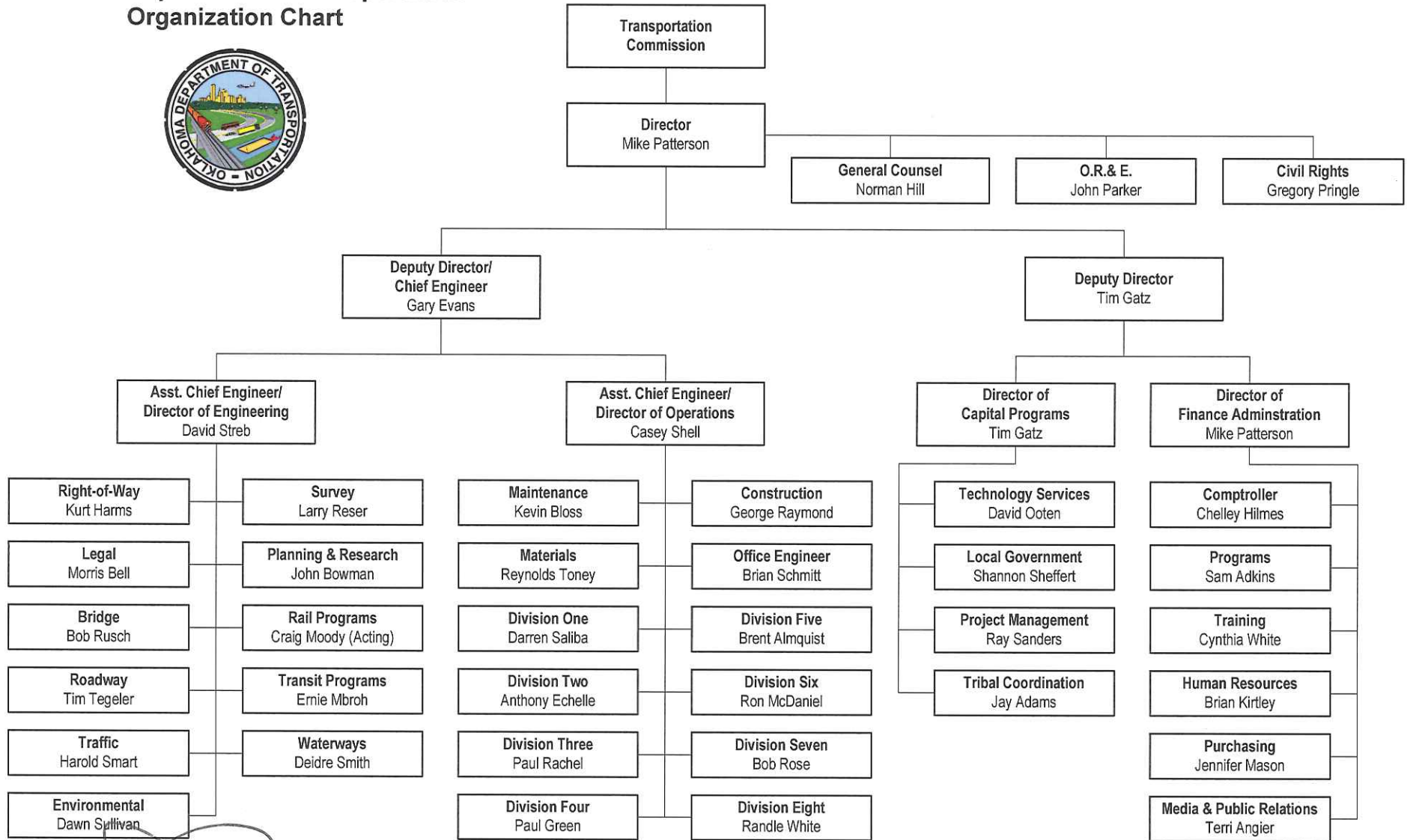
Responsibilities of Employees

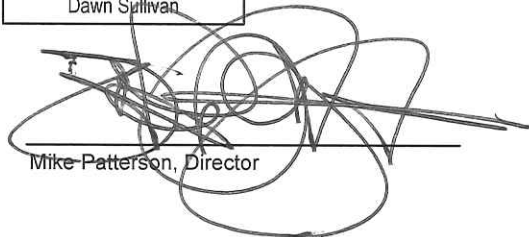
1. Apply all laws, rules, regulations, policies and procedures fairly and impartially toward all persons without regard to race, color, creed, sex, age, national origin, disability, religion or political opinion or affiliation;
2. Exhibit an attitude of respect, courtesy and cooperation toward fellow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



Agency Organization Chart

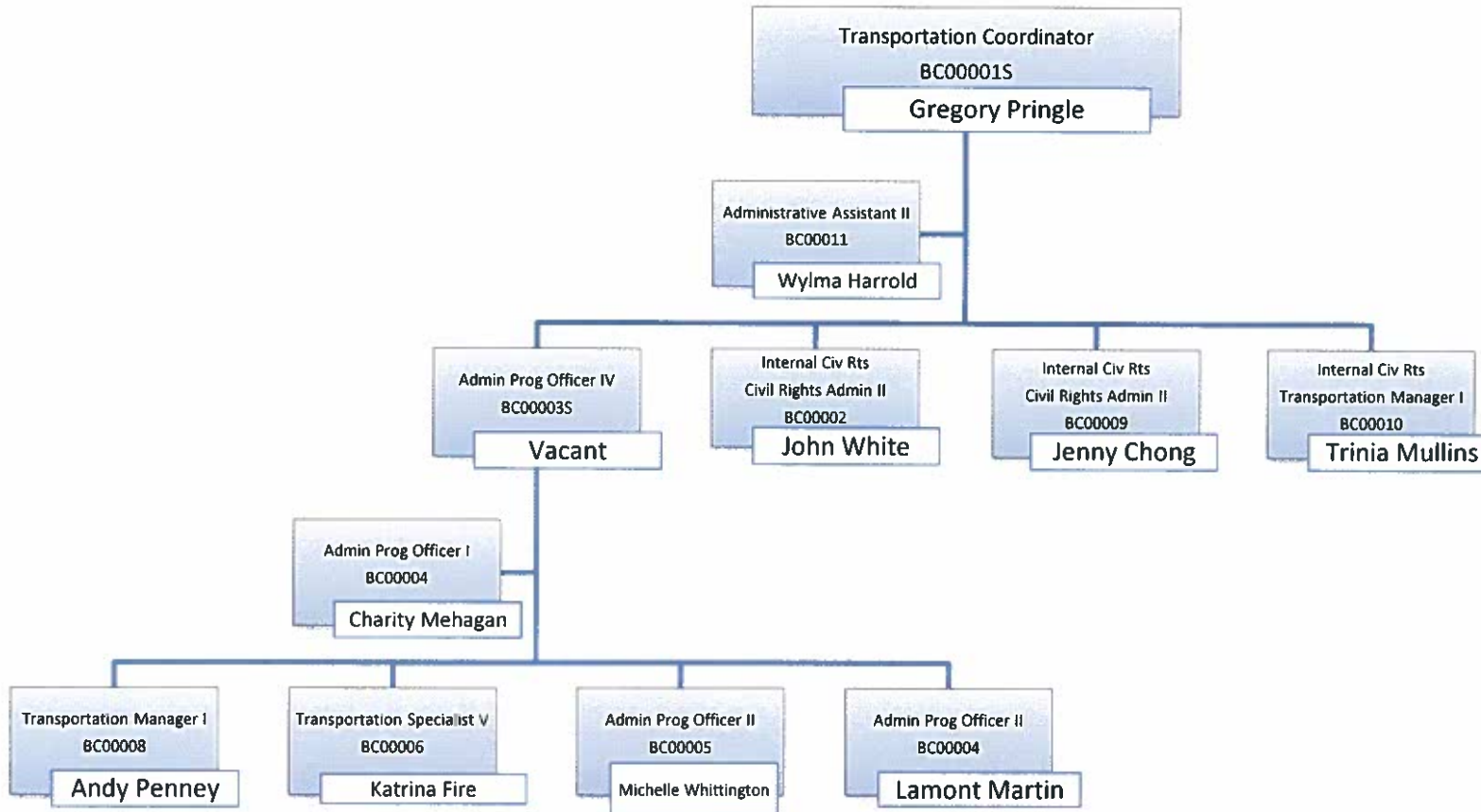
Oklahoma Department of Transportation Organization Chart




Mike Patterson, Director

5/16/13
Date

OKLAHOMA DEPARTMENT OF TRANSPORTATION
Office of Civil Rights Organizational Chart



6-Sep-13


 J. Michael Patterson, Director
 Oklahoma Department of Transportation



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 (ODOT) Affirmative Action (AA) Plan to each field division and place copies in major office areas located in the central office in Oklahoma City;
3. Publicize in Access magazine (published quarterly) and other agency publications, annual reports, and make the AA Plan available on ODOT's website under the "Civil Rights Information" tab;
4. Notify each employee of ODOT's AA Plan through agency-wide memorandum or similar method;
5. Discuss the policy and AA Program in management and supervisory training programs and periodically discuss the program during Director's meetings with senior staff members; and
6. Make the AA Plan 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 ODOT to adopt an EEO Policy Statement and include the statement "Equal Opportunity Employer" when placing advertisements in newspapers and other publications;
3. As needed, we will notify all subcontractors, vendors, and suppliers of our EEO/AA policy and policies, and we will encourage them to assist us in achieving our affirmative action objectives by actively recruiting and referring women, minorities, and people with disabilities.
4. Make copies of the EEO Plan available to interested groups and individuals upon request; and
5. Post the plan on the ODOT's website for public access.



**Affirmative Action for
Disabled and Older Persons**

AFFIRMATIVE ACTION FOR DISABLED PERSONS AND OLDER PERSONS

Policy Statement

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 ensure 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

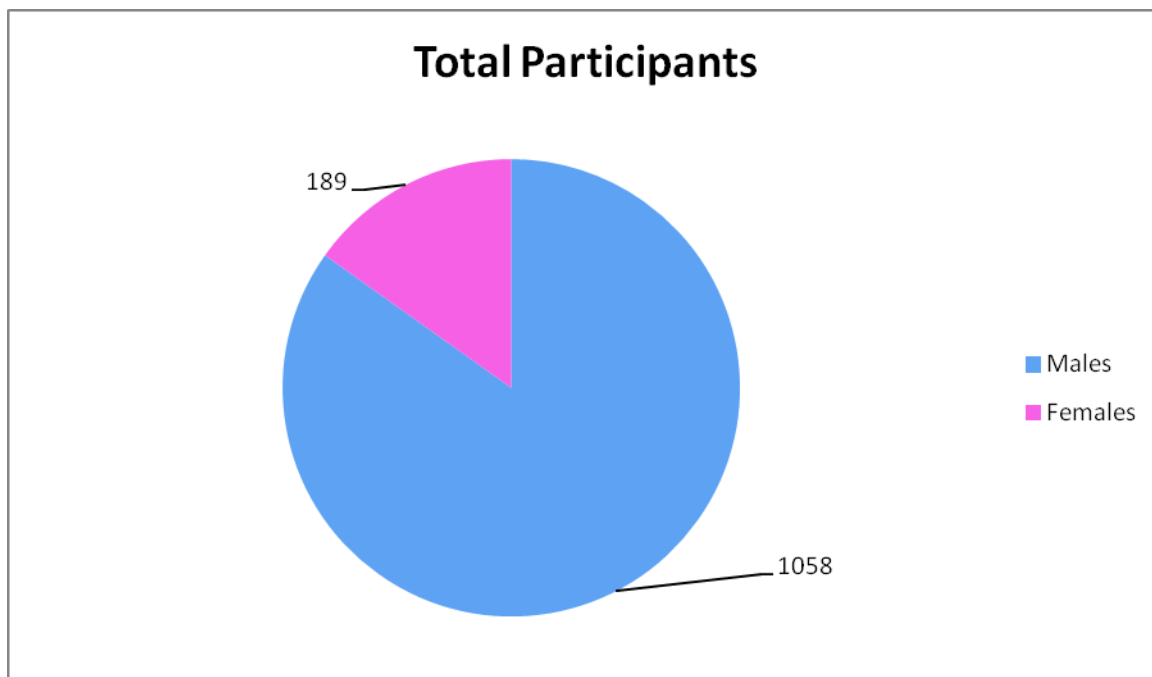
TRAINING AND RECRUITMENT

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 notices are posted online on "Employee News" and/or by directly arranging classes by contacting the TD. Although some classes require prerequisites such as a certification, classes are offered to all individuals on a first-come first-served basis. No employee is rejected from enrolling into a class, however on rare occasions an employee may be wait-listed since enrollment is based on a first-come first-served basis.

Each instructor is given a sign-in sheet to collect information on the attendee'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 is continuing their efforts that all demographic information is collected consistently for each course and submitted. Attendee information such as name and employment site is easily obtained but collecting race information from the attendees continues to be a challenge.

For the period July 2012 – June 2013, a total of 39 classes were conducted. A total of 1,223 employees were trained in courses such as Performance Management Process, Workzone Traffic Control, Drilled Shafts, and Alcohol & Drug Testing.

At the end of FY 2013, ODOT had a total of 2,306 employees. Males represented 81 percent of the workforce with 1,879 males and females represented 18 percent of the workforce with 427 females. After analyzing the data, 45 percent of males received training compared to only 8 percent of females. For FY 2014, ODOT will address this issue by gathering information to determine the rationale of females not receiving and/or attending training.



TRAINING

Each division has designated a Title VII EEO Counselor, which is now responsible on distributing information within their office and also assisting the Title VII Coordinator with any Title VII issues (potential discriminatory practices, employee issues, and so forth). All EEO Counselors received training in May 2013. EEO Counselors were provided with new Title VII complaint forms, Title VII Complaint Process, brochures, and other useful sources for their division. This training conducted was the *first* for several of the Counselors and/or the first one completed since the early 2000's.

Davis Bacon Training took place at Francis Tuttle Technology Center Rockwell Campus on May 23, 2012. The Department of Labor Wage and Hour Division presented the rules and laws that the Davis Bacon Act covers for construction related activities. Approximately 145 people attended this one day event.

RECRUITMENT & OUTREACH

ODOT strives to provide awareness about our opportunities to individuals that are currently seeking work and those that will become our future workers. This year we focused on numerous recruiting efforts by manning booths at careers fairs, having division tours at our facility, partnering with other entities, and educating students about fields in transportation.

ODOT participated in the following career fairs/expositions:

- .: Rose State Career Expo/Job Fair
 - .: Oklahoma Military Career Fair – Norman, OK
 - .: Oklahoma City Community College
 - .: Guthrie Job Corps Career Fair – Guthrie, OK
 - .: Eastern Oklahoma Veteran & Military Hiring Fair & Business Opportunity Summit – Muskogee, OK
 - .: University of Oklahoma Spring Career Fair – Norman, OK
 - .: Oklahoma City Community College Job Fair & Health Job Fair
 - .: Tulsa Community College Job Fair – Tulsa, OK
 - .: Oklahoma State University Non-Profit & Government Job Fair – Stillwater, OK
 - .: Choctaw Nation Career Expo – McAlester, OK
 - .: Central Tech Job Fair – Drumright, OK
 - .: Oklahoma Employment Security Commission – 33rd Semi-Annual Job Fair
 - .: Oklahoma Employment Security Commission Spring Job Fair – Tulsa, OK
 - .: East Central University's "Veterans & Military Appreciation Day" – Ada, OK
 - .: Oklahoma Military Connection Hiring Event – Lawton, OK
 - .: Construction Industry Career Day – OSU Oklahoma City
 - .: Canadian Valley Technology Center – Yukon, OK
 - .: Canadian Valley Technology Center – Chickasha, OK
 - .: Francis Tuttle – OKC, OK
 - .: ITT Technical Institute – OKC, OK
 - .: Moore/Norman Technology Center
-

- .: Southwestern Oklahoma State University- Weatherford, OK
 - .: Oklahoma National Guard

 - .: Each EEO field counselor(s) has been invited to attend career fairs with the Title VII Coordinator when an event is in their area. Field divisions have the ability to hire Transportation Equipment Operators (TEO), Level I, directly without candidates going through the State's OKCareers online process administered through the Oklahoma Office of Management and Enterprise Services (OMES). This is a joint effort to help raise awareness about the opportunities available at ODOT and to hire individuals on the spot that are ready to work.

 - .: ODOT's Civil Rights Division (CRD) has partnered with personnel from OMES' Human Capital Management team to provide information to the students attending Oklahoma's Red Rock College (College of Construction). Presentations are made to each graduating class (about every 6-8 weeks) to students enrolled in the Heavy Equipment program. The presentation covers general employment for the State of Oklahoma and then specifics into working for ODOT.

 - .: ODOT has also been working with Talent Acquisition Team (TAT) at the Oklahoma Employment Security Commission on recruiting the TEO positions for all counties. Once a vacancy is announced, the Title VII Coordinator has been notifying TAT so that they can provide this information to their clients.

 - .: The CRD has also continued to work with students to encourage fields in the transportation industry and higher education. For instance, Construction Career Day "*Tools to Build Your Future*" was held in September 2012. The event was held at Oklahoma State University (OSU) (OKC campus) for approximately 180 high school students from eight schools and Metro Technology Center's South Bryant Campus. Construction Career Day is an event that offers hands on activities in the field of construction. Students have the opportunity to ask the industry leaders questions about the job market in construction. This year's event included 98 volunteers, 38 construction companies, material suppliers and industry partners that brought equipment, manned a booth or assisted in hands on activities with students. The students were specifically selected by their instructors because of their interest in construction as an alternative to their postsecondary education. Helping these young people see all the possible career options available to them in the construction related fields is very important in Oklahoma, where the construction work force is aging.

 - .: In May 2013, CRD worked with Warren CAT on coordinating a field trip for all high school seniors. This event was to show students all the opportunities available in a manufacturing plant. Students were able to see and hear what goes into maintaining heavy highway construction equipment. The Warren CAT tour took them through their maintenance facility, hydraulics area, dynastic testing booth, generator facility, warehouse and diesel engine room. Lunch was provided with time for questions and answers period. Students were given information about how to get jobs as well as how to apply for scholarships available through OSU/Okmulgee Heavy Equipment and Vehicle Institute.

 - .: This summer, ODOT's Human Resources Division partnered with Langston University and the University of Oklahoma to provide undergraduate college students paid internships. One intern was placed in Field Division 8 and the other
-

seven interns were placed at the Central Office in the following divisions: Traffic, Planning & Research, Media & Public Relations, Right-of-Way & Utilities Division, Human Resources, and Materials. Students were employed at ODOT from May – August.

- .: Members from ODOT's Office of Engineer's Division worked with the Metro Technology Center on a program called Woman of Worth (W.O.W). This program focuses on exposing and encouraging women to non-traditional job positions. Students had the opportunity to tour ODOT and talk to various woman employees about some of the positions available within ODOT and State government.
- .: This is the second year that ODOT has partnered with Oklahoma State University (OKC Campus) on the OSU/OKC TAP Scholarship Program. In order to market the scholarship program, the scholarship program team met with students at Putnam City High School, Oklahoma City Public Schools, at the Construction Career Day and with the senior students at the field trip to Warren CAT. Two students were selected for the scholarship program.
- .: The Roadway Division at ODOT has partnered with the following entities to recruit individuals that are interested in Computer Aided Drafting and Design: Career Tech Oklahoma, Skills USA Contest Judging, ITT Technical Institute Advisory Board, and Moore Norman Technology Center Advisory Board. In addition, the division has conducted several tours on requests this past year.
- .: This year's NSTI program for Oklahoma was awarded to Rose State (RS) University located in Midwest City, OK. RS conducted a two week non-residential program from July 15 – 26, 2013. A total of twenty (20) students throughout Oklahoma were selected through an application process to participate in this free program.



Evaluation of Preceding Year's AA/EEO Efforts

EVALUATION OF PRECEDING YEAR'S AA/EEO EFFORTS

For Fiscal Year (FY) 2013, the Oklahoma Department of Transportation (ODOT) hired 271 full-time employees. In FY 2013, ODOT began the period with 2,310 employees and ended with 2,306 employees.

The makeup of the ODOT's workforce as a whole is represented as follows:

EEO Group	Male	% Work Force	Female	% Work Force	% Total Work Force
Black or African American	74	3.21%	25	1.08%	4.29%
Hispanic or Latino	67	2.91%	8	0.35%	3.25%
Asian/Native Hawaiian or Other Pacific Islander	23	1.00%	8	0.35%	1.34%
American Indian/Alaska Native	178	7.27%	37	1.60%	9.32%
Female	NA	NA	427	18.52%	18.52%
Male	1879	81.48%	NA	NA	81.48%
Total Minority	342	14.83%	78	3.38%	18.21%
White	1537	66.65%	349	15.13%	81.79%

The following summarizes the minorities and Females represented from the 271 new hires:

Minority	Total Hired
Black or African American	14
Hispanic or Latino	14
Asian/Native Hawaiian or Other Pacific Islander	4
American Indian/Alaska Native	23
Female	44
Total Minority	55

Evaluation of Preceding Years AA/EEO Efforts Hired Goals

Job Group						MALE					FEMALE				
	FEMALE	BLACK	HISP	AS/AN	AI/AN	WHITE	Black	HISP	AS/PI	AI/AN	WHITE	Black	HISP	AS/PI	AI/AN
Official Administrator															
Goal %	18.8%	NA	2.3%	NA	4.9%										
Individuals	33		N/A		2										
Hired						3	0	0	0	0	0	0	0	0	0
Professional															
Goal %	17.9%	NA	2.0%	NA	NA										
Individuals	61		2												
Hired						9	3	2	0	0	3	0	0	0	0
Technician															
Goal %	54.6%	8.1%	NA	NA	NA										
Individuals	340	34													
Hired						33	3	3	1	3	9				
Administrative Support															
Goal %	NA	NA	NA	NA	26.00%										
Individuals					N/A										
Hired						21	4	0	1	4	26	1		2	1

**Evaluation of Preceding Years AA/EEO Efforts
Hired Goals (continued)**

						MALE					FEMALE				
Job Group	FEMALE	BLACK	HISP	AS/AN	AI/AN	WHITE	Black	HISP	AS/PI	AI/AN	WHITE	Black	HISP	AS/PI	AI/AN
Skilled Craft Workers															
Goal %	NA	NA	NA	NA	25.6%										
Individuals					1										
Hired						9				1					
Service/Maintenance															
Goal %	38.1%	8.5%	NA	0.7%	26.0%										
Individuals	314	33		8	31										
Hired						101	3	9		14	2				

A total of 795 employees were promoted this year at ODOT. Of these promotions, there were 28 for Black, 30 for Hispanic, 7 for Asian/Native Hawaiian or Other Pacific Islander, and 90 for American Indian/Alaska Native. Within these promotions, 85 went to Females and a total of 155 to overall Minorities.

EEO Group	Promotions	% Total Promotions
Black or African American	28	3.52%
Hispanic or Latino	30	3.77%
Asian/Native Hawaiian or Other Pacific Islander	7	0.88%
American Indian/Alaska Native	90	11.32%
Female	85	10.69%
Male	710	89.31%
Total Minority	155	19.50%
White	640	80.50%

EEO Group	% of ODOT Work Force
Black or African American	1.21%
Hispanic or Latino	1.30%
Asian/Native Hawaiian or Other Pacific Islander	0.03%
American Indian/Alaska Native	3.90%
Female	3.69%
Male	30.8%
Total Minority	6.72%
White	27.75%

Additional ODOT Civil Rights Accomplishment and Activities

The Oklahoma Department of Transportation (ODOT) has achieved the following in FY 2013:

- .: The Americans with Disabilities Act (ADA) Self Evaluation EC-1367: ODOT is in the process of evaluating all programs, services and activities in an effort to comply with the Americans with Disabilities Act (ADA). The self-evaluation process will consist of evaluating all ODOT facilities which include weigh stations, rest stops, tourism information centers, ODOT Buildings, all applicable public rights-of-way and conducting ODOT staff training. As a result of the self-evaluation, a Transition Plan will be created in an effort to implement ADA compliance. Notification letters were sent out to the Cities and Towns of Oklahoma to provide awareness and announce our evaluation process. This plan will present a list of our facilities, compliance rating and schedule of compliance. Phase I of this project started in September 2012 and will be completed in 2014. The remaining phases are to be determined and will be based upon approval.
- .: ODOT has contacted it's sub-recipients to ensure they are aware of their rights and requirements under the ADA. Letters were also mailed out to provide guidance regarding obligations as a state and local government, as well as being a Federal recipient. In turn, an ADA Coordinator database has been created to provide details of the jurisdiction's contact information and ADA issues/questions. The purpose of this list is to track our efforts to provide ADA guidance to recipients across the state.
- .: Thirty-two (32) EEO Counselors from the ODOT Central and Field Divisions were appointed and trained on May 29, 2013, on their roles and responsibilities.
- .: The Title VII Complaint Form and Complaint Process have been developed and are available on the Title VII website.
- .: A Sexual Harassment brochure has been developed and is available on the Title VII website.
- .: The Title VII website is now available with complaint forms, complaint process, brochures, and other helpful information.
- .: Construction Career Day *"Tools to Build Your Future"* was held in September 2012. The event held at OSU/OKC for approximately 180 high school students from eight schools and Metro Technology Center's South Bryant Campus. Construction Career Day is an event that offers hands on activities in the field of construction. Students have the opportunity to ask the industry leaders questions about the job market in construction. This year's event we had 98 volunteers, 38 construction companies, material suppliers and industry partners that brought equipment, manned a booth or assisted in hands on activities with students.
- .: A total of ten (10) prompt payments were filed this year and all were investigated and resolved in a timely manner.
- .: A total of eleven (11) contract compliance reviews were conducted this year.
- .: A total of six (6) students were selected for the 2013 fall semester OSU/OKC TAP scholarship program.
- .: One hundred fifty (150) certified DBE's prime contractors, suppliers and ODOT personnel attended the Fourth Annual DBE Conference.

- ∴ Updated and corrected forms, certificates, and notice letters to Disadvantaged Business Enterprise (DBE) firms to clear up any misperceptions on whether or not DBE certification expires. A letter was sent out to all current certified DBE firms to explain the certification process and what is required to maintain it.
- ∴ For the first time ever, an African-American female was selected as a division head.
- ∴ The Small Enterprise Training (SET) Program conducted the following workshops for all small businesses and construction companies to attend at no charge:
 - Environmental Compliance
 - Safety and Bonding
 - Marketing with Social Media
 - Construction Contracting Compliance
 - Proposal Development
 - Accounting and Cash Flow
 - Hearing Protection and Personal Protective Equipment



**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 in FY 2013 as listed below and set goals for addressing these areas as follows:

Official/Administrator – This category was underutilized for Black or African Americans, American Indian/Alaska Natives, and Females. A goal was set at 3.6 percent Black or African Americans, 4.9 percent American Indian/Alaska Natives, and 37.6 percent Females. In FY 2013, 3 White males were hired into this EEO category.

Professional - This category was underutilized for Females. A hiring goal was set at 2.0 percent Hispanic or Latino and 55.6 percent for Females. In FY 2013, 9 White males, 3 Black males, 2 Hispanic males, and 3 White Females were hired into this EEO category.

Technician – This category was underutilized for Black or African Americans and Females. A hiring goal was set for 8.1 percent Black or African Americans and 54.6 percent for Females. In FY 2013, 33 White males, 3 Black males, 3 Hispanic males, 1 Asian/Native Hawaiian or Other Pacific Islanders male, 3 American Indian/Alaska Natives, and 9 White Females were hired in this EEO category.

Administrative Support - This category was underutilized for American Indian/Alaska Natives. A hiring goal was set for 26.0 percent American Indian/Alaska Natives. For FY 2013, 21 White males, 4 Black males, 1 Asian/Native Hawaiian or Other Pacific Islanders male, 4 American Indian/Alaska Natives males, 26 White Females, 1 Black Female, 2 Asian/Native Hawaiian or Other Pacific Islander Females, and 1 American Indian/Alaska Natives Female was hired for this EEO category.

Skilled Craft Worker – This category was underutilized for Hispanic or Latinos, American Indian/Alaska Natives, and Females. A hiring goal was set for 25.6 percent American Indian/Alaska Natives. In FY 2013, 9 White males and 1 American Indian/Alaska Native male were hired for this EEO category.

Service/Maintenance -This category was underutilized for Black or African Americans, Asian/Native Hawaiian or Other Pacific Islanders, American Indian/Alaska Natives and Females. A hiring goal was set for 8.9 percent Black or African Americans, 1.0 percent Asian/Native Hawaiian or Other Pacific Islanders, 3.4 percent American Indian/Alaska Native and 41.5 percent for Females. In FY 2013, 101 White males, 3 Black males, 9 Hispanic or Latino males, 14 American Indian/Alaska Natives males, and 2 White Females were hired in this EEO Category.

Problem Areas Identified

Training for supervisors on the following topics has not been conducted:

- Sexual Harassment training;
- Americans with Disabilities Act;
- Understanding and Significance of the Affirmative Action Report Plan;
- Title VII training; and
- Conducting structured effective interviews.

For FY 2014, the Civil Rights Division identified underutilization/problem areas in several EEO categories by comparing data statewide and by each division against data with the Civilian Labor Force (CLF). Data was compared using the American Community Survey from the Census Bureau for a time period covering 5 years (2006-2010).

Statewide

- **Official Administrator:** Black, Hispanic, American Indian/Alaska Native, and Females
- **Professional:** Hispanic, American Indian/Alaska Native, and Females

Division 1

- **Service Maintenance:** Hispanics, Asian/Native Hawaiian or Other Pacific Islands, and Females

Division 2

- **Technicians:** American Indian/Alaska Native and Females
- **Skilled Craft Workers:** Females
- **Service Maintenance:** Black, American Indian/Alaska Native, and Females

Division 3

- **Technicians:** Black, Hispanic, Asian/Native Hawaiian or Other Pacific Islands, American Indian/Alaska Native, and Females
- **Service Maintenance:** Black, Hispanic, Asian/Native Hawaiian or Other Pacific Islands, American Indian/Alaska Native, and Females

Division 4

- **Technicians:** Black, Hispanic, Asian/Native Hawaiian or Other Pacific Islands, American Indian/Alaska Native, and Females
- **Service Maintenance:** Hispanic, Asian/Native Hawaiian or Other Pacific Islands, American Indian/Alaska Native, and Females

Division 5

- **Technicians:** Hispanic and Females
- **Service Maintenance:** Hispanic, American Indian/Alaska Native, and Females

Division 6

- **Technicians:** Black
- **Service Maintenance:** Hispanic, Asian/Native Hawaiian or Other Pacific Islands, and Females

Division 7

- **Technicians:** Black and Females
- **Service Maintenance:** Black, Hispanic, American Indian/Alaska Native, and Females

Division 8

- **Technicians:** American Indian/Alaska Native and Females
- **Service Maintenance:** Hispanic, Asian/Native Hawaiian or Other Pacific Islands, American Indian/Alaska Native, and Females

Central Office

- **Technicians:** Black, Hispanic, Asian/Native Hawaiian or Other Pacific Islands, American Indian/Alaska Native, and 1 Females
- **Administrative Support:** American Indian/Alaska Native
- **Service Maintenance:** Females

Corrective Action

In order to remedy the problem of underutilization in the areas above, the ODOT has established goals in the following areas for FY 2014:

Statewide

- **Official Administrator:** 21 Black, 1 Hispanic, 2 American Indian/Alaska Native, and 33 Females
- **Professional:** 4 Hispanic, 4 American Indian/Alaska Native, and 69 Females

Division 1

- **Service Maintenance:** 4 Hispanics, 27 Asian/Native Hawaiian or Other Pacific Islands, and 67 Females

Division 2

- **Technicians:** 12 American Indian/Alaska Native and 40 Females
- **Skilled Craft Workers:** 1 Females
- **Service Maintenance:** 14 Black, 13 American Indian/Alaska Native, and 79 Females

Division 3

- **Technicians:** 2 Black, 1 Hispanic, 1 Asian/Native Hawaiian or Other Pacific Islands, 2 American Indian/Alaska Native, and 32 Females
- **Service Maintenance:** 2 Black, 3 Hispanic, 2 Asian/Native Hawaiian or Other Pacific Islands, 2 American Indian/Alaska Native, and 63 Females

Division 4

- **Technicians:** 2 Black, 2 Hispanic, 2 Asian/Native Hawaiian or Other Pacific Islands, 2 American Indian/Alaska Native, and 37 Females
- **Service Maintenance:** 2 Hispanic, 1 Asian/Native Hawaiian or Other Pacific Islands, 1 American Indian/Alaska Native, and 47 Females

Division 5

- **Technicians:** 2 Hispanic and 17 Females
- **Service Maintenance:** 8 Hispanic, 2 American Indian/Alaska Native, and 79 Females

Division 6

- **Technicians:** 30 Black
- **Service Maintenance:** 4 Hispanic, 1 Asian/Native Hawaiian or Other Pacific Islands, and 45 Females

Division 7

- **Technicians:** 3 Black and 32 Females
- **Service Maintenance:** 1 Black, 1 Hispanic, 16 American Indian/Alaska Native, and 54 Females

Division 8

- **Technicians:** 5 American Indian/Alaska Native and 46 Females
- **Service Maintenance:** 3 Hispanic, 2 Asian/Native Hawaiian or Other Pacific Islands, 9 American Indian/Alaska Native, and 67 Females

Central Office

- **Technicians:** 11 Black, 3 Hispanic, 1 Asian/Native Hawaiian or Other Pacific Islands, 5 American Indian/Alaska Native, and 105 Females
- **Administrative Support:** 1 American Indian/Alaska Native
- **Service Maintenance:** 3 Females

Actions and Plans to Eliminate Problem Areas

Underutilization in some EEO categories is identified as a problem area for the Oklahoma Department of Transportation (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.

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

- 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;
 - 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;
 - Develop a process with each Field division to ensure that employment policies and practices such as interviewing and hiring are conducted in a non-discriminatory manner;
 - Educate ODOT management and employees on the significance of turnover, underutilization, promotions, and so forth;
-

- Form a Diversity consortium at ODOT to help identify and address employment issues;
- Conduct a Civil Rights Conference 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 (*pending Spring/Fall 2014*);
- 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 (*pending*);
- Work with the Office of Management Enterprises' Human Capital Management (HCM) Division on collaborating 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;
- Conduct surveys so that ODOT employees can express concerns anonymously for internal issues to be addressed;
- ODOT is working with HCM and other State agencies on conducting a State Agency Career fair for Oklahoma in May 2014;
- 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;
- Develop training via closed circuit system on Civil Rights policies for all ODOT employees;
- Receive consistent demographic information regarding employees that enroll and attend ODOT training;
- Identify reasons of low attendance on participation in training offered by ODOT for Females; and
- Identify process of promotions because significant higher numbers of white males are being promoted compared to minorities and females.

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 equal employment opportunity and affirmative action with the Oklahoma Department of Transportation. Delegation of Authority to the Oklahoma Department of Transportation Civil Rights Division and implementation responsibilities for the Oklahoma Department of Transportation Equal Employment Opportunity Affirmative Action Plan are contained in the ODOT Director's official memorandum on Equal Employment Opportunity and Affirmative Action which is included in this AAP.

EMPLOYMENT PRACTICES

530:10-9-3

Selection procedures

(a) 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. (b) 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. (c) 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.

530:10-9-4

Announcements

The Administrator shall make public announcements of all entrance examinations in advance of the issuance of certificates. Such announcement 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 qualifications 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.

530:10-9-5

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 announcement or postmarked before midnight on that date. Applicants for the position of Transportation Equipment Operator (TEO) can apply directly the respective Field Division.



**ODOT Policy Directive:
Sexual Harassment**

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.



Statistical Information



Three-year Evaluation of Previous EEO Efforts

**Evaluation of Previous EEO Efforts
(New Hires: As of June 30, 2013)**

		Total New Hires	White	Black	Hispanic	AS/PI	AI/AN	Total Min	Male	Female
Summary										
New Hires FY 2011	Number	206	171	5	4	4	22	35	184	22
New Hires FY 2012	Number	256	200	10	14	2	30	56	218	38
New Hires FY 2013	Number	271	216	14	14	4	23	55	227	44
Total Number for Three Year Period		733	587	29	32	10	75	146	629	104
Total Percent for Three Year Period	Percent	100%	79.70%	5.17%	5.17%	1.48%	8.49%	20.30%	83.76%	16.24%
Total Percent for Current Year	%		80.08%	3.96%	4.37%	1.36%	10.23%	19.92%	85.81%	14.19%

New Hires for Reporting Year 2013 ONLY

EEO Categories	TOTAL NEW HIRES	MALE					FEMALE					TOTAL MIN		
		WHITE	BLACK	HISPANIC	AS/PI	AI/AN	TOTAL MALE	WHITE	BLACK	HISPANIC	AS/PI		AI/AN	TOTAL FEMALE
Official/Administrator	3	3	0	0	0	0	3	0	0	0	0	0	0	0
Professionals	17	9	3	2	0	0	14	3	0	0	0	0	3	5
Technicians	52	33	3	3	1	3	43	9	0	0	0	0	9	10
Protective Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	60	21	4	0	1	4	30	26	1	0	2	1	30	13
Skilled Craft	10	9	0	0	0	1	10	0	0	0	0	0	0	1
Services Maintenance	129	101	3	9	0	14	127	2	0	0	0	0	2	26
TOTALS	271	176	13	14	2	22	227	40	1	0	2	1	44	51



Job Group Analysis

Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2012

EEO Category: Administrative Support

Salary or Pay Band	Job Family Title	Job Code	TOTAL EMP	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE	TOTAL MIN
				WHITE	BLACK	HISP	AS/PI	AI/AN		WHITE	BLACK	HISP	AS/PI	AI/AN		
10	Admin. Asst. to Director	4792	1						0		1				1	1
H	Administrative Asst. I	E17A	11						0	9	1			1	11	2
I	Administrative Asst. II	E17B	34						0	27	3	2		2	34	7
D	Administrative Tech. I	E17A	1						0	1					1	1
E	Administrative Tech. II	E16B	14					1	1	8	1			4	13	6
F	Administrative Tech. III	E16C	67	3					3	53	1	2	1	7	64	11
00	Executive Asst. to Commission	5781	1						0	1					1	0
I	Legal Secretary III	E25C	1						0	1					1	0
E	Material Mgmt. Spec. II	F20B	2						0	2					2	0
G	Material Mgmt. Spec. IV	F20D	1						0					1	1	1
F	Secretary I	E24A	1						0	1					1	0
G	Secretary II	E24B	6						0	5				1	6	1
H	Secretary III	E24C	2						0	2					2	0
I	Secretary IV	E24D	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: Official/Administrator

Salary or Pay Band	Job Family Title	Job Code	TOTAL EMP	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE	TOTAL MIN
				WHITE	BLACK	HISP	AS/PI	AI/AN		WHITE	BLACK	HISP	AS/PI	AI/AN		
O	Admin. Programs Officer IV	E12D	30	18		1	1	1	21	7	1		1		9	5
19	Asst. Director Administration	7655	1	1					1						0	0
20	Asst. Director Operations	7653	1	1					1						0	0
20	Asst. Director Pre-Construction	6487	1	1					1						0	0
21	Chief Engineer	5696	1	1					1						0	0
21	Deputy Director	4812	1	1					1						0	0
14	Deputy Gen Counsel	6161	1						0	1					1	0
16	Director of Internal Audit	9292	1	1					1						0	0
14	Director of Legal Services	4479	1		1				1						0	1
16	Division Engineer	16	7	7					7						0	0
O	Engineering Mgr. I	S12A	3	2		1			3						0	1
P	Engineering Mgr. II	S12B	61	45		1	1	2	49	9		1		2	12	7
Q	Engineering Mgr. III	S12C	23	20	1	1			22				1		1	3
R	Engineering Mgr. IV	S12D	11	9			1		10	1					1	1
N	Financial Mgr. I	D33A	1						0	1					1	0
O	Financial Mgr. III	D33C	2		1				1	1					1	1
Q	Financial Mgr. IV	D33D	1						0	1					1	0
O	Land Surveyor Mgr. I	S17A	3	3					3						0	0
O	HR Programs Mgr. III	C32C	2	1					1	1					1	0
P	Land Surveyor Mgr. II	S17B	1	1					1						0	0
Q	Land Surveyor Mgr. III	S17C	1	1					1						0	0
N	Programs Mgr. II	H10B	1	1					1						0	0
14	Tort Litigation Admin.	6165	1	1					1						0	0
00	Transportation Coordinator	8172	4	2	1				3	1					1	1
O	Transportation Mgr. III	T23C	8	7					7	1					1	0
P	Transportation Mgr. IV	T23D	7	4		1			5	2					2	1

Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2012

EEO Category: Professionals

Salary or Pay Band	Job Family Title	Job Code	TOTAL EMP	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE	TOTAL MIN
				WHITE	BLACK	HISP	AS/PI	AI/AN		WHITE	BLACK	HISP	AS/PI	AI/AN		
I	Accountant I	D14A	4						0	3				1	4	1
J	Accountant II	D14B	28	3	1		1		5	19	3		1		23	6
K	Accountant III	D14C	2	1					1	1					1	0
L	Accountant IV	D14D	10	5	1				6	4					4	1
J	Admin Prog. Officer I	E12A	15						0	11	3		1		15	4
L	Admin Prog. Officer II	E12B	15	1					1	12		1		1	14	2
M	Admin Prog. Officer III	E12C	15	7				1	8	7					7	1
16	Attorney	9145	2	1				1	2						0	1
14	Attorney IV	1616	3	2					2	1					1	0
J	Auditor II	D12B	2	2					2						0	0
K	Auditor III	D12C	2		1				1	1					1	1
L	Business Mgr II	D30B	1						0	1					1	0
N	Civil Rights Admin II	C10B	2	1					1				1		1	1
H	Contract & Acq. Agent I	F14A	1						0	1					1	0
I	Contracts & Acq. Agent II	F14B	4						0	3	1				4	1
J	Contracts & Acq. Agent III	F14C	1				1		1						0	1
07	Coop Engineer Trainee III	6168	14	8				1	9	3	1		1		5	3
09	Coop Engineer Trainee XII	6164	11	8		1		1	10		1				1	3
K	EAP Coordinator	C12A	1	1					1						0	0
K	Engineer Intern III	S10C	3	2					2	1					1	0
L	Engineer Intern IV	S10D	5	4					4	1					1	0
M	Engineer Intern V	S10E	3	1		1			2	1					1	1
J	Environ/Chem. Lab Scientist II	R10B	2	1					1	1					1	0
M	Environ/Chem. Lab Scientist IV	R10D	1	1					1						0	0
N	Environmental Prog. Mgr. I	R25A	2						0	2					2	0
O	Environmental Prog. Mgr. II	R25B	2	1					1	1					1	0

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2012

EEO Category: Professionals (continued)

Salary or Pay Band	Job Family Title	Job Code	TOTAL EMP	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE	TOTAL MIN
				WHITE	BLACK	HISP	AS/PI	AI/AN		WHITE	BLACK	HISP	AS/PI	AI/AN		
J	Environmental Prog. Spec. II	R20B	1						0	1					1	0
K	Environmental Prog. Spec. III	R20C	1	1					1						0	0
L	Environmental Prog. Spec. IV	R20D	1						0	1					1	0
20	General Counsel	1347	1	1					1						0	0
M	Geographic Info. Syst. Mgr. I	B26A	3	3					3						0	0
J	Geographic Info. Spec. II	B25B	1	1					1						0	0
H	Geographic Info. Syst. Tech. III	B24C	1						0	1					1	0
J	HR Mgmt. Spec. II	C31B	5						0	5					5	0
K	HR Mgmt. Spec. III	C31C	4						0	2	2				4	2
L	HR Mgmt. Spec. IV	C31D	3						0	2	1				3	1
N	HR Programs Mgr. II	C32B	2	2					2						0	0
12	Internal Audit Mgr.	9327	1						0	1					1	0
O	Land Surveyor Mgr. I	S17A	3	3					3						0	0
I	Mat. Mgmt. Officer II	F21B	4	3	1				4						0	1
I	Mat. Mgmt. Officer III	F21C	5						0	3	1			1	5	2
M	Professional Engineer I	S11A	11	7	1		1		9	1	1				2	3
N	Professional Engineer II	S11B	14	8	1	1	2	1	13	1					1	5
O	Professional Engineer III	S11C	9	6	1			1	8	1					1	2
N	Professional Land Surv. II	S16B	11	10				1	11						0	1
14	Project Manager	0765	3	3					3						0	0
M	Public Info. Mgr. II	E45A	3						0	3					3	0
I	Public Info. Officer I	E44A	2	2					2						0	0
J	Public Info. Officer II	E44B	4	1					1	3					3	0
J	Safety Consultant III	J31C	1	1					1						0	0

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2012

EEO Category: Professionals (continued)

Salary or Pay Band	Job Family Title	Job Code	TOTAL EMP	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE	TOTAL MIN
				WHITE	BLACK	HISP	AS/PI	AI/AN		WHITE	BLACK	HISP	AS/PI	AI/AN		
M	Transportation Mgr. I	T23A	51	41		1	1	3	46	4				1	5	6
N	Transportation Mgr. II	T23B	41	34	1	1		2	38	2				1	3	5
I	Video Prod. Spec. I	C42A	1	1					1						0	0
J	Video Prod. Spec. II	C42B	1	1					1						0	0
L	Video Prod. Spec. III	C42C	1	1					1						0	0

Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2012

EEO Category: Service Maintenance

Salary or Pay Band	Job Family Title	Job Code	TOTAL EMP	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE	TOTAL MIN
				WHITE	BLACK	HISP	AS/PI	AI/AN		WHITE	BLACK	HISP	AS/PI	AI/AN		
F	Highway Sign Tech. II	T27B	3	1	2				3						0	2
G	Highway Sign Tech. III	T27C	1		1				1						0	1
E	Transportation Equip. Op I	T25A	114	88	4	6		13	111	2				1	3	24
F	Transportation Equip. Op II	T25B	413	318	7	12	2	54	393	18	1			1	20	58
G	Transportation Equip. Op III	T25C	193	149	5	10		25	189	4					4	40
H	Transportation Equip. Op IV	T25D	93	75	4	4		10	93						0	18

Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2012

EEO Category: Skilled Craft Workers

Salary or Pay Band	Job Family Title	Job Code	TOTAL EMP	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE	TOTAL MIN
				WHITE	BLACK	HISP	AS/PI	AI/AN		WHITE	BLACK	HISP	AS/PI	AI/AN		
F	Bindery Worker	E33B	1						0		1				1	1
H	Bindery Worker	E33C	1						0		1				1	1
F	Const/Maint. Technician I	F41A	2	2					2						0	0
G	Const/Maint. Technician II	F41B	6	6					6						0	0
F	Equipment Operator II	F78B	1	1					1						0	0
E	Fleet Specialist I	F47A	2	2					2						0	0
G	Fleet Specialist II	F47B	5	5					5						0	0
H	Fleet Specialist III	F47C	34	28	1	1	2	2	34						0	6
I	Fleet Specialist IV	F47D	6	5	1				6						0	1
K	Fleet Specialist V	F47E	9	6				2	8	1					1	2
F	Offset Press Operator I	E34A	1	1					1						0	0
L	Reproduction Svcs. Mgr I	E37A	1	1					1						0	0
G	Welder II	F48B	5	4				1	5						0	1
H	Welder III	F48C	1	1					1						0	12

Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2012

EEO Category: Technicians

Salary or Pay Band	Job Family Title	Job Code	TOTAL EMP	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE	TOTAL MIN
				WHITE	BLACK	HISP	AS/PI	AI/AN		WHITE	BLACK	HISP	AS/PI	AI/AN		
F	CADD Specialist I	T10A	8	2	1			1	4	2				2	4	4
G	CADD Specialist II	T10B	6	3	1	1			5	1					1	2
I	CADD Specialist III	T10C	21	11	2	2	1	2	18	3					3	7
J	CADD Specialist IV	T10D	25	18	1		2		21	3				1	4	4
K	CADD Specialist V	T10E	33	19	3		1	1	24	8		1			9	6
M	CADD Specialist VI	T10F	18	14	2			2	18						0	4
H	Const/Maint. Tech III	F41C	1	1					1						0	0
I	Graphic Artist II	E43B	1						0	1					1	0
H	Hwy Sign Tech. IV	T27D	1		1				1						0	1
F	Optical Imaging Spec. II	E36B	3	3					3						0	0
H	Optical Imaging Spec. III	E36C	1						0			1			1	1
J	Photogrammetrist II	T60B	2					1	1				1		1	2
K	Photogrammetrist III	T60C	3	2					2	1					1	0
L	Photogrammetrist IV	T60D	1						0	1					1	0
H	Photographer	E50A	6	1					1	2	2			1	5	3
I	Transportation Spec. I	T22A	48	29	1	2		3	35	11				2	13	8
J	Transportation Spec. II	T22B	138	102	5	3	2	11	123	13				2	15	23
K	Transportation Spec. III	T22C	101	87	5	2		5	99	1				1	2	13
L	Transportation Spec. IV	T22D	16	14	1	1			16						0	2
J	Transportation Sup. I	T26A	5	4	1				5						0	1
K	Transportation Sup. II	T26B	98	86	3	4		4	97	1					1	11
F	Transportation Tech. I	T21A	34	22		2	1	6	31	3					3	9
G	Transportation Tech. II	T21B	71	40	2	4		9	55	15				1	16	16
H	Transportation Tech. III	T21C	89	59	5	3	1	9	77	11				1	12	19
I	Transportation Tech. IV	T21D	1	1					1						0	0



**Availability Analysis & Parity
Report by Division**



Division 1

Availability Analysis

EEO Category: Official/Administrator

Field Division 1: Muskogee, Oklahoma

County Maintenance: Adair, Cherokee, Haskell, McIntosh, Muskogee, Okmulgee, Sequoyah, and Wagoner

Factors	Raw Availability %							Weight Factor	Weighted Availability *							
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males	
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	4.3%	3.0%	1.0%	5.1%	14.2%	39.9%	60.1%	1.00%	4.3%	3.0%	1.0%	5.1%	14.2%	39.9%	60.1%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
Other relevant factors: Availability for Official/Administrator and Professional Job Categories is based on EEO Census 2006-2010 (5-year ACS data) data Statewide and is, therefore, entered only in the Availability Analysis for Division One and calculated for all ODOT Divisions.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
Total								1.00%	4.3%	3.0%	1.0%	5.1%	14.2%	39.9%	60.1%	
Final Availability									4.3%	3.0%	1.0%	5.1%	14.2%	39.9%	60.1%	

Note: Data collected from the EEO-CIT04R-Geography-Adair, Cherokee, Haskell, McIntosh, Muskogee, Okmulgee, Sequoyah, and Wagoner County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

Availability Analysis

EEO Category: Professionals

Field Division 1: Muskogee, Oklahoma

County Maintenance: Adair, Cherokee, Haskell, McIntosh, Muskogee, Okmulgee, Sequoyah, and Wagoner

Factors	Raw Availability %							Weight Factor	Weighted Availability *							
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males	
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	3.3%	1.7%	0.6%	3.1%	16.2%	57.8%	42.2%	1.00%	3.3%	1.7%	0.6%	3.1%	16.2%	57.8%	42.2%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
Other relevant factors: Availability for Official/Administrator and Professional Job Categories is based on EEO Census 2006-2010 (5-year ACS data) data Statewide and is, therefore, entered only in the Availability Analysis for Division One and calculated for all ODOT Divisions.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
Total								1.00%	3.3%	1.7%	0.6%	3.1%	16.2%	57.8%	42.2%	
Final Availability									3.3%	1.7%	0.6%	3.1%	16.2%	57.8%	42.2%	

Note: Data collected from the EEO-CIT04R-Geography-Adair, Cherokee, Haskell, McIntosh, Muskogee, Okmulgee, Sequoyah, and Wagoner County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

Availability Analysis

EEO Category: Administrative Support

Field Division 1: Muskogee, Oklahoma

County Maintenance: Adair, Cherokee, Haskell, McIntosh, Muskogee, Okmulgee, Sequoyah, and Wagoner

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.00%	0.00%	0.00%	35.4%	40.5%	84.1%	15.9%	1.00%	0.00%	0.00%	0.00%	35.4%	40.5%	84.1%	15.9%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	0.00%	0.00%	0.00%	35.4%	40.5%	84.1%	15.9%
Final Availability									0.00%	0.00%	0.00%	35.4%	40.5%	84.1%	15.9%

Note: Data collected from the EEO-CIT04R-Geography-Adair, Cherokee, Haskell, McIntosh, Muskogee, Okmulgee, Sequoyah, and Wagoner County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

Availability Analysis

EEO Category: Service Maintenance

Field Division 1: Muskogee, Oklahoma

County Maintenance: Adair, Cherokee, Haskell, McIntosh, Muskogee, Okmulgee, Sequoyah, and Wagoner

Factors	Raw Availability %							Weight Factor	Weighted Availability *							
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males	
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.00%	4.00%	0.30%	24.6%	45.8%	62.1%	37.9%	1.00%	0.00%	4.00%	0.30%	24.6%	45.8%	62.1%	37.9%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
Total								1.00%	0.00%	4.00%	0.30%	24.6%	45.8%	62.1%	37.9%	
Final Availability									0.00%	4.00%	0.30%	24.6%	45.8%	62.1%	37.9%	

Note: Data collected from the EEO-CIT04R-Geography-Adair, Cherokee, Haskell, McIntosh, Muskogee, Okmulgee, Sequoyah, and Wagoner County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

Availability Analysis

EEO Category: Skilled Craft Workers

Field Division 1: Muskogee, Oklahoma

County Maintenance: Adair, Cherokee, Haskell, McIntosh, Muskogee, Okmulgee, Sequoyah, and Wagoner

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.00%	0.00%	0.00%	5.8%	36.7%	8.5%	91.0%	1.00%	0.00%	0.00%	0.00%	5.8%	36.7%	8.5%	91.0%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	0.00%	0.00%	0.00%	5.8%	36.7%	8.5%	91.0%
Final Availability									0.00%	0.00%	0.00%	5.8%	36.7%	8.5%	91.0%

Note: Data collected from the EEO-CIT04R-Geography-Adair, Cherokee, Haskell, McIntosh, Muskogee, Okmulgee, Sequoyah, and Wagoner County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 1**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technicians	5	0	0	0	0	0	3	0	0	0	2	5
% Represented		0.00%	0.00%	0.00%	0.00%	0.00%	0.01%	0.00%	0.00%	0.00%	0.00%	0.01%
% CLF		0.17%	0.00%	0.00%	0.00%	0.15%	0.35%	0.00%	0.00%	0.01%	0.24%	0.70%
Parity Reached		NO	YES	YES	YES	NO	NO	YES	YES	NO	NO	NO
Individuals Needed		1				N/A	N/A			N/A	N/A	N/A
Admin Support	11	2	0	0	0	0	1	4	0	0	4	9
% Represented		0.18%	0.00%	0.00%	0.00%	0.00%	0.09%	0.36%	0.00%	0.00%	0.36%	0.82%
% CLF		0.06%	0.00%	0.00%	0.00%	0.05%	0.38%	0.00%	0.00%	0.00%	0.35%	0.84%
Parity Reached		YES	YES	YES	YES	NO	NO	YES	YES	YES	YES	NO
Individuals Needed						N/A	3					N/A

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 1 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Skilled Craft Workers	9	9	0	0	0	0	0	0	0	0	0	0
% Represented		1.0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		0.42%	0.00%	0.00%	0.00%	0.31%	0.03%	0.00%	0.00%	0.00%	0.06%	0.09%
Parity Reached		YES	YES	NO	YES	NO	NO	YES	YES	YES	NO	NO
Individuals Needed				N/A		2	N/A				N/A	N/A
Service Maintenance	110	71	2	0	1	35	1	0	0	0	0	1
% Represented		0.65%	0.02%	0.00%	0.01%	0.32%	0.01%	0.00%	0.00%	0.00%	0.00%	0.01%
% CLF		0.18%	0.00%	0.00%	0.00%	0.17%	0.26%	0.00%	0.04%	0.00%	0.25%	0.62%
Parity Reached		YES	YES	YES	YES	YES	NO	YES	NO	NO	NO	NO
Individuals Needed							27		4	N/A	27	67

Note: Protective Services & Paraprofessionals omitted since ODOT does not have any employees in those job categories.



Division 2

Availability Analysis

EEO Category: Administrative Support

Field Division 2: Antlers, Oklahoma

County Maintenance: Atoka, Bryan, Choctaw, Latimer, Le Flore, McCurtain, Marshall, Pittsburg, Pushmataha

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.00%	0.00%	0.00%	4.7%	5.2%	80.5%	19.5%		0.00%	0.00%	0.00%	4.7%	5.2%	80.5%	19.5%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total									0.00%	0.00%	0.00%	4.7%	5.2%	80.5%	19.5%
Final Availability									0.00%	0.00%	0.00%	4.7%	5.2%	80.5%	19.5%

Note: Data collected from the EEO-CIT04R-Geography-Atoka Bryan, Choctaw, Latimer, Le Flore, McCurtain, Marshall, Pittsburg, Pushmataha County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

Availability Analysis

EEO Category: Service Maintenance

Field Division 2: Antlers, Oklahoma

County Maintenance: Atoka, Bryan, Choctaw, Latimer, Le Flore, McCurtain, Marshall, Pittsburg, Pushmataha

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	14.0%	1.1%	0.00%	13.4%	29.9%	79.9%	19.6%	1.00%	14.0%	1.1%	0.00%	13.4%	29.9%	79.9%	19.6%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total									14.0%	1.1%	0.00%	13.4%	29.9%	79.9%	19.6%
Final Availability									14.0%	1.1%	0.00%	13.4%	29.9%	79.9%	19.6%

Note: Data collected from the EEO-CIT04R-Geography-Atoka Bryan, Choctaw, Latimer, Le Flore, McCurtain, Marshall, Pittsburg, Pushmataha County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

Availability Analysis

EEO Category: Skilled Craft Workers

Field Division 2: Antlers, Oklahoma

County Maintenance: Atoka, Bryan, Choctaw, Latimer, Le Flore, McCurtain, Marshall, Pittsburg, Pushmataha

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	14.0%	1.1%	0.00%	13.4%	29.9%	79.9%	19.6%	1.00%	14.0%	1.1%	0.00%	13.4%	29.9%	79.9%	19.6%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	14.0%	1.1%	0.00%	13.4%	29.9%	79.9%	19.6%
Final Availability									14.0%	1.1%	0.00%	13.4%	29.9%	79.9%	19.6%

Note: Data collected from the EEO-CIT04R-Geography-Atoka Bryan, Choctaw, Latimer, Le Flore, McCurtain, Marshall, Pittsburg, Pushmataha County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

Availability Analysis

EEO Category: Technicians

Field Division 2: Antlers, Oklahoma

County Maintenance: Atoka, Bryan, Choctaw, Latimer, Le Flore, McCurtain, Marshall, Pittsburg, Pushmataha

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.00%	0.00%	0.00%	25.7%	25.7%	88.6%	11.4%	1.00%	0.00%	0.00%	0.00%	25.7%	25.7%	88.6%	11.4%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	0.00%	0.00%	0.00%	25.7%	25.7%	88.6%	11.4%
Final Availability									0.00%	0.00%	0.00%	25.7%	25.7%	88.6%	11.4%

Note: Data collected from the EEO-CIT04R-Geography-Atoka Bryan, Choctaw, Latimer, Le Flore, McCurtain, Marshall, Pittsburg, Pushmataha County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 2**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technicians	49	37	2	0	0	7	3	0	0	0	0	3
% Represented		0.76%	0.04%	0.00%	0.00%	0.14%	0.06%	0.00%	0.00%	0.00%	0.00%	0.06%
% CLF		0.11%	0.00%	0.00%	0.00%	0.00%	0.63%	0.00%	0.00%	0.00%	0.26%	0.89%
Parity Reached		YES	YES	YES	YES	YES	NO	YES	YES	YES	NO	NO
Individuals Needed							28				12	40
Admin Support	15	0	1	0	0	0	10	0	0	0	4	14
% Represented		0.00%	0.07%	0.00%	0.00%	0.00%	0.67%	0.00%	0.00%	0.00%	0.27%	0.93%
% CLF		0.20%	0.00%	0.00%	0.00%	0.01%	0.75%	0.00%	0.00%	0.00%	0.05%	0.81%
Parity Reached		NO	NO	YES	YES	NO	NO	YES	YES	YES	YES	YES
Individuals Needed		3	N/A			N/A	1					

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 2 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Skilled Craft Workers	12	10	1	0	0	1	0	0	0	0	0	0
% Represented		0.83%	0.08%	0.00%	0.00%	0.08%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		0.81%	0.02%	0.04%	0.00%	0.04%	0.08%	0.00%	0.00%	0.00%	0.00%	0.08%
Parity Reached		YES	YES	NO	YES	YES	NO	YES	YES	YES	YES	NO
Individuals Needed				N/A			1					1
Service Maintenance	99	82	1	0	0	16	0	0	0	0	0	0
% Represented		0.83%	0.01%	0.00%	0.00%	0.16%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		0.15%	0.00%	0.00%	0.00%	0.02%	0.39%	0.14%	0.00%	0.00%	0.13%	0.80%
Parity Reached		YES	YES	YES	YES	YES	NO	NO	YES	YES	NO	NO
Individuals Needed							38	14			13	79

Note: Protective Services & Paraprofessionals omitted since ODOT does not have any employees in those job categories.



Division 3

Availability Analysis

EEO Category: Administrative Support

Field Division 3: Ada, Oklahoma

County Maintenance: Cleveland, Coal, Garvin, Hughes, Johnston, Lincoln, McClain, Okfuskee, Pontotoc, Pottawatomie, and Seminole

Factors	Raw Availability %							Weight Factor	Weighted Availability *							
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males	
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	2.2%	3.4%	0.8%	2.6%	12.9%	71.9%	28.1%	1.00%	2.2%	3.4%	0.8%	2.6%	12.9%	71.9%	28.1%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
Total								1.00%	2.2%	3.4%	0.8%	2.6%	12.9%	71.9%	28.1%	
Final Availability									2.2%	3.4%	0.8%	2.6%	12.9%	71.9%	28.1%	

Note: Data collected from the EEO-CIT04R-Geography-Cleveland, Coal, Garvin, Hughes, Johnston, Lincoln, McClain, Okfuskee, Pontotoc, Pottawatomie, and Seminole County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

Availability Analysis

EEO Category: Service Maintenance

Field Division 3: Ada, Oklahoma

County Maintenance: Cleveland, Coal, Garvin, Hughes, Johnston, Lincoln, McClain, Okfuskee, Pontotoc, Pottawatomie, and Seminole

Factors	Raw Availability %							Weight Factor	Weighted Availability *							
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males	
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	2.4%	2.6%	2.4%	2.2%	18.7%	59.9%	40.2%	1.00%	2.4%	2.6%	2.4%	2.2%	18.7%	59.9%	40.2%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
Total								1.00%	2.4%	2.6%	2.4%	2.2%	18.7%	59.9%	40.2%	
Final Availability									2.4%	2.6%	2.4%	2.2%	18.7%	59.9%	40.2%	

Note: Data collected from the EEO-CIT04R-Geography-Cleveland, Coal, Garvin, Hughes, Johnston, Lincoln, McClain, Okfuskee, Pontotoc, Pottawatomie, and Seminole County, Oklahoma Estimate- Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

Availability Analysis

EEO Category: Skilled Craft Workers

Field Division 3: Ada, Oklahoma

County Maintenance: Cleveland, Coal, Garvin, Hughes, Johnston, Lincoln, McClain, Okfuskee, Pontotoc, Pottawatomie, and Seminole

Factors	Raw Availability %							Weight Factor	Weighted Availability *							
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males	
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.1%	0.0%	0.1%	0.4%	12.9%	4.3%	93.7%	1.00%	0.1%	0.0%	0.1%	0.4%	12.9%	4.3%	93.7%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
Total								1.00%	0.1%	0.0%	0.1%	0.4%	12.9%	4.3%	93.7%	
Final Availability									0.1%	0.0%	0.1%	0.4%	12.9%	4.3%	93.7%	

Note: Data collected from the EEO-CIT04R-Geography-Cleveland, Coal, Garvin, Hughes, Johnston, Lincoln, McClain, Okfuskee, Pontotoc, Pottawatomie, and Seminole County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

Availability Analysis

EEO Category: Technicians

Field Division 3: Ada, Oklahoma

County Maintenance: Cleveland, Coal, Garvin, Hughes, Johnston, Lincoln, McClain, Okfuskee, Pontotoc, Pottawatomie, and Seminole

Factors	Raw Availability %							Weight Factor	Weighted Availability *							
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males	
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	2.9%	1.5%	1.6%	2.8%	14.8%	53.1%	46.9%	1.00%	2.9%	1.5%	1.6%	2.8%	14.8%	53.1%	46.9%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
Total								1.00%	2.9%	1.5%	1.6%	2.8%	14.8%	53.1%	46.9%	
Final Availability									2.9%	1.5%	1.6%	2.8%	14.8%	53.1%	46.9%	

Note: Data collected from the EEO-CIT04R-Geography-Cleveland, Coal, Garvin, Hughes, Johnston, Lincoln, McClain, Okfuskee, Pontotoc, Pottawatomie, and Seminole County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 3**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technicians	61	51	2	1	0	7	0	0	0	0	0	0
% Represented		0.84%	0.03%	0.02%	0.00%	0.15%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		0.40%	0.01%	0.01%	0.02%	0.01%	0.43%	0.03%	0.02%	0.02%	0.03%	0.53%
Parity Reached		YES	YES	YES	NO	YES	NO	NO	NO	NO	NO	NO
Individuals Needed					1		26	2	1	1	2	32
Admin Support	17	1	0	0	0	0	13	0	1	1	1	16
% Represented		0.06%	0.00%	0.00%	0.00%	0.00%	0.76%	0.00%	0.06%	0.06%	0.06%	0.94%
% CLF		0.23%	0.02%	0.01%	0.01%	0.01%	0.60%	0.02%	0.03%	0.01%	0.03%	0.72%
Parity Reached		NO	NO	NO	NO	NO	YES	NO	YES	YES	YES	YES
Individuals Needed		3	N/A	N/A	N/A	N/A		N/A				

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 3 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Skilled Craft Workers	10	8	0	1	0	1	0	0	0	0	0	0
% Represented		0.80%	0.00%	0.10%	0.00%	0.10%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		0.80%	0.02%	0.04%	0.02%	0.06%	0.03%	0.00%	0.00%	0.00%	0.00%	0.04%
Parity Reached		YES	NO	YES	NO	YES	NO	NO	NO	NO	NO	NO
Individuals Needed			N/A		N/A		N/A	N/A	N/A	N/A	N/A	N/A
Service Maintenance	114	89	1	3	0	16	5	0	0	0	0	5
% Represented		0.78%	0.00%	0.03%	0.00%	0.14%	0.04%	0.00%	0.00%	0.00%	0.00%	0.04%
% CLF		0.30%	0.03%	0.02%	0.01%	0.03%	0.47%	0.02%	0.03%	0.02%	0.2%	0.60%
Parity Reached		YES	NO	YES	NO	YES	NO	NO	NO	NO	NO	NO
Individuals Needed			2		1		37	2	3	2	2	63

Note: Protective Services & Paraprofessionals omitted since ODOT does not have any employees in those job categories.



Division 4

Availability Analysis

EEO Category: Administrative Support

Field Division 4: Perry, Oklahoma

County Maintenance: Canadian, Cleveland, Garfield, Grant, Kay, Kingfisher, Logan, Noble, Oklahoma, Payne

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	2.2%	3.4%	0.8%	2.6%	12.9%	71.9%	28.1%	1.00%	2.2%	3.4%	0.8%	2.6%	12.9%	71.9%	28.1%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	2.2%	3.4%	0.8%	2.6%	12.9%	71.9%	28.1%
Final Availability									2.2%	3.4%	0.8%	2.6%	12.9%	71.9%	28.1%

Note: Data collected from the EEO-CIT04R-Geography-Canadian, Cleveland, Garfield, Grant, Kay, Kingfisher, Logan, Noble, Oklahoma, Payne County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

Availability Analysis

EEO Category: Service Maintenance

Field Division 4: Perry, Oklahoma

County Maintenance: Canadian, Cleveland, Garfield, Grant, Kay, Kingfisher, Logan, Noble, Oklahoma, Payne

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	2.4%	2.6%	2.4%	2.2%	18.7%	59.9%	40.2%	1.00%	2.4%	2.6%	2.4%	2.2%	18.7%	59.9%	40.2%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	2.4%	2.6%	2.4%	2.2%	18.7%	59.9%	40.2%
Final Availability									2.4%	2.6%	2.4%	2.2%	18.7%	59.9%	40.2%

Note: Data collected from the EEO-CIT04R-Geography-Canadian, Cleveland, Garfield, Grant, Kay, Kingfisher, Logan, Noble, Oklahoma, Payne County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

Availability Analysis

EEO Category: Skilled Craft Workers

Field Division 4: Perry, Oklahoma

County Maintenance: Canadian, Cleveland, Garfield, Grant, Kay, Kingfisher, Logan, Noble, Oklahoma, Payne

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.1%	0.0%	0.1%	0.4%	12.9%	4.3%	95.7%	1.00%	0.1%	0.0%	0.1%	0.4%	12.9%	4.3%	95.7%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	0.1%	0.0%	0.1%	0.4%	12.9%	4.3%	95.7%
Final Availability									0.1%	0.0%	0.1%	0.4%	12.9%	4.3%	95.7%

Note: Data collected from the EEO-CIT04R-Geography-Canadian, Cleveland, Garfield, Grant, Kay, Kingfisher, Logan, Noble, Oklahoma, Payne County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

Availability Analysis

EEO Category: Technicians

Field Division 4: Perry, Oklahoma

County Maintenance: Canadian, Cleveland, Garfield, Grant, Kay, Kingfisher, Logan, Noble, Oklahoma, Payne

Factors	Raw Availability %							Weight Factor	Weighted Availability *							
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males	
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	2.9%	1.5%	1.6%	2.8%	14.8%	53.1%	46.9%	1.00%	2.9%	1.5%	1.6%	2.8%	14.8%	53.1%	46.9%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
Total								1.00%	2.9%	1.5%	1.6%	2.8%	14.8%	53.1%	46.9%	
Final Availability									2.9%	1.5%	1.6%	2.8%	14.8%	53.1%	46.9%	

Note: Data collected from the EEO-CIT04R-Geography-Canadian, Cleveland, Garfield, Grant, Kay, Kingfisher, Logan, Noble, Oklahoma, Payne County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Citizen - Universe: Civilian labor force 16 years and over who are a U.S. citizen

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 4**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technicians	90	67	3	5	0	5	10	0	0	0	0	10
% Represented		0.74%	0.03%	0.06%	0.00%	0.06%	0.11%	0.00%	0.00%	0.00%	0.00%	0.11%
% CLF		0.40%	0.01%	0.01%	0.02%	0.02%	0.43%	0.03%	0.02%	0.02%	0.03%	0.53%
Parity Reached		YES	YES	YES	NO	YES	NO	NO	NO	NO	NO	NO
Individuals Needed					2		29	2	2	2	2	37
Admin Support	13	0	0	0	0	0	12	0	1	0	0	13
% Represented		0.00%	0.00%	0.00%	0.00%	0.00%	0.92%	0.00%	0.08%	0.00%	0.00%	0.10%
% CLF		0.23%	0.02%	0.01%	0.01%	0.01%	0.60%	0.02%	0.03%	0.01%	0.03%	0.72%
Parity Reached		NO	NO	NO	NO	NO	YES	NO	YES	NO	NO	YES
Individuals Needed		3	N/A	N/A	N/A	N/A		N/A		N/A	N/A	

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 4 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Skilled Craft Workers	10	8	1	0	1	0	0	0	0	0	0	0
% Represented		0.80%	0.10%	0.00%	0.10%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		0.01%	0.02%	0.04%	0.02%	0.06%	0.03%	0.00%	0.00%	0.00%	0.00%	0.04%
Parity Reached		YES	YES	NO	YES	NO	NO	NO	NO	NO	NO	NO
Individuals Needed				N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A
Service Maintenance	85	65	8	6	0	2	3	1	0	0	0	4
% Represented		0.76%	0.09%	0.07%	0.00%	0.02%	0.04%	0.12%	0.00%	0.00%	0.00%	0.05%
% CLF		0.30%	0.03%	0.02%	0.01%	0.03%	0.47%	0.02%	0.03%	0.02%	0.02%	0.60%
Parity Reached		YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO
Individuals Needed					1	N/A	37	N/A	2	1	1	47

Note: Protective Services & Paraprofessionals omitted since ODOT does not have any employees in those job categories.



Division 5

Availability Analysis

EEO Category: Skilled Craft Workers

Field Division 5: Clinton, Oklahoma

County Maintenance: Beckham, Blaine, Custer, Dewey, Greer, Harmon, Jackson, Kiowa, Roger Mills, Tillman, Washita

Factors	Raw Availability %							Weight Factor	Weighted Availability *							
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males	
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.0%	0.8%	0.0%	4.8%	21.2%	15.2%	84.8%	1.00%	0.0%	0.8%	0.0%	4.8%	21.2%	15.2%	84.8%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
Total								1.00%	0.0%	0.8%	0.0%	4.8%	21.2%	15.2%	84.8%	
Final Availability									0.0%	0.8%	0.0%	4.8%	21.2%	15.2%	84.8%	

Note: Data collected from the EEO-ALL04R-Geography-Beckham, Blaine, Custer, Dewey, Greer, Harmon, Jackson, Kiowa, Roger Mills, Tillman, Washita County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

Availability Analysis

EEO Category: Service Maintenance

Field Division 5: Clinton, Oklahoma

County Maintenance: Beckham, Blaine, Custer, Dewey, Greer, Harmon, Jackson, Kiowa, Roger Mills, Tillman, Washita

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.0%	6.8%	0.0%	1.5%	18.2%	67.9%	32.1%	1.00%	0.0%	6.8%	0.0%	1.5%	18.2%	67.9%	32.1%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	0.0%	6.8%	0.0%	1.5%	18.2%	67.9%	32.1%
Final Availability									0.0%	6.8%	0.0%	1.5%	18.2%	67.9%	32.1%

Note: Data collected from the EEO-ALL04R-Geography-Beckham, Blaine, Custer, Dewey, Greer, Harmon, Jackson, Kiowa, Roger Mills, Tillman, Washita County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

Availability Analysis

EEO Category: Skilled Craft Workers

Field Division 5: Clinton, Oklahoma

County Maintenance: Beckham, Blaine, Custer, Dewey, Greer, Harmon, Jackson, Kiowa, Roger Mills, Tillman, Washita

Factors	Raw Availability %							Weight Factor	Weighted Availability *							
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males	
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.0%	0.8%	0.0%	4.8%	21.2%	15.2%	84.8%	1.00%	0.0%	0.8%	0.0%	4.8%	21.2%	15.2%	84.8%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
Total								1.00%	0.0%	0.8%	0.0%	4.8%	21.2%	15.2%	84.8%	
Final Availability									0.0%	0.8%	0.0%	4.8%	21.2%	15.2%	84.8%	

Note: Data collected from the EEO-ALL04R-Geography-Beckham, Blaine, Custer, Dewey, Greer, Harmon, Jackson, Kiowa, Roger Mills, Tillman, Washita County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

Availability Analysis

EEO Category: Technicians

Field Division 5: Clinton, Oklahoma

County Maintenance: Beckham, Blaine, Custer, Dewey, Greer, Harmon, Jackson, Kiowa, Roger Mills, Tillman, Washita

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.0%	5.9%	0.0%	0.0%	5.9%	47.1%	52.9%	1.00%	0.0%	5.9%	0.0%	0.0%	5.9%	47.1%	52.9%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	0.0%	5.9%	0.0%	0.0%	5.9%	47.1%	52.9%
Final Availability									0.0%	5.9%	0.0%	0.0%	5.9%	47.1%	52.9%

Note: Data collected from the EEO-ALL04R-Geography-Beckham, Blaine, Custer, Dewey, Greer, Harmon, Jackson, Kiowa, Roger Mills, Tillman, Washita County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 5**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technicians	40	33	0	4	0	1	2	0	0	0	0	2
% Represented		82.5	0.00%	10.0	0.00%	2.5	5.0	0.00%	0.00%	0.00%	0.00%	5.0
% CLF		0.53%	0.00%	0.00%	0.00%	0.00%	0.41%	0.00%	0.06%	0.00%	0.00%	0.47%
Parity Reached		YES	YES	YES	YES	YES	NO	YES	NO	YES	YES	NO
Individuals Needed							14		2			17
Admin Support	16	1	0	0	0	1	14	0	0	0	0	14
% Represented		0.06%	0.00%	0.00%	0.00%	0.06%	0.88%	0.00%	0.00%	0.00%	0.00%	0.88%
% CLF		0.17%	0.00%	0.00%	0.00%	0.00%	0.77%	0.02%	0.00%	0.00%	0.00%	0.83%
Parity Reached		NO	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES
Individuals Needed		1						N/A				

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 5 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Skilled Craft Workers	9	7	0	0	0	0	2	0	0	0	0	2
% Represented		0.78%	0.00%	0.00%	0.00%	0.00%	0.22%	0.00%	0.00%	0.00%	0.00%	0.22%
% CLF		0.91%	0.00%	0.03%	0.00%	0.03%	0.02%	0.00%	0.00%	0.00%	0.00%	0.02%
Parity Reached		NO	YES	NO	YES	NO	YES	YES	YES	YES	YES	YES
Individuals Needed		1		N/A		N/A						
Service Maintenance	116	98	1	14	0	3	0	0	0	0	0	0
% Represented		0.85%	0.01%	0.12%	0.00%	0.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		0.23%	0.01%	0.01%	0.00%	0.00%	0.58%	0.00%	0.07%	0.00%	0.02%	0.68%
Parity Reached		YES	YES	YES	YES	YES	NO	YES	NO	YES	NO	NO
Individuals Needed							67		8		2	79

Note: Protective Services & Paraprofessionals omitted since ODOT does not have any employees in those job categories.



Division 6

Availability Analysis

EEO Category: Administrative Support

Field Division 6: Buffalo, Oklahoma

County Maintenance: Alfalfa, Beaver, Cimarron, Ellis, Harper, Major, Texas, Woods, Woodward

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	1.1%	5.6%	0.0%	0.0%	6.7%	88.7%	11.3%	1.00%	1.1%	5.6%	0.0%	0.0%	6.7%	88.7%	11.3%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	1.1%	5.6%	0.0%	0.0%	6.7%	88.7%	11.3%
Final Availability									1.1%	5.6%	0.0%	0.0%	6.7%	88.7%	11.3%

Note: Data collected from the EEO-ALL04R-Geography-Alfalfa, Beaver, Cimarron, Ellis, Harper, Major, Texas, Woods, Woodward County, Oklahoma Estimate- Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

Availability Analysis

EEO Category: Service Maintenance

Field Division 6: Buffalo, Oklahoma

County Maintenance: Alfalfa, Beaver, Cimarron, Ellis, Harper, Major, Texas, Woods, Woodward

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.0%	5.4%	1.1%	0.0%	6.5%	63.5%	36.5%	1.00%	0.0%	5.4%	1.1%	0.0%	6.5%	63.5%	36.5%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	0.0%	5.4%	1.1%	0.0%	6.5%	63.5%	36.5%
Final Availability									0.0%	5.4%	1.1%	0.0%	6.5%	63.5%	36.5%

Note: Data collected from the EEO-ALL04R-Geography-Alfalfa, Beaver, Cimarron, Ellis, Harper, Major, Texas, Woods, Woodward County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

Availability Analysis

EEO Category: Skilled Craft Workers

Field Division 6: Buffalo, Oklahoma

County Maintenance: Alfalfa, Beaver, Cimarron, Ellis, Harper, Major, Texas, Woods, Woodward

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.0%	0.0%	0.0%	0.0%	0.0%	4.9%	96.7%	1.00%	0.0%	0.0%	0.0%	0.0%	0.0%	4.9%	96.7%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	0.0%	0.0%	0.0%	0.0%	0.0%	4.9%	96.7%
Final Availability									0.0%	0.0%	0.0%	0.0%	0.0%	4.9%	96.7%

Note: Data collected from the EEO-ALL04R-Geography-Alfalfa, Beaver, Cimarron, Ellis, Harper, Major, Texas, Woods, Woodward County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

Availability Analysis

EEO Category: Technicians

Field Division 6: Buffalo, Oklahoma

County Maintenance: Alfalfa, Beaver, Cimarron, Ellis, Harper, Major, Texas, Woods, Woodward

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.0%	0.0%	0.0%	0.0%	0.0%	87.5%	10.0%	1.00%	0.0%	0.0%	0.0%	0.0%	0.0%	87.5%	10.0%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	0.0%	0.0%	0.0%	0.0%	0.0%	87.5%	10.0%
Final Availability									0.0%	0.0%	0.0%	0.0%	0.0%	87.5%	10.0%

Note: Data collected from the EEO-ALL04R-Geography-Alfalfa, Beaver, Cimarron, Ellis, Harper, Major, Texas, Woods, Woodward County, Oklahoma Estimate- Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 6**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technicians	34	32	1	1	0	0	0	0	0	0	0	0
% Represented		0.94%	0.03%	0.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		0.10%	0.00%	0.00%	0.00%	0.00%	0.00%	0.88%	0.00%	0.00%	0.00%	0.00%
Parity Reached		YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES
Individuals Needed								30				
Admin Support	7	0	0	0	0	0	7	0	0	0	0	7
% Represented		0.00%	0.00%	0.00%	0.00%	0.00%	1.0%	0.00%	0.00%	0.00%	0.00%	1.0%
% CLF		0.11%	0.00%	0.00%	0.00%	0.00%	0.82%	0.01%	0.06%	0.00%	0.00%	0.88%
Parity Reached		NO	YES	YES	YES	YES	YES	NO	NO	YES	YES	YES
Individuals Needed		N/A						N/A	N/A			

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 6 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Skilled Craft Workers	7	7	0	0	0	0	0	0	0	0	0	0
% Represented		1.0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		0.93%	0.00%	0.00%	0.00%	0.00%	0.05%	0.00%	0.00%	0.00%	0.00%	0.05%
Parity Reached		YES	YES	YES	YES	YES	NO	YES	YES	YES	YES	NO
Individuals Needed							N/A					N/A
Service Maintenance	89	72	1	3	1	0	12	0	0	0	0	12
% Represented		0.81%	0.01%	0.03%	0.01%	0.00%	0.13%	0.00%	0.00%	0.00%	0.00%	0.13%
% CLF		0.37%	0.00%	0.00%	0.00%	0.00%	0.57%	0.00%	0.05%	0.01%	0.00%	0.64%
Parity Reached		YES	YES	YES	YES	YES	NO	YES	NO	NO	YES	NO
Individuals Needed							38		4	1		45

Note: Protective Services & Paraprofessionals omitted since ODOT does not have any employees in those job categories.



Division 7

Availability Analysis

EEO Category: Administrative Support

Field Division 7: Duncan, Oklahoma

County Maintenance: Caddo, Carter, Comanche, Cotton, Grady, Jefferson, Love, Murray, Stephens

Factors	Raw Availability %							Weight Factor	Weighted Availability *							
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males	
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.0%	2.0%	0.7%	15.9%	25.1%	82.4%	17.6%	1.00%	0.0%	2.0%	0.7%	15.9%	25.1%	82.4%	17.6%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
Total								1.00%	0.0%	2.0%	0.7%	15.9%	25.1%	82.4%	17.6%	
Final Availability									0.0%	2.0%	0.7%	15.9%	25.1%	82.4%	17.6%	

Note: Data collected from the EEO-ALL04R-Geography-Caddo, Carter, Comanche, Cotton, Grady, Jefferson, Love, Murray, Stephens County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

Availability Analysis

EEO Category: Service Maintenance

Field Division 7: Duncan, Oklahoma

County Maintenance: Caddo, Carter, Comanche, Cotton, Grady, Jefferson, Love, Murray, Stephens

Factors	Raw Availability %							Weight Factor	Weighted Availability *							
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males	
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.6%	9.7%	0.2%	18.2%	47.2%	63.3%	36.4%	1.00%	0.6%	9.7%	0.2%	18.2%	47.2%	63.3%	36.4%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
Total								1.00%	0.6%	9.7%	0.2%	18.2%	47.2%	63.3%	36.4%	
Final Availability									0.6%	9.7%	0.2%	18.2%	47.2%	63.3%	36.4%	

Note: Data collected from the EEO-ALL04R-Geography-Caddo, Carter, Comanche, Cotton, Grady, Jefferson, Love, Murray, Stephens County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

Availability Analysis

EEO Category: Skilled Craft

Field Division 7: Duncan, Oklahoma

County Maintenance: Caddo, Carter, Comanche, Cotton, Grady, Jefferson, Love, Murray, Stephens

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.0%	0.0%	0.6%	0.2%	25.5%	2.6%	97.1%	1.00%	0.0%	0.0%	0.6%	0.2%	25.5%	2.6%	97.1%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	0.0%	0.0%	0.6%	0.2%	25.5%	2.6%	97.1%
Final Availability									0.0%	0.0%	0.6%	0.2%	25.5%	2.6%	97.1%

Note: Data collected from the EEO-ALL04R-Geography-Caddo, Carter, Comanche, Cotton, Grady, Jefferson, Love, Murray, Stephens County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

Availability Analysis

EEO Category: Technicians Maintenance

Field Division 7: Duncan, Oklahoma

County Maintenance: Caddo, Carter, Comanche, Cotton, Grady, Jefferson, Love, Murray, Stephens

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	6.3%	5.4%	0.0%	1.3%	17.0%	73.4%	28.1%	1.00%	6.3%	5.4%	0.0%	1.3%	17.0%	73.4%	28.1%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	6.3%	5.4%	0.0%	1.3%	17.0%	73.4%	28.1%
Final Availability									6.3%	5.4%	0.0%	1.3%	17.0%	73.4%	28.1%

Note: Data collected from the EEO-ALL04R-Geography-Caddo, Carter, Comanche, Cotton, Grady, Jefferson, Love, Murray, Stephens County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 7**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technicians	54	39	0	2	0	6	5	0	0	0	2	7
% Represented		0.72%	0.00%	0.04%	0.00%	0.11%	0.09%	0.00%	0.00%	0.00%	0.04%	0.13%
% CLF		0.14%	0.00%	0.09%	0.00%	0.00%	0.63%	0.06%	0.00%	0.00%	0.01%	0.73%
Parity Reached		YES	YES	NO	YES	YES	NO	NO	YES	YES	YES	NO
Individuals Needed				3			29	3				32
Admin Support	16	0	0	0	0	1	10	1	0	0	4	15
% Represented		0.00%	0.00%	0.00%	0.00%	0.06%	0.63%	0.06%	0.00%	0.00%	0.30%	0.94%
% CLF		0.11%	0.00%	0.00%	0.00%	0.06%	0.59%	0.00%	0.02%	0.01%	0.16%	0.82%
Parity Reached		NO	YES	NO	YES	YES	YES	YES	NO	NO	YES	YES
Individuals Needed		1		N/A					N/A	N/A		

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 7 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Skilled Craft Workers	9	8	0	0	0	1	0	0	0	0	0	0
% Represented		0.89%	0.00%	0.00%	0.00%	0.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		0.70%	0.00%	0.12%	0.00%	0.12%	0.01%	0.00%	0.00%	0.01%	0.00%	0.03%
Parity Reached		YES	NO	NO	YES	NO	NO	YES	YES	NO	NO	NO
Individuals Needed			N/A	2		N/A	N/A			N/A	N/A	N/A
Service Maintenance	102	80	4	2	0	6	8	0	0	0	2	10
% Represented		0.78%	0.04%	0.02%	0.00%	0.06%	0.08%	0.00%	0.00%	0.00%	0.02%	0.01%
% CLF		0.17%	0.02%	0.01%	0.00%	0.15%	0.31%	0.01%	0.01%	0.00%	0.18%	0.63%
Parity Reached		YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO
Individuals Needed					N/A	9	23	1	1	N/A	16	54

Note: Protective Services & Paraprofessionals omitted since ODOT does not have any employees in those job categories.



Division 8

Availability Analysis

EEO Category: Administrative Support

Field Division 8: Tulsa, Oklahoma

County Maintenance: Craig, Creek, Delaware, Mayes, Nowata, Osage, Ottawa, Pawnee, Rogers, Tulsa, Tulsa (West), Washington

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	8.8%	3.8%	1.1%	3.9%	17.6%	75.2%	24.8%	1.00%	8.8%	3.8%	1.1%	3.9%	17.6%	75.2%	24.8%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	8.8%	3.8%	1.1%	3.9%	17.6%	75.2%	24.8%
Final Availability									8.8%	3.8%	1.1%	3.9%	17.6%	75.2%	24.8%

Note: Data collected from the EEO-ALL04R-Geography-Tulsa County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over.

Availability Analysis

EEO Category: Service Maintenance

Field Division 8: Tulsa, Oklahoma

County Maintenance: Craig, Creek, Delaware, Mayes, Nowata, Osage, Ottawa, Pawnee, Rogers, Tulsa, Tulsa (West), Washington

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	9.5%	8.3%	1.9%	3.4%	23.1%	61.8%	38.2%	1.00%	9.5%	8.3%	1.9%	3.4%	23.1%	61.8%	38.2%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	9.5%	8.3%	1.9%	3.4%	23.1%	61.8%	38.2%
Final Availability									9.5%	8.3%	1.9%	3.4%	23.1%	61.8%	38.2%

Note: Data collected from the EEO-ALL04R-Geography-Tulsa County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over.

Availability Analysis

EEO Category: Skilled Craft Workers

Field Division 8: Tulsa, Oklahoma

County Maintenance: Craig, Creek, Delaware, Mayes, Nowata, Osage, Ottawa, Pawnee, Rogers, Tulsa, Tulsa (West), Washington

Factors	Raw Availability %							Weight Factor	Weighted Availability *							
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males	
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.3%	0.8%	0.4%	0.3%	1.80%	0.8%	0.4%	0.3%	0.3%	0.8%	0.4%	0.3%	1.80%	0.8%	0.4%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
Total								1.00%	0.3%	0.8%	0.4%	0.3%	1.80%	0.8%	0.4%	
Final Availability									0.3%	0.8%	0.4%	0.3%	1.80%	0.8%	0.4%	

Note: Data collected from the EEO-ALL04R-Geography-Tulsa County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over.

Availability Analysis

EEO Category: Technicians

Field Division 8: Tulsa, Oklahoma

County Maintenance: Craig, Creek, Delaware, Mayes, Nowata, Osage, Ottawa, Pawnee, Rogers, Tulsa, Tulsa (West), Washington

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	6.7%	1.3%	1.1%	2.2%	11.3%	51.4%	48.6%	1.00%	6.7%	1.3%	1.1%	2.2%	11.3%	51.4%	48.6%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	6.7%	1.3%	1.1%	2.2%	11.3%	51.4%	48.6%
Final Availability									6.7%	1.3%	1.1%	2.2%	11.3%	51.4%	48.6%

Note: Data collected from the EEO-ALL04R-Geography-Tulsa County, Oklahoma Estimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over.

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 8**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technicians	73	48	3	2	2	9	8	0	0	0	1	9
% Represented		0.66%	0.04%	0.03%	0.03%	0.12%	0.11%	0.00%	0.00%	0.01%	0.14%	0.12%
% CLF		0.08%	0.00%	0.00%	0.00%	0.02%	0.68%	0.00%	0.00%	0.00%	0.08%	0.76%
Parity Reached		YES	YES	YES	YES	YES	NO	YES	YES	YES	NO	NO
Individuals Needed							41				5	46
Admin Support	15	1	0	0	0	0	11	1	0	0	2	14
% Represented		0.07%	0.00%	0.00%	0.00%	0.00%	0.73%	0.07%	0.00%	0.00%	0.13%	0.93%
% CLF		0.30%	0.00%	0.00%	0.00%	0.04%	0.52%	0.00%	0.01%	0.00%	0.10%	0.73%
Parity Reached		NO	YES	YES	YES	NO	YES	YES	NO	YES	YES	YES
Individuals Needed		3				N/A			N/A			

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Division 8 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Skilled Craft Workers	10	8	0	0	0	2	0	0	0	0	0	0
% Represented		0.80%	0.00%	0.00%	0.00%	0.20%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		0.55%	0.01%	0.02%	0.00%	0.19%	0.02%	0.00%	0.00%	0.00%	0.01%	0.06%
Parity Reached		YES	NO	NO	YES	YES	NO	YES	YES	YES	NO	NO
Individuals Needed			N/A	N/A			N/A				N/A	N/A
Service Maintenance	105	75	4	2	0	24	0	0	0	0	0	0
% Represented		0.71%	0.04%	0.02%	0.00%	0.23%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		0.27%	0.03%	0.03%	0.00%	0.01%	0.44%	0.00%	0.03%	0.02%	0.09%	0.64%
Parity Reached		YES	YES	NO	YES	YES	NO	YES	NO	NO	NO	NO
Individuals Needed				1			46		3	2	9	67

Note: Protective Services & Paraprofessionals omitted since ODOT does not have any employees in those job categories.



Central Office

Availability Analysis

EEO Category: Administrative Support

Central Office: Oklahoma City, Oklahoma

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	5.3%	3.5%	0.8%	5.0%	20.0%	76.5%	23.5%	1.00%	5.3%	3.5%	0.8%	5.0%	20.0%	76.5%	23.5%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	5.3%	3.5%	0.8%	5.0%	20.0%	76.5%	23.5%
Final Availability									5.3%	3.5%	0.8%	5.0%	20.0%	76.5%	23.5%

Note: Data collected from the EEO-ALL04R-Geography-OklahomaEstimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

Availability Analysis

EEO Category: Service Maintenance

Central Office: Oklahoma City, Oklahoma

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	6.3%	6.2%	1.4%	4.9%	31.2%	61.9%	38.1%	1.00%	6.3%	6.2%	1.4%	4.9%	31.2%	61.9%	38.1%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	6.3%	6.2%	1.4%	4.9%	31.2%	61.9%	38.1%
Final Availability									6.3%	6.2%	1.4%	4.9%	31.2%	61.9%	38.1%

Note: Data collected from the EEO-ALL04R-Geography-OklahomaEstimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

Availability Analysis
 EEO Category: Skilled Craft Workers
 Central Office: Oklahoma City, Oklahoma

Factors	Raw Availability %							Weight Factor	Weighted Availability *						
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	0.3%	0.4%	0.1%	0.4%	22.6%	4.8%	95.2%	1.00%	0.3%	0.4%	0.1%	0.4%	22.6%	4.8%	95.2%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
Total								1.00%	0.3%	0.4%	0.1%	0.4%	22.6%	4.8%	95.2%
Final Availability									0.3%	0.4%	0.1%	0.4%	22.6%	4.8%	95.2%

Note: Data collected from the EEO-ALL04R-Geography-OklahomaEstimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

Availability Analysis
 EEO Category: Technicians
 Central Office: Oklahoma City, Oklahoma

Factors	Raw Availability %							Weight Factor	Weighted Availability *							
	Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males		Black	Hisp.	AS/PI	AI/AN	Total Min	Females	Males	
Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	4.8%	1.6%	1.2%	4.4%	19.1%	58.2%	41.8%	1.00%	4.8%	1.6%	1.2%	4.4%	19.1%	58.2%	41.8%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
Total								1.00%	4.8%	1.6%	1.2%	4.4%	19.1%	58.2%	41.8%	
Final Availability									4.8%	1.6%	1.2%	4.4%	19.1%	58.2%	41.8%	

Note: Data collected from the EEO-ALL04R-Geography-OklahomaEstimate-Estimate: EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Central Office**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technicians	272	170	22	8	6	14	41	2	2	1	6	52
% Represented		0.63%	0.09%	0.03%	0.02%	0.52%	0.15%	0.01%	0.01%	0.00%	0.02%	0.19%
% CLF		0.33%	0.02%	0.02%	0.01%	0.02%	0.43%	0.05%	0.02%	0.01%	0.04%	0.58%
Parity Reached		YES	YES	YES	YES	YES	NO	NO	NO	NO	NO	NO
Individuals Needed							76	11	3	1	5	105
Admin Support	39	2	0	0	0	0	30	4	2	0	1	37
% Represented		0.05%	0.00%	0.00%	0.00%	0.00%	0.77%	0.10%	0.05%	0.00%	0.03%	0.95%
% CLF		0.17%	0.02%	0.01%	0.01%	0.01%	0.58%	0.05%	0.04%	0.01	0.05%	0.77%
Parity Reached		NO	NO	NO	NO	NO	YES	YES	YES	NO	NO	YES
Individuals Needed		4	N/A	N/A	N/A	N/A				N/A	1	

**FY 2013 Parity Report
Civilian Labor Force (CLF) –Central Office (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Skilled Craft Workers	2	0	0	0	0	0	0	2	0	0	0	2
% Represented		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.0	0.00%	0.00%	0.00%	100.0
% CLF		0.73%	0.03%	0.12%	0.01%	0.07%	0.69%	0.03%	0.18%	0.01	0.01	0.95%
Parity Reached		NO	NO	NO	NO	NO	NO	YES	NO	NO	NO	YES
Individuals Needed		1	N/A	N/A	N/A	N/A	1		N/A	N/A	N/A	
Service Maintenance	5	2	3	0	0	0	0	0	0	0	0	0
% Represented		0.40%	0.60%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		0.24%	0.04%	0.04%	0.01%	0.03%	0.39%	0.06%	0.06%	0.01%	0.05%	0.62%
Parity Reached		YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
Individuals Needed				N/A	N/A	N/A	2	N/A	N/A	N/A	N/A	3

Notes: Protective Services & Paraprofessionals omitted since ODOT does not have any employees in those job categories.

A total of 13 individuals (8 ODOT Commissioners and 4 Geographic Information Systems Specialist) were not accounted on this report. The Geographic Information Systems Specialist are employed through the universities.



2013 Applicant Flow and Hire Summary

2013 ODOT Applicant Flow and Hire Summary by Job Group

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE	TOTAL MIN	
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN			
Official Administrator														
Total Apps	113	34	10	3	5	4	56	37	11	2	3	4	57	42
% Apps	100.00%	30.09%	8.85%	2.65%	4.42%	3.54%	49.56%	32.74%	9.73%	1.77%	2.65%	3.54%	50.44%	37.17%
Total Hires	3	3	0	0	0	0	3	0	0	0	0	0	0	0
% Hires	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professional														
Total Apps	647	218	40	12	36	20	326	208	61	12	25	15	321	221
% Apps	100.00%	33.69%	6.18%	1.85%	5.56%	3.09%	50.39%	32.15%	9.43%	1.85%	3.86%	2.32%	49.61%	34.16%
Total Hires	17	9	3	2	0	0	14	3	0	0	0	0	3	5
% Hires	100.00%	52.94%	17.65%	11.76%	0.00%	0.00%	82.35%	17.65%	0.00%	0.00%	0.00%	0.00%	17.65%	29.41%
Technician														
Total Apps	1798	964	136	55	52	127	1334	309	104	16	13	22	464	525
% Apps	100.00%	53.62%	7.56%	3.06%	2.89%	7.06%	74.19%	17.19%	5.78%	0.89%	0.72%	1.22%	25.81%	29.20%
Total Hires	52	33	3	3	1	3	43	9	0	0	0	0	9	10
% Hires	100.00%	63.46%	5.77%	5.77%	1.92%	5.7%7	82.69%	17.31%	0.00%	0.00%	0.00%	0.00%	17.31%	19.23%

2013 ODOT Applicant Flow and Hire Summary by Job Group
(Continued)

Job Group	MALE						FEMALE						TOTAL FEMALE	TOTAL MIN
	WHITE	BLACK	HISP	AS/PI	AI/AN	TOTAL MALE	WHITE	BLACK	HISP	AS/PI	AI/AN			
Administrative Support														
Total Apps	1538	144	45	9	6	13	217	907	185	55	30	144	1321	487
% Apps	100.00%	9.36%	2.93%	0.59%	0.39%	0.85%	14.11%	58.97%	12.03%	3.58%	1.95%	9.36%	85.89%	31.66%
Total Hires	60	21	4	0	1	4	30	26	1	0	2	1	30	13
% Hires	100.00%	35.00%	6.67%	0.00%	1.67%	6.67%	50.00%	43.33%	1.67%	0.00%	3.33%	1.67%	50.00%	21.67%
Skilled Craft														
Total Apps	89	72	1	2	0	11	86	2	1	0	0	0	3	15
% Apps	100.00%	80.90%	1.12%	2.25%	0.00%	12.36%	96.63%	2.25%	1.12%	0.00%	0.00%	0.00%	3.37%	16.85%
Total Hires	10	9	0	0	0	1	10	0	0	0	0	0	0	1
% Hires	100.00%	90.00%	0.00%	0.00%	0.00%	10.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%
Service/Maintenance														
Total Apps	484	328	36	12	2	75	453	24	7	0	0	0	31	132
% Apps	100.00%	67.77%	7.44%	2.48%	0.41%	15.50%	93.60%	4.96%	1.45%	0.00%	0.00%	0.00%	6.40%	27.27%
Total Hires	129	101	3	9	0	14	127	2	0	0	0	0	2	26
% Hires	100.00%	78.3%	2.32%	7.00%	0.00%	10.85%	98.4%	1.55%	0.00%	0.00%	0.00%	0.00%	1.55%	20.16%
Grand Total Applicants	4669	1760	268	93	101	250	2472	1487	369	85	71	185	2169	1422
Grand Total Hires	271	176	13	14	2	22	227	40	1	0	2	1	44	55



Present Staffing Report

Present Staffing

Job Group	TOTAL EMP	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE	TOTAL MIN
		WHITE	BLACK	HISP	AS/PI	AI/AN		WHITE	BLACK	HISP	AS/PI	AI/AN		
Official Admin	174	126	4	5	3	3	141	27	1	1	2	2	33	21
% Represented		72.41	2.30	2.87	1.72	1.72	81.02	15.52	0.57	0.57	1.15	1.15	18.96	12.05
% CLF		50.2	1.8	1.1	0.8	2.5	56.4	31.0	2.4	1.5	0.5	2.5	37.9	13.1
Professionals	337	179	8	5	7	12	211	103	12	1	4	6	126	55
% Represented		53.12	2.37	1.48	2.08	3.56	62.61	30.56	3.56	0.30	1.19	1.78	37.39	16.32
% CLF		33.7	2.1	1.3	1.7	1.6	40.4	45.8	3.5	1.7	1.2	3.1	58.0	18.9

The job groups Official Admin and Professional are based off the total compared to availability at the State-wide level..

Present Staffing (Continued)

Job Group	TOTAL EMP	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE	TOTAL MIN
		WHITE	BLACK	HISP	AS/PI	AI/AN		WHITE	BLACK	HISP	AS/PI	AI/AN		
Technicians	678	477	33	23	8	49	590	72	2	2	1	11	88	129
% Represented		2.91%	0.08%	0.13%	0.05%	0.36%	3.53	3.42%	1.05%	0.12%	0.06%	0.43%	5.08%	2.28%
Protective Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Represented		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Represented		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Admin Support	149	7	1	0	0	2	10	108	10	4	1	16	139	34
% Represented		1.58%	0.06%	0.03%	0.03%	0.01%	1.71%	5.61%	0.12%	0.19%	1.03%	0.77%	7.72%	8.65%
Skilled Craft Workers	78	65	2	1	1	5	74	2	2	0	0	0	4	11
% Represented		5.86%	0.10%	0.41%	0.05%	0.88%	7.30%	0.96%	0.03%	0.18%	1.01%	1.07%	3.25%	3.73%
Service Maintenance	825	634	25	30	2	102	793	29	1	0	0	2	32	162
% Represented		2.89%	0.17%	0.13%	0.03%	0.58%	3.80%	3.49%	0.11%	0.32%	0.08%	0.81%	4.81%	2.23%

These job groups are based off the total compared to availability at the division level.



Personnel Transactions Report

Personnel Transactions Report

Summary		Total	Minority						Male	Female
			White	Black	Hispanic	AS/PI	AI/AN	Total Min		
Employees at Beginning Of Period (7-01-12)	#	2310	1895	96	79	30	210	415	1878	432
	%		82.03%	4.16%	3.42%	1.30%	9.09%	17.97%	81.30%	18.70%
Employees at End of Period (6-30-13)	#	2306	1886	99	75	31	215	420	1879	427
	%		81.79%	4.29%	3.25%	1.34%	9.32%	18.21%	81.48%	18.51%
Net Increase (decrease)		-4	-9	3	4	1	5	5	1	-5
Personnel Transactions										
New Hires	#	271	216	14	14	4	23	55	227	44
	%		79.79%	5.17%	5.17%	1.48%	8.49%	20.30%	83.87%	16.24%
*Promotions	#	795	640	28	30	7	90	155	710	85
	%		80.50%	3.52%	3.77%	0.88%	11.32%	19.50%	89.31%	10.69%
Demotions		4	2	1	0	0	1	2	3	1
Separations		274	227	11	9	1	26	47	234	40

Note: The category of "Promotions" includes unclassified employees. The category of "Separations" includes full-time employees that were either terminated or retired.



Appendix



Glossary of EEO Terms and Concepts

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, 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, 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.)

FEPA – The Oklahoma Fair Employment Practices Act, Section 840-4.12(I) 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.

