

# **OKLAHOMA DEPARTMENT OF TRANSPORTATION**



**FY 2015**

## **Equal Employment Opportunity and Affirmative Action Plan**



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

**Oklahoma Division**

October 7, 2014

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

In Reply Refer To:  
HDA-OK

J. Michael Patterson  
Director  
Oklahoma Department of Transportation  
200 NE 21<sup>st</sup> Street  
Oklahoma City, OK 73105

Dear Mr. Patterson:

The FHWA Oklahoma Division has reviewed the Oklahoma Department of Transportation Equal Employment Opportunity (EEO) Program for FY 2015. The program consists of Part I – Contractor Compliance and Part II – State Internal EEO Program. Our review considered the overall objectives and goals of the EEO Program as well as the descriptions and analyses of previous year's efforts and accomplishments.

After reviewing this information, we have determined the FY ODOT EEO Program is consistent with the requirements of 23 CFR part 230 and in accordance with the requirements in 23 CFR 230.313 approve its immediate implementation.

The next ODOT EEO Program submission is due to FHWA on October 1, 2015 unless otherwise coordinated. If you have any questions, please contact me directly at (405) 254-3312.

Sincerely,

Darren G. Kaihlanen  
Civil Rights Specialist

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# **ODOT Policy Statements and Delegation of Authority**



**OKLAHOMA DEPARTMENT OF TRANSPORTATION**  
200 N.E. 21<sup>st</sup> Street  
Oklahoma City, OK 73105-3204

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To: All ODOT Staff

From: Mike Patterson, Director

Date: September 17, 2014

Re: Policy on Equal Employment Opportunity and Affirmative Action

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

Race, religion, gender, national origin, age, 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](mailto:gpringle@odot.org) has been delegated the responsibility of implementing the affirmative action plan, monitoring and evaluating progress and reporting the results to me.

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

  
\_\_\_\_\_  
Mike Patterson, Director  
Oklahoma Department of Transportation

10/18/14  
\_\_\_\_\_  
Date

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AN EQUAL OPPORTUNITY EMPLOYER



## OKLAHOMA DEPARTMENT OF TRANSPORTATION

200 N.E. 21<sup>st</sup> Street  
Oklahoma City, OK 73105-3204

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To: All ODOT Staff  
From: Mike Patterson, Director  
Date: September 17, 2014  
Re: Prohibition and Prevention of Harassment

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

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

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

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

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

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

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

1. Submission to the conduct is an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision;
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.

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

All ODOT employees are responsible for helping to insure that harassment of any kind is avoided.

If you feel that you may have experienced or witnessed harassment, immediately inform the appropriate division engineer, division manager or appropriate manager or supervisor. You may also notify Gregory Pringle, Civil Rights Division Manager, at 405-521-4139.

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

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

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

The policy of the 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 58<sup>th</sup>, Suite 360

Oklahoma City, OK 73112

Phone: 405-525-9144

Fax: 405-528-6245

E-mail: [mpcinfo@mpc.ok.gov](mailto:mpcinfo@mpc.ok.gov)

**Oklahoma Office of the Attorney General**

Office of Civil Rights Enforcement

313 NE 21<sup>st</sup> Street

Oklahoma City, OK 73105

Phone: 405-521-3921

Tulsa: 918-581-2885

E-mail: [OCRE@oag.ok.gov](mailto: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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Mike Patterson, Director  
Oklahoma Department of Transportation

10/13/14

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Date





**OKLAHOMA DEPARTMENT OF TRANSPORTATION**  
200 N.E. 21<sup>st</sup> Street  
Oklahoma City, OK 73105-3204

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To: All ODOT Staff  
From: Mike Patterson, Director  
Date: September 17, 2014  
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 3 day of October, 2014.

  
Mike Patterson, Director  
Oklahoma Department of Transportation

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**OKLAHOMA DEPARTMENT OF TRANSPORTATION**  
200 N.E. 21<sup>st</sup> Street  
Oklahoma City, OK 73105-3204

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To: All ODOT Offices  
From: Mike Patterson, ODOT Director  
Date: September 17, 2014  
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.

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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.

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 21<sup>st</sup> Street

Oklahoma City, OK 73105

Phone: 405-521-3921

Tulsa: 918-581-2885

E-mail: [OCRE@oag.ok.gov](mailto: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



Mike Patterson, Director  
Oklahoma Department of Transportation





# **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 4*). 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**

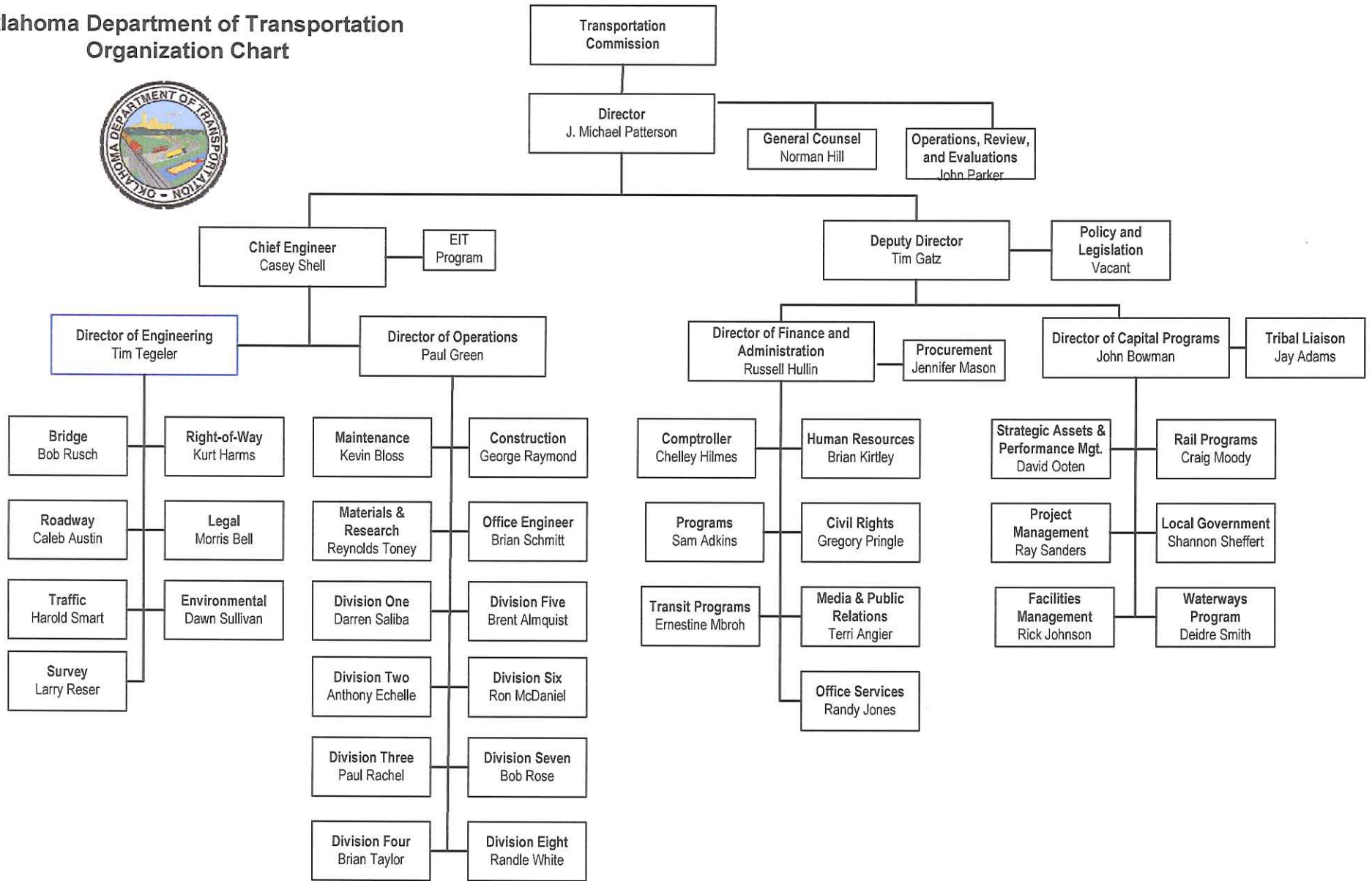
1. Developing affirmative action programs, plans, policy statements and internal and external communications;
2. Assisting in the identification of problem areas, setting goals and timelines, and developing programs to achieve these goals;
3. Designing and implementing audit and reporting systems to:
  - 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.



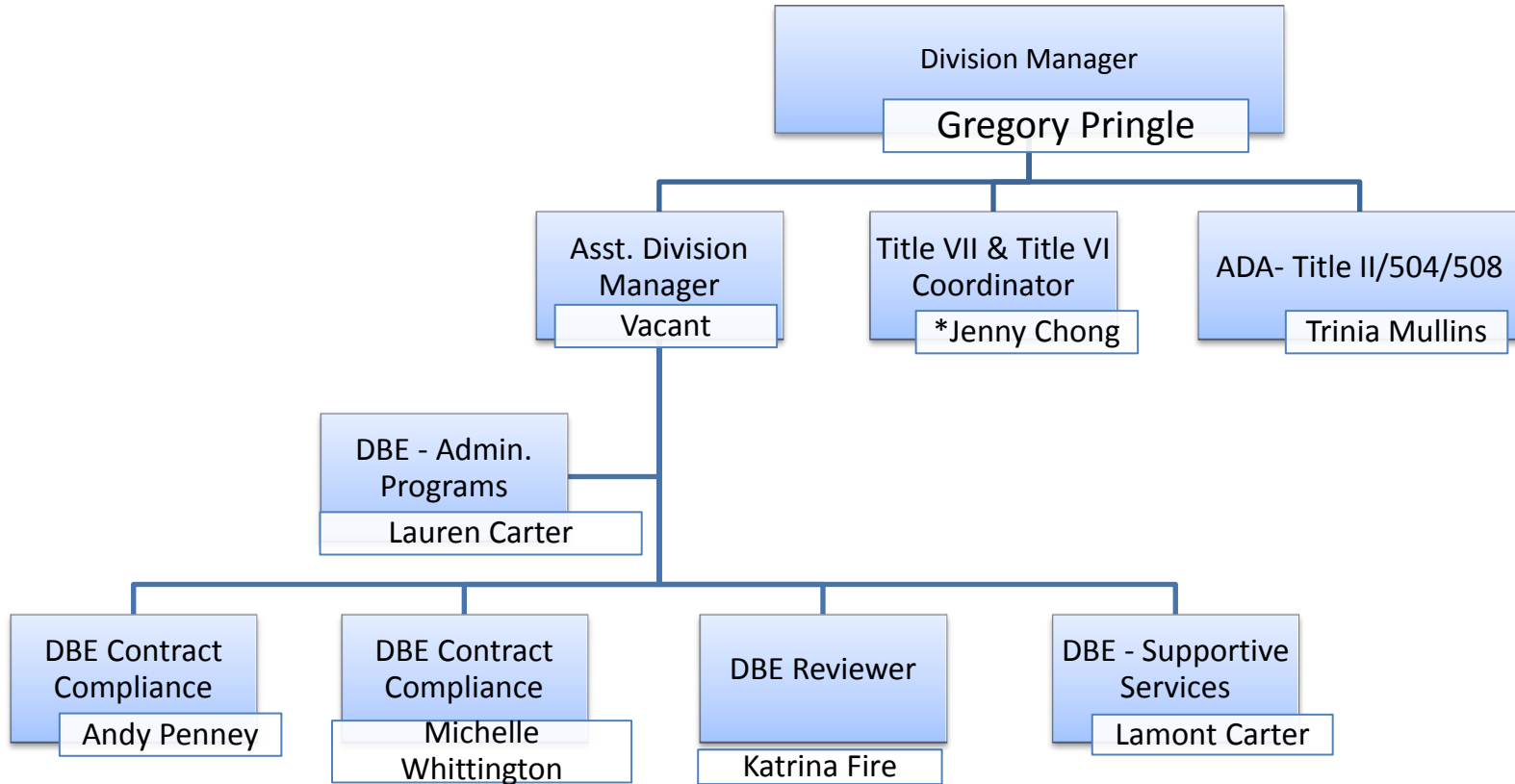
# **Agency Organization Chart**

# Oklahoma Department of Transportation Organization Chart



*J. Michael Patterson, Director*

**OKLAHOMA DEPARTMENT OF TRANSPORTATION**  
Civil Rights Division Organizational Chart





# **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)**



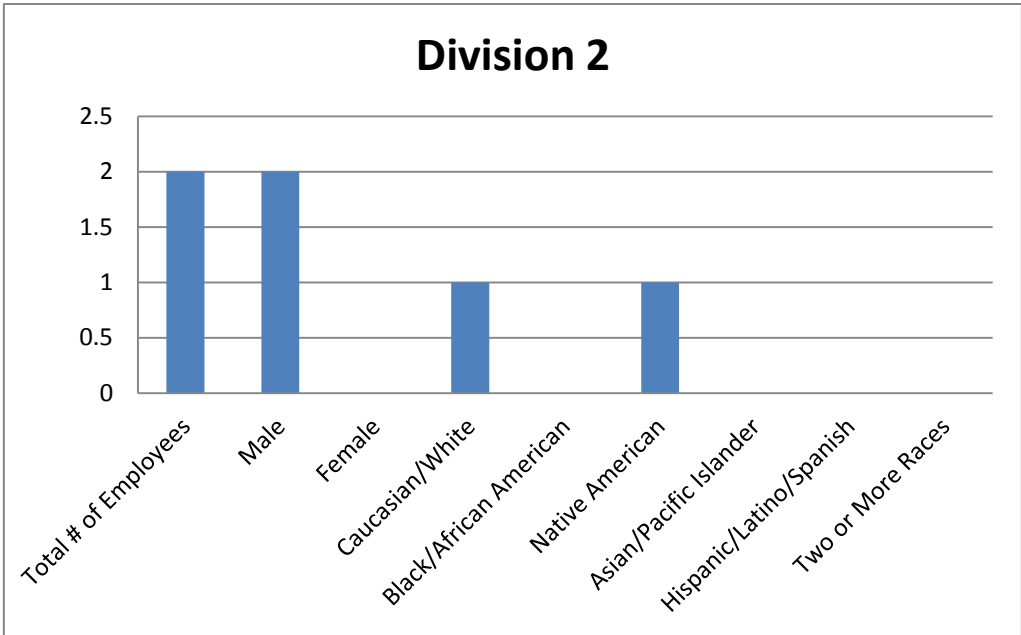
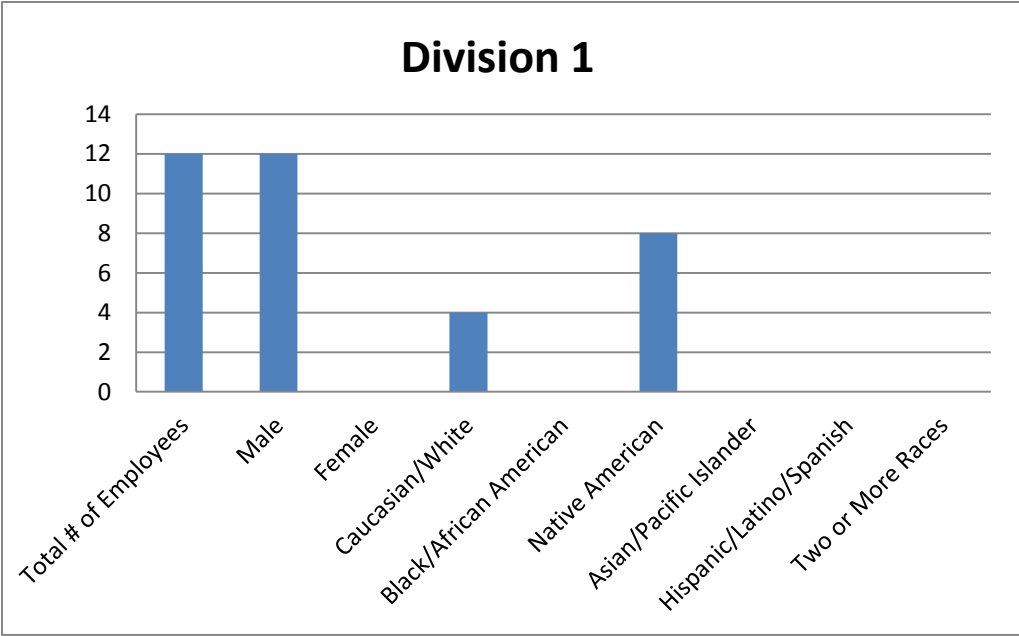
# **Training and Recruitment**

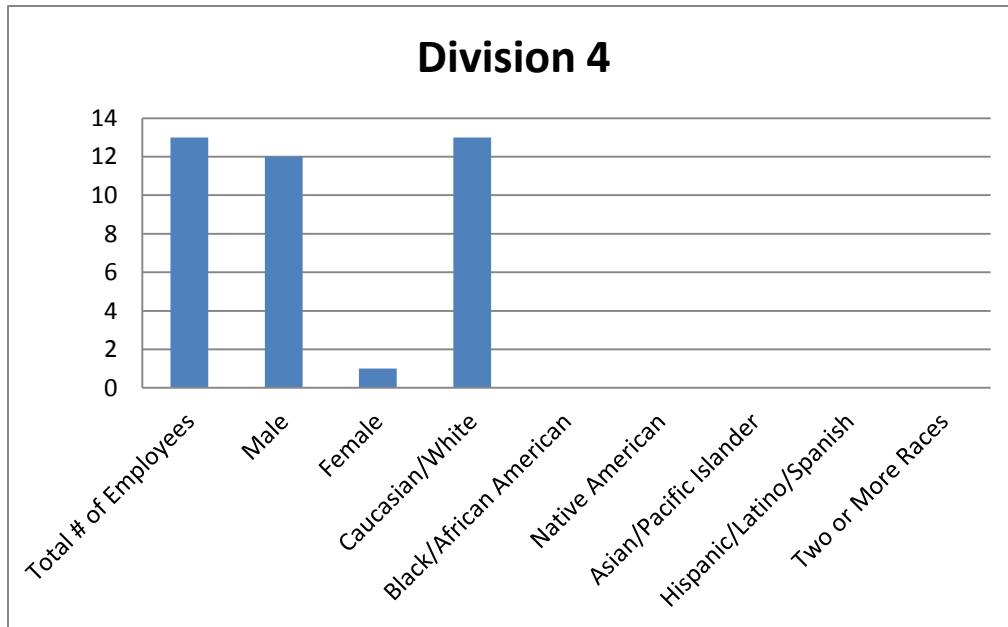
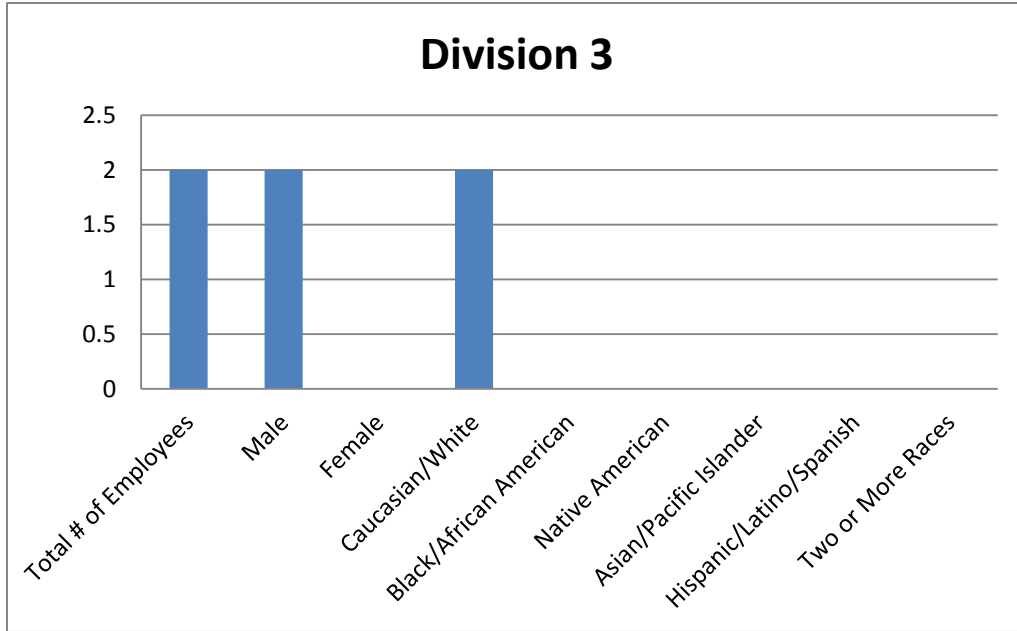
## TRAINING AND RECRUITMENT

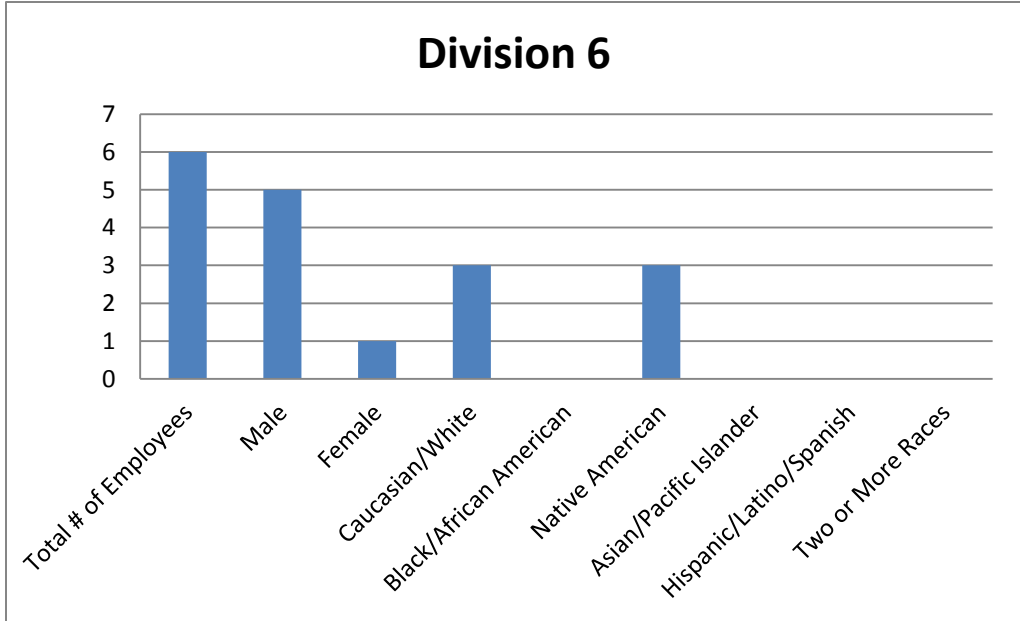
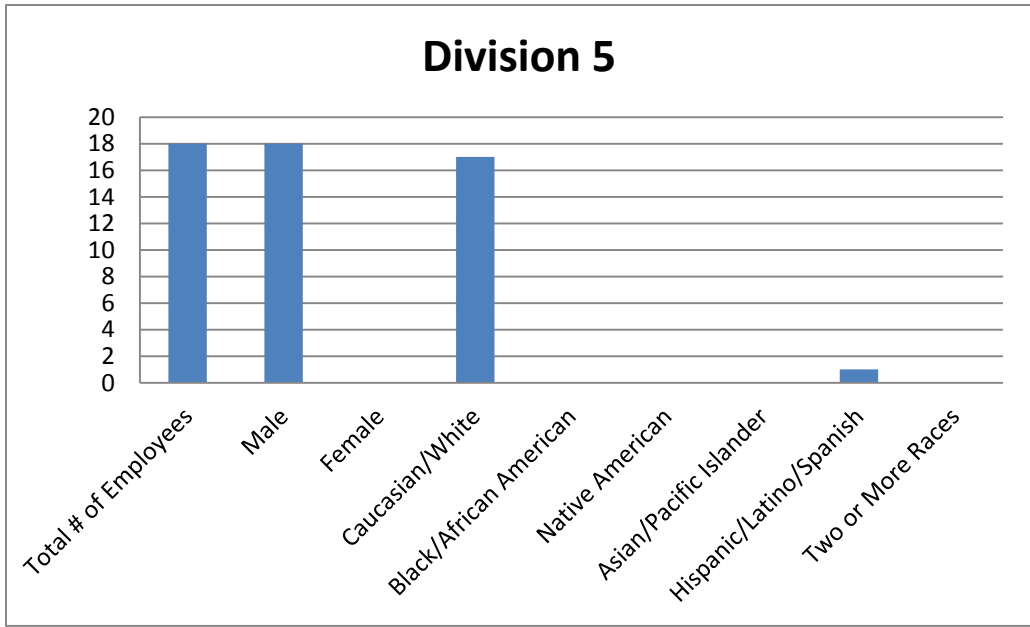
The Oklahoma Department of Transportation (ODOT) provides training to all staff in a nondiscriminatory manner and is responsible for providing training and employee development activities to all agency employees. The ODOT has transitioned into utilizing a new online training program called "Skillsoft". This program allows each employee to enroll themselves automatically into classes of interest that he/she can complete at any computer and at their convenience. Employees can enroll in various types of training such as business skills, compliance, desktop skills, IT skills and so forth. Some classes require prerequisites such as a certification or specific justification, but majority of the classes are available to everyone. This new program also has the capability to allow supervisors to assign courses to their employees in areas that need development.

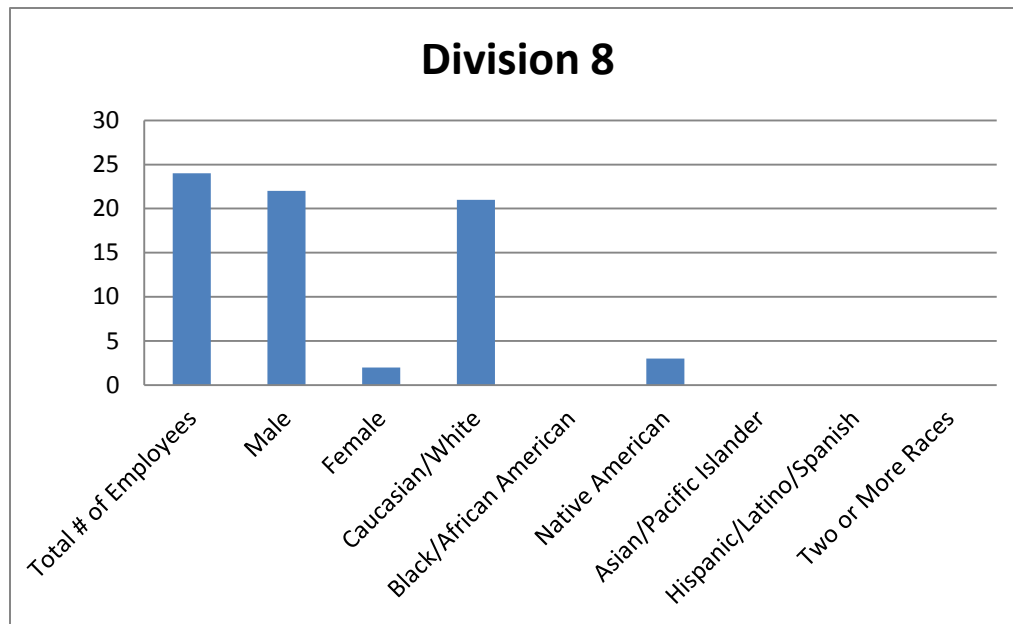
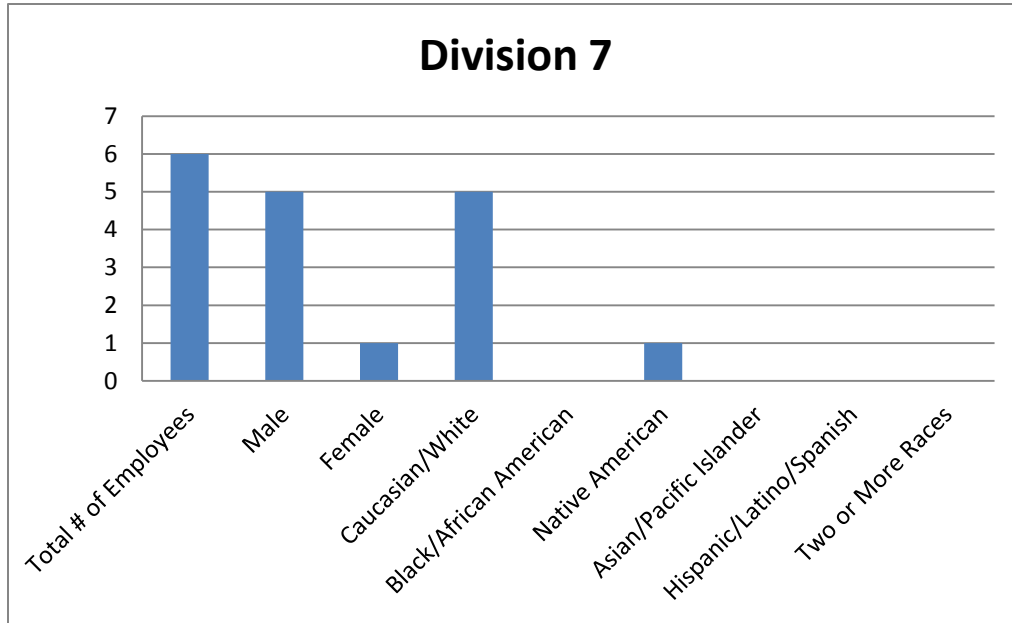
The ODOT's Human Resources Division offers courses that are not available on Skillsoft to employees or by a supervisor's request. At these courses, each instructor is given a sign-in sheet to collect information on the attendee's sex, race, division, and so forth. This information is forwarded to ODOT's 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 continues to be a challenge.

For the period July 2013 – June 2014, a total of 188 employees filled out the sign-in sheets with their demographic information. Classes conducted included Ownership Principles for Great Leaders, Reasonable Suspicion Alcohol & Drug Testing, Sexual Harassment & Discrimination Training, and so forth. The following is a breakdown of employees by gender, race, and division.

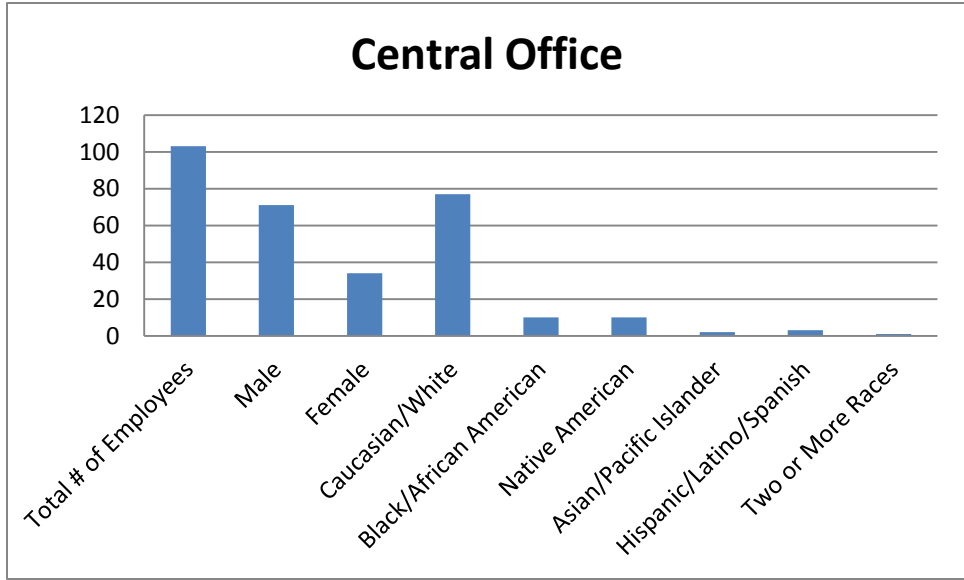












## TRAINING

The CRD continuously works with the designated Title VII EEO Counselors and ADA Liaisons within each division. Information pertaining to Title VII and ADA is distributed to each EEO Counselor and Liaison in order to maintain updated on rules and regulations and in order to help identify discriminatory practices within each area.

As a part of ODOT's efforts towards ADA compliance, in 2014 the Department provided ADA training for ODOT Staff. The main training was developed for the Inspectors and was provided twice in each Division. This class was created to help the inspectors understand what it takes to achieve compliance and what, procedurally, should be done when compliance is technically infeasible. ODOT staff made aware and helped to understand what to look for and who to contact if they find an access problem in the field. A similar training was developed for the design team to help them understand both the letter and the spirit of ADA compliance when existing conditions prevent full compliance. The requirement for full compliance was emphasized unless there is a documented reason in both trainings. The final training was for the management team to help them understand what was taught to the other two groups and what decisions need to be made to ensure ODOT maintains compliance moving forward. The trainings classes are summarized in the following table:

Date	Training	Number of Attendees
March 27, 2014	Managers Training	32
March 28, 2014	Managers Training	33
March 12, 2014	Design Training	29
March 14, 2014	Design Training	50
January 07, 2014	Inspector Training Division 1	24
January 08, 2014	Inspector Training Division 1	16
January 16, 2014	Inspector Training Division 2	16
March 11, 2014	Inspector Training Division 3	20
March 31, 2014	Inspector Training Division 4	36
April 01, 2014	Inspector Training Division 4	35
April 22, 2014	Inspector Training Division 5	17
February 12, 2014	Inspector Training Division 6	14
February 13, 2014	Inspector Training Division 6	18
February 20, 2014	Inspector Training Division 7	27
February 26, 2014	Inspector Training Division 8	14
February 27, 2014	Inspector Training Division 8	11

## 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 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:

- .: Tulsa World Career Fair – November 15, 2013
  - .: College of Construction – December 4, 2013
  - .: Oklahoma State University Mock Interviews – February 6, 2014
  - .: Greater Grads Career Fair – February 25, 2014
- 
- .: Periodically as students graduated from their courses at the Oklahoma College of Construction, the Title VII Coordinator and/or a representative from the Human Resources Division would present information regarding ODOT and job opportunities.
  - .: The ODOT's Human Resources Division created a new position strictly for recruiting at ODOT. This year, ODOT's Human Resources Division will focus heavily on recruiting Civil Engineers due to the rise in number of employees retiring. The division plans on visiting several of Oklahoma's surrounding states to provide awareness regarding opportunities at all of ODOT's divisions.
  - .: The Human Resources Division also implemented a new employee onboarding (orientation) program for new employee, entitled D.R.I.V.E (Developing Resourceful Innovative and Vision Engaged employees. The orientation consists of half a day and new employees are provided information regarding benefits, policies, and procedures at the ODOT.
  - .: 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 2013. The event was held at Oklahoma State University (OSU) (OKC campus) for approximately 182 high school students from eight schools including 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.
  - .: In May 2014, CRD worked with Warren CAT on coordinating a field trip for 7 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.

- .: This summer, ODOT's Human Resources Division worked with Oklahoma City Community College, Oklahoma State University, Langston University, Rose State University and the University of Oklahoma on placing 15 interns in the following areas:
  - o Civil Rights Division – 1 individual
  - o Comptroller Division – 1 individual
  - o Environmental – 1 individual
  - o Legal & Business – 1 individual
  - o Maintenance Division – 1 individual
  - o Materials Division – 2 individual
  - o Purchasing Division – 1 individual
  - o Right-of-Way & Utilities Division – 2 individuals
  - o Roadway Division -3 individuals
  - o Traffic Division – 2 individuals
  
- .: This is the third year that ODOT has partnered with Oklahoma State University (OKC Campus) on the OSU/OKC TAP Scholarship Program. A total of 9 students were selected for a scholarship.
  
- .: The Roadway Division at ODOT hosted the Langston Transportation Academy for a four hour tour. The division also provided Computer Aided Drafting & Design training this past summer to colleges and vo-techs in Micro-station and Inroads in order for them to provide training for their students.
  
- .: 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 14 – 25, 2014. A total of seventeen (17) students throughout Oklahoma were selected through an application process to participate in this free program. Students had the opportunity to expand their knowledge on various industries in the transportation field. Field trips coordinated through the NSTI's Intermodal Advisory Committee included entities such as the ODOT sign shop, Federal Aviation Administration's Mike Monroney Aeronautical Center, Oklahoma National Guard, Burlington Northern Santa Fe, and so forth.



# **Evaluation of Preceding Year's AA/EO Efforts**

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

For Fiscal Year (FY) 2014, the Oklahoma Department of Transportation (ODOT) hired 165 full-time employees. In FY 2013, ODOT began the period with 2,319 employees and ended with 2,355 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	80	3.40%	22	0.93%	4.33%
Hispanic or Latino	70	2.97%	10	0.42%	3.40%
Asian/Native Hawaiian or Other Pacific Islander	23	0.98%	9	0.38%	1.36%
American Indian/Alaska Native	187	7.94%	35	1.49%	9.43%
Female			433	18.39%	18.39%
Male	1922	81.61%			81.61%
Total Minority	360	15.29%	76	3.23%	18.51%
White	1562	66.33%	357	15.16%	81.49%

The following summarizes the minorities and Females represented from the 198 new hires:

Minority	Total Hired
Black or African American	8
Hispanic or Latino	8
Asian/Native Hawaiian or Other Pacific Islander	1
American Indian/Alaska Native	21
Female	40
Total Minority	38

A total of 351 employees were promoted this year at ODOT. Of these promotions, there were 15 for Black, 8 for Hispanic, 3 for Asian/Native Hawaiian or Other Pacific Islander, and 37 for American Indian/Alaska Native. Within these promotions, 67 went to Females and a total of 63 to overall Minorities.

EEO Group	Promotions	% Total Promotions
Black or African American	15	4.27%
Hispanic or Latino	8	2.28%
Asian/Native Hawaiian or Other Pacific Islander	3	0.85%
American Indian/Alaska Native	37	10.54%
Female	67	19.09%
Male	284	80.91%
Total Minority	63	17.95%
White	288	82.05%

EEO Group	% of ODOT Work Force
Black or African American	0.64%
Hispanic or Latino	0.34%
Asian/Native Hawaiian or Other Pacific Islander	0.13%
American Indian/Alaska Native	1.57%
Female	2.85%
Male	12.06%
Total Minority	2.68%
White	12.23%

## Additional ODOT Civil Rights Accomplishment and Activities

The Oklahoma Department of Transportation (ODOT) has achieved the following in FY 2014:

- .: The Civil Rights Division (CRD) now has available a “Contractor Compliance” website in order to provide information regarding the program area to all employees as well as public members. The website is still under construction but will also in time include information regarding the On-the-Job program, bulletin board requirements, prompt payment, and so forth.
- .: The CRD’s Contractor Compliance program has developed an EEO checklist for residencies to provide prime contractors mandatory information pertaining to federally awarded contracts. The EEO checklist is to be distributed at all pre-work meetings.
- .: Through the Americans with Disabilities Act (ADA) program, updated policies and procedures are in the process of being evaluated and approved to post in ODOT’s Policies and Procedures as well as on the website to employees and public members.
- .: The ODOT’s Commission meeting agendas now include ODOT’s discrimination clause as well as information and instructions for individuals that need an accommodation.
- .: The CRD is working with the Office of Management and Enterprise Services to include the Title VI, Title VII, and ADA forms on our intranet “forms” section for employees to have another avenue to access the information.
- .: The CRD is working with the Human Resources Division on ensuring that additional information is included in the new employee orientation in order for employees to know their rights on Title VII and ADA.
- .: 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). Phase I of the self-evaluation process consisted of evaluating all ODOT facilities which included 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. Phase I has been completed and ODOT is in the process of moving forward with Phase II.
- .: The CRD’s Contractor Compliance Program will officially implement the On-the-Job training program in January 2015. This past March/April, the CRD had 3 contractors (Sherwood, Duit and Manhattan) that participated in the pilot program with the ODOT. A total of 6 trainees went through the program.
- .: Construction Career Day “*Tools to Build Your Future*” was held in September 2013. The event held at OSU/OKC for approximately 182 high school students from eight schools including Metro Technology Center’s South Bryant Campus. Breakdowns of the demographics include 3.85% Asian American, 21.08% Black, 17.58% White, 53.85% Hispanic, 3.3% Native Americans and 26% females. 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 five (5) prompt payments were filed this year and all were investigated and resolved in a timely manner.
- ∴ A total of eight (8) contract compliance reviews were conducted this year.
- ∴ A total of nine (9) students were selected for the 2014 fall semester OSU/OKC TAP scholarship program. A breakdown of the demographics includes 2 Caucasian, 4 Hispanic, 2 Multi-racial and 1 unknown.
- ∴ One hundred forty three (143) certified DBE's prime contractors, suppliers and ODOT personnel attended the Fifth Annual DBE Conference.
- ∴ The special provisions for the DBE program was updated and newly created for the On-the-Job training program to be inserted into Federal contracts.
- ∴ The DBE 6 Form, DBE Confirmation of intent to subcontract to Federal-Air Projects, was revised in order to capture accurate data from the Prime Contractors that intend to subcontract with a DBE.
- ∴ The Civil Rights Division now has available on our website a DBE database for individuals to search for DBEs by work category, name, city and so forth.
- ∴ The DBE Program manual was updated along with the DBE handbook.
- ∴ The Contractor Compliance program conducted the Davis Bacon training in February at Francis Tuttle for ODOT personnel, contractors, and subcontractors. The training was a joint effort with the Department of Labor.
- ∴ The Resident Engineer academy was held in Midwest City, OK by the Contractor Compliance office.
- ∴ Several of the CRD staff attended the Equal Employment Opportunity Commission's Technical Assistance training in June 2014.
- ∴ The first Transportation Assistance Program was held from 9/2-9/5/14 at Francis Tuttle. A total of 19 participants attended the course. Classes offered included OSHA 10, First Aid, CPR, Flagger and Forklift.
- ∴ Two individuals from the CRD attended the American Contract Compliance Association training in September 2014.
- ∴ The CRD is working toward obtaining a software tracking system to help monitor and track DBE goals, payments, contracts, and so forth. The division is working with other agency personnel to release a Request for Proposal and anticipate a program in January 2015.
- ∴ The Small Enterprise Training (SET) Program conducted the following workshops for all small businesses and construction companies to attend at no charge:
  - OSHA 10-Hour Safety
  - Construction Management
  - Marketing with Social Media
  - Managing Diversity in the workplace



**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 2014 as listed below and set goals for addressing these areas as follows:

**Official/Administrator** – This category was underutilized Black females, Hispanic females, Asian females, American Indian/American Native females, and total category of females. A goal was set for 3 Black females, 1 Hispanic female, 2 American Indian/American Native females, and total category goal of 66 females.

**Professional** - This category was underutilized for Hispanic females, Asian females, American Indian/American Native females, and total category of females. A goal was set for 4 Hispanic females, 4 American Indian/American Native females, and total category goal of 69 females.

**Technician** – This category was underutilized for Hispanic males, Asian males, American Indian/American Native males, Black females, Hispanic females, Asian females, American Indian/American Native females, and total category of females. A goal was set for 3 Hispanic males, 3 Asian male, 37 Black females, 5 Hispanic female, 3 Asian female, 21 American Indian/American Native females, and a total category goal of 187 females.

**Administrative Support** - This category was underutilized for Black males, Hispanic males, Asian males, American Indian/American Native males, Black females, Hispanic females, Asian females, American Indian/American Native females and total category of females.

**Skilled Craft Worker** – This category was underutilized for Black Males, Hispanic males, Asian males, American Indian/American Native males, Black females, Hispanic females, Asian females, American Indian/American Native females and total category of females. A goal was set for 2 American Indian/American Native males, 14 Black females, 13 American Indian/American Native females and a total category goal of 79 females.

**Service/Maintenance** - This category was underutilized for Black males, Hispanic males, Asian males, American Indian/American Native males, Black females, Hispanic females, Asian females, American Indian/American Native males and total category of females. A goal was set for 2 Black males, 2 Asian male, 2 Black females, 21 Hispanic females, 4 Asian females, 32 American Indian/American Native females, and a total category goal of 304 females.

## Problem Areas Identified

Due to several changes within the Civil Rights Division (CRD), several goals noted in last year's Affirmative Action Report Plan was not achieved. The CRD is in the process of hiring a Title VII Coordinator and plans to conduct training for the agency, review and update policies and procedures; analyze trends, and so forth. The Title VII Coordinator will focus on meeting with each division/area to educate supervisors and individuals involved in the hiring process on our areas of underutilization.

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 males, Black females, Hispanic females, and total females
- **Professional:** Black females, Hispanic females, Asian females and total females

### Division 1

- **Technicians:** American Indian/American Native males, Asian females, American Indian/American Native females, and total females
- **Admin. Support:** American Indian/American Native females, and total females
- **Skilled Craft:** American Indian/American Native males and total females
- **Service Maintenance:** Hispanic females, American Indian/American Native females, and total females

### Division 2

- **Technicians:** Hispanic females, American Indian/American Native females, and total females
- **Skilled Craft:** Hispanic males and total females
- **Service Maintenance:** Asian males, Black females, Hispanic females, American Indian/American Native females, and total females

### Division 3

- **Technicians:** Asian males, Black females, Hispanic females, Asian females, American Indian/American Native females, and total females
- **Admin. Support:** Black males, Hispanic males, Asian males, American Indian/American Native males, Black females, Asian females and total females
- **Skilled Craft:** Black males, Asian males, Black females, Asian females, American Indian/American Native females and total females

- **Service Maintenance:** Black males, Hispanic males, Black females, Hispanic females, Asian females, American Indian/American Native females, and total females

#### Division 4

- **Technicians:** Asian males, Asian females, Black females, Hispanic females, Asian males, American Indian/American Native females, and total females
- **Admin. Support:** Black males, Hispanic males, Asian males, Black females, Asian females, and American Indian/American Native females
- **Skilled Craft:** Black males, Hispanic males, American Indian/American Native males, Black females, Asian females, American Indian/American Native females and total females
- **Service Maintenance:** Asian males, American Indian/American Native males, Black females, Hispanic females, Asian females, American Indian/American Native females, and total females

#### Division 5

- **Technicians:** Hispanic females and total females
- **Admin. Support:** Asian males, Black females and total females
- **Skilled Craft:** Black males and Hispanic males
- **Service Maintenance:** Black females, Hispanic females, and total females

#### Division 6

- **Technicians:** Total females
- **Admin. Support:** Black males, Black females, Hispanic females, and total females
- **Skilled Craft:** Total females
- **Service Maintenance:** Hispanic females, Asian females and total females

#### Division 7

- **Technicians:** Hispanic males, Black females, and total females
- **Admin. Support:** Hispanic males, Hispanic females, and Asian females
- **Skilled Craft:** Black males, Hispanic males, American Indian/American Native males, Asian females, American Indian/American Native females and total females
- **Service Maintenance:** Asian males, Black females, Hispanic females, Asian females, American Indian/American Native females, and total females

#### Division 8

- **Technicians:** Asian males, Black females, Asian females, American Indian/American Native females and total females
- **Skilled Craft:** Hispanic males, Asian males, American Indian/American Native males, Black females, and Hispanic females
- **Service Maintenance:** Hispanic males, Asian males, Black females, Hispanic females, Asian females, American Indian/American Native females and total females

### Central Office

- **Technicians:** American Indian/American Native males, Black females, Hispanic females, Asian females, American Indian/American Native females, and total females
- **Admin. Support:** Hispanic males, Asian males, American Indian/American Native males, Asian females and American Indian/American Native females
- **Skilled Craft:** Black males, Hispanic males, American Indian/American Native males, Hispanic females, Asian females, American Indian/American Native females and total females
- **Service Maintenance:** Hispanic males, Asian males, American Indian/American Native males, Black females, Hispanic females, Asian females, American Indian/American Native females, and total 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 2015:

### Statewide

- **Official Administrator:** 4 Black females, 1 Hispanic female and 22 total females
- **Professional:** 3 Black females, 5 Hispanic females and 63 total females

### Division 1

- **Technicians:** 1 American Indian/American Native male and 36 American Indian/American Native females
- **Admin. Support:** 3 American Indian/American Native females and 1 total female
- **Skilled Craft:** 1 American Indian/American Native male and 7 total females
- **Service Maintenance:** 4 Hispanic females, 27 American Indian/American Native females, and 59 total females

### Division 2

- **Technicians:** 1 Hispanic females, 2 American Indian/American Native females, and 22 total females
- **Skilled Craft:** 1 total females
- **Service Maintenance:** 14 Black females, 1 Hispanic female, 13 American Indian/American Native females and 66 total females

### Division 3

- **Technicians:** 1 Black females, 1 American Indian/American Native females and 16 total females

- **Service Maintenance:** 2 Black males, 2 Hispanic males, 2 Black females, 3 Hispanic females, 2 Asian females, 3 American Indian/American Native females and 59 total females

#### Division 4

- **Technicians:** 1 Black females, 1 American Indian/American Native female and 19 total females
- **Service Maintenance:** 1 Asian male, 1 American Indian/American Native males, 2 Black females, 2 Hispanic females, 2 Asian females, 2 American Indian/American Native females and 45 total females

#### Division 5

- **Technicians:** 1 Hispanic females and 12 total females
- **Admin. Support:** 2 total females
- **Service Maintenance:** 7 Hispanic females and 76 total females

#### Division 6

- **Technicians:** 23 total females
- **Admin. Support:** 1 total female
- **Service Maintenance:** 5 Hispanic females and 4 total females

#### Division 7

- **Technicians:** 2 Hispanic males, 2 Black females, and 19 total females
- **Service Maintenance:** 9 American Indian/American Native males, 8 Hispanic females, and 19 American Indian/American Native females

#### Division 8

- **Technicians:** 2 Black females, 2 American Indian/American Native females, and 18 total females
- **Skilled Craft:** 1 total females
- **Service Maintenance:** 1 Black male, 2 Hispanic males, 1 Asian male, 7 Black females, 3 Hispanic females, 1 Asian females, 5 American Indian/American Native females, and 58 total females

#### Central Office

- **Technicians:** 10 Black females, 1 Hispanic females, 1 Asian females and 63 total females
- **Service Maintenance:** 3 total 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:

- ODOT now has a new employee that is the agency's "Talent Manager" in the Human Resources Division. The CRD plans to work this employee in order to provide awareness and help with recruitment efforts at 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. For the next calendar year, the Civil Rights Division plans to speak with each division at their staff meeting on Title VII and ADA;
- Conduct a Civil Rights Conference for ODOT and all sub recipients to better understand the roles and programs in the CRD (tentatively scheduled for February 2015);
- 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;
- Continue to work on ODOT's Human Resources Division on the 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;
- Continue to provide information to ODOT employees regarding 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;
- 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 Statements and Delegation of Authority**

# 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 <b>SEXUAL HARASSMENT</b>		PAGE NO. <u>2 of 2</u> DATED <b>02-01-12</b>
EFFECTIVE DATE <b>02-01-2012</b>	ISSUED BY: <b>Director's Office Civil Rights Division</b>	APPROVED <b>Director - § Gary M. Ridley</b>
REVISED POLICY <b>YES</b>	POLICY NO. <b>B-306-3</b>	REFERENCE: <b>Title VII-Civil Rights Act of 1964</b>
		DATED <b>09-11-1991</b>

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, 2014)

		Total New Hires	White	Black	Hispanic	AS/PI	AI/AN	Total Min	Male	Female
Summary										
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
New Hires FY 2014	Number	198	160	8	8	1	21	38	158	40
Total Number for Three Year Period	Number	<b>725</b>	<b>576</b>	<b>32</b>	<b>36</b>	<b>7</b>	<b>74</b>	<b>149</b>	<b>603</b>	<b>122</b>
Total Percent for Three Year Period	Percent		79%	44%	50%	0.9%	10.2%	1.9%	83.2%	16.8%
Total Percent for Current Year	Percent		80.8%	4.0%	4.0%	0.5%	10.6%	19.2%	79.8%	20.2%

### New Hires for Reporting Year 2014 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	5	1					1	4					4	4
Professionals	25	9	1	1		4	15	8	1		1		10	16
Technicians	41	30		2		2	34	4	1	2			7	7
Protective Services	0						0						0	0
Administrative Support	15						0	15					15	15
Skilled Craft	5	5					5						0	0
Services Maintenance	107	81	5	3		14	103	3				1	4	26
<b>TOTALS</b>														

Notes: 1) The EEO-4 category of "Paraprofessionals" has been combined with the EEO-4 category of "Technicians". 2) The data reflected is gathered from the State Fiscal Year – July 1, 2013 – June 30, 2014.



# **Job Group Analysis**

## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2014

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		
NA	Admin. Assistant to the Director	4792	1	0	0	0	0	0	0	1	0	0	0	0	1	1
NA	Executive Assistant to the Commission	5781	1	0	0	0	0	0	0	1	0	0	0	0	1	1
D	Administrative Tech. I	E16A	3	0	0	0	0	0	0	3	0	0	0	0	3	0
E	Administrative Tech. II	E16B	14	0	0	0	0	1	1	11	0	0	0	2	13	3
F	Administrative Tech. III	E16C	72	3	0	0	0	0	3	58	2	2	1	6	69	11
H	Administrative Assistant. I	E17A	12	0	0	0	0	0	0	10	0	0	0	2	12	2
I	Administrative Assistant. II	E17B	31	1	0	0	0	0	1	23	3	2	0	2	30	7
G	Secretary II	E24B	5	0	0	0	0	0	0	4	0	0	0	1	5	1
H	Secretary III	E24C	1	0	0	0	0	0	0	1	0	0	0	0	1	0
I	Secretary IV	E24D	1	0	0	0	0	0	0	1	0	0	0	0	1	0
G	Legal Secretary I	E25A	1	0	0	0	0	0	0	1	0	0	0	0	1	0
I	Legal Secretary III	E25C	1	0	0	0	0	0	0	1	0	0	0	0	1	0
D	Material Mgmt. Spec. I	F20A	1	0	0		0	0	0	1	0	0	0	0	1	0
E	Material Mgmt. Spec II	F20B	5	2	1	0	0	1	4	1	0	0	0	0	1	2

## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2014

EEO Category: Official Admin

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		
19	Asst. Dir., Fiscal & Programs	4453	1	1	0	0	0	0	1	0	0	0	0	0	0	0
14	Director of Legal Services	4479	1	1	0	0	0	0	0	0	0	0	0	0	0	0
21	Deputy Director	4812	1	1	0	0	0	0	1	0	0	0	0	0	0	0
21	Director	4966	1	1	0	0	0	0	1	0	0	0	0	0	0	0
21	Chief Engineer	5696	1	1	0	0	0	0	1	0	0	0	0	0	0	0
14	Deputy Gen Counsel	6161	1	0	0	0	0	0	0	1	0	0	0	0	1	1
14	Tort Litigation Admin.	6165	1	1	0	0	0	0	1	0	0	0	0	0	0	0
20	Asst. Director Pre-Construction	6487	1	1	0	0	0	0	1	0	0	0	0	0	0	0
20	Asst. Director Operations	7653	1	1	0	0	0	0	1	0	0	0	0	0	0	0
19	Asst. Director Administration	7655	1	1	0	0	0	0	1	0	0	0	0	0	0	0
16	Division Engineer	7657	7	7	0	0	0	0	7	0	0	0	0	0	0	0
00	Transportation Coordinator	8172	4	2	1	0	0	0	3	1	0	0	0	0	1	1
16	Director of Internal Audit	9292	1	1	0	0	0	0	1	0	0	0	0	0	0	0
O	HR Programs Mgr. III	C32C	3	2	0	0	0	0	2	1	0	0	0	0	1	0
N	Financial Mgr. I	D33A	1	0	0	0	0	0	0	1	0	0	0	0	1	1
O	Financial Mgr. III	D33C	3	1	1	0	0	0	2	1	0	0	0	0	1	1
Q	Financial Mgr. IV	D33D	0	0	0	0	0	0	0	1	0	0	0	0	1	1
O	Admin. Programs Officer IV	E12D	43	24	0	1	2	2	29	11	0	0	2	1	14	8
N	Programs Mgr. II	H10B	1	1	0	0	0	0	1	0	0	0	0	0	0	0
O	Engineering Mgr. I	S12A	2	2	0	0	0	0	2	0	0	0	0	0	0	0
P	Engineering Mgr. II	S12B	60	43	1	2	1	2	49	8	0	1	0	2	11	9
Q	Engineering Mgr. III	S12C	26	23	1	1	0	0	25	0	0	0	1	0	1	3
R	Engineering Mgr. IV	S12D	10	8	0	0	1	0	9	1	0	0	0	0	1	1
O	Land Surveyor Mgr. I	S17A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P	Land Surveyor Mgr. II	S17B	1	1	0	0	0	0	1	0	0	0	0	0	0	0
Q	Land Surveyor Mgr. III	S17C	1	1	0	0	0	0	1	0	0	0	0	0	0	0
O	Transportation Mgr. III	T23C	8	8	0	0	0	0	8	0	0	0	0	0	0	0
P	Transportation Mgr. IV	T23D	9	7	0	0	0	0	7	1	1	0	0	0	2	1

## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2014

EEO Category: Professionals

Salary or Pay Band	Job Family Title	Job Code	TOTAL EMP	WHITE	BLACK	HISP	AS/PI	AI/AN	TOTAL MALE	WHITE	BLACK	HISP	AS/PI	AI/AN	TOTAL FEMALE	TOTAL MIN
14	Project Manager	0765	2	2	0	0	0	0	2	0	0	0	0	0	0	0
20	General Counsel	1347	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	Attorney III	1615	1	0	0	0	0	0	0	1	0	0	0	0	1	0
14	Attorney IV	1616	3	2	0	0	0	0	2	1	0	0	0	0	1	0
09	Coop Engineer Trainee XII	6164	16	8	1	0	0	3	12	2	1	0	0	1	4	6
07	Coop Engineer Trainee III	6168	15	7	2	1	0	1	11	2	1	0	1	0	4	6
16	Attorney	9145	2	1	0	0	0	1	2	0	0	0	0	0	0	1
12	Internal Audit Mgr.	9327	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H	Geographic Info. Syst. Tech. III	B24C	1	1	0	0	0	0	1	0	0	0	0	0	0	0
J	Geographic Info. Spec. II	B25B	1	1	0	0	0	0	1	0	0	0	0	0	0	0
M	Geographic Info. Syst. Mgr. I	B26A	3	3	0	0	0	0	3	0	0	0	0	0	0	0
N	Civil Rights Admin II	C10B	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K	EAP Coordinator I	C12A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
J	HR Mgmt. Spec. II	C31B	4	0	0	0	0	0	0	4	0	0	0	0	4	0
K	HR Mgmt. Spec. III	C31C	4	0	0	0	0	0	0	3	1	0	0	0	4	1
L	HR Mgmt. Spec. IV	C31D	2	0	0	0	0	0	0	2	0	0	0	0	2	0
N	HR Programs Mgr. II	C32B	2	1	0	0	0	0	1	0	1	0	0	0	1	1
I	Video Prod. Spec. I	C42A	1	1	0	0	0	0	1	0	0	0	0	0	0	0
J	Video Prod. Spec. II	C42B	2	2	0	0	0	0	2	0	0	0	0	0	0	0
K	Video Prod. Spec. III	C42C	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L	Video Production Specialist	C42D	1	1	0	0	0	0	1	0	0	0	0	0	0	0
I	Auditor I	D12A	1	1	0	0	0	0	1	0	0	0	0	0	0	0
J	Auditor II	D12B	3	2	0	0	0	1	1	0	0	0	0	0	0	1
K	Auditor III	D12C	2	0	1	0	0	0	1	1	0	0	0	0	1	1
I	Accountant I	D14A	3	0	1	0	0	0	1	0	0	0	0	2	2	3
J	Accountant II	D14B	28	2	1	0	1	1	5	19	1	1	1	1	23	7
K	Accountant III	D14C	3	1	1	0	0	0	2	1	0	0	0	0	1	1
L	Accountant IV	D14D	10	3	1	0	0	0	4	5	1	0	0	0	6	2
L	Business Mgr II	D30B	0	0	0	0	0	0	0	0	0	0	0	0	0	0
J	Admin Prog. Officer I	E12A	14	0	0	0	0	0	0	11	1	0	1	1	14	3

## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2014

EEO Category: Professionals (Continued)

Salary or Pay Band	Job Family Title	Job Code	TOTAL EMP	WHITE	BLACK	HISP	AS/PI	AI/AN	TOTAL MALE	WHITE	BLACK	HISP	AS/PI	AI/AN	TOTAL FEMALE	TOTAL MIN
L	Admin Prog. Officer II	E12B	14	0	1	0	0	0	1	11	1	0	0	1	13	3
M	Admin Prog. Officer III	E12C	14	2	0	0	0	0	2	10	1	1	0	0	12	2
M	Public Information Manager II	E45B	0	0	0	0	0	0	0	3	0	0	0	0	3	0
I	Public Info. Officer I	E44A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
J	Public Info. Officer II	E44B	3	3	0	0	0	0	3	0	0	0	0	0	0	0
L	Public Info. Mgr. II	E45A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H	Contract & Acq. Agent I	F14A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I	Contracts & Acq. Agent II	F14B	4	0	0	0	0	0	0	4	0	0	0	0	4	0
J	Contracts & Acq. Agent III	F14C	4	0	0	0	1	0	1	2	1	0	0	0	3	2
I	Material Management Officer II	F21B	1	0	0	0	0	0	0	0	0	0	0	1	1	1
I	Mat. Mgmt. Officer II	F21B	8	3	1	0	0	0	4	4	0	0	0	0	4	1
I	Mat. Mgmt. Officer III	F21C	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I	Safety Consultant II	J31B	1	1	0	0	0	0	1	0	0	0	0	0	0	0
J	Safety Consultant III	J31C	0	0	0	0	0	0	0	0	0	0	0	0	0	0
J	Environ. Chemical Lab Assistant I	R10A	1	1	0	0	0	0	1	0	0	0	0	0	0	0
K	Environ/Chem. Lab Scientist II	R10B	2	1	0	0	0	0	1	1	0	0	0	0	1	0
M	Environ/Chem. Lab Scientist IV	R10D	1	1	0	0	0	0	0	0	0	0	0	0	0	0
J	Environmental Prog. Spec. II	R20B	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K	Environmental Prog. Spec. III	R20C	2	0	0	0	0	0	0	2	0	0	0	0	2	0
L	Environmental Prog. Spec. IV	R20D	1	0	0	0	0	0	0	1	0	0	0	0	1	0
N	Environmental Prog. Mgr. I	R25A	3	1	0	0	0	0	1	2	0	0	0	0	2	0
O	Environmental Prog. Mgr. II	R25B	1	1	0	0	0	0	1	0	0	0	0	0	0	0
K	Engineer Intern III	S10C	2	1	0	0	0	0	1	1	0	0	0	0	1	0
L	Engineer Intern IV	S10D	7	4	0	2	0	1	7	0	0	0	0	0	0	2
M	Engineer Intern V	S10E	1	1	0	0	0	0	1	0	0	0	0	0	0	0
M	Professional Engineer I	S11A	15	8	0	1	1	0	10	3	2	0	0	0	5	4
N	Professional Engineer II	S11B	12	6	1	1	2	1	11	1	0	0	0	0	1	5

## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2014

EO Category: Professionals (Continued)

Salary or Pay Band	Job Family Title	Job Code	TOTAL EMP	WHITE	BLACK	HISP	AS/PI	AI/AN	TOTAL MALE	WHITE	BLACK	HISP	AS/PI	AI/AN	TOTAL FEMALE	TOTAL MIN
O	Professional Engineer III	S11C	6	3	1	0	0	1	5	1	0	0	0	0	1	2
N	Professional Land Surv. II	S16B	12	11	0	0	0	1	12	0	0	0	0	0	0	1
O	Land Surveyor Mgr. I	S17A	3	3	0	0	0	0	3	0	0	0	0	0	0	0
J	Transportation Specialist IV	T22D	164	114	7	5	3	19	148	14	0	0	0	2	16	36
K	Transportation Specialist V	T22E	125	92	5	2	0	7	106	17	0	0	0	2	19	16
M	Transportation Mgr. I	T23A	45	36	0	0	0	3	39	5	0	0	0	1	6	4
N	Transportation Mgr. II	T23B	51	42	2	1	0	2	47	3	0	0	0	1	4	6



## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2014

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		
E	Transportation Equip. Op I	T25A	102	76	4	4	0	15	99	1	0	0	0	2	3	25
F	Transportation Equip. Op II	T25B	164	131	5	6	0	18	160	4	0	0	0	0	4	29
G	Transportation Equip. Op III	T25C	375	286	11	17	2	48	364	11	0	0	0	0	11	78
H	Transportation Equip. Op IV	T25D	91	75	1	4	0	9	89	2	0	0	0	0	2	14
J	Transportation Superintendent I	T26A	94	78	2	3	0	9	92	2	0	0	0	0	2	14
E	Highway Sign Technician	T27A	2	1	1	0	0	0	2	0	0	0	0	0	0	1
F	Highway Sign Tech. II	T27B	2	1	1	0	0	0	2	0	0	0	0	0	0	1
G	Highway Sign Tech. III	T27C	1	0	1	0	0	0	1	0	0	0	0	0	0	0

## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2014

EEO Category: Skilled Craft

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		
	Board Members & Comm Salaried	9903	8	8	0	0	0	0	8	0	0	0	0	0	0	0
K	Geographic Info Spec. III	B25C	2	0	1	0	1	0	2	0	0	0	0	0	0	2
F	Bindery Worker II	E33B	1	0	0	0	0	0	0	0	1	0	0	0	1	1
H	Bindery Worker III	E33C	1	0	0	0	0	0	0	0	1	0	0	0	1	1
G	Construction Maintenance Tech. II	F41B	1	0	0	0	0	0	0	1	0	0	0	0	1	0
H	Fleet Specialist III	F47C	33	26	1	1	2	3	33	0	0	0	0	0	0	7
I	Fleet Specialist IV	F47D	8	7	0	0	0	1	8	0	0	0	0	0	0	1
K	Fleet Specialist V	F47E	9	8	0	0	0	1	9	0	0	0	0	0	0	1
G	Welder II	F48B	2	2	0	0	0	0	2	0	0	0	0	0	0	0
H	Welder III	F48C	9	8	0	0	0	1	9	0	0	0	0	0	0	1
F	Welder II	F78B	1	1	0	0	0	0	1	0	0	0	0	0	0	0
E	Transportation Equipment Officer I	T25A	102	76	4	4	0	15	99	1	0	0	0	2	3	25
F	Transportation Equipment Operator II	T25B	163	130	5	6	0	18	159	4	0	0	0	0	4	29
G	Transportation Equipment Operator III	T25C	375	286	11	17	2	48	364	11	0	0	0	0	11	78
H	Transportation Equipment Manager IV	T25D	91	75	1	4	0	9	89	2	0	0	0	0	2	14
J	Transportation Superintendent I	T26A	94	78	2	3	0	9	92	2	0	0	0	0	2	14
E	Highway Sign Technician I	T27A	2	1	1	0	0	0	2	0	0	0	0	0	0	1
F	Highway Sign Technician II	T27B	2	1	1	0	0	0	2	0	0	0	0	0	0	1
G	Highway Sign Technician III	T27C	1	0	1	0	0	0	1	0	0	0	0	0	0	1

## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2014

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	Optical Imaging Spec. II	E36B	1	1	0	0	0	0	1	0	0	0	0	0	0	0
H	Optical Imaging Spec. III	E36C	1	0	0	0	0	0	0	0	0	1	0	0	1	1
I	Graphic Artist II	E43B	1	0	0	0	0	0	0	1	0	0	0	0	1	0
H	Photographer I	E50A	1	1	0	0	0	0	1	0	0	0	0	0	0	0
H	Const/Maint. Tech III	F41C	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H	Construction/Maintenance Tech. III	F41C	1	1	0	0	0	0	1	0	0	0	0	0	0	0
F	CADD Specialist I	T10A	10	4	1	1	0	0	6	3	1	0	0	0	4	3
G	CADD Specialist II	T10B	13	8	0	0	0	1	9	2	0	0	1	1	4	3
I	CADD Specialist III	T10C	19	8	1	2	1	3	15	3	0	0	0	1	4	8
J	CADD Specialist IV	T10D	21	15	1	1	1	0	18	3	0	0	0	0	3	3
K	CADD Specialist V	T10E	35	25	4	0	2	1	32	3	0	0	0	0	3	7
M	CADD Specialist VI	T10F	20	12	1	0	0	2	15	4	1	0	0	0	5	4
K	Transportation Sup. II	T26B	104	89	3	4	0	7	103	1	0	0	0	0	1	14
H	Hwy Sign Tech. IV	T27D	1	0	1	0	0	0	1	0	0	0	0	0	0	1
J	Photogrammetrist II	T60B	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K	Photogrammetrist III	T60C	5	2	0	0	0	1	3	1	0	0	1	0	2	2
L	Photogrammetrist IV	T60D	1	0	0	0	0	0	0	1	0	0	0	0	1	0



# **Availability Analysis & Parity Report by Division**



# **Division 1**

**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%	40.5%	40.5%	84.1%	15.9%	1.00%	0.00%	0.00%	0.00%	40.5%	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)															
<b>Total</b>								1.00%	0.00%	0.00%	0.00%	40.5%	40.5%	84.1%	15.9%
<b>Final Availability</b>									<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>40.5%</b>	<b>40.5%</b>	<b>84.1%</b>	<b>15.9%</b>

*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%	4.0%	0.3%	41.5%	45.85%	62.1%	37.9%	1.00%	0%	4.0%	0.3%	41.5%	45.85%	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)																
<b>Total</b>								1.00%	0%	4.0%	0.3%	41.5%	45.85%	62.1%	37.9%	
<b>Final Availability</b>									<b>0%</b>	<b>4.0%</b>	<b>0.3%</b>	<b>41.5%</b>	<b>45.85%</b>	<b>62.1%</b>	<b>37.9%</b>	

*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**

**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%	0.40%	0.00%	36.80%	37.20%	8.50%	91.00%	1.00%	0.00%	0.40%	0.00%	36.80%	37.20%	8.50%	91.00%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	0.00%	0.40%	0.00%	36.80%	37.20%	8.50%	91.00%
<b>Final Availability</b>									<b>0.00%</b>	<b>0.40%</b>	<b>0.00%</b>	<b>36.80%</b>	<b>37.20%</b>	<b>8.50%</b>	<b>91.00%</b>

*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: Technician**

**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%	0.40%	0.00%	36.80%	37.20%	8.50%	91.00%	1.00%	0.00%	0.40%	0.00%	36.80%	37.20%	8.50%	91.00%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	0.00%	0.40%	0.00%	36.80%	37.20%	8.50%	91.00%
<b>Final Availability</b>									<b>0.00%</b>	<b>0.40%</b>	<b>0.00%</b>	<b>36.80%</b>	<b>37.20%</b>	<b>8.50%</b>	<b>91.00%</b>

*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 2014 Parity Report  
Civilian Labor Force (CLF) –Division 1

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Technicians</b>	<b>16</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>
<b>% Represented</b>		75.00%	0.00%	0.00%	0.00%	6.25%	12.50%	0.00%	0.00%	0.00%	6.25%	18.75%
<b>% CLF</b>		16.70%	0.00%	0.00%	0.00%	15.20%	34.80%	0.00%	0.00%	1.20%	24.20%	60.20%
<b>Parity Reached</b>		YES	NA	NA	NA	NO	NO	NA	NA	NO	NO	NO
<b>Individuals Needed</b>						<b>1</b>	<b>3</b>			<b>NA</b>	<b>36</b>	
<b>Admin Support</b>	<b>16</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>11</b>
<b>% Represented</b>		18.75%	0.00%	0.00%	0.00%	12.50%	50.00%	6.25%	0.00%	0.00%	12.50%	68.75%
<b>% CLF</b>		6.20%	0.00%	0.00%	0.00%	5.10%	37.90%	0.00%	0.00%	0.00%	35.40%	79.30%
<b>Parity Reached</b>		YES	NA	NA	NA	YES	YES	YES	NA	NA	NO	NO
<b>Individuals Needed</b>											<b>3</b>	<b>1</b>
<b>Skilled Craft Workers</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% Represented</b>		87.50%	0.00%	0.00%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>% CLF</b>		42.20%	0.00%	0.40%	0.00%	30.50%	2.70%	0.00%	0.00%	0.00%	5.80%	8.50%
<b>Parity Reached</b>		YES	NA	NA	NA	NO	NA	NA	NA	NA	NA	NO
<b>Individuals Needed</b>						<b>1</b>						<b>7</b>

**FY 2014 Parity Report  
Civilian Labor Force (CLF) –Division 1 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Service Maintenance</b>	<b>110</b>	<b>73</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>31</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>% Represented</b>		66.36%	1.82%	1.82%	0.91%	28.18%	0.91%	0.00%	0.00%	0.00%	0.00%	0.91%
<b>% CLF</b>		17.90%	0.00%	0.00%	0.00%	16.90%	26.20%	0.00%	4.00%	0.30%	24.60%	55.10%
<b>Parity Reached</b>		YES	YES	YES	YES	YES	NO	NA	NO	NA	NO	NO
<b>Individuals Needed</b>							<b>28</b>		<b>4</b>		<b>27</b>	<b>59</b>

*Notes: 1) The EEO-4 category of "Paraprofessionals" has been combined with the EEO-4 category of "Technicians". 2) The EEO-4 category of "Official Administrator" and "Professionals" was compared to census data at the statewide level and not by each division. 3) Figures may not total 100% due to rounding or additional information (such as the category two or more races) calculated by the census but not by ODOT. 4) When calculating data, 0.8 is equivalent to one whole person.*



## **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%	0%	0%	5.4%	5.4%	80.5%	19.5%		0%	0%	0%	5.4%	5.4%	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)																
<b>Total</b>									0%	0%	0%	5.4%	5.4%	80.5%	19.5%	
<b>Final Availability</b>									<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>5.4%</b>	<b>5.4%</b>	<b>80.5%</b>	<b>19.5%</b>	

*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.	14.5%	1.1%	0.4%	15.1%	31.1%	79.9%	19.6%	1.00%	14.5%	1.1%	0.4%	15.1%	31.1%	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)																
<b>Total</b>									14.5%	1.1%	0.4%	15.1%	31.1%	79.9%	19.6%	
<b>Final Availability</b>									<b>14.5%</b>	<b>1.1%</b>	<b>0.4%</b>	<b>15.1%</b>	<b>31.1%</b>	<b>79.9%</b>	<b>19.6%</b>	

*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.	2.3%	3.9%	0.00%	3.9%	10.1%	7.8%	93.0%	1.00%	2.3%	3.9%	0.00%	3.9%	10.1%	7.8%	93.0%	
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.																
*(Raw Availability % x Weight Factor = Weighted Availability)																
<b>Total</b>								1.00%	2.3%	3.9%	0.00%	3.9%	10.1%	7.8%	93.0%	
<b>Final Availability</b>									<b>2.3%</b>	<b>3.9%</b>	<b>0.00%</b>	<b>3.9%</b>	<b>10.1%</b>	<b>7.8%</b>	<b>93.0%</b>	

*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)															
<b>Total</b>								1.00%	0.00%	0.00%	0.00%	25.7%	25.7%	88.6%	11.4%
<b>Final Availability</b>									<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>25.7%</b>	<b>25.7%</b>	<b>88.6%</b>	<b>11.4%</b>

*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 2014 Parity Report  
Civilian Labor Force (CLF) –Division 2**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Technicians</b>	<b>31</b>	<b>26</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% Represented</b>		83.87%	3.23%	0.00%	0.00%	12.90%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>% CLF</b>		20.90%	0.00%	0.00%	0.00%	8.20%	64.20%	0.00%	3.00%	0.00%	6.00%	73.20%
<b>Parity Reached</b>		YES	YES	NA	NA	YES	NO	NA	NO	NA	NO	NO
<b>Individuals Needed</b>							<b>19</b>		<b>1</b>		<b>2</b>	<b>22</b>
<b>Admin Support</b>	<b>18</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>15</b>
<b>% Represented</b>		11.11%	0.00%	0.00%	0.00%	5.56%	61.11%	0.00%	0.00%	0.00%	22.22%	83.33%
<b>% CLF</b>		19.50%	0.00%	0.00%	0.00%	0.50%	0.00%	0.00%	0.00%	0.00%	4.70%	4.70%
<b>Parity Reached</b>		NO	NA	NA	NA	YES	YES	NA	NA	NA	YES	YES
<b>Individuals Needed</b>		<b>1</b>										
<b>Skilled Craft Workers</b>	<b>11</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% Represented</b>		81.82%	9.09%	0.00%	0.00%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>% CLF</b>		80.60%	2.30%	3.90%	0.00%	3.90%	7.80%	0.00%	0.00%	0.00%	0.00%	7.80%
<b>Parity Reached</b>		YES	YES	NO	NA	YES	NO	NA	NA	NA	NA	NO
<b>Individuals Needed</b>				<b>NA</b>			<b>1</b>					<b>1</b>

FY 2014 Parity Report  
Civilian Labor Force (CLF) –Division 2 (continued)

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Service Maintenance</b>	<b>99</b>	<b>78</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% Represented</b>		78.79%	1.01%	0.00%	0.00%	20.20%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>% CLF</b>		15.10%	0.40%	0.00%	0.40%	1.70%	39.10%	14.00%	1.10%	0.00%	13.40%	67.60%
<b>Parity Reached</b>		YES	YES	NA	NO	YES	NO	NO	NO	NA	NO	NO
<b>Individuals Needed</b>					NA		<b>38</b>	<b>14</b>	<b>1</b>		<b>13</b>	<b>66</b>

Notes: 1) The EEO-4 category of "Paraprofessionals" has been combined with the EEO-4 category of "Technicians". 2) The EEO-4 category of "Official Administrator" and "Professionals" was compared to census data at the statewide level and not by each division. 3) Figures may not total 100% due to rounding or additional information (such as the category two or more races) calculated by the census but not by ODOT. 4) When calculating data, 0.8 is equivalent to one whole person.



## **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.	3.8%	4.6%	1.3%	3.4%	13.1%	71.9%	28.1%	1.00%	3.8%	4.6%	1.3%	3.4%	13.1%	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)																
<b>Total</b>								1.00%	3.8%	4.6%	1.3%	3.4%	13.1%	71.9%	28.1%	
<b>Final Availability</b>									<b>3.8%</b>	<b>4.6%</b>	<b>1.3%</b>	<b>3.4%</b>	<b>13.1%</b>	<b>71.9%</b>	<b>28.1%</b>	

*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.	5.3%	4.8%	3.7%	5.0%	18.8%	59.9%	40.2%	1.00%	5.3%	4.8%	3.7%	5.0%	18.8%	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)															
<b>Total</b>								1.00%	5.3%	4.8%	3.7%	5.0%	18.8%	59.9%	40.2%
<b>Final Availability</b>									5.3%	4.8%	3.7%	5.0%	18.8%	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.	1.7%	3.5%	1.7%	6.0%	12.9%	4.3%	95.7%	1.00%	1.7%	3.5%	1.7%	6.0%	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)																
<b>Total</b>								1.00%	1.7%	3.5%	1.7%	6.0%	12.9%	4.3%	95.7%	
<b>Final Availability</b>									<b>1.7%</b>	<b>3.5%</b>	<b>1.7%</b>	<b>6.0%</b>	<b>12.9%</b>	<b>4.3%</b>	<b>95.7%</b>	

*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.	4.1%	2.3%	4.0%	4.5%	14.8%	53.1%	46.9%	1.00%	4.1%	2.3%	4.0%	4.5%	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)															
<b>Total</b>								1.00%	4.1%	2.3%	4.0%	4.5%	14.8%	53.1%	46.9%
<b>Final Availability</b>									<b>4.1%</b>	<b>2.3%</b>	<b>4.0%</b>	<b>4.5%</b>	<b>14.8%</b>	<b>53.1%</b>	<b>46.9%</b>

*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 2014 Parity Report  
Civilian Labor Force (CLF) –Division 3**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Technicians</b>	<b>41</b>	<b>21</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
% Represented		51.22%	17.07%	9.76%	0.00%	9.76%	12.20%	0.00%	0.00%	0.00%	0.00%	12.20%
% CLF		43.40%	1.10%	0.80%	2.30%	2.80%	43.40%	2.90%	1.50%	1.60%	2.80%	52.20%
Parity Reached		YES	YES	YES	NO	YES	NO	NO	NO	NO	NO	NO
Individuals Needed					<b>1</b>		<b>17</b>	<b>1</b>	<b>NA</b>	<b>NA</b>	<b>1</b>	<b>16</b>
<b>Admin Support</b>	<b>26</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>15</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>18</b>
% Represented		26.92%	0.00%	0.00%	0.00%	3.85%	57.69%	0.00%	3.85%	0.00%	7.69%	69.23%
% CLF		23.00%	1.60%	1.00%	0.50%	0.80%	59.90%	2.20%	3.40%	0.80%	2.60%	68.90%
Parity Reached		YES	NO	NO	NO	YES	NO	NO	YES	NO	YES	YES
Individuals Needed			<b>NA</b>	<b>NA</b>	<b>NA</b>		<b>NA</b>	<b>NA</b>		<b>NA</b>		
<b>Skilled Craft Workers</b>	<b>11</b>	<b>9</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
% Represented		81.82%	0.00%	9.09%	0.00%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		79.90%	1.70%	3.50%	1.60%	5.50%	3.30%	0.10%	0.00%	0.10%	0.40%	3.90%
Parity Reached		YES	NO	YES	NO	YES	NO	NO	NA	NO	NO	NO
Individuals Needed			<b>NA</b>		<b>NA</b>		<b>NA</b>	<b>NA</b>		<b>NA</b>	<b>NA</b>	<b>NA</b>



**FY 2014 Parity Report  
Civilian Labor Force (CLF) –Division 3 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Service Maintenance</b>	<b>112</b>	<b>94</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>11</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>% Represented</b>		83.93%	0.89%	0.00%	2.68%	9.82%	2.68%	0.00%	0.00%	0.00%	0.00%	2.68%
<b>% CLF</b>		29.70%	2.80%	2.10%	1.40%	2.80%	47.10%	2.40%	2.60%	2.40%	2.20%	56.70%
<b>Parity Reached</b>		YES	NO	NO	YES	YES	NO	NO	NO	NO	NO	NO
<b>Individuals Needed</b>			<b>2</b>	<b>2</b>			<b>49</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>59</b>

*Notes: 1) The EEO-4 category of "Paraprofessionals" has been combined with the EEO-4 category of "Technicians". 2) The EEO-4 category of "Official Administrator" and "Professionals" was compared to census data at the statewide level and not by each division. 3) Figures may not total 100% due to rounding or additional information (such as the category two or more races) calculated by the census but not by ODOT. 4) When calculating data, 0.8 is equivalent to one whole person.*



## **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.	3.80%	4.60%	1.30%	3.40%	13.10%	71.90%	28.10%	1.00%	3.80%	4.60%	1.30%	3.40%	13.10%	71.90%	28.10%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	3.80%	4.60%	1.30%	3.40%	13.10%	71.90%	28.10%
<b>Final Availability</b>									<b>3.80%</b>	<b>4.60%</b>	<b>1.30%</b>	<b>3.40%</b>	<b>13.10%</b>	<b>71.90%</b>	<b>28.10%</b>

*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.	5.3%	4.8%	3.7%	5.0%	18.8%	59.9%	40.2%	1.00%	5.3%	4.8%	3.7%	5.0%	18.8%	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)															
<b>Total</b>								1.00%	5.3%	4.8%	3.7%	5.0%	18.8%	59.9%	40.2%
<b>Final Availability</b>									<b>5.3%</b>	<b>4.8%</b>	<b>3.7%</b>	<b>5.0%</b>	<b>18.8%</b>	<b>59.9%</b>	<b>40.2%</b>

*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.	1.7%	3.5%	1.7%	6.0%	12.9%	4.3%	95.7%	1.00%	1.7%	3.5%	1.7%	6.0%	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)															
<b>Total</b>								1.00%	1.7%	3.5%	1.7%	6.0%	12.9%	4.3%	95.7%
<b>Final Availability</b>									<b>1.7%</b>	<b>3.5%</b>	<b>1.7%</b>	<b>6.0%</b>	<b>12.9%</b>	<b>4.3%</b>	<b>95.7%</b>

*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.	4.1%	2.3%	4.0%	4.5%	14.9%	53.1%	46.9%	1.00%	4.1%	2.3%	4.0%	4.5%	14.9%	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)															
<b>Total</b>								1.00%	4.1%	2.3%	4.0%	4.5%	14.9%	53.1%	46.9%
<b>Final Availability</b>									<b>4.1%</b>	<b>2.3%</b>	<b>4.0%</b>	<b>4.5%</b>	<b>14.9%</b>	<b>53.1%</b>	<b>46.9%</b>

*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 2014 Parity Report  
Civilian Labor Force (CLF) –Division 4**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Technicians</b>	<b>47</b>	<b>31</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
% Represented		65.96%	4.26%	10.64%	0.00%	8.51%	10.64%	0.00%	0.00%	0.00%	0.00%	10.64%
% CLF		39.60%	1.10%	0.80%	2.30%	1.80%	43.40%	2.90%	1.50%	1.60%	2.80%	52.20%
Parity Reached		YES	YES	YES	NO	YES	NO	NO	NO	NO	NO	NO
Individuals Needed					<b>1</b>		<b>15</b>	<b>1</b>	<b>NA</b>	<b>NA</b>	<b>1</b>	<b>19</b>
<b>Admin Support</b>	<b>25</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>17</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>18</b>
% Represented		24.00%	0.00%	0.00%	0.00%	4.00%	68.00%	0.00%	4.00%	0.00%	0.00%	72.00%
% CLF		23.00%	1.60%	1.00%	0.50%	0.80%	59.90%	2.20%	3.40%	0.80%	2.60%	68.90%
Parity Reached		YES	NO	NO	NO	YES	YES	NO	YES	NO	NO	YES
Individuals Needed			<b>NA</b>	<b>NA</b>	<b>NA</b>			<b>NA</b>		<b>NA</b>	<b>NO</b>	
<b>Skilled Craft Workers</b>	<b>10</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
% Represented		90.00%	0.00%	0.00%	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		79.90%	1.70%	3.50%	1.60%	5.50%	3.30%	0.10%	0.00%	0.10%	0.40%	3.90%
Parity Reached		YES	NO	NO	YES	NO	NO	NO	NA	NO	NO	NO
Individuals Needed			<b>NA</b>	<b>NA</b>		<b>NA</b>	<b>NA</b>	<b>NA</b>		<b>NA</b>	<b>NA</b>	<b>NA</b>

**FY 2014 Parity Report**  
**Civilian Labor Force (CLF) –Division 4 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Service Maintenance</b>	<b>88</b>	<b>69</b>	<b>8</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>% Represented</b>		78.41%	9.09%	6.82%	0.00%	1.14%	4.55%	0.00%	0.00%	0.00%	0.00%	4.55%
<b>% CLF</b>		29.70%	2.80%	2.10%	1.40%	2.80%	47.10%	2.40%	2.60%	2.40%	2.20%	56.70%
<b>Parity Reached</b>		YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO
<b>Individuals Needed</b>					<b>1</b>	<b>1</b>	<b>37</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>45</b>

*Notes: 1) The EEO-4 category of "Paraprofessionals" has been combined with the EEO-4 category of "Technicians". 2) The EEO-4 category of "Official Administrator" and "Professionals" was compared to census data at the statewide level and not by each division. 3) Figures may not total 100% due to rounding or additional information (such as the category two or more races) calculated by the census but not by ODOT. 4) When calculating data, 0.8 is equivalent to one whole person.*





## **Division 5**

**Availability Analysis**

**EEO Category: Administrative Support**

**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.	1.80%	0.00%	0.40%	0.00%	2.20%	82.30%	17.70%	1.00%	1.80%	0.00%	0.40%	0.00%	2.20%	82.30%	17.70%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	1.80%	0.00%	0.40%	0.00%	2.20%	82.30%	17.70%
<b>Final Availability</b>									<b>1.80%</b>	<b>0.00%</b>	<b>0.40%</b>	<b>0.00%</b>	<b>2.20%</b>	<b>82.30%</b>	<b>17.70%</b>

*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.	0.60%	14.50%	0.00%	1.60%	16.70%	67.90%	31.80%	1.00%	0.60%	14.50%	0.00%	1.60%	16.70%	67.90%	31.80%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	0.60%	14.50%	0.00%	1.60%	16.70%	67.90%	31.80%
<b>Final Availability</b>									<b>0.60%</b>	<b>14.50%</b>	<b>0.00%</b>	<b>1.60%</b>	<b>16.70%</b>	<b>67.90%</b>	<b>31.80%</b>

*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.	0.00%	3.10%	0.00%	2.80%	5.90%	2.00%	97.70%	1.00%	0.00%	3.10%	0.00%	2.80%	5.90%	2.00%	97.70%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	0.00%	3.10%	0.00%	2.80%	5.90%	2.00%	97.70%
<b>Final Availability</b>									<b>0.00%</b>	<b>3.10%</b>	<b>0.00%</b>	<b>2.80%</b>	<b>5.90%</b>	<b>2.00%</b>	<b>97.70%</b>

*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.	0.00%	5.90%	0.00%	0.00%	5.90%	47.10%	52.90%	1.00%	0.0%	5.90%	0.00%	0.00%	5.90%	47.10%	52.90%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	0.00%	5.90%	0.00%	0.00%	5.90%	47.10%	52.90%
<b>Final Availability</b>									<b>0.00%</b>	<b>5.90%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>5.90%</b>	<b>47.10%</b>	<b>52.90%</b>

*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 2014 Parity Report  
Civilian Labor Force (CLF) –Division 5 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Service Maintenance</b>	<b>117</b>	<b>101</b>	<b>1</b>	<b>12</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% Represented</b>		86.32%	0.85%	10.26%	0.00%	2.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>% CLF</b>		23.00%	0.60%	8.50%	0.00%	1.60%	58.80%	0.00%	6.00%	0.00%	0.00%	64.80%
<b>Parity Reached</b>		YES	YES	YES	NA	YES	NO	NA	NO	NA	NA	NO
<b>Individuals Needed</b>							<b>69</b>		<b>7</b>			<b>76</b>

*Notes: 1) The EEO-4 category of "Paraprofessionals" has been combined with the EEO-4 category of "Technicians". 2) The EEO-4 category of "Official Administrator" and "Professionals" was compared to census data at the statewide level and not by each division. 3) Figures may not total 100% due to rounding or additional information (such as the category two or more races) calculated by the census but not by ODOT. 4) When calculating data, 0.8 is equivalent to one whole person.*



## **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)															
<b>Total</b>								1.00%	1.1%	5.6%	0.0%	0.0%	6.7%	88.7%	11.3%
<b>Final Availability</b>									<b>1.1%</b>	<b>5.6%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>6.7%</b>	<b>88.7%</b>	<b>11.3%</b>

*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.	0.00%	5.40%	1.10%	0.00%	6.50%	63.50%	36.50%	1.00%	0.00%	5.40%	1.10%	0.00%	6.50%	63.50%	36.50%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	0.00%	5.40%	1.10%	0.00%	6.50%	63.50%	36.50%
<b>Final Availability</b>									<b>0.00%</b>	<b>5.40%</b>	<b>1.10%</b>	<b>0.00%</b>	<b>6.50%</b>	<b>63.50%</b>	<b>36.50%</b>

*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.	0.00%	0.00%	0.00%	0.00%	0.00%	4.90%	96.70%	1.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.90%	96.70%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.90%	96.70%
<b>Final Availability</b>									<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>4.90%</b>	<b>96.70%</b>

*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.	0.00%	0.00%	0.00%	0.00%	0.00%	87.50%	10.00%	1.00%	0.00%	0.00%	0.00%	0.00%	0.00%	87.50%	10.00%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	0.00%	0.00%	0.00%	0.00%	0.00%	87.50%	10.00%
<b>Final Availability</b>									<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>87.50%</b>	<b>10.00%</b>

*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 2014 Parity Report  
Civilian Labor Force (CLF) –Division 6**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Technicians</b>	<b>30</b>	<b>21</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>% Represented</b>		70.00%	6.67%	0.00%	0.00%	6.67%	10.00%	0.00%	6.67%	0.00%	0.00%	16.67%
<b>% CLF</b>		10.00%	0.00%	0.00%	0.00%	0.00%	87.50%	0.00%	0.00%	0.00%	0.00%	87.50%
<b>Parity Reached</b>		YES	YES	NA	NA	YES	NO	NA	YES	NA	NA	NO
<b>Individuals Needed</b>							<b>23</b>					<b>23</b>
<b>Admin Support</b>	<b>13</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>% Represented</b>		23.08%	0.00%	0.00%	0.00%	0.00%	76.92%	0.00%	0.00%	0.00%	0.00%	76.92%
<b>% CLF</b>		93.00%	1.10%	0.00%	0.00%	0.00%	81.70%	1.10%	5.60%	0.00%	0.00%	88.40%
<b>Parity Reached</b>		NO	NO	NA	NA	NA	NO	NO	NO	NA	NA	NO
<b>Individuals Needed</b>		9	NA				<b>NA</b>	<b>NA</b>	<b>NA</b>			<b>1</b>
<b>Skilled Craft Workers</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% Represented</b>		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>% CLF</b>		93.40%	0.00%	0.00%	0.00%	0.00%	4.90%	0.00%	0.00%	0.00%	0.00%	4.90%
<b>Parity Reached</b>		YES	NA	NA	NA	NA	NO	NA	NA	NA	NA	NO
<b>Individuals Needed</b>							<b>NA</b>					<b>NA</b>

**FY 2014 Parity Report  
Civilian Labor Force (CLF) –Division 6 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Service Maintenance</b>	<b>92</b>	<b>75</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>9</b>
<b>% Represented</b>		81.52%	1.09%	6.52%	1.09%	0.00%	8.70%	0.00%	0.00%	0.00%	1.09%	9.78%
<b>% CLF</b>		36.50%	0.00%	0.00%	0.00%	0.00%	56.80%	0.00%	5.40%	1.10%	0.00%	63.30%
<b>Parity Reached</b>		YES	YES	YES	YES	NA	NO	NA	NO	NO	YES	NO
<b>Individuals Needed</b>							<b>44</b>		<b>5</b>			<b>49</b>

*Notes: 1) The EEO-4 category of "Paraprofessionals" has been combined with the EEO-4 category of "Technicians". 2) The EEO-4 category of "Official Administrator" and "Professionals" was compared to census data at the statewide level and not by each division. 3) Figures may not total 100% due to rounding or additional information (such as the category two or more races) calculated by the census but not by ODOT. 4) When calculating data, 0.8 is equivalent to one whole person.*



## **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.	0.00%	2.40%	0.70%	22.10%	25.20%	82.40%	17.60%	1.00%	0.00%	2.40%	0.70%	22.10%	25.20%	82.40%	17.60%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	0.00%	2.40%	0.70%	22.10%	25.20%	82.40%	17.60%
<b>Final Availability</b>									<b>0.00%</b>	<b>2.40%</b>	<b>0.70%</b>	<b>22.10%</b>	<b>25.20%</b>	<b>82.40%</b>	<b>17.60%</b>

*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.	2.80%	8.30%	0.40%	34.50%	46.00%	63.30%	36.70%	1.00%	2.80%	8.30%	0.40%	34.50%	46.00%	63.30%	36.70%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	2.80%	8.30%	0.40%	34.50%	46.00%	63.30%	36.70%
<b>Final Availability</b>									<b>2.80%</b>	<b>8.30%</b>	<b>0.40%</b>	<b>34.50%</b>	<b>46.00%</b>	<b>63.30%</b>	<b>36.70%</b>

*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.	0.20%	8.60%	0.60%	13.10%	22.50%	2.70%	97.00%	1.00%	0.20%	8.60%	0.60%	13.10%	22.50%	2.70%	97.00%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	0.20%	8.60%	0.60%	13.10%	22.50%	2.70%	97.00%
<b>Final Availability</b>									<b>0.20%</b>	<b>8.60%</b>	<b>0.60%</b>	<b>13.10%</b>	<b>22.50%</b>	<b>2.70%</b>	<b>97.00%</b>

*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.	6.30%	9.40%	0.00%	1.30%	17.00%	73.4%	28.1%	1.00%	6.30%	9.40%	0.00%	1.30%	17.00%	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)															
<b>Total</b>								1.00%	6.30%	9.40%	0.00%	1.30%	17.00%	73.4%	28.1%
<b>Final Availability</b>									<b>6.30%</b>	<b>9.40%</b>	<b>0.00%</b>	<b>1.30%</b>	<b>17.00%</b>	<b>73.4%</b>	<b>28.1%</b>

*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 2014 Parity Report  
Civilian Labor Force (CLF) –Division 7**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Technicians</b>	<b>33</b>	<b>24</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>
% Represented		72.73%	0.00%	3.03%	0.00%	12.12%	9.09%	0.00%	0.00%	0.00%	3.03%	12.12%
% CLF		14.10%	0.00%	9.40%	0.00%	0.00%	62.50%	6.30%	0.00%	0.00%	1.30%	70.10%
Parity Reached		YES	NA	NO	NA	YES	NO	NO	NA	NA	YES	NO
Individuals Needed				<b>2</b>			<b>17</b>	<b>2</b>				<b>19</b>
<b>Admin Support</b>	<b>21</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>17</b>
% Represented		9.52%	0.00%	0.00%	0.00%	9.52%	57.14%	4.76%	0.00%	0.00%	19.05%	80.95%
% CLF		10.70%	0.00%	0.30%	0.00%	6.20%	58.60%	0.00%	2.0%	0.70%	15.90%	77.20%
Parity Reached		NO	NA	NO	NA	YES	NO	YES	NO	NO	YES	YES
Individuals Needed		<b>NA</b>		<b>NA</b>			<b>NA</b>		<b>NA</b>	<b>NA</b>		
<b>Skilled Craft Workers</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
% Represented		87.50%	0.00%	0.00%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		72.30%	0.20%	8.60%	0.00%	12.80%	1.50%	0.00%	0.00%	0.60%	0.20%	2.3%
Parity Reached		NO	NO	NO	NA	NO	NO	NA	NA	NO	NO	NO
Individuals Needed		<b>NA</b>	<b>NA</b>	<b>NA</b>		<b>NA</b>	<b>NA</b>			<b>NA</b>	<b>NA</b>	<b>NA</b>

**FY 2014 Parity Report  
Civilian Labor Force (CLF) –Division 7 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Service Maintenance</b>	<b>100</b>	<b>81</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5</b>
<b>% Represented</b>		81.00%	5.00%	3.00%	0.00%	6.00%	4.00%	0.00%	0.00%	0.00%	1.00%	5.00%
<b>% CLF</b>		17.20%	2.20%	0.00%	0.40%	15.50%	31.70%	0.70%	8.30%	0.20%	18.80%	59.70%
<b>Parity Reached</b>		YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO
<b>Individuals Needed</b>					NA	9	27	NA	8	NA	19	

*Notes: 1) The EEO-4 category of "Paraprofessionals" has been combined with the EEO-4 category of "Technicians". 2) The EEO-4 category of "Official Administrator" and "Professionals" was compared to census data at the statewide level and not by each division. 3) Figures may not total 100% due to rounding or additional information (such as the category two or more races) calculated by the census but not by ODOT. 4) When calculating data, 0.8 is equivalent to one whole person.*



## **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.	9.10%	3.70%	1.00%	6.60%	20.40%	76.60%	23.40%	1.00%	9.10%	3.70%	1.00%	6.60%	20.40%	76.60%	23.40%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	9.10%	3.70%	1.00%	6.60%	20.40%	76.60%	23.40%
<b>Final Availability</b>									<b>9.10%</b>	<b>3.70%</b>	<b>1.00%</b>	<b>6.60%</b>	<b>20.40%</b>	<b>76.60%</b>	<b>23.40%</b>

*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.	12.20%	5.50%	1.90%	8.20%	27.80%	62.60%	37.40%	1.00%	12.20%	5.50%	1.90%	8.20%	27.80%	62.60%	37.40%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	12.20%	5.50%	1.90%	8.20%	27.80%	62.60%	37.40%
<b>Final Availability</b>									12.20%	5.50%	1.90%	8.20%	27.80%	62.60%	37.40%

*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.	3.90%	5.80%	0.70%	7.70%	18.10%	4.70%	95.30%	1.00%	3.90%	5.80%	0.70%	7.70%	18.10%	4.70%	95.30%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	3.90%	5.80%	0.70%	7.70%	18.10%	4.70%	95.30%
<b>Final Availability</b>									<b>3.90%</b>	<b>5.80%</b>	<b>0.70%</b>	<b>7.70%</b>	<b>18.10%</b>	<b>4.70%</b>	<b>95.30%</b>

*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.	7.60%	2.70%	1.10%	6.80%	18.2%	53.10%	46.90%	1.00%	7.60%	2.70%	1.10%	6.80%	18.2%	53.10%	46.90%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	7.60%	2.70%	1.10%	6.80%	18.2%	53.10%	46.90%
<b>Final Availability</b>									<b>7.60%</b>	<b>2.70%</b>	<b>1.10%</b>	<b>6.80%</b>	<b>18.2%</b>	<b>53.10%</b>	<b>46.90%</b>

*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 2014 Parity Report  
Civilian Labor Force (CLF) –Division 8**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Technicians</b>	<b>51</b>	<b>35</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>7</b>
<b>% Represented</b>		68.63%	5.88%	3.92%	0.00%	7.84%	11.76%	0.00%	1.96%	0.00%	0.00%	13.73%
<b>% CLF</b>		35.40%	2.60%	1.90%	0.70%	2.80%	38.60%	5.10%	0.70%	0.40%	4.10%	48.90%
<b>Parity Reached</b>		YES	YES	YES	NO	YES	NO	NO	YES	NO	NO	NO
<b>Individuals Needed</b>					NA		<b>13</b>	<b>2</b>		NA	<b>2</b>	<b>18</b>
<b>Admin Support</b>	<b>21</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>17</b>
<b>% Represented</b>		14.29%	4.76%	0.00%	0.00%	0.00%	61.90%	4.76%	0.00%	4.76%	9.52%	80.95%
<b>% CLF</b>		16.70%	2.60%	1.00%	0.30%	1.50%	57.60%	6.60%	2.70%	0.60%	5.10%	72.60%
<b>Parity Reached</b>		NO	YES	NO	NO	NO	YES	NO	NO	YES	YES	YES
<b>Individuals Needed</b>		NA		NA	NA	NA		NA	NA			
<b>Skilled Craft Workers</b>	<b>22</b>	<b>17</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% Represented</b>		77.27%	4.55%	0.00%	0.00%	18.18%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>% CLF</b>		72.90%	3.50%	0.20%	0.70%	7.30%	3.50%	0.40%	0.20%	0.10%	0.40%	4.60%
<b>Parity Reached</b>		YES	YES	NO	NO	YES	NO	NO	NO	NO	NO	NO
<b>Individuals Needed</b>				NA	NA		NA	NA	NA	NA	NA	<b>1</b>

**FY 2014 Parity Report  
Civilian Labor Force (CLF) –Division 8 (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Service Maintenance</b>	<b>100</b>	<b>69</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% Represented</b>		69.00%	3.00%	2.00%	0.00%	26.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>% CLF</b>		24.20%	4.50%	2.20%	0.80%	3.00%	40.70%	7.70%	3.30%	1.10%	5.20%	58.00%
<b>Parity Reached</b>		YES	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO
<b>Individuals Needed</b>			<b>1</b>	<b>2</b>	<b>1</b>		<b>40</b>	<b>7</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>58</b>

*Notes: 1) The EEO-4 category of "Paraprofessionals" has been combined with the EEO-4 category of "Technicians". 2) The EEO-4 category of "Official Administrator" and "Professionals" was compared to census data at the statewide level and not by each division. 3) Figures may not total 100% due to rounding or additional information (such as the category two or more races) calculated by the census but not by ODOT. 4) When calculating data, 0.8 is equivalent to one whole person.*



**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.	11.10%	4.90%	1.40%	3.30%	20.70%	74.40%	25.60%	1.00%	11.10%	4.90%	1.40%	3.30%	20.70%	74.40%	25.60%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	11.10%	4.90%	1.40%	3.30%	20.70%	74.40%	25.60%
<b>Final Availability</b>									<b>11.10%</b>	<b>4.90%</b>	<b>1.40%</b>	<b>3.30%</b>	<b>20.70%</b>	<b>74.40%</b>	<b>25.60%</b>

*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.	16.20%	5.90%	2.60%	3.90%	28.60%	59.60%	40.40%	1.00%	16.20%	5.90%	2.60%	3.90%	28.60%	59.60%	40.40%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	16.20%	5.90%	2.60%	3.90%	28.60%	59.60%	40.40%
<b>Final Availability</b>									<b>16.20%</b>	<b>5.90%</b>	<b>2.60%</b>	<b>3.90%</b>	<b>28.60%</b>	<b>59.60%</b>	<b>40.40%</b>

*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.	5.30%	6.40%	1.20%	3.90%	16.80%	6.00%	94.00%	1.00%	5.30%	6.40%	1.20%	3.90%	16.80%	6.00%	94.00%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	5.30%	6.40%	1.20%	3.90%	16.80%	6.00%	94.00%
<b>Final Availability</b>									<b>5.30%</b>	<b>6.40%</b>	<b>1.20%</b>	<b>3.90%</b>	<b>16.80%</b>	<b>6.00%</b>	<b>94.00%</b>

*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.	9.10%	2.90%	3.20%	4.00%	19.20%	55.80%	44.20%	1.00%	9.10%	2.90%	3.20%	4.00%	19.20%	55.80%	44.20%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	9.10%	2.90%	3.20%	4.00%	19.20%	55.80%	44.20%
<b>Final Availability</b>									<b>9.10%</b>	<b>2.90%</b>	<b>3.20%</b>	<b>4.00%</b>	<b>19.20%</b>	<b>55.80%</b>	<b>44.20%</b>

*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 2014 Parity Report  
Civilian Labor Force (CLF) –Central Office**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Technicians</b>	185	116	12	5	6	9	27	2	2	2	4	37
<b>% Represented</b>		62.70%	6.49%	2.70%	3.24%	4.86%	14.59%	1.08%	1.08%	1.08%	2.16%	20.00%
<b>% CLF</b>		36.00%	2.40%	1.30%	1.60%	1.60%	41.70%	6.70%	1.70%	1.70%	2.40%	54.20%
<b>Parity Reached</b>		YES	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO
<b>Individuals Needed</b>		NA				NA	50	10	1	1	NA	63
<b>Admin Support</b>	44	9	3	0	0	0	24	5	2	0	1	32
<b>% Represented</b>		20.45%	6.82%	0.00%	0.00%	0.00%	54.55%	11.36%	4.55%	0.00%	2.27%	72.73%
<b>% CLF</b>		18.70%	3.40%	1.20%	0.50%	0.70%	56.20%	7.60%	3.80%	0.90%	2.60%	71.10%
<b>Parity Reached</b>		YES	YES	NO	NO	NO	NO	YES	YES	NO	NO	YES
<b>Individuals Needed</b>				NA	NA	NA	NA			NA	NA	
<b>Skilled Craft Workers</b>	8	5	0	0	1	0	0	2	0	0	0	2
<b>% Represented</b>		62.50%	0.00%	0.00%	12.50%	0.00%	0.00%	25.00%	0.00%	0.00%	0.00%	25.00%
<b>% CLF</b>		74.90%	4.80%	6.10%	1.00%	3.70%	4.60%	0.50%	0.30%	0.10%	0.20%	5.70%
<b>Parity Reached</b>		NO	NO	NO	YES	NO	NO	YES	NO	NO	NO	YES
<b>Individuals Needed</b>		1	NA	NA		NA	NA		NA	NA	NA	

**FY 2014 Parity Report**  
**Civilian Labor Force (CLF) –Central Office (continued)**

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Service Maintenance</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% Represented</b>		50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>% CLF</b>		26.60%	6.80%	2.10%	1.10%	1.70%	39.90%	9.40%	3.80%	1.50%	2.20%	56.80%
<b>Parity Reached</b>		YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
<b>Individuals Needed</b>				NA	NA	NA	2	NA	NA	NA	NA	3

*Notes: 1) The EEO-4 category of "Paraprofessionals" has been combined with the EEO-4 category of "Technicians". 2) The EEO-4 category of "Official Administrator" and "Professionals" was compared to census data at the statewide level and not by each division. 3) Figures may not total 100% due to rounding or additional information (such as the category two or more races) calculated by the census but not by ODOT. 4) When calculating data, 0.8 is equivalent to one whole person.*



**Statewide**

**Availability Analysis**  
**EEO Category: Official Admin**  
**Statewide**

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.	6.20%	3.40%	1.60%	3.20%	14.40%	41.80%	58.20%	1.00%	6.20%	3.40%	1.60%	3.20%	14.40%	41.80%	58.20%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	6.20%	3.40%	1.60%	3.20%	14.40%	41.80%	58.20%
<b>Final Availability</b>									<b>6.20%</b>	<b>3.40%</b>	<b>1.60%</b>	<b>3.20%</b>	<b>14.40%</b>	<b>41.80%</b>	<b>58.20%</b>

*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: Professionals**  
**Statewide**

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.	6.90%	2.90%	2.60%	2.40%	14.80%	55.80%	44.20%	1.00%	6.90%	2.90%	2.60%	2.40%	14.80%	55.80%	44.20%
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.															
*(Raw Availability % x Weight Factor = Weighted Availability)															
<b>Total</b>								1.00%	6.90%	2.90%	2.60%	2.40%	14.80%	55.80%	44.20%
<b>Final Availability</b>									<b>6.90%</b>	<b>2.90%</b>	<b>2.60%</b>	<b>2.40%</b>	<b>14.80%</b>	<b>55.80%</b>	<b>44.20%</b>

*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 2014 Parity Report Civilian Labor Force (CLF) –Statewide

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
<b>Official Admin</b>	<b>131</b>	<b>89</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>22</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>28</b>
<b>% Represented</b>		67.94%	2.29%	3.05%	3.05%	2.29%	16.79%	0.76%	0.76%	2.29%	0.76%	21.37%
<b>% CLF</b>		49.70%	2.50%	1.90%	0.90%	1.60%	32.50%	3.70%	1.50%	0.70%	0.10%	38.50%
<b>Parity Reached</b>		YES	NO	YES	YES	YES	NO	NO	NO	YES	YES	NO
<b>Individuals Needed</b>			NA				20	4	1			22
<b>Professionals</b>	<b>344</b>	<b>169</b>	<b>22</b>	<b>7</b>	<b>6</b>	<b>19</b>	<b>98</b>	<b>12</b>	<b>1</b>	<b>3</b>	<b>7</b>	<b>121</b>
<b>% Represented</b>		49.13%	6.40%	2.03%	1.74%	5.52%	28.49%	3.49%	0.29%	0.87%	2.03%	35.17%
<b>% CLF</b>		36.80%	2.50%	1.10%	1.50%	1.59%	44.90%	4.40%	1.80%	1.10%	1.50%	53.70%
<b>Parity Reached</b>		YES	YES	YES	YES	YES	NO	NO	NO	NO	YES	NO
<b>Individuals Needed</b>							56	3	5	NA		63

Notes: 1) The EEO-4 category of "Official Administrator" was compared to census data at the statewide level and not by each division. 2) Figures may not total 100% due to rounding or additional information (such as the category two or more races) calculated by the census but not by ODOT. 3) When calculating data, 0.8 is equivalent to one whole person.



# **Applicant Flow and Hire Summary**







### 2013-2014 ODOT Applicant Flow and Hire Summary by Job Group (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		
<b>Service/Maintenance</b>														
Total Apps	328	217	26	8	5	58	314	10	1	1	0	2	14	101
% Apps	100.00%	66.16%	7.93%	2.44%	1.52%	17.68%	95.73%	3.05%	0.30%	0.30%	0.00%	0.61%	4.27%	30.79%
Total Hires	103	81	5	3	0	14	103	3	0	0	0	1	0	23
% Hires	100.00%	78.64%	4.85%	2.91%	0.00%	13.59%	100.00%	2.91%	0.00%	0.00%	0.00%	0.97%	0.00%	22.33%
Grand Total Applicants	3125	1275	255	58	86	185	1859	1487	449	105	67	211	1266	1416
Grand Total Hires	234	126	6	6	0	20	158	65	2	5	1	7	76	47

*Note: The data reflected is based off of applicants that provided information regarding their ethnic group and gender.*



# **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 (7-01-13)	#	2319	1894	100	82	33	210	425	1892	427
	%		81.67%	4.31%	3.54%	1.42%	9.06%	18.33%	81.59%	18.41%
Employees at End of Period (6-30-14)	#	2355	1919	102	80	32	222	436	1922	433
	%		81.49%	4.33%	3.40%	1.36%	9.43%	18.51%	81.61%	18.39%
Net Increase (decrease)		+36	+25	+2	-2	-1	+12	+11	+30	+6
<b>Personnel Transactions</b>										
New Hires	#	165	132	7	8	0	18	33	137	28
	%		80.00%	4.24%	4.85%	0.00%	10.91%	20.00%	83.03%	16.97%
Promotions	#	351	288	15	8	3	37	63	284	67
	%		82.05%	4.27%	2.28%	0.85%	10.54%	17.95%	80.91%	19.09%
Demotions		9	7	0	1	0	1	2	7	2
Separations		201	162	11	12	2	14	39	161	40

*Note: 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(l) of the Oklahoma Personnel Act.

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

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

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

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

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

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

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

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

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

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

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

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

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

promoted or do certain jobs, they are considered to be suffering the present effects of past discrimination.

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

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

**Protected Versus Affected Class** (See also **Affected Class**) – The term protected classes describes the people who have been defined by the courts to have felt the brunt of discriminatory employment practices, i.e., women, minorities, the disabled, the 40-plus age group, the Vietnam era and disabled veterans. The term “affected classes” refers to a group of people in a specific employment situation who has been discriminated against: people with the same race, sex, color, national origin or religion who have been denied equal employment opportunity in violation of the law.

### **Reasonable Accommodation**

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

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

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

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

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

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

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

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



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