

# **OKLAHOMA DEPARTMENT OF TRANSPORTATION**



**OKLAHOMA  
Transportation**

**FY 2021**

## **Contractor Compliance & Equal Employment Opportunity and Affirmative Action Plan**

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, 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. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email [ODOT-ada-titlevi@odot.org](mailto:ODOT-ada-titlevi@odot.org).

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Affirmative Action Plan

# **OKLAHOMA DEPARTMENT OF TRANSPORTATION**



**OKLAHOMA**  
**Transportation**

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## **Part I-Contractor Compliance**

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, 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. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email [ODOT-ada-titlevi@odot.org](mailto:ODOT-ada-titlevi@odot.org).

Part I – Contractor Compliance (23 CFR 230.313)

I. Organization and structure

- A. State highway agency EEO Coordinator (external) staff support.
1. To ensure that highway contractors/consultants comply with the Equal Employment Opportunity (EEO) Provisions, the Oklahoma Department of Transportation's (ODOT) Contract Compliance Office (CCO) is within the Civil Rights Division (CRD). The CRD is located in ODOT's Central Office at 200 N.E. 21<sup>st</sup> Street, Oklahoma City, OK, 73105. The CRD provides administrative oversight of the compliance program (preconstruction & construction) and serves as the liaison with the Federal Highway Administration (FHWA).

The CCO is responsible for the following duties:

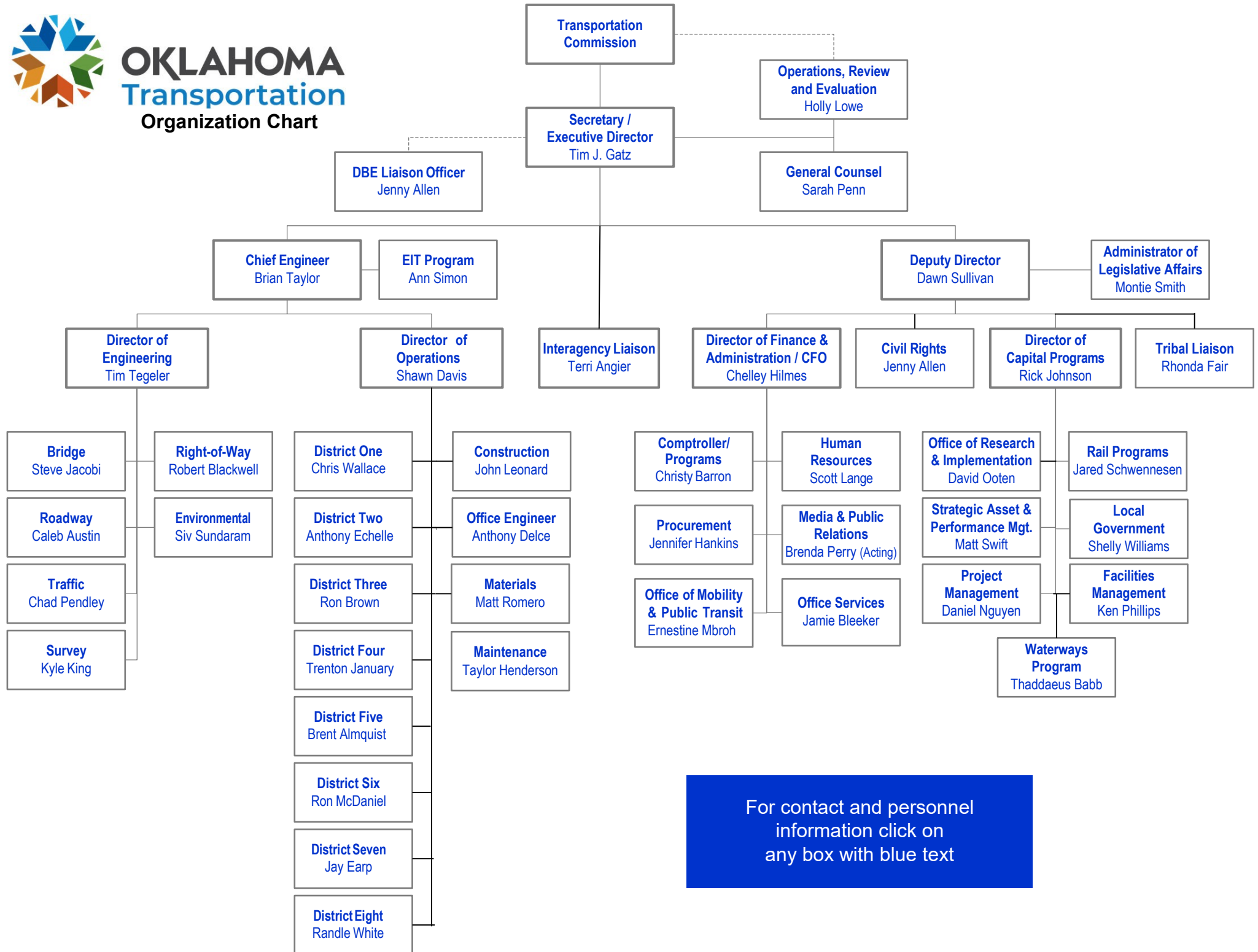
- Contractor Compliance Reviews
- Ensuring Prompt Payment
- Handling Prompt Payment Investigations
- DBE monitoring and tracking
- Receiving and processing DBE forms after approval
- Reviewing Bulletin Board required postings
- Equal Employment Opportunity (EEO) Interviews
- Attending Pre-Work meetings
- Conducting training for ODOT, Contractors and Consultants
- Adherence to federal regulations (1273 Form, DBE Special Provisions, FHWA 1391, FHWA 1392, DBE Manual, and the Title VI Assurances)

The following organizational chart portrays the position of the CRD in relation to other divisions within ODOT.



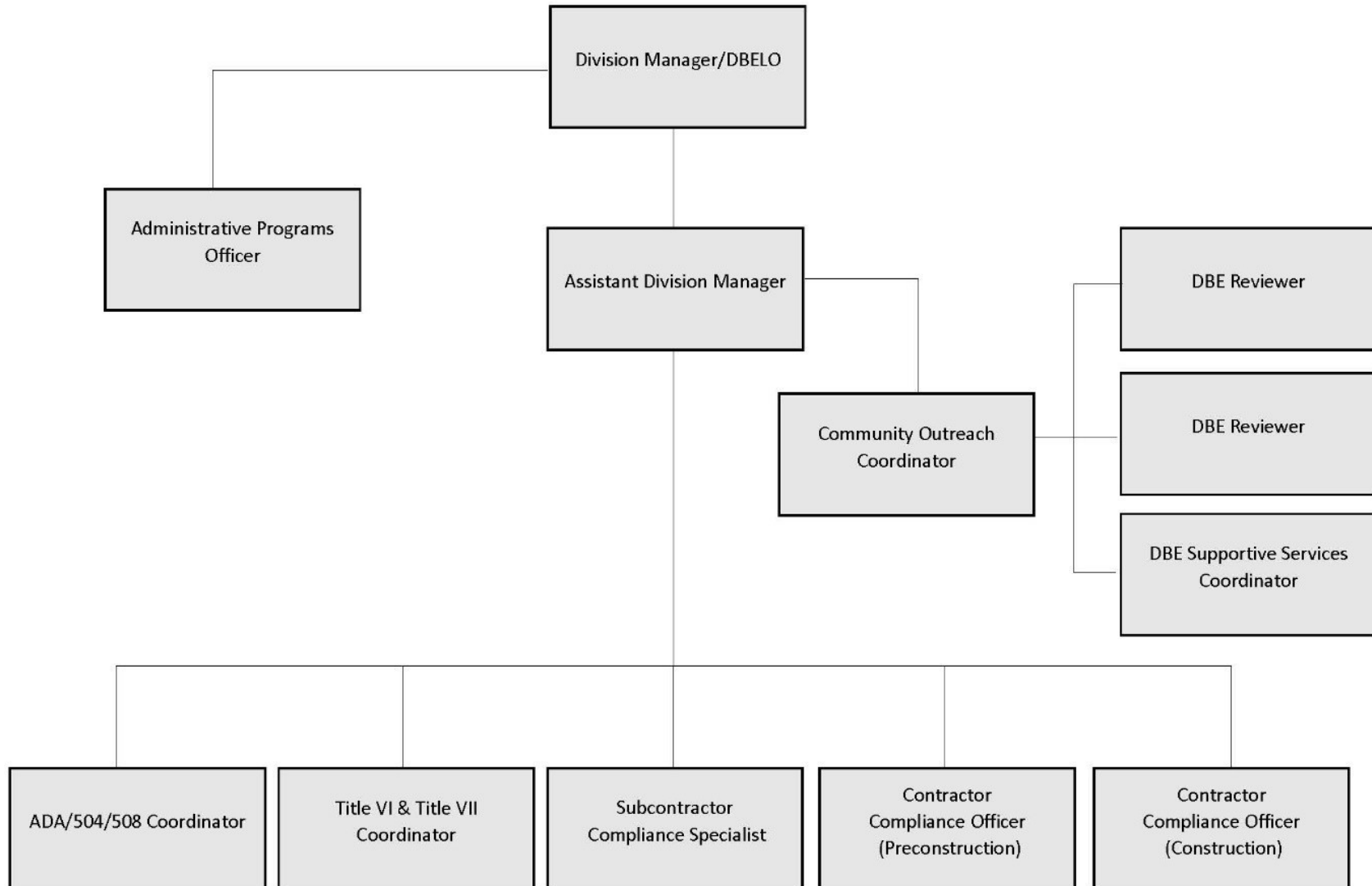


# OKLAHOMA Transportation Organization Chart



For contact and personnel information click on any box with blue text

# Oklahoma Department of Transportation - Civil Rights Division



2. The CRD has one full-time CCO for preconstruction (consultant). CRD currently has an open position for the CCO on the construction side. The division is working to hire a full-time employee for construction. Currently the Assistant Division Manager and Division Manager handle the construction side of compliance. The CCO devotes more than 50 percent of his time on EEO related items.
3. The Assistant CRD Manager supervises the CCO with over 10 years of combined EEO experience.
4. The CCO is located in ODOT's Central Office in the CRD. However, the CCO coordinates with personnel out in each field district that also assists with EEO and other compliance.
5. The CCOs have the following full-time staff support:
  - Civil Rights Division Manager is the DBE Liaison Officer for the agency and reviews all federal projects to determine opportunities for DBE goals. Also oversees efforts to ensure fair employment, procurement and contracting opportunities with ODOT, and recruitment of DBE firms to work on transportation projects.
  - Assistant Division Manager- Oversees efforts to ensure fair employment, procurement and contracting opportunities with ODOT, and the recruitment of DBE firms to work on transportation projects.
  - Title VII & Title VI Coordinator – Responsible for conducting compliance reviews on programs and activities, handling discrimination investigations, and conducting training.
  - Subcontractor Compliance Specialist-Verifies prompt payment for all subcontractors, reviews and approves all subcontracts, conducts field reviews, and ensures compliance of federal regulations.
  - ADA/504/508 Coordinator- Responsible for ensuring ODOT's compliance with the Americans with Disabilities Act (ADA), administering the agency ADA Transition Plan and addressing ADA complaints and inquiries.
  - DBE Reviewers-Responsible for processing all applications for DBE certifications (New, Interstate, Expansions, and No-Change Affidavits), conducting training, performing on-site reviews, and recruiting for new DBE firms.
  - DBE Supportive Services (SS) Coordinator- Provides training on business development, assists with business profiles and needs assessments, and hosts DBE networking opportunities.
  - Community Outreach Coordinator- Develops programs to increase participation of minorities and females in the transportation and construction industry through various free training programs.
6. The following division in the ODOT's Central Office assist in working hand-in-hand with the CRD. All divisions participate in the annual DBE Conference and other training events in order to maintain knowledge of the DBE program regulations.

#### Office Engineer Division

- Responsible for preparing all construction contracts and ensuring all federal requirements as well as ODOT Special Provisions are included
- Forwarding all federal-aid projects to the CRD, prior to advertisement, to determine opportunities for DBE firms

- Assists in reviewing and determining the DBE goal

#### Construction Division

- Receiving and approving all subcontract requests
- Assisting the CRD on DBE contract issues
- Approving changes to DBE subcontracts after CRD has reviewed and approved
- Generating data reports on DBE participation
- Handling prompt payment complaints that rise to the level of sanctions
- Relaying information about the DBE program (changes, training, required federal reports, etc.) that impact field districts and contractors
- Collaborating with the CRD on ensuring all DBE documents are in place, prior to a project closing
- Assists in reviewing and determining the DBE goal

#### Procurement Division

- Responsible for preparing all consultant contracts and ensuring all federal requirements are attached
- Assisting the CRD on reviewing all federal-aid projects, prior to a solicitation, to determine opportunities for DBE firms
- Assisting the CRD on DBE contract issues
- Handling prompt payment complaints that rise to the level of sanctions
- Routing DBE forms that are require review and approval
- Relaying information on the DBE program (changes, training, required federal reports, etc.) that impacts consultants

#### B. District personnel

1. ODOT has eight (8) field districts that report to the Director of Operations in the Central Office. The responsibilities are as follows:

##### Resident Engineer:

- Monitoring performance of contractors and DBE firms after a project has been awarded
  - Ensuring Inspectors perform Commercially Useful Function (CUF) reviews and EEO interviews in the field districts
  - Scheduling and conducting pre-work conferences
  - Collecting and reviewing payrolls
  - Referring prime contractors and subcontractors that have DBE questions/concerns to the CRD
  - Review project site bulletin boards
  - Documents the day-to-day activities on a project
  - Assist in the resolution of compliance issues on the project site
2. All field district personnel are full-time employees or engineers that assist with contractor compliance as part of their additional duties.

3. The CRD holds an annual DBE Conference, which all ODOT employees are encouraged to attend. In addition, CCOs periodically collaborate with the FHWA and the Department of Labor to host training events, present at ODOT's annual Resident Engineer Academy and provide one-on-one training by request.

C. Project personnel

A Project Inspector is assigned to each construction project and work with the Resident Engineer to ensure compliance with all state and federal guidelines. The Project Inspector is responsible for the following:

- o Documents the day-to-day activities on the project site
- o Monitors the work of all contractors and subcontractors
- o Assist in the resolution of compliance issues on the project site
- o Relays information to the Resident Engineer when project activities are not in compliance with guidelines and regulations
- o Reviews the project site bulletin boards
- o Conducts CUF reviews

II. Compliance Procedures

Preconstruction (Consultant) and Construction

A. Applicable directives –As per 23 CFR 230.403, The procedures set forth hereinafter apply to all nonexempt direct Federal and Federal-aid highway construction contracts and subcontracts, unless otherwise specified.

1. [FHWA Contract Compliance Procedures](#)
2. [EEO Special Provisions](#)
3. [Training Special Provisions](#)
4. [FHWA Federal-Aid Highway Program Manual](#)

B. Implementation

1. Pursuant to the Authorities of federal regulation 23 CFR Part 230, ODOT may conduct contract compliance reviews on the recipient (contractors, consultants and subs) awarded and performing work on federal-aid highway contracts. The recipient shall comply with the regulations relative to nondiscrimination in federally assisted programs of the DOT, Title 49, Part 21. The purpose of the review is to determine if the recipient is carrying out the DBE requirements. In seeking which recipient to review, the reviewing officer should consider such factors as:
  - o Those with greatest potential for employment and contracting opportunities;
  - o Those with questionable employment and contracting practices; and
  - o Those that have been the subject of a significant number of complaints.
  - a. The reviewing officer should provide written notification to the recipient of the compliance review at least two week notice as a minimum. The notice should include the dates, time and place of the review, the mechanics and basis for the review, and requisite interviews. The letter will list the projects to be reviewed and documentation to be mailed to the compliance officer. A list of documentation to review at the on-site should be provided to the recipient at this time.
  - b. After receiving the information, a Desk Audit is conducted:
    - o Review the information for completeness;
    - o Review of all sub agreement/contracts associated with the project;
    - o Review previous compliance review reports on the recipient. Identify serious deficiencies; and
    - o Review the remainder of the information and identify any problems areas in order to apprise the recipient.
  - c. Onsite Verification and interviews

The CCO should identify their self and explain how the review will proceed. Primary communication should be between the CCO and the recipient's project manager. Once the CCO has identified their role, the following should be discussed:

- The objectives of the review;
- The material submitted by the recipient;
- The questionnaire to be completed; and
- Exit Conference

At the conclusion of the on-site review, an Exit conference is conducted with recipient's key representatives. Although a preliminary conclusion on some of the issues affecting the compliance status can be determined before the Exit conference, the consultant should not be advised at this point of his/her status. The process and time, which the recipient will be informed of the final determination, is 15 days following the onsite verification and interviews to include any matters that could be resolved before the Exiting conference. The Voluntary Corrective Action Plan (VCAP) may be negotiated at the Exit conference so that within 15 days following the Exit conference the CCO will prepare the Compliance Review Report and make a determination of in-compliance or non-compliance. If deficiencies are found, the recipient will be notified within 15 calendar days following the completion of the on-site and the CCO will identify each deficiency and provide specific recommended action to correct each deficiency. The letter stating what the deficiencies are will advise the recipient of their opportunity to submit a VCAP to correct each deficiency uncovered. The time limit for submitting a VCAP will be 20 calendar days from the date of the compliance determination letter. The CCO will also include in this letter the appropriate mandatory enforcement language that the recipient is required to incorporate in any VCAP submitted. Upon receipt of the VCAP, the CCO will notify the recipient in writing if the VCAP is accepted and prepare the review report to be submitted to the local division office of FHWA. If the recipient is found in noncompliance, action efforts to bring the recipient in compliance shall be initiated through the issuance of a show cause notice. The show cause notice should advise the consultant to show cause within 30 days why sanctions should not be imposed.

2. Preconstruction (Consultant) - The CRD is responsible for handling compliance on the preconstruction side but works closely with ODOT's Procurement Division. Both divisions interact on a daily basis in order to ensure that consultants are submitting the correct DBE forms, meeting the DBE goal and ensuring overall compliance. Annually both divisions also present information at the DBE Conference as well as the American Council of Engineering Companies (ACEC) Conference. Periodically both divisions will host a networking event between the Prime Consultants and DBE firms.

Construction – The CRD is responsible for handling compliance and works closely with ODOT's Construction Division and ODOT's field districts. Personnel from the field districts assist on a daily basis to ensure that contractors are submitting the correct DBE forms, required payrolls, monitoring CUF (Commercial Useful Function), conducting EEO meetings and have the correct bulletin board posters at each job site. Annually employees from the Construction Division and ODOT's field districts attend the DBE Conference for updates and training. The CRD also participates in ODOT's annual Resident Engineer Academy by providing training. The CRD frequently communicates via email on DBE updates and information.

3. Preconstruction (Consultant) - ODOT's Preconstruction process varies from the Construction process. Consultants are awarded projects through a solicitation process based on qualifications. Prework meetings do not occur on the consultant side. However, information regarding the federal requirements is listed in every solicitation packet, ODOT contract, and on the Procurement and CRD's webpage.

Construction – Prework conferences are held for each federal-aid project. The Resident Engineer and/or the CCO will discuss the project EEO and DBE requirements. Attendees are also provided a checklist of the EEO and DBE requirements that were discussed.

III. Accomplishments (October 1, 2019– September 30, 2020)

A. Regular project Compliance Review Program

Preconstruction (Consultant)

- Number of Compliance Reviews – 2
- Number of consultants reviewed – 2
- Number of consultants found in compliance – 2
- Number of consultants found in noncompliance – 0
- Number of show cause notices issued -0
- Number of show cause notices rescinded -0
- Number of show cause actions still under conciliation and unresolved – 0
- Number of follow up reviews conducted-0

Construction

- Number of Compliance Reviews – 1
- Number of contractors reviewed – 1
- Number of contractors found in compliance – 1
- Number of contractors found in noncompliance – 0
- Number of show cause notices issued -0
- Number of show cause notices rescinded -0
- Number of show cause actions still under conciliation and unresolved
- Number of follow-up reviews conducted -0

B. Consolidated compliance reviews:

The CRD did not participate in any consolidated compliance reviews this federal fiscal year.

C. Home office reviews:

The CRD does not conduct any home office reviews.

D. Major problems encountered – Both CCO positions were vacant for a period of time. One of the CCO position has been filled (preconstruction) and the other CCO position remains vacant. This major problem affected the amount of compliance reviews completed.

E. Major breakthroughs – All subcontracts and subagreements are being reviewed and approved by the CRD prior to work being started.

IV. Area wide plans/Hometown and Imposed (if applicable)- not applicable.

V. Contract sanctions

A. Consultant Agreements include the following clauses:

- Section 12 Termination and Defaults, 12.1, Upon written notice to the Consultant the department may terminate all or any part of the contract, at any time, without fault on the part of the Consultant. At the discretion of the Department, all or any of the

work of the Consultant may be abandoned or indefinitely postponed. Under any of these conditions, the Consultant will be paid for work completed and should this Contract be terminated in whole or in part; the Consultant's compensation will be adjusted to reflect such termination. When appropriate, the engineering fee shall be re-computed for the reduced scope of work in the same manner used for determining the original Contract fee.

- Section 24. Fraud and False Statements, 24.1, That Consultant understands that, if the project which is subject of this Contract is financed in whole or in part by federally furnished funds, that if the undersigned, the company that Consultant represents, or any employee or agent thereof, knowingly makes any false statement, representation, report, or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation as a material fact in any statement, certificate, or report, Consultant and the company that Consultant represents may be subject to prosecution under the provisions of 18 U.S.C.S. § 1001, §1020.
- Attachment D5, Disadvantaged Business Enterprise Policy Statement (4) Failure to carry out the requirements set forth above shall constitute a breach of Contract, and, after the notification of the Department, may result in termination of the Contract by the Department or other such remedy as the Department deems appropriate.

B. State or Federal laws that are applicable:

- Title VI of the Civil Rights Act of 1964, 78 Statute 252, 42 U.S.C. 2000d etseq.
- Title 49, Code of Federal Regulations, Part 21
- Title 49, Code of Federal Regulations, Part 26
- 18 U.S.C.S. § 1001, §1020

C. Progress payments

Preconstruction (Consultant) – Not Applicable

Construction – If needed, the Resident Engineer can withhold progressive payments if the contractor does not submit necessary documentation and/or is not in compliance.

VI. Complaints

- A. Any person who believes that he or she, individually, as a member of any specific class, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended, may file a complaint with the Title VI Coordinator with the CRD. Title VI Complaints must be filed within 180 days of the alleged discriminatory event or practice.
- B. Complaints are made aware that, based upon the allegations, a claim may also be filed directly with the EEOC, FHWA, Department of Justice, Department of Labor, or the Attorney General's Office.
- C. The CRD did not receive any discrimination complaints within this federal fiscal year.

VII. External training programs, including supportive services

- A. In addition to ODOT's OJT Trainee program, the CRD also provides the Transportation Assistance Program (TAP) to unemployed individuals that seek employment in the construction and transportation industry. The TAP program is a week-long certification course including Flagger Training, Forklift Training, Cardiopulmonary Resuscitation (CPR)/First Aid Training, and Occupational Safety and Health Administration (OSHA) 10 Training. During this FFY, a TAP class was offered but was cancelled due to COVID-19 restrictions. Preparation for the continuation of the cancelled TAP class are being made.
- B. Surveys are provided to all attendees and demographics are captured on a voluntary basis. This data is analyzed after each training session.
- C. This year a total of 59 women participated in training programs.



- D. This year ODOT hired a minority female consultant firm to conduct the disparity study. This firm was selected through the procurement process.
  - E. The Supportive Services provides each firm with needs assessment and training assessment tools in the form of surveys, to evaluate the status of the program's training outcomes. This allows for reporting to be accurate and reflective of the minorities and women participating in the training programs.
- VIII. Minority business enterprise programs
- A. The CRD utilizes the Civil Rights and Certification System (CRCC) for current Disadvantaged Business Enterprise (DBE) firms. The online CRCC directory is accessible by any individual. The directory includes a search function in which firms can be pulled up by name, owner, work category, location and so forth. Contractors, consultants, states, and other entities utilize this list. In addition, the CRD also posts online and/or forwards information to all DBE firms and organizations when contracting and solicitations are available. The CRD also collaborates with entities such as the local airports, cities, technology centers, and industry partners to discuss the DBE program and provide networking opportunities for these firms.
  - B. The CRD hosts several events throughout the year and provides training to contractors, consultants, cities, and industry partners to increase awareness and education in regards to the DBE program. Compliance reviews are also conducted by the CRD to determine good faith efforts by contractors and consultants. Consultants are required to designate a "DBE Liaison" that is posted on the CRD's webpage. This individual works directly with the CRD staff to ensure DBE forms are submitted, federal regulations are being adhered to, and the DBE commitments and the DBE goal is being met at the project level.
  - C. The State has various resources available on the CRD's webpage, which includes information on forms, the DBE Manual, samples of sub contract agreements, Prompt Payment Process, and etc.
  - D. The ODOT does not have goals on prequalification or licenses of DBE firms.
  - E. The ODOT does not have prequalification/licensing requirements.
  - F. The ODOT does not have a prequalification process for Prime Consultants or sub-consultants. The award for preconstruction projects is based on qualification and not low bid.
  - G. The CRD tracks and monitors all events, programs, DBE goal (project level and agency), and other efforts throughout the year for reporting purposes. The preconstruction process is monitored through an internal system called Transportation Online Professional Services (TOPS). The construction process is monitored through Site Manager and AASHTOWare Programs (AWP). These programs are utilized for submitting invoices, approving/rejecting payments, monitoring status of project and DBE goal attainment.
- IX. Liaison - The CRD maintains a continuous relationship between public and private organizations involved in the EEO program such as:
- o EEOC
  - o Department of Labor
  - o Department of Justice
  - o Black Caucus
  - o Urban League
  - o Women in Transportation
  - o American Association of State Highway and Transportation Officials
- X. Innovative programs – The CRD did not have any new EEO programs or management procedures.

# **OKLAHOMA DEPARTMENT OF TRANSPORTATION**



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**FY 2021**

## **Part II-Equal Employment Opportunity and Affirmative Action Plan**

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, 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. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email [ODOT-ada-titlevi@odot.org](mailto:ODOT-ada-titlevi@odot.org).

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#### Glossary of EEO Terms and Concepts

Glossary of EEO Terms and Concepts	
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**OKLAHOMA**  
Transportation

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

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**To: All ODOT Staff**

**From: Tim J. Gatz, Executive Director**

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

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

Race, color, sex (including pregnancy, sexual orientation, and gender identity), religion, national origin, age, retaliation, genetic information, and disability, as long as the disability does not render the person unable to perform the essential duties of the position for which employed.

**In all areas listed above it is prohibited by policy and the law to harass an individual or individuals based on one or more of these categories. Harassment can involve activities that negatively affect an individual's employment (such as firing or demotion) or harassing activity based on one or more of the categories mentioned above (such as offensive or abusive verbal statements, pictures or emails, or offensive physical contact).**

**It is additionally prohibited by policy and the law to retaliate against an individual or individuals because they filed a charge of discrimination, complained about discrimination, or participated in an employment discrimination proceeding. Retaliation may involve anything that negatively impacts an individual's employment (such as firing, demotion, or even an unwanted transfer).**

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. The Oklahoma Department of Transportation (ODOT) also has employees dedicated to providing for the training needs of all ODOT employees in all locations. Most of the ODOT's Job Family Descriptors (JFD's) have various levels that allow for opportunities for advancement. Our annual affirmative action plan helps us achieve our goal of equal opportunity employment for all.

Jenny Allen, Division Manager for the Civil Rights Division, located in the ODOT Central Office, telephone number 405-521-3186, and e-mail address [jallen@odot.org](mailto:jallen@odot.org) has been delegated the responsibility of implementing the affirmative action plan, monitoring and evaluating progress and reporting the results to Tim J. Gatz, Executive Director. The Equal Employment Opportunity policy is outlined in ODOT policy directive B-306-2 and is available on the ODOT intranet.

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



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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.

A handwritten signature in blue ink, appearing to read "Tim J. Gatz", written over a horizontal line.

Tim J. Gatz, Executive Director  
Oklahoma Department of Transportation

Date

12/01/20

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**To: All ODOT Staff**  
**From: Tim J. Gatz, Executive Director**  
**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. The Agency will have no tolerance for retaliation in any form against an individual who has filed a complaint, or participated in a complaint investigation, or participated in any other protected activity.**

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, sex (including gender identity or sexual orientation), religion, national origin, age, disability, retaliation or genetic information.**

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

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) (including gender identity or sexual orientation), religion, national origin, age, disability, retaliation or genetic information.

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.



**Sexual harassment** may include explicit sexual propositions, sexual innuendos, suggestive comments, sexually oriented “kidding around”, horseplay, practical jokes about gender specific traits, display of sexually based gestures or language, display 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 ensure that harassment of any kind is avoided.

If you feel that you may have experienced or witnessed harassment, immediately inform the appropriate district engineer, division manager or appropriate manager or supervisor. You may also notify Katrina Fire, Title VII Coordinator, at 405-521-3379.

**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 immediately notify the Title VII Coordinator of the ODOT Civil Rights Division. **Any supervisor or responsible employee who fails to notify the Civil Rights Division 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, color, sex, religion, national origin, age, disability, retaliation or genetic information.

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.



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**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



\_\_\_\_\_  
Tim J. Gatz, Executive Director  
Oklahoma Department of Transportation

\_\_\_\_\_  
Date 12/01/20



**To: All ODOT Staff**  
**From: Tim J. Gatz, Executive Director**  
**Subject: Delegation of Authority for the Civil Rights Division, Division Manager**

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

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

It is hereby directed that the Division Manager of the Civil Rights Division is empowered to direct and execute the responsibilities of the 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 Executive Director of the Oklahoma Department of Transportation from executing any action necessary to further Equal Employment Opportunity Programs.

Done and ordered this 1<sup>st</sup> day of December, 2020.

  
\_\_\_\_\_  
Tim J. Gatz, Executive Director  
Oklahoma Department of Transportation

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

---

**To: All ODOT Offices**  
**From: Tim J. Gatz, Executive Director**  
**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 Policies B-306-7, B-306-8, B-306-9, and B-306-10 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, their district/division ADA liaison or the ODOT ADA Coordinator. The ODOT ADA Coordinator is:

Chris Thompson, ADA Coordinator  
Office 405-521-4140, Email [cmthompson@odot.org](mailto:cmthompson@odot.org)

The responsibilities of the ODOT ADA Coordinator are outlined in ODOT Policies B-306-7, B-306-8, B-306-9, and B-306-10. Information regarding the provisions of the ADA and the rights provided by the ADA is available from the Civil Rights Division at the ODOT. The policies can be found on the ODOT Intranet.

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 district/division ADA liaisons or to the ODOT ADA Coordinator.

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

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Page 2

Any employee or individual desiring to seek further resolution of a complaint beyond the administrative remedy of the 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, sex, religion, national origin, age, disability, retaliation or genetic information.

**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

  
\_\_\_\_\_  
Tim J. Gatz, Executive Director  
Oklahoma Department of Transportation

12/01/20  
\_\_\_\_\_  
Date

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



**OKLAHOMA**  
Transportation

**Responsibility for  
AA/EEO Implementation**



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

## **Responsibilities of the Appointing Authority**

The Executive Director of the Oklahoma Department of Transportation (ODOT), Tim J. Gatz, 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 Gatz has delegated Jenny Allen, Division Manager of the Civil Rights Division (CRD), as the Affirmative Action (AA) 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 AA Program. The Director shall establish such policies and guidelines as necessary to effectively implement the EEO and AA Program, direct the dissemination of such policies and guidelines, and convey support of these to all persons within and outside of ODOT.

Jenny Allen reports directly to the Deputy Director, but has direct access to the ODOT Executive Director regarding all matters related to the EEO and AA Program (*See: Organization Chart on page 3*). She has overall responsibility for the planning, development, administration, coordination, implementation, monitoring, record keeping and evaluation of the ODOT EEO and AA Program 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 communicating the hiring goals to the appropriate districts/divisions;
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;

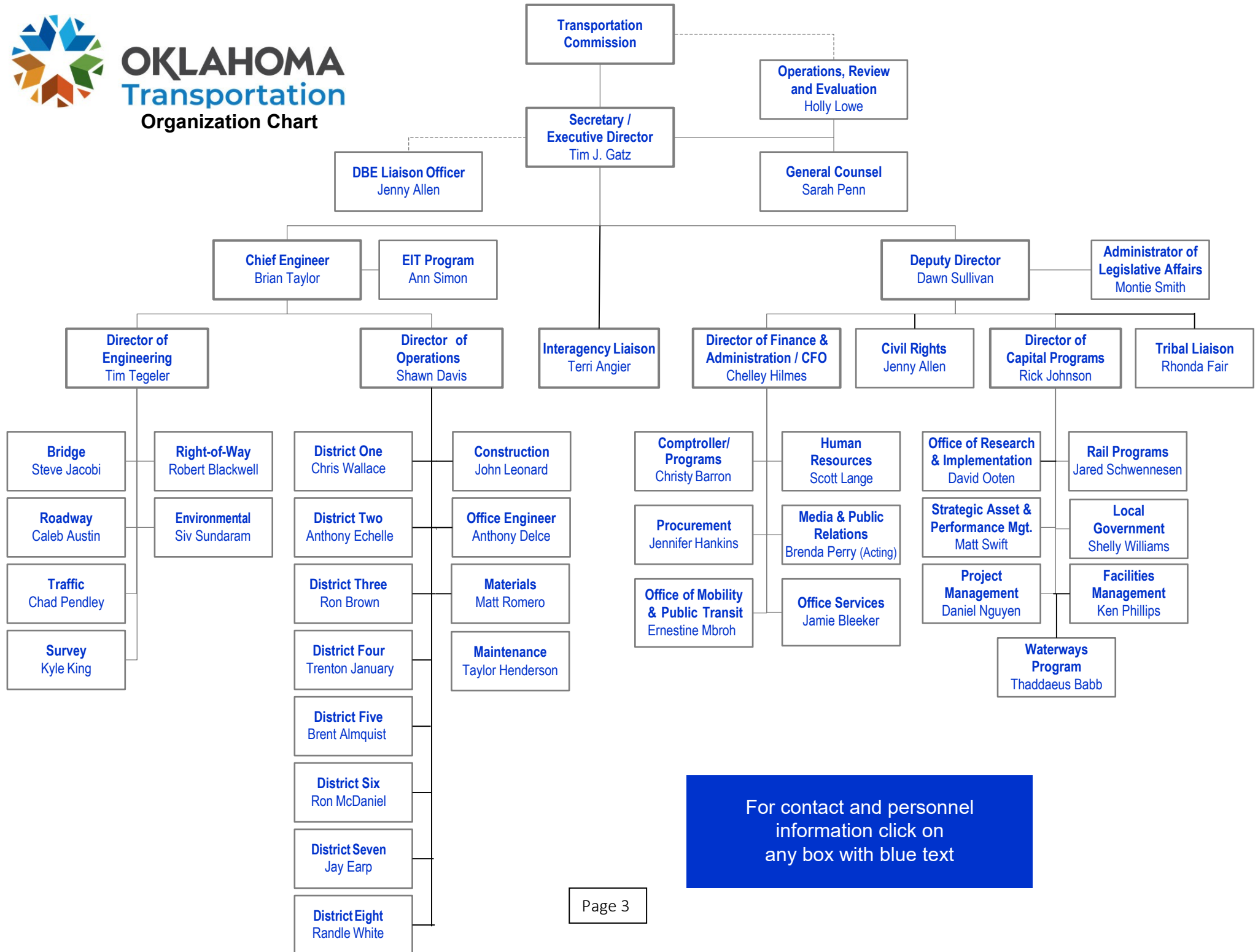
7. Keeping the agency's various organizational levels informed of legal updates, developments in the EEO and AA areas and reporting quarterly to the Director progress of achieving the agency's goals;
8. Inspecting the agency's various worksites to ensure that EEO information is being disseminated and prominently displayed when appropriate;
9. Monitoring the agency's personnel practices to ensure no discriminatory practices exist.





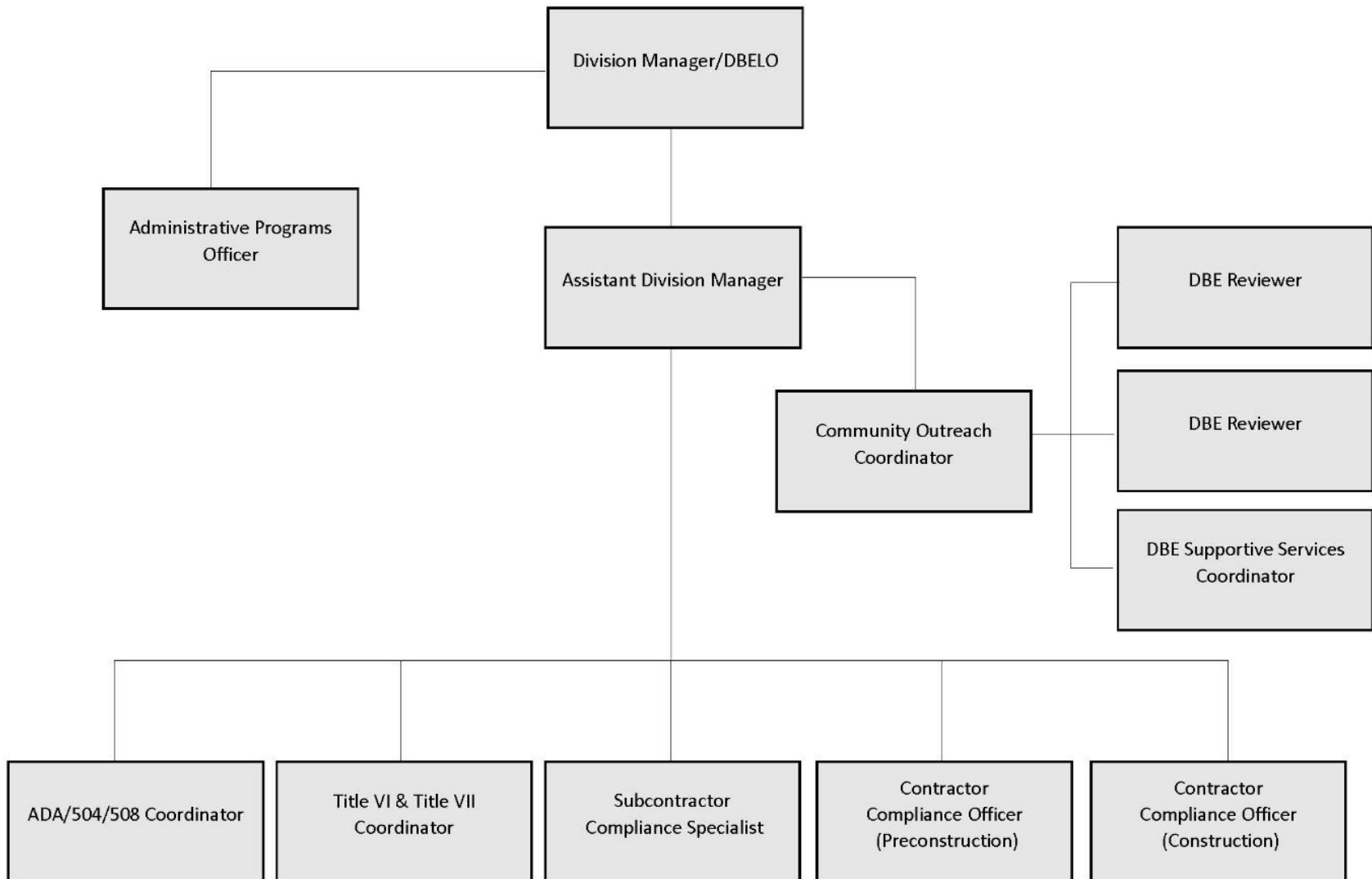
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# **Agency Organization Chart**



For contact and personnel information click on any box with blue text

# Oklahoma Department of Transportation - Civil Rights Division





**OKLAHOMA**  
Transportation

**Dissemination of  
Affirmative Action Plan**

# DISSEMINATION OF AFFIRMATIVE ACTION PLAN

## Internal Dissemination

1. The plan is considered to be the official Agency Policy.
2. Distribute portions of the Affirmative Action (AA) Plan pertinent to each field district to that District Engineer for information and action;
3. Contact the District Engineer for each field district individually to meet with and discuss the findings for that district;
4. Distribute portions of the AA Plan pertinent to the Central Office to each Central Office division for information and action;
5. Contact the Division Manager/Division Engineer for each Central Office division individually to meet with and discuss the findings for Central Office;
6. Publicize the AA Plan on ODOT's website under the "Doing Business" tab and selecting "Civil Rights" from the list, and then select "Publications, Posters, and Brochures" and locate the Title VII Section for the most current AA Plan; and
7. Notify each employee of ODOT's AA Plan through Employee News.

## External Dissemination

1. Make copies of the AA Plan available to interested groups and individuals upon request;
2. Post the AA plan on the ODOT's website for public access.



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**Affirmative Action for  
Disabled Persons**

# **AFFIRMATIVE ACTION FOR DISABLED PERSONS**

## **Policy Statement**

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

**(ODOT Policy Directive B-306-7)**

The 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)**

The 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)**



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# **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. During State Fiscal Year 2020 (July 1, 2019-June 30, 2020), the ODOT utilized an online training program called “Lynda.com”. The ODOT’s original contract was for 100 licenses. The Human Resources Division (HRD) assigned licenses when a supervisor made a request for an employee. Some managers do not have a formal process for determining which employees will be granted the request for training, and some managers indicated that they grant the request to employees based on the benefit to the individual and the agency and whether it pertains specifically to the employee’s job. None of the supervisors indicated they have ever denied an employee’s request for training.

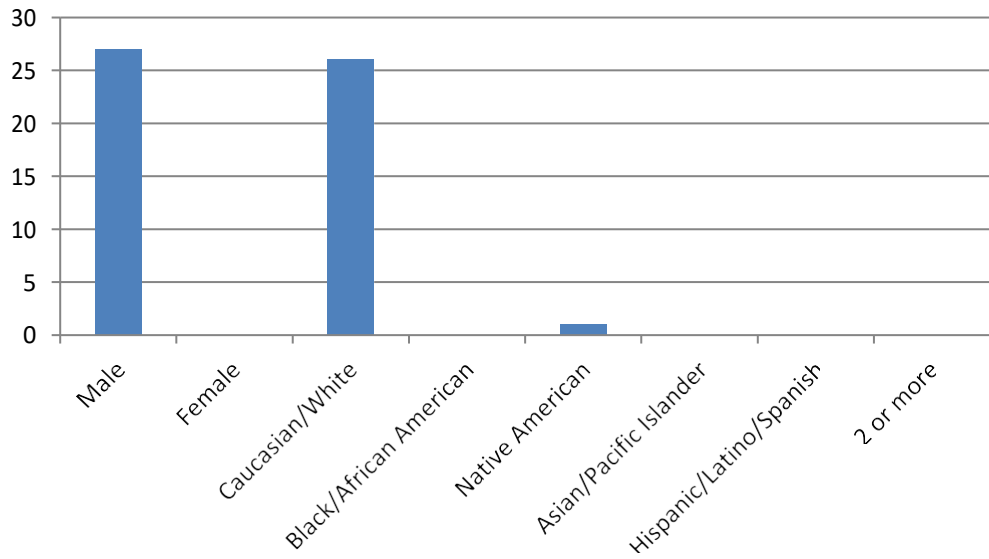
The ODOT’s Human Resources Division (HRD) offers courses to employees in-person, or a supervisor can request training. Almost all courses collect demographic information from attendees on a voluntary basis. This information is forwarded to ODOT’s Title VII Coordinator for oversight to ensure nondiscrimination. The Civil Rights Division (CRD) has asked HRD to ensure that all demographic information is collected consistently for each course and submitted. ***Based on the sign in sheets provided for the last State Fiscal Year 2020, demographic data was collected for most classes.***

For the period July 2019 – June 2020, a total of 348 employees attended training. Classes conducted included:

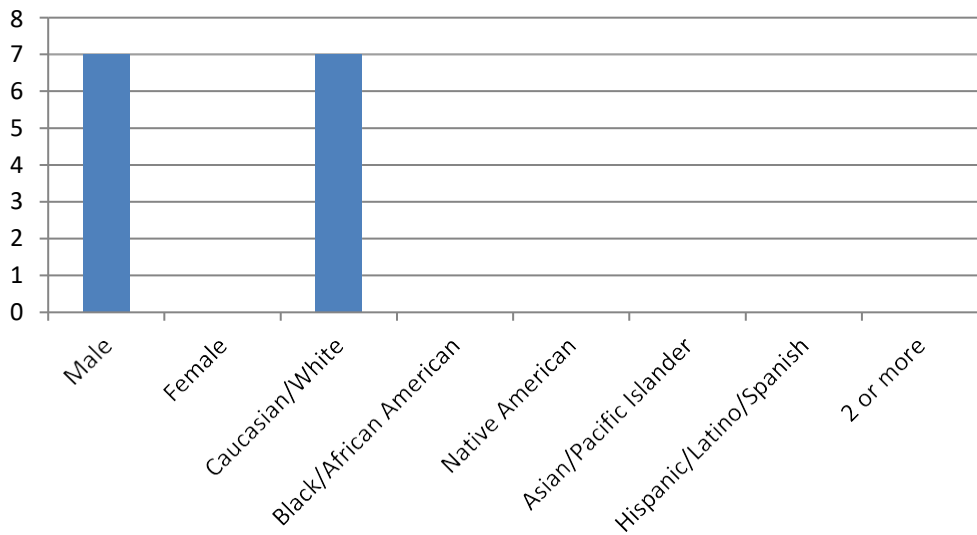
- Building Emotional Intelligence
- Coaching & Teambuilding Skills for Managers & Supervisors
- Coaching Employees with Progressive Discipline
- Excel II Training
- Forklift Training
- NHI – Fracture Critical Inspection Techniques
- PMP Training
- Resolving Costly Conflict
- Trailblazer – 8 Track to Emoji
- Trailblazer Class #1
- Trailblazer Class #3
- Visionary Leadership – Accountability without Accusation
- WorkZone Recertification Training

The following is a breakdown of all employees by gender, race, and location.

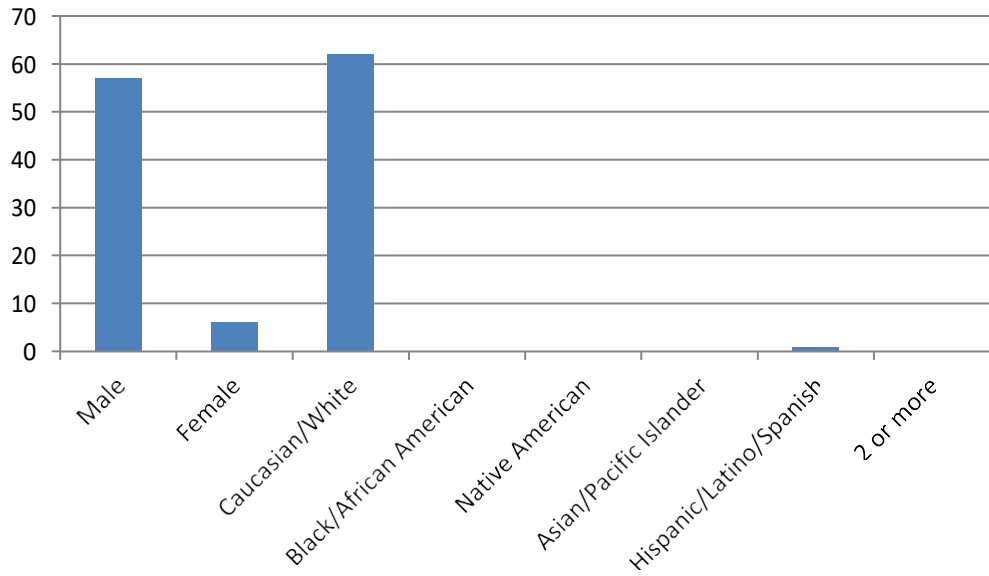
## District 1



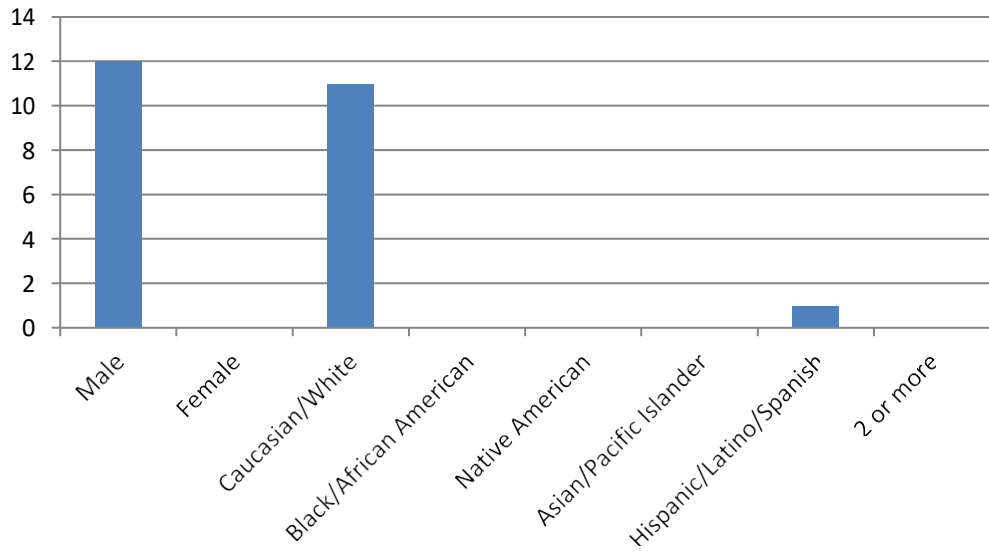
## District 2



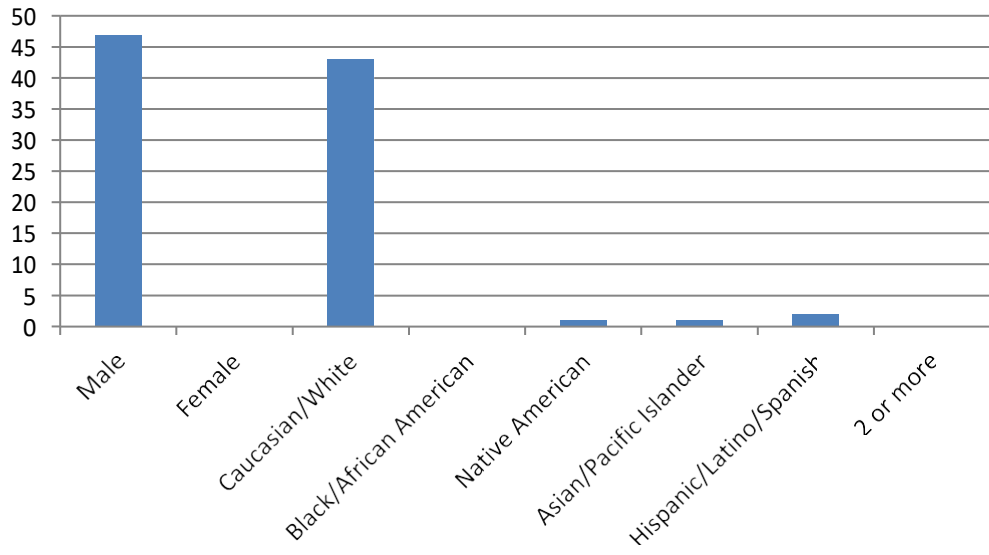
### District 3



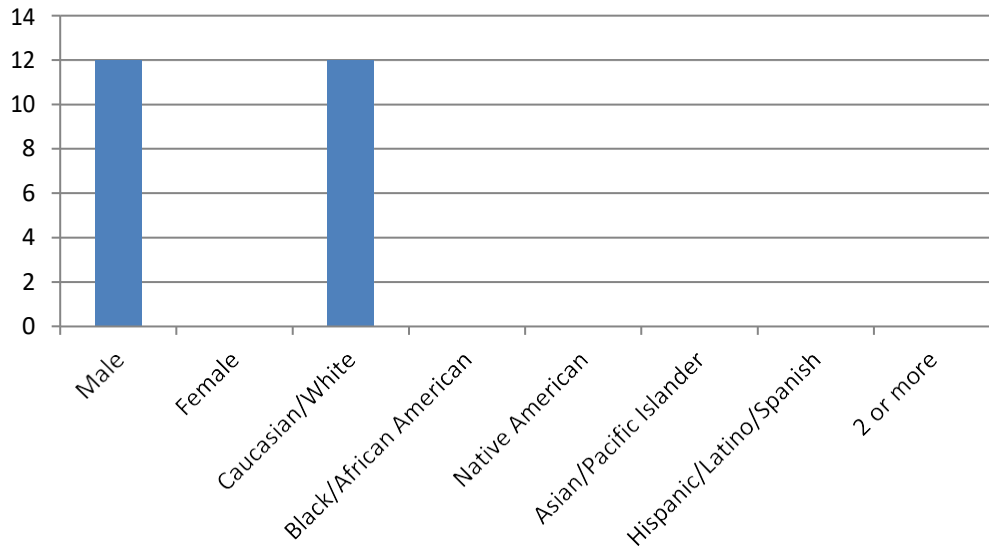
### District 4



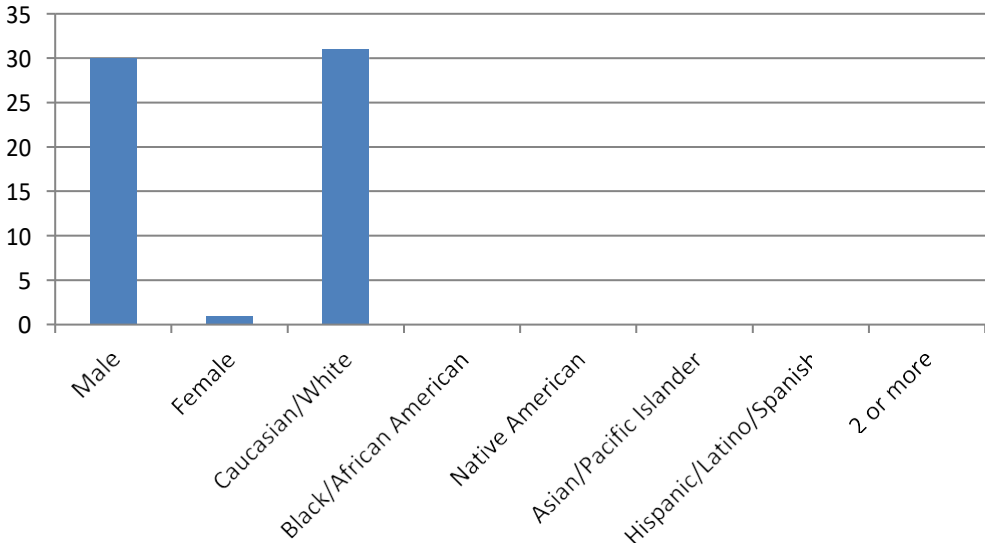
## District 5



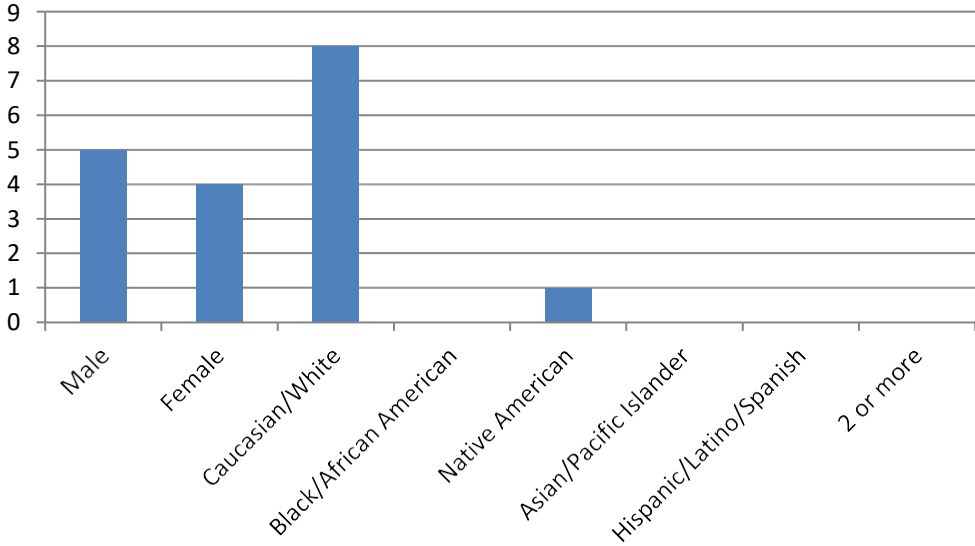
## District 6



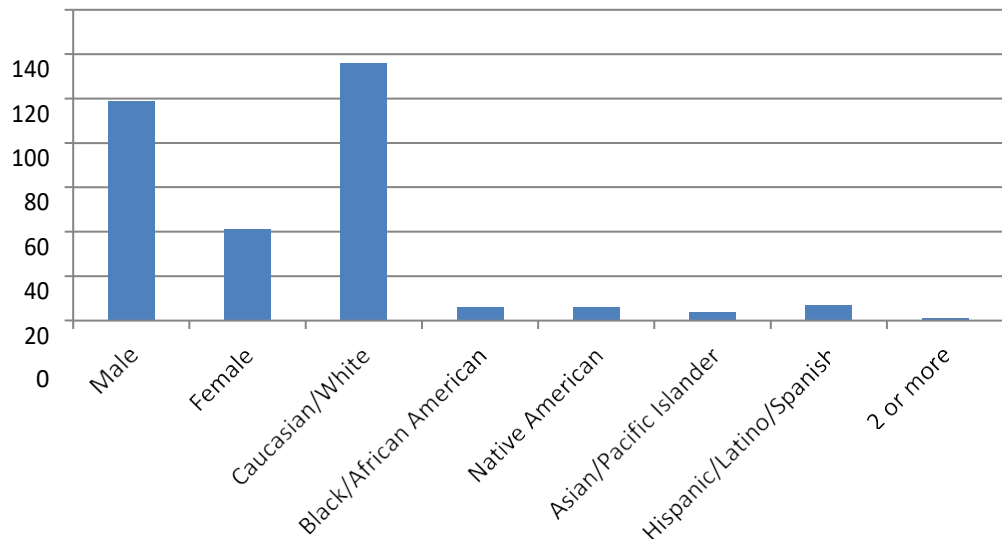
### District 7



### District 8



## Central Office



## RECRUITMENT & OUTREACH

The 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 having division tours at our facility and educating students about fields in transportation.

- ❖ Due to COVID-19, the HRD is presenting the On-Boarding activities virtually, along with providing a complete manual to include all presentations. The Civil Rights Division, Title VII Coordinator, is responsible for presentation of an employee's Title VII and ADA rights.
- ❖ Due to changes in personnel, the HRD did not do any outreach activities for State Fiscal Year 2020.



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**Evaluation of Preceding  
Year's AA/EEO Efforts**



**EVALUATION OF PRECEDING YEAR’S AA/EEO EFFORTS**

For Fiscal Year (FY) 2020, the Oklahoma Department of Transportation (ODOT) hired 264 full-time employees. In FY 2020, ODOT began the period with 2,333 employees and ended with 2,356 employees.

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

<b>EEO Group</b>	<b>Male</b>	<b>% Work Force</b>	<b>Female</b>	<b>% Work Force</b>	<b>% Total Work Force</b>
Black or African American	67	2.84%	33	1.40%	4.24%
Hispanic or Latino	86	3.66%	18	0.76%	4.42%
Asian/Native Hawaiian or Other Pacific Islander	20	0.85%	14	0.59%	1.44%
American Indian/Alaska Native	205	8.70%	39	1.66%	10.36%
Female	NA	NA	471	20.00%	20.00%
Male	1885	80.00%	NA	NA	80.00%
Total Minority	378	16.04%	104	4.42%	20.46%
White	1507	63.96%	367	15.58%	79.54%

The following summarizes the minorities and Females represented from the 310 new hires:

<b>Minority</b>	<b>Total Hired</b>
Black or African American	11
Hispanic or Latino	21
Asian/Native Hawaiian or Other Pacific Islander	6
American Indian/Alaska Native	27
Female	49
Total Minority	114

A total of 339 employees were promoted this year at ODOT as illustrated in the chart below.

<b>EEO Group</b>	<b>Promotions</b>	<b>% Total Promotions</b>
Black or African American	19	5.60%
Hispanic or Latino	12	3.54%
Asian/Native Hawaiian or Other Pacific Islander	7	2.06%
American Indian/Alaska Native	29	8.55%
Female	59	17.40%
Male	280	82.60%
Total Minority	126	37.17%
White	272	80.24%

A further analysis of the 339 employees promoted reflect the number of promotions in each EEO Group reflected as a percentage of the total ODOT workforce as shown in the chart below.

<b>EEO Group</b>	<b>% of ODOT Work Force</b>
Black or African American	0.81%
Hispanic or Latino	0.51%
Asian/Native Hawaiian or Other Pacific Islander	0.30%
American Indian/Alaska Native	1.23%
Female	2.50%
Male	11.88%
Total Minority	5.35%
White	11.54%

## **ODOT Civil Rights Accomplishment and Activities**

The Oklahoma Department of Transportation (ODOT) has achieved the following in FY 2020:

- ❖ The Civil Rights Division (CRD) participated in Human Resources Division's (HRD) employee monthly On-Boarding program by informing new employees about the function of the Civil Rights Division. Due to COVID-19 the HRD On-Boarding activities are now being held virtually.
- ❖ A video of the Title VII/Sexual Harassment training is available to any district or division upon request for new employees to view. All EEO Counselors were notified that this video was available.
- ❖ The Title VII Coordinator wrote 4 newsletters during State Fiscal Year 2020 titled:
  - Title VII of the Civil Rights Act of 1964: What Did it change?
  - Gossip Can Become Harassment
  - What is the EEOC?
  - COVID-19 and Title VII

These articles were written to provide insight and clarification regarding Title VII and Sexual Harassment topics. The goal of these articles is to provide further information to ODOT employees and keep Title VII and Sexual Harassment "on their radar" between times that agency training is occurring. These articles are for informational purposes only.

- ❖ The Title VII Coordinator wrote 12 monthly articles during State Fiscal Year 2020. The articles were written to provide insight into various protected classes and heritage celebrations. These articles are for informational purposes only.
- ❖ The Title VII Coordinator has updated the list of EEO Counselors and is continually ensuring the contact information is updated.

## ODOT Civil Rights Goals for the Next Fiscal Year

The ODOT has the following goals for FY 2021:

- ❖ The Title VII Coordinator will continue to participate in the HRD On-Boarding Program. Due to COVID-19 it is being held virtually.
- ❖ The Human Resources Division (HRD) has improved significantly in collecting demographic data on sign-in sheets for various training. The Title VII Coordinator will work with HRD to improve the collection of demographic data for all training events.
- ❖ The Title VII Coordinator will continue to write articles at least quarterly to be published on Employee News that provide insight and clarification regarding Title VII and Sexual Harassment topics. The goal of these articles is to provide further information to ODOT employees and keep Title VII and Sexual Harassment “on their radar” between times that agency training is occurring. These articles are for informational purposes only.
- ❖ The Title VII Coordinator will continue to write monthly diversity articles to celebrate special heritage months and discuss diversity and inclusion topics for months that don’t have a special heritage to celebrate. These articles are for informational purposes only.
- ❖ The Title VII Coordinator will continue to update the list of EEO Counselors and ensure that any new EEO Counselors have the necessary training to fulfill their duties.
- ❖ The Title VII Coordinator will work with field districts and central office divisions regarding the EEO categories in which we are lacking to help them understand what the disparities are and help with ideas for recruitment, such as targeting organizations that represent minorities and women.



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**Identification and Analysis of  
Problem Areas:  
Corrective Action**

## IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS; CORRECTIVE ACTION

For FY 2020, the Civil Rights Division identified underutilization/problem areas in several EEO categories by comparing data statewide and by each district 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).

The Title VII Coordinator published a quarterly newsletter to keep ODOT's employees and managers updated on various Title VII topics, and a monthly diversity article is being written to apprise the Oklahoma Department of Transportation (ODOT) employees about different cultures. The Title VII Coordinator will focus on meeting with each field district and central office division to educate supervisors and individuals involved in the hiring process on our areas of underutilization. The Civil Rights Division set goals for addressing these areas as follows:

### CORRECTIVE ACTION

In order to remedy the problem of underutilization in these areas, the ODOT has established goals in the following areas for FY 2021:

**Statewide** the goal is to hire in areas where employee opportunities show a disparity as follows:

- *Official Administrator*: 3 Black females, 2 Hispanic females, 1 American Indian/Alaska Native female, and 20 total females
- *Professional*: 5 Hispanic females, 5 American Indian/Alaska Native females and 210 total females

In **District 1** the goal is to hire in areas where employee opportunities show a disparity as follows:

- *Admin. Support*: 2 American Indian/Alaska Native females
- *Service Maintenance*: 4 Hispanic females, 27 American Indian/Alaska Native females, and 66 total females
- *Skilled Craft*: 1 American Indian/Alaska Native male
- *Technicians*: 6 American Indian/Alaska Native females, and 14 total females

In **District 2** the goal is to hire in areas where employee opportunities show a disparity as follows:

- *Service Maintenance*: 14 Black females, 1 Hispanic female, 13 American Indian/Alaska Native females, and 79 total females
- *Skilled Craft*: 1 total female
- *Technicians*: 5 American Indian/Alaska Native females, and 17 total females

In **District 3** the goal is to hire in areas where employee opportunities show a disparity as follows:

- *Service Maintenance*: 2 Black male, 1 Asian male, 2 Black females, 2 Hispanic females, 2 Asian females, 2 American Indian/Alaska Native females, and 63 total females
- *Technicians*: 1 Black female, 1 American Indian/Alaska Native, and 12 total females

In **District 4** the goal is to hire in areas where employee opportunities show a disparity as follows:

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

In **District 5** the goal is to hire in areas where employee opportunities show a disparity as follows:

- *Service Maintenance*: 1 Hispanic male, 6 Hispanic females, 1 American Indian/Alaska Native female, and 76 total females
- *Technicians*: 1 Hispanic female, and 9 total females

In **District 6** the goal is to hire in areas where employee opportunities show a disparity as follows:

- *Service Maintenance*: 3 Hispanic females, 1 Asian female, and 43 total females
- *Technicians*: 20 total females

In **District 7** the goal is to hire in areas where employee opportunities show a disparity as follows:

- *Service Maintenance*: 2 American Indian/Alaska Native males, 8 Hispanic females, and 17 American Indian/Alaska Native females, and 58 total females
- *Technicians*: 2 Hispanic males, 2 Black females, and 21 total females

In **District 8** the goal is to hire in areas where employee opportunities show a disparity as follows:

- *Service Maintenance*: 1 Black male, 1 Hispanic male, 1 Hispanic female, 11 American Indian/Alaska Native females, and 67 total females
- *Technicians*: 1 American Indian/Alaska Native females, and 17 total females

In the **Central Office** the goal is to hire in areas where employee opportunities show a disparity as follows:

- *Admin. Support*: 1 Black male
- *Service Maintenance*: 1 Black female, and 4 total females
- *Skilled Craft*: 2 Hispanic males
- *Technicians*: 16 Black females, 2 Hispanic females, 4 Asian females, 1 American Indian/Alaska Native female, and 75 total females

All District Engineers, Division Managers/Division Engineers will be notified, by email, of the disparities in their respective districts/divisions. The Title VII Coordinator will follow-up with them during the year.

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

Underutilization in some EEO categories is identified as a problem area for the ODOT. We are in the process of addressing these issues to ensure compliance. The 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:

- Provide each ODOT field district and central office division with parity reports by district/division and identifying which EEO Job Groups are underutilized, so as vacancies occur in their respective districts/divisions, they can focus outreach efforts to the population(s) represented in their district/division;
- Continue to work with ODOT's Human Resources Division on-boarding program to help assimilate new employees into the ODOT's culture;
- Conduct new Title VII/Sexual Harassment training for all ODOT employees every three years. The next round will begin in October of 2021.
- The Sexual Harassment Policy sent to all employees to confirm that it has been received and read.
- The ODOT will take appropriate measures and discipline as ordered by the Executive Director when Title VII discrimination, including Sexual Harassment is proven.

The Title VII Coordinator will follow up with District Engineers, Division Managers/Division Engineers to discuss the underutilization in certain EEO categories, and what recruitment efforts are being implemented to address those areas.

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

The Executive 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 Executive Director's official memorandum on Equal Employment Opportunity and Affirmative Action which is included in this AAP.





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# **Statistical Information**



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**Three-Year Evaluation of  
Previous EEO Efforts**

Evaluation of Previous EEO Efforts  
(New Hires: As of June 30, 2020)

		Total New Hires	White	Black	Hispanic	AS/PI	AI/AN	Total Min	Male	Female
Summary										
New Hires FY 2018	Number	309	236	13	23	5	32	73	257	52
New Hires FY 2019	Number	310	243	13	18	3	33	67	260	50
New Hires FY 2020	Number	264	199	11	21	6	27	114	215	49
Total Number for Three Year Period	Number	883	678	37	62	14	92	254	732	151
Total Percent for Three Year Period	Percent		76.78%	4.19%	7.02%	1.59%	10.42%	28.77%	82.90%	17.10%
Total Percent for Current Year	Percent		75.38%	4.17%	7.95%	2.27%	10.23%	43.18%	81.44%	18.56%

**AS/PI = Asian/Pacific Islander**

**AI/AN = American Indian/Alaska Native**



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# **Job Group Analysis**

## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2020

EEO Category: Administrative Support

Salary or Pay Band	Job Family Title	Job Code	TOTAL EMP	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE	TOTAL MIN
				WHITE	BLACK	HISP	AS/PI	AI/AN		WHITE	BLACK	HISP	AS/PI	AI/AN		
10	Admin Assistant to the Director	4792	1	0	0	0	0	0	0	1	0	0	0	0	1	1
H	Administrative Assistant	E17A	8	1	0	0	0	0	1	6	0	1	0	0	7	7
I	Administrative Assistant	E17B	117	9	0	0	0	1	10	88	2	5	1	11	107	108
F	Administrative Technician	E16C	2	0	0	0	0	0	0	1	0	0	0	1	2	2
00	Exec. Assist. to the Commission	5781	1	0	0	0	0	0	0	1	0	0	0	0	1	1
09	Executive Assistant	5789	3	0	0	0	0	0	0	2	0	0	0	1	3	3
G	Legal Secretary	E25A	1	0	0	0	0	0	0	0	1	0	0	0	1	1
H	Legal Secretary	E25B	1	0	0	0	0	0	0	1	0	0	0	0	1	1
J	Legal Secretary	E25D	1	0	0	0	0	0	0	1	0	0	0	0	1	1
E	Material Management Spec.	F20B	4	0	0	1	0	1	2	2	0	0	0	0	2	4
H	Secretary	E24C	1	0	0	0	0	0	0	1	0	0	0	0	1	1

## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2020

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		
O	Admin. Programs Officer	E12D	30	10	0	1	1	0	12	17	0	0	0	1	18	20
20	Assist. Dir., Operations	7653	1	1	0	0	0	0	1	0	0	0	0	0	0	0
20	Assist. Dir., Pre-Construction	6487	1	1	0	0	0	0	1	0	0	0	0	0	0	0
21	Chief Engineer (DOT)	5696	1	1	0	0	0	0	1	0	0	0	0	0	0	0
21	Deputy Director	4812	1	0	0	0	0	0	0	1	0	0	0	0	1	1
14	Deputy General Counsel, CRD	6161	1	0	0	0	0	0	0	1	0	0	0	0	1	1
16	Dir. Of Internal Audit (CPA)	9292	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
14	Director, Legal Services	6161	1	0	0	0	0	0	0	1	0	0	0	0	1	1
16	District Engineer	7657	8	7	0	0	0	1	8	0	0	0	0	0	0	0
E9	Engineering Manager	S12A	1	1	0	0	0	0	1	0	0	0	0	0	0	0
E10	Engineering Manager	S12B	54	33	3	2	1	3	42	10	0	0	0	2	12	21
E11	Engineering Manager	S12C	25	20	1	3	0	0	24	1	0	0	0	0	1	5
E12	Engineering Manager	S12D	11	7	1	1	0	0	9	1	0	0	1	0	2	4
O	Financial Manager/Comptroller	D33C	2	0	1	0	0	0	1	1	0	0	0	0	1	2
Q	Financial Manager/Comptroller	D33D	1	0	0	0	0	0	0	1	0	0	0	0	1	1
Q	HR Program Director	C33B	1	1	0	0	0	0	1	0	0	0	0	0	0	0
O	HR Programs Manager	C32C	3	2	0	0	0	0	2	1	0	0	0	0	1	1
P	Land Surveyor Manager	S17B	1	1	0	0	0	0	1	0	0	0	0	0	0	0
Q	Land Surveyor Manager	S17C	1	1	0	0	0	0	1	0	0	0	0	0	0	0
14	Tort Litigation Administrator	6165	1	1	0	0	0	0	1	0	0	0	0	0	0	0
00	Transportation Coordinator	8172	7	3	0	0	0	0	3	3	0	0	1	0	4	4
O	Transportation Manager	T23C	7	6	0	0	0	0	6	1	0	0	0	0	1	1
P	Transportation Manager	T23D	3	2	0	0	0	0	2	0	1	0	0	0	1	1

## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2020

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
I	Accountant	D14A	8	2	1	1	0	0	4	1	1	0	2	0	4	6
J	Accountant	D14B	6	0	1	0	0	0	1	4	0	0	1	0	5	6
K	Accountant	D14C	20	2	2	0	0	0	4	12	3	0	0	1	16	18
L	Accountant	D14D	9	4	0	0	0	0	4	3	1	0	1	0	5	5
00	Administrative Coordinator	4758	4	2	0	0	0	0	2	2	0	0	0	0	2	2
J	Admin. Programs Officer	E12A	16	1	0	1	0	0	2	10	3	1	0	0	14	15
L	Admin. Programs Officer	E12B	17	0	0	0	0	0	0	13	1	1	0	2	17	17
M	Admin. Programs Officer	E12C	17	4	0	0	0	0	4	8	3	1	0	1	13	13
16	Attorney	9145	2	1	0	0	0	1	2	0	0	0	0	0	0	1
12	Attorney III	1615	1	1	0	0	0	0	0	0	0	0	0	0	0	0
14	Attorney IV	1616	4	1	1	0	0	0	2	2	0	0	0	0	2	3
K	Auditor	D12C	7	3	1	0	0	2	6	1	0	0	0	0	1	4
12	CPA	9327	1	0	0	0	0	0	1	0	0	0	0	0	0	0
N	Civil Rights Administrator	C10B	1	0	0	0	0	0	0	1	0	0	0	0	1	1
N	Cont. & Acq. Administrator	F15A	1	0	0	0	0	0	0	1	0	0	0	0	1	1
H	Cont. & Acq. Agent	F14A	1	0	0	0	0	0	0	1	0	0	0	0	1	1
I	Cont. & Acq. Agent	F14B	9	0	0	0	0	0	0	5	1	0	2	1	9	9
J	Cont. & Acq. Agent	F14C	3	0	0	0	0	0	0	2	1	0	0	0	3	3
07	Co-op Engineer Trainee III	6168	15	8	0	0	0	0	8	6	0	0	1	0	7	7
09	Co-op Engineer Trainee XII	6164	40	21	2	7	1	1	32	4	2	1	1	0	8	19
O	Division Manager	E10A	5	1	0	0	0	1	2	2	1	0	0	0	3	4
P	Division Manager	E10B	3	2	0	0	0	0	2	0	0	0	0	1	1	1
E1	Engineer Intern	S10A	2	1	0	0	0	0	1	1	0	0	0	0	1	1

## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2020

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
E2	Engineer Intern	S10B	4	2	0	0	0	0	2	2	0	0	0	0	2	2
E3	Engineer Intern	S10C	14	6	0	2	0	0	8	5	0	0	0	1	6	8
E4	Engineer Intern	S10D	9	2	2	1	0	1	6	2	0	0	1	0	3	7
E5	Engineer Intern	S10E	5	3	1	0	0	0	4	0	1	0	0	0	1	2
K	Environ./Chem. Lab Scientist	R10B	2	2	0	0	0	0	2	0	0	0	0	0	0	0
L	Environ./Chem. Lab Scientist	R10C	1	1	0	0	0	0	1	0	0	0	0	0	0	0
M	Environ./Chem. Lab Scientist	R10D	1	0	0	0	0	0	0	1	0	0	0	0	1	1
N	Environ. Programs Manager	R25A	9	4	0	1	0	0	5	3	1	0	0	0	4	5
O	Environ. Programs Manager	R25B	2	1	0	0	0	0	1	1	0	0	0	0	1	1
I	Environ. Programs Specialist	R20A	1	1	0	0	0	0	1	0	0	0	0	0	0	0
J	Environ. Programs Specialist	R20B	3	1	0	0	0	0	1	2	0	0	0	0	2	2
K	Environ. Programs Specialist	R20C	1	1	0	0	0	0	1	0	0	0	0	0	0	0
20	General Counsel	1347	1	1	0	0	0	0	1	0	0	0	0	0	0	0
M	GIS Manager	B26A	2	2	0	0	0	0	2	0	0	0	0	0	0	0
N	GIS Manager	B26B	1	1	0	0	0	0	1	0	0	0	0	0	0	0
O	GIS Manager	B26C	1	1	0	0	0	0	1	0	0	0	0	0	0	0
I	GIS Specialist	B25A	3	2	0	0	0	0	2	1	0	0	0	0	1	1
J	GIS Specialist	B25B	4	4	0	0	0	0	4	0	0	0	0	0	0	0
J	Human Resources Mgmt. Spec.	C31B	6	0	0	0	0	0	0	5	1	0	0	0	6	6
K	Human Resources Mgmt. Spec.	C31C	2	0	0	0	0	0	0	1	1	0	0	0	2	2
L	Human Resources Mgmt. Spec.	C31D	4	0	0	0	0	0	0	4	0	0	0	0	4	4
N	Human Resources Prog. Mgr.	C32B	2	0	0	0	0	0	0	1	1	0	0	0	2	2
O	Land Surveyor Manager	S17A	3	2	0	0	0	1	3	0	0	0	0	0	0	1
I	Material Management Officer	F21B	8	3	0	0	0	0	3	3	0	0	0	2	5	5
E6	Professional Engineer	S11A	6	3	1	0	0	0	4	0	1	0	1	0	2	3
E7	Professional Engineer	S11B	15	7	1	0	2	1	11	2	2	0	0	0	4	8
E8	Professional Engineer	S11C	10	7	0	0	1	0	8	2	0	0	0	0	2	3
N	Professional Land Surveyor	S16B	7	6	0	0	0	1	7	0	0	0	0	0	0	1



## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2020

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
00/14	Project Manager	0765	8	6	0	0	0	1	7	1	0	0	0	0	1	2
M	Public Information Manager	E45B	3	0	0	0	0	0	0	3	0	0	0	0	3	3
I	Public Information Officer	E44A	3	2	0	0	0	0	2	1	0	0	0	0	1	1
K	Public Information Officer	E44C	1	1	0	0	0	0	1	0	0	0	0	0	0	0
I	Safety Consultant	J31A	1	1	0	0	0	0	1	0	0	0	0	0	0	0
L	Safety Consultant	J31D	1	1	0	0	0	0	1	0	0	0	0	0	0	0
M	Safety Manager	J30A	6	4	0	0	0	0	4	2	0	0	0	0	2	2
N	Safety Manager II	J30B	1	1	0	0	0	0	1	0	0	0	0	0	0	0
M	Transportation Manager	T23A	53	37	0	2	0	4	43	8	1	0	0	1	10	16
N	Transportation Manager	T23B	59	40	2	3	0	4	49	6	0	0	0	4	10	19
J	Transportation Specialist	T22D	164	118	5	6	2	21	152	9	0	1	0	2	12	46
K	Transportation Specialist	T22E	119	81	5	3	1	8	98	17	0	2	0	2	21	38
J	Video Production Specialist	C42B	2	1	0	0	0	0	1	1	0	0	0	0	1	1
K	Video Production Specialist	C42C	1	1	0	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, 2020

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		
K	Const./Maint. Administrator	F45A	1	1	0	0	0	0	1	0	0	0	0	0	0	0
E	Highway Sign Technician	T27A	1	1	0	0	0	0	1	0	0	0	0	0	0	0
F	Highway Sign Technician	T27B	2	0	1	0	1	0	2	0	0	0	0	0	0	2
G	Highway Sign Technician	T27C	2	2	0	0	0	0	2	0	0	0	0	0	0	0
E	Transportation Equip. Operator	T25A	70	56	1	1	0	11	69	0	0	1	0	0	1	14
F	Transportation Equip. Operator	T25B	145	115	2	1	0	24	142	3	0	0	0	0	3	30
G	Transportation Equip. Operator	T25C	394	294	10	20	2	59	385	8	0	0	0	1	9	100
H	Transportation Equip. Operator	T25D	98	76	2	5	0	13	96	2	0	0	0	0	2	21
J	Transportation Superintendent	T26A	96	80	2	3	0	10	95	1	0	0	0	0	1	16

## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2020

EEO Category: Skilled Craft Workers

Salary or Pay Band	Job Family Title	Job Code	TOTAL EMP	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE	TOTAL MIN
				WHITE	BLACK	HISP	AS/PI	AI/AN		WHITE	BLACK	HISP	AS/PI	AI/AN		
F	Const./Maint. Technician	F41A	3	2	0	0	0	1	3	0	0	0	0	0	0	1
G	Const./Maint. Technician	F41B	6	4	0	1	0	0	5	1	0	0	0	0	1	2
G	Fleet Specialist	F47B	5	2	1	1	0	1	5	0	0	0	0	0	0	3
H	Fleet Specialist	F47C	32	26	0	1	2	3	32	0	0	0	0	0	0	6
I	Fleet Specialist	F47D	9	9	0	0	0	0	9	0	0	0	0	0	0	0
K	Fleet Specialist	F47E	9	8	0	0	0	1	9	0	0	0	0	0	0	1
K	GIS Specialist	B25C	4	1	0	0	1	0	2	2	0	0	0	0	2	3
H	Offset Press Operator	E34C	1	1	0	0	0	0	1	0	0	0	0	0	0	0
F	Welder	F48A	1	1	0	0	0	0	1	0	0	0	0	0	0	0
G	Welder	F48B	1	1	0	0	0	0	1	0	0	0	0	0	0	0
I	Welder	F48C	8	8	0	0	0	0	8	0	0	0	0	0	0	0

## Job Group Analysis

Agency Name and Code: Oklahoma Department of Transportation 345

Date: As of June 30, 2020

EEO Category: Technicians

Salary or Pay Band	Job Family Title	Job Code	TOTAL EMP	MALE					TOTAL MALE	FEMALE					TOTAL FEMALE	TOTAL MIN
				WHITE	BLACK	HISP	AS/PI	AI/AN		WHITE	BLACK	HISP	AS/PI	AI/AN		
F	CADD Specialist	T10A	10	5	1	0	1	0	7	1	2	0	0	0	3	5
G	CADD Specialist	T10B	19	11	1	1	0	1	14	3	0	2	0	0	5	8
I	CADD Specialist	T10C	12	6	1	1	0	1	9	3	0	0	0	0	3	6
J	CADD Specialist	T10D	18	9	1	0	2	4	16	1	0	0	0	1	2	9
K	CADD Specialist	T10E	28	22	1	2	0	0	25	3	0	0	0	0	3	6
M	CADD Specialist	T10F	21	14	1	1	1	1	18	2	0	0	0	1	3	7
H	Const./Maint. Technician	F41C	2	1	0	1	0	0	2	0	0	0	0	0	0	1
I	Graphic Artist	E43B	2	1	0	0	0	0	1	1	0	0	0	0	1	1
K	Info Sys. Operating Sys. Spec.	B30A	1	1	0	0	0	0	1	0	0	0	0	0	0	0
M	Info Sys. Operating Sys. Spec.	B30C	1	1	0	0	0	0	1	0	0	0	0	0	0	0
I	Photogrammetrist	T60A	1	1	0	0	0	0	1	0	0	0	0	0	0	0
K	Photogrammetrist	T60C	2	0	0	0	0	0	0	1	0	0	1	0	2	2
L	Photogrammetrist	T60D	1	1	0	0	0	0	1	0	0	0	0	0	0	0
I	Photographer	E50B	1	1	0	0	0	0	1	0	0	0	0	0	0	0
F	Transportation Specialist	T22A	43	27	0	2	0	5	34	6	0	1	0	2	9	16
G	Transportation Specialist	T22B	76	52	3	3	0	4	62	13	1	0	0	0	14	24
H	Transportation Specialist	T22C	44	31	3	0	1	2	37	6	0	1	0	0	7	13
L	Transportation Specialist	T22F	30	22	0	3	0	1	26	4	0	0	0	0	4	8
K	Transportation Superintendent	T26B	103	84	4	4	0	10	102	1	0	0	0	0	1	19



**OKLAHOMA**  
Transportation

# **Parity Report by District**



**OKLAHOMA**  
Transportation

**District 1**

FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 1

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Admin Support	13	1	0	0	0	0	10	0	0	0	2	12
% Represented		7.69%	0.00%	0.00%	0.00%	0.00%	76.92%	0.00%	0.00%	0.00%	15.38%	92.31%
% CLF		6.20%	0.00%	0.00%	0.00%	5.10%	37.90%	0.00%	0.00%	0.00%	35.40%	84.10%
Parity Reached		YES	N/A	N/A	N/A	YES	YES	N/A	N/A	N/A	NO	YES
Individuals Needed											2	
Service Maintenance	109	69	2	3	1	33	1	0	0	0	0	1
% Represented		63.30%	1.83%	2.75%	0.92%	30.28%	0.92%	0.00%	0.00%	0.00%	0.00%	0.92%
% CLF		42.20%	0.00%	0.00%	0.00%	16.90%	2.70%	0.00%	4.00%	0.30%	24.60%	62.10%
Parity Reached		YES	YES	YES	YES	YES	NO	N/A	NO	YES	NO	NO
Individuals Needed							2		4		27	66
Skilled Craft Workers	8	7	0	0	0	1	0	0	0	0	0	0
% Represented		87.50%	0.00%	0.00%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		42.20%	0.00%	0.40%	0.00%	30.50%	2.70%	0.00%	0.00%	0.00%	5.80%	8.50%
Parity Reached		YES	N/A	YES	N/A	NO	YES	N/A	N/A	N/A	YES	YES
Individuals Needed						1						

FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 1 (continued)

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technician	24	14	0	0	0	8	2	0	0	0	0	2
% Represented		58.33%	0.00%	0.00%	0.00%	33.33%	8.33%	0.00%	0.00%	0.00%	0.00%	8.33%
% CLF		16.70%	0.00%	0.00%	0.00%	15.20%	34.80%	0.00%	0.00%	1.20%	24.20%	69.70%
Parity Reached		YES	N/A	N/A	N/A	YES	NO	N/A	N/A	YES	NO	NO
Individuals Needed							6				6	14

*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 district. 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.*





**OKLAHOMA**  
Transportation

## **District 2**

FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 2

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Admin Support	12	0	0	0	0	0	9	0	0	0	3	12
% Represented		0.00%	0.00%	0.00%	0.00%	0.00%	75.00%	0.00%	0.00%	0.00%	25.00%	100%
% CLF		19.50%	0.00%	0.00%	0.00%	0.50%	75.20%	0.00%	0.00%	0.00%	4.70%	80.50%
Parity Reached		NO	N/A	N/A	N/A	YES	YES	N/A	N/A	N/A	YES	YES
Individuals Needed		2										
Service Maintenance	101	80	2	0	0	18	1	0	0	0	0	1
% Represented		79.21%	1.98%	0.00%	0.00%	17.82%	0.99%	0.00%	0.00%	0.00%	0.00%	0.99%
% CLF		15.10%	0.40%	0.00%	0.40%	1.70%	39.10%	14.00%	1.10%	0.00%	13.40%	79.90%
Parity Reached		YES	YES	N/A	YES	YES	NO	NO	NO	N/A	NO	NO
Individuals Needed							38	14	1		13	79
Skilled Craft Workers	11	8	0	0	0	3	0	0	0	0	0	0
% Represented		72.73%	0.00%	0.00%	0.00%	27.27%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		80.60%	2.30%	3.90%	0.00%	3.90%	7.80%	0.00%	0.00%	0.00%	0.00%	7.80%
Parity Reached		NO	YES	YES	N/A	YES	NO	N/A	N/A	N/A	N/A	NO
Individuals Needed		1					1					1

FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 2 (continued)

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technician	21	16	1	1	0	2	1	0	0	0	0	1
% Represented		76.19%	4.76%	4.76%	0.00%	9.52%	4.76%	0.00%	0.00%	0.00%	0.00%	4.76%
% CLF		11.40%	0.00%	0.00%	0.00%	0.00%	62.90%	0.00%	0.00%	0.00%	25.70%	88.60%
Parity Reached		YES	YES	YES	N/A	YES	NO	N/A	N/A	N/A	NO	NO
Individuals Needed							12				5	17

*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 district. 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.*



**OKLAHOMA**  
Transportation

**District 3**

FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 3

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Admin Support	18	1	0	1	0	0	14	0	1	0	1	16
% Represented		5.56%	0.00%	5.56%	0.00%	0.00%	77.78%	0.00%	5.56%	0.00%	5.56%	88.89%
% CLF		23.00%	1.60%	1.00%	0.50%	0.80%	59.90%	2.20%	3.40%	0.80%	2.60%	71.90%
Parity Reached		NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Individuals Needed		3										
Service Maintenance	107	89	1	3	0	13	1	0	0	0	0	1
% Represented		83.18%	0.93%	2.80%	0.00%	12.15%	0.93%	0.00%	0.00%	0.00%	0.00%	0.93%
% CLF		29.70%	2.80%	2.10%	1.40%	2.80%	47.10%	2.40%	2.60%	2.40%	2.20%	59.90%
Parity Reached		YES	NO	YES	NO	YES	NO	NO	NO	NO	NO	NO
Individuals Needed			2		1		49	2	2	2	2	63
Skilled Craft Workers	10	8	0	1	0	1	0	0	0	0	0	0
% Represented		80.00%	0.00%	10.00%	0.00%	10.00%	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%	4.30%
Parity Reached		YES	YES	YES	YES	YES	YES	YES	N/A	YES	YES	YES
Individuals Needed												

FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 3 (continued)

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technician	30	23	1	0	0	2	4	0	0	0	0	4
% Represented		76.67%	3.33%	0.00%	0.00%	6.66%	13.33%	0.00%	0.00%	0.00%	0.00%	13.33%
% CLF		39.60%	1.10%	0.80%	2.30%	1.80%	43.40%	2.90%	1.50%	1.60%	2.80%	53.10%
Parity Reached		YES	YES	YES	YES	YES	NO	NO	YES	YES	NO	NO
Individuals Needed							9	1			1	12

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 district. 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.



**OKLAHOMA**  
Transportation

**District 4**

FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 4

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Admin Support	10	0	0	0	0	0	10	0	0	0	0	10
% Represented		0.00%	0.00%	0.00%	0.00%	0.00%	100%	0.00%	0.00%	0.00%	0.00%	100%
% CLF		23.00%	1.60%	0.80%	0.10%	0.50%	59.90%	2.20%	3.50%	0.60%	2.70%	80.20%
Parity Reached		NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Individuals Needed		2										
Service Maintenance	88	70	7	5	0	3	3	0	0	0	0	3
% Represented		79.55%	7.95%	5.68%	0.00%	3.41%	3.41%	0.00%	0.00%	0.00%	0.00%	3.41%
% CLF		39.10%	1.00%	1.20%	0.10%	2.00%	45.10%	1.70%	2.70%	2.10%	2.80%	55.40%
Parity Reached		YES	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO
Individuals Needed						2	36	1	2	2	2	45
Skilled Craft Workers	8	7	0	0	1	0	0	0	0	0	0	0
% Represented		87.50%	0.00%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		81.60%	0.30%	5.20%	2.80%	3.60%	2.70%	0.50%	0.00%	0.20%	0.60%	3.90%
Parity Reached		YES	YES	YES	YES	YES	YES	YES	N/A	YES	YES	YES
Individuals Needed												



FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 4 (continued)

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technician	45	33	2	4	0	0	5	0	1	0	0	6
% Represented		73.33%	4.44%	8.88%	0.00%	0.00%	11.11%	0.00%	2.22%	0.00%	0.00%	13.33%
% CLF		39.90%	0.20%	0.20%	1.70%	1.90%	48.20%	1.90%	3.00%	1.90%	1.10%	56.20%
Parity Reached		YES	YES	YES	YES	NO	NO	NO	YES	NO	YES	NO
Individuals Needed						1	16	1		1		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 district. 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.*



**OKLAHOMA**  
Transportation

**District 5**

FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 5

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Admin Support	19	0	0	0	0	1	18	0	0	0	0	18
% Represented		0.00%	0.00%	0.00%	0.00%	5.26%	94.74%	0.00%	0.00%	0.00%	0.00%	94.74%
% CLF		17.30%	0.00%	0.00%	0.40%	0.00%	76.50%	1.80%	0.00%	0.00%	0.00%	82.30%
Parity Reached		NO	N/A	N/A	YES	YES	YES	YES	N/A	N/A	N/A	YES
Individuals Needed		3										
Service Maintenance	112	96	1	8	0	7	0	0	0	0	0	0
% Represented		85.71%	0.89%	7.14%	0.00%	6.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		23.00%	0.60%	8.50%	0.00%	0.00%	58.80%	0.00%	6.00%	0.00%	1.60%	67.90%
Parity Reached		YES	YES	NO	N/A	YES	NO	N/A	NO	N/A	NO	NO
Individuals Needed				1			66		6		1	76
Skilled Craft Workers	8	7	0	0	0	0	1	0	0	0	0	1
% Represented		87.50%	0.00%	0.00%	0.00%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	12.50%
% CLF		91.50%	0.00%	3.10%	0.00%	2.80%	2.00%	0.00%	0.00%	0.00%	0.00%	2.00%
Parity Reached		YES	N/A	YES	N/A	YES	YES	N/A	N/A	N/A	N/A	YES
Individuals Needed												

FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 5 (continued)

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technician	19	16	0	3	0	0	0	0	0	0	0	0
% Represented		84.21%	0.00%	15.79%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		52.90%	0.00%	0.00%	0.00%	0.00%	41.20%	0.00%	5.90%	0.00%	0.00%	47.10%
Parity Reached		YES	N/A	YES	N/A	N/A	NO	N/A	NO	N/A	N/A	NO
Individuals Needed							8		1			9

*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 district. 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.*



**OKLAHOMA**  
Transportation

**District 6**

FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 6

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Admin Support	10	1	0	0	0	0	9	0	0	0	0	9
% Represented		10.00%	0.00%	0.00%	0.00%	0.00%	90.00%	0.00%	0.00%	0.00%	0.00%	90.00%
% CLF		11.30%	0.00%	0.00%	0.00%	0.00%	81.70%	1.10%	5.60%	0.00%	0.00%	88.70%
Parity Reached		YES	N/A	N/A	N/A	N/A	YES	YES	YES	N/A	N/A	YES
Individuals Needed												
Service Maintenance	78	66	0	5	1	0	5	0	1	0	0	6
% Represented		84.62%	0.00%	7.58%	1.28%	0.00%	7.58%	0.00%	1.28%	0.00%	0.00%	7.69%
% CLF		36.50%	0.00%	0.00%	0.00%	0.00%	56.80%	0.00%	5.40%	1.10%	0.00%	63.50%
Parity Reached		YES	N/A	YES	YES	N/A	NO	N/A	NO	NO	N/A	NO
Individuals Needed							39		3	1		43
Skilled Craft Workers	9	7	1	1	0	0	0	0	0	0	0	0
% Represented		77.78%	11.11%	11.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		93.40%	0.00%	0.00%	0.00%	0.00%	4.90%	0.00%	0.00%	0.00%	0.00%	4.90%
Parity Reached		NO	YES	YES	N/A	N/A	YES	N/A	N/A	N/A	N/A	YES
Individuals Needed		1										

FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 6 (continued)

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technician	31	23	0	0	0	1	6	0	1	0	0	7
% Represented		74.19%	0.00%	0.00%	0.00%	3.23%	19.35%	0.00%	3.23%	0.00%	0.00%	22.58%
% CLF		10.00%	0.00%	0.00%	0.00%	0.00%	87.50%	0.00%	0.00%	0.00%	0.00%	87.50%
Parity Reached		YES	N/A	N/A	N/A	YES	NO	N/A	YES	N/A	N/A	NO
Individuals Needed							21					20

*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 district. 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.*



**OKLAHOMA**  
Transportation

**District 7**



FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 7

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Admin Support	15	1	0	0	0	1	11	0	0	0	2	13
% Represented		6.67%	0.00%	0.00%	0.00%	6.67%	73.33%	0.00%	0.00%	0.00%	13.33%	86.67%
% CLF		10.70%	0.00%	0.30%	0.00%	6.20%	58.60%	0.00%	2.00%	0.70%	15.90%	82.40%
Parity Reached		YES	N/A	YES	N/A	YES	YES	N/A	YES	YES	YES	YES
Individuals Needed												
Service Maintenance	99	76	2	4	0	13	3	0	0	0	1	4
% Represented		76.77%	2.02%	4.04%	0.00%	13.13%	3.03%	0.00%	0.00%	0.00%	1.01%	4.04%
% CLF		17.20%	2.20%	0.00%	0.40%	15.50%	31.70%	0.70%	8.30%	0.20%	18.80%	63.30%
Parity Reached		YES	YES	YES	YES	NO	NO	YES	NO	YES	NO	NO
Individuals Needed						2	28		8		17	58
Skilled Craft Workers	8	8	0	0	0	0	0	0	0	0	0	0
% Represented		100%	0.00%	0.00%	0.00%	0.00%	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%	2.70%
Parity Reached		YES	YES	YES	N/A	NO	YES	N/A	N/A	YES	YES	YES
Individuals Needed						1						

FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 7 (continued)

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technician	33	24	2	1	0	3	2	0	0	0	1	3
% Represented		72.73%	6.06%	3.03%	0.00%	9.09%	6.06%	0.00%	0.00%	0.00%	3.03%	9.09%
% CLF		14.10%	0.00%	9.40%	0.00%	0.00%	62.50%	6.30%	0.00%	0.00%	1.30%	73.40%
Parity Reached		YES	YES	NO	N/A	YES	NO	NO	N/A	N/A	YES	NO
Individuals Needed				2			18	2				21

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 district. 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.



**OKLAHOMA**  
Transportation

**District 8**

FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 8

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Admin Support	14	1	0	0	0	0	8	0	1	1	3	13
% Represented		7.14%	0.00%	0.00%	0.00%	0.00%	57.14%	0.00%	7.14%	7.14%	21.43%	92.86%
% CLF		25.10%	0.00%	0.00%	0.00%	0.40%	52.50%	0.00%	1.10%	0.00%	9.80	73.20%
Parity Reached		NO	N/A	N/A	N/A	YES	YES	N/A	YES	YES	YES	YES
Individuals Needed		2										
Service Maintenance	108	74	2	2	0	30	0	0	0	0	0	0
% Represented		68.52%	1.85%	1.85%	0.00%	27.78%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		27.40%	2.60%	2.90%	0.00%	1.30%	45.30%	0.00%	1.00%	0.30%	10.10%	62.50
Parity Reached		YES	NO	NO	N/A	YES	NO	N/A	NO	YES	NO	NO
Individuals Needed			1	1			49		1		11	67
Skilled Craft Workers	7	5	0	1	0	1	0	0	0	0	0	0
% Represented		71.42%	0.00%	14.29%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		54.90%	1.40%	2.10%	0.00%	19.40%	2.10%	0.00%	0.00%	0.00%	1.40%	6.30%
Parity Reached		YES	YES	YES	N/A	YES	YES	N/A	N/A	N/A	YES	YES
Individuals Needed												

FY 2020 Parity Report  
Civilian Labor Force (CLF) –District 8 (continued)

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALES
		WHITE	BLACK	HISP	AS/PI	AI/AN	WHITE	BLACK	HISP	AS/PI	AI/AN	
Technician	27	17	1	2	0	4	2	0	0	0	1	3
% Represented		62.96%	3.70%	7.40%	0.00%	14.81%	7.40%	0.00%	0.00%	0.00%	3.70%	11.11%
% CLF		8.10%	0.00%	0.00%	0.00%	2.20%	67.60%	0.00%	0.00%	0.00%	8.10%	75.70%
Parity Reached		YES	YES	YES	N/A	YES	NO	N/A	N/A	N/A	NO	NO
Individuals Needed							16				1	17

*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 district. 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.*



**OKLAHOMA**  
Transportation

**Central Office**

FY 2020 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>Admin Support</b>	29	5	0	0	0	0	15	3	4	0	2	24
% Represented		17.24%	0.00%	0.00%	0.00%	0.00%	51.72%	10.34%	13.79%	0.00%	6.90%	82.76%
% CLF		17.10%	4.90%	1.70%	0.70%	0.70%	49.80%	11.20%	4.70%	1.30%	2.50%	73.50%
Parity Reached		YES	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES
Individuals Needed			1									
<b>Service Maintenance</b>	7	5	1	0	1	0	0	0	0	0	0	0
% Represented		71.43%	14.29%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
% CLF		22.40%	10.00%	2.90%	1.70%	1.30%	33.40%	14.10%	4.80%	2.10%	2.10%	59.30%
Parity Reached		YES	YES	YES	YES	YES	NO	NO	YES	YES	YES	NO
Individuals Needed							2	1				4
<b>Skilled Craft Workers</b>	19	14	1	0	2	0	2	0	0	0	0	2
% Represented		73.68%	5.26%	0.00%	10.53%	0.00%	10.53%	0.00%	0.00%	0.00%	0.00%	10.53%
% CLF		66.60%	8.40%	9.60%	2.00%	2.40%	5.30%	0.80%	0.70%	0.30%	0.10%	7.50%
Parity Reached		YES	YES	NO	YES	YES	YES	YES	YES	YES	YES	YES
Individuals Needed				2								

FY 2020 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	
Technician	185	124	9	7	5	9	23	3	2	1	2	31
% Represented		67.03%	4.86%	3.78%	2.70%	4.86%	12.43%	1.62%	1.08%	0.54%	1.08%	16.76%
% CLF		31.40%	4.30%	1.60%	2.40%	1.60%	37.30%	10.60%	2.50%	2.90%	2.00%	57.30%
Parity Reached		YES	YES	YES	YES	YES	NO	NO	NO	NO	NO	NO
Individuals Needed							46	16	2	4	1	75

*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 district. 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.*





**OKLAHOMA**  
Transportation

**Statewide**

**FY 2020 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	
Official Admin	163	99	6	7	2	4	39	1	0	2	3	45
% Represented		60.74%	3.68%	4.29%	1.23%	2.45%	23.93%	0.61%	0.00%	1.23%	1.84%	27.61%
% CLF		50.60%	1.80%	1.60%	0.60%	2.60%	31.40%	2.40%	1.40%	0.40%	2.50%	40.30%
Parity Reached		YES	YES	YES	YES	YES	NO	NO	NO	YES	NO	NO
Individuals Needed							12	3	2		1	20
Professionals	741	412	25	27	7	47	162	26	7	10	18	223
% Represented		55.60%	3.37%	3.64%	0.94%	6.34%	21.86%	3.51%	0.94%	1.35%	2.43%	30.09%
% CLF		34.30%	2.00%	1.00%	1.00%	1.70%	46.90%	3.40%	1.70%	0.60%	3.20%	58.50%
Parity Reached		YES	YES	YES	YES	YES	NO	YES	NO	YES	NO	NO
Individuals Needed							185		5		5	210



**OKLAHOMA**  
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**Applicant Flow and  
Hire Summary**

## 2019-2020 ODOT Applicant Flow and Hire Summary by Job Group

Job Group	TOTAL EMP	MALE					FEMALE					TOTAL FEMALE	TOTAL MIN	
		WHITE	BLACK	HISP	AS/PI	AI/AN	TOTAL MALE	WHITE	BLACK	HISP	AS/PI			AI/AN
<b>Administrative Support</b>														
Total Apps	952	61	30	13	5	19	128	552	152	34	22	64	824	891
% Apps														
Total Hires	13	0	0	0	0	0	0	12	0	0	0	1	13	13
% Hires														
<b>Official Administrator</b>														
Total Apps	265	115	13	8	6	8	150	75	23	9	2	6	115	150
% Apps														
Total Hires	5	4	0	0	0	0	4	1	0	0	0	0	1	1
% Hires														
<b>Paraprofessionals</b>														
Total Apps	330	153	28	18	9	28	236	49	25	8	1	11	94	177
% Apps														
Total Hires	47	27	4	2	1	5	39	7	0	1	0	0	8	20
% Hires														

2019-2020 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>Professionals</b>														
Total Apps	1,332	457	78	16	37	60	648	394	138	45	53	54	684	875
% Apps														
Total Hires	43	13	3	4	2	1	23	11	3	3	2	1	20	30
% Hires														
<b>Service/Maintenance</b>														
Total Apps	57	46	2	2	0	6	56	1	0	0	0	0	1	11
% Apps														
Total Hires	131	103	1	7	0	15	126	3	0	0	0	2	5	28
% Hires														
<b>Skilled Craft</b>														
Total Apps	35	28	1	2	0	2	33	2	0	0	0	0	2	7
% Apps														
Total Hires	9	6	0	1	0	1	8	1	0	0	0	0	1	3
% Hires														

2019-2020 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>Technicians</b>														
Total Apps	179	103	12	6	1	8	130	30	4	5	6	4	49	76
% Apps														
Total Hires	16	10	0	3	1	1	15	1	0	0	0	0	1	6
% Hires														
Grand Total Applicants	3,150	860	164	65	58	131	1,381	1,103	342	101	84	139	1,769	2,187
Grand Total Hires	264	163	8	17	4	23	215	36	3	4	2	4	49	101

*Note: The data for applicants is acquired from the Office of Management and Enterprise Services, and is based on applicants that provided information regarding their ethnic group and gender.*



**OKLAHOMA**  
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**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 (7-01-19)	#	2333	1859	102	96	38	238	474	1865	468
	%		79.68%	4.37%	4.11%	1.63%	10.20%	20.32%	79.94%	20.06%
Employees at End of Period (6-30-20)	#	2356	1874	100	104	34	244	482	1885	471
	%		79.54%	4.24%	4.41%	1.44%	10.36%	20.46%	80.00%	20.00%
Net Increase (decrease)		23	15	-2	8	-4	6	8	20	3
Personnel Transactions										
New Hires	#	264	199	11	21	6	27	65	215	49
	%		75.38%	4.17%	7.95%	2.27%	10.23%	24.62%	81.44%	18.56%
Promotions	#	339	272	19	12	7	29	126	280	59
	%		80.24%	5.60%	3.53%	2.06%	8.55%	37.17%	82.60%	17.40%
Demotions		11	10	0	0	0	1	3	9	2
Separations		242	201	7	11	1	22	76	207	35

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





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# **Appendix**



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**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.

**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, and 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.





# OKLAHOMA Transportation

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, 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. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email [ODOT-ada-titlevi@odot.org](mailto:ODOT-ada-titlevi@odot.org).