



Affirmative Action Plan

2014

2014 Affirmative Action Plan

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Department of Human Services

Policy Statement On
Equal Employment Opportunity/Affirmative Action

July 2013

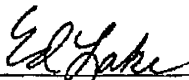
Consistent with federal and state laws and guidelines established for equal employment opportunity and affirmative action, I would like to affirm my continuing policy to provide equal employment and advancement opportunity in all job classifications of this agency without regard to political or religious opinion or affiliation, race, gender, age, color, national origin, or disability, so long as the disability does not render the person unable to do the work for which employed.

The principles of equal employment opportunity apply to all employment practices and personnel actions throughout the agency, including recruiting, hiring, promotions, demotions, separations, training, transfers, layoffs (RIF), recall, compensation, benefits and all other terms and conditions of employment. I want to remind each employee that all personnel actions as well as all decisions relating to employment practices are to be made in accordance with the spirit of equal employment opportunity for all.

We have developed an affirmative action plan to help us achieve our goal of equal employment opportunity for all. William T. Drapala, located in the Office for Civil Rights at the Sequoyah Memorial Office Building, 2400 N. Lincoln Blvd., address is, P.O. Box 25352, Oklahoma City, Oklahoma 73125, telephone number (405) 521-3529 or 1-800-214-3529, email address William.Drapala@okdhs.org has been delegated the responsibility of implementing the plan, including monitoring and evaluating our progress and reporting the results to me.

In addition, William T. Drapala is assigned to serve as the Affirmative Action/Equal Employment Opportunity Officer for this agency. He or a member of his staff is available to any employee having questions or needed assistance in regards to the affirmative action or equal employment opportunity in this agency.

My personal commitment to this policy is complete. I accept overall responsibility for equal employment opportunity and affirmative action within this agency. I expect each employee to perform his/her duties and responsibilities in a manner that will demonstrate this agency's firm commitment to this most important area.



Ed Lake, Director
Appointing Authority

Department of Human Services

Policy Statement On Sexual Harassment

July 2013

The Oklahoma Department of Human Services is an equal employment opportunity employer. All employees and all applicants for employment are to be judged on individual merit without regard to race, color, national origin, religion, sex, age, physical or mental disability or political affiliation.

Sexual harassment is a form of sex discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964. In addition, sexual harassment is a violation of Merit Rule 530:10-3-3, and OKDHS regulation, OKDHS: 2-43.

The Federal Equal Employment Opportunity Commission guidelines on sexual harassment state:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.”

Sexual Harassment can occur in a variety of circumstances including, but not limited to, the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.

Harassment based on sex, race, color, religion, national origin, age or disability or any other form of unlawful discrimination will not be tolerated in the OKDHS work environment. Employees who believe they have been subjected to such treatment may file a grievance through the OKDHS Employee Grievance Program or they may file a complaint with the Office for Civil Rights. An employee may also write to the Director on a private basis at the following address: P.O. Box 25352, Oklahoma City, Oklahoma 73125.

Any manager or supervisor who has evidence that a subordinate employee is engaging in sexually harassing conduct shall move promptly and decisively to end the conduct. Only the OCR Administrator is authorized to confirm a finding of sexual harassment, and when a finding is confirmed, strong disciplinary action, which can include termination, is taken based on the severity or pervasiveness of the conduct.

Any employee desiring to take a complaint beyond OKDHS administrative remedies may do so by contacting any of the agencies listed below. These agencies are authorized to investigate, conduct hearings, and set penalties for violations to assure that there is no discrimination on the basis of race, color, national origin, religion, sex, age, or disability.

**Oklahoma Merit Protection Commission
General**

3545 NW 58th, Suite 360
Oklahoma City, OK 73112
Voice: (405)525-9144
Fax: (405) 528-6245
Email: mpcinfo@mpc.ok.gov

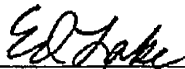
Oklahoma Office of the Attorney

313 NE 21st Street
Oklahoma City, OK 73105
Voice: (405) 521-2029
Email: 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 1-800-669-4000

It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex or any other protected class, or for filing a discrimination charge, testifying, or participating in an investigation, proceeding, or litigation under Title VII.



Ed Lake, Director
Oklahoma Department of Human Services

RESPONSIBILITY FOR AA/EEO IMPLEMENTAION

Responsibility of the Appointing Authority

The appointing authority, Ed Lake, exercises overall responsibility for equal employment opportunity and affirmative action within the Oklahoma Department of Human Services. Director Lake has designated William T. Drapala as the Civil Rights Administrator and, as such, he serves as the EEO/AA Officer.

Mr. Drapala reports directly to the appointing authority on all matters relating to the EEO/AA program and has the authority to ensure program implementation. As a lawyer, certified discrimination investigator, and former agency grievance manager he is knowledgeable of federal and state civil rights and equal opportunity legislation and regulations, current social and economic conditions and interrelationships of majority and minority groups, grievance investigations, interviewing techniques, and report writing.

Responsibilities of the EEO/AA Officer include:

- Developing affirmative action programs, plans, policy statements, and internal communications.
- Assisting in the identification of problem areas and effecting solutions.
- Designing and implementing audit and reporting systems to:
 - Measure the effectiveness of the agency's program.
 - Indicate remedial action needed to correct deficiencies.
 - Determine the degree to which the agency's goals and objectives have been attained.
- Serving as liaison between the agency and various state and federal compliance agencies.
- 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.
- Investigating cases and drafting recommendations for resolution of discrimination complaints.
- Keeping the agency's various organizational levels informed of developments in the EEO area.
- Inspecting the agency's various worksites to ensure that EEO information is being disseminated and prominently displayed when appropriate.
- Monitoring the agency's personnel practices to ensure no discriminatory practices exist.

Responsibilities of Line Managers/Supervisors:

- Assisting in the identification of problem areas and establishment of unit goals and objectives.
- Monitoring training programs and hiring and promotion patterns to eliminate any impediments to goal attainment.

- Conducting career counseling with employees, with special attention given to minorities, women, disabled persons, and older workers to ensure they have full access to opportunities for career progression (i.e. transfers, promotions, training, etc.)
- Active involvement with organizations that work with or on behalf of minorities, women, disabled and older persons, as well as community-based agencies and leaders.
- Scheduling regular meetings and training sessions with supervisory staff and/or employees to keep them abreast of policy changes and program objectives.
- Regular communication with staff to emphasize the agency's EEO policies, including the policy against harassment of employees.

Responsibilities of Employees:

- Applying all laws, rules, regulations, policies and procedures fairly and impartially toward all persons, without regard to race, color, sex, age, national origin, disability or religion.
- Exhibiting an attitude of respect, courtesy and cooperation toward fellow employees and the public.
- Aiding supervisors and managers in carrying out their responsibilities with regard to the EEO/AA program.
- Being familiar with the affirmative action plan and making a good faith effort to complete their assigned responsibilities as identified in the plan.

DISSEMINATION OF PLAN AND POLICY

The Department of Human Services will disseminate information regarding its Equal Opportunity Policy Statement and Affirmative Action Plan in the following ways:

Internal Dissemination

- The plan shall be considered as official Agency Policy.
- Publicize the plan in INSIDE OKDHS, annual reports and the InfoNet.
- Notify each employee of the DHS Affirmative Action Plan through the State Office Memo or similar type mechanism.
- Discuss the policy and Affirmative Action Program in employee orientations and management/supervisory training programs.
- Publish articles concerning equal opportunity and affirmative action, progress reports, promotions of females, ethnic minorities and disabled employees in Agency publications.
- Post the EEO Policy Statement on all office bulletin boards.

External Dissemination

- Inform all recruiting sources of the Agency's policy and encourage these sources to actively recruit and refer protected group members for all positions.
- Make copies of plan available to interested groups or individuals.
- Post the plan on the DHS Internet website for public access.

AFFIRMATIVE ACTION FOR PERSONS WITH DISABILITIES AND OLDER PERSONS

Policy Statement

It is the policy of the Agency to encourage the employment, training, promotion, and retention of individuals who are mentally or physically challenged or over age forty. The Agency monitors all employment areas including benefits to maintain compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, as amended and the Age Discrimination in Employment Act. DHS disseminates annually to all locations a State Office Memo regarding the Americans with Disabilities Act. This memo is also included on the following pages.

Program Plan for Fiscal Year 2014

In coordination with the Oklahoma Office of Management and Enterprise Services, Human Capitol Management Division, the DHS Human Resources Management Division will assist in the recruitment of qualified individuals who have disabilities, placing emphasis on utilizing the optional hiring practice set out in title 74, section 840.4.12A. As part of the Agency's recruitment efforts, announcements will be mailed to organizations for the disabled and physically challenged so they will be aware of the Agency's job vacancies.

Additionally the Agency will attempt in all instances to provide a reasonable accommodation to an employee who has a disability and may require an accommodation to assist in performing the essential functions of the assigned duties. The Agency will take all reasonable and necessary measures to remove any and all physical barriers from the work environment. The Agency has developed and implemented an internal policy for review of a local office's decision on an employee, applicant or client request for a reasonable accommodation.

**STATE OF OKLAHOMA
DEPARTMENT OF HUMAN SERVICES**

PLEASE POST

SOM: 12-06

TO: ALL OKDHS OFFICES

FROM: Ed Lake, Director *EAL*

DATE: July 1, 2013

SUBJECT: OKDHS COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA), as amended

This memorandum is to be posted on all office bulletin boards and administrators and managers of offices are instructed to urge all employees to read this State Office Memorandum.

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

Each office and facility has been issued a copy of the OKDHS administrative rules, OAC 340:1-11-40 through 340:1-11-55, which contains the provisions for implementation of the Department's ADA program. Topics include the purpose and scope of the ADA, definitions, examples of reasonable accommodations, requests for accommodations by staff and clients, and the complaint and appeal procedures.

Staff members with questions regarding the ADA and reasonable accommodations may refer to their immediate supervisor, or the Division ADA Coordinators. The OKDHS ADA Coordinator is:

William T. Drapala, Administrator
Office for Civil Rights, Sequoyah Bldg., Room C-23
P.O. Box 25352, Oklahoma City, OK 73125
Voice: (405) 521-3529 or 1-800-214-3529 Fax: (405) 522-3197

The responsibilities of the OKDHS ADA Coordinator are outlined in OKDHS 340:1-11-4. Information, including brochures, regarding the provisions of the ADA and the rights provided by the ADA are available from the Office for Civil Rights.

Under the ADA, all programs and services, when viewed in their entirety, must be accessible to persons with disabilities. We encourage comments from staff, clients and

other interested individuals regarding their perception of accessibility of OKDHS programs and services. Comments and suggestions may be submitted to Division ADA Coordinators or the OKDHS ADA Coordinator.

OKDHS is committed to compliance with all provisions of the ADA. To this end, the Department does not discriminate in access to services, programs or in employment. In addition, individuals who exercise their rights under the ADA or who assist others in exercising their rights are protected from retaliation. Complaints of discrimination based on disability or retaliation fall under the jurisdiction of the OKDHS, Office for Civil Rights.

However, any staff member or individual desiring to take a complaint beyond the administrative remedies of the Department may do so by contacting any of the agencies listed below. Each of these agencies is authorized to investigate, conduct hearings, and set penalties for violations to assure that there is no discrimination on the basis of race, color, national origin, religion, sex, age, disability, or genetics.

Oklahoma Office of the Attorney General

313 NE 21st Street
Oklahoma City, OK 73105
Voice: (405) 521-2029
Email: 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 1-800-669-4000
Voice: (405) 231-4911 or 1-800-669-4000
Fax: (405) 231-4125

TRAINING AND RECRUITMENT

Training

The Department of Human Services believes that a well trained and informed staff is crucial to fulfilling the mission and goals of the agency. The Agency provides training to all staff in a nondiscriminatory manner. The Human Resources Management Division (HRMD) is responsible for providing training and employee development activities to all employees.

The Human Resources Management Division in partnership with the University of Oklahoma delivers training to staff using computer based instruction, satellite video technology, as well as the traditional classroom methods. The Division also sponsors specialized academies for new and tenured staff in the classifications of social services specialists, child welfare specialists, social service supervisors, county directors and clerical support supervisors and staff. HRMD utilizes numerous classroom settings throughout the state and maintains eight computer labs all of which are accessible to staff in compliance with ADA.

Recruitment

The Department of Human Services is aware that in order to provide quality services to our customers a well qualified staff is critical at all levels of employment. In order to meet our employment needs the Agency will make every effort to recruit qualified employees from all recruitment sources.

In an effort to promote diversity in the workplace and enhance OKDHS' recruitment efforts in minority communities the DHS Office for Civil Rights sponsored three cultural heritage celebrations in the Oklahoma City area: Black Heritage in February, Hispanic Heritage in October and Native American Heritage in November. The events are held in locations that are meaningful to the minority community and are produced in cooperation with other state agencies and local community groups.

The DHS Office for Civil Rights also helped to sponsor Black Heritage and Native American Heritage celebrations in several local county offices across the state including offices in Tulsa, Muskogee, Lawton and Anadarko. The events involve local community organizations and receive coverage in local newspapers thereby providing potential job applicants with an understanding of the appreciation DHS has for its diverse workforce.

EVALUATION OF PRECEDING YEARS' AA/EEO EFFORTS

HIRING

During fiscal year 2013 DHS hired 1199 full time employees through various sources including HB 1340 into the classified and unclassified services. DHS hired 363 minorities and 963 females. DHS hired 236 males which represents approximately 24% of all hires.

PROMOTIONS

During fiscal year 2013 there were 1060 promotions. The number of promotions for females was 884 or 83% and the number of promotions for total minorities was 273 or 26%. Females represented 80% of the DHS employee population at the end of the fiscal year and total minorities represented 27% of the DHS employee population. Females and minorities in DHS are promoted at a rate that is consistent with their percentage of the workforce. The number of promotions for males was 176 or 17%. Males make up 20% of the DHS workforce.

RECRUITMENT

DHS is underutilized in 15 of the 48 AA categories based on the whole person significance test. Of particular concern, considering the American Indian population in the state, is the underutilization of American Indians/Alaskan Natives in two categories. Another area of concern is the continued underutilization of females in the traditionally male-dominated categories of protective services and skilled craft workers. Efforts to recruit minorities and women have shown some success and will be continued.

ELIMINATION OF DISCRIMINATION

From July 1, 2012 through June 30, 2013 three (3) employee grievances were filed alleging discrimination based on race, color, national origin or sex in regards to promotion, demotion, termination or hiring. All grievances were investigated with no findings. In the same fiscal year eight (8) complaints were filed with the Office for Civil Rights alleging discrimination based on race, color, national origin or sex in regards to promotion, demotion, termination or hiring. Five (5) complaints were not substantiated by an investigation conducted by a state certified discrimination complaint investigator and no corrective action was required. Three (3) complaints were settled out of court with no actual findings to either substantiate or unsubstantiated the allegations.

REASONABLE ACCOMMODATION REQUESTS

During the previous fiscal year 71 requests for reasonable accommodation were made under the ADAAA. Of the total 19 were handled at the local office level, 45 were resolved through the OKS Office for Civil Rights and 7 are pending.

DIVERSITY AND CIVIL RIGHTS TRAINING

In an effort to promote diversity in the workplace and enhance DHS' presence in the minority communities the DHS Office for Civil Rights sponsored three cultural heritage celebrations in the Oklahoma City area: Black Heritage in February, Hispanic Heritage in October and Native American Heritage in November. The events are held in locations that are meaningful to the minority community and are produced in cooperation with other state agencies and local community groups.

The DHS Office for Civil Rights also helped to sponsor Black Heritage and Native American Heritage celebrations in several local county offices across the state including offices in Tulsa, Muskogee, Lawton and Anadarko.

Because of federal requirements under the Supplemental Nutrition Assistance Program (formerly known as the Food Stamp Program) most employees in the local county offices are required to receive civil rights training annually. The training is provided through a combination of live classroom training, video, and computer-based training. The DHS Office for Civil Rights conducts annual audits to ensure that the training requirement is met.

REVIEW OF PREVIOUSLY IDENTIFIED PROBLEM AREAS BY EEO JOB CATEGORY AND OF LAST YEAR'S HIRING GOALS

Official/Administrator: A goal was set to hire 2.7% Hispanic, 1.3% AS/PI, 15.5% Total Minority and 3.9% AI/AN. Actual incumbents are 1.1%, .7%, and 12.9% respectively and the goal was not met. Actual Incumbents for AI/AN are 4.3% and the goal was met.

Professionals: A goal was set to hire 2.8% AS/PI. Actual incumbents are 1.4% and the goal was not met.

Technicians: A goal was set to hire 57.6% Females. Actual incumbents are 73.1% and the goal was met.

Protective Services: A goal was set to hire 17.8% Female. Actual incumbents are 10% and the goal was not met.

Paraprofessionals: A goal was set to hire 5.6% AI/AN. Actual incumbents are 3.1% and the goal was not met.

Administrative Support: A goal was set to hire 1.2% AS/PI. Actual incumbents are 1.3% and the goal was met.

Skilled Craft: A goal was set to hire 22% Total Minority, 6.6% Hispanic and 6.9% Female. Actual incumbents are 14.1%, 2.6% and 3.8% respectively and the goal was not met.

Service Maintenance: A goal was set to hire 9% Hispanic, 2.5% AS/PI and 33.2% Total Minority. Actual incumbents are 5%, 0% and 28.3% respectively and the goal was not met.

Evaluation of Previous EEO Efforts (NEW HIRES)

Agency Name and Code: Oklahoma Department of Human Services - 830

As Of: July 1, 2013

		Total New Hires	White	Black	Hisp	AS/PI	AI/AN	Total Min	Male	Female		
Summary												
1. New Hires FY	2011	Number	842	580	147	27	11	77	262	180	662	OK
2. New Hires FY	2012	Number	1099	751	187	45	27	89	348	246	853	OK
3. New Hires FY	2013	Number	1199	836	215	47	21	80	363	236	963	OK
Total Number for Three Year Period			3140	2167	549	119	59	246	973	662	2478	OK
Total Percent for Three Year Period		Percent	100%	69%	17%	4%	2%	8%	31%	21%	79%	
Total Percent for Current Year		%		70%	18%	4%	2%	7%	30%	20%	80%	

NEW HIRES FOR CURRENT REPORTING YEAR ONLY

EEO Categories	Total New Hires	Male					Female					Total Min		
		White	Black	Hisp	AS/PI	AI/AN	Total Male	White	Black	Hisp	AS/PI		AI/AN	Total Fem
Officials/Admin.	10	5					5	2	2		1		5	3
Professionals	1026	140	39	9	7	10	205	588	132	30	9	62	821	298
Technicians	7						0	5	1			1	7	2
Protective Services	1	1					1						0	0
Paraprofessionals	50	5	6				11	16	19	1	2	1	39	29
Administrative Support	98	10	1	1	1		13	60	13	5	1	6	85	28
Skilled Craft	1	1					1						0	0
Service Maintenance	6						0	3	2	1			6	3
TOTALS	1199	162	46	10	8	10	236	674	169	37	13	70	963	363

OPM-AA/EEO-1 (07/01/2013)

IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS; CORRECTIVE ACTION

Problem statement for Fiscal Year 2014

Areas of underutilization continue to exist in the workforce of DHS.

Official/Administrator

This category was underutilized for Hispanic, Asian/Pacific Islander and total minority. A hiring goal of 2.7%, 1.3% and 15.5% respectively has been set for these minority groups.

Professional

Underutilization was identified for Asian/Pacific Islander. A hiring goal 2.8% has been set for this group.

Technician

Underutilization was identified for Hispanic. A hiring goal of 2.4% has been set for this group.

Protective Services

Underutilization was identified for Black and Female. A hiring goal of 7.5% and 17.8% respectively has been set for these minority groups.

Paraprofessional

Underutilization was identified for American Indian. A hiring goal of 5.6% has been set for this minority group.

Administrative Support

Underutilization was not identified for this category.

Skilled Craft Workers

Underutilization was identified for Hispanic, Female, and total minority. A hiring goal of 6.6%, 6.9% and 22% respectively has been set for these minority groups.

Service/Maintenance

Underutilization was identified for Hispanic, Asian/Pacific Islander, American Indian and total minority. A hiring goal of 9%, 2.5%, 6.5% and 33.2% respectively has been set for these minority groups.

Corrective Action

DHS will continue maximum efforts to increase the number of minorities in the applicant supply pool through increased recruitment and Heritage Celebrations in an attempt to increase the number of American Indians, Hispanics and Asians in the DHS workforce.

In addition, DHS will focus on recruitment through local job fairs and minority community newspapers.

DHS will make every effort to ensure minorities and females are included in our recruitment and interview process when a vacancy occurs.

When county offices and other DHS facilities have identified underutilization, a requirement to request and work a FEPA certificate for new hires is a part of the selection process.

Responsibility

Chief Officers, Division Directors, Deputy Division Directors and all other selecting officials.

Target Date

Ongoing

INTERNAL AUDIT AND REPORTING

An important element in effectively implementing an Affirmative Action Plan is an adequate internal audit and reporting system. Through this system, progress can be monitored and management kept continuously informed. For this purpose, DHS has established an internal audit and reporting system which:

- Measures the effectiveness of the Affirmative Action Program.
- Indicates the need for remedial action.
- Determines the degree to which goals and objectives have been attained.

The components of the system are:

- **Monitoring Personnel Actions:**

Records are monitored on applicant flow, placement, training, promotions, demotions and terminations to ensure that the DHS Affirmative Action Program is implemented.

Grievances and discrimination complaints regarding personnel actions are reviewed to ensure compliance with applicable EEO laws.

- **Reports:**

Based upon the monitoring of personnel actions and the review of grievances and discrimination complaints reports are issued to the Appointing Authority or upper level management so that remedial or corrective action can be taken.

JOB GROUP ANALYSIS

Agency Name and Code

Oklahoma Department of Human Services - 830

Date: As of July 1, 2013

EEO Category:

Official / Administrator

Job Group: _____

Salary or Pay Band	Job Family Title	Total Emp.	Male						Female						Total Min.
			Total Male	White	Black	Hisp.	AS/P I	A/A N	Total Female	White	Black	Hisp.	AS/P I	A/A N	
71801.4	0086 Deputy Director (Programs)	4	2	1		1			2	2					1
71801.4	0086 Division Programs Director	2	0						2	2					0
70080	0312 Dir of Elect Paymnt Systems	1	0						1	1					0
66612	0539 Dept. Services Administrator	1	1	1					0						0
64519.2	0607 OSM Finance Manager	1	1	1					0						0
63331.68	0619 Agency Hotline Director	1	0						1	1					0
63183.72	1385 HR Manager III	5	1	1					4	2	1			1	2
69996	1389 Projects & Performance Officer	1	0						1		1				1
121124.4	1494 Chief Operating Officer	1	0						1	1					0
57788.64-63331.68	1568 Field Manager	17	2	2					15	11	4				4
109727.4	1631 General Counsel	1	1	1					0						0
72765	1828 Supt, Sch for the Mentally Ret	2	1	1					1	1					0
85296	2018 Director of Pharmacy Services	1	0						1	1					0
109727.4	3273 Director of Child Welfare	1	0						1	1					0
92514	3274 Dir of Office Support Services	1	0						1	1					0
86501.1	3275 Director of Aging Services	1	1	1					0						0
86501.16	3276 Director of Child Care Service	1	0						1	1					0
98172.96	3277 Dir Child Support Enforcement	1	1	1					0						0
98172.96	3278 Dir Develmtl Disabilities Svcs	1	0						1	1					0
109727.4	4013 Dir. of Adult and Family Svc	1	1	1					0						0
65985	4079 Finance Comptroller III	7	4	4					3	3					0
61571.52-64806.84	4224 Child Spt Enf Attorney V	20	6	6					14	13				1	1
161000.04	4432 Director of Medical Services	1	0						1		1				1
74490	4502 Executive Director	1	0						1	1					0
185000	4541 Department Head	1	1	1					0						0
86501.16	4740 Director of Ofc of Serv Mgmt	1	1	1					0						0
92514	5758 Director of HR Management	1	0						1	1					0
64728.72	5792 Chief Investigative Admin	1	1					1	0						1
121124.4	6179 Chief Coordinating Officer	1	1	1					0						0
51390.36	6199 Construction Inspector	1	1					1	0						1
63207.84	6304 Admin. of Comm & Faith Eng.	1	0						1		1				1
64728.72	6717 Internal Audit Administrator	1	0						1	1					0
64728.72	7717 OKDHS Emergency Mgmt Amdin.	1	0						1	1					0
64728.72	8023 Quality Audit Administrator	1	0						1	1					0
63331.68	8028 Field Administrator	2	0						2	2					0
75190.56	8064 Chief Admin Law Judge	1	1	1					0						0
85443.75-85444.2	8065 General Counsel Section Chief	4	2	2					2	2					0

49472.4-55442.628	8119 Programs Asst Administrator	11	4	4				7	6				1	1	
47116.56-51828.24	8122 Programs Supervisor	19	3	2		1		16	16					1	
70460.88	8235 Asst Dir, CSED	3	1	1				2	2					0	
67105.56	8236 CSE Attorney VI	3	0					3	3					0	
48284.16-50825.4	D33A Financial Manager/Comptroller	4	1	1				3	2		1			1	
56540.76-59472.48	D33B Financial Manager/Comptroller	6	1	1				5	5					0	
44872.92-47818.56	H10A Programs Manager	48	9	8	1			39	34	3			2	6	
47116.56-52377.81	H10B Programs Manager	80	19	17	1	1		61	53	5			3	10	
48342-63152.4	H10C Programs Manager	6	1				1	5	4		1			2	
54627-58879.32	H10D Programs Manager	2	0					2	2					0	
57775.8	Y13C Nursing Manager	3	0					3	2	1				1	
50885.76	Z27B Institutional/Comm Prog Admr	2	1	1				1					1	1	
56992.08	Z27C Institutional/Comm Progr Admr	2	0					2	2					0	
Total for Job Group (number):		280	70	62	2	2	1	3	210	182	17	1	1	9	36
Total for Job Group (percent):			25%	22%	1%	1%	0%	1%	75%	65%	6%	0%	0%	3%	13%

OPM-AA/EEO-3 (07/01/2013)

JOB GROUP ANALYSIS

Agency Name and Code

Oklahoma Department of Human Services - 830

Date: As of July 1, 2013

EEO Category:

Professionals

Job Group:

Salary or Pay Band	Job Family Title	Total Emp.	Male						Female						
			Total Male	White	Black	Hisp.	AS/P I	AI/A N	Total Female	White	Black	Hisp.	AS/P I	AI/A N	Total Min.
61368.36-68127.84	0225 Programs Process Administrator	5	4	4						1				1	1
21083.94	0255 Budget Analyst Specialist	1	0							1	1				0
39372.48	0287 Executive Fellow	1	0							1	1				0
43948.56	0377 Comptroller/Operations Dir	1	1		1					0					1
40804.92	0378 Planning & Grants Mgmt Dir	1	1	1						0					0
50918.4	0389 Administrative Specialist	1	0							1	1				0
36441.1	0394 Administrative Specialist	1	0							1	1				0
56915.64	0419 Nursing Programs Assistant Adm	3	0							3	3				0
58203.72	0532 Business Process Reengineer II	6	3	1	1	1				3	1	2			4
75190.5	0620 Assistant General Counsel VI	4	4	4						0					0
75579.96	0692 Finance Administrator	3	1	1						2	2				0
42525	0765 Project Manager	3	1	1						2			1	1	2
71430.96	0850 Public Guardian	1	0							1	1				0
40200	1171 Exec. Asst. to Advisory Panels	1	0							1	1				0
37953.84	1296 Warehouse Superintendent	1	0							1	1				0
45336.96	1415 HR Manager I	5	2	2						3	3				0
41551.92	1420 Space & Interior Design Coordn	1	1	1						0					0
49957.2	1421 HR Manager II	2	1		1					1	1				1
43274.28	1602 Assistant General Counsel VI	1	0							1	1				0
55800	1630 Administrative Hearing Ofcr II	1	1	1						0					0
58140	1660 Legal Services Developer	1	0							1	1				0
71430.96	1682 Assistant General Counsel V	2	1	1						1	1				0
63881.38	1928 Administrative Law Judge III	2	1	1						1	1				0
107204.958	2005 Dentist II	1	1	1						0					0
84105	2011 Chief Pharmacist	2	1	1						1	1				0
75704.958	2017 Pharmacist II	1	1	1						0					0
40255.08	2273 Child Spt Enf Attorney IV	3	1	1						2	2				0
40255.08	2273 Child Support Enf Attorney I	1	1	1						0					0
44532.6	2274 Child Spt Enf Attorney IV	3	0							3	2			1	1
74490	2435 Dir. Business Quality & Improv	1	1	1						0					0
57271.92	2552 Clinical Social Worker IV	1	0							1	1				0
47494.2	2573 Registered Nurse III	1	0							1	1				0
61571.52	2630 Managing Attorney, Ofc IA & LO	1	0							1				1	1
74490	2736 Coordinator of Communications	1	0							1	1				0
74490	3050 Civil Rights Administrator	1	1	1						0					0
67250.04	3101 OSM Business Manager III	1	0							1	1				0

69284.28	9310 Payroll Manager (DHS)	1	1	1					0						0
36636	9369 Internal Auditor II	1	1	1					0						0
37733.76	9369 Internal Auditor III	1	1				1		0						1
36235.32-48313.8	9371 Internal Auditor III	3	1	1					2	1		1			1
39900	9470 Budget Analyst I	3	0						3	2	1				1
99981	9502 Director of Financial Services	1	0						1	1					0
30709.56	9559 Executive Fellow	1	0						1	1					0
56540.76-59472.48	9624 Comptroller II	6	3	2			1		3	2				1	2
50232.72	9745 Senior Project Manager	1	0						1	1					0
30920.04	A20B Insurance Subrogation/Reimb Sp	1	0						1		1				1
36474.96	A20C Insurance Subrogation/Reimb Sp	1	0						1	1					0
48981.24	C10B Civil Rights Administrator	2	0						2	1	1				1
29174.04-30709.56	C31A Human Resources Mgmt Spec	5	0						5	4	1				1
33466.56-35312.52	C31B Human Resources Mgmt Spec	10	1				1		9	5	4				5
37403.88-39850.56	C31C Human Resources Mgmt Spec	22	4	2	2				18	10	4	1	3		10
42807.96	C31D Human Resources Mgmt Spec	1	0						1	1					0
43288.32-46618.74	C32A Human Resources Programs Mgr	10	2	2					8	6	1		1		2
48820.34	C32B Human Resources Programs	1	1	1					0						0
33130.32-39135.12	C41B Training Specialist	13	6	6					7	6	1				1
38248.56	C42B Video Production Specialist	1	1	1					0						0
31495.08	D14A Accountant	3	1	1					2	2					0
35622.72-36018.72	D14B Accountant	7	2	1			1		5	3	2				3
39980.16	D14C Accountant	16	4	3			1		12	7	3			2	6
43728.12	D14D Accountant	8	1	1					7	5	2				2
40581.72	D20B Budget Analyst	2	1	1					1		1				1
42167.88	D20C Budget Analyst	1	1				1		0						1
35312.52-37999.92	E12A Administrative Programs Ofcr	45	8	6	2				37	30	3	1		3	9
36441.1-41880	E12B Administrative Programs Ofcr	20	5	4			1		15	14	1				2
43836.12	E12C Administrative Programs Ofcr	6	2	2					4	4					0
35032.08	E45A Public Information Manager	1	1	1					0						0
42533.4-44712.84	E45B Public Information Manager	3	0						3	3					0
27212.28	F14A Contracting & Acquisitions Agt	1	1				1		0						1
35501.04-36618	F14C Contracting & Acquisitions Agt	11	2	2					9	6	1			2	3
38000.04-41775.3	F14D Contracting & Acquisitions Agt	6	1	1					5	2	1	2			3
30703.56-36018.72	F21B Materiel Management Officer	2	2	1			1		0						1
39703.32-53543.48	H11A Programs Field Representative	177	37	28	1		1	7	140	122	6	4	1	7	27
24000	H16A Child Welfare Assistant II	2	0						2	2					0
25800	H16B Child Welfare Assistant II	5	2	1			1		3	3					1
26033.04	H20A Social Services Specialist	199	38	27	6	2	2	1	161	120	24	5	2	10	52
14126.88-38746.63	H20B Social Services Specialist	1161	208	143	25	8	8	24	953	673	150	23	12	95	345
30844.2-38007.77	H20C Social Services Specialist	30	7	6				1	23	19	3			1	5
37812.96-50565.12	H20D Social Services Specialist	203	50	39	1	1	5	4	153	120	18	2	2	11	44
27302.88-29714.88	H21A Case Manager	11	3	3					8	7	1				1
30196.56-43388.1	H21B Case Manager	232	44	37	5			2	188	143	25	6	2	12	52

33434.76-38741.64	H21C Case Manager	31	3	3					28	21	3	1	1	2	7
39725.76-44669.39	H21D Case Manager	33	10	9	1				23	18	4			1	6
34493.64-39033.97	H22B Social Services Inspector	58	22	18	1			3	36	24	10			2	16
37531.08-46536.6	H22C Social Services Inspector	34	10	9			1		24	19	2			3	6
47013.72	H22D Social Services Inspector	3	1	1					2	1	1				1
30381.72-32495.4	H23A Child Welfare Specialist	410	78	56	16	2		4	332	247	50	14	2	19	107
20379.351-40410.1	H23B Child Welfare Specialist	678	99	71	18	1	3	6	579	382	111	20	9	57	225
37334.88-43095.6	H23C Child Welfare Specialist	224	35	30	2	1	2		189	125	43	5	3	13	69
44712.6-52743.6	H23D Child Welfare Specialist	289	40	33	3	2		2	249	183	33	6		27	73
26033.04	H24A Child Care Licensing Specl	1	0						1	1					0
28253.64-35788.07	H24B Child Care Licensing Specl	77	7	7					70	51	10	1		8	19
30844.2-38826.393	H24C Child Care Licensing Specl	23	2	2					21	18	2			1	3
37812.96-41343.6	H24D Child Care Licensing Specl	21	2	2					19	16		2		1	3
27302.88	H26A Adult Protective Services Spec	25	11	8	2	1			14	12	1			1	5
30196.56-47145.96	H26B Adult Protective Services Spec	84	25	17	3	2		3	59	42	11			6	25
33434.76-38160.97	H26C Adult Protective Services Spec	22	6	4	1			1	16	13				3	5
39725.76-41507.68	H26D Adult Protective Services Spec	22	7	5	1	1			15	10	2			3	7
26033.04	H30A Child Support Specialist	49	8	7			1		41	26	8	2	2	3	16
28253.592-33974.2	H30B Child Support Specialist	185	49	38	5	1	2	3	136	99	19	2	2	14	48
30844.19-37971.52	H30C Child Support Specialist	49	15	11	2			2	34	28	4			2	10
37812.96-41433.97	H30D Child Support Specialist	41	9	5	2	1		1	32	24	5	1		2	12
40581.72	J31C Safety Consultant	1	1	1					0						0
48302.04	X22B Speech-Language Pathologist	1	0						1	1					0
54649.2	X22D Speech-Language Pathologist	1	0						1	1					0
35092.32	X30C Music Therapist	1	0						1	1					0
40849.92	X31B Psychological Clinician	3	3	2				1	0						1
45321.12	X31D Psychological Clinician	1	0						1	1					0
72554.958	X33C Occupational Therapist	1	0						1	1					0
75696.642	X34C Physical Therapist	1	0						1	1					0
27859.44	X35B Recreational Activities Specl	1	0						1			1			1
32221.68-32679.6	X36B Recreation Therapist	2	1	1					1	1					0
35524.44-42313.68	X36D Recreation Therapist	2	1	1					1		1				1
43162.999	X39A Dir Patient Activity Programs	1	0						1	1					0
45232.56	Y12C Registered Nurse	8	0						8	7	1				1
49131.24	Y13A Nursing Manager	1	0						1	1					0
51587.76	Y13B Nursing Manager	3	1	1					2	2					0
38885	Y15A Health Care Management Nurse	1	0						1	1					0
44952.24-56107.17	Y15B Health Care Management Nurse	143	2	2					141	120	10			11	21
50784	Y15C Health Care Management Nurse	26	0						26	23	2			1	3
36004.08	Z21B Food Service Manager	2	0						2	2					0
45232.56-48960.12	Z25D Nutrition Therapist	2	0						2	2					0
40581.72	Z26B Institutional Prog Coordinator	1	0						1	1					0
45433.68	Z26C Institutional Prog Coordinator	1	1	1					0						0
28131.36-31322.04	Z50A Volunteer Services Specialist	2	0						2	1	1				1

33867.24	Z50B Volunteer Services Specialist	1	0						1	1					0
Total for Job Group (number):		5074	985	747	109	27	28	74	4089	3005	605	102	44	333	1322
Total for Job Group (percent):			19%	15%	2%	1%	1%	1%	81%	59%	12%	2%	1%	7%	26%

OPM-AA/EEO-3 (07/01/2013)

JOB GROUP ANALYSIS

Agency Name and Code

Oklahoma Department of Human Services - 830

Date: As of July 1, 2013

EEO Category:

Technicians

Job Group:

Salary or Pay Band	Job Family Title	Total Emp.	Male						Female							
			Total Male	White	Black	Hisp.	AS/P I	AI/A N	Total Female	White	Black	Hisp.	AS/P I	AI/A N	Total Min.	
46743.48	1425 Technical Writer	1	0							1	1					0
38707.2	5680 Comm Installation/Rpr Sp III	1	1	1						0						0
38707.2	5680 Comm Instl/Repair Spec II	1	1						1	0						1
47145.042	6028 Architectural Drafting Special	1	1		1					0						1
50436	B51D Information Sys Application Sp	1	0							1	1					0
24660.48-26691.21	E36B Optical Imaging Specialist	13	4	4						9	7	1			1	2
27809.52	E36C Optical Imaging Specialist	2	1						1	1	1					1
31875.6-34474.32	E43B Graphic Artist	6	4	3				1		2	2					1
31107.12	F41C Construction/Maintenance Techn	2	2	2						0						0
25146.6-25670.64	X25B Pharmacy Technician	2	0							2	2					0
23931-30040.44	Y11B Licensed Practical Nurse	3	0							3	1	2				2
32592.6-33537.6	Y11C Licensed Practical Nurse	19	0							19	15	2			2	4
Total for Job Group (number):		52	14	10	1	0		1	2	38	30	5	0	0	3	12
Total for Job Group (percent):			27%	19%	2%	0%		2%	4%	73%	58%	10%	0%	0%	6%	23%
OPM-AA/EEO-3 (07/01/2013)																

JOB GROUP ANALYSIS

Agency Name and Code		Oklahoma Department of Human Services - 830						Date:	As of July 1, 2013						
EEO Category:		Protective Services						Job Group:							
		Male						Female							
Salary or Pay Band	Job Family Title	Total Emp.	Total Male	White	Black	Hisp.	AS/P I	AI/A N	Total Female	White	Black	Hisp.	AS/P I	AI/A N	Total Min.
31688.4	G25A DHS Investigative Agent	3	2	2					1	1					0
39112.8	G25B DHS Investigative Agent	1	1	1					0						0
44230.56-44230.58	G25C DHS Investigative Agent	20	18	15	1			2	2			2			5
49971	G25D DHS Investigative Agent	1	1	1					0						0
56492.6-56492.64	G25E DHS Investigative Agent	4	4	3				1	0						1
23078.916	J41A Fire Prevention & Security Ofc	1	1	1					0						0
Total for Job Group (number):		30	27	23	1	0	0	3	3	1	0	2	0	0	6
Total for Job Group (percent):			90%	77%	3%	0%	0%	10%	10%	3%	0%	7%	0%	0%	20%
OPM-AA/EEO-3 (07/01/2013)															

JOB GROUP ANALYSIS

Agency Name and Code		Oklahoma Department of Human Services - 830							Date:	As of July 1, 2013						
EEO Category:	Paraprofessionals							Job Group:								
		Male							Female							
Salary or Pay Band	Job Family Title	Total Emp.	Total Male	White	Black	Hisp.	AS/P I	AI/A N	Total Female	White	Black	Hisp.	AS/P I	AI/A N	Total Min.	
36458.64	0229 Legal Assistant II	1	0						1	1					0	
40045.32	0230 Legal Assistant III	1	0						1	1					0	
49837.32	9077 Field Supervisor	1	1	1					0						0	
25941-30870.6	C30A Human Resources Assistant	12	0						12	6	6				6	
25106.88	E20B Library Technician	1	0						1	1					0	
23635.68-23908.92	E55A Customer Asst Representative	2	0						2	1			1		1	
24817.44-27541.8	E55B Customer Asst Representative	9	1			1			8	5	2	1			4	
26313	X11B Therapeutic/Medical Aide	1	0						1	1					0	
19985.04	Z12A Direct Care Specialist	39	15	6	3	1	4	1	24	8	12	2	1	1	25	
12052.68-28594.31	Z12B Direct Care Specialist	326	89	51	22	4	7	5	237	141	70	8	11	7	134	
25310.64-29901.36	Z12C Direct Care Specialist	45	14	8	5			1	31	22	9				15	
26576.16-33279.62	Z12D Direct Care Specialist	9	2	2					7	3	4				4	
29397.48-36628.57	Z12E Direct Care Specialist	8	2	1	1				6	4	2				3	
23127.96-28000.60	Z18A Independent Living	18	5	3	2				13	13					2	
26492.04-30752.04	Z18B Independent Living Instructor	9	1	1					8	5	2		1		3	
33899.28	Z18C Independent Living Instructor	1	0						1	1					0	
40136.04	Z18D Independent Living Instructor	1	0						1	1					0	
Total for Job Group (number):		484	130	73	33	6	11	7	354	214	107	11	14	8	197	
Total for Job Group (percent):			27%	15%	7%	1%	2%	1%	73%	44%	22%	2%	3%	2%	41%	

OPM-AA/EEO-3 (07/01/2013)

JOB GROUP ANALYSIS

Agency Name and Code

Oklahoma Department of Human Services - 830

Date: As of July 1, 2013

EEO Category:

Administrative Support

Job Group:

Salary or Pay Band	Job Family Title	Total Emp.	Male						Female						Total Min.
			Total Male	White	Black	Hisp.	AS/P I	AI/A N	Total Female	White	Black	Hisp.	AS/P I	AI/A N	
26889.36	0082 Secretary II	4	0						4	2	2				2
28906.08	0148 Administrative Assistant I	1	0						1		1				1
23908.92	0172 State Work Incentive Program	2	0						2	1	1				1
23908.92	0172 Typist Clerk III	1	0						1	1					0
32676.72	0221 Legal Secretary III	1	0						1	1					0
35386.32	0222 Legal Secretary III	4	0						4	4					0
45360	1555 Records Management Admr	1	0						1	1					0
23908.92	3999 State Work Incentive Program	1	0						1	1					0
37038.72	4486 Public Information Specialist	2	0						2	1		1			1
30870.6	4500 Administrative Assistant II	1	0						1	1					0
49180.08	5214 Service Center Manager	1	1	1					0						0
54453.84	8084 Admin Secretary to the Directo	1	0						1	1					0
41880-42278.18	8086 Asst to the Chief Officer	5	0						5	3	2				2
49500	9752 Medicaid Long-Term Care	1	0						1	1					0
26454.48	D50A Accounting Technician	1	0						1	1					0
24793.776-28750.5	D50B Accounting Technician	3	0						3	3					0
27882.96-31474.2	D50C Accounting Technician	3	0						3	2			1		1
19530	E13A Customer Svc Representative	1	1	1					0						0
22040.76-25853.04	E13B Customer Svc Representative	23	6	5		1			17	13	3	1			5
30006.24	E13C Customer Svc Representative	4	1	1					3	3					0
20227.27-20227.32	E16A Administrative Technician	2	1	1					1	1					0
22900.2	E16B Administrative Technician	1	0						1				1		1
23908.88-30870.6	E16C Administrative Technician	388	19	11	5		1	2	369	253	52	23	5	36	124
26448.84-28551.72	E16D Administrative Technician	26	5	2	3				21	17	1	3			7
27886.8-31734.801	E17A Administrative Assistant	61	5	4		1			56	40	14	1		1	17
30870.6-38771.454	E17B Administrative Assistant	195	10	7	1	2			185	151	17	4	1	12	37
26816.76	E24A Secretary	1	0						1	1					0
28932.36-30330.72	E24C Secretary	3	0						3	2	1				1
31621.8-33341.28	E24D Secretary	6	0						6	4	1	1			2
34814.64-37078.14	E24E Secretary	13	0						13	10	1	1		1	3
26297.4	E25A Legal Secretary	1	0						1	1					0
28693.2	E25B Legal Secretary	1	0						1			1			1
35386.32	E25C Legal Secretary	1	0						1		1				1
21158.04-22956.48	F20A Materiel Management Specialist	2	0						2	2					0
22956.48-27132.84	F20B Materiel Management Specialist	15	10	7	1		1	1	5	4				1	4
26841.72-27567.6	F20C Materiel Management Specialist	3	2					2	1	1					2

29490.36	F20D Materiel Management Specialist	1	0						1	1					0
26869.44-30098.64	F21A Materiel Management Officer	5	5	4	1				0						1
28929.36	X10B Health Information Technician	1	0						1	1					0
Total for Job Group (number):		787	66	44	11	4	2	5	721	529	97	36	8	51	214
Total for Job Group (percent):			8%	6%	1%	1%	0%	1%	92%	67%	12%	5%	1%	6%	27%

OPM-AA/EEO-3 (07/01/2013)

JOB GROUP ANALYSIS

Agency Name and Code

Oklahoma Department of Human Services - 830

Date: As of July 1, 2013

EEO Category:

Skilled Craft Workers

Job Group:

Salary or Pay Band	Job Family Title	Total Emp.	Male						Female						
			Total Male	White	Black	Hisp.	AS/P I	A/A N	Total Female	White	Black	Hisp.	AS/P I	A/A N	Total Min.
34132.2	05401 Painter II	1	1	1						0					0
34765.92	0679 Tile & Carpet Layer III	1	1						1	0					1
48245.4	2975 Tile and Carpet Layer Supvr	1	1	1						0					0
47868.888	3947 Roofing Contractor	1	1	1						0					0
26112	5037 Commercial Electrician	1	1	1						0					0
56400	5039 Commercial Electrician	1	1	1						0					0
24012-26158.08	5044 Commercial Plumber Journeyman	2	2	1			1			0					1
51000	5046 Commercial Plumber Contractor	1	1	1						0					0
51000	5049 Refrigeration Mechanic Contrac	1	1	1						0					0
40188-45208.992	5085 Commercial Electrician	5	5	5						0					0
37520.04-39831.96	5086 Commercial Plumber Journeyman	2	2	2						0					0
38483.4	5219 Automotive Mechanic II	1	1	1						0					0
34998.642	5223 Automotive Mechanic II	1	1	1						0					0
28621.8-34320.636	5266 Carpenter I	6	6	5	1					0					1
33687.72-33968.04	5267 Carpenter II	4	4	3					1	0					1
36941.706-40438.5	5329 Sheet Metal Worker	4	4	3	1					0					1
50465.142	5330 Sheet Metal Foreman	1	1	1						0					0
37604.7	5379 Mason II	1	1				1			0					1
32506.92-34113.96	5401 Painter I	2	1						1	1	1				1
40046.076	5444 Roofer I	1	1	1						0					0
29976-40559.4	5475 Tile and Carpet Layer II	3	3	3						0					0
39551.28	5478 Painter III	1	1						1	0					1
40701	5542 Heavy Equipment Operator III	1	1	1						0					0
46635.75	5545 Finish/Trim Carpenter Foreman	1	1	1						0					0
39273.48-41237.16	6034 Construction Supervisor	4	4	2	1				1	0					2
42500.16	8022 Refrigeration Mechanic Journey	1	1	1						0					0
47892	8322 Commercial Electrician Journey	1	1	1						0					0
28699.08-29610.24	E34C Offset Press Operator	4	3	3						1	1				0
34845.96	E34D Offset Press Operator	1	1	1						0					0
23187.24-27488.28	F41A Construction/Maintenance Techn	4	4	3	1					0					1
28695.36	F41B Construction/Maintenance Techn	1	1	1						0					0
33691.44	F44B Carpenter	1	1	1						0					0
33471.96	F47C Fleet Specialist	1	1	1						0					0
35204	F74B Mechanical Systems Technician	1	1	1						0					0
41360.76	F74D Mechanical Systems Technician	1	1	1						0					0
45439.56	F75D Electrician	1	1	1						0					0

25325.52	F76A Plumber	1	1	1					0						0
45439.56	F76D Plumber	1	1	1					0						0
21789.96	F78A Equipment Operator	2	1	1					1	1					0
30821.28	F78B Equipment Operator	8	8	8					0						0
35679.48	F78C Equipment Operator	1	1	1					0						0
Total for Job Group (number):		78	75	64	4	2	0	5	3	3	0	0	0	0	11
Total for Job Group (percent):			96%	82%	5%	3%	0%	6%	4%	4%	0%	0%	0%	0%	14%

OPM-AA/EEO-3 (07/01/2013)

JOB GROUP ANALYSIS

Agency Name and Code
EEO Category:

Oklahoma Department of Human Services - 830

Service Maintenance

Date: As of July 1, 2013

Job Group:

Salary or Pay Band	Job Family Title	Total Emp.	Male						Female						
			Total Male	White	Black	Hisp.	AS/P I	AI/A N	Total Female	White	Black	Hisp.	AS/P I	AI/A N	Total Min.
45940.56	5106 Building Maint Supervisor	1	1	1						0					0
35372.16-40046.07	5119 Building Maintenance Supt I	3	3	3						0					0
25763.64	5291 Carpenter I	1	1						1	0					1
28985.67	5291 Construction Laborer	1	1	1						0					0
34209.6	5529 Equipment Operator I	2	2	2						0					0
35981.4	F45A Construction/Maintenance Admr	1	1	1						0					0
38679	F45B Construction/Maintenance Admr	1	1	1						0					0
20506.56-25620.33	F50B Housekeeping/Custodial Worker	15	3	2	1					12	10	1	1		3
19530	F54A Light Vehicle Driver	1	1	1						0					0
24105.48	Z13A Transportation Officer	1	0							1	1				0
19530	Z20A Food Service Specialist	5	1		1					4	3	1			2
20506.56-24658.44	Z20B Food Service Specialist	27	2	2						25	15	7	2	1	10
27435.12	Z20D Food Service Specialist	1	0							1		1			1
Total for Job Group (number):		60	17	14	2	0	0	1		43	29	10	3	0	1
Total for Job Group (percent):			28%	23%	3%	0%	0%	2%		72%	48%	17%	5%	0%	2%

OPM-AA/EEO-2 (07/01/2013)

Availability Analysis

Agency Name and Code: Oklahoma Department of Human Services - 830

July 1, 2013
(date)

EEO Category Official / Administrator

Job Group: _____

Factors	Raw Availability %						Weight Factor	Weighted Availability *						Source of Statistics
	Black	Hisp	As/PI	AI/AN	Total Min	Fem		Black	Hisp	As/PI	AI/AN	Total Min	Fem	
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	3.60	2.30	1.00	4.90	15.10	37.60	0.50	1.80	1.15	0.50	2.45	7.55	18.80	Statewide 2000 Census EEO Labor Force Data
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors	5.40	3.10	1.60	2.90	15.90	39.70	0.50	2.70	1.55	0.80	1.45	7.95	19.85	OKC MSA 2000 Census EEO Labor Force Data
Total							1.00	4.50	2.70	1.30	3.90	15.50	38.65	
Final Availability								4.5%	2.7%	1.3%	3.9%	15.5%	38.7%	

OPM-AA/EEO-4 (07/01/2013)

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

Availability Analysis

Agency Name and Code: Oklahoma Department of Human Services - 830

July 1, 2013
(date)

EEO Category Professional

Job Group: _____

Factors	Raw Availability %						Weight Factor	Weighted Availability *						Source of Statistics
	Black	Hisp	As/PI	AI/AN	Total Min	Fem		Black	Hisp	As/PI	AI/AN	Total Min	Fem	
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	4.70	2.00	2.20	5.10	17.20	55.60	0.50	2.35	1.00	1.10	2.55	8.60	27.80	Statewide 2000 Census EEO Labor Force Data
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors	6.00	2.40	3.40	2.60	17.10	52.80	0.50	3.00	1.20	1.70	1.30	8.55	26.40	OKC MSA 2000 Census EEO Labor Force Data
Total							1.00	5.35	2.20	2.80	3.85	17.15	54.20	
Final Availability								5.4%	2.2%	2.8%	3.9%	17.2%	54.2%	

OPM-AA/EEO-4 (07/01/2013)

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

Availability Analysis

Agency Name and Code: Oklahoma Department of Human Services - 830

July 1, 2013
(date)

EEO Category Technician

Job Group: _____

Factors	Raw Availability %						Weight Factor	Weighted Availability *						Source of Statistics
	Black	Hisp	As/PI	AI/AN	Total Min	Fem		Black	Hisp	As/PI	AI/AN	Total Min	Fem	
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	7.10	2.20	1.30	7.60	21.90	59.70	0.50	3.55	1.10	0.65	3.80	10.95	29.85	Statewide 2000 Census EEO Labor Force Data
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors	10.20	2.60	2.50	3.50	21.60	55.50	0.50	5.10	1.30	1.25	1.75	10.80	27.75	OKC MSA 2000 Census EEO Labor Force Data
Total							1.00	8.65	2.40	1.90	5.55	21.75	57.60	
Final Availability								8.7%	2.4%	1.9%	5.6%	21.8%	57.6%	

OPM-AA/EEO-3 (07/01/2013)

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

Availability Analysis

Agency Name and Code: Oklahoma Department of Human Services - 830

July 1, 2013
(date)

EEO Category Protective Services

Job Group: _____

Factors	Raw Availability %						Weight Factor	Weighted Availability *						Source of Statistics
	Black	Hisp	As/PI	AI/AN	Total Min	Fem		Black	Hisp	As/PI	AI/AN	Total Min	Fem	
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit	6.30	2.20	0.50	8.40	21.60	16.70	0.50	3.15	1.10	0.25	4.20	10.80	8.35	Statewide 2000 Census EEO Labor Force Data
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization														
3. Other relevant factors	8.60	2.60	0.80	4.30	19.60	18.90	0.50	4.30	1.30	0.40	2.15	9.80	9.45	OKC MSA 2000 Census EEO Labor Force Data
Total							1.00	7.45	2.40	0.65	6.35	20.60	17.80	
Final Availability								7.5%	2.4%	0.7%	6.4%	20.6%	17.8%	

OPM-AA/EEO-4 (07/01/2013)

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

Availability Analysis

Agency Name and Code: Oklahoma Department of Human Services - 830

July 1, 2013
(date)

EEO Category Paraprofessional

Job Group: _____

Factors	Raw Availability %						Weight Factor	Weighted Availability *						Source of Statistics
	Black	Hisp	As/PI	AI/AN	Total Min	Fem		Black	Hisp	As/PI	AI/AN	Total Min	Fem	
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit	7.10	2.20	1.30	7.60	21.90	59.70	0.50	3.55	1.10	0.65	3.80	10.95	29.85	Statewide 2000 Census EEO Labor Force Data
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization														
3. Other relevant factors	10.20	2.60	2.50	3.50	21.60	55.50	0.50	5.10	1.30	1.25	1.75	10.80	27.75	OKC MSA 2000 Census EEO Labor Force Data
Total							1.00	8.65	2.40	1.90	5.55	21.75	57.60	
Final Availability								8.7%	2.4%	1.9%	5.6%	21.8%	57.6%	

OPM-AA/EEO-4 (07/01/2013)

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

Availability Analysis

Agency Name and Code: Oklahoma Department of Human Services - 830

July 1, 2013
(date)

EEO Category Administrative Support

Job Group: _____

Factors	Raw Availability %						Weight Factor	Weighted Availability *						Source of Statistics
	Black	Hisp	As/PI	AI/AN	Total Min	Fem		Black	Hisp	As/PI	AI/AN	Total Min	Fem	
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit	7.10	2.90	0.90	6.30	21.20	70.10	0.50	3.55	1.45	0.45	3.15	10.60	35.05	Statewide 2000 Census EEO Labor Force Data
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization														OKC MSA 2000 Census EEO Labor Force Data
3. Other relevant factors	9.70	3.50	1.50	3.80	21.90	68.70	0.50	4.85	1.75	0.75	1.90	10.95	34.35	
Total							1.00	8.40	3.20	1.20	5.05	21.55	69.40	
Final Availability								8.4%	3.2%	1.2%	5.1%	21.6%	69.4%	

OPM-AA/EEO-4 (07/01/2013)

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

Availability Analysis

Agency Name and Code: Oklahoma Department of Human Services - 830

July 1, 2013
(date)

EEO Category Skilled Craft Workers

Job Group: _____

Factors	Raw Availability %						Weight Factor	Weighted Availability *						Source of Statistics
	Black	Hisp	As/PI	AI/AN	Total Min	Fem		Black	Hisp	As/PI	AI/AN	Total Min	Fem	
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	3.80	5.60	0.70	7.50	21.90	6.50	0.50	1.90	2.80	0.35	3.75	10.95	3.25	Statewide 2000 Census EEO Labor Force Data
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors	5.40	7.50	1.60	4.10	22.00	7.30	0.50	2.70	3.75	0.80	2.05	11.00	3.65	OKC MSA 2000 Census EEO Labor Force Data
Total							1.00	4.60	6.55	1.15	5.80	21.95	6.90	
Final Availability								4.6%	6.6%	1.2%	5.8%	22.0%	6.9%	

OPM-AA/EEO-4 (07/01/2013)

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

Availability Analysis

Agency Name and Code: Oklahoma Department of Human Services - 830

July 1, 2013
(date)

EEO Category Service Maintenance

Job Group: _____

Factors	Raw Availability %						Weight Factor	Weighted Availability *						Source of Statistics
	Black	Hisp	As/PI	AI/AN	Total Min	Fem		Black	Hisp	As/PI	AI/AN	Total Min	Fem	
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.	8.90	7.80	1.70	8.50	31.10	41.50	0.50	4.45	3.90	0.85	4.25	15.55	20.75	Statewide 2000 Census EEO Labor Force Data
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.														
3. Other relevant factors	13.70	10.20	3.20	4.50	35.30	41.80	0.50	6.85	5.10	1.60	2.25	17.65	20.90	OKC MSA 2000 Census EEO Labor Force Data
Total							1.00	11.30	9.00	2.45	6.50	33.20	41.65	
Final Availability								11.3%	9.0%	2.5%	6.5%	33.2%	41.7%	

OPM-AA/EEO-4 (07/01/2013)

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

Utilization Analysis* and Annual Goals

Agency Name and
Code:

Oklahoma Department of Human Services- 830

July 1, 2013

Date

Job Group	Incumbents							Utilization*																											
								Black				Hispanic				Asian/Pacific Islander				American Indian/A.N.				Female				Total Minorities							
	Total	Black	Hisp.	AS/PI	AI/AN	Fem.	Total Min	% Avail	% in Cat	Under Util	Goal	% Avail	% in Cat	Under Util	Goal	% Avail	% in Cat	Under Util	Goal	% Avail	% in Cat	Under Util	Goal	% Avail	% in Cat	Under Util	Goal	% Avail	% in Cat	Under Util	Goal				
Official / Administrator	280	19	3	2	12	210	36	4.5%	6.8%	N	0.0%	2.7%	1.1%	Y	2.7%	1.3%	0.7%	Y	1.3%	3.9%	4.3%	N	0.0%	38.7%	75.0%	N	0.0%	15.5%	12.9%	Y	15.5%				
Professional	5074	714	129	72	407	4089	1322	5.4%	14.1%	N	0.0%	2.2%	2.5%	N	0.0%	2.8%	1.4%	Y	2.8%	3.9%	8.0%	N	0.0%	54.2%	80.6%	N	0.0%	17.2%	26.1%	N	0.0%				
Technician	52	6	0	1	5	38	12	8.7%	11.5%	N	0.0%	2.4%	0.0%	Y	2.4%	1.9%	1.9%	N	0.0%	5.6%	9.6%	N	0.0%	57.6%	73.1%	N	0.0%	21.8%	23.1%	N	0.0%				
Protective Services	30	1	2	0	3	3	6	7.5%	3.3%	Y	7.5%	2.4%	6.7%	N	0.0%	0.7%	0.0%	N	0.0%	6.4%	10.0%	N	0.0%	17.8%	10.0%	Y	17.8%	20.6%	20.0%	N	0.0%				
Paraprofessional	484	140	17	25	15	354	197	8.7%	28.9%	N	0.0%	2.4%	3.5%	N	0.0%	1.9%	5.2%	N	0.0%	5.6%	3.1%	Y	5.6%	57.6%	73.1%	N	0.0%	21.8%	40.7%	N	0.0%				
Administrative Support	787	108	40	10	56	721	214	8.4%	13.7%	N	0.0%	3.2%	5.1%	N	0.0%	1.2%	1.3%	N	0.0%	5.1%	7.1%	N	0.0%	69.4%	91.6%	N	0.0%	21.6%	27.2%	N	0.0%				
Skilled Craft Workers	78	4	2	0	5	3	11	4.6%	5.1%	N	0.0%	6.6%	2.6%	Y	6.6%	1.2%	0.0%	N	0.0%	5.8%	6.4%	N	0.0%	6.9%	3.8%	Y	6.9%	22.0%	14.1%	Y	22.0%				
Service/ Maintenance	60	12	3	0	2	43	17	11.3%	20.0%	N	0.0%	9.0%	5.0%	Y	9.0%	2.5%	0.0%	Y	2.5%	6.5%	3.3%	Y	6.5%	41.7%	71.7%	N	0.0%	33.2%	28.3%	Y	33.2%				

AA/EEO-4
(07/01/2013)

* Significance Test: Whole Person

PRESENT STAFFING

Agency Name and Code: Oklahoma Department of Human Services - 830

As of: July 1, 2013

Job Categories	TOT EMP	MALE											FEMALE											TOT MIN	%			
		WHITE	%	BLAC K	%	HISP	%	AS/ PI	%	AI/A N	%	TOT MALE	%	WHIT E	%	BLACK	%	HISP	%	AS/ PI	%	AI/AN	%			TOT FEM	%	
Officials/ Admin	280	62	22%	2	1%	2	1%	1	0%	3	1%	70	25%	182	65%	17	6%	1	0%	1	0%	9	3%	210	75%	36	13%	OK
Professional	5074	747	15%	109	2%	27	1%	28	1%	74	1%	985	19%	3005	59%	605	12%	102	2%	44	1%	333	7%	4089	81%	1322	26%	OK
Technicians	52	10	19%	1	2%	0	0%	1	2%	2	4%	14	27%	30	58%	5	10%	0	0%	0	0%	3	6%	38	73%	12	23%	OK
Protective Services	30	23	77%	1	3%	0	0%	0	0%	3	10%	27	90%	1	3%	0	0%	2	7%	0	0%	0	0%	3	10%	6	20%	OK
Para-Professional	484	73	15%	33	7%	6	1%	11	2%	7	1%	130	27%	214	44%	107	22%	11	2%	14	3%	8	2%	354	73%	197	41%	OK
Admin Support	787	44	6%	11	1%	4	1%	2	0%	5	1%	66	8%	529	67%	97	12%	36	5%	8	1%	51	6%	721	92%	214	27%	OK
Skilled Craft Workers	78	64	82%	4	5%	2	3%	0	0%	5	6%	75	96%	3	4%	0	0%	0	0%	0	0%	0	0%	3	4%	11	14%	OK
Service Maintenance	60	14	23%	2	3%	0	0%	0	0%	1	2%	17	28%	29	48%	10	17%	3	5%	0	0%	1	2%	43	72%	17	28%	OK
TOTALS	6845	1037	15%	163	2%	41	1%	43	1%	100	1%	1384	20%	3993	58%	841	12%	155	2%	67	1%	405	6%	5461	80%	1815	27%	OK

OPM-AA/EEO-6 (07/01/2013)

Personnel Transactions Report

Agency Name and Code: Oklahoma Department of Human Services - 830

Date: July 1, 2013

Summary		Total	Minority					Total Min	Male	Female	
			White	Black	Hisp	AS/PI	AI/AN				
1. Employees at Beginning of Period (7-01-12)	#	6713	4949	977	176	101	510	1764	1412	5301	OK
	%		74%	15%	3%	2%	8%	26%	21%	79%	
2. Employees at End of Period (7-01-13)	#	6845	5030	1004	196	110	505	1815	1384	5461	OK
	%		73%	15%	3%	2%	7%	27%	20%	80%	
3. Net Increase (decrease)		132	81	27	20	9	-5	51	-28	160	OK
4. Personnel Transaction:											
(A) New Hires	Actual	1199	836	215	47	21	80	363	236	963	OK
	Goal			0	24	35	36	95		14	
(B) Promotions	Actual	1060	787	139	36	19	79	273	176	884	OK
	Goal										
(C) Demotions		89	66	14	2	1	6	23	6	83	OK
(D) Separations		1067	755	188	27	12	85	312	264	803	OK

OK OK OK OK OK OK OK OK OK OK

OPM-AA/EEO-7 (07/01/2013)