

OPM 00-36

DATE: June 13, 2000

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator
and Cabinet Secretary of Human Resources

RE: **Affirmative Action Plans for FY-2001**

Title 74, Section 840-2.1 of the Oklahoma Statutes requires all agencies, boards, commissions, departments, and offices of each branch of government to prepare an annual Affirmative Action Plan (AAP). A copy of the agency's written plan must be filed with the Office of Personnel Management (OPM) annually by September 1 of each year. Institutions within the Oklahoma State System for Higher Education are required to submit Affirmative Action Plans to the Oklahoma State Regents for Higher Education in accordance with standards established by the Oklahoma State Regents for Higher Education.

Mandatory standards that must be included in the AAPs for executive branch agencies are contained in Merit Rules 530:10-3.33.1 through 530:10-3.33.11. The Merit Rules also include the notices required for agencies' submission of plans after the September 1 due date. If your Affirmative Action Plan needs to be reviewed by a governing board, please arrange to have the review completed before the September 1, 2000 submission date.

Other references that will assist you in developing your affirmative action plans:

(1) *The Manual for Affirmative Action Plans in Oklahoma State Government (Revised June 2000 and enclosed)*, published by the Office of Personnel Management contains detailed instructions on preparing affirmative action plans.

Note: The manual has been updated to include changes resulting from implementation of SB 464, The Classification

and Compensation Reform Act of 1999. References to “job classes and grades” have been changed to “job families and pay bands”. Also, new definitions for “Promotions” and “Demotions” are listed on page 41.

(2) *Job Family Descriptor Plan, dated November 1, 1999*, published by the Office of Personnel Management. This plan was distributed to the agencies on March 27, 2000 and has also been placed on the website at <http://www.state.ok.us/~opm/>.

(3) *EEO Job Category Listing, dated November 1, 1999*, published by the Office of Personnel Management. Copies were provided to agencies on September 29, 1999.

(4) *Labor Force Information for Affirmative Action Programs, March 2000*, published by the Oklahoma Employment Security Commission, Economic Research and Analysis Division, can be obtained by faxing (405) 525-0139. Agencies with fewer than 15 FTE will not need the Labor Force Information document to prepare their AAPs.

All plans must contain a Present Staffing Report, a Personnel Transactions Report and an Evaluation of Previous EEO Efforts of New Hires for the past 3 years (copy attached).

Should you require assistance or further information, please contact Joe Garcia or Janice Wadkins, OPM Employment Relations Services, at (405) 521-2177.

Enclosures - Manual for Affirmative Action Plans in Oklahoma State Government Form, Evaluation of Previous EEO Efforts (New Hires)

cc: Civil Rights Administrators/Affirmative Action Officers

Evaluation of Previous EEO Efforts

(NEW HIRES)

Agency Name and Code: _____

As Of: _____

(Date)

| | | MINORITY | | | | | | | | |
|-------------------------------------|---------------|-----------------|-------|-------|-------|-------|-----------------|------------|------|--------|
| Summary | | Total New Hires | White | Black | Hisp. | Asian | American Indian | Total Min. | Male | Female |
| 1. New Hires FY _____. | <i>Number</i> | | | | | | | | | |
| 2. New Hires FY _____. | <i>Number</i> | | | | | | | | | |
| 3. New Hires FY _____. | <i>Number</i> | | | | | | | | | |
| Total Number for Three Year Period | | | | | | | | | | |
| Total Percent for Three Year Period | | | | | | | | | | |

FY ____ New Hires by EEO Category

| EEO Categories | Total New Hires | MALE | | | | | | FEMALE | | | | | | |
|--------------------------|-----------------|-------|-------|-------|-------|-------|------------|--------|-------|-------|-------|-------|--------------|------------|
| | | White | Black | Hisp. | AS/PI | AI/AN | Total Male | White | Black | Hisp. | AS/PI | AI/AN | Total Female | Total Min. |
| Officials/Administrators | | | | | | | | | | | | | | |
| Professionals | | | | | | | | | | | | | | |
| Technicians | | | | | | | | | | | | | | |
| Protective Services | | | | | | | | | | | | | | |
| Paraprofessionals | | | | | | | | | | | | | | |
| Administrative Support | | | | | | | | | | | | | | |
| Skilled Craft | | | | | | | | | | | | | | |
| Service Maintenance | | | | | | | | | | | | | | |
| TOTALS | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
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