

OPM 01-08

DATE: January 8, 2001

TO: All Appointing Authorities

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

RE: **Affirmative Action Plan Utilization
Analysis Update Requirement**

Pursuant to Merit Rule 530:10-3-33.7(a), state agencies authorized 15 or more full-time equivalent employees are required to submit a second utilization analysis to the Office of Personnel Management by March 1st of each year. This utilization analysis should include the agency's workforce as of December 31, 2000.

If you have any questions or need some assistance, please contact the Office of Personnel Management Employment Relations Services at (405) 521-3082.

c: Civil Right Administrators/Affirmative Action Officers