



OKLAHOMA STATE AUDITOR AND INSPECTOR

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# 2012 AFFIRMATIVE ACTION PLAN

**OFFICE OF THE STATE AUDITOR AND INSPECTOR  
for the  
STATE OF OKLAHOMA**

**POLICY STATEMENT ON EQUAL EMPLOYMENT  
OPPORTUNITY AND AFFIRMATIVE ACTION**

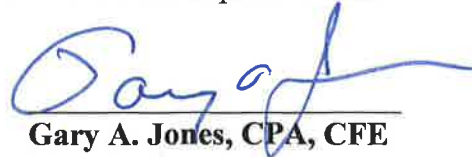
Consistent with federal and state laws and guidelines established for equal employment opportunity and affirmative action, I would like to reaffirm the agency's continuing policy to provide equal employment and advancement opportunity in all job classifications of this agency without regard to political or religious opinion or affiliation, race, creed, 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. Diane L. Thomas, CPA, Chief Financial Officer, located in Room 100 of the State Capitol, telephone number (405) 521-2299, email address DThomas@sai.ok.gov, has been delegated the responsibility of implementing the plan, including monitoring and evaluating our progress and reporting the results to me.

In addition, Diane L. Thomas is assigned to serve as the Affirmative Action/Equal Employment Opportunity Officer for this agency. She or Joy Maxwell, located in Room B14 of the State Capitol, telephone number (405) 521-2149, email address JMaxwell@sai.ok.gov, are available to any employee having questions or needing assistance in regards to 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 and every employee to perform their duties and responsibilities in a manner that will demonstrate this agency's firm commitment in this most important area.



**Gary A. Jones, CPA, CFE**  
State Auditor & Inspector

Date: 8/5/11

**OFFICE OF THE STATE AUDITOR AND INSPECTOR**  
**for the**  
**STATE OF OKLAHOMA**

**POLICY AGAINST DISCRIMINATION**  
**and**  
**SEXUAL HARASSMENT**

It is the policy of the Office of the State Auditor and Inspector not to discriminate in any of its employment practices on the basis of political or religious opinion or affiliation, race, creed, color, gender, age, ancestry, national origin, marital status or disability, so long as the disability does not render the employee unable to do the work for which employed. Any form of unlawful discrimination to which this policy applies is a very serious matter, and will not be tolerated.

Sexual harassment is a form of unlawful discrimination based on sex. In some circumstances, it may violate other laws (for example, criminal assault). Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Conduct prohibited by this policy includes, but is not limited to:

- Unwelcome sexual flirtation;
- Advances or propositions for sexual activity;
- Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;
- Sexually degrading language to describe an individual;
- Remarks of a sexual nature to describe a person's body or clothing;
- Display of sexually demeaning objects or pictures;
- Offensive physical contact, such as unwelcome touching, pinching, or brushing the body;
- Coerced sexual intercourse; and
- Sexual assault.

Such conduct is unlawful discrimination based on sex when submission to such conduct is explicitly or implicitly a requirement of the individual's employment, or used as a basis for any employment-related decision concerning that individual, or when such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creates an intimidating, hostile or offensive work environment.

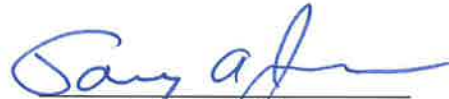
Sexual harassment will not be condoned. Employees are absolutely prohibited from engaging in sexual harassing behavior. Furthermore, any supervisory employee, employee with authority for personnel matters, or other agent or officer of this agency who knows or should have known that an employee of this agency is being subjected to sexual harassment must either take immediate corrective action or report the facts to the

Deputy State Auditor or to me. *All employees have a duty to immediately report sexual harassment to a supervisor, manager, director, deputy state auditor, or directly to me.*

Appropriate disciplinary measures will be taken against any employee who causes, engages in, encourages, condones or otherwise permits unlawful sexual harassment, as well as supervisory or other responsible employees who fail to take corrective action as provided above. Such conduct may be grounds for disciplinary action, up to and including termination of employment.

Any employee who believes that he or she has been the victim of sexual harassment may complain of discrimination based on sex in accordance with this agency's grievance procedure or the complaint may be filed directly with me. Any employee attempting to penalize or retaliate against another employee for filing a complaint, reporting an incident of sexual harassment, or cooperating with an investigation of alleged sexual harassment, shall be subject to disciplinary action, up to and including termination of employment.

It is the responsibility of all employees in this agency, supervisory and non-supervisory, to adhere to this policy and to use all reasonable efforts to further its goals and spirit.



**Gary A. Jones, CPA, CFE**  
State Auditor & Inspector

Date: 8/5/11

## **DISSEMINATION OF POLICIES AND PLAN:**

Dissemination of the affirmative action/equal employment opportunity policy, the policy against sexual discrimination, and the agency's affirmative action plan is treated as essential to their success and effectiveness. Every employee of the State Auditor and Inspector's Office is given access to the Policy & Procedures Manual upon enrollment with the agency. The Policy Statement on Equal Employment Opportunity and Affirmative Action and the Policy Against Discrimination and Sexual Harassment are included in the manual. This manual is available to employees on our agency website for ease of reference. When the policies are amended or a new AA/EEO officer is designated, the updates are distributed to all State Auditor and Inspector employees. The Affirmative Action Plan is also available to view by all State Auditor and Inspector employees via the agency's employee intranet website. This office will also make printed copies of the plan and policies available to any interested parties upon request.

To ensure that the public and potential candidates for employment are aware of this policy, the Office of the State Auditor and Inspector includes a statement of such policy on its website, whenever advertising a job opening, and whenever contacting recruitment sources.

## **IMPLEMENTATION:**

### State Auditor and Inspector

The State Auditor and Inspector exercises overall responsibility for equal employment opportunity and affirmative action which includes authorizing, implementing and evaluating this agency's policy and performance. He is responsible for making all ultimate decisions regarding hiring and termination.

Through the statement of policy found in the State Auditor and Inspector's Policy and Procedures Manual, he has instructed all agency employees to give their active support and cooperation in achieving the goals stated in the policy. The State Auditor and Inspector also holds staff meetings with directors at least once each month at which the directors are reminded of the policies and plan and their role in implementing the same.

### Chief Financial Officer

The Chief Financial Officer reviews recruitment, hiring, and all employment practices and personnel actions of the agency to ensure they are handled in a non-discriminatory manner and to watch for and remove any barriers that may have an adverse impact on the agency achieving its equal employment opportunity goals. This position makes recommendations to the State Auditor and Inspector on personnel policies and actions to correct any deficiencies identified in the agency's employment policies and practices. This position also advises the directors, managers, and supervisors on implementation and modification of the policies and plan.

### AA/EEO/ADA Officer

The AA/EEO/ADA Officer is the Chief Financial Officer. The State Auditor and Inspector has directed appropriate staff members to assist the AA/EEO/ADA Officer in performing the duties of the position. Those duties include:

1. Developing affirmative action policies and plans;
2. Developing agency policies to meet the goals of all laws, rules, regulations and policies in this area;
3. Evaluating the performance of this agency in meeting affirmative action goals, including the identification of problem areas;
4. Reviewing related policies and procedures for compliance with the laws, rules, and regulations concerning Affirmative Action and Equal Employment Opportunity;
5. Acting as a liaison between this agency and the appropriate state and federal agencies;
6. Investigating alleged cases of discrimination and preparing appropriate recommendations; and
7. Informing agency employees at all levels of developments in AA/EEO policies and procedures.

### Managers and Supervisors

Managers and supervisors play a critical role in the implementation of AA/EEO policies. Their implementation of these policies may include:

1. Regularly emphasizing the importance of these policies in interacting with employees;
2. Being cognizant of these policies in choosing employees to participate in training programs, recommending employees for promotion and assigning job duties;
3. Taking positive steps to eliminate discrimination and prevent harassment of employees;
4. Identifying areas within their supervisory authority that can be improved and establishing goals and objectives; and
5. Informing employees of AA/EEO policies, goals, plans and changes; and the importance of their efforts in implementing them.

### Employees

Employees of the State Auditor and Inspector have the following responsibilities in implementing the State Auditor and Inspector's Affirmative Action plan:

1. In their interactions with other employees and the public they shall apply all laws, rules, regulations, policies and procedures fairly and impartially without regard to race, color, sex, age, national origin, disability, religious affiliation, and political opinion or affiliation; and

2. Assist supervisors and managers in implementing AA/EEO policies.

## **TRAINING AND RECRUITMENT**

### Training

The State Auditor and Inspector's office encourages its staff to participate in training programs made available to the employees of the office by the Office of Personnel Management as well as accredited continuing professional education courses offered by the Office of the State Auditor and Inspector, the Oklahoma State Board of Public Accountancy and other public and private organizations. To insure that all employees are notified of the various courses available to them, the agency has established the position of Training Coordinator. It is the Training Coordinator's responsibility to locate and develop appropriate courses, to notify staff of course availability, and to schedule individuals to attend such classes. The Training Coordinator has also implemented an internal course for supervisors, managers, and directors that will be conducted by the agency, to reinforce the agency's policies, including its policies regarding equal employment opportunity, sexual harassment, and non-discrimination.

The Training Coordinator makes course recommendations to individual employees based on the policies of the State Auditor and Inspector, the recommendations of managers and supervisors, and the requests of individual employees. It is the State Auditor's policy to encourage minority employees and female staff members to participate in these educational opportunities to prepare them for promotional opportunities as they may arise.

This approach allows employees to have multiple opportunities to receive information about, and be recommended for, various training programs. In this way, employees who are disposed to searching for such opportunities, as well as those who may not be so motivated but are nonetheless qualified, are able to advance their professional education.

### Recruitment

The State Auditor and Inspector will take steps to recruit applicants in a manner that reaches a broad pool in efforts to attract all members of our community including minorities, women, disabled persons and persons over 40 years old, i.e. maintaining this office's policy of nondiscrimination and affirmative action. Efforts to recruit minorities and women may include, but are not limited to the following:

1. Making recruitment of minorities and women an agency priority;
2. Requiring managers and supervisors to substantiate their personnel recommendations to the State Auditor; and
3. When this agency advertises an opening, such advertisement will be placed in the following publications and with the following organizations:
  - Office of Personnel Management
  - Oklahoma Employment Security Commission
  - Oklahoma Society of Certified Public Accountants
  - OPM's Director of Equal Opportunity and Workforce Diversity

- State Auditor and Inspector's Website, and
- All State Colleges and Universities Career Services offices

## **AFFIRMATIVE ACTION FOR THE DISABLED AND OLDER PERSONS:**

### Disabled Persons

It is the policy of the office of the State Auditor and Inspector to employ and promote qualified disabled persons. In furtherance of this policy, the following actions will be taken:

1. Job descriptions for all agency positions will be reviewed to ensure that they comply with the requirements established in the ADA;
2. The agency is committed to making such reasonable accommodations as may be necessary to enable job applicants and agency employees with disabilities to perform their duties and assignments as prescribed by the ADA;
3. This agency's policy of hiring and promoting persons with disabilities will be communicated to all agency employees; and
4. Whenever this agency has job openings, it will include in any recruitment effort its commitment to providing employment opportunities to qualified disabled persons.

### Older Persons

It is the policy of the State Auditor and Inspector to employ and promote individuals without regard to age. The following actions will be taken to ensure the implementation of this policy:

1. Employment, promotion, recruitment and training will be based on individual qualifications, experience, and required skills. Age will not be a factor in making such decisions;
2. This agency's policies regarding nondiscrimination and affirmative action toward older persons will be communicated to all agency employees; and
3. This agency will include a statement of its commitment to providing employment opportunities to qualified older persons whenever it advertises a job opening.

## **EVALUATION OF PRECEDING YEAR'S EFFORTS**

The Affirmative Action/Equal Employment Opportunity officer is the Chief Financial Officer. The Chief Financial Officer has met regularly with the State Auditor and Inspector to review the agency's progress on affirmative action issues, as well as discussed the same in the director's meetings called by the State Auditor and Inspector. These meetings included discussions of the problem areas found in the preceding year and the 2011 Affirmative Action Plan's goals and timetables. To implement these goals the State Auditor and Inspector directed the Affirmative Action officer to notify the agency's employees of these goals and for them to notify the appropriate staff of individuals who meet the status criteria and having the required skills and experience.

During this last year (SFY 2011), there were twenty separations and eighteen individuals hired. We have identified problem areas in which minorities were underutilized. Minorities were underutilized as follows: Hispanic-Americans and Asian-Americans in the



Officials/Administrators category; Hispanic-Americans, Asian-Americans, and Total Minorities in the Professional category; African-Americans, Hispanic-Americans, Asian-Americans, Native-American, and Total Minorities in the Technicians category; all minorities in the Paraprofessionals category; and African-Americans, Hispanic-Americans, Native-American, and Total Minorities in the Administrative Support category. In order to improve in our problem areas, in FY 2010 the agency restructured our recruiting practices and processes in an effort to ensure that our Job Announcements are being distributed to as many qualified, diverse applicants as possible in an effort to better coordinate EEO efforts. As a result, the agency has increased the entities it advertises positions too to include all colleges and universities in Oklahoma that offer Bachelor degrees in accounting in order to reach a broader range of potential applicants. Since the restructuring of our recruiting processes, the agency has seen a dramatic increase in resumes received. Of the eighteen new employees the agency hired last fiscal year (FY 2011), two were minorities and seven were female. We hired one Asian-American in the Administrative Support category and one Native-American in the Officials/Administrator category. The agency did not meet its goals of hiring four minorities in the fiscal year.

## **IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS; CORRECTIVE ACTION**

Application of the 80% method in this year's report shows that because of one Asian-American hired last year in the Administrative Support category, the agency is no longer underutilized in that category for Asian-Americans. However, Asian-Americans continue to be underutilized in all other categories. Hispanic-Americans continue to be underutilized in all categories. African-Americans are underutilized in the Technicians, Paraprofessionals, and Administrative Support categories. Every minority group, except females and Asian-Americans, is considered underutilized in the Administrative Support category, partly due to the small size of that group, and the low turnover rate. We had one job opening in this category in FY 2011 and filled the position with an Asian-American which satisfied one of our goals for FY 2011. The Paraprofessionals category is underutilized for all minority groups because this category has only one employee, and had zero turn-over in FY 2011. The Technicians category is also underutilized in all categories. It also has a small sample size with only two employees and no turnover. The Professionals category is underutilized in Hispanic-Americans, Asian-Americans, and Total Minorities. The agency hired thirteen new employees into the Professionals category in FY 2011, but none were Minorities. Five of those hired were Female. While the Officials and Administrators category is not underutilized in Total Minorities, Native Americans, African-Americans, or Females, they are still underutilized in Hispanic-Americans and Asian-Americans. Females are not underrepresented in any category except the Paraprofessionals category which only contains one employee.

A few of the problems that this agency faces in coming into full representation of all minorities in all categories is obtaining qualified applications from individuals and competing with private sector salaries. Also, the small numbers of FTE in the Administrative Support, Paraprofessional, and Technicians categories make it hard to overcome the underutilization of minorities when the turnover for those few positions is drastically lower than the agency's Professional category.

The agency did lose some minority representation in separations from the agency this year – one Asian-American Professional, and one Native-American Official. It is disappointing that the new hires were not able to capture the minority representation sought in the agency's goals, but the agency is continuing to take steps to ensure the recruitment and interview pool is broad enough to capture a larger minority representation. The changes enforced in the last half of FY 2010 have already improved the diversity of our application pool. We are continuing to look at recruitment efforts in order to find a way to better reach the minority communities without straining an already stretched budget. The agency continues to make all efforts necessary to attain all of the agency's goals, including non-discrimination and affirmative action goals.

It appears that some of the goals may not have been attained because of the time restraints the agency has in filling positions, i.e. the agency is well under its FTE which makes any separation of an employee an extreme hardship as well as a loss in billing potential for the agency. The agency receives less than 50% of its budget in appropriated dollars so the lack of personnel in place to do the mandated work and produce the billings has a heightened impact on the agency. However, the agency has learned to effectively use the internet to reach a larger recruitment pool in an expedited manner in an effort to increase the minority applications at least by their availability percentages. The agency has also taken steps to ensure that openings are transmitted to OPM's Director of Equal Opportunity and Workforce Diversity in hopes that distribution through that office will target minority hiring pools and thereby increase minority representation in the applications received by this agency. The agency continues to watch for steps to take that will provide an opportunity for it to lessen any underutilization issues.

The employees of the Office of the State Auditor and Inspector have been notified of these objectives and will continue to be updated on them through the directors' meetings that are held on a routine basis. The State Auditor and Inspector assigned the office's Affirmative Action Officer, the Chief Financial Officer, to insure that these actions are performed.

For the upcoming fiscal year 2012 the State Auditor and Inspector has established as the agency's official goals to increase our Hispanic-American representation to 2% of the employees in the Professional category; and increase our Asian-American representation to 2.2% of employees in the Professional category.

We do not anticipate any vacancies in the Officials and Administrators category, the Paraprofessionals category, the Technicians category, or the Administrative Support category, but in the event of such a vacancy, the agency will follow the processes developed in this plan. The aggressive and targeted recruitment efforts should help us reach a hiring pool capable of allowing us to attain our goal of eliminating underutilization of any minorities. The agency recognizes that it will have to monitor separations as well as new hires to reach its goal of a balanced and representative work force.

## Evaluation of Previous EEO Efforts (NEW HIRES)

Agency Name and Code: SAI -State Auditor's Office - #300

As Of: June 30, 2011

Summary		Total New Hires	White	Black	Hisp	AS/PI	AI/AN	Total Min	Male	Female
1. New Hires FY	2009	Number	11	1	0	0	1	2	8	5
2. New Hires FY	2010	Number	19	1	0	1	0	2	15	6
3. New Hires FY	2011	Number	16	0	0	1	1	2	11	7
Total Number for Three Year Period			46	2	0	2	2	6	34	18
Total Percent for Three Year Period		Percent	88%	4%	0%	4%	4%	12%	65%	35%
Total Percent for Current Year		%	89%	0%	0%	6%	6%	11%	61%	39%

### NEW HIRES FOR CURRENT REPORTING YEAR ONLY

EEO Categories	Total New Hires	Male						Female						
		White	Black	Hisp	AS/PI	AI/AN	Total Male	White	Black	Hisp	AS/PI	AI/AN	Total Fem	Total Min
Official/Administrator	3	2					2					1	1	1
Professionals	13	8				8	5					5	0	
Technicians	0					0						0	0	
Protective Services	0					0						0	0	
Paraprofessionals	0					0						0	0	
Administrative Support	2				1	1	1					1	1	
Skilled Craft	0					0						0	0	
Service Maintenance	0					0						0	0	
<b>TOTALS</b>	<b>18</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>11</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>2</b>	



# JOB GROUP ANALYSIS

**Agency Name and Code**    SAI -State Auditor's Office - #300

**Date:**    As of June 30, 2011

**EEO Category:**    Professionals

**Job Group:** \_\_\_\_\_

Salary or Pay Band	Job Family Title	Total Emp.	Male					Female							
			Total Male	White	Black	Hisp.	AS/PI	AJ/AN	Total Female	White	Black	Hisp.	AS/PI	AJ/AN	Total Min.
\$55K - \$73K	Audit Manager	14	7	6				1	7						1
\$55,343	I.S Support Manager	1	1	1					0						0
\$34K - \$42K	Deputy Administrators (I, II, & III)	3	0						3	3					0
\$39K - \$64K	Audit Supervisor	20	3	3					17	17					0
\$27K - \$51K	Auditors	52	26	23			1	2	26	21	3			2	8
\$56,025	Public Information Manager/Trained Director	1	1	1					0						0
\$50K - \$54K	Investigators	4	4	4					0						0
\$56,000	I.T. Support Supervisor	1	1	1					0						0
\$39K -	I.T. Auditors	1	1		1				0						1
		0	0						0						0
		0	0						0						0
		0	0						0						0
		0	0						0						0
		0	0						0						0
		0	0						0						0
<b>Total for Job Group (number):</b>		97	44	39	1	0	1	3	53	48	3	0	0	2	10
<b>Total for Job Group (percent):</b>			45%	40%	1%	0%	1%	3%	55%	49%	3%	0%	0%	2%	10%



# JOB GROUP ANALYSIS

Agency Name and Code SAI -State Auditor's Office - #300  
 EEO Category: Protective Services

Date: As of June 30, 2011  
 Job Group: \_\_\_\_\_

Salary or Pay Band	Job Family Title	Total Emp.	Male					Female								
			Total Male	White	Black	Hisp.	AS/PI	A/AN	Total Female	White	Black	Hisp.	AS/PI	A/AN	Total Min.	
		0	0								0					0
		0	0								0					0
		0	0								0					0
		0	0								0					0
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		0	0								0					0
		0	0								0					0
		0	0								0					0
		0	0								0					0
<b>Total for Job Group (number):</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total for Job Group (percent):</b>			#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####







# JOB GROUP ANALYSIS

Agency Name and Code SAI -State Auditor's Office - #300  
 EEO Category: Skilled Craft Workers

Date: As of June 30, 2011  
 Job Group: \_\_\_\_\_

Salary or Pay Band	Job Family Title	Total Emp.	Male							Female						
			Total Male	White	Black	Hisp.	AS/PI	A/AN	Total Female	White	Black	Hisp.	AS/PI	A/AN	Total Min.	
		0	0							0						0
		0	0							0						0
		0	0							0						0
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		0	0							0						0
		0	0							0						0
		0	0							0						0
		0	0							0						0
<b>Total for Job Group (number):</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total for Job Group (percent):</b>		#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####

OPM-AA/EEO-3 (06/07/2010)

# JOB GROUP ANALYSIS

**Agency Name and Code** SAI -State Auditor's Office - #300  
**EEO Category:** Service Maintenance

**Date:** As of June 30, 2011  
**Job Group:** \_\_\_\_\_

Salary or Pay Band	Job Family Title	Total Emp.	Male					Female							
			Total Male	White	Black	Hisp.	AS/PI	A/AN	Total Female	White	Black	Hisp.	AS/PI	A/AN	Total Min.
			0	0						0					
		0	0					0						0	
		0	0					0						0	
		0	0					0						0	
		0	0					0						0	
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		0	0					0						0	
		0	0					0						0	
		0	0					0						0	
<b>Total for Job Group (number):</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Total for Job Group (percent):</b>		#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	

## Availability Analysis

Agency Name and Code: SAI -State Auditor's Office - #300

June 30, 2011  
(date)

EEO Category: Official / Administrator

Job Group:

Factors	Raw Availability %					Weight Factor	Weighted Availability *					Source of Statistics	
	Black	Hisp	As/PI	A/AN	Total Min		Black	Hisp	As/PI	A/AN	Total Min		
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	1.00	3.60	2.30	1.00	4.90	15.10	37.60	2000 Census - Statewide Statistics
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
Total						1.00	3.60	2.30	1.00	4.90	15.10	37.60	
Final Availability							3.6%	2.3%	1.0%	4.9%	15.1%	37.6%	

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

**OPM-AA/EEO-4 (06/07/2010)**

## Availability Analysis

Agency Name and Code: SAI -State Auditor's Office - #300

June 30, 2011  
(date)

EEO Category: Professionals

Job Group:

Factors	Raw Availability %					Weight Factor	Weighted Availability *					Source of Statistics	
	Black	Hisp	As/PI	A/IAN	Total Min		Black	Hisp	As/PI	A/IAN	Total Min		
Percentage of minorities or females having requisite skills in the area													
1. which the agency can reasonably recruit.	4.70	2.00	2.20	5.10	17.20	1.00	4.70	2.00	2.20	5.10	17.20	55.60	2000 Census - Statewide Statistics
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
Total						1.00	4.70	2.00	2.20	5.10	17.20	55.60	
Final Availability							4.7%	2.0%	2.2%	5.1%	17.2%	55.6%	

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

OPM-AA/EEO-4 (06/07/2010)

## Availability Analysis

Agency Name and Code: SAI -State Auditor's Office - #300

June 30, 2011  
(date)

EEO Category: Technicians

Job Group:

Factors	Raw Availability %					Weight Factor	Weighted Availability *					Source of Statistics	
	Black	Hisp	As/PI	A/AN	Total Min		Black	Hisp	As/PI	A/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	1.00	7.10	2.20	1.30	7.60	21.90	59.70	2000 Census - Statewide Statistics
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
Total						1.00	7.10	2.20	1.30	7.60	21.90	59.70	
Final Availability							7.1%	2.2%	1.3%	7.6%	21.9%	59.7%	

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

OPII-AA/EEO-4 (06/07/2010)

## Availability Analysis

Agency Name and Code: SAI -State Auditor's Office - #300

June 30, 2011  
(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		Black	Hisp	As/PI	AI/AN	Total Min	
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.												
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.												
3. Other relevant factors												
Total												
Final Availability												

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

## Availability Analysis

Agency Name and Code: SAI -State Auditor's Office - #300

June 30, 2011  
(date)

EEO Category: Paraprofessionals

Job Group:

Factors	Raw Availability %					Weight Factor	Weighted Availability *					Source of Statistics	
	Black	Hisp	As/PI	AI/AN	Total Min		Black	Hisp	As/PI	AI/AN	Total Min		
Percentage of minorities or females having requisite skills in the area													
1. which the agency can reasonably recruit.	7.10	2.20	1.30	7.60	21.90	1.00	7.10	2.20	1.30	7.60	21.90	59.70	2000 Census - Statewide Statistics
Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
Total						1.00	7.10	2.20	1.30	7.60	21.90	59.70	
Final Availability							7.1%	2.2%	1.3%	7.6%	21.9%	59.7%	

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

OPM-AA/EEO-4 (06/07/2010)



## Availability Analysis

Agency Name and Code: SAI -State Auditor's Office - #300

June 30, 2011  
(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		Black	Hisp	As/PI	AI/AN	Total Min		
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	1.00	7.10	2.90	0.90	6.30	21.20	70.10	2000 Census - Statewide Statistics
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
Total						1.00	7.10	2.90	0.90	6.30	21.20	70.10	
Final Availability							7.1%	2.9%	0.9%	6.3%	21.2%	70.1%	

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

**OPM-AA/EEO-4 (06/07/2010)**

# Availability Analysis

Agency Name and Code: SAI -State Auditor's Office - #300

June 30, 2011  
(date)

EEO Category: Skilled Craft Workers

Job Group: \_\_\_\_\_

Factors	Raw Availability %					Weight Factor	Weighted Availability *					Source of Statistics	
	Black	Hisp	As/PI	A/AN	Total Min		Black	Hisp	As/PI	A/AN	Total Min		Fem
1. Percentage of minorities or females having requisite skills in the area which the agency can reasonably recruit.													
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
Total													
Final Availability													

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

**OPM-AA/EEO-4 (06/07/2010)**

# Availability Analysis

Agency Name and Code: SAI -State Auditor's Office - #300

June 30, 2011  
(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		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.													
2. Percentage of minorities or females promotable, transferable, and trainable within the agency's organization.													
3. Other relevant factors													
Total													
Final Availability													

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

**OPM-AA/EEO-4 (06/07/2010)**

## Utilization Analysis\* and Annual Placement Goals

Agency Name and Code: SAI -State Auditor's Office - #300

June 30, 2011

Date

Job Group	Incumbents										Utilization*																				
	Total	Black	Hisp.	AS/PI	A/AN	Fem.	Total Min	Black			Hispanic			Asian/Pacific Islander			American Indian/A.N.			Total Minorities			Female								
								% 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	6	1	0	0	1	3	2	3.6%	16.7%	N	0	2.3%	0.0%	N	0	1.0%	0.0%	N	0	4.9%	16.7%	N	0	15.1%	33.3%	N	0	37.6%	50.0%	N	0
Professionals	97	4	0	1	5	53	10	4.7%	4.1%	N	0	2.0%	0.0%	Y	2.2%	1.0%	1.0%	Y	2.2%	5.1%	5.2%	N	0	17.2%	10.3%	Y	17.2%	55.6%	54.6%	N	0
Technicians	2	0	0	0	0	1	0	7.1%	0.0%	N	0	2.2%	0.0%	N	0	1.3%	0.0%	N	0	7.6%	0.0%	N	0	21.9%	0.0%	N	0	59.7%	50.0%	N	0
Protective Services	0	0	0	0	0	0	0	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!
Paraprofessionals	1	0	0	0	0	0	0	7.1%	0.0%	N	0	2.2%	0.0%	N	0	1.3%	0.0%	N	0	7.6%	0.0%	N	0	21.9%	0.0%	N	0	59.7%	0.0%	N	0
Administrative Support	12	0	0	1	0	11	1	7.1%	0.0%	N	0	2.9%	0.0%	N	0	0.9%	8.3%	N	0	6.3%	0.0%	N	0	21.2%	8.3%	Y	21.2%	70.1%	91.7%	N	0
Skilled Craft Workers	0	0	0	0	0	0	0	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!
Service Maintenance	0	0	0	0	0	0	0	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!	0.0%	#DIV/0!	#####	#DIV/0!

\* Significance Test: Whole Person

OPII-AA/EEO-5  
(06/07/2010)

## Utilization Analysis\* and Annual Placement Goals

Agency Name and Code: \_\_\_\_\_

SAI -State Auditor's Office - #300

Date June 30, 2011

Date \_\_\_\_\_

Job Group	Incumbents										Utilization*																					
	Total		Black		Hispanic		Asian/Pacific Islander		American Indian/A N		Total Minorities		Female		Total		Black		Hispanic		Asian/Pacific Islander		American Indian/A N		Total Minorities		Female					
	Black	Hispanic	ASI/PI	AI/AN	Fem.	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	6	1	0	0	1	3	2	3.6%	16.7%	N	0	2.3%	0.0%	Y	2.3%	1.0%	0.0%	Y	1.0%	4.9%	16.7%	N	0	15.1%	33.3%	N	0	37.6%	50.0%	N	0	
Professionals	97	4	0	1	5	53	10	4.7%	4.1%	N	0	2.0%	0.0%	Y	2.0%	2.2%	1.0%	Y	2.2%	5.1%	5.2%	N	0	17.2%	10.3%	Y	17.2%	55.6%	54.6%	N	0	
Technicians	2	0	0	0	1	0	0	7.1%	0.0%	Y	7.1%	2.2%	0.0%	Y	2.2%	1.3%	0.0%	Y	1.3%	7.6%	0.0%	Y	7.6%	21.9%	0.0%	Y	21.9%	59.7%	50.0%	N	0	
Protective Services	0	0	0	0	0	0	0	0.0%	#####	#####	#####	0.0%	#####	#####	#####	0.0%	#####	#####	#####	0.0%	#####	#####	#####	0.0%	#####	#####	#####	#####	#####	#####	#####	#####
Paraprofessionals	1	0	0	0	0	0	0	7.1%	0.0%	Y	7.1%	2.2%	0.0%	Y	2.2%	1.3%	0.0%	Y	1.3%	7.6%	0.0%	Y	7.6%	21.9%	0.0%	Y	21.9%	59.7%	0.0%	Y	59.7%	
Administrative Support	12	0	0	1	0	11	1	7.1%	0.0%	Y	7.1%	2.9%	0.0%	Y	2.9%	0.9%	8.3%	N	0	6.3%	0.0%	Y	6.3%	21.2%	8.3%	Y	21.2%	70.1%	91.7%	N	0	
Skilled Craft Workers	0	0	0	0	0	0	0	0.0%	#####	#####	#####	0.0%	#####	#####	#####	0.0%	#####	#####	#####	0.0%	#####	#####	#####	0.0%	#####	#####	#####	#####	#####	#####	#####	#####
Service Maintenance	0	0	0	0	0	0	0	0.0%	#####	#####	#####	0.0%	#####	#####	#####	0.0%	#####	#####	#####	0.0%	#####	#####	#####	0.0%	#####	#####	#####	#####	#####	#####	#####	#####

OPM-AA/EEO-5  
(06/07/2010)

\* Significance Test: 80% Method

# PRESENT STAFFING

Agency Name and Code: SAI -State Auditor's Office -#300

EEO Coordinator:

As of: June 30, 2011

Job Categories	TOT EMP	MALE						FEMALE						
		WHITE	BLACK	HISP	AS/PI	AI/AN	TOT MALE	WHITE	BLACK	HISP	AS/PI	AI/AN	TOT FEM	TOT MIN
<b>Official/ Admin</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>2</b>
% Represented		50.0	0.0	0.0	0.0	0.0	50.0	16.7	16.7	0.0	0.0	16.7	50.0	33.3
% CLF		53.9	1.8	1.3	0.7	2.7	62.4	31.0	1.8	1.0	0.3	2.2	37.6	15.1
<b>Professionals</b>	<b>97</b>	<b>39</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>44</b>	<b>48</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>53</b>	<b>10</b>
% Represented		40.2	1.0	0.0	1.0	3.1	45.4	49.5	3.1	0.0	0.0	2.1	54.6	10.3
% CLF		37.3	1.8	0.9	1.3	1.8	44.4	45.5	2.9	1.1	0.9	3.3	55.6	17.2
<b>Technicians</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
% Represented		50.0	0.0	0.0	0.0	0.0	50.0	50.0	0.0	0.0	0.0	0.0	50.0	0.0
% CLF		32.4	2.2	1.2	0.6	2.5	40.3	45.7	4.9	1.0	0.7	5.1	59.7	21.9
<b>Protective Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
% Represented		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
% CLF		66.2	4.5	1.7	0.3	7.1	83.3	12.2	1.8	0.5	0.2	1.3	16.7	21.6
<b>Paraprofessionals</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
% Represented		100.0	0.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% CLF		32.4	2.2	1.2	0.6	2.5	40.3	45.7	4.9	1.0	0.7	5.1	59.7	21.9
<b>Admin Support</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>1</b>
% Represented		0.0	0.0	0.0	8.3	0.0	8.3	91.7	0.0	0.0	0.0	0.0	91.7	8.3
% CLF		23.5	2.1	0.9	0.3	1.7	29.9	55.3	5.0	2.0	0.6	4.6	70.1	21.2
<b>Skilled Craft Workers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
% Represented		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
% CLF		73.3	3.4	5.3	0.5	7.0	93.5	4.8	0.4	0.3	0.2	0.5	6.5	21.9
<b>Service Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
% Represented		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
% CLF		40.5	4.8	5.2	0.8	4.8	58.5	28.4	4.1	2.6	0.9	3.7	41.5	31.1
<b>TOTALS</b>	<b>118</b>	<b>44</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>50</b>	<b>61</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>68</b>	<b>13</b>
% Represented		37.3	0.8	0.0	1.7	2.5	42.4	51.7	3.4	0.0	0.0	2.5	57.6	11.0
% CLF		41.7	3.0	2.8	0.7	3.5	53.8	35.4	3.4	1.7	0.6	3.3	46.2	22.9

OPM-AA/EEO-6  
(06/07/2010)

# Personnel Transactions Report

Agency Name and Code: SAI -State Auditor's Office - #300

Date: June 30, 2011

Summary	Total	Minority						Total Min	Male	Female
		White	Black	Hisp	AS/PI	A/AN				
1. Employees at Beginning of Period (7-01-09)	#	120	6	0	1	6	13	52	68	
	%		5%	0%	1%	5%	11%	43%	57%	
2. Employees at End of Period (6-30-10)	#	118	5	0	2	6	13	50	68	
	%		4%	0%	2%	5%	11%	42%	58%	
3. Net Increase (decrease)		-2	-1	0	1	0	0	-2	0	
4. Personnel Transaction:										
(A) New Hires	Actual	18	0	0	1	1	2	11	7	
	Goal		0	2	1	0	3		0	
(B) Promotions	Actual	0					0			
	Goal									
(C) Demotions		0					0			
(D) Separations		20	1	0	0	1	2	13	7	

**OPM-AA/EEO-8 (06/07/2010)**



OFFICE OF THE STATE AUDITOR AND INSPECTOR

2300 N. LINCOLN BOULEVARD, ROOM 100

OKLAHOMA CITY, OK 73105-4896

[WWW.SAI.OK.GOV](http://WWW.SAI.OK.GOV)