



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT
DIVISION OF THE OFFICE OF STATE FINANCE

November 23, 2011

Anne M. Woody, Executive Director
Real Estate Commission
2401 NW 23rd Street, Suite 18
Oklahoma City, OK 73107-2431

Dear Director Woody:

Based on the review and recommendation of the OPM Office of Equal Opportunity and Workforce Diversity (EWOD) and the Affirmative Action Review Council, I have approved your agency's FY-2012 Affirmative Action Plan. This action is taken in accordance with the provisions of Title 74 O.S., Section 840-2.1 and Merit Rule 530:10-3-36.

I commend you and your staff on the development of your FY-2012 Affirmative Action Plan. I also wish you success in accomplishing your equal employment opportunity and affirmative action goals and objectives.

Please let me know if I may be of further assistance.

Sincerely,

A handwritten signature in cursive script that reads "Lucinda K. Meltabarger".

Lucinda Meltabarger
Administrator

cc: Lisa Hays ✓

12/05/11 AM 10:04 OREC

AFFIRMATIVE ACTION PLAN
OKLAHOMA REAL ESTATE COMMISSION

FY2012

July 1, 2011

**OKLAHOMA REAL ESTATE COMMISSION
POLICY STATEMENT ON
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

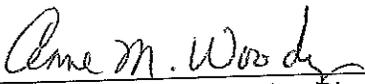
Consistent with federal and state laws and guidelines established for equal employment opportunity and affirmative action, I would like to affirm my continuing policy to provide equal employment and advancement opportunity in all job classifications of this agency without regard to political or religious opinion or affiliation, race, 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. Lisa G. Hays, located in Shepherd Mall 2401 NW 23rd, Suite 18 Oklahoma City, OK 73107, telephone number (405) 521-3387, e-mail address lisa.hays@orec.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, Ms. Hays is assigned to serve as the Affirmative Action/Equal Employment Opportunity Officer for this agency. Ms. Hays or a member of her staff is 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 his/her duties and responsibilities in a manner that will demonstrate this agency's firm commitment in this most important area.



Anne M. Woody, Executive Director

8-19-11

Date

July 1, 2011

OKLAHOMA REAL ESTATE COMMISSION POLICY AGAINST SEXUAL HARASSMENT

It is the policy of the Oklahoma Real Estate Commission 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 proposition 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 and pictures;
- Offensive physical contact, such as unwelcome touching, pinching or brushing the body;
- Coerced sexual intercourse;
- 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 decisions 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 Lisa Hays or to me. **All employees have a duty to immediately report sexual harassment to a supervisor, department chief, the Business Manager 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.

Anne M. Woody
Anne M. Woody, Appointing Authority

8-19-11
Date

RESPONSIBILITY FOR AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

The Executive Director exercises overall responsibility of Equal Employment opportunity and Affirmative Action for the agency. All supervisors and management personnel will share in the responsibility for carrying out the purpose and objectives of this plan.

The Executive Director has designated Lisa G. Hays as the agency Equal Employment Opportunity Officer who will be responsible for providing counseling, advising and assisting in the preparation of the Agency's Affirmative Action Plan.

The duties of the Equal Employment Officer include the following:

- Develop the Affirmative Action Plan and monitor its effectiveness.
- Direct the identification of problem areas and assist in arriving at solutions to problems.
- Design and implement control systems to measure program effectiveness and determine the degree to which goals have been met.
- Direct and participate in work involving recruitment of protected groups.
- Serve as liaison between the agency and various state and federal compliance agencies.
- Develop and implement the internal and external communication system for promoting the Equal Employment Opportunity program of the agency.
- Keep the agency informed of developments in the EEO area.
- Monitor the selection process of the agency to insure no discriminatory practices exist.
- Conduct periodic evaluations of the agency's Equal Employment Opportunity programs, report findings to the appointing authority, and recommend needed modifications, including remedial training or disciplinary action.
- Conduct training sessions with all employees to insure certain policies are being followed.

The specific responsibilities of each department head, supervisor, the personnel officer and other key staff members include the following:

- Assist 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.
- Conduct 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 the 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.

In addition every employee of the agency should know that they, too, have a responsibility to see that the EEO/AA program is faithfully executed.

The specific responsibilities of each employee include the following:

- Apply all laws, rules, regulations, policies and procedures fairly and impartially to all persons, without regard to race, color, religion, sex, national origin, age, political affiliation or opinion, or disability so long as the disability does not render the person unable to do the work for which employed.
- Exhibit an attitude of respect, courtesy and cooperation toward fellow employees and the public.
- Aid supervisors and managers in carrying out their responsibilities with regard to the Equal Employment Opportunity program.
- Be familiar with the Affirmative Action Plan and make a good faith effort to adhere to their assigned responsibilities as identified in the plan.

DISSEMINATION OF PLAN AND POLICY

INTERNAL DISSEMINATION: In order to assure that each employee of the Oklahoma Real Estate Commission is aware and informed about the Affirmative Action/Equal Employment Opportunity Plan, a complete copy of this plan will be available to each employee upon request.

A copy of the Appointing Authority's AA/EEO policy will be included in the employee policy book and posted on the agency bulletin board for public viewing. A copy of the plan will be placed in the employee area of the agency's website.

EXTERNAL DISSEMINATION: External dissemination of the Oklahoma Real Estate Commission's Affirmative Action/Equal Employment Opportunity Policy and a current copy of the Affirmative Action Plan will be confined to the Greater Oklahoma City Metropolitan Area and is provided upon request. The agency will post its EEO/AA policy statement on all job postings and application information that is printed for this agency.

AFFIRMATIVE ACTION FOR THE DISABLED AND OLDER PERSONS

It has been and shall remain the policy of the Oklahoma Real Estate Commission that there shall be no discrimination based either on physical/mental disability or age in any personnel action including layoff, recall or adverse personnel action as long as the disability does not render the employee unable to do the work for which he or she is employed.

TRAINING

An annual training session for all employees on the subject of Personnel Policy and Procedures as well as emergency response plans will be conducted this year. This annual training includes the topics of Affirmative Action, Sexual Harassment, etc.

The only training the Oklahoma Real Estate Commission conducts are on-the-job with the exception of AA/EEO seminars. Additionally employees are encouraged to up-grade themselves by participating in the offerings of the Human Resources Division of the Office of Personnel Management and education they may obtain on their own. Such On-the-Job Training programs are conducted without regard to race, sex, color, religion, political affiliation, national origin or physical handicap. Rather, they are conducted with a view to helping employees become better able to perform with a view to potential promotion.

RECRUITMENT

The Oklahoma Real Estate Commission is comprised of mostly classified positions. Therefore, a majority of our recruitment comes from the Office of Personnel Management. The agency has made contacts with some of the local Technology Centers through the State Work Incentive program which has helped recruit some excellent talent to the agency. OREC has also utilized the mandatory temporary employment services of Galt, which is a temporary employment agency that works with those with disabilities in order to get them into the workforce. Through the Galt Foundation the agency has been able to convert those employees from temporary to full time working with the State of Oklahoma. When unclassified positions become available, OREC works with local publications whose employment ads target the various minority communities. Notices are sent not only to the two largest Oklahoma news publications but they are also sent to area Chambers of Commerce, affirmative action counsel groups, etc. The Personnel Director receives numerous requests throughout the year as to how someone can obtain employment with the State of Oklahoma. She is

always available with information in order to assist anyone with getting to the information regarding available positions throughout the State system.

EVALUATION OF PREVIOUS EFFORTS

The Oklahoma Real Estate Commission continues to work towards meeting its Affirmative Action Goals. In the past few years the agency has not experienced any resignations or retirements. Previously, two employees, a black male and a white female, completed their probationary periods and are now full time classified employees. One white female employee who was hired under the State Work Incentive plan completed her initial two years under the program and was rolled into the classified service. Prior to 2009 OREC has seen a 78% hiring of female and 22% hiring of minority employees. When the agency has experienced vacancies in the classified area the affirmative action goals of the agency were reviewed and a FEPA certificate would be requested. The vacancy notice was also posted internally and went out to all other HR managers and other state agencies. We would also have it posted on the OPM website. When the vacancy was for an unclassified position it would also be posted internally, on OPM's website and sent out to all other HR managers at other state agencies. The agency would also post the position in not only the larger news papers but also smaller minority based news papers as well as send it to all metro area Chamber of Commerce Organizations and advise the Affiliated Minority Councils through the Office of Personnel Management.

IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS

PROBLEM: OREC averages 18 Full Time Equivalent positions and there are minimal vacant positions that open up in the underutilized areas. A majority of vacancy positions have been in the Administrative Services areas. The management strives to help employees obtain their career goals while meeting the mission statement and values of the agency. However, career opportunities, in an agency this size, are very limited. Management encourages employees to better themselves through education and making the most of opportunities that are presented to them even if they must pursue an opportunity that is available to them outside of this agency. The Appointing Authority has overall responsibility for the Equal Employment Opportunities and in the event a vacancy occurs then the Affirmative Action Goals will be reviewed and OREC will attempt to hire the most qualified person taking into consideration all underutilized minority groups.

RESPONSIBLE OFFICIALS: The Appointing Authority who has overall responsibility and Business Manager, who also serves as the Agency AA/EEO Officer.

TARGET DATE: As position(s) become vacant

INTERNAL AUDITING AND REPORTING

The internal auditing and reporting system for the Oklahoma Real Estate Commission is not a complex procedure. On those occasions when a personnel transaction occurs, the agency Personnel Manager (Business Manager) submits the necessary paperwork to the Office of Personnel Management after obtaining the approval of the Appointing Authority. The Personnel Manager, who also acts as the Affirmative Action Officer, reviews the Affirmative Action Plan and briefs the Appointing Authority on the effect the proposed personnel action has on agency goals and timetables. The Appointing Authority accepts overall responsibility for the equal employment opportunity and affirmative action within OREC.

REVIEW BY JOB GROUP WHERE GOALS WERE NOT ATTAINED

AGENCY NAME: Oklahoma Real Estate Commission

DATE: June 30, 2011

JOB GROUP: Officials and Administrators

GOOD FAITH EFFORTS:

The Governor appointed Commissioners fill the position of the Executive Director. The current Executive Director has been with the agency for over 36 years. The Commissioners, regardless of race, color or creed, attempt to select the best-qualified individual for the position that they fill. There are only three other positions within this category that the agency filled with the best-qualified person. Two of those three positions were filled through internal promotions and are being held by long term employees who are both female.

REASON (S) GOAL NOT MET:

No opening as of this date.

RESPONSIBLE OFFICIALS:

The Appointing Authority who has overall responsibility and Business Manager, who also serves as the Personnel Manager and Agency AA/EEO Officer.

PROPOSED CORRECTIVE MEASURES:

There are currently no anticipated vacancies in this area. The Executive Director is eligible for retirement however; there is not an anticipated retirement date. In the event that a vacancy does occur OREC will attempt to hire the most qualified person taking into consideration all underutilized minority groups.

REVIEW BY JOB GROUP WHERE GOALS WERE NOT ATTAINED

AGENCY NAME: Oklahoma Real Estate Commission # 588

DATE: June 30, 2011

JOB GROUP: Professional

GOOD FAITH EFFORTS:

There has not been a vacancy within this job group in recent years. Three of these positions are classified positions and two are unclassified. The last unclassified position, which was the Executive Assistant, was filled in the fall of 2006. The agency posted the position in house, in the main newspapers in Oklahoma City and Tulsa. The notice was sent to area Chambers of Commerce as well as to OPM for them to forward to all of the various Governor Advisory Councils. The notice was also posted in smaller minority publications such as the Black Chronicle. The notice was posted on OPM's website. The agency received over 90 applications and determined the most qualified individual was a black male. The position had previously been held by a white female. The individual hired had previously been working with the agency as a temporary employee through the Galt Foundation.

In August of 2007 an Investigator position became available which was previously filled by a white male. A certificate was requested and a white female was deemed to be the most qualified. In April 2008 a vacant investigator position was filled and again another certificate was requested and a black male was deemed most qualified. Both of these positions were posted in house and on OPM's website. The agency did not receive any internal applications.

REASON (S) GOAL NOT MET:

No opening as of this date.

RESPONSIBLE OFFICIALS:

The Appointing Authority who has overall responsibility and Business Manager, who also serves as the Personnel Manager and Agency AA/EEO Officer.

PROPOSED CORRECTIVE MEASURES:

There are currently no anticipated vacancies in this area. In the event that a vacancy does occur OREC will attempt to hire the most qualified person taking into consideration all underutilized minority groups.

REVIEW BY JOB GROUP WHERE GOALS WERE NOT ATTAINED

AGENCY NAME: Oklahoma Real Estate Commission

DATE: June 30, 2011

JOB GROUP: Administrative Support

GOOD FAITH EFFORTS:

A white female who has been with the agency since April 9, 2007, under the State Work Incentive program, was rolled into the classified service as allowed under the program in April of 2009. The agency has not had any turnover in employees for the past few years. In prior years the agency lost an AS/PI male, Hispanic male, American Indian female and an AS/PI female. The agency lost two white females who were hired under the State's disability program. These employees left the agency for opportunities either at larger agencies or in the private sector. In trying to obtain more resources for applicant pools the agency looked to other state programs in order to hire the most qualified person. Previously, the agency only used the available certificates and FEPA certificate; however, at the urging of this council to other agencies OREC began looking at other state programs. This allowed us to hire new employees not only through the State disability program but OREC also developed relationships with some of the Technology Centers who participate with the State Work Incentive Program for those who receive TANF aid. Applicants must be at the end of their education period through the Technology Center before they are eligible to interview. This limits the number of applicants but when an applicant is hired this gives that person the experience to better their lives.

REASON (S) GOAL NOT MET:

One retirement is anticipated in the upcoming 2012 year. This Administrative Assistant I position will not be filled due to the current decline in agency income as well as additional online services which will allow current staff to absorb these duties.

No opening as of this date.

RESPONSIBLE OFFICIALS:

The Appointing Authority who has overall responsibility and Business Manager, who also serves as the Personnel Manager and Agency AA/EEO Officer.

PROPOSED CORRECTIVE MEASURES:

There are currently no anticipated upcoming vacancies. In the event that a vacancy does occur OREC will attempt to hire the most qualified person taking into consideration all underutilized minority groups.

Evaluation of Previous EEO Efforts (NEW HIRES)

As Of: June 30, 2011

Agency Name and Code: Oklahoma Real Estate Commission #588

	Total New Hires	White	Black	Hisp	AS/PI	AI/AN	Total Min	Male	Female
Summary									
1. New Hires FY 2009	Number	1					0		1
2. New Hires FY 2010	Number	0					0	0	0
3. New Hires FY 2011	Number	0	0	0	0	0	0	0	1
Total Number for Three Year Period		1	0	0	0	0	0	0	100%
Total Percent for Three Year Period	Percent	100%	0%	0%	0%	0%	0%	0%	#DIV/0!
Total Percent for Current Year	%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

NEW HIRES FOR CURRENT REPORTING YEAR ONLY

EEO Categories	Male					Female						
	Total New Hires	White	Black	Hisp	AS/PI	Total Male	White	Black	Hisp	AS/PI	Total Fem	Total Min
Official/Administrator	0					0					0	0
Professionals	0					0					0	0
Technicians	0					0					0	0
Protective Services	0					0					0	0
Paraprofessionals	0					0					0	0
Administrative Support	0					0					0	0
Skilled Craft	0					0					0	0
Service Maintenance	0					0					0	0
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0

Availability Analysis

June 30, 2011
(date)

Agency Name and Code: Oklahoma Real Estate Commission #588 Job Group: _____

EEO Category: Official / Administrator

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.	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 Data Statewide
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)

Availability Analysis

June 30, 2011
(date)

Agency Name and Code: Oklahoma Real Estate Commission #588

Job Group:

EEO Category: Professionals	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	
Factors	4.70	2.00	2.20	5.10	17.20	55.60	1.00	4.70	2.00	2.20	5.10	17.20	55.60	2000 Census Data Statewide
Percentage of minorities or females having requisite skills in														
1. the area which the agency can reasonably recruit.														
Percentage of minorities or females promotable, transferable,														
2. 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)

Utilization Analysis* and Annual Goals

June 30, 2011
Date

Oklahoma Real Estate Commission #568

Agency Name and Code:

Utilization*

Job Group	Incumbents										Total Minorities										Female									
	Total		Black		Hispanic		Asian/Pacific Islander		American Indian/Al/N		Total		Black		Hispanic		Asian/Pacific Islander		American Indian/Al/N		Total		Black		Hispanic		Asian/Pacific Islander		American Indian/Al/N	
	Black	Hisp.	AS/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	4	0	0	0	4	0	3.6%	0.0%	N	0	2.3%	0.0%	N	0	1.0%	0.0%	N	0	4.9%	0.0%	N	0	15.1%	0.0%	N	0	37.6%	100.0%	N	0
Professionals	4	2	0	0	1	2	4.7%	50.0%	N	0	2.0%	0.0%	N	0	2.2%	0.0%	N	0	5.1%	0.0%	N	0	17.2%	50.0%	N	0	56.6%	25.0%	Y	55.6%
Technicians	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!
Protective Services	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	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!
Administrative Support	10	1	0	0	9	1	7.1%	10.0%	N	0	2.9%	0.0%	N	0	0.9%	0.0%	N	0	6.3%	0.0%	N	0	21.2%	10.0%	Y	21.2%	70.1%	90.0%	N	0
Skilled Craft Workers	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%	#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

Utilization Analysis* and Annual Goals

June 30, 2011
Date

Oklahoma Real Estate Commission #588

Agency Name and Code:

Utilization*

Job Group	Incumbents										Total Minorities										Female									
	Total		Black		Hispanic		Asian/Pacific Islander		American Indian/A.N.		Total		Total		Total		Total		Total		Total		Total							
	Count	% Avail	Count	% Avail	Count	% Avail	Count	% Avail	Count	% Avail	Count	% Avail	Count	% Avail	Count	% Avail	Count	% Avail	Count	% Avail	Count	% Avail	Count	% Avail						
Official / Administrator	4	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%						
Professionals	4	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%						
Technicians	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%						
Protective Services	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%						
Paraprofessionals	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%						
Administrative Support	10	0.0%	1	10.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%						
Skilled Craft Workers	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	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	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%						

* Significance Test: 80% Method

PRESENT STAFFING

As of: June 30, 2011

EEO Coordinator:

Oklahoma Real Estate Commission #588

Agency Name and Code:

Job Categories	MALE										FEMALE										
	TOT EMP	WHITE	BLACK	HISP	AS/PI	AI/AN	TOT MALE	WHITE	BLACK	HISP	AS/PI	AI/AN	TOT FEM	WHITE	BLACK	HISP	AS/PI	AI/AN	TOT MIN		
Official/ Admin	4	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	4	0	
% Represented		0.0	0.0	0.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	0.0	
% 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	2	1	0	0	37.6	15.1	
Professionals	4	1	2	0	0	0	3	1	0	0	0	0	25.0	55.6	17.2	0	0	0	25.0	55.6	
% Represented		25.0	50.0	0.0	0.0	1.8	75.0	25.0	0.0	0.0	0.0	0.9	3.3	17.2	0	0	0	0	3.3	17.2	
% CLF		37.3	1.8	0.9	1.3	0	44.4	45.5	2.9	1.1	0.9	3.3	55.6	17.2	0	0	0	0	55.6	17.2	
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
% 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!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/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	0	0	0	0	59.7	21.9	
Protective Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
% 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!	#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	0	0	0	0	1.3	16.7	
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
% 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!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/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	0	0	0	0	5.1	59.7	
Admin Support	10	1	1	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	
% Represented		10.0	0.0	0.0	0.0	0.0	10.0	80.0	10.0	0.0	0.0	0.0	0.0	10.0	21.2	0	0	0	0.0	10.0	
% 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	0	0	0	0	4.6	70.1	
Skilled Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
% 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!	#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	0	0	0	0	0.5	6.5	
Service Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
% 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!	#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	3	0	0	0	3.7	41.5	
TOTALS	18	2	2	2	0	0	4	4	1	0	0	0	14	16.7	22.9	3.3	0.6	0.6	0.0	77.8	
% Represented		11.1	11.1	11.1	0.0	0.0	22.2	72.2	5.6	3.4	1.7	3.3	46.2	22.9	3.3	0.6	0.6	0.0	0.0	77.8	
% 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	3.3	0.6	0.6	0.0	0.0	77.8	

Personnel Transactions Report

Date: June 30, 2011

Agency Name and Code: Oklahoma Real Estate Commission #588

Summary	Total	Minority					Total Min	Male	Female
		White	Black	Hisp	AS/PI	AI/AN			
1. Employees at Beginning of Period (07-01-10)	#	18	3				3	4	14
	%		17%	0%	0%	0%	17%	22%	78%
2. Employees at End of Period (06-30-11)	#	18	3	0	0	0	3	4	14
	%		17%	0%	0%	0%	17%	22%	78%
3. Net Increase (decrease)		0	0	0	0	0	0	0	0
4. Personnel Transaction:									
(A) New Hires	#	0	0	0	0	0	0	0	0
	%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
(B) Promotions	#	0					0		
	%		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
(C) Demotions		0					0		
(D) Separations		0					0		