

AFFIRMATIVE ACTION PLAN

Fiscal Year 2009



Oklahoma Department of Mental Health and Substance Abuse Services

Promoting Healthy Communities and Enhancing the Well-Being of All Oklahomans

Oklahoma Department of Mental Health and Substance Abuse Services
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OKLAHOMA DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

Affirmative Action Plan Fiscal Year 2009

**Review Period
July 1, 2007 through June 30, 2008**

**Goal Projections
July 1, 2008 through June 30, 2009**

This publication is issued by the Oklahoma Department of Mental Health and Substance Abuse Services as authorized by Terri White, MSW, Commissioner. Thirty-five copies have been prepared and distributed at a cost of \$ 242.00. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.

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**OKLAHOMA DEPARTMENT OF
MENTAL HEALTH AND
SUBSTANCE ABUSE SERVICES'
POLICIES ON EQUAL EMPLOYMENT
OPPORTUNITY**

**DEPARTMENT OF MENTAL HEALTH AND
SUBSTANCE ABUSE SERVICES
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 of providing equal employment, advancement and opportunity in all job classifications of this agency without regard to political or religious opinion or affiliation, race, creed, sex (gender), age, color, national origin, ancestry or disability.

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

An affirmative action plan has been developed to promote and achieve the goals of equal employment opportunity for all employees and applicants. The Appointing Authority of the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS), Terri White, Commissioner, is responsible for the implementation of the agency's affirmative action plan. Joyce Ihde, Civil Rights Coordinator, has been delegated the responsibility of monitoring and evaluating the progress of the agency's plan and reporting the results of the plan to the Commissioner and all ODMHSAS executive directors.

Joyce Ihde is assigned to serve as the Equal Employment Opportunity Officer for this agency. She also serves in the capacity of the Americans with Disabilities Act (ADA) Coordinator for this agency. She is available to any employee or applicant having questions or needing assistance regarding affirmative action or equal employment opportunity in this agency and to any employee desiring to make a complaint of discrimination. She may be reached by calling 405-522-4818. The office of the agency's Civil Rights Coordinator is located at 1200 NE 13th Street, Oklahoma City, Oklahoma, 73117.

The agency and my personal commitment to this policy are complete. Each and every employee is expected to perform his/her duties and responsibilities in a manner, which demonstrates this agency's high level of commitment in this important area.



Terri White, MSW, Commissioner



Date

**DEPARTMENT OF MENTAL HEALTH AND
SUBSTANCE ABUSE SERVICES
POLICY STATEMENT ON THE
PROHIBITION OF SEXUAL HARASSMENT**

It is the policy of the Department of Mental Health and Substance Abuse Services not to discriminate in any of its employment practices on the basis of to political or religious opinion or affiliation, race, creed, sex (gender), age, color, national origin, ancestry or disability. Any form of unlawful discrimination to which this policy applies is a serious matter and shall not be tolerated.

Sexual harassment is a form of unlawful discrimination based on sex. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is explicitly or implicitly a requirement of the individual's employment or is used as basis for any employment decision concerning that individual. It also includes conduct that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment. Such behavior is prohibited by the Civil Rights Act of 1964, the regulatory guidelines of the Equal Employment Opportunity Commission, by applicable state laws, Oklahoma Merit System of Personnel Administration Rules, and by this policy. In some circumstances it may also violate other laws, such as criminal assault.

Sexual harassment is not condoned or tolerated in the Oklahoma Department of Mental Health and Substance Abuse Services. Any supervisory employee, employee with authority for personnel matters, or other agent or officer of this agency who knows or should have known an employee is being subjected to sexual harassment must take immediate corrective action to stop the behavior.

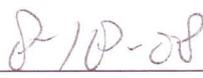
Appropriate disciplinary action shall be taken against any employee who causes, engages in, encourages, condones, or otherwise permits unlawful sexual harassment to occur and against any supervisory or other responsible employee who fails to take corrective action. Such conduct may be grounds for disciplinary action up to and including termination of employment with this agency.

Any employee who believes s/he has been the victim of unlawful sexual harassment may file a complaint of sex discrimination in accordance with ODMHSAS Policy 7.5, *Sexual Harassment Prevention and Correction*.

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



Terri White, MSW, Commissioner



Date

**DEPARTMENT OF MENTAL HEALTH AND
SUBSTANCE ABUSE SERVICES
POLICY STATEMENT ON AFFIRMATIVE ACTION FOR
DISABLED AND OLDER INDIVIDUALS**

The Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) does not tolerate any form of illegal discrimination in the work place. This includes screening applicants and making the final selection in any decision to hire an applicant. In addition, the ODMHSAS anti-discrimination policy extends to all terms and conditions of employment. Federal and state laws prohibit discrimination against anyone age 40 and above and prohibit discrimination against any qualified person with a disability.

ODMHSAS is committed to providing equal employment opportunities for physically and/or mentally disabled persons and persons age 40 and above. This commitment extends to applicants for employment as well as promotional opportunities for current employees.

While ODMHSAS is committed to the goal of hiring and promoting qualified persons with disabilities, there are no statistics readily available to quantify applicants and employees who fall within this category. However, ODMHSAS will continue to use local promotional and recruitment resources to further its goals in this area. The Civil Rights Unit has initiated the practice of requesting disability information by means of a VOLUNTARY questionnaire, which is provided to all new employees. The information obtained is kept in a confidential file separate from employees' personnel files.

The agency's dedication to this policy is complete. Each and every employee is expected to perform his/her duties and responsibilities in a manner that demonstrates this agency's high level of commitment in this important area.



Terri White, MSW, Commissioner



Date

**RESPONSIBILITY FOR AFFIRMATIVE
ACTION AND EQUAL EMPLOYMENT
OPPORTUNITY**

RESPONSIBILITY FOR AFFIRMATIVE ACTION PLAN AND EQUAL EMPLOYMENT OPPORTUNITY

Appointing Authority:

Terri White, MSW, is the Commissioner of the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS). The Commissioner exercises overall responsibility for equal employment opportunity and affirmative action within ODMHSAS. The Commissioner has overall responsibility for the Affirmative Action Plan's development, implementation and dissemination. In addition, the Commissioner is responsible for fostering the agency's commitment to equal employment opportunity and its affirmative action program.

Civil Rights Coordinator:

Joyce Ihde is the Civil Rights Coordinator and Affirmative Action Officer for ODMHSAS. The duties and implementation responsibilities of the Civil Rights Coordinator with regard to the affirmative action program are as follows:

1. Organizes and conducts programs involving the recruitment of underutilized group members; initiates communications with underutilized group representatives; reviews recruitment literature to ensure that equal opportunity principles are maintained; and speaks to all interested minority and women's groups or other groups as well as applicants regarding employment opportunities;
2. Reviews and evaluates job specifications to assure requirements are job-related and career advancement is possible;
3. Determines if a position should be targeted for minority recruitment;
4. Reviews selection procedures to ensure compliance with equal employment opportunity practices; reviews Fair Employment Practices Act certificates to determine if appointments were made on the basis of equal employment opportunity;
5. Conducts new employee orientation to ensure employees are made aware of the agency's anti-discrimination policies, the agency's Discrimination Complaint and Investigation Procedure (ODMHSAS Policy 7.1), and their right to equal terms and conditions of employment; conducts training at ODMHSAS facilities and the Central Office to educate employees on their civil rights and to ensure that all employees are knowledgeable on the types of behaviors that can be considered discrimination;
6. Maintains, coordinates and monitors the agency's comprehensive Discrimination Complaint and Investigation Procedure for employees and applicants; reviews, evaluates, and investigates discrimination claims and takes appropriate action as necessary; meets with individuals to provide

advice and counseling in a confidential manner; and maintains a tracking system for all internal and external discrimination claims presented for review/consideration to the ODMHSAS Civil Rights Unit;

7. Provides assistance to agency management personnel to assure compliance with equal employment practices within their facility or individual work units and assists in developing and reviewing in-service training programs related to cultural competency;
8. Performs evaluation studies of the affirmative action program, such as the achievement of goals, turnover rates or other available data; and
9. Maintains records and writes reports as required.

Executive Directors:

Each state-operated facility has an executive director and/or director assigned to it. Each has the overall responsibility, for his/her respective facility, to ensure the goals of the ODMHSAS affirmative action plan are achieved.

Human Resources Managers/Directors:

Each human resources manager/director within each facility has the following responsibilities:

1. Leadership in the Equal Employment Opportunity/Affirmative Action (EEO/AA) program in their respective facility, including serving as a liaison with supervisors regarding EEO/AA;
2. Provide necessary data for the EEO/AA program through completion of all applicable EEO/AA reporting forms;
3. Assist in development and presentation of EEO/AA awareness programs for supervisors and department heads;
4. Assist in providing training in recruitment, interview and selection techniques for supervisors and other facility staff;
5. Assist in developing recruitment programs to attract qualified minorities and females to fill positions that have been identified as being underutilized;
6. Systematically refer qualified applicants for vacant positions to hiring supervisors; and
7. Ensure that facility staff (managers, supervisors, and employees) are knowledgeable of changes in human resources' policies and procedures.

Managers and Supervisors:

Division/department directors or managers have the following responsibilities under the plan, which include:

1. Ensure full compliance within their respective divisions/departments with the spirit and policies of the ODMHSAS equal employment program;
2. Make provision for supervisors' performance to be evaluated on the basis of their equal employment opportunity effort and results, as well as other criteria;
3. Take action to prevent harassment of and discrimination against employees;
4. Discuss the results and goals of the affirmative action plan, as provided by the Civil Rights Coordinator, with their employees;
5. Bring current developments in the area of affirmative action, as provided by the Civil Rights Unit's staff, to the attention of their employees; and
6. Each division and/or department head or director and supervisor will be responsible for becoming familiar with the agency's affirmative action plan to promote fulfillment of the plan's objectives.

Employees:

Employees have the following responsibilities under this plan, which include:

1. Apply applicable laws, policies, regulations, rules, and procedures without regard to race, religion, sex, color, age, national origin, creed, political affiliation, disability, or protected activities;
2. Exhibit and maintain an atmosphere free from all forms of unlawful discrimination. Exhibit an attitude of respect, courtesy, and cooperation toward fellow employees and the public;
3. Assist supervisors and managers in carrying out their responsibilities with regard to the EEO/AA program; and
4. Be familiar with the Affirmative Action Plan and make a good faith effort to comply with their assigned responsibilities under this plan.

DISSEMINATION OF POLICY

DISSEMINATION OF POLICY

The following methods will be used to publicize the Department's commitment to equal employment opportunity and its affirmative action plan:

Internal Dissemination

The Oklahoma Department of Mental Health and Substance Abuse Services, through its Civil Rights Coordinator, will notify supervisory and management staff and other employees of its affirmative action plan by a variety of methods, including the following:

1. New employees will be given a packet including a statement of non-discrimination and a brief synopsis of the affirmation action plan.
2. The ODMHSAS FY 2009 Affirmative Action Plan will be posted on the agency website where it will be available to employees, job applicants, and other interested members of the public.
3. The ODMHSAS FY 2009 Affirmative Action plan will be disseminated to each agency facility. A copy of the plan shall be made available for review to any employee upon request to the appropriate facility Human Resources office.
4. A hard copy of the ODMHSAS FY 2009 Affirmative Action Plan will be made available upon request to the Civil Rights Unit.
5. ODMHSAS Policy 7.1, *Discrimination Complaint and Investigation Procedure*, is provided and explained to all new employees, and it is available on an email public folder, which is accessible by all employees who have email. ODMHSAS employees will be encouraged to use the procedure to address allegations of discriminatory conduct arising in the course of public employment with this agency.
6. Meetings will be held with management as well as supervisory and Human Resources Department staff to explain all pertinent information regarding the Affirmative Action Plan.
7. Nondiscrimination posters, such as *Equal Employment Opportunity is the Law* and *Oklahoma Law Prohibits Discrimination* are to remain posted in areas such as reception areas, lounges, human resources offices, etc., where they may be viewed by applicants and employees. These posters may be replaced as more current informational notices are publicized and made available to the agency.
8. Significant events, involving the positive achievements of all employees, will be published in system-wide and local employee publications.

External Dissemination

The Oklahoma Department of Mental Health and Substance Abuse Services will use the following methods to externally publicize its commitment to equal employment opportunity and affirmative action:

1. Copies of the plan will be forwarded to the Oklahoma State Department of Libraries and other informational depositories by the Civil Rights Coordinator and/or Publications Officer.
2. Copies of the approved ODMHSAS Affirmative Action Plan will be forwarded to the following offices: Office of Personnel Management, Oklahoma Indian Affairs Commission, Tulsa Urban League, Oklahoma City Urban League, Vietnamese American Community Organization, Oklahoma Latino Community Development for Hispanic American Services, and YWCA branches in Oklahoma City and Tulsa.
3. The ODMHSAS FY 2009 Affirmative Action Plan will be posted on the agency website under Career Opportunities, where it will be available to job applicants and other interested members of the public.

In addition to the dissemination of the ODMHSAS FY 2008 Affirmative Action Plan, all contractors, subcontractors and vendors with which this agency contracts, purchases or does business are routinely notified of the ODMHSAS equal employment opportunity and affirmative action policies.

TRAINING AND RECRUITMENT

TRAINING

ODMHSAS is committed to provide equal opportunities for access to training for its employees on a non-discriminatory basis. Training opportunities are provided through in-service training at the ODMHSAS Human Resources Development Training Institute, which is located at 2401 N.W. 23rd St., Suite 1F, in Oklahoma City, Oklahoma. In addition, the ODMHSAS Human Resources Development Department facilitates the delivery of training to agency employees. The Office of Personnel Management's Human Resources Development Services, as well as outside resources, provides training opportunities for agency employees. All employees are encouraged to take advantage of the training resources made available to them through the ODMHSAS. New employees are made aware of various training resources and opportunities during the new employee orientation sessions.

"Cultural Competency" is a training program routinely offered through the ODMHSAS Staff Development Department. The focal point of the program is positive patient interaction through better understanding of cultural differences. The objective of the course is to provide employees, who deal with direct patient care, with an elevated level of awareness in this subject area. The increased awareness is aimed at empowerment for patients.

The ODMHSAS strategic plan includes a cultural competence initiative. The Civil Rights Coordinator will work closely with the agency's Human Resources Development Services staff to implement appropriate training to further this effort. All hiring decisions will eventually be impacted by this initiative. The focal point for filling vacant positions during FY 2009 shall be concentrated upon direct care units. Under the provision of cultural competency it is imperative that staff of direct care units reflect the cultural make-up of the clients served in those units.

RECRUITMENT

ODMHSAS uses several local and state government organizations, trade schools, colleges and universities, civic and minority organizations to recruit qualified applicants for employment. Recruitment efforts have been relatively light because of the State of Oklahoma's hiring freeze, which has been extended over the course of several reporting periods.

Notwithstanding the status of the hiring freeze, the Department does anticipate position vacancies in the FY 2009 reporting period. The Civil Rights Unit will continue to track all advertised vacancies where underutilization exists. Additionally, hiring supervisors will continue to be required to complete detailed justification statements when an applicant is selected to fill a vacant position as the result of competitive interviews. A close examination of each applicant pool will be conducted in all instances where competitive interviews occur. The purpose underlying this examination is to assure the pool contains representatives of underutilized groups. This practice will continue as long as underutilization for minorities and females exists within any of the job groups.

EVALUATION OF PREVIOUS AA/EEO EFFORTS

Evaluation of Previous EEO Efforts (NEW HIRES)

Agency Name and Code: Dept. of Mental Health & Substance Abuse Services (452)

As Of: June 30, 2008

		Total New Hires	White	Black	Hisp	AS/PI	AI/AN	Total Min	Male	Female	
Summary											
1. New Hires FY	2006	Number	381	274	58	11	20	18	107	114	267
2. New Hires FY	2007	Number	428	289	62	13	18	46	139	128	300
3. New Hires FY	2008	Number	486	324	83	15	23	41	162	163	323
Total Number for Three Year Period			1295	887	203	39	61	105	408	405	890
Total Percent for Three Year Period		Percent	100%	68%	16%	3%	5%	8%	32%	31%	69%
Total Percent for Current Year		%		67%	17%	3%	5%	8%	33%	34%	66%

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.	2	1					1		1				1	1
Professionals	176	35	5		7	4	51	92	19	1	3	10	125	49
Technicians	30	6	1		2	1	10	15	4			1	20	9
Protective Services	4	1				3	4						0	3
Paraprofessionals	194	39	21	5	6	6	77	73	26	7	2	9	117	82
Administrative Support	36	2					2	26	4	1	2	1	34	8
Skilled Craft	5	4				1	5						0	1
Service Maintenance	39	8			1	4	13	22	2	1		1	26	9
TOTALS	486	96	27	5	16	19	163	228	56	10	7	22	323	162

OPM-AA/EEO-1
(07/07/2008)

EVALUATION OF ACHIEVEMENT OF PREVIOUS YEAR'S GOALS

Job Group: Technicians

Goal Description: The goal was to hire two (2) Hispanic employees.

Good Faith Efforts Made: This goal was not met. FEPA registers were requested from the Office of Personnel Management and utilized. All hiring transactions in classified positions were reviewed by the ODMHSAS Civil Rights Unit.

Job Group: Paraprofessional

Goal Description: The goal was to hire twenty-five (25) female employees into this job group.

Good Faith Efforts Made: This goal was met. One hundred and seventeen (117) females were hired into the Paraprofessional category. FEPA registers were requested from the Office of Personnel Management. All hiring transactions in classified positions were reviewed by the ODMHSAS Civil Rights Unit.

Job Group: Skilled Craft Workers

Goal Description: The goal was to hire one (1) Black employee, two (2) Hispanic employees, and three (3) employees in the Total Minorities category.

Good Faith Efforts Made: This goal was not met. FEPA registers were requested from the Office of Personnel Management and utilized. All hiring transactions were reviewed by the ODMHSAS Civil Rights Unit.

Proposed Plan of Action: ODMHSAS will continue to utilize Office of Personnel Management FEPA registers. ODMHSAS will offer skill-based pay for fluent language/writing skills in Spanish. Additionally, the Civil Rights Coordinator will work with each facility's executive director and human resources personnel to determine appropriate recruitment methods, relevant to that facility's needs. Hiring transactions will continue to be reviewed by the ODMHSAS Civil Rights Unit. All position vacancy notices will be posted onto the agency's web page and within ODMHSAS.

ODMHSAS will provide a career opportunities brochure to minority organizations. This brochure contains recruitment information and the agency's web address for accessing vacancy announcements. Also, a request will be made that this brochure be posted in a location that members of the organization and visitors would be able to access.

Job Group: Service Maintenance

Goal Description: The goal was to hire four (4) Black employees, two (2) Hispanic employees, and six (6) in the Total Minorities category into this job group.

Good Faith Efforts Made: This goal was partially met. FEPA registers were requested from the Office of Personnel Management. All hiring transactions were reviewed by the ODMHSAS Civil Rights Unit. During the past year, two (2) Black employees were hired, one (1) Hispanic employee was hired, and a total of six (6) minorities were hired into the Service Maintenance category.

Proposed Plan of Action: ODMHSAS will continue to utilize Office of Personnel Management FEPA registers. ODMHSAS will offer skill-based pay for fluent language/writing skills in Spanish. Additionally, the Civil Rights Coordinator will work with each facility's executive director and human resources personnel to determine appropriate recruitment methods, relevant to that facility's needs. Hiring transactions will continue to be reviewed by the ODMHSAS Civil Rights Unit. All position vacancy notices will be posted onto the agency's web page and within ODMHSAS.

ODMHSAS will provide a career opportunities brochure to minority organizations. This brochure contains recruitment information and the agency's web address for accessing vacancy announcements. Also, a request will be made that this brochure be posted in a location that members of the organization and visitors would be able to access.

NOTE: During FY 2008, the Civil Rights Coordinator met with all Human Resources staff from the ODMHSAS facilities around the state. The Human Resources staff were encouraged to utilize additional, alternative means of recruitment, such as posting recruitment notices in well-traveled areas of their towns. The Civil Rights Coordinator will continue to strive to utilize and assess the effectiveness of different recruitment methods in terms of recruitment of women and minorities.

INTERNAL AUDIT AND REPORTING

Internal Audit and Reporting

The affirmative action program, like any other goal-oriented program, must utilize an audit and reporting system to measure its effectiveness. In order to adequately measure the success of this program, all employment activities are monitored, including, but not limited to, the following:

A. Reports

1. Applicant flow;
2. New hires;
3. Discrimination claims;
4. Transfers;
5. Promotions;
6. Terminations;
7. Training/Education; and
8. Fair Employment Practices Act registers.

B. Records

Each facility shall maintain the following documentation of the time periods specified:

1. A copy of all grievances and/or complaints for three (3) years;
2. Job applications of persons not hired for two (2) years;
3. EEO-4 reports for three (3) years;
4. Reports reflecting training and education received by employees for three (3) years;
5. Records of all promotions, terminations, and employment of new employees for three (3) years; and
6. Affirmative Action Plans for three (3) years.

C. Notices To Be Posted

Each facility of ODMHSAS shall post and keep in conspicuous places upon its premises, all notices pertaining to equal employment opportunity laws. This includes, but is not limited to: ODMHSAS Policy Statement on EEO/AA, ODMHSAS Sexual Harassment Policy statement, EEOC's *Equal Employment Opportunity is the Law* and all other pertinent anti-discrimination posters.

D. Evaluation of Management Personnel

Management personnel are accountable for meeting affirmative action objectives within their respective facilities and for communicating the contents of the Affirmative Action Plan to their employees.

Specifically, they are responsible for the following:

1. Consistent application of disciplinary rules and other personnel actions and procedures;
2. Accurately keeping records which may be required for affirmative action purposes;
3. Submission of reports to the Civil Rights Coordinator on a timely basis;
4. Attendance at scheduled training regarding affirmative action and equal employment opportunity;
5. Sensitivity and action toward seeking solutions to problems regarding affirmative action and equal employment within their facilities; and
6. As needed, seeking assistance from staff regarding personnel matters affecting equal employment opportunity and affirmative action.

With respect to the above, the Department will continue to develop and implement training programs for management personnel to increase their overall effectiveness in these areas.

E. Specific Problems

In addition to working with data summaries, the Civil Rights Coordinator, in conjunction with legal counsel and administration, will have occasion to become involved in particular employment actions when individual claims warrant an informal or formal investigation of alleged discriminatory matters.

F. Reason for Non-Selection

Where severe under-representation exists, position vacancies and selection for those vacancies shall be closely monitored. In instances where a hiring

supervisor declines to hire an applicant¹, who is a member of the underutilized group, sufficient written explanation is required to justify why such person was not selected/hired². The written explanation shall be received and reviewed by the Human Resources Manager and the Civil Rights Coordinator. The Civil Rights Coordinator will transmit any questionable matters to the Commissioner and/or the appropriate superintendent/director for further action.

¹ Applicant, for purposes of this section, includes persons selected as new hires, as well as those persons who are transferred or promoted.

² Hiring official(s) shall explain in writing why members of protected categories, including absolute veterans or the disabled, may not have been selected.

JOB GROUP ANALYSIS

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Official / Administrator

Job Group: _____

Salary or Pay Band (Unclass is Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN	
1494	Chief Operating Officer	1	1				1		0						1
4480	Commissioner	1	0						1	1					0
4414	Deputy Commissioner for Mental Health Svcs	1	0						1	1					0
4511	Deputy Commissioner of Communication	1	1	1					0						0
5779	Deputy Commissioner for Substance Abuse	1	0						1		1				1
4815	Executive Director	12	6	6					6	5	1				1
Total for Job Group (number):		17	8	7	0	0	1	0	9	7	2	0	0	0	3
Total for Job Group (percent):			47%	41%	0%	0%	6%	0%	53%	41%	12%	0%	0%	0%	18%

OPM-AA/EEO-3 (07/07/2008)

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclass is Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
1206	Access Specialist	1	0							1	1					0
I	Accountant I	2	0							2	2					0
9219	Accountant I	2	0							2		2				2
J	Accountant II	2	0							2	2					0
9220	Accountant II	3	0							3	2	1				1
K	Accountant III	1	0							1	1					0
9221	Accountant III	2	0							2	1				1	1
L	Accountant IV	4	0							4	2		1		1	2
9222	Accountant IV	1	0							1		1				1
5155	Accounts Receivable Supervisor	1	0							1	1					0
4412	Addiction Specialist I	5	2	1					1	3	1				2	3
9490	Addiction Specialist II	5	2	2						3	2				1	1
0808	Admin of Social Services	1	0							1	1					0
0807	Admin of Triage Services	1	0							1	1					0
8151	Admin Programs Manager	1	0							1	1					0
J	Admin Programs Officer I	2	0							2	2					0
L	Admin Programs Officer II	3	1	1						2	2					0

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female							
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN	Total Min.	
0729	Admin Programs Officer IV	2	0							2	1	1				1
4903	Administrative Officer	4	0							4	2		1		1	2
0729	Administrative Prog Officer IV	2	1	1						1	1					0
6473	Admissions Coordinator	1	1					1		0						1
0817	Advance Nurse Practitioner	1	1	1						0						0
8134	Asst Clinical Director (BE)	1	1		1					0						1
4855	Assist Coord, Obra & Long Term	1	1	1						0						0
2704	Asst Director of Nursing Services	1	0							1			1			1
4908	Assistant Director	3	0							3	3					0
1633, 1674	Assistant General Counsel	2	0							2	2					0
1629	Assistant General Counsel II	1	0							1	1					0
0764	Budget Analyst	1	1					1		0						1
9457	Budget/Financial Administrator	1	0							1	1					0
0812	Case Mgmt Prog Field Rep	1	0							1		1				1
0662, 5093, 5094	Chemical Dependency Counselor	16	5	4	1					11	6	1	2	1	1	6
6180	Chief Information Officer	1	1	1						0						0
4447	Chief of Public Info and Prevention	1	1	1						0						0

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
2021	Chief Psychologist	1	0							1	1					0
9717	Chief Resident	3	2		1			1		1	1					2
2565	Children's Services Specialist	1	0							1	1					0
7699	CIS Project Manager	1	0							1	1					0
4766	Civil Rights Coordinator	1	0							1	1					0
0486	Clinical Behavioral Health Care Coordinator	2	1	1						1	1					0
0418	Clinical Behavioral Health Care Specialist	5	2	1	1					3	3					1
6762, 1655	Clinical Case Manager Coordinator	8	2	1	1					6	4	1	1			3
0494	Clinical Compliance & Dev Spec	1	0							1	1					0
0633	Clinical Coordinator of Acute Services (BC)	1	1	1						0						0
2719	Clinical Director (BC)	3	2	2						1	1					0
1859	Clinical Education Coordinator	1	0							1	1					0
6095	Clinical Nurse Educator	1	0							1	1					0
2834	Clinical Services Director	1	0							1	1					0
J	Clinical Social Worker I	2	1	1						1	1					0
L	Clinical Social Worker III	4	1		1					3	3					1
M	Clinical Social Worker IV	3	2	1	1					1	1					1

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
2796	Clinical Support Coordinator	1	0							1					1	1
2452	Consumer Advocate I (Non-attorney)	2	0							2		1			1	2
0511	Consumer Planning & Activity Specialist	2	1	1						1	1					0
7551	Community Support Specialist	1	0							1	1					0
7777	Community-State Liaison, SOC	1	0							1	1					0
0416	Consumer Advocate Consultant	1	0							1	1					0
3157	Consumer Survey Coordinator	1	0							1		1				1
I	Contracting & Acquisitions Agent II	2	0							2	2					0
K	Contracting & Acquisitions Agent IV	4	1	1						3	2				1	1
3793	Contracts Officer II	5	1	1						4	4					0
8152	Co-occurring Recovery Coordinator	1	0							1	1					0
2697	Co-occurring Treatment Specialist	3	0							3	2	1				1
4096	Coordinator of Children's Services	1	0							1	1					0
7794, 8142	Coordinator of Problem & Compulsive Gambling	2	1					1		1	1					1
0804	Coordinator of Psychosocial Svcs & Community Integration	1	0							1	1					0
4765	Coordinator of Residential Care Services	0	0							0						0
7783	Coordinator of Trauma & Prevention Svcs	1	0							1				1		1

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
8570	Coordinator of Field Services	4	1		1					3	1	1		1		3
0405	Criminal Justice Development Plan Coordinator	1	0							1	1					0
0655	Criminal Justice Services Coordinator	1	0							1	1					0
4997	Criminal Justice Specialist	2	1		1					1	1					1
4500	CSAP Prevention Fellow for OK	1	0							1	1					0
0786	Cultural Competency Coordinator	1	1					1		0						1
0775	Data Projects Manager	1	1	1						0						0
7262, 9116	Decision Support Analyst II	2	1			1				1	1					1
7262	Decision Support Analyst III	2	0							2	2					0
0739	Decision Support Manager, Justice	1	1	1						0						0
7021	Decision Support Services Prev	1	0							1	1					0
7663	Decision Support Services Project Analyst	1	1	1						0						0
2722	Deputy Superintendent/Clinical Director	2	2	2						0						0
0566	Deputy Consumer Advocate - Attorney	1	1	1						0						0
7688	Deputy HR Director	1	0							1	1					0
4709	Director of Drug/Alcohol Program	1	1	1						0						0
7712	Director of Care Coordination & Assertive Community Treatment	1	0							1			1			1

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
8358	Director of Central Services & Distribution	1	1	1						0						0
2455	Director of Children's Clinical Services	2	0							2	2					0
4094	Director of Community Based Services	1	1	1						0						0
2784	Director of Forensic Psychology	1	1	1						0						0
7678	Director of HR Mgmt & HR Development Institute	1	0							1	1					0
4852	Director of Mental Health & Substance Abuse Services Office of Children, Youth & Family	1	0							1	1					0
2265	Director of Mental Health Services for Youth	1	0							1	1					0
4404	Director of Management Support Services	1	0							1	1					0
2349	Director of Occupational Therapy	1	0							1	1					0
4708	Director of Operating Services Departments	1	1	1						0						0
N	Director of Patient Activity Programs	1	1	1						0						0
N	Director of Professional Services I	1	0							1				1		1
O	Director of Professional Services II	1	1	1						0						0
5997	Director of Provider Certification	1	1	1						0						0
0616	Director of Recovery & Empowerment Svcs	1	1	1						0						0
7714	Director of Recreational Therapy & Volunteer Services	1	1				1			0						1
3996	Director of Residency Training/Staff Psychiatrist (BC)	1	0							1	1					0

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
7718	Director of Specialize Programs	1	0							1	1					0
7713	Director of Treatment & Recovery	1	0							1	1					0
0657	Director, Behavioral Health Recovery	1	0							1	1					0
2848	Director, Biomedical Maintenance & Contract Services	1	1		1					0						1
0368	Director, Inpatient & Residential Services	2	1	1						1	1					0
2990	Director, Office of Consumer Affairs	1	0							1	1					0
2157	Director, Substance Abuse Center	1	0							1	1					0
1704	Director of Admissions	1	1	1						0						0
4976	Director of Financial Services	1	1	1						0						0
9509	Director of Fiscal Services	1	0							1				1		1
2978	Director of Health Information Management	2	0							2	2					0
1909	Director of Information Services	1	0							1	1					0
2753	Director of Laboratory	1	1	1						0						0
8127	Director of Nursing	6	0							6	4				2	2
4099	Director of Operational Services	5	1					1		4	2				2	3
2018	Director of Pharmacy Services	7	6	5					1	1	1					1
2884	Director of Program Evaluation	8	3	3						5	5					0

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
6583	Director of Special Services	1	1	1						0						0
0645	Director of Substance Abuse Case Mgmt	1	0							1		1				1
2747	Director of Inpatient Services	1	1	1						0						0
7929	Director, OCIRR	1	0							1	1					0
2478	Director, Outpatient Services	3	0							3	3					0
4975	Director, Patient Services	1	1	1						0						0
2720	Director, Rehab Services	1	0							1	1					0
2712	Director, Residential Services	1	1	1						0						0
0649	Drug Court Administration Specialist	1	0							1	1					0
0651	Drug Court Clinical Specialist	1	1	1						0						0
2956	Drug Court Field Rep	1	0							1	1					0
0644	DUI Program Manager	1	0							1	1					0
0648	DUI Specialist	1	0							1	1					0
8196	Education & Resource Development Spec.	2	2	2						0						0
4762	Executive Assistant of Development	1	1			1				0						1
1226	Facilities Service Director	1	1	1						0						0
9361	Federal Funds Administrator	1	1	1						0						0

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
9041	Field Services Coordinator	1	0							1		1				1
5993	Financial Accounting Specialist	2	0							2	1			1		1
1671	Financial Auditing Manager	1	0							1	1					0
O	Financial Manager/Comptroller	1	1	1						0						0
4499	Fiscal Administrative Officer	1	0							1	1					0
0646, 9089	Fiscal Program Manager	2	1	1						1	1					0
H	Food Service Manager I	2	0							2	2					0
I	Food Service Manager II	1	0							1				1		1
J	Food Services Manager III	1	0							1					1	1
2721	Forensic Officer I	1	1						1	0						1
2173	Forensic Psychologist I	2	1	1						1	1					0
8557	Forensic Psychologist II	1	0							1	1					0
1631	General Counsel	1	1	1						0						0
9040	Grant Project Manager	1	0							1	1					0
4073	Grants Management Specialist	1	0							1					1	1
6727	Health Information Coordinator	1	0							1	1					0
7097	HIPAA Coordinator	1	0							1	1					0

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
5715	Housing Support Specialist	1	1		1					0						1
7552	HR Development Administrator	2	1	1						1	1					0
9742	HR Management Specialist	4	0							4	4					0
K	HR Management Specialist III	2	0							2	2					0
L	HR Management Specialist IV	1	0							1	1					0
6878	HR Payroll/Benefit Services Manager	1	0							1	1					0
6279	HR Management/Benefit Specialist	1	0							1	1					0
H	HR Management Specialist I	1	0							1	1					0
J	HR Management Specialist II	1	0							1			1			1
3894	HR Manager	2	0							2	2					0
6864	Inpatient Nursing Coordinator	4	0							4	3				1	1
8083	Inspector General	1	0							1	1					0
H	Insurance Subrogation/Reimbursement Specialist I	11	0							11	11					0
J	Insurance Subrogation/Reimbursement Specialist II	3	0							3	2	1				1
K	Insurance Subrogation/Reimbursement Specialist III	2	1	1						1	1					0
0662, 5093	Integrated Dual Disorder Counseling Specialist	10	1	1						9	7	1			1	2
9121	Integrated Services Discharge Manager	1	0							1	1					0

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
0999	IS Applications Development Manager	1	1	1						0						0
0789, 6765	Lead Triage Specialist	2	1		1					1	1					1
3805	Manager, Network & Telecommunications	4	3	2				1		1	1					1
6995	Marketing Specialist	1	0							1		1				1
7700	Medicaid Programs Manager	1	1	1						0						0
2812	Manager, Information Services Application Support	1	1	1						0						0
I	Music Therapist	2	1	1						1	1					0
6726	Norman Adolescent Center Performance Improvement Coordinator	1	1	1						0						0
2582	Nurse Manager	1	0							1	1					0
2802	Nursing Coordinator	2	0							2	2					0
2583	Nursing Manager	1	0							1	1					0
M	Nursing Manager I	7	1	1						6	6					0
N	Nursing Manager II	1	0							1	1					0
P	Nursing Manager III	2	1	1						1	1					0
L	Nutritional Therapist III	2	0							2	1			1		1
1641	OATR Services Director	1	0							1		1				1
0567	Office of Consumer Advocate Investigator	1	0							1		1				1

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
2958	PACT Mental Health Professional	1	0							1	1					0
0813	PACT Program Field Rep	1	0							1		1				1
2957	PACT Team Leader	5	0							5	3		1		1	2
2549	Patient Advocate General	1	0							1			1			1
7741	Payroll/HR Management Specialist	1	0							1	1					0
5586	Performance Improvement Manager	1	0							1	1					0
1421	Personnel Manager II	2	1	1						1	1					0
2017	Pharmacist II	3	2	2						1	1					0
8543	Pharmacy Operations Manager	1	1	1						0						0
6984	Physician (Psychiatry) I	1	0							1		1				1
2710	Physician (Psychiatry) III	2	0							2	2					0
2029	Physician IV	1	1	1						0						0
7925, 8113	Prevention Program Field Rep	4	1		1					3	2	1				2
2301	Prevention Program Manager	1	0							1	1					0
8195	Prevention Programs Specialist	1	0							1	1					0
2877	Prevention Resource Development Coord.	2	0							2	2					0
1677	Prevention Services Specialist	3	0							3	2				1	1

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
7056	Primary Care Physician (BC)	1	1	1						0						0
4423	Program Manager	1	1	1						0						0
2387	Program Director of Forensic Security	1	1	1						0						0
8113	Programs Field Representative	12	3	3						9	4	3	1		1	5
6735	Project Director, Systems of Care	1	1	1						0						0
0637	Project Manager, Behavioral Health Care	1	1	1						0						0
0789	Project Manager, Systems of Care	2	1		1					1	1					1
5632	Property Manager	1	1	1						0						0
2573	Psychiatric Nurse	2	0							2	2					0
0528, 2573	Psychiatric Pediatric Nurse	9	1	1						8	5	2		1		3
2710, 2711, 7039	Psychiatrist (BE)	24	15	10	1			3	1	9	2	1		5	1	12
M	Psychological Clinician II	1	0							1	1					0
N	Psychological Clinician III	2	1	1						1	1					0
0369	Psychosocial Clubhouse Supervisor	2	1						1	1	1					1
4486	Public Information Specialist	2	0							2	1	1				1
2188	Reach Out Counselor	8	0							8	6	2				2
2189	Reach Out Specialist	1	1	1						0						0

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclass is Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
7679	Recovery Services Field Rep	1	0							1	1					0
H	Recreation Therapist I	19	10	7	3					9	7				2	5
I	Recreation Therapist II	6	1	1						5	4	1				1
J	Recreation Therapist III	1	1	1						0						0
L	Recreation Therapist IV	1	1		1					0						1
0417	Recreational Activity Coordinator	1	0							1	1					0
K	Registered Nurse II	5	0							5	4				1	1
M	Registered Nurse III	77	13	10	1		1	1		64	54	5		1	4	13
2571	Registered Nurse I	6	2	1			1			4	3			1		2
2572	Registered Nurse II	7	0							7	6		1			1
2573	Registered Nurse III	50	9	8			1			41	32	8	0		1	10
9442	Reimbursement Coordinator	2	1	1						1	1					0
2999	Reimbursement Specialist	1	0							1	1					0
1984	Resident Doctor (VS) First Year	2	1				1			1				1		2
1985	Resident Doctor (VS) Second Year	5	4				4			1				1		5
1986	Resident Doctor (VS) Third Year	4	1	1						3				3		3
1974	Resident Fourth Year	3	1				1			2				2		3

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
4421	Residential Services Manager	2	0							2		2				2
0584	Risk Management Coordinator	1	1	1						0						0
J	Safety Consultant III	1	1	1						0						0
3826	Satellite Coordinator II	3	1	1						2	2					0
3827	Satellite Coordinator III	2	2	2						0						0
9029	Senior Data Analyst	2	1					1		1	1					1
7725	Senior Office of Consumer Advocate Investigator	1	1		1					0						1
2711	Senior Psychiatrist (BC)	14	7	7						7	4	2		1		3
1403	Senior Triage Specialist	73	20	18	1				1	53	43	4	1	2	3	12
0656	Shift Nurse Coordinator	4	0							4	4					0
7651	Site Coordinator - Alternative to Seclusions & Restraint Program	1	0							1	1					0
H	Social Services Specialist I	3	1		1					2	1				1	2
I	Social Services Specialist II	10	1	1						9	7	1	1			2
J	Social Services Specialist III	1	1	1						0						0
6725	Sr Chemical Dependency Counselor	1	0							1	1					0
9262	Sr Decision Support Analyst	1	0							1	1					0
4120	Staff Development & Training Supervisor	1	0							1	1					0

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Professionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
1655	State Medical Director	1	1	1						0					0	
2709	Supervised Medical Doctor (Psychiatrist)	1	0							1			1		1	
0788	Systems of Care Trainer	2	1	1						1	1				0	
0240	Systems Process Coordinator	1	0							1	1				0	
6731	Technical Assistance & Training Coord.	1	0							1			1		1	
6151	Technology & Information Support	1	1		1					0					1	
5675	Teenline Coordinator	1	0							1	1				0	
I	Training Specialist I	1	1	1						0					0	
J	Training Specialist II	3	1	1						2	2				0	
4783	Training Specialist II	3	0							3	2	1			1	
8142	Transformation Agent	3	1	1						2	1	1			1	
2914	Triage Coordinator	14	2	1				1		12	11	1			2	
6215	Triage Director	1	1					1		0					1	
1655	Triage Specialist	65	19	11	4	1	1	2		46	31	9	1	1	4	23
2561	Triage Specialist Assistant	68	11	5	4	1		1		57	35	9	1	3	9	28
6732	Youth Coordinator/Communications Coord.	1	0							1		1			1	
Total for Job Group (number):		929	257	187	33	4	18	15		672	501	76	16	31	48	241
Total for Job Group (percent):			28%	20%	4%	0%	2%	2%		72%	54%	8%	2%	3%	5%	26%

OPM-AA/EEO-3 (07/07/2008)

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Technicians

Job Group: _____

Salary or Pay Band(Unclass is Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
0661	Clinical Compliance Systems Technician	1	0							1	1					0
L	Clinical Laboratory Scientist	1	0							1	1					0
1044	Data Processing Office Systems & Network Specialist	2	2	2						0						0
H	Electronics Technician	1	1	1						0						0
2007	Help Desk Application Technician II	1	1	1						0						0
1906	Help Desk Technician	1	0							1	1					0
I	Information Systems Network Mgmt Specialist I	4	4	4						0						0
J	Information Systems Network Mgmt Specialist II	4	3	2				1		1	1					1
0392	Information Systems Coordinator I	1	0							1		1				1
K	Information Systems Coordinator II	1	1						1	0						1
H	Information Systems Telecom Technician II	1	1	1						0						0
0966	Information Systems Applications Specialist I	2	2	2						0						0
1118	Information Systems Applications Specialist II	4	4	2				2		0						2
0970	Information Systems Applications Specialist III	2	2	1				1		0						1
5092	Information Systems Database Administrator II	1	1					1		0						1
7701	Information Systems Network Mgmt Specialist II	2	1	1						1					1	1
7775	Information Systems Network Mgmt Specialist III	2	2		1			1		0						2
4424	Information Systems Network Mgmt Specialist IV	1	1	1						0						0

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Technicians

Job Group: _____

Salary or Pay Band(Unclass is Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN	
G	Laboratory Technician III	1	0						1	1					0
2587	Licensed Practical Nurse I	1	1					1	0						1
2603	Licensed Practical Nurse II	22	1	1					21	15	4		1	1	6
2604	Licensed Practical Nurse III	9	0						9	3	3			3	6
G	Licensed Practical Nurse I	2	0						2	1				1	1
H	Licensed Practical Nurse II	36	6	5				1	30	23	1		1	5	8
I	Licensed Practical Nurse III	11	1	1					10	10					0
2584	Nurse Practitioner	1	0						1	1					0
E	Pharmacy Technician I	1	1					1	0						1
F	Pharmacy Technician II	9	1	1					8	8					0
1036	Programmer Analyst	2	1	1					1					1	1
4469	Support Technician	2	0						2	2					0
Total for Job Group (number):		129	38	27	1	0	6	4	91	68	9	0	2	12	34
Total for Job Group (percent):			29%	21%	1%	0%	5%	3%	71%	53%	7%	0%	2%	9%	26%

OPM-AA/EEO-3 (07/07/2008)

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Protective Services

Job Group: _____

Salary or Pay Band (Unclassification Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN	
D	Fire Prevention & Security Officer I	6	4	4					2					2	2
E	Fire Prevention & Security Officer II	8	7	6	1				1		1				2
F	Fire Prevention & Security Officer IV	4	3	3					1	1					0
2721	Forensic Officer I	8	7	6				1	1	1					1
2724	Forensic Officer II	2	2	1				1	0						1
G	Law Enforcement Communication Spec.	3	0						3	2				1	1
Total for Job Group (number):		31	23	20	1	0	0	2	8	4	1	0	0	3	7
Total for Job Group (percent):			74%	65%	3%	0%	0%	6%	26%	13%	3%	0%	0%	10%	23%

OPM-AA/EEO-3 (07/07/2008)

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Paraprofessionals

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
5094	Chemical Dependency Counselor Trainee	1	1	1						0					0	
0603	Family Advocate I, SOC	5	0							5	4			1	1	
0604	Family Advocate II, SOC	2	0							2	1			1	1	
6730	Family Advocate, SOC	1	0							1	1				0	
G	Human Resources Assistant	1	0							1	1				0	
2655	Nursing Assistant I	3	2	1	1					1			1		2	
2656	Nursing Assistant II	6	3	2				1		3	3				1	
D	Patient Care Assistant I	356	154	84	36	6	7	21		202	128	47	5	2	20	144
E	Patient Care Assistant II	142	79	44	24	3	3	5		63	37	14	2	2	8	61
F	Patient Care Assistant III	7	2	1	1					5	3	1		1		3
2671	Psychology Intern	2	0							2	1			1		1
7677	Recovery Support Specialist	12	3	2		1				9	8				1	2
E	Therapeutic/Medical Aide I	4	1	1						3	3					0
H	Therapeutic/Medical Assistant I	1	0							1	1					0
Total for Job Group (number):		543	245	136	62	10	10	27		298	191	62	8	7	30	216
Total for Job Group (percent):			45%	25%	11%	2%	2%	5%		55%	35%	11%	1%	1%	6%	40%

OPM-AA/EEO-3 (07/07/2008)

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Administrative Support

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
F	Accounting Technician I	1	1				1			0						1
G	Accounting Technician II	8	0							8	6			1	1	2
H	Accounting Technician III	9	0							9	8				1	1
4952	Administrative Assistant	3	0							3	2	1				1
4500	Administrative Assistant II	28	0							28	17	7	1	1	2	11
H	Administrative Assistant I	13	1	1						12	11		1			1
I	Administrative Assistant II	23	0							23	18	1	1		3	5
0039	Administrative Secretary I	6	0							6	6					0
0083	Administrative Secretary II	1	0							1	1					0
0101	Administrative Secretary III	2	0							2	2					0
D	Administrative Technician I	4	1	1						3			1		2	3
E	Administrative Technician II	15	3	2	1					12	9		1		2	4
F	Administrative Technician III	31	2	2						29	24	2	1		2	5
G	Administrative Technician IV	2	1		1					1	1					1
E	Customer Service Representative II	4	1				1			3	3					1
G	Customer Service Representative III	2	0							2	2					0
4677	Executive Assistant	1	0							1			1			1
0292	Executive Secretary	1	0							1	1					0

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Administrative Support

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.	
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN		
G	Health Information Technician I	30	3	2		1				27	18	5	1		3	10
H	Health Information Technician II	7	1	1						6	3	1		2		3
0084	Legal Secretary	1	0							1	1					0
H	Material Management Officer I	1	1	1						0						0
I	Material Management Officer II	1	1	1						0						0
E	Material Management Specialist II	2	1		1					1	1					1
F	Material Management Specialist III	6	4	3				1		2	1		1			2
G	Material Management Specialist IV	1	1				1			0						1
9486	Medical Records Technician	1	0							1	1					0
E	Medical Records Transcriptionist	3	0							3	2				1	1
7730	Patient Accounts Specialist	2	0							2	1	1				1
0042	Pharmacy Clerk	1	1	1						0						0
F	Secretary I	10	0							10	9	1				1
G	Secretary II	13	0							13	10				3	3
H	Secretary III	3	0							3	1		1		1	2
I	Secretary IV	3	0							3	2	1				1
J	Secretary V	1	0							1	1					0

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Administrative Support

Job Group: _____

Salary or Pay Band (Unclass is Job Code)	Job Family Title	Total Emp.	Male						Female						
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN	Total Min.
Total for Job Group (number):		240	23	15	3	4	0	1	217	162	20	10	4	21	63
Total for Job Group (percent):			10%	6%	1%	2%	0%	0%	90%	68%	8%	4%	2%	9%	26%

OPM-AA/EEO-3 (07/07/2008)

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Skilled Craft Workers

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN	
G	Automotive/Engine Mechanic II	2	2	2						0					0
I	Automotive/Engine Mechanic IV	1	1	1						0					0
F	Carpenter I	1	1	1						0					0
G	Carpenter II	2	2	1				1		0					1
0787	Construction/Maintenance Administrator	1	1	1						0					0
K	Construction/Maintenance Administrator I	1	1	1						0					0
M	Construction/Maintenance Administ III	2	2	2						0					0
F	Construction/Maintenance Tech I	7	7	6				1		0					1
G	Construction/Maintenance Tech II	6	6	5				1		0					1
H	Construction/Maintenance Tech III	6	6	6						0					0
1144	Duplicating Equipment Operator II	1	0							1	1				0
E	Duplicating Equipment Operator III	1	1	1						0					0
G	Electrician I	1	1	1						0					0
H	Electrician II	1	1	1						0					0
J	Electrician IV	1	1	1						0					0
5211	General Maintenance	1	1	1						0					0
G	Mechanical Systems Technician II	2	2	2						0					0
F	Painter II	1	1					1		0					1

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Skilled Craft Workers

Job Group: _____

Salary or Pay Band (Unclassification Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN	
F	Personal Grooming Specialist	1	0						1	1					0
F	Physical Plant Operator	3	3	2				1	0						1
H	Plumber II	1	1	1					0						0
J	Plumber IV	1	1	1					0						0
Total for Job Group (number):		44	42	37	0	0	0	5	2	2	0	0	0	0	5
Total for Job Group (percent):			95%	84%	0%	0%	0%	11%	5%	5%	0%	0%	0%	0%	11%

OPM-AA/EEO-3 (07/07/2008)

JOB GROUP ANALYSIS

Agency Name and Code Dept. of Mental Health & Substance Abuse Services (452)

Date: As of June 30, 2008

EEO Category: Service Maintenance

Job Group: _____

Salary or Pay Band (Unclassified Job Code)	Job Family Title	Total Emp.	Male						Female						Total Min.
			Total Male	White	Black	Hisp.	AS/PI	AI/AN	Total Female	White	Black	Hisp.	AS/PI	AI/AN	
C	Food Service Specialist I	22	6	3			2	1	16	11			3	2	8
E	Food Service Specialist II	29	10	8			1	1	19	14	1	1	3		7
E	Food Service Specialist III	10	2					1	1	8	8				2
G	Food Service Specialist IV	5	1				1		4	1	1			2	4
E	Groundskeeper I	1	1	1					0						0
B	Housekeeping/Custodial Worker I	13	5	4				1	8	7		1			2
C	Housekeeping/Custodial Worker II	20	7	5				2	13	9	1	1		2	6
D	Housekeeping/Custodial Worker III	5	2	1	1				3	2		1			2
G	Housekeeping/Custodial Worker IV	4	1	1					3	3					0
C	Light Vehicle Driver I	4	4	3	1				0						1
C	Linen & Clothing Specialist I	3	0						3	3					0
D	Linen & Clothing Specialist II	2	1				1		1	1					1
D	Linen & Clothing Specialist III	2	1	1					1	1					0
Total for Job Group (number):		120	41	27	2	3	4	5	79	60	3	4	6	6	33
Total for Job Group (percent):			34%	23%	2%	3%	3%	4%	66%	50%	3%	3%	5%	5%	28%

OPM-AA/EEO-3 (07/07/2008)

AVAILABILITY ANALYSIS

Availability Analysis

Agency Name and Code: Dept. of Mental Health & Substance Abuse Services (452)

June 30, 2008

(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	
1a. Percentage of minority population in labor area surrounding the facility														
1b. Percentage of women seeking employment in the labor area surrounding the facility.														
2. Rate of minorities or female unemployment in the surrounding labor area.														
3. Percentage of minorities or females in total work force in the immediate labor area.														
4. Availability of minorities or females with the requisite skills in the immediate labor area.														
5. Availability 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	1	3.60	2.30	1.00	4.90	15.10	37.60	2000 Census Data Statewide
6. Percentage of minorities or females promotable and transferable within the agency's organization in the labor area.														
7. The existence of training institutions capable of training persons in the necessary requisite skills.														
8. Estimate of training efforts the agency is reasonably able to undertake to make the job group available to minorities and females.														
9. 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%	

OPM-AA/EEO-4 (07/07/2008)

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

Availability Analysis

Agency Name and Code: Dept. of Mental Health & Substance Abuse Services (452)

June 30, 2008

(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	
1a. Percentage of minority population in labor area surrounding the facility														
1b. Percentage of women seeking employment in the labor area surrounding the facility.														
2. Rate of minorities or female unemployment in the surrounding labor area.														
3. Percentage of minorities or females in total work force in the immediate labor area.														
4. Availability of minorities or females with the requisite skills in the immediate labor area.														
5. Availability 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	1	4.70	2.00	2.20	5.10	17.20	55.60	2000 Census Data Statewide
6. Percentage of minorities or females promotable and transferable within the agency's organization in the labor area.														
7. The existence of training institutions capable of training persons in the necessary requisite skills.														
8. Estimate of training efforts the agency is reasonably able to undertake to make the job group available to minorities and females.														
9. 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%	

OPM-AA/EEO-4 (07/07/2008)

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

Availability Analysis

Agency Name and Code: Dept. of Mental Health & Substance Abuse Services (452)

June 30, 2008

(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	
1a. Percentage of minority population in labor area surrounding the facility														
1b. Percentage of women seeking employment in the labor area surrounding the facility.														
2. Rate of minorities or female unemployment in the surrounding labor area.														
3. Percentage of minorities or females in total work force in the immediate labor area.														
4. Availability of minorities or females with the requisite skills in the immediate labor area.														
5. Availability 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	1	7.10	2.20	1.30	7.60	21.90	59.70	2000 Census Data Statewide
6. Percentage of minorities or females promotable and transferable within the agency's organization in the labor area.														
7. The existence of training institutions capable of training persons in the necessary requisite skills.														
8. Estimate of training efforts the agency is reasonably able to undertake to make the job group available to minorities and females.														
9. 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%	

OPM-AA/EEO-4 (07/07/2008)

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

Availability Analysis

Agency Name and Code: Dept. of Mental Health & Substance Abuse Services (452)

June 30, 2008

(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	
1a. Percentage of minority population in labor area surrounding the facility														
1b. Percentage of women seeking employment in the labor area surrounding the facility.														
2. Rate of minorities or female unemployment in the surrounding labor area.														
3. Percentage of minorities or females in total work force in the immediate labor area.														
4. Availability of minorities or females with the requisite skills in the immediate labor area.														
5. Availability 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	1	6.30	2.20	0.50	8.40	21.60	16.70	2000 Census Data Statewide
6. Percentage of minorities or females promotable and transferable within the agency's organization in the labor area.														
7. The existence of training institutions capable of training persons in the necessary requisite skills.														
8. Estimate of training efforts the agency is reasonably able to undertake to make the job group available to minorities and females.														
9. Other relevant factors														
Total							1.00	6.30	2.20	0.50	8.40	21.60	16.70	
Final Availability								6.3%	2.2%	0.5%	8.4%	21.6%	16.7%	

OPM-AA/EEO-4 (07/07/2008)

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

Availability Analysis

Agency Name and Code: Dept. of Mental Health & Substance Abuse Services (452)

June 30, 2008

(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	
1a. Percentage of minority population in labor area surrounding the facility														
1b. Percentage of women seeking employment in the labor area surrounding the facility.														
2. Rate of minorities or female unemployment in the surrounding labor area.														
3. Percentage of minorities or females in total work force in the immediate labor area.														
4. Availability of minorities or females with the requisite skills in the immediate labor area.														
5. Availability 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	1	7.10	2.20	1.30	7.60	21.90	59.70	2000 Census Data Statewide
6. Percentage of minorities or females promotable and transferable within the agency's organization in the labor area.														
7. The existence of training institutions capable of training persons in the necessary requisite skills.														
8. Estimate of training efforts the agency is reasonably able to undertake to make the job group available to minorities and females.														
9. 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%	

OPM-AA/EEO-4 (07/07/2008)

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

Availability Analysis

Agency Name and Code: Dept. of Mental Health & Substance Abuse Services (452)

June 30, 2008

(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	
1a. Percentage of minority population in labor area surrounding the facility														
1b. Percentage of women seeking employment in the labor area surrounding the facility.														
2. Rate of minorities or female unemployment in the surrounding labor area.														
3. Percentage of minorities or females in total work force in the immediate labor area.														
4. Availability of minorities or females with the requisite skills in the immediate labor area.														
5. Availability 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	1	7.10	2.90	0.90	6.30	21.20	70.10	2000 Census Data Statewide
6. Percentage of minorities or females promotable and transferable within the agency's organization in the labor area.														
7. The existence of training institutions capable of training persons in the necessary requisite skills.														
8. Estimate of training efforts the agency is reasonably able to undertake to make the job group available to minorities and females.														
9. 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%	

OPM-AA/EEO-4 (07/07/2008)

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

Availability Analysis

Agency Name and Code: Dept. of Mental Health & Substance Abuse Services (452)

June 30, 2008

(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	
1a. Percentage of minority population in labor area surrounding the facility														
1b. Percentage of women seeking employment in the labor area surrounding the facility.														
2. Rate of minorities or female unemployment in the surrounding labor area.														
3. Percentage of minorities or females in total work force in the immediate labor area.														
4. Availability of minorities or females with the requisite skills in the immediate labor area.														
5. Availability 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	1	3.80	5.60	0.70	7.50	21.90	6.50	2000 Census Data Statewide
6. Percentage of minorities or females promotable and transferable within the agency's organization in the labor area.														
7. The existence of training institutions capable of training persons in the necessary requisite skills.														
8. Estimate of training efforts the agency is reasonably able to undertake to make the job group available to minorities and females.														
9. Other relevant factors														
Total							1.00	3.80	5.60	0.70	7.50	21.90	6.50	
Final Availability								3.8%	5.6%	0.7%	7.5%	21.9%	6.5%	

OPM-AA/EEO-4 (07/07/2008)

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

Availability Analysis

Agency Name and Code: Dept. of Mental Health & Substance Abuse Services (452)

June 30, 2008

(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	
1a. Percentage of minority population in labor area surrounding the facility														
1b. Percentage of women seeking employment in the labor area surrounding the facility.														
2. Rate of minorities or female unemployment in the surrounding labor area.														
3. Percentage of minorities or females in total work force in the immediate labor area.														
4. Availability of minorities or females with the requisite skills in the immediate labor area.														
5. Availability 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	1	8.90	7.80	1.70	8.50	31.10	41.50	2000 Census Data Statewide
6. Percentage of minorities or females promotable and transferable within the agency's organization in the labor area.														
7. The existence of training institutions capable of training persons in the necessary requisite skills.														
8. Estimate of training efforts the agency is reasonably able to undertake to make the job group available to minorities and females.														
9. Other relevant factors														
Total							1.00	8.90	7.80	1.70	8.50	31.10	41.50	
Final Availability								8.9%	7.8%	1.7%	8.5%	31.1%	41.5%	

OPM-AA/EEO-4 (07/07/2008)

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

UTILIZATION ANALYSIS

Utilization Analysis*

Agency Name and Code: Dept. of Mental Health & Substance Abuse Services (452)

June 30, 2008
(Date)

Job Group	Incumbents							Utilization*																	
								Black			Hispanic			Asian/Pacific Islander			American Indian/A.N.			Total Minorities			Female		
	Total	Black	Hisp.	AS/PI	AI/AN	Fem.	Total Min	% Avail	% in Cat	Under Util	% Avail	% in Cat	Under Util	% Avail	% in Cat	Under Util	% Avail	% in Cat	Under Util	% Avail	% in Cat	Under Util	% Avail	% in Cat	Under Util
Official / Administrator	17	2	0	1	0	9	3	3.6%	11.8%	N	2.3%	0.0%	N	1.0%	5.9%	N	4.9%	0.0%	N	15.1%	17.6%	N	37.6%	52.9%	N
Professional	929	109	20	49	63	672	241	4.7%	11.7%	N	2.0%	2.2%	N	2.2%	5.3%	N	5.1%	6.8%	N	17.2%	25.9%	N	55.6%	72.3%	N
Technician	129	10	0	8	16	91	34	7.1%	7.8%	N	2.2%	0.0%	Y	1.3%	6.2%	N	7.6%	12.4%	N	21.9%	26.4%	N	59.7%	70.5%	N
Protective Services	31	2	0	0	5	8	7	6.3%	6.5%	N	2.2%	0.0%	N	0.5%	0.0%	N	8.4%	16.1%	N	21.6%	22.6%	N	16.7%	25.8%	N
Paraprofessional	543	124	18	17	57	298	216	7.1%	22.8%	N	2.2%	3.3%	N	1.3%	3.1%	N	7.6%	10.5%	N	21.9%	39.8%	N	59.7%	54.9%	Y
Administrative Support	240	23	14	4	22	217	63	7.1%	9.6%	N	2.9%	5.8%	N	0.9%	1.7%	N	6.3%	9.2%	N	21.2%	26.3%	N	70.1%	90.4%	N
Skilled Craft Workers	44	0	0	0	5	2	5	3.8%	0.0%	Y	5.6%	0.0%	Y	0.7%	0.0%	N	7.5%	11.4%	N	21.9%	11.4%	Y	6.5%	4.5%	N
Service/Maintenance	120	5	7	10	11	79	33	8.9%	4.2%	Y	7.8%	5.8%	Y	1.7%	8.3%	N	8.5%	9.2%	N	31.1%	27.5%	Y	41.5%	65.8%	N

OPM-AA/EEO-5
(07/07/2008)

* Significance Test: Whole Person

IDENTIFICATION OF PROBLEM AREAS

IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS AND CORRECTIVE ACTIONS

TECHNICIAN (EEO 3): Hispanic individuals are underutilized in the Technician category.

Corrective Action: ODMHSAS will continue to utilize Office of Personnel Management Fair Employment Practices Act (FEPA) registers when hiring for Technicians. Job advertisements will be posted on the agency's website and at prominent locations at the agency's facilities. ODMHSAS continues to offer skill-based pay for fluent language/writing skills in Spanish. Additionally, the Civil Rights Coordinator will work with each facility's executive director and human resources personnel to determine appropriate recruitment methods, relevant to that facility's needs. The Civil Rights Coordinator will review all hiring selections for classified positions in this job category. These actions will continue through the next reporting period or until the underutilization is corrected.

PARAPROFESSIONAL (EEO 5): Females are underutilized in the Paraprofessional category.

Corrective Action: ODMHSAS will continue to utilize Office of Personnel Management Fair Employment Practices Act (FEPA) registers when hiring for Paraprofessionals. Job advertisements are posted on the agency's website and at prominent locations at the agency's facilities. Additionally, the Civil Rights Coordinator will work with each facility's executive director and human resources personnel to determine appropriate recruitment methods, relevant to that facility's needs. The Civil Rights Coordinator will review all hiring selections for classified positions in this job category. These actions will continue through the next reporting period or until the underutilization is corrected.

SKILLED CRAFT WORKERS (EEO 7): Black and Hispanic individuals and Total Minorities are underutilized in the Skilled Craft category.

Corrective Action: ODMHSAS will continue to utilize Office of Personnel Management Fair Employment Practices Act (FEPA) registers when hiring for Skilled Craft Workers. Job advertisements are posted on the agency's website and at prominent locations at the agency's facilities. ODMHSAS continues to offer skill-based pay for fluent language/writing skills in Spanish. Additionally, the Civil Rights Coordinator will work with each facility's executive director and human resources personnel to determine appropriate recruitment methods, relevant to that facility's needs. The Civil Rights Coordinator will review all hiring selections for classified positions in this job category. These actions will continue through the next reporting period or until the underutilization is corrected.

SERVICE/MAINTENANCE (EEO 8): Black and Hispanic individuals and Total Minorities are underutilized in the Service/Maintenance category.

Corrective Action: ODMHSAS will continue to utilize Office of Personnel Management Fair Employment Practices Act (FEPA) registers when hiring for Service/Maintenance. Job advertisements are posted on the agency's website and at prominent locations at the agency's facilities. ODMHSAS continues to offer skill-based pay for fluent language/writing skills in Spanish. Additionally, the Civil Rights Coordinator will work with each facility's executive director and human resources personnel to determine appropriate recruitment methods, relevant to that facility's needs. The Civil Rights Coordinator will review all hiring selections for classified positions in this job category. These actions will continue through the next reporting period or until the underutilization is corrected.

It is the responsibility of the ODMHSAS Civil Rights Coordinator, Executive Directors, and the human resources staff at each facility to ensure appropriate action has been taken to implement the corrective actions outlined above. Each human resources manager is responsible for entering position vacancy information onto the agency's website.

GOALS AND TIMETABLE

Goals and Timetable

Agency Name and Code: Dept. of Mental Health & Substance Abuse Services (452)

June 30, 2008

(date)

JOB GROUP	Anticipated Vacancies	ANNUAL PLACEMENT GOALS (excluding promotions)											
		Black		Hisp		AS/PI		AI/AN		Total Min.		Female	
Part 1 - New Hires	#	%	#	%	#	%	#	%	#	%	#	%	
Official / Administrative Professional	28	0%	2	7%		0%		0%		0%			
Technician													
Protective Services													
Paraprofessional	159	0%		0%		0%		0%		0%	26	16%	
Administrative Support													
Skilled Craft Workers	5	1	20%	2	40%		0%		0%	4	80%	0%	
Service Maintenance	33	5	15%	2	6%		0%		0%	4	12%	0%	
Total	225	6	3%	6	3%	0	0%	0	0%	8	4%	26	12%
Part 2 - Promotions (optional)	Anticipated Promotions	ANNUAL PROMOTION GOALS											
		#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!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	
Total	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Part 3 - Ultimate Goals (optional)	AVAILABILITY						TIMETABLE						
	Blk	As	AI	Hisp	Fem	Tot Min	Blk	As	AI	Hisp	Fem	Tot Min	
	%	%	%	%	%	%	Year	Year	Year	Year	Year	Year	

OPM-AA/EEO-6 (07/07/2008)

PRESENT STAFFING, FY 2008

PRESENT STAFFING

Agency Name and Code: Dept. of Mental Health & Substance Abuse Services (452)

EEO Coordinator: Joyce Ihde

As of: June 30, 2008

Job Categories	MALE												FEMALE														
	TOT EMP	WHITE	%	BLACK	%	HISP	%	AS/PI	%	AI/AN	%	TOT MALE	%	WHITE	%	BLACK	%	HISP	%	AS/PI	%	AI/AN	%	TOT FEM	%	TOT MIN	%
Officials/ Admin	17	7	41%	0	0%	0	0%	1	6%	0	0%	8	47%	7	41%	2	12%	0	0%	0	0%	0	0%	9	53%	3	18%
Professional	929	187	20%	33	4%	4	0%	18	2%	15	2%	257	28%	501	54%	76	8%	16	2%	31	3%	48	5%	672	72%	241	26%
Technicians	129	27	21%	1	1%	0	0%	6	5%	4	3%	38	29%	68	53%	9	7%	0	0%	2	2%	12	9%	91	71%	34	26%
Protective Services	31	20	65%	1	3%	0	0%	0	0%	2	6%	23	74%	4	13%	1	3%	0	0%	0	0%	3	10%	8	26%	7	23%
Para- Professional	543	136	25%	62	11%	10	2%	10	2%	27	5%	245	45%	191	35%	62	11%	8	1%	7	1%	30	6%	298	55%	216	40%
Admin Support	240	15	6%	3	1%	4	2%	0	0%	1	0%	23	10%	162	68%	20	8%	10	4%	4	2%	21	9%	217	90%	63	26%
Skilled Craft Workers	44	37	84%	0	0%	0	0%	0	0%	5	11%	42	95%	2	5%	0	0%	0	0%	0	0%	0	0%	2	5%	5	11%
Service Maintenance	120	27	23%	2	2%	3	3%	4	3%	5	4%	41	34%	60	50%	3	3%	4	3%	6	5%	6	5%	79	66%	33	28%
TOTALS	2053	456	22%	102	5%	21	1%	39	2%	59	3%	677	33%	995	48%	173	8%	38	2%	50	2%	120	6%	1376	67%	602	29%

OPM-AA/EEO-7 (07/07/2008)

PERSONNEL TRANSACTIONS

Personnel Transactions Report

Agency Name and Code: Dept. of Mental Health & Substance Abuse Services (452)

Date: June 30, 2008

Summary		Total	Minority					Total Min	Male	Female
			White	Black	Hisp	AS/PI	AI/AN			
1. Employees at Beginning of Period (7-01-07) ¹	#	2026	1459	257	51	91	168	567	675	1351
	%		72%	13%	3%	4%	8%	28%	33%	67%
2. Employees at End of Period (6-30-08)	#	2053	1451	275	59	89	179	602	677	1376
	%		71%	13%	3%	4%	9%	29%	33%	67%
3. Net Increase (decrease)		27	-8	18	8	-2	11	35	2	25
4. Personnel Transaction:										
(A) New Hires	Actual	486	324	83	15	23	41	162	163	323
	Goal			5	6			9		25
(B) Promotions	Actual	74	50	12	3	3	6	24	34	40
	Goal									
(C) Demotions		2	2					0		2
(D) Separations		459	332	65	7	25	30	127	161	298

OPM-AA/EEO-8 (07/07/2008)

¹ On July 1, 2007, 3 Asian males and 1 White female were hired.

Also on July 1, 2007, 1 American Indian male, 1 Hispanic female, and 3 White females were separated.

AFFIRMATIVE ACTION PROGRESS REPORT

AFFIRMATIVE ACTION PROGRESS REPORT

The FY 2009 Affirmative Action Utilization Analysis reflects underutilization of minorities and females in the following job groups:

Official/Administrator:	No Underutilization
Professional:	No Underutilization
Technician:	Hispanic
Protective Services:	No Underutilization
Paraprofessional:	Female
Administrative Support:	No Underutilization
Skilled Craft Workers:	Black, Hispanic, Total Minorities
Service Maintenance:	Black, Hispanic, Total Minorities

The FY 2008 Affirmative Action Utilization Analysis reflects underutilization of minorities and females in the following job groups:

Official/Administrator:	No Underutilization
Professional:	No Underutilization
Technician:	Hispanic
Protective Services:	No Underutilization
Paraprofessional:	Female
Administrative Support:	No Underutilization
Skilled Craft Workers:	Black, Hispanic, Total Minorities
Service Maintenance:	Black, Hispanic, Total Minorities

The FY 2007 Affirmative Action Utilization Analysis reflects underutilization of minorities and females in the following job groups:

Official/Administrator:	No Underutilization
Professional:	No Underutilization
Technician:	Hispanic, Total Minorities
Protective Services:	No Underutilization
Paraprofessional:	Female
Administrative Support:	No Underutilization
Skilled Craft Workers:	Black, Hispanic, Total Minorities
Service Maintenance:	Black, Hispanic, Total Minorities

NOTE: While it will continually strive to eliminate the underutilization of females and minorities, ODMHSAS has demonstrated its commitment to equal opportunity by employing women at 67% of its workforce and minorities at 29% of its workforce. The trend of no underutilization in the EEO categories of Official/Administrator and Professional (ODMHSAS' largest category) has continued for twelve (13) consecutive reporting periods.

EEO JOB CATEGORIES

EEO JOB CATEGORIES¹

1. **OFFICIALS/ADMINISTRATORS:** Category 01 – Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of an agency’s operations or provide specialized consultation on a regional, district or area basis.
2. **PROFESSIONALS:** Category 02 – Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.
3. **TECHNICIANS:** Category 03 – Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on the job training.
4. **PROTECTIVE SERVICES:** Category 04 – Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
5. **PARAPROFESSIONALS:** Category 05 – Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a “New Career” concept.
6. **ADMINISTRATIVE SUPPORT:** Category 06 – Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information, and other paperwork required in an office.
7. **SKILLED CRAFT:** Category 07 – Occupations in which workers perform jobs which require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on the job training and experience or through apprenticeship or other formal training programs.
8. **SERVICE MAINTENANCE:** Category 08 – Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene, or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery.

¹ This entire section is an excerpt from the State of Oklahoma Office of Personnel Management's Manual for Affirmative Action Plans, Revised June 2000.

UNCLASSIFIED POSITIONS: SALARY RANGES

UNCLASSIFIED SALARY RANGES

Class code	Job Title	Minimum	Midpoint	Maximum
1206	Access Specialist	39,582	43,540	50,071
8552	Accountant Assistant II	22,776	25,053	28,811
9219	Accountant I	24,294	26,723	30,732
9220	Accountant II	26,508	29,158	33,532
9221	Accountant III	29,161	32,077	38,896
9222	Accountant IV	32,077	35,284	40,577
9244	Accounting Technician	18,137	19,951	22,944
5155	Accounts Receivable Supervisor	34,798	38,278	44,019
9985	Addiction Specialist Assistant	17,170	18,887	21,720
4412	Addiction Specialist I	25,770	28,348	32,600
9490	Addiction Specialist II	27,206	29,926	34,415
0225	Addiction Specialist Trainee	18,544	20,398	23,458
4952	Administrative Assistant	20,000	26,000	32,000
4500	Administrative Assistant II	22,776	25,053	35,840
4903	Administrative Officer	28,615	31,476	36,197
0731	Administrative Program Officer III	34,008	37,408	45,011
0729	Administrative Program Officer IV	43,500	47,850	55,027
8151	Administrative Programs Manager	34,008	37,408	43,020
0039	Administrative Secretary I	30,867	33,953	39,047
0083	Administrative Secretary II	33,716	37,008	42,651
0101	Administrative Secretary III	36,545	40,200	46,230
0808	Administrator of Social Services	38,147	41,961	48,256
0807	Administrator of Triage Services	38,147	41,961	48,256
0003	Admissions Clerk	18,137	19,950	22,943
6473	Admissions Coordinator	31,907	35,097	40,362
5564	Adolescent Substance Abuse Program Director	39,684	43,652	50,200
0817	Advanced Nurse Practitioner	65,000	71,500	82,225
8134	Assistant Clinical Director	170,000	187,000	215,070
8190	Assistant Commissioner	66,578	73,235	84,221
3297	Assistant Coordinator of OBRA and Long Term Care	35,130	38,643	44,439
4908	Assistant Director	48,000	55,000	63,250
		80% of Executive Director		
2704	Assistant Director of Nursing Services	49,046	53,950	62,043
9632	Assistant Director, Innovation Center	64,833	71,316	82,014

UNCLASSIFIED SALARY RANGES

Class code	Job Title	Minimum	Midpoint	Maximum
1633	Assistant General Counsel	43,700	48,070	55,280
1674	Assistant General Counsel II	55,500	61,050	70,207
0668	Behavioral Health Collaborative Project Specialist	60,000	66,000	75,900
8542	Budget / Financial Administrator	61,591	67,750	77,912
0764	Budget Analyst	47,057	51,763	59,527
0812	Case Management Program Field Representative	39,582	43,540	50,071
5093	Chemical Dependency Counselor	31,657	34,822	40,046
5094	Chemical Dependency Counselor Trainee	26,852	29,538	33,968
6180	Chief Information Officer	77,556	81,433	93,647
2808	Chief of Programs	35,000	38,500	44,275
4447	Chief of Public Information and Prevention	40,861	44,947	51,689
1494	Chief Operating Officer	109,990	120,989	139,137
2011	Chief Pharmacist	70,000	75,000	80,000
4521	Chief Procurement Officer	36,000	39,600	45,540
2021	Chief Psychologist	45,322	49,854	57,332
9717	Chief Resident	48,401	53,241	61,228
8031	Child Psychiatrist	105,500	116,050	133,457
2565	Children's Services Specialist	30,947	34,041	44,222
7699	CIS Project Manager	46,000	50,600	58,190
4766	Civil Rights Coordinator	45,000	49,500	56,925
4891	Civil Rights Specialist	31,220	34,342	39,493
7776	Civil Rights Specialist/ODMHSAS Investigator	37,252	40,978	47,124
3293	Clinical Art Therapist	26,507	29,157	33,134
0486	Clinical Behavioral Health Care Coordinator	37,689	41,457	47,676
0418	Clinical Behavioral Health Care Specialist	36,982	40,680	46,783
6762	Clinical Case Manager Coordinator	33,280	36,608	42,099
0494	Clinical Compliance and Development Specialist	28,620	31,482	36,205
0661	Clinical Compliance Systems Technician	25,708	28,279	32,521
8130	Clinical Coordinator (Substance Abuse Services)	41,476	45,623	52,467
0633	Clinical Coordinator of Acute Services (BC)	170,000	187,500	215,050
0632	Clinical Coordinator of Long Term Care (BC)	170,000	187,000	215,050
2719	Clinical Director (BC)	170,000	187,000	215,050
2717	Clinical Director (BE)	160,000	176,000	202,400
1859	Clinical Education Coordinator	34,625	38,087	58,000

UNCLASSIFIED SALARY RANGES

Class code	Job Title	Minimum	Midpoint	Maximum
6095	Clinical Nurse Educator	60,000	66,000	75,900
2928	Clinical Program Director	31,200	34,320	39,468
2051	Clinical Psychologist I	32,434	35,677	41,028
2052	Clinical Psychologist II	34,861	38,347	44,099
2050	Clinical Psychologist III	38,003	41,803	56,254
2834	Clinical Services Director	44,096	48,505	55,781
2796	Clinical Support Coordinator	22,750	25,025	28,778
4480	Commissioner	Determined by DMHSAS Board		
7551	Community Support Specialist	35,006	38,507	44,283
7777	Community-State Liaison, SOC	39,582	43,540	50,071
2451	Computer Application Field Support Specialist	24,506	26,956	31,000
2724	Constituent Affairs Specialist	27,508	30,258	34,796
0787	Construction/Maintenance Administrator	38,000	41,800	48,070
4012	Consumer Advocate Attorney	35,000	38,500	44,275
0416	Consumer Advocate Consultant	32,988	36,286	41,729
2452	Consumer Advocate I (Non-Attorney)	27,996	30,795	35,414
0493	Consumer Planning and Activity Specialist II	27,996	30,795	35,414
0511	Consumer Planning and Activity Specialist III	31,200	34,320	39,468
3157	Consumer Survey Coordinator	35,000	38,500	44,275
9610	Contracting Assistant	23,553	25,908	29,794
3793	Contracts Officer	35,684	39,252	45,140
0847	Co-Occurring Program Specialist	29,615	32,576	37,462
8152	Co-Occurring Recovery Coordinator	35,006	38,506	44,282
0849	Co-Occurring Training Specialist	33,200	36,520	41,998
6771	Co-Occurring Treatment Program Coordinator	45,011	49,512	56,939
2697	Co-Occurring Treatment Specialist	38,000	41,800	48,070
pending	Coordinator of Care Coordination and Assertive Community Treatment	49,767	54,744	62,956
5994	Coordinator of Case Management Development	40,000	44,000	50,600
4096	Coordinator of Children's Services	34,284	37,712	45,000
5995	Coordinator of Community Care Plans	28,000	30,800	35,420
pending	Coordinator of Correctional and Criminal Justice Services	47,873	52,661	60,560
4857	Coordinator of DMHSAS Human Resources Develop	45,000	52,601	60,491

UNCLASSIFIED SALARY RANGES

Class code	Job Title	Minimum	Midpoint	Maximum
8570	Coordinator of Field Services	45,011	49,512	56,939
8570	Coordinator of Field Services - OATR	45,011	49,512	56,939
4855	Coordinator of OBRA and Long Term Care	49,156	54,072	62,183
7794	Coordinator of Problem and Compulsive Gambling	45,000	49,500	56,925
0804	Coordinator of Psychosocial Services and Comm. Integ	48,006	52,807	60,728
7679	Coordinator of Recovery Support Spec. Training	35,006	38,507	44,283
4765	Coordinator of Residential Care Services	35,000	39,050	44,907
0645	Coordinator of Substance Abuse Case Management	45,011	49,512	56,939
7783	Coordinator of Trauma & Prevention Services	60,000	66,000	75,900
7651	Coordinator, Outreach Services	32,703	35,973	41,369
0405	Criminal Justice Program Development Coordinator	50,003	55,003	63,254
0655	Criminal Justice Services Manager	45,011	49,512	56,939
4997	Criminal Justice Specialist	39,582	43,540	50,071
7646	Crisis Counselor	28,000	30,800	35,420
1696	CSAP Prevention Fellow for Oklahoma	35,000	38,500	44,275
0786	Cultural Competence Coordinator	31,657	34,823	40,046
2006	Data Analyst	28,000	30,800	35,420
6879	Data Processing Equipment Specialist	20,800	22,880	26,312
1058	Data Processing Office Systems and Network Mgr	36,000	45,000	56,000
1044	Data Processing Office Systems and Network Spec	31,990	40,388	50,485
0775	Data Projects Manager	57,000	62,700	72,105
0741	Decision Support Analyst I	30,000	33,000	37,950
7262	Decision Support Analyst II	35,000	38,500	44,275
9116	Decision Support Analyst III	39,000	42,900	49,333
0739	Decision Support Manager, Justice Systems	57,000	62,700	72,105
7021	Decision Support Services Prevention Analyst	39,998	43,998	50,597
6883	Decision Support Services Project Analyst	48,401	53,241	61,228
4541	Department Head	40,000	44,000	50,600
4511	Deputy Commission of Communication	95,000	104,500	120,175
4081	Deputy Commissioner for Domestic Violence	85,000	93,500	107,525
4414	Deputy Commissioner for Mental Health Services	95,000	104,500	120,175
5779	Deputy Commissioner for Substance Abuse Services	95,000	104,500	120,175
0566	Deputy Consumer Advocate Attorney	43,971	48,368	55,623
0836	Deputy Director of Financial Services 82	55,494	61,043	70,200

UNCLASSIFIED SALARY RANGES

Class code	Job Title	Minimum	Midpoint	Maximum
1629	Deputy General Counsel	70,000	77,000	88,550
7688	Deputy Human Resources Director	55,432	60,975	70,121
2840	Deputy Superintendent for Administration	50,278	55,305	63,600
2721	Deputy Superintendent/Clinical Director (BC)	170,000	187,000	215,050
2722	Deputy Superintendent/Clinical Director (BE)	160,000	162,400	172,400
7678	Dir. Human Resources Development Training Institute	67,017	73,719	84,777
4966	Director	63,000	69,300	79,695
0657	Director Behavioral Health Recovery Services	44,428	48,871	56,202
1704	Director of Admissions	39,998	43,998	50,597
4709	Director of Alcohol/Drug Program	36,004	39,605	45,546
3942	Director of Behavioral Adolescent Services	125,500	138,050	158,757
8150	Director of Behavioral Services	98,500	108,350	124,602
7712	Director of Care Coordination and Assertive	47,008	51,708	59,465
8358	Director of Central Services & Distribution	29,993	32,992	37,941
2455	Director of Children's Clinical Services	44,000	48,400	55,660
7715	Director of Children's Services	52,000	57,200	65,780
8110	Director of Communication and Public Policy	69,000	75,900	87,285
4094	Director of Community Based Services	70,000	77,000	88,550
8248	Director of Community Integration Programs	41,995	46,194	53,123
5996	Director of Consumer Support Services	40,000	44,000	50,600
9089	Director of Contract Management	45,565	50,121	57,639
0608	Director of Crisis Intervention Services	51,500	56,650	65,147
0609	Director of Crisis Stabilization and Facility Operations	51,500	56,650	65,147
6222	Director of Crisis, Consumer and Community Affairs	46,656	51,321	59,019
5548	Director of Decision Support Services	67,000	73,700	84,755
1530	Director of Dietary Services	28,703	35,271	46,721
4415	Director of Domestic Violence Services	55,000	60,500	69,575
4337	Director of Financial Responsibility	33,984	37,382	44,000
4976	Director of Financial Services	72,000	79,200	91,080
0615	Director of Fiscal Management	44,283	48,711	56,018
9509	Director of Fiscal Services	38,000	41,800	48,070
2784	Director of Forensic Psychology	70,599	77,659	89,308
2978	Director of Health Information Management	28,859	31,744	42,307
5758	Director of Human Resources Management ^{§3}	53,480	58,828	67,652

UNCLASSIFIED SALARY RANGES

Class code	Job Title	Minimum	Midpoint	Maximum
7678	Director of Human Resources Management &	67,017	73,719	84,777
1909	Director of Information Services	52,000	57,200	72,812
2753	Director of Laboratory	36,004	39,605	45,546
4404	Director of Management Support Services	40,322	44,354	59,000
4852	Director of Mental Health and Substance Abuse Services Office of Children, Youth and Families	70,000	77,000	81,550
2265	Director of Mental Health Services for Youth	40,861	44,947	51,689
8127	Director of Nursing	62,400	68,640	78,936
2349	Director of Occupational Therapy	35,861	39,447	45,364
4708	Director of Operating Services Departments	42,684	46,952	53,995
4099	Director of Operational Services	47,715	52,486	60,359
4790	Director of Operations	65,000	71,500	82,225
2869	Director of Outpatient Therapy	38,000	41,800	48,070
2018	Director of Pharmacy Services	80,000	88,000	101,200
2884	Director of Program Evaluation	36,004	39,605	45,546
5997	Director of Provider Certification	65,000	71,500	82,225
2115	Director of Psychological Services	45,322	49,854	57,332
0616	Director of Recovery and Empowerment Services	52,000	57,200	65,780
7714	Director of Recreational Therapy	39,615	43,577	50,113
3996	Director of Residency Training/Medical Director GMH	120,578	132,635	152,531
2712	Director of Residential Services	47,840	52,624	60,517
2824	Director of Satellite Services	34,250	37,675	43,326
2878	Director of Services for Children and Adolescents	34,344	37,778	43,455
4352	Director of Social Work	34,598	38,057	43,766
4356	Director of Social Work Programs	34,598	38,057	43,766
6583	Director of Special Services	40,000	44,000	50,600
2665	Director of Staff Development and Program Evaluation	35,108	38,618	44,411
4405	Director of Support Services Management	40,322	44,354	51,007
7713	Director of Treatment and Recovery	47,008	51,708	59,465
2848	Director, Biomedical/Maintenance & Contract Services	25,001	27,501	31,626
2250	Director, Community Based Substance Abuse Service	36,861	40,547	46,629
4188	Director, Community Clinics	34,000	37,382	45,000
9493	Director, Finance Division	40,000	44,000	50,600
1019	Director, Hearing Impaired/Training Services ⁸⁴	44,000	48,400	55,660

UNCLASSIFIED SALARY RANGES

Class code	Job Title	Minimum	Midpoint	Maximum
0368	Director, Inpatient and Residential Services	50,003	55,003	63,254
2747	Director, Inpatient Services	40,000	44,000	50,600
6763	Director, Norman Adolescent Center	47,000	51,700	59,455
2990	Director, Office of Consumer Affairs	52,000	57,200	65,780
7929	Director, Oklahoma Center for Innovation, Resilience	75,000	82,500	94,875
2478	Director, Outpatient Services	41,600	45,760	67,839
4975	Director, Patient Services	44,000	48,400	55,660
9648	Director, Project Heartland	52,000	57,200	65,780
2720	Director, Rehabilitation Services	40,322	44,355	51,008
4453	Director, Special Projects	38,530	42,383	48,740
2157	Director, Substance Abuse Center	45,000	49,500	56,925
0649	Drug Court Administration Specialist	38,292	42,122	48,440
7165	Drug Court Administrative Coordinator	45,011	49,512	56,939
6715	Drug Court Clinical Coordinator	40,000	44,000	50,600
0651	Drug Court Clinical Specialist	38,292	42,122	48,440
2669	Drug Court Development Coordinator	29,166	32,082	36,982
2956	Drug Court Field Representative	40,000	43,998	50,597
7719	Drug Court/Co-Occurring Clinical Director	52,000	57,200	65,780
9743	Drug Program Director	45,011	49,512	56,939
0644	DUI Program Manager	36,982	40,680	46,782
0648	DUI Program Specialist	32,281	35,509	40,836
1144	Duplicating Equipment Operator	22,776	25,053	28,811
8196	Education and Resource Development Specialist	28,300	31,130	35,799
2512	Employment Specialist (Client Support)	31,861	35,047	40,304
4677	Executive Assistant	35,000	38,500	44,275
4762	Executive Assistant of Development	42,000	46,200	58,750
4815	Executive Director	60,000	76,875	93,750
0292	Executive Secretary	26,000	28,600	32,890
1226	Facilities Service Director	32,000	44,718	49,000
0603	Family Advocate I, Systems of Care	20,800	22,880	26,312
0604	Family Advocate II, Systems of Care	21,860	24,046	27,653
6730	Family Advocate, Systems of Care	25,000	27,500	31,625
9361	Federal Funds Administrator	46,200	50,820	58,443
5993	Financial Accounting Specialist	35,000	38,500	44,275

UNCLASSIFIED SALARY RANGES

Class code	Job Title	Minimum	Midpoint	Maximum
0674	Financial Auditor	42,000	46,200	53,130
1671	Financial Auditor Manager	56,826	62,509	71,885
6733	Financial Manager / Comptroller	57,283	63,011	72,462
6309	Financial Operations Officer	34,632	38,095	43,809
4499	Fiscal Administrative Officer	33,684	37,052	42,610
0646	Fiscal Program Manager	45,011	49,512	56,939
pending	Forensic Officer I	22,131	24,244	27,881
pending	Forensic Officer II	24,606	27,067	31,127
pending	Forensic Officer III	26,250	28,875	33,206
2173	Forensic Psychologist I	51,000	56,100	64,515
8557	Forensic Psychologist II	61,920	68,113	78,330
1631	General Counsel	85,000	93,500	107,525
5211	General Maintenance	26,000	28,600	32,890
8160	Geriatric and Volunteer Services Director	35,703	39,273	45,164
9040	Grant Projects Manager	57,000	62,700	72,105
4073	Grants Management Specialist	47,000	51,700	59,455
2007	Halfway House Manager	22,700	24,970	28,715
6727	Health Information Coordinator	29,432	33,375	37,231
3576	Health Information Technician	18,200	20,020	23,023
1906	Help Desk Technician	24,000	26,400	30,360
7097	HIPAA Coordinator	53,996	59,396	68,305
5715	Housing Support Specialist	35,000	38,500	44,275
6878	HR Payroll/Benefit Services Manager	46,000	50,600	58,190
7552	Human Resource Development Administrator	58,053	63,858	73,437
0243	Human Resources Assistant	24,169	26,585	30,573
4460	Human Resources Development Specialist	24,302	26,732	30,742
0669	Human Resources Management Specialist	29,702	32,672	37,573
9742	Human Resources Management Specialist III	29,806	32,787	37,705
6279	Human Resources Management/Benefit Specialist	34,306	37,737	43,398
3894	Human Resources Manager	44,000	48,400	55,660
4184	Information Services Support Specialist	25,508	28,058	32,267
0392	Information Systems Services Coordinator I	26,000	28,600	32,890
6864	Inpatient Nursing Coordinator	42,078	46,286	53,229
8083	Inspector General	45,000	49,500	56,925

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Class code	Job Title	Minimum	Midpoint	Maximum
0662	Integrated Dual Disorder Counseling Specialist	36,982	40,680	46,783
9121	Integrated Services Discharge Manager	30,000	33,000	37,950
0999	IS Application Development Manager	41,000	54,000	66,000
0966	IS Application Specialist	34,000	37,400	43,010
1118	IS Application Specialist II	38,990	42,889	49,322
0970	IS Application Specialist III	46,000	50,600	58,190
3847	IS Branch Manager	43,000	47,300	54,395
5092	IS Data Base Administrator II	44,350	53,429	62,848
0634	IS Network Management Specialist I	27,650	30,415	34,978
7701	IS Network Management Specialist II	32,250	35,476	40,796
7775	IS Network Specialist III	40,000	44,000	50,600
2723	Keys Project Coordinator Assistant	33,847	37,231	42,815
6765	Lead Triage Specialist	33,280	36,608	42,099
0084	Legal Secretary	26,624	29,286	33,679
2587	Licensed Practical Nurse I	23,961	26,041	32,551
2603	Licensed Practical Nurse II	27,040	28,645	35,806
2604	Licensed Practical Nurse III	29,660	31,722	39,653
1510	Management Analyst	34,110	45,481	56,851
2812	Manager Information Services Application Support	49,400	54,340	62,491
3805	Manager, Network and Telecommunications	43,022	47,324	60,000
6995	Marketing Specialist	36,000	39,600	45,540
7700	Medicaid Programs Manager	45,011	49,512	56,939
2718	Medical Director, M.D./D.O.	160,000	176,000	202,400
6243	Medical Director, Norman	151,275	166,402	191,362
2473	Medical Laboratory Technologist I	28,506	31,356	36,060
2474	Medical Laboratory Technologist II	31,344	34,478	39,650
9486	Medical Records Technician	18,200	20,020	23,023
4093	Mgr, Community-Based Emergency and Inpatient Serv	34,240	37,664	43,313
9050	Needs Assessment Project Manager	40,000	44,000	55,000
0275	Network Applications Programmer Analyst	29,220	32,142	36,963
6726	Norman Adolescent Center PI	41,000	45,000	51,865
2582	Nurse Manager I	45,136	46,543	58,179
2583	Nurse Manager II	46,196	51,664	64,580
0495	Nurse Manager III	49,039	65,385	81,731

UNCLASSIFIED SALARY RANGES

Class code	Job Title	Minimum	Midpoint	Maximum
2584	Nurse Practitioner	65,000	71,500	82,225
2835	Nurse Recruiter	50,000	55,000	63,250
2655	Nursing Assistant I	17,617	19,378	22,285
2656	Nursing Assistant II	19,115	21,026	24,180
2802	Nursing Coordinator	53,040	58,344	67,096
0567	Office of Consumer Advocate Investigator	37,252	40,978	47,124
pending	OK Access to Recovery (OATR) Program Director	65,000	71,500	82,225
1641	OK Access to Recovery (OATR) Services Director	57,000	62,700	72,105
4424	Oracle Applications Data Base Administrator	41,500	45,650	52,497
4426	Oracle Systems Unix System Administrator	41,500	45,650	52,497
7647	Outreach Worker	23,243	25,567	29,402
2958	PACT Mental Health Professional	28,606	31,466	36,441
0813	PACT Program Field Representative	39,582	43,540	50,071
2589	PACT Specialist	31,861	35,047	40,304
2957	PACT Team Leader	36,004	39,605	45,546
7730	Patient Accounts Specialist	22,401	24,641	28,338
2549	Patient Advocate General	65,000	71,500	82,225
7741	Payroll/Human Resources Management Specialist	34,300	37,730	43,389
3738	Payroll/Personnel Specialist (Central Office)	29,703	32,673	37,574
7685	Performance Improvement Assistant Coordinator	45,000	59,500	56,925
4705	Performance Improvement Coordinator	50,000	55,000	63,250
5586	Performance Improvement Manager	32,000	35,200	40,480
1421	Personnel Manager II	36,003	39,603	45,543
9559	Personnel Officer	21,506	23,656	27,205
2016	Pharmacist I	60,000	66,000	75,900
2017	Pharmacist II	73,486	80,835	92,960
0042	Pharmacy Clerk	21,465	23,611	27,153
8543	Pharmacy Operations Manager	33,441	36,785	42,302
6984	Physician (Psychiatry), Level I	115,000	126,500	145,475
7039	Physician (Psychiatry), Level III	128,500	141,350	162,552
2027	Physician, Level II	125,000	137,500	158,125
2029	Physician, Level IV	130,000	143,000	164,450
2031	Physician, M.D./D.O.	70,500	77,550	89,182
2025	Physicians Assistant I	74,277	81,705	93,960

UNCLASSIFIED SALARY RANGES

Class code	Job Title	Minimum	Midpoint	Maximum
7147	Policy Analyst	38,000	41,800	48,070
6006	Postdoctoral Fellow in Forensic Psychology	31,990	35,189	40,467
7925	Prevention Program Field Representative	39,582	43,540	50,071
8105	Prevention Program Manager	45,011	49,512	56,939
2873	Prevention Programs Coordinator	41,600	45,760	52,624
8195	Prevention Programs Specialist	28,683	31,551	36,284
2877	Prevention Resource Development Coordinator	33,044	36,348	41,801
1677	Prevention Services Specialist	34,000	37,400	43,010
7056	Primary Care Physician (BC)	140,000	154,000	177,100
Pending	Primary Care Physician (BE)	130,000	150,800	160,800
6314	Privacy Officer	40,000	44,000	50,600
4430	Program Director	36,004	39,604	45,545
2387	Program Director of Forensic Security	32,739	36,013	41,415
0638	Program Evaluation Analyst	43,014	47,315	54,413
4423	Program Manager (Central Office)	32,281	35,509	52,000
9457	Program Policy and Budget Analyst	43,236	47,857	54,693
1036	Programmer Analyst	32,700	40,875	51,093
8121	Programs Coordinator	42,000	46,200	53,130
8113	Programs Field Representative	39,582	43,540	50,072
6735	Project Director, Systems of Care	41,000	45,096	51,860
9041	Project Evaluation Specialist	34,478	37,925	43,614
0637	Project Manager, Behavioral Health Collaborative	65,000	71,500	85,000
0765	Project Manager, OK Partnership Initiative	52,000	57,200	65,780
0789	Project Manager, Systems of Care	35,360	38,896	44,730
5632	Property Manager	49,857	54,843	63,069
3763	Psychiatric Nurse	36,400	40,040	46,046
0528	Psychiatric Pediatric Nurse	45,760	50,336	57,886
2710	Psychiatrist (BE)	160,000	176,000	202,400
2043	Psychologist	41,180	45,298	52,092
2671	Psychology Intern	18,000	19,800	22,770
0369	Psychosocial Clubhouse Supervisor	30,030	33,033	37,988
2188	Reach Out Counselor (NCBH @ \$22,930)	23,243	25,567	29,402
2189	Reach Out Specialist	25,506	28,056	32,265
7677	Recovery Support Specialist	18,720	20,592	23,680

UNCLASSIFIED SALARY RANGES

Class code	Job Title	Minimum	Midpoint	Maximum
0417	Recreational Activity Coordinator	36,691	40,360	46,414
5802	Recreational Therapy Manager	29,221	32,143	36,964
2571	Registered Nurse I	33,280	34,874	43,593
2572	Registered Nurse II	36,400	38,120	47,650
2573	Registered Nurse III	43,680	46,543	58,179
2715	Registered Pharmacy Technician	17,696	19,465	26,852
9442	Reimbursement Coordinator	31,997	35,196	59,473
2999	Reimbursement Specialist	24,190	26,609	30,600
1984	Resident Doctor (VS) First Year	45,400	N/A	N/A
1985	Resident Doctor (VS) Second Year	45,400	N/A	N/A
1986	Resident Doctor (VS) Third Year	45,400	N/A	N/A
1974	Resident Doctor Fourth Year	45,400	N/A	N/A
5547	Resident/Psychiatrist	79,560	N/A	N/A
4421	Residential Services Manager	26,000	28,600	32,890
4475	Risk Manager	34,600	38,060	43,769
0584	Risk Manager Coordinator	46,300	50,930	58,570
1402	Satellite Coordinator	26,250	28,875	33,206
3826	Satellite Coordinator II	30,575	33,632	42,000
3827	Satellite Coordinator III	39,500	43,450	49,967
6725	Senior Chemical Dependency Counselor	40,000	44,000	50,600
5702	Senior Computer Programmer	28,675	31,542	36,273
9029	Senior Data Analyst	47,500	52,250	60,088
2898	Senior Medical Laboratory Technologist	27,582	30,340	34,891
2836	Senior Nursing Aide	19,634	21,597	24,836
7725	Senior Office of Consumer Advocate Investigator	42,515	46,766	53,781
2711	Senior Psychiatrist (BC)	170,000	187,000	215,050
1403	Senior Triage Specialist	34,673	38,140	43,992
0656	Shift Nurse Coordinator	47,840	52,624	60,518
2301	Sign Language Communication & Screening Specialist	21,506	23,656	27,205
2146	Special Licensed Doctor II	75,212	82,733	100,283
0652	Special Populations Programs Field Representative	39,582	43,540	50,072
9547	Sr. Computer Analyst/Programmer	34,000	37,400	43,010
9262	Sr. Decision Support Analyst	47,500	52,250	60,087
2945	Sr. Staff Physician MD/DO	78,000	85,800	120,016

UNCLASSIFIED SALARY RANGES

Class code	Job Title	Minimum	Midpoint	Maximum
9989	Staff Assistant	26,750	29,425	33,838
4120	Staff Development and Training Supervisor	34,859	38,344	44,096
8572	State Epidemiological Outcomes Workgroup Coord.	45,011	49,512	56,939
1779	Student Assistant	17,170	18,887	21,720
1767	Student Employment	17,170	18,887	21,720
5555	Substance Abuse Services Coordinator	35,764	39,340	45,241
2782	Substance Abuse Services Specialist	34,000	37,400	43,010
2709	Supervised Medical Doctor (Psychiatrist)	73,790	81,169	105,283
4469	Support Technician	18,147	22,683	28,354
2541	System of Care Coordinator	30,861	33,947	39,039
0788	Systems of Care Trainer	37,460	41,206	47,387
0240	Systems Process Coordinator	60,008	66,008	75,910
6731	Technical Assistance and Training Coordinator	36,004	41,000	45,546
6151	Technology & Information Support Coordinator	28,615	31,476	36,198
4648	Teenline Assistant Coordinator	24,000	26,400	30,360
5675	Teenline Coordinator	27,178	29,892	34,376
0020	Temporary	(Determined by duties of position)		
4783	Training Specialist II	34,027	37,429	43,044
4781	Training Specialist III	37,500	41,250	47,438
8142	Transformation Agent	36,000	50,500	65,000
0647	Treatment Services Coordinator	45,011	49,512	56,939
7718	Treatment Services Director	52,000	57,200	65,780
2914	Triage Coordinator	38,147	41,961	48,256
6215	Triage Director	41,953	46,148	53,071
2577	Triage Nurse	34,777	38,254	43,992
1655	Triage Specialist	28,641	31,505	38,738
2561	Triage Specialist Assistant	25,771	28,348	32,600
1259	Unit Service Head I	26,202	28,822	33,145
5559	Utilization Review Specialist	21,346	23,480	27,002
0654	Women's/TANF Programs Field Representative	39,582	43,540	50,072
6732	Youth Coordinator/Communications Coordinator	27,809	30,590	35,179