



STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT

"SERVING EQUAL OPPORTUNITY EMPLOYERS"

**OPM 99-55**

**DATE:** September 2, 1999  
**TO:** All Appointing Authorities  
**FROM:** Oscar B. Jackson, Administrator and Cabinet Secretary of Human Resources   
**RE:** 1999 State and Local Governments (EEO-4) Survey

In compliance with federal regulations, all Oklahoma state agencies are required to submit a State and Local Government Information Survey (EEO-4). This report is required by federal law, Section 709(c) of Title VII of the CRA, 1964, as amended.

One copy of the EEO-4 reporting form is enclosed and may be reproduced by your agency for worksheets and to transmit your data to this office. This reporting form, EEOC Form 164, February '97 is the only form that may be used.

Information should be reported on both classified and unclassified employees. Full-time and part-time employment statistics should cover the payroll period ending June 30, 1999. New hire data should be included for the fiscal year which ended June 30, 1999. Please ensure that data submitted is the same information reflected in your FY 2000 Affirmative Action Plan.

Your EEO-4 data should be submitted to this office by October 8, 1999. Our filing deadline is October 30, 1999.

Should you have questions or require assistance, please contact Janice Wadkins at (405) 521-3082.

Enclosure

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**STATE AND LOCAL GOVERNMENT INFORMATION (EEO-4)**

EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS  
 (Read attached instructions prior to completing this form)

APPROVED BY  
 OMB  
 3046-0008  
 EXPIRES  
 6/30/2000

**DO NOT ALTER INFORMATION PRINTED IN THIS BOX**

**MAIL COMPLETED  
 FORM TO:**

**A. TYPE OF GOVERNMENT (Check one box only)**

1. State       2. County       3. City       4. Township       5. Special District
6. Other (Specify) \_\_\_\_\_

**B. IDENTIFICATION**

1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)				EEOC USE ONLY
2. Address—Number and Street				
CITY/TOWN	COUNTY	STATE/ZIP		A
				B

**C. FUNCTION**

(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s), please attach a list showing name and address of agencies whose data are not included.)

1. FINANCIAL ADMINISTRATION. Tax assessing, tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and  GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administrative offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)	8. HEALTH. Provision of public health services, out-patient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.
	9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control
2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges	10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation
3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy, administration of public assistance (Hospitals and sanatoriums should be reported as item 7.)	11. CORRECTIONS. Jails, reformatories, detention homes, half-way houses, prisons, parole and probation activities
4. POLICE PROTECTION. Duties of a police department sheriff's, constables, coroner's office, etc., including technical and clerical employees engaged in police activities.	12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals
5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)	13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants
6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and  PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.	14. EMPLOYMENT SECURITY STATE GOVERNMENTS ONLY
7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care.	15. OTHER (Specify on Page Four)

**D. EMPLOYMENT DATA AS OF JUNE 30**  
 (Do not include elected/appointed officials. Blanks will be counted as zero)

**1. FULL-TIME EMPLOYEES (Temporary employees not included)**

JOB CATEGORIES	ANNUAL SALARY (in thousands 000)	TOTAL (columns B-K) A	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	NON-HISPANIC ORIGIN		HISPANIC I	ASIAN OR PACIFIC ISLANDER J	AMERICAN INDIAN OR ALASKAN NATIVE K
			WHITE B	BLACK C				WHITE G	BLACK H			
OFFICIALS/ ADMINISTRATORS	1. \$ 0.1-15.9											
	2. 16.0-19.9											
	3. 20.0-24.9											
	4. 25.0-32.9											
	5. 33.0-42.9											
	6. 43.0-54.9											
	7. 55.0-69.9											
	8. 70.0 PLUS											
PROFESSIONALS	9. \$0.1-15.9											
	10. 16.0-19.9											
	11. 20.0-24.9											
	12. 25.0-32.9											
	13. 33.0-42.9											
	14. 43.0-54.9											
	15. 55.9-69.9											
	16. 70.0 PLUS											
TECHNICIANS	17. \$0.1-15.9											
	18. 16.0-19.9											
	19. 20.0-24.9											
	20. 25.0-32.9											
	21. 33.0-42.9											
	22. 43.0-54.9											
	23. 55.0-69.9											
	24. 70.0 PLUS											
PROTECTIVE SERVICE	25. \$0.1-15.9											
	26. 16.0-19.9											
	27. 20.0-24.9											
	28. 25.0-32.9											
	29. 33.0-42.9											
	30. 43.0-54.9											
	31. 55.0-69.9											
	32. 70.0 PLUS											
PARA-PROFESSIONALS	33. \$0.1-15.9											
	34. 16.0-19.9											
	35. 20.0-24.9											
	36. 25.0-32.9											
	37. 33.0-42.9											
	38. 43.0-54.9											
	39. 55.0-69.9											
	40. 70.0 PLUS											
ADMINISTRATIVE SUPPORT	41. \$0.1-15.9											
	42. 16.0-19.9											
	43. 20.0-24.9											
	44. 25.0-32.9											
	45. 33.0-42.9											
	46. 43.0-54.9											
	47. 55.0-69.9											
	48. 70.0 PLUS											

**D. EMPLOYMENT DATA AS OF JUNE 30 (Cont.)**  
 (Do not include elected/appointed officials. Blanks will be counted as zero)

**1. FULL-TIME EMPLOYEES (Temporary employees not included)**

JOB CATEGORIES	ANNUAL SALARY (in thousands 000)	TOTAL (COLUMNS B-K) A	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	NON-HISPANIC ORIGIN		HISPANIC I	ASIAN OR PACIFIC ISLANDER J	AMERICAN INDIAN OR ALASKAN NATIVE K
			WHITE B	BLACK C				WHITE G	BLACK H			
SKILLED CRAFT	49. 40.1-15.9											
	50. 16.0-19.9											
	51. 20.0-24.9											
	52. 25.0-32.9											
	53. 33.0-42.9											
	54. 43.0-54.9											
	55. 55.0-69.9											
	56. 70.0 PLUS											
SERVICE/ MAINTENANCE	57. 40.1-15.9											
	58. 16.0-19.9											
	59. 20.0-24.9											
	60. 25.0-32.9											
	61. 33.0-42.9											
	62. 43.0-54.9											
	63. 55.0-69.9											
	64. 70.0 PLUS											
<b>65. TOTAL FULL TIME</b>												
<b>(LINES 1-64)</b>												

**2. OTHER THAN FULL-TIME EMPLOYEES (include temporary employees)**

66. OFFICIALS/ADMIN.												
67. PROFESSIONALS												
68. TECHNICIANS												
69. PROTECTIVE SERV												
70. PARA-PROFESSIONAL												
71. ADMIN. SUPPORT												
72. SKILLED CRAFT												
73. SERV./MAINT.												
<b>74. TOTAL OTHER THAN FULL TIME</b>												
<b>(LINES 66-73)</b>												

**3. NEW HIRES DURING FISCAL YEAR - Permanent full time only  
 JULY 1 - JUNE 30**

75. OFFICIALS/ADMIN.												
76. PROFESSIONALS												
77. TECHNICIANS												
78. PROTECTIVE SERV.												
79. PARA-PROFESSIONAL												
80. ADMIN. SUPPORT												
81. SKILLED CRAFT												
82. SERV./MAINT.												
<b>83. TOTAL NEW HIRES</b>												
<b>(LINES 75-82)</b>												

**REMARKS** (List National Crime Information Center (NCIC) numbers assigned to any Criminal Justice Agencies whose data are included in this report.)

**\*\*\*LIST AGENCIES INCLUDED ON THIS FORM\*\*\***

**CERTIFICATION.** I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.)

**NAME OF PERSON TO CONTACT REGARDING THIS FORM**

**TITLE**

**ADDRESS** (Number and Street, City, State, Zip Code)

**TELEPHONE NUMBER**  
**AREA CODE**

**DATE**

**TYPED NAME/TITLE OF AUTHORIZED OFFICIAL**

**SIGNATURE**