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Chairman

Oklahoma Uniform Building Code Commission

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AFFIRMATIVE ACTION PLAN

1.2 RESPONSIBILITY FOR AA/EEO IMPLEMENTATION

The OUBCC recognizes that CEO Billy Pope is the Appointing Authority and has the overall responsibility for equal employment opportunity and affirmative action. However, he has designated his Executive Assistant as the EEO/AA Officer to assist in the implementation and monitoring of the program. This position has sufficient authority to insure program implementation and is supervised by and reports directly to the Appointing Authority on all matters relating to the EEO/AA program. The OUBCC Executive Assistant to the CEO, Kathy Hehnlly worked directly with the Chief of Staff (COS) at the Oklahoma Tourism and Recreation Department who was responsible for overseeing the coordination and dissemination of affirmative action policy with the Appointing Authority at that agency. She also assisted both the Director of Human Resources and the Chief Financial Officer in the implementation of affirmative action policies. She is aware of current social and economic conditions and interrelationships of majority and minority groups, grievance investigations, interviewing techniques and report writing. Her duties include:

- Developing affirmative action programs, plans, policy statements, and internal communications.
- Assisting in the identification of problem areas and effecting solutions to problems.
- Serving as liaison between the agency and various state and federal compliance agencies.
- Keeping the agency's various organizational levels informed of development in the EEO areas.
- Ensuring that EEO information is being disseminated and prominently displayed when appropriate.
- Monitoring the agency's personnel practices to ensure no discriminatory practices exist.

The Appointing Authority previously worked for 18 years in a management position in private industry and utilized AA/EEO plans for hiring new employees. Mr. Pope and the EEO/AA officer are knowledgeable on federal and state civil rights and equal opportunity legislation and regulations.

All key staff members (Appointing Authority & EEO Officer) will be responsible for the following:

- Assisting in the identification of problem areas and establishing of unit goals and objectives.

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- Monitoring training programs and hiring and promotion patterns to eliminate any impediments to goal attainment.
- Conducting career counseling with employees, with special attention given to minorities, women, disabled persons and older workers to ensure they have full access to opportunities for career progression (i.e., transfers, promotions, training, etc.).
- Being involved in organizations that work with or on behalf of minorities, women, disabled persons, as well as community-based agencies and leaders.
- Scheduling regular meetings and training sessions with staff to keep them abreast of policy changes and program objectives.
- Communicating regularly with staff to emphasize the agency's EEO policies, including the policy against harassment of employees.

In addition, all employees will be responsible for ensuring the program is faithfully executed. Each employee is charged with the following responsibilities:

- Applying all laws, rules, regulations, policies, and procedures fairly and impartially toward each other, without regard to race, color, religion, sex, national origin, age, political affiliation or opinion, or disability so long as the disability does not render the person unable to do the work for which employed.
- Exhibiting an attitude of respect, courtesy, and cooperation toward each other and the public
- Carrying out their responsibilities with regard to the EEO/AA program.
- Being familiar with the affirmative action plan and making a good faith effort to complete their assigned responsibilities as identified in the plan.

1.3 DISSEMINATION OF PLAN AND POLICY

Upon approval, the EEO/AA policy will be presented orally and in writing at the next full staff meeting. It will be available to all employees and to the public on the home page of the agency's website under "FY11 Affirmative Action Plan." Public access to the plan will be provided upon request. Related posters and policy statements will be displayed prominently on a secure bulletin board in a common area of the office. The EEO/AA insignia will be included on all employment advertisements. A briefing of the subject will be made with all new employees.

1.4 EVALUATION OF PRECEDING YEAR'S AA/EEO EFFORTS

This report covers the time period of July 1, 2010 through June 30, 2011. The OUBCC was created by legislation in 2009 to establish minimum statewide building codes for both residential and commercial construction. The Commission was appointed and began meeting shortly thereafter. The Appointing Authority, CEO Billy Pope, was hired as the first employee of the agency in July 2010. In November 2010, Executive Assistant Kathy Hehnlly was hired. This is the first Affirmative Action Plan to be created and implemented. There were no previously stated Affirmative Action goals or

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performance measures prior to this report. During the reporting period the OUBCC hired two positions. The Commission was assisted with the hiring of the CEO and Executive Assistant the Construction Industries Board (CIB). Components of CIB's EEO/AA plan were utilized and the positions were advertised in the *Black Chronicle*, other media resources and on the websites for the Office of Personnel Management (OPM), CIB and the OUBCC.

The Commission conducted structured interviews of selected candidates to ensure a fair process. The structured questions were focused on the experience and knowledge related to the skills needed for the positions being filled. The agency used similar recruiting efforts and hired a female for the Executive Assistant position. Although there were no previously stated goals or timetables established, a good-faith effort was made to comply with Affirmative Action principals. There were no previously identified problem areas to be reviewed as this is the first EEO/AA plan.

1.5 IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS; CORRECTIVE ACTION

Although the CEO accepts overall responsibility for the plan, the Executive Assistant has the specific responsibility for implementing each action item identified.

The current OUBCC data reveals underutilization in some aspect (either minority or female) for both position categories in which there are employees: Official/Administrator and Professional.

Official/Administrator Category: Because OUBCC has only one position in this category, it will always be the case that this category will evidence either under- or over-representation. The agency will continue to use general and targeted media publications to recruit women and minorities for employment in this area. However, the agency will not set a specific goal at this time since no opening in this area is anticipated for the next fiscal year.

Professional Category: The OUBCC has only one position in this category and it will always be the case that it will evidence either under- or over-representation. The agency will continue to use general and targeted media publications to recruit women and minorities for employment in this area. However, the agency will not set a specific goal at this time since no opening in this area is anticipated for the next fiscal year.

FY12 should provide more opportunities to fulfill the agency's goals in the Affirmative Action Plan as the agency anticipates hiring one more position. The OUBCC Affirmative Action Plan will be utilized to correct problem areas as positions become available. The Affirmative Action Officer will monitor all hiring practices to ensure that all efforts are made to contact minority groups through media advertising and outreach. When possible, qualified minority applicants will be encouraged to apply for all open positions.