

**OKLAHOMA ABSTRACTORS BOARD  
NARRATIVE OF EQUAL EMPLOYMENT OPPORTUNITY  
AND AFFIRMATIVE ACTION PLAN**

The Oklahoma Abstractors Board ("OAB") is a new agency which came into existence on January 1, 2008. It is comprised of a nine-member Board, an Executive Director and two employees. Because it is a new agency, there is no prior Equal Employment Opportunity and Affirmative Action Plan to include in this report. The agency started out with one white woman as the only employee in May, 2008. During the balance of the year, three more employees were hired, one white male and two white women. The male resigned after three months, and the agency employees now consist of three white women.

These policies have been distributed to all employees by hand delivery and discussed at an office staff meeting. These policies have also been hand delivered to all Board members, and will be distributed to anyone who requests a copy.

It is the responsibility of the appointing authority to exercise overall responsibility for equal employment opportunity and affirmative action within this agency. He or she may, however, employ or designate a person to assist in the implementation and monitoring of the program.

**EEO/AA Officer – Responsibilities** - The person designated to be the EEO/AA Officer is the Executive Director. Her responsibilities include:

- A. Has a position with sufficient authority to ensure program implementation;
- B. Is the appointing authority on all matters relating to the EEO/AA program; and
- C. Knowledgeable of federal and state civil rights and equal opportunity legislation and regulations, current social and economic conditions and interrelationships of majority and minority groups, grievance investigations, interviewing techniques, and report writing.

General areas of responsibility include:

- A. Developing affirmative action programs, plans, policy statements and internal communications;
- B. Identifying problem areas and effecting solutions to problems;
- C. Designing and implementing audit and reporting systems to:
  - 1. Measure the effectiveness of the agency's program.
  - 2. Indicate remedial action needed to correct deficiencies.

3. Determine the degree to which the agency's goals and objectives have been attained.
- D. Serving as liaison between the agency and the various state and federal compliance agencies.
- E. Serving as the agency's outreach and referral resource for minority organizations, women's organizations, organizations for disabled and older persons, and community action groups concerned with employment opportunities for minorities, women, disabled and older persons.
- F. Investigating cases and drafting recommendations for resolution of discrimination complaints.
- G. Keeping the agency's various organization levels informed of developments in the EEO area.
- H. Inspecting the agency's worksite to ensure that EEO information is being disseminated and prominently displayed when appropriate.
- I. Monitoring the agency's personnel practices to ensure no discriminatory practices exist.

**Line managers/supervisors:** The responsibilities of department heads, supervisors, personnel officers, and other key staff members are spelled out in this written affirmative action plan. They are also communicated by other means, such as in the performance evaluation process and/or periodically covered in training or informational meetings. Because the agency is comprised of only three people at this time, the Executive Director assumes these roles until the agency grows to a larger size.

Some of the responsibilities for managers and supervisors include:

- A. Assisting in the identification of problem areas and establishment of unit goals and objectives.
- B. Monitoring training programs and hiring and promotion patterns to eliminate any impediments to goal attainment.
- C. 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.).
- D. Active involvement with organizations that work with or on the behalf of minorities, women, disabled and older persons, as well as community-based agencies and leaders.
- E. Scheduling regular meetings and training sessions with supervisory staff and/or employees to keep them abreast of policy changes and program objectives.

- F. Regular communication with staff to emphasize the agency's EEO policies, including the policy against harassment of employees.

**Employees:**

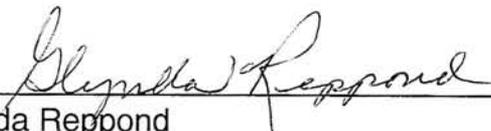
All employees are reminded that they also have a responsibility to:

- A. Apply all laws, rules, regulations, policies, and procedures fairly and impartially toward all persons, without regard to race, color, religion, sex, national origin, age, political affiliation or opinion, or disability so long as the disability does not render the person unable to do the work for which employed.
- B. Exhibit an attitude of respect, courtesy and cooperation toward fellow employees and the public.
- C. Aid the Executive Director in carrying out the responsibilities with regard to the EEO/AA program.
- D. Be familiar with the affirmative action plan and make a good faith effort to complete their assigned responsibilities as identified in the plan.

**Problem Areas and Corrective Actions:**

It will be the responsibility of the Executive Director to monitor and ensure that these areas are identified, analyzed and corrective action taken. The OAB has been approved to have three employees. Because of the specialized knowledge required by this agency, recruiting was done through the state website as well as the Oklahoma Land Title Association. Due to the small size of the agency, it is difficult to fill positions with a minority that has the requisite experience in abstracting. No minorities applied for any of these positions

We anticipate no vacancies but, in the event a vacancy does occur during the fiscal year covered by this report, we will do everything we possibly can to ensure females and minorities are included in our recruitment and interview process.

  
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Glynda Reppond  
Executive Director  
Oklahoma Abstractors Board

Dated: 11-5-09