

**EQUAL EMPLOYMENT OPPORTUNITY/  
AFFIRMATIVE ACTION PLAN  
FOR  
OFFICE OF STUDENT FINANCIAL ASSISTANCE  
P. O. BOX 91202  
BATON ROUGE, LA 70821-9202**

**DATA YEAR: FEBRUARY 7, 2008 – FEBRUARY 6, 2009  
AAP YEAR: FEBRUARY 7, 2009– FEBRUARY 6, 2010**

**PLAN COMPLETED BY:**

\_\_\_\_\_  
Jason McCann, Human Resource Director A (225) 922-1035 Date

\_\_\_\_\_  
Debbie A. Landry, Human Resources Analyst C (225) 922-0077 Date

**EEO COORDINATOR:**

\_\_\_\_\_  
Jason McCann, HR Director A (225) 922-1035 Date

**APPOINTING AUTHORITY:**

\_\_\_\_\_  
Melanie Amrhein, Executive Director Date

**I have read this Affirmative Action Plan and will be certain that all necessary and appropriate steps are taken to ensure that this Office does provide equal employment opportunity to all employees and applicants.**

**ALL PERSONNEL AREAS (0661) WITHIN THE OFFICE OF STUDENT FINANCIAL ASSISTANCE ARE INCLUDED IN THIS PLAN.**

**LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**DESIGNATION OF RESPONSIBILITY**

The Executive Director has the overall responsibility for implementation of the Affirmative Action Plan, with specific responsibilities assigned to the Human Resources Director/EEO Coordinator and other designated persons.

The responsibilities of the Human Resources Director/EEO Coordinator include, but are not limited to the following:

1. Continuing responsibility for coordinating equal employment and affirmative action efforts and being available to all employees to discuss any aspect of our activities in this area.
2. Develop policy statements, affirmative action programs, and internal and external communication techniques, goals and timetables, and revise as required.
3. Design, implement, and maintain audit and report system to measure effectiveness of the agency's Affirmative Action Plan.
4. Review annually the degree of goal attainment.
5. Serve as liaison between the agency and the enforcement agency.

The responsibilities of the division directors, supervisors, and other designated persons include, but are not limited to the following:

1. Career counseling for employees.
2. Assist in identifying problem areas and establishing goals and objectives.

Everyone who makes decisions with respect to recruitment, evaluation, selection, promotion, compensation, training, and termination of employees is responsible for adhering to the Louisiana Office of Student Financial Assistance policy and program for ensuring that no person is discriminated against in employment because of non-merit factors.

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Melanie Amrhein, Executive Director

Date

**WORKFORCE ANALYSIS - LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE**

			TOTAL	TOTAL		MALE					FEMALE				
Job Classification	AS Level	Monthly Salary Range	Employed	Male	Female	W	B	H	A	A1	W	B	H	A	A1
<b>OFFICE OF EXECUTIVE DIRECTOR</b>															
Executive Director (s)	U	10,963.33	1		1						1				
Executive Staff Officer	AS616	2825 - 5945	1		1						1				
<b>Totals</b>			<b>2</b>		<b>2</b>						<b>2</b>				

**WORKFORCE ANALYSIS - LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE**

			TOTAL	TOTAL		MALE					FEMALE					
Job Classification	AS Level	Monthly Salary Range	Employed	Male	Female	W	B	H	A	A1	W	B	H	A	A1	
<b>OFFICE OF THE GENERAL COUNSEL</b>																
General Counsel (s)	U	9,013.33	1	1		1										
<b>Total</b>			<b>1</b>	<b>1</b>		<b>1</b>										
<b>LEGAL DIVISION</b>																
Paralegal 2	AS614	2467 - 5193	1		1						1					
Attorney 3 (s)	AS620	3704 - 7793	2	1	1	1					1					
Student Financial Aid Spec 3	AS614	2467 - 5193	2		2						2					
<b>Totals</b>			<b>5</b>	<b>1</b>	<b>4</b>	<b>1</b>					<b>4</b>					
<b>AUDIT DIVISION</b>																
Audit Manager (s)	AS621	3964 - 8339	1	1			1									
Auditor Supervisor (s)	AS619	3462 - 7284	1	1		1										
Auditor 3	AS617	3023 - 6361	2	1	1		1				1					
Auditor 1	AS614	2467 - 5193	1		1							1				
<b>Totals</b>			<b>5</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>2</b>				<b>1</b>	<b>1</b>				
<b>HUMAN RESOURCE DIVISION</b>																
Human Resources Director A (s)	AS619	3462 - 7284	1	1		1										
Human Resources Supervisor (s)	AS618	3234 - 6807	1		1						1					
Human Resources Analyst C	AS615	2640 - 5557	1		1						1					
Human Resources Analyst B	AS613	2305 – 4853	1		1						1					
<b>Totals</b>			<b>4</b>	<b>1</b>	<b>3</b>	<b>1</b>					<b>3</b>					

**WORKFORCE ANALYSIS - LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE**

			TOTAL	TOTAL		MALE					FEMALE				
Job Classification	AS Level	Monthly Salary Range	Employed	Male	Female	W	B	H	A	A1	W	B	H	A	A1
<b>AED – OUTREACH AND MARKETING</b>															
Asst. Executive Director (s)	U	7,583.33	1	1			1								
<b>Total</b>			<b>1</b>	<b>1</b>			<b>1</b>								
<b>OFFICE OF MARKETING</b>															
Public Information Director 3 (s)	AS621	3964 - 8339	1	1		1									
<b>Total</b>			<b>1</b>	<b>1</b>		<b>1</b>									
<b>PUBLIC INFORMATION AND COMMUNICATIONS DIVISION</b>															
Public Information Officer 3 (s)	AS615	2640 - 5557	2		2						2				
Public Information Officer 2	AS613	2305 – 4853	4	1	3	1					3				
Public Information Officer 1	AS611	2014 - 4240	4	1	3	1					2	1			
<b>Total</b>			<b>10</b>	<b>2</b>	<b>8</b>	<b>2</b>					<b>7</b>	<b>1</b>			
<b>PUBLICATIONS SECTION</b>															
Public Information Officer 2	AS613	2305 - 4853	2		2						2				
<b>Total</b>			<b>2</b>		<b>2</b>						<b>2</b>				
<b>MARKETING SECTION</b>															
Marketing Rep Supervisor (s)	AS618	3234 - 6807	1	1		1									
Marketing Representative 2	AS616	2825 - 5945	2		2						2				
<b>Total</b>			<b>3</b>	<b>1</b>	<b>2</b>	<b>1</b>					<b>2</b>				

**WORKFORCE ANALYSIS - LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE**

			TOTAL	TOTAL		MALE					FEMALE				
Job Classification	TS Level	Monthly Salary Range	Employed	Male	Female	W	B	H	A	A1	W	B	H	A	A1
<b>OFFICE OF INFORMATION TECHNOLOGY</b>															
IT Director 2 (s)	TS318	4898 - 9748	1		1							1			
IT Deputy Director 1 (s)	TS317	4578 - 9110	1		1							1			
<b>Total</b>			<b>2</b>		<b>2</b>							<b>2</b>			
<b>TECH SUPPORT SECTION</b>															
IT Tech Support Supervisor (s)	TS315	3999 - 7958	1		1						1				
IT Mngmt Consult 1 (s)	TS314	3737 - 7438	1	1		1									
IT Tech Support Specialist 3	TS313	3493 - 6951	2	1	1			1					1		
IT Tech Supp Spec 2	TS312	3264 - 6497	1	1		1									
IT Tech Supp Spec 1	TS310	2851 - 5675	1	1		1									
IT Appl Prog/Analyst 2	TS312	3264 - 6497	1	1		1									
<b>Total</b>			<b>7</b>	<b>5</b>	<b>2</b>	<b>4</b>		<b>1</b>			<b>1</b>		<b>1</b>		
<b>PROGRAMMING SECTION</b>															
IT Application Project Leader (s)	TS314	3737 - 7438	2		2						1	1			
IT Applications Prog/Analyst 2	TS312	3264 - 6497	5	2	3	2					2	1			
<b>Total</b>			<b>7</b>	<b>2</b>	<b>5</b>	<b>2</b>					<b>3</b>	<b>2</b>			

**WORKFORCE ANALYSIS - LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE**

			TOTAL	TOTAL		MALE					FEMALE				
Job Classification	AS Level	Monthly Salary Range	Employed	Male	Female	W	B	H	A	A1	W	B	H	A	A1
<b>AED – FISCAL AND ADM AFFAIRS</b>															
Asst. Executive Director (s)	U	7,916.65	1	1		1									
<b>Total</b>			<b>1</b>	<b>1</b>		<b>1</b>									
<b>OFFICE OF RESEARCH &amp; PLANNING</b>															
Policy Planner 4	AS619	3462 - 7284	1	1		1									
<b>Total</b>			<b>1</b>	<b>1</b>		<b>1</b>									
<b>OFFICE OF FINANCE &amp; ACCTG.</b>															
Accountant Administrator 3 (s)	AS622	4242 – 8923	1		1						1				
<b>Total</b>			<b>1</b>		<b>1</b>						<b>1</b>				
<b>FINANCE &amp; ACCT. DIVISION</b>															
Accountant Manager 2 (s)	AS619	3462 - 7284	1		1										1
Accountant Manager 1 (s)	AS617	3023 - 6361	1		1						1				
<b>Total</b>			<b>2</b>		<b>2</b>						<b>1</b>			<b>1</b>	
<b>FISCAL SECTION</b>															
Accountant 1	AS612	2155 - 4536	1		1						1				
Accountant Technician	AS611	2014 - 4240	1		1						1				
<b>Total</b>			<b>2</b>		<b>2</b>						<b>2</b>				

**WORKFORCE ANALYSIS - LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE**

			TOTAL	TOTAL		MALE					FEMALE					
Job Classification	AS Level	Monthly Salary Range	Employed	Male	Female	W	B	H	A	A1	W	B	H	A	A1	
ADMIN. SERVICES SECTION																
Administrative Prog. Mgr. 1 (s)	AS614	2467 - 5193	1		1							1				
Administrative Supervisor 2 (s)	AS611	2014 - 4240	1		1							1				
Administrative Coordinator 3	AS609	1759 - 3702	3	1	2	1						2				
Administrative Coordinator 2	AS607	1538 - 3233	1		1							1				
<b>Total</b>			<b>6</b>	<b>1</b>	<b>5</b>	<b>1</b>						<b>5</b>				



**WORKFORCE ANALYSIS - LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE**

			TOTAL	TOTAL		MALE					FEMALE				
Job Classification	AS Level	Monthly Salary Range	Employed	Male	Female	W	B	H	A	A1	W	B	H	A	A1
<b>OFFICE OF PROGRAMS</b>															
Assistant Executive Director (s)	U	9166.65	1		1							1			
Administrative Assistant 5	AS613	2155 - 3862	1		1						1				
<b>Totals</b>			<b>2</b>		<b>2</b>						<b>1</b>	<b>1</b>			

**WORKFORCE ANALYSIS - LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE**

Job Classification	AS Level	Monthly Salary Range	TOTAL	TOTAL		MALE					FEMALE				
			Employed	Male	Female	W	B	H	A	A1	W	B	H	A	A1
<b>SCHOLARSHIPS/GRANTS DIVISION</b>															
Student Financial Aid Director (s)	AS621	3964 - 8339	1		1							1			
<b>Total</b>			<b>1</b>		<b>1</b>							<b>1</b>			
<b>GRANT SECTION</b>															
Student Financial Aid Admin (s)	AS619	3462 - 7284	1		1					1					
Student Financial Aid Spec. 3	AS614	2467 - 5193	2	1	1	1				1					
<b>Total</b>			<b>3</b>	<b>1</b>	<b>2</b>	<b>1</b>				<b>2</b>					
<b>SCHOLARSHIPS SECTION</b>															
Student Financial Aid Admin (s)	AS619	3462 - 7284	1	1		1									
Student Financial Aid Spec. 3	AS614	2467 - 5193	2		2					2					
<b>Total</b>			<b>3</b>	<b>1</b>	<b>2</b>	<b>1</b>				<b>2</b>					
<b>SPECIAL PROGRAMS SECTION</b>															
Student Financial Aid Admin (s)	AS619	3462 - 7284	1		1					1					
Student Financial Aid Spec. 2	AS612	2155 – 4536	2		2						2				
<b>Total</b>			<b>3</b>		<b>3</b>					<b>1</b>	<b>2</b>				

**WORKFORCE ANALYSIS - LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE**

			TOTAL	TOTAL		MALE					FEMALE				
Job Classification	AS Level	Monthly Salary Range	Employed	Male	Female	W	B	H	A	A1	W	B	H	A	A1
<b>LOAN OPERATIONS DIVISION</b>															
Student Financial Aid Director (s)	AS621	3964 - 8339	1		1						1				
<b>Total</b>			<b>1</b>		<b>1</b>						<b>1</b>				
<b>LOAN ADMIN. SECTION</b>															
Student Financial Aid Admin. (s)	AS619	3462 - 7284	1		1						1				
Student Financial Aid Supv. (s)	AS616	2825 - 5945	1		1						1				
Student Financial Aid Spec. 3	AS614	2467 - 5193	3		3						3				
Student Financial Aid Spec. 1	AS611	2014 - 4240	1	1		1									
<b>Total</b>			<b>6</b>	<b>1</b>	<b>5</b>	<b>1</b>					<b>5</b>				
<b>DEFAULT PREVENT. SECTION</b>															
Student Financial Aid Admin. (s)	AS619	3462 - 7284	1	1		1									
Student Fin. Aid Asst. Admin. (s)	AS617	3023 - 6361	1		1						1				
Student Financial Aid Supv. (s)	AS616	2825 - 5945	2	1	1	1						1			
Student Financial Aid Spec. 3	AS614	2467 - 5193	7	3	4	3					1	3			
Student Financial Aid Spec. 2	AS612	2155 – 4536	1		1						1				
Student Financial Aid Spec. 1	AS611	2014 - 4240	4	3	1	3						1			
<b>Total</b>			<b>16</b>	<b>8</b>	<b>8</b>	<b>8</b>					<b>3</b>	<b>5</b>			

**WORKFORCE ANALYSIS - LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE**

Job Classification	AS Level	Monthly Salary Range	TOTAL	TOTAL		MALE					FEMALE							
			Employed	Male	Female	W	B	H	A	A1	W	B	H	A	A1			
DEFAULT RECOVERIES																		
Student Financial Aid Admin. (s)	AS619	3462 - 7284	1	1		1												
Student Fin. Aid Asst. Admin. (s)	AS617	3023 - 6361	2	2		1	1											
Student Financial Aid Supv. (s)	AS616	2825 - 5945	4	1	3	1					2	1						
Student Financial Aid Spec. 3	AS614	2467 - 5193	8	4	4	3	1				1	3						
Student Financial Aid Spec. 2	AS612	2155 - 4536	4	2	2	1	1				1				1			
Student Financial Aid Spec. 1	AS611	2014 - 4240	11	7	4	5	2				2	1			1			
Admin. Coordinator 4	AS611	2014 - 4240	1		1							1						
<b>Total</b>			<b>31</b>	<b>17</b>	<b>14</b>	<b>12</b>	<b>5</b>				<b>6</b>	<b>6</b>			<b>2</b>			
CLAIMS SECTION																		
Student Financial Aid Admin. (s)	AS619	3462 - 7284	1		1							1						
Student Financial Aid Spec. 3	AS614	2467 - 5193	4		4							4						
<b>Total</b>			<b>5</b>		<b>5</b>							<b>5</b>						

**WORKFORCE ANALYSIS - LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE**

			TOTAL	TOTAL		MALE					FEMALE				
Job Classification	AS Level	Monthly Salary Range	Employed	Male	Female	W	B	H	A	A1	W	B	H	A	A1
<b>START DIVISION</b>															
Student Financial Aid Director (s)	AS621	3964 - 8339	1		1						1				
<b>Total</b>			<b>1</b>		<b>1</b>						<b>1</b>				
Student Financial Aid Admin	AS619	3462 - 7284	1		1						1				
Student Financial Aid Spec 3	AS614	2467 - 5193	1		1							1			
Student Financial Aid Spec. 2	AS612	2155 - 4536	1		1						1				
Student Financial Aid Spec. 1	AS611	2014 - 4240	2		2						1	1			
<b>Total</b>			<b>5</b>		<b>5</b>						<b>3</b>	<b>2</b>			

**WORKFORCE ANALYSIS - LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE**

			TOTAL	TOTAL		MALE					FEMALE				
Job Classification	AS Level	Monthly Salary Range	Employed	Male	Female	W	B	H	A	A1	W	B	H	A	A1
<b>TOTAL OSFA (FULL-TIME)</b>			<b>140</b>	<b>49</b>	<b>91</b>	<b>40</b>	<b>8</b>	<b>1</b>			<b>54</b>	<b>33</b>	<b>1</b>	<b>3</b>	
<b>UNCLASSIFIED PART-TIME</b>			<b>5</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>				<b>1</b>	<b>1</b>			
Commission Members	U	50.00/hr.													
LASFAC			<b>15</b>	<b>11</b>	<b>4</b>	<b>9</b>	<b>2</b>				<b>1</b>	<b>3</b>			
LATTA			<b>17</b>	<b>12</b>	<b>5</b>	<b>10</b>	<b>2</b>				<b>2</b>	<b>3</b>			
Students	U	6.55 – 9.00 hr.	<b>14</b>	<b>3</b>	<b>11</b>		<b>3</b>				<b>7</b>	<b>4</b>			
Administrative Tech. (WAE)	U	14.50/hr.	<b>2</b>		<b>2</b>						<b>2</b>				
<b>TOTAL OSFA UNCLASS. P/T</b>			<b>53</b>	<b>29</b>	<b>24</b>	<b>21</b>	<b>8</b>				<b>13</b>	<b>11</b>			
<b>TOTAL OSFA EMPLOYEES</b>			<b>193</b>	<b>78</b>	<b>115</b>	<b>61</b>	<b>16</b>	<b>1</b>			<b>67</b>	<b>44</b>	<b>1</b>	<b>3</b>	

**JOB GROUP ANALYSIS &  
PLACEMENT OF INCUMBENTS IN JOB GROUPS**

**LA. OFFICE OF STUDENT FINANCIAL ASSISTANCE – Baton Rouge**

	<b>% FEMALE</b>	<b>%MINORITY</b>
<b>Executive Unclassified Officials and Administrators</b> Executive Director Assistant Executive Director General Counsel	<b>40%</b>	<b>40%</b>
<b>Executive Classified Officials and Administrators</b> Student Financial Aid Director	<b>100%</b>	<b>33%</b>
<b>Executive Classified Professionals</b> Executive Staff Officer Policy Planner 4	<b>50%</b>	<b>0%</b>
<b>Accounting &amp; Auditing Officials and Administrators</b> Accountant Administrator 3 Accountant Manager 2 Accountant Manager 1 Audit Manager Auditor Supervisor Auditor 3 Auditor 2	<b>63%</b>	<b>50%</b>
<b>Accounting &amp; Auditing Professionals</b> Accountant 1	<b>100%</b>	<b>0%</b>
<b>Accounting &amp; Auditing Paraprofessionals</b> Accountant Technician	<b>100%</b>	<b>0%</b>

**JOB GROUP ANALYSIS &  
PLACEMENT OF INCUMBENTS IN JOB GROUPS**

**LA. OFFICE OF STUDENT FINANCIAL ASSISTANCE – Baton Rouge**

	<b>% FEMALE</b>	<b>%MINORITY</b>
<b>Human Resources Officials and Administrators</b> Human Resources Director A	<b>0%</b>	<b>0%</b>
<b>Human Resources Professionals</b> Human Resources Supervisor Human Resources Analyst C	<b>100%</b>	<b>0%</b>
<b>Information Technology Officials and Administrators</b> Information Technology Director 2 Information Technology Deputy Director	<b>100%</b>	<b>100%</b>
<b>Information Technology Professionals</b> Information Technology Support Supervisor Information Technology Management Consult 1 Information Technology Applications Project Leader Information Technology Technical Support Specialist 3 Information Technology Technical Support Specialist 2 Information Technology Technical Support Specialist 1 Information Technology Applications Program/Analyst 2	<b>50%</b>	<b>29%</b>
<b>Legal Professionals</b>  Attorney 3 Student Financial Aid Specialist 3	<b>75%</b>	<b>0%</b>



**JOB GROUP ANALYSIS &  
PLACEMENT OF INCUMBENTS IN JOB GROUPS**

**LA. OFFICE OF STUDENT FINANCIAL ASSISTANCE – Baton Rouge**

	<b>% FEMALE</b>	<b>%MINORITY</b>
<b>Legal Paraprofessionals</b> Paralegal 2	<b>100%</b>	<b>0%</b>
<b>Public Information Officials and Administrators</b> Public Information Director 3	<b>0%</b>	<b>0%</b>
<b>Public Information Professionals</b> Public Information Officer 3 Public Information Officer 2 Public Information Officer 1 Marketing Representative Supervisor Marketing Representative 2 Marketing Representative 1	<b>80%</b>	<b>7%</b>
<b>Student Loan Officials and Administrators</b> Student Financial Aid Administrator Student Financial Aid Assistant Administrator	<b>73%</b>	<b>18%</b>
<b>Student Loan Professionals</b> Student Financial Aid Supervisor Student Financial Aid Specialist 3 Student Financial Aid Specialist 2 Student Financial Aid Specialist 1	<b>60%</b>	<b>40%</b>

**JOB GROUP ANALYSIS &  
PLACEMENT OF INCUMBENTS IN JOB GROUPS**

**LA. OFFICE OF STUDENT FINANCIAL ASSISTANCE – Baton Rouge**

	<b>% FEMALE</b>	<b>%MINORITY</b>
<b>Administrative Professional</b>		
Administrative Program Manager 1	<b>100%</b>	<b>100%</b>
<b>Office and Clerical Support Management</b>	<b>86%</b>	<b>71%</b>
Administrative Assistant 5		
Administrative Supervisor 2		
Administrative Coordinator 4		
Administrative Coordinator 3		
Administrative Coordinator 2		
Part-Time Employees *not counted in Job Groups		
Commission Members		
Student Workers		
Administrative Technicians (WAE)		

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: EXECUTIVE UNCLASSIFIED OA**

	<b>Female</b>			<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	33.9	.60	20.3	19.3	.60	11.6
<b>Promotable</b>	25.0	.40	10.0	50.0	.40	20.0
			30.3			31.6

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
 Management, Business, and Financial Operations Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: EXECUTIVE CLASSIFIED OA**

	<b>Female</b>			<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	33.9	.40	13.6	19.3	.40	7.7
<b>Promotable</b>	62.5	.60	37.5	12.5	.60	7.5
			51.1			15.2

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
 Management, Business, and Financial Operations Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: EXECUTIVE CLASSIFIED PR**

	<b>Female</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	40.5	.30	12.2
<b>Promotable</b>	100.0	.20	20.0
			32.2

	<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
	23.6	.30	7.1
	0	.20	0
			7.1

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
Professional & Related Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: ACCOUNTING AND AUDITING OA**

	<b>Female</b>			<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	33.9	.30	10.2	19.3	.30	5.8
<b>Promotable</b>	66.6	.70	46.6	33.3	.70	23.3
			56.8			29.1

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
 Management, Business, and Financial Operations Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: ACCOUNTING AND AUDITING PR**

	<b>Female</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	40.5	.30	12.2
<b>Promotable</b>	75.0	.70	52.5
			64.7

	<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
	23.6	.30	7.1
	50.0	.70	35.0
			42.1

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
Professional & Related Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: ACCOUNTING AND AUDITING PA**

	<b>Female</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	55.8	.80	44.6
<b>Promotable</b>	0	.20	0
			44.6

	<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
	29.9	.80	23.9
	0	.20	0
			23.9

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
 Office and Administrative Support Occupations

Factor 2: OSFA Personnel Records +



**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: HUMAN RESOURCES OA**

	<b>Female</b>			<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	33.9	.40	13.6	19.3	.40	7.7
<b>Promotable</b>	100.0	.60	60.0	0	.60	0
			73.6			7.7

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
 Management, Business, and Financial Operations Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: HUMAN RESOURCES PR**

	<b>Female</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	40.5	.25	10.1
<b>Promotable</b>	100.0	.75	75.0
			85.1

	<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
	23.6	.25	5.9
	0	.75	0
			5.9

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
Professional & Related Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: INFORMATION TECHNOLOGY OA**

	<b>Female</b>			<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	33.9	.40	13.6	19.3	.40	7.7
<b>Promotable</b>	100.0	.60	60.0	100.0	.60	60.0
			73.6			67.7

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
 Management, Business, and Financial Operations Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: INFORMATION TECHNOLOGY PR**

	<b>Female</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	28.9	.25	7.2
<b>Promotable</b>	40.0	.75	30.0
			37.2

	<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
	17.0	.25	4.3
	30.0	.75	22.5
			26.8

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
 Computer & Mathematical Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: LEGAL PR**

	<b>Female</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	40.8	.80	32.6
<b>Promotable</b>	0.0	.20	0.0
			32.6

	<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
	11.6	.80	9.3
	0.0	.20	0.0
			9.3

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
 Legal Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: LEGAL PA**

	<b>Female</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	40.8	.90	36.7
<b>Promotable</b>	0.0	.10	0.0
			36.7

	<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
	11.6	.90	10.4
	0.0	.10	0.0
			10.4

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
 Legal Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: PUBLIC INFORMATION OA**

	<b>Female</b>			<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	33.9	.40	13.6	19.3	.40	7.7
<b>Promotable</b>	100.0	.60	60.0	0	.60	0
			73.6			7.7

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
 Management, Business, and Financial Operations Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: PUBLIC INFORMATION PR**

	<b>Female</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	40.5	.25	10.1
<b>Promotable</b>	75.0	.75	56.3
			66.4

	<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
	23.6	.25	5.9
	12.5	.75	9.4
			15.3

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
Professional & Related Occupations

Factor 2: OSFA Personnel Records



**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: STUDENT LOAN OA**

	<b>Female</b>			<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	33.9	.20	6.8	19.3	.20	3.9
<b>Promotable</b>	100.0	.80	80.0	33.3	.80	26.6
			86.8			30.5

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
 Management, Business, and Financial Operations Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: STUDENT LOAN PR**

	<b>Female</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	40.5	.25	10.1
<b>Promotable</b>	61.8	.75	46.4
			56.5

	<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
	23.6	.25	5.9
	38.1	.75	28.6
			34.5

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
Professional & Related Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: ADMINISTRATIVE PR**

	<b>Female</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	40.5	.25	10.1
<b>Promotable</b>	0.0	.75	0.0
			10.1

	<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
	23.6	.25	5.9
	0.0	.75	0.0
			5.9

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
Professional & Related Occupations

Factor 2: OSFA Personnel Records

**AVAILABILITY**  
**OFFICE OF STUDENT FINANCIAL ASSISTANCE**  
**BATON ROUGE**

**JOB GROUP: OFFICE AND CLERICAL SUPPORT MANAGEMENT OC**

	<b>Female</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
<b>Skilled</b>	55.9	.40	22.4
<b>Promotable</b>	80.0	.60	48.0
			70.4

	<b>Minority</b>		
	<b>Raw %</b>	<b>Weight</b>	<b>Avail.</b>
	29.9	.40	12.0
	60.0	.60	36.0
			48.0

Data Sources:

Factor 1: Louisiana Affirmative Action Data Book, May 2007  
 Office & Administrative Support Occupations

Factor 2: OSFA Personnel Records

**COMPARISON OF INCUMBENTS AND AVAILABILTY**

**OFFICE OF STUDENT FINANCIAL ASSISTANCE**

<b>JOB GROUP</b>	<b>Female</b>		<b>Minority</b>	
	<b>Incumbents</b>	<b>Available</b>	<b>Incumbents</b>	<b>Available</b>
Executive Unclassified OA	40%	30%	40%	32%
Executive Classified OA	100%	51%	33%	15%
Executive Classified PR	50%	32%	0%	7%
Accounting & Auditing OA	63%	57%	50%	29%
Accounting & Auditing PR	100%	65%	0%	42%
Accounting & Auditing PA	100%	45%	0%	24%
Human Resources OA	0%	74%	0%	8%
Human Resources PR	100%	85%	0%	6%
Information Technology OA	100%	74%	100%	68%
Information Technology PR	50%	37%	29%	27%
Legal PR	75%	33%	0%	9%
Legal PA	100%	37%	0%	10%

**COMPARISON OF INCUMBENTS AND AVAILABILITY**

**OFFICE OF STUDENT FINANCIAL ASSISTANCE**

<b>JOB GROUP</b>	<b>Female</b>		<b>Minority</b>	
	<b>Incumbents</b>	<b>Available</b>	<b>Incumbents</b>	<b>Available</b>
Public Information OA	0%	74%	0%	8%
Public Information PR	80%	66%	7%	15%
Student Loan OA	73%	87%	18%	31%
Student Loan PR	60%	57%	40%	35%
Administrative Professional	100%	10%	100%	6%
Office & Clerical Supp. Mgmt. OC	86%	70%	71%	48%

Note: Percentages are rounded to next highest figure.

**HIRES**

**OFFICE OF STUDENT FINANCIAL ASSISTANCE**

<b>JOB GROUP</b>	<b>All</b>	<b>M</b>	<b>%M</b>	<b>F</b>	<b>%F</b>	<b>W</b>	<b>%W</b>	<b>B</b>	<b>%B</b>	<b>H</b>	<b>%H</b>	<b>A</b>	<b>%A</b>	<b>AI</b>	<b>%AI</b>	<b>Min</b>	<b>%Min</b>
<b>PROFESSIONALS</b>																	
<b>OFFICIALS &amp; ADMIN.</b>																	
Scholarship & Grants	1			1	100%			1	100%							1	100%
<b>PROFESSIONALS</b>																	
Student Loan	13	8	62%	5	38%	7	54%	6	46%							6	46%
Human Resources	2			2	100%	2	100%										
Public Information	4	1	25%	3	75%	3	75%	1	25%							1	25%
<b>TOTAL</b>	<b>20</b>	<b>9</b>	<b>45%</b>	<b>11</b>	<b>55%</b>	<b>13</b>	<b>65%</b>	<b>7</b>	<b>35%</b>							<b>7</b>	<b>35%</b>

**TERMINATIONS**

**OFFICE OF STUDENT FINANCIAL ASSISTANCE**

JOB GROUP	All	M	%M	F	%F	W	%W	B	%B	H	%H	A	%A	AI	%AI	Min	%Min
<b>OFFICIALS &amp; ADMIN.</b>																	
Human Resources	1			1	100%	1	100%										
Scholarship & Grants	1			1	100%	1	100%										
<b>PROFESSIONALS</b>																	
Accounting & Auditing	1	1	100%					1	100%							1	100%
Executive	1			1	100%	1	100%										
Information Systems	1			1	100%	1	100%										
Human Resources	1			1	100%	1	100%										
Public Information	1			1	100%	1	100%										
Student Loans	10			10	100%	8	80%	2	20%							2	20%
<b>TOTAL</b>	<b>17</b>	<b>1</b>	<b>6%</b>	<b>16</b>	<b>94%</b>	<b>14</b>	<b>82%</b>	<b>3</b>	<b>18%</b>							<b>3</b>	<b>18%</b>



**PROMOTIONS AND UPWARD REALLOCATIONS**

**OFFICE OF STUDENT FINANCIAL ASSISTANCE**

<b>JOB GROUP</b>	<b>All</b>	<b>M</b>	<b>%M</b>	<b>F</b>	<b>%F</b>	<b>W</b>	<b>%W</b>	<b>B</b>	<b>%B</b>	<b>H</b>	<b>%H</b>	<b>A</b>	<b>%A</b>	<b>AI</b>	<b>%AI</b>	<b>Min</b>	<b>%Min</b>
<b>OFFICIALS &amp; ADMIN.</b>																	
Human Resources	1	1	100														
<b>PROFESSIONALS</b>																	
Executive	1			1	100	1	100										
Accounting & Auditing	1			1	100	1	100										
Human Resources	1			1	100	1	100										
Info. Technology	3	3	100														
Public Information	2			2	100	2	100										
Student Loan	16	3	19	13	81	11	69	5	31							5	31
<b>OFFICE &amp; CLERICAL</b>																	
Support Management	1			1	100			1	100							1	100
<b>TOTAL</b>	<b>26</b>	<b>7</b>	<b>27</b>	<b>19</b>	<b>73</b>	<b>16</b>	<b>62</b>	<b>6</b>	<b>23</b>							<b>6</b>	<b>23</b>

## APPLICANT FLOW

### OFFICE OF STUDENT FINANCIAL ASSISTANCE

JOB GROUP/ JOB TITLE	APPLICANTS							NOT QUALIFIED (REJECTED)							SELECTED							
	All	F	B	H	A	AI	U	All	F	B	H	A	AI	U	All	F	B	H	A	AI	U	
<b>OFFICIALS &amp; ADMIN.</b>																						
Human Resources	1														1							
Student Loans	11	4	2				3								1	1	1					
<b>PROFESSION.</b>																						
Accounting & Audit	1	1						3	2	2				1								
Executive	5	5													1	1						
Human Resources	51	33	20				8	14	5	3		1		2	3	3						
Information Technology	3	3						1	1	1												
Public Information	92	52	33				10	29	21	12				6	4	3	1					
Student Loans	334	237	190		9		53	19	13	3				6	18	10	8					1
<b>OFFICE &amp; CLERICAL SUPP.</b>																						
Support Management	10	9	5				1	3	3	2					1	1	1					

**HISTORY OF COMPARISONS**

**OFFICE OF STUDENT FINANCIAL ASSISTANCE**

JOB GROUP	Female				Minority			
	2007-2008		2008-2009		2007-2008		2008-2009	
	Inc	Avail	Inc	Avail	Inc	Avail	Inc	Avail
Executive Unclassified OA	40%	37%	40%	30%	40%	32%	40%	32%
Executive Classified OA	100%	56%	100%	51%	0%	15%	33%	15%
Accounting & Auditing OA	56%	70%	63%	57%	56%	34%	50%	29%
Human Resources OA	100%	18%	0%	74%	0%	8%	0%	8%
Information Tech OA	100%	78%	100%	74%	100%	38%	100%	68%
Public Information OA	0%	78%	0%	74%	0%	8%	0%	8%
Student Loan OA	73%	71%	73%	87%	18%	22%	18%	31%
Executive Classified PR	50%	37%	50%	32%	0%	7%	0%	7%
Accounting & Auditing PR	0%	52%	100%	65%	100%	77%	0%	42%
Human Resources PR	67%	89%	100%	85%	0%	6%	0%	6%
Information Tech PR	53%	44%	50%	37%	27%	25%	29%	27%
Legal PR	75%	37%	75%	33%	0%	9%	0%	9%
Public Information PR	79%	77%	80%	66%	7%	18%	7%	15%
Student Loan PR	76%	70%	60%	57%	34%	34%	40%	35%
Accounting & Auditing PA	100%	45%	100%	45%	0%	19%	0%	24%
Legal PA	100%	42%	100%	37%	0%	10%	0%	10%
Administrative PR	100%	14%	100%	10%	100%	6%	100%	6%
Support Management OC	88%	83%	86%	70%	50%	55%	71%	48%

Melanie Amrhein, Executive Director

Date

**LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE  
HISTORY OF COMPARISONS AND ACTION STEPS**

Louisiana Office of Student Financial Assistance (LOSFA) increased utilization of Females in four (4) Job Groups as reflected in the chart of History of Comparisons. LOSFA maintained the percentage level of females utilized in the year 2008-2009 in nine (9) Job Groups as reflected on the History of Comparisons. LOSFA increased the percentage of Minorities in the data year 2008-2009 in four (4) Job Groups and maintained the percentage level of minorities in the year 2008-2009 in 4 Job Groups as reflected on the History of Comparisons.

LOSFA announces non-competitive vacancies internally, as well as obtaining and working a List of Eligibles from Civil Service. Last year, in conjunction with the utilization of Job Search and LA Careers through Civil Service, LOSFA used these tools to recruit applicants for vacancies within the agency hoping to recruit a diverse pool of applicants while still complying with Civil Service Rules and Regulations. LOSFA posts non-competitive vacancies internally as well as posting them on Job Search, and now the new LA Careers System.

Most positions within LOSFA require a grade for the Professional Entry Test during the time period of this Affirmative Action Plan. In addition, several positions within LOSFA require agency specific experience. This limits the ability to hire some interested applicants due to his/her failure to meet minimum qualifications.

LOSFA will continue to make every effort to participate in recruitment fairs at universities and those conducted by other state agencies, in order to acquire a greater pool of applicants, and to boost interest in this Agency, maximizing the number of applicants for current and future vacancies. LOSFA retains a file of applicants for reference for future vacancies. LOSFA will continue attempts to recruit and retain females and minorities, utilizing the media and through the continual use of LA Careers.

A copy of this Affirmative Action Plan will be distributed to all LOSFA Division Directors and Assistant Executive Directors to ensure knowledge and commitment to the goals of the Affirmative Action Plan. The EEO Coordinator has the responsibility of maintaining the original plan and guidance with reference to the Plan.

This Office hires in accordance with Civil Service Rules and Regulations, prohibits discrimination, and promotes equality in employment.

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Melanie Amrhein, Executive Director

Date