



**STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT**

*"Working for Oklahoma"*

**OPM 07-23**

**DATE:** May 18, 2007

**TO:** All Appointing Authorities

**FROM:** Oscar B. Jackson, Jr., IPMA-CP, Administrator and  
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

**SUBJECT: Mandatory Supervisory Training Requirement Report for 2006**

The Mandatory Supervisory Training Requirement Report for 2006 indicates that over 85% of state agency managers and supervisors fully met the requirement for calendar year 2006, as per Merit Rule 530:10-17-91 of the State Merit Rules. Another 10% of this group partially met the requirement. I commend all agencies for submitting their reports by the due date. Following are the results based on data compiled from the agency reports submitted to OPM:

|   |        |                             |
|---|--------|-----------------------------|
| Total number of agencies reporting:                               | 127    |                             |
| Total number of employees:  | 34,530 |                             |
| Total number of supervisors:                                      | 6,346  | (18.38% of all employees)   |
| Number & percentage of supervisors completing training:           | 5,454  | (85.94% of all supervisors) |
| Number & percentage of supervisors partially completing training: | 614    | (9.68% of all supervisors)  |
| Number & percentage of supervisors not completing training:       | 280    | (4.40% of all supervisors)  |

All 127 agencies reported training for calendar year 2006:

|   |                         |
|---|-------------------------|
| 44 agencies reported 100% participation   | (35% of total agencies) |
| 19 agencies reported 90-99% participation   | (15% of total agencies) |
| 13 agencies reported 80-89% participation   | (10% of total agencies) |
| 11 agencies reported 70-79% participation   | (9% of total agencies)  |
| 7 agencies reported 60-69% participation  | (6% of total agencies)  |
| 3 agencies reported 50-59% participation  | (2% of total agencies)  |
| 30 agencies reported less than 50% participation in training last year                          | (23% of total agencies) |
| <i>(16 of these agencies are boards or commissions with no employees and/or no supervisors)</i> |                         |

The most common reasons listed by agencies for not completing training last year were scheduling conflicts, workload, travel constraints, military deployment, limited training opportunities, resignations, and retirements.

Your input is very much appreciated. If there are questions or if additional information is needed, please contact Carrie Rohr, OPM Human Resource Development Services, at (405) 521-6344.

*"We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions."*