

**Outlook**

**on**

**Oklahoma**

**Fiscal Year 2006  
ANNUAL REPORT**

**Office of  
Personnel  
Management**

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

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

Cover Photo: Courtesy of the Legislative Service Bureau Photo Division.

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# Outlook

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# Oklahoma

State of Oklahoma  
Office of Personnel Management

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Administrator and Cabinet Secretary  
of Human Resources and Administration

Coordinated by  
Alan Ross Tripp, Workforce Planning Manager  
Office of Workforce Planning



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## From the Administrator



Like all Oklahomans, we here at the Office of Personnel Management are celebrating the Oklahoma Centennial in 2007. And, like many others, we think often of the changes that have occurred in our State during our portion of the “Oklahoma century.”

Since its creation in 1959 as the State Personnel Board, the Office of Personnel Management has played a major role in how state government in Oklahoma selects, compensates and manages the state’s workforce. That workforce, understandably, is far different today than it was a half century ago. As the nature of our workforce changes, so too do the challenges we face. Some of our more “seasoned” workers can recall operating mimeograph machines, using electric typewriters and arranging IBM punch cards for high volume “data processing” work. Now our technology changes so rapidly that even our tools of five years past can seem hopelessly outdated. This year saw state government reach an important milestone on the PeopleSoft Enterprise Resource Planning System as the phased conversion to the PeopleSoft Human Resource Information and Payroll System of all Executive, Legislative, and Judicial Branch agencies, excluding institutions of higher education, was completed. This will allow us to manage our resources and personnel more effectively than ever before. OPM is committed to using data derived from this system to provide an outlook on Oklahoma’s changing workforce and to guide us in leading the state’s workforce into the next century.

As part of our continued efforts, I am pleased to present the Office of Personnel Management’s Annual Report for Fiscal Year 2006. I hope that you will find the statistics, tables and other information we present herein to be useful and informative, and we hope that you are pleased with our continued efforts to make “Working for Oklahoma” something in which we all can take great pride.

Best Wishes,

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.".

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



## Cabinet

The cabinet department Human Resources and Administration is comprised of nine appropriated agencies and 24 non-appropriated agencies. These agencies employed a total of 801 full-time, regular employees at the conclusion of Fiscal Year 2006. Oscar B. Jackson, Jr., serves as the Cabinet Secretary, and John S. Richard, Director of the Department of Central Services, serves as Deputy Cabinet Secretary.

## OPM

The Office of Personnel Management provides comprehensive human resources services to 114 state agencies, employing 36,917 workers, and thousands of individuals interested in a career in state service. OPM provides services related to recruitment, selection, training, classification, compensation, employee assistance, payroll, workforce planning, and equal opportunity. Mr. Jackson serves as the Administrator for OPM.

## Selection

External applicants seek employment in the state's classified service by submitting applications to the Applicant Services division of OPM. In FY 06, a total of 19,134 applicants applied through OPM's process, and OPM administered 15,864 tests. Agencies appointed 3,731 applicants, which accounted for about 48 percent of the full-time, regular appointments. (See pg. 17 for more details)

## Demographics

About 75.9 percent of the 36,917 employees in the workforce are in the classified service while the remainder are in the unclassified service, which are not subject to most of the Merit Rule provisions in statute or rule.

The state employees at least one person from every county in Oklahoma, with the highest number of employees at 10,078 residing in Oklahoma County. 3,129 reside in Cleveland County, and 2,304 live in Tulsa County. (See pg. 25 for more details)

## Demographics (continued)

The average age for state employees is 45.4 and a total of 11,582 employees (31.4% of all state employees) are between the age of 50 to 59, the highest number in any age category. The average state years of service is 11 years.

About 30 percent of employees will be eligible to retire within the next five years. The growing retirement eligibility totals appear as follows:



See page 29 for more details.

## Compensation

The average annual salary for all employees is \$34,890. The average classified annual salary is \$32,141, which is an increase of 18.7 percent since FY 2000. The average unclassified annual salary is \$43,683, which is a 21.2 percent increase since FY 2000. (See pg. 41 for more details)

## Turnover

Resignations account for about 69 percent of total turnover, and the overall turnover rate has risen from 13.1 percent in FY 05 to 14.2 percent in FY 06. (See pg. 51 for more details)



For FY 06, a portion of information is collected and stored in OPM's Personnel Management Information Systems, and a portion is collected and stored in the new PeopleSoft Human Resources Management System (HRMS), which is progressing toward full implementation in FY 2007.

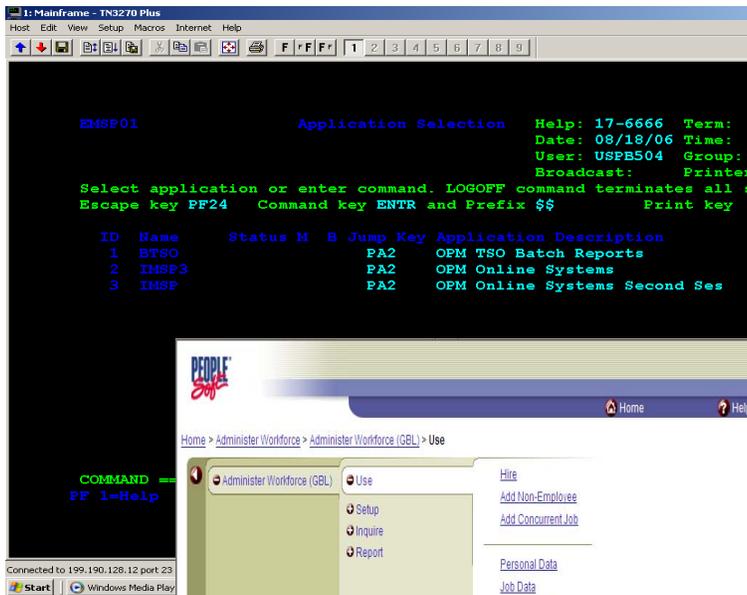
### Reporting Progress

As information becomes more readily available through the PeopleSoft HRMS, OPM is committed to encouraging agencies to use the information as the need for strategic human resources management increases. Peoplesoft allows more accurate tracking of data from all employees on the state payroll system.

### Data Reliability

Great effort has been made to ensure the information reported in these pages accurately reflects the workforce.

Unless otherwise noted all data in the OPM Annual Report is gathered from OPM's Personnel Management Information Systems and PeopleSoft. As the PeopleSoft implementation progresses, it will be imperative for information quality control to occur at the agency level. Information not reported or derived from other sources is noted throughout where applicable.



\*All numbers are based on full time regular employees unless otherwise noted.

### Did you know?

The Oklahoma Land Run on Easter Sunday in 1889 was just one of seven land openings in the territory. There were four other land runs, one land lottery, and in 1906 approximately 480,000 acres were distributed by a sealed bid auction.



Photo: Courtesy of the Legislative Service Bureau Photo Division.



# Outlook on Oklahoma

## Overview: Office of Personnel Management



Postcard of the State Capital Office Building Circa 1933  
(Renamed the Jim Thorpe Building)

Photo: Courtesy of the Legislative Service Bureau Photo Division.



## History

In 1936, state voters adopted the Social Security Amendment to the state constitution to comply with the federal Social Security Act. The Social Security Act required employment standards based on merit for state agencies supported by federal grants-in-aid. This action led to the state's first Merit System. In August 1938, a three-member Merit System Council was appointed by the Governor to administer the Merit System, which applied only to grants-in-aid agencies: Public Welfare (now the Department of Human Services), Employment Security, Health, and Civil Defense (now the Department of Emergency Management).

The purpose of the Merit System was to foster a competent career service free from political patronage. The System was patterned after a standard model provided by the federal Office of State Merit Systems and had no basis in Oklahoma law.

In 1959, the state Legislature created the Merit Act, thus giving the Merit System a statutory basis, and provided for the extension of the Merit System to other state agencies through the issuance of Executive Orders. The Act replaced the Merit System Council with a seven-member State Personnel Board to be appointed by the Governor. The Board appointed a director who employed staff.

In 1982, the Oklahoma Legislature passed major reform legislation that replaced the Merit Act with the Oklahoma Personnel Act and created OPM as the administrative agency for the state personnel system. It also created the Ethics and Merit Commission (now the Oklahoma Merit Protection Commission) as a quasi-judicial entity to decide personnel-related disputes. Additional reforms were passed in the 1990s to provide state agencies with more flexibility while maintaining the basic protections of the Merit System. Since that time, OPM's role within state government has evolved from one that is primarily regulatory to one focusing on HR leadership and consultation.

## Organization

### Administrator and Cabinet Secretary

OPM Administrator Oscar B. Jackson, Jr., serves as Cabinet Secretary of Human Resources and Administration. Mr. Jackson serves as the principal point of contact for the following entities: Oklahoma Merit Protection Commission, Oklahoma State and Education Employees Group Insurance Board, the Employees Benefits Council, the Human Rights Commission, and the Office of Personnel Management.

### Function

OPM administers the Merit System of Personnel Administration, which is a comprehensive personnel system consisting of position classification, compensation, recruitment, testing, certification, human resources development and employee assistance.

Agencies, positions, and employees that are subject to the Merit System are "classified" whereby procedures are governed by the Oklahoma Personnel Act and the Merit Rules. In FY 06, there were 64 Merit System state agencies. The Oklahoma Personnel Act also contains provisions that apply to agencies, positions, and employees that are not subject to the Merit System. The positions and employees in these 51 "non-Merit System" agencies are "unclassified."

OPM also administers programs that affect both classified and unclassified employees, including Workforce Planning, Agency Payroll and Voluntary Payroll Deduction. Additionally, a number of state and federal personnel laws apply to all state agencies and employees.

The work of OPM is divided among nine departments/divisions:

- Office of the Administrator,
- State Employee Assistance Program,
- Employee Selection Services (Applicant Services and Personnel Assessment),
- Office of Equal Opportunity and Workplace Diversity,
- Financial Management Services,
- Human Resource Development Services,
- Information Technology Services, and
- Management Services (Classification and Compensation).

## Our Mission

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

## Our Vision

The Office of Personnel Management: “Human Resources Provider of Choice”  
The State of Oklahoma: “Employer of Choice”

## Core Values and Behaviors

**Integrity:** We are trustworthy. Our actions are consistent with our words and we pursue the highest good for the State of Oklahoma. We keep our promises and we do what we say we will do. We accept full responsibility for our decisions and our actions.

**Customer Service:** We listen. We treat others as they wish to be treated. Our work reflects our best effort. We continually examine ourselves, our systems, and our processes to ensure that we can meet our internal and external customers’ requirements.

**Diversity:** We value the ideas, background, experiences, and talents of each employee of the Office of Personnel Management. We respect each other. We are committed to ensuring that Oklahoma's state government workforce reflects the diversity of its citizenry.

### **Human Resources Excellence:**

We offer leadership in service to the Human Resources professional community through our ongoing efforts to discover, implement, and share best practices. We are experts in the field of HR Management and share our expertise with each other and with our partners throughout state service, and both the public and private sectors. We empower each other to achieve.

### **Innovation:**

We seek innovative solutions to human resources issues. We actively encourage creative approaches to human resources management. We are willing to experiment and take risks.

### **Partnering for Results:**

We create mutually-beneficial partnerships and work with our external and internal customers on an equal basis toward common goals, recognizing the obligations we have to one another.



**Oscar B. Jackson, Jr.**  
Administrator and Cabinet Secretary  
of Human Resources and Administration



**Marilyn Capps**  
Associate Administrator / Chief  
Financial Officer  
Financial Management Services



**Janet Anderson**  
Executive Assistant



**Chanda Graham**  
Chief Policy Attorney



**Shirley A. Russell**  
Director of Legislative Affairs



**Hank Batty**  
Deputy Administrator for  
Programs



**Diane Haser-Bennett**  
Assistant Administrator  
Management Services



**Glenda Gesell**  
Assistant Administrator  
Information Technology Services



**Tom Patt**  
Director, Compensation  
Management Services



**Natasha Riley**  
Director, Personnel Assessment  
Employee Selection Services



**Greg Thomas**  
Director, Classification  
Management Services



**Tom Impson**  
Director, Applicant Services  
Employee Selection Services



**Carrie Rohr**  
Director, Human Resources  
Development Services



**Brenda Thornton**  
Director, Equal Opportunity and  
Workforce Diversity



**Bob Stevens**  
Coordinator, State Employee  
Assistance Program (EAP)



**Alan Ross Tripp**  
Manager, Office of Workforce  
Planning



## Financial Management Services

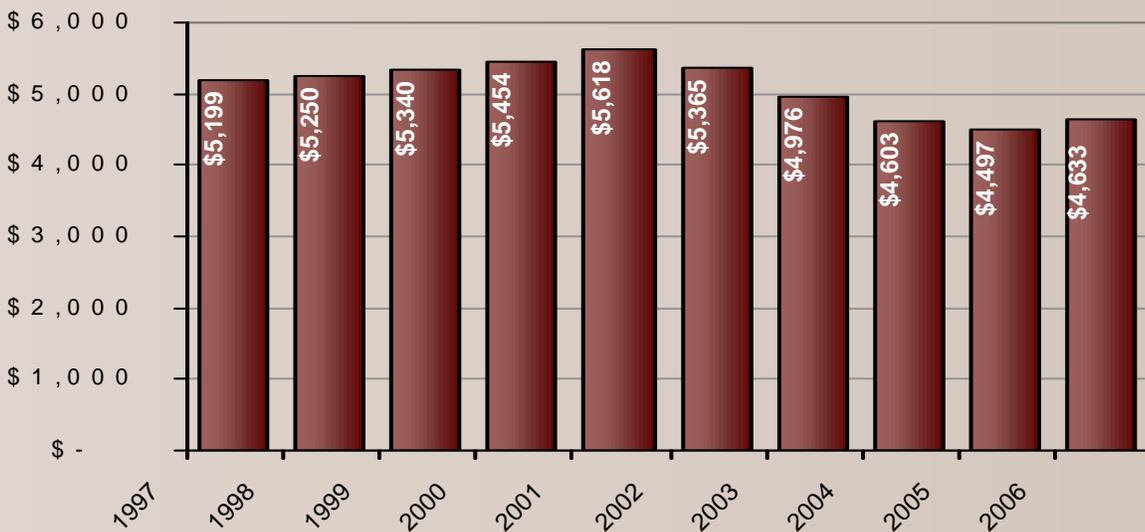
Marilyn Capps  
Associate Administrator / Chief Financial Officer  
Financial Management Services

### Budget

OPM delivers its services with an operating budget of \$4.875 million in FY 2006 and a total full-time-equivalent (FTE) staff of 80. This budget represents a 3 percent increase in general revenue funding compared to FY 2005. The increase funded the salary portion of employee pay raises. OPM absorbed the increased benefits cost totaling over \$100,000.

A total of 95 percent of the agency's funding is derived from General Revenue and the remaining three percent from the Employee Benefits Council Reimbursement Fund and the OPM Revolving Fund and the Commission on the Status of Women Revolving Fund.

Chart 1: OPM General Revenue Appropriations Trend FY 1996-2006 (in 1,000s)



### Strategic Vision for the Future

#### Changing Role

The Office of Personnel Management continues to serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions.

It continues to evolve from a regulatory role into a human resources service provider. Changes in workforce demographics and advances in technology are presenting new challenges to state agencies. To meet these challenges effectively, OPM must focus on (1) ensuring that services are efficient, effective, and meet the needs of customers, (2) promoting workforce planning by state agencies, and (3) developing and retaining an innovative, effective and diverse OPM workforce.



Shirley A. Russell  
Director of Legislative Affairs

## FY 2006 HR Legislation Summary Review

### COMPENSATION

#### **Senate Bill 1686 (*Lerblance/Liotta*)**

Enrolled SB 1686 clarifies that all state employers have the discretion of offering state employees that must work on a holiday the option of rescheduling the holiday or being paid two times the employee's regular hourly rate. State employees with fire suppression duties must receive holiday pay at two times the employee's regular hourly rate. *Amends 74:840-2.15; effective July 1, 2006.*

#### **Senate Bill 82XX**

Section 11 of Enrolled SB 82XX of the Second Extraordinary Session provides a 5% annualized salary increase for all full-time and part-time employees. *Raises effective 10/01/06.*

The bill also increases salary ranges for the Department of Public Safety, including Commissioner and Assistant Commissioner, the Highway Patrol Division, the Lake Patrol Section, the Capitol Patrol Section, the Communications Section, and the Driver License Examining Division. It also sets annual salary ranges for positions in the Oklahoma State Bureau of Narcotics and Dangerous Drugs Control, the Office of the Chief Medical Examiner, and the Oklahoma State Bureau of Investigation. *Salaries effective 1/01/07.*

#### **House Bill 1181XX**

Enrolled HB 1181XX of the Second Extraordinary Session provides a 5% increase to the salary range of the directors of non-appropriated state agencies, boards, commissions, departments, and programs with the Board of Dentistry and the State Board of Osteopathic Examiners receiving specific adjustments. *Effective 7/01/06.*

### LEAVE

#### **Senate Bill 1088 (*Bass/Coody*)**

Enrolled SB 1088 increases the number of days of paid military leave for which state employees who are called to duty in the US military and its reserve components are eligible to receive. Previously, employees received their full regular pay for the first 20 workdays in the federal fiscal year; SB 1088 increases the number of workdays of full regular pay to 30 for all military reserves. *Amends 72:48; effective May 23, 2006.*



### FY 2006 HR Legislation Summary Review (Continued)

#### LEAVE (continued)

##### **Senate Bill 1361 (Leftwich/Terrill)**

Enrolled SB 1361 extends the 30-day leave of absence for state employees in the National Guard to include all branches of the US military. *Amends 44:209; effective October 1, 2006.*



First Joint Session of the Legislature, January 19, 1917

Photo: Courtesy of the Legislative Service Bureau Photo Division.

##### **Senate Bill 1581 (Leftwich/Terrill)**

Section 2 of Enrolled SB 1581 permits state employees with fire protection, law enforcement, or Department of Corrections duties to receive compensation for excess leave at the regular rate of pay when they are unable to use excess leave because the leave is denied due to emergency circumstances that threaten public safety, health or welfare.

*Amends 74:840-2.20; effective July 1, 2006.*

#### SKILL BASED PAY

##### **Senate Bill 1831 (Johnson/Peters)**

Enrolled SB 1831 states that skill-based adjustments implemented on or after 11/01/06 are paid to an employee as long as the employee remains in the position utilizing the skills. The adjustment is not to be included as part of the employee's base salary. *Amends 74:840-2.17; effective November 1, 2006.*

#### MISCELLANEOUS

##### **House Bill 2125 (Wright/Easley)**

Enrolled HB 2125 changes the name of the State Agency Review Committee to the Oversight Committee for the State Employee Charitable Contributions and recreates the Committee for another six years. *Amends 74:7003, 7005, 7007-7009;*



# Outlook on Oklahoma

## Position Management: Organizing the Work For Oklahoma

1915



2005

Photo: Courtesy of the Legislative Service Bureau Photo Division.

Table 1: FY 2006 Executive Branch (excluding Higher Education) Appropriations & Expenditures

<b>Cabinet</b>	<b>Regular Full-Time Employees</b>	<b>FY06 Appropriation (in \$1,000s)</b>	<b>FY06 Total Expenditures (in \$1,000s)</b>
Governor	34	\$2,579	\$2,906
Lieutenant Governor	11	\$592	\$556
Agriculture	506	\$42,500	\$72,804
Commerce and Tourism	1,873	\$89,868	\$217,766
Education (excl. Higher Education)	977	\$3,213,348	4,578,254
Energy	544	\$13,203	\$52,677
Environment	948	\$15,340	\$58,588
Finance and Revenue	2,093	\$140,166	\$418,650
Health	4,688	\$869,463	\$3,763,989
HR and Administration	801	\$20,509	\$100,400
Human Services	9,946	\$665,132	\$1,773,347
Military	363	\$12,546	\$30,799
Safety and Security	8,348	\$613,971	\$760,666
Science and Technology	23	\$12,401	\$13,806
Secretary of State	69	\$7,903	\$11,239
Transportation	3,024	\$275,671	\$949,515
Veterans Affairs	1,755	\$36,040	\$97,257
<b>Total</b>	<b>35,026</b>	<b>\$6,031,234</b>	<b>\$12,903,219</b>

Source: OPM and PeopleSoft HRMS, Governor's FY-2007 Executive Budget Historical Data, Governor's FY-2008 Executive Budget Historical Data. Note that Grand River Dam Authority is not included in above table. Total expenditures are not included for the Oklahoma Turnpike Authority. Includes appropriated and non-appropriated agencies. See Appendix for details of agencies.

### Cabinet Department

Human Resources and Administration is comprised of 9 appropriated agencies and 24 non-appropriated agencies.

The appropriated agencies include:

- Office of Personnel Management
- Merit Protection Commission
- Department of Central Services
- State Bond Advisor
- Human Rights Commission
- Securities Commission
- Consumer Credit Commission
- Capitol Improvement Authority
- Horse Racing Commission

- Funeral Board
- OSEEGIB
- Licensed & Landscape Architects Board
- Medical Licensure & Supervision Board
- Motor Vehicle Commission, Oklahoma
- Optometry Board
- Osteopathic Examiners Board
- Oklahoma State Accountancy Board
- Perfusionists Board
- Pharmacy Board
- Psychologist Examiners Board
- Real Estate Commission
- Social Workers Board
- Speech Pathology & Audiology Board
- State Board of Cosmetology
- State Board of Podiatry Board
- State Burial Board
- Used Motor Vehicle & Parts Comm.
- Veterinary Medical Examiners Board

The non-appropriated agencies include:

- Board of Dentistry
- Board of Nursing
- Chiropractic Examiners Board
- Employees Benefit Council
- Engineers & Land Surveyors

Table 2: Executive Branch (excluding Higher Education) FY 2006 FTE Usage

Cabinet	Regular Full-Time Employees	Temp/ Seasonal Employees	FY 06 FTE Usage	Percentage Of Regular Employees
Governor	34	4	35.2	89.5%
Lieutenant Governor	11	2	7.2	84.6%
Agriculture	506	102	597.2	83.2%
Commerce and Tourism	1,873	819	2,147.2	69.6%
Education (excl. Higher Education)	977	77	1,279.3	92.7%
Energy	544	30	517.7	94.8%
Environment	948	144	997.1	86.8%
Finance and Revenue	2,093	71	2,063.5	96.7%
Health	4,688	439	4,790.4	91.4%
HR and Administration	801	98	764.4	89.1%
Human Services	9,946	757	10,113.4	92.9%
Military	363	35	376.2	91.2%
Safety and Security	8,348	318	8,180.0	96.3%
Science and Technology	23	1	19.3	95.8%
Secretary of State	69	8	65.7	89.6%
Transportation	3,024	89	2,965.4	97.1%
Veterans Affairs	1,755	155	1,837.4	91.9%
Grand River Dam Authority GRDA)	518	36	484.0	93.5%
<b>Total</b>	<b>36,521</b>	<b>3,185</b>	<b>37,240.6</b>	<b>92.0%</b>

Full-time-equivalent employees as of June 30, 2006, from OSF FY-2006 FTE Usage Report. Notes: (a) Agencies may have authorizations for employees who do not count towards FTE. (b) Full-time equivalency is a calculated number based on total hours worked and is an indicator of manpower and not actual people. (c) Part-time employees include full-time temporary employees.



### Colorful Oklahomans.....

Oklahoma has a long history of interesting and colorful characters in State Politics. Propelled to local fame in 1953 after printing questionably humorous postcards involving President Eisenhower, Cowboy Pink Williams was elected Lieutenant Governor in 1954. Williams often hitchhiked to the state capital till the legislature appropriated money to buy him a car.



Greg Thomas, IPMA-CS  
Director of Classification

### CLASSIFICATION

#### Position Management

OPM's Classification Division is assigned responsibilities involving the classification of jobs and employees under the state Merit System. In this role, team members perform job audits to identify work performed by state employees, develop job family descriptors, allocate positions to the appropriate job family descriptor, and ensure that employees are classified based on position allocations and status. Responsibilities also include maintaining a position management system to identify positions established in the executive branch of state government, establishing unclassified positions as authorized, maintaining job codes for use with unclassified positions, and reviewing agency personnel actions to ensure compliance.

#### Classified

Currently, there are 25 occupational groups in the classified system. The groups are comprised of 373 job titles with 1,061 levels for these titles. The specific jobs are associated with varying levels of qualifications, duties and compensation that align with the overall personnel system.

#### Unclassified

Merit System agencies may request unclassified positions based on statutory authority. The positions are assigned a tracking code, but the positions are not associated with specific qualifications, duties or compensation in the statewide system.

#### FY06 Major Accomplishments

- Audited and processed 68,593 personnel actions
  - Included in that total are 1,125 personnel actions from the Oklahoma Military Department for the deployment of National Guardsmen to New Orleans to aid in the Hurricane Katrina relief effort. Also, over 3,500 market and equity adjustments were processed for the Department of Human Services giving 2% salary adjustment to all employees in their Social Services job families in an effort to resolve recruitment and retention problems.
- Responded to 16,464 inquiries and requests from agencies and employees
- Provided Human Resources support and guidance for 135 state agencies
- Managed 373 job family descriptors
  - Revised 20 Job Family Descriptors
  - Developed and adopted 2 new Job Family Descriptors, which were the first since November 1999, when the Class/Comp Reform Act was implemented.
- Played a key role in conversion of Group 4A agencies to the PeopleSoft HR System, involving approximately 16,00 employees. Worked directly with the agencies to resolve discrepancies and update data, allowing the conversion to take place before the scheduled conversion date.
- Developed position management training for PeopleSoft HR System. Core staff integrated this training component into PeopleSoft HR Basic Training, and invited OPM Classification/ASU staff to provide instruction.

Table 3: FY 06 Unclassified Usage

Agency	Merit Status	Regular Full-Time Employees	Classified Emp.	Unclassified Emp.	Percent Classified
Agriculture	Merit	424	374	50	88.2%
Board Of Dentistry	Merit	4	1	3	25.0%
Board Of Osteopathic Examiners	Merit	5	2	3	40.0%
Board Of Pharmacy	Merit	8	2	6	25.0%
Bureau Of Investigation	Merit	300	273	27	91.0%
Bureau Of Narcotics	Merit	95	76	19	80.0%
Central Services	Merit	251	189	62	75.3%
Civil Emergency Management	Merit	28	23	5	82.1%
Commerce	Merit	162	7	155	4.3%
Commission On Children & Youth	Merit	30	23	7	76.7%
Commissioners Land Office	Merit	63	46	17	73.0%
Compsource	Merit	357	191	166	53.5%
Conservation Commission	Merit	54	6	48	11.1%
Corporation Commission	Merit	492	386	106	78.5%
Corrections	Merit	4,712	4,375	337	92.8%
Cosmetology Board	Merit	14	11	3	78.6%
Department Of Consumer Credit	Merit	16	12	4	75.0%
Department Of Securities	Merit	26	2	24	7.7%
Education	Merit	375	8	367	2.1%
Election Board	Merit	24	22	2	91.7%
Embalmers & Funeral Directors	Merit	3	0	3	0.0%
Employees Benefits Council	Merit	33	27	6	81.8%
Environmental Quality	Merit	538	501	37	93.1%
Ethics Commission	Merit	8	4	4	50.0%
GRDA	Merit	518	400	118	77.2%
Health	Merit	2,264	1,770	494	78.2%
Health Care Authority	Merit	381	0	381	0.0%
Historical Society	Merit	164	146	18	89.0%
Human Rights Commission	Merit	18	16	2	88.9%
Human Services	Merit	7,648	7,052	596	92.2%
J.D. McCarty Center	Merit	204	175	29	85.8%
Juvenile Affairs	Merit	1,164	1,100	64	94.5%
Labor	Merit	108	94	14	87.0%
Libraries	Merit	64	60	4	93.8%
Liquefied Petroleum Gas Board	Merit	9	7	2	77.8%
Medical Licensure/Supervision	Merit	23	19	4	82.6%
Mental Health	Merit	2,001	1,260	741	63.0%
Merit Protection Commission	Merit	8	6	2	75.0%
Military Department	Merit	361	195	166	54.0%
OCAST	Merit	23	0	23	0.0%
OESC	Merit	816	741	75	90.8%
Office Of Handicapped Concerns	Merit	7	5	2	71.4%
Okla Real Estate Commission	Merit	17	12	5	70.6%
Oklahoma Able Commission	Merit	41	38	3	92.7%
Oklahoma Peanut Commission	Merit	1	0	1	0.0%
OSEEGIB	Merit	180	154	26	85.6%
Pardon And Parole Board	Merit	37	34	3	91.9%
Personnel Management	Merit	76	61	15	80.3%

Table 3: FY 06 Unclassified Usage (continued)

Agency	Merit Status	Regular Full-Time Employees	Classified Employees	Unclassified Employees	Percent Classified
Physician Manpower Training	Merit	6	3	3	50.0%
Pro Enginers & Land Surveyors	Merit	8	6	2	75.0%
Public Employees Retirement	Merit	55	38	17	69.1%
Public Safety	Merit	1,550	1,499	51	96.7%
Rehabilitation Services	Merit	884	728	156	82.4%
School Of Science/Math	Merit	75	3	72	4.0%
Secretary Of State	Merit	36	31	5	86.1%
State Finance	Merit	137	64	73	46.7%
State Fire Marshal	Merit	32	28	4	87.5%
Tax Commission	Merit	933	680	253	72.9%
Teachers' Retirement System	Merit	52	26	26	50.0%
Tourism and Recreation	Merit	591	311	280	52.6%
Transportation	Merit	2,393	2,349	44	98.2%
Transportation Authority	Merit	617	579	38	93.8%
Veterans Affairs	Merit	1,757	1,695	62	96.5%
Water Resources Board	Merit	94	67	27	71.3%
Will Rogers Memorial Comm	Merit	7	4	3	57.1%
<b>Total Merit</b>		<b>33,382</b>	<b>28,017</b>	<b>5,365</b>	<b>83.9%</b>
<b>Non-Merit</b>					
Aeronautics Commission	Non-Merit	10	0	10	0.0%
Attorney General	Non-Merit	168	0	168	0.0%
Auditor and Inspector	Non-Merit	169	3	166	1.8%
Bd Of Chem Test Alcohol/Drug	Non-Merit	6	0	6	0.0%
Board Of Architects	Non-Merit	3	0	3	0.0%
Board Of Nursing	Non-Merit	30	0	30	0.0%
Boll Weevil Eradication Org	Non-Merit	14	0	14	0.0%
Capitol Complex/Centennial Com	Non-Merit	7	0	7	0.0%
Career/Tech. Education	Non-Merit	362	0	362	0.0%
Chiropractic Examiners Board	Non-Merit	2	0	2	0.0%
CLEET	Non-Merit	34	0	34	0.0%
Construction Industries Board	Non-Merit	36	5	31	13.9%
Department Of Mines	Non-Merit	36	0	36	0.0%
District Attorney	Non-Merit	1,145	0	1,145	0.0%
Educational Television Auth	Non-Merit	74	0	74	0.0%
Firefighter Pension/Retirement	Non-Merit	10	0	10	0.0%
Horse Racing Commission	Non-Merit	43	0	43	0.0%
House of Representatives	Non-Merit	212	0	212	0.0%
Indian Affairs Commission	Non-Merit	4	0	4	0.0%
Indigent Defense System	Non-Merit	121	0	121	0.0%
Industrial Finance Authority	Non-Merit	6	0	6	0.0%
Insurance Department	Non-Merit	150	0	150	0.0%
Interstate Oil & Gas Compact	Non-Merit	2	0	2	0.0%
J.M. Davis Gun Museum	Non-Merit	6	0	6	0.0%
Law Enforcement Retirement	Non-Merit	5	0	5	0.0%
Lieutenant Governor	Non-Merit	11	0	11	0.0%
Marginally Producing Wells	Non-Merit	5	0	5	0.0%
Medicolegal Investigations	Non-Merit	72	0	72	0.0%

Table 3: FY 06 Unclassified Usage (continued)

Agency	Merit Status	Regular Full-Time Employees	Classified Employees	Unclassified Employees	Percent Classified
Motor Vehicle Commission	Non-Merit	4	0	4	0.0%
Nursing Home Admin Examiners	Non-Merit	4	0	4	0.0%
Office Of The Governor	Non-Merit	34	0	34	0.0%
Oklahoma Accountancy Board	Non-Merit	9	0	9	0.0%
Oklahoma Arts Council	Non-Merit	17	0	17	0.0%
Oklahoma Lottery Commission	Non-Merit	39	0	39	0.0%
Oklahoma State Senate	Non-Merit	184	0	184	0.0%
Oklahoma Wheat Commission	Non-Merit	6	0	6	0.0%
Police Pension & Retirement	Non-Merit	11	0	11	0.0%
Private Vocational Schools Brd	Non-Merit	2	0	2	0.0%
Psychologists Examiners Board	Non-Merit	1	0	1	0.0%
Scenic Rivers Commision	Non-Merit	9	2	7	22.2%
Space Industry Dev Authority	Non-Merit	5	0	5	0.0%
Speech-Language Pathology	Non-Merit	1	0	1	0.0%
State Banking Department	Non-Merit	40	0	40	0.0%
State Bond Advisor	Non-Merit	3	0	3	0.0%
State Treasurer	Non-Merit	77	0	77	0.0%
Teacher Preparation Commission	Non-Merit	9	0	9	0.0%
Tobacco Board Of Directors	Non-Merit	3	0	3	0.0%
University Hospitals Authority	Non-Merit	5	0	5	0.0%
Used Motor Vehicle Commission	Non-Merit	10	0	10	0.0%
Veterinary Medical Examiner	Non-Merit	3	0	3	0.0%
Wildlife Conservation	Non-Merit	316	0	316	0.0%
<b>Total Non-Merit</b>		<b>3,535</b>	<b>10</b>	<b>3,525</b>	<b>0.3%</b>
<b>Total</b>		<b>36,917</b>	<b>28,027</b>	<b>8,890</b>	<b>75.9%</b>



### Agency Services

Karen Luman  
Human Resources Program Manager / Agency Services  
Classification

#### Agency Services

The Agency Services Unit of OPM's Management Services assists 60 agencies with their human resources management needs based upon the administrative capacity and resources of the various agencies. This primarily includes smaller agencies that do not have full-time human resources staff. Team members act as liaisons to 21 Merit System agencies and 39 non-Merit System agencies. Other responsibilities include processing and posting or approving agency personnel transactions, providing payroll services for these agencies, and maintaining the employee file system consisting of records for all current Merit System employees and a large number of former employees.

### Agency Services Continued....

Agency Services assisted with the conversion of agencies to the PeopleSoft system in FY 06. Group 4B accounted for approximately 25,000 state employees.

Approximately 20,000 inactive direct deposit records were purged from files as a result of decentralization.

**Table 4: Fiscal Year Occupational Group Employee Counts**

Occupational Group	06 Emp. Count	05 Emp. Count	04 Emp. Count	03 Emp. Count	02 Emp. Count	02-06 Percent Change
Insurance and Benefits Administration	174	178	188	201	206	-15.5%
Information Technology	739	726	741	745	757	-2.4%
HR Management and Development	423	390	391	392	399	6.0%
Financial Management	987	924	940	970	1,046	-5.6%
General Administrative	4,140	3,982	4,049	4,153	4,464	-7.3%
Logistics and Property Management	1,339	1,282	1,301	1,324	1,381	-3.0%
Law Enforcement	1,639	1,528	1,517	1,540	1,528	7.3%
Social Services	4,770	4,472	4,422	4,424	4,653	2.5%
Corrections & Custody	3,059	2,893	2,946	2,977	3,137	-2.5%
General Safety, Security	242	218	219	198	204	18.6%
Rehabilitation/Vocational Services	688	508	656	665	670	2.7%
Agricultural Services and Inspections	249	257	257	259	287	-13.2%
Oil, Gas, Transportation and Utility	202	178	158	164	185	9.2%
Veterans Services	27	29	33	42	38	-28.9%
Travel, Tourism and Recreation	93	91	93	112	120	-22.5%
Power Generation	326	313	312	312	312	4.5%
General and Environmental Services	380	360	363	358	351	8.3%
Prof. Engineering and Land Surveyors	275	280	301	303	296	-7.1%
Transportation	2,165	2,111	2,125	2,110	2,076	4.3%
Historical Preservation	81	71	66	73	79	2.5%
Revenue and Taxation	324	279	262	333	366	-11.5%
Employment Services	338	301	312	333	339	-0.3%
Health Care Services	843	786	812	801	834	1.1%
Nursing Services	2,614	2,485	2,427	2,367	2,490	5.0%
Institutional and Nutritional Services	1,910	1,819	1,782	1,757	1,809	5.6%
<b>Total Classified</b>	<b>28,027</b>	<b>26,461</b>	<b>26,673</b>	<b>26,913</b>	<b>28,027</b>	<b>0.0%</b>
Unclassified	8,890	7,056	8,068	7,619	8,084	10.0%
<b>Total</b>	<b>36,917*</b>	<b>33,517</b>	<b>34,741</b>	<b>34,532</b>	<b>36,113</b>	<b>2.2%</b>

\*Note: 2006 includes approximately 1800 employees of the House of Representatives, Senate, and Judiciary previously unreported that are now tracked in Peoplesoft.

# Outlook on Oklahoma

## Selection: Hiring the Workers



**Carl Albert Public Internship Coordinator  
Jenny Chong talks to a student at the Greater  
Oklahoma City Chamber of Commerce job fair**



Tom Impson  
Director of Applicant Services  
Employee Selection Services

## APPLICANT SERVICES

### Applicant Services

External applicants seek employment in the state's classified service by submitting applications to the Applicant Services Division of OPM. The division team members determine if applicants meet minimum qualifications and conduct ratings of applicant education and experience. The division also reviews agency requests to promote, demote, transfer or reinstate employees. Employee Selection Services also acquired the Carl Albert Internship program in FY06.

29 state agencies currently have direct online access to job registers established by OPM. These agencies employ over 80 percent of all classified employees in state government.

The division also administers these services:

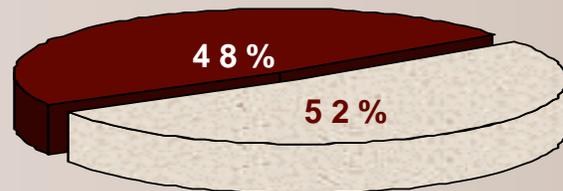
### Registers

The team is responsible for services related to applicant registers, test administration, and applicant files. In FY 06, the team administered 12,546 tests.

### Priority Reemployment

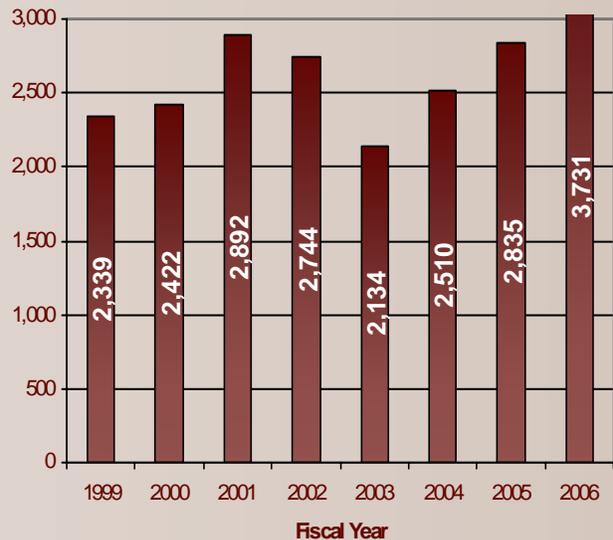
The division administers the Priority Reemployment Consideration (PRC) program. State law provides for permanent, classified employees and regular, unclassified employees separated through a reduction in force to be eligible for priority consideration for jobs in which they meet all requirements.

Chart 2: FY 06 Certificate Appointments vs. Other Appointments



- 3,731 appointments of applicants from OPM's certificate process
- 4,016 appointments in other\* classified and unclassified processes (excluding temporaries)

Chart 3: Certificate Appointment Trend 1999-2006





## APPLICANT SERVICES (continued)

### Recruitment

The division organizes recruitment efforts for the state classified service, including provisions under the Fair Employment Practices Act.

In FY 06 division staff attended 37 career and job fairs including events at: University of Oklahoma, Oklahoma State University, University of Central Oklahoma, University of Tulsa, Rose State College, Metro Tech, St. Gregory University, Redlands Community College, NW Oklahoma State University, Oklahoma City Community College, Oklahoma City University, Oklahoma Christian University, Moore-Norman Vo-tech, Francis Tuttle, and SW Oklahoma State University.

### Carl Albert Public Internship Program



Jenny Chong  
Coordinator, CAPIP

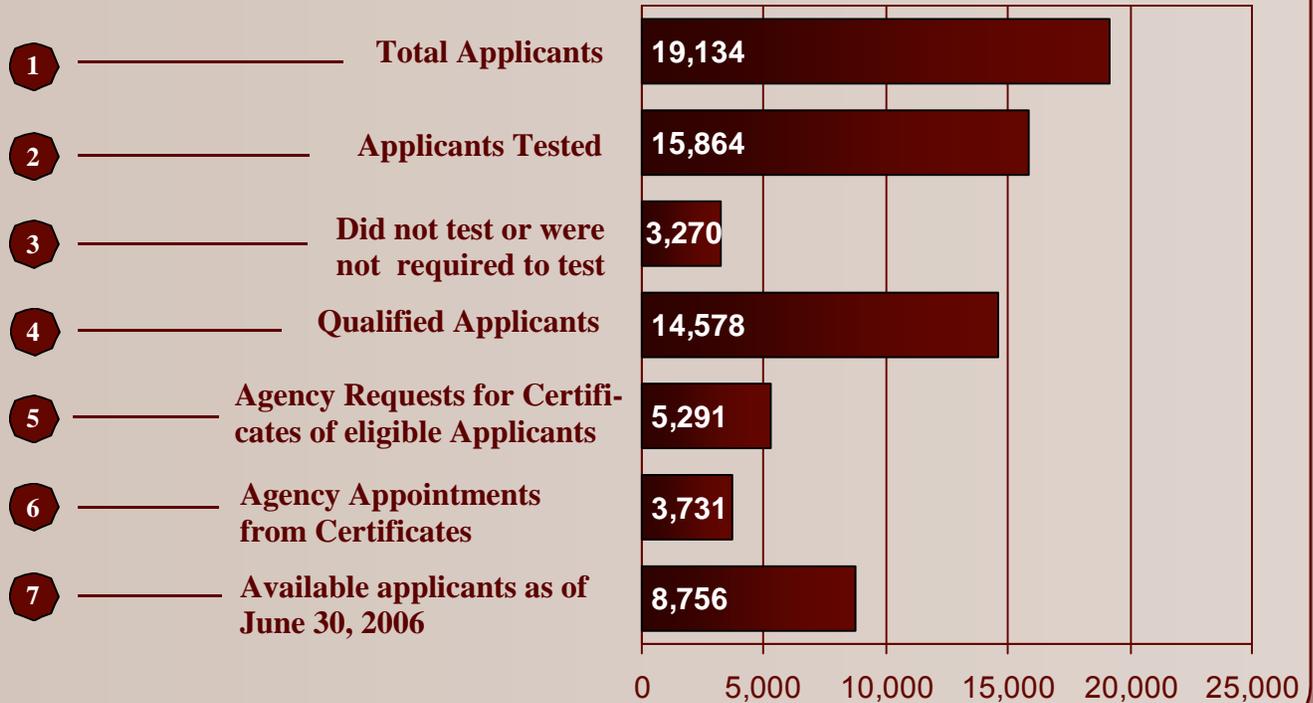
The Carl Albert Public Internship Program has assisted students at institutions of higher education in gaining experience and knowledge in state government and to encourage recruitment of such students to pursue careers in state government service since 1988. The program has two components: the Undergraduate Internship, and the Executive Fellows. At the conclusion of FY 06, a total of 25 graduate students and eight undergraduate students participated in internships.

The Undergraduate internship program consists of temporary positions for students enrolled in institutions of higher education and working toward an undergraduate degree.

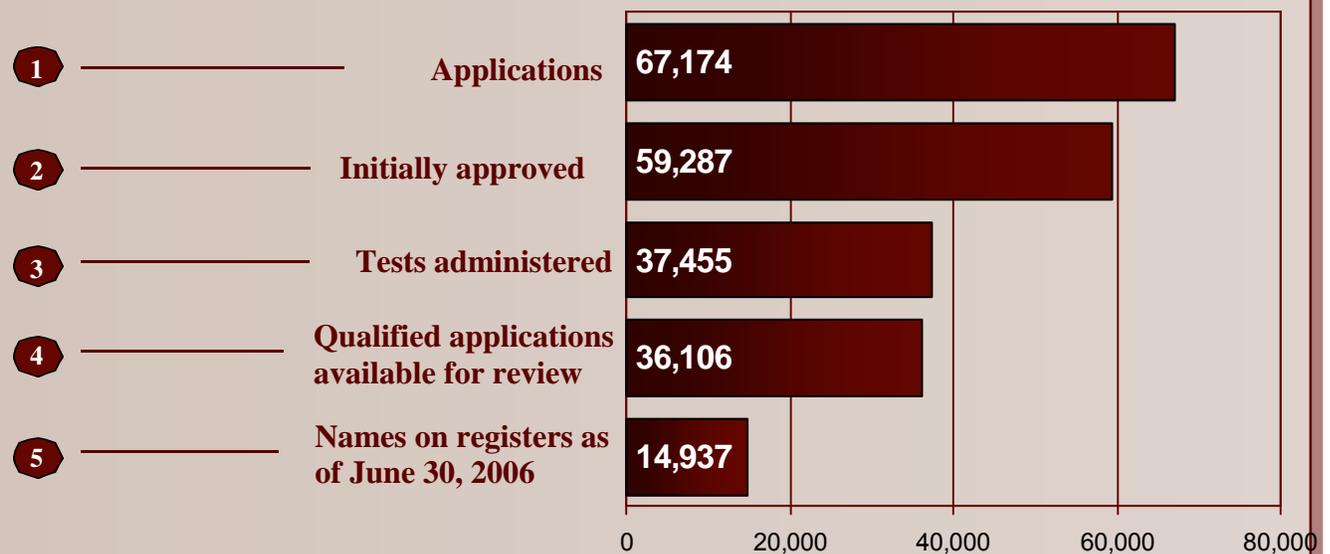
Executive Fellows interns may be employed for up to two years, and those who successfully complete a two-year internship are eligible for appointment to a position in the classified or unclassified state service.

State agencies utilized CAPIP's from the following universities: University of Oklahoma, Oklahoma City University, Oklahoma State University, East Central University, Northwestern State University, University of Oklahoma Health Science Center, University of Central Oklahoma, Langston University, and the University of Arkansas.

**Chart 4: FY 06 Applicant Process**



**Chart 5: FY 06 Application Process**



**Table 5: FY 06 Top 20 Most Applied for Job Families**

Job Family	Applications	Appointments	Percent Appointed
Administrative Technician	2,842	237	8.34%
Customer Svc Representative	835	22	2.63%
Workforce Services Specialist	613	19	3.10%
Administrative Assistant	581	27	4.65%
Child Welfare Specialist	576	243	42.19%
Social Services Specialist	498	258	51.81%
Secretary	463	32	6.91%
Customer Asst Representative	374	31	8.29%
Correctional Security Officer	363	458	126.17%
Therapeutic/Medical Aide	336	3	0.89%
Patient Care Assistant	332	431	129.82%
Toll Collector	286	31	10.84%
Direct Care Specialist	273	244	89.38%
Food Service Specialist	219	117	53.42%
Juvenile Specialist	208	102	49.04%
Housekeeping/Custodial Worker	193	70	36.27%
Probation Parole Officer	189	55	29.10%
Juvenile Justice Specialist	182	47	25.82%
Adult Protective Services Specialist	176	18	10.23%
Material Management Specialist	151	23	15.23%
<b>Total</b>	<b>9,690</b>	<b>2,468</b>	<b>25.47%</b>
<b>Percent of all applications</b>	<b>64.9%</b>	<b>66.1%</b>	

## Personnel Assessment



Natasha Riley  
Director; Personnel Assessment  
Employee Selection Services

### Testing

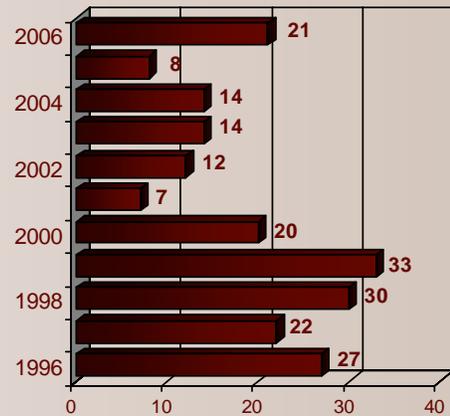
The Personnel Assessment Division develops and validates employee selection procedures, including written tests, ratings of training and experience, performance tests, structured interviews, and certification tests.

### FY 2006 Major Accomplishments

Personnel Assessment staff developed or revised five written content-validated job knowledge test, one certification test, and developed or revised fifteen ratings of training and experience. Of those fifteen ratings of training and experience, six were supplemental questionnaires.

In development and validation of selection devices, Personnel Assessment conducted 37 meetings with agency employees to review new or existing selection devices. Additionally, four meetings were held to provide consultation to agencies on interviewing and other selection procedures.

Chart 6: Written, Validated Tests Created or Revised from FY 1996 to 2006



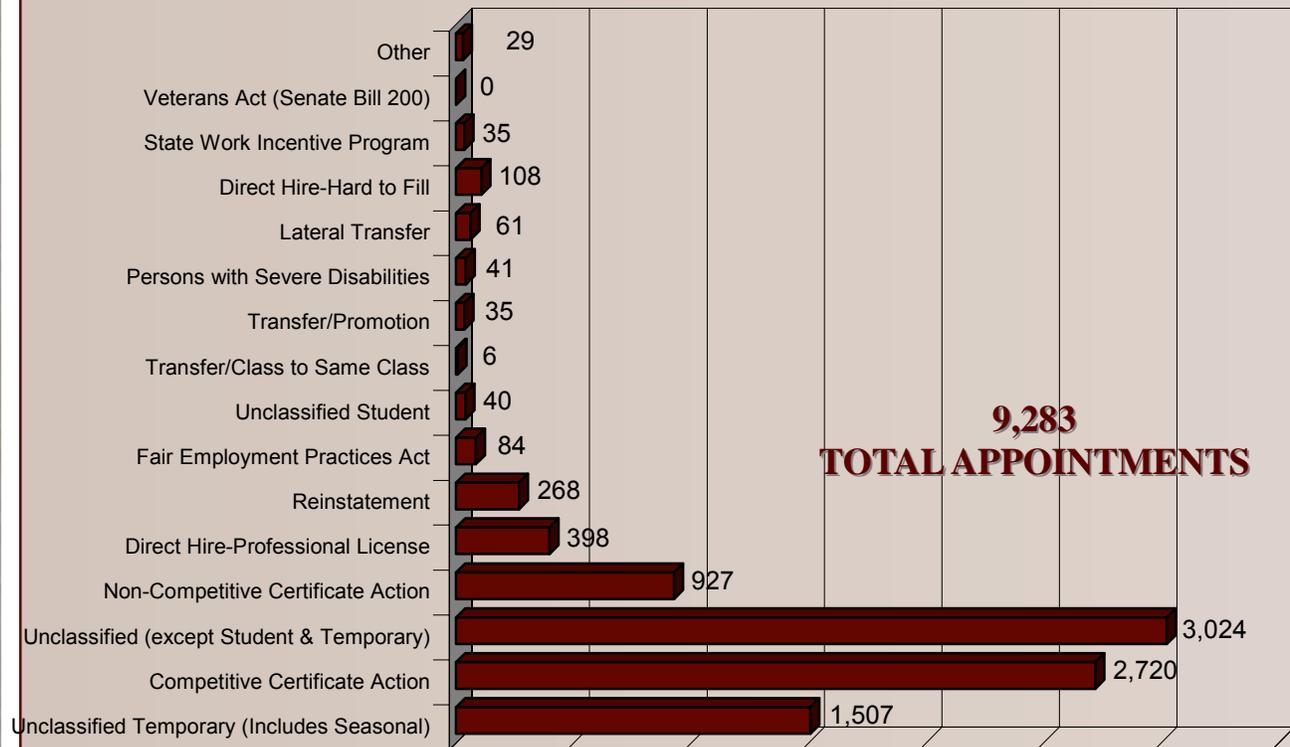
## Personnel Assessment continued....

For the first time a member of the division, Laura Sohl, presented research which she conducted during a job analysis of Juvenile Specialist to the 30th annual conference of the IPMA-HR Assessment council (IPMAAC).

The division completed eleven agency audits of the performance management process, bringing the total number of agencies audited to 73. Meeting were held with leaders of four agencies regarding insufficient PMP compliance.

Division staff taught the HRDS course: Structured Interviewing Process seven times.

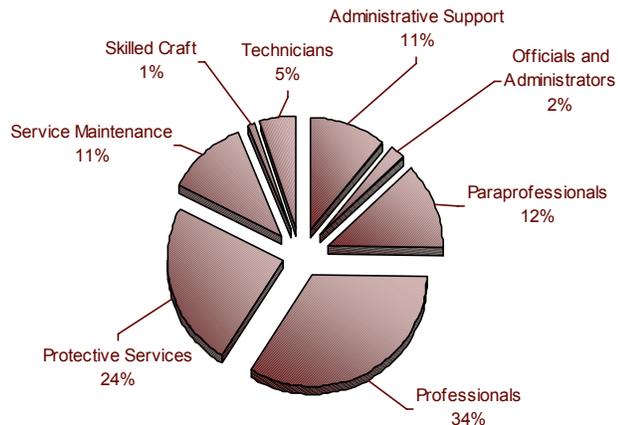
### Chart 7: FY 06 Merit Agencies Appointments by Type

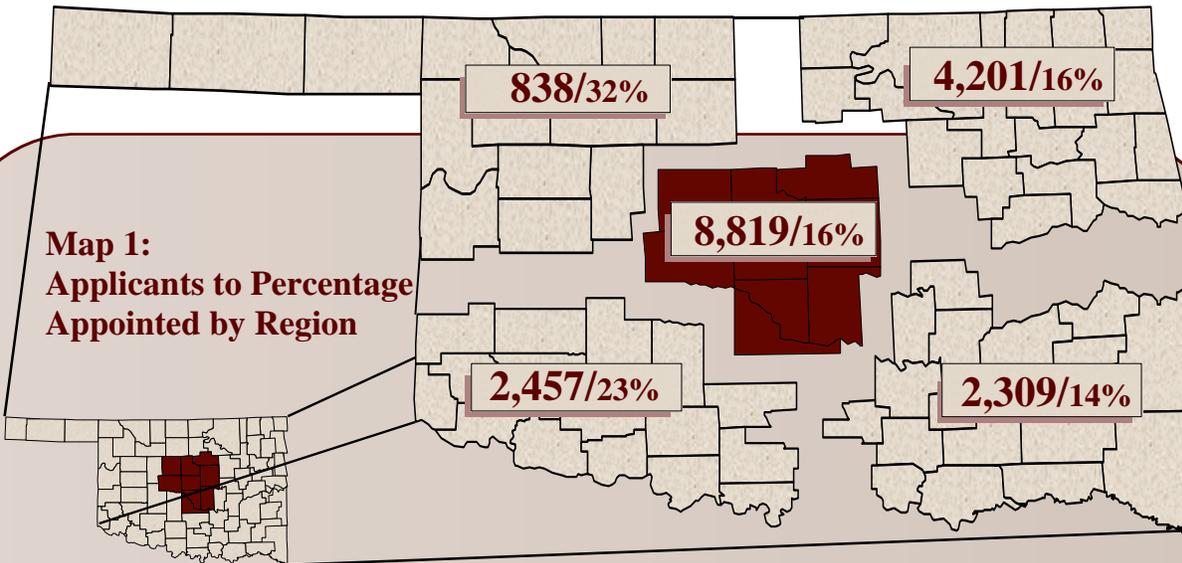


### Chart 8: FY 06 Merit Agencies Appointments by EEO Category

**Number Category**

1,007	Administrative Support
186	Officials and Administrators
1,147	Paraprofessionals
3,119	Professionals
2,199	Protective Service
1,047	Service Maintenance
124	Skilled Craft
454	Technicians
<b>9,283</b>	<b>Total</b>



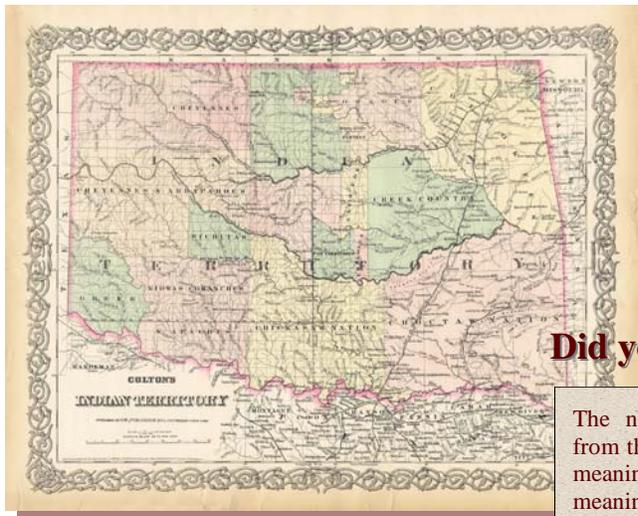


County	Applicants	County	Applicants	County	Applicants
Adair	49	Grant	8	Nowata	21
Alfalfa	51	Greer	59	Okfuskee	84
Atoka	91	Harmon	9	Oklahoma	5,220
Beaver	16	Harper	53	Okmulgee	151
Beckham	54	Haskell	54	Osage	107
Blaine	32	Hughes	91	Ottawa	185
Bryan	120	Jackson	118	Pawnee	85
Caddo	86	Jefferson	24	Payne	249
Canadian	528	Johnston	48	Pittsburg	468
Carter	352	Kay	96	Pontotoc	159
Cherokee	236	Kingfisher	30	Pottawatomie	385
Choctaw	66	Kiowa	73	Pushmataha	124
Cimarron	3	Latimer	29	Roger Mills	0
Cleveland	1,506	Leflore	254	Rogers	275
Coal	33	Lincoln	201	Seminole	118
Comanche	1,033	Logan	183	Sequoyah	135
Cotton	77	Love	42	Stephens	225
Craig	231	Major	22	Texas	57
Creek	205	Marshall	53	Tillman	91
Custer	123	Mayer	333	Tulsa	1,354
Delaware	145	McClain	173	Wagoner	175
Dewey	13	McCurtain	109	Washington	106
Ellis	15	McIntosh	87	Washita	40
Garfield	201	Murray	186	Woods	66
Garvin	174	Muskogee	410	Woodward	210
Grady	312	Noble	37	Out of State	510



# Outlook on Oklahoma

## 4 Demographics: The Oklahoma Workforce



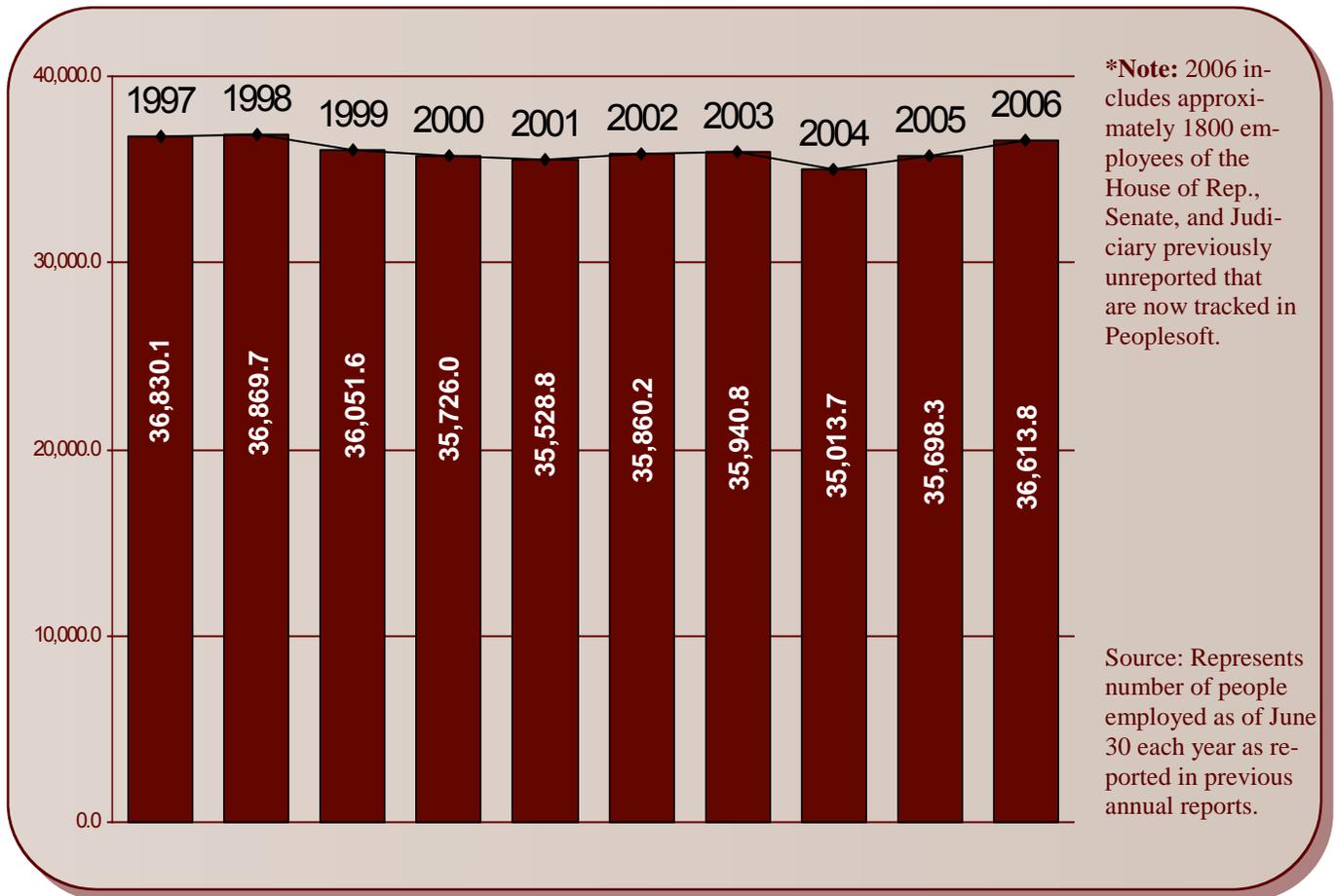
**Indian Territory 1876**

### **Did you know?**

The name "Oklahoma" comes from the Choctaw words: "okla" meaning people and "humma" meaning red, so the state's name literally means "red people."

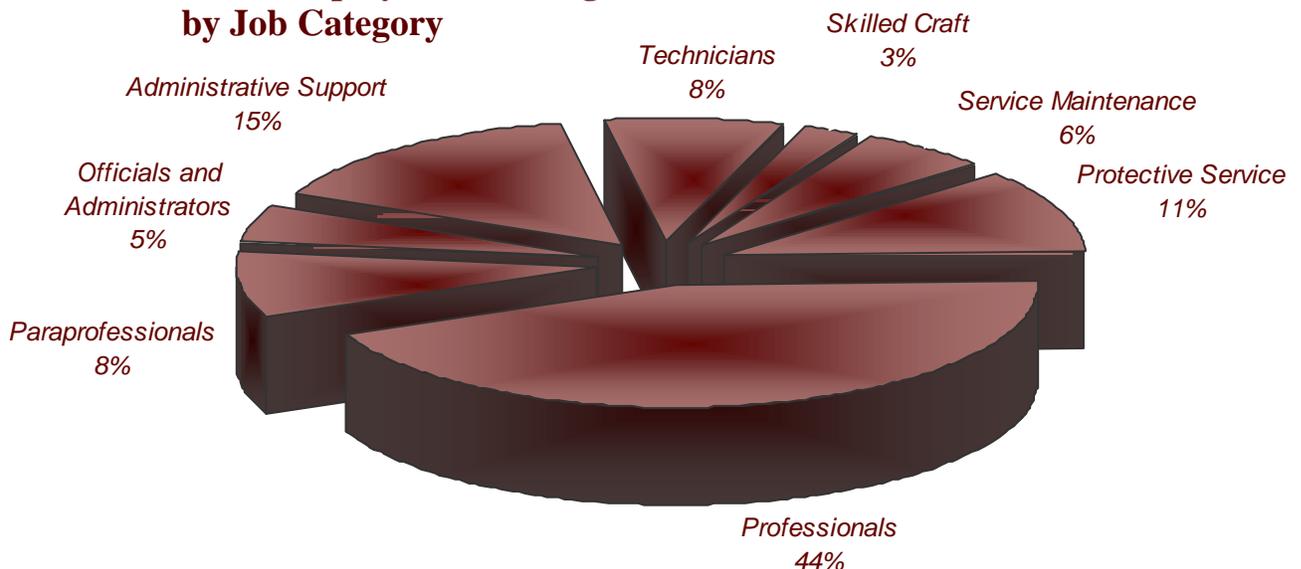
Photo: Courtesy of the Legislative Service Bureau Photo Division.

### Chart 9: FTE Count 1997 to 2006



Source: Represents Fiscal Year Average as reported in the OSF FTE Report.

### Chart 10: FY 06 Employee Percentage by Job Category



# Demographics

FY 2006 Annual Report

Table 6: Agency Employees by Job Category

Agency	Admin. Support	Off. & Admin.	Para – Prof.	Prof.	Prot. Svc.	Svc. Maint.	Skilled Craft	Tech.
Aeronautics Commission	2	1	0	7	0	0	0	0
Agriculture	52	27	2	108	101	8	2	124
Attorney General	24	3	10	128	0	0	0	3
Auditor and Inspector	13	30	6	119	1	0	0	0
Board Of Nursing	14	3	0	13	0	0	0	0
Board Of Pharmacy	1	3	0	4	0	0	0	0
Boll Weevil Eradication Org	3	1	0	7	0	3	0	0
Bureau Of Investigation	49	16	1	88	64	0	1	81
Bureau Of Narcotics	21	11	0	10	46	0	0	7
Capitol Complex/Centennial Com	2	2	0	3	0	0	0	0
Career/Tech. Education	60	27	10	220	0	13	11	21
Central Services	50	24	8	79	0	28	44	18
Civil Emergency Management	5	2	0	19	1	0	0	1
CLEET	7	1	0	25	0	0	0	1
Commerce	15	29	2	116	0	0	0	0
Comm. On Children & Youth	7	2	0	20	0	0	0	1
Commissioners Land Office	15	7	0	37	0	0	0	4
Compsource	101	8	8	157	0	1	1	81
Conservation Commission	3	8	0	36	0	0	0	7
Construction Industries Board	8	2	0	26	0	0	0	0
Corporation Commission	86	39	11	194	34	0	0	128
Corrections	508	114	49	1,206	2,439	141	22	233
Cosmetology Board	6	2	0	0	0	0	0	6
Department Of Consumer Credit	4	2	0	10	0	0	0	0
Department Of Mines	5	3	2	18	8	0	0	0
Department Of Securities	2	2	2	19	0	0	0	1
District Attorney	630	15	3	490	0	0	0	7
Education	78	58	2	227	0	0	1	9
Educational Television Auth	5	3	9	40	0	3	9	5
Election Board	4	3	2	10	0	0	0	5
Employees Benefits Council	6	5	2	17	0	0	0	3
Environmental Quality	61	42	2	415	0	2	0	16
Ethics Commission	1	2	0	4	0	0	0	1
Firefighter Pension/Retirement	2	2	2	4	0	0	0	0
GRDA	31	88	0	59	9	8	291	32

# Demographics

FY 2006 Annual Report

Table 6: Agency Employees by Job Category (Continued)

Agency	Admin. Support	Off. & Admin.	Para - prof.	Prof.	Prot. Svc.	Svc. Maint.	Skilled Craft	Tech.
<b>Health</b>	<b>516</b>	<b>75</b>	<b>84</b>	<b>1,470</b>	<b>3</b>	<b>14</b>	<b>2</b>	<b>100</b>
Health Care Authority	63	27	28	246	0	0	0	17
Historical Society	19	7	34	67	0	22	6	9
Horse Racing Commission	15	2	1	24	0	1	0	0
House of Representatives	70	48	1	52	0	7	0	6
Human Rights Commission	7	2	0	9	0	0	0	0
Human Services	902	187	779	5,278	40	135	132	195
Indigent Defense System	22	16	0	82	0	0	0	1
Industrial Finance Authority	0	4	0	2	0	0	0	0
Insurance Department	56	15	1	78	0	0	0	0
J.D. McCarty Center	11	9	116	43	0	15	2	8
Juvenile Affairs	114	44	339	464	131	36	17	18
Labor	23	14	0	61	0	1	0	9
Libraries	15	6	4	36	0	0	0	3
Lieutenant Governor	1	3	0	6	0	0	0	1
Liquefied Petroleum Gas Board	1	1	0	1	0	0	0	6
Medical Licensure/Supervision	12	3	0	8	0	0	0	0
Medicolegal Investigations	8	5	2	42	4	2	0	9
Mental Health	240	81	509	857	28	121	42	123
Merit Protection Commission	0	2	0	6	0	0	0	0
Military Department	46	17	24	124	71	28	34	17
OCAST	3	6	0	14	0	0	0	0
OESC	72	102	70	517	6	0	4	45
Office Of Handicapped Concerns	1	1	0	4	0	0	0	1
Office Of The Governor	0	1	0	33	0	0	0	0
Okla Real Estate Commission	11	3	0	2	0	0	0	1
Oklahoma Able Commission	5	8	0	7	21	0	0	0
Oklahoma Accountancy Board	3	2	0	4	0	0	0	0
Oklahoma Arts Council	2	7	0	8	0	0	0	0
OSEEGIB	16	9	52	88	0	0	0	15
Pardon And Parole Board	6	2	0	5	24	0	0	0
Personnel Management	14	11	2	41	0	0	0	8



Oklahoma City  
circa 1950

Photo: Courtesy of the Legislative Service Bureau Photo Division.

# Demographics

FY 2006 Annual Report

**Table 6: Agency Employees by Job Category (Continued)**

Agency	Admin. Support	Off. & Admin.	Para - prof.	Prof.	Prot. Svc.	Svc Maint.	Skilled Craft	Tech.
Physician Manpower Training	2	2	0	2	0	0	0	0
Police Pension & Retirement	2	3	0	6	0	0	0	0
Pro Engineers & Land Surveyors	6	1	0	1	0	0	0	0
Public Employees Retirement	12	7	12	20	0	0	0	4
Public Safety	395	28	4	151	885	12	30	45
Rehabilitation Services	89	58	85	480	4	24	12	132
Scenic Rivers Commission	2	1	0	1	3	0	1	1
School Of Science/Math	5	5	1	61	0	3	0	0
Secretary Of State	18	3	3	9	0	0	0	3
Senate	70	3	10	124	0	3	0	2
State Banking Department	5	5	0	29	0	0	0	1
State Finance	16	16	4	66	0	0	0	35
State Fire Marshal	4	0	0	6	22	0	0	0
State Treasurer	11	4	4	42	0	0	0	16
Tax Commission	87	44	34	709	0	0	4	55
Teacher Preparation Commission	3	3	1	2	0	0	0	0
Teachers' Retirement System	11	4	4	30	0	0	0	3
Tourism and Recreation	114	17	67	107	42	110	113	21
Transportation	167	263	15	228	1	848	86	785
Transportation Authority	309	17	49	57	0	136	14	35
Used Motor Vehicle Commission	4	1	0	5	0	0	0	0
Veterans Affairs	85	29	618	243	35	367	47	333
Water Resources Board	12	14	0	62	0	0	0	6
Wildlife Conservation	31	6	1	105	10	2	1	160
Will Rogers Memorial Comm	1	1	0	2	0	3	0	0
Other	37	33	7	41	0	0	1	3
<b>Total</b>	<b>5,653</b>	<b>1,875</b>	<b>3,098</b>	<b>16,214</b>	<b>4,033</b>	<b>2,097</b>	<b>930</b>	<b>3,017</b>

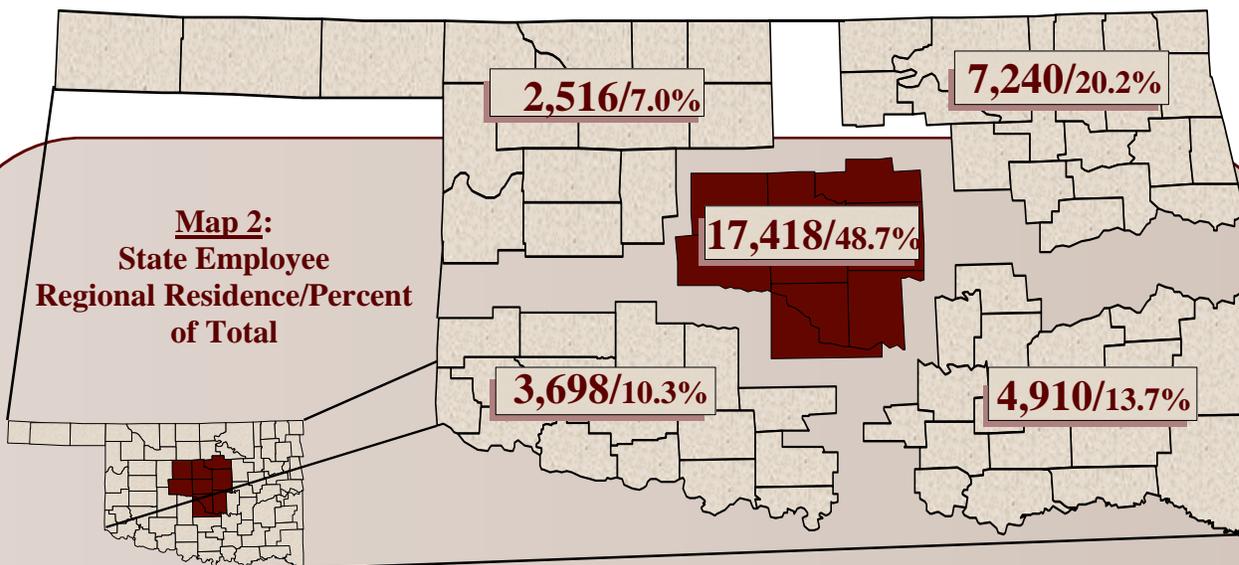
“Other” category includes all 24 agencies with fewer than five full-time, regular employees.



Oklahoma City  
2006

# Demographics

FY 2006 Annual Report



County	Employees	County	Employees	County	Employees
Adair	89	Grant	48	Nowata	41
Alfalfa	186	Greer	197	Okfuskee	197
Atoka	271	Harmon	36	Oklahoma	10,078
Beaver	39	Harper	128	Okmulgee	224
Beckham	137	Haskell	85	Osage	312
Blaine	100	Hughes	157	Ottawa	251
Bryan	235	Jackson	215	Pawnee	154
Caddo	220	Jefferson	54	Payne	517
Canadian	1,124	Johnston	76	Pittsburg	1,010
Carter	530	Kay	208	Pontotoc	314
Cherokee	272	Kingfisher	108	Pottawatomie	802
Choctaw	124	Kiowa	184	Pushmataha	206
Cimarron	21	Latimer	93	Roger Mills	19
Cleveland	3,129	Leflore	554	Rogers	593
Coal	110	Lincoln	403	Seminole	199
Comanche	802	Logan	303	Sequoyah	255
Cotton	55	Love	46	Stephens	295
Craig	527	Major	66	Texas	113
Creek	333	Marshall	136	Tillman	159
Custer	371	Mayer	331	Tulsa	2,304
Delaware	166	McClain	507	Wagoner	256
Dewey	27	McCurtain	252	Washington	186
Ellis	52	McIntosh	234	Washita	82
Garfield	855	Murray	402	Woods	184
Garvin	686	Muskogee	851	Woodward	407
Grady	347	Noble	142	Not Reported	1,135

# Demographics

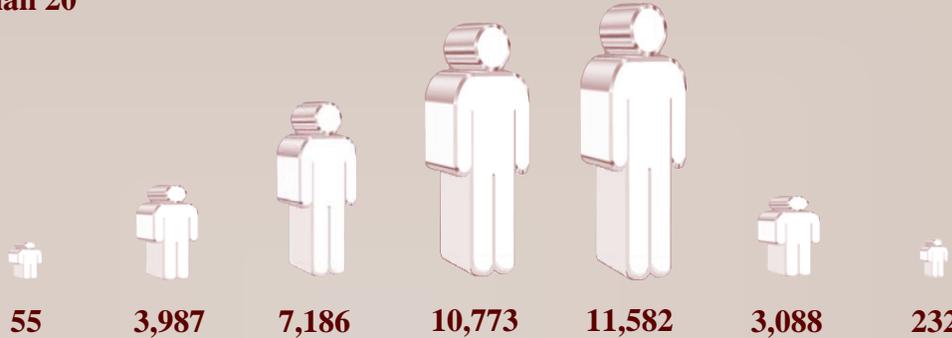
FY 2006 Annual Report



**Table 7:**

**Employees  
by Age Groups**

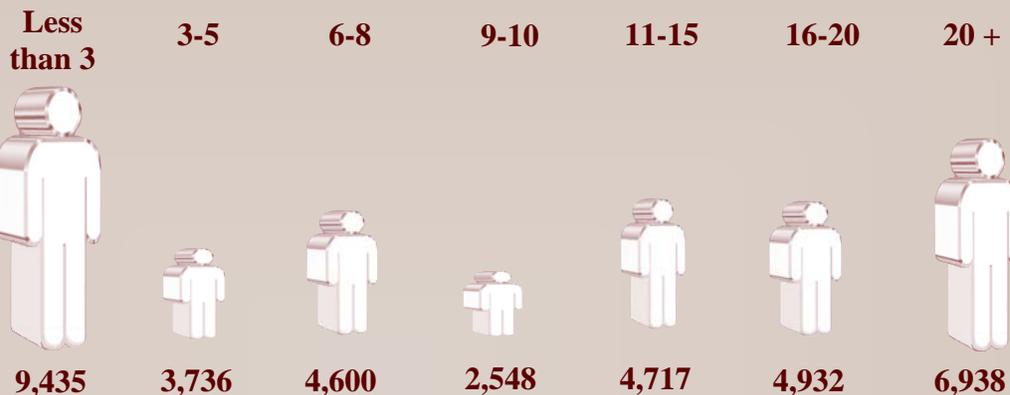
Less than 20    20-29    30-39    40-49    50-59    60-69    70 +



	Less than 20	20-29	30-39	40-49	50-59	60-69	70 +
Administrative Sup.	8 0.02%	542 1.47%	886 2.40%	1,597 4.33%	2,000 5.42%	557 1.51%	63 0.17%
Officials / Administrators	0 0.00%	25 0.07%	164 0.44%	600 1.63%	816 2.21%	253 0.69%	17 0.05%
Paraprofessionals	25 0.07%	639 1.73%	617 1.67%	879 2.38%	735 1.99%	185 0.50%	18 0.05%
Professionals	1 0.00%	1,523 4.13%	3,252 8.81%	4,610 12.49%	5,334 14.45%	1,384 3.75%	97 0.26%
Protective Service	1 0.00%	694 1.88%	1,232 3.34%	1,132 3.07%	796 2.16%	172 0.47%	6 0.02%
Service Maintenance	15 0.04%	214 0.58%	346 0.94%	685 1.86%	616 1.67%	208 0.56%	13 0.04%
Skilled Craft	2 0.01%	37 0.10%	104 0.28%	351 0.95%	347 0.94%	86 0.23%	2 0.01%
Technicians	3 0.01%	313 0.85%	585 1.58%	919 2.49%	938 2.54%	243 0.66%	16 0.04%

**Table 8:**

**Employees  
by Years of Service**



	Less than 3	3-5	6-8	9-10	11-15	16-20	20 +
Administrative Support	1,452 3.9%	756 2.0%	745 2.0%	298 0.8%	678 1.8%	682 1.8%	1,042 2.8%
Officials and Administrators	143 0.4%	90 0.2%	132 0.4%	87 0.2%	227 0.6%	372 1.0%	824 2.2%
Paraprofessionals	1,380 3.7%	414 1.1%	319 0.9%	149 0.4%	237 0.6%	272 0.7%	327 0.9%
Professionals	3,850 10.4%	1,259 3.4%	2,109 5.7%	1,290 3.5%	2,550 6.9%	2,100 5.7%	3,045 8.3%
Protective Service	1,108 3.0%	453 1.2%	615 1.7%	330 0.9%	511 1.4%	524 1.4%	492 1.3%
Service Maintenance	660 1.8%	320 0.9%	241 0.7%	150 0.4%	164 0.4%	269 0.7%	293 0.8%
Skilled Craft	175 0.5%	65 0.2%	86 0.2%	44 0.1%	78 0.2%	235 0.6%	247 0.7%
Technicians	667 1.8%	379 1.0%	353 1.0%	200 0.5%	272 0.7%	478 1.3%	668 1.8%

**Table 9: FY 06 Agency Average Age, Years of Service**

Agency	Emp. under age 50	Emp. age 50 or older	Avg. Age	Avg. Years of Service	Avg. Years to Ret. Eligibility
Aeronautics Commission	7	3	45.1	8.7	14.7
Agriculture	245	179	45.9	13.8	10.4
Attorney General	102	66	44.7	9.3	14.7
Auditor and Inspector	119	50	41.4	10.7	16.4
Board Of Nursing	14	16	48.4	7.3	12.9
Board Of Pharmacy	5	3	49.0	11.0	11.4
Boll Weevil Eradication Org	9	5	49.3	6.0	12.6
Bureau Of Investigation	189	111	43.8	12.6	14.0
Bureau Of Narcotics	63	32	43.3	12.4	14.2
Capitol Complex/Centennial Com	3	4	53.9	13.1	8.2
Career/Tech. Education	205	157	47.5	12.3	10.1
Central Services	111	140	49.3	12.3	9.7
Civil Emergency Management	8	20	54.4	12.3	7.2
CLEET	15	19	49.1	10.9	10.7
Commerce	94	68	45.7	10.1	13.8
Commission On Children & Youth	19	11	44.0	10.1	14.7
Commissioners Land Office	26	37	50.5	14.8	8.0
Compsource	192	165	46.6	9.7	12.8
Conservation Commission	32	22	46.0	12.6	12.6
Construction Industries Board	18	18	49.2	8.0	12.1
Corporation Commission	208	284	50.5	12.6	9.5
Corrections	3,049	1,663	44.1	10.1	12.7
Cosmetology Board	10	4	46.2	8.8	13.0
Department Of Consumer Credit	5	11	53.9	10.4	8.6
Department Of Mines	19	17	47.7	15.2	9.2
Department Of Securities	12	14	49.5	15.6	9.0
District Attorney	776	369	42.9	8.2	14.0
Education	211	164	46.1	9.8	11.7
Educational Television Auth	45	29	44.4	8.2	15.7
Election Board	9	15	50.9	14.4	7.8
Employees Benefits Council	17	16	48.3	9.8	11.7
Environmental Quality	323	215	44.9	11.4	11.9
Ethics Commission	1	7	56.3	13.4	5.1
Firefighter Pension/Retirement	5	5	47.1	13.8	10.4
GRDA	258	260	47.8	17.4	7.2
Health	1,296	968	45.9	10.1	11.8
Health Care Authority	269	112	43.1	10.0	15.6
Historical Society	75	89	48.7	11.5	11.4
Horse Racing Commission	19	24	52.1	11.8	8.8
Human Rights Commission	13	5	44.3	11.0	14.3
Human Services	4,607	3,041	44.8	11.0	12.0
Indigent Defense System	78	43	45.1	8.9	14.7
Industrial Finance Authority	0	6	61.7	17.7	0.8
Insurance Department	88	62	45.1	7.2	15.3
J.D. McCarty Center	154	50	38.8	5.0	17.4
Juvenile Affairs	762	401	44.2	9.6	15.0

# Demographics

FY 2006 Annual Report

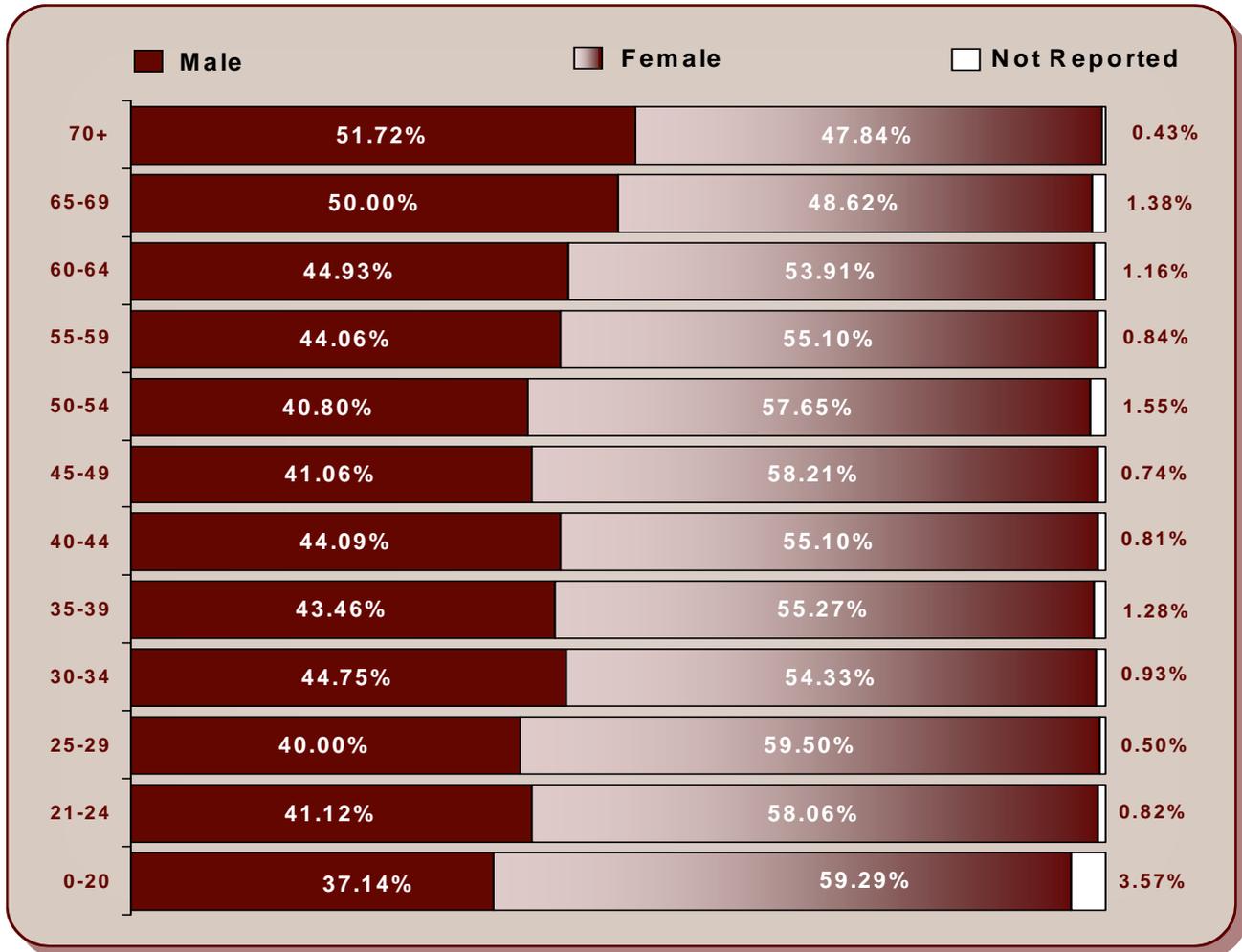
Table 9: FY 06 Agency Average Age, Years of Service (continued)

Agency	Emp. under age 50	Emp. age 50 or older	Avg. Age	Avg. Years of Service	Avg. Years to Ret. Eligibility
Labor	64	44	45.4	10.2	13.9
Libraries	21	43	51.1	14.0	8.6
Lieutenant Governor	7	4	38.6	4.0	17.0
Liquefied Petroleum Gas Board	1	8	58.4	15.1	5.1
Medical Licensure/Supervision	11	12	47.8	12.2	11.1
Medicolegal Investigations	57	15	40.6	7.9	18.5
Mental Health	1,213	788	45.0	9.0	12.5
Merit Protection Commission	3	5	49.5	10.1	10.4
Military Department	237	124	44.0	7.3	15.9
OCAST	10	13	50.3	11.3	9.7
OESC	356	460	49.5	13.1	9.9
Office Of Handicapped Concerns	3	4	50.4	15.6	9.3
Office Of The Governor	28	6	38.6	7.1	20.7
Okla Real Estate Commission	11	6	43.3	13.1	14.4
Oklahoma ABLE Commission	17	24	50.1	19.1	6.6
Oklahoma Accountancy Board	6	3	44.7	11.1	15.9
Oklahoma Arts Council	7	10	51.9	11.2	9.4
OSEEGIB	106	74	47.0	10.9	12.5
Pardon And Parole Board	12	25	51.5	18.4	6.1
Personnel Management	39	37	46.2	11.4	12.7
Physician Manpower Training	3	3	53.0	22.0	3.7
Police Pension & Retirement	5	6	49.8	12.5	9.0
Pro Engineers & Land Surveyors	5	3	44.6	5.9	15.9
Public Employees Retirement	26	29	49.4	12.1	9.7
Public Safety	1,034	516	44.0	13.7	13.5
Rehabilitation Services	403	481	49.3	13.9	9.9
Scenic Rivers Commission	8	1	40.8	9.5	15.6
School Of Science/Math	40	35	47.9	7.6	13.5
Secretary Of State	21	15	46.1	13.9	11.6
State Banking Department	29	11	45.1	15.7	11.3
State Finance	75	62	47.8	11.9	11.2
State Fire Marshal	9	23	52.8	11.8	8.7
State Treasurer	50	27	45.3	9.3	14.2
Tax Commission	483	450	48.3	13.6	9.0
Teacher Preparation Commission	5	4	49.4	10.6	9.4
Teachers' Retirement System	23	29	49.4	13.0	10.4
Tourism and Recreation	332	259	46.5	10.7	11.0
Transportation	1,486	907	45.7	14.3	10.2
Transportation Authority	357	260	46.6	8.6	13.5
Used Motor Vehicle Commission	6	4	41.8	9.2	16.7
Veterans Affairs	1,101	656	44.2	6.8	13.9
Water Resources Board	63	31	42.1	12.5	14.9
Wildlife Conservation	209	107	43.4	16.1	11.0
Will Rogers Memorial Comm	0	7	54.7	12.8	5.7
Other	62	60	46.6	8.9	13.2
<b>05 Total</b>	<b>19,686</b>	<b>12,853</b>	<b>46.0</b>	<b>11.7</b>	<b>12.6</b>
<b>06 Total</b>	<b>21,829</b>	<b>14,691</b>	<b>45.4</b>	<b>11.0</b>	<b>12.2</b>

**Table 10: FY 06 Occupational Group Age Information**

<b>Occupational Group</b>	<b>Avg. Age</b>	<b>Avg. Years of Service</b>	<b>Avg. Years to Ret. Eligibility</b>	<b>Percent Eligible to Ret. Within 3 Years</b>
Agricultural Services and Inspections	49.0	11.7	10.2	27.6%
Corrections & Custody	47.3	13.7	10.0	26.8%
Employment Services	48.7	15.2	8.7	35.0%
Financial Management	49.3	13.0	9.0	30.1%
General Administrative	48.3	13.0	9.7	30.6%
General and Environmental Services	49.0	11.8	9.5	26.0%
General Safety, Security	42.4	12.9	14.9	21.0%
Health Care Services	43.8	10.5	12.9	20.6%
Historical Preservation	41.4	9.0	14.7	11.1%
HR Management and Development	46.5	8.9	12.9	19.0%
Information Technology	45.6	11.8	13.2	24.4%
Institutional and Nutritional Services	45.7	14.9	10.2	31.3%
Insurance and Benefits Administration	52.1	12.7	8.9	36.1%
Law Enforcement	53.9	13.0	6.9	44.4%
Logistics and Property Management	44.7	13.4	10.9	23.7%
Nursing Services	47.2	17.2	7.5	25.2%
Oil, Gas, Transportation and Utility	43.4	11.7	12.9	23.7%
Power Generation	44.6	14.1	11.0	19.3%
Prof. Engineering and Land Surveyors	45.9	12.8	10.9	25.7%
Rehabilitation/Vocational Services	47.8	12.4	11.7	33.3%
Revenue and Taxation	47.1	11.3	10.8	26.5%
Social Services	50.5	13.1	9.4	36.7%
Transportation	46.2	11.1	11.2	23.4%
Travel, Tourism and Recreation	44.0	7.1	13.9	14.4%
Veterans Services	43.8	8.0	14.2	16.3%
<b>Total Classified</b>	<b>45.3</b>	<b>11.1</b>	<b>12.0</b>	<b>22.4%</b>
<b>Unclassified</b>	<b>45.6</b>	<b>10.4</b>	<b>12.4</b>	<b>22.1%</b>
<b>Total</b>	<b>45.4</b>	<b>11.0</b>	<b>12.1</b>	<b>22.3%</b>

**Chart 11: FY 06 Gender by Age Groups**



### Equal Opportunity and Workforce Diversity

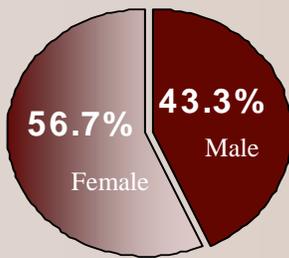
Brenda Thornton  
 Director, Equal Opportunity and  
 Workforce Diversity

The Equal Opportunity and Workforce Diversity staff provides services that support a diverse workforce. The division reports annually on the progress made in the area of affirmative action, including the status of the recruitment of women, men, and minorities. Staff supports the Affirmative Action Review Council (AARC), Governor’s Advisory Council on Asian-American Affairs, Governor’s Advisory Council on Latin American and Hispanic Affairs, and the Governor’s Ethnic American Advisory Council. The division surveys state agencies each year for information to produce the EEO/Affirmative Action Status Report. Previous year’s reports are available online.

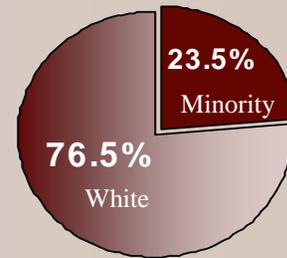


FY 2005 EEO/Affirmative Action Status Report

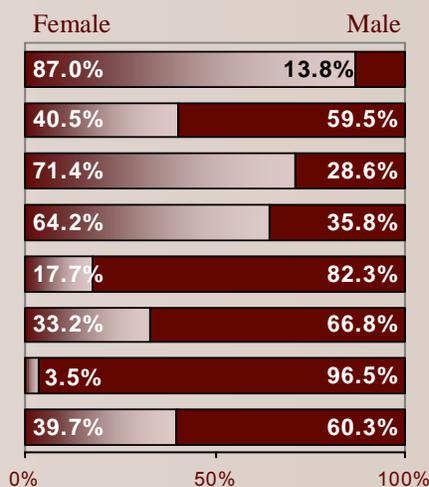
**Chart 12: FY 06 Gender, Race & Job Category**



of 36,532 employees

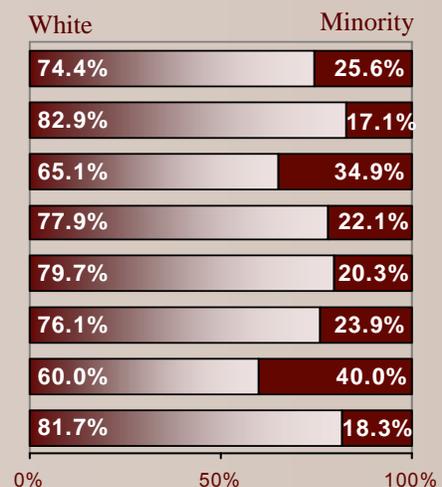


of 36,913 employees



**Job Category**

- Administrative Support
- Officials and Administrators
- Paraprofessionals
- Professionals
- Protective Service
- Service Maintenance
- Skilled Craft
- Technicians



Less than 1 percent of employees' gender is not reported in personnel systems. About 10 percent of employees' race information is not specified in the personnel systems.

**Table 11: FY 06 Race by Job Category**

Job Category	American Indian/Alaska Native	Asian	Black/African American	Hispanic / Latino	Total Minority	Percent of Total
Administrative Support	442	64	770	173	1,448	25.6%
Officials and Administrators	115	30	146	30	321	17.1%
Paraprofessionals	195	74	681	131	1,081	34.9%
Professionals	1,096	373	1,812	298	3,579	22.1%
Protective Service	403	23	303	91	819	20.3%
Service Maintenance	199	21	198	83	501	23.9%
Skilled Craft	203	0	150	19	372	40.0%
Technicians	212	88	200	52	552	18.3%
<b>Total</b>	<b>2,865</b>	<b>672</b>	<b>4,259</b>	<b>877</b>	<b>8,673</b>	
<b>Percent of Total Minority</b>	<b>33.0%</b>	<b>7.7%</b>	<b>49.1%</b>	<b>10.1%</b>		

About 10 percent of employees' race information is not reported in the personnel systems.

# Demographics

FY 2006 Annual Report

**Table 12: Agency Employees by Gender and Race**

Agency	Percent Male	Percent Female	White	A. Indian/ Alaska Native	Asian	Black/ African American	Hispanic/ Latino	Percent Minority
Aeronautics Commission	60.0%	40.0%	7	1	1	1	0	30.0%
Agriculture	71.7%	28.3%	363	29	4	24	4	14.4%
Attorney General	46.4%	53.6%	146	13	0	7	2	13.1%
Auditor and Inspector	40.8%	59.2%	146	13	1	9	0	13.6%
Board Of Nursing	3.3%	96.7%	21	3	0	6	0	30.0%
Board Of Pharmacy	37.5%	62.5%	8	0	0	0	0	0.0%
Boll Weevil Eradication Org	50.0%	50.0%	14	0	0	0	0	0.0%
Bureau Of Investigation	48.0%	52.0%	257	13	4	22	4	14.3%
Bureau Of Narcotics	61.1%	38.9%	64	9	1	5	16	32.6%
Capitol Complex/Cent. Com	14.3%	85.7%	7	0	0	0	0	0.0%
Career/Tech. Education	47.8%	52.2%	333	13	1	13	2	8.0%
Central Services	55.8%	44.2%	178	16	5	45	7	29.1%
Civil Emerg. Management	50.0%	50.0%	23	1	0	2	2	17.9%
CLEET	58.8%	41.2%	29	3	0	1	1	14.7%
Commerce	44.4%	55.6%	131	8	5	16	2	19.1%
Comm. Children & Youth	23.3%	76.7%	26	2	0	1	1	13.3%
Commissioners Land Office	52.4%	47.6%	55	1	2	4	1	12.7%
Compsource	29.7%	70.3%	299	15	8	30	5	16.2%
Conservation Commission	53.7%	46.3%	49	4	0	1	0	9.3%
Construction Industries	72.2%	27.8%	31	2	2	0	1	13.9%
Corporation Commission	60.2%	39.8%	413	25	11	38	5	16.1%
Corrections	60.6%	39.4%	3,715	422	42	439	94	21.2%
Cosmetology Board	21.4%	78.6%	13	1	0	0	0	7.1%
Dept. Consumer Credit	56.3%	43.8%	14	1	0	0	1	12.5%
Department Of Mines	52.8%	47.2%	31	2	0	3	0	13.9%
Department Of Securities	46.2%	53.8%	24	0	1	1	0	7.7%
District Attorney	31.5%	68.5%	1,086	27	1	21	10	5.2%
Education	19.2%	80.8%	322	18	8	21	6	14.1%
Educational Television Auth.	64.9%	35.1%	66	1	2	5	0	10.8%
Election Board	25.0%	75.0%	17	1	1	4	1	29.2%
Employees Benefits Council	36.4%	63.6%	30	1	0	2	0	9.1%
Environmental Quality	58.4%	41.6%	444	29	25	29	11	17.5%
Ethics Commission	50.0%	50.0%	7	0	0	1	0	12.5%
Firefighter Pension/Retire.	20.0%	80.0%	7	1	0	2	0	30.0%
GRDA	72.8%	27.2%	512	6	0	0	0	1.2%
Health	17.8%	82.2%	1,831	149	40	152	92	19.1%
Health Care Authority	20.5%	79.5%	268	10	12	80	11	29.7%
Historical Society	53.7%	46.3%	144	8	0	9	3	12.2%
Horse Racing Commission	55.8%	44.2%	40	1	0	2	0	7.0%
Human Rights Commission	27.8%	72.2%	4	0	0	11	3	77.8%
Human Services	24.1%	75.9%	5,804	536	119	1,032	157	24.1%
Indigent Defense System	45.5%	54.5%	104	7	3	4	3	14.0%
Industrial Finance Authority	66.7%	33.3%	6	0	0	0	0	0.0%
Insurance Department	32.0%	68.0%	112	9	5	21	3	25.3%
J.D. McCarty Center	27.5%	72.5%	174	4	2	21	3	14.7%
Juvenile Affairs	46.7%	53.3%	830	62	3	239	29	28.6%

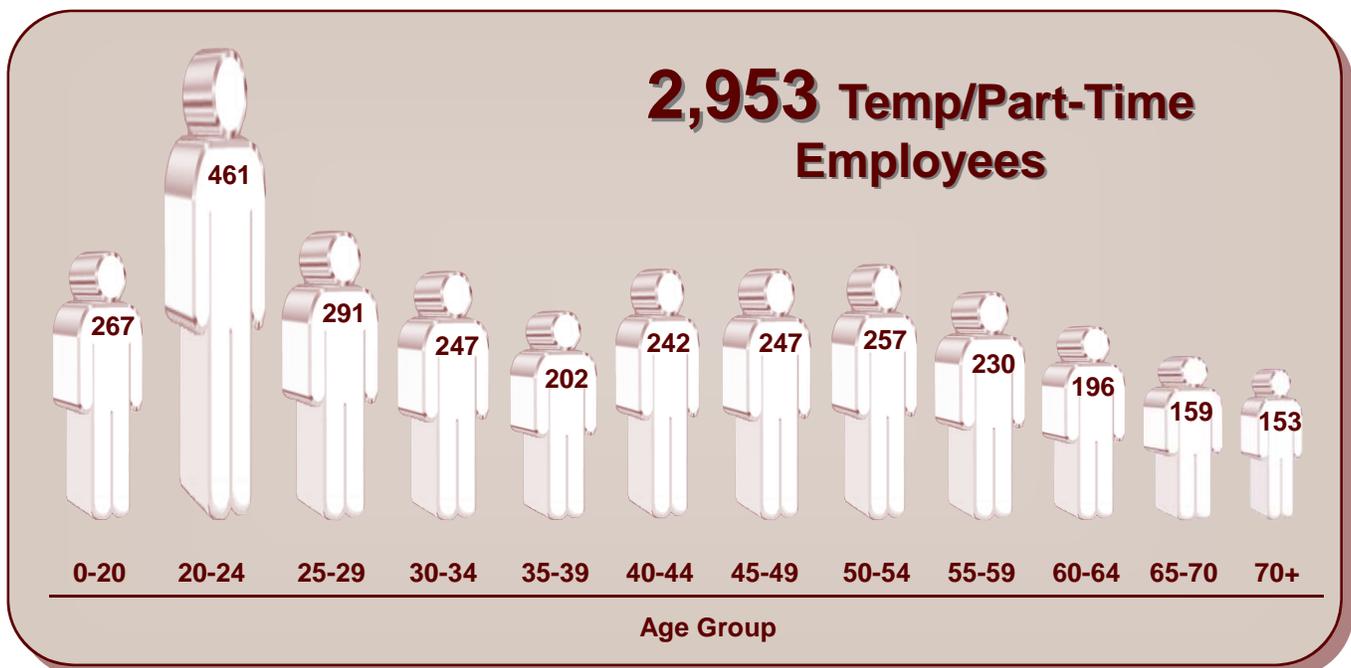
**Table 12: Agency Employees by Gender and Race (Continued)**

Agency	Percent Male	Percent Female	White	A. Indian/ Alaska Native	Asian	Black/ African American	Hispanic/ Latino	Percent Minority
Labor	50.9%	48.1%	87	4	4	9	4	19.4%
Libraries	29.7%	70.3%	55	0	4	5	0	14.1%
Lieutenant Governor	36.4%	54.5%	11	0	0	0	0	0.0%
Liq. Petroleum Gas Board	77.8%	22.2%	9	0	0	0	0	0.0%
Med. Licensure/Supervision	30.4%	69.6%	17	3	0	2	1	26.1%
Medicolegal Investigations	55.6%	44.4%	60	7	2	3	0	16.7%
Mental Health	33.7%	66.3%	1,451	163	80	249	58	27.5%
Merit Protection Comm.	25.0%	75.0%	7	0	1	0	0	12.5%
Military Department	64.5%	35.5%	302	32	6	13	8	16.3%
OCAST	34.8%	65.2%	22	0	0	1	0	4.3%
OESC	25.1%	41.9%	687	26	5	92	6	15.8%
Office Of Hand. Concerns	57.1%	42.9%	6	1	0	0	0	14.3%
Office Of The Governor	38.2%	61.8%	31	0	0	3	0	8.8%
Okla. Real Estate Comm.	23.5%	76.5%	13	0	1	2	1	23.5%
Oklahoma ABLE Comm.	56.1%	43.9%	34	1	0	6	0	17.1%
Okla. Accountancy Board	33.3%	66.7%	7	1	0	1	0	22.2%
Oklahoma Arts Council	17.6%	82.4%	13	1	1	2	0	23.5%
OSEEGIB	30.0%	70.0%	152	6	4	14	4	15.6%
Pardon And Parole Board	54.1%	45.9%	26	3	0	7	1	29.7%
Personnel Management	28.9%	71.1%	50	2	4	18	2	34.2%
Physician Manpower Train.	33.3%	66.7%	6	0	0	0	0	0.0%
Police Pension & Retire.	18.2%	81.8%	10	0	1	0	0	9.1%
Pro Engineers/Land Survey.	12.5%	87.5%	7	0	0	1	0	12.5%
Public Employees Retire.	32.7%	67.3%	47	2	1	4	1	14.5%
Public Safety	73.4%	26.5%	1,316	97	5	97	35	15.1%
Rehabilitation Services	28.8%	70.9%	702	24	19	128	11	20.6%
Scenic Rivers Commission	77.8%	22.2%	9	0	0	0	0	0.0%
School Of Science/Math	57.3%	42.7%	61	0	8	4	2	18.7%
Secretary Of State	11.1%	88.9%	25	4	1	4	2	30.6%
State Banking Department	62.5%	37.5%	36	1	0	1	2	10.0%
State Finance	53.3%	45.3%	108	7	5	12	5	21.2%
State Fire Marshal	78.1%	21.9%	32	0	0	0	0	0.0%
State Treasurer	36.4%	63.6%	59	3	4	9	2	23.4%
Tax Commission	37.7%	62.3%	728	49	34	108	14	22.0%
Teacher Preparation Comm.	11.1%	88.9%	8	0	0	1	0	11.1%
Teachers Retirement	25.0%	75.0%	38	4	3	5	2	26.9%
Tourism and Recreation	54.1%	45.9%	506	53	5	19	8	14.4%
Transportation	81.9%	18.1%	2,023	175	24	102	69	15.5%
Transportation Authority	51.9%	48.1%	475	70	4	50	18	23.0%
Used Motor Vehicle Comm.	50.0%	40.0%	9	1	0	0	0	10.0%
Veterans Affairs	22.4%	77.6%	1,367	102	44	193	51	22.2%
Water Resources Board	60.6%	38.3%	82	3	4	4	1	12.8%
Wildlife Conservation	86.7%	13.3%	285	24	0	4	3	9.8%
Will Rogers Mem. Comm.	71.4%	28.6%	7	0	0	0	0	0.0%
<b>Total</b>	<b>42.8%</b>	<b>57.2%</b>	<b>26,790</b>	<b>2,865</b>	<b>672</b>	<b>4,259</b>	<b>877</b>	<b>24.5%</b>

**Table 12: Temporary/Part-Time Employees by Cabinet**

Cabinet	Total Full-Time Regular Employees	Temporary/Part-Time Employees	Percent Temporary
Governor	34	4	10.5%
Lieutenant Governor	11	2	15.4%
Agriculture	509	99	16.3%
Commerce and Tourism	1,888	805	29.9%
Education (excl. High Ed)	978	76	7.2%
Energy	548	26	4.5%
Environment	953	139	12.7%
Finance and Revenue	2,105	75	3.4%
Health	4,709	418	8.2%
HR and Administration	444	50	10.1%
Human Services	10,016	688	6.4%
Military	438	53	10.8%
Safety and Security	8,397	308	3.5%
Science and Technology	24	0	0.0%
Secretary of State	70	7	9.1%
Transportation	3,027	87	2.8%
Veterans Affairs	1,794	116	6.1%
<b>Total</b>	<b>35,945</b>	<b>2,953</b>	<b>7.6%</b>

**Chart 13: Count of Temporary/Part-Time Employees by Age Group**





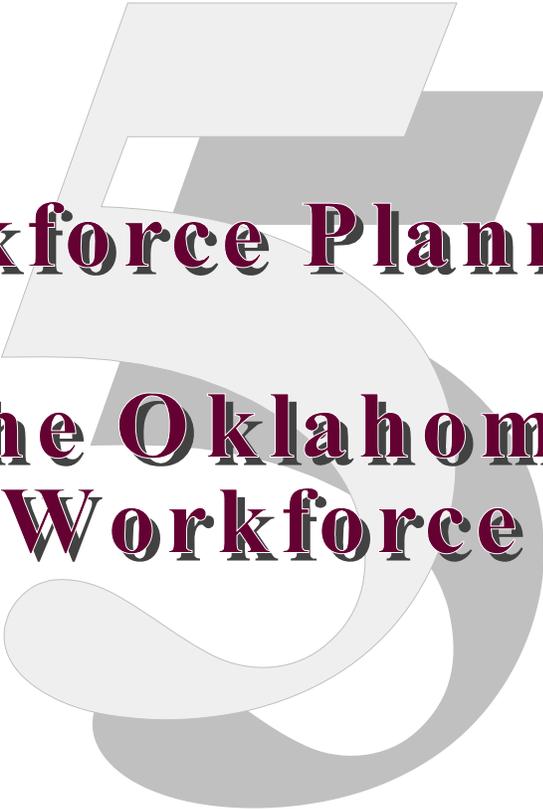
**Outlook** on

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# **Oklahoma**

**Workforce Planning:**

**The Oklahoma  
Workforce**



**Right People  
Right Place  
Right Time**



## Office of Workforce Planning

Alan Ross Tripp  
Manager, Office of Workforce Planning

The Office of Workforce Planning works in line with OPM's strategic mission to promote workforce planning and encourage agencies to utilize information to analyze their current workforce, determine future workforce needs, and implement solutions so that agencies may accomplish their missions.

The Office of Workforce Planning is focusing its efforts on three main services that it will provide to agencies: research and information, workforce planning facilitation, and policy navigation.

**Research:** The office is collecting and storing information as well as networking with other states and organizations about their workforce planning practices. Such a repository of information will help inspire creative thinking for addressing Oklahoma's workforce challenges. Best practices, guides, training, and programs will be made available online.

**Facilitation:** The office is prepared to:

- 1) Offer training or an overview of the workforce planning process.
- 2) Speak to leadership teams about the implications and benefits of such planning.
- 3) Guide decision makers through the process of evaluating their specific workforce situations.
- 4) Organize a consortium of human resources professionals to increase collaboration and cooperation.

**Navigation:** As agencies progress and begin to devise and implement plans to overcome their challenges, it will be important that proposals and actions fall within the applicable rules, laws and processes of managing human resources in the state of Oklahoma. The Office of Workforce Planning is poised to connect agencies to the expert advice from various ruling authorities.

### **FY2006 Accomplishments:**

#### Workforce Plans

In conjunction with Office of State Finance preparations have been made to include formal workforce plans in each agencies strategic plan. Beginning in 2007 each agency will be asked to create a Workforce Plan analyzing the following information:

#### Turnover Analysis

05-06 Agency Count  
05-06 Retirements  
05-06 Retire Rate Average  
05-06 Resignations  
05-06 Resignation Rate  
Total 05-06 Voluntary Turnover  
Total 05-06 Voluntary Turnover Rate

#### Retirement Projections

Average Age  
Average State Service  
Years to Retirement  
% Eligible to Retire in 3 Years  
% Eligible to Retire in 5 Years



The Office of Workforce Planning released “Outlook Oklahoma” to provide agencies easily accessible data for their workforce planning efforts.

With the impending wave of retirements looming over Oklahoma's workforce, planning is becoming increasingly necessary to ensure the retention of institutional knowledge and productivity in the face of an aging workforce. To help address these issues agencies need access to critical data such as turnover rates and projected retirements to successfully plan for these obstacles.

Outlook Oklahoma provides a comprehensive set of statistics to assist Oklahoma's state agencies in their workforce planning efforts. It provides the following information for the previous 12 months:

- Employee Count (beginning of the period)
- Employee Count (end of the period)
- Retirements
- Retirement Rate
- Resignations
- Resignation Rate
- Total Voluntary Turnovers
- Total Voluntary Turnover Rate
- Current Average Age
- Current Average State Service
- Current Average Years to Retirement
- Percent of FTE's Eligible to Retire in 3 Years
- Percent of FTE's Eligible to Retire in 5 Years

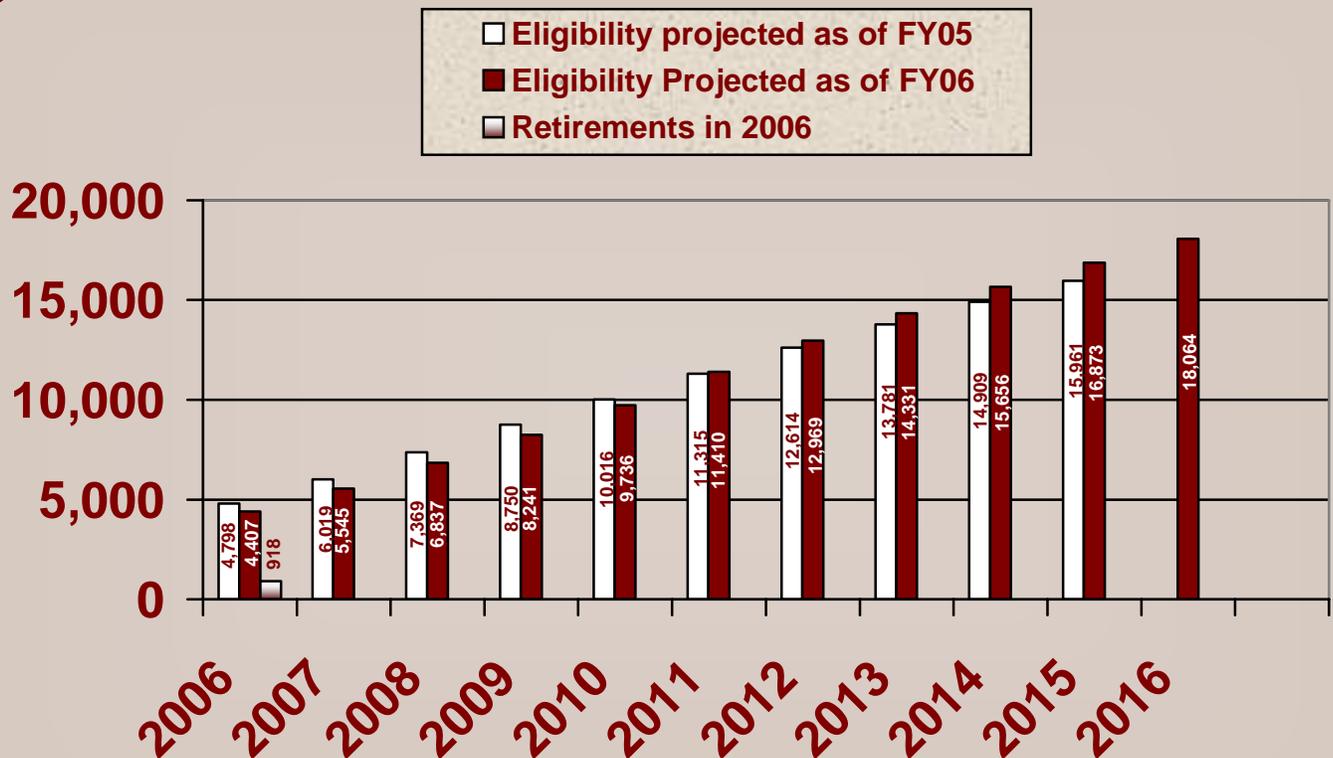
OKLAHOMA www.ok.gov		Office of Personnel Management				
Outlook Oklahoma						
<a href="#">Update Agency Contact</a>		<a href="#">Agency Vs State Demographics</a>		<a href="#">Division Turnover</a>		<a href="#">Division Retirement</a>
		<a href="#">Job Demographics</a>		<a href="#">Exit</a>		
TITLE	6/30/06 Employee Count	Current Average Age	Current Average State Service	Current Average Years to Retirement	% Eligible to Retire in 3 Years	% Eligible to Retire in 5 Years
<b>Division A</b>						
0287	2	26	0.5	31.75		
3999	1	32	1	28.5		
C30A	1	56	1	6		
C31A	6	43.67	10.33	15.25	50%	50%
C31B	1	24	1	32.5		
C31C	1	58	16	3	100%	100%
C32A	1	55	8	7		
C32C	2	39.5	14.5	15.5		
E12A	1	64	38		100%	100%
E16A	1	42	2	20		
E17A						
E17B	1	56	5	6		
TOTALS	18	43.33	9.11	16.06	27.78%	27.78%
<b>Division B</b>						
C32C	1	56	19	2.5	100%	100%
E17A						
E17B	1	56	16	4		

OUTLOOK OKLAHOMA

**Table 14: Cumulative Retirement Eligibility**

Number of Employees	Years to Retirement Eligibility Groups								
	Job Category	Now	1-3	4-5	6-8	9-10	11-15	16-20	More than 20
Administrative Support	811	696	550	642	321	780	710	1,144	11.4
Officials and Administrators	524	342	212	260	132	184	121	100	6.3
Paraprofessionals	196	252	203	272	151	432	501	1,091	15.7
Professionals	1,974	1,946	1,408	1,845	1,129	2,317	2,150	3,434	11.8
Protective Service	226	293	232	377	261	565	631	1,448	15.6
Service Maintenance	199	237	164	254	136	355	313	439	12.3
Skilled Craft	117	152	136	146	59	122	105	93	9.0
Technicians	349	409	252	378	212	401	341	675	11.7
<b>Total</b>	<b>4,396</b>	<b>4,327</b>	<b>3,157</b>	<b>4,174</b>	<b>2,401</b>	<b>5,156</b>	<b>4,872</b>	<b>8,424</b>	<b>12.1</b>
<b>Percent of Total</b>	<b>12%</b>	<b>12%</b>	<b>9%</b>	<b>11%</b>	<b>7%</b>	<b>14%</b>	<b>13%</b>	<b>23%</b>	

**Chart 14: Cumulative Retirement Eligibility**



Although the number of employees projected in FY 06 for the period between 2006-2010 is lower than the number projected for the same period in 2005, 918 of those projected to be eligible in FY05 have already retired. Considering these retirements, the eligibility projections in FY06 are actually higher than those projected in FY05.

### Chart 15: Cumulative Retirement Eligibility

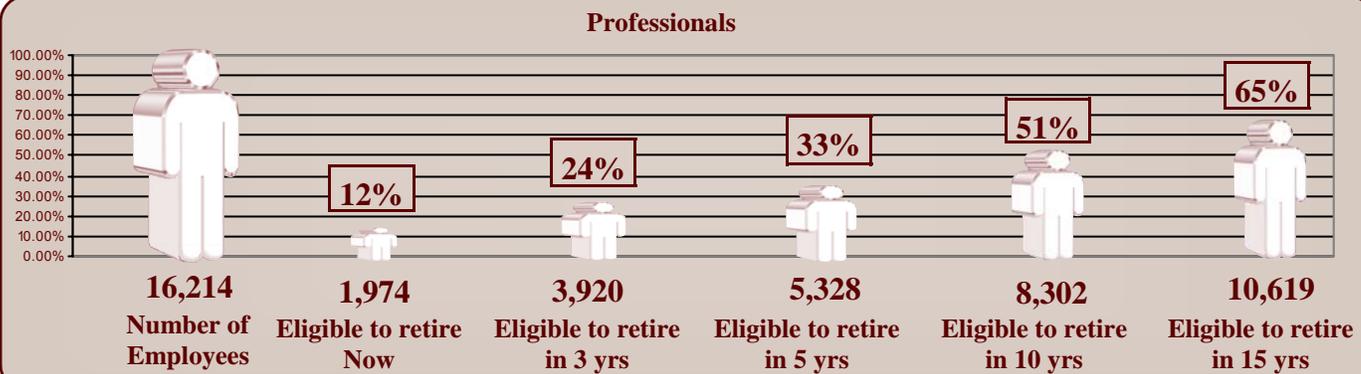
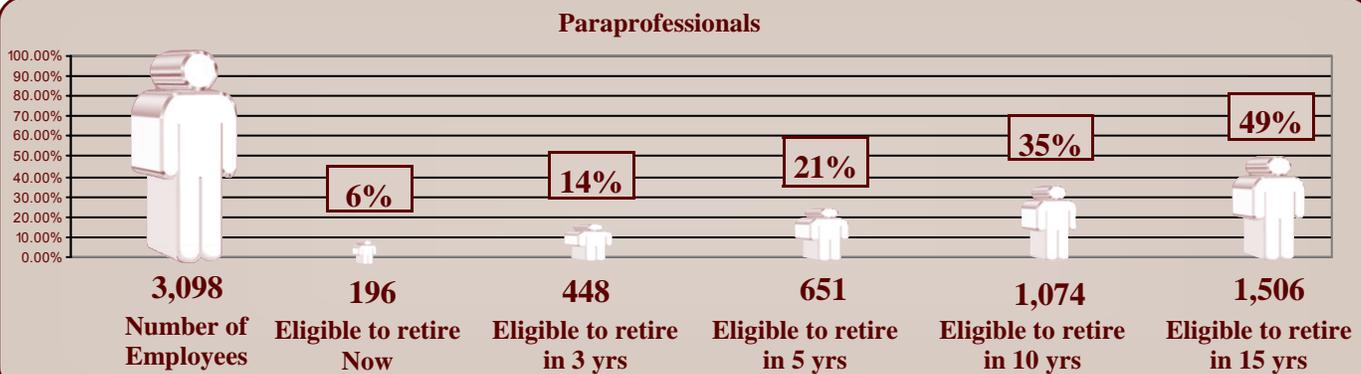
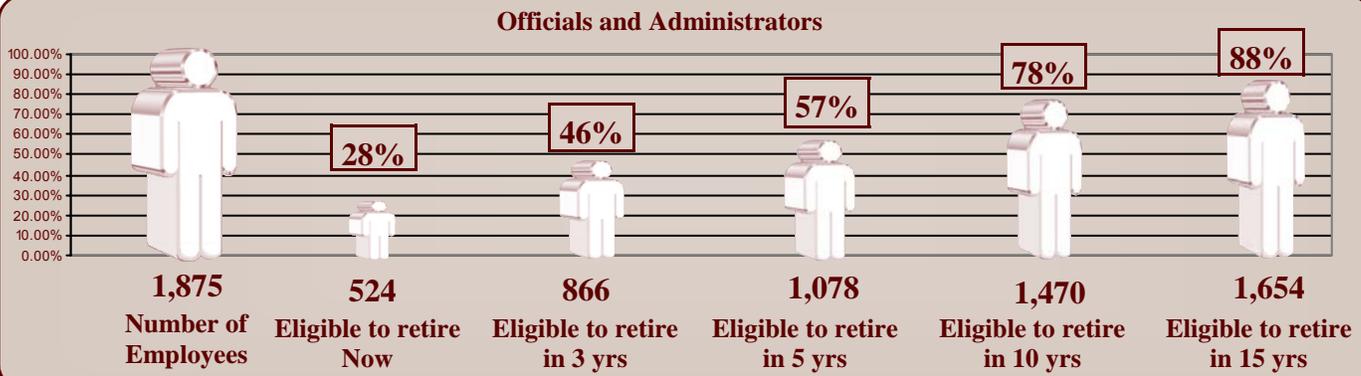
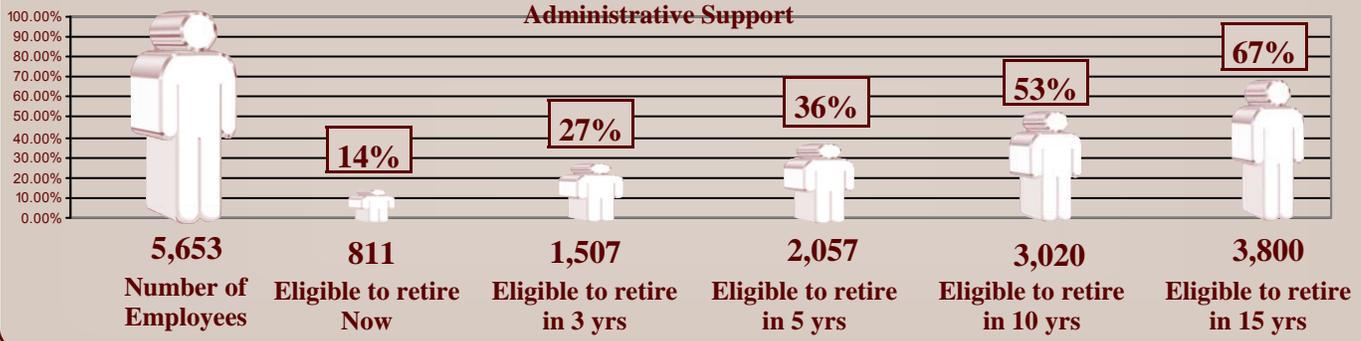
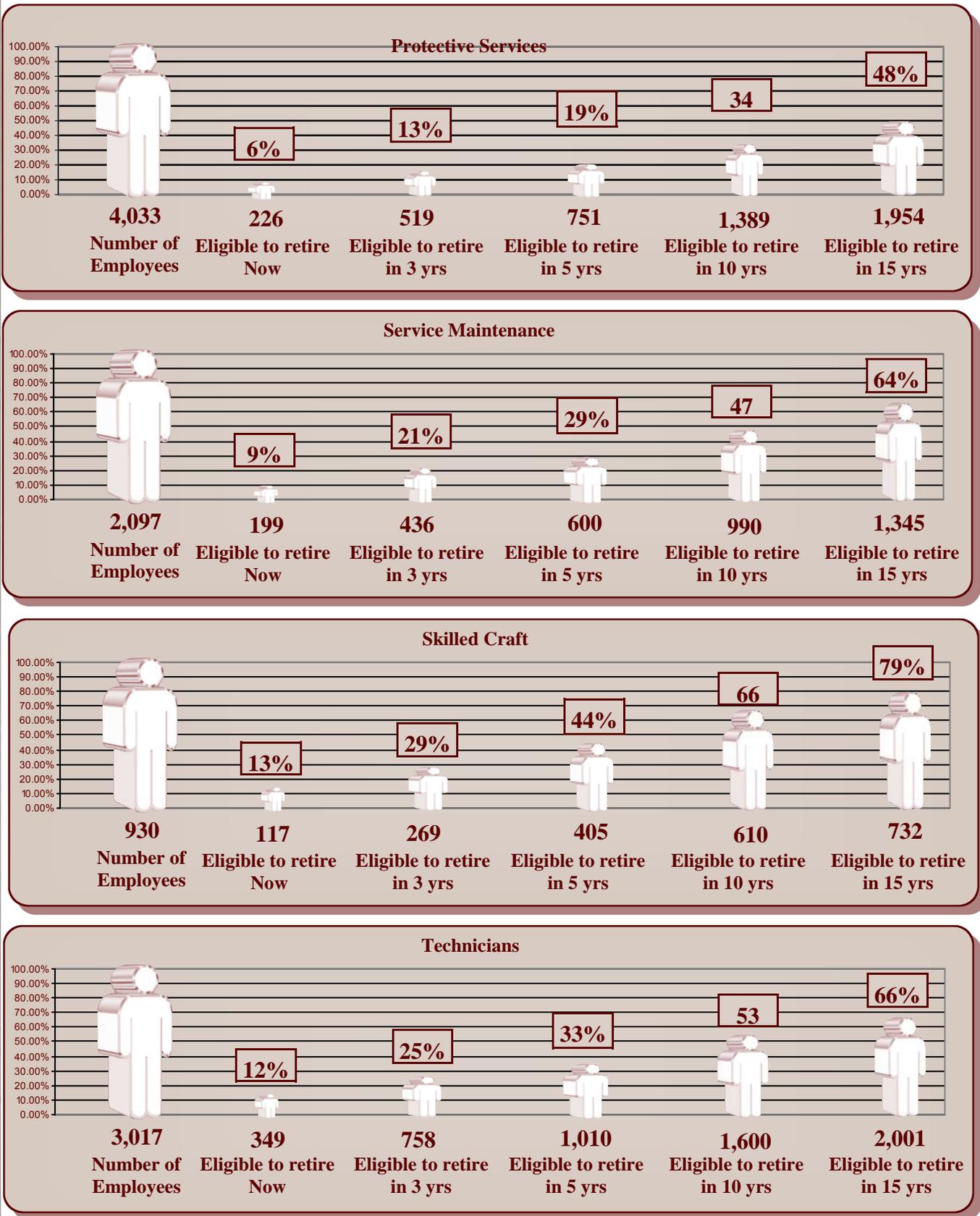


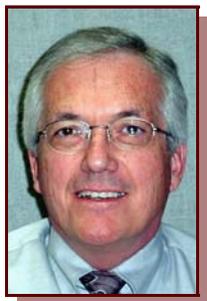
Chart 15: Cumulative Retirement Eligibility (continued)



# **O u t l o o k**      **o n** **O k l a h o m a**

## **C o m p e n s a t i o n :** **P a y i n g   t h e   W o r k e r s**





Tom Patt, IPMA-CP, CCP, CBP  
Director, Compensation  
Management Services

### COMPENSATION



#### 2006 Compensation Survey

The Compensation Division is responsible for administering the compensation program for the state classified service and, to a lesser extent, the unclassified service. In fulfilling this responsibility, staff members reviewed and approved several hundred agency requests for market-based adjustments, equity-based adjustments, skill-based adjustments, and performance-based adjustments during FY 2006. In addition to these pay transactions, the Division fielded numerous questions from agencies for guidance in interpreting statutes and rules related to compensation, including the Fair Labor Standards Act, The Family and Medical Leave Act, The Oklahoma Personnel Act, and the Merit Rules of Personnel Administration.

An important function of the Division is the statutory requirement to conduct an analysis of the rates of pay prevailing in the state in the public and private sectors for comparable jobs and report the findings to the Governor and the legislature.

During FY 2006, the division fulfilled this requirement by issuing the FY 2006 Annual Compensation Report. This report contained recommendations concerning pay, benefits, turnover and workforce planning for consideration by state government leaders. In December of 2005, the Compensation staff presented the findings and recommendations of this report to Compensation and Unclassified Positions Review Board, which is comprised of members of the State Senate, the State House of Representatives, and appointees of the Governor.

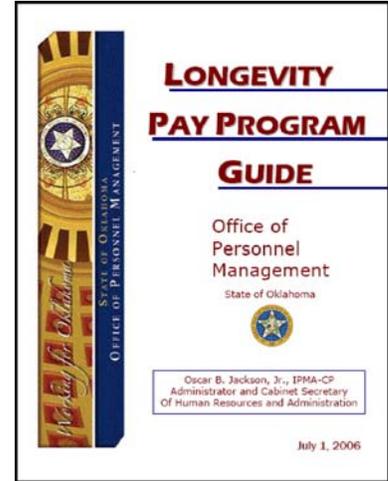
During FY 2006, the Compensation staff completed two market studies for state agencies. The first study, completed in January of 2006, was a market comparison of the rates of pay for classified jobs in the Grand River Dam Authority. To complete this study, the staff conducted a salary survey to comparably sized power generation and transmission utilities in Oklahoma and the surrounding states. A second market study was completed in October of 2005 for the Oklahoma Tourism and Recreation Department. This study compared the pay rates of selected unclassified jobs with the relevant market. Completion of this study required a customized survey of employers in the hotel and recreation industry.



### Compensation (Continued)

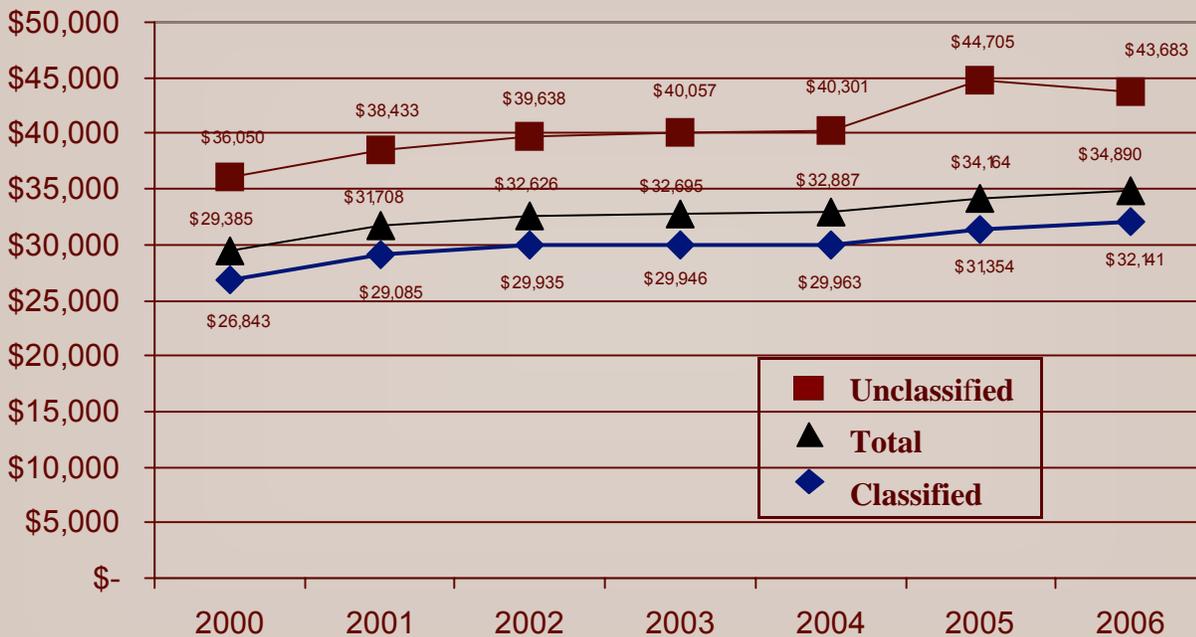
Another important responsibility of the Division is the administration of the Job Content Review process, using the Hay Guide Chart-Profile method of Job evaluation. Compensation staff lead JCR committees, consisting of agency representatives trained in the Hay Point Factor System, in the Process of Assigning points to jobs based on the required know-how, problem-solving, and accountability. Based on this evaluation, jobs are allocated to appropriate pay bands within the stat's classified salary structure. Sixteen jobs were evaluated through this process during FY 2006.

The compensation staff also assists agencies in administering the Longevity Pay Program, which is an important tool in encouraging employees to remain in state government service. In June of 2006, the Compensation staff developed and published the first Longevity Pay Program Guide. The Guide is a comprehensive single source for information about eligibility requirements, creditable service, timing and amount of payments, calculation of cumulative service, determination of longevity anniversary dates, and other pertinent issues. Agencies have responded favorably to this long awaited interpretive guide.



Longevity Guide

Chart 16: FY 06 Average Annual Salary Trend



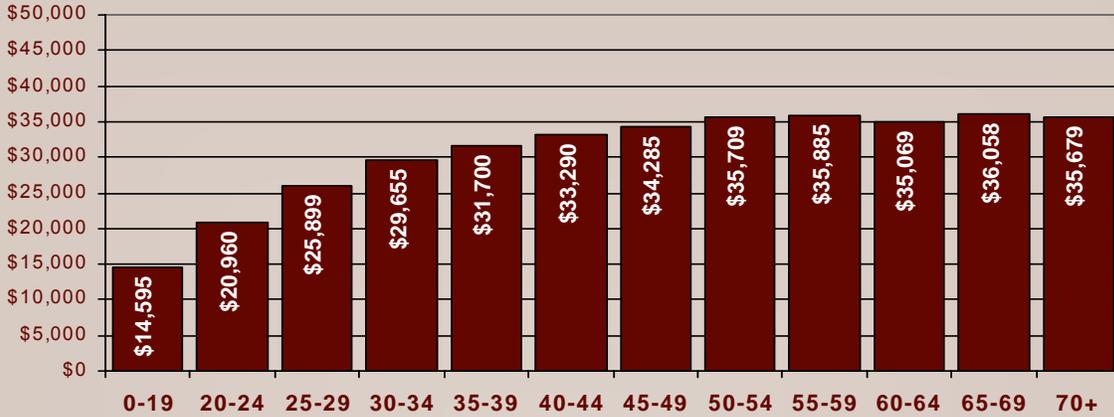
**Table 15: FY 06 Agency Average Salaries**

Agency	Classified Employees	Classified Average Salary	Unclassified Employees	Unclassified Average Salary	Total Average Salary
Aeronautics Commission	0	\$0	10	\$47,967	\$47,967
Agriculture	374	\$31,746	50	\$46,321	\$33,464
Attorney General	0	\$0	168	\$47,447	\$47,447
Auditor and Inspector	3	\$53,103	166	\$43,156	\$43,333
Bd Of Chem Test Alcohol/Drug	0	\$0	6	\$38,854	\$38,854
Board Of Architects	0	\$0	3	\$39,840	\$39,840
Board Of Dentistry	1	\$35,053	3	\$38,826	\$37,883
Board Of Nursing	0	\$0	30	\$40,818	\$40,818
Board Of Osteopathic Examiners	2	\$30,468	3	\$50,243	\$42,333
Board Of Pharmacy	2	\$37,312	6	\$54,595	\$50,274
Boll Weevil Eradication Org	0	\$0	14	\$29,942	\$29,942
Bureau Of Investigation	273	\$40,398	27	\$55,130	\$41,724
Bureau Of Narcotics	76	\$40,852	19	\$41,847	\$41,051
Capitol Complex/Centennial Com	0	\$0	7	\$46,871	\$46,871
Career/Tech. Education	0	\$0	362	\$42,808	\$42,808
Central Services	189	\$29,363	62	\$48,219	\$34,020
Chiropractic Examiners Board	0	\$0	2	\$34,980	\$34,980
Civil Emergency Management	23	\$36,435	5	\$46,596	\$38,249
Cleet	0	\$0	34	\$38,010	\$38,010
Commerce	7	\$34,833	155	\$49,655	\$49,015
Commission On Children & Youth	23	\$35,608	7	\$46,765	\$38,212
Commissioners Land Office	46	\$38,782	17	\$51,557	\$42,229
Compsource	191	\$37,888	166	\$39,628	\$38,697
Conservation Commission	6	\$38,942	48	\$38,907	\$38,911
Construction Industries Board	5	\$38,418	31	\$38,631	\$38,602
Corporation Commission	386	\$34,291	106	\$49,736	\$37,619
Corrections	4,375	\$33,022	337	\$61,484	\$35,058
Cosmetology Board	11	\$24,008	3	\$40,159	\$27,469
Department Of Consumer Credit	12	\$31,659	4	\$45,729	\$35,177
Department Of Mines	0	\$0	36	\$38,789	\$38,789
Department Of Securities	2	\$29,116	24	\$62,085	\$59,549
District Attorney	0	\$0	1,145	\$1,316	\$1,316
Education	8	\$26,822	367	\$35,994	\$35,798
Educational Television Auth	0	\$0	74	\$33,881	\$33,881
Election Board	22	\$32,015	2	\$67,831	\$35,000
Embalmers & Funeral Directors	0	\$0	3	\$44,060	\$44,060
Employees Benefits Council	27	\$38,986	6	\$55,176	\$41,929
Environmental Quality	501	\$41,007	37	\$54,804	\$41,956
Ethics Commission	4	\$35,136	4	\$60,438	\$47,787
Firefighter Pension/Retirement	0	\$0	10	\$48,016	\$48,016
GRDA	400	\$46,090	118	\$64,940	\$50,384
Health	1,770	\$35,196	494	\$47,219	\$37,820
Health Care Authority	0	\$0	381	\$44,879	\$44,879
Historical Society	146	\$29,665	18	\$37,959	\$30,575
Horse Racing Commission	0	\$0	43	\$37,376	\$37,376
Human Rights Commission	16	\$29,617	2	\$49,010	\$31,772
Human Services	7,052	\$29,467	596	\$48,819	\$30,975
Indian Affairs Commission	0	\$0	4	\$38,978	\$38,978
Indigent Defense System	0	\$0	121	\$51,761	\$51,761
Industrial Finance Authority	0	\$0	6	\$63,874	\$63,874
Insurance Department	0	\$0	150	\$37,163	\$37,163
Interstate Oil & Gas Compact	0	\$0	2	\$52,500	\$52,500
J.D. McCarty Center	175	\$22,715	29	\$49,170	\$26,475
Jm Davis Gun Museum	0	\$0	6	\$32,460	\$32,460
Juvenile Affairs	1,099	\$26,104	64	\$50,403	\$27,442
Labor	94	\$35,966	14	\$49,662	\$37,741
Law Enforcement Retirement	0	\$0	5	\$43,360	\$43,360
Libraries	60	\$35,020	4	\$61,340	\$36,665

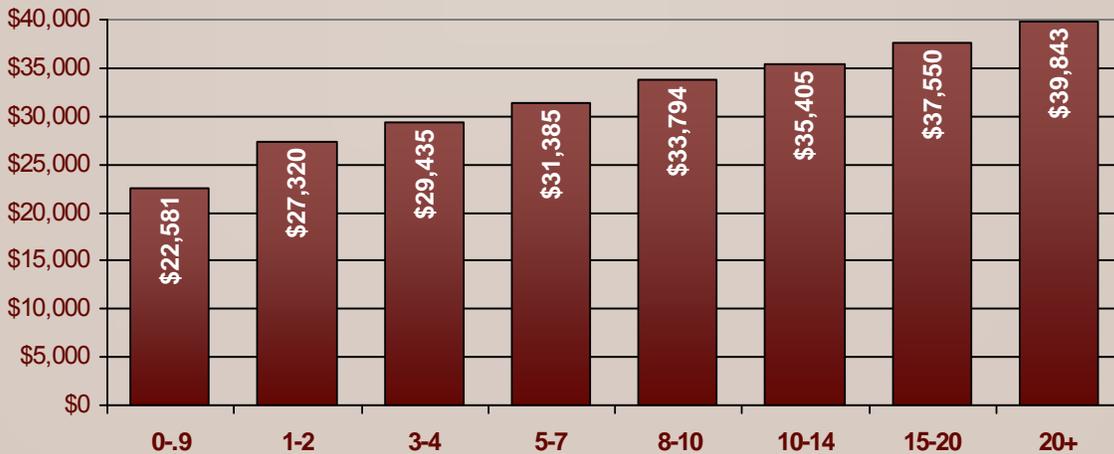
**Table 15: FY 06 Agency Average Salaries (Continued)**

Agency	Classified Employees	Classified Average Salary	Unclassified Employees	Unclassified Average Salary	Total Average Salary
Lieutenant Governor's Office	0	\$0	11	\$43,534	\$43,534
Liquefied Petroleum Gas Board	7	\$29,328	2	\$38,786	\$31,430
Marginally Producing Wells	0	\$0	5	\$42,512	\$42,512
Medical Licensure/Supervision	19	\$31,878	4	\$61,295	\$36,994
Medicolegal Investigations	0	\$0	72	\$36,316	\$36,316
Mental Health	1,260	\$25,243	741	\$39,748	\$30,615
Merit Protection Commission	6	\$34,536	2	\$48,460	\$38,017
Military Department	195	\$26,738	166	\$28,469	\$27,534
Motor Vehicle Commission	0	\$0	4	\$35,749	\$35,749
Nursing Home Admin Examiners	0	\$0	4	\$43,342	\$43,342
Ocast	0	\$0	23	\$50,561	\$50,561
OESC	741	\$31,278	75	\$34,192	\$31,546
Office Of Handicapped Concerns	5	\$35,041	2	\$44,200	\$37,658
Office Of The Governor	0	\$0	34	\$48,482	\$48,482
Okla Real Estate Commission	12	\$28,996	5	\$38,556	\$31,808
Oklahoma Able Commission	38	\$43,113	3	\$68,733	\$44,987
Oklahoma Accountancy Board	0	\$0	9	\$38,296	\$38,296
Oklahoma Arts Council	0	\$0	17	\$43,768	\$43,768
Oklahoma Lottery Commission	0	\$0	39	\$47,319	\$47,319
Oklahoma Peanut Commission	0	\$0	1	\$51,321	\$51,321
Oklahoma Wheat Commission	0	\$0	6	\$46,680	\$46,680
OSEEGIB	154	\$35,353	26	\$68,224	\$40,101
Pardon And Parole Board	34	\$32,754	3	\$51,973	\$34,313
Personnel Management	61	\$35,068	15	\$40,654	\$36,170
Physician Manpower Training	3	\$35,856	3	\$47,042	\$41,449
Police Pension & Retirement	0	\$0	11	\$50,327	\$50,327
Private Vocational Schools Brd	0	\$0	2	\$34,526	\$34,526
Pro Engineers & Land Surveyors	6	\$31,271	2	\$47,547	\$35,340
Psychologists Examiners Board	0	\$0	1	\$44,560	\$44,560
Public Employees Retirement	38	\$30,351	17	\$58,923	\$39,183
Public Safety	1,499	\$39,359	51	\$52,242	\$39,783
Rehabilitation Services	728	\$32,289	156	\$46,869	\$34,862
Scenic Rivers Commission	2	\$26,276	7	\$26,763	\$26,655
School Of Science/Math	3	\$19,354	72	\$44,740	\$43,725
Secretary Of State	31	\$29,601	5	\$55,259	\$33,164
Space Industry Dev Authority	0	\$0	5	\$45,500	\$45,500
Speech-Language Pathology	0	\$0	1	\$36,000	\$36,000
State Banking Department	0	\$0	40	\$54,279	\$54,279
State Bond Advisor	0	\$0	3	\$65,517	\$65,517
State Finance	64	\$39,748	73	\$53,196	\$46,914
State Fire Marshal	28	\$37,133	4	\$50,110	\$38,755
State Treasurer	0	\$0	77	\$39,155	\$39,155
Tax Commission	680	\$29,849	253	\$49,525	\$35,184
Teacher Preparation Commission	0	\$0	9	\$44,145	\$44,145
Teachers' Retirement System	26	\$30,605	26	\$47,637	\$39,121
Tobacco Board Of Directors	0	\$0	3	\$58,918	\$58,918
Tourism and Recreation	311	\$28,013	280	\$24,337	\$26,271
Transportation	2,349	\$33,784	44	\$55,321	\$34,180
Transportation Authority	579	\$26,031	38	\$53,237	\$27,707
University Hospitals Authority	0	\$0	5	\$66,924	\$66,924
Used Motor Vehicle Commission	0	\$0	10	\$28,753	\$28,753
Veterans Affairs	1,695	\$25,492	62	\$76,375	\$27,287
Veterinary Medical Examiner	0	\$0	3	\$38,043	\$38,043
Water Resources Board	67	\$41,533	27	\$48,239	\$43,459
Wildlife Conservation	0	\$0	316	\$38,072	\$38,072
Will Rogers Memorial Comm	4	\$24,450	3	\$62,448	\$40,735
<b>Total</b>	<b>28,027</b>	<b>\$ 32,141.00</b>	<b>8,890</b>	<b>\$ 43,683.00</b>	<b>\$ 34,890.00</b>

**Chart 17: FY 06 Average Salaries by Age Groups**



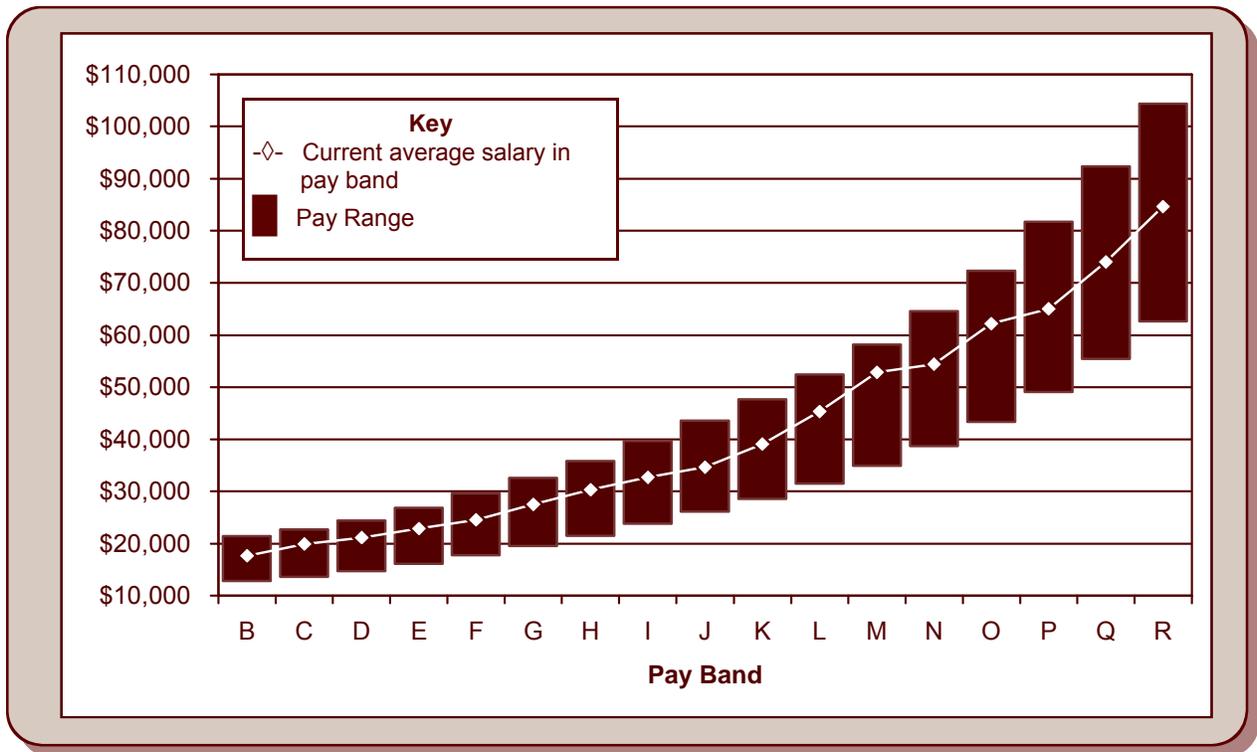
**Chart 18: FY 06 Average Salaries by Years of Service Groups**



**Table 16: FY 06 Average Salaries by Job Categories & Gender**

Job Category	Male Count	Male Avg.	Female Count	Female Avg.
Administrative Support	731	\$ 24,825.28	4,886	\$ 22,217.73
Officials and Administrators	1,107	\$ 57,453.41	754	\$ 52,102.50
Paraprofessionals	874	\$ 23,946.97	2,184	\$ 22,917.19
Professionals	5,720	\$ 38,574.15	10,275	\$ 35,382.90
Protective Service	3,316	\$ 35,063.72	715	\$ 30,680.70
Service Maintenance	1,401	\$ 24,579.27	696	\$ 20,419.89
Skilled Craft	850	\$ 34,103.50	31	\$ 27,856.62
Technicians	1,803	\$ 36,441.66	1,189	\$ 31,507.30
<b>Total</b>	<b>15,802</b>	<b>\$ 37,564.66</b>	<b>20,730</b>	<b>\$ 32,761.00</b>

**Chart 19: FY 06 Pay Band Distribution**



**Table 17: Pay Bands**

Pay Band	Employees in Pay Band	Percent in Band	Minimum Salary	Midpoint Salary	Maximum Salary
A	0	0.0%	\$ 12,483	\$ 16,367	\$ 20,459
B	73	0.3%	\$ 12,865	\$ 17,153	\$ 21,441
C	329	1.2%	\$ 13,610	\$ 18,147	\$ 22,684
D	980	3.5%	\$ 14,673	\$ 19,564	\$ 24,455
E	1,608	5.7%	\$ 16,141	\$ 21,521	\$ 26,901
F	3,491	12.4%	\$ 17,754	\$ 23,672	\$ 29,590
G	1,895	6.7%	\$ 19,531	\$ 26,041	\$ 32,551
H	3,158	11.2%	\$ 21,484	\$ 28,645	\$ 35,806
I	4,586	16.3%	\$ 23,792	\$ 31,722	\$ 39,653
J	3,143	11.2%	\$ 26,156	\$ 34,874	\$ 43,593
K	2,862	10.2%	\$ 28,590	\$ 38,120	\$ 47,650
L	1,753	6.2%	\$ 31,448	\$ 41,931	\$ 52,414
M	1,612	5.7%	\$ 34,907	\$ 46,543	\$ 58,179
N	773	2.8%	\$ 38,748	\$ 51,664	\$ 64,580
O	319	1.1%	\$ 43,397	\$ 57,862	\$ 72,328
P	172	0.6%	\$ 49,039	\$ 65,385	\$ 81,731
Q	60	0.2%	\$ 55,415	\$ 73,886	\$ 92,358
R	17	0.1%	\$ 62,618	\$ 83,490	\$ 104,363
<b>Total</b>	<b>26,831</b>				



### Pay Movement Mechanisms

#### **Salary Increases**

Pay Movement Mechanisms are statutorily approved means for agencies to provide pay increases to employees for pre-defined reasons:

#### **Promotion**

An assignment of an employee to a different job in a higher pay band, to or from a supervisory level. The position must be announced and subjected to the competitive applications process.

#### **Career Progression**

A move in the same family from a lower non-supervisory level to a higher non-supervisory level. Increase is limited to 20 percent.

#### **Lateral Transfer**

Moving from one job to another within the same pay band. Increase is limited to five percent.

#### **Completion of Probation or Trial Period**

A pay adjustment limited to five percent that is given to an employee after completing an initial probationary or trial period.

#### **Market Adjustment**

A pay increase based on recruitment and retention difficulties, market conditions, and other relevant factors.

#### **Skill-Based Pay**

A pay increase given to an employee who acquires additional skills and abilities that exceed the job qualifications and are able to be applied to the work performed. The skills and abilities must be verifiable through certification, licensure, diploma or some other method.

#### **Equity-Based Adjustment**

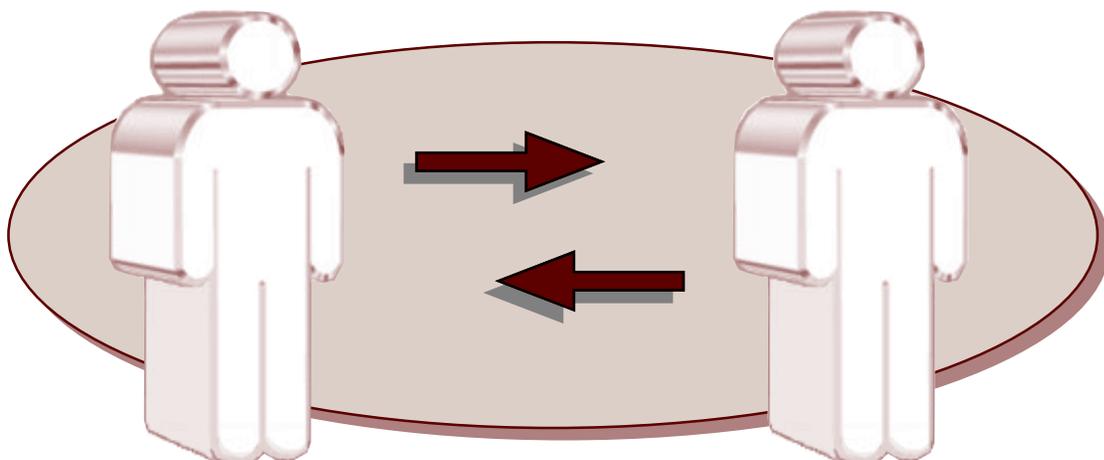
An increase in pay provided to employees who are significantly underpaid relative to other employees at the same agency and in the same job family and level.

#### **Performance-Based Adjustment**

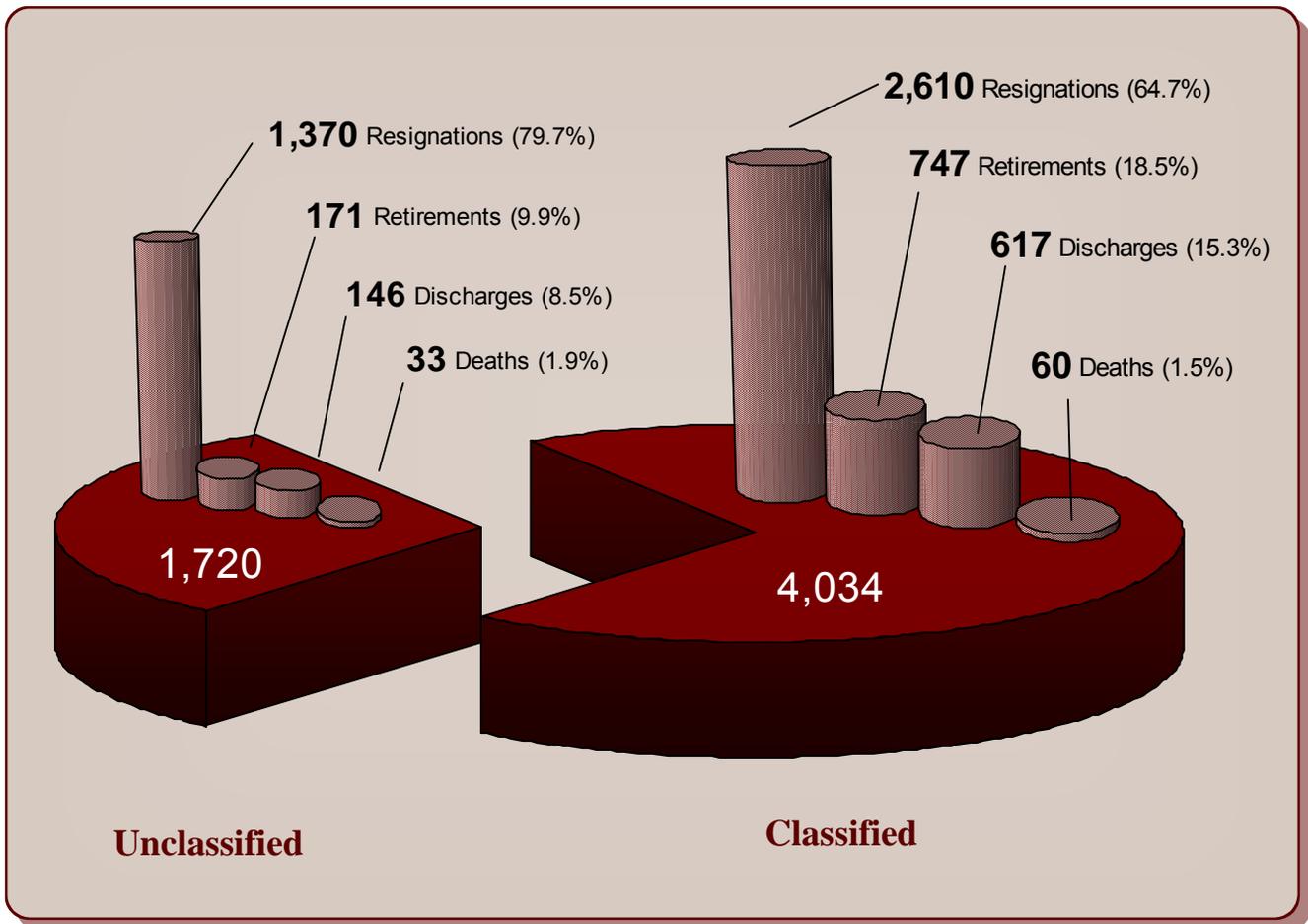
A pay increase to reward employees agency wide who have achieved an overall rating of "meets standards" or "exceeds standards" in their performance evaluation.

# Outlook on Oklahoma

## Turnover: Worker Mobility



**Chart 20: FY 06 Turnover**



**Table 18: Classified Turnover Trend FY 1995 to FY 2006**

Fiscal Year	Resignation	Retirement	Discharge	Total	Turnover Rate
1996	1,723	685	266	2,674	9.5%
1997	1,975	735	323	3,033	10.8%
1998	2,269	670	413	3,352	11.9%
1999	2,305	658	339	3,302	11.7%
2000	2,688	700	413	3,801	13.8%
2001	2,495	714	363	3,572	13.1%
2002	2,139	715	415	3,269	12.1%
2003	2,000	641	458	3,238	11.9%
2004	2,270	720	479	3,705	13.7%
2005	2,288	602	507	3,397	12.6%
2006	2,610	747	617	3,974	14.2%

Unclassified turnover information and Deaths have not been reported in past information. Does not include deaths.



**Table 19: FY 06 Occupational Group Turnover**

Occupational Group	Resign.	Retire.	Discharges	Deaths	Turnover Rate
Agricultural Services and Inspections	11	6	0	1	10.1%
Corrections & Custody	56	18	5	2	11.2%
Employment Services	32	11	3	1	12.1%
Financial Management	67	32	5	4	11.7%
General Administrative	262	139	40	5	11.2%
General and Environmental Services	117	38	30	6	14.9%
General Safety, Security	96	89	8	3	12.8%
Health Care Services	466	88	48	7	13.6%
Historical Preservation	331	75	56	5	16.1%
HR Management and Development	32	8	6	0	21.0%
Information Technology	57	13	6	1	15.2%
Institutional and Nutritional Services	13	11	1	0	9.7%
Insurance and Benefits Administration	4	5	0	1	5.6%
Law Enforcement	2	1	0	0	10.3%
Logistics and Property Management	7	2	0	0	9.9%
Nursing Services	19	10	2	0	9.9%
Oil, Gas, Transportation and Utility	34	5	4	2	12.5%
Power Generation	23	3	0	0	9.3%
Prof. Engineering and Land Surveyors	115	58	32	5	9.9%
Rehabilitation/Vocational Services	7	3	3	0	18.3%
Revenue and Taxation	25	5	6	1	13.3%
Social Services	20	13	3	2	12.6%
Transportation	92	21	6	2	15.4%
Travel, Tourism and Recreation	520	51	202	5	31.3%
Veterans Services	297	42	151	7	27.3%
Total Classified	2,610	747	617	60	14.4%
Unclassified	1,370	171	146	33	19.3%
<b>Total</b>	<b>3,980</b>	<b>918</b>	<b>763</b>	<b>93</b>	<b>15.6%</b>

**Table 20: FY 06 Agency Turnover**

Agency	Resign.	Retire.	Discharges	Deaths	Turnover Rate
Aeronautics Commission	1	0	0	0	10.0%
Agriculture	1	0	0	0	0.2%
Attorney General	24	1	5	0	17.9%
Auditor and Inspector	20	5	3	0	16.6%
Bd Of Chem Test Alcohol/Drug	1	0	0	0	16.7%
Board Of Architects	0	0	0	0	0.0%
Board Of Dentistry	0	0	0	0	0.0%
Board Of Nursing	4	2	0	0	20.0%
Board Of Osteopathic Examiners	1	0	0	0	20.0%
Board Of Pharmacy	0	0	0	0	0.0%
Boll Weevil Eradication Org	0	0	0	0	0.0%
Bureau Of Investigation	18	10	1	0	9.7%
Bureau Of Narcotics	2	3	0	2	7.4%
Capitol Complex/Centennial Com	1	0	0	0	14.3%
Career/Tech. Education	51	6	0	0	15.7%
Central Services	33	7	3	0	17.1%
Chiropractic Examiners Board	0	0	0	0	0.0%
Civil Emergency Management	4	1	0	0	17.9%
Cleet	4	0	1	0	14.7%
Commerce	15	1	0	1	10.5%
Commission On Children & Youth	3	0	0	0	10.0%
Commissioners Land Office	3	4	0	1	12.7%
Compsource	53	12	5	1	19.9%
Conservation Commission	5	2	0	0	13.0%
Construction Industries Board	0	1	0	0	2.8%
Corporation Commission	31	8	5	2	9.3%
Corrections	503	122	75	14	15.2%
Cosmetology Board	1	0	0	0	7.1%
Department Of Consumer Credit	0	1	0	0	6.3%
Department Of Mines	1	0	0	1	5.6%
Department Of Securities	2	0	1	0	11.5%
District Attorney	87	10	13	1	9.7%
Education	41	9	2	0	13.9%
Educational Television Auth	6	0	3	0	12.2%
Election Board	0	1	0	1	8.3%
Embalmers & Funeral Directors	0	0	0	0	0.0%
Employees Benefits Council	2	0	1	0	9.1%
Environmental Quality	71	10	9	2	17.1%
Ethics Commission	0	0	0	1	12.5%
Firefighter Pension/Retirement	0	0	0	0	0.0%
GRDA	25	18	5	0	9.3%
Health	269	60	24	6	15.8%
Health Care Authority	31	4	0	2	9.7%
Historical Society	13	4	6	1	14.6%
Horse Racing Commission	4	0	0	0	9.3%
Human Rights Commission	4	0	0	0	22.2%
Human Services	684	166	135	17	13.0%
Indian Affairs Commission	2	0	0	0	50.0%
Indigent Defense System	12	1	0	0	10.7%
Industrial Finance Authority	0	2	0	0	33.3%
Insurance Department	15	0	8	0	15.3%
Interstate Oil & Gas Compact	0	0	0	0	0.0%
J.D. McCarty Center	74	2	35	0	54.4%
Jm Davis Gun Museum	3	0	1	0	66.7%
Juvenile Affairs	182	37	29	1	21.0%
Labor	13	3	1	0	15.7%
Law Enforcement Retirement	0	0	0	0	0.0%
Libraries	3	3	0	0	9.4%

**Table 20: FY 06 Agency Turnover (continued)**

Agency	Resign.	Retire.	Discharges	Deaths	Turnover Rate
Lieutenant Governor's Office	7	0	0	0	63.6%
Liquefied Petroleum Gas Board	0	1	0	0	11.1%
Marginally Producing Wells	1	0	0	0	20.0%
Medical Licensure/Supervision	2	1	0	0	13.0%
Medicolegal Investigations	20	2	3	0	34.7%
Mental Health	343	45	86	3	23.8%
Merit Protection Commission	1	1	0	0	25.0%
Military Department	108	12	13	1	37.1%
Motor Vehicle Commission	0	0	0	0	0.0%
Nursing Home Admin Examiners	1	0	0	0	25.0%
Ocast	3	0	0	0	13.0%
OESC	75	24	12	3	14.0%
Office Of Handicapped Concerns	2	0	0	0	28.6%
Office Of The Governor	6	0	0	0	17.6%
Okla Real Estate Commission	1	1	1	0	17.6%
Oklahoma Able Commission	1	2	0	0	7.3%
Oklahoma Accountancy Board	0	0	0	0	0.0%
Oklahoma Arts Council	1	0	0	0	5.9%
Oklahoma Lottery Commission	8	0	1	0	23.1%
Oklahoma Peanut Commission	0	0	0	0	0.0%
Oklahoma Wheat Commission	1	1	0	0	33.3%
OSEEGIB	12	3	0	2	9.4%
Pardon And Parole Board	2	1	2	0	13.5%
Personnel Management	18	0	0	1	25.0%
Physician Manpower Training	0	0	0	0	0.0%
Police Pension & Retirement	0	0	0	0	0.0%
Private Vocational Schools Brd	0	0	0	0	0.0%
Pro Enginers & Land Surveyors	3	0	0	0	37.5%
Psychologists Examiners Board	0	0	0	0	0.0%
Public Employees Retirement	3	0	1	0	7.3%
Public Safety	74	87	6	3	11.0%
Rehabilitation Services	51	14	11	2	8.8%
Scenic Rivers Commision	2	0	0	0	22.2%
School Of Science/Math	2	2	1	0	6.7%
Secretary Of State	3	1	0	0	11.1%
Space Industry Dev Authority	1	0	0	0	20.0%
Speech-Language Pathology	0	0	0	0	0.0%
State Banking Department	1	0	0	0	2.5%
State Bond Advisor	0	0	0	0	0.0%
State Finance	21	2	0	0	16.8%
State Fire Marshal	0	2	0	0	6.3%
State Treasurer	12	0	2	0	18.2%
Tax Commission	65	28	10	4	11.5%
Teacher Preparation Commission	0	0	0	0	0.0%
Teachers' Retirement System	4	1	0	1	11.5%
Tobacco Board Of Directors	1	0	0	0	33.3%
Tourism and Recreation	58	16	3	4	13.5%
Transportation	128	69	25	6	9.5%
Transportation Authority	44	10	11	0	10.5%
University Hospitals Authority	0	0	0	0	0.0%
Used Motor Vehicle Commission	1	0	0	0	10.0%
Veterans Affairs	405	45	179	3	36.0%
Veterinary Medical Examiner	1	0	0	0	33.3%
Water Resources Board	22	4	0	0	27.7%
Wildlife Conservation	22	7	16	2	14.8%
Will Rogers Memorial Comm	1	2	0	0	42.9%
<b>Total</b>	<b>3,980</b>	<b>918</b>	<b>763</b>	<b>93</b>	<b>15.6%</b>



# Outlook on Oklahoma



**OPM and State participants attend training partnered by the Oklahoma Public Human Resources Association and OPM's Human Resources Development Services entitled, "Developing Competencies for HR Success Training." This was one of many training courses offered by the HRDS Division in 2006.**



Carrie Rohr  
Director, Human Resources Development Services

### Human Resources Development Services

Members of the Human Resource Development Services team provide professional development and training services to state employees in order to improve the quality of the state workforce. During FY 06, there were 348 total training session days, with an average of three classes per day.

The HRDS Team also administers the state's Mandatory Supervisory Training Program for executive branch agencies. The Oklahoma Personnel Act requires employees appointed to supervisory positions to complete 24 hours of training within 12 months of assuming a supervisory position, and 12 hours of training each year thereafter. In FY 06, over 84 percent of supervisors fully met the requirements.

Members of the HRDS Team also continued partnerships with the Interagency Training Council of the Oklahoma Federal Executive Board and the Oklahoma State University Cooperative Partnership, which provides training to state employees at discounted rates.

#### Quality Oklahoma

OPM administers the Quality Oklahoma program by offering Quality Oklahoma Processes and Quality Tools courses on the regular training schedule.

The intent of the program remains to improve state services to Oklahoma citizens, empower decision-making at the lowest level, and encourage continuous improvement in meeting customer requirements and system redesign.

Quality Oklahoma Team Day 2006 featured 58 exhibitors representing 20 agencies. More than \$1129 million in cost savings or revenue generation by these projects was documented during FY 06 for a cumulative total of more than \$410.9 million since 1993. 30 Commendation of Excellence Awards and 6 specialty awards were presented .

#### Productivity Enhancement Program

The Productivity Enhancement Program (PEP) is the state's official employee suggestion program. Through PEP, successfully implemented ideas, programs, and projects resulting in measurable savings are eligible for awards.

PEP allows agencies to present non-cash and cash awards to state employees for ideas, programs, and projects resulting in increased productivity, cost savings, revenue generation, or improved safety, efficiency, morale, or better services.

To date, 281 recipients representing 27 agencies show a documented first-year savings of \$7,496,996.05 and have received \$244,883.40 in cash awards. There have been 29 non-cash awards and 52 cash awards presented.



**Table 21: FY 06 HRDS Courses**

Course Name	FY 06 Participants	Course Name	FY 06 Participants
Administrative Law	115	Managing the Grievance Process	41
Advanced Creative Problem Solving	105	Managing the Troubled Employee	24
Affirmative Action Plan Training	53	Mediation - A Better Way (Oklahoma Alliance for Civil Rights)	17
Applied Leadership	192	Mediation Skills for Personnel Supervisors	8
Awards and Recognitions	101	Motivating for Performance	174
Business Etiquette	278	MPC Appeals Process	25
Certified Personnel Professional Training	32	One Minute Manager	166
Challenges of Supervision	243	OPHRA Holiday 2005 Training Conference	57
Change Management	64	OPHRA Spring 2006 Training Conference	60
Changing Workplace	87	Performance Management Process	521
Conducting Effective Group Meetings	106	Performance Measurement	43
CPM Executive Development Seminar	29	Personnel Law Video Festival	71
CPM Orientation	40	Personnel Policies and Practices	150
Delegation and Control	132	Planning Skills for Managers	61
Developing Competencies for HR Success (IPMA)	13	Policy Analysis	84
Developing Creative Problem Solving Skills	185	Professional Relationship Empowerment Program	18
Developing Effective Negotiating Skills	186	Program Evaluation	50
Disability Awareness	129	Progressive Discipline	319
Effective Communication In Management	129	Public Speaking & Effective Presentations	43
Effective Stress Management	309	Quality Oklahoma Processes	40
Effective Time Management Techniques	258	Quality Tools	35
Emotional Intelligence	133	Risk Management Policyholders Seminar	101
Ethics In Public Management	201	Safety Management	84
Everyday Creativity	131	Sexual Harassment and Discrimination	181
Facilitation Skills	7	Skills for Effective Presentations	13
Gender Issues In Management	94	Strategies for Improving Communication	141
How to Conduct On-the-Job Training	137	Structured Interview Process	182
Lateral Thinking for Supervisors	70	Systems Management	28
Legislative Process	161	Team Building	162
Listening Skills for Managers	68	Violence In the Workplace	196
Management 2000	23	Workplace Energy	113
Managing a Multigenerational Workforce	133	World Trends	122
Managing Conflict	246	Writing Skills for Managers	169
Managing Diversity In the Workplace	79		
		<b>Total</b>	<b>7,774</b>



## Human Resources Development Services (continued)

### Certified Public Manager Program

In 1986, OPM created the Certified Public Manager (CPM) Program as a comprehensive management training program for state employees. Since its inception, more than 850 state employees have participated in the program. The program has been honored by the Council of State Governments as an exemplary state management program.

During FY 06, 280 employees from 51 state agencies, boards, and commissions, as well as the city of Oklahoma City and Tulsa County, were enrolled in the CPM program. OPM conducted 150 sessions of CPM-required courses, administered 110 tests, and approved 108 projects. A total of 378 participants have graduated from the program since its inception.

The CPM Program is designed to improve services provided by state government to Oklahoma citizens. Participants in the Program enhance management skills through seminars, examinations, and job-related projects. Graduates offer improved resources to their agencies and to the state. CPM's long-range goal is to help agencies identify and develop the skills of state government's future leaders.

The CPM Program is a three-level program consisting of 237 required classroom hours and 63 elective classroom hours: Level I—Basic Supervisory Skills, 75 classroom hours; Level II—Middle Management Skills, 84 classroom hours; Level III—Advanced Management Skills, 78 classroom hours. In addition, candidates must complete four exams and four work-related projects.

### Employee Assistance Program



Bob Stevens  
Coordinator, State Employee Assistance Program

#### State EAP

The OPM State Employee Assistance Program provides assistance to state agencies in their management of employees whose personal problems may have a negative impact on job performance. The OPM State EAP also assists employees and their family members who are seeking corrective help with medical or mental health problems, including alcohol or drug abuse, and emotional, marital, familial, financial, or other personal problems. The Program is advised by the Employee Assistance Program Advisory Council.

During FY 06, OPM State EAP Team members assisted 193 individuals—

- 13 percent of whom were supervisors,
  - 87 percent were non-supervisors,
- Out of 193 referrals made during FY 06—
- 51 were for work-related problems
  - 149 were related to family conflict or parent/child problems,
  - 71 were for marital problems,
  - 94 were for mental health or alcohol/drug problems,
  - 82 were self-referred, and
  - 35 were referred by a supervisor.

## State Agency Review Committee

In 1989, the Legislature created a single combined charitable solicitation entity that enables state employees to contribute to a variety of charitable organizations through payroll deduction. OPM coordinates the activities of the State Agency Review Committee (SARC), which oversees the Oklahoma State Employee Charitable Contribution Campaign. In the FY 2006 campaign, 32,695 state employees contributed \$553,653.

## Oklahoma Commission on the Status of Women

The Oklahoma Legislature created the Oklahoma Commission on the Status of Women in 1994 to:

- Act as an advisory entity on equity issues relating to gender bias; monitor legislation to determine whether it is discriminatory toward one gender or the other;
- Act as a resource and clearinghouse for research related to women and gender bias;
- Report annually to the Governor, President Pro Tempore of the Senate, and Speaker of the House of Representatives regarding its activities;
- Make recommendations concerning needed legislation or regulatory changes.

The commission consists of 30 members who serve staggered five-year terms. Ten members are appointed by the Governor, ten by the President Pro Tempore, and ten by the Speaker.

\*Note: OPM provides office space and infrastructure support for the Commission, but OPM does not have direct oversight

## Governor's Advisory Council on Asian-American Affairs

The mission of the council is to provide advice and assistance to the governor on policy issues related to the arts, economic development, health and human services, human resources, education, and other issues affecting the Asian-American population of Oklahoma.

The council is made up of representatives from the Asian-American community who are appointed by the Governor. During FY-06, Hung Le served as chair. Members included Tinny Chang, Dr. Kyung-Whan Min, Dr. Evelina Morales, Thuy Pham, Dr. Rita Raman, Dr. Yoshi Sasaki, Vasithy Sengdara, and Nick Wu.

## Governor's Ethnic American Advisory Council

The mission of the council is to provide advice and assistance to the governor on the development and implementation of policies, plans, and programs relating to the needs and values of the Ethnic American community. The council is currently made up of representatives of Ethnic Americans of the Middle East/Near East community who were appointed by the Governor.

In FY-06, Dr. Sandra K. Rana was elected to serve as chair and Marjaneh Seirafi-Pour was elected to serve as vice-chair/secretary. Members included Dr. Riaz Ahmad, Karen E. Bak, Malaka A. Elyazgi, Mohammad J. Farzaneh, Dr. Fayyaz H. Hashmi, Dr. Bassel S. Hassoun, and Dr. Mohammad Karami. On November 1, 2005, Governor Henry hosted the Council's second Iftar dinner at the Governor's Mansion during the Holy Month of Ramadan.

## Governor's Advisory Council on Latin American and Hispanic Affairs

The council's primary mission is to expand opportunities for Oklahoma Hispanics in education, employment, health, housing, culture, and recreation. Council members also advise the Governor on the development and implementation of policies, plans, and programs related to the special needs of Hispanics.

During FY06, Oscar Quiroga served as chair and Giovanni Perry as vice-chair. Other members included Yolanda Velarde Charney, Dr. Eloy A. Chavez Nancy Galvan, Sebastian Lantos, Teri Mora, Guillermo Rojas, Cliff Uranga, Arthur J. Valdez, Steven J. Valencia, and Juanita Vasquez-Sykes.

# Services

FY 2006 Annual Report

OPM Departments and Employees

(as of June 30, 2006)

## Office of the Administrator

**Oscar B. Jackson, Jr.** - Administrator and Cabinet Secretary for Human Resources and Administration

**Hank Batty** - Deputy Administrator for Programs

**Janet Anderson** - Executive Assistant

**Shirley Russell** - Director of Legislative Affairs

## Management Services

**Diane Haser-Bennett** - Assistant Administrator

**Tom Patt** - Director of Compensation

**Greg Thomas** - Director of Classification

John Bonny - Human Resources Programs Mgr.

Karen Luman - Human Resources Programs Mgr.

Faith Frazier - Administrative Assistant

Harry Gentry - Human Resources Mgmt Spec.

Marianne Sanchez - Human Resources Mgmt Spec.

Ron Thatcher - Human Resources Mgmt Spec.

Sara Dean - Human Resources Mgmt Spec.

Tonya Holman - Human Resources Mgmt Spec.

Tamara Alexander - Administrative Technician

Carolyn Rumsey - Human Resources Mgmt Spec.

Jacob Smith - Human Resources Mgmt Spec.

Sarah Barber - Human Resources Mgmt Spec.

Brian Jepsen - Human Resources Mgmt Spec.

Everett Slavik - Human Resources Programs Mgr

## Employee Selection Services

**Tom Impson** - Director of Applicant Services

**Natasha Riley** - Director of Personnel Assessment

Patti Nelson - Human Resources Programs Mgr.

Amanda Dean - Administrative Technician

Cassandra Patmon - Human Resources Mgmt Spec.

Crystal Burke - Human Resources Mgmt. Spec.

Emilou Hiebert - Administrative Programs Officer

Herman Johnson - Human Resources Mgmt. Spec.

Jennifer Jepson - Human Resources Mgmt. Spec.

Laura Sohl - Human Resources Mgmt. Spec.

Melissa Jolly - Human Resources Mgmt. Spec.

Nikki Carriveau - Human Resources Mgmt. Spec.

Rebecca Coyote - Administrative Assistant

Sandie Wein - Human Resources Mgmt. Spec.

Jenny Chong - CAPIP Coordinator

Michelle Gresham - Administrative Technician

Elizabeth Blais - Human Resources Mgmt. Spec.

Carolyn Fryar - Human Resources Assistant

## Office of Workforce Planning

**Ross Tripp** - Workforce Planning Manager

## Financial Management Services

**Marilyn Capps** - Associate Administrator and Chief Financial Officer

Jim Patterson - Administrative Technician

Latisha Edwards - Accountant

Marcia Alexander - Graphic Artist

Marsha Reeder - Administrative Programs Officer

Gina Kwiatkowski - Contracting & Acquisitions Agt.

Steven Snyder - Accounting Technician

TV Muralidharan - Customer Service Representative

Christina Burckel - Administrative Technician

Bernie Buchenau - Information Sys. Application

Terri Berry - Human Resources Programs Mgr.

Dustin Crossfield - Info. Sys. Network Mgmt Spec.

Elda M. Walker - Accountant

## Information Technology Services

**Glenda Gesell** - Assistant Administrator

Randy Peter - Information Systems Manager

Carol Pillow - Information Sys. Application Spec.

Janice Halley - Information Sys. Application Spec.

Linda Helms - Information Sys. Application Spec.

Linda Spivey - Information Sys. Services Cdnr.

Marsheila Ward - Information Sys. Application Spec.

Robert Clayton - Information Sys. Application Spec.

## Human Resources Development Services

**Carrie Rohr** - Director of Human Resources Development Svcs.

Grayson Bedwell - Administrative Assistant

Joyce Smith - Training Specialist

## Equal Opportunity and Workforce Diversity

**Brenda Thornton** - Director

Linda Williamson - Administrative Assistant

## Employee Assistance Program

**Robert Stevens** - Coordinator

Deanna Miller - Emp. Assistance Prog. Coord.

Warren Thompson - Emp. Assistance Prog. Coord.

Blanca Longoria - Administrative Assistant

# **O u t l o o k**      **o n** **O k l a h o m a**

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## **A p p e n d i x**

## All Agencies - Select Information

Agencies by Cabinet	Merit Status	FY 05 Emp. Count	Avg. Age	Avg. Years of Service	Avg. Salary	Total Turnover
<b>Governor</b>						
Office Of The Governor	Non-Merit	34	38.6	7.1	\$48,482	17.6%
<b>Lieutenant Governor</b>						
Lieutenant Governor	Non-Merit	11	38.6	4.0	\$43,534	63.6%
<b>Agriculture</b>						
Agriculture	Merit	424	45.9	13.8	\$33,464	0.2%
Boll Weevil Eradication Org	Non-Merit	14	49.3	6.0	\$29,942	0.0%
Conservation Commission	Merit	54	46.0	12.6	\$38,911	13.0%
Oklahoma Peanut Commission	Merit	1	57.0	19.0	\$51,321	0.0%
Oklahoma Wheat Commission	Non-Merit	6	45.0	13.8	\$46,680	33.3%
<b>Commerce</b>						
Capitol Complex/Centennial Com	Non-Merit	7	53.9	13.1	\$46,871	14.3%
Commerce	Merit	162	45.7	10.1	\$49,015	10.5%
Historical Society	Merit	164	48.7	11.5	\$30,575	14.6%
Industrial Finance Authority	Non-Merit	6	61.7	17.7	\$63,874	33.3%
Jm Davis Gun Museum	Non-Merit	6	46.7	5.9	\$32,460	66.7%
Labor	Merit	108	45.4	10.2	\$37,741	15.7%
OESC	Merit	816	49.5	13.1	\$31,546	14.0%
Scenic Rivers Commision	Non-Merit	9	40.8	9.5	\$26,655	22.2%
Tourism and Recreation	Merit	591	46.5	10.7	\$26,271	13.5%
Will Rogers Memorial Comm	Merit	7	54.7	12.8	\$40,735	42.9%
<b>Education</b>						
Career/Tech. Education	Non-Merit	362	47.5	12.3	\$42,808	15.7%
Education	Merit	375	46.1	9.8	\$35,798	13.9%
Educational Television Auth	Non-Merit	74	44.4	8.2	\$33,881	12.2%
Libraries	Merit	64	51.1	14.0	\$36,665	9.4%
Oklahoma Arts Council	Non-Merit	17	51.9	11.2	\$43,768	5.9%
Private Vocational Schools Brd	Non-Merit	2	61.0	24.0	\$34,526	0.0%
School Of Science/Math	Merit	75	47.9	7.6	\$43,725	6.7%
Teacher Preparation Commission	Non-Merit	9	49.4	10.6	\$44,145	0.0%
<b>Energy</b>						
Corporation Commission	Merit	492	50.5	12.6	\$37,619	9.3%
Department Of Mines	Non-Merit	36	47.7	15.2	\$38,789	5.6%
Interstate Oil & Gas Compact	Non-Merit	2	29.0	0.5	\$52,500	0.0%
GRDA	Merit	518	47.8	17.4	\$50,384	9.3%
Liquefied Petroleum Gas Board	Merit	9	58.4	15.1	\$31,430	11.1%
Marginally Producing Wells	Non-Merit	5	41.0	3.4	\$42,512	20.0%
<b>Environment</b>						
Environmental Quality	Merit	538	44.9	11.4	\$41,956	17.1%
State Treasurer	Non-Merit	77	45.3	9.3	\$39,155	18.2%
Tax Commission	Merit	933	48.3	13.6	\$35,184	11.5%
Teachers' Retirement System	Merit	52	49.4	13.0	\$39,121	11.5%
Water Resources Board	Merit	94	42.1	12.5	\$43,459	27.7%
Wildlife Conservation	Non-Merit	316	43.4	16.1	\$38,072	14.8%

### All Agencies - Select Information

Agencies by Cabinet	Merit Status	FY 05 Emp. Count	Avg. Age	Avg. Years of Service	Avg. Salary	Total Turnover
<b>Finance and Revenue</b>						
Auditor and Inspector	Non-Merit	169	41.4	10.7	\$43,333	16.6%
Commissioners Land Office	Merit	63	50.5	14.8	\$42,229	12.7%
Compsource	Non-Merit	357	46.6	9.7	\$38,697	19.9%
Firefighter Pension/Retirement	Non-Merit	10	47.1	13.8	\$48,016	0.0%
Insurance Department	Non-Merit	150	45.1	7.2	\$37,163	15.3%
Law Enforcement Retirement	Non-Merit	5	47.8	15.0	\$43,360	0.0%
Oklahoma Lottery Commission	Non-Merit	39	43.4	3.4	\$47,319	23.1%
Police Pension & Retirement	Non-Merit	11	49.8	12.5	\$50,327	0.0%
Public Employees Retirement	Merit	55	49.4	12.1	\$39,183	7.3%
State Banking Department	Non-Merit	40	45.1	15.7	\$54,279	2.5%
State Finance	Merit	137	47.8	11.9	\$46,914	16.8%
State Treasurer	Non-Merit	77	45.3	9.3	\$39,155	18.2%
Tax Commission	Merit	933	48.3	13.6	\$35,184	11.5%
Teachers' Retirement System	Merit	52	49.4	13.0	\$39,121	11.5%
<b>Health</b>						
Construction Industries Board	Non-Merit	36	49.2	8.0	\$38,602	2.8%
Health	Merit	2,264	45.9	10.1	\$37,820	15.8%
Health Care Authority	Merit	381	43.1	10.0	\$44,879	9.7%
Mental Health	Merit	2,001	45.0	9.0	\$30,615	23.8%
Nursing Home Admin Examiners	Non-Merit	4	56.0	15.9	\$43,342	25.0%
Tobacco Board Of Directors	Non-Merit	3	47.3	11.3	\$58,918	33.3%
<b>Human Resources and Administration</b>						
Board Of Architects	Non-Merit	3	42.3	11.0	\$39,840	0.0%
Board Of Dentistry	Merit	4	49.8	22.5	\$37,883	0.0%
Board Of Nursing	Non-Merit	30	48.4	7.3	\$40,818	20.0%
Board Of Osteopathic Examiners	Merit	5	61.2	12.6	\$42,333	20.0%
Board Of Pharmacy	Merit	8	49.0	11.0	\$50,274	0.0%
Central Services	Merit	251	49.3	12.3	\$34,020	17.1%
Chiropractic Examiners Board	Non-Merit	2	26.5	4.0	\$34,980	0.0%
Cosmetology Board	Merit	14	46.2	8.8	\$27,469	7.1%
Department Of Consumer Credit	Merit	16	53.9	10.4	\$35,177	6.3%
Department Of Securities	Merit	26	49.5	15.6	\$59,549	11.5%
Embalmers & Funeral Directors	Merit	3	50.3	7.0	\$44,060	0.0%
Employees Benefits Council	Merit	33	48.3	9.8	\$41,929	9.1%
Horse Racing Commission	Non-Merit	43	52.1	11.8	\$37,376	9.3%
Human Rights Commission	Merit	18	44.3	11.0	\$31,772	22.2%
Medical Licensure/Supervision	Merit	23	47.8	12.2	\$36,994	13.0%
Merit Protection Commission	Merit	8	49.5	10.1	\$38,017	25.0%
Motor Vehicle Commission	Merit	4	43.3	11.8	\$35,749	0.0%
Okla Real Estate Commission	Merit	17	43.3	13.1	\$31,808	17.6%
Oklahoma Accountancy Board	Non-Merit	9	44.7	11.1	\$38,296	0.0%
OSEEGIB	Non-Merit	180	47.0	10.9	\$40,101	9.4%
Personnel Management	Merit	76	46.2	11.4	\$36,170	25.0%
Pro Engineers & Land Surveyors	Merit	8	44.6	5.9	\$35,340	37.5%
Psychologists Examiners Board	Non-Merit	1	57.0	24.0	\$44,560	0.0%
Speech-Language Pathology	Non-Merit	1	54.0	14.0	\$36,000	0.0%
State Bond Advisor	Non-Merit	3	50.3	13.7	\$65,517	0.0%
Used Motor Vehicle Commission	Non-Merit	10	41.8	9.2	\$28,753	10.0%
Veterinary Medical Examiner	Non-Merit	3	43.0	8.7	\$38,043	33.3%

### All Agencies - Select Information

Agencies by Cabinet	Merit Status	FY 05 Emp. Count	Avg. Age	Avg. Years of Service	Avg. Salary	Total Turnover
<b>Human Services</b>						
Commission On Children & Youth	Merit	30	44.0	10.1	\$38,212	10.0%
Human Services (DHS)	Merit	7,648	44.8	11.0	\$30,975	13.0%
Indian Affairs Commission	Non-Merit	4	49.0	4.9	\$38,978	50.0%
J.D. McCarty Center	Merit	204	38.8	5.0	\$26,475	54.4%
Juvenile Affairs	Merit	1,163	44.2	9.6	\$27,442	21.0%
Office Of Handicapped Concerns	Merit	7	50.4	15.6	\$37,658	28.6%
Physician Manpower Training	Merit	6	53.0	22.0	\$41,449	0.0%
Rehabilitation Services	Merit	884	49.3	13.9	\$34,862	8.8%
University Hospitals Authority	Non-Merit	5	47.6	18.2	\$66,924	0.0%
<b>Military</b>						
Military Department	Merit	361	44.0	7.3	\$27,534	37.1%
<b>Safety and Security</b>						
Attorney General	Non-Merit	168	44.7	9.3	\$47,447	17.9%
Bd Of Chem Test Alcohol/Drug	Non-Merit	6	53.8	15.2	\$38,854	16.7%
Bureau Of Investigation	Merit	300	43.8	12.6	\$41,724	9.7%
Bureau Of Narcotics	Merit	95	43.3	12.4	\$41,051	7.4%
Civil Emergency Management	Merit	28	54.4	12.3	\$38,249	17.9%
CLEET	Non-Merit	34	49.1	10.9	\$38,010	14.7%
Corrections	Merit	4,712	44.1	10.1	\$35,058	15.2%
District Attorney	Non-Merit	1,145	42.9	8.2	\$1,316	9.7%
Indigent Defense System	Non-Merit	121	45.1	8.9	\$51,761	10.7%
Medicolegal Investigations	Non-Merit	72	40.6	7.9	\$36,316	34.7%
Oklahoma ABLE Commission	Merit	41	50.1	19.1	\$44,987	7.3%
Pardon And Parole Board	Merit	37	51.5	18.4	\$34,313	13.5%
Public Safety	Merit	1,550	44.0	13.7	\$39,783	11.0%
State Fire Marshal	Merit	32	52.8	11.8	\$38,755	6.3%
<b>Science and Technology</b>						
OCAST	Merit	23	50.3	11.3	\$50,561	13.0%
<b>Secretary Of State</b>						
Election Board	Non-Merit	24	50.9	14.4	\$35,000	8.3%
Ethics Commission	Merit	8	56.3	13.4	\$47,787	12.5%
Secretary Of State	Merit	36	46.1	13.9	\$33,164	11.1%
<b>Transportation</b>						
Aeronautics Commission	Non-Merit	10	45.1	8.7	\$47,967	10.0%
Space Industry Dev Authority	Non-Merit	5	49.0	1.7	\$45,500	20.0%
Transportation	Merit	2,393	45.7	14.3	\$34,180	9.5%
Transportation Authority	Merit	617	46.6	8.6	\$27,707	10.5%
<b>Veterans Affairs</b>						
Veterans Affairs	Merit	1,757	44.2	6.8	\$27,287	36.0%

### Affiliated Councils and Commissions

#### **Governor's Advisory Council on Latin American and Hispanic Affairs**

Oscar N. Quiroga - Chair, Oklahoma City

Giovanni I. Perry - Vice-Chair, Norman

Yolanda Velarde Charney, Owasso

Dr. Eloy A. Chavez, Shawnee

Nancy Galvan, El Reno

Sebastian Lantos, Tulsa

Teri Mora, Guyman

Guillermo Rojas, Tulsa

Cliff Uranga, Oklahoma City

Arthur J. Valdez, Oklahoma City

Steven J. Valencia, Alva

Juanita Vasquez-Sykes, Oklahoma City

#### **Governor's Advisory Council on Asian-American Affairs**

Hung Le - Chair, Oklahoma City

Tinny Chang, Oklahoma City

Dr. Kyung-Whan Min, Edmond

Dr. Evelina C. Morales, Oklahoma City

Thuy Pham, Oklahoma City

Dr. Rita Raman, Oklahoma City

Dr. Yoshi K. Sasaki, Norman

Vasithy Pic Sengdara, Oklahoma City

Nick Wu, Norman

#### **Governor's Ethnic American Advisory Council**

Dr. Sandra Kaye Rana - Chair, Broken Arrow

Marjaneh Seirafi-Pour - Vice-Chair / Secretary, Norman

Dr. Riaz Ahmad, Edmond

Karen E. Bak, Edmond

Malaka A. Elyazgi, Norman

Mohammad J. Farzaneh, Norman

Dr. Fayyaz H. Hashmi, Edmond

Dr. Basel S. Hassoun, Oklahoma City

Dr. Mohammad Karami, Norman

#### **Affirmative Action Review Council**

R. Charles Smith - Chair, Health, Oklahoma City

Peggy J. Carter - Vice-Chair, Department of Corrections, Oklahoma City

Representative Jabar Shumate, Tulsa

Representative Opio Toure, Oklahoma City

Carole S. Call, OU Health Sciences Center, Oklahoma City

Glenda F. Love, Ronald McDonald House, Tulsa

### Affiliated Councils and Commissions (continued)

#### Oklahoma Commission on the Status of Women

Jennifer Paustenbaugh - Chair, Stillwater

Catherine Haynes - Vice Chair, Ponca City

Lou Kohlman - Secretary, Oklahoma City

Mary Walker - Nominating Committee, Tulsa

Anita Norman - Nominating Committee, Perry

Jilda Motley - Advisory Council Co-Chair, **Tulsa**

Bob Darcy , Stillwater

Pat Martin, Purcell

Betty Boyd, Tulsa

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Sally Frasier, Tulsa

Vicki French, Foss

Chris Morriss, Edmond

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Rebecca Kennedy, Seminole

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Senator Debbe Leftwich, Oklahoma City

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#### State Agency Review Committee

Rhonda Burgess - Chair, Office of Juvenile Affairs

Mike Wester - Vice Chair, Department of Human Services, Shawnee

Diane Haser-Bennett, Designee for OPM Administrator, Office of Personnel Management, Oklahoma City

Norma Goff, Department of Human Services, Oklahoma City

Nancy Barrett, Oklahoma Department of Transportation, Oklahoma City

Brenda Sullivan, Tax Commission, Oklahoma City

Michelle Kirby, Department of Veterans Affairs, Norman



State of Oklahoma  
Office of Personnel Management

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