



STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT

*"Working for Oklahoma"*

March 31, 2011

The Honorable Mary Fallin  
Governor of Oklahoma  
State Capitol Building, Room 212  
Oklahoma City, OK 73105

The Honorable Kris Steele, Speaker  
Oklahoma House of Representatives  
State Capitol Building, Room 401  
Oklahoma City, OK 73105

The Honorable Brian Bingman  
President Pro Tempore, Oklahoma Senate  
State Capitol Building, Room 424  
Oklahoma City, OK 73105

Dear Governor Fallin, Speaker Steele, and Senator Bingman:

I am pleased to announce the release of the FY2010 Office of Personnel Management Annual Report and Workforce Summary (attached). The report may also be downloaded from the OPM website at [www.opm.ok.gov](http://www.opm.ok.gov) under the *Reports and Publications* link.

Like most state agencies in these challenging economic times, the Office of Personnel Management in 2010 sought to balance continued service and mission objectives with budgetary reductions and an emphasis on streamlined operations. Efficiency and productivity have always been a high priority, but in this changing economic climate there has been an increasingly stronger emphasis to do more with less. OPM and indeed all state agencies find themselves addressing our goals and missions with this stronger emphasis on economy while still maintaining high productivity and service standards. The core role and functions of OPM have not changed; however, as we move forward into a new decade we must evaluate and adapt our mission to overcome whatever challenges lay ahead.

The OPM Annual Report and Workforce Summary has proven to be an invaluable tool for state agencies in their internal workforce analysis and forecasting. I trust that you will find the workforce statistics, tables, charts, and other information contained in the report to be informative, and that you are pleased with OPM's continued efforts to make "Working for Oklahoma" something in which we can all take great pride.

Please contact me or Ross Tripp, OPM Manager of Workforce Planning, at (405) 521-6376 or [ross.tripp@opm.ok.gov](mailto:ross.tripp@opm.ok.gov) if there are questions or comments.

Sincerely,

OFFICE OF PERSONNEL MANAGEMENT

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", written over a faint background of the office name.

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

Enclosure

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

**FISCAL YEAR 2010**

# Annual Report and Workforce Summary

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







# ANNUAL REPORT AND WORKFORCE SUMMARY

## FISCAL YEAR **2010**

(JULY 1, 2009 - JUNE 30, 2010)

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



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

Coordinated by  
Alan R. Tripp  
Workforce Planning Manager

December 2010

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## COMMENTS FROM THE ADMINISTRATOR

Like most State Agencies in these challenging economic times, the Oklahoma Office of Personnel Management in 2010 sought to balance continued service and mission objectives with budgetary reductions and an emphasis on streamlined operations.

Efficiency and productivity have always been a high priority, but in this changing economic climate there has been an increasingly stronger emphasis to do more with less. The Office of Personnel Management and indeed all state agencies find themselves addressing our goals and missions with this stronger emphasis on economy while still maintaining our high productivity and service standards.

The core role and functions of the Oklahoma Office of Personnel Management have not changed: classification; compensation and benefits, salary administration; workforce planning; recruitment; certification; human resource development; the Certified Public Manager Program; the Carl Albert Public Internship Program; and the State Employee Assistance Program. However, as we move forward into a new decade we must evaluate and adapt our mission to overcome whatever challenges lay ahead.

The Oklahoma Office of Personnel Management continues to maintain its high levels of leadership, consultation and service in all area's concerning its operation. As part of this effort, I am pleased to present the Oklahoma Office of Personnel Management's Annual Report and Workforce Summary. I hope that you will find the information within to be useful and informative and that you are pleased with our continuing efforts to provide professional, efficient, and meaningful services to those we serve, the citizens of Oklahoma.



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

1/01/11

Date

## EXECUTIVE SUMMARY

### Cabinet

The cabinet department Human Resources and Administration is comprised of 8 appropriated agencies and 20 non-appropriated agencies. These agencies employed a total of 716 full-time, regular employees at the conclusion of Fiscal Year 2010. Oscar B. Jackson, Jr., serves as 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 resource services to 136 state agencies, employing 35,972 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. Oscar B. Jackson, Jr., 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 10, a total of 103,555 applicants applied through OPM's process, and OPM administered 25,660 tests and performance tests. Agencies appointed 1,313 applicants to full-time regular positions.

### Demographics

About 71.6 percent of the 35,972 employees in the workforce are in classified service while the remaining 28.4 percent are in unclassified service, which is not subject to most of the employment provisions in statute or rule. The state employs at least one person from every county in Oklahoma, with the highest number of employees at 10,124 or 28.1 percent residing in Oklahoma County, 3,272 or 9.0 percent residing in Cleveland County, and 2,451 or 6.8 percent residing in Tulsa County. The average age for state employees is 46.9, and 11,094 (30.8 percent of all state employees) are between the ages of 50 and 59, the highest number in any age category. The average state years of service increased from 11.6 to 12.1.

### Compensation

The average annual salary for all employees is \$39,842. The average classified annual salary is \$35,241. The average unclassified annual salary is \$51,397.

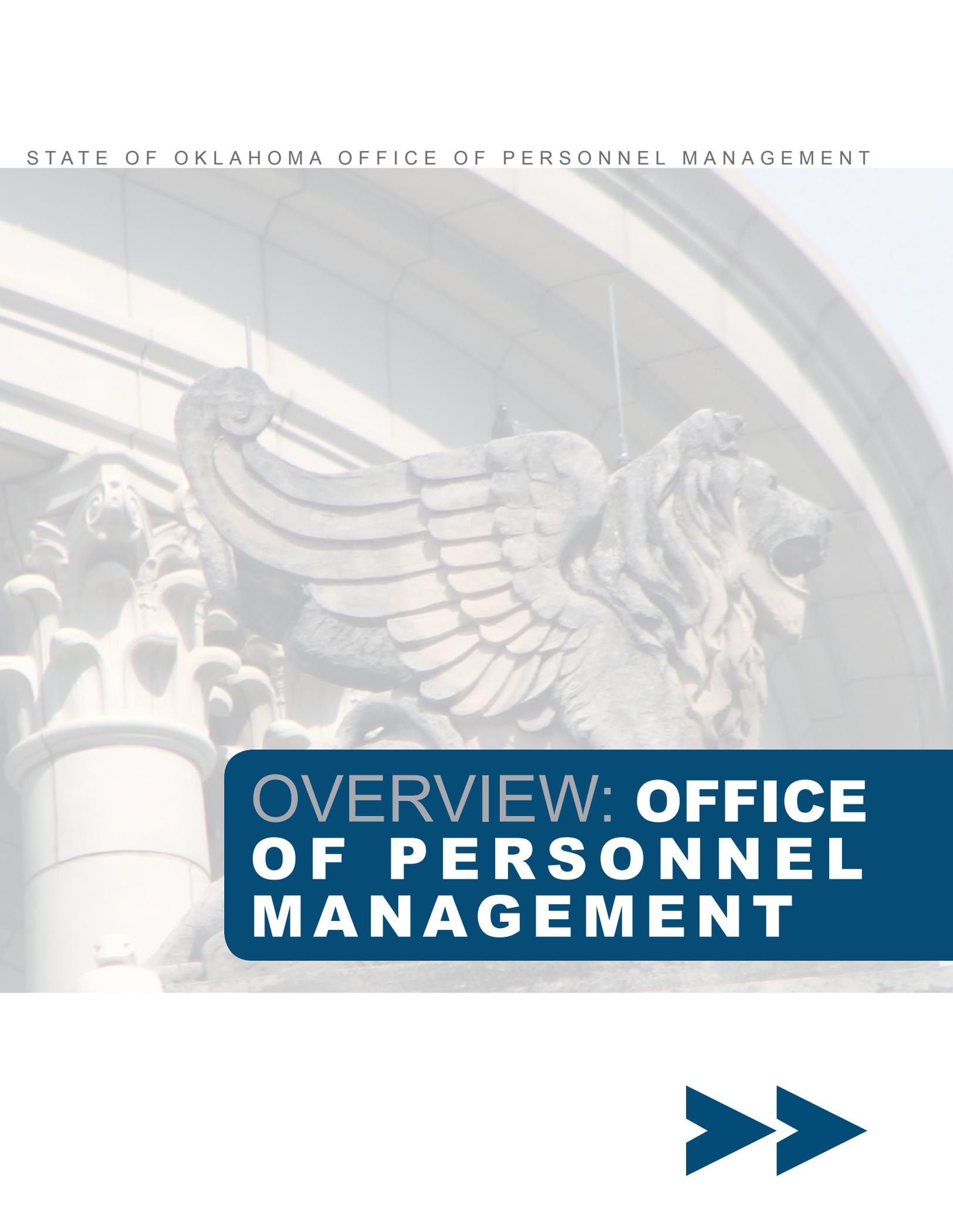
### Turnover

Resignations account for about 53 percent of total turnover, and the overall turnover rate has increased from 12.9 percent in FY 09 to 13.7 percent in FY 10.

### Analysis

All employee counts are as of June 30, 2010. In this report, FTE stands for Full-Time Equivalency.

STATE OF OKLAHOMA OFFICE OF PERSONNEL MANAGEMENT



**OVERVIEW: OFFICE  
OF PERSONNEL  
MANAGEMENT**



## OPM 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.

## OPM 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.

## OPM 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 subject to the Merit System are "classified" whereby procedures are governed by the Oklahoma Personnel Act and the Merit Rules. In FY 07, 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, PEP, EAP training, and CPM Progress. 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
- Management Services (Classification and Compensation)
- Office of Workforce Planning

## 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 & 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 customer 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.

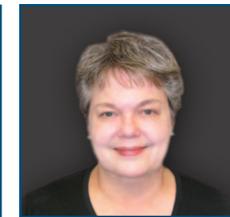
**Human Resources Excellence.** We offer leadership in service to the Human Resources professional community through our ongoing efforts to discover, implement, and share best practices. We are experts in the field of HR Management and share our expertise with each other and with our partners throughout 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.

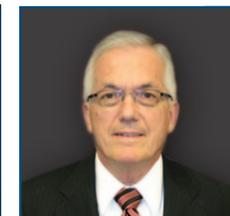
**Partnering for Results.** We create mutually beneficial partnerships and work with our external and internal customers on an equal basis toward common goals, recognizing the obligations we have to one another.

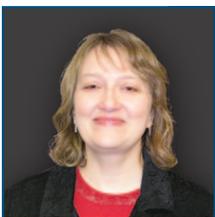
OPM MANAGEMENT TEAM

	<p><b>Oscar B. Jackson, Jr.</b> ADMINISTRATOR AND CABINET SECRETARY OF HUMAN RESOURCES AND ADMINISTRATION</p>
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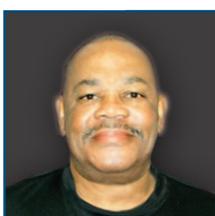
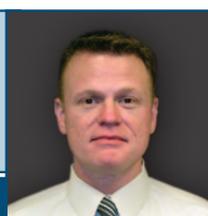
<p><b>Hank Batty</b> DEPUTY ADMINISTRATOR FOR PROGRAMS</p>			<p><b>Janet Anderson</b> EXECUTIVE ASSISTANT</p>
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	<p><b>Marilyn Capps</b> ASSOCIATE ADMINISTRATOR/ CHIEF FINANCIAL OFFICER , <i>FINANCIAL MANAGEMENT SERVICES</i></p>	<p><b>Kara Smith</b> GENERAL COUNSEL</p>	
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<p><b>Shirley Russell</b> DIRECTOR, <i>LEGISLATIVE AFFAIRS</i></p>			<p><b>Tom Patt</b> ASSISTANT ADMINISTRATOR, <i>MANAGEMENT SERVICES</i></p>
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	<p><b>Natasha Riley</b> DIRECTOR, PERSONNEL ASSESSMENT, <i>EMPLOYEE SELECTION SERVICES</i></p>	<p><b>Tom Impson</b> DIRECTOR , APPLICANT SERVICES, <i>EMPLOYEE SELECTION SERVICES</i></p>	
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<p><b>Lisa Fortier</b> DIRECTOR, <i>HUMAN RESOURCES DEVELOPMENT SERVICES</i></p>			<p><b>Brenda Thornton</b> DIRECTOR , <i>EQUAL OPPORTUNITY AND WORKFORCE DIVERSITY</i></p>
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	<p><b>Bob Stevens</b> COORDINATOR, <i>STATE EMPLOYEE ASSISTANCE PROGRAM</i></p>	<p><b>Alan Ross Tripp</b> MANAGER, <i>WORKFORCE PLANNING</i></p>	
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## OPM ORGANIZATIONAL COMPONENTS

### OFFICE OF THE ADMINISTRATOR

Administrator and Cabinet Secretary of  
Human Resources and Administration

Oscar B. Jackson, Jr.

Deputy Administrator for Programs

Hank Batty

Director of Legislative Affairs

Shirley Russell

Executive Assistant

Janet Anderson

General Counsel

Kara Smith

### MANAGEMENT SERVICES

Assistant Administrator

Tom Patt

Human Resources Programs Manager

Everett Slavik

Human Resources Management Specialists

Millicent Roozen-Irby

Brian Harrison

Toyna Holman

Brian Jepsen

Marianne Sanchez

Jacob Smith

Ron Thatcher

### EMPLOYEE SELECTION SERVICES

Director of Applicant Services

Tom Impson

Director of Personnel Assessment

Natasha Riley

Human Resources Programs Manager

Patti Nelson

Administrative Assistant

Rebecca Coyote

CAPIP Coordinator

Denae Edwards

Human Resources Assistants

Michelle Gresham

Joyce Gabelsberg

Tracy Tran

Human Resources Management Specialists

Elizabeth Blais

Crystal Burke

Justine Heard

Jennifer Jepsen

Herman Johnson

Melissa Jolly

Cassandra Patmon

Sandie Wein

### OFFICE OF WORKFORCE PLANNING

Manager of Workforce Planning

Alan Ross Tripp

### FINANCIAL MANAGEMENT SERVICES

Associate Administrator and Chief Financial Officer

Marilyn Capps

Administrative Technicians

Christina Burckel

Jim Patterson

Accountant

Latisha Edwards

Connie Lindsey

Accounting Technician

Steven Snyder

Administrative Programs Officer

Marsha Reeder

Contracting and Acquisitions Agent

Gina Kwiatkowski

Graphic Artist

Michelle Crozier

Human Resources Programs Manager

Terri Berry

Information System Network Management Specialists

Dustin Crossfield

Matthew Fowler

Tim Cramer

### HUMAN RESOURCE DEVELOPMENT SERVICES

Director of Human Resource Development Services and

CPM Coordinator

Lisa Fortier

Administrative Assistant

Grayson Bedwell

Administrative Technicians

Torey Jackson

Shelley Phelps

Human Resources Programs Manager

Joyce Smith

### OFFICE OF EQUAL OPPORTUNITY

#### AND WORKFORCE DIVERSITY

Director of Equal Opportunity and Workforce Diversity

Brenda Thornton

Administrative Assistant

Linda Williamson

### STATE EMPLOYEE ASSISTANCE PROGRAM

Coordinator of State Employee Assistance Program

Robert Stevens

Administrative Assistant

Blanche Longoria

Employee Assistance Program Coordinators

Deanna Miller

Warren Thompson

**FINANCIAL MANAGEMENT SERVICES**

Marilyn Capps, MBA, CGFM, CPO

Associate Administrator/Chief Financial Officer,  
Financial Management Services

To insure that OPM Program Departments are equipped to accomplish the agency mission, the Financial Management Services (FMS) team provides a variety of diverse support services to OPM management and staff including budget, accounting and reporting, payroll, procurement, records management, internal human resources and benefits administration, network management services, graphic arts, and support services including telecommunications services, reception, mailroom, and copying services. FMS also administers the state VPD Program through which enables employees to have deductions made from their paychecks to certain: credit unions, banks, savings associations, insurance companies supplemental life, accident, and health policies; private insurance organizations or service companies for legal services; private organizations for supplemental retirement plans; statewide employee associations; college savings plan, Oklahoma Today Magazine, statewide educational employee organizations or associations, and the Correctional Peace Officer Foundation.

**Budget and Fiscal Services**

**OPM’s FY-10 Budget Work Program was \$5,307,225.**

**Comprised of:**

- FY-2010 General Revenue appropriations, \$4,208,124, (79%);
- FY-2009 General Revenue carryover, \$854,925, (16%);
- Revolving Funds, \$152,831, (4%);

**FY 2010 Revenue Collections:**

- Quarterly Merit System billings - \$4,698,174 (deposited in the General Revenue Fund. [74 O.S. §840-1 (18)]);
- Payroll services - \$152,545 ([74 O.S. §840-1.6A (18)]);

**Training fees as follows:**

- Certified Public Manager training fees - \$34,970 [74 O.S. §840-1.6a (10); 74 O.S. §840-3.15; 74 O.S. §840-1.20];
- Certified Personnel Professional training fees - \$720;
- Other Training fees - \$24,000 ([74 O.S. §840-1.6A]);

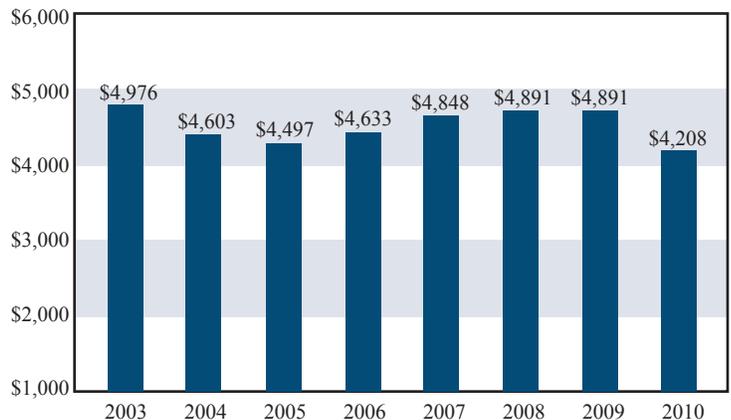
**Voluntary Payroll Deduction (VPD)**

- Number of participating employees - 10,092.
- Participation fees collected from insurance companies during the year - \$86,555 ([62 O.S. §7.10])
- OPM also organized a VPD Expo held at the State Capitol to assist state agencies located in the Oklahoma City area to meet the requirements of holding a one-day employee benefit informational meeting and inviting vendors with authorized payroll deductions to attend. [74 O.S. §1344 (G)]

**Oklahoma Commission on the Status of Women (OCSW)**

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 a clearinghouse for research on issues 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; and make recommendations concerning needed legislation or regulatory changes relating to equity and gender bias. FMS provides staff support to the OCSW by providing fiscal services including budgeting, accounting and reporting, purchasing, payroll, and inventory. [74 O.S. §666 (b)]

Chart 1: OPM General Revenue Appropriations Trend FY 2003-2010



## HR LEGISLATION SUMMARY

Shirley Russell

Director, Legislative Affairs,  
Administration

During the 2010 session, the Oklahoma Legislature passed the following human resources-related bills that affect state agencies and employees. This list includes generally-applicable HR-related legislation. It does not include legislation regarding specific agencies. This is also not a comprehensive list of bills regarding appropriations, insurance, or retirement

### Oklahoma Personnel Act

#### Senate Bill 1659 (Aldridge/Wright)

Amends the following sections of the Personnel Act:

- Section 1 -- Amends O.S. 74:840-1.3. Definitions by adding the word “copy” to the list of words defined in the Act. This change will permit the use of electronic documents and storage which will result in lower administrative costs.
- Section 2 -- Amends O.S. 74:840-2.15. Overtime and compensatory time--Nonexempt employees: Amends paragraph A to clarify that an executive branch entity shall not exceed the overtime provisions of the Fair Labor Standards Act without expressed statutory permission. Amends paragraph D to reflect the fact that the PeopleSoft Payroll accounting software is designed to begin accrual of compensatory time on the day it was accrued not at the end of the pay period. This does not make any other changes to the accrual of compensatory time.
- Section 3 -- Amends O.S. 74:840-2.17. Raises by adding a subsection F which states that adjustments to salaries known as pay movement mechanisms (PMM) do not apply to chief executive officers except for longevity or payment of wages established and mandated by law. The establishment of pay movement mechanisms was one of the recommendations from the comprehensive analysis of Oklahoma’s pay system conducted in 1999. PMM’s are to be utilized for classified and unclassified employees. Chief Executive Salaries are addressed elsewhere in the relevant agency appropriation bills or in Title 74, Section 3601.2 which sets the range--minimum, midpoint and maximum--for non-appropriated boards, commissions, and agencies.

*Effective November 1, 2010*

#### House Bill 2363 (Miller/Johnson, M.)

Creates new sections O.S. 74:840-2.28A and 74:840-2.28B establishing a statewide voluntary buyout program for “normal” retirement eligible state employees. State agencies may apply to OSF for reimbursement expenditures which include:

*Effective April 28, 2010.*

#### Senate Bill 1442 (Johnson/Miller)

Appropriates \$22 million for the VOBO reimbursement fund created in HB 2363.

*Effective April 28, 2010.*

#### Senate Bill 2260 (Russell/Wesselhoft)

Amends O.S. 74: 840-2.24 to authorize agency directors to grant leave with pay for state employees participating in the Civil Air Patrol disaster services.

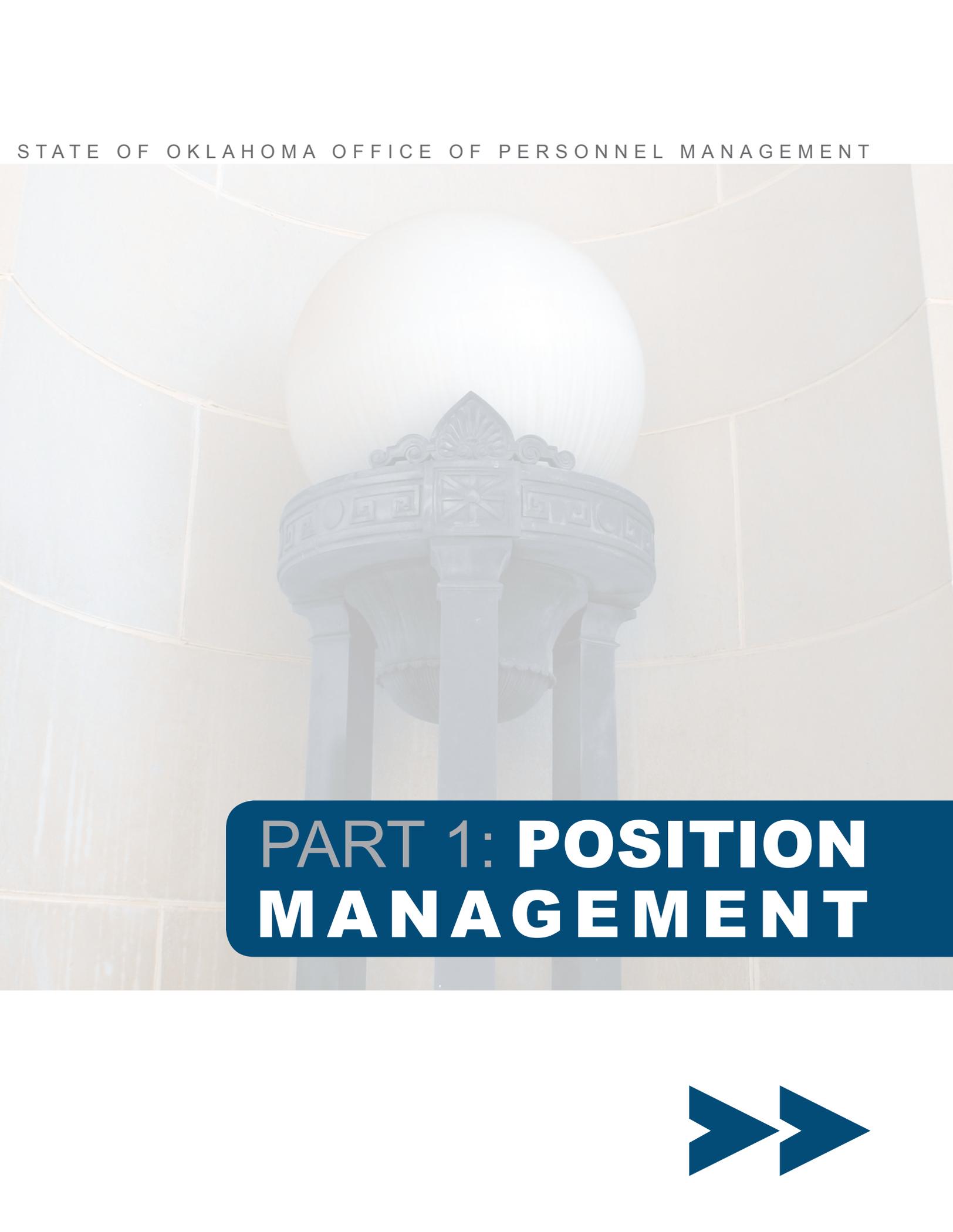
*Effective November 1, 2010.*

### Holidays

#### House Bill 3052 (Kirby/Lamb)

Amends O.S. 25:82.1 to establish a two-day Christmas holiday for state employees.

*Effective November 1, 2010.*



**PART 1: POSITION  
MANAGEMENT**



## CLASSIFICATION

Tom Patt, CCP, CBP, IPMA-CP

Assistant Administrator,  
Management Services

The Classification Division is assigned responsibilities involving the classification of jobs and employees under the state Merit System. Classification 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 service system. The groups are comprised of 370 job titles with 1,082 levels for these titles.

### 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.

### FY 10 Major Accomplishments

- Provided semi-annual Allocation and Salary Adjustment report to the Governor, President Pro Tempore of the Senate, and Speaker of the House of Representatives.
- Continued to work with CORE staff for PeopleSoft Human Capital Management System implementation to provide current training to all user agencies. This involved continually updating all aspects of the PeopleSoft HR Basic Training Manual as revisions are implemented.
- Audited and processed 28,116 personnel actions.
- Provided Human Resources support and guidance for 135 state agencies.
- Managed 370 job family descriptors.
- Revised 9 job family descriptors.
- Adopted 1 new job family descriptor.

Table 1: Fiscal Year Occupational Group Employee Counts

Occupational Group	10 Emp. Count	09 Emp. Count	08 Emp. Count	07 Emp. Count	06 Emp. Count	05 Emp. Count	04 Emp. Count	04-10 % Change
Agricultural Services and Inspections	240	260	247	255	249	257	257	-6.6%
Corrections & Custody	2,803	2,969	2,994	3,041	3,059	2,893	2,946	-4.9%
Employment Services	316	306	299	308	338	301	312	1.3%
Financial Management	908	962	977	959	987	924	940	-3.4%
General Administrative	3,585	3,874	3,895	3,941	4,140	3,982	4,049	-11.5%
General Sciences and Environmental Services	370	380	382	382	380	360	363	1.9%
General Safety, Security Inspections and Investigations	310	339	232	227	242	218	219	41.6%
Health Care Services and Administration	726	826	848	826	843	786	812	-10.6%
Historical Preservation	66	72	70	72	81	71	66	0.0%
Human Resources Management and Development	379	418	440	427	423	390	391	-3.1%
Information Technology	646	677	683	715	739	726	741	-12.8%
Institutional and Nutritional Services and Administration	1,497	1,769	1,694	1,730	1,910	1,819	1,782	-16.0%
Insurance and Benefits Administration	121	129	156	161	174	178	188	-35.6%
Law Enforcement	1,446	1,468	1,588	1,564	1,639	1,528	1,517	-4.7%
Logistics and Property Management	1,222	1,331	1,323	1,294	1,339	1,282	1,301	-6.1%
Nursing Services	2,293	2,490	2,491	2,544	2,614	2,485	2,427	-5.5%

CONT...Table 1: Fiscal Year Occupational Group Employee Counts

Oil, Gas, Transportation and Utility Regulation	160	183	196	198	202	178	158	1.3%
Power Generation	286	303	307	318	326	313	312	-8.3%
Professional Engineering and Land Surveyors	274	271	270	273	275	280	301	-9.0%
Rehabilitation and Vocational Services	753	700	651	661	688	508	656	14.8%
Revenue and Taxation	278	312	302	312	324	279	262	6.1%
Social Services	4,822	4,956	4,865	4,668	4,770	4,472	4,422	9.0%
Transportation and Highway Construction and Maintenance	2,127	2,196	2,089	2,126	2,165	2,111	2,125	0.1%
Travel, Tourism and Recreation	87	99	98	102	93	91	93	-6.5%
Veterans Services	25	27	25	27	27	29	33	-24.2%
<b>Classified</b>	<b>25,740</b>	<b>27,317</b>	<b>27,122</b>	<b>27,131</b>	<b>28,027</b>	<b>26,461</b>	<b>26,673</b>	<b>-3.5%</b>
<b>Unclassified</b>	<b>10,232</b>	<b>10,346</b>	<b>10,152</b>	<b>9,780</b>	<b>8,890</b>	<b>7,056</b>	<b>8,068</b>	<b>26.8%</b>
<b>Total</b>	<b>35,972</b>	<b>37,663</b>	<b>37,274</b>	<b>36,911</b>	<b>36,917</b>	<b>33,517</b>	<b>34,741</b>	<b>3.5%</b>

Table 2: FY 2010 Classified and Unclassified Usage

Agency	Merit Status	Regular Full-Time Employees	Classified Employees	Unclassified Employees	Percent Classified	Percent Unclassified
Agriculture, Food, and Forestry; Department of	Merit	413	355	58	86.0%	14.0%
Alcoholic Beverage Laws Enforcement Commission	Merit	43	39	4	90.7%	9.3%
Central Services, Department of	Merit	230	166	64	72.2%	27.8%
Children and Youth, Commission on	Merit	26	18	8	69.2%	30.8%
Commerce, Oklahoma Department of	Merit	142	2	140	1.4%	98.6%
Compsource Oklahoma	Merit	354	113	241	31.9%	68.1%
Conservation Commission, Oklahoma	Merit	70	6	64	8.6%	91.4%
Consumer Credit, Commission on	Merit	16	11	5	68.8%	31.3%
Corporation Commission, Oklahoma	Merit	434	300	134	69.1%	30.9%
Corrections, State Department of	Merit	4,356	4,020	336	92.3%	7.7%
Cosmetology, State Board of	Merit	12	9	3	75.0%	25.0%
Dentistry, Oklahoma Board of	Merit	4	1	3	25.0%	75.0%
Education, State Department of	Merit	355	3	352	0.8%	99.2%
Election Board, State	Merit	180	18	162	10.0%	90.0%
Emergency Management, Oklahoma Department of	Merit	26	21	5	80.8%	19.2%
Employees Benefits Council, Oklahoma State	Merit	33	29	4	87.9%	12.1%
Employment Security Commission, Oklahoma	Merit	751	646	105	86.0%	14.0%
Engineers and Land Surveyors, State Board of Licensure for Professional	Merit	9	4	5	44.4%	55.6%
Environmental Quality, Department of	Merit	545	506	39	92.8%	7.2%
Ethics Commission	Merit	5	1	4	20.0%	80.0%
Finance, Office of State	Merit	173	42	131	24.3%	75.7%
Fire Marshal Commission, State	Merit	27	23	4	85.2%	14.8%
Funeral Board, Oklahoma	Merit	3	0	3	0.0%	100.0%

CONT...Table 2: FY 2010 Classified and Unclassified Usage

Agency	Merit Status	Regular Full-Time Employees	Classified Employees	Unclassified Employees	Percent Classified	Percent Unclassified
Grand River Dam Authority	Merit	478	329	149	68.8%	31.2%
Handicapped Concerns, Office of	Merit	7	5	2	71.4%	28.6%
Health Care Authority, Oklahoma	Merit	454	0	454	0.0%	100.0%
Health, State Department of	Merit	2,069	1,537	532	74.3%	25.7%
Historical Society, Oklahoma	Merit	146	134	12	91.8%	8.2%
Human Rights Commission, Oklahoma	Merit	13	11	2	84.6%	15.4%
Human Services, Department of	Merit	7,426	6,794	632	91.5%	8.5%
Insurance Board, Oklahoma State and Education Employees Group	Merit	162	139	23	85.8%	14.2%
Investigation, Oklahoma State Bureau of	Merit	318	268	50	84.3%	15.7%
J.D. McCarty Center for Children with Development Disabilities	Merit	220	189	31	85.9%	14.1%
Juvenile Affairs, Office of	Merit	820	767	53	93.5%	6.5%
Labor, Department of	Merit	90	69	21	76.7%	23.3%
Land Office, Commissioners of the	Merit	54	35	19	64.8%	35.2%
Libraries, Oklahoma Department of	Merit	53	48	5	90.6%	9.4%
Liquefied Petroleum Gas Board, Oklahoma	Merit	8	6	2	75.0%	25.0%
Medical Licensure and Supervision, State Board of	Merit	21	14	7	66.7%	33.3%
Mental Health and Substance Abuse Services, Department of	Merit	1,807	921	886	51.0%	49.0%
Merit Protection Commission	Merit	6	5	1	83.3%	16.7%
Military Department	Merit	333	206	127	61.9%	38.1%
Narcotics and Dangerous Drugs Control, Oklahoma State Bureau of	Merit	114	79	35	69.3%	30.7%
Osteopathic Examiners, State Board of	Merit	5	2	3	40.0%	60.0%
Pardon and Parole Board	Merit	38	30	8	78.9%	21.1%
Peanut Commission, Oklahoma	Merit	1	0	1	0.0%	100.0%
Personnel Management, Office of	Merit	54	47	7	87.0%	13.0%
Pharmacy, Board of	Merit	9	3	6	33.3%	66.7%
Physician Manpower Training Commission	Merit	6	3	3	50.0%	50.0%
Public Employees Retirement System, Oklahoma	Merit	54	36	18	66.7%	33.3%
Real Estate Commission, Oklahoma	Merit	18	14	4	77.8%	22.2%
Rehabilitation Services, Oklahoma Department of	Merit	973	790	183	81.2%	18.8%
Safety, Department of Public	Merit	1,456	1,390	66	95.5%	4.5%
School of Science and Mathematics, Oklahoma	Merit	72	3	69	4.2%	95.8%
Science and Technology, Oklahoma Center for the Advancement of	Merit	19	0	19	0.0%	100.0%
Secretary of State, Office of	Merit	29	25	4	86.2%	13.8%
Securities Commission, Oklahoma	Merit	27	0	27	0.0%	100.0%
Tax Commission, Oklahoma	Merit	805	563	242	69.9%	30.1%
Teachers' Retirement System of Oklahoma	Merit	43	24	19	55.8%	44.2%
Tourism and Recreation Department, Oklahoma	Merit	473	265	208	56.0%	44.0%
Transportation, Department of	Merit	2,446	2,383	63	97.4%	2.6%

CONT...Table 2: FY 2010 Classified and Unclassified Usage

Turnpike Authority, Oklahoma	Merit	559	516	43	92.3%	7.7%
Veterans Affairs, Oklahoma Department of	Merit	1,752	1,692	60	96.6%	3.4%
Water Resources Board, Oklahoma	Merit	86	54	32	62.8%	37.2%
Will Rogers Memorial Commission	Merit	7	3	4	42.9%	57.1%
<b>Total Merit</b>	<b>65</b>	<b>31,738</b>	<b>25,732</b>	<b>6,006</b>	<b>81.1%</b>	
Abstractors Board, Oklahoma	Non-Merit	3	0	3	0.0%	100.0%
Accountancy Board, Oklahoma	Non-Merit	9	0	9	0.0%	100.0%
Aeronautics Commission, Oklahoma	Non-Merit	11	0	11	0.0%	100.0%
Alcohol and Drug Counselors, Oklahoma Board of Licensed	Non-Merit	2	0	2	0.0%	100.0%
Alcohol and Drug Influence, Board of Tests for	Non-Merit	5	0	5	0.0%	100.0%
Architects, Landscape Architects, and Interior Designers, Board of Governors of the Licensed	Non-Merit	4	0	4	0.0%	100.0%
Arts Council, Oklahoma	Non-Merit	14	0	14	0.0%	100.0%
Banking Department, Oklahoma State	Non-Merit	39	0	39	0.0%	100.0%
Boll Weevil Eradication Organization, Oklahoma	Non-Merit	11	0	11	0.0%	100.0%
Bond Advisor, Oklahoma State	Non-Merit	2	0	2	0.0%	100.0%
Career and Technology Education, Oklahoma Department of	Non-Merit	279	0	279	0.0%	100.0%
Chiropractic Examiners, Board of	Non-Merit	3	0	3	0.0%	100.0%
Construction Industries Board	Non-Merit	27	0	27	0.0%	100.0%
Council on Judicial Complaints	Non-Merit	2	0	2	0.0%	100.0%
Court of Criminal Appeals	Non-Merit	27	0	27	0.0%	100.0%
Davis, J.M. Memorial Commission	Non-Merit	5	0	5	0.0%	100.0%
District Attorneys	Non-Merit	1,124	0	1,124	0.0%	100.0%
District Courts	Non-Merit	624	0	624	0.0%	100.0%
Educational Television Authority, Oklahoma	Non-Merit	68	0	68	0.0%	100.0%
Finance Authority, Oklahoma Industrial	Non-Merit	6	0	6	0.0%	100.0%
Firefighters Pension and Retirement System, Oklahoma	Non-Merit	9	0	9	0.0%	100.0%
Horse Racing Commission, Oklahoma	Non-Merit	42	0	42	0.0%	100.0%
Hospitals Authority, University	Non-Merit	8	0	8	0.0%	100.0%
Indian Affairs Commission, Oklahoma	Non-Merit	2	0	2	0.0%	100.0%
Indigent Defense System, Oklahoma	Non-Merit	113	0	113	0.0%	100.0%
Insurance Department	Non-Merit	127	0	127	0.0%	100.0%
Law Enforcement Education and Training, Council on (CLEET)	Non-Merit	44	0	44	0.0%	100.0%
Law Enforcement Retirement System, Oklahoma	Non-Merit	5	0	5	0.0%	100.0%
Legislative Service Bureau	Non-Merit	9	0	9	0.0%	100.0%
Long-Term Care Administrators, Oklahoma State Board of Examiners for	Non-Merit	2	0	2	0.0%	100.0%
Lottery Commission	Non-Merit	36	0	36	0.0%	100.0%
Medicolegal Investigations, Board of	Non-Merit	72	0	72	0.0%	100.0%

CONT...Table 2: FY 2010 Classified and Unclassified Usage

Mines, Department of	Non-Merit	32	0	32	0.0%	100.0%
Motor Vehicle Commission, Oklahoma	Non-Merit	3	0	3	0.0%	100.0%
Nursing, Oklahoma Board of	Non-Merit	24	0	24	0.0%	100.0%
Office of State Auditor and Inspector	Non-Merit	120	0	120	0.0%	100.0%
Office of the Attorney General	Non-Merit	151	0	151	0.0%	100.0%
Office of the Governor	Non-Merit	27	0	27	0.0%	100.0%
Office of the Lieutenant Governor	Non-Merit	7	0	7	0.0%	100.0%
Office of the State Treasurer	Non-Merit	58	0	58	0.0%	100.0%
Oil and Gas Wells, Commission on Marginally Producing	Non-Merit	4	0	4	0.0%	100.0%
Oil Compact Commission, Interstate	Non-Merit	3	0	3	0.0%	100.0%
Oklahoma State House of Representatives	Non-Merit	239	0	239	0.0%	100.0%
Oklahoma State Senate	Non-Merit	178	0	178	0.0%	100.0%
Optometry, Board of Examiners in	Non-Merit	4	0	4	0.0%	100.0%
Police Pension and Retirement System, Oklahoma	Non-Merit	11	0	11	0.0%	100.0%
Private Vocational Schools, Oklahoma Board of	Non-Merit	1	0	1	0.0%	100.0%
Psychologists, State Board of Examiners of	Non-Merit	3	0	3	0.0%	100.0%
Quartz Mountain Arts and Conference Center and Nature Park	Non-Merit	12	6	6	50.0%	50.0%
Scenic Rivers Commission, Oklahoma	Non-Merit	7	2	5	28.6%	71.4%
Space Industry Development Authority, Oklahoma	Non-Merit	3	0	3	0.0%	100.0%
Speech-Language Pathology and Audiology, Board of Examiners for	Non-Merit	2	0	2	0.0%	100.0%
State Board of Licensed Social Workers	Non-Merit	1	0	1	0.0%	100.0%
Supreme Court	Non-Merit	172	0	172	0.0%	100.0%
Teacher Preparation, Oklahoma Commission for	Non-Merit	10	0	10	0.0%	100.0%
Tobacco Settlement Endowment Trust Fund, Board of Directors of the	Non-Merit	8	0	8	0.0%	100.0%
Used Motor Vehicle and Parts Commission, Oklahoma	Non-Merit	9	0	9	0.0%	100.0%
Veterinary Medical Examiners, Board of	Non-Merit	3	0	3	0.0%	100.0%
Wheat Utilization, Research, and Market Development Commission, Oklahoma	Non-Merit	4	0	4	0.0%	100.0%
Wildlife Conservation, Department of	Non-Merit	328	0	328	0.0%	100.0%
Worker's Compensation Court	Non-Merit	76	0	76	0.0%	100.0%
<b>Total Non-Merit</b>	<b>61</b>	<b>4,234</b>	<b>8</b>	<b>4,226</b>	<b>0.2%</b>	<b>99.8%</b>
<b>Total</b>	<b>126</b>	<b>35,972</b>	<b>25,740</b>	<b>10,232</b>	<b>71.6%</b>	<b>28.4%</b>

# PART 2: SELECTION HIRING THE WORKERS



## PERSONNEL ASSESSMENT

Natasha Riley, IPMA-CS  
 Director, Personnel Assessment,  
 Employee Selection Services

The Personnel Assessment Division is responsible for the development of selection devices used to rank applicants for classified job openings. The selection devices created include multiple-choice tests and questionnaires completed by applicants as part of the application. The Personnel Assessment Division also manages the administration of the tests statewide. The Division's other major responsibility is the employee performance evaluation system, and the auditing of agencies' compliance with the applicable statute, rules and program guidelines. State agency personnel often call upon the Division to provide guidance or advice relating to employee selection and employee evaluations.

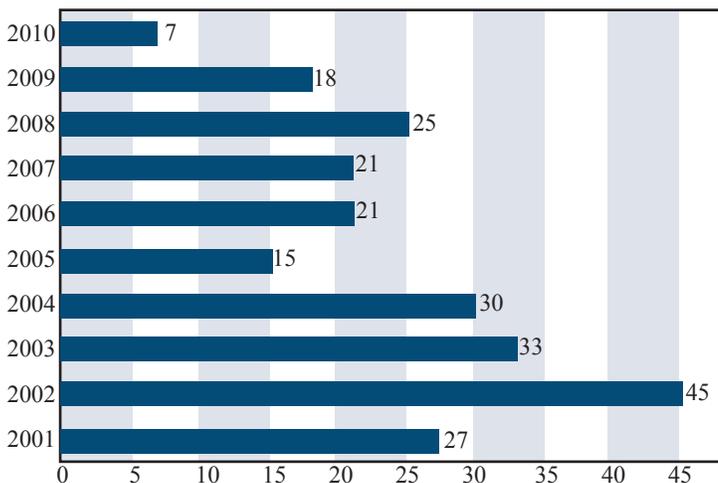
During FY 10, Personnel Assessment staff:

- Developed or revised two written, content-validated job knowledge tests.
- Developed five job-specific questionnaires regarding training and experience.
- Personnel Assessment conducted 22 meetings with agency employees to review new or existing selection devices.
- Staff implemented web-based testing at three Career Technology Centers and one university.
- Merit testing was discontinued at two Workforce Oklahoma offices and one university.
- Audited six agencies for compliance with statute, rules and program guidelines relating to the Performance Management Process (PMP). These six agencies are under Administrative Orders from the Administrator of the Office of Personnel Management and are now being audited at each step of the PMP process for two years.
- Taught the HRDS course "Structured Interviewing Process" four times.

The Test Administration Unit:

- Proctored 13,975 online or written tests and 3,411 performance tests at OPM.
- Processed 21,114 online or written tests and 4,546 performance tests.

Chart 2: Validated Selection Devices



## APPLICANT SERVICES

Tom Impson  
 Director, Applicant Services,  
 Employee Selection Services

External applicants seek employment in the state's classified service by submitting applications to the Applicant Services Division of OPM. Division team members determine if applicants meet minimum qualifications and conduct ratings of applicant education and experience as well as perform duties under the provisions of the Fair Employment Practices Act. The division also reviews agency requests to promote, demote, transfer or reinstate employees. In addition, administered within the Applicant Services Division is the Carl Albert Internship Program, which helps students at colleges and universities throughout the state gain experience inside state government. At the beginning of FY 2010 all classified state agencies had direct online access to job lists managed by OPM via the OKCAREERS online applicant tracking and testing system. These agencies employ more than 80 percent of all classified employees in state government. The Applicant Services Division also provides complimentary service to all unclassified and classified agencies to use the OKCAREERS system for the advertisement of unclassified vacancies. This provides agencies the opportunity to have their unclassified announcements on the same webpage as regular, classified announcements; a one-stop-shop for state agencies and job seekers. OKCAREERS allows applicants to apply directly online for these positions and provides agency HR staff the ability to view these unclassified applications continuously as they are submitted online. During FY 2010 there were 387 unclassified job postings announced through the OKCAREERS online system.

The Optional Program for Hiring Applicants with Disabilities is also administered by the Applicant Services Division. This program provides persons with severe disabilities access to state employment, permitted they meet the minimum education and experience qualifications for the job in which they are applying for. Tests for the jobs applied for are waived for qualified applicants certified for this program through the Department of Rehabilitation Services. Applicants hired through this program are eligible for permanent status in the classified service upon successful completion of a probationary period.

### Priority Reemployment

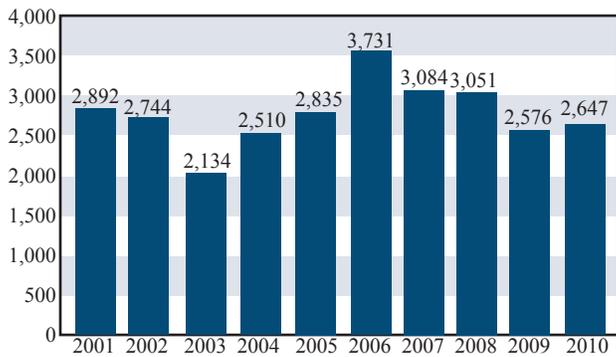
The division administers the Priority Reemployment Consideration (PRC) program. State law provides for permanent, classified employees and regular, unclassified employees separated through a reduction in force to be eligible for priority consideration for jobs in which they meet all requirements. In FY 2010 there were 15 permanent, classified employees that utilized this program.

**Recruitment**

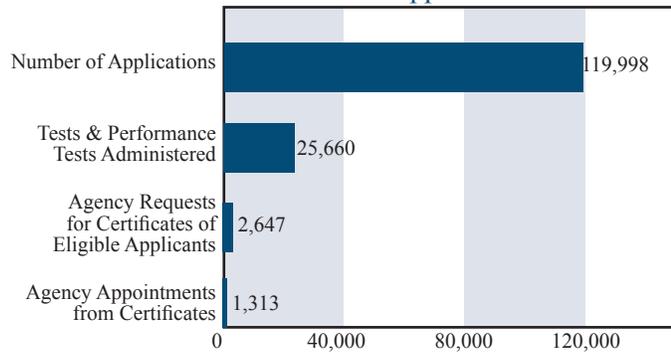
The division organizes recruitment efforts for the state classified service. In FY 2010 division state attended 42 career and job fairs, including events at the:

University of Oklahoma, Oklahoma State University, University of Central Oklahoma, Oklahoma State University-OKC Campus, Langston University, Oklahoma Christian University, Southern Nazarene University, Rose State College, Oklahoma City Community College, Redlands Community College, Spring-lake Metro Technology Center, Moore-Norman Technology Center, Francis Tuttle Technology Center, Wes Watkins Technology Center, Canadian Valley Technology Center.

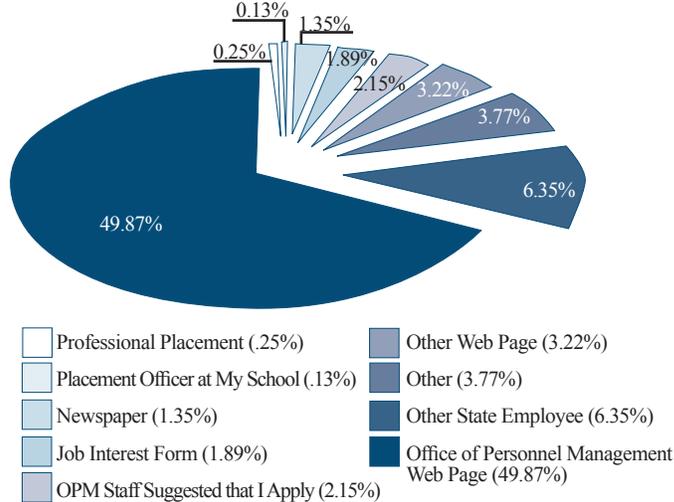
**Chart 3: Certificate Appointments Trend 2001-2010**



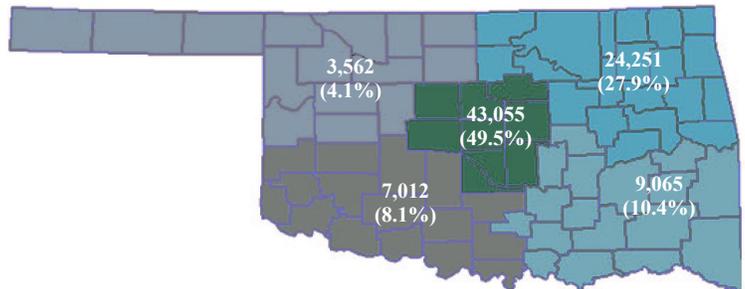
**Chart 4: Fiscal Year 2010 Application Process**



**Chart 5: Applications by Source**



**Map 1: Regions in which Applicants Applied for Jobs**



\* This does not add up to 100% because not all applicants complete this section of the application.

Table 3: Counties in which Applicants Applied for Jobs

County	# of Applicants	County	# of Applicants	County	# of Applicants	County	# of Applicants
Adair	495	Delaware	899	Lincoln	2103	Pittsburg	1460
Alfalfa	295	Dewey	100	Logan	2606	Pontotoc	686
Atoka	488	Ellis	119	Love	243	Pottawatomie	3303
Beaver	80	Garfield	765	Major	166	Pushmataha	239
Beckham	271	Garvin	550	Marshall	202	Roger Mills	70
Blaine	184	Grady	1471	Mayes	1083	Rogers	1812
Bryan	327	Grant	113	McClain	1517	Seminole	829
Caddo	463	Greer	384	McCurtain	374	Sequoyah	610
Canadian	4357	Harmon	109	McIntosh	570	Stephens	739
Carter	609	Harper	85	Murray	763	Texas	327
Cherokee	1199	Haskell	271	Muskogee	2752	Tillman	650
Choctaw	397	Hughes	245	Noble	572	Tulsa	6618
Cimarron	65	Jackson	445	Nowata	223	Wagoner	1614
Cleveland	8357	Jefferson	192	Okfuskee	403	Washington	547
Coal	126	Johnston	197	Oklahoma	17635	Washita	155
Comanche	1,657	Kay	357	Okmulgee	1164	Woods	258
Cotton	316	Kingfisher	551	Osage	1075	Woodward	646
Craig	1479	Kiowa	229	Ottawa	733	<b>Total</b>	<b>86,945</b>
Creek	1249	Latimer	409	Pawnee	380		
Custer	473	LeFlore	469	Payne	971		

Chart 6: Ethnicity of Total Applications

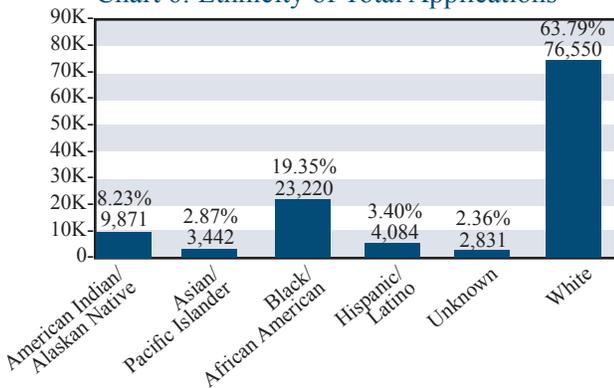


Chart 7: Gender of Applicants

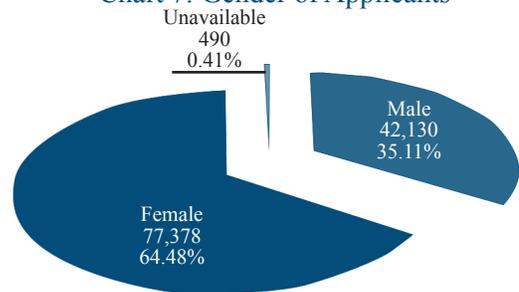


Chart 8: Qualified Applicants vs. Hires

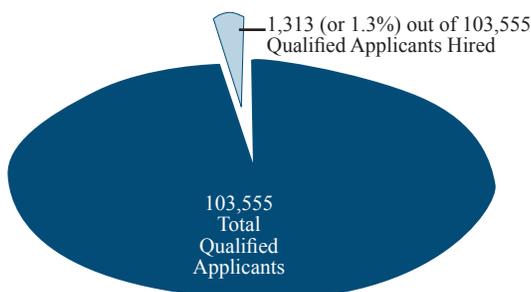


Chart 9: Online Applications vs. Paper Applications

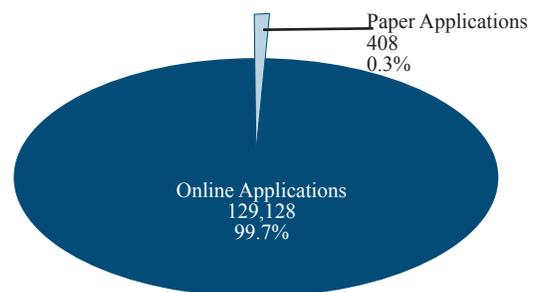


Table 4: States and Other Locations from which Applications Received

State	Number of Applications	State	Number of Applications	State	Number of Applications
Oklahoma	115672	New York	55	Massachusetts	13
Texas	1135	North Carolina	54	Wyoming	13
Arkansas	397	Louisiana	53	Rhode Island	11
California	365	Kentucky	43	South Dakota	10
Kansas	351	Virginia	43	Armed Forces Americas	7
Missouri	268	Mississippi	38	West Virginia	7
Colorado	128	Iowa	35	Connecticut	6
Michigan	125	Wisconsin	34	Puerto Rico	6
Ohio	115	Maryland	33	Hawaii	5
Arizona	92	New Jersey	33	North Dakota	5
Illinois	91	Pennsylvania	33	Maine	4
Florida	86	Idaho	27	Vermont	4
New Mexico	79	Indiana	23	Delaware	2
Nebraska	70	Minnesota	21	Montana	2
Tennessee	67	South Carolina	20	New Hampshire	2
Nevada	63	Outside of Country	18	Armed Forces Pacific	1
Washington	62	Oregon	17	District of Columbia	1
Alabama	60	Utah	17		
Georgia	55	Alaska	14	<b>Total</b>	<b>119,991</b>

Chart 10: FY 10 Appointments by Type (6,096)

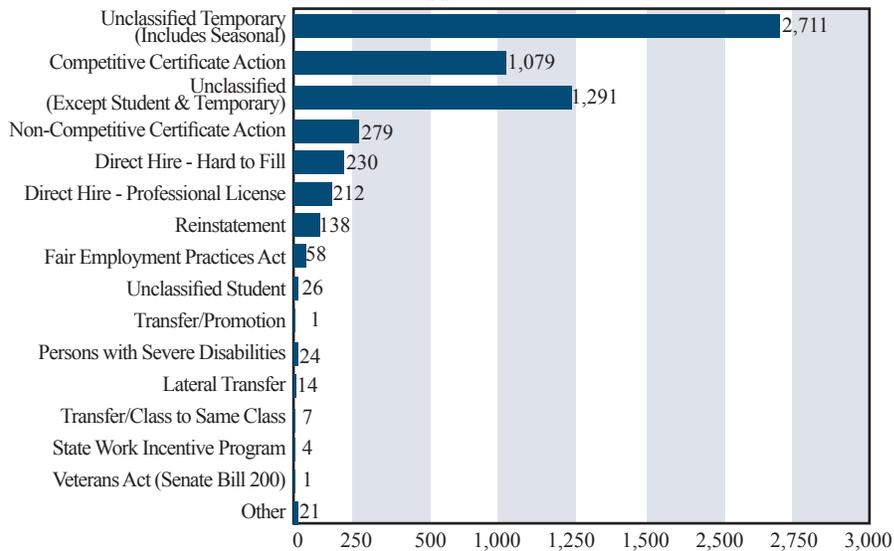
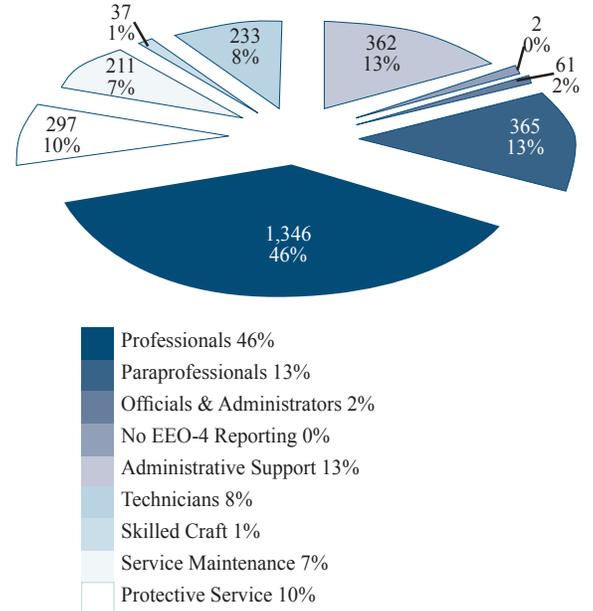


Chart 11: FY 10 Appointments by Job Category (2,914)



## CARL ALBERT PUBLIC INTERNSHIP PROGRAM

Denae Edwards

CAPIP Coordinator,  
Employee Selection Services

The Carl Albert Public Internship Program has assisted students at institutions of higher education in gaining experience and knowledge in state government and has encouraged the recruitment of such students to pursue careers in state government service since 1988. The program has three components: the Undergraduate Internship, Senior Undergraduate Internship (students who have completed 90 hours or more of a baccalaureate degree) and the Executive Fellows (students that are pursuing Master's Degrees). During FY 2010, a total of 33 Executive Fellows, one Senior Undergraduate and two Undergraduates were participating in internships.

The Undergraduate Internship program provides temporary employment for students enrolled in institutions of higher education and working toward an undergraduate degree. Senior Undergraduates may be employed for up to two years. Executive Fellows may also 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 interns from the following universities: Langston University, Oklahoma State University, University of Oklahoma, University of Tulsa, Oklahoma City University, East Central University, University of Arkansas-Little Rock, University of Central Oklahoma, Oklahoma Christian University and, Northeastern University.

STATE OF OKLAHOMA OFFICE OF PERSONNEL MANAGEMENT



**PART 3: OPM SERVICES  
HELPING THE WORKERS**



## HUMAN RESOURCE DEVELOPMENT SERVICES

**Lisa Fortier**

Director,

Human Resource 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. 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. 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.

During FY 10,

- There were 324 total training session days, with an average of three classes per day, and 6,453 customers served.
- Over 84 percent of supervisors fully met the requirements.

### **Governor's Executive Development Program for State Officials**

The Governor's Executive Development Program for State Officials provides an educational experience designed to improve the way executives think and make decisions; to exchange ideas and acquire new skills in an interactive setting; and, to network and collaborate with other state government senior-level executives.

Thirty-one participants, representing 19 agencies, attended the 4th annual Governor's Executive Development Program Sunday, August 2 - Thursday, August 6, 2009, at Oklahoma State University, Stillwater, Oklahoma. Kara Smith, General Counsel and Lisa Fortier, Director, HRDS were the OPM participants. The program is a collaboration of the William S. Spears School of Business at OSU, the Michael Price School of Business at OU, and the Office of Personnel Management.

The extensive four-and-a-half-day curricu-

lum addressed the five Executive Leadership Competencies identified by the US Office of Personnel Management. The competencies include: Leading Change, Leading People, Results-Driven Business Acumen and Building Coalitions/Communications. The seminar was presented by faculty from Oklahoma State University, The University of Oklahoma and Oklahoma City University.

The next program is scheduled for August 1-5, 2010.

### **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 950 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 10, 231 employees from 53 state agencies, boards, and commissions, as well as the city of Oklahoma City and the University of Oklahoma were enrolled in the CPM program. OPM conducted 146 sessions of CPM-required courses, administered 91 tests, and approved 104 projects. A total of 515 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 258 required classroom hours and 42 elective classroom hours: Level I-Basic Supervisory Skills, 80 classroom hours; Level II - Middle Management Skills, 77 classroom hours; Level III - Advanced Management Skills, 77 classroom hours. In addition, candidates must complete four exams and three work-related projects.

**Joyce Smith**

Quality Oklahoma & PEP Coordinator,  
Human Resources Development Services

### **Quality Oklahoma**

*Quality Oklahoma* was established to give state agencies the tools to assess, improve, and continuously evaluate the operations of the agencies and delivery of services to customers. It stresses the empowerment of employees to make decisions at the lowest levels to increase efficiency and innovation.

The *Quality Oklahoma* Program promotes continuous improvement of state government by encouraging recognition of employees, implementation of agency team projects; attendance and practice of Human Resource Development training courses in continuous improvement, problem solving, and planning; and maintaining a state-approved list of strategic planning consultants.

The annual *Quality Oklahoma* Team Day is the premier event of the program. Held at the state capitol, Team Day 2010 showcased a record 80 team projects, representing 15 state agencies. Six prestigious specialty awards, 56 Commendation of Excellence Awards, and two merit certificates were presented. Team Day's top award was presented to the Oklahoma Department of Human Services/Oklahoma Child Support Services for its SSA Income Withholding Orders Automation Project. This year, savings and revenue generation documentation topped more than \$75 million, for a cumulative total of more than \$641 million since Team Day's inception in 1993.

### **Productivity Enhancement Program (PEP)**

A \$4,745 Productivity Enhancement Program (PEP) award was presented to a employee of the Department of Corrections this fiscal year. This innovative project saved the state more than \$18,980 and resulted in a dramatic cost savings on the purchase of computer software for the agency.

The Productivity Enhancement Program (PEP) is Oklahoma's official state employee suggestion program. The program is governed by the seven-member Committee for Incentive Awards for State Employees. Agencies are encouraged to nominate employees whose innovative ideas have been implemented and result in measurable savings.

Table 5: FY2010 Human Resource Development Services Courses

Workshop Title	# of Participants	# of Sessions Offered	# of Days
Administrative Law	100	4	4
Advanced Creative Problem Solving	74	4	4
Affirmative Action Plan (AAP) Training	28	3	3
Affirmative Action Plan (AAP) Training--Advanced	62	3	3
Applied Leadership	81	3	3
Awards and Recognitions	75	4	4
Business Etiquette	114	4	4
Certified Public Manager (CPM) Executive Development Seminar	26	1	4
Certified Public Manager (CPM) Orientation	40	2	2
Challenges of Supervision	160	6	12
Change Management	47	2	2
Coaching and Mentoring	188	7	7
Conducting Effective Group Meetings	37	2	2
Cultural Competency	154	6	6
Customer Service: A Lost Art	314	12	12
Delegation and Control	99	4	4
Developing Creative Problem Solving Skills	155	6	6
Developing Effective Negotiating Skills	131	5	5
Disability Awareness Workshop (Office of Disability Concerns)	105	6	6
Effective Communication In Management	152	6	6
Effective Stress Management	289	11	11
Effective Time Management Techniques	129	5	5
Emotional Intelligence	162	6	6
Employee Grievances and Appeals	56	2	2
Ethics In Public Management	80	4	8
Everyday Creativity	75	3	3
Facilitation Skills	10	1	2
FOCUS: Achieving Your Highest Priorities	14	1	1
Gender Issues In Management	53	3	3
How to Conduct On-the-Job Training	58	3	3
IPMA-HR Southern Region Conference	36	1	3
Lateral Thinking for Supervisors	46	2	2
Leadership: Keys to Effectiveness	109	4	4
Legislative Process, The	90	3	3
Managing a Multigenerational Workforce	141	6	6
Managing Conflict	193	7	7
Managing the Troubled Employee Through the EAP Process	44	4	4
Managing Within the Public Sector (Phases I & II)	23	1	4

Workshop Title	# of Participants	# of Sessions Offered	# of Days
Mediation Skills for Supervisors	8	1	2
Misunderstanding In the Age of Communication	57	2	2
Motivating for Performance	128	5	5
One Minute Manager	90	5	5
Performance Management Process (PMP)	273	9	9
Personnel Policies and Practices	95	6	6
Policy Analysis	55	2	2
Power of Positive Reinforcement	122	5	5
Productive Meetings	77	6	6
Program Evaluation	46	2	2
Progressive Discipline	183	6	6
Project Management	133	5	5
Public Speaking and Effective Presentations	24	1	2
Quality Oklahoma Processes	13	1	2
Quality Tools	8	1	2
Risk Control	21	2	2
Risk Management: The Overview	30	2	2
Safety Management	54	2	2
Say OK to Your Health (EBC Wellness Staff)	328	17	17
Seven Habits of Highly Effective People: Signature Series (3-day)	51	4	12
Sexual Harassment & Discrimination In the Workplace	135	5	5
Skills for Effective Presentations	41	2	4
Strategies for Improving Communication	111	5	10
Structured Interview Process	84	4	4
Systems Management	48	2	4
Team Building	104	5	5
Tools and Processes for Problem Solving and Continuous Improvement	51	2	4
Violence In the Workplace	159	7	7
Winning the Workplace Challenge	74	5	5
Writing Skills for Managers	100	4	4
<b>TOTAL (68 Course Titles)</b>	<b>6,453</b>	<b>282</b>	<b>324</b>

## STATE EMPLOYEE ASSISTANCE PROGRAM

Bob Stevens

Director,

State Employee Assistance Program (EAP)

The OPM State EAP, which is a voluntary program that assists state agencies in their management of employees whose personal problems may have a negative impact on job performance. The OPM State Employee Assistance Program provides assistance to both management and support personnel. Services provided by the State EAP include assessment and referral consultation, education, and training workshops, which may be designed to address situations unique to a particular workplace or broad enough to be helpful to any manager or employee, counseling services and critical incident debriefing sessions. 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, gambling addiction, or other personal problems. The program's success is predicated on the awareness of potential EAP clients, their families and friends, that this service is available and may have a positive impact on their life both in and out of the workplace. The Employee Assistance Program Advisory Council was created to assist in the coordination of the State's EAP; to advise the Administrator of the Office of Personnel Management; and provide support to expand and improve program services. The Employee Assistance Program Advisory Council and the Employee Assistance Program are governed under Oklahoma Title 74, Section 840.

During FY 10, OPM State EAP Team members opened 311 new cases. 18 percent were supervisors; 82 percent were non-supervisors.

Out of the 311 individuals assisted:

- 18 % were work-related problems
- 20 % were family conflict or parent/child problems
- 20 % were marital problems
- 19 % were mental health or alcohol/drug problems
- 42 % were self-referred
- 15 % were referred by a supervisor
- 17 % were referred by a family member
- 7 % were referred by a co-worker
- 6 % were referred by HR personnel
- 1 % were referred by health professional
- 12 % were referred by other sources

75% of the clients seen were from the Oklahoma City area, which includes Shawnee, Norman, Edmond, and Tecumseh. 10% were from the Tulsa area which includes Claremore, Sand Springs, and Broken Arrow. 1 % of clients were in the Enid area and 14% were from cities and towns outside of the larger cities listed.



**PART 4: COMPENSATION  
PAYING THE WORKERS**



## COMPENSATION

Tom Patt, CCP, CBP, IPMA-CP

Assistant Administrator  
Management Services

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 pay adjustments, and performance-based pay adjustments during FY 2010. 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.

### FY 10 Major Accomplishments

- Prepared and issued the 2009 Annual Compensation Report to the Governor, President Pro Tempore of the Senate, and Speaker of the House of Representatives.
- Briefed the Compensation and Unclassified Positions Review Board on the findings of the 2009 Compensation Report as well as the cost of implementing the tentative proposal of the Board to enhance the longevity pay program structure.
- Prepared and issued the 2010 Compensation Study of Classified Job Families at the Grand River Dam Authority (GRDA) to the Governor, President Pro Tempore of the Senate, Speaker of the House of Representatives, and General Manager of the Grand River Dam Authority
- Directed the interagency team comprised of representatives of the Employees Benefits Council, Office of State Finance (CORE), and the Oklahoma Public Employees Retirement System and other state retirement agencies in producing the second annual Total Compensation Statement for approximately 36,000 state employees.
- Led Job Content Review Committees in factoring seven job families using the Hay Point Factor System to assign those job families to the classified pay bands.

- Provided guidance to numerous agencies on implementing furloughs, reductions in force, and voluntary outs
- Conducted the salary survey for Central States Compensation Association, a national consortium of state compensation directors with 25 member states.

Chart 12: FY 2001 to FY 2010 Average Annual Salary Trend

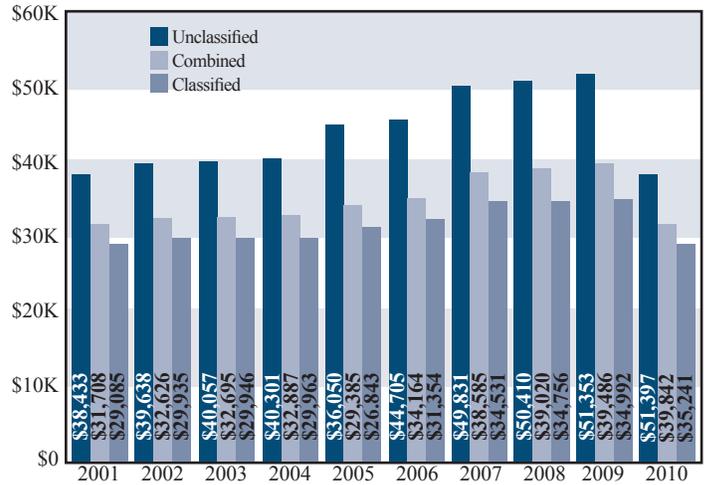


Table 6: FY 2010 Agency Average Salaries

Agency	Classified Emp.	Classified Average Salary	Un-classified Emp.	Unclassified Average Salary	Combined Average Salary
Abstractors Board, Oklahoma	0	\$0	3	\$36,467	\$36,467
Accountancy Board, Oklahoma	0	\$0	9	\$44,925	\$44,925
Aeronautics Commission, Oklahoma	0	\$0	11	\$55,771	\$55,771
Agriculture, Food, and Forestry; Department of	355	\$34,004	58	\$50,429	\$36,311
Alcohol and Drug Counselors, Oklahoma Board of Licensed	0	\$0	2	\$33,000	\$33,000
Alcohol and Drug Influence, Board of Tests for	0	\$0	5	\$42,821	\$42,821
Alcoholic Beverage Laws Enforcement Commission	39	\$46,757	4	\$72,466	\$49,148
Architects, Landscape Architects, and Interior Designers, Board of Governors of the Licensed	0	\$0	4	\$43,671	\$43,671
Arts Council, Oklahoma	0	\$0	14	\$47,343	\$47,343
Banking Department, Oklahoma State	0	\$0	39	\$68,435	\$68,435
Boll Weevil Eradication Organization, Oklahoma	0	\$0	11	\$39,045	\$39,045
Bond Advisor, Oklahoma State	0	\$0	2	\$52,500	\$52,500
Career and Technology Education, Oklahoma Department of	0	\$0	279	\$48,044	\$48,044

CONT... Table 6: FY 2010 Agency Average Salaries

Agency	Classified Emp.	Classified Average Salary	Un-classified Emp.	Unclassified Average Salary	Combined Average Salary
Central Services, Department of	166	\$37,089	64	\$54,226	\$41,858
Children and Youth, Commission on	18	\$41,844	8	\$51,637	\$44,858
Chiropractic Examiners, Board of	0	\$0	3	\$33,550	\$33,550
Commerce, Oklahoma Department of	2	\$44,859	140	\$55,354	\$55,206
Compsource Oklahoma	113	\$37,319	241	\$44,490	\$42,201
Conservation Commission, Oklahoma	6	\$48,672	64	\$45,356	\$45,640
Construction Industries Board	0	\$0	27	\$39,772	\$39,772
Consumer Credit, Commission on	11	\$34,546	5	\$51,147	\$39,734
Corporation Commission, Oklahoma	300	\$37,845	134	\$55,178	\$43,197
Corrections, State Department of	4,020	\$34,657	336	\$68,516	\$37,269
Cosmetology, State Board of	9	\$27,516	3	\$46,145	\$32,173
Council on Judicial Complaints	0	\$0	2	\$58,944	\$58,944
Court of Criminal Appeals	0	\$0	27	\$80,748	\$80,748
Davis, J.M. Memorial Commission	0	\$0	5	\$34,355	\$34,355
Dentistry, Oklahoma Board of	1	\$45,773	3	\$51,113	\$49,778
District Attorneys	0	\$0	1,124	\$44,434	\$44,434
District Courts	0	\$0	624	\$67,392	\$67,392
Education, State Department of	3	\$29,461	352	\$40,858	\$40,762
Educational Television Authority, Oklahoma	0	\$0	68	\$38,104	\$38,104
Election Board, State	18	\$35,238	162	\$36,950	\$36,779
Emergency Management, Oklahoma Department of	21	\$39,295	5	\$50,041	\$41,362
Employees Benefits Council, Oklahoma State	29	\$45,545	4	\$62,591	\$47,611
Employment Security Commission, Oklahoma	646	\$33,674	105	\$32,159	\$33,463
Engineers and Land Surveyors, State Board of Licensure for Professional	4	\$32,501	5	\$62,870	\$49,373
Environmental Quality, Department of	506	\$48,422	39	\$60,478	\$49,284
Ethics Commission	1	\$47,015	4	\$83,454	\$76,166
Finance Authority, Oklahoma Industrial	0	\$0	6	\$70,121	\$70,121
Finance, Office of State	42	\$42,201	131	\$61,330	\$56,686
Fire Marshal Commission, State	23	\$40,108	4	\$62,047	\$43,358
Firefighters Pension and Retirement System, Oklahoma	0	\$0	9	\$59,001	\$59,001
Funeral Board, Oklahoma	0	\$0	3	\$56,615	\$56,615
Grand River Dam Authority	329	\$55,661	149	\$72,709	\$60,975
Handicapped Concerns, Office of	5	\$34,885	2	\$47,145	\$38,388
Health Care Authority, Oklahoma	0	\$0	454	\$51,190	\$51,190
Health, State Department of	1,537	\$37,854	532	\$49,942	\$40,962
Historical Society, Oklahoma	134	\$33,403	12	\$53,034	\$35,017
Horse Racing Commission, Oklahoma	0	\$0	42	\$43,227	\$43,227
Hospitals Authority, University	0	\$0	8	\$70,327	\$70,327
Human Rights Commission, Oklahoma	11	\$33,773	2	\$53,196	\$36,761
Human Services, Department of	6,794	\$32,753	632	\$54,327	\$34,589
Indian Affairs Commission, Oklahoma	0	\$0	2	\$43,279	\$43,279
Indigent Defense System, Oklahoma	0	\$0	113	\$60,231	\$60,231

CONT... Table 6: FY 2010 Agency Average Salaries

Insurance Board, Oklahoma State and Education Employees Group	139	\$41,563	23	\$78,256	\$46,772
Insurance Department	0	\$0	127	\$46,165	\$46,165
Investigation, Oklahoma State Bureau of	268	\$50,919	50	\$57,588	\$51,967
J.D. McCarty Center for Children with Development Disabilities	189	\$27,096	31	\$60,196	\$31,760
Juvenile Affairs, Office of	767	\$30,236	53	\$54,045	\$31,775
Labor, Department of	69	\$40,521	21	\$54,643	\$43,816
Land Office, Commissioners of the	35	\$43,238	19	\$53,172	\$46,733
Law Enforcement Education and Training, Council on (CLEET)	0	\$0	44	\$41,292	\$41,292
Law Enforcement Retirement System, Oklahoma	0	\$0	5	\$53,967	\$53,967
Legislative Service Bureau	0	\$0	9	\$52,125	\$52,125
Libraries, Oklahoma Department of	48	\$37,558	5	\$58,914	\$39,573
Liquefied Petroleum Gas Board, Oklahoma	6	\$36,431	2	\$44,130	\$38,355
Long-Term Care Administrators, Oklahoma State Board of Examiners for	0	\$0	2	\$52,651	\$52,651
Lottery Commission	0	\$0	36	\$55,225	\$55,225
Medical Licensure and Supervision, State Board of	14	\$35,408	7	\$57,495	\$42,770
Medicolegal Investigations, Board of	0	\$0	72	\$46,380	\$46,380
Mental Health and Substance Abuse Services, Department of	921	\$25,143	886	\$46,915	\$35,818
Merit Protection Commission	5	\$42,995	1	\$65,205	\$46,697
Military Department	206	\$32,475	127	\$34,446	\$33,227
Mines, Department of	0	\$0	32	\$43,878	\$43,878
Motor Vehicle Commission, Oklahoma	0	\$0	3	\$52,981	\$52,981
Narcotics and Dangerous Drugs Control, Oklahoma State Bureau of	79	\$54,157	35	\$48,184	\$52,323
Nursing, Oklahoma Board of	0	\$0	24	\$50,056	\$50,056
Office of State Auditor and Inspector	0	\$0	120	\$47,596	\$47,596
Office of the Attorney General	0	\$0	151	\$57,780	\$57,780
Office of the Governor	0	\$0	27	\$60,654	\$60,654
Office of the Lieutenant Governor	0	\$0	7	\$51,368	\$51,368
Office of the State Treasurer	0	\$0	58	\$49,411	\$49,411
Oil and Gas Wells, Commission on Marginally Producing	0	\$0	4	\$54,406	\$54,406
Oil Compact Commission, Interstate	0	\$0	3	\$81,667	\$81,667
Oklahoma State House of Representatives	0	\$0	239	\$43,112	\$43,112
Oklahoma State Senate	0	\$0	178	\$48,417	\$48,417
Optometry, Board of Examiners in	0	\$0	4	\$31,101	\$31,101
Osteopathic Examiners, State Board of	2	\$41,587	3	\$59,896	\$52,572
Pardon and Parole Board	30	\$37,665	8	\$37,984	\$37,733
Peanut Commission, Oklahoma	0	\$0	1	\$63,300	\$63,300
Personnel Management, Office of	47	\$40,879	7	\$57,902	\$43,086
Pharmacy, Board of	3	\$39,628	6	\$70,667	\$60,321
Physician Manpower Training Commission	3	\$35,856	3	\$57,879	\$46,868
Police Pension and Retirement System, Oklahoma	0	\$0	11	\$55,335	\$55,335
Private Vocational Schools, Oklahoma Board of	0	\$0	1	\$50,500	\$50,500
Psychologists, State Board of Examiners of	0	\$0	3	\$38,465	\$38,465

CONT... Table 6: FY 2010 Agency Average Salaries

Agency	Classified Emp.	Classified Average Salary	Un-classified Emp.	Unclassified Average Salary	Combined Average Salary
Public Employees Retirement System, Oklahoma	36	\$36,165	18	\$71,284	\$47,871
Quartz Mountain Arts and Conference Center and Nature Park	6	\$27,239	6	\$35,532	\$31,386
Real Estate Commission, Oklahoma	14	\$39,410	4	\$63,892	\$44,851
Rehabilitation Services, Oklahoma Department of	790	\$34,489	183	\$55,464	\$38,434
Safety, Department of Public	1,390	\$47,064	66	\$59,693	\$47,636
Scenic Rivers Commission, Oklahoma	2	\$29,588	5	\$31,884	\$31,228
School of Science and Mathematics, Oklahoma	3	\$22,736	69	\$48,083	\$47,026
Science and Technology, Oklahoma Center for the Advancement of	0	\$0	19	\$55,733	\$55,733
Secretary of State, Office of	25	\$41,477	4	\$71,934	\$45,678
Securities Commission, Oklahoma	0	\$0	27	\$84,120	\$84,120
Space Industry Development Authority, Oklahoma	0	\$0	3	\$61,213	\$61,213
Speech-Language Pathology and Audiology, Board of Examiners for	0	\$0	2	\$41,306	\$41,306
State Board of Licensed Social Workers	0	\$0	1	\$44,342	\$44,342
Supreme Court	0	\$0	172	\$73,674	\$73,674
Tax Commission, Oklahoma	563	\$31,892	242	\$54,416	\$38,663
Teacher Preparation, Oklahoma Commission for	0	\$0	10	\$49,581	\$49,581
Teachers' Retirement System of Oklahoma	24	\$38,930	19	\$61,010	\$48,686
Tobacco Settlement Endowment Trust Fund, Board of Directors of the	0	\$0	8	\$56,941	\$56,941
Tourism and Recreation Department, Oklahoma	265	\$30,210	208	\$29,187	\$29,760
Transportation, Department of	2,383	\$39,227	63	\$64,106	\$39,868
Turnpike Authority, Oklahoma	516	\$29,311	43	\$63,272	\$31,923
Used Motor Vehicle and Parts Commission, Oklahoma	0	\$0	9	\$35,645	\$35,645
Veterans Affairs, Oklahoma Department of	1,692	\$28,404	60	\$93,254	\$30,625
Veterinary Medical Examiners, Board of	0	\$0	3	\$51,000	\$51,000
Water Resources Board, Oklahoma	54	\$47,461	32	\$58,975	\$51,745
Wheat Utilization, Research, and Market Development Commission, Oklahoma	0	\$0	4	\$54,149	\$54,149
Wildlife Conservation, Department of	0	\$0	328	\$41,947	\$41,947
Will Rogers Memorial Commission	3	\$25,607	4	\$50,366	\$39,755
Worker's Compensation Court	0	\$0	76	\$50,066	\$50,066
<b>Total (126)</b>	<b>25,740</b>	<b>\$35,241</b>	<b>10,232</b>	<b>\$51,396</b>	<b>\$39,842</b>

Chart 13: FY 2010 Average Salaries By Age Groups

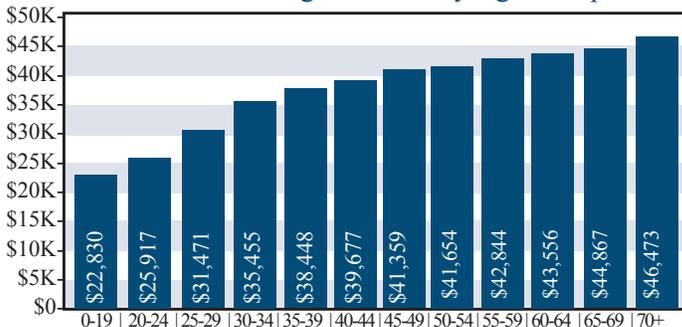


Chart 14: FY 2010 Average Salaries by Years of Service

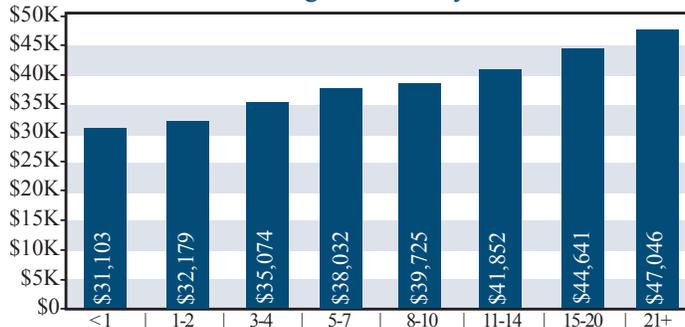


Table 7: FY 2010 Average Salaries by Job Categories and Gender

Job Category	Male Count	Male Average	Female Count	Female Average
Administrative Support	659	\$30,530	4,593	\$31,115
Officials and Administrators	1,043	\$71,256	899	\$57,057
Paraprofessionals	705	\$26,308	2,019	\$28,282
Professionals	5,750	\$50,176	10,625	\$40,519
Protective Service	3,160	\$39,112	640	\$34,938
Service Maintenance	1,347	\$28,754	608	\$24,944
Skilled Craft	789	\$39,846	28	\$35,762
Technicians	1,723	\$40,867	1,042	\$37,935
<b>Total</b>	<b>15,400</b>	<b>\$43,788</b>	<b>20,572</b>	<b>\$36,872</b>
<b>No EEO-4 Reporting</b>	<b>224</b>	<b>\$38,948</b>	<b>118</b>	<b>\$38,150</b>

Table 8: Paybands

Pay Band	Employees in Pay Band	Percent in Pay Band	Minimum Salary	Midpoint Salary	Maximum Salary
A	0	0.00%	\$18,310.00	\$17,701.00	\$22,126.00
B	53	0.22%	\$18,310.00	\$18,551.00	\$23,189.00
C	270	1.13%	\$18,310.00	\$19,626.00	\$24,533.00
D	837	3.51%	\$18,310.00	\$21,158.00	\$26,448.00
E	1255	5.27%	\$18,310.00	\$23,275.00	\$29,094.00
F	2957	12.42%	\$19,202.00	\$25,602.00	\$32,003.00
G	1509	6.34%	\$21,122.00	\$28,163.00	\$35,204.00
H	2418	10.15%	\$23,234.00	\$30,979.00	\$38,724.00
I	4193	17.61%	\$25,730.00	\$34,307.00	\$42,884.00
J	3063	12.86%	\$28,288.00	\$37,717.00	\$47,146.00
K	2779	11.67%	\$30,920.00	\$41,227.00	\$51,534.00
L	1795	7.54%	\$34,012.00	\$45,349.00	\$56,686.00
M	1454	6.10%	\$37,752.00	\$50,336.00	\$62,920.00
N	678	2.85%	\$41,906.00	\$55,874.00	\$69,843.00
O	318	1.34%	\$46,934.00	\$62,578.00	\$78,223.00
P	163	0.68%	\$53,056.00	\$70,714.00	\$88,393.00
Q	61	0.26%	\$59,930.00	\$79,907.00	\$99,884.00
R	14	0.06%	\$67,721.00	\$90,295.00	\$112,869.00

Chart 15: FY10 Pay Band Distributions

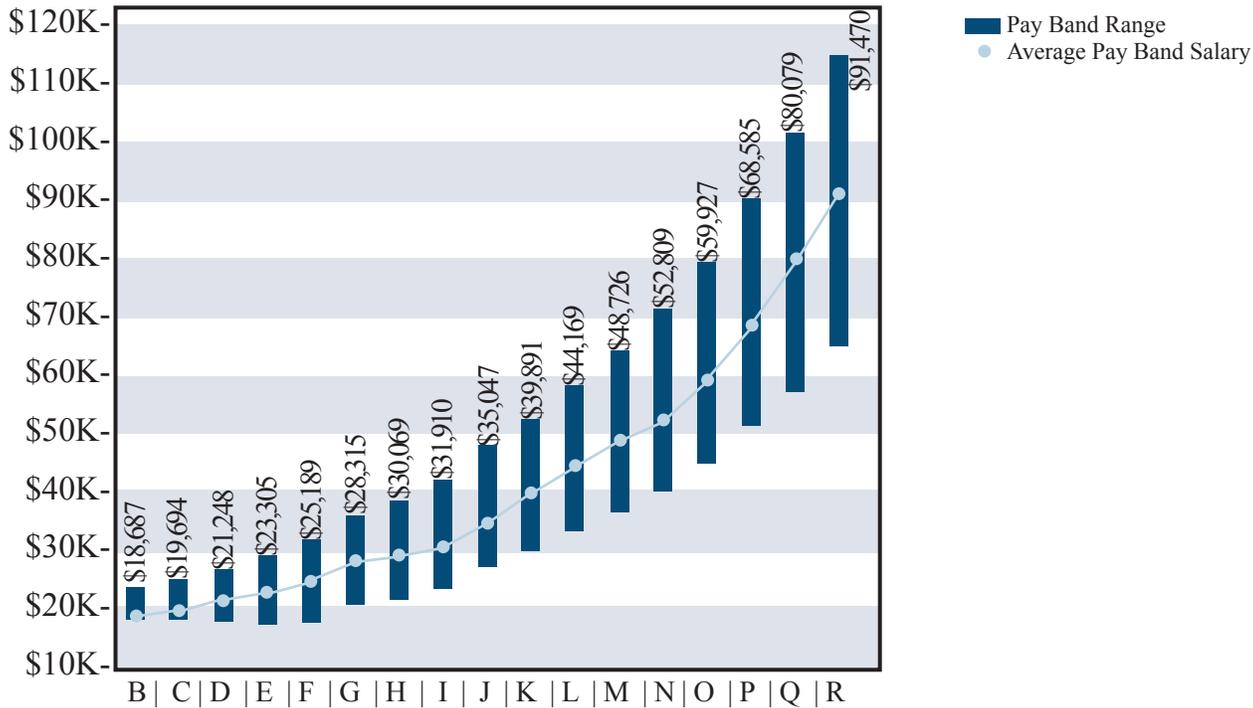


Table 9: Agency PMM Usage FY 2004-FY 2009

Pers. Action	PMM Title	2004	2005	2006	2007	2008	2009
CO5	Lateral Transfer	\$105,687.57	\$87,412.86	\$105,349.16	\$23,073.10	\$219,374.83	\$103,914.09
C16	Career Progression	\$2,472,947.64	\$1,933,178.36	\$3,100,907.34	\$1,439,820.06	\$5,832,430.39	\$6,081,320.67
C20	Performance-Based Adjustment	\$754,155.92	\$1,201,515.89	\$841,769.88	\$492,040.48	\$965,034.00	\$301,338.22
C26	Completion of Prob/Trial Period	\$311,416.85	\$447,095.23	\$473,331.17	\$124,313.29	\$827,114.12	\$986,479.06
C28	Equity Adjustment	\$819,834.29	\$704,417.54	\$811,140.03	\$446,857.75	\$4,665,221.00	\$886,468.01
C29	Skill-Based Pay Adjustment	\$96,516.23	\$200,681.62	\$95,944.54	\$225,856.57	\$204,555.25	\$175,274.91
C45	Market Adjustment	\$2,378,055.63	\$602,994.86	\$3,560,350.93	\$1,590,758.06	\$15,325,497.18	\$921,244.25
	<b>Total</b>	<b>\$6,938,614.13</b>	<b>\$5,177,296.36</b>	<b>\$8,988,793.06</b>	<b>\$4,342,719.31</b>	<b>\$28,039,226.77</b>	<b>\$9,456,039.21</b>

**AGENCY SERVICES**

Everett Slavik, IPMA-CP  
 HR Programs Manager  
 Management Services

OPM’s Agency Services Unit (ASU) is responsible for payroll and human resource services for approximately 43 small state agencies throughout Oklahoma. ASU provides a comprehensive and professional human resource and payroll service to our partnering agencies. The ASU staff members coordinate all operational HR services to include recruitment, classification, compensation, personnel action processing, etc. Team members assist in conducting Personnel Policy and Procedure staff development training courses several times each quarter for statewide participation.





# PART 5: **WORKFORCE DIVERSITY**



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, 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. Reports from previous years are available online.

Table 10: FY10 Race by Job Category

Job Category	White	American Indian/Alaska Native	Asian	Black/ African American	Hispanic/ Latino	Pacific Islander	Total Number of Minority in Job Category	Percentage of Minority in Job Category
Administrative Support	3,884	349	47	531	154	4	1,085	17.92%
Officials and Administrators	1,676	108	30	104	22	0	264	11.98%
Paraprofessionals	1,804	171	66	533	145	3	918	25.22%
Professionals	12,565	1,057	357	1,676	320	9	3,419	17.62%
Protective Service	3,017	378	18	265	120	1	782	17.07%
Service Maintenance	1,458	198	38	181	79	1	497	20.27%
Skilled Craft	727	55	3	25	7	0	90	9.92%
Technicians	2,251	187	80	187	57	3	514	15.68%
<b>Total</b>	<b>27,382</b>	<b>2,503 (33.07%)</b>	<b>639 (8.44%)</b>	<b>3,502 (46.27%)</b>	<b>904 (11.94%)</b>	<b>21 (0.28%)</b>	<b>7,569</b>	<b>17.8%</b>

Chart 16: FY 2010 Gender, Race and Job Category

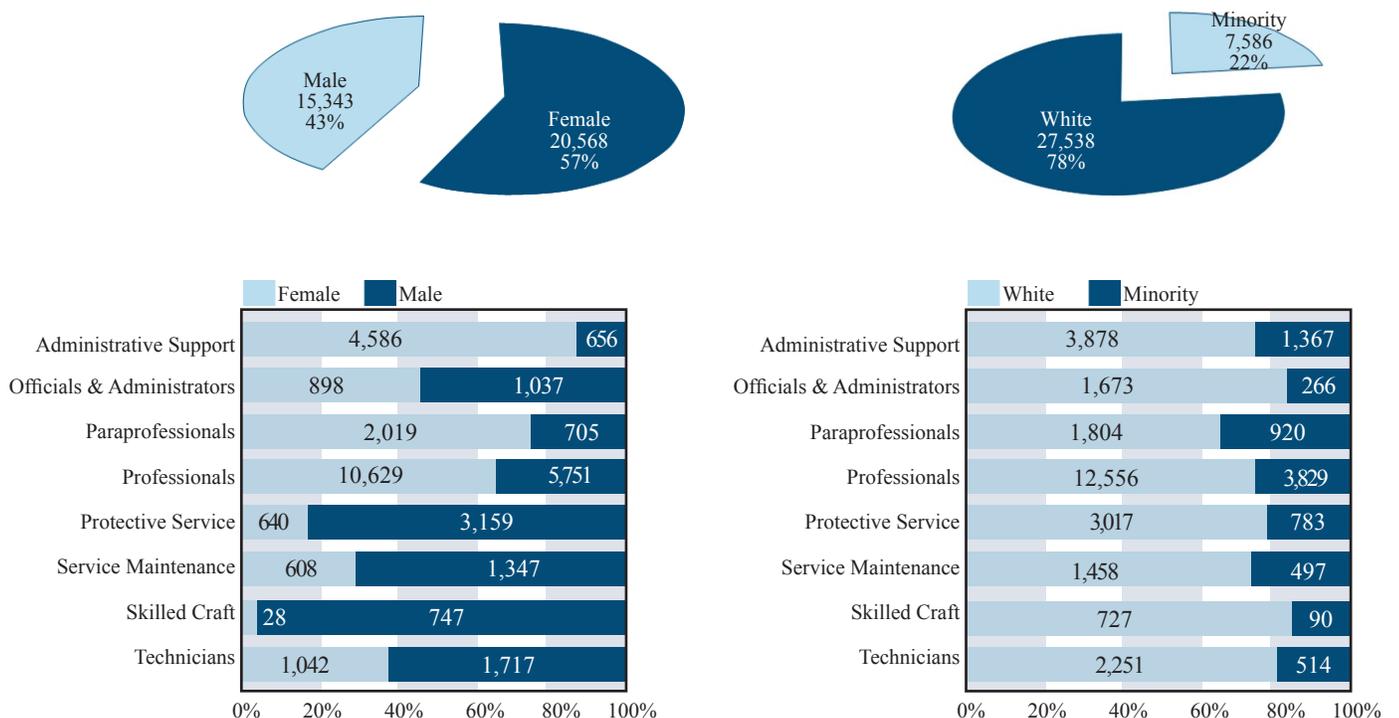


Table 11: Agency Employees by Gender and Race

Agency Name	Male	Female	Total	Percent Male	Percent Female	White	American Indian/Alaskan Native	Black/African American	Asian	Hispanic/Latino	Pacific Islander	Percent Minority
Abstractors Board, Oklahoma	0	3	3	0.0%	100.0%	3	0	0	0	0	0	0.0%
Accountancy Board, Oklahoma	2	7	9	22.2%	77.8%	6	0	2	0	1	0	33.3%
Aeronautics Commission, Oklahoma	7	4	11	63.6%	36.4%	10	0	0	1	0	0	9.1%
Agriculture, Food, and Forestry; Department of	295	118	413	71.4%	28.6%	349	35	20	5	3	1	15.5%
Alcohol and Drug Counselors, Oklahoma Board of Licensed	1	1	2	50.0%	50.0%	2	0	0	0	0	0	0.0%
Alcohol and Drug Influence, Board of Tests for	3	2	5	60.0%	40.0%	3	1	1	0	0	0	40.0%
Alcoholic Beverage Laws Enforcement Commission	26	17	43	60.5%	39.5%	35	1	6	1	0	0	18.6%
Architects, Landscape Architects, and Interior Designers, Board of Governors of the Licensed	1	3	4	25.0%	75.0%	4	0	0	0	0	0	0.0%
Arts Council, Oklahoma	4	10	14	28.6%	71.4%	13	0	1	0	0	0	7.1%
Banking Department, Oklahoma State	24	15	39	61.5%	38.5%	34	2	2	0	1	0	12.8%
Boll Weevil Eradication Organization, Oklahoma	5	6	11	45.5%	54.5%	10	1	0	0	0	0	9.1%
Bond Advisor, Oklahoma State	1	1	2	50.0%	50.0%	2	0	0	0	0	0	0.0%
Career and Technology Education, Oklahoma Department of	130	149	279	46.6%	53.4%	261	10	7	0	1	0	6.5%
Central Services, Department of	129	101	230	56.1%	43.9%	156	17	44	6	7	0	32.2%
Children and Youth, Commission on	8	18	26	30.8%	69.2%	19	3	3	0	0	1	26.9%
Chiropractic Examiners, Board of	1	2	3	33.3%	66.7%	3	0	0	0	0	0	0.0%
Commerce, Oklahoma Department of	54	88	142	38.0%	62.0%	100	15	19	3	5	0	29.6%
Compsource Oklahoma	125	229	354	35.3%	64.7%	285	16	32	10	11	0	19.5%
Conservation Commission, Oklahoma	40	30	70	57.1%	42.9%	64	5	1	0	0	0	8.6%
Construction Industries Board	17	10	27	63.0%	37.0%	23	2	1	0	1	0	14.8%
Consumer Credit, Commission on	6	10	16	37.5%	62.5%	12	1	2	0	1	0	25.0%
Corporation Commission, Oklahoma	260	174	434	59.9%	40.1%	362	24	32	8	8	0	16.6%
Corrections, State Department of	2632	1724	4356	60.4%	39.6%	3401	411	407	39	98	0	21.9%
Cosmetology, State Board of	3	9	12	25.0%	75.0%	11	1	0	0	0	0	8.3%
Council on Judicial Complaints	1	1	2	50.0%	50.0%	2	0	0	0	0	0	0.0%
Court of Criminal Appeals	11	16	27	40.7%	59.3%	26	0	1	0	0	0	3.7%
Davis, J.M. Memorial Commission	4	1	5	80.0%	20.0%	4	1	0	0	0	0	20.0%
Dentistry, Oklahoma Board of	1	3	4	25.0%	75.0%	4	0	0	0	0	0	0.0%
District Attorneys	359	765	1124	31.9%	68.1%	771	33	33	6	14	0	10.0%
District Courts	226	398	624	36.2%	63.8%	263	4	8	0	1	0	4.7%
Education, State Department of	63	292	355	17.7%	82.3%	297	26	22	5	5	0	16.3%
Educational Television Authority, Oklahoma	44	24	68	64.7%	35.3%	57	3	6	0	2	0	16.2%

CONT... Table 11: Agency Employees by Gender and Race

Employment Security Commission, Oklahoma	248	502	750	33.1%	66.9%	514	48	144	24	17	0	31.2%
Engineers and Land Surveyors, State Board of Licensure for Professional	3	6	9	33.3%	66.7%	7	0	2	0	0	0	22.2%
Environmental Quality, Department of	305	240	545	56.0%	44.0%	433	35	33	27	17	0	20.6%
Ethics Commission	1	4	5	20.0%	80.0%	4	0	1	0	0	0	20.0%
Finance Authority, Oklahoma Industrial	3	3	6	50.0%	50.0%	5	1	0	0	0	0	16.7%
Finance, Office of State	103	70	173	59.5%	40.5%	133	6	18	8	7	1	23.1%
Fire Marshal Commission, State	21	6	27	77.8%	22.2%	24	2	0	0	0	1	11.1%
Firefighters Pension and Retirement System, Oklahoma	4	5	9	44.4%	55.6%	6	1	2	0	0	0	33.3%
Funeral Board, Oklahoma	3	0	3	100.0%	0.0%	3	0	0	0	0	0	0.0%
Grand River Dam Authority	348	70	418	83.3%	16.7%	450	21	2	3	2	0	5.9%
Handicapped Concerns, Office of	3	4	7	42.9%	57.1%	7	0	0	0	0	0	0.0%
Health Care Authority, Oklahoma	97	357	454	21.4%	78.6%	276	21	110	22	24	1	39.2%
Health, State Department of	363	1706	2069	17.5%	82.5%	1648	137	144	42	98	0	20.3%
Historical Society, Oklahoma	84	62	146	57.5%	42.5%	123	11	9	0	3	0	15.8%
Horse Racing Commission, Oklahoma	21	21	42	50.0%	50.0%	36	3	1	0	2	0	14.3%
Hospitals Authority, University	4	4	8	50.0%	50.0%	7	0	1	0	0	0	12.5%
Human Rights Commission, Oklahoma	4	9	13	30.8%	69.2%	2	0	9	1	1	0	84.6%
Human Services, Department of	1692	5734	7426	22.8%	77.2%	5544	543	1041	120	175	3	25.3%
Indian Affairs Commission, Oklahoma	0	2	2	0.0%	100.0%	0	2	0	0	0	0	100.0%
Indigent Defense System, Oklahoma	53	60	113	46.9%	53.1%	95	10	2	2	4	0	15.9%
Insurance Board, Oklahoma State and Education Employees Group	46	116	162	28.4%	71.6%	137	4	13	5	3	0	15.4%
Insurance Department	37	90	127	29.1%	70.9%	91	8	18	5	5	0	28.3%
Investigation, Oklahoma State Bureau of	152	166	318	47.8%	52.2%	266	20	21	5	5	1	16.4%
J.D. McCarty Center for Children with Development Disabilities	49	171	220	22.3%	77.7%	149	24	27	5	15	0	32.3%
Juvenile Affairs, Office of	385	435	820	47.0%	53.0%	579	57	149	2	30	2	29.3%
Labor, Department of	55	35	90	61.1%	38.9%	73	7	7	2	1	0	18.9%
Land Office, Commissioners of the	25	29	54	46.3%	53.7%	45	1	4	3	1	0	16.7%
Law Enforcement Education and Training, Council on (CLEET)	26	18	44	59.1%	40.9%	41	2	0	0	1	0	6.8%
Law Enforcement Retirement System, Oklahoma	0	5	5	0.0%	100.0%	3	2	0	0	0	0	40.0%
Legislative Service Bureau	6	3	9	66.7%	33.3%	7	0	0	2	0	0	22.2%

CONT... Table 11: Agency Employees by Gender and Race

Agency Name	Male	Female	Total	Percent Male	Percent Female	White	American Indian/Alaskan Native	Black/African American	Asian	Hispanic/Latino	Pacific Islander	Percent Minority
Libraries, Oklahoma Department of	14	39	53	26.4%	73.6%	42	3	4	3	1	0	20.8%
Liquefied Petroleum Gas Board, Oklahoma	6	2	8	75.0%	25.0%	8	0	0	0	0	0	0.0%
Long-Term Care Administrators, Oklahoma State Board of Examiners for	1	1	2	50.0%	50.0%	2	0	0	0	0	0	0.0%
Lottery Commission	19	17	36	52.8%	47.2%	30	2	3	1	0	0	16.7%
Medical Licensure and Supervision, State Board of	8	13	21	38.1%	61.9%	14	5	1	1	0	0	33.3%
Medicolegal Investigations, Board of	37	35	72	51.4%	48.6%	59	7	3	1	2	0	18.1%
Mental Health and Substance Abuse Services, Department of	626	1181	1807	34.6%	65.4%	1288	157	234	77	45	5	28.7%
Merit Protection Commission	0	6	6	0.0%	100.0%	2	1	1	2	0	0	66.7%
Military Department	217	116	333	65.2%	34.8%	271	34	14	6	8	0	18.6%
Mines, Department of	17	15	32	53.1%	46.9%	27	2	3	0	0	0	15.6%
Motor Vehicle Commission, Oklahoma	1	2	3	33.3%	66.7%	3	0	0	0	0	0	0.0%
Narcotics and Dangerous Drugs Control, Oklahoma State Bureau of	73	41	114	64.0%	36.0%	78	10	7	2	17	0	31.6%
Nursing, Oklahoma Board of	2	22	24	8.3%	91.7%	18	3	3	0	0	0	25.0%
Office of State Auditor and Inspector	51	69	120	42.5%	57.5%	106	6	6	1	0	0	10.9%
Office of the Attorney General	69	82	151	45.7%	54.3%	130	12	5	0	3	1	13.9%
Office of the Governor	10	17	27	37.0%	63.0%	21	1	3	1	1	0	22.2%
Office of the Lieutenant Governor	1	6	7	14.3%	85.7%	6	0	1	0	0	0	14.3%
Office of the State Treasurer	14	44	58	24.1%	75.9%	39	4	7	5	3	0	32.8%
Oil and Gas Wells, Commission on Marginally Producing	2	2	4	50.0%	50.0%	2	0	2	0	0	0	50.0%
Oil Compact Commission, Interstate	2	1	3	66.7%	33.3%	2	0	0	0	0	0	0.0%
Oklahoma State House of Representatives	128	111	239	53.6%	46.4%	216	9	12	1	1	0	9.6%
Oklahoma State Senate	72	106	178	40.4%	59.6%	141	5	16	3	0	0	14.5%
Optometry, Board of Examiners in	1	3	4	25.0%	75.0%	3	1	0	0	0	0	25.0%
Osteopathic Examiners, State Board of	3	2	5	60.0%	40.0%	4	0	1	0	0	0	20.0%
Pardon and Parole Board	20	18	38	52.6%	47.4%	24	2	10	0	2	0	36.8%
Peanut Commission, Oklahoma	1	0	1	100.0%	0.0%	1	0	0	0	0	0	0.0%
Personnel Management, Office of	20	34	54	37.0%	63.0%	35	3	13	1	2	0	35.2%
Pharmacy, Board of	3	6	9	33.3%	66.7%	9	0	0	0	0	0	0.0%
Physician Manpower Training Commission	2	4	6	33.3%	66.7%	6	0	0	0	0	0	0.0%
Police Pension and Retirement System, Oklahoma	2	9	11	18.2%	81.8%	8	2	0	1	0	0	27.3%
Private Vocational Schools, Oklahoma Board of	1	0	1	100.0%	0.0%	1	0	0	0	0	0	0.0%





PART 6:  
**WORKFORCE PLANNING**



## WORKFORCE PLANNING

Alan Ross Tripp

Manager,

Office of Workforce Planning

The Office of Workforce Planning works to promote and encourage agencies to utilize information to analyze their current workforce, determine future workforce needs, and implement solutions so that agencies may more effectively accomplish their missions. We focus on three main services to agencies: Research and information, workforce planning facilitation, and policy navigation. The office gathers data from all available sources, especially PeopleSoft, Oklahoma's HRIS system, and survey data from participating agencies. We also collect and store information from other states and organizations about their workforce planning practices.

During FY10 the Office of Workforce Planning:

- Prepared and issued the 2009 OPM Annual Report to the Governor, President Pro Tempore of the Senate, and Speaker of the House of Representatives
- Completed 134 requests for workforce data,
- Assisted 19 agencies with specific workforce analysis reports
- Created 12 agency specific workforce Queries
- Completed two large workforce surveys
- Created and began distribution of an Agency Employee Satisfaction Survey and an Agency Exit Survey

Table 12: New Hires by Age and EEO-4 Job Category

Job Categories	> 20	20-29	30-39	40-49	50-59	60-69	70+
Administrative Support	1	98	89	73	84	16	1
Officials and Administrators	0	5	10	20	20	6	0
Paraprofessionals	10	141	85	74	43	11	1
Professionals	0	336	382	301	249	75	3
Protective Service	0	120	97	54	21	4	1
Service Maintenance	1	48	55	50	48	9	0
Skilled Craft	0	4	4	13	15	1	0
Technicians	0	51	68	58	45	11	0
No EEO-4 Reporting	0	0	1	0	1	0	0
<b>Total</b>	<b>12</b>	<b>803</b>	<b>791</b>	<b>643</b>	<b>526</b>	<b>133</b>	<b>6</b>
	0.4%	27.6%	27.1%	22.1%	18.1%	4.6%	0.2%

Table 13: New Temporary Hires by Age and EEO-4 Job Category

Job Categories	> 20	20-29	30-39	40-49	50-59	60-69	70+
Administrative Support	69	688	270	214	161	99	44
Officials and Administrators	0	0	0	0	1	0	0
Paraprofessionals	14	134	51	34	18	15	2
Professionals	10	211	108	67	77	106	25
Protective Service	3	36	16	13	11	6	5
Service Maintenance	61	83	33	33	22	14	13
Skilled Craft	0	0	3	0	0	1	0
Technicians	0	8	9	4	4	2	0
No EEO-4 Reporting	2	176	86	42	13	7	0
<b>Total</b>	<b>159</b>	<b>1,336</b>	<b>576</b>	<b>407</b>	<b>307</b>	<b>250</b>	<b>89</b>
	5.1%	42.8%	18.4%	13.0%	9.8%	8.0%	2.8%

Table 14: Separations by Age and EEO-4 Job Category

Job Categories	> 20	20-29	30-39	40-49	50-59	60-69	70+
Administrative Support	1	116	103	101	160	189	26
Officials and Administrators	0	5	11	17	51	73	9
Paraprofessionals	11	300	217	177	139	87	6
Professionals	0	291	434	390	526	489	65
Protective Service	0	92	124	111	97	41	8
Service Maintenance	2	59	61	66	72	77	4
Skilled Craft	0	5	8	23	36	30	2
Technicians	1	41	78	66	101	61	5
No EEO-4 Reporting	0	2	3	1	3	3	7
<b>Total</b>	<b>15</b>	<b>911</b>	<b>1,039</b>	<b>952</b>	<b>1,185</b>	<b>1,050</b>	<b>132</b>
	<b>0.3%</b>	<b>17.2%</b>	<b>19.7%</b>	<b>18.0%</b>	<b>22.4%</b>	<b>19.9%</b>	<b>2.5%</b>

Table 15: Separations of Temporary Employees by Age and EEO-4 Job Category

Job Categories	> 20	20-29	30-39	40-49	50-59	60-69	70+
Administrative Support	51	578	195	158	131	80	61
Officials and Administrators	0	0	0	0	2	1	0
Paraprofessionals	8	153	65	42	31	20	6
Professionals	8	150	74	62	58	96	23
Protective Service	4	29	17	19	15	11	7
Service Maintenance	48	119	34	36	30	21	21
Skilled Craft	0	1	2	1	0	0	0
Technicians	0	6	8	4	3	2	1
No EEO-4 Reporting	0	1	0	0	0	5	1
<b>Total</b>	<b>119</b>	<b>1,037</b>	<b>395</b>	<b>322</b>	<b>270</b>	<b>236</b>	<b>120</b>
	<b>4.8%</b>	<b>41.5%</b>	<b>15.8%</b>	<b>12.9%</b>	<b>10.8%</b>	<b>9.4%</b>	<b>4.8%</b>

Chart 17: Count of Temp./Part-Time Group Employees by Age

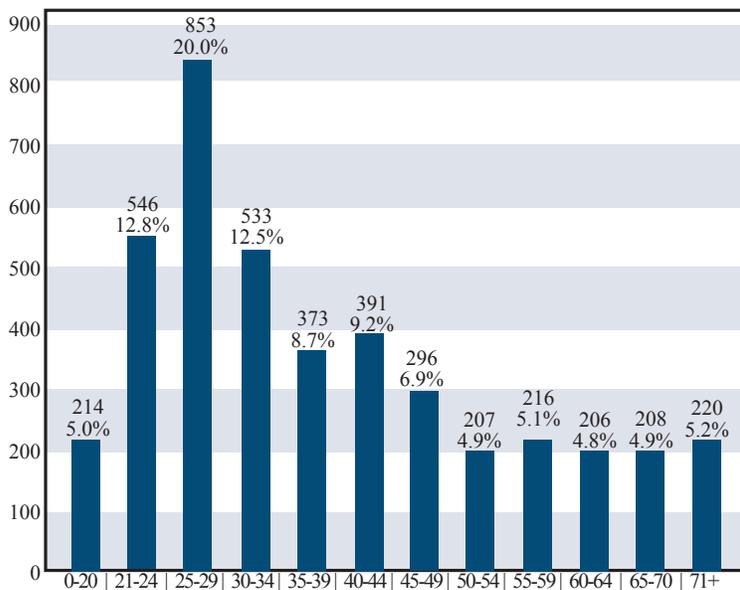


Chart 18: Eligibility Projections and Actual Retirements FY 2006-2010

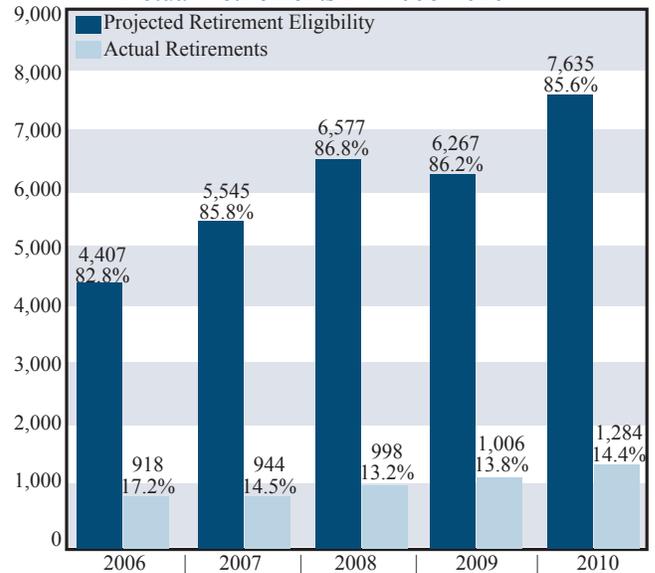


Chart 19: Cumulative Retirement Eligibility for the Next 10 Years

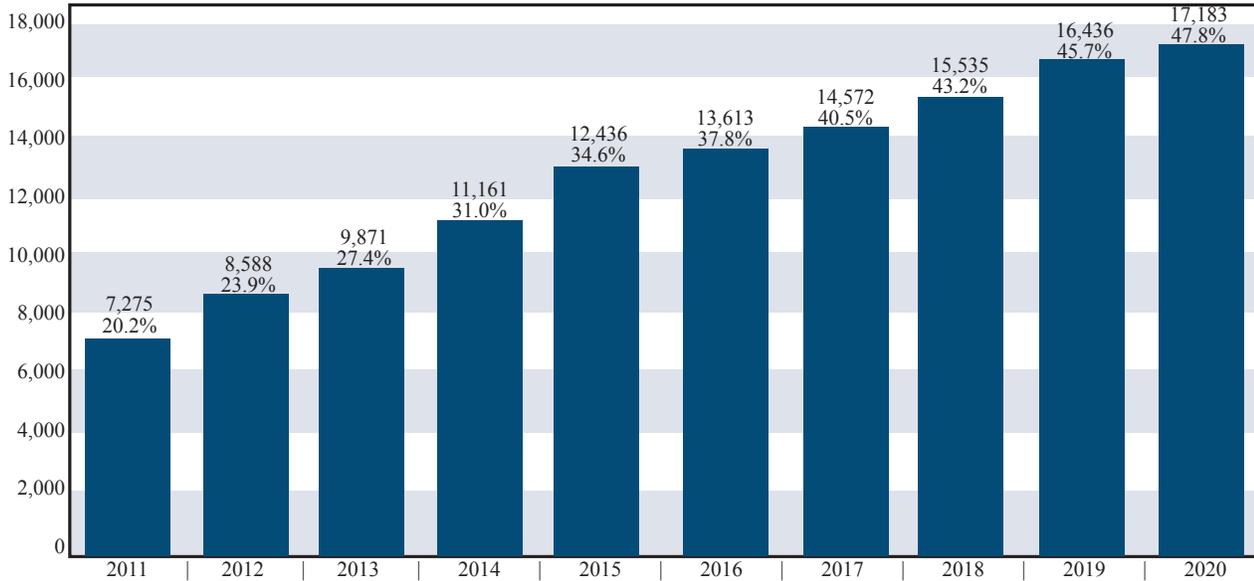


Table 16: Cumulative Retirement Eligibility

EEO-4 Category	Number of Emp.	Eligible to Retire Now	% Eligible to Retire Now	Eligible to Retire in 3 Yrs.	% Eligible to Retire in 3 Yrs.	Eligible to Retire in 5 Yrs.	% Eligible to Retire in 5 Yrs.	Eligible to Retire in 10 Yrs.	% Eligible to Retire in 10 Yrs.	Eligible to Retire in 15 Yrs.	% Eligible to Retire in 15 Yrs.
Administrative Support	5,245	975	18.6%	1,622	30.9%	1,974	37.6%	2,675	51.0%	3,337	63.6%
Officials & Administrators	1,939	666	34.3%	981	50.6%	1,178	60.8%	1,427	73.6%	1,582	81.6%
Para-professionals	2,724	294	10.8%	521	19.1%	669	24.6%	1,000	36.7%	1,323	48.6%
Professionals	16,385	2,810	17.1%	4,617	28.2%	5,762	35.2%	7,947	48.5%	9,527	58.1%
Protective Service	3,800	316	8.3%	578	15.2%	772	20.3%	1,243	32.7%	1,548	40.7%
Service Maintenance	1,955	221	11.3%	420	21.5%	585	29.9%	872	44.6%	1,146	58.6%
Skilled Craft	817	146	17.9%	274	33.5%	352	43.1%	473	57.9%	582	71.2%
Technicians	2,765	458	16.6%	760	27.5%	997	36.1%	1,353	48.9%	1,612	58.3%

\*342 Employees with no EE04 Reporting

Chart 20: Average Age of State Employees at Retirement (1.6 year increase since 2008)

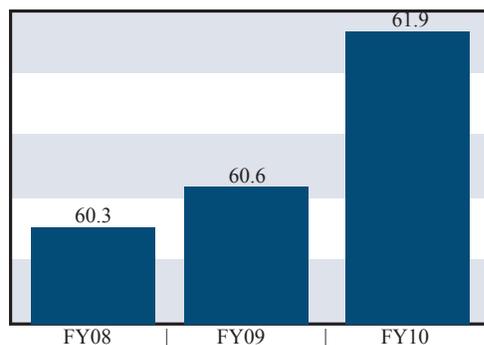
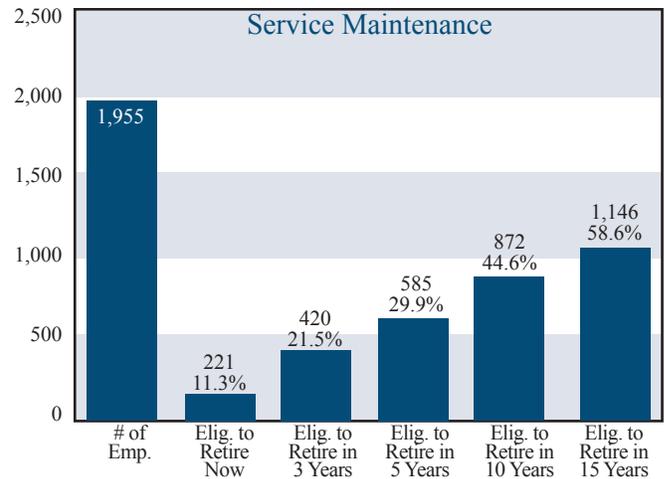
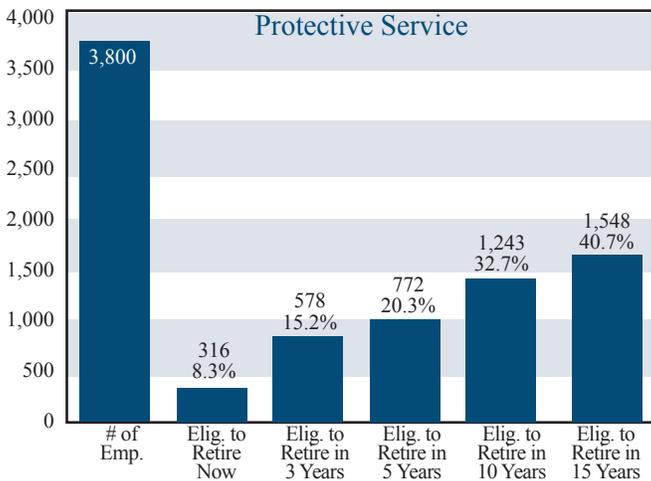
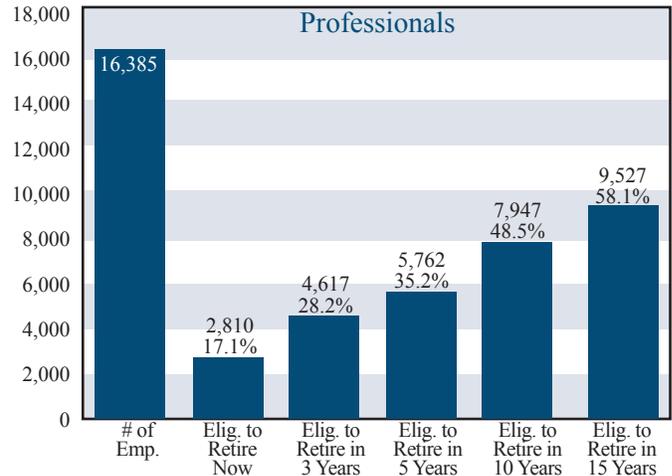
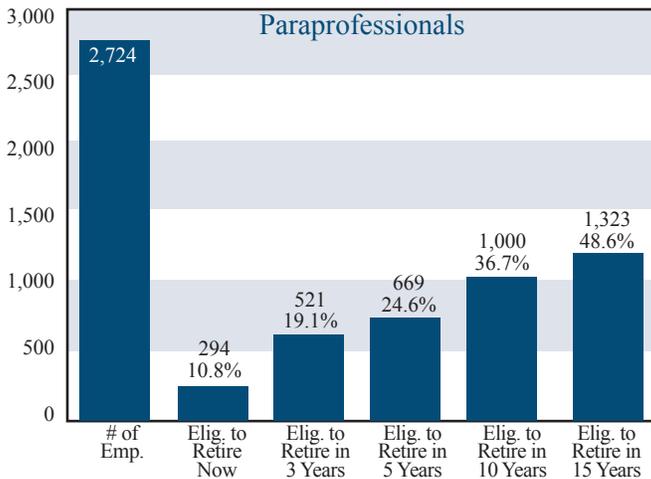
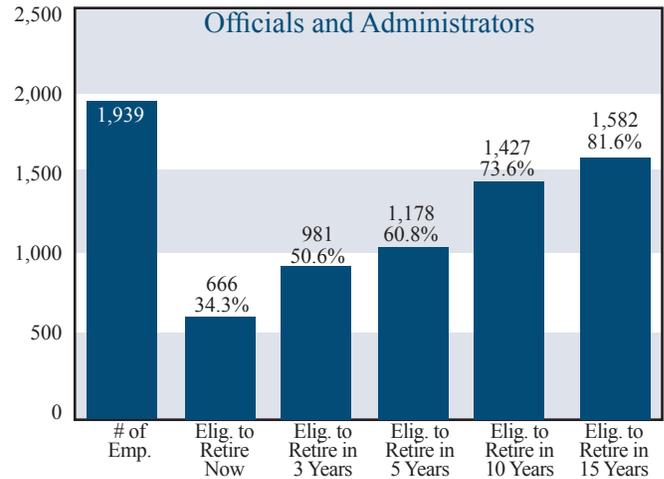
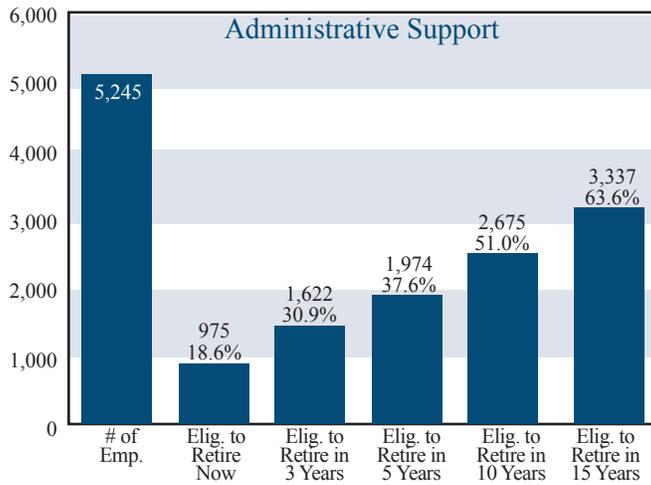
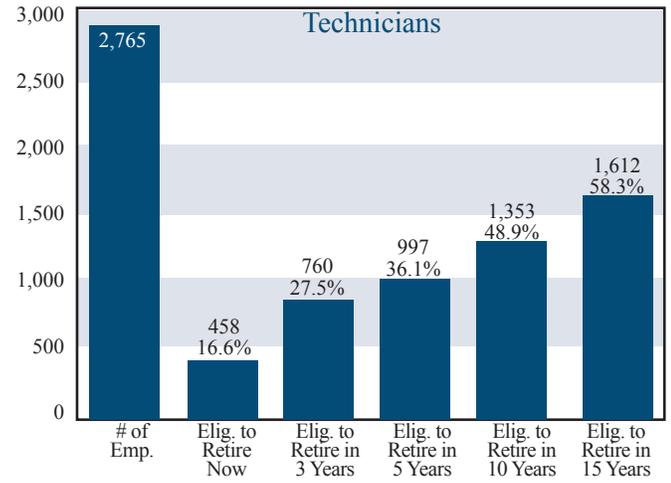
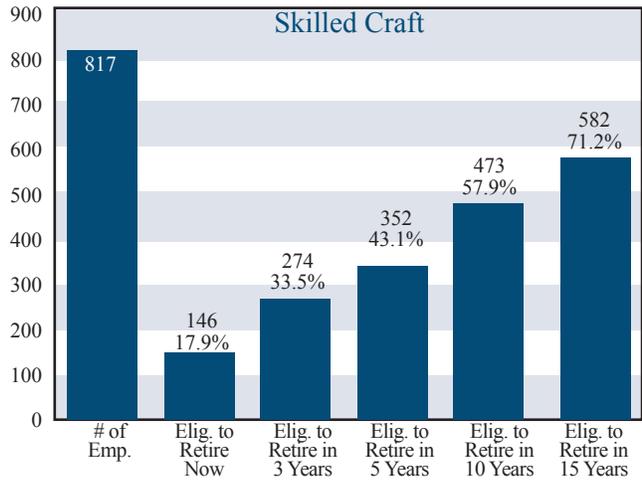


Chart 21: Employees by Years to Retirement Eligibility



CONT...Chart 21: Employees by Years to Retirement Eligibility



STATE OF OKLAHOMA OFFICE OF PERSONNEL MANAGEMENT

PART 7:  
**DEMOGRAPHICS**  
**THE OK WORKFORCE**



Chart 22: Average FTE Count 2000 to 2010

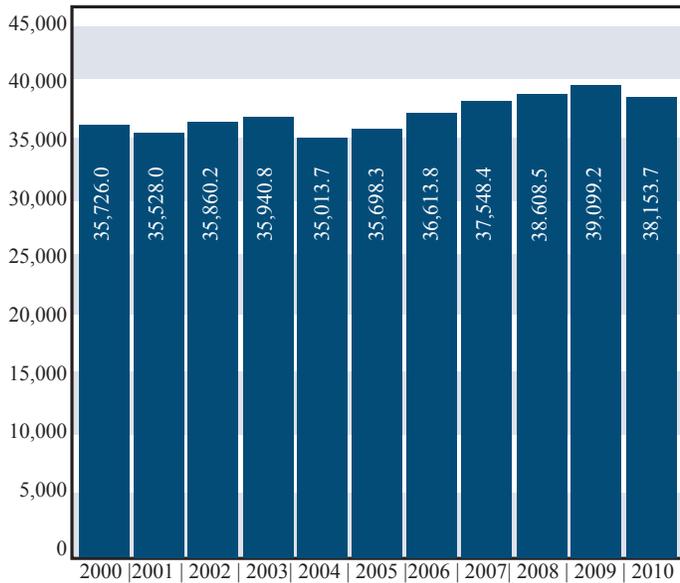


Chart 23: FY 2010 Employee Percentage by Job Category

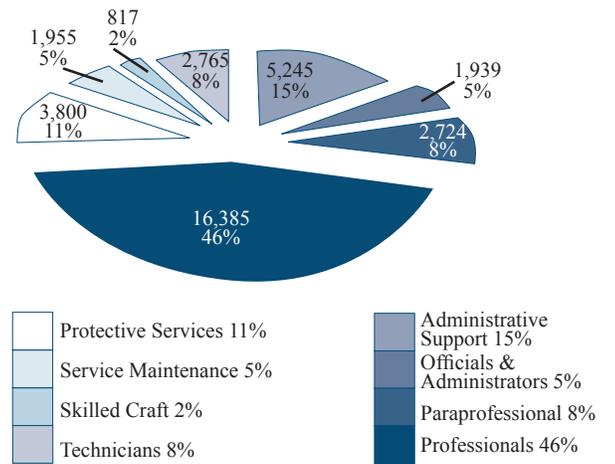


Table 17: Agency Employees by Job Category

Agency	Administrative Support	Officials & Administrators	Paraprofessionals	Professionals	Protective Service	Service Maintenance	Skilled Craft	Technicians
Abstractors Board, Oklahoma	1	1	0	1	0	0	0	0
Accountancy Board, Oklahoma	2	1	0	6	0	0	0	0
Aeronautics Commission, Oklahoma	0	2	0	9	0	0	0	0
Agriculture, Food, and Forestry; Department of	45	44	3	111	105	10	2	93
Alcohol and Drug Counselors, Oklahoma Board of Licensed	1	1	0	0	0	0	0	0
Alcohol and Drug Influence, Board of Tests for	2	1	0	2	0	0	0	0
Alcoholic Beverage Laws Enforcement Commission	6	6	0	7	23	0	0	1
Architects, Landscape Architects, and Interior Designers, Board of Governors of the Licensed	2	1	0	0	0	0	0	0
Arts Council, Oklahoma	2	4	0	8	0	0	0	0
Banking Department, Oklahoma State	6	2	0	30	0	0	0	1
Boll Weevil Eradication Organization, Oklahoma	2	1	0	5	0	3	0	0
Bond Advisor, Oklahoma State	1	0	0	1	0	0	0	0
Career and Technology Education, Oklahoma Department of	51	20	8	163	0	11	9	17
Central Services, Department of	37	32	6	82	0	26	35	12
Children and Youth, Commission on	3	3	0	18	0	0	0	2
Chiropractic Examiners, Board of	1	1	0	1	0	0	0	0
Commerce, Oklahoma Department of	12	26	3	99	0	1	0	1
Compsource Oklahoma	134	8	12	125	0	1	3	71
Conservation Commission, Oklahoma	5	3	0	57	0	0	0	5
Construction Industries Board	8	1	0	18	0	0	0	0
Corporation Commission, Oklahoma	73	39	3	178	117	0	0	21
Corrections, State Department of	449	87	46	1,167	2,238	135	18	216
Cosmetology, State Board of	6	2	0	0	0	0	0	4
Council on Judicial Complaints	0	2	0	0	0	0	0	0

CONT...Table 17: Agency Employees by Job Category

Court of Criminal Appeals	7	5	0	15	0	0	0	0
Davis, J.M. Memorial Commission	2	1	1	0	0	0	1	0
Dentistry, Oklahoma Board of	2	1	0	1	0	0	0	0
District Attorneys	567	18	4	527	0	0	0	8
District Courts	183	1	0	440	0	0	0	0
Education, State Department of	60	62	16	209	0	0	0	7
Educational Television Authority, Oklahoma	6	15	0	27	0	1	2	17
Election Board, State	2	5	2	7	0	0	0	4
Emergency Management, Oklahoma Department of	5	2	0	17	1	0	0	1
Employees Benefits Council, Oklahoma State	5	7	0	17	0	0	0	4
Employment Security Commission, Oklahoma	58	93	58	497	0	0	5	34
Engineers and Land Surveyors, State Board of Licensure for Professional	5	1	0	3	0	0	0	0
Environmental Quality, Department of	60	57	2	409	0	2	0	15
Ethics Commission	0	3	0	1	0	0	0	1
Finance Authority, Oklahoma Industrial	0	4	0	2	0	0	0	0
Finance, Office of State	17	15	10	103	0	0	0	28
Fire Marshal Commission, State	3	0	0	6	18	0	0	0
Firefighters Pension and Retirement System, Oklahoma	2	2	1	4	0	0	0	0
Funeral Board, Oklahoma	0	2	0	1	0	0	0	0
Grand River Dam Authority	20	123	0	41	5	8	262	19
Handicapped Concerns, Office of	2	1	0	3	0	0	0	1
Health Care Authority, Oklahoma	46	24	82	259	0	0	0	43
Health, State Department of	451	75	107	1,307	3	14	2	110
Historical Society, Oklahoma	15	7	26	56	0	17	13	12
Horse Racing Commission, Oklahoma	14	1	0	26	0	1	0	0
Hospitals Authority, University	1	4	0	3	0	0	0	0
Human Rights Commission, Oklahoma	4	2	0	7	0	0	0	0
Human Services, Department of	858	383	533	5,277	31	64	99	181
Indian Affairs Commission, Oklahoma	1	1	0	0	0	0	0	0
Indigent Defense System, Oklahoma	19	14	1	79	0	0	0	0
Insurance Board, Oklahoma State and Education Employees Group	14	20	37	78	0	0	0	13
Insurance Department	35	7	3	75	0	0	0	7
Investigation, Oklahoma State Bureau of	51	14	1	103	70	0	1	78
J.D. McCarty Center for Children with Development Disabilities	12	12	114	56	0	19	1	6
Juvenile Affairs, Office of	84	34	177	378	97	31	11	8
Labor, Department of	17	12	0	44	0	0	0	17
Land Office, Commissioners of the	12	6	1	17	0	0	0	18
Law Enforcement Education and Training, Council on (CLEET)	12	6	0	21	0	3	2	0
Law Enforcement Retirement System, Oklahoma	1	1	0	3	0	0	0	0
Legislative Service Bureau	0	1	0	5	0	0	1	2

CONT...Table 17: Agency Employees by Job Category

Agency	Administrative Support	Officials & Administrators	Paraprofessionals	Professionals	Protective Service	Service Maintenance	Skilled Craft	Technicians
Libraries, Oklahoma Department of	11	5	4	30	0	0	0	3
Liquefied Petroleum Gas Board, Oklahoma	1	1	0	1	0	0	0	5
Long-Term Care Administrators, Oklahoma State Board of Examiners for	1	1	0	0	0	0	0	0
Lottery Commission	6	5	2	19	0	0	0	4
Medical Licensure and Supervision, State Board of	10	3	0	8	0	0	0	0
Medicolegal Investigations, Board of	7	5	3	44	3	2	0	8
Mental Health and Substance Abuse Services, Department of	201	39	442	892	19	103	31	79
Merit Protection Commission	0	1	0	5	0	0	0	0
Military Department	40	21	14	103	64	23	49	19
Mines, Department of	4	2	2	17	7	0	0	0
Motor Vehicle Commission, Oklahoma	0	2	0	1	0	0	0	0
Narcotics and Dangerous Drugs Control, Oklahoma State Bureau of	17	16	0	20	55	0	0	6
Nursing, Oklahoma Board of	11	4	0	9	0	0	0	0
Office of State Auditor and Inspector	4	19	1	94	0	0	0	1
Office of the Attorney General	18	3	11	116	0	0	0	3
Office of the Governor	0	0	0	26	0	0	0	0
Office of the Lieutenant Governor	1	1	0	4	0	0	0	0
Office of the State Treasurer	7	5	4	35	0	0	0	6
Oil and Gas Wells, Commission on Marginally Producing	0	2	0	2	0	0	0	0
Oil Compact Commission, Interstate	0	2	0	1	0	0	0	0
Oklahoma State House of Representatives	80	8	7	45	0	1	0	1
Oklahoma State Senate	78	6	2	26	0	10	0	3
Optometry, Board of Examiners in	3	1	0	0	0	0	0	0
Osteopathic Examiners, State Board of	1	2	0	2	0	0	0	0
Pardon and Parole Board	5	3	0	3	22	0	0	0
Peanut Commission, Oklahoma	0	1	0	0	0	0	0	0
Personnel Management, Office of	7	12	3	28	0	0	0	4
Pharmacy, Board of	2	4	0	3	0	0	0	0
Physician Manpower Training Commission	2	2	0	2	0	0	0	0
Police Pension and Retirement System, Oklahoma	2	4	0	5	0	0	0	0
Private Vocational Schools, Oklahoma Board of	0	1	0	0	0	0	0	0
Psychologists, State Board of Examiners of	1	0	0	2	0	0	0	0
Public Employees Retirement System, Oklahoma	9	7	13	22	0	0	0	3
Quartz Mountain Arts and Conference Center and Nature Park	2	1	0	2	2	0	4	1
Real Estate Commission, Oklahoma	10	3	0	4	0	0	0	1
Rehabilitation Services, Oklahoma Department of	56	53	168	589	4	22	13	68
Safety, Department of Public	344	21	21	157	836	13	19	45
Scenic Rivers Commission, Oklahoma	1	1	0	2	1	1	1	0
School of Science and Mathematics, Oklahoma	5	6	1	57	0	3	0	0

CONT...Table 17: Agency Employees by Job Category

Agency	Administrative Support	Officials & Administrators	Paraprofessionals	Professionals	Protective Service	Service Maintenance	Skilled Craft	Technicians
Science and Technology, Oklahoma Center for the Advancement of	1	5	0	13	0	0	0	0
Secretary of State, Office of	13	3	2	9	0	0	0	2
Securities Commission, Oklahoma	0	2	2	21	0	0	0	2
Space Industry Development Authority, Oklahoma	1	2	0	0	0	0	0	0
Speech-Language Pathology and Audiology, Board of Examiners for	1	0	0	1	0	0	0	0
State Board of Licensed Social Workers	0	1	0	0	0	0	0	0
Supreme Court	30	10	2	130	0	0	0	0
Tax Commission, Oklahoma	72	56	31	595	0	0	3	45
Teacher Preparation, Oklahoma Commission for	3	3	1	3	0	0	0	0
Teachers' Retirement System of Oklahoma	6	3	3	29	0	0	0	2
Tobacco Settlement Endowment Trust Fund, Board of Directors of the	1	2	0	5	0	0	0	0
Tourism and Recreation Department, Oklahoma	96	16	52	90	38	74	89	18
Transportation, Department of	159	170	0	353	0	842	85	829
Turnpike Authority, Oklahoma	258	14	50	56	0	134	12	35
Used Motor Vehicle and Parts Commission, Oklahoma	2	1	0	6	0	0	0	0
Veterans Affairs, Oklahoma Department of	74	25	622	253	35	375	44	324
Veterinary Medical Examiners, Board of	2	0	0	1	0	0	0	0
Water Resources Board, Oklahoma	9	14	0	60	0	0	0	3
Wheat Utilization, Research, and Market Development Commission, Oklahoma	0	1	0	3	0	0	0	0
Wildlife Conservation, Department of	30	3	1	120	6	3	0	165
Will Rogers Memorial Commission	1	1	1	2	0	2	0	0
Worker's Compensation Court	34	2	2	36	0	0	0	2
<b>Total</b>	<b>5,245</b>	<b>1,939</b>	<b>2,724</b>	<b>16,385</b>	<b>3,800</b>	<b>1,955</b>	<b>817</b>	<b>2,765</b>

\*372 Employees did not report EE04 Status

Map 2: State Employees by Region of Residence

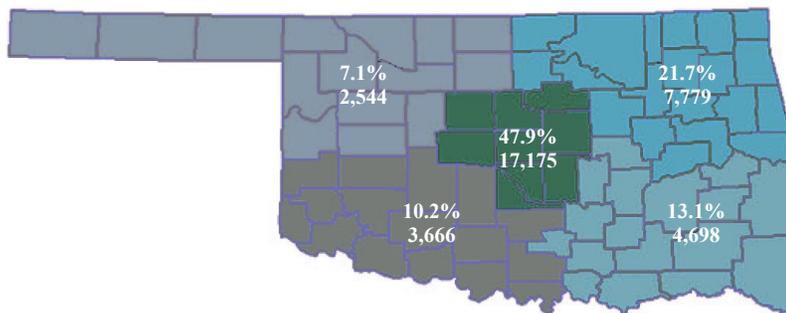


Table 18: State Employees by County Residence

County	Employees	County	Employees	County	Employees	County	Employees
Adair	101	Delaware	184	Lincoln	398	Pittsburg	889
Alfalfa	185	Dewey	40	Logan	340	Pontotoc	320
Atoka	299	Ellis	47	Love	75	Pottawatomie	815
Beaver	39	Garfield	850	Major	72	Pushmataha	227
Beckham	125	Garvin	702	Marshall	114	Roger Mills	30
Blaine	91	Grady	381	Mayes	603	Rogers	635
Bryan	206	Grant	51	McClain	501	Seminole	181
Caddo	185	Greer	180	McCurtain	271	Sequoyah	259
Canadian	1240	Harmon	35	McIntosh	215	Stephens	299
Carter	495	Harper	140	Murray	351	Texas	115
Cherokee	326	Haskell	85	Muskogee	852	Tillman	140
Choctaw	117	Hughes	129	Noble	140	Tulsa	2451
Cimarron	20	Jackson	230	Nowata	37	Wagoner	241
Cleveland	3272	Jefferson	52	Okfuskee	211	Washington	200
Coal	100	Johnston	87	Oklahoma	10124	Washita	130
Comanche	812	Kay	208	Okmulgee	228	Woods	180
Cotton	45	Kingfisher	115	Osage	260	Woodward	394
Craig	511	Kiowa	161	Ottawa	307	Out of State	110
Creek	360	Latimer	220	Pawnee	135		
Custer	381	Le Flore	417	Payne	498		

Table 19: Employees by Age Group - Average Age 46.4

EEO-4 Job Category	< 20	20-29	30-39	40-49	50-59	60-69	70+	Total
Administrative Support	1	443	830	1,316	1,778	799	78	5,245
Officials and Administrators	0	22	192	518	813	369	25	1,939
Paraprofessionals	9	524	521	661	740	247	22	2,724
Professionals	1	1,486	3,440	4,096	5,165	2,032	165	16,385
Protective Service	0	592	1,140	1,069	764	218	17	3,800
Service Maintenance	5	216	334	550	623	204	23	1,955
Skilled Craft	0	34	89	278	316	95	5	817
Technicians	1	273	586	718	895	272	20	2,765
<b>Total</b>	<b>17</b>	<b>3,590</b>	<b>7,132</b>	<b>9,206</b>	<b>11,094</b>	<b>4,236</b>	<b>355</b>	<b>35,630</b>

Table 20: Employees by Years of Service - Average Years of Service 12.1

EEO-4 Job Category	< 3	3-5	6-8	9-10	11-15	16-20	21+	Total
Administrative Support	954	1,068	579	406	732	522	984	5,245
Officials and Administrators	104	179	131	90	238	283	914	1,939
Paraprofessionals	853	602	316	154	258	170	371	2,724
Professionals	2,966	2,985	1,714	1,232	2,354	1,693	3,441	16,385
Protective Service	713	786	360	255	756	400	530	3,800
Service Maintenance	520	397	289	87	229	133	300	1,955
Skilled Craft	98	157	88	52	111	52	259	817
Technicians	518	483	283	185	377	235	684	2,765
<b>Total</b>	<b>6,726</b>	<b>6,657</b>	<b>3,760</b>	<b>2,461</b>	<b>5,055</b>	<b>3,488</b>	<b>7,483</b>	<b>35,630</b>

\* 372 Employees did not report EE04 Status

Table 21: Employees by Years to Retirement Eligibility - Average Years to Retirement Eligibility 12.0

EEO-4 Job Category	< 3	3-5	6-8	9-10	11-15	16-20	21+	Total
Administrative Support	1,609	530	412	243	650	557	1,244	5,245
Officials and Administrators	972	268	152	64	157	154	172	1,939
Paraprofessionals	520	222	205	123	316	306	1,032	2,724
Professionals	4,579	1,710	1,302	645	1,642	1,996	4,511	16,385
Protective Service	571	318	276	124	346	644	1,521	3,800
Service Maintenance	414	228	169	103	297	202	542	1,955
Skilled Craft	270	108	66	47	138	80	108	817
Technicians	754	321	225	98	260	305	802	2,765
<b>Total</b>	<b>9,689</b>	<b>3,705</b>	<b>2,807</b>	<b>1,447</b>	<b>3,806</b>	<b>4,244</b>	<b>9,932</b>	<b>35,630</b>

\* 372 Employees did not report EE04 Status

Table 22: FY 2010 Agency Average Age, Years of Service, and Years to Retirement Eligibility

Agency	< Age 50	Age 50+	Average Age	Average Years of Service	Average Years to Ret. Eligibility
Abstractors Board, Oklahoma	1	2	53.4	2.4	10.4
Accountancy Board, Oklahoma	6	3	43.2	7.4	16.9
Aeronautics Commission, Oklahoma	5	6	49.9	11.3	10.1
Agriculture, Food, and Forestry; Department of	219	194	46.6	13.5	11.6
Alcohol and Drug Counselors, Oklahoma Board of Licensed	1	1	53.5	3.4	8.5
Alcohol and Drug Influence, Board of Tests for	2	3	51.0	10.7	9.4
Alcoholic Beverage Laws Enforcement Commission	20	23	50.0	18.7	6.9
Architects, Landscape Architects, and Interior Designers, Board of Governors of the Licensed	2	2	48.5	12.3	11.4
Arts Council, Oklahoma	9	5	45.7	7.7	15.1
Banking Department, Oklahoma State	22	17	49.7	18.8	7.0
Boll Weevil Eradication Organization, Oklahoma	4	7	50.6	10.2	10.6
Bond Advisor, Oklahoma State	1	1	52.9	17.6	3.2
Career and Technology Education, Oklahoma Department of	136	143	49.2	14.3	9.7
Central Services, Department of	100	130	49.9	12.9	9.1
Children and Youth, Commission on	16	10	44.7	11.0	14.4
Chiropractic Examiners, Board of	3	0	28.8	6.9	27.1
Commerce, Oklahoma Department of	86	56	46.5	10.2	13.3
Compsource Oklahoma	187	167	47.8	10.6	11.9
Conservation Commission, Oklahoma	38	32	48.9	13.0	10.4
Construction Industries Board	9	18	53.2	9.5	8.0
Consumer Credit, Commission on	7	9	49.9	6.0	11.9
Corporation Commission, Oklahoma	154	280	52.7	14.6	6.8
Corrections, State Department of	2,673	1,683	45.5	11.9	13.2
Cosmetology, State Board of	5	7	49.4	12.5	9.2
Council on Judicial Complaints	0	2	52.3	21.0	4.2
Court of Criminal Appeals	9	18	53.9	15.5	6.1
Davis, J.M. Memorial Commission	4	1	46.3	5.0	15.7
Dentistry, Oklahoma Board of	1	3	54.1	27.1	-0.5
District Attorneys	716	408	44.6	9.5	15.0
District Courts	268	356	51.6	12.9	8.3

CONT...Table 22: FY 2010 Agency Average Age, Years of Service, and Years to Retirement Eligibility

Education, State Department of	183	172	48.2	10.7	11.6
Educational Television Authority, Oklahoma	39	29	47.5	9.6	12.8
Election Board, State	24	156	66.5	10.3	0.9
Emergency Management, Oklahoma Department of	6	20	56.5	13.3	4.2
Employees Benefits Council, Oklahoma State	16	17	50.1	12.2	9.6
Employment Security Commission, Oklahoma	344	407	49.8	12.3	9.6
Engineers and Land Surveyors, State Board of Licensure for Professional	4	5	48.7	7.7	12.1
Environmental Quality, Department of	323	222	45.9	13.1	12.6
Ethics Commission	0	5	61.8	18.8	-1.5
Finance Authority, Oklahoma Industrial	1	5	63.2	22.7	-4.0
Finance, Office of State	83	90	48.3	11.3	11.4
Fire Marshal Commission, State	11	16	52.3	12.4	8.1
Firefighters Pension and Retirement System, Oklahoma	5	4	46.4	12.3	12.3
Funeral Board, Oklahoma	2	1	46.2	6.8	16.1
Grand River Dam Authority	269	209	48.3	15.4	9.4
Handicapped Concerns, Office of	4	3	53.0	18.4	5.9
Health Care Authority, Oklahoma	299	155	44.9	10.2	14.5
Health, State Department of	1,103	966	47.5	12.0	11.8
Historical Society, Oklahoma	62	84	50.6	11.9	9.1
Horse Racing Commission, Oklahoma	15	27	52.6	12.7	7.2
Hospitals Authority, University	4	4	42.7	14.8	13.9
Human Rights Commission, Oklahoma	10	3	47.1	13.9	11.7
Human Services, Department of	4,307	3,119	45.8	12.5	12.7
Indian Affairs Commission, Oklahoma	1	1	50.8	10.5	11.2
Indigent Defense System, Oklahoma	63	50	48.7	12.2	11.2
Insurance Board, Oklahoma State and Education Employees Group	79	83	50.2	14.1	8.9
Insurance Department	80	47	45.5	8.7	14.4
Investigation, Oklahoma State Bureau of	200	118	45.2	12.2	13.4
J.D. McCarty Center for Children with Development Disabilities	153	67	40.6	6.5	18.6
Juvenile Affairs, Office of	480	340	45.6	10.4	13.7
Labor, Department of	42	48	50.8	12.5	9.2
Land Office, Commissioners of the	21	33	50.1	14.4	8.1
Law Enforcement Education and Training, Council on (CLEET)	21	23	47.9	7.3	12.9
Law Enforcement Retirement System, Oklahoma	2	3	49.7	23.2	4.4
Legislative Service Bureau	6	3	47.3	11.5	12.6
Libraries, Oklahoma Department of	13	40	54.3	17.7	4.4
Liquefied Petroleum Gas Board, Oklahoma	2	6	59.0	17.6	1.4
Long-Term Care Administrators, Oklahoma State Board of Examiners for	1	1	52.2	13.3	6.6
Lottery Commission	24	12	44.2	7.6	16.1

CONT... Table 22: FY 2010 Agency Average Age, Years of Service, and Years to Retirement Eligibility

Agency	< Age 50	Age 50+	Average Age	Average Years of Service	Average Years to Ret. Eligibility
Medical Licensure and Supervision, State Board of	9	12	53.6	15.3	5.9
Medicolegal Investigations, Board of	48	24	43.5	7.0	16.5
Mental Health and Substance Abuse Services, Department of	990	817	46.7	9.8	13.0
Merit Protection Commission	2	4	51.5	8.2	9.9
Military Department	184	149	47.0	8.9	13.3
Mines, Department of	12	20	52.1	19.6	4.6
Motor Vehicle Commission, Oklahoma	1	2	53.8	19.2	2.7
Narcotics and Dangerous Drugs Control, Oklahoma State Bureau of	82	32	43.8	12.0	14.4
Nursing, Oklahoma Board of	10	14	51.2	7.6	10.6
Office of State Auditor and Inspector	90	30	41.0	10.7	16.9
Office of the Attorney General	75	76	49.1	12.6	10.6
Office of the Governor	18	9	46.1	10.8	13.5
Office of the Lieutenant Governor	4	3	41.6	11.2	16.7
Office of the State Treasurer	28	30	49.5	11.8	10.2
Oil and Gas Wells, Commission on Marginally Producing	3	1	38.5	6.3	20.5
Oil Compact Commission, Interstate	3	0	33.6	5.6	25.4
Oklahoma State House of Representatives	119	120	48.4	7.9	12.6
Oklahoma State Senate	74	104	52.1	13.7	7.9
Optometry, Board of Examiners in	1	3	50.2	8.5	11.5
Osteopathic Examiners, State Board of	0	5	65.1	15.4	-3.1
Pardon and Parole Board	10	28	53.4	16.7	5.3
Peanut Commission, Oklahoma	0	1	62.0	23.3	-2.7
Personnel Management, Office of	31	23	47.0	12.2	12.1
Pharmacy, Board of	4	5	50.9	11.8	8.8
Physician Manpower Training Commission	2	4	54.1	21.1	2.1
Police Pension and Retirement System, Oklahoma	5	6	48.5	15.5	8.9
Private Vocational Schools, Oklahoma Board of	0	1	64.2	35.0	-9.6
Psychologists, State Board of Examiners of	2	1	42.8	17.0	13.4
Public Employees Retirement System, Oklahoma	30	24	47.3	11.3	11.9
Quartz Mountain Arts and Conference Center and Nature Park	5	7	51.5	16.7	5.8
Real Estate Commission, Oklahoma	10	8	46.9	13.1	12.0
Rehabilitation Services, Oklahoma Department of	459	514	49.3	12.8	10.0
Safety, Department of Public	985	471	44.5	13.7	13.2
Scenic Rivers Commission, Oklahoma	4	3	46.3	15.2	11.5
School of Science and Mathematics, Oklahoma	34	38	49.6	8.8	11.8
Science and Technology, Oklahoma Center for the Advancement of	9	10	49.2	11.5	10.5
Secretary of State, Office of	11	18	49.6	17.7	7.5
Securities Commission, Oklahoma	11	16	50.9	17.5	7.0
Space Industry Development Authority, Oklahoma	1	2	51.2	6.7	10.8
Speech-Language Pathology and Audiology, Board of Examiners for	1	1	45.1	10.5	14.7
State Board of Licensed Social Workers	1	0	40.1	8.9	20.5
Supreme Court	78	94	49.9	13.3	9.5

CONT...Table 22: FY 2010 Agency Average Age, Years of Service, and Years to Retirement Eligibility

Agency	< Age 50	Age 50+	Average Age	Average Years of Service	Average Years to Ret. Eligibility
Tax Commission, Oklahoma	326	479	51.4	16.0	6.9
Teacher Preparation, Oklahoma Commission for	2	8	54.5	12.1	5.9
Teachers' Retirement System of Oklahoma	19	24	51.2	12.7	8.6
Tobacco Settlement Endowment Trust Fund, Board of Directors of the	5	3	45.8	10.0	13.6
Tourism and Recreation Department, Oklahoma	236	237	47.9	12.2	11.1
Transportation, Department of	1,367	1,079	47.0	14.8	10.5
Turnpike Authority, Oklahoma	291	268	47.9	9.4	12.1
Used Motor Vehicle and Parts Commission, Oklahoma	5	4	49.1	11.1	11.3
Veterans Affairs, Oklahoma Department of	1,024	728	45.6	7.7	14.5
Veterinary Medical Examiners, Board of	2	1	47.8	13.3	13.4
Water Resources Board, Oklahoma	56	30	43.6	14.2	13.6
Wheat Utilization, Research, and Market Development Commission, Oklahoma	3	1	36.8	7.1	21.5
Wildlife Conservation, Department of	214	114	43.6	16.4	12.6
Will Rogers Memorial Commission	2	5	49.6	14.4	9.1
Worker's Compensation Court	37	39	50.2	15.3	8.3
<b>Total (126)</b>	<b>21,007</b>	<b>16,656</b>	<b>48.4</b>	<b>12.0</b>	<b>11.6</b>

Chart 24: Gender by Age Groups

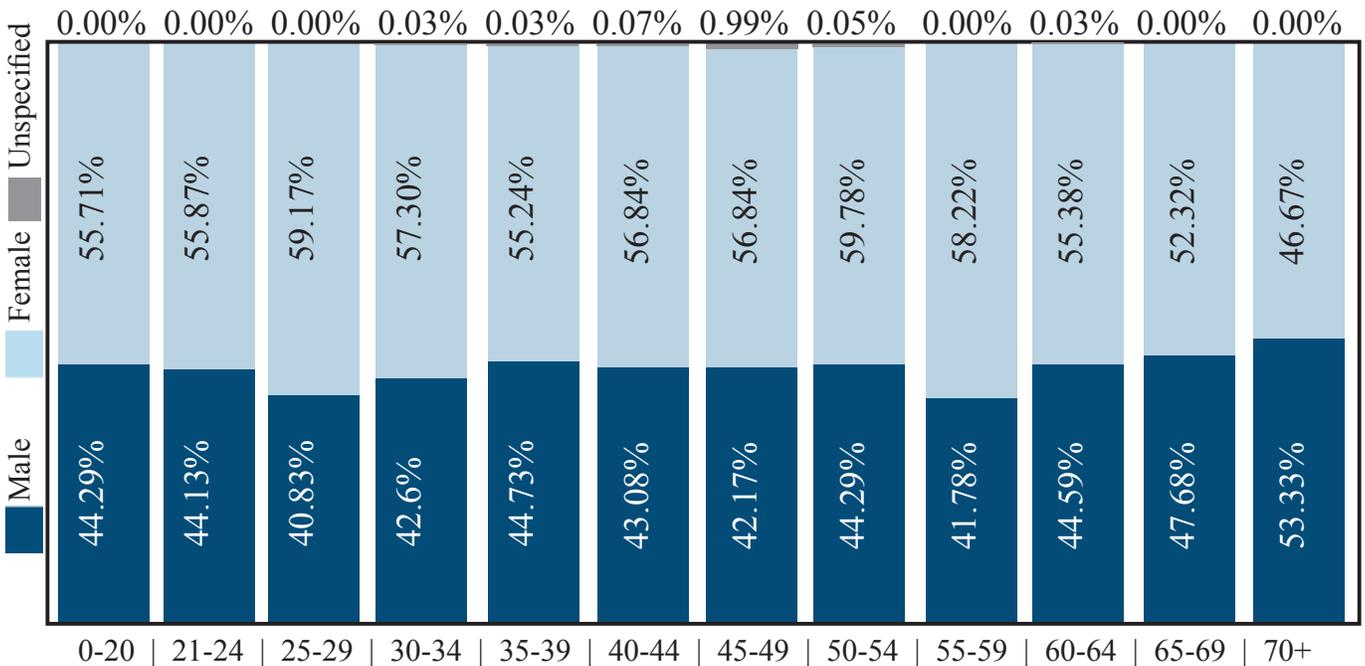


Table 23: FY 2010 Occupational Group Age Information

Occupational Group	Average Age	Average Years of Service	Average Years. to Ret. Elig.	% Eligible to Retire w/in 3 Yrs.
Insurance and Benefits Administration	50.6	13.4	8.5	34.71%
Information Technology	49.7	15.7	8.4	37.77%
Human Resources Management and Development	49.7	16.3	8.2	40.90%
Financial Management	51.7	15.1	7.1	43.28%
General Administrative	49.9	14.1	8.9	38.21%
Logistics and Property Management	50.7	12.4	8.9	32.73%
Law Enforcement	43.2	13.3	14.4	20.61%
Social Services	44.1	11.4	14.5	22.63%
Corrections & Custody	42.7	10.9	15.8	15.20%
General Safety, Security Inspections and Investigations	45.7	9.3	13.9	20.90%
Rehabilitation and Vocational Services	46.5	11.2	12.7	24.44%
Agricultural Services and Inspections	45.1	14.0	12.5	29.58%
Oil, Gas, Transportation and Utility Regulation	54.2	14.9	5.8	47.50%
Veterans Services	51.2	11.5	8.7	28.00%
Travel, Tourism and Recreation	46.1	14.1	11.9	29.89%
Power Generation	48.2	15.3	9.5	32.17%
General Sciences and Environmental Services	44.6	13.4	13.3	27.57%
Professional Engineering and Land Surveyors	46.3	16.1	10.7	32.85%
Transportation and Highway Construction and Maintenance	46.7	13.1	11.4	29.15%
Historical Preservation	48.0	13.1	10.7	36.36%
Revenue and Taxation	49.9	13.5	9.4	33.45%
Employment Services	50.5	11.8	9.4	33.86%
Health Care Services and Administration	47.6	12.6	11.3	27.55%
Nursing Services	45.5	8.4	14.4	19.28%
Institutional and Nutritional Services and Administration	45.7	9.5	13.8	20.64%
<b>Classified</b>	<b>46.5</b>	<b>12.2</b>	<b>12.3</b>	<b>26.91%</b>
<b>Unclassified</b>	<b>48.0</b>	<b>11.8</b>	<b>11.4</b>	<b>28.77%</b>
<b>Total</b>	<b>46.9</b>	<b>12.1</b>	<b>12.0</b>	<b>27.44%</b>



# PART 8: **TURNOVER WORKER MOBILITY**



Chart 25: Turnover

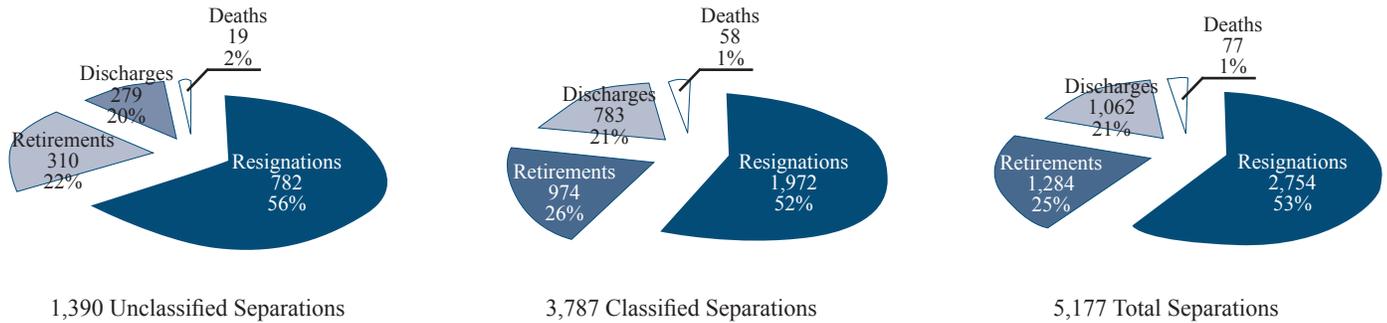


Table 24: Classified Turnover Trend FY 2001 to FY 2010

Fiscal Year	Resignation	Retirement	Discharge	Total	Turnover Rate
2001	2,495	714	363	3,572	13.1%
2002	2,139	715	415	3,269	12.1%
2003	2,000	641	458	3,099	11.9%
2004	2,270	720	479	3,469	13.7%
2005	2,288	602	507	3,397	12.6%
2006	2,610	747	617	3,974	14.2%
2007	2,352	735	560	3,647	13.2%
2008	2,363	798	596	3,757	13.8%
2009	2,052	761	688	3,501	12.8%
2010	1,972	974	783	3,729	13.7%

Chart 26: State Separations vs. Agency Changes

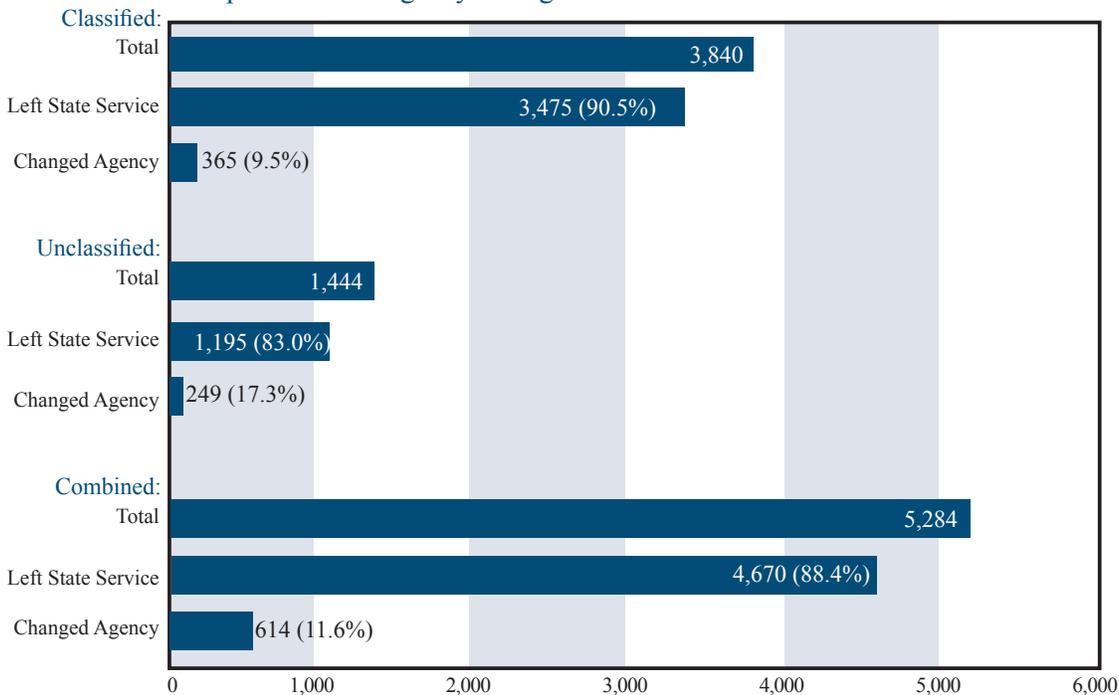


Table 25: Turnover by Years of Service

Reason	< 1	1	2	3	4	5-10	11-15	16-20	21+	Total
Resignation	63	558	509	335	288	637	175	87	102	2,754
Retirement	0	1	2	4	4	100	131	149	893	1,284
Transferred Out	0	1	9	12	6	11	6	6	4	55
<b>Voluntary Turnover Total</b>	<b>63 (1.5%)</b>	<b>560 (13.7%)</b>	<b>520 (12.7%)</b>	<b>351 (8.6%)</b>	<b>298 (7.3%)</b>	<b>748 (18.3%)</b>	<b>312 (7.6%)</b>	<b>242 (5.9%)</b>	<b>999 (24.5%)</b>	<b>4,093 (10.9%)</b>
Death	0	4	5	2	4	17	15	7	23	77
Discharge	27	346	174	75	85	148	53	21	29	958
Expiration of Unclassified Appointment	1	22	11	6	0	7	1	3	1	52
Reduction in Force	0	2	16	12	9	32	10	9	14	104
<b>Involuntary Turnover Total</b>	<b>28 (2.4%)</b>	<b>374 (31.4%)</b>	<b>206 (17.3%)</b>	<b>95 (8.0%)</b>	<b>98 (8.2%)</b>	<b>204 (17.1%)</b>	<b>79 (6.6%)</b>	<b>40 (3.4%)</b>	<b>67 (5.6%)</b>	<b>1,191 (3.2%)</b>
<b>Total Turnover</b>	<b>91 (1.7%)</b>	<b>934 (17.7%)</b>	<b>726 (13.7%)</b>	<b>446 (8.4%)</b>	<b>396 (7.5%)</b>	<b>952 (18.0%)</b>	<b>391 (7.4%)</b>	<b>282 (5.3%)</b>	<b>1,066 (20.2%)</b>	<b>5,284 (14.0%)</b>

Chart 27: Top 5 Jobs; Number of Employees Separating within the First 24 Months on the Job

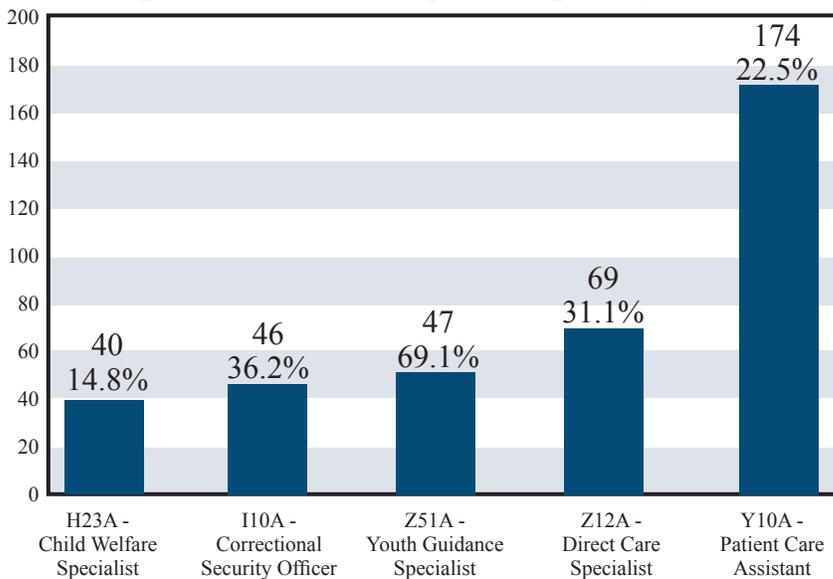


Table 26: FY 2010 Classified Occupational Group Turnover

Occupational Group	Employees as of 7/1/09	Resignations	Retirements	Discharges	Deaths	Total	Turnover Rate
Agricultural Services and Inspections	260	5	21	1	0	27	10.4%
Corrections & Custody	2,969	226	115	58	3	402	13.5%
Employment Services	306	23	12	2	0	37	12.1%
Financial Management	962	27	50	10	1	88	9.1%
General Administrative	3,874	155	190	50	10	405	10.5%

CONT...Table 26: FY 2010 Classified Occupational Group Turnover

Occupational Group	Employees as of 7/1/09	Resignations	Retirements	Discharges	Deaths	Total	Turnover Rate
General Safety, Security Inspections and Investigations	339	36	5	10	4	55	16.2%
General Sciences and Environmental Services	380	10	13	2	0	25	6.6%
Health Care Services and Administration	826	52	43	27	3	125	15.1%
Historical Preservation	72	3	6	0	1	10	13.9%
Human Resources Management and Development	418	13	24	5	1	43	10.3%
Information Technology	677	21	18	7	1	47	6.9%
Institutional and Nutritional Services and Administration	1,769	275	64	167	5	511	28.9%
Insurance and Benefits Administration	129	5	2	3	2	12	9.3%
Law Enforcement	1,468	32	31	6	0	69	4.7%
Logistics and Property Management	1,331	67	60	56	4	187	14.0%
Nursing Services	2,490	406	74	279	4	763	30.6%
Oil, Gas, Transportation and Utility Regulation	183	4	10	4	0	18	9.8%
Power Generation	303	1	7	1	0	9	3.0%
Professional Engineering and Land Surveyors	271	7	3	0	0	10	3.7%
Rehabilitation and Vocational Services	700	49	26	8	2	85	12.1%
Revenue and Taxation	312	19	11	3	3	36	11.5%
Social Services	4,956	432	118	47	6	603	12.2%
Transportation and Highway Construction and Maintenance	2,196	99	61	37	8	205	9.3%
Travel, Tourism and Recreation	99	4	8	0	0	12	12.1%
Veterans Services	27	1	2	0	0	3	11.1%
<b>Total of Classified Occupational Groups</b>	<b>27,317</b>	<b>1,972</b>	<b>974</b>	<b>783</b>	<b>58</b>	<b>3,787</b>	<b>13.9%</b>
<b>Unclassified</b>	<b>10,346</b>	<b>782</b>	<b>310</b>	<b>279</b>	<b>19</b>	<b>1,390</b>	<b>13.4%</b>
<b>Total</b>	<b>37,663</b>	<b>2,754</b>	<b>1,284</b>	<b>1,062</b>	<b>77</b>	<b>5,177</b>	<b>13.7%</b>

Table 27: FY 2010 Agency Turnover

Agency	Total Number of Employees	Resignation	Retirement	Discharge	Death	Turnover Rate
Abstractors Board, Oklahoma	3	0	0	0	0	0.0%
Accountancy Board, Oklahoma	9	3	1	1	0	55.6%
Aeronautics Commission, Oklahoma	11	0	0	0	0	0.0%
Agriculture, Food, and Forestry; Department of	444	17	37	2	0	12.6%
Alcohol and Drug Counselors, Oklahoma Board of Licensed	2	0	0	0	0	0.0%

CONT...Table 27: FY 2010 Agency Turnover

Agency	Total Number of Employees	Resignation	Retirement	Discharge	Death	Turnover Rate
Alcohol and Drug Influence, Board of Tests for	7	0	2	0	0	28.6%
Alcoholic Beverage Laws Enforcement Commission	45	0	2	0	0	4.4%
Architects, Landscape Architects, and Interior Designers, Board of Governors of the Licensed	3	0	0	0	0	0.0%
Arts Council, Oklahoma	16	2	0	1	0	18.8%
Banking Department, Oklahoma State	39	2	1	0	0	7.7%
Boll Weevil Eradication Organization, Oklahoma	11	0	0	0	0	0.0%
Bond Advisor, Oklahoma State	2	0	0	0	0	0.0%
Career and Technology Education, Oklahoma Department of	322	19	23	12	0	16.8%
Central Services, Department of	240	13	10	2	1	10.8%
Children and Youth, Commission on	28	2	1	0	0	10.7%
Chiropractic Examiners, Board of	3	0	0	0	0	0.0%
Commerce, Oklahoma Department of	153	11	10	3	0	15.7%
Compsource Oklahoma	359	21	6	4	0	8.6%
Conservation Commission, Oklahoma	65	1	2	0	1	6.2%
Construction Industries Board	29	1	1	0	0	6.9%
Consumer Credit, Commission on	17	0	1	4	0	29.4%
Corporation Commission, Oklahoma	479	14	25	9	2	10.4%
Corrections, State Department of	4,661	355	226	86	8	14.5%
Cosmetology, State Board of	10	0	0	1	0	10.0%
Council on Judicial Complaints	2	0	0	0	0	0.0%
Court of Criminal Appeals	29	18	1	0	1	69.0%
Davis, J.M. Memorial Commission	5	0	0	0	0	0.0%
Dentistry, Oklahoma Board of	4	0	0	0	0	0.0%
District Attorneys	1,110	78	15	13	1	9.6%
District Courts	628	34	15	4	0	8.4%
Education, State Department of	374	27	14	3	0	11.8%
Educational Television Authority, Oklahoma	73	3	1	1	0	6.8%
Election Board, State	20	6	1	0	5	60.0%
Emergency Management, Oklahoma Department of	26	1	0	1	0	7.7%
Employees Benefits Council, Oklahoma State	36	2	0	0	1	8.3%
Employment Security Commission, Oklahoma	711	62	20	15	2	13.9%
Engineers and Land Surveyors, State Board of Licensure for Professional	8	0	0	0	0	0.0%
Environmental Quality, Department of	555	16	14	8	0	6.8%
Ethics Commission	7	1	0	1	0	28.6%
Finance Authority, Oklahoma Industrial	7	0	1	0	0	14.3%
Finance, Office of State	166	10	3	0	1	8.4%
Fire Marshal Commission, State	28	1	0	0	0	3.6%
Firefighters Pension and Retirement System, Oklahoma	9	0	0	0	0	0.0%
Funeral Board, Oklahoma	2	0	0	0	0	0.0%

CONT...Table 27: FY 2010 Agency Turnover

Agency	Total Number of Employees	Resignation	Retirement	Discharge	Death	Turnover Rate
Grand River Dam Authority	501	10	16	3	0	5.8%
Handicapped Concerns, Office of	8	0	0	0	0	0.0%
Health Care Authority, Oklahoma	427	22	2	1	0	5.9%
Health, State Department of	2,192	131	122	16	4	12.5%
Historical Society, Oklahoma	156	9	12	3	1	16.0%
Horse Racing Commission, Oklahoma	39	3	0	0	0	7.7%
Hospitals Authority, University	7	0	0	0	0	0.0%
Human Rights Commission, Oklahoma	14	1	0	0	0	7.1%
Human Services, Department of	7,955	625	214	155	10	12.6%
Indian Affairs Commission, Oklahoma	3	1	0	0	0	33.3%
Indigent Defense System, Oklahoma	121	2	0	11	0	10.7%
Insurance Board, Oklahoma State and Education Employees Group	172	9	3	2	1	8.7%
Insurance Department	122	16	0	6	0	18.0%
Investigation, Oklahoma State Bureau of	302	7	9	2	0	6.0%
J.D. McCarty Center for Children with Development Disabilities	214	45	3	28	1	36.0%
Juvenile Affairs, Office of	984	160	56	64	7	29.2%
Labor, Department of	94	5	3	0	0	8.5%
Land Office, Commissioners of the	51	4	3	1	1	17.6%
Law Enforcement Education and Training, Council on (CLEET)	44	3	1	1	0	11.4%
Law Enforcement Retirement System, Oklahoma	6	1	0	0	0	16.7%
Legislative Service Bureau	20	12	0	0	0	60.0%
Libraries, Oklahoma Department of	57	2	2	1	0	8.8%
Liquefied Petroleum Gas Board, Oklahoma	8	0	0	0	0	0.0%
Long-Term Care Administrators, Oklahoma State Board of Examiners for	3	1	0	1	0	66.7%
Lottery Commission	38	2	0	1	0	7.9%
Medical Licensure and Supervision, State Board of	21	0	0	0	0	0.0%
Medicolegal Investigations, Board of	66	13	0	7	0	30.3%
Mental Health and Substance Abuse Services, Department of	2,087	259	99	188	5	26.4%
Merit Protection Commission	7	1	0	0	0	14.3%
Military Department	345	33	9	36	1	22.9%
Mines, Department of	33	0	1	0	0	3.0%
Motor Vehicle Commission, Oklahoma	3	0	0	0	0	0.0%
Narcotics and Dangerous Drugs Control, Oklahoma State Bureau of	122	1	4	0	0	4.1%
Nursing, Oklahoma Board of	23	3	0	1	0	17.4%
Office of State Auditor and Inspector	122	12	5	7	0	19.7%
Office of the Attorney General	165	10	4	3	0	10.3%
Office of the Governor	31	6	0	0	0	19.4%
Office of the Lieutenant Governor	9	0	0	3	0	33.3%

CONT...Table 27: FY 2010 Agency Turnover

Office of the State Treasurer	60	4	0	0	0	6.7%
Oil and Gas Wells, Commission on Marginally Producing	4	0	0	0	0	0.0%
Oil Compact Commission, Interstate	3	0	0	0	0	0.0%
Oklahoma State House of Representatives	243	7	2	0	0	3.7%
Oklahoma State Senate	187	6	7	1	1	8.0%
Optometry, Board of Examiners in	2	0	0	0	0	0.0%
Osteopathic Examiners, State Board of	5	0	0	0	0	0.0%
Pardon and Parole Board	43	2	1	0	0	7.0%
Peanut Commission, Oklahoma	1	0	0	0	0	0.0%
Personnel Management, Office of	60	4	1	1	0	10.0%
Pharmacy, Board of	9	1	0	0	0	11.1%
Physician Manpower Training Commission	6	0	0	0	0	0.0%
Police Pension and Retirement System, Oklahoma	11	0	0	1	0	9.1%
Private Vocational Schools, Oklahoma Board of	2	0	1	0	0	50.0%
Psychologists, State Board of Examiners of	3	0	1	0	0	33.3%
Public Employees Retirement System, Oklahoma	49	1	2	1	0	8.2%
Quartz Mountain Arts and Conference Center and Nature Park	11	0	0	0	0	0.0%
Real Estate Commission, Oklahoma	18	0	0	0	0	0.0%
Regional University System of Oklahoma	6	1	0	0	0	16.7%
Rehabilitation Services, Oklahoma Department of	894	56	35	14	1	11.9%
Safety, Department of Public	1,507	35	33	6	1	5.0%
Scenic Rivers Commission, Oklahoma	10	1	0	0	0	10.0%
School of Science and Mathematics, Oklahoma	74	7	1	2	0	13.5%
Science and Technology, Oklahoma Center for the Advancement of	23	0	0	4	0	17.4%
Secretary of State, Office of	30	2	0	0	0	6.7%
Securities Commission, Oklahoma	27	0	1	1	0	7.4%
Space Industry Development Authority, Oklahoma	4	1	0	0	0	25.0%
Speech-Language Pathology and Audiology, Board of Examiners for	2	0	0	0	0	0.0%
State Board of Licensed Social Workers	1	0	0	0	0	0.0%
Supreme Court	170	5	1	3	0	5.3%
Tax Commission, Oklahoma	878	39	35	8	3	9.7%
Teacher Preparation, Oklahoma Commission for	10	0	0	0	0	0.0%
Teachers' Retirement System of Oklahoma	47	1	2	3	0	12.8%
Tobacco Settlement Endowment Trust Fund, Board of Directors of the	7	0	0	0	0	0.0%
Tourism and Recreation Department, Oklahoma	534	28	34	21	1	15.7%
Transportation, Department of	2,530	89	70	27	10	7.7%
Turnpike Authority, Oklahoma	564	35	13	15	0	11.2%
Used Motor Vehicle and Parts Commission, Oklahoma	9	0	1	1	0	22.2%

CONT...Table 27: FY 2010 Agency Turnover

Agency	Total Number of Employees	Resignation	Retirement	Discharge	Death	Turnover Rate
Veterans Affairs, Oklahoma Department of	1,774	285	29	234	4	31.1%
Veterinary Medical Examiners, Board of	3	0	0	1	0	33.3%
Water Resources Board, Oklahoma	91	6	3	2	0	12.1%
Wheat Utilization, Research, and Market Development Commission, Oklahoma	4	0	0	0	0	0.0%
Wildlife Conservation, Department of	329	6	8	0	1	4.6%
Will Rogers Memorial Commission	7	0	1	0	0	14.3%
Worker's Compensation Court	81	1	1	4	1	8.6%
<b>Total</b>	<b>37,663</b>	<b>2,752</b>	<b>1,284</b>	<b>1,062</b>	<b>77</b>	<b>13.7%</b>
		<b>7.3%</b>	<b>3.4%</b>	<b>2.8%</b>	<b>0.2%</b>	

**PART 6: APPENDIX  
ALL AGENCIES  
ARRANGED BY CABINET**



## Appendix: All Agencies, Separated by Cabinet

Agency	Merit Status	FY 10 Emp. Count	Average Age	Avg. Years of Service	Average Salary	Total Turnover
<b>Governor</b>						
Office of the Governor	Non-Merit	27	46.1	10.8	\$60,654	19.4%
<b>Lieutenant Governor</b>						
Office of the Lieutenant Governor	Non-Merit	7	41.6	11.2	\$51,368	33.3%
<b>Agriculture</b>						
Boll Weevil Eradication Organization, Oklahoma	Non-Merit	11	50.6	10.2	\$39,045	0.0%
Agriculture, Food, and Forestry; Department of	Merit	413	46.6	13.5	\$36,311	12.6%
Peanut Commission, Oklahoma	Merit	1	62.0	23.3	\$63,300	0.0%
Conservation Commission, Oklahoma	Merit	70	48.9	13.0	\$45,640	6.2%
Wheat Utilization, Research, and Market Development Commission, Oklahoma	Non-Merit	4	36.8	7.1	\$54,149	0.0%
		499	13.3	13.3	\$13	11.3%
<b>Commerce and Tourism</b>						
Commerce, Oklahoma Department of	Merit	142	46.5	10.2	\$55,206	15.7%
Davis, J.M. Memorial Commission	Non-Merit	5	46.3	5.0	\$34,355	0.0%
Employment Security Commission, Oklahoma	Merit	751	49.8	12.3	\$33,463	13.9%
Historical Society, Oklahoma	Merit	146	50.6	11.9	\$35,017	16.0%
Finance Authority, Oklahoma Industrial	Non-Merit	6	63.2	22.7	\$70,121	14.3%
Labor, Department of	Merit	90	50.8	12.5	\$43,816	8.5%
Tourism and Recreation Department, Oklahoma	Merit	473	47.9	12.2	\$29,760	15.7%
Scenic Rivers Commission, Oklahoma	Non-Merit	7	46.3	15.2	\$31,228	10.0%
Will Rogers Memorial Commission	Merit	7	49.6	14.4	\$39,755	14.3%
		1627	49.1	12.1	\$35,151	14.4%
<b>Education</b>						
Arts Council, Oklahoma	Non-Merit	14	45.7	7.7	\$47,343	18.8%
Education, State Department of	Merit	355	48.2	10.7	\$40,762	11.8%
Educational Television Authority, Oklahoma	Non-Merit	68	47.5	9.6	\$38,104	6.8%
Teacher Preparation, Oklahoma Commission for	Non-Merit	10	54.5	12.1	\$49,581	0.0%
Libraries, Oklahoma Department of	Merit	53	54.3	17.7	\$39,573	8.8%
Private Vocational Schools, Oklahoma Board of	Non-Merit	1	64.2	35.0	\$50,500	50.0%
Physician Manpower Training Commission	Merit	6	54.1	21.1	\$46,868	0.0%
Quartz Mountain Arts and Conference Center & Nature Park	Non-Merit	12	51.5	16.7	\$31,386	0.0%
School of Science and Mathematics, Oklahoma	Merit	72	49.6	8.8	\$47,026	13.5%
Career & Technology Education, Oklahoma Department of	Non-Merit	279	49.2	14.3	\$48,044	16.8%
		870	49.1	12.2	\$43,467	12.7%
<b>Energy</b>						
Mines, Department of	Non-Merit	32	52.1	19.6	\$43,878	3.0%
Corporation Commission, Oklahoma	Merit	434	52.7	14.6	\$43,197	10.4%
Oil Compact Commission, Interstate	Non-Merit	3	33.6	5.6	\$81,667	0.0%
Liquefied Petroleum Gas Board, Oklahoma	Merit	8	59.0	17.6	\$38,355	0.0%
Oil and Gas Wells, Commission on Marginally Producing	Non-Merit	4	38.5	6.3	\$54,406	0.0%
		481	52.5	14.8	\$43,495	9.6%

## CONT... Appendix: All Agencies, Separated by Cabinet

Agency	Merit Status	FY 10 Emp. Count	Average Age	Avg. Years of Service	Average Salary	Total Turnover
<b>Environment</b>						
Environmental Quality, Department of	Merit	545	45.9	13.1	\$49,284	6.8%
Wildlife Conservation, Department of	Non-Merit	328	43.6	16.4	\$41,947	4.6%
Water Resources Board, Oklahoma	Merit	86	43.6	14.2	\$51,745	12.1%
Grand River Dam Authority	Merit	478	48.3	15.4	\$60,975	5.8%
		1437	46.0	14.7	\$51,646	6.3%
<b>Finance and Revenue</b>						
Banking Department, Oklahoma State	Non-Merit	39	49.7	18.8	\$68,435	7.7%
Finance, Office of State	Merit	173	48.3	11.3	\$56,686	8.4%
Office of State Auditor and Inspector	Non-Merit	120	41.0	10.7	\$47,596	19.7%
Firefighters Pension and Retirement System, Oklahoma	Non-Merit	9	46.4	12.3	\$59,001	0.0%
Insurance Department	Non-Merit	127	45.5	8.7	\$46,165	18.0%
Compsource Oklahoma	Merit	354	47.8	10.6	\$42,201	8.6%
Land Office, Commissioners of the	Merit	54	50.1	14.4	\$46,733	17.6%
Law Enforcement Retirement System, Oklahoma	Non-Merit	5	49.7	23.2	\$53,967	16.7%
Lottery Commission	Non-Merit	36	44.2	7.6	\$55,225	7.9%
Public Employees Retirement System, Oklahoma	Merit	54	47.3	11.3	\$47,871	8.2%
Police Pension and Retirement System, Oklahoma	Non-Merit	11	48.5	15.5	\$55,335	9.1%
Bond Advisor, Oklahoma State	Non-Merit	2	52.9	17.6	\$52,500	0.0%
Securities Commission, Oklahoma	Merit	27	50.9	17.5	\$84,120	7.4%
Consumer Credit, Commission on	Merit	16	49.9	6.0	\$39,734	29.4%
Tax Commission, Oklahoma	Merit	805	51.4	16.0	\$38,663	9.7%
Teachers' Retirement System of Oklahoma	Merit	43	51.2	12.7	\$48,686	12.8%
Office of the State Treasurer	Non-Merit	58	49.5	11.8	\$49,411	6.7%
		1933	49.0	13.2	\$44,796	10.7%
<b>Health</b>						
Tobacco Settlement Endowment Trust Fund, Board of Directors of the	Non-Merit	8	45.8	10.0	\$56,941	0.0%
Health, State Department of	Merit	2069	47.5	12.0	\$40,962	12.5%
Alcohol & Drug Counselors, Oklahoma Board of Licensed	Non-Merit	2	53.5	3.4	\$33,000	0.0%
Mental Health & Substance Abuse Services, Department of	Merit	1807	46.7	9.8	\$35,818	26.4%
Long-Term Care Administrators, Oklahoma State Board of Examiners for	Non-Merit	2	52.2	13.3	\$52,651	66.7%
Health Care Authority, Oklahoma	Merit	454	44.9	10.2	\$51,190	5.9%
Hospitals Authority, University	Non-Merit	8	42.7	14.8	\$70,327	0.0%
		4350	46.9	10.9	\$39,978	17.5%
<b>Human Resource and Administration</b>						
Accountancy Board, Oklahoma	Non-Merit	9	43.2	7.4	\$44,925	55.6%
Abstractors Board, Oklahoma	Non-Merit	3	53.4	2.4	\$36,467	0.0%
Architects, Landscape Architects, and Interior Designers, Board of Governors of the Licensed	Non-Merit	4	48.5	12.3	\$43,671	0.0%
Chiropractic Examiners, Board of	Non-Merit	3	28.8	6.9	\$33,550	0.0%
Construction Industries Board	Non-Merit	27	53.2	9.5	\$39,772	6.9%

## CONT... Appendix: All Agencies, Separated by Cabinet

Agency	Merit Status	FY 10 Emp. Count	Average Age	Avg. Years of Service	Average Salary	Total Turnover
Cosmetology, State Board of	Merit	12	49.4	12.5	\$32,173	10.0%
Dentistry, Oklahoma Board of	Merit	4	54.1	27.1	\$49,778	0.0%
Funeral Board, Oklahoma	Merit	3	46.2	6.8	\$56,615	0.0%
Merit Protection Commission	Merit	6	51.5	8.2	\$46,697	14.3%
Horse Racing Commission, Oklahoma	Non-Merit	42	52.6	12.7	\$43,227	7.7%
Human Rights Commission, Oklahoma	Merit	13	47.1	13.9	\$36,761	7.1%
Medical Licensure and Supervision, State Board of	Merit	21	53.6	15.3	\$42,770	0.0%
Motor Vehicle Commission, Oklahoma	Non-Merit	3	53.8	19.2	\$52,981	0.0%
Nursing, Oklahoma Board of	Non-Merit	24	51.2	7.6	\$50,056	17.4%
Insurance Board, OK State & Education Employees Group	Merit	162	50.2	14.1	\$46,772	8.7%
Optometry, Board of Examiners in	Non-Merit	4	50.2	8.5	\$31,101	0.0%
Osteopathic Examiners, State Board of	Merit	5	65.1	15.4	\$52,572	0.0%
Personnel Management, Office of	Merit	54	47.0	12.2	\$43,086	10.0%
Pharmacy, Board of	Merit	9	50.9	11.8	\$60,321	11.1%
Engineers and Land Surveyors, State Board of Licensure for Professional	Merit	9	48.7	7.7	\$49,373	0.0%
Psychologists, State Board of Examiners of	Non-Merit	3	42.8	17.0	\$38,465	33.3%
Central Services, Department of	Merit	230	49.9	12.9	\$41,858	10.8%
Real Estate Commission, Oklahoma	Merit	18	46.9	13.1	\$44,851	0.0%
State Board of Licensed Social Workers	Non-Merit	1	40.1	8.9	\$44,342	0.0%
State Board of Licensed Social Workers	Non-Merit	2	45.1	10.5	\$41,306	0.0%
Speech-Language Pathology and Audiology, Board of Examiners for	Non-Merit	9	49.1	11.1	\$35,645	22.2%
Used Motor Vehicle and Parts Commission, Oklahoma	Non-Merit	3	47.8	13.3	\$51,000	33.3%
Veterinary Medical Examiners, Board of	Merit	33	50.1	12.2	\$47,611	8.3%
Employees Benefits Council, Oklahoma State		716	50.0	12.6	\$43,925	9.7%
		739	49.1	12.3	\$45,122	8.6%
<b>Human Services</b>						
Children and Youth, Commission on	Merit	26	44.7	11.0	\$44,858	10.7%
Handicapped Concerns, Office of	Merit	7	53.0	18.4	\$38,388	0.0%
Indian Affairs Commission, Oklahoma	Non-Merit	2	50.8	10.5	\$43,279	33.3%
Juvenile Affairs, Office of	Merit	820	45.6	10.4	\$31,775	29.2%
J.D. McCarty Center for Children w/ Development Disabilities	Merit	220	40.6	6.5	\$31,760	36.0%
Rehabilitation Services, Oklahoma Department of	Merit	973	49.3	12.8	\$38,434	11.9%
Human Services, Department of	Merit	7426	45.8	12.5	\$34,589	12.6%
		9474	46.0	12.2	\$34,708	14.5%
<b>Military</b>						
Military Department	Merit	333	47.0	8.9	\$33,227	22.9%
<b>Safety and Security</b>						
Alcoholic Beverage Laws Enforcement Commission	Merit	43	50.0	18.7	\$49,148	4.4%
Indigent Defense System, Oklahoma	Non-Merit	113	48.7	12.2	\$60,231	10.7%

## CONT... Appendix: All Agencies, Separated by Cabinet

Agency	Merit Status	FY 10 Emp. Count	Average Age	Avg. Years of Service	Average Salary	Total Turnover
Office of the Attorney General	Non-Merit	151	49.1	12.6	\$57,780	10.3%
Corrections, State Department of	Merit	4356	45.5	11.9	\$37,269	14.5%
District Attorneys	Non-Merit	1124	44.6	9.5	\$44,434	9.6%
Pardon and Parole Board	Merit	38	53.4	16.7	\$37,733	7.0%
Investigation, Oklahoma State Bureau of	Merit	318	45.2	12.2	\$51,967	6.0%
Emergency Management, Oklahoma Department of	Merit	26	56.5	13.3	\$41,362	7.7%
Fire Marshal Commission, State	Merit	27	52.3	12.4	\$43,358	3.6%
Medicolegal Investigations, Board of	Non-Merit	72	43.5	7.0	\$46,380	30.3%
Law Enforcement Education and Training, Council on (CLEET)	Non-Merit	44	47.9	7.3	\$41,292	11.4%
Narcotics & Dangerous Drugs Control, OK State Bureau of	Merit	114	43.8	12.0	\$52,323	4.1%
Safety, Department of Public	Merit	1456	44.5	13.7	\$47,636	5.0%
Alcohol and Drug Influence, Board of Tests for	Non-Merit	5	51.0	10.7	\$42,821	28.6%
		7887	45.4	11.9	\$41,946	11.4%
<b>Science and Technology</b>						
Science & Technology, Oklahoma Center for the Advancement of	Merit	19	49.2	11.5	\$55,733	17.4%
<b>Secretary of State</b>						
Election Board, State	Non-Merit	180	66.5	10.3	\$36,779	60.0%
Ethics Commission	Merit	5	61.8	18.8	\$76,166	28.6%
Secretary of State, Office of	Merit	29	49.6	17.7	\$45,678	6.7%
Council on Judicial Complaints	Non-Merit	2	52.3	21.0	\$58,944	0.0%
		216	64.0	11.6	\$39,090	51.6%
<b>Transportation</b>						
Aeronautics Commission, Oklahoma	Non-Merit	11	49.9	11.3	\$55,771	0.0%
Transportation, Department of	Merit	2446	47.0	14.8	\$39,868	7.7%
Space Industry Development Authority, Oklahoma	Non-Merit	3	51.2	6.7	\$61,213	25.0%
Turnpike Authority, Oklahoma	Merit	559	47.9	9.4	\$31,923	11.2%
		3019	47.2	13.8	\$38,476	8.4%
<b>Veterans Affairs</b>						
Veterans Affairs, Oklahoma Department of	Merit	1752	45.6	7.7	\$30,625	31.1%
<b>Not Assigned to Executive Cabinet</b>						
Court of Criminal Appeals	Non-Merit	27	53.9	15.5	\$80,748	69.0%
District Courts	Non-Merit	624	51.6	12.9	\$67,392	8.4%
Worker's Compensation Court	Non-Merit	76	50.2	15.3	\$50,066	8.6%
Oklahoma State Senate	Non-Merit	178	52.1	13.7	\$48,417	8.0%
Oklahoma State House of Representatives	Non-Merit	239	48.4	7.9	\$43,112	3.7%
Legislative Service Bureau	Non-Merit	9	47.3	11.5	\$52,125	60.0%
Supreme Court	Non-Merit	172	49.9	13.3	\$73,674	5.3%
		1325	50.8	12.3	\$60,454	8.7%

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- Deena Fisher, Woodward
- Marilyn Harmon, Blackwell
- Catherine Haynes, Ponca City
- Lyn Hester, Oklahoma City
- Joyce Horton-Sanders, Chickasha
- Kathryn Jones, Oklahoma City
- Ashley Kehl, Oklahoma City
- Rebecca Kennedy, Seminole
- Denise Kinzie, Cushing
- Lou Kohlman, Oklahoma City
- Debbe Leftwich, Oklahoma City
- Valeska Littlefield, Tulsa
- Carolyn McLarty, Mutual
- Bernice Mitchell, Stillwater
- Chris Morriss, Oklahoma City
- Jennifer Paustenbaugh, Stillwater
- Pam Peterson, Oklahoma City
- Patricia Presley, Oklahoma City
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- Shirley Russell, Designee for Oscar Jackson, Norman
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- Randall Lopez, McAlester
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- Clayton Abernathy, OG&E





STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT

Fiscal Year **2010**  
**Annual Report and Workforce Summary**