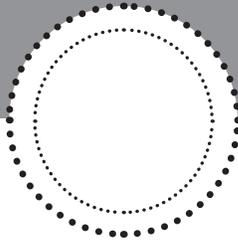


OPM**HR Exchange**

A publication of the

State of Oklahoma Office Of Personnel Management



During a career fair, Herman Johnson, OPM Targeted Recruitment Coordinator and Denae Edwards, OPM CAPIP Coordinator, are pictured sharing helpful information about OKCAREERS and the Carl Albert Public Internship Program with a Southwestern Oklahoma State University student.

OKCAREERS Goes Live with New Applicant System

Hank Batty, Deputy Administrator



January 23, 2008, ushered in a new era for State of Oklahoma job seekers with the launching of OKCAREERS, the state's web-based employment application, testing, applicant tracking and certification system. Now interested applicants can review a complete listing of vacancies in the state's classified service and make application from their home personal computers or any other computers with an internet connection at any time.

In late 2006, the Office of Personnel Management chose JobAps, one of the leading public sector employment platforms in the country, as the replacement for the Legacy system that had served Merit System agencies since 1980. Although JobAps systems had been implemented for a number of county and municipal governments, Oklahoma was the first state government to contract with the Santa Barbara, California-based company. "Although there are many similarities among public sector employers at any level, I believe Oklahoma state government presented some challenges to our implementation team that delayed our "go-live" date much later than we had anticipated," said Hank Batty, Deputy Administrator for Programs. "The implementation team, including OPM staff in Applicant Services, Personnel Assessment and Network Management Services, have done an outstanding job of adapting JobAps software to the way we must fill jobs in the classified service and in training Human Resources managers and specialists in state agencies on using the new system," Batty added.

The online processing seems to be popular with the applicant population. In the first week over 3,000 applicants filed electronic applications for more than 250 job requisitions received by OPM from Merit System agencies. Although applicants will have to wait a little while longer for web-based testing through OKCAREERS, OPM staff believe that testing, like applying and tracking applications, will make these services more accessible to potential applicants.

hr exch



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OKCAREERS makes looking for career opportunities with the state easy by now being accessible from any computer with an internet connection.



OPM to Release FY2007 Annual Report

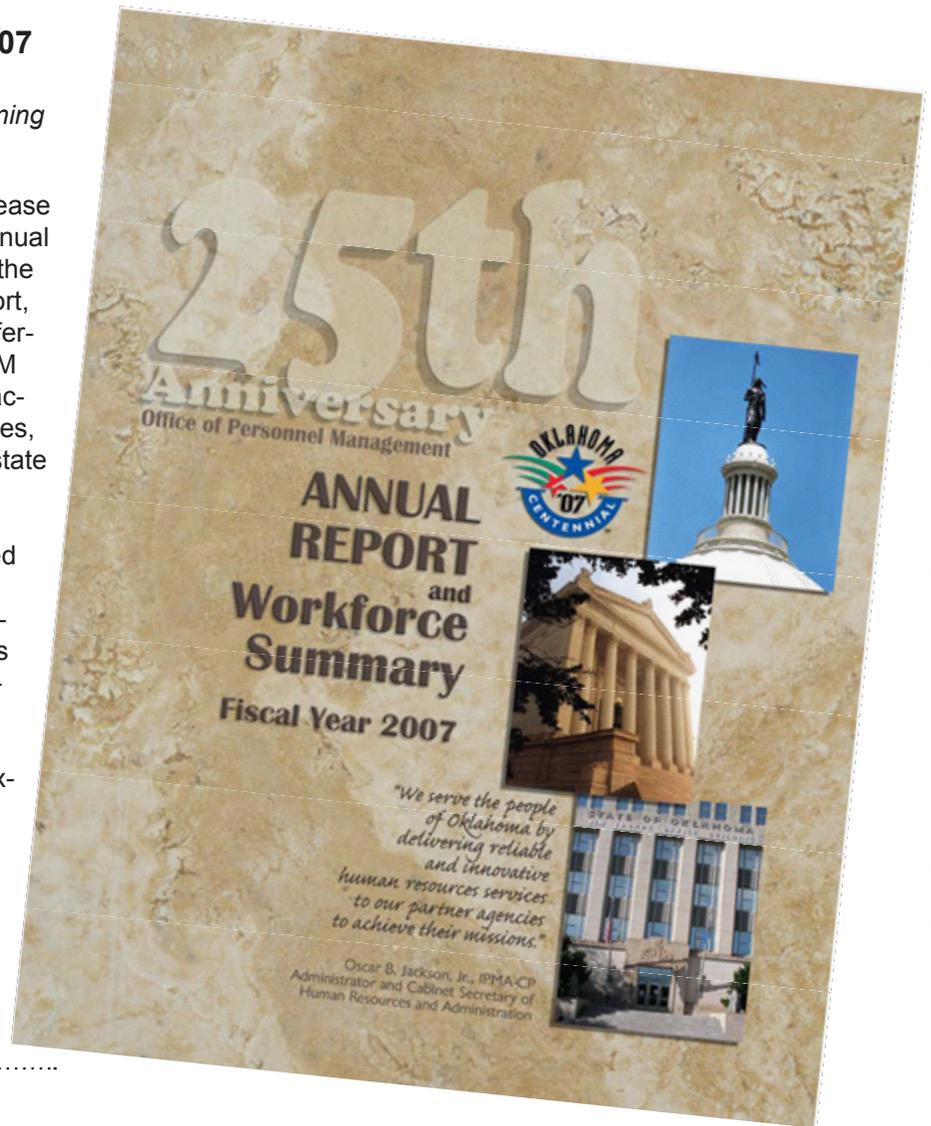
Ross Tripp, Workforce Planning Manager

The Office of Personnel Management (OPM) will release its Fiscal Year (FY) 2007 Annual

Report in March 2007. The report will retain the same data driven format as the FY 2006 report, but will be more streamlined and easier to reference. Its title has also been changed to "OPM Annual Report and Workforce Summary" to accurately reflect not only OPM's annual activities, but also its in-depth analysis of Oklahoma's state workforce.

"This year is a special edition for OPM," stated Ross Tripp, Manager of the OPM Office of Workforce Planning, who is in charge of coordinating the report. "Not only is it Oklahoma's Centennial, but it is also OPM's 25th anniversary. We wanted a fresh design perspective on the graphics to match the quality of the content for this special edition, so we were extremely pleased to partner with Career Tech to produce this year's report," Tripp added.

Printed copies of the FY 2007 Annual Report and Workforce Summary will be available in March, and the report will also be posted on the OPM website.



PeopleSoft HRMS Update: New E-Verify Process

Susan Loftin, Director of Classification

House Bill 1804, effective November 1, 2007, required all Oklahoma public employers to be in compliance regarding the verification of employees' eligibility to work in the United States. This verification is in addition to the Form I-9 employment eligibility verification process. This new process is referred to as "E-Verify" and is administered by the U.S. Citizenship and Immigration Service, Verification Division.

In order to give the state agency users a mechanism of notating that the E-Verify process has been completed on new hires, CORE HRMS staff, working with staff from OPM, have made modifications to the Personal History tab in the PeopleSoft System.

The previous view of the page for the Personal History tab under the USA Flag showed an "Eligible to Work in U.S." checkbox. That checkbox label has been changed to read "I-9 Completed" and will be checked as the HR professional completes the hiring process.

Next to the I-9 Completed box, another field has been added entitled "E-Verify Process Complete." If the E-Verify process has been completed when the employee's new hire information is entered, the box can be checked. If the E-Verify process has not been completed when the new hire information is entered, the agency can go back into the record at a later date and complete the E-Verify process.

The new process has been in practice for several months and appears to be working with few problems. For more information on E-verify, agency HR staff may access the E-Verify website at:

http://www.dhs.gov/ximgtn/programs/gc_1185221678150.shtm.





Governor's Ethnic American Advisory Council Hosts Palestinian Delegation

Brenda Thornton, Director of Equal Opportunity & Workforce Diversity Services

The Governor's Ethnic American Advisory Council had the privilege of hosting a six-member delegation of the Palestinian Territories of the United States of America, three translators, and one American Council of Young Political Leaders (ACYPL) staff member during the Council's regular quarterly meeting on December 7, 2007. "I don't know for sure, but I hope this wouldn't be the last time we'll get to see more delegates from Middle East countries come to visit us in Oklahoma," said Marjan Seirafi-Pour, Chairperson of the Governor's Ethnic American Advisory Council (EAAC).

Members of the delegation were Ms. Ola Khuwayrah, Head of Administrative Affairs Division, Governor's Office, Governorate of Ramallah; Ms. Rasha Qawas, Director of Public Relations, Palestinian Legislative Council; Mr. Nasser Qtami, Escort and Assistant Deputy Minister, Palestinian Ministry of Labor; Mr. Akram AlKhatib, Prosecutor, Office of General Prosecution; Mr. Majid Sawalha, Head of Public Relations, Agricultural Development Association, Palestinian Ministry of Labor; and Mr. Thaer AbuBaker, Chief Prosecutor, Office of General Prosecution. The Department of State interpreters were Mr. Moataz El Shehawy, Mr. El Bagir Abousam, and Mr. Wael Abdelsattar; and the ACYPL escort was Ms. Valerie Szyba.

Oklahoma was one of three stops made by the delegates as part of their political study tour of the United States arranged by the ACYPL. The delegates spent December 5-8, 2007, in the Sooner State, arriving in from Washington, DC and departing to visit Trenton, New Jersey. While in Oklahoma, the delegation was hosted by Thomas Larson, Deputy Press Secretary, Office of Governor Brad Henry and 2007 ACYPL Alumnus to Israel and the Palestinian Territories.

In addition to meeting with the Council, the delegates met with Representatives Mike Shelton and Shane Jett, Senator Charlie Laster, Lt. Governor Jari Askins, Attorney General Drew Edmonson, and Judge Robert Henry.

A meeting was also held with Gena Timberman Howard, Deputy Director of the Native American Cultural and Educational Authority, to learn about the Native American Heritage Center currently under construction. The delegation visited the Oklahoma City National Bombing Memorial, the Memorial Institute for the Prevention of Terrorism, the Oklahoma History Center, the National Cowboy and Western Heritage Museum, the Federal Courthouse, and the State Capitol. Their stay ended with Friday prayers and dinner at the Oklahoma City Mosque (3815 N. St. Clair).

The ACYPL provides U.S. and international young political leaders, primarily between the ages of 25 to 40 years old, with direct knowledge of political systems in countries around the globe and here in the United States. ACYPL's main programs are reciprocal international political study tours that are usually between 10 and 14 days in length. ACYPL also participates in international conferences, parliamentary exchanges, leadership development programs, and U.S. congressional study fellowships. ACYPL receives an annual grant from the Bureau of Educational and Cultural Affairs at the U.S. Department of State to conduct its study tours. In addition, ACYPL relies on support from foundations, corporations, program alumni, and its overseas partners.

The visit ended with an expression of appreciation from Deputy Press Secretary Larson to the Ethnic American Advisory Council for their assistance in hosting the delegation.

Back Row (left to right) Mohammad J. Farzaneh (EAAC member); Akram AlKhatib; Majid Sawalha; Thaer AbuBaker; Wes Salous (EAAC member); Dr. Riaz Ahmad (EAAC member).

Front Row (left to right) Dr. Mohammad Karami (EAAC member); Marjan Seirafi-Pour (EAAC chair); Dr. Sandra Kaye Rana (EAAC member); Ola Khuwayrah; Rasha Qawas; Malaka A. Elyazgi (EAAC Vice Chair); Dr. Basel S. Hassoun (EAAC member); Nasser Qtami.





HR Rules Online Update

*Shirley Russell,
Director of Legislative Affairs*

Over the past couple of months, agencies may have noticed that links within the OPM website regarding HR administrative rules and statutes have been under construction.

OPM's website now offers the user two different formats for accessing administrative rules. The HR administrative rules are now linked directly to the Secretary of State's website for easy access to the most accurate and up-to-date version of a permanent rule from Title 530, which encompasses Merit, Voluntary Payroll Deduction, Direct Deposit, and Day Care rules; Title 695, State Charitable Campaign rules; and Title 345, Merit Protection Rules.

In addition, an unofficial full text compilation by chapter is provided for those users wishing to view a rule within the context of its chapter and related rules.

Statutes governing the Office of Personnel Management, the Personnel Act, and related topics are provided in an unofficial compilation from the Legislative Service Bureau database. These changes are part of OPM's ongoing website remodeling to comply with state and agency information technology accessibility and web standards.

Information regarding rules and statutes may be accessed on the OPM web site at www.opm.ok.gov under the HR Rules and Statutes link.



OPM Proposed Permanent Rules

Kara Smith, General Counsel

The Oklahoma Office of Personnel Management (OPM) has initiated the rulemaking process and is proposing several permanent amendments to the Merit Rules during the 2008 Legislative Session. A public hearing will be held to provide a means by which interested parties may offer suggested input on the content of the proposed rules. The hearing is scheduled for 2:00 p.m. on Monday, March 17, 2008, at the Office of Personnel Management, Jim Thorpe Building, 2101 N. Lincoln, in OPM Conference Room 560 (fifth floor), Oklahoma City, Oklahoma.

The following provisions of the Merit Rules will be subject to OPM's proposed amendments:

- Subchapter 3. Affirmative Action and Equal Employment Opportunity
 - Part 2. Discrimination Complaints Investigations
530:10-3-22 [AMENDED]
- Subchapter 7. Salary and Payroll
 - Part 1. Salary and Rates of Pay
530:10-7-1.2
- Subchapter 15. Time and Leave
 - Part 5. Miscellaneous Types of Leave
530:10-15-45 [AMENDED]
- Subchapter 17. Performance Evaluation and Career Enhancement Programs
 - Part 17. State Work Incentive Program
530:10-17-177 [AMENDED]
- Subchapter 21. Employee Assistance Program
 - Part 1. General Provisions
530:10-21-5 [AMENDED]
- Subchapter 23. Employee Recognition
 - Part 1. General Provisions
530:10-23-3 [AMENDED]
 - Appendix A. Pay Band Schedule [REVOKED]
 - Appendix A. Pay Band Schedule [NEW]



Certified Public Manager Advisory Board

Lisa Fortier, CPM Coordinator

The first meeting of the newly appointed Certified Public Manager Advisory Board was held on December 13, 2007. The CPM Advisory Board is made up of members from higher education as well as former CPM graduates representing various state agencies.

The members were greeted at the first meeting by Mr. Jackson, who thanked them for accepting his appointment to serve on the Advisory Board. Carrie Rohr, Director of OPM Human Resource Development Services, provided the group an abbreviated history of the CPM Program and an overview of their duties and responsibilities. This Board serves in an advisory capacity and provides input and support regarding the CPM curriculum. It is a requirement of the National Certified Public Manager Consortium that an Advisory Board be in place.

Advisory Board members include:

Dr. Trent Gabert, Associate Dean, University of Oklahoma; **Vickie Karns**, Manager of Executive Programs, Oklahoma State University; **Dr. Brett Sharp**, Director of Leadership Studies and Public Administration, University of Central Oklahoma; **Barbara Taft**, current President of the Oklahoma Society of Certified Public Managers; **Kay Hagerman**, Benefits Manager, Oklahoma Department of Human Services; **Cynthia White**, Division Training Manager, Oklahoma Department of Transportation; **Steve Thompson**, Director, Oklahoma Department of Environmental Quality; **Jeff Gifford**, Oklahoma Office of Juvenile Affairs; **Jeanette Williams**, Oklahoma State & Education Employees Group Insurance Board

The membership chose Kay Hagerman to serve as Chairperson. The next meeting of the CPM Advisory Board is scheduled for Wednesday, July 16, 2008.



OPM Publishes 2007 Annual Compensation Report

Tom Patt, Director of Compensation

The 2007 Annual Compensation Report, submitted in December, 2007, by the Office of Personnel Management (OPM) to the Governor and legislative leadership, reveals that pay for state government classified employees is, on average, 12.05 percent below the competitive labor market.

"This result comes as no surprise," commented Oscar B. Jackson, Jr., OPM Administrator and the Governor's Cabinet Secretary of Human Resources and Administration. "State pay has lagged the market by double digit figures for seven out of the last nine years. Since state employees did not receive a general increase this year and market pay has been increasing at nearly a 4 percent rate, we anticipated that we would continue to be significantly behind market again this year."

In light of the current market relationship and the projection of market pay growth approximating 4 percent, the Report includes a recommendation for a 5.0 percent general wage increase for all employees, at a total estimated cost to the state of approximately \$85 million. To address those jobs where severe recruitment and retention problems exist, the Report recommends the Legislature appropriate an additional 2.0 percent in funding for agencies to implement targeted pay adjustments for specific job families. The cost to the state of this additional fund has been estimated to be approximately \$34 million.

The Report also recommends adjustments to the state's classified pay bands, which comprise the pay structure for all 27,000 classified employees (76 percent of the state government workforce). As a result of the implementation of a new minimum wage for state employees indexed to the Federal poverty guidelines, as well as market pay growth, an adjustment of 3.0 percent to the minimums, midpoints and maximums of the pay bands was recommended. The cost of such adjustments, based on the cost of adjusting the salaries of those employees whose pay rates will fall below the new minimum salaries, is estimated to be \$610,889. "We anticipate that this cost can be absorbed by agencies within their current operating budgets and will thus not require legislative appropriation," Jackson remarked.

The Report indicates that overall classified employee turnover was 13.9 percent in FY 2007, while the voluntary turnover rate was 11.6 percent. These figures represent slight decreases from last year's rates of 14.8 percent and 12.3 percent, respectively. The overall turnover rate reflects resignations, retirements, and discharges, while the voluntary rate is based on resignations and retirements only. OPM conservatively estimates that in FY 2007 turnover cost the state approximately \$85 million.

This year's Report also considers the pay of state government's top agency executives. OPM has studied this issue since 2001, when Senate Bill 224 became law. The study required by SB 224, which was completed in January 2002 and revised in 2003, compared the salaries paid to the directors of both appropriated and nonappropriated state agencies to those of executives in both the public and private sector labor markets. The resulting report recommended adoption of a salary range structure for agency director salaries; pay adjustments to the minimum of the pay range for agency directors whose current pay falls below the minimum without additional funding from the Legislature; and establishment of an Oversight Committee to deal with administration of the system.

"Failure to deal appropriately with agency director pay can create salary compression problems, since the director's salary often serves as a barrier to salary growth of subordinate managers and employees," commented Jackson. "The Legislature has already taken steps to incorporate the nonappropriated agency directors in the salary structure recommended in our 2002 study report," he continued. "This year's report recommends that all remaining agency directors be incorporated in this same structure, thus enabling the state to administer agency director pay in a manner that will ensure internal equity and external market competitiveness, consistent with principles employed in the state classified pay system—a system that has been in place since 1982, and which serves 27,000 classified state employees." As required by statute, the Report also includes an analysis of the agency director salary structure and recommends a 10.7 percent adjustment to the minimums, midpoints, and maximums of the structure to keep pace with the market. The cost associated with the inclusion of the appropriated agency directors in the structure is estimated to be \$207,047, while the cost of adjusting the structure (including all directors) by the recommended percentage is estimated to cost an additional \$337,500. "As is the case with the classified pay band adjustment, the cost of this change would be borne by the agencies without additional appropriations," commented Jackson.

The 2007 OPM Annual Compensation Report is available on the OPM web site at www.opm.ok.gov under the Reports and Publications link.



Governor's Council for Workforce and Economic Development

Ross Tripp, Workforce Planning Manager-

Created in 2004, The Governor's Council for Workforce and Economic Development consists of leaders of public and private sector organizations. It is the Council's mission to facilitate the development of the state's economic and workforce needs. It does this by a variety of methods, but focuses heavily on achieving this goal by utilizing education. The Council has recently released its three core objectives with the approval of Governor Brad Henry, and is now actively focusing on their implementation. The Council is focusing on three main initiatives:

The first initiative is growing talent, skills and knowledge, which focuses on making the education and training system better coordinated, accessible and relevant to life and work.

The second initiative is growing and delivering solutions for talent recruitment and retention, which focuses on building a public/private partnership to better understand employer needs, deliver unduplicated service to business, recruiting and attracting talent, and developing common matrix and accountability systems which all partners can work toward.

The third initiative is growing awareness and success, which focuses on communicating the sense of urgency and call to action to our citizens and employers about the importance of credentials and continued educational attainment as an economic development driver. (Oklahoma Governor's Council for Workforce and Economic Development. Grow Oklahoma: Providing the talent you need when you need it. Oklahoma City: 2008.)

The Council has also updated its committee structure in 2008 to better align with its core initiatives.

Ross Tripp, OPM Manager of Workforce Planning, has been asked to take part in The Governor's Council for Workforce and Economic Development both as a member of Workforce Solutions, the research arm of the Council, and by serving on its Recruitment and Retention Task Force. The Workforce Solutions team gathers, analyzes, and presents data per the needs of the Council, while the Recruitment and Retention Task Force is working specifically on the implementation of initiative two above. "I feel this is important work not only because it helps to ensure the growing, vibrant workforce needed for Oklahoma's future, but it helps ensure that Oklahoma's government, the single largest employer in the state, has the future resources it needs, as well," stated Mr. Tripp.



Joyce Smith Named Certified Public Manager of the Year

Carrie Rohr, Director of Human Resources Development Services-

Joyce Smith, OPM Quality Oklahoma & Productivity Enhancement Program Coordinator, was named Certified Public Manager (CPM) of the Year by the Oklahoma Society of Certified Public Managers (OSCPM) at their annual awards banquet on December 7, 2007.

Joyce graduated from the CPM program on June 19, 1997. She's been an active member of OSCPМ and has served as Public Committee Chair, Ad Hoc Committee Chair, member of the Board of Directors, President-Elect, and President. Joyce has also participated in many OSCPМ activities such as the Multiple Sclerosis Walk, the Christmas Angel Tree Project, and the OETA telethon.

The award was presented to Joyce by Oscar Jackson, Cabinet Secretary of Human Resources & Administration and Administrator of the Office of Personnel Management. He read a proclamation from Governor Brad Henry proclaiming December 7, 2007, as "Joyce Ellen Doakes Smith Day" in the State of Oklahoma. Mr. Jackson also read a special message from Joyce's daughter Karla, who was unable to attend the festivities. As the 2007 CPM Manager of the Year, Joyce will be Oklahoma's nominee for the Henning Award, named for CPM founder Ken Henning, presented by the American Academy of Certified Public Managers at their annual conference in September 2007.



Picture above: Joyce Ellen Doakes Smith





State Charitable Campaign Raises \$457,541!

Oscar Jackson, OPM Administrator & Cabinet Secretary for Human Resources and Administration

The 2007 Oklahoma State Charitable Campaign Awards Ceremony took place on January 31, 2008. Commissioner and Cabinet Secretary of Health Dr. Michael Crutcher, who served as 2007 State Charitable Campaign Chair, announced that the 2007 Campaign raised \$457,541 in pledges, a 7.2% or \$30,852 increase over 2006. Special traveling awards were presented for Most Contributions

(Department of Human Services, \$84,264), Largest Percent Increase (Department of Corrections, 165% increase), and Highest Per Capita Gift (Office of Governor Brad Henry, \$229 per capita). Additionally, the following state agencies were recognized:

Pacesetter Awards: State agencies that complete their campaigns by August 31.

These agencies raised a total of \$46,389!

1. Commissioners of the Land Office
2. Office of the Chief Medical Examiner
3. Office of State Treasurer
4. Oklahoma Centennial Commission
5. Oklahoma Health Care Authority
6. Oklahoma Insurance Department
7. Oklahoma Merit Protection Commission
8. Oklahoma Student Loan Authority

First Time Campaign Award:

1. Oklahoma State Bond Advisor
2. Oklahoma Law Enforcement Retirement S
3. Tobacco Settlement Endowment Trust
4. Council on Judicial Complaints
5. Board of Tests – Alcohol & Drug Influence
6. Construction Industries Board

Bronze medal Award Winners. *Agencies experiencing a 1 to 4.9 percent increase in dollars raised.*

1. Oklahoma Department of Education
2. Oklahoma Centennial Commission
3. Office of the Governor

Silver Medal Award Winners: *Agencies experiencing a 5 to 9.9 percent increase in dollars raised.*

1. OSU Board of Regents
2. Oklahoma Department of Environmental Quality
3. Oklahoma Student Loan Authority
4. Oklahoma Water Resources Board
5. Oklahoma Department of Commerce
6. Oklahoma Department of Mines

Gold Medal Award Winners: *Agencies increasing the total dollars raised within their agencies by 10 percent or more.*

1. Oklahoma Board of Pharmacy
2. Oklahoma Liquefied Petroleum Gas
3. Oklahoma State Department of Health
4. Oklahoma Military Department
5. Oklahoma Department of Human Services
6. Oklahoma Attorney General's Office
7. Office of State Finance
8. Oklahoma Workers Compensation Court
9. Oklahoma Banking Department
10. Office of Juvenile Affairs

11. Oklahoma Center for the Advancement of Science and Technology
12. Office of the Secretary of State
13. Oklahoma Commission of Children & Youth
14. Professional Engineers & Land Surveyors Board
15. Oklahoma Department of Labor
16. Oklahoma Pardon and Parole Board
17. Oklahoma Merit Protection Commission
18. Oklahoma Legislative Service Bureau
19. Oklahoma State & Education Employees Group Insurance Board
20. Oklahoma State Board of Examiners for Long Term Care Administrators
21. Oklahoma Employee Benefits Council
22. OETA
23. Oklahoma Health Care Authority
24. Oklahoma Department of Veterans Affairs
25. Oklahoma Department of Agriculture, Food and Forestry
26. Oklahoma Turnpike Authority
27. Office of the Chief Medical Examiner
28. Oklahoma Department of Emergency Management
29. Oklahoma Conservation Commission
30. Oklahoma Public Employees Retirement System
31. Oklahoma Department of Libraries
32. Oklahoma Department of Central Services
33. Oklahoma Department of Public Safety
34. Oklahoma Department of Corrections
35. Oklahoma Real Estate Commission
36. Physician Manpower Training Commission
37. Oklahoma County District Judges
38. Oklahoma Department of Human Services – Logan County

Centennial Award Winners: *Agencies with 100 percent participation and over \$100 per capita giving within their agency.*

1. Office of the Governor (accepted by Blair Gaddis)
2. Oklahoma Student Loan Authority (accepted by John Bode)
3. Oklahoma Legislative Service Bureau (accepted by Janis Nelsen)
4. Oklahoma Firefighters Pension (accepted by Ginger Poplin)
5. Oklahoma Teachers Retirement System (accepted by Kim Bold)
6. Oklahoma Industrial Finance Authority (accepted by Sarah Hardy)

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Oversight for the State Charitable Campaign is provided by the Oversight Committee for State Employee Charitable Contributions, comprised of the following members: Karen Jacobs, Chair – Oklahoma Department of Human Services; Brenda Sullivan, Vice Chair – Oklahoma Tax Commission; Randall Lopez – Oklahoma Department of Corrections; Shirley Russell – Office of Personnel Management; Amy Alden – House of Representatives; Leann Overstake – House of Representatives; and Jerry Pectol – Oklahoma Employment Security Commission.

Administrative staff support for the Committee is provided by the following OPM staff: Mary Eldred, Jake Smith, and Sara Dean.

The Oversight Committee contracted with United Way of Central Oklahoma for administration of the State Charitable Campaign. Bob Spinks is Executive Director of the United Way of Central Oklahoma. Jan Ette Oakley, Resource Development Account Executive for United Way of Central Oklahoma, served as Director of the State Charitable Campaign. Additionally, Patti Ream, Oklahoma Department of Health, served as the first state-assigned Loaned Executive for the State Charitable Campaign, working exclusively with state agencies.



Optional Hiring & “Do Things Differently” Public Service Announcement Video

Hank Batty, Deputy Administrator

The Oklahoma Office of Disability Concerns, the Oklahoma Department of Rehabilitation Services, and the Oklahoma Office of Personnel Management recently distributed to all agency HR managers an Optional Hiring & “Do Things Differently” Public Service Announcement video.

This presentation debuted at the Governor’s Conference on Alternative Hiring Solutions for State Government sponsored by the three agencies in October, 2007. We were so pleased with the finished product that we wanted to ensure each state agency received a copy of the video, which features several hiring managers discussing the value of the “Optional Hiring Program for Disabled Applicants.” You may be familiar with this program by its former title, “Persons with Severe Disabilities” Employment Program or “House Bill 1340.”

We believe that now, when the changing demographics of our population add challenges to identifying a qualified applicant pools, the value of this program and the availability of disabled persons seeking employment are messages we all should hear again. We hope that this video will be shared with agency employees, and in particular agency with hiring managers and supervisors.

If you have any questions about programs for the disabled or how the programs already in place can provide you with additional applicants, please do not hesitate to contact any or all of the three sponsoring agencies:

- The Department of Rehabilitation Services through its business and employment services team can provide technical assistance to agencies on disability-related resources, training, and evaluation of reasonable accommodation needs, including assistive technology. Please contact Belen Burkhalter at (877) 739-4319 for assistance or visit their website at www.okdrs.gov for details on available services to employers.
- The agency contact for the Office of Disability Concerns regarding the Optional Hiring Program is Peppi Boudreau, who may be reached at (405) 521-3756.
- Within the Office of Personnel Management, please contact the OPM Applicant Services Division at (405) 521-2171.



Child Welfare Specialist Model Project

Kara Smith, General Counsel

Effective January 1, 2008, the Oklahoma Department of Human Services (OKDHS) has been granted approval from the Oklahoma Office of Personnel Management to implement a Model Project Plan which allows OKDHS the authority to expedite recruitment efforts for Child Welfare Specialists I and II. This plan will expedite recruitment by reducing the amount of time it takes to certify applicants’ eligibility, schedule interviews, and make hiring decisions.

The Model Project Plan will be implemented for two years, allowing applicants to apply directly to OKDHS for appointments and increasing OKDHS’ role in recruitment efforts for qualified applicants.



Governor's Compensation Task Force Issues Report

Tom Patt, Director of Compensation

On January 1, 2008, the Governor's Task Force on State Employee Compensation issued its official report, outlining findings and recommendations for the state's compensation program. The Task Force was established in April of 2007 by Executive Order 2007-13. The Task Force was charged with the responsibility of reviewing data, reports and policies relating to state employee benefits and compensation and developing strategies to insure that critical recruitment and retention issues are addressed and state employee pay is competitive with the external market on an ongoing, long-term basis.

The Task Force consists of nine members, appointed by the Governor, as follows:

Steven D. Hendrickson, Chair

Director, State & Local Government Relations, The Boeing Company

Michael Barlow

Managing Member, Barlow Education Management Services, LLC

Howard H. Hendrick

Cabinet Secretary of Human Services and Director, Department of Human Services
Designee: Diane Haser-Bennett, Human Resources Management Division Director

Oscar B. Jackson, Jr.

Cabinet Secretary of Human Resources and Administration and Administrator, Office of Personnel Management
Designee: Hank Batty, Deputy Administrator for Programs

Justin Jones

Director, Department of Corrections
Designee: Linda Parrish, Administrator of Personnel

Tony Hutchison

Director, Oklahoma Office of State Finance
Designee: Kristin Griffin, Human Resources Director

Jeanette Rice

Senior Vice President, Corporate & Human Resources, American Fidelity Assurance Company

Nancy Love Robertson

Senior Vice President, Franchise Human Resources, Sonic Industries

Sterling R. Zearley

Executive Director, Oklahoma Public Employees Association
Designee: Scott Barker, Deputy Director

The Task Force met in plenary session on six different occasions during the period September 20 – December 18, 2007. At the first meeting in September, during which the group received briefings on the State of Oklahoma's workforce characteristics and compensation program, three ad hoc working groups were formed to address specific issues and make recommendations to the full Task Force. Each working group was chaired by a private sector member of the Task Force. The following areas were addressed by the working groups: Benefits, Classified Employee Compensation, and Unclassified Employee Compensation. Each group met separately to review its specific topic and issued a written report of findings and recommendations to the Task Force. The culmination of these meetings and discussions was the development of specific recommendations and the issuance of the final report to the Governor, the Co-Presidents Pro Tempore of the Senate, and the Speaker of the House of Representatives.

The overall strategic direction recommended by the Task Force was for the State to develop a market-based philosophy for combined compensation, benefits, and the work environment. The Task Force further recommended that this philosophy be transparent to all employees and used when making decisions regarding state employee total compensation. Specific recommendations regarding the state's compensation system are as follows:

- In light of the fact that there has been neither a comprehensive market study of, nor a pay structure applied to, unclassified jobs, the State should take immediate action to initiate a comprehensive benchmark study of the entire Executive Branch work force, both classified and unclassified, to be conducted by an independent consulting firm. Among other things, the study would include an evaluation of the state's benefits package and a comprehensive overview of defined benefit and defined contribution retirement plans in the public sector.
- Although there is a statutory requirement that agencies submit requests to place jobs in the unclassified service to a Board consisting of representatives from the Legislature, State agencies and the Public Employees Association, there are no criteria for establishing jobs in the unclassified service in merit system agencies. Accordingly, uniform criteria should be established to authorize unclassified service positions in merit system agencies.
- The Office of Personnel Management should develop a standardized exit interview survey for all terminating and transferring employees within the state to enable a determination of the causes of employee turnover. Also, a survey should be established to ascertain reasons why employees are joining State government, as well as to provide feedback on State employment strengths and weaknesses in the first year of employment.

continues from page 09...

- To improve the effectiveness of the State's benefits as recruitment and retention tools, a survey should be conducted to determine the value employees place on each benefit and a communication strategy developed to increase employee awareness and understanding. This strategy should include the development of total compensation "report cards" personalized for each employee and a total compensation statement that accurately reflects the value of the cash compensation and benefits that State employees receive.
- To improve the internal equity and external competitiveness of State agency director pay, the statute should be revised to include all agency directors in the structure to which the non-appropriated agency directors are currently assigned.
- To avoid the hitherto sporadic approach to granting State employee pay increases, which has resulted in a State pay falling far behind the market, the Governor should submit as part of his budget (and the Legislature should implement) a multi-year plan to bring State employee pay to market based upon the State's total compensation philosophy.

The Governor and the Legislative leadership were briefed on the details of this report following the group's final meeting in December. Should the recommendations of the Task Force be adopted, the Office of Personnel Management will be busy implementing the comprehensive market study and the other suggested actions. However, irrespective of whether all recommendations are adopted, the Office of Personnel Management is considering implementing some of the proposals. As Cabinet Secretary Jackson noted, "Some of the concepts, such as exit surveys and total compensation statements, are extremely practical and could probably be implemented within current technology capabilities and without significant additional cost."

The Report of the Governor's Task Force on State Employee Compensation may be accessed on the OPM web site at www.opm.ok.gov.



Affirmative Action Review Council Reviews Plans for FY2008

Brenda Thornton, Director of Equal Opportunity & Workforce Diversity Services

The Affirmative Action Review Council (AARC) recently completed another successful year of reviewing agencies' affirmative action plans for the 2008 reporting period. Agencies are required to annually submit their plans by September 1 to the Office of Personnel Management (OPM) in compliance with Title 74, Section 840-2.1 of the Oklahoma Personnel Act (Act). Each Appointing Authority is required to develop and adopt a written affirmative action plan that conforms to the requirements established by the Act and the Merit Rules to provide specific and results-oriented programs that commit to applying every good faith effort to achieve prompt and full utilization of women and minorities at all levels and in all segments of the work force where deficiencies exist.

The AARC is scheduled to meet once a month from September through December, setting a meeting in January, if necessary. In order to meet this year's deadline, the AARC had to work around having no quorum in October, adding a special meeting in early November in addition to the regular scheduled November meeting, cancelling the December meeting due to the ice storm, and conducting a double meeting in January with a packed agenda that included 53 agency plans for review (45 large and 8 small). Last year the Council had to cancel its September meeting but managed to end on a high note by establishing a "make up" meeting in January 2007, enabling them to complete the review process.

117 plans were submitted, which was 3 more than the 114 plans received in 2007. 113 were from Executive Branch agencies and were presented to the AARC for review. The AARC then made a recommendation for approval or disapproval to the Administrator of OPM, who was responsible for the final disposition of the plans.

The remaining four plans -- three from Legislative Branch agencies (House of Representatives, State Senate, and Legislative Service Bureau) and one Judicial Branch agency (Workers' Compensation Court) -- are not required by the Act to be reviewed by the AARC, but their statistics are included in the AA/EEO Statistical Report that is submitted annually to the Speaker of the House of Representatives, President Pro Tempore of the Senate, and Governor. The AA/EEO Statistical Report lists the efforts and progress made by state agencies in the area of affirmative action, including the status of recruitment, hiring, and promotion of women and minorities within eight job categories.

Current members of the AARC are Chair R. Charles Smith (State Department of Health); Vice-Chair Rep. Jabar Shumate (D-Tulsa); and members Carol Ainsworth (City of Tulsa Department of Human Rights), Harold Roberts (Director of Development/Public Affairs), Deborah Brown Community School, (Tulsa), Rep. Rex Duncan (R-Sand Springs), and Rep. Mike Shelton (D-Oklahoma City).

For additional information regarding this process, please contact Brenda C. Thornton, Director of the OPM Office of Equal Opportunity and Workforce Diversity, at brenda.thornton@opm.ok.gov or (405) 521-3082.



Governor's Advisory Councils Hold Joint Meeting

Brenda Thornton, Director of Equal Opportunity & Workforce Diversity Services

The Governor's Ethnic American Advisory Council and the Governor's Advisory Council on Latin American and Hispanic Affairs conducted a special joint council meeting at 3:00 p.m. on February 15, 2008, in the offices of the Oklahoma Office of Personnel Management. Nick Wu, a member of the Governor's Advisory Council on Asian-American Affairs, was also in attendance. The Councils believed that since immigration is a common issue, they should collaborate to identify concerns, assess the current effects of HB 1804, and discuss ways to help inform and educate their respective communities.

The historic joint meeting was proposed by Marjan Seirafi-Pour, Chairperson of the Governor's Ethnic American Advisory Council. Ms. Seirafi-Pour attended the regular meeting of the Governor's Advisory Council on Latin American and Hispanic Affairs on December 3, 2007, when the group discussed the implementation of HB 1804. When asked for comments, Ms. Seirafi-Pour proposed that all three Governor's Advisory Councils come together for a meeting to address the common issues affecting their communities due to the implementation of HB 1804. The next regular meeting of the Governor's Ethnic American Advisory Council on February 15, 2008, was suggested as the ideal date.

Ms. Seirafi-Pour worked with Giovanni I. Perry, Chairperson of the Governor's Advisory Council on Latin American and Hispanic Affairs, to organize the meeting and establish the agenda. The agenda included Rep. Shane Jett (R-Dist. 27), Chair of the Rules Committee; and Bob Anthony, General Counsel for the State Regents of Higher Education. Sen. Harry Coates (R-Dist. 28), Co-Chair of the Business and Labor Committee in the Oklahoma State Senate, was expected to speak but was unable to attend.



"We expect to gain a greater understanding of the effects of HB 1804 on Oklahoma businesses and communities. We also hope that the collaboration between our Councils will lead to greater communication and continued collaboration on future projects," Ms. Perry said. "I am very excited about our Councils coming together for this joint meeting. I believe that there is much we can accomplish when we are united."

"Based on the Executive Order given by our Governor to our Council, we are trying to coordinate and assist

public and private organizations with matters that relate to our community," Ms. Seirafi-Pour stated. "We hope to get a real picture of how this bill is affecting our State and also get a forecast of how things might be in the future as far as the degree of impact on different businesses or any future legislatures regarding immigration."

Any questions regarding this meeting should be directed to Brenda C. Thornton, OPM Director of Equal Opportunity and Workforce Diversity, at (405) 521-3082 or brenda.thornton@opm.ok.gov.

Pictured above - from left to right:

Giovanni I. Perry, Chairperson, Governor's Advisory Council on Latin American and Hispanic Affairs;
Marjan Seirafi-Pour, Chairperson, Governor's Ethnic American Advisory Council;
Representative Shane Jett

Ethnic American Council Presents Commemorative Edition Centennial Qurans

Oscar Jackson, OPM Administrator & Cabinet Secretary for Human Resources and Administration



On September 19, 2007, Marjan Seirafi-Pour, Chairperson, Governor's Ethnic American Advisory Council, presented the first copy of the Commemorative Edition Centennial Quran to Governor Brad Henry and First Lady Kim Henry during the annual Ramadan Iftar dinner in the Phillips Pavilion at the Governor's Mansion. During the following few months, the Council presented copies of the Commemorative Edition Centennial Quran to members of the Governor's Executive Cabinet, Oklahoma Legislature, Oklahoma Supreme Court, and Courts of Criminal and Civil Appeals.

Ms. Seirafi-Pour stated, "The holy book of Quran is being presented to state officials in the spirit of commemorating Oklahoma's 100th anniversary of statehood. From the very beginning, Oklahoma's heritage has been very diverse and has enjoyed the contributions of many different cultures and groups. The growing population of Muslims in Oklahoma, currently estimated at 30,000 to 50,000, has had its roots in Oklahoma from the early years. This spirit of diversity continues as we move forward in our journey to the next hundred years."

Funding for the Commemorative Edition Centennial Qurans was provided by members of the Oklahoma Muslim community. No state funds were expended.

The Governor's Ethnic American Advisory Council was established by Executive Order 04-21 on May 27, 2004. Additional information regarding the Council may be accessed on the OPM web site at www.opm.ok.gov.



New OPM Wellness Coordinator Relays Upcoming Changes to OK Health Enrollment

Dena Edwards, OPM Wellness Coordinator & CAPIP Director

I'm pleased to serve as this year's OPM Wellness Coordinator, and the agency's representative to the Employees Benefits Council State Wellness Council. The EBC State Wellness Program is designed to encourage healthy lifestyles among state employees and their families. Promoting a healthy workplace for all state employees is also one of its primary functions.

The EBC State Wellness Program is undergoing a major change. In the spirit of the growing trend to evolve to paperless systems, EBC will implement a streamlined process for OK Health enrollment on March 1, 2008. Currently, to enroll in OK Health, one must complete the online Health Risk Assessment and print the orientation packet from the EBC website. The paper application must then be submitted to the Employee Benefits Council via fax or mail, where state employment is verified and the application is then processed. With the new system, the process will be combined into one simple step. Those wishing to participate in OK Health will complete both the assessment and the application online. Employee verification will be automated, thus allowing only state employees to continue through the remaining portions of the application. As a result, the time between the initial enrollment and actual participation will be shorter. The implementation of this streamlined system will make the program more efficient to its participants and EBC. The Employee Benefits Council is excited about this change looks forward to its positive impact on the State Wellness Program.

Additional information regarding the OK Health Program may be accessed on the EBC web site at www.ebc.state.ok.us.

Employees Benefits Council
OKHealth Program
"Let's get started!"





Oversight Committee for State Employee Charitable Contributions Permanent Rules

Kara Smith, General Counsel

The Oversight Committee for State Employee Charitable Contributions (Oversight Committee) is proposing several permanent amendments to the Oklahoma State Charitable Campaign Rules. The Oklahoma State Charitable Campaign is governed by the Oversight Committee, comprised of state employee appointees, which acts as the campaign's Board of Directors in approving charities to participate, overseeing campaign procedures, and contracting with a non-profit organization to manage the campaign annually.

The Oversight Committee held a public hearing on the proposed amendments on January 18, 2008. The amendments to Title 695 reflect the legislatively mandated change to the name of the State Agency Review Committee, which is now named the Oversight Committee for the State Employee Charitable Contributions. The proposed amendments include clarifying language, terms and definitions.

The provisions subject to the proposed amendments are:

Subchapter 1.

General Provisions

695:10-1-1 [AMENDED]
695:10-1-2 [AMENDED]
695:10-1-5 [AMENDED]
695:10-1-6 [AMENDED]
695:10-1-7 [AMENDED]
695:10-1-8 [AMENDED]
695:10-1-9 [AMENDED]
695:10-1-10 [AMENDED]
695:10-1-11 [AMENDED]
695:10-1-13 [AMENDED]

Subchapter 3.

Principal Combined Fund Raising Organizations

Part 1. State Principal Combined Fund Raising Organization (State PC-FRO)
695:10-3-2 [AMENDED]
695:10-3-3 [AMENDED]
695:10-3-4 [AMENDED]

Subchapter 5.

Conduct of the Charitable Campaign

695:10-5-2 [AMENDED]
695:10-5-3 [AMENDED]
695:10-5-4 [AMENDED]

Subchapter 7. Pledge Cards, Payroll Authorizations and Mailing Lists

695:10-7-2 [AMENDED]
Subchapter 11. State and Local PCFRO Proceeds and Costs
695:10-11-2 [AMENDED]

Subchapter 13. Notices, Complaints, Appeals and Hearings

695:10-13-2 [AMENDED]
695:10-13-3 [AMENDED]
695:10-13-4 [AMENDED]
695:10-13-5 [AMENDED]
695:10-13-6 [AMENDED]
695:10-13-7 [AMENDED]



Dates Announced for Governor's Executive Development Program for State Officials

Carrie Rohr, Director of Human Resources Development Services

The 3rd annual Governor's Executive Development Program for State Officials is scheduled to be held August 3-7, 2008, at Oklahoma State University, Stillwater, Oklahoma. 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 Oklahoma Office of Personnel Management.

Fifty-seven Oklahoma Cabinet Secretaries, agency directors, and deputy directors have attended this most worthwhile program. The curriculum addresses the five Executive Leadership Competencies, identified by the U.S. Office of Personnel Management: Leading Change, Leading People, Results-Driven, Business Acumen, and Building Coalitions/Communications.

The program 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.

Registration information will be sent to all Appointing Authorities in March. Please mark your calendars now so that you won't miss out on this great opportunity. Enrollment is limited to the first 30 registrants and the course fills up quickly. To receive the early bird discount of \$2,700 per participant, OSU must receive your registration information no later than May 29. After that date the registration fee will increase to \$2,950.

For more information or to receive registration information, please contact Carrie Rohr, Director, OPM Human Resource Development Services, at carrie.rohr@opm.ok.gov or by calling (405) 521-6344

ALL APPOINTING AUTHORITIES MEMORANDUMS

(from 11/01/07 to 2/29/08)

OPM 07-42 – 11/08/07

Agency Human Resources Management Self-Evaluation & Management Plan

OPM 07-43 – 11/27/07

State Agency Services During Hazardous Weather

OPM 07-44 – 11/27/07

Quality Oklahoma Team Day 2008

OPM 07-45 – 12/21/07

2007 Annual Compensation Report

OPM 08-01 – 01/02/08

Semi-Annual Allocation and Salary Adjustment Report

OPM 08-02 – 02/04/08

State Agency Hiring Freeze - Executive Order 2008-01

OPM 08-03 – 02/15/08

Mandatory Supervisory Training Requirement Report

(NOTE: These and previous All Appointing Authorities memos may be accessed on the OPM web site at www.opm.ok.gov under the "All Appointing Authority Memos" link.)

AGENCY PROFESSIONAL HR STAFF CHANGES

Oklahoma Center for Advancement of Science & Technology

Harold Norton, Director of Administration & Finance
- Retired

Oklahoma Arts Council

Suzanne Tate, Executive Director - effective 02/20/08

Oklahoma State Board of Cosmetology

Sherry Lewelling, Executive Director - effective 02/11/08

Employees Benefits Council

Cathy A. Tillman, HR Manager - effective 02/01/08

Oklahoma Office of State Finance

Amy Max, HR Management Specialist - effective 01/02/08
Laurie Galletly, HR Management Specialist - resignation effective 01/11/08

Oklahoma Bureau of Narcotics & Dangerous Drugs Control

Tanara Lang, HR Programs Manager II - effective 10/01/07

Oklahoma Board of Osteopathic Examiners

Pamela J. Cook, HR Manager - effective 01/01/08

Oklahoma Police Pension & Retirement System

Darla Veitch, Affirmative Action Officer - effective 02/05/08

Oklahoma Tax Commission

Lauren Folmer, HR Assistant - effective 11/07

Oklahoma Department of Transportation

David Fleck, Safety Consultant III - effective 12/03/07

INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION FOR HUMAN RESOURCES (IPMA-HR) CERTIFICATION EARNED

01/02/08

Denise Edwards, IPMA-CP; Former Human Resources Director for the Oklahoma Insurance Department

SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM) CERTIFICATION EARNED

10/01/07

Elizabeth Blais, Professional in Human Resources (PHR)
Applicant Services, Office of Personnel Management

01/02/08

Justine Heard, Professional in Human Resources (PHR)
Personnel Assessment, Office of Personnel Management

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