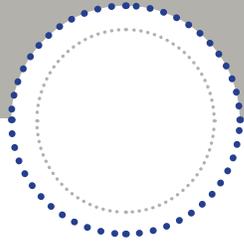


OPM

HR Exchange

A publication of the

State of Oklahoma Office Of Personnel Management



Fifth Annual Governor's Executive Development Program for State Officials a Success



Lisa Fortier, Director of HRDS

27 participants, including Agency Directors and other top executives in state government, attended the 4½ day "Governor's Executive Development Program for State Officials" held August 1 through August 5, 2010, on the Oklahoma State University campus in Stillwater. The program was co-hosted by the William S. Spears School of Business at Oklahoma State University and the Michael F. Price College of Business at the University of Oklahoma, in cooperation with the Oklahoma Office of Personnel Management.

The program was designed around five executive leadership competencies identified by the U.S. Office of Personnel Management, including leading change, leading people, results driven, business acumen, and building coalitions and communications. Instructors from OSU, OU, and OCU presented information on: The Rise and Fall of Entitlement: Creating a Culture of Accountability; Emotional Intelligence; American Dream Coming to Life in Oklahoma; Good to Great and the Social Sectors; Decision Making and Critical Thinking; Entrepreneurship in the Public Sector; and, Developing Influence and Managing Change in Public Sector Organizations.

On the final day of the program, Governor Brad Henry, OSU Pro-

vost and Senior Vice President Dr. Robert Sternberg, Dean Dr. Larry Crosby of the William S. Spears School of Business, and Oscar B. Jackson, Jr., Administrator and Cabinet Secretary of Human Resources and Administration, Oklahoma Office of Personnel Management, joined the participants as they received their Certificates of Completion. "We are excited and pleased to provide leaders from public agencies this insightful training provided by our state's two major universities," said Henry.

Participants in the session included: Lori Estep, Melinda Fruendt and Mike Hamrick, Oklahoma Department of Rehabilitation Services; Kurt Fite, Nelson Morgan and Lee Ann Smith, Oklahoma Housing Finance Agency; Jan Fox, Toni Frioux and Sean Tomlinson, State Department of Health; Joseph Fox, Oklahoma Public Employees Retirement System; Carolyn Johnson Deborah Smith, Oklahoma Department of Human Services; Matthew Hamrick, JoRay McCoy, Melissa Milburn, Scott Schlotthauer and Kimberlee Williams, Department of Central Services; Jonas Mata and Sjonna Paulson, Oklahoma Tobacco Settlement Endowment Trust; Lisa McKeithan, Lucinda Meltabarger and Jennie Pratt, Office of State Finance; Barbara Ramsey, Oklahoma Employment Security Commission; Natasha Riley, Office of Personnel Management; Catherine Sharp, Department of Environmental Quality; Gaylord Thomas, Oklahoma State Board of Examiners of Long Term Care Administrators; and Frank Wade, Employees Benefit Council.

hr exchange



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Governor Brad Henry and First Lady Kim Henry Host 7th Annual Iftar Dinner

Linda Williamson, Administrative Assistant, Equal Opportunity and Workforce Diversity

On Thursday, August 19, 2010, Governor Brad Henry and First Lady Kim Henry hosted the 7th Annual Iftar Dinner at the Governor's Mansion. The event was sponsored by the Governor's Ethnic American Advisory Council which was created by Executive Order 2004-21 on May 27, 2004. During the Holy Month of Ramadan, Muslims worldwide fast from sunrise until sunset. After the fast is broken, a sunset prayer is offered, Maghreb, and it is followed by the Iftar dinner. During the event, Malaka Elyazgi, Council Chairperson, and Dr. Basal Hassoun, Council Vice-Chair, presented the "Outstanding Muslim Citizenship Award" to Sarah Albahadily. Dr. Imad Enchassi addressed the dinner guests with reflections on Ramadan, the Month of Tolerance. The evening concluded with the Governor and First Lady sharing reflections from the past years in office. Governor Henry stated that the past year had been an emotional time for him since every address that he had given was his last for that particular event. He mentioned that many of the friendships with those in attendance were started while they were still on the campaign trail. And, he noted that they looked forward to the friendships continuing far beyond their reign as Governor and First Lady. They gave special thanks to their guests for the many blessings and contributions they had received from the community. They expressed their gratefulness for these relationships that had enriched their lives and the lives of their daughters.

Members of the Governor's Ethnic American Advisory Council are: Malaka Elyazgi, Chairperson; Dr. Basal Hassoun, Vice-Chair; Dr. Riaz Ahmad; Dr. Muhammad Anwar; Mohammad Farzaneh, Tony Pezeshkian, Dr. Sandra Rana; Wes Salous, and Marjan Seirafi-Pour

Pictured left to right: The Honorable M. Susan Savage, Oklahoma Secretary of State; Linda Williamson, OPM; Malaka Elyazgi, Council Chairperson; Dr. Basal Hassoun, Council Vice-Chair; Wes Salous; Dr. Muhammad Anwar; Tony Pezeshkian; The Honorable Governor Brad Henry; First Lady Kim Henry; Dr. Riaz Ahmad; Marjan Seirafi-Pour; Mohammad Farzaneh, Dr. Sandra Rana, and Oscar B. Jackson, Jr., OPM Administrator and Cabinet Secretary of Human Resources and Administration.



Jackson Received OPHRA Award



During the July 29, 2010 Oklahoma Public Human Resources Association (OPHRA) Summer Quarterly Training Conference at Francis Tuttle Career Technology Center, Oscar Jackson received an award for support of OPHRA and the recently held 2010 IPMA-HR Southern Region Training Conference hosted by OPHRA at the Sheraton Hotel in Oklahoma City.

Pictured from left to right: Linda Parrish, OPHRA Immediate Past-President, Oklahoma Department of Corrections; Tanara Lang, OPHRA President, Oklahoma Bureau of Narcotics and Dangerous Drugs Control; and Oscar Jackson, OPM Administrator and Cabinet Secretary.



Legislature Provides Funding for Some Voluntary Buyouts

Lisa Raihl, Office of State Finance and

Tom Patt, Assistant Administrator for Management Services

As a result of a bill passed in the 2010 Legislative Session and signed by Governor Brad Henry, state agencies now have the ability to offer voluntary buyouts to certain employees and receive reimbursement for specified costs associated with those buyouts.

House Bill 2363, sponsored by Reps. Ken Miller, Scott Martin and John Wright and Sens. Mike Johnson and David Myers, authorizes reimbursement to state agencies for payments made in connection with voluntary buyouts for certain categories of employees. Specifically, the law creates the Voluntary Buyout Agency Reimbursement Revolving Fund, from which payments can be made to reimburse the cost of benefits paid to retirement eligible employees who voluntarily separate from state service. The intent of the new law is to provide state agencies (excluding institutions within the higher education system) with the flexibility to develop strategies to reduce costs in addressing severe budgetary constraints resulting from the current economic downturn.

To participate in the buyout, an employee must be eligible for a normal retirement, without reduction in retirement benefits based on early retirement, from the retirement system in which the employee is a participant as of the last day of employment with the agency. Benefits paid to the employee that would be eligible for reimbursement include the following:

- Payment equal to the employee's current health insurance premium (employee only) for eighteen months;
- The longevity payment which would otherwise be paid to the employee on the employee's next anniversary date; and
- A maximum lump-sum payment of five thousand dollars (\$5,000.00)

To be eligible to receive reimbursement, the agency must make voluntary buyout expenditures on or before June 30, 2011. An agency seeking reimbursement must make application to the Office of State Finance on a prescribed form, which is available on the OSF website. Applications for reimbursement will be denied if there is not a sufficient amount of money in the fund for full reimbursement. Prior to submitting the reimbursement application, the agency must enter into an agreement with the affected employee which provides that payment of funds is contingent on funds being available for reimbursement, and that in the event funds are not available, the voluntary buyout agreement is not enforceable by either the employee or the agency.

Agency reimbursements will be processed by OSF in the order in which confirmations of available funds were provided to agencies. Reimbursements will be made based on each application for the full amount requested after verification of expenditures.

As a condition of receiving reimbursement from the fund, the participating agency must agree that its number of full-time-equivalent (FTE) employees be reduced by the number of employees receiving the buyout for a period of not less than thirty six months. For the purposes of this requirement, the applicable FTE number is the one found in the agency's budget work program. Employees who participate in the buyout shall be prohibited from being employed by the state agency making payment to the employee for a period of three years from the date the employee is last employed by the agency.

For further information about voluntary buyouts pursuant to HB 2363, please contact Lisa Raihl, Office of State Finance, at (405) 521-3258, or email lisa.raihl@osf.ok.gov.



OPM FY-2011 Budget Actions

Marilyn Capps, Associate Administrator and Chief Financial Officer

During difficult economic periods, when revenues are declining and resources are being stretched beyond the limits, agencies must take appropriate actions to prioritize programs and other activities to identify ways do more with less and OPM is no exception. Going into FY-2011 OPM experienced a 7% reduction in General Revenue appropriations. In addition to that, we also had to absorb cost increases for longevity, unemployment insurance costs, and health insurance premiums. As such, the program prioritization process was performed once again to accommodate a loss of revenue totaling nearly \$300,000 and mandated cost increases totaling nearly \$20,000. In order to reduce costs OPM identified several positions that, while performing necessary functions for our internal and external customers, would have to be eliminated through a reduction-in-force. Fortunately, we are able to use General Revenue carryover to provide financial support to ease the transition. OPM also prioritized travel associated with professional development for agency staff and reduced costs accordingly. Other reductions were taken in each of the program areas as well as all support functions. The good news for Merit System agencies is that our statutorily required billings for services will also be reduced accordingly.



OPM Assistant Compensation Director & ASU Manager Earns WorldatWork Certification

Tom Patt, Assistant Administrator for Management Services

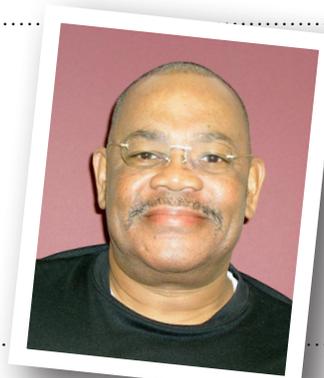
On July 22, 2010, Everett Slavik completed his coursework and received his Certified Compensation Professional designation from WorldatWork. Individuals who earn the designation gain valuable knowledge and expertise through the formal education courses and social networking of other members of WorldatWork. Organizations have learned the value of employees obtaining the CCP designation. They have come to recognize certification as a symbol of professionalism that demonstrates a quest for knowledge. In a recent survey conducted by WorldatWork, 83% of employers now prefer or require applicants to have a CCP designation when filling vacant compensation positions.

The CCP designation requires professionals to successfully complete nine courses and pass nine exams. Only around 15,000 compensation professionals have earned this prestigious designation since the program inception in 1976. Everett is currently one of only three individuals in state service with the CCP designation. Tom Patt, Assistant Administrator of Management Services at the Office of Personnel Management, and Gary Sloup, Human Resources Manager III at the Oklahoma Department of Transportation, currently have their CCP designation.

Everett has previously earned the IPMA-CP (Certified Professional) designation through the International Public Management Association for Human Resources (IPMA-HR), and the Oklahoma Employees Benefits Council's Wellness Coordinators Certification.

Bob Stevens Elected to Chair Board

During the May 17, 2010 meeting of the Oklahoma State Board of Licensed Alcohol and Drug Counselors, Robert Stevens, OPM State Employee Assistance Program (EAP) Coordinator, was elected to serve as FY2011 board Chair beginning July 1, 2010. Mr. Stevens was initially appointed to serve on the board by Governor Brad Henry on September 23, 2005, and subsequently reappointed to a new term on July 2, 2009. He has served as OPM State EAP Coordinator since April 28, 1993.



States as Employers of Choice

Ross Tripp, Workforce Planning Manager

Recently, the States as Employers of Choice project released its final report on the findings of their multiyear study. The State of Oklahoma participated heavily in this project. The States as Employers-of-Choice was developed as support for research and outreach to promote workplace flexibility as a strategy to recruit, engage and retain older workers in the public sector workforce in all states. This collaboration between the Twiga Foundation, Inc. (www.twigafoundation.org) and the Sloan Center on Aging & Work at Boston College (www.bc.edu/research/agingandwork/home.html) was funded by the Alfred P. Sloan Foundation under the Workplace, Workforce and Working Family Program.

The project's goals were to increase awareness of and the need for workplace flexibility for the aging workforce in the public sector at the state government level and lay groundwork for increased availability and use of flexibility in state government due to its aging workforce and career-stage diversity. Project partners used a two pronged approach to achieve these goals. First was the collection and analysis of data from two surveys (labeled: time 1 & time 2) to individual agencies within state government, 27 states responded through 222 agencies that participated at some level. This was followed by an interactive second phase which included on-site state visits, webinars, information through Issue Briefs, Fact Sheets, toolkits and technical assistance to states seeking further involvement.

A brief summation of the findings shows that:

A brief summation of the findings shows that:

- All states had begun to struggle financially by the time survey 1 was released for completion.
- Data indicated an increase in the use of flexibility as economic conditions worsened during the project. Indicating the economic downturn may have encouraged some agencies to turn to flexibility as an alternative way to deal with employee engagement.
- Many states had implemented hiring freezes for all non-essential personnel and by the end of the project all states participating in the project had hiring freezes in place.
- A number of states throughout the project indicated that managers and supervisors may still view flexible work options as more of a benefit to the employee than as a Business strategy for recruiting, retaining and engaging, employees.
- Four states used formal Reduction in Force procedures, at least in targeted areas, to reduce their workforce. General use of flexible work arrangements had either remained the same or has slightly decreased in those states.

You can access a full copy of the report at: <http://www.info.twigafoundation.com/wp-content/uploads/2010/07/FinalReport.6.2010June.pdf> or for more States as Employers-of-choice resources, Issue Briefs, Fact Sheets, and toolkits, please go to go to: www.twigafoundation.org. Under the "Projects" tab choose the States as Employers-of-Choice link.



Performance Management Process Reports From Agencies

Natasha Riley, HR Programs Manager

All executive branch state agencies are required to submit a written form reporting their compliance with the statute requiring performance evaluations on all regular classified and unclassified employees. This report is due March 31 of each year. One measure of compliance is the percentage of employees who are required to have an evaluation and actually receive an evaluation. This percentage is derived from the agency reporting the number of employees required to have an evaluation and the number of employees who did not have one even though it was required. In 2010, the following agencies reported 80% compliance or better in this measure. Those noted with an asterisk reported 100% compliance.

- *Abstractors Board, Oklahoma
- *Advancement of Science & Technology, Center for
- Agriculture, Food & Forestry, Department of
- Alcoholic Beverage Laws Enforcement Commission
- *Arts Council, Oklahoma
- Banking Department, State
- *Boll Weevil Eradication Organization, Oklahoma
- Career and Technology Education, Department of
- Central Services, Department of
- CompSource Oklahoma
- *Conservation Commission, Oklahoma
- *Consumer Credit, Department of
- Corporation Commission, Oklahoma
- Corrections, Department of
- *Cosmetology Board, Oklahoma
- State Board of
- *Dentistry, Board of
- *Disability Concerns, Office of
- *District Attorneys Council
- *Educational Television Authority, Oklahoma
- Election Board, State
- *Emergency Management, Oklahoma Department of
- *Employee Benefits Council
- Employment Security Commission, Oklahoma
- *Environmental Quality, Oklahoma Department of
- *Finance, Office of State
- *Fire Marshal's Office, State
- *Firefighters Pension and Retirement Board, State
- Grand River Dam Authority
- Health, Oklahoma State Dept. of
- *Human Rights Commission, Oklahoma
- Human Services, Department of
- *Indigent Defense System, Oklahoma
- *Industrial Finance Authority, The Oklahoma
- Investigation, Oklahoma State Bureau of
- *J.M. Davis Memorial Commission
- Labor, Oklahoma Department of
- *Land Office, Commissioners of the
- *Law Enforcement Retirement System, Oklahoma
- *Libraries, Oklahoma Department of
- *Liquefied Petroleum Gas Administration, Oklahoma
- *Lottery Commission, Oklahoma
- Mental Health and Substance Abuse Services, Department of
- *Merit Protection Commission, Oklahoma
- *Military Department, The Oklahoma
- *Mines, Department of
- Narcotics and Dangerous Drugs, Oklahoma State Bureau of
- *Nursing, Oklahoma Board of
- *Osteopathic Examiners, State Board of
- *Pardon and Parole Board
- Personnel Management, Office of
- *Pharmacy, Oklahoma State Board of
- *Physician Manpower Training Commission
- *Police Pension and Retirement System, Oklahoma
- *Public Employees Retirement System, Oklahoma
- Public Safety, Oklahoma Department of
- *Real Estate Commission, Oklahoma
- *Retirement System, Oklahoma Public Employees
- *Retirement System, Oklahoma Teachers'
- *Scenic Rivers Commission, Oklahoma
- *Science and Mathematics, Oklahoma School of
- *Secretary of State
- *State and Education Employees Group Insurance Board, Oklahoma
- Tax Commission, Oklahoma
- *Teacher Preparation, Oklahoma Commission for
- *Tobacco Settlement Endowment Trust
- Turnpike Authority, Oklahoma
- Veterans Affairs, Oklahoma Department of
- *Water Resources Board, Oklahoma
- *Wheat Commission, Oklahoma
- *Wildlife Conservation, Department of
- *Will Rogers Memorial Commission



The Oklahoma Alliance for Civil Rights, Inc. Conducts Certified Discrimination Complaints Investigators Training

Brenda Thornton, Director of Equal Opportunity and Workforce Diversity

Thirty-four participants, from 19 different agencies, completed the four-day initial training for Certified Discrimination Complaints Investigators (CDCI) conducted by The Oklahoma Alliance for Civil Rights (OACR), Inc. on May 4-7, 2010.

The training, designed for those persons who have been designated by their appointing authority as having to conduct claims of discrimination and who need to be certified as a CDCI in executive branch agencies, was held at the Event Center, 4325 NW 50th, in Oklahoma City.

Rosalyn A. Jacquett, PhD (abd) and President/CEO of the OACR, Inc., opened and closed each day's sessions. Kara Morrow, Civil Rights Administrator with the Oklahoma Department of Rehabilitation Services facilitated the training section on Oklahoma equal employment opportunity (EEO) laws and rules; Jacquie Brennan, attorney with Southwest ADA Center out of Houston, Texas, facilitated the training on federal EEO laws and rules; Darren Kaihlanen, Civil Rights Specialist for the Federal Highway Administration (FHWA), facilitated the section on Title VI of the Civil Rights Act of 1964; Diversity and Multi-Culturalism: Developing Cultural Competence was presented by Gregory Pringle, Manager

of the Civil Rights Division for the Oklahoma Department of Transportation; how to investigate discrimination complaints was taught by Therese Kierl-Allen, Human Resources Manager with the OU Health Sciences Center; and a complete overview of the certification process was presented by Brenda C. Thornton, Director of the State Office of Personnel Management (OPM) Office of Equal Opportunity and Workforce Diversity (EOWD).

The training was also approved by the Office of Personnel Management (OPM) as meeting the training requirements established in Merit Rule 530:10-3-22. Each participant earned 24 Continuing Education Units (CEUs) and a certificate of achievement.

The Oklahoma Alliance for Civil Rights (OACR), Inc. is established to eliminate and prevent discrimination while advocating for diversity and equal opportunity through intervention, training, professional development, and education. The OACR, Inc. meets regularly on the fourth Wednesday of each month. The next meeting is set for September 22, 2010.





CSCA Partners with OPM on Salary Survey and Logo

Everett Slavik, Assistant Director of Compensation/ASU Payroll Manager, OPM Health & Wellness Coordinator

The Office of Personnel Management and the Central States Compensation Association (CSCA) have had a mutually beneficial long-term relationship dating back to the inception of CSCA in 1984. The CSCA is a consortium of state agency compensation professionals whose mission is to reduce the number of individual market surveys exchanged among the states on an annual basis, and to improve the validity of job matches and accuracy of data in compensation surveys. CSCA is comprised of 26 member states. The State of Oklahoma is one of the founding members of the association, along with Colorado, Iowa, Kansas, Louisiana, Minnesota, Missouri, New Mexico, and North and South Dakota.

CSCA administers three annual total rewards surveys for the member states: a salary survey, benefits survey, and a pay practices survey. Each survey is conducted by separate member states. Member states rotate survey administering duties every two to three years OPM's Compensation Team is currently in its second year of administering the annual salary survey for the CSCA. This year the salary survey is being rolled out on an electronic platform developed in-house by OPM Network Management Services' Dustin Crossfield and Mathew Fowler. The new survey platform will allow the col-

lection, tabulation, and dissemination of salary survey data in "real-time". The new survey platform is a gigantic leap forward in efficiency of data collection, tabulation, and dissemination. In prior years, the process would take a full-time employee upwards of three months to administer the survey.



It is projected the new platform will reduce that time frame to about one month. OPM's Compensation Division uses the salary survey as one component in developing the Market Composite Average's (MCA's). MCA's are in turn used to compare salaries of the classified state employee workforce to the relevant private and public sector market in the Annual Compensation Report.

In coming years, CSCA and OPM plan on incorporating the benefits and pay practices surveys into the electronic platform; thus reducing the burden of survey administration on the member states.

OPM provided another important service for the CSCA this year: the creation of an Association logo. Throughout its 26-year history, the Association has been without an official logo. During the 2009 annual CSCA conference, it was decided that a contest would be conducted among the member states for the design of a suitable logo. It was only fitting the association selected the design by Millicent Roozen, a Classification Analyst at OPM, for their new association logo.



More Career Technology Centers Come on Board with Online Merit Testing

Natasha Riley, HR Programs Manager

OPM has been urging our partner Career Technology Centers to move to our online Merit testing system. To date, four centers have taken the leap. The Mid-America Technology Center in Wayne came on board almost two years ago. In June of 2010, the centers in Ada (Pontotoc Technology Center), Woodward (High Plains Technology Center), and Shawnee (Gordon Cooper Technology Center) also moved to online testing. These four centers no longer have paper testing available. All of the Merit testing done at these centers is online with the test takers scores going immediately into the applicant tracking and certification system at OPM. Another benefit for applicants is that they immediately see their test results when taking an online test.

The Kiamichi Technology Center in Durant is tentatively scheduled to go online in August and become our fifth Career Technology Center to do so. An advantage for the proctors at the centers is that they don't have to keep the paper tests or worry about test inventory audits. Online testing increases our test security by allowing us to remove all paper tests from a center.

In addition to the above named partners, online Merit testing is also available at three OESC Workforce Oklahoma offices (McAlester, Lawton, and Tulsa), and at the Office of Personnel Management in Oklahoma City. In July of 2010, 99% of the tests administered at OPM were given online. Of the tests given outside of OPM in the month of July, 61% were online. We hope more Career Technology Centers will soon want to take advantage of the ability to administer Merit tests online and help us increase that percentage.



NASPE Annual Meeting and Conference

Hank Batty, Deputy Administrator

The National Association of State Personnel Executives (NASPE) recently concluded its Annual Meeting in Atlanta, Georgia, from July 24 through July 28, 2010. Hank Batty, Deputy Administrator for Programs at OPM, attended the conference and made a presentation “Cost and Efficiency Benefits of On-Line Pre-Employment Testing” with Sabina Netto, Director of Customer Service, JobAps Inc.

Batty, who also serves on the Executive Committee of NASPE and chaired the Awards Committee for 2010, noted that the central theme of most presentations this year focused on ways that states can continue to provide services while staffs are being reduced through budget cuts. “While most state HR shops trended toward decentralization in the 1990’s and early 2000’s, we heard a number of valuable presentations emphasizing how centralized services and

advanced technologies can improve customer satisfaction and provide lowered costs in the long term,” he noted. “Our presentation highlighted the success Oklahoma has enjoyed using OKCareers’s test administration elements to provide secure, real-time testing to applicants for state employment across the state equal to the service applicants can receive in our Oklahoma City office”. Batty noted that topics such as HR transactions shared service models, web-based performance management, automated time keeping and expanded use of distance learning demonstrated how we can use technology to our advantage, even as state governments continue to deal with the fallout of the national recession. The 2011 NASPE Annual Meeting and Conference will be held next summer in New Orleans, Louisiana.

More information about NASPE can be found through their website: www.naspe.net.



*Pictured to the left:
NASPE Executive Committee.
From left to right:
Jeff Herring (Utah);
Eva Santos (Washington);
Randy Morris (Montana);
Sara Wilson (Virginia);
Steve Stevenson (Georgia);
Hank Batty (Oklahoma);
Nicki Neal (Alaska); and
Shannon Templett (Louisiana).*

*Pictured to the right:
Hank Batty presents
Eugene Rooney
Award to the State
of Washington’s Eva
Santos, incoming
President of NASPE.*



Agency HR Manager Spotlight:

BRIAN KIRTLEY,

Oklahoma Department of Transportation

Fellow HR Professionals:

It's hard to believe I've been a state employee for 20 years ... but I've got the increased annual leave accrual rate, so it must be true. I've been blessed in my career from my early days at the Merit Protection Commission to my current position with the Oklahoma Department of Transportation. I'll give you some of my past experiences and thoughts for the future of HR in state government.

When I started in 1990, we used WordStar for word processing. For you newbies, look up WordStar on Wikipedia or Google it (in 1990, Google might be considered sexual harassment). Typewriters were still an integral part of completing paperwork. Those were the days when the Merit Rules were numbered 1.2.4 or 5.4.1 and each employee actually received a hard copy of the rules.

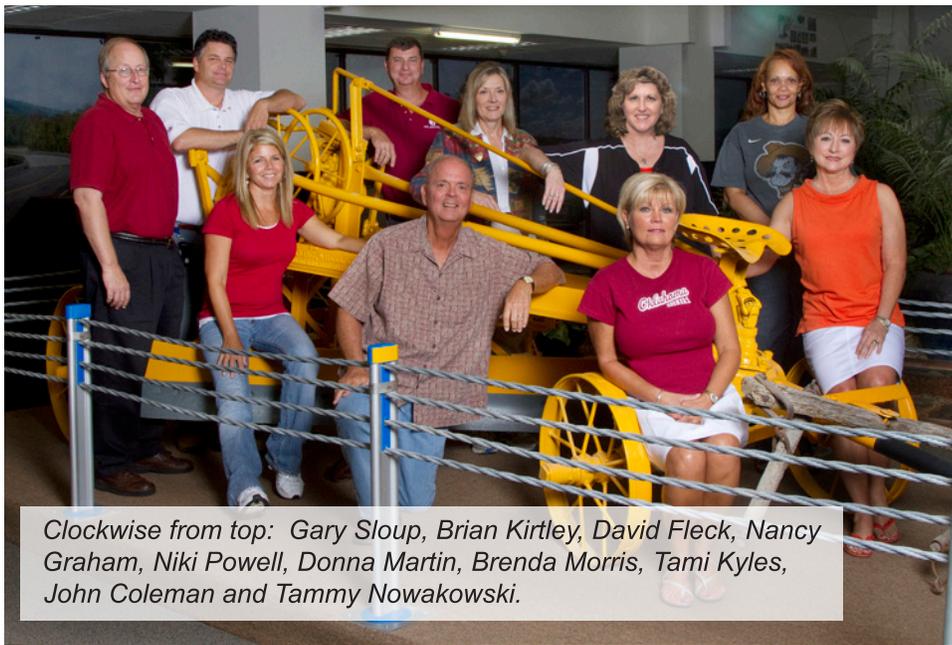
No one had a cell phone, e-mail or the internet. The first work cell phone I was issued in the late '90s cost \$29 a month for 20 minutes' use. It was for emergencies only. Since there's no such thing as a personnel emergency I could strategically use the 20 minutes for semi-important work topics. I never went over my minutes. A blackberry was something to eat and you actually had to go somewhere to engage in "social networking." How did we survive?

My colleagues and I gathered around my office television to watch the infamous low-speed chase of a white Bronco and subsequent "if it doesn't fit, you must acquit" verdict. We also felt the building shake at 9:02 a.m. on April 19, 1995, that changed security for government employees forever. I used to know about 70% of the HR professionals in state government; today I'm lucky if I know 3% of them. None of my MPC colleagues is still there, but you can find some of them still making their marks at state agencies.

From a monthly or yearly perspective there's little noticeable change in state government. However, it doesn't take much of a look back to see how much we've changed – not only in people, but in processes, goals and expectations. We've gone from being paper based to being Web based, career growth to job preservation, and smoke filled to smoke free.

we implemented a market-based compensation philosophy that has reduced pay disparities internally and externally, lowered agency turnover, and improved morale. We partner with the ODOT Training Division to provide what has been considered by attendees, presenters and guests as one of the best leadership conferences in the state. With the recent addition of the Safety Branch we've increased the value of our safety awards and are currently evaluating the use of pre-employment physicals for our strenuous jobs to lower our injury rates and workers' compensation costs.

Administratively, we've been a leader in transitioning to bi-weekly pay and to the use of PeopleSoft for our human capital management system. Our bereavement program is our least expensive and most meaningful initiative. When an ODOT employee dies we make a special trip to visit with the next of kin. Also, we provide them with all the information they need about benefits, contact information and pay. We provide them with a memory book and keepsake box. This program is worthy of our best efforts.



Clockwise from top: Gary Sloup, Brian Kirtley, David Fleck, Nancy Graham, Niki Powell, Donna Martin, Brenda Morris, Tami Kyles, John Coleman and Tammy Nowakowski.

ODOT has one of the smallest HR Divisions per number of employees in state government. Including HR, payroll, safety, and EAP, we have 12 employees for a workforce of over 2,400. Our staff size has never hindered us from being a trendsetter or taking on challenges. We'd rather be in the driver's seat than the back seat. We share common bonds that make us a great team. We want the best for ODOT employees. We're willing to sacrifice or fight for our values. We're willing to take risks and we're willing to take two steps back to take three steps forward. Agencies are entering a time of record numbers of retirements, budget shortfalls and uncertainty. Today's the day for challenging the status quo and making a difference in your workplace. The future of HR is in technology, removing barriers and, as always, having a desire to do the right thing despite obstacles. Change may not be noticeable in a day, but when you look back over the years, you'll be amazed at how far you've come and the difference you have made.

Wishing you success,

Brian Kirtley



June 14 Flooding Disrupts OPM Offices

Hank Batty, Deputy Administrator

The flood waters that disrupted traffic and damaged buildings on the morning of June 14, 2010, did not spare the Office of Personnel Management's space in the Jim Thorpe Memorial Office Building. Almost all offices in the basement, as well as a significant portion of space on the ground floor, received serious water damage, making it necessary to move staff to other dry areas and ship some stored documents and furniture outside the agency.

At the time of the flood, the staff of the Personnel Assessment Division had already been relocated from the basement to the ground floor because earlier rains had damaged their space. Now, in the wake of the June 14 flood, the Applicant Services Division has relocated to the ground floor as well, leaving only Test Administration, the Applicant Reception and the OPM Mail Room and Supply area in the basement offices. Human Resource Development Services (HRDS) also relocated for approximately two weeks, but their staff have returned to their ground floor offices.

"The relocations and the subsequent cleanup have been aided substantially by the quick and effective work of OPM's employees, particularly the Network Administration staff, the Department of Central Services staff and Flood Masters, a contract company specializing in reclaiming water damaged equipment and office space", said Hank Batty, Deputy Administrator for Programs. "Although many of our staff remain in their new locations, we have had no disruption of services".



Establishment of the PeopleSoft Human Capital Management (HCM) Advisory Board (HAB)

Michael Grisser, CORE Team, Office of State Finance

Establishment of the PeopleSoft Human Capital Management (HCM) Advisory Board (HAB)
The Office of State Finance (OSF) CORE Team in partnership with the Office of Personnel Management (OPM) has created a HAB in an effort to provide all system users with a better experience.

The first meeting was held on July 14th, 2010. The primary focus of the meeting is continuous improvement. The purpose is to have a bi-monthly review of HCM, Enterprise Learning Management (ELM) and Customer Relationship Management (CRM) initiatives. It also provides a forum to communicate plans, statuses and issues. The team assists with reviewing and ranking of priorities as well as discussing resource requirements. The meetings also provide additional opportunities for users to give CORE and OPM feedback and guidance. Each meeting will cover current project statuses, number of incidents and service requests submitted, completed projects and Business Service Opportunity Maps.

About 1 week in advance of each meeting, the meeting facilitators will provide to the HCM Advisory Board Members a preview of the proposed 60 day work list. The work list is discussed in the meeting, necessary adjustments are made and the final work list is then published to the team and all users interested in receiving the information.

The facilitating members of the team are:

- Michael Grisser
Office of State Finance
- Nancy Tarrant
Office of State Finance
- Alan Binegar
Office of State Finance
- Tom Patt,
Office of Personnel Management
- Everett Slavik
Office of Personnel Management
- Ad Hoc Members
- Tom Spencer, Oklahoma Public Employees Retirement System
- Dan Melton
Employees Benefit Council

The agency members serving on the Board are:

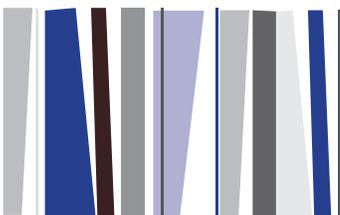
- Cynthia Zinn
Oklahoma Healthcare Authority
- Margot Barnes
Department of Human Services
- Gary Sloup
Department of Transportation
- Cindy Leonard
Department of Corrections
- Leanne Beale
Department of Health
- Lucinda Meltabarger
Office of State Finance
- Lee Ann Gregory, OK Department of Career & Technology Education
- Linda Phillips
Department of Public Safety
- Diane Haser-Bennett
Department of Human Services
- Christina Hamilton
Department of Commerce
- Ayana Wilkins
Department of Environmental Quality

The team would like to thank the agency members for participating in the process, looking at the big picture, bringing ideas for improvements and assisting us with ranking priorities. OSF and OPM are working together to keep everyone informed and provide the best system possible

Copies of the Work lists and the meeting slides can be found at www.ok.gov/OSF/CORE/index.html

You can also subscribe to the CORE Updates listserv to view CORE Newsletter, Financial Advisory Board and the new HCM Advisory Board documents. Click the following link and check the Core Updates box, enter your name and e-mail twice and click submit to be notified each time an update is made available.

CORE LINK: <http://www.ok.gov/triton/modules/oknotify/index.php?id=65>





Fall 2010 OPM/HRDS Schedule

Lisa Fortier, Director of HRDS

Due to the current budget constraints all of state government is facing, OPM/HRDS is struggling to meet the demands of offering supervisory training. A majority of our fall class titles are offered only once this semester. You can check the schedule either online at opm.ok.gov, or through your agency nominating officials. This semester it is imperative to have people enroll in a timely manner.

We hope to alleviate this issue in the future by using more Volunteer Instructors. OPM/HRDS has had great success in the past using employees from other agencies to facilitate a few classes. We have found that state employee participants enjoy and respect the volunteer instructors because they “speak” from experience. We truly appreciate the significant role these volunteers play.

2010 ALL APPOINTING AUTHORITIES MEMORANDUMS

- OPM 10-22 – 06/30/10:** 2010 HR Legislation
- OPM 10-23 – 07/13/10:** Christmas Holidays - HB 3052
- OPM 10-24 – 07/26/10:** Employee Voting Time
- OPM 10-25 – 07/26/10:** Permanent Amendments to the Merit Rules & Voluntary Payroll Deduction Rules

(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

- District Attorneys Council**
Lorianne Nickles – appointed Human Resource Officer.
- Department of Emergency Management**
Alden Graybill – appointed EEO/AA Officer.
- Health Care Authority**
Ron Wilson – appointed EEO/AA Officer.
- Commissioners of the Land Office**
Geoffrey D. Long – appointed EEO/AA Officer.
- Mental Health & Substance Abuse Services**
Thomas Ferguson – appointed EEO/AA Officer.
- State & Education Employees Group Insurance Board**
Gene Krier, HR Programs Manager – retirement eff. 7/31/10.
April Story – appointed HR Programs Manager, eff. 8/1/10.

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