



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"SERVING EQUAL OPPORTUNITY EMPLOYERS"

OPM 00-40

DATE: June 27, 2000
TO: All Appointing Authorities
FROM: Oscar B. Jackson, Jr., Administrator
and Cabinet Secretary of Human Resources
RE: Executive Order 2000-15 (June 23, 2000)

Governor Frank Keating issued Executive Order 2000-15 on June 23, 2000, directing all state agency, board and commission directors to conduct internal audits and reviews of the employment and payroll practices within their departments, in an effort to ensure that all state employees are fully discharging the duties they are compensated to perform.

The Order further directs the Office of Personnel Management "to develop the methodology and forms" to be utilized by agency directors in conducting the reviews. By September 1, 2000, each director is required to submit a report to the governing head of the agency, the Cabinet Secretary assigned to the agency and the Office of Personnel Management.

The aforementioned methodology and forms are being developed by the Office of Personnel Management, in consultation with the Office of the State Auditor and Inspector and the Office of State Finance, which will be distributed to all agencies by July 21, 2000.

Enclosure

"PROVIDING EFFECTIVE HUMAN RESOURCE MANAGEMENT SYSTEMS AND SERVICES
RESPONSIVE TO THE NEEDS OF STATE GOVERNMENT"

2101 NORTH LINCOLN BOULEVARD • OKLAHOMA CITY, OK 73105-4904 • (405) 521-2177 • FAX (405) 524-6942 • TDD (405) 521-6314



Frank Keating
Governor

FILED

JUN 23 2000

OKLAHOMA SECRETARY
OF STATE

EXECUTIVE DEPARTMENT

EXECUTIVE ORDER 2000-15

I, Frank Keating, Governor of the State of Oklahoma, pursuant to the authority vested in me by Sections 1 and 2 of Article VI of the Oklahoma Constitution, hereby direct all state agency, board and commission directors to conduct internal audits and reviews of the employment and payroll practices within their departments in an effort to ensure that all state employees are fully discharging the duties they are compensated to perform.

I further direct the Office of Personnel Management to develop the methodology and forms to be utilized by agency directors in conducting these reviews so that the final reports compiled are done in a consistent and uniform manner. Such reports shall include a written certification by the agency director that he or she is satisfied that each employee of the agency is meeting his or her job description for time spent and activities conducted. Included within these reports, each agency is hereby directed to identify and assess procedures currently in place to ensure maximum accountability for all employees on the public's payroll.

Agencies with more than one hundred (100) employees may group employees by categories as long as the Office of Personnel Management is satisfied that the methodology utilized by the agency assures that each employee's job has been appropriately reviewed.

This information shall be compiled in a manner set forth by the Office of Personnel Management and shall be submitted no later than September 1, 2000 to the governing body of the agency, the Cabinet Secretary assigned to the agency and the Office of Personnel Management. The Office of Personnel Management may grant up to an additional thirty (30) days to complete such report upon a satisfactory showing of need. This report shall be formally presented to the governing body of the agency at the earliest scheduled public meeting.

This executive order shall be distributed to every state agency, board and commission for immediate implementation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Oklahoma to be affixed at Oklahoma City this 23rd day of June, 2000.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA

Attest:

Secretary of State