



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Serving Equal Opportunity Employers"

OPM 04-21

DATE: May 26, 2004
TO: All Appointing Authorities
FROM: Oscar B. Jackson, Jr., IPMA-CP 
Administrator and Cabinet Secretary of Human Resources and Administration
RE: **Mandatory Supervisory Training Requirement Report for 2003**

The **Mandatory Supervisory Training Requirement Report for 2003** indicates that over 85% of state agency managers and supervisors fully met the requirement for calendar year 2003, as per **Merit Rule 530:10-17-91** of the State Merit Rules. Another 9% of this group partially met the requirement. I commend all agencies for submitting their reports by the due date. Following are the results based on data compiled from the agency reports submitted to OPM:

Total number of agencies reporting:	119	
Total number of employees:	32,801	
Total number of supervisors:	6,211	(18.94% of all employees)
Number & percentage of supervisors completing training:	5,308	(85.46% of all supervisors)
Number & percentage of supervisors partially completing training:	571	(9.19% of all supervisors)
Number & percentage of supervisors not completing training:	330	(5.31% of all supervisors)

All 119 agencies reported their training for calendar year 2003:

- 51 agencies reported 100% participation (43% of total agencies)
- 11 agencies reported 90-99% participation (9% of total agencies)
- 10 agencies reported 80-89% participation (8% of total agencies)
- 6 agencies reported 70-79% participation (5% of total agencies)
- 6 agencies reported 60-69% participation (5% of total agencies)
- 7 agencies reported 50-59% participation (5% of total agencies)
- 28 agencies reported less than 50% participation in training last year (24% of total agencies)

The most common reasons listed by agencies for not completing training last year were: military deployments; budgetary freezes on travel and training; scheduling conflicts; workload; furloughs and retirements; and, CORE training.

Your input is very much appreciated. If there are questions or if additional information is needed, please contact Carrie Rohr, Director of OPM Human Resource Development Services, at (405) 521-6344, or <mailto:carrie.rohr@opm.state.ok.us>

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