

HR Exchange

2006 EEO/AA Status Report

*Brenda Thornton
OPM, Director of Equal Opportunity and Workforce
Diversity Services*

Pursuant to Section 840-2.1 of Title 74 of the Oklahoma Statutes, each agency in all branches of state government is required to develop and adopt a written affirmative action plan annually for submission to the Office of Personnel Management (OPM) no later than September 1. Affirmative action plans for executive branch agencies are subject to the approval of the Administrator of the Office of Personnel Management. The Administrator submits all plans to the Affirmative Action Review Council for the Council's review. The Council then reviews the plans for compliance with the standards adopted by the Administrator and makes recommendations to reject or approve the plan. Each plan approved by the Administrator is constructed according to the standards contained in Merit Rules 530:10-3-33.1 through 530:10-3-33.11 and the Manual for Affirmative Action Plans in Oklahoma State Government.

The *Oklahoma State Government Equal Employment Opportunity/Affirmative Action Status Report* reflects the status of state government agencies' efforts and progress in the area of affirmative action and equal employment opportunity for the reporting period July 1, 2005, through June 30, 2006. Highlights from this report indicate:

- an overall increase of 2.4 percent or 816 state employees, from 34,351 employees reported in FY-05 to 35,167 employees reported in FY-06;

- minority representation increased 5 percent or 354 employees, from 7,086 in FY-05 to 7,440 in FY-06; and

- female representation increased to 56.3 percent of state government's total work force, an increase of 3.5 percent or 663 employees, from 19,147 in FY-05 to 19,810 in FY-06.

During this reporting period, one hundred fourteen (114) state agencies submitted affirmative action plans.

A copy of the full report is located on the OPM website (www.opm.ok.gov) under Reports and Publications. If you have questions or need more information, feel free to contact Brenda C. Thornton, OPM Director of Equal Opportunity and Workforce Diversity, at (405) 521-3082 or brenda.thornton@opm.ok.gov.

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Guest Commentary

Hank Batty, OPM Deputy Administrator for Programs



A short, albeit all too frequently told tale: an unemployed Liberal Arts graduate student tumbles into the basement of the Jim

Thorpe Building to “take the Merit test” that some long ago-forgotten friend has suggested as a possible escape from the poverty familiar to almost all graduate students. Upon the advice of a friendly, well-intentioned job counselor, say Liberal Arts major takes at least 5 tests, including one for something called a “Classification/Examination

**A n a l y s t
I n - T r a i n i n g .”**

Lured by a job offer promising a whopping \$870/month and one’s very own stapler

and tape dispenser, the former graduate student (OK. I admit, it is I or, as we Liberal Arts majors prefer, “*c’est moi.*”), embarked on a career in public sector human resources nearly thirty years ago. I didn’t know it then, but, as one of my favorite authors, Dr. Seuss, might have told me “Oh, the Places You’ll Go.”

What better way to begin a column about change than with a history lesson? In this, the year of the Oklahoma Centennial, I, like many Oklahomans who are also state employees, reflect on how things have changed from those times until now. Some of the changes are obvious—the State Capitol has acquired a dome, for example. But the changes in the workplace are just as dramatic: there are no more mimeograph machines, no carbon paper and no onionskin copies. IBM no longer produces Selectric typewriters or punch cards. In the 1970’s, we thought “software” was a description of a velour

shirt and “server hosts” passed around cheese trays at parties. Now the office and the tools that help us do our job change so rapidly that “continuing education” is a necessary part of the job description for each of us. In this, the year of our Centennial, we reached an important milestone on the PeopleSoft Enterprise Resource Planning System as the phased conversion of all Executive Branch agencies to the PeopleSoft Human Resource Information and Payroll System was completed. Later this spring or early summer, we hope to unveil a new web-based applicant system that will allow us greater flexibility and faster responses in addressing recruitment issues. With our technological revolution comes a change in how we deal with customers. “I can’t get that information,” is almost never an acceptable response now. In fact, as “human resources” requires a more comprehensive and strategic approach to our work than had been the case with “personnel,” the challenge for all of us has become one of knowing not only what data to acquire and

where to acquire it, but how to use the data in a way that enriches our job and enhances our

“Oh, the Places You’ll Go”

value to the agencies we serve.

Later this month, the Office of Personnel Management will release its Fiscal Year 2006 Annual Report. As was the case with its Fiscal Year 2005 predecessor, the report focuses a great deal of attention on HR-related data—turnover rates, applicant sources, demographic information and the like. This year’s report, we hope, brings some of this data into sharper focus and greater use to our customers. After you have had the chance to review it, I assure you that we would appreciate your comments and suggestions for making it an indispensable resource in your HR toolbox. As we work together, so “Working for Oklahoma” in human resources becomes even more interesting and meaningful as we pass the Oklahoma Centennial and move forward.

OPM Staff Change



Carolyn Rumsey has been elevated to the **Human Resources Programs Manager** position in the Agency Services Unit (ASU) at the Office of Personnel Management. ASU is part of the Classification Division

and Management Services Department. Ms. Rumsey is responsible for leading a team made up of professional and clerical staff that provides assistance to agencies with their HR management needs based on their administrative capacity and resources. ASU team members act as liaisons to 18 Merit agencies and 31 non-Merit System agencies. Other responsibilities under Carolyn's purview include auditing and processing the agency personnel actions,

providing payroll services for approximately 45 small state agencies, and maintaining records for all current Merit system employees and a large number of former employees. In her new role, Ms. Rumsey will also serve as the liaison to the Department of Human Services for all classification matters.

The Office of Personnel Management (OPM)/Human Resources Development Services (HRDS) is pleased to welcome **Lisa Fortier** as the new **Certified Public Manager Coordinator**. Lisa came to OPM from the Lottery Commission where she worked in Sales and Marketing. Before that position she was a flight attendant with American Airlines with almost 15 years of service. Lisa is very excited about her new role as Certified Public Manager (CPM) Coordinator. In the next year she will be working on a redesign of the program to be reaccredited by the

National CPM Consortium in 2008. You will see a fresh new logo and a few new classes added to the curriculum. In addition, Lisa will be teaching HRDS workshops. She is a certified instructor of Franklin Covey's "Focus: Achieving Your Highest Priorities," and plans to develop a customer service course later this year. In May 2007 Lisa will graduate from the University of Oklahoma with a BA in Liberal Studies. She plans to begin graduate school this fall. A native of Okarche, Lisa now lives in Oklahoma City with her five-year-old



cat, Mr. Boomer Big Bucks. She is an OU football fanatic and in her spare time enjoys volunteer work with the OKC Komen Breast Cancer organization.



Families, Employers Join Together for 15th Anniversary of: Take Our Daughters and Sons to Work Day

Janet Anderson, OPM

On Thursday, April 26, 2007, for the fifteenth consecutive year, millions of Americans will head to work with children in tow to celebrate the 15th annual



Take Our Daughters And Sons To Work[®] Day. The Ms. Foundation for Women started this annual event to expand opportunities for girls and boys ages 8-12 by working with employers to encourage adults to share a day of their work lives with America's children. "Revolutionizing the Workplace" is the theme for this year's event.

Take Our Daughters And Sons To Work[®] Day reminds us that there will be a new generation at work, one in which both girls and boys expect to fully participate in their workplaces and families. According to a study conducted by the Families and Work Institute, 81 percent of girls and almost 60 percent of boys said that they want to reduce their work hours when they have children.

Take Our Daughters And Sons To Work[®] Day is designed to expand opportunities for girls and boys, expose them to what adults do during the work day, reinforce the value of their education, and provide a forum for them to share how they envision their future will be. It is truly much more than a career day.

Public Service Recognition Week May 7-13, 2007

Janet Anderson, OPM

Public Service Recognition Week (PSRW) is a once-a-year opportunity to honor public employees at all levels of government for the services they provide to improve our lives every day. Celebrated the first Monday through Sunday in May since 1985, it is a time set aside to honor the men and women who serve America as federal, state and local government employees.

Throughout the nation and around the world, public employees use the week to educate citizens about the many ways in which government serves the people and how government services make life better for all of us. From the steps of the nation's Capitol to the smallest towns, public servants will participate in ceremonies, information fairs, award ceremonies, and other events in their honor. At the same time, they will work to open new avenues of communication with the public about the essential value of government service in sustaining the quality of modern American life.

Many citizens know very little about the myriad of ways in which government services touch their families and lives. More than ever, if the American public is to understand who we are and what we do, we as public servants need to tell our stories. Reaching out to our fellow citizens is not only a way to build bridges, but also to dispel negative stereotypes, and bring new perspective to and "put a face" on public service and the people who devote their careers to it. We need to ensure that our neighbors and friends understand our roles in government, know about our innovative programs and efforts to improve customer service and conserve financial and other resources, and are aware of our involvement in our communities and schools.

Finally, we need to pause and remember – and tell others about – the reasons why we chose careers as public servants.

Affirmative Action Council Members Receive Governor's Commendations

Oscar B. Jackson, Jr., OPM Administrator and Cabinet Secretary of Human Resources and Administration

A special ceremony was held at the Office of Personnel Management (OPM) on March 21, 2007, to honor several former members of the OPM Affirmative Action Review Council (AARC). The former members: Carole Saunders Call (2001-2006), University of Oklahoma Health Sciences Center Affirmative Action Officer; Peggy J. Carter (1994-2007), Department of Corrections Affirmative Action Officer; Glenda F. Love (2004-2006), Tulsa Ronald McDonald House Executive Director; and former State Representative Opio Toure (1994-2006), received commendations issued by Governor Brad Henry for their service to the Council. Oscar B. Jackson, OPM Administrator and Cabinet Secretary

made the presentations on behalf of the Governor.

During the ceremony, R. Charles Smith, President of the Oklahoma Alliance for Civil Rights, Inc. and Chair of the AARC, took this opportunity to present former Representative Toure with the Alliance's Kim Jones-Shelton Lifetime Achievement Award. Former Representative Toure had been selected to receive this award but was unable to attend the Alliance's official presentation. The award is presented annually to an individual who has contributed significantly to the cause of civil rights throughout their career and exemplifies dedication, hard work, and a passionate understanding of the sacrifices made to insure equality and justice for all.



Pictured (left to right): **Dr. Sherleen Jackson**, AARC Member and retired Department of Human Services Affirmative Action/Equal Employment Opportunity Officer; **Glenda F. Love**, Tulsa Ronald McDonald House Executive Director; **Harold Roberts**, AARC member and Director of Development/Public Affairs at the Deborah Brown Community School in Tulsa; **former State Representative Opio Toure** and Grandson **Braylon**; **Brenda Thornton**, Office of Personnel Management (OPM) Director of Equal Opportunity and Workforce Diversity; **Peggy J. Carter**, Department of Corrections Affirmative Action Officer; **Linda Williamson**, Administrative Assistant OPM Equal Opportunity and Workforce Diversity; **Carole Saunders Call**, University of Oklahoma Health Sciences Center Affirmative Action Officer; **State Representative Jabar Shumate**, AARC member; **R. Charles Smith**, Department of Health Civil Rights Administrator, AARC Chair, and President of the Oklahoma Alliance for Civil Rights, Inc.; **Oscar Jackson**, OPM Administrator and Cabinet Secretary of Human Resources and Administration.

OK.GOV STATE EMPLOYEE APPRECIATION NIGHT AT THE BRICKTOWN BALLPARK 2007



Take me out to the ballgame! Take me out with the crowd!

On Friday June 1st, OK.gov invites state employees and their families to join us for a fun-filled night at the Bricktown Ballpark to celebrate state employees as our Redhawks take on the Salt Lake City Bees. OK.gov will provide state employees with coupons to be redeemed for actual tickets at the ballpark prior to the game. Coupons are available on a first-come, first-serve basis and will be available for pickup during the afternoon of May 31st at the state capitol from 11 am – 1 pm. Employees may also pick up coupons at the ballpark prior to the game. State employees will also have the opportunity to register to win great prizes and meet Rowdy the Redhawk at the state capitol!

Currently, there is no limit on coupons per employee, but coupons are only available to employees (agency affiliation is required).

The deadline for requests is Friday, May 25th at 5:00 p.m. Visit www.OK.gov to request your tickets today!



Registration Is Now Open!

2007 IPMA-HR Southern Region Conference

“Workforce 2020”

Moody Gardens Hotel, Galveston, Texas

May 15-18, 2007

Early Bird Registration Ends April 24, 2007

Register online with credit card or download registration form at: www.tmhra.org

NOTE: Click on “Calendar”, then “Register Here For A Current Event”, then “May”.

Registration Is Now Open!

2007 IPMA-HR International Training Conference

“The Future of HR: Mapping the Course”

Chicago, Illinois

September 29-October 3, 2007

Early Bird Registration Ends June 15, 2007
Advance Registration Ends September 7, 2007

Download Your Registration Today at www.ipma-hr.org or call (703) 549-7100 to learn more.

Direct Deposit Approaching Deadline

Carolyn Rumsey, OPM Human Resources Programs Manager

January 1, 2005, the direct deposit process was decentralized to all state agencies and institutions of higher education. The revisions to the Oklahoma State Employees' Direct Deposit Act, Section 292.10 et seq. of Title 74 of the Oklahoma Statutes require all **new** employees to enroll in direct deposit effective January 1, 2005. For all employees

hired before December 31, 2004, who do not participate in the direct deposit system, shall participate no later than **June 30, 2007**. Employees who do not have a bank account, may enroll in the pay card, which is a pre-funded Visa Debit Card. Procedures for employees under the Office of State Finance payroll accounting system are outlined in 530:20-1-16(a).

Procedures for employees not under the Office of State

Finance payroll accounting system are outlined in 530:20-1-16(b).

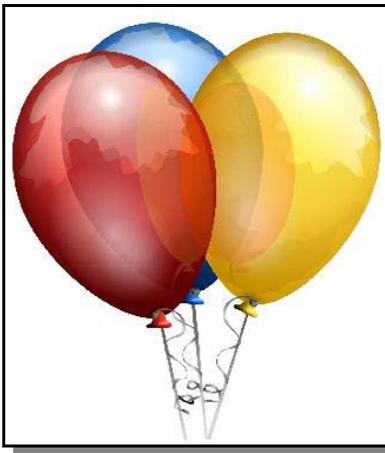
The Automatic Deposit Transmittal form (OPM 73) is found on the OPM website; www.opm.ok.gov. You may contact Customer Service at 1-888-913-0900, for information regarding the completion of the form.

STATE EMPLOYEE RECOGNITION DAY TO BE CELEBRATED ON MAY 9, 2007

Janet Anderson, OPM

The National Association of State Personnel Executives (NASPE) will sponsor State Employee Recognition Day on Wednesday, May 9, 2007, to recognize the outstanding work and dedication of state government employees across the country. The event is celebrated in conjunction with Public Service Recognition Week, sponsored by the Public Employees Roundtable and scheduled for May 7-13, 2007.

The State Employee Recognition Day event was initiated by NASPE in 2001 in partnership with the National Governors Association. Governors and state human resource officers were asked to coordinate their efforts during Public Service Recognition Week to recognize the important contributions of state employees. Since then, response to the initiative has grown significantly, with most states annually planning various types of recognition events for their employees.



State Employee Recognition Day is an excellent time to spotlight our state employees' professionalism, integrity, and significant contributions to the well-being and quality of life of the citizens of Oklahoma, both in the workplace and in our communities. Services provided include preserving public safety and the health of our citizens; protecting our clean air and water; caring for less fortunate members of society; rehabilitating and counseling people in need; preserving our economic well-being by attracting and supporting commerce; building and maintaining our highways, schools, and other infrastructure; administering justice; protecting citizens' rights; caring for victims of crimes; inspecting our food; licensing our cars; helping to educate our children; making tremendous advances in medicine, science and technology; and providing a host of other essential services entrusted to us by the public.

Your commitment and service on behalf of the citizens of Oklahoma are very much appreciated!

Quality Oklahoma Team Day in the Centennial

Joyce Smith

OPM Quality Oklahoma Coordinator and Productivity Enhancement Program Coordinator



An idea can be invaluable. It can reduce costs or generate income. It can increase morale or streamline a delivery system. It can do so much more! Join us in celebrating "Team Day in the Centennial" hosted by the Office of Personnel Management. *Quality Oklahoma* Team Day shares success stories of state government, many of which could be replicated at other agencies or facilities.

On May 8, 2007, from 11 a.m. to 2 p.m. on the first and second floors of the capitol rotunda, displays for 46 state agency projects will be available to show and discuss their good news. The awards ceremony will be held at 2:30 pm. This event is free and open to the public. Several of the projects will receive a Commendation of Excellence Award and six projects will receive Specialty Awards. Stop by and learn how the Office of the State Treasurer invested some of the Oklahoma Tobacco Settlement Endowment Trust Fund and negotiated a contract, which will generate an additional \$14 million over the next five years – a 23 percent hike in earnings. The money will help almost 30,000 willing Oklahomans kick the tobacco habit by using its Helpline.

Not all projects generate great sums of money, but they show forethought and innovation. For example, the Howard McCleod Correctional Center Garden Project produces food on 25 acres of state property and utilizes inmate labor. There is minimal cost to the state and it offset food costs approximately \$128,000 for the Department of Corrections in 2006.

Some projects gain national recognition. A "Money Follows the Person" grant of \$50,166,429 over the next five years was awarded to the Oklahoma Health Care Authority.

The grant will provide funding to assist individuals transitioning from institutions to home and community-based services, provide classes at Oklahoma State University - Oklahoma City to increase the number of health care workers available for community-based services, and provide a "One-Stop" system to assist Oklahomans in obtaining needed information for services at a single source.

The Oklahoma Lottery has been big news for over a year. The commission's special events team attends events statewide and shares information on how to play the lottery and the benefits the lottery provides the state, especially public education. To date, this team has raised over \$50,000 for education.

Convenience is key and Oklahoma State and Education Employees Group Insurance Board resolved a communication issue by implementing a web-based, self-service application, which includes frequently asked questions, a searchable central knowledge base, and an "ask a question" e-mail option. It saves approximately \$230,000 annually by eliminating the need to hire additional call center personnel, while providing consistently accurate responses to inquiries by employees. Monthly, 3,500 visitors use the website instead of calling which reduced call volume by 35 percent and hold times by 70 percent.

These are only a few of the projects that will be on display. Consider it a day well spent when you can congratulate an agency work team on a "job well done" and get ideas that may be useful to your organization. Come support and cheer for these progressive accomplishments.

Contact Joyce Smith (405-522-3617) or Denae Edwards (405-521-4539) for more information.



NASPE Offers Executive Leadership Programs

Carrie Rohr, OPM Director of Human Resources Development Services



On February 21, the National Association of State Personnel Executives (NASPE) offered a Webinar featuring Executive Leadership Programs from the states of Oklahoma, Georgia, Wisconsin, and South Carolina. Carrie Rohr, Director of Human Resources Development Services (HRDS) at the Office of Personnel Management (OPM), provided information about the “Governor’s Executive Development Program for State Officials,” held last August in cooperation with Oklahoma State University (OSU) and the University of Oklahoma (OU).

South Carolina and Oklahoma’s program is geared to agency directors and senior level staff, while Wisconsin and Georgia’s program focuses on leadership development for managers and supervisors in state government. Almost 30 individuals participated in the webinar. Rohr discussed the partnership between OPM and the two universities, the executive leadership competencies used to develop the program, the curriculum, marketing efforts and results and reactions by the participants.

Last summer, 32 individuals representing 25 state agencies attended Oklahoma’s inaugural “Governor’s Executive Development Program for State Officials.” The program was well received by those attending. OPM has once again partnered with OSU and OU to offer a second program, July 29 – August 2, 2007, in Stillwater, Oklahoma.

Information will be sent to agencies in early May regarding enrollment. Enrollment is limited to cabinet secretaries, agency directors, and senior level staff. For more information regarding enrollment please contact Carrie Rohr, Director HRDS, at (405) 521-6344 or carrie.rohr@opm.ok.gov

JobAps is coming—really!

Hank Batty, OPM Deputy Administrator

The Office of Personnel Management (OPM) staff from the Employee Selections Services and Financial Management Services departments continue work on implementation of JobAps, a web-based application, applicant tracking, testing and selection software system that will replace the OK-CAREERS and ICE systems late this spring or in early summer.

Although Oklahoma was the first state government to contract with JobAps, the State of Delaware went live with the software in March. According to Hank Batty, Deputy Administrator for Programs, Delaware’s earlier implementation was made possible because Delaware, unlike Oklahoma, will not conduct civil service examinations through JobAps and abolished all previous employment lists when the switch over to JobAps went into effect. “Actually, there is a very positive side to following another state in implementation,” Batty said. “I encourage anyone interested in seeing the ‘public face’ of what we will be doing to look at Delaware’s website www.delawarestatejobs.com. Although Oklahoma laws and Merit Rules will modify some of the finer points of the system, much of what you can see on the Delaware site will be virtually identical to some of our plans.”

Batty noted that the process of applying for specific vacancies, the ability to apply for additional jobs simply, and the ability to track the status of all applications completed from the website 24 hours each day and seven days a week will be features of Oklahoma’s new system. Also, state agencies will be encouraged to place internal vacancies in a section of postings that will be limited to classified employees or employees eligible for reinstatement to the classified service. “In speaking to other HR managers in state government about JobAps, I have been pleased with the enthusiasm they have expressed for a process that will be much more flexible, more timely and more specific to agency needs,” Batty said. He added that OPM is committed to providing ample advance notice to agencies before implementation so that we can provide necessary training to Merit System agencies in the use of JobAps.

Workforce Planning 101

Ross Tripp, OPM Workforce Planning Manager

Part One: Overview of Workforce Planning (This is the first article in a series designed to teach the basic components of Workforce Planning). To understand the importance of Workforce Planning, it is first important to understand what it is, and why it is necessary.

First, what is it? Simply defined, workforce planning is the strategic alignment of an organization's human capital with its business direction or, even more simply defined, having the right person, with the right skills, in the right job, at the right time. It is a methodical process of analyzing the current workforce, determining future needs, identifying gaps between the present and future, devising and implementing solutions to fill these gaps, and evaluating the results.

Why is it necessary? The Office of Personnel Management's FY2006 Annual Report indicates that the average state worker in Oklahoma is 45.4 years of age, has 11 years of state service and will be eligible for retirement in roughly 12 years. In terms of raw numbers, 5,500 employees, 11 percent of Oklahoma's workforce, is currently eligible to retire. In 5 years, that number will rise to 13,000, or 30 percent, and in ten years, over 18,000, nearly half of all state employees will be eligible for retirement. However retirements are only part of the impetus. Short term problems such as retention and turnover issues, unforeseen losses in personnel from reductions in force and military deployments, as well as unforeseen changes in budgets and legislation all affect our ability to accomplish agency missions.

Therefore, Workforce Planning must be designed to help agencies accomplish long term goals by implementing both short and long term solutions to a varying array of problems. Given the sheer diversity of our workforce, this can be a daunting task.

To begin, we must first identify what workforce planning involves:

STRATEGIC PLANNING – This is the forward-thinking phase where the organization and/or the workforce

planner anticipates the workforce of the future based on directions defined in the organization's strategic plan. This is the stage where the workforce planning project is planned and defined in terms of: scope, resources available, roles and responsibilities and leadership support.

WORKFORCE ANALYSIS – This is the point where data about the current workforce is collected and analyzed; as well as the need for future staff and future skills sets is projected and contrasted to current resources.

IMPLEMENTATION – This stage begins with the identification of strategies to address whatever gaps or workforce-related issues have been identified in the workforce analysis phase. It progresses to include development of a plan to deliver/implement those strategies and concludes with the actual implementation.

EVALUATION – This is the follow-up stage designed to assess the success of the strategies selected. It includes obtaining feedback from those affected by the strategies, measuring the success of the strategies through monitoring systems established in the implementation phase, and revising the strategies and plan as necessary.

When translated into a linear process these functions are separated into six basic steps: setting strategic direction, analyzing the current workforce, determining future workforce needs, identifying gaps between the present and future, devising and implementing solutions, and finally, evaluating the results.

In the following installments we will go through this process step by step, identifying techniques and strategies utilized by Oklahoma and other entities in the workforce planning process. For questions pertaining to this article or any other workforce planning issues, please visit the website of the Office of Workforce planning at: http://www.ok.gov/opm/About_OPM/Organization/Workforce_Planning/ or contact our office at: wfp@opm.ok.gov.



OPM Administrators Attend NASPE Mid-Year Conference

Hank Batty, OPM Deputy Administrator for Programs

Cabinet Secretary and Office of Personnel Management (OPM) Administrator Oscar Jackson and Deputy Administrator for Programs Hank Batty attended the National Association of State Personnel Executives (NASPE) Mid-Year Conference in Arlington, Virginia January 26-28, 2007. Each year the NASPE Mid-Year Conference provides the chief executive officers and their deputies an opportunity to discuss critical HR issues with their peers in a series of informal sessions. This year's discussions focused on healthcare cost containment, implementation of Human Resources Information Systems (HRIS) and Enterprise Resource Planning (ERP) systems, telework innovations, HR metrics and a number of workforce planning issues.

"The NASPE Mid-Year Conference may be my favorite learning opportunity of the year," said Hank

Batty. "Both Mr. Jackson and I have made some excellent professional contacts and friends through NASPE and this is a great way to exchange ideas and experiences with them. For example, we've found that the experience we have had with implementing the CORE Project is not unique. Virtually every state that has embarked on a new HRIS or ERP has encountered the same challenges as we have. Through these discussions, HR administrators pick valuable "best practices" and obtain a great deal of HR data that we can use for comparison in measuring our programs."

Plans are now underway for the NASPE Annual Conference which will be held in Williamsburg, Virginia, July 21-25, 2007. The NASPE Annual Conference is open to all HR professionals. For more information about this conference and the preliminary agenda, go to the NASPE website <http://www.naspe.net/>. The 2008 NASPE Annual Conference will be held in Oklahoma City.

State Wellness Council

Blanche Longoria & Marianne Sanchez, OPM

The mission of the State Wellness Council is to provide support, resources, coordination and development of wellness programs in state government. The State Wellness Council, which is a program of the Oklahoma Employees Benefits Council, is a major component of the State Wellness Program. It is an appointed council comprised of over 110 appointed state Agency Wellness Coordinators.

The State Wellness Program works to promote the health and well-being of all state employees and their dependents and to contribute to a healthy and safe workplace.

The goal of the State Wellness Program is to encourage state employees to participate in wellness activities within their agency and/or outside the agency. The State Wellness Council provides the Wellness Connection, a quarterly newsletter and the Metro Wellness Gram, a monthly email to Agency Wellness Coordinators that contain health related articles, recipes and links for free resources. The Employee Benefits Council State Wellness Program provides these wellness programs to state employees:

The **OK Health Program** is a new program for all active state employees, which started January 2006. This program provides professional health mentoring,

self-study modules, and resources. For the treatment and prevention of cardiovascular disease and diabetes, as well as related risk factors: weight control, physical activity, smoking cessation, stress management and nutrition. Active state employees can enroll at any time during the year.

The "**OK...Let's Get Moving!**" Walking Program is a great way to start a new walking program or increase your current physical activity level.

To learn more about these wellness programs you can contact your Agency Wellness Coordinator or the State Wellness Program office at 405-323-1190 or wellness@ebc.state.ok.us.





Public Sector People Managers' Association (PPMA) Annual Meeting was held on March 28, 2007, in Brighton, England. Pictured at the PPMA Annual Meeting (left to right): Steve Traynor, HR Consultant, PPMA Treasurer; John Tonks, PPMA Executive Officer; Oscar Jackson, IPMA-HR President; Angela O'Connor, Chief People Officer, National Policing Improvement Agency, and 2006 PPMA President; Phil Badley, Assistant Chief Executive, Human Resources, Stockport Council, and 2007 PPMA President; and Stephen Moir, Director of HR, Cambridgeshire County Council, and PPMA Vice-President (President-Elect).

OPM Administrator Attends HR Conference In England

Oscar B. Jackson, Jr., OPM Administrator and Cabinet Secretary of Human Resources and Administration

Office of Personnel (OPM) Administrator and Cabinet Secretary Oscar Jackson attended the "2007 Public Sector People Managers' Association (PPMA) Annual Meeting", March 27-30, 2007, at the Hilton Metropole Brighton in Brighton, England, which is southeast of London. Jackson attended the meeting in his capacity as 2007 President of the International Public Management Association for Human Resources (IPMA-HR). PPMA and IPMA-HR have an exchange agreement, dating

back to 1982, which calls for each association to have representatives attend each others annual conference. PPMA representatives will attend the 2007 IPMA-HR International Training Conference, September 29 through October 3, in Chicago, Illinois. The theme for the PPMA Conference was "Inspiring Individuals, Transforming Organisations, Changing Lives". Over 250 public sector HR professionals from England, Northern Ireland, Scotland attended, including delegations from South Africa and the United States.



IPMA-HR “Holiday Training Program”



The Oklahoma IPMA-HR Chapter (Oklahoma Public Human Resources Association) “Holiday Training Program” took place on February 9, 2007, in Oklahoma City with 125 chapter members attending. The initial meeting had to be rescheduled from December 1, 2006, due to the ice storm. *Front Row* (left to right): Cindy Braun, Past-President, Office of Juvenile Affairs; Marilyn Hughes, "Ethical Requirements and State Employment" session speaker, Executive Director, Oklahoma Ethics Commission; Kristin Griffin, President-Elect, Office of State Finance; Kay Hagerman, Board Member, Department of Human Services; Diane Haser-Bennett, Past-President Board Member, Department of Human Services; Denise Edwards, President Insurance Department. *Back Row* (left to right): Greg Thomas, Treasurer, Office of Personnel Management (OPM); Ron Wilson, Past-President Board Member, Oklahoma Health Care Authority; Faith Frazier, Secretary, Department of Human Services; Linda Parrish, Board Member, Department of

OPM Staff Attend OPEA Agency Director’s Breakfast



Office of Personnel Management attendees of the OPEA Agency Director's breakfast on April 9, 2007 (left to right): Oscar Jackson, Scott Barger (Deputy Director OPEA), Sterling Zearley (Executive Director, OPEA), Billy Moore (President, OPEA), Hank Batty, Shirley Russell, and Trish Frazier (Legislative Director, OPEA).

2007 Permanent Rule Filings

Kara Smith, OPM General Counsel

Governor Brad Henry and the State of Oklahoma Legislature have approved the following permanent amendments:

- **VOLUNTARY PAYROLL DEDUCTION** [Proposed Effective Date: May 11, 2007]

530:15-3-15: The purpose of this amendment is to reflect statutory changes made to Annual distribution of employee organization materials.

- **MERIT RULES:** [Proposed Effective Date: May 11, 2007]

The purpose of these amendments is to provide clarification and reflect statutory changes.

530:10-1-2	530:10-9-39	530:10-13-3
530:10-1-43	530:10-9-40	530:10-13-32
530:10-3-33.6	530:10-9-51	530:10-15-1
530:10-3-33.7	530:10-9-52	530:10-15-10
530:10-3-54	530:10-9-54	530:10-15-12
530:10-7-1	530:10-9-76	530:10-15-45
530:10-7-6	530:10-9-99	530:10-15-49
530:10-7-7	530:10-9-100	530:10-17-74
530:10-7-11	530:10-9-130	530:10-17-75
530:10-7-12	530:10-11-1	530:10-17-77
530:10-7-14	530:10-11-31	530:10-17-80
530:10-7-17	530:10-11-32	530:10-17-110
530:10-9-4	530:10-11-39	530:10-17-111
530:10-9-5	530:10-11-71	530:10-17-115
530:10-9-37	530:10-13-1	
530:10-9-38	530:10-13-2	

In addition to the above listed rules the Office of Personnel Management has filed several other proposed permanent amendments. Summaries of the proposed permanent amendments are as follows:

530:10-7-24: This amendment provides clarification of the application of skill-based pay adjustments.

530:10-15-11 and 530:10-15-12: These amendments reflect a changes in the time period in which employees may use accrued leave.

530:10-15-71: The purpose of these amendments is to reflect the Governor’s change in policy, which would allow affected employees to the use administrative leave during a temporary closure or a temporary reduction in services due to hazardous weather.

530:10-15-72: [REVOKED]

Appendix A: The proposed amendments would amend the classified pay band schedule located in Appendix A of the Merit Rules, Chapter 10, to reflect a 5.0 percent upward increase to the minimum, midpoint, and maximum of the pay band structure.

America at a Crossroads

Brenda Thornton, OPM Director of Equal Opportunity and Workforce Diversity Services & Marjan Seirafi-Pour, Governor's Ethnic American Advisory Council Chair

The Oklahoma Educational Television Authority (OETA) will air a weeklong national television documentary entitled **America at a Crossroads** that will examine the war on terrorism, conflicts in Afghanistan and Iraq, and the experience of American troops and schisms within the Muslim world.

Concerned that this eleven-part series might cause a backlash against Muslims following its airing, as has happened in the past, members of the Governor's Ethnic American Advisory Council (GEAAC) asked Oscar B. Jackson, Cabinet Secretary of Administration and Human Resources and Administrator of the Office of Personnel Management (OPM), to arrange a meeting with OETA to discuss the possibility of members of the council prescreening the series.

On February 22, 2007, Marjan Seirafi-Pour, GEAAC Chair; Mohammad Farzaneh, GEAAC member; Sheryl Siddiqui, Director of Community Relations/American Outreach, Islamic Society of Tulsa; Jalal Farzaneh, Home Creations; Brenda Thornton, Director of OPM Office of Equal Opportunity and Workforce Diversity; and Secretary Jackson visited the OETA facilities in Oklahoma City, meeting with OETA Executive Director John McCarroll and members of his staff, Ashley Barcum, Public Information Manager, and Bill Perry, Director of

Public Affairs and Documentary. After discussions about the series and other items, Mr. McCarroll promised to arrange a prescreening for anyone interested in attending.

"The meeting was very fruitful and we were able to voice our concerns to the staff at OETA. Through this meeting, we were able to request a screening of the series before it airs so we know the content and how it might have an effect on our Muslim community. We found Mr. McCarroll very understanding of our issues and concerns. We also suggested production of positive, educational programming about the Muslim community in Oklahoma," said Chair Seirafi-Pour.

Following the meeting, Mrs. Mickie Smith, Producer/Director of OETA, gave a very interesting tour of the facility combined with historical background. The prescreening has been set for March 29-30, 2007, (Thursday and Friday) in the OETA Media Room.

The documentary will air during the week of April 15-20, 2007.



Coordinators Academy

Jimmy Trotter, Oklahoma Employment Security Council



The Employees Benefits Council (EBC) in conjunction with the Oklahoma Public Employees Retirement System presented the second annual Coordinators Academy on March 8th and 9th, 2007. Once again large blue pennants and college fight songs greeted the 60 plus participants as they entered the conference

Rewards Model,” introducing the three different components of an overall human resource strategy: Compensation, Benefits and Work Environment.

Phil Kraft, Acting Executive Director of EBC presented an interesting and lively interactive presentation of the legislative process. The participants were divided into 12 groups, six Senate and six House of Representatives. A committee was formed with both a Senate and House team. Each committee was given Benefits

topics that are current to today's state employee. The House and Senate Committee's discussed the issue, then met together to present mock bills to the entire class for debate and voting. This open debate model proved to be an academy high light as each participant was involved in the "hands on" work of the legislature.

The afternoon session was opened by a presentation of Health and Welfare Insurance by Jimmy Trotter, Manager, Flexible Benefits Administration (EBC). The next session was a presentation on Communications by John Clemmons, Business and Industry Services, Gordon Cooper Technology Center.



Phil Kraft of EBC and Linda Webb of OPERS discuss their presentations to the Coordinators Academy.

center at OSU's Oklahoma City campus. The academy presented a broad overview of the benefits programs offered by the State to Benefit Coordinators, Retirement Coordinators, and SoonerSave Coordinators.

Colleen Dickey, Deputy Director, Benefits and Contracts Administration, Employees Benefits Council welcomed everyone and gave an overview of the two-day event.

Tom Patt, OPM's Director of Compensation, began the event by addressing the "Total

Linda Webb, Manager, Communication, Counseling and Special Programs, (OPERS), concluded the first days activities with a most interesting view of Communications entitled "Consider Your Audience". The class was introduced to the "generations" of today and how to relate to each different generation.

The second day of training began with Linda Webb presenting Retirement I & II. This session concluded with a lively Q & A session that involved many in the class. The afternoon

[\(Continued on page 17\)](#)



Coordinators Academy (Continued)

(continued from page 16)



Coordinators participate in “Legislative Session.”

sessions were led by EBC staff discussing the “Everyday Tools” used by Coordinators when completing their daily tasks. Dan Melton, Deputy Director, Financial Accounting, (EBC), provided an overview of Flexible Spending Accounts and Accounting, while Frank Wade, IS Administrator, (EBC) discussed the Benefits Administration System.

The Academy concluded with a group facilitated test. Attendees were asked to play a special EBC/OPERS version of the “Family Feud.” The audience was split into “families” by table. While the Family Feud music played in the background, two different tables or

“families” were invited to the front of the room. A question was then asked and the first family to hit the answer button with the correct answer scored a point for their family. The North team won a very close game over a very competitive South team. Afterward, each attendee that completed the testing and attended each session received a Coordinator Academy Certificate of Attendance.

When asked if the Academy would return again next year, Dickey and Webb said that planning has already begun for Coordinator Academy 2008. “EBC and OPERS believe in the importance of offering training to Coordinators,” Dickey said. “We will be looking for additional opportunities to serve as a resource throughout the year.”



Benefit Coordinators participate in Coordinator Academy “Family Feud.”



**AGENCY HR STAFF
CHANGES SINCE 3/07**

Department of Human Services

Christian Co
HR Management Specialist

Crystal Johnson
HR Management Specialist

Scott Lange
Personnel Manager

State Insurance Department

Denise Edwards
HR Director
(Transferred from Department of Labor)

Angie Fields
HR Assistant

Office of Personnel Management

John Bonny
HR Programs Manager, Classification
(Retired 4/01/07)

Lisa Fortier
Training Specialist

Kara Smith
General Counsel

Department of Public Safety

Connie Lindsay
HR Management Specialist

Karen Luman
HR Programs Manager
(transferred from OPM)

Stephanie Martin
HR Management Specialist

**Department of
Rehabilitation Services**

Calvin Small
HR Management Specialist
(transferred from DHS)

Oklahoma Tax Commission

Leah Maloney
HR Management Specialist
(Retired 11/30/06)

Lana Swad
Leave Accounting Coordinator

**ALL APPOINTING
AUTHORITIES
MEMORANDUMS**



OPM 07-01 (1/05/07)
Public Hearing Re 2007 Permanent
Rule Proposals for Merit & Voluntary
Payroll Deduction

OPM 07-02 (1/10/07)
Emergency Amendments to the Merit
Rules

OPM 07-03 (1/11/07)
Public Hearing Re 2007 Permanent
Rule Proposals for Voluntary Payroll
Deduction

OPM 07-04 (01/22/07)
Quality Oklahoma Team Day 2007

OPM 07-05 (1/29/07)
Public Hearing on Proposed 2007
Permanent Amendments to the Merit
Rules

OPM 07-06 (1/30/07)
Instructions for Implementing Merit
Rule 530:10-15-71

OPM 07-07 (1/31/07)
ASPA Seeks Nomination for
Administrator of the Year Award

OPM 07-08 (2/07/07)
State Agency Hiring Freeze, Executive
Order 2007-6

OPM 07-09 (2/07/07)
Public Hearing on Proposed 2007
Permanent Amendments to the Merit
Rules

OPM 07-10 (2/20/07)
Employee Performance Management
(PMP) Compliance Form

OPM 07-11 – 02/21/07
Mandatory Supervisory Training
Requirement Report

OPM 07-12 – 02/22/07
Executive Order 2007-07 – Creation of
Cabinet System

OPM 07-13 – 03/02/07
Certified Personnel Professional
Training

OPM 07-14 (03/05/07)
Instructions for Implementation –
Merit Rule 530:10-15-71

OPM 07-15 (03/09/07)
Public Hearing on Proposed 2007
Permanent Amendments to the Merit
Rules

OPM 07-16 (03/13/07)
Revision to All Appointing Authorities
Memorandum OPM 07-15

OPM 07-17 (03/19/07)
Take Our Daughters And Sons To
Work® Day

CAPIP NEWS



Executive Fellows-Hired

**Office of Personnel
Management**
Brian Harrison
University of Oklahoma

Paul Brodersen
University of Central Oklahoma

Attorney General

Kristina Bell
University of Oklahoma

[\(Continued on page 19\)](#)



(Continued from page 18)

**CAPIP NEWS
(CONTINUED)**

Oklahoma Water Resources Board
Nicole Kohmescher
University of Oklahoma

**Department of
Rehabilitation Services**
Cynthia Pullum
East Central University

CAPIP Stats

42 Executive Fellows and 9 Undergraduate Interns are currently working in 17 different state agencies.

Current Executive Fellows and Undergraduate Interns attend 10 colleges and universities.

The CAPIP applicant pool consists of 71 graduate students and 61 undergraduates.

**CERTIFIED PERSONNEL
PROFESSIONAL (CPP)**

Congratulations to the following HR Professionals who have passed the CPP exam:

**Department of
Environmental Quality**
Ayana Wilkins

Office of Juvenile Affairs
Susan McCollom
Herbert A. Molyneux

Military Departemtn
John W. Marshall

**Office of Personnel
Management**
Toyna L. Holman

**Oklahoma State
Department of Health**
Kim D. Norried
Carrier Towery

**Department of
Human Services**
Scott Lange

**Oklahoma Water Resources
Board**
JaNeal Beougher

Veterans Affairs
Jeraldine L. Norvel



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Jenny Chong, Carl Albert Public Internship Program Coordinator
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Article Contributors

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