

A publication
of the State
of Oklahoma
Office Of
Personnel
Management

OPM

HR Exchange

New Verse, New Song!

Pictured to the right: Winners of the Quality Crown Award - Oklahoma Emergency Alert and Response System, ODMHSAS (from left to right) LeAnn Jenkins, Keynote Speaker, Kelli Spears, Don Whitten, Gene Jarvis, Carol Garvin, Connie Cooper and Oscar B. Jackson, Jr., OPM.



Quality Oklahoma Team Day 2009

Joyce Smith, Quality Oklahoma and Productivity Enhancement Programs Coordinator

The excitement in the air was evident as state employees settled down for the opening of the Quality Oklahoma Team Day Awards Ceremony. Team Day was held May 5th at the state capitol to recognize successful work team projects accomplished in state agencies. The event was held in conjunction with Public Service Recognition Week. The theme was, "New Verse, New Song!"

Oscar B. Jackson, Jr., Administrator and Cabinet Secretary of Human Resources and Administration, welcomed the group and shared that 65 projects representing 15 agencies were submitted and partici-

pating in Team Day. Since its inception in 1993, Team Day projects have documented more than \$500 million in cost savings and revenue generation. This year, \$18,496,674.57 was documented in cost savings and \$8,007,132 in revenue generation. He also recognized Howard Hendrick, Cabinet Secretary of Human Services and Director of the Oklahoma Department of Human Services, for receiving the Federal Executive Board's Administrator of the Year Award.

LeAnn Jenkins, Executive Director of the Oklahoma Federal Executive Board, complimented the employees' dedication and accomplishments in her keynote address. She shared how all public employees are cognizant of the need to work smarter, cut costs, and generate revenue, and completely serve our customers. She encouraged employees to keep up the good work and continue to proudly share the benefits of their efforts with others.

Joyce Smith, Quality Oklahoma Coordinator, shared the quote, "It's a poor dog that won't wag its own tail" (author unknown), and encouraged participants to have fun. She also shared that some of

the accomplished projects have also been recognized in other forums.

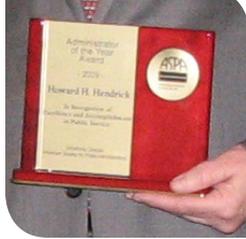
Participating this year were: CompSource, Oklahoma Health Care Authority, State Regents for Higher Education, Oklahoma Securities Commission, Office of Disability Concerns, State Treasurer, Office of Personnel Management, Oklahoma Employment Security Commission, State Auditor and Inspector, and the Departments of Central Services, Corrections, Education, Human Services, Mental Health, and Rehabilitation Services.

And then the tail started wagging the dog. It was awards time! Governor's Commendations were presented to 44 projects. Special Merit Certificates were presented to five projects. Six specialty awards, including the Quality Crown, the event's most prestigious award, were presented. The results are detailed below.

For electronic copies of the program booklet, contact Joyce Smith at (405) 522-3617 or Joyce.Smith@opm.ok.gov.

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"New Verse, New Song!"

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Diane Haser-Bennett



Above: SHARE tutors pose with students tutored at Wilson Elementary School. (first row, l-r): Shelley Wise and Susan Loftin; (second row, l-r): Hank Batty, Ashland Viscosi and Jim Patterson; (rear l-r) Joyce Fryar, Harry Gentry, Jake Smith, Millicent Roozen and Blanche Longoria.



2009 SHARE Tutor Tot Celebration

Joyce Smith, Quality Oklahoma and Productivity Enhancement Programs Coordinator

Eighteen OPM employees participated in the State employees Having an Active Role in Education (SHARE) Program. All year long it is read, write, practice, test, study, focus. All this ends with the annual Tutor-Tot End of the Year Gathering hosted by Sonic Drive-In at its Oklahoma City headquarters in Bricktown. We don't know who gets more excited, the student or the tutor, because both anxiously await this time of year.

Attending this year's Tutor-Tot Gathering were: Hank Batty, Patricia Brewer, Joyce Fryar, Harry Gentry, Susan Loftin, Blanche Longoria, Jim Patterson, Shelley Wise Phelps, Millicent Roozen, Jake Smith and Ashland Viscosi. SHARE tutors unable to attend the gathering were: Paul Broderson, Dustin Crossfield, Denae Edwards, Lisa Fortier, Torey Jackson, Joyce Smith and Ross Tripp.

With pencils and class work aside, ten SHARE tutors and a host of tots shared a meal and casual conversations. Additionally, the students got an advance look at the toys that will be included in the Wacky Pack Kid's Meal this fall. They scored and critiqued each toy. Don't take the innocent honesty of children lightly, their comments and votes helped approve or disapprove each toy for distribution.

When the meal is over and all the students are on the bus to go back to school, the SHARE tutors stand on the sidewalk and wave them on their way. As the bus pulls away from the curb, the tutors wave until they no longer hear the strands of "Bye, Mr. Batty;" "Bye Ms. Wise;" "Bye Mrs. Brewer" ...

The tutors leave knowing they have a few months free from tutoring, but they already know they look forward to the fall when SHARE tutors will meet their students for the new school year.

Agency HR Director
Spotlight : OKDHS

**Diane
Haser-Bennett,
PHR, IPMA-CP**

Diane Haser-Bennett is the Director of the Human Resources Management Division (HRMD) for the Oklahoma Department of Human Services, Oklahoma's largest state agency. OKDHS has more than 8,000 employees throughout Oklahoma's 77 counties and includes several major institutions.

Her commitment to public service spans more than 30 years. Her accomplishments have been both collaborative – working in concert with other human resource professionals – and singularly, where she has often distinguished herself as a leader and trendsetter among peers.

Diane completed her undergraduate degree at the University of Wisconsin, and received a Master's degree in education and an MA in history from the University of Central Oklahoma. She has a Professional in Human Resources (PHR) Certification through the Society for Human



Resource Management; IPMA-CP certification, past President for the Oklahoma Public Human Resources Association (OPHRA) and currently serves on the board of both the OPHRA and the Southern Region IPMA-HR.

As the division director for OKDHS' Human Resources Management Division, Diane directs the activities of 46 employees whose work involves: classification and compensation, staffing management, employee relations, benefits, employee assistance program, personnel services processing, maintenance of a Oracle Human Resources Information System (HRIS), training and employee development with 33 online courses and HR policy and legislation.

The following projects are typical of the Human Resources Management Division activities and innovative approaches to the development of human resource strategies in the current state government business environment.

Compensation and Classification

Advantage Wavier Program In-Sourcing Project: In this fiscal year HRMD met the challenge of hiring contracted non-merit employees into the classified service of a merit agency. These employees staffed the essential functions of a health care provider for elderly citizens, and without this service, or even a disruption of services, elderly citizens would suffer immeasurably. Current merit system employment structures do not permit easy

transitioning. Nevertheless, the HR team in partnership with the Office of Personnel Management (OPM) succeeded in this conversion. In addition, the division initiated legislation and acquired a Senate sponsor to introduce Senate Bill 343 to establish rules that would make it easier for state agencies to streamline the hiring process when contracted services are to be in-sourced by a state agency. This project resulted in no disruption of services to over 24,000 clients and a savings of \$228,000.

Benefits, Insurance, Wellness

The recognition that an employee's ability to perform the duties and responsibilities assigned is contingent on many factors, not least among them is their physical and mental health, and the well-being of the employee's family. HRMD championed the following benefit and wellness projects in response to wellness needs identified by staff.

Prepare Today for Tomorrow – Making Plans: The purpose of the project was to create and distribute a "survivor guide" to provide basic information to employees and families on what to do and who to contact in the event of death. The benefit to the guide is that it establishes a checklist of important documents and information necessary for beneficiaries and survivors.

It is difficult to measure a cost savings or to attach a cost to something so sensitive and profoundly personal to an employee, however, anecdotal feedback from employees and family members document the value and increasing utility of the booklet. The booklet is designed so that it can be updated periodically. It has already been requested and shared with several public sector agencies both in state and out of state.

OKDHS Self Care Initiative: The OKDHS Self-Care Initiative recognizes that beyond the ordinary job stresses, employees are often faced with personal challenges that cause them to "suffer in silence." OKDHS, like many large employers, has staff under stress from many sources. They may include anything from physical and mental fatigue

due to caring for aging parents to managing financial burdens. This team developed self-care workshops on suicide intervention, interpersonal communication, compassion fatigue, personal wellness and financial management. Added to this is information on the use of the OKDHS Employee Assistance Program which offers professional counseling at no charge to help employees and their family members who are affected by personal challenges.

Personnel Services Processing Unit and HRIS

The application of technology to OKDHS HR processes began in 1999 with the purchase of an Oracle based Human Resource Information System (HRIS). The State of Oklahoma established a PeopleSoft statewide system in 2005. Like other state agencies OKDHS-HR has had the extraordinary task of migration and integration of divergent systems. The training of staff to utilize these systems and new applications is continuous.

Web-based Application System: As new technology systems are introduced for all state agencies, it is the practice for the state to train only those individuals in the central office required to utilize the system. Although this approach is effective for most state agencies, it is inadequate for OKDHS with more than 100 users located all across the state. This project identified solutions to solving the problems inherent to quickly training the large number of employees across the state. It also determined the best approach to develop and teach the curriculum so that users could access the new system to fill vacancies and contact applicants more efficiently. The project outcome saved employee time and agency resources, and provided easy accessibility to current and valuable information.

Recruitment, hiring, career development and retention

The purpose of HR is to match the right job, with the right people, having the right skills-set. Staffing child welfare specialists for OKDHS' Children and Family Services Division can be particularly challenging. A focus group determined that the information available to assist with recruiting child welfare specialist and educating university faculty was inadequate. Feedback from county direc-

tors and supervisors indicated that many of the new hires that resigned during the first three months of employment did not have realistic expectations of the job nor the skills necessary to succeed. The following project was the answer to this problem.

A Day in the Life of a Child Welfare Specialist: An HR team created "A Day in the Life of a Child Welfare Specialist," which is a positive, but realistic presentation specifically designed to recruit applicants and inform university faculty and the general public about what it is like to be a child welfare specialist and the skills required.

Additionally, the Child Welfare Specialist Model Project established in partnership with the OPM has enabled OKDHS to accept over 900 applications and fill 76 positions since January 2009. Many of the hires were able to enter on duty within 30 days of the vacancy.

Among the contemporary issues facing OKDHS-HR is attracting and retaining employees of the new "millennium" generation. Employees from this group are the first generation to grow up completely in the digital age. These employees want and need new and more important challenges from their employment. Once they have master processes they tend to look for opportunities to learn and do more. To meet these challenges, HR has broadened employee specific training to include cross-training between various units and to allow employees to participate in the design of training for customers or end users of HR processes and procedures.

Diane not only advocates for change in HR practices in state government, but she works to make change happen. This calendar year she has initiated two legislative bills. Her division activity tracks over 300 individual legislative bills that may, if passed, could affect OKDHS operations.

Policy and Legislation

Oklahoma Senate Bill 405 which would have established a new formula for the

calculation of longevity-pay for all state employees and increases the longevity payment. Currently dormant.

Oklahoma Senate Bill 343 if passed would have allowing special hiring provisions in the classified service that originated from the Advantage Wavier Program In-Sourcing Project. Currently dormant.

In addition, HRMD requested legislation sponsored by the OPM to broaden the Carl Albert Fellowship program to allow college students with 90 or more hours to participate in the Senior Undergraduate Internship Program.

Diane Haser-Bennett has established high standards for her division and for herself. She has both the respect from her peers as well as her staff. Her achievements have had a positive impact on HR practices and the professionals she has worked with during her state career.

Helping Employees Quit Tobacco:

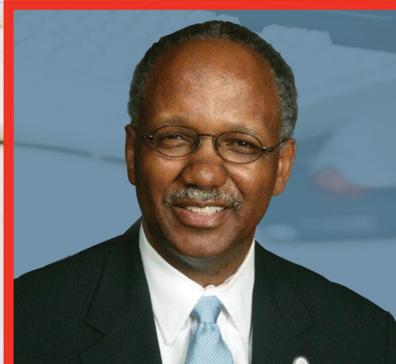
For Physical & Fiscal Health

In just one year, Oklahoma saw an estimated six-fold return on investment from providing tobacco cessation products through the Oklahoma State & Education Employees Group Insurance plan, HealthChoice.

Reduced health care costs and increased productivity will continue to accrue savings over time.

It's much less expensive to reduce the chances of heart disease, cancer, stroke, chronic lung disease and other illnesses than to pay for medical treatment.

Helping employees quit tobacco simply makes good business sense. To find out how to help your employees and your bottom line visit: www.StopsWithMe.com.



Oscar B. Jackson, Jr.
Secretary of Human Resources and Administration
State of Oklahoma

TOBACCO STOPS WITH ME.

Learn more at StopsWithMe.com



SB 670 Provisions

*Shirley Russell, Director of
Legislative Affairs*

Senate Bill 670 requested by the Office of Personnel Management amends O.S. 62:7.10 and the following sections of the Oklahoma Personnel Act, O.S. 74:840-1.9, 74:840-2.17, 74:840-2.23, 74:840-2.27C, 74:840-3.4, 74:84-3.5, 74:840-3.16, and 74:841.30 - Effective Date 7/01/09:

- Amends language regarding contributions to a foundation created by a statewide employee organization. The minimum membership requirement is increased from 1000 to 2000 members to make the language conform to the membership requirement for a statewide employee association to participate in Voluntary Payroll Deduction which was amended last session by HB 1866.

- Adds a declarative statement to the authorization of a statewide Alternative Dispute Resolution Program by the Merit Protection Commission which states that any actions agreed to in any type of alternative dispute resolution shall not alter, reduce, or modify any existing right or authority as provided by statute or rule.

- Removes requirement that state agencies submit a report on pay movement mechanisms annually to OPM.

- Clarifies language regarding eligibility under family leave as defined by the federal Family and Medical Leave Act of 1993 to receive shared leave. Also makes donated leave transferable on an hour-to-hour basis.

- Deletes the requirement within the Reduction-in-Force (RIF) provisions for classified state employees to be rated and/or tested prior to placement on the Priority Reemployment Consideration Rosters.

- Creates the Senior Undergraduate Internship Program under the Carl Albert Public Internship Program. A student must have completed 90 hours of coursework toward a bachelor's degree and continuous enrollment is required until graduation. The internship is a full-time position for up to 24 months; however, there will not be automatic conversion to a classified position upon completion of the internship.

- Establishes an Executive Development Program for State Officials at the cabinet secretary, agency director, and senior executive levels.

- Updates the citation reference of the Oklahoma Compensation and Unclassified Positions Review Board.

This "Tobacco Stops With Me" advertisement was prepared by the Oklahoma Tobacco Settlement Endowment Trust to highlight a successful smoking cessation program authorized by the Oklahoma State and Education Employees Group Insurance Board (OSEEGIB), HealthChoice. The ad was placed in the Oklahoman, Tulsa World and the Journal Record during March 2009, and the May edition of the OKC Business magazine.



Team of the Year - Optical Imaging

(front row: left to right) Terri Bennett, Cherese Bowens and Michelle Danner (2nd row: left to right) Susan Loffin, Whitney Smith, Darla Young, Jacob Rosencrafts, Eric Johnson and Danita Chapman-Berry; (3rd row: left to right) Marilyn Capps, Matthew Fowler, Antoine Holman and LaTisha Edwards; (back row: left to right) Dustin Crossfield, Brian Jepsen, Terri Berry and Michael Mahsetky. (Not pictured:) Jambah Jensen, Candice Meadows, Shayna Davis, Valerie Carter, Lucas Ross and Lori Martinez.



**Manager of the Year
Natasha Riley**
Director, Personnel Assessment

Employee of the Quarter
1st: Ashland Viscosi, Workforce Planning
3rd: Cassandra Patton, Applicant Services
4th: Brian Harrison, Classification



**Employee of the Year
Michelle Crozier**
Graphic Artist



Governor's Continuity Policy Coordination Committee (Executive Order 2009-11)

Kara Smith, General Counsel

In March 2009, Governor Brad Henry established the Governor's Continuity Policy Coordination Committee and appointed the Oklahoma Homeland Security Director as the State Continuity Coordinator. Individual agencies are charged with the development of facility-specific continuity of operations (COOP) plans. The purpose of the Committee is to establish a implementation plan to ensure the coordination among and across individual agency COOP plans and continuity of government of the State of Oklahoma.

The implementation plan shall include prioritizing goals and objectives, concept of operations, a process for determining state essential functions and primary mission essential functions, performance metrics by which to measure continuity readiness, procedures for ensuring accountability, procedures for continuity and incident management activities, and clear direction to executive department and agency continuity coordinators, as well as guidance to promote interoperability of State Government continuity programs and procedures with State, local, territorial and tribal governments and private sector owners and operators, as appropriate.

The members of the Committee shall consist of one designee from the following:

1. Adjutant General
2. Secretary of Agriculture
3. Secretary of Commerce and Tourism
4. Secretary of Energy
5. Secretary of Environment
6. Secretary of Health
7. Secretary of Human Resources and Administration
8. Secretary of Human Services
9. Secretary of Public Safety
10. Secretary of Science and Technology
11. Secretary of State
12. Secretary of Transportation
13. Secretary of Treasury
14. Secretary of Veterans Affairs
15. Oklahoma Department of Emergency Management
16. Office of State Finance
17. State Superintendent of Public Instruction
18. Speaker of the House of Representatives
19. President Pro Tempore of the Senate
20. Others (discretionary; requires Governor Approval)

(Quality Team Day story continued from front cover)

• **Specialty Awards**

Quality Crown Award - Workplace Security: Oklahoma Emergency Alert and Response System - ODMHSAS

The Employee Empowerment Award - Psychiatric Hospitalization Cost Increasing and No More Money in the Bank - ODMHSAS

Extra Mile Award - JCCC Recruitment Task Force - DOC

The Motivating the Masses Award - OK Careers Implementation - OPM

Red Tape Reduction Award - Electronic Personnel Transaction Freeze Exemption Request - ODMHSAS

Best Booth Award - SoonerCare

Prior Authorization Workflow - OHCA

• **Certificate Awards**

First 2009 Applicant Award – Dangerousness Assessment – ODMHSAS

Sustainability Award – Facilities Management Sustainability Program – DCS

Employee Morale Award – Employee Morale: Coming Out of the Fog – SA&I

Partnership Awards (2) – NAEYC Cohort Group – OSRHE, Correctional Reentry Program – ODMHSAS

• **Governor's Commendation of Excellence Awards**

1. Dangerousness Assessment
Oklahoma Department of Mental Health and Substance Abuse Services

2. DDUP Six Sigma Project
Oklahoma Department of Human Services

3. Child Support Welcomes It's Newest Employees
Oklahoma Department of Human Services

4. JCCC Recruitment Task Force
Oklahoma Department of Corrections

5. 100-Hour Transition Program
Oklahoma Department of Corrections

6. Oklahoma County Diversion Program
Oklahoma Department of Corrections

7. Fast Track Review and Adjustments
Oklahoma Department of Human Services

8. ONE SSA
Oklahoma Department of Rehabilitation Services

9. Oklahoma Long-Term Living Choice Project
Oklahoma Health Care Authority

10. OK Careers Implementation
Oklahoma Office of Personnel Management

11. Invest Ed STARS (Student Tracking and Researching the Stock Market)
Oklahoma Department of Securities

12. Oklahoma Transition Council
Oklahoma State Department of Education

13. Tulsa East Child Support Services Administrative Docket Process
Oklahoma Department of Human Services

14. NAEYC Cohort Group
Oklahoma State Regents for Higher Education

15. I-Vault
Oklahoma Department of Human Services

16. Improving Performance by Encouraging Staff Cohesion
Oklahoma Department of Human Services

17. Six Sigma Team - Balance!
Oklahoma Department of Human Services

18. Commercial Paper Investment
Oklahoma State Treasurer

19. Bond Rescue Investment
Oklahoma State Treasurer

20. Oklahoma Dream 529 Plan
Oklahoma State Treasurer

21. Unclaimed Property Imaging
Oklahoma State Treasurer

22. Banking Services Check 21 Processing
Oklahoma State Treasurer

23. State Auditor for a Day: Pizza, Pop Art, Politics and Pics
Office of the State Auditor and Inspector



Winners of The Motivating The Masses Award - OK Careers Implementation; OPM, from left to right: LeAnn Jenkins, Keynote Speaker, Melissa Jolly, Natasha Riley, Crystal Burke, Paul Broderson, Patricia Nelson, and Oscar B. Jackson, Jr.

- 24. *Inpatient Inmates*
Oklahoma Health Care Authority
- 25. *SoonerCare Prior Authorization Workflow*
Oklahoma Health Care Authority
- 26. *Environmental Impact Committee*
Oklahoma Department of Mental Health and Substance Abuse Services
- 27. *Workplace Security: Oklahoma Emergency Alert and Response System*
Oklahoma Department of Mental Health and Substance Abuse Services
- 28. *Psychiatric Hospitalization Cost Increasing and No More Money in the Bank*
Oklahoma Department of Mental Health and Substance Abuse Services
- 29. *Correctional Reentry Program*
Oklahoma Department of Mental Health and Substance Abuse Services
- 30. *Prevention Resource Center*
Oklahoma Department of Mental Health and Substance Abuse Services
- 31. *Oklahoma SSI/SSDI Outreach, Access and Recovery (SOAR)*
Oklahoma Department of Mental Health and Substance Abuse Services
- 32. *Implementing Sanctuary - Creating a Trauma Informed Recovery Environment*
Oklahoma Department of Mental Health and Substance Abuse Services
- 33. *PDSA=B3 Better Bang for OK's Bucks*
Oklahoma Department of Mental Health and Substance Abuse Services
- 34. *Recruitment and Retention Committee*
Oklahoma Department of Mental Health and Substance Abuse Services
- 35. *Getting the Biggest Bang Out of State Treatment Dollars*
Oklahoma Department of Mental Health and Substance Abuse Services

- 36. *Electronic Personnel Transaction Freeze Exception Request*
Oklahoma Department of Mental Health and Substance Abuse Services
- 37. *Time Management*
Oklahoma Department of Central Services
- 38. *Paperless Audit*
Oklahoma Department of Central Services
- 39. *Automatic Vehicle Location Technology (AVL)*
Oklahoma Department of Central Services
- 40. *Facilities Management Sustainability Program*
Oklahoma Department of Central Services
- 41. *Transforming Service Culture*
Oklahoma Department of Mental Health and Substance Abuse Services
- 42. *Total Compensation Statement - A Link to Employee Retention and Recruitment*
CompSource Oklahoma
- 43. *Oklahoma Long-Term Care Partnership*
Oklahoma Health Care Authority
- 44. *OHCA Fast Fact Reports*
Oklahoma Health Care Authority



Above:
Winner of The Best Booth Award - SoonerCare

Right:
ODMHSAS Booth



Left: Winners of The Employee Empowerment Award, ODMHSAS from left to right: LeAnn Jenkins, Keynote Speaker, Johna Madden, Chris Wofford, Rhonda Rice, Leah Price, Margaret Bradford, Carol Gavin, Carrie Slatton-Hodges and Oscar B. Jackson, Jr.

Below left to right: OPM Booth, OHCA Booth and Tulsa West Child Support Booth.





2009 Permanent Rules Amendment

Kara Smith, General Counsel

The proposed amendments to the Merit and Voluntary Payroll Deductions rules of the Oklahoma Office of Personnel Management (OPM) have been

finally adopted.

The effected subchapters of the rules are as follows:

A. Merit Rules

Subchapter 3. Affirmative Action and Equal Employment Opportunity
(Effective June 25, 2009)

Part 2. Discrimination Complaints Investigation

530:10-3-26

Part 3. Affirmative Action

530:10-3-33.3

530:10-3-33.6

Subchapter 7. Salary and Payroll
(Effective May 11, 2009)

Part 1. Salary and Rates of Pay

530:10-7-12 [AMENDED]

530:10-7-24 [AMENDED]

530:10-7-26 [AMENDED]

Subchapter 9. Recruitment and Selection
(Effective May 11, 2009)

Part 1. General Provisions

530:10-9-9 [AMENDED]

Subchapter 15. Time and Leave
(Effective May 11, 2009)

Part 5. Miscellaneous Types of Leave

530:10-15-40 [AMENDED]

530:10-15-43 [AMENDED]

Subchapter 17. Performance Evaluation and Career Enhancement Programs

(Effective May 11, 2009)

Part 15. State Mentor Program [REVOKED]

530:10-17-150 [REVOKED]

530:10-17-151 [REVOKED]

530:10-17-152 [REVOKED]

530:10-17-153 [REVOKED]

530:10-17-154 [REVOKED]

530:10-17-155 [REVOKED]

530:10-17-156 [REVOKED]

Appendix A. Pay Band Schedule

(Effective July 1, 2009)

B. Voluntary Payroll Deduction Rules

Subchapter 1. General Provisions
(Effective May 11, 2009)

530:15-1-1 [AMENDED]

530:15-1-2 [AMENDED]

530:15-1-7 [AMENDED]

530:15-1-9 [AMENDED]

Subchapter 3. Administrative Provisions
(Effective May 11, 2009)

530:15-3-7 [AMENDED]

530:15-3-9 [AMENDED]

530:15-3-14 [AMENDED]



2009 Performance Management Process (PMP) Audits

Natasha Riley, Human Resources Programs Manager

OPM is required by O.S. 74 Section 840-4.17(I) to conduct annual audits of PMP compliance, and is currently in the seventh cycle of audits since the statutory requirement went into effect. The following agencies have been selected for PMP audits in FY 2009: Commissioners of the Land Office, Corporation Commission, Department of Environmental Quality, Indigent Defense System, School of Science & Math, and Secretary of State.

All of the agencies selected have submitted copies of the two most recent PMPs for a randomly selected group of employees. Staff of the Personnel Assessment Division will be conducting a thorough audit of the PMPs submitted to determine the level of compliance with statutory requirements and provide any suggestions for improvements.



Oklahoma Secretary of State Susan Savage Speaks to Ethnic American Advisory Council About Trip to Turkey

Brenda Thornton, Director of Equal Opportunity and Workforce Diversity

It was immediately known just from the introduction of Okla-

homa's Secretary of State M. Susan Savage that she was a person of great interest, and everyone present would hang on her every word while she spoke about the trip she took to Turkey in late December as the guest of the Institute of Interfaith Dialogue, a non-profit organization. Other dignitaries accompanying her on the trip were Attorney General Drew Edmondson, State Bureau of Narcotics and Dangerous Drugs Control Director Darrell Weaver, and Oklahoma State Bureau of Investigation Deputy Director Tom Jordan. She was quick to note, however, that the trip was privately funded.

Following a formal introduction by Brenda Thornton, OPM Equal Opportunity and Workforce Diversity Services, Secretary Savage thanked the Governor's Ethnic American Advisory Council for the honor of speaking and the opportunity to visit with them during their regular meeting held on March 6, 2009, at the Office of Personnel Management.

Secretary Savage said that they arrived in Istanbul on a Sunday, "so touring was the obvious." It was just before they left the city that Israel launched its attack on Gaza, giving her an opportunity to compare differences in U.S. and foreign media coverage of world events. She said that she found the news coverage there was "far more extensive and, overall, very balanced." This event also opened dis-

cussions with Turkish officials regarding the impact of the inauguration of President Barack Obama and her opinions on how the new administration might affect the issues in the rest of the world.

When the group arrived in Ankara, they met with other Turkish officials and had an opportunity to visit their Parliament. One of the outcomes of the Justice and Law Enforcement sessions was the development of an exchange program for narcotics training with Oklahoma's law enforcement.

The trip also included a stop in Antalya where the group visited the Interfaith Garden, which included a church, Synagogue and Mosque. Upon returning to Istanbul, they enjoyed a trip to the Grand Bazaar. "It was quite thrilling to see a culture as old as Turkey when you live in a state as young as Oklahoma," Secretary Savage said.

"The theme of the trip was educational, cultural, diplomatic, and economic development with other themes prevalent throughout the trip being historical, religious, and the development of many new friendships," she said; and it brought a personal awareness of the impact and importance of her office's role in providing a point of contact for international relations in Oklahoma.

When asked about the economic opportunities for Oklahoma, she said, "through keeping Oklahoma's infrastructure intact,

developing our own technology, and letting the world know we are open for business, we have an enormous potential, especially in exporting alternative fuels."

Secretary Savage said throughout the entire visit that they "had the opportunity to see firsthand the incredible hospitality of the Turkish people. We experienced their special gift of formality expressed in such a way that we immediately felt at ease." This hospitality was especially experienced while dining in the homes of friends and business professionals.

Secretary Savage had the privilege of meeting the father of a member of Oklahoma City's Turkish community and the group was especially privileged to attend two wedding receptions; one of the newlywed couples is now residing in Oklahoma.

She concluded her presentation by expressing thanks and appreciation on behalf of the Governor Henry for the important work that the Council does for the State of Oklahoma.

(The Governor's Ethnic American Advisory Council meets quarterly with their next regular meeting scheduled for Friday, August 21, 2009, beginning at 3:00 p.m. For more information about this Council, visit the OPM web site at www.opm.ok.gov or contact Brenda C. Thornton, Director of the OPM Office of Equal Opportunity and Workforce Diversity at (405) 521-3082 or brenda.thornton@opm.ok.gov.)



Pictured from left to right (front row): Oscar B. Jackson, Jr., OPM Administrator and Cabinet Secretary of Human Resources and Administration; Linda Williamson, OPM; Vice-Chair Malaka Elyazgi; Dr. Sandra Rana; The Honorable M. Susan Savage, Oklahoma Secretary of State; Chair Marjaneh Seirafipour; and Brenda Thornton, OPM. Pictured from left to right (back row): Mohammad Farzaneh; Dr. Riaz Ahmad; Wes Salous; and Dr. Fayyaz Hashmi.

2009 Oklahoma ASPA Chapter Awards Announced

Lathonya Shivers, Director of Living Choice/MFP Project Director

OKLAHOMACITY--- The Oklahoma Chapter of the American Society of Public Administration named its annual award winners during the Public Service Recognition Luncheon today. Oklahoma Department of Human Services Director and Cabinet Secretary of Human Services Howard H. Hendrick received the 2009 American Society for Public Administration's Oklahoma Administrator of the Year Award; Norman Mayor Cindy Simon Rosenthal and Steven Thompson, Director of the Department of Environmental Quality received the Distinguished Public Service Award.

The awards recognizes a public servant whose careers exhibit the highest standards of excellence, dedication and accomplishment. Nominees work for organizations at every level of government, not-for-profits or in education.

Hendrick was cited for his leadership in establishing Swift Adoption in 1998, an initiative that increased adoption of children in state custody by approximately 200 percent. During his tenure as OK-DHS director, more than 10,000 children

have been adopted. He is also being recognized for his overall leadership in addressing serious issues facing Oklahoma's children, their families and the elderly.

Dr. Cindy Simon Rosenthal, Norman Mayor, who serves as Director of the University of Oklahoma Carl Albert Congressional Research and Studies Center and Associate Professor of Political Science, was cited for her superb scholarship, inspiring teaching and hard-work as an elected official. Steven Thompson oversees the decontamination of the Tar Creek Superfund site in northeastern Oklahoma and serves on the national Environmental Council of the States.

The American Society for Public Administration is a nationwide, nonprofit educational and professional organization. With chapters in every state and a membership of more than 10,000 government and nonprofit administrators, scholars, teachers and students, ASPA is the largest and most prominent professional association in public administration. It is the only organization of its kind in the United States aiming broadly to improve the administration and image of public service. The national organization was founded in 1939. The Oklahoma chapter was established in 1964.



Pictured left to right: Dr. Aimee Franklin, University of Oklahoma, ASPA Oklahoma Chapter Council Member; Steven Thompson, CPM, Executive Director, Oklahoma Department of Environmental Quality, recipient of the Chapter Distinguished Public Service Award; Dr. Cindy Simon Rosenthal, University of Oklahoma, City of Norman Mayor, recipient of the Chapter Distinguished Public Service Award; Howard H. Hendrick, Director and Cabinet Secretary of Human Services, recipient of the Chapter Administrator of the Year Award; Lathonya Shivers, Oklahoma Health Care Authority, ASPA Oklahoma Chapter Council member and Administrator of the Year Committee Chair; LeAnn Jenkins, Executive Director, Oklahoma Federal Executive Council, ASPA Oklahoma Chapter Council Member; Oscar Jackson, Office of Personnel Management, ASPA Oklahoma Chapter Council Member.



OPM & OESC Reach Agreement To Provide Online Merit Testing In Five Workforce Oklahoma Offices

Natasha Riley, HR Programs Manager

In an effort to address very limited access to Merit testing in some parts of the state, OPM has entered into an agreement with OESC to rent space and provide computers and a part-time staff person to conduct online Merit testing at the Workforce Oklahoma offices in Lawton, Clinton, Altus, McAlester, and Tulsa. The office in Tulsa is currently administering paper tests.

The first of these new online testing centers has already been set up in Lawton effective April 13, 2009. Ms. Deloise Bynum is the test proctor in the Lawton office. Appointments for testing may be made by contacting Ms. Bynum at 580.357.3500 ext.141 or deloise.bynum@opm.ok.gov. Testing hours for the Lawton office are Monday through Thursday, 9:00 a.m. to 2:00 p.m. The OPM staff working on this project would like to publicly thank Charles Sutterfield, Workforce Center Manager at the Lawton office, for his cooperation and participation in this endeavor to provide access to Merit testing in the Lawton area.

Plans are being made to set up the remaining four offices before the end of Fiscal Year 2009.



New Unclassified Service Feature Added To OKCAREERS

Tom Impson, Human Resources Programs Manager

The Office of Personnel Management (OPM) has added a new feature to our online OKCAREERS applicant tracking system. Vacancies in the unclassified service with the State of Oklahoma are now added to the OKCAREERS system. Persons seeking employment in the unclassified service will now be able to find vacancies and submit applications in one easy and convenient location. State agencies, both merit and

non-merit system, will be able to utilize this feature to streamline the posting and application process. Persons seeking employment with the State of Oklahoma will now be able to submit applications for both classified vacancies and unclassified vacancies in one location. This new feature will give state agencies flexibility to utilize the OKCAREERS system in advertising and filling unclassified positions. OKCAREERS provides applicants with easily attainable job information, greater ease in application and

a much more efficient and speedy application process. State agencies will be able to provide OPM with links to their own application systems or use the application in OKCAREERS, or both. This allows agencies to further enhance their external recruitment of applicants to fill unclassified vacancies in the State of Oklahoma. Team members of the Applicant Services Division of OPM provided technical training to representatives of non-merit system agencies on April 28, 2009.



Oklahoma 2009 IPMA-HR Southern Region Conference Delegation

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

The 2009 International Public Management Association for Human Resources (IPMA-HR) Southern Region Conference was held May 17-20 at the Renaissance Riverview Hotel in Mobil, Alabama, and was hosted by the Alabama Association of Public Personnel Administrators (AAPPA), the IPMA-HR Alabama Chapter. The conference theme was "A Mardi Gras Parade - HR In Transition". Over 150 public HR professionals attended the conference. The IPMA-HR Southern Region is composed of the following thirteen states: Alabama, Arkansas, Kentucky, Louisiana, Georgia, Florida, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, and Virginia. The Oklahoma delegation included 14 HR professionals who are members of the Oklahoma Public Human Resource Association (OPHRA), the Oklahoma Chapter of IPMA-HR. Oklahoma City will be the site of the 2010 IPMA-HR Southern Region Conference, which will be held May 24-28 at the Sheraton Hotel in Downtown Oklahoma City. The Oklahoma Delegation hosted the "2010 Oklahoma Host Chapter Reception" in Mobile at the Gulf Coast Exploreum and IMAX Theater.



1st row, pictured left to right: Diane Crabbe, State and Education Group Insurance Board; Crystal Burke, OPM; Diane Haser-Bennett, OKDHS, IPMA-HR Southern Region Board Member; and Oscar Jackson, OPM. 2nd row, pictured, left to right: ShaVonne LaFayette, OSBI; Tina Jones, Greensboro, North Carolina, IPMA-HR Southern Region President-Elect; Joe Lunt, Shreveport, Louisiana, 2009 IPMA-HR President; Barbara Montoya, Montgomery, Alabama, IPMA-HR Southern Region; Kat Hagerman, OKDHS, OPHRA President, IPMA-HR Oklahoma Chapter; Lucinda Meltabarger, Office of State Finance; Linda Parrish, Corrections, OPHRA President-Elect, IPMA-HR Oklahoma Chapter; Mitzi Bennett, OSBI; and Terri Berry, OPM. Back row: Ray Bennett, Oklahoma; Jeannette Williams, Oklahoma State and Education Group Insurance Board; Jenelle Turner-Reid, OETA, OPHRA 2nd Vice-President, IPMA-HR Oklahoma Chapter; Brian Harrison, OPM; and Anne Simmons, OSBI.



OPM Signs US Army Reserve Employer Partnership Agreement

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

During a May 13, 2009 signing ceremony in the Blue Room of the State Capitol, OPM Administrator and Cabinet Secretary Oscar Jackson and Major General James R. Sholar, Commanding General, 88th Regional Support Command, signed an Employer Partnership agreement for both organizations "to explore mutually beneficial initiatives that support the missions of both organizations." An immediate benefit of the agreement will be the addition of the OKCAREERS online application, testing and certification website link on the U.S. Army Reserves website to facilitate recruitment for state classified service positions in the 64 Merit System agencies. Additionally, with the recent OPM announcement that all Merit and Non-Merit agencies may list unclassified service announcements on the OKCAREERS website, this will extend the benefits of the agreement to all state agencies. The following four state employee who are in the U.S. Army Reserves participated in the signing ceremony: SGM Jimmy Lonsdale, Department of Transportation; SPC Kallima Scott, Department of Corrections; LTC & Chaplain James Kirkendall, Office of Juvenile Affairs; and MAJ Anthony Daniels, Office of Juvenile Affairs.

Pictured left to right:

SPC Kallima Scott, Department of Corrections; **Crystal Burke**, OPM Applicant Services; **Peggy Carter**, Department of Corrections; **Oscar Jackson**, OPM; **Major General James Sholar**; **SGM Jimmy Lonsdale**, Department of Transportation; **LTC Chaplain James Kirkendall**, Office of Juvenile Affairs; and **MAJ Anthony Daniels**, Office of Juvenile Affairs.



In addition to OPM, Advanced Foods and Chesapeake Energy signed Partnership Agreements with the U.S. Army Reserve.

Pictured left to right:

Oscar Jackson, OPM; **Betsy Mittelstet**, Advanced Foods, Enid; **Diane Boeger**, Army Reserve Employer Partnership, Military Services Corporation, Belton, Missouri; **SGM Nelson Ildelfonso**, U.S. Army Reserve Employer Partnership Initiative, Washington, DC; **Kip Welch**, Director of Recruitment, Chesapeake Energy, Inc, Oklahoma City; and **Major General James Sholar**, Commanding General, 88th Regional Support Command.



2009 Oklahoma Ethics Compass Awards Presented

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

On April 29, 2009, the OK Ethics Compass Awards were presented to Chesapeake Energy Corporation (Large Company Category), the number one independent producer of natural gas in the U.S. and the most active driller of new wells in the U.S.; and Leader Communications, Inc. (Mid-Sized Company Category), an award-winning management services firm. The OK Ethics Compass Awards Program was implemented in 2006 to encourage companies in their efforts to reinforce integrity in the workplace. Each year, nominees are asked to share their processes with others. For more information, and to see Chesapeake Energy's and LCI's application, visit www.OKEthics.org.

Pictured from left to right: Rob Martinek, The Bama Companies, representing 2007 recipient of Compass Award; Oscar Jackson, Office of Personnel Management, 4-year charter member of Selection Panel; Mike Strong, Oklahoma Quality Award Foundation, "Chief Architect" of Compass Award and Chairperson of Selection Panel; Lt. Governor Jari Askins; Garyl Geist, Valir Health, representing 2006 recipient of Compass Award; Sherri Coale, keynote speaker and University of Oklahoma Head Women's Basketball Coach; Pamela Fountain, Principal Technologies, Inc., representing 2008 recipient of Compass Award; and Edith Steele, Oklahoma Accountancy Board, 4-year charter member of Selection Panel. Not pictured: Nancy Anderson, The Boeing Company, representing 2007 recipient of Compass Award; Dr. James Branscum, Metro Technology Centers; and Todd Lisle, BKD, LLP, representing 2008 recipient of Compass Award.



Statements Provide Information on Total Compensation Package

Tom Patt, Director of Compensation

During the week of April 20, each State employee received a communication from Governor Brad Henry that was intended to give them a fresh perspective on the compensation they receive for their jobs. That communication is called the Total Compensation Statement. In addition to showing the direct "cash" compensation that each employee receives in the form of base salary and annual longevity payments, the statement itemizes the state's contributions to benefits, including the benefit allowance (which covers core insurance benefits); contributions to the defined benefit plan and the SoonerSave defined contribution plan; and the cost of statutory benefits such as Social Security, workers compensation, and unemployment compensation. In addition, the statement provides an estimate of the value of each employee's paid time off benefits based on the employee's current hourly rate, as well as general information about the insurance and retirement benefits available to employees.

The Total Compensation Statement began as a recommendation of the Governor's Task Force on State Employee Compensation, which convened in 2007. Citing a practice that is gaining popularity in the private sector, the Task Force urged State government leadership to provide all employees a written statement that would give a clear picture of the investment the State makes on their behalf through the salary and benefits packages provided to them. Accordingly, in November of 2008, Governor Brad Henry issued Executive Order 2008-47, requiring the creation of such a total compensation "report card"; and, in December of 2008, a work group from several agencies was put together to design and develop this product. The work group

consisted of the following agency representatives:

Hanh Minson, OSF CORE Group,
Theresa Walters, OSF CORE Group,
Carol Barton, OSF CORE Group,
Dan Melton, Employees Benefits Council,
Frank Wade, Employees Benefits Council,
Patrick Lane, Oklahoma Public Employees Retirement System, Michelle Crozier, Office of Personnel Management
and **Tom Patt, Office of Personnel Management**

The work group met several times between December of 2008 and March of 2009 to discuss the basic approach and to consider sample mockups. When the look and content was finally agreed upon, the Employees Benefits Council arranged for the printing of the documents through the Department of Central Services and distributed them to the agencies through their network of Benefits Coordinators.

The resulting product has been well-received. Many have expressed sentiments similar to Gene Krier, HR Director for the Oklahoma State and Education Employees Group Insurance Board, who expressed his opinion succinctly in an email: "Excellent tool and well-received by our employees." Oscar Jackson, Cabinet Secretary of Human Resources and Administration, who led the effort to produce the Total Compensation Statement, reflected on his hopes for the future of this endeavor: "We are hopeful that we can continue to refine the document and distribute it in the future on at least an annual basis," he said. "Ideally, we would eventually like to get to the point where employees can access such a statement online."

ALL APPOINTING AUTHORITIES

MEMORANDUMS (from 3/18/09 to 6/01/09)

OPM 09-18 – 05/14/09: Electronic Posting of Unclassified Job Vacancies

OPM 09-17 – 05/06/09: Fourth Annual Governor's Executive Development Program for State Officials

OPM 09-16 – 04/21/09: I-9 and E-Verify Requirements

OPM 09-15 – 04/14/09: Mandatory Supervisory Training Requirement Report for 2008

(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

Accountancy Board

S. Nicole Prieto Johns, Deputy Director; eff. 01/19/09.

Arts Council

Margie Stephens, Benefits Coordinator.

Agency Professional HR Staff Change cont....

CompSource Oklahoma

Anna Jacks, Training Coordinator; eff. 04/27/09.

Department of Human Services

Sumi Shrivastava, HR Management Specialist I, appointed 02/04/09.

Gary Siebert, HR Manager I, transfer from OKDHS Developmental Disabilities Services, eff. 04/13/09.

Janie Dyer, Payroll Manager, retirement eff. 04/01/09.

Karen Carlile, Payroll Manager. appointed 03/25/09.

Mental Health & Substance Abuse Services

Loraine Long, Administrative Assistant, resignation eff. 02/07/09.

Donna Baldwin, Receptionist, appointed 03/01/09.

Tyler Franks, HR Assistant, appointed 03/30/09.

Veterans Affairs

Jennifer McCoy, HR Management Specialist (Payroll-Central Office Division), appointed 03/18/09

Angela Richard, HR Assistant (Ardmore Veterans Center), appointed 04/06/09.

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