

Oklahoma Department of Mental Health and Substance Abuse  
Services

**Reduction-In-Force Notice**

**Date Posted: January 11, 2010**

As a result of budget shortfalls, the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) will be abolishing 10 positions. The Reduction-in-Force will affect employees at Bill Willis Community Mental Health and Substance Abuse Services Center – Chemical Dependency Unit. This is to notify employees that such Reduction-in-Force will occur, effective March 12<sup>th</sup>, 2010.

ODMHSAS has adopted the Reduction-In-Force Plan provided in Parts 3, 5, and 7 of Subchapter 13 of the Merit Rules for Employment and 74 O.S. § 840-2.27C. Copies of the rules relating to the plan are attached. This plan also includes the fiscal components.

In accordance with the Merit Rules, this Notice and the Implementation Plan and Schedule are being posted for five (5) days. In addition, the Office of State Finance has approved the fiscal components in the plan.

Based upon the ODMHSAS study and evaluation of its fiscal condition, it has been determined that the agency has sufficient funds available to fund the severance pay benefits contemplated.



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Terri White, M.S.W.  
Commissioner

Attachments:

Attachment 1 – Fiscal Components

Attachment 2 – Subchapter 13, Merit Rules for Employment

Attachment 3 - Reduction-In-Force Plan provided in Parts 3, 5, and 7 of Subchapter 13 of the Merit Rules for Employment and 74 O.S. § 840-2.27C

## ATTACHMENT I

### ODMHSAS FISCAL COMPONENT OF THE REDUCTION-IN-FORCE FOR AFFECTED EMPLOYEES AT BILL WILLIS COMMUNITY MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES CENTER - CHEMICAL DEPENDENCY UNIT

January 8, 2010

Number of FTE:	9
Longevity Cost:	\$ 2,978
Insurance Benefit:	\$ 71,873
Annual Leave, Holiday Leave and Non-Exempt Compensatory time payment:	\$12,673
FICA/MQFE/Retirement	\$ 8,711
TOTAL:	\$96,235
Remaining FY-10 Salaries of affected Employees:	\$282,584
Agency's Cost of reduction-in-force	<u>\$ 96,235</u>
TOTAL Agency Savings for FY-10	\$186,349

The cost of this Reduction-in-Force will be included in our FY-10 Budget Work Program and will be funded with a combination of FY-09 Revolving Fund Carry-over, FY-10 Revolving Fund receipts, and the additional savings created through the abolishment of positions. The estimated cost and savings projection above is as of January 7, 2010. The affected employees are not likely to participate in the Education Voucher Program established in Title 74 O.S. §840-2.27C.

**Attachment II**  
**Title 530 - Office of Personnel Management**  
**Chapter 10 - Merit System of Personnel Administration Rules**  
**Subchapter 13 - Reduction-in-Force**

**530:10-13-31. Abolishing positions and retaining positions**

The Appointing Authority shall determine the specific position or positions to be abolished within specified units, divisions, facilities, agency-wide or any parts thereof [74:840-2.27C]. The Appointing Authority shall determine which vacant positions will be retained. [74:840-2.27C].

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

**530:10-13-32. Order of employee removal**

(a) Agency-wide, or within displacement limits, if established, retention of affected employees shall be based on job family level and type of appointment [74:840-2.27C]. Subject to eligible classified employees accepting displacement offers, unclassified employees in a job family level on limited term appointments shall be separated first, followed by employees on project indefinite appointments, followed by employees on probationary appointments with the agency, prior to the separation or voluntary demotion of any permanent classified employee from the same job family level [74:840-2.27C].

(b) Retention of permanent classified employees in affected job family levels and within displacement limits, if any are established, shall be based on years of service [74:840-2.27C].

(c) The Appointing Authority shall calculate retention points for all eligible classified employees, including those on an approved leave of absence. Eligible classified employees with more retention points shall be ranked higher; with the order of removal from a job family level in inverse order of that ranking. If tie scores occur, the ranking of employees who have the same total retention points shall be determined first by giving a veteran's preference over affected nonveterans who have equal retention points to the affected veteran and then by giving preference for retention according to years of service in the agency. If a tie continues to exist, retention status shall be determined by a method established by the Appointing Authority and described in the reduction-in-force implementation plan [74:840-2.27C].

(d) For purposes of a reduction-in-force, any permanent classified employee on a detail to special duty shall be ranked on the basis of base job family level, not on the basis of the job to which detailed.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04; Amended at 22 Ok Reg 613, eff 1-24-05 through 7-14-06 (emergency)<sup>1</sup>; Amended at 24 Ok Reg 1113, eff 5-11-07]

EDITOR'S NOTE: <sup>1</sup>This emergency action expired without being superseded by a permanent action.

Upon expiration of an emergency amendatory action, the last effective permanent text is reinstated.

Therefore, on 7-15-06 (after the 7-14-06 expiration of the emergency action), the text of 530:10-13-32 reverted back to the permanent text that became effective 7-11-04, as was last published in the 2005 OAC Supplement (and later re-published in the 2006 Edition of the OAC), and remained as such until amended again by permanent action on 5-11-07.

**530:10-13-33. Calculation of retention points for years of service**

(a) Affected employees shall be given credit for all current and prior service which is creditable for the Longevity Pay Plan, Section 840-2.18 of Title 74 of the Oklahoma Statutes. An employee shall not be required to have been continuously employed for 2 years to be given credit for either current or prior service.

(b) An employee shall be granted 1 point for each full month of full-time service. Points shall not be granted for any work in excess of full-time. Points will be prorated for each month during which the employee worked less than full-time or less than the full month. In no case shall more than 1 point per month be granted. Appointing Authorities shall make sure that pro rata computations are consistent in application and calculation within the agency.

(c) A break-in-service or leave-without-pay period of more than 30 calendar days shall not be included in the calculation of retention points unless the employee was on military leave or on leave-without-pay in accordance with Section 840-2.21 of Title 74 of the Oklahoma Statutes. Periods of leave without pay of 30 calendar days or less shall be counted as full-time service.

(d) The end date for the calculation of years of service shall be uniform within an agency and shall approximate the date the reduction-in-force implementation plan is posted.

[Source: Amended at 8 Ok Reg 3287, eff 7-15-91 (emergency); Amended at 9 Ok Reg 1591, eff 5-1-92; Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

**530:10-13-34. Displacement opportunities and limits**

(a) Limitations on displacement opportunities. Except as provided in this Section, displacement opportunities shall be offered to eligible classified employees. Displacement opportunities shall not be offered if the result would be to cause the displacement of a permanent classified employee with higher retention points. Employees who have no displacement opportunities or who choose not to exercise a displacement opportunity, employees who do not respond to an offer in accordance with 530:10-13-37, and employees who refuse an offer shall be separated in accordance with 530:10-13-38. The appointing authority may protect from displacement action up to twenty percent (20%) of projected post-reduction-in-force employees in affected positions within displacement limits; provided that any fractional number resulting from the final mathematical calculation of the number of those positions shall be rounded to the next higher whole number. The appointing authority must explain why affected employees are being protected. Employees must have received an overall rating of "meets standards" on the most recent performance evaluation in order to exercise a displacement opportunity. For the purposes of this Section, employees who have not been rated within the past 12 months shall be deemed to have received an overall rating of "meets standards" on the most recent performance evaluation. [74:840-2.27C]

(b) Offers of displacement opportunities. Starting with the employee having the highest retention points, displacement opportunities shall be offered to eligible classified employees and to displaced employees. Such offers shall be confined within any displacement limits established by the Appointing Authority. Options available will be offered in the order listed below. If an opportunity at one level, e.g. (1)(A), does not exist, an opportunity at the next lower level, e.g. (1)(B), shall be offered, if available. If the affected employee has not held within the last five (5) years a position in the job family level or predecessor class in which the affected employee is otherwise eligible for a displacement opportunity, the appointing authority may determine that the affected employee does not possess the recent relevant experience for the position and deny in writing the displacement opportunity. [74:840-2.27C]

(1) Transfer within the same job family and level into a retained position which is currently:

- (A) vacant and available for displacement in accordance with 530:10-13-31,
- (B) held by a non-permanent employee (in order of appointment type), or
- (C) held by the employee with the lowest retention points.
- (2) Lateral transfer to a retained position in another job family previously held in the reverse order in which they were held by the employee on a permanent basis which is currently:
  - (A) vacant and available for displacement in accordance with 530:10-13-31,
  - (B) held by a non-permanent employee (in order of appointment type), or
  - (C) held by the employee with the lowest retention points.
- (3) Voluntary demotion to a retained position in the next available lower level of the same job family which is currently:
  - (A) vacant and available for displacement in accordance with 530:10-13-31,
  - (B) held by a non-permanent employee (in order of appointment type), or
  - (C) held by the employee with the lowest retention points.
- (4) Voluntary demotion to a retained lower level position in another job family previously held in the reverse order in which they were held by the employee on a permanent basis which is currently:
  - (A) vacant and available for displacement in accordance with 530:10-13-31,
  - (B) held by a non-permanent employee (in order of appointment type), or
  - (C) held by the employee with the lowest retention points.
- (c) An eligible employee who exercises a displacement privilege shall be required to sign an agreement, in a form prescribed by the Administrator, acknowledging that the employee had an opportunity to receive severance benefits and affirmatively elected to exercise a displacement privilege and to forego such benefits. The form provides information to the affected employee concerning his or her rights and responsibilities under Section 840-2.27C of Title 74 of the Oklahoma Statutes. [74:840-2.27C(C)]

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

**530:10-13-35. Reduction-in-force implementation plan**

As provided in Section 840-2.27C of Title 74 of the Oklahoma Statutes and OAC 530:10-13-3, Appointing Authorities of executive branch agencies shall post the reduction-in-force implementation plan in all offices of the agency within 5 business days after posting the reduction-in-force notice. A copy of the implementation plan shall be provided to the Office of Personnel Management, the Oklahoma Merit Protection Commission, the Director of State Finance and any state employee association representing state employees at such time and as defined at OAC 530:15-1-2. no later than the time it is posted in the agency. The reduction-in-force implementation plan is not subject to the approval of the Administrator or the Commission. In addition to the information required by 530:10-13-3(b), the reduction-in-force implementation plan shall include:

- (1) a statement of the conditions necessitating the reduction-in-force;
- (2) the estimated time schedule for the reduction-in-force;
- (3) a description of the displacement process, and limits;
- (4) listings of affected positions and employees, to include the following information (or if such lists are not posted, the location of the office where they are available for review):
  - (A) all occupied and vacant positions to be abolished, showing in each case: geographical and administrative location, job family, level, and pay band for the position; the name, job family, level, and pay band, of the incumbent; and, for permanent employees, retention points and other lateral or lower

level job families in which the employee previously held permanent status, listed in the reverse order in which they were held;

- (B) all positions and employees which are subject to displacement, showing the same information;
- (C) other occupied and vacant positions and employees in affected job families, showing the same information. The agency may include all other positions in the agency in affected job families or may limit posting to ten percent of positions occupied by employees with the least number of retention points based on longevity dates in affected job families, and
- (D) all retained funded vacant positions anywhere in the agency
- (5) the schedule and procedure to be followed if an eligible employee chooses to accept a displacement offer for transfer or voluntary demotion in lieu of separation;
- (6) the agency policy on issues related to partial payment of moving expenses for transferred employees in accordance with Section 500.51 of Title 74 of the Oklahoma Statutes;
- (7) such other information as the Appointing Authority deems appropriate; and
- (8) the method established by the Appointing Authority to break ties in retention points.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04; Amended at 23 Ok Reg 631, eff 10-6-05 (emergency); Amended at 23 Ok Reg 2998, eff 7-15-06]

#### **530:10-13-36. Written notice to employees**

Appointing Authorities of executive branch agencies shall provide individual written notice to affected employees in abolished positions within 5 calendar days after posting of the implementation plan. Other employees affected through the exercise of a displacement opportunity shall be notified within 5 calendar days after being identified as being displaced. The written notice to employees shall:

- (1) provide a description of the employee's retention status, including retention points calculation;
- (2) offer an opportunity to notify a specified agency official in writing of any possible errors in the retention points calculation, and to request in writing a meeting with supervisors or agency officials;
- (3) include the effective date of separation and instructions for exercising a displacement opportunity, if one is available; and
- (4) provide notice of appeal rights for classified employees in accordance with 530:10-13-10.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

#### **530:10-13-37. Exercise of displacement privileges**

To exercise a displacement privilege in lieu of separation, eligible employees shall follow the schedule and procedure included in the reduction-in-force implementation plan. Such procedure shall provide employees no less than 24 hours to respond following their receipt of a specific offer. An Appointing Authority may require employees to submit specific requests for transfer or voluntary demotion in writing, either by mail or in individual or group meetings.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

**530:10-13-38. Employee separations**

An affected employee who does not agree pursuant to Section 840-2.27E of Title 74 of the Oklahoma Statutes to accept severance benefits and who does not have a displacement opportunity shall be separated by the reduction-in-force and shall not receive any severance benefits that would otherwise have been provided. [74:840-2.27C(D)]

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98]

**530:10-13-50. Eligibility for recall**

(a) Consistent with any displacement limits adopted pursuant to Section 840-2.27C of Title 74 of the Oklahoma Statutes, permanent classified employees and employees in probationary status after reinstatement from permanent classified status without a break in service who are removed from a job family level as a result of a reduction-in-force in an agency shall be eligible for recall by that agency to the job family level from which removed for 18 months after the effective date of separation or demotion [74:840-2.27C].

(b) If there are persons eligible for recall to a job family level, an Appointing Authority may not appoint or reclassify persons to the job family level from the employment register, by internal action, such as promotion or reinstatement, or from Priority Reemployment Consideration Rosters [840-2.27C]. However, an Appointing Authority may reclassify an employee by involuntary demotion for cause to a job family level for which there is a recall list. The salary of a recalled employee shall be set in accordance with 530:10-7-8.

(c) Affected employees who are reemployed by the agency from which separated as a result of a reduction-in-force less than 1 year after receiving severance benefits are required to repay such benefits in accordance with Section 840-2.27E of Title 74 of the Oklahoma Statutes.

(d) Employees who accept voluntary out benefits in accordance with Section 840-2.28 of Title 74 of the Oklahoma Statutes shall not be eligible for recall.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

**530:10-13-51. Order of recall**

Individuals who are eligible for recall shall be ranked in order of their retention points at the time the reduction-in-force implementation plan is posted, from high to low. [74:840-2.27C(E)] Offers of recall as described in 530:10-13-50 for classified positions shall be made first to the eligible individual having the highest retention points, regardless of whether the individual was separated or was removed from the job family level by voluntary demotion or lateral transfer to another job family level.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

**530:10-13-52. Forfeiture and expiration of recall rights**

The right of an individual to be recalled to the job family level from which removed is subject to the following provisions and conditions:

- (1) Limitations on recall rights. Recall rights pertain only to the job family level from which an employee is removed in the agency that conducted the reduction-in-force [74:840-2.27C]. An individual has no right to be recalled to a specific position or to be recalled by any other agency.
  - (2) Forfeiture of recall rights. The right of an individual to be recalled is forfeited if the person:
    - (A) submits a written notice to the agency that waives the right to be recalled.
    - (B) declines an offer of recall [74:840-2.27C].
    - (C) fails to respond to a written inquiry from the Appointing Authority relative to an offer of recall within 7 calendar days after the date of its mailing or 4 calendar days after the date of its delivery by personal service. The inquiry must include the date and time by which the person must contact the Appointing Authority.
    - (D) fails to report for duty within the time specified by the Appointing Authority; provided the person is given at least 14 calendar days.
    - (E) accepts an offer of recall.
  - (3) Expiration of recall rights. The right of an individual to be recalled expires if the agency:
    - (A) makes no appointments to the job family level within the 18 months after the effective date of the removal of the person from the job family level [74:840-2.27C];
    - (B) in making offers of recall to a job family level, does not reach the name of the individual on the recall list within 18 months after the effective date of the removal of the person from the job family level [74:840-2.27C].
- [Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00]

**530:10-13-53. Recall after multiple reductions-in-force**

If any agency conducts a reduction-in-force which requires the removal of permanent employees from a job family level for which there is already an unexpired recall list from a previous reduction-in-force, the names of the persons removed from the job family level will be merged with names already on the list based on retention points.

[Source: Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00]

**530:10-13-70. Eligibility for priority reemployment consideration**

- (a) Permanent classified employees, and employees on probationary status after reinstatement from permanent classified status without a break in service, who have been separated as a result of an officially conducted reduction-in-force or the abolition of all or part of a state agency, are eligible for priority reemployment consideration [74:840-2.27C] for jobs in the classified service. In addition, affected employees shall be eligible for Priority Reemployment Consideration beginning with the date the implementation plan is posted, for a period not to exceed 12 months before the scheduled date of separation, if the agency:
  - (1) has posted a reduction-in-force notice and implementation plan and the employees are in positions covered by the plan and within the displacement limits established by the Appointing Authority; or
  - (2) is scheduled to be closed or abolished by law or court order. [74:840-2.27C]
- (b) To be placed on the Priority Reemployment Consideration Roster for a job family level, a person shall apply to the Office of Personnel Management and meet all requirements for the job [74:840-2.27C]. The job family level need not be announced for recruitment. The names of the persons on Rosters shall be ranked in order of their individual final earned ratings [74:840-2.27C].
- (c) Employees who accept severance benefits:
  - (1) are eligible for Priority Reemployment Consideration in accordance with the provisions of Section 840-2.27C of Title 74 of the Oklahoma Statutes,

(2) who are reemployed less than 1 year after receiving severance benefits by the agency from which they separated are required to repay such benefits in accordance with Section 840-2.27E of Title 74 of the Oklahoma Statutes.

(d) Employees who accept voluntary out benefits in accordance with Section 840-2.28 of Title 74 of the Oklahoma Statutes shall not be eligible for Priority Reemployment Consideration.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 19 Ok Reg 1921, eff 3-28-02 (emergency); Amended at 20 Ok Reg 2463, eff 7-15-03; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

### **530:10-13-71. Agency priority reemployment consideration requirements**

(a) Before any vacant position in the classified service is filled by the initial appointment of any person from an employment register, an Appointing Authority shall request a list of the names of persons appearing on the Priority Reemployment Consideration Roster for the appropriate job family level [74:840-2.27C]. The Appointing Authority shall give such persons priority consideration for reemployment and may appoint any person whose name appears on such list regardless of rank [74:840-2.27C]. Additionally, an Appointing Authority shall consider its Affirmative Action Plan in accordance with Section 840-2.1 of the Oklahoma Personnel Act and 530:10-3-31.

(b) An Appointing Authority may make an initial appointment from a certificate of eligibles as provided in 530:10-9-92, only after certifying in writing to the Administrator that any and all persons whose names appear on the Priority Reemployment Consideration Roster for the job family level were first given priority consideration for reemployment. This requirement does not mandate the appointment of a person from a Priority Reemployment Consideration Roster and does not apply to internal appointments and actions, such as, promotions and reinstatements.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00]

### **530:10-13-72. Conditions of employment and entrance salary**

Persons who are appointed from a Priority Reemployment Consideration Roster shall be employed in accordance with 530:10-9-102, if they are eligible for reinstatement as provided in that Section. The entrance salary of such persons shall be fixed in accordance with 530:10-7-4.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

### **530:10-13-73. Expiration and forfeiture of eligibility**

(a) The eligibility of an individual to remain on any Priority Reemployment Consideration Roster and to be given priority consideration for reemployment shall expire 18 months after separation as a result of a reduction-in-force or abolition of an agency [74:840-2.27C]. A person's eligibility shall also be forfeited upon:

(1) declination of an offer of reemployment to a job having the same or higher rate of pay than the job from which removed [74:840-2.27C], that is located in a county in which the person has indicated a willingness to work;

(2) acceptance of an offer of reemployment to a job having the same or higher rate of pay than the job from which removed;

- (3) failure to report for duty within the time specified by the Appointing Authority; provided the person is given at least 14 calendar days;
  - (4) recall to the job family level from which removed; or
  - (5) failure to meet any of the requirements for the job.
- (b) It is the responsibility of the person to maintain a current address with the Office of Personnel Management.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 16 Ok Reg 2540, eff 7-1-99; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00]

**OKLAHOMA DEPARTMENT OF MENTAL HEALTH AND  
SUBSTANCE ABUSE SERVICES (ODMHSAS)**

**REDUCTION-IN-FORCE  
FOR AFFECTED EMPLOYEES  
AT BILL WILLIS COMMUNITY MENTAL HEALTH AND SUBSTANCE ABUSE  
SERVICES CENTER CHEMICAL DEPENDENCY UNIT**

**CONDITIONS NECESSITATING THE REDUCTION-IN-FORCE (RIF) (530:10-  
13-35)**

Oklahoma's revenue shortfall has had a negative impact on ODMHSAS's budget for FY 2010. The agency's budget allocation has been reduced by 5% for this fiscal year with additional cuts expected. The loss of funding forced the agency to implement a Voluntary Out Benefit Offer (VOBO) of approximately 60 employees.

However, we are still approximately \$7,031,921 away from achieving a balanced budget. Therefore, additional savings must be generated in order for ODMHSAS to maintain a balance budget.

As a result of the mandated budgetary cuts and the subsequent financial condition of the agency, ODMHSAS is forced to close the Chemical Dependency Unit at the Bill Willis Community Mental Health and Substance Abuse Services Center in Tahlequah. After a thorough review of the required staff needed to treat and serve consumers at these facilities, it has been determined that the only way to reduce staffing levels is to abolish 10 positions and separate affected employees as provided in the agency Reduction in Force Plan and Merit Rules for Employment.

Questions regarding this Reduction-In-Force may be referred to Donnita Heck, Director of Human Resources at (405) 522-3902 located at 2401 N.W. 23<sup>rd</sup>, Suite 85, Oklahoma City, OK 73107.

The Appointing Authority, ODMHSAS, has determined that the positions shown on "Attachment A" will be abolished pursuant to OAC 530:10-13-31 et seq.

**Reduction-In-Force Implementation Schedule [OAC 530:10-13-35]**

*Note: Some dates are estimated and may vary based on time required to complete individual notices; receive responses concerning displacement offers or separation agreements, or other actions.*

As provided in OAC 530:10-13-35, the following Reduction-In-Force Implementation Schedule is hereby posted in all offices of the ODMHSAS affected by the Reduction-In-Force, effective immediately. The agency is providing notice of the adoption of Subchapter 13, Parts 3, 5, and 7 of the Merit Rules for Employment and O.S. 74 § 840-2.27C as the Reduction-in-Force Plan for the agency and has

submitted this plan to the Director of the Office of State Finance and received approval.

<b>ACTION</b>	<b>DATE</b>
Personnel actions in affected classes frozen <i>at least 14 calendar days</i> before RIF implementation plan is posted.	NOV 09, 2009
Cabinet Secretary approves RIF Notice	JAN 8, 2010
Director of Office of State Finance (OSF) approves fiscal components of RIF implementation plan.	JAN 8, 2010
Notice of adoption of the Merit rules as agency Reduction in Force Plan posted at Bill Willis Community Mental Health and Substance Abuse Services Center.	JAN 11, 2010
Copy of RIF Implementation Plan posted at Bill Willis Community Mental Health and Substance Abuse Services Center.	JAN 11, 2010
Copy of Notice and Plan sent to Office of Personnel Management, Merit Protection Commission, Office of State Finance, Oklahoma Public Employees Association, Communications Workers of America	JAN 11, 2010
Written notice provided to each affected employee in abolished positions describing the employee's retention status, retention points calculation, displacement opportunity, if any, and other required information <b>within 5 calendar days of posting the Plan.</b>	JAN 11, 2010
An affected eligible employee has 48 hours after receipt of written notice to exercise a displacement privilege in lieu of separation. The affected employee shall submit a specific request for transfer or voluntary demotion in writing to the HRM staff member located at the Bill Willis Community Mental Health and Substance Abuse Services Center, Tahlequah, Oklahoma, Executive Director's Office.	JAN 13, 2010

*(Other employees affected through the exercise of a displacement opportunity shall be notified **within 5 calendar days after being identified as being displaced.** An affected eligible*

*displaced employee has 48 hours after receipt of written notice to exercise a displacement privilege, if available, in lieu of separation. The affected displaced employee shall submit a specific request for transfer or voluntary demotion in writing to the HRM staff member located at the Bill Willis Community Mental Health and Substance Abuse Services Center, Tahlequah, Oklahoma, Executive Director's Office.*

Final date for an affected eligible employee to accept the severance benefits and sign, date, and return the Reduction-in-Force Separation Agreement and Full and Final Release of Claims. FEB 25, 2010  
The employee will have up to 45 calendar days from the date the employee receives the Reduction-in-Force Separation Agreement and Full and Final Release of Claims to accept the severance benefits and sign, date, and return the Reduction-in-Force Separation Agreement and Full and Final Release of Claims.  
(Note: Allows 45 days to consider severance package in compliance with the Age Discrimination Act of 1967.)

Affected eligible employees shall have 7 calendar days from the date that they submit their signed Reduction-in-Force Separation Agreement and Full and Final Release of Claims to revoke the agreement.

Affected positions abolished and affected employees separated.

MARCH 12, 2010

Reduction-in-Force Completed

MARCH 12, 2010

### **DESCRIPTION OF DISPLACEMENT PROCESS AND LIMITS (530:10-13-35)**

Displacement refers to the process of an employee accepting a job offer to another position to avoid separation as a result of a reduction-in-force. Displacement may involve a transfer or voluntary demotion to another position, which is either vacant and funded or occupied by an employee in an affected class who has the lowest number of retention points.

Displacement limit refers to any area within the agency in which displacement may not occur, including but not limited to job families, divisions, departments, work units, facilities, and geographical areas within the agency.

As a result of the mandated budgetary cuts and the subsequent financial condition of the agency, ODMHSAS is financially unable to provide travel and moving expenses for any affected eligible employee requesting transfer to a location in excess of twenty-five (25) miles from the location of their current work location as required by Title 74 O.S. Section 500.51 et seq. In addition, although ODMHSAS has determined a need for \$7,294,842 in savings for FY-10, each of the twelve (12) ODMHSAS operated facilities has a separate budgetary goal, and allowing displacement agency-wide would risk undue hardship on some facilities as a result of the reduction-in-force. *See* OAC 530:10-13-34 and 74 O.S. 840-2.27(c)(E)(1).

Therefore, ODMHSAS has limited displacement of affected employees to a Bill Willis Community Mental Health and Substance Abuse Services Center facility within a twenty-five (25) mile radius of the current affected employee's work location. As such, displacement opportunities will not be offered to affected employees if the result would be to cause the displacement of a classified employee outside of a 25 mile radius of the current affected employee's work location.

No displacement opportunity will be offered if the result would be to cause the displacement of a permanent classified employee with higher retention points. A classified employee may not be displaced by an unclassified employee, and likewise, an unclassified employee may not be displaced by a classified employee.

Only one displacement opportunity will be offered to an employee with displacement rights. Employees who refuse a displacement offer and those who do not respond to a displacement offer within the time indicated below, will be separated along with those who do not have a displacement opportunity.

Employees who wish to accept a displacement offer will have 48 hours to sign, date and submit a written request for transfer or voluntary demotion and a Displacement Privilege Election Agreement indicating their decision to exercise a displacement privilege in lieu of the receipt of severance benefits.

An affected permanent classified employee may exercise a displacement privilege, if one exists, if the affected employee has received an overall rating of at least "meets standards," or its equivalent, on the most recent performance management process rating. If an affected employee has not been rated in accordance with the time limits established by State law, the employee shall be deemed to have received an overall rating of at least "meets standards" on the most recent service rating.

Displacement of individual employees affected by this RIF shall be as follows:

1. ODMHSAS has limited displacement of affected employees to a Bill Willis Community Mental Health and Substance Abuse Services Center facility within a twenty-five (25) mile radius of the current affected employee's work location. This limitation is imposed due to budgetary reductions and to maintain program integrity, both within the ODMHSAS and within each affected facility.

2. Displacement opportunities will be offered to eligible classified employees in accordance and in the order indicated in Merit Rule 530:10-13-34 and described below:
  - a. Transfer within the same job family and level into a retained position which is currently:
    - i. Vacant and available for displacement in accordance with 530:10-13-31,
    - ii. Held by a non-permanent employee (in order of appointment type),  
or
    - iii. Held by the employee with the lowest retention points.
  - b. Lateral transfer to a retained position in another job family previously held in the reverse order in which they were held by the employee on a permanent basis which is currently:
    - i. Vacant and available for displacement in accordance with 530:10-13-31,
    - ii. Held by a non-permanent employee (in order of appointment type),  
or
    - iii. Held by the employee with the lowest retention points.
  - c. Voluntary demotion to a retained position in the next available lower level of the same job family which is currently:
    - i. Vacant and available for displacement in accordance with 530:10-13-31,
    - ii. Held by a non-permanent employee (in order of appointment type),  
or
    - iii. Held by the employee with the lowest retention points.
  - d. Voluntary demotion to a retained lower level position in another job family previously held in the reverse order in which they were held by the employee on a permanent basis which is currently:
    - i. Vacant and available for displacement in accordance with 530:10-13-31,
    - ii. Held by a non-permanent employee (in order of appointment type),  
or
    - iii. Held by the employee with the lowest retention points.
3. If a voluntary demotion is accepted, the employee's salary will be set in accordance with DMHSAS Policy 2.5 (Salary Upon Promotion, Career Progression, Demotion, Detail to Special Duty and Transfer of Permanent Classified Employees).

### **PROCEDURE FOR ACCEPTING DISPLACEMENT OFFER**

Pursuant to 74 O.S. 840-2.27(c), eligible employees who receive a displacement offer for transfer or voluntary demotion in lieu of separation are required to follow the procedure provided below to accept such an offer:

- (1) Review the **Displacement Privilege Election Agreement** provided with the individual notification letter, acknowledging that the employee had an opportunity to receive severance benefits and affirmatively elected to exercise a displacement privilege and to forego such benefits [74 O.S. 840-2.27C(E)(4)(a)];
- (2) Review the severance benefits described in the Reduction in Force Plan and acknowledge that the employee *shall not have the right* to exercise any subsequent right to receive severance benefits from the agency for which the affected employee performs services on the date that the employee exercise a displacement privilege [74 O.S. 840-2.27C(E)(4)(b)];
- (3) Contact the ODMHSAS Human Resources Management office at (405)-522-3902 if there are questions concerning acceptance of the offer;
- (4) Complete the **Displacement Privilege Election Agreement**, and submit written notice to exercise a displacement privilege, in lieu of separation, to the HRM staff member located at the Bill Will Community Mental Health and Substance Abuse Services Center, Executive Director's Office in Tahlequah, Oklahoma, **no more than 48 hours after receipt of written notice to exercise a displacement.**

#### **PROCEDURE FOR ACCEPTING SEVERANCE BENEFIT**

ODMHSAS will provide severance benefits to the following categories of employees who are separated as a result of this Reduction-In-Forces.

- (A). Permanent classified affected employees
- (B). Affected employees on probationary status after reinstatement from permanent classified status without a break in service.
- (C). Regular unclassified affected employees with one (1) year or more continuous state service.

ODMHSAS shall provide the following severance benefits to the affected and eligible employees pursuant to 74 O.S. 840-2.27D.

- (A). A cash payment equal to the affected employee's current health insurance premium for the affected employee only for eighteen (18) months based on the cost of the premium at the time of the RIF.
- (B). A longevity payment in the amount which would otherwise be paid to the affected employee on the affected employee's next anniversary date.

(C). Outplacement assistance and counseling prior to and after the RIF from the Oklahoma Employment Security Commission and other state or private entities to assist individuals who may be impacted by a RIF.

There are no optional severance benefits available.

Estimated specific dollar amounts for each mandatory benefit will be provided to each employee entitled to severance benefits. Severance benefits will be subject to a deduction for state and federal income tax. Exact dollar amounts will be calculated at the time of the Reduction-In-Force. Payment of severance benefits to separated employees will be as a lump sum payment.

Affected eligible employees who receive severance benefits pursuant to the State Government Reduction in Force and Severance Benefits Act are required to execute a separation agreement with the employing agency. This agreement acknowledges that the employee accepts the severance benefits provided by ODMHSAS pursuant to the provision of 74 O.S. 840-2.27D and provides information to the employee concerning his or her rights under 74 O.S. 840-2.27E.

Pursuant to 74 O.S. 840-2.27C(F), affected eligible employees who do not agree to accept severance benefits and who do not have a displacement opportunity will be separated by the RIF and shall not receive any severance benefits that would otherwise have been provided.

Affected eligible employees are required to complete and sign the Reduction in Force Separation Agreement and Full and Final Release of Claims form and return it to the ODMHSAS Human Resources Management office at 2401 N.W. 23<sup>rd</sup>, Suite 85, Oklahoma City, OK 73107, in person or by certified mail no later than 45 calendar days from the date the employee receives the Reduction-in-Force Separation Agreement and Full and Final Release of Claims.

#### **OTHER PAYMENT DUE UPON SEPARATION**

In addition to the severance benefits outlined above, employees who are separated from employment will be paid for their accrued annual leave, up to 480 hours, in accordance with Merit Rule 530:10-15-11(b)(8). Accrued Holiday pay will be paid for all employees and accrued compensatory time will be paid to non-exempt employees only.

#### **LISTING OF ALL POSITIONS IN AFFECTED CLASSES (Attached)**

Pursuant to OAC 530:10-13-35, the following lists are provided in “Attachment A” thru “Attachment D” to this implementation schedule.

- A. A list of all affected positions and employees, including:

1. all occupied and vacant positions to be abolished, showing in each case:
    - a.) geographical and administrative locations;
    - b.) job family, level, pay band, and name of the incumbent (if occupied);
    - c.) retention points and positions previously held for permanent employees and Affected employees on probationary status after reinstatement from permanent classified status without a break in service.
  2. all positions and employees which are subject to displacement, including:
    - a.) geographical and administrative locations;
    - b.) job family, level, pay band, and name of the incumbent (if occupied);
    - c.) retention points and positions previously held for permanent employees and Affected employees on probationary status after reinstatement from permanent classified status without a break in service..
  3. all other occupied and vacant positions and employees in affected job families, including:
    - a.) geographical and administrative locations;
    - b.) job family, level, pay band, and name of the incumbent (if occupied);
    - c.) retention points and positions previously held for permanent employees and Affected employees on probationary status after reinstatement from permanent classified status without a break in service..
- B. A list of all retained funded vacant positions within the agency.

### **PARTIAL PAYMENT OF MOVING EXPENSES**

The boundaries for displacement rights under the current Reduction-In-Force do not exceed a 25 mile radius. Therefore, ODMHSAS will not provide moving expenses in accordance with Title 74 O.S. 500.51.

### **METHOD ESTABLISHED TO BREAK TIES IN THE CALCULATION OF RETENTION POINTS**

ODMHSAS shall give a veterans preference over affected non-veterans who have equal retention points to the affected veteran employee and then by giving preference for retention in accordance of years of service in the Agency. 74 O.S. 840-2.27C(C), OAC 530:10-13-32(c). In the event of a tie score in the calculation of retention points, the ranking of employees who have the same total retention points shall be determined by giving preference for retention to years of service in the ODMHSAS. In the event of a secondary tie score after preference is given for years of service within the agency,

preference will be given to years of service in the facility. If a tie continues to exist, preference will be given to length of time in the job family. In the event of a continuing tie, preference will be given to length of time in the job family level. If a tie continues to exist after all preferences have been given, retention status will be determined by a random drawing of names.

### **RETENTION OF AFFECTED EMPLOYEES BASED ON TYPE OF APPOINTMENT**

Pursuant to OAC 530:10-13-32 and 74 O.S. 840-2.27(c), within displacement limits, retention of affected employees shall be based on job family level and type of appointment. Subject to eligible classified employees accepting displacement offers, unclassified employees in a job family level on limited term appointments shall be separated first, followed by employees on project indefinite appointments, followed by employees on probationary appointments with the agency, prior to the separation or voluntarily demotion of any permanent classified employee from the same job family level.

ODMHSAS has separated probationary classified affected employees in affected job family levels, except those affected employees in probationary status after reinstatement from permanent classified status without a break in service, prior to the separation of any permanent classified affected employee in an affected job family level. ODMHSAS will provide for the retention of permanent classified affected employees in affected job family levels and those affected employees in probationary status after reinstatement, based on years of service.

### **OUTPLACEMENT ASSISTANCE**

ODMHSAS will offer outplacement assistance and employment counseling prior to and after the Reduction in Force from the Oklahoma Employment Security Commission and other state or private entities that assist individuals who may be impacted by a Reduction in Force.

#### **Outplacement Assistance - Other Operational Plan**

Services below offered from February 1 through March 1, 2010.

##### **A. Job Search Resource Guide**

- a. List of websites with instructions on how to search for job opportunities.
  - i. Phone Numbers
  - ii. Web Addresses
- b. List of trade schools and CareerTech Centers

- c. Sample resumes and cover letters
- d. Interview checklist & timeline

**B. Career Transition Support Services (Based in Norman, Oklahoma)**

- a. Training
  - i. Resume Preparation Skills
  - ii. Interview Skills
  - iii. Skills-based training (Basic Selected Microsoft Office Software)
- b. Job Search Support
  - i. Office/on-site support service
    - 1. Computer with Internet access
    - 2. Printing/duplicating services
    - 3. Local phone and fax
  - ii. Operational hours posted

**STATEMENT OF VETERANS PREFERENCE**

ODMHSAS shall give a veterans preference over affected non-veterans who have equal retention points to the affected veteran employee and then by giving preference for retention in accordance of years of service in the Agency. 74 O.S. 840-2.27C(C), OAC 530:10-13-32(c).

**ESTIMATED NUMBER OF EMPLOYEES TO PARTICIPATE IN  
EDUACTIONAL VOUCHER FUND**

The Oklahoma Department of Mental Health and Substance Abuse Services estimates that there will be no affected employees likely to participate in the education voucher program established in 74 O.S. 840-2.27D.

**ESTIMATE OF COST SAVINGS OR REDUCED EXPENDITURES LIKELY TO  
BE ACHIEVED BY THE RIF**

The total estimated cost of the Reduction-In-Force is \$107,875, which includes FICA and payment of accrued annual leave. This estimated cost is based on 8 occupied classified positions being abolished.

The cost of this Reduction-in-Force will be included in our FY-10 Budget Work Program. The ODMHSAS estimates FY-10 savings from the Reduction-In-Force will be \$186,349.

Aggregated costs associated with the reduction in force are:

Longevity Cost:	\$ 2,978
Service Benefit Cost:	\$ -0-
Lump-Sum Benefit Cost:	\$ -0-
Insurance Benefit:	\$71,873
Annual Leave, Holiday Leave and Non-Exempt Compensatory time payment:	\$ 12,673
FICA/MQFE/Retirement	\$ 8,711
Unemployment liability:	\$ -0-
Outplacement costs:	\$ -0-

### **REASONS FOR REORGANIZATION**

Due to the State's budget shortfall and the reduction in the ODMHSAS's annual budget allocation, the agency has determined that it is necessary to eliminate services within the Chemical Dependency Unit at the Bill Willis Community Mental Health and Substance Abuse Services Center to meet the mandated budget cuts.

This process allows ODMHSAS to eliminate \$555,489 dollars from its operating budget to cover some of the budget shortfall.

### **STATEMENT OF EEOC COMPLIANCE**

In accordance with State and Federal law, ODMHSAS has taken action to avoid or minimize any adverse impact on minorities or women.

"Attachment A" Occupied and Vacant Positions to be Abolished

	A	B	C	D	E	F	G	H	I	J
1	PIN	Job Code	Pay Band	Job Description	Empl. ID	Name	Retention Point	Previous JFDS/DATES	Facility	Location
2	3163	Z20B	E	Food Service Specialist II	159171	Estep, Deborah E.	19.46	Z20B Food Service Specialist - 3-31-2008	BWCMHC	Tahlequah
3	1971	Z20B	E	Food Service Specialist II	157392	Gurschke, Christopher J.	22.93	Z20B Food Service Specialist 1-7-2008	BWCMHC	Tahlequah
4	0437	Y10A	D	Patient Care Assistant I	158167	Harmon, Sherri L	21.30	Y10A Patient Care Assistant - 2-6-2008	BWCMHC	Tahlequah
5	2778	Y10A	D	Patient Care Assistant I	158166	Casteel, Marcella I	21.33	Y10A Patient Care Assistant 2-5-2008	BWCMHC	Tahlequah
6	2759	Y10A	D	Patient Care Assistant I	157393	Argent, Sheila A	22.93	Y10A Patient Care Assistant 12-17-2007	BWCMHC	Tahlequah
7	3034	Y10A	D	Patient Care Assistant I	154173	Yanez, Virginia A	28.96	Y10A Patient Care Assistant 6-16-2007	BWCMHC	Tahlequah
8	1687	Y10A	D	Patient Care Assistant I	150525	Snow, Renee D	35.10	Y10A Patient Care Assistant - 3-18-2007	BWCMHC	Tahlequah
9	1860	Y10A	D	Patient Care Assistant I	124189	Davy, Janet L	38.56	Y10A Patient Care Assistant 3-18-2007 0225 Addiction Specialist Trainee 11-13-2006	BWCMHC	Tahlequah
10										
11	Abolished Vacant Positions									
12	1014	Y10A	D	Patient Care Assistant I					BWCMHC	Tahlequah
13	1942	Y10A	D	Patient Care Assistant I					BWCMHC	Tahlequah

"Attachment B" All Positions and Employees Subject to Displacement

	A	B	C	D	E	F	G	H	I	J
1	PIN	Job Code	Pay Band	Job Description	Empl. ID	Name	Retention Point	Previous JFDS/DATES	Facility	Location
2										
3										
4										
5										
6										
7										
8										
9										
10	<b>Not Applicable</b>									

"Attachment C" Retained Occupied and Vacant JFD's Within Displacement Limits

	A	B	C	D	E	F	G	H	I	J
1	PIN	Job Code	Pay Band	Job Description	Empl. ID	Name	Retention Point	Previous JFDS/DATES	Facility	Location
2										
3										
4										
5										
6										
7										
8										
9										
10	<b>Not Applicable</b>									

Geographical Location	Job Code	Job Family	Level	Pay Band
Bill Willis CMHC - Tahlequah, OK	0020	Temporary	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	0020	Temporary	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	0020	Temporary	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	0020	Temporary	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	1403	Senior Triage Specialist	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	1403	Senior Triage Specialist	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	1655	Triage Specialist	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	2884	Director of Program Evaluation	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	7677	Recovery Support Specialist	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	E17B	Administrative Assistant	II	I
Bill Willis CMHC - Tahlequah, OK	H20A	Social Services Specialist	I	H
Bill Willis CMHC - Tahlequah, OK	X10A	Health Information Technician	I	G
Carl Albert CMHC - McAlister, OK	0603	Family Advocate	N/A	unclass
Carl Albert CMHC - McAlister, OK	0789	SOC Project Manager	N/A	unclass
Carl Albert CMHC - McAlister, OK	1044	Data Process Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1403	Senior Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1403	Senior Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1403	Senior Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1403	Senior Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1403	Senior Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1403	Senior Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1655	Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1655	Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1655	Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1655	Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1655	Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1655	Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1655	Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	2572	Registered Nurse	N/A	unclass
Carl Albert CMHC - McAlister, OK	6215	Triage Director	N/A	unclass
Carl Albert CMHC - McAlister, OK	D50C	Accountant Technician	III	H
Carl Albert CMHC - McAlister, OK	D50C	Accountant Technician	III	H
Carl Albert CMHC - McAlister, OK	F20C	Material Management Specialist	III	D
Carl Albert CMHC - McAlister, OK	X25B	Pharmacy Technician	II	F
Carl Albert CMHC - McAlister, OK	Y10A	Patient Care Assistant	I	D
Carl Albert CMHC - McAlister, OK	Y11A	Licensed Practical Nurse	I	G
Central Administration - Oklahoma City, OK	0020	Temporary	N/A	unclass
Central Administration - Oklahoma City, OK	0020	Temporary	N/A	unclass
Central Administration - Oklahoma City, OK	0020	Temporary	N/A	unclass
Central Administration - Oklahoma City, OK	0416	Consumer Advocate Consultant	N/A	unclass
Central Administration - Oklahoma City, OK	0764	Budget Analyst	N/A	unclass
Central Administration - Oklahoma City, OK	1049	Director of Program Enhancement	N/A	unclass
Central Administration - Oklahoma City, OK	1118	IS Application Specialist	N/A	unclass
Central Administration - Oklahoma City, OK	1118	IS Application Specialist	N/A	unclass
Central Administration - Oklahoma City, OK	1118	IS Application Specialist	N/A	unclass
Central Administration - Oklahoma City, OK	1677	Prevention Service Specialist	N/A	unclass
Central Administration - Oklahoma City, OK	2452	Consumer Advocate (Non-Attorney)	N/A	unclass
Central Administration - Oklahoma City, OK	2549	Advocate General	N/A	unclass
Central Administration - Oklahoma City, OK	2956	Drug Court Field Representative	N/A	unclass

Geographical Location	Job Code	Job Family	Level	Pay Band
Central Administration - Oklahoma City, OK	4248	ODMHSAS Investigator	N/A	unclass
Central Administration - Oklahoma City, OK	4500	Administrative Assistant	N/A	unclass
Central Administration - Oklahoma City, OK	4500	Administrative Assistant	N/A	unclass
Central Administration - Oklahoma City, OK	4500	Administrative Assistant	N/A	unclass
Central Administration - Oklahoma City, OK	4766	Civil Rights Coordinator	N/A	unclass
Central Administration - Oklahoma City, OK	4852	Dir of MHSAS Children Youth Family Srvs	N/A	unclass
Central Administration - Oklahoma City, OK	5675	Teenline Coordinator	N/A	unclass
Central Administration - Oklahoma City, OK	6151	Technology & Information Support coord	N/A	unclass
Central Administration - Oklahoma City, OK	7552	HRD Administrator	N/A	unclass
Central Administration - Oklahoma City, OK	7679	Recovery Services Field Rep	N/A	unclass
Central Administration - Oklahoma City, OK	7699	CIS Project Manager	N/A	unclass
Central Administration - Oklahoma City, OK	7925	Prevention Program Field Representative	N/A	unclass
Central Administration - Oklahoma City, OK	8105	Prevention Program Manager	N/A	unclass
Central Administration - Oklahoma City, OK	8113	Programs Field representative	N/A	unclass
Central Administration - Oklahoma City, OK	8113	Programs Field representative	N/A	unclass
Central Administration - Oklahoma City, OK	8142	Transformation Agent	N/A	unclass
Central Administration - Oklahoma City, OK	8142	Transformation Agent	N/A	unclass
Central Administration - Oklahoma City, OK	8142	Transformation Agent	N/A	unclass
Central Administration - Oklahoma City, OK	8570	Coordinator of Field Services	N/A	unclass
Central Administration - Oklahoma City, OK	8570	Process Improvement Project Manager	N/A	unclass
Central Administration - Oklahoma City, OK	9121	Integrated Services Discharge Manager	N/A	unclass
Central Administration - Oklahoma City, OK	9361	Federal Funds Administrator	N/A	unclass
Central Administration - Oklahoma City, OK	9632	Assistant Director Inovation Center	N/A	unclass
Central Administration - Oklahoma City, OK	9742	Human Resource Management Specialist	N/A	unclass
Central Administration - Oklahoma City, OK	9742	Human Resource Management Specialist	N/A	unclass
Central Administration - Oklahoma City, OK	# pending	Web Developer	N/A	unclass
Central Oklahoma CMHC - Norman, OK	0020	Temporary	N/A	unclass
Central Oklahoma CMHC - Norman, OK	0020	Temporary	N/A	unclass
Central Oklahoma CMHC - Norman, OK	0020	Temporary	N/A	unclass
Central Oklahoma CMHC - Norman, OK	1403	Senior Triage Specialist	N/A	unclass
Central Oklahoma CMHC - Norman, OK	2584	Nurse Practitioner	N/A	unclass
Central Oklahoma CMHC - Norman, OK	2604	Licensed Practical Nurse	N/A	unclass
Central Oklahoma CMHC - Norman, OK	2710	Psychiatrist	N/A	unclass
Central Oklahoma CMHC - Norman, OK	2914	Triage Coordinator	N/A	unclass
Central Oklahoma CMHC - Norman, OK	4500	Administrative Assistant - time limited	N/A	unclass
Central Oklahoma CMHC - Norman, OK	6762	Clinical Case Manager Coordinator	N/A	unclass
Central Oklahoma CMHC - Norman, OK	7677	Recovery Support Specialist	N/A	unclass
Central Oklahoma CMHC - Norman, OK	# pending	Coordinator of Decision Support Center	N/A	unclass
Children's Recovery Center of Oklahoma - Norman, OK	2604	Licensed Practical Nurse	N/A	unclass
Children's Recovery Center of Oklahoma - Norman, OK	E16C	Administrative Technician	III	F
Children's Recovery Center of Oklahoma - Norman, OK	F41A	Contruction/Maintenance Technician	I	F
Children's Recovery Center of Oklahoma - Norman, OK	Y10A	Patient Care Assistant	I	D
Children's Recovery Center of Oklahoma - Norman, OK	Y10A	Patient Care Assistant	I	D
Children's Recovery Center of Oklahoma - Norman, OK	Y10B	Patient Care Assistant	II	E
Griffin Memorial Hospital - Norman, Ok	0020	Temporary	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	0020	Temporary	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	0020	Temporary	N/A	unclass

Geographical Location	Job Code	Job Family	Level	Pay Band
Griffin Memorial Hospital - Norman, Ok	0020	Temporary	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	0020	Temporary	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	0020	Temporary	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	0656	Shift Nurse Coordinator	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	0656	Shift Nurse Coordinator	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	0656	Shift Nurse Coordinator	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	1655	Triage Specialist	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	1974	Resident Doctor (vs) Fourth Year	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	2573	Registered Nurse	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	2573	Registered Nurse	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	4908	Assistant Executive Director	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	A20B	Insurance Subrogation/Reimb Specialist	II	J
Griffin Memorial Hospital - Norman, Ok	B55A	Information Systems Services Coordinator	I	J
Griffin Memorial Hospital - Norman, Ok	F41A	Construction/Maintenance Technician	I	F
Griffin Memorial Hospital - Norman, Ok	F41A	Construction/Maintenance Technician	I	F
Griffin Memorial Hospital - Norman, Ok	F50A	Housekeeping/Custodial Worker	I	B
Griffin Memorial Hospital - Norman, Ok	H20A	Social Services Specialist	I	H
Griffin Memorial Hospital - Norman, Ok	J41A	Fire Prevention & Security Officer	I	D
Griffin Memorial Hospital - Norman, Ok	Y10A	Patient Care Assistant	I	D
Griffin Memorial Hospital - Norman, Ok	Y10A	Patient Care Assistant	I	D
Griffin Memorial Hospital - Norman, Ok	Y10A	Patient Care Assistant	I	D
Griffin Memorial Hospital - Norman, Ok	Y10A	Patient Care Assistant	I	D
Griffin Memorial Hospital - Norman, Ok	Y10A	Patient Care Assistant	I	D
Griffin Memorial Hospital - Norman, Ok	Y11B	Licensed Practical Nurse	II	H
Griffin Memorial Hospital - Norman, Ok	Y11B	Licensed Practical Nurse	II	H
Griffin Memorial Hospital - Norman, Ok	Y11B	Licensed Practical Nurse	II	H
Griffin Memorial Hospital - Norman, Ok	Y12A	Registered Nurse	I	J
Griffin Memorial Hospital - Norman, Ok	Y12C	Registered Nurse	III	M
Griffin Memorial Hospital - Norman, Ok	Y13A	Nurse Manager	I	M
Griffin Memorial Hospital - Norman, Ok	Z20A	Food Service Specialist	I	C
Griffin Memorial Hospital - Norman, Ok	Z20A	Food Service Specialist	I	C
Griffin Memorial Hospital - Norman, Ok	Z20B	Food Service Specialist	II	E
Griffin Memorial Hospital - Norman, Ok	Z20B	Food Service Specialist	II	E
Griffin Memorial Hospital - Norman, Ok	Z20B	Food Service Specialist	II	E
Jim Taliaferro CMHC - Lawton, OK	1403	Senior Triage Specialist	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	1655	Triage Specialist	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	2561	Triage Specialist Assistant	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	2561	Triage Specialist Assistant	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	2573	Registered Nurse	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	2573	Registered Nurse	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	2573	Registered Nurse	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	2573	Registered Nurse	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	F14A	Contracting & Acquisitions Agent	I	H
Jim Taliaferro CMHC - Lawton, OK	Y10A	Patient Care Assistant	I	D
Jim Taliaferro CMHC - Lawton, OK	Y10A	Patient Care Assistant	I	D
NorthWest Center for Behavioral Health - Enid, OK	0020	Temporary	N/A	unclass
NorthWest Center for Behavioral Health - Ft. Supply, OK	0020	Temporary	N/A	unclass

Geographical Location	Job Code	Job Family	Level	Pay Band
NorthWest Center for Behavioral Health - Woodward, OK	0020	Temporary	N/A	unclass
NorthWest Center for Behavioral Health - Fort Supply, OK	0020	Temporary	N/A	unclass
NorthWest Center for Behavioral Health - Enid, OK	1403	Senior Triage Specialist	N/A	unclass
NorthWest Center for Behavioral Health - Guymon, OK	1403	Senior Triage Specialist	N/A	unclass
NorthWest Center for Behavioral Health - Woodward, OK	1403	Senior Triage Specialist	N/A	unclass
NorthWest Center for Behavioral Health - Guymon, OK	1403	Senior Triage Specialist	N/A	unclass
NorthWest Center for Behavioral Health - Woodward, OK	1403	Senior Triage Specialist	N/A	unclass
NorthWest Center for Behavioral Health - Guthrie/Kingfisher, OK	2561	Triage Specialist Assistant	N/A	unclass
NorthWest Center for Behavioral Health - Woodward, OK	2561	Triage Specialist Assistant	N/A	unclass
NorthWest Center for Behavioral Health - Enid, OK	2561	Triage Specialist Assistant	N/A	unclass
NorthWest Center for Behavioral Health - Enid, OK	2561	Triage Specialsit Assistant	N/A	unclass
NorthWest Center for Behavioral Health - Woodward, OK	2561	Triage Specialsit Assistant	N/A	unclass
NorthWest Center for Behavioral Health - Enid, OK	2573	Registered Nurse	N/A	unclass
NorthWest Center for Behavioral Health - Enid, OK	2604	Licensed Practical Nurse	N/A	unclass
NorthWest Center for Behavioral Health - Enid, OK	2710	Psychiatrist (BE)	N/A	unclass
NorthWest Center for Behavioral Health - Alva/Fairview, OK	3826	Satellite Coordinator	N/A	unclass
NorthWest Center for Behavioral Health - Woodward, OK	7677	Recovery Support Specialist	N/A	unclass
NorthWest Center for Behavioral Health - Woodward, OK	D50B	Accounting Technician	II	G
NorthWest Center for Behavioral Health - Ft. Supply, OK	E13B	Customer Svc Representative	II	E
NorthWest Center for Behavioral Health - Guthrie/Kingfisher, OK	E16C	Administrative Technician	III	F
NorthWest Center for Behavioral Health - Guthrie/Kingfisher, OK	E16C	Administrative Technician	III	F
NorthWest Center for Behavioral Health - Woodward, OK	E16C	Administrative Technician	III	F
NorthWest Center for Behavioral Health - Fort Supply, OK	E16D	Administrative Technician	IV	G
NorthWest Center for Behavioral Health - Guymon, OK	E17A	Administrative Assistant	I	H
NorthWest Center for Behavioral Health - Enid, OK	E17B	Administrative Assistant	II	I
NorthWest Center for Behavioral Health - Woodward, OK	E24A	Secretary	I	F
NorthWest Center for Behavioral Health - Ft. Supply, OK	F75D	Electrician	IV	J
NorthWest Center for Behavioral Health - Woodward, OK	H20B	Social Service Specialist	II	I
NorthWest Center for Behavioral Health - Ft. Supply, OK	Y10A	Patient Care Assistant	I	D
NorthWest Center for Behavioral Health - Ft. Supply, OK	Y10A	Patient Care Assistant	I	D
NorthWest Center for Behavioral Health - Ft. Supply, OK	Y10A	Patient Care Assistant	I	D
NorthWest Center for Behavioral Health - Ft. Supply, OK	Y10B	Patient Care Assistant	II	E
NorthWest Center for Behavioral Health - Ft. Supply, OK	Y10B	Patient Care Assistant	II	E
NorthWest Center for Behavioral Health - Woodward, OK	Y10B	Patient Care Assistant	II	E
NorthWest Center for Behavioral Health - Ft. Supply, OK	Y10B	Patient Care Assistant	II	E
NorthWest Center for Behavioral Health - Ft. Supply, OK	Z20A	Food Service Specialist	I	C
NorthWest Center for Behavioral Health - Ft. Supply, OK	Z20A	Food Service Specialist	I	C
NorthWest Center for Behavioral Health - Ft. Supply, OK	Z20B	Food Service Specialist	II	C
OCCIC - Oklahoma City, OK	1655	Triage Specialist	N/A	unclass
OCCIC - Oklahoma City, OK	1655	Triage Specialist	N/A	unclass
OCCIC - Oklahoma City, OK	2572	Registered Nurse	N/A	unclass
OCCIC - Oklahoma City, OK	2710	Psychiatrist (Board Eligible)	N/A	unclass
OCCIC - Oklahoma City, OK	2710	Psychiatrist (Board Eligible)	N/A	unclass
OCCIC - Oklahoma City, OK	8127	Director of Nursing	N/A	unclass
OCCIC - Oklahoma City, OK	Y11B	Licensed Practical Nurse	II	H
OCCIC - Oklahoma City, OK	Y13A	Nursing Manager	I	M
Oklahoma Forensic Center - Vinita, OK	0020	Temporary	N/A	unclass

Geographical Location	Job Code	Job Family	Level	Pay Band
Oklahoma Forensic Center - Vinita, OK	0020	Temporary	N/A	unclass
Oklahoma Forensic Center - Vinita, OK	1403	Senior Triage Specialist	N/A	unclass
Oklahoma Forensic Center - Vinita, OK	2573	Registered Nurse	N/A	unclass
Oklahoma Forensic Center - Vinita, OK	2603	Licensed Practical Nurse	N/A	unclass
Oklahoma Forensic Center - Vinita, OK	2711	Senior Psychiatrist (BC)	N/A	unclass
Oklahoma Forensic Center - Vinita, OK	2721	Forensic Officer	N/A	unclass
Oklahoma Forensic Center - Vinita, OK	B55B	Information Systems Services Coordinator	II	K
Oklahoma Forensic Center - Vinita, OK	H27D	Clinical Social Worker	IV	M
Oklahoma Forensic Center - Vinita, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	0020	Temporary	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	0020	Temporary	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	0020	Temporary	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	0020	Temporary	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	1403	Sr. Triage Specialist	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	2561	Triage Specialist Assist.	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	2573	Registered Nurse	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	2573	Registered Nurse	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	2604	Licensed Practical Nurse	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	2655	Nursing Assistant	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	7039	Physician	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	E16C	Administrative Technician	III	F
Tulsa Center for Behavioral Health - Tulsa, OK	E19A	Medical Transcriptionist	I	E
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10B	Patient Care Assistant	II	E
Tulsa Center for Behavioral Health - Tulsa, OK	Y10B	Patient Care Assistant	II	E
Tulsa Center for Behavioral Health - Tulsa, OK	Y10B	Patient Care Assistant	II	E
Tulsa Center for Behavioral Health - Tulsa, OK	Y10B	Patient Care Assistant	II	E
Tulsa Center for Behavioral Health - Tulsa, OK	Y11A	Licensed Practical Nurse	I	G
Tulsa Center for Behavioral Health - Tulsa, OK	Y12A	Registered Nurse	I	J
Tulsa Center for Behavioral Health - Tulsa, OK	Y12A	Registered Nurse	I	J

NOTE: Positions vacated (60) as the result of the VOBO are not listed in this attachment as they may not be filled within a one-year period.

Oklahoma Department of Mental Health and Substance Abuse Services

**Reduction-In-Force Notice**

**Date Posted: January 11, 2010**

As a result of budget shortfalls, the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) will be abolishing 30 positions. The Reduction-in-Force will affect employees at Griffin Memorial Hospital, Norman Alcohol and Drug Treatment Center, and Children's Recovery Center. This is to notify employees that such Reduction-in-Force will occur, effective March 22<sup>nd</sup>, 2010.

ODMHSAS has adopted the Reduction-In-Force Plan provided in Parts 3, 5, and 7 of Subchapter 13 of the Merit Rules for Employment and 74 O.S. § 840-2.27C. Copies of the rules relating to the plan are attached. This plan also includes the fiscal components.

In accordance with the Merit Rules, this Notice and the Implementation Plan and Schedule are being posted for five (5) days. In addition, the Office of State Finance has approved the fiscal components in the plan.

Based upon the ODMHSAS study and evaluation of its fiscal condition, it has been determined that the agency has sufficient funds available to fund the severance pay benefits contemplated.



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Terri White, M.S.W.  
Commissioner

Attachments:

Attachment 1 – Fiscal Components

Attachment 2 – Subchapter 13, Merit Rules for Employment

Attachment 3 - Reduction-In-Force Plan provided in Parts 3, 5, and 7 of Subchapter 13 of the Merit Rules for Employment and 74 O.S. § 840-2.27C

## ATTACHMENT I

### ODMHSAS FISCAL COMPONENT OF THE REDUCTION-IN-FORCE FOR AFFECTED EMPLOYEES AT GRIFFIN MEMORIAL HOSPITAL (GMH), NORMAN ALCOHOL AND DRUG TREATMENT CENTER (NADTC), AND CHILDREN'S RECOVERY CENTER (CRC)

January 8, 2010

Number of FTE:	45
Longevity Cost:	\$ 43,296
Insurance Benefit:	\$328,468
Annual Leave, Holiday Leave and Non-Exempt Compensatory time payment:	\$158,535
FICA/MQFE/Retirement	<u>\$ 66,644</u>
TOTAL:	\$596,943
Remaining FY-10 Salaries of affected Employees:	\$967,982
Agency's Cost of reduction-in-force	<u>\$596,943</u>
TOTAL Agency Savings for FY-10	\$371,038

The cost of this Reduction-in-Force will be included in our FY-10 Budget Work Program and will be funded with a combination of FY-09 Revolving Fund Carry-over, FY-10 Revolving Fund receipts, and the additional savings created through the abolishment of positions. The estimated cost and savings projection above is as of January 7, 2010. The affected employees are not likely to participate in the Education Voucher Program established in Title 74 O.S. §840-2.27C.

**Attachment II**  
**Title 530 - Office of Personnel Management**  
**Chapter 10 - Merit System of Personnel Administration Rules**  
**Subchapter 13 - Reduction-in-Force**

**530:10-13-31. Abolishing positions and retaining positions**

The Appointing Authority shall determine the specific position or positions to be abolished within specified units, divisions, facilities, agency-wide or any parts thereof [74:840-2.27C]. The Appointing Authority shall determine which vacant positions will be retained. [74:840-2.27C].

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

**530:10-13-32. Order of employee removal**

(a) Agency-wide, or within displacement limits, if established, retention of affected employees shall be based on job family level and type of appointment [74:840-2.27C]. Subject to eligible classified employees accepting displacement offers, unclassified employees in a job family level on limited term appointments shall be separated first, followed by employees on project indefinite appointments, followed by employees on probationary appointments with the agency, prior to the separation or voluntary demotion of any permanent classified employee from the same job family level [74:840-2.27C].

(b) Retention of permanent classified employees in affected job family levels and within displacement limits, if any are established, shall be based on years of service [74:840-2.27C].

(c) The Appointing Authority shall calculate retention points for all eligible classified employees, including those on an approved leave of absence. Eligible classified employees with more retention points shall be ranked higher; with the order of removal from a job family level in inverse order of that ranking. If tie scores occur, the ranking of employees who have the same total retention points shall be determined first by giving a veteran's preference over affected nonveterans who have equal retention points to the affected veteran and then by giving preference for retention according to years of service in the agency. If a tie continues to exist, retention status shall be determined by a method established by the Appointing Authority and described in the reduction-in-force implementation plan [74:840-2.27C].

(d) For purposes of a reduction-in-force, any permanent classified employee on a detail to special duty shall be ranked on the basis of base job family level, not on the basis of the job to which detailed.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04; Amended at 22 Ok Reg 613, eff 1-24-05 through 7-14-06 (emergency)<sup>1</sup>; Amended at 24 Ok Reg 1113, eff 5-11-07]

EDITOR'S NOTE: <sup>1</sup>This emergency action expired without being superseded by a permanent action. Upon expiration of an emergency amendatory action, the last effective permanent text is reinstated. Therefore, on 7-15-06 (after the 7-14-06 expiration of the emergency action), the text of 530:10-13-32 reverted back to the permanent text that became effective 7-11-04, as was last published in the 2005 OAC Supplement (and later re-published in the 2006 Edition of the OAC), and remained as such until amended again by permanent action on 5-11-07.

**530:10-13-33. Calculation of retention points for years of service**

(a) Affected employees shall be given credit for all current and prior service which is creditable for the Longevity Pay Plan, Section 840-2.18 of Title 74 of the Oklahoma Statutes. An employee shall not be required to have been continuously employed for 2 years to be given credit for either current or prior service.

(b) An employee shall be granted 1 point for each full month of full-time service. Points shall not be granted for any work in excess of full-time. Points will be prorated for each month during which the employee worked less than full-time or less than the full month. In no case shall more than 1 point per month be granted. Appointing Authorities shall make sure that pro rata computations are consistent in application and calculation within the agency.

(c) A break-in-service or leave-without-pay period of more than 30 calendar days shall not be included in the calculation of retention points unless the employee was on military leave or on leave-without-pay in accordance with Section 840-2.21 of Title 74 of the Oklahoma Statutes. Periods of leave without pay of 30 calendar days or less shall be counted as full-time service.

(d) The end date for the calculation of years of service shall be uniform within an agency and shall approximate the date the reduction-in-force implementation plan is posted.

[Source: Amended at 8 Ok Reg 3287, eff 7-15-91 (emergency); Amended at 9 Ok Reg 1591, eff 5-1-92; Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

**530:10-13-34. Displacement opportunities and limits**

(a) Limitations on displacement opportunities. Except as provided in this Section, displacement opportunities shall be offered to eligible classified employees. Displacement opportunities shall not be offered if the result would be to cause the displacement of a permanent classified employee with higher retention points. Employees who have no displacement opportunities or who choose not to exercise a displacement opportunity, employees who do not respond to an offer in accordance with 530:10-13-37, and employees who refuse an offer shall be separated in accordance with 530:10-13-38. The appointing authority may protect from displacement action up to twenty percent (20%) of projected post-reduction-in-force employees in affected positions within displacement limits; provided that any fractional number resulting from the final mathematical calculation of the number of those positions shall be rounded to the next higher whole number. The appointing authority must explain why affected employees are being protected. Employees must have received an overall rating of "meets standards" on the most recent performance evaluation in order to exercise a displacement opportunity. For the purposes of this Section, employees who have not been rated within the past 12 months shall be deemed to have received an overall rating of "meets standards" on the most recent performance evaluation. [74:840-2.27C]

(b) Offers of displacement opportunities. Starting with the employee having the highest retention points, displacement opportunities shall be offered to eligible classified employees and to displaced employees. Such offers shall be confined within any displacement limits established by the Appointing Authority. Options available will be offered in the order listed below. If an opportunity at one level, e.g. (1)(A), does not exist, an opportunity at the next lower level, e.g. (1)(B), shall be offered, if available. If the affected employee has not held within the last five (5) years a position in the job family level or predecessor class in which the affected employee is otherwise eligible for a displacement opportunity, the appointing authority may determine that the affected employee does not possess the recent relevant experience for the position and deny in writing the displacement opportunity. [74:840-2.27C]

(1) Transfer within the same job family and level into a retained position which is currently:

- (A) vacant and available for displacement in accordance with 530:10-13-31,
- (B) held by a non-permanent employee (in order of appointment type), or
- (C) held by the employee with the lowest retention points.
- (2) Lateral transfer to a retained position in another job family previously held in the reverse order in which they were held by the employee on a permanent basis which is currently:
  - (A) vacant and available for displacement in accordance with 530:10-13-31,
  - (B) held by a non-permanent employee (in order of appointment type), or
  - (C) held by the employee with the lowest retention points.
- (3) Voluntary demotion to a retained position in the next available lower level of the same job family which is currently:
  - (A) vacant and available for displacement in accordance with 530:10-13-31,
  - (B) held by a non-permanent employee (in order of appointment type), or
  - (C) held by the employee with the lowest retention points.
- (4) Voluntary demotion to a retained lower level position in another job family previously held in the reverse order in which they were held by the employee on a permanent basis which is currently:
  - (A) vacant and available for displacement in accordance with 530:10-13-31,
  - (B) held by a non-permanent employee (in order of appointment type), or
  - (C) held by the employee with the lowest retention points.
- (c) An eligible employee who exercises a displacement privilege shall be required to sign an agreement, in a form prescribed by the Administrator, acknowledging that the employee had an opportunity to receive severance benefits and affirmatively elected to exercise a displacement privilege and to forego such benefits. The form provides information to the affected employee concerning his or her rights and responsibilities under Section 840-2.27C of Title 74 of the Oklahoma Statutes. [74:840-2.27C(C)]

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

**530:10-13-35. Reduction-in-force implementation plan**

As provided in Section 840-2.27C of Title 74 of the Oklahoma Statutes and OAC 530:10-13-3, Appointing Authorities of executive branch agencies shall post the reduction-in-force implementation plan in all offices of the agency within 5 business days after posting the reduction-in-force notice. A copy of the implementation plan shall be provided to the Office of Personnel Management, the Oklahoma Merit Protection Commission, the Director of State Finance and any state employee association representing state employees at such time and as defined at OAC 530:15-1-2. no later than the time it is posted in the agency. The reduction-in-force implementation plan is not subject to the approval of the Administrator or the Commission. In addition to the information required by 530:10-13-3(b), the reduction-in-force implementation plan shall include:

- (1) a statement of the conditions necessitating the reduction-in-force;
- (2) the estimated time schedule for the reduction-in-force;
- (3) a description of the displacement process, and limits;
- (4) listings of affected positions and employees, to include the following information (or if such lists are not posted, the location of the office where they are available for review):
  - (A) all occupied and vacant positions to be abolished, showing in each case: geographical and administrative location, job family, level, and pay band for the position; the name, job family, level, and pay band, of the incumbent; and, for permanent employees, retention points and other lateral or lower

level job families in which the employee previously held permanent status, listed in the reverse order in which they were held;

- (B) all positions and employees which are subject to displacement, showing the same information;
- (C) other occupied and vacant positions and employees in affected job families, showing the same information. The agency may include all other positions in the agency in affected job families or may limit posting to ten percent of positions occupied by employees with the least number of retention points based on longevity dates in affected job families, and
- (D) all retained funded vacant positions anywhere in the agency
- (5) the schedule and procedure to be followed if an eligible employee chooses to accept a displacement offer for transfer or voluntary demotion in lieu of separation;
- (6) the agency policy on issues related to partial payment of moving expenses for transferred employees in accordance with Section 500.51 of Title 74 of the Oklahoma Statutes;
- (7) such other information as the Appointing Authority deems appropriate; and
- (8) the method established by the Appointing Authority to break ties in retention points.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04; Amended at 23 Ok Reg 631, eff 10-6-05 (emergency); Amended at 23 Ok Reg 2998, eff 7-15-06]

#### **530:10-13-36. Written notice to employees**

Appointing Authorities of executive branch agencies shall provide individual written notice to affected employees in abolished positions within 5 calendar days after posting of the implementation plan. Other employees affected through the exercise of a displacement opportunity shall be notified within 5 calendar days after being identified as being displaced. The written notice to employees shall:

- (1) provide a description of the employee's retention status, including retention points calculation;
- (2) offer an opportunity to notify a specified agency official in writing of any possible errors in the retention points calculation, and to request in writing a meeting with supervisors or agency officials;
- (3) include the effective date of separation and instructions for exercising a displacement opportunity, if one is available; and
- (4) provide notice of appeal rights for classified employees in accordance with 530:10-13-10.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

#### **530:10-13-37. Exercise of displacement privileges**

To exercise a displacement privilege in lieu of separation, eligible employees shall follow the schedule and procedure included in the reduction-in-force implementation plan. Such procedure shall provide employees no less than 24 hours to respond following their receipt of a specific offer. An Appointing Authority may require employees to submit specific requests for transfer or voluntary demotion in writing, either by mail or in individual or group meetings.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

**530:10-13-38. Employee separations**

An affected employee who does not agree pursuant to Section 840-2.27E of Title 74 of the Oklahoma Statutes to accept severance benefits and who does not have a displacement opportunity shall be separated by the reduction-in-force and shall not receive any severance benefits that would otherwise have been provided. [74:840-2.27C(D)]

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98]

**530:10-13-50. Eligibility for recall**

(a) Consistent with any displacement limits adopted pursuant to Section 840-2.27C of Title 74 of the Oklahoma Statutes, permanent classified employees and employees in probationary status after reinstatement from permanent classified status without a break in service who are removed from a job family level as a result of a reduction-in-force in an agency shall be eligible for recall by that agency to the job family level from which removed for 18 months after the effective date of separation or demotion [74:840-2.27C].

(b) If there are persons eligible for recall to a job family level, an Appointing Authority may not appoint or reclassify persons to the job family level from the employment register, by internal action, such as promotion or reinstatement, or from Priority Reemployment Consideration Rosters [840-2.27C]. However, an Appointing Authority may reclassify an employee by involuntary demotion for cause to a job family level for which there is a recall list. The salary of a recalled employee shall be set in accordance with 530:10-7-8.

(c) Affected employees who are reemployed by the agency from which separated as a result of a reduction-in-force less than 1 year after receiving severance benefits are required to repay such benefits in accordance with Section 840-2.27E of Title 74 of the Oklahoma Statutes.

(d) Employees who accept voluntary out benefits in accordance with Section 840-2.28 of Title 74 of the Oklahoma Statutes shall not be eligible for recall.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

**530:10-13-51. Order of recall**

Individuals who are eligible for recall shall be ranked in order of their retention points at the time the reduction-in-force implementation plan is posted, from high to low. [74:840-2.27C(E)] Offers of recall as described in 530:10-13-50 for classified positions shall be made first to the eligible individual having the highest retention points, regardless of whether the individual was separated or was removed from the job family level by voluntary demotion or lateral transfer to another job family level.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

**530:10-13-52. Forfeiture and expiration of recall rights**

The right of an individual to be recalled to the job family level from which removed is subject to the following provisions and conditions:

- (1) Limitations on recall rights. Recall rights pertain only to the job family level from which an employee is removed in the agency that conducted the reduction-in-force [74:840-2.27C]. An individual has no right to be recalled to a specific position or to be recalled by any other agency.
  - (2) Forfeiture of recall rights. The right of an individual to be recalled is forfeited if the person:
    - (A) submits a written notice to the agency that waives the right to be recalled.
    - (B) declines an offer of recall [74:840-2.27C].
    - (C) fails to respond to a written inquiry from the Appointing Authority relative to an offer of recall within 7 calendar days after the date of its mailing or 4 calendar days after the date of its delivery by personal service. The inquiry must include the date and time by which the person must contact the Appointing Authority.
    - (D) fails to report for duty within the time specified by the Appointing Authority; provided the person is given at least 14 calendar days.
    - (E) accepts an offer of recall.
  - (3) Expiration of recall rights. The right of an individual to be recalled expires if the agency:
    - (A) makes no appointments to the job family level within the 18 months after the effective date of the removal of the person from the job family level [74:840-2.27C];
    - (B) in making offers of recall to a job family level, does not reach the name of the individual on the recall list within 18 months after the effective date of the removal of the person from the job family level [74:840-2.27C].
- [Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00]

**530:10-13-53. Recall after multiple reductions-in-force**

If any agency conducts a reduction-in-force which requires the removal of permanent employees from a job family level for which there is already an unexpired recall list from a previous reduction-in-force, the names of the persons removed from the job family level will be merged with names already on the list based on retention points.

[Source: Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00]

**530:10-13-70. Eligibility for priority reemployment consideration**

- (a) Permanent classified employees, and employees on probationary status after reinstatement from permanent classified status without a break in service, who have been separated as a result of an officially conducted reduction-in-force or the abolition of all or part of a state agency, are eligible for priority reemployment consideration [74:840-2.27C] for jobs in the classified service. In addition, affected employees shall be eligible for Priority Reemployment Consideration beginning with the date the implementation plan is posted, for a period not to exceed 12 months before the scheduled date of separation, if the agency:
  - (1) has posted a reduction-in-force notice and implementation plan and the employees are in positions covered by the plan and within the displacement limits established by the Appointing Authority; or
  - (2) is scheduled to be closed or abolished by law or court order. [74:840-2.27C]
- (b) To be placed on the Priority Reemployment Consideration Roster for a job family level, a person shall apply to the Office of Personnel Management and meet all requirements for the job [74:840-2.27C]. The job family level need not be announced for recruitment. The names of the persons on Rosters shall be ranked in order of their individual final earned ratings [74:840-2.27C].
- (c) Employees who accept severance benefits:
  - (1) are eligible for Priority Reemployment Consideration in accordance with the provisions of Section 840-2.27C of Title 74 of the Oklahoma Statutes,

(2) who are reemployed less than 1 year after receiving severance benefits by the agency from which they separated are required to repay such benefits in accordance with Section 840-2.27E of Title 74 of the Oklahoma Statutes.

(d) Employees who accept voluntary out benefits in accordance with Section 840-2.28 of Title 74 of the Oklahoma Statutes shall not be eligible for Priority Reemployment Consideration.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 19 Ok Reg 1921, eff 3-28-02 (emergency); Amended at 20 Ok Reg 2463, eff 7-15-03; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

### **530:10-13-71. Agency priority reemployment consideration requirements**

(a) Before any vacant position in the classified service is filled by the initial appointment of any person from an employment register, an Appointing Authority shall request a list of the names of persons appearing on the Priority Reemployment Consideration Roster for the appropriate job family level [74:840-2.27C]. The Appointing Authority shall give such persons priority consideration for reemployment and may appoint any person whose name appears on such list regardless of rank [74:840-2.27C]. Additionally, an Appointing Authority shall consider its Affirmative Action Plan in accordance with Section 840-2.1 of the Oklahoma Personnel Act and 530:10-3-31.

(b) An Appointing Authority may make an initial appointment from a certificate of eligibles as provided in 530:10-9-92, only after certifying in writing to the Administrator that any and all persons whose names appear on the Priority Reemployment Consideration Roster for the job family level were first given priority consideration for reemployment. This requirement does not mandate the appointment of a person from a Priority Reemployment Consideration Roster and does not apply to internal appointments and actions, such as, promotions and reinstatements.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00]

### **530:10-13-72. Conditions of employment and entrance salary**

Persons who are appointed from a Priority Reemployment Consideration Roster shall be employed in accordance with 530:10-9-102, if they are eligible for reinstatement as provided in that Section. The entrance salary of such persons shall be fixed in accordance with 530:10-7-4.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00; Amended at 21 Ok Reg 644, eff 10-22-03 (emergency); Amended at 21 Ok Reg 2821, eff 7-11-04]

### **530:10-13-73. Expiration and forfeiture of eligibility**

(a) The eligibility of an individual to remain on any Priority Reemployment Consideration Roster and to be given priority consideration for reemployment shall expire 18 months after separation as a result of a reduction-in-force or abolition of an agency [74:840-2.27C]. A person's eligibility shall also be forfeited upon:

(1) declination of an offer of reemployment to a job having the same or higher rate of pay than the job from which removed [74:840-2.27C], that is located in a county in which the person has indicated a willingness to work;

(2) acceptance of an offer of reemployment to a job having the same or higher rate of pay than the job from which removed;

- (3) failure to report for duty within the time specified by the Appointing Authority; provided the person is given at least 14 calendar days;
  - (4) recall to the job family level from which removed; or
  - (5) failure to meet any of the requirements for the job.
- (b) It is the responsibility of the person to maintain a current address with the Office of Personnel Management.

[Source: Amended at 13 Ok Reg 3047, eff 7-15-96; Amended at 14 Ok Reg 3638, eff 8-1-97 (emergency); Amended at 15 Ok Reg 2397, eff 7-1-98; Amended at 16 Ok Reg 2540, eff 7-1-99; Amended at 17 Ok Reg 153, eff 11-1-99 (emergency); Amended at 17 Ok Reg 2571, eff 7-1-00]

**OKLAHOMA DEPARTMENT OF MENTAL HEALTH AND  
SUBSTANCE ABUSE SERVICES (ODMHSAS)**

**REDUCTION-IN-FORCE  
FOR AFFECTED EMPLOYEES AT  
GRIFFIN MEMORIAL HOSPITAL (GMH),  
NORMAN ALCOHOL AND DRUG TREATMENT CENTER (NADTC), AND  
CHILDREN'S RECOVERY CENTER (CRC)**

**CONDITIONS NECESSITATING THE REDUCTION-IN-FORCE (RIF)  
(530:10-13-35)**

Oklahoma's revenue shortfall has had a negative impact on ODMHSAS's budget for FY 2010. The agency's budget allocation has been reduced by 5% for this fiscal year with additional cuts expected. The loss of funding forced the agency to implement a Voluntary Out Benefit Offer (VOBO) of approximately 60 employees.

However, we are still approximately \$7,031,921 away from achieving a balanced budget. Therefore, additional savings must be generated in order for ODMHSAS to maintain a balance budget.

As a result of the mandated budgetary cuts and the subsequent financial condition of the agency, ODMHSAS is forced to reduce the staffing levels at the Children's Recovery Center, Griffin Memorial Hospital, and the Norman Alcohol and Drug Treatment Center in Norman. After a thorough review of the required staff needed to treat and serve consumers at these facilities, it has been determined that the only way to reduce staffing levels is to abolish 30 positions and separate affected employees as provided in the agency Reduction in Force Plan and Merit Rules for Employment.

Questions regarding this Reduction-In-Force may be referred to Donnita Heck, Director of Human Resources at (405) 522-3902 located at 2401 N.W. 23<sup>rd</sup>, Suite 85, Oklahoma City, OK 73107.

The Appointing Authority, ODMHSAS, has determined that the positions shown on "Attachment A" will be abolished pursuant to OAC 530:10-13-31 et seq.

**Reduction-In-Force Implementation Schedule [OAC 530:10-13-35]**

*Note: Some dates are estimated and may vary based on time required to complete individual notices; receive responses concerning displacement offers or separation agreements, or other actions.*

As provided in OAC 530:10-13-35, the following Reduction-In-Force Implementation Schedule is hereby posted in all offices of the ODMHSAS affected by the Reduction-In-Force, effective immediately. The agency is providing notice of the adoption of Subchapter 13, Parts 3, 5, and 7 of the Merit Rules for Employment

and O.S. 74 § 840-2.27C as the Reduction-in-Force Plan for the agency and has submitted this plan to the Director of the Office of State Finance and received approval.

<b>ACTION</b>	<b>DATE</b>
Personnel actions in affected classes frozen <i>at least 14 calendar days</i> before RIF implementation plan is posted.	NOV 09, 2009
Cabinet Secretary approves RIF Notice	JAN 8, 2010
Director of Office of State Finance (OSF) approves fiscal components of RIF implementation plan.	JAN 8, 2010
Notice of adoption of the Merit rules as agency Reduction in Force Plan posted at Griffin Memorial Hospital, Children’s Recovery Center, Norman Alcohol and Drug Treatment Center, Central Oklahoma Community Mental Health Center, Oklahoma County Crisis Intervention Center, and Central Office of Administration.	JAN 11, 2010
Copy of RIF Implementation Plan posted at Griffin Memorial Hospital, Children’s Recovery Center, Norman Alcohol and Drug Treatment Center, Central Oklahoma Community Mental Health Center, Oklahoma County Crisis Intervention Center, and Central Office of Administration.	JAN 11, 2010
Copy of Notice and Plan sent to Office of Personnel Management, Merit Protection Commission, Office of State Finance, Oklahoma Public Employees Association, Communications Workers of America	JAN 11, 2010
Written notice provided to each affected employee in abolished positions describing the employee’s retention status, retention points calculation, displacement opportunity, if any, and other required information <b>within 5 calendar days of posting the Plan.</b>	JAN 12-13, 2010
An affected eligible employee has 48 hours after receipt of written notice to exercise a displacement privilege in lieu of separation. The affected employee shall submit a specific request for transfer or voluntary demotion in writing to the HRM	

staff member located at the Children's Recovery Center, Norman Oklahoma, Executive Director's Office.

JAN 14-15, 2010

*(Other employees affected through the exercise of a displacement opportunity shall be notified **within 5 calendar days after being identified as being displaced**. An affected eligible displaced employee has 48 hours after receipt of written notice to exercise a displacement privilege, if available, in lieu of separation. The affected displaced employee shall submit a specific request for transfer or voluntary demotion in writing to the HRM staff member located at the Children's Recovery Center, Norman Oklahoma, Executive Director's Office*

Final date for an affected eligible employee to accept the severance benefits and sign, date, and return the Reduction-in-Force Separation Agreement and Full and Final Release of Claims: The employee will have up to 45 calendar days from the date the employee receives the Reduction-in-Force Separation Agreement and Full and Final Release of Claims to accept the severance benefits and sign, date, and return the Reduction-in-Force Separation Agreement and Full and Final Release of Claims. (Note: Allows 45 days to consider severance package in compliance with the Age Discrimination Act of 1967.)

Affected eligible employees shall have 7 calendar days from the date that they submit their signed Reduction-in-Force Separation Agreement and Full and Final Release of Claims to revoke the agreement.

Affected positions abolished and affected employees separated.

MARCH 22, 2010

Reduction-in-Force Completed

MARCH 22, 2010

### **DESCRIPTION OF DISPLACEMENT PROCESS AND LIMITS (530:10-13-35)**

Displacement refers to the process of an employee accepting a job offer to another position to avoid separation as a result of a reduction-in-force. Displacement may involve a transfer or voluntary demotion to another position, which is either vacant and funded or occupied by an employee in an affected class who has the lowest number of retention points.

Displacement limit refers to any area within the agency in which displacement may not occur, including but not limited to job families, divisions, departments, work units, facilities, and geographical areas within the agency.

As a result of the mandated budgetary cuts and the subsequent financial condition of the agency, ODMHSAS is financially unable to provide travel and moving expenses for any affected eligible employee requesting transfer to a location in excess of twenty-five (25) miles from the location of their current work location as required by Title 74 O.S. Section 500.51 et seq. In addition, although ODMHSAS has determined a need for \$7,294,842 in savings for FY-10, each of the twelve (12) ODMHSAS operated facilities has a separate budgetary goal, and allowing displacement agency-wide would risk undue hardship on some facilities as a result of the reduction-in-force. *See* OAC 530:10-13-34 and 74 O.S. 840-2.27(c)(E)(1).

Therefore, ODMHSAS has limited displacement of affected employees to another ODMHSAS operated facility or central administrative office within a twenty-five (25) mile radius of the current affected employee's work location. As such, displacement opportunities will not be offered to affected employees if the result would be to cause the displacement of a classified employee outside of the Norman-Oklahoma City metropolitan area.

No displacement opportunity will be offered if the result would be to cause the displacement of a permanent classified employee with higher retention points. A classified employee may not be displaced by an unclassified employee, and likewise, an unclassified employee may not be displaced by a classified employee.

Only one displacement opportunity will be offered to an employee with displacement rights. Employees who refuse a displacement offer and those who do not respond to a displacement offer within the time indicated below, will be separated along with those who do not have a displacement opportunity.

Employees who wish to accept a displacement offer will have 48 hours to sign, date and submit a written request for transfer or voluntary demotion and a Displacement Privilege Election Agreement indicating their decision to exercise a displacement privilege in lieu of the receipt of severance benefits.

An affected permanent classified employee may exercise a displacement privilege, if one exists, if the affected employee has received an overall rating of at least "meets standards," or its equivalent, on the most recent performance management process rating. If an affected employee has not been rated in accordance with the time limits established by State law, the employee shall be deemed to have received an overall rating of at least "meets standards" on the most recent service rating.

Displacement of individual employees affected by this RIF shall be as follows:

1. Displacement is limited to ODMHSAS operated facilities, including central administration, located within a twenty-five (25) mile radius of the employee's current work location. This limitation is imposed due to budgetary reductions and to maintain program integrity, both within the ODMHSAS and within each affected facility.
2. Displacement opportunities will be offered to eligible classified employees in accordance and in the order indicated in Merit Rule 530:10-13-34 and described below:
  - a. Transfer within the same job family and level into a retained position which is currently:
    - i. Vacant and available for displacement in accordance with 530:10-13-31,
    - ii. Held by a non-permanent employee (in order of appointment type),  
or
    - iii. Held by the employee with the lowest retention points.
  - b. Lateral transfer to a retained position in another job family previously held in the reverse order in which they were held by the employee on a permanent basis which is currently:
    - i. Vacant and available for displacement in accordance with 530:10-13-31,
    - ii. Held by a non-permanent employee (in order of appointment type),  
or
    - iii. Held by the employee with the lowest retention points.
  - c. Voluntary demotion to a retained position in the next available lower level of the same job family which is currently:
    - i. Vacant and available for displacement in accordance with 530:10-13-31,
    - ii. Held by a non-permanent employee (in order of appointment type),  
or
    - iii. Held by the employee with the lowest retention points.
  - d. Voluntary demotion to a retained lower level position in another job family previously held in the reverse order in which they were held by the employee on a permanent basis which is currently:
    - i. Vacant and available for displacement in accordance with 530:10-13-31,
    - ii. Held by a non-permanent employee (in order of appointment type),  
or
    - iii. Held by the employee with the lowest retention points.
3. If a voluntary demotion is accepted, the employee's salary will be set in accordance with DMHSAS Policy 2.5 (Salary Upon Promotion, Career Progression, Demotion, Detail to Special Duty and Transfer of Permanent Classified Employees).

## PROCEDURE FOR ACCEPTING DISPLACEMENT OFFER

Pursuant to 74 O.S. 840-2.27(c), eligible employees who receive a displacement offer for transfer or voluntary demotion in lieu of separation are required to follow the procedure provided below to accept such an offer:

- (1) Review the **Displacement Privilege Election Agreement** provided with the individual notification letter, acknowledging that the employee had an opportunity to receive severance benefits and affirmatively elected to exercise a displacement privilege and to forego such benefits [74 O.S. 840-2.27C(E)(4)(a)];
- (2) Review the severance benefits described in the Reduction in Force Plan and acknowledge that the employee *shall not have the right* to exercise any subsequent right to receive severance benefits from the agency for which the affected employee performs services on the date that the employee exercise a displacement privilege [74 O.S. 840-2.27C(E)(4)(b)];
- (3) Contact the ODMHSAS Human Resources Management office at (405)-522-3902 if there are questions concerning acceptance of the offer;
- (4) Complete the **Displacement Privilege Election Agreement**, and submit written notice to exercise a displacement privilege, in lieu of separation, to the HRM staff member located at the Children's Recovery Center, Executive Director's Office in Norman, Oklahoma, **no more than 48 hours after receipt of written notice to exercise a displacement.**

## PROCEDURE FOR ACCEPTING SEVERANCE BENEFIT

ODMHSAS will provide severance benefits to the following categories of employees who are separated as a result of this Reduction-In-Forces.

- (A). Permanent classified affected employees
- (B). Affected employees on probationary status after reinstatement from permanent classified status without a break in service.
- (C). Regular unclassified affected employees with one (1) year or more continuous state service.

ODMHSAS shall provide the following severance benefits to the affected and eligible employees pursuant to 74 O.S. 840-2.27D.

(A). A cash payment equal to the affected employee's current health insurance premium for the affected employee only for eighteen (18) months based on the cost of the premium at the time of the RIF.

(B). A longevity payment in the amount which would otherwise be paid to the affected employee on the affected employee's next anniversary date.

(C). Outplacement assistance and counseling prior to and after the RIF from the Oklahoma Employment Security Commission and other state or private entities to assist individuals who may be impacted by a RIF.

There are no optional severance benefits available.

Estimated specific dollar amounts for each mandatory benefit will be provided to each employee entitled to severance benefits. Severance benefits will be subject to a deduction for state and federal income tax. Exact dollar amounts will be calculated at the time of the Reduction-In-Force. Payment of severance benefits to separated employees will be as a lump sum payment.

Affected eligible employees who receive severance benefits pursuant to the State Government Reduction in Force and Severance Benefits Act are required to execute a separation agreement with the employing agency. This agreement acknowledges that the employee accepts the severance benefits provided by ODMHSAS pursuant to the provision of 74 O.S. 840-2.27D and provides information to the employee concerning his or her rights under 74 O.S. 840-2.27E.

Pursuant to 74 O.S. 840-2.27C(F), affected eligible employees who do not agree to accept severance benefits and who do not have a displacement opportunity will be separated by the RIF and shall not receive any severance benefits that would otherwise have been provided.

Affected eligible employees are required to complete and sign the Reduction in Force Separation Agreement and Full and Final Release of Claims form and return it to the ODMHSAS Human Resources Management office at 2401 N.W. 23<sup>rd</sup>, Suite 85, Oklahoma City, OK 73107, in person or by certified mail no later than 45 calendar days from the date the employee receives the Reduction-in-Force Separation Agreement and Full and Final Release of Claims.

#### **OTHER PAYMENT DUE UPON SEPARATION**

In addition to the severance benefits outlined above, employees who are separated from employment will be paid for their accrued annual leave, up to 480 hours, in accordance with Merit Rule 530:10-15-11(b)(8). Accrued Holiday pay will be paid for all employees and accrued compensatory time will be paid to non-exempt employees only.

## **LISTING OF ALL POSITIONS IN AFFECTED CLASSES (Attached)**

Pursuant to OAC 530:10-13-35, the following lists are provided in “Attachment A” thru “Attachment D” to this implementation schedule.

- A. A list of all affected positions and employees, including:
  - 1. all occupied and vacant positions to be abolished, showing in each case:
    - a.) geographical and administrative locations;
    - b.) job family, level, pay band, and name of the incumbent (if occupied);
    - c.) retention points and positions previously held for permanent employees and Affected employees on probationary status after reinstatement from permanent classified status without a break in service.
  - 2. all positions and employees which are subject to displacement, including:
    - a.) geographical and administrative locations;
    - b.) job family, level, pay band, and name of the incumbent (if occupied);
    - c.) retention points and positions previously held for permanent employees and Affected employees on probationary status after reinstatement from permanent classified status without a break in service..
  - 3. all other occupied and vacant positions and employees in affected job families, including:
    - a.) geographical and administrative locations;
    - b.) job family, level, pay band, and name of the incumbent (if occupied);
    - c.) retention points and positions previously held for permanent employees and Affected employees on probationary status after reinstatement from permanent classified status without a break in service..
- B. A list of all retained funded vacant positions within the agency.

## **PARTIAL PAYMENT OF MOVING EXPENSES**

The boundaries for displacement rights under the current Reduction-In-Force do not exceed a 25 mile radius. Therefore, ODMHSAS will not provide moving expenses in accordance with Title 74 O.S. 500.51.

## **METHOD ESTABLISHED TO BREAK TIES IN THE CALCULATION OF RETENTION POINTS**

ODMHSAS shall give a veterans preference over affected non-veterans who have equal retention points to the affected veteran employee and then by giving preference for retention in accordance of years of service in the Agency. 74 O.S. 840-2.27C(C), OAC 530:10-13-32(c). In the event of a tie score in the calculation of retention points, the ranking of employees who have the same total retention points shall be determined by giving preference for retention to years of service in the ODMHSAS. In the event of a secondary tie score after preference is given for years of service within the agency, preference will be given to years of service in the facility. If a tie continues to exist, preference will be given to length of time in the job family. In the event of a continuing tie, preference will be given to length of time in the job family level. If a tie continues to exist after all preferences have been given, retention status will be determined by a random drawing of names.

### **RETENTION OF AFFECTED EMPLOYEES BASED ON TYPE OF APPOINTMENT**

Pursuant to OAC 530:10-13-32 and 74 O.S. 840-2.27(c), within displacement limits, retention of affected employees shall be based on job family level and type of appointment. Subject to eligible classified employees accepting displacement offers, unclassified employees in a job family level on limited term appointments shall be separated first, followed by employees on project indefinite appointments, followed by employees on probationary appointments with the agency, prior to the separation or voluntarily demotion of any permanent classified employee from the same job family level.

ODMHSAS has separated probationary classified affected employees in affected job family levels, except those affected employees in probationary status after reinstatement from permanent classified status without a break in service, prior to the separation of any permanent classified affected employee in an affected job family level. ODMHSAS will provide for the retention of permanent classified affected employees in affected job family levels and those affected employees in probationary status after reinstatement, based on years of service.

### **OUTPLACEMENT ASSISTANCE**

ODMHSAS will offer outplacement assistance and employment counseling prior to and after the Reduction in Force from the Oklahoma Employment Security Commission and other state or private entities that assist individuals who may be impacted by a Reduction in Force.

#### **Outplacement Assistance - Other Operational Plan**

Services below offered from February 1 through March 1, 2010.

**A. Job Search Resource Guide**

- a. List of websites with instructions on how to search for job opportunities.
  - i. Phone Numbers
  - ii. Web Addresses
- b. List of trade schools and CareerTech Centers
- c. Sample resumes and cover letters
- d. Interview checklist & timeline

**B. Career Transition Support Services (Based in Norman, Oklahoma)**

- a. Training
  - i. Resume Preparation Skills
  - ii. Interview Skills
  - iii. Skills-based training (Basic Selected Microsoft Office Software)
- b. Job Search Support
  - i. Office/on-site support service
    - 1. Computer with Internet access
    - 2. Printing/duplicating services
    - 3. Local phone and fax
  - ii. Operational hours posted

**STATEMENT OF VETERANS PREFERENCE**

ODMHSAS shall give a veterans preference over affected non-veterans who have equal retention points to the affected veteran employee and then by giving preference for retention in accordance of years of service in the Agency. 74 O.S. 840-2.27C(C), OAC 530:10-13-32(c).

**ESTIMATED NUMBER OF EMPLOYEES TO PARTICIPATE IN  
EDUATIONAL VOUCHER FUND**

The Oklahoma Department of Mental Health and Substance Abuse Services estimates that there will be no affected employees likely to participate in the education voucher program established in 74 O.S. 840-2.27D.

**ESTIMATE OF COST SAVINGS OR REDUCED EXPENDITURES LIKELY TO  
BE ACHIEVED BY THE RIF**

As of December 14, 2009, the total estimated cost of the Reduction-In-Force is \$785,238, which includes FICA and payment of accrued annual leave. This estimated cost is based on 23 occupied classified positions being abolished.

The cost of this Reduction-in-Force will be included in our FY-10 Budget Work Program. The ODMHSAS estimates FY-10 savings from the Reduction-In-Force will be \$371,038.

Aggregated costs associated with the reduction in force are:

Longevity Cost:	\$ 43,296
Service Benefit Cost:	\$ -0-
Lump-Sum Benefit Cost:	\$ -0-
Insurance Benefit:	\$328,468
Annual Leave, Holiday Leave and Non-Exempt Compensatory time payment:	\$ 158,535
FICA/MQFE/Retirement	\$66,644
Unemployment liability:	\$ -0-
Outplacement costs:	\$ -0-

### **REASONS FOR REORGANIZATION**

Due to the State's budget shortfall and the reduction in the ODMHSAS's annual budget allocation, the agency has reviewed the services it provides in combination with other services that are available to the State's population. There is a significant shortage of adolescent substance abuse treatment beds in the state. Additionally, children's mental health treatment beds are generally Medicaid compensable, suggesting that some children and youth will access services through other providers. Finally, the ODMHSAS operated Rose Rock Recovery Center and Northwest Center for Behavioral Health center can absorb some of the female adult substance abuse beds from the Norman Alcohol and Drug Treatment Center; however, for men, a serious treatment gap is created. Therefore, ODMHSAS is reorganizing the staff of the Norman Alcohol and Drug Treatment Center and the staff of the Children's Recovery Center into one building in order to provide a larger adolescent substance abuse treatment center. Some children's mental health treatment beds will remain operational at the facility as a safety net to Oklahoma's children.

This process allows ODMHSAS to eliminate \$4,486,572 dollars from its operating budget to cover some of the budget shortfall.

### **STATEMENT OF EEOC COMPLIANCE**

In accordance with State and Federal law, ODMHSAS has taken action to avoid or minimize any adverse impact on minorities or women.

"Attachment A" - Occupied and Vacant Positions to be Abolished

	A	B	C	D	E	F	G	H	I	J
1	PIN	Job Code	Pay Band	Job Description	Empl. ID	Name	Retention Point	Previous JFDS/DATES	Facility	Location
2	2228	E17B	I	Administrative Assistant II	159349	Snider, Dara K.	20.03	E17B Administrative Assistant- 4-14-2008	CRC	Norman
3	3094	E17B	I	Administrative Assistant II	134454	Conner, Catherine	102.57	E17B administrative Assistant -2-24-2003 E16C Administrative Tech- 12-3-2001	NADTC	Norman
4	1261	E16A	D	Administrative Technician I	158085	Massengale,Tammy L	22.36	E16A Administrative Technician I 3-23-2009 Y10A PCA 2-4-20078	CRC	Norman
5	0283	E16B	E	Administrative Technician II	118237	Wullich,Peggy J	40.20	E16B Administrative Technician 5-13-2007	CRC	Norman
6	2978	E16B	E	Administrative Technician II	144442	Boone,Sheila K	46.73	E16B Administrative Technician 1-20-2008 Y10A PCA 1-23-2006	NADTC	Norman
7	0020	E16B	E	Administrative Technician II	137153	Corley,Karen L	101.03	E16B Administrative Technician 1-18-2009 Y10A PCA 10-3-2004 F50A Housekeeping/Custodial Worker 7-14-2003 Y10A PCA 9-21-1992	NADTC	Norman
8	1801	F47B	G	Automotive/Engine Mechanic II	131517	Musgrove, Calvin	230.46	F47B Automotive/Engine Mechanic - 11-1-1999 P102 Auto Mechanic I 10-1-1990	GMH	Norman
9	2177	X39A	N	Dir Patient Activity Programs I	130646	Saltzman, David	305.90	x39A Director of Patient Activity Programs - 7-12- 1996 X36C Recreation Therapist - 6-19-1990 X36A Recreation Therapist - 7-1-1985	GMH	Norman
10	0099	X45A	N	Director of Professional Svcs I	130370	Aziz, Nilufer	351.66	X45A Director of Professional Services 1-9-1995 E12B Administrative Programs Officer - 7-6-1986 H20A Social Services Specialist 7-5-1986 E12B Administrative Programs Officer - 5-13-1986 H20A Social Services Specialist 7-1-1985	GMH	Norman
11	2311	F75A	G	Electrician I	162988	Lebermann,Christopher	14.46	F75A Electrician - 10-1-2008	GMH	Norman
12	0418	X10A	G	Health Information Technician I	120621	Credell, David C.	139.27	X10A Health Information Technician 1/28/02, Y10A Patient Care Assistant 10/28/98, Prior temp 5/4/98	CRC	Norman
13	2510	X10A	G	Health Information Technician I	131748	Williams, Carolyn	220.53	X10A Health Information Technician 3/7/05, E16C Administrative Technician 11/4/91, Prior temp 8/23/89	GMH	Norman

"Attachment A" - Occupied and Vacant Positions to be Abolished

	A	B	C	D	E	F	G	H	I	J
1	PIN	Job Code	Pay Band	Job Description	Empl. ID	Name	Retention Point	Previous JFDS/DATES	Facility	Location
14	1054	F50A	B	Housekeeping/Custodial Worker I	162359	Huckeby, Michael T.	15.53	F50A Housekeeping/Custodial Worker 8/29/08	NADTC	Norman
15	2444	F50B	C	Housekeeping/Custodial Worker II	162676	Soliday, Wendee L.	14.96	F50B Housekeeping/Custodial Worker 9/16/08	CRC	Norman
16	1045	F50B	C	Housekeeping/Custodial Worker II	156885	Beanes, Delia S.	25.20	F50B Housekeeping/Custodial Worker 11/9/07	CRC	Norman
17	2369	F54A	C	Light Vehicle Driver I	124748	Waters, Clarence	60.30	F54A Light Vehicle Driver 12-6-2004	GMH	Norman
18	1462	Z25C	L	Nutrition Therapist III	144892	Vergis, Susan	225.00	Z25C Nutrition Therapist 8-5-2005 Z25B Nutrition Therapist 11-1-1999 Z141 Nutrition Therapist 11-6-1995 previous unclassified job code	GMH	Norman
19	2765	X25B	F	Pharmacy Technician II	137825	Onken, Jennifer	98.23	Z25B Pharmacy Tech 10-8-2001	GMH	Norman
20	0467	F49B	F	Physical Plant Operator II	121313	Vanschuyver, Ernest	137.93	F49B Physical Plant Operator 9-9-2001 F41C Construction/Maintenance Technician 1-12-1998	GMH	Norman
21	2680	X36A	I	Recreation Therapist I	159121	Ferguson, Steve Wayne	20.56	X36A Recreation Therapist 5-24-2009 Y10B PCA 5-11-2008	GMH	Norman
22	0388	X36A	H	Recreation Therapist I	142277	Kay, Justin W.	47.20	X36A Recreational Therapist 1-9-2006	NADTC	Norman
23	2805	X36A	H	Recreation Therapist I	147350	Barnett, Joe D.	50.86	X36A Recreational Therapist 9-19-2005	CRC	Norman
24	1569	X36A	H	Recreation Therapist I	136914	Cox, Bo D.	74.89	X36A Recreational Therapist 2-22-2004 Y10A PCA 11-2-2003	NADTC	Norman
25										
26	<b>Vacant Positions to be Abolished</b>									
27	0988	E16B	E	Admin Tech II					GMH	Norman
28	1825	E16C	F	Admin Tech III					CRC	Norman
29	2011	F50A	B	Housekeeping/Custodial Worker I					GMH	Norman
30	0355	F50B	C	Housekeeping/Custodial Worker II					NADTC	Norman
31	0864	F54A	C	Light Vehicle Driver I					GMH	Norman
32	0625	X36A	H	Recreational Therapist I					CRC	Norman
33	0639	X36A	H	Recreational Therapist I					GMH	Norman

"Attachment B" - Positions and Employees Subject to Displacement

	A	B	C	D	E	F	G	H	I	J
1	PIN	Job Code	Pay Band	Job Description	Empl. ID	Name	Retention Point	Previous JFDS/DATES	Facility	Location
2	1241	E12B	L	Admin Programs Officer II	138763	Webb, Melissa	143.33	E12B Admin Programs Ofcr 03/05/2006 A20C Insurance Subrogation/Reimbursement Specialist 08/11/2002 A20B Insurance Subrogation/Reimbursement Specialist 07/02/2000 A20A Insurance Subrogation/Reimbursement Specialist 05/28/1998 D50B Accounting Technician 01/05/1998	CRC	Norman
9	0874	E17B	I	Administrative Assistant II	119191	Gatzen, Sandra	40.70	E17B Administrative Assistant - 3-16-2008 E16C Administrative Tech - 7-24-2006	GMH	Norman
25	0062	E16A	D	Administrative Technician I	139834	St Clair,Nancy J	41.33	E16A Administrative Technician 11-23-2008 Y10A PCA 7-10-2006	CRC	Norman
27	1005	E16B	E	Administrative Technician II	144305	Holiday,Chelsee K	38.60	E16B Administrative Technician II 11-12-2006	COCMHC	Norman
33	3129	E16C	F	Administrative Technician III	159483	Craig,Tracee L	19.80	E16C Administrative Technician III 4-21-2008	COCMHC	Norman
34	0994	E16C	F	Administrative Technician III	159302	Steelman,Rebecca G	20.26	E16C Administrative Technician III 4-7-2008	COCMHC	Norman
54	2934	X10A	G	Health Information Technician I	121382	Howell,Elsie M	106.10	X10A Health Information Technician 2/12/01	OCCIC	Oklahoma City
55	0980	X10A	G	Health Information Technician I	139453	McLaughlin,Deborah	106.10	X10A Health Information Technician 10/31/04, E16C Administrative Technician III 2/12/01	OCCIC	Oklahoma City
97	1595	X25B	F	Pharmacy Technician II	145205	Drake,Angela K	59.53	X25B Pharmacy Technician 11/29/04	COCMHC	Norman
102	2209	X36A	H	Recreation Therapist I	151731	Williams, Chyanna	33.33	X36A Recreation Therapist 3-5-2007	GMH	Norman
113	0985	X36C	J	Recreation Therapist III	136622	White, Brian A.	85.35	X36C Recreational Therapist 12-21-2008 X36A Recreational Therapist 12-2-2002	CRC	Norman

"Attachment C" - Retained Occupied and Vacant JFD's Within Displacement Limits

	A	D	E	F	G	H	I	J	K	L
1	PIN	Job Code	Pay Band	Job Description	Empl. ID	Name	Retention Point	Previous JFDS/DATES	Facility	Location
2	0269	E12A	J	Admin Programs Officer I	129366	Janssen, Norma	415.16	E17A Administrative Assistant 11/24/1988 E24B Secretary 08/04/1985 E16C Administrative Technician 7-1-1985	CO	Oklahoma City
3	0805	E12B	L	Admin Programs Officer II	120955	Jackson, Dixie	565.05	E12B Admin Programs Ofcr 04/18/2005 E12A Admin Programs Ofcr 08/16/1989 E17A Administrative Assistant 07/01/1985	GMH	Norman
4	1046	E17A	H	Administrative Assistant I	140238	Jervis, Amiee S	110.66	E17A Administrative Assistant 4-1-2007 E13B Customer Service Representative 9-23-2002 F50A Housekeeping/Custodial Worker 9-25-2000	COCMHC	Oklahoma City
5	1007	E17A	H	Administrative Assistant I	136248	Whitcomb, Karma L	128.33	E17A Administrative Assistant 4/2/06, E16C Administrative Technician 12/26/04, Y10A Patient Care Assistant 4/5/99	OCCIC	Oklahoma City
6	2972	E17A	H	Administrative Assistant I	132766	Wadley, Terence	346.20	E17A Administrative Assistant - 11-15-1992 Y10B - 7-1-1985	GMH	Norman
7	1359	E17A	H	Administrative Assistant I	137091	Theberge, Stephanie	351.66	E17A Administrative Assistant - 10-3-2004 Y10B PCA - 7-1-1985	GMH	Norman
8	0091	E17B	I	Administrative Assistant II	118549	Jackson, Rosie M	111.33	E17B Administrative Assistant 2/18/07, E17A Administrative Assistant 10/3/04, E16C Administrative Technician 2/12/01,	OCCIC	Oklahoma City
9	0868	E17B	I	Administrative Assistant II	137471	Brown, Kim M.	130.83	E17B Administrative Assistant - 4-26-2009 Y10C PCA - 2-4-2007 Y10B PCA - 4-20-2003 Y10A PCA - 1-20-1999	CRC	Norman
10	0424	E17B	I	Administrative Assistant II	141476	Cox, Barbara D.	137.30	E17B Administrative Assistant - 11-15-2003 E24C Secretary - 8-27-2000 E16C Administrative Tech - 7-6-1998	CRC	Norman
11	1453	E17B	I	Administrative Assistant II	131662	Brasier, Billie J	141.82	E17B Administrative Assistant 12-11-2005 E24D Secretary 11-3-2002 E24A Secretary 4-12-1998 K20A Rehabilitation Tech 4-12-1998 F50A Housekeeping/Custodial Worker 10-29-1996	COCMHC	Norman

"Attachment C" - Retained Occupied and Vacant JFD's Within Displacement Limits

	A	D	E	F	G	H	I	J	K	L
1	PIN	Job Code	Pay Band	Job Description	Empl. ID	Name	Retention Point	Previous JFDS/DATES	Facility	Location
12	0780	E17B	I	Administrative Assistant II	146984	Seedorf,Christa A	146.00	E17B Administrative Assistant 8-3-2008 E17A Administrative Assistant 2-20-2007 E16C Administrative Tech 10-15-1997	COCMHC	Norman
13	2085	E17B	I	Administrative Assistant II	135014	McLerran, Janet	213.35	E17B Admin Assistant II - 1-9-2005 X10A Health Info Tech - 11-17-2003 Y10B PCA II - 7-7-1996 Y10A PCA I - 3-9-1992	GMH	Norman
14	1948	E17B	I	Administrative Assistant II	121172	Weaver-Soldolski,Susan	260.33	E17B Administrative Assistant 5/16/08, E16D Administrative Technician 11/29/06 - pull card	COCMHC	Norman
15	1716	E17B	I	Administrative Assistant II	127456	Millsap, Diane	296.23	E17B Administrative Assistant 8-24-1992 E13B Customer Service Representative - 6-15-1992 E17B Administrative Assistant- 12-15-1991 E13B Customer Service Representative - 8-13-1989 E13B Customer Service Representative - 6-12-1986 F50A Custodial Worker - 7-1-1985	GMH	Norman
16	2346	E17B	I	Administrative Assistant II	121144	Snodgrass, Nancy	322.36	E17B Administrative Assistant - 10-31-2004 E24D Secretary - 7-30-1989 E24A Secretary - 4-12-1987 E16B Administrative Tech 7-1-1985	GMH	Norman
17	0085	E17B	I	Administrative Assistant II	133175	Asbury, Valerie	326.00	E17B Administrative Assistant- 9-24-2001 E17A Administrative Assistant - 3-22-1992 Y11B LPN - 8-15-1988	GMH	Norman
18	2114	E17B	I	Administrative Assistant II	133384	Davis,Janet S	326.86	E17B Administrative Assistant 3-2-1998 E24B Secretary 2-12-1996 K20A Rehabilitation Technician 11-28-1994 X10A Health Information Tech 7-7-1989 E16C Administrative Technician 10-27-1986 E16B Administrative Technician 7-1-1985	COCMHC	Norman
19	0595	E17B	I	Administrative Assistant II	140462	Grueser,Renee L	353.46	E17B Administrative Assistant 6/28/04, X10B Health Information Technician 9/4/94, X10A Health Information Technician 3/13/90, E16B Administrative Tech II 2/29/88, Z20A Food Service specialist 7/1/85	OCCIC	Oklahoma City
20	2231	E17B	I	Administrative Assistant II	121413	Seaton, Shirlene	406.43	E17B Administrative Assistant - 7-1-1985	GMH	Norman

"Attachment C" - Retained Occupied and Vacant JFD's Within Displacement Limits

	A	D	E	F	G	H	I	J	K	L
1	PIN	Job Code	Pay Band	Job Description	Empl. ID	Name	Retention Point	Previous JFDS/DATES	Facility	Location
21	1390	E16A	D	Administrative Technician I	135233	Klea,Keith D	235.96	E16A Administrative Technician 7-1-1996	OCCIC	Oklahoma City
22	3176	E16B	E	Administrative Technician II	136775	Burns,Leonardo E	300.50	E16B Administrative Technician 4/28/08, Y10B Patient Care Assistant 4/9/00, Y10A Patient Care Assistant 11/30/89, Y10B Patient Care Assistant 10/25/87-8/12/89, Y10A Patient Care Assistant 8/16/87, J41B Fire Prevention and Security Officer 5/5/86, Y10B Patient Care Assistant 11/10/85, Y10A Patient Care Assistant 7/1/85	OCCIC	Oklahoma City
23	1066	E16B	E	Administrative Technician II	132035	Haugen,Linda C	366.10	E16B Administrative Technician 12-8-1997 Z20A Food Service Specialist 12-7-1997 E16B Administrative Technician 9-15-1997 Z20A Food Service Specialist 5-12-1986 F20A Materiel Management Specialist 7-1-1985	GMH	Norman
24	1905	E16C	F	Administrative Technician III	155251	Camp,Raymond L	28.30	E16C Administrative Technician III 10-14-2007 Y10A PCA 8-6-2007	COCMHC	Norman
25	1003	E16C	F	Administrative Technician III	118670	Metz,Charlene A	118.03	e16C Administrative Technician 8-19-2007 E16B Administrative Technician 6-25-2006 Y10A 2-14-2000	OCCIC	Oklahoma City
26	1072	E16C	F	Administrative Technician III	136170	Hames,Deanna G	222.53	E16 C Administrative Technician 4-13-2009 E16 B Administrative Technician 1-30-2009 E16A Administrative Technician 7-6-2008 F44A CARPENTER - 11-13-2005 F41A CONSTRUCTION/MAINTENANCE TECHN - 10-22-2000 F41A CONSTRUCTION/MAINTENANCE TECHN - 3-10-1997 F79A Laborer - 10-1-1990 F50A Housekeeping/Custodial Worker - 3-19-1990	GMH	Norman
27	1495	E16C	F	Administrative Technician III	135140	Jarman,Mary M	227.33	E16C Administrative Technician 11-9-2008 Y10A PCA 8-24-1992 F50A Housekeeping/Custodial Worker 8-7-1991	GMH	Norman
28	0746	E16C	F	Administrative Technician III	121679	McCurley,Patricia L	258.96	E16C Administrative Technician 1/7/07, Y10A Patient Care Assistant 9/26/88,	OCCIC	Oklahoma City

"Attachment C" - Retained Occupied and Vacant JFD's Within Displacement Limits

	A	D	E	F	G	H	I	J	K	L
1	PIN	Job Code	Pay Band	Job Description	Empl. ID	Name	Retention Point	Previous JFDS/DATES	Facility	Location
29	1644	E16C	F	Administrative Technician III	136239	Atwell,Susan M	265.43	E16C Administrative Technician 8-2-2009 E16B Administrative Technician 6-19-2000 E16A Administrative Technician 6-14-1999 E16C Administrative Technician 9-1-1995 E16B Administrative Technician 1-15-1991 E24A Secretary7-1-1985	GMH	Norman
30	0981	E16C	F	Administrative Technician III	129290	Riter,Richard D	344.36	E16C Administrative Technician 3/7/04, Y10B Patient Care Assistant 10/25/90, Y10A Patient Care Assistant 7/1/85	COCMHC	Norman
31	2251	E16D	G	Administrative Technician IV	142555	Cotledge,Milo A	180.64	E16D Administrative Technician 4-18-2004 J41B Fire Prevention and Security Officer 11-27-1994	GMH	Norman
32	2385	F47B	G	Automotive/Engine Mechanic II	127203	Harris, Charley	258.30	F47B Automotive/Engine Mechanic 10-21-1996 F50B Housekeeping/Custodial Worker 6-12-1994 F50A Housekeeping/Custodial Worker - 6-6-1990	GMH	Norman
33	1769	F47D	I	Automotive/Engine Mechanic IV	136785	Logston, Michael	155.90	F47D Automotive/Engine Mechanic - 11-1-1999 F47C Automotive/Engine Mechanic - 11-18-1996	GMH	Norman
34	1407	X45B	O	Director of Professional Svcs II	124440	Kueteman,Kim B	399.60	X45B Director of Professional Svcs 7-1-1985	GMH	Norman
35	0978	F75A	G	Electrician I	160559	Webb, Carl	18.20	F75A Electrician - 9-28-2008 F75B Electrician - 6-9-2008	GMH	Norman
36	1689	F75A	G	Electrician I	120165	Gray, Robin	53.83	F75A Electrician 5-25-2008 F41A Construction/Maintenance Tech - 6-20-2005	GMH	Norman
37	1872	F75D	J	Electrician IV	129746	Youngblood, Bobby	301.80	F75D Electrician - 11-23-1998 F41C Construction/Maintenance Technician 12-21-1997 F75B Electrician - 10-28-1990 F41B Construction/Maintenance Technician - 7-1-1985	GMH	Norman
38	2430	X10A	G	Health Information Technician I	124727	Goyette,Sharon L	123.73	X10A Health Information Technician 4/29/07, E16C Administrative Technician 11/5/00, E16B Administrative Technician 11/1/99, E16B Administrative Technician II 8/23/99	COCMHC	Norman

"Attachment C" - Retained Occupied and Vacant JFD's Within Displacement Limits

	A	D	E	F	G	H	I	J	K	L
1	PIN	Job Code	Pay Band	Job Description	Empl. ID	Name	Retention Point	Previous JFDS/DATES	Facility	Location
39	0678	X10A	G	Health Information Technician I	121509	Dole, Sharon J	234.66	X10A Health Information Technician 11/1/99, X10A Health Information Technician 1/27/92, E16C Administrative Technician 5/25/90, E16B Administrative Technician 9/5/89	OCCIC	Oklahoma City
40	0005	X10A	G	Health Information Technician I	118554	Maricle, Andrea	252.58	X10A Health Information Technician 3/21/05, Y10A Patient Care Assistant 4/5/92,	GMH	Norman
41	1320	X10A	G	Health Information Technician I	118053	Moore, Sharilynn	256.00	X10A Health Info Tech - 8-12-2002 E16C Administrative Technician - 11-2-1994 E16C Administrative Technician - 7-15-1991 Z20A Food Service Specialist - 3-12-1989	GMH	Norman
42	0179	X10A	G	Health Information Technician I	130029	Munday, Cathy	274.21	X10A Health Information Technician 6/29/05, E16B Administrative Technician 6/30/97, Y10A Patient Care Assistant 7/1/85	GMH	Norman
43	1601	X10A	G	Health Information Technician I	131531	Brown, Anita E.	303.50	X10A Health Information Technician 3/7/04, Y10B Patient Care Assistant 10/22/89, Y10A Patient Care Assistant 7/1/85	CRC	Norman
44	1149	X10A	G	Health Information Technician I	138037	Hoff, Marceline L.	328.63	X10A Health Information Technician 7/1/89	NADTC	Norman
45	1740	X10A	G	Health Information Technician I	137213	Montgomery, Lena	362.46	X10A Health Information Technician 6/29/05, E13C Customer Service Representative 7/1/85	GMH	Norman
46	1097	X10A	G	Health Information Technician I	121831	Hennion, Lawrence	414.36	X10A Health Information Technician 9/9/91, E24A Secretary I 5/5/91, E16B Administrative Technician 1/27/86, Y10B Patient Care Assistant 7/1/85	GMH	Norman
47	0451	X10B	H	Health Information Technician II	132978	Chatagnier, Yoko	331.40	X10B Health Information Technician 11/1/99, X10B Health Information Technician II 8/17/87, X10A Health Information Technician I 7/1/85	COCMHC	Norman
48	1630	X10C	I	Health Information Technician III	135422	Martin, Terri J.	302.93	X10C Health Information Technician 12/17/01, X10A Health Information Technician 10/5/92, Y10B Patient Care Assistant 10/22/89, Y10A Patient Care Assistant 7/1/85	CRC	Norman
49	0141	F50A	B	Housekeeping/Custodial Worker I	158894	Themins, Linda S	20.93	F50A Housekeeper/Custodial Worker 3/17/06	COCMHC	Norman

"Attachment C" - Retained Occupied and Vacant JFD's Within Displacement Limits

	A	D	E	F	G	H	I	J	K	L
1	PIN	Job Code	Pay Band	Job Description	Empl. ID	Name	Retention Point	Previous JFDS/DATES	Facility	Location
50	0128	F50A	B	Housekeeping/Custodial Worker I	149499	Young, Perry	37.36	F50A Housekeeping/Custodial Worker 2/4/27,	GMH	Norman
51	2630	F50A	B	Housekeeping/Custodial Worker I	142388	Collins, Christen	38.90	F50A Housekeeping/Custodial Worker 9/18/06,	GMH	Norman
52	0859	F50A	B	Housekeeping/Custodial Worker I	137409	Spears, Connie	44.40	F50A Housekeeping/Custodial Worker 4/3/06	GMH	Norman
53	0403	F50A	B	Housekeeping/Custodial Worker I	142718	Sloan, Jerry	47.86	F50A Housekeeping/Custodial Worker 12/19/05	GMH	Norman
54	1039	F50A	B	Housekeeping/Custodial Worker I	138098	Randol, Ruth	60.30	F50A Housekeeping/Custodial Worker 12/6/04	GMH	Norman
55	2235	F50A	B	Housekeeping/Custodial Worker I	125737	Guajardo, Patricia	91.16	F50A Housekeeping/Custodial Worker 3/6/06, Z30A ----- 4/1/02-11/30/05, Prior temp 2/4/02	GMH	Norman
56	2180	F50B	C	Housekeeping/Custodial Worker II	156509	Canfield, Michael	26.00	F50B Housekeeping/Custodial Worker 10/15/07	CRC	Norman
57	2782	F50B	C	Housekeeping/Custodial Worker II	151283	Hendriks, Peggy	34.10	F50B Housekeeping/Custodial Worker 4/26/09, F50A Housekeeping/Custodial Worker 2/12/07	GMH	Norman
58	1273	F50B	C	Housekeeping/Custodial Worker II	138282	Tracey, Wendy K	41.04	F50B Housekeeping/Custodial Worker 12/10/07, F50A Housekeeping/Custodial Worker 4/2/06- 8/1/07,	CRC	Norman
59	2773	F50B	C	Housekeeping/Custodial Worker II	120244	Campbell, Ronald	76.80	F50B Housekeeping/Custodial Worker 4/3/05, F50A Housekeeping/Custodial Worker 7/21/03	GMH	Norman
60	1711	F50B	C	Housekeeping/Custodial Worker II	133656	Ned, Robert	145.60	F50B Housekeeping/Custodial Worker	GMH	Norman
61	1544	F50C	D	Housekeeping/Custodial Worker III	127018	Ajaga,Lookman O	45.30	F50C Housekeeper/Custodial Worker 3/6/06	COCMHC	Norman
62	2230	F50C	D	Housekeeping/Custodial Worker III	131476	Lemser, James	52.63	F50C Housekeeping/Custodial Worker 9/2/07, F54A Light Vehicle Driver 5/27/07, Z30A Linen & Clothing Specialist 7/26/05	GMH	Norman
63	0387	F50C	D	Housekeeping/Custodial Worker III	134216	Sugg, Dawn	153.66	F50C Housekeeper/Custodial Worker 2-18-2007 F50B Housekeeper/Custodial Worker 11-1-2002 F50A Housekeeper/Custodial Worker 8-25-1997	GMH	Norman
64	0535	F50C	D	Housekeeping/Custodial Worker III	136663	Lee, Lorrie	202.46	F50C Housekeeping/Custodial Worker 9/4/05, F50B Housekeeping/Custodial Worker 11/1/02, F50A Housekeeping/Custodial Worker 5/2/94,	GMH	Norman

"Attachment C" - Retained Occupied and Vacant JFD's Within Displacement Limits

	A	D	E	F	G	H	I	J	K	L
1	PIN	Job Code	Pay Band	Job Description	Empl. ID	Name	Retention Point	Previous JFDS/DATES	Facility	Location
65	1833	F50D	G	Housekeeping/Custodial Worker IV	126034	Hewlett, Terry D.	139.36	F50D Housekeeping/Custodial Worker, 11/1/02, F50C Housekeeping/Custodial Worker 8/27/01, F50A Housekeeping/Custodial Worker 5/4/98	CRC	Norman
66	0138	F54A	C	Light Vehicle Driver I	139208	Barnard, Gerald	325.46	F54A Light Vehicle Driver 7-1-1985	GMH	Norman
67	0094	Z25C	L	Nutrition Therapist III	126779	Ayres, Franna	385.96	Z25C Nutrition Therapist 7-1-1985	GMH	Norman
68	0492	X25B	F	Pharmacy Technician II	137527	Russell, Annette	172.70	X25B Pharmacy Technician 6-8-2008 D50A Accounting Tech 5-29-2005	GMH	Norman
69	2001	X36A	H	Recreation Therapist I	137397	Powell, Prusilla	268.72	X36A Recreational Therapist 2-5-1990	GMH	Norman
70	0946	X36A	H	Recreation Therapist I	133357	Graham, Mark	308.63	X36A Recreational Therapist 3-36-1984	GMH	Norman
71	1791	X36A	H	Recreation Therapist I	120755	Mullaney, Susan	332.86	X36A Recreational Therapist 1-13-1991 X12A Therapeutic/Medical Assistant 3-19-1982	GMH	Norman
72	0873	X36A	H	Recreation Therapist I	117682	Garlington, Robert L	333.36	X36A Recreational Therapist 4-25-1988 Y10B PCA 8-16-1987 Y10A 3-4-1982	GMH	Norman
73	1512	X36B	I	Recreation Therapist II	120143	Alexander, Deidre T.	107.31	X36B Recreational Therapist 1-24-2005 X36A Recreational Therapist 2-11-2001	CRC	Norman
74	1381	X36B	I	Recreation Therapist II	138904	Whitson, Shelly R	230.46	x36B Recreational Therapist 4-12-2009 X36A Recreational Therapist 10-1-1990	GMH	Norman
75	1176	X36B	I	Recreation Therapist II	133480	Scott, Brenda A.	291.20	X36B Recreational Therapist 3-30-2008 X36A Recreational Therapist 9-11-1985	CRC	Norman
76										
77	Vacant Affected JFD									
78										
79	2084	F50A	B	Housekeeping/Custodial Worker I					GMH	Norman

Geographical Location	Job Code	Job Family	Level	Pay Band
Bill Willis CMHC - Tahlequah, OK	0020	Temporary	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	0020	Temporary	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	0020	Temporary	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	0020	Temporary	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	1403	Senior Triage Specialist	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	1403	Senior Triage Specialist	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	1655	Triage Specialist	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	2884	Director of Program Evaluation	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	7677	Recovery Support Specialist	N/A	unclass
Bill Willis CMHC - Tahlequah, OK	E17B	Administrative Assistant	II	I
Bill Willis CMHC - Tahlequah, OK	H20A	Social Services Specialist	I	H
Bill Willis CMHC - Tahlequah, OK	X10A	Health Information Technician	I	G
Carl Albert CMHC - McAlister, OK	0603	Family Advocate	N/A	unclass
Carl Albert CMHC - McAlister, OK	0789	SOC Project Manager	N/A	unclass
Carl Albert CMHC - McAlister, OK	1044	Data Process Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1403	Senior Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1403	Senior Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1403	Senior Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1403	Senior Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1403	Senior Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1403	Senior Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1655	Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1655	Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1655	Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1655	Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1655	Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1655	Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	1655	Triage Specialist	N/A	unclass
Carl Albert CMHC - McAlister, OK	2572	Registered Nurse	N/A	unclass
Carl Albert CMHC - McAlister, OK	6215	Triage Director	N/A	unclass
Carl Albert CMHC - McAlister, OK	D50C	Accountant Technician	III	H
Carl Albert CMHC - McAlister, OK	D50C	Accountant Technician	III	H
Carl Albert CMHC - McAlister, OK	F20C	Material Management Specialist	III	D
Carl Albert CMHC - McAlister, OK	X25B	Pharmacy Technician	II	F
Carl Albert CMHC - McAlister, OK	Y10A	Patient Care Assistant	I	D
Carl Albert CMHC - McAlister, OK	Y11A	Licensed Practical Nurse	I	G
Central Administration - Oklahoma City, OK	0020	Temporary	N/A	unclass
Central Administration - Oklahoma City, OK	0020	Temporary	N/A	unclass
Central Administration - Oklahoma City, OK	0020	Temporary	N/A	unclass
Central Administration - Oklahoma City, OK	0416	Consumer Advocate Consultant	N/A	unclass
Central Administration - Oklahoma City, OK	0764	Budget Analyst	N/A	unclass
Central Administration - Oklahoma City, OK	1049	Director of Program Enhancement	N/A	unclass
Central Administration - Oklahoma City, OK	1118	IS Application Specialist	N/A	unclass
Central Administration - Oklahoma City, OK	1118	IS Application Specialist	N/A	unclass
Central Administration - Oklahoma City, OK	1118	IS Application Specialist	N/A	unclass
Central Administration - Oklahoma City, OK	1677	Prevention Service Specialist	N/A	unclass
Central Administration - Oklahoma City, OK	2452	Consumer Advocate (Non-Attorney)	N/A	unclass
Central Administration - Oklahoma City, OK	2549	Advocate General	N/A	unclass
Central Administration - Oklahoma City, OK	2956	Drug Court Field Representative	N/A	unclass

Geographical Location	Job Code	Job Family	Level	Pay Band
Central Administration - Oklahoma City, OK	4248	ODMHSAS Investigator	N/A	unclass
Central Administration - Oklahoma City, OK	4500	Administrative Assistant	N/A	unclass
Central Administration - Oklahoma City, OK	4500	Administrative Assistant	N/A	unclass
Central Administration - Oklahoma City, OK	4500	Administrative Assistant	N/A	unclass
Central Administration - Oklahoma City, OK	4766	Civil Rights Coordinator	N/A	unclass
Central Administration - Oklahoma City, OK	4852	Dir of MHSAS Children Youth Family Srvs	N/A	unclass
Central Administration - Oklahoma City, OK	5675	Teenline Coordinator	N/A	unclass
Central Administration - Oklahoma City, OK	6151	Technology & Information Support coord	N/A	unclass
Central Administration - Oklahoma City, OK	7552	HRD Administrator	N/A	unclass
Central Administration - Oklahoma City, OK	7679	Recovery Services Field Rep	N/A	unclass
Central Administration - Oklahoma City, OK	7699	CIS Project Manager	N/A	unclass
Central Administration - Oklahoma City, OK	7925	Prevention Program Field Representative	N/A	unclass
Central Administration - Oklahoma City, OK	8105	Prevention Program Manager	N/A	unclass
Central Administration - Oklahoma City, OK	8113	Programs Field representative	N/A	unclass
Central Administration - Oklahoma City, OK	8113	Programs Field representative	N/A	unclass
Central Administration - Oklahoma City, OK	8142	Transformation Agent	N/A	unclass
Central Administration - Oklahoma City, OK	8142	Transformation Agent	N/A	unclass
Central Administration - Oklahoma City, OK	8142	Transformation Agent	N/A	unclass
Central Administration - Oklahoma City, OK	8570	Coordinator of Field Services	N/A	unclass
Central Administration - Oklahoma City, OK	8570	Process Improvement Project Manager	N/A	unclass
Central Administration - Oklahoma City, OK	9121	Integrated Services Discharge Manager	N/A	unclass
Central Administration - Oklahoma City, OK	9361	Federal Funds Administrator	N/A	unclass
Central Administration - Oklahoma City, OK	9632	Assistant Director Inovation Center	N/A	unclass
Central Administration - Oklahoma City, OK	9742	Human Resource Management Specialist	N/A	unclass
Central Administration - Oklahoma City, OK	9742	Human Resource Management Specialist	N/A	unclass
Central Administration - Oklahoma City, OK	# pending	Web Developer	N/A	unclass
Central Oklahoma CMHC - Norman, OK	0020	Temporary	N/A	unclass
Central Oklahoma CMHC - Norman, OK	0020	Temporary	N/A	unclass
Central Oklahoma CMHC - Norman, OK	0020	Temporary	N/A	unclass
Central Oklahoma CMHC - Norman, OK	1403	Senior Triage Specialist	N/A	unclass
Central Oklahoma CMHC - Norman, OK	2584	Nurse Practitioner	N/A	unclass
Central Oklahoma CMHC - Norman, OK	2604	Licensed Practical Nurse	N/A	unclass
Central Oklahoma CMHC - Norman, OK	2710	Psychiatrist	N/A	unclass
Central Oklahoma CMHC - Norman, OK	2914	Triage Coordinator	N/A	unclass
Central Oklahoma CMHC - Norman, OK	4500	Administrative Assistant - time limited	N/A	unclass
Central Oklahoma CMHC - Norman, OK	6762	Clinical Case Manager Coordinator	N/A	unclass
Central Oklahoma CMHC - Norman, OK	7677	Recovery Support Specialist	N/A	unclass
Central Oklahoma CMHC - Norman, OK	# pending	Coordinator of Decision Support Center	N/A	unclass
Children's Recovery Center of Oklahoma - Norman, OK	2604	Licensed Practical Nurse	N/A	unclass
Children's Recovery Center of Oklahoma - Norman, OK	E16C	Administrative Technician	III	F
Children's Recovery Center of Oklahoma - Norman, OK	F41A	Contruction/Maintenance Technician	I	F
Children's Recovery Center of Oklahoma - Norman, OK	Y10A	Patient Care Assistant	I	D
Children's Recovery Center of Oklahoma - Norman, OK	Y10A	Patient Care Assistant	I	D
Children's Recovery Center of Oklahoma - Norman, OK	Y10B	Patient Care Assistant	II	E
Griffin Memorial Hospital - Norman, Ok	0020	Temporary	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	0020	Temporary	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	0020	Temporary	N/A	unclass

Geographical Location	Job Code	Job Family	Level	Pay Band
Griffin Memorial Hospital - Norman, Ok	0020	Temporary	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	0020	Temporary	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	0020	Temporary	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	0656	Shift Nurse Coordinator	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	0656	Shift Nurse Coordinator	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	0656	Shift Nurse Coordinator	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	1655	Triage Specialist	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	1974	Resident Doctor (vs) Fourth Year	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	2573	Registered Nurse	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	2573	Registered Nurse	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	4908	Assistant Executive Director	N/A	unclass
Griffin Memorial Hospital - Norman, Ok	A20B	Insurance Subrogation/Reimb Specialist	II	J
Griffin Memorial Hospital - Norman, Ok	B55A	Information Systems Services Coordinator	I	J
Griffin Memorial Hospital - Norman, Ok	F41A	Construction/Maintenance Technician	I	F
Griffin Memorial Hospital - Norman, Ok	F41A	Construction/Maintenance Technician	I	F
Griffin Memorial Hospital - Norman, Ok	F50A	Housekeeping/Custodial Worker	I	B
Griffin Memorial Hospital - Norman, Ok	H20A	Social Services Specialist	I	H
Griffin Memorial Hospital - Norman, Ok	J41A	Fire Prevention & Security Officer	I	D
Griffin Memorial Hospital - Norman, Ok	Y10A	Patient Care Assistant	I	D
Griffin Memorial Hospital - Norman, Ok	Y10A	Patient Care Assistant	I	D
Griffin Memorial Hospital - Norman, Ok	Y10A	Patient Care Assistant	I	D
Griffin Memorial Hospital - Norman, Ok	Y10A	Patient Care Assistant	I	D
Griffin Memorial Hospital - Norman, Ok	Y10A	Patient Care Assistant	I	D
Griffin Memorial Hospital - Norman, Ok	Y11B	Licensed Practical Nurse	II	H
Griffin Memorial Hospital - Norman, Ok	Y11B	Licensed Practical Nurse	II	H
Griffin Memorial Hospital - Norman, Ok	Y11B	Licensed Practical Nurse	II	H
Griffin Memorial Hospital - Norman, Ok	Y12A	Registered Nurse	I	J
Griffin Memorial Hospital - Norman, Ok	Y12C	Registered Nurse	III	M
Griffin Memorial Hospital - Norman, Ok	Y13A	Nurse Manager	I	M
Griffin Memorial Hospital - Norman, Ok	Z20A	Food Service Specialist	I	C
Griffin Memorial Hospital - Norman, Ok	Z20A	Food Service Specialist	I	C
Griffin Memorial Hospital - Norman, Ok	Z20B	Food Service Specialist	II	E
Griffin Memorial Hospital - Norman, Ok	Z20B	Food Service Specialist	II	E
Griffin Memorial Hospital - Norman, Ok	Z20B	Food Service Specialist	II	E
Jim Taliaferro CMHC - Lawton, OK	1403	Senior Triage Specialist	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	1655	Triage Specialist	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	2561	Triage Specialist Assistant	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	2561	Triage Specialist Assistant	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	2573	Registered Nurse	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	2573	Registered Nurse	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	2573	Registered Nurse	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	2573	Registered Nurse	N/A	unclass
Jim Taliaferro CMHC - Lawton, OK	F14A	Contracting & Acquisitions Agent	I	H
Jim Taliaferro CMHC - Lawton, OK	Y10A	Patient Care Assistant	I	D
Jim Taliaferro CMHC - Lawton, OK	Y10A	Patient Care Assistant	I	D
NorthWest Center for Behavioral Health - Enid, OK	0020	Temporary	N/A	unclass
NorthWest Center for Behavioral Health - Ft. Supply, OK	0020	Temporary	N/A	unclass

Geographical Location	Job Code	Job Family	Level	Pay Band
NorthWest Center for Behavioral Health - Woodward, OK	0020	Temporary	N/A	unclass
NorthWest Center for Behavioral Health - Fort Supply, OK	0020	Temporary	N/A	unclass
NorthWest Center for Behavioral Health - Enid, OK	1403	Senior Triage Specialist	N/A	unclass
NorthWest Center for Behavioral Health - Guymon, OK	1403	Senior Triage Specialist	N/A	unclass
NorthWest Center for Behavioral Health - Woodward, OK	1403	Senior Triage Specialist	N/A	unclass
NorthWest Center for Behavioral Health - Guymon, OK	1403	Senior Triage Specialist	N/A	unclass
NorthWest Center for Behavioral Health - Woodward, OK	1403	Senior Triage Specialist	N/A	unclass
NorthWest Center for Behavioral Health - Guthrie/Kingfisher, OK	2561	Triage Specialist Assistant	N/A	unclass
NorthWest Center for Behavioral Health - Woodward, OK	2561	Triage Specialist Assistant	N/A	unclass
NorthWest Center for Behavioral Health - Enid, OK	2561	Triage Specialist Assistant	N/A	unclass
NorthWest Center for Behavioral Health - Enid, OK	2561	Triage Specialsit Assistant	N/A	unclass
NorthWest Center for Behavioral Health - Woodward, OK	2561	Triage Specialsit Assistant	N/A	unclass
NorthWest Center for Behavioral Health - Enid, OK	2573	Registered Nurse	N/A	unclass
NorthWest Center for Behavioral Health - Enid, OK	2604	Licensed Practical Nurse	N/A	unclass
NorthWest Center for Behavioral Health - Enid, OK	2710	Psychiatrist (BE)	N/A	unclass
NorthWest Center for Behavioral Health - Alva/Fairview, OK	3826	Satellite Coordinator	N/A	unclass
NorthWest Center for Behavioral Health - Woodward, OK	7677	Recovery Support Specialist	N/A	unclass
NorthWest Center for Behavioral Health - Woodward, OK	D50B	Accounting Technician	II	G
NorthWest Center for Behavioral Health - Ft. Supply, OK	E13B	Customer Svc Representative	II	E
NorthWest Center for Behavioral Health - Guthrie/Kingfisher, OK	E16C	Administrative Technician	III	F
NorthWest Center for Behavioral Health - Guthrie/Kingfisher, OK	E16C	Administrative Technician	III	F
NorthWest Center for Behavioral Health - Woodward, OK	E16C	Administrative Technician	III	F
NorthWest Center for Behavioral Health - Fort Supply, OK	E16D	Administrative Technician	IV	G
NorthWest Center for Behavioral Health - Guymon, OK	E17A	Administrative Assistant	I	H
NorthWest Center for Behavioral Health - Enid, OK	E17B	Administrative Assistant	II	I
NorthWest Center for Behavioral Health - Woodward, OK	E24A	Secretary	I	F
NorthWest Center for Behavioral Health - Ft. Supply, OK	F75D	Electrician	IV	J
NorthWest Center for Behavioral Health - Woodward, OK	H20B	Social Service Specialist	II	I
NorthWest Center for Behavioral Health - Ft. Supply, OK	Y10A	Patient Care Assistant	I	D
NorthWest Center for Behavioral Health - Ft. Supply, OK	Y10A	Patient Care Assistant	I	D
NorthWest Center for Behavioral Health - Ft. Supply, OK	Y10A	Patient Care Assistant	I	D
NorthWest Center for Behavioral Health - Ft. Supply, OK	Y10B	Patient Care Assistant	II	E
NorthWest Center for Behavioral Health - Ft. Supply, OK	Y10B	Patient Care Assistant	II	E
NorthWest Center for Behavioral Health - Woodward, OK	Y10B	Patient Care Assistant	II	E
NorthWest Center for Behavioral Health - Ft. Supply, OK	Y10B	Patient Care Assistant	II	E
NorthWest Center for Behavioral Health - Ft. Supply, OK	Z20A	Food Service Specialist	I	C
NorthWest Center for Behavioral Health - Ft. Supply, OK	Z20A	Food Service Specialist	I	C
NorthWest Center for Behavioral Health - Ft. Supply, OK	Z20B	Food Service Specialist	II	C
OCCIC - Oklahoma City, OK	1655	Triage Specialist	N/A	unclass
OCCIC - Oklahoma City, OK	1655	Triage Specialist	N/A	unclass
OCCIC - Oklahoma City, OK	2572	Registered Nurse	N/A	unclass
OCCIC - Oklahoma City, OK	2710	Psychiatrist (Board Eligible)	N/A	unclass
OCCIC - Oklahoma City, OK	2710	Psychiatrist (Board Eligible)	N/A	unclass
OCCIC - Oklahoma City, OK	8127	Director of Nursing	N/A	unclass
OCCIC - Oklahoma City, OK	Y11B	Licensed Practical Nurse	II	H
OCCIC - Oklahoma City, OK	Y13A	Nursing Manager	I	M
Oklahoma Forensic Center - Vinita, OK	0020	Temporary	N/A	unclass

Geographical Location	Job Code	Job Family	Level	Pay Band
Oklahoma Forensic Center - Vinita, OK	0020	Temporary	N/A	unclass
Oklahoma Forensic Center - Vinita, OK	1403	Senior Triage Specialist	N/A	unclass
Oklahoma Forensic Center - Vinita, OK	2573	Registered Nurse	N/A	unclass
Oklahoma Forensic Center - Vinita, OK	2603	Licensed Practical Nurse	N/A	unclass
Oklahoma Forensic Center - Vinita, OK	2711	Senior Psychiatrist (BC)	N/A	unclass
Oklahoma Forensic Center - Vinita, OK	2721	Forensic Officer	N/A	unclass
Oklahoma Forensic Center - Vinita, OK	B55B	Information Systems Services Coordinator	II	K
Oklahoma Forensic Center - Vinita, OK	H27D	Clinical Social Worker	IV	M
Oklahoma Forensic Center - Vinita, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	0020	Temporary	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	0020	Temporary	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	0020	Temporary	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	0020	Temporary	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	1403	Sr. Triage Specialist	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	2561	Triage Specialist Assist.	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	2573	Registered Nurse	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	2573	Registered Nurse	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	2604	Licensed Practical Nurse	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	2655	Nursing Assistant	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	7039	Physician	N/A	unclass
Tulsa Center for Behavioral Health - Tulsa, OK	E16C	Administrative Technician	III	F
Tulsa Center for Behavioral Health - Tulsa, OK	E19A	Medical Transcriptionist	I	E
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10A	Patient Care Assistant	I	D
Tulsa Center for Behavioral Health - Tulsa, OK	Y10B	Patient Care Assistant	II	E
Tulsa Center for Behavioral Health - Tulsa, OK	Y10B	Patient Care Assistant	II	E
Tulsa Center for Behavioral Health - Tulsa, OK	Y10B	Patient Care Assistant	II	E
Tulsa Center for Behavioral Health - Tulsa, OK	Y10B	Patient Care Assistant	II	E
Tulsa Center for Behavioral Health - Tulsa, OK	Y11A	Licensed Practical Nurse	I	G
Tulsa Center for Behavioral Health - Tulsa, OK	Y12A	Registered Nurse	I	J
Tulsa Center for Behavioral Health - Tulsa, OK	Y12A	Registered Nurse	I	J

NOTE: Positions vacated (60) as the result of the VOBO are not listed in this attachment as they may not be filled within a one-year period.