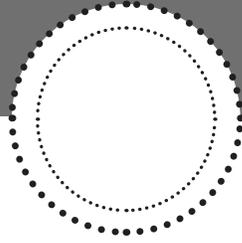


OPM



HR Exchange

A publication of the

State of Oklahoma Office Of Personnel Management



2008 NASPE ANNUAL MEETING IN OKC!



OPM Hosts 2008 NASPE Annual Meeting!

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

The 2008 Annual Meeting of the National Association of State Personnel Executives (NASPE) was held July 12-16, 2008, at the historic Skirvin Hilton Hotel in Oklahoma City. NASPE membership includes state personnel directors across the country and the U.S. Territories. The Oklahoma Office of Personnel Management served as State Host for the meeting, which was attended by 150 HR professionals from 38 states, including 33 from State of Oklahoma agencies. (story continued on page 10.)

In the above picture, the 2007-2008 NASPE Executive Committee members are recognized and presented gifts at the Oklahoma History Center during the July 15 NASPE Awards Dinner. Pictured left to right are: Sam Wilkins, South Carolina; Jennifer Donnelly, Wisconsin; Jeff Herring, President-Elect, Utah; David Kaye, Treasurer, Colorado; Oscar Jackson, State Host Chair, Oklahoma; Sara Redding Wilson, Past-President, Virginia; Randy Morris, Montana; Eva Santos, Washington; and Dana Jefferson, NASPE President, Delaware. Not pictured: Alicia Kellogg, Maine.

(...Story Continues on Page 10)

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Welcome to Peoplesoft HR 9.0

Susan Loftin, Human Resources Programs Manager

On Tuesday, July 29, 2008, the OPM Classification and Compensation Divisions were treated to a sneak peek of the new PeopleSoft HR System by the OSF Core staff. PeopleSoft HR 9.0 has a new look complete with a new color scheme, and there are a few terminology changes. The biggest change is the way users navigate through the system. There will no longer be breadcrumbs; PeopleSoft HR 9.0 has a side menu instead. The new side menu makes it possible to go from one area to another and back again without returning to the homepage. The PeopleSoft system has combined some of the tabs in position and job data, so there will be more information contained on fewer tabs. Another very useful update is the ability to sort search results by clicking first or last name, or employee ID. There is also a new link in position data that allows users to go directly to the job data of the position incumbent. Finally, users have the option to set up queries to run on a set schedule and can even default the format for the queries.

Core is currently working out the kinks with the new system and will begin testing with select agencies in September. The current timeline has the new system rolling out sometime in November. Keep an eye out for updates and announcements from Core and/or OPM this fall.



HRDS Course Enrollment System “Goes Live” on Peoplesoft

Grayson Bedwell, Administrative Assistant and Jeanie Robards, CORE

With the demise of the state’s IMS 3270 HOST Legacy Computer System, the Communication Operations Reporting Enterprise (CORE) Oklahoma Human Resources Development (HRD) Administer Training Module was born.

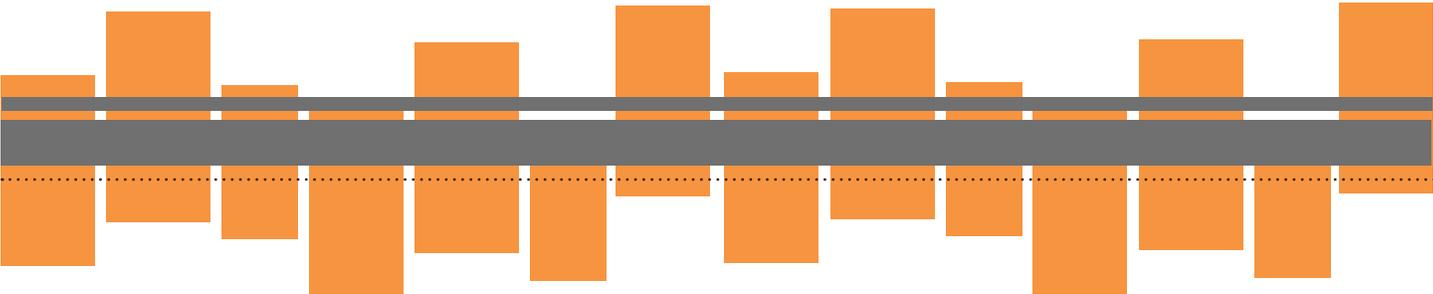
Beginning with the Fall 2008 training semester, all of the Office of Personnel Management Human Resource Development Services (OPM/HRDS) workshops will be available for enrollment on the CORE HRD Administer Training Module. The training module allows each state agency to enroll its own employees in all CORE-offered courses. Agencies have been notified, and enrollments in the new system have begun.

Each agency has designated training nominating officials, who can access to this module to enroll employees, wait list employees by category, cancel enrollments, and monitor attendance of courses. A training manual is posted on the CORE website and provides instruction for these procedures. It can be accessed at: <http://www.ok.gov/OSF/CORE/HRMS/index.html>.

In order to gain access to the training module, training nominating officials are required to submit a System Access Authorization Request (HCM) for approval. The form can be accessed at: <http://www.ok.gov/OSF/documents/OSF%20FORM%20304%20System%20Access%20Request%20HRMS%20Rev%200408.pdf>.

If additional information is required, contact Jeanie Robards at the CORE Oklahoma Office at (405) 522-1780 or at jeanie.robards@osf.ok.gov.

The training module is a portion of the PeopleSoft conversion system called the Communication Operations Reporting Enterprise (CORE) Oklahoma Financial and Human Resource Management System, which began in 2002. The financial modules were implemented in 2003, followed by the Human Resource Management modules in 2004.





Third Annual OPM Sponsored Payroll Deduction (VPD) Exposition, September 17, 2008

*Terri Berry, Human Resources Programs Manager
and Latisha Edwards, Accountant*

Third Annual OPM Sponsored Voluntary Payroll Deduction (VPD) Exposition,
September 17, 2008

The Office of Personnel Management will sponsor a one-day Voluntary Payroll Deduction (VPD) Exposition to take place at the State Capitol, Wednesday, September 17, 2008, from 10:00 a.m. to 3:00 p.m. The purpose of the OPM sponsored VPD Expo is to assist state agencies in meeting statutory requirements.

The State Employees Flexible Benefits Act, statutorily cited as 74 O.S. § 1333 (G), requires agencies to invite vendors that have approved voluntary payroll deduction status to employee benefits information meetings and mandates that the informational meetings be held no less than 30 working days prior to the annual deadline for making changes to state employees' benefit packages. Furthermore, agencies are required to allow each employee a minimum of 60 minutes during the work day to attend informational meetings.

Each agency is responsible for advising vendors of the date, time, and location of their one-day benefits information meeting, whether the agency utilizes OPM's VPD Vendor Expo or conducts its own informational meeting on a different date.

The Capitol Health and Safety Expo, sponsored by EBC on October 16, 2008, will not comply with 74 O.S. § 1333. Vendor contact information may be accessed on the Office of Personnel Management's website at: http://www.ok.gov/opm/Voluntary_Payroll_Deduction/VPD_Program_Payroll_Deductions.html

2009 Option Period - Open Enrollment for State Employees

*Terri Berry, Human Resources Programs Manager
and Latisha Edwards, Accountant*

Option Period for Plan Year 2009 is scheduled to begin October 6, 2008, and conclude November 3, 2008. State employees will be encouraged to take advantage of on-line enrollment. Last year, 66 percent of State Employees enrolled for their benefits online and 35 percent of enrollees elected to enroll in flexible spending accounts.

Benefit Coordinator training will take place September 30 and October 1, 2008. The Employees Benefits Council will provide Benefit Coordinators with training registration information in the near future.

Capitol Health and Safety Expo - October 16, 2008

*Terri Berry, Human Resources Programs Manager
and Latisha Edwards, Accountant*

The Employees Benefits Council Sponsored 13th Annual Capitol Health and Safety Expo will be Thursday, October 16, 2008, from 9:00 a.m. – 4:00 p.m. on the first and second floors of the State Capitol rotunda.

This expo is designed to promote health awareness for all state employees and is always a fun and educational time with exciting giveaways and activities.

Over 12,000 state employees have attended this event in the past 12 years. This year the Health Expo will be held simultaneously with the Oklahoma State Employee Benefits Council "Open Enrollment."



Affirmative Action Plan Submission Deadline

Brenda Thornton, Director of Equal Opportunity and Workforce Diversity Services

Due to OPM no later than September 1, 2008.

If you have questions, feel free to contact Brenda C. Thornton, Director, Office of Equal Opportunity and Workforce Diversity, at (405) 521-3082 or brenda.thornton@opm.ok.gov



2008 IPMA-HR Conference Advance Registration Deadline

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

The advance registration deadline for the 2008 IPMA-HR International Training Conference & Exposition, to be held October 18-22 in Las Vegas, Nevada, is September 26, 2008. Registration fees are:

- Member Advance Full Conference Registration Fee - \$650
- Member On-Site Full Conference Registration Fee - \$700
- Non-Member Advance Full Conference Registration - \$850
- Non-Member On-Site Full Conference Registration - \$900

One Day Registration and Pre-Conference Workshops are also available.

For additional information see: <http://www.ipma-hr.org/content.cfm?pageid=592>.



New Classes on Fall Workshop Schedule

Carrie Rohr, Director of Human Resource Development Services

Human Resource Development Services (HRDS) of the Office of Personnel Management is pleased to announce three new workshops on the fall training schedule.

Customer Service: A Lost Art, Say OK to Your Health, and Productive Meetings will be introduced this fall. All three classes will be offered on the campus of Rose State College. Customer Service and Say OK to Your Health will also be offered at Moore-Norman Vo-Tech, and OSU-Tulsa. The fall workshop schedule may be accessed on the OPM website www.opm.ok.gov

Please note that classes at Rose State will be held in the Professional Training and Education Center (PTEC) through October 15, 2008. We anticipate moving back to the Tom Steed Center upon completion of the building renovations. We will notify agency nominating officials as soon as possible when the move date is finalized. The PTEC building is located at 1720 S. Hudiburg Drive, just north of the Tom Steed Center (on the east side of the road).

If you have questions regarding the workshop schedule or training facility, please contact Carrie Rohr, Director of HRDS, at (405) 521-6344 or carrie.rohr@opm.ok.gov



Agency Self-Evaluation Update

Kara Smith, General Counsel

The Agency Human Resource Management Self-Evaluation and Management Plan (The Plan) has been modified to an interactive word document that can be saved and stored electronically. Current versions of The Plan (formerly named the Agency Self-Evaluation of Human Resource Management and Human Resource Management Plan) are being released Mid-August 2008. The Plan is a valuable tool for train-

ing and orientation of new state human resources personnel and agency directors, as it provides an overview of state and federal requirements related to human resources. However, it should be noted that The Plan is not a comprehensive listing of all legal requirements related to human resources and employment.

The Plan was designed to assist agencies in:

- Determining compliance with state and federal human resource require-

ments.

- Facilitating agency assessment of human resource activities.
- Identifying areas for improvement.
- Developing a strategic plan for lawful and effective human resource management

If there are questions or if additional information is needed, please contact Kara I. Smith, General Counsel for the Office of Personnel Management, at 405-522-1736 or kara.smith@opm.ok.gov.



2008 HR Legislation Summary

Shirley Russell, Director of Legislative Affairs

The following bills from the 2008 Legislative session have impact on human resources and related areas for state agencies:

Oklahoma Personnel Act

Senate Bill 2046 - Amends O.S. 74:840-2.5 of the Whistleblower Act - Effective November 1, 2008.

Allows a third-party state employee who has actual knowledge of a disciplinary or retaliatory act taken against the whistleblower to file an appeal to the Merit Protection Commission on behalf of that individual and establishes the requirements for filing such appeals.

Voluntary Payroll Deduction

Senate Bill 1866 - Amends O.S. 62.7.10 - Effective June 3, 2008.

Section 1 increases the minimum membership for a statewide employee association to participate in voluntary payroll deduction (VPD) from 1000 to 2000 dues-paying members. The section also permits state employee associations to offer their individual members the ability to purchase benefits, goods, or services through VPD. The bill also changes the effective date in 62:7.10 (D) for exemption from the minimum state employee membership requirement from March 23, 1984 to January 1, 2008.

HR Procedures

Senate Bill 1673 - Amends O.S. 74:150.9 - Effective July 1, 2008.

Requires state agencies that are authorized to request a check of criminal history records to conduct a national criminal history records check on all persons authorized to access or review information from national criminal history records checks.

House Bill 3112 - Amends O.S. 74:914 - Effective July 1, 2008.

Section 9 of the bill prohibits retired members of OPERS from being rehired by former employers for one year after retiring unless he/she waives benefits and returns as a bona fide employee.

Miscellaneous

Senate Bill 1507 - Creates O.S. 74:464 - Effective November 1, 2008.

Section 1 of the legislation requires that any report, administrative rule, budget work program, budget request, or any other document that is required by law to be filed with the Governor, President Pro Tempore of the Senate, or the Speaker of the House of Representatives be submitted electronically.

Benefits and Retirement

House Bill 3112 - Amends O.S. 74:930.10; 74:1303; and 74:1309.1 - Effective July 1, 2008.

Section 6 provides a four-percent cost-of-living adjustment for OPERS retirees. Section 13 changes the maximum age of a dependent to twenty-five (25). Section 14 states a dependent shall be allowed to remain covered under the State and Educational Employees Insurance Act up to the age of twenty-five (25) and deletes previous restrictions on dependent participation.

Senate Bill 565 - Amends O.S. 74:1303; 74:1309.1 - Effective November 1, 2008.

Section 11 changes the maximum age of a dependent to twenty-five (25). Section 12 states a dependent shall be allowed to remain covered under the State and Educational Employees Insurance Act up to the age of twenty-five (25) and deletes previous restrictions on dependent participation.

Workforce Planning Update: Workforce Plans

Ross Tripp, Workforce Planning Manager



This year's Strategic Plan requires agencies to submit their second formal force Plans.

In coordination with the Office of State Finance, the Office of Workforce planning will again consult with agencies to construct their workforce plans. Agency workforce plans are part of the agencies' strategic plans and will be submitted electronically through the budget request system with paper copies housed internally by the agencies and additionally at OPM.

To assist agencies, workforce data will again be provided by the Office of Workforce Planning and through the budget request system. This data

provides the following information for each agency for the previous 12 months: Employee Count (beginning of the period), Employee Count (end of the period), Retirements, Retirement Rate, Resignations, Resignation Rate, Total Voluntary Turnovers, Total Voluntary Turnover Rate, Current Average Employee Age, Current Average Employee's State Service, Current Average Employee's Years to Retirement, Percent of FTE's Eligible to Retire in 3 Years, and Percent of FTE's Eligible to Retire in 5 Years.

In other workforce planning news, the second iteration of Outlook Oklahoma, OPM's workforce analytics application, is nearing completion. It will include everything from its original version,

but will additionally include compensation and demographic data as well as more advanced features such as trend analysis, turnover and retirement projections. It will also allow agencies to produce specialized queries for any period of time during the three years of history stored in its database. Outlook Oklahoma is currently being finalized and is projected to be ready for distribution in October of 2008.

For more information on agency workforce plans, please visit the OSF web site at <http://www.ok.gov/OSF/Budget/index.html>, or the Office of Workforce Planning page on OPM's website at http://www.ok.gov/opm/About_OPM/Organization/Workforce_Planning/.



Six Months OKCAREERS Update

Hank Batty, Deputy Administrator for Programs,
Natasha Riley, Human Resources Programs Manager
and Tom Impson, Human Resources Programs Manager

Since its implementation on January 23, 2008, the OKCAREERS applicant tracking and testing system has made great strides in improving the application and hiring process for both prospective and current employees with the State of Oklahoma. With upwards of 10,000 applications processed monthly and more than 1,100 appointments made since its launch date, the OKCAREERS system has provided a fast and convenient way for applicants to view open positions in Oklahoma state government and apply online any time, day or night.

"The applicants love the ability to be notified of open positions via email and the ease of applying with just a few clicks," states Cassandra Patmon, a Human Resources Specialist in the Applicant Services Division of the Office of Personnel

Management. Christine Jolly, Director of Human Resources for the Oklahoma Corporation Commission, takes advantage of prompt job posting times and a speedy certification process. **"OKCAREERS allows our agency to have a list of qualified applicants ready to work right at our fingertips."**

OPM is still in the process of placing all Merit System examinations in JobAps. Currently, 16 of the highest use tests are available. According to Natasha Riley, Director of OPM Personnel Assessment, all tests should be available in this web-based environment by the end of 2008.

The future of the OKCAREERS system has never looked brighter. Plans for including both unclassified and internal state job announcements in the system will allow current State employees to enjoy the same benefits of an inclusive vacancy listing and expedient online application as outside applicants. With OKCAREERS, applying with the State of Oklahoma has never been easier!



Cassandra Patmon, Human Resources Specialist, assists applicants using the OKCAREERS system in the Applicants Services Division of OPM.

State Service Anniversaries



Bob Stevens, State EAP Coordinator's 15th State Anniversary!

Oscar Jackson, OPM Administrator and Cabinet Secretary, presents a **15 year state service** pin and commendation from Governor Brad Henry to Robert "Bob" Stevens, OPM State EAP Coordinator, during the April 3, 2008 OPM Team Meeting.

Bob's service anniversary was April 28, 2008.



Tom Impson, Applicant Services Director, 20th State Anniversary!

Oscar Jackson, OPM Administrator and Cabinet Secretary, presents a **20 year state service** pin and commendation from Governor Brad Henry to Tom Impson, OPM Director of Applicant Services, in recognition of his July 5, 2008 state service anniversary. The presentation took place during the July 2008 Office of Personnel Management Team Meeting.



Susan Loftin, Classification Director, 30th State Anniversary!

Oscar Jackson, OPM Administrator and Cabinet Secretary, presents a **30 year state service** pin and commendation from Governor Brad Henry to Susan Loftin, OPM Director of Classification, in recognition of her August 26, 2008 state service anniversary. The presentation was made during the August 2008 Office of Personnel Management Team Meeting.



Oklahoma CPM Program Attains Re-Accreditation

Lisa Fortier, Training Specialist CPM Coordinator

The Oklahoma Certified Public Manager (CPM) Program hosted Michael Waters of the University of Arkansas-Little Rock June 16 -17, 2008. Mr. Waters is Chairman of a three-person re-accreditation committee assigned to evaluate Oklahoma's CPM Program. All CPM programs are accredited by the National Certified Public Manager Consortium. As a member of the consortium, we are required to be re-accredited every five years.

Mr. Waters and his committee members received a notebook full of information relevant to our program. After reviewing the material, one member of the committee must make an on-site visit. While visiting Oklahoma, Mr. Waters met with Oscar Jackson, Administrator of the Office of Personnel Management, CPM Advisory Board members, current CPM candidates, CPM graduates, HRDS instructors, and Oklahoma Society of Certified Public Manager members.

The remainder of the two day visit was spent reviewing the procedures and administrative tasks required to run our CPM program. Mr. Waters seemed to be very impressed with our program and the amount of support we receive from our administration and other state agencies.

I am pleased to report that the re-accreditation committee has recommended, without qualifications, that the Oklahoma CPM program be re-accredited for the maximum period authorized by our by-laws (five years). This will be Oklahoma's fifth accreditation as we are celebrating our 20th anniversary this year. We will receive our "official" certificate at the 2008 Consortium meeting scheduled for September.



Governor's Executive Development Program for State Officials

Carrie Rohr, Director of Human Resource Development Services

Thirty-six participants, representing 21 agencies, attended the 3rd annual Governor's Executive Development Program for State Officials, August 3-7, 2008, at Oklahoma State University, Stillwater, Oklahoma. The program is a collaboration of the William S. Spears School of Business at OSU, the Michael Price School of Business at OU, and the Office of Personnel Management.

The curriculum addressed the five Executive Leadership Competencies, identified by the US Office of Personnel Management: Leading Change, Leading People, Results-Driven, Business Acumen, and Building Coalitions/Communications, and was presented by faculty from Oklahoma State University, the University of Oklahoma, Southern Methodist University, and a guest presenter from the Partnership for Public Service in Washington, DC.

The program provides an educational experience designed to improve the way executives think and make decisions; to exchange ideas and acquire new skills in an interactive setting; and, to network and collaborate with other state government senior-level executives.

The attendees included: Larry Alexander, Department of Public Safety; Tim Allen, State Treasurer's Office; Marcia Brejda, Chevelle Galbreath, Darcy Green, and Gwen Shogren, Oklahoma Housing Finance Agency; Emmett Breslin, Clay Chandler, Steve Hagar, Kim Heaton, and John Morrison, Department of Central Services; Mitch Broiles and Steven Thompson, Department of Agriculture; Wendy Caperton, Department of Environmental Quality; Gary Evans, Department of Transportation; Ray Haddock, Diane Haser-Bennett, Gary Miller, and Connie Schlittler, Department of Human Services; Lisa Hays, Oklahoma Real Estate Commission; Oscar B. Jackson, Jr. and Susan Loftin, Office of Personnel Management; Lisa Knauf, Conservation Commission; Tracy Leeper, Randy May, Dewayne Moore, and Mark Reynolds, Department of Mental Health and Substance Abuse Services; Sherry Lewelling, Cosmetology Board; Vickie McAfee, Secretary of State; Dan Melton, Employee Benefits Council; Sandy Pantlik, Tourism and Recreation Department; Jerry Pectol, Oklahoma Employment Security Commission; James Revard, Marginal Wells Commission; Greg Sawyer, Department of Corrections; Amanda Storck, Oklahoma Center for the Advancement of Science and Technology; and Chad Warmington, Oklahoma House of Representatives.

The next program is scheduled for August 2-6, 2009.



OPM Hosts 2008 NASPE Annual Meeting! - (story continued from front cover.)

Oscar Jackson, OPM Administrator and Cabinet Secretary, and Hank Batty, OPM Deputy Administrator, served as Host State Chair and Co-Chair, respectively. They were assisted by volunteer members of the State Host Committee, who were responsible for all local arrangements and social events. Members of the State Host Committee were: Kay Hagerman, OKDHS & Chapter President of Oklahoma Public Human Resource Association (OPHRA); Terri Berry, OPM; Janet Anderson, OPM; Kristin Griffin, OSF & OPHRA Immediate Past-President; Kerry Barrick, Tourism; Jenelle Turner-Reid, OETA & OPHRA Second Vice-President; Sarah Mussett, Tourism; Susan Loftin, OPM; Kathy Haney-Crabb, OSF; Karen Reed and Terry Ellis, OKC Convention and Visitors Bureau; and, Carrie Rohr, OPM.

The State Host Committee received additional help from OPHRA members from other state agencies, who greeted attendees and coordinated meeting registration. The additional volunteers were: Harry Gentry, OPM; Brian Harrison, OPM; Marria Bratcher, Office of the State Treasurer; Eugena Zachary, Office of the Secretary of State; Tanara Lang, Oklahoma Bureau of Narcotics and Dangerous Drugs Control & OPHRA First Vice-President; Melissa Jolly, OPM; Crystal Burke, OPM; Carolyn Rumsey, OKDHS; Brenda Thornton, OPM; Denise Edwards, Tourism; Cynthia Hollier, Office of Juvenile Affairs;

Mitzi Bennett, OSBI; Mikki Gutierrez, Wildlife Conservation; Wendy Simpson, DCS; Tamara Steele, DCS; and Margot Barnes, OKDHS. Additional volunteers from OPM were Matthew Fowler, Jim Patterson, Steve Snyder and Gilda Cross.

The Official State Host Sponsor was Chesapeake Energy Corporation, who provided complimentary "NASPE 08" polo shirts for meeting attendees, guests, members of the State Host Committee and volunteers. Martha Burger, Chesapeake Energy Corporation Senior Vice President for Human and Corporate Resources, also presented an outstanding keynote presentation titled "Becoming a 'Great Place to Work' – Creating Your Employment Brand."

Special gift bags were presented to attendees and guests. Items for the gift bags were generously donated by the following agencies and organizations: Agriculture, Auditor & Inspector, Commerce, Corrections, Employees Benefits Council, Governor's Council for Workforce & Economic Development, Public Safety, OSEEGIB, Tourism, Chesapeake Energy Corporation, Community Care, CompChoice, Delta Dental, and United Health Care.

Oklahoma City Mayor Mick Cornett provided a warm and entertaining welcome message to the group, and Oklahoma Highway Patrol Trooper Stan McConnell

performed a very special and moving rendition of the National Anthem during the opening ceremonies.

Meeting participants were pleased with every aspect of the conference, including professional development and networking opportunities and social events at the Skirvin Hilton Hotel, Cattlemen's Steakhouse, and the Oklahoma History Center. The dinner at Cattlemen's included entertainment by the Pearl Band, and western hats and scarves for all were provided by the ORACLE Corporation. The Awards Dinner at the Oklahoma History Center included a special presentation about Oklahoma's young and rich heritage by Bob Blackburn, Oklahoma Historical Society Executive Director, followed by entertainment by the Oklahoma Fancy Dancers.

The 2009 NASPE Annual Meeting will take place July 11-15 in Park City, Utah, and the 2010 NASPE Annual Meeting will be held in Anchorage, Alaska.

Pictures from left to right, top to bottom:

1. 2008 NASPE Annual Meeting participants at Cattlemen's Steakhouse for July 14 dinner and entertainment by the Pearl Band, sponsored by the ORACLE Corporation.
2. Dr. Bob Blackburn, Executive Director, Oklahoma Historical Society, provided welcome message on July 15 at the Oklahoma History Center prior to the NASPE Awards Dinner.
3. Michael McNutt, reporter for The Oklahoman, interviews Jeff Herring, Executive Director, Utah, Department of Human Resource Management,



Photo Above from L-R: Dana Jefferson, NASPE President, Delaware; Oklahoma City Mayor Mick Cornett, who provided July 14 welcome remarks; and Oscar Jackson, NASPE Annual Meeting State Host Chair, Oklahoma.

Photo on Right: Oklahoma Highway Trooper Stan McConnell singing the National Anthem during the July 13 Opening Ceremonies.



Photo Below from L-R: OPHRA volunteers at registration area: Harry Gentry, OPM; Jenelle Turner-Reid, OETA; Kristin Griffin, OSF; Oscar Jackson, Oklahoma; Eugena Zachary, Office of the Secretary of State; and Tanara Lang, Oklahoma Bureau of Narcotics and Dangerous Drugs Control.

Photo on Right: July 13 keynote presentation: "Hey Dude! Managing Age Diversity in Today's Workplace," by Jeff VanKooten, The Center for Generational Studies.





on July 14 regarding Utah's decision to implement a compressed four-day work week.

4. Anne Soileau, Louisiana, introduces IPMA-HR Executive Director Neil Reichenberg for a July 16 presentation on "The Impact of Federal Legislation, Regulations, and Judicial Decisions on State HR."

5. Presentation of NASPE Eugene Rooney Leadership in State Human Resources Award at the Oklahoma History Center during the July 15 NASPE Awards Dinner. Pictured from left to right: Dana Jefferson, NASPE President, Delaware; Sara Redding Wilson, 2008 Eugene Rooney Leadership Awards recipient, Virginia; and Eva Santos, NASPE Awards Committee Chair, Washington.

6. Oscar Jackson, NASPE State Host Chair, thanks Oklahoma Deputy State Auditor and Inspector Michelle Day for the Office of State Auditor and Inspector's contribution of Oklahoma Centennial Quarters for the gift bags provided to each conference attendee and guest. (Photo by Georgia Godwin, Office of the State Auditor and Inspector).

7. Hank Batty, OPM Deputy Administrator, addresses NASPE Annual Meeting participants at July 14 Networking Luncheon.

8. Two of the four Oklahoma Fancy Dancers at the Oklahoma History Center during the July 15 Awards Dinner.



L-R: Sam Wilkins, South Carolina; Dana Jefferson, NASPE President, Delaware; Dave Ulrich, July 14 keynote presenter, whose topic was "HR: The Next Agenda;" Oscar Jackson, State Host Chair, Oklahoma; and David Kaye, NASPE Treasurer, Colorado.



L-R: July 13 presenters Melissa Scott, Booz Allen Hamilton, and Robert Lavigna, Partnership for Public Service, whose topic was "Building an Effective Onboarding System," being introduced by Randy Morris, Montana. Lavigna later made a July 14 keynote presentation on "A Golden Opportunity: Attracting Baby Boomers to Government."



July 15, 2008 Keynoter Martha Burger, Senior Vice President for Human and Corporate Resources, Chesapeake Energy Corporation, whose topic was "Becoming a "Great Place to Work" - Creating Your Employment Brand."



State Agency Participation at the SCC Pacesetter Games

Ashland Viscosi, OPMSCC Committee Chair

The Office of Personnel Management and the Oklahoma Health Care Authority represented State employees when they participated in the Pacesetter Games. The Pacesetter Games consisted of a box building contest, a relay event, and a canoe race. OPM did well in all three events and won 3rd place in the competition. The Oklahoma Health Care Authority won the award for most spirited (as one can tell from this picture below, they clearly deserved the honor).

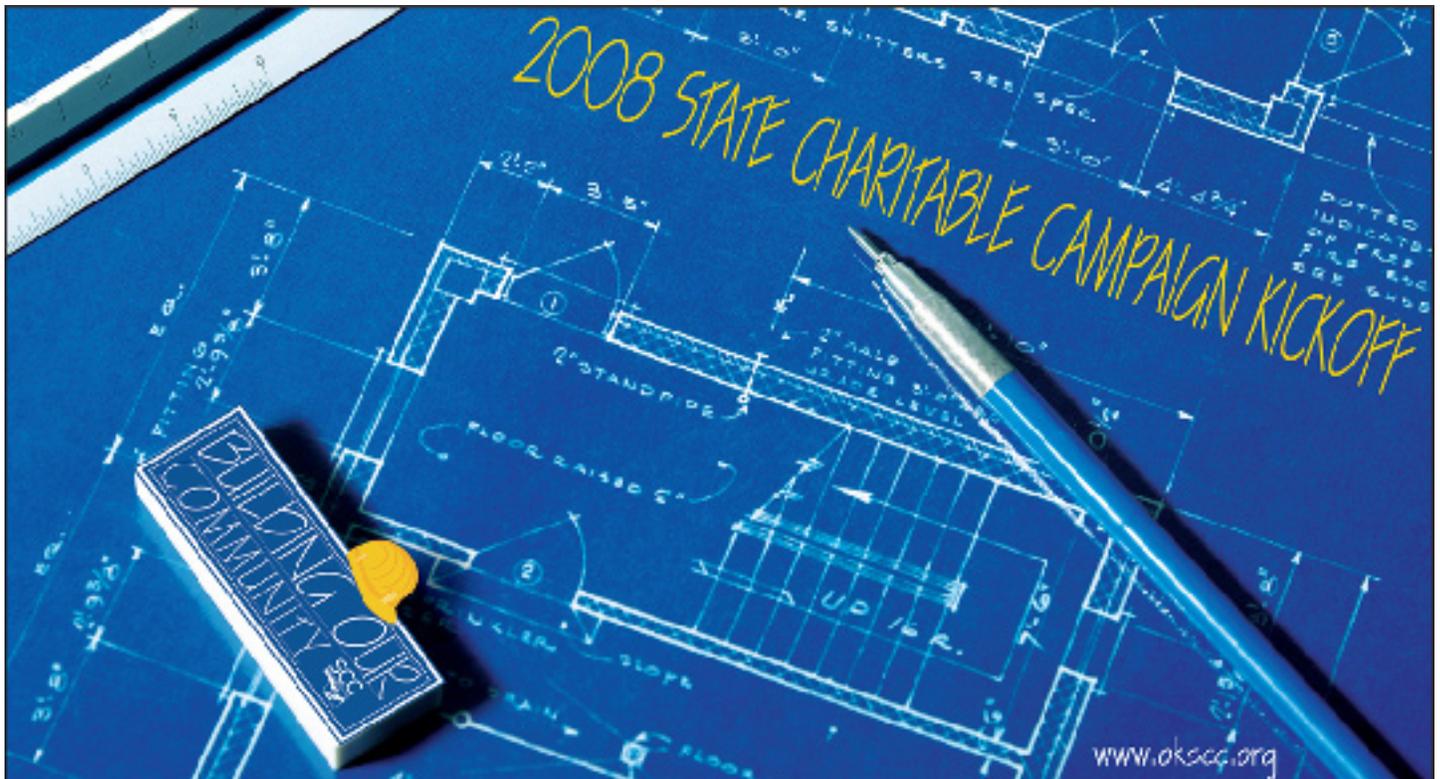
OPM, which played under the name Team 1, 2, 3, Not it! Is pictured below.



Pictured Above: The Oklahoma Health Care Authority Team showing off their "Gold Medal" Spirit.



Pictured: Kneeling from left, Terri Berry, Dustin Crossfield, Toyna Holman, Alan Ross Tripp; Second row from left, Oscar B. Jackson Jr., Kimberly Hester, Ashland Viscosi, Torey Jackson, Brian Jepsen, Denae Edwards, Brian Harrison, and Jake Smith.



OPM SCC 2008



OPM's State Charitable Campaign 2008

Ashland Viscosi, OPMSCC Committee Chair

This year the Office of Personnel Management chose to be a Pacesetter for the State Charitable Campaign. Employees at OPM seemed very excited to participate in an Olympic themed competition. The campaign ran from July 28th to August 8th. Events included a Blue Ribbon Bake Sale, a Coin Competition, Nintendo Wii Tournaments, Pancake Breakfast, Spades Tournament and a popular favorite, the Chili Cook-off.

The Wii Bowling Tournament reigned as the most popular game and set the tone for the rest of the games. The spirit of competition was seen clearly during the coin competition, which raised the most money out of all other activities, by bringing in a total of \$485.78. Employee pledge cards totaled \$5,160.25, while activities totaled \$1,292.01. The three week campaign raised a total of \$6,452.26.



Winners from July 23, 2008 Wii Bowling Tournament – From Left to Right: Jake Smith, Compensation, 2nd place with a score of 200; Matthew Fowler, Financial Management Services, 1st place with a score of 223; and Oscar B. Jackson, Administrator and Cabinet Secretary for Human Resources and Administration, 3rd place with a score of 192.



Leading by Example: Utah Embraces Innovation to Excel

Jeff Hearing, Executive Director of the Utah Department of Human Resources

(Originally appeared in the Desert News Op-ed)

Good government requires a willingness to be innovative and forward-thinking. Governor Jon Huntsman has set out an aggressive agenda and is striving to have Utah lead by example with the Working 4 Utah initiative.

As Utah moves toward implementing a four-day workweek on Monday, August 4, 2008, there are tremendous benefits to be seen by everyone affected. There are three critical areas that highlight the broad-spectrum benefits of this program: energy costs and the environmental impact, customer service and employee satisfaction.

In a time of record energy costs, Utahns are finding ways to trim their energy consumption at home and in business. Taxpayers should expect government to make the same types of assessments being done at kitchen tables around Utah about the way we are consuming energy.

By closing government buildings on Fridays, we are able to cut energy costs by 20 percent in those buildings. This is a significant step, not only in a budgetary sense and saving taxpayer money, but also in the effort to reduce state government's carbon footprint, thereby helping to improve our air quality and our overall quality of life.

Governor Huntsman has set an aggressive goal to increase energy efficiency 20 percent by 2015. This initiative is just one step in that overall goal to be more responsible about energy consumption.

In addition to the budgetary and environmental benefits, this effort should be seen as an effort to be more innovative in our approach to deliver government services to the public. By extending the hours government offices are open Monday through Thursday to 7 a.m. until 6 p.m., customers will be able to access services that have historically conflicted with traditional business hours.

This move is an effort to ensure service when it is convenient for the taxpayers. We're here to serve you, so if our hours are set to accommodate your needs, we're doing our job more effectively.

We are also able to serve the public 24 hours a day, seven days a week, with more than 800 services available online at Utah.gov, giving customers immediate access to services without the hassle of ever having to enter a government building.

Finally, state employees are some of the finest, most dedicated public servants the taxpayers of Utah could ask for. We can keep and recruit good public employees by reducing their commuting costs by 20 percent each week. Employees are also given more time each weekend to enjoy the tremendous quality of life Utah is known for.

Another significant advantage will be the state's ability to attract and recruit the best and brightest of the emerging workforce who are looking to be innovative and creative and equally value time away from work to be refreshed.

Certainly there are potential issues the state is proactively addressing in the path of the Working 4 Utah implementation. Concerns such as childcare, transportation and other obligations like school and jobs have topped the list for employees.

We are working with the Utah Transit Authority to seek better access to public transportation to accommodate the new government hours. There are services available to state employees to help them find access to childcare with extended hours.

Managers have been directed to provide flexibility, especially in this transition time period, to give employees ample time and opportunity to adjust to the new schedule. Fortunately, in an overall survey of state employees, more than 80 percent believe there to be multiple advantages to this new schedule.

It takes time to adjust to changes. We want to ensure the public is well served by state government. As the public adjusts to the idea of government services being closed on Friday, we will provide a Working 4 Utah ombudsman hotline for anyone seeking government services on Fridays to call for guidance on what can be done online or how to expedite their request within the confines of the new schedule.

The ombudsman will be available until January and can be reached at (801) 538-1808.

This is a pilot program that will be in place for one year with reviews to make sure the public is receiving the services they need, the energy savings are being realized and employees are satisfied with the new schedule.

Innovation does not exist in maintaining the status quo. While states, counties and cities throughout the rest of the country are studying ideas and contemplating action, it takes leadership to act. Utahns should be proud to know Governor Huntsman is helping Utah move forward in an effort better serve you.



Legacy Systems Support Transferred To OSF

Marilyn Capps, Associate Administrator and Chief Financial Officer

The State Personnel and State Payroll legacy systems that have served state agencies' needs for the past 22 years are nearing retirement. In June 2008, the Office of Personnel Management transferred responsibility for the maintenance and limited support of these legacy systems to the Office of State Finance. While all state agencies currently use the PeopleSoft HRMS and Payroll modules, the direct deposit application is still utilized for the benefit of the Regents for Higher Education and will continue to be supported. In anticipation of the legacy systems' retirement and based on customer needs, most of the data contained in the legacy systems has been extracted and either placed in the PeopleSoft HRMS module or transferred to the PeopleSoft Data Warehouse. As such, general access to these systems is no longer available. OPM's Information Technology Services Department built the State Payroll and State Personnel systems in 1986, which served the state well for the last two decades. Questions or concerns regarding OSF's assuming responsibility for these systems should be referred to the OSF Help Desk at (405) 521-2444 or Helpdesk@osf.ok.gov.

Denae Edwards Earns Certified Personnel Professional (CPP) Designation



Oscar Jackson, OPM Administrator and Cabinet Secretary, presents the Certified Personnel Professional (CPP) Certificate of Achievement from Governor Brad Henry to Denae Edwards, OPM Carl Albert Public Internship Coordinator (CAPIP). The certificate was awarded for Denae's completion of all CPP statutory requirements, including attendance at a four-day workshop and satisfactorily passing a comprehensive examination. The presentation was made at the August 1, 2008, OPM Team Meeting.

State Agency HR Highlight Oklahoma Department of Health

Doyle W. Fortney, PhD. SPHR, IPMA-CP; Chief, Office of Human Resources, State Department of Health

The Office of Human Resources for the Oklahoma State Department of Health is engaged both in serving the needs of our constituencies with excellence and concurrently facilitating the transformation of human resource management processes. Our goal is to lead the way in becoming an employer of choice.

Following are just a few examples of initiatives we are pursuing:

Oklahoma Public Health Leadership Institute (OPHLI):

The Oklahoma Public Health Leadership Institute (OPHLI) is an exciting agency program, coordinated by HR, and designed to improve the health of Oklahoma communities by increasing leadership and management skills of selected emerging leaders. It is a collaborative project between the College of Public Health, University of Oklahoma Health Sciences Center, and the Oklahoma State Department of Health. The 2008-2009 OPHLI session is especially significant. We recently joined together and became a Regional Leadership Institute, combining our efforts with Kansas and Missouri to create the "Kansas- Oklahoma- Missouri Leadership Institute." The result will be a greatly strengthened learning experience. By combining three leadership institutes, the participants will be introduced to additional learning experiences, including coaching and collaborative leadership.

Coaching:

HR has integrated a coaching program into the Oklahoma Public Health Leadership Institute (OPHLI). Each coach was trained and the participants oriented to the objectives of the coaching program. In addition to a team project, each participant will also prepare, with the assistance of their coach, an individual development plan for themselves. This program consists of seven coaches and nineteen Fellows who will work together over the one-year period.

Distance Learning (OK-TRAIN):

HR has introduced and implemented a Learning Management System (OK-TRAIN). In the process, we have collaborated with the Public Health Nursing Service and placed three of seventeen modules on OK-TRAIN as Lectora Learning Modules, to facilitate completion of the Public Health Nursing Orientation Program. We have developed a substantial section of supervisory, safety and cultural awareness training online. These courses are available for self-enrollment and completion, thereby enabling employees to receive credit for these courses by desktop technology. New employees are provided an email welcoming and providing them with information needed to set up a distance learning account.

Personnel:

Processes are continually improved in our personnel area. By reevaluating and streamlining these processes, we were able to cut vacancy to hiring time by two weeks

and reduced internal processing time by 50 percent. To streamline processes and better assist our customers, Personnel Services is pioneering a HRIS system that will link all HR functions and data necessary for employee management, knowledge development, career growth and development, and equal treatment. This system will provide overall management reporting and analysis of all employee and applicant information; thus, facilitating enhanced recruiting, hiring, on boarding, training, and retention efforts. It will benefit the employee by providing easy self-serve access to documents, such as employee handbooks, emergency evacuation procedures, safety guidelines, and routine forms. It will benefit the HR department overall by decreasing data entry by an anticipated 50 percent and personnel action processing time by an anticipated 60 percent. The implementation of this HRIS will improve efficiency and effectiveness and provide great support to the agency's overall workforce planning and development efforts.

Workforce Planning:

Exciting things are happening with our Workforce Planning efforts. Currently our main focus areas are Competencies, Workforce Development, Recruitment, Retention and Recognition. Our sub-committees for these focus areas have worked diligently to make positive changes in the way we do business and were recognized for those efforts in a recent selection for the Team Quarterly award. The Workforce Planning efforts have resulted in the development of a 1) Workforce Planning Model 2) Workforce Development Model and 3) Workforce Competency Model. Our competencies sub-committee developed focus groups to establish competencies for two critical JFD's in our agency. These established competencies would aid in employee development and the hiring process as well. Our Workforce Development sub-committee is also focusing on employee development and has designed a survey to evaluate training needs of the agency. This will focus efforts on engaging employees and assisting them with an individual development plan to optimize potential. We are examining a new initiative with On-boarding and are in the formative phases of creating an on boarding process to facilitate maximum retention. We continue to work closely with the Oklahoma Health Care Workforce Resources Center to create potential opportunities for meeting critical workforce needs of the future.

Strategic Planning:

HR is included in the development of a Strategic Mapping process for our agency. As a result we play a significant role in such Priority Focus areas as 1) Workforce Planning & Development, 2) Optimizing Leadership Effectiveness, 3) Alignment of Human Capital Resources, and 4) Developing Competency Sets.



OPM Payroll Support Unit

Everett Slavik, Human Resources Programs Manager

OPM's Agency Services Unit (ASU) is responsible for payroll and human resource services for approximately

44 small state agencies throughout Oklahoma. ASU provides a comprehensive and professional human resource and payroll services to our partnering agencies. ASU is staffed by Marianne Sanchez, HR Management Specialist III; Toyna Holman, HR Management Specialist III; and, Everett Slavik, HR Programs Manager II. The ASU staff members coordinate all operational HR services to include recruitment, classification, compensation, personnel action processing, etc. Team members assist in conducting Personnel Policy and Procedure staff development training courses several times each quarter for statewide participation.

To the right, is the list of agencies currently served by OPM's Agency Services Unit:



Pictured above from left to right is Marianne Sanchez, Everett Slavik and Toyna Holman.

AG #	AGENCY NAME
020	The Oklahoma Accountancy Board
039	Oklahoma Boll Weevil Eradication
045	Oklahoma Board of Architects and Landscape Architects
055	State Arts Council of Oklahoma
060	Oklahoma Aeronautics Commission
092	OK Tobacco Settlement Endowment Trust
127	Oklahoma Commission on Children & Youth
145	State Board of Chiropractic Examiners
190	Cosmetology Board
204	J.M. Davis Memorial Commission
215	Board of Dentistry
269	Oklahoma Commission for Teacher Preparation
285	Oklahoma Funeral Board
296	Ethics Commission
309	Oklahoma Department of Emergency Management
346	Space Industry Development Authority
360	Oklahoma Indian Affairs Commission
370	Oklahoma Industrial Finance Authority
416	Oklahoma Law Enforcement Retirement System
445	Liquefied Petroleum Gas
446	Oklahoma Marginal Well Commission
448	Oklahoma Board of Licensed Drug & Alcohol Counselors
475	Oklahoma Motor Vehicle Commission
509	Oklahoma State Board of Examiners for Long Term Care Administrators
520	Optometry Board
525	State Board of Osteopathic Examiners
535	Oklahoma Peanut Commission
560	State Pharmacy Board
563	Board of Private Vocational Schools
570	Professional Engineers and Land Surveyors Board
575	Board of Psychologists Examiners
582	Oklahoma State Bond Advisor
588	Oklahoma Real Estate Commission
610	Regents for Oklahoma Colleges
619	Physician Manpower Training Commission
620	Quartz Mountain Arts and Conference Center and Nature Park
622	Board of Licensed Social Workers
632	Board of Examiners for Speech Pathology and Audiology
678	Council on Judicial Complaints
755	Commission on Used Motor Vehicle & Parts
772	Oklahoma Board of Chemical Tests for Drug & Alcohol
790	Oklahoma Board of Veterinary Medical Examiners
875	Oklahoma Wheat Commission
880	Will Rogers Memorial Commission

OPM Supported Council Meetings For the Remainder of 2008

AFFIRMATIVE ACTION REVIEW COUNCIL

Wednesday, September 10, 2008 @ 9:00 AM

OFFICE OF PERSONNEL MANAGEMENT, CONFERENCE ROOM 560 (5TH FLOOR), JIM THORPE BUILDING, 2101 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105

Wednesday, October 08, 2008 @ 9:00 AM

OFFICE OF PERSONNEL MANAGEMENT, CONFERENCE ROOM 560 (5TH FLOOR), JIM THORPE BUILDING, 2101 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105

Wednesday, November 12, 2008 @ 9:00 AM

OFFICE OF PERSONNEL MANAGEMENT, CONFERENCE ROOM 560 (5TH FLOOR), JIM THORPE BUILDING, 2101 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105

Wednesday, December 10, 2008 @ 9:00 AM

OFFICE OF PERSONNEL MANAGEMENT, CONFERENCE ROOM 560 (5TH FLOOR), JIM THORPE BUILDING, 2101 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105

GOVERNOR'S ADVISORY COUNCIL ON LATIN AMERICAN AND HISPANIC AFFAIRS

Monday, September 29, 2008 @ 2:00 PM

CONFERENCE ROOM G-91, OFFICE OF PERSONNEL MANAGEMENT, JIM THORPE BUILDING, 2101 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105

Monday, December 15, 2008 @ 2:00 PM

CONFERENCE ROOM G-91, OFFICE OF PERSONNEL MANAGEMENT, JIM THORPE BUILDING, 2101 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105

GOVERNOR'S ETHNIC ADVISORY COUNCIL

Friday, September 05, 2008 @ 3:00 PM

CONFERENCE ROOM G-91, OFFICE OF PERSONNEL MANAGEMENT, JIM THORPE BUILDING, 2101 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105

Friday, November 21, 2008 @ 3:00 PM

CONFERENCE ROOM G-91, OFFICE OF PERSONNEL MANAGEMENT, JIM THORPE BUILDING, 2101 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105

OVERSIGHT COMMITTEE FOR STATE EMPLOYEE CHARITABLE CONTRIBUTIONS

Wednesday, November 12, 2008 @ 2:30 PM

CONFERENCE ROOM 560 (5TH FLOOR), OFFICE OF PERSONNEL MANAGEMENT, JIM THORPE BUILDING, 2101 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105

GOVERNOR'S ADVISORY COUNCIL ON ASIAN AMERICAN AFFAIRS

Wednesday, October 29, 2008 @ 2:00 PM

CONFERENCE ROOM G-91, OFFICE OF PERSONNEL MANAGEMENT, JIM THORPE BUILDING, 2101 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105

STATE EMPLOYEE ASSISTANCE PROGRAM ADVISORY COUNCIL

Wednesday, October 22, 2008 @ 10:00 AM

STATE CAPITOL BUILDING, CONFERENCE ROOM 419-A, 2300 N LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105

OKLAHOMA COMMISSION ON THE STATUS OF WOMEN

Thursday, August 28, 2008 @ 1:30 PM

CONFERENCE ROOM G-91, OFFICE OF PERSONNEL MANAGEMENT, JIM THORPE BUILDING, 2101 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105

Thursday, September 25, 2008 @ 1:30 PM

CONFERENCE ROOM G-91, OFFICE OF PERSONNEL MANAGEMENT, JIM THORPE BUILDING, 2101 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105

Thursday, October 23, 2008 @ 1:30 PM

CONFERENCE ROOM G-91, OFFICE OF PERSONNEL MANAGEMENT, JIM THORPE BUILDING, 2101 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105

Thursday, November 20, 2008 @ 1:30 PM

LOCATION TO BE ANNOUNCED

Thursday, December 11, 2008 @ 11:30 AM

LOCATION TO BE ANNOUNCED

ALL APPOINTING AUTHORITIES MEMORANDUMS

(from 3/01/08 to 7/31/08)

OPM 08-19 – 07/18/08 CORRECTION: Classified Pay Band Table in AAA Memo OPM 08-17

“OPM 08-17 – 06/24/08 Adjustment to Classified Pay Bands and Minimum Pay Rates for State Employees”

(NOTE: These and previous All Appointing Authorities memos may be accessed on the OPM web site at www.opm.ok.gov under the “All Appointing Authority Memos” link.)

AGENCY PROFESSIONAL HR STAFF CHANGES

Consumer Credit Department

Darcie J. Gordon - Affirmative Action Officer; appointment eff. 8/6/08

State Bureau of Investigation

Gail Gilson, HR Management Specialist III – formerly with State Department of Health, appointment eff. 07/01/08

Sharon Jones, HR Management Specialist III – formerly with Department of Veterans Affairs, appointment eff. 07/01/08

Construction Industries Board

Nathan Powell, Administrator – appointment eff. 08/18/08

Department of Environmental Quality

Marsha L. Fletcher, HR Management Specialist II – formerly with Department of Human Services, appointment eff. 08/05/08

Office of State Finance

Kristin Griffin, HR Director – resignation eff. 07/31/08

Oklahoma Funeral Board

Lloyd Brown, Executive Director – appointment eff. 05/12/08

State Department of Health

Karen Franklin, Administrative Assistant II – promotion eff. 07/01/08

Patti Ream, Administrative Programs Officer II – promotion eff. 08/01/08

Jamie Rhoads, HR Assistant – appointment eff. 07/21/08

J.M. Davis Arms & Historical Museum

Gary Rohr, Executive Director – resignation eff. 08/18/08

Commissioners of the Land Office

Hilarie Fite, Executive Secretary – resigned eff. 08/02/08

Sarah Lovan, Executive Secretary/HR – eff. 07/15/08

Office of the Lieutenant Governor

Amanda Mitchum, Special Projects – appointed 04/29/08

Jenna Morey, Personal Assistant – resigned eff. 05/05/08

Meredith Walck, Director of Special Projects – resigned eff. 05/01/08

Erin Wright, Personal Assistant – resignation eff. 08/01/08

CERTIFIED PERSONNEL PROFESSIONAL (CPP) CERTIFICATIONS

05/05/2008

Michele Price; Dept. of Environmental Quality
Bridgett Griffin; Dept. of Environmental Quality
Darwin Keith Stout; OK Dept. of Transportation

05/06/2008

Jasmin Manschel; OK Health Care Authority
Olivia Lena Daniels; OK Health Care Authority

05/07/2008

Dana Gabrielle Culton; Dept. of Human Services

05/13/2008

Becky Brown; Office of Juvenile Affairs

05/14/2008

Andrea Beals; Municipal Power Authority
Harold Hopkins; Office of Juvenile Affairs

05/15/2008

Amy Hunter; OK Dept. of Veteran Affairs

05/22/2008

April Story; OK State & Education Employees Group Insurance Board
Jeannette Williams; OK State & Education Employees Group Insurance Board

06/02/2008

Crystal Y. Johnson; Dept. of Human Services

06/03/2008

Anthony F. Russo; Employment Security Commission

06/11/2008

Nancy Ulrey; Employment Security Commission
Denae Edwards; Office of Personnel Management

06/30/2008

Karen L. Salinger; OK State Health Department

07/14/2008

James Dustin Reinbold; Dept. of Rehabilitation Services

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