

OPM



HR Exchange

A publication of the

State of Oklahoma Office Of Personnel Management

Congratulations

CERTIFIED PUBLIC MANAGER
GRADUATING CLASS OF 2008!



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Continuing Education Workshop
Held November 17, 2008



**Governor's Executive Development Program for State Officials
Continuing Education Workshop Held November 17, 2008**

Carrie Rohr, Director of Human Resource Development Services

Sixty alumni of the Governor's Executive Development Program for State Officials, met Monday, November 17 to attend a workshop on "The Power of Influence – Getting Things Done," and "Managing for an Ethical Workplace." The presenter was Andrew Urich, associate professor of Business Law in the Department of Economics and Legal Studies in Business at Oklahoma State University. This was the first time continuing education was offered to the graduates of the program. Almost 100 executives have completed the programs held in August 2006, July 2007 and August 2008 on the campus of Oklahoma State University, in Stillwater.

The Governor's Executive Development Program for State Officials is designed for Cabinet Secretaries, Agency Director, and Deputy Directors. The program is a collaboration of the Oklahoma Office of Personnel Management, the Michael Price School of Business at the University of Oklahoma, and the William S. Spears School of Business at Oklahoma State University. The four-day residence program covers five executive levels competencies identified by the Federal Office of Personnel Management. Those are: Business Acumen, Leading Change, Leading People, Building Coalitions/Communication, and Results Driven. The next program is scheduled August 2-6, 2009. For additional information please contact Cindy Barrick, program coordinator at (405) 744-5208 or cindy.barrick@okstate.edu

Pictured from left to right: *Carrie Rohr, OPM HRDS Director; Paula Hearn, OKDHS Chief Administrative Services Officer (Class II); Andrew Urich, Presenter: "The Power of Influence" and "Managing for an Ethical Workplace", OSU Center for Executive and Professional Development, Williams S. Spears School of Business; Justin Jones, Director, Oklahoma Department of Corrections (Class I); Diane Haser-Bennett, OKDHS Director of Human Resource Management (Class III); Hardy Watkins, , Executive Director, Oklahoma Department of Tourism and Recreation (Class I); John Richard, Director, Oklahoma Department of Central Services and Deputy Cabinet Secretary of Human Resources and Administration (Class I). Photo taken by Rachael Mosman, Oklahoma Historical Society.*



ABLE Tech Accessibility Briefing at OPM

Marilyn Capps, Associate Administrator and Chief Financial Officer

The Office of Personnel Management has been working for many months reviewing web pages and documents on OPM's website in an effort to meet the accessibility requirements of Section 508 federal law, which requires that electronic and information technology be accessible to people with disabilities. Toward that end, Linda Jaco, Oklahoma ABLE Tech Director of Sponsored Programs, and Brenda Dawes, Oklahoma ABLE Tech Accessibility Technology Project Specialist, provided a very interesting and informative briefing regarding Electronic and Information Technology Accessibility (EITA) to a group of OPM employees who are involved in creating, updating and posting information and documents to our website.

Linda Jaco presented a historical perspective of the federal accessibility legislation and subsequent state legislation that was enacted and made effective September 8, 2005. Brenda Dawes provided an overview of the technical aspects of making documents accessible.

The briefing by Linda and Brenda was the first step in providing training to OPM employees in order to ensure compliance with accessibility laws. The second step will be to provide the technical training needed to make documents accessible and to test the accessibility. We hope to take the fear out of the process so that it will become second nature as we move forward. We appreciate feedback from our customers on areas where we can improve. We are committed and focused on making OPM's website fully compliant and useful to our customers. Individuals requiring assistance should contact Marilyn Capps, OPM's Accessibility Compliance Representative, by telephone at (405) 521-2174 or by e-mail at marilyn.capps@opm.ok.gov.

Pictured Above from Left to Right: Oscar B. Jackson, Jr., OPM; Linda Jaco and Brenda Dawes, Oklahoma ABLE Tech and Marilyn Capps, OPM review the technical aspects of making documents accessible.



Raising Awareness to Recruit Fresh Talent



Herman Johnson, OPM's Target Recruitment Coordinator and Denae Edwards, OPM's CAPIP Coordinator have been diligently working to market the state's employment opportunities to the general public and current students of Oklahoma's higher learning institutions. This fall season, the coordinators of these two programs combined recruitment efforts and attended 13 different career fairs. The Urban League of Greater Oklahoma City, University of Oklahoma, East Central University and Southwestern Oklahoma State University were among the list of hosts for these major recruitment opportunities. Mr. Johnson and Ms. Edwards were able to connect with hundreds of potential applicants who were interested in pursuing careers within the state government. It is interesting to note that the average student in Oklahoma assumes that positions within state government are targeted

toward the Social and Behavioral Science majors. However, after leaving the OPM recruitment table at a career fair, students studying in areas such as Business Administration, Health care, and Information Technology were relieved to discover another employment option that was not previously realized, which is working for the State of Oklahoma. Whether seeking employment due to recent separation from a previous career or simply searching for a career change, the general public was relieved to know that careers within the State of Oklahoma offer great benefits and stability. Through each contact, the idea of working for Oklahoma left the potential applicant with plenty of food for thought.

Pictured Above: Denae Edwards & Herman Johnson speaking with a potential applicant at one of the many career fairs they have attended



Direct Hire Agreement with the Oklahoma Department of Veterans Affairs

Kara Smith, General Counsel

Effective October 7, 2008, the Oklahoma Department of Veterans Affairs (ODVA) has been granted approval from the Oklahoma Office of Personnel Management to implement a Hard-to-Fill Direct Hire Agreement which allows ODVA the authority to directly hire qualified candidates for initial entry into Levels I, II and III of the Patient Care Assistant (Y10) job family. OPM shall retain responsibility to establish guidelines and audit hiring decisions made by ODVA pursuant to the agreement.

State Service Anniversaries



Marsha Reeder was recently recognized for 30 years of State service. Oscar B. Jackson, Jr., IPMA-CP, Administrator and Cabinet Secretary for Human Resources and Administration, presented Marsha with a certificate and pin for 30 years of state service and thanked her for "Working for Oklahoma."

Marsha began her career in State service with the University Hospitals, and later spent some time with the Oklahoma Bureau of Narcotics and the Corporation Commission. However, the majority of her career has been with the Office of Personnel Management.

Marsha possess a wealth of institutional knowledge and serves as Administrative Programs Officer in the Financial Management Services Division of OPM, where she is responsible for Records Management, the Voluntary Payroll Deduction Program, Purchasing, and many other administrative duties, including the supervision of staff responsible for providing reception services for administrative offices and support services for the agency. She is highly regarded by both co-workers and agency staff as "the voice of authority" on questions relating to policy and procedures for her area of responsibility.

Carrie Rohr was recognized for 30 years of State service by Oscar B. Jackson, Jr., IPMA-HR CP, Administrator and Cabinet Secretary for Human Resources and Administration.

Although Carrie began her career in State government with the Board of Public Affairs (now the Department of Central Services) she has been with the Office of Personnel Management for the past twenty-eight years, beginning as an Administrative Assistant in the newly-created Human Resources Development Department (HRDD) in 1980 and completing her state career as the Division Director of the Human Resources Development Services Division (HRDS).

Throughout her career at OPM, Carrie has been involved in virtually every aspect of OPM's Human Resources Development program. She served as the 2nd Coordinator for the Certified Public Manager (CPM) Program, taught a wide variety of HRD courses, coordinated a number of regional and national conferences in Oklahoma, (most recently, the national conference of the National Association of State Personnel Executives), served on the Program Committee for the national conference of the International Public Management Association for Human Resources (IPMA-HR), chaired the National Consortium of Certified Public Managers and served as the OPM representative in developing and coordinating the Governor's Executive Development Program for State Officials.

Despite her busy schedule at OPM, Carrie has found time to chase a life-long dream: becoming a Registered Nurse. She expects to graduate from nursing school in 2009. Carrie is retiring from the State of Oklahoma effective January 1, 2009, to pursue her new career.

30 YEARS





Certified Public Manager Executive Development Seminar

Lisa Fortier, Training Specialist CPM Coordinator

The Office of Personnel Management and HRDS hosted the annual Certified Public Manager Executive Development Seminar. This year we traveled to Western Hills Guest Ranch near Wagoner, Oklahoma. Thirty-one candidates who are nearing completion of the CPM Program were invited to attend. Guest speakers for the seminar included Dr. Julia Teska who gave a presentation on the candidates

Myers-Briggs personality test results. Ron Stahl from the Oklahoma Tourism Department and Discover Oklahoma gave the attendees tips on dealing with the media and Larry Fisher presented 3-D Leadership in the Public Sector.

The 4-day seminar was a great success and concluded on Friday when the Task Force groups presented their project reports on Law Enforcement, Environment, Agriculture and Human Resources.



Press Releases: 2008 Communicator Award; 10/24/2008
FOR IMMEDIATE RELEASE: October 23, 2008

State's Benefits Office Receives International Award : Enrollment Guide Given Competition's Top Honor

There is a new gold statue at the Employees Benefits Council. The agency's Benefits Enrollment Guide for Plan Year 2008 received the Communicator Award of Excellence in this year's judging. Winning entries for the 14th Annual Communicator Awards were selected by the International Academy of the Visual Arts, an invitation-only body consisting of top tier professionals from acclaimed media, communications, advertising, creative and marketing firms.

The Communicator Awards is the leading international awards program honoring creative excellence for communications professionals. The competition received approximately 9,000 entries from companies and agencies of all sizes, making it one of the largest awards of its kind in the world. The Award of Excellence is the competition's highest honor, "given to those entries whose ability to communicate puts them among the best in the field." Previous enrollment guides by the Employees Benefits Council have earned Communicator Awards of Distinction in 2006 and 2007.



Reprinted from DIRECTIONS, Navigating Through Ethical Challenges (November 5, 2008), the Fifth Anniversary commemorative magazine of the Oklahoma Business Ethics Consortium, OK Ethics. Oscar Jackson has served on the OK Ethics Compass Award judging panel for three consecutive years. For additional information on OK Ethics see www.okethics.org.



Ethics... Rule of Law vs. Golden Rule

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

As employees for the state of Oklahoma, we have chosen not only a career in public service; we have chosen to perform our duties in a manner that befits someone who's been entrusted with the public's resources. There are hundreds of laws and policies to guide us in the performance of our duties. But our responsibilities as state employees should never be limited to what the law requires of us. We, perhaps more than any other group, are and ought to be held to a higher ethical standard.

As state employees we are accountable to citizens who pay our salaries and who, consequently, hold greater expectations for us than for employees in the private sector. Our actions, our conduct and interaction with the public should always be above reproach – not because it's the law, but because the public trusts that we, as public servants, will always act in their best interest and that of the state.

How good are we as public servants if we follow the law but do not behave in an ethical manner? If we are legally allowed to do something, does that mean

we ought to?

Consider the example of Ada Lois Sipuel Fisher. In 1946, after graduating with honors from Langston University, Fisher applied for admission to the University of Oklahoma College of Law. Although the university's president advised Fisher there was no academic reason to reject her application, state law prohibited blacks and whites from attending classes together. Fisher filed a lawsuit and was represented by future U.S. Supreme Court Justice, Thurgood Marshall. After a three-year legal battle, the U. S. Supreme Court ruled in Fisher's favor. But the Oklahoma Legislature, rather than admit Fisher, created a separate law school for her to attend. The new school was thrown together in five days and housed in the State Capitol. Fisher filed another suit. Finally, on June 18, 1949, Fisher was admitted to the OU College of Law.

Yes, laws are important, and our society would quickly deteriorate without the rule of law as one motivating force to guide our behavior. But laws change over time and vary from state to state. They are often determined by political and economic interests. Personal ethical standards, however, transcend time, location and the whims of political parties or special

interest groups.

Laws, rules and policies have their place and their limitations. Those entrusted with the resources of the state should serve citizens beyond these limitations. The universal ethical principle or "Golden Rule" that many of us grew up with is the true measure of our actions



day to day. As state employees, it is to this guiding principle we ought to return every day when we perform our duties for the citizens of Oklahoma.



Workforce Planning Update: OPM to Release FY 2008 Annual Report

Ross Tripp, Workforce Planning Manager

The Office of Personnel Management will release its FY 2008 Annual Report in December. The report will retain the same data driven format as the FY2007 report, but will also include a more comprehensive view of OPM's operations for the year.

Additionally, agencies completed their workforce plans in November. Beginning in 2006, agencies have completed workforce plans alongside their strategic plans. The Office of Workforce Planning will review the plans and begin working with agencies to assist in the implementation. Work is also nearing completion on a second version of Outlook Oklahoma which provides statistical data to agencies and will assist in the analyzing their workforce and assist in measuring the effectiveness of their plans.

In other workforce planning news, staff from the Office of Workforce Planning attended the INFORM workforce analytics conference from October 6-9. The conference was an intensive seminar on utilizing the latest technology and information to build, manage, and retain the workforce. Keynote speakers included Dr. Peter Capelli, Professor of Management at the University of Pennsylvania's Wharton School of Business, and Dr. John Boudreau, Professor and Research Director for the University of Southern California's Marshall School of Business and Center for Effective Organization.



OPM Optical Imaging Project

Marilyn Capps, Associate Administrator and Chief Financial Officer and Susan Loftin, Human Resources Program Manager

In an effort to move to a paperless environment, OPM is working very diligently on imaging the state employee records spanning approximately forty-nine or fifty years. The project was in the planning stage for many months and officially began on September 15, 2008. The employee files have been maintained by the Management Services Department, Classification Division for many years. The amount of paper contained in the approximately 37,000 employee files is estimated to be around 3 million documents.

OPM has worked very closely with the Office of State Finance on the project. OSF put the infrastructure in place and provides ongoing technical support for the imaging database.

We are very pleased with the progress made to date. Temporary employees for 2 shifts have been hired to sort and scan every file. All of the records must then pass a quality control check performed by several permanent employees before the files are destroyed.

The Department of Libraries has given their approval of the destruction of the paper records in accordance with OPM's Record Disposition Schedule 82-13 and a one-time records disposition authorization. The project is on schedule and we look forward to completion and significant movement toward a paperless environment. New documents will be scanned and destroyed after the old records are completely imaged. The process for requesting access to documents will not change.



OPM Management Team Meets at Oklahoma Department of Emergency Management Office

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

On August 25, 2008, the Office of Personnel Management held its monthly Management Team Meeting at the Oklahoma Department of Emergency Management (ODEM) State Emergency Operations Center.

ODEM Director Albert Ashwood provided a welcome and hosted a tour of the Center, which is located in the Concourse between the Will Rogers and Sequoyah Buildings.

The ODEM prepares for, responds to, recovers from and mitigates against disasters and emergencies. The agency maintains the State Emergency Operations Center, which serves as the command center for reporting emergencies and coordinating state response activities. ODEM delivers services and provides funding and other assistance to Oklahoma cities and counties through a network of more than 400 local emergency managers and departments throughout the state. ODEM also maintains, regularly updates and exercises the State Emergency Operations Plan. For additional information regarding the Oklahoma Department of Emergency Management, please access www.ok.gov/OEM.



Pictured from left to right: Patricia Nelson, Applicant Services; Tom Patt, Compensation Director; Susan Loftin, Classification; Lisa Fortier, HRDS CPM Program Coordinator; Carrie Rohr, HRDS Director; Joyce Smith, HRDS Quality Oklahoma and Productivity Enhancement Program Coordinator; Terri Berry, HR Manager; Albert Ashwood, OEM Director; Oscar Jackson, OPM Administrator and Cabinet Secretary of Human Resources and Administration; Ross Tripp, Workforce Planning Manager; Brenda Thornton, Equal Opportunity and Workforce Diversity Director; Kara Smith, General Counsel; Janet Anderson, Executive Assistant; Robert Stevens, EAP Coordinator; Hank Batty, Deputy Administrator; Everett Slavik, Compensation; and Marilyn Capps, Associate Administrator and Chief Financial Officer. Not pictured: Crystal Burke, Applicant Services and Tom Impson, Applicant Services Director.



The 21st Certified Public Manager Graduation Was Held

Lisa Fortier, Training Specialist CPM Coordinator

The 21st Certified Public Manager Graduation was held Thursday, September 4th, 2008. Thirty graduates representing thirteen agencies and the Tulsa County District Attorney's office participated in the ceremony. The guest speaker was the Honorable Governor George Nigh. Governor Nigh played a significant role in establishing the Oklahoma Certified Public Manager Program.

This year marked the 20th Anniversary of our program's initial accreditation with the National Certified Public Consortium.

Five of the first eight graduates of the program were in attendance to commemorate the occasion: Joanne Terlizzi, William G. Hollars, Patricia Hernandez, Donald W. Proctor and Linda Campbell. Larry Fisher presented the Good Work Award to Jean Jones of Rehabilitation Services for her project titled "Oklahoma Disability Resource Guide". Carrie Rohr was the recipient of the "Phyllis Taylor Memorial Scholarship" presented by the Oklahoma Society of Certified Public Managers.

A reception following the graduation was hosted by the Oklahoma Society of Certified Public Managers.

Graduating Class: James Brandon, Tulsa County District Attorney's Office; James Bresemann, Jr., Department of Environmental Quality; Susan Brown, Oklahoma State and Education Employees Group Insurance Board; Janet Bryant, Oklahoma State and Education Employees Group Insurance Board; Wendy Burg, Department of Human Services; Stephanie Charlson, Department of Human Services; Eric Chiles, Oklahoma Department of Transportation; Diane K. Crabbe, Oklahoma State and Education Employees Group Insurance Board; Alice Curry, Department of Human Services; Stephanie Douglas, Oklahoma State and Education Employees Group Insurance Board; Hashem Ghotly, Oklahoma Department of Transportation; Sheryl Gibson, Conservation Commission; Marlowe Hanson, Military Department; Stephanie Henderson, Department of Human Services; Marie Holsten, Department of Human Services; John D. Hunt, Department of Human Services; Jean Jones, Rehabilitation Services; Douglas Kellogg, Department of Central Services; Sarah Kennedy, Department of Human Services; LaJuan Lewis, OK ST. Health Dept.; Keith Martin, Oklahoma Department of Transportation; Vickie Lee Morgan, Department of Human Services; Sherry Mosley, Oklahoma State Bureau of Investigation; Dee Ann Paisley, Office of Juvenile Affairs; Carol Palmer, Oklahoma City County Health; Terrance Penney, Oklahoma Department of Transportation; Roger Lee Schultz, Oklahoma Department of Transportation; Mary Shepperd, Oklahoma State Health Department; Sharon D. Wheeler, Department of Human Services; Sharlette Wisby, Board of Professional Engineers and Land Surveyors.



Carrie Rohr being awarded the 'Phyllis Taylor Memorial Scholarship.'



From left to right: Hank Batty, OPM; Jean Jones, Rehabilitation Services and the Honorable Governor George Nigh.



Jean Jones being awarded the Good Work Award.



From left to right: Joanne Terlizzi, William G. Hollars, Patricia Hernandez, Donald W. Proctor and Linda Campbell, original graduates of the program.



2008's Guest Speaker, the Honorable Governor George Nigh.

Pictured left to right:

Joe Lunt, 2008 IPMA-HR President-Elect, Shreveport, Louisiana;

Pam Kannady, 2008 IPMA-HR President, Kansas City, Missouri;

Neil Reichenberg, IPMA-HR Executive Director, Alexandria, VA;

Dr. Dennis Kimbro, October 21 Keynote: "What Makes the Great Great? Strategies for Extraordinary Achievement", Clark-Atlanta University, Atlanta, GA;

Mary Gavin-Wagner, 2008 IPMA-HR Conference Program Chair, City of Shaker Heights, OH;

Oscar Jackson, 2008 IPMA-HR Past-President, OPM.



Oklahomans Attend 2008 IPMA-HR International Training Conference and Expo

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

Over 700 public HR professionals from across the country and the international community, including 20 from Oklahoma, attended the 2008 International Public Management Association for Human Resources (IPMA-HR) International Training Conference and Expo in Las Vegas, Nevada, October 18-22, 2008, at The Flamingo Las Vegas.

In addition to 35 regular sessions, the conference included keynote presentations by Dr. Peter Cappelli, Talent Management: A Business Imperative; Dr. Dennis Kimbro, What Makes the Great Great? Strategies for Extraordinary Achievement; Dr. Donald F. Kettl, 2007 IPMA-HR Stockberger Award Recipient, The Next Government of the United States - Making Government Work in an Era of Wicked Problems; Jonathan Walters, Governing Magazine, How Do We Measure Up in Public Sector Personnel Management?; and, Martha Bannette, author and co-host of "A Way with Words," Getting Your Word's Worth.

Several Oklahomans had active roles at the conference. Carrie Rohr, OPM HRDS Director, served on the Conference Program Committee; Nancy Haller, EBC Oklahoma State Wellness Program Manager, conducted a concurrent session on the Oklahoma Health Mentoring Program; and, Oscar Jack-

son, OPM Administrator and Cabinet Secretary of Human Resources and Administration, served on the IPMA-HR Executive Council as 2008 IPMA-HR Immediate Past-President, served as Moderator for the concurrent session Leadership Secrets of Local Government Human Resource Officials, and served as facilitator for a special Networking Roundtable for State Level Government HR Personnel to discuss current HR issues.

Attendees from OPM were Oscar Jackson, Hank Batty, Terri Berry, Carrie Rohr, and Susan Loftin. Other Oklahoma attendees were Diane Crabbe, OSEEGIB; Sharon DaVault, OCAST; Nancy Haller, EBC; Sherri Henderson, Oklahoma Historical Society; Tim Lyon, City of Midwest City; Deena Palmer, ODOT; Niki Powell, ODOT; Linda Rooney, City of Midwest City; John Sanders, Madison National Life, Tulsa; George Shirley, City of Yukon; Gary Sloup, ODOT; Elisa Stone, Oklahoma Housing Finance Agency; Cathy Tillman, EBC; Jenelle Turner-Reid, OETA; and, Kanda Woods, Oklahoma Tax Commission.

The 2009 IPMA-HR International Training Conference and Expo will be held September 12-16, 2009, at the Renaissance Nashville Hotel in Nashville, Tennessee. For additional information regarding IPMA-HR, please access www.ipma-hr.org.



Pictured left to right:

Susan Loftin, OPM;

Terri Berry, OPM;

Cathy Tillman, Employees Benefits Council;

Hank Batty, OPM;

Joe Lunt, 2008 IPMA-HR President-Elect, Shreveport, Louisiana;

Sharron DaVault, OCAST;

Neil Reichenberg, IPMA-HR Executive Director, Alexandria, VA;

Jenelle Turner-Reid; OETA

Pam Kannady, 2008 IPMA-HR President, Kansas City, Missouri;

Oscar Jackson, 2008 IPMA-HR Past-President, OPM.

Joyce Smith Voted President-Elect of American Academy of Certified Public Managers!



Joyce Doakes Smith, Human Resources Program Manager for the Oklahoma Office of Personnel Management and member of the Oklahoma Society of Certified Public Managers (OSCPM), was elected President-Elect of the American Academy of Certified Public Managers at its 20th annual conference held

September 7-10 in Columbus, Ohio.

Smith graduated from the Oklahoma Certified Public Manager Program in 1997. The program is coordinated by the Oklahoma Office of Personnel Management. Smith joined OSCP in 1996 and went on to lead the society as 2006 President, currently serving as society Parliamentarian. She has also served as 2005 President-Elect and 2007 Immediate Past President. Smith has been an area board member, published the society's quarterly newsletter, and worked on several committees. She received the OSCP Rookie of the Year Award and is the 2007 OSCP Certified Public Manager of the Year.

"Graduating from Oklahoma's Certified Public Manager Program is one of the most important accomplishments of my working career. OSCP is comprised of a phenomenal

group of people, and I credit them with my success on the national level. I now look forward to serving as President-Elect and then President of the American Academy of Certified Public Managers, and working with the 'brightest and the best' minds from across America."

Smith's service in state government began in 1991 with the Office of Personnel Management. As Human Resources Program Manager, Smith coordinates the Quality Oklahoma and Productivity Enhancement Programs and is an instructor for the agency's human resource development services.

Smith is a member of St. John Missionary Baptist Church, Beta Sigma Omega Chapter of Alpha Kappa Alpha Sorority, Inc., Federal Executive Board Interagency Training Council, and the Society of Government Meeting Professionals.

"Joyce always conducts herself professionally and is a great example of the certified public manager profession," said Mary Wilson, a fellow CPMer. "She takes her commitments seriously and will serve the Academy with a positive and motivating attitude."

The American Academy of Certified Public Managers is comprised of 20 active state societies and has over 1,500 members nationwide. It is governed by an eight-member executive board. Societies are comprised of candidates and graduates of state certified public manager programs.



Online Enrollment Increases for State Employees

Brian King, Communications Officer, Employees Benefits Council

Efficiency got a big boost from Oklahoma's state employees this fall. Nearly three out of every four active state employees made their benefits choices online during the most recent Option Period. In 42 agencies, 100 percent of employees took advantage of online enrollment.

According to calculations from the Employees Benefits Council, 26,965 employees used the online Benefits Administration System to make their selections for 2009. That's a record 72.7 percent of active state employees and a 7-percent increase over last year. In previous years, online enrollment brought participation rates of 14, 40, 54, 60 and 65.8 percent.

"Enhancing participation in online enrollment is a high priority for us as the State's benefits office," Executive Director Philip Kraft said. "We've seen good, steady growth

every year since online enrollment started in 2003, and this seven-percent jump is better than expected. We're looking forward to even more participation next year."

Every employee in 42 agencies made his/her benefits choices via computer this fall, including the ABLE Commission, Employees Benefits Council, Secretary of State, State Fire Marshal's Office, Court of Criminal Appeals, Commission on Children and Youth, State Election Board, Legislative Service Bureau, Oklahoma Real Estate Commission, Board of Cosmetology and Commission for Teacher Preparation.

The Option Period for Plan Year 2009 was open from October 6 to November 3, 2008. State employees were able to change or maintain coverage choices in health, dental and vision plans, as well as life insurance for themselves and their families. Employees also had opportunities to participate in health care and dependent care flexible spending accounts, a new mass transportation account, the OK Health wellness program and SoonerSave retirement plans.

ALL APPOINTING AUTHORITIES MEMORANDUMS

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

OPM 08-27 – 11/14/08: State Agency Services During Hazardous Weather

OPM 08-26 – 11/07/08: Office of Personnel Management Employee Assistance Program FY 2008 Annual Report

OPM 08-25 – 10/28/08: Employee Voting Time

OPM 08-24 – 09/29/08: Oklahoma State Government Equal Employment Opportunity/Affirmative Action (EEO/AA) Status Report for FY 2009

OPM 08-23 – 09/22/08: Agency HR Management Self-Evaluation and Management Plan:
Interactive Word Document

OPM 08-22 – 09/09/08: 2008 Job Family Descriptor Plan

OPM 08-21 – 09/09/08: Voluntary Payroll Deduction (VPD) Vendor Expo on 09/17/08

OPM 08-20 – 08/13/08: 2008 State Charitable Campaign

(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

Office of State Finance

Kristin Griffin - Director of HR; resignation eff. 08/01/08

Lucinda Meltabarger - Director of HR – formerly with OK Health Care Authority, appointment eff. 09/25/08

Department of Human Services

Tara Walker, HR Management Specialist IV, promoted eff. 08/16/08

Carol Kliewer, HR Management Specialist, retired eff. 09/01/08

Cynthia Zinn, HR Programs Manager II (FMLA/FLSA) – transfer from Child Support to HRMD, eff. 09/16/08

Candace Gutierrez, HR Management Specialist, appointed eff. 09/29/08

Consuelo Arizola, HR Management Specialist, transferred eff. 06/20/08

Tommi Ledoux, HR Management Specialist, appointed eff. 07/07/08

Emily Roberson, HR Management Specialist, appointed eff. 06/02/08

Commissioners of the Land Office

Sarah Evans, Executive Secretary/HR – name change from Sarah Iovan

Medical Licensure & Supervision Board

Jan Ewing, Deputy Director – retired eff. 12/1/08

Reji Varghese, Responsible for HR – eff. 12/1/08

Department of Mental Health and Substance Abuse Services

Jane Kennedy, HR Management Specialist – retired eff. 09/01/08

Jason Maricle, HR Management/Benefit Specialist, appointed eff. 10/06/08

Department of Mines

Crystal Nolen, HR Management Specialist – eff. 09/03/08

Board of Osteopathic Examiners

Rodney L. Turner, Administrative Programs Officer II – eff. 09/01/08

Police Pension and Retirement System

Linda Ruckman, Administrative Officer – assumed Affirmative Action Officer responsibilities eff. 08/18/08

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