



A publication of the

State of Oklahoma Office Of Personnel Management

OPM ADMINISTRATOR PARTICIPATES IN OPEA PODCAST!

OPM Administrator and Cabinet Secretary for Human Resources and Administration Oscar Jackson participated in an OPEA Break Room Podcast on January 8, 2009. A variety of state HR issues were discussed, including the Final Report of the Governor’s Task Force On State Employee Compensation, the soon-to-be-issued Total Compensation Report Card for state employees, and preliminary information on the 2008 OPM Annual Compensation Report to be submitted to the Governor and legislative leadership. The audio for the January 8 Podcast may be accessed on the OPEA website at <http://podcast.opea.org/>. OPM reports may be viewed on the OPM website at www.opm.ok.gov under “Reports and Publications” link.

Pictured Left to Right: OPEA Director of Communications Mark Beutler, OPEA Executive Director Sterling Zearley, and OPM Administrator and Cabinet Secretary Oscar Jackson.

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USDOL/OFCCP Officials Visit OPM

At the invitation of OPM Administrator and Cabinet Secretary of Human Resources and Administration Oscar Jackson, a Technical Assistance Team from the Dallas District Office of the U.S. Department of Labor/Office of Federal Contract Compliance Programs (USDOL/OFCCP) visited the Oklahoma Office of Personnel Management on December 12, 2008. The purpose of their visit was to provide a briefing on federal affirmative action plan requirements, in preparation for OPM to propose revisions in affirmative action plan rule provisions for state agencies. Participating in the briefing were OPM staff members Oscar Jackson, Administrator and Cabinet Secretary; Hank Batty, Deputy Administrator; Brenda Thornton, Director of Equal Opportunity and Workforce Diversity; and Kara Smith, General Counsel. R. Charles, Chair of the Affirmative Action Review Council and Civil Rights Administrator for the Oklahoma Health Department, also participated in the briefing. Proposed affirmative action rule changes will be considered by the Governor and legislative leaders during the 2009 legislative session.

Pictured to the left in the State Capitol Complex in Oklahoma City, from Left to Right: Monica Hoflich, OSDOL/OFCCP Compliance Officer; Terry Miller, USDOL/OFCCP Assistant District Director; Lesley Foster, USDOL/OFCCP Compliance Officer; Kenneth Richardson, USDOL/OFCCP Compliance Officer; and Oscar Jackson, OPM Administrator and Cabinet Secretary.



OPM Celebrates Black Heritage Month

Office of Personnel Management employees celebrate "African Apparel Day" on February 25, 2009, during Black Heritage Month.

Pictured from Left to Right: Jim Patterson, Financial Management Services; Cassandra Patmon, Applicant Services; Brenda Thornton, Equal Opportunity and Workforce Diversity; Kara Smith, General Counsel; Joyce Smith, Patricia Brewer and Torey Jackson, Human Resource Development Services.



eRecycle::
used cell phones and
computer equipment



eRecycle Your Used Electronics* on Earth Day, April 22

Oklahoma residents and businesses are encouraged to celebrate Earth Day by eRecycling electronics* at the Oklahoma State Capitol south entrance on Wednesday, April 22, 2009 from 9am – 4pm. The upcoming event is sponsored by gogreen.ok.gov and will benefit two charities: Cell Phones for Soldiers and AMBUCS ASK Project.

The first 250 donors will receive a tree seedling to plant and give back to our environment. Additionally all donors will receive a tax receipt. Donors can deliver their used electronic equipment* at the south entrance of the State Capitol. An area will be available to assist donors in unloading equipment. *Donations received benefit American soldiers and adults and children with disabilities.*

annual report



OPM Releases 2008 Annual Compensation Report

Tom Patt, Director of Compensation

The Office of Personnel Management has released the Annual Compensation Report for 2008. The report is issued pursuant to the requirement in O.S. Title 74, Section 840-1.6 A (5) that the Administrator of OPM conduct an analysis of the rates of pay prevalent in the State within the public and private sectors for comparable jobs and report the findings to the Governor, President Pro Tempore of the Senate, and the Speaker of the House of Representatives. Consistent with the statute, the Report's analysis must include all forms of compensation, including fringe benefits.

The 2008 Report compared the rates of pay 433 benchmark classified jobs in the State's classified service with comparable jobs in the market. To obtain this market comparison, OPM Compensation Staff used data from a variety of survey sources, including the surveys of the two state compensation organizations, the Central States Compensation

Association and the Southeastern States Salary Conference; and surveys from a number of third party providers, including the State Chamber, CompData, Economic Research Institute Salary Assessor, and the Oklahoma Hospital Association. Data for benefit comparisons was obtained from the Watson Wyatt Survey Report on Employee Benefits. OPM's analysis of the relevant survey data reveals that state classified pay rates are, on average, 16.1 percent below the market. This represents the largest disparity from the market reported by OPM since 1998. The benefit comparisons, which are based on cost, reveal that the state's expenditure for health care benefits was nearly twice that of the market, while its leave benefits and defined benefit plan costs are roughly equivalent to those in the market. The State lags the market by a significant margin in its employer contribution to the defined contribution retirement plan.

The Report includes a recommendation to fund a 5 percent general pay increase

for state employees and a 1 – 2 percent special recruitment and retention fund aimed at allowing agencies to address those jobs that are significantly below market and to provide performance-based pay adjustments. While making these pay increase recommendations, OPM acknowledges in the Report the limitations caused by the historic economic downturn occurring both in the State and throughout the nation and the pressure on agencies to reduce expenditures. Other recommendations include removing the indexing feature of the minimum wage for state employees and including all appropriated agency directors in the agency director salary structure, according to which all nonappropriated agency directors are currently paid.

The 2008 Annual Compensation Report can be viewed in its entirety on the OPM website, www.opm.ok.gov, by clicking on the link for Reports and Publications. Questions on the Report should be referred to the OPM Compensation Staff at (405) 521-6307.

EAP Completes FY08 Annual Report

Robert Stevens, EAP Coordinator



annual report

The Office of Personnel Management Employee Assistance Program completed and released its Annual Report for Fiscal Year 2008 (July 1, 2007 – June 30, 2008).

The Employee Assistance Program continues to provide assessment and referrals for state employees and their family members seeking help with mental health problems including alcohol or drug abuse and other issues including, emotional, marital, family relations, financial, work-related, stress, grief/loss, gambling addictions and other personal problems.

EAP Counselors provide education and training workshops, which may be designed to address situations unique to

a particular workplace issue or broad enough to be helpful to any manager or employer. Critical incident stress debriefing services are also provided. All services are free and confidential.

During the fiscal year 2008 the EAP office opened 283 new cases. 69% of the new clients received counseling, 20% received community resource and other information, and 11% were referred for outside services.

The EAP Counselors provided 4755 hours of counseling to clients. 74% of the clients live in the Oklahoma City metro area, 13% in the Tulsa metro area and 13% in smaller cities and towns. The EAP

staff provided 355 hours of state agency consultation, 277 hours of service provider consultation, 207 hours of program development, 274 hours of professional training to maintain licenses and various certifications, and 295 hours of community service and professional networking. A special thank you is extended to agency administrators, directors, human resource staff, supervisors and members of the Oklahoma Legislature who continue to assist state employees and their family members in acquiring access to the Employee Assistance Program.



The Affirmative Action Review Council Completes Review

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

The Affirmative Action Review Council (AARC) completed another year of review of the state agencies' FY-2009 affirmative action plans. A total of 114 plans were submitted to the Office of Personnel Management (OPM) in compliance with Title 74, Section 840-2.1 of the Oklahoma Personnel Act (Act).

Each Appointing Authority is required to develop and adopt a written affirmative action plan that conforms to the requirements established by the Act and the Merit Rules (MR) to provide specific and results-oriented programs that commits to applying every good faith effort to achieve prompt and full utilization of women and minorities at all levels and in all segments of the work force where deficiencies exist.

Of the 114 plans submitted, 110 were received from Executive Branch agencies and presented to the AARC for review. The AARC made a recommendation for approval of 109 of these plans to the Administrator of OPM, who was responsible for the final disposition of the plans.

The AARC made a recommendation for disapproval of 1 plan to the Administrator, which was a first time occurrence for the AARC. Acting on the recommendation of the AARC, the Administrator rejected the plan for the Oklahoma Horse Racing Commission because of a pattern of noncompliance by failing to submit a plan on time, and because the plan was not in compliance with one or more of the standards listed in the MR.

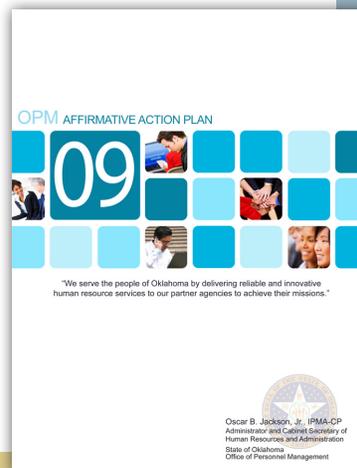
Another new requirement utilized by the AARC was the submission of a Supplemental Recruitment Plan. Seventeen agencies were requested to submit the Supplemental Recruitment Plan, requiring those agencies to specifically state their directions and goals to attract, identify and recruit minority applicants. In an effort to help increase and diversify their applicant pools, the agencies are, thereby, expected to increase their efforts in placing minorities in available vacancies within the agencies.

The remaining four plans -- from three Legislative Branch agencies (House of Representative, State Senate, and Legislative Service Bureau) and one Judicial Branch agency (Workers' Compensation Court) -- are not required by the Act to be reviewed by the AARC but whose statistical information is included in the report that is submitted annually to the Speaker of the House of Representative, President Pro Tempore of the Senate, and Governor.

The AA/EEO Statistical Report states the efforts and progress made by state agencies in the area of affirmative action, including the status of recruitment, hiring, and promotion of women and minorities within job categories.

Current members of the AARC are R. Charles Smith, Chair (State Department of Health); Representative Jabar Shumate, Vice-Chair (D-Tulsa); Carol Ainsworth (Tulsa, OK); Harold Roberts (Tulsa, OK); and Representative Mike Shelton (D-Oklahoma City).

For additional information, contact Brenda C. Thornton, Director of the OPM Office of Equal Opportunity and Workforce Diversity, at brenda.thornton@opm.ok.gov or at (405) 521-3082.





**2008 State Charitable Campaign Raises \$609,660.76!
Central District State Charitable Campaign Raises \$499,695!**

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

The Oversight Committee for State Charitable Contributions met on February 11, 2009 at the Office of Personnel Management. Marek Ferguson of the United Way of Central Oklahoma and newly appointed State Charitable Campaign Director announced that the 2008 State Charitable Campaign raised \$ 609,660.76, a 5.59% or \$32,251.76 increase over the 2007 SCC results of \$577,409. The Central Oklahoma SCC District 8, which includes Canadian, Logan and Oklahoma counties, raised 81.9% of the SCC state total or \$499,695, representing a 9.1% increase or \$42,154 over the 2007 SCC results of \$457,541.

The 2008 State Charitable Campaign Awards Celebration for District 8 was held January 30, 2008 at the Oklahoma Medical Research Foundation. The 2008 SCC results were announced at the event, and individuals and agencies contributing to the campaign's success were recognized.

- The following members of the Oversight Committee for State Employee Charitable Contributions were recognized: Karen Jacobs, Chair, OKDHS; Brenda Sullivan, Vice-Chair, Oklahoma Tax Commission; Randall Lopez, Corrections; Shirley Russell, Office of Personnel Management; Amy Alden, Oklahoma House of Representatives; Leann Overstake, Oklahoma House of Representatives; and Jerry Pectol, Oklahoma Employee Security Commission.

- The following six "Pacesetter" state agencies were recognized for competing their campaigns by August 31st and raising \$60,261 of the state total: Commissioners of the Land Office, Office of Personnel Management, Department of Central Services, Oklahoma Health Care Authority, Oklahoma Insurance Department, and the Oklahoma Student Loan Authority.

- The following members of the 2008 SCC Kick-Off Committee were recognized: Jenelle Turner-Reid, OETA; Karen Jacobs, OKDHS; Mikeal Murray, Health Department; Patti Ream, Health Department; Sandy Humphrey, Office of Juvenile Affairs; Staci Foresee, Office of the Governor; Susan Hendrick, Oklahoma Corporation Commission; and Valerie Courtney, Health

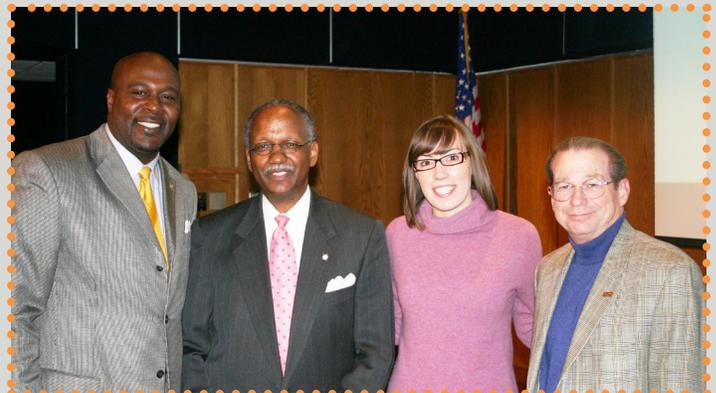
Department.

- Karl Willett, Oklahoma Department of Corrections, was recognized for serving as the SCC Loaned Executive. Justin Jones, Director of the Oklahoma Department of Corrections, was also recognized for assigning Willett to serve as a Loaned Executive.
- Dr. Mike Crutcher, Commissioner of Health and Secretary of Health, was recognized for his leadership as the District 8 SCC Director.
- Jan Ette Oakley was thanked for her service as SCC Director over the past several years, and her successor Marek Ferguson was introduced as the new SCC Director.

Pictured Left to Right at the January 30th 2008 SCC Awards Celebration for the presentation of 2008 SCC Traveling Trophies: Tiffany Moore, Office of the Auditor and Inspector, "Largest Percentage Increase – 109% increase; Karen Jacobs, OKDHS, "Most Contributions" - \$93,709; Staci Foresee, Office of Governor Brad Henry, "Highest Per Capita Gift" - \$269 per employee; and Oscar Jackson, OPM Administrator and Cabinet Secretary, who presented the trophies on behalf of Dr. Michael Crutcher, District 8 SCC Chair, Oklahoma Department of Health.



Pictured Left to Right at the January 30th 2008 SCC Awards Celebration: Marek Ferguson, newly appointed SCC Director, United Way of Central Oklahoma; Oscar Jackson, OPM; Jan Ette Oakley, former SCC Director, United Way of Central Oklahoma; and Bob Spinks, President, United Way of Central Oklahoma.



Pictured Left to Right at the January 30th 2008 SCC Awards Celebration : Karl Willett, 2008 SCC Loaned Executive, Oklahoma Department of Corrections; Oscar Jackson, OPM; Marek Ferguson, newly appointed SCC Director, United Way of Central Oklahoma; and Bob Spinks, President, United Way of Central Oklahoma.



Dr. Yoshi Sasaki Resigns from the Governor's Advisory Council on Asian-American Affairs

Members of the Governor's Advisory Council on Asian-American Affairs joined Governor Brad Henry in thanking Dr. Yoshi Sasaki for his many years of hard work and dedication while a member of the Council. Governor Henry presented Dr. Sasaki with a proclamation declaring January 2, 2009, as "Dr. Yoshi Sasaki Day in the State of Oklahoma." January 2 is Dr. Sasaki's birthday.

Pictured in the photo to the right from Left to Right: Tinny Chang, Council Secretary Dr. Evelina C. Morales, Council Vice-Chair Dr. K. W. Min, Gov. Henry, Dr. Yoshi Sasaki, Mrs. Koko Sasaki, Thuy Pham, and Vasithy Pic Sengdara. Members who were unable to appear in the photo are Council Chair Hung Le, Dr. Rita Raman, and Nick Wu.

Members of the Governor's Advisory Council on Asian-American Affairs took advantage of a photo opportunity with Gov. Brad Henry to recognize 2009 as the Year of the Ox. *Pictured in the photo to the right from Left to Right:* Tinny Chang, Council Secretary Dr. Evelina C. Morales, Council Vice-Chair Dr. K. W. Min, Gov. Henry, former member Dr. Yoshi Sasaki, Thuy Pham, and Vasithy Pic Sengdara. Members who were unable to appear in the photo are Council Chair Hung Le, Dr. Rita Raman, and Nick Wu.

IPMA-HR SR Governing Board Meeting in Oklahoma City



On Saturday, January 31, 2009, the International Public Management Association for Human Resources (IPMA-HR) Southern Region Governing Board, met in Oklahoma City at the Sheraton Hotel, the site of the May 24-28 IPMA-HR Southern Region Conference to be hosted by the Oklahoma Public Human Resource Association (OPHRA), the Oklahoma Chapter of IPMA-HR. The IPMA-HR Southern Region is composed of the following chapters: Alabama, Arkansas, Kentucky, Louisiana, Metropolitan Atlanta; North Carolina, Oklahoma, South Carolina, Tennessee, and Virginia.

Pictured from Left to Right: Richard Stokes, IPMA-HR Executive Council Southern Region Representative, Tennessee; Gary Hall, Immediate Past SR President, Tennessee; Tina Jones, SR President-Elect, North Carolina; Stephanie Appel, SR Treasurer, Kentucky; Barbara Montoya, SR President, Alabama; Sharon King, SR Secretary, Alabama; Jim Taylor, SR At-Large Member, Virginia; Diane Haser-Bennett, SR At-Large Member, Oklahoma (OKDHS); and Joye Lang, SR At-Large Member, South Carolina



COMING SOON: The Total Compensation Statement

Tom Patt, Director of Compensation

In March of 2009, the State will issue its first annual Total Compensation Statement to all Executive Branch employees.

The statement, which had its genesis in a recommendation from the Governor's Task Force on State Employee Compensation, will provide employees a complete picture of the total compensation package they receive from the State. Included in the statement will be information on annual cash compensation, including base salary and the annual longevity payment, along with the employer's share of costs related to health benefits, retirement benefits and the cash value of paid time off benefits, which include annual, sick and holiday leave. Also featured on the statement are descriptions of the insurance and retirement benefits available to State employees.

Work on the statement began in November of 2008, after the Governor issued Executive Order 2008-47, directing the Office of Personnel Management, the Employees Benefits Council, the Office of State Finance, the Oklahoma Public Employees Retirement System and the other retirement systems to develop a personalized "report card" and total compensation statement for each employee that accurately reflects the value of the cash compensation and benefits that State employees receive. OPM Administrator Oscar Jackson convened a meeting of the affected agencies to establish a conceptual approach to the project, and a project team was formed in this meeting consisting of the following employees:

- Tom Patt, OPM Director of Compensation, Project Leader
- Dan Melton, EBC Deputy Director, Finance and Accounting
- Patrick Lane, OPERS Communications and

Customer Contact Director

- Carol Barton, CORE HCM Lead
- Hanh Minson, CORE HR/Payroll Administrator
- Michelle Crozier, OPM Graphic Artist

The project team met on several occasions to flesh out the concept, ultimately arriving at a mock-up of the statement, which has undergone several revisions as the team has attempted to refine the document and improve its appearance and functionality. When the document is published and distributed in March, it is hoped that it will be enlightening and informative to employees and will enable them to more fully appreciate the extent of the investment the state has made in them and their families.

Questions concerning specific benefits included in the statement may be referred to the Employees Benefits Council or, for retirement questions, to the specific retirement agency of which the employee is a member. Questions about the Statement in general may be referred to each agency's Benefit Coordinator.



OPHRA Briefs IPMA-HR SR Board on Plans for 2010 Southern Region Conference

The International Public Management Association for Human Resources (IPMA-HR) Southern Region Governing Board met on Saturday, January 31, 2009, at the Sheraton Hotel in Oklahoma City. Oklahoma Public Human Resource Association (OPHRA) officers briefed the SR Board on their preliminary plans for the 2010 IPMA-HR Southern Region Conference to be held at the Oklahoma City Sheraton Hotel April 24-28, 2010, and the "Oklahoma Reception" to be held May 17-20 at the 2009 IPMA-HR Southern Region Conference in Mobile, Alabama.

Pictured Left to Right: Tanara Lang, OPHRA 1st Vice-President, Oklahoma Bureau of Narcotics and Dangerous Drugs Control; Kay Hagerman, OPHRA President, OKDHS; and Jenelle Turner-Reid, OPHRA 2nd Vice-President, OETA.

OPHRA is the Oklahoma Chapter of IPMA-HR (see <http://www.ophra.info/default.aspx?page=%201>).





Pictured from Left to Right: Janet Newton, Annette Meyers, Joyce Sumner, Sheree Chamberlain, Debbie Smith, Judy Dennis, Paula Green, Rachel herbert, Susan Bohl, Paula Printup-Porter, Dru Bradford and Barbara Taft.



OSCPM Awards Banquet

*Lisa Fortier, HRDS Director and
CPM Coordinator*

On Friday, December 5, 2008, the Oklahoma Society of Certified Public Managers held its annual Christmas party and awards banquet. The banquet was held at the Crowne Plaza in Oklahoma City.

The awards ceremony gives the outgoing president of the Society a chance to thank all of the board and committee members for the hard work and dedication they have provided the Society throughout the year. Barbara Taft made presentations of certificates to the outgoing officers.

The Society also presents two prestigious awards during the evening. They are special because the winners are nominated and voted on by the members of the organization.

The 2008 "Rookie of the Year" award was given to Sheree Chamberlain from OKDHS. Sheree was co-chair of the Elections committee and participated in many of the events in 2008.

The "CPM of the Year" award was presented by Mr. Oscar B. Jackson, Jr., Administrator and Cabinet Secretary for Human Resources and Administration, to Dru (Drucilla) Bradford of ODOT. She is a Computer Applications Specialist with the Technology Services Help Desk. Dru graduated the Oklahoma CPM program in 2006. She was the "Rookie of the Year" in 2004 and has been a chair of several committees. Mr. Jackson read a proclamation from Governor Brad Henry proclaiming December 5, 2008 as Dru Bradford Day.

The ceremony concluded with Barbara Taft turning over the leadership of the Society to the new president, Susan Bohl and her board and committee members.

The evening included a lovely buffet and dancing. The OSCP M awards banquet was a great way to "kick-off" the holiday season.



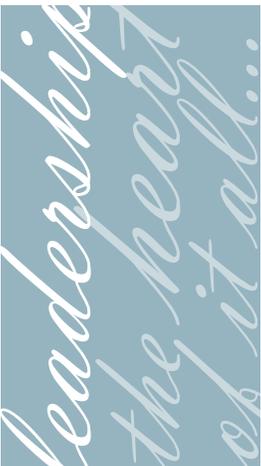
Pictured from Left to Right: Dru Bradford and Oscar Jackson.



Pictured from Left to Right: Barbara Taft and Sheree Chamberlain.



Pictured from Left to Right: Susan Bohl and Barbara Taft.



2009 Officers

President: Susan Bohl, GS Western OK
President-Elect: Paula Printup-Porter, OHCA
Secretary: Rachel Herbert, OSBMLS
Treasurer: Paula Green, OKDHS

2009 Board

Board Member: Dru Bradford, ODOT
Board Member: Debbie Smith, OU-CPM
Board Member: Joyce Sumner, ODOT
Board Member: Jeannette Williams, SIB
Board Member: Cynthia Shackelford, OSF
Area Board Member/SE: Annette Meyers, ODOT
Area Board Member/NE: Sheree Chamberlain, OKDHS
Area Board Member/SW: Judy Dennis, ODOT
Area Board Member/NW: Janet Newton, OKDHS

2008 Officers

President: Barbara Taft, OCTP
President-Elect: Susan Bohl, OKDHS
Secretary: Janet Hailey, OKDHS
Treasurer: Brenda Sullivan, OTC

2008 Board

Board Member: Dru Bradford, ODOT
Board Member: Judy Dennis, ODOT
Board Member: Debbie Smith, OKDHS
Board Member: Joyce Sumner, ODOT
Board Member: Bill Winters, OTC
Area Board Member/SE: Dawanta Parks, ODOT
Area Board Member/NE: Mary Brewington, ODOT
Area Board Member/SW: Paula Printup-Porter, OHCA
Area Board Member/NW: Paula Green, OKDHS



CAPIP Online Application In Process

Dena Edwards, CAPIP Coordinator

The trend to convert to paperless systems is spreading quickly among numerous state agencies within Oklahoma. The Carl Albert Public Internship Program (CAPIP) will join this wave and undergo a major change in the near future. The staff at Ok.Gov has been working diligently to create an online system for CAPIP users. The system will feature an online application where students, who wish to participate in the intern-

ship program, can apply directly on line. Previously, potential interns would submit original paper documents through regular mail to the Oklahoma Office of Personnel Management in order to be considered. Students will now have the ability to upload additional documentation required for acceptance in the program. In addition to the student access, state agency HR Personnel will now have the ability to post internship vacancies to the CAPIP website for students to view as well as access information about eligible interns without sending a request. Along with all of these new system

changes, a new logo, newsletter design and other marketing tools will follow.

Essentially, the entire face of CAPIP will change. The ultimate goal from this online conversion is that more agencies will utilize the Carl Albert Public Internship Program and create more opportunities for students who attend universities in the state of Oklahoma. The retention of our state's talents and resources will have a positive impact on the future workforce. The online transition will be a challenging and exciting step for the Carl Albert Public Internship Program.



Recent CPM Graduate Gets Promotion

Lisa Fortier, HRDS Director and CPM Coordinator

Congratulations go out to the new Deputy Director of the Accountancy Board – Nicole Prieto-Johns. Nicole is a 2007 graduate of the State of Oklahoma Certified Public Manager Program. She is a 2006

graduate of the University of Oklahoma and is currently working on her Masters degree in Public Administration at OU.

which she stated, "You get to test the information and knowledge gained in a classroom setting before having to use it in the real world." She also appreciates the networking with other agency employees. "CPM offers you the opportunity to learn about other organizations and how they work," she stated in a recent interview.

Nicole began her career with the State in 2003 with OPERS as the supervisor of the Records Department. She later expanded the position to include Records and Administration Programs. She helped to improve the agency's updating data entry, both hard and electronically.

The Accountancy Board Executive Director Edith Steele says, "We feel very fortunate to have Nicole and her experience." Nicole did mention that during the interview process that the agency thought her CPM certification was impressive.

Nicole is a big supporter of the CPM Program for many reasons. She says "the program puts you in touch with like-minded people who are committed to the program and committed to completing it." One of her favorite components of the CPM Program was the Executive Development Seminar, about

Nicole definitely feels the CPM Program helped her attain her new position and hopes more people can take advantage of the opportunity.

She is a great representation of the CPM Program's mission to help develop Oklahoma's future leaders.



2009 Permanent Rule Filings

Kara Smith, General Counsel

The Administrator of the Oklahoma Office of Personnel Management adopted proposed amendments to the following rules and such amendments have been filed with the Governor, Speaker of the House and Senate President Pro Tempore:

• VOLUNTARY PAYROLL DEDUCTION [Proposed Effective Date: May 11, 2009]

- Subchapter 1. General Provisions
- 530:15-1-1 [AMENDED]
- 530:15-1-2 [AMENDED]
- 530:15-1-7 [AMENDED]
- 530:15-1-9 [AMENDED]
- Subchapter 3. Administrative Provisions
- 530:15-3-7 [AMENDED]
- 530:15-3-9 [AMENDED]
- 530:15-3-14 [AMENDED]

• MERIT RULES: [Proposed Effective Date: May 11, 2009]

- Subchapter 7. Salary and Payroll
- Part 1. Salary and Rates of Pay
- 530:10-7-12 [AMENDED]
- 530:10-7-24 [AMENDED]
- 530:10-7-26 [AMENDED]
- Subchapter 9. Recruitment and Selection
- Part 1. General Provisions
- 530:10-9-9 [AMENDED]
- Subchapter 15. Time and Leave
- Part 5. Miscellaneous Types of Leave
- 530:10-15-40 [AMENDED]
- 530:10-15-43 [AMENDED]

- Subchapter 17. Performance Evaluation & Career Enhancement Programs
- Part 15. State Mentor Program [REVOKED]
- 530:10-17-150 [REVOKED]
- 530:10-17-151 [REVOKED]
- 530:10-17-152 [REVOKED]
- 530:10-17-153 [REVOKED]
- 530:10-17-154 [REVOKED]
- 530:10-17-155 [REVOKED]
- 530:10-17-156 [REVOKED]



Employees Benefits Council's OK Health Program Featured at Prestigious Health Conference

Brian King, Communications Officer,
Employees Benefits Council

"Exciting and innovative" is the way leaders of a major national wellness event described the OK Health Mentoring Program. Highlights of the program were presented during an invitation-only closed session to a commission of the Robert Wood Johnson Foundation during special meetings in Denver, Colo., in December 2008. The event was titled State-as-Employer: Workplace Wellness Initiatives.

Acting on a recommendation from the National Governors Association, the Commission to Build a Healthier America invited Philip K. Kraft, executive director of the Employees Benefits Council, and Nancy Haller, manager of Oklahoma's state Wellness Program, to participate. They were joined by representatives from only four other states in the closed session for the commissioners. The states were ones identified as having "robust and well-developed activities" in wellness and health-promoting policies in the workplace.

"Despite all we spend on health care as a nation, there is a big gap between how healthy we are and how healthy we could be, and this gap exists for every race and income level," said Dr. Mark B. McClellan, co-chairman of the Commission. "Many promising strategies are out there – such as those presented in Denver – that show we can take practical steps to close the gap."

The national, non-partisan commission is investigating how factors such as education, environment, income and housing shape and affect opportunities to lead healthy lives. The commission is identifying non-medical, evidence-based strategies – both short- and long-term – to improve Americans' health and will issue a set of actionable policy recommendations in April. Based in Princeton, New Jersey, the Robert Wood Johnson Foundation is the United States' largest philanthropy devoted exclusively to health and health care. In 2007, the foundation awarded more than \$487 million in grants.

For more information on the Commission to Build a Healthier America, visit www.commissiononhealth.org. To learn more about the OK Health Mentoring Program, go to www.abc.state.ok.us/en/okhealth.



OPM Employee Recognition

Terri Berry, Human Resources Programs Manager

Ashland Viscosi, Administrative Assistant, Workforce Planning and Michelle Crozier, Graphic Artist, Network Management Services were selected as OPM Employees of the Quarter for the first and second quarters for their outstanding contributions to the Office of Personnel Management.

The purpose of employee performance recognition programs such as Employee of the Quarter is to recognize and encourage outstanding job performance and productivity, promoting excellence in job performance. OPM Employee of the Quarter recipients receive an Employee of the Quarter Commemorative Certificate, an award not to exceed \$100.00 in value, and two Friday jean passes.

Nominations for Employee of the Quarter and Team of the Year may be submitted for all employees. Nominations must be for outstanding achievements accomplished no more than 12 months prior to the nomination. The Employee Recognition Committee, consisting of seven OPM staff members, determines the Employee of the Quarter recipients by majority vote.

Employee of the Quarter recipients become eligible for the OPM Employee of the Year award; OPM employees then vote for OPM Employee of the Year. The OPM Employee of the Year recipient will be named during Public Service Recognition Week.



ALL APPOINTING AUTHORITIES MEMORANDUMS

(from 12/01/08 to 3/17/09)

OPM 09-13 – 03/17/09: 2010 Holiday Schedule for State Employees

OPM 09-12 – 03/11/09: Certified Personnel Professional Training

OPM 09-11 – 03/06/09: Clarification Re AAA Memo OPM 09-10: Pay Band Schedule - Minimum Wage Explanation

OPM 09-10 – 03/06/09: Public Hearing on Proposed 2009 Permanent Amendments to Merit Rules (Pay Band Schedule)

OPM 09-09 – 03/03/09: 2008 Pay Movement Mechanism Usage Report

OPM 09-08 – 02/17/09: Mandatory Supervisory Training Requirement Report

OPM 09-07 – 02/12/09: Public Hearing on Proposed 2009 Permanent Amendments to Merit Rules

OPM 09-06 – 02/02/09: Employee Service Rating (PMP) Compliance Form

OPM 09-05 – 01/30/09: 2008 OPM Annual Compensation Report

OPM 09-04 – 01/29/09: Public Hearing on Proposed 2009 Permanent Amendments to Merit Rules and Voluntary Payroll Deduction Rules

OPM 09-03 – 01/16/09: One Year Anniversary of OKCAREERS

OPM 09-02 – 01/09/09: OPM FY 2008 Annual Report and Workforce Summary

OPM 09-01 – 01/09/09: State Agency Hiring Freeze - Executive Order 2009-01

OPM 08-29 – 12/17/08: Semi-Annual Allocation and Salary Adjustment Report

OPM 08-28 – 12/08/08: Quality Oklahoma Team Day 2009

(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

District Attorney's Council

Alecia Nash - Appointed HR Officer; eff. 01/2/09.

Office of State Finance

Carrie Towery, Appointed HR Management Specialist, eff. 12/08/08. Formally with District Attorney's Council.

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