



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Working for Oklahoma"

OPM 09-15

DATE: April 14, 2009

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

SUBJECT: Mandatory Supervisory Training Requirement Report for 2008

The **Mandatory Supervisory Training Requirement Report for 2008** indicates that 84% of state agency managers and supervisors fully met the requirement for calendar year 2008, as per **Merit Rule 530:10-17-91** of the State Merit Rules. Another 10% of this group partially met the requirement. I commend all agencies for submitting their reports by the due date. Following are the results based on data compiled from the agency reports submitted to OPM:

Total number of agencies reporting:	128	
Total number of employees:	34,768	
Total number of supervisors:	6,313	(18% of all employees)
Number & percentage of supervisors completing training:	5,275	(84% of all supervisors)
Number & percentage of supervisors partially completing training:	626	(10% of all supervisors)
Number & percentage of supervisors not completing training:	412	(6% of all supervisors)

All 128 agencies reported their training for calendar year 2008.

46 agencies reported 100% participation	(36% of total agencies)
21 agencies reported 90-99% participation	(16% of total agencies)
11 agencies reported 80-89% participation	(9% of total agencies)
3 agencies reported 70-79% participation	(2% of total agencies)
8 agencies reported 60-69% participation	(6% of total agencies)
5 agencies reported 50-59% participation	(4% of total agencies)

34 agencies reported less than 50% participation in 2008 training (27% of total agencies)
(17 of these agencies are boards and commissions that have no employees and/or supervisors)

The most common reasons listed by agencies for not completing training last year were: scheduling conflicts; illness; workload; travel and budget constraints; military deployment; limited training opportunities; resignations; and, retirements.

Your input is very much appreciated. If there are questions or if additional information is needed, please contact me or Lisa Fortier, Director, OPM Human Resource Development Services, at (405) 521-6345.

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