

STATE MENTOR PROGRAM

**State of Oklahoma
Office of Personnel Management**

State Mentor Program

The purpose of the State Mentor Program, created by the Oklahoma Legislature in 1994, is to develop the executive potential of employees in all branches of state government, with a special emphasis on women, racial minorities, and individuals with disabilities.

According to "Beyond the Myths and Magic of Mentoring," by Margo Murray and Marna A. Owen, mentoring is "the deliberate pairing of a more skilled or experienced person with a lesser skilled or experienced one, with the agreed-upon goal of having the lesser skilled person grow and develop specific competencies."

The State Mentor Program provides a structure for facilitating the Mentoring concept in state government. Each state employee selected to participate in the State Mentor Program will become a Mentor Executive and, during his or her two-year management rotation, will be assigned to a policy-level manager for six months in any or all of the following entities: the sending agency, one or both Houses of the Legislature, the Office of State Finance, the Office of the Governor, and the Office of Personnel Management, and six months in any other agency accepting the Mentor Executive.

Each of the state entities participating in the State Mentor Program will assign one or more policy-level managers to serve as a mentor while the Mentor Executive is on staff. The mentor's duties are to instruct the Mentor Executive in the agency's purpose and functions, and to instill a sense of professionalism and public service. Mentors also may serve as a source of career guidance and reference after the management rotation is completed.

Oklahoma Personnel Act
74 O.S. (2001) § 3.8

- A. Effective July 1, 1995, the Administrator of the Office of Personnel Management shall design a mentor program for state employees with executive potential in all branches of state government. The mentor program shall be open to all state employees but shall place a special emphasis on development of women, racial minorities and persons with disabilities as executives. As used in this section, "agency" means any office, department, board, commission, or institution in all branches of state government.
- B. Effective July 1, 1995, there is hereby created a seven-member Mentor Selection Advisory Committee which shall be composed of the following permanent members: The Administrator or designee, the Director of the Office of State Finance or designee, a designee of the Governor, a designee of the President Pro Tempore of the Senate and a designee of the Speaker of the House of Representatives. Two other agency appointing authorities shall be selected every two (2) years by the Advisory Committee's permanent members. Agency appointing authority members may be represented at committee meetings by a designee. Appointed members not serving a specific term will serve at the pleasure of their appointing authority. Members shall be reimbursed for necessary travel expenses incurred in the performance of their duties by the Office of Personnel Management.

Any state employee may nominate another state employee for the mentor program. The Mentor Selection Advisory Committee shall select candidates for the mentor program and recommend those candidates to the Administrator for approval. The Advisory Committee shall select candidates from those employees nominated for participation in the mentor program. The Mentor Selection Advisory Committee may recommend to the Administrator up to five candidates during a two-year period for participation in the mentor program. Selection criteria shall include, but not be limited to:

1. Demonstrated leadership qualities;
2. Outstanding achievement record;
3. Outstanding recommendations by supervisors or peers;
4. Special knowledge of state systems; and
5. Completion of the Certified Public Manager Program or similar achievement.

Individuals recommended by the Advisory Committee, approved by the Administrator, and placed in a management rotation shall be referred to as mentor executives. Mentor executives shall complete a two-year management rotation assign-

ment in which they are assigned to a policy level manager for six (6) months in any or all of the following entities: the sending agency, one or both houses of the Legislature, the Office of State Finance, the Governor's Office, and the Office of Personnel Management, and six (6) months in any other agency accepting the mentor executive.

Rotation assignments shall be accomplished through the State Personnel Interchange Program, Section 840-3.9, et seq. of this title. Each mentor executive shall be considered an employee of the sending agency for all purposes other than supervision. The Administrator shall establish minimum compensation for mentor executives and shall adopt rules as the Administrator finds necessary for the administration of the State Mentor Program. Such rules shall provide for the sending agency and the agency in which the mentor executive is completing his or her management rotation to share the compensation of the mentor executive or for either agency to pay the total amount. A state employee's salary may be increased during the period of his or her participation in the State Mentor Program, but shall not be reduced during such period. Each agency participating in the mentor program shall assign an executive-level manager to serve as the mentor for the period the mentor executive is completing the mentor executive's management rotation in that agency.

The mentor's duties are to instill in the mentor executive knowledge of the agency's purpose and functions, and a sense of professionalism and public service. Mentors will further serve as a source of career guidance and reference after the management rotation is finished. The employees participating in the mentor program shall be exempt from any full-time-equivalent limitations established by law.

Merit System of Personnel Administration Rules

530:10-17-150. Purpose

(a) The rules in this Part establish policies and procedures to implement the State Mentor Program in accordance with Section 840-3.8 of Title 74 of the **Oklahoma Statutes**. The Program is administered by the Administrator of the Office of Personnel Management.

(b) It is the purpose of the State Mentor Program to develop the executive potential of employees in all branches of state government, with a special emphasis on women, racial minorities, and persons with disabilities.

530:10-17-151. [RESERVED]

530:10-17-152. Mentor Selection Advisory Committee

(a) **Organization.** Section 840-3.8 of Title 74 of the **Oklahoma Statutes** creates a 7-member Mentor Selection Advisory Committee and provides for the appointment of five permanent members, who serve at the pleasure of their Appointing Authority, and the selection of two Appointing Authority members by the permanent members every two years. The Committee shall elect a chairperson from among its members. A member may be elected for succeeding terms of office.

(b) **Purpose.** The purpose of the Mentor Selection Advisory Committee is to select candidates for participation in the State Mentor Program and recommend those candidates to the Administrator for his approval in accordance with the provisions of Section 840-3.8 of Title 74 of the **Oklahoma Statutes**.

(c) **Meetings.** The Advisory Committee shall meet at the call of the chair as necessary to fulfill its purpose under Section 840-3.8 of Title 74 of the **Oklahoma Statutes**. A majority of the members shall constitute a quorum.

530:10-17-153. Definitions

In addition to words and terms defined in OAC 530:10-1-2 and 455:10-1-2, the following words and terms, when used in this Part, shall have the following meaning, unless the context clearly indicates otherwise.

"Agency" means any office, department, board, commission, or institution in all branches of state government.

"Agency Mentor" means a policy-level manager in an agency participating in the State Mentor Program who serves as a mentor during the period the Mentor Executive is completing his or her management rotation in that agency.

"Mentor Executive" means a state employee selected for participation in the State Mentor Program.

"Sending agency" means the employing agency of each state employee selected as a Mentor Executive.

"Receiving agency" means each agency where a Mentor Executive is completing a phase of his or her management rotation.

530:10-17-154. [RESERVED]

530:10-17-155. Program description

(a) **Eligibility.** A state employee in any branch of state government may be nominated by another state employee for participation in the State Mentor Program.

(b) **Nomination procedure.**

(1) The State Mentor Program nomination form is available from the Office of Personnel Management. The nomination form solicits information about the nominee and the state employee making the nomination, and shall be signed by the state employee making the nomination.

(2) Any state employee may nominate another state employee for participation in the Program during the nomination period announced by the Administrator by forwarding a completed nomination form to the State Mentor Program at the Office of Personnel Management.

(c) **Application form.**

(1) The Office of Personnel Management shall provide a State Mentor Program application form to each state employee nominated for participation in the Program. The application form provides general and specific information about the State Mentor Program, including the application process, application requirements, and Program eligibility requirements. It solicits information about applicants and their qualifications for participation in the Program.

(2) Any state employee nominated for participation in the Program may complete and return an application during the application period announced by the Administrator by forwarding a completed application to the State Mentor Program at the Office of Personnel Management.

(d) **Communication with the Office of Personnel Management.** Interested persons may direct communications to the attention of the State Mentor Program at the Office of Personnel Management in accordance with 530:1-1-12.

(e) **Application procedure.** To apply for participation in the State Mentor Program, an applicant shall complete the application form described in subsection (c) of this section and submit it to the State Mentor Program at the Office of Personnel Management by the prescribed deadline.

(f) **Selection process.** The process for selecting Mentor Executives will normally consist of the application, minimum qualifications, ratings of training and experience, interviews, a writing exercise, and other assessment methods, as prescribed by the Mentor Selection Advisory Committee, in which applicants must participate in order to advance to the final selection pool.

(g) **Minimum qualifications.** To be eligible for selection as a Mentor Executive, an applicant shall possess the minimum qualifications established for the Mentor Executive job family.

(h) **Appointing Authority endorsement letter.** The Committee shall contact the agency Appointing Authority of each applicant who demonstrates the minimum qualifications for Mentor Executive to request endorsement of the employee's participation in the State Mentor Program. An applicant who does not receive the endorsement of the agency Appointing Authority will not be considered further.

(i) **Background investigation.** Each applicant shall complete a post-offer, pre-hire, work-related criminal background investigation.

530:10-17-156. Agency rotations

(a) **State Personnel Interchange Program.** Rotation assignments shall be accomplished through the State Personnel Interchange Program, Section 840-3.9, et seq. of Title 74 of the Oklahoma Statutes.

(b) **Length of rotations.** Each Mentor Executive shall complete a two-year management rotation assignment which consists of six months in any or all of the following entities:

- (1) the sending agency;
- (2) one or both houses of the Legislature;
- (3) the Office of State Finance;
- (4) the Governor's Office;
- (5) the Office of Personnel Management; and
- (6) any other agency accepting the Mentor Executive.

(c) **Work assigned during rotations.** Each agency participating in the State Mentor Program shall assign the Mentor Executive to a policy-level manager during the period he or she is completing a management rotation in that agency.

(d) **Compensation during rotations.**

(1) The Administrator shall establish minimum compensation for Mentor Executives. The sending agency and each agency in which the Mentor Executive is completing his or her management rotation may share the compensation of the Mentor Executive or either agency may pay the total amount.

(2) If a state employee's salary is below the minimum salary for the Mentor Executive job family, the employee's salary shall be increased to that minimum. A state employee's salary shall not be reduced because of his or participation in the State Mentor Program.

(e) **FTE limitations.** Employees participating in the State Mentor Program shall be exempt from any full-time-equivalent limitations established by law.

(f) **Completion of rotation assignment.** At the end of a two-year management rotation assignment or sooner, if a Mentor Executive is unable to complete the entire two-year management rotation assignment, a Mentor Executive shall be entitled to return to the previous job family or its successor job family, if one exists in the sending agency. Otherwise, the reduction-in-force provisions of Section 840-2.27C of Title 74 of the Oklahoma Statutes shall apply.

Mentor Selection Advisory Committee

March 2, 2000

Mr. Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources
Oklahoma Office of Personnel Management
2101 North Lincoln Boulevard, Room G-80
Oklahoma City OK 73105

Administrator of the Office of Personnel Management, *Ex Officio* member under 74:840-3.8.

Mr. Tom Daxon, Director
Office of State Finance
122 State Capitol
Oklahoma City, OK 73105

Director of the Office of State Finance, *Ex Officio* member under 74:840-3.8.

Ms. Sarah Yoakum
Cabinet Liaison
Office of Governor Frank Keating
212 State Capitol
Oklahoma City, OK 73105

Designee of Governor under 74:840-3.8.

Mr. Robert Thompson
Attorney
Oklahoma State Senate
309 State Capitol
Oklahoma City, OK 73105

Designee of President Pro Tempore of the Senate under 74:840-3.8.

Dr. George Humphreys
Director, Research Staff
Oklahoma House of Representatives
305 State Capitol
Oklahoma City, OK 73105

Designee of Speaker of the House of Representatives under 74:840-3.8.

Ms. Barbara Warner
Executive Director
Indian Affairs Commission
4010 N. Lincoln Blvd.
Oklahoma City, OK 73105

Agency Appointing Authority selected by permanent members for two-year term.

Ms. Linda S. Parker
Director
Department of Rehabilitation Services
3535 N.W. 58th Street, Suite 500
Oklahoma City, OK 73112-4815

Agency Appointing Authority selected by permanent members for two-year term.
