

HR Exchange

State of Oklahoma Office of Personnel Management
"Celebrating 20 Years of Serving Equal Opportunity Employers"
1982 - 2002

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Merit System Testing Returns to Tulsa

Dayna R. Petete, OPM

Effective November 4, 2002, applicants for state employment may test at the Tulsa office of the Oklahoma Employment Security Commission (OESC).

The new location, Hartford Center, 111 South Greenwood Avenue, Tulsa, OK 74120, combined with the 22 Oklahoma CareerTech campuses statewide and OPM in Oklahoma City, brings to 24 the total number of testing sites available to the general public.

"I want to congratulate OPM and OESC on joining forces to address the issue of Merit System testing in Tulsa," commented Governor Frank Keating. "I am pleased that the citizens of my home town will now be able to enjoy the convenience of local testing services. This partnership will also make it easier for state agencies such as the Department of Human Services and the Department of Corrections, which have offices and facilities in the Tulsa area, to recruit out-

standing local candidates," Governor Keating added.

The testing partnership between OPM and OESC was initiated in 1981, when local OESC offices began offering Merit System examinations. "Through *Project OPEN*, Oklahomans could obtain job information and take Merit System examinations at a local office usually no more than 75 miles from their home," commented Oscar B. Jackson, Jr., OPM Administrator and Cabinet Secretary of Human Resources. "The citizens of this state benefited greatly from this partnership until March 2001 when, regrettably, federal budget cuts forced OESC to curtail this service and focus on other programs."

"Fortunately," Jackson added, "as our partnership with OESC ended, we were able to enter into a new partnership with

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OPM Team member Harry Gentry (second from left) helped prepare the staff of the OESC office in Tulsa to offer Merit System exams. Pictured with Mr. Gentry are (l to r) Karen Baskerville, Sheila Bongber, Bill Maxwell, and Sharon Norris.

Gap Between Market Pay and State Government Pay Widens

Dayna R. Petete, OPM

The FY 03 *Annual Compensation Report*, submitted December 2 by OPM to the Governor and legislative leadership, reveals that the gap between market pay and state government pay widened this year. On average, classified employee pay is 11.3 percent below the competitive labor market—a figure that is significantly greater than the 4.5 percent deficit of FY 02 and reminiscent of the market disparity that existed in FY 99 - 01.

"Last year's 4.5 percent market deficit appears to have been an anomaly, caused primarily by a reduction in the market average pay rather than any substantial growth in state classified employee pay," commented Oscar B. Jackson, Jr., OPM Administrator and Governor Frank Keating's Cabinet Secretary of Human Resources. "This year the market average resumed its upward trend, while state agencies have been struggling with significant budget reductions that have hampered their ability to use the pay authorities available to them."

"As funds become available," Jackson added, "the Legislature should provide additional funding to agencies for the purpose of targeted pay adjustments. Such an allocation would enable state agencies to address critical recruitment and retention issues without creating the pay alignment problems that typically result from across-the-board increases."

Also, according to the Report, the average cost of the state's fringe benefits package (paid leave, insurance, employer re-

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From the Desk of the Administrator



Farewell, Governor Keating

On January 13, 2003 at 12:01 p.m., we will bid farewell to Governor Frank Keating, who became Oklahoma's 25th Governor on January 9, 1995. It has indeed been my honor to serve as OPM Administrator and Cabinet Secretary of Human Resources during the eight-year Keating Administration.

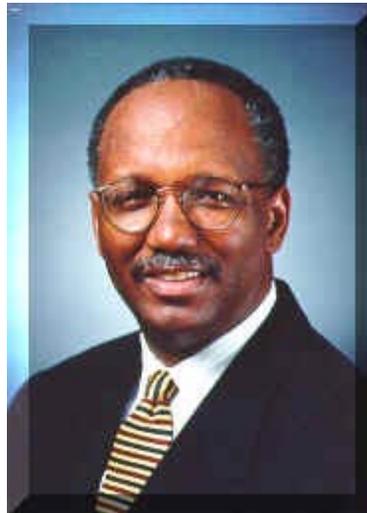
During this past year, we have reflected on OPM's many accomplishments since we were established as a separate state agency in 1982. As we have proudly announced on our anniversary stationary, we have been "Celebrating Twenty Years of Serving Equal Opportunity Employers", throughout the year.

As we transition from the Keating Administration to the Henry Administration, I believe it is appropriate to thank Governor Frank Keating for his many efforts over the past eight years to make Oklahoma state government "as good as our people." In December 1995, one year after taking office, Governor Keating's *Commission On Government Performance* issued its report entitled, *A Government As Good As Our People*, which stated that, "We know what Oklahomans can do when we set our minds and hearts to the task. Now we have the chance to prove it, by rethinking the way the state works and changing government to make it as good as our people".

Governor Keating's Commission developed a "business plan" for our state, which focused on six key areas:

1. Build In Accountability For Results.
2. Focus On Serving The Customer.
3. Give Our Employees The Tools They Need.
4. Invest In Technology.
5. Make "Best Practices" A Way Of Life.
6. Prepare Our State And Our People For The Future.

During the past eight years, with the support and approval of Governor Keating and the Oklahoma Legislature, significant



changes have been made in the state's human resources system. These changes have been discussed in recent issues of the OPM *HR Exchange*. We owe a debt of gratitude to the Oklahoma Legislature and Governor Frank Keating for their leadership and support that has enabled OPM to accomplish our vision of making the State of Oklahoma the "Employer of Choice".

F.Y.I.

OPM is in the process of finalizing emergency amendments to the Merit Rules to make them consistent with statutory changes made during the 2002 legislative session.

It is expected that these amendments will become effective in early 2003.

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the Oklahoma Department of Career and Technology Education to provide Merit System testing at 20 *CareerTech* campuses statewide. Though we were able to later add the Pioneer Career Technology Center in Ponca City as a testing location, bringing the total number of *CareerTech* sites to 21, we have been without a testing site in the city of Tulsa. We are very pleased that now we not only have a Tulsa Merit System testing location, but we have the opportunity to re-establish our relationship with OESC."

"We are delighted that we are able to assist OPM in its mission to provide Merit System testing services to the people of the state of Oklahoma," noted OESC Executive Director Jon Brock, "while at the same time fulfilling our mission to build a world class workforce system in Oklahoma. This is a partnership that has worked very well in the past and we have every confidence this latest incarnation will be equally successful."

As is the case with other statewide Merit System testing centers, applicants wishing to test in Tulsa must be approved for testing prior to appearing for the examination. Each applicant who mails in an approvable application requiring a written examination will receive a scheduling letter from OPM. This letter serves as the admission to examinations offered at any statewide location. Testing will be conducted in the Hartford Center in Tulsa, Monday through Friday, 8:00 a.m. to 1:00 p.m. For additional information, please contact Bill Maxwell, OESC, at (918) 596-7200.

All statewide testing locations are listed on the OPM Website at <http://www.opm.state.ok.us>.

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irement contributions, and legally-required benefits such as Social Security, Medicare, unemployment insurance, workers' compensation, and temporary disability insurance) increased during the year, due primarily to continuing increases in health care costs. Because the cost of the market's fringe benefits package increased at an even greater rate than the state's, however, the cost of the state's fringe benefits package is approximately 30 percent below the average cost in the market.

In the future, consistent with the availability of funds, OPM plans to pursue a benefit value study to provide a more appropriate comparison of the state's benefit package with the market. Such a study was planned for this year's report, but was abandoned due to cost considerations and vendor availability.

In addition, the Report indicates that in FY 03 the overall turnover rate for the classified workforce as a whole was 11.8 percent and the voluntary turnover rate was 10.3 percent. The overall turnover rate reflects resignations, retirements, and discharges that occurred during FY 03, while the voluntary rate is based on resignations and retirements only. The FY 03 figures were slightly lower than last year's rates of 12.6 percent and 11.4 percent respectively.

OPM plans to continue to trend state employee turnover data from year to year, and will use this data, as well as other available retention data, to assist agencies in developing strategies for addressing retention problems. OPM also encourages state agencies to conduct their own analyses of turnover based on their own data and experience.

OPM is required by law to conduct an annual analysis of the rates of pay in the competitive labor market and compare those rates to the state's current Merit System salary structure for classified employees. OPM must report the results of this analysis, which includes a comparison of the state's fringe benefits and those offered elsewhere in the labor market, to the Governor, President Pro Tempore of the Oklahoma State Senate, and Speaker of the Oklahoma House of Representatives no later than December 1 of each year. Survey sources used for the FY 03 salary and

benefit analysis include the OPM FY 03 State of Oklahoma Compensation Survey; the Central States Salary Survey and the Southeastern States Salary Survey, both of which consist of data from states contiguous to Oklahoma; the Oklahoma State Chamber of Commerce Survey; the Oklahoma Hospital Association Survey; and Compensation Data 2002, a salary benefits survey conducted by CompData Surveys, a Dolan Technologies Corporation enterprise.

Comp Report Includes Methodology Change

Tom Patt, OPM

Each year, in its *Annual Compensation Report*, OPM compares the state's average pay rates for selected benchmark jobs in the classified service with market survey rates. The goal of this "market pricing" is to determine the competitiveness of the state's pay practices for classified employees with those prevalent in the external market. This year, the OPM Compensation Team employed a different methodology for making comparisons to market rates for benchmark jobs—one which should improve the accuracy and consistency of the results.



Tom Patt

OPM Director of Compensation

In previous years, survey comparisons have been made using a "single source" or "no duplication" approach, i.e., only one survey source was used for each benchmark job comparison. Jobs were matched to surveys in a hierarchical order, which was established based on a number of factors, including:

- How well survey benchmark job content matched that of state jobs.

Methodology, continued on page 4

The CORE Report

Jim Lippert, OPM

The state of Oklahoma is in the process of upgrading its Purchasing, Procurement, Financials, e-Commerce, and Personnel/Payroll automated business systems through a contract with PeopleSoft and Maximus. The "roll out" date for this project is July 1, 2003.



Jim Lippert

The name of this Project is CORE: **C**ommunication **O**perations **R**eporting **E**nterprise. PeopleSoft is providing the software and overview of the project, while Maximus is working primarily with the Department of Central Services, Office of State Finance, OPM, and the Department of Commerce to coordinate the implementation of the software.

In order to ensure an accurate, timely, and effective transition from the state's existing systems, a CORE steering committee was established at the beginning of the Project composed of Tom Daxon, Director of the Office of State Finance and Cabinet Secretary of Finance and Revenue; Pamela Warren, Director of the Department of Central Services and Cabinet Secretary of Administration; Oscar Jackson, OPM Administrator and Cabinet Secretary of Human Resources; and Ron Bussert, Director of the Department of Commerce.

Under the guidance and direction of the Steering Committee, a CORE Project team was formed to work with PeopleSoft and Maximus on the initial implementation of the project that will include Financials, Purchasing, Personnel, and Payroll modules. The role of the CORE Project team is to assist the contractors in all phases of

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Methodology, continued from page 3

- How closely the survey participants reflected the relevant market.
- The degree of statistical analysis and quality control applied to the survey data.
- The relative stability of the survey participant mix.

While this single source methodology is acceptable, using multiple sources for comparison provides a more representative market value for benchmark jobs. Consequently, this year's Annual Report employs a "market composite rate" for survey data. The market composite rate is established by blending survey data from all available and appropriate sources. In blending the data, more weight is given to some surveys than others based on a consideration of the above criteria. The result is a solid survey value for each benchmark job that clearly reflects a "market consensus" or "going rate."

This methodology is based on generally-accepted compensation practice and is supported by *WorldatWork*, the leading compensation professional association, as a means of establishing an accurate assessment of pay competitiveness in the labor market. The new approach was recently presented to an Agency User's Feedback Group comprised of state agency HR managers and senior professionals, and they expressed unanimous support for the new methodology. The OPM Compensation Team is confident that the new approach will enhance the state's market pricing of classified jobs.

Kudos!

to Diana Byrd.

Oklahoma Public Employees Retirement System, who earned the "Retirement Plans Associate" designation in August 2002 from the Certified Employee Benefits Specialist Program. The Program is sponsored by the International Foundation of Employee Benefit Plans and the Wharton School of the University of Pennsylvania.

Kudos!

For the tenth consecutive year, the Oklahoma State and Education Employees Group Insurance Board was awarded the *Certificate of Achievement for Excellence in Financial Reporting* by the Finance Officers Association. OSEEGIB administers group health, dental, life and disability benefits for state, education, county, municipal, and other governmental employees and their dependents. OSEEGIB is part of Governor Keating's Human Resources Cabinet, which is headed by Cabinet Secretary and OPM Administrator Oscar B. Jackson, Jr.



Members of the OSEEGIB Board (top photo) include Tom Daxon, Director of the Office of State Finance; Gene Reding; Steve Burrage; vice chair; John M. Freese, secretary; Cody Graves; Richard N. Womack, chair; Carroll Fisher, Insurance Commissioner; Bill Crain, OSEEGIB Administrator; and W.R. Moon.



On November 22, Government Finance Officers representative Charles Tomlin (second from right) presented the Certificate of Excellence in Financial Reporting to OSEEGIB staff members (l to r) Gary Beebe, Accountant; Lynne Bajema, Comptroller; and Frank Wilson, Deputy Administrator for Finance.

So You Want to Be a Correctional Officer?

Hank Batty, OPM

OPM recently partnered with the Department of Corrections (DOC) to implement a realistic job preview for the Correctional Security Officer (CSO) job family. The realistic job preview is an innovative way of helping DOC select the best possible employees.

Realistic job previews provide potential applicants with a glimpse into the daily

duties of the job. They help applicants better understand what they can expect if they are hired. This provides applicants with the opportunity to "self-select" out of the application process. Applicants who realize that the job is not what they expected are less likely to continue with the application process, therefore reducing turnover and

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the implementation and to coordinate the project with affected agencies.

The PeopleSoft system is an Enterprise Resource Planning (ERP) system that will bring state agencies into a communication and technology circle never before experienced in Oklahoma. Simply defined, ERP systems integrate departments and functions across an entire organization. These systems will be used by agencies to provide a unified view of how resources are utilized so inter/intra agency communications/process barriers can be broken down. This circle of information, communication, and technology will allow for the integration of many of the major services provided by the state to function in a coordinated effort. This cohesiveness, when measured in time, effort and, most critically, state funds, will contribute to a more efficient and effective use of state resources.



Many of the current state computer support systems are separate systems developed over time, often characterized by inconsistencies and non-coordination among systems and agencies. PeopleSoft will bring many of these systems under one “umbrella” of coordination and communication. Specifically, in the area of Human Resources, which includes Personnel, Payroll, Time and Labor, and Benefits, many business practices will be streamlined. For example, a new employee’s name and other information will need to be entered one time in a central database instead of multiple times, as is the case now. Another example of more efficient record-keeping and data management will be a central database that reports on numbers and types of state employees and related information in a consistent, current, and easily obtainable manner.

Oklahoma is not alone in utilizing an ERP. Pennsylvania, with some 40,000 state employees, recently implemented several

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DHS Says “Thanks” With Pizza

Hank Batty, OPM

Department of Human Services (DHS) Human Resources Director Al Smith and the staff of the Employment Services Division of DHS treated OPM’s Applicant Services Division to a carry-in pizza lunch on October 22, 2002.

According to Ed Sweeney, DHS Employment Services chief, “We wanted to acknowledge the exceptional customer service OPM’s Applicant Services staff have provided us. In particular, we believe they have ‘gone the extra mile’ to assist us in locating qualified social services applicants possessing bilingual skills.” In addition to the pizza, the DHS staff presented a certificate of appreciation to the Applicant Services Division and a special recognition to Patty Nelson, the DHS liaison in Applicant Services.



Renee Jones, DHS; Tracy Tatum, DHS; Tom Impson, OPM; Anita Cook, DHS; Veronica Grant, OPM; Ed Sweeney, DHS; Patty Nelson, OPM; Laraine German, OPM; Harry Gentry, OPM; and Kim Miller, OPM.

Some States Charge for E-Government Information

Reprinted with Permission—October 1, 2002 “Stateline.org”

Erin Madigan, Assistant Staff Writer

State agencies across the nation are trying to make electronic government more efficient and easier to use.

But at a time when state budget deficits are increasing as quickly as Internet speeds, funding these online ventures is becoming problematic. As a result, the search for alternative e-government funding has led some states away from the tax rolls and towards user fees.

However, critics say charging fees denies some individual users or organizations needed and readily accessible state services. But state officials counter that without setting fees states simply couldn’t afford to offer online services. In addition, officials say, a very small percentage of services require fees.

The convenience of e-government is in demand by government officials and taxpayers alike. By eliminating manpower and paperwork, online services could eventually be less expensive than traditional government. But convenience comes at a cost. For now, states are running parallel governments – in person and online – and must balance the cost of running them both.

Darrell West, director of the Center for Public Policy at Brown University and author of a new study on state and federal e-government, is concerned subscriber fees could stop poor residents or those who live in rural areas from gaining access to certain services on state Web sites.

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Smith Elected Federal Executive Board Interagency Training Council Chair

Joyce Smith, OPM

Joyce Smith, *Quality Oklahoma* Coordinator and Training Specialist for OPM, was elected 2002-2003 chair of the Federal Executive Board (FEB) Interagency Training Council (ITC). Ann Ross was re-elected secretary and Larry Fisher continues as program coordinator.

The Oklahoma ITC is unique because it is the only council of the FEB that changed its bylaws to allow state and federal partnerships. Its mission is “to work in partnership with all local, state and federal government agencies to enhance cooperation, reduce training costs, improve efficiency and the quality of training to government employees thus enabling them to better serve our customers and meet their needs.”

The ITC meets monthly at 10 a.m. at various sites in the state. Scheduled meetings are: December 18, Arvest Bank Conference Room, 3900 N. Lincoln Blvd. in OKC; January 15, National Center for Educational Development at the U.S. Postal Service Training Center in Norman; February 19, Oklahoma City Community College; March 19, Omniplex (tentative); and April 16, Bureau of Land Management in Tulsa.

For more information about the ITC, contact Joyce Smith at (405) 522-3617 or Larry Fisher at (405) 522-0762.



ITC officers include (l to r) Larry Fisher, OPM, program coordinator; Joyce Smith, OPM, chair; and Ann Ross, U.S. Courts, secretary.

Stress—It’s Not a Good Thing!

Robert Stevens, OPM

With all that is happening in state government—budget cuts, furloughs, and reductions-in-force, stress has once again reared its ugly head. One of the greatest elements of stress is fear of the unknown: Am I going to be able to make it day by

your stress level low is by not drinking too much alcohol or overeating. Another way is by sharing your feelings and emotions in a positive way with a friend or family member, and yes, even your Employee Assistance Program Professional. Talking about



Robert Stevens, Coordinator of the OPM State Employee Assistance Program, with the stress balls and stress indicator card that EAP representatives provide free of charge to state employees who want (or need!) them.

day, when I am already on a tight budget and now having to take days off without pay? Is this going to push me into getting behind on my bills? How am I going to be able to put food on the table for my family? Will I have a job tomorrow? Am I the next thing to be put on the chopping block?

There are no easy answers to these questions. Some things we cannot control, but some things we can. One way to keep

it can really help, along with taking a little walk, or a stress break.

If you don’t manage stress it will manage you. So, whatever you can do to reduce stress, i.e., taking a walk, running, swimming, or spending quality time with family and friends, is a plus.

And, remember to talk with your EAP Professional—it’s free and confidential! Call (405) 947-7576 for assistance.

Congratulations!
to Reverend Dick Virtue upon the occasion of his retirement as Executive Director of the Norman Alcohol Information Center. Rev. Virtue has been a member of the OPM State Employee Assistance Program Advisory Council since 1995, and has served as chair since 2000. Rev. Virtue will continue to serve as chair of the Council.

ICE Progress Report

Hank Batty, OPM

Staff from Raytheon Technical Services Company were onsite at OPM from December 3-19, 2002, to install the ICE System (Integrated Computerized Examination System). The Raytheon staff also conducted training for OPM personnel who will use the new system to develop, administer, and score Merit System exams.

The ICE System will go live at OPM sometime after the first of the year. After that, OPM plans to begin bringing our partner statewide testing sites online.

ICE will give applicants the option of taking a Merit System test on a computer and receiving the raw score immediately after the test is completed. This will also allow the applicants to go on registers the same day they test. With paper and pencil tests, it takes two days after completing the test to get on the register. If you have questions about the ICE System, please contact Natasha Riley, Director, OPM Personnel Assessment Division, at (405) 521-6361.



Visit the
"Oklahoma Employment Law Letter"
Website at HRhero.com for the latest
national news in employment law.



Members of the CORE Oklahoma Project Team attended the National Association of State Auditors, Comptrollers and Treasurers (NASACT) Conference November 18 - 20 in Oklahoma City: (l to r) Oscar B. Jackson, Jr., OPM Administrator and Cabinet Secretary of Human Resources; Tom Daxon, Director of the Office of State Finance and Cabinet Secretary of Finance and Revenue; Craig Conway, PeopleSoft CEO and NASACT Conference keynote speaker; Pam Warren, Director of the Department of Central Services and Cabinet Secretary of Administration; Keven McGuire, CORE Oklahoma PeopleSoft Project Manager; and Jerry Stillwell, Office of State Finance, CORE Oklahoma Project Coordinator. Cabinet Secretaries Jackson, Daxon, and Warren serve as members of the CORE Oklahoma Executive Steering Committee with Ron Bussert, Executive Director of the Oklahoma Department of Commerce (not pictured).

Another Reason To Do PMPs

Kimberlee Williams, OPM

There are many reasons that agencies should complete annual performance evaluations on employees—not only is it a good management practice, but it is the law for most employees [74:840-4.17]. One not-so-well-known reason for conducting performance evaluations is that state agencies have found themselves reemploying a previously discharged employee for failure to conduct annual performance evaluations. This can be true even if the reason for discharge has nothing to do with performance.

Case in point: State Agency "A" discharged a permanent classified employee for allegedly violating an agency policy. (The employee's job performance was not a factor in the discharge.) The discharged employee appealed the discharge to the Oklahoma Merit Protection Commission (MPC). MPC ordered the employee to be reinstated, due to the fact that the employee had not been given a performance evaluation for several years.

In a similar case, State Agency "B" discharged a permanent classified employee for alleged misconduct and dishonesty unrelated to job performance. On appeal to MPC, the employee was reinstated because

the agency had failed to provide the employee with a performance evaluation prior to the discharge.

In at least one of the above cases, MPC upheld the agency's discharge of the employee after it had reinstated the employee and conducted the necessary performance evaluation. However, the agency was forced to go through the notice and hearing requirements again.

The reason for the above decisions by MPC is that the Oklahoma Personnel Act requires that performance evaluations be conducted annually, and that such performance evaluations be considered in discharges, in addition to promotions, demotions, appointments, and performance pay increases [74:840-4.17]. State agency HR professionals may want to consider reviewing pertinent personnel files to ensure that employee performance evaluations are up-to-date before proceeding with these personnel transactions.

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PeopleSoft modules under the state project name of *Imagine PA*. Pennsylvania's goal in adopting this new approach to information technology functions is to "allow the commonwealth to have real-time snapshots of its finances and to provide human resource services to its employees and to managers more effectively." In addition, "... as a by-product, the citizens will reap the rewards of a well-run, more service-oriented government."

North Dakota, with 642,200 residents, has been working on an ERP for over a year, called *Connect ND*, which will provide an integrated system between the state's university systems and state agencies. *Connect ND*, according to South Dakota's Governor John Hoeven, "will improve human resources, finance, and administrative functions for state universities and agencies." The first phase will be available April 2003 with completion scheduled for Fall 2004.

The state of Kansas has been using an ERP approach since 1995 and is involved in the third version update to the HR sys-

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Contemplating Compensation

Tom Patt, OPM

Compensation Director Tom Patt and Compensation Analyst Debra Martin-Barber attended the Central States Compensation Association Conference, September 30 - October 2, in Madison, Wisconsin; and Compensation Analyst Everett Slavik accompanied Mr. Patt to the Southeastern States Salary Conference, which was held October 21 - 23, in Memphis, Tennessee.

on one panel which focused on *Broadbanding and Its Effect on Recruitment and Retention*. Other panels dealt with *Compensation Approaches to State Budget Crises* and *A Process for Automated Data Exchange*.

Topics discussed during the Southeastern Conference included *Creative Compensation Practices, Survey Usage, Attracting and Re-*



Bill Ganschneitz, Compensation Administrator, state of Illinois; Cary Randow, Compensation Manager, state of Washington; Tom Patt, Director of Compensation, OPM; and Ron Wilson, Compensation Analyst, state of Montana.



Central States Compensation Association Conference attendees included (l to r) Lynn Maulbetsch, Wisconsin; Paul Ostrowski, Wisconsin; Debra Martin-Barber, Oklahoma; Tom Patt, Oklahoma; Durell Vieau, Wisconsin; Jim Pankratz, Wisconsin; Dana Denny, Wisconsin; Ken Purdy, North Dakota; Jason Doggett, Illinois; Beth Urban, North Dakota; Ron Wilson, Montana; Cary Randow, Washington; Erin Williams, Wyoming; Tony Lucas, South Dakota; Justin Najaka, New Mexico; Debra Price, Utah; Glen Balentine, Louisiana; John Wiesman, Wisconsin; Paty Orchard, Washington; Jerry Groff, Louisiana; Bill Ganschneitz, Illinois; Kate Selby, Wyoming; Jeanne O'Meara, Nebraska; John Vincent, Wisconsin; Sue Huang, Colorado; Virginia Rivinius, North Dakota; Sue Dedick, Nebraska; Sandy Jorgensen, South Dakota; Gabe Weske, Idaho; Kirsten Fanning, Wyoming; Ken Otte, Kansas.

Both compensation conferences provided an excellent forum for the interchange of ideas and the introduction of new compensation concepts in state government.

The Central States Conference included several panel discussions on topics relevant to compensation. Tom Patt served

taining High Tech Professionals, and Trends in Pay for Performance.

Of particular interest was a presentation by Meva Tec Corporation and Convergys—the two companies that worked with the state of Florida in the outsourcing of that state's human resources function.

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tem. Mary Adkins, Manager of the Workforce Information Section, indicates that the system has provided an enormous advantage in storing and finding data than ever before, as well as improved service to state agencies and other customers.

Idaho and South Dakota also are currently involved in similar approaches to re-defining and upgrading state information systems.

The CORE project is composed of five stages of implementation:

1. Initiation
2. Design
3. Development
4. Migration
5. Post Production

At this time, CORE team members are finishing up the second phase (Design) and are fully involved in the third phase (Development). In addition, CORE members have been testing conversion data from the legacy systems. Also, Bob Anderson, CORE Training Lead, is involved in determining training needs, as well as writing training manuals to be used in testing for end-users in April, May, and June 2003. All state employees whose jobs require them to perform HR tasks will be trained on PeopleSoft by July 1, 2003. Training for state employees will be based on how much the employees use the new systems as determined by the job tasks assigned to them.

Because the number of final PeopleSoft modifications to current state HR business procedures is undefined at this time, final development has yet to occur. However, there will be at least two major changes that are scheduled to be implemented on July 1, 2003:

- StatePer and StatePay databases will be replaced with a central HR database.
- HR data will be entered first and only once in order to establish a successful applicant as a new employee.

Payroll data will be entered next, but only with data needed to accomplish payroll transactions, rather than adding the same HR data again.

Payroll for state employees will con-

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saving money that would be used for training.

DOC identified the CSO as a position that could greatly benefit from a realistic job preview. In the past, there has been a serious problem with new hires completing expensive training, and then, realizing that the job was not for them, resigning. In 2000, approximately 57 percent of new CSOs resigned within their first year of employment.

DOC consulted with OPM's Personnel Assessment Division on possible selection instruments that might reduce the turnover of CSOs in the first year. Staff from both agencies agreed to develop two realistic job previews: 1) a video that could be shown to applicants prior to completing the required selection test, and 2) a checklist of the CSO duties and situations that will occur on the job, e.g., supervising large numbers of inmates alone. CSO applicants must watch the video and answer "yes" to each question on the checklist, indicating a willingness to perform each task under the circumstances described, before being allowed to take the written examination for CSO.

To develop these realistic job previews, current CSOs were interviewed and asked to address difficult issues relating to their job. They were asked, "What surprised you when you started on the job?" From these meetings, the willingness checklist was created.

The video was created under an existing contract between DOC and the University of Oklahoma. The producer was given the completed willingness checklist and notes from meetings with CSOs. The video shows scenes from Oklahoma correctional facility centers and interviews with CSOs.

Both the video and checklist were implemented July 15, 2002, at all OPM testing sites. Applicants watch the realistic job preview and then fill out the willingness checklist before continuing to the next step in the selection process. If applicants are still comfortable with the requirements of the job after completing the realistic job previews, they are allowed to continue with the testing process.

First Council Summit Successful

Juanita Salazar Lamb, Chair

Governor's Advisory Council on Latin-American and Hispanic Affairs

On October 17, 2002, the Governor's Advisory Council on Latin-American and Hispanic Affairs hosted the first annual *Oklahoma Issues Summit*. Held at the Cox Business Center, the Summit attracted representatives from state and community agencies, schools districts, volunteer organizations, and the general public.

Topical presentations included, *A General Overview of Issues and Concerns Facing Hispanics in Oklahoma*, by Pat Fennell, Executive Director of the Latino Community Development Agency. Dr. Raul Font of the Oklahoma City Public Schools spoke on *Educational Views/Issues and Barriers*, and María Carlota Palacios of the Community Service Council of Tulsa spoke on *The Tulsa Hispanic Study and Tulsa's Response*.



Matthew Mollman, Governor's Advisory Council on Latin-American and Hispanic Affairs, and chair of the Summit Planning Committee; Yolanda Charney, Governor's Advisory Council on Latin-American and Hispanic Affairs; Governor Frank Keating; Oscar Quiroga, Governor's Advisory Council on Latin-American and Hispanic Affairs; Juanita Salazar Lamb, chair, Governor's Advisory Council on Latin-American and Hispanic Affairs; Jerry Orellana, Governor's Advisory Council on Latin-American and Hispanic Affairs; and Oscar B. Jackson, Jr., Administrator of the Office of Personnel Management and Cabinet Secretary of Human Resources. Other Summit photos may be viewed on the OPM Website at <http://www.opm.state.ok.us>.

Robert Tobias, President of the Tulsa Hispanic Chamber of Commerce, addressed the issue of *Initiating and Succeeding in Business*. Mr. Tobias' presentation focused on how the growth of the Hispanic population converts to economic potential and buying power.

Governor Frank Keating delivered the keynote address at the luncheon attended by more than 100 participants. Governor Keating spoke on Oklahoma's strength through ethnic diversity. The afternoon concluded with a motivational presentation delivered by Ed Romo of the League of United Latin American Citizens (LULAC) entitled, *Being Hispanic and Surviving*. The audience was given an opportunity to ask questions and share their concerns following each presentation.

Encouraged by the success of this year's conference, the Council has formed a committee to plan the 2003 Summit. Members of the committee are in the process of discussing ideas, topics, speakers, and workshops for next year's event.

Governor Frank Keating created the Governor's Advisory Council on Latin-American and Hispanic Affairs to provide advice regarding the development and implementation of policies, plans, and programs relating to the special needs of Hispanics. This

Conference, continued on page 12

OPM Committee Calendar

Affirmative Action Review Council

9/17/03, 10/15/03,
11/15/03, 12/17/03—2:00 p.m.
Department of Agriculture

**Agency Quality
Coordinators Network**
Meets at the call of the chair

**Certified Public Manager
Advisory Board**
Meets at the call of the chair

**Child Day Care
Advisory Committee**
Meets at the call of the chair

OPM State Employee Assistance Program

Advisory Council
1/22/03, 4/23/03,
7/23/03, 10/22/03—10:00 a.m.
Office of Personnel Management
Conference Room G-91

**Governor's Advisory Council
on Asian-American Affairs**
1/24/03, 4/25/03,
7/25/03, 10/24/03—2:00 p.m.
Office of Personnel Management
Conference Room G-91

**Governor's Advisory Council on
Latin-American & Hispanic Affairs**
1/27/03—2:00 p.m.
Governor's Large Conference Room
State Capitol
4/14/03, 7/14/03, 10/27/03—2:00 p.m.
Office of Personnel Management
Conference Room G-91

**Human Resources Management
Advisory Committee**
Meets at the call of the chair

**Committee for Incentive Awards
for State Employees**
Meets at the call of the chair

**Mentor Selection
Advisory Committee**
Meets at the call of the chair

State Agency Review Committee
2/12/03, 5/14/03,
8/13/03, 11/12/03—2:00 p.m.
Office of Personnel Management
Conference Room G-91

**Oklahoma Commission
on the Status of Women**
1/23/03, 2/27/03, 3/27/03,
4/24/03, 5/22/03, 6/26/03,
7/24/03—1:30
State Capitol, Room 419C

**Oklahoma Commission
on the Status of Women, continued**
8/28/03, 9/25/03,
10/23/03, 11/20—1:30 p.m.
Office of Personnel Management
Conference Room G-91

Calendar subject to change. Call (405) 521-2177 for most recent information concerning OPM Advisory Bodies and other entities staffed by OPM. Also, log onto the OPM Website at http://www.opm.state.ok.us/html/OPM_Advisory_Bodies.htm for additional information.

3A Memos Since October 2002

02-43 (10/30/02)
Automatic Deposit Transmittal Form (OPM-73)

02-44 (11/05/02)
Merit System Testing Available in Tulsa

02-45 (11/20/02)
Corrected Automatic Deposit Transmittal Form (OPM-73)

02-46 (11/20/02)
Employee Service Rating (PMP) Compliance

02-47 (12/05/02)
OPM FY 2003 Annual Compensation Report

Agency HR Changes Since October 2002

Employment Security Commission
*Melanie Leathers
Human Resources Management Specialist*
*Katie Splawn
Human Resources Director
Will retire December 31, 2002*

Oklahoma State Bureau of Investigation
*DeAnna Bullock
Training Specialist*

Office of Personnel Management
*Sonja Harkey
Payroll Administrative Assistant
Management Services
Resigned*
Jim Lippert

*CORE/PeopleSoft Change Management
Office of the Administrator*
*Tim Morrow
Administrative Technician
Management Services*

*Linda Williamson
Administrative Assistant
Equal Opportunity and Workforce Diversity*

Oklahoma Tax Commission
*Kanda Woods
Interim Director of Human Resources*

Office of the State Treasurer
*Nelda Kirk
Personnel Director
Interchange to Office of the Governor*

CPP Designations Since October 2002

Juan Benavidez
Office of Personnel Management

Phyllis Bennett
Department of Human Services

Kimberly Miller
Office of Personnel Management

Martha Perry
Commissioners of the Land Office

Bonnie Smith
Department of Agriculture

Delois Webb
Office of Personnel Management

Cynthia Williamson
Office of Personnel Management

Note: The CPP (Certified Personnel Professionals) designation is awarded to state employees assigned to professional HR positions in the executive branch of state government who attend a four-day training session, successfully complete an examination, and attend a minimum of eight hours of training in professional HR administration each year.

2003 State Holidays

Wednesday, January 1
New Year's Day

Monday, January 20
Martin Luther King, Jr. Day

Monday, February 17
Presidents' Day

Monday, May 26
Memorial Day

Friday, July 4
Independence Day

Monday, September 1
Labor Day

Tuesday, November 11
Veterans Day

Thursday & Friday, November 27 & 28
Thanksgiving

Thursday & Friday, December 25 & 26
Christmas

“Human Capital”— More Than Old Wine In A New Bottle

Reprinted with Permission

November 4, 2002 “ASPA Net This Week”

Bob Lavigna, Senior Manager for Client Services

CPS Human Resource Services

Today, the popular term for human resources (what we used to call personnel or even human relations) is “human capital.” Is this a new term for how we approach the challenge of attracting and retaining talent in government, or is it just a new way to describe the old ways of doing business?

I think the term human capital is more than just old wine in a new bottle. The concept has real meaning for how we attract, develop, and retain talent, and ultimately, for how we improve government performance.

Of course, the concept of capital is critical in the business world. Recently, while in Singapore, I heard a speaker draw a parallel between how business must attract financial capital and how government must attract human capital. I usually hate using business metaphors for government because I believe business and government are fundamentally different. However, I think this metaphor does help illustrate how we must approach building human capital in government.

To survive, a business must convince people to invest their financial capital, and keep it invested. That means convincing investors that the company is a good place for their capital — that their investment will grow and return dividends.

In government, of course, we are different and we rely far more on a different kind of capital — human capital. However, we have to work at least as hard to attract and retain human capital as businesses do to attract and retain investor capital. That is, leaders in government must convince people to invest their “capital” — their talent — with us.

And why should they invest their talent? Why should they come to work for government and stay in government, when the best and brightest can earn more in the business world, and so much of what we

hear about government is negative?

Well, I think the answer is that government leaders must create organizations and environments that will produce a return for the people who invest their talent with us. A return that will make them more valuable, not only in the labor marketplace, but as people.

The challenge for today’s and tomorrow’s government leaders is to create organizations and workplaces that will help our employees enhance their capabilities, and thereby increase the value of their human capital. This is true whether we lead an entire organization or supervise just one person.



If we are successful building government organizations that truly enable our people to enhance their human capital, we will attract and retain talent in government, just as a business that builds fundamental value attracts and retains financial capital.

Even in today’s uncertain economic times, truly good companies will survive and continue to attract investor capital. Those that aren’t fundamentally solid will go out of business. The same is true in the world of human capital. Government agencies that are truly good places to work will attract and retain talent; those that are not will have a tough time. That’s why I believe the concept of human capital is more than just a new way to describe the old way of doing things.

But enough with the metaphors. What does this mean, in more concrete terms,

for public sector leaders?

It means that leaders have to make sure our government organizations are focused on helping people develop their talent. Whether you are a mayor, a cabinet secretary, a department director, or a first-time supervisor, human capital leadership means several things:

It means clearly communicating goals and expectations. Too often, there is confusion about what we are trying to achieve in government or about how we are trying to achieve our goals. Leaders must clearly communicate where they are going and, just as importantly, how to know they have arrived. Leaders need to link work to the organization’s mission and strategy. In government, what we do has profound meaning and value, and we need to make sure our people understand and fully appreciate that their work is important, and why it is important.

Human capital leadership means making sure that competencies critical to organizational and individual success are clearly identified and communicated. Strategic workforce planning is a tool for this — to identify competencies that are key to success, now and in the future. This includes competencies like data analysis, performance measurement and technical expertise, as well as so-called “soft competencies” like flexibility, innovation, communication, interpersonal ability, teambuilding and customer service.

Clearly identified competencies should be the basis for the full range of human capital systems. Recruiting, performance management, compensation, succession planning, and training and development must fit together and support key competencies.

Human capital leadership also means

Human Capital, continued on page 13

Conference, continued from page 9

Council also makes a concerted effort toward increasing statewide public awareness of problems surrounding Hispanics and expands opportunities for Oklahoma Hispanics in education, employment, health, housing, culture, and recreation.

The Council meets on a quarterly basis. Their next regular meeting is scheduled for 2:00 p.m., January 27, 2003, in the Governor's Large Conference Room on the second floor of the State Capitol.

¿Necesitas Aprender Español?

Reprinted with permission
TRENDS—Fall 2002

Diversity in the workforce for many Oklahoma companies has resulted in a need to improve written and verbal communications.

If some or all of your workforce or customer base is Spanish speaking, The Training Center can work with you to define a practical vocabulary and a series of classes teaching the business terms used most often in your industry.

We have proven class curriculum and experienced instructors that have brought real benefits to many organizations. Our customers have continued to use The Training Center to improve communication and cooperation and to increase real productivity in their businesses.

Spanish classes will be developed to meet your business needs and training can be provided on-site or at another of our locations. Call (405) 682-7562 to schedule an appointment for more information.

Note: TRENDS is a publication of The Training Center at Oklahoma City Community College.



Log onto <http://da.state.ks.us/ps/documents/annual02.pdf> for the State of Kansas' FY 2002 Workforce Report. Questions may be directed to Kim A. Rollenhagen, Research, Policy Development, and Project Management, at (785) 296-4806 or kim.rollenhagen@state.ks.us.

Info, continued from page 5

But e-government is expensive and states are scrounging for every penny they can get. For example, Laura Larimer, chief information officer for the state of Indiana, concedes that charging fees isn't ideal. But she says the state needs to charge in order to provide access.

"If I could print money I wouldn't charge anything for any of this, but I can't," Larimer said.

Effective e-government carries heavy up-front costs — between \$500,000 and several million dollars. States must pay for computer programmers, research to expand services and new software and Internet technology equipment, according to West.

For example, in Indiana, annual operation costs neared \$3 million, according to



Larimer. It cost \$5.5 million to operate California's Web portal this fiscal year, an amount significantly reduced from last year in light of a tight budget.

Indiana's web portal, *accessIndiana*, operates through a fee-based model. Citizens who use the services pay fees to cover the cost.

For example, residents requesting uniform commercial code filings or driving records must pay an annual subscriber fee of \$50 for an individual and \$75 for an organization to access the information. This subscriber fee is in addition to nominal online "convenience fees" and statutory fees, which may be attached to each transaction.

There are free services, too. In Indiana, citizens can file income taxes online, find out if a doctor is licensed or check the latest lottery numbers simply by logging onto the Web site. Larimer emphasizes that only a small number of online

services carry a fee. Of the 175 services available on *accessIndiana*, only 25 are fee-based, she said.

California, which currently does not charge user fees, may be next to start charging. The state currently uses tax dollars to fund its official Web site, but may introduce a fee-based model within the next few months, according to Kevin Terpstra, a spokesman for the state's Internet technology department.

"Because of the way budgeting is done in California and because we're in a belt-tightening mode, we are seriously considering moving toward a fee-based model, a self-funded model," Terpstra said.

Brown University's West suspects the trend will continue. His study found that two percent of state and federal Web sites require user fees to access certain information; only one percent requires premium fees, like subscriber fees. Though the number is small, West said charging money to access government information online is becoming less of an anomaly.

Contact Erin Madigan at emadigan@stateline.org.

Oklahoma Quality Award Foundation Announces New Board Members

From the Oklahoma Quality Award Foundation

On December 10, 2002, the Oklahoma Quality Award Foundation announced five new appointments to its Board of Directors.

- Vikki Dearing, Interim Manager of Business and Industry Development at the Oklahoma Department of Career and Technology Education, Stillwater, Oklahoma.
- Mike Elvir, Executive Vice President for Operations and Technology, and Chief Information Officer for Bank of Oklahoma, Tulsa, Oklahoma.
- Rocky Flick, President, Blitz U.S.A., Inc., Miami, Oklahoma.
- Oscar B. Jackson, Jr., Secretary of Hu-

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aggressively recruiting talented people who already have these competencies, or have the potential to master them.

It means establishing clear career paths and making sure people know how they can advance. Leaders must make sure people know they have a future and how they can advance and grow.

Human capital leadership means providing tools and feedback to help people candidly assess their competency levels, compare where they are with where they need to be to succeed, and eliminate any competency gaps.

Human capital leadership means setting high (but achievable) expectations. Our goal should be to return to the days when the phrase “close enough for government work” meant work of such high quality it met the exacting standards of government.

It means seeking and listening to feedback, and always remembering that leaders are only as effective as their staffs allow them to be. In other words, as our most critical resource, our employees make us whatever we are.

It means making people accountable for high-quality performance, even when that’s hard to do.

And it means finding ways to reward superior performance, financially and otherwise.

These elements of human capital leadership may seem simplistic or sound like just plain common sense. Nonetheless, they’re critical — and they are not easy. Busy managers may say that these responsibilities are personnel’s job; or there isn’t enough money; or the system doesn’t allow us to set high standards, reward good performance, fire marginal performers or do the other things we need to do.

The truth is that leaders have to find ways to make these things happen. It’s not just personnel’s job. And there are leaders, across the country at all levels of government, who are meeting this challenge by identifying the competencies government needs to be effective, and being the catalysts to put into place more effective human capital practices to attract, develop, reward and retain talent.

To make government perform, leaders

must continue to aggressively develop new approaches to build human capital in their organizations, and throughout government. Old wine in a new bottle just isn’t good enough any more.

With a diverse membership of more than 10,000 government and nonprofit administrators, scholars, teachers and students, the American Society for Public Administration (ASPA) is the largest and most prominent professional associa-

tion in public administration.

Bob Lavigna is a Senior Manager for Client Services for CPS Human Resource Services, a public agency that helps government agencies develop and enhance their human resource programs, and Chair of the ASPA Section on Personnel Administration and Labor Relations. Mr. Lavigna also is president-elect of the International Personnel Management Association.

Robert Shepherd Named CPM Manager of the Year

Carrie Robr, OPM

Robert Shepherd, a 36-year state employee with the Office of State Finance (OSF), was named the 2002 *CPM Manager of the Year*. The award was presented at the annual Oklahoma Society of Certified Public Managers (OSCPM) Awards Banquet, December 13, 2002.

Mr. Shepherd became a Certified Public Manager June 19, 1997. He has been an active member of OSCPМ and has served as treasurer and Board member. Mr. Shepherd will be Oklahoma’s nominee for the 2003 *Henning Award*, which will be presented in April at the annual meeting of the American Academy of Certified Public Managers in Charleston, South Carolina.

The OSCPМ also awards an annual scholarship to a candidate or graduate who continues his or her education. This year’s winner of the \$500 scholarship was Gloria Rennels, Commissioners of the Land Office. Gloria plans to continue working toward her accounting degree in the spring.

Also on December 13, OSCPМ held its annual business meeting, during which new officers and Board members were selected. Officers for 2003 are Judy Dennis, Department of Transportation (ODOT), president; Kay Hagerman, Department of Human Services (DHS), president-elect; Bill Winters, Oklahoma Tax Commission, past-president; Paula Green, DHS, secretary; and Gloria Rennels, Commissioners of the Land Office, treasurer. Board members include Joyce Smith, OPM; Mary Brewington, ODOT; Robert Shepherd, OSF; Cheryl Crawford, DHS; Patricia Klein, Department of Commerce; Jane Lake, ODOT; Sherri Moore, DHS; and Elizabeth Fine, DHS.



Carrie Robr, CPM Coordinator, OPM; Larry Fisher, Assistant Administrator for Human Resource Development Services; Robert Shepherd, CPM Manager of the Year, OSF; and Hank Batty, Deputy Administrator for Programs, OPM.

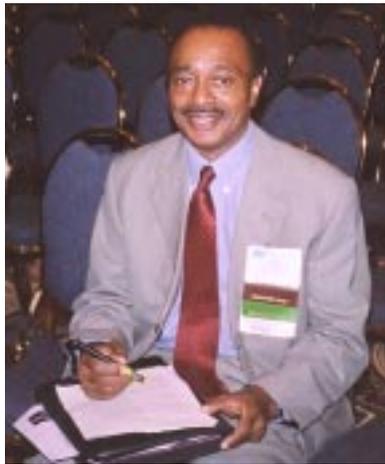
IPMA Bylaws Amendments Approved at Annual Business Meeting

*Reprinted with permission
December 2002 IPMA News*

At IPMA's annual business meeting, held Wednesday, October 23, at the International Training Conference in Ottawa, Ontario, IPMA members in attendance voted in favor of two bylaws amendments. The first one, you are undoubtedly familiar with, IPMA's proposal to change the association's name from the International Personnel Management Association (IPMA-US) to the International Public Management Association for Human Resources (IPMA-HR). The name change highlights IPMA's role in the public sector and incorporates the term "human resources." Both changes are expected to clarify the purpose of IPMA and enable the association to begin a branding campaign that will make IPMA a more recognizable and descriptive name.

The second amendment is technical in nature and updates the bylaws by incorporating the new name and to change "personnel" to "human resources" throughout the document. It also has been updated to reflect the new membership structure in which agency member dues are based on the number of covered staff members instead of on the size of the agency.

Passage of the amendments at the business meeting is only one step in a multi-step process. Now the proposed bylaws amendments must be ratified by a vote of the entire IPMA membership. Over the next several weeks look for a ballot in the mail. Your vote is important to IPMA and we look forward to hearing from you. If you have any questions or concerns about the name change, please do not hesitate to contact us either by phone or e-mail.



Fagan Stackhouse, City of Virginia Beach, Virginia, will become IPMA President in January 2003.

Quality Awards, continued from page 12

man Resources and Administrator of the Office of Personnel Management for the State of Oklahoma, Oklahoma City, Oklahoma.

- Jim L. Williams, President and CEO of Oklahoma Foundation for Medical Quality (OFMQ), Oklahoma City, Oklahoma.

"These new Board members bring an exciting new view to the Foundation's perspective and direction. As previous winners, as industry leaders, and as Oklahomans committed to progress, they will make a very valuable contribution. We are very fortunate to have their talents channeled in our direction," said Paula Marshall-Chapman, Chairman of the Foundation's Board of Directors and CEO of The Bama Companies.

Vikki Dearing has been with the Oklahoma Department of Career and Technology Education for 25 years. Previously Dearing held positions in the private sector in manufacturing. She is active in state and national economic development and training organizations.

Mike Elvir joined Bank of Oklahoma in July 1997. Previously, Elvir held positions with Banc One, the Bank of New Orleans, and IBM. He is a graduate of

Loyola University with a degree in Physics.

Rocky Flick has been with Blitz U.S.A. since 1988 and worked his way through the ranks of the company to become president. Flick began his career in the plastics industry with Rubbermaid where he held several marketing positions.

Oscar Jackson began his career in public service at the University of Oklahoma where he served as Manager of Employment Services for the Norman Campus. Both Governor David Walters and Governor Frank Keating appointed Jackson to his current position.

Jim Williams has served the state of Oklahoma in his present capacity since 1988. Before joining OFMQ, Williams served as COO of a quality improvement organization and in an administrative capacity for a large urban hospital system.

The Oklahoma Quality Award Foundation is a public non-profit organization formed in 1993 to recognize and support Oklahoma organizations using performance excellence tools. The governor has presented the Oklahoma Quality Award since 1994. The Award criteria and evaluation process is patterned after the Malcolm Baldrige National Quality Award presented by the President and U.S. Department of Commerce every year.

For more information about the Foundation, please contact Mike Strong at (405) 815-5295 or Mike.Strong@OklahomaQuality.com or visit the Foundation's web site at <http://www.OklahomaQuality.com>.

CORE, continued from page 8

continue on the same schedule as before July 1, 2003. Computer-assigned employee ID numbers, however, will replace social security numbers used now for state employee ID's. The current employee leave systems will be incorporated into PeopleSoft software, creating an integrated personnel record for each state employee.

All state agencies will use the PeopleSoft system for HR actions after July 1, 2003. Agencies with their own HR/Payroll systems will update their systems through an outbound interface from PeopleSoft.



The First Session of the 49th Oklahoma Legislature will convene on Tuesday, January 7, 2003, and reconvene on Monday, February 3, 2003.

Brad Henry will be sworn into office as Oklahoma's 26th Governor on Monday, January 13, 2003.

Happy Holidays