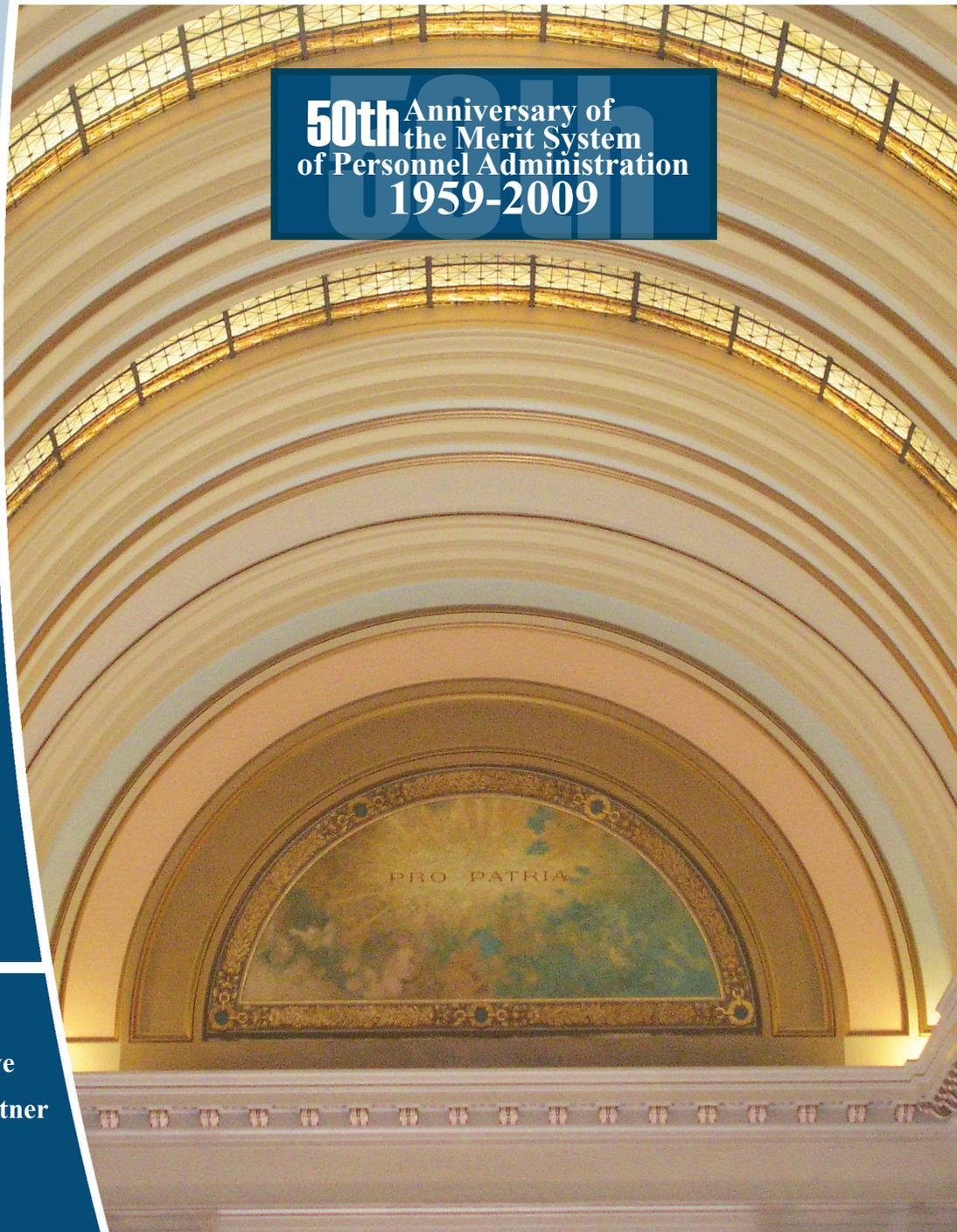


STATE OF  
OKLAHOMA  
OFFICE OF  
PERSONNEL  
MANAGEMENT



FISCAL YEAR  
**2009**  
ANNUAL REPORT AND  
WORKFORCE SUMMARY

**50th** Anniversary of  
the Merit System  
of Personnel Administration  
**1959-2009**



“We serve the people of Oklahoma  
by delivering reliable and innovative  
human resource services to our partner  
agencies to achieve their missions.”

This publication, printed by the Office of Personnel Management, is issued by the Office of Compensation as authorized by Oscar B. Jackson, Jr. Three hundred (300) copies have been prepared and distributed at a cost of \$3,931.95. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.



State of Oklahoma  
Office of Personnel Management  
**ANNUAL REPORT AND  
WORKFORCE SUMMARY**  
**FISCAL YEAR 2009**  
(July 1, 2008 - June 30, 2009)

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

Coordinated By

Alan R. Tripp, Manager  
Office of Workforce Planning

Ashland Viscosi, Research Analyst  
Office of Workforce Planning

December 2009

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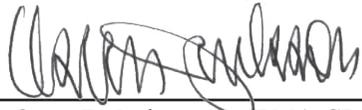
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## COMMENTS FROM THE ADMINISTRATOR

The year 2009 represents a very special milestone for the State of Oklahoma Merit System. 1959 marked the year when Oklahoma's legislature passed and Governor J. Howard Edmondson signed into law the Oklahoma Merit Act, giving the Merit System for State Employment a statutory base and providing for the extension of the Merit System to other state agencies through the issuance of executive orders. The Merit Act also replaced the existing three-member Merit System Council with a seven-member State Personnel Board. Initially created in accordance with the Federal Social Security Act as a system to foster a competent career service free from political patronage for a handful of agencies supported by Federal Grants, the Merit System has evolved over the last fifty years into a mature, comprehensive personnel system serving sixty-five Merit System agencies.

As the following report clearly demonstrates, today's Office of Personnel Management provides services required to manage the Merit System that reach far beyond those offered by its predecessor, the Oklahoma State Personnel Board. OPM currently offers a wide range of HR products and services, including recruitment and testing, payroll and personnel services, human resources development and training, employee assistance programs, and workforce planning strategies and support, to name but a few. In addition, OPM by choice provides many of the same products, services and guidance to sixty-one non-Merit System agencies as are provided by statute to Merit System agencies. As funding and budgeting for agency services become more challenging, the need for effective and efficient human resources services becomes ever more critical. As with previous OPM Annual Reports, our purpose again this year is to document our efforts in partnering with state agencies to assist them in achieving their organizational missions.

As Administrator of the Oklahoma Office of Personnel Management, I am pleased to present our Fiscal Year 2009 OPM Annual Report and Workforce Summary. I am confident that you will find the information in this report to be a timely and useful resource for you and your staff, and trust that you are pleased with our continuing mission to provide professional, relevant, and efficient HR services to our customers and fellow citizens.



Oscar B. Jackson, Jr., IPMA-CP,  
Administrator, Oklahoma Office of Personnel Management  
Cabinet Secretary of Human Resources and Administration

1/01/10

Date

## EXECUTIVE SUMMARY

### Cabinet

The cabinet department Human Resources and Administration is comprised of 8 appropriated agencies and 20 non-appropriated agencies. These agencies employed a total of 738 full-time, regular employees at the conclusion of Fiscal Year 2009. Oscar B. Jackson, Jr., serves as Cabinet Secretary, and John S. Richard, Director of the Department of Central Services, serves as Deputy Cabinet Secretary.

### OPM

The Office of Personnel Management provides comprehensive human resource services to 136 state agencies, employing 37,663 workers, and thousands of individuals interested in a career in state service. OPM provides services related to recruitment, selection, training, classification, compensation, employee assistance, payroll, workforce planning, and equal opportunity. Oscar B. Jackson, Jr., serves as the administrator for OPM.

### Selection

External applicants seek employment in the state's classified service by submitting applications to the Applicant Services division of OPM. In FY 09, a total of 106,089 applicants applied through OPM's process, and OPM administered 29,447 tests and performance tests. Agencies appointed 2,576 applicants to full-time regular positions.

### Demographics

About 72.5 percent of the 37,657 employees in the workforce are in classified service while the remaining 27.5 percent are in unclassified service, which is not subject to most of the employment provisions in statute or rule. The state employs at least one person from every county in Oklahoma, with the highest number of employees at 10,346 or 27.5 percent residing in Oklahoma County, 3,386 or 8.9 percent residing in Cleveland County, and 2,528 or 6.7 percent residing in Tulsa County. The average age for state employees is 46.4, and 11,557 (30.7 percent of all state employees) are between the ages of 50 and 59, the highest number in any age category. The average state years of service is 11.6.

### Compensation

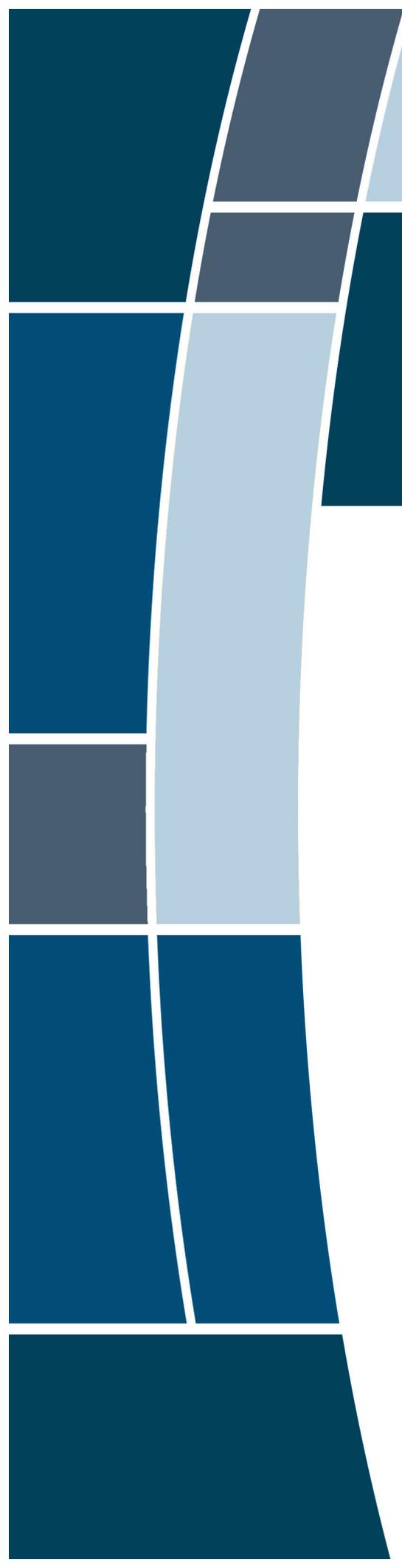
The average annual salary for all employees is \$39,486. The average classified annual salary is \$34,992. The average unclassified annual salary is \$51,353.

### Turnover

Resignations account for about 59.3 percent of total turnover, and the overall turnover rate has decreased from 13.7 percent in FY 08 to 12.9 percent in FY 09.

### Analysis

All employee counts are as of June 30, 2009. In this report, FTE stands for Full-Time Equivalency.



# **OVERVIEW::**

## Office of Personnel Management

## OPM HISTORY

In 1936, state voters adopted the Social Security Amendment to the state constitution to comply with the federal Social Security Act. The Social Security Act required employment standards based on merit for state agencies supported by federal grants-in-aid. This action led to the state's first Merit System. In August 1938, a three-member Merit System Council was appointed by the Governor to administer the Merit System, which applied only to grants-in-aid agencies: Public Welfare (now the Department of Human Services), Employment Security, Health, and Civil Defense (now the Department of Emergency Management).

The purpose of the Merit System was to foster a competent career service free from political patronage. The system was patterned after a standard model provided by the federal Office of State Merit Systems and had no basis in Oklahoma law.

In 1959, the state legislature created the Merit Act, thus giving the Merit System a statutory basis, and provided for the extension of the Merit System to other state agencies through the issuance of Executive Orders. The Act replaced the Merit System Council with a seven-member State Personnel Board to be appointed by the Governor. The Board appointed a director who employed staff.

In 1982, the Oklahoma Legislature passed major reform legislation that replaced the Merit Act with the Oklahoma Personnel Act and created OPM as the administrative agency for the state personnel system. It also created the Ethics and Merit Commission (now the Oklahoma Merit Protection Commission) as a quasi-judicial entity to decide personnel-related disputes. Additional reforms were passed in the 1990s to provide state agencies with more flexibility while maintaining the basic protections of the Merit System. Since that time, OPM's role within state government has evolved from one that is primarily regulatory to one focusing on HR leadership and consultation.

## OPM ORGANIZATION

Administrator and Cabinet Secretary:  
OPM Administrator Oscar B. Jackson,

Jr., serves as Cabinet Secretary of Human Resources and Administration. Mr. Jackson serves as the principal point of contact for the following entities: Oklahoma Merit Protection Commission, Oklahoma State and Education Employees Group Insurance Board, the Employees Benefits Council, the Human Rights Commission, and the Office of Personnel Management.

## OPM FUNCTION

OPM administers the Merit System of Personnel Administration, which is a comprehensive personnel system consisting of position classification, compensation, recruitment, testing, certification, human resources development and employee assistance.

Agencies, positions, and employees subject to the Merit System are "classified" whereby procedures are governed by the Oklahoma Personnel Act and the Merit Rules. In FY 08, there were 64 Merit System state agencies. The Oklahoma Personnel Act also contains provisions that apply to agencies, positions, and employees that are not subject to the Merit System. The positions and employees in these 51 "non-Merit System" agencies are "unclassified." OPM also administers programs that affect both classified and unclassified employees, including Workforce Planning, Agency Payroll and Voluntary Payroll Deduction, PEP, EAP training, and CPM Progress. Additionally, a number of state and federal personnel laws apply to all state agencies and employees. The work of OPM is divided among eight components:

- Office of the Administrator
- State Employee Assistance Program
- Employee Selection Services (Applicant Services and Personnel Assessment)
- Office of Equal Opportunity and Workplace Diversity
- Financial Management Services
- Human Resource Development Services
- Management Services (Classification and Compensation)
- Office of Workforce Planning

## OUR MISSION

We serve the people of Oklahoma by delivering reliable and innovative human resources services

to our partner agencies to achieve their missions.

## OUR VISION

The Office of Personnel Management: "Human Resources Provider of Choice"  
The State of Oklahoma: "Employer of Choice"

## CORE VALUES & BEHAVIORS

**Integrity.** We are trustworthy. Our actions are consistent with our words, and we pursue the highest good for the state of Oklahoma. We keep our promises and we do what we say we will do. We accept full responsibility for our decisions and our actions.

**Customer Service.** We listen. We treat others as they wish to be treated. Our work reflects our best effort. We continually examine ourselves, our systems, and our processes to ensure that we can meet our internal and external customer requirements.

**Diversity.** We value the ideas, background, experiences, and talents of each employee of the Office of Personnel Management. We respect each other. We are committed to ensuring that Oklahoma's state government workforce reflects the diversity of its citizenry.

**Human Resources Excellence.** We offer leadership in service to the Human Resources professional community through our ongoing efforts to discover, implement, and share best practices. We are experts in the field of HR Management and share our expertise with each other and with our partners throughout state service, and both the public and private sectors. We empower each other to achieve.

**Innovation.** We seek innovative solutions to human resources issues. We actively encourage creative approaches to human resources management. We are willing to experiment and take risks.

**Partnering for Results.** We create mutually beneficial partnerships and work with our external and internal customers on an equal basis toward common goals, recognizing the obligations we have to one another.

OPM MANAGEMENT TEAM

 <p><b>Oscar B. Jackson, Jr.</b> ADMINISTRATOR AND CABINET SECRETARY OF HUMAN RESOURCES AND ADMINISTRATION</p>	 <p><b>Janet Anderson</b> EXECUTIVE ASSISTANT</p>
<p><b>Hank Batty</b> DEPUTY ADMINISTRATOR FOR PROGRAMS</p> 	 <p><b>Marilyn Capps</b> ASSOCIATE ADMINISTRATOR/ CHIEF FINANCIAL OFFICER , <i>FINANCIAL MANAGEMENT SERVICES</i></p>
 <p><b>Kara Smith</b> GENERAL COUNSEL</p>	<p><b>Shirley Russell</b> DIRECTOR, <i>LEGISLATIVE AFFAIRS</i></p> 
<p><b>Tom Patt</b> DIRECTOR, COMPENSATION, <i>MANAGEMENT SERVICES</i></p> 	 <p><b>Susan Loftin</b> DIRECTOR, CLASSIFICATION, <i>MANAGEMENT SERVICES</i></p>
 <p><b>Natasha Riley</b> DIRECTOR, PERSONNEL ASSESSMENT, <i>EMPLOYEE SELECTION SERVICES</i></p>	<p><b>Tom Impson</b> DIRECTOR , APPLICANT SERVICES, <i>EMPLOYEE SELECTION SERVICES</i></p> 
<p><b>Lisa Fortier</b> DIRECTOR, <i>HUMAN RESOURCES DEVELOPMENT SERVICES</i></p> 	 <p><b>Brenda Thornton</b> DIRECTOR , <i>EQUAL OPPORTUNITY AND WORKFORCE DIVERSITY</i></p>
 <p><b>Bob Stevens</b> COORDINATOR, <i>STATE EMPLOYEE ASSISTANCE PROGRAM</i></p>	<p><b>Alan Ross Tripp</b> MANAGER, <i>WORKFORCE PLANNING</i></p> 

## OPM ORGANIZATIONAL COMPONENTS

### OFFICE OF THE ADMINISTRATOR

Administrator and Cabinet Secretary of  
Human Resources and Administration

Oscar B. Jackson, Jr.

Deputy Administrator for Programs  
Hank Batty

Director of Legislative Affairs  
Shirley Russell

Executive Assistant  
Janet Anderson

General Counsel  
Kara Smith

### MANAGEMENT SERVICES

Director of Compensation  
Tom Patt

Director of Classification  
Susan Loftin

Administrative Assistant  
Mary Eldred

Administrative Technician  
Lori Ann Martinez

Human Resources Programs Manager  
Everett Slavik

Human Resources Management Specialists  
Harry Gentry  
Millicent Roozen-Irby  
Brian Harrison  
Toyna Holman  
Brian Jepsen  
Marianne Sanchez  
Jacob Smith  
Ron Thatcher

### EMPLOYEE SELECTION SERVICES

Director of Applicant Services  
Tom Impson

Director of Personnel Assessment  
Natasha Riley

Human Resources Programs Manager  
Patti Nelson

Administrative Assistant  
Rebecca Coyote

CAPIP Coordinator  
Denae Edwards

Human Resources Assistants  
Carolyn Fryar  
Michelle Gresham  
Tracy Tran

Human Resources Management Specialists  
Elizabeth Blais  
Crystal Burke  
Justine Heard  
Jennifer Jepsen  
Herman Johnson  
Melissa Jolly  
Patricia Nelson  
Cassandra Patmon  
Sandie Wein

### OFFICE OF WORKFORCE PLANNING

Manager of Workforce Planning

Alan Ross Tripp

Research Analyst

Ashland Viscosi

### HUMAN RESOURCE DEVELOPMENT SERVICES

Director of Human Resource Development Services and  
CPM Coordinator

Lisa Fortier

Administrative Assistant  
Grayson Bedwell

Administrative Technicians  
Torey Jackson  
Shelley Phelps  
Patricia Brewer

Human Resources Programs Manager  
Joyce Smith

### FINANCIAL MANAGEMENT SERVICES

Associate Administrator and Chief Financial Officer  
Marilyn Capps

Administrative Technicians  
Christina Burckel  
Jim Patterson

Accountant  
Latisha Edwards

Accounting Technician  
Steven Snyder

Administrative Programs Officer  
Marsha Reeder

Contracting and Acquisitions Agent  
Gina Kwiatkowski

Graphic Artist  
Michelle Crozier

Human Resources Programs Manager  
Terri Berry

Information System Network Management Specialists  
Dustin Crossfield  
Matthew Fowler  
Tim Cramer

### OFFICE OF EQUAL OPPORTUNITY AND WORKFORCE DIVERSITY

Director of Equal Opportunity and Workforce Diversity  
Brenda Thornton

Administrative Assistant  
Linda Williamson

### STATE EMPLOYEE ASSISTANCE PROGRAM

Coordinator of State Employee Assistance Program  
Robert Stevens

Administrative Assistant  
Blanche Longoria

Employee Assistance Program Coordinators  
Deanna Miller  
Warren Thompson

## FINANCIAL MANAGEMENT SERVICES

Marilyn Capps, MBA, CGFM

Associate Administrator/Chief Financial Officer,  
Financial Management Services

To insure that OPM Program Departments are equipped to accomplish the agency mission, the Financial Management Services (FMS) team provides a variety of diverse support services to OPM management and staff including budget, accounting and reporting, payroll, procurement, records management, internal human resources and benefits administration, network management services, graphic arts, and support services including telecommunications services, reception, mailroom, and copying services.

### Budget and Fiscal Services

OPM's FY-09 Budget Work Program was \$5,625,684. The amount is made up of FY-2009 General Revenue appropriations, \$4,891,745, or 83%, FY-2007 General Revenue carryover, \$733,939, or 12%, and Revolving Funds, \$295,487, made up the remaining 5%. During the year, the agency collected a total of \$4,092,545 from quarterly Merit System billings, which was deposited in the General Revenue Fund. [74 O.S. §840-1 (18)] FMS also collected funds in the amount of \$145,647 for payroll services provided to other state agencies [74 O.S. §840-1.6A (18)] and training fees as follows: Certified Public Manager training fees of \$53,080 [74 O.S. §840-1.6a (10); 74 O.S. §840-3.15; 74 O.S. §840-1.20]; Certified Personnel Professional training fees of \$7,680; Other Training fees of \$20,003 [74 O.S. §840-1.6A].

### Voluntary Payroll Deduction (VPD)

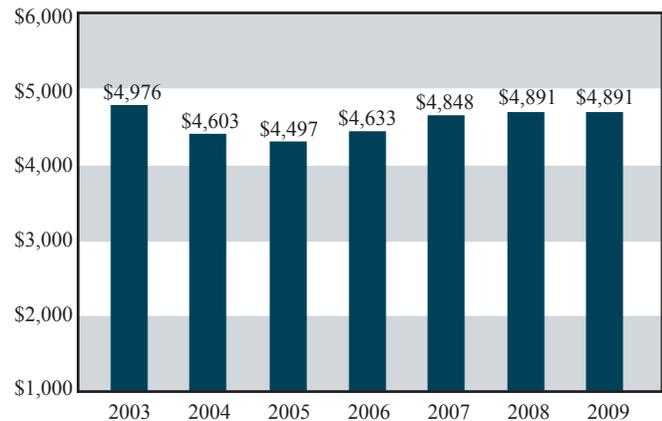
FMS administers the state VPD Program through which employees may have deductions made from their paychecks to certain: credit unions, banks, savings associations, insurance companies supplemental life, accident, and health policies; private insurance organizations or service companies for legal services; private organizations for supplemental retirement plans; statewide employee associations; college savings plan, Oklahoma Today Magazine, statewide educational employee organizations or associations, and the Correctional Peace Officer Foundation. The average number of state employees participating in the program on a monthly basis during FY-09 was 10,047. OPM collected \$88,259 in participation fees from insurance companies during the year. [62 O.S. §7.10] OPM also organized a VPD Expo held at the State Capitol to assist state agencies located in the Oklahoma City area to meet the requirements of holding a one-day employee benefit informational meeting and inviting vendors with authorized payroll deductions to attend. [74 O.S. §1344 (G)]

### Oklahoma Commission on the Status of Women (OCSW)

The Oklahoma Legislature created the Oklahoma Commission on the Status of Women in 1994 to act as an advisory entity on equity issues relating to gender bias; monitor legislation to determine whether it is discriminatory toward one gender or the other; act as a resource and a clearinghouse for research on issues related to women and gender bias; report annually to the Governor, President Pro Tempore of the Senate, and Speaker of the House of Representatives regarding its activities; and make recommendations

concerning needed legislation or regulatory changes relating to equity and gender bias. FMS provides staff support to the OCSW by providing fiscal services including budgeting, accounting and reporting, purchasing, payroll, and inventory. [74 O.S. §666 (b)]

Chart 1: OPM General Revenue Appropriations Trend FY 2003-2009



## FY 2009

### HR LEGISLATION SUMMARY

Shirley Russell

Director, Legislative Affairs, Administration

During the 2009 session, the Oklahoma Legislature passed the following human resources-related bills that affect state agencies and employees. This list includes generally-applicable HR-related legislation. It does not include legislation regarding specific agencies or appropriations. This is also not a comprehensive list of bills regarding insurance or retirement.

### Oklahoma Personnel Act

#### Senate Bill 670 (Aldridge/Wright)

Enrolled SB 670 amends the following sections of the Personnel Act:

- Section 3 -- Amends O.S. 74:840-2.17. Raises by deleting subsection F which requires that state agencies submit a report on pay movement mechanisms to the Office of Personnel Management each fiscal year.

- Section 4 -- Amends O.S. 74:840-2.23. State leave sharing program by deleting duplicative language and clarifies who is eligible under family leave as defined by the federal Family and Medical Leave Act of 1993 to receive shared leave. The changes also simplify the calculation of the value of the donated leave by making donated leave transferable on an hour-to-hour basis.

- Section 5 -- Amends O.S. 74: 840-2.27C. Reduction-in-force plan: by deleting the requirement within the Reduction-in-Force (RIF) provisions for classified state employees to be rated and/or tested prior to placement on the Priority Reemployment Consideration Rosters. This statutory change streamlines the process and allows for direct placement of RIF'ed employees onto the on-line job applicant list.

- Sections 6 and 7-- Amends O.S. 74:840-3.4 and 74:84-3.5. Carl Albert Public Internship Program. To improve recruitment and retention of qualified employees, an additional undergraduate internship program is being established. The Senior Undergraduate Internship Program requires a student to have at least 90 hours of completed coursework towards a bachelor's degree and continuous enrollment is required until graduation. The internship would be a full-time position for up to 24 months of employment from the initial appointment. There would not be automatic conversion to a classified position upon completion of the internship or graduation.

- Section 8 -- Creates New Section O.S. 74:840-3.16. Executive Development Program by establishing an Executive Development Program for State Officials at the cabinet secretary, agency director and senior executive levels.  
*Effective July 1, 2009.*

#### **House Bill 1296 (Wright/Ballenger)**

Amends OS 74:840-2.27C. Reduction-in-force plan by stating that if the appointing authority of an agency is an elected official then the posting of a reduction-in-force notice does not require prior approval from a cabinet secretary.  
*Effective November 1, 2009.*

#### **Senate Bill 232 (Johnson/Miller)**

Amends OS 74:840-2.20 Leave benefits--Emergency and permanent rules by deleting the reference to month and inserting pay period when determining the amount of leave accrued by an employee.  
*Effective July 1, 2009.*

### **Compensation**

#### **House Bill 1111**

##### **(Martin, Sc. & Murphey/Jolley & Myers)**

Amends OS 62:7.6 Payroll fund and payrolls to require the Office of State Finance by July 1, 2010 to make available to all state employees a centralized web-based system to access their personal employment and compensation-related information. The bill also permits state agencies that are converting to a bi-weekly or multi-monthly payroll to establish a conversion bank for their employees. An agency must provide notice of a conversion six months prior so that an employee may accumulate funds up to a maximum of

80 hours of earned annual leave, sick leave (up to 40 hours) and compensatory time (if the agency normally provides compensatory time). During the six months prior to the conversion, new hires shall be placed on biweekly or supplemental payroll.

*Effective May 27, 2009.*

### **Grievance Procedure**

#### **Senate Bill 670 (Aldridge/Wright)**

Amends OS 74:840-1.9 the Powers and Duties of the Merit Protection Commission in paragraph 5 which authorizes the establishment of a statewide Alternative Dispute Resolution (ADR) Program by the Merit Protection Commission. The amendment adds a declarative statement that any actions agreed to in any type of alternative dispute resolution shall not alter, reduce, or modify any existing right or authority as provided by statute or rule.  
*Effective July 1, 2009.*

### **Hiring Procedures**

#### **House Bill 1025 (Duncan/Sykes)**

Creates OS 21:1289.27 Prohibiting Firearm Inquiry by Employer. The bill prohibits public employers and officials from asking applicants for employment whether they own or possess firearms and states any violator shall be deemed to be acting outside the scope of their employment and shall be barred from seeking statutory immunity from any exemption or provision of the Governmental Tort Claims Act.  
*Effective May 22, 2009.*

### **Miscellaneous**

#### **Senate Bill 789**

##### **(Nichols/Terrill & Martin, St.)**

Creates OS 21:281 which establishes a misdemeanor for persons who knowingly make or utter a false statement in a state internal agency investigation. It states that such acts are punishable by up to one year in county jail and/or a maximum fine of \$500. The bill also specifies that the false statement must be a materially false statement. It states that the person being interviewed must be informed, in writing and prior to commencement of the interview, that providing a materially false statement shall subject the person to criminal

prosecution.

*Effective May 19, 2009.*

#### **Senate Bill 798**

##### **(Sykes/McCullough & Shumate)**

Amends O.S. 74:590 Conflict of interest--Prohibition of employment of state officer by business organization awarded contract by establishing penalties for the business organization involved in employing state officers or employees that exercised discretionary or decision-making authority in awarding a privatization contract. It prohibits the business organization from contracting for one year with the state agency in which the state officer or employee exercised the authority.

*Effective November 1, 2009.*

### **Voluntary Payroll Deduction (VPD)**

#### **Senate Bill 384 (Gumm/Terrill)**

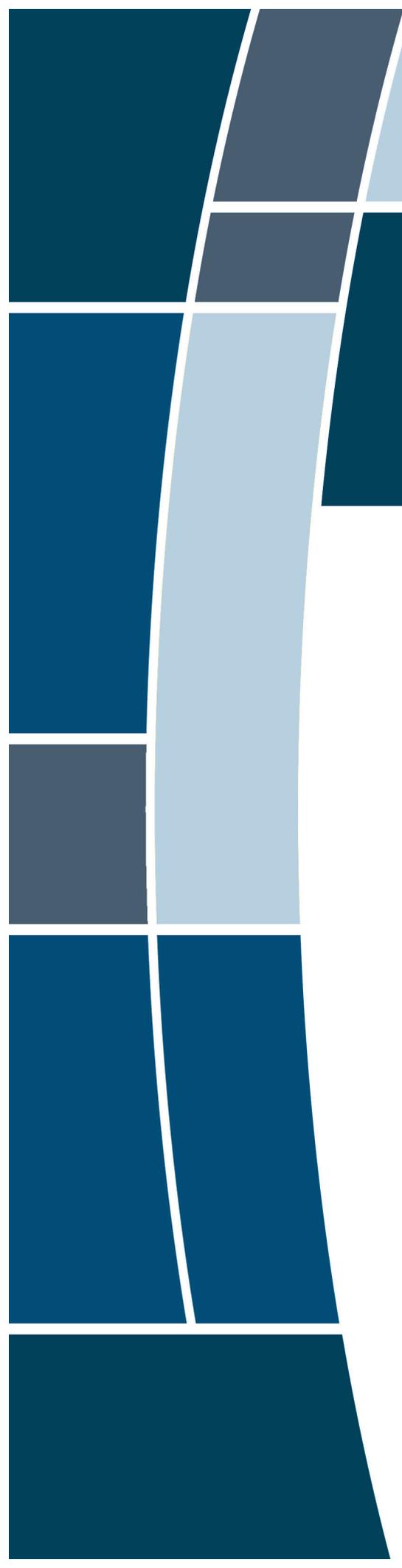
Amends OS 62:7.10 to permit state employees to use VPD for insurance premiums for an Oklahoma Long-Term Care Partnership Program.

*Effective November 1, 2009.*

#### **Senate Bill 670 (Aldridge/Wright)**

Amends O.S. 62:7.10, subsection B, paragraph 6, language regarding contributions to a foundation created by a statewide employee organization. The minimum membership requirement is increased from 1000 to 2000 members to make the language conform to the membership requirement in paragraph 5 which was amended last session by HB 1866.

*Effective July 1, 2009.*



**PART I::**  
Position Management

## CLASSIFICATION

Susan Loftin, IPMA-CP

Director, Classification, Management Services

OPM's Classification Division is assigned responsibilities involving the classification of jobs and employees under the state Merit System. In this role, team members perform job audits to identify work performed by state employees, develop job family descriptors, allocate positions to the appropriate job family descriptor, and ensure that employees are classified based on position allocations and status. Responsibilities also include maintaining a position management system to identify positions established in the executive branch of state government, establishing unclassified positions as authorized, maintaining job codes for use with unclassified positions, and reviewing agency personnel actions to ensure compliance.

### Classified

Currently there are 25 occupational groups in the classified service system. The groups are comprised of 369 job titles with 1,078 levels for these titles.

### Unclassified

Merit System agencies may request unclassified positions based on statutory authority. The positions are assigned a tracking code, but the positions are not associated with specific qualifications, duties or compensation in the statewide system.

### FY 09 Major Accomplishments

- Provided semi-annual Allocation and Salary Adjustment report to the Governor, Co-President Pro Tempore of the Senate, and Speaker of the House of Representatives.
- Continued to work with CORE staff for PeopleSoft HRMS implementation to provide current training to all user agencies. This involved continually updating all aspects of the PeopleSoft HR Basic Training Manual as revisions are implemented.
- Audited and processed 46,698 personnel actions.
- Provided Human Resources support and guidance for 135 state agencies.
- Managed 369 job family descriptors.
- Revised 23 job family descriptors.
- Adopted 1 new job family descriptor.
- Provided PeopleSoft action code training to over 80 HR staff representatives for state agencies.

Table 1: Fiscal Year Occupational Group Employee Counts

Occupational Group	09 Emp. Count	08 Emp. Count	07 Emp. Count	06 Emp. Count	05 Emp. Count	04 Emp. Count	04-09 % Change
Agricultural Services and Inspections	260	247	255	249	257	257	1.2%
Corrections & Custody	2,969	2,994	3,041	3,059	2,893	2,946	0.8%
Employment Services	306	299	308	338	301	312	-1.9%
Financial Management	962	977	959	987	924	940	2.3%
General Administrative	3,868	3,895	3,941	4,140	3,982	4,049	-4.5%
General Sciences and Environmental Services	380	382	382	380	360	363	4.7%
General Safety, Security Inspections and Investigations	339	232	227	242	218	219	54.8%
Health Care Services and Administration	826	848	826	843	786	812	1.7%
Historical Preservation	72	70	72	81	71	66	9.1%
Human Resources Management and Development	418	440	427	423	390	391	6.9%
Information Technology	677	683	715	739	726	741	-8.6%
Institutional and Nutritional Services and Administration	1,769	1,694	1,730	1,910	1,819	1,782	-0.7%
Insurance and Benefits Administration	129	156	161	174	178	188	-31.4%
Law Enforcement	1,468	1,588	1,564	1,639	1,528	1,517	-3.2%

CONT...Table 1: Fiscal Year Occupational Group Employee Counts

Occupational Group	09 Emp. Count	08 Emp. Count	07 Emp. Count	06 Emp. Count	05 Emp. Count	04 Emp. Count	04-09 % Change
Logistics and Property Management	1,331	1,323	1,294	1,339	1,282	1,301	2.3%
Nursing Services	2,490	2,491	2,544	2,614	2,485	2,427	2.6%
Oil, Gas, Transportation and Utility Regulation	183	196	198	202	178	158	15.8%
Power Generation	303	307	318	326	313	312	-2.9%
Professional Engineering and Land Surveyors	271	270	273	275	280	301	-10.0%
Rehabilitation and Vocational Services	700	651	661	688	508	656	6.7%
Revenue and Taxation	312	302	312	324	279	262	19.1%
Social Services	4,956	4,865	4,668	4,770	4,472	4,422	12.1%
Transportation and Highway Construction & Maintenance	2,196	2,089	2,126	2,165	2,111	2,125	3.3%
Travel, Tourism and Recreation	99	98	102	93	91	93	6.5%
Veterans Services	27	25	27	27	29	33	-18.2%
<b>Classified</b>	<b>27,317</b>	<b>27,122</b>	<b>27,131</b>	<b>28,027</b>	<b>26,461</b>	<b>26,673</b>	<b>2.4%</b>
<b>Unclassified</b>	<b>10,340</b>	<b>10,152</b>	<b>9,780</b>	<b>8,890</b>	<b>7,056</b>	<b>8,068</b>	<b>28.2%</b>
<b>Total</b>	<b>37,663</b>	<b>37,274</b>	<b>36,911</b>	<b>36,917</b>	<b>33,517</b>	<b>34,741</b>	<b>8.4%</b>

Table 2: FY 09 Classified and Unclassified Usage

Agency	Merit Status	Regular Full-Time Employees	Classified Employees	Unclassified Employees	Percent Classified	Percent Unclassified
Agriculture, Food, and Forestry; Department of	Merit	444	386	58	86.9%	13.1%
Alcoholic Beverage Laws Enforcement Commission	Merit	45	41	4	91.1%	8.9%
Central Services, Department of	Merit	240	174	66	72.5%	27.5%
Children and Youth, Commission on	Merit	28	20	8	71.4%	28.6%
Commerce, Oklahoma Department of	Merit	153	3	150	2.0%	98.0%
Compsource Oklahoma	Merit	359	127	232	35.4%	64.6%
Conservation Commission, Oklahoma	Merit	65	6	59	9.2%	90.8%
Consumer Credit, Commission on	Merit	17	12	5	70.6%	29.4%
Corporation Commission, Oklahoma	Merit	479	341	138	71.2%	28.8%
Corrections, State Department of	Merit	4,661	4,292	369	92.1%	7.9%
Cosmetology, State Board of	Merit	10	7	3	70.0%	30.0%
Dentistry, Oklahoma Board of	Merit	4	1	3	25.0%	75.0%
Education, State Department of	Merit	374	3	371	0.8%	99.2%
Election Board, State	Merit	20	18	2	90.0%	10.0%
Emergency Management, Oklahoma Department of	Merit	26	21	5	80.8%	19.2%
Employees Benefits Council, Oklahoma State	Merit	36	32	4	88.9%	11.1%
Employment Security Commission, Oklahoma	Merit	711	623	88	87.6%	12.4%

CONT...Table 2: FY 09 Classified and Unclassified Usage

Agency	Merit Status	Regular Full-Time Employees	Classified Employees	Unclassified Employees	Percent Classified	Percent Unclassified
Engineers and Land Surveyors, State Board of Licensure for Professional	Merit	8	3	5	37.5%	62.5%
Environmental Quality, Department of	Merit	555	517	38	93.2%	6.8%
Ethics Commission	Merit	7	3	4	42.9%	57.1%
Finance, Office of State	Merit	166	43	123	25.9%	74.1%
Fire Marshal Commission, State	Merit	28	24	4	85.7%	14.3%
Funeral Board, Oklahoma	Merit	2	0	2	0.0%	100.0%
Grand River Dam Authority	Merit	501	357	144	71.3%	28.7%
Handicapped Concerns, Office of	Merit	8	6	2	75.0%	25.0%
Health Care Authority, Oklahoma	Merit	427	0	427	0.0%	100.0%
Health, State Department of	Merit	2,192	1,638	554	74.7%	25.3%
Historical Society, Oklahoma	Merit	156	143	13	91.7%	8.3%
Human Rights Commission, Oklahoma	Merit	14	12	2	85.7%	14.3%
Human Services, Department of	Merit	7,955	7,309	646	91.9%	8.1%
Insurance Board, Oklahoma State and Education Employees Group	Merit	172	147	25	85.5%	14.5%
Investigation, Oklahoma State Bureau of	Merit	302	266	36	88.1%	11.9%
J.D. McCarty Center for Children with Development Disabilities	Merit	214	181	33	84.6%	15.4%
Juvenile Affairs, Office of	Merit	984	923	61	93.8%	6.2%
Labor, Department of	Merit	94	73	21	77.7%	22.3%
Land Office, Commissioners of the	Merit	51	37	14	72.5%	27.5%
Libraries, Oklahoma Department of	Merit	57	53	4	93.0%	7.0%
Liquefied Petroleum Gas Board, Oklahoma	Merit	8	6	2	75.0%	25.0%
Medical Licensure and Supervision, State Board of	Merit	21	14	7	66.7%	33.3%
Mental Health and Substance Abuse Services, Department of	Merit	2,087	1,130	957	54.1%	45.9%
Merit Protection Commission	Merit	7	5	2	71.4%	28.6%
Military Department	Merit	345	191	154	55.4%	44.6%
Narcotics and Dangerous Drugs Control, Oklahoma State Bureau of	Merit	122	82	40	67.2%	32.8%
Osteopathic Examiners, State Board of	Merit	5	2	3	40.0%	60.0%
Pardon and Parole Board	Merit	43	35	8	81.4%	18.6%
Peanut Commission, Oklahoma	Merit	1	0	1	0.0%	100.0%
Personnel Management, Office of	Merit	60	48	12	80.0%	20.0%
Pharmacy, Board of	Merit	9	3	6	33.3%	66.7%
Physician Manpower Training Commission	Merit	6	3	3	50.0%	50.0%

CONT...Table 2: FY 09 Classified and Unclassified Usage

Agency	Merit Status	Regular Full-Time Employees	Classified Employees	Unclassified Employees	Percent Classified	Percent Unclassified
Public Employees Retirement System, Oklahoma	Merit	49	33	16	67.3%	32.7%
Real Estate Commission, Oklahoma	Merit	18	14	4	77.8%	22.2%
Rehabilitation Services, Oklahoma Department of	Merit	894	727	167	81.3%	18.7%
Safety, Department of Public	Merit	1,507	1,442	65	95.7%	4.3%
School of Science and Mathematics, Oklahoma	Merit	74	3	71	4.1%	95.9%
Science and Technology, Oklahoma Center for the Advancement of	Merit	23	0	23	0.0%	100.0%
Secretary of State, Office of	Merit	30	26	4	86.7%	13.3%
Securities Commission, Oklahoma	Merit	27	1	26	3.7%	96.3%
Tax Commission, Oklahoma	Merit	878	619	259	70.5%	29.5%
Teachers' Retirement System of Oklahoma	Merit	47	25	22	53.2%	46.8%
Tourism and Recreation Department, Oklahoma	Merit	534	303	231	56.7%	43.3%
Transportation, Department of	Merit	2,530	2,459	71	97.2%	2.8%
Turnpike Authority, Oklahoma	Merit	564	519	45	92.0%	8.0%
Veterans Affairs, Oklahoma Department of	Merit	1,774	1,713	61	96.6%	3.4%
Water Resources Board, Oklahoma	Merit	91	59	32	64.8%	35.2%
Will Rogers Memorial Commission	Merit	7	3	4	42.9%	57.1%
<b>Total Merit (65)</b>		<b>33,326</b>	<b>27,307</b>	<b>6,019</b>	<b>81.9%</b>	<b>18.1%</b>
Abstractors Board, Oklahoma	Non-Merit	3	0	3	0.0%	100.0%
Accountancy Board, Oklahoma	Non-Merit	9	0	9	0.0%	100.0%
Aeronautics Commission, Oklahoma	Non-Merit	11	0	11	0.0%	100.0%
Alcohol and Drug Counselors, Oklahoma Board of Licensed	Non-Merit	2	0	2	0.0%	100.0%
Alcohol and Drug Influence, Board of Tests for	Non-Merit	7	0	7	0.0%	100.0%
Architects, Landscape Architects, and Interior Designers, Board of Governors of the Licensed	Non-Merit	3	0	3	0.0%	100.0%
Arts Council, Oklahoma	Non-Merit	16	0	16	0.0%	100.0%
Banking Department, Oklahoma State	Non-Merit	39	0	39	0.0%	100.0%
Boll Weevil Eradication Organization, Oklahoma	Non-Merit	11	0	11	0.0%	100.0%
Bond Advisor, Oklahoma State	Non-Merit	2	0	2	0.0%	100.0%
Career and Technology Education, Oklahoma Department of	Non-Merit	322	0	322	0.0%	100.0%
Chiropractic Examiners, Board of	Non-Merit	3	0	3	0.0%	100.0%
Construction Industries Board	Non-Merit	29	2	27	6.9%	93.1%
Council on Judicial Complaints	Non-Merit	2	0	2	0.0%	100.0%
Court of Criminal Appeals	Non-Merit	29	0	29	0.0%	100.0%

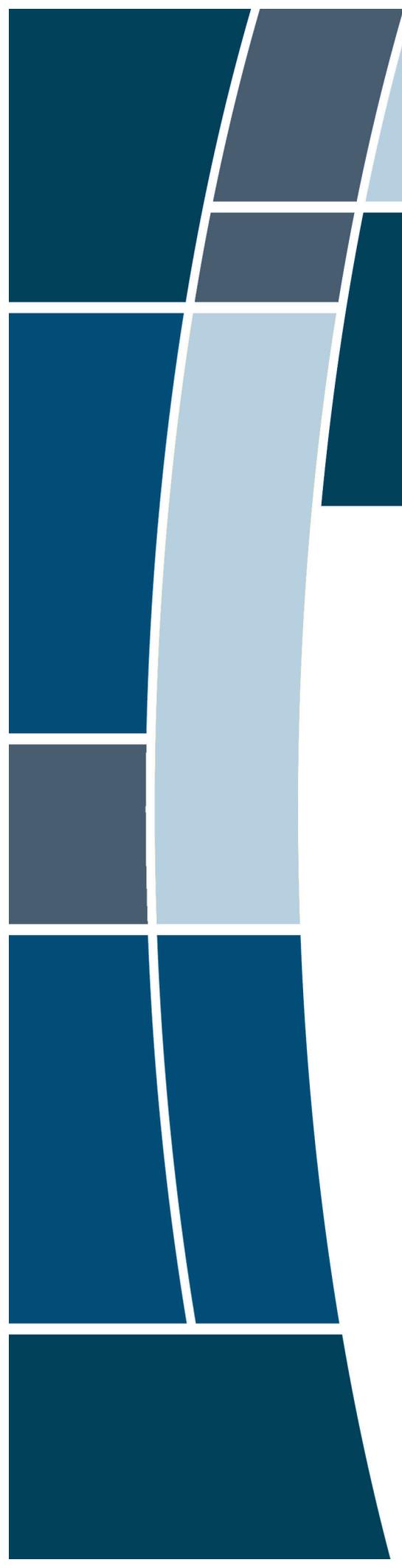
CONT...Table 2: FY 09 Classified and Unclassified Usage

Agency	Merit Status	Regular Full-Time Employees	Classified Employees	Unclassified Employees	Percent Classified	Percent Unclassified
Davis, J.M. Memorial Commission	Non-Merit	5	0	5	0.0%	100.0%
District Attorneys	Non-Merit	1,110	0	1,110	0.0%	100.0%
District Courts	Non-Merit	628	0	628	0.0%	100.0%
Educational Television Authority, Oklahoma	Non-Merit	73	0	73	0.0%	100.0%
Finance Authority, Oklahoma Industrial	Non-Merit	7	0	7	0.0%	100.0%
Firefighters Pension and Retirement System, Oklahoma	Non-Merit	9	0	9	0.0%	100.0%
Horse Racing Commission, Oklahoma	Non-Merit	39	0	39	0.0%	100.0%
Hospitals Authority, University	Non-Merit	7	0	7	0.0%	100.0%
Indian Affairs Commission, Oklahoma	Non-Merit	3	0	3	0.0%	100.0%
Indigent Defense System, Oklahoma	Non-Merit	121	0	121	0.0%	100.0%
Insurance Department	Non-Merit	122	0	122	0.0%	100.0%
Law Enforcement Education and Training, Council on (CLEET)	Non-Merit	44	0	44	0.0%	100.0%
Law Enforcement Retirement System, Oklahoma	Non-Merit	6	0	6	0.0%	100.0%
Legislative Service Bureau	Non-Merit	20	0	20	0.0%	100.0%
Long-Term Care Administrators, Oklahoma State Board of Examiners for	Non-Merit	3	0	3	0.0%	100.0%
Lottery Commission	Non-Merit	38	0	38	0.0%	100.0%
Medicolegal Investigations, Board of	Non-Merit	66	0	66	0.0%	100.0%
Mines, Department of	Non-Merit	33	0	33	0.0%	100.0%
Motor Vehicle Commission, Oklahoma	Non-Merit	3	0	3	0.0%	100.0%
Nursing, Oklahoma Board of	Non-Merit	23	0	23	0.0%	100.0%
Office of State Auditor and Inspector	Non-Merit	122	0	122	0.0%	100.0%
Office of the Attorney General	Non-Merit	165	0	165	0.0%	100.0%
Office of the Governor	Non-Merit	31	0	31	0.0%	100.0%
Office of the Lieutenant Governor	Non-Merit	9	0	9	0.0%	100.0%
Office of the State Treasurer	Non-Merit	60	0	60	0.0%	100.0%
Oil and Gas Wells, Commission on Marginally Producing	Non-Merit	4	0	4	0.0%	100.0%
Oil Compact Commission, Interstate	Non-Merit	3	0	3	0.0%	100.0%
Oklahoma State House of Representatives	Non-Merit	243	0	243	0.0%	100.0%
Oklahoma State Senate	Non-Merit	187	0	187	0.0%	100.0%
Optometry, Board of Examiners in	Non-Merit	2	0	2	0.0%	100.0%
Police Pension and Retirement System, Oklahoma	Non-Merit	11	0	11	0.0%	100.0%
Private Vocational Schools, Oklahoma Board of	Non-Merit	2	0	2	0.0%	100.0%
Psychologists, State Board of Examiners of	Non-Merit	3	0	3	0.0%	100.0%

CONT...Table 2: FY 09 Classified and Unclassified Usage

Agency	Merit Status	Regular Full-Time Employees	Classified Employees	Unclassified Employees	Percent Classified	Percent Unclassified
Quartz Mountain Arts & Conference Center & Nature Park	Non-Merit	11	6	5	54.5%	45.5%
Scenic Rivers Commission, Oklahoma	Non-Merit	10	2	8	20.0%	80.0%
Space Industry Development Authority, Oklahoma	Non-Merit	4	0	4	0.0%	100.0%
Speech-Language Pathology and Audiology, Board of Examiners for	Non-Merit	2	0	2	0.0%	100.0%
State Board of Licensed Social Workers	Non-Merit	1	0	1	0.0%	100.0%
Supreme Court	Non-Merit	170	0	170	0.0%	100.0%
Teacher Preparation, Oklahoma Commission for	Non-Merit	10	0	10	0.0%	100.0%
Tobacco Settlement Endowment Trust Fund, Board of Directors of the	Non-Merit	7	0	7	0.0%	100.0%
Used Motor Vehicle and Parts Commission, Oklahoma	Non-Merit	9	0	9	0.0%	100.0%
Veterinary Medical Examiners, Board of	Non-Merit	3	0	3	0.0%	100.0%
Wheat Utilization, Research, and Market Development Commission, Oklahoma	Non-Merit	4	0	4	0.0%	100.0%
Wildlife Conservation, Department of	Non-Merit	329	0	329	0.0%	100.0%
Worker's Compensation Court	Non-Merit	81	0	81	0.0%	100.0%
<b>Total Non-Merit (61)</b>		<b>4,331</b>	<b>10</b>	<b>4,321</b>	<b>0.2%</b>	<b>99.8%</b>
<b>Total (126)</b>		<b>37,657</b>	<b>27,317</b>	<b>10,346</b>	<b>72.5%</b>	<b>27.5%</b>





## **PART II::**

Selection:

Hiring the Workers

## PERSONNEL MANAGEMENT

Natasha Riley, IPMA-CS

Director, Personnel Assessment,  
Employee Selection Services

During FY 09, Personnel Assessment staff developed or revised eight written, content-validated job knowledge tests, and developed ten job-specific questionnaires regarding training and experience. In development and validation of selection devices, Personnel Assessment conducted 39 meetings with agency employees to review new or existing selection devices.

A large part of staff time was devoted to the continuing quality assurance process of implementing existing tests in the new web-based testing system. The number of tests available in the web-based system increased from 12 to 82. Staff also implemented web-based testing at five Workforce Oklahoma offices and one Career Technology Center.

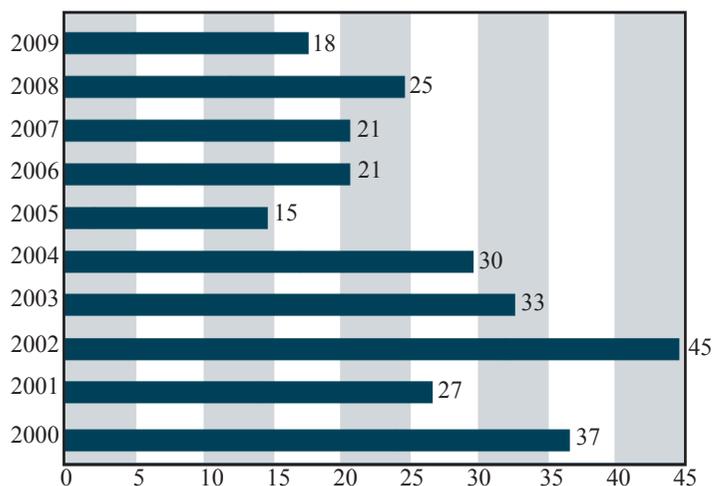
Six agencies were selected for the FY 09 PMP audit. All six audits were completed and reports delivered. Additionally, five other agencies were identified, through the report due March 31 each year, as showing either a continuing lack of compliance or a trend of increasing incompliance with the applicable statute. The Appointing Authority of those five agencies were sent Administrative Orders from the Administrator of the Office of Personnel Management and are now being audited at each step of the PMP process for two years.

The HRDS course Structured Interviewing Process was taught by staff four times.

### Test Administration

The Test Administration Unit proctored 16,717 online or written tests and 3,909 performance tests at OPM. They also processed all written tests and performance tests given at other testing sites around the state. Statewide test totals (including OPM) were: 24,076 online or written tests and 5,371 performance tests.

**Chart 2: Validated Selection Devices Created or Revised from FY 1999 to FY 2009**



## APPLICANT SERVICES

Tom Impson

Director, Applicant Services,  
Employee Selection Services

External applicants seek employment in the state's classified service by submitting applications to the Applicant Services Division of OPM. Division team members determine if applicants meet minimum qualifications and conduct ratings of applicant education and experience as well as perform duties under the provisions of the Fair Employment Practices Act. The division also reviews agency requests to promote, demote, transfer or reinstate employees. In addition, administered within the Applicant Services Division is the Carl Albert Internship Program, which helps students at colleges and universities throughout the state gain experience inside state government. At the beginning of FY 2009 all classified state agencies had direct online access to job lists managed by OPM via the OKCAREERS online applicant tracking and testing system. These agencies employ more than 80 percent of all classified employees in state government.

The award winning OKCAREERS system had its day in the spotlight during the Quality Oklahoma Team Day that took place May 5, 2009 on the first and second floor rotunda of the State Capitol. The Applicant Services Division prepared a booth for this event with the theme, "OKCAREERS, it's a Cake Walk;" demonstrating the speed and user-friendliness of the OKCAREERS online applicant tracking system. Following the booth presentation period, Applicant Services staff attended the awards ceremony where judges recognized the OKCAREERS system with the Motivating the Masses Award and a Governor's Commendation.

Additionally, on June 16, 2009 the Office of Personnel Management was approved for the "Go Green Oklahoma" designation provided by OK.gov to showcase how the State of Oklahoma is helping to reduce the carbon footprint by reducing paper consumption and citizen travel to government offices. The OKCAREERS system contributed to the "green" savings by radically eliminating the use of paper through its online application process. Due to the lack of paper applicant notices within FY 2009, OKCAREERS saved the Office of Personnel Management approximately \$50,000 on postage alone. Also, public traffic within the Applicant Services Division was reduced by more than half, saving job seekers gasoline and unnecessary trips to and from the Office of Personnel Management.

The Applicant Services Division added a complimentary service to all unclassified and classified agencies to use the OKCAREERS system for the advertisement of unclassified vacancies. During FY 2009, specialists within Applicant Services trained HR professionals of numerous unclassified agencies how to announce their unclassified job openings within the OKCAREERS system. This provides agencies the opportunity to have their unclassified announcements on the same webpage as regular, classified announcements; a one-stop-shop for state agencies and job seekers. OKCAREERS allows applicants to apply directly online for these positions and provides agency HR staff the ability to view these

unclassified applications continuously as they are submitted online. From the first posting on May 14, 2009 to the close of FY 2009 there were 51 unclassified job postings announced through the OKCAREERS online system.

The Optional Program for Hiring Applicants with Disabilities is also administered by the Applicant Services Division. This program provides persons with severe disabilities access to state employment, permitted they meet the minimum education and experience qualifications for the job in which they are applying for. Tests for the jobs applied for are waived for qualified applicants certified for this program through the Department of Rehabilitation Services. Applicants hired through this program are eligible for permanent status in the classified service upon successful completion of a probationary period.

**Priority Reemployment**

The division administers the Priority Reemployment Consideration (PRC) program. State law provides for permanent, classified employees and regular, unclassified employees separated through a reduction in force to be eligible for priority consideration for jobs in which they meet all requirements. In FY 2009 there were two permanent, classified employees that utilized this program.

**Recruitment**

The division organizes recruitment efforts for the state classified service.

In FY 2009 division staff attended 55 career and job fairs, including events at the University of Oklahoma, Oklahoma State University, University of Central Oklahoma, East Central University, Oklahoma State University-OKC Campus, Southwestern Oklahoma State University, Langston University, Oklahoma City University, Oklahoma Christian University, Tulsa Community College, Rose State College, Oklahoma City Community College, Redlands Community College, Springlake Metro Technology Center, Moore-Norman Technology Center, Francis Tuttle Technology Center, Wes Watkins Technology Center, Gordon Cooper Technology Center, South Metro Technology Center, Canadian Valley Technology Center.

Chart 3: Certificate Appointments Trend 1999-2009

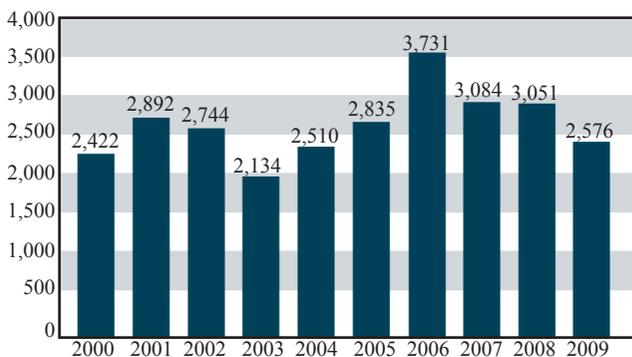


Chart 4: Fiscal Year 2009 Application Process

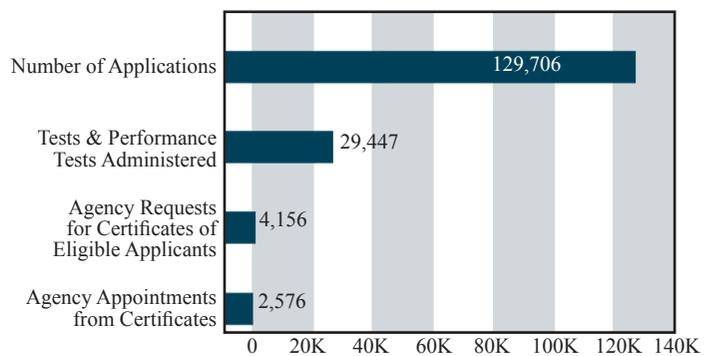
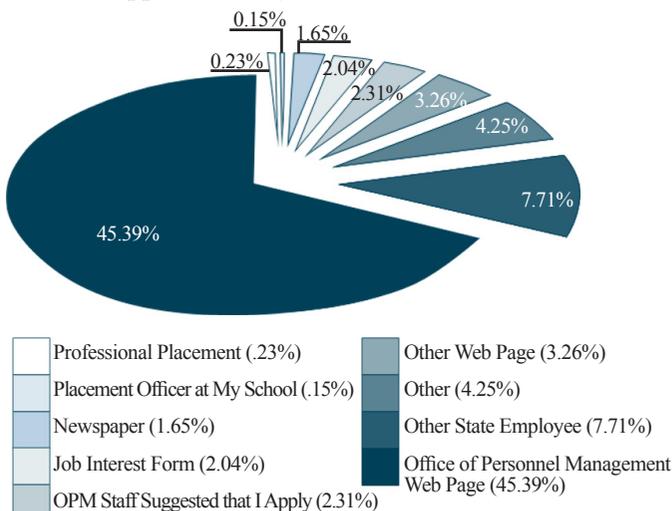
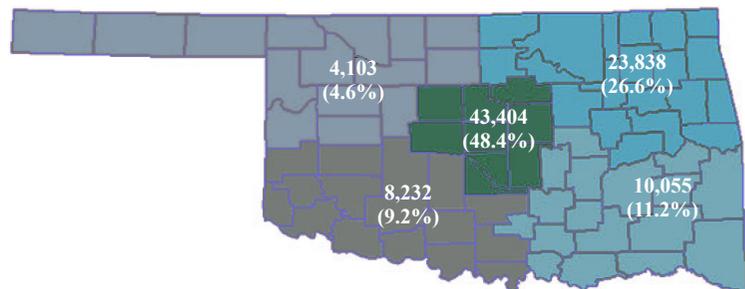


Chart 5: Applications by Source



Map 1: Regions in which Applicants Applied for Jobs



\* This does not add up to 100% because not all applicants complete this section of the application.

Table 3: Counties in which Applicants Applied for Jobs

County	# of Applicants	County	# of Applicants	County	# of Applicants	County	# of Applicants
Adair	466	Delaware	1,080	Lincoln	2,145	Pittsburg	1,686
Alfalfa	272	Dewey	126	Logan	2,555	Pontotoc	730
Atoka	619	Ellis	107	Love	180	Pottawatomie	3,112
Beaver	127	Garfield	974	Major	140	Pushmataha	437
Beckham	460	Garvin	876	Marshall	286	Roger Mills	124
Blaine	277	Grady	1,545	Mayes	1,248	Rogers	1,766
Bryan	422	Grant	73	McClain	1,591	Seminole	690
Caddo	712	Greer	397	McCurtain	387	Sequoyah	638
Canadian	4,493	Harmon	115	McIntosh	566	Stephens	770
Carter	748	Harper	135	Murray	679	Texas	291
Cherokee	1,264	Haskell	295	Muskogee	2,550	Tillman	493
Choctaw	572	Hughes	283	Noble	677	Total	89,632
Cimarron	65	Jackson	493	Nowata	303	Tulsa	6,115
Cleveland	8,383	Jefferson	213	Okfuskee	324	Wagoner	1,324
Coal	154	Johnston	257	Oklahoma	17,468	Washington	463
Comanche	1,870	Kay	414	Okmulgee	1,039	Washita	245
Cotton	369	Kingfisher	621	Osage	953	Woods	205
Craig	1,569	Kiowa	291	Ottawa	702	Woodward	670
Creek	1,549	Latimer	485	Pawnee	356	<b>Total</b>	<b>89,632</b>
Custer	794	LeFlore	545	Payne	1,214		

Chart 6: Ethnicity of Total Applications

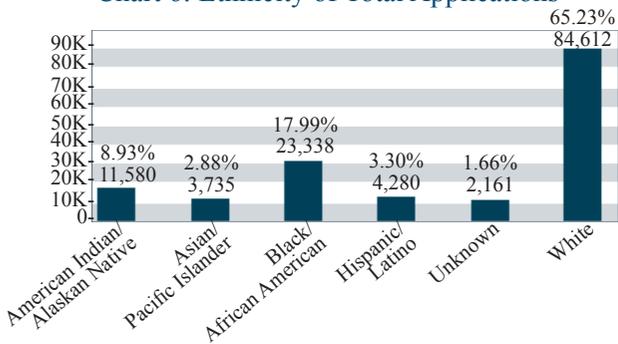


Chart 7: Gender of Applicants

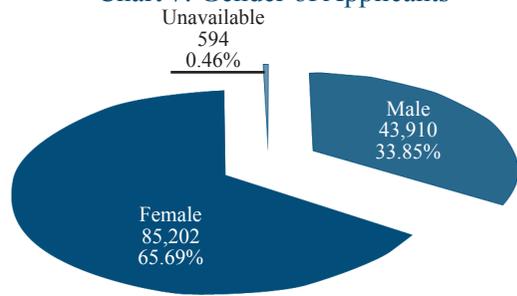


Chart 8: Qualified Applicants vs. Hires



Chart 9: Online Applications vs. Paper Applications

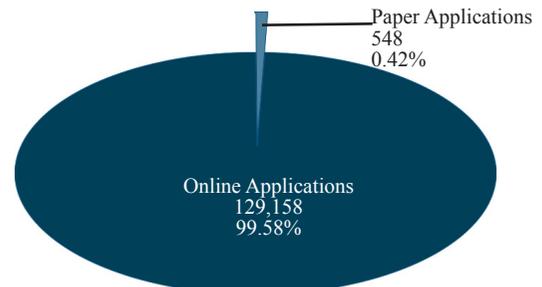


Table 4: States and Other Locations from which Applications Received

State	Number of Applications	State	Number of Applications	State	Number of Applications
Oklahoma	126,072	Washington	49	Wyoming	11
Texas	866	Iowa	47	Montana	7
Arkansas	320	Nebraska	43	Unknown	7
Kansas	284	Tennessee	42	Delaware	6
California	279	Nevada	35	Outside of Country	6
Missouri	257	New York	34	Maine	4
Michigan	162	Minnesota	30	Connecticut	3
Ohio	108	Alabama	29	Hawaii	3
Colorado	93	Kentucky	27	Idaho	3
Florida	93	Louisiana	27	North Dakota	3
Arizona	91	Pennsylvania	26	Armed Forces Pacific	2
Illinois	89	Wisconsin	25	Puerto Rico	2
Georgia	83	North Carolina	24	Armed Forces Americas	1
Rhode Island	64	Maryland	19	District Of Columbia	1
Indiana	54	New Jersey	17	South Dakota	1
Virginia	52	South Carolina	16	West Virginia	1
New Mexico	50	Utah	15		
Mississippi	49	Massachusetts	14		
Oregon	49	Alaska	11		
				<b>Total</b>	<b>129,706</b>

Chart 10: FY 09 Appointments by Type (8,335)

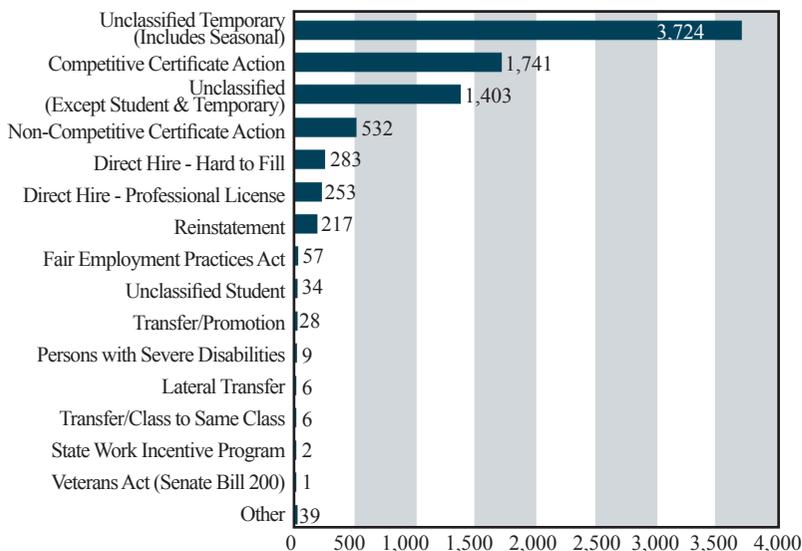
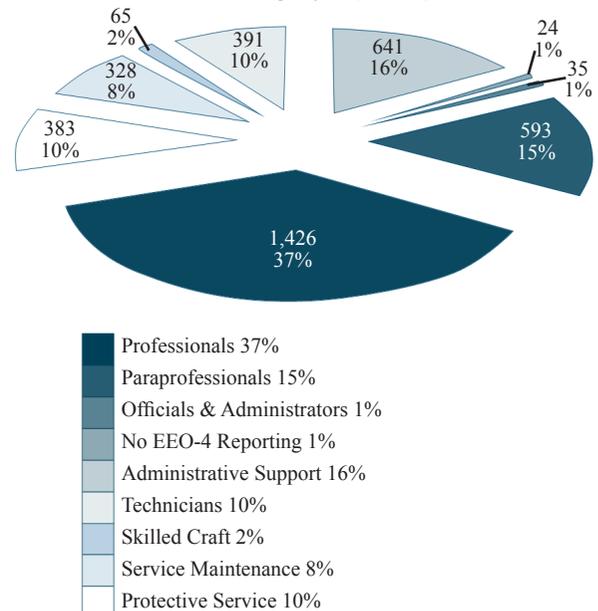


Chart 11: FY 09 Appointments by Job Category (3,886)



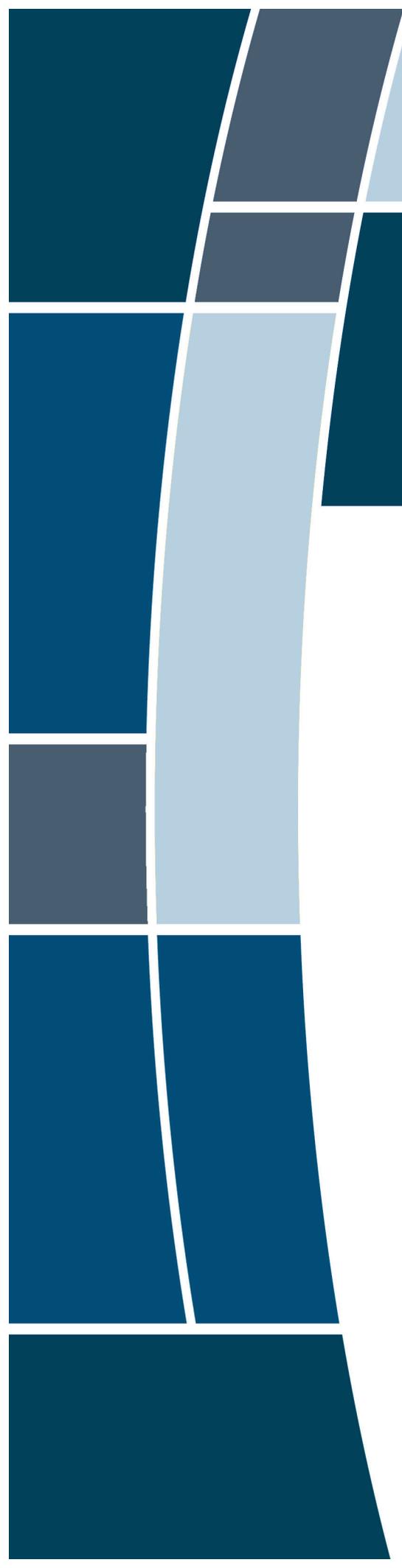
## CARL ALBERT PUBLIC INTERNSHIP PROGRAM

Denae Edwards  
CAPIP Coordinator,  
Employee Selection Services

The Carl Albert Public Internship Program has assisted students at institutions of higher education in gaining experience and knowledge in state government and has encouraged the recruitment of such students to pursue careers in state government service since 1988. The program has two components: the Undergraduate Internship and the Executive Fellows (students that are pursuing Master's Degrees). During FY 2009, a total of 47 Executive Fellows and seven Undergraduates were participating in internships.

The Undergraduate Internship program provides temporary employment for students enrolled in institutions of higher education and working toward an undergraduate degree. Executive Fellows may be employed for up to two years, and those who successfully complete a two-year internship are eligible for appointment to a position in the classified or unclassified state service.

State agencies utilized CAPIP interns from the following universities: Langston University, Oklahoma State University, University of Oklahoma, University of Tulsa, Oklahoma City University, East Central University, University of Arkansas-Little Rock, University of Central Oklahoma, Oklahoma Christian University, Northeastern University, and Southern Nazarene University.



**PART III::**  
OPM Services:  
Helping the Workers

## HUMAN RESOURCE DEVELOPMENT SERVICES

**Lisa Fortier**

Director, Human Resource Development Services

Members of the Human Resource Development Services team provide professional development and training services to state employees in order to improve the quality of the state workforce. During FY 09, there were 362 total training session days, with an average of three classes per day and 6,927 customers served.

The HRDS Team also administers the state's Mandatory Supervisory Training Program for executive branch agencies. The Oklahoma Personnel Act requires employees appointed to supervisory positions to complete 24 hours of training within 12 months of assuming a supervisory position and 12 hours of training each year thereafter. In FY 09, over 84 percent of supervisors fully met the requirements.

Members of the HRDS Team also continued partnerships with the Interagency Training Council of the Oklahoma Federal Executive Board and the Oklahoma State University Cooperative Partnership, which provides training to state employees at discounted rates.

### **Governor's Executive Development Program For State Officials**

The Governor's Executive Development Program for State Officials provides an educational experience designed to improve the way executives think and make decisions; to exchange ideas and acquire new skills in an interactive setting; and, to network and collaborate with other state government senior-level executives.

Thirty-six participants, representing 20 agencies, attended the 3rd annual Governor's Executive Development Program Sunday, August 3 - Thursday, August 7, 2008, at Oklahoma State University, Stillwater, Oklahoma. Oscar B. Jackson Jr., Administrator & Cabinet Secretary of Human Resources and Administration and Susan Loftin, Director, Classification Division were the OPM participants. The program is a collaboration of the William S. Spears School of Business at OSU, the University of Oklahoma, and the Office of Personnel Management.

The extensive four-and-a-half-day curriculum addressed the five Executive Leadership Competencies identified by the US Office of Personnel Management. The competencies include: Leading Change, Leading People, Results-Driven Business Acumen and Building Coalitions/Communications. The seminar was presented by faculty from Oklahoma State University, The University of Oklahoma and Oklahoma City University.

The next program is scheduled for August 2-6, 2009.

### **Certified Public Manager Program**

In 1986, OPM created the Certified Public Manager (CPM) Program as a comprehensive management training program for state employees. Since its inception, more than 950 state employees have participated in the program. The program has been honored by the Council of State Governments as an exemplary state management program.

During FY 09, 272 employees from 51 state agencies, boards,

and commissions, as well as the city of Oklahoma City, Tulsa County, and the University of Oklahoma were enrolled in the CPM program. OPM conducted 156 sessions of CPM-required courses, administered 103 tests, and approved 117 projects. A total of 495 participants have graduated from the program since its inception.

The CPM Program is designed to improve services provided by state government to Oklahoma citizens. Participants in the Program enhance management skills through seminars, examinations, and job-related projects. Graduates offer improved resources to their agencies and to the state. CPM's long-range goal is to help agencies identify and develop the skills of state government's future leaders.

The CPM Program is a three-level program consisting of 258 required classroom hours and 42 elective classroom hours: Level I-Basic Supervisory Skills, 80 classroom hours; Level II - Middle Management Skills, 77 classroom hours; Level III - Advanced Management Skills, 77 classroom hours. In addition, candidates must complete four exams and three work-related projects.

**Joyce Smith**

Quality Oklahoma & PEP Coordinator,  
Human Resources Development Services

### **Quality Oklahoma**

Quality Oklahoma was established to give state agencies the tools to assess and improve the delivery of services to customers. It stresses the empowerment of employees to make decisions at the lowest levels to increase efficiency and innovation.

The Quality Oklahoma Program promotes continuous improvement of state government by encouraging recognition of employees, implementation of agency team projects; attendance and practice of Human Resource Development training courses in continuous improvement, problem solving, and planning; and maintaining a state-approved list of strategic planning consultants.

The annual Quality Oklahoma Team Day is the premier event of the program. Held at the state capitol, Team Day 2009 showcased 67 team projects, representing 16 state agencies. Six prestigious specialty awards, 44 Commendation of Excellence Awards, and five merit certificates were presented. Team Day's top award was presented to the Oklahoma Department of Mental Health and Substance Abuse Services for its Workplace Security: Oklahoma Emergency Alert and Response System project. This year, savings and revenue generation documentation topped more than \$26 million, for a cumulative total of more than \$565 million since Team Day's inception in 1993.

### **Productivity Enhancement Program (PEP)**

A \$10,000 Productivity Enhancement Program (PEP) award was presented to an employee of the Secretary of State this fiscal year. This innovative project saved the state more than \$30,000 and resulted in a beautiful book for the Oklahoma Historical Society.

The Productivity Enhancement Program (PEP) is Oklahoma’s official state employee suggestion program. The program is governed by the seven-member Committee for Incentive Awards for State Employees. Agencies are encouraged to nominate employees whose innovative ideas have been implemented and result in measurable savings.

Employees may be nominated to receive noncash awards (pin and certificate), individual incentive awards (a minimum of 25 percent of the cost savings up to \$10,000), or unit incentive awards (a shared maximum of 25 percent of the cost savings) for their ideas, programs, or projects which increase document costs savings, generate revenue, or increase productivity or improve safety, efficiency, morale, or services.

To date, more than \$255 million in cash awards has been presented for more than \$7.8 million in substantiated first-year savings. A total of 309 employees representing 28 agencies have received PEP awards.

Table 5: FY 09 Human Resource Development Services Courses

Workshop Title	Number of Participants	Number of Sessions Offered
Administrative Law	98	4
Advanced Creative Problem Solving	101	4
Affirmative Action Plan (AAP) Training	27	3
Affirmative Action Plan (AAP) Training-Advanced	47	4
Applied Leadership	152	6
Awards and Recognitions	88	4
Business Etiquette	135	9
Certified Personnel Professional (CPP) Training	35	1
Certified Public Manager (CPM) Executive Development Seminar	29	1
Certified Public Manager (CPM) Orientation	45	2
Challenges of Supervision	174	8
Change Management	68	3
Changing Workplace, The	43	2
Conducting Effective Group Meetings	19	1
Controlling Budgets Thru Agency Risk Management: An Overview	11	1
Customer Service: A Lost Art	356	13
Delegation and Control	110	6
Developing Creative Problem Solving Skills	165	6
Developing Effective Negotiating Skills	138	5
Disability Awareness Workshop (Office of Disability Concerns)	114	6
Effective Communication In Management	183	7
Effective Stress Management	303	16
Effective Time Management Techniques	180	9
Emotional Intelligence	157	6

Workshop Title	Number of Participants	Number of Sessions Offered
Employee Grievances and Appeals	102	4
Ethics In Public Management	149	6
Everyday Creativity	83	4
FOCUS: Achieving Your Highest Priorities	40	3
Gender Issues In Management	60	3
How to Conduct On-the-Job Training	112	6
Lateral Thinking for Supervisors	70	3
Legislative Process, The	88	4
Managing a Multigenerational Workforce	186	8
Managing Conflict	187	8
Managing Diversity In the Workplace	86	4
Managing the Troubled Employee Through the EAP Process	57	3
Managing Within the Public Sector (Phases I & II)	17	1
Motivating for Performance	146	6
One Minute Manager	153	8
OPHRA Training Conference	85	4
Performance Management Process (PMP)	382	16
Personnel Policies and Practices	128	6
Planning Skills for Managers	21	1
Policy Analysis	56	2
Productive Meetings	136	6
Program Evaluation	55	2
Progressive Discipline	178	7
Quality Oklahoma Processes	17	2
Quality Tools	12	1
Safety Management	41	2

CONT...Table 5: FY 09 Human Resource Development Services Courses

Workshop Title	Number of Participants	Number of Sessions Offered
Say OK to Your Health (EBC Wellness Staff)	240	11
Seven Habits of Highly Effective People: Intro for Associates (1-day)	23	3
Seven Habits of Highly Effective People: Signature Series (3-day)	82	4
Sexual Harassment & Discrimination In the Workplace	134	6
Skills for Effective Presentations	83	5
Strategies for Improving Communication	121	5
Structured Interview Process	100	4
Systems Management	31	1
Team Building	129	7
Violence In the Workplace	152	7
Writing Skills for Managers	114	5
<b>TOTAL (61 Course Titles)</b>	<b>6,634</b>	<b>305</b>

### Bob Stevens

Director,  
State Employee Assistance Program (EAP)

The OPM State EAP, which is a voluntary program that assists state agencies in their management of employees whose personal problems may have a negative impact on job performance. The OPM State Employee Assistance Program provides assistance to both management and support personnel. Services provided by the State EAP include assessment and referral consultation, education, and training workshops, which may be designed to address situations unique to a particular workplace or broad enough to be helpful to any manager or employee, counseling services and critical incident debriefing sessions. The OPM State EAP also assists employees and their family members who are seeking corrective help with medical or mental health problems, including alcohol or drug abuse, and emotional, marital, familial, financial, gambling addiction, or other personal problems. The program's success is predicated on the awareness of potential EAP clients, their families and friends, that this service is available and may have a positive impact on their life both in and out of the workplace.

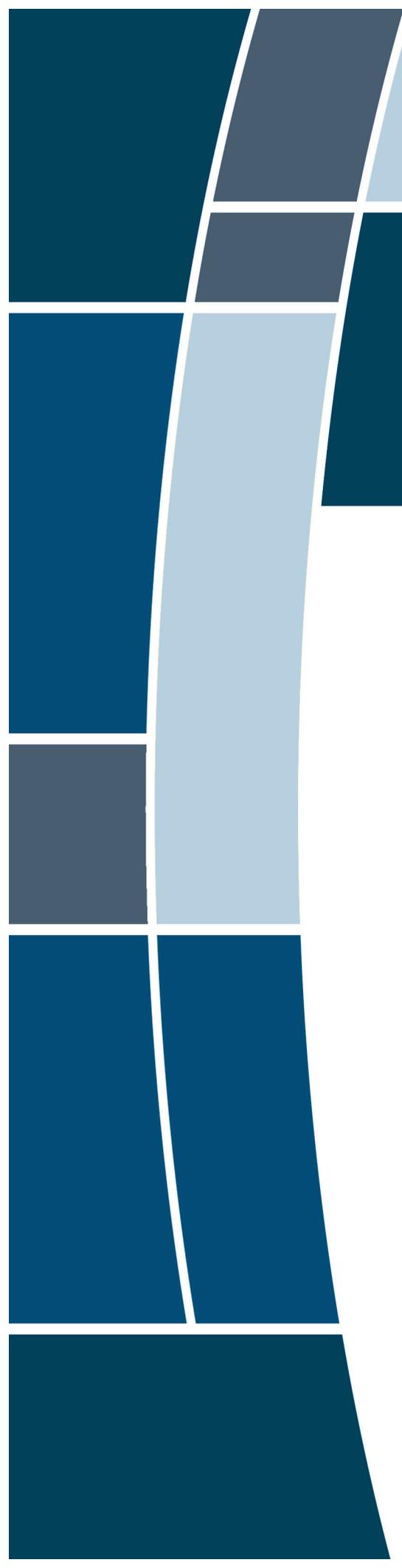
The Employee Assistance Program Advisory Council was created to assist in the coordination of the State's EAP; to advise the Administrator of the Office of Personnel Management; and provide support to expand and improve program services. The Employee Assistance Program Advisory Council and the Employee Assistance Program are governed under Oklahoma Title 74, Section 840.

During FY 09, OPM State EAP Team members opened 253 new cases. 22 percent were supervisors; 78 percent were non-supervisors.

Out of the 253 individuals assisted:

- 12% were work-related problems
- 25% were family conflict or parent/child problems
- 21% were marital problems
- 12% were mental health or alcohol/drug problems
- 41% were self-referred
- 17% were referred by a supervisor
- 24% were referred by a family member
- 6% were referred by a co-worker
- 4% were referred by HR personnel
- 1% were referred by health professional
- 7% were referred by other sources

73% of the clients seen were from the Oklahoma City area, which includes Shawnee, Norman, Edmond, and Tecumseh. 9% were from the Tulsa area which includes Claremore, Sand Springs, and Broken Arrow. 2% of clients were in the Lawton area and 16% were from cities and towns outside of the larger cities listed.



**PART IV::**  
Compensation:  
Paying the Workers

**COMPENSATION**

Tom Patt, CCP, CBP, IPMA-CP

Director of Compensation  
Management Services

The Compensation Division is responsible for administering the compensation program for the state classified service and, to a lesser extent, the unclassified service. In fulfilling this responsibility, staff members reviewed and approved several hundred agency requests for market-based adjustments, equity-based adjustments, skill-based pay adjustments, and performance-based pay adjustments during FY 2009. In addition to these pay transactions, the Division fielded numerous questions from agencies for guidance in interpreting statutes and rules related to compensation, including the Fair Labor Standards Act, the Family and Medical Leave Act, the Oklahoma Personnel Act, and the Merit Rules of Personnel Administration.

An important function of the Division is the statutory requirement to conduct an analysis of the rates of pay prevailing in the state in the public and private sectors for comparable jobs and report the findings to the Governor and the Legislature. During FY 2009, the Division fulfilled this requirement by issuing the 2008 Annual Compensation Report. This report contained recommendations concerning pay, benefits, turnover and workforce planning for consideration by state government leaders.

In November of 2008, Governor Brad Henry issued Executive Order 2008-47, which directed the Office of Personnel Management, working with the Employees Benefits Council, the Office of State Finance, the Oklahoma Public Employees Retirement System, and the other retirement systems, to develop a total compensation “report card” personalized for each employee to accurately reflect the value of the cash compensation and benefits that State employees receive. The Compensation Division led the interagency team effort to produce this document; and in April of 2009, a personalized Total Compensation Statement was sent to each employee in the Executive Branch of the State. Positive feedback was received from both employees and agency management regarding the usefulness of this tool in enhancing employee understanding of, and appreciation for, the State’s total compensation package.

Another important responsibility of the Division is the administration of the Job Content Review process, using the Hay Guide Chart-Profile method of job evaluation. Compensation staff led JCR Committees, consisting of agency representatives trained in the Hay Point Factor System, in the process of assigning points to jobs based on required know-how, problem-solving, and accountability. Based on this evaluation, jobs are allocated to appropriate pay bands within the state’s classified salary structure. Several job family levels were evaluated through this process during FY 2009.

The Compensation Division is also active in the work of the two national compensation associations: the Central States Compensation Association (CSCA), with 26 member states, and the Southeastern States Salary Conference (SESC), with 14 member states. Each of these associations conducts an annual salary survey each year to provide information to the member states on pay rates for selected benchmark jobs and the benefit packages available to state employees. In an effort to share the burden, the responsibility for conducting these surveys is rotated among the member states periodically. During the 2008 CSCA annual conference, the Oklahoma Compensation Staff volunteered to take on this responsibility in addition to their normal workload. To improve the efficiency and utility of the survey, the Compensation Staff, in conjunction with OPM Network Management Services, developed a web-based survey, which should make future surveys much simpler to complete.

Chart 12: FY 2000 to FY 2009 Average Annual Salary Trend

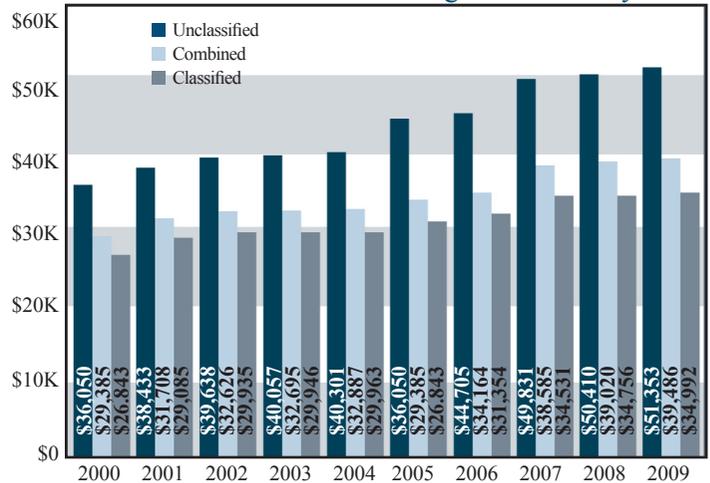


Table 6: FY 2009 Agency Average Salaries

Agency	Classified Emp.	Classified Average Salary	Un-classified Emp.	Unclassified Average Salary	Combined Average Salary
Abstractors Board, Oklahoma	0	\$0	3	\$36,467	\$36,467
Accountancy Board, Oklahoma	0	\$0	9	\$40,362	\$40,362
Aeronautics Commission, Oklahoma	0	\$0	11	\$54,017	\$54,017
Agriculture, Food, and Forestry; Department of	386	\$34,056	58	\$50,313	\$36,179
Alcohol and Drug Counselors, Oklahoma Board of Licensed	0	\$0	2	\$33,000	\$33,000
Alcohol and Drug Influence, Board of Tests for	0	\$0	7	\$44,177	\$44,177
Alcoholic Beverage Laws Enforcement Commission	41	\$46,602	4	\$72,466	\$48,901

CONT... Table 6: FY 2009 Agency Average Salaries

Agency	Classified Emp.	Classified Average Salary	Un-classified Emp.	Unclassified Average Salary	Combined Average Salary
Architects, Landscape Architects, and Interior Designers, Board of Governors of the Licensed	0	\$0	3	\$52,833	\$52,833
Arts Council, Oklahoma	0	\$0	16	\$46,185	\$46,185
Banking Department, Oklahoma State	0	\$0	39	\$68,247	\$68,247
Boll Weevil Eradication Organization, Oklahoma	0	\$0	11	\$37,908	\$37,908
Bond Advisor, Oklahoma State	0	\$0	2	\$52,500	\$52,500
Career and Technology Education, Oklahoma Department of	0	\$0	322	\$47,673	\$47,673
Central Services, Department of	174	\$36,777	66	\$55,740	\$41,992
Children and Youth, Commission on	20	\$41,067	8	\$51,387	\$44,015
Chiropractic Examiners, Board of	0	\$0	3	\$33,550	\$33,550
Commerce, Oklahoma Department of	3	\$43,794	150	\$54,346	\$54,139
Compsource Oklahoma	127	\$37,726	232	\$44,454	\$42,074
Conservation Commission, Oklahoma	6	\$48,672	59	\$44,758	\$45,120
Construction Industries Board	2	\$39,241	27	\$41,032	\$40,909
Consumer Credit, Commission on	12	\$34,005	5	\$46,852	\$37,783
Corporation Commission, Oklahoma	341	\$38,279	138	\$56,429	\$43,508
Corrections, State Department of	4,292	\$34,819	369	\$68,452	\$37,482
Cosmetology, State Board of	7	\$26,509	3	\$42,659	\$31,354
Council on Judicial Complaints	0	\$0	2	\$58,944	\$58,944
Court of Criminal Appeals	0	\$0	29	\$82,242	\$82,242
Davis, J.M. Memorial Commission	0	\$0	5	\$34,355	\$34,355
Dentistry, Oklahoma Board of	1	\$45,773	3	\$51,113	\$49,778
District Attorneys	0	\$0	1,110	\$44,142	\$44,142
District Courts	0	\$0	628	\$66,963	\$66,963
Education, State Department of	3	\$29,461	371	\$40,765	\$40,675
Educational Television Authority, Oklahoma	0	\$0	73	\$38,407	\$38,407
Election Board, State	18	\$35,166	2	\$80,935	\$39,743
Emergency Management, Oklahoma Department of	21	\$39,299	5	\$49,808	\$41,320
Employees Benefits Council, Oklahoma State	32	\$45,148	4	\$60,900	\$46,898
Employment Security Commission, Oklahoma	623	\$34,075	88	\$30,649	\$33,651
Engineers and Land Surveyors, State Board of Licensure for Professional	3	\$35,576	5	\$62,870	\$52,635
Environmental Quality, Department of	517	\$47,690	38	\$61,197	\$48,615
Ethics Commission	3	\$44,779	4	\$83,454	\$66,879
Finance Authority, Oklahoma Industrial	0	\$0	7	\$72,819	\$72,819
Finance, Office of State	43	\$41,112	123	\$60,759	\$55,669

CONT... Table 6: FY 2009 Agency Average Salaries

Agency	Classified Emp.	Classified Average Salary	Un-classified Emp.	Unclassified Average Salary	Combined Average Salary
Fire Marshal Commission, State	24	\$39,498	4	\$62,047	\$42,720
Firefighters Pension and Retirement System, Oklahoma	0	\$0	9	\$57,660	\$57,660
Funeral Board, Oklahoma	0	\$0	2	\$51,473	\$51,473
Grand River Dam Authority	357	\$55,534	144	\$69,683	\$59,601
Handicapped Concerns, Office of	6	\$35,358	2	\$47,145	\$38,305
Health Care Authority, Oklahoma	0	\$0	427	\$51,828	\$51,828
Health, State Department of	1,638	\$37,975	554	\$49,730	\$40,946
Historical Society, Oklahoma	143	\$33,337	13	\$53,128	\$34,986
Horse Racing Commission, Oklahoma	0	\$0	39	\$42,034	\$42,034
Hospitals Authority, University	0	\$0	7	\$70,223	\$70,223
Human Rights Commission, Oklahoma	12	\$33,540	2	\$53,196	\$36,348
Human Services, Department of	7,309	\$32,430	646	\$54,395	\$34,214
Indian Affairs Commission, Oklahoma	0	\$0	3	\$39,349	\$39,349
Indigent Defense System, Oklahoma	0	\$0	121	\$58,992	\$58,992
Insurance Board, Oklahoma State and Education Employees Group	147	\$41,636	25	\$76,975	\$46,772
Insurance Department	0	\$0	122	\$45,467	\$45,467
Investigation, Oklahoma State Bureau of	266	\$50,289	36	\$61,817	\$51,663
J.D. McCarty Center for Children with Development Disabilities	181	\$27,504	33	\$61,087	\$32,683
Juvenile Affairs, Office of	923	\$30,051	61	\$52,346	\$31,433
Labor, Department of	73	\$40,103	21	\$53,896	\$43,184
Land Office, Commissioners of the	37	\$43,735	14	\$51,370	\$45,831
Law Enforcement Education and Training, Council on (CLEET)	0	\$0	44	\$41,945	\$41,945
Law Enforcement Retirement System, Oklahoma	0	\$0	6	\$54,972	\$54,972
Legislative Service Bureau	0	\$0	20	\$48,258	\$48,258
Libraries, Oklahoma Department of	53	\$36,753	4	\$65,142	\$38,745
Liquefied Petroleum Gas Board, Oklahoma	6	\$36,431	2	\$44,130	\$38,355
Long-Term Care Administrators, Oklahoma State Board of Examiners for	0	\$0	3	\$48,627	\$48,627
Lottery Commission	0	\$0	38	\$53,657	\$53,657
Medical Licensure and Supervision, State Board of	14	\$34,321	7	\$57,495	\$42,046
Medicolegal Investigations, Board of	0	\$0	66	\$51,247	\$51,247
Mental Health and Substance Abuse Services, Department of	1,130	\$25,023	957	\$46,293	\$34,776
Merit Protection Commission	5	\$41,955	2	\$58,603	\$46,711
Military Department	191	\$32,627	154	\$33,084	\$32,831
Mines, Department of	0	\$0	33	\$43,714	\$43,714

CONT... Table 6: FY 2009 Agency Average Salaries

Agency	Classified Emp.	Classified Average Salary	Un-classified Emp.	Unclassified Average Salary	Combined Average Salary
Motor Vehicle Commission, Oklahoma	0	\$0	3	\$52,981	\$52,981
Narcotics and Dangerous Drugs Control, Oklahoma State Bureau of	82	\$53,688	40	\$42,294	\$49,953
Nursing, Oklahoma Board of	0	\$0	23	\$46,830	\$46,830
Office of State Auditor and Inspector	0	\$0	122	\$47,745	\$47,745
Office of the Attorney General	0	\$0	165	\$57,581	\$57,581
Office of the Governor	0	\$0	31	\$57,530	\$57,530
Office of the Lieutenant Governor	0	\$0	9	\$50,286	\$50,286
Office of the State Treasurer	0	\$0	60	\$50,240	\$50,240
Oil and Gas Wells, Commission on Marginally Producing	0	\$0	4	\$49,404	\$49,404
Oil Compact Commission, Interstate	0	\$0	3	\$80,000	\$80,000
Oklahoma State House of Representatives	0	\$0	243	\$43,143	\$43,143
Oklahoma State Senate	0	\$0	187	\$49,570	\$49,570
Optometry, Board of Examiners in	0	\$0	2	\$36,300	\$36,300
Osteopathic Examiners, State Board of	2	\$41,587	3	\$59,896	\$52,572
Pardon and Parole Board	35	\$36,998	8	\$37,984	\$37,181
Peanut Commission, Oklahoma	0	\$0	1	\$63,300	\$63,300
Personnel Management, Office of	48	\$40,593	12	\$44,579	\$41,391
Pharmacy, Board of	3	\$40,019	6	\$67,744	\$58,502
Physician Manpower Training Commission	3	\$35,856	3	\$57,879	\$46,868
Police Pension and Retirement System, Oklahoma	0	\$0	11	\$55,484	\$55,484
Private Vocational Schools, Oklahoma Board of	0	\$0	2	\$43,750	\$43,750
Psychologists, State Board of Examiners of	0	\$0	3	\$41,255	\$41,255
Public Employees Retirement System, Oklahoma	33	\$36,000	16	\$66,647	\$46,007
Quartz Mountain Arts and Conference Center and Nature Park	6	\$27,239	5	\$37,022	\$31,686
Real Estate Commission, Oklahoma	14	\$37,216	4	\$61,513	\$42,615
Rehabilitation Services, Oklahoma Department of	727	\$33,982	167	\$55,777	\$38,053
Safety, Department of Public	1,442	\$46,507	65	\$60,329	\$47,103
Scenic Rivers Commission, Oklahoma	2	\$29,588	8	\$28,834	\$28,984
School of Science and Mathematics, Oklahoma	3	\$22,736	71	\$46,880	\$45,901
Science and Technology, Oklahoma Center for the Advancement of	0	\$0	23	\$54,113	\$54,113
Secretary of State, Office of	26	\$41,651	4	\$71,934	\$45,688
Securities Commission, Oklahoma	1	\$31,301	26	\$87,960	\$85,862
Space Industry Development Authority, Oklahoma	0	\$0	4	\$55,910	\$55,910
Speech-Language Pathology and Audiology, Board of Examiners for	0	\$0	2	\$41,306	\$41,306

CONT... Table 6: FY 2009 Agency Average Salaries

Agency	Classified Emp.	Classified Average Salary	Un-classified Emp.	Unclassified Average Salary	Combined Average Salary
State Board of Licensed Social Workers	0	\$0	1	\$44,342	\$44,342
Supreme Court	0	\$0	170	\$73,726	\$73,726
Tax Commission, Oklahoma	619	\$31,677	259	\$56,160	\$38,899
Teacher Preparation, Oklahoma Commission for	0	\$0	10	\$49,196	\$49,196
Teachers' Retirement System of Oklahoma	25	\$38,300	22	\$59,786	\$48,357
Tobacco Settlement Endowment Trust Fund, Board of Directors of the	0	\$0	7	\$56,444	\$56,444
Tourism and Recreation Department, Oklahoma	303	\$30,334	231	\$28,679	\$29,618
Transportation, Department of	2,459	\$38,818	71	\$56,452	\$39,313
Turnpike Authority, Oklahoma	519	\$29,284	45	\$61,513	\$31,856
Used Motor Vehicle and Parts Commission, Oklahoma	0	\$0	9	\$36,178	\$36,178
Veterans Affairs, Oklahoma Department of	1,713	\$28,355	61	\$93,115	\$30,581
Veterinary Medical Examiners, Board of	0	\$0	3	\$46,145	\$46,145
Water Resources Board, Oklahoma	59	\$48,726	32	\$59,828	\$52,630
Wheat Utilization, Research, and Market Development Commission, Oklahoma	0	\$0	4	\$53,649	\$53,649
Wildlife Conservation, Department of	0	\$0	329	\$42,092	\$42,092
Will Rogers Memorial Commission	3	\$25,607	4	\$54,124	\$41,902
Worker's Compensation Court	0	\$0	81	\$49,497	\$49,497
<b>Total (126)</b>	<b>27,317</b>	<b>\$34,992</b>	<b>10,340</b>	<b>\$51,353</b>	<b>\$39,486</b>

Chart 13: FY 09 Average Salaries By Age Groups

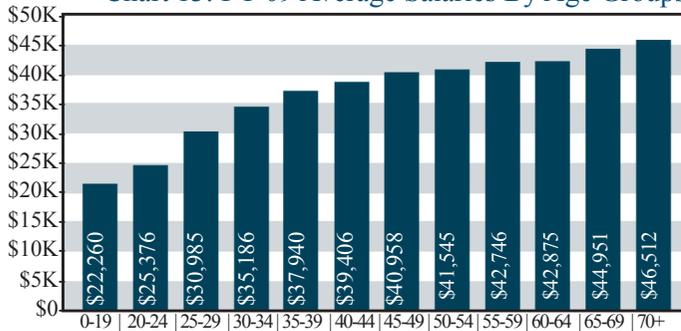


Chart 14: FY 09 Average Salaries by Years of Service

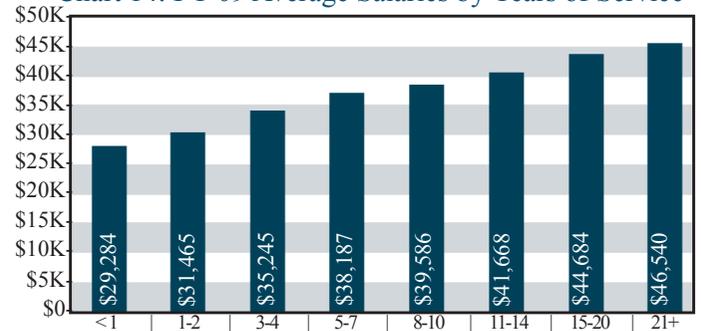


Table 7: FY 09 Average Salaries by Job Categories and Gender

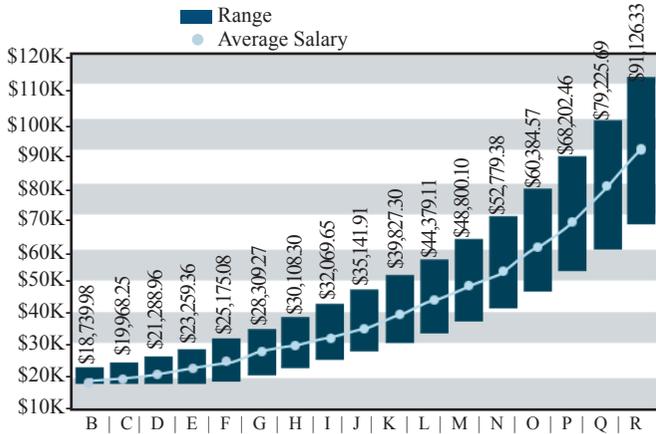
Job Category	Male Count	Male Average	Female Count	Female Average
Administrative Support	720	\$30,514	4,927	\$29,549
Officials and Administrators	1,062	\$71,122	893	\$59,664
Paraprofessionals	821	\$26,081	2,334	\$26,088
Professionals	5,974	\$49,900	10,932	\$40,916
Protective Service	3,257	\$39,097	711	\$34,285
Service Maintenance	1,392	\$28,571	666	\$22,086
Skilled Craft	818	\$38,534	34	\$32,094
Technicians	1,773	\$40,717	1,098	\$36,813
<b>Total</b>	<b>15,969</b>	<b>\$43,473</b>	<b>21,628</b>	<b>\$36,492</b>
<b>No EEO-4 Reporting</b>	<b>152</b>	<b>\$41,976</b>	<b>33</b>	<b>\$48,471</b>

Table 8: Paybands

Pay Band	Employees in Pay Band	Percent in Pay Band	Minimum Salary	Midpoint Salary	Maximum Salary
A*	0	0.00%	\$17,600	\$17,701	\$22,126
B*	65	0.25%	\$17,600	\$18,551	\$23,189
C*	311	1.19%	\$17,600	\$19,626	\$24,533
D*	982	3.76%	\$17,600	\$21,158	\$26,448
E*	1,649	6.31%	\$17,600	\$23,275	\$29,094
F	3,166	12.11%	\$19,202	\$25,602	\$32,003
G	1,777	6.80%	\$21,122	\$28,163	\$35,204
H	2,740	10.48%	\$23,234	\$30,979	\$38,724
I	4,505	17.24%	\$25,730	\$34,307	\$42,884
J	3,226	12.34%	\$28,288	\$37,717	\$47,146
K	2,928	11.20%	\$30,920	\$41,227	\$51,534
L	1,918	7.34%	\$34,012	\$45,349	\$56,686
M	1,551	5.93%	\$37,752	\$50,336	\$62,920
N	743	2.84%	\$41,906	\$55,874	\$69,843
O	328	1.25%	\$46,934	\$62,578	\$78,223
P	171	0.65%	\$53,056	\$70,714	\$88,393
Q	64	0.24%	\$59,930	\$79,907	\$99,884
R	14	0.05%	\$67,721	\$90,295	\$112,869
<b>Total</b>	<b>26,138</b>				

\*Minimum revised to reflect State employee minimum wage rate (see 74 O.S. 840-2.16)

Chart 15: FY09 Pay Band Distributions



**AGENCY SERVICES**

Everett Slavik, IPMA-CP  
 HR Programs Manager  
 Management Services

OPM’s Agency Services Unit (ASU) is responsible for payroll and human resource services for 43 small state agencies throughout Oklahoma. ASU provides a comprehensive and professional human resource and payroll service to our partnering agencies. The ASU staff members coordinate all operational HR services to include recruitment, classification, compensation, personnel action processing, etc. Team members assist in conducting Personnel Policy and Procedure staff development training courses several times each quarter for statewide participation.

**Agency List**

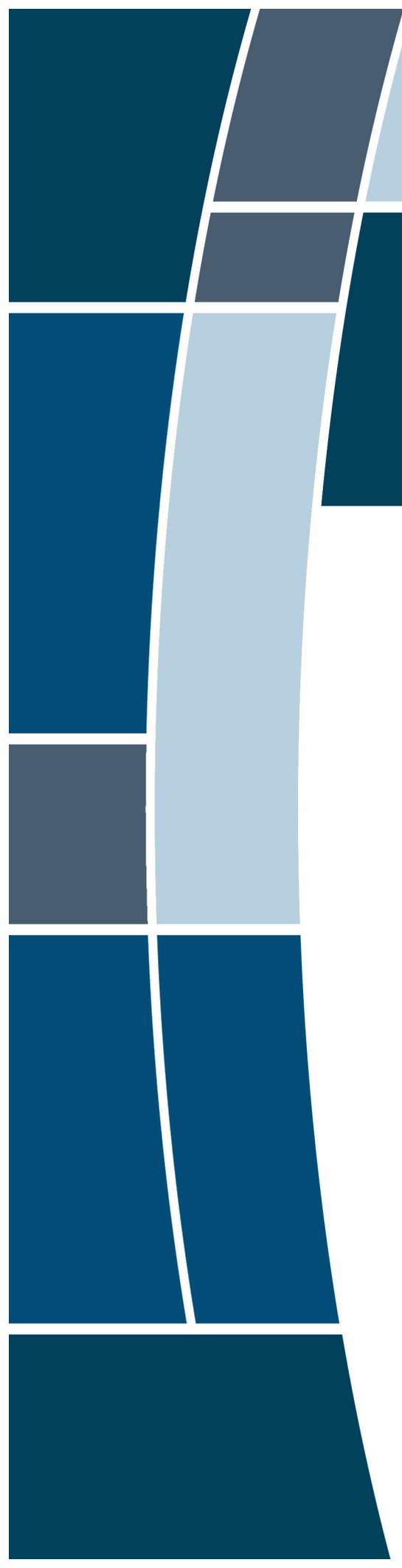
- Accountancy Board, OK State Bd. of
- Aeronautics Commission, Oklahoma
- Boll Weevil Eradication
- Bond Advisor, State
- Chem. Tests for Alcohol & Drug Infl.
- Chiropractic Examiners Board
- Cosmetology, State Board of
- Council on Judicial Complaints
- Dentists, Bd. of Governors of Regis.
- Emergency Management, Dept. of
- Employee Benefits Council
- Engineers & Land Surveyors
- Ethics Commission
- Funeral Board
- Indian Affairs
- Industrial Finance Authority
- J.M.. Davis Memorial Commission
- Law Enforcement Retirement
- Licensed & Landscape Architects, Bd.
- Licensed Alcohol & Drug Counselors, Board of
- Liquefied Petroleum Gas Board
- Marginally Producing Oil & Gas Wells

Table 9: Agency PMM Usage FY 2008-FY 2009

PMM Title	FY 2008	FY 2008 Amount	FY 2009	FY 2009 Amount
Lateral Transfer	911	\$167,116.54	920	\$116,169.15
Career Progression	2,221	\$5,982,118.92	2,188	\$6,849,238.98
Performance-Based Adjustment	48	\$99,320.13	42	\$138,392.27
Completion of Prob/Trial Period	601	\$779,926.03	665	\$892,527.98
Equity Adjustment	4,309	\$4,348,848.18	553	\$1,289,689.58
Skill-Based Pay Adjustment	66	\$83,373.10	48	\$63,415.24
Market Adjustment	3,270	\$5,516,238.45	4,311	\$9,847,369.50
<b>Total</b>	<b>11,426</b>	<b>\$16,976,941.34</b>	<b>8,727</b>	<b>\$19,196,802.71</b>

*\*Note: This is the first year in the annual report that PMM usage is measured for the fiscal year instead of the calendar year. Since this is the case, the history only reflects FY 2008 to the current year. Also new this year, the chart only measures the classified workforce.*

- Motor Vehicle Commission, Oklahoma
- Nursing Homes Administrators Board
- Optometry Board
- Osteopathic Examiners Board
- Peanut Commission
- Pharmacy Board
- Physician Manpower Training Comm.
- Private Vocational Schools Board
- Psychologist Examiners Board
- Quartz Mountain Conference Center
- Real Estate Commission
- Regents For Oklahoma Colleges
- Social Workers Board
- Space Industry Development Authority
- Speech Pathology & Audiology Board
- Teacher Preparation, OK Commission
- Tobacco Settlement Trust Board
- Used Motor Vehicle & Parts Comm.
- Veterinary Medical Examiners Board
- Wheat Commission
- Will Rogers Memorial Commission



**PART V::**  
Workforce Diversity

EQUAL OPPORTUNITY AND WORKFORCE DIVERSITY

Brenda Thornton

Director,  
Equal Opportunity and Workforce Diversity

The Equal Opportunity and Workforce Diversity staff provides services that support a diverse workforce. The division reports annually on the progress made in the area of affirmative action, including the status of the recruitment of women, men, and minorities. Staff supports the Affirmative Action Review Council, Governor’s Advisory Council on Asian-American Affairs, Governor’s Advisory Council on Latin American and Hispanic Affairs, and the Governor’s Ethnic American Advisory Council. The division surveys state agencies each year for information to produce the EEO/Affirmative Action Status Report. Reports from previous years are available online.

Table 10: FY09 Race by Job Category

Job Category	White	American Indian/Alaska Native	Asian	Black/African American	Hispanic/Latino	Total Number of Minority in Job Category	Percentage of Minority in Job Category
Administrative Support	4,215	379	45	543	164	1,131	14.36%
Officials and Administrators	1,697	107	27	104	23	261	3.31%
Paraprofessionals	2,089	198	68	646	145	1,057	13.42%
Professionals	13,011	1,086	360	1,708	310	3,464	43.99%
Protective Service	3,140	392	21	298	119	830	10.54%
Service Maintenance	1,547	192	40	189	89	510	6.48%
Skilled Craft	797	55	3	31	8	97	1.23%
Technicians	2,350	199	82	186	57	524	6.65%
<b>Total</b>	<b>28,846</b>	<b>2,608 (33.12%)</b>	<b>646 (8.20%)</b>	<b>3,705 (47.05%)</b>	<b>915 (11.62%)</b>	<b>7,874</b>	<b>21.4%</b>

Chart 16: FY 09 Gender, Race and Job Category

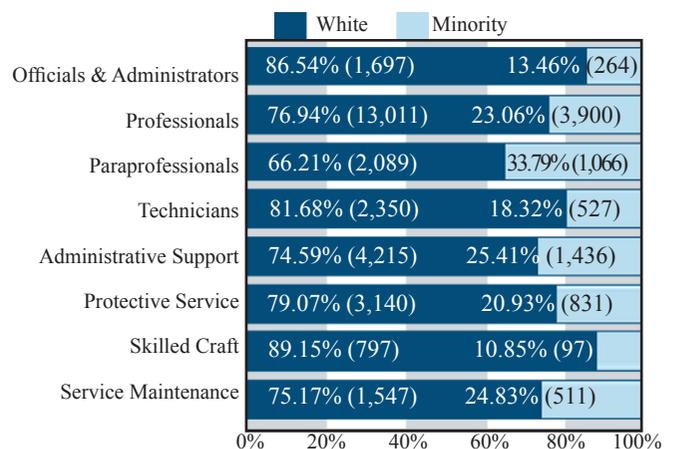
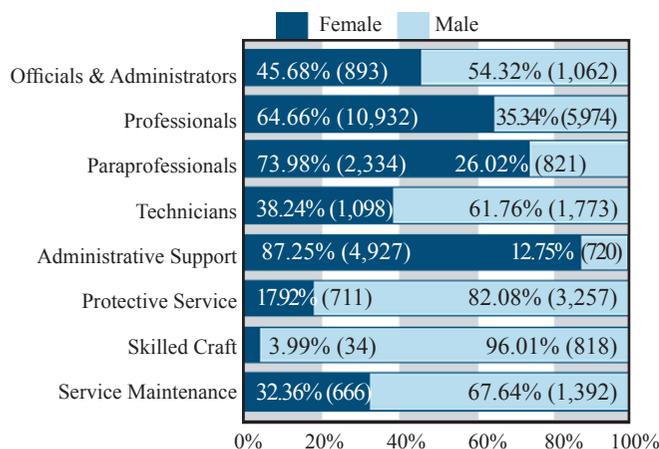
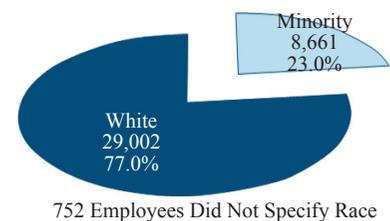
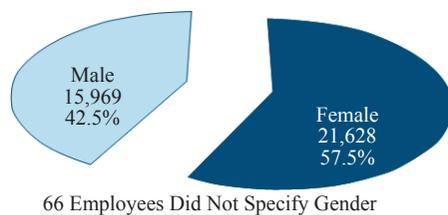


Table 11: Agency Employees by Gender and Race

Agency Name	Per- cent Male	Per- cent Female	White	American Indian/Alas- ka Native	Asian	Black/Afri- can Ameri- can	Hispanic/ Latino	Percent Minor- ity
Abstractors Board, Oklahoma	0.0%	100.0%	3	0	0	0	0	0.0%
Accountancy Board, Oklahoma	22.2%	77.8%	6	0	0	2	1	33.3%
Aeronautics Commission, Oklahoma	63.6%	36.4%	10	0	1	0	0	9.1%
Agriculture, Food, and Forestry; Department of	68.9%	31.1%	370	43	5	22	3	16.5%
Alcohol and Drug Counselors, Oklahoma Board of Licensed	50.0%	50.0%	2	0	0	0	0	0.0%
Alcohol and Drug Influence, Board of Tests for	71.4%	28.6%	5	1	0	1	0	28.6%
Alcoholic Beverage Laws Enforcement Commission	62.2%	37.8%	36	2	1	6	0	20.0%
Architects, Landscape Architects, and Interior Designers, Board of Governors of the Licensed	0.0%	100.0%	3	0	0	0	0	0.0%
Arts Council, Oklahoma	25.0%	75.0%	13	1	1	1	0	18.8%
Banking Department, Oklahoma State	59.0%	41.0%	33	2	0	2	2	15.4%
Boll Weevil Eradication Organization, Oklahoma	45.5%	54.5%	11	0	0	0	0	0.0%
Bond Advisor, Oklahoma State	50.0%	50.0%	2	0	0	0	0	0.0%
Career and Technology Education, Oklahoma Department of	46.6%	53.4%	302	10	0	8	2	6.2%
Central Services, Department of	56.9%	43.1%	166	17	5	45	7	30.8%
Children and Youth, Commission on	32.1%	67.9%	21	3	0	3	1	25.0%
Chiropractic Examiners, Board of	33.3%	66.7%	3	0	0	0	0	0.0%
Commerce, Oklahoma Department of	35.9%	64.1%	114	14	4	18	3	25.5%
Compsource Oklahoma	34.0%	66.0%	291	16	11	30	11	18.9%
Conservation Commission, Oklahoma	52.3%	47.7%	56	5	0	1	0	9.7%
Construction Industries Board	65.5%	34.5%	25	2	0	1	1	13.8%
Consumer Credit, Commission on	41.2%	58.8%	15	1	0	0	1	11.8%
Corporation Commission, Oklahoma	60.3%	39.7%	400	26	10	37	6	16.5%
Corrections, State Department of	59.4%	40.6%	3,631	432	49	452	97	22.1%
Cosmetology, State Board of	30.0%	70.0%	9	1	0	0	0	10.0%
Council on Judicial Complaints	50.0%	50.0%	2	0	0	0	0	0.0%
Court of Criminal Appeals	44.8%	55.2%	27	1	0	1	0	6.9%
Davis, J.M. Memorial Commission	80.0%	20.0%	4	1	0	0	0	20.0%
Dentistry, Oklahoma Board of	25.0%	75.0%	4	0	0	0	0	0.0%
District Attorneys	31.1%	68.9%	747	35	4	30	15	10.1%
District Courts	36.9%	63.1%	246	3	0	8	1	4.7%
Education, State Department of	19.3%	80.7%	316	25	4	22	7	15.5%
Educational Television Authority, Oklahoma	67.1%	32.9%	62	3	0	6	2	15.1%
Election Board, State	25.0%	75.0%	13	1	1	4	1	35.0%

CONT...Table 11: Agency Employees by Gender and Race

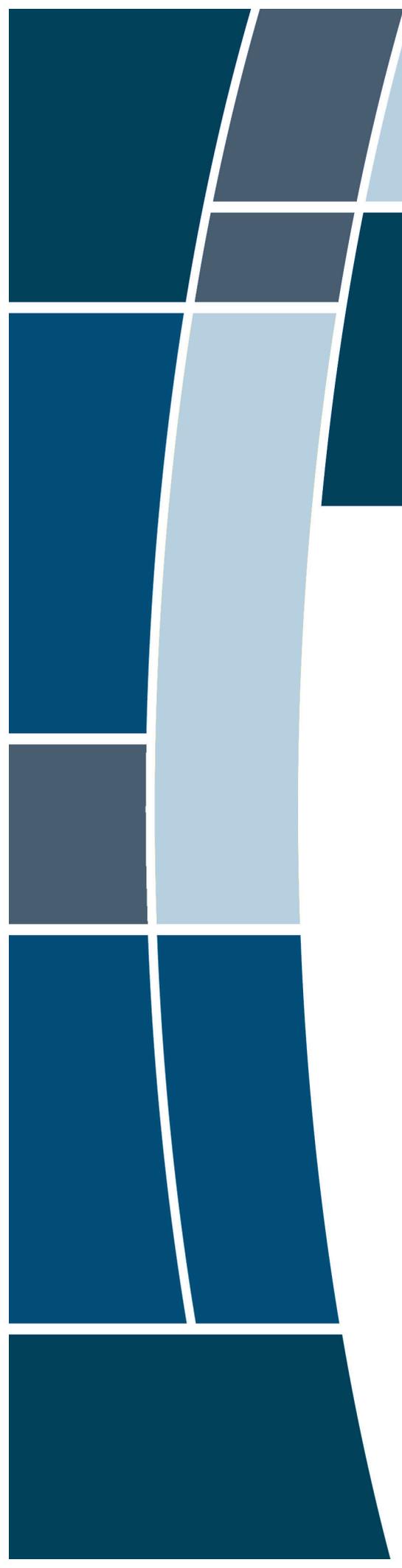
Agency Name	Per- cent Male	Per- cent Female	White	American Indian/Alaska Native	Asian	Black/Afri- can Ameri- can	Hispanic/ Latino	Percent Minor- ity
Emergency Management, Oklahoma Department of	50.0%	50.0%	21	2	0	2	1	19.2%
Employees Benefits Council, Oklahoma State	36.1%	63.9%	29	5	0	2	0	19.4%
Employment Security Commission, Oklahoma	32.7%	67.3%	503	44	17	128	14	28.8%
Engineers and Land Surveyors, State Board of Licensure for Professional	37.5%	62.5%	7	0	0	1	0	12.5%
Environmental Quality, Department of	57.5%	42.5%	441	36	27	33	18	20.5%
Ethics Commission	28.6%	71.4%	5	0	0	1	1	28.6%
Finance Authority, Oklahoma Industrial	57.1%	42.9%	6	1	0	0	0	14.3%
Finance, Office of State	57.8%	42.2%	129	7	7	16	6	21.8%
Fire Marshal Commission, State	78.6%	21.4%	27	0	0	0	0	0.0%
Firefighters Pension and Retirement System, Oklahoma	44.4%	55.6%	6	1	0	2	0	33.3%
Funeral Board, Oklahoma	100.0%	0.0%	2	0	0	0	0	0.0%
Grand River Dam Authority	82.7%	17.3%	470	24	3	2	2	6.2%
Handicapped Concerns, Office of	37.5%	62.5%	8	0	0	0	0	0.0%
Health Care Authority, Oklahoma	21.5%	78.5%	277	17	19	92	21	35.0%
Health, State Department of	17.4%	82.6%	1,766	140	46	144	96	19.4%
Historical Society, Oklahoma	54.5%	45.5%	134	9	0	9	4	14.1%
Horse Racing Commission, Oklahoma	53.8%	46.2%	36	2	0	1	0	7.7%
Hospitals Authority, University	42.9%	57.1%	6	0	0	1	0	14.3%
Human Rights Commission, Oklahoma	28.6%	71.4%	3	0	1	9	1	78.6%
Human Services, Department of	23.6%	76.4%	5,935	574	118	1,135	188	25.3%
Indian Affairs Commission, Oklahoma	0.0%	100.0%	0	3	0	0	0	100.0%
Indigent Defense System, Oklahoma	44.6%	55.4%	102	11	2	2	4	15.7%
Insurance Board, Oklahoma State and Education Employees Group	29.1%	70.9%	144	5	5	15	3	16.3%
Insurance Department	32.0%	68.0%	87	9	6	17	3	28.7%
Investigation, Oklahoma State Bureau of	46.7%	53.3%	254	20	2	20	5	15.6%
J.D. McCarty Center for Children with Development Disabilities	26.2%	73.8%	152	16	6	31	9	29.0%
Juvenile Affairs, Office of	43.7%	56.3%	673	63	3	206	36	31.4%
Labor, Department of	59.6%	40.4%	77	7	2	6	2	18.1%
Land Office, Commissioners of the	47.1%	52.9%	42	1	3	4	1	17.6%
Law Enforcement Education and Training, Council on (CLEET)	61.4%	38.6%	40	2	0	0	1	7.0%
Law Enforcement Retirement System, Oklahoma	16.7%	83.3%	4	2	0	0	0	33.3%
Legislative Service Bureau	55.0%	45.0%	15	0	4	1	0	25.0%

CONT...Table 11: Agency Employees by Gender and Race

Agency Name	Per- cent Male	Per- cent Female	White	American Indian/Alas- ka Native	Asian	Black/Afri- can Ameri- can	Hispanic/ Latino	Percent Minor- ity
Libraries, Oklahoma Department of	26.3%	73.7%	46	2	3	4	2	19.3%
Liquefied Petroleum Gas Board, Oklahoma	75.0%	25.0%	8	0	0	0	0	0.0%
Long-Term Care Administrators, Oklahoma State Board of Examiners for	66.7%	33.3%	3	0	0	0	0	0.0%
Lottery Commission	52.6%	47.4%	32	2	1	3	0	15.8%
Medical Licensure and Supervision, State Board of	38.1%	61.9%	14	5	1	1	0	33.3%
Medicolegal Investigations, Board of	54.5%	45.5%	53	7	1	4	1	19.7%
Mental Health and Substance Abuse Services, Department of	34.5%	65.5%	1,474	194	86	274	56	29.3%
Merit Protection Commission	14.3%	85.7%	3	1	2	1	0	57.1%
Military Department	63.8%	36.2%	278	36	6	16	9	19.4%
Mines, Department of	54.5%	45.5%	28	2	0	3	0	15.2%
Motor Vehicle Commission, Oklahoma	33.3%	66.7%	3	0	0	0	0	0.0%
Narcotics and Dangerous Drugs Control, Oklahoma State Bureau of	61.5%	38.5%	86	10	2	7	17	29.5%
Nursing, Oklahoma Board of	4.3%	95.7%	17	2	0	4	0	26.1%
Office of State Auditor and Inspector	37.7%	62.3%	107	6	2	5	1	11.6%
Office of the Attorney General	45.5%	54.5%	140	14	0	6	3	14.1%
Office of the Governor	32.3%	67.7%	25	1	1	4	0	19.4%
Office of the Lieutenant Governor	11.1%	88.9%	8	0	0	1	0	11.1%
Office of the State Treasurer	23.3%	76.7%	42	4	4	7	3	30.0%
Oil & Gas Wells, Commission on Marginally Producing	50.0%	50.0%	2	0	0	2	0	50.0%
Oil Compact Commission, Interstate	66.7%	33.3%	2	0	0	0	0	0.0%
Oklahoma State House of Representatives	53.5%	46.5%	219	9	1	13	1	9.9%
Oklahoma State Senate	38.5%	61.5%	150	5	3	14	1	13.3%
Optometry, Board of Examiners in	50.0%	50.0%	2	0	0	0	0	0.0%
Osteopathic Examiners, State Board of	60.0%	40.0%	4	0	0	1	0	20.0%
Pardon and Parole Board	53.5%	46.5%	30	2	0	9	2	30.2%
Peanut Commission, Oklahoma	100.0%	0.0%	1	0	0	0	0	0.0%
Personnel Management, Office of	35.0%	65.0%	38	3	1	16	2	36.7%
Pharmacy, Board of	33.3%	66.7%	9	0	0	0	0	0.0%
Physician Manpower Training Commission	33.3%	66.7%	6	0	0	0	0	0.0%
Police Pension and Retirement System, Oklahoma	18.2%	81.8%	8	2	1	0	0	27.3%
Private Vocational Schools, Oklahoma Board of	100.0%	0.0%	2	0	0	0	0	0.0%
Psychologists, State Board of Examiners of	33.3%	66.7%	3	0	0	0	0	0.0%
Public Employees Retirement System, Oklahoma	26.5%	73.5%	35	4	3	5	2	28.6%

CONT...Table 11: Agency Employees by Gender and Race

Agency Name	Per- cent Male	Per- cent Female	White	American Indian/Alas- ka Native	Asian	Black/Afri- can Ameri- can	Hispanic/ Latino	Percent Minor- ity
Quartz Mountain Arts and Conference Center and Nature Park	72.7%	27.3%	11	0	0	0	0	0.0%
Real Estate Commission, Oklahoma	22.2%	77.8%	15	0	0	3	0	16.7%
Rehabilitation Services, Oklahoma Department of	29.2%	70.8%	695	33	17	133	16	22.3%
Safety, Department of Public	73.3%	26.7%	1,262	106	5	93	39	16.1%
Scenic Rivers Commission, Oklahoma	70.0%	30.0%	10	0	0	0	0	0.0%
School of Science and Mathematics, Oklahoma	58.1%	41.9%	62	2	8	1	1	16.2%
Science and Technology, Oklahoma Center for the Advancement of	34.8%	65.2%	18	1	1	2	1	21.7%
Secretary of State, Office of	10.0%	90.0%	20	4	2	3	1	33.3%
Securities Commission, Oklahoma	44.4%	55.6%	24	0	1	2	0	11.1%
Space Industry Development Authority, Oklahoma	75.0%	25.0%	4	0	0	0	0	0.0%
Speech-Language Pathology and Audiology, Board of Examiners for	0.0%	100.0%	2	0	0	0	0	0.0%
State Board of Licensed Social Workers	0.0%	100.0%	1	0	0	0	0	0.0%
Supreme Court	50.6%	49.4%	82	2	3	8	1	14.6%
Tax Commission, Oklahoma	38.2%	61.8%	672	52	31	105	18	23.5%
Teacher Preparation, Oklahoma Commission for	10.0%	90.0%	9	0	0	1	0	10.0%
Teachers' Retirement System of Oklahoma	31.9%	68.1%	33	3	2	6	3	29.8%
Tobacco Settlement Endowment Trust Fund, Board of Directors of the	28.6%	71.4%	5	1	0	0	1	28.6%
Tourism and Recreation Department, Oklahoma	53.9%	46.1%	464	42	5	18	5	13.1%
Transportation, Department of	80.7%	19.3%	2,121	202	31	103	73	16.2%
Turnpike Authority, Oklahoma	54.1%	45.9%	425	75	5	44	14	24.5%
Used Motor Vehicle and Parts Commission, Oklahoma	55.6%	44.4%	8	1	0	0	0	11.1%
Veterans Affairs, Oklahoma Department of	21.9%	78.1%	1,377	94	45	196	60	22.3%
Veterinary Medical Examiners, Board of	33.3%	66.7%	3	0	0	0	0	0.0%
Water Resources Board, Oklahoma	59.3%	40.7%	74	6	5	5	1	18.7%
Wheat Utilization, Research, and Market Development Commission, Oklahoma	25.0%	75.0%	4	0	0	0	0	0.0%
Wildlife Conservation, Department of	87.5%	12.5%	298	26	0	2	3	9.4%
Will Rogers Memorial Commission	57.1%	42.9%	5	2	0	0	0	28.6%
Worker's Compensation Court	27.2%	72.8%	66	5	0	8	2	18.5%
<b>Total (126)</b>	<b>42.5%</b>	<b>57.5%</b>	<b>28,997</b>	<b>2,614</b>	<b>646</b>	<b>3,713</b>	<b>916</b>	<b>21.4%</b>
			<b>78.6%</b>	<b>7.1%</b>	<b>1.8%</b>	<b>10.1%</b>	<b>2.5%</b>	



**PART VI::**  
Workforce Planning

## WORKFORCE PLANNING

Alan Ross Tripp

Manager,  
Office of Workforce Planning

The Office of Workforce Planning works to promote and encourage agencies to utilize information to analyze their current workforce, determine future workforce needs, and implement solutions so that agencies may more effectively accomplish their missions. We focus on three main services to agencies: Research and information, workforce planning facilitation, and policy navigation.

### Research

The office gathers data from all available sources, especially PeopleSoft, Oklahoma's HRIS system, and beginning in FY2010, survey data from participating agencies. We also collect and store information from other states and organizations about their workforce planning practices. Such a repository of information will help inspire creative thinking for addressing Oklahoma's workforce challenges. Survey data, best practices, guides, training, and programs are gathered and made available to agencies.

### Facilitation

The office is prepared to:

- 1) Offer training or an overview of the workforce planning process.
- 2) Speak to leadership teams about the implications and benefits of such planning.
- 3) Guide decision makers through the process of evaluating their specific workforce situations.
- 4) Organize a consortium of HR professionals to increase collaboration and cooperation.

### Navigation

As agencies progress and begin to devise and implement plans to overcome their challenges, it will be important that proposals and actions fall within the applicable rules, laws and processes of managing human resources in the state of Oklahoma. The Office of Workforce Planning is poised to connect agencies to the expert advice from various ruling authorities.

During FY09 the Office of Workforce Planning worked to complete 125 requests for workforce data, assisted 17 agencies with specific workforce analysis reports, and completed three large workforce surveys including the "States as Employers of Choice" project. Additionally, the Office of Workforce Planning worked with the Office of State Finance to Coordinate and review the submission of all agency Workforce Plans.

Table 12: New Hires by Age and EEO-4 Job Category

Job Categories	> 20	20-29	30-39	40-49	50-59	60-69	70+	Total
Administrative Support	2	168	159	146	136	30	0	641
Officials and Administrators	0	1	6	8	12	7	1	35
Paraprofessionals	16	214	155	125	71	12	0	593
Professionals	0	400	398	288	267	70	3	1,426
Protective Service	1	140	126	62	46	8	0	383
Service Maintenance	4	92	79	70	64	17	2	328
Skilled Craft	0	6	10	21	19	9	0	65
Technicians	3	90	119	92	70	15	2	391
No EEO-4 Reporting	0	1	7	6	6	3	1	24
<b>Total</b>	<b>26</b>	<b>1,112</b>	<b>1,059</b>	<b>818</b>	<b>691</b>	<b>171</b>	<b>9</b>	<b>3,886</b>
	0.7%	28.6%	27.3%	21.0%	17.8%	4.4%	0.2%	

Table 13: New Temporary Hires by Age and EEO-4 Job Category

Job Categories	> 20	20-29	30-39	40-49	50-59	60-69	70+	Total
Administrative Support	190	800	337	263	226	125	47	1,988
Officials and Administrators	0	2	14	6	21	4	0	47
Paraprofessionals	49	293	114	91	52	21	7	627
Professionals	16	270	193	134	149	99	21	882
Protective Service	7	132	53	34	16	11	6	259
Service Maintenance	90	103	50	38	32	22	18	353
Skilled Craft	1	4	4	6	0	0	0	15
Technicians	8	36	15	15	9	1	3	87
No EEO-4 Reporting	2	53	21	21	17	14	6	134
<b>Total</b>	<b>363</b>	<b>1,693</b>	<b>801</b>	<b>608</b>	<b>522</b>	<b>297</b>	<b>108</b>	<b>4,392</b>
	8.3%	38.5%	18.2%	13.8%	11.9%	6.8%	2.5%	

Table 14: Separations by Age and EEO-4 Job Category

Job Categories	> 20	20-29	30-39	40-49	50-59	60-69	70+	Total
Administrative Support	1	136	126	124	147	129	15	678
Officials and Administrators	0	0	13	18	53	57	7	148
Paraprofessionals	17	343	193	136	106	47	5	847
Professionals	1	311	419	317	499	365	23	1,935
Protective Service	0	141	125	100	92	44	1	503
Service Maintenance	4	66	72	63	97	62	5	369
Skilled Craft	0	3	7	9	17	23	2	61
Technicians	0	46	70	64	91	61	4	336
No EEO-4 Reporting	0	4	10	11	21	13	1	60
<b>Total</b>	<b>23</b>	<b>1,050</b>	<b>1,035</b>	<b>842</b>	<b>1,123</b>	<b>801</b>	<b>63</b>	<b>4,937</b>
	0.5%	21.3%	21.0%	17.1%	22.7%	16.2%	1.3%	

Table 15: Separations of Temporary Employees by Age and EEO-4 Job Category

Job Categories	> 20	20-29	30-39	40-49	50-59	60-69	70+	Total
Administrative Support	112	704	212	164	145	104	57	1,498
Officials and Administrators	0	0	0	0	0	0	0	0
Paraprofessionals	26	188	77	58	30	14	8	401
Professionals	18	132	73	35	56	73	21	408
Protective Service	11	65	24	21	15	20	13	169
Service Maintenance	101	106	37	36	19	28	24	351
Skilled Craft	0	1	2	0	0	2	0	5
Technicians	8	37	10	11	5	2	2	75
No EEO-4 Reporting	1	19	6	5	12	13	21	77
<b>Total</b>	<b>277</b>	<b>1,252</b>	<b>441</b>	<b>330</b>	<b>282</b>	<b>256</b>	<b>146</b>	<b>2,984</b>
	9.3%	42.0%	14.8%	11.1%	9.5%	8.6%	4.9%	

Chart 17: Count of Temp./Part-Time Group Emp. by Age

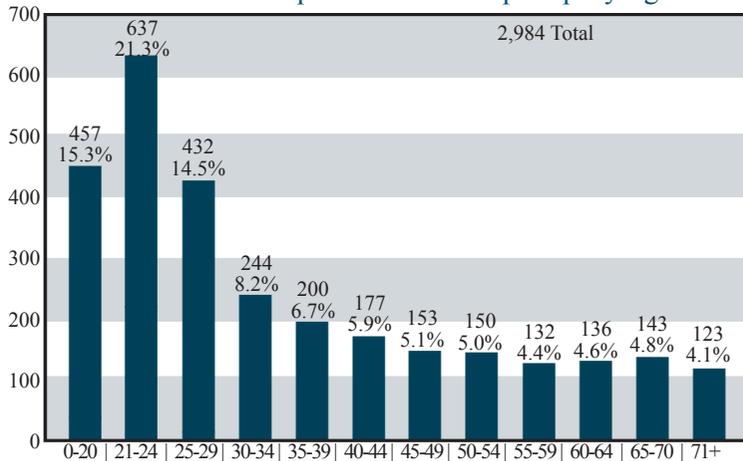


Chart 18: Eligibility Projections & Actual Retirements FY 05-09

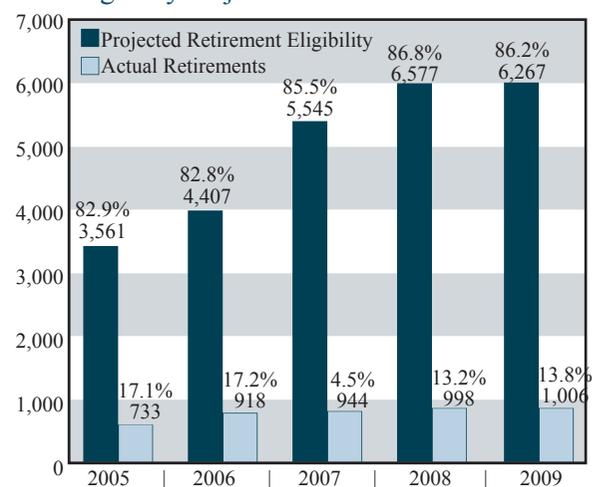


Chart 19: Cumulative Retirement Eligibility for the Next 10 Years

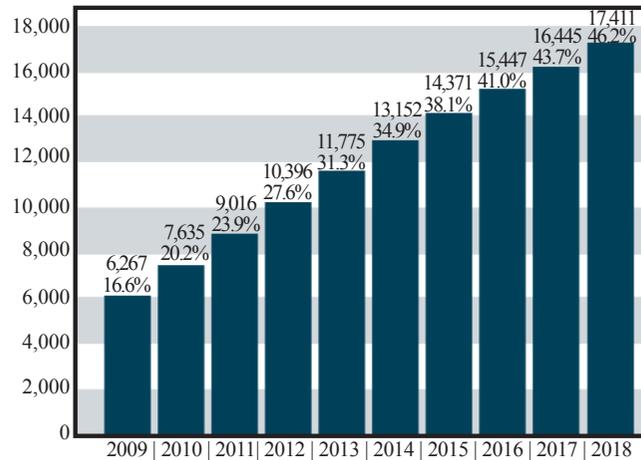
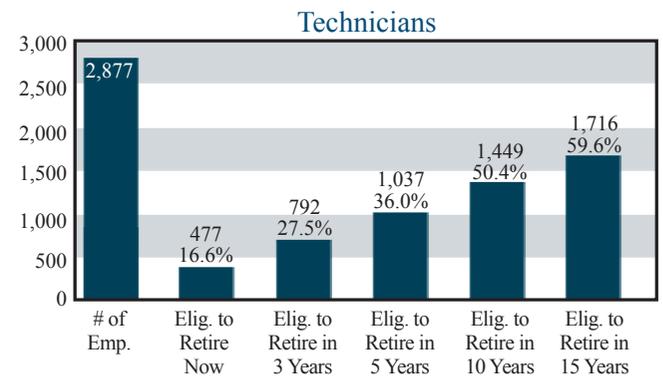
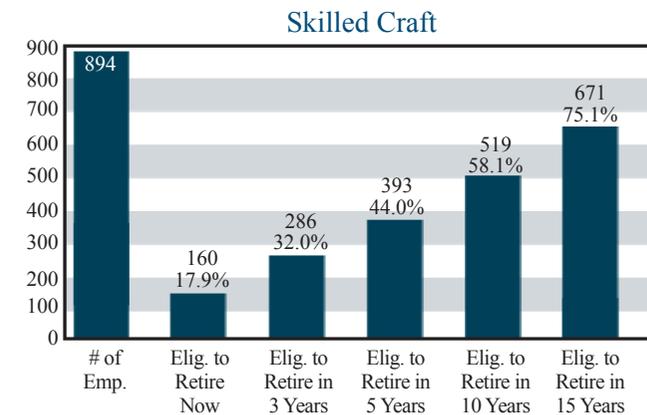
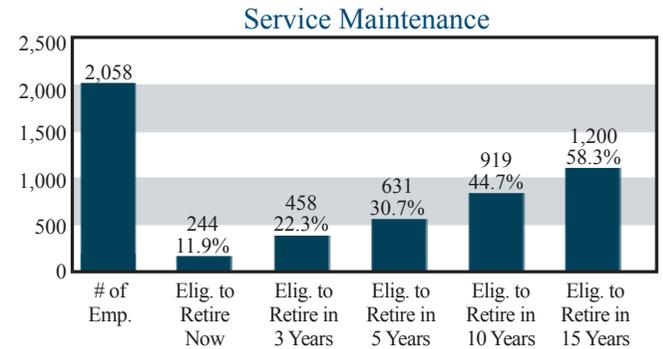
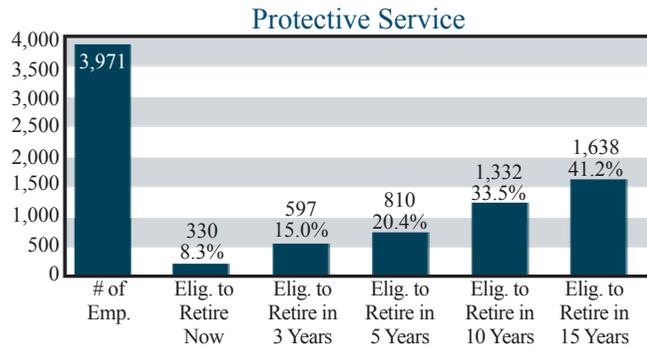
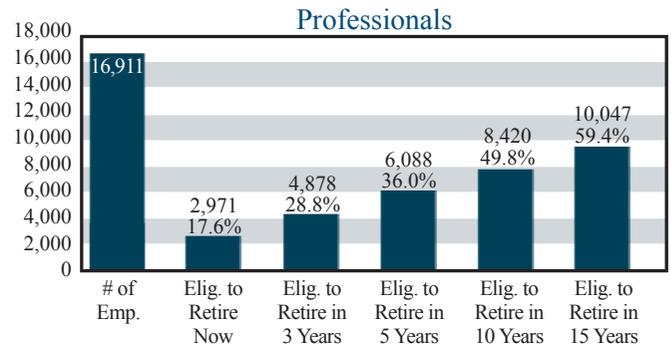
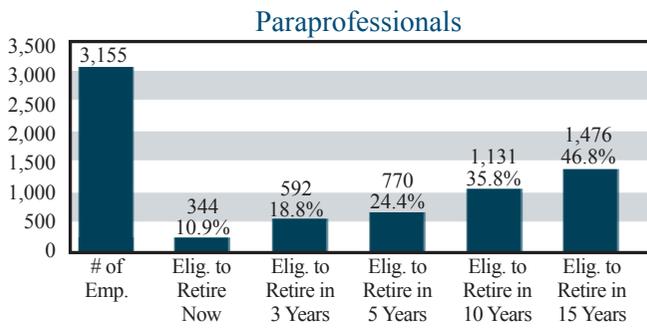
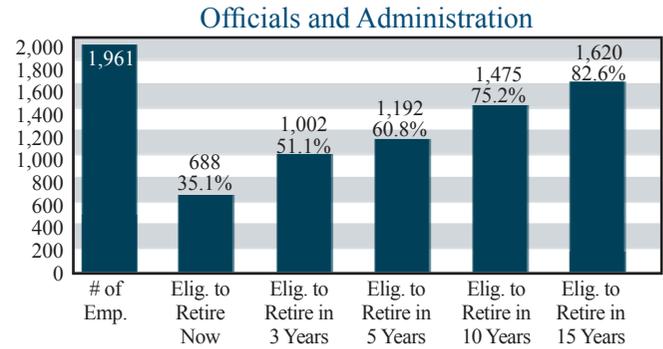
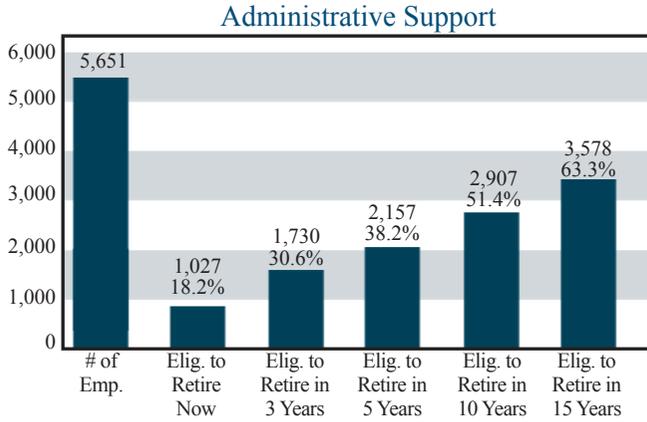


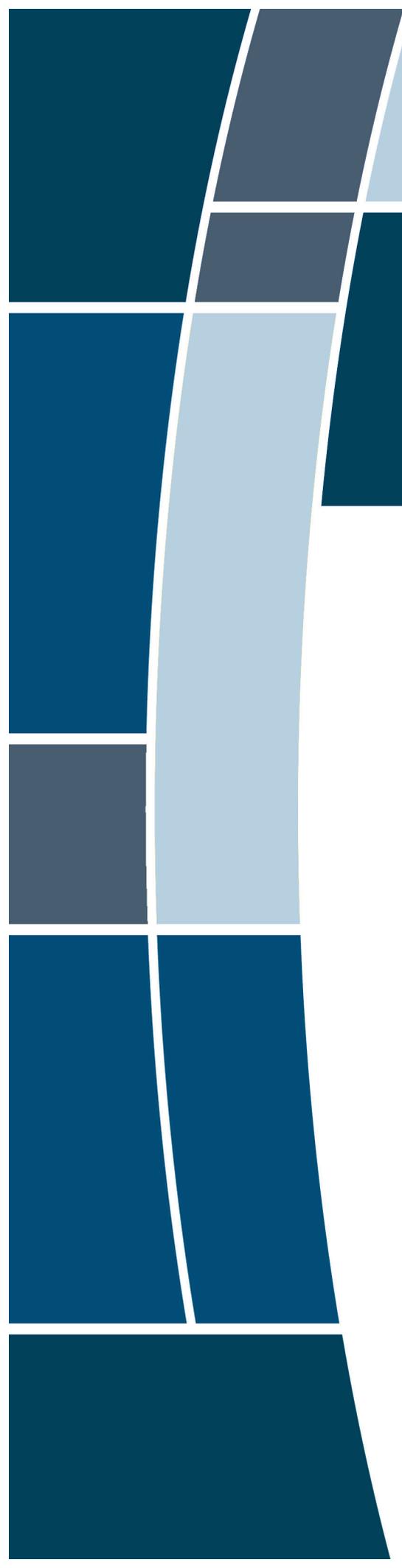
Table 16: Cumulative Retirement Eligibility

EEO-4 Category	Number of Emp.	Eligible to Retire Now	% Eligible to Retire Now	Eligible to Retire in 3 Yrs.	% Eligible to Retire in 3 Yrs.	Eligible to Retire in 5 Yrs.	% Eligible to Retire in 5 Yrs.	Eligible to Retire in 10 Yrs.	% Eligible to Retire in 10 Yrs.	Eligible to Retire in 15 Yrs.	% Eligible to Retire in 15 Yrs.
Administrative Support	5,651	1,027	18.2%	1,730	30.6%	2,157	38.2%	2,907	51.4%	3,578	63.3%
Officials & Administrators	1,961	688	35.1%	1,002	51.1%	1,192	60.8%	1,475	75.2%	1,620	82.6%
Para-professionals	3,155	344	10.9%	592	18.8%	770	24.4%	1,131	35.8%	1,476	46.8%
Professionals	16,911	2,971	17.6%	4,878	28.8%	6,088	36.0%	8,420	49.8%	10,047	59.4%
Protective Service	3,971	330	8.3%	597	15.0%	810	20.4%	1,332	33.5%	1,638	41.2%
Service Maintenance	2,058	244	11.9%	458	22.3%	631	30.7%	919	44.7%	1,200	58.3%
Skilled Craft	894	160	17.9%	286	32.0%	393	44.0%	519	58.1%	671	75.1%
Technicians	2,877	477	16.6%	792	27.5%	1,037	36.0%	1,449	50.4%	1,716	59.6%

Chart 20: Employees by Years to Retirement Eligibility







**PART VII::**  
Demographics:  
The Oklahoma  
Workforce

Chart 21: Average FTE Count 1999 to 2009

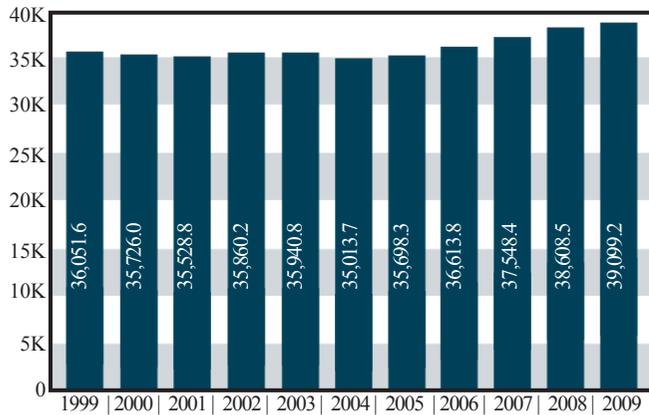


Chart 22: FY 09 Employee Percentage by Job Category

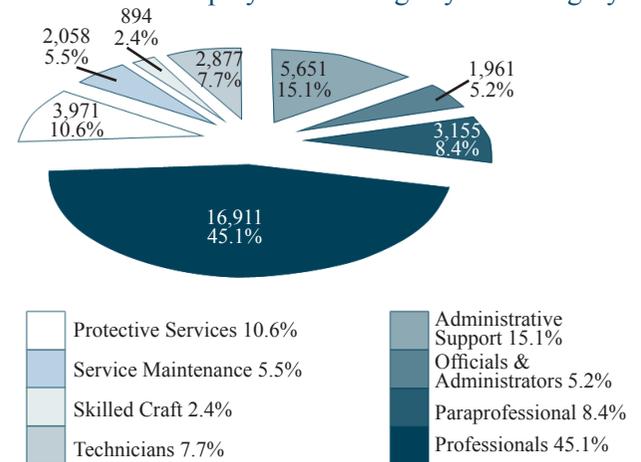


Table 17: Agency Employees by Job Category

Agency	Administrative Support	Officials & Administrators	Paraprofessionals	Professionals	Protective Service	Service Maintenance	Skilled Craft	Technicians	Totals
Abstractors Board, Oklahoma	1	1	0	1	0	0	0	0	3
Accountancy Board, Oklahoma	4	2	0	3	0	0	0	0	9
Aeronautics Commission, Oklahoma	0	2	0	9	0	0	0	0	11
Agriculture, Food, and Forestry; Department of	50	46	2	119	107	12	2	104	442
Alcohol & Drug Counselors, Oklahoma Board of Licensed	1	1	0	0	0	0	0	0	2
Alcohol and Drug Influence, Board of Tests for	3	1	0	2	0	0	0	1	7
Alcoholic Beverage Laws Enforcement Commission	6	6	0	7	25	0	0	1	45
Architects, Landscape Architects, and Interior Designers, Board of Governors of the Licensed	2	1	0	0	0	0	0	0	3
Arts Council, Oklahoma	2	6	0	8	0	0	0	0	16
Banking Department, Oklahoma State	5	3	0	30	0	0	0	1	39
Boll Weevil Eradication Organization, Oklahoma	2	1	0	6	0	2	0	0	11
Bond Advisor, Oklahoma State	1	0	0	1	0	0	0	0	2
Career & Technology Education, Oklahoma Department of	54	23	11	189	0	12	12	21	322
Central Services, Department of	43	34	5	82	0	27	37	12	240
Children and Youth, Commission on	3	3	0	19	0	0	0	3	28
Chiropractic Examiners, Board of	1	1	0	1	0	0	0	0	3
Commerce, Oklahoma Department of	18	34	2	99	0	0	0	0	153
Compsource Oklahoma	134	8	10	126	0	1	3	77	359
Conservation Commission, Oklahoma	5	3	0	52	0	0	0	5	65
Construction Industries Board	8	1	1	19	0	0	0	0	29
Consumer Credit, Commission on	4	2	0	10	0	0	0	1	17
Corporation Commission, Oklahoma	84	42	4	193	132	0	0	21	476
Corrections, State Department of	500	97	50	1,278	2,346	139	23	228	4,661

CONT...Table 17: Agency Employees by Job Category

Agency	Administrative Support	Officials & Administrators	Para-professionals	Professionals	Protective Service	Service Maintenance	Skilled Craft	Technicians	Totals
Cosmetology, State Board of	6	2	0	0	0	0	0	2	10
Council on Judicial Complaints	0	2	0	0	0	0	0	0	2
Court of Criminal Appeals	7	6	0	16	0	0	0	0	29
Davis, J.M. Memorial Commission	2	1	1	0	0	0	1	0	5
Dentistry, Oklahoma Board of	2	1	0	1	0	0	0	0	4
District Attorneys	572	17	7	507	0	0	0	7	1,110
District Courts	184	1	0	443	0	0	0	0	628
Education, State Department of	65	65	20	217	0	0	0	6	373
Educational Television Authority, Oklahoma	6	17	0	30	0	1	2	17	73
Election Board, State	3	5	2	7	0	0	0	3	20
Emergency Management, Oklahoma Department of	5	2	0	17	1	0	0	1	26
Employees Benefits Council, Oklahoma State	5	7	0	20	0	0	0	4	36
Employment Security Commission, Oklahoma	63	89	46	470	0	0	3	35	706
Engineers and Land Surveyors, State Board of Licensure for Professional	4	1	0	3	0	0	0	0	8
Environmental Quality, Department of	61	55	2	420	0	2	0	15	555
Ethics Commission	1	3	0	2	0	0	0	1	7
Finance Authority, Oklahoma Industrial	0	5	0	2	0	0	0	0	7
Finance, Office of State	16	12	10	100	0	0	0	28	166
Fire Marshal Commission, State	3	0	0	6	19	0	0	0	28
Firefighters Pension and Retirement System, Oklahoma	2	2	1	4	0	0	0	0	9
Funeral Board, Oklahoma	0	1	0	1	0	0	0	0	2
Grand River Dam Authority	37	106	0	44	7	8	273	26	501
Handicapped Concerns, Office of	2	1	0	4	0	0	0	1	8
Health Care Authority, Oklahoma	42	23	76	243	0	0	0	43	427
Health, State Department of	485	80	114	1,383	4	15	1	110	2,192
Historical Society, Oklahoma	16	8	31	60	0	17	13	11	156
Horse Racing Commission, Oklahoma	12	1	1	24	0	1	0	0	39
Hospitals Authority, University	2	4	0	1	0	0	0	0	7
Human Rights Commission, Oklahoma	4	2	0	8	0	0	0	0	14
Human Services, Department of	950	373	778	5,382	33	116	129	194	7,955
Indian Affairs Commission, Oklahoma	1	1	0	1	0	0	0	0	3
Indigent Defense System, Oklahoma	24	15	0	80	0	0	0	2	121
Insurance Board, Oklahoma State and Education Employees Group	15	20	40	82	0	0	0	15	172

CONT...Table 17: Agency Employees by Job Category

Agency	Administrative Support	Officials & Administrators	Para-professionals	Professionals	Protective Service	Service Maintenance	Skilled Craft	Technicians	Totals
Insurance Department	33	7	1	79	0	0	0	2	122
Investigation, Oklahoma State Bureau of	52	14	0	91	68	0	1	76	302
J.D. McCarty Center for Children with Development Disabilities	11	11	114	55	0	12	2	9	214
Juvenile Affairs, Office of	103	36	242	427	117	35	15	9	984
Labor, Department of	18	11	0	48	0	0	0	17	94
Land Office, Commissioners of the	10	7	0	16	0	0	0	18	51
Law Enforcement Education & Training, Council on (CLEET)	10	5	0	24	0	3	2	0	44
Law Enforcement Retirement System, Oklahoma	1	1	0	4	0	0	0	0	6
Legislative Service Bureau	2	1	0	1	0	0	0	16	20
Libraries, Oklahoma Department of	13	5	4	32	0	0	0	3	57
Liquefied Petroleum Gas Board, Oklahoma	1	1	0	1	0	0	0	5	8
Long-Term Care Administrators, Oklahoma State Board of Examiners for	1	2	0	0	0	0	0	0	3
Lottery Commission	7	5	2	20	0	0	0	4	38
Medical Licensure and Supervision, State Board of	10	3	0	8	0	0	0	0	21
Medicolegal Investigations, Board of	9	6	2	37	3	2	0	7	66
Mental Health & Substance Abuse Services, Department of	243	43	538	992	19	121	36	95	2,087
Merit Protection Commission	0	1	0	6	0	0	0	0	7
Military Department	49	23	14	123	48	22	48	18	345
Mines, Department of	4	2	2	17	8	0	0	0	33
Motor Vehicle Commission, Oklahoma	0	2	0	1	0	0	0	0	3
Narcotics and Dangerous Drugs Control, Oklahoma State Bureau of	18	17	0	26	54	0	0	7	122
Nursing, Oklahoma Board of	11	3	0	9	0	0	0	0	23
Office of State Auditor and Inspector	7	21	1	92	0	0	0	0	121
Office of the Attorney General	20	3	14	125	0	0	0	3	165
Office of the Governor	0	0	0	30	0	0	0	0	30
Office of the Lieutenant Governor	1	2	0	5	0	0	0	0	8
Office of the State Treasurer	7	5	4	37	0	0	0	6	59
Oil & Gas Wells, Commission on Marginally Producing	0	2	0	2	0	0	0	0	4
Oil Compact Commission, Interstate	0	2	0	1	0	0	0	0	3
Oklahoma State House of Representatives	93	1	13	38	0	1	0	1	147
Oklahoma State Senate	66	0	1	48	0	9	0	5	129
Optometry, Board of Examiners in	1	1	0	0	0	0	0	0	2
Osteopathic Examiners, State Board of	1	2	0	2	0	0	0	0	5

CONT...Table 17: Agency Employees by Job Category

Agency	Administrative Support	Officials & Administrators	Para-professionals	Professionals	Protective Service	Service Maintenance	Skilled Craft	Technicians	Totals
Pardon and Parole Board	6	3	0	3	26	0	0	0	38
Peanut Commission, Oklahoma	0	1	0	0	0	0	0	0	1
Personnel Management, Office of	11	12	3	30	0	0	0	4	60
Pharmacy, Board of	2	4	0	3	0	0	0	0	9
Physician Manpower Training Commission	2	2	0	2	0	0	0	0	6
Police Pension and Retirement System, Oklahoma	2	4	0	5	0	0	0	0	11
Private Vocational Schools, Oklahoma Board of	0	1	1	0	0	0	0	0	2
Psychologists, State Board of Examiners of	1	0	0	2	0	0	0	0	3
Public Employees Retirement System, Oklahoma	9	6	9	21	0	0	0	4	49
Quartz Mountain Arts & Conference Center & Nature Park	2	1	0	2	2	0	3	1	11
Real Estate Commission, Oklahoma	10	3	0	4	0	0	0	1	18
Rehabilitation Services, Oklahoma Department of	63	60	171	500	4	24	11	61	894
Safety, Department of Public	378	24	2	157	862	14	20	50	1,507
Scenic Rivers Commission, Oklahoma	1	1	0	3	3	1	1	0	10
School of Science and Mathematics, Oklahoma	5	6	1	59	0	3	0	0	74
Science & Technology, OK Center for the Advancement of	3	5	1	14	0	0	0	0	23
Secretary of State, Office of	13	3	2	9	0	0	0	3	30
Securities Commission, Oklahoma	1	2	2	20	0	0	0	2	27
Space Industry Development Authority, Oklahoma	1	2	0	1	0	0	0	0	4
Speech-Language Pathology and Audiology, Board of Examiners for	1	0	0	1	0	0	0	0	2
State Board of Licensed Social Workers	0	1	0	0	0	0	0	0	1
Supreme Court	28	10	2	130	0	0	0	0	170
Tax Commission, Oklahoma	80	56	31	655	0	0	3	50	875
Teacher Preparation, Oklahoma Commission for	3	3	1	3	0	0	0	0	10
Teachers' Retirement System of Oklahoma	7	3	3	32	0	0	0	2	47
Tobacco Settlement Endowment Trust Fund, Board of Directors of the	1	2	0	4	0	0	0	0	7
Tourism and Recreation Department, Oklahoma	106	19	58	99	44	84	106	18	534
Transportation, Department of	163	170	0	370	0	877	87	855	2,522
Turnpike Authority, Oklahoma	263	14	50	56	0	132	13	36	564
Used Motor Vehicle and Parts Commission, Oklahoma	3	1	0	5	0	0	0	0	9
Veterans Affairs, Oklahoma Department of	80	25	648	262	31	360	47	321	1,774
Veterinary Medical Examiners, Board of	2	0	0	1	0	0	0	0	3
Water Resources Board, Oklahoma	9	16	0	63	0	0	0	3	91

CONT...Table 17: Agency Employees by Job Category

Agency	Administrative Support	Officials & Administrators	Para-professionals	Professionals	Protective Service	Service Maintenance	Skilled Craft	Technicians	Totals
Wheat Utilization, Research, and Market Development Commission, Oklahoma	0	1	0	3	0	0	0	0	4
Wildlife Conservation, Department of	25	4	1	123	8	3	0	165	329
Will Rogers Memorial Commission	1	1	1	2	0	2	0	0	7
Worker's Compensation Court	37	2	2	36	0	0	0	4	81
<b>Total (126)</b>	<b>5,649 (15.1%)</b>	<b>1,959 (5.2%)</b>	<b>3,155 (8.4%)</b>	<b>16,909 (45.1%)</b>	<b>3,971 (10.6%)</b>	<b>2,058 (5.5%)</b>	<b>894 (2.4%)</b>	<b>2,877 (7.7%)</b>	<b>37,472</b>

Map 2: State Employee Region Residence

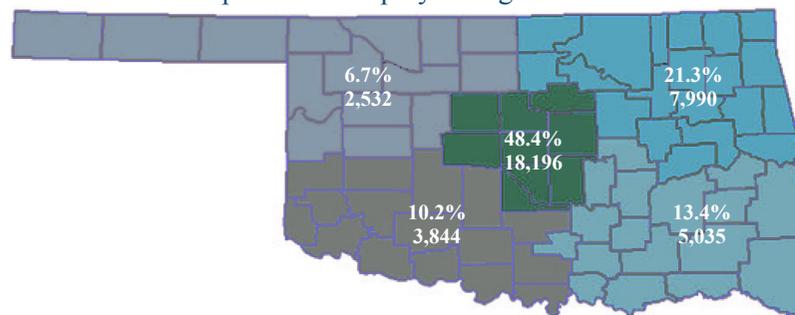


Table 18: State Employee County Residence

County	Employees	County	Employees	County	Employees	County	Employees
Adair	105	Delaware	185	Lincoln	406	Payne	503
Alfalfa	181	Dewey	37	Logan	349	Pittsburg	949
Atoka	317	Ellis	50	Love	69	Pontotoc	345
Beaver	40	Garfield	836	Major	71	Pottawatomie	818
Beckham	127	Garvin	720	Marshall	121	Pushmataha	244
Blaine	95	Grady	382	Mayes	615	Roger Mills	29
Bryan	229	Grant	53	McClain	516	Rogers	647
Caddo	203	Greer	197	McCurtain	298	Seminole	198
Canadian	1,268	Harmon	40	McIntosh	229	Sequoyah	262
Carter	519	Harper	141	Murray	385	Stephens	317
Cherokee	340	Haskell	86	Muskogee	866	Texas	118
Choctaw	129	Hughes	144	Noble	144	Tillman	152
Cimarron	22	Jackson	248	Nowata	38	Tulsa	2,528
Cleveland	3,386	Jefferson	58	Okfuskee	216	Wagoner	259
Coal	105	Johnston	94	Oklahoma	10,346	Washington	201
Comanche	830	Kay	208	Okmulgee	234	Washita	137
Cotton	55	Kingfisher	127	Osage	266	Woods	188
Craig	522	Kiowa	172	Ottawa	318	Woodward	388
Creek	365	Latimer	232	Out of State	66	<b>Total</b>	<b>37,657</b>
Custer	378	Le Flore	452	Pawnee	149		

Table 19: Employees by Age Group - Average Age 46.4

EEO-4 Job Category	< 20	20-29	30-39	40-49	50-59	60-69	70+	Total
Administrative Support	2	494	915	1,396	1,852	902	90	5,651
Officials and Administrators	0	19	190	508	830	386	28	1,961
Paraprofessionals	15	639	620	772	792	291	26	3,155
Professionals	1	1,544	3,374	4,263	5,383	2,168	178	16,911
Protective Service	1	603	1,197	1,118	805	230	17	3,971
Service Maintenance	3	237	330	595	629	240	24	2,058
Skilled Craft	1	35	98	299	351	107	3	894
Technicians	3	274	617	760	915	288	20	2,877
<b>Total</b>	<b>26</b>	<b>3,845</b>	<b>7,341</b>	<b>9,711</b>	<b>11,557</b>	<b>4,612</b>	<b>386</b>	<b>37,478</b>

Table 20: Employees by Years of Service - Average Years of Service 11.6

EEO-4 Job Category	< 3	3-5	6-8	9-10	11-15	16-20	21+	Total
Administrative Support	1,176	1,105	599	410	758	549	1,054	5,651
Officials and Administrators	109	172	134	80	253	294	919	1,961
Paraprofessionals	1,085	706	299	158	275	217	415	3,155
Professionals	2,982	3,085	1,757	1,162	2,443	1,855	3,627	16,911
Protective Service	833	768	362	309	706	447	546	3,971
Service Maintenance	577	402	279	92	235	156	317	2,058
Skilled Craft	126	156	85	71	96	74	286	894
Technicians	546	469	292	206	368	283	713	2,877
<b>Total</b>	<b>7,434</b>	<b>6,863</b>	<b>3,807</b>	<b>2,488</b>	<b>5,134</b>	<b>3,875</b>	<b>7,877</b>	<b>37,478</b>

Table 21: Employees by Years to Retirement Eligibility - Average Years to Retirement Eligibility 13.1

EEO-4 Job Category	< 3	3-5	6-8	9-10	11-15	16-20	21+	Total
Administrative Support	1,517	640	487	263	671	598	1,475	5,651
Officials and Administrators	905	287	195	88	145	146	195	1,961
Paraprofessionals	513	257	206	155	345	363	1,316	3,155
Professionals	4,237	1,851	1,522	810	1,627	1,922	4,942	16,911
Protective Service	494	316	338	184	306	581	1,752	3,971
Service Maintenance	376	255	172	116	281	243	615	2,058
Skilled Craft	239	154	83	43	152	91	132	894
Technicians	684	353	270	142	267	255	906	2,877
<b>Total</b>	<b>8,965</b>	<b>4,113</b>	<b>3,273</b>	<b>1,801</b>	<b>3,794</b>	<b>4,199</b>	<b>11,333</b>	<b>37,478</b>

Table 22: FY 09 Agency Average Age, Years of Service

Agency	< Age 50	Age 50+	Average Age	Average Years of Service	Average Years to Ret. Eligibility
Abstractors Board, Oklahoma	1	2	52.3	1.3	11.3
Accountancy Board, Oklahoma	6	3	43.8	10.4	16.2
Aeronautics Commission, Oklahoma	5	6	48.7	10.2	11.8
Agriculture, Food, and Forestry; Department of	235	209	46.8	13.8	12.0
Alcohol and Drug Counselors, Oklahoma Board of Licensed	1	1	52.0	2.5	10.0
Alcohol and Drug Influence, Board of Tests for	2	5	53.3	10.7	8.7
Alcoholic Beverage Laws Enforcement Commission	21	24	49.2	18.0	8.4
Architects, Landscape Architects, and Interior Designers, Board of Governors of the Licensed	2	1	46.0	14.0	14.7
Arts Council, Oklahoma	9	7	46.7	8.9	13.7
Banking Department, Oklahoma State	22	17	48.8	18.0	8.3
Boll Weevil Eradication Organization, Oklahoma	5	6	49.5	9.0	12.3
Bond Advisor, Oklahoma State	1	1	51.5	16.5	5.0
Career and Technology Education, Oklahoma Department of	151	171	48.9	13.6	10.8
Central Services, Department of	104	136	49.7	12.7	9.9
Children and Youth, Commission on	18	10	43.8	10.4	15.4
Chiropractic Examiners, Board of	3	0	27.3	5.3	28.3
Commerce, Oklahoma Department of	86	67	46.7	10.6	13.4
Compsource Oklahoma	188	171	47.2	10.0	12.7
Conservation Commission, Oklahoma	38	27	47.5	12.9	12.5
Construction Industries Board	10	19	52.1	8.2	9.4
Consumer Credit, Commission on	10	7	48.9	5.4	13.3
Corporation Commission, Oklahoma	176	303	51.9	14.0	8.8
Corrections, State Department of	2,792	1,869	45.4	11.4	13.8
Cosmetology, State Board of	7	3	46.9	12.9	10.6
Council on Judicial Complaints	0	2	51.0	20.0	5.5
Court of Criminal Appeals	12	17	53.4	14.2	8.1
Davis, J.M. Memorial Commission	4	1	45.4	4.0	16.6
Dentistry, Oklahoma Board of	2	2	52.8	26.3	2.0
District Attorneys	717	393	43.9	8.9	15.8
District Courts	266	362	51.3	12.4	9.4
Education, State Department of	194	180	47.4	10.0	13.0
Educational Television Authority, Oklahoma	43	30	46.2	8.4	14.6
Election Board, State	7	13	51.8	15.8	7.4
Emergency Management, Oklahoma Department of	5	21	56.7	12.2	5.4

CONT...Table 22: FY 09 Agency Average Age, Years of Service

Agency	< Age 50	Age 50+	Average Age	Average Years of Service	Average Years to Ret. Eligibility
Employees Benefits Council, Oklahoma State	18	18	49.0	10.8	11.3
Employment Security Commission, Oklahoma	308	403	50.0	12.6	10.3
Engineers & Land Surveyors, State Board of Licensure for Professional	3	5	50.0	7.5	11.1
Environmental Quality, Department of	331	224	45.3	12.5	14.0
Ethics Commission	2	5	55.1	13.4	6.6
Finance Authority, Oklahoma Industrial	1	6	62.4	21.3	0.6
Finance, Office of State	78	88	48.3	11.2	11.9
Fire Marshal Commission, State	12	16	50.5	11.1	10.9
Firefighters Pension and Retirement System, Oklahoma	5	4	45.2	11.1	13.3
Funeral Board, Oklahoma	1	1	52.0	9.0	12.5
Grand River Dam Authority	285	216	47.7	14.5	10.1
Handicapped Concerns, Office of	5	3	50.8	17.3	9.8
Health Care Authority, Oklahoma	286	141	44.6	9.8	15.0
Health, State Department of	1,133	1,059	47.4	11.7	12.4
Historical Society, Oklahoma	63	93	50.7	12.3	9.9
Horse Racing Commission, Oklahoma	15	24	51.4	13.2	9.0
Hospitals Authority, University	3	4	43.9	15.6	14.1
Human Rights Commission, Oklahoma	10	4	47.3	12.6	12.5
Human Services, Department of	4,593	3,362	45.3	11.9	13.8
Indian Affairs Commission, Oklahoma	1	2	54.7	7.7	8.3
Indigent Defense System, Oklahoma	67	54	47.6	11.2	12.6
Insurance Board, Oklahoma State & Education Employees Group	89	83	48.9	13.2	10.8
Insurance Department	75	47	45.1	8.2	15.2
Investigation, Oklahoma State Bureau of	191	111	44.9	12.2	13.9
J.D. McCarty Center for Children with Development Disabilities	146	68	40.4	6.5	18.8
Juvenile Affairs, Office of	574	410	45.3	10.0	14.4
Labor, Department of	44	50	49.9	11.9	10.9
Land Office, Commissioners of the	17	34	51.8	14.9	7.5
Law Enforcement Education and Training, Council on (CLEET)	21	23	47.0	6.8	13.4
Law Enforcement Retirement System, Oklahoma	3	3	46.5	19.7	10.0
Legislative Service Bureau	14	6	44.0	8.4	17.2
Libraries, Oklahoma Department of	14	43	54.3	16.6	6.2
Liquefied Petroleum Gas Board, Oklahoma	2	6	58.0	16.4	5.3
Long-Term Care Administrators, OK State Board of Examiners for	0	3	57.3	14.3	2.7

CONT...Table 22: FY 09 Agency Average Age, Years of Service

Agency	< Age 50	Age 50+	Average Age	Average Years of Service	Average Years to Ret. Eligibility
Lottery Commission	26	12	43.2	6.5	17.8
Medical Licensure and Supervision, State Board of	9	12	52.4	13.5	9.0
Medicolegal Investigations, Board of	44	22	43.5	6.9	16.9
Mental Health & Substance Abuse Services, Department of	1,158	929	46.2	9.2	13.8
Merit Protection Commission	3	4	47.9	5.9	13.3
Military Department	193	152	46.4	8.4	14.3
Mines, Department of	13	20	51.2	18.6	6.2
Motor Vehicle Commission, Oklahoma	1	2	52.7	18.0	4.0
Narcotics and Dangerous Drugs Control, OK State Bureau of	85	37	43.4	10.4	15.5
Nursing, Oklahoma Board of	9	14	50.3	7.2	11.9
Office of State Auditor and Inspector	86	36	42.1	11.4	15.8
Office of the Attorney General	82	83	48.3	11.4	12.1
Office of the Governor	22	9	43.2	9.6	16.6
Office of the Lieutenant Governor	5	4	42.8	9.0	16.9
Office of the State Treasurer	31	29	48.3	11.3	11.6
Oil and Gas Wells, Commission on Marginally Producing	3	1	37.5	5.3	21.8
Oil Compact Commission, Interstate	3	0	32.7	4.3	26.7
Oklahoma State House of Representatives	123	120	47.5	7.3	13.8
Oklahoma State Senate	79	108	51.1	13.0	10.2
Optometry, Board of Examiners in	0	2	59.0	8.5	7.0
Osteopathic Examiners, State Board of	0	5	64.0	14.4	2.0
Pardon and Parole Board	12	31	51.8	14.8	8.1
Peanut Commission, Oklahoma	0	1	61.0	22.0	0.0
Personnel Management, Office of	36	24	44.8	9.8	15.1
Pharmacy, Board of	4	5	47.7	10.9	11.3
Physician Manpower Training Commission	2	4	53.0	19.8	4.0
Police Pension and Retirement System, Oklahoma	4	7	49.4	14.6	8.9
Private Vocational Schools, Oklahoma Board of	0	2	64.5	27.5	0.0
Psychologists, State Board of Examiners of	1	2	54.3	25.0	6.0
Public Employees Retirement System, Oklahoma	26	23	48.7	12.2	11.1
Quartz Mountain Arts and Conference Center and Nature Park	5	6	51.1	16.4	7.6
Real Estate Commission, Oklahoma	10	8	45.7	11.9	13.6
Safety, Department of Public	1,030	477	43.6	12.7	14.5
Scenic Rivers Commission, Oklahoma	7	3	41.9	11.2	17.0

CONT...Table 22: FY 09 Agency Average Age, Years of Service

Agency	< Age 50	Age 50+	Average Age	Average Years of Service	Average Years to Ret. Eligibility
School of Science and Mathematics, Oklahoma	37	37	48.6	7.7	13.2
Science & Technology, Oklahoma Center for the Advancement of	12	11	46.5	9.7	13.2
Secretary of State, Office of	12	18	48.1	16.1	10.1
Securities Commission, Oklahoma	9	18	52.0	18.3	7.1
Space Industry Development Authority, Oklahoma	2	2	45.0	4.5	16.3
Speech-Language Pathology & Audiology, Board of Examiners for	1	1	44.0	9.0	15.5
State Board of Licensed Social Workers	1	0	39.0	8.0	22.0
Supreme Court	81	89	48.6	12.5	12.0
Tax Commission, Oklahoma	377	501	50.3	15.0	9.0
Teacher Preparation, Oklahoma Commission for	3	7	53.7	10.9	7.1
Teachers' Retirement System of Oklahoma	20	27	50.4	12.2	9.9
Tobacco Settlement Endowment Trust Fund, Board of Directors of the	4	3	46.9	10.3	12.4
Tourism and Recreation Department, Oklahoma	266	268	47.8	11.8	11.7
Transportation, Department of	1,445	1,085	46.3	14.1	11.9
Turnpike Authority, Oklahoma	305	259	47.2	8.8	13.1
Used Motor Vehicle and Parts Commission, Oklahoma	4	5	50.4	11.2	10.3
Veterans Affairs, Oklahoma Department of	1,058	716	45.0	7.4	15.3
Veterinary Medical Examiners, Board of	2	1	46.7	12.3	14.7
Water Resources Board, Oklahoma	55	36	43.8	13.5	13.9
Wheat Utilization, Research, & Market Development Commission, OK	3	1	35.5	5.8	22.8
Wildlife Conservation, Department of	213	116	43.3	16.1	13.7
Will Rogers Memorial Commission	1	6	53.1	15.6	5.9
Worker's Compensation Court	44	37	49.1	13.9	10.3
<b>Total (126)</b>	<b>21,007</b>	<b>16,656</b>	<b>48.4</b>	<b>12.0</b>	<b>11.6</b>

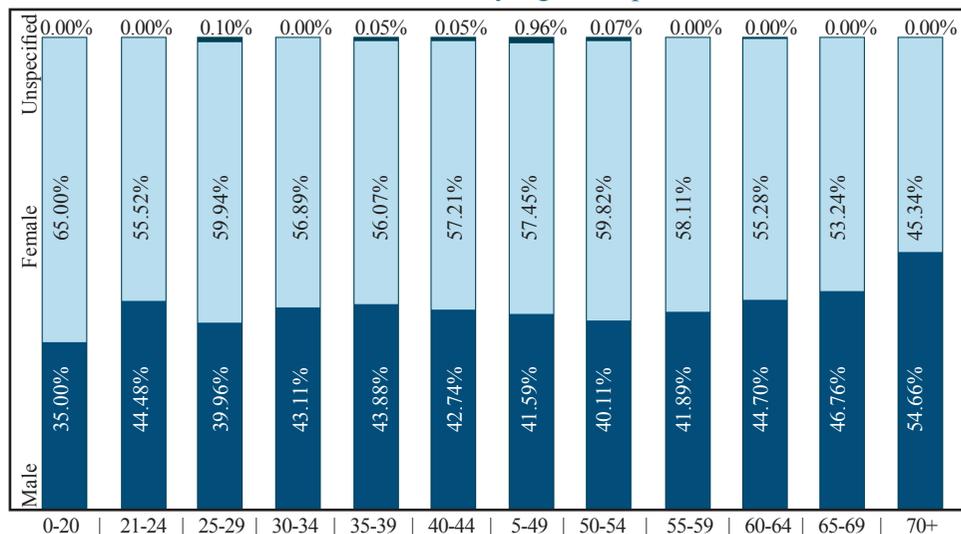
Table 23: FY 09 Occupational Group Age Information

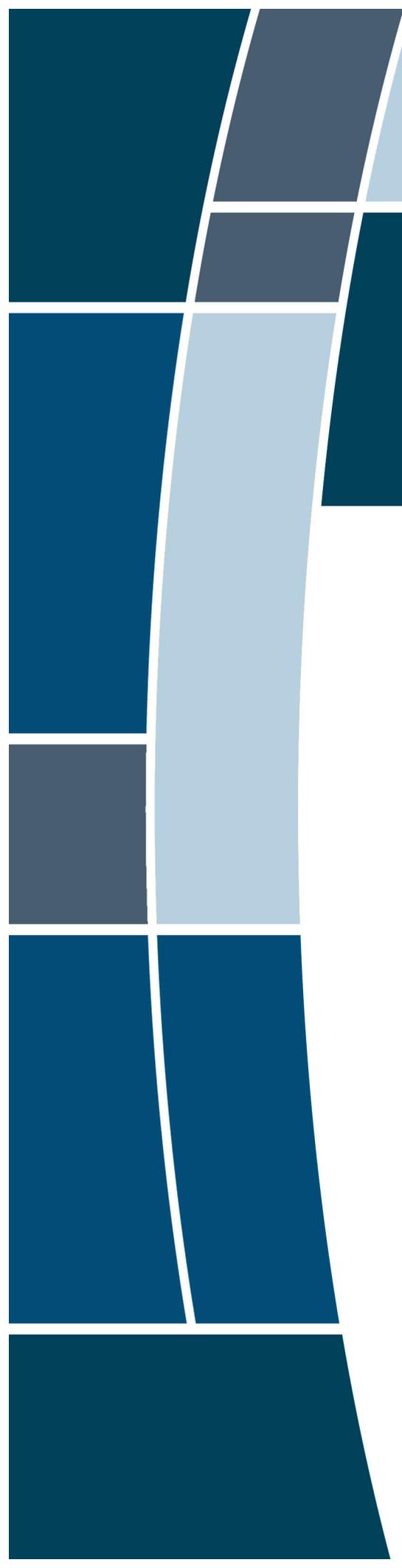
Occupational Group	Average Age	Average Years of Service	Average Years to Ret. Elig.	% Eligible to Retire w/in 3 Yrs.
Agricultural Services and Inspections	45.4	14.1	13.1	33.08%
Corrections & Custody	42.5	10.3	16.3	15.33%
Employment Services	51.1	12.1	9.7	38.56%
Financial Management	51.0	14.6	8.6	43.24%
General Administrative	49.4	13.5	10.2	38.36%
General Safety, Security Inspections & Investigations	45.0	8.5	15.0	20.06%
General Sciences and Environmental Services	44.3	12.8	14.5	27.89%

CONT...Table 23: FY 09 Occupational Group Age Information

Occupational Group	Average Age	Average Years of Service	Average Years. to Ret. Elig.	% Eligible to Retire w/in 3 Yrs.
Health Care Services and Administration	47.6	12.3	11.9	30.75%
Historical Preservation	48.3	13.3	11.5	41.67%
Human Resources Management & Development	49.8	15.8	9.2	40.91%
Information Technology	48.7	14.8	10.0	36.04%
Institutional and Nutritional Services and Administration	44.9	8.9	14.9	20.63%
Insurance and Benefits Administration	50.1	13.1	9.6	33.33%
Law Enforcement	42.3	12.5	15.5	20.37%
Logistics and Property Management	50.3	12.0	9.8	33.28%
Nursing Services	44.9	8.0	15.3	19.52%
Oil, Gas, Transportation & Utility Regulation	53.5	14.2	8.3	45.36%
Power Generation	47.3	14.6	10.0	27.72%
Professional Engineering and Land Surveyors	45.8	15.5	12.0	28.78%
Rehabilitation and Vocational Services	46.3	12.0	13.3	28.29%
Revenue and Taxation	48.7	12.4	11.2	31.09%
Social Services	43.8	11.0	15.3	23.02%
Transportation and Highway Construction & Maintenance	46.1	12.5	12.6	28.92%
Travel, Tourism and Recreation	45.7	13.9	12.4	32.32%
Veterans Services	51.3	10.9	9.3	33.33%
<b>Classified</b>	<b>46.0</b>	<b>11.7</b>	<b>13.2</b>	<b>27.19%</b>
<b>Unclassified</b>	<b>47.2</b>	<b>11.4</b>	<b>12.6</b>	<b>28.70%</b>
<b>Total</b>	<b>46.4</b>	<b>11.6</b>	<b>13.1</b>	<b>27.60%</b>

Chart 23: FY 09 Gender by Age Groups - 37,633 Total





**PART VIII::**  
Turnover :  
Worker Mobility

Chart 24: FY 09 Turnover

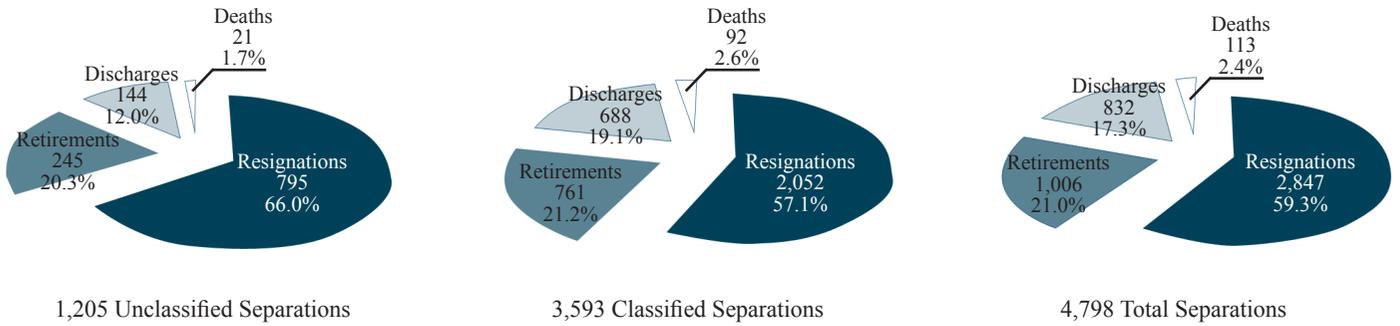


Table 24: Classified Turnover Trend FY 1999 to FY 2009

Fiscal Year	Resignation	Retirement	Discharge	Total	Turnover Rate
2000	2,688	700	413	3,801	13.8%
2001	2,495	714	363	3,572	13.1%
2002	2,139	715	415	3,269	12.1%
2003	2,000	641	458	3,099	11.9%
2004	2,270	720	479	3,469	13.7%
2005	2,288	602	507	3,397	12.6%
2006	2,610	747	617	3,974	14.2%
2007	2,352	735	560	3,647	13.2%
2008	2,363	798	596	3,757	13.8%
2009	2,052	761	688	3,501	12.8%

Chart 25: State Separations vs. Agency Changes

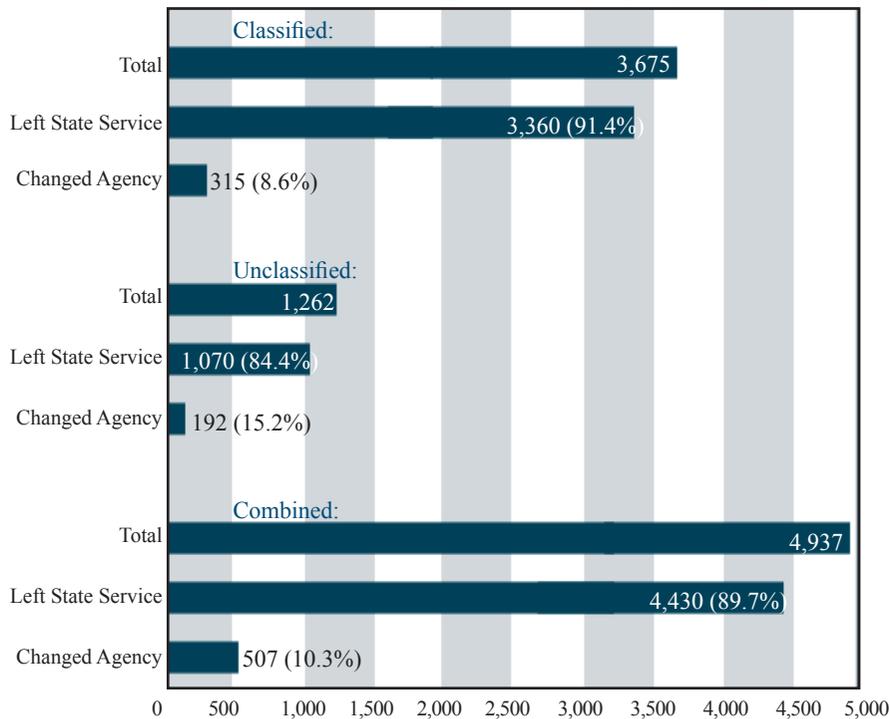


Table 25: Turnover by Years of Service

Reason	< 1	1	2	3	4	5-10	11-15	16-20	21+	Total
Resignation	681	439	372	287	216	495	156	86	115	2,847
Retirement	29	0	2	3	4	82	112	182	592	1,006
Transferred Out	3	12	15	12	9	13	7	4	10	85
<b>Voluntary Turnover Total</b>	<b>713</b>	<b>451</b>	<b>389</b>	<b>302</b>	<b>229</b>	<b>590</b>	<b>275</b>	<b>272</b>	<b>717</b>	<b>3,938</b>
Death	3	4	4	12	5	25	12	20	28	113
Discharge	380	165	59	40	29	89	36	18	16	832
Expiration of Unclassified Appointment	3	4	9	2	6	12	11	1	0	48
Reduction in Force	0	1	0	0	0	1	0	1	3	6
<b>Involuntary Turnover Total</b>	<b>386</b>	<b>174</b>	<b>72</b>	<b>54</b>	<b>40</b>	<b>127</b>	<b>59</b>	<b>40</b>	<b>47</b>	<b>999</b>
<b>Turnover Total</b>	<b>713</b>	<b>451</b>	<b>389</b>	<b>302</b>	<b>229</b>	<b>590</b>	<b>275</b>	<b>272</b>	<b>717</b>	<b>3,938</b>

Chart 26: Top 5 Jobs; Number of Employees Separating within the First 24 Months on the Job

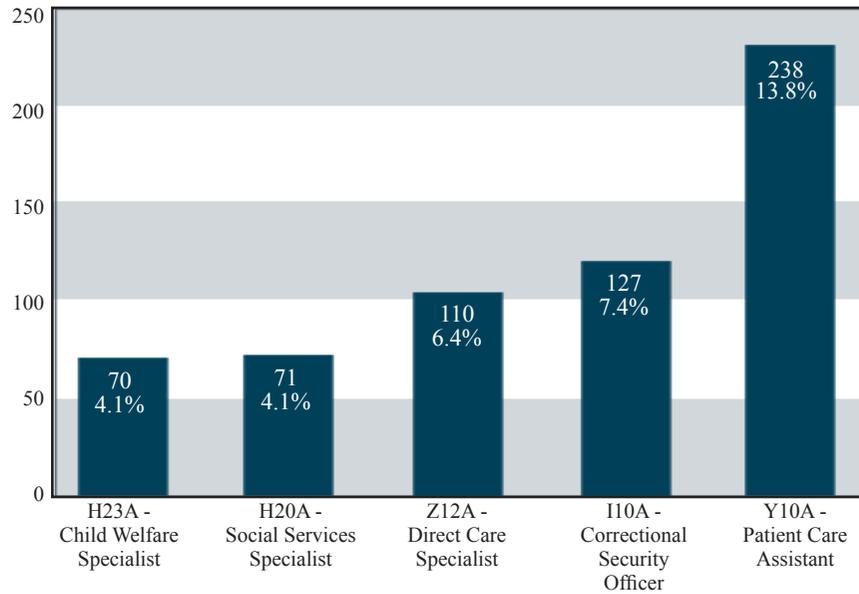


Table 26: FY 09 Classified Occupational Group Turnover

Occupational Group	Employees as of 7/1/08	Resignation	Retirement	Discharge	Death	Total	Turnover Rate
Insurance and Benefits Administration	156	6	8	2	1	17	10.9%
Information Technology	683	23	23	7	3	56	8.2%
Human Resources Management and Development	440	17	20	4	2	43	9.8%
Financial Management	977	31	32	8	5	76	7.8%
General Administrative	3,895	171	105	34	12	322	8.3%
Logistics and Property Management	1,323	75	49	30	6	160	12.1%
Law Enforcement	1,588	37	42	2	2	83	5.2%
Social Services	4,865	424	132	59	7	622	12.8%
Corrections & Custody	2,994	262	90	69	17	438	14.6%
General Safety, Security Inspections and Investigations	232	46	3	12	1	62	26.7%
Rehabilitation and Vocational Services	651	51	9	5	2	67	10.3%
Agricultural Services and Inspections	247	10	8	0	0	18	7.3%
Oil, Gas, Transportation and Utility Regulation	196	4	3	1	0	8	4.1%
Veterans Services	25	0	4	0	0	4	16.0%
Travel, Tourism and Recreation	98	4	2	1	0	7	7.1%
Power Generation	307	5	5	0	1	11	3.6%
General Sciences and Environmental Services	382	13	8	3	4	28	7.3%
Professional Engineering and Land Surveyors	270	8	1	1	2	12	4.4%
Transportation and Highway Construction and Maintenance	2,089	94	66	43	12	215	10.3%
Historical Preservation	70	2	1	1	0	4	5.7%
Revenue and Taxation	302	9	9	4	0	22	7.3%
Employment Services	299	22	11	5	0	38	12.7%
Health Care Services and Administration	848	44	22	8	2	76	9.0%
Nursing Services	2,491	427	56	212	5	700	28.1%
Institutional and Nutritional Services and Administration	1,694	267	52	177	8	504	29.8%
<b>Total of Classified Occupational Groups</b>	<b>27,122 (72.7%)</b>	<b>2,052 (5.5%)</b>	<b>761 (2.0%)</b>	<b>688 (1.8%)</b>	<b>92 (0.2%)</b>	<b>3,593 (9.6%)</b>	<b>13.2%</b>
<b>Unclassified</b>	<b>10,152 (27.3%)</b>	<b>795 (2.1%)</b>	<b>245 (0.7%)</b>	<b>144 (0.4%)</b>	<b>21 (0.1%)</b>	<b>1,205 (3.2%)</b>	<b>11.9%</b>
<b>Total</b>	<b>37,274</b>	<b>2,847 (7.6%)</b>	<b>1,006 (2.7%)</b>	<b>832 (2.2%)</b>	<b>113 (0.3%)</b>	<b>4,798 (12.9%)</b>	<b>12.9%</b>

Table 27: FY 09 Agency Turnover

Agency	Employees as of 7/1/2008	Resignation	Retirement	Discharge	Death	Turnover Rate
Abstractors Board, Oklahoma	1	1	0	0	0	100.0%
Accountancy Board, Oklahoma	7	0	0	0	0	0.0%
Aeronautics Commission, Oklahoma	12	1	0	0	0	8.3%
Agriculture, Food, and Forestry; Department of	430	21	12	0	2	8.1%
Alcohol & Drug Counselors, Oklahoma Board of Licensed	1	0	0	0	0	0.0%
Alcohol and Drug Influence, Board of Tests for	6	2	0	0	0	33.3%
Alcoholic Beverage Laws Enforcement Commission	43	1	1	0	0	4.7%
Architects, Landscape Architects, and Interior Designers, Board of Governors of the Licensed	3	0	0	0	0	0.0%
Arts Council, Oklahoma	15	2	0	0	0	13.3%
Banking Department, Oklahoma State	37	0	0	0	0	0.0%
Boll Weevil Eradication Organization, Oklahoma	11	0	0	0	0	0.0%
Bond Advisor, Oklahoma State	3	1	0	0	0	33.3%
Capitol Complex and Centennial Commemoration Commission, Oklahoma	6	4	2	0	0	100.0%
Career & Technology Education, Oklahoma Department of	328	17	12	1	0	9.1%
Central Services, Department of	241	11	7	6	1	10.4%
Children and Youth, Commission on	27	3	1	0	0	14.8%
Chiropractic Examiners, Board of	3	0	0	0	0	0.0%
Commerce, Oklahoma Department of	153	10	4	0	0	9.2%
Compsource Oklahoma	367	17	13	4	3	10.1%
Conservation Commission, Oklahoma	65	5	0	0	0	7.7%
Construction Industries Board	27	1	1	0	0	7.4%
Consumer Credit, Commission on	15	2	3	0	0	33.3%
Corporation Commission, Oklahoma	476	15	10	3	1	6.1%
Corrections, State Department of	4,735	364	163	95	21	13.6%
Cosmetology, State Board of	11	1	0	1	0	18.2%
Council on Judicial Complaints	3	0	0	0	0	0.0%
Court of Criminal Appeals	31	2	0	0	0	6.5%
Davis, J.M. Memorial Commission	5	1	0	0	0	20.0%
Dentistry, Oklahoma Board of	4	0	0	0	0	0.0%
District Attorneys	1,108	124	23	16	2	14.9%
District Courts	633	26	14	2	1	6.8%
Education, State Department of	370	33	9	2	0	11.9%
Educational Television Authority, Oklahoma	70	4	2	1	0	10.0%

CONT...Table 27: FY 09 Agency Turnover

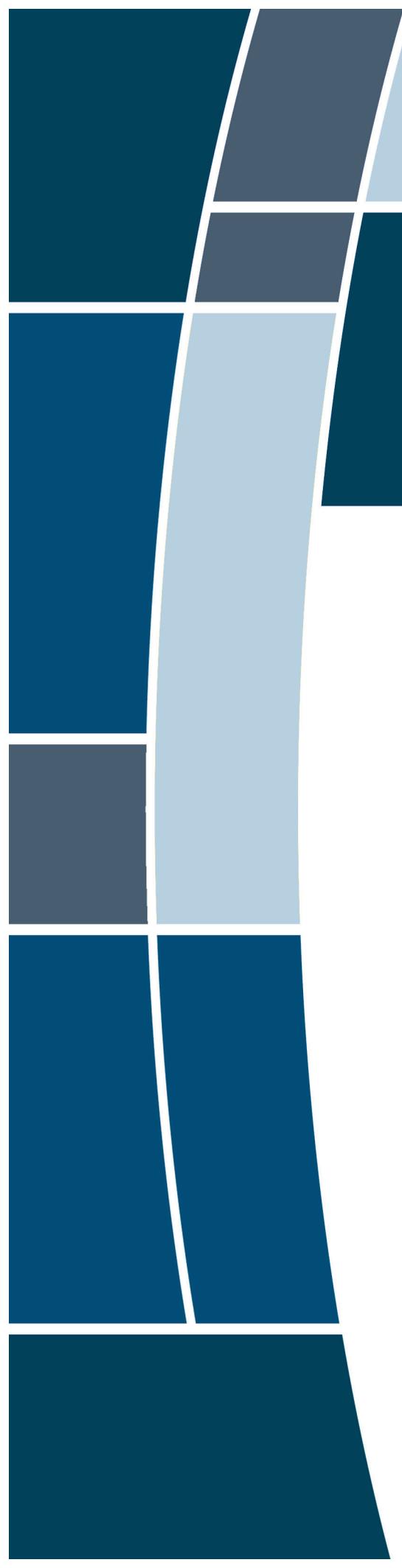
Agency	Employees as of 7/1/2008	Resignation	Retirement	Discharge	Death	Turnover Rate
Election Board, State	23	4	0	0	0	17.4%
Emergency Management, Oklahoma Department of	25	1	1	0	0	8.0%
Employees Benefits Council, Oklahoma State	33	0	1	1	0	6.1%
Employment Security Commission, Oklahoma	660	51	20	25	0	14.5%
Engineers and Land Surveyors, State Board of Licensure for Professional	8	1	0	0	0	12.5%
Environmental Quality, Department of	552	20	9	7	5	7.4%
Ethics Commission	6	0	0	0	0	0.0%
Finance Authority, Oklahoma Industrial	7	0	0	0	0	0.0%
Finance, Office of State	149	10	3	1	1	10.1%
Fire Marshal Commission, State	30	0	2	0	0	6.7%
Firefighters Pension and Retirement System, Oklahoma	10	0	1	0	0	10.0%
Funeral Board, Oklahoma	3	1	0	0	0	33.3%
Grand River Dam Authority	543	19	13	1	1	6.3%
Handicapped Concerns, Office of	8	0	0	0	0	0.0%
Health Care Authority, Oklahoma	427	31	8	0	0	9.1%
Health, State Department of	2,288	130	65	14	1	9.2%
Historical Society, Oklahoma	157	11	4	3	0	11.5%
Horse Racing Commission, Oklahoma	43	3	3	0	0	14.0%
Hospitals Authority, University	7	0	0	0	0	0.0%
Human Rights Commission, Oklahoma	15	0	0	0	0	0.0%
Human Services, Department of	7,704	609	207	137	26	12.7%
Indian Affairs Commission, Oklahoma	3	0	0	1	0	33.3%
Indigent Defense System, Oklahoma	123	7	3	1	0	8.9%
Insurance Board, Oklahoma State and Education Employees Group	174	2	2	0	2	3.4%
Insurance Department	126	13	2	12	0	21.4%
Investigation, Oklahoma State Bureau of	298	9	9	1	0	6.4%
J.D. McCarty Center for Children with Development Disabilities	206	42	2	32	1	37.4%
Juvenile Affairs, Office of	936	126	21	55	1	21.7%
Labor, Department of	95	10	0	2	0	12.6%
Land Office, Commissioners of the	56	2	3	1	0	10.7%
Law Enforcement Education & Training, Council on (CLEET)	46	3	4	1	0	17.4%
Law Enforcement Retirement System, Oklahoma	7	0	1	0	0	14.3%
Legislative Service Bureau	18	2	0	0	0	11.1%

CONT...Table 27: FY 09 Agency Turnover

Agency	Employees as of 7/1/2008	Resignation	Retirement	Discharge	Death	Turnover Rate
Libraries, Oklahoma Department of	58	2	0	1	0	5.2%
Liquefied Petroleum Gas Board, Oklahoma	8	0	0	0	0	0.0%
Long-Term Care Administrators, Oklahoma State Board of Examiners for	3	0	0	0	0	0.0%
Lottery Commission	36	2	0	0	0	5.6%
Medical Licensure and Supervision, State Board of	22	1	1	0	0	9.1%
Medicolegal Investigations, Board of	66	13	0	3	0	24.2%
Mental Health & Substance Abuse Services, Department of	2,056	283	51	94	9	21.3%
Merit Protection Commission	8	1	0	3	0	50.0%
Military Department	359	53	7	17	1	21.7%
Mines, Department of	33	1	0	0	0	3.0%
Motor Vehicle Commission, Oklahoma	3	0	0	0	0	0.0%
Narcotics and Dangerous Drugs Control, Oklahoma State Bureau of	123	6	2	0	0	6.5%
Nursing, Oklahoma Board of	21	3	1	1	0	23.8%
Office of State Auditor and Inspector	129	10	5	4	0	14.7%
Office of the Attorney General	177	20	0	1	0	11.9%
Office of the Governor	33	6	0	0	0	18.2%
Office of the Lieutenant Governor	8	1	0	0	0	12.5%
Office of the State Treasurer	62	2	0	0	0	3.2%
Oil and Gas Wells, Commission on Marginally Producing	4	1	0	1	0	50.0%
Oil Compact Commission, Interstate	2	0	0	0	0	0.0%
Oklahoma State House of Representatives	239	15	2	2	1	8.4%
Oklahoma State Senate	188	7	4	0	1	6.4%
Optometry, Board of Examiners in	2	0	0	0	0	0.0%
Osteopathic Examiners, State Board of	5	1	0	0	0	20.0%
Pardon and Parole Board	43	1	2	0	1	9.3%
Peanut Commission, Oklahoma	1	0	0	0	0	0.0%
Personnel Management, Office of	62	3	1	1	0	8.1%
Pharmacy, Board of	9	0	1	0	0	11.1%
Physician Manpower Training Commission	6	0	0	0	0	0.0%
Police Pension and Retirement System, Oklahoma	12	1	1	0	0	16.7%
Private Vocational Schools, Oklahoma Board of	2	0	0	0	0	0.0%
Psychologists, State Board of Examiners of	3	0	0	0	0	0.0%
Public Employees Retirement System, Oklahoma	52	4	3	1	1	17.3%

CONT...Table 27: FY 09 Agency Turnover

Agency	Employees as of 7/1/2008	Resignation	Retirement	Discharge	Death	Turnover Rate
Quartz Mountain Arts and Conference Center & Nature Park	12	1	0	0	1	16.7%
Real Estate Commission, Oklahoma	18	0	0	0	0	0.0%
Rehabilitation Services, Oklahoma Department of	878	44	31	8	4	9.9%
Safety, Department of Public	1,484	47	42	0	1	6.1%
Scenic Rivers Commission, Oklahoma	10	0	0	0	0	0.0%
School of Science and Mathematics, Oklahoma	73	13	2	0	0	20.5%
Science and Technology, Oklahoma Center for the Advancement of	25	3	1	0	0	16.0%
Secretary of State, Office of	32	0	1	0	0	3.1%
Securities Commission, Oklahoma	27	0	0	0	0	0.0%
Space Industry Development Authority, Oklahoma	4	0	0	0	0	0.0%
Speech-Language Pathology and Audiology, Board of Examiners for	2	0	0	0	0	0.0%
State Board of Licensed Social Workers	1	0	0	0	0	0.0%
Supreme Court	161	7	2	4	1	8.7%
Tax Commission, Oklahoma	899	29	32	11	1	8.1%
Teacher Preparation, Oklahoma Commission for	10	1	1	0	0	20.0%
Teachers' Retirement System of Oklahoma	51	1	5	0	0	11.8%
Tobacco Settlement Endowment Trust Fund, Board of Directors of the	6	1	0	0	0	16.7%
Tourism and Recreation Department, Oklahoma	537	24	22	4	2	9.7%
Transportation, Department of	2,398	87	62	33	11	8.0%
Turnpike Authority, Oklahoma	557	36	17	17	6	13.6%
Used Motor Vehicle and Parts Commission, Oklahoma	8	0	0	0	0	0.0%
Veterans Affairs, Oklahoma Department of	1,694	323	37	195	3	32.9%
Veterinary Medical Examiners, Board of	3	0	0	0	0	0.0%
Water Resources Board, Oklahoma	92	6	0	1	0	7.6%
Wheat Utilization, Research, and Market Development Commission, Oklahoma	5	0	1	0	0	20.0%
Wildlife Conservation, Department of	324	7	4	3	0	4.3%
Will Rogers Memorial Commission	8	0	0	0	0	0.0%
Worker's Compensation Court	82	4	4	1	0	11.0%
<b>Total (126)</b>	<b>37,269</b>	<b>2,847</b>	<b>1,006</b>	<b>832</b>	<b>113</b>	<b>12.9%</b>
		<b>7.6%</b>	<b>2.7%</b>	<b>2.2%</b>	<b>0.3%</b>	



# **APPENDIX::**

All Agencies  
Arranged by  
Cabinet

## Appendix: All Agencies, Separated by Cabinet

Agency	Merit Status	FY 09 Emp. Count	Average Age	Avg. Years of Service	Average Salary	Total Turnover
<b>Governor</b>						
Office of the Governor	Non-Merit	31	43.2	9.6	\$57,530	18.2%
<b>Lieutenant Governor</b>						
Office of the Lieutenant Governor	Non-Merit	9	42.8	9.0	\$50,286	12.5%
<b>Agriculture</b>						
Boll Weevil Eradication Organization, Oklahoma	Non-Merit	11	49.5	9.0	\$37,908	0.0%
Agriculture, Food, and Forestry; Department of	Merit	444	46.8	13.8	\$36,179	8.1%
Peanut Commission, Oklahoma	Merit	1	61.0	22.0	\$63,300	0.0%
Conservation Commission, Oklahoma	Merit	65	47.5	12.9	\$45,120	7.7%
Wheat Utilization, Research, and Market Development Commission, Oklahoma	Non-Merit	4	35.5	5.8	\$53,649	20.0%
		525	46.9	13.5	\$37,507	8.0%
<b>Commerce and Tourism</b>						
Commerce, Oklahoma Department of	Merit	153	46.7	10.6	\$54,139	9.2%
Davis, J.M. Memorial Commission	Non-Merit	5	45.4	4.0	\$34,355	20.0%
Employment Security Commission, Oklahoma	Merit	711	50.0	12.6	\$33,651	14.5%
Historical Society, Oklahoma	Merit	156	50.7	12.3	\$34,986	11.5%
Finance Authority, Oklahoma Industrial	Non-Merit	7	62.4	21.3	\$72,819	0.0%
Labor, Department of	Merit	94	49.9	11.9	\$43,184	12.6%
Tourism and Recreation Department, Oklahoma	Merit	534	47.8	11.8	\$29,618	9.7%
Scenic Rivers Commission, Oklahoma	Non-Merit	10	41.9	11.2	\$28,984	0.0%
Will Rogers Memorial Commission	Merit	7	53.1	15.6	\$41,902	0.0%
		1,677	49.0	49.0	\$35,067	12.2%
<b>Education</b>						
Arts Council, Oklahoma	Non-Merit	16	46.7	8.9	\$46,185	13.3%
Education, State Department of	Merit	374	47.4	10.0	\$40,675	11.9%
Educational Television Authority, Oklahoma	Non-Merit	73	46.2	8.4	\$38,407	10.0%
Teacher Preparation, Oklahoma Commission for	Non-Merit	10	53.7	10.9	\$49,196	20.0%
Libraries, Oklahoma Department of	Merit	57	54.3	16.6	\$38,745	5.2%
Private Vocational Schools, Oklahoma Board of	Non-Merit	2	64.5	27.5	\$43,750	0.0%
Regional University System of Oklahoma	Non-Merit	6	45.8	12.3	\$61,127	0.0%
Physician Manpower Training Commission	Merit	6	53.0	19.8	\$46,868	0.0%
Quartz Mountain Arts and Conference Center & Nature Park	Non-Merit	11	51.1	16.4	\$31,686	16.7%
School of Science and Mathematics, Oklahoma	Merit	74	48.6	7.7	\$45,901	20.5%
Career & Technology Education, Oklahoma Department of	Non-Merit	322	48.9	13.6	\$47,673	9.1%
		951	48.5	11.4	\$43,392	11.1%

## CONT... Appendix: All Agencies, Separated by Cabinet

Agency	Merit Status	FY 09 Emp. Count	Average Age	Avg. Years of Service	Average Salary	Total Turnover
<b>Energy</b>						
Mines, Department of	Non-Merit	33	51.2	18.6	\$43,714	3.0%
Corporation Commission, Oklahoma	Merit	479	51.9	14.0	\$43,508	6.1%
Oil Compact Commission, Interstate	Non-Merit	3	32.7	4.3	\$80,000	0.0%
Liquefied Petroleum Gas Board, Oklahoma	Merit	8	58.0	16.4	\$38,355	0.0%
Oil and Gas Wells, Commission on Marginally Producing	Non-Merit	4	37.5	5.3	\$49,404	50.0%
		527	51.7	14.2	\$43,695	6.1%
<b>Environment</b>						
Environmental Quality, Department of	Merit	555	45.3	12.5	\$48,615	7.4%
Wildlife Conservation, Department of	Non-Merit	329	43.3	16.1	\$42,092	4.3%
Water Resources Board, Oklahoma	Merit	91	43.8	13.5	\$52,630	7.6%
Grand River Dam Authority	Merit	501	47.7	14.5	\$59,601	6.3%
		1,476	44.5	13.8	\$46,788	6.4%
<b>Finance and Revenue</b>						
Banking Department, Oklahoma State	Non-Merit	39	48.8	18.0	\$68,247	0.0%
Finance, Office of State	Merit	166	48.3	11.2	\$55,669	10.1%
Office of State Auditor and Inspector	Non-Merit	122	42.1	11.4	\$47,745	14.7%
Firefighters Pension and Retirement System, Oklahoma	Non-Merit	9	45.2	11.1	\$57,660	10.0%
Insurance Department	Non-Merit	122	45.1	8.2	\$45,467	21.4%
Compsource Oklahoma	Merit	359	47.2	10.0	\$42,074	10.1%
Land Office, Commissioners of the	Merit	51	51.8	14.9	\$45,831	10.7%
Law Enforcement Retirement System, Oklahoma	Non-Merit	6	46.5	19.7	\$54,972	14.3%
Lottery Commission	Non-Merit	38	43.2	6.5	\$53,657	5.6%
Public Employees Retirement System, Oklahoma	Merit	49	48.7	12.2	\$46,007	17.3%
Police Pension and Retirement System, Oklahoma	Non-Merit	11	49.4	14.6	\$55,484	16.7%
Bond Advisor, Oklahoma State	Non-Merit	2	51.5	16.5	\$52,500	33.3%
Securities Commission, Oklahoma	Merit	27	52.0	18.3	\$85,862	0.0%
Consumer Credit, Commission on	Merit	17	48.9	5.4	\$37,783	33.3%
Tax Commission, Oklahoma	Merit	878	50.3	15.0	\$38,899	8.1%
Teachers' Retirement System of Oklahoma	Merit	47	50.4	12.2	\$48,357	11.8%
Office of the State Treasurer	Non-Merit	60	48.3	11.3	\$50,240	3.2%
		2,003	48.5	12.7	\$43,898	10.1%
<b>Health</b>						
Tobacco Settlement Endowment Trust Fund, Board of Directors of the	Non-Merit	7	46.9	10.3	\$56,444	16.7%
Health, State Department of	Merit	2192	47.4	11.7	\$40,946	9.2%
Alcohol & Drug Counselors, Oklahoma Board of Licensed	Non-Merit	2	52.0	2.5	\$33,000	0.0%
Mental Health & Substance Abuse Services, Department of	Merit	2087	46.2	9.2	\$34,776	21.3%

## CONT... Appendix: All Agencies, Separated by Cabinet

Agency	Merit Status	FY 09 Emp. Count	Average Age	Avg. Years of Service	Average Salary	Total Turnover
Long-Term Care Administrators, Oklahoma State Board of Examiners for	Non-Merit	3	57.3	14.3	\$48,627	0.0%
Health Care Authority, Oklahoma	Merit	427	44.6	9.8	\$51,828	9.1%
Hospitals Authority, University	Non-Merit	7	43.9	15.6	\$70,223	0.0%
		4,725	46.7	10.4	\$39,237	14.3%
<b>Human Resource and Administration</b>						
Accountancy Board, Oklahoma	Non-Merit	9	43.8	10.4	\$40,362	0.0%
Abstractors Board, Oklahoma	Non-Merit	3	52.3	1.3	\$36,467	100.0%
Architects, Landscape Architects, and Interior Designers, Board of Governors of the Licensed	Non-Merit	3	46.0	14.0	\$52,833	0.0%
Chiropractic Examiners, Board of	Non-Merit	3	27.3	5.3	\$33,550	0.0%
Construction Industries Board	Non-Merit	29	52.1	8.2	\$40,909	7.4%
Cosmetology, State Board of	Merit	10	46.9	12.9	\$31,354	18.2%
Dentistry, Oklahoma Board of	Merit	4	52.8	26.3	\$49,778	0.0%
Funeral Board, Oklahoma	Merit	2	52.0	9.0	\$51,473	33.3%
Merit Protection Commission	Merit	7	47.9	5.9	\$46,711	50.0%
Horse Racing Commission, Oklahoma	Non-Merit	39	51.4	13.2	\$42,034	14.0%
Human Rights Commission, Oklahoma	Merit	14	47.3	12.6	\$36,348	0.0%
Medical Licensure and Supervision, State Board of	Merit	21	52.4	13.5	\$42,046	9.1%
Motor Vehicle Commission, Oklahoma	Non-Merit	3	52.7	18.0	\$52,981	0.0%
Nursing, Oklahoma Board of	Non-Merit	23	50.3	7.2	\$46,830	23.8%
Insurance Board, OK State & Education Employees Group	Merit	172	48.9	13.2	\$46,772	3.4%
Optometry, Board of Examiners in	Non-Merit	2	59.0	8.5	\$36,300	0.0%
Osteopathic Examiners, State Board of	Merit	5	64.0	14.4	\$52,572	20.0%
Personnel Management, Office of	Merit	60	44.8	9.8	\$41,391	8.1%
Pharmacy, Board of	Merit	9	47.7	10.9	\$58,502	11.1%
Engineers and Land Surveyors, State Board of Licensure for Professional	Merit	8	50.0	7.5	\$52,635	12.5%
Psychologists, State Board of Examiners of	Non-Merit	3	54.3	25.0	\$41,255	0.0%
Central Services, Department of	Merit	240	49.7	12.7	\$41,992	10.4%
Real Estate Commission, Oklahoma	Merit	18	45.7	11.9	\$42,615	0.0%
State Board of Licensed Social Workers	Non-Merit	1	39.0	8.0	\$44,342	0.0%
State Board of Licensed Social Workers	Non-Merit	1	39.0	8.0	\$44,342	0.0%
Speech-Language Pathology and Audiology, Board of Examiners for	Non-Merit	2	44.0	9.0	\$41,306	0.0%
Used Motor Vehicle and Parts Commission, Oklahoma	Non-Merit	9	50.4	11.2	\$36,178	0.0%
Veterinary Medical Examiners, Board of	Non-Merit	3	46.7	12.3	\$46,145	0.0%
Employees Benefits Council, Oklahoma State	Merit	36	49.0	10.8	\$46,898	6.1%
		739	49.1	12.3	\$45,122	8.6%

CONT... Appendix: All Agencies, Separated by Cabinet

Agency	Merit Status	FY 09 Emp. Count	Average Age	Avg. Years of Service	Average Salary	Total Turnover
<b>Human Services</b>						
Children and Youth, Commission on	Merit	28	43.8	10.4	\$44,015	14.8%
Handicapped Concerns, Office of	Merit	8	50.8	17.3	\$38,305	0.0%
Indian Affairs Commission, Oklahoma	Non-Merit	3	54.7	7.7	\$39,349	33.3%
Juvenile Affairs, Office of	Merit	984	45.3	10.0	\$31,433	21.7%
J.D. McCarty Center for Children w/ Development Disabilities	Merit	214	40.4	6.5	\$32,683	37.4%
Rehabilitation Services, Oklahoma Department of	Merit	894	49.6	13.8	\$38,053	9.9%
Human Services, Department of	Merit	7,955	45.3	11.9	\$34,214	12.7%
		10,086	45.6	11.8	\$34,315	13.8%
<b>Military</b>						
Military Department	Merit	345	46.4	8.4	\$32,831	21.7%
<b>Safety and Security</b>						
Alcoholic Beverage Laws Enforcement Commission	Merit	45	49.2	18.0	\$48,901	4.7%
Indigent Defense System, Oklahoma	Non-Merit	121	47.6	11.2	\$58,992	8.9%
Office of the Attorney General	Non-Merit	165	48.3	11.4	\$57,581	11.9%
Corrections, State Department of	Merit	4661	45.4	11.4	\$37,482	13.6%
District Attorneys	Non-Merit	1110	43.9	8.9	\$44,142	14.9%
Pardon and Parole Board	Merit	43	51.8	14.8	\$37,181	9.3%
Investigation, Oklahoma State Bureau of	Merit	302	44.9	12.2	\$51,663	6.4%
Emergency Management, Oklahoma Department of	Merit	26	56.7	12.2	\$41,320	8.0%
Fire Marshal Commission, State	Merit	28	50.5	11.1	\$42,720	6.7%
Medicolegal Investigations, Board of	Non-Merit	66	43.5	6.9	\$51,247	24.2%
Law Enforcement Education and Training, Council on (CLEET)	Non-Merit	44	47.0	6.8	\$41,945	17.4%
Narcotics & Dangerous Drugs Control, OK State Bureau of	Merit	122	43.4	10.4	\$49,953	6.5%
Safety, Department of Public	Merit	1507	43.6	12.7	\$47,103	6.1%
Alcohol and Drug Influence, Board of Tests for	Non-Merit	7	53.3	10.7	\$44,177	33.3%
		8,247	45.0	11.3	\$41,788	12.0%
<b>Science and Technology</b>						
Science & Technology, Oklahoma Center for the Advancement of	Merit	23	46.5	9.7	\$54,113	16.0%
<b>Secretary of State</b>						
Election Board, State	Non-Merit	20	51.8	15.8	\$39,743	17.4%
Ethics Commission	Merit	7	55.1	13.4	\$66,879	0.0%
Secretary of State, Office of	Merit	30	48.1	16.1	\$45,688	3.1%
Council on Judicial Complaints	Non-Merit	2	51.0	20.0	\$58,944	0.0%
		59	50.3	15.8	\$46,636	7.8%
<b>Transportation</b>						

## CONT... Appendix: All Agencies, Separated by Cabinet

Agency	Merit Status	FY 09 Emp. Count	Average Age	Avg. Years of Service	Average Salary	Total Turnover
Aeronautics Commission, Oklahoma	Non-Merit	11	48.7	10.2	\$54,017	8.3%
Transportation, Department of	Merit	2,530	46.3	14.1	\$39,313	8.0%
Space Industry Development Authority, Oklahoma	Non-Merit	4	45.0	4.5	\$55,910	0.0%
Turnpike Authority, Oklahoma	Merit	564	47.2	8.8	\$31,856	13.6%
		3,109	46.5	13.1	\$38,034	9.1%
<b>Veterans Affairs</b>						
Veterans Affairs, Oklahoma Department of	Merit	1774	45.0	7.4	\$30,581	32.9%
<b>Not Assigned to Executive Cabinet</b>						
Court of Criminal Appeals	Non-Merit	29	53.4	14.2	\$82,242	6.5%
District Courts	Non-Merit	628	51.3	12.4	\$66,963	6.8%
Worker's Compensation Court	Non-Merit	81	49.1	13.9	\$49,497	11.0%
Oklahoma State Senate	Non-Merit	187	51.1	13.0	\$49,570	6.4%
Oklahoma State House of Representatives	Non-Merit	243	47.5	7.3	\$43,143	8.4%
Legislative Service Bureau	Non-Merit	20	44.0	8.4	\$48,258	11.1%
Supreme Court	Non-Merit	170	48.6	12.5	\$73,726	8.7%
		1,358	50.1	11.7	\$60,161	7.5%

## AFFILIATED COUNCILS AND COMMISSIONS

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- Juanita Vasquez-Sykes - Vice Chair, Oklahoma City
- Yolanda Velarde Charney - Secretary, Owasso
- Dr. Eloy A. Chavez, Shawnee
- Nancy Galvan, El Reno
- Sebastian Lantos, Tulsa
- Louis A. Maltos, Shawnee
- Teri Mora, Guymon
- Guillermo Rojas, Tulsa
- Steven J. Valencia, Alva

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- Dr. Kyung-Whan Min - Vice Chair, Edmond
- Dr. Evelina C. Morales - Secretary, Oklahoma City
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- Thuy Pham, Oklahoma City
- Dr. Rita Raman, Oklahoma City
- Vasithy Pic Sengdara, Oklahoma City
- Nick Wu, Norman

### Governor's Ethnic American Advisory Council

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- Malaka A. Elyazgi - Vice Chair/Secretary, Norman
- Dr. Riaz Ahmad, Edmond
- Mohammad J. Farzaneh, Norman
- Dr. Fayyaz H. Hashmi, Edmond
- Dr. Basel S. Hassoun, Oklahoma City
- Dr. Mohammad Karami, Norman
- Dr. Sandra Kaye Rana, Broken Arrow
- Wes Salous, Oklahoma City

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- R. Charles Smith - Chair, Oklahoma City
- Representative Jabar Shumate - Vice Chair, Tulsa
- Representative Rex Duncan, Sand Springs
- Representative Mike Shelton, Oklahoma City
- Carol Ainsworth, Tulsa
- Harold Roberts, Tulsa

### Oklahoma Commission on the Status of Women

- Mary Walker - Chair, Tulsa
- Lyn Hester - Vice-Chair, Oklahoma City
- Kathryn Jones - Secretary, Oklahoma City

### Oklahoma Commission on the Status of Women...cont.

- Joyce Martin - Advisory Chair, Broken Arrow
- Rebecca Kennedy - Nominating Committee, Seminole
- Denise Kinzie - Nominating Committee, Cushing
- Rita Aragon, Edmond
- Fern Bowling, Stillwater
- Patty Bryant, Tulsa
- Bob Darcy, Stillwater
- Lee Denney, Cushing
- Deena Fisher, Woodward
- Marilyn Harmon, Blackwell
- Catherine Haynes, Ponca City
- Ashley Kehl, Oklahoma City
- Lou Kohlman, Oklahoma City
- Debbe Leftwich, Oklahoma City
- Valeska Littlefield, Tulsa
- Carolyn McLarty, Mutual
- Bernice Mitchell, Stillwater
- Chris Morriss, Oklahoma City
- Jennifer Paustenbaugh, Stillwater
- Pam Peterson, Oklahoma City
- Patricia Presley, Oklahoma City
- Claudean Reynolds, Stillwater
- Nancy Rothman, Tulsa
- Joyce Horton-Sanders, Chickasha
- Nancy Smith, Chickasha
- Valerie Thompson, Oklahoma City
- Adeline Yerkes, Edmond

### Oversight Committee for the State Employee Charitable Contributions

- Karen Jacobs - Chair, Oklahoma City
- Brenda Sullivan - Vice Chair, Oklahoma City
- Oscar B. Jackson Jr., Norman
- Shirley Russell, Designee for Oscar Jackson, Norman
- Amy Alden, Oklahoma City
- Randall Lopez, McAlester
- Leann Overstake, Oklahoma City
- Jerry Pectol, Oklahoma City

### Certified Public Manager Advisory Board

- Kay Hagerman - Chair, Oklahoma City
- Dr. Trent Gabert, Norman
- Jeff Gifford, Oklahoma City
- Vickie Karns, Stillwater
- Dr. Brett Sharp, Edmond
- Susan Bohl, Oklahoma City
- Steve Thompson, Oklahoma City
- Cynthia White, Oklahoma City
- Jeannette Williams, Oklahoma City

### Employee Assistance Program Advisory Council

- Jimmy Durant, Chairman: Membership Representative OPEA [Appointed by President Pro Tempore, Mike Morgan]
- Don Dyer, Vice Chairman, LPC, Retired. [Appointed by Governor Brad Henry]
- Bob Craig, Member, Oklahoma State Senate. [Appointed by President Pro Tempore, Mike Morgan]
- Representative Susan Winchester, Member, Retired. [Appointed by Governor Frank Keating]
- Beverly Eubanks, Member, Director Integris Corporate Assistance. [Appointed by Speaker of the House, Todd Hiatt]
- Danny Cavett, Member, Director Chaplain Services and EAP, OU Medical Center. [Appointed by Governor Brad Henry]
- Representative Lisa J. Billy, Member, District 42 [Appointed by Speaker of the House, Chris Bengel]
- Representative Jason Nelson, Member 87 [Appointed by Speaker of the House, Chris Bengel]

### Incentive Awards for State Employees Committee (Productivity Enhancement Program)

- John S. Richard - Chair, Department of Central Services
- Michael Clingman, Office of State Finance
- Oscar B. Jackson, Jr., Office of Personnel Management
- Linda Campbell, Oklahoma Board of Dentistry
- Clayton Abernathy, OG&E







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