Office of Personnel Management
FY 2007 Annual Report and Workforce Summary

25th Anniversary

Office of Personnel Management

ANNUAL REPORT and Workforce Summary

Fiscal Year 2007

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

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

State of Oklahoma
Office of Personnel Management
Fiscal Year 2007
Annual Report
and
Workforce Summary

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

Coordinated by
Alan Ross Tripp, Workforce Planning Manager
Office of Workforce Planning

Ashland Viscosi
Administrative Assistant
Office of Workforce Planning

Contents

Comments from the Administrator 4
Executive Summary 5
1. Overview: Office of Personnel Management 6
History 6
Organization 6
Management Team 7
Financial Management Services 8
Chart 1: OPM General Revenue Appropriations Trend FY 1997-2007 8
Strategic Vision 8
FY 2007 HR Legislation Summary 9
2. Position Management: Organizing the Work for Oklahoma 10
Position Management 10
Classified 10
Unclassified 10
FY 07 Major Accomplishments 10
Table 1. FY 2007 Executive Branch Appropriations and Expenditures 10
Table 2. FY 2007 Executive Branch FTE Usage 11
Table 3. FY 07 Unclassified Usage 11
Table 4. Fiscal Year Occupational Group Employee Counts 14
Agency Services 14
3. Selection: Hiring the Workers 15
Applicant Services 15
Chart 2. FY 07 Certificate Appointments vs. Other Appointments 15
Chart 3. Certificate Appointments Trend 1999-2007 15
Carl Albert Public Internship Program 16
Chart 4. FY 07 Application Process 16
Chart 5. All Validated Selection Devices Created or Revised from FY 1996 to 2007 16
Personnel Assessment 17
Chart 6. FY 07 Appointments by Type 17
Chart 7. FY 07 Appointments by Job Category 17
4. Demographics: The Oklahoma Workforce 18
Chart 8. FTE Count 1998 to 2007 18
Chart 9. FY 07 Employee Percent by Job Category 18
Table 5: Agency Employees by Job Category 19
Map 1. State Employee County Residence 21
Table 6. State Employee County Residence 21
Table 7. Employees by Age Groups 22
Table 8. Employees by Years of Service 22
Table 9. FY 07 Agency Average Age, Years of Service 23
Table 10. FY 07 Occupational Group Age Information 25
Chart 10. FY 07 Gender by Age Groups 25
Equal Opportunity and Workforce Diversity 26
Table 11. FY 07 Race by Job Category 26
Chart 11. FY 07 Gender, Race and Job Category 26
Table 12. Agency Employees by Gender and Race 27
Chart 12. Count of Temporary/Part-Time Employees by Age Group 29
Table 13. Temporary/Part-Time Employees by Cabinet 29

5. Workforce Planning 30
Table 14. New Hires by Age and EEO-4 Job Category 30
Table 15. Separations by Age and EEO-4 Job Category 31
Chart 13. Eligibility Projections and Actual Retirements for FY 05-07 31
Chart 14. Cumulative Retirement Eligibility for Next 10 Years (Comparative) 31
Table 16. Cumulative Retirement Eligibility 31
Chart 15. Employees by Years to Retirement Eligibility 32
6. Compensation: Paying the Workers 34
Chart 16. FY 07 Average Annual Salary Trend 34
Table 17. FY 07 Agency Average Salaries 35
Chart 17. FY 07 Average Salaries by Age Groups 37
Chart 18: FY 07 Average Salaries by Years of Service Groups 37
Table 18. FY 07 Average Salaries by Job Categories and Gender 38
Table 19. Pay Bands 38
Chart 19. FY 07 Pay Band Distribution 38
Pay Movement Mechanisms 39
7. Turnover: Worker Mobility 40
Chart 20. FY 07 Turnover 40
Chart 21. State Separations vs. Agency Changes 40
Table 20. Classified Turnover Trend FY 1997 to FY 2007 40
Table 21. FY 07 Occupational Group Turnover 41
Table 22. FY 07 Agency Turnover 42
8. OPM Services 45
Human Resources Development Services 45
Quality Oklahoma 45
Productivity Enhancement Program 45
Table 23. FY 07 Human Resources Development Services Courses 46
Certified Public Manager Program 47
Employee Assistance Program 47
OPM Departments and Employees 48
Appendix 49
All Agencies—Select Information 49
Oversite Committee for the State Employee Charitable Contributions 52
Oklahoma Commission on the Status of Women 52
Governor's Advisory Council on Asian American Affairs 52
Governor's Ethnic American Advisory Council 52
Governor's Advisory Council on Latin American and Hispanic Affairs 52
Affiliated Councils and Commissions 53

Comments from the Administrator

July 1, 2007, marked a very special milestone for the Office of Personnel Management, as the agency celebrated its 25th anniversary. Such an occasion naturally offers an excellent time to reflect and take stock of the successes and challenges that have gone before. It is also an appropriate time to consider future opportunities for state government: how we can excel in providing professional, efficient, and meaningful services to those we serve—the citizens of Oklahoma.

Since 1982, the Office of Personnel Management has played a major role in how state government in Oklahoma selects, compensates, and manages the state's workforce. We believe that, as an agency whose mission commits us to "delivering reliable and innovative human resource services to our partner agencies to achieve their missions," our involvement in recruiting, developing, and maintaining those who deliver such services to Oklahomans can be crucial to our success.

I am pleased to present the Office of Personnel Management's Annual Report and Workforce Summary for Fiscal Year 2007. I hope that you will find the statistics, tables, charts, and other information we presented here to be useful and informative, and that you are pleased with our continued efforts to make "Working for Oklahoma" something in which we can all take great pride.

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

Executive Summary

Cabinet
The cabinet department Human Resources and Administration is comprised of nine appropriated agencies and 24 non-appropriated agencies. These agencies employed a total of 801 full-time, regular employees at the conclusion of Fiscal Year 2007. 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 114 state agencies, employing 36,911 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 07, a total of 15,886 applicants applied through OPM's process, and OPM administered 12,883 performance tests. Agencies appointed 3,084 applicants to full-time regular positions.

Demographics
About 73.5 percent of the 36,911 employees in the workforce are in classified service while the remaining 26.5 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 10,265 or 27.8 percent residing in Oklahoma County, 3,149 or 8.5 percent residing in Cleveland County, and 2,308 or 6.3 percent residing in Tulsa County. The average age for state employees is 45.6, and 11,396 (31 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 11.3.

Compensation
The average annual salary for all employees is $38,585. The average classified annual salary is $34,531, which is an increase of 28.6 percent since FY 2000. The average unclassified annual salary is $49,831, which is a 38.2 percent increase since FY 2000.

Turnover
Resignations account for about 66 percent of total turnover, and the overall turnover rate has decreased from 14.2 percent in FY 06 to 13.5 percent in FY 07.

Chapter 1. Overview: Office of Personnel Management

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.

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.

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 07, 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 Program. Additionally, a number of state and federal personnel laws that apply to all state agencies and employees. The work of OPM is divided among nine departments/divisions:

- 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
- Information Technology 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 and 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.

Management Team

Oscar B. Jackson, Jr.
Administrator and Cabinet Secretary
of Human Resources and Administration

Marilyn Capps
Associate Administrator/
Chief Financial Officer
Financial Management
Services

Janet Anderson
Executive
Assistant

Kara Smith
General
Counsel

Shirley A. Russell
Director of
Legislative Affairs

Hank Batty
Deputy
Administrator
for Programs

Tom Patt
Director,
Compensation
Management
Services

Natasha Riley
Director,
Personnel
Assessment
Employee
Selection
Services

Susan Loftin
Director,
Classification
Management
Services

Tom Impson
Director,
Applicant Services
Employee Selection
Services

Carrie Rohr
Director,
Human Resources
Development
Services

Brenda Thornton
Director,
Equal Opportunity
and Workforce
Diversity

Bob Stevens
Coordinator,
State Employee
Assistance
Program (EAP)

Alan Ross Tripp
Manager, Office of
Workforce Planning

Marilyn Capps
Associate Administrator/Chief Financial Officer
Financial Management Services

Budget

OPM delivered services with an operating budget of $5.5 million in FY 2007 and a total full-time equivalent (FTE) staff of 79. This budget represents a 4.4 percent increase in general revenue funding compared to FY 2006.

A total of 96 percent of the agency's funding is derived from General Revenue and the remaining four percent from the Employee Benefits Council Reimbursement Fund and the OPM Revolving Fund and the Commission on the Status of Women Revolving Fund.

CHART 1. OPM General Revenue Appropriations Trend FY 1997-2007 (in 1,000s)

Strategic Vision for the Future: Changing Role

The Office of Personnel Management continues to serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies so that they can achieve their missions.

It continues to evolve from a regulatory role into a human resources service provider. Changes in workforce demographics and advances in technology are presenting new challenges to state agencies. To meet these challenges effectively, OPM must focus on (1) ensuring that services are efficient, effective, and meet the needs of customers, (2) promoting workforce planning by state agencies, and (3) developing and retaining an innovative, effective and diverse OPM workforce.

Shirley A. Russell
Director of Legislative Affairs

OKLAHOMA PERSONNEL ACT (TITLE 74)

Senate Bill 626 (Brogdon/Denney)

Enrolled SB 626:

- Changes the pay movement mechanism report from a calendar year to a fiscal year report;
- Changes the "satisfactory" language in the reduction-in-force plan regarding displacement privilege to reflect current employee rating usage of "meets standards" in the Performance Management Process;
- Reinstates the internal posting requirement of five working days for job vacancy notices;
- Deletes the requirement that after two years of continuous employment on the job an employee hired through the State Work Incentive Program (SWIP) must pass an entrance examination before conversion to permanent classified status; and
- Increases the maximum cash award amount that can be given to a state employee through the employee recognition program from $250 to $500 per recognized employee.

Amends O.S. 74:840-1.20, 840-2.17, 840-2.27C, 840-4.15, 840-5.16, 4121; effective July 1, 2007.

COMPENSATION

House Bill 1114 (Benge/Crutchfield)

Section 1 of Enrolled House Bill 1114 indexes the minimum annualized salary for state employees to the Federal Poverty Guidelines for a three-person household as issued each year by the U.S. Department of Health and Human Services.

Amends O.S. 74:840-2.16; effective July 1, 2007.

ILLEGAL IMMIGRATION

House Bill 1804 (Terrill/Williamson)

Sections 6 and 7 of Enrolled HB 1804 require state agencies to utilize a federally approved "Status Verification System" (SVS) to determine the employment authorization status of all new employees. All private contractors and subcontractors contracting with state agencies after July 1, 2008, must utilize an SVS to verify the work eligibility of all new employees.

Creates O.S. 25:1312, 1313; effective November 1, 2007.

RECRUITMENT AND RETENTION

House Bill 1114 (Benge/Crutchfield)

Enrolled House Bill 1114 creates the "Financial Reimbursement for Educational Expenses Act of 2007" which permits a state agency to make direct payments not to exceed $5000 in any 12-month period on behalf of an eligible employee to any private or public entity for qualified educational loan expenses with cumulative total reimbursement not to exceed $15,000. Employees receiving assistance are committed to a "required payback period" of 2000 hours of full-time employment for each $5000 of qualified educational loan expenses paid for by the employing agency.

Creates O.S. 74:1731, et al. effective July 1, 2007.

MISCELLANEOUS

House Bill 1646 (Peterson, P/Ford)

Enrolled House Bill 1646 makes it a misdemeanor for any state employee with responsibility or oversight for processing a benefit or allowance to solicit any portion of it as a gratuity, kickback, or loan. The crime is punishable either by a fine of $500 or more, imprisonment in county jail for up to one year, or both.

Amends O.S. 21:69; effective November 1, 2007.

Chapter 2. Position Management:

Susan Loftin, IPMA-CP
Director of Classification Management Services

Position Management

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 373 job titles with 1,063 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 07 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.
- Played a key role in conversion of group 4B agencies to the PeopleSoft HRMS, involving approximately 24,000 employees in 18 Merit and Non-Merit agencies. Worked directly with the agencies to resolve discrepancies and update data prior to conversion.
- Audited and processed 44,357 personnel actions.
- Provided Human Resources support and guidance for 135 state agencies.
- Managed 373 job family descriptors.
- Revised 12 job family descriptors.

TABLE 1. FY 07 Executive Branch (excluding Higher Education) Appropriations and Expenditures

Cabinet	Regular Full-Time Employees	FY 07 Appropriation (in $1,000s)	FY 07 Total Expenditures (in $1,000s)
Governor	30	$2,641	$3,093
Lieutenant Governor	6	$592	$535
Agriculture	500	$37,269	$79,281
Commerce and Tourism	1,695	$88,460	$210,111
Education	970	$3,454,999	$5,047,398
Energy	519	$15,082	$58,415
Environment	954	$17,282	$64,694
Finance and Revenue	2,023	$89,684	$550,056
Health	4,719	$967,902	$4,145,392
Human Resources and Administration	745	$22,422	$350,751
Human Services	9,591	$723,386	$1,842,677
Military	350	$12,898	$34,598
Safety and Security	8,174	$651,009	$853,269
Science and Technology	23	$22,443	$16,044
Secretary of State	58	$9,022	$14,689
Transportation	2,984	$285,940	$995,103
Veterans Affairs	1,712	$39,324	$104,823
Total	**35,053**	**$6,440,355**	**$14,370,929**

Note: Does not include GRDA or agencies of the Judiciary and Legislature

TABLE 2. FY 07 Executive Branch (excluding Higher Education) FTE Usage

Cabinet	Regular Full-Time Employees	Temp/Part-Time/ Seasonal Employees	FY 07 FTE Usage	Percentage of Regular Employees
Governor	30	2	33	93.8%
Lieutenant Governor	6	2	7	75.0%
Agriculture	500	73	540	87.3%
Commerce and Tourism	1,695	672	2,175	71.6%
Education	970	51	1,026	94.9%
Energy	519	27	1,012	95.1%
Environment	954	135	998	87.6%
Finance and Revenue	2,023	75	2,043	96.4%
Grand River Dam Authority (GRDA)	496	14	405	97.3%
Health	4,719	451	4,840	91.3%
Human Resources and Administration	745	96	756	88.6%
Human Services	9,591	686	10,204	93.3%
Military	350	53	306	86.8%
Safety and Security	8,174	242	8,291	97.1%
Science and Technology	23	0	23	100.0%
Secretary of State	58	18	65	76.3%
Transportation	2,984	108	3,010	96.5%
Veterans Affairs	1,712	186	1,817	90.2%
Total	**35,549**	**2,887**	**37,548**	**92.5%**

Note: Does not include agencies of the Judiciary and Legislature

TABLE 3. FY 07 Unclassified Usage

Agency	Merit Status	Regular Full-Time Employees	Classified Employees	Unclassified Employees	Percent Classified
Agriculture	Merit	435	384	51	88.3%
Board of Dentistry	Merit	4	1	3	25.0%
Board of Osteopathic Examiners	Merit	5	2	3	40.0%
Board of Pharmacy	Merit	8	2	6	25.0%
Bureau of Investigation	Merit	285	259	26	90.9%
Bureau of Narcotics	Merit	98	76	22	77.6%
Central Services	Merit	230	169	61	73.5%
Civil Emergency Management	Merit	25	20	5	80.0%
Commerce	Merit	153	4	149	2.6%
Commission on Children and Youth	Merit	26	20	6	76.9%
Commissioners Land Office	Merit	54	38	16	70.4%
Compsource	Merit	359	173	186	48.2%
Conservation Commission	Merit	50	6	44	12.0%
Corporation Commission	Merit	470	370	100	78.7%
Corrections	Merit	4,699	4,344	355	92.4%
Cosmetology Board	Merit	13	10	3	76.9%
Department of Consumer Credit	Merit	16	12	4	75.0%
Department of Securities	Merit	26	2	24	7.7%
Education	Merit	378	5	373	1.3%
Embalmers and Funeral Directors	Merit	3	0	3	0.0%
Employees Benefits Council	Merit	31	27	4	87.1%
Environmental Quality	Merit	548	509	39	92.9%
Ethics Commission	Merit	6	2	4	33.3%
GRDA	Merit	496	376	120	75.8%
Health	Merit	2,269	1,759	510	77.5%
Health Care Authority	Merit	397	0	397	0.0%
Historical Society	Merit	149	136	13	91.3%
Human Rights Commission	Merit	17	15	2	88.2%
Human Services	Merit	7,540	6,932	608	91.9%
J. D. McCarty Center	Merit	185	158	27	85.4%

TABLE 3. FY 07 Unclassified Usage continued

Agency	Merit Status	Regular Full-Time Employees	Classified Employees	Unclassified Employees	Percent Classified
Juvenile Affairs	Merit	937	887	50	94.7%
Labor	Merit	94	80	14	85.1%
Libraries	Merit	59	55	4	93.2%
Liquefied Petroleum Gas Board	Merit	8	6	2	75.0%
Medical Licensure/Supervision	Merit	20	15	5	75.0%
Mental Health	Merit	2,011	1,210	801	60.2%
Merit Protection Commission	Merit	7	5	2	71.4%
Military Department	Merit	350	189	161	54.0%
Motor Vehicle Commission	Merit	4	0	4	0.0%
OCAST	Merit	23	0	23	0.0%
OESC	Merit	699	656	43	93.8%
Office of Handicapped Concerns	Merit	8	6	2	75.0%
Oklahoma Real Estate Commission	Merit	16	11	5	68.8%
Oklahoma Able Commission	Merit	47	44	3	93.6%
Oklahoma Peanut Commission	Merit	1	0	1	0.0%
OSEEGIB	Merit	172	149	23	86.6%
Pardon and Parole Board	Merit	36	33	3	91.7%
Personnel Management	Merit	61	51	10	83.6%
Physician Manpower Training	Merit	6	3	3	50.0%
Prof. Engineers and Land Surveyors	Merit	8	4	4	50.0%
Public Employees Retirement	Merit	51	32	19	62.7%
Public Safety	Merit	1,467	1,415	52	96.5%
Rehabilitation Services	Merit	881	721	160	81.8%
School of Science/Math	Merit	69	3	66	4.3%
Secretary of State	Merit	30	25	5	83.3%
State Finance	Merit	151	61	90	40.4%
State Fire Marshal	Merit	32	28	4	87.5%
Tax Commission	Merit	913	654	259	71.6%
Teachers' Retirement System	Merit	49	26	23	53.1%
Tourism and Recreation	Merit	567	316	251	55.7%
Transportation	Merit	2,414	2,370	44	98.2%
Transportation Authority	Merit	557	518	39	93.0%
Veterans Affairs	Merit	1,712	1,650	62	96.4%
Water Resources Board	Merit	90	61	29	67.8%
Will Rogers Memorial Commission	Merit	7	3	4	42.9%
Total Merit		**32,532**	**27,098**	**5,434**	**83.3%**
Aeronautics Commission	Non-Merit	10	0	10	0.0%
Attorney General	Non-Merit	174	0	174	0.0%
Auditor and Inspector	Non-Merit	146	0	146	0.0%
Board of Chem. Test Alcohol/Drug	Non-Merit	6	0	6	0.0%
Board of Architects	Non-Merit	3	0	3	0.0%
Board of Nursing	Non-Merit	25	0	25	0.0%
Boll Weevil Eradication Org.	Non-Merit	9	0	9	0.0%
Capitol Complex/Centennial Comm.	Non-Merit	7	0	7	0.0%
CareerTech Education	Non-Merit	350	0	350	0.0%
Chiropractic Examiners Board	Non-Merit	3	0	3	0.0%
CLEET	Non-Merit	34	0	34	0.0%
Construction Industries Board	Non-Merit	34	4	30	11.8%
Council on Judical Complaints	Non-Merit	2	0	2	0.0%
Court of Criminal appeals	Non-Merit	32	0	32	0.0%
Department of Mines	Non-Merit	34	0	34	0.0%

TABLE 3. FY 2007 Unclassified Usage continued

Agency	Merit Status	Regular Full-Time Employees	Classified Employees	Unclassified Employees	Percent Classified
District Attorney	Non-Merit	1,084	0	1,084	0.0%
District Courts	Non-Merit	633	0	633	0.0%
Educational Television Authority	Non-Merit	69	0	69	90.9%
Election Board	Non-Merit	22	20	2	0.0%
Firefighter Pension/Retirement	Non-Merit	10	0	10	0.0%
Horse Racing Commission	Non-Merit	46	0	46	0.0%
House of Representatives	Non-Merit	232	0	232	0.0%
Indian Affairs Commission	Non-Merit	3	0	3	0.0%
Indigent Defense System	Non-Merit	123	0	123	0.0%
Industrial Finance Authority	Non-Merit	6	0	6	0.0%
Insurance Department	Non-Merit	140	0	140	0.0%
Interstate Oil and Gas Compact	Non-Merit	2	0	2	0.0%
J. M. Davis Gun Museum	Non-Merit	4	0	4	0.0%
Law Enforcement Retirement	Non-Merit	4	0	4	0.0%
Legislative Service Bureau	Non-Merit	28	0	28	0.0%
Lieutenant Governor's Office	Non-Merit	6	0	6	0.0%
Marginally Producing Wells	Non-Merit	5	0	5	0.0%
Medicolegal Investigations	Non-Merit	64	0	64	0.0%
Nursing Home Admin. Examiners	Non-Merit	2	0	2	0.0%
Office of the Governor	Non-Merit	30	0	30	0.0%
OK Board of Licensed Alcohol/Drug Cnslrs.	Non-Merit	2	0	2	0.0%
Oklahoma Accountancy Board	Non-Merit	8	0	8	0.0%
Oklahoma Arts Council	Non-Merit	16	0	16	0.0%
Oklahoma Lottery Commission	Non-Merit	37	0	37	0.0%
Oklahoma Wheat Commission	Non-Merit	5	0	5	0.0%
Optometry Board	Non-Merit	1	0	1	0.0%
Police Pension and Retirement	Non-Merit	9	0	9	0.0%
Private Vocational Schools Board	Non-Merit	2	0	2	0.0%
Psychologists Examiners Board	Non-Merit	1	0	1	0.0%
Scenic Rivers Commission	Non-Merit	9	2	7	22.2%
Senate	Non-Merit	191	0	191	0.0%
Social Workers Board	Non-Merit	1	0	1	0.0%
Space Industry Development Authority	Non-Merit	3	0	3	0.0%
Speech-Language Pathology	Non-Merit	1	0	1	0.0%
State Banking Department	Non-Merit	38	0	38	0.0%
State Bond Advisor	Non-Merit	3	0	3	0.0%
State Treasurer	Non-Merit	62	0	62	0.0%
Supreme Court	Non-Merit	160	0	160	0.0%
Teacher Preparation Commission	Non-Merit	9	0	9	0.0%
Tobacco Board of Directors	Non-Merit	4	0	4	0.0%
University Hospitals Authority	Non-Merit	5	0	5	0.0%
Used Motor Vehicle Commission	Non-Merit	9	0	9	0.0%
Veterinary Medical Examiner	Non-Merit	3	0	3	0.0%
Wildlife Conservation	Non-Merit	316	0	316	0.0%
Workers' Compensation Court	Non-Merit	84	0	84	0.0%
Total Non-Merit		**4,361**	**26**	**4,335**	**0.6%**
Other Agencies (neither Merit or Non-Merit*)		**18**	**7**	**11**	**38.9%**
Total		**36,911**	**27,131**	**9,780**	**73.5%**

**** Quartz Mountain Conference Center and Regents for Oklahoma Colleges***

TABLE 4. Fiscal Year Occupational Group Employee Counts

Occupational Group	07 Employee Count	06 Employee Count	05 Employee Count	04 Employee Count	03 Employee Count	03-07 Percent Change
Agricultural Services and Inspections	255	249	257	257	259	-1.5%
Corrections and Custody	3,041	3,059	2,893	2,946	2,977	2.1%
Employment Services	308	338	301	312	333	-7.5%
Financial Management	959	987	924	940	970	-1.1%
General Administrative	3,941	4,140	3,982	4,049	4,153	-5.1%
General and Environmental Services	227	380	360	363	358	-36.6%
General Safety, Security	382	242	218	219	198	92.9%
Health Care Services	826	843	786	812	801	3.1%
Historical Preservation	72	81	71	66	73	-1.4%
HR Management and Development	427	423	390	391	392	8.9%
Information Technology	715	739	726	741	745	-4.0%
Institutional and Nutritional Services	1,730	1,910	1,819	1,782	1,757	-1.5%
Insurance and Benefits Administration	161	174	178	188	201	-19.9%
Law Enforcement	1,564	1,639	1,528	1,517	1,540	1.6%
Logistics and Property Management	1,294	1,339	1,282	1,301	1,324	-2.3%
Nursing Services	2,544	2,614	2,485	2,427	2,367	7.5%
Oil, Gas, Transportation, and Utility	198	202	178	158	164	20.7%
Power Generation	318	326	313	312	312	1.9%
Prof. Engineering and Land Surveyors	273	275	280	301	303	-9.9%
Rehabilitation/Vocational Services	661	688	508	656	665	-0.6%
Revenue and Taxation	312	324	279	262	333	-6.3%
Social Services	4,668	4,770	4,472	4,422	4,424	5.5%
Transportation	2,126	2,165	2,111	2,125	2,110	0.8%
Travel, Tourism, and Recreation	102	93	91	93	112	-8.9%
Veterans Services	27	27	29	33	42	-35.7%
Classified	27,131	28,027	26,461	26,673	26,913	0.8%
Unclassified	9,780	8,890	7,056	8,068	7,619	28.4%
Total	36,911	36,917	33,517	34,741	34,532	6.9%

Agency Services

The Agency Services Unit of OPM's Management Services Department assists 60 agencies with their human resources management needs based upon the administrative capacity and resources of the various agencies. This primarily includes smaller agencies that do not have full-time human resources staff. Team members act as liaisons to 21 Merit System agencies and 39 non-Merit System agencies. Other responsibilities include processing and posting or approving agency personnel transactions, providing payroll services for these agencies, and maintaining the employee file system consisting of records for all current Merit System employees and a large number of former employees.

Note: Agency Services assisted with the conversion of agencies to the PeopleSoft HRMS in FY 07. Group 4B accounted for approximately 24,000 state employees.

Chapter 3. Selection: Hiring the Workers

Tom Impson
Director of Applicant Services
Employee Selection Services

Applicant 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. The division also reviews agency requests to promote, demote, transfer or reinstate employees. Also 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. There are currently 29 state agencies that have direct online access to job registers managed by OPM. These agencies employ more than 80 percent of all classified employees in state government.

Coming Soon!

The Office of Personnel Management will soon have a new, completely online, applicant tracking and testing program. Applicant Services Division team members have been actively working with the vendor, JobAps, to create an online system for applicants to apply and have an active role in the entire hiring process. Applicants will be able to view their status, knowing exactly where they are as far as being scheduled to test, on an active eligible list for agency hiring departments, etc. Hiring agencies will benefit as well. They will be able to submit requisitions for jobs online as well as request certificates for eligible applicants.

Chart 2. FY 07 Certificate Appointments vs. Other Appointments

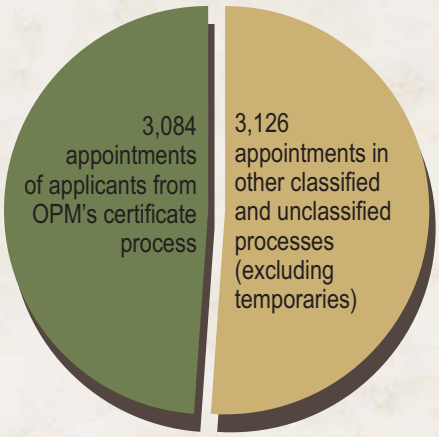
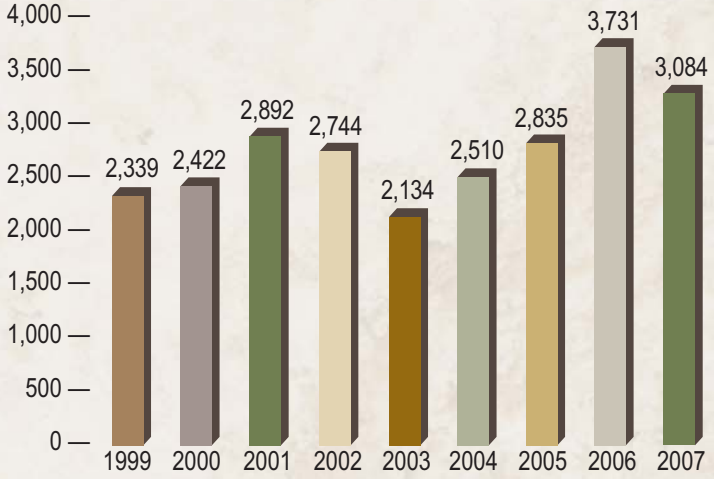


Chart 3. Certificate Appointments Trend 1999-2007



The division also administers these services:

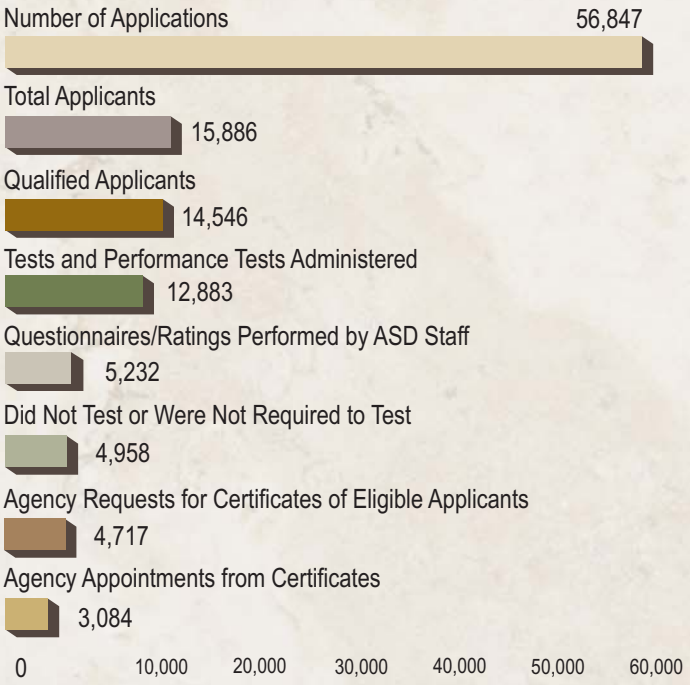
Registers and Test Administration
The team is responsible for services related to applicant registers, test administration, and applicant files. In FY 07, the team administered 10,928 tests.

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.

Recruitment
The division organizes recruitment efforts for the state classified service, including provisions under the Fair Employment Practices Act.

In FY 07 division staff attended 53 career and job fairs, including events at the University of Oklahoma, Oklahoma State University, University of Central Oklahoma, Southwestern Oklahoma State University, Cameron University, Northeastern Oklahoma State University, Northwestern Oklahoma State University, Langston University, Oklahoma Christian University, Rose State College, Oklahoma City Community College, Mid American Christian University, Moore-Norman Technology Center, Metro Technology Center, Canadian Valley Technology Center, Francis Tuttle Technology Center, Wes Watkins Technology Center and Gordon Cooper Technology Center.

Chart 4. FY 07 Application Process



Carl Albert Public Internship Program

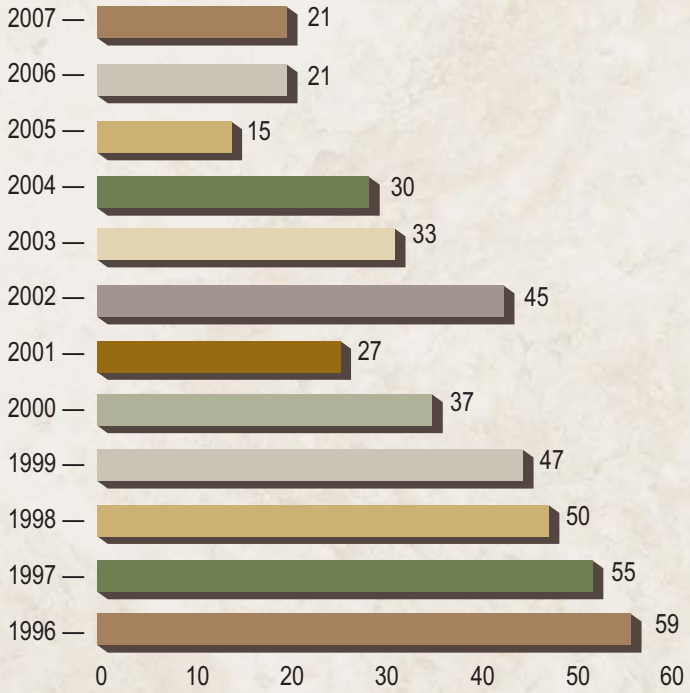
Jenny Chong (no current picture)
Coordinator, CAPIP

The Carl Albert Public Internship Program has assisted students at institutions of higher education in gaining experience and knowledge in state government and encouraged 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. At the conclusion of FY 07, a total of 29 graduate students and eight undergraduate students were participating in internships.

The Undergraduate Internship program provides temporary positions 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 CAPIPs from the following universities: Langston University, Oklahoma State University, University of Oklahoma, Northwestern Oklahoma State University, University of Tulsa, Oklahoma City University, East Central University and the University of Arkansas.

Chart 5. All Validated Selection Devices Created or Revised from FY 1996 to 2007



Personnel Assessment

Natasha Riley, IPMA-CS
Director of Personnel Assessment
Employee Selection Services

Testing

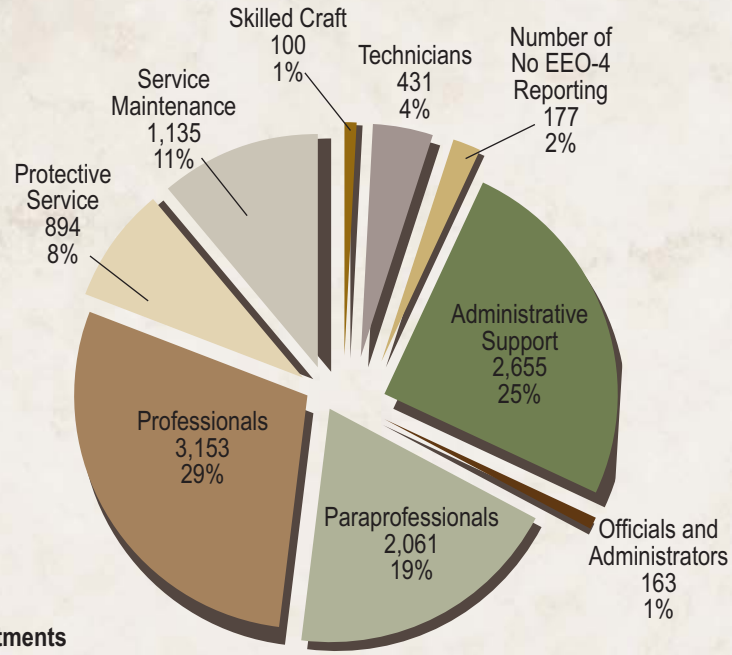
The Personnel Assessment Division develops and validates employee selection procedures, including written tests, ratings of training and experience, performance tests, structured interviews, and certification tests.

FY 2007 Major Accomplishments

During FY 07, Personnel Assessment staff developed or revised 10 written content-validated job knowledge tests, and developed or revised 11 ratings of training and experience. Of those 11, 9 were supplemental questionnaires. In development and validation of selection devices, Personnel Assessment conducted 35 meetings with agency employees to review new or existing selection devices.

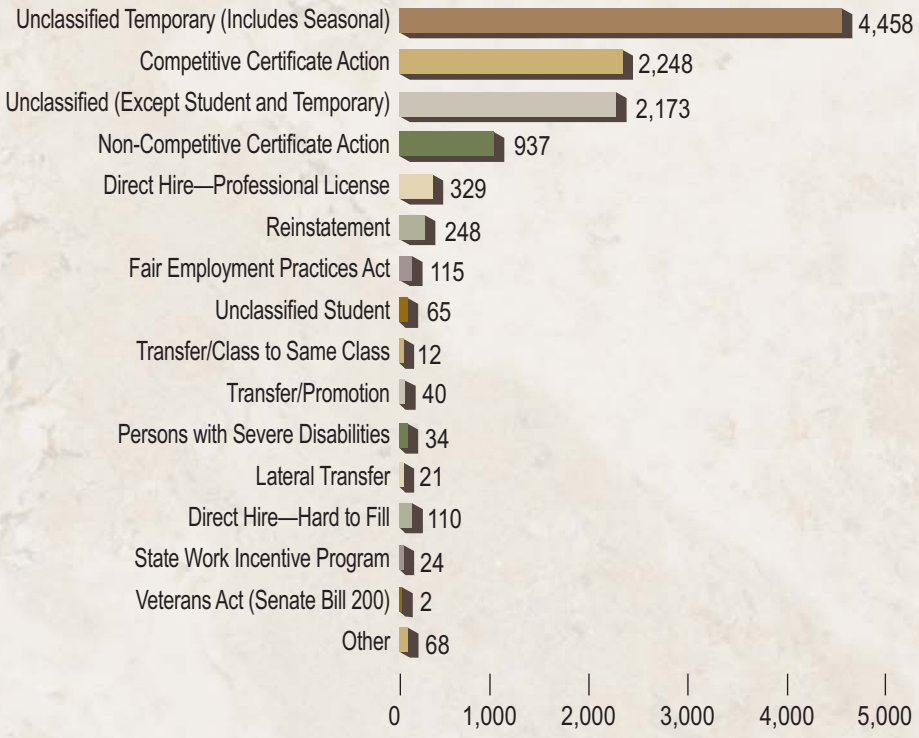
The division completed 21 Performance Appraisal (PMP) audits, bringing the total number of agencies audited to 94. Additional activities included: participating in the implementation of a Web-based application; applicant tracking, testing, and certification system; and teaching the HRDS course, Structured Interviewing Process, eight times.

Chart 7. FY 07 Appointments by Job Category



Total Appointments
10,769

Chart 6. FY 07 Appointments by Type



Chapter 4. Demographics: The Oklahoma Workforce

Chart 8. FTE Count 1998 to 2007

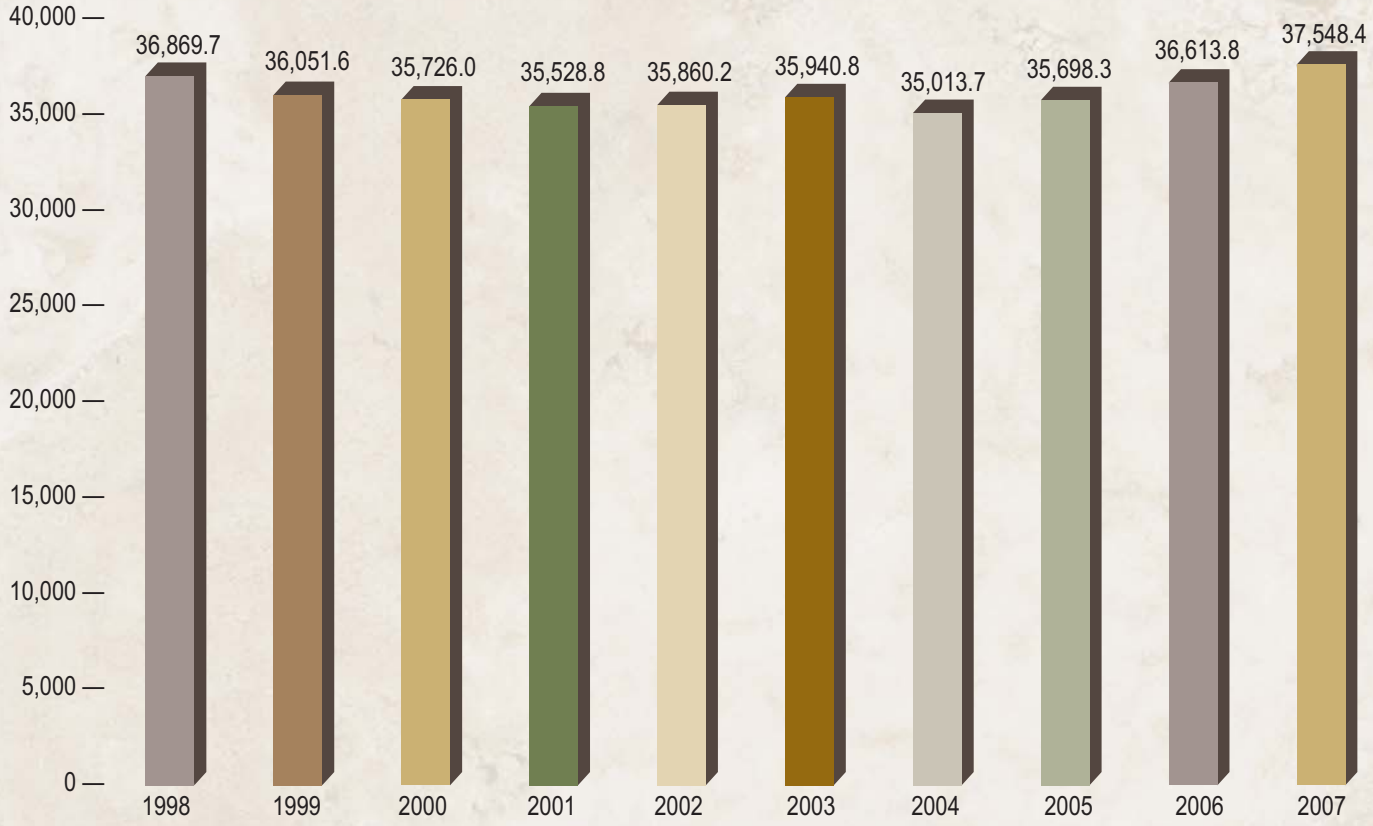


Chart 9. FY 07 Employee Percentage by Job Category

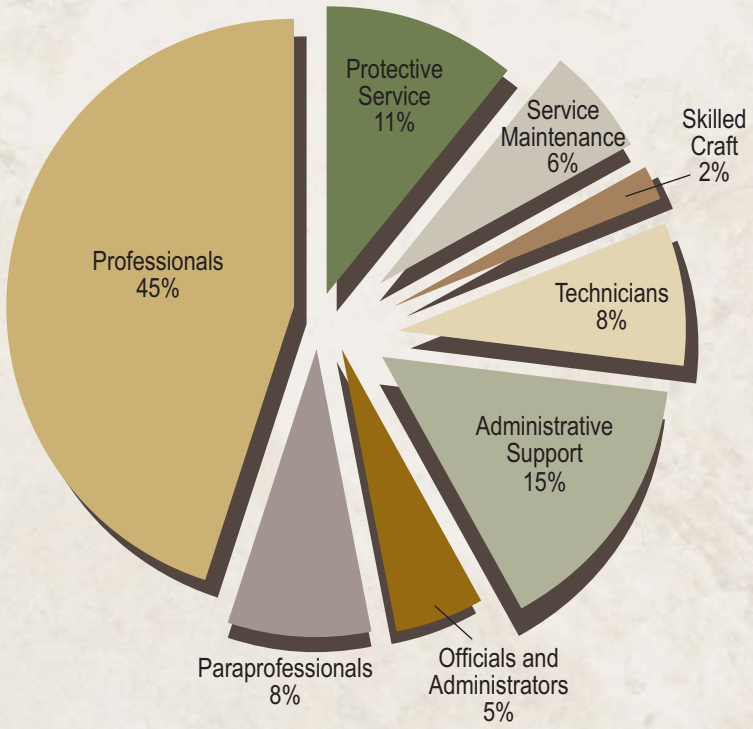


Table 5. Agency Employees by Job Category

Agency	Administrative Support	Officials and Administrators	Para-professionals	Professionals	Protective Services	Service Maintenance	Skilled Craft	Technicians
Aeronautics Commission	1	2	0	7	0	0	0	0
Agriculture	50	27	3	115	104	8	3	125
Attorney General	24	3	11	133	0	0	0	3
Auditor and Inspector	10	21	5	109	0	0	0	0
Board of Nursing	11	3	0	11	0	0	0	0
Board of Pharmacy	1	3	0	4	0	0	0	0
Boll Weevil Eradication Org.	2	1	0	6	0	0	0	0
Bureau of Investigation	45	14	1	79	72	0	1	73
Bureau of Narcotics	19	17	0	10	44	0	0	8
Capitol Complex/Centennial Comm.	2	2	0	3	0	0	0	0
CareerTech Education	53	27	11	213	0	13	11	22
Central Services	45	26	7	74	0	24	39	15
Civil Emergency Management	5	2	0	16	1	0	0	1
CLEET	9	1	0	22	0	2	0	0
Commerce	18	28	2	105	0	0	0	0
Commission on Children and Youth	5	3	0	16	0	0	0	2
Commissioners Land Office	11	9	0	30	0	0	0	4
Compsource	104	12	9	155	0	1	1	77
Conservation Commission	2	7	0	35	0	0	0	6
Construction Industries Board	8	2	0	24	0	0	0	0
Corporation Commission	83	27	11	190	33	0	0	122
Corrections	491	116	57	1,210	2,432	136	22	230
Cosmetology Board	6	2	0	0	0	0	0	4
Department of Consumer Credit	4	2	0	10	0	0	0	0
Department of Mines	4	3	2	17	8	0	0	0
Department of Securities	2	2	2	19	0	0	0	1
District Attorney	549	12	5	506	1	0	0	8
Education	78	56	3	229	1	0	1	10
Educational Television Authority	5	8	7	33	0	3	9	4
Election Board	4	3	2	8	0	0	0	5
Employees Benefits Council	4	6	2	17	0	0	0	2
Environmental Quality	63	54	3	412	0	2	0	14
Ethics Commission	0	3	0	2	0	0	0	1
Firefighter Pension/Retirement	2	2	2	4	0	0	0	0
GRDA	24	93	0	50	8	6	283	32
Health	509	84	109	1,445	6	13	4	98
Health Care Authority	61	29	31	262	0	0	0	13
Historical Society	16	6	30	62	0	17	7	11
Horse Racing Commission	16	2	1	26	0	1	0	0
House of Represenatives	83	1	12	134	0	1	0	1
Human Rights Commission	6	2	0	9	0	0	0	0
Human Services	902	190	726	5,230	40	135	120	187
Indigent Defense System	22	15	0	85	0	0	0	1
Industrial Finance Authority	0	4	0	2	0	0	0	0
Insurance Department	49	12	4	71	1	0	0	3
J. D. McCarty Center	10	9	98	45	0	13	2	7

Table 5. Agency Employees by Job Category (continued)

Agency	Administrative Support	Officials and Administrators	Para-professionals	Professionals	Protective Services	Service Maintenance	Skilled Craft	Technicians
Juvenile Affairs	96	41	234	406	102	32	14	11
Labor	16	12	0	58	0	1	0	7
Legislative Service Bureau	21	0	0	2	0	0	0	5
Libraries	15	5	4	32	0	0	0	3
Lieutenant Governor	0	2	0	4	0	0	0	0
Liquefied Petroleum Gas Board	1	1	0	1	0	0	0	5
Medical Licensure/Supervision	10	2	0	8	0	0	0	0
Medicolegal Investigations	6	4	0	45	2	2	0	5
Mental Health	240	81	489	892	29	117	39	120
Merit Protection Commission	0	2	0	5	0	0	0	0
Military Department	45	22	14	127	60	24	37	20
OCAST	1	7	1	14	0	0	0	0
OESC	49	94	45	463	3	0	4	40
Office of Handicapped Concerns	2	1	0	4	0	0	0	1
Office of the Governor	0	1	0	29	0	0	0	0
Oklahoma Real Estate Commission	10	3	0	2	0	0	0	1
Oklahoma ABLE Commission	5	10	0	7	23	0	0	1
Oklahoma Accountancy Board	3	2	0	3	0	0	0	0
Oklahoma Arts Council	2	6	0	8	0	0	0	0
OSEEGIB	17	19	42	80	0	0	0	14
Pardon and Parole Board	5	3	0	3	25	0	0	0
Personnel Management	13	9	1	34	0	0	0	4
Physician Manpower Training	2	2	0	2	0	0	0	0
Police Pension and Retirement	1	3	0	5	0	0	0	0
Prof. Engineers and Land Surveyors	5	1	0	2	0	0	0	0
Public Employees Retirement	10	8	10	21	0	0	0	2
Public Safety	379	26	3	151	824	13	23	48
Rehabilitation Services	87	55	211	408	3	24	13	79
Scenic Rivers Commision	2	1	0	1	3	0	1	1
School of Science/Math	5	5	1	55	0	3	0	0
Secretary of State	12	3	2	10	0	0	0	3
Senate	72	48	1	51	1	13	0	5
State Banking Department	4	3	0	30	0	0	0	1
State Finance	16	16	6	79	0	0	0	34
State Fire Marshal	4	0	0	6	22	0	0	0
State Treasurer	6	5	4	36	0	0	0	11
Supreme Court	34	10	1	115	0	0	0	0
Tax Commission	85	51	34	680	0	0	3	60
Teacher Preparation Commission	3	3	1	2	0	0	0	0
Teachers' Retirement System	12	2	3	30	0	0	0	2
Tourism and Recreation	109	16	67	117	46	79	113	20
Transportation	168	265	14	229	0	864	83	786
Transportation Authority	260	19	45	56	0	130	14	32
Used Motor Vehicle Commission	3	1	0	5	0	0	0	0
Veterans Affairs	85	28	600	243	35	352	45	317
Water Resources Board	10	15	0	61	0	0	0	4
Wildlife Conservation	24	6	1	115	9	3	1	157
Will Rogers Memorial Comm.	0	2	1	2	0	2	0	0
Other	267	47	9	545	2	0	5	10
TOTAL	**5,640**	**1,921**	**3,000**	**16,529**	**3,940**	**2,034**	**898**	**2,899**
	15.3%	5.2%	8.1%	44.8%	10.7%	5.5%	2.4%	7.9%

Note: A small percentage did not report an EEO-4 Category

Map 1. State Employee County Residence

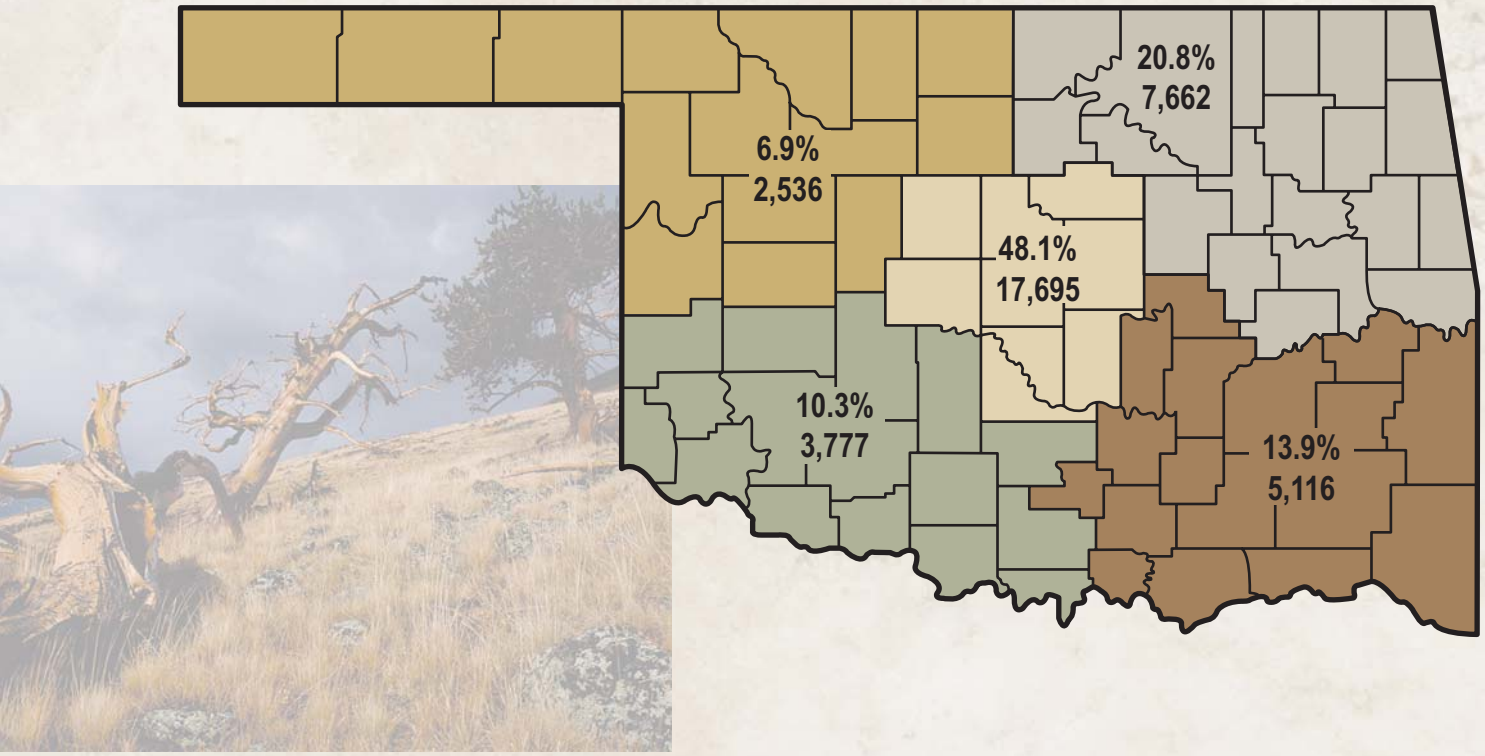


Table 6. State Employee County Residence

County	Employees	County	Employees	County	Employees
Adair	97	Grant	51	Nowata	43
Alfalfa	189	Greer	206	Okfuskee	207
Atoka	312	Harmon	38	Oklahoma	10,265
Beaver	40	Harper	131	Okmulgee	253
Beckham	129	Haskell	88	Osage	312
Blaine	100	Hughes	146	Ottawa	261
Bryan	237	Jackson	236	Pawnee	140
Caddo	220	Jefferson	54	Payne	525
Canadian	1,163	Johnston	87	Pittsburg	1,026
Carter	518	Kay	216	Pontotoc	322
Cherokee	333	Kingfisher	103	Pottawatomie	815
Choctaw	134	Kiowa	173	Pushmataha	243
Cimarron	22	Latimer	101	Roger Mills	31
Cleveland	3,149	LeFlore	598	Rogers	618
Coal	109	Lincoln	405	Seminole	199
Comanche	807	Logan	318	Sequoyah	259
Cotton	56	Love	58	Stephens	299
Craig	522	Major	71	Texas	114
Creek	327	Marshall	134	Tillman	150
Custer	366	Mayes	599	Tulsa	2,308
Delaware	173	McClain	500	Wagoner	254
Dewey	36	McCurtain	277	Washington	189
Ellis	49	McIntosh	236	Washita	138
Garfield	849	Murray	401	Woods	187
Garvin	695	Muskogee	870	Woodward	400
Grady	352	Noble	147	Not Reported	125

Table 7. Employees by Age Group

Age:	Less than 20		20-29		30-39		40-49		50-59		60-69		70+	
# of Employees:	**49**		**3,935**		**7,184**		**10,443**		**11,396**		**3,544**		**258**	
Administrative Support	5	0.01%	535	1.45%	912	2.48%	1,547	4.20%	1,870	5.08%	704	1.91%	68	0.18%
Officials and Administrators	0	0.00%	20	0.05%	179	0.49%	613	1.67%	791	2.15%	291	0.79%	24	0.07%
Para-professionals	30	0.08%	579	1.57%	579	1.57%	824	2.24%	750	2.04%	215	0.58%	23	0.06%
Professionals	2	0.01%	1,559	4.24%	3,307	8.98%	4,556	12.38%	5,401	14.67%	1,590	4.32%	109	0.30%
Protective Service	0	0.00%	690	1.87%	1,211	3.29%	1,092	2.97%	768	2.09%	168	0.46%	10	0.03%
Service Maintenance	10	0.03%	215	0.58%	338	0.92%	637	1.73%	604	1.64%	219	0.59%	11	0.03%
Skilled Craft	0	0.00%	39	0.11%	103	0.28%	332	0.90%	295	0.80%	89	0.24%	1	0.00%
Technicians	2	0.01%	298	0.81%	555	1.51%	842	2.29%	917	2.49%	268	0.73%	12	0.03%

Table 8. Employees by Years of Service

Years:	Less than 3		3-5		6-8		9-10		11-15		16-20		21+	
# of Employees	**9,031**		**4,560**		**4,386**		**2,579**		**4,039**		**4,993**		**7,273**	
Administrative Support	1,440	3.91%	738	2.00%	738	2.00%	375	1.02%	603	1.64%	727	1.97%	1,019	2.76%
Officials and Administrators	150	0.41%	99	0.27%	130	0.35%	91	0.25%	203	0.55%	390	1.06%	858	2.33%
Para-professionals	1,194	3.24%	439	1.19%	314	0.85%	151	0.41%	238	0.65%	279	0.76%	385	1.04%
Professionals	3,779	10.25%	2,029	5.50%	2,021	5.48%	1,180	3.20%	1,990	5.40%	2,209	5.99%	3,321	9.01%
Protective Service	1,084	2.94%	450	1.22%	525	1.42%	393	1.07%	488	1.32%	558	1.51%	442	1.20%
Service Maintenance	590	1.60%	367	1.00%	201	0.55%	136	0.37%	177	0.48%	250	0.68%	313	0.85%
Skilled Craft	172	0.47%	100	0.27%	109	0.30%	44	0.12%	90	0.24%	128	0.35%	255	0.69%
Technicians	622	1.69%	338	0.92%	348	0.94%	209	0.57%	250	0.68%	452	1.23%	680	1.84%

Table 9. FY 07 Agency Average Age, Years of Service

Agency	Employees Under Age 50	Employees Age 50 or Older	Average Age	Average Years of Service	Average Years to Ret. Eligibility
Aeronautics Commission	7	3	45.3	8.8	15.0
Agriculture	245	190	45.6	13.6	12.5
Attorney General	111	63	44.7	9.7	15.0
Auditor and Inspector	101	45	41.9	11.1	15.8
Board of Nursing	15	10	45.9	5.5	15.4
Board of Pharmacy	5	3	50.0	12.0	10.6
Boll Weevil Eradication Organization	4	5	48.4	7.9	12.8
Bureau of Investigation	181	104	43.8	11.6	14.6
Bureau of Narcotics	68	30	43.2	12.3	14.5
Capitol Complex/Centennial Commission	3	4	54.7	14.1	7.5
CareerTech Education	179	171	48.2	13.2	11.0
Central Services	103	127	49.0	12.8	10.0
Civil Emergency Management	7	18	54.8	11.6	7.2
CLEET	17	17	47.8	9.4	12.0
Commerce	94	59	45.4	9.6	14.3
Commission on Children and Youth	17	9	44.7	9.7	14.4
Commissioners Land Office	22	32	50.1	15.4	8.5
Compsource	195	164	46.7	9.6	13.1
Conservation Commission	30	20	46.7	13.4	11.9
Construction Industries Board	14	20	50.0	7.8	11.0
Corporation Commission	199	271	50.6	12.5	9.7
Corrections	2,971	1,728	44.5	10.9	14.3
Cosmetology Board	10	3	46.9	11.0	12.0
Department of Consumer Credit	5	11	53.7	8.6	8.9
Department of Mines	16	18	49.1	16.6	7.8
Department of Securities	10	16	50.5	16.5	8.2
District Attorney	735	349	43.1	8.0	16.5
Education	214	164	46.0	8.8	14.1
Educational Television Authority	41	28	45.1	7.3	15.5
Election Board	7	15	52.3	15.4	6.6
Employees Benefits Council	13	18	49.7	11.1	10.3
Environmental Quality	332	216	44.4	11.7	14.4
Ethics Commission	1	5	55.7	14.7	5.4
Firefighter Pension/Retirement	5	5	45.5	12.1	12.3
GRDA	255	189	47.4	13.9	9.7
Health	1,276	993	46.0	10.3	13.6
Health Care Authority	274	123	43.4	9.8	15.6
Historical Society	65	84	48.6	11.9	11.4
Horse Racing Commission	19	27	52.4	12.1	8.6
House of Representatives	127	105	46.1	6.0	15.3
Human Rights Commission	12	5	43.9	11.4	14.3
Human Services	4,472	3,068	45.0	12.0	13.6
Indigent Defense System	71	52	45.9	10.1	13.7
Industrial Finance Authority	0	6	62.7	18.2	0.3
Insurance Department	85	55	44.2	7.2	16.1
J. D. McCarty Center	137	48	39.3	5.4	19.7
Juvenile Affairs	587	350	44.9	10.3	14.3

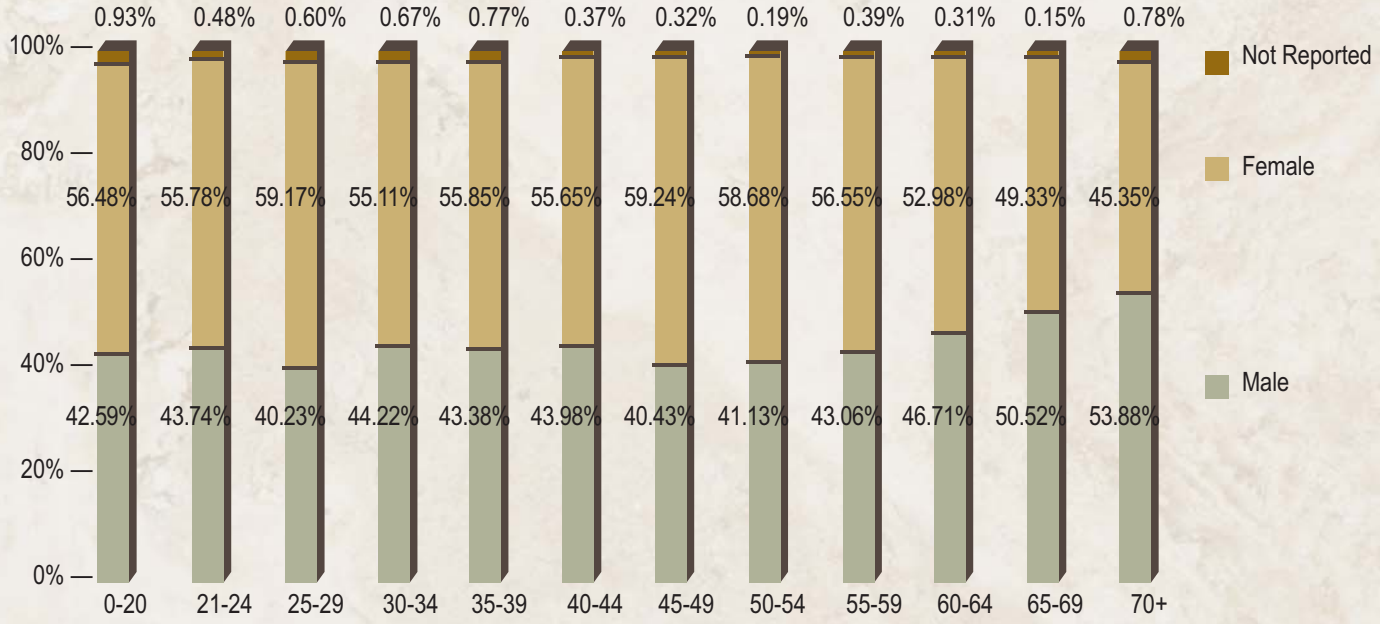
Table 9. FY 07 Agency Average Age, Years of Service (continued)

Agency	Employees Under Age 50	Employees Age 50 or Older	Average Age	Average Years of Service	Average Years to Ret. Eligibility
Labor	50	44	47.4	11.2	12.4
Libraries	18	41	51.8	15.6	7.6
Lieutenant Governor	4	2	38.3	6.0	21.3
Liquefied Petroleum Gas Board	2	6	55.1	13.9	7.4
Medical Licensure/Supervision	9	11	48.8	12.0	10.6
Medicolegal Investigations	51	13	40.5	6.8	18.9
Mental Health	1,193	818	45.4	9.5	14.1
Merit Protection Commission	3	4	50.0	9.6	10.8
Military Department	223	127	44.3	7.7	15.8
OCAST	10	13	49.8	9.7	11.0
OESC	301	398	50.0	13.2	9.7
Office of Handicapped Concerns	4	4	50.4	15.5	9.6
Office of the Governor	24	6	39.6	8.2	19.5
Oklahoma Real Estate Commission	11	5	43.9	10.9	14.7
Oklahoma ABLE Commission	22	25	49.2	17.9	8.2
Oklahoma Accountancy Board	5	3	41.0	10.5	18.0
Oklahoma Arts Council	9	7	47.6	10.1	13.7
OSEEGIB	100	72	46.8	11.5	12.5
Pardon and Parole Board	13	23	50.6	18.5	7.1
Personnel Management	33	28	45.1	9.7	14.2
Physician Manpower Training	4	2	47.5	18.0	8.2
Police Pension and Retirement	3	6	51.0	14.6	7.7
Prof. Engineers and Land Surveyors	6	2	45.0	5.3	15.8
Public Employees Retirement	25	26	49.3	13.1	9.7
Public Safety	1,027	440	43.1	12.2	14.7
Rehabilitation Services	408	473	49.0	13.9	10.4
Scenic Rivers Commision	7	2	41.9	10.3	16.9
School of Science/Math	33	36	48.5	7.9	13.1
Secretary of State	17	13	46.7	15.3	10.8
Senate	91	100	49.7	12.4	10.8
State Banking Department	28	10	45.8	16.5	10.6
State Finance	81	70	48.2	11.7	11.2
State Fire Marshal	11	21	51.0	12.0	9.7
State Treasurer	35	27	46.1	9.6	13.3
Tax Commission	438	475	48.9	13.8	10.0
Teacher Preparation Commission	2	7	51.6	13.1	7.3
Teachers' Retirement System	22	27	49.9	13.0	10.2
Tourism and Recreation	309	258	46.8	11.6	12.2
Transportation	1,468	945	45.9	14.3	11.7
Transportation Authority	324	233	46.5	8.3	13.8
Used Motor Vehicle Commission	4	5	47.8	9.9	11.7
Veterans Affairs	1,055	657	44.3	7.7	15.6
Water Resources Board	62	28	42.4	11.8	15.2
Wildlife Conservation	211	105	43.1	15.9	13.3
Will Rogers Memorial Commission	0	7	53.9	12.7	5.6
Other	543	517	48.3	11.3	11.6
FY 06 TOTAL	**21,829**	**14,691**	**46**	**11.7**	**12.6**
FY 07 TOTAL	**21,656**	**15,188**	**47.3**	**11.5**	**12.1**

Table 10. FY 07 Occupational Group Age Information

Occupational Group	Average Age	Average Years of Service	Average Years to Retirement Eligibility	Percent Eligible to Retire Within 3 Years
Agricultural Services and Inspections	45.0	14.4	12.7	29.4%
Corrections and Custody	41.8	9.7	16.7	12.6%
Employment Services	50.7	12.5	9.6	31.5%
Financial Management	49.9	13.3	9.5	33.6%
General Administrative	48.5	13.3	10.6	32.1%
General Safety, Security Inspections and Investigations	46.4	8.8	13.7	16.7%
General Sciences and Environmental Services	43.1	12.0	15.2	22.3%
Health Care Services and Administration	46.2	11.5	12.8	25.3%
Historical Preservation	47.2	12.2	12.3	30.6%
Human Resources Management and Development	48.8	15.8	9.3	36.8%
Information Technology	47.7	14.2	10.5	28.1%
Institutional and Nutritional Services and Administration	44.6	9.1	14.9	19.3%
Insurance and Benefits Administration	49.3	11.7	10.3	7.0%
Law Enforcement	41.7	11.7	15.9	16.9%
Logistics and Property Management	49.2	12.2	10.3	27.7%
Nursing Services	44.2	7.8	15.7	15.5%
Oil, Gas, Transportation and Utility Regulation	51.2	12.2	9.9	31.3%
Power Generation	46.5	13.3	10.3	19.0%
Professional Engineering and Land Surveyors	44.8	14.5	12.4	20.1%
Rehabilitation and Vocational Services	45.1	11.7	13.8	24.2%
Revenue and Taxation	47.8	11.4	11.7	26.3%
Social Services	43.9	11.2	14.8	22.5%
Transportation and Highway Construction and Maintenance	45.8	12.8	12.3	25.2%
Travel, Tourism and Recreation	45.2	13.6	12.7	25.5%
Veterans Services	51.7	12.8	8.6	37.0%
Classified	45.4	11.0	13.4	23.2%
Unclassified	46.1	10.7	13.3	22.5%
TOTAL	**46.7**	**12.2**	**12.3**	**25.4%**

Chart 10. FY 07 Gender by Age Groups



Equal Opportunity and Workforce Diversity

Brenda Thornton
Director of Equal Opportunity and Workforce Diversity

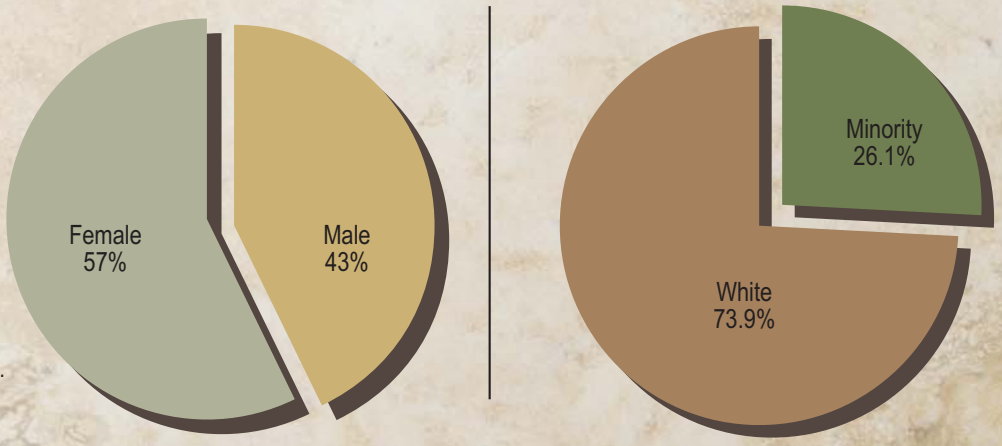
The Equal Opportunity and Workforce Diversity staff provides services that support a diverse workforce. The division reports annually on the progress made in the area of affirmative action, including the status of the recruitment of women, men, and minorities. Staff supports the Affirmative Action Review 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 11. FY 07 Race by Job Category

Job Category	American Indian/Alaska Native	Asian	Black/ African American	Hispanic/ Latino	Total Minority	Percent of Total
Administrative Support	355	45	567	145	1,112	15.18%
Officials and Administrators	80	20	99	17	216	2.95%
Paraprofessionals	170	67	604	130	971	13.25%
Professionals	997	328	1,546	276	3,147	42.95%
Protective Service	379	23	296	113	811	11.07%
Service Maintenance	176	30	199	86	491	6.70%
Skilled Craft	53	1	29	6	89	1.21%
Technicians	191	77	174	48	490	6.69%
Total	**2,401**	**591**	**3,514**	**821**	**7,327**	
Percent of Total Minority	**32.77%**	**8.07%**	**47.96%**	**11.21%**		

Note: About 10 percent of employees' race information is not reported in the personnel systems.

Chart 11. FY 07 Gender, Race and Job Category



Note: Less than 1 percent of employee gender information is not reported in PeopleSoft HRMS. About 10 percent of employee race information is not specified in the PeopleSoft HRMS.

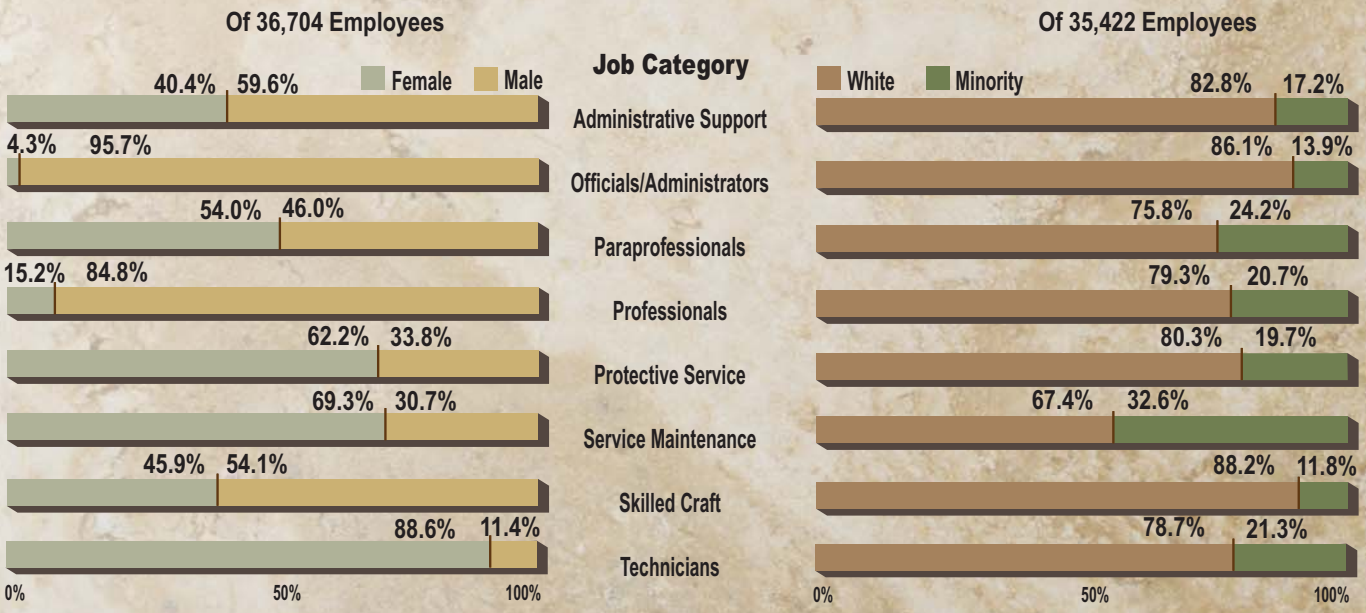


Table 12. Agency Employees by Gender and Race

Agency	Percent Male	Percent Female	White	Am. Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Percent Minority
Aeronautics Commission	80.0%	20.0%	7	1	1	1	0	30.0%
Agriculture	71.3%	28.7%	357	41	5	26	5	17.7%
Attorney General	44.8%	55.2%	141	12	0	8	3	14.0%
Auditor and Inspector	37.0%	63.0%	127	9	1	6	2	12.4%
Board of Nursing	8.0%	92.0%	16	3	0	6	0	36.0%
Board of Pharmacy	37.5%	62.5%	8	0	0	0	0	0.0%
Boll Weevil Eradication Org.	55.6%	44.4%	9	0	0	0	0	0.0%
Bureau of Investigation	49.8%	50.2%	237	16	2	21	5	15.7%
Bureau of Narcotics	58.2%	41.8%	69	9	1	3	15	28.9%
Capitol Complex/Centennial Comm.	14.3%	85.7%	7	0	0	0	0	0.0%
CareerTech Education	48.3%	51.7%	319	11	1	14	3	8.3%
Central Services	57.0%	43.0%	157	17	5	45	5	31.4%
Civil Emergency Management	52.0%	48.0%	21	1	0	2	1	16.0%
CLEET	55.9%	44.1%	31	2	0	1	0	8.8%
Commerce	41.2%	58.8%	121	10	5	15	2	20.9%
Commission on Children and Youth	28.0%	72.0%	12	2	0	1	1	25.0%
Commissioners Land Office	50.0%	50.0%	46	1	2	4	1	14.8%
Compsource	31.5%	68.5%	304	15	7	28	5	15.3%
Conservation Commission	52.0%	48.0%	44	4	0	1	0	10.2%
Construction Industries	69.7%	30.3%	26	1	2	0	1	13.3%
Corporation Commission	60.4%	39.6%	388	28	10	38	5	17.3%
Corrections	60.9%	39.1%	3,675	428	44	447	99	21.7%
Cosmetology Board	23.1%	76.9%	9	1	0	0	0	10.0%
Department of Consumer Credit	50.0%	50.0%	14	0	0	0	1	6.7%
Department of Mines	52.9%	47.1%	29	2	0	3	0	14.7%
Department of Securities	46.2%	53.8%	24	0	1	1	0	7.7%
District Attorney	32.6%	67.4%	692	27	2	25	10	8.5%
Education	19.0%	81.0%	326	20	5	21	5	13.5%
Educational Television Authority	65.2%	34.8%	61	1	1	6	0	11.6%
Election Board	22.7%	77.3%	15	1	1	4	1	31.8%
Employees Benefits Council	40.0%	60.0%	27	2	0	2	0	12.9%
Environmental Quality	58.2%	41.8%	446	31	24	33	14	18.6%
Ethics Commission	33.3%	66.7%	5	0	0	1	0	16.7%
Firefighter Pension/Retirement	33.3%	66.7%	5	1	0	2	0	37.5%
GRDA	84.2%	15.8%	51	11	1	1	1	21.5%
Health	17.5%	82.5%	1,821	150	39	150	96	19.3%
Health Care Authority	19.9%	80.1%	274	10	12	83	15	30.5%
Historical Society	54.4%	45.6%	131	6	0	9	3	12.1%
Horse Racing Commission	56.5%	43.5%	41	1	0	2	0	6.8%
House of Representatives	57.8%	42.2%	208	8	2	11	2	10.0%
Human Rights Commission	23.5%	76.5%	5	0	1	10	1	70.6%
Human Services	24.0%	76.0%	5,695	544	111	1,023	161	24.4%
Indigent Defense System	44.7%	55.3%	104	8	3	5	3	15.4%
Industrial Finance Authority	66.7%	33.3%	6	0	0	0	0	0.0%
Insurance Department	30.2%	69.8%	103	7	6	20	4	26.4%
J. D. McCarty Center	27.0%	73.0%	157	3	2	21	1	14.7%
Juvenile Affairs	43.4%	56.6%	664	52	2	188	24	28.6%
Labor	60.6%	39.4%	72	7	2	9	4	23.4%
Libraries	30.5%	69.5%	51	0	3	5	0	13.6%
Lieutenant Governor	0.0%	100.0%	3	0	0	1	0	25.0%
Liquefied Petroleum Gas Board	75.0%	25.0%	8	0	0	0	0	0.0%

Table 12. Agency Employees by Gender and Race (continued)

Agency	Percent Male	Percent Female	White	A. Indian/ Alaska Native	Asian	Black/African American	Hispanic/ Latino	Percent Minority
Medical Licensure/Supervision	30.0%	70.0%	14	5	0	1	0	30.0%
Medicolegal Investigations	59.4%	40.6%	50	7	2	3	1	20.6%
Mental Health	32.9%	67.1%	1,437	173	80	255	54	28.1%
Merit Protection Commission	28.6%	71.4%	4	1	1	1	0	42.9%
Military Department	65.7%	34.3%	290	29	8	11	11	16.9%
OCAST	39.1%	60.9%	20	0	1	1	0	9.1%
OESC	35.3%	64.7%	477	34	8	108	9	25.0%
Office of Handicapped Concerns	37.5%	62.5%	8	0	0	0	0	0.0%
Office of the Governor	30.0%	70.0%	27	0	0	3	0	10.0%
Oklahoma Real Estate Commission	25.0%	75.0%	13	0	1	2	0	18.8%
Oklahoma ABLE Commission	59.6%	40.4%	37	3	0	6	0	19.6%
Oklahoma Accountancy Board	12.5%	87.5%	5	1	0	2	0	37.5%
Oklahoma Arts Council	25.0%	75.0%	12	2	1	0	1	25.0%
OSEEGIB	29.1%	70.9%	146	4	4	15	3	15.1%
Pardon and Parole Board	55.6%	44.4%	24	3	0	4	1	25.0%
Personnel Management	29.5%	70.5%	40	2	3	14	1	33.3%
Physician Manpower Training	33.3%	66.7%	6	0	0	0	0	0.0%
Police Pension and Retirement	22.2%	77.8%	8	0	1	0	0	11.1%
Prof. Engineers and Land Surveyors	25.0%	75.0%	7	0	0	1	0	12.5%
Public Employees Retirement	31.4%	68.6%	42	3	2	4	0	17.6%
Public Safety	73.3%	26.7%	1,228	98	4	97	35	16.0%
Rehabilitation Services	27.9%	72.1%	691	24	19	131	15	21.5%
Scenic Rivers Commision	77.8%	22.2%	9	0	0	0	0	0.0%
School of Science/Math	56.5%	43.5%	58	0	8	2	1	15.9%
Secretary of State	10.0%	90.0%	20	4	2	3	1	33.3%
Senate	42.4%	57.6%	155	7	3	17	2	15.2%
State Banking Department	60.5%	39.5%	34	1	0	1	2	10.5%
State Finance	56.0%	44.0%	115	10	6	15	5	23.8%
State Fire Marshal	78.1%	21.9%	32	0	0	0	0	0.0%
State Treasurer	25.8%	74.2%	44	2	5	9	2	29.0%
Tax Commission	38.0%	62.0%	705	49	35	107	16	22.7%
Teacher Preparation Commission	22.2%	77.8%	7	0	0	2	0	22.2%
Teachers' Retirement System	24.5%	75.5%	34	3	2	7	3	30.6%
Tourism and Recreation	55.2%	44.8%	491	47	5	16	8	13.4%
Transportation	81.6%	18.4%	2,030	178	26	106	69	15.7%
Transportation Authority	54.6%	45.4%	421	70	3	43	18	24.1%
Used Motor Vehicle Commission	55.6%	44.4%	8	1	0	0	0	11.1%
Veterans Affairs	22.7%	77.3%	1,305	91	46	188	57	22.6%
Water Resources Board	60.0%	40.0%	76	4	6	4	0	15.6%
Wildlife Conservation	87.3%	12.7%	283	28	0	3	2	10.4%
Will Rogers Memorial Commission	57.1%	42.9%	6	0	0	0	0	0.0%
TOTAL	43.7%	56.3%	27,588	2,388	586	3,485	816	20.9%
			79.1%	6.8%	1.7%	10.0%	2.3%	

Chart 12. Count of Temporary/Part-Time Employees by Age Group

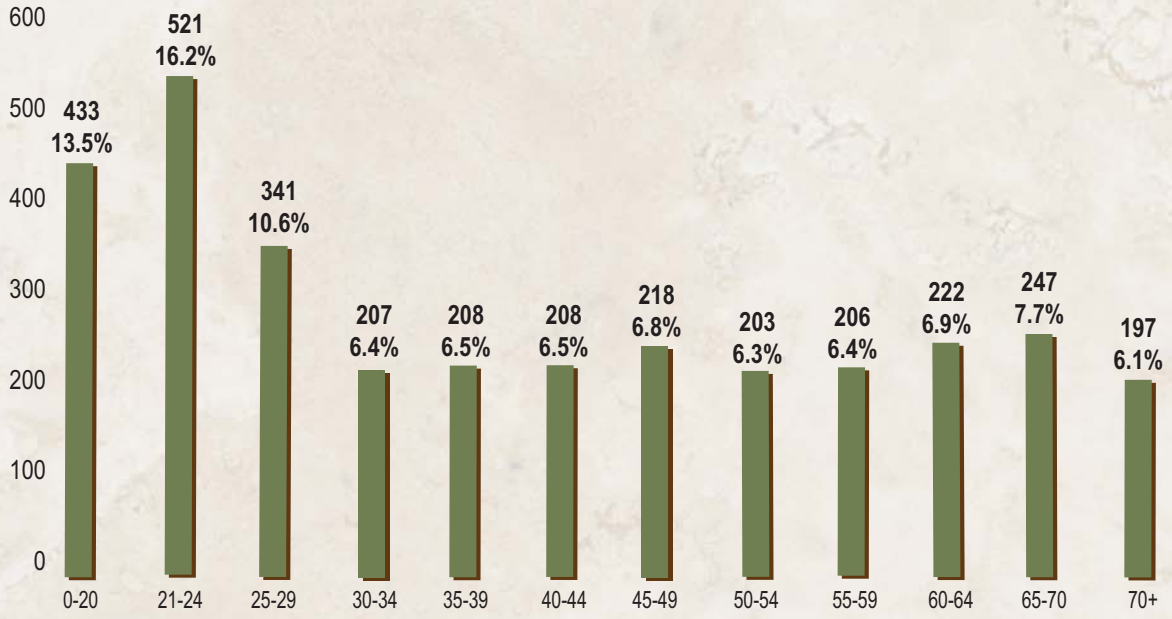
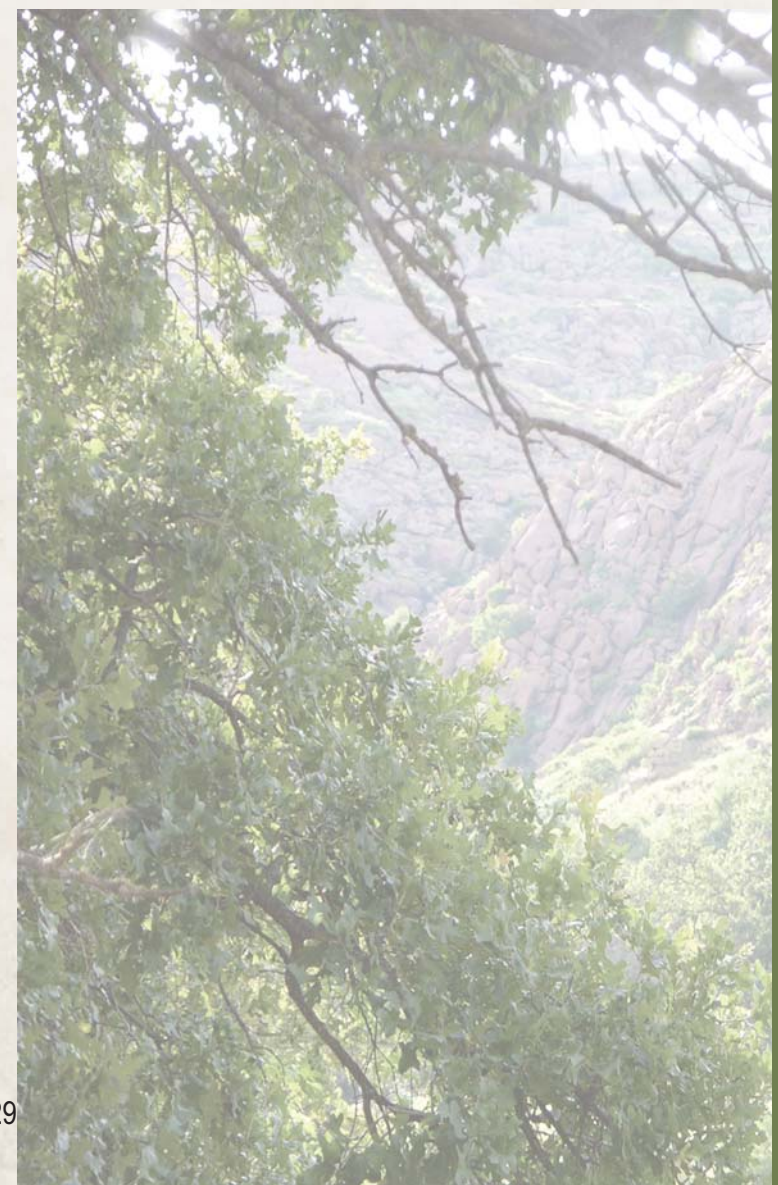


Table 13. Temporary/Part-Time Employees by Cabinet

Cabinet	Total Full-Time Regular Employees	Temporary/ Part-Time Employees	Percent Temporary
Governor	30	2	6.3%
Lieutenant Governor	6	2	25.0%
Agriculture	500	73	12.7%
Commerce and Tourism	1,695	672	28.4%
Education (excl. Higher Education)	970	51	5.1%
Energy	519	27	4.9%
Environment	954	135	12.4%
Finance and Revenue	2,023	75	3.6%
Health	4,719	451	8.7%
Human Resources and Administration	745	96	11.4%
Human Services	9,591	686	6.7%
Military	350	53	13.2%
Safety and Security	8,174	242	2.9%
Science and Technology	23	0	0.0%
Secretary of State	58	18	23.7%
Transportation	2,984	108	3.5%
Veterans Affairs	1,712	186	9.8%
Total	35,053	2,877	8.2%

Note: Does not include GRDA or agencies of the Legislature and Judiciary



Chapter 5. Workforce Planning

Alan Ross Tripp
Manager of the Office of Workforce Planning

The Office of Workforce Planning works in line with OPM's strategic mission to promote workforce planning and encourage agencies to utilize information to analyze their current workforce, determine future workforce needs, and implement solutions so that agencies may accomplish their missions.

The Office of Workforce Planning is focusing its efforts on three main services that it will provide to agencies: research and information, workforce planning facilitation, and policy navigation.

Research. The office is collecting and storing information as well as networking with 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. Best practices, guides, training, and programs will be made available online.

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 human resources 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 expert advice from various ruling authorities.

Workforce Plans

In FY 2007 the Office of Workforce Planning assisted each agency in creating a Workforce Plan analyzing the following information:

Turnover Analysis	***Retirement Projections***
05-06 Agency Count	Average Age
05-06 Retirements	Average State Service
05-06 Retire Rate Average	Years to Retirement
05-06 Resignations	% Eligible to Retire in 3 Years
05-06 Resignation Rate	% Eligible to Retire in 5 Years
Total 05-06 Voluntary Turnover	
Total 05-06 Voluntary Turnover Rate	

These plans will be included in subsequent strategic planning reports and revised biennially.

Table 14. New Hires by Age and EEO-4 Job Category

Job Categories	Less Than 20	20-29	30-39	40-49	50-59	60-69	70+
Administrative Support	133	980	466	424	349	212	91
Officials and Administrators	1	13	26	49	53	17	4
Paraprofessionals	93	891	383	309	235	111	39
Professionals	14	880	785	644	601	202	27
Protective Service	19	378	233	129	94	31	10
Service Maintenance	177	315	195	211	130	71	36
Skilled Craft	0	17	18	31	26	7	1
Technicians	1	119	116	96	74	21	4
Number of EEO-4 Reporting	2	62	36	26	26	15	10
TOTAL	**440**	**3,655**	**2,258**	**1,919**	**1,588**	**687**	**222**
	4.1%	33.9%	21.0%	17.8%	14.7%	6.4%	2.1%

Table 15. Separations by Age and EEO-4 Job Category

Job Categories	Less Than 20	20-29	30-39	40-49	50-59	60-69	70+
Office/Clerical	0	140	168	153	173	186	22
Officials and Administrators	0	7	16	22	75	39	2
Paraprofessionals	8	298	184	149	112	49	6
Professionals	0	253	432	372	508	328	19
Protective Service	0	141	158	94	81	33	2
Service Maintenance	4	63	79	71	73	48	4
Skilled Craft	0	4	4	18	22	16	1
Technicians	0	58	96	69	76	44	5
Number of EEO-4 Reporting	0	0	1	3	5	5	2
TOTAL	**12**	**964**	**1,138**	**951**	**1,125**	**748**	**63**
	0.2%	19.3%	22.8%	19.0%	22.5%	15.0%	1.3%

Chart 13. Eligibility Projections and Actual Retirements for FY 05-07

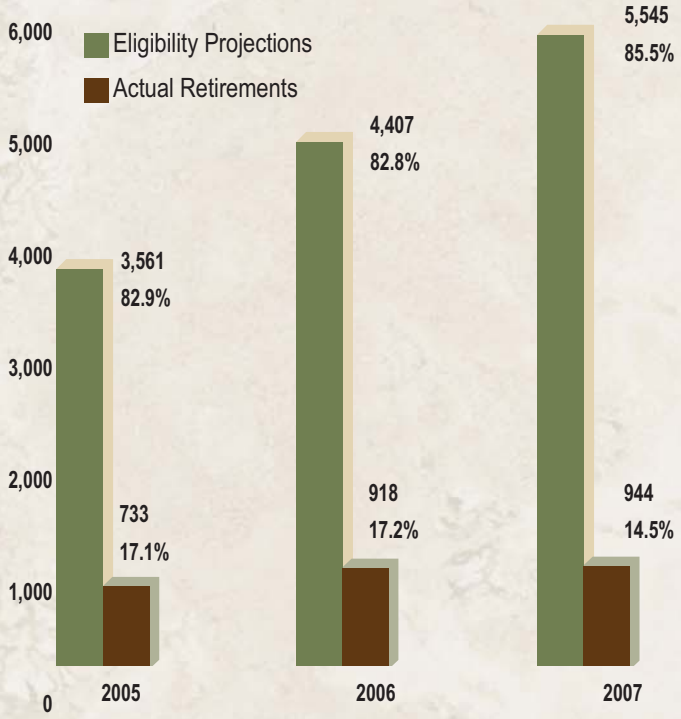


Chart 14. Cumulative Retirement Eligibility for the Next 10 Years

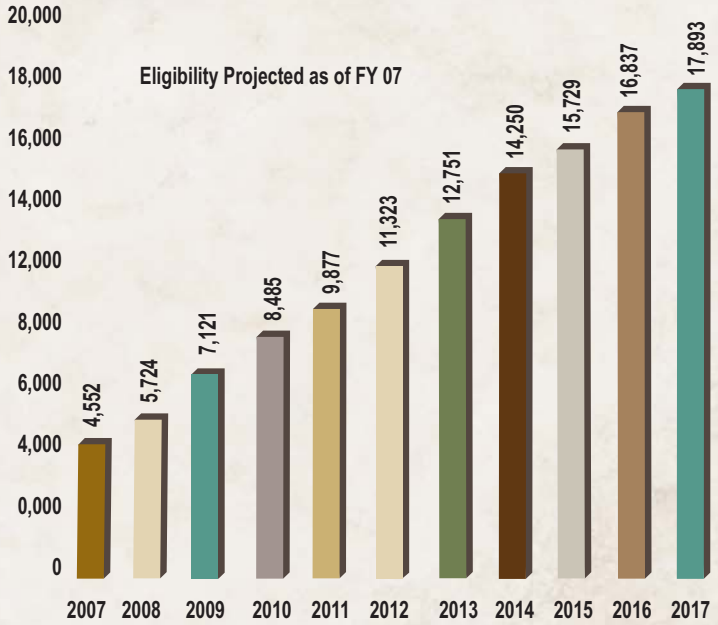
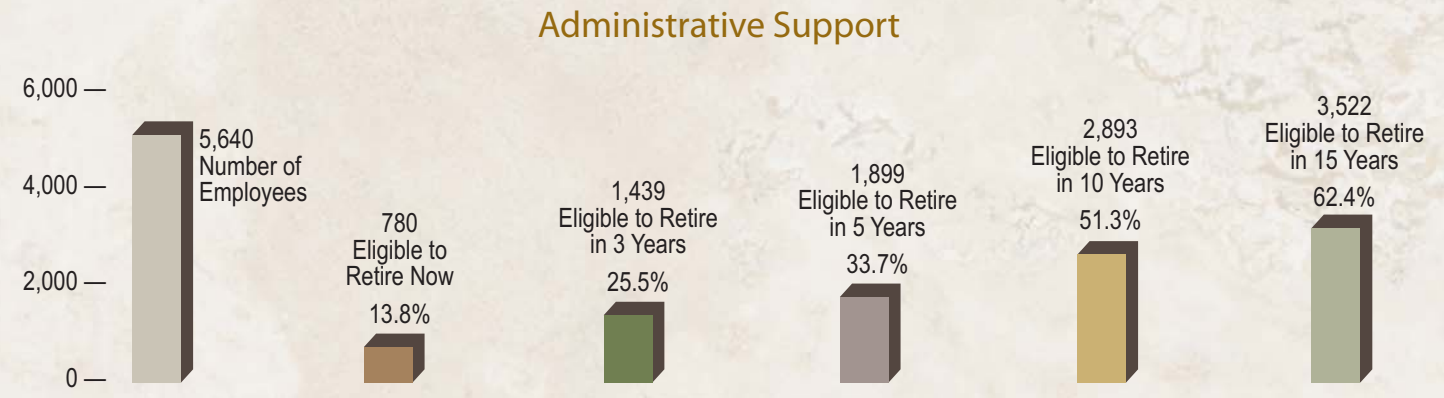
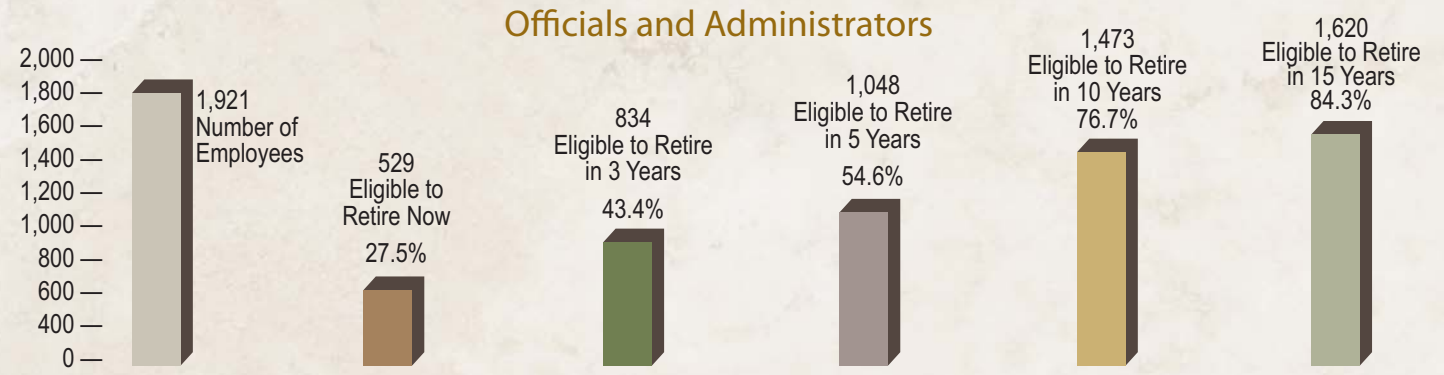


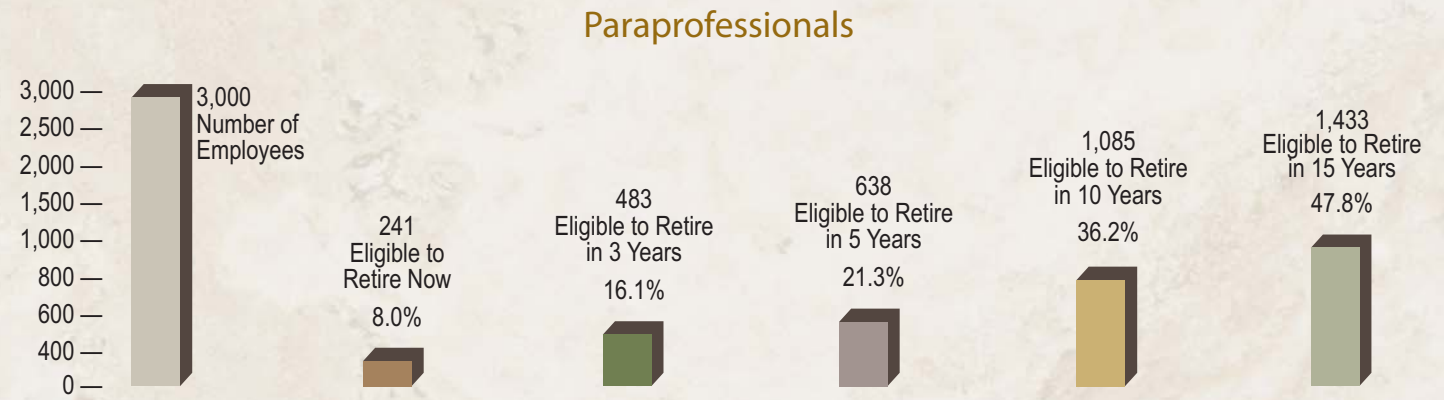
Table 16. Cumulative Retirement Eligibility

EEO-4 Category	Number of Employees	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	5,640	780	13.8%	1,439	25.5%	1,899	33.7%	2,893	51.3%	3,522	62.4%
Officials and Administrators	1,921	529	27.5%	834	43.4%	1,048	54.6%	1,473	76.7%	1,620	84.3%
Paraprofessionals	3,000	241	8.0%	483	16.1%	638	21.3%	1,085	36.2%	1,433	47.8%
Professionals	16,529	2,146	13.0%	3,946	23.9%	5,270	31.9%	8,219	49.7%	10,018	60.6%
Protective Service	3,940	195	4.9%	458	11.6%	664	16.9%	1,269	32.2%	1,659	42.1%
Service Maintenance	2,034	205	10.1%	399	19.6%	546	26.8%	934	45.9%	1,203	59.1%
Skilled Craft	898	106	11.8%	223	24.8%	312	34.7%	512	57.0%	612	68.2%
Technicians	2,899	350	12.1%	703	24.2%	943	32.5%	1,501	51.8%	1,828	63.1%

Chart 15. Employees by Years to Retirement Eligibility







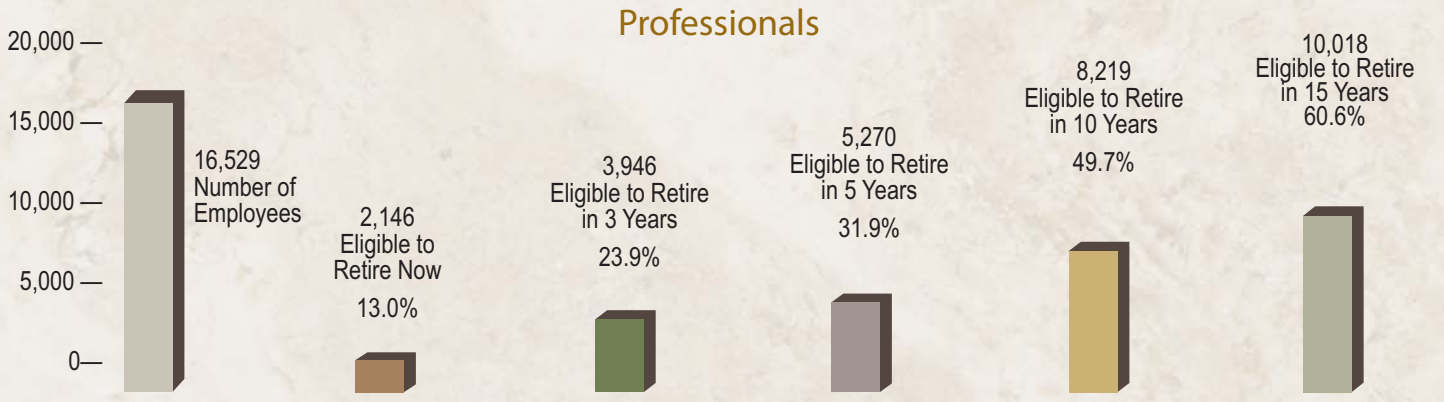
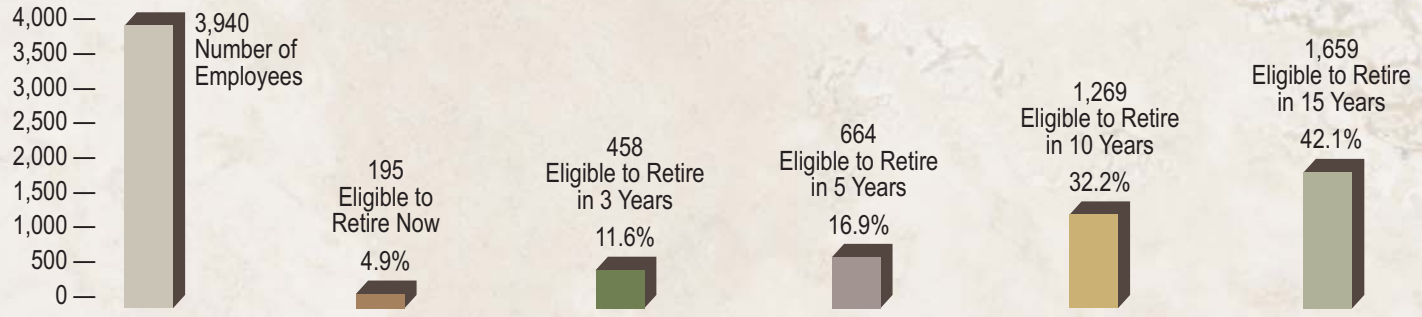
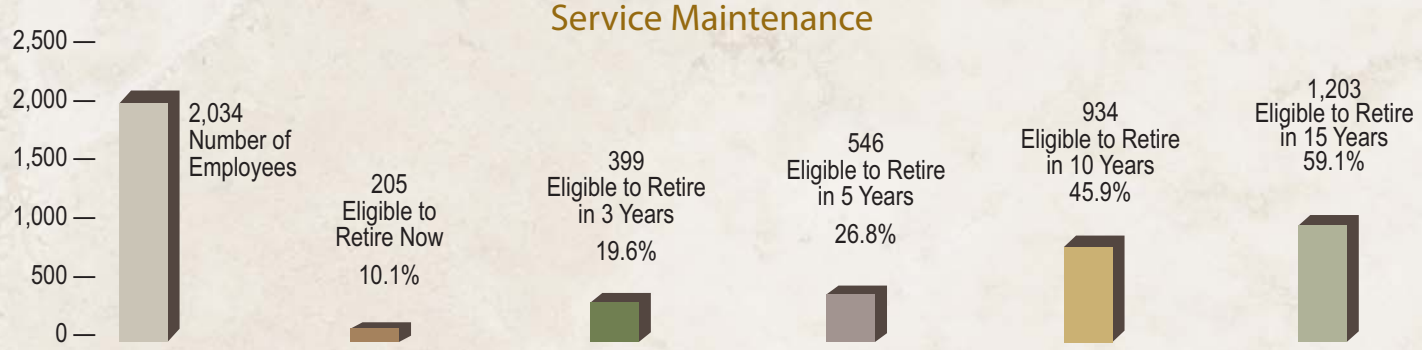


Chart 15. Employees by Years to Retirement Eligibility (continued)

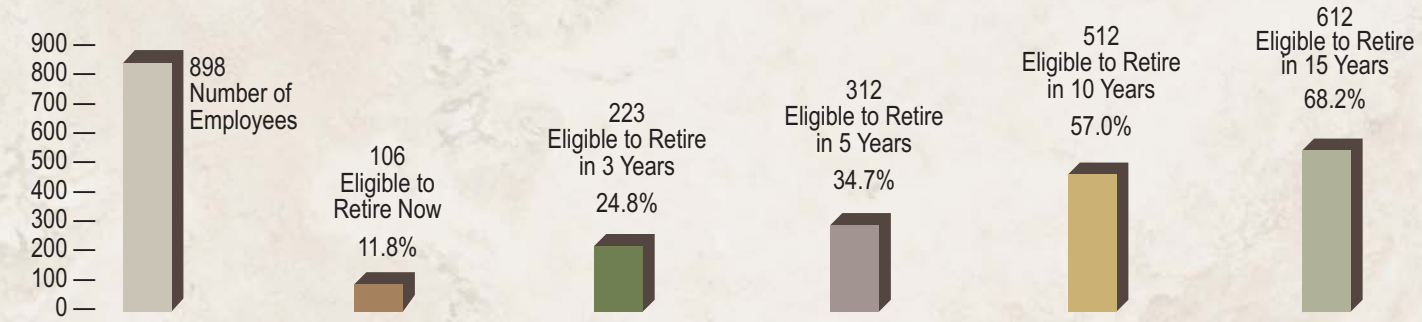
Protective Service



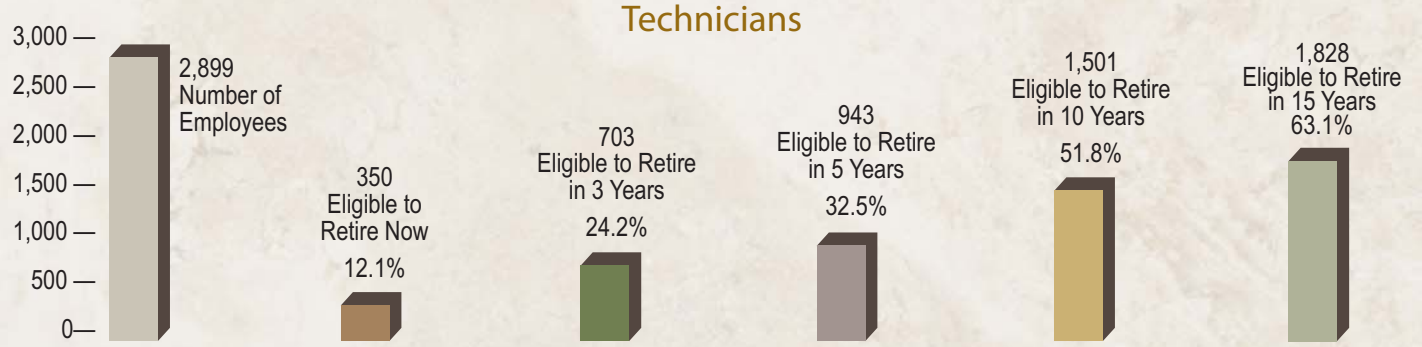
Service Maintenance



Skilled Craft



Technicians



Chapter 6. Compensation: Paying the Workers

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 2007. 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 2007, the Division fulfilled this requirement by issuing the 2006 Annual Compensation Report. This report contained recommendations concerning pay, benefits, turnover and workforce planning for consideration by state government leaders. In December of 2006, the Compensation staff forwarded this report to the Governor, the Speaker of the House of Representatives, and the President and Co-President Pro Tempore of the Senate.

During FY 2007, the Compensation staff completed two market studies for state agencies. The first study, completed in April of 2007 was a market comparison of the rates of pay for selected unclassified jobs in the Department of Career and Technology Education (CareerTech). To complete this study, the staff obtained market data for a total of 86 unclassified job titles covering 197 incumbents, or about 53 percent of CareerTech's workforce. A second market study was completed in May of 2007 for the Oklahoma Insurance Department. This study compared the pay rates of 69 unclassified job titles covering 123 incumbents (approximately 87 percent of Insurance Department's workforce) with the relevant market.

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. Eleven jobs were evaluated through this process during FY 2007.

The Compensation Division is also active in work of the two national compensation associations: the Central States Compensation Association (consisting of 26 member states) and the Southeastern States Salary Conference (consisting of 14 member states). During FY 2007, the Division participated in the salary surveys conducted by both associations and attended both national conferences. The Central States Conference was held in Bismarck, North Dakota, and the Southeastern Conference in Louisville, Kentucky. In addition, Compensation Division Director Tom Patt served as President of the Central States Compensation Association in 2006.

Chart 16. FY 07 Average Annual Salary Trend

Table 17. FY 07 Agency Average Salaries

Agency	Classified Employees	Classified Average Salary	Unclassified Employees	Unclassified Average Salary	Combined Average Salary
Aeronautics Commission	0	$0	10	$54,485	$54,485
Agriculture	384	$33,996	51	$49,261	$41,628
Attorney General	0	$0	174	$56,040	$56,040
Auditor and Inspector	0	$0	146	$46,498	$46,498
Board of Chem Test Alcohol/Drug	0	$0	6	$42,256	$42,256
Board of Architects	0	$0	3	$49,766	$49,766
Board of Dentistry	1	$44,642	3	$44,922	$44,782
Board of Nursing	0	$0	25	$48,240	$48,240
Board of Osteopathic Examiners	2	$36,641	3	$55,373	$46,007
Board of Pharmacy	2	$42,130	6	$66,306	$54,218
Boll Weevil Eradication Organization	0	$0	9	$36,730	$36,730
Bureau of Investigation	259	$45,240	26	$62,677	$53,958
Bureau of Narcotics	76	$51,424	22	$55,480	$53,452
Capitol Complex/Centennial Commission	0	$0	7	$55,110	$55,110
CareerTech Education	0	$0	350	$46,354	$46,354
Central Services	169	$33,603	61	$53,896	$43,750
Chiropractic Examiners Board	0	$0	3	$30,798	$30,798
Civil Emergency Management	20	$39,160	5	$49,808	$44,484
CLEET	0	$0	34	$38,832	$38,832
Commerce	4	$41,048	149	$52,441	$46,745
Commission on Children and Youth	20	$41,382	6	$50,680	$46,031
Commissioners Land Office	38	$44,193	16	$52,242	$48,217
Compsource	173	$39,924	186	$42,889	$41,406
Conservation Commission	6	$48,672	44	$48,492	$48,582
Construction Industries Board	4	$41,461	30	$41,713	$41,587
Corporation Commission	370	$38,053	100	$54,574	$46,313
Corrections	4,344	$35,289	355	$67,063	$51,176
Cosmetology Board	10	$26,882	3	$45,411	$36,146
Department of Consumer Credit	12	$32,951	4	$47,753	$40,352
Department of Mines	0	$0	34	$43,441	$43,441
Department of Securities	2	$30,524	24	$89,211	$59,868
District Attorney	0	$0	1,084	$43,329	$43,329
Education	5	$28,131	373	$40,228	$34,179
Educational Television Authority	0	$0	69	$37,597	$37,597
Election Board	20	$33,947	2	$71,958	$52,952
Embalmers and Funeral Directors	0	$0	3	$50,953	$50,953
Employees Benefits Council	27	$44,441	4	$72,822	$58,632
Environmental Quality	509	$44,662	39	$59,679	$52,170
Ethics Commission	2	$42,271	4	$64,195	$53,233
Firefighter Pension/Retirement	0	$0	10	$54,670	$54,670
GRDA	376	$54,079	120	$74,224	$64,152
Health	1,759	$37,967	510	$50,014	$43,991
Health Care Authority	0	$0	397	$47,346	$47,346
Historical Society	136	$33,428	13	$45,597	$39,512
Horse Racing Commission	0	$0	46	$42,195	$42,195
House of Representatives	0	$0	232	$42,010	$42,010
Human Rights Commission	15	$31,678	2	$52,196	$41,937
Human Services	6,932	$31,688	608	$51,708	$41,698
Indian Affairs Commission	0	$0	3	$36,563	$36,563
Indigent Defense System	0	$0	123	$57,226	$57,226

Table 17. FY 07 Agency Average Salaries (continued)

Agency	Classified Employees	Classified Average Salary	Unclassified Employees	Unclassified Average Salary	Combined Average Salary
Industrial Finance Authority	0	$0	6	$74,210	$74,210
Insurance Department	0	$0	140	$39,850	$39,850
Interstate Oil and Gas Compact	0	$0	2	$64,000	$64,000
J. D. McCarty Center	158	$27,636	27	$58,943	$43,290
J. M. Davis Gun Museum	0	$0	4	$29,444	$29,444
Juvenile Affairs	887	$29,517	50	$54,325	$41,921
Labor	80	$39,929	14	$55,214	$47,572
Law Enforcement Retirement	0	$0	4	$57,961	$57,961
Libraries	55	$37,014	4	$65,142	$51,078
Lieutenant Governor's Office	0	$0	6	$53,408	$53,408
Liquefied Petroleum Gas Board	6	$31,835	2	$42,030	$36,933
Marginally Producing Wells	0	$0	5	$42,527	$42,527
Medical Licensure/Supervision	15	$34,880	5	$61,589	$48,235
Medicolegal Investigations	0	$0	64	$46,038	$46,038
Mental Health	1,210	$26,847	801	$45,107	$35,977
Merit Protection Commission	5	$46,394	2	$49,735	$48,064
Military Department	189	$30,666	161	$32,105	$31,385
Motor Vehicle Commission	0	$0	4	$41,644	$41,644
Nursing Home Admin. Examiners	0	$0	2	$47,941	$47,941
OCAST	0	$0	23	$55,077	$55,077
OESC	656	$34,476	43	$43,281	$38,878
Office of Handicapped Concerns	6	$35,693	2	$47,145	$41,419
Office of the Governor	0	$0	30	$55,856	$55,856
Oklahoma Real Estate Commission	11	$33,044	5	$44,074	$38,559
Oklahoma ABLE Commission	44	$45,764	3	$72,905	$59,334
Oklahoma Accountancy Board	0	$0	8	$41,282	$41,282
Oklahoma Arts Council	0	$0	16	$46,124	$46,124
Oklahoma Lottery Commission	0	$0	37	$52,062	$52,062
Oklahoma Peanut Commission	0	$0	1	$53,887	$53,887
Oklahoma Wheat Commission	0	$0	5	$51,869	$51,869
OSEEGIB	149	$39,421	23	$74,921	$57,171
Pardon and Parole Board	33	$38,063	3	$61,903	$49,983
Personnel Management	51	$39,083	10	$46,820	$42,952
Physician Manpower Training	3	$35,031	3	$57,393	$46,212
Police Pension and Retirement	0	$0	9	$61,076	$61,076
Private Vocational Schools Board	0	$0	2	$37,722	$37,722
Prof. Engineers and Land Surveyors	4	$29,292	4	$59,945	$44,619
Psychologists Examiners Board	0	$0	1	$46,788	$46,788
Public Employees Retirement	32	$35,342	19	$65,075	$50,208
Public Safety	1,415	$46,337	52	$60,124	$53,230
Rehabilitation Services	721	$33,588	160	$51,006	$42,297
Scenic Rivers Commision	2	$27,590	7	$29,646	$28,618
School of Science/Math	3	$22,736	66	$47,996	$35,366
Secretary of State	25	$35,515	5	$62,306	$48,910
Senate	0	$0	191	$46,999	$46,999
Space Industry Development Authority	0	$0	3	$59,880	$59,880
Speech-Language Pathology	0	$0	1	$38,001	$38,001
State Banking Department	0	$0	38	$63,102	$63,102
State Bond Advisor	0	$0	3	$71,266	$71,266

Table 17. FY 07 Agency Average Salaries (continued)

Agency	Classified Employees	Classified Average Salary	Unclassified Employees	Unclassified Average Salary	Combined Average Salary
State Finance	61	$43,542	90	$58,668	$51,105
State Fire Marshal	28	$38,782	4	$62,047	$50,414
State Treasurer	0	$0	62	$45,970	$45,970
Tax Commission	654	$31,538	259	$53,428	$42,483
Teacher Preparation Commission	0	$0	9	$48,319	$48,319
Teachers' Retirement System	26	$34,424	23	$54,135	$44,280
Tobacco Board of Directors	0	$0	4	$59,668	$59,668
Tourism and Recreation	316	$30,452	251	$28,497	$29,474
Transportation	2,370	$36,223	44	$64,695	$50,459
Transportation Authority	518	$29,353	39	$60,049	$44,701
University Hospitals Authority	0	$0	5	$81,722	$81,722
Used Motor Vehicle Commission	0	$0	9	$34,445	$34,445
Veterans Affairs	1,650	$28,036	62	$84,184	$56,110
Veterinary Medical Examiner	0	$0	3	$43,393	$43,393
Water Resources Board	61	$45,753	29	$56,235	$50,994
Wildlife Conservation	0	$0	316	$40,228	$40,228
Will Rogers Memorial Comm.	3	$25,607	4	$50,663	$38,135
Other Agencies	7	$32,398	954	$53,644	$43,021
Total	**27,131**	**$36,649**	**9,780**	**$52,433**	**$47,322**

Chart 17. FY 07 Average Salaries by Age Groups

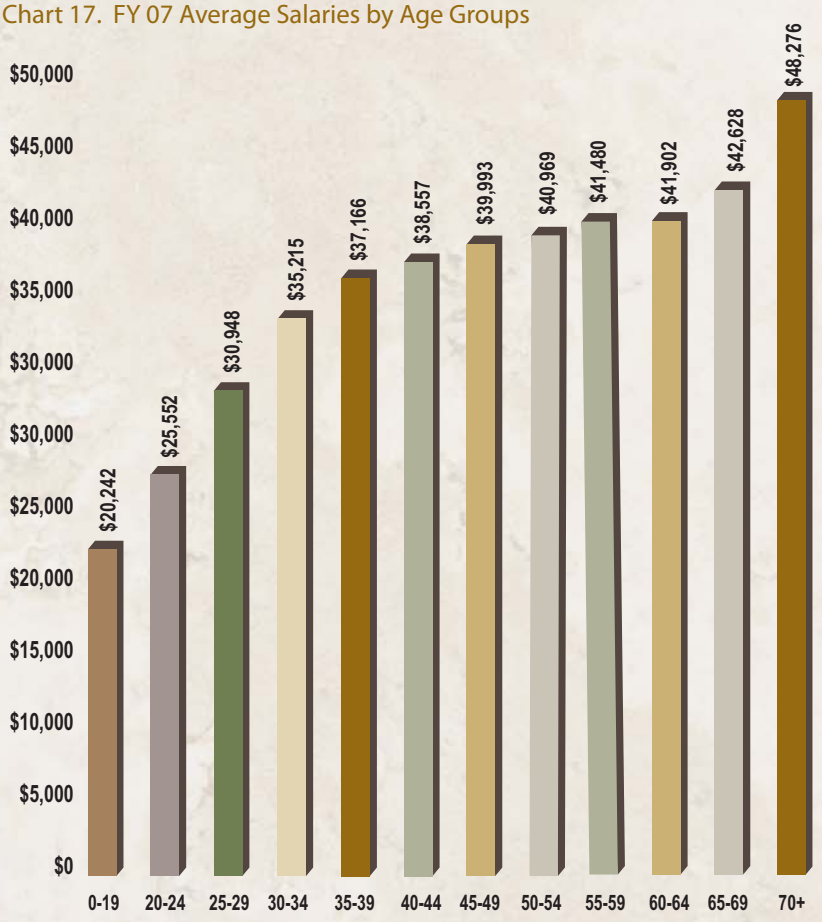


Chart 18. FY 07 Average Salaries by Years of Service Groups

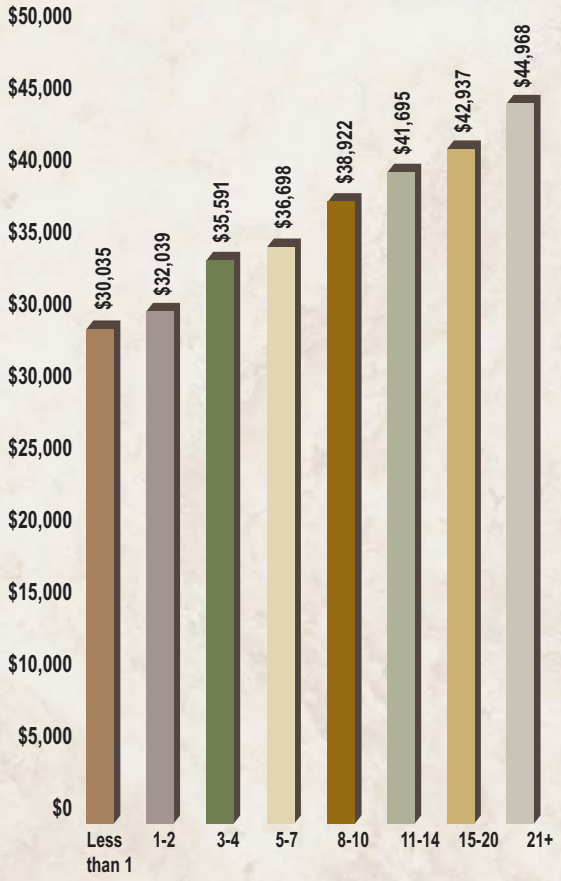


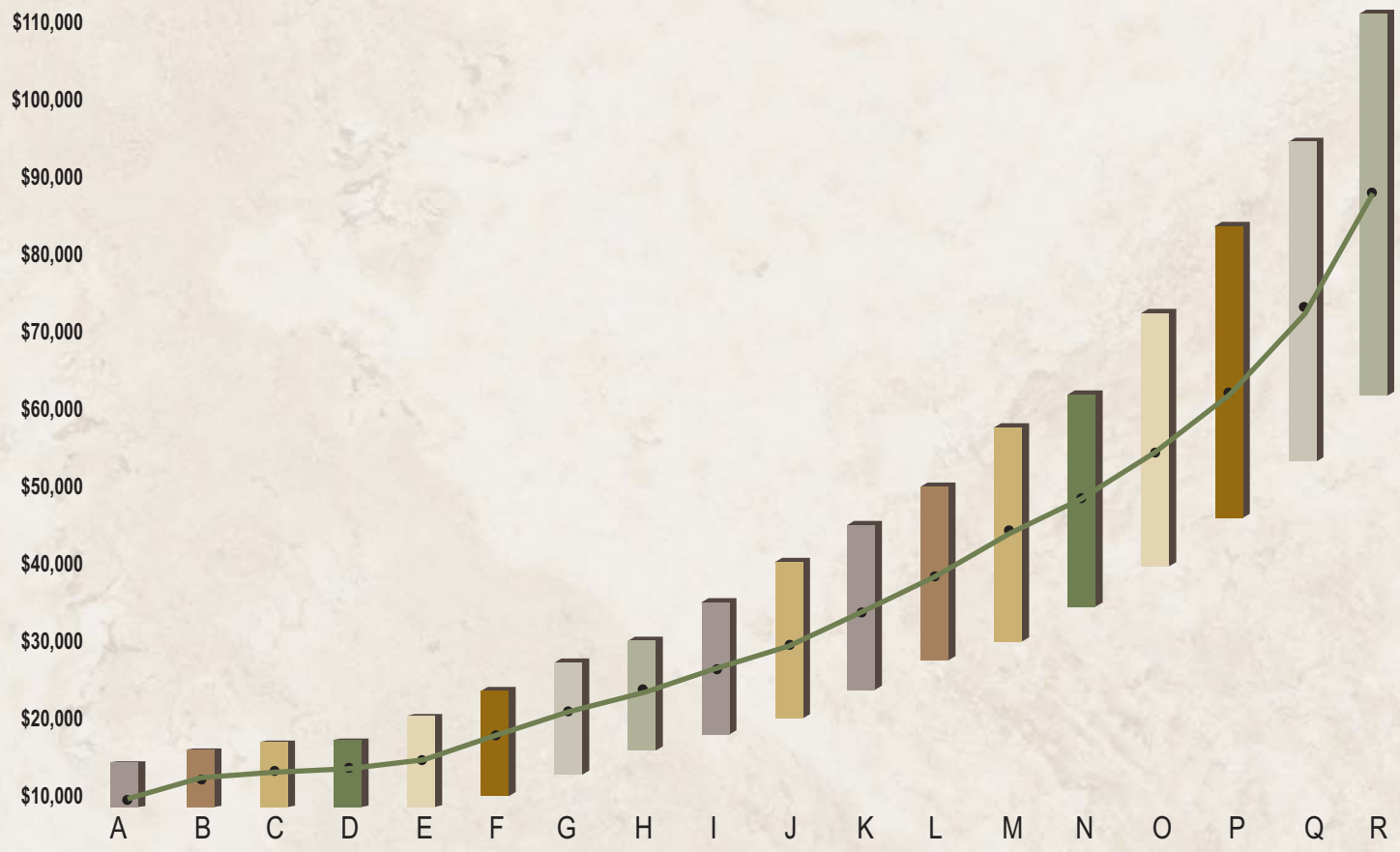
Table 18. FY 07 Average Salaries by Job Categories and Gender

Job Category	Male Count	Male Avg.	Female Count	Female Avg.
Administrative Support	720	$30,311	4,874	$28,784
Officials and Administrators	1,148	$65,938	766	$58,296
Paraprofessionals	819	$27,091	2,179	$26,068
Professionals	5,891	$48,494	10,552	$40,239
Protective Service	3,219	$38,803	718	$34,097
Service Maintenance	1,382	$27,275	652	$22,091
Skilled Craft	817	$37,591	32	$31,427
Technicians	1,779	$39,220	1,107	$34,892
Total	**15,775**	**$39,340**	**20,880**	**$34,487**

Table 19. FY 07 Pay Bands

Pay Band	Employees in Pay Band	Percent in Pay Band	Minimum Salary	Midpoint Salary	Maximum Salary
A	0	0.0%	$17,170	$17,185	$21,481
B	67	0.3%	$17,170	$18,011	$22,514
C	314	1.2%	$17,170	$19,054	$23,818
D	919	3.5%	$17,170	$20,542	$25,678
E	1,549	6.0%	$17,170	$22,597	$28,246
F	3,186	12.3%	$18,642	$24,856	$31,070
G	1,795	6.9%	$20,507	$27,343	$34,179
H	3,057	11.8%	$22,558	$30,077	$37,596
I	4,541	17.5%	$24,981	$33,308	$41,635
J	3,093	11.9%	$27,464	$36,618	$45,773
K	2,689	10.3%	$30,020	$40,026	$50,033
L	1,881	7.2%	$33,021	$44,028	$55,035
M	1,574	6.1%	$36,653	$48,870	$61,088
N	757	2.9%	$40,685	$54,247	$67,809
O	309	1.2%	$45,566	$60,755	$75,944
P	180	0.7%	$51,491	$68,654	$85,818
Q	67	0.3%	$58,185	$77,580	$96,975
R	16	0.1%	$65,749	$87,665	$109,581
Total	**25,994**				

Chart 19. FY 07 Pay Band Distribution



Pay Movement Mechanisms

Salary Increases

Pay Movement Mechanisms are statutorily approved means for agencies to provide pay increases to employees for pre-defined reasons.

Promotion
An assignment of an employee to a different job in a higher pay band, to a supervisory level in the same job family. The position must be announced and subjected to the competitive applications process.

Career Progression
A move in the same family from a lower non-supervisory level to a higher non-supervisory level. Increase is limited to 20 percent.

Lateral Transfer
Moving from one job to another within the same pay band. Increase is limited to five percent.

Completion of Probation or Trial Period
A pay adjustment limited to five percent that is given to an employee after completing an initial probationary or trial period.

Market Adjustment
A pay increase based on recruitment and retention difficulties, market conditions, and other relevant factors.

Skill-Based Pay
A pay increase given to an employee who acquires additional skills and abilities that exceed the job qualifications and are able to be applied to the work performed. The skills and abilities must be verifiable through certification, licensure, diploma or some other method.

Equity-Based Adjustment
An increase in pay provided to employees who are significantly underpaid relative to other employees at the same agency and in the same job family and level.

Performance-Based Adjustment
A pay increase to reward employees agency wide who have achieved an overall rating of "meets standards" or "exceeds standards" in their performance evaluation.

Agency PMM Usage 2005-2006

PMM Title	2005	2005 Amount	2006	2006 Amount	% Difference
Lateral Transfer	467	$87,412.86	110	$105,349.16	20.52%
Career Progression	1,599	$1,933,178.36	2,290	$3,100,907.34	60.40%
Performance-Based Adjustment	1,344	$1,201,515.89	619	$841,769.88	-29.94%
Completion of Prob./Trial Period	643	$447,095.23	684	$473,331.17	5.87%
Equity Adjustment	3,918	$704,417.54	777	$811,140.03	15.15%
Skill-Based Pay Adjustment	154	$200,681.62	152	$69,944.54	-65.14%
Market Adjustment	1,711	$602,994.86	2,239	$3,560,350.93	490.44%
Total	**9,836**	**$5,177,296.36**	**6,871**	**$8,962,793.06**	**73.12%**
% of State Payroll		**0.62%**		**0.59%**	

Chapter 7. Turnover: Worker Mobility

Chart 20. FY 07 Turnover

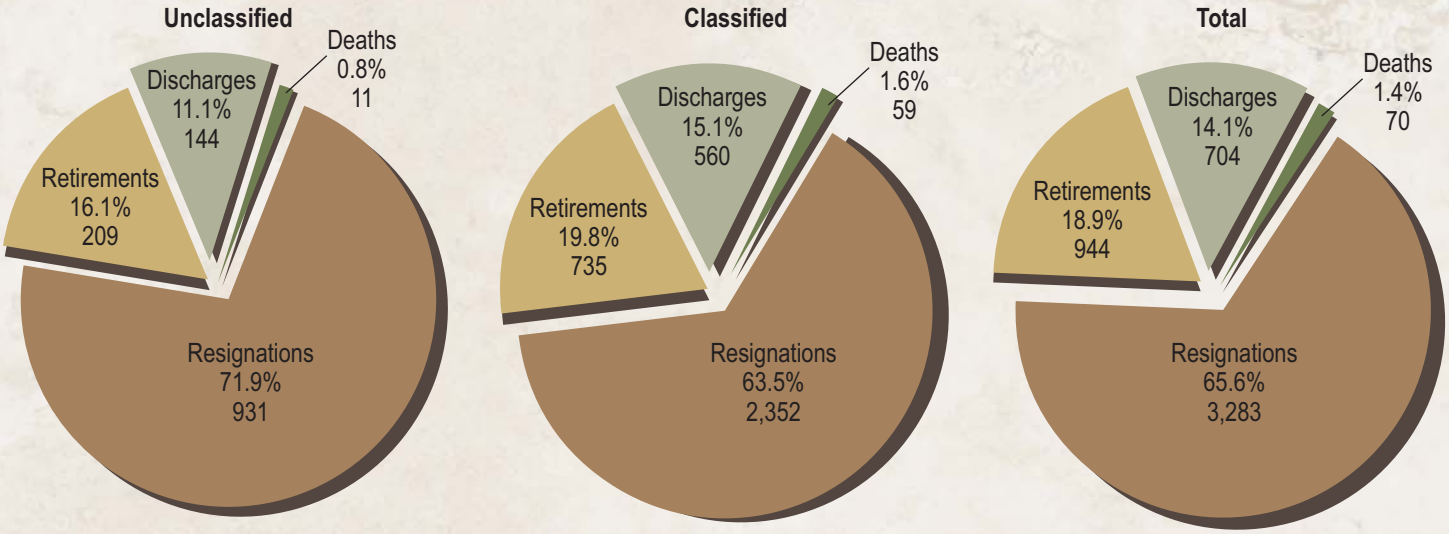


Table 20. Classified Turnover Trend FY 1997 to FY 2007

Fiscal Year	Resignation	Retirement	Discharge	Total	Turnover Rate
1997	1,975	735	323	3,033	10.8%
1998	2,269	670	413	3,352	11.9%
1999	2,305	658	339	3,302	11.7%
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	3,238	11.9%
2004	2,270	720	479	3,705	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%

Chart 21. State Separations vs. Agency Changes

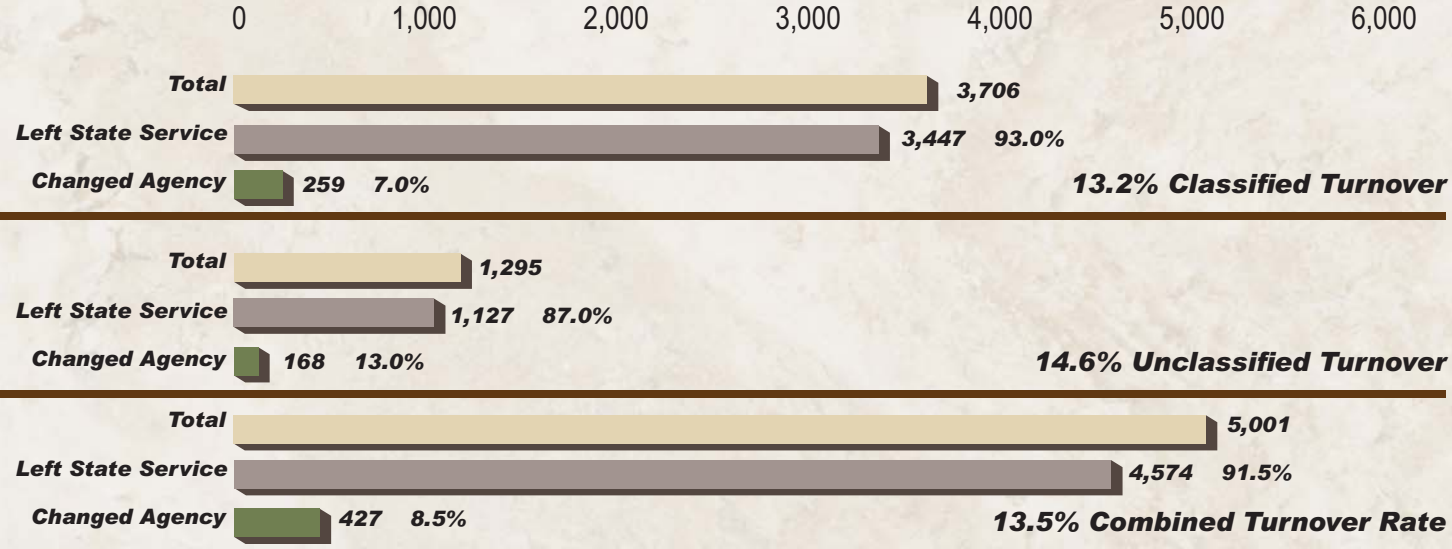


Table 21. FY 07 Classified Occupational Group Turnover

Occupational Group	Resignations	Retirements	Discharges	Deaths	Turnover Rate	Employee Count
Agricultural Services and Inspections	8	10	1	0	7.6%	249
Corrections and Custody	274	42	56	4	12.3%	3059
Employment Services	22	15	4	1	12.4%	338
Financial Management	44	25	4	0	7.4%	987
General Administrative	252	155	39	7	10.9%	4,140
General Safety, Security Inspections and Investigations	25	3	3	0	12.8%	242
General Sciences and Environmental Services	20	9	3	1	8.7%	380
Health Care Services and Administration	56	24	7	2	10.6%	843
Historical Preservation	3	2	0	0	6.2%	81
Human Resources Management and Development	25	19	0	0	10.4%	423
Information and Technology	30	15	7	1	7.2%	739
Institutional and Nutritional Services and Administration	266	36	122	9	22.7%	1,910
Insurance and Benefits Administration	6	3	3	0	6.9%	174
Law Enforcement	85	55	12	2	9.4%	1,639
Logistics and Property Management	89	37	28	5	11.9%	1,339
Nursing Services	481	49	177	7	27.3%	2,614
Oil, Gas, Transportation, and Utility Regulation	9	5	0	1	7.4%	202
Power Generation	2	4	0	0	1.8%	326
Prof. Engineers and Land Surveyors	15	5	0	0	7.3%	275
Rehabilitation and Vocational Services	48	22	9	2	11.8%	688
Revenue and Taxation	19	7	4	1	9.6%	324
Social Services	433	135	44	10	13.0%	4,770
Transportation and Highway Construction and Maintenance	136	56	37	5	10.8%	2,165
Travel, Tourism, and Recreation	4	0	0	0	4.3%	93
Veterans Services	0	2	0	1	11.1%	27
Classified	2,352 (8.4%)	735 (2.6%)	560 (2.0%)	59 (0.2%)	13.2%	28,027
Unclassified	931 (10.5%)	209 (2.4%)	144 (1.6%)	11 (0.1%)	14.6%	8,890
Total	**3,283 (8.9%)**	**944 (2.6%)**	**704 (1.9%)**	**70 (0.2%)**	**13.5%**	**36,917**

REPLACEMENT PAGE
Issued April 2, 2008

Table 22. FY 07 Agency Turnover

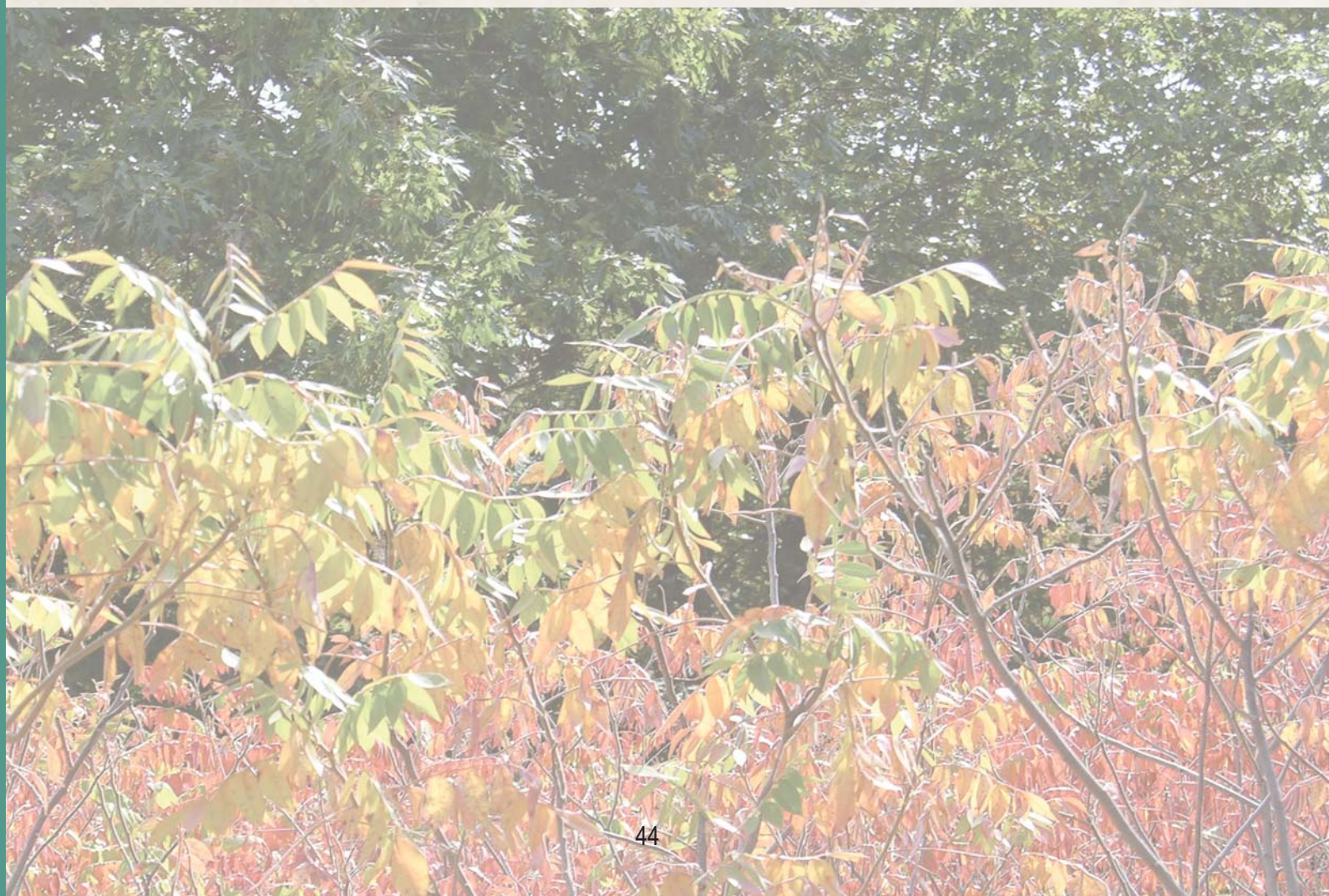
Agency	Total Number of Employees	Resignation	Retirement	Discharge	Death	Turnover Rate	Changed Agency	Left State Service
Aeronautics Commission	10	2	0	0	0	20.0%	0	2
Agriculture	424	19	14	5	0	9.0%	4	37
Attorney General	168	13	1	3	0	10.1%	7	16
Auditor and Inspector	169	20	1	3	0	14.2%	3	24
Board of Chem Test Alcohol/Drug	6	0	0	0	0	0.0%	0	0
Board of Architects	3	0	0	0	0	0.0%	0	0
Board of Dentistry	4	0	0	0	0	0.0%	0	0
Board of Nursing	30	1	0	1	0	6.7%	1	1
Board of Osteopathic Examiners	5	0	0	0	0	0.0%	0	0
Board of Pharmacy	8	0	0	0	0	0.0%	0	0
Boll Weevil Eradication Organization	14	0	1	1	0	14.3%	0	2
Bureau of Investigation	300	10	12	0	0	7.3%	5	21
Bureau of Narcotics	95	3	2	1	0	6.3%	3	6
Capitol Complex/Centennial Commission	7	0	0	0	0	0.0%	0	0
CareerTech Education	362	26	8	0	0	9.4%	1	33
Central Services	251	10	6	1	1	7.2%	7	18
Chiropractic Examiners Board	2	0	0	0	0	0.0%	0	0
Civil Emergency Management	28	0	1	0	0	3.6%	0	1
CLEET	34	4	1	0	0	14.7%	1	5
Commerce	162	9	4	0	1	8.6%	0	14
Commission on Children and Youth	30	1	0	0	0	3.3%	0	1
Commissioners Land Office	63	0	3	1	0	6.3%	1	4
Compsource	357	32	9	11	0	14.6%	3	52
Conservation Commission	54	1	0	0	0	1.9%	0	1
Construction Industries Board	36	3	2	1	0	16.7%	1	6
Corporation Commission	492	24	8	2	2	7.3%	3	33
Corrections	4,712	359	93	73	6	11.3%	37	517
Cosmetology Board	14	1	0	0	0	7.1%	0	1
Department of Consumer Credit	16	1	1	0	0	12.5%	0	2
Department of Mines	36	0	0	1	0	2.8%	0	1
Department of Securities	26	0	0	0	0	0.0%	0	0
District Attorney	1,145	166	26	54	0	21.5%	51	235
Education	375	29	11	2	0	11.2%	1	42
Educational Television Authority	74	6	1	0	0	9.5%	1	7
Election Board	24	1	1	0	0	8.3%	0	2
Embalmers and Funeral Directors	3	0	0	0	0	0.0%	0	0
Employees Benefits Council	33	2	0	0	0	6.1%	0	2
Environmental Quality	538	23	12	7	1	8.0%	4	41
Ethics Commission	8	0	1	0	0	12.5%	0	1
Firefighter Pension/Retirement	10	0	0	0	0	0.0%	1	0
GRDA	518	8	8	0	0	3.1%	2	15
Health	2,264	179	58	22	3	11.6%	21	247
Health Care Authority	381	21	7	2	1	8.1%	3	31
Historical Society	164	13	3	1	0	10.4%	2	13
Horse Racing Commission	43	1	0	0	0	2.3%	2	1
House of Representatives	212	18	3	5	0	12.3%	11	24
Human Rights Commission	18	1	0	0	0	5.6%	0	1
Human Services	7,648	637	217	111	25	12.9%	51	946
Indian Affairs Commission	4	0	0	0	0	0.0%	0	0
Indigent Defense System	121	7	2	0	0	7.4%	2	9
Industrial Finance Authority	6	0	0	0	0	0.0%	0	0
Insurance Department	150	13	6	0	0	12.7%	3	19

Table 22. FY 07 Agency Turnover continued

Agency	Total Number of Employees	Resignation	Retirement	Discharge	Death	Turnover Rate	Changed Agency	Left State Service
Interstate Oil and Gas Compact	2	0	0	0	0	0.0%	0	0
J. D. McCarty Center	204	49	4	20	0	35.8%	1	66
J. M. Davis Gun Museum	6	2	0	0	0	33.3%	0	2
Juvenile Affairs	1,163	133	28	39	4	17.5%	33	193
Labor	108	11	0	7	0	16.7%	4	16
Law Enforcement Retirement	5	2	0	0	0	40.0%	0	1
Libraries	64	2	1	0	0	4.7%	1	3
Lieutenant Governor's Office	11	7	0	0	0	63.6%	1	7
Liquefied Petroleum Gas Board	9	0	0	0	0	0.0%	0	0
Marginally Producing Wells	5	1	0	0	0	20.0%	0	1
Medical Licensure/Supervision	23	1	0	0	0	4.3%	0	1
Medicolegal Investigations	72	8	2	3	1	19.4%	0	14
Mental Health	2,001	261	53	75	4	19.6%	29	360
Merit Protection Commission	8	0	0	0	0	0.0%	0	0
Military Department	361	72	2	10	0	23.3%	10	76
Motor Vehicle Commission	4	0	0	0	0	0.0%	0	0
Nursing Home Administration Examiners	4	0	0	0	0	0.0%	1	0
OCAST	23	2	0	0	0	8.7%	0	2
OESC	816	55	32	8	2	11.9%	12	82
Office of Handicapped Concerns	7	0	0	0	0	0.0%	0	0
Office of the Governor	34	5	0	0	0	14.7%	0	5
Oklahoma Real Estate Commission	17	0	1	1	0	11.8%	1	2
Oklahoma ABLE Commission	41	2	0	0	0	4.9%	0	1
Oklahoma Accountancy Board	9	0	1	0	0	11.1%	1	1
Oklahoma Arts Council	17	3	1	0	0	23.5%	0	4
Oklahoma Lottery Commission	39	3	0	0	0	7.7%	3	2
Oklahoma Peanut Commission	1	0	0	0	0	0.0%	0	0
Oklahoma Wheat Commission	6	0	1	0	0	16.7%	1	1
OSEEGIB	180	6	2	0	0	4.4%	0	8
Pardon and Parole Board	37	2	1	0	0	8.1%	1	3
Personnel Management	76	2	3	1	0	7.9%	6	10
Physician Manpower Training	6	0	1	0	0	16.7%	0	1
Police Pension and Retirement	11	0	0	1	0	9.1%	0	1
Private Vocational Schools Board	2	0	0	0	0	0.0%	0	0
Prof Engineers and Land Surveyors	8	0	0	0	0	0.0%	0	0
Psychologists Examiners Board	1	0	0	0	0	0.0%	0	0
Public Employees Retirement	55	4	2	1	0	12.7%	0	7
Public Safety	1,550	53	56	3	2	7.4%	10	104
Rehabilitation Services	884	41	37	15	2	10.7%	10	89
Scenic Rivers Commission	9	0	0	0	0	0.0%	0	0
School of Science/Math	75	4	1	0	0	6.7%	0	5
Secretary of State	36	5	2	0	0	19.4%	2	7
Senate	184	12	10	0	0	12.0%	5	19
Space Industry Development Authority	5	0	0	0	0	0.0%	0	0
Speech-Language Pathology	1	0	0	0	0	0.0%	0	0
State Banking Department	40	1	1	0	0	5.0%	0	1
State Bond Advisor	3	0	0	0	0	0.0%	0	0
State Finance	137	4	2	0	0	4.4%	5	6
State Fire Marshal	32	1	1	0	0	6.3%	1	2
State Treasurer	77	6	3	1	0	13.0%	1	10

Table 22. FY 07 Agency Turnover

Agency	Total Number of Employees	Resignation	Retirement	Discharge	Death	Turnover Rate	Changed Agency	Left State Service
Tax Commission	933	39	31	7	2	8.5%	14	76
Teacher Preparation Commission	9	0	1	0	0	11.1%	0	1
Teachers' Retirement System	52	2	0	0	0	3.8%	1	2
Tobacco Board of Directors	3	0	0	0	0	0.0%	0	0
Tourism and Recreation	591	31	4	2	2	6.6%	3	37
Transportation	2,393	117	62	27	4	8.8%	7	207
Transportation Authority	617	47	13	16	1	12.5%	3	75
University Hospitals Authority	5	0	0	0	0	0.0%	0	0
Used Motor Vehicle Commission	10	1	0	1	0	20.0%	0	2
Veterans Affairs	1,757	343	39	140	3	29.9%	17	509
Veterinary Medical Examiner	3	0	0	0	0	0.0%	0	0
Water Resources Board	94	13	3	0	0	17.0%	1	16
Wildlife Conservation	316	11	10	2	1	7.6%	3	24
Will Rogers Memorial Commission	7	1	0	0	0	14.3%	0	1
Court of Criminal Appeals	32	1	0	0	0	3.1%	0	1
District Courts	633	42	14	3	2	9.6%	3	59
Workers' Compensation Court	84	1	1	3	0	6.0%	1	4
Legislative Service Bureau	28	1	1	0	0	7.1%	0	2
OK Board of Licensed Alcohol/Drug Cnslrs.	2	1	0	0	0	50.0%	0	1
Regents for Oklahoma Colleges	7	1	1	0	0	28.6%	1	1
Quartz Mountain Conference Center	11	1	0	1	0	18.2%	0	2
Supreme Court/Court of Appeals	160	8	1	0	0	5.6%	2	7
Total	**37,873**	**3,085**	**952**	**695**	**70**	**13.5%**	**427**	**4,574**
		8.1%	2.5%	1.8%	0.2%		1.1%	12.1%



Chapter 8. OPM Services

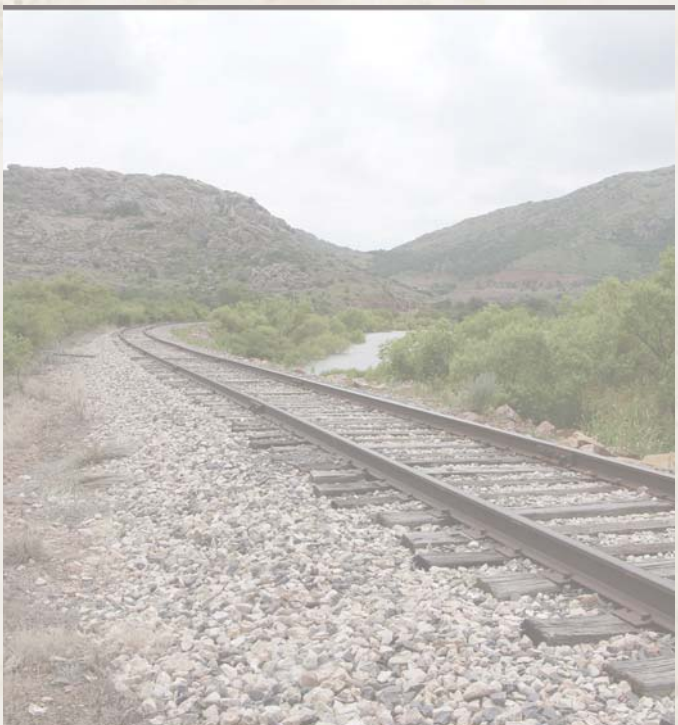
Carrie Rohr
Director of Human Resources Development Services

Human Resources Development Services

Members of the Human Resources Development Services team provide professional development and training services to state employees in order to improve the quality of the state workforce. During FY 07, there were 343 total training session days, with an average of three classes per day.

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 07, 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.



Quality Oklahoma

OPM administers the Quality Oklahoma program by offering Quality Oklahoma Processes and Quality Tools courses on the regular training schedule.

The intent of the program remains to improve state services to Oklahoma citizens, empower decision making at the lowest level, encourage continuous improvement and system redesign, and go beyond customer satisfaction to customer advocacy.

Quality Oklahoma Team Day 2007 featured 47 exhibitors representing 20 agencies. More than $38 million in cost savings or revenue generation by these projects was documented during FY 07 for a cumulative total of more than $448 million since 1993. Twenty-three Commendation of Excellence Awards and six specialty awards were presented.

Productivity Enhancement Program

The Productivity Enhancement Program (PEP) is the official state employee suggestion program. Through PEP, successfully implemented ideas, programs, and projects resulting in measurable savings are eligible for awards.

PEP allows agencies to present non-cash and cash awards to state employees for ideas, programs, and projects resulting in increased productivity, cost savings, revenue generation, or improved safety, efficiency, morale, or better services.

To date, 307 recipients representing 27 agencies show a documented first-year savings of $7,893,879.96 and have received $255,392 in cash awards. There have been 31 non-cash awards and 57 cash awards presented.

Table 23. FY 07 Human Resources Development Services Courses

Courses	Number of Participants
Advanced Creative Problem Solving	122
Administrative Law	98
Affirmative Action Plan (AAP) Training	31
Applied Leadership	169
Awards and Recognitions	98
Business Etiquette	228
Certified Personnel Professional (CPP) Training	72
Certified Public Manager (CPM) Executive Development Seminar	28
Challenges of Supervision	215
Change Management	51
Changing Workplace, The	78
Conducting Effective Group Meetings	102
Controlling Budgets Through Agency Risk Management: An Overview	23
CPM Orientation	32
Delegation and Control	147
Developing Creative Problem-Solving Skills	165
Developing Effective Negotiating Skills	180
Disability Awareness Workshop	135
Effective Communication in Management	144
Effective Stress Management	275
Effective Time Management Techniques	216
Emotional Intelligence	293
Ethics in Public Management	175
Everyday Creativity	133
Facilitation Skills	9
FOCUS: Achieving Your Highest Priorities	61
Gender Issues in Management	92
How to Conduct On-the-Job Training	133
Lateral Thinking for Supervisors	58
Legislative Process, The	147
Listening Skills for Managers	75
Management 2000 - Parts I & II	53
Managing a Multigenerational Workforce	243
Managing Conflict	228
Managing Diversity in the Workplace	106
Managing the Troubled Employee Through the EAP Process	54
Mediation Skills for Personnel Supervisors	11
Motivating for Performance	175
One-Minute Manager	182
OPHRA Holiday 2006 Training Conference	90
OPHRA Spring 2007 Training Conference	76
OPHRA Summer 2007 Training Conference	47
Performance Management Process (PMP)	420
Performance Measurement	19
Personnel Law Video Festival	73
Personnel Policies and Practices	121
Planning Skills for Managers	47
Policy Analysis	61
Program Evaluation	52
Progressive Discipline	259
Public Speaking and Effective Presentations	36
Quality Oklahoma Processes	41
Quality Tools	34
Safety Management	69
Sexual Harassment and Discrimination in the Workplace	190
Skills for Effective Presentations	52
Strategies for Improving Communication	146
Structured Interview Process	163
Systems Management	36
Team Building	123
Violence in the Workplace	198
World Trends	128
Writing Skills for Managers	129
Total	**7,447**

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 850 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 07, 280 employees from 51 state agencies, boards, and commissions, as well as the city of Oklahoma City and Tulsa County, were enrolled in the CPM program. OPM conducted 150 sessions of CPM-required courses, administered 87 tests, and approved 135 projects. A total of 398 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 237 required classroom hours and 63 elective classroom hours: Level I – Basic Supervisory Skills, 75 classroom hours; Level II – Middle Management Skills, 84 classroom hours; Level III – Advanced Management Skills, 78 classroom hours. In addition, candidates must complete four exams and three work-related projects.

Bob Stevens
Coordinator of State Employee Assistance Program (EAP)

State Employee Assistance Program

The OPM State EAP, which is voluntary, provides assistance to state agencies in their management of employees whose personal problems may have a negative impact on job performance. 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, or other personal problems. The Employee Assistance Program Advisory Council advises the program.

During FY07, OPM State EAP team members assisted 242 individuals. Seventeen percent were supervisors; 83 percent were non-supervisors. Out of 242 individuals assisted, reasons for referrals were:

- 66 work-related problems
- 194 family conflict or parent/child problems
- 73 marital problems
- 94 mental health or alcohol/drug problems
- 109 self-referred
- 39 referred by a supervisor.

Office of Personnel Management Departments and Employees

Office of the Administrator

Administrator and Cabinet Secretary for 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
Administrative Assistant	Mary Eldred
Administrative Technician	Tamara Alexander
Human Resources Programs Managers	Susan Loftin
	Everett Slavik
Human Resources Management Specialists	Sara Dean
	Harry Gentry
	Brian Harrison
	Toyna Holman
	Brian Jepsen
	Carolyn Rumsey
	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
Administrative Programs Officer	Emilou Hiebert
CAPIP Coordinator	Jenny Chong
Administrative Technicians	Michelle Gresham
	Tracy Tran
Human Resources Management Specialists	Elizabeth Blais
	Paul Broderson
	Crystal Burke
	Nikki Carriveau
	Carolyn Fryar
	Justine Heard
	Jennifer Jepson
	Herman Johnson
	Melissa Jolly
	Cassandra Patmon
	Sandie Wein

Office of Workforce Planning

Workforce Planning Manager	Alan Ross Tripp

Financial Management Services

Associate Administrator and Chief Financial Officer	Marilyn Capps
Administrative Technicians	Jim Patterson
	Christina Burckel
Accountants	Latisha Edwards
	Elda Walker
Account Technician	Steven Snyder
Administrative Programs Officer	Marsha Reeder
Contracting and Acquisitions Agent	Gina Kwiatkowski
Customer Service Representative	Anita Brosius
Graphic Artist	Michelle Crozier
Human Resources Programs Manager	Terri Berry
Information System Network Management Specialists	Dustin Crossfield
	Matthew Fowler
Information Systems Application Specialist	Marsheila Ward

Human Resources Development Services

Director of Human Resources Development Services	Carrie Rohr
Administrative Assistant	Grayson Bedwell
Training Specialists	Lisa Fortier
	Joyce Smith

Equal Opportunity and Workforce Diversity

Director	Brenda Thornton
Administrative Assistant	Linda Williamson

Employee Assistance Program

Coordinator	Robert Stevens
Administrative Assistant	Blanca Longoria
Employee Assistance Program Coordinators	Deanna Miller
	Warren Thompson

APPENDIX

All Agencies — Select Information

Agency	Merit Status	FY 07 Emp. Count	Avg. Age	Avg. Years of Service	Avg. Salary	Total Turnover
Governor						
Office of the Governor	Non-Merit	34	39.6	8.2	$55,856	14.7%
Lieutenant Governor						
Lieutenant Governor's Office	Non-Merit	11	38.3	6.0	$53,408	63.6%
Agriculture						
Boll Weevil Eradication Organization	Non-Merit	14	48.4	7.9	$36,730	14.3%
Agriculture	Merit	424	45.6	13.6	$35,785	9.0%
Oklahoma Peanut Commission	Merit	1	58.0	20.0	$53,887	0.0%
Conservation Commission	Merit	54	46.7	13.4	$48,513	1.9%
Oklahoma Wheat Commission	Non-Merit	6	37.0	5.0	$51,869	16.7%
Commerce						
Capitol Complex/Centennial Comm.	Non-Merit	7	54.7	14.1	$55,110	0.0%
Commerce	Merit	162	45.4	9.6	$52,143	8.6%
J.M. Davis Gun Museum	Non-Merit	6	39.5	2.3	$29,444	33.3%
OESC	Merit	816	50.0	13.2	$35,017	11.9%
Historical Society	Merit	164	48.6	11.9	$34,490	10.4%
Industrial Finance Authority	Non-Merit	6	62.7	18.2	$74,210	0.0%
Labor	Merit	108	47.4	11.2	$42,206	16.7%
Tourism and Recreation	Merit	591	46.8	11.6	$29,586	6.6%
Scenic Rivers Commission	Non-Merit	9	41.9	10.3	$29,189	0.0%
Will Rogers Memorial Commission	Merit	7	53.9	12.7	$39,924	14.3%
Education						
Oklahoma Arts Council	Non-Merit	17	47.6	10.1	$46,124	23.5%
Education	Merit	375	46.0	8.8	$40,068	11.2%
Educational Television Authority	Non-Merit	74	45.1	7.3	$37,597	9.5%
Teacher Preparation Commission	Non-Merit	9	51.6	13.1	$48,319	11.1%
Libraries	Merit	64	51.8	15.6	$38,921	4.7%
Private Vocational Schools Board	Non-Merit	2	62.0	24.5	$37,722	0.0%
School of Science/Math	Merit	75	48.5	7.9	$46,898	6.7%
CareerTech Education	Non-Merit	362	48.2	13.2	$46,354	9.4%
Energy						
Department of Mines	Non-Merit	36	49.1	16.6	$43,441	2.8%
Corporation Commission	Merit	492	50.6	12.5	$41,568	7.3%
Interstate Oil and Gas Compact	Non-Merit	2	30.0	4.0	$64,000	0.0%
Liquefied Petroleum Gas Board	Merit	9	55.1	13.9	$34,384	0.0%
Marginally Producing Wells	Non-Merit	5	44.0	1.2	$42,527	20.0%
Environment						
Environmental Quality	Merit	538	44.4	11.7	$45,730	8.0%
Wildlife Conservation	Non-Merit	316	43.1	15.9	$40,228	7.6%
Water Resources Board	Merit	94	42.4	11.8	$49,131	17.0%
Finance and Revenue						
State Banking Department	Non-Merit	40	45.8	16.5	$63,102	5.0%
State Finance	Merit	137	48.2	11.7	$52,557	4.4%
Auditor and Inspector	Non-Merit	169	41.9	11.1	$46,498	14.2%
Firefighter Pension/Retirement	Non-Merit	10	45.5	12.1	$54,670	0.0%
Insurance Department	Non-Merit	150	44.2	7.2	$39,850	12.7%
CompSource	Non-Merit	357	46.7	9.6	$41,460	14.6%
Commissioners Land Office	Merit	63	50.1	15.4	$46,578	6.3%
Law Enforcement Retirement	Non-Merit	5	54.8	24.8	$57,961	40.0%
Oklahoma Lottery Commission	Non-Merit	39	41.8	4.2	$52,062	7.7%

All Agencies — Select Information continued

Agency	Merit Status	FY 07 Emp. Count	Avg. Age	Avg. Years of Service	Avg. Salary	Total Turnover
Finance and Revenue continued						
Public Employees Retirement	Merit	55	49.3	13.1	$46,419	12.7%
Police Pension and Retirement	Non-Merit	11	51.0	14.6	$61,076	9.1%
Tax Commission	Merit	933	48.9	13.8	$37,748	8.5%
Teachers' Retirement System	Merit	52	49.9	13.0	$43,676	3.8%
State Treasurer	Non-Merit	77	46.1	9.6	$45,970	13.0%
Health						
Tobacco Board of Directors	Non-Merit	3	48.3	13.5	$59,668	0.0%
Construction Industries Board	Non-Merit	36	50.0	7.8	$41,683	16.7%
Health	Merit	2,264	46.0	10.3	$40,675	11.6%
Mental Health	Merit	2,001	45.4	9.5	$34,120	19.6%
Nursing Home Admin. Examiners	Non-Merit	4	54.5	11.5	$47,941	0.0%
Health Care Authority	Merit	381	43.4	9.8	$47,346	8.1%
Human Resources and Administration						
Merit Protection Commission	Merit	8	50.0	9.6	$47,349	0.0%
Horse Racing Commission	Non-Merit	43	52.4	12.1	$42,195	2.3%
Human Rights Commission	Merit	18	43.9	11.4	$34,091	5.6%
Personnel Management	Merit	76	45.1	9.7	$40,352	7.9%
Central Services	Merit	251	49.0	12.8	$38,985	7.2%
State Bond Advisor	Non-Merit	3	51.0	14.3	$71,266	0.0%
Department of Securities	Merit	26	50.5	16.5	$84,697	0.0%
Department of Consumer Credit	Merit	16	53.7	8.6	$36,651	12.5%
Oklahoma Accountancy Board	Non-Merit	9	41.0	10.5	$41,282	11.1%
Board of Architects	Non-Merit	3	43.3	11.7	$49,766	0.0%
Chiropractic Examiners Board	Non-Merit	2	25.3	3.3	$30,798	0.0%
Cosmetology Board	Merit	14	46.9	11.0	$31,158	7.1%
Board of Dentistry	Merit	4	50.5	23.5	$44,852	0.0%
Embalmers and Funeral Directors	Merit	3	51.3	8.0	$50,953	0.0%
Medical Licensure/Supervision	Merit	23	48.8	12.0	$41,558	4.3%
Motor Vehicle Commission	Merit	4	44.0	12.3	$41,644	0.0%
Board of Nursing	Non-Merit	30	45.9	5.5	$48,240	6.7%
OSEEGIB	Non-Merit	180	46.8	11.5	$44,168	4.4%
Board of Osteopathic Examiners	Merit	5	62.0	12.6	$47,880	0.0%
Board of Pharmacy	Merit	8	50.0	12.0	$60,262	0.0%
Prof Engineers and Land Surveyors	Merit	8	45.0	5.3	$44,619	0.0%
Psychologists Examiners Board	Non-Merit	1	58.0	24.0	$46,788	0.0%
Oklahoma Real Estate Commission	Merit	17	43.9	10.9	$36,491	11.8%
Speech-Language Pathology	Non-Merit	1	55.0	15.0	$38,001	0.0%
Used Motor Vehicle Commission	Non-Merit	10	47.8	9.9	$34,445	20.0%
Veterinary Medical Examiner	Non-Merit	3	44.0	9.7	$43,393	0.0%
Employees Benefits Council	Merit	33	49.7	11.1	$48,103	6.1%
Human Services						
Commission on Children and Youth	Merit	30	44.7	9.7	$43,528	3.3%
Office of Handicapped Concerns	Merit	7	50.4	15.5	$38,556	0.0%
Indian Affairs Commission	Non-Merit	4	51.7	5.3	$36,563	0.0%
Juvenile Affairs	Merit	1,163	44.9	10.3	$30,841	17.5%
Physician Manpower Training	Merit	6	47.5	18.0	$46,212	16.7%
J. D. McCarty Center	Merit	204	39.3	5.4	$32,205	35.8%
Rehabilitation Services	Merit	884	49.0	13.9	$36,751	10.7%
University Hospitals Authority	Non-Merit	5	48.6	22.6	$81,722	0.0%
Human Services	Merit	7,648	45.0	12.0	$33,303	12.9%

All Agencies — Select Information continued

Agency	Merit Status	FY 07 Emp. Count	Avg. Age	Avg. Years of Service	Avg. Salary	Total Turnover
Military						
Military Department	Merit	361	44.3	7.7	$31,328	23.3%
Safety and Security						
Oklahoma ABLE Commission	Merit	41	49.2	17.9	$47,496	4.9%
Indigent Defense System	Non-Merit	121	45.9	10.1	$57,226	7.4%
Attorney General	Non-Merit	168	44.7	9.7	$56,040	10.1%
Corrections	Merit	4,712	44.5	10.9	$37,398	11.3%
District Attorney	Non-Merit	1,145	43.1	8.0	$43,329	21.5%
Pardon and Parole Board	Merit	37	50.6	18.5	$40,050	8.1%
Bureau of Investigation	Merit	300	43.8	11.6	$46,830	7.3%
Civil Emergency Management	Merit	28	54.8	11.6	$41,289	3.6%
State Fire Marshal	Merit	32	51.0	12.0	$41,690	6.3%
Medicolegal Investigations	Non-Merit	72	40.5	6.8	$46,038	19.4%
CLEET	Non-Merit	34	47.8	9.4	$38,832	14.7%
Bureau of Narcotics	Merit	95	43.2	12.3	$52,334	6.3%
Public Safety	Merit	1,550	43.1	12.2	$46,825	7.4%
Board of Chem. Test Alcohol/Drug	Non-Merit	6	52.5	9.8	$42,256	0.0%
Science and Technology						
OCAST	Merit	23	49.8	9.7	$55,077	8.7%
Secretary of State						
Election Board	Non-Merit	24	52.3	15.4	$37,402	8.3%
Ethics Commission	Merit	8	55.7	14.7	$56,887	12.5%
Secretary of State	Merit	36	46.7	15.3	$39,980	19.4%
Transportation						
Aeronautics Commission	Non-Merit	10	45.3	8.8	$54,485	20.0%
Transportation	Merit	2,393	45.9	14.3	$36,742	8.8%
Space Industry Dev. Authority	Non-Merit	5	47.7	3.3	$59,880	0.0%
Transportation Authority	Merit	617	46.5	8.3	$31,502	12.5%
Veterans Affairs						
Veterans Affairs	Merit	1,757	44.3	7.7	$30,069	29.9%

Oversite Committee for the State Employee Charitable Contributions

In 1989, the Legislature created a single combined charitable solicitation entity that enables state employees to contribute to a variety of charitable organizations through payroll deduction. OPM coordinates the activities of the State Agency Review Committee (SARC), which oversees the Oklahoma State Employee Charitable Contribution Campaign.

Oklahoma Commission on the Status of Women

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 clearinghouse for research 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;
- Make recommendations concerning needed legislation or regulatory changes.

The commission consists of 30 members who serve staggered five-year terms. Ten members are appointed by the Governor, 10 by the President Pro Tempore, and 10 by the Speaker.

**Note: OPM provides office space and infrastructure support for the Commission, but OPM does not have direct oversight.*

Governor's Advisory Council on Asian-American Affairs

The mission of the council is to provide advice and assistance to the Governor on policy issues related to the arts, economic development, health and human services, human resources, education, and other issues affecting the Asian-American population of Oklahoma. The council is made up of representatives from the Asian-American community who are appointed by the Governor. During FY 07, Hung Le served as chair. Members included Tinny Chang, Dr. Kyung- Whan Min, Dr. Evelina Morales, Thuy Pham, Dr. Rita Raman, Dr. Yoshi Sasaki, Vasithy Pic Sengdara, and Nick Wu.

Governor's Ethnic American Advisory Council

The mission of the council is to provide advice and assistance to the Governor on the development and implementation of policies, plans, and programs relating to the needs and values of the Ethnic American community. The council is currently made up of representatives of Ethnic Americans of the Middle East/Near East community who were appointed by the Governor. In FY 07, Marjaneh Seirafi-Pour was elected to serve as chair and Malaka A. Elyazgi was elected to serve as vice chair/secretary. Members included Dr. Riaz Ahmad, Mohammad Farzaneh, Dr. Fayyaz Hashmi, Dr. Basel Hassoun, Dr. Mohammad Karami, Dr. Sandra Rana, and Wes Salous.

Governor's Advisory Council on Latin American and Hispanic Affairs

The council's primary mission is to expand opportunities for Oklahoma Hispanics in education, employment, health, housing, culture, and recreation. Council members also advise the Governor on the development and implementation of policies, plans, and programs related to the special needs of Hispanics. During FY 07, Giovanni Perry served as chair and Juanita Vaquez-Sykes as vice chair. Other members included Yolanda Velarde Charney, Dr. Eloy A. Chavez, Nancy Galvan, Sebastian Lantos, Louis A. Maltos, Teri Mora, Guillermo Rojas, and Steven J. Valencia.

This publication, printed by the Oklahoma Department of Career and Technology Education, has been distributed by the Oklahoma Office of Personnel Management as authorized by 70 O.S. § 840-1.6A (13). Five hundred copies have been printed at a cost of $9,050. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries. 08-020881

Affiliated Councils and Commissions

Governor's Advisory Council on Latin American and Hispanic Affairs

Giovanni I. Perry - Chair, Norman
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

Governor's Advisory Council on Asian-American Affairs

Hung Le - Chair, Oklahoma City
Tinny Chang, Oklahoma City
Dr. Kyung-Whan Min, Edmond
Dr. Evelina C. Morales, Oklahoma City
Thuy Pham, Oklahoma City
Dr. Rita Raman, Oklahoma City
Dr. Yoshi K. Sasaki, Norman
Vasithy Pic Sengdara, Oklahoma City
Nick Wu, Norman

Governor's Ethnic American Advisory Council

Marjaneh Seirafi-Pour - Chair, Norman
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

Affirmative Action Review Council

R. Charles Smith - Chair, Health, Oklahoma City
Representative Rex Duncan, Sand Springs
Representative Jabar Shumate, Tulsa
Carol Ainsworth, Human Rights, Tulsa
Sherleen H. Jackson, Ph.D., Oklahoma City
Harold Roberts, Development/Public Affairs, Tulsa

Oklahoma Commission on the Status of Women

Chris Morriss - Chair, Edmond
Mary Walker - Vice Chair, Tulsa
Lou Kohlman - Secretary, Oklahoma City
Jilda Motley - Advisory Council Co-Chair, Tulsa
Anita Norman - Nominating Committee, Perry
Ginny Wilson - Nominating Committee, Tahlequah
Patty Bryant - Commssioner, Tulsa
Toni Calvey, Yukon
Bob Darcy, Stillwater
Marilyn Ehlers, Oklahoma City
Sally Frasier, Tulsa
Vicki French, Foss
Catherine Haynes, Ponca City
Lyn Hester, Oklahoma City
Kathryn Jones, Oklahoma City
Rebecca Kennedy, Seminole
Lou Kerr, Oklahoma City
Denise Kinzie, Cushing
Senator Debbe Leftwich, Oklahoma City
Joyce Martin, Broken Arrow
Pat Martin, Purcell
Bernice Mitchell, Stillwater
Jennifer Paustenbaugh , Stillwater
Representative Pam Peterson, Tulsa
Patricia Presley, Oklahoma City
Claudean Berry Reynolds, Stillwater
Margaret Swimmer, Tulsa
Valerie Thompson, Oklahoma City
Janelle Anne Walker, Oklahoma City
Christie Woodson, Lawton

Oversight Committee for the State Employee Charitable Contributions

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