

HR Exchange

Oklahoma to Host 2008 NASPE Annual Meeting

The 2008 Annual Meeting of the National Association of State Personnel Executives (NASPE) will be held in Downtown Oklahoma City in July 2008, at the Sheraton Oklahoma City, Renaissance Oklahoma City, or the historic Skirvin Hotel. Oscar Jackson, OPM Administrator and Cabinet Secretary, and Hank Batty, OPM Deputy Administrator for Programs, submitted the successful host site proposal to the NASPE

NATIONAL ASSOCIATION OF STATE PERSONNEL EXECUTIVES



Executive Council at the 2006 NASPE Annual Meeting in San Antonio, Texas on

August 12, 2006.

Oscar Jackson, in noting that Oklahoma will host its “Centennial Celebration” in 2007, commemorating 100 years of statehood, stated, “We would be honored to welcome NASPE to our great state in 2008 as we begin our second century of statehood.” Jackson, as Host State Chair, will serve as a member of the 2007-2008 NASPE Executive Committee. Jackson previously served as 1994-1995 NASPE President.

Governor Henry, in a letter of support for Oklahoma’s proposal, stated, “We are very excited about the prospect of the 2008 NASPE Annual Meeting taking place in Oklahoma, and our being able to demonstrate why we are so proud of Oklahoma City and our state. The event will offer an exceptional professional develop opportunity for Oklahoma’s public sector HR professionals at the local, state and federal levels of government.”

NASPE is a professional HR association of the state personnel directors of the fifty states and U.S. territories, and is an affiliate of The Council of State Governments, headquartered in Lexington, Kentucky. The 2007 NASPE Annual Meeting will be held July 21-25, 2007 in Williamsburg, Virginia, during the 400th celebration of the Commonwealth of Virginia. Governor Brad Henry will serve as 2007 President of The Council of State Governments.

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From the Desk of the Administrator



As many of you know, I currently serve as President-Elect of the International Public Management Association for Human Resources (IPMA-HR). Although my term as IPMA-HR President will commence January 1, 2007, the current year has provided me a number of opportunities to represent IPMA-HR within the United States and internationally.

In the July 2006 issue of the *OPM HR Exchange*, I reported on my attendance at the IPMA-HR International HR Symposium in Barcelona, Spain, held May 14-18, 2006. In this issue I reflect on my participation in the 22nd Annual Institute of Municipal Personnel Practitioners of Southern Africa (IMPSA) International Conference held August 28-30, 2006, in Cape Town, South Africa.

In addition to attending the IMPSA conference, my travel to South Africa provided the opportunity to meet with local representatives who are planning the next IPMA-HR International HR Symposium to be held in Cape Town in April 2007, a meeting that I will host as IPMA-HR President. I also met with representatives of the South Africa Public Service Commission, who with IPMA-HR will co-host the First Africa HR Conference in Cape Town on the two days immediately following the three-day International Symposium. The conference will be attended by local, provincial and national HR professionals from the continent of Africa.

These international HR experiences have provided me a fresh perspective on the role and responsibilities inherent to the public sector HR profession. In the U.S., the role of HR in government has long been an ever-evolving process over many years.

In many other countries, however, the field of human resources development and management represents new and challenging workforce philosophies, strategies, and processes.

While in South Africa, I visited the offices of the South Africa Public Service Commission and received a briefing on their “2006 State of Public Service Report” (April 2006). In the report, Professor S.S. Sangweni, Chairperson of the Commission, states “. . . key among the capacity challenges facing our Public Service is the need to strengthen human resource management and development to ensure that there is a skilled, professional, motivated and productive workforce that drives government programmes, particularly those aimed at redressing the legacy of Apartheid and consolidating our democracy. Furthermore, the Public Service needs the capacity to consolidate its systems, planning processes, financial management, monitoring and evaluation, and to leverage these to ensure sustained effective delivery.”

The Public Service Report evaluates progress on the nine constitutional values and principles for public administration “enshrined” in the Constitution adopted in 1995 following the end of Apartheid and 1994 creation of the new South African government. I believe you will find the following principals quite revealing as to the South African view of the “Public Service.”

- Principal 1: A high standard of professional ethics must be promoted and maintained.
- Principal 2: Efficient, economic and effective use of resources must be promoted.
- Principal 3: Public administration must be development oriented.
- Principal 4: Services must be provided impartially, fairly, equitably and without bias.
- Principal 5: People’s needs must be

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From the Desk of the Administrator (Continued)

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- responded to and the public must be encouraged to participate in policy-making.
- Principal 6: Public administration must be accountable.
- Principal 7: Transparency must be fostered by providing the public with timely, accessible and accurate information.
- Principal 8: Good human resource management and career development practices, to maximize human potential, must be cultivated.
- Principal 9: Public administration must be broadly representative of SA people, with employment and personnel management practices based on ability, objectivity, fairness and the need to redress the imbalances of the past to achieve broad representation.



Oscar Jackson and Dr. Norman Maharaj, Commissioner of the South Africa Public Service Commission. The photographs in the background are those of the South Africa President, Mr. Thabo Mbeki, and the South African Minister for Public Service and Administration, Mrs. Geraldine Fraser-Moleketi.

I look forward to sharing additional experiences with you during 2007 as I interact with our HR colleagues throughout the United States and in the international community.

30TH ANNUAL IPMAAC CONFERENCE

The 30th Annual IPMA-HR Assessment Council (IPMAAC) Conference was held in June in Las Vegas, Nevada. Attendees from Oklahoma state agencies included Laura Sohl and Natasha Riley representing the Office of Personnel Management (OPM) and Tansy Diaz representing the Oklahoma Health Care Authority. The first night of the conference, IPMAAC celebrated its 30th anniversary at the top of the Riviera Hotel where conference attendees enjoyed a spectacular view of the Las Vegas skyline. However, the highlight for the OPM delegation would come the next day when Laura Sohl made a presentation to about 50 conference attendees entitled, "Can Gambling with Fewer SMEs Pay Off?" Ms. Sohl's research for this presentation was conducted while she was working on a job analysis project for the entry level of the Juvenile Specialist job family used by the Office

of Juvenile Affairs.

A job analysis project gathers information about a job and this information may be used for many purposes. In the Personnel Assessment Division of OPM, job analysis is used to determine the appropriate content for written tests and other selection devices. Job analysis is conducted with subject matter experts (SMEs), who help provide the tasks performed on the job and the knowledge, skills, and abilities (KSAs) needed to perform those tasks. The SMEs complete a series of questionnaires where they rate the tasks and KSAs on frequency and importance to the job. From these ratings come the determinations for appropriate test content.

The Personnel Assessment Division determined
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OPM Workforce Planning Manager visits Pennsylvania and Georgia

The Office of Personnel Management's Workforce Planning Manager, Ross Tripp, met with representatives from Pennsylvania and Georgia in

that other public sector entities are following", stated Mr. Tripp.

Traveling first to Harrisburg, Mr. Tripp met with Nancy Dering Martin, Deputy Secretary for Human Resources & Management, to discuss Pennsylvania's workforce planning efforts on an enterprise level. Afterwards, Mr. Tripp met with Bureau

Director Kim Helton, Division Chief Kathy Kieffer, and Division Chief John

Program, and Strategic Workforce Tools, Mr. Tripp then visited Georgia agencies to talk about workforce planning at an agency level.

"I feel that the trip was very successful, there is a lot to learn from the differing approaches to workforce planning. By cultivating relationships and sharing information with other states, Oklahoma is in better position to move forward with its workforce planning efforts," commented Mr. Tripp.

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-Ross Tripp

July to discuss workforce planning activities in all three states. "Our goal was to develop a relationship with other states and share ideas on what each state is doing in regards to workforce and succession planning. It was very interesting to see the different tools and strategies

Soubik to discuss specific workforce planning efforts in Pennsylvania and Oklahoma.

In Atlanta, Mr. Tripp met with Workforce Planning Division Director Charlie Brooks to discuss some of the technology used by Georgia to assist in workforce planning. Following demonstrations of Georgia's Talent Assessment



Certified Personnel Professional (CPP)

Congratulations to the following HR Professionals who have successfully passed the CPP exam:

Office of Personnel Management

- Sarah Barber
- Elizabeth Blais
- Jenny Chong
- Justine Heard
- Brian Jepsen
- Melissa Jolly
- Marianne Sanchez

Department of Human Service

- Rena Bigby
- Terry Fratti
- Kay Hagerman
- Gary Hampton
- Theda Philpot
- Jeff Pritchard

CompSource Oklahoma

- Anna Lowmaster
- Derek Neidig
- Gina Thomas

Land Office

- Hilarie Fite
- Gloria Rennels

Department of Environmental Quality

- Shellie Chard-McClary

Oklahoma State Bureau of Investigation

- Misty Hurley
- DeAnna Stillwell

Office of Juvenile Affairs

- Melissa Tener

District Attorneys Council

- Lisa Thompson



Oklahoma to Host 2007 CSG Annual Meeting

The State of Oklahoma will host the Council of State Governments (CSG) “2007 Annual State Trends and Leadership Forum” in downtown Oklahoma City, November 11-14, 2007, during Oklahoma’s Centennial Celebration. Governor Brad Henry will serve as 2007 CSG President and Host for the annual meeting.

Governor Henry has appointed Oklahoma Secretary of State, Susan Savage, to serve as 2007 CSG Annual Meeting Planning Coordinator, along with State Representative, Susan Winchester, and State Senator Susan Paddock, as Co-Coordinators. A number of state officials and their agencies and Oklahoma business leaders and their organizations, will serve on the Planning Committee, including representatives from the Office of State Finance, Department of Central Services, Department of Public Safety, Office of Personnel Management, Tourism and Recreation Department, State Chamber of Commerce, and the Oklahoma City Chamber of Commerce.

The first major event for the Planning Committee

will be the “2007 Oklahoma Reception” to be held on Saturday, December 3, 2006, at the 2006 CSG Meeting in Phoenix, Arizona, to provide a preview of what the CSG delegates can expect when they come to Oklahoma City.

CSG, headquartered in Lexington, Kentucky, is a nonpartisan, nonprofit organization that seeks to foster excellence in state government.

Founded in 1933, CSG serves the executive, judicial and legislative branches of state government through leadership education, research and information services. CSG is the premier multi-branch organization forecasting policy trends for the community of state, commonwealths and territories on a national and regional basis. The Council’s unique structure features four regional offices that focus on the needs, special concerns and opportunities of the Eastern, Midwestern, Western and Southern State. In addition, the Council maintains an office in Washington, D.C., to monitor activities in the federal government and their impact on state issues and programs.



Governor's First Executive Development Program for State Officials a Success

A total of 32 participants, including Cabinet Secretaries and other top executives in state government, attended the four and one-half day "Governor's Executive Development Program for State Officials" held July 30—August 3, 2006, on the Oklahoma State University (OSU) campus in Stillwater. The program was co-hosted by the William S. Spears School of Business at Oklahoma State University and the Michael F. Price College of Business at the University of Oklahoma (OU), in cooperation with the Oklahoma Office of Personnel Management.

The program was designed around five executive leadership competencies identified by the U.S. Office of Personnel Management, including leading change, leading people, results driven, business acumen, and building coalitions and communications. Instructors

from OSU, OU, and Southern Methodist University presented information on: *Managing for Effectiveness: The Role of Strategy and Culture; Building Relationships; Characteristics of Highly Effective Organizations; Emotional Intelligence; Leading Change; Legal and Ethical Issues Application; Decision Making and Critical Thinking;* and, *Developing Influence and Managing Change in Public Sector Organizations.* Other sessions addressed "Good to Great: What's a Leader to Do?" based on Jim Collins' bestselling book, along with executive roundtable discussions addressing some of the critical issues facing the state and government.

On the final day of the program, Governor Brad Henry, OSU System CEO and President David
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The "Governor's Executive Development Program for State Officials" was held July 30-August 3, 2006. Participants included *Front row (left to right):* Donnita Heck, Peggy Jewel, Philip Kraft, Robbie Tittle, Durand Crosby, Jacquelyn Shipp, Carrie Slatton-Hodges, Anne Woody, and Steve Davis. *Second row (left to right):* Tracey Strader, Justin Jones, Lyle Kelsey, Jill Simpson, Tod Wall, K.C. Moon, Duane Smith, Norma Noble, Dennis Shockley, and Terry Mosley. *Third row (left to right):* Hardy Watkins, Todd Crawford, Howard Hendrick, Kevin Easley, Robert Doke, Travis Monroe, Bud Wyatt, Hank Batty, Steve Thompson, Jon Brock, and Mike Thralls. Not pictured: Kevin Ward and Kerry Pettingill.

WEB BASED APPLICATION, APPLICANT TRACKING, TESTING AND CERTIFICATION ARE ON THE WAY

The Office of Personnel Management (OPM) recently contracted with JobAps, a leader in the field of public sector recruitment, to implement a new web-based application, tracking, testing and certification system. When fully implemented, the new system will replace OK-CAREERS, the mainframe application developed to provide these functions in 1980 and ICE, the electronic testing application in place since 2003.

"We believe the new web-based applications will

revolutionize the way job applicants apply, test and fill vacancies in Oklahoma state government," said Hank Batty, Deputy Administrator for Programs. "By allowing job applicants and agency HR officials "24/7" access to job postings and the application

process, we expect to dramatically improve the customer-friendliness of the process while also providing faster, simpler and more efficient service to state agencies."

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"We believe the new web-based applications will revolutionize the way job applicants apply, test and fill vacancies in Oklahoma state government".

**-Hank Batty,
Deputy Administrator for Programs,
OPM**

Governor's First Executive Development Program for State Officials a Success (Continued)

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Schmidly, and Dean Sara Freedman of the William S. Spears School of Business joined the participants as they received their Certificates of Completion. "We were excited and pleased to provide leaders from public agencies this insightful training provided by our state's two major universities," said Henry.

Participants in the inaugural session included: Anne Woody, Oklahoma Real Estate Commission; Tracey Strader, Oklahoma Tobacco Settlement Endowment Trust; Robert Doke, State Fire Marshal; Kerry Pettingill, Office of Homeland Security; Hardy Watkins, Tourism & Recreation Department; Howard Hendrick, Department of Human Services; Kevin Ward, Department of Public Safety; Dennis Shockley, Oklahoma Housing Finance Authority; Mike Thralls, Oklahoma Conservation Commission; General Bud

Wyatt, Oklahoma Military Department; Travis Monroe, Office of the State Treasurer; Tod Wall and Robbie Tittle, Office of the Secretary of State; Justin Jones, Department of Corrections; Jon Brock, Oklahoma Employment Security Commission; K.C. Moon, Criminal Justice Resource Center; Steve Thompson, Department of Environmental Quality; Duane Smith, Water Resources Board; Philip Kraft, Employees Benefits Council; Lyle Kelsey, Board of Medical Licensure & Supervision; Jill Simpson, Oklahoma Film & Music Office; Hank Batty, Office of Personnel Management; Norma Noble, Department of Commerce; Kevin Easley, Grand River Dam Authority; Terry Mosley, Quartz Mountain Arts and Conference Center; and, Peggy Jewel, Durand Crosby, Donnita Heck, Steven Davis, Jacquelyn Shipp, Carrie Slatton-Hodges, and Todd Crawford, Department of Mental Health and Substance Abuse Services.



NASPE and Oracle Publish “Leadership Secrets”

The National Association of State Personnel Executives (NASPE) and the Oracle Corporation, released “Leadership Secrets of Human Resource Officials” during the August 12-16, 2006, NASPE Annual Meeting in San Antonio, Texas. Sixteen current and former state personnel directors contributed essays to the book sharing their insights and knowledge on leadership in government for the next generation of HR leaders.

Oscar Jackson, Office of Personnel (OPM) Administrator and Cabinet Secretary, authored an essay titled “NASPE...The Value Proposition”, in which he addressed the career enhancing value of professional HR associations like NASPE, IPMA-HR, and others, for networking and professional development. Also Hank Batty, OPM Deputy Administrator for Programs, contributed to the section on private/public partnerships by authoring “Oklahoma and Hay Group”, which described the successful State of Oklahoma partnership with the Hay Group resulting in the passage and implementation of the “Classification and Compensation Reform Act of 1999”. Among the other “Leadership Secrets” essay titles were: *“HR With An Attitude”*, *“HR Transformation and Leadership”*, *“Shocking Lessons”*, *“Managing Paradoxes”*, *“Lessons For Strategic Change”*, and *“The Most Desirable Job In America”*.

Mark Johnson, Senior Vice President, Oracle Public Sector, Oracle Corporation, stated “We hope this sharing of insights and knowledge on leadership in government will be of assistance here and now for the office holders of today; for present HR managers and leaders who seek to learn what and how their counterparts around the country are doing.”

Copies of “Leadership Secrets of Human Resource Professionals” may be purchased for \$20 by contacting Leslie Scott, NASPE Association Manager, lscott@csg.org.



“Leadership Secrets” authors pictured (left to right): Oscar Jackson (Oklahoma), Anne Soileau (Louisiana), Dana Jefferson (Delaware), Robert Bass (Mississippi), Nancy Dering Martin (Pennsylvania), Sara Redding Wilson (Virginia), and Sam Wilkins (South Carolina).

WEB BASED APPLICATION, APPLICANT TRACKING, TESTING AND CERTIFICATION ARE ON THE WAY (CONTINUED)



Front Row (left to right): Dr. Jenna Berg, JobAps, President; Patricia Nelson, Office of Personnel Management (OPM), Applicant Services; Natasha Riley, OPM, Director of Personnel Assessment. Back Row (left to right): Bernie Buchenau, OPM, Network Management Services; Dustin Crossfield, OPM, Network Management Services; Hank Batty, OPM, Deputy Administrator for Programs; Tom Impson, OPM, Director of Applicant Services; Dr. Mojtaba Ghodoussi, JobAps; Randy Peter, OPM, Information Technology Services; and Oscar Jackson, OPM, Administrator and Cabinet Secretary of Human Resources and Administration.

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During the next few months, OPM staff and a representative group of Merit System HR officials will be exploring a number of changes that will be introduced with the JobAps software applications. For example, the new system probably will eliminate the traditional Wednesday postings of new jobs and, in their place, allow agencies to post announcements at any time during regular business hours. Applicants may complete a single electronic application that can be used for as many Merit System job announcements as they wish and agencies can “drill down” on a list of applicants to view the application and any supplemental materials that have been submitted on-line. Most job postings will include a group of

questions concerning specific job requirements, minimum qualifications and availability that prospective applicants must answer successfully before testing.

Tom Impson, Director, Applicant Services, and Natasha Riley, Director, Personnel Assessment are leading the implementation effort which will include a thorough review of virtually all processes, practices and rules currently governing Merit System hiring. Agencies can expect to hear more about some of the innovations JobAps will help us achieve before full implementation, currently expected late in 2006 or early 2007.



2006 Certified Public Manager Graduation



On Thursday, September 7, 2006, twenty individuals representing seven state agencies, received the designation of Certified Public Manager. More than 200 family, friends, co-workers, and agency heads were present for the ceremony held in the Senate Chamber of the State Capitol. Marquett L. Youngblood, Chief Information Officer, Department of Human Services, and a 2005 CPM graduate, addressed this year's graduates.

The Good Works Award, an annual award given for the outstanding project, was awarded to Valerie Marr, Oklahoma City County Health Department. Her project, "Emergency Response Plan for the Sheltered in Population of Oklahoma County," was one of seven nominated from the more than 120 projects submitted during the year.

Each graduate completed 300 hours of training, passed four examinations, and submitted four job-related projects. The Certified Public Manager Program, offered through the Human Resource Development Department at the Office of Personnel Management, is designed to professionalize public management by giving Oklahoma state managers and supervisors the tools necessary to improve their management skills. Oklahoma's program was first accredited by the National Consortium of Certified Public Managers in 1988 and received continued accreditation in 1993, 1998 and 2003. There are currently 27 Certified Public Manager Programs nationwide. Oklahoma's program has been recommended for college credit, both on the undergraduate and graduates levels by the American Council of Education.

This years graduates are: Gale Barker, Dru Bradford, Phyllis Gadberry, Dawanta Parks, Robert Payao, Mitch Richardson, Eddie Sells, and Deidre Smith, Department of Transportation; Lynn Childers, Shirley Crum, Kathryn Henson, Kayla Jackson, Yulinda Semmel, Faye Waits, and Paul White, Department of Human Services; Valerie Hamilton, Department of Rehabilitation Services; Vickie Lamb, Department of Public Safety; Jacquelynne Williams, Office of State Finance; Valerie Marr, Oklahoma City County Health; and Marsha Cunningham, Oklahoma Employment Security Commission.



CPP graduation speaker, Marquett L. Youngblood, Chief Information Officer from Department of Human Services.



30th Annual IPMAAC Conference (Continued)

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that job analysis questionnaires needed to be completed before beginning any revisions to the existing written test for Juvenile Specialist.

Professional literature on job analysis cautions against using small groups and in some instances recommends 50 percent of all job incumbents complete the questionnaires. Due to the large numbers of SMEs needed, job analysis using the questionnaire method is often time consuming. In conducting the Juvenile Specialist job analysis, the Personnel Assessment Division explored whether accurate job analysis data could be gained using small numbers of SMEs.

Laura Sohl compared the ratings of two groups of SMEs—a group of six who completed the questionnaires independently during a group meeting where the job was discussed beforehand and a group of 26 who completed the questionnaires on their own. (The large group accounted for 50 percent of all entry level Juvenile Specialists.) Ms. Sohl found a significant difference in the ratings of these two groups. The smaller group had lower variance within their ratings, meaning their ratings were more in agreement with each other. Certainly one thing that may have contributed to this is that the small group had the opportunity to discuss the job and responsibilities before they made their ratings, so they most likely shared a common frame of reference when they were making their ratings. Also, on ratings where there was a significant difference in the two groups, the larger group's ratings were generally higher than the smaller group's; this

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Interim Study Considers Employment of Persons with Disabilities

At the request of Representative Kris Steele, R-Shawnee, members of the House of Representatives heard several speakers address an Interim Study focusing on helping disabled people seek employment with the State of Oklahoma. The first speaker to address the committee was Hank Batty, Deputy Administrator for Programs, who provided information on two existing programs aimed at addressing this issue: the State Work Incentive Program (SWIP) and the "Persons With Severe Disabilities Employment" Program (commonly referred to as House Bill 1340). Most of the members and the speakers following Mr. Batty turned their attention to the latter program. A disabled person who had contacted Representative Steele about her concerns during the legislative session spoke about the difficulties she believed the current program did not address. In particular, she objected to the designation of "severe disabilities," which she characterized as insulting and the fact that the Office of Personnel Management (OPM) does not issue lists of disabled persons who have been approved through House Bill 1340 to agencies when the agencies request standard certificates of eligible applicants from OPM. Other speakers, including Steve Stokes, Executive Director, Office of Handicapped Concerns, and Jason Price and Jean Jones of the Department of Rehabilitation Services were less critical, emphasizing instead the number of disabled applicants, including Mr. Price himself, who have obtained employment through House Bill 1340.

All the speakers agreed that state managers and supervisors need additional education about the existing programs designed to assist disabled job applicants. Cabinet Secretary Oscar Jackson pledged to hold further discussions with staff of the three state agencies who spoke to this committee for the purpose of exploring actions that may improve understanding of the programs and consideration of any steps, whether through administrative rulemaking or proposed legislative actions, that the agencies may support to facilitate the programs' effectiveness.

SHARE Your Time

"Time spent with a child is never time wasted. If you are reading to or with a child or helping him or her do schoolwork, then your time is being even better spent!", said Joyce Smith, coordinator of the Office of Personnel Management (OPM) **State employees Having an Active Role in Education (SHARE) Program.**

This year, 22 OPM employees and an employee from the Oklahoma Health Care Authority participate in the program are gearing up to work with students at Wilson Elementary, an Oklahoma City public school. The main focus of tutoring is to help improve reading and comprehension skills, but assistance in math may be given as necessary.

"The number of people participating in SHARE grew this year, and we couldn't be happier. That means more students needing tutors will have tutors," Smith said. "Wilson Elementary has about 70 tutors, but they tell us they need at least 100 more," she said.

Reports show students being tutored usually increase their reading skills. When students read better, their self-esteem rises, also. "Our students understand you are taking time away from work to help them. They appreciate this more than you will ever know," said Susan Parker, director of Partners in Education with the Oklahoma Public Schools Foundation.

Office of Personnel Management participants are: Blanche Longoria, Brian Jepson, Carrie Rohr, Diane Haser-Bennett, Faith Frazier, Hank Batty, Harry Gentry, Jake Smith, Jennifer Jepson, Jenny Chong, Jim Patterson, Joyce Smith, Justine Heard, Linda Williamson, Marianne Sanchez, Marilyn Capps, Melinda Jones (with Oklahoma Health Care Authority), Natasha Riley, Sarah Barber, Shelley Wise, and Shirley Russell.

This is OPM's seventh year actively operating the SHARE program. One reason SHARE is successful is that our administrators believe

and participate in the program," said Smith. Last year Oscar Jackson, OPM Administrator, and Hank Batty, OPM Deputy Administrator, tutored students. The school year ended with a party for the students hosted by Sonic Industries, Inc. at the headquarters building in Bricktown.

"I regret that I waited several years to participate in the SHARE Program," said Batty. "As I have told many people, the hour I spend with my student is usually the highlight of my week," he said. "The school staff, the teachers and the volunteers do a terrific job of orienting you in the process and helping you when you need it," said Batty. "But the main credit has to *(Continued on page 13)*

30th Annual IPMAAC Conference (Continued)

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suggests that they might have over-inflated their ratings.

Although more research is needed on this topic, it proved to be an interesting proposition to pose to the conference—that perhaps more accurate data can be gained through using small groups of SMEs. If job analysis data gained from small SME groups is just as accurate (or more so) as data gained from large SME groups, then the job analysis process becomes less time-consuming and results in faster services for agencies in the development of selection devices by the Personnel Assessment Division.

Besides job analysis, other topics discussed at the conference included issues in selection, testing, and employee performance. Some of the conference presentation materials, including Laura Sohl's, are available on the IPMAAC website at ipmaac.org/conf/06/. The 31st Annual IPMAAC Conference will be held June 10-13, 2007, in St. Louis, Missouri.

SHARE Your Time (Continued)

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go the kids. There's nothing a tutor enjoys more than hearing a child say, 'Oh...now I get it!' he said. The SHARE Program is a collaboration between state government and public schools to pilot a program allowing employees of the Office of Personnel Management eight (8) hours of paid leave a year to volunteer time in a selected school in Oklahoma City.

SHARE guidelines allow for other agencies to join the pilot program. The program has been approved by the Human Resource Management Advisory Committee and Oscar Jackson, OPM's Administrator and Cabinet Secretary. Mr. Jackson states that, "The SHARE Program

resulted from a Task Force Report recommendation during a Certified Public Manager (CPM) Executive Development Seminar," said Jackson. "I am extremely pleased with the OPM Team involvement we have experienced over the years, with our largest participation this year with 22 employees (28 percent of all OPM employees) serving as tutors. The program is a "Win-Win-Win" for the students, the schools, and as importantly, for OPM Team members, who are making a real difference in the lives of children in our community," he said.

For more information contact Joyce Smith, at (405) 522-3617 or Joyce.Smith@opm.ok.gov.

Sherleen Jackson Appointed to State Affirmative Action Review Council

Reprinted with permission from the Oklahoma Department of Human Services News Release

OKLAHOMA CAPITOL--- Sherleen Jackson, Ph.D., administrator for the Oklahoma Department of Human Services Office for Civil Rights, was recently appointed by Gov. Brad Henry to serve on the Oklahoma Affirmative Action Review Council.

"I'm proud to appoint Dr. Jackson to this position," said Gov. Henry. "Her experience and years of dedicated service to the people of Oklahoma make her the perfect choice."

Created in 1994, the AARC assists the Oklahoma Office of Personnel Management in implementing Affirmative Action and Equal Opportunity efforts in state government.

The OPM consults with AARC members concerning standards that executive branch agencies must follow in adopting affirmative action plans. The AARC also reviews state agency affirmative action plans for compliance with state and federal standards. The AARC consists of six members who each serve two-year terms. Two are appointed by the Governor, two by the President Pro Tempore of the Senate and two appointed by the Speaker of the House of Representatives.

"I'm humbled and honored to be chosen by Gov. Henry to serve on the AARC," said Jackson. "I look forward to working with my fellow council members to ensure the fair, equitable and just recruitment and retention of state employees.

Jackson, a 28-year veteran of OKDHS, began her career as a social worker in Oklahoma County. She was later promoted to State Administrative Reviewer in the OKDHS Office of Inspector General. She then transferred to the Administrative Review Unit where she worked in all of the quality control programs. In 1995 she began work in the OKDHS Office for Civil Rights and was named administrator of that program in 1999.

Jackson holds a bachelor's degree from Southwestern Oklahoma State University, Weatherford; a master's degree in social work from the University of Oklahoma and a doctorate from LaSalle University.



2006 OSCPM: Certifiably the Best!

The 17th Annual Educational Conference of the Oklahoma Society of Certified Public Managers (OSCPM) attracted more than 400 attendees on September 8, 2006. The training is held on an annual basis at the National Center for Educational Development at the United State Postal Training Center in Norman, Oklahoma. This year's conference theme was "OSCPM: Certifiably the Best!" The conference



Closing Keynote Speaker Brian Dodge captures the audience with his interactive presentation.

opened with keynote speaker John Storm, with "Exceptional Managers Think Outside the Box" offering tips and tools for effective and energetic brainstorming ideas. Ending with keynote speaker Bryan Dodge who presented methods on, "How to Build a Better You" focusing on three key areas: how to have
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OPM Introduces "Outlook Oklahoma"

The Office of Personnel Management's Office of Workforce Planning introduced its comprehensive new Workforce Planning tool, Outlook Oklahoma this month.

With the impending wave of retirements looming over employers, workforce planning is becoming increasingly necessary to ensure the retention of institutional knowledge and productivity in the face of an aging workforce. However, strategic workforce planning is not only crucial to long term issues such as retirement, it is also necessary to help employers transition through unforeseen short term changes. To help address these issues agencies need access to critical data such as turnover rates and projected retirements to successfully plan for these obstacles.

This years Strategic Plan requires agencies to submit a formal Workforce Plan. Outlook Oklahoma provides a comprehensive set of statistics to assist Oklahoma's state agencies in completing their workforce plan. It provides the following information for each agency for the previous 12 months: Employee Count (beginning of the period), Employee Count (end of the period), Retirements, Retirement Rate, Resignations, Resignation Rate, Total Voluntary Turnover, Voluntary Turnover Rate, Current Average Employee Age, Current Average Employee Service, Current Average Employee's Years to Retirement, Percent of Full Time Employee (FTE) Eligible to Retire in 3 Years, and Percent of FTE's Eligible to Retire in 5 Years.

Outlook Oklahoma consists of a four data screens and a workforce planning contact screen. Each data screen presents the above data at different levels: Agency level, Division level (sub-activity), and job level.

Outlook Oklahoma is located on the Office of Personnel Management's Workforce Planning website at: <http://www.ok.gov/opm/index.html>. For Password and ID assistance or questions about Outlook Oklahoma, please contact Ross Tripp at wfp@opm.ok.gov.

2006 OSCPM: Certifiably the Best! (Continued)

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your own best year ever, how to create consistent upward growth in your life, and how to focus on the things that really matter in life.

Conference speakers and topics included: Information Security, Matthew Harper and Bobby Simpson; "Git 'er done"- Key Concepts of Project Management, Fonda Logston; Professional Ethics Beyond Reproach, Marilyn Hughes; Blueprint the Dream, Stephanie Douglas; Winning the Race: Project Management Applied, Jackie Fleener; Excellence in Customer Service: Promote StellarCustomer Service, Paula Land; and Speed Bumps on the Road to Strategic Planning, Alan Tripp.

For more information contact Joyce Smith, at (405) 522-3617 or JoyceSmith@opm.ok.gov. You can also visit the OSCPM website at <http://www.oscpm.org/>.



Alan R. Tripp from the Office of Personnel Management hears feedback from David Brown, Oklahoma Tax Commission, over his presentation titled "Speed Bumps on the Road to Strategic Planning".

2006 STATE CHARITABLE CAMPAIGN KICKS OFF!



Pictured left to right: Oscar Jackson, Office of Personnel Management Administrator and Cabinet Secretary; Jan Ete Oakley, United Way State Charitable Campaign Coordinator; Karen Jacobs, Department of Human Services, member of the State Charitable Campaign State Agency Review Committee; and Dr. Terry Cline, Commissioner of Mental Health and Substance Services and Cabinet Secretary of Health, and Chair of the State Charitable Campaign.

Pictured at the Kickoff breakfast on September 8, 2006, at the AT&T Bricktown Ballpark. (left to right): Jan Ete Oakley, State Charitable Campaign Director; Melissa Jolly, Office of Personnel Management (OPM); Elizabeth Blais, OPM; J. Clifford Hudson, Chief Executive Officer, Sonic Corporation and Board member, United Way of Central Oklahoma; Crystal Burke, OPM; and Oscar Jackson, OPM, Administrator and Cabinet Secretary.



The Governor's Executive Development Program for State Officials July 30– August 3, 2006

Pictured (left to right): Lee Manzer, Oklahoma State University (OSU) Professor; Governor Brad Henry; Ken Eastman, Head and Associate Professor at OSU; Raj Basu, Vice President of Academic Affairs at OSU; David Schmidly, System CEO & President of OSU; and Sara Freedman, Dean of College of Business at OSU.



Pictured (left): Governor Brad Henry and Kevin Ward, Assistant Commissioner of Oklahoma Department of Public Safety and Cabinet Secretary of Safety and Security.

Pictured (right): Governor Brad Henry and Hank Batty, Office of Personnel Management's Deputy Administrator for Programs.



Pictured (left to right): Oscar Jackson, Office of Personnel Management's (OPM) Administrator and Cabinet Secretary; Governor Brad Henry; Carrie Rohr, OPM Director of Human Resource Development Services; and Sara Freedman, Dean of Oklahoma State University College of Business.

(Continued on page 17)



The Governor's Executive Development Program for State Officials July 30– August 3, 2006 (Continued)

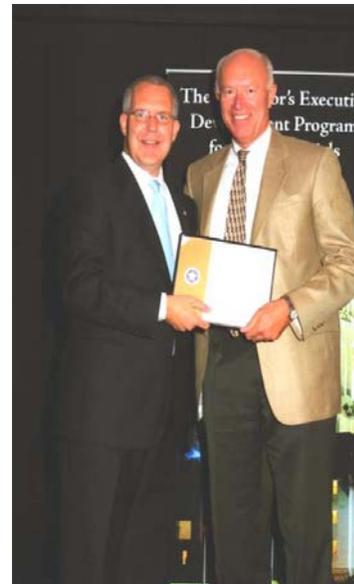
(Continued from page 16)

Pictured (left to right): Oscar Jackson, Office of Personnel Management's (OPM) Administrator and Cabinet Secretary; Julie Weathers, Director of Center for Executive and Professional Development, Oklahoma State University (OSU); Diane Elliott, Coordinator of Executive Programs, Center for Executive and Professional Development, OSU; Governor Brad Henry; Carrie Rohr, OPM Director of Human Resource Development Services; President David Schmidly, System CEO & President of OSU; and Sara Freedman, Dean of College of Business at OSU.



Pictured (left): Governor Brad Henry and Donnita Heck, Director of Human Resources of Oklahoma Department of Mental Health Substance Abuse Services.

Pictured (right): Governor Brad Henry and General Harry M. "Bud" Wyatt III, Adjutant General of Oklahoma.



OPM Administrator Attends South Africa HR Conference

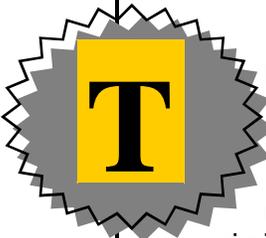
Oscar Jackson, as President-Elect of the International Public Management Association for Human Resources (IPMA-HR), attended the August 28-30, 2006, "2006 Institute of Municipal Personnel Practitioners of Southern Africa (IMPISA) International Conference", in Somerset West, Cape Town, South Africa. Over 200 Southern African municipal level HR professionals were in attendance. Jackson attended the conference as part of an exchange agreement between IPMA-HR and IMPISA. Several IMPISA representatives will attend the 2006 IPMA-HR International Training Conference, October 7-11, 2006 in Las Vegas, Nevada.

While in South Africa, Jackson and IPMA-HR Executive Director Neil Reichenberg, met with South Africa Public Service Commission representatives (national government), to discuss plans for the three-day "2007 IPMA-HR International HR Symposium" to be held in Cape Town in April, during Jackson's term as IPMA-HR President. HR representatives from over 20 countries are expected to attend. They also discussed arrangements for a first-ever two-day "Africa HR Conference" to be co-sponsored by IPMA-HR and the South Africa Public Service Commission for public HR professionals from the national, provincial and municipal levels of government. Over 200 are expected to attend.



Pictured (left to right): Neil Reichenberg, IPMA-HR Executive Director; Thulisiwe Nkosi, IMPISA President; The Honorable Helen Zille, Executive Mayor of Cape Town, South Africa; and Oscar Jackson, IPMA-HR President-Elect. Mayor Zille presented the keynote address during the IMPISA Awards Banquet.

OPM to Host Joint Pay Conference in 2007



The theme will be "A Fistful of Dollars... and Other Elements of Total Compensation," or a similar phrase evoking visions of the Wild West, when the Oklahoma Office of Personnel Management (OPM) hosts the 2007 Joint Pay Conference in Oklahoma City, OK in September of next year. The joint pay conference is a combined conference of the Central States Compensation Association (CSCA) and the Southeastern

States Salary Conference (SESC). The CSCA consists of 25 member states that range from the Midwest (Michigan and Indiana) to the Northwest and Southwest (Washington, Oregon, Nevada, and Arizona), including all states in between. The SESC consists of 14 member states in the South and Southeastern sectors of the country. Four states are members of both conferences: Oklahoma, Arkansas, Louisiana and Missouri. Each year, the two conferences plan and hold

their own individual conferences to allow two representatives of the member states to meet their counterparts from other states, hear interesting speakers on a variety of topics relating compensation and human resources, and pick up new ideas on how to make their state compensation programs more effective. Responsibility for hosting the conference rotates among the member states, so that conference

(Continued on page 19)



OPM to Host Joint Pay Conference in 2007 (Continued)

(Continued from page 18)

attendees can enjoy the unique attractions and cultures that the states have to offer.

Approximately every three years, the two conferences join forces for a joint pay conference, which is a major undertaking considering that over two thirds of the states in the union are represented.

The last joint pay conference was held in New Orleans, Louisiana in 2003. Diane Haser-Bennett, OPM Assistant Administrator for Management Services, is coordinating the conference for the State. According to Diane, plans for the gathering are progressing nicely. The conference will be held at the Crown Plaza on the Northwest Expressway. "We will use buses to transport the conference attendees to Bricktown and other locations where conference activities will be held," Diane explained. Although specific activities have not been nailed down, Diane and her staff are busy brainstorming the possibilities. One option under serious consideration is a tour of the National Cowboy and Western Heritage Museum, followed by a dinner at the Cattlemen's Restaurant.

"Since this event will occur during the Oklahoma's centennial year, we want to

showcase the best the State has to offer," Diane said. "We want the 2007 Joint Pay Conference in Oklahoma to be a truly memorable experience for our guests from the other states," she continued.

In addition to registration fees paid by the attendees, funding conference will from sponsors help defray t costs o luncheons, dinners, and o t h e r conference activities. The Oklahoma Pub H u m a R e s o u r Association, w the Oklahoma of the International Public Management Association for Human Resources (IPMA-HR), has already agreed to be a conference sponsor. The planning committee will be seeking additional sponsors from organizations who do business with the State. Being a sponsor benefits the organization by creating good-will among its state government clients and by enabling the organization to market its product or service to a significant number of senior level HR managers from other states. Organizations that have sponsored previous conferences of the state compensation associations include HayGroup, Oracle/

PeopleSoft, Maximus ERP Solutions, and MetLife , among others. The last time Oklahoma hosted a compensation conference was in 1993, and it was also a joint pay conference. Ginny Fitzwater, HR Director of the West Virginia Department of

"Since this event will occur during the Oklahoma's centennial year, we want to showcase the best the State has to offer"

-Diane Haser-Bennett

Human Resources, was a participant in that conference. In a recent email to OPM on another matter, she took the opportunity to reflect on that conference and the vivid memories she had of the conference activities. In planning next year's conference, OPM hopes to make it an even more memorable experience for all the conference participants.

Voluntary Payroll Deduction Exposition A Success

The Office of Personnel Management (OPM) sponsored a successful, one-day Voluntary Payroll Deduction (VPD) Exposition on September 21, 2006, at the State Capitol building to meet the new 2007 Benefits Option Period informational meeting requirements. Twelve of the 38 approved VPD vendors and 8 of the 14 health, dental, and vision services providers participated in this event and shared their products and services information with state employees.

Invitations to this event were extended to all state agencies and a number of them took advantage of this opportunity to address new legislation requiring such meetings to take place 30 days prior to the deadline of making changes to employee benefits packages. Those state agencies participating provided the required notice to the VPD vendors and allowed their employees a minimum of one hour, also required by new legislation, to visit exhibits and review products.

This past legislative session, Section 6 of Enrolled Senate Bill 1601 amended the State

Employees Flexible Benefits Act, 74 O.S. § 1344 (G), requiring agencies to invite vendors with approved voluntary payroll deduction status to employee benefits information meetings. Senate Bill 1601 increased the number of working days to conduct informational meetings from 15 to 30 days prior to the deadline for making changes to state employees' benefits packages. Additionally, the bill requires agencies to increase the time allowed to each active employee from a minimum of 30 minutes to 60 minutes during the workday to attend meetings.

In previous years, many state agencies participated in the Employees Benefits Council sponsored Health and Safety Expo for their one-day benefit information meetings. Since this event is not scheduled to take place until October 16, 2006,

OPM chose to sponsor the VPD Expo and invite other state agencies to participate. The Office of Personnel Management appreciates the Department of Central Services Facilities Management staff and the Employees Benefits Council for their assistance in making this event a success.



Pictured (left to right): Amanda John, Oklahoma Employees Credit Union, visits with Terri Berry, Office of Personnel Management, at the Voluntary Payroll Deduction Exposition.



**AGENCY HR STAFF
CHANGES SINCE 7/06**

District Attorneys Council

Lisa Thompson
Human Resource Office (promotion)

***Oklahoma Employment
Security Commission***

Becky Shepart
HR Management Specialist (promotion)

***Oklahoma Office
of Handicapped Concerns***

Leslie Belt
Administrative Assistant

Oklahoma Department of Health

Joanne Stone
*APO
(Retired 6/30/06)*

Mark Lopez
APO

Terese Hackworth
*Human Resource Management Specialist
(Resigned 8/3/06)*

Lenora Stanley
*Typist Clerk
(Resigned 8/4/06)*

Randall Phillips
*Typist Clerk
(Seasonal/Temp -Resigned 8/7/06)*

Kristin Orr
(Seasonal Temp -Resigned 8/9/06)

Grace Blackmon
*Administrative Tech
(Resigned 8/11/06)*

Bettye Baker
*Typist Clerk
Temp*

***Oklahoma Department
of Human Services***

Al Smith
*Director, Human Resource
Management Division
(Retired 8/30/06)*

Ed Sweeney
*Interim Director, Human Resource
Management Division*

Oklahoma Office of Juvenile Affairs

Tamara Hodge
*Human Resources Programs Manager
(Transferred to Oklahoma Department of
Veterans Affairs)*

Oklahoma Military Department

John W. Marshall
Oversight officer

***Oklahoma Office of
Personnel Management***

Justine Heard
*Human Resources
Management Specialist*

Sara Dean
*Human Resources
Management Specialist*

***Oklahoma Department
of Transportation***

Tammy Skaggs
Administrative Assistant

Office of the State Treasurer

Susan Bateman
*Benefits Coordinator
(Additional Responsibility)*

Susan Perry
*Retirement Coordinator
(Additional Responsibility)*

Oklahoma Water Resources Board

Jim Schuelein
*Division Chief, Administrative Services Unit
(Retired 12/31/05)*

JaNeal Beougher,
Assistant to the Director

Oklahoma Wheat Commission

Judi Williams
(retired 06/30/06)



**ALL APPOINTING
AUTHORITIES
MEMORANDUMS**

OPM 06-16 (7/10/06)
*Semi-Annual Allocation & Salary
Adjustment Report*

OPM 06-17 (7/20/06)
*Permanent Amendments to the Productivity
Enhancement Program (PEP), Merit, &
Voluntary Payroll Deduction Rules*

OPM 06-18 (7/24/06)
*Implementation of Section 11 of Enrolled
Senate Bill 82XX (2nd Extraordinary
Session)*

OPM 06-19 (8/02/06)
Revision to Longevity Pay Program Guide

OPM 06-20 (8/08/06)
Certified Personnel Professional Training

OPM 06-21 (8/11/06)
*Voluntary Payroll Deduction (VPD)
Vendor Expo*

OPM 06-22 (8/18/06)
FLSA Status in the PeopleSoft HRMS

OPM 06-23 (9/28/06)
*Revised Performance Management Process
(PMP) Form*



CAPIP NEWS

Executive Fellows-Hired
**Oklahoma State and Education
Employees Group
Insurance Board**
Andrew Hester
Oklahoma City University

Office of Juvenile Affairs
Alicia Irvin
Oklahoma State University

Kimberly Samuels
Oklahoma State University

**Oklahoma Health Care
Authority**
Cathy Nguyen
Oklahoma City University

**Oklahoma Employment
Security Commission**
Garrett Otteson
University of Oklahoma

**Department of
Rehabilitation Services**
Kerry Royce
Langston University

Undergraduate Interns-Hired
Office of State Finance
Phillip Acree
Oklahoma State University

**Oklahoma State and Education
Employees Group
Insurance Board**
Kenneth West
Oklahoma State University

Evan D. White
University of Oklahoma

**Executive Fellows-
Hired/Converted**
**Department of Rehabilitation
Services**
Tonya Jones
East Central University

Gary Dellinger
East Central University

**Executive Fellows-
Agreement Ended**
**Oklahoma Public Employees
Retirement System**
Andrea Unruh
Oklahoma City University

**Undergraduate Intern-
Agreement Ended**
**Oklahoma State and Education
Employees Group Insurance
Board**
Tyler Lawler
University of Oklahoma

Jonea Williams
University of Central Oklahoma

CAPIP STATS

35 Executive Fellows and 8 Undergraduate Interns are currently working in 15 different state agencies

Current Executive Fellows and Undergraduate Interns attend 10 colleges and universities.

The CAPIP applicant pool consists of 49 graduate students and 47 undergraduates.

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Administrator and Cabinet Secretary of Human Resources & Administration

Jenny Chong, Carl Albert Public Internship Program Coordinator
Editor

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Article Contributors

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