

# OPM HR Exchange

A publication of the State of Oklahoma Office Of Personnel Management



## HONORING OUR 2007 CPM GRADUATES!

**Board of Medical Licensure & Supervision**  
Rachel A. Herbert

**Conservation Commission**  
Tammy Sawatzky

**Department of Human Services**  
Anetta L. Cooper  
Brenda C. Reichert  
Charles David Leewright  
Chet Center  
Deborah A. Thompson  
Gary Cochran  
James E. Freeman  
James Smith  
Jeannie Brumbalow  
Keith A. McNickle  
Billye M. Vincent  
Danielle Pelkey  
Janet L. Quigg  
Jim Hutchinson  
Renee Work  
Shelly Anthony  
Stacey J. Mayle  
Teletha Hayden

**Department of Public Safety**  
Michael C. Thompson

**Department of Transportation**  
Joyce Sumner  
Larry D. McMurtry  
Loyd R. Ratke  
Marvin Lee Bright II

**Employment Security Commission**  
Elizabeth A. Ingle  
Kenneth D. Gould, Sr.  
Patti D. Pearce

**Office of Juvenile Affairs**  
Stacy Lee Hall  
Robert L. Morey

**Office of Personnel Management**  
Brenda C. Thornton

**Oklahoma City-County Health Department**  
Mickey Len Davenport  
Susan Browder

**Public Employees Retirement System**  
Susan Nicole Prieto Johns

**State & Education Employees Group Insurance Board**  
Karen Howard  
April Story  
David E. Rose

**State Board of Cosmetology**  
Candis C. Ross  
Sherry Lewelling

**State Bureau of Investigation**  
Michael W. Childers  
Thomas D. Jordan

**State Department of Health**  
Janet Deveny-Edwards  
Janet Lorene Anderson Smith

*For more on the Certified Public Manager Graduation, refer to article on page 04.*



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## Governor's Second Executive Development Program for State Officials a Success

Carrie Rohr, Director of Human Resources Development Services



27 participants, including Agency Directors and other top executives in state government, attended the 4½ day "Governor's Executive Development Program for State Officials" held July 29 through August 2, 2007, on the Oklahoma State University 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, 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; Good to Great: What's a Leader to Do?; Decision Making and Critical Thinking; and, Developing Influence and Managing Change in Public Sector Organizations. Another session addressed "Resonant Leadership" based on the best-selling book by Richard E. Boyatzis and Annie McKee.

On the final day of the program, Governor Brad Henry, OSU Interim President and CEO Marlene Strathe, Dean Sara Freedman of the William S. Spears School of Business, and Danny Hilliard, Director of Government Relations, The University of Oklahoma, joined the participants as they received their Certificates of Completion. "We are 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 session included (Row 1, Left to Right):

Caletta McPherson, Department of Mental Health and Substance Abuse Services; Austin Gilley, Oklahoma Merit Protection Commission; Paula Hearn, Department of Human Services; Tim Stewart, Oklahoma Turnpike Authority; Sheri Stickley, Department of Commerce; Linda Sargent, Oklahoma Housing Finance Authority; Marilyn Capps, Office of Personnel Management; Brandy Manek, Office of State Finance; J'me Overstreet, Department of Corrections;

(Row 2, Left to Right): David Leavitt, Department of Agriculture; Benjamin Pollard, Oklahoma Conservation Commission; Donald Hardin, Department of Consumer Credit; Bill McClure, Department of Public Safety; Gary Dart, Department of Human Services; Riley Shaull, Office of State Finance; John Richard, Department of Central Services; Jim McGoodwin, Office of State Finance; Eldon Overstreet, Oklahoma Housing Finance Authority;

(Row 3, Left to Right): Terry Watson, Department of Commerce; Amy Sparks, State Treasurer's Office; Larry Johnson, Department of Human Services; Steve Buck, Department of Mental Health and Substance Abuse Services; Ronnie Nunn, Oklahoma Criminal Justice Resource Center; Henry Hartsell, Department of Health; Alan "Ross" Tripp, Office of Personnel Management; Joan Henderson, Tourism and Recreation Department; and Terri White, Department of Mental Health and Substance Abuse Services.

Next year's program is scheduled for August 3-7, 2008.

### JobAps coming Winter 2007-08

Hank Batty, Deputy Administrator



Only a few programming modifications stand between the announcement of training for state agencies and subsequent implementation of the new JobAps application, applicant tracking, testing and certification system. "Barring unforeseen problems, we should be prepared to start training agency HR officials in November, 2007 and project a "go-live" date of late December, 2007 or January 2008," according to Hank

Batty, Deputy Administrator for Programs. OPM staff in both the Applicant Services and Personnel Assessment Divisions has gone through training with JobAps consultants in the past two months while also loading job family descriptors and examinations into the new JobAps system, which will replace the twenty-five year old OK-CAREERS legacy system. "Reaction from our customers, both in the HR community and among line agency managers, who have previewed JobAps has been overwhelmingly positive," Batty added. "If we are to compete with other employers for talent, we've got to deliver systems that are easy for applicants to use, accessible at any time and that give as much information about vacancies as possible. JobAps gives us a platform for helping agencies and applicants and, at the same time, gives OPM more information about applicants that we can leverage into specialized recruitment efforts."

Batty believes that training the agencies will be much easier than what may be required for other HR systems. The training will focus on two areas: creation of job requisitions (similar to the job announcements in the OK-CAREERS platform); and use of the electronic recruitment lists (similar to the OK-CAREERS certificates) for appointing eligible applicants. OPM plans call for the continued use of OK-CAREERS certificates for 60-90 days after implementation of JobAps to allow for a continuous applicant stream during the transition. More details of the transition will be released after agency staff has received training and a definite "go-live" date has been announced.

## EOWD Conducts Extensive Training in August

*Brenda Thornton, Director of Equal Opportunity & Workforce Diversity Services*



The OPM Office of Equal Opportunity and Workforce Diversity spent the month of August 2007 either scheduling, preparing for, conducting, and/or distributing material for Affirmative Action Plan training. The half-day sessions were tailored for both beginner and advanced feedback groups, and were held August 1-24.

Because 2007 is the first year in which agencies have used PeopleSoft data for affirmative action and EEO-4 reporting, OPM strongly urged agencies to encourage their representatives to attend the August Affirmative Action Plan training. All changes to the AAP and EEO-4 reporting processes were discussed in this year's AAP training.

The PeopleSoft/CORE Office provided a representative to sit in on some of the training sessions to answer questions and/or provide additional information regarding the new reporting processes. The CORE Team included Christina Hansen, Alex Galley, April Story, Carol Barton, Leann Morrow, Lucille Hicks and Michael Grisser.

Statistics regarding training include the following:

Total Number of Training Days: 9

Beginning Sessions:

5 training sessions were held  
2 scheduled sessions were canceled, including Vinita  
63 participants attended, representing 49 agencies\*

Advanced Sessions:

9 training sessions were held  
1 scheduled session was canceled  
77 participants attended, representing 71 agencies\*

Agency Participation:

117 total agencies for this reporting period

4 agencies did not attend or send representatives  
(Architects; Chiropractic Examiners; JD McCarty; Osteopathic Examiners)

4 agencies were represented by someone outside their agencies  
(Centennial Commission; GRDA; Motor Vehicle; Will Rogers)

(\* Some agencies sent more than one representative to training)

*For additional information, contact Brenda C. Thornton, Director of the OPM Office of Equal Opportunity and Workforce Diversity, at [Brenda.thornton@opm.ok.gov](mailto:Brenda.thornton@opm.ok.gov) or (405) 521-3082.*



**Back Row (left to right)** Candis Ross (Cosmetology Board), Ellen King (Tourism), Elvin Baum (Corrections), Jack Stone (Consumer Credit), Richard Pierson (Alcohol and Drug Counselor), Jennifer McRee (Cosmetology Board) and Roger A. Scott (DHS).

**Front Row (left to right)** Kathi Lee (Tourism), Rhonda Bradley (Narcotics), Pam Birdsong (Narcotics), Marilyn Standridge (Narcotics), Joyce Perry (Corrections), Kim Taber (Professional Engineers) and Brenda C. Thornton (OPM).

Attended this session but not in the picture  
Robert Blakeburn (Tests for Alcohol and Drugs)

## MEET the new hr exchange editors

**Janet Anderson** serves as Executive Assistant to OPM Administrator Oscar Jackson, joining the agency in January 2002 after a 29-year career in the private sector. She provides administrative support to Mr. Jackson and OPM Deputy Director Hank Batty, and works closely with other members of the Management Team in support of the agency's mission. Her name may be familiar to many of you as the person who sends out All Appointing Authorities memos and other communications from OPM on behalf of Mr. Jackson. Janet has two grown daughters and two grandsons, ages 16 and 10, and stays busy with their athletic and other activities!

**Michelle Crozier** joined OPM in February 2007 and serves as the agency's graphic designer. She came to us from RK Black where she was a marketing coordinator. As a creative outlet, Michelle also runs a stationary design studio and boutique with high quality, unique custom invitations.



## Agency HR Management Self-Evaluation & Management Plan

*Kara Smith, General Counsel*

Current versions of the Agency Human Resources Management Self-Evaluation and Management Plan (formerly named the Agency Self-Evaluation of Human Resource Management and Human Resource Management Plan) and the Combined Subject Index for the Merit Rules will be released in Mid October 2007.

The Agency Human Resources Management Self-Evaluation and Management Plan is a valuable tool for training and orientation of new state human resources personnel and agency directors, as it provides an overview of state and federal requirements related to human resources. However, it should be noted that the ASE is not a comprehensive listing of all legal requirements related to human resources and employment.

The ASE was designed to assist agencies in:

- Determining compliance with state and federal human resource requirements
- Facilitating agency assessment of human resource activities
- Identifying areas for improvement
- Developing a strategic plan for lawful and effective human resource management



## Certified Public Manager Graduation

*Lisa Fortier, CPM Coordinator*

The Office of Personnel Management hosted the 20th annual graduation ceremony of the Certified Public Manager Program on Thursday, September 7, 2007. 43 graduates representing 13 state agencies and the Oklahoma City-County Health Department were honored. The 2007 graduating class was the largest in the program's history.

Dr. Christopher Howard, Vice President, Strategic & Leadership Initiatives of the University of Oklahoma, addressed the graduates. The Good Work Award was presented to Jim Hutchinson of the Department of Human Services. Jim's project titled, "Universe Report and Income Assignment Gap Analysis" brought in over \$3 million in back owed money for child support.

The graduation ended with a special award presented to Carrie Rohr, Manager of OPM Human Resource Development Services, for her outstanding service to the program over the 18 years she served as the CPM Coordinator.



## Oklahoma Department of Human Services HRMD 2007 Conference

*Susan Loftin, Director of Classification*

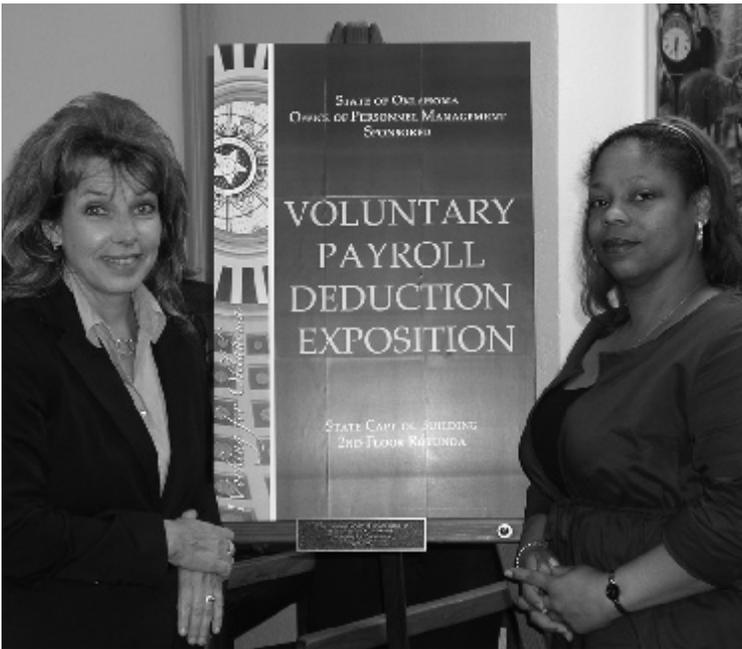
The OKDHS Human Resources Management Division's 12th Annual Conference was held on August 28-29, 2007, at the Reed Conference Center in Midwest City. The purpose of the conference was to provide HR's internal partners with updates on current HR practices and processes, showcase what's new and cutting-edge in HR, and establish a forum where OKDHS HR staff have an opportunity to network and obtain feedback on the services they are providing to employees in the largest agency in the state.

The theme of this year's conference was "Building a Stronger OKDHS, One Employee at a Time," while at the same time celebrating the State's Centennial and the contributions of notable Oklahomans, including "the State employee."

The two-day format allowed sufficient time for a broad list of topics and choices for the attendees, and provided ample opportunity for longer general sessions designed to be both informative and motivational.

Diane Haser-Bennett, Director of the Human Resources Management Division, OKDHS, opened the conference by welcoming all those in attendance. Howard Hendrick, Cabinet Secretary for Human Services and Director of the Oklahoma Department of Human Services, provided opening remarks and introduced the Honorable George Nigh, former Governor of Oklahoma. Governor Nigh delighted the crowd with fascinating and humorous stories of his life and terms as Governor of Oklahoma.

Approximately 300 were in attendance, including DHS employees and participants from other state agencies, including Oklahoma Health Care Authority, Department of Corrections, Office of State Finance, and Office of Personnel Management.



**OPM-Sponsored Voluntary Payroll Deduction Expo at the State Capitol**  
*Terri Berry, HR Programs Manager*

The Office of Personnel Management sponsored a one-day Voluntary Payroll Deduction (VPD) Expo at the State Capitol on September

19, 2007. Invitations to this event were extended to all state agencies and a number of them participated in the Expo, which provided state employees the opportunity to gather information and ask questions of vendors while assisting state agencies in more easily complying with the Employees Flexible Benefits Act. Title 74 O.S. § 1344 (G), requires agencies to invite vendors with approved voluntary payroll deduction status to employee benefits information meetings 30 working days prior to the deadline for making changes to employee benefit packages.

OPM also sponsored a VPD Expo last year. Several vendors commented that state employee attendance had increased over last year's event. Vendors representing supplemental insurance companies, legal services, employee groups and financial services participated in the Expo and approximately 500 state employees visited vendor display booths throughout the day.

The VPD Expo was coordinated by Terri Berry, OPM Human Resources Manager. The Expo would not have been possible without the assistance of Elizabeth Sharon, Oklahoma Department of Mines and the Oklahoma Benefits Coordinators Association; Latisha Edwards, Accountant and Co-Benefits Coordinator, OPM; and Michelle Crozier, Graphic Artist, OPM. We are very appreciative of the Oklahoma Employee Benefits Coordinators Association (EBCA) for their support of the OPM-sponsored VPD Expo by providing the following volunteers who assisted vendors and state employees in making this event a success: Elizabeth Sharon, Mikki Gutierrez, Shannon Thompson, Leslie Belt, Laquitta Dorsey, and Lynn McLoud.

The Office of Personnel Management also thanks the Department of Central Services, Facilities Management staff, for their involvement and cooperation in providing table and chair setup.

**Employee Benefits Council Names  
 Phil Kraft  
 Executive Director**

OKC, Oklahoma  
 August 29, 2007



During the August 28 special meeting of the Oklahoma Employees Benefits Council, the Council announced the appointment of Mr. Philip Kraft as the new

Employees Benefits Council Executive Director effective August 29. Mr. Kraft succeeds the Employees Benefits Council's first Executive Director, Mr. Mitch Parsons, who retired in July after serving as Executive Director for fifteen years. The Employees Benefits Council serves as the benefits office for more than 37,000 active state employees and their families.

Mr. Kraft's public service to the State of Oklahoma spans more than eighteen years, ten of which have been with the Employees Benefits Council. "It is truly an honor and privilege to serve state employees as director of the state's benefits office," said Kraft. The Employees Benefits Council is known for providing quality benefit services to employees statewide that include an on-line benefits enrollment system, a debit card payment system for medical and dependent care expenses, benefit communication material, and a unique and effective wellness mentoring program adopted by Governor Brad Henry as part of his "Strong and Healthy Oklahoma" wellness initiative. Kraft went on to say, "The level of service this agency is known for is a direct result of the commitment to a job well done by each employee of the Employees Benefits Council. I look forward to leading the agency as we continue providing state employees with benefits designed for choice and cost effectiveness, superior administration, and the promotion of healthy lifestyles."

Mr. Bryce Fair, Chairman of the Council had this to say, "Mr. Kraft's experience with the state, and particularly with the Employees Benefits Council makes him clearly the best candidate for the position. We appreciate Mr. Kraft's commitment to serving state employees in this capacity."

The Employees Benefits Council is responsible for purchasing insurance benefits for active state employees. The agency also serves as the Internal Revenue Code, Section 125 administrator, which allows employees to choose their benefits on a "pretax" basis.



## Workforce Planning 101 Part Three: Analyzing the Current Workforce

*Ross Tripp, Workforce Planning Manager*

In the previous segment we discussed the first of six basic steps in the typical workforce planning model: setting strategic direction. The five remaining steps are: analyzing the current workforce, determining future workforce needs, identifying gaps between the present and future, devising and implementing solutions, and evaluating the results. In this installment we will look at analyzing the current workforce.

Before embarking on step two, it is recommended that a guide defining desirable knowledge, skills, abilities, behaviors, attitudes, and tendencies be developed. These things, referred to as “competencies,” will serve as a basic guide to identify strengths and weaknesses in the organization. Typically, subject matter experts from all areas of the organization collectively develop a list of competencies for the agency as whole, not just individual positions. The Office of Workforce Planning has a generic list compiled that can be utilized by agencies, but it is a generalized list and should be used as a starting point.

Once the competencies have been developed, it is now possible to take stock of what the organization possesses. In simplistic terms, this means assessing the organizational strengths and weakness in the areas defined by the guide. However, this is not a simple task. There are many ways to achieve this including various surveys and employee evaluations, but it will depend on the size, structure, and culture of the agency as to which methods are utilized. The goal is to understand what competencies are possessed at many different levels, from the organizational perspective down to individual employees. It should also be noted that education levels and specific certifications are important factors that should not be overlooked when gathering data.

The last thing to consider when performing an internal scan of strengths and weaknesses is the inclusion of mechanisms to continue gathering future data once the initial scan is complete. An ideal solution is to include these mechanisms in employee development strategies.

In the next installments we will discuss the second step in the workforce planning process - analyzing the current workforce. For questions pertaining to this article or any other workforce planning issues, please visit the website of the Office of Workforce planning at: [http://www.ok.gov/opm/About\\_OPM/Organization/Workforce\\_Planning/](http://www.ok.gov/opm/About_OPM/Organization/Workforce_Planning/) or contact our office at: [wfp@opm.ok.gov](mailto:wfp@opm.ok.gov).



## Employment Eligibility Verification for New Hires

*Shirley Russell, Director of Legislative Affairs*

House Bill 1804 of the 2007 Oklahoma Legislative Session requires each “public employer” defined as “every department, agency, or instrumentality of the state or a political subdivision of the state” to verify the employment eligibility of new hires beginning November 1, 2007. This verification is in addition to the Form I-9 employment eligibility verification process. Currently, the only employment status verification system that meets the bill’s requirements for public employers is E-Verify, which is administered by the U.S. Citizenship and Immigration Service, Verification Division.

To assist agencies in meeting the requirements of HB 1804, the Office of Personnel Management arranged for the USCIS Verification Division, Outreach Branch, to provide weekly training Webinars to demonstrate how to sign up for and utilize E-Verify. This Webinar training began Tuesday, September 18, 2007 and was repeated on subsequent Tuesdays and Thursdays through November 1, 2007. In addition to the scheduled Webinars, Francine Hill, USCIS Verification Division, Outreach Branch came to Oklahoma City on October 1, 2007, and conducted two E-Verify presentations and demo sessions. For more information on E-Verify, access the E-Verify website: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

## Meet Denae Edwards, Our New CAPIP Director



The Applicant Services Division would like to welcome Denae Edwards as the new Carl Albert Public Internship Program Coordinator for the Office of Personnel Management. Ms. Edwards has a Master’s of Business Administration degree from Oklahoma Christian University and a Bachelor of Science degree from Texas A&M Commerce.

The Carl Albert Public Internship Program is a very successful program that allows college students to gain real experience in state government while continuing to work toward their degrees. There are separate avenues for both graduate and undergraduate students once they are accepted for the internship, with state agencies having the option to hire Executive Fellows after completion of the requirements for the program.

Applicant Services is looking forward to some exciting new changes in the CAPIP application process with the new online application system that will be implemented very soon. This will make it much easier for interested college students to both apply for the internships and keep documentation current once accepted.

Ms. Edwards started her duties on Monday, October 29, 2007. On behalf of the Applicant Services Division we would like to give her a hearty OPM welcome. The next time you’re “down in the basement” please stop by and say hello.



## Unproctored Internet Employment Testing—the Technological Edge: Panacea or Pandora's Box?

Natasha Riley, Director of Personnel Assessment

The long title of this article is made up of parts of the titles of three different presentations at the 31st Annual Conference of the International Public Management Association—Assessment Council (IPMAAC).

The presentations were on the topic of unproctored Internet testing (UIT), which proved to be a hot topic of conversation among the attendees of the IPMAAC conference in St. Louis in June. Those engaged in the conversations included assessment staff from local, state, and federal governments as well as vendors providing UIT services. This article will address some of the pros and cons of using UIT for pre-employment assessments, and highlight a county government having success with UIT.

### Disadvantages

The two main reasons for having test proctors are to verify the candidate's identity and prevent candidates from cheating. The absence of a proctor obviously presents the candidate with the opportunity to cheat or have someone else take the test for him or her. In addition, there is nothing to prevent the candidate from writing down all of the questions or taking photos of the computer screen and sharing them with friends, thus comprising the security of the test.

Another problem is unstandardized testing environments and how that affects a candidate's opportunity to do his or her best. In a survey of 319 Internet test takers (Tate & Hughes, 2007), 46% reported the test was interrupted, and 63% of those believed the interruption affected their performance but only 8% reported the interruption. The survey also showed that 32% of test takers reported technical difficulties, and 62% of those believed the technical difficulty affected their performance but only half reported the technical difficulty to the testing organization. Everyone is taking the test in a different environment, and for some individuals it may not be an environment that is the most conducive to doing well on a test. A related problem is the inconsistencies created by hardware, Internet connection, and end-user technical issues. These issues contribute to the unstandardized testing environment problem but can be serious problems on their own.

A very important issue that may be overlooked is the possibility of a negative reaction from candidates and the impact that can have on organizational culture due to candidates self-selecting out of the process. One reason why some candidates might form a negative opinion of an organization due to UIT is the impersonal nature of computer administered tests. Unproctored Internet testing may be a turn-off to applicants who prefer high touch. While others may have concerns about the integrity of the process such as this thought, "I know I'm not cheating, but everyone else will be cheating and score higher than me unfairly." For these reasons organizations using UIT could lose qualified candidates. Then of course there is the possibility of hiring an unqualified candidate due to the opportunity for cheating or having a ringer take the test in the candidate's place.

Finally, some have raised the concern that UIT encourages an organization to rely solely on the Internet for recruitment and this passive approach to recruiting may not attract the best candidates.

### Advantages

The benefits of UIT include reaching a larger and more diverse applicant pool. You are more likely to get passive applicants who already have jobs when you remove the constraints on where and when applicants can take a test. You may get highly qualified applicants who would not have been willing to take time off from work to test for another job. Another benefit for applicants is the reduced travel cost involved in testing. When you can test at home, there obviously is no travel cost. Proponents of UIT also cite the intangible advantage of candidates viewing the organization as having a "cutting edge" or "high tech" image.

Organizations using UIT also mention the reduction of staffing cost for administering exams as an advantage. Unproctored Internet tests are administered in web-based systems that automatically score the exams. There is no hand-scoring or scanning of answer sheets to be done.

Many of the positive aspects of UIT can be found in the following case study of Riverside County California. Two HR professionals from Riverside County presented their success story with UIT at the IPMAAC Conference.

### County of Riverside

The California County of Riverside employs over 19,000 persons, with over 4,000 hires made in 2006, and one-half of those were hired into clerical positions. The County of Riverside has a Human Resources Assessment Center responsible for administering and scoring exams and developing new exams. The County currently has unproctored Internet testing for clerical positions. The County mitigated the risks of UIT by using it as a first hurdle only and making all job offers contingent upon test score verification in a proctored environment.

*(Article continued on page 08)*

(Continued from page 07...)

They have introduced a one-day hiring event for clerical positions where approved applicants who passed the unproctored Internet test are invited to interview with hiring managers from many if not all of the county departments. If a hiring manager is interested in an applicant, the applicant is tested again right then in a proctored environment to verify the first test score.

The County's Assessment Center reports that they have 70% more candidates tested each month than with proctored only testing. They found that more candidates who are currently employed (passive applicants) are testing at home. In addition, candidates have reported reduced performance anxiety in unproctored testing.

Who is right?

Do the pros outweigh the cons? Some organizations, like the County of Riverside, are saying "yes," but not without some concessions—it is being used for limited positions and selected applicants must retest in a proctored setting to verify the score from the unproctored test. Other experts assert that unproctored testing is only appropriate for those types of tests where there are no right and wrong answers such as questionnaires regarding an applicant's education and experience, interest inventories, personality tests, or biodata questionnaires.

UIT will most likely continue to be a topic of conversation and presentations at the next annual IPMAAC conference in Oakland, California. That conference is scheduled for June 8-11, 2008, at the Oakland Marriott City Center. You can check the IPMA-HR annual conference website for updates at this link: <http://www.ipma-hr.org/content.cfm?pageid=19>.



### 100 Ways – A Century of Caring

*Shirley Russell, Director of Legislative Affairs*

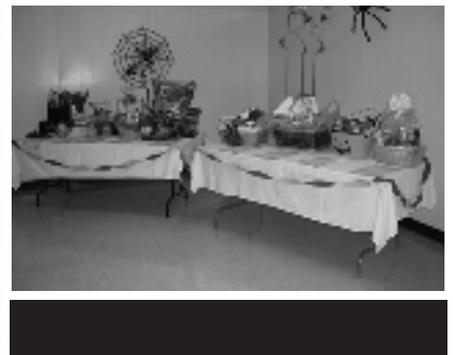
To commemorate Oklahoma's Centennial year, the State Charitable Campaign (SCC) adopted a very appropriate theme: "100 Ways – A Century of Caring." The kickoff for the District #8 Campaign

was held September 12, 2007, on the west lawn of the Sequoyah Building. State employees were treated to a hot dog lunch with welcoming remarks from Governor Brad Henry and District #8 Chair Mike Crutcher, Commissioner of Health, and drawings for prizes, great music, and wonderful weather.

The SCC was created in 1989 by the State of Oklahoma to provide the employees of the State with a convenient and responsible system to contribute to nonprofits. Giving to the SCC is voluntary and convenient through payroll deduction.

Many state agencies set fundraising goals and challenge their employees to contribute via payroll deduction and participate in a variety of fundraising activities, such as bake sales and chili cook-offs. This year, the Office of Personnel Management held a "Bevo Bash" on the Friday before the OU-Texas football game. A surplus vehicle supplied with the assistance of the Department of Central Services was appropriately attired in Longhorn colors and symbols. And for a monetary contribution, eager OU fans earned the right to "bash" a longhorn with a sledgehammer.

Last year's campaign raised over \$553,000 and in this Centennial year state employees are working hard to exceed that number. This year's campaign ends November 30, 2007.





## OPM Hosts Joint Pay Conference

*Tom Patt, Director of Compensation*

After what seemed like an eternity of planning, phone calls, emails, and just plain hard work, the Joint Pay Conference was held September 23 – 26, and it was a most enjoyable and informative event!

If you've never been involved in hosting a conference, you would be surprised by the amount of work that goes into it! The work on the Joint Pay Conference (which is a combined conference of the Central States Compensation Association and the Southeastern States Salary Conference) began as early as the summer of 2006, when OPM staff contacted hotels in the area to select a suitable site for the conference. Several hotels were interested in hosting the Joint Pay Conference, but few of them had dates open in late September 2007, which was the preferred time frame for the event. Ultimately, the decision was made to host the conference at the Crowne Plaza Hotel on Northwest Expressway. Even though this hotel is somewhat "off the beaten path," since it isn't located in the popular Bricktown area, their pricing was extremely reasonable, which allowed for the rental of buses to take the attendees to all of the extracurricular activities.

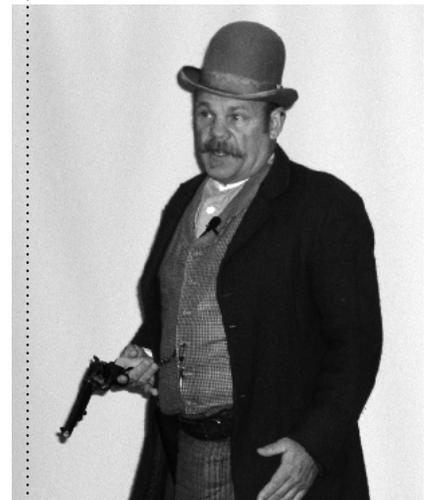
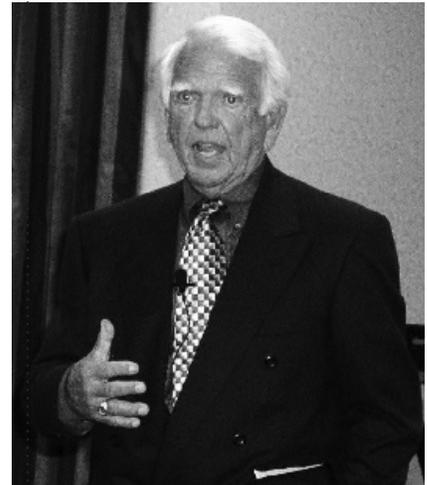
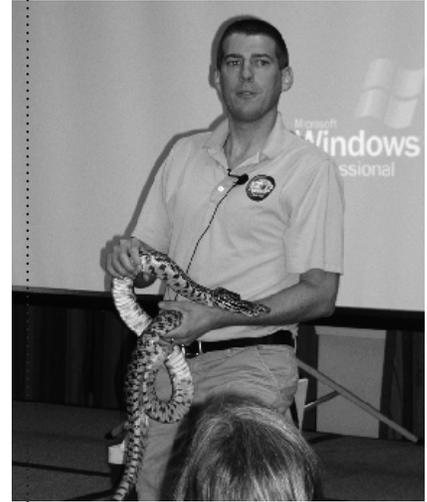
Over the next several weeks and months, the OPM Conference Planning Committee (which consisted of most of the employees of the Management Services Division) focused on putting the event together. This entailed developing a theme and "look" for the conference (a western theme was chosen); contacting potential sponsors to obtain funding for conference expenses; brainstorming possible speakers and persuading them to participate; exploring the wide range of restaurants, museums, and other entertainment venues for possible after-hours events; and a myriad of other details too numerous to mention here.

When Sunday, September 23, finally arrived, the OPM Conference Team headed to the Crowne Plaza with boxes of conference binders, book bags, and registration materials to greet the out-of-state and in-state guests as they began arriving. In all, 130 people from 30 states registered for the conference. Over the next three days, they heard an inspiring welcoming speech from Lt. Gov. Jari Askins, a warm and humorous address from former Governor George Nigh, and several informative sessions on a variety of compensation topics, including health care initiatives, total compensation communication, pay for performance, and compensation for health care professionals. There were also entertaining sessions, including two historical reenactments by Whit Edwards of the Oklahoma Historical Society and a presentation from Todd Woodbridge of the Oklahoma City Zoo, who used a snake and an alligator to make some interesting points about motivation!

Each day was capped off with an evening of fun extracurricular activities. On Monday evening, conference attendees were bused to Bricktown, where they were entertained with a leisurely cruise along the Bricktown Canal on water taxis, then treated to a buffet dinner at Bricktown Brewery. On Tuesday night, everyone again boarded the buses, this time to tour the ever-popular Cowboy Hall of Fame. From there, the buses took them to dinner at the renowned Cattleman's Steakhouse in the Stockyards District.

Wednesday morning was reserved for the business meetings of the two associations. After the business meetings and survey reviews, participants were treated to a mid-morning brunch, to give them sustenance for their trips back home.

All in all, everyone felt this conference was one of the best of the annual conferences of either association in recent years. CSCA President Toni Richardson of South Dakota remarked, "I think they showed us just enough of Oklahoma to make us want to come back for more." OPM staff who worked on the conference were exhausted, but satisfied that all their planning and hard work had been worth the effort.





## Jackson Presides at 2007 IPMA-HR International Training Conference & Expo in Chicago

Pictured from left to right are past, present and future IPMA-HR Presidents attending the October 2, 2007 IPMA-HR Annual Banquet:

**Joe Lunt**, *IPMA-CP, 2008 President-Elect*; **Chuck Blockett**, *IPMA-CP, 1998 President, Honorary Life Member*; **Susan Toy Stern**, *IPMA-CP, 2001 President, Honorary Life Member*; **Bob Lavigna**, *IPMA-CP, 2004 President, Honorary Life Member, and Stockberger Achievement Award winner*; **Pam Kannady**, *IPMA-CP, 2008 President*; **Fagan Stackhouse**, *IPMA-CP, 2003 President, Honorary Life Member*; **Fred Weiner**, *IPMA-CP, 2006 President*; **Arch Pounian**, *IPMA-CP, 1986 President, Honorary Life Member, and Stockberger Achievement Award winner*; **Jim Stratton**, *IPMA-CP, 2002 President, Honorary Life Member*; **Oscar Jackson**, *IPMA-CP, 2007 President*;

**Barbara Sundquist**, *IPMA-CP, 1981 President, Honorary Life Member, and Stockberger Achievement Award Winner*; **Lynda von Barga**, *IPMA-CP, 2005 President*; **Jerry Hoddinott**, *IPMA-CP, 1995 President, Honorary Life Member*; and **Dick Brainerd**, *IPMA-CP, 1990 President, Honorary Life Member, and Stockberger Achievement Award winner*.

The 2007 International Public Management Association for Human Resources (IPMA-HR) International Training Conference and Expo was held September 29-October 3 in Chicago, Illinois. Over 700 public sector HR professionals from the United States and the following countries and territories were in attendance: Canada, Great Britain, Japan, Malaysia, Guam, South Africa, Thailand, Trinidad and Tobago, Turkey, and the Virgin Islands.

Oscar Jackson, OPM Administrator and Cabinet Secretary of Human Resources and Administration, who serves as 2007 IPMA-HR President, presided over the conference, which included five pre-conference workshops, 35 concurrent sessions lead by leaders in the field of human resources, and several keynote presentations, including What's Next for HR? by Dr. Dave Ulrich, Resonant Leadership by Dr. Richard Boyatzis, and Preparing for the Boomer-Retirement Tsunami by Roger Valine, Past President and CEO of Vision Service Plan (VSP). For additional information on conference sessions, see [www.ipma-hr.org](http://www.ipma-hr.org).

The Oklahoma delegation attending the conference included: Diane Haser-Bennett (OKDHS), Gene Krier (OSEGIB), Marquette Dickenson (Oklahoma Criminal Justice Resource Center), Jenelle Turner-Reid (OETA), Carrie Rohr (OPM), Terri Berry (OPM), Susan Loftin (OPM), Hank Batty (OPM), and Oscar Jackson (OPM).

The 2008 IPMA-HR International Training Conference and Expo will be held October 18-22, at the Flamingo Hilton Hotel in Las Vegas, Nevada.



## Procedures Developed for State Agencies Offering Financial Reimbursement Of Educational Loan Expenses

*Shirley Russell, Director of Legislative Affairs*

The Office of State Finance and the Office of Personnel Management have completed work on the development of procedures to assist state agencies with the implementation of "The Financial Reimbursement for Educational Expenses Act of 2007," (Enrolled House Bill 1114, 2007 Session), which authorizes interested agencies to provide financial reimbursement for educational loans for state employees. The legislation, which took effect on July 1, 2007, permits state agencies to make direct payments not to exceed \$5000 in any 12-month period on behalf of employees for qualified educational loan expenses with a cumulative total reimbursement not to exceed \$15,000. State 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 agency.

The documentation includes a summary of the act and processing instructions as well as sample forms for employees to fill out to provide necessary loan information and is available in AAA 07-35 Procedures for Implementing House Bill 1114 Financial Reimbursement for Educational Expenses Act of 2007 at the OPM website: [www.opm.ok.gov](http://www.opm.ok.gov). The procedures for agency payroll staff are posted on the CORE website <http://www.ok.gov/coreoklahoma/>. If you have any questions, please contact the Office of State Finance, Lisa Raihl at (405) 521-3258 or Dan Thomason at (405) 522-6300.



## Emergency Rule-Pay Band Schedule

*Kara Smith, General Counsel*

On September 1, 2007, Governor Brad Henry approved the following Emergency Amendment to the Pay Band Schedule, located in Appendix A of the Merit Rules.

PAY BAND	RATE	MINIMUM	MIDPOINT	MAXIMUM
A*	Annual	\$17,170	\$17,185	\$21,481
	Monthly	\$1,430.83	\$1,432.08	\$1,790.08
	Hourly	\$8.25	\$8.26	\$10.33
B*	Annual	\$17,170	\$18,011	\$22,514
	Monthly	\$1,430.83	\$1,500.92	\$1,876.17
	Hourly	\$8.25	\$8.66	\$10.82
C*	Annual	\$17,170	\$19,054	\$23,818
	Monthly	\$1,430.83	\$1,587.83	\$1,984.83
	Hourly	\$8.25	\$9.16	\$11.45
D*	Annual	\$17,170	\$20,542	\$25,678
	Monthly	\$1,430.83	\$1,711.83	\$2,139.83
	Hourly	\$8.25	\$9.88	\$12.35
E*	Annual	\$17,170	\$22,597	\$28,246
	Monthly	\$1,430.83	\$1,883.08	\$2,353.83
	Hourly	\$8.25	\$10.86	\$13.58
F	Annual	\$18,642	\$24,856	\$31,070
	Monthly	\$1,553.50	\$2,071.33	\$2,589.17
	Hourly	\$8.96	\$11.95	\$14.94
G	Annual	\$20,507	\$27,343	\$34,179
	Monthly	\$1,708.92	\$2,278.58	\$2,848.25
	Hourly	\$9.86	\$13.15	\$16.43
H	Annual	\$22,558	\$30,077	\$37,596
	Monthly	\$1,879.83	\$2,506.42	\$3,133.00
	Hourly	\$10.85	\$14.46	\$18.08
I	Annual	\$24,981	\$33,308	\$41,635
	Monthly	\$2,081.75	\$2,775.67	\$3,469.58
	Hourly	\$12.01	\$16.01	\$20.02
J	Annual	\$27,464	\$36,618	\$45,773
	Monthly	\$2,288.67	\$3,051.50	\$3,814.42
	Hourly	\$13.20	\$17.60	\$22.01
K	Annual	\$30,020	\$40,026	\$50,033
	Monthly	\$2,501.67	\$3,335.50	\$4,169.42
	Hourly	\$14.43	\$19.24	\$24.05
L	Annual	\$33,021	\$44,028	\$55,035
	Monthly	\$2,751.75	\$3,669.00	\$4,586.25
	Hourly	\$15.88	\$21.17	\$26.46
M	Annual	\$36,653	\$48,870	\$61,088
	Monthly	\$3,054.42	\$4,072.50	\$5,090.67
	Hourly	\$17.62	\$23.50	\$29.37
N	Annual	\$40,685	\$54,247	\$67,809
	Monthly	\$3,390.42	\$4,520.58	\$5,650.75
	Hourly	\$19.56	\$26.08	\$32.60
O	Annual	\$45,566	\$60,755	\$75,944
	Monthly	\$3,797.17	\$5,062.92	\$6,328.67
	Hourly	\$21.91	\$29.21	\$36.51
P	Annual	\$51,491	\$68,654	\$85,818
	Monthly	\$4,290.92	\$5,721.17	\$7,151.50
	Hourly	\$24.76	\$33.01	\$41.26
Q	Annual	\$58,185	\$77,580	\$96,975
	Monthly	\$4,848.75	\$6,465.00	\$8,081.25
	Hourly	\$27.97	\$37.30	\$46.62
R	Annual	\$65,749	\$87,665	\$109,581
	Monthly	\$5,479.08	\$7,305.42	\$9,131.75
	Hourly	\$31.61	\$42.15	\$52.68

\*Minimum revised to reflect State Employee Minimum Wage Rate



## **Governor's Task Force on State Employee Compensation**

*Shirley Russell, Director of Legislative Affairs*

On April 6, 2007, Executive Order 2007-13 from Governor Brad Henry created the Governor's Task Force on State Employee Compensation to establish a strategic direction for compensation for state Executive branch employees.

The Task Force is charged with the following tasks:

- review and analyze data on direct compensation and market studies;
- review state policies and practices relating to employee compensation;
- identify positions with critical recruitment and retention concerns;
- review state employee benefits;
- develop strategies to address recruitment and retention issues and ensure competitive pay with external market on an on-going, long-term basis; and,
- submit a final report to the Governor and legislative leaders by January 1, 2008.

The Task Force is comprised of nine members with four appointees from the private employment sector: Steven D. Hendrickson, The Boeing Company – Chair; Michael Barlow, Barlow Education Management Services; Jeanette Rice, American Fidelity Assurance Company; and, Nancy Love Robertson, Sonic Industries. Appointees from state government include Howard H. Hendrick, Oklahoma Department of Human Services; Tony Hutchison, Oklahoma Office of State Finance; Justin Jones, Department of Corrections; and Oscar B. Jackson, Oklahoma Office of Personnel Management. Sterling R. Zearley represents the Oklahoma Public Employees Association.

The Task Force met for the first time on Thursday, September 20, 2007, in an organizational meeting. An overview of the state government workforce, compensation and benefits was presented by Tom Patt, OPM Director of Compensation, and Ross Tripp, OPM Manager of Workforce Planning. Under the direction of the Chair Hendrickson, the Task Force reviewed the executive order and divided into ad hoc working groups organized around three issues areas: benefits, classified service, and unclassified service. The ad hoc groups are to meet separately to work on their specific issues and then make recommendations to the full Task Force.

The composition of the ad hoc working groups is as follows:

- Benefits – Jeanette Rice- Chair, Tony Hutchison, and Sterling Zearley
- Classified Service – Nancy Love Robertson-Chair, Howard Hendrick, and Oscar B. Jackson
- Unclassified Service – Michael Barlow-Chair, Justin Jones, and Sterling Zearley.



## **Oklahomans Attend 2007 NASPE Annual Meeting**

*Oscar Jackson, Administrator & Cabinet Secretary for Human Resources and Administration*

The 2007 National Association of State Personnel Executives (NASPE) Annual Meeting was held July 21-25 in historic Williamsburg, Virginia, where the Commonwealth of Virginia is celebrating the 400th anniversary of the settlement of Jamestown.

The meeting was hosted by Sara Redding Wilson, Virginia State Personnel Director and 2006-2007 NASPE President. The meeting had 203 participants, which included 125 state participants from 35 states, and 78 non-state participants. Oklahomans attending the meeting were Kathy Haney-Crabb, HR Management Specialist, Office of State Finance; Nancy Haller, EBC Wellness Coordinator, who presented information on the EBC OKHealth Program as a member of a four-state panel on Health and Wellness Programs; Hank Batty, OPM Deputy Administrator; and Oscar Jackson, OPM Administrator and Cabinet Secretary of Human Resources and Administration.



Oklahoma will host the 2008 NASPE Annual Meeting in Oklahoma City at the historic Skirvin Hilton Hotel in Bricktown July 12-16, during the first year of Oklahoma's second century.

Pictured from left to right: Oscar Jackson, OPM; Hank Batty, OPM; Nancy Haller, EBC Wellness Coordinator; Kathy Haney-Crabb, Office of State Finance; Sam Wilkins, NASPE Immediate Past-President, South Carolina; and Jim Farrell, NASPE President, Michigan.



## **OPM Staff Granted IPMA-HR Certification**

*Oscar Jackson, Administrator & Cabinet Secretary for Human Resources and Administration*

*This article appeared in the October 2007 issue of IPMA-HR HR News, and may be reprinted with the permission of IPMA-HR. Oscar Jackson revised it slightly to acknowledge Harry Gentry being granted the IPMA-CP designation.*

During the August 17, 2007, monthly staff meeting of the Oklahoma Office of Personnel Management, OPM Administrator and Cabinet Secretary of Human Resources Oscar Jackson, 2007 IPMA-HR President, recognized Terri Berry, IPMA-CP, OPM HR Manager; and Natasha Riley, IPMA-CS, OPM Director of Personnel Assessment, who is an IPMAAC Section member, for earning their respective IPMA-HR certifications from the Public Human Resources Certification Council.



Berry successfully completed the IPMA-HR Developing Competencies for HR Success online course, and Riley successfully completed the IPMA-HR Developing Competencies for HR Success workshop in Oklahoma City, which was co-sponsored by Oklahoma OPM and the IPMA-HR Oklahoma Chapter, the Oklahoma Public Human Resources Association (OPHRA).

Both Berry and Riley received authorized \$1200 skill-based payments for earning the IPMA-CP and IPMA-CS designations, and are eligible for an additional \$500 for recertification every three years. Jackson previously recognized two other OPM staff earlier in the year who earned the IPMA-HR certification: Tom Patt, IPMA-CS, OPM Director of Compensation; and Susan Loftin, IPMA-CP, OPM Director of Classification, who qualified for the FAST –TRACK IPMA-Certified Professional Executive Level designation. Additionally, Harry Gentry, OPM Classification HR Management Specialist, received the IPMA-CP designation in September 2007.



## **American Academy of Certified Public Managers (AACPM) Professional Development Conference**

*Joyce Smith, Quality Oklahoma and PEP Coordinator*

On the heels of more than 2,200 Ironmen Triathletes, members of the American Academy of Certified Public Managers rolled into Madison, Wisconsin, for the 19th Annual AACPM Professional Development Conference held September 8-12, 2007.

The Oklahoma Society of Certified Public Managers was well represented with eight members. Attending were Debbie Smith, OKDHS, Past President of OSCPM and AACPM; Rachel Herbert, OMLB, Historian; Joyce Smith, OPM, Immediate Past OSCPM President; and Brenda Sullivan, OTC, Treasurer. Also attending were Judy Dennis, ODOT, AACPM Secretary, OSCPM Director and OSCPM Past President; Barbara Taft, OCTP, OSCPM President-Elect and AACPM scholarship committee chair; David Brown, OTC, OSCPM elections committee Chairman and Past President; and Susan Bohl, OKDHS.

Joyce Smith, OPM, posted the Oklahoma state flag during the opening ceremonies held in the Assembly Chambers of the State Capitol building. The rest of the conference and events were held at the Madison Concourse Hotel.

At the awards banquet, Barbara Taft, AACPM Scholarship Committee Chair, presented two Fran Wilkerson Scholarship Awards. Debbie Smith received an honorable mention as OSCPM's nominee for the prestigious AACPM Henning Award. Valarie Marr, Oklahoma City-County Health Department and 2006 CPM graduate, received the Askew Award. Her project was, "Emergency Response Plan for the Sheltered in Population of Oklahoma County." Judy Dennis, ODOT, was recognized for serving a two-year term as Secretary of AACPM.

The theme, "Forward in Public Management," was exemplified by great speakers, outstanding workshop presenters and a silent auction.



## Oklahoma Society of Certified Public Managers (OSCPM) Professional Development Conference

*Joyce Smith, Quality Oklahoma and PEP Coordinator*

The theme, “Emissaries in Public Management,” aptly described more than 400 state employees attending the 18th Annual Professional Development Conference of the Oklahoma Society of Certified Public Managers. The conference was held at the National Center for Educational Development at the

United States Postal Training Center in Norman.

John Flick of KOCO-TV, Channel 5 emceed the opening session which featured the National Anthem sung by the group EQ and the colors presentation by First Sergeant Barbara Atkinson and the Oklahoma Air National Guard. After an unpleasant customer service interaction, have you thought, “Can I have a side order of bad service with that?” Customer service was the light and lively topic with which Mayfield delighted conference attendees. As customer service representatives of our agencies, he helped us see the customers’ perspectives of credibility, reliability and responsiveness. He stressed we want to move beyond customer satisfaction to advocacy. Mayfield is an author, former corporate lobbyist and nightclub performer. He has solid business wisdom delivered in comedic style. Mayfield later led a workshop session entitled, “Momma Told Me There’d Be Days Like This.” The ills of stress, lethargy and “burn out” can be balanced by learning how to effectively deal with life’s greatest stressor – people. This workshop attacked a serious topic with hilarity.

Certified Procurement Officers and others with purchasing responsibilities received updated information from a panel of procurement specialists. Alan Bodine, moderated the session, and panelists were Jan Hall, Brigitte Ritter, Brenda Mayer, Keith Gentry and Lisa Martin.

Back by popular demand was motivational speaker and author G. Eric Gordon of Arlington, Texas. He presented two workshops: “Eliminating Negativity in the Workplace” and “Passion for Peak Performance.” Gordon is the CEO and lead trainer for his consulting firm, Common Sense Leadership. One workshop addressed how to make yourself irresistible at work and improve the work environment. The other helped managers and front-line professionals examine service priorities and performance targets needed to be peak performers, while strengthening relationships and increasing your value to your agency.

Every project takes on a life cycle. Managing that cycle can be challenging, yet rewarding. James Randell, director of the Department of Human Services Project Management Office shared the essentials needed for effective project management.

Employment law was covered in two workshops presented by \*\*\*\*Jim Priest \*\*\*\*\*. These workshops were styled to be helpful to managers about the “landmine” of employment law.

Dr. Andrew Urich provided a professional ethics workshop focusing on self-awareness. It was delivered without preaching or moralizing, with a goal to help build management skills proven to foster an ethical workplace. In the closing session, Dr. Charlotte Lankard with the Mind, Body and Spirit Organization at Integris Hospital mellowed everyone out for the drive home with her presentation, “Don’t Skip Recess.” It included relaxation techniques, deep breathing exercises and tips on better health.

In addition to the workshops, the annual silent auction netted over \$1,100. All proceeds will purchase Christmas gifts for children of incarcerated parents through the Christmas Angels Project.

Vendors are an integral part of the conference. Gold level sponsors were Roberta Helsley and Janet Logan with the Oklahoma Parks, Resorts and Golf and Travis Rattan, Sharon Agee and Debbie Hooten with Rattan Consulting. Silver sponsors were Verna Miland and Kay Morgan with Verna’s Jewelry; Starla Haudrich, Jonathan Warwick, Laci Kavanaugh, Art Younger and David Young with Enterprise Car Rental; Ralph Cornelius with Credit Union One; Dawn Christian with the Senesite Company; and Cathy Cash and Kevin Driskill with the Garvin County Community Living Center. Bronze sponsors were Ron Kite, Genny Kite with Pre-Paid Legal; Lara White and Lynette Turner with Oklahoma Employees Credit Union and Jerry George and Susie Brown with Health Choice.

## ALL APPOINTING AUTHORITIES MEMORANDUMS

(from 07/13/07 to 10/31/07)

### OPM 07-31 – 07/13/07

House Bill 1114 - Financial Reimbursement for Educational Expenses Act of 2007

### OPM 07-32 – 08/03/07

Oklahoma Certified Public Manager (CPM) Program

### OPM 07-33 – 08/08/07

Preview of New OPM JobAps Online Applicant Tracking, Job Posting, and Certification System

### OPM 07-34 – 09/07/07

Governor's Conference on Staffing Solutions for State Government

### OPM 07-35 – 09/10/07

Procedures for Implementing HB1114, Financial Reimbursement for Educational Expenses Act of 2007

### OPM 07-36 – 09/12/07

Voluntary Payroll Deduction (VPD) Vendor Expo

### OPM 07-37 – 09/13/07

Implementation of HB 1804 - Employment Eligibility of New Hires

### OPM 07-38 – 09/21/07

Demonstration of E-Verify by U.S. Citizenship & Immigration Service (USCIS)  
Employment Eligibility Verification Required by HB 1804

### OPM 07-39 – 10/08/07

Emergency Amendments to the Merit Rules - Pay Band Schedule

### OPM 07-40 – 10/16/07

Implementation of HB 1804 - Additional E-Verify Webinars Available

### OPM 07-41 – 10/31/07

House Bill 1804 - Effective Date November 1, 2007

*(NOTE: These and previous All Appointing Authorities memos may be accessed on the OPM web site at [www.opm.ok.gov](http://www.opm.ok.gov) under the "All Appointing Authority Memos" link.)*

## AGENCY PROFESSIONAL HR STAFF CHANGES

### Oklahoma Department of Agriculture, Food & Forestry

"Alex" Koshy, HR Management Specialist – effective 08/01/07

### Oklahoma Arts Council

Betty Price, Executive Director – r.10/01/07

Suzanne Tate, named Interim Executive Director – e.10/01/07

Linda Garrett, Research Director – e.07/30/07

### Oklahoma Department of Career & Technology Education

Alisa Oglesby, HR Manager – e.07/19/07

### Oklahoma Employment Security Commission

Cindy Braun, HR Director – e.07/23/07

### Grand River Dam Authority

Tamara E. Jahnke, Assistant General Counsel &

HR Contact – e.09/01/07

Allison Goodpaster-Carter, Assistant Superintendent of HR – e.09/01/07

### Oklahoma Health Care Authority

Jasmin Manschel, HR Management Coordinator – e.06/25/07

### Oklahoma Department of Human Services

Susan McCollom, HR Management Specialist – e.06/01/07

Melissa Tener, HR Management Specialist – e.06/18/07

Carolyn Rumsey, HR Programs Manager – e.07/09/07

Karen Luman, HR Manager – effective 08/13/07

Christy Hallinan, HR Management Specialist – e.09/10/07

Lia Tepker, HR Management Specialist – e.09/17/07

### Office of Juvenile Affairs

Cynthia Hollier, HR Manager – e.09/01/07

Tammie Colbert, Benefits Coordinator – e.09/01/07

### Department of Mental Health & Substance Abuse Services

Rosangela Miguel, HR Management Specialist – e.07/08/07

Carolyn Merritt, Payroll/HR Management Specialist – e.07/16/07

### Oklahoma Municipal Power Authority

Andrea Beals, Administrative Assistant and HR Specialist

### Oklahoma Department of Rehabilitation Services

Diane Bowers, HR Management Specialist – e.07/01/07

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