



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Working for Oklahoma"

OPM 10-06

DATE: January 12, 2010

TO: All Appointing Authorities

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

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

SUBJECT: Training on the Hay Job Evaluation System

This memorandum is notice that the Office of Personnel Management will be presenting a Hay Guide Chart-Profile Job Evaluation Training seminar on January 26 and 27, 2010. The training will be conducted by Greg Wolf of the HayGroup and will be held from 8:30 a.m. to 4:30 p.m. both days in OPM Room 560 on the fifth floor of the Jim Thorpe Building.

The Hay job evaluation methodology is used by the State of Oklahoma to provide a reliable and consistent approach to determine the internal job worth of classified positions, resulting in the assignment of positions to the classified pay bands. The purpose of this training is to provide selected volunteer state employees with the knowledge and skills necessary to participate in Job Content Review (JCR) committees to evaluate new and revised job family descriptors.

The Office of Personnel Management is hosting this training at no cost to the participants. Those nominated to attend this training should be functioning as human resource professionals within their respective agencies. Moreover, those who complete the training should be available and willing to serve on JCR committees when requested. The time commitment for a JCR session normally does not exceed three hours each session, with a maximum of three to four sessions per year. If there are a sufficient number of trained evaluators, the actual involvement of individual evaluators could be significantly less.

Because there are limited spaces available, please submit your nomination(s) for this training as soon as possible, but no later than January 22, 2010. Agency nominations will be considered in the order received. Nominations may be made by calling or e-mailing Mary Eldred, OPM Management Services, at (405) 521-6307 or mary.eldred@opm.ok.gov.

We will be using the same training materials and handouts as were used during the last job evaluation training in November of 2006. To minimize the cost of duplication, those who attended the previous training and who enroll in this training event are requested to bring to the training their workbooks and Hay guide charts from the last session, if available. When enrolling, they should indicate whether they will be bringing these items with them or if new materials will be required.

If you have questions about this training course or the job content review process, please refer them to Tom Patt, OPM Assistant Administrator for Management Services, at (405) 522-0422, or tom.patt@opm.ok.gov.

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