



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Serving Equal Opportunity Employers"

OPM 03-20

DATE: May 15, 2003
TO: All Appointing Authorities
FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources and Administration
RE: **Mandatory Supervisory Training Requirement Report for 2002**

The **Mandatory Supervisory Training Requirement Report for 2002** indicates that over 86% of state agency managers and supervisors fully met the requirement for calendar year 2002, as per **Merit Rule 530:10-17-91** of the State Merit Rules. Another 7% of this group partially met the requirement. Following are the results based on data compiled from the agency reports submitted to OPM:

Total number of agencies reporting:	119
Total number of employees:	34,520.35
Total number of supervisors:	6,372 (18.46% of all employees)
Number & percentage of supervisors completing training:	5,538 (86.91% of all supervisors)
Number & percentage of supervisors partially completing training:	467 (7.33% of all supervisors)
Number & percentage of supervisors not completing training:	369 (5.79% of all supervisors)

All 119 agencies reported as follows on their training calendars for 2002:

- 52 agencies reported 100% participation (44% of total agencies)
- 17 agencies reported 90-99% participation (14% of total agencies)
- 12 agencies reported 80-89% participation (10% of total agencies)
- 6 agencies reported 70-79% participation (5% of total agencies)
- 2 agencies reported 60-69% participation (2% of total agencies)
- 4 agencies reported 50-59% participation (3% of total agencies)
- 26 agencies reported less than 50% participation in training last year (22% of total agencies)

The most common reasons listed by agencies for not completing training last year were: budgetary freezes on training; scheduling conflicts; workload; furloughs and retirements; and, staff shortages.

Your input is very much appreciated. If there are questions or if additional information is needed, please contact Carrie Rohr, OPM Human Resource Development Services, at (405) 521-6344.

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