

**WORKFORCE PLANNING! COMING SOON TO A COMPUTER NEAR YOU!**

WORKFORCE PLANS WILL BE DUE NOVEMBER 15. ALTHOUGH YOU ARE NOT REQUIRED THIS YEAR TO USE THE ORACLE BASED INTERNET SYSTEM TO PREPARE YOUR STRATEGIC PLAN, YOU WILL NEED TO GO TO THIS SECTION OF THE BUDGET REQUEST TO FIND THE WORKFORCE PLANNING "BUTTON". IF YOU HAVE ALREADY CHANGED THE STATUS OF YOUR STRATEGIC PLAN TO "COMPLETE" YOU MUST CALL YOUR BUDGET ANALYST AND HAVE THEM PUT IT BACK IN "WORKING" STATUS IN ORDER TO COMPLETE YOUR WORKFORCE PLAN.

Agency Budget Request Users: Later this week, when you press the "button" on the Budget Request screen which says "Strategic Plan" you will find some new information. The Workforce Planning forms are being populated with job families which have been analyzed by the Office of Personnel Management and which show potential problems such as a high level of retirements coming up in the near future, high turnover rates, etc. Some of these workforce shortages will be driven by demographics and others by economic and/or academic sector activity. Each of the job families with a potential problem is already identified for you and you are being asked to develop an Action Plan to address the problem and suggest a way of measuring your progress.

A full set of instructions for the new Workforce Planning section (located under the Strategic Plan "button") will be published on the OSF website as an addendum to the previously posted Budget Request and Strategic Plan instructions. All agencies should contact Ross Tripp at the Office of Personnel Management for assistance in filling out their Workforce Plans. Ross's phone number is: 521-6376 and his email address is: Ross.Tripp@opm.ok.gov. In addition to the Workforce Planning information which is now included within the Budget Request/Strategic Plan system, the Office of Personnel Management will soon be announcing Outlook Oklahoma, a new addition to their website which will provide additional statistical data on retirement eligibility and turnover issues to assist agencies in workforce planning.