Workforce Plan (BRF0310)

The information in this section is used by an Agency to develop a Workforce Plan that reviews the agency's workforce demographics and identifies current and future problem areas due to resignations and retirement.

Upon entering the Budget Request System, click on the "Strategic Plan" button. Then click on the "Workforce Plan" button, this will take you to the Workforce Plan. The workforce plan will already have prepopulated workforce demographics for each agency that contains the following information:

05-06 Retirement Rate
05-06 Resignation Rate
05-06 Voluntary Turnover Rate
Average Age
Average State Service
Average Years to Retirement
% Eligible to Retire in 3 Years
% Eligible to Retire in 5 Years

The report contains only Job Families and Sub-Activities with the following problem areas:

- Jobs with turnover rates higher than 10%-- (Identified in 05-06 Voluntary Turnover Rate)
- Sub-activities with turnover higher than 10%-- (Identified in 05-06 Voluntary Turnover Rate)
- Jobs with projected retirements higher than 11%-- (Identified in % Eligible to Retire in 3 Years and/or % Eligible to Retire in 5 Years)
- Sub-activities with projected retirements higher than 11%-- (Identified in % Eligible to Retire in 3 Years and/or % Eligible to Retire in 5 Years)

Note: If the row contains a JFD and Job description it is Identifying a problem with a specific Job in that sub-activity. If it only contains the sub-activity but no job code or job description it is reporting a problem with the Sub-activity as a whole.

Step One: Enter the contact information for the agency's primary workforce planning contact at the top of the page.

Step Two: For each JFD or Sub-Activity that meets any of the problem criteria, click on any field in the row for that JFD or Sub-Activity and a blank screens will appear at the bottom to Identify potential problems, enter information for an action plan, and a method to evaluate progress.

Note: There is a blank row at the bottom of the pre-populated list for additional JFD or Sub-Activity problems an agency wishes to report. Agencies may enter any additional Job Families or Sub-activities not identified in the prepopulated list, such as areas with vacant positions. By inserting that information on the blank row, an action Plan can be created for these areas.

The first section entitled "Potential Problem" contains a drop-down menu that identifies the following problems:

- Jobs with turnover rates higher than 10%
- Business units with turnover higher than 10%;
- Jobs with projected retirements higher than 11%;
- Business units with projected retirements higher than 11%;
- Vacant positions; and
- Other.

Step Three: Select a potential problem in the drop-down menu for the Job Family or Sub-Activity. There may be more than one problem area for each Job Family or Sub-Activity, each problem should be addressed on separate rows, starting with the highest priority and working down from there.

Step Four: Following the identification of a problem area, click on the "Action Plan" box. an individual action plan to address each problem area will pop up. Enter your action plan to address the problem area into the text box. These plans will be different for each Job Family or Sub-Activity depending on how your agency plans to address these problems. Once completed, close the box.

Step Five: In the last text box on the row, agencies will specify a method to evaluate progress in addressing the problem area. Just as with the action plan click on the empty box and a text box will appear. Once you have completed the method to evaluate progress close the box.

Repeat these steps till all problem Job Families and Sub-agencies have been addressed.

Note: If the prepopulated information identifies a Job Family or Sub-Agency as having a problem, but the agency feels that it is not a significant one, Choose “other” in the “Potential Problem” box and give a brief explanation of why the agency feels this is not a significant problem in the “Action Plan” box.

Once the plan has been completed, you may print a copy from the Strategic Plan main screen by clicking on the “Forms” button.

E. HOW TO RETURN YOUR FY-2007/2012 Strategic Plan

Remember, if you are using the Oracle Budget Request/Strategic Planning System, to change the status of the Strategic Plan in the system from "working" to "complete" once the Workforce Plan has been finalized. A paper copy is also required to OSF and the following:

Send one copy of the Strategic Plan to each of the following entities:

Office of State Finance, Division of the Budget
2300 N. Lincoln, Room 122
Oklahoma City, OK 73105-4801
The Office of Workforce Planning
2101 North Lincoln Boulevard
Oklahoma City, OK 73105

Senate Fiscal Staff
2300 North Lincoln, Room 309
Oklahoma City, OK 73105

House Fiscal Staff
2300 North Lincoln, Room 109
Oklahoma City, OK 73105

For assistance or questions in completing the Workforce Plan please contact the Workforce Planning Manager at The Office of Personnel Management:

Ross Tripp
(405) 521-6376
Ross.tripp@opm.state.ok.us