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## MEMORANDUM

HCM 2017-03

Date: June 28, 2017

To: All Appointing Authorities

From: Lucinda Meltabarger, HCM Administrator

Re: The Oklahoma Competency Model

Human Capital Management (HCM) has finalized The Oklahoma Competency Model that will be used statewide in multiple human resources processes. Competencies are the knowledge, skills, and behaviors that can be used to assess or predict successful job performance. By creating this model, HCM is providing agencies with a common language to define, track and improve employee performance across multiple HR functions and across agencies. Each agency, division or job family may have a unique set of competencies that are required for successful job performance, while other competencies may span all agencies.

The Oklahoma Competency Model contains 41 competencies in 6 key areas of performance. Those areas include Professionalism, Managing Performance, Business Acumen, Relationship Management, Leadership and Strategy and Critical Thinking. Some examples of specific competencies are: Willingness to Learn, Planning and Evaluating, Flexibility and Adaptability, and Problem Solving. Each competency has also been assigned a set of behaviors, based on employee roles, which can be referenced to help define success in each area.

Now, the work has begun to integrate the competencies into various human resources processes, and identify which ones are required for different jobs. The implementation of Oracle Cloud will play a large role in the integration. The HR processes that involve competencies include selection, performance management, training and development, and succession planning.

Additional information about how your organization can help with the integration process will be coming to your inbox soon. Please watch for further email communication on this subject.