

**TITLE 377. OFFICE OF JUVENILE AFFAIRS
CHAPTER 3. ADMINISTRATIVE SERVICES**

RULEMAKING ACTION:

Notice of proposed PERMANENT rulemaking.

PROPOSED RULES:

Subchapter 3. Office of General Counsel Services

Part 1. GENERAL PROVISIONS

377:3-3-1. Purpose [REVOKED]

377:3-3-2. Legal base [REVOKED]

377:3-3-3. Duties and responsibilities [REVOKED]

Subchapter 5. Office of Human Resources Management

Part 1. OVERVIEW OF THE OFFICE OF HUMAN RESOURCES MANAGEMENT

377:3-5-1. Purpose [REVOKED]

377:3-5-2. Duties & Responsibilities of the office of Human Resources Management [REVOKED]

Part 3. OFFICE OF HUMAN RESOURCES MANAGEMENT- PERSONNEL PROGRAMS

377:3-5-12. The Office Of Juvenile Affairs promotional plan [REVOKED]

377:3-5-13. Office of Juvenile Affairs Services Fair Labor Standards Act [REVOKED]

SUMMARY:

The proposed rules were created, amended, or revoked part of the agency review completed under Executive Order 2020-03.

AUTHORITY:

The Board of Juvenile Affairs, pursuant to 10A O.S. §§ 2-7-101(F)(2) and 2-7-101(G)(1), and 75 O.S. § 302(A)(1).

COMMENT PERIOD:

The comment period will begin on Monday, December 16, 2024, and end on Wednesday, January 15, 2025. Written comments will be accepted during the comment period at the following address: Office of Juvenile Affairs, Attn: Audrey Rockwell, P.O. Box 268812, Oklahoma City, OK 73126, or by email at audrey.rockwell@oja.ok.gov.

PUBLIC HEARING:

A Public Hearing will be held at 10:00 a.m. on Friday, January 17, 2025, virtually at <https://www.zoomgov.com/j/1610680696?pwd=1hNzi3OqFQhcDTG4XaqYSdyf9ziVaM.1> Meeting ID: 161 068 0696 Passcode: 380344 or in person at the OJA State Office, 2501 N. Lincoln Blvd., Ste. 500, Oklahoma City, OK 73105. Persons wishing to make oral comments must sign in via email for virtual comments at audrey.rockwell@oja.ok.gov or at the door by 9:45 a.m. on that day. Each individual will be allowed to make oral comments for a maximum of five (5) minutes.

REQUESTS FOR COMMENTS FROM BUSINESS ENTITIES:

The Office of Juvenile Affairs requests business entities affected by the proposed rules to provide written information to the Office of Juvenile Affairs, within the comment period, in dollar amounts if possible, of the increase in the level of direct services, revenue loss, direct or indirect costs, or other costs, such as fees, reporting, recordkeeping, equipment, construction, labor, or professional costs, expected to be incurred by the business entity due to compliance

with the proposed rules. Business entities may submit this information via email to audrey.rockwell@oja.ok.gov.

COPIES OF PROPOSED RULES:

Copies of the proposed rules may be obtained during regular business hours from the Office of Juvenile Affairs, 2501 N. Lincoln Blvd., Ste. 500, Oklahoma City, OK 73105, or by email at audrey.rockwell@oja.ok.gov. The proposed rules will be available on the OJA website at <https://oklahoma.gov/oja.html> no later than December 13, 2024.

RULE IMPACT STATEMENT:

Under 75 O.S., § 303(D), a rule impact statement will be prepared and available for review at the Office of Juvenile Affairs, 2501 N. Lincoln Blvd., Ste. 500, Oklahoma City, OK 73105 beginning on or before December 13, 2024, as well as on the OJA website at <https://oklahoma.gov/oja.html>.

CONTACT PERSON:

Audrey Rockwell, Executive Assistant/ Paralegal, (405) 530-2806, or audrey.rockwell@oja.ok.gov

**TITLE 377. OFFICE OF JUVENILE AFFAIRS
CHAPTER 3. ADMINISTRATIVE SERVICES**

RULE IMPACT STATEMENT

1. A brief description of the purpose of the rule:

Title 377. Office of Juvenile Affairs

Chapter 3. Administrative Services

Subchapter 3. Office of General Counsel Services

Part 1. GENERAL PROVISIONS

377:3-3-1. Purpose [REVOKED]

377:3-3-2. Legal base [REVOKED]

377:3-3-3. Duties and responsibilities [REVOKED]

Subchapter 5. Office of Human Resources Management

Part 1. OVERVIEW OF THE OFFICE OF HUMAN RESOURCES
MANAGEMENT

377:3-5-1. Purpose [REVOKED]

377:3-5-2. Duties & Responsibilities of the office of Human Resources
Management [REVOKED]

Part 3. OFFICE OF HUMAN RESOURCES MANAGEMENT- PERSONNEL
PROGRAMS

377:3-5-12. The Office Of Juvenile Affairs promotional plan [REVOKED]

377:3-5-13. Office of Juvenile Affairs Services Fair Labor Standards Act
[REVOKED]

Summary: The proposed rules were created, amended, or revoked part of the agency review completed under Executive Order 2020-03.

2. A brief description of the classes of persons who most likely will be affected by the proposed rule:

The public, Board of Juvenile Affairs, OJA employees, and OJA youth will be affected by the proposed rule revisions.

3. A brief description of classes of persons who will benefit from the proposed rule:

The public, Board of Juvenile Affairs, OJA employees, and OJA youth will benefit from the proposed rule revisions.

4. A brief description of the probable economic impact of the proposed rule upon the affected classes of persons or political subdivisions, including a listing of all fee changes and, whenever possible, a separate justification for each fee change:

The proposed rule revisions should not have an economic impact on any affected classes.

5. The probable costs and benefits to the agency and to any other agency of the implementation and enforcement of the state proposed rule, the source of revenue to be used for implementation and enforcement of the proposed rule, and any anticipated effect on state revenues, including a projected net loss or gain in such revenues if it can be projected by the agency.

The cost of implementation and enforcement of the proposed rule revisions is minimal.

6. A determination of whether implementation of the proposed rule will have an adverse economic effect on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act:

The proposed rule revisions should not have an economic impact on any small business or require their cooperation in implementing or enforcing the rule revisions.

7. An explanation of the measures the agency has taken to minimize compliance costs and a determination of whether there are less costly or non-regulatory methods or less intrusive methods for achieving the purpose of the proposed rule:

The proposed rule revisions should not be costly nor require other methods to update the proposed rule revisions.

8. A determination of the effect of the proposed rule on the public health, safety and environment and, if the proposed rule is designed to reduce significant risks to the public health, safety and environment, an explanation of the nature of the risk and to what extent the proposed rule will reduce the risk:

The proposed rule revisions have no effect on the public health, safety, and environment.

9. A determination of any detrimental effect on the public health, safety, and environment if the proposed rule is not implemented:

If the proposed rule revisions do not pass, there will be a conflict with state law, which may have an effect on agency business.

10. The date the rule impact statement was prepared and if modified, the date modified:

Prepared on November 26, 2024.

CHAPTER 3. ADMINISTRATIVE SERVICES

SUBCHAPTER 3. OFFICE OF GENERAL COUNSEL SERVICES

PART 1. GENERAL PROVISIONS

377:3-3-1. Purpose [REVOKED]

~~—The purpose of this Subchapter is to describe the functions and responsibilities of the Office of General Counsel Services.~~

377:3-3-2. Legal base [REVOKED]

~~The statutory authorization for the Office of General Counsel Services is found in 10A O.S., § 2-7-201(D).~~

377:3-3-3. Duties and responsibilities [REVOKED]

~~—The Office of General Counsel Services provides legal services to the Office of Juvenile Affairs (OJA), and members of the Board of Juvenile Affairs acting in the scope of their official capacities, the Executive Director of the Office of Juvenile Affairs (OJA), the Chief of Staff of OJA, and all other OJA employees acting in the course or scope of their employment.~~

SUBCHAPTER 5. OFFICE OF HUMAN RESOURCES MANAGEMENT

PART 1. OVERVIEW OF THE OFFICE OF HUMAN RESOURCES MANAGEMENT

377:3-5-1. Purpose [REVOKED]

~~(a) The purpose of this subchapter is to set forth the rules governing the operation of the Office of Human Resources Management. The rules in this Chapter are authorized by the authority of the Office of Juvenile Affairs as set forth in Title 10A O.S., § 2-7-101(f)(2), Oklahoma Personnel Act, 74 O.S., § 840-1.1 et seq., and Oklahoma State Merit Rules.~~

~~(b) The purpose of the Office of Human Resources Management (OHRM) is to provide comprehensive human resource management and development programs which support the achievement of the agency's mission, values, and goals. The Office of Human Resources Management programs focus on recruiting, retaining, and developing qualified agency staff.~~

377:3-5-2. Duties & Responsibilities of the office of Human Resources Management [REVOKED]

~~—Office of Human Resources Management shall insure that OJA follows all State and Federal Laws governing Human Resources Management of State Agencies. OHRM shall follow all rules as outlined by Title 74 O.S. § 840-1.1 et seq. Oklahoma Personnel Act; Oklahoma Administrative Code Title 455 Merit Protection Commission, Chapter 10; and Title 530 Office of Personnel Management, Chapter 10.~~

PART 3. OFFICE OF HUMAN RESOURCES MANAGEMENT- PERSONNEL PROGRAMS

377:3-5-12. The Office Of Juvenile Affairs promotional plan [REVOKED]

~~(a) **Promotional policy.** The Office of Personnel Management (OPM) requires that each state agency shall post vacancies in a particular job family in accordance with a promotional plan filed by the agency with OPM (530:10-11-51). The Office of Juvenile Affairs (OJA) shall follow this plan when posting and filling classified positions. The OJA promotional plan is designed to provide employees with opportunities for career growth and advancement. No person shall be discriminated against because of race, sex, age, color, creed, religion, political affiliation, national origin, or disability [74 O.S. §840-2.9(A)].~~

~~(b) **Posting decision.** The Executive Director or designee shall make the decision to fill a vacancy, whether classified or unclassified, and post a notice. When continuous, multiple vacancies are anticipated, general promotional opportunities may be posted. [74 O.S. §840- 4.15(B)].~~

~~(c) **Agency Selection Process.** The Office of Juvenile Affairs shall conduct the selection process of applicants in accordance with (OPM) requirements, state and federal laws. Applicants may be required to participate in other selection and assessment procedures.~~

~~(1) A personal background investigation shall be conducted, which may include civilian and military court records. Background investigations will be conducted in compliance with Title 10 O.S. §404.1A.~~

~~(2) Applicant drug testing may be required in accordance with 377:3-11-1 though 377:3-11-12.~~

377:3-5-13. Office of Juvenile Affairs Services Fair Labor Standards Act [REVOKED]