

OPM 02-27

DATE: April 24, 2002

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources

**RE: Report on Reallocation Decisions, Adjustments to Pay Grades,
Salary Assignments, and New Positions**

Title 74 O.S., Section 840-2.14 requires that all agencies, boards, and commissions report certain actions concerning the reallocation and establishment of positions and adjustments of pay grades or salary assignments to the Office of Personnel Management on a semi-annual basis. The agency reports are then consolidated by the Office of Personnel Management and provided to the Governor, the President Pro Tempore of the Senate, and the Speaker of the House of Representatives.

The agency reports are prepared on an OPM Form 138, 139, 140, 141, or 142, as appropriate, to ensure consistency in the information reported. These forms were revised in January, 2002 to reflect changes resulting from the Classification and Compensation Reform Act.

A copy of each of the revised forms is attached for your information and use. Please make copies as needed and begin using these forms with your next report, which is due by July 15, 2002, for the period of January 1 to June 30, 2002. If additional copies are needed, please contact Ron Thatcher in the OPM Classification Division at 521-6347.

Attachments

Agency: _____ Reporting Period: _____ to _____

Appointing Authority: _____

Person Completing Report: _____ Telephone Number: () _____

REALLOCATION: CLASSIFIED POSITIONS

<u>Date of Reallocation</u>	<u>From JFD, Code</u>	<u>To JFD, Code</u>	<u>Current Fiscal Year Incremental Cost</u>	<u>Next Fiscal Year Incremental Cost</u>	<u>Reason for Action</u>
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Total Incremental Costs: \$ _____ \$ _____

Instructions:

- 1) List all reallocations whether to a higher JFD level, lower JFD level or another JFD assigned to the same pay band.
- 2) In reporting incremental costs, provide the difference in the cost or savings resulting from action, as compared to the allocated funding of the position in the agency's budget work program.
- 3) Current Fiscal Year Incremental Cost: Provide the prorated incremental cost (excluding benefits) for the current fiscal year from the date of the personnel action to the end of the current fiscal year.
- 4) Next Fiscal Year Incremental Cost: Provide the incremental cost (excluding benefits) for the entire next fiscal year.
- 5) Reason For Action: Provide a brief statement describing why the action was taken.

Agency: _____ Reporting Period: _____ to _____

Appointing Authority: _____

Person Completing Report: _____ Telephone Number: () _____

REALLOCATION: UNCLASSIFIED POSITIONS

<u>Date of Reallocation</u>	<u>From Class, Code</u>	<u>To Class, Code</u>	<u>Current Fiscal Year Incremental Cost</u>	<u>Next Fiscal Year Incremental Cost</u>	<u>Reason for Action</u>
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Total Incremental Costs: \$ _____ \$ _____

Instructions:

- 1) List all reallocations of unclassified positions.
- 2) In reporting incremental costs, provide the difference in the cost or savings resulting from action, as compared to the allocated funding of the position in the agency's budget work program.
- 3) Current Fiscal Year Incremental Cost: Provide the prorated incremental cost (excluding benefits) for the current fiscal year from the date of the personnel action to the end of the current fiscal year.
- 4) Next Fiscal Year Incremental Cost: Provide the incremental cost (excluding benefits) for the entire next fiscal year
- 5) Reason For Action: Provide a brief statement describing why the action was taken.

Agency: _____ Reporting Period: _____ to _____

Appointing Authority: _____

Person Completing Report: _____ Telephone Number: () _____

ADJUSTMENT TO PAY GRADE: UNCLASSIFIED SERVICE

<u>Date of Pay</u> <u>Grade Adjustment</u>	<u>Class, Code</u>	<u>Adjusted Annual Salary</u> <u>From</u> <u>To</u>	<u>Current Fiscal Year</u> <u>Incremental Cost</u>	<u>Next Fiscal Year</u> <u>Incremental Cost</u>	<u>Reason for Action</u>
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Total Incremental Costs: \$ _____ \$ _____

- Instructions:**
- 1) List all adjustments resulting in an increase or decrease in pay.
 - 2) In reporting incremental costs, provide the difference in the cost or savings resulting from action, as compared to the allocated funding of the position in the agency's budget work program.
 - 3) Current Fiscal Year Incremental Cost: Provide the prorated incremental cost (excluding benefits) for the current fiscal year from the date of the personnel action to the end of the current fiscal year.
 - 4) Next Fiscal Year Incremental Cost: Provide the incremental cost (excluding benefits) for the entire next fiscal year.
 - 5) Reason For Action: Provide a brief statement describing why the action was taken.

Agency: _____ Reporting Period: _____ to _____

Appointing Authority: _____

Person Completing Report: _____ Telephone Number: (____) _____

ALLOCATION OF NEW POSITIONS: CLASSIFIED SERVICE

<u>Date of Allocation</u>	<u>Position Allocated To JFD, Code</u>	<u>Current Fiscal Year Incremental Cost</u>	<u>Next Fiscal Year Incremental Cost</u>	<u>Reason for Action</u>
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Total Incremental Costs: \$ _____ \$ _____

- Instructions:**
- 1) List all new classified positions established during the reporting period.
 - 2) In reporting incremental costs, provide the difference in the cost or savings resulting from action, as compared to the allocated funding of the position in the agency's budget work program.
 - 3) Current Fiscal Year Incremental Cost: Provide the prorated incremental cost (excluding benefits) for the current fiscal year from the date of the personnel action to the end of the current fiscal year.
 - 4) Next Fiscal Year Incremental Cost: Provide the incremental cost (excluding benefits) for the entire next fiscal year.
 - 5) Reason For Action: Provide a brief statement describing why the action was taken.

Agency: _____ Reporting Period: _____ to _____

Appointing Authority: _____

Person Completing Report: _____ Telephone Number: () _____

**INITIAL ASSIGNMENT OF PAY GRADE AND ALLOCATION OF NEW POSITIONS:
UNCLASSIFIED SERVICE**

<u>Date of Allocation</u>	<u>Position Allocated To Class, Code</u>	<u>Initial Assignment of Annual Salary</u>	<u>Current Fiscal Year Incremental Cost</u>	<u>Next Fiscal Year Incremental Cost</u>	<u>Reason for Action</u>
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Total Incremental Costs: \$ _____ \$ _____

Instructions:

- 1) List all new unclassified positions established during the reporting period.
- 2) In reporting incremental costs, provide the difference in the cost or savings resulting from action, as compared to the allocated funding of the position in the agency's budget work program
- 3) Current Fiscal Year Incremental Cost: Provide the prorated incremental cost (excluding benefits) for the current fiscal year from the date of the personnel action to the end of the current fiscal year.
- 4) Next Fiscal Year Incremental Cost: Provide the incremental cost (excluding benefits) for the entire next fiscal year
- 5) Reason For Action: Provide a brief statement describing why the action was taken.