

**OPM 00-32**

**DATE:** June 1, 2000

**TO:** All Appointing Authorities

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

**RE:** **Report on Allocations and Salary Adjustments**

Title 74 Section 840-2.14 of the Oklahoma Statutes requires all agencies, boards and commissions to report decisions concerning the reallocation or establishment of positions, and adjustments to pay grades or salaries, to the Office of Personnel Management on a semiannual basis. This report includes actions concerning both the classified and unclassified service. Upon receipt of the agency reports, the Office of Personnel Management is required to submit them to the Governor, the President Pro Tempore of the Senate, and the Speaker of the House of Representatives, along with an analysis of agency decisions concerning such actions. A special section of the report submitted by the Office of Personnel Management identifies agencies which did not provide an agency report by the established due date.

The agency report for the current period is due in the Office of Personnel Management not later than July 14, 2000 and will include allocation decisions, salary adjustments and other applicable actions occurring between January 1 and June 30, 2000.

Any questions concerning these reporting requirements may be referred to Mr. Ron Thatcher in the Office of Personnel Management, Classification Division at (405) 521-6347.