

OPM 00-62

DATE: December 18, 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 (OPM) on a semi-annual 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.

Agency reports for the period of July 1 to December 31, 2000, are due in the Office of Personnel Management not later than January 15, 2001, and must include any allocation decisions, salary adjustments and other applicable actions occurring during this period.

Any questions concerning these reporting requirements may be referred to Mr. Ron Thatcher in the OPM Classification Division at 521-6347.