

OPM 99-59

DATE: September 29, 1999

TO: All Classified Service Employees

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

RE: Classification Conversion Required By SB 464, The Classification and
Compensation Reform Act of 1999

On June 10, 1999, Governor Frank Keating signed Senate Bill 464, the "Classification and Compensation Reform Act of 1999". A major component of the Act involves the conversion of all classified services employees from the classifications currently being used to one of the new job families and levels developed during the class consolidation phase of the project effective November 1, 1999. It will also include the conversion of current salary grades into pay bands. There will be no loss of pay or status for any employee as a result of this direct conversion.

On November 1, 1999, the Office of Personnel Management will automatically post these changes to the Personnel Management Information System to show the conversion for each classified employee. A computer generated OPM-14, Personnel Action Request, will then be produced and provided to the employing agency for distribution to each employee. Each classified employee should receive a form by November 30, 1999.

Information reflected in these forms will include the employee's current class code and title, salary grade, and rate of pay along with the code for the job family and level to which converted, the job family title, the new pay band, and the rate of pay. Although some changes have been made to the salary schedule used for classified jobs and employees as a result of adopting wider pay ranges and pay bands, there will be no loss of pay or status for any employee, nor will there be any increase in salary, as a result of this conversion. Any changes that may occur in the future will be based on salary administration plans developed by each agency to implement the provisions of SB 464.

A large number of you have been involved in this project since it first began in August of 1996 when Governor Keating signed Executive Order 96-25 directing an evaluation of our current classification and compensation systems. This includes those who served as members of the many subject matter expert panels and focus groups to review various aspects of the project, on job content review committees, and in other related capacities. I would like to take this opportunity to express my personal appreciation for the efforts and contributions of everyone involved.

Any questions concerning this conversion should be addressed to your agency Personnel/Human Resources office or other office responsible for the human resource function of your agency.