



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Working for Oklahoma"

OPM 08-01

DATE: January 2, 2008

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP 
Administrator and Cabinet Secretary of Human Resources & Administration

RE: **Semi-Annual Allocation and Salary Adjustment Report**

Sections 840-2.14B and 840-2.14C of Title 74, Oklahoma Statutes, require all agencies, boards and commissions to report to the Office of Personnel Management on a semi-annual basis regarding reallocation decisions for both classified and unclassified service positions, adjustments to pay grades or salary assignments for classes in the unclassified service, and all transactions in both the classified and unclassified service involving the establishment of new positions. OPM is then required to submit a report on these actions to the Governor, Senate President Pro Tempore, Senate Co-President Pro Tempore, and Speaker of the House of Representatives. The reporting periods are January 1 through June 30 and July 1 through December 31 of each year.

The purpose of this memorandum is to provide a reminder of this requirement and request that the reports for the second half of calendar year 2007 be submitted to this office no later than January 18, 2008. This will allow us to consolidate the reports from individual agencies and submit the completed report by February 1, 2008. Forms to complete the report are available on the OPM website at www.opm.ok.gov under the *HR and Employee Services* link, or may be accessed via the links below:

- OPM-138** [Reallocation: Classified Positions](#)
- OPM-139** [Reallocation: Unclassified Positions](#)
- OPM-140** [Allocation of New Positions: Classified Service](#)
- OPM-141** [Adjustment to Pay Grade: Unclassified Service](#)
- OPM-142** [Allocation of New Positions: Unclassified Service](#)

If no reportable actions occurred during this reporting period, all that is required is an e-mail advising us of this, forwarded to Ron.Thatcher@opm.ok.gov.

Please direct any questions to Ron Thatcher in the OPM Classification Services Division at 521-6347.

"We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions."