

OPM 00-58

DATE: November 6, 2000

TO: All Appointing Authorities

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

RE: Job Family Descriptor Plan

Just twelve months ago, the Classification and Compensation Reform Act of 1999 was implemented, resulting in a new classification and compensation system for classified employees. As part of that system, all previously used classifications were converted to a new system using Job Family Descriptors (JFDs). A Job Family Descriptor Plan was provided to each agency during April of 2000 which identified all of the JFDs adopted on November 1, 1999.

Since April there have been some revisions made to a few Job Family Descriptors, resulting in the addition of some levels or changes to some pay bands or possibly some title changes. As a result, we have updated the attached Job Family Descriptor Plan to reflect these changes and it is being provided to each agency for reference and use as needed.

All Job Family Descriptors are maintained on our website at <http://www.state.ok.us/~opm/mgt-serv/clasindx.html> and updated as changes are made.

Any questions concerning the Job Family Descriptor Plan or any Job Family Descriptor may be referred to the OPM Classification Division liaison for your agency.

Enclosure