

OPM 98-61

DATE: September 23, 1998

TO: All Appointing Authorities (Merit System Agencies Only)

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

RE: Classification and Compensation Reform Project
Job Family Descriptor and Pay Band Distribution

The purpose of this memo is to inform you that you will have another opportunity to review and comment on the revised Job Family Descriptors developed as part of the OPM Classification and Compensation Reform Project. These revisions will be available in the Office of Personnel Management, Room G-40, Jim Thorpe Building, no later than September 29, 1998. This review will provide agencies the opportunity to comment on changes in proposed job family descriptors, as developed since the last review by the agencies in June and July, 1998. The information provided will include two sets of data: 1.) all proposed job family descriptors, as developed since the last review by agencies this past summer; and 2.) a job family conversion schematic, identifying the conversion from current classifications to job family descriptors. Specifically, the conversion schematic will identify the current classification, class code, current pay grade designation, proposed job family descriptor title, descriptor code and level, and the proposed pay band designation. The proposed salary range for each pay band will not be included at this time as some work still remains to be done in this area. Each agency will have the opportunity to review the final draft job family descriptors and proposed pay band salary range amounts at a later date.

Any concerns, comments, or recommendations from agencies should be provided at the earliest possible date since work on the report to the Legislature and the Governor must be completed by December 1, 1998.

Any questions about job family descriptors may be referred to your OPM Classification Division liaison.