

OPM 99-60

DATE: September 29, 1999

TO: All Agency Personnel Managers/Directors

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

RE: Revisions to OPM Forms:
OPM-4, Employment Application
OPM-122, Request for Recruitment
OPM-112, Certificate Request
OPM-39, Position Description Questionnaire
OPM-39A, Supplemental Position Description Questionnaire
OPM-70, Classification Dispute Review Request

Revisions have been made to these forms to accommodate the use of Job Families, Job Levels and Job Family Descriptors as provided by the Classification and Compensation Reform Act of 1999.

OPM will begin accepting the revised OPM-4 on November 1, 1999. It may also be downloaded from the OPM Website at www.state.ok.us/~opm/emp-sel. The revised OPM-122 and OPM-112 should be used for all Recruitment Notices and Certificate Requests (excluding agencies with on-line access) after November 1.

Use of the revised OPM-39 and OPM-70 will be required for any position audits completed after November 1, 1999. The OPM-39A has been provided as a means for agencies to collect information to review Job Family Descriptor level assignments for individual positions and may also be used for any reviews completed after November 1, but its use is optional. Agencies may use other means of collecting required information, if desired.

Copies of these revised forms are attached and may be duplicated as needed. They have also been included on the electronic discs provided in the agency packets made available during the September 29-30, 1999, agency meetings. In addition, these forms will be available as OPM forms through the OPM Print Shop and may be obtained as needed by contacting that office at (405) 521-6292.

Any questions concerning the use of these forms should be referred to your OPM Classification or Recruitment Liaison.