



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Serving Equal Opportunity Employers"

OPM 04-46

DATE: December 16, 2004

TO: All Appointing Authorities

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

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned above the "FROM:" line.

RE: Semi-Annual Allocation and Salary Adjustment Report

Sections 840-2.14(B) and 840-2.14(C) of Title 74, Oklahoma Statutes, require all agencies, boards and commissions to report to the Office of Personnel Management (OPM) on a semi-annual basis on reallocation decisions for both classified and unclassified 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, President Pro Tempore of the Senate, and the 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 memo is to provide a reminder of this requirement and request that the reports for the second period of calendar year 2004 be submitted to this office no later than January 14, 2005. This will allow us to consolidate the reports from individual agencies and submit the completed report by February 1, 2005. Forms to complete the report are available on the OPM website at <http://www.opm.state.ok.us> under the quick link for *Forms*. After clicking on the *Forms* link you will be provided a page to select the forms you want. On this page select "Forms for Oklahoma State Agencies" and you will be shown a list of available forms. The forms that may be needed and are available to complete this report are:

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-141	Allocation of New Positions: Unclassified Service

Any questions concerning the information required by this report may be referred to Ron Thatcher in the OPM Classification Services Division at (405) 521-6347. If no reportable actions occurred during this reporting period, all that is needed is an e-mail advising us of this, forwarded to Ron.Thatcher@opm.state.ok.us.

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