



PRESTON L. DOERFLINGER
DIRECTOR
SECRETARY OF FINANCE, ADMINISTRATION,
AND INFORMATION TECHNOLOGY

LUCINDA MELTABARGER
ADMINISTRATOR
HUMAN CAPITAL MANAGEMENT

MEMORANDUM

HCM 15-1

Date: February 6, 2015

To: All Appointing Authorities

From: Lucinda Meltabarger, HCM Administrator

Re: Creation of Non-Mandatory Unclassified Pay Structure

Greetings to all! This communication is provided to offer information and guidance to state agencies concerning House Bill 3293, introduced during the 2014 legislative session and signed into law by Governor Fallin on June 3, 2014. For your convenience, following is a link to that enrolled legislation:

<https://www.sos.ok.gov/documents/legislation/54th/2014/2R/HB/3293.pdf>

Creation of Executive/Unclassified Pay Structure for State Employees

House Bill 3293 states that the Office of Management and Enterprise Services shall develop a compensation schedule for all career (classified) and executive service (unclassified) positions within the executive branch pursuant to the recommendations of the 2013 State Employee Total Remuneration Study (this excludes the institutions under the administrative authority of the Oklahoma State Regents for Higher Education).

The compensation structures established (pursuant to this section) for all career and executive service positions shall be initially established and published by January 1, 2015, and thereafter shall be reviewed for revision annually. The provisions of this section are not subject to the provisions of Article I of the Administrative Procedures Act.

Below you will find the executive service pay structure. This is an optional resource for agencies with executive service employees and will not be enforced by Human Capital Management. The placement process is the

same as it is within the career service structure; each position's job content review point value will correspond with a pay grade. Job content review points determine where the job fits into the pay structure by taking into account the different levels of problem solving, know-how, and accountability within the job. If agencies would like assistance placing their executive service jobs into this pay structure, HCM will be available to assist.

It is important to note that this action was taken to insure that our executive service/unclassified pay bands are competitive with the market and to provide sufficient opportunity for salary growth in executive service/unclassified jobs.

Any questions, thoughts, or comments regarding this memorandum may be directed to:

Ron Wilson at (405) 522-0422 (Ron.Wilson@omes.ok.gov)

Jake Smith at (405) 521-6327 (Jacob.Smith@omes.ok.gov)

Elizabeth Blais at (405) 522-6907 (Elizabeth.Blais@omes.ok.gov)

Executive Service/Unclassified Pay Structure

Effective January 1, 2015

Unclassified Pay Grade	Job Content Review Points MIN	Job Content Review Points MAX	MINIMUM SALARY	MIDPOINT SALARY	MAXIMUM SALARY
1*	63	72	\$19,790	\$20,745	\$25,932
2*	73	97	\$19,790	\$21,018	\$26,273
3*	98	113	\$19,790	\$22,236	\$27,795
4*	114	134	\$19,790	\$23,972	\$29,965
5*	135	160	\$19,790	\$26,371	\$32,963
6	161	191	\$21,755	\$29,007	\$36,259
7	192	227	\$23,932	\$31,909	\$39,886
8	228	268	\$26,324	\$35,099	\$43,874
9	269	313	\$29,152	\$38,870	\$48,587
10	314	370	\$32,050	\$42,733	\$53,417
11	371	438	\$35,033	\$46,710	\$58,388
12	439	518	\$38,535	\$51,380	\$64,226
13	519	613	\$42,773	\$57,031	\$71,288
14	614	734	\$47,479	\$63,305	\$79,132
15	735	879	\$53,176	\$70,901	\$88,626
16	880	1055	\$60,089	\$80,119	\$100,149
17	1056	1260	\$67,901	\$90,535	\$113,168
18	1261	1507	\$76,728	\$102,304	\$127,880
19	1508	1800	\$85,031	\$113,374	\$141,718
20	1801	2140	\$93,339	\$124,452	\$155,565
21	2141	2550	\$101,648	\$135,530	\$169,413
22	2551	3020	\$109,956	\$146,608	\$183,260
23	3021	3580	\$118,265	\$157,686	\$197,108
24	3581	4250	\$126,573	\$168,764	\$210,955
25	4251	4920	\$134,882	\$179,842	\$224,803
26	4921+		\$143,198	\$190,931	\$238,664

*Consistent with 74 O.S. 840-2.16, minimum wage is tied to the Federal Poverty Guidelines for a three- person household established by the United States Department of Health and Human Services, and will increase accordingly.

