



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

LUCINDA MELTABARGER  
ADMINISTRATOR  
HUMAN CAPITAL MANAGEMENT

## MEMORANDUM

HCM 16-02

Date: January 15, 2016

To: All Appointing Authorities

From: Lucinda Meltabarger, Administrator

Re: Additional Agency Requests for Authorization of Unclassified Positions

Senator Gary Stanislawski, Chair of the Oklahoma Compensation and Unclassified Positions Review Board, has scheduled a meeting of the Board to take place at **9:30 AM on Monday, February 1, 2015, in Room 419-C in the State Capitol Building.**

Please be advised that state agencies subject to the Merit System of Personnel Administration must submit requests **by close of business on Wednesday, January 27, 2016** for authorization regarding:

- Creation of unclassified positions that are in addition to those currently authorized by law.
- Modification or conversion of current classified positions to the unclassified service.

Note: If you are submitting a request for authorization, please have an agency representative attend the board meeting in case there are questions.

Please forward requests to Jake Smith at [Jacob.Smith@omes.ok.gov](mailto:Jacob.Smith@omes.ok.gov)