



**HUMAN CAPITAL MANAGEMENT**

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ADMINISTRATOR  
HUMAN CAPITAL MANAGEMENT

**MEMORANDUM**

**HCM 15-05**

**Date: August 19, 2015**

**To: All Appointing Authorities**

**From: Lucinda Meltabarger, HCM Administrator**

**Re: Title §74-3601.2(B) – Notification of Agency Director Salary Increase**

Beginning July 1, 2013, each agency, board, commission, department or program in the executive branch of state government shall establish the salary of each of the chief executive officers for which they have appointing authority. Such salary shall be set between the minimum and maximum of the pay grades that were provided via letter by OMES in 2013. Pursuant to Title §74-3601.2(B) all agencies, boards, commissions, departments or programs shall report increases granted under this section to the Office of Management and Enterprise Services on an annual basis.

If your agency gave their agency director/appointing authority a salary increase between July 1, 2014 and June 30, 2015, please send the following information via email by August 31, 2015:

1. Agency Name
2. Director Name
3. Previous Salary
4. New Salary
5. Effective Date

Please send the information to one of the following:

Jake Smith – [Jacob.Smith@omes.ok.gov](mailto:Jacob.Smith@omes.ok.gov)

Elizabeth Blais – [Elizabeth.Blais@omes.ok.gov](mailto:Elizabeth.Blais@omes.ok.gov)

Valerie Crippen – [Valerie.Crippen@omes.ok.gov](mailto:Valerie.Crippen@omes.ok.gov)

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If you have any questions or comments, please feel free to contact any of the HCM employees listed above