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DIRECTOR
SECRETARY OF FINANCE, ADMINISTRATION,
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LUCINDA MELTABARGER
ADMINISTRATOR
HUMAN CAPITAL MANAGEMENT

MEMORANDUM

HCM 16-03

Date: February 4, 2016

To: All Appointing Authorities

From: Lucinda Meltabarger

Re: Second Meeting: Additional Agency Requests for Authorization of Unclassified Positions

Senator Gary Stanislawski, Chair of the Oklahoma Compensation and Unclassified Positions Review Board, has scheduled a second meeting of the Board to take place at **10:30 AM on Wednesday, February 24, 2016, in Room 419-C in the State Capitol Building.**

Please be advised that state agencies subject to the Merit System of Personnel Administration may submit requests **by close of business on Friday, February 19, 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 the board recommended approval of your request during the initial meeting there is no reason to resubmit your request. Additionally, if you are submitting an initial 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