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DIRECTOR  
SECRETARY OF FINANCE, ADMINISTRATION,  
AND INFORMATION TECHNOLOGY

LUCINDA MELTABARGER  
ADMINISTRATOR  
HUMAN CAPITAL MANAGEMENT

## MEMORANDUM

HCM 17-04  
Date: July 17, 2017

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, 2016 and June 30, 2017, **please send the following information via email by August 4, 2017**:

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

Please send the information to Rena' Bigby at [rena.bigby@omes.ok.gov](mailto:rena.bigby@omes.ok.gov). If you have any questions or comments, please feel free to contact your class/comp liaison at 405-521-2177.