



OKLAHOMA Office of Management & Enterprise Services

FAQ

Positions exempted from the Civil Service and Human Capital Modernization Act

Q: How will exempted positions and executive management positions be identified in PeopleSoft? How will positions falling under subsection (H) be identified in PeopleSoft?

A: The agency will identify the positions exempted from the rules, either as exempted positions (categories 1-5) or executive management positions (category 6). These positions will need to be updated in PeopleSoft with one of the two new cite codes (H001 and H005). If the position is filled, the employee's Job Data will need to be updated as well. The two cite codes denote which category the position falls into:

- H001 – To be used for all exempted positions, except the 5% executive management (categories 1-5).
- H005 – To be used for all positions falling under the 5% executive management category (category 6).

Q: Does HCM need to be notified which positions have been identified as exempted/executive management? Are there deadlines to notify HCM regarding which positions have been identified as 5% executive management?

A: No, HCM does not need to be notified, so there is not a deadline.

Q: Are agencies required to designate executive management?

A: The rules do not require positions be designated as executive management, they only define a limit for the number of those that are designated.

Q: Will HCM provide guidance on what should be considered executive management? Are there any positions that would automatically fall into the executive management category?

A: Agencies are allowed to identify executive management positions at their discretion.

Classification and Compensation

Q: Are 92s/freeze exceptions still required?

A: Freeze exceptions, or 92s, are still required to create or reallocate IT positions, but otherwise HCM will no longer require 92s. Agencies should discuss this matter with their cabinet secretary (or equivalent) and follow direction on whether the cabinet secretary will still require the use of 92s.

Q: How will reallocations work? Do agencies still need to submit HCM-39s?

A: HCM no longer requires 39s to create new positions or complete reallocations. If an agency requires assistance determining what job code would be appropriate, the Classification and Compensation team is available to provide guidance. In this case, we may ask the agency to submit a 39 or similar form.

Q: How is the job catalog changing?

A: Previously, the job catalog only included classified jobs and their descriptions (JFDs). Now, by necessity, the job catalog technically includes all job codes, but we do not have official recommended descriptions for all jobs. For the jobs that do have descriptions, agencies are not strictly tied to the limits outlined in the description as they were in the past. The descriptions are recommendations from which agencies may deviate at their discretion based on the needs of their agency.

- Q: Do agencies need to change the job codes on all their positions? If so, to what?
- A: No, agencies will not need to make this change. All job codes now fall under one system, even though they are structured differently (numeric vs alphanumeric). All job codes are available for use. If you know the job has a clear match in the alphanumeric structure and your agency wants to start using that job code, then you can. Otherwise, agencies can continue using the same code they have used historically. All codes are under the same system now. Eventually, our goal is for all jobs to use the alphanumeric structure, but this is a long-term goal.
- Q: Are we still using the previously unclassified job codes?
- A: After Jan. 1, all job codes fall under one system, so yes, those job codes are still available for use. The long-term plan is to move all positions into the alphanumeric structure that was previously classified, but the bulk of this work will occur after the Workday go-live date.
- Q: What should agencies do with jobs that do not fit very well in the existing alphanumeric (previously classified) structure?
- A: We are aware there are jobs that don't have existing matches. Eventually, new job families and job codes will be created for those jobs; however, this is a long-term goal that will occur sometime after Workday go-live. Because all existing job codes now fall under the same system, agencies are allowed to continue using the existing job code instead of switching for now.
- Q: If an agency has previously classified and unclassified employees doing functionally the same duties, can the agency combine them into a single job code, job title and business (working) title?
- A: Yes, we recommend agencies review employee duties for opportunities like this. We recommend moving the previously unclassified positions into the alphanumeric (classified) job code since this will be the direction all jobs will eventually move.
- Q: How will job revisions work now?
- A: Because job descriptions are recommendations, revisions will not be necessary at the same frequency as before. If an agency feels a description needs to change, such as being erroneous in some way or to reflect a major shift in the industry, the request should be presented to the HCM Classification and Compensation team for review. These will be reviewed on a case-by-case basis.
- Q: Do agencies have to post positions?
- A: Agencies do not have to post positions, but if they do post the position, HCM's system must be used unless an exception has been requested from Applicant Services.
- Q: Are employees allowed to promote/transfer/demote while on trial period?
- A: There isn't anything in the current rules to prevent employees on trial period from applying to internal job postings, so it would follow there is nothing preventing them from being hired into those jobs. An employee may serve a trial period of up to one year, and an agency can continue the trial period after a promotion, transfer or demotion until the year has been completed or the remaining trial period is waived. Additionally, if an employee serving a trial period moves to a new agency before completing the year, the new agency can continue the trial period until the year is completed.
- Q: Will jobs still have pay bands and will HCM factor jobs?
- A: The pay bands still exist, but they are now considered recommendations. Agencies may pay salaries outside of the assigned pay band as determined by the agency's needs. Job factoring will still be completed when needed as determined by the Classification and Compensation team.

Q: According to 260:130-15-2, HCM will assign codes for different pay increases. What pay increases will be authorized?

A: Agencies are now allowed to use their discretion on what pay increases are needed for their employees. Prior HCM approval is not required as it was before. HCM's role is to make available appropriate codes for agencies to use to describe the pay increase in PeopleSoft. If the existing codes do not adequately describe the pay increase an agency intends to give, reach out to HCM for assistance. Because we will soon be moving to Workday, the codes in PeopleSoft will not be changing. Please select the one that best describes the situation without considering classified or unclassified.

Q: Is Chapter 25 of Title 260 completely gone now?

A: No, parts of Chapter 25 are still in effect. [Here is the reference document](#) created to show which parts have been stricken.

PeopleSoft

Q: Do agencies need to update PeopleSoft to remove the classified/unclassified indication from their jobs?

A: Because we will soon move to Workday, agencies will not need to change the classified/unclassified indicators. We recognize those categories are no longer applicable, so we will ignore that until we are able to move to the new system.

Q: When doing new hires, what should be selected in the classified indicator? It's a required field.

A: Because all jobs fall under the same system now, this field is no longer necessary. The selection should not matter.

Q: When completing new hires, what should be selected in the "empl class" field?

A: This should be left blank unless the employee is being placed on a trial period. If the employee is being placed on trial period, "PClass/TP" should be selected. "Prob Class" and "Perm Class" should not be used.

Q: Will MDC Review Qualifications need to be updated? Will the 09 and 4B be required before moving an employee into a new job family?

A: The approvals are no longer required because agencies can use their discretion regarding hiring practices for their positions. This requirement has been removed from PeopleSoft programming.

Q: What about the lingering language in PeopleSoft about classified/unclassified?

A: Due to the immense amount of effort going into the BrightPath project to configure and test the new system, the language in PeopleSoft is not going to be changed. Where possible, it should be ignored since it no longer applies. Where that is not possible, workarounds will be found.

Q: When entering transactions, which action reason code should agencies use? Should they use the classified or unclassified version of the action reason code?

A: Agencies should choose the code that best describes the situation. Where two codes would work equally well and the difference is classified or unclassified, it won't matter which code is chosen. The most important thing is to have an accurate understanding of what took place for reporting and data requests.

Q: Will the Classification Manual be updated?

A: The Classification Manual will not be updated for PeopleSoft. New reference materials will be available for Workday.

Q: Will the Classification and Compensation team still audit transactions?

A: We will still offer guidance on which code would be best for an agency to use in a particular situation, but transactions effective Jan. 1, 2022, or later will not be audited.