



OKLAHOMA
Office of Management
& Enterprise Services

AAA Memo: HCM 2024-01

Date: March 7, 2024

To: All Appointing Authorities

From: Emily Roberson, HCM Administrator

Re: Job Catalog Project update and deadline for agencies

The initial phase of the Job Catalog Project is nearing completion. HCM Classification and Compensation expects to have the last of the job profiles initiated in the 2023 Ernst & Young study completed by March 29, 2024. We appreciate the agencies' participation and feedback during this phase.

Throughout the process, HCM Classification and Compensation has encouraged agency human resource staff to move any employees assigned numeric job profiles to the standard alpha/numeric job profiles as the appropriate job descriptions were identified or added to Workday@OK. Thank you to those of you who have been doing this work as the new or revised job profiles were made available. If you have not been doing this work as profiles were made available and are unsure how to proceed, please refer to this [Job Profile Change Process job aid](#) containing instructions on changing an employee's job profile.

With the end of the project's initial phase quickly approaching, HCM is providing notice of the **final deadline of March 31, 2024**, for agencies to have their employees' job profile assignments updated and/or to have submitted a request to one of the emails below for new job profiles to be created.

On April 1, 2024, HCM Classification and Compensation will begin reviewing those employees who still have non-standard, numeric job profiles. All employees will be assigned a standard, alpha-numeric job profile and non-standard job profiles will be deactivated.

Phase two of the project will focus on executive level job descriptions for executive directors, deputies and other top administration jobs. Please direct any questions to Deanna Ferron, director of HCM Classification and Compensation, at deanna.ferron@omes.ok.gov or to HCMClassComp@omes.ok.gov.