

James A Williamson
Secretary of State



Mary Fallin
Governor

OKLAHOMA SECRETARY OF STATE

July 16, 2019

Dana Webb, Administrator
Human Capital Management Division
Office of Management and Enterprise Services
2401 North Lincoln Blvd.
Oklahoma City, OK 73105

Re: Request for Market Adjustment

Dear Ms. Webb

Based on market data and Merit Rule 260:25-7-20, the office of Secretary of State requests approval to grant market based salary adjustments to the attached list of employees. This increase is requested for July 01, 2018.

The office of Secretary of State certifies funds are available for the current and subsequent fiscal year without needing additional funds for this proposed market adjustment.

If you questions regarding this matter, please contact me or Tod Wall, Assistant Secretary of State at 405-522-2495.

Your consideration of this request is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "James A. Williamson", written over a large, stylized circular flourish.

James A. Williamson
Secretary of State

Attachment:
Classified - Market Adjustment by Employee
Unclassified - Market Adjustment by Employee

Secretary of State
 Classified Market Adjustment - Effective 07/01/2018
 OMES - HCM 92
 July 16, 2018

Job Code	Employee Name	Current Budgeted Salary July, 01, 2018	Requested Budgeted Salary July 01, 2018	Max Pay Band July 01, 2018	Market July 01, 2018
D50C	Alicia Whitehead	37,104.00	43,827	46,068.00	53,549.00
E12D	Chris Morriss	82,994.00	90,541.25	93,057.00	105,754.00
E17B	Amy Canton	40,870.00	50,870.00	51,017.00	51,835.00
E17A	Ashley Jackson	37,111.00	43,829	46,068.00	47,014.00
E12B	Tamra Robinson	57,518.08	64,957.27	67,437.00	66,594.00
E18B	TatumSmith	40,400.00	44,651	46,068.00	51,364.00
E18A	Brittney Houston	33,981.00	39,905	41,880.00	42,782.00
E18A	Krystal Johnson	31,047.00	33,720	34,611.00	36,190.00
E13B	Kimberly Brown	31,047.00	33,720	34,611.00	36,190.00
E13B	Wade Stoddard	31,047.00	33,720	34,611.00	36,190.00
E13B	Natalie Courtney	29,664.00	32,114	34,611.00	36,190.00
E12B	Regina Smith	57,518.00	64,957.25	67,437.00	66,594.00
E17B	Pat Coats	42,300.00	48,838	51,017.00	51,835.00
E17A	Amanda Drye	32,467.00	42,668	46,068.00	47,014.00
E17B	Gustavo Aleman-Pena	40,868.00	48,480	51,017.00	51,835.00
E36A	Diety Madrid	30,342.00	31,183	31,463.00	47,014.00
E16C	Larry Mahsetky	30,934.00	36,288	38,072.00	32,644.00
E12C	Peggy Coe	63,355.00	71,978.50	74,853.00	78,303.00
E17A	Tojunia Cole	41,808.00	45,003	46,068.00	47,014.00
E17A	Marcia Thompson	32,458.00	42,666	46,068.00	47,014.00
E17A	Tom Shaw	37,111.00	43,829	46,068.00	47,014.00
E17A	Cheryl Nolin	41,808.00	45,003	46,068.00	47,014.00

Job Code	Employee Name	Current Budgeted Salary July, 01, 2018	Requested Budgeted Salary July 01, 2018	Max Pay Band July 01, 2018	Market July 01, 2018
E17A	Heather Riley	32,467.00	42,668	46,068.00	47,014.00
E17B	Chris Coffman	45,289.00	50,889	51,017.00	51,835.00
			-		
B51A	Zan Jin	45,600.00	56,088	56,088.00	61,889.00
B51C	Hooi Lee Pee	58,000.00	66,160	67,437.00	87,772.00
B51C	James Martin	59,273.00	67,437	67,437.00	87,772.00
		1,144,381.08	1,315,988		

Secretary of State
 Unclassified
 Market Adjustment by Employee - Effective 07/01/2018
 July 16, 2018

Job Code	Employee Name	Current Budgeted Salary July, 01, 2018	Requested Budgeted Salary July 01, 2018	Max Pay Band July 01, 2018	Market July 01, 2018
4403	Tod Wall	99,559.92	116,916.96	134,274.00	134,274.00
292	Melody Wright	55,000.00	64,926.50	74,853.00	74,853.00
4101	Brian Hendrix	58,750.00	63,093.50	67,437.00	67,437.00
9491	Robbie Tittle	95,694.00	107,260.50	118,827.00	118,827.00
		309,003.92	352,197.46		



July 16, 2018

James Williamson, Secretary of State
Secretary of State
2800 N Lincoln Blvd
Oklahoma City, Ok 73105

Dear Mr. Williamson:

In accordance with Merit Rule 260:25-7-20, the Secretary of State's request to provide a market-based pay adjustments to the employees shown in the attached table, is approved. Per your request, the effective date of the adjustment is **July 1, 2018**.

Your letter specifies that sufficient funding is available in your current and next year's fiscal budget to accommodate this action. If you have any questions or comments, please feel free to contact LaCree Austin at (405) 521-6337 or by e-mail at LaCree.Austin@omes.ok.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Dana Webb", with a small "FE" mark above the end of the signature.

Dana Webb, Administrator
Human Capital Management
Office of Management and Enterprise Services