

1 STATE OF OKLAHOMA

2 2nd Session of the 54th Legislature (2014)

3 COMMITTEE SUBSTITUTE

4 FOR

HOUSE BILL NO. 2639

By: Denney

5
6
7 COMMITTEE SUBSTITUTE

8 An Act relating to the Commissioners of the Land
9 Office; amending 64 O.S. 2011, Section 1011, as last
10 amended by Section 1, Chapter 250, O.S.L. 2013 (64
11 O.S. Supp. 2013, Section 1011), which relates to the
12 Commissioners of the Land Office Revolving Fund;
13 adding use for the cash drawer change fund; changing
14 maximum amount of cash drawer change fund; requiring
15 the filing of proper receipts; amending 64 O.S. 2011,
16 Section 1013, as amended by Section 2, Chapter 70,
17 O.S.L. 2013 (64 O.S. Supp. 2013, Section 1013), which
18 relates to the investment of permanent school and
19 educational funds; changing certain dates; amending
20 64 O.S. 2011, Section 1030, which relates to the
21 requirements for handling of mail; modifying type of
22 documentation required; changing the record where
23 entries are made; amending 64 O.S. 2011, Sections
24 1047 and 1054, which relate to the publication of the
notice of sale; updating statutory language; amending
74 O.S. 2011, Section 840-5.5, as last amended by
Section 30, Chapter 214, O.S.L. 2013 (74 O.S. Supp.
2013, Section 840-5.5), which relates to unclassified
service; modifying unclassified employee positions
for the Commissioners of the Land Office; providing
an effective date; and declaring an emergency.

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

1 SECTION 1. AMENDATORY 64 O.S. 2011, Section 1011, as
2 last amended by Section 1, Chapter 250, O.S.L. 2013 (64 O.S. Supp.
3 2013, Section 1011), is amended to read as follows:

4 Section 1011. A. There is hereby created a revolving fund for
5 the Commissioners of the Land Office to be designated the
6 "Commissioners of the Land Office Revolving Fund". The fund shall
7 be a continuing fund not subject to fiscal year limitations and into
8 which shall be paid all fees that may be collected by the
9 Commissioners of the Land Office, transfers from other revolving
10 funds of the Commissioner of the Land Office and any monies
11 designated for transfer into the fund. In addition, available
12 monies received within an annual period may be added to the fund
13 upon designation by the Secretary of the Land Office, in such case
14 the funds are hereby appropriated and may be budgeted and expended
15 by the Commissioners of the Land Office within the annual period in
16 which received or thereafter in the performance of the
17 constitutional and statutory trust duties of the Commissioners of
18 the Land Office. Monies from the fund may be used to pay for all
19 books, forms, and other necessary equipment and supplies for the
20 installation and maintenance of a modern system of accounting,
21 necessary printing expenses, abstracts, refunds, expenses incidental
22 to the operation of the Land Office, necessary communication and
23 traveling expenses incurred by the employees of the Land Office,
24 attorney fees and litigation expenses, collection costs and

1 expenses, distributions and conservation and commercial property
2 upgrades. The Commissioners of the Land Office may also use monies
3 in the revolving fund for any expenses of the Land Office related to
4 personal services, operating expenses, the purchase of equipment and
5 for the performance of all duties necessary and as may be prescribed
6 to carry out the function of the Land Office. All funds accruing to
7 the fund are hereby appropriated. Monies in the fund may be
8 invested by the State Treasurer in the manner prescribed in Section
9 89.1a et seq. of Title 62 of the Oklahoma Statutes. Interest income
10 derived from the investment of monies in the fund shall be credited
11 to and placed in the fund.

12 B. There is hereby created a cash drawer change fund for the
13 Commissioners of the Land Office. The fund shall be used as cash
14 for the Land Office to make change for customers and for the payment
15 of emergency purchases and bills. The amount held in the fund shall
16 not exceed One Thousand Dollars (\$1,000.00). The initial amount in
17 the fund shall be drawn by warrant from the revolving fund created
18 pursuant to subsection A of this section. All adjustments to the
19 amount retained in the fund shall be by withdrawal and deposit in
20 the revolving fund established pursuant to subsection A of this
21 section upon the filing of a claim with proper receipts showing the
22 disbursement therefrom. ~~No purchases shall be made from the fund.~~
23 Officers, employees or agents of the Land Office shall be prohibited
24 from receiving change from the fund.

1 SECTION 2. AMENDATORY 64 O.S. 2011, Section 1013, as
2 amended by Section 2, Chapter 70, O.S.L. 2013 (64 O.S. Supp. 2013,
3 Section 1013), is amended to read as follows:

4 Section 1013. A. The Commissioners of the Land Office shall be
5 responsible for the investment of the permanent school funds, other
6 educational funds and public building funds solely in the best
7 interests of the current and future beneficiaries. The
8 Commissioners of the Land Office shall make investments:

9 1. For the exclusive purpose of:

10 a. providing maximum benefits to current and future
11 beneficiaries, and

12 b. defraying reasonable expenses of administering the
13 trust funds;

14 2. With the care, skill, prudence and diligence under the
15 circumstances then prevailing that a prudent person acting in a like
16 enterprise of a like character and with like aims would use; and

17 3. By diversifying the investments of the trust funds so as to
18 minimize the risk of large losses.

19 B. The permanent school fund and other educational funds may
20 only be invested in bonds issued in the United States, United States
21 dollar denominated or other investments settled in United States
22 dollars or traded on the United States exchange markets and real
23 property to be owned or acquired by the Commissioners of the Land
24 Office. The Commissioners of the Land Office shall not invest more

1 than sixty percent (60%) of the trust fund investments in equity
2 securities. The Commissioners of the Land Office are further
3 authorized to acquire, purchase, exchange and grant any real
4 property under its jurisdiction as is necessary to carry out the
5 investment in the real property. The Commissioners of the Land
6 Office shall not invest more than three percent (3%) of the total
7 value of the assets of the permanent school funds in connection with
8 investments in real property. In no case shall the Commissioners of
9 the Land Office bid against private sector bidders above the
10 appraised value of any property to be acquired.

11 C. The Commissioners shall establish an investment committee.
12 The investment committee shall be composed of not more than three
13 members of the Commissioners of the Land Office or their designees.
14 The committee shall make recommendations to the Commissioners of the
15 Land Office on all matters related to the choice of managers of the
16 assets of the funds, on the establishment of investment and fund
17 management guidelines, and in planning future investment policy.
18 The committee shall have no authority to act on behalf of the
19 Commissioners of the Land Office in any circumstances whatsoever.
20 No recommendations of the committee shall have effect as an action
21 of the Commissioners of the Land Office or take effect without the
22 approval of the Commissioners as provided by law. The Commissioners
23 shall promulgate and adopt on an annual basis an investment plan.
24 The investment plan shall state the criteria for selecting

1 investment managers, the allocation of assets among investment
2 managers, and established standards of investment and fund
3 management.

4 D. The Commissioners shall retain qualified investment managers
5 to provide for investment of the fund monies pursuant to the
6 investment plan. Investment managers shall be chosen by a
7 solicitation of proposals on a competitive bid basis pursuant to
8 standards set by the Commissioners. Subject to the investment plan,
9 each investment manager shall have full discretion in the management
10 of the funds allocated to said investment managers. The funds
11 allocated to investment managers shall be actively managed by them,
12 which may include selling investments and realizing losses if the
13 action is considered advantageous to longer term return
14 maximization. Because of the total return objective, no distinction
15 shall be made for management and performance evaluation purposes
16 between realized and unrealized capital gains and losses.

17 E. The Commissioners shall take any measures they deem
18 appropriate to safeguard custody of securities and other assets of
19 the trusts.

20 F. By ~~August~~ September 1 of each year, the Commissioners shall
21 develop a written investment plan for the trust funds.

22 G. The Commissioners shall compile a quarterly financial report
23 showing the performance of all the combined funds under their
24 control on a fiscal year basis. The report shall contain a list of

1 all investments made by the Commissioners and a list of any
2 commissions, fees or payments made for services regarding the
3 investments for that reporting period. The report shall be based on
4 market values and shall be compiled pursuant to uniform reporting
5 standards prescribed by the Oklahoma State Pension Commission for
6 all state retirement systems. The report shall be distributed to
7 the Oklahoma State Pension Commission, the Cash Management and
8 Investment Oversight Commission, and the Legislative Service Bureau.

9 H. Before ~~October~~ January 1 of each year, the Commissioners
10 shall publish an annual report of all Trust operations, presented in
11 a simple and easily understood manner to the extent possible. The
12 report shall be submitted to the Governor, the Speaker of the House
13 of Representatives, the President Pro Tempore of the Senate, the
14 State Department of Education and each higher education beneficiary.
15 The annual report shall cover the operation of the Trusts during the
16 past fiscal year, including income, disbursements and the financial
17 condition of the Trusts at the end of each fiscal year on a cash
18 basis. The annual report shall also contain a summary of the assets
19 of each trust and current market value as of the report date.

20 I. The Cash Management and Investment Oversight Commission
21 shall review reports prepared by the Commissioners of the Land
22 Office pursuant to this subsection and shall make recommendations
23 regarding the investment strategies and practices, the development
24

1 of internal auditing procedures and practices and any other matters
2 as determined necessary and applicable.

3 J. The Commissioners of the Land Office shall select one
4 custodial bank to settle transactions involving the investment of
5 the funds under the control of the Commissioners of the Land Office.
6 The Commissioners of the Land Office shall review the performance of
7 the custodial bank at least once every year. The Commissioners of
8 the Land Office shall require a written competitive bid every five
9 (5) years. The custodial bank shall have a minimum of Five Hundred
10 Million Dollars (\$500,000,000.00) in assets to be eligible for
11 selection. Any out-of-state custodial bank shall have a service
12 agent in the State of Oklahoma so that service of summons or legal
13 notice may be had on the designated agent, and the bank shall submit
14 to the jurisdiction of Oklahoma state courts for resolution of any
15 and all disputes. In order to be eligible for selection, the
16 custodial bank shall allow electronic access to all transaction and
17 portfolio reports maintained by the custodial bank involving the
18 investment of state funds under control of the Commissioners of the
19 Land Office and to the Cash Management and Investment Oversight
20 Commission. The requirement for electronic access shall be
21 incorporated into any contract between the Commissioners of the Land
22 Office and the custodial bank. Neither the Commissioners of the
23 Land Office nor the custodial bank shall permit any of the funds
24 under the control of the Commissioners of the Land Office or any of

1 the documents, instruments, securities or other evidence of a right
2 to be paid money to be located in any place other than within a
3 jurisdiction or territory under the control or regulatory power of
4 the United States government.

5 SECTION 3. AMENDATORY 64 O.S. 2011, Section 1030, is
6 amended to read as follows:

7 Section 1030. The Secretary of the Land Office shall cause all
8 mail received by the Land Office to be opened by some employee
9 designated by the Secretary, assisted by two other employees not
10 connected with the cashier's office, whose duty shall be to examine
11 all incoming mail and make a proper ~~duplicate~~ reception record of
12 all monies received. The ~~original copy~~ reception record shall be
13 delivered to the Secretary and the duplicate delivered to the
14 cashier. The entries on the reception record shall be made at the
15 time of the opening of the letters and when completed shall be
16 signed by the maker and witnessed by the employees assisting, who
17 shall also sign. All cash and cash equivalents, together with
18 ~~duplicate the~~ reception record, shall be immediately delivered to
19 the cashier who shall give a receipt therefor by signing the
20 original copy of the reception record, and who shall make proper
21 entries on the ~~record as provided above~~ financial records of the
22 Land Office showing the amount so received. The Secretary to the
23 Commissioners of the Land Office and the cashier are charged jointly
24 and severally with the proper keeping and it is hereby made their

1 duty to see that the above and foregoing reception ~~records are~~
2 record is correctly kept. Alternatively, or in addition to the
3 procedures set forth in this section, the Secretary may also
4 purchase lock box collection services from an appropriate vendor for
5 the handling, collection and processing of mail. Lock box services
6 may include collecting Land Office mail from a specified post
7 office, sorting, totaling, and recording payments, processing the
8 items and making deposits.

9 SECTION 4. AMENDATORY 64 O.S. 2011, Section 1047, is
10 amended to read as follows:

11 Section 1047. Before selling any public, state or school lands,
12 the Commissioners of the Land Office shall advertise the fact that
13 ~~such~~ the sale shall be had by publication in four consecutive issues
14 of at least one weekly newspaper of general circulation in the
15 county in which said lands are situated. ~~Such~~ The notice shall
16 state the time, place and terms of sale, give a brief description of
17 the land and improvements, and of the appraised value of the land
18 and the appraised value of the improvements, and state that any
19 further information that is desired may be obtained by addressing
20 the Secretary to the Commissioners of the Land Office.

21 SECTION 5. AMENDATORY 64 O.S. 2011, Section 1054, is
22 amended to read as follows:

23 Section 1054. Before selling lands and improvements authorized
24 to be sold, the Commissioners of the Land Office shall advertise the

1 sale by publication calculated to bring the highest and best bids.
2 The advertisement shall be at a minimum published in a newspaper of
3 general circulation in the county in which the land is situated for
4 fifteen (15) days prior to the date of sale. The notice shall state
5 the time and place of sale ~~and~~, the quantity of land to be sold and
6 the purposes of the sale.

7 SECTION 6. AMENDATORY 74 O.S. 2011, Section 840-5.5, as
8 last amended by Section 30, Chapter 214, O.S.L. 2013 (74 O.S. Supp.
9 2013, Section 840-5.5), is amended to read as follows:

10 Section 840-5.5 A. The following offices, positions, and
11 personnel shall be in the unclassified service and shall not be
12 placed under the classified service:

13 1. Persons chosen by popular vote or appointment to fill an
14 elective office, and their employees, except the employees of the
15 Corporation Commission, the State Department of Education and the
16 Department of Labor;

17 2. Members of boards and commissions, and heads of agencies;
18 also one principal assistant or deputy and one executive secretary
19 for each state agency;

20 3. All judges, elected or appointed, and their employees;

21 4. Persons employed with one-time, limited duration, federal or
22 other grant funding that is not continuing or indefinitely
23 renewable. The length of the unclassified employment shall not
24

1 exceed the period of time for which that specific federal funding is
2 provided;

3 5. All officers and employees of The Oklahoma State System of
4 Higher Education, State Board of Education and Oklahoma Department
5 of Career and Technology Education;

6 6. Persons employed in a professional or scientific capacity to
7 make or conduct a temporary and special inquiry, investigation, or
8 examination on behalf of the Legislature or a committee thereof or
9 by authority of the Governor. These appointments and authorizations
10 shall terminate on the first day of the regular legislative session
11 immediately following the appointment, if not terminated earlier.
12 However, nothing in this paragraph shall prevent the reauthorization
13 and reappointment of any such person. Any such appointment shall be
14 funded from the budget of the appointing authority;

15 7. Election officials and employees;

16 8. Temporary employees employed to work less than one thousand
17 (1,000) hours in any twelve-month period, and seasonal employees
18 employed by the Oklahoma Tourism and Recreation Department pursuant
19 to Section 2241 of this title who work less than one thousand six
20 hundred (1,600) hours in any twelve-month period;

21 9. Department of Public Safety employees occupying the
22 following offices or positions:

- 23 a. administrative aides to the Commissioner,
- 24 b. executive secretaries to the Commissioner,

- 1 c. the Governor's representative of the Oklahoma Highway
2 Safety Office who shall be appointed by the Governor,
3 d. Highway Patrol Colonel,
4 e. Highway Patrol Lieutenant Colonel,
5 f. Director of Finance,
6 g. noncommissioned pilots,
7 h. Information Systems Administrator,
8 i. Law Enforcement Telecommunications System Specialist,
9 j. Director of Driver Compliance,
10 k. Director of Transportation Division,
11 l. Director of the Oklahoma Highway Safety Office,
12 m. Civil Rights Administrator,
13 n. Budget Analyst,
14 o. Comptroller,
15 p. Chaplain,
16 q. Helicopter Mechanic,
17 r. Director of Safety Compliance,
18 s. Human Resources Director,
19 t. Administrator of Department Services, and
20 u. a maximum of seven (7) positions for the purpose of
21 administering programs in the Oklahoma Highway Safety
22 Office, within full-time employee limitations of the
23 Department, employed with federal funding that is
24 continuing or indefinitely renewable. The

1 authorization for such positions shall be terminated
2 if the federal funding for positions is discontinued;
3 provided, any person appointed to a position prescribed in
4 subparagraph d or e of this paragraph shall have a right of return
5 to the classified commissioned position without any loss of rights,
6 privileges or benefits immediately upon completion of the duties in
7 the unclassified commissioned position;

8 10. Professional trainees only during the prescribed length of
9 their course of training or extension study;

10 11. Students who are employed on a part-time basis, which shall
11 be seventy-five percent (75%) of a normal forty-hour work week or
12 thirty (30) hours per week, or less, or on a full-time basis if the
13 employment is pursuant to a cooperative education program such as
14 that provided for under Title I IV-D of the Higher Education Act of
15 1965 (20 U.S.C. 1087a-1087c), as amended, and who are regularly
16 enrolled in:

17 a. an institution of higher learning within The Oklahoma
18 State System of Higher Education,

19 b. an institution of higher learning qualified to become
20 coordinated with The Oklahoma State System of Higher
21 Education. For purposes of this section, a student
22 shall be considered a regularly enrolled student if
23 the student is enrolled in a minimum of five (5) hours
24 of accredited graduate courses or a minimum of ten

1 (10) hours of accredited undergraduate courses,
2 provided, however, the student shall only be required
3 to be enrolled in a minimum of six (6) hours of
4 accredited undergraduate courses during the summer, or

5 c. high school students regularly enrolled in a high
6 school in Oklahoma and regularly attending classes
7 during such time of enrollment;

8 12. The spouses of personnel who are employed on a part-time
9 basis to assist or work as a relief for their spouses in the
10 Oklahoma Tourism and Recreation Department;

11 13. Service substitute attendants who are needed to replace
12 museum and site attendants who are unavoidably absent. Service
13 substitutes may work as part-time or full-time relief for absentees
14 for a period of not more than four (4) weeks per year in the
15 Oklahoma Historical Society sites and museums; such substitutes will
16 not count towards the agency's full-time-equivalent (FTE) employee
17 limit;

18 14. Employees of the Oklahoma House of Representatives, the
19 State Senate, or the Legislative Service Bureau;

20 15. Corporation Commission personnel occupying the following
21 offices and positions:

22 a. Administrative aides, and executive secretaries to the
23 Commissioners,
24

- b. Directors of all the divisions, personnel managers and comptrollers,
- c. General Counsel,
- d. Public Utility Division Chief Engineer,
- e. Public Utility Division Chief Accountant,
- f. Public Utility Division Chief Economist,
- g. Public Utility Division Deputy Director,
- h. Secretary of the Commission,
- i. Deputy Conservation Director,
- j. Manager of Pollution Abatement,
- k. Manager of Field Operations,
- l. Manager of Technical Services,
- m. Public Utility Division Chief of Telecommunications,
- n. Director of Information Services,
- o. All Data Processing employees hired on or after September 1, 2005,
- p. All Public Utilities employees hired on or after September 1, 2007,
- q. All Regulatory Program Managers hired on or after September 1, 2007, and
- r. All Pipeline Safety Department employees hired on or after September 1, 2008;

16. At the option of the employing agency, the Supervisor, Director, or Educational Coordinator in any other state agency

1 having a primary responsibility to coordinate educational programs
2 operated for children in state institutions;

3 17. Department of Mental Health and Substance Abuse Services
4 personnel occupying the following offices and positions at each
5 facility:

- 6 a. Director of Facility,
- 7 b. Deputy Director for Administration,
- 8 c. Clinical Services Director,
- 9 d. Executive Secretary to Director, and
- 10 e. Directors or Heads of Departments or Services;

11 18. Office of Management and Enterprise Services personnel
12 occupying the following offices and positions:

- 13 a. State Comptroller,
- 14 b. Administrative Officers,
- 15 c. Alternator Claims Auditor,
- 16 d. Employees hired to fulfill state compliance agency
17 requirements under Model Tribal Gaming Compacts,
- 18 e. Employees of the Budget Division,
- 19 f. Employees of the Fiscal and Research Division,
- 20 g. Employees hired to work on the CORE Systems Project;
21 and
- 22 h. The following employees of the Information Services
23 Division:
 - 24 (1) Information Services Division Manager,

- 1 (2) Network Manager,
- 2 (3) Network Technicians,
- 3 (4) Security Manager,
- 4 (5) Contracts/Purchasing Manager,
- 5 (6) Operating and Applications Manager,
- 6 (7) Project Manager,
- 7 (8) Help Desk Manager,
- 8 (9) Help Desk Technicians,
- 9 (10) Quality Assurance Manager,
- 10 (11) ISD Analysts,
- 11 (12) CORE Manager,
- 12 (13) Enterprise System/Database Software Manager,
- 13 (14) Data Center Operations and Production Manager,
- 14 (15) Voice Communications Manager,
- 15 (16) Applications Development Manager,
- 16 (17) Projects Manager,
- 17 (18) PC's Manager,
- 18 (19) Servers Manager,
- 19 (20) Portal Manager,
- 20 (21) Procurement Specialists,
- 21 (22) Security Technicians,
- 22 (23) Enterprise Communications and Network
23 Administrator,
- 24 (24) Server Support Specialists,

- 1 (25) Senior Server Support Specialists,
- 2 (26) Systems Support Specialists,
- 3 (27) Senior Systems Support Specialists,
- 4 (28) Chief Technology Officer,
- 5 (29) Facility Manager,
- 6 (30) Application Development Specialists,
- 7 (31) Senior Application Development Specialists,
- 8 (32) Workstation Specialists,
- 9 (33) Senior Workstation Specialists,
- 10 (34) Cabling Infrastructure Administration,
- 11 (35) Planning Specialists,
- 12 (36) Senior Planning Specialists,
- 13 (37) Network Specialists,
- 14 (38) Senior Network Specialists,
- 15 (39) Voice Communication Specialists, and
- 16 (40) Senior Voice Communication Specialists;

17 19. Employees of the Oklahoma Industrial Finance Authority;

18 20. Those positions so specified in the annual business plan of
19 the Oklahoma Department of Commerce;

20 21. Those positions so specified in the annual business plan of
21 the Oklahoma Center for the Advancement of Science and Technology;

22 22. The following positions and employees of the Oklahoma
23 School of Science and Mathematics:

24

- a. positions for which the annual salary is Twenty-four Thousand One Hundred Ninety-three Dollars (\$24,193.00) or more, as determined by the Office of Management and Enterprise Services, provided no position shall become unclassified because of any change in salary or grade while it is occupied by a classified employee,
- b. positions requiring certification by the State Department of Education, and
- c. positions and employees authorized to be in the unclassified service of the state elsewhere in this section or in subsection B of this section;

23. Office of Management and Enterprise Services employees occupying the following positions:

- a. the Carl Albert Internship Program Coordinator,
- b. one Administrative Assistant,
- c. one Workforce Planning Manager,
- d. Assistant Administrators,
- e. one Associate Administrator, and
- f. Division Directors;

24. Department of Labor personnel occupying the following offices and positions:

- a. two Deputy Commissioners,
- b. two Executive Secretaries to the Commissioner,
- c. Chief of Staff,

- 1 d. two Administrative Assistants,
- 2 e. Information Systems Administrator,
- 3 f. three Safety and Health Directors,
- 4 g. Research Director,
- 5 h. Employment Standards Director,
- 6 i. Asbestos Director,
- 7 j. General Counsel,
- 8 k. one Legal Secretary,
- 9 l. one Docket Clerk, and
- 10 m. two Information Systems Application Specialists;

11 25. The State Bond Advisor and his or her employees;

12 26. The Oklahoma Employment Security Commission employees
13 occupying the following positions:

- 14 a. Associate Director,
- 15 b. Secretary to the Associate Director, and
- 16 c. Assistant to the Executive Director;

17 27. Officers and employees of the State Banking Department;

18 28. Officers and employees of the University Hospitals

19 Authority except personnel in the state classified service pursuant
20 to Section 3211 of Title 63 of the Oklahoma Statutes and members of
21 the University Hospitals Authority Model Personnel System created
22 pursuant to subsection E of Section 3211 of Title 63 of the Oklahoma
23 Statutes or as otherwise provided for in Section 3213.2 of Title 63
24 of the Oklahoma Statutes;

1 29. Alcoholic Beverage Laws Enforcement Commission employees
2 occupying the following positions:

- 3 a. three Administrative Service Assistant positions,
4 however, employees in such positions who are in the
5 unclassified service on June 4, 2003, may make an
6 election to be in the classified service without a
7 loss in salary by September 1, 2003, and
- 8 b. the Deputy Director position in addition to the one
9 authorized by paragraph 2 of this subsection;

10 30. The Oklahoma State Bureau of Investigation employees
11 occupying the following positions:

- 12 a. five assistant directors,
- 13 b. six special investigators,
- 14 c. one information representative,
- 15 d. one federally funded physical evidence technician,
- 16 e. four federally funded laboratory analysts,
- 17 f. a maximum of fourteen positions employed for the
18 purpose of managing the automated information systems
19 of the agency,
- 20 g. one executive secretary in addition to the one
21 executive secretary authorized pursuant to paragraph 2
22 of this subsection,
- 23 h. Child Abuse Response Team (CART) investigator,

- 1 i. Child Abuse Response Team (CART) forensic interviewer,
2 and
3 j. nine administration and research positions and five
4 data processing and information technology positions
5 transferred from the Criminal Justice Resource Center
6 pursuant to Section 150.17a of this title;

7 31. The Department of Transportation, the following positions:

- 8 a. Director of the Oklahoma Aeronautics Commission,
9 b. five Department of Transportation Assistant Director
10 positions,
11 c. eight field division engineer positions,
12 d. one pilot position,
13 e. five Project Manager Positions, and
14 f. five Transportation Coordinators;

15 32. Commissioners of the Land Office employees occupying the
16 following positions:

- 17 a. ~~Director of the Investments Division~~ Chief Financial
18 Officer,
19 b. ~~Assistant Director of the Investments Division~~ two
20 Assistant Directors of Financial Services,
21 c. ~~one Administrative Assistant~~ two Archivists,
22 d. one Audit Tech position,
23 e. ~~one~~ two Auditor I ~~position~~ positions,
24 f. two Accounting Tech I positions,

- 1 g. two Administrative Assistant ~~±~~ positions,
- 2 h. ~~two~~ one Imaging Specialist ~~positions~~ position,
- 3 i. one Information Systems Specialist position,
- 4 j. Director of Communications,
- 5 k. Director of Royalty Compliance,
- 6 l. Director of Mineral Management,
- 7 m. ~~Director of Accounting~~ Accountant or Certified Public
- 8 Accountant,
- 9 n. ~~Chief of Staff~~ Commercial Property Manager,
- 10 o. ~~First~~ Assistant Secretary,
- 11 p. Director of Real Estate Management,
- 12 q. one executive ~~secretary~~ assistant,
- 13 r. one legal secretary, and
- 14 s. one ~~legal assistant~~ secretary,
- 15 t. one Assistant Commercial Property Manager,
- 16 u. one Oil and Gas Production Advisor or Geologist,
- 17 v. one Soil Conservationist,
- 18 w. one Administrative Programs Officer, and
- 19 x. one Geographic Information Systems Specialist;

20 33. Within the Oklahoma State Bureau of Narcotics and Dangerous
21 Drugs Control Commission, the following positions:

- 22 a. six Narcotics Agent positions and three Typist
23 Clerk/Spanish transcriptionists, including a Typist
24 Clerk Supervisor/Spanish transcriptionist, provided,

1 authorization for such positions shall be terminated
2 if the federal funding for the positions is
3 discontinued,

4 b. one executive secretary in addition to the one
5 authorized pursuant to paragraph 2 of this subsection,

6 c. one fiscal officer,

7 d. one full-time Programmer, and

8 e. one full-time Network Engineer;

9 34. The Military Department of the State of Oklahoma is
10 authorized such unclassified employees within full-time employee
11 limitations to work in any of the Department of Defense directed
12 youth programs, the State of Oklahoma Juvenile Justice youth
13 programs, those persons reimbursed from Armory Board or Billeting
14 Fund accounts, and skilled trade positions;

15 35. Within the Oklahoma Commission on Children and Youth the
16 following unclassified positions:

17 a. one Oversight Specialist and one Community Development
18 Planner,

19 b. one State Plan Grant Coordinator, provided
20 authorization for the position shall be terminated
21 when federal support for the position by the United
22 States Department of Education Early Intervention
23 Program is discontinued,
24

- c. one executive secretary in addition to the one authorized pursuant to paragraph 2 of this subsection, and
- d. one Programs Manager;

36. The following positions and employees of the Office of Management and Enterprise Services:

- a. one Executive Secretary in addition to the Executive Secretary authorized by paragraph 2 of this subsection,
- b. the Director of Central Purchasing,
- c. one Alternate Fuels Administrator,
- d. one Director of Special Projects,
- e. three postauditors,
- f. four high-technology contracting officers,
- g. one Executive Assistant to the Purchasing Director,
- h. four Contracts Managers,
- i. one Associate Director,
- j. one specialized HiTech/Food Contracting Officer,
- k. one State Use Contracting Officer,
- l. one Property Distribution Administrator,
- m. three licensed architects assigned to the Construction and Properties Division,
- n. three licensed engineers assigned to the Construction and Properties Division,

- 1 o. eight construction consultants assigned to the
- 2 Construction and Properties Division,
- 3 p. one attorney assigned to the Construction and
- 4 Properties Division,
- 5 q. three positions assigned to the Information Services
- 6 Division, which shall include one Information
- 7 Technology Manager, one Applications Specialist and
- 8 one Data Planning Specialist,
- 9 r. four positions assigned to Fleet Management, which
- 10 shall include one Deputy Fleet Manager and three
- 11 Management Analysts,
- 12 s. one Chief Auditor,
- 13 t. one Assistant Director of Central Purchasing Division,
- 14 u. one Professional Errors and Omissions Liability
- 15 Adjuster,
- 16 v. three Strategic Sourcing Managers,
- 17 w. three Strategic Sourcing Assistant Managers, and
- 18 x. two Printing Services Brokers;

19 37. Oklahoma Water Resources Board personnel occupying the
20 following offices and positions:

- 21 a. four Water Quality Assistant Division Chiefs,
- 22 b. four Water Resources Division Chiefs, and
- 23 c. Director of Water Planning;

1 38. J.D. McCarty Center for Children with Developmental
2 Disabilities personnel occupying the following offices and
3 positions:

- 4 a. Physical Therapists,
- 5 b. Physical Therapist Assistants,
- 6 c. Occupational Therapists,
- 7 d. Certified Occupational Therapist Aides, and
- 8 e. Speech Pathologists;

9 39. The Development Officer, the Director of the State Museum
10 of History and the Cherokee Strip Regional Heritage Center Director
11 within the Oklahoma Historical Society;

12 40. Oklahoma Department of Agriculture, Food, and Forestry
13 personnel occupying the following positions:

- 14 a. one Executive Secretary in addition to the Executive
15 Secretary authorized by paragraph 2 of this subsection
16 and one Executive Assistant,
- 17 b. nineteen Agricultural Marketing Coordinator III
18 positions,
- 19 c. temporary fire suppression personnel, regardless of
20 the number of hours worked, who are employed by the
21 Oklahoma Department of Agriculture, Food, and
22 Forestry; provided, however, notwithstanding the
23 provisions of any other section of law, the hours
24 worked by such employees shall not entitle such

1 employees to any benefits received by full-time
2 employees,

- 3 d. one Information Technology Specialist,
- 4 e. one Director of Administrative Services,
- 5 f. one Water Quality Consumer Complaint Coordinator,
- 6 g. one hydrologist position,
- 7 h. Public Information Office Director,
- 8 i. one Information Technology Technician,
- 9 j. Legal Services Director,
- 10 k. Animal Industry Services Director,
- 11 l. Agricultural Environmental Management Services
12 Director,
- 13 m. Forestry Services Director,
- 14 n. Plant Industry and Consumer Services Director,
- 15 o. one Grants Administrator position,
- 16 p. Director of Laboratory Services,
- 17 q. Chief of Communications,
- 18 r. Public Information Manager,
- 19 s. Inventory/Supply Officer,
- 20 t. five Agriculture Field Inspector positions assigned
21 the responsibility for conducting inspections and
22 audits of agricultural grain storage warehouses. All
23 other Agriculture Field Inspector positions and
24 employees of the Oklahoma Department of Agriculture,

1 Food, and Forestry shall be classified and subject to
2 the provisions of the Merit System of Personnel
3 Administration. On November 1, 2002, all other
4 unclassified Agriculture Field Inspectors shall be
5 given status in the classified service as provided in
6 Section 840-4.2 of this title,

- 7 u. Rural Fire Coordinator,
- 8 v. one Agricultural Marketing Coordinator I,
- 9 w. Food Safety Division Director,
- 10 x. two Environmental Program Specialists,
- 11 y. two Scale Technicians,
- 12 z. two Plant Protection Specialists, and
- 13 aa. Chief Agent;

14 41. The Contracts Administrator within the Oklahoma State
15 Employees Benefits Council;

16 42. The Development Officer within the Oklahoma Department of
17 Libraries;

18 43. Oklahoma Real Estate Commission personnel occupying the
19 following offices and positions:

- 20 a. Educational Program Director, and
- 21 b. Data Processing Manager;

22 44. A Chief Consumer Credit Examiner for the Department of
23 Consumer Credit;

1 45. All officers and employees of the Oklahoma Capitol Complex
2 and Centennial Commemoration Commission;

3 46. All officers and employees of the Oklahoma Motor Vehicle
4 Commission;

5 47. One Museum Archivist of The Will Rogers Memorial
6 Commission;

7 48. One Fire Protection Engineer of the Office of the State
8 Fire Marshal;

9 49. Acting incumbents employed pursuant to Section 209 of Title
10 44 or Section 48 of Title 72 of the Oklahoma Statutes who shall not
11 be included in any limitation on full-time equivalency imposed by
12 law on an agency. Permanent classified employees may request a
13 leave of absence from classified status and accept an unclassified
14 appointment and compensation as an acting incumbent with the same
15 agency; provided, the leave shall expire no later than two (2) years
16 from the date of the acting incumbent appointment. An appointing
17 authority may establish unclassified positions and appoint
18 unclassified employees to perform the duties of a permanent
19 classified employee who is on leave of absence from a classified
20 position to serve as an acting incumbent. All unclassified
21 appointments created pursuant to this paragraph shall expire no
22 later than two (2) years from the date of appointment. Classified
23 employees accepting unclassified appointments and compensation
24 pursuant to this paragraph shall be entitled to participate without

1 interruption in any benefit programs available to classified
2 employees, including retirement and insurance programs. Immediately
3 upon termination of an unclassified appointment pursuant to this
4 paragraph, an employee on assignment from the classified service
5 shall have a right to be restored to the classified service and
6 reinstated to the former job family level and compensation plus any
7 adjustments and increases in salary or benefits which the employee
8 would have received but for the leave of absence;

9 50. The Oklahoma Homeland Security Director and all other
10 positions assigned the responsibilities of working in the Oklahoma
11 Office of Homeland Security;

12 51. The following eighteen (18) positions in the State
13 Department of Health:

- 14 a. one surveillance supervisor,
- 15 b. one surveillance project monitor,
- 16 c. two bilingual interviewers,
- 17 d. eight senior interviewers, and
- 18 e. six interviewers;

19 52. State Board of Licensure for Professional Engineers and
20 Land Surveyors personnel occupying the following offices and
21 positions:

- 22 a. one Director of Enforcement, and
- 23 b. two Board Investigators;

24

1 53. One Information Systems Data Management Analyst of the
2 State and Education Employees Group Insurance Board;

3 54. Two Management Information Systems positions of the Office
4 of Juvenile Affairs; and

5 55. Heads of agencies, principal assistants or deputies and
6 executive secretaries of an agency that is consolidated into another
7 agency.

8 B. If an agency has the authority to employ personnel in the
9 following offices and positions, the appointing authority shall have
10 the discretion to appoint personnel to the unclassified service:

11 1. Licensed medical doctors, osteopathic physicians, dentists,
12 psychologists, and nurses;

13 2. Certified public accountants;

14 3. Licensed attorneys;

15 4. Licensed veterinarians; and

16 5. Licensed pharmacists.

17 C. Effective July 1, 1996, authorization for unclassified
18 offices, positions, or personnel contained in a bill or joint
19 resolution shall terminate June 30 of the ensuing fiscal year after
20 the authorization unless the authorization is codified in the
21 Oklahoma Statutes or the termination is otherwise provided in the
22 legislation.

23 D. The appointing authority of agencies participating in the
24 statewide information systems project may establish unclassified

1 positions and appoint unclassified employees to the project as
2 needed. Additional unclassified positions may be established, if
3 required, to appoint an unclassified employee to perform the duties
4 of a permanent classified employee who is temporarily absent from a
5 classified position as a result of assignment to this project. All
6 unclassified appointments under this authority shall expire no later
7 than December 31, 2007, and all unclassified positions established
8 to support the project shall be abolished. Both the positions and
9 appointments resulting from this authority shall be exempt from any
10 agency FTE limitations and any limits imposed on the number of
11 unclassified positions authorized. Permanent classified employees
12 may request a leave of absence from classified status and accept an
13 unclassified appointment and compensation with the same agency under
14 the provisions of this subsection; provided, the leave shall expire
15 no later than December 31, 2007. Employees accepting the
16 appointment and compensation shall be entitled to participate
17 without interruption in any benefit programs available to classified
18 employees, including retirement and insurance programs. Immediately
19 upon termination of an unclassified appointment pursuant to this
20 subsection, an employee on assignment from the classified service
21 shall have a right to be restored to the classified service and
22 reinstated to the former job family level and compensation plus any
23 adjustments and increases in salary or benefits which the employee
24 would have received but for the leave of absence.

1 SECTION 7. This act shall become effective July 1, 2014.

2 SECTION 8. It being immediately necessary for the preservation
3 of the public peace, health and safety, an emergency is hereby
4 declared to exist, by reason whereof this act shall take effect and
5 be in full force from and after its passage and approval.

6
7 54-2-10263 LRB 02/20/14
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24