



OBM

MEMORANDUM

TO: Directors, Human Resource Administrators and Fiscal Officers of Agencies, Boards and Commissions

FROM: J. Pari Sabety, Director 

RE: Implementation of Temporary Hiring Control Process

DATE: January 19, 2007

Governor Strickland has instructed the Office of Budget and Management and the Department of Administrative Services to work in cooperation to implement a temporary hiring control process. This process will be in effect until **March 31, 2007** and may be amended as circumstances warrant.

The purpose of this memorandum is to inform agency directors and key staff of the temporary hiring control process and its implementation.

The Scope and Purpose of the Temporary Hiring Control Process

All state agencies are subject to the temporary hiring control process with the exception of the Attorney General, Auditor of State, Treasurer of State, Secretary of State and the agencies of the Judicial and Legislative Branches.

Effective immediately, agencies subject to the hiring control process are to cease all actions to create, post and fill positions. Agencies subject to the hiring control process will not be permitted to create positions, post positions or hire personnel unless they are needed to perform functions essential to maintain safety, security and health of Ohio's citizens or the collection of general revenues. The limitations on hiring affect all original appointments, promotions, demotions, reclassifications, recalls, and reinstatements, regardless of funding source.

The hiring control process has been ordered by the Governor to enable proper assessment of personnel levels and costs statewide. Limiting hiring to those positions most essential to the functioning of the state government will support and facilitate these goals.

Methods to Control Hiring

Four activities will be implemented to control hiring, as follows:

- Continuation of the Office of Budget and Management's review and approval of all full-time and part-time permanent positions prior to posting and hiring (no classifications are exempt from this process);
- Employment of OAKS system controls to block agencies' ability to complete personnel actions to hire, rehire, transfer, promote and demote except in the following exempted classifications:
 - o Direct care staff in institutions;
 - o Security staff in institutions;
 - o Revenue generating positions in the Lottery Commission and the Department of Taxations; and
 - o Any position with a pay range below \$20 per hour

The specific classifications (job codes) not subject to the OAKS system controls are attached to the implementation document included with this memorandum.

- Review of personnel actions for unclassified positions with an hourly rate of pay of \$20 or greater by the Governor's Office (classifications exempt from the OAKS system controls noted above are exempt from review by the Governor's Office);
- Monitoring of all personnel actions through reports.

Expectations of Agencies

Agency directors and administrators are expected to devote increased attention to the decisions made regarding all personnel actions, especially hiring, promotion, reclassification and transfer of personnel between agencies (and between institutions within an agency).

In summary, agencies are expected to:

- Cease all actions to create, post or fill positions not essential to the performance of the agency's mission;
- Give careful thought before deciding to create, post or fill all positions exempt from the temporary hiring control;
- Receive position approval from OBM prior to posting positions and making offers to prospective employees;
- Prioritize their requests for both new positions and hiring for vacant positions prior to submission to the OBM budget analyst for review;
- Limit requests to positions essential to the performance of the agency's mission;
- Limit requests to establish and fill positions within the personnel ceiling established for their agency; and—
- Advise all prospective employees that start dates are tentative and all offers are conditional until the position has been approved by OBM and the personnel action in question has been approved by the Governor's Office, as applicable.

Additional detail regarding the hiring control process, including how to address personnel actions already in process, is attached to this correspondence. If you have any questions regarding this memorandum, please contact Rebecca Vazquez-Skillings, OBM Chief for Special Projects at Rebecca.Skillings@obm.state.oh.us, Janine Ashanin, DAS Human Resources Policy Staff at Janine.Ashanin@das.state.oh.us, or Katrina Edley, DAS Human Resources Analyst at Katrina.Edley@das.state.oh.us.

Your cooperation with this process is greatly appreciated.

C: Carol Nolan Drake, DAS Acting Director
Clare Long, DAS/HRD Deputy Director
Christine Thompson, Gubernatorial Transition Team
David White, OAKS Program Manager

Attachments: Implementation of the Temporary Hiring Control Process
List of Job Codes Exempt from OAKS Controls
Temporary Hiring Control Process Matrix
December 6, 2006 Position Approval Memo

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Effective immediately, agencies subject to the temporary hiring control process shall **cease all actions to create, post or fill positions**. The hiring control process has been ordered by the Governor to enable proper assessment of personnel levels and costs statewide during this time of gubernatorial transition and transition to the new OAKS system. Limiting hiring to those positions most essential to the functioning of the state government will support and facilitate these goals.

Following are four hiring controls that will be in place through March 31, 2007:

I. **AGENCIES MUST SEEK OBM APPROVAL TO CREATE ALL PERMANENT FULL-TIME AND PART-TIME POSITIONS PRIOR TO POSTING (NO EXEMPTED JOB CODES)**

In an effort to continue management of the personnel ceiling, all permanent positions (full-time and part-time) must be approved by OBM prior to posting or processing personnel actions. However, agencies are to *limit requests for approval of positions needed to perform essential functions of state government. Agencies must not submit requests for positions that are not essential.*

The Office of Budget and Management will continue the position approval process implemented on December 24, 2006 (December 6, 2006 memorandum attached) with the following modifications:

- Agencies are not to request positions that would exceed its current personnel ceiling.
- Approval will be limited to positions that are essential to the performance of essential duties, specifically those associated with health, public safety and general revenue collections.
- Agency shall submit their requests to their OBM budget analyst with the following information:
 - The applicable HCM position number;
 - State why the position is essential and justify the need;
 - Explain the impact to the agency's operations if the position is not filled; and
 - An estimate of costs, the proposed funding source and statement of affordability

Please send requests via e-mail with a subject header title of "Request to Waive Hiring Control."

Positions approved as a result of the earlier process will remain approved; that is, agencies will not need to resubmit requests for these positions. However, agencies will have an opportunity to reprioritize earlier requested positions.

Non-Permanent Positions Not Requiring Approval from OBM

Appointment types not subject to OBM's review and approval will be monitored through reports or other DAS activities. Positions that do not require OBM review and approval (all non-permanent appointment types) will be given an "Approved" position status. OAKS will run a program to approve such positions in the system on a nightly basis.

Personnel actions for non-permanent positions are still subject to the OAKS system controls, with the exception of exempted job codes. (See below section titled "**Process for Personnel Actions Subject to Hiring Controls**".)

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II. AGENCIES WILL NOT BE ABLE TO HIRE, REHIRE, TRANSFER, PROMOTE OR DEMOTE PERSONNEL IN OAKS, WITH LIMITED EXEMPTIONS NOTED ON ATTACHMENT 2.

OAKS is programmed to prevent an agency from saving any of the action codes related to hire, rehire, transfer, promotion, or demotion. As a result, the Personnel Actions (PA) will have to be entered into OAKS by the Department of Administrative Services (DAS), if an agency is given approval. Agencies must *limit submission of PAs to positions needed to perform essential functions of state government. Agencies must not submit PAs for positions that are not essential.*

Process for Personnel Actions Exempt from Hiring Controls

Agencies will be able to enter and save PAs in OAKS for the following exempted job codes:

- Direct care staff in institutions;
- Security staff in institutions;
- Revenue generating positions in the Lottery Commission and the Department of Taxations; and
- Any position with a pay range below \$20 per hour

Agencies can process personnel actions for exempted positions following its normal PA processing procedures. DAS does not need to enter these PAs into OAKS and review by the Governor's Office is not required. OAKS will not prevent an agency from completing and saving an action for the exempted job codes.

OBM approval of these positions in OAKS is still required (See Section I).

Process for Personnel Actions Subject to Hiring Controls

Agencies must receive OBM's approval for all permanent positions prior to creating personnel actions (PAs) for such positions (see "**Position Approval Process**" section below). OBM will communicate all approved positions to the DAS Office of State Services and the Governor's Office. Approval from both OBM and the Governor's Office, as applicable, will be required for permanent positions before DAS can enter the PA.

Positions not subject to OBM review or those that have received approval from OBM shall proceed as follows:

Agencies shall submit personnel actions (PAs) for all unclassified positions with an hourly rate of pay of \$20 or greater to Aaron Pickrell of the Governor's Office and all other PAs subject to control to the Department of Administrative Services, Office of State Services for review and permission to process the action. Once permission is received, DAS will enter the PA into OAKS for both decentralized and centralized agencies.

Personnel Action Coversheet

Agencies are to complete the attached PA Coversheet with all personnel actions that are submitted to the Governor's Office to expedite proper routing to either DAS (for processing of PAs subject to the OAKS hiring controls) or for return to the initiating agency (for processing of PAs that are exempt from the OAKS hiring controls).

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Personnel Actions Currently In-Process

OBM and DAS recognize that there are PAs currently in process by agencies that will be impacted by the implementation of the hiring controls. These PAs will be handled in the manner described below.

Agencies should submit PAs for positions subject to the hiring control process much as above:

- Agencies will submit all personnel action forms for unclassified positions with an hourly rate of pay of \$20 or more to Aaron Pickrell for review. If the Governor's Office approves the position, DAS will be notified and will proceed with entry of the PA.
- Agencies will submit personnel action forms for classified positions with an hourly rate of pay less than \$20 that are subject to the hiring controls to DAS, Office of State Services for review. DAS will proceed with entry of classified positions that are subject to the hiring control following their approval.
- Permanent positions subject to OBM's approval will be handled as follows:

If the Permanent Position was Previously Approved by OBM

As noted above, OBM will communicate all approved permanent positions to the DAS Office of State Services. No additional review will be required from OBM if a position was previously approved.

If the Permanent Position was Not Previously Approved by OBM

The agency must first receive approval from OBM before the PA can be processed. (See Section II. on page two of this guidance.)

PAs that were in-process as of January 19, 2007, that meet the following conditions will routinely be approved:

- If an agency has made an offer or an offer is accepted for a classified position prior to January 19, 2007; and
- PAs for classified positions with an effective date of January 22, 2007 or earlier.

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III. PERSONNEL ACTIONS FOR UNCLASSIFIED POSITIONS WITH AN HOURLY RATE OF PAY OF \$20 OR GREATER WILL CONTINUE TO REQUIRE REVIEW AND APPROVAL BY THE GOVERNOR'S OFFICE

Pursuant to the January 8, 2007 memorandum from John Haseley, Chief of Staff, Governor's Office, agencies are to submit personnel actions for all unclassified positions with an hourly rate of pay of \$20 or more to Aaron Pickrell for review. If the Governor's Office approves the position, DAS will be notified and will proceed with entry of the PA.

Personnel Action Coversheet

Agencies are to complete the attached PA Coversheet with all personnel actions that are submitted to the Governor's Office to expedite proper routing to either DAS (for processing of PAs subject to the OAKS hiring controls) or for return to the initiating agency (for processing of PAs that are exempt from the OAKS hiring controls).

IV. ALL PERSONNEL ACTIONS WILL BE CLOSELY MONITORED THROUGH REPORTS.

All positions and personnel actions, including those that require review, approval or entry by OBM, DAS or the Governor's Office will be monitored through reports.

Again, the hiring control process has been ordered by the Governor to enable proper assessment of personnel levels and costs statewide during this time of gubernatorial transition and transition to the new OAKS system. The reporting process is both part of monitoring personnel-related activity and an assessment tool.

ADDITIONAL ACTIONS AGENCIES MUST TAKE

In addition to the four hiring controls summarized above, agencies are to take the following actions:

Offers of Employment: Effective immediately, agencies must advise all prospective employees that start dates are tentative and all offers are conditional until the personnel action in question has been approved by OBM and/or the Governor's Office, as applicable.

Job Postings: Effective immediately, agencies are expected to receive approval to establish or fill existing vacant positions prior to the posting of positions. Neither OBM nor DAS will be involved with the approval of job postings.

If an agency has already posted for a position, they should be careful to receive OBM approval of the position prior to initiation of either the interview process or making an offer to prospective employees.

Job Code Classifications that are Exempt from OAKS Hiring Controls

* Permanent Positions Still Require OBM Approval in OAKS

Security Classifications in Institutions/ Other Safety & Security

<u>Job Code</u>	<u>Description</u>
23511	Enforcement Agent
24331	Driver's License Examiner 1
26591	Firefighter
26592	Lieutenant Fire Fighter
26595	Fire Station Captain
26596	Air Base Fire Training Officer
26597	Assistant Fire Chief
26611	Police Officer 1
26612	Police Officer 2
26615	Police Sergeant
26616	Police Lieutenant
26617	Police Chief
26711	Highway Patrol Trooper
26713	Highway Patrol Sergeant
46111	Security Officer 1
46112	Security Officer 2
46115	Security Supervisor
46121	Security Officer Specialist
46125	Security Officer Specialist Supervisor
46126	Security Officer Specialist Manager
46141	Corrections Security Administrator
46514	Juvenile Correctional Officer
46525	Youth Sevices Unit Administrator
46531	Correctional Officer
46532	Correction Sergeant/Counselor
46535	Correction Lieutenant
46536	Correction Captain
46537	Correction Major
46561	Correctional Institution Deputy Superintendent 1
46562	Correctional Institution Deputy Superintendent 2
46563	Correctional Institution Deputy Superintendent 3
46581	Juvenile Correctional Operations Assistant Manager
46582	Juvenile Correctional Operations Manager
46583	Juvenile Correctional Operations Administrator
52461	Highway Patrol Dispatcher
63181	Correction Specialist
69421	Youth Classification Specialist
69811	Parole Officer

Job Code Classifications that are Exempt from OAKS Hiring Controls

* Permanent Positions Still Require OBM Approval in OAKS

Direct Care Classifications in Institutions

<u>Job Code</u>	<u>Description</u>
44111	Hospital Aide
44112	Therapeutic Program Worker
44113	Hospital Aide Coordinator 1
44114	Hospital Aide Coordinator 2
44116	Residential Care Supervisor 1
44117	Hospital Aide Supervisor
44118	Residential Care Supervisor 2
44141	Psychiatric Attendant
44142	Psychiatric Attendant Coordinator
44145	Psychiatric Attendant Supervisor 1
44146	Psychiatric Attendant Supervisor 2
44161	Licensed Practical Nurse
44731	Community Adjustment Trainer 1
44732	Community Adjustment Trainer 2
44735	Community Adjustment Trainer Supervisor
46591	Substance Abuse Residential Treatment Unit Manager 1
46592	Substance Abuse Residential Treatment Unit Manager 2
46611	Youth Leader (Blind/Deaf School)
46615	Youth Leader Supervisor (Blind/Deaf School)
46621	Child Care Worker
65221	Mental Health Administrator 1
65275	Qualified Mental Retardation Professional
65285	Mental Retardation Unit Manager
65341	Physician
65343	Physician Specialist
65344	Psychiatric Physician
65361	Physician Administrator 1
65362	Physician Administrator 2
65363	Physician Administrator 3
65371	Psychiatrist
65411	Pharmacist
65510	Interim Nurse
65512	Nurse 1
65513	Nurse 2
65515	Nurse Assistant Director
65516	Nurse Supervisor
65521	Psychiatric/MR Nurse
65522	Psychiatric/MR Nurse Coordinator
65525	Psychiatric/MR Nurse Supervisor
65526	Psychiatric/MR Nurse Manager
65527	Psychiatric/MR Nurse Director
65551	Peer Review Nurse
65591	Clinical Nurse Specialist
65631	Nurse Practitioner
83311	Psychology Assistant 1
83312	Psychology Assistant 2
83313	Psychologist
83315	Psychology Supervisor

Job Code Classifications that are Exempt from OAKS Hiring Controls

* Permanent Positions Still Require OBM Approval in OAKS

Revenue Generating Classifications in the Department of Taxation and the Lottery Commission

<u>Job Code</u>	<u>Description</u>
26811	Tax Enforcement Agent 1
26812	Tax Enforcement Agent 2
26813	Tax Enforcement Agent 3
26815	Tax Enforcement Supervisor 1
26816	Tax Enforcement Supervisor 2
26817	Tax Enforcement Supervisor 3
64581	Lottery Ticket Sales Representative 1
64582	Lottery Ticket Sales Representative 2
64585	Assistant Lottery Ticket Sales Regional Manager
64586	Lottery Ticket Sales Regional Manager
64587	Lottery Executive Account Representative
66811	Tax Commissioner Agent 1
88612	Tax Commissioner Agent 2
66813	Tax Commissioner Agent 3
66814	Tax Commissioner Agent 4
66815	Tax Commissioner Agent 5
66816	Tax Commissioner Agent Supervisor 1
66817	Tax Commissioner Agent Supervisor 2
66818	Tax Commissioner Agent Supervisor 3
66821	Tax Program Administrator 1
66822	Tax Program Administrator 2
66835	Tax Field Districts Administrator
66841	Tax Analyst 1
66842	Tax Analyst 2
66843	Tax Analyst 3
66844	Tax Analyst 4
66845	Tax Analyst Supervisor
66851	Tax Auditor Agent 1
66852	Tax Auditor Agent 2
66853	Tax Auditor Agent 3
66854	Tax Auditor Agent 4
66855	Tax Auditor Agent 5
66856	Tax Auditor Agent Manager 1
66857	Tax Auditor Agent Manager 2

Temporary Hiring Control Process Matrix

Action	Subject to Personnel Ceilings	Subject to OBM Position Approval	Requires DAS Processing	Subject to GOV Approval
Posting a FT/PT Permanent Position	Yes, will be monitored by OBM	Yes, however, positions with exempt job codes will be routinely approved	No	No
Posting all Other Appointment Types	No	No	No	No
Filling a FT/PT Permanent position (Processing a Personnel Action)	Yes, both filled and approved vacant positions will count against the ceiling	No, the position must be approved by OBM prior to posting and processing the Personnel Action	Yes, for positions subject to hiring control; No, for positions exempted from hiring control	Yes, if unclassified and pay rate is \$20/hr or more
Filling all Other Appointment Types (Processing a Personnel Action)	No	No	Yes, for positions subject to hiring control; No, for positions exempted from hiring control	Yes, if unclassified and pay rate is \$20/hr or more



OBM

MEMORANDUM

TO: Directors, Human Resource Administrators and Fiscal Officers of Agencies, Boards and Commissions

FROM: Timothy Keen, Director

RE: Guidance to Fill New & Existing Vacancies

DATE: December 6, 2006

As we approach implementation of the OAKS Human Capital Management (HCM) module, it is important to remind agencies of their responsibility to manage state resources prudently and to limit the growth of personnel. The current administration has been able to limit the growth of personnel through the implementation of agency personnel ceilings managed by the Office of Budget and Management (OBM) within the current HR2K personnel system. As you are aware, the HR2K system will be taken off-line on December 8, 2006, in preparation for the implementation of the new HCM system in OAKS on December 18, 2006. There will be no system enforced method in OAKS to ensure agencies maintain personnel levels within their established ceiling until fiscal year 2008 when the OAKS ceiling functionality is released.

To address this, beginning December 24, 2006 (the second pay period to be processed in OAKS), OBM review and approval for filling new or existing vacant positions will be required.

It is worth noting that the review of individual positions is outside of the scope of the typical workload for OBM, and that the OBM review and approval process may be time intensive for OBM budget analysts to implement. Again, this is a short-term method to manage statewide personnel levels until personnel ceilings are implemented in OAKS in fiscal year 2008.

Additional detail regarding the position approval process is attached to this correspondence. If you have any questions regarding this memorandum, please contact Rebecca Vazquez-Skillings, OBM Chief for Special Projects at Rebecca.Skillings@obm.state.oh.us or Erica Thomas, OBM Budget Design Consultant at Erica.Thomas@oaks.state.oh.us.

Your cooperation with this process is greatly appreciated.

C: Carol Nolan Drake, DAS Director
Clare Long, DAS/HRD Deputy Director
David White, OAKS Program Manager

Attachment: Process to Fill New or Existing Vacant Positions

Process to Fill New or Existing Vacant Positions

December 6, 2006

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Beginning December 24, 2006, agencies will be required to submit requests to fill new or existing vacant positions to their OBM budget analyst for review. (Review will be limited to full-time and part-time permanent positions. New and existing vacant non-permanent positions will have a position status of "Approved"; approval is not required, however, fiscal officers should be made aware of the creation of such positions.) As of that date, all new permanent positions created in OAKS and vacant permanent positions converted from HR2K will have a status of "Active" and a position status of "Proposed." (See sample "OAKS Position Information Screen" below.) The position status must be changed to "Approved" by an OBM budget analyst before the position can be filled. This policy will apply to all agencies with the exception of the Elected Officials, Legislative and Judicial agencies.

NOTE: This is a change from the process outlined in the HR 301 Position Management training course. The Agency Budget Specialist will not be able to change the position status from "Proposed" to "Approved" until release of the OAKS ceiling functionality. Until the ceiling functionality is released, only an OBM Budget Analyst can change the position status.

Agencies are expected to coordinate the requests of their various offices or divisions and to ensure that the review of positions for affordability occurs prior to submitting requests to OBM.

OAKS Position Information Screen:

The screenshot shows the OAKS web application interface. The main content area is titled "Position Information" and contains several sections:

- Position Information:** Includes fields for Position Number (00000000), Headcount Status, Current Head Count (0 out of 0), Effective Date (07/07/2006), Reason (NEW), Position Status (Proposed - highlighted with a red circle), Status (Active), Action Date (07/07/2006), and Status Date (07/07/2006). There is an "Initialize" button.
- Job Information:** Includes Business Unit (STATE - State of Ohio Shared), Job Code, Manager Level, Perm/Temp, Full/Part Time (Full-Time), Regular Shift (N/A), Union Code, Title, and Short Title.
- Work Location:** Includes Reg Region (USA - United States), Department, Location, Reports To, Supervisor Lvl, Company, County, and Dot-Line.
- Salary Plan Information:** Includes Salary Admin Plan, Grade, Step, Standard Hours (0.00), and Work Period.

The browser's address bar shows "OAKS" and the top navigation bar includes "Home", "Worklist", "Add to Favorites", and "Sign out".

Process to Fill New or Existing Vacant Positions

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Limit Requests within the Established Ceiling

Agencies should limit requests for filling positions within the personnel ceiling established for their agency. This will require agencies to properly prioritize their requests for both new positions and hiring for vacant positions prior to submission to the OBM budget analyst for review. Agencies are encouraged to submit a comprehensive list of their prioritized vacancies within the established ceiling to expedite mass review and approval.

- Agencies should contact their assigned OBM analysts if they are unsure of their established personnel ceiling.
- Generally, OBM will approve requested positions that maintain the agency's potential total staff within the personnel ceiling. The potential total staff includes both filled and approved vacant permanent positions.
- OBM will endeavor to complete its review of these requests in 3 business days; at minimum one business day is necessary due to system requirements. Should an emergency situation require more expedited review, it is imperative to communicate that to the OBM budget analyst and all reasonable accommodations will be attempted to review as quickly as possible.

What Request Should Include

When an agency determines that an essential position must be filled, whether a new position or an existing vacancy, the agency fiscal officer must communicate the request to their OBM budget analyst to fill the position. The agency fiscal officer must ensure affordability and provide the OBM budget analyst with the following information:

- Provide the applicable HCM position number;
- State why the position is essential and justify the need; and
- Explain the impact to the agency's operations if the position is not filled.

Please send requests via e-mail with a subject header title "Position Approval".

Requests to Increase the Established Ceiling

OBM's current process for the review of agency requests to increase the established personnel ceiling will remain in place. In the rare event that your agency's hiring needs exceed the established personnel ceiling, an increase may be requested by the agency's director. OBM will review such requests and forward a recommendation to the Governor's Office for review and final determination. The length of this review process will be contingent upon the completeness of the request submission; however, OBM will endeavor to complete this process as soon as possible. As noted above, a minimum of one business day is necessary due to system requirements.

What the Request to Increase the Established Ceiling Should Include

As with requests for positions within the established personnel ceiling, the agency fiscal officer must submit the request to their OBM budget analyst for consideration. The agency fiscal officer will provide the OBM budget analyst with the following information:

- Provide the applicable HCM position number;
- Demonstrate why the existing personnel ceiling is inadequate, including the dates on which vacancies are expected to be filled;
- State why the position is essential and justify the need;
- Explain the impact to the agency's operations if the position is not filled; and
- Provide an estimate of costs, identify the proposed funding source and statement of affordability

Please send requests via e-mail with a subject header title of "Ceiling Increase".

Process to Fill New or Existing Vacant Positions

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If Request to Fill Position is Approved

If OBM approves a requested position, the OBM analyst will change the position status in OAKS to "Approved" and notify the agency so that the position can be filled. If OBM does not approve a requested position because the agency has reached the ceiling, the position status will remain as "Proposed" and OAKS will not allow the position to be filled. Once OBM changes a position status to "Approved" and an agency is notified of the approval, the agency should carry forth with the necessary hiring procedures as required by the Department of Administrative Services and State of Ohio policies.

Auditing of Personnel Levels

OBM will closely monitor agency hiring each pay period to ensure the established personnel ceilings are not exceeded. OBM will submit status reports to the governor's office. It is equally important for agencies to closely monitor their staffing levels and effectively manage within their personnel ceiling.

PA COVER SHEET

Agencies are to complete the PA Coversheet for all PAs submitted to the Governor's Office to ensure proper routing to DAS, if the position is subject to the hiring controls, or to the initiating agency, if the position is exempt from the hiring controls.

NOTE: GOVERNOR'S OFFICE: Please initial and date each PA in top right corner

DEPT: _____

CONTACT PERSON: _____

CONTACT PERSON PHONE: _____

CONTACT PERSON E-MAIL: _____

AGENCY ADDRESS: _____

RETURN PA'S TO: AGENCY

(For positions exempt from the hiring controls.)

DAS STATE SERVICES

30 E BROAD ST

28TH FLOOR

466-4194

(For positions subject to the hiring controls.)

NOTES: _____
