



OBM

MEMORANDUM

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

FROM: J. Pari Sabety, Director 

RE: Termination of Temporary Hiring Control Process

DATE: May 1, 2007

Governor Strickland has instructed the Office of Budget and Management (OBM) to announce the termination of the temporary hiring control process effective May 1, 2007.

Termination of the temporary hiring controls will allow agencies to initiate and process personnel actions in the OAKS system. However, OBM will continue its involvement in the approval process for permanent positions in order to manage agency personnel ceilings. Agencies should continue to submit their requests to their OBM budget analyst with the following information prior to posting and filling positions:

- The applicable HCM position number;
- 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. Agencies must consider their ongoing ability to support positions in the upcoming biennium.

Governor's Office Review

The Governor's office asks that you please continue the following practices:

1. The following Personnel Actions (PAs) should be sent to the Governor's office for approval prior to their start date or effective date:

- Unclassified only.
- Pay rate of \$20.00 per hour or more.
- All merit rate increases and rate increases due to additional duties.
- Needing Governor signature (Boards and Commissions).

The office turn around time will be approximately 7 business days.

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Governor's Office Review, Continued

2. The following job postings should be sent to the Governor's office at least five days prior to the actual posting:

- Assistant Director
- Deputy Director
- Assistant Deputy Director
- Administrative Assistant
- Executive Secretary
- Chief Legal Counsel
- Attorney
- Human Resources Administrator (and other HR-related positions)
- Public Information Officer
- Legislative Liaison
- Administrative Staff
- Executive Director
- Board Secretary

Additionally if a job in any of these positions is being filled outside of the posting process, the office would still like to be informed prior to your offering the position to a potential candidate.

As shared previously, please send all postings to:

Aaron Pickrell
Chief Operating Officer
Office of the Governor
Riffe Center
77 South High Street, 30th Floor
Columbus, Ohio 43215
614-995-1716
aaron.pickrell@governor.ohio.gov

Next Steps

OBM will develop further guidance on a process to review personnel ceilings in collaboration with agency human resource administrators and fiscal officers. This process will facilitate establishment of personnel ceilings in OAKS beginning in fiscal year 2008. Additional information regarding this process can be expected in the coming weeks.

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 Janine Ashanin, DAS Human Resources Policy Staff at Janine.Ashanin@das.state.oh.us.

Your continued cooperation with this process is greatly appreciated.

C: Aaron Pickrell, Chief Operating Officer, Office of the Governor