Implementation of the Hiring Control Process

Effective immediately, agencies subject to the hiring control process—regardless of funding source—shall **cease all actions to create, post, or fill positions**. The hiring control process has been implemented by OBM and DAS to achieve cost savings in light of sluggish state revenues and economic growth. Limiting hiring to those positions most essential to the functioning of the state government will support and facilitate this goal.

Following are four hiring controls that were <u>implemented on January 22, 2008 and</u> will be in place until further notice starting January 22, 2008:

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

In an effort to ensure adherence to agency personnel ceilings, all permanent positions (full-time and part-time)—including direct care, safety, and revenue generating positions that are exempt from the hiring controls—will continue to be approved by OBM prior to posting or processing personnel actions. However, agencies are to *limit requests for approval of positions to those needed to perform essential functions of state government. Agencies should not submit requests for positions that are not essential.* OBM will routinely deny requests to approve positions that are not direct care, safety, or general revenue generating.

OBM will continue the position approval process implemented on December 24, 2006 (see OAKS Position Information screenshot below) with the following modifications:

- ❑ Agencies are not to request positions that would exceed their current personnel ceilings.

- ❑ Approval will be limited to positions that are necessary for the performance of essential duties, specifically those associated with direct care, public safety, and general revenue collections.

- ❑ Agencies shall submit their requests to their OBM budget analysts with the following information:

    - ▪ The applicable HCM position number
    - ▪ Why the position is essential and justify the need
    - ▪ The impact to the agency's operations if the position is not filled
    - ▪ An estimate of costs, the proposed funding source, and statement of affordability

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

Positions Previously Approved by OBM But Still Vacant
For positions with control-exempt job codes that OBM approved prior to implementation of this process, these positions will remain in Approved status in OAKS if they are currently still unfilled. Other vacant positions in Approved status that are subject to the hiring controls will be turned back to Proposed status so that they cannot be filled. (See Section II below for handling personnel actions currently in-process.)

OAKS Position Information Screen

If OBM approves a requested position, the OBM analyst will change the Position Status field circled in the OAKS screenshot above from "Proposed" to "Approved" and notify the agency so that the position can be filled. If OBM does not approve a requested position, the Position Status field will remain as "Proposed" and OAKS will not allow the position to be filled. The agency will also receive notice of a disapproval. 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 DAS and State of Ohio policies. See Section II below for restrictions on processing personnel actions for "Approved" positions.

Approval of Permanent Positions Vacated Due to ERIs
OBM recognizes that agencies may want to assemble early retirement incentive (ERI) plans for review by OBM. These plans could propose to refill some vacated permanent positions that OBM would not otherwise approve pursuant to the hiring control limitations on non-essential positions. OBM will nonetheless permit agencies to refill positions in accordance with their OBM-approved ERI proposals.

Non-Permanent Positions Do Not Require Approval by OBM
Non-permanent positions are not subject to OBM's review and approval. However, these appointment types will be monitored through reports and other DAS activities. Note that non-permanent positions are still subject to the OAKS system controls that

will block agencies' ability to complete personnel actions, except for those job codes exempt from the hiring controls. (See below section titled "**Process for Personnel Actions Subject to Hiring Controls**.")

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

Except for exempt job codes, OAKS is programmed to prevent an agency from saving any of the action codes related to hire, rehire, transfer, promotion, or demotion. *This applies to both permanent and non-permanent positions.* As a result, non-exempt personnel actions (PAs) must be entered into OAKS by DAS (after an agency is given OBM approval to fill a position, in the case of a permanent position). Agencies should limit PAs to permanent positions approved by OBM and to non-permanent positions that are consistent with their past usage by agencies.

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 noted in Attachment 2:

- ❑ Direct care staff in institutions

- ❑ Security staff in institutions/other safety and security

- ❑ Revenue generating positions in the Lottery Commission and the Department of Taxation

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

However, OBM approval of these positions, if permanent, in OAKS prior to any PA is still required (see Section I above).

Process for Personnel Actions Subject to Hiring Controls
Agencies must receive OBM's approval for all permanent positions prior to creating PAs for such positions (see Section I above). Approval from OBM (and the Governor's Office for permanent unclassified positions paying $20/hour or more) will be required before DAS can enter a PA for a permanent position.

For job codes not exempt from the hiring controls, agencies shall proceed as follows:

- ❑ Agencies shall submit PAs for permanent unclassified positions paying $20/hour or more to Aaron Pickrell of the Governor's Office, according to the procedure outlined in Section III below.

- ❑ Whether permanent or non-permanent, agencies shall submit PAs for other unclassified and all classified positions with job codes that are subject to the hiring controls to the DAS 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.

Attachment 1

Personnel Actions Currently In-Process

OBM and DAS recognize that agencies have PAs currently in process that will be impacted by the implementation of the hiring controls.

PAs that were in-process as of January 18, 2008 will be approved upon agency compliance with the applicable PA processes described in this section, if they meet either of the following conditions:

❑ An agency has made an offer or an offer is accepted prior to January 18, 2008.

❑ The PA has an effective date of January 20, 2008 or earlier.

Agencies should notify their OBM analysts of such positions, along with the justifications prepared in accordance with Section I above, so that OBM can return these positions to Approved status in OAKS following the automated process to return vacant positions to Proposed status.

III. PERSONNEL ACTIONS FOR PERMANENT UNCLASSIFIED POSITIONS PAYING $20/HOUR OR MORE 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 PAs for permanent unclassified positions paying $20/hour or more to Aaron Pickrell in the Governor's Office for review.

Personnel Action Coversheet

Agencies are to complete the attached PA Coversheet to send with all PAs that are submitted to the Governor's Office. This will expedite proper routing either to DAS (to process PAs with job codes that are subject to the hiring controls) or for return to the initiating agency (to process PAs with job codes that are exempt from the 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 implemented by OBM and DAS to achieve cost savings. 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: Agencies must advise all prospective employees that start dates are tentative and all offers are conditional until the position and PA in question have been approved by OBM and/or the Governor's Office, as applicable.

Attachment 1

Job Postings: Agencies are expected to continue receiving approval from OBM to establish or fill existing vacant permanent positions prior to the posting of such positions. Neither OBM nor DAS will be involved with the approval of job postings.

If an agency has already posted for a position, the agency 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.