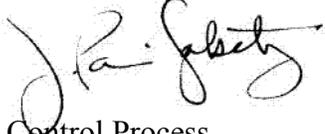




## MEMORANDUM

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

FROM: J. Pari Sabety, Director 

RE: Implementation of Hiring Control Process

DATE: January 31, 2008

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The Office of Budget and Management (OBM) and the Department of Administrative Services (DAS) have worked in cooperation to implement a hiring control process in order to achieve cost savings. OBM's role will be to review the fiscal impact of proposed positions and their adherence to the limitations outlined here. DAS's role will be to effectuate the filling of approved positions according to the state's human resources policies and procedures. This hiring control process in OAKS became effective on January 22, 2008 and as OBM and OAKS work with agencies and continue to evaluate the process the hiring controls may be amended as circumstances warrant.

The purpose of this memorandum is to inform agency directors and key staff of the hiring control process and its implementation. The process will be similar to that for the temporary hiring controls implemented in January 2007.

### **The Scope and Purpose of the Hiring Control Process**

All state agencies—regardless of funding source—are subject to the 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 the 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 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.

## **Methods to Control Hiring**

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

- Continuation of OBM's review and approval, but with stricter requirements, of all full-time and part-time permanent positions prior to posting and hiring (Even with the exception listed below, no job codes 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 for the following exempted job codes:
  - 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

The specific job codes not subject to the OAKS system controls are listed in Attachment 2 of the documents included with this memorandum. Note that, unlike the hiring controls implemented in January 2007, positions with a pay range below \$20 per hour are *included* in the hiring controls discussed in this memorandum.

- Continued review of personnel actions for permanent unclassified positions paying \$20/hour or more by the Governor's Office; and
- 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 hiring controls.
- 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.
- 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 details 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 Todd Clark, OBM Budget/Management Analyst, at [Todd.Clark@obm.state.oh.us](mailto:Todd.Clark@obm.state.oh.us) or Janine Ashanin, DAS Human Resources Policy Staff, at [Janine.Ashanin@das.state.oh.us](mailto:Janine.Ashanin@das.state.oh.us).

Your cooperation with this process is greatly appreciated.

cc: Hugh Quill, DAS Director  
Nancy Kelly, DAS/HRD Deputy Director  
Christine Thompson, Governor's Office  
Clair Overley Jr., OAKS Program Manager

Attachments: Implementation of the Hiring Control Process  
List of Job Codes Exempt from OAKS Controls  
Hiring Control Process Matrix  
PA Coversheet