



MEMORANDUM

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

FROM: J. Pari Sabety, Director 

RE: Continuation of Temporary Hiring Control Process

DATE: March 30, 2007

Governor Strickland has instructed the Office of Budget and Management to continue the current hiring control process until April 30, 2007.

Please continue to comply with the January 19, 2007 guidance for the implementation of the hiring control process. However, we understand that many agencies need to fill critical positions, while keeping costs under control. Therefore, agencies may submit requests within their personnel ceiling for positions that are essential for successful management and execution of their agency's mission. This represents an expansion from the previous guidance which limited requests solely to positions that are essential to the performance of duties associated with health, public safety and general revenue collections.

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;
- 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. Agencies must consider their ongoing ability to support positions in the upcoming biennium.

Next Steps

Prior to April 30, 2007, we 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