



MEMORANDUM

TO: ALL HR PERSONNEL OF STATE AGENCIES

FROM:  JOHN AUDET, ADMINISTRATOR
OFFICE OF ORGANIZATIONAL DEVELOPMENT

 DAVID RUST, ADMINISTRATOR
HUMAN RESOURCES SUPPORT CENTER

DATE: JUNE 22, 2009

SUBJECT: PROCESS FOR CHANGING CIVIL SERVICE STATUS

The purpose of this memorandum is to clarify the procedure for changing the civil service status of positions.

If the agency is changing the civil service status of a permanent position, the agency must submit the attached checklist with all supporting documentation to the DAS-HRD Office of Organizational Development, Attention Scott Steenrod via email at compensation@das.state.oh.us or via mail at 30 E. Broad Street, 27th Floor, Columbus, Ohio 43215 for approval. If approved, the Office of Organizational Development will issue an approval letter to the agency.

After an agency receives the approval letter from the Office of Organizational Development then the following documents (for filled positions only) need to be submitted to DAS State Services for processing.

- Personal Action
- Approval Letter from the Office of Organizational Development
- Unclassified acknowledgement letter from the employee stating they understand they are changing from classified to unclassified.

Once your State Services analyst receives all of the required documentation, the personnel action will be entered into OAKS.

Attachment

Civil Service Status Change Checklist

Process of changing the Civil Service Status from Classified to Unclassified or Unclassified to Classified.

This form must be submitted with the following information to the DAS-HRD Office of Organizational Development at compensation@das.state.oh.us (preferred method) or 30 E. Broad Street, 27th Floor, Columbus, Ohio 43215.

Please submit the following documents:

- Request / Justification letter which includes a summary of job duties that have changed and any relevant Ohio Revised Code Sections.

- Old Position Description – Signed & Dated

- New Position Description – Signed & Dated

- Old Table of Organization

- New Table of Organization

- List of employees in your agency in the same classification and their Civil Service Status.

DAS USE ONLY

Notes:

If you have questions regarding the process please contact the Office of Organizational Development at 614.466.7795.