

Dear IT Employee,

By now you may have heard about the IT Classification Project. To learn more about the purpose and history of this project, please visit the web site at [www.das.ohio.gov/hrd/itclass.html](http://www.das.ohio.gov/hrd/itclass.html) or [www.ocsea.org/infotech](http://www.ocsea.org/infotech).

Transition is occurring agency-by-agency – a process that has been developed by the Joint Statewide IT Committee and that is being used to transition every position to its new classification. Since you are currently on a recall list for an IT classification, it is necessary that you complete a questionnaire reflecting the duties that you were assigned at the time that your IT position was first affected. It is important to note that the transition is focused on your assigned job duties at the time of layoff or “bumping”/displacement and will give you a classification title that will more accurately reflect the duties you previously performed. The transition to the new classifications is intended to be cost neutral.

In order to confirm your previously performed duties so the appropriate classification title is assigned, you are asked to fill out a Duty Identification Tool (DIT). Forms (DIT Employee Section, DIT Employee Rebuttal Section) can be accessed through the Transition Toolkit at <http://das.ohio.gov/hrd/itransitiontoolkit.html>.

You should fill this out accurately with detailed information describing the work you were assigned and performed. Once you have filled out the DIT, please submit it to your former supervisor. Once the supervisor has finished their review and completing their section they will return to you. At this time, you have an opportunity to complete the rebuttal sheet if you are in disagreement with the supervisor. If you agree with the supervisor’s comments there is no need to complete a rebuttal but include a statement that explains you have reviewed and no rebuttal is being attached. The forms should then be returned to H.R. for processing. The next steps include: the DIT being sent to the management designee for review and comment. Finally, the entire completed DIT packet will be forwarded to the IT Classification Agency Transition Committee to determine allocation into the new series.

You are encouraged to review Article 36.05 (B) – IT Transition Process of your OCSEA Contract to gain a full understanding of the procedures and determinations made surrounding transition.

**Below is the tentative timeline for our transition:**

AGENCY TRANSITION PERIOD	
Date	
	Letter to all IT Employees
	Training(s) on the DIT – Employee and Supervisor
	Training for HR-LR-Staff reps, etc.
	Duty Identification Tool (DIT) sent to Employees for completion
	DIT returned to Supervisor for review; Supervisor to complete their section
	DIT returned to Employee for rebuttal
	DIT packet reviewed by management designee; complete their section
	DIT packet returned to and reviewed by CIO and Agency Committee
	Agency and Statewide Oversight Committee status meeting
	Final Allocation list distributed to Statewide Oversight Committee for review
	Employees notified of new classification and position description

If you have questions, please feel free to contact any of the IT Classification Agency Transition Committee:

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Change is never easy so we would like to thank you in advance for your support and cooperation as we transition to this new system.

Sincerely,

HR XXXX