

# AGENCY TRANSITION GUIDELINES

The Agency committee should familiarize themselves with the new contract language associated with the new IT classifications (i.e., 36.05 B {transition}, 8.05 {statewide committee responsibilities} and 18.08 {layoff language})<sup>1</sup> and the position description process.

Next, the committee(s) will work out dates for the transition period and complete the timeline template on the following page. However, please review as a guide the following sample timeline:

Day 1	Pre-Meeting Union Pre-Meeting Management
Day 2-7	Kickoff Meeting w/ Agency IT Labor Management Team
Day 8-15	HR/LRO/Staff Rep Training
Day 8-15	Management DIT Training – OCB/DAS
Day 8-15	Employee DIT Training – OCB/DAS/OCSEA – Probably given 2 times
Day 16-30	Employees given Part 1 of DIT to Complete (Employees may complete DITs during their work time, but within reason.)
Day 31	Employees give DIT to their immediate supervisor
Day 31 – 45	Supervisor completes Part II of the DIT (Supervisors are not change the employees' responses)
Day 46	Supervisors return DITs to the Employees.
Day 46-53	Employees prepare rebuttal, if necessary. Otherwise, put N/A, sign and return. (Employees are not to change the supervisor's responses – save a copy of the completed document for your files if you wish to retain a copy)
Day 53	Employees return a copy of the DIT to Management Designee
Day 53 – 70	The Management Designee completes the Management Designee section of the DIT (The Management Designee is not change the comments made by the Employees and their Supervisors)
Day 71-85	Management completes allocation spreadsheet.
Day 86	Allocation spreadsheet sent to the Joint Agency Transition Committee
Day 95	Allocation spreadsheet sent to the Transition Oversight Committee
Day 102-109	Employees receive allocation letter and new position description

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<sup>1</sup> [www.ocsea.org/infotech](http://www.ocsea.org/infotech) or <http://das.ohio.gov/Divisions/HumanResources/OrganizationalDevelopment/ClassificationandCompensation/ITClassificationProject/tabid/145/Default.aspx>

<b>AGENCY TRANSITION PERIOD</b>	
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

Please see here the list of items available to you from the toolkit throughout the transition process and which can be found at:

<http://das.ohio.gov/Divisions/HumanResources/OrganizationalDevelopment/ClassificationandCompensation/ITClassificationProject/tabid/145/Default.aspx>

## **Classification Project Transition Toolkit**

This section is for use by the IT Agency Transition Committee. If you have questions about using the documents below, please contact Jessica Schuster at 614.466.0738

OCB - OCSEA Article 17 Agreement

OCB - OCSEA Article 18 Agreement

OCB - OCSEA Article 36.05(B) – *new as of 11/09*

Cost Neutral and Article 18 illustrations – *updated as of 11/09*

IT Classification Transition Guidelines – *updated as of 11/09*

Letter Template for IT Transition Notice to Employees

Letter Template for Notice of Allocation to Employees (*a - no transition plan*) *as of 11/09*

Letter Template for Notice of Allocation to Employees (*b – transition plan*) – *new as of 11/09*

Agency Transition Request Form

Agency Allocation Template

DIT Employee Section

DIT Supervisor Section

DIT Employee Rebuttal Section

DIT Management Designee Section

Sample Agency DIT timeline

Sample Agency DIT timeline w/days - *new as of 11/09*

Position Description Agreement

Updated PD Template

Out on disability letter template – *new as of 11/09*

Recall list letter template – *new as of 11/09*

Professional Development Planning workbook – *new as of 11/09*  
*\*Courtesy of DAS-HRD, Office of Learning and Professional Development*

Sample Completed Personnel Actions (PA's) - *new as of 11/09*

Please feel free to modify these templates to fit agency needs.

**However, you cannot modify the Duty Identification Tool.** The purpose of the Duty Identification Tool (DIT) is to assist in placing the employee into the proper classification by identifying all of the duties currently assigned and performed by the employee. The DIT is a modified version of the position description questionnaire (PDQ).

The transition process utilizing the DIT should follow this pattern:

1. **DIT TRAINING** – All affected employees should be trained on how to complete the Duty Identification Tool. Training should be held prior to the date the Duty Identification Tool is to be turned into the supervisor. To schedule the training, contact Sandi Friel at (614) 865-4713 or e-mail at [sfriel@ocsea.org](mailto:sfriel@ocsea.org) or Ashley Hughes at (614) 466-3619 or e-mail at [Ashley.Hughes@das.state.oh.us](mailto:Ashley.Hughes@das.state.oh.us). The training should take about one hour. **All affected employees should be in attendance including those on recall list that may still be employed within the agency, disability, etc.**
2. **DIT EMPLOYEE SECTION TO COMPLETE** – After the training, employees will be asked to complete the Duty Identification Tool – Employee Section. They may do so on work time subject to operational needs. If an employee fails to complete the Duty Identification Tool, the supervisor must complete the document.
3. **DIT SUPERVISOR SECTION** – Once the employee has completed the Duty Identification Tool – Employee Section, it should be turned into the supervisor for review and for the supervisor to complete the Supervisor Section of the DIT.
4. **DIT EMPLOYEE REBUTTAL SECTION** – After the supervisor completes a review of the employee's responses and the Supervisor Section of the DIT, the DIT packet will be returned to the employee. The employee then may add comments using the DIT – Employee Rebuttal Section, if desired. Next the employee forwards the DIT packet to the management designee.

5. **DIT MANAGEMENT DESIGNEE SECTION** – The management designee will also review the DIT packet and provide comments in the Management Designee Section of the DIT. This step completes the DIT packet for allocation determination.

**PLEASE NOTE** – Neither the employee, the supervisor, nor may the management designee change the Duty Identification Tool responses of any other party.

6. **IT CLASSIFICATION AGENCY TRANSITION COMMITTEE** – The IT Classification Agency Transition Committee will oversee the DITs moving along internally and will hold discussions where there is a question about the appropriate classification to be assigned (e.g., they might facilitate conversation between the employee and the supervisor to fully understand the employees assigned duties). It is suggested the agency committee schedule standing progress meetings in advance from beginning to the end of the transition process to assure internal communications. However, it is a management right to make the final classification assignment determination. *See #12 if disagreement continues.*

7. **EMPLOYEE NOTIFICATION** – Using the notification letter template, a letter should be sent to each employee indicating his/her new classification, pay range and step as well as the effective date for allocation to the new IT classification. The position description shall accompany this letter. **Notification may come via email with the letter attached as well as a transition plan template where required.**

8. **SUPERVISOR NOTIFICATION** – Each supervisor should be notified of the classification, pay range and step of each employee who reports to him/her. **This can be done by copying the supervisor on each employee notification letter/email.** Each supervisor also should be notified of any employee who needs a transition plan. For more information, please see Article 36.05 (B) (4) (D). This transition plan is a joint endeavor between the employer and the employee. The duration of a transition plan is for up to two years. However, transition plans may be extended for an additional year if circumstances exist that precluded the employee from gaining the required skill or experience. Transition plans are not required to be prepared by the time the employee is notified, but the employee and supervisor shall meet to determine the plan soon thereafter.

9. **AGENCY HUMAN RESOURCES** – Your agency human resources office needs to be fully engaged throughout the transition process in order to effect allocation to the new series which includes preparing position descriptions and personnel actions.

**POSITION DESCRIPTION PREPARATION** – The agency human resources office shall use the updated position description template form to develop updated position descriptions. At this time, the primary, and any secondary, technologies are assigned to each position.

*Note1: A primary technology may not encompass 20% of the employee's time, but shall be the most important technology used to complete assigned duties.*

*Note2: Per OAC 123:1-7-15 the class concept shall set forth the mandatory duties that must be satisfied at least twenty per cent of the time, unless otherwise stated in the class concept.*

Position descriptions will take time to develop, but boilerplates have been developed as a starting point. Please contact Jessica Schuster at [jessica.schuster@das.state.oh.us](mailto:jessica.schuster@das.state.oh.us) to request. Also, contact Jessica for the list of transition job codes, if needed.

**AGENCY PERSONNEL ACTION (PA) PREPARATION** – Personnel actions are to be prepared in accordance with the guidelines provided in 36.05(B)4 a-d. The toolkit also provides sample completed PAs for your reference. If you have additional questions regarding PA's, please contact your designated analyst from DAS-State Services or visit <http://das.ohio.gov/Divisions/HumanResources/HCMandAgencyHRSupport/HRSupport/tabid/376/Default.aspx>

**OTHER HR NOTES:**

- Use Allocation spreadsheet to add columns for tracking DIT routing/completion and/or primary and/or secondary technologies.
- Primary technologies are necessary for each classification EXCEPT for BPA, IT A/C, and lower levels of the Information Technologist.
- Secondary technologies may be left empty if in fact there is no secondary technology relevant to the position.
- On the notification of allocation letter to employees, if the New Assigned Classification Step exceeds the new pay range assigned, enter N/A and enter the hourly rate being maintained in the step row.
- When sending PA's to DAS, be sure to attach a copy of the 36.05B language available in the toolkit.
- Anyone on leave cannot be reclassified until they return. However, allocation determination and notification can be completed. The effective will remain the same so if the employee returns December 11 and allocation was effective November 8, their effective date is also November 8.

10. **DAS HUMAN RESOURCES PERSONNEL ACTION (PA) PROCESSING** – Please be advised that DAS State Services needs advance notice for submission of larger than usual quantities of PAs. Please notify your designated analyst from DAS-State Services or visit <http://das.ohio.gov/Divisions/HumanResources/HCMandAgencyHRSupport/HRSupport/tabid/376/Default.aspx> to locate their phone number and/or email address.

11. **ALTERNATIVE DISPUTE RESOLUTION** – Any grievance related to allocation needs to be filed within 30 days of the notice of placement and shall follow Article 25 through Step 3. If not settled through Step 3, they shall be submitted to the Alternative Dispute Resolution Committee of the Statewide IT Transition Oversight Committee.

Many of your employees may have duties that fall into more than one classification type. In the ever changing world of IT this is to be expected and the classifications were written with some overlap included. Please use this to your agency's and the employee's benefit. The Joint IT Classification Committee agreed to a "cost neutral" transition to avoid budgetary concerns becoming the overriding factor in placing employees into the new classifications. For this to work efficiently and effectively, employees need to be transitioned according to their duties.

If anyone involved in this process has questions that you can't answer, please contact the Statewide IT Committee Sandi Friel at (614) 865-4713 or e-mail at [sfriel@ocsea.org](mailto:sfriel@ocsea.org) or Ashley Hughes at (614) 466-3619 or e-mail at [Ashley.Hughes@das.state.oh.us](mailto:Ashley.Hughes@das.state.oh.us).

**LESSONS LEARNED:**

- Oversight committee should schedule standing teleconference progress report-backs
- During the time that supervisors are to complete their portion of the DIT, the supervisor response should be signed off on (or initialed) by a Section Chief or Administrator to signify approval of the supervisor response to prevent collusion and/or to be aware of any differences in understanding of the position in review.
- Agencies will hold all completed DIT's until statewide transition is complete – determine best method.