



State of Ohio
 Department of Administrative Services
 30 E. Broad St.
 Columbus, Ohio 43215

Date _____

POSITION DESCRIPTION AUTHORIZATION

<p>To: Department of Administrative Services Division of Human Resources 30 East Broad Street Columbus, Ohio 43215 Attention: Coordinator Personnel Services</p>	<p>From:</p>
--	---------------------

Dept. Payroll No.	Position No.	Sub-Unit No.
Headquarter County	This position is: <input type="checkbox"/> State Funded # <input type="checkbox"/> Federally Funded #	

A Change of:

- County of Employment Supervisor Employees Supervised
- Job Duties Other _____
- Reclassification From _____ To _____ Vacant
- New Position Requested Classification _____
- Delete From Position Roster _____

 Signature Designee of Appointing Authority

APPROVALS

Department of Administrative Services

Office of Budget & Management

- Approved _____
- Disapproved _____
- Returned, No Action _____

- Approved
- Disapproved

REMARKS: