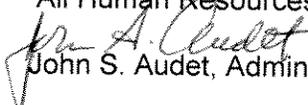




MEMORANDUM

TO: All Human Resources Administrators and Managers of State Agencies
FROM:  John S. Audet, Administrator, Office of Organizational Development
DATE: November 25, 2009
SUBJECT: Position Guidelines for Deputy Directors & Assistant Directors

The purpose of this memorandum is to clarify the Ohio Department of Administrative Services' criteria for classifications in the Assistant Director, 6121 and Deputy Director, 6131 series. The criteria for utilizing the Assistant Director series are set forth in ORC 121.05.

In order to utilize the Deputy Director series, the position must satisfy the following criteria:

- Fall under the supervision of a Director, Assistant Director, higher level Deputy Director or other comparable executive level position (e.g., Executive Director, Pharmacy Board Executive Director);
- Assist in defining agency goals and objectives;
- Supervise agency operations in one major division, district, or statewide program, with such including supervising two full time employees, preferably one of whom should be a lower-level supervisor;
- Act on behalf of and represent the director.

Each agency will be responsible for accurately describing the complexity of the position's duties and assessing the appropriate level of placement. DAS, however, reserves the right to question an agency's assessment and explain why the position's placement should be lower or higher when compared to similar positions within a given department.

Should you have any questions concerning our policy, please feel free to contact the Office of Organizational Development 614.466.7795.