

Memorandum



To: All HR Personnel of State Agencies
From: Nicholas G. Menedis, Chief Human Resources Officer, Department of Administrative Services
Brenda Gerhardstein, Deputy Director, Department of Administrative Services, Human Resources Division
Date: February 10, 2011
Re: Process for Changing Civil Service Status

The purpose of this memorandum is to update the former procedure for changing the civil service status of positions. Please note that the email address has changed from the last time this guidance was distributed.

If the agency is changing the civil service status of a filled permanent position, the agency must submit the attached checklist with all supporting documentation to the DAS-Human Resources Division, Attention Scott Steenrod via email at scott.steenrod@das.state.oh.us or via mail to 30 E. Broad Street, 27th Floor, Columbus, Ohio 43215 for approval. If approved, the Human Resources Division will issue an approval letter to the agency within ten business days of receiving the request.

After an agency receives the approval letter from the Human Resources Division then the following documents (for filled positions only) need to be submitted to DAS State Services for processing.

- Personnel Action
- Approval Letter from the Human Resources Division
- Unclassified acknowledgement letter from the employee stating they understand they are changing from classified to unclassified status, if applicable

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 at scott.steenrod@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, noting any changes in civil service status in the past 4 years.

DAS USE ONLY

Notes:

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If you have questions regarding the process please contact the DAS-Human Resources Division at 614.466.3463.