

# Memorandum



To: All HR Personnel of State Agencies  
From: Stephanie Loucka, Deputy Director, *SML*  
Department of Administrative Services, Human Resources Division  
Date: July 22, 2013  
Re: Process for Changing Civil Service Status

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The purpose of this memorandum is to update the procedure for changing the civil service status of positions, effective August 1, 2013. Please note that the email address has changed from the last time this guidance was distributed.

If an agency is changing the civil service status of a filled permanent position, the agency must submit an ePAR. Simultaneously, the agency must submit the required documentation listed in the attached checklist via email to [DASHRD.HRPolicy@das.ohio.gov](mailto:DASHRD.HRPolicy@das.ohio.gov). The ePAR will not be processed until the required documentation is received. Any agency that has not transitioned to the ePAR system must submit such requests along with the required documentation to DAS HRD via email at [DASHRD.HRPolicy@das.ohio.gov](mailto:DASHRD.HRPolicy@das.ohio.gov) or via mail to DAS HRD/OCB Policy, 100 E. Broad Street, 14<sup>th</sup> Floor, Columbus, Ohio 43215.

Once a determination has been made, the ePAR will be routed back to the requesting agency through the ePAR system. If an approved ePAR changes a position's civil service designation to unclassified, then the requesting agency should attach an unclassified acknowledgement letter from the employee stating that he or she understands that the civil service status designation for the position that he or she holds has been changed to unclassified. The unclassified acknowledgement letter may be attached when a decentralized agency enters the final approval or when a centralized agency enters the final agency-level approval prior to the ePAR being routed to DAS HRD State Services.

Agencies that have not transitioned to ePAR will receive a determination letter from DAS HRD. If approved, the agency must attach that letter to the personnel action. If applicable, the agency should attach an unclassified acknowledgement letter to the personnel action as well.

Agencies should consult with their legal counsel with respect to any civil service status questions.

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 [DASHRD.HRPolicy@das.ohio.gov](mailto:DASHRD.HRPolicy@das.ohio.gov) at the same time the ePAR is submitted. Agencies that have not transitioned to the ePAR system must submit the following information to DAS HRD at [DASHRD.HRPolicy@das.ohio.gov](mailto:DASHRD.HRPolicy@das.ohio.gov) (preferred method) or DAS HRD/OCB Policy, 100 E. Broad Street, 14<sup>th</sup> Floor, Columbus, Ohio 43215 prior to submitting a personnel action.*

#### ***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**

<b><i>Notes:</i></b>

If you have any questions regarding the process, please contact DAS HRD/OCB Policy at (614) 752-5393.