

PD DECENTRALIZATION CERTIFICATION DOCUMENT

I have read this document and understand the responsibilities and liabilities that our agency will be undertaking with the position description (PD) process. It is my understanding that our agency will now be responsible for the approval and processing of PDs which must be consistent with the classification plan of the State of Ohio.

I understand that DAS will continue to be available for technical advice and training, but with this document, substantial responsibility and liabilities associated with the PD process shall be transferred including the increased burden of responsibility for misclassified positions. It is our obligation to continue to provide DAS with copies of our PDs when any significant change occurs such as creating new positions, deleting, reclassifying, changing the county headquarters, extending and reclassifying vacant positions, and changing PCNs. DAS will continue to review PDs for tracking and payroll purposes and will conduct audits as necessary. Audits may take place without prior notification.

In the case that this agency is found delinquent in processing PDs that are consistent with the classification plan and after appropriate notification and attempts to resolve problems, I understand that DAS reserves the right to revoke this certification. If this occurs, it will be necessary to return the approval and processing PDs to DAS until the problems are remedied.

This document will be kept on file at both the DAS and the agency level. If the agency appointing authority or human resources administrator signature authority changes, a new certification document must be signed to replace the old document on file. It will be agency's responsibility to notify DAS of any signature changes.

AGENCY

AGENCY APPOINTING AUTHORITY

AGENCY HUMAN RESOURCES ADMINISTRATOR

AGENCY FISCAL ADMINISTRATOR

DAS REVIEWER

DATE