

DEPARTMENT OF ADMINISTRATIVE SERVICES
CENTRAL SERVICE AGENCY
POSITION DESCRIPTION PROCEDURE - CSA

[LEGAL AUTHORITY: Section 125.22 O.R.C. (A) through (F)]

This procedure applies to any request to create a position and to update or change the duties of an existing position with the Boards and Commissions (B&C). The purpose of this procedure is to establish a standard system for the B&C to accurately describe and classify the duties performed by employees.

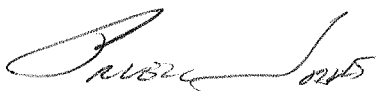
1. Responsibility:

- A. Each B&C will inform Central Service Agency (CSA) Human Resource (HR) Personnel that the B&C would like to update a position description (PD).
 - CSA's HR personnel will work with the requesting B&C contact person to develop an accurate PD.
 - CSA's HR personnel will send a rough draft to the B&C for review.
 - B&C will review the PD and suggest any changes that they might see fit.
 - CSA's HR personnel will make the changes.
 - CSA's HR personnel will send a PDF of a Position Description Authorization form and the final copy of the position description to the B&C's Executive Director for signature.
 - The B&C will send the signed copies of the Position Description Authorization form and the PD back to CSA's HR personnel.
 - CSA's HR personnel will forward the Position Description Authorization form and PD over to Compensation for review for compliance with the Class Plan
 - Once the PD is approved, CSA's HR personnel will send an approved copy to the B&C, save a hard copy for CSA's files and save an electronic file to CSA's online database.
 - Supervisors are responsible for providing employees an approved copy of their PD and for ensuring that employees perform the duties listed on their PD.

2. Definitions:

- A. Position Description: A written statement in compliance with the Class Plan of all job duties assigned to a specific position, arranged in order of importance, and assigned percentages of job time totaling 100%.

- B. Classification Specification: A classification specification is a general description of some job detailing examples of duty-grouped tasks and representing a category of jobs similar enough to carry the same title, pay grade, and minimum qualifications for employment. The State of Ohio Classification Specification Program is administered by DAS.
- C. Task: A single, complete job action leading to or resulting in fulfillment of one part of the overall objectives of the job.
- D. Duty: A group of all tasks of one identifiable type requiring a percentage of job time to complete.
- E. Reclassification: An official change of a classification title. Example: A Fiscal Officer 1 reclassified to a Fiscal Office 2 is a reclassification.
- F. Promotion: The placement of an employee into a position of a classification that carries a higher salary range than that which was previously held.
- G. Reassignment: Changing the classification assigned to an employee because of a change in the state's class plan, the result of an audit, a position update, a legal decision, a grievance, or as a result of a change in job duties. This is not a method to attempt a promotion or classification title change.
- H. PD Update: A method used only to update a PD because of a change in the supervisor, headquarter county, or minor changes in duties in the same class title. This is not a method to attempt a promotion or classification title change.



Orvell Johns, Administrator

2/19/13

Date




Reviewer

DAS Chief Financial Officer

Title

2/19/13

Date



Reviewer

DAS HR Administrator

Title

2/19/13

Date