



Ohio Department of Administrative Services
John F. Kasich, Governor
Robert Blair, Director

To: Directors, Human Resource Administrators, Chief Information Officers, and Fiscal Officers of Agencies, Boards, and Commissions

From: Robert Blair, Director 

Date: September 4, 2015

Re: Hiring Controls Memo: Revised Listing of Job Codes & Titles

The purpose of this memorandum is to inform agency directors, as well as key human resources and fiscal staff, that the Department of Administrative Services (DAS) Office of Information Technology (OIT) in conjunction with the Human Resources Division (HRD) has reevaluated the list of job codes attached to this memo (see Attachment 1). **As a result, effective with the pay period beginning September 6th, the following job codes will be removed.** They will neither be required to submit to DAS for review nor will be counted in the agency IT headcount or fiscal spend reports:

Job Code Classification

- 67126 Business Continuity & Data Access Manager
- 64175 Computer Acquisition Analyst Supervisor
- 64171 Computer Acquisition Analyst 1
- 64172 Computer Acquisition Analyst 2
- 64173 Computer Acquisition Analyst 3
- 12374 Computer Operations Analyst
- 12377 Computer Operations Manager 1
- 12379 Computer Operations Manager 3
- 12375 Computer Operations Supervisor 1
- 12376 Computer Operations Supervisor 2
- 12372 Computer Operator 2
- 12372 Computer Operator 3
- 12351 Data Control Technician 1
- 12325 Data Processing Supervisor
- 12322 Data Processor 2
- 12323 Data Processor 3
- 12312 Data Storage Technician 2
- 12391 Data Systems Coordinator 1
- 12392 Data Systems Coordinator 2
- 12395 Data Systems Coordinator Supervisor
- 12822 Data Systems Scheduler 2
- 12823 Data Systems Scheduler 3
- 12824 Data Systems Scheduler 4
- 12825 Data Systems Scheduler Supervisor
- 12362 Data Technician 2
- 67411 Forensic Computer Specialist 1
- 67412 Forensic Computer Specialist 2
- 85777 GIMS Administrator
- 85775 GIMS Data Base Administrator
- 85771 GIMS Specialist 1
- 85772 GIMS Specialist 2
- 85776 GIMS System Administrator
- 85671 GIMS Technician 1

52451 Highway Patrol Communication Tech
64695 Technology-Based Instructional Design Supervisor
64691 Technology-Based Training Developer
52413 Telecommunications Technology Coordinator
52490 Telecommunications Service Requisition Coordinator
52525 Telecommunications Operations Supervisor
52491 Telecommunications Analyst 1
52521 Telecommunications Operator 1
52522 Telecommunications Operator 2
52412 Telecommunications Technician 2
52417 Telecommunications Technician Manager
52485 Telecommunications Network Supervisor

For DAS HRD review of IT and program administrator positions, agencies should continue to send the requested position numbers to the Office of Talent Management assigned analyst(s). For the most recent list of assignments go to:

<http://das.ohio.gov/Divisions/HumanResources/TalentManagement.aspx> and click on Agency Team Assignments. The analyst will check the request against the most recently approved workforce plan submissions. Once verified, agencies will continue to attach the approval email received back from HRD to the ePar when it is submitted, similar to how agencies have attached OBM's approval email to the ePar in the past.

IT classes/positions listed in Attachment 1, including IT Project Manager requests will continue to be jointly reviewed by DAS HRD and DAS Office of Information Technology (OIT) as stated in the Process for Reviewing Positions with Information Technology, Project Manager and Program Administrator Job Codes Memo (November 15, 2013).

Project Managers (i.e., 66381-66382-66383) will be reviewed only by DAS HRD. Please also continue to submit to DAS HRD as you would Program Administrator positions. Once verified, agencies will attach the approval email received back from HRD to the ePar when it is submitted, similar to how agencies have attached OBM's approval email to the ePar.

If the request does not match the workforce plan, agencies will be asked to submit a modification form to detail the justification for the change in plan. The form can be found at <http://wfp.das.ohio.gov/> in the Tools section.

Agencies should continue to send full-time permanent, part-time permanent and intermittent positions with restricted fiscal job codes (see Attachment 2) to the OBM budget analyst (see Attachment 3) for review before posting them to fill. These requests should continue to contain the information detailed in the March 30, 2012 OBM memorandum regarding personnel ceilings.

If you have any questions regarding this memorandum, please contact your HRD Office of Talent Management analyst or Jessica Schuster at (614) 728-9154 or your OBM budget analyst or Todd Clark at (614) 644-8795.

Attachment 1 -- Job Codes Subject to Approval by DAS HRD, Office of Talent Management

Information Technology

64135 Data Systems Administrator
64134 Data Systems Assistant Administrator
64131 Data Systems Manager
69971 IT Architect/Consultant 1
64163 Info Technology Consultant 3
69921 Information Technologist 1
69922 Information Technologist 2
69923 Information Technologist 3
64132 Information Technology Manager 1
64133 Information Technology Manager 2
64117 Information Technology Supervisor 1
64118 Information Technology Supervisor 2
64119 Information Technology Supervisor 3
69931 Infrastructure Specialist 1
69932 Infrastructure Specialist 2
69933 Infrastructure Specialist 3
69934 Infrastructure Specialist 4
67135 Network Administration Supervisor
67136 Network Administration Manager
67197 Network Services Manager
67196 Network Services Supervisor
69961 Business Process Analyst 1
69962 Business Process Analyst 2
69963 Business Process Analyst 3
67171 Data Administration Manager 1
67172 Data Administration Manager 2
67173 Data Administration Manager 3
64156 Data Base Administrator 1
64157 Data Base Administrator 2
64158 Data Base Administrator 3
12381 Data Security Analyst 1
12382 Data Security Analyst 2
12380 Data Security Specialist
12386 Data Security Supervisor 2
69951 Database Administration Spec 1
69952 Database Administration Spec 2
69953 Database Administration Spec 3
69941 Software Development Spec 1
69942 Software Development Spec 2
69943 Software Development Spec 3
69944 Software Development Spec 4
64195 Systems Programmer Supervisor 1
64196 Systems Programmer Supervisor 2
63384 IT Project Manager 1
63385 IT Project Manager 2
63386 IT Project Manager 3

Attachment 1 continued

Project Manager & Program Administrator*

Job Code Classification

63381 Project Manager 1*
63382 Project Manager 2*
63383 Project Manager 3*
63122 Program Administrator 1*
63123 Program Administrator 2*
63124 Program Administrator 3*

** Note: These positions will be reviewed by DAS HRD only.*

Attachment 2 – Restricted Fiscal Job Codes Still Subject to Approval by OBM

Job Code Classification

Fiscal

63311	Business Service Officer
63315	Business Administrator 1
63316	Business Administrator 2
63317	Business Administrator 3
63318	Business Administrator 4
66111	Accountant/Examiner 1
66112	Accountant/Examiner 2
66113	Accountant/Examiner 3
66114	Accountant/Examiner 4
66115	Accountant/Examiner Supervisor 1
66116	Accountant/Examiner Supervisor 2
66561	Financial Associate
66562	Financial Analyst
66563	Senior Financial Analyst
66565	Financial Associate Supervisor
66566	Financial Analyst Supervisor
66585	Financial Program Manager
66586	Financial Manager
66587	Senior Financial Manager

Attachment 3 – OBM Budget Analyst Assignment List

BUDGET/MANAGEMENT ANALYST ASSIGNMENTS 10/06/14

GENERAL GOVERNMENT					
<u>Matthew Madh*</u> 644-8799	<u>Steve Pechel</u> 732-9360	<u>Dix Stander</u> 644-9441	<u>Ashley Nelson</u> 644-3030	<u>Colla Mackay</u> 644-8819	
ATH CAC LGT RAC	DJR DOT EBR EPA LEC	BRB DRC DYS FLB PWC SAN	ADJ COM DPS LCO DCC FUC USF	AGR ARR DEV ENG EXP HFA SDA	
EDUCATION					
<u>Ann Bennett</u> 644-8819	<u>Katherine Hickey</u> 728-7554	<u>Jason Akbar</u> 644-8807	<u>Adam Damb</u> 732-2377	<u>Tara Schuler</u> 644-8793	<u>Vacant</u>
CRB DAM GGV JLE LSC REP SEN	ARC BOK/ITA - Operating COS ETC HEF JMO SCR Blue Book Lead	ACC ART EDU K-12 Foundation Formula MHC OHR MFR Lead	BCR - Capital FCC JCR OSB OSD SOS 37 HED Institutions Credit Enhancements (HED)	AUD AGD CSR ELC ETH LIE OLA Credit Enhancements (K-12)	
HUMAN SERVICES					
<u>Daniel Schrebert</u> 644-9193	<u>Andy White</u> 644-8941	<u>Paul Devinci</u> 728-3047	<u>Ben Phillips</u> 728-8135	<u>Karla Swartzman</u> 644-8817	
BWC CHR CSW GSD OIC SFA (OBT)	DBH DVS JFS HUR PLX VIG (CWT)	AGE CSV MCD RCB	CCP CIV DDD HSA (DIS & ADA) PSY	DCH DSG HSH GOS GOD (RSC) OPT	
BUDGET PLANNING & INTERNAL SERVICES					PROCESS SUPPORT
<u>Jeff Housman</u> 644-8791	<u>Tina Clark</u> 644-8795	<u>Isabel Louk</u> 466-0058	<u>Ashli Aris</u> 466-0211	<u>Fenny Baker</u> 644-8783	<u>Sari Kinsler</u> 993-7011
BFA CRS PLBY MED CSF Capital Planning	DAS/OIF ERB GRM OPP PAY FYE	RDF TOS/ROP Revenue Forecasting Income Tax FIT Cigarette Liquor Taxes Insurance Taxes	SFE TAX Revenue Forecasting Sales Taxes Energy Taxes Financial Reporting	GRF Framework Monthly Financial Report Financial Data Support CMAA Manager	CLA IGO JCO JSC
DEBT MANAGEMENT					
<u>Kyle Kaufman</u> 466-0691	<u>Kary Swartz</u> 644-8787	<u>Cassie Sanford</u> 728-8114	<u>Vacant</u> 466-5314		
Debt Manager	Assistant Debt Manager	Debt Management Analyst	Debt Management Analyst		