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

OBM
Ohio Office of Budget and Management
John R. Kasich, Governor
Timothy S. Keen, Director

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

From: Robert Blair, Director, Department of Administrative Services RB

Timothy S. Keen, Director, Office of Budget and Management TK

Date: November 15, 2013

Re: New Process for Reviewing Positions With Information Technology, Project Manager and Program Administrator Job Codes

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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) Human Resources Division (HRD) has reviewed all agencies' information technology-specific workforce plans in conjunction with the Office of Information Technology (OIT). As a result, effective with the pay period beginning November 17, 2013, before posting, agencies will now send full-time permanent, part-time permanent, and intermittent positions with any IT job code (as listed in Attachment 1) directly to DAS HRD, Office of Talent Management. DAS will confirm that the positions are included on an agency's IT workforce plan future action form. This replaces the requirement to send certain IT positions to the Office of Budget and Management (OBM) for review.

Additionally, full-time permanent, part-time permanent and intermittent Project Manager 1-2-3 and Program Administrator 1-2-3 positions (see Attachment 1) should now be sent to DAS HRD, Office of Talent Management for review before posting.

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.

Each of these requirements applies both to agencies that have moved to personnel ceilings and those that are still on hiring controls. This streamlines the process for reviewing agency IT hiring and other personnel movements and also aligns the process with efforts to consolidate IT services per IT Optimization and Transformation plans.

For DAS HRD review of IT, project management and program administrator positions, agencies should send the requested position numbers to the Office of Talent Management assigned analyst(s) (see Attachment 4) or to wfp@das.state.oh.us. The analyst will check the request against the IT workforce plan submission (or the approved overall agency workforce plan in the case of program administrator positions; project managers may be in either). 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 IT (or overall) workforce plan submission, 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.

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

Job Code	Classification
64117	Applications Development Supv
64135	Data Systems Administrator
64134	Data Systems Asst Administrato
64131	Data Systems Manager
09971	IT Architect/Consultant 1
69971	IT Architect/Consultant 1
64163	Info Technology Consultant 3
09921	Information Technologist 1
69921	Information Technologist 1
09922	Information Technologist 2
69922	Information Technologist 2
09923	Information Technologist 3
69923	Information Technologist 3
64133	Information Technology Mangr 2
64132	Information Technology Mgr 1
64133	Information Technology Mgr 2
64117	Information Technology Supervi
64117	Information Technology Supv 1
64118	Information Technology Supv 2
64119	Information Technology Supv 3
09931	Infrastructure Specialist 1
69931	Infrastructure Specialist 1
09932	Infrastructure Specialist 2
69932	Infrastructure Specialist 2
09933	Infrastructure Specialist 3
69933	Infrastructure Specialist 3
09934	Infrastructure Specialist 4
69934	Infrastructure Specialist 4
67135	Network Admin Supervisor
67136	Network Administration Manager
67135	Network Administration Supervi
67197	Network Services Manager
67196	Network Services Supervisor
64118	Programmer/Systems Manager 2
64131	Technical Specialist 1
64132	Technical Specialist 2
64133	Technical Specialist 3
67115	Telecomms Systems Analyst Supv
52495	Telecommunications Analyst Sup
52485	Telecommunications Network Sup
12341	AFIS Operator 2
64115	Applications Analyst 1
64116	Applications Analyst 2
64111	Applications Developer 1
64112	Applications Developer 2
64113	Applications Developer 3
64114	Applications Developer 4

Attachment 1 – continued

67126	Bus Continuity & Data Acc Mgr
62711	Business Analyst
09961	Business Process Analyst 1
69961	Business Process Analyst 1
09962	Business Process Analyst 2
69962	Business Process Analyst 2
09963	Business Process Analyst 3
69963	Business Process Analyst 3
63335	Business Trans Prog Mgr
63331	Business Transformation Analys
64175	Comp Acquisition Analyst Supv
64171	Computer Acquisition Analyst 1
64172	Computer Acquisition Analyst 2
64173	Computer Acquisition Analyst 3
64161	Computer Consultant 1
12374	Computer Operations Analyst
12377	Computer Operations Manager 1
12379	Computer Operations Manager 3
12375	Computer Operations Supv 1
12376	Computer Operations Supv 2
12370	Computer Operator 1
12371	Computer Operator 1
12371	Computer Operator 2
12372	Computer Operator 2
12372	Computer Operator 3
12373	Computer Operator 4
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
64153	Data Base Analyst 3
64154	Data Base Analyst 4
12351	Data Control Technician
12351	Data Control Technician 1
12341	Data Librarian 1
12325	Data Processing Supervisor
12322	Data Processor 2
12323	Data Processor 3
12381	Data Security Analyst 1
12382	Data Security Analyst 2
12380	Data Security Specialist
12386	Data Security Supervisor 2
12312	Data Storage Technician 2
12391	Data Systems Coordinator 1
12392	Data Systems Coordinator 2
12395	Data Systems Coordinator Supv
12822	Data Systems Scheduler 2
12823	Data Systems Scheduler 3
12824	Data Systems Scheduler 4

Attachment 1 – continued

12825	Data Systems Scheduler Supv
12362	Data Technician 2
09951	Database Administration Spec 1
69951	Database Administration Spec 1
09952	Database Administration Spec 2
69952	Database Administration Spec 2
09953	Database Administration Spec 3
69953	Database Administration Spec 3
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 Communicat Tech
64121	IT Project Analyst 1
64122	IT Project Analyst 2
64161	Info Technology Consultant 1
64114	Information Tech Analyst 1
64115	Information Tech Analyst 2
64116	Information Tech Analyst 3
64111	Information Tech Specialist 1
64112	Information Tech Specialist 2
64113	Information Tech Specialist 3
64181	Minicom Operations Technician
64181	Minicomputer Operations Techn
64181	Minicomputer Operator
67132	Network Administrator 2
67133	Network Administrator 3
64145	Programmer Specialist Supervis
64111	Programmer/Analyst 1
64112	Programmer/Analyst 2
64113	Programmer/Analyst 3
64114	Programmer/Analyst 4
64115	Programmer/Analyst 5
09941	Software Development Spec 1
69941	Software Development Spec 1
09942	Software Development Spec 2
69942	Software Development Spec 2
09943	Software Development Spec 3
69943	Software Development Spec 3
09944	Software Development Spec 4
69944	Software Development Spec 4
63332	Sr. Busn. Trans. Analyst
64121	Systems Analyst 1
64122	Systems Analyst 2

Attachment 1 – continued

64195	Systems Programmer Supervisor
64196	Systems Programmer Supervisor
64195	Systems Programmer Supv 1
64196	Systems Programmer Supv 2
64695	Tech-Based Instr Des Suprvsr
64691	Technology-Based Training Deve
52413	Telecom Tech Coordinator
52490	Telecomm Service Req Coord
66511	Telecomms Billing Analyst
52526	Telecomms Operations Admin
52525	Telecomms Operations Superviso
67111	Telecomms Systems Analyst 1
52491	Telecommunications Analyst 1
52521	Telecommunications Operator 1
52522	Telecommunications Operator 2
52412	Telecommunications Tech 2
52413	Telecommunications Tech Coord
52417	Telecommunications Tech Mgr

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: Project manager positions, may be approved through either the IT specific workforce plan or the agency general plan depending on where the position is assigned. Please follow the process outlined per where the position was assigned and approved.*

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

Job Code	Classification
Fiscal	
16511	Account Clerk 1
16512	Account Clerk 2
16513	Account Clerk 3
16515	Account Clerk Supervisor
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
66531	Fiscal Specialist 1
66532	Fiscal Specialist 2
66535	Fiscal Officer 1
66536	Fiscal Officer 2
66537	Fiscal Officer 3
66538	Fiscal Officer 4

Attachment 3 – OBM Budget Analyst Assignment List

BUDGET/MANAGEMENT ANALYST ASSIGNMENTS
10/24/2013

GENERAL GOVERNMENT

Benjamin Boettcher*	Steve Peishel	Paul Dinapoli	Ashley Nelson	Catie Hookway
644-8793	752-9360	728-5047	644-5056	644-8815
ARC	AIR	BRB	ADJ	AGR
DVM	DNR	DOT	COM	DEV
GOV	EBR	DRC	DPS	ENG
	EPA	DYS	LCO	EXP
	LEC	PUB	OCC	HFA
	SAN	PWC	PUC	SOA
	UST			

EDUCATION

Matthew Martin*	Jim Bennett	Aaron Rausch	Joshua Hope	Katherine Nickey	Jason Akbar
644-8799	644-8819	752-2577	644-8813	728-7664	644-8807
ATH	BOR/TTA	ACC	AGO	COS	ART
CAC	CRB	EDU	AUD	FCC	JLE
LOT	HEF	ETH	CSR	JCR	LIB
RAC	SCR		ELC	OSB	LSC
	Campuses		ETC	OSD	MHC
			REP	SOS	OHS
			SEN		OLA
					MFR Lead

HUMAN SERVICES

Daniel Schreiber*	Andy White	Lilly Stockell	Leslie Piatt	Katja Ryabtseva	Lawrence Parson
644-6445	728-8441	644-6441	728-4155	644-8817	644-8805
BWC	DEN	AGE	CDP	DOH	Special Projects
CSV	JFS	MCD	CHR	INS	
CSW	NUR	PRX	CIV	MIH	
OBD	SPA	VTO	DDD	ODB	
OIC	(OWT)		DVS	OOD (RSC)	
PSY			MHA (DMH & ADA)	OPT	
(OHT)			RCB		
					ARRA Lead

BUDGET PLANNING & INTERNAL SERVICES

Jeff Newman*	Todd Clark	Isabel Louis	Astrid Arca
4-8791	4-8795	6-0698	6-6551
BTA	DAS/OIT	RDF	SPE
CEB	ERB	TOS/BDP	TAX
FUN	OBM		
MED	OPP		
	PAY		
	PYT		

PROCESS MGMT

Sári Klepacz*
995-7011
CLA
IGO
JCO
JSC

Attachment 4 – DAS HRD, Office of Talent Management Analyst Assignment List

Adjutant General Morgan Webb 614-644-8842 Morgan.Webb@das.ohio.gov Laura Sutherland 614-466-0660 Laura.Sutherland@das.ohio.gov	**Administrative Services** Naima Abdur-Rashid 614-728-2551 Naima.Abdur-Rashid@das.ohio.gov Joe Ann Lucas 614-466-7832 JoeAnn.Lucas@das.ohio.gov Jeff Hazelton 614-387-0685 Jeffrey.Hazelton@das.ohio.gov
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CSA Vacant Darryl McFarlane 614-752-5227 Darryl.McFarlane@das.ohio.gov Jeff Hazelton 614-387-0685 Jeffrey.Hazelton@das.ohio.gov	**Development Services Agency** Laura Sutherland 614-466-0660 Laura.Sutherland@das.ohio.gov Naima Abdur-Rashid 614-728-2551 Naima.Abdur-Rashid@das.ohio.gov
Developmental Disabilities Naima Abdur-Rashid 614-728-2551 Naima.Abdur-Rashid@das.ohio.gov Vacant	**Environmental Protection Agency** Joe Ann Lucas 614-466-7832 JoeAnn.Lucas@das.ohio.gov Morgan Webb 614-644-8842 Morgan.Webb@das.ohio.gov
Health Naima Abdur-Rashid 614-728-2551 Naima.Abdur-Rashid@das.ohio.gov Laura Sutherland 614-466-0660 Laura.Sutherland@das.ohio.gov	**Insurance** Laura Sutherland 614-466-0660 Laura.Sutherland@das.ohio.gov Joe Ann Lucas 614-466-7832 JoeAnn.Lucas@das.ohio.gov

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Job and Family Services Joe Ann Lucas 614-466-7832 JoeAnn.Lucas@das.ohio.gov Naima Abdur-Rashid 614-728-2551 Naima.Abdur-Rashid@das.ohio.gov Darryl McFarlane 614-752-5227 Darryl.McFarlane@das.ohio.gov	**Medicaid** Vacant Morgan Webb 614-644-8842 Morgan.Webb@das.ohio.gov Jeff Hazelton 614-387-0685 Jeffrey.Hazelton@das.ohio.gov
Mental Health & Addiction Services Laura Sutherland 614-466-0660 Laura.Sutherland@das.ohio.gov Vacant	**Natural Resources** Laura Sutherland 614-466-0660 Laura.Sutherland@das.ohio.gov Joe Ann Lucas 614-466-7832 JoeAnn.Lucas@das.ohio.gov
Public Safety Naima Abdur-Rashid 614-728-2551 Naima.Abdur-Rashid@das.ohio.gov Laura Sutherland 614-466-0660 Laura.Sutherland@das.ohio.gov	**Public Utilities Commission** Vacant Morgan Webb 614-644-8842 Morgan.Webb@das.ohio.gov
Regents Vacant Naima Abdur-Rashid 614-728-2551 Naima.Abdur-Rashid@das.ohio.gov	**Rehabilitation and Correction** Joe Ann Lucas 614-466-7832 JoeAnn.Lucas@das.ohio.gov Laura Sutherland 614-466-0660 Laura.Sutherland@das.ohio.gov Darryl McFarlane 614-752-5227 Darryl.McFarlane@das.ohio.gov
Taxation Naima Abdur-Rashid 614-728-2551 Naima.Abdur-Rashid@das.ohio.gov Morgan Webb 614-644-8842 Morgan.Webb@das.ohio.gov Jeff Hazelton 614-387-0685 Jeffrey.Hazelton@das.ohio.gov	**Transportation** Laura Sutherland 614-466-0660 Laura.Sutherland@das.ohio.gov Vacant Darryl McFarlane 614-752-5227 Darryl.McFarlane@das.ohio.gov

Attachment 4 – continued

Veterans Services	**Bureau of Workers' Compensation**
Morgan Webb 614-644-8842 Morgan.Webb@das.ohio.gov Joe Ann Lucas 614-466-7832 JoeAnn.Lucas@das.ohio.gov	Morgan Webb 614-644-8842 Morgan.Webb@das.ohio.gov Laura Sutherland 614-466-0660 Laura.Sutherland@das.ohio.gov Jeff Hazelton 614-387-0685 Jeffrey.Hazelton@das.ohio.gov
Youth Services	**All other ABCs**
Joe Ann Lucas 614-466-7832 JoeAnn.Lucas@das.ohio.gov Naima Abdur-Rashid 614-728-2551 Naima.Abdur-Rashid@das.ohio.gov	Will be assigned by task/project Call 614-466-7795 for assistance or email relevant program (see below).
Classification and Compensation Manager: Bobbi Lind 614-644-8848 Bobbi.lind@das.ohio.gov compensation@das.ohio.gov	
Performance and Succession Planning Manager: Ray Justice 614-728-8944 Ray.justice@das.ohio.gov ePerformance@das.ohio.gov	
Talent Acquisition Manager: Carolyn Groves 614-466-0628 Carolyn.groves@das.ohio.gov careers@ohio.gov	
Talent Management Administrator: Jessica Schuster 614-728-9154 Jessica.schuster@das.ohio.gov wfp@das.state.oh.us dastestservices@das.state.oh.us	