

John R. Kasich, *Governor*
Robert Blair, *Director*

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

From: Robert Blair, Director 

Date: November 7, 2016

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

The purpose of this memorandum is to inform agency directors, fiscal, IT and HR staff that the Department of Administrative Services (DAS) Office of Information Technology (OIT) and Human Resources Division (HRD) have reevaluated the list of job codes attached to this memo (see Attachment 1). As a result, effective the pay period beginning November 13th, the job codes listed in Attachment 1 will be removed.

The Office of Budget Management also conducted a reevaluation and determined that 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 OBM budget analyst or Todd Clark at (614) 644-8795 or for DAS HRD, Jessica Schuster at (614) 728-9154 or for DAS OIT, Katrina Flory at (614) 995-5466.

Attachment 1 – Job Codes To be Removed

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 Manager1
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

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 As of October 4, 2016

GENERAL GOVERNMENT					
<u>Sharon Hanrahan*</u> 752-6392 ATH CAC LOT RAC	<u>Vacant</u> 644-8815 (?) AGR (Peishel) AIR (Hanrahan) DEV (Hanrahan) ENG (Teresa Goodridge) EXP (Stanger) SOA (Peishel) Tax Credits	<u>Ashley Nelson</u> 644-5056 ADJ DPS ETH LCO OCC SOS UST	<u>Steve Peishel</u> 752-9360 AGO AUD CRB DNR DOT EBR Federal Grants	<u>Dex Stanger</u> 644-6441 BRB DRC DYS PUB PWC SAN C.B. Training MFR Team	<u>Teresa Goodridge</u> (also CB Sec) 466-5721 ENG
EDUCATION					
<u>Jason Akbar*</u> 644-8807 GOV JLE LSC REP SEN	<u>Adam Damin</u> 752-2577 BOR - Capital BOR/TTA - Operating HEF JCR SCR 37 HED Institutions Credit Enhancements (HED)	<u>Craig Rethman</u> 644-8819 EDU Policy/Operating EPA ETC JEO LEC OSB OSD	<u>Tara Schuler</u> 644-8793 ACC ART CSR EDU Foundation/Policy MHC MFR Lead	<u>Travis Shaul</u> 644-6445 ARC COM ELC FCC LIB OLA Credit Enhancements (K-12)	
HUMAN SERVICES					
<u>Katherine Nickey*</u> 728-7664 BWC CHR CSW OIC SPA (OHT) Training Coordinator	<u>Paul Dinapoli</u> 728-5047 AGE CSV JMO MCD RCB	<u>Katja Ryabtseva</u> 644-8817 CDP CIV DDD DVM MHA PSY Medicaid Forecasting OAKS BI Training	<u>Nick Strahan</u> 728-4155 DOH MED MIH ODB OOD OPT	<u>Jennifer Kahle</u> 728-8441 DEN DVS JFS NUR PRX VTO (OWT)	
BUDGET PLANNING & INTERNAL SERVICES					PROCESS MGMT
<u>Ben Boettcher*</u> 644-8791 CEB CSF FUN SPE Capital Planning Non-tax Sources	<u>Todd Clark</u> 644-8795 DAS/OIT ERB OBM OPP PAY PYT Payroll/Rates Coordinator	<u>Vacant</u> 466-0698 BTA (DeGiralomo) OHS (Clark) TAX (Lopez) Cig/Liquor Taxes Income Tax Insurance Taxes	<u>Lauren Lopez</u> 466-6551 COS HFA PUC Energy Taxes Revenue Forecasting Sales Taxes Other Taxes	<u>Erin DeGiralomo</u> 644-8783 INS OBD RDF TOS/BDP Tax credit tracking GRF Framework Lead MFR Team	<u>Sári Klepacz*</u> 995-7011 CLA IGO JCO JSC Enterprise Apps.
DEBT MANAGEMENT					LOCAL & OTHER
<u>Kurt Kauffman*</u> 466-0691 Debt Manager	<u>Catie Hookway</u> 644-8815 Debt Mgmt. Analyst	<u>Larry Scurlock</u> 644-8787 Assistant Debt Manager	<u>Amber Teitt</u> 466-5344 Debt Mgmt. Analyst	<u>Sharon Hanrahan</u> (during transition period. SH also in GGS). 752-6392 Financial Planning Comms. State Funding of Local Gov't	<u>Quentin Potter</u> 949-3857 Financial Planning Comms.