



State of Ohio • Ohio Civil Service Employees Association  
 CLASSIFICATION REVIEW COMMITTEE



To: OCSEA Classification members  
 Agency HR Administrators  
 Agency Labor Relation Officers

From: Article 36.05 Joint Classification Review Committee

Date: October 28, 2016

Re: Management Analyst & Office Professional Classification Review

The Department of Administrative Services (DAS) and Ohio Civil Service Employee Association (OCSEA) will begin working jointly to review classification(s) for Management Analysts and employees in several office professional classifications. This portion of the state’s classification plan has not been examined holistically for more than 20 years, and both OCSEA and agencies have communicated to DAS the need to review it due to its obsolescence as it relates to new technologies and utilization in workforce.

This project is expected to last for roughly eight (8) months, as approximately 600 employees occupy classifications in the four (4) classification series that will be covered by this joint review process. The classification series that will be included are listed in the table below:

6321	Management Analyst
1251	Office Assistant
1261	Word Processing Specialist
1211	Clerk

In order to accomplish such a substantial endeavor, DAS and OCSEA have established a committee to update this portion of the state’s classification plan. The committee, representing both management and the union, will be involved in the classification review pursuant to Article 36.05 of the OCSEA collective bargaining agreement. Along with members from DAS Offices of Collective Bargaining (OCB) and Human Resources Division (HRD), as well as OCSEA, the committee includes agency representatives, both management and bargaining unit, who work in the specified positions to represent a cross-section of agencies (e.g., various sizes, missions, structures, etc.). The committee members are as follows:



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**For Management**

Bobbi Lind, DAS-HRD  
Eric Eilerman, DAS-OCB  
Dee Seidenschmidt, BWC  
Alicia Conley, DODD  
Cherene Watkins, DOH  
Lori Carter, OOD  
Jennifer McLendon, DPS  
Kitty Hollingshead Mancil, TAX

**For the Union**

Jessica Chester, OCSEA  
Patty Rich, OCSEA  
Michael Gee, OCSEA  
Maria Byrd, BWC  
Danielle Zeigler, DODD  
Shawn Clagg, OIC  
Warren White, MCD  
Beatrice Flowers, DPS

This committee will work together to remedy the deficiencies in the existing classifications therefore providing current and future duties necessary to the State, the associated knowledge, skills, and abilities as well as minimum qualifications to perform the duties.

This project is currently in its infancy, and as developments arise, the committee will communicate those to you and develop tools to assist those agencies and employees who will be impacted by this classification study. The work of the joint committee will only address bargaining unit positions.

All impacted employees will be asked to complete a Position Description Questionnaire (PDQ). Training will be held starting in November. The training schedule is attached. All employees must work with their agency to determine which training they will be assigned to attend. Once the PDQ's are complete, DAS will complete draft class specification(s) for review. At that point there will be a focus group created to review the class specification for any additional modifications. The class specifications will also be on the Union and State websites for any additional input. Once this process is complete, the agencies will then work on allocating employees into the new and/or revised classification(s). Additional information will be provided during this process.

Further communications about these projects, along with a timeline, will be forthcoming. The committee thanks you in advance for your input and assistance as we work together to modernize the structure of our workforce.

cc: OCSEA Chapter Presidents  
OCSEA Board of Directors  
OCSEA Staff representatives