



**State of Ohio • Ohio Civil Service Employees Association**  
**Office Professional Classification Review**  
ANNOUNCEMENT



June 28, 2017

The Department of Administrative Services (DAS) and the Ohio Civil Service Employees Association (OCSEA), on behalf of the Office Professional Joint Review Committee, are releasing the final classification specifications for the Office Professional and Management Analyst classifications. These classification specifications are the result of considerable work from members of the Joint Review Committee and include input from the position description questionnaires, focus group feedback and suggestions submitted by both impacted bargaining unit employees and their supervisors.

State agencies will utilize the information gathered from the Position Description Questionnaire (PDQ) to determine the appropriate allocation for each impacted employee. Allocations shall be determined based on the classification that best matches the duties described. For some, this could mean you are allocated into the Office Professional classification series, that you could be allocated to a classification outside of this review or, for Management Analysts, you could remain in your current classification.

Agencies will be notifying impacted employees of their assigned classification with an allocation letter to be distributed by email on July 24, 2017. Those changes will be officially implemented on August 6, 2017.

The parties have also finalized the Office Professional Study Implementation, Allocation and Alternative Dispute Resolution Agreement (LOA) which details important information regarding the allocation, implementation and dispute resolution process for this review.

The finalized classification specifications and LOA are attached for your review. All of these documents can also be viewed at <http://das.ohio.gov/Divisions/HumanResources/TalentManagement/ClassificationandCompensation/OfficeProfessionalClassificationProject.aspx> or [www.OCSEA.org/class-review](http://www.OCSEA.org/class-review) .

Any questions may be directed to DAS at [compensation@das.ohio.gov](mailto:compensation@das.ohio.gov) or OCSEA at [OCSEAClassifications@OCSEA.org](mailto:OCSEAClassifications@OCSEA.org)

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