



John R. Kasich, Governor  
Mary Taylor, Lt. Governor  
Craig W. Butler, Director

OFFICE OF  
INSPECTOR GENERAL

2016 MAY 20 AM 10:50

May 12, 2016

Mr. Randall J. Meyer  
Ohio Inspector General  
James A. Rhodes State Office Tower  
30 East Broad Street, Suite 2940  
Columbus, Ohio 43215

Re: Report of Investigation 2015-CA-00020

Dear Inspector General Meyer:

The Ohio Environmental Protection Agency has reviewed your report of investigation and subsequent recommendations. Below is a summary of Ohio EPA's response to those recommendations:

1. OEPA should consider creating boilerplate language for job duties for use when developing position descriptions.

Response: The environmental specialist series is used for the majority of jobs at Ohio EPA even though the job duties vary widely. For example, the ES2 position is used for toxicologists, inspectors, enforcement coordinators and a variety of other jobs. It would not be possible to have all of the ES2 position descriptions use the same boilerplate; however, all position descriptions for the same job will be standardized. Specifically, for the On-Scene Coordinators (OSCs), the language for the ES3 and ES2 OSCs was standardized in 2015.

2. OEPA should develop and implement an annual review process of agency policies and update or revise the policies as necessary.

Response: OEPA has developed an annual review process for all agency policies, and has begun updating and revising policies as necessary.

3. OEPA should clearly define the roles and responsibilities of the agency's employees through their positions descriptions, orientations, and in-service trainings. All employees should be required to acknowledge their understanding of their defined role at the agency.

Response: OEPA will review its current process of notifying employees of their roles and responsibilities, and will seek to improve this notification process through the use of consistent position descriptions, employee orientation, and in-service training. Employees will be required to acknowledge in writing that they have reviewed their position descriptions and that they understand their roles.

I appreciate the opportunity to demonstrate the steps that Ohio EPA has taken in response to your recommendations. If you have any questions or need additional information, please don't hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Craig Butler', with a stylized flourish extending to the right.

Craig Butler, Director