

**From:** [Orahood, Traci](#)  
**To:** [DASHRD.HRPolicy@das.ohio.gov](mailto:DASHRD.HRPolicy@das.ohio.gov)  
**Subject:** Civil Service Status Change for Agriculture  
**Date:** Monday, November 03, 2014 11:34:00 AM  
**Attachments:** [Request for Status Change.pdf](#)  
[Human Resources Table of Organization.pdf](#)  
[PD20045674 Human Capital Mgt Mgr 103114 \(Donald Mills Status Change\).pdf](#)

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Attached are the required documents for the Civil Service Status Change request. Due to the fact that this change is for an employee within HR and has access to all levels of the ePAR system I have not entered the ePAR. Once a decision has been made (approval or denial) of the request I will submit the ePAR to finalize the process. If you have any questions please contact me.

Thanks,

Traci L. Orahood  
*Human Resources Director*  
[Traci.Orahood@agri.ohio.gov](mailto:Traci.Orahood@agri.ohio.gov)  
p: 614-466-5339 [REDACTED]





Department of  
Agriculture

Governor John R. Kasich • Lt. Governor Mary Taylor  
Director David T. Daniels

Division of Human Resources  
8995 East Main Street, Reynoldsburg, OH 43068  
Phone: 614-466-4595 • Fax: 614-728-2622  
www.agri.ohio.gov • hr@agri.ohio.gov

November 3, 2014

Kristen Rankin  
Department of Administrative Services  
Policy Administrator  
100 E. Broad St.  
Columbus, Ohio 43215

Dear Mrs. Rankin:

As a result of a position description review within Human Resources, the Ohio Department of Agriculture (ODA) is requesting to change the civil service status from classified to unclassified on the following position: PN# 20045674, classification title Human Capital Management (HCM) Manager.

This position serves as the HCM Manager over the EEO program, Labor Relations program, Classification program, Performance Evaluation program, and the HR Data Management program. The following duties justify this position as unclassified: provides oversight and guidance to employees by implementing and enforcing EEO guidelines or policies and ensuring accountability for employee adherence; directs and oversees discrimination complaint program and recommends corrective actions to aid in ODA leadership's decision making; provides oversight and guidance to agency supervisory staff to ensure proper implementation of agency policies and procedures related to employee discipline; organizes and attends grievance hearings, pre-discipline hearings, mediations, and arbitrations as an ODA management representative; ensures employee position descriptions accurately reflect duties performed within each ODA division; and oversees implementation of effective HR automation tools to collect and track data, analyze trends, aid in capturing workforce (hierarchy/alignment), and aid in provide strategic human resources initiatives. For a complete listing attached grid submitted by the employee with job responsibilities.

The following items are included with this request: a copy of the current PD (the new PD will only change the civil service status from classified to unclassified because the employee has always been performing these duties), the current table of organization, and a list of all DAS employees in this classification and their current civil service status.

Sincerely,

Traci L. Orahod  
Human Resources Director

c: David T. Daniels, Director  
Howard F. Wise, Assistant Director





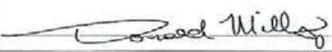
Position Description for  
Ohio Department Of Agriculture

POSITION NUMBER

**20045674 (22)**

<b>DEPARTMENT NUMBER:</b> AGR104000	U	<b>AGENCY:</b> AGRICULTURE
<b>CLASS NUMBER:</b> 64615		<b>DIVISION:</b> HUMAN RESOURCES
<b>CLASS TITLE:</b> HUMAN CAPITAL MANAGEMENT MANAGER		<b>SECTION:</b> HUMAN RESOURCES
<b>WORKING TITLE:</b> HUMAN CAPITAL MANAGEMENT MANAGER		<b>COUNTY OF EMPLOYMENT:</b> LICKING
<b>APPT TYPE:</b> Full Time Permanent <input type="checkbox"/> Classified <input type="checkbox"/> <input checked="" type="checkbox"/> Unclassified		<input type="checkbox"/> OT Eligibl <input checked="" type="checkbox"/> OT Exempt Exempt Type: Administrative
<b>ACTION:</b> <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update <input type="checkbox"/> Renumbr <input type="checkbox"/> Reclass		
<b>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR:</b> 20045649 HUMAN CAPITAL MANAGEMENT ADM <input type="checkbox"/> Organization Tree Link		
<b>NORMAL WORKING HOURS</b> (Explain unusual or rotating shift)		
<b>FROM:</b> 08:00 AM	<b>TO:</b> 05:00 PM	THIS POSITION IS OVERTIME EXEMPT.

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	<p>Serves as Ohio Department of Agriculture (ODA) human resources manager &amp; responsibly directs implementation of human resources sub-programs (i.e., Equal Employment Opportunities [EEO], labor relations, Americans with Disability Act [ADA], position descriptions [PD], performance evaluations, personnel actions, wellness program, employee assistance program [EAP], HR data management) &amp; supervises assigned staff: interprets &amp; applies laws, rules &amp; regulations relating to human resources (e.g., union contracts, Ohio Revised Code, Ohio Administrative Code, US Department of Labor Federal Regulations, Fair Labor Standards Act, Equal Employment Opportunity Act, ADA); uses knowledge of general human resource management principles to make recommendations to enhance efficiency, standardization &amp; automation of daily personnel processing functions; serves as point of contact for agency by implementing &amp; enforcing guidelines/policies &amp; ensuring accountability for agency employee adherence to HR policies/guidelines, union contracts, &amp; state &amp; federal laws/regulations (e.g., EEO, employee discipline, employee relations); responds to inquiries from agency employees regarding internal HR policies, procedures &amp;/or ODA work rules relating to HR program assignments; conducts extensive research using multiple sources (e.g., ORC, OAC, periodicals, Internet, OAKS system); directs &amp; oversees discrimination complaint program &amp; recommends corrective actions to aid in ODA leadership's decision making; conducts internal investigations (e.g., interviews employees, complainants, &amp; witnesses); writes reports of investigation facts &amp; findings; organizes &amp; attends grievance hearings, pre-discipline hearings, &amp; mediations/arbitrations as ODA management representative; assists with administrative investigations to validate complaints of employee misconduct &amp;/or assists in determining just cause for initiation of disciplinary process; ensures employee PD's accurately reflect duties performed within each ODA division; writes new &amp;/or modifies existing PD's &amp; ensures compliance with PD decentralization standards; performs job analysis of positions and/or job audits of employees to determine proper classification/pay range in accordance with state class plan; assists agency managers in creation of position specific minimum qualifications (PSMQ); provides oversight &amp; guidance to agency supervisors/managers to ensure effective annual/probationary employee performance evaluations; ensures development of meaningful, attainable, &amp; measurable employee performance goals; accesses performance evaluation criteria using online performance review system (e.g., ePerformance); reviews &amp; approves performance evaluations &amp;/or makes recommendations for changes; acts hearing officer as agency designee for employee performance evaluation appeal hearings &amp; writes detailed reports of findings; oversees implementation of effective HR automation tools to collect &amp; track data (e.g., analyzes trends, captures workforce hierarchy/alignment) to aid Human Resources Director in implementation of strategic human resources initiatives; provides technical support to HR Staff &amp; acts as administrator of electronic personnel filing system (e.g., Document Locator); coordinates with ODA Information Technology (IT) staff on implementation/modifications of HR system hardware &amp; software (e.g., background check system, electronic personnel filing system); manages record retention &amp;/or data security policies within electronic personnel filing system; provides agency wide administration of Enterprise Learning Management (ELM) system; oversees course creation, learner enrollments, &amp; course content development; troubleshoots &amp; responds to ELM user problems &amp;/or system error messages as ELM tier 1 support;; evaluates assigned staff's work product; provides guidance &amp; oversight in assigned HR program areas; evaluates employee performance; ensures accountability &amp; accuracy of employment processing activities; ensures effective delivery of customer service &amp; staffing during agency business hours for ODA main reception area.</p>	<p>Knowledge of: 1) civil service laws, rules &amp; regulations; 2) agency human resources policies &amp; procedures*; 3) human resources training &amp; development; 4) employee benefits (e.g., workers' compensation, unemployment compensation, disability insurance, social security, public employees' retirement)*; 5) federal &amp; state laws &amp; rules governing fair employment practices (e.g., ADA, EEO); 6) interviewing; 7) technical writing; 8) supervisory principles/techniques*. Skill in: 9) operation of personal computer. Ability to: 10) define problems, collect data, establish facts &amp; draw valid conclusions; 11) calculate fractions, decimals &amp; percentages; 12) gather, collate &amp; classify information about data, people or things; 13) handle sensitive inquiries from &amp; contacts with officials &amp; general public; 14) prepare meaningful, concise &amp; accurate reports.</p>

<p><b>List Position Numbers and Class Titles of positions directly supervised.</b> 20045663-HCM Analyst; 20045697-Customer Service Assistant 1</p>	<p><b>Signature of Agency Representative</b></p>  <p><b>Donald Mills</b></p>	<p><b>Date</b></p> <p>10/31/2014</p> <p>DM</p>
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# Exhibit 3

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## Position Description for Ohio Department Of Agriculture

POSITION NUMBER

**20045674 (22)**

<b>DEPARTMENT NUMBER:</b> AGR104000	U	<b>AGENCY:</b> AGRICULTURE
<b>CLASS NUMBER:</b> 64615		<b>DIVISION:</b> HUMAN RESOURCES
<b>CLASS TITLE:</b> HUMAN CAPITAL MANAGEMENT MANAGER		<b>SECTION:</b> HUMAN RESOURCES
<b>WORKING TITLE:</b> HUMAN CAPITAL MANAGEMENT MANAGER		<b>COUNTY OF EMPLOYMENT:</b> LICKING
<b>APPT TYPE:</b> Full Time Permanent <input type="checkbox"/> Classified <input type="checkbox"/> <input checked="" type="checkbox"/> Unclassified		<input type="checkbox"/> OT Eligibl <input checked="" type="checkbox"/> OT Exempt Exempt Type: Administrative
<b>ACTION:</b> <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update <input type="checkbox"/> ReNUMBER <input type="checkbox"/> ReClass		
<b>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR:</b> 20045649 HUMAN CAPITAL MANAGEMENT ADM <input type="checkbox"/> Organization Tree Link		
<b>NORMAL WORKING HOURS</b> (Explain unusual or rotating shift)		
<b>FROM:</b> 08:00 AM	<b>TO:</b> 05:00 PM	THIS POSITION IS OVERTIME EXEMPT.

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Serves as liaison between DAS, union, & ODA staff on HR related matters & transmits decisions & directives: coordinates efforts between ODA management, complainants, & DAS Equal Opportunity Division; coordinates agreements/settlements between union, ODA management, & DAS Office of Collective Bargaining (OCB); coordinates state classification plan changes between ODA management, union, & DAS Office of Talent Management; ensures dissemination &/or training to ODA employees on ePerformance system navigation &/or enhancements; submits ePerformance errors &/or system access problems on behalf of employees to DAS ePerformance manager; reviews & approves electronic personnel action requests (ePARs) for appropriate attachments, accuracy, & compliance with agency decentralized policy, statutes, & bargaining agreements; obtains necessary approvals from other state agencies &/or officials (e.g., DAS, State Personnel Board of Review, & union representatives) pertaining to ODA initiatives (e.g., terminations, reduction in workforce); advises & trains agency staff on ePerformance, discipline process, grievance process.	Knowledge of: 1, 2*, 3, 4*, 5, 6, 7, 8*. Skill in: 9. Ability to: 10, 11, 12, 13, 14.
15	Develops & maintains tracking reports (EEO, disciplines, & grievances) to document &/or identify trends: ensures necessary tracking of EEO complaints & discipline/grievance cases in electronic databases; develops & maintains reports to track discipline/grievance cases & ensures adherence to employee filing & retention of discipline records in accordance with DAS retention schedule.	Knowledge of: 1, 2*, 3, 4*, 5, 6, 7, 8*. Skill in: 9. Ability to: 10, 11, 12, 13, 14.
10	Performs other related duties as assigned: provides technical advice to aid Human Resources Director in decision making; assists Human Resources Director in defining agency structure, workforce succession planning; gathers relevant data & compiles data into desired report formats; participates in preparation & submission of HR related monthly, quarterly & annual reports (e.g., agency workforce plan, EEO/Affirmative Action, performance evaluation tracking, personnel action data/trends); assists in responding to requests for public records (e.g., employment records, EEO demographics, disciplinary trends); assists in maintaining &/or creating agency tables of organization; assists with agency reorganizations/staffing re-alignments;; provides training & disseminates necessary information on behalf of Human Resources Director to agency staff; provides technical expertise to assist in development &/or modification of agency-wide policies; provides verbal &/or written status reports to Human Resources Director as required; represents Human Resources at meetings & seminars; participates in &/or conducts HR-related training to ODA employees as required; participates in special group projects; attends & actively participates in meetings& seminars; travels to attend trainings &/or workshops.	Knowledge of: 1, 2*, 3, 4*, 5, 6, 7, 8*. Skill in: 9. Ability to: 10, 11, 12, 13, 14.

**Additional Information**

\*Developed after employment

THIS POSITION IS OVERTIME EXEMPT.

TRAVEL REQUIRED, AS NEEDED. MUST PROVIDE OWN TRANSPORTATION. IN ORDER TO OPERATE A STATE VEHICLE, YOU MUST HAVE A VALID DRIVER'S LICENSE FROM STATE OF RESIDENCE.

<b>List Position Numbers and Class Titles of positions directly supervised.</b> 20045663-HCM Analyst; 20045697-Customer Service Assistant 1	<b>Signature of Agency Representative</b> 	<b>Date</b> 10/31/2014
	<b>Donald Mills</b>	DM

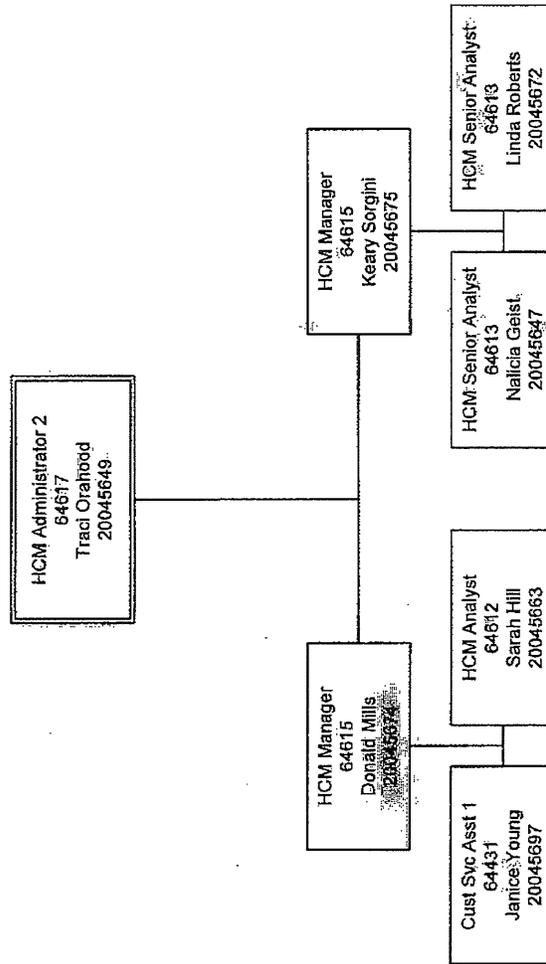
Effective: 10/01/2014  
Updated: 06/13/2014

# OHIO DEPARTMENT OF AGRICULTURE

## TABLE OF ORGANIZATION

### Human Resources (AGR104000)

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# Exhibit 3

EEO Program	Labor Relations Program	Classification Program	Performance Evaluation Program	HR Data Management Program
<ul style="list-style-type: none"> <li>➤ Provides oversight and guidance to agency employees by implementing and enforcing EEO guidelines/policies and ensuring accountability for employee adherence.</li> <li>➤ Directs and oversees discrimination complaint program and recommends corrective actions to aid in ODA leadership's decision making.</li> <li>➤ Conducts internal investigations, to include interviewing complainants and witnesses.</li> <li>➤ Writes reports of investigation facts and findings.</li> <li>➤ Coordinates efforts between ODA management, complainants, and DAS Equal Opportunity Division.</li> <li>➤ Ensures necessary tracking of EEO complaint cases in electronic databases.</li> <li>➤ Develops and maintains EEO tracking reports to identify trends and areas of concern and informs agency leaders appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provides oversight and guidance to agency supervisory staff to ensure proper implementation of agency policies and procedures related to employee discipline.</li> <li>➤ Organizes and attends grievance hearings, pre-discipline hearings, and mediations/arbitrations as ODA management representative.</li> <li>➤ Assists with administrative investigations to validate complaints of employee misconduct and determines just cause for initiation of disciplinary process.</li> <li>➤ Assists with development/maintenance of agency policies and procedures.</li> <li>➤ Coordinates agreements/settlements between union, ODA management, and DAS Office of Collective Bargaining.</li> <li>➤ Ensures necessary tracking of discipline/grievance cases in electronic databases.</li> <li>➤ Develops and maintains reports to track discipline/grievance cases and ensures adherence to employee filing and retention of discipline records.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ensures employee position descriptions accurately reflect duties performed within each ODA division.</li> <li>➤ Writes new and/or modifies existing position descriptions and ensures compliance with PD decentralization standards.</li> <li>➤ Coordinates state class plan changes between ODA management, union, and DAS Office of Talent Management.</li> <li>➤ Performs job analysis of positions and/or job audits of employees to determine proper classification/pay range in accordance with state class plan.</li> <li>➤ Assists agency managers in creation of position specific minimum qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provides oversight and guidance to agency supervisors/managers to effectively evaluate employee performance and ensures development of meaningful, attainable employee goals.</li> <li>➤ Reviews and approves performance evaluations and/or makes recommendations for changes.</li> <li>➤ Represents agency as hearing officer for employee performance evaluation appeal hearings and writes detailed reports of findings.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Oversees implementation of effective HR automation tools to collect and track data, analyze trends, aid in capturing workforce (hierarchy/alignment), and aid in provide strategic human resources initiatives.</li> <li>➤ Provides technical support and administration of electronic personnel filing system.</li> <li>➤ Coordinates with ODA Information Technology staff on implementation/modifications of document management system software and manages software's record retention policies.</li> <li>➤ Provides administration of Enterprise Learning Management (ELM) system; oversees course creation, learner enrollment, and learning content development.</li> <li>➤ Troubleshoots ELM user problems and/or system error messages as ELM tier 1 support.</li> </ul>



**List of Employees in HCM Manager Classification**

<b>First Name</b>	<b>Last Name</b>	<b>Classification</b>	<b>Status</b>
Donald	Mills	Human Capital Management Manager	Classified
Keary	Sorgini	Human Capital Management Manager	Classified

