

**From:** [Orahood, Traci](#)  
**To:** [Sorgini, Keary](#); [Mills, Donald](#)  
**Subject:** RE: HR PD's  
**Date:** Friday, October 31, 2014 11:32:00 AM

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I concur.

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



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**From:** Sorgini, Keary  
**Sent:** Friday, October 31, 2014 11:32 AM  
**To:** Mills, Donald; Orahood, Traci  
**Subject:** RE: HR PD's

I think it looks good.

Thank you,

Keary M. Sorgini  
HR Manager  
[Keary.Sorgini@agri.ohio.gov](mailto:Keary.Sorgini@agri.ohio.gov)  
p: 614-728-4205



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**From:** Mills, Donald  
**Sent:** Friday, October 31, 2014 11:22 AM  
**To:** Sorgini, Keary; Orahood, Traci  
**Subject:** RE: HR PD's

Thanks Keary. I have incorporated your changes/recommendations. Where you noted duplication, I simply deleted those since it read as though it was captured multiple times. See attached and let me know if you think it's good to finalize.

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**From:** Sorgini, Keary  
**Sent:** Friday, October 31, 2014 11:02 AM  
**To:** Mills, Donald; Orahood, Traci  
**Subject:** RE: HR PD's

Please see attached my suggestions/questions.

Thank you,

Keary M. Sorgini  
HR Manager

# Exhibit 6

Page 2 of 2

[Keary.Sorgini@agri.ohio.gov](mailto:Keary.Sorgini@agri.ohio.gov)

p: 614-728-4205



Department of  
Agriculture

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**From:** Mills, Donald  
**Sent:** Friday, October 31, 2014 8:35 AM  
**To:** Orahood, Traci; Sorgini, Keary  
**Subject:** RE: HR PD's

Keary and Traci,

I have a draft PD for Keary's position; I tried to capture everything that I think is within Keary's responsibility. I would like you both to please take a look at it (see attached). Also, please let me know if the duties are not what they should be (or if I omitted anything). You're welcome to make changes as you see appropriate (please use track changes so I'll know what I should focus on changing/deleting/adding). If you both feel we should meet to discuss it, I am available anytime today – just let me know.

My goal is to try to finalize the HR Manager PD's today so if we can flush out any changes as early in the day as possible, it would be much appreciated.

Thanks,  
Donald

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**From:** Orahood, Traci  
**Sent:** Wednesday, October 29, 2014 4:51 PM  
**To:** Mills, Donald  
**Subject:** HR PD's

Donald,

I would like to have finalized and updated PD's on everyone in HR. Below is the order and due dates. Please schedule meetings with either Keary or I if you have questions regarding job duties.

- |                                   |  |
|-----------------------------------|--|
| 1. HCM Managers                   | Due: Friday, October 31 <sup>st</sup> close of business.   |
| 2. HCM Sr. Analysts               | Due: Tuesday, November 4 <sup>th</sup> close of business.  |
| 3. HCM Analyst & Customer Service | Due: Thursday, November 6 <sup>th</sup> close of business. |
| 4. HCM Administrator              | Due: Monday, November 10 <sup>th</sup> close of business.  |

Thanks,

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



Department of  
Agriculture

**From:** [Orahood, Traci](#)  
**To:** [Mills, Donald](#); [Sorgini, Keary](#)  
**Subject:** RE: HR PD's  
**Date:** Friday, October 31, 2014 11:33:00 AM

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I am good with her suggestions.

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



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**From:** Mills, Donald  
**Sent:** Friday, October 31, 2014 11:33 AM  
**To:** Sorgini, Keary; Orahood, Traci  
**Subject:** RE: HR PD's

Thanks Keary for helping me out with looking it over so quickly.

Traci, please let me know if you're okay with it and I will finalize it accordingly – or if there are changes you would like, let me know.

Thanks,  
Donald

---

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**Sent:** Friday, October 31, 2014 11:32 AM  
**To:** Mills, Donald; Orahood, Traci  
**Subject:** RE: HR PD's

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HR Manager  
[Keary.Sorgini@agri.ohio.gov](mailto:Keary.Sorgini@agri.ohio.gov)  
p: 614-728-4205



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# Exhibit 7

Page 2 of 3

**From:** Sorgini, Keary  
**Sent:** Friday, October 31, 2014 11:02 AM  
**To:** Mills, Donald; Orahood, Traci  
**Subject:** RE: HR PD's

Please see attached my suggestions/questions.

Thank you,

Keary M. Sorgini  
HR Manager  
[Keary.Sorgini@agri.ohio.gov](mailto:Keary.Sorgini@agri.ohio.gov)  
p: 614-728-4205



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business.  
4. HCM Administrator  
business.

Due: Monday, November 10<sup>th</sup> close of

Thanks,

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

