

EMPLOYMENT PROCESSING

SOURCE: OHIO EPA ADMINISTRATION & OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLE 17

CONTACT: OFFICE OF EMPLOYEE SERVICES

Internal Processing Employment Policy:

1. For purposes of this policy, the term employment is defined as the internal process of filling vacant positions. (For the process of applying for a position, see: Employment, The Application Process)
2. The Office of Employee Services (OES) originates, coordinates, and processes employment for all Ohio EPA locations.
3. To fill vacancies, position descriptions must be accurate and the vacancy must be publically announced (posted) for 10 working days. OES reserves the right not to post an exempt vacant position when placing an individual into a vacancy immediately is necessary to ensure the efficient operation of the agency.
4. Positions that are vacant but not posted within 12 months will automatically be deleted.
5. Positions posted but not filled during the length of the position probationary period must be reposted.
6. Supervisors or managers develop interview questions, answers and point values that must be approved by OES before the posting deadlines. The applicant pool will not be given to the supervisor or manager until interview questions are approved by OES.
7. OES receives and screens all applications based on the minimum qualifications set forth in the State of Ohio classification specifications.
8. Three working days after a posting deadline, the applicant pool will be sent to the appropriate administrator provided that the interview questions/answers/point values have been approved.
9. The division/district/office may screen applications for worker characteristic and position description requirements, conduct interviews and recommend candidates for selection. (See OCSEA/AFSME Bargaining Unit Agreement Section 17.05 for selection criteria for Bargaining Unit vacancies.)
10. All paperwork must be returned to OES when a candidate is recommended. The appointing authority must approve all recommended candidates.

11. OES will extend offers of employment only on Mondays, Tuesdays, and Wednesdays. Those offers may be verbal or by e-mail.
12. Candidates have 48 hours to accept or decline a position from the time employment is offered. Offers not accepted during this time may be rescinded.
13. OES notifies the hiring division/district/office of the applicant's decision and determines a start date.
14. After a position has been accepted and approved by DAS, the "vacancy status" page will be changed on the Agency's Web site.
15. Appointments are effective on the first work day of a pay period that allows for a two-week notice.
16. On their first day of employment, supervisors should contact OES to schedule a time to bring new employees to OES for ID cards and benefits orientation.
17. All questions about employment and benefits should be directed to OES.

See: Conditions of Employment, Probationary Period
Employment, The Application Process

DEAL 5 Hire Team manual

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