

**MEMORANDUM**

**To:** University Classified Civil Service Staff  
**From:** Larry M. Lewellen, Vice President for Human Resources  
**Date:** June 8, 2009  
**Subject:** Changes in CCS Rules governing  
**Recruitment and Selection** of Classified Civil Service Employees

In December 2006, the Ohio General Assembly passed Substitute House Bill 187, an effort to reform Ohio's laws governing civil service employment. This Act gives our Board of Trustees the authority to amend provisions of CCS rules governing Ohio State employees.

In February 2009, you received notification from me that we had drafted revised recruitment and selection Classified Civil Service rules and processes. You were invited to one of four forums and given the opportunity to provide feedback at a forum, via e-mail or through U. S. or campus mail. I hope that you took the opportunity to share your feedback.

The Ohio State University Board of Trustees reviewed and approved the revised recruitment and selection rules at their June 5 meeting. This message serves to notify you that the **approved rules and processes will go into effect on July 10, 2009.**

Significant changes are outlined on the following page. Please review these changes, as well as all [Classified Civil Service rules](#) and Human Resources Policies and contact the [Talent Management Consultant](#) assigned to your unit if you have questions.

As the Office of Human Resources continues to review and propose amendments to the CCS rules, we will include staff in the process and request suggestions and feedback. Please monitor the [CCS Modernization web site](#) we have dedicated to this effort for updates.

## Classified Civil Service Recruitment and Selection Process

Current Process (before July 10, 2009)	New Process (effective with positions posted July 10, 2009)
<ol style="list-style-type: none"> <li>1. CCS position is posted for 9 calendar days. Only internal candidates (regular status employees) are eligible to apply.</li> <li>2. All eligible internal applicants (not on probation and on active pay status), who meet the minimum qualifications are referred to hiring department.</li> <li>3. If a hiring department deems that the internal applicant pool (if there is one) does not meet their qualifications, they can request external applicants.</li> <li>4. If a viable eligibility list exists for the classification, Organization and Human Resource Consulting (OHRC) makes referral calls to external candidates. Up to 10 interested candidates are referred to the hiring unit, and the unit selects from this pool.</li> <li>5. If no eligibility list exists, a CCS title-specific exam must be posted for 10 days to allow external applicants to apply. Once the posting expires, OHRC scores applicants based on the application materials using an unassembled grading tool. Referral calls are then made for specific positions, and up to 10 candidates are referred to the hiring unit.</li> </ol>	<ol style="list-style-type: none"> <li>1. CCS position is posted for a minimum of 5 business days. Internal and external candidates are eligible to apply for the specific position.</li> <li>2. All eligible internal CCS applicants (not on probation and on active pay status), internal unclassified applicants, and external applicants, who meet the minimum qualifications, are referred to hiring department.</li> </ol> <p style="text-align: center;"><b><i>All qualified applicants are forwarded at the same time to the hiring department for review and consideration for hire.</i></b></p> <p style="text-align: center;"><b>New Department Requirements</b></p> <ol style="list-style-type: none"> <li>1. Departments are required to document, in advance of a selection process, the mechanism they will use to evaluate and select candidates based on minimum qualifications and attributes needed for success in the role and unit.</li> <li>2. The Office of Human Resources will perform periodic audits to ensure departments are complying with this requirement.</li> <li>3. Departments that do not comply will be required to establish an acceptable and approved process before posting any new positions.</li> </ol>