

**Cindy Oxender - Marietta City
Council Member**

Tuesday at 9:08 PM · 🌐

It's spring and that time of year again when ODOT is looking for high school and college students seeking good paying summer jobs. There are 6 openings for both males and females with clean driving records (parking tickets excepted), able to pass a drug test, not closely related to ODOT employees, and who would be willing to take on the chance to work outside.

It's good money, good experience, and a very nice resume builder. PM or call me if you know some young person who is interested! (Preference is given to Republican youth on this!)

Thanks!
Cindy O.



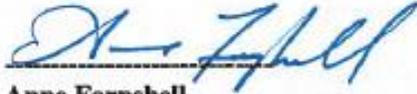
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Approved:

Standard Procedure No. 221-003(SP)

Effective: November 1, 2015

Division: Human Resources



Anne Fornshell
Deputy Director of Human Resources

STANDARD PROCEDURE FOR HIRING

PROCEDURAL STATEMENT:

This standard procedure provides guidelines for statewide administration of the Ohio Department of Transportation's hiring process. This procedure specifies Central Office and District responsibilities for posting job opportunities, recruitment, applicant tracking/screening, interviewing and selection of candidates for hire. These activities must be carried out in a manner consistent with the State of Ohio's commitment to the principles of affirmative action.

AUTHORITY:

ODOT Affirmative Action Plan
Uniform Guidelines on Employee Selection Procedures
Age Discrimination in Employment Act
Title II of the Genetic Information Nondiscrimination Act
Uniformed Services Employment and Reemployment Rights Act
Executive Order 2011-05K
American with Disabilities Act
Title VII of the Civil Rights Act of 1964
Ohio Revised Code 124.27, 124.31, 4112
Ohio Administrative Code 123:1-11, 123:1-15, 123:1-17, 123:1-23, 123:1-49
OCSEA Bargaining Contract Article 17
DAS Directive No. 06-09, Nepotism Policy
ODOT Diversity Recruitment Plan
ODOT SP 36-004 Self Disclosure of Criminal Convictions, Traffic Violations and Background Screening

REFERENCES:

Policy No. 17-010(P)

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SCOPE:

This procedure is applicable to all Human Resources, Management and other staff participating in the hiring process within the Ohio Department of Transportation.

BACKGROUND AND PURPOSE:

Every effort should be made to ensure the integrity of the hiring and selection process. All applicable departmental policies, state and federal laws should be followed during this process. These procedures are applicable to Central Office and District Human Resources Offices.

Human Resources, Management staff and any other persons involved in the hiring process shall conduct themselves in a manner which enhances public confidence in ODOT and prevents situations which give the appearance of partiality, preferential treatment, improper influence or a conflict of interest. All nepotism issues or conflicts of interest discovered by Human Resources staff must be immediately brought to the attention of the staff member's immediate supervisor and referred to the Central Office Human Resources Administrator and District Business and Human Resources Administrator. Once identified, the issue shall be brought to the attention of the Deputy Director of Human Resources for further discussion.

Hiring Policy Components:

- I. Posting
- II. Recruitment
- III. Applicant Tracking/Screening
- IV. Interviewing
- V. Selection/Hiring
- VI. Immigration Reform and Control Act (IRAC)

I.Posting

Exempt classified, career professional and bargaining unit positions must be posted on the State of Ohio's Job Site, Ohio Hiring Management System (OHMS). The minimum posting period for bargaining unit positions is 10 calendar days per Article 17 of the OCSEA Contract. Requests for posting periods of less than 10 calendar days for exempt or career professional positions only must be approved by Central Office, Office of Personnel. Unclassified positions are not required to be posted, but are permitted to be posted upon notice of approval from Central Office, Office of Personnel.

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II. Recruitment

All recruiting efforts shall be coordinated through Central Office and/or District Human Resources. Central Office and District Human Resources are authorized to post positions on the State of Ohio Job Site (OHMS), place recruitment advertisements on external web sites or place position openings with employment agencies or search firms. All inquiries regarding employment should be directed to the appropriate Human Resources Office. Prior to position postings, the appropriate Human Resources Office should review the department's affirmative action utilization statistics to determine if the vacancy classification is assigned to a job category which has established affirmative action goals. The Department's Affirmative Action Officer will assist Human Resources with diversity recruitment efforts. Human Resources will advise representatives from the administrative area where the vacancy exists when the position is identified as one in an underutilized category.

III. Applicant Tracking/Screening

Central Office and/or District Human Resources staff are responsible for receiving, tracking and maintaining all employment applications, resumes and other supporting documentation submitted by applicants. Central Office and/or District Human Resources staff are responsible for screening all applications and resumes to determine if candidates meet minimum qualifications and, if applicable, position specific minimum qualifications (PSMQ). Candidates who meet these requirements shall be subject to a driver's license check before being considered for an interview.

IV. Interviewing

Central Office and/or District Human Resources are responsible for arranging and scheduling employment interviews. Interview panels should be diverse and must consist of a representative from Human Resources and the Hiring Manager. Inclusion of additional panel members is at the discretion of Central Office and/or District staff participating in the hiring process. Central Office and/or District Human Resources are responsible for approving the interview panel members, all interview questions, tests and assessments used as criteria for employment selections. Panel members involved in the interviewing and hiring process that become aware of a potential nepotism or conflict of interest before, during or after interviews must immediately inform Central Office and/or District Human Resources. Additionally, all such issues must be brought to the attention of the Central Office Human Resources Administrator or Deputy Director of Human Resources for further discussion.

V. Selection/Hiring

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Requests for hire must be communicated to Central Office and/or District Human Resources. All interview documentation (e.g., interview question responses, test/assessment results) must be provided to Central Office and/or District Human Resources for review and records retention. Upon review and approval of the recommendation to hire by Central Office and/or District Human Resources, a minimum of 2 reference checks must be completed on the selected candidate for hire. Current, temporary employees recommended for hire in a permanent position are not subject to reference checks. The selected candidate is subject to a criminal background screening. All required pre-employment screens and background checks should be completed prior to hire. Employment offers and salary negotiations are the sole responsibility of Central Office and/or District Human Resources.

VI. Immigration Reform and Control Act (IRCA)

All new hires (employees hired after November 6, 1986) are required to produce proof of their identity and employment eligibility to Central Office and/or District Human Resources as a condition of employment and in compliance with the Immigration Reform and Control Act (IRCA). This includes all full and part-time permanent and temporary employees. The Employment Eligibility Verification Form (I-9) must be completed by new employees within three working days of the first day of work.

FISCAL IMPACT:

None

TRAINING:

Central Office and/or District Human Resources Offices offer training to new and existing management personnel or other staff involved in the hiring process.

Padgitt, Briana

From: Betzing, Tiffany
Sent: Saturday, April 05, 2014 10:26 PM
To: Padgitt, Briana
Subject: Fwd: Still need a couple summer workers for ODOT
Attachments: butterfly_top.gif; butterfly_bottom.gif

Sent from my iPhone

Begin forwarded message:

From: Leslie Haas <[REDACTED]>
Date: April 4, 2014 at 10:14:44 AM EDT
To: <Tiffany.Betzing@dot.state.oh.us>
Subject: **Fw: Still need a couple summer workers for ODOT**

Here is another that didn't originally come through me, but came to me this morning. The woman who submitted the name to me this morning is a big Dem but this boy's parents are both committed Reps.

-----Original Message-----

From: [Lora Offenberger](#)
Date: 4/4/2014 9:34:29 AM
To: [LeslieHaas](#) [REDACTED]
Subject: Still need a couple summer workers for ODOT

Hi Leslie, Davis forwarded me this message re: ODOT for Katy.

My nephew has already applied but wanted me to forward his info to better his chances :)

Lora A. Offenberger

[REDACTED]
[REDACTED]
www.kaslodesign.com

Exhibit 3

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From: alexflesher [mailto: [REDACTED]]
Sent: Friday, April 4, 2014 1:02 AM
To: Lora Offenberger
Subject: FW: Still need a couple summer workers for ODOT

Send her my info

Alex Flesher

[REDACTED]

[REDACTED]

[REDACTED]

I already sent in an application but I really want this job so the more chances the better!!

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Click Here!



The purpose of questions 1-9 is to obtain information relevant to employment with the state of Ohio. Responses to these questions are required.

1. SUMMARY OF QUALIFICATIONS-In the area below, briefly describe the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the Minimum Qualifications and any position-specific qualifications posted for this position or examination. If you need additional space, attach an extra sheet to this application.

I am currently a 12th grade student [redacted] and will be graduating May 24th, 2015.

2. Please list below the specific course work areas at the high school level or beyond relevant to the position or examination for which you are applying. Also indicate the number of courses you have successfully completed in each area. NOTE: A transcript may not be substituted for this section, although you may be required to submit a transcript.

3. Are you a current state of Ohio employee?

Yes No

4. If you are a current state of Ohio employee, please provide your Employee ID number. If you are not a current state of Ohio employee, please indicate N/A.

N/A

5. If you are not a current state of Ohio employee, have you ever been employed by the state of Ohio? (If you are a current state of Ohio employee, please select N/A.)

Yes No N/A

6. If you were previously employed by the state of Ohio, please choose one of the following:

- Employment ended prior to 12-01-2004.
- Employment ended on or after 12-01-2004.
- N/A - Not previously employed by the state of Ohio or current state employee.

7. Have you ever been convicted of a felony? (A felony conviction may not automatically exclude you from consideration.)

Yes No

8. If you answered Yes to the previous question, please give date(s) of conviction(s) and explain. If you answered No, please indicate N/A.

N/A

9. How did you learn about this employment or examination opportunity?

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> careers.ohio.gov | <input type="checkbox"/> Monster.com | <input type="checkbox"/> Trade journal | <input type="checkbox"/> Walk-in |
| <input type="checkbox"/> Ohio means jobs.com | <input type="checkbox"/> Other Internet Web site | <input type="checkbox"/> State of Ohio Employee Referral | <input checked="" type="checkbox"/> Other <i>Rep. Central Committee</i> |
| <input type="checkbox"/> GovernmentJobs.com | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Civil Service test announcement | |

CERTIFICATION

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this application. I also understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, drug testing may be required. I waive all provisions of law forbidding colleges or universities which I attended, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Human Resources Division, Ohio Department of Administrative Services, and/or the agency that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United State as required by the Immigration Reform and Control Act.

Signature of Applicant

[redacted signature]

Date April 1, 2015

April 22, 2015