

The forms section on the department's Web site is the most visited area of the site. It is the division's responsibility to continue to make sure that the most up-to-date forms are available on the Web site.

Providing forms for both departmental and public use, the Forms Division is one means by which the Department of Taxation is able to provide quality service to Ohio taxpayers by helping them comply with their tax responsibilities and by fairly applying the tax law.

HUMAN RESOURCES DIVISION

The Human Resources Division is the office in the Ohio Department of Taxation where employee-related and administrative support services reside.

The personnel duties performed by the division include staffing planning, vacancy postings, hiring, and civil service compliance. The labor relations duties include contract negotiation and administration for two labor-management agreements, the Ohio Civil Service Employee's Association and the Fraternal Order of Police #2. Additional labor-relations duties are grievance handling, arbitration services, and work rule compliance.

Payroll services is located here, as is benefit administration. Questions pertaining to health insurance plans and open enrollment can be answered by the staff. The disability program and Worker's Compensation plan are both maintained in this office.

The Equal Employment Opportunity Program is administered here. This involves the EEO Strategic Plan development and handling of discrimination complaints, both formal and informal. Employment law training, policy and directive review, as well as liaison with the Attorney General's office and the Highway Patrol, is conducted by this group.

The department employs 247 intermittent and 1,410 permanent employees (as of June 30, 2006) located throughout Ohio and in three out-of-state locations. As such, the Human Resources Division is an important resource center which is committed to customer service for all employees, both management and bargaining unit.

INFORMATION SERVICES DIVISION

The Information Services Division (ISD) supports the Department of Taxation's business program areas through the development and support of computer in-

ODT TOTAL NUMBER OF PERMANENT EMPLOYEES, FISCAL YEARS 1996 - 2006

