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123:1-5-02 **Unskilled labor class.**

(A) The unskilled labor class, which is referred to in division (B)(2) of section 124.11 of the Revised Code, shall include any classifications for which there are minimal or no experience or education requirements and which are designated by the director. Registration for these classifications in the service of the state shall be conducted by the director. Registration for all other positions in the unskilled labor class shall be conducted by a commission established in accordance with section 124.04 of the Revised Code.

(1) Certified appointments to positions in the unskilled labor class shall be from lists of applicants registered by the director or an authorized commission, as applicable. These lists shall be established by the director or the commission in accordance with the registration process provided in division (B)(2) of section 124.11 of the Revised Code. Certification of eligibles for appointments in the unskilled labor class shall consist of double the number to be employed, from which the appointing officer shall appoint the number actually needed for the particular work.

(2) For purposes of this rule, "register" shall be defined as the process by which all applicants deemed acceptable as meeting the minimum qualifications for a job classification in the unskilled labor class, and/or deemed acceptable as determined by the director or the commission, as applicable, shall be placed on an eligible list, ranked chronologically by the date and time the application was received. All eligible applicants shall be given the minimum score of seventy points, prior to application of credit for military service as provided in section 124.26 of the Revised Code.

(B) Resident unskilled labor positions. Those unskilled labor positions, referred to in division (A)(12) of section 124.11 of the Revised Code, include positions that are filled by residents in the state service institutions. These residents, being employed for pay for part-time or limited service, shall be excluded from the classified civil service and shall be exempt from all civil service examinations. Compensation rates for these positions shall be approved by the director of administrative services.

(C) Subsidized employment positions. Those unskilled labor positions within a subsidized employment program, established pursuant to Chapter 5107. of the Revised Code, shall be excluded from the classified civil service and shall be exempt from all civil service examinations. Compensation for these positions shall be at the same rate as other employees doing similar work for the appointing authority. Pursuant to section 5107.52 of the Revised Code, an appointing authority may hire individuals from a subsidized employment program for an unclassified position or a classified civil service position upon expiration of the subsidy. Any appointment to a position within the classified civil service shall be made in accordance with the requirements of Chapter 124. of the Revised Code.

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123:1-5-03 **Retaining rights to the classified service upon appointment to the unclassified service.**

A certified employee appointed to an unclassified position pursuant to division (D) of section 124.11 of the Revised Code on or after March 30, 1999, shall be subject to the following:

- (A) Upon return to the classified service, an employee shall be placed back into the same classification from which the initial appointment to the unclassified service was made, or similar classification as provided in division (D) of section 124.11 of the Revised Code. The employee's total rate of pay shall be adjusted to reflect the compensation to which the employee would be entitled had he or she remained in the former classified position.
- (B) An employee appointed to the unclassified service while serving a probationary period shall serve the remainder of the probationary period of the same or similar classification upon return to the classified service.
- (C) Unclassified appointments made pursuant to division (D) of section 124.11 of the Revised Code may be rescinded by the appointing authority at any time. An employee may request placement back into the classified service only in the following circumstances:
 - (1) The appointing authority demotes the employee to a pay range lower than the employee's current pay range; or
 - (2) The appointing authority revokes the employee's appointment to the unclassified service.
- (D) Time spent in the unclassified service shall not count for the purposes of becoming permanent in the classified service in accordance with rule 123:1-10-01 of the Administrative Code.

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123:1-7-01 **Classification of positions for employees paid by warrant of the director of budget and management.**

- (A) All positions for employees paid directly by warrant of the director of budget and management shall be classified in accordance with section 124.14 of the Revised Code unless specifically exempted by law or otherwise covered by a collective bargaining agreement.

- (B) The director of administrative services may assign positions that are exempt from collective bargaining coverage to the classification titles outlined in rule 123:1-7-15, 123:1-7-16, 123:1-7-21, 123:1-7-24, 123:1-7-25, or 123:1-7-26 of the Administrative Code. The rate of compensation for such positions shall be paid under schedule E-1 or schedule E-2 of section 124.152 of the Revised Code.

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123:1-7-04 **Specifications.**

The director shall prepare specifications according to division (A) of section 124.14 of the Revised Code. Such specifications shall include statements of the essential character of the work of the classification, essential knowledge, abilities, and skills, and the qualifications for persons who are to fill positions so classified. Qualifications shall be stated in terms of specific coursework at recognized institutions, experience, training, or in such other terms as to meet the requirements of the classification. Specifications shall also include a listing of any parenthetical sub-titles which are established for the classification. A copy of each specification shall be filed in the office of the secretary of state. The qualifications listed in the specifications shall be followed in determining admittance to competitive or non-competitive examinations. Parenthetical sub-titles shall be included in the announcement of competitive examinations and shall be entered in an employee's civil service record.

An appointing authority may request minimum qualifications for certain positions that differ from the minimum qualifications of classification specifications established by the director. An appointing authority's position-specific minimum qualifications shall be rationally related to the performance of the essential functions of the classification and validated based on the results of a thorough job analysis. The appointing authority shall also create a valid proficiency instrument to objectively measure whether individuals meet the position-specific minimum qualifications. Job analysis procedures and position-specific minimum qualifications must be approved by the director, prior to implementation. Approved position-specific minimum qualifications for positions that are exempted from collective bargaining or are not otherwise precluded from review pursuant to division (A) of section 4117.10 of the Revised Code, shall also be filed with the state personnel board of review, prior to implementation.

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123:1-8-01 **Classification of positions in county offices.**

Classification of positions. Positions in the service of any of the county offices shall be classified in accordance with titles established by the director as listed in rules 123:1-7-17, 123:1-7-19, and 123:1-7-27 of the Administrative Code or with titles unique to county offices, as listed in rule 123:1-8-02 of the Administrative Code, for which classification specifications have been filed with the secretary of state or in accordance with a county classification plan under the provisions of this chapter. Classification specifications which are unique to county offices shall meet the requirements set forth in rule 123:1-7-04 of the Administrative Code. The director may create or amend classification specifications for classifications specified in rules 123:1-7-17, 123:1-7-19, and 123:1-7-27 of the Administrative Code to contain information unique to positions in county offices.

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123:1-8-03 **County classification plan; general authority.**

- (A) General. A county may place on file with the department of administrative services a classification plan, which shall be used to classify all classified positions in the county in the manner prescribed by this chapter.
- (B) Classification specifications. The classification plan shall be prepared in such a manner as to have each classification title described by a specification. Each classification specification must include a description of duties and responsibilities which are sufficiently similar to have the same title, the same pay range, and the minimum qualifications applied for selection.
- (C) Review by the director. The director shall review the classification plan and approve its use before the county may classify its employees under rule 123:1-8-05 of the Administrative Code.
- (D) Modification of classification plan. Upon the acceptance, approval and implementation of a classification plan for use in a county, that county may modify its plan in rule 123:1-8-06 of the Administrative Code.
- (E) Use of county classification plan. In accordance with rule 123:1-8-05 of the Administrative Code a county may submit a classification plan under the provisions of this chapter, if the plan is collectively submitted by a majority of the county offices in this rule, and the listed classifications include all of the classified employees of the county offices which are participating in the plan. The classification plan shall apply to all of the following county offices, positions are in the unclassified service, or the county office opts to follow the state classification plan for county offices as described in rule 123:1-8-01 of the Administrative Code.

Auditor

Clerk of Courts

Coroner

Engineer

Prosecutor

Recorder

Sheriff

Treasurer

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Commissioners

Sanitary Engineering Department

Disaster Service Agency

Children's Home

County Home

Bureau of Support

Adult Probation

Juvenile Detention Center

Mental Retardation Board

Mental Health Board

Children Services Board

County Hospital

County Tuberculosis Hospital

Soldier's Relief Commission

Data Processing Board

County Microfilming Board

General Health District

Any other agency, department, commission or elected office of the county.

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123:1-8-04 **Criteria for county classification plan.**

(A) Criteria for classification specifications. Each specification in a county classification plan shall be prepared in the format prescribed by the director, and shall include the following information:

- (1) A general description of the various phases of a group of positions shall be prepared which describes the tasks that all positions assigned to that title will generally be expected to perform.
- (2) The minimal worker characteristics and skills necessary to perform that function described for each task grouping.
- (3) The percentage of time that the employee is expected to perform that function.
- (4) The general qualification criteria for each specification. Qualifications shall be expressed in terms of specific coursework and experience, and a methodology for equating the two shall be established. These qualifications shall be specifically related to the worker characteristics assigned to each function.

Qualifications may not be stated in terms of academic degrees, except where they might be required by specific statute or regulation. Certificate or registration requirements must be shown for positions controlled by specific statutes or regulations.

(B) Assignment of classification number. Each county classification title shall be assigned a five-digit number, the first four digits of which shall be used to determine layoff sequence, as well as the retention or loss of certification under rules 123:1-24-02 and 123:1-24-03 of the Administrative Code.

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123:1-8-05 **Submission, approval, and notice of county classification plan.**

- (A) Submission of classification plan. Each county seeking to establish its own classification plan shall submit the following information for all classified employees of the county:
 - (1) A specification for each proposed classification title in the format prescribed by rule 123:1-8-04 of the Administrative Code.
 - (2) A list of proposed positions allocated to those titles, set forth separately for each agency in which the additions are established.
 - (3) An organization chart establishing the relationship of the various offices, divisions and units in each county department.
- (B) Approval of classification plan. Upon completion of the review, the director shall in writing accept, reject or recommend modifications to the plan. If modifications are recommended, the county shall make such changes or propose an alternative which may become part of the proposed classification plan.
- (C) Allocation of positions. Upon approval of proposed plan by the director, the county shall submit a final allocation listing of all positions to be classified.
- (D) Notice to affected employees. The county shall notify each employee in writing of the classification title assigned to his positions. Such notice shall contain:
 - (1) The effective date of the change.
 - (2) The old and new title assigned to the employee.
 - (3) The rate of pay assigned to the new title.
 - (4) Information concerning the employee's right to appeal to the state personnel board of review within thirty days of the employee's receipt of the notice.

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123:1-8-06 **Maintenance and modifications of county classification plan.**

- (A) Review of classification plan. Any county which has a classification plan approved by the director shall develop a system for review and maintenance which will ensure that the duties listed reflect possible future changes in duties.

- (B) New or revised classification specifications. Modifications to specifications or new specifications shall be filed in the same manner as a new classification plan as provided by rule 123:1-8-05 of the Administrative Code. The modified or new specifications shall contain the same information required in rule 123:1-8-04 of the Administrative Code.

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123:1-45-01 **Implementation.**

The director may issue directives or memoranda to implement the provisions of department rules and to establish the necessary forms or procedures which carry out Chapters 123., 124., 125., and 153. of the Revised Code and the rules adopted thereunder. Any such directives or memoranda shall be distributed to all state departments, boards, bureaus, commissions, and universities and to other agencies that may be affected by the content of the directive or memorandum.

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123:1-45-02 **Separability.**

Each rule of the Director of Administrative Services, and each section of each rule is an independent rule. The holding of any rule or section to be void, invalid, or ineffective, for any reason does not effect the validity of any other rule or section.