

Chapter 55: Classification Program

3335-55-01 Classification of positions.

All positions in the classified service at The Ohio State University are placed in Chapter 3335-55 of the Administrative Code, except those exempted by law.

3335-55-02 Parenthetical sub-titles.

When the university determines that the positions classified under any one classification include a greater variety of duties and skills than could be tested by a single uniform examination, the university may establish parenthetical sub-titles to indicate the specialized nature of positions within the general classification. Such parenthetical titles shall describe the duties performed and shall not operate to alter the pay range assignment of any employee. The university shall not require any employee to submit to an additional examination due to an assignment of a parenthetical sub-title to that classification.

3335-55-03 Classification plan.

- (A) The university shall establish, modify, or repeal, by rule, a job classification plan for all positions, offices, and employment in the classified civil service.
- (B) The university shall assign a classification title to each classification within the classification plan.
- (C) The university shall assign each classification to a pay range established under Chapter 3335-83 of the Administrative Code.
- (D) The university shall assign a numbering system for the classification process.
- (E) The following are the classifications to which the university shall assign all positions within the classified service which have not yet been reclassified under the broadbanded classification plan in rule 3335-55-08 of the Administrative Code:

Position classifications at
The Ohio State University

Pay range	Class	Title description
	10000	Account clerk series
24	10001	Account clerk 1

26	10002	Account clerk 2
27	10003	Account clerk 3
29	10004	Account clerk supervisor
	11000	Accounting series
27	11001	Accountant 1
29	11002	Accountant 2
31	11003	Accountant 3
	11110	Agricultural technician series
03	11111	Agricultural aide 1
04	11112	Agricultural aide 2
25	11113	Agricultural technician 1
26	11114	Agricultural technician 2
	12000	Air quality technician series
05	12001	Assistant air quality technician
07	12002	Air quality technician 1
08	12003	Air quality technician 2
	12100	Aircraft maintenance and operations series
06	12101	Aircraft attendant
09	12102	Aircraft mechanic 1
10	12103	Aircraft mechanic 2
	12110	Architectural series
29	12112	Architect associate
	12150	Animal aide/caretaker series
23	12151	Laboratory animal aide
23	12152	Animal caretaker
25	12153	Animal caretaker supervisor
26	12154	Animal caretaker coordinator
	12160	Animal health technician series
27	12161	Animal health technician
27	12162	Laboratory animal health technician
28	12163	Senior animal health technician
	12200	Audio/visual technician series
24	12201	Audio/visual technician
26	12202	Audio/visual repair worker
27	12204	Audio/visual services supervisor 1
28	12205	Audio/visual services supervisor 2

	12210	Automotive trades series
05	12211	Assistant automotive mechanic
07	12212	Automotive mechanic 1
08	12213	Automotive mechanic 2
29	12214	Automotive mechanic 3
	13000	Boiler operations series
04	13001	Boiler maintenance worker
06	13003	Boiler operator 2
06	13004	Boiler repair worker
08	13005	Boiler engineer
	13220	Building maintenance series
04	13221	Maintenance repair worker 1
05	13222	Maintenance repair worker 2
06	13223	Maintenance inspector
06	13224	Traffic & parking maintenance worker
07	13225	Maintenance repair worker 3
08	13226	Building systems inspector
27	13227	Building maintenance supervisor
29	13228	Building maintenance superintendent 1
31	13229	Building maintenance superintendent 2
	13250	Building operations technician series
08	13251	Building operations technician 1
11	13252	Building operations technician 2
	13300	Business management series
28	13301	Business services officer 1
29	13302	Business services officer 2
	13310	Carpentry series
07	13312	Carpenter 1
08	13313	Carpenter 2
29	13314	Carpentry supervisor
	13330	Chemist series
28	13331	Chemist 1
29	13332	Chemist 2
31	13334	Chemical laboratory supervisor 1

	13400	Childcare series
22	13401	Early childhood teaching assistant 1
22	13402	Early intervention aide
23	13403	Early childhood teaching assistant 2
	13500	Clerk residence and dining series
02	13501	Clerk 1 R & D
03	13502	Clerk 2 R & D
	14010	Collections series
27	14011	Financial collection specialist
	14110	Computer operator series
27	14111	Computer operator 1
27	14112	Computer operations & production technician 1
28	14113	Computer operator 2
28	14114	Computer operations & production technician 2
29	14116	Computer operations & production technician 3
29	14117	Computer operation supervisor 1
30	14119	Computer operations & production supervisor
30	14120	Computer operation supervisor 2
	14150	Construction technician series
08	14151	Construction technician 1
11	14152	Construction technician 2
12	14153	Construction technician 3
	14200	Cultural support series
24	14201	Library assistant
25	14202	Library media technical assistant 1
26	14203	Library media technical assistant 2
27	14204	Library associate 1
28	14205	Library associate 2
	14300	Data processing series
24	14302	Data processor 2
25	14303	Data processor 3
26	14304	Data processing supervisor 1
29	14306	Data systems coordinator 1
30	14307	Data systems coordinator 2

	14310	Data technician series
25	14312	Data technician 2
27	14313	Data technician supervisor
27	14314	Data control technician
	14320	Delivery worker series
04	14321	Delivery worker 1
05	14322	Delivery worker 2
	14330	Dental technology series
24	14331	Dental assistant 1
26	14332	Dental assistant 2
28	14333	Dental assistant 3
	14340	Dairy worker series
04	14341	Dairy worker 1
06	14342	Dairy worker 2
	14400	Design and drafting series
27	14402	Drafting technician 2
	14410	Dietary series
02	14411	Nutrition aide
23	14413	Nutritionist specialist
	14420	Duplicating and printing series
25	14421	Printing machine operator 1
26	14423	Printing technician 1
26	14424	Printing machine operator 2
28	14426	Printing machine operator 3
29	14427	Printing supervisor 1
	14430	Electrician series
05	14431	Assistant electrician
07	14432	Electrician 1
08	14433	Electrician 2
12	14434	High voltage electrician
	14440	Electronic technology series
27	14441	Electronic technician 1
28	14442	Electronic technician 2
29	14443	Electronic technician 3

	15000	Employment services series
29	15003	Payroll supervisor
30	15004	Payroll officer
	15200	Equipment maintenance series
28	15201	Equipment maintenance supervisor
30	15202	Equipment maintenance superintendent 1
	15220	Farm maintenance series
04	15221	Farm laborer 1
06	15222	Farm laborer 2
28	15223	Farm manager 1
29	15224	Farm manager 2
	15230	Facilities support services series
28	15231	Facilities support services specialist
	15310	Fiscal management series
29	15311	Budget officer 1
30	15312	Fiscal officer 1
32	15314	Fiscal officer 2
	15320	Food management series
01	15321	Food service worker
01	15322	Food service attendant
04	15323	Catering operations assistant
04	15324	Food service supervisor 1
26	15325	Food service supervisor 2
27	15326	Food service manager 1
29	15327	Food service manager 2
30	15328	Food service manager 3
	15330	Food preparation series
02	15331	Food preparation worker
03	15332	Cook 1
05	15334	Cook 2
	15410	Grants coordinator series
27	15412	Student financial aid specialist
	15420	Graphic arts series
27	15421	Graphic artist
28	15422	Layout design artist

	15430	Grounds maintenance series
24	15431	Golf course worker 1
04	15432	Groundskeeper 1
05	15433	Groundskeeper 2
26	15434	Golf course worker 2
06	15435	Groundskeeper 3
08	15436	Groundskeeper supervisor
29	15437	Golf course supervisor
	15440	Housekeeping services series
02	15442	Custodial worker
04	15443	Custodial work supervisor
25	15444	Housekeeping manager 1
27	15445	Housekeeping manager 2
28	15446	Assistant superintendent of buildings
29	15447	Housekeeping manager 3
30	15448	Superintendent of buildings
	15500	Institutional security series
23	15501	Community service officer
26	15503	Security officer
28	15505	Security supervisor
	15520	Inventory control series
26	15521	Inventory control specialist 1
28	15522	Inventory control specialist 2
	15530	Laboratory animal technology series
24	15531	Laboratory animal technician 1
27	15532	Laboratory animal technician 2
28	15533	Laboratory animal technologist
	15540	Laboratory machinist series
28	15541	Laboratory machinist 1
29	15542	Laboratory machinist 2
	15550	Laboratory technology series
23	15551	Laboratory assistant
24	15552	Laboratory technician 1
25	15553	Laboratory technician 2
27	15554	Laboratory technologist
	16000	Laborer series
02	16001	Laborer

	16110	Locksmith series
05	16111	Assistant locksmith
07	16112	Locksmith 1
08	16113	Locksmith 2
	16200	Maintenance machinist series
05	16201	Assistant maintenance machinist
07	16202	Maintenance machinist 1
08	16203	Maintenance machinist 2
	16210	Machinist series
05	16211	Assistant machinist
07	16212	Machinist 1
08	16213	Machinist 2
	16300	Mason series
05	16301	Assistant mason
07	16302	Mason
	16320	Medical technology series
26	16322	ECG technician
	16340	Microbiologist series
28	16341	Microbiologist 1
31	16344	Microbiology supervisor 1
	16350	Medical technology computer series
26	16351	ECG system operator
	16360	Mechanical technician series
07	16361	Mechanical technician 1
08	16362	Mechanical technician 2
11	16363	Mechanical technician 3
	16400	Miscellaneous clerical series
03	16401	Mail clerk/messenger
04	16402	Mail clerk
28	16403	Mail center supervisor
	16410	Miscellaneous maintenance series
05	16411	Exterminator

	16420	Miscellaneous trades series
07	16422	Insulation worker
08	16423	Interior surfaces installer
	16440	Mover series
04	16441	Mover 1
08	16443	Moving supervisor
	16460	Nurse series
29	16462	Licensed practical nurse-Pharm, CCS
	16500	Office machine operator Series
22	16501	Office machine operator 1
24	16503	Office machine operator 2
25	16505	Office machine operator 3
	16510	Painter series
07	16511	Painter 1
08	16512	Painter 2
	16520	Parking facility series
03	16521	Parking facility attendant
	16530	Personnel series
26	16532	Personnel aide
28	16533	Personnel technician 1
28	16535	Personnel officer 1
30	16537	Personnel technician 2
30	16538	Personnel officer 2
	16560	Photographic series
28	16562	Photographer 2
	16600	Photographic laboratory series
25	16602	Photo laboratory technician 1
26	16603	Photo laboratory technician 2
28	16604	Photo laboratory supervisor
	16610	Plant operations series
08	16612	Stationary engineer 1
29	16613	Plant maintenance engineer 1
09	16614	Stationary engineer 2
30	16615	Plant maintenance engineer 2

	16630	Plumber series
05	16631	Assistant plumber
07	16632	Plumber 1
08	16633	Plumber 2
	16640	Police series
50	16641	University law enforcement officer
32	16644	University law enforcement officer supervisor
	16660	Project engineer series
31	16661	Project engineer 1
32	16662	Project engineer 2
	17000	Project inspector series
28	17002	Project inspector 2
	17100	Public information and inquiry series
28	17103	Publication specialist 1
30	17104	Publication specialist 2
31	17107	Publications editor
	17200	Purchasing series
25	17201	Purchasing assistant 1
26	17202	Purchasing assistant 2
28	17204	Purchasing agent 1
30	17205	Purchasing agent 2
	17210	Radio dispatcher series
25	17211	Radio dispatcher 1
28	17212	Public safety dispatcher 1
27	17213	Radio dispatcher 2
29	17214	Public safety dispatcher 2
	17320	Sheet metal series
05	17321	Assistant sheet metal worker
07	17322	Sheet metal worker 1
08	17323	Sheet metal worker 2
29	17324	Sheet metal supervisor
	17330	Sign shop series
30	17335	Sign shop superintendent

	17420	Steam fitter series
05	17421	Assistant steam fitter
07	17422	Steam fitter
	17430	Stores series
03	17431	Stores clerk
24	17432	Mechanical stores clerk
04	17433	Chemical stores clerk
05	17434	Storekeeper 1
06	17435	Chemical storekeeper 1
27	17436	Storekeeper 2
28	17437	Storekeeper 3
	17440	Surveyor series
30	17442	Surveyor 2
	17450	Systems technician series
07	17451	Systems technician 1
08	17452	Systems technician 2
12	17453	Systems technician 3
	17510	Therapy and institutional services series
24	17511	Hospital aide
04	17513	Patient transporter
04	17514	Patient services associate
25	17516	Therapy aide
05	17517	Perioperative technician
	17520	Treatment plant operations series
06	17521	Treatment plant aide
07	17522	Treatment plant operator
	17530	Traffic control series
26	17532	Traffic control officer
28	17533	Traffic control officer supervisor
	17560	Vehicle and equipment operator series
04	17561	Vehicle operator 1
05	17562	Equipment operator 1
06	17563	Equipment operator 2
07	17564	Equipment operator 3
08	17565	Vehicle operator 2

	17570	Welder series
07	17572	Welder 1
08	17573	Welder 2
	17590	X-ray technology series
25	17592	Radiology service associate
26	17593	X-ray technician 1
27	17594	X-ray technician 2
	18000	Zone maintenance technician series
04	18001	Zone maintenance technician 1
07	18002	Zone maintenance technician 2
11	18003	Zone maintenance technician 3
	20000	Automation technician series
07	20001	Automation technician 1
09	20002	Automation technician 2
10	20003	Automation technician 3
	21000	Dietetic clerk series
03	21001	Dietetic clerk
	22000	Phlebotomist series
25	22002	Phlebotomist 1
26	22003	Phlebotomist 2
	22100	Anesthesia series
26	22101	Anesthesia technician 1
27	22102	Anesthesia technician 2
	22200	Sterile supply series
04	22201	Sterile supply technician 1
06	22202	Sterile supply technician 2
	23000	Unit clerical series
25	23001	Unit clerical associate
	23100	Hospital admitting series
26	23101	Admitting representative
27	23102	Patient admitting representative

3335-55-04 Specifications.

- (A) The university shall prepare specifications for each classification in the classified service. Specifications shall include a listing of any parenthetical sub-titles, if any are established for the classifications. A copy of each specification shall be filed with the secretary of state. The qualifications listed in the specifications shall be followed in determining admittance to competitive or non-competitive examinations. Where parenthetical sub-titles have been established, such sub-titles shall be included in the announcement of examinations.
- (B) Each classification title in rules 3335-55-03 and 3335-55-08 of the Administrative Code shall have a corresponding classification specification that sets forth the function statement and minimum qualifications. The function statement shall set forth the mandatory duties that must be satisfied at least fifty per cent of the time, unless otherwise stated in the function statement.
- (C) For the purpose of classifying positions and making job audit or review decisions only, wherever the word “supervises” appears in a classification specification, unless otherwise defined in the specification, “supervises” means that an employee assigns and reviews work, completes employee performance management procedures, rewards exemplary employee performance, recommends disciplinary action, adjusts grievances, and requires the use of independent judgment in exercising authority.

3335-55-05 Appropriateness of duties.

Classifications shall be appropriate to the function statement and duties performed. The appointing authority can assign duties properly belonging to the employee's position and as may be required due to temporary characteristics of the work situation.

3335-55-06 Changes in the pay ranges or classification plan.

The university may reassign the pay ranges of classifications **and add, modify, or delete classifications**. New classifications created pursuant to this rule shall be assigned to one of the established pay ranges. All new or revised classifications must be filed with the secretary of state.

3335-55-07 Phasing in of broadbanded classification plan.

The university shall implement a broadbanded classification plan in phases. The classification plan stated in rule 3335-55-03 of the Administrative Code shall continue to govern those areas of the

university where broadbanding has not become effective. Where the broadbanded classification plan is in effect, rule 3335-55-08 of the Administrative Code shall govern.

3335-55-08 Broadbanded classification plan

- (A) The university shall establish, modify, or repeal, by rule, a job classification plan for all positions, offices, and employments in the classified civil service.
- (B) The university shall assign a classification title to each classification within the classification plan.
- (C) The university shall assign each classification to a pay range established under Chapter 3335-83 of the Administrative Code.
- (D) The university shall assign a numbering system for the classification process.
- (E) The following are the classifications to which the university shall assign positions within the classified service which have been reclassified under the broadbanded classification plan and are no longer subject to the classification plan in rule 3335-55-03 of the Administrative Code:

Position Classifications at
The Ohio State University

Pay range	Class	Title description
A1	00010	Information Assistant Series
A2	00020	Information Associate Series
A2	00030	Marketing Staff Coordinator Series
A2	00035	Medical Claim Specialist Series
A2	00040	Office Administrative Associate Series
A1	00050	Office Assistant Series
A2	00060	Office Associate Series
A1	00070	Office Production Assistant Series
A2	00080	Office Staff Coordinator Series
A1	00090	Sales Assistant Series
A2	00095	System Specialist Series