

Chapter 55: Classification Program

3335-55-01 Classification of positions.

All positions in the classified service at the Ohio state university are listed in the university classified civil service title group found on the office of human resources web site, except those exempted by law.

(B/T 6/14/82, 3/21/97, 9/6/2002, 9/17/2010)

3335-55-03 Classification plan.

- (A) The university shall establish, modify, or repeal 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. (B/T 4/8/2011)

3335-55-04 Specifications.

- (A) The university shall prepare specifications for each classification in the classified service.
- (B) Each classification title shall have a corresponding classification specification that sets forth the function statement and minimum qualifications. The function statement shall set forth the primary duties that must be satisfied at least fifty per cent of the time. Position-specific minimum qualifications may be identified in the position description.
- (C) For the purpose of classifying positions and making job audit 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 including termination, and addresses grievances. (B/T 6/14/82, 6/22/97, 7/1/01, 9/17/2010, 4/8/2011)

3335-55-05 Appropriateness of duties.

Duties performed shall be appropriate based on the function statement and duties in the specification and the position description. The university can assign duties to the employee's position as may be required due to temporary characteristics of the work situation. (B/T 6/14/82, 3/21/97, 9/17/2010, 4/8/2011)

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.
(B/T 6/14/82, 3/21/97, B/T 9/6/2002, 9/17/2010)