



Ohio Administrative Code Rule 3352-88-04 Specifications.

Effective: November 13, 2004

(A) The university shall prepare specifications for each classification in the classified service 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 course work at recognized institutions, experience, training, or in such other terms as meet the requirements of the classification. Specifications shall also include a listing of any parenthetical subtitles which are established for the classifications. 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 noncompetitive examinations. Where parenthetical subtitles have been established, such subtitles shall be included in the announcement of competitive examinations and shall be entered on the employee's civil service record.

(B) The university shall file new, additional, or revised specifications with the secretary of state before being used.
