



Ohio Administrative Code

Rule 123:1-17-01 Classified selections.

Effective: April 10, 2026

- (A) Whenever a vacancy in the classified service, which has a certification eligible list in effect is to be filled otherwise than by promotion, transfer, reinstatement, or reduction, the appointing authority will make request for certification of the director of administrative services, by identifying the position to be filled and stating the class title, location, and number of positions to be filled, and also whether the position is to be filled on a full- or part-time basis.
- (B) A certification eligible list is a list of individuals available for employment from an eligible list, a jurisdictional layoff list, or an agency layoff list.
- (C) An appointing authority will notify the director that a position in the classified service of the state is to be filled by posting electronic notice of the vacancy on the director's internet site or any other means approved by the director.
- (D) The director may, with sufficient justification from the appointing authority, allow the appointing authority to fill a classified position without a civil service examination. The appointing authority will submit a request to the director with a statement documenting the justification for filling the classified position without a civil service examination. Sufficient justification to fill classified positions without a civil service examination may include the following:
 - (1) Positions that require professional licenses, and/or certifications, and/or highly technical skills, and/or high educational standards; or
 - (2) Selections subject to collective bargaining agreements; or
 - (3) Vacancies filled by promotion, transfer, reinstatement, or reduction; or
 - (4) Feasibility; or
 - (5) Cost; or
 - (6) Any other reason approved by the director.