



Ohio Administrative Code Rule 123:1-3-01 Position audits.

Effective: April 10, 2026

- (A) General. The director of the department of administrative services may initiate and make continuing audits of the positions, offices, and employments subject to sections 124.14, 124.15, and 124.152 of the Revised Code. The director may initiate and make continuing audits of positions, offices, and employment in the classified service of the counties, where employees are paid under provisions other than section 124.15 or 124.152 of the Revised Code if the position to be audited is paid in whole or in part by the state, there is an appropriate contract between the department and the county appointing authority pursuant to division (H) of section 124.14 of the Revised Code, or as otherwise allowed by statute. Any employee or any appointing authority desiring to submit facts for the director's consideration will be afforded reasonable opportunity to do so. When the director finds that improper classifications of positions exist, the director may reallocate any position to the appropriate classification as necessary.
- (B) Audits requested by employees. A classified employee of a state agency or of a county office covered by this rule and who is exempt from collective bargaining may request a review of the classification of their position. The request will be submitted electronically through completion of an employee job audit request form provided by the director
- (1) Upon receipt of the request, the director will forward the job audit questionnaire packet to the employee for completion and, at the same time, notify the appointing authority of the request. The notice will include a request to the appointing authority to submit the current position description, table of organization, and any comments concerning the duties of the position within fifty days of receipt of the request.
 - (2) The employee will complete part I of the job audit questionnaire packet and forward it to their immediate supervisor within thirty days of receipt. The supervisor will review the completed part I, complete part II, and return the job audit questionnaire packet to the employee within five days of receipt of the completed part I from the employee. The employee will complete part III and return the job audit questionnaire packet to the director within ten days of receipt of the completed part II from the supervisor.
- (C) Audits requested by appointing authorities. An appointing authority may request the director to review any encumbered classified position that is exempt from collective bargaining within the appointing authority's agency for the purpose of determining whether the position is properly classified. The request will be submitted electronically through completion of an agency job audit request form provided by the director
- (D) Audit findings. The information and statements submitted will be compared to the existing classification specifications. If the duties being performed are not consistent



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with the existing classification, the classification that most appropriately describes the duties performed will be assigned to the position.

The duties being performed must satisfy the class concept or function statement at least twenty percent of the time unless another percentage has been stated in the class concept or function statement. Other factors, including the table of organization of an agency, may be used to determine the classification of a position and to distinguish among classifications.

- (E) On-site audits. Employee and agency audit requests will generally be processed by the director without an on-site audit unless the director determines that there is a substantial conflict in the documentation submitted. The director may resolve the conflict by requiring additional documentation or clarification. If the conflict is not resolved, an on-site audit may be conducted. An on-site audit may be conducted in person or by video conference. At the time of an on-site audit, the employee, the employee's immediate supervisor, and other persons deemed necessary by the director will be interviewed. It is the appointing authority's responsibility to ensure that the requested parties are available for an on-site audit. If any party refuses to attend on-site audit interviews, the director will render a decision based on the information and documentation submitted.
- (F) Examination of current duties. Position audits will examine the duties currently performed. The audit report reflects duties at the time of the audit and any change in duties if such has occurred since the date of the audit request. Duties performed while assigned in a temporary work level will not be considered for the purposes of a position audit.
- (G) Cancellation of audit requests. Requests for audits will be deemed cancelled if:
 - (1) The party requesting the audit submits a written withdrawal of the request to the director. Audit requests may be withdrawn any time before the implementation of the audit findings pursuant to division (H) of this rule; or
 - (2) The employee requesting an audit fails to timely forward the job audit questionnaire to the supervisor; or
 - (3) The employee requesting an audit fails to timely return the job audit questionnaire or submit other requested information and documents to the director; or
 - (4) The appointing authority requesting an audit fails to timely return the job audit questionnaire or submit other requested information and documents to the director; or



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- (5) A request made by an appointing authority is scheduled for an on-site audit and all the parties fail to appear or the appointing authority that requested the audit fails to schedule the interviews on two occasions, unless the appointing authority shows good reason why all parties were not available.
- (H) Notification of audit findings. A position audit will be deemed completed when the director sends written notification of the results to the employee and the employee's appointing authority. If the results of the audit indicate that the position would be properly allocated to a classification with a lower pay range assignment than the classification currently assigned, the written notification will include that the position will be reclassified pursuant to section 124.14 of the Revised Code.
- (I) Effective date. Whenever a position is reclassified by the director, the effective date of such change will be the first day of the pay period following the director's receipt of the audit request. If the results of a position audit are amended, a corrective notice for a reclassification of a position will be made and the effective date remains the first day of the pay period following the director's receipt of the audit request.
- (J) Submission of documents to implement classification change. The appointing authority will submit to the director the documents necessary to implement a classification change within thirty days after the notification of the audit findings, unless the employee or the appointing authority timely files a request for a hearing with the state personnel board of review as set forth in division (D)(2) of section 124.14 of the Revised Code.
- (K) Appeal. The decision rendered by the director on positions in the classified service may be appealed to the state personnel board of review by the appointing authority or the employee. The appeal to the board will be made according to the rules of the state personnel board of review.
- (L) When position audits will not be performed. Position audits will not be performed under the following circumstances:
- (1) Where the position is vacant; or
 - (2) Where the incumbent is assigned in a temporary work level, on a leave of absence, serving a probationary period, or is receiving disability leave benefits; or
 - (3) Where the position is classified in a classification that is designated for calculation of retention points for purposes of a layoff, displacement, or position abolishment under the provisions of Chapter 123:1-41 of the Administrative Code. If a position audit is pending, it will be suspended as of the date the lists of classifications are submitted to the director for verification of retention points.



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- (M) Positions to be audited no more than once a year. Requests for audits of a position, from either an employee or the appointing authority cannot be submitted more often than once a year. An employee may request only one audit of their position per year unless the employee provides, at the time of the request, documentation showing that the duties of the position have substantially changed since the date of the completion of the previous audit. The "one-year period" will be defined as one calendar year from the date of the original request for the most recent position audit.
- (N) Probationary period. An employee who has received a classification change pursuant to a position audit will not serve a new probationary period. The employee will continue to be a permanent employee in the classified service.