



Ohio Administrative Code Rule 123:1-7-04 Specifications.

Effective: November 18, 2012

The director shall prepare specifications 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 coursework at recognized institutions, experience, training, or in such other terms as to meet the requirements of the classification. Specifications shall also include a listing of any parenthetical sub-titles which are established for the classification. Qualifications shall not be stated in terms of academic degrees, except where they are required by specific statute or regulation. Certification or registration requirements shall be stated for positions controlled by specific statutes or regulations. A copy of each specification shall be filed in the office of the secretary of state. Parenthetical sub-titles shall be included in the announcement of competitive examinations and shall be entered in an employee's civil service record.

An appointing authority may request minimum qualifications for certain positions that differ from the minimum qualifications of classification specifications established by the director. An appointing authority's position-specific minimum qualifications shall be rationally related to the performance of the essential functions of the classification and validated based on the results of a thorough job analysis. The appointing authority shall also create a valid proficiency instrument to objectively measure whether individuals meet the position-specific minimum qualifications. Job analysis procedures and position-specific minimum qualifications must be approved by the director, prior to implementation. Approved position-specific minimum qualifications for positions that are exempted from collective bargaining or are not otherwise precluded from review pursuant to division (A) of section 4117.10 of the Revised Code, shall also be filed with the state personnel board of review, prior to implementation.