



## Ohio Administrative Code Rule 123:1-7-15 State classifications.

Effective: January 15, 2024

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Each classification for any position with the state of Ohio will have a corresponding classification specification that sets forth the class concept and minimum qualifications. The class concept will set forth the mandatory duties that are satisfied at least twenty per cent of the time, unless otherwise stated in the class concept.

The minimum qualifications for any position with the state of Ohio need to be satisfied when an applicant is to be hired and also when an employee moves into a different position, whether it is a result of a demotion, lateral classification change, promotion, or reassignment.

The director may assign managerial and supervisory positions within state agencies, boards, and commissions paid by warrant of the director of budget and management into the appropriate classification in the state exempt classification plan.

For the purpose of classifying positions and making job audit decisions only, wherever the word "supervises" appears in a classification specification for any class title, it means that an employee assigns and reviews work, completes employee performance evaluation forms, recommends or authorizes leave, and recommends or initiates disciplinary action for at least two full-time permanent civil service employees or the equivalent.

If new or revised minimum qualifications are enacted as a result of a change in an applicable state or federal statute, the legislated minimum qualifications will supersede those listed in the classification specification on file with the secretary of state, until such time the classification specification can be revised to agree with the change in statute.

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