



Ohio Administrative Code Rule 3337-40-40 Job classification system.

Effective: July 1, 2022

(A) Overview

This policy serves to outline policy, procedures, and responsibilities for the administration of the Ohio university job classification plan pertaining to classified and administrative employees of Ohio university.

University human resources (UHR) is responsible for classifying all positions based on specifications and job descriptions developed for each position (see section 124.14 of the Revised Code). UHR will apply consistent and objective criteria to the analysis of all positions and will cross-compare and verify data from classified employees, supervisors, and department heads.

The classification of all positions is based upon duties, responsibilities, knowledge, skills, minimum requirements of education, certification, or licensure, physical requirements, and reporting relationships inherent in a given position. Position classifications are assigned germane titles and are placed in functional groupings, which illustrate the job framework and opportunities for professional growth and development.

(B) Position review and audit

(1) Vacant or new position

When a new position is developed, or if substantial changes are made in an open (unfilled) position, the supervisor or planning unit head should complete a "Position Description Questionnaire" and forward it to UHR for review and classification. The position will be reviewed and a written summary of findings forwarded to the appropriate planning unit representative for final determination of the appropriate classification.

(2) Administrative position (incumbent)



If an employee and the department (supervisor with support from the planning unit) determine that a position has changed substantially (more than thirty per cent) and in such a way that it may impact the mapping of the position to the job framework, a revised "Position Description Questionnaire" should be completed and submitted to UHR for review. Job changes are not defined by incremental changes in job tasks, but rather determined by whether the job has changed with regards to the scope, impact, and complexity of the duties. Typically, additional duties assumed within the same level of scope, impact, and complexity do not warrant a position evaluation or job change.

UHR may also initiate an audit. The planning unit will work with the incumbent employee to complete the "Position Description Questionnaire," and submit the information to UHR. An audit may not be requested more often than once a year. A year is defined as a period beginning twelve months from the date of the last audit determination. An exception may be made to this twelve-month rule if significant documentation can be provided, showing that the duties of the position have been substantially changed since the date of the completion of the previous audit.

A UHR analyst will conduct a review of the position, interviewing the employee or the immediate supervisor as necessary, and conferring with the planning unit head and any other persons as deemed necessary. The analyst will complete a written summary of findings and render a recommendation to the appropriate planning unit representative.

Based on whether the duties and responsibilities, required skills, or organizational level of a position have remained essentially constant, substantially decreased, or substantially increased, a position audit may result in no change in the mapping of the position, a change in mapping to a lower rated position, or a change in mapping to a higher rated position.

UHR will determine the appropriate mapping based on the audit findings, and will inform the department of that determination, in writing, within thirty calendar days after the analyst has completed the review. The information provided to the department at that time will include the audit results, with supporting rationale.

(C) Action for position changes



If a position is reclassified by UHR to a lower-rated position, the effective date for the new classification, and any pay rate change, will be as described in the "Pay Administration Guidelines."

If a position is reclassified by UHR to a higher-rated position, it becomes the responsibility of the incumbent's planning unit head to determine operationally whether or not the higher-level position should be added to the table of organization. If it is determined that the higher-level position should not be added, the higher-level duties will be removed from the position's responsibilities. The incumbent employee shall receive the higher-level pay retroactively for the lesser of the following two durations:

(1) One year; or

(2) The period of time between the date the audit request was received by UHR and the date the higher level duties were removed from the job.

The incumbent employee's pay would then continue at the original classification rate.

If it is determined that the higher level position should be added, the reclassification, and new pay rate, becomes effective, retroactively, as described in the "Pay Administration Guidelines."

(D) Classification review and appeal

(1) General information

The incumbent employee may request an internal review or appeal of the audit decision. Requests for review must be submitted on a completed "Classification Appeal" form. The appeal form must be submitted to the UHR liaison for the employee's unit within fifteen days of the date of the audit decision.

Nothing in this policy shall limit or restrict the employee's appeal rights under the Revised Code.

(2) Administrative employees



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Administrative (unclassified) employees may appeal audit decisions to the CHRO. Administrative (unclassified) employees may also appeal audit decisions to the office of equity and civil rights compliance, but only if their appeal is based on equity concerns.