



Ohio Administrative Code Rule 3349-7-125 Position classification.

Effective: October 28, 2010

(A) Purpose

To establish a rule to evaluate the current duties and responsibilities assigned to a position in order to determine the appropriate salary range and title.

(B) Scope

This rule applies to administrative staff, unclassified hourly employees, classified civil service employees, and student employees.

(C) Definitions

- (1) "Position Classification" is a designation assigned to a position based on job duties responsibilities, and qualifications.
- (2) "Position Audit" is an analysis of the position duties, responsibilities, qualifications salary range, and title conducted by the director of human resources, or designee.
- (3) A "Salary Range" is a continuum of salaries from minimum to maximum within each salary grade. Positions are assigned within a salary range by the director of human resources.

(D) Rule statement

- (1) When a position's duties, responsibilities and qualifications change significantly or new positions are created, a position audit may be initiated by an affected employee, immediate supervisor, department head, or the director of human resources. The position audit will ensure that current duties, responsibilities and qualifications are appropriately reflected in the position's salary range.



(2) The employee and immediate supervisor will complete a position analysis questionnaire and a revised position description. The immediate supervisor will consult with the department head who will review these documents and if approved, send them to the director of human resources.

(a) The submitted documentation must, at a minimum, include the factors set forth in the university's compensation program rule.

(b) The director of human resources or designee will evaluate the documentation submitted to determine if a position reclassification is necessary.

(c) The director of human resources will advise the immediate supervisor and department head accordingly.

(3) Appeals

(a) If an employee and the immediate supervisor do not concur with the determination of the director of human resources, they must consult with the respective department head. If the department head determines that an appeal is warranted, the department head may forward a written appeal to the director of human resources. The director of human resources will forward the documentation to an external human resources consultant chosen by the university.

(i) The external consultant will review the documentation and advise the director of human resources accordingly.

(ii) The director of human resources will advise the immediate supervisor and the department head of the outcome of the consultant's review.

(b) No further appeals may be taken.