



## Ohio Administrative Code Rule 3359-25-01 Classification of positions.

Effective: April 29, 2023

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(A) All positions in the classified service at the university of Akron are placed in classifications in accordance with Ohio Revised Code Sections 3345.31 and 124.14(F), except as exempted by law.

(B) Job Profiles. The university, through the division of human resources appointing authority, shall prepare job profiles for each classification within the classified and unclassified service. Each job profile shall set forth the minimum qualifications as well as the general duties expected for each position; it shall not be considered a job description. The appointing authority shall assign all job duties belonging to a position and may create or amend any job profiles. The appointing authority shall create or amend a job profile for all positions, offices, and employments within the classified and unclassified civil service. Each job profile shall be assigned a profile title, job code and pay range, to be amended as appropriate.

(C) Job Audits. Either the appointing authority or an employee may initiate a job audit for the purpose of determining whether a position is properly classified. The procedures for the initiation and review of all job audits shall be published and maintained by the appointing authority in the division of human resources.

(D) Classification Plans. The appointing authority shall maintain and publish a classified classification plan and an unclassified classification plan. Any classified employee may appeal the reclassification of a position to the state personnel board of review within thirty days after receipt of the notification of reclassification or notice of results of a position audit or review.

(E) Notification. Whenever the classification title of a position changes, other than by process of promotion or demotion, or whenever the university establishes or amends any classifications, notification shall be made in writing to any individual affected by the change. The employee affected by the change may file a written request for review by the state personnel board of review within thirty days of receiving the notice. Such review shall be processed pursuant to Ohio Revised Code Section 124.14(D) and nothing in this rule shall limit the right of any employee who possesses the



right to appeal to the state personnel board of review to continue to possess that right of appeal.

(F) Pay Ranges. As provided in Ohio Revised Code Section 3345.31, the university shall, through the appointing authority, set the pay ranges for each grade in the classified and unclassified classification plan, said plans to be published and maintained by the division of human resources and amended as appropriate.