



Ohio Administrative Code Rule 123:1-5-02 Unskilled labor class.

Effective: April 4, 2024

(A) The unskilled labor class, which is referred to in division (B)(2) of section 124.11 of the Revised Code, will include any classifications for which there are minimal or no experience or education requirements and which are designated by the director. Registration for these classifications in the service of the state will be conducted by the director. Registration for all other positions in the unskilled labor class will be conducted by a commission established in accordance with section 124.04 of the Revised Code.

(1) Certified appointments to positions in the unskilled labor class will be from lists of applicants registered by the director or an authorized commission, as applicable. These lists will be established by the director or the commission in accordance with the registration process provided in division (B)(2) of section 124.11 of the Revised Code. Certification of those eligible for appointments in the unskilled labor class will consist of double the number to be employed, from which the appointing officer will appoint the number actually needed for the particular work.

(2) For purposes of this rule, "register" is defined as the process by which all applicants deemed acceptable as meeting the minimum qualifications for a job classification in the unskilled labor class, and/or deemed acceptable as determined by the director or the commission, as applicable, will be placed on an eligible list, ranked chronologically by the date and time the application was received. All eligible applicants will be given the minimum score of seventy points, prior to application of credit for military service as provided in section 124.26 of the Revised Code.

(B) Resident unskilled labor positions. Those unskilled labor positions, referred to in division (A)(12) of section 124.11 of the Revised Code, include positions that are filled by residents in the state service institutions. These residents, being employed for pay for part-time or limited service, will be excluded from the classified civil service and will be exempt from all civil service examinations. Compensation rates for these positions will be approved by the director of administrative services.



(C) Subsidized employment positions. Those unskilled labor positions within a subsidized employment program, established pursuant to Chapter 5107. of the Revised Code, will be excluded from the classified civil service and will be exempt from all civil service examinations. Compensation for these positions will be at the same rate as other employees doing similar work for the appointing authority. Pursuant to section 5107.52 of the Revised Code, an appointing authority may hire individuals from a subsidized employment program for an unclassified position or a classified civil service position upon expiration of the subsidy. Any appointment to a position within the classified civil service will be made in accordance with the requirements of Chapter 124. of the Revised Code.