



Ohio Administrative Code Rule 3335-55-04 Specifications.

Effective: June 2, 2011

(A) The university shall prepare specifications for each classification in the classified service.

(B) Each classification title shall have a corresponding classification specification that sets forth the function statement and minimum qualifications. The function statement shall set forth the primary duties that must be satisfied at least fifty per cent of the time. Position-specific minimum qualifications may be identified in the position description.

(C) For the purpose of classifying positions and making job audit decisions only, wherever the word supervises appears in a classification specification, unless otherwise defined in the specification, supervises means that an employee assigns and reviews work, completes employee performance management procedures, rewards exemplary employee performance, recommends disciplinary action including termination, and addresses grievances.
