

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Job Descriptions and Worker Characteristics</b>	PAGE <u>1</u> OF <u>1</u> NUMBER: 34-PRO-02
RULE/CODE REFERENCE:	SUPERCEDES: 34-PRO-02 dated 11/30/01
RELATED ACA STANDARDS: 2-CO-1C-08; 4-APPFS-3A-10	EFFECTIVE DATE: July 8, 2010
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as he prescribes.

**II. PURPOSE**

The purpose of this policy is to set forth policy and procedure for the review of job descriptions to ensure that organizational objectives are being met.

**III. APPLICABILITY**

This policy shall apply to all job classifications utilized by the Ohio Department of Rehabilitation and Correction.

**IV. DEFINITIONS**

None.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction that all positions have: (1) written job descriptions that accurately reflect the duties and responsibilities of the position; and (2) worker characteristics consistent with the minimum qualifications required by the state classification plan. All job descriptions shall be reviewed at least annually at the time of the employee performance evaluation and updated as needed.

**VI. PROCEDURES**

A. All job descriptions and worker characteristics shall be reviewed by the immediate supervisor and employee during the employee's annual performance evaluation. The immediate supervisor shall submit recommended updates to the appropriate personnel office. Changes in job duties shall be reviewed by the appropriate personnel office to ensure the position is properly classified.