

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Job Minimum Qualifications	PAGE <u> 1 </u> OF <u> 1 </u>
	NUMBER: 34-PRO-03
RULE/CODE REFERENCE:	SUPERSEDES: 34-PRO-03 dated 11/30/01
RELATED ACA STANDARDS: 2-CO-1C-07	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 the Director prescribes.

II. PURPOSE

The purpose of this policy is to ensure consistency across the state for the same classifications in the standards and documentation required for the minimum qualifications.

III. APPLICABILITY

This policy applies to all classified and unclassified positions within the Department of Rehabilitation and Correction.

IV. DEFINITIONS

None.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to utilize the minimum qualifications designated for all classifications, as developed by the Department of Administrative Services, which outline experience, education, and equivalency requirements.

VI. PROCEDURES

When filling vacant positions, the Department of Rehabilitation and Correction shall ensure that the person selected for the vacant position meets the minimum qualifications for the position as specified on the classification specifications issued by the Department of Administrative Services and has adequately documented this on their application for employment.