

PREPARING YOUR JOB AUDIT



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What You Will Learn

- » Locate pertinent sections of the law (Ohio Administrative and Revised Code)
- » Understand the relevant terminology
- » Understand the job audit process
- » Locate documents that will be useful to you
- » Understand data contained on a Classification Specification

What Your Will Learn (Cont.)

- » Organize yourself to prepare the job analysis questionnaire
- » Explore Facts and Myths about job audits
- » Expectations of Appealing
- » Your Expectations??

OHIO ADMINISTRATIVE AND REVISED CODE



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Definitions and other helpful information

» [Ohio Administrative Code 123:1-3](#) provides useful information about job audits

Definitions and other helpful information

» [Ohio Revised Code 124.01](#) defines terms like “appointing authority,” “Classification series,” etc.

Definitions and other helpful information

- » [Ohio Revised Code 124.14](#) explains how college and universities' Board of Trustees delegate authority for a Job Classifications Plan

Definitions and other helpful information

- » [Ohio Revised Code 124.03](#) State Personnel Board of Review (SPBR)

Other Helpful Definitions.....

- » Supervisor – has authority to hire, bring discipline charges, grant leaves, perform evaluations of job performance

Other Helpful Definitions.....

- » Supervisor – has authority to hire, bring discipline charges, grant leaves, perform evaluations of job performance
- » Lead Worker – On a daily basis, provides work direction and training to lower level classified employees assigned to the same work unit. A lead worker does not formally evaluate employees, recommend leave or initiate disciplinary action

BGSU'S JOB AUDIT PROCESS




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BGSU's Job Audit Process

1. Classified employee prepares Job Analysis Questionnaire (JAQ) and submits it to his/her supervisor for review
2. JAQ is received by Office of Human Resources (OHR)
3. OHR reviews JAQ and within 4 – 6 weeks schedules a meeting with the employee and supervisor
4. OHR makes a recommendation for the classification that best describes the job
5. Employee may appeal recommendation to the State Personnel Board of Review (SBPR) within 30 days

LOCATING FORMS AND OTHER DOCUMENTS



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Where do I find.....?

- » **The Job Analysis Questionnaire**
- » **My job description**
- » **Classification Specifications**
- » **A listing of jobs and their pay range**
- » **The rules for reclassification pay increases**
- » **How to file an appeal**

Where do I find.....?

- » [Job Analysis Questionnaire](http://www.bgsu.edu/human-resources/compensation.html)

<http://www.bgsu.edu/human-resources/compensation.html>

**Classification Specification:
Administrative Assistant**

BGSU
Bowling Green State University

Classification Number: 63121 Pay Grade:
Effective Date: April 4, 2014 Current Exemption Status: Nonexempt

Position Summary

Provides high-level administrative support to an administrator and/or a department to facilitate the daily operations of the department. Relieves supervisor of non-routine or routine administrative responsibilities. Prepares correspondence and reports, maintains calendars, and monitors budgets for the department. Assists with personnel searches. Develops and implements administrative policies related to department operations. Serves as a liaison.

Essential/Primary Duties

- Coordinates and oversees day-to-day department administrative operations. Manages and monitors calendar for upcoming meetings and special events. Requests repairs and services as necessary for building and equipment. Provides direction to others on various situations and topics. Develops and implements policies, procedures and forms related to department administrative operations.
- Prepares correspondence and reports and handles other issues, including issues of a confidential nature.
- Monitors budget expenditures for the department. Creates requisitions, submits invoices for payment and receives and reviews financial documents in financial management system.

Where do I find.....?

- » **The Job Analysis Questionnaire**
- » **My job description**
- » **Classification Specifications**
- » **A listing of jobs and their pay range**

Where do I find.....?

- » [Classification Titles and Pay Ranges](http://www.bgsu.edu/human-resources/compensation.html)

<http://www.bgsu.edu/human-resources/compensation.html>

THE JOB AUDIT – MYTHS AND FACTS



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What can I expect if I appeal?

- » An acknowledgement from SPBR of receipt of the appeal within a month
- » The scheduling of the appeal before the Administrative Law Judge (ALJ) within 6 months
- » A hearing held in Columbus which can last one to three hours
- » A decision from the ALJ within 6 months of the hearing

What can I expect if I appeal? (Cont)

A determination that my job

- » is properly classified,
- » should be moved to a higher classification, OR
- » should be moved to a lower classification

