

# Montgomery County

## Job Audit Process

**Requests for position audits:** The request can be made in writing and mailed or e-mailed to the County Human Resources Department. Any classified employee may request a review of the classification of his/her position. Any appointing authority in the jurisdiction of the County Human Resources Department may request the County Human Resources Department to review any encumbered position within his/her agency for the purpose of determining whether the position is properly classified. [https://www.mcoho.org/departments/human\\_resources/forms.php](https://www.mcoho.org/departments/human_resources/forms.php).

**Audit report forms:** Upon receipt of a request for a position audit, the County Human Resources Department shall forward the necessary audit forms for completion and, at the same time, notify the affected agency of the audit request.

**Effective date:** Whenever a position is reclassified by the County Human Resources Department, the employee's classification shall be changed in accordance with division (D) of Section 124.14 of the Ohio Revised Code. The County Human Resources Department shall notify the affected employee and his/her appointing authority in writing setting forth the proposed new classification. The effective date shall be the first day of the pay period following the County Human Resources Department's receipt of the audit request.

**Audit findings of a lower classification:** If the results of a position audit indicate that an employee's current position would be properly allotted to a classification with a lower pay range assignment than the classification to which the employee is currently assigned, the County Human Resources Department shall notify the appointing authority and the employee that the employee will be reclassified pursuant to 124.14(A) of the Revised Code.

**When position audits will not be performed:** Position audits will not be performed on the positions that are vacant, or while the incumbent is on a leave of absence, or assigned in a temporary work level, temporary pay supplement or while the incumbent of a position is serving a probationary period.

**Audits of positions of incumbents who are subject to layoff or displacement:** No requests for audits of positions will be accepted or processed if the position is classified in a classification that is designated for calculation of retention points for purposes of a layoff or position abolishment under the provisions of Chapter 41 of these rules. The date the lists of classifications are submitted to the County Human Resources Department for verification of retention points shall be the date all requests for position audits are suspended.

**Positions to be audited no more than once a year:** Requests for audits of a position, from either the incumbent or the appointing authority, may not be submitted more often than once a year. An employee may request only one audit of his/her position per year unless the employee provides, at the time of the request, documentation showing that the duties of his/her position have been substantially changed since the date of the completion of the previous audit. The "one-year period" will be defined as one calendar year from the date which appears on the original notification letter of the most recent position audit.

**Appeal:** A decision rendered pursuant to the job audit may be appealed to the State Personnel Board of Review by the appointing authority or by the employee if the position is non-bargaining. Appeals shall be made in accordance with the rules of the State Personnel Board of Review within thirty days of a final determination of the County Human Resources Department.

**Contact:** Montgomery County Human Resources, 451 West 3<sup>rd</sup>, 9<sup>th</sup> Floor, Dayton, Ohio 45422 or email [HR@mcoho.org](mailto:HR@mcoho.org)