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**STATE PERSONNEL
BOARD OF REVIEW**

**RULE-MAKING
PROCESS**

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www.state.oh.us/pbr.

STATE PERSONNEL BOARD OF REVIEW

SPBR'S MISSION

Pursuant to Revised Code § 124.03, the State Personnel Board of Review (SPBR) is a neutral body that provides a forum for administrative appeal by classified employees of state agencies, county agencies, state universities, and general health districts. SPBR also monitors the activities of and offers assistance to more than 200 municipal civil service commissions. SPBR answers inquiries from the general public, state, county, and municipal agencies, and attorneys, regarding civil service law and procedures in the State of Ohio. SPBR is committed to preserving civil service law and to sharing our knowledge and experience in the area of civil service law.

HOW SPBR IS ORGANIZED

Pursuant to Revised Code § 125.05, the State Personnel Board of Review is a body comprised of three members, appointed by the Governor of the State of Ohio with the advice and consent of the Senate. No more than two Board members may be affiliated with the same political party and each member serves a six-year term. The Board meets twice monthly in sessions that are open to the public. The Board employs a full time staff to implement and administer its mission.

SPBR'S RULE-MAKING AUTHORITY

In accordance with Chapter 119, of the Revised Code, SPBR has authority to adopt rules relating to the procedure of the Board in administering and invoking the Board's jurisdiction relative to hearing appeals of appointing authorities and employees in matters set forth in Revised Code § 124.03.

SPBR'S RULE-MAKING PROCESS

SPBR's legal staff drafts proposed rules and recommends amendments and/or rescissions of existing rules, as necessary. Decisions to change SPBR's administrative rules may occur as a result of statutory changes; case law; annual reviews; comments from parties practicing before SPBR; or comments from SPBR's legal staff.

SPBR's legal staff also reviews existing administrative rules annually as part of the review process under the provisions of Revised Code § 119.032. This five-year review process ensures that SPBR's administrative rules remain current and relevant to the functions of the Board.

All proposed rules and proposed amendments and/or rescissions of existing rules are submitted to the Board for approval. After approval by the Board, the rules are initially filed with the Joint Committee on Agency Rule Review (JCARR), the Legislative Service Commission (LSC), and the Secretary of State. After review by JCARR, LSC, and the Secretary of State, final rules are filed with JCARR, LSC, and the Secretary of State.

A **Public Hearing** on proposed changes to SPBR's administrative rules is held approximately thirty-one days after SPBR initially files its proposed rules with the above-mentioned entities. A public notice of the public hearing is advertised at SPBR's offices and in the Register of Ohio. Copies of proposed rules and proposed amendments/rescissions of existing rules are available upon request throughout SPBR's rule-making process. The purpose of SPBR's public hearing is to offer interested parties the opportunity to express their views concerning proposed changes to SPBR's administrative rules prior to the changes being permanently adopted. The Board reviews and considers all comments concerning its proposed rules.

SPBR welcomes suggestions and comments concerning its administrative rules and its rule-making process. In addition to SPBR's public hearing, comments and suggestions concerning SPBR's administrative rules and rule-making process can be submitted to SPBR for consideration at any time.