

Rule Summary and Fiscal Analysis

Part A - General Questions

Rule Number: 123:1-9-01

Rule Type: Amendment

Rule Title/Tagline: Examination guidelines.

Agency Name: Department of Administrative Services

Division: Division of Human Resources

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I. Rule Summary

1. Is this a five year rule review? Yes
 - A. What is the rule's five year review date? 5/15/2024
2. Is this rule the result of recent legislation? No
3. What statute is this rule being promulgated under? 119.03
4. What statute(s) grant rule writing authority? 124.09
5. What statute(s) does the rule implement or amplify? 124.23
6. Does the rule implement a federal law or rule in a manner that is more stringent or burdensome than the federal law or regulation requires? No
 - A. If so, what is the citation to the federal law or rule? Not Applicable
7. What are the reasons for proposing the rule?

Mandatory rule review.
8. Summarize the rule's content, and if this is an amended rule, also summarize the rule's changes.

Deals with the procedures and protocols for administering, grading, and repeating civil service examinations. Removed regulatory restrictions.

9. Does the rule incorporate material by reference? No
10. If the rule incorporates material by reference and the agency claims the material is exempt pursuant to R.C. 121.75, please explain the basis for the exemption and how an individual can find the referenced material.

Not Applicable

11. If revising or re-filing the rule, please indicate the changes made in the revised or re-filed version of the rule.

Not Applicable

II. Fiscal Analysis

12. Please estimate the increase / decrease in the agency's revenues or expenditures in the current biennium due to this rule.

This will have no impact on revenues or expenditures.

\$0.00

Not Applicable.

13. What are the estimated costs of compliance for all persons and/or organizations directly affected by the rule?

Not Applicable.

14. Does the rule increase local government costs? (If yes, you must complete an RSFA Part B). No

15. Does the rule regulate environmental protection? (If yes, you must complete an RSFA Part C). No

16. If the rule imposes a regulation fee, explain how the fee directly relates to your agency's cost in regulating the individual or business.

Not Applicable.

III. Common Sense Initiative (CSI) Questions

17. Was this rule filed with the Common Sense Initiative Office? No

18. Does this rule have an adverse impact on business? No

- A. Does this rule require a license, permit, or any other prior authorization to engage in or operate a line of business? No
- B. Does this rule impose a criminal penalty, a civil penalty, or another sanction, or create a cause of action, for failure to comply with its terms? No
- C. Does this rule require specific expenditures or the report of information as a condition of compliance? No
- D. Is it likely that the rule will directly reduce the revenue or increase the expenses of the lines of business of which it will apply or applies? No

IV. Regulatory Restriction Requirements under S.B. 9. Note: This section only applies to agencies described in R.C. 121.95(A).

19. Are you adding a new or removing an existing regulatory restriction as defined in R.C. 121.95? Yes

- A. How many new regulatory restrictions do you propose adding to this rule? 0
- B. How many existing regulatory restrictions do you propose removing from this rule? 12

(A) Admitting applicants to examinations. The applicant shall be notified of the necessary arrival time to sit for the examination or interview.

(A)... The qualifications listed in the job posting shall be followed in determining admittance to competitive or non-competitive examinations.

(B) Extension of time in examinations. No applicant in any examination shall be given a longer time on any subject than prescribed by the director or designee.

(C) Visitors at examinations. No visitor shall be admitted to the examination room during any examination except by special permission of the examiner in charge.

(D) Changing of grades. No grades given in any examination shall be changed after the posting of an eligible list, provided that the director or designee may correct errors of examiners or employees at any time before the cancellation of such lists.

(E) Postponement or cancellation of examinations. Examinations, unless canceled or postponed, must be held upon dates fixed by the director or designee.

(E)... Reasonable efforts shall be made to notify each approved applicant of cancellation or postponement.

(F) Credit for military service. When proper proof of military service, as defined in section 124.23 of the Revised Code, is presented to the director or designee and the applicant, being a resident of Ohio and otherwise eligible, has received a passing grade in any examination for original appointment, he or she shall be granted additional credit of twenty per cent of such grade, thereby receiving a final grade of twenty per cent higher in view of the above-mentioned service.

(F)... The applicant must submit proof of honorable discharge or honorable separation from active military service prior to participation in the examination.

(G) Credit for reserve component status. A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen per cent of the person's total grade given in the examination in which the person receives a passing grade.

(G)... The applicant must submit proof that the applicant successfully completed entry-level training.

(H) Repeating examinations. An applicant who has competed in a civil service examination may not repeat that examination or take an examination for the same classification within four months from the date of original examination, unless an alternative form of examination is given, or unless other standards are specified in the examination announcement.

- C. If you are not removing existing regulatory restrictions from this rule, please list the rule number(s) from which you are removing restrictions.**
- D. Please justify the adoption of the new regulatory restriction(s).**

Not Applicable