

**3359-25-03 Specifications.**

- (A) The university of Akron shall prepare specifications for each classification in the classified service. Specifications shall include a listing of any parenthetical sub-titles, if any are established for the classifications. A copy of each specification shall be filed with the secretary of state. The qualifications listed in the specifications shall be followed in determining admittance to competitive or non-competitive examinations. Where parenthetical sub-titles have been established, such sub-titles shall be included in the announcement of examinations.
- (B) Each classification title shall have a corresponding classification specification, which sets forth the function statement and minimum qualifications. The function statement shall set forth the mandatory duties that must be satisfied at least twenty percent of the time, unless otherwise stated in the function statement.
- (C) For the purpose of classifying positions and making job audit or review decisions only, wherever the word supervises appears in a classification specification, unless otherwise defined in the specification, "supervises" means that an employee assigns and reviews work, completes employee performance management procedures, rewards exemplary employee performance, recommends disciplinary action, adjusts grievances, and requires the use of independent judgment in exercising authority.

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Certification: \_\_\_\_\_  
Ted A. Mallo  
Secretary  
Board of Trustees

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