## As Introduced

# 130th General Assembly **Regular Session** 2013-2014

H. B. No. 654

6

## **Representatives Schuring, Slesnick**

Cosponsors: Representatives Becker, Brenner, Driehaus, Fedor, Hood, Hagan, R., Mallory, Reece, Ruhl, Sykes

# A BILL

То	amend sections 124.11, 124.25, 124.26, 124.34,	1
	329.021, 4121.121, 5123.08, and 5139.02, and to	2
	enact section 9.73 of the Revised Code to limit	3
	the use of criminal records in the hiring and	4
	employment practices of public employers.	5

## BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF OHIO:

Section 1. That sections 124.11, 124.25, 124.26, 124.34,	6
329.021, 4121.121, 5123.08, and 5139.02 be amended and section	7
9.73 of the Revised Code be enacted to read as follows:	8
Sec. 9.73. (A) As used in this section:	9
(1) "Public employer" means a state agency or a political	10
subdivision of the state.	11
(2) "State agency" means any organized body, office, agency,	12
institution, or other entity established by the laws of the state	13
for the exercise of any function of government.	14
(3) "Political subdivision" means a county, township,	15
municipal corporation, or any other body corporate and politic	16
that is responsible for government activities in a geographic area	17

H. B. No. 654 As Introduced	Page 2
smaller than that of the state.	18
(4) "Appointing authority" means the officer, commission,	19
board, or body having the power of appointment to, or removal	20
from, positions in any office, department, commission, board, or	21
institution.	22
(B) Notwithstanding any provision of the Revised Code to the	23
contrary, no appointing authority shall inquire into or consider	24
the criminal background of an applicant to a position in the	25
service of a public employer until the applicant has been selected	26
for appointment and the appointing authority is prepared to make	27
an offer of employment.	28
(C) An appointing authority may notify an applicant of any	29
provision of the Revised Code or federal law that disqualifies an	30
individual with a particular criminal history from employment in a	31
particular position.	32
(D) Except if an applicant is specifically disqualified from	33
employment by any provision of the Revised Code or under federal	34
law because of the prior conviction of or plea of guilty to a	35
particular offense, an applicant shall not be disqualified from	36
employment in the service of a governmental entity based solely	37
upon the prior conviction of or plea of guilty to an offense. An	38
appointing authority may deny an applicant employment in the	39
service of a public employer by reason of the prior conviction of	40
or plea of quilty to an offense only after the appointing	41
authority has considered all of the following factors:	42
(1) Whether the offense directly relates to the	43
responsibilities of the position for which the applicant applied;	44
(2) The nature and severity of the offense;	45
(3) The age of the applicant at the time the applicant	46

47

committed the offense;

(4) The date the offense was committed;	48
(5) How long the person has lived while not incarcerated or	49
under correctional supervision without having any additional,	50
subsequent convictions;	51
(6) Any documentation or testimony demonstrating the	52
applicant's rehabilitation.	53
(E) If a conviction of or plea of quilty to an offense is	54
used as a basis for the rejection of an applicant, the appointing	55
authority shall state that rejection in writing and specifically	56
state the evidence presented and reasons for rejection. The	57
appointing authority shall send a copy of the rejection by	58
registered mail to the applicant.	59
(F) No appointing authority shall use the record of an arrest	60
of an applicant that is not followed by a conviction or plea of	61
guilty in connection with an application for employment.	62
Sec. 124.11. The civil service of the state and the several	63
counties, cities, civil service townships, city health districts,	64
general health districts, and city school districts of the state	65
shall be divided into the unclassified service and the classified	66
service.	67
(A) The unclassified service shall comprise the following	68
positions, which shall not be included in the classified service,	69
and which shall be exempt from all examinations required by this	70
chapter:	71
(1) All officers elected by popular vote or persons appointed	72
to fill vacancies in those offices;	73
(2) All election officers as defined in section 3501.01 of	74
the Revised Code;	75
(3)(a) The members of all boards and commissions, and heads	76
of principal departments, boards, and commissions appointed by the	77

each of the elective state officers, four clerical and	108
administrative support employees for each board of county	109
commissioners and one such employee for each county commissioner,	110
and four clerical and administrative support employees for other	111
elective officers and each of the principal appointive executive	112
officers, boards, or commissions, except for civil service	113
commissions, that are authorized to appoint such clerical and	114
administrative support employees;	115

- (9) The deputies and assistants of state agencies authorized 116 to act for and on behalf of the agency, or holding a fiduciary or 117 administrative relation to that agency and those persons employed 118 by and directly responsible to elected county officials or a 119 county administrator and holding a fiduciary or administrative 120 relationship to such elected county officials or county 121 administrator, and the employees of such county officials whose 122 fitness would be impracticable to determine by competitive 123 examination, provided that division (A)(9) of this section shall 124 not affect those persons in county employment in the classified 125 service as of September 19, 1961. Nothing in division (A)(9) of 126 this section applies to any position in a county department of job 127 and family services created pursuant to Chapter 329. of the 128 Revised Code. 129
- (10) Bailiffs, constables, official stenographers, and

  commissioners of courts of record, deputies of clerks of the

  courts of common pleas who supervise or who handle public moneys

  or secured documents, and such officers and employees of courts of

  record and such deputies of clerks of the courts of common pleas

  as the appointing authority finds it impracticable to determine

  135

  their fitness by competitive examination;
- (11) Assistants to the attorney general, special counsel
  137
  appointed or employed by the attorney general, assistants to
  county prosecuting attorneys, and assistants to city directors of
  139

H. B. No. 654
As Introduced

law;	140
(12) Such teachers and employees in the agricultural	141
experiment stations; such students in normal schools, colleges,	142
and universities of the state who are employed by the state or a	143
political subdivision of the state in student or intern	144
classifications; and such unskilled labor positions as the	145
director of administrative services, with respect to positions in	146
the service of the state, or any municipal civil service	147
commission may find it impracticable to include in the competitive	148
classified service; provided such exemptions shall be by order of	149
the commission or the director, duly entered on the record of the	150
commission or the director with the reasons for each such	151
exemption;	152
(13) Any physician or dentist who is a full-time employee of	153
the department of mental health and addiction services, the	154
department of developmental disabilities, or an institution under	155
the jurisdiction of either department; and physicians who are in	156
residency programs at the institutions;	157
(14) Up to twenty positions at each institution under the	158
jurisdiction of the department of mental health and addiction	159
services or the department of developmental disabilities that the	160
department director determines to be primarily administrative or	161
managerial; and up to fifteen positions in any division of either	162
department, excluding administrative assistants to the director	163
and division chiefs, which are within the immediate staff of a	164
division chief and which the director determines to be primarily	165
and distinctively administrative and managerial;	166
(15) Noncitizens of the United States employed by the state,	167
or its counties or cities, as physicians or nurses who are duly	168
licensed to practice their respective professions under the laws	169
of this state, or medical assistants, in mental or chronic disease	170

171

hospitals, or institutions;

(16) Employees of the governor's office;	172
(17) Fire chiefs and chiefs of police in civil service	173
townships appointed by boards of township trustees under section	174
505.38 or 505.49 of the Revised Code;	175
(18) Executive directors, deputy directors, and program	176
directors employed by boards of alcohol, drug addiction, and	177
mental health services under Chapter 340. of the Revised Code, and	178
secretaries of the executive directors, deputy directors, and	179
program directors;	180
(19) Superintendents, and management employees as defined in	181
section 5126.20 of the Revised Code, of county boards of	182
developmental disabilities;	183
(20) Physicians, nurses, and other employees of a county	184
hospital who are appointed pursuant to sections 339.03 and 339.06	185
of the Revised Code;	186
(21) The executive director of the state medical board, who	187
is appointed pursuant to division (B) of section 4731.05 of the	188
Revised Code;	189
(22) County directors of job and family services as provided	190
in section 329.02 of the Revised Code and administrators appointed	191
under section 329.021 of the Revised Code;	192
(23) A director of economic development who is hired pursuant	193
to division (A) of section 307.07 of the Revised Code;	194
(24) Chiefs of construction and compliance, of operations and	195
maintenance, of worker protection, and of licensing and	196
certification in the division of industrial compliance in the	197
department of commerce;	198
(25) The executive director of a county transit system	199
appointed under division (A) of section 306.04 of the Revised	200
Code;	201

the department of taxation, department of the adjutant general, department of education, Ohio board of regents, bureau of workers' compensation, industrial commission, state lottery commission, opportunities for Ohioans with disabilities agency, and public utilities commission of Ohio that the head of that administrative department or of that other state agency determines to be involved in policy development and implementation. The head of the administrative department or other state agency shall set the compensation for employees in these positions at a rate that is not less than the minimum compensation specified in pay range 41 but not more than the maximum compensation specified in pay range 47 of salary schedule E-2 in section 124.152 of the Revised Code. The authority to establish positions in the unclassified service under division (A)(26) of this section is in addition to and does not limit any other authority that an administrative department or state agency has under the Revised Code to establish positions, appoint employees, or set compensation.  (27) Employees of the department of agriculture employed under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city health districts, general health districts, and city school districts, the deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary appointments under division (B) of section 124.30 of the Revised Code;	(26) Up to five positions at each of the administrative	202
department of education, Ohio board of regents, bureau of workers' compensation, industrial commission, state lottery commission, opportunities for Ohioans with disabilities agency, and public utilities commission of Ohio that the head of that administrative department or of that other state agency determines to be involved in policy development and implementation. The head of the administrative department or other state agency shall set the compensation for employees in these positions at a rate that is not less than the minimum compensation specified in pay range 41 but not more than the maximum compensation specified in pay range 47 of salary schedule E-2 in section 124.152 of the Revised Code. The authority to establish positions in the unclassified service under division (A)(26) of this section is in addition to and does not limit any other authority that an administrative department or state agency has under the Revised Code to establish positions, appoint employees, or set compensation.  (27) Employees of the department of agriculture employed under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city health districts, general health districts, and city school districts, the deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary appointments under division (B) of section 124.30 of the Revised Code;	departments listed in section 121.02 of the Revised Code and at	203
compensation, industrial commission, state lottery commission, opportunities for Ohioans with disabilities agency, and public utilities commission of Ohio that the head of that administrative department or of that other state agency determines to be involved in policy development and implementation. The head of the administrative department or other state agency shall set the compensation for employees in these positions at a rate that is not less than the minimum compensation specified in pay range 41 but not more than the maximum compensation specified in pay range 24 for salary schedule E-2 in section 124.152 of the Revised Code. The authority to establish positions in the unclassified service under division (A)(26) of this section is in addition to and does not limit any other authority that an administrative department or state agency has under the Revised Code to establish positions, appoint employees, or set compensation.  (27) Employees of the department of agriculture employed under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city health districts, general health districts, and city school districts, the deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary appointments under division (B) of section 124.30 of the Revised Code;	the department of taxation, department of the adjutant general,	204
opportunities for Ohioans with disabilities agency, and public utilities commission of Ohio that the head of that administrative department or of that other state agency determines to be involved in policy development and implementation. The head of the administrative department or other state agency shall set the compensation for employees in these positions at a rate that is not less than the minimum compensation specified in pay range 41 but not more than the maximum compensation specified in pay range 47 of salary schedule E-2 in section 124.152 of the Revised Code. The authority to establish positions in the unclassified service under division (A)(26) of this section is in addition to and does not limit any other authority that an administrative department or state agency has under the Revised Code to establish positions, appoint employees, or set compensation.  (27) Employees of the department of agriculture employed under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city health districts, general health districts, and city school districts, the deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary appointments under division (B) of section 124.30 of the Revised Code;	department of education, Ohio board of regents, bureau of workers'	205
utilities commission of Ohio that the head of that administrative department or of that other state agency determines to be involved in policy development and implementation. The head of the administrative department or other state agency shall set the compensation for employees in these positions at a rate that is not less than the minimum compensation specified in pay range 41 but not more than the maximum compensation specified in pay range 47 of salary schedule E-2 in section 124.152 of the Revised Code. The authority to establish positions in the unclassified service under division (A)(26) of this section is in addition to and does not limit any other authority that an administrative department or state agency has under the Revised Code to establish positions, appoint employees, or set compensation.  (27) Employees of the department of agriculture employed under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city health districts, general health districts, and city school districts, the deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary appointments under division (B) of section 124.30 of the Revised Code;	compensation, industrial commission, state lottery commission,	206
department or of that other state agency determines to be involved in policy development and implementation. The head of the 2 administrative department or other state agency shall set the 2 compensation for employees in these positions at a rate that is 2 not less than the minimum compensation specified in pay range 41 but not more than the maximum compensation specified in pay range 2 47 of salary schedule E-2 in section 124.152 of the Revised Code. 2 The authority to establish positions in the unclassified service 2 under division (A)(26) of this section is in addition to and does 2 not limit any other authority that an administrative department or 3 state agency has under the Revised Code to establish positions, 2 appoint employees, or set compensation. 2 appoint employees of the department of agriculture employed 2 under section 901.09 of the Revised Code; 2 under section 901.09 of the Revised Code; 2 districts, the deputies and assistants of elective or principal 2 executive officers authorized to act for and in the place of their 2 principals or holding a fiduciary relation to their principals; 2 (29) Employees who receive intermittent or temporary 2 appointments under division (B) of section 124.30 of the Revised Code; 2	opportunities for Ohioans with disabilities agency, and public	207
in policy development and implementation. The head of the administrative department or other state agency shall set the compensation for employees in these positions at a rate that is not less than the minimum compensation specified in pay range 41 but not more than the maximum compensation specified in pay range 47 of salary schedule E-2 in section 124.152 of the Revised Code. The authority to establish positions in the unclassified service under division (A)(26) of this section is in addition to and does not limit any other authority that an administrative department or state agency has under the Revised Code to establish positions, appoint employees, or set compensation.  (27) Employees of the department of agriculture employed under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city health districts, general health districts, and city school districts, the deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary appointments under division (B) of section 124.30 of the Revised Code;	utilities commission of Ohio that the head of that administrative	208
administrative department or other state agency shall set the  compensation for employees in these positions at a rate that is  not less than the minimum compensation specified in pay range 41  but not more than the maximum compensation specified in pay range  47 of salary schedule E-2 in section 124.152 of the Revised Code.  The authority to establish positions in the unclassified service  under division (A)(26) of this section is in addition to and does  not limit any other authority that an administrative department or  state agency has under the Revised Code to establish positions,  appoint employees, or set compensation.  (27) Employees of the department of agriculture employed  under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city  health districts, general health districts, and city school  districts, the deputies and assistants of elective or principal  executive officers authorized to act for and in the place of their  principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary  appointments under division (B) of section 124.30 of the Revised  Code;	department or of that other state agency determines to be involved	209
compensation for employees in these positions at a rate that is not less than the minimum compensation specified in pay range 41 but not more than the maximum compensation specified in pay range 47 of salary schedule E-2 in section 124.152 of the Revised Code. The authority to establish positions in the unclassified service under division (A)(26) of this section is in addition to and does not limit any other authority that an administrative department or state agency has under the Revised Code to establish positions, appoint employees, or set compensation.  (27) Employees of the department of agriculture employed under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city health districts, general health districts, and city school districts, the deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary appointments under division (B) of section 124.30 of the Revised  Code;	in policy development and implementation. The head of the	210
not less than the minimum compensation specified in pay range 41 but not more than the maximum compensation specified in pay range 24 47 of salary schedule E-2 in section 124.152 of the Revised Code. 25 The authority to establish positions in the unclassified service 26 under division (A)(26) of this section is in addition to and does 27 not limit any other authority that an administrative department or 27 state agency has under the Revised Code to establish positions, 27 appoint employees, or set compensation. 27 (27) Employees of the department of agriculture employed 27 under section 901.09 of the Revised Code; 27 (28) For cities, counties, civil service townships, city 29 health districts, general health districts, and city school 29 districts, the deputies and assistants of elective or principal 29 executive officers authorized to act for and in the place of their 29 principals or holding a fiduciary relation to their principals; 20 (29) Employees who receive intermittent or temporary 20 appointments under division (B) of section 124.30 of the Revised 20 Code; 2	administrative department or other state agency shall set the	211
but not more than the maximum compensation specified in pay range 47 of salary schedule E-2 in section 124.152 of the Revised Code.  The authority to establish positions in the unclassified service under division (A)(26) of this section is in addition to and does not limit any other authority that an administrative department or state agency has under the Revised Code to establish positions, appoint employees, or set compensation.  (27) Employees of the department of agriculture employed under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city health districts, general health districts, and city school districts, the deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary appointments under division (B) of section 124.30 of the Revised Code;	compensation for employees in these positions at a rate that is	212
47 of salary schedule E-2 in section 124.152 of the Revised Code.  The authority to establish positions in the unclassified service  under division (A)(26) of this section is in addition to and does  not limit any other authority that an administrative department or  state agency has under the Revised Code to establish positions,  appoint employees, or set compensation.  (27) Employees of the department of agriculture employed  under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city  health districts, general health districts, and city school  districts, the deputies and assistants of elective or principal  executive officers authorized to act for and in the place of their  principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary  appointments under division (B) of section 124.30 of the Revised  Code;	not less than the minimum compensation specified in pay range 41	213
The authority to establish positions in the unclassified service under division (A)(26) of this section is in addition to and does not limit any other authority that an administrative department or state agency has under the Revised Code to establish positions, appoint employees, or set compensation.  (27) Employees of the department of agriculture employed under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city health districts, general health districts, and city school districts, the deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary appointments under division (B) of section 124.30 of the Revised  Code;	but not more than the maximum compensation specified in pay range	214
under division (A)(26) of this section is in addition to and does not limit any other authority that an administrative department or state agency has under the Revised Code to establish positions, appoint employees, or set compensation.  (27) Employees of the department of agriculture employed under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city health districts, general health districts, and city school districts, the deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary appointments under division (B) of section 124.30 of the Revised  Code;	47 of salary schedule E-2 in section 124.152 of the Revised Code.	215
not limit any other authority that an administrative department or state agency has under the Revised Code to establish positions, appoint employees, or set compensation.  (27) Employees of the department of agriculture employed under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city health districts, general health districts, and city school districts, the deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary appointments under division (B) of section 124.30 of the Revised Code;	The authority to establish positions in the unclassified service	216
state agency has under the Revised Code to establish positions,  appoint employees, or set compensation.  (27) Employees of the department of agriculture employed  under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city  health districts, general health districts, and city school  districts, the deputies and assistants of elective or principal  executive officers authorized to act for and in the place of their  principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary  appointments under division (B) of section 124.30 of the Revised  Code;	under division (A)(26) of this section is in addition to and does	217
appoint employees, or set compensation.  (27) Employees of the department of agriculture employed  2 under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city  2 health districts, general health districts, and city school  2 districts, the deputies and assistants of elective or principal  2 executive officers authorized to act for and in the place of their  2 principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary  2 appointments under division (B) of section 124.30 of the Revised  2 Code;	not limit any other authority that an administrative department or	218
(27) Employees of the department of agriculture employed under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city  health districts, general health districts, and city school  districts, the deputies and assistants of elective or principal  executive officers authorized to act for and in the place of their  principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary  appointments under division (B) of section 124.30 of the Revised  Code;	state agency has under the Revised Code to establish positions,	219
under section 901.09 of the Revised Code;  (28) For cities, counties, civil service townships, city  health districts, general health districts, and city school  districts, the deputies and assistants of elective or principal  executive officers authorized to act for and in the place of their  principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary  appointments under division (B) of section 124.30 of the Revised  Code;	appoint employees, or set compensation.	220
(28) For cities, counties, civil service townships, city  health districts, general health districts, and city school  districts, the deputies and assistants of elective or principal  executive officers authorized to act for and in the place of their  principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary  appointments under division (B) of section 124.30 of the Revised  Code;	(27) Employees of the department of agriculture employed	221
health districts, general health districts, and city school  districts, the deputies and assistants of elective or principal  executive officers authorized to act for and in the place of their  principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary  appointments under division (B) of section 124.30 of the Revised  Code;	under section 901.09 of the Revised Code;	222
districts, the deputies and assistants of elective or principal  executive officers authorized to act for and in the place of their  principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary  appointments under division (B) of section 124.30 of the Revised  Code;	(28) For cities, counties, civil service townships, city	223
executive officers authorized to act for and in the place of their  principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary  appointments under division (B) of section 124.30 of the Revised  Code;	health districts, general health districts, and city school	224
principals or holding a fiduciary relation to their principals;  (29) Employees who receive intermittent or temporary  2 appointments under division (B) of section 124.30 of the Revised  Code;	districts, the deputies and assistants of elective or principal	225
(29) Employees who receive intermittent or temporary 2 appointments under division (B) of section 124.30 of the Revised 2 Code; 2	executive officers authorized to act for and in the place of their	226
appointments under division (B) of section 124.30 of the Revised 2 Code;	principals or holding a fiduciary relation to their principals;	227
Code; 2	(29) Employees who receive intermittent or temporary	228
	appointments under division (B) of section 124.30 of the Revised	229
(30) Employees appointed to administrative staff positions 2	Code;	230
	(30) Employees appointed to administrative staff positions	231

for which an appointing authority is given specific statutory

authority to set compensation;

232

233

As introduced	
(31) Employees appointed to highway patrol cadet or highway	234
patrol cadet candidate classifications;	235
(32) Employees placed in the unclassified service by another	236
section of the Revised Code.	237
(B) The classified service shall comprise all persons in the	238
employ of the state and the several counties, cities, city health	239
districts, general health districts, and city school districts of	240
the state, not specifically included in the unclassified service.	241
Upon the creation by the board of trustees of a civil service	242
township civil service commission, the classified service shall	243
also comprise, except as otherwise provided in division (A)(17) or	244
(C) of this section, all persons in the employ of a civil service	245
township police or fire department having ten or more full-time	246
paid employees. The classified service consists of two classes,	247
which shall be designated as the competitive class and the	248
unskilled labor class.	249
(1) The competitive class shall include all positions and	250
employments in the state and the counties, cities, city health	251
districts, general health districts, and city school districts of	252
the state, and, upon the creation by the board of trustees of a	253
civil service township of a township civil service commission, all	254
positions in a civil service township police or fire department	255
having ten or more full-time paid employees, for which it is	256
practicable to determine the merit and fitness of applicants by	257
competitive examinations. Appointments shall be made to, or	258
employment shall be given in, all positions in the competitive	259
class that are not filled by promotion, reinstatement, transfer,	260
or reduction, as provided in this chapter, and the rules of the	261
director of administrative services, by appointment from those	262
certified to the appointing officer in accordance with this	263

(2) The unskilled labor class shall include ordinary

264

265

chapter.

unskilled laborers. Vacancies in the labor class for positions in	266
service of the state shall be filled by appointment from lists of	267
applicants registered by the director or the director's designee.	268
Vacancies in the labor class for all other positions shall be	269
filled by appointment from lists of applicants registered by a	270
commission. The director or the commission, as applicable, by	271
rule, shall require an applicant for registration in the labor	272
class to furnish evidence or take tests as the director or	273
commission considers proper with respect to age, residence,	274
physical condition, ability to labor, honesty, sobriety, industry,	275
capacity, and experience in the work or employment for which	276
application is made. Laborers who fulfill the requirements shall	277
be placed on the eligible list for the kind of labor or employment	278
sought, and preference shall be given in employment in accordance	279
with the rating received from that evidence or in those tests.	280
Upon the request of an appointing officer, stating the kind of	281
labor needed, the pay and probable length of employment, and the	282
number to be employed, the director or commission, as applicable,	283
shall certify from the highest on the list double the number to be	284
employed; from this number, the appointing officer shall appoint	285
the number actually needed for the particular work. If more than	286
one applicant receives the same rating, priority in time of	287
application shall determine the order in which their names shall	288
be certified for appointment.	289

- (C) A municipal or civil service township civil service 290 commission may place volunteer firefighters who are paid on a 291 fee-for-service basis in either the classified or the unclassified 292 civil service. 293
- (D)(1) This division does not apply to persons in the 294 unclassified service who have the right to resume positions in the 295 classified service under sections 4121.121, 5119.18, 5120.38, 296 5120.381, 5120.382, 5123.08, 5139.02, and 5501.19 of the Revised 297

Code or to cities, counties, or political subdivisions of the	298
state.	299
(2) A person who holds a position in the classified service	300
of the state and who is appointed to a position in the	301
unclassified service shall retain the right to resume the position	302
and status held by the person in the classified service	303
immediately prior to the person's appointment to the position in	304
the unclassified service, regardless of the number of positions	305
the person held in the unclassified service. An employee's right	306
to resume a position in the classified service may only be	307
exercised when an appointing authority demotes the employee to a	308
pay range lower than the employee's current pay range or revokes	309
the employee's appointment to the unclassified service and:	310
(a) That person held a certified position prior to July 1,	311
2007, in the classified service within the appointing authority's	312
agency; or	313
(b) That person held a permanent position on or after July 1,	314
2007, in the classified service within the appointing authority's	315
agency.	316
(3) An employee forfeits the right to resume a position in	317
the classified service when:	318
(a) The employee is removed from the position in the	319
unclassified service due to incompetence, inefficiency,	320
dishonesty, drunkenness, immoral conduct, insubordination,	321
discourteous treatment of the public, neglect of duty, violation	322
of this chapter or the rules of the director of administrative	323
services, any other failure of good behavior, any other acts of	324
misfeasance, malfeasance, or nonfeasance in office, or conviction	325
of a felony while employed in the civil service; or	326
(b) Upon transfer to a different agency.	327
(4) Reinstatement to a position in the classified service	328

shall be to a position substantially equal to that position in the 329 classified service held previously, as certified by the director 330 of administrative services. If the position the person previously 331 held in the classified service has been placed in the unclassified 332 service or is otherwise unavailable, the person shall be appointed 333 to a position in the classified service within the appointing 334 authority's agency that the director of administrative services 335 certifies is comparable in compensation to the position the person 336 previously held in the classified service. Service in the position 337 in the unclassified service shall be counted as service in the 338 position in the classified service held by the person immediately 339 prior to the person's appointment to the position in the 340 unclassified service. When a person is reinstated to a position in 341 the classified service as provided in this division, the person is 342 entitled to all rights, status, and benefits accruing to the 343 position in the classified service during the person's time of 344 service in the position in the unclassified service. 345

Sec. 124.25. The director of administrative services shall 346 require persons applying for an examination for original 347 appointment in the service of the state to file with the director 348 or the director's designee, within reasonable time prior to the 349 examination, a formal application, in which the applicant shall 350 state the applicant's name, address, and such other information as 351 may reasonably be required concerning the applicant's education 352 and experience. No inquiry shall be made as to religious or 353 political affiliations or as to racial or ethnic origin of the 354 applicant, except as necessary to gather equal employment 355 opportunity or other statistics that, when compiled, will not 356 identify any specific individual. No inquiry shall be made as to 357 the criminal background of the applicant. The director or the 358 director's designee may notify an applicant of any provision of 359 the Revised Code or federal law that disqualifies an individual 360

with	a	particular	criminal	history	from	employment	in	а	<u>particular</u>	361
posit	cic	on.		9					-	362

Blank forms for applications shall be furnished by the 363 director or the director's designee without charge to any person 364 requesting the same. The director or the director's designee may 365 require in connection with such application such certificate of 366 persons having knowledge of the applicant as the good of the 367 service demands. The director or the director's designee may 368 refuse to appoint or examine an applicant, or, after an 369 examination, refuse to certify the applicant as eligible, who is 370 found to lack any of the established preliminary requirements for 371 the examination, who is addicted to the habitual use of 372 intoxicating liquors or drugs to excess, who has a pattern of poor 373 work habits and performance with previous employers, who has been 374 convicted of a felony, who has been guilty of infamous or 375 notoriously disgraceful conduct, who has been dismissed from 376 either branch of the civil service for delinquency or misconduct, 377 or who has made false statements of any material fact, or 378 practiced, or attempted to practice, any deception or fraud in the 379 application or examination, in establishing eligibility, or 380 securing an appointment. 381

Sec. 124.26. From the returns of examinations for positions 382 in the service of the state, the director of administrative 383 services or the director's designee shall prepare an eligible list 384 of the persons whose general average standing upon examinations 385 for the class or position is not less than the minimum fixed by 386 the rules of the director, and who are otherwise eligible. Those 387 persons shall take rank upon the eligible list as candidates in 388 the order of their relative excellence as determined by the 389 examination without reference to priority of the time of 390 examination. If two or more applicants receive the same mark in an 391 open competitive examination, priority in the time of filing the 392

application with the director or the director's designee shall	393
determine the order in which their names shall be placed on the	394
eligible list, except that applicants eligible for the veteran's	395
or the reserve component member's preference under section 124.23	396
of the Revised Code shall receive priority in rank on the eligible	397
list over nonveterans and nonmembers of the reserve component on	398
the list with a rating equal to that of the veteran or reserve	399
component member. Ties among veterans or among reserve component	400
members shall be decided by priority of filing the application. A	401
tie between a veteran and a reserve component member shall be	402
decided in favor of the veteran.	403

The director or the director's designee shall not inquire 404

into or consider the criminal history of an applicant when 405

preparing an eligible list. 406

An eligible list expires upon the filling or closing of the 407 position. An expired eligible list may be used to fill a position 408 of the same classification within the same appointing authority 409 for which the list was created. But, in no event shall an expired 410 list be used more than one year past its expiration date. 411

Sec. 124.34. (A) The tenure of every officer or employee in 412 the classified service of the state and the counties, civil 413 service townships, cities, city health districts, general health 414 districts, and city school districts of the state, holding a 415 position under this chapter, shall be during good behavior and 416 efficient service. No officer or employee shall be reduced in pay 417 or position, fined, suspended, or removed, or have the officer's 418 or employee's longevity reduced or eliminated, except as provided 419 in section 124.32 of the Revised Code, and for incompetency, 420 inefficiency, dishonesty, drunkenness, immoral conduct, 421 insubordination, discourteous treatment of the public, neglect of 422 duty, violation of any policy or work rule of the officer's or 423

employee's appointing authority, violation of this chapter or the	424
rules of the director of administrative services or the	425
commission, any other failure of good behavior, any other acts of	426
misfeasance, malfeasance, or nonfeasance in office, or conviction	427
of a felony while employed in the civil service. The denial of a	428
one-time pay supplement or a bonus to an officer or employee is	429
not a reduction in pay for purposes of this section.	430

This section does not apply to any modifications or 431 reductions in pay or work week authorized by division (Q) of 432 section 124.181 or section 124.392, 124.393, or 124.394 of the 433 Revised Code.

An appointing authority may require an employee who is 435 suspended to report to work to serve the suspension. An employee 436 serving a suspension in this manner shall continue to be 437 compensated at the employee's regular rate of pay for hours 438 worked. The disciplinary action shall be recorded in the 439 employee's personnel file in the same manner as other disciplinary 440 actions and has the same effect as a suspension without pay for 441 the purpose of recording disciplinary actions. 442

A finding by the appropriate ethics commission, based upon a 443 preponderance of the evidence, that the facts alleged in a 444 complaint under section 102.06 of the Revised Code constitute a 445 violation of Chapter 102., section 2921.42, or section 2921.43 of 446 the Revised Code may constitute grounds for dismissal. Failure to 447 file a statement or falsely filing a statement required by section 448 102.02 of the Revised Code may also constitute grounds for 449 dismissal. The tenure of an employee in the career professional 450 service of the department of transportation is subject to section 451 5501.20 of the Revised Code. 452

Conviction of a felony <u>while employed in the civil service</u> is 453 a separate basis for reducing in pay or position, suspending, or 454 removing an officer or employee, even if the officer or employee 455

has already been reduced in pay or position, suspended, or removed	456
for the same conduct that is the basis of the felony. An officer	457
or employee may not appeal to the state personnel board of review	458
or the commission any disciplinary action taken by an appointing	459
authority as a result of the officer's or employee's conviction of	460
a felony. If an officer or employee removed under this section is	461
reinstated as a result of an appeal of the removal, any conviction	462
of a felony that occurs during the pendency of the appeal is a	463
basis for further disciplinary action under this section upon the	464
officer's or employee's reinstatement.	465

A person convicted of a felony while employed in the civil 466 service immediately forfeits the person's status as a classified 467 employee in any public employment on and after the date of the 468 conviction for the felony. If an officer or employee is removed 469 under this section as a result of being convicted of a felony or 470 is subsequently convicted of a felony that involves the same 471 conduct that was the basis for the removal, the officer or 472 employee is barred from receiving any compensation after the 473 removal notwithstanding any modification or disaffirmance of the 474 removal, unless the conviction for the felony is subsequently 475 reversed or annulled. 476

Any person removed for conviction of a felony is entitled to 477 a cash payment for any accrued but unused sick, personal, and 478 vacation leave as authorized by law. If subsequently reemployed in 479 the public sector, the person shall qualify for and accrue these 480 forms of leave in the manner specified by law for a newly 481 appointed employee and shall not be credited with prior public 482 service for the purpose of receiving these forms of leave. 483

As used in this division, "felony" means any of the 484 following:

(1) A felony that is an offense of violence as defined in 486 section 2901.01 of the Revised Code; 487

(2) A felony that is a felony drug abuse offense as defined	488
in section 2925.01 of the Revised Code;	489
(3) A felony under the laws of this or any other state or the	490
United States that is a crime of moral turpitude;	491
(4) A felony involving dishonesty, fraud, or theft;	492
(5) A felony that is a violation of section 2921.05, 2921.32,	493
or 2921.42 of the Revised Code.	494
(B) In case of a reduction, a suspension of more than forty	495
work hours in the case of an employee exempt from the payment of	496
overtime compensation, a suspension of more than twenty-four work	497
hours in the case of an employee required to be paid overtime	498
compensation, a fine of more than forty hours' pay in the case of	499
an employee exempt from the payment of overtime compensation, a	500
fine of more than twenty-four hours' pay in the case of an	501
employee required to be paid overtime compensation, or removal,	502
except for the reduction or removal of a probationary employee,	503
the appointing authority shall serve the employee with a copy of	504
the order of reduction, fine, suspension, or removal, which order	505
shall state the reasons for the action.	506
Within ten days following the date on which the order is	507
served or, in the case of an employee in the career professional	508
service of the department of transportation, within ten days	509
following the filing of a removal order, the employee, except as	510
otherwise provided in this section, may file an appeal of the	511
order in writing with the state personnel board of review or the	512
commission. For purposes of this section, the date on which an	513
order is served is the date of hand delivery of the order or the	514
date of delivery of the order by certified United States mail,	515
whichever occurs first. If an appeal is filed, the board or	516
commission shall forthwith notify the appointing authority and	517

shall hear, or appoint a trial board to hear, the appeal within

518

thirty days from and after its filing with the board or	519
commission. The board, commission, or trial board may affirm,	520
disaffirm, or modify the judgment of the appointing authority.	521
However, in an appeal of a removal order based upon a violation of	522
a last chance agreement, the board, commission, or trial board may	523
only determine if the employee violated the agreement and thus	524
affirm or disaffirm the judgment of the appointing authority.	525

In cases of removal or reduction in pay for disciplinary 526 reasons, either the appointing authority or the officer or 527 employee may appeal from the decision of the state personnel board 528 of review or the commission, and any such appeal shall be to the 529 court of common pleas of the county in which the appointing 530 authority is located, or to the court of common pleas of Franklin 531 county, as provided by section 119.12 of the Revised Code. 532

(C) In the case of the suspension for any period of time, or 533 a fine, demotion, or removal, of a chief of police, a chief of a 534 fire department, or any member of the police or fire department of 535 a city or civil service township, who is in the classified civil 536 service, the appointing authority shall furnish the chief or 537 member with a copy of the order of suspension, fine, demotion, or 538 removal, which order shall state the reasons for the action. The 539 order shall be filed with the municipal or civil service township 540 civil service commission. Within ten days following the filing of 541 the order, the chief or member may file an appeal, in writing, 542 with the commission. If an appeal is filed, the commission shall 543 forthwith notify the appointing authority and shall hear, or 544 appoint a trial board to hear, the appeal within thirty days from 545 and after its filing with the commission, and it may affirm, 546 disaffirm, or modify the judgment of the appointing authority. An 547 appeal on questions of law and fact may be had from the decision 548 of the commission to the court of common pleas in the county in 549 which the city or civil service township is situated. The appeal 550

(B) The administrators appointed by the board of county

commissioners under this section shall be in the unclassified

582

civil service and serve at the pleasure of the board. However, no

administrator position that is filled by a person serving in the

classified service on the effective date of this amendment July 1,

2007, shall be placed in the unclassified civil service until that

person vacates the position.

587

(C) The board of county commissioners may appoint a person 588 who holds a certified position in the classified service within 589 the county department of job and family services to the position 590 of administrator. A person appointed to the position of 591 administrator pursuant to this division and later removed by the 592 board retains the right to resume the position in the classified 593 service held by that person immediately prior to being appointed 594 to the position of administrator, except that a person first 595 appointed to a classified position in the department on or after 596 the effective date of this amendment July 1, 2007, shall retain 597 the right to resume the position in the classified service for 598 only six months after being appointed to the position of 599 administrator. An employee forfeits the right to resume a position 600 in the classified service when the employee is removed from the 601 position of administrator due to incompetence, inefficiency, 602 dishonesty, drunkenness, immoral conduct, insubordination, 603 discourteous treatment of the public, neglect of duty, violation 604 of any policy or work rule of the board or department, violation 605 of Chapter 124. of the Revised Code or the rules of the director 606 of administrative services, any other failure of good behavior, 607 any other acts of misfeasance, malfeasance, or nonfeasance in 608 office, or conviction of a felony while employed in the civil 609 service. If the position the person previously held in the 610 classified service no longer exists or has been placed in the 611 unclassified service, the person shall be appointed to a position 612 in the classified service of the department that is equivalent to 613

the	cla	assifie	ed pos	sitio	n the pe	rsor	n pre	eviously	helo	d, as determined	614
by	the	board	with	the	approval	of	the	director	of	administrative	615
ser	vice	es.									616

(D) As used in this section, "administrator" means assistant 617 director, fiscal officer or director, personnel officer or 618 director, social services administrator, income maintenance 619 administrator, child support administrator in a combined agency, 620 children services administrator in a combined agency, and 621 workforce development administrator in a combined agency. 622

Sec. 4121.121. (A) There is hereby created the bureau of 623 workers' compensation, which shall be administered by the 624 administrator of workers' compensation. A person appointed to the 625 position of administrator shall possess significant management 626 experience in effectively managing an organization or 627 organizations of substantial size and complexity. A person 628 appointed to the position of administrator also shall possess a 629 minimum of five years of experience in the field of workers' 630 compensation insurance or in another insurance industry, except as 631 otherwise provided when the conditions specified in division (C) 632 of this section are satisfied. The governor shall appoint the 633 administrator as provided in section 121.03 of the Revised Code, 634 and the administrator shall serve at the pleasure of the governor. 635 The governor shall fix the administrator's salary on the basis of 636 the administrator's experience and the administrator's 637 responsibilities and duties under this chapter and Chapters 4123., 638 4125., 4127., 4131., and 4167. of the Revised Code. The governor 639 shall not appoint to the position of administrator any person who 640 has, or whose spouse has, given a contribution to the campaign 641 committee of the governor in an amount greater than one thousand 642 dollars during the two-year period immediately preceding the date 643 of the appointment of the administrator. 644

The administrator shall hold no other public office and shall 645 devote full time to the duties of administrator. Before entering 646 upon the duties of the office, the administrator shall take an 647 oath of office as required by sections 3.22 and 3.23 of the 648 Revised Code, and shall file in the office of the secretary of 649 state, a bond signed by the administrator and by surety approved 650 by the governor, for the sum of fifty thousand dollars payable to 651 the state, conditioned upon the faithful performance of the 652 administrator's duties. 653

- (B) The administrator is responsible for the management of 654 the bureau and for the discharge of all administrative duties 655 imposed upon the administrator in this chapter and Chapters 4123., 656 4125., 4127., 4131., and 4167. of the Revised Code, and in the 657 discharge thereof shall do all of the following: 658
- (1) Perform all acts and exercise all authorities and powers, 659 discretionary and otherwise that are required of or vested in the 660 bureau or any of its employees in this chapter and Chapters 4123., 661 4125., 4127., 4131., and 4167. of the Revised Code, except the 662 acts and the exercise of authority and power that is required of 663 and vested in the bureau of workers' compensation board of 664 directors or the industrial commission pursuant to those chapters. 665 The treasurer of state shall honor all warrants signed by the 666 administrator, or by one or more of the administrator's employees, 667 authorized by the administrator in writing, or bearing the 668 facsimile signature of the administrator or such employee under 669 sections 4123.42 and 4123.44 of the Revised Code. 670
- (2) Employ, direct, and supervise all employees required in

  connection with the performance of the duties assigned to the

  bureau by this chapter and Chapters 4123., 4125., 4127., 4131.,

  and 4167. of the Revised Code, including an actuary, and may

  establish job classification plans and compensation for all

  employees of the bureau provided that this grant of authority

  676

shall not be construed as affecting any employee for whom the	677
state employment relations board has established an appropriate	678
pargaining unit under section 4117.06 of the Revised Code. All	679
positions of employment in the bureau are in the classified civil	680
service except those employees the administrator may appoint to	681
serve at the administrator's pleasure in the unclassified civil	682
service pursuant to section 124.11 of the Revised Code. The	683
administrator shall fix the salaries of employees the	684
administrator appoints to serve at the administrator's pleasure,	685
including the chief operating officer, staff physicians, and other	686
senior management personnel of the bureau and shall establish the	687
compensation of staff attorneys of the bureau's legal section and	688
their immediate supervisors, and take whatever steps are necessary	689
to provide adequate compensation for other staff attorneys.	690

The administrator may appoint a person who holds a certified 691 position in the classified service within the bureau to a position 692 in the unclassified service within the bureau. A person appointed 693 pursuant to this division to a position in the unclassified 694 service shall retain the right to resume the position and status 695 held by the person in the classified service immediately prior to 696 the person's appointment in the unclassified service, regardless 697 of the number of positions the person held in the unclassified 698 service. An employee's right to resume a position in the 699 classified service may only be exercised when the administrator 700 demotes the employee to a pay range lower than the employee's 701 current pay range or revokes the employee's appointment to the 702 unclassified service. An employee forfeits the right to resume a 703 position in the classified service when the employee is removed 704 from the position in the unclassified service due to incompetence, 705 inefficiency, dishonesty, drunkenness, immoral conduct, 706 insubordination, discourteous treatment of the public, neglect of 707 duty, violation of this chapter or Chapter 124., 4123., 4125., 708 4127., 4131., or 4167. of the Revised Code, violation of the rules 709

of the director of administrative services or the administrator,	710
any other failure of good behavior, any other acts of misfeasance,	711
malfeasance, or nonfeasance in office, or conviction of a felony	712
while employed in the civil service. An employee also forfeits the	713
right to resume a position in the classified service upon transfer	714
to a different agency.	715

Reinstatement to a position in the classified service shall 716 be to a position substantially equal to that position in the 717 classified service held previously, as certified by the department 718 of administrative services. If the position the person previously 719 held in the classified service has been placed in the unclassified 720 service or is otherwise unavailable, the person shall be appointed 721 to a position in the classified service within the bureau that the 722 director of administrative services certifies is comparable in 723 compensation to the position the person previously held in the 724 classified service. Service in the position in the unclassified 725 service shall be counted as service in the position in the 726 classified service held by the person immediately prior to the 727 person's appointment in the unclassified service. When a person is 728 reinstated to a position in the classified service as provided in 729 this division, the person is entitled to all rights, status, and 730 benefits accruing to the position during the person's time of 731 service in the position in the unclassified service. 732

(3) Reorganize the work of the bureau, its sections, 733 departments, and offices to the extent necessary to achieve the 734 most efficient performance of its functions and to that end may 735 establish, change, or abolish positions and assign and reassign 736 duties and responsibilities of every employee of the bureau. All 737 persons employed by the commission in positions that, after 738 November 3, 1989, are supervised and directed by the administrator 739 under this section are transferred to the bureau in their 740 respective classifications but subject to reassignment and 741

reclassification of position and compensation as the administrator	742
determines to be in the interest of efficient administration. The	743
civil service status of any person employed by the commission is	744
not affected by this section. Personnel employed by the bureau or	745
the commission who are subject to Chapter 4117. of the Revised	746
Code shall retain all of their rights and benefits conferred	747
pursuant to that chapter as it presently exists or is hereafter	748
amended and nothing in this chapter or Chapter 4123. of the	749
Revised Code shall be construed as eliminating or interfering with	750
Chapter 4117. of the Revised Code or the rights and benefits	751
conferred under that chapter to public employees or to any	752
bargaining unit.	753

- (4) Provide offices, equipment, supplies, and other 754 facilities for the bureau. 755
- (5) Prepare and submit to the board information the 756 administrator considers pertinent or the board requires, together 757 with the administrator's recommendations, in the form of 758 administrative rules, for the advice and consent of the board, for 759 classifications of occupations or industries, for premium rates 760 and contributions, for the amount to be credited to the surplus 761 fund, for rules and systems of rating, rate revisions, and merit 762 rating. The administrator shall obtain, prepare, and submit any 763 other information the board requires for the prompt and efficient 764 discharge of its duties. 765
- (6) Keep the accounts required by division (A) of section 766
  4123.34 of the Revised Code and all other accounts and records 767
  necessary to the collection, administration, and distribution of 768
  the workers' compensation funds and shall obtain the statistical 769
  and other information required by section 4123.19 of the Revised 770
  Code. 771
- (7) Exercise the investment powers vested in the 772 administrator by section 4123.44 of the Revised Code in accordance 773

with the investment policy approved by the board pursuant to 774 section 4121.12 of the Revised Code and in consultation with the 775 chief investment officer of the bureau of workers' compensation. 776 The administrator shall not engage in any prohibited investment 777 activity specified by the board pursuant to division (F)(9) of 778 section 4121.12 of the Revised Code and shall not invest in any 779 type of investment specified in divisions (B)(1) to (10) of 780 section 4123.442 of the Revised Code. All business shall be 781 transacted, all funds invested, all warrants for money drawn and 782 payments made, and all cash and securities and other property 783 held, in the name of the bureau, or in the name of its nominee, 784 provided that nominees are authorized by the administrator solely 785 for the purpose of facilitating the transfer of securities, and 786 restricted to the administrator and designated employees. 787

- (8) Make contracts for and supervise the construction of any
   788
   project or improvement or the construction or repair of buildings
   under the control of the bureau.
- (9) Purchase supplies, materials, equipment, and services; 791 make contracts for, operate, and superintend the telephone, other 792 telecommunication, and computer services for the use of the 793 bureau; and make contracts in connection with office reproduction, 794 forms management, printing, and other services. Notwithstanding 795 sections 125.12 to 125.14 of the Revised Code, the administrator 796 may transfer surplus computers and computer equipment directly to 797 an accredited public school within the state. The computers and 798 computer equipment may be repaired or refurbished prior to the 799 transfer. 800
- (10) Prepare and submit to the board an annual budget for 801 internal operating purposes for the board's approval. The 802 administrator also shall, separately from the budget the 803 industrial commission submits, prepare and submit to the director 804 of budget and management a budget for each biennium. The budgets 805

submitted to the board and the director shall include estimates of the costs and necessary expenditures of the bureau in the 807 discharge of any duty imposed by law. 808

- (11) As promptly as possible in the course of efficient 809 administration, decentralize and relocate such of the personnel 810 and activities of the bureau as is appropriate to the end that the 811 receipt, investigation, determination, and payment of claims may 812 be undertaken at or near the place of injury or the residence of 813 the claimant and for that purpose establish regional offices, in 814 such places as the administrator considers proper, capable of 815 discharging as many of the functions of the bureau as is 816 practicable so as to promote prompt and efficient administration 817 in the processing of claims. All active and inactive lost-time 818 claims files shall be held at the service office responsible for 819 the claim. A claimant, at the claimant's request, shall be 820 provided with information by telephone as to the location of the 821 file pertaining to the claimant's claim. The administrator shall 822 ensure that all service office employees report directly to the 823 director for their service office. 824
- (12) Provide a written binder on new coverage where the 825 administrator considers it to be in the best interest of the risk. 826 The administrator, or any other person authorized by the 827 administrator, shall grant the binder upon submission of a request 828 for coverage by the employer. A binder is effective for a period 829 of thirty days from date of issuance and is nonrenewable. Payroll 830 reports and premium charges shall coincide with the effective date 831 of the binder. 832
- (13) Set standards for the reasonable and maximum handling 833 time of claims payment functions, ensure, by rules, the impartial 834 and prompt treatment of all claims and employer risk accounts, and 835 establish a secure, accurate method of time stamping all incoming 836 mail and documents hand delivered to bureau employees. 837

(14) Ensure that all employees of the bureau follow the	838
orders and rules of the commission as such orders and rules relate	839
to the commission's overall adjudicatory policy-making and	840
management duties under this chapter and Chapters 4123., 4127.,	841
and 4131. of the Revised Code.	842
(15) Manage and operate a data processing system with a	843
common data base for the use of both the bureau and the commission	844
and, in consultation with the commission, using electronic data	845
processing equipment, shall develop a claims tracking system that	846
is sufficient to monitor the status of a claim at any time and	847
that lists appeals that have been filed and orders or	848
determinations that have been issued pursuant to section 4123.511	849
or 4123.512 of the Revised Code, including the dates of such	850
filings and issuances.	851
(16) Establish and maintain a medical section within the	852
bureau. The medical section shall do all of the following:	853
(a) Assist the administrator in establishing standard medical	854
fees, approving medical procedures, and determining eligibility	855
and reasonableness of the compensation payments for medical,	856
hospital, and nursing services, and in establishing guidelines for	857
payment policies which recognize usual, customary, and reasonable	858
methods of payment for covered services;	859
(b) Provide a resource to respond to questions from claims	860
examiners for employees of the bureau;	861
(c) Audit fee bill payments;	862
(d) Implement a program to utilize, to the maximum extent	863
possible, electronic data processing equipment for storage of	864
information to facilitate authorizations of compensation payments	865
for medical, hospital, drug, and nursing services;	866

(e) Perform other duties assigned to it by the administrator.

867

(17) Appoint, as the administrator determines necessary,	868
panels to review and advise the administrator on disputes arising	869
over a determination that a health care service or supply provided	870
to a claimant is not covered under this chapter or Chapter 4123.,	871
4127., or 4131. of the Revised Code or is medically unnecessary.	872
If an individual health care provider is involved in the dispute,	873
the panel shall consist of individuals licensed pursuant to the	874
same section of the Revised Code as such health care provider.	875

- (18) Pursuant to section 4123.65 of the Revised Code, approve 876 applications for the final settlement of claims for compensation 877 or benefits under this chapter and Chapters 4123., 4127., and 878 4131. of the Revised Code as the administrator determines 879 appropriate, except in regard to the applications of self-insuring 880 employers and their employees.
- (19) Comply with section 3517.13 of the Revised Code, and 882 except in regard to contracts entered into pursuant to the 883 authority contained in section 4121.44 of the Revised Code, comply 884 with the competitive bidding procedures set forth in the Revised 885 Code for all contracts into which the administrator enters 886 provided that those contracts fall within the type of contracts 887 and dollar amounts specified in the Revised Code for competitive 888 bidding and further provided that those contracts are not 889 otherwise specifically exempt from the competitive bidding 890 procedures contained in the Revised Code. 891
- (20) Adopt, with the advice and consent of the board, rules 892 for the operation of the bureau. 893
- (21) Prepare and submit to the board information the 894 administrator considers pertinent or the board requires, together 895 with the administrator's recommendations, in the form of 896 administrative rules, for the advice and consent of the board, for 897 the health partnership program and the qualified health plan 898 system, as provided in sections 4121.44, 4121.441, and 4121.442 of 899

the Revised Code.

(C) The administrator, with the advice and consent of the 901 senate, shall appoint a chief operating officer who has a minimum 902 of five years of experience in the field of workers' compensation 903 insurance or in another similar insurance industry if the 904 administrator does not possess such experience. The chief 905 operating officer shall not commence the chief operating officer's 906 duties until after the senate consents to the chief operating 907 officer's appointment. The chief operating officer shall serve in 908 the unclassified civil service of the state. 909

Sec. 5123.08. An appointing officer may appoint a person who 910 holds a certified position in the classified service within the 911 department of developmental disabilities to a position in the 912 unclassified service within the department. A person appointed 913 pursuant to this section to a position in the unclassified service 914 shall retain the right to resume the position and status held by 915 the person in the classified service immediately prior to the 916 person's appointment to the position in the unclassified service, 917 regardless of the number of positions the person held in the 918 unclassified service. An employee's right to resume a position in 919 the classified service may only be exercised when an appointing 920 authority demotes the employee to a pay range lower than the 921 employee's current pay range or revokes the employee's appointment 922 to the unclassified service. An employee forfeits the right to 923 resume a position in the classified service when the employee is 924 removed from the position in the unclassified service due to 925 incompetence, inefficiency, dishonesty, drunkenness, immoral 926 conduct, insubordination, discourteous treatment of the public, 927 neglect of duty, violation of this chapter or Chapter 124. of the 928 Revised Code, the rules of the director of developmental 929 disabilities or the director of administrative services, any other 930 failure of good behavior, any other acts of misfeasance, 931

malfeasance, or nonfeasance in office, or conviction of a felony	932
while employed in the civil service. An employee also forfeits the	933
right to resume a position in the classified service upon transfer	934
to a different agency.	935

Reinstatement to a position in the classified service shall 936 be to a position substantially equal to that position in the 937 classified service held previously, as certified by the director 938 of administrative services. If the position the person previously 939 held in the classified service has been placed in the unclassified 940 service or is otherwise unavailable, the person shall be appointed 941 to a position in the classified service within the department that 942 the director of administrative services certifies is comparable in 943 compensation to the position the person previously held in the 944 classified service. Service in the position in the unclassified 945 service shall be counted as service in the position in the 946 classified service held by the person immediately prior to the 947 person's appointment to the position in the unclassified service. 948 When a person is reinstated to a position in the classified 949 service as provided in this section, the person is entitled to all 950 rights, status, and benefits accruing to the position in the 951 classified service during the time of the person's service in the 952 position in the unclassified service. 953

Sec. 5139.02. (A)(1) As used in this section, "managing 954 officer" means a deputy director, an assistant deputy director, a 955 superintendent, a regional administrator, a deputy superintendent, 956 or the superintendent of schools of the department of youth 957 services, a member of the release authority, the chief of staff to 958 the release authority, and the victims administrator of the office 959 of victim services.

(2) Each division established by the director of youth 961 services shall consist of managing officers and other employees, 962

including those employed in institutions and regions as necessary 963 to perform the functions assigned to them. The director or 964 appropriate deputy director or managing officer of the department 965 shall supervise the work of each division and determine general 966 policies governing the exercise of powers vested in the department 967 and assigned to each division. The appropriate managing officer or 968 deputy director is responsible to the director for the 969 organization, direction, and supervision of the work of the 970 division or unit and for the exercise of the powers and the 971 performance of the duties of the department assigned to it and, 972 with the director's approval, may establish bureaus or other 973 administrative units within the department. 974

(B) The director shall appoint all managing officers, who 975 shall be in the unclassified civil service. The director may 976 appoint a person who holds a certified position in the classified 977 service within the department to a position as a managing officer 978 within the department. A person appointed pursuant to this 979 division to a position as a managing officer shall retain the 980 right to resume the position and status held by the person in the 981 classified service immediately prior to the person's appointment 982 as managing officer, regardless of the number of positions the 983 person held in the unclassified service. A managing officer's 984 right to resume a position in the classified service may only be 985 exercised when the director demotes the managing officer to a pay 986 range lower than the managing officer's current pay range or 987 revokes the managing officer's appointment to the position of 988 managing officer. A managing officer forfeits the right to resume 989 a position in the classified service when the managing officer is 990 removed from the position of managing officer due to incompetence, 991 inefficiency, dishonesty, drunkenness, immoral conduct, 992 insubordination, discourteous treatment of the public, neglect of 993 duty, violation of this chapter or Chapter 124. of the Revised 994 Code, the rules of the director of youth services or the director 995

of administrative services, any other failure of good behavior,	996
any other acts of misfeasance, malfeasance, or nonfeasance in	997
office, or conviction of a felony while employed in the civil	998
service. A managing officer also forfeits the right to resume a	999
position in the classified service upon transfer to a different	1000
agency.	1001

Reinstatement to a position in the classified service shall 1002 be to the position held in the classified service immediately 1003 prior to appointment as managing officer, or to another position 1004 certified by the director of administrative services as being 1005 substantially equal to that position. If the position the person 1006 previously held in the classified service immediately prior to 1007 appointment as a managing officer has been placed in the 1008 unclassified service or is otherwise unavailable, the person shall 1009 be appointed to a position in the classified service within the 1010 department that the director of administrative services certifies 1011 is comparable in compensation to the position the person 1012 previously held in the classified service. Service as a managing 1013 officer shall be counted as service in the position in the 1014 classified service held by the person immediately prior to the 1015 person's appointment as a managing officer. If a person is 1016 reinstated to a position in the classified service under this 1017 division, the person shall be returned to the pay range and step 1018 to which the person had been assigned at the time of the 1019 appointment as managing officer. Longevity, where applicable, 1020 shall be calculated pursuant to the provisions of section 124.181 1021 of the Revised Code. 1022

(C) Each person appointed as a managing officer shall have 1023 received special training and shall have experience in the type of 1024 work that the person's division is required to perform. Each 1025 managing officer, under the supervision of the director, has 1026 entire charge of the division, institution, unit, or region for 1027