 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-8-20
POLICY TITLE: Classification Program	EFFECTIVE DATE: October 1, 2010 REVISED AND UPDATED: January 1, 2025
RESPONSIBLE DEPARTMENT: Human Resources	Applies to: Classified Civil Service

(A) PURPOSE

The purpose of this Policy is to establish an appropriate classification plan for all Classified Civil Service Employees at the University.

(B) SCOPE


This Policy applies to all Classified Civil Service Employees at the University.

(C) DEFINITIONS


- (1) “Appointing Authority” refers to the University officer having the power of appointment to, or removal from positions at the University. The Appointing Authority for the Classified Civil Service Employees of the University is the Executive Director of Human Resources.
- (2) “Classified Civil Service Employee” refers to a University Employee who has completed the required probationary period and who holds a position within the Classified Civil Service Classification Plan set forth in this policy.
- (3) “Classification Plan” is an organized system of Job Groups, Job Titles, and Pay Grades.

(D) BODY OF THE POLICY


- (1) General
 - (a) The Board of Trustees of the University is authorized by Ohio Revised Code Chapter 124, to establish and administer compensation and classification plans for all Classified Civil Service Employees at the University, and to assume the duties of the Director of Administrative Services with regard to these Employees.

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- (b) The Board of Trustees has delegated its authority to administer all matters pertaining to Classified Civil Service Employees to the Senior Vice President of Operations and Finance, who has, in turn, appointed the Executive Director of Human Resources to serve as the Appointing Authority for the Classified Civil Services Employees of the University.
- (2) Duties of Appointing Authority include but are not limited to the duty to:
- (a) Establish, modify or repeal a classification plan for all Classified Civil Service positions in the University;
 - (b) Classify positions with similar duties and responsibilities within Job Families and Job Groups and assign Job Titles and Pay Grades to positions within the Job Families and Job Groups; and
 - (c) Describe the duties, responsibilities, and qualifications of each position.
- (3) Certification in the Ohio Civil Service and Salary at the Time of Appointment
- (a) New employees after serving the original 120-day probationary period will become certified in the Ohio Civil Service.
 - (b) New Employees will usually be appointed at a starting salary within the first third of the assigned grade. Appointments above the minimum shall only be made when the applicant clearly exceeds the minimum qualifications for the specific position as determined by the Appointing Authority.
- (4) Job Groups for Classified Civil Service positions at NEOMED (revised and updated as of January 2025).

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Job Family	Job Group	Pay Grade
Academic Learning Technical Family	Simulation Center Specialist	4
Academic Support/Academic Affairs Family	Proctoring Assistant	1
	Assessment Assistant	4
	Educational Data Coordinator, Assessment	4
	Enrollment Specialist	5
	Program Assistant	5
	Registrar Specialist	5
	Administrative Assistant	6
	Administrative Coordinator	6
Academic Support/COM Family	Program Assistant	5
	Administrative Coordinator	6
Accounting and Finance Technical Family	Accounts Payable Specialist	5
Administrative Support Family	Administrative Coordinator	6
Advancement Family	Advancement Services Coordinator	7
Animal Care Family	Laboratory Aide	2
	Laboratory Technician, CMU	4
Book Depository Family	Library Paraprofessional	5
Bookstore Family	Bookstore Clerk	2
Building Maintenance Family	Maintenance Repair Worker 1	5
	Maintenance Repair Worker 2	6
	Maintenance Repair Worker 3	6
	Lead Maintenance Repair Worker	7
Building Trades Family	General Laborer	2
Electronic Data Processing Clerical Family	Administrative & Technology Coordinator	4
Equipment Operator Family	Lead Shipping & Receiving Specialist	3

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	Equipment Mechanic	5
Executive Support Family	Executive Administrative Assistant	7
Grants and Sponsored Program Family	Grants Accounting Specialist	6
Ground Maintenance Family	Groundskeeper	3
	Lead Groundskeeper	5
Payroll Family	Payroll Specialist	6
Public Safety and Security Family	Police Officer I	8
	Police Officer II	9