



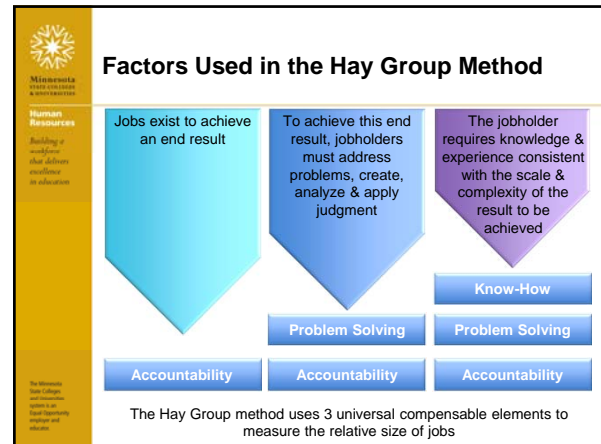
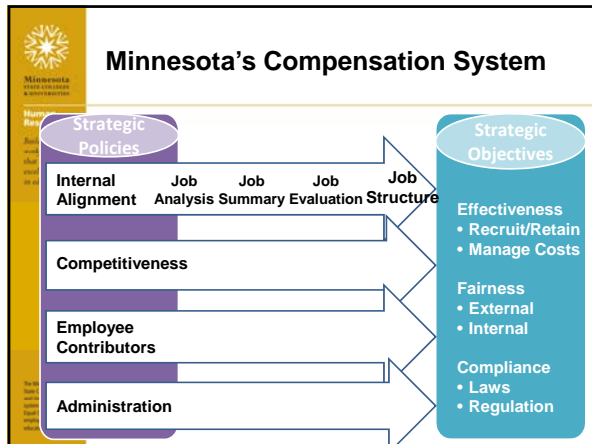
Effective Position Description Writing: Participant Reference Manual



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Presentation Slides



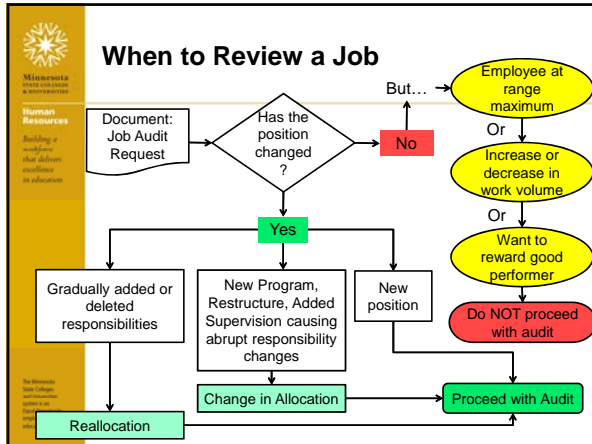
PD Template & Hay

Hay Factor	PD Item
Know-How: <ul style="list-style-type: none"> Practical/Technical Planning/Organizing/Integrating Communicating/Influencing 	Responsibilities KSAs Relationships
Problem-Solving: <ul style="list-style-type: none"> Freedom to Think Thinking Challenge 	Responsibilities Problem-Solving
Accountability: <ul style="list-style-type: none"> Freedom to Impact Nature of Impact Magnitude (Area of Impact) 	Responsibilities Reports to Supervision Freedom to Act

- ## Defining the Job: Position Analysis Worksheet
-
- Purpose
 - Department Purpose
 - Position Purpose
 - Major Duties
 - Equipment Operation
 - Accountability
 - Scope of the Job
 - Freedom to Act
 - Problem Solving—Difficulty of the Work
 - Relationships
 - Department Staff
 - Other Significant Contacts
 - Education, Training, Experience, Physical Requirements

- ## Documenting the Job: Position Description Template
-
- Position Data
 - Position Purpose
 - Position Responsibilities & Results
 - Priority (essential/secondary)
 - % of Time
 - Discretion(optional)
 - KSAs / Qualifications
 - Relationships
 - Problem Solving
 - Freedom to Act

- ## Required Elements
-
- Confidential Responsibility
 - Supervisory Elements
 - Managerial Elements
 - MAPE Options
 - AFSCME Qualifications
 - Options
 - Required Minimum Quals
 - Unit 206 Quals Guidelines
 - Physical Requirements
 - License Requirements



Required Job Review Information

1. Job Audit Request Memo
2. Job Audit Cover Sheet (HR)
3. Organization Chart
4. Position Description
5. Supervisory Questionnaire
6. Additional Job Info Upon Request

One day I will find the right words, and they will be simple.

Jack Kerouac

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Compensation Program Overview

A compensation system helps an organization ensure that it balances the following objectives:

- **Efficiency**—recruiting and retaining talent who will focus on improving performance and quality, delighting our stakeholders, and controlling labor costs with
- **Fairness**—external equity for entry level positions and internal equity for progress within the system while
- **Complying** with state statute and state and federal employment laws, rules and regulations.

Job classification is a system of identifying and describing the different kinds of work in an organization and of grouping similar positions under common classification titles into a “Job Structure.” It identifies differences and similarities in kinds of work, degrees of difficulty, and responsibility of duties among positions. Classification systems are based on evaluation of job content, *NOT* on an individual’s qualifications or how well an incumbent employee can perform the duties of a job. Job content means the kind and level of work assigned to a position.

Factor Comparison Approach to Work Measurement

The “Hay Guide Chart-Profile Method of Job Evaluation” is a form of a factor comparison approach to work measurement for job classification and measures three (3) aspects of a job:

Know-How: Includes every kind of relevant knowledge, skill and experience, however acquired, needed for acceptable performance in a job or role; it has three dimensions:

Job Specific (Practical/Technical) Knowledge—Concerned with the depth and scope of knowledge.

Managerial (Planning, Organizing & Integrating) Knowledge—Knowledge required for integrating and combining some or all of the elements of planning, organizing, coordinating, directing, executing and controlling over time.

Communicating & Influencing Skills—Skills needed to communicate with and influence individuals and/or groups within and outside the organization.

Problem Solving: Amount and nature of the thinking required in the job in the form of analyzing, reasoning, evaluating, creating, using judgment, forming hypotheses, drawing inferences and arriving at conclusions; it has two dimensions:

Thinking Environment – Freedom to Think—Degree to which thinking is constrained by rules, methods, procedures, precedents, policies, strategy, etc.

Thinking Challenge—Complexity of the problems encountered and the extent to which original thinking must be employed to arrive at solutions.

Accountability: Assesses the extent to which a job/role is answerable for actions and their consequences; it has three dimensions in the following order of importance:

Freedom to Act—Extent to which the job/role decides on the measures and actions to be taken to achieve the required results.

Nature of Impact—Nature and degree of influence the job has on defined end results as expressed in ‘Magnitude’.

Magnitude (Area of Impact)—Area of the organization most clearly affected by the job, expressed in qualitative or quantitative measures.

The State’s Position Description Template and Hay

It is helpful to remember that the purpose of the position descriptions is broader than providing the information for rating the level of the position. Position descriptions are fundamental in: recruiting, interviewing and selecting employees, determining new hire salary rates, orienting employees, developing employees, and reviewing and managing performance.

Because the State has decided to use the Hay point factor system to determine comparative values of positions, we are specifically looking for information about the know-how needed, the problem solving involved and the authority for the accountability of results for each position. The design of the current position description template was created to ensure that these elements were highlighted in each position description.

Defining and Documenting the Job

When analyzing/defining and summarizing your job, there are NO “magic” words to use to ensure a job is evaluated at a certain salary level. In the State’s system, there are concepts that are helpful to understand to more effectively write position descriptions because of the evaluation tool used to review positions as well as the impact of some language in State statute.

Defining the Job: Completing the Position Analysis

Job analysis is a systematic process of collecting information and analyzing the work that needs to be done to achieve department objectives. The Hiring Supervisor is key to doing this analysis and acts as the subject matter expert, defining what the responsibilities and results of the job are and what expertise, problem solving and authority is required to achieve those results. Other resources to consider include: managers, Deans, Administrators may have specific results they are seeking from the position, human resources can help identify data or job questionnaire resources or job class specifications, touring the worksite, collecting work volume data, observing and/or interviewing current incumbents performing the work, interviewing co-workers.

Documenting the Job: Completing the Position Description

The position description (PD) is a clear and concise executive summary of your work analysis. It provides a record of assigned responsibilities and expectations. The PD is not intended to be the employee’s only guide for knowing how to do the job. Policies, guidelines, standards, procedures and/or work directions provide the more detailed information about the culture of an organization and the “how” work is done.

Supervisors are responsible for the contents of a PD. Employees may help draft their PD since they often provide first-hand knowledge of the job that is crucial.

The position summary should include a short statement of the purpose of the position (why the position exists) as well as the responsibilities (the “what” the position does) and the results expected. The following elements should be summarized and align with both the purpose and responsibilities of the position:

Know-How: Describe the training, formal education, specialized knowledge, experience, skills and/or abilities that would reflect the competencies or “raw material” needed on day one to have acceptable performance and list these as the minimum qualifications. Include what an employee will need to learn on the job to be successful including technical, organizational or other specialized knowledge, skills and abilities and list these as the preferred qualifications.

In the **Relationships** section, describe the position’s role in what and how information will be shared and with what individuals and/or groups within and outside the organization. Include whether the position acts directly or in an advisory or consultative way in planning, organizing, coordinating, directing, executing and/or controlling work and over what part of the organization and over what time frames.

Problem Solving: Describe examples of the problem solving required in the job in the form of analyzing, reasoning, evaluating, creating, using judgment, forming hypotheses, drawing inferences and arriving at conclusions. Describe the degree to which the employee’s problem solving must take into account established rules, methods, procedures, precedents, policies, strategy, etc. Describe examples of problems where the employee will need to use original thinking to arrive at solutions.

Accountability: Describe the extent to which the position is answerable for actions and their consequences and/or end results. Describe the extent to which the position decides on the measures and actions to be taken to achieve the required results and/or the nature and degree of influence it has on the end results. Describe the area of the organization that is most clearly affected by the position using qualitative or quantitative measures. More simply stated, describe the decisions the position needs to make regularly and those decisions that must be raised to another level of the organization.

Required Elements that Apply to Position Descriptions

There are state statutes and bargaining agreements that form foundational elements for inclusion in position descriptions.

Confidential Employee – For a state employee to be "confidential," the employee must meet the requirements of [Minnesota Statutes Section 179A.03, subd. 4](#), which provides that a "confidential employee" means an employee who as part of their job duties: (1) has access to labor relations information as that term is defined in [Section 13.37](#); (2) actively participates in the meeting and negotiating on behalf of the public employer. "Labor relations information" includes management's collective bargaining proposals, as well as information used and gathered to formulate those proposals. In our state agencies, "confidential employees" would include many of our human resources personnel, labor relations managers, labor relations representatives, and certain office personnel who work closely with human resources personnel and/or managers involved in collective bargaining.

Supervisor – Under [M.S. 179A.03, Subd. 17](#). "Supervisory employee" means a person who has the authority to undertake (or for non-essential employees, the authority to recommend) a majority of the following supervisory functions in the interests of the employer: hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of other employees' grievances on behalf of the employer. To be included as a supervisory function which the person has authority to undertake, the exercise of the authority by the person may not be merely routine or clerical in nature but must require the use of independent judgment.

Managerial – Those positions designated pursuant to section [43A.18, subdivision 3](#) as being accountable for determining, securing, and allocating human, financial, and other resources needed to accomplish objectives. Positions in this category also are accountable for determining overall objectives, priorities, and policies within a program area. Higher level positions in this category handle significant and involved relationships with governmental leadership. Incumbents of these positions have the authority to exercise discretionary powers on a regular basis.

MAPE – Certain positions have option codes which are like a sub-title used with a class to identify an area of specialization with that job class, e.g., ITS 3-Networking.

AFSCME – When working with AFSCME positions, please keep in mind the following as they apply to qualifications and options.

- *Required Minimum Qualifications For Classes In Multi-Source:*
http://www.hr.mnscu.edu/Classification/documents/REQ_MIN_QUALS-A-Z_04.pdf
- Unit 206 Guidelines: *Guide to Filling Unit 206 Positions using the Standard Menu of Approved Position Qualifications for Unit 206 Positions* ; <https://extranet.mmb.state.mn.us/hr-labor/hr/pdf/206-quals.pdf>
- CLA 1/2 options: [AFSCME Bargaining Agreement](#), Appendix H-Class Options.

Example Statements for Position Descriptions

- Often used responsibility statements:

Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the college as a viable business partner.

Pursue ongoing professional technical development to ensure that the college is able to anticipate and integrate new information technologies.

- If you believe a position you are creating should be designated “confidential” for purposes of bargaining unit assignment, ***it is very important to include in the position description as many of the following duties as is accurate:***
 1. Research/compile classification and compensation information to respond to equity proposals for salary ranges for classes under review in collective bargaining negotiations.
 2. Serve as resource to management team for labor relations information, as defined in M.S. 13.37, used in collective bargaining.
 3. Provide assistance and information for use in the development of a strike plan.
 4. Prepare or assist in preparing written proposals to be presented to a union as part of the collective bargaining process.
 5. Review union proposals/prepare written analysis of the proposals as to the acceptability, cost and possible counter strategies.
 6. Maintain confidential files containing collective bargaining proposals and counter proposals, strategies, costing information and other labor relations information as defined by M.S. 13.37.
 7. Has access to documents/*data* containing labor relations information as defined by M.S. 13.37.
- To include as the supervisory responsibility statement:

Lead, supervise, and direct department personnel, including hiring, coaching and developing, promoting, rewarding, assigning and reviewing work, directing work, approving transfers, disciplining, suspending, discharging, and adjusting grievances to ensure that staff are skilled and available as needed, collective bargaining agreements and MnSCU policies and procedures are implemented and appropriately enforced, and projects are staffed correctly to meet deadlines and stay within budget.
- To include in a managerial and administrator position purpose statement:

This position involves significant discretion and substantial involvement in the development, interpretation and implementation of College/University/MnSCU (select one) policy.
- To include in appropriate and multiple managerial and administrator responsibility statements:

Develop, recommend and implement college/university/MnSCU (select one) policies and procedures for ...(identify the specific responsibility or programmatic area).

Job Review (Audit) Overview

A job audit is a review of a position to determine its appropriate classification and includes the following:

1. **Clarification** - gathering and clarifying information regarding the position and the changes which have occurred;
2. **Analysis** - evaluating and analyzing the written information prepared by the incumbent employee, his/her supervisor, personnel office, and appointing authority and making comparisons with class specifications and similar positions within the agency and throughout state service;
3. **Determination** -making a decision regarding 1) the kind of work 2) the level of work (the appropriate classification), and 3) how and why any changes in the position occurred (change in allocation or reallocation);
4. **Notification** - communicating the audit results to any affected supervisor and incumbent;
5. **Documentation** - documenting and filing the audit.

The job audit process is not necessarily a linear one. While you always start at step 1, you don't necessarily proceed directly through each successive step until you reach step 5.

Conducting Job Audits

Who can request a job audit?

An incumbent employee or her/his designated representative or the position's supervisor/manager.

When should a job audit be requested?

A job audit should be requested **when a new position is created or when significant changes occur** in the **kind and/or level** or difficulty and responsibility of work assigned to an existing position. An audit may be appropriately requested when an employee has gradually assumed additional responsibilities; management has added to or deleted responsibilities from a position; program, funding or organizational goals have changed, causing positions to change as well; reorganization causes changes in a position and/or its reporting relationship; or a new position is established.

When should a job audit not be requested?

A job audit request would not be appropriate when an increase/decrease occurs in the volume of the same kind and level of work already assigned, as a reward for good performance, or because an employee has progressed to the maximum of his/her assigned salary range.

Job Review Information Requirements

If you've never reviewed a job to determine its classification or know little about how it's done, you may be asking what information needs to be included for this type of review or "job audit" request. You'll want to distinguish between what information and what paper work is needed. All job audit requests require the following paper work:

1. Job Audit Request memo explaining the request
2. Organization chart
3. Position description
4. If the classification requested is in the supervisory bargaining unit, a "Supervisory Questionnaire" should also be provided
5. Additional information that may be requested.

Information to Include on the Job Audit Request memo

At a minimum, the cover memo should tell what is being requested, why it is being requested and who to contact for more information. Other information could include whether the position to be reviewed is filled or vacant, limited or unlimited, and whether the job is a new position or how the job has changed over time.

Information to Include on the Organization Chart

An organization chart should illustrate where the position fits into the department and/or agency; who reports to whom (showing the two (2) levels above and below the position); the correct job classification title of each position; the name of the incumbent (if filled) or the position number (if vacant); and the employment condition (FTE). The working title of each position is helpful but optional.

Information to Include on the Position description

The position description should include the

1. Reason the position exists (purpose of the position and how it aligns to mission and goals),
2. Responsibilities and expected results or deliverables for the position,
3. Knowledge, skills and abilities required to perform the responsibilities (minimum and preferred qualifications),

4. Relationships common for the position (internal and external) and the purpose for contact,
5. Types of problems to resolve and consequences of error,
6. Freedom to act— budget the position has authority over and decisions the position can and can't make and frequency of reporting required.

Supervisory Questionnaire

It is necessary to submit a supervisory questionnaire form when a position has some authority over other positions in the organization, such that it has authority to perform or effectively recommend 6 of 10 supervisory functions defined as follows: hire, transfer, suspension, promote, discharge, assign and review work, reward, discipline, direct work, and adjust grievances. The presence of these functions is of primary consideration. The form requires the answer of a few questions and the listing of the number of staff in each job class and each employment condition.

Additional Information Which May Be Required

Some job audits may require additional information essential to the auditor's ability to make a determination such as: examples of work (letters, handbooks or brochures written or used by the incumbent); a detailed explanation of the program in which the position functions or the service/product provided by the position; or a summary of previous audit findings.

Using Job Specifications in the Review Process

Information from the job evaluation process has been translated into blueprints or job specifications. Many of the job classification titles have job specifications that can be found on the Minnesota Management and Budget website. The job specs can be used as a benchmark for the job evaluation process. They can help identify the kind of work. They can also assist in identifying the level of work rather than doing a complete Hay rating for each job review.

State statute allows for flexibility in the State job structure by creating "unclassified" positions, i.e., positions unique to a specific agency. MnSCU has positions that fall under this statute that are unique to higher education, e.g., faculty positions, academic positions and administrator positions. We may use job specifications or market based information for describing the work and level of these positions.

IT Assistance with the Review Process

Because of the fast pace of computer technology changes, a workgroup of IT managers from across the MnSCU system has been created to assist in providing consistency and equity in the review of information technology positions at the ITS 3 level and higher.

Appendix – Terms and Concepts

Where a term is followed by a “reference,” that refers to another document that will provide further clarification.

Allocation factors - Job responsibilities and requirements that can be compared to measure the similarity among positions in kind and level of work and evaluate the level sufficient to assign a position to a single classification within the job class plan.

Appeal - A written protest of a decision relating to allocation or reclassification of a position.

Bargaining unit - A group of positions and employees organized according to occupational and administrative similarities to collectively bargain terms and conditions of employment, compensation and to resolve employer-employee disputes.

References: M.S. 179A.10, State Units, Recognition Articles, Collective Bargaining Agreements

Benchmark position - A position that most accurately represents the concept of a particular class and that serves as a basis for comparison when other positions are allocated to that same class.

Change in allocation - Reclassification of a position resulting from abrupt management-imposed changes in the duties and responsibilities of a position.” (Minnesota Statutes 43A.02, subdivision 9)

Clarification: The change is abrupt and typically due to reorganization or management assignment, at a specific point in time, of a distinct set of responsibilities which directly affect the kind and/or level of work performed. There is a substantial decrease in or addition of new and different duties to those originally in the position when the incumbent entered it.

Note: While this issue tends to be seen in terms of upward movement of positions and employees, it should be emphasized that changes in allocation and reallocations can also result in positions being reclassified to lower or similar (transferable) levels.

Typically, contracts and plans provide that positions which are changed in allocation are declared vacant. Such positions are to be filled by posting, recall and transfer, demotion or appointment for which seniority among bidders and/or candidates may need to be considered. The incumbent cannot be assured of continuation in the position.

Class clarification materials - All job-related documentation that defines a job classification more fully and accurately. These materials include class specifications, benchmark positions, organization charts, enabling legislation, job class study questionnaires, etc.

Class series - A grouping of two or more job classes on the basis of kind of work and levels of difficulty. This grouping reflects different and ascending levels of difficulty within the same kind of work.

Classification (Class) - One or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title may be used with clarity to designate each position allocated to the class, and that the same schedule of pay can be applied with equity to all positions in the class under the same or substantially the same employment conditions.

Classification (Class) specification - A brief, general description of the concepts attributed to a classification, including class title, kind of work, nature and purpose, examples of work, and the

knowledge, skills and abilities required.

Classification title - The official name used to identify and describe a specific job class within the class plan.

References: M.S. 43A.07

Classified/classified service - Positions in the state civil service for which appointments must be based on merit and ability to perform the duties of the position and which afford tenure following a probationary period.

References: M.S. 43A.07

Confidential Employee - For a state employee to be "confidential," the employee must meet the requirements of Minnesota Statutes Section 179A.03, subd. 4, which provides that a "confidential employee" means an employee who as part of their job duties: (1) has access to labor relations information as that term is defined in Section 13.37; (2) actively participates in the meeting and negotiating on behalf of the public employer. "Labor relations information" includes management's collective bargaining proposals, as well as information used and gathered to formulate those proposals. In our state agencies, "confidential employees" would include many of our human resources personnel, labor relations managers, labor relations representatives, and certain office personnel who work closely with human resources personnel and/or managers involved in collective bargaining.

Their job duties could include the following:

1. Research/compile classification and compensation information to respond to equity proposals for salary ranges for classes under review in collective bargaining negotiations.
2. Serve as resource to management team for labor relations information, as defined in M.S. 13.37, used in collective bargaining.
3. Provide assistance and information for use in the development of a strike plan.
4. Prepare or assist in preparing written proposals to be presented to a union as part of the collective bargaining process.
5. Review union proposals/prepare written analysis of the proposals as to the acceptability, cost and possible counter strategies.
6. Maintain confidential files containing collective bargaining proposals and counter proposals, strategies, costing information and other labor relations information as defined by M.S. 13.37.

References: M.S. 179A.03 and M.S. 13.37

Cover memo - A memo that explains what is being requested, including an explanation of how a position has changed, comparisons that have been made to other positions and a classification proposal or recommendation.

Delegated classification authority - The responsibility and accountability given to an agency by the Department of Employee Relations to perform certain classification, compensation, selection and/or appointment functions. This authority varies from agency to agency.

Field audit/desk audit - A field audit is conducted at the job site and normally includes a review of the job duties with the incumbent and the supervisor of the position under review. A desk audit is conducted in the auditor's own office from information submitted with the audit request and provided through phone and written contacts.

Filled - There is an employee in the position under review.

Hay/Hay Evaluation Method/Hayed - Hay Guide Chart-Profile™ method of job evaluation which uses numeric tables to compare jobs to determine their relative worth/value within an organization based on know-how, problem solving, accountability and working conditions; a copyrighted product of HayGroup®.

Incumbent - Employee performing the job duties of a position.

Knowledge, skills and abilities (KSAs) - Knowledge (organized body of information or understanding of a subject or variety of subjects); skills (observable and measurable manual, verbal mental activities); abilities (competence to perform specific actions, learned by training and practice) minimally required to perform the essential job duties.

Lead worker - An employee who provides ongoing work direction to other state employees.

Limited appointment (appointments with limited duration) - Appointments made under statutory, contract, or plan provisions which specify a maximum duration and do not meet the definitions of temporary, emergency, seasonal, provisional, trainee, intern or academic. The types of positions identified as limited are constitutional officers, judicial judges, temporary unclassified, student worker, qualified disabled, and co-terminus agency heads.

Managerial - "Managerial" means those positions designated pursuant to section M.S. 43A.18, subdivision 3 as being accountable for determining, securing, and allocating human, financial, and other resources needed to accomplish objectives. Positions in this category also are accountable for determining overall objectives, priorities, and policies within a program area. Higher level positions in this category handle significant and involved relationships with governmental leadership. Incumbents of these positions have the authority to exercise discretionary powers on a regular basis.

References: M.S. 43A.18

Option - A sub-title used with a class to identify an area or position(s) of specialization within the class (e.g., Management Analyst 1 - Rulemaking).

Organization chart - A pictorial representation that graphically illustrates where a position fits into the department or agency.

Position - A group of duties and responsibilities assigned or delegated by competent authority, requiring the full-time or less than full-time employment of one person.

Position description - A formal definition of the duties, responsibilities, working relationships and performance expectations of a position in state service (written description of work performed).

Reallocation - Reclassification of a position resulting from significant changes over a period of time in the duties and responsibilities of a position. (Minnesota Statutes 43A.02, subdivision 35)

Clarification: The change is gradual and typically a function of changed level of responsibility and employee freedom to act. In other words, the employee grows in the job. The change is evolutionary and generally includes more responsible and/or increased or decreased duties due to shifts in size or diversity of the program in which the employee works. Changed duties are similar to but at a different level than those originally assigned to the position when the incumbent entered it.

Note: While this issue tends to be seen in terms of upward movement of positions and employees, it should be emphasized that changes in allocation and reallocations can also result

in positions being reclassified to lower or similar (transferable) levels.

Reallocated positions are not considered vacant. Posting, bidding and job-filling requirements of contracts or plans do not apply. A special type of appointment procedure is authorized in M.S. 43A.15, subdivision 5 for incumbents of positions which have been reallocated to a higher class. The statute reads: “The Commissioner may authorize an appointing authority to promote the incumbent with permanent or probationary status to a reallocated classified position.” This is called a non-competitive promotion. The incumbent of the reallocated position is generally expected to be appointed to the new class via the non-competitive promotion outlined above (if reallocation is to a higher class) or by transfer or demotion (if reallocation is to a transferable or lower class).

Some contracts include other conditions which must be met before contractual, vacancy-filling provisions can be waived for the filling of a reallocated position, such as: 1) that the action leading to the reclassification did not result from the assignment of the incumbent to work out of class in a manner so as to bypass the selection process, 2) that the reclassification was not caused by assignment of the incumbent to a vacancy in a new position, or 3) that the reclassification did not occur as a result of actions taken without regard to proper selection procedures.

Reallocation back pay date - The date 15 calendar days after the date that the properly documented request for a job audit for reallocation promotion was received by the Department of Employee Relations or the agency's Human Resources office (if the agency has delegated authority).

Recompare - A key difference between reallocating and recombining is that reallocate relates to a classified employee and **recompare** relates to an **unclassified** employee/position.

Statutory Unclassified - A position may be designated statutory unclassified if it meets one of the following conditions:

- Defined as unclassified in M.S. 43A.08, Subd. 1.
- Meets the criteria outlined in M.S. 43A.08, Subd. 1a.
- Is placed in the unclassified service by other enabling legislation.

Job codes that begin with “**008XXX**” are designated specifically for the statutory unclassified service. (MnSCU specific statutory unclassified job codes begin with “**007XXX**.”) Typically positions in the **Commissioner’s office** are established in the statutory unclassified service. Positions created as statutory unclassified **typically do not have end dates**. Don’t confuse the position with the appointment of the individual to the position. The appointment of a Commissioner for example, is a statutory unclassified appointment and the incumbent’s end date is coterminous with the Governor. The position, however, is ongoing and in the statutory unclassified service.

Supervisor - An employee as described under M.S. 179A.03, Subd. 17. “Supervisory employee” means a person who has the authority to undertake (or for non-essential employees, the authority to recommend) a majority of the following supervisory functions in the interests of the employer: hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of other employees’ grievances on behalf of the employer. To be included as a supervisory function which the person has authority to undertake, the exercise of the authority by the person may not be merely routine or clerical in nature but must require the use of independent judgment.

Supervisory questionnaire - A form containing a series of questions regarding supervisory tasks to help the Labor Relations Bureau of MMB determine if a position is likely to meet the supervisory criteria outlined in Public Employee Labor Relations Act (MN Statutes 179.63, Subdivision 9) such that the

Bureau of Mediation Services should be petitioned to determine that the supervisory bargaining unit is appropriate.

Temporary classified appointment - A classified appointment of limited duration, under M.S. 43A.15, Subd. 3. A temporary classified employee's term of employment may not exceed a total of 12 months in any 24-month period within the same agency. Temporary classified employees typically are not eligible for benefits. Check the applicable collective bargaining agreement or plan for specific provisions.

Temporary unclassified appointment - An unclassified appointment under M.S. 43A.08, Subd. 2a, with a definite ending date. The position must be professional, supervisory or managerial and fully anticipated to be of limited duration, not to exceed three (3) years. Historically temporary unclassified employees were sometimes said to have Rule 10 appointments. Eligibility for benefits depends on the duration of the appointment and the appointee's preceding state employment. Check the applicable collective bargaining agreement or plan for specific provisions. (See also **Limited Appointment**)

Unclassified service - Positions in the state civil service which by statute or by action of the commissioner of MMB, are not included in the classified service, do not require merit selection and do not afford tenure following a probationary period.

References: M.S. 43A.08, Administrative Procedure 8

Unlimited - Appointment with no definite end date.

References: M.S. 43A.02

Vacancy - New or unoccupied position.

References: Collective Bargaining Agreements/Plans

Work area - The area in which the position is located.

References: Collective Bargaining Agreements

Working title - An unofficial name used to describe a position within a job class (e.g., File Clerk instead of Office Specialist).

Appendix – Supervisory Resource Links

<u>Resource/Reference</u>	<u>Source/Site URL</u>
MMB	
Homepage	http://www.mmb.state.mn.us/home
Administrative & Operating Policies & Procedures	http://www.mmb.state.mn.us/admin-proc
Class Specifications	http://www.mmb.state.mn.us/staff-hr/class-specs
Career Families and Series	http://www.beta.mmb.state.mn.us/career-paths
Salary Plans & FLSA Status	http://www.beta.mmb.state.mn.us/salary-plans
Unit 206 Minimum Qualifications	https://extranet.mmb.state.mn.us/hr-labor/hr/pdf/206-quals.pdf
Manager’s Referral (to review resumes)	https://statejobs.doer.state.mn.us/toolbox/
MNSCU	
HR Website - Homepage	http://www.hr.mnscu.edu/
IT Job Matrix, Options, FLSA tools	http://www.hr.mnscu.edu/forms/index.html (scroll down page to IT Project)
Guidelines & Interpretations	http://www.hr.mnscu.edu/guide_interpretations/tofc.html
AFSCME Required Minimum Qualifications	http://www.hr.mnscu.edu/Classification/documents/REQ_MIN_QUALS-A-Z_04.pdf
CLA1/2 Minimum Qualifications	http://www.hr.mnscu.edu/Classification/documents/CLA1-2-MQs-AND_Acac.pdf
CLA1/2 Options	http://beta.mmb.state.mn.us/doc/comp/contract/AFSCME.pdf (Appendix H)

206 MnSCU Menu of Position Qualifications	http://www.hr.mnscu.edu/Classification/MnSCUpositionqualmen.html
Document Salary Request above Minimum Form	http://www.hr.mnscu.edu/forms/index.html (scroll down page to Compensation)
Position Description Templates	http://www.hr.mnscu.edu/forms/index.html (under Classification/Job Audit)
Job Audit Coversheet	http://www.hr.mnscu.edu/forms/ClassJobAudit/documents/Job_Audit_Cover_Shee.pdf
Supervisory Questionnaire	http://www.hr.mnscu.edu/forms/index.html (under Classification/Job Audit)
Supervisory Functions	http://www.hr.mnscu.edu/forms/documents/Supervisory_Functions.pdf
Job Audit Appeal Process	http://www.hr.mnscu.edu/guide_interpretations/documents/STG0009.pdf
MnSCU's Supervisor Toolkit	http://www.hr.mnscu.edu/talent_management/Supv_Toolkit/Supervisory%20Toolkit.html

OTHER JOB RESEARCH SITES

Federal Occupation/Career Exploration Site	http://online.onetcenter.org/
CareerOneStop Explore Careers	http://www.careerinfonet.org/
ISEEK Explore Careers	http://www.iseek.org/