

## DESIGNATION OF UNCLASSIFIED POSITIONS

### AND ESTABLISHMENT OF SALARY RATES AND RANGES FOR SUCH POSITIONS

Description and Scope - Appointing authorities in agencies listed in M.S. 43A.08, Subd. 1A, may designate positions as unclassified if in the judgment of the Commissioner of DOER these positions meet the criteria set forth in this subdivision. The Commissioner of DOER is responsible for establishing appropriate salary rates and ranges for proposed new unclassified positions by comparing the proposed duties and responsibilities with those of classes in the classified civil service. If no comparison is appropriate, a new unclassified title may be established and the position assigned to a salary range. The Commissioner may also review the appropriateness of the present comparison, salary range assignment and the designation of the position in the unclassified service. The position may then be recompared, title changed, reassigned to a different salary range or rate or placed in the classified service. This Administrative Procedure applies only to positions for which compensation is established under the provisions of M.S. 43A.18, Subd. 1, 2, and 3.

Objective - To ensure that positions designated to the unclassified service meet the statutory criteria for declassification, that positions in the unclassified service are compared in an objective manner with positions in the classified service and that salary rate and range assignments reflect equitable relationships with the classified service and other unclassified positions.

#### Responsibilities -

##### A. Appointing Authorities:

- Designate positions as unclassified in accordance with statutory guidelines subject to approval of the Commissioner of DOER.
- Report changes in organization structure, job duties or other relevant considerations which might affect the salary range assignment of the position, the comparison of the unclassified position or the placement of the position in the unclassified service to the DOER Staffing Division.
- Recommend changes in comparison, salary range assignment or placement in the classified service to DOER when significant changes in duties and responsibilities have occurred.
- Maintain individual position descriptions for each employee that reflects the nature, purpose, duties and responsibilities of his/her position. Preparing position descriptions is prescribed in Administrative Procedure 20.
- Notify appropriate supervisor and incumbent of classification decisions

##### B. Department of Employee Relations:

- Approve designation of positions to the unclassified service made by appointing authorities if consistent with statutory criteria.
- At the request of agencies, employees or on its own initiative, review positions to determine the proper comparison, unique title, salary range assignment or appropriateness of placement in the unclassified service
- Provide written notice of the final determination to the requesting party.
- Advise agencies on class comparisons or job evaluation processes.
- Establish, modify, abolish or merge unclassified titles to meet changing needs.
- Maintain an official roster of unique unclassified positions.

C. Employees:

- Inform their immediate supervisor, manager and/or personnel director of their classification comparison concerns.

Provisions –

- A. Requests from appointing authorities to DOER for designation of the unclassified service, initial comparison or recomparison of unclassified positions shall include:
1. A completed position description signed by the appropriate party/parties.
  2. A current organization chart or description of the unit identifying the positions above, below, and the position to be studied.
  3. For new positions, a justification for placement in the unclassified service in terms of the statutory criteria.
  4. For existing positions, a cover memo which states the changes in the position and justifies the unclassified designation in terms of the statutory criteria.
  5. For non-managerial positions which provide supervision or lead work direction to employees, a completed "Supervisory Status Questionnaire."
- B. Employees may submit requests to have their positions re-evaluated directly to DOER. An employee may include the documentation listed in A 1 thru 5 above if the employee has such information available. If not, DOER will request the documentation from the agency.

Other Relevant Laws, Rules, Contracts and Administrative Procedures:

The following items have an impact on material contained in this procedure. Review of these items is essential for a total understanding of the subject.

- A. Administrative Procedure 7 - Maintenance of the Classification Plan.

- B. Administrative Procedure 20 - Job clarification/performance appraisal.
- C. Collective bargaining agreements.
- D. Enabling legislation establishing unclassified positions for respective State agencies