

# Introduction

## Background

Recommendations from the Commission on Reform and Efficiency (CORE), Staffing Division sponsored Refocus Groups, the implementation of the Unclassified Project Class Series and the need to continuously improve customer service all contributed to the development of the Statewide Class Standards Project.

- ◆ In February, 1993, the Commission on Reform and Efficiency recommended that the State of Minnesota create 20 broadly-defined Occupational Families to improve the structure of the job class plan.
- ◆ During Fiscal Year 1994, Refocus Groups of agency Human Resources partners, managerial and supervisory customers and union stakeholders recommended “statewideness” as an approach to ensuring the consistent application of Staffing Division policies and services (including job classification) across state agencies.
- ◆ In July, 1994, the implementation of the Unclassified Project Class Series provided alternative job class choices for allocating temporary unclassified positions. Prior to the creation of this class series, class concepts for statewide job classes such as Research Analyst were “stretched” to accommodate the immediate service delivery needs of state agencies.

## The Statewide Class Standards Project Objectives

- ◆ Continuously improve customer service to reduce job audit turnaround time by organizing job class series information more conveniently and completely.
- ◆ Identify, describe and create 20 broadly-defined Occupational Families to improve the job class plan’s structure (Planning, Research and Analysis is one of these 20 Occupational Families).
- ◆ Collect and clarify current information on each job class within the class series by researching the Staffing Division’s class clarification and job audit files, by requesting representative positions for each class from partner agencies, by meeting with Human Resources staff and subject matter experts at each partner agency.
- ◆ Organize this current information on each job class series so that it is easy to understand and accessible to state agencies and customers by publishing a guidebook for each job class series.

## Comments from the Committee

The Statewide Class Standards Project Committee's goal has been to improve the classification structure for the Planning, Research and Analysis occupational family. Part of this effort included establishing the State Program Administrator classification series. This series accommodates general administrative and staff support positions that do not fit current professional and supervisory classes. Typically, positions in this series will administer general kinds of programs, monitor contracts and grants, write rules and legislation, design office space and coordinate administrative services. Prior to the establishment of the State Program Administrator series, positions performing work of this nature may have been reluctantly placed in the Management Analyst, Research Analyst, Planner or Grants Specialist series. We encourage agencies to consider this series for new, reclassified or converted positions in their general program areas.

Special thanks to the following agency partners for their advice and assistance during the Statewide Class Standards Project:

The State Program Administrator Project Team  
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## **Administrative Support Occupational Family**

This occupational family includes jobs concerned with negotiating and contracting for the purchase of equipment, products, and supplies; jobs not elsewhere classified (N.E.C.) such as Supported Employment, Student Workers, etc. Coordinates activities involved with procuring goods and services such as raw materials, equipment, tools, parts, supplies, etc. Examines performance requirements, delivery schedules, and estimates of costs of material, equipment and production to ensure completeness and accuracy. Prepares bids, process specifications, test and progress reports and other exhibits that may be required. Other jobs in this occupational family perform a wide variety of services to support state programs.

**Mgt Support - Miscellaneous (CC Code: 480; #Cls: 6)**

Mgt Support - Procurement - Supply (CC Code: 450; #Cls: 30)

Miscellaneous (CC Code: 890; #Cls: 15)

Mgt General Mgt. Assistance (CC Code: 406; #Cls: 36)

# STATE PROGRAM ADMINISTRATOR-Professional/Supervisor series Class Concept

**Title:** State Program Administrator – Professional/Supervisor series (class codes 003604-003609)

**Occupational Family:** Administrative Support

**Job Family:** Management Support - Miscellaneous

**Kind of work:** Professional or professional-supervisory state public programs work.

**Class-Series Concept** (i.e., characteristics of work performed by positions in this class series)

Professional/supervisory work analyzing and administering a public program(s) by testifying before legislative committees and speaking at other public forums; establishing program goals and objectives; directing the activities of consultants, project leaders and other staff as they relate to the state programs; developing financial reporting systems; developing and conducting program administration training sessions for both internal and external personnel; monitoring compliance of clients; evaluating policies and procedures for program administration; and by collecting, organizing and summarizing program activity data.

## **Key Activities:**

- Reviews and analyzes proposed public program service requests.
- Approves or disapproves public program service requests.
- Executes, monitors, audits and evaluates program progress reports.
- Represents the state at meetings with clients and/or other governmental officials.
- Advises clients on administrative and technical aspects of program activities.
- Determines compliance with guidelines and reporting provisions of a public program(s).
- Testifies before departmental policy committees.
- Consolidates multiple public program activities.
- Develops and monitors financial reporting systems for state, federal and other funding sources.

- Oversees the development of a comprehensive public program guidelines, procedures and standards.
- Plans and develops program administration activities.
- Exercises supervisory authority to equitably administer labor agreements.
- Technically directs other program staff to implement program objectives.

**Number of levels in series:** 13

**Class titles in series:** State Program Administrator Technical Specialist (AFSCME)  
 State Program Administrator (MAPE)  
 State Program Administrator, Intermediate (MAPE)  
 State Program Administrator, Senior (MAPE)  
 State Program Administrator Principal (MAPE)  
 State Program Administrator Coordinator (MAPE)  
 \*State Program Administrator Supervisor (MMA)  
 \*State Program Administrator Supervisor Senior (MMA)  
 \*State Program Administrator Supervisor Principal (MMA)  
 State Program Administrator Director (MMA)  
 \*State Program Administrator Manager (MGR)  
 \*State Program Administrator Manager Senior (MGR)  
 \*State Program Administrator Manager Principal (MGR)

\*Classification specifications have not yet been developed.

**Related Job Families:**

- Management Support - Procurement & Supply
- Management - General Management Assistance
- Miscellaneous

**State Program Administrator-Professional/Supervisor series**  
**“At-a-Glance”**

	State Prog. Admin. (SPA) (214) 5L	SPA, Int. (214) 7L	SPA, Sr. (214) 10L	SPA, Prin. (214) 14L	SPA Coord. (214) 18L
<b>Nature of Work Assignments</b>					
1. Recurring/Ongoing					
2. Non-recurring/Similar					
3. Non-recurring/New/Complex					
<b>Administrative Support</b>					
1. Public information & program promotion					
2. Execute and report on contracts/contract work					
3. Leadwork, coaching, advising					
<b>Program Administration</b>					
1. Implement current programs					
2. Review/determine program compliance					
3. Advise clients					
4. Recommend actions and/or changes					
5. Review & enhance current programs					
6. Monitor/audit program progress					
7. Plan and develop program activities					
8. Participate in workgroups or committees					
9. Chair workgroups or committees					
10. Participate in program review/evaluation					
11. Approve/disapprove budgets					
12. Develop strategies and proposals					
13. Review/analyze legislation					
14. Provide expert testimony					
15. Conduct/coordinate comprehensive analysis					
16. Integrate, modify, and merge multiple program activities					
17. Develop and implement reporting systems					
18. Integrate-incorporate info collected through program administration					
19. Formulate new programs					

	State Prog. Admin. (SPA) (214) 5L	SPA, Int. (214) 7L	SPA, Sr. (214) 10L	SPA, Prin. (214) 14L	SPA Coord. (214) 18L
<b>Research</b>					
1. Identify current sources of data/information					
2. Collects, verify data/ information					
3. Analyze data/information for applicability					
4. Synthesize data/information					
<b>Problem Solving</b>					
Deductive reasoning					
1. Identify					
2. Summarize					
Inductive reasoning					
1. Advise					
2. Evaluate					
<b>Report Results</b>					
1. Prepare supporting documentation					
2. Deliver oral presentations					
3. Prepare draft report					
4. Responsible for final draft					
5. Draft proposed legislative language					
6. Draft press releases					
<b>Training</b>					
1. Provide technical assistance					
2. Develop training materials					
3. Make formal training presentations					
4. Develop and coordinate delivery					
<b>Degree of Control Received</b>					
1. Immediate supervision					
2. General supervision					
3. Limited supervision					
4. Administrative direction					

**Key:** a solid line indicates work characteristics of most positions in the class  
a dashed line indicates work characteristics of some positions in the class

**Note:** When work activities overlap several adjacent job classes within this series, the importance, autonomy and frequency/time spent on these activities impact the final classification decision.

**STATE PROGRAM ADMINISTRATOR  
SAMPLE OF A TYPICAL POSITION (BENCHMARK)**

**KEY CLASS DISTINCTION:** An entry-level State Program Administrator works within well-defined policies and procedures. Incumbents rely on higher-level administrators or a supervisor for more complex interpretations and decision authority.

**Position Purpose:**

Administer the credentialing standards and licensure processes for the Minnesota State Colleges (Technical Colleges), including the rules and procedures under MS 136.04, subd..

**ANNOTATION:** Under immediate or general supervision, positions at this level are responsible for supporting programs or processes that typically focus on singular functions. Some positions will administer a small program.

**Reports to:**

State Program Administrator Supervisor

**Supervises:**

NA

**Budget:**

No direct budget control

**Clients:**

- MnSCU Board Staff
- Faculty and administrators at the State (Technical) Colleges
- Review Committees and advisory committees
- Mn Department of Children, Families and Learning
- Business and industry representatives

## Principal Responsibilities

### **I. Administer the licensure application process for faculty and administrators in the State Technical Colleges.**

**Priority: A**

**Percent of time: 40%**

**Discretion: B**

1. Establish and maintain a data base containing license applications and all relevant documentation.
2. Review applications and accept or deny for further processing.
3. Interpret credentialing and licensure standards for teacher applicants, administrators and human resource personnel.
4. Develop and disseminate informational materials and guidelines.
5. Upon request, send criteria for specific areas of expertise to local technical college administrators and hiring authorities.
6. Research and answer licensure, policy, and processing inquiries.

### **II. Direct the committee review process in accordance with established policy and procedures.**

**Priority: A**

**Percent of time: 40%**

**Discretion: B**

1. Review applications and write all accompanying documentation for committee review.
2. Identify and select committee members with the needed expertise. Schedule the review, notify participants and send all materials.
3. Inform the committee members of their roles and responsibilities; monitor and mediate the dialogue between petitioners and committee members; identify and bring to the committee's attention any inconsistencies or errors in their interpretation of licensure rules.
4. Analyze and document the committee's recommendations and rationale in a written report that is sent to committee members and the applicant.
5. When necessary, prepare denial reports. If a license is denied, a denial report must be prepared that is technically and legally able to withstand an appeal.

**ANNOTATION: An entry-level State Program Administrator works within well-defined policies and procedures. Difficult interpretations are referred to the supervisor. The B discretion indicates that reports and other written materials are reviewed by the supervisor or an expert in a higher classification.**

**III. Serve as back-up to higher level licensing staff.**

**Priority: B**

**Percent of time: 20%**

**Discretion: B**

1. Attend on-site meetings with college licensing personnel to answer questions and explain processes.
2. Attend workshops, seminars, and conferences for educators, district licensure personnel and other interested individuals to gather and disseminate information.
3. Answer technical questions from applicants and administrators. Refer more complex questions to higher level staff.

**ANNOTATION: At this level, incumbents rely on higher-level administrators or a supervisor for complex decisions and interpretations. In this specific example, the State Program Administrator provides general program information which is supported by the B-level discretion.**

**STATE PROGRAM ADMINISTRATOR, INTERMEDIATE  
SAMPLE OF A TYPICAL POSITION (BENCHMARK)**

**KEY CLASS DISTINCTION:** A State Program Administrator, Intermediate administers or analyzes function and/or program areas and recommends or decides appropriate routine actions. Program situations may be complex, but are single or related issues.

**Position Purpose:**

Plan, organize and administer all major remodeling and moving projects within the agency.

**ANNOTATION:** Programs and functions at the Intermediate level may be complex, but often are limited to single or related issues.

**Reports to:**

State Program Administrator Supervisor

**Supervises:**

NA

**Budget:**

No direct budget control

**Clients:**

Central office staff  
Field services staff  
Real estate management  
Building owners and managers  
Construction companies and subcontractors  
Architects  
Furniture manufacturers

## Principal Responsibilities

### **I. Conduct needs analysis of office space requirements to ensure that office space meets the needs of staff and programs.**

**Priority: A**

**Percent of time: 75%**

**Discretion: A**

1. Review space requests and determine square footage to be leased.
2. Attend planning and construction meetings.
3. Conduct cost/benefit analysis of space alternatives.
4. Negotiate all aspects of leases with real estate managers and building owners.
5. Interpret staffing patterns to the architects and space designers.
6. Review and recommend changes to floor plans.
7. Recommend in conjunction with the designer, the type and quantity of modular items to be purchased.
8. Administer delivery and installation of modular items and coordinates this phase with the construction activities.

**ANNOTATION: A State Program Administrator, Intermediate administers or analyzes functions and/or program areas and recommends or independently decides appropriate actions. Program situations may be complex, but often are limited to single or related issues.**

### **II. Research other areas affected by moving projects such as telecommunications and computer systems so that these services are integrated into the overall projects.**

**Priority: A**

**Percent of time: 25%**

**Discretion: B**

1. Develop and conduct design studies to determine telecommunication and computer needs.
2. Work with telecommunications and information resources staff to integrate studies findings into the project plan.
3. Direct implementation of project plan to ensure continuation of information services.

**ANNOTATION: Work will be carefully reviewed at the Intermediate level if the completion of job tasks requires expertise in a specialized field. In this example, the State Program Administrator, Intermediate confers with the agency's experts on technical questions.**

**STATE PROGRAM ADMINISTRATOR, SENIOR  
SAMPLE OF A TYPICAL POSITION (BENCHMARK)**

**KEY CLASS DISTINCTION:** State Program Administrator, Senior involves more comprehensive program administration and adherence to standardized reporting requirements; focuses on technical support and training (developing training materials and delivering) for the program area. At this level positions are typically responsible for administering all activities within a state program that is less visible and politically sensitive than in higher-level classes in the series.

**Position Purpose:**

Administer the Volunteer Police and Fire Pension Program throughout Minnesota to ensure adherence to reporting standards and pension and tax law. Provide technical support and training on reporting requirements affecting Police and Fire Associations.

**ANNOTATION:** In this benchmark, analysis is directed at more comprehensive program administration and adherence to standardized reporting requirements. Secondly, it focuses on technical support and training for the program area.

**Reports to:**

Director of Police and Fire Relief Reporting

**Supervises:**

NA

**Budget:**

Indirectly affects \$11 million in pension and investment funds for volunteer police and fire fighters.

**Clients:**

Legislature and legislative staff  
Department of Revenue  
Police and Fire Relief Associations

## Principal Responsibilities

### I. Administer the Volunteer Police and Fire Relief Associations Pension Program.

Priority: A

Percent of time: 40%

Discretion: A

1. Provide technical assistance in interpreting reporting standards and laws to police and fire relief associations.
2. Prepare informational materials that explain pension funds, tax reporting, reporting requirements under generally accepted accounting principles and interpretations of the law.
3. Design reporting formats that address all necessary data requirements.
4. Review reports from associations to ensure compliance to reporting standards
5. Return reports to associations that don't meet standards along with instructions to remedy the problem(s).

**ANNOTATION: A State Program Administrator, Senior typically makes decisions and acts on expert knowledge of a specific program area. In the benchmark example, the incumbent uses expertise in reporting standards for pension funds, generally accepted accounting principles, and pension law as they relate to volunteer fire and police associations. Although program knowledge is technically deep, the breadth of knowledge is limited to one specific area of pension law. At higher levels in this class series, positions are required to have both technically deep and broad program expertise.**

### II. Develop and teach training seminars covering updates and changes in laws and related topics to Fire and Police Pension officials.

Priority: A

Percent of time: 45%

Discretion: A

1. Review the impact of changes in laws and financial reporting standards on pension reporting and incorporate into training seminars (over 700 volunteer police and fire relief associations).
2. Prepare training materials.
3. Directly teach seminars and coordinate other trainers to ensure that all associations receive training.

**ANNOTATION: If training is a major responsibility at this level, it will include both developing training materials and delivering training.**

### III. Develop and maintain data bases of local governmental finances for the legislature, pension funds and the public.

Priority: A

Percent of time: 15%

Discretion: A

1. Design formats for data base.
2. Review data for accuracy and instruct staff to enter information into data bases.
3. Resolve data discrepancies with local governments.
4. Prepare reports for the legislature, pension fund staff and the public.

## **STATE PROGRAM ADMINISTRATOR, PRINCIPAL SAMPLE OF A TYPICAL POSITION (BENCHMARK)**

**KEY CLASS DISTINCTION:** A State Program Administrator, Principal is responsible for all facets of a comprehensive program having both deep technical knowledge and broad administrative knowledge. Programs have regional or statewide implications and often lead to long-range changes in service. Programs have high visibility and are often politically sensitive. State Program Administrator, Principals are recognized experts in their program area.

### **Position Purpose:**

Administer the policies and programs of the State Office of Rural Health to ensure that the health needs in rural Minnesota are met.

**ANNOTATION:** At the Principal level, State Program Administrators are responsible for all facets of a comprehensive program. Programs usually have high visibility and are politically sensitive.

### **Reports to:**

Assistant Commissioner, Health Programs

### **Supervises:**

Provides leadwork direction to project staff as needed.

### **Budget:**

\$125,000

### **Clients:**

Local community health boards  
Rural Health Coalition  
Center for Rural Health  
Professional primary care associations and providers of primary care  
Federal Office of Rural Health  
Bureau of Health Care Delivery (Department of Health and Human Services)  
Health care practitioners and their professional associations  
The Legislature and legislative staff

## Principal Responsibilities

### **I. Administer the State Office of Rural Health so that the health care problems facing Minnesota's rural health care delivery system can be evaluated and resolved.**

**Priority: A**

**Percent of time: 50%**

**Discretion: A**

1. Develop rural health care's annual work plans. Refine plans as needed based on state/federal funding and changing needs and priorities.
2. Initiate regular meetings with agency staff, governing boards, community health boards, professional health care associations, provider and consumer organizations, medical schools and other interested parties to discuss rural health care issues and develop solutions.
3. Participate as a member of the Minnesota Rural Health Coalition and other rural health care organizations.
4. Negotiate contracts for services with the Minnesota Center for Rural Health.
5. Administer statutory rural health programs including the Rural Hospital Transition Grant program and the Isolated Hospital Subsidy Program.
6. Provide technical assistance to public and non-profit rural health care providers.
7. Develop and implement strategies for publicizing the Office's technical assistance to public and nonprofit rural health care providers.
8. Speak at public forums and local community meetings.

**ANNOTATION: A State Program Administrator, Principal is responsible for programs that have regional or statewide implications and often lead to long-range changes in services.**

**ANNOTATION: At the Principal level, incumbents are recognized experts in their program area. They have both deep technical knowledge and broad administrative knowledge.**

### **II. Direct the State of Minnesota's Health Professional Shortage Area Program (HPSA) so that geographic areas experiencing shortages of health care professionals have opportunities to hire needed staff.**

**Priority: A**

**Percent of time: 25%**

**Discretion: A**

1. Using population and physician data, identify potential sites for HPSA designation, notify these areas and assist them in the application process.
2. Act as the program's liaison with the Federal Office of Shortage Designation, provide them with information on designated HPSA's scheduled for annual review and provide the Federal office with additional information on HPSA applications as requested.
3. Provide technical assistance to HPSA applicants, including explanations of program regulations and application procedures and reviewing completed applications.

**III. Represent the Agency at the state legislature, federal agencies, rural health organizations and other state agencies to ensure that relevant policies are established.**

**Priority: A**

**Percent of time: 25%**

**Discretion: A**

1. Represent the Agency on advisory committees as needed.
2. Present the Department's position on rural health and primary care to other state and federal agencies and in legislative and public forums at the state and national level.
3. Serve as the Agency's legislative liaison on rural health issues and develop effective working relationships with legislators and legislative staff.
4. Stay current on changing federal and state policies and influence state rural health programs.

## STATE PROGRAM ADMINISTRATOR COORDINATOR SAMPLE OF A TYPICAL POSITION (BENCHMARK)

**KEY CLASS DISTINCTION:** A State Program Administrator, Coordinator is typically responsible for three major program dimensions and often provides leadwork as well. These include analysis, program design and development, and ongoing program administration. These programs directly and/or indirectly influence large segments of the population and diverse services.

### Position Purpose:

Plan, develop and manage educational programs for the Minnesota Trade Office (MTO) which address the educational needs of the business community.

**ANNOTATION:** A State Program Administrator, Coordinator is accountable for all facets of a comprehensive program and will often provide a leadwork function. Programs have high visibility and are politically sensitive (similar to the Principal). In addition, programs directly influence multiple, diverse services provided by the state. For example, the benchmark influences 1) A majority of the businesses and industries in Minnesota; and 2) the education programs in Minnesota that support these businesses and industries. This contrast with program breadth in the Principal benchmark where responsibilities focus on one functional area: delivery systems for rural health care.

### Reports to:

Associate Director

### Supervises:

Lead direction to:

2 State Program Administrators, Intermediate

2 State Program Administrators

1 Office and Administrative Specialist

### Budget:

\$400,000 (revolving account)

## **Clients:**

Minnesota Industry Associations  
International and national export promotion development organizations  
Cooperating international organizations  
State agencies and education institutions  
Economic development organizations  
Trade policy makers  
Agency staff

## **Principal Responsibilities**

### **I. Provide analysis and leadership to the international business community to determine their educational needs and proactively develop short and long term educational strategies to meet these.**

**Priority: A**

**Percent of time: 35%**

**Discretion: A**

1. Research and analyze macro political and economic developments that will affect Minnesota's economy and companies, particularly those doing business internationally.
2. Establish and chair regularly scheduled meetings of an international education steering committee and an external International business education advisory board to solicit input and direction.
3. Conduct needs analysis of Minnesota businesses with help from the steering committee and advisory board.
4. Conceptualize and develop strategies and plans to address identified international business education needs.

### **II. Design and develop international business education programs and services to meet business educational needs proactively and to capitalize on business development and market opportunities.**

**Priority: A**

**Percent of time: 35%**

**Discretion: A**

1. Identify and prioritize goals and intended audiences for each educational offering.
2. Design structure and curriculum for broad-based and/or specific educational programs (e.g., country/market briefing sessions, technical workshops, foreign direct investment seminars, International Business Executive Certification Program, etc.).
3. Identify resources necessary to support education efforts and recommend to Associate Director.
4. Develop and coordinate development of program materials to support curriculum.
5. Determine targeted audiences and develop promotional materials.
6. Anticipate and develop education programs and events that will capitalize on global business developments and market opportunities.

**ANNOTATION: A Coordinator possesses advanced technical and managerial expertise sufficient to independently determine the structure and content of a comprehensive program.**

**III. Direct the on-going activities of the international education program.**

**Priority: A**

**Percent of time: 30%**

**Discretion: A**

1. Determine program goals and priorities and assign project staff to develop marketing materials and program content which accomplish the goals and objectives of the agency.
2. Develop, monitor and control program budgets and expenditures.
3. Select and monitor professional/technical contractors to deliver program services.
4. Analyze program participation and evaluations and modify program content as necessary to improve service to clients.
5. Develop semi-annual reports on program achievements.

**ANNOTATION: The tasks in Responsibility III identify important classification elements. These include determining goals and priorities; developing the content of program areas; developing and administering budgets; evaluating program outcomes to determine program's success.**

## STATE PROGRAM ADMINISTRATOR, DIRECTOR SAMPLE OF A TYPICAL POSITION (BENCHMARK)

**KEY CLASS DISTINCTION:** State Program Administrator, Director distinguishes itself from all other classes in the series by its formal designation as a supervisory position as determined by the Bureau of Mediation Services (see M.S. 179A.03, subd. 17). In addition to performing the supervisory functions, this class performs many of the duties found at the Principal and Coordinator levels.

### Position Purpose:

Supervise the statewide health and safety programs for the state of Minnesota.

### Reports to:

Division Director

### Supervises:

2 State Program Administrator, Senior  
2 State Program Administrators, Intermediate  
2 State Program Administrators  
1 Planner, Intermediate  
1 Management Analyst  
2 Office and Administrative Specialists

### Budget:

\$500,000 Salaries  
\$150,000 Program costs

### Clients:

All state agencies  
Safety and health managers and officers  
Workers compensation coordinators  
Human Resource Directors

## Principal Responsibilities

### I. Supervise employees in the Health and Safety Unit.

**Priority: A**

**Percent of time: 30%**

**Discretion: A**

1. Analyze unit's needs and develop and implement short and long range work plans for the unit.
2. Determine structure of work unit and specific job assignments.
3. Hire, transfer and promote employees.
4. Train employees in technical areas, safety policies and procedures.
5. Determine work priorities, assign work and monitor completion of work.
6. Evaluate work performance.
7. Analyze and recommend courses of action to resolve employee problems. Discipline, suspend, demote or terminate employees if necessary.
8. Mediate and adjust employees' grievances according to the requirements of the appropriate contract or plan.
9. Administer the existing labor agreements and contracts negotiated with MAPE and AFSCME.
10. Ensure understanding and practice of Affirmative Action and Workplace Diversity principles.

**ANNOTATION: Percent of time, staff size and number of tasks performed will vary by position. However, all positions in this class must meet the statutory definition for supervisor as found in M.S. 179A.03, subd. 17.**

### II. Administer statewide health and safety programs. Develop and administer the statewide health and safety plan for the State of Minnesota employees.

**Priority: A**

**Percent of time: 40%**

**Discretion: A**

1. Evaluate existing health and safety policies and procedures, assess needs and make recommendations regarding changes.
2. Develop and propose safety, health and workers compensation legislation, rules and administrative procedures.
3. Develop changes and modification to the State's collective bargaining agreements.
4. Develop and administer the State's plan for health and safety.
5. Chair the statewide safety and health committee.
6. Evaluate agency's existing health and safety programs.
7. Establish short and long range health and safety objectives for agencies.
8. Work cooperatively with agencies to develop revised or new health and safety programs that are specific to the needs of individual agencies.
9. Provide technical consultation to agencies concerning identified problem areas.
10. Assess training needs and work with agency training directors to ensure that health and safety courses are developed and delivered.

**ANNOTATION: A State Program Administrator, Director develops policies and programs that require creative thinking since there are few precedents to follow; programs often have significant policy and legislative impact. Programs often influence multiple, diverse services provided by the State. For example, the benchmark influences 1) all state employees; 2) family members of state employees; and 3) health care systems that contract with the State of Minnesota.**

**III. Develop and administer an on-line Loss Analysis system based on before-the-fact and failure measures.**

**Priority: B**

**Percent of time: 30%**

**Discretion: A**

1. Assign staff to design a tailored loss analysis format for monthly/quarterly/annual reports for each state agency.
2. Direct each analysis to emphasize progress in cost reduction and suggested areas that could positively affect potential future losses.
3. Develop and provide statewide statistical reports comparing employee workers' compensation costs and injuries with the averages of statewide data and with similar state facilities where applicable.
4. Use statistical analysis to support recommendations that reduce costs and improve employees' safety and health in the workplace