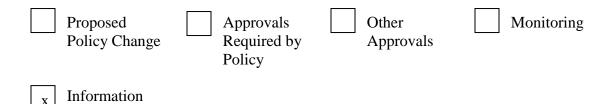
MINNESOTA STATE COLLEGES AND UNIVERSITIES BOARD OF TRUSTEES

Agenda Item Summary Sheet

Committee: Human Resources Committee Date of Meeting: May 19, 2010

Agenda Item: Follow-up to OLA Evaluation of the System Office



Cite policy requirement, or explain why item is on the Board agenda:

Chair Olson has delegated assignments to various committees to follow-up on the recommendations from the program evaluation conducted by the OLA.

Scheduled Presenter(s):

Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

- Credentialing
- Classifications

Background Information:

This item was heard initially at the March 2010 board committee meeting. Updates will continue to be discussed at every committee meeting until the assignments for human resources are completed.

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BOARD OF TRUSTEES MINNESOTA STATE COLLEGES AND UNIVERSITIES

INFORMATION ITEM

FOLLOW-UP TO OLA EVALUATION OF THE SYSTEM OFFICE

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Vice Chancellor Lamb continues her report on progress made with regard to classification
delegation, one of the areas assigned to the Human Resources Committee. She will report at

- 9 future meetings on the status of the credentialing area.
- 10
- 11 Information on shared services has been provided through the Finance Committee, and Human
- 12 Resources continues to partner in that effort.
- 13

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15 Date: May 19, 2010

Minnesota State Colleges and Universities Job Audit Delegation Project Update May 6, 2010

Delegation Project Process

Development Phase

Develop delegation criteria, revise policies and procedures, and develop evaluation, quality control and training materials.

Pilot Phase

Determine pilot sites, review audit files & logs for those sites, train staff, evaluate staff, review newly completed audits, determine final job audit delegation certification for individuals, evaluate pilot test, and revise materials as needed.

Potential Pilot Sites based on staff readiness and recent job audit volume levels.

System-wide Implementation Phase

Schedule developed based on Campus interest, Campus Leadership support, and job audit volume. Implement site audit review, staff training and evaluation, review of newly completed audits, and determine final job audit delegation certification for individuals.

Delegated Job Classes

Classes Already Delegated

(2382 Positions, 30% of Non-Faculty Positions, ?? Audits/Year)

- 1. Central Services Admin Specialist
- 2. Child Care Center Aide
- 3. Child Care Center Assistant
- 4. College Laboratory Assistant 1
- 5. Cook
- 6. Customer Service Specialist
- 7. Food Service Worker
- 8. General Maintenance Worker
- 9. Groundskeeper

- 10. Laundry Worker
- 11. Licensed Practical Nurse 1
- 12. Office and Administrative Specialist
- 13. Office Specialist
- 14. Registered Nurse
- 15. Security Guard
- 16. Service Worker
- 17. Sign Language Interpreter
- 18. Student Worker series

Additional Classes Recommended for Delegation

(1215 Positions, 15% of Non-Faculty Positions, 145 Audits/Year)

Criteria used to determine classes to recommend for delegation included:

- Entry level AFSCME classes;
- Intermediate AFSCME level classes that require "additional experience" and the ability to work with more freedom to act, perform multiple tasks, and have more knowledge of the campus policies/procedures;
- AFSCME or MNA classes with job specifications or class concepts that are straight forward and specific: e.g., plumber, painter, welder, lead level or higher in maintenance or trades.

Minnesota State Colleges and Universities Job Audit Delegation Project Update May 6, 2010

Additional Classes Recommended for Delegation (continued)

- 1. Audio Visual Aide
- 2. Automobile Driver
- 3. Automotive Mechanic
- 4. Automotive Parts Tech
- 5. Baker
- 6. Building Utilities Mechanic
- 7. Cabinet Maker
- 8. Campus Security Officer
- 9. Carpenter
- 10. Carpenter Lead
- 11. CSAS Intermediate
- 12. CLA 2
- 13. CSS Intermediate
- 14. Delivery Van Driver
- 15. Electrician
- 16. Electrician Lead
- 17. Electrician Master-of-Record

- 18. Groundskeeper Intermediate
- 19. Laborer-General
- 20. Locksmith
- 21. Mason
- 22. OAS Intermediate
- 23. Painter
- 24. Plumber
- 25. Plumber Master-in-Charge
- 26. Registered Nurse Advanced Practitioner
- 27. Registered Nurse Senior
- 28. Sheet Metal Worker
- 29. Stationary Engineer
- 30. Steam Boiler Attendant
- 31. Steamfitter
- 32. Supported Employment Worker
- 33. Theatre Technician
- 34. Welder

Class Not Recommended for Delegation	Rationale
Classes scheduled to be abolished at State or	Classes set to be abolished aren't being used or
MnSCU level, e.g., Community College Registrar,	have other classes that are more appropriate.
Community College Registrar Senior, EDP class	
series, MnSCU Student Activities Coordinator,	
MnSCU Student Activities Coordinator Senior,	
Offset Press Operator, Offset Press Operator	
Senior, Student Registration Coordinator, Student	
Services Assistant Senior, Typesetter	
Administrator and Managerial	Consistency in excluding positions from
	bargaining units.
Confidential and Supervisory	Require Bureau of Mediation determination for
	bargaining unit authority.
MSUAASF	Evaluation process and criteria per contractual
	obligations.
Temporary designations into unclassified service	MMB delegation below System Office not
(Rule 10)	permitted.
Personnel class series	MMB has retained most classification authority
	for this series, however, has recently delegated
	some of the classification authority for the entry
	levels to the System Office and other agencies.
IT class series	To ensure Statewide consistency in audit
Clerical class series at lead level or higher	decisions.
Technical class series at lead level or higher	
MnSCU Academic Professional & Academic	Need to more fully develop the class series
Supervisor Unclassified positions	guidebooks.