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STATE COLLEGES
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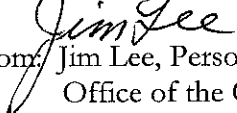
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August 8, 2008

To: Human Resources Directors and Staff
Minnesota State Colleges

From:  Jim Lee, Personnel Director for Compensation
Office of the Chancellor

Subject: Class Series Guidebook – MnSCU Academic Professional 1 - 6

Today we are issuing the first version of a Class Series Guidebook for the MnSCU Academic Professional class series. This Guidebook replaces the existing classification specifications for classes in this series. We will post the Guidebook on the web sites for the System Human Resources Division and the Department of Finance and Employee Relations.

You will recall that the former MnSCU Program Director class series had four classifications, in salary ranges 5L, 10L, 17L and 20L. Because there were no classifications for academic professionals at the 7L and 13L levels, some positions that might otherwise have been allocated to those levels were allocated to the Program Director 1 (5L), Program Director 2 (10L) or Program Director 3 (17L) levels as the best alternative. Without the resources to conduct a traditional system-wide classification study, we decided to use the Hay Evaluation process to identify a few positions that would be appropriate for the 7L and 13L levels, and then used those positions to establish new classifications. We retitled the existing Program Director classes accordingly.

We created the new classifications without traditional class specifications because we anticipate that we will allocate more and different types of positions to the new classifications over time. In the initial stages of this process, the Staffing Representatives will continue to use the Hay Evaluation process to determine the proper level for individual positions, where necessary. As the new classes are populated and we are able to identify more benchmark positions, we will revise the new Guidebook to reflect those benchmarks. Additional benchmarks will allow us to use traditional position comparisons in allocating positions.

Please review the Guidebook carefully and address any questions to your Staffing Representative, in writing.

If you determine that your college has positions at the Academic Professional 1 or Academic Professional 3 levels that the Staffing Representatives should review for possible movement to one of the new classification levels, you will need to submit a properly documented request for an audit. The request must include a position description recently signed by the employee and their supervisor, a current organization chart, the job audit

August 8, 2008
Page Two

cover sheet and a memo from the college stating the reasons for reviewing the position. Remember, individual employees may ask for a classification review of their position, with or without the approval of the college. In either event, we continue to expect that the college will provide us with a statement of support, concern or opposition.

As mentioned above, some of the positions currently at the Academic Professional 3 (10L) and Academic Professional 5 (17L) levels were placed at those levels in the past because of the absence of 7L and 13L classifications. Therefore, until further notice, all vacant positions in the Academic Professional 3 and Academic Professional 5 classifications must be reviewed by the Staffing Representatives prior to posting and refilling. There is no need to submit a complete audit package for these reviews. Simply send the current position description to your Staffing Representative with a note indicating that you intend to post and refill the position. The Staffing Representative will conduct a quick review of the position description and either approve it for posting as currently allocated or give you an informal notice that the position should be reviewed more closely for possible reassignment to another class prior to posting.

Please do not submit position descriptions for informal reviews. Our workload simply does not allow the Staffing Representatives to devote time to expedited informal reviews. Informal reviews also have the potential to create confusion about the effective date of any classification and pay changes that result.

The process of reviewing filled and vacant positions in the Academic Professional class series for possible recomparison to a new or existing class will be handled in the same manner as audits of other positions in the System. As a reminder, the priorities for the Staffing Unit are:

1. Allocation of new/vacant positions.
2. Vacancy Builders and job postings.
3. Review of occupied positions.

As always, it is very important that you fully document audit requests in order to establish the effective date of any classification or pay changes, because some time will pass between the receipt of the request to audit occupied positions and the start of the actual review of the request.

Please address any questions to your Staffing Representative.

cc: Darlene Hueser, Dept. of Finance and Employee Relations
Bob Haag, MAPE