

STATE COLLEGE PERSONNEL SERIES MATRIX (finalized on March 5, 2008)

BENEFITS:

College HR Offices are responsible for determining eligibility for insurance coverage, the level of employer contribution for each eligible employee, the correct entry of employee insurance eligibility coding into SCUPPS and SEMA4, and the correct coding of campus contributions toward insurance coverage for each employee assignment. This often requires researching appointments at multiple locations. College HR offices are also responsible for administering a very complex and multiple plan retirement program. As MnSCU has its own retirement plans in addition to three State retirement plans, campus HR staff must administer all of these plans including determining which plan covers individual employees, plan eligibility and contribution levels, coding structures and reporting requirements.

PERSONNEL AIDE	PERSONNEL AIDE SENIOR	PERSONNEL OFFICER	PERSONNEL OFFICER SENIOR
<p>Tasks:</p> <ul style="list-style-type: none"> • Assist with administering the Employee Benefits program and answer routine questions; process benefit forms and maintain records. • Assist employees in requesting and securing information from insurance carriers and retirement providers. • Serve as a resource to employees during the open enrollment process and after eligibility for retirement programs. • Distribute and maintain information regarding the supplemental retirement program, state deferred compensation plans, tax sheltered annuities, etc. • Initiate and process transactions, and follow-up regarding routine Unemployment claims and Short/Long Term Disability, etc. • Explain the provisions for vacation, sick, holiday pay, leave, etc to individual employees. • Compose information releases for employees and coordinate distribution of informational materials; Orient new employees on all programs and enrollment options. <p>At this level, incumbents need to have the knowledge of the various benefit and retirement options and must be able to answer routine questions and distribute required forms.</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Serve as the College DDIR. • Research and answer in-depth questions and issues on disability, life insurance, short/long term coverage, and pre-tax programs. • Resolve insurance problems by working directly with insurance carriers and DOER-benefits. • Initiate, investigate, and communicate to appropriate staff regarding their rights and options for benefits (i.e., Unemployment, Short/Long Term Disability, COBRA, FMLA, etc). • Process leave requests and determine eligibility under the FMLA and/or collective bargaining agreement provisions. • Determine employee appointment code structure for both primary and supplemental retirement which may include multiple appointments and multiple campus assignments; communicate changes to other involved institutions or campuses. • Manage the employee primary retirement plan election process. • Serve as the College's lead contact for all Tuition Wavier benefits. <p>At this level, incumbents need to have the knowledge of the various benefit and retirement options and be able to make determinations and use their discretion in answering questions. Incumbents also must be able to resolve complex issues regarding benefit eligibility (multiple appointments, contribution limits and coding).</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Serve as the College's lead contact for all retirement benefits including MSRS, TRA, PERA, IRAP, SRP, TSAs, ESIs, ENIs, and retiree death benefits, deferred compensation, etc. • Coordinate retirement plan meetings in regards to individual or one-on-one meetings with the different retirement funds and with the retirement program advisors from TIAA-CREF. • Set up individual and/or group meetings for the insurance open enrollment process. • Complete required reports by knowing the various retirement fund reporting requirements for Sabbaticals, Phased Retirement, Leaves of Absence, and Retirement employment earnings. • Certify and audit the Supplement Retirement Program (SRP) eligibility process. • Prepare and audit all retirement reports including TRA annual service credit. • Work with multiple retirement funds to arrange for fund transfers for employee and employer contributions and calculate effects on service credit. • Handle routine layoffs. • Resolve tuition waiver disputes on dependent coverage or taxation for graduate credits. • Determine employee eligibility for multiple retirement programs and determine for which program(s) employee is eligible. • Explain differences between Phased Retirement and Annuitant Employment Programs and effects on terms/conditions of employment. <p>At this level, incumbents need to have extensive knowledge of the various benefit and retirement options. Incumbents must have the ability to recognize anomalies in data and must have the authority to take corrective action including accepting liability on behalf of the employer.</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Explain layoff benefit options (insurance and unemployment) for employees facing layoff. • Represent the College at contested unemployment compensation hearings. • Research and audit employee and employer retirement contributions and arrange for buy backs or employer penalty payments. <p>At this level, incumbent typically deal with exceptional situations and regulations and need to have the knowledge and ability to recognize system-wide implications and to know when the Office of the Chancellor should be involved or consulted.</p>

Mandatory Retirement Benefits: TRA, MSRS and PERA, MSRS Unclassified and Defined Contribution Retirement Plans (which includes both Individual Retirement Account Plan (IRAP) and Supplemental Retirement Plan (SRP))

Voluntary Retirement Benefits: Deferred Compensation Plan (457 Plan) and the Tax Sheltered Annuity Program (403B)

CLASSIFICATION:

Campuses have delegation of authority to approve the creation of positions in a very limited number of classifications (see list below). All other audit requests and approvals are granted by the Personnel Representatives of the Office of the Chancellor. Delegated classes include: Central Services Administrative Specialist, Child Care Center Aide, Child Care Center Assistant, College Laboratory Assistant 1, Cook, Customer Service Specialist, Food Service Worker, General Maintenance Worker, Groundskeeper, Laundry Worker, Licensed Practical Nurse 1, Office and Administrative Specialist, Office Specialist, Registered Nurse, Security Guard, Service Worker, Sign Language Interpreter, and Student Worker series.

PERSONNEL AIDE	PERSONNEL AIDE SENIOR	PERSONNEL OFFICER	PERSONNEL OFFICER SENIOR
	<p>Tasks:</p> <ul style="list-style-type: none"> • Conduct, document, analyze and effectively recommend to the Human Resources Director or Lead audits for a limited number of positions. • Assist with or conduct job audits for primarily classified positions. • Assist in the accurate maintenance of employee position descriptions. • Work with supervisors to maintain updated position descriptions. <p>At this level, classification typically requires agency wide comparisons and limited number of classes.</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Conduct job audits for classified and unclassified positions. • Communicate with employees, supervisors and administrators on system-wide class changes. • Analyze job duties, knowledge, skills and abilities, and organizational structure; interview incumbents and supervisors; and effectively recommend a class decision to the Human Resources Director or Office of the Chancellor; support recommendation with written documentation of analysis and relative comparisons to other positions. • Determine whether movement is a reallocation or change in allocation. • Provide feedback to supervisors regarding content of position descriptions, organizational charts, and recommend changes, additions and deletions as it relates to documentation. • Advise supervisors and administrators on organizational structure. • Work with supervisors in the creation of new positions including analyzing job content of positions, and writing position descriptions. <p>At this level, classification typically requires agency and statewide comparisons; class structure is represented by various bargaining units, large number of classes and all class levels. Typically positions at this level do not do the MnSCU Administrator audits.</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Conduct job audits for all classified and unclassified positions. • Recognize when it's appropriate to document requests for salary range review for MnSCU Administrator positions. • Conduct broad organizational analysis and advise supervisors and administrators on changes in organizational structure. <p>At this level, classification typically requires agency and statewide comparisons; class structure is represented by various bargaining units, large number of classes and all class levels.</p>

COMPENSATION (general):

Campuses have the delegation of authority to determine STEP placement for faculty. The decision of the COLUMN placement is done in the Office of the Chancellor; however, the campus HR Professional does need the knowledge and experience to be able to recommend an appropriate Column placement. Campuses also have the delegation of authority to hire other classified and unclassified employees up to Step 3; any requests for salary above this step require Office of the Chancellor approval.

PERSONNEL AIDE	PERSONNEL AIDE SENIOR	PERSONNEL OFFICER	PERSONNEL OFFICER SENIOR
	<p>Tasks:</p> <p>Faculty Salary Placement:</p> <ul style="list-style-type: none"> • Answer faculty questions and ensure that faculty submits proper documentation using the online system to the Office of the Chancellor on initial appointments and changes in salary (<i>determines compensation rate either flat or prorated</i>). • Track credits that are taught by individual faculty members to ensure faculty are paid from the salary schedule or work minimally to be paid on basis of per credit rate. • Explain documentation requirements for submitting in-field credits to the Office of the Chancellor and provide general overview to faculty for using the online system. • Obtain official transcripts and work verification forms from faculty and review for accuracy and completeness and input into the online system. • Communicate with faculty regarding salary placement following evaluations. • Apply compensation procedures and provisions for promotion. • Ability to calculate salary over 9 or 12 month pay options. 	<p>Tasks:</p> <p>Classified and Unclassified appointments but not including faculty:</p> <ul style="list-style-type: none"> • Consult with supervisors, administrators, and employees on initial salary and salary on promotion/transfer/demotion, progression increases, performance increases, and achievement awards, etc. • Determine whether situations warrant requests above campus delegation; document above minimum hires and effectively recommend salary level to the Office of the Chancellor; provide direction on compensation issues to adhere to bargaining agreements, and determine internal equity. • Advise on compensation procedures and provisions for promotion, transfer or demotion. <p>Faculty Salary Placement:</p> <ul style="list-style-type: none"> • Provide clarification to faculty on column and step process/licensure, including communication and education of the process. • Review and provide information to faculty on courses that will count towards salary increases. • Submit necessary documentation to the Office of the Chancellor for evaluation and column placement. 	<p>Tasks:</p> <p>Faculty Salary Placement:</p> <ul style="list-style-type: none"> • Calculate FTE, evaluate work experience for inclusion and make step placement. • Review required materials, analyze relevant and in-field experience and determine appropriate step placement. • Preliminary review the education and experience of a faculty member to determine potential salary placement (this is required to bring potential faculty into hire).

COMPENSATION (overtime and miscellaneous):

PERSONNEL AIDE	PERSONNEL AIDE SENIOR	PERSONNEL OFFICER	PERSONNEL OFFICER SENIOR
<p>Tasks:</p> <ul style="list-style-type: none"> • Run reports to identify employees in dual appointments and therefore likely to be eligible for overtime compensation under the FLSA. • Notify affected employees and their supervisors of the need to complete time reports for part-time exempt positions when necessary. • Monitor time reporting for affected employees in part-time exempt positions. • Determine eligibility for various contract differentials and other payments (e.g., shift differential, on-call, call-in, call-back, etc). 	<p>Tasks:</p> <ul style="list-style-type: none"> • Determine overtime eligibility for various employees pursuant to contract, plan or law. • Respond to routine questions about the accrual and use of compensatory time and other overtime liquidation processes. • Determine eligibility for and compute statutory differentials (e.g., military salary differentials, worker’s compensation, etc). 	<p>Tasks:</p> <ul style="list-style-type: none"> • Advise employees and supervisors about the overtime provisions of contract, plan or law that apply to various positions. • Analyze new and existing positions and make recommendations as to their FLSA status (exempt or nonexempt) using exemption standards. • Monitor and explain the impact of the FLSA overtime provisions on employees in dual appointments. • Calculate FLSA overtime obligations. • Inform employees and supervisors about basic processes used to determine salary for state employees (i.e., negotiations, legislative process). 	<p>Tasks:</p> <ul style="list-style-type: none"> • Make determinations of FLSA status (exempt or non-exempt) for variety of positions, using exemption standards. • Use and explain the concept of the “regular rate of pay” to determine FLSA overtime obligations. • Advise supervisors on legal and contract-compliant methods for reducing overtime obligations under the FLSA and contract.

CREDENTIALING:

College faculty credentialing means the process for evaluating an individual’s education and experience in accordance with system-established minimum qualifications for individuals teaching credit-based courses and for counselors and librarians. Each College shall establish a policy to manage the credentialing process for temporary full-time faculty in accordance with system policy and procedures. Temporary full-time faculty shall meet the system-established minimum qualifications for the assigned field/license field/credential field(s) aligned with the position with the exception of the teaching and learning requirement. The campuses have delegation of authority to determine credentialing for all temporary faculty hires; these decisions are not reviewed by the Office of the Chancellor staff.

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	<p>Tasks:</p> <ul style="list-style-type: none"> • Track sabbaticals and eligibility status. • Track teaching and learning competencies. 	<p>Tasks:</p> <ul style="list-style-type: none"> • Review Annual Credentialing Report for accuracy. • The college shall review the applicants completed application (including official transcripts, verified related occupational experience, state and/or national industry licensure/certification, and other requirements), and determine if the applicant meets the system-established minimum qualifications for the field applicable to the requested assignment. • Evaluate applicant qualifications for minimum and preferred qualifications and make appropriate determinations. • <u>Maintain</u> documentation regarding the determination that an individual employed in a temporary full-time position meets the system-established minimum qualifications. <p><u>Maintain</u> = The colleges are fully responsible for evaluating and determining minimum qualifications for Temporary Part-time and Full-time faculty members working at their college. The HR offices are responsible to ensure official transcripts, documented work experience and any needed certifications or professional licenses are turned in for review. Once turned in, the college makes the Minimum Qualifications determination.</p>	

LABOR RELATIONS:

The negotiations for the unclassified contracts (State College Faculty – MSCF and MnSCU Administrators Plan) are done solely by the Office of the Chancellor.

PERSONNEL AIDE	PERSONNEL AIDE SENIOR	PERSONNEL OFFICER	PERSONNEL OFFICER SENIOR
<p>Tasks:</p> <ul style="list-style-type: none"> Respond to routine employee requests for information regarding terms and conditions of employment (i.e., vacation and sick leave accruals, holiday pay, etc) by referring to appropriate union contract or salary plan language; refer complex or unique questions to higher level authority. 	<p>Tasks:</p> <ul style="list-style-type: none"> Answer questions from employees and management on terms and conditions of unique MnSCU MSCF contract and MnSCU Administrators Plan as well as all other State employment contracts and salary plans. 	<p>Tasks:</p> <ul style="list-style-type: none"> Answer complex questions from employees and management on terms and conditions of unique MnSCU MSCF contract and MnSCU Administrators Plan as well as all other State employment contracts and salary plans. Under general direction, guide supervisors and administrators in Labor Relations areas such as discipline, investigations, performance management and other supervisory responsibilities ensuring compliance with applicable contracts and plans. Participate with the HR Director in investigation interviews. Draft 1st response on the investigation notes by determining appropriate pieces of information to document. Provide input to the HR Director regarding contract topics or issues for consideration at Meet and Confers, Labor Management Committee, master and/or supplemental negotiations, etc. Participate in Master and/or Supplemental bargaining for classified and unclassified contracts. Advise supervisors on complex ADA and FMLA issues. 	<p>Tasks:</p> <ul style="list-style-type: none"> Independently coach supervisors and administrators in the Labor Relations areas such as discipline, investigations, performance management and other supervisory responsibilities ensuring compliance with applicable contracts and plans. Provide authoritative advice to management on employment actions and alternatives for each of the State and MnSCU union contracts and salary plans. Provide authoritative advice to management on staffing plans, layoffs and retirement incentives. Participate in campus Meet-n-Confer sessions with the unions. Meet with union representatives to discuss issues or provide information pursuant to union contracts and data practices act compliance. Research, document, hear and effectively recommend resolution of 2nd step grievances and prepare responses. Grievances may deal with diverse issues/language such as discipline and discharge and require application of all contracts, plans and policies, etc. Draft strike plan.

RECRUITMENT AND SELECTION:

MnSCU has very broad authority for setting the qualifications and determining how positions are posted for the unclassified and faculty vacancies.

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<p>Tasks:</p> <ul style="list-style-type: none"> • Provide administrative support for the recruitment and selection processes. • Prepare correspondence and mailings. • Collect application materials. • Contact applicants for interviews. • Organize and maintain employee information bulletin boards. • Response to applicant requests for information. • Maintain the recruitment and selection files. • Enter posting information into the Vacancy Builder and/or MnSCU Employment Opportunities and various other recruitment sites. 	<p>Tasks:</p> <ul style="list-style-type: none"> • Assist in the recruitment and selection processes for all classified staff. • Provide technical advice and assistance to supervisors regarding hiring procedures. • Develop applicant pools by conducting Resumix searches. • May develop minimum qualifications and posting content for a limited number of classes. • Coordinate the posting and bidding process ensuring contract compliance including receiving/approving bids. • Enter appropriate tracking codes to update/close out vacancies in Manager’s Referral and/or Resumix. • Evaluate applicant qualifications for a limited number of classes. • Coordinate, schedule and conduct employment testing OR administer various assessment tests. 	<p>Tasks:</p> <ul style="list-style-type: none"> • Coordinate the classified and unclassified recruitment and selection processes. • Develop minimum qualifications and posting content for vacancies. • Work collaboratively with supervisors to develop vacancy notices, identify appropriate recruiting methods, and create and place recruitment ads for open positions at all levels of the College. • Train, advise and coach supervisors and search committees on appropriate and legal hiring processes and guidelines, interview techniques, questions, and record keeping. • Develop/recommend a range of assessment methods for all positions. • Administer bargaining agreements relative to selection and claiming requirements and answer questions from employees and supervisors. • Develop applicant pools by conducting Resumix searches. • Evaluate applicant qualifications to determine if they meet the minimum and preferred qualifications. • Conduct exit interviews with employees. • Certify the applicant pool for Affirmative Action ensuring pools meets Affirmative Action goals and no missed opportunities are taken. • Review market data for determining disparities. 	<p>Tasks:</p> <ul style="list-style-type: none"> • Provide on-going support to search committee members to resolve legality issues (e.g., falsified documents, breach of confidentiality, etc). • Train, advise and coach supervisors and search committees on appropriate and legal hiring processes and guidelines, interview techniques, questions, and record keeping. • Develop policies and procedures for the search process. • Conduct exit interviews according to campus guidelines. • Respond to or gather data and information that applicants request under the Data Privacy Act. • Handle cases of illegal hires and make necessary corrections. • Develop recruitment materials and plans. • Explain employment laws, rules, policies and procedures and provisions of collective bargaining agreements to managers and supervisors. • Participate in planning efforts and provide HR and workforce information and advise to managers and supervisors (e.g., in regards to proposed re-organizations, workforce planning, issues related to office/staff relocations, etc). • Serve as lead contact for all HIB and J1 visa applications including serving as college representation in Federal and State regulations.

REPORTS, RECORDS, AND ROSTERS:

PERSONNEL AIDE	PERSONNEL AIDE SENIOR	PERSONNEL OFFICER	PERSONNEL OFFICER SENIOR
<p>Tasks:</p> <ul style="list-style-type: none"> • Maintain college personnel files, records and forms ensuring compliance with applicable bargaining unit agreements, completeness of content, confidentiality, and records retention. • Review departmental forms and procedural documents for accuracy, clarity and ease of use, and revise as requested. • Run canned reports. <p><u>Seniority Rosters</u></p> <p>Tasks:</p> <ul style="list-style-type: none"> • Prepare the seniority rosters (i.e., classified, unclassified, and faculty) by researching and analyzing an employee’s history for placement on the Seniority Roster. 	<p>Tasks:</p> <ul style="list-style-type: none"> • Assist in the development of policies and procedures for the personnel functions of the College. • Review departmental forms and procedural documents for accuracy, clarity and ease of use, and revise as appropriate; develop new forms as appropriate. • Create ad hoc reports by developing queries to extract information from the SCUPPS Data Warehouse and/or Replicated Database (BRIO). • Manipulate extracted data to respond to requests for information. • Verify report data accuracy by generating and administering error reports and database queries. <p><u>Seniority Rosters</u></p> <p>Tasks:</p> <ul style="list-style-type: none"> • Investigate complaints about the accuracy of seniority dates for classified employees; present findings and recommendations for changes to the HR Director or lead. 	<p>Tasks:</p> <ul style="list-style-type: none"> • Determine information needs, analyze data and make recommendations to management to aid in long-range planning, strategic goal setting and affirmative action. • Ensure records retention schedule is followed and maintained. • Investigate complaints about the accuracy of seniority dates for faculty; present findings and recommendations for changes to the HR Director. • Draft and make recommendations to the HR Director on processes and procedures for the personnel functions of the College. 	

TRAINING AND DEVELOPMENT:

PERSONNEL AIDE	PERSONNEL AIDE SENIOR	PERSONNEL OFFICER	PERSONNEL OFFICER SENIOR
<p>Tasks:</p> <ul style="list-style-type: none"> • Post and maintain employee development opportunities online. • Assist with new employee orientation. • Updates materials as needed. • Maintain supply of materials. • Send out orientation materials to new faculty and staff. 	<p>Tasks:</p> <ul style="list-style-type: none"> • Assist in the planning and coordination of college-wide professional training and development activities and employee recognition events. • Conduct new employee orientation. • Conduct orientation meetings with new employees to provide information, answer questions, and collect necessary data for payroll processing. 	<p>Tasks:</p> <ul style="list-style-type: none"> • Assist in the development and delivery of training on various HR-related topics. • Plan and develop orientation programs for new employees including the employee handbook, etc. • Evaluate program on an ongoing basis. 	<p>Tasks:</p> <ul style="list-style-type: none"> • Lead or assist the campus Staff and Leadership Development Committee or team. • Develop and deliver training on various HR related topics. • Develop and implement metrics to assess effectiveness of development, retention and succession efforts and inform future strategies. • Assist or lead the efforts for program evaluation. • Research and conduct formal needs assessment and analyze common staff development needs across the college. • Research and recommend standards for faculty and staff development and guide planning and implementation of approved actions. • Assess workforce gaps resulting for anticipated turnover and develop succession planning strategies to address those gaps.

TRANSACTIONS:

Processing unclassified transactions is seen as complex because we follow our own policies, procedures, and past practices. We do not receive direction from DOER on these processes like with the classified transactions. We have the added complexity of administering and managing our own HRIS system which requires additional record keeping in some areas because SEMA4 does not collect this data (e.g., leave for faculty and administrators, kinds and costs of work assignments, faculty release time, numbers of credits generated, etc). Our HRIS system must also be able to directly feed the class registration system for faculty assignments, faculty load reports, creation and cancellation of class sections, etc.

PERSONNEL AIDE	PERSONNEL AIDE SENIOR	PERSONNEL OFFICER	PERSONNEL OFFICER SENIOR
<p>Tasks:</p> <ul style="list-style-type: none"> Responsible for SCUPPS/SEMA4 processing and assignments to ensure that all personnel transactions and records follow established policies, procedures, and bargaining unit guidelines. Verify the accuracy of data by generating and administering audit reports from the system and correct errors. Monitor compliance relating to the performance appraisal and salary increases. Initiate the completion of classified and unclassified employee performance appraisals. Monitor probationary periods and inform appropriate supervisor of required performance review and notification requirements. <u>Monitor</u> unclassified employee leave balances (vacation, sick, holiday, personal leave days, etc). Monitor temporary and intermittent appointments for eligibility for bargaining unit and holiday or sick and vacation leave. <p><u>Monitor</u> = the calculation itself is not complicated; however, the options available to an employee as to what happens to the liquidation is complicated (i.e., a distribution to a Health Care Savings Plan, if any can be sheltered from taxes, the distribution frequency, etc. MnSCU has unique rules based on Collective Bargaining Agreement language and plans).</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Process all HRIS (SCUPPS/SEMA4) transactions, analyze errors and reconcile transactions. Resolve all personnel record audit issues. Initiate and prepare all forms or system data entry necessary to effect appropriate appointments, reclassifications, leaves of absence, layoff, retirements, etc. <u>Monitor</u> employee leave records, respond and notify employees of any discrepancies. Evaluate and analyze payroll information and communicate with the payroll office regarding any discrepancies or errors in payroll. Process appropriate reports and verifies that employee demographic, salary; retirement, insurance, and appointment data is accurate. Create new positions and process necessary changes in SEMA4. Enter rate change for faculty approved for sabbatical, Phased retirement program, Annuitant Employment Program (AEP) program, unlimited special status, or as needed under any other contract provisions. Maintain PCN system. Calculate severance and vacation payouts. Calculate and code faculty summer balloon payments. <p><u>Monitor</u> = the manner in which leave accrues for Part-time faculty is particularly complex because leave accrues for some assignments and not others. It accrues as a decimal based on the eligible work assignment, and use of leave is deducted in a decimal as well, based on the credits and number of days worked in the semester. If and when a discrepancy happens it is typically complex and never easy to communicate to faculty the cause of the problem.</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Provide lead work to other staff who perform HRIS (SCUPPS/SEMA4) transactions. Train HR staff on the HRIS and SEMA4 systems and audit their work to ensure all transactions are processed accurately and timely. Resolve complex transaction issues with Deans, Vice Presidents, etc. including making appropriate corrections. Initiate overpayment process according to state guidelines. Track and code insurance/supplemental retirement for unclassified employees. Calculate additional overload assignments (for faculty). <u>Manage</u> and oversee faculty and administrator leave balances. <p><u>Manage</u> = the manner in which leave accrues for Part-time faculty is particularly complex because leave accrues for some assignments and not others. It accrues as a decimal based on the eligible work assignment, and use of leave is deducted in a decimal as well, based on the credits and number of days worked in the semester. We believe the conversation or discussion with the faculty member is at the PO level because the cause of the discrepancy is difficult to explain to the faculty member.</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Represent college at contested hearings on overpayments. Participate in strategic planning to automate and make processes more efficient including research and communication. Calculate additional overload assignments for faculty (i.e., internships, overload as it relates to hours vs. credits, back pay calculations, severance pay for faculty and administrators including previous school district contracts, etc) as outlined in the appropriate collective bargaining agreement.

WORKER'S COMPENSATION:

PERSONNEL AIDE	PERSONNEL AIDE SENIOR	PERSONNEL OFFICER	PERSONNEL OFFICER SENIOR
<p>Tasks:</p> <ul style="list-style-type: none"> • Receive claim and assist supervisors and employee to complete required forms. • Data entry of all claims information into SEMA4. • Complete and submit all claim information for student workers directly to DOER. • Review timesheets for worker's compensation related time loss; report to DOER and update data in SEMA4 biweekly. 	<p>Tasks:</p> <ul style="list-style-type: none"> • Answer related questions and investigate the claim; have the ability to see through written statement. • Work with Safety Officer to investigate the circumstances of the claimed injury or illness. • Interview witnesses and document findings. • Solicit additional information as needed from employee, supervisor, treating physicians, etc. • Generate OSHA 300 logs. • Gather and enter all information regarding student worker employment into SEMA4. • Generate, verify accuracy and post annual OSHA 300 summary reports in compliance with OSHA regulations. Failure to comply could result in fines to the employer. 	<p>Tasks:</p> <ul style="list-style-type: none"> • Make determination if incident is a work related injury. • Follow-up on time loss, workability statements and worker's compensation payments and determine if supplemental pay is necessary or authorized. • Manage claims and return-to-work of employees so as to mitigate liability. • Work with supervisors, QRC's and employees to determine return-to-work, modified jobs, purchase assistive devices and resolve treatment issues. • Determine if employee can perform their regular duties when they return to work. 	<p>Tasks:</p> <ul style="list-style-type: none"> • Work with other departments in the College to find work or do retraining for an employee who returns with permanent work restrictions and is unable to perform their regular duties. • Work with job placement coordinator at DOER. • Represent college at contested hearings on payments and discontinuance. • Serve at litigation hearings or advise on issues and resolution of litigation. • Manage difficult claims including coordination with ADA and FMLA. • Meet with Unions regarding return-to-work proposals and waiver of contract provisions. • Implement all provisions of stipulations for settlements or judge's orders.

STATE COLLEGE PERSONNEL SERIES MATRIX

Underlying Assumptions:

1. No single factor will determine the level of a position.
2. Higher level positions will incorporate lower levels of functioning.
3. Position allocations are based upon ongoing duties and responsibilities. Temporary work assignments are not a factor.
4. Position qualifications (degrees and experience) are based upon the documented responsibilities of the position, not the qualifications of the incumbent.