



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

# Human Resources Guideline & Interpretation

## Delegated Classification Procedures

### STG0008

**Purpose:** To provide system human resources offices with procedures for the implementation of consistent practices in documenting and processing delegated classification audits. See list of delegated classifications (Attachment A).

**Affects:** All system colleges, universities, and the office of the chancellor

**Authoritative References:** Minnesota Statute 43A.07; MMB Administrative Procedure #7; MMB Job Audit Manual; Delegation of Authority Form; MMB Delegation of Classification Authority to the Minnesota State Colleges and Universities; and State Records Retention Policy.

**Required Form(s):** [Job Audit Cover Sheet](#)

**Optional Form(s):** [Final Class Notice](#)

**Responsibility for Implementation:** It is the responsibility of the college/university HR Director and/or Designee to create or change a position's classification in compliance with relevant delegated authority; state laws, policies and procedures; and generally accepted classification principles, concepts, and standards.

#### **Attachments:**

- A [List of Delegated Classifications](#)
- B [Job Audit Coversheet form](#) (PDF 49K)
- C Sample of Properly Completed *Job Audit Coversheet*
- D [Final Class Notice form](#) (PDF 15K)

#### **Introduction:**

The following outlines the delineation of responsibility for classification actions.

## **Procedures:** Responsible Party and Action

### HR Director/Designee

- Upon request or as needed, conduct classification audit of relevant position(s).
- Gather and review the supporting documentation required to meet MMB's proper documentation requirements [see page 2].
- Determine the date properly documented audit request received.
- Compare the position to relevant class specifications and to similar positions at the college/university, other colleges/universities, or other agencies.
- Determine the appropriate classification (or consult with assigned staffing representative if assistance is needed).
- Determine whether any resulting change in classification is a reallocation or change in allocation.
- Document the rationale for the decision (i.e. record a summary of the analysis and conclusions drawn within above steps).
- Complete and sign a *Job Audit Coversheet* [Attachment B], send a copy to System Human Resources, and maintain the original coversheet and all audit documentation. A SAMPLE of a properly completed *Job Audit Coversheet* is attached [Attachment C].
- Communicate the decision to the relevant supervisor and/or employee.
- Process the classification change as appropriate for change in allocation or reallocation. The effective date of any appointment to the new class shall be no sooner than the date the audit was approved on the Job Audit Cover Sheet (i.e., the date the audit was signed becomes the "effective date" on the Final Class Notice).
- If approved as a reallocation of a filled position, reallocation backpay starts on the 16<sup>th</sup> day following the "date properly documented audit request received."
- OPTIONAL: If the *Final Class Notice* [Attachment D] is used as a means of communication with employees/supervisors, complete the form and maintain a copy with the audit documentation. It is not necessary to send a copy to System Human Resources.
- Retain delegated classification audit documentation for a minimum of three years (per the Minnesota Records Retention Policy). NOTE: Delegated classification decisions are subject to post audit by System Human Resources. Proper documentation must be maintained as outlined within the MMB Job Audit Manual.

### System Human Resources

- System Human Resources will record the completed audit within the class audit log system and will forward a copy of the *Job Audit Coversheet* to MMB.

**Proper Documentation for Job Classification Audits** (as maintained by the campus)

A properly documented job classification audit request includes all of the following:


- Job Audit Cover Sheet
- Cover memo outlining the request, changes to the position (if an existing position), and supporting rationale/comparisons
- Position Description signed by the supervisor
- Organizational Chart (reflecting at least two levels above and two levels below the position to be classified)

Please refer to the MMB Job Audit Manual for additional information on each of these required items of documentation.

NOTE: The “date properly documented audit request received” is determined as the date that all items above are received. If you request and receive additional documentation or a change in the documentation originally submitted, then the date that the additional/revised information was received becomes the “date properly documented audit request received.”

**Approved: 8/26/1999**

**Revised: 12/20/2006**



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**Vice Chancellor, Human Resources**

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December 20, 2006

**Date**