

Date: 2/13/2025

Notice of Temporary Unit Assignment

1. Type of Assignment: ☒ Newly Created; or ☐ Change in Previous Assignment; or ☐ Bargaining Unit Change
2. The Assignment Involves: ☒ Classification or ☐ Position
3. Class Title: Behavior Analyst Senior
Incumbent: _____
Department: Statewide
Location: _____
Number of Positions: (Identify additional incumbents, departments, or locations as necessary)
4. Assignment made to unit: 214
5. Unit Previously assigned to: _____
6. Class previously assigned to: _____
7. If this is a classification assignment to a supervisory unit, the residual unit assignment is:
8. Is the: ☐ job spec, ☐ position description, ☐ organizational chart, or ☒ other documentation attached?
☒ Yes or ☐ No
9. Date Notice of Temporary Assignment emailed to exclusive representatives of State bargaining units:
2/13/2025

Notice of Exclusive Representatives

In accordance with BMS Policy No. 82-14-A, interested exclusive representatives may object to this temporary unit assignment within twenty (20) calendar days from the date indicated in Section No. 9 above.

If no objections are received within the twenty day time period provided, the Bureau of Mediation Services will issue an order approving the unit assignment.

If objections are received, the Bureau will schedule a hearing to be held during the following month. A detailed Notice of Hearing will be issued by the Bureau at least two weeks prior to the hearing date.

STATE OF MINNESOTA
MINNESOTA MANAGEMENT & BUDGET

Nhi Baltazar

Sent to: Bureau of Mediation Services
File
Exclusive Representatives

Memorandum

Date: 2/11/2025

To: Jennifer Ziegler, Enterprise Director Labor Relations

From: Jacqueline VanOverbeke, Classification Specialist

Christine Overfors, Classification and Compensation Consultant

CC: Dori LeLand, Enterprise Director of Classification and Compensation

RE: Class Establishment in MAPE

This memo accompanies change in classification forms that serve to implement establishment of new classes in MAPE as part of a classification study for behavior analyst work. This establishment is a result of newly implemented licensure as of January 1, 2025 and demonstrates efforts to continually improve the statewide classification system by offering clearer career paths, providing robust classification materials, and enhancing internal equity.

The following changes resulted from engagement with employees, leadership, and Human Resources practitioners from the Department of Human Services (DHS) and Minnesota Department of Veteran Affairs (MDVA).

Classification Title	Salary Range	BU
Behavior Analyst	10L	MAPE
Behavior Analyst Senior	14L	MAPE
Behavior Analyst Principal	16L	MAPE

Once these changes are finalized, MMB will provide class allocation resources and will work with the participating agencies listed above on implementation planning.

Change in Classification Plan

Request Initiation Information		
Requestor Name:	Jacqueline VanOverbeke	
Agency:	MMB	
Date of Request:	2/4/2025	
Effective Date of Change*:	3/12/2025	
Nature of Change [Select type of change and complete adjacent row]		
Class Establishment <input checked="" type="checkbox"/> :	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Statutory Unclassified <input type="checkbox"/> Temporary Unclassified	
Class Re-establishment <input type="checkbox"/> :	Last Established Date:	
Class Title Change <input type="checkbox"/> :	Job Class Code:	Current Job Title:
Class Spec Content Change <input type="checkbox"/> :	<input type="checkbox"/> Agency Specific Class	<input type="checkbox"/> State-wide class
Class Abolishment <input type="checkbox"/> :	<input type="checkbox"/> Agency Specific Class	<input type="checkbox"/> State-wide class
Class Merger <input type="checkbox"/> :	List classes to be merged:	
Salary Range Reassignment <input type="checkbox"/> :	CURRENT: Salary Admin Plan: Grade: Range/Max Step:	NEW: Salary Admin Plan: Grade: Range/Max Step:
Bargaining Unit Change <input type="checkbox"/> :	Current Unit:	New Unit:
FLSA Status Change <input type="checkbox"/> :	CURRENT: <input type="checkbox"/> No FLSA <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Mixed Exempt: <input type="checkbox"/> Admin <input type="checkbox"/> Prof <input type="checkbox"/> Exec Other: _____	NEW: <input type="checkbox"/> No FLSA <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Mixed Exempt: <input type="checkbox"/> Admin <input type="checkbox"/> Prof <input type="checkbox"/> Exec Other: _____
Other <input type="checkbox"/> :	Describe:	
For ALL Changes: Classification Information [For Title Change, List NEW Information]		
Full Job Title (30 characters max):	Behavior Analyst Senior	
Short Job Title (10 characters max):	BhvrAnstSr	
Job Class Code:		
For Class Establishment and Re-establishment ONLY		
Set ID:	MAP	
Career Grouping:	Job Function Code: 32A	Job Subfunction: Job Family: CF0032
Codes:	Workers' Comp Code: 8833	Manager Level: EEO-4 Job Category: 2 - Professionals
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Mixed <input type="checkbox"/> Exempt Admin <input type="checkbox"/> Exempt Exec <input type="checkbox"/> Exempt Prof <input type="checkbox"/> Not Required <input type="checkbox"/> Other: _____	
Compensation:	Salary Admin Plan: 14G	Salary Grade: 14L # of steps: 12
	Hourly Min: \$ 30.55	Hourly Max: \$ 45.02
Bargaining Units:	BU #: 214	Owning BU #: 214 Non Supr BU #:
Hay Rating:	Progression Code (MMA): Date: 12/3/2024	
MMB Approval Signatures		
Agency & Applicant Services:		2/11/2025 Jeff Schmidtman
Labor Relations:		2/11/2025 Jennifer Ziegler
Classification / Compensation:		2/11/2025 Dori Leland

SEMA4 Completion Date:
Completed By:

*Effective date of change is the date signed by Director of Classification/Compensation, unless otherwise indicated. This date represents approval by the Commissioner of MMB who has statutory authority per MS 43A.07 subd 2 to modify the classification system.

Behavior Analyst Senior

I. KIND AND LEVEL OF WORK

Under limited supervision an employee in this class performs second-level professional behavioral analysis work supporting clients with behavioral health challenges. At this level, incumbents rely on deep knowledge of behavior analysis to conduct assessments, interview clients, and determine behavioral intervention strategies. Positions in this classification have significant flexibility to manage cases and consult with clients, community members, treatment team members, and other stakeholders.

II. DISTINGUISHING CHARACTERISTICS

The Behavior Analyst Senior differs from the Behavior Analyst in that positions in the Behavior Analyst Senior classification have greater independence in case management. Most work and clinical decisions are independent with occasional consultation with a higher-level behavior analyst. Positions in the Behavior Analyst classification have more regular consultation and oversight with seasoned behavior analysts. At the Behavior Analyst Principal classification, incumbents seek consultation only in sensitive or particularly complex situations.

Positions in the Behavior Analyst Senior classification develop behavioral interventions and implement these solutions with treatment teams. At this level, incumbents determine the appropriate assessments and information gathering strategies to develop interventions and communicate this information to treatment teams, family members, and other stakeholders.

III. EXAMPLES OF WORK/DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Complete clinical assessments as needed to articulate appropriate community supports for individuals with complex behavioral health challenges and individuals' support networks.
- Consult with colleagues and community professionals as needed and integrate discipline-specific assessment information into a coherent case formulation that guides clinical activities.
- Using significant knowledge of behavior intervention strategies, provide consultation on case formation and coordination by identifying the appropriate assessment strategy and recommending interventions to clients and stakeholders.
- Makes program plan decisions independently and consult with supervisor when implementing controversial procedures in high-risk threat or politically sensitive situations.
- Serves in a lead role to steer the outcome of services for persons referred to the agency.
- Determine appropriate data collection for target behaviors. Integrate data to help determine the effectiveness of both nonpharmacological and pharmacological interventions. Review data with interdisciplinary treatment team, including medical providers and psychiatry to revise plan as needed and change target behaviors.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- *Psychiatric rehabilitation, evidence-based practice, person-centered planning, and other relevant social work and behavioral health practices (e.g., Motivational Interviewing, DBT, harm reduction, Illness Management and Recovery, functional behavioral assessment, etc.).*
- *Advanced knowledge of factors that can contribute to problematic and positive (prosocial) behavior, applicable laws and regulations, Positive Behavior Support, Trauma-Informed Care, Person-Centered Approaches, & Motivational Interviewing.*
- *Working knowledge of medications used in treating behavior disorders and psychiatric conditions.*
- *Available community support resources, including housing options, mental and chemical health services, funding options, vocational services, healthcare services, county services, etc.*
- *Intermediate knowledge of principles, methods, & tools of behavior (assessment, measurement, and data analysis).*

Skills:

- *Conducting comprehensive positive support assessments with people with intellectual disability and co-occurring behavioral health challenges such as mental illness, traumatic brain injury, and substance use disorder.*
- *Effectively engaging Direct Support Professionals (DSPs) from diverse backgrounds in implementing, evaluating, and revising strategies for stabilizing clients' current behavioral health crises—as well as for preventing and responding to future behavioral health crises.*
- *Promoting collaboration and consensus-building among support teams that are often fractured by the stress of dealing with crises.*
- *Teaching ethical positive support concepts and strategies to diverse audiences with widely varying educational and experiential background.*

Abilities:

- *Develop and maintain rapport with all stakeholders.*
- *Clinical assessment strategies, data collection and analysis methods, and standards of best practice.*
- *Respectful advocacy for the individuals served and their identified needs; engagement of individuals served and their supports in achieving collective goals of the person and team.*

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

Board Certified Behavior Analyst (BCBA) in Minnesota

Minn. Stat Ref: Sec. 148.9981 to 148.9995 (or incumbent meets exemptions under Sec. 148.9987.1)

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): None

REVISION HISTORY

Established 02/2025



**IN THE MATTER OF:
STATE EMPLOYEE CLASSIFICATIONS AND
POSITIONS ASSIGNMENTS UNDER MINN.
STAT. 179A.10.**

April 23, 2025

State of Minnesota, Minnesota Management and Budget,
St. Paul, Minnesota

- and -

Middle Management Association,
St. Paul, Minnesota

- and -

Minnesota Association of Professional Employees,
Shoreview, Minnesota

BMS Case Nos. 25PCL1319 (Supervisory)
 25PCL1319 (Confidential)
 25PCL1358 (General Professional)

UNIT CLARIFICATION

INTRODUCTION

The State of Minnesota, Bureau of Mediation Services (Bureau), received notices from the State of Minnesota, Minnesota Management and Budget, St. Paul, Minnesota (MMB) between January 17, 2025, and March 26, 2025, of forty (40) newly created or reassigned positions or classifications. The notices covered Unit 16, Supervisory Employees, and Confidential Employees.

All involved certified representatives of State Executive Branch units were notified of all newly created or reassigned positions or classifications and of all new unit assignments. No objections were received on the forty (40) notices.

FINDINGS

The following twenty-nine (29) newly created or reassigned positions or classifications remain in the unit(s) as temporarily assigned by Minnesota Management and Budget.

1. The Bureau's review of the audit reveals that the following twenty-eight (28) newly created positions are supervisory within the meaning of Minn. Stat. 179A.03, subd. 17, and therefore are included within Unit No. 16, Supervisory:

(BMS Case No. 25PCL1319)

Class Title: Natural Resources Forestry Assistant Supervisor
Incumbent: Vacant (00038680)
Department: DNR
Number of Positions: 1

Class Title: State Program Administrator, Director
Incumbent: Vacant (00043750)
Department: DNR
Number of Positions: 1

Class Title: Food Inspection Supervisor
Incumbent: Vacant (01159931)
Department: Department of Agriculture
Number of Positions: 1

Class Title: Pharmacist Supervisor
Incumbent: Vacant (01160545)
Department: Veterans Affairs
Number of Positions: 1

Class Title: State Program Admin Supervisor Senior
Incumbent: Vacant (01160702)
Department: DOC
Number of Positions: 1

Class Title: State Program Admin Supervisor Senior
Incumbent: Vacant (01160301)
Department: DEED
Number of Positions: 1

Class Title: State Program Admin Supervisor Senior
Incumbent: Vacant (01160289)
Department: DEED
Number of Positions: 1

Unit Clarification

BMS Case No. 25PCL1319, 25PCL1358

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Class Title: Human Services Supervisor 3

Incumbent: Vacant (01160312)

Department: DHS

Number of Positions: 1

Class Title: State Program Admin Supervisor Senior

Incumbent: Vacant (01160294)

Department: DEED

Number of Positions: 1

Class Title: SPA Supervisor Principal

Incumbent: Vacant (01159973)

Department: MDH

Number of Positions: 1

Class Title: State Program Admin Director

Incumbent: Vacant (01158335)

Department: DEED

Number of Positions: 1

Class Title: State Program Admin Supervisor Senior

Incumbent: Vacant (01160299)

Department: DEED

Number of Positions: 1

Class Title: State Program Admin Supervisor Senior

Incumbent: Vacant (01160296)

Department: DEED

Number of Positions: 1

Class Title: Business Manager 1

Incumbent: Vacant (00028300)

Department: Agriculture

Number of Positions: 1

Class Title: State Program Admin Supervisor Senior

Incumbent: Vacant (01160295)

Department: DEED

Number of Positions: 1

Class Title: State Program Administrator Director

Incumbent: Vacant (01159602)

Department: DHS

Number of Positions: 1

Unit Clarification

BMS Case No. 25PCL1319, 25PCL1358

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Class Title: Human Services Supervisor 4

Incumbent: Vacant (01160471)

Department: DHS

Number of Positions: 1

Class Title: Management Info Syst Supv 2

Incumbent: Vacant (01158768)

Department: MN State

Number of Positions: 1

Class Title: Trans. Prg. Supervisor

Incumbent: Vacant (01160426)

Department: DOT

Number of Positions: 1

Class Title: State Program Admin Director

Incumbent: Vacant (01158334)

Department: DEED

Number of Positions: 1

Class Title: Audit Director

Incumbent: Vacant (01148039)

Department: DHS

Number of Positions: 1

Class Title: State Program Admin Supervisor Senior

Incumbent: Vacant (01160304)

Department: DEED

Number of Positions: 1

Class Title: State Program Admin Supervisor Senior

Incumbent: Vacant (01160291)

Department: DEED

Number of Positions: 1

Class Title: State Program Admin Supervisor Senior

Incumbent: Vacant (01160292)

Department: DEED

Number of Positions: 1

Class Title: State Program Admin Supervisor Senior

Incumbent: Vacant (01160287)

Department: DEED

Number of Positions: 1

Unit Clarification

BMS Case No. 25PCL1319, 25PCL1358

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Class Title: Human Services Supervisor 2

Incumbent: Vacant (01160967)

Department: DHS

Number of Positions: 1

Class Title: State Program Admin. Director

Incumbent: Vacant (01160570)

Department: DHS

Number of Positions: 1

Class Title: State Prog Admin Supervisor Principal

Incumbent: Vacant (00035270)

Department: DNR

Number of Positions: 1

2. The Bureau's review of the audit reveals that the following position is supervisory within the meaning of Minn. Stat. 179A.03, subd. 17, and is assigned to Unit No. 16, Supervisory:

(BMS Case No. 25PCL1319)

Class Title: Systems Analysis Unit Supervisor

Incumbent: Vacant (01160671)

Department: MNIT DOT

Number of Positions: 1

3. The Bureau's review of the audit reveals that the following four (4) new classifications are included in Unit No. 14, General Professional.

(BMS Case No. 25PCL1358)

Class Title: Behavior Analyst

Incumbent: Vacant

Department: Statewide

Number of Positions: 1

Class Title: Behavior Analyst Principal

Incumbent: Vacant)

Department: Statewide

Number of Positions: 1

Class Title: Behavior Analyst Senior

Incumbent: Vacant)

Department: Statewide

Number of Positions: 1

Unit Clarification

BMS Case No. 25PCL1319, 25PCL1358

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Class Title: BUYER 3
Incumbent: Vacant
Department: Statewide
Number of Positions: 1

4. The Bureau's review of the audit reveals that the following seven (7) newly created positions are confidential within the meaning of Minn. Stat. 179A.03, subd. 4:

(BMS Case No. 25PCL1319)

Class Title: Human Resource Consultant 1
Incumbent: Vacant (01160807)
Department: DHS DCT
Number of Positions: 1

Class Title: HR Specialist 1
Incumbent: Vacant (01160400)
Department: DOT
Number of Positions: 1

Class Title: HR Specialist 3
Incumbent: Vacant (01160691)
Department: DHS
Number of Positions: 1

Class Title: Human Resources Specialist 2
Incumbent: Vacant (01157204)
Department: MN State
Number of Positions: 1

Class Title: HR Specialist 2
Incumbent: Vacant (01160689)
Department: Department: DHS
Number of Positions: 1

Class Title: HR Tech 1
Incumbent: Vacant (01160751)
Department: Department: MMB
Number of Positions: 1

Class Title: Human Resources Specialist 2
Incumbent: Vacant (01160382)
Department: Department of Veterans Affairs
Number of Positions: 1

Unit Clarification
BMS Case No. 25PCL1319, 25PCL1358
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STATE OF MINNESOTA
Bureau of Mediation Services

JOHNNY J. VILLARREAL
Commissioner

/s/ TAYLOR A. LEBSOCK
Representation Specialist

cc: MMB LR
Gary Kloos
Sierra Plunkett

POSTING - THE EMPLOYER SHALL MAKE COPIES OF THIS ORDER AND ANY ATTACHMENTS UPON RECEIPT AND POST IT AT THE WORK LOCATION(S) OF ALL INVOLVED EMPLOYEES FOR NOT LESS THAN FOURTEEN (14) DAYS.