

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  
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:

Agency:

2/4/2025

Effective Date of Change\*:

Jacqueline VanOverbeke

MMB

2/4/2025

3/12/2025

Nature of Change [Select type of change and complete adjacent row]

Class Establishment ☒:

Class Re-establishment ☐:

Class Title Change ☐:

Class Spec Content Change ☐:

Class Abolishment ☐:

Class Merger ☐:

Salary Range Reassignment ☐:

Bargaining Unit Change ☐:

FLSA Status Change ☐:

Other ☐:

☒ Classified

☐ Statutory Unclassified

☐ Temporary Unclassified

Last Established Date:

Job Class Code:

Current Job Title:

☐ Agency Specific Class

☐ State-wide class

☐ Agency Specific Class

☐ State-wide class

List classes to be merged:

CURRENT:

Salary Admin Plan:

Grade:

Range/Max Step:

Current Unit:

CURRENT:

☐ No FLSA

☐ Non-Exempt

☐ Mixed

Exempt: ☐ Admin ☐ Prof ☐ Exec

Other:

NEW:

Salary Admin Plan:

Grade:

Range/Max Step:

New Unit:

NEW:

☐ No FLSA

☐ Non-Exempt

☐ Mixed

Exempt: ☐ Admin ☐ Prof ☐ Exec

Other:

Describe:

For ALL Changes: Classification Information [For Title Change, List NEW Information]

Full Job Title (30 characters max):

Short Job Title (10 characters max):

Job Class Code:

Behavior Analyst

BehvrAnlst

For Class Establishment and Re-establishment ONLY

Set ID:

Career Grouping:

Codes:

FLSA Status:

Compensation:

Bargaining Units:

Hay Rating:

MAP

Job Function Code: 32A

Job Subfunction:

Job Family: CF0032

Workers' Comp Code: 8833

Manager Level:

EEO-4 Job Category: 2 - Professionals

☐ Non-Exempt

☒ Mixed

☐ Exempt Admin

☐ Exempt Exec

☐ Exempt Prof

☐ Not Required

☐ Other:

Salary Admin Plan: 14G

Salary Grade: 10L

# of steps: 12

Hourly Min: \$ 26.64

Hourly Max: \$ 39.06

BU #: 214

Owning BU #: 214

Non Supr BU #:

Progression Code (MMA):

Date: 12/3/2024

MMB Approval Signatures

Date

Agency & Applicant Services:

Labor Relations:

Classification / Compensation:

2/11/2025

2/11/2025

2/11/2025

Jeff Schmidtman

Jennifer Ziegler

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.

Revised 10/2024



## Behavior Analyst

### I. KIND AND LEVEL OF WORK

Under general supervision an employee in this class performs first-level professional behavioral analysis work supporting clients with behavioral health challenges. Incumbents provide individualized and consultative clinical behavioral support to clients including assessment, support recommendations, and training for clients and their support teams. Positions in this classification are licensed in behavior analysis and make decisions on clinical approaches and case management with the guidance and consultation of a supervisor and colleagues.

### II. DISTINGUISHING CHARACTERISTICS

The Behavior Analyst differs from the Behavior Analyst Senior in depth of knowledge as well as the level of clinical guidance required to make and implement decisions. These positions will develop a recommendation on assessment strategies and implementation while their supervisor or a clinical leader will make the final decision or approval. The Behavior Analyst can generally consider and implement a variety of established behavior interventions and assessment methods to apply to the varying situations encountered. The Behavior Analyst Senior has more discretion to select behavioral assessment strategies and implement interventions with limited supervisory consultation.

### 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 with consultation as needed to determine appropriate community supports for clients with complex behavioral health challenges.
- Provide general consultation, relying on standard interventions and assessment strategies, for case formulation, care coordination, and clinical guidance to parties involved, including individuals served, their families, service providers, counties, employers, and schools.
- Provide support and crisis prevention and response plans to clients and their supports promoting evidence-based practices, person-centered principles, and positive behavior support methods.
- Identify need for, develop, and present training to support networks and providers to enhance community capacity to support individuals with complex behavioral health challenges with an emphasis on facilitating positive team outcomes.
- Recommend positive behavior support methods that are the least restrictive and intrusive practices appropriate to the situation.

### IV. KNOWLEDGE, SKILLS, AND ABILITIES

*Knowledge:*

- *Rehabilitation, evidence-based practice, person-centered planning, and other relevant behavioral health practices (e.g., Motivational Interviewing, harm reduction, Illness Management and Recovery, functional behavioral assessment, positive behavior support, etc.).*
- *Clinical assessment strategies, data collection and analysis methods, and standards of best practice.*
- *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.*
- *Applicable federal, state, and local laws, regulations, and policies affecting clients and services.*

**Skills:**

- *Assessment of clinically complex with consultation cases to determine and articulate appropriate supports, including formal risk screening and functional behavioral assessment.*
- *Development and facilitation of training for those providing support to individuals with complex behavioral health challenges.*
- *Assertive, respectful advocacy for the individuals served and their identified needs.*
- *Implementation of therapeutic intervention and personal safety techniques in preventing, de-escalating, and managing behavioral crises.*

**Abilities:**

- *Develop and maintain therapeutic relationships with clinically complex individuals and their stakeholders while working to build team consensus to achieve optimal client-centered goals and outcomes.*
- *Communicate effective user-friendly assessments, support plans, and data collection systems that provide the treatment team with a common understanding of treatment goals and progress.*
- *Provide professional consultation to individuals with diverse educational backgrounds and levels of engagement.*

## 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. LEB SOCK  
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.**