

Date: 2/20/2025

**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: **BUYER 3**  
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:  
2/20/2025

**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

# Change in Classification Plan

<b>Request Initiation Information</b>	
Requestor Name:	Christine Overfors
Agency:	MMB
Date of Request:	02/12/2025
Effective Date of Change*:	03/12/2025

<b>Nature of Change [Select type of change and complete adjacent row]</b>									
Class Establishment <input 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"/> :	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>CURRENT:</b></td> <td style="width: 50%;"><b>NEW:</b></td> </tr> <tr> <td>Salary Admin Plan:</td> <td>Salary Admin Plan:</td> </tr> <tr> <td>Grade:</td> <td>Grade:</td> </tr> <tr> <td>Range/Max Step:</td> <td>Range/Max Step:</td> </tr> </table>	<b>CURRENT:</b>	<b>NEW:</b>	Salary Admin Plan:	Salary Admin Plan:	Grade:	Grade:	Range/Max Step:	Range/Max Step:
<b>CURRENT:</b>	<b>NEW:</b>								
Salary Admin Plan:	Salary Admin Plan:								
Grade:	Grade:								
Range/Max Step:	Range/Max Step:								
Bargaining Unit Change <input type="checkbox"/> :	Current Unit:                      New Unit:								
FLSA Status Change <input type="checkbox"/> :	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>CURRENT:</b></td> <td style="width: 50%;"><b>NEW:</b></td> </tr> <tr> <td><input type="checkbox"/> No FLSA    <input type="checkbox"/> Non-Exempt    <input type="checkbox"/> Mixed</td> <td><input type="checkbox"/> No FLSA    <input type="checkbox"/> Non-Exempt    <input type="checkbox"/> Mixed</td> </tr> <tr> <td>Exempt: <input type="checkbox"/> Admin    <input type="checkbox"/> Prof    <input type="checkbox"/> Exec</td> <td>Exempt: <input type="checkbox"/> Admin    <input type="checkbox"/> Prof    <input type="checkbox"/> Exec</td> </tr> <tr> <td>Other: _____</td> <td>Other: _____</td> </tr> </table>	<b>CURRENT:</b>	<b>NEW:</b>	<input type="checkbox"/> No FLSA <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Mixed	<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	Exempt: <input type="checkbox"/> Admin <input type="checkbox"/> Prof <input type="checkbox"/> Exec	Other: _____	Other: _____
<b>CURRENT:</b>	<b>NEW:</b>								
<input type="checkbox"/> No FLSA <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Mixed	<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	Exempt: <input type="checkbox"/> Admin <input type="checkbox"/> Prof <input type="checkbox"/> Exec								
Other: _____	Other: _____								
Other <input type="checkbox"/> :	Describe:								

<b>For ALL Changes: Classification Information [For Title Change, List NEW Information]</b>	
Full Job Title (30 characters max):	Buyer 3
Short Job Title (10 characters max):	Buyer 3
Job Class Code:	

<b>For Class Establishment and Re-establishment ONLY</b>	
Set ID:	MAP
Career Grouping:	Job Function Code: 35D      Job Subfunction:                      Job Family: CF0035
Codes:	Workers' Comp Code: 8810      Manager Level:                      EEO-4 Job Category: Professionals
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input 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: 11L                      # of steps: 12 Hourly Min: \$                      Hourly Max: \$
Bargaining Units:	BU #: 214                      Owning BU #: 214                      Non Supr BU #: Progression Code (MMA):

<b>MMB Approval Signatures</b>	<b>Date</b>
Agency & Applicant Services: <i>Jeff Schmidtman</i>	2/12/2025
Labor Relations: <i>Jennifer Ziegler</i>	2/19/2025
Classification / Compensation: <i>Dori Leland</i>	2/12/2025

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.

## Buyer 3

### I. KIND AND LEVEL OF WORK

This classification performs professional procurement and contracting work at the Department of Administration or a delegated agency by planning, developing, implementing and administering phases of the procurement process; conducting routine negotiations or providing technical assistance in negotiation for all executive branch state agencies; and assisting in administering and developing state procurement and contracting programs. Incumbents assist in the creation and implementation of state-wide policies related to statewide contracting and procurement. At a delegated agency, incumbents lead in developing, improving, and implementing processes and policies to make the contracting and procurement process for goods, services, and construction more efficient and effective; train staff, and manage lease contracts.

### II. DISTINGUISHING CHARACTERISTICS

*Buyer 2: At this level, employees perform purchasing functions for related items and have independent responsibility for finding sources of supply and determining suitability of goods and equipment for purchase in relation to price, quality and conformity to specifications. Purchasing procedures are well defined and important decisions, such as contract non-compliance, are made by a higher-level employee.*

*Buyer 3: At this level, employees have greater depth of knowledge related to contracting and procurement, such as more legal knowledge related to contracts and deeper knowledge of legislation and market trends for procurement. There is more variety and discretion in the types of contracts and method of procurement that may be selected. Incumbents generally have delegation for contracts and purchasing to a higher amount or complexity than a Buyer 2.*

### 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.)*

- Conduct routine negotiations independently or provide technical assistance on negotiations. With assistance from supervisor, develop negotiation strategies for complex negotiations.
- Conduct research into the product or service as necessary by utilizing acquired knowledge and prior experience to provide quality deliverables, reduce costs, and minimize risks for the State during the solicitation and contracting process.
- Provide advice, analysis, expertise, information, technical assistance and support to state agencies and other stakeholders in all the areas involved in the solicitation process as well as the creation, administration, management, interpretation and termination of legal and effective contracts.
- Develop specifications appropriate for the particular product or service need.

- Determine the most appropriate acquisition method considering time, cost, service, need for vendor negotiation, and other factors.
- Analyze lease requests and make recommendations based on delegated lease requirements and negotiate current market conditions.
- Review documents to ensure compliance with legal and policy requirements, including solicitations, contracts, amendments, certifications, annual plans, and other documents.
- Establish, advertise, and evaluate responses to the acquisition document.
- Develop policies, procedures, and best practices for procurement of professional/technical contracts, master contracts, and enterprise contracts.
- Develop solicitation documents by working with staff to determine program needs by work with staff to define the scope of work and incorporate requirements and writing, reviewing, developing Request for Bids (RFB).
- Determine the proper solicitation method to meet program needs.
- Receive and evaluate bids for adherence to specification and requirements.
- Create purchasing documents that are easily understood, legal, and accurate.
- Assist in the preparation of training tools and materials as needed.

#### IV. KNOWLEDGE, SKILLS, AND ABILITIES

##### *Knowledge of:*

- *Market research, specification writing, and developing acquisition documents for a broad range of goods and services.*
- *State procurement laws, policies, rules and processes to effectively anticipate issues and assist in effective agency guidance and oversight on standard procurement matters.*
- *The statutory, policy and overall legal requirements for all steps of the contracting process, including initial analysis, development of Requests for Proposals, evaluation of responses and making an award decision, negotiation and drafting of a contract, creation of a contract, and the administration of a contract.*
- *Negotiation techniques and tactics and possess a sufficient level of experience in this discipline to enable the incumbent to provide support to the division's negotiation initiative*

##### *Skill in:*

- *Communication with the ability to facilitate meetings, make presentations, and work with vendors.*
- *Human relations so that professional acquisition job performance is enhanced.*
- *Project management with the ability to simultaneously assist in or direct numerous projects.*

##### *Ability to:*

- *Interpret, apply, and communicate state procurement laws, rules, policies and procedures.*
- *Resolve disputes with customers and vendors in a fair, open and ethical manner.*
- *Determine opportunities for combined acquisition, and when it is more efficient for agencies to acquire products/services locally.*

## LICENSURE/CERTIFICATION/STATUTORY REFERENCES

## REFERENCES

Former title(s):

## REVISION HISTORY

Established 2/2025

Revised



**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.**