

Routine Service Classes

Routine Service Classes must meet the criteria in M.S. 43A.15, Subd. 10:

“Routine Service. The commissioner may authorize the administration of a qualifying selection process if a class is of a routine, service nature involving unskilled tasks, the performance of which cannot be directly related to qualifications beyond a minimum competency level.”

Active classifications that have been approved as Routine Service as of February 2017 are:

Title	Class Code	BU	Total Hay Pts
Agricultural Technician	0523	203	130
Automobile Driver	0103	203	114
Automobile Service Attendant	0109	203	114
Building and Grounds Worker	1326	203	119
Child Care Center Aide	2339	203	112
Food Service Worker	0305	203	94
General Maintenance Worker	1725	203	111
Grain Laboratory Aide 1	0318	207	127
Laboratory Attendant 1	1507	203	85
Laborer	0414	203	121
Laundry Worker	0421	203	105
Lifeguard	0431	203	120
Military Training Site Worker	2452	203	95
NR Douglas Lodge Custodial Worker	2907	203	94
NR Douglas Lodge Worker	2724	203	110
NR Forestry Fire Response Lead	3686	203	111
NR Forestry Support Dispatcher	3687	203	84
NR Worker	3714	218	0
Parks Worker	1327	203	114

To fill positions via Routine Service, agencies must still abide by the vacancy filling article in the AFSMCE contract. A requisition must be submitted through the Recruiting Solutions web application, the position must be advertized for public notice on the web, and all applicants must be tracked through Recruiting Solutions. However, agencies are not required to search for applicants in addition to those that apply directly to the position. Appointments to these classes should use the Routine Service action reason codes in SEMA4.