

HR/LR Policy #1396
Routine Service Classes

Issued 03/15/2006
Revised 12/01/2014
Authority Enterprise Human Resources

OVERVIEW

Objective	To provide information on the policy requirements for filling routine service positions.
Policy Statement	State agencies filling routine service jobs will follow the requirements of law and this policy to increase citizens' access to unskilled positions in state employment.
Scope	This policy applies to all employees of executive branch agencies and classified employees in the Office of Legislative Auditor, Minnesota State Retirement System, Public Employee Retirement System, and Teachers' Retirement System.
Definitions	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.
Exclusions	N/A
Statutory References	M.S. 43A.15 subd. 10, Routine Service

GENERAL STANDARDS AND EXPECTATIONS

Under M.S. 43A.15, subd. 10, the Commissioner of Minnesota Management & Budget (MMB) may authorize the use of a qualifying selection process if a job 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. Routine service appointments are subject to applicable provisions of collective bargaining agreements.

With this policy, the Commissioner of MMB is exercising statutory authority to require that agencies submit a requisition to fill routine service positions using the Vacancy Builder web application. These positions must be advertised for public notice on www.mn.gov/mmb/careers/, and all applicants must be tracked through the applicant tracking system. Agencies are not required to search the applicant tracking system database for applicants to add to the pool of those who applied directly for the posted vacancy. Appointments to these classes should use the routine service action reason codes in SEMA4.

RESPONSIBILITIES

Agencies are responsible for:	Applying appropriate selection processes when filling routine service positions.
MMB is responsible for:	Authorizing selection processes for all state job classes and updating this policy as needed.

FORMS AND INSTRUCTIONS

Contacts	Enterprise Human Resources
References	M.S. 43A.15 subd. 10, Routine Service Administrative Procedure 15.10, Routine Service Appointments Personnel Rule 3900.8700, Routine Service Appointments Personnel Rule 3900.3200, Public Notice