

DATE: March 15, 2006

PERSL #1396

TO: HR Directors/Designees

FROM: Mary Jo Erickson 
Agency Services Supervisor

RE: New Routine Service Classes: Laborer and NR Worker

Commissioner Ludeman has approved adding two classes to the list of classes filled via Routine Service appointments: Laborer and NR Worker. These classes meet the criteria in MS 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.

To fill positions via Routine Service, agencies must still abide by the vacancy-filling article in the AFSCME contract. A requisition must be submitted through the Vacancy Builder web application, the position must be advertised for public notice on the web, and all applicants must be tracked through Resumix. However, agencies are not required to search the database 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.