

## ROUTINE SERVICE APPOINTMENTS

Description and Scope - The selection process for positions of a routine service nature is based on minimum qualifications and candidate availability. Candidates are not rank ordered. Routine Service positions involve unskilled tasks, the performance of which cannot be directly related to qualifications beyond a minimum competency level. These positions must be filled in conjunction with local Job Service Offices of the Department of Jobs & Training, except as provided in this procedure.

Objective - To provide agencies with a procedure for filling vacancies in Routine Service classes which maximizes local recruitment and placement efficiency efforts while maintaining provisions of public notice and competition for such placements.

### Responsibilities -

#### A. Appointing Authorities:

- Comply with provisions of the "Cooperative Placement Program Instructions" (adopted jointly by DOER and the Job Service Division of the Department of Jobs & Training) for recruitment and filling of Routine Service positions.
- Contact DOER before listing vacancies to determine if a layoff list exists or list of workers' compensation claimants which may take precedence over direct Job Service referrals.
- Consider any interested agency employee or employee facing layoff in another agency for appointment to vacancies in accord with collective bargaining agreements or the Commissioner's Plan.
- List Routine Service vacancies by placing a job order directly with the area Job Service office (outside the metropolitan area) or with Job Bank (metro area), outlining job duties, referral considerations and any need for protected group referrals to meet affirmative action goals.
- Refer all non-employee applicants for Routine Service positions to the Job Service office for registration. All such candidates must have a current certification duly authorized by a representative of the Job Service office.
- Appoint only an agency employee, other state employee or one of the candidates referred by a Job Service Office.
- Notify the appropriate Job Service office when an applicant has been selected or when a job order is cancelled because a position has been filled by transfer or demotion or the decision has been made not to fill the position.

#### B. Department of Employee Relations:

- Determine Routine Service classes.

- Develop, provide to appointing authorities and Job Service offices and periodically update in conjunction with Job Service staff, the "Cooperative Placement Program Instructions" for filling Routine Service positions.
- Refer layoff lists and workers' compensation claimants to Routine Service vacancies in accord with collective bargaining agreements and plans established pursuant to M.S. § 43A.18.

C. Job Service Offices of the Department of Jobs & Training:

- Accept job orders and refer qualified candidates in accord with instructions of the "Cooperative Placement Program Instructions".
- Assist state agencies in meeting affirmative action goals for Routine Service positions by referring available protected group members whenever an agency indicates a disparity between its work force and the identified labor force.

Other Relevant Laws, Rules, Contracts and Administrative Procedures:

The following items have an impact on material contained in this procedure. Review of these items is essential for a total understanding of the subject.

- A. Cooperative Placement Program Instructions - Joint publication of Department of Employee Relations and Jobs & Training.