

2010 Job Audit Cover Sheet Revisions and Instructions

The 2010 audit cover sheet has been updated to make it more 'user' friendly and compatible with agency electronic data management systems. It also eliminates a supplemental form used only by MMB. The following information outlines the changes that have been made and instructions for completing the revised form. The instructions are in italics. We encourage you to send electronic requests/recommendations for future changes to the audit cover sheet form or any of the following information to your MMB agency services representative. Our intent is for the audit cover sheet and the accompanying revisions/instructions information to optimally respond to statewide needs and interests, and feedback will help us to accomplish this. Thank you!

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Overview

The job audit cover sheet is a form used to track each job audit through the State of Minnesota's audit process. It contains the relevant information that state agencies need to include on the job audit from its receipt through completion. MMB updates the job audit for distribution through the HR Forms section of the MMB website each year. State agency HR staff complete the appropriate sections and attach the cover sheet to the front of each initial allocation or reclassification. Agencies with delegated authority for the class being determined must complete the form for each position being audited and maintain the documented audit on file for at least four (4) years. Agencies without delegated authority complete the audit cover sheet through the Comments section, and then submit complete audit documentation to the state agency with audit authority for review and final approval (i.e., MMB or another state agency with delegated authority for the agency's job audits).

The cover sheet continues to be available electronically in the HR Forms section of Services for State Agencies on MMB's website. It can be completed online (the Word version) or printed and photocopied for manual completion (the PDF version).

The revised 2010 audit cover sheet continues to be a two-sided form with the FLSA Compliance Checklist on the backside. Additional boxes for FLSA designations have been incorporated into the front page.

The remaining information outlines the changes that have been made and instructions for completing the revised form. The instructions are in italics.

General Changes

1. Added fields for FLSA designations and changes in the bargaining unit.
2. Added appeal language at the bottom of form so that form can be used to convey the audit determination.

Required Fields – Front Page

6. **Agency:** *Enter the agency's name.*

7. **Position #:** *Enter the position number assigned in SEMA4 to the position to be audited. New positions should be created in SEMA4 with an undetermined class code, 004001, until the audit is completed.*

8. **Position status:** Condensed check boxes used to reflect whether the position being audited is new, vacant, or occupied, with space for the incumbent's name when the position is occupied by an employee. *Check one of the three boxes. If the position is being established for the first time, check the "New" box. "Vacant" should only be checked when an unfilled position has already been created and a change is needed before filling it. When the position being audited has an incumbent in it, check "Occupied" and include the employee's name after "Occupied by."*

9. **Employee ID#:** *When a position is occupied, enter the employee identification number of the incumbent currently in the position to be audited. If it is a request for a new position or if the position is vacant, leave this area blank.*

10. **Class Title:** Added hyperlink to salary plan to allow you to look up the correct title.

"Current" Enter the current class title assigned to the position or write "New" if a new position is being created.

"Proposed" Enter the title of the recommended or requested class that best describes the duties outlined in the attached position description. If you aren't sure, enter "to be determined."

"Final" Enter the class title determined most appropriate as a result of the job audit.

11. **Option Code:** Moved box before Class Code. Provided separate boxes Option Code and description. New box provides more room to write the description. *Some positions have options assigned to them. For vacant and occupied positions with options, include the 6 letter or 4 digit code for the option that is assigned to the position. An agency may require the use of the 4 digit code; for example, MMB uses the 4 digit code for non-delegated audits.*

12. **Class Code:** Added hyperlink to salary plan.

"Current" Enter the six-digit class code assigned to the position's present class. If you are creating a new position, leave this area blank.

"Proposed" Enter the six-digit class code assigned to the proposed class. If you entered "to be determined" for the proposed Class Title, leave this area blank.

“Final” Enter the six-digit class code assigned to classification determined most appropriate as a result of the job audit.

13. Comp Code: Changed “Range ” to “Comp Code” for clarity. *Enter the number/letter salary range assigned to the present (leave this area blank if the position is new), proposed and final class titles areas; for example, 4I, 63H, 20M.*

14. Bargaining Unit Plan: *Enter the three-digit bargaining unit or plan number assigned to the position being audited in the present (leave this area blank if the position is new), proposed and final areas; for example, 203, 206, 214, 216, 220. In most cases, this will be the same as the bargaining unit or plan number assigned to the classification; however, there are times when they do not match, such as when the position is confidential (217).*

15. Classified or Unclassified: *“Current” If the position is vacant or occupied, check the box appropriate to the position being reviewed. If the position is new, leave this area blank.*

“Proposed” Check the box appropriate to the position being established or reviewed.

“Final” Check the “Classified Final Determination” box or the “Unclassified Final Determination” box in the lower left of the form, whichever reflects the final determination.

16. Unclassified positions:

Unclassified positions fall into four categories:

- 43A.08, Subd 1 – Contains a list of specific types of employees who are always unclassified, including Academic Unclassified – 1(9) and Student Worker – 1(15).
- 43A.08, Subd 1a – Additional unclassified positions. These positions must meet specific criteria set in law, such as must report to the Commissioner or Deputy Commissioner; member of the senior management team, important for the position to be accountable to, loyal to, and compatible with, the governor and the agency head. Only certain agencies are authorized to use this section.
- 43A.08, Subd 2a – Temporary unclassified positions. An unclassified appointment under M.S. 43A.08, Sugbd 2a, has a definite ending date. The position must be professional, supervisory or managerial and fully anticipated to be of limited duration, not to exceed three (3) years. For historical reasons, temporary unclassified positions are sometimes called Rule 10 appointments. Positions specifically established by law in the unclassified service (i.e., have their own statute).

17. Position movement: Changed “New position” to “New Job”. *Check the box that reflects the movement of the final determination in comparison to that of the present class, if the position was vacant or occupied. Check “New job” for positions being newly-established.*

18. Hay rating: *Use to document internal and “official” statewide Hay rating sessions, when applicable. Add the words “agency rating” to unofficial ratings for clarification purposes.*

19. FLSA Status: NEW! Added box to list exempt or nonexempt status. Added hyperlink to Guidelines for FLSA Mixed Classes.

“Final” Check box for status-exempt or non-exempt. If exempt check appropriate box for type of exemption and complete the FLSA checklist on the back.

20. Final-Bargaining Unit Plan: NEW! New boxes to provide information on changes to bargaining unit that may require notice to the Bureau of Mediation Services (BMS) and the unions. *Check the appropriate boxes. If this is a new class check "Initial barg unit designation", If there has been no change in the barg unit from the current to the final class determination, check "No changes". If there has been a change provide the 3 digit number for the old and the new barg unit in "Change from". If the position movement requires a BMS check the "Sent to MMB LR" box and provide date sent.*

<input type="checkbox"/> Initial barg unit designation	<input type="checkbox"/> Change – from _____ to _____
<input type="checkbox"/> No change	<input type="checkbox"/> Sent to MMB LR for temp BU and BMS order (date):

21. Classified Final Determination: *Check this box when the position is going into or staying in the classified service AND also check the specific box that reflects the action taken.*

22. Previously Unclassified: *Check this box when an unclassified position is moving to the classified service; for example, when a temporary unclassified position is being moved to the classified service through an unclassified conversion AND also check the specific box that reflects the action taken. MMB or an agency with delegated authority may authorize the probationary appointment of the incumbent from an unclassified position to the classified service who has met certain criteria: (1) meets the minimum qualifications for the position, and (2) served at least one year in the unclassified position that has been placed in the classified service by proper authority. Positions typically remain in the same class; however, the other two boxes are sometimes appropriate. Gradual reflects the gradual change in duties of an unclassified position that result in a different class, similar to a reallocation in the classified service. Change in class; no change in duties is appropriate when the unclassified position's duties have not changed, but a different class is determined to be more appropriate. For example, an unclassified position that was initially allocated to a class title that begins with the word "Project" (such as Project Analyst, Project Consultant, Project Manager, etc.) cannot remain in that class because the "Project" series was specifically created for unclassified positions. If the position and incumbent move to the classified service, a position in the "Project" classification series must move to another class.*

MOVING TO CLASSIFIED SERVICE M.S. 43A.15, subd. 7, Moving to Classified Service. Appointments for unclassified incumbents of newly classified positions. The commissioner may authorize the probationary appointment of an incumbent who has passed a qualifying selection process and who has served at least one year in an unclassified position which has been placed in the classified service by proper authority.

23. Unclassified Final Determination: *Check this box when the position is going into or staying in the unclassified service.*

24. Temporary unclassified approval: *Check this box when the unclassified position is also approved as temporary unclassified. Temporary unclassified appointments may be made for up to three years. AFSCME positions cannot be placed in the unclassified service, unless allowed by specific statutory language.*

25. Initial designation: *Check this box when the temporary unclassified appointment is the initial designation for this position. Enter the start and end dates for which the temporary unclassified designation is approved.*

26. Date properly documented request received: *Highlighted this section because of the importance of completing this box. This date may be different than the date the request was received. The properly documented date is when the auditor has sufficient information to make a final determination. This is also the date used for calculating back pay.*

Examples

Situation	“Properly documented date”
Required documents received, with no or minor clarification needed to make a determination	Date initial request is received
Missing documents, with no or minor clarification needed to make a determination once final document is received	Date final required document is received
Required documents received, but significant additional information is needed	Date sufficient information is obtained to make determination
Required documents received, but Hay rating is needed	Date of the Hay rating session

27. **Approval box:** The “LR approval by” between “HR approval by” and “Notification sent by” is a reminder that an audit may need to go to LR between the other two steps.

Required Fields – Back Page (FLSA)

28. **FLSA Compliance Checklist:** The FLSA Compliance Checklist is a multi-use form provided by MMB. *The remainder of this section includes clarifying information related to the FLSA Compliance Checklist, including instructions for its use.*

FLSA COMPLIANCE CHECKLIST

The Fair Labor Standards Act (FLSA) prescribes standards for basic minimum wage and overtime pay.

Agency role: *Agencies are required to review and determine a position’s FLSA status at the time a job audit is conducted on new, vacant and occupied positions.*

MMB role: *MMB’s Staffing/Compensation Unit is responsible for designating the exempt, non-exempt, or mixed status for all job classes. For exempt and mixed classes, MMB is responsible for designating and documenting the applicable type(s) of exempt status within a class – Professional, Administrative and/or Executive.*

The FLSA compliance checklist is used: (1) by the job auditor to note the applicable FLSA status of the position being audited by checking the appropriate box Final section on the front of the audit cover sheet; and (2) for prior review and approval by MMB Chief Classification Specialist (Darlene.hueser@state.mn.us), in certain situations.

Determining and recording FLSA status

You can usually select the appropriate FLSA designation for a job class from the following documents:

Current salary plan

www.doer.state.mn.us/lr-salry/lrsalaryagency.htm

FLSA designations for “mixed” classes by class

www.doer.state.mn.us/lab-rel/pdfs/FLSA%20BY%20CLASS.pdf

If your specific situation is included in the above resource(s), (1) select the applicable existing FLSA designation, (2) check the appropriate box in the upper right corner of the FLSA compliance checklist OR check the applicable designation in the Final section on the first page of the audit cover sheet, and (3) ensure that the position is correctly coded in SEMA4 – and you’re done. MMB approval is not needed.

When MMB approval is needed

FLSA designations only need to be reviewed and approved by MMB in the following situations: (1) when you are recommending a position status or type of exemption for the job class other than that previously designated by MMB; and (2) to accompany the request to establish a new class or re-establish a previously abolished class. In the first situation, the completed FLSA compliance checklist, a position description, and a memo explaining what has changed since the FLSA determination was made during the statewide audits in 2000 and/or 2004 must be submitted to MMB Staffing/Compensation (Darlene.hueser@state.mn.us), and approved before the new designation can be used. In the second situation, the completed compliance checklist, a position description, and other required supporting documentation must also be reviewed and approved by MMB Staffing/Compensation before implementation.

Optional Fields

These fields are marked by an asterisk and light shading. They are included for agencies' discretionary use. Some fields may be determined to be mandatory within an agency, but they are not required for all state agencies. For example, the "Removed from active file" check box is required within MMB for internal tracking purposes.

- 29. * **Date request received:** A place to document this information.
- 30. * **Removed from active file:** Required within MMB for internal tracking purposes.
- 31. * **Optional fields:** Explains what the asterisks and shading mean throughout the rest of the form.
- 32. * **Auditor:**, For agencies' discretionary use.
- 33. * **Other:** To further designate the position's location (e.g., division, region, campus).
- 34. * **Position reports to:** For agencies' elective use in recordkeeping. Agencies may choose to use the direct supervisor's name, job class, working title – whatever is most useful within the agency.
- 35. * **FLSA Status: NEW!** Added box to list exempt or nonexempt status. Added hyperlink to Guidelines for FLSA Mixed Classes.

"Current" Check box for status-exempt or non-exempt.

"Proposed" Check box for status-exempt or non-exempt.
- 35. * **Extension:** Some agencies use the audit cover sheet to track temporary unclassified extensions (instead of e-mails or other documentation).
- 37. * **Eligibility for backpay:** Useful when an HR professional completes the audit and gives it to an HR aide for processing the transaction in SEMA4.