

DATE: June 3, 2009

TO: HR Directors/Designees

FROM: Judy Plante, Assistant Commissioner

RE: New Hiring Restriction Reporting Tool

Commissioners were briefed yesterday morning on enhanced hiring restrictions which go into effect for positions posted Monday, June 8, and continue for 60 days. While agency heads are urged to carefully review every position, whether part time, temporary, unclassified or seasonal, the particular emphasis of these restrictions is on classified, unlimited positions.

To assure that these positions are being thoroughly reviewed and receiving the highest level of attention before the decision to fill is made, agencies are being directed to use a new web based reporting tool which will allow more immediate and transparent communication between agencies, boards and commissions and the Governor's office. This new reporting tool supersedes the reporting instructions in the hiring restrictions memo of February, 2008.

Agency heads are to utilize this web based reporting tool to **report** on all classified, unlimited positions. They may approve, but must report, on these positions prior to hire. These positions will fall into three essential purpose categories:

1. Exempt essential (meeting the criteria listed in the February 2008 hiring restrictions memo)
2. Stimulus funded positions
3. Positions for initiatives funded in the 2009 session and approved by the Governor,

In addition, agency heads may **request** permission to fill

4. Other **critical** positions. The agency head must present a convincing justification for these positions, and may only fill them if approved by the Governor's office.

Instructions for using the reporting tool are attached. HR Directors are invited to test the tool on June 3rd and 4th, to be familiar with the reporting tool and information being requested. However, reporting for these positions and requesting critical positions is to be done by the agency head, deputy or assistant commissioner. Please refrain from any system tests on June 5th. Beginning June 8th, agency heads or their designees will begin reporting and requesting positions. In assisting them with their requests, please remember that, with few exceptions, the information and explanations shared may be accessed as public data, and in any

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case are likely to be seen by other agency heads and their designees who are also using this reporting tool.

Agencies are expected to be conservative in their requests and restrained in their hiring, now and into the future.

If you have any questions about this information, please do not hesitate to contact me at Judy.Plante@state.mn.us or (651) 201-8008 or Laurie Hansen at Laurie.M.Hansen@state.mn.us or (651) 259-3620.

HIRING RESTRICTIONS Reporting Tool Instructions

Access to this reporting tool is to be limited to commissioners, deputy commissioners, and assistant commissioners; to the executive director of a board or commission; and for information purposes, to HR directors.

To submit a report or request:

- Go to <http://www.mmb.state.mn.us/staff-hr>
- Go to reporting login.
- Log- in. User name is “hiringexception”. Login is “Report-Form”. Passwords are case sensitive.
- From the menu, select “reporting form”
- Follow the instructions to select your agency from the drop down list, give your name, title and email address. (Responses to critical position requests will be sent to this email address.) Press submit to move to the next fields.
- Indicate the job classification being reported or requested. (You may report/request more than one position, but only one job classification at a time. For example, 5 firefighters, all essential exempt for G. emergency and disaster assistance, can be reported in one report/request.)
- Provide the position control number(s) for the position(s) in this report/request.
- Indicate the total number of positions being reported/requested.
- Select the appropriate essential purpose from the menu:
 - a. Medical care of inpatients and emergency outpatient care
 - b. Activities essential to ensure continued public health and safety, including safe use of food, drugs, and hazardous materials
 - c. Law enforcement and criminal investigations
 - d. Care of prisoners and other people in the custody of government
 - e. Activities essential to the preservation of the essential elements of the financial system of the government, including the borrowing and tax collections activities of the government
 - f. Activities that ensure the production of power and the maintenance of the power distribution system
 - g. Emergency and disaster assistance
 - h. Continuance of transportation safety function

In addition, you may select the following, and provide further explanation:

- 2009 Legislatively funded program (reference pertinent program information)

- Stimulus funding (again, reference the relevant stimulus funding for this position)
- Critical position (provide a compelling justification in your request for this position)

As you complete your explanations, please note that information you submit to this system will be viewable by other commissioners, deputies, assistance commissioners and heads of boards and commissions who are using this reporting tool, and may also be discoverable in a request for public information.

Press submit when you have completed your report/request for this job classification. You will be taken to a page which allows you to submit another report or request. Scroll up until you see the button which reads click here to report additional classifications. Pressing this button will allow you to enter an additional job classification.

To view requests:

- Complete the login process as described above.
- Select “exceptions report”.
- You may view all reports or select to view only those from your agency.
- This report will be used by the Governor’s office to approve or disapprove critical position requests. If you inadvertently select approved in the area marked for Governor’s office use, the entry will not be logged by the system.