

9575.1550 PREPARATION AND ADOPTION OF CLASSIFICATION PLAN.

Subpart 1. **Commissioner's duty.** The commissioner of human services shall formally adopt and make effective a comprehensive classification plan for all positions covered by this chapter which shall be published as part of the Human Services Merit System Manual. The plan shall be based on investigation and analysis of the duties and responsibilities of each position, and each position shall be allocated to its proper class in the classification plan. The plan shall be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work. All classifications shall be evaluated by use of a formal job evaluation system. When complete, the classification plan shall include for each class of positions an appropriate class title, a description of the duties and responsibilities, and the minimum requirements of training, experience, and other qualifications.

Subp. 2. **Review by council.** The proposed classification plan, and any changes therein, shall be submitted to the merit system council for review and recommendations. After that review and recommendation and upon formal adoption by the commissioner of human services, the classification plan shall be the official plan for all positions. Class titles established by the adoption of the classification plan shall be used in all personnel and financial records of the Department of Human Services and appointing authorities, as well as in all examination procedures.

Statutory Authority: *MS s 256.012*

History: *L 1984 c 654 art 5 s 58; 10 SR 1507*

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