

2019-20 UNIVERSITY OF MINNESOTA

OCTOBER 3, 2019

CIVIL SERVICE SENATE MINUTES

The first meeting of the Civil Service Senate for 2019-20 was convened in 2-620 Moos Tower on October 3, 2019 at 10:00 a.m. Chair Jean Otto presided.

1. Market Refinement Study

Otto introduced Mary Rohman Kuhl, compensation and classification director, Office of Human Resources (OHR), who explained that a market refinement project is currently being done by the Compensation and Classification department of OHR. The project, she explained is intended to build upon the [job family structure](#) that was previously established during the OHR led job family study, and the focus is on gathering market data for positions within the job families. She cautioned that there will be no adjustments made to the job family structures, but there will be refining (e.g. expanded job titles and more up-to-date salary ranges) within the job families. To do this, she explained, OHR uses more than 30 benchmark surveys and generally pulls data from the Twin Cities geographical area that is inclusive of all types of organizations.

Rohman Kuhl provided a broad overview of the market refinement process, explaining that the compensation team begins market refinement in each job family by first gathering salary survey information for all of the jobs typically found within a job family and then convening a design advisory team that includes managers who oversee employees in the job family being assessed. Those design advisory teams, Rohman Kuhl said, always have representation from each of the system campuses that has individuals working in the job family that is under review.

Rohman Kuhl told senators that the market refinement project has already been done in the following job family categories:

- Human Resources
- Purchasing
- Finance
- Audit
- Campus Operations
- Athletics
- Recreation
- Grants & Contracts
- Legal

Becky Nelson asked how the market refinement project is playing out on system campuses, particularly because employees on smaller campuses tend to do many things and don't necessarily have a specialty. Rohman Kuhl explained that the representatives from the system campuses that sit on the design advisory teams tell the Compensation and Classification team how their departments best fit in with the market data collected by the Compensation team, which may involve removing certain job duties from a job description or merging market data to

reflect a position that has more than one specialty. Rohman Kuhl emphasized that the design advisory team is making the decisions about what specialties are needed within the refined structure based on how work is performed. She added that the Compensation and Classification team is focused on providing accurate market data to the managers, not advising or making decisions on behalf of departments. Rohman Kuhl told senators that the feedback from the design teams about the project has been positive.

Otto asked how often the the market data will be revisited given that jobs evolve and markets change. Rohman Kuhl said that once the project is complete, the new job codes will be linked to survey data that is collected by external consulting groups and refreshed annually on January 1. Rohman Kuhl opined that the market refinement project and the annual survey data that links directly to the new job codes will foster more informed conversations about what is happening in the markets in addition to what is happening internally at the University.

Otto asked how an employee will know if their salary range moved up or down as a result of the new market data. Rohman Kuhl explained that the salary ranges are available on the [Compensation and Classification webpage](#) and can be found by clicking on “search for a job classification” and entering the employee’s job code. Job codes can also be found on the Compensation and Classification webpage by clicking on “see your job family structure.” She told senators that job codes are typically also listed on performance evaluations, and senators could also ask OHR for that information.

2. Overview of Job Classification Process and Reclassification Process

Rohman Kuhl then introduced Michelle Christensen, Total Compensation, OHR, and told members that Christensen is part of the team that handles job reclassifications. Christensen then provided an overview of the job reclassification process.

Christensen explained that when a job has fundamentally changed, or an employee is assigned new duties in their current role there may be a justification for a reclassification. The process for reclassification begins when a position description is submitted to OHR. That position description is then reviewed to determine what job family best matches the job duties listed in the position description. After a job family is identified, and if the position has already been refined in the market refinement study, then the position will be assessed for a specialty. From there, the position is assessed to decide what level the job should be categorized at, and to do that, she explained, OHR uses a matrix that categorizes up to five different criteria that is measured against the position description. These steps provide OHR with a clear picture of the position and where it fits in the existing job family structure.

From there, OHR will request information about how the job has changed from its original description, they may consult with managers or HR leads for further context, and then finally, they will make a classification decision. That decision, she said, is then communicated back to the HR lead and an official notice letter is sent. Rohman Kuhl added that the turnaround time within Compensation for a Civil Service or P&A reclassification request is at or under two weeks.

Christensen told members that the Civil Service Employment Rules allow for either a manager or an employee to submit a request for reclassification. She also offered the following information based on questions from senators:

- Employees and/ or managers should initiate the reclassification process with their local HR representatives rather than the central OHR team.
- OHR recommends reclassification requests be submitted when there has been a change in job duties that affects the independence/decision making, complexity and problem solving required to perform the role
- If an employee does not agree with a reclassification request submitted for their position by a manager, there is an appeal process that allows the employee to re-submit their job description for a second review by another HR individual that has not been involved in the initial review.

3. Update from P&A Senate

Erin Health, chair-elect, P&A Senate told members that the P&A Senate priorities for the 2019-20 academic year are:

- progress with the Joint Compensation Commission (JCC);
- the creation of a more robust and proactive consultation process for University policy;
- to promote and create productive working relationships between P&A Senators, and with other committees and P&A constituents; and,
- a review of the PACC subcommittee structures.

4. Vote: Civil Service Governing Documents

Otto then told members that the Civil Service governing documents within the University Senate Constitution, Bylaws, and Rules, including the CSCC charge, have been updated to reflect current practices and is ready for a vote by the Civil Service Senate.

Otto explained that the review process began in October 2018 with a small workgroup that discussed changes that were then presented to the CSCC for feedback. The changes, she said, were also vetted through the University Senate Office. Otto then provided a [brief synopsis of the changes](#).

Senators voted in favor of the changes, with no opposition.

5. Discussion: Civil Service Employment Rules

Cosmin Tarau, co-chair, Employment Rules Subcommittee, then presented a [proposed amendment](#) to the Civil Service Employment Rules which allows employees to use sick time for unscheduled child care.

Senators voted in favor of the changes, with no opposition.

With no further business, Otto adjourned the meeting.

Bobbie Erichsen

University Senate Office