

CIVIL SERVICE RULES

4.3, 4.4, and 4.6

REVISED BY THE CIVIL SERVICE BOARD JULY 5, 1950

4.3 Allocation of Positions

When a new position is to be established or a vacant position is to be filled the appointing authority shall notify the director in writing and he shall allocate the position to its appropriate class.

When a position which has not been allocated to one of the classes within the classification plan is established, the appointing authority shall notify the director who shall allocate the new position to its appropriate class. After the director makes an allocation, he shall notify the appointing authority affected, in writing, of that allocation. The allocation shall become immediately effective, but the appointing authority may within ten days file with the director an application for reconsideration, together with any written evidence by way of affidavits, statements or exhibits which that appointing authority may desire considered by him. The director shall act upon that application within ten days after receiving it, and notify the appointing authority of his final action. An appointing authority may ask for a review by the board within thirty days from the date of notice by the director of his original action or, if reconsideration has been asked, within thirty days from the date of the director's final action upon that application.

The allocation of an occupied position shall not be changed except in accordance with the provisions of rule 4.4.

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4.4. \ Reallocation of Positions

Whenever, because of changes in the organizational structure of an agency, in the duties of a position, or for some other reason, a position appears to be improperly allocated, the director shall, upon his own initiative, or upon the written request of a permanent employee or an appointing authority, investigate the duties of the affected position. Following that investigation he may reallocate it to an appropriate class. In making a request for the review of a position, the permanent employee or the appointing authority shall set forth the changes that have occurred in the particular position since the last review or other factors which in his opinion warrant reallocation. If the director makes a reallocation or denies an application for reallocation, he shall notify the appointing authority and the employee affected of his action.

4.6 Reallocation Review

A permanent employee or appointing authority affected by a reallocation or denial of a request for reallocation shall have the same right to make an application for reconsideration as is granted the appointing authority in the case of an original allocation by rule 4.3, and the procedure set out in rule 4.3 shall apply to such application. Any reallocation granted by the director shall become effective upon the expiration of the time fixed for making an application for reconsideration, if none is made, or if one is made, at the date of notice by the director of his final action.

A permanent employee or appointing authority shall have the same right of review by the board of a reallocation which changes the class of a position as is granted an appointing authority in the case of an original allocation. Application for such a review must be made within 30 days from the date of notice by the director of his original action, or, if a reconsideration has been asked, within 30 days from the date of the director's final action upon that application.

Applications for review by the board must be in writing and based on one of the following grounds:

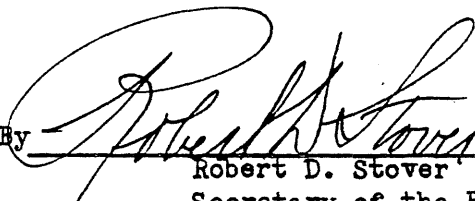
- (1) That the action of the director was not in accordance with the civil service act;
- (2) That the action of the director was unwarranted by the evidence before him, or was procured by fraud, coercion or other improper conduct of any party in interest.

The board after receiving any application for review of reallocation shall order the director to submit to it the record upon which he acted and thereafter, upon that record, may sustain, reverse, or modify the action of the director or, in its discretion, may order that further evidence be taken by him to be submitted to the board and considered by it upon its review.

Civil Service Rules
As Revised By the Civil Service Board
July 5, 1950

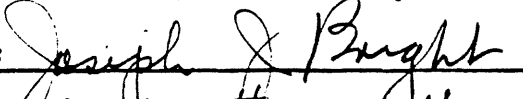
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George F. Ziesmer, Chairman
Mrs. Harington Beard, Member
Francis W. Russell, Member
CIVIL SERVICE BOARD

By 
Robert D. Stover
Secretary of the Board

Approved as to form and legality
this 24 day of July, 1950

J. A. A. BURNQUIST, Attorney General

By: 
Asst Attorney General

1:30 P.M.
STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
JUL 24 1950

Secretary of State