



To: Tony Kinkel

From: Kelsey Baumann

CC: Deb Henton

RE: Reallocation Request for Tony Kinkel

Thank you the opportunity to review your position for reallocation, and to determine the best classification for your work. I understand that the impetus for the audit request stemmed from concerns related to whether the classification initially selected for your position was based on the funds that were available at the time of its creation. I also understand that the existence of incremental funds at this juncture has made this request of concern. While I understand these are primary concerns from your and your board's perspective, please know that from the HR perspective, we do not factor in in availability of funds, and are only focused on the work of the position.

In conducting your reallocation, I compared your position to multiple statewide class specifications, conducted in-depth analysis of your position description, interviewed you, discussed the position with statewide classification expert Christine Overfors, and compared your position across the State of Minnesota enterprise. After extensive analysis, I still believe that your position is best aligned with the Executive Assistant classification.

This memo seeks to provide a summary of the analysis conducted, though the full analysis includes even more detail and considerations. Should you wish to see the full audit write-up, you may request a copy. Here were a few key factors:

- Your position was compared to the benchmark position for the Executive Assistant. A benchmark position is the position on which the classification was founded. There were many similarities including a focus on legislative work, policy work, and serving as a liaison for the individual entity with other outside organizations and agencies.
- Your position is very well aligned to all of the allocation factors for the Executive Assistant classification. Allocation factors are the core elements of a classification that describe what its work should be. Allocation factors for the Executive Assistant classification include working under administrative direction, performing administrative liaison work between departments and governmental agencies, legislative branches, and the public, as well as developing, implementing, reviewing, and establishing policies and procedures. This suggests that your position is very well aligned with all of the core elements of this classification.
- I compared your position to your recommendation of the PELSB Executive Director classification. I also consulted with MMB on this classification. There are some distinct differences that prevent a

classification of this level to be considered. This includes things like scope of impact, number of staff, budget, and the type of work that is being conducted. The classification used is also exclusive to PELSB.

- I reviewed five other managerial plan classifications (Executive Assistant Principal, Management Services Director, Administrative Officer, Assistant to the Commissioner, Research Planning and Evaluation Director) and each of these classifications were disparate in their focus and type of work in comparison to the work that you are conducting in your role. The executive assistant class is much more closely connected.

You may appeal this classification decision in writing to the Human Resources Director, within 30 days, stating reasons for the protest and a rationale for any alternative proposed. To warrant reconsideration, an appeal must include new material and exhibits relative to the classification of the position. If new information causes a change in determination, the date of receipt of that information will be used in determining back pay eligibility under collective bargaining agreements and plans.

Please let me know if you have any questions, or if you would like to see the full audit analysis.