

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

DIVISION OF LANDS AND FORESTRY

312-7
312-8
314-0
(Replaces 312-7 dated
1-10-73).

March 8, 1973

CIRCULAR LETTER TO: Regional Forest Supervisors
Area Forest Supervisors
Nursery Superintendents
Field Services Supervisor
St. Paul Section Supervisors

SUBJECT: Position Control Numbers - State Employees

All positions whether full-time, part-time, seasonal, temporary or intermittent or whether filled or vacant is assigned a separate position control number. A listing by area showing the position control numbers of the seasonal and permanent employees is attached.

Effective immediately, all appointments, transfers, demotions or any other action affecting an employee must have a six digit position control number on the proper Civil Service form. If the Civil Service form is received without a position control number, it will not be processed into the computer payroll system for payment. It is extremely important that all personnel forms be carefully checked to ensure that position control numbers are on the forms and are the correct numbers so that the employee will receive his check.

Also attached is a listing of position control numbers for the estimated temporary hourly employment needs by area of the Division of Lands and Forestry. The position control numbers are listed by activity and by account with a beginning date and ending date. Additional numbers should be requested from the St. Paul office. There can be no overlapping appointments. An hourly employee can work only between the beginning date and ending date indicated for the specific activity. There can be no exceptions. When an employee terminates his service or it is the end of his temporary appointment, Civil Service Form CS-57 must be submitted to St. Paul at once so the position control number is vacated. If an employee is to be transferred from one account to another, he must be terminated from the position control number in one account and appointed on a new Civil Service Form CS-54 to a position control number in the other account. As an example:

Spring Planting - Period of employment 0415XX to 0615XX. Account 31200 - 201

Appointed Position Control No. 866540 - 4-20 - terminated 5-3.

Account 31209:10 - 209

Appointed Position Control No. 871120 - 5-4 - terminated 5-22.

The proper notations as to first working day, last working day and transferred to account 31209:10 and transferred from account 31200 must also be shown on the payroll bi-weekly time report.

All appointments of minority group members must include an appropriate identifying code. This identification should be in the form of a letter from the supervisor accompanying the Civil Service Form CS-54. The letter should state the employee's name and minority group membership code; i.e. 1, 2, 3, 4 or 5, as identified below. The identification code is not to be shown on the Civil Service Form CS-54.

Racial identifications should be visually determined by supervisors. Individuals should be reported as members of the minority group to which they regard themselves as belonging or to which they are regarded by the community as belonging. Minority group employment should be identified as belonging to one of the following minority groups (use only the numbered code as identification):

1. Black
2. Oriental
3. American Indian
4. Spanish Surnamed American
5. Other (attach an explanation if you use this code)

Earl J. Adams

Earl J. Adams, Director
Division of Lands and Forestry

EJA:lj

att.

MINNESOTA CONSERVATION DEPARTMENT
DIVISION OF LANDS AND FORESTRY

312-7
314-0

MEMORANDUM TO: Regions, Areas, Districts, Nurseries
and Grand Rapids

October 29, 1970

SUBJECT: Civil Service Forms

This memorandum should clear up any questions about circular letter 312-7, 314-0 dated October 9, 1970. Please add the coding examples to your circular letter copies to bring them up to date.

Circular letter 362-3, dated 11-4-69 is helpful in coding forms. The appointment forms and termination forms should be coded like the payroll is, showing index, item, fund, and also the department code numbers.

The following is an example of the CS-54 coding:
EMPLOYEE APPOINTMENT

example: 31200:01-02-6-100
201-1011

1. This appointment is to fill requisition no. _____ Position Control No. _____

1. Social Security No. (3-11)	2. Employee Name Last (12-26) First (27-35) Middle (36) Maiden		
COMPLETE NAME			
4. Address Street or RFD (37-56)	COMPLETE HOME ADDRESS (57-71)		County (72-73) State (74) Zip Code (75-79)

The following is an example of the CS-56 coding:
EMPLOYEE STATUS AND PERSONAL DATA CHANGES

Example of wrong social security number
and wrong name and address

201-1011

1. Social Security No. (3-11) 470 69 3003	2. Employee Name Last First M.I. JONES MILDRA S.	Budget Position No.	3. Acct. No. Index Item Fund 31200:01-02 100	4. CIVIL SERVICE STATUS Permanent Probationary Provisional
5. Department or Agency CONSERVATION	6. Division or Bureau No. (12-14) LANDS & FORESTRY No. 2	7. Classification Title -----	Class Code (15-18)	

The following is an example of the CS-57 coding:
EMPLOYEE SUSPENSION, LEAVE, OR SEPARATION

201-1011

1. Social Security No. (3-11)	2. Employee Name Last First M.I. COMPLETE NAME		Budget Pos. No.	3. Acct. No. Index Item Fund 31200: 01-02 100	4. CIVIL SERVICE STATUS Permanent Probationary Provisional Provisional Prom. Unclassified
5. Department or Agency CONSERVATION	6. Division or Bureau No. (12-14) 029 LANDS & FORESTRY No. 2	7. Classification Title LABORER I HOURLY	Class Code (15-18) 0412		

10-29-70

On the CS-54 form example in the circular letter for Laborer I appointment to the Natural Resources account, please change #22 class code from 0412 to UNCL.

For the list of most common coding for Laborer I please add the headings of the columns like the following example:

<u>Index</u>	<u>Item</u>	<u>Qtr.</u>	<u>Fund</u>	<u>Dept. Code</u>
31200:	01-02-(qtr.)	-100		201-()
31000:	10-02-(qtr.)	-100		007-221 or 007-241
31209:	10-02-(qtr.)	-200		209-()
31265:	00-02-(qtr.)	-400		265-()
31206:	20-02-(qtr.)	-400		216-()
Natural Resources				
31600:	52-02-(qtr.)	-100		355-()
31600:	52-02-(qtr.)	-100		356-()

Please remember to put the black line at the bottom of Natural Resources account appointments and terminations.

On form CS-57, please follow instructions in the circular letter for #4 and #26.

WA:EJA:jp



Wm. Aultfather, Director