GLOSSARY

GLOSSARY

American Indian or Alaskan Native - Persons having origins in any of the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition. This definition is provided by the US Equal Employment Opportunity Commission for federal reporting requirements.

Asian or Pacific Islander - Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. This definition is provided by the US Equal Employment Opportunity Commission for federal reporting requirements.

Average - The figure obtained by dividing the sum total of a set of data by the number of figures in the set of data. In this report, the average has been used synonymously with mean.

Black (Not of Hispanic Origin) - Persons having origins in any of the Black racial groups of Africa. This definition is provided by the US Equal Employment Opportunity Commission for federal reporting requirements.

Career Appointment - An indefinite appointment expected to last the equivalent of 90 full-time workdays or more in a calendar year is career employment.

Civil Service Positions - Positions as defined in the classified service.

Classified Employee - Any employee of the State of Michigan over which the Civil Service Commission has jurisdiction pursuant to the State Constitution.

Classified Service - The Michigan State classified civil service.

Compensation - Pay and benefits received by an employee for work performed.

Disability - Disability means any of the following:

(1) A determinable physical or mental characteristic of a person, which may result from disease, injury, congenital condition of birth, or functional disorder, if the characteristic:

   (A) Substantially limits one or more of the major life activities of the person, and
   (B) Is unrelated to (1) the person's ability to perform the duties of a particular job or position or (2) the person's qualifications for employment or promotion.

(2) A history of a determinable physical or mental characteristic.
(3) Being regarded as having a determinable physical or mental characteristic.

Employee Status Code Descriptions (active employees):

AA: Full-time (Classified)
AB: Part-time (Classified)
AC: Permanent Intermittent (Classified)
AD: Limited Term (Classified)
AE: Seasonal (Classified)
AF: Unclassified
AP: Workers Compensation
AQ: Non Career/Per Diem
AR: Special Personal Services (Unclassified)

Filled Position - A position in which a person is presently working.

Fiscal Year - October 1 of a given year through September 30 of the next year. (Prior to fiscal year 1975-76, the fiscal year was July 1 - June 30. Transition fiscal year 1975-76 was 15 months long.)

Full Time Employee - Those employees scheduled to work 80 hours biweekly full-time.

General Fund - The major operating fund of the state receiving all tax receipts and other types of revenue not specified by law to be placed in special funds.

Hispanic - Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. This definition is provided by the US Equal Employment Opportunity Commission for federal reporting requirements.

Hourly Employees - Those employees scheduled to work less than 80 hours biweekly, paid hourly.

HRMN - Human Resources Management Network (HRMN) means the integrated network delivering payroll, personnel, and employee benefits functionality and data exchange among agencies and third parties. Stage I of HRMN implementation took place in March 2001 replacing PPRISM.

Indefinite Appointment - A career appointment with no fixed ending date at the time of appointment.

Intermittent Employee - Those employees scheduled to work on an on-call or periodic basis due to demand and workflow. These employees may work an hourly or full-time schedule within an 80-hour biweekly pay period.

Job Category - Eight standard job categories from the Federal Equal Employment Opportunity Commission, used by state and local governments in reporting statistics to the federal government. These are as follows:

> **01: Officials and Administrators** - Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads; bureau chiefs; division chiefs; directors; deputy directors; controllers; wardens; superintendents; sheriffs; police and fire chiefs and inspectors; examiners (bank, hearing, motor vehicle, warehouse); inspectors (construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation); assessors; tax appraisers and investigators; coroners; farm managers; and kindred workers.
>
> **02: Professionals** - Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.
>
> **03: Technicians** - Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers; drafters; survey and mapping technicians; licensed practical nurses; photographers; radio operators; technical illustrators; highway technicians; technicians (medical, dental, electronic, physical sciences); police and fire sergeants; inspectors (production or processing inspectors, testers and weighers); and kindred workers.
>
> **04: Protective Service Workers** - Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

05: Paraprofessionals - Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aids, child support workers, policy auxiliary welfare service aids, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

06: Office and Clerical - Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information, and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

07: Skilled Craft Workers - Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

08: Service/Maintenance Workers - Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

Job-Share Employee - Those employees scheduled to share a portion of an 80-hour biweekly schedule with one or more other positions that in aggregate perform the duties of a single full-time position (as defined by Civil Service and Management and Budget in the joint letter of 12/26/85)

Limited Term Employee - Those employees hired with a fixed appointment expiration date. These employees are entitled to fringe benefits providing they meet specified eligibility requirements.

MAIN - Michigan Administrative Information Network - established in 1992 to develop, implement, and operate a fully integrated, automated administrative management information system for the State of Michigan.

Median - A value that represents the point at which half the items in a data set are greater than or equal to it and half are less than or equal to it.

MIDB - Management Information Data Base.

Non-Career Employee - Those employees hired on a non-career basis to work 719 hours or less in a calendar year. These employees are not entitled to fringe benefits.

Pay Range - A number that designates the range of pay rates or single pay received by a job class.

Pay Step - A pay level within a pay range.

Position - A classified job identified by its respective duties and responsibilities.

Primary Position - The level one position in HRMN which determines the employee's status and benefits eligibility.

Principal Department - One of not more than 20 executive branch departments provided for by article 5, section 2, of the constitution.

PPRISM - The statewide computer system of employee personnel and payroll transactions. PPRISM is an acronym for Personnel/PayRoll Information System for Michigan. Phase I of PPRISM's implementation took place in June 1987. Phase II of PPRISM's implementation took place in June 1990. PPRISM was replaced by HRMN (Human Resources Management Network) in March 2001.
Process Level - A HRMN term that represents principal department, autonomous entity, or agency of convenience.

Recall List - An employment list of persons who have been laid off, transferred, or demoted for reasons of administrative efficiency, lack of work, or absence of sufficient funds.

Seasonal Employee - Those employees scheduled to work according to seasonal department work schedules. These employees may work 80 hours biweekly during certain periods of the year.

Special Personal Services Employee - A contractor who is an employee of a state agency and who is not a classified employee, an exempt employee, or an excepted employee.

Turnover Separation - All separations, whether voluntary or involuntary, except as follows: expired appointments (those hired with a fixed expiration date at time of hire) and laid-off employees (who are not considered separated until return rights have been exhausted).

Unclassified Employee - An employee working in a position exempted or excepted from the classified service pursuant to the State Constitution (e.g., elected officials, heads of principal departments, members of boards and commissions, employees of the legislature, employees of courts of record, etc.).

Unit Designations - A combination of union and unit codes is assigned to each classified position. The union code identifies the employee organization that by election process has won recognition as the exclusive bargaining agent for the unit. The unit code represents a particular grouping of job classifications having related duties as established by the definition of the unit. Generally, most positions in a class will have the same unit code. However, the nature of some positions will require their exclusion from the unit. In instances where this exclusion occurs, secondary class codes have been established to accommodate those positions excluded from the unit. Following are definitions of Union and Unit Codes:

Union Codes

A Michigan State Employees Association (MSEA), and Police Officers Association of Michigan (POAM

C Michigan Corrections Organization (MCO)

E Local 31-M, Service Employees International Union, AFL-CIO (SEIU)

H Michigan Public Employees (MPES)

L United Technical Employees Association (UTEA)

T Michigan State Police Troopers Association (MSPTA)

U American Federation of State, County, and Municipal Employees, Council 25, AFL-CIO (AFSCME)

W United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW)

Y No Exclusive Employee Organization Representation

Z Unclassified - No Exclusive Employee Organization

Unit Code	Unit
01	**State Police Enlisted Unit** This unit consists of all non-supervisory enlisted positions, including sergeants, in the Michigan State Police.
02	**Safety and Regulatory Unit** Employees in this unit are involved in one or more of the following activities: conducting inspections or investigations designed to detect violations of federal or state statutes, rules, regulations; enforcing these rules, regulations, or statutes; appraising the grade, condition, or sanitation of food, objects, activities, or procedures; protection of person, buildings, grounds, or natural resources.
11	**Institutional Unit** This unit includes all non-professional classifications, which provide indirect or direct services to patients or residents of state facilities, excluding correctional security classifications.
12	**Security Unit** The Security Unit includes non-professional employees involved in direct custody and treatment of inmates under the supervision of the Department of Corrections and residents of state facilities for the criminally insane.
21	**Scientific and Engineering Unit** Employees in this unit perform work in the areas of physical and biological sciences or in the field of engineering or architecture through applying principles, theories, practices, and methods generally learned through a four-year or advanced post-secondary course of study.
22	**Human Services Unit** Employees in this unit perform work in the areas of counseling, education, rehabilitation, and other assistance for the socially disabled or disadvantaged through applying principles, theories, practices, and methods learned through educational degrees, special training and experience.
23	**Business and Administrative Unit** Employees in this unit perform work in such areas as personnel, accounting, training, auditing, commercial, and business fields, information, and other fields related to business, commercial, and administrative support, through applying principles, theories, practices, and methods learned through educational degrees, special training and experience.
31	**Labor and Trades Unit** Employees in this unit perform skilled and semi-skilled trades work as well as general labor activities.
32	**Technical Unit** Employees in this unit provide support services in the area of science and engineering.
41	**Administrative Support Unit** This unit includes all occupational groupings engaged in preparing, transcribing, recording, filing, systematizing, maintaining, and routinely dispensing of records, reports, communications, and information by manual process and by operating various office machines and equipment. Also, this unit includes employees who use work products from clerical classifications and exercise judgment in the application of statutes, rules, regulations, or policies including positions supporting business and administrative activities.
42	**Human Services Support Unit** This unit consists of classifications engaged in delivery of paraprofessional human services to the citizens of the State.
50	**Pending Unit Assignment** Employees in positions in classifications that are pending unit assignment.

51 **Supervisory Unit**

Employees in this unit have the authority to hire, assign, transfer, discipline for cause, lay off, recall, promote, reallocate, or evaluate other employees, or responsibility to direct them, or to adjust their grievances, or effectively recommend such actions if in connection with the foregoing. The exercise of such authority is not of a merely routine or clerical nature but rather requires the use of independent judgment.

52 **Non-Career**

Employees in non-career classes that are ineligible for collective bargaining (e.g., student assistants).

98 **Managerial Unit**

The Managerial Unit is made up of employees who: (a) formulate policy, direct the work of an agency or major subdivision thereof; or (b) who administer and carry out policies and programs of such principal departments or subdivisions; or manage, administer, and control local branch offices of principal departments, including the physical, financial, and/or personnel resources thereof, in order to carry out the mission of the agency; or (c) represent or advise management in legal matters; or (d) adjudicate disputes involving employees or mediate labor management relations in the public or private sector; or (e) who may reasonably be required on behalf of the State Employer or the departmental employer to assist in the preparation for conduct of negotiations with employees; or (f) have a major role in personnel administration labor relations, or the preparation and administration of budgets at the central level of state government, or for a principal department or major subdivision thereof.

99 **Confidential Unit**

Confidential employees are those who assist in a confidence capacity, persons who (a) formulate policy, direct the work of an agency or major subdivision thereof; or (b) who may reasonably be required on behalf of the State Employer or the Departmental Employer to assist in the preparation for conduct of negotiations with employees; or (c) have a major role in personnel administration labor relations, or the preparation and administration of budgets at the central level of state government, or for a principal department or major subdivision thereof.

Vacant Position - A position that is unfilled.

White (Not of Hispanic Origin) - Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. This definition is provided by the US Equal Employment Opportunity Commission for federal reporting requirements.

Workforce - Those persons employed in the classified service by the state of Michigan.