

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

MINNESOTA STATE REGULATIONS

Notice of filing by the Commissioner of Administration

We have received on this date, stamped and filed 2 copies of Rules and Regulations pertaining to the Department of Public Welfare
(Agency or Board)

Regulation No. DPW 90, 103, 104, 126, 131 & 132 amended

Subject: Definitions, Reduction in Force, Leaves of Absence, Home Maker Coordinator, office manager, Director of Business management, and Clerk Specialist

Department of Administration
Publication, Central Services Division
Documents Section
140 Centennial Office Building
St. Paul, Minnesota 55155
Telephone: (612) 296-2874

FILED
RICHARD L. BRUBACHER
Commissioner of Administration
JUL 22 1974 4:05 pm
BY Eda Staudenmaier
AUTH. SIGNATURE EJ

Stamped and filed with the Secretary of State 7-22-74

Rev. 9-72

(INSERT OPPOSITE PAGE 204)

NEW RULES AS ADOPTED

Changes and additions indicated by *italics*, deletion by ~~strike-out~~.

DPW 90 DEFINITIONS

(A) (7) COUNTY REGISTER means the sub-register established for a county from a state-wide register, either competitive or promotional, containing the names of persons who have ~~legal-residence~~ *resided* in the county *for 30 days* or, in the event of a promotional examination, who are employed by the county agency.

Filing Date

(INSERT OPPOSITE PAGE 228)

NEW RULES AS ADOPTED

Changes and additions indicated by *italics*, deletion by ~~strike-out~~.

DPW 103 REDUCTION IN FORCE

(d) (2) The names of permanent employees who have been laid off shall be entered on a re-employment register for their class of positions in the *inverse* order of their separation.

Filing Date

(INSERT OPPOSITE PAGE 230)

NEW RULES AS ADOPTED

Changes and additions indicated by *italics*, deletion by ~~strike-out~~.

DPW 104 (b) (3) LEAVES OF ABSENCE WITHOUT PAY

In an instance in which a county welfare board grants an educational leave of absence to its welfare director in order that the director can pursue a course of academic study and when it does not appear feasible to fill the vacant position through a contract with a neighboring county or by employing a new director on a temporary basis during the period of leave, the county welfare board may elect to name one of its professional staff members as acting director for the period of leave, not to exceed two years. The professional staff member shall remain in his present class and serve as director only in an acting capacity; however, if the welfare board so elects, it can increase the salary of the person so named up to, but not to exceed, the ~~ninth step~~ *maximum* of his present class.

Filing Date

DPW 126

(r) HOME MAKER COORDINATOR *II*

(1) Kind of work:

Under general supervision of a Home Maker Supervisor or a social welfare supervisor, is responsible for providing supervision and consultation to home makers; develops and administers a comprehensive orientation and in-service training program for home makers; instructs clients in home making skills and techniques; performs specialized work in connection with the home maker program; and performs related work as assigned.

(2) Examples of work: (Illustrative only)

Explains appropriate utilization of home maker services to social service staff. Develops the content of training programs for home makers. Conducts in-service training of the home maker staff. Supervises home makers in the performance of their duties. Evaluates home maker staff performance. Plans, organizes, and conducts classes for clients on home-management skills. Consults with agency staff and community on problems relating to home maker services. Reviews and approves requests for and assignments of home makers.

(3) Knowledges and abilities required:

Considerable knowledge of home-management principles and methods. Considerable knowledge of home-economics resources. Considerable knowledge of human behavior. Knowledge of the principles and techniques of social case work. Knowledge of social and economic problems. Knowledge of principles of supervision. Ability to develop and administer a training program for home makers. Ability to direct and supervise the work of others. Ability to evaluate performance and stimulate growth and development. Ability to establish and maintain good professional relationships with agency staff and community.

(4) Minimum qualifications:

Graduation from an accredited four-year college with a major in Home Economics, Nursing or related fields and one year experience as a Home Economist or nurse or in a related field.

Filing Date

Changes and additions indicated by *italics*, deletion by ~~strike-out~~.

DPW 126

(S) OFFICE MANAGER

(1) KIND OF WORK:

Supervises all clerical functions of a large public welfare agency, establishes clerical procedures and distributes the clerical work loads among staff units, coordinates clerical services with the goals of the agency, *and handles inventory and purchase of office supplies and equipment*, and performs related work as required.

(2) EXAMPLES OF WORK: (Illustrative only)

~~Plans~~ *Analyzes, revises* and installs ~~clerical~~ *office* procedures to facilitate the work of the agency.
Supervises directly and through subordinate supervisors the entire general clerical work force of the agency.
Evaluates clerical staffing needs and selects and orients new clerical employees.
Ascertains equipment needs and recommends policies on equipment maintenance and replacement.
Establishes policies on the maintenance of office supplies.
Participates in planning office layout and the utilization of available office space.

(3) KNOWLEDGES AND ABILITIES REQUIRED:

Thorough knowledge of office procedures, practices, and equipment.
Considerable knowledge of the principles of business administration.
Considerable knowledge of business arithmetic and business English.
Considerable knowledge of the principles and techniques of supervision.
Some knowledge of the objectives of a public welfare agency.
Some knowledge of accounting principles and practices.

Ability to establish and maintain good working relationships with a large number of employees.
Ability to relate the activities of a service unit to the activities of the agency as a whole.
Ability to plan work systematically and to develop efficient procedures.
Ability to evaluate the work of subordinates.

(4) MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from ~~an accredited four-year college, preferably with a major in business administration,~~ *high school*, and three years of experience supervising clerical operations, programming office procedures, and maintaining financial records; or performing related duties in a public welfare agency.

OR

Graduation from an accredited four-year college, with a major in business administration or a closely related subject.

Filing Date

DPW 126

(T) HOMEMAKER COORDINATOR I

(1) KIND OF WORK:

Under supervision performs supervisory work of some difficulty and complexity; is responsible for the effective performance of the housekeepers and chore service workers and serves as liason between the administrative and professional staff and the housekeepers and chore service workers; and performs related work as assigned.

(2) EXAMPLES OF WORK: (Illustrative only)

Evaluates the Housekeeper and Chore Service Programs as well as the individual workers.
Assists in planning a program of orientation and training of housekeepers.
Instructs housekeepers during orientation and provides in-service training.
Works with social workers and chore service personnel in planning assignment of housekeepers.
Shares the continuing supervision of the housekeepers and chore workers with the social worker responsible for the casework plan.
Develops and maintains records, forms, and receipts as required by the agency.
Plans and conducts in cooperation with other appropriate personnel and agencies, pre-service and on-the-job programs.
Assists in preparation of public-information materials.
Plans and conducts periodic staff meetings for the housekeepers and chore service personnel.

(3) KNOWLEDGES AND ABILITIES REQUIRED:

Knowledge of home-management principles and methods.
Knowledge of social service and welfare programs.
Knowledge of agency services.
Knowledge of human behavior.
Knowledge of the principles of supervision.

Ability to direct and supervise the work of others.
Ability to evaluate performance and stimulate growth and development.
Ability to establish and maintain constructive relationships with agency staff and community.
Ability to communicate effectively both orally and in writing.

(4) MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from a standard high school or its equivalent and three years of experience as a Homemaker II, or five years experience as a Homemaker I.

OR

Completion of two full years of study at an accredited two-year or four-year college, with emphasis on home economics, or a closely related subject.

Filing Date

Changes and additions indicated by *italics*, deletion by ~~strike-out~~.

DPW 131

(H) ~~CONTROLLER~~

DIRECTOR OF BUSINESS MANAGEMENT

(1) Kind of work:

Under broad administrative direction of the welfare director, plans, develops and directs a fiscal management program involving a large and complex system of accounts; directs the accounting, budgeting, and disbursing functions for all departments and institutions; *and plans, develops, and directs the support services to include: plant maintenance, purchasing, communications, supportive clerical needs,* and performs related work as assigned.

(2) Examples of work (Illustrative only):

Formulates and recommends policies and procedures to increase the effectiveness of the agency's fiscal management practices *and other support services.* Establishes and administers procedures for the accounting and machine processing of information. Directs the preparation and maintenance of the fiscal records of the agency. Plans and directs a program of periodic reporting of the fiscal position of the agency. Supervises preparation of the budget projections and assesses the fiscal impact of program changes. Plans and directs the installation and maintenance of fiscal control procedures. Confers with the director and department heads on the establishment of adequate fiscal and support services procedures and services to operating departments. Plans and recommends studies for improving the fiscal management program and agency's support services. Recommends changes in the organization and staffing of ~~accounting department~~ *business management division.* Plans, installs, and directs the policies of procedures required for a coordinated program of fiscal management in all institutions and departments. Establishes performance standards and evaluates individual performance.

(3) Knowledges and abilities required:

Thorough knowledge of the modern principles and practices of business management in a large-scale governmental agency. Thorough knowledge of accounting theory and approved methods of handling a wide variety of problems of business management. Thorough knowledge of the principles and practices of effective administration. Thorough knowledge of office procedures, methods and equipment. Knowledge of the uses and practical application of data processing equipment. Knowledge of the scope and purpose of departmental operations. Knowledge of the source of public funds and the principles of public finance. Knowledge of the principles of economics. Ability to do original work in developing and maintaining a complex accounting system. Ability to coordinate the fiscal management functions of the several institutions and departments. Ability to plan, assign, and coordinate the work of a large number of employees. Ability to evaluate the work of others and to develop staff. Ability to establish good working relationships with staff members, other departments and agencies, and the public.

(4) Minimum qualifications of education and experience:

Graduation from a credited four-year college, with a major in accounting, ~~or~~ business administration, *or mathematics*, and five years of *highly responsible* supervisory accounting experience.

Filing Date

DPW 132 Changes and additions indicated by *italics*, deletion by ~~strike-out~~.

(M) CLERK SPECIALIST

(1) KIND OF WORK:

Under general supervision, performs highly difficult and responsible technical clerical work of an administrative nature; may supervise ~~clerical~~ personnel, and performs related work as assigned.

(2) EXAMPLES OF WORK: (Illustrative only)

Plans, assigns, and reviews the work of ~~clerical assistants~~ *other personnel;*
Develops and puts into effect clerical procedures designed to facilitate operation of a department or unit;
Composes reports, informational material, and Board minutes for the welfare director;
Obtains informal bids on well-defined items;
Serves as a resource in drawing bid specifications;
~~Supervises operation of a social service index;~~
Contacts vendors concerning purchase of equipment and supplies.
Screens calls and public inquiries for welfare director;
Supervises preparation of purchase orders;
Integrates statistical reports from a wide variety of sources;
Compiles involved state and federal statistical reports from unassembled data.

(3) KNOWLEDGES AND ABILITIES REQUIRED:

Thorough knowledge of departmental programs, operations, and policies from the standpoint of general functions performed;
Good knowledge of office procedures, practices, and equipment;
~~Knowledge of procedures and operations of a social service exchange;~~
Knowledge of statistical methods;
Knowledge of purchasing methods and procedures.

Ability to plan, assign, and supervise the work of clerical assistants;
Ability to establish and maintain satisfactory relationships with vendors, staff members, and social agencies;
Ability to explain the policies, methods, and procedures of a social service agency;
Ability to learn rapidly what is involved in a specially assigned technical field.
Ability to use good judgment in making the most effective use of the particular speciality.

(4) MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from a standard high school and two years of experience in responsible and difficult ~~clerical~~ work ~~in a social welfare agency~~ *requiring latitude for independent judgment.*

OR

Graduation from an accredited four-year college.

NOTE: The ability to type *and take shorthand* at a satisfactory rate may be required in some positions in this class. For positions requiring this ability, certification will be limited to persons possessing this required skill.

APPROVED AS TO FORM AND LEGALITY

July 22 19 74

WARREN SPANNAUS, ATTORNEY GENERAL

BY Michael B. Miller

SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
JUL 22 1974 - 3:30 pm
Arlen I. Erdahl
Secretary of State

FILED
RICHARD L. BRUBACHER
Commissioner of Administration

JUL 22 1974

BY Eda Staudenmaier
AUTH. SIGNATURE

4:05 p.m.

NEW RULES AS PROPOSED

(INSERT OPPOSITE PAGE 204)

PROPOSED RULE REVISION

Changes and additions indicated by *italics*, deletion by ~~strike-out~~.

DPW 90 DEFINITIONS -1110

(A) (7) COUNTY REGISTER means the sub-register established for a county from a state-wide register, either competitive or promotional, containing the names of persons who have ~~legal residence~~ *resided* in the county *for 30 days* or, in the event of a promotional examination, who are employed by the county agency.

(INSERT OPPOSITE PAGE 228)

PROPOSED RULE REVISION

Changes and additions indicated by *italics*, deletion by ~~strike-out~~.

DPW 103 (d) (2) REDUCTION IN FORCE -1434.02

The names of permanent employees who have been laid off shall be entered on a re-employment register for their class of positions in the *inverse* order of their separation.

(INSERT OPPOSITE PAGE 230)

PROPOSED RULE REVISION

Changes and additions indicated by *italics*, deletion by ~~strike-out~~.

DPW 104 (b) (3) LEAVES OF ABSENCE WITHOUT PAY -1442.03

In an instance in which a county welfare board grants an educational leave of absence to its welfare director in order that the director can pursue a course of academic study and when it does not appear feasible to fill the vacant position through a contract with a neighboring county or by employing a new director on a temporary basis during the period of leave, the county welfare board may elect to name one of its professional staff members as acting director for the period of leave, not to exceed two years. The professional staff member shall remain in his present class and serve as director only in an acting capacity; however, if the welfare board so elects, it can increase the salary of the person so named up to, but not to exceed, the ~~ninth step~~ *maximum* of his present class.

Proposed New Class Specification

DPW 126 WELFARE SUPERVISORY GROUP IV-3290

(r) HOME MAKER COORDINATOR *II*

(1) Kind of work:

Under general supervision of a Home Maker Supervisor or a social welfare supervisor, is responsible for providing supervision and consultation to home makers; develops and administers a comprehensive orientation and in-service training program for home makers; instructs clients in home making skills and techniques; performs specialized work in connection with the home maker program; and performs related work as assigned.

(2) Examples of work: (Illustrative only)

Explains appropriate utilization of home maker services to social service staff. Develops the content of training programs for home makers. Conducts in-service training of the home maker staff. Supervises home makers in the performance of their duties. Evaluates home maker staff performance. Plans, organizes, and conducts classes for clients on home-management skills. Consults with agency staff and community on problems relating to home maker services. Reviews and approves requests for and assignments of home makers.

(3) Knowledges and abilities required:

Considerable knowledge of home-management principles and methods. Considerable knowledge of home-economics resources. Considerable knowledge of human behavior. Knowledge of the principles and techniques of social case work. Knowledge of social and economic problems. Knowledge of principles of supervision. Ability to develop and administer a training program for home makers. Ability to direct and supervise the work of others. Ability to evaluate performance and stimulate growth and development. Ability to establish and maintain good professional relationships with agency staff and community.

(4) Minimum qualifications:

Graduation from an accredited four-year college with a major in Home Economics, Nursing or related fields and one year experience as a Home Economist or nurse or in a related field.

(INSERT OPPOSITE PAGE 274)

PROPOSED CLASS SPECIFICATION REVISION

Changes and additions indicated by *italics*, deletion by ~~strike-out~~.

DPW 126 WELFARE SUPERVISORY GROUP

(S) OFFICE MANAGER IV-3295

(1) KIND OF WORK:

Supervises all clerical functions of a large public welfare agency, establishes clerical procedures and distributes the clerical work loads among staff units, coordinates clerical services with the goals of the agency, *and handles inventory and purchase of office supplies and equipment*, and performs related work as required.

(2) EXAMPLES OF WORK: (Illustrative only)

~~Plans~~ *Analyzes, revises* and installs ~~clerical~~ *office* procedures to facilitate the work of the agency.
Supervises directly and through subordinate supervisors the entire general clerical work force of the agency.
Evaluates clerical staffing needs and selects and orients new clerical employees.
Ascertains equipment needs and recommends policies on equipment maintenance and replacement.
Establishes policies on the maintenance of office supplies.
Participates in planning office layout and the utilization of available office space.

(3) KNOWLEDGES AND ABILITIES REQUIRED:

Thorough knowledge of office procedures, practices, and equipment.
Considerable knowledge of the principles of business administration.
Considerable knowledge of business arithmetic and business English.
Considerable knowledge of the principles and techniques of supervision.
Some knowledge of the objectives of a public welfare agency.
Some knowledge of accounting principles and practices.

Ability to establish and maintain good working relationships with a large number of employees.
Ability to relate the activities of a service unit to the activities of the agency as a whole.
Ability to plan work systematically and to develop efficient procedures.
Ability to evaluate the work of subordinates.

(4) MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from ~~an accredited four-year college, preferably with a major in business administration,~~ *high school*, and three years of experience supervising clerical operations, programming office procedures, and maintaining financial records; or performing related duties in a public welfare agency.

OR

Graduation from an accredited four-year college, with a major in business administration or a closely related subject.

Proposed New Class Specification

DPW 126 WELFARE SUPERVISORY GROUP

(T) HOMEMAKER COORDINATOR I IV-3289

(1) KIND OF WORK:

Under supervision performs supervisory work of some difficulty and complexity; is responsible for the effective performance of the housekeepers and chore service workers and serves as liason between the administrative and professional staff and the housekeepers and chore service workers; and performs related work as assigned.

(2) EXAMPLES OF WORK: (Illustrative only)

Evaluates the Housekeeper and Chore Service Programs as well as the individual workers.
Assists in planning a program of orientation and training of housekeepers.
Instructs housekeepers during orientation and provides in-service training.
Works with social workers and chore service personnel in planning assignment of housekeepers.
Shares the continuing supervision of the housekeepers and chore workers with the social worker responsible for the casework plan.
Develops and maintains records, forms, and receipts as required by the agency.
Plans and conducts in cooperation with other appropriate personnel, pre-service and on-the-job programs.
Assists in preparation of public-information materials.
Plans and conducts periodic staff meetings for the housekeepers and chore service personnel.

(3) KNOWLEDGES AND ABILITIES REQUIRED:

Knowledge of home-management principles and methods.
Knowledge of social service and welfare programs.
Knowledge of agency services.
Knowledge of human behavior.
Knowledge of the principles of supervision.

Ability to direct and supervise the work of others.
Ability to evaluate performance and stimulate growth and development.
Ability to establish and maintain constructive relationships with agency staff and community.
Ability to communicate effectively both orally and in writing.

(4) MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from a standard high school or its equivalent and three years of experience as a Homemaker II, or five years experience as a Homemaker I.

OR

Completion of two full years of study at an accredited two-year or four-year college, with emphasis on home economics, or a closely related subject.

	1	2	3	4	5	6	7
Plan A	564	590	617	644	675	707	739
B	590	617	644	675	707	739	771
C	617	644	675	707	739	771	807

(INSERT OPPOSITE PAGE 320)

PROPOSED CLASS SPECIFICATION REVISION

Changes and additions indicated by *italics*, deletion by ~~strike-out~~.

DPW 131 FISCAL GROUP

(H) ~~CONTROLLER~~

DIRECTOR OF BUSINESS MANAGEMENT -3780

(1) Kind of work:

Under broad administrative direction of the welfare director, plans, develops and directs a fiscal management program involving a large and complex system of accounts; directs the accounting, budgeting, and disbursing functions for all departments and institutions; *and plans, develops, and directs the support services to include: plant maintenance, purchasing, communications, supportive clerical needs,* and performs related work as assigned.

(2) Examples of work (Illustrative only):

Formulates and recommends policies and procedures to increase the effectiveness of the agency's fiscal management practices *and other support services.* Establishes and administers procedures for the accounting and machine processing of information. Directs the preparation and maintenance of the fiscal records of the agency. Plans and directs a program of periodic reporting of the fiscal position of the agency. Supervises preparation of the budget projections and assesses the fiscal impact of program changes. Plans and directs the installation and maintenance of fiscal control procedures. Confers with the director and department heads on the establishment of adequate fiscal and support services procedures and services to operating departments. Plans and recommends studies for improving the fiscal management program and agency's support services. Recommends changes in the organization and staffing of ~~accounting department~~ *business management division.* Plans, installs, and directs the policies of procedures required for a coordinated program of fiscal management in all institutions and departments. Establishes performance standards and evaluates individual performance.

(3) Knowledges and abilities required:

Thorough knowledge of the modern principles and practices of business management in a large-scale governmental agency. Thorough knowledge of accounting theory and approved methods of handling a wide variety of problems of business management. Thorough knowledge of the principles and practices of effective administration. Thorough knowledge of office procedures, methods and equipment. Knowledge of the uses and practical application of data processing equipment. Knowledge of the scope and purpose of departmental operations. Knowledge of the source of public funds and the principles of public finance. Knowledge of the principles of economics. Ability to do original work in developing and maintaining a complex accounting system. Ability to coordinate the fiscal management functions of the several institutions and departments. Ability to plan, assign, and coordinate the work of a large number of employees. Ability to evaluate the work of others and to develop staff. Ability to establish good working relationships with staff members, other departments and agencies, and the public.

(4) Minimum qualifications of education and experience:

Graduation from a credited four-year college, with a major in accounting, ~~or~~ business administration, *or mathematics,* and five years of *highly responsible* supervisory accounting experience.

NEW RULES AS PROPOSED
(INSERT OPPOSITE PAGE 328)

PROPOSED CLASS SPECIFICATION REVISION

DPW 132 (M) Changes and additions indicated by *italics*, deletion by ~~strike-out~~.

CLERICAL GROUP
CLERK SPECIALIST

IV-3865

(1) KIND OF WORK:

Under general supervision, performs highly difficult and responsible technical clerical work of an administrative nature; may supervise ~~clerical~~ personnel, and performs related work as assigned.

(2) EXAMPLES OF WORK: (Illustrative only)

Plans, assigns, and reviews the work of ~~clerical assistants~~ *other personnel;*
Develops and puts into effect clerical procedures designed to facilitate operation of a department or unit;
Composes reports, informational material, and Board minutes for the welfare director;
Obtains informal bids on well-defined items;
Serves as a resource in drawing bid specifications;
~~Supervises operation of a social service index;~~
Contacts vendors concerning purchase of equipment and supplies.
Screens calls and public inquiries for welfare director;
Supervises preparation of purchase orders;
Integrates statistical reports from a wide variety of sources;
Compiles involved state and federal statistical reports from unassembled data.

(3) KNOWLEDGES AND ABILITIES REQUIRED:

Thorough knowledge of departmental programs, operations, and policies from the standpoint of general functions performed;
Good knowledge of office procedures, practices, and equipment;
~~Knowledge of procedures and operations of a social service exchange;~~
Knowledge of statistical methods;
Knowledge of purchasing methods and procedures.

Ability to plan, assign, and supervise the work of clerical assistants;
Ability to establish and maintain satisfactory relationships with vendors, staff members, and social agencies;
Ability to explain the policies, methods, and procedures of a social service agency;
Ability to learn rapidly what is involved in a specially assigned technical field.
Ability to use good judgment in making the most effective use of the particular speciality.

(4) MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from a standard high school and two years of experience in responsible and difficult ~~clerical~~ work ~~in a social welfare agency~~ *requiring latitude for independent judgment.*

OR

Graduation from an accredited four-year college.

NOTE: The ability to type *and take shorthand* at a satisfactory rate may be required in some positions in this class. For positions requiring this ability, certification will be limited to persons possessing this required skill.

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE Vera J. Likins
Commissioner of Public Welfare

In the Matter of the Proposed Adoption of Rules of the State Department of Public Welfare Governing the County Welfare Merit System Classifications, Rules, and Regulations RE: DPW Rules No. 90, 103, 104, 126, 131, and 132

ORDER ADOPTING RULES

The above-entitled matter came on for hearing before the Welfare Commissioner of the State of Minnesota on the 2nd day of May, 1974, at 9:00 a.m. in Room A, fourth floor of the Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota, after proper notice required by M.S. 1967, Section 15.0412 was served upon all persons, associations and other interested groups registered with the Secretary of State for that purpose.

After affording interested persons an opportunity to present written and oral data, statements and arguments, having heard all of the testimony, having considered all of the evidence adduced and upon the records, files, and proceedings herein, and applicable statutory standards or criteria, and having confirmed the need for the above captioned rules.

NOW, THEREFORE IT IS ORDERED, that these rules identified as County Welfare Merit System Rules are adopted this _____ day of May, 1974, pursuant to the authority vested in me by Minnesota Statutes 393.07.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Vera J. Likins

COMMISSIONER OF PUBLIC WELFARE

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE BARBARA L. SUNDQUIST
HEARINGS OFFICER

In the Matter of the Proposed Adoption of Rules of the State Department of Public Welfare Governing the Merit System Procedures and Classifications
RE: DPW Rules No. 90, 103, 104, 126, 131 and 132

ORDER FOR HEARING

To effectively implement changes in rules and regulations, the Minnesota Commissioner of Public Welfare deems it necessary to consider adoption of the proposed rules captioned above pursuant to the authority vested in me by M.S. 393.07, 256.01 subd. 2 (13), 256.04 B subd. 2, 257.081, 257.101, and 245.78.

NOW, THEREFORE, IT IS ORDERED this twenty-eighth day of March, 1974, that a public hearing on the proposed rules captioned above be held in Room A, Fourth Floor of the Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota, on Thursday, May 2, 1974, commencing at 9:00 A.M. and continuing until all representatives of associations or other interested groups or persons have had an opportunity to be heard.

IT IS FURTHER ORDERED, that notice of said hearing be given to all representatives of associations or other interested groups or persons who have registered their names with the Secretary of State for that purpose.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

COMMISSIONER

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE BARBARA L. SUNDQUIST
HEARINGS OFFICER

In the Matter of Proposed Rules Relating to Merit System Rules and Class Specifications RE: DPW Rules No. 90, 103, 104, 126, 131, and 132

NOTICE OF HEARING

Notice is hereby given that a public hearing will be held pursuant to M.S. 1967, Section 15.0412, Subd. 4, in the above entitled matters in Room A, Fourth Floor of the Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota, on Thursday, May 2, 1974, commencing at 9:00 A.M. and continuing until all representatives or other interested groups or persons have had an opportunity to be heard concerning adoption of the proposed rules captioned above by submitting either oral or written data, statements, or arguments. Statements or briefs may be submitted without appearing at the hearing.

The following matters will be considered at this Public Hearing.

Consideration of revision of the class specification for Clerk Specialist.

Consideration of retitling the Homemaker Coordinator class to Homemaker Coordinator II and the establishment of the new class specification of Homemaker Coordinator I.

Consideration of retitling and revising the class specification for Controller, making the new title Director of Business Management.

Consideration of correcting Public Welfare Merit System Rule IV-1434.02 to read "The names of permanent employees who have been laid off shall be entered on a re-employment register for their class of positions in the inverse order of their separation." The word "inverse" is added.

Consideration of correcting Public Welfare Merit System Rule IV-1442.03 to read "If the Welfare Board so elects, it can increase the salary of the person so named up to, but not to exceed, the maximum (delete ninth step) of his present class." Some of the Merit System classes do not have nine steps in their salary range.

Consideration of clarifying the Public Welfare definition under Rule IV-1110 concerning a county register. The words "resided in the county for 30 days" are being substituted for "legal residence in the county." This will maintain the intent of the regulation as adopted prior to the recent change in voter registration laws.

Consideration of revising the class specification of Office Manager.

A copy of the Notice of the Department of Health hearing is enclosed for your information. Information may be obtained by writing to the Supervisor, Minnesota Merit System, Fourth Floor, Centennial Office Building, St. Paul, Minnesota 55155.

COMMISSIONER OF PUBLIC WELFARE

Dated: March 28, 1974

STATE OF MINNESOTA

COUNTY OF HENNEPIN

AFFIDAVIT
OF MAILING

In the Matter of the Proposed Adoption of Regulations Amending the Minnesota Public Health Merit System Rules and Classifications RE: DPW Rules No. 90, 103, 104, 126, 131, and 132

I, Patricia Swanson, being first duly sworn, deposes and says:

That on the 29 day of March, 1974, at the City of St. Paul, County of Ramsey, State of Minnesota, she served the attached Notice of Hearing by depositing in the United States Mail at said City of St. Paul, a true and correct copy thereof, properly enveloped, with postage prepaid, to all persons and associations at the addresses listed on the attached Certificate of the Secretary of State.

Patricia Swanson

Subscribed and sworn to before
me this 29 day of March, 1974.

Lorraine C. Pfeiffer

LORRAINE C. PFEIFFER
Notary Public, Dakota Co. Minn.
My Commission Expires Sept. 29, 1979

STATE OF MINNESOTA

COUNTY OF RAMSEY

In the Matter of the Proposed Adoption of the State Department of Public Welfare Governing the County Welfare Merit System
RE: DPW Rules No. 90, 103, 104, 126, 131, and 132

CERTIFICATE

I hereby certify that the attached 340 labels and 2 sheet(s) constitute the complete list of persons, associations, and other interested groups who as of 3:00 o'clock P. M., this 27th day of March, 1974, have requested pursuant to M.S. 1967, Section 15.0412, that their names be placed on file with the Secretary of State for the purpose of receiving Notice of Hearing on proposed rules on the subject captioned above.

SECRETARY OF STATE

Arlen I. Erdahl

By Ceil Dion

HEALTH

Abrahamson, Dr. Dean E., [redacted] Space Science Center, M[redacted]eapolis 55455

Beutel, Robert P. C. Box 1205, 103 3rd Ave S., St. Cloud 56301

Booth Cold ~~Storage Co.~~, St. Peter & Kellogg, St. Paul

~~Bush, John T., Box 11, Mayo Bldg., U of M, Mpls. 55455~~

Cassel, Dr. Carl V.L., Minn. State Dental Ass'n., 2236 Marshall Ave., St. Paul

Environment Reporter, 1231 25th St., N.W., Washington D. C.

Hawley, Lyle, Graco, PO Box 1441, Minneapolis 55440

Higgins, J.C., Brotherhood Rwy. Clerks, 2317 W. 7th St., Duluth

Kurtz, Mrs. Kirsten, Minn. Nurses Assn., 1821 Univ. Ave., St. Paul 55104

Merck & Co., Inc. Rahway, N.J., Attn: Off of Gen. Counsel

Minneapolis & Hennepin County Mental Health Clinic, 619 S. 5th St., Minneapolis 15

Minn. Nurses Assn.,Attn: Geraldine Wedel, 1821 Univ. Ave.Rm.152, St. Paul 55104

Minn. State Pharmaceutical Ass'n., 2388 University Ave., St. Paul 55104

Parke, Davis & Company, P. O. Box 118, Detroit 32, Michigan

Patrick, Peter, 101 Central Ave., S.E., Minneapolis

Planning and Advisory Comm. of Crow Wing County, Court House, Brainerd 56401

Roesler, Immanuel F., 6700 Portland Ave. S., Richfield 55423

Sanford, S. M., 7000 Portland Ave., Richfield, Minneapolis, Minn. 55423

Schneider, Dorothy, St. Paul Bur.Health, 555 Cedar St., St. Paul 55101

DIV. OF ENVIRONMENTAL SANITATION

U. S. Soil Conservation Serv., 517 Red. Courts Bldg., St. Paul (Swimming pools)

HOTELS, RESORTS, RESTAURANTS

U. S. Soil Conservation Serv., 517 Red. Courts Bldg., St. Paul (trailer parks,etc)

MINN. PLUMBING CODE only

Hendricks, Manley, c/o Tyler Pipe Industries, Box 2027, Tyler, Texas 50701

Higgins, Robert G. - Room 300B, 1409 Willow St., Minneapolis 55403

Sharp, Richard H., 964 W. Cecil St., Neenah, Wisconsin 54956

CEMETERIES

Fox, Howard - 244 Dayton Ave., St. Paul 55102

PUBLIC WELFARE

Blade, Joe -Mpls Star, 425 Portland Ave., Mpls

Central Minnesota Mental Health Center, 215 S. 3rd Ave., St. Cloud

Community Mental Health Board of the Northern Pines Mental Health Cente
103-105 1st St. S.E., Little Falls

Curtis, Dr. E. Louise, Prof. Education, U of M, Morris 56267

[redacted]

Goldberg, Paula, 5315 James Ave S., Mpls 55419
Kurtz, Mrs. Kirsten, Minn. Nurses Assn., 1821 Univ Ave., St. Paul 55104

Legal Aid Society, 501 Park Ave., Minneapolis 55415

Local #34, AFSC & ME, Box 2016, Commerce Sta., Minneapolis 55415
Lutheran Soc.Service, Attn. H.L.Paulsen, 2414 Park Ave S., Mpls. 55404
Minneapolis & Hennepin County Mental Health Clinic, 619 S. 5th St.,Mpls.

Minnesota Legislative Comm. of Blind, 1605 Eustis, St. Paul 8

Minn. State Pharmaceutical Ass'n., 2388 Univ. Ave., St. Paul 4
Moratzka, Timothy, 1304 Vermillion St., Hastings 55033
Neff, Dr. Walter S., Virginia

Northland Mental Health Center, 415 S. Pokegema, Grand Rapids

Public Relief, BD. of Public Welfare, Attn.Dir.Jensen,250 S. 4th St.,
Mpls.55415

Southwestern Mental Health Center, 306 N. McKenzie St., Luverne

Upper Mississippi Mental Health Center, Attn: Dr. Howard C. Reid, 510
Beltrami Ave.

Veterans' Affairs, Veterans Service Bldg., St. Paul

[redacted]

Welfare Rights Organization, c/o Stephen Parsons, 1118 Newton Ave. N.
Minneapolis55

West Central Mental Health Center, 323 W. 6th St., Willmar

NURSING HOMES ONLY

SODERMAN ANTHONY
152 S PLAZA BLDG
MPLS MN
55416

STANSFIELD ARLENE LAND CLRK
PO BOX 116
MPLS MN
55440

STD AM LIFE & ANNUITY CO
3801 W 50TH ST
MPLS MN
55410

STEELWORKERS CREDIT UNION
BOX 250
BARBITT MN
55706

STUPKA & MOREM
MIDTOWN BLDG
AUSTIN MN
55912

SULLIVAN J KIRK
PO BOX 200
BOISE ID
83701

SWANSON BURT E
W-2162 1ST NATL BK BLDG
ST PAUL MN
55101

SWANSON GERALD H
212 CITY HALL
ROCHESTER MN
55901

THOMPSON CONRAD
1107 23RD ST NW
ROCHESTER MN
55901

THOMPSON HESSIAN ET AL
1500 MIDWEST PLAZA BLDG
MPLS MN
55402

UNION STOCK YARDS
ATTN PRES
SO ST PAUL MN
55075

VAN DRAKE STEPHEN R
BOX 353
PELICAN RAPID MN
56572

VAN EVERA MUNDT ET AL
700 TORREY BLDG
DULUTH MN
55802

VOGEL HOWARD G
814 FLOUR EXCH BLDG
MPLS MN
55415

VOLDNESS PERRY
IDS 8TH & MARQUETTE
MPLS MN
55402

WELLS,G W.
19280 LAKE AVE
WAYZATA MN
55391

WEST & GOWAN
ATTORNEYS AT LAW
PINE ISLAND MN
55963

WINTERS JOHN A
POLK CO STATE BK BLDG
CROOKSTON MN
56716

WM.MITCHEL COLLEGE LAW LIB.
2100 SUMMIT AVE.
ST.PAUL MN
55105

WOZNIAK D D
401 FIRST FED BLDG
ST PAUL MN
55101

WYANT CLINTON W ATTY

ATKIN MN
56431

PORTER LYLE T
TRACY MN
56175

PORT AUTH CITY OF ST PAUL
330 MINNESOTA BLDG
ST PAUL MN
55101

RACHNER MARY JANE
1917 PINEHURST AVE
ST PAUL MN
55116

RENNER R.H. ST PAUL AREA CC
300 OSBORN BLDG.
ST PAUL MN
55102

RAMSEY CO MEDICAL SOCIETY
1500 LOWRY MEDICAL BLDG
ST PAUL MN
55102

ROBBIE JOSEPH
904 CARGILL BLDG NO CTR
MPLS MN
55402

ROBERTS DAVID E
1260 NW NATL BK BLDG
ST PAUL MN
55101

SAN SIMEON DEVELOP CORP
OLD 1ST STATE BK BLDG
PAYNESVILLE MN

ST PAUL ASSN PLBG HTG MECH
614 AM NATL BK
ST PAUL MN

ST PAUL BUR HLTH DR P COX
555 CEDAR ST
ST PAUL MN
55101

SCHAPS NICHOLAS
100 DAIN TOWER
MPLS MN
55402

SCHMIDT D R MN ASSN REALTORS
6101 WAYZATA BLVD
MPLS MN
55416

SCHNEIDER MAHLON
GREEN GIANT
LESUEUR MN
56058

SCHWARTAU NEAL METH HOSP
201 W CENTER ST
ROCHESTER MN
55901

SCHNEIDER & NEESER
706 1ST ST SO PO BX 876
WILLMAR MN
56201

SCHROEDER ALFRED H
2172 CARROLL AVE
ST PAUL MN
55104

SENATE FINANCE COMMITTEE
113 STATE CAPITOL
ST PAUL MN
55101

SHABATURA EUGENE H
2833 LAKE AVE SO
DULUTH MN
55811

SHINER JOHN T.
297 GOODRICH AVE
ST PAUL MN
55102

SKELLY OIL CO R R WELLINGTON
PO BOX 436
KANSAS CITY MO

MINN STATE OPTOMETRIC ASSN
333 E HENNEPIN AVE
MPLS MN
55414

MINN STATE RETIREMENT SYSTEM
529 JACKSON ST
ST PAUL MN
55101

MINN.TURKEY GROWERS ASSN
2383 UNIV AVE
ST PAUL MN
55114

MINN ASSN WATERSHED DIST'S
ADA MN
56510

MOFFITT R.C. DIR.ENV.CONTROL
MPLS.CITY HALL RM 301M
MPLS MN
55415

MOOD R BLOOMINGTON HLTH DEPT
10200 PENN SO
BLOOMINGTON MN
55431

NASS GEO V HENN CO GEN HOSP
5TH AND PORTLAND AVE
MPLS MN
55415

NATL FAMILY INS CO
2147 UNIV AVE
ST PAUL MN
55114

NAT'L SOLID WASTES-R. GRASSO
1730 RHODE ISLAND AV.NW
WASHINGTON DC
20036

NEDELL HAROLD - MEINEKE
6300 W LOOP S SUITE 200
HOUSTON TX
77027

NEUMAN RALPH W
RT 2 BOX 125
EMBARRASS MN
55732

NW COUNTRY ELEVATOR ASSN
802 GRAIN EXCH BLDG
MPLS MN
55415

NURSING HOME ADMRS BD EXAMRS
277 W UNIV AVE
ST PAUL MN
55103

O'BRIEN J.DENNIS
1200 1ST NATL.BANK BLDG
MINNEAPOLIS MN
55402

OLD COLONY GAS & OIL COMPANY
17TH AVE N AT 2ND ST
MPLS MN
55411

OSTRUM DONALD E
10213 PIERCE ST NE
BLAINE MN
55434

PATTISON ORVIS
BOX 645
WILLMAR MN
56201

PAYNE COL ALVIN
DEGRAFF MN
56233

PETERSEN JOHN W
525 OSBORN BLDG
ST PAUL MN
55102

PHAR MFGRS ASSN WM D PATTON
1155 15TH ST NW
WASHINGTON DC DC
20005

MATHEY T J PICKANDS MATHER
2000 UNION COMM BLDG
CLEVELAND OH
44115

MASTER-MATTSON HART ET AL
414 ROANOKE BLDG
MPLS MN
55402

MEIEROTTO, JOAN
1794 SO LEXINGTON
ST PAUL MN
55118

MERRITT GRANT POLLUTION CONT
OAK & DELAWARE
MPLS MN
55440

MILLER RICHARD A
1020 PLYMOUTH BLDG
MPLS MN
55402

MILLER TOM
2311 PILLSBURY AVE S
MPLS MN
55404

MINN APT ASSN
GRIGGS-MIDWAY BLDG
ST PAUL MN
55104

MN. ASN.C&IND H.D.PETERSON
480 CEDAR ST.
ST.PAUL MN
55101

MINN ASSN ELEC COOPERATIVES
4901 W 77TH ST
MPLS MN
55435

MINN. ASSN. PET RETAILERS
1115 2ND AVE. SO.
MINNEAPOLIS MN
55403

MINN COUNCIL STATE EMP NO 6
475 RICE ST
ST PAUL MN
55103

MINN DEPT HEALTH J C MCKASY
717 DELAWARE S E
MPLS MN
55440

MINN ENV CONTROL CITIZEN ASN
CENTRAL MANOR 26 E EXCH
ST PAUL MN
55101

MINN ENV LAW INST INC
PO BOX 15076 COMM STA
MPLS MN
55415

MINN. HOTEL & MTR. ASSN
2001 UNIVERSITY AVE
ST PAUL MN

MINN HWYS MANAGEMENT SERVICE
410 HWY BLDG
ST PAUL MN
55101

MINNE MINE CREDIT UNION
3000 HUDSON PK S 100
ST PAUL MN
55119

MINN.MTR.TRANSP. .J.N.DENN
1821 UNIV.
ST.PAUL MN
55104

MINN PUB INT RES DAYTON
2418 UNIV AVE SE
MPLS MN
55414

MN REP STATE CENTRAL COMM
555 WABASHA AVE
ST PAUL MN
55102

MINN RETAIL HARDWARE ASSN
3033 EXCELSIOR BLVD 313
MPLS MN
55416

MINN SCH BUS OPERATORS ASSN

FARIBAULT MN
55021

MINN STATE BAR ASSN
100 MINN FED BLDG
MPLS MN
55402

MINN ST BD PHAR P G GRUSSING
1965 FORD PKWY
ST PAUL MN
55116

HULTMAN WARREN R
C/O BARBAROSSA R3
OSSEO MN
55369

HUMAN RIGHTS DEPT
60 STATE OFF BLDG
ST PAUL MN
55101

HUTCHISON R.M. ANOKA CO.COMP
COURT HOUSE
ANOKA MN
55303

INS FED OF MINN
902 SOO LINE BLDG
MPLS MN
55402

IUOE LOC 49 CHAS SWENSON
2580 UNIV AVE
ST PAUL MN
55101

JACKMAN DONALD G
4023 E LAKE ST
MPLS MN
55406

JOHNSON M.D. FRUNDT & FRUNDT

BLUE EARTH MN
56013

JOHNSON LANCE J
265 S LAFAYETTE RD
ST PAUL MN
55107

KANE ANTHONY
176 E FIFTH ST
ST PAUL MN
55101

KIMBALL ROBERT
647 CAPITOL SQ BLDG
ST PAUL MN
55101

KNOWLES, LARRY D
8025 33RD AVE N
CRYSTAL MN
55427

KNUTSON DR KEITH,BIOLOGY DPT
ST CLOUD STATE
ST CLOUD MN
56301

KOPP MRS VERNON
2050 65TH ST E
INVER GR HGHT MN
55075

KORTZ MRS LOUISE
1064 FOREST HILLS DR SW
ROCHESTER MN
55901

LANSING & OAKES
400 SIBLEY ST
ST PAUL MN
55101

LAPP LAZAR LAURIE ET AL
1200 BUILDERS EXCHANGE
MINNEAPOLIS MN
55402

LAUNDERERS&DRY CLEANERS ASSN
W 1ST NATL BK BLDG
ST PAUL MN
55101

LEAGUE MN MUNIC MC HADICKS
~~300 UNIVERSITY AVE~~ 300 HANOVER
~~MPLS MN~~
~~55414~~ 480 CEDAR
ST PAUL MN 55101

LOOS CALVIN J
6809 LYNDALE AVE SO
MPLS MN
55423

LOWE DOUG
2701 N LEXINGTON AVE
ROSEVILLE MN
55113

MCLELLAN LARKIN
215 ADM BLDG ST CAPITOL
ST PAUL MN
55101

EVANS CHAS. PRENTICE-HALL
ENGELWOOD CLIFFS
NEW JERSEY

EVERETT JERRY NW PETRO ASSN
512 NICOLLET MALL RM917
MPLS MN
55402

FAEGRE & BENSON ATTN LIBR
1260 NW BANK BLDG
MPLS MN
55402

FINNEGAN J.R.
55 E. 4TH
ST.PAUL MN
55101

FLEMING FREDERICK A
1860 HIGHLAND PARKWAY
ST PAUL MN
55116

FORBES GORDON MINN RRS ASSN
207 UNION DEPOT
ST PAUL MN
55101

FOX W.E. LINDQUIST & VENNUM
4200 IDSCTR 80 S.8TH ST
MINNEAPOLIS MN
55402

F W WOOLWORTH CO
3316 W 66TH ST
EDINA MN
55424

GEORGE K GRANSE CO
1477 SELBY AVE
ST PAUL MN
55104

GIEL DAVID
RM B-28 STATE CAPITOL
ST PAUL MN
55155

GRANATH MARVIN -HONEYWELL
2701 4TH AVE SO
MPLS MN
55408

GREEN DEL CITY MGR
BLOOMINGTON CITY HALL
BLOOMINGTON MN
55431

GUSTAFSON WALLACE
BOX 567
WILLMAR MN
56201

HALLBERG LEE & MCCABE
4927 34TH AVE S
MPLS MN
55417

HAYES,THOMAS W
700 SELLWOOD BLG
DULUTH MN
55812

HEAD & TRUHN
1007 SOO LINE BLDG
MPLS MN
55402

HICHINGER-MARK PLANNING
421 WABASHA ST
ST PAUL MN
55102

HOULE MELVIN
881 W HWY 96
SHOREVIEW MN
55112

HOUSE APPROPRIATIONS COMM
RM 109 STATE CAPITOL
ST PAUL MN
55101

CARRISON DUANE R
MANKATO STATE COLLEGE
MANKATO MN
56001

CENTRAL BUSINESS DATA
BENSON RADIO ARCADE BLD
BENSON MN
56215

CHAMBERLAIN WARREN D
887 SW 4TH AVE
FARIBAULT MN
55021

CHERCHES CHRIS CITY MGR
5005 MTKA BLVD
ST LOUIS PARK MN
55416

CITIZENS LEAGUE
530 SYNDICATE BLDG
MPLS MN
55402

CLARKSON J.B.
2350 I.D.S. CENTER
MINNEAPOLIS MN
55402

COMMUNITY DESIGN CENTER
118 E 26TH ST
MPLS MN
55404

CONCORDIA COLLEGE
DEAN
MOORHEAD MN
56560

COX AND KING
600 BUILDERS EXCH
MPLS MN
55402

CROW WING CO PLANNING & ADV
COURT HOUSE
BRAINERD MN
56401

DANFORTH & ALLEN
731 NW BANK BLDG
MPLS MN
55402

DANKERS, KENNETH
1200 WEST FOURTH STREET
RED WING MN
55066

DAYTON CHAS SIERRA CLUB
400 ROANOKE
MPLS MN
55402

DIEHL JOHN
26 KENWOOD PKWY
ST PAUL MN
55105

DOUGLASS BELL
525 OSBORN BLDG
ST PAUL MN
55102

DOYTON MAURICE, MET SEWER BD
350 METRO SQ BLDG
ST PAUL MN
55101

EBELING EDWARD H.
161 W. MAIN
PERHAM MN
56573

ELDRED R W ARMOUR & CO
UNION STOCK YARDS
SO ST PAUL MN
55075

ELMER EDWIN W
2901 PLEASANT AVE
MPLS MN
55408

ENV SERV-GEN RESCURCE CORP
6340 INDUSTRIAL DR
HOPKINS MN
55343

ERDMAN ROGER TENNANT CO
701 N LILAC DR
MPLS MN
55441

ALBERT,AA CALDER CORP
366 JACKSON ST
ST PAUL MN
55101

AM CAMPING ASSN MRS LEACOCK
1235 BRIGHTON SQ
NEW BRIGHTON MN
55112

AM INST PROF GEOLOGISTS
2201 PRINCETON AVE
ST PAUL MN
55105

ANDERSON JAMES
7703 NORMANDALE RD
MPLS MN
55435

ANDERSON STANFORD P
14600 MINNETONKA BLVD
MINNETONKA MN
55343

ARMOUR AND COMPANY
UNION STOCK YARDS
SO ST PAUL MN
55075

ARROWHEAD REGIONAL DEV COMM
900 ALWORTH BLDG
DULUTH MN
55802

ASSOCIATED INDUST OF MPLS
NATIONAL BLDG
MPLS MN
55402

ASSN OF MINN COUNTIES
55 SHERBURNE AVE #203
ST PAUL MN
55103

BABCOCK LOCHER NELSON ET AL
118 E MAIN ST
ANOKA MN
55303

BADALICH JOHN P
2025 THOMPSON AVE
SO ST PAUL MN
55075

BARTHOLOW HAROLD E FIRE CHF
2600 109 AVE N W
COON RAPIDS MN
55433

BECKLIN ROBERT C
447 N W 4TH
CAMBRIDGE MN
55008

BEMIDJI STATE COLLEGE
PLACEMENT BUR.J.C.BRADY
BEMIDJI MN
56601

BENSONI PETER USW OF AM.
609 PROVIDENCE BLDG.
DULUTH MN

BEUTEL ROBERT
BOX 1205
ST CLOUD MN
56301

BLOMQUIST BARRY L

NORTH BRANCH MN
55056

BRIGHAM E M III
RR4
RED WING MN
55066

BROEKER JOHN
2850METRO DR. SUITE 504
BLOOMINGTON MN
55420

BRUBACHER RICHARD COMM ADM
208 ADM BLDG
ST PAUL MN
55101

BRUNING C.R.DEPT.CLINIC.EXP.
BURTON HALL
MPLS. MN
55455

BUR NATL AFFAIRS INC
1231 25TH ST NW
WASHINGTON DC
20037

STATE BD.BARBER EXAMINERS
555 WABASHA
ST PAUL
55102

STATE BD VETERINARY EXAMI
C/O DR A C SPANNAUS DVM
WACONIA MN

STERSLAND M.E. PRES. MVMA
203 NW 2ND ST.
AUSTIN MN
55912

STOLPESTAD BROWN & SMITH
1550 NW BK BLDG
ST PAUL MN
55101

SUMMIT NATL BANK D L MORRILL
205 AURORA AVE
ST PAUL MN
55103

SUSSEL CO.ATTN:TED SCHWEN
1850 COMO AVE.
ST PAUL MN
55108

SWEITZER R L HONEYWELL INC
2701 4TH AVE S
MPLS MN
55408

TIMESAVERS INC ATT R S VOLD
5270 HANSON COURT
MPLS MN
55422

TWIN CITY RETAIL DRUGGIST
2388 UNIV AVE
ST PAUL MN
55104

VAN CLEVE JOHN H
2101 HENN AVE
MPLS MN
55405

VERRILL JOHN E
DEPT SECONDARY ED UOF M
DULUTH MN
55812

VILLAGE OF WOODBURY-F.STR
561 TOWER DRIVE
NEWPORT MN
55055

WELK G V NORTHERN STATES
414 NICOLLET MALL
MPLS MN
55401

WEST MIDWAY-SO.ST ANTH.PK.AS
898 RAYMOND AVE.
ST PAUL MN
55114

WHITLOCK A G
ECON LAB OSBORN BLDG
ST PAUL MN
55102

WIS FEEDER PIG MARKET CO-OP

FRANCIS CREEK WI

WOLKERSTORTER THEODORE
676 17TH AVE NW
NEW BRIGHTON MN
55112

ZATARGA A E CPA
1800 MIDWEST PLAZA BLDG
MPLS MN
55402

PRAUSE JOS.C.
2220 105TH AVE.N.W.
CCON RAPIDS MN
55433

PULSCHER RBT SPRINGSTED I
813 CSBORN BLDG
ST PAUL MN
55102

RANALLO CLARENCE
800 CENTRAL AVE N E
MPLS MN
55413

RED OWL STORES INC
215 E EXCELSIOR AVE
HOPKINS MN
55343

RICHARDSON THOS
7851 METRO PKWY S 103
MPLS MN
55420

RICHARDS MONTGOMERY ET AL
1430 RAND TOWER
MPLS MN
55402

ROCHE T E
5007 FREMONT AVE S
MPLS MN
55419

ROSS ALFRED
6356 WARE RD
LINO LAKES MN
55014

SATHRE, HARVEY
77 SHERBURNE
ST PAUL MN
55103

SAX DOVE & STENSON
310 ENDICOTT BLDG
ST PAUL MN
55101

ST PAUL FOOD RETAILERS ASSN
1220 ARCADE
ST PAUL MN
55106

SCARBOROUGH WILLIAM
DIV.ED. U.M.
MORRIS MN
56267

SCHMIDT H W TCHRS RETIREMENT
302 CAPITOL SQ BLDG
ST PAUL MN
55101

SCHMIDT LARRY WCCO-TV NEW
50 S 9TH ST
MPLS MN
55402

SCHWERMAN EARL JR
1535 8TH AVE SE
ROCHESTER MN
55901

SCHWINN ROBT.P.
1400 SCO LINE BLDG.
MPLS. MN
55402

SEARS ROEBUCK & CO
2929 ELLIOT AVE D 703MW
MPLS MN
55401

SENATE CCUN OFF J ST MARI
STATE CAPITOL
ST PAUL MN
55101

SHAW ROBERT M
616 MOBIL OIL BLDG
MPLS MN
55402

SHELL CIL CO. W.A. ROQUET
ONE SHELL PLAZA BX 2463
HOUSTON TX
77001

SLOCUM CHARLES A
1203 IDS TOWER
MPLS MN
55402

SMERIKA WN.
BOISE CASCADE PAPERS
INTL FALLS MN
56649

MINN TEAMSTERS CREDIT UNION
2021 HENN AVE E
MPLS
55413

MINN TBR PRODUCERS ASSN
200 CHRISTIE BLDG
DULUTH MN
55802

MINN WATER RESOURCES BD
RM 206 555 WABASHA ST
ST PAUL MN
55102

MINN-WISC BOUNDARY AREA C
600 2ND ST
HUDSON WI
54016

MOONEY, MICHAEL A.
BOX 903, ST.JOHN'S UNIV
COLLEGEVILLE MN
56321

MPIRG
BOX 45 ST MARYS COLLEGE
WINONA MN
55987

NATL CAR RENTAL ATT D MITZEL
5501 GREEN VALLEY DR
MPLS MN
55437

NATL COUNCIL JEWISH WOMEN
4330 CEDAR LK RD
MPLS MN
55416

NCEC INC C/O DR DAHLBERG
CONCORDIA COLLEGE
MOORHEAD MN
56560

NELSON DONALD E NSP CO
414 NICOLLET AVE
MPLS MN
55401

NIELSEN STOCK & BLACKBURN
415 730 BLDG
MPLS MN

NORTH CENTRAL ELEC ASSN
PO BOX 202
BATTLE LAKE MN
56515

NW BELL TEL CO LEGAL DEPT
224 S 5TH ST RM 2000
MPLS MN
55402

NYQUIST DEAN A
3707 53RD PL N
BROOKLYN CTR MN
55429

OCONNOR GREEN THOMAS ET AL
845 NW BANK BLDG
MPLS MN
55402

OFFICE OF THE GOVERNOR
130 STATE CAPITOL
ST PAUL MN
55101

OTTER TAIL POWER CO.
215 S. CASCADE ST.
FERGUS FALLS MN
56537

PAYNE WM B
2400 FIRST NATL BK BLDG
MPLS MN
55402

PETERSON GARY
854 MIDLAND BK BLDG
MPLS MN
55401

PHILLIPS LEGISLATIVE SERVICE
113 W UNIV AVE
ST PAUL MN
55103

POPOVICH PETER S
314 MINN BLDG
ST PAUL MN
55101

MAUL WARREN E
320 S 4TH ST
MPLS
55415

MECCA R.F. NELSON
26 E EXCHANGE ST
ST PAUL MN
55101

MET OPEN SPACE INFOR PROJ
111 E FRANKLIN AVE SO
MPLS MN
55404

MET TFR MEN ASSN A ROSENT
1821 UNIV AVE
ST PAUL MN
55104

MPLS STAR PRESS ROOM
STATE CAPITOL
ST PAUL MN
55101

MPLS TRIBUNE CITY DESK
425 PORTLAND AVE
MPLS MN
55415

MINN AFL-CIO, L O LA SHOMB
414 AUDITORIUM ST
ST PAUL MN
55102

MINN ASSN COOPERATIVES
55 SHERBURNE AVE
ST PAUL MN
55103

MINN AUTOMOBILE DEALERS ASSN
GRIGGS MIDWAY BLDG
ST PAUL MN
55104

MINN BD PODIATRY EXAM & R
1111 W 2ND ST.
CROOKSTON MN
56716

MINN DENTAL HYGIENISTS
5041 YVONNE TERRACE
MPLS MN
55436

MINN ELECTRICAL ASSN INC
525 SO 7TH
MPLS MN
55415

MINN FARMERS UNION PRES OFF
1275 UNIV AVE
ST PAUL MN
55104

MINN FOOD RETAILERS ASSN
555 WABASHA
ST PAUL MN
55101

MINN HOUSING INST N T CARTER
7801 METRO PKWY
MPLS MN
55420

MINN LP GAS ASSN
7515 WAYZATA BLVD 106
MPLS MN
55426

MINN PETROLEUM COUNCIL
446 BUILDERS EXCH BLDG
MPLS MN
55402

MINN POULTRY & HATCHERY A
BOX 158
MADELIA MN
56062

MINN RESTAURANT ASSN
2001 UNIVERSITY AVE.
ST PAUL MN 55
104

MINN RETAIL FEDERATION
7600 PARKLAWN STE 457
MPLS MN
55435

MINN SOCIETY ARCHITECTS AIA
NW NATL BK BLDG
ST PAUL MN
55101

MINN SOC CERTIFIED PUB AC
1102 WESLEY TEMPLE BLDG
MPLS MN
55403

MINN STATE CAPITOL EMP UNION
PO BOX 3215
ST PAUL MN
55165

MINN STATE MED ASSN
375 JACKSON ST
ST PAUL MN
55101

HUNT MRS CHAS E MECCA
26 E EXCH CENTRAL MANOR
ST PAUL MN
55101

HUNT JAMES P JR
11470 GALTIER DR
BURNSVILLE MN
55378

INGEBRIGTSEN DR K H
23 SE 4TH ST
MPLS MN
55414

INGVALSON VERN MN.FARM BU
3110 WCODDALE DR PO 337
OST PALL MN
55165

IVERSON DR JOS DEPT ED
ST OLAF COLLEGE
NORTHFIELD MN
55057

IVERSON GARY L
1212 PIONEER BLDG
ST PAUL MN
55101

JENOS INC
525 LAKE AVE SO
DULUTH MN
55801

JENSEN CARL A
127 E MAIN ST
SLEEPY EYE MN
56085

KABLE RICHARD W

BETHEL MN
55006

KING,TIMOTHY
3333 OAKLAND AVE S
MPLS MN
55407

KLUZ STEVEN J
1910 1ST NATL BK BLDG
MPLS MN
55402

KNUTSON R N GRANNIS ETAL
F J SCHULT BLDG
ST ST PAUL MN
55075

KOLLER MR & MRS ERWIN A
1568 DULUTH ST
ST PAUL MN
55108

LAKE SUPERIOR INDUSTRIAL
828 FIRST AM. BK. BLDG.
DULUTH MN
55802

LARSON C L
3800 MINNEHAHA AVE SO
MPLS MN
55406

LARSON HANS P DIV HOSP SE
717 DELAWARE ST SE
MPLS MN
55440

LINDALL & JONATHAN DEVELOP.
VILLAGE ONE CENTER
CHASKA MN
55318

LOCKNER GARY
R R 1 BOX 23
BAUDETTE MN
56623

MCKIBBON MRS SHIRLEY
11 EVERGREEN LN
BABBITT MN
55706

MALONE E I COMM LABOR & INDU
444 LAFAYETTE RD 5TH FL
ST PAUL MN
55101

MANKATO STAT STUDENT SENA
CENTENNIAL STUDENT UN
MANKATO MN
56001

EWALD DOUGLAS MINN HOSP ASSN
2333 UNIV AVE SE
MPLS MN
55414

EWING MRS WM
42 ASTAR RD
BABBITT MN
55706

FELHABER R S
W 1ST NATL BANK BLDG
ST PAUL MN
55101

FINLEY JAMES E
920 MINN BLDG
ST PAUL MN
55101

FLETCHER RONALD
7900 XERXES AVE S
MPLS MN
55431

FITZGERALD DR BOB
3007 LYNDALE AVE SO
MPLS MN
55408

FRANKLIN ROBERT B MPLS TRIB
426 PORTLAND
MPLS MN
55415

FURLONG DR JOHN
RT 1
BOVEY MN
55709

GALVIN M J JR
W2162 1ST NATL BK BLDG
ST PAUL MN
55101

GAS HUT INC
4940 VIKING DR
MINNEAPOLIS MN
55435

GLEN. HILLS HOSP.R.VAN HAUER
3901 GOLDEN VALLEY RD.
MPLS. MN
55422

GODIN RALPH J
3824 47TH AVE SO
MPLS MN
55406

GREEN GARY J
41 SHERBURNE AVE
ST PAUL MN
55102

GUSTAFSON MRS D MINN VET
24 S 6TH ST
MPLS MN
55402

H B FULLER CO
2400 KASOTA AVE
ST PAUL MN
55108

HARVEY MICHAEL
1390 W M HAHA PKWY
MPLS MN
55409

HESS DONALD MIDWEST PLANNING
2101 HENN BLDG
MPLS MN
55405

HARTFELDT WILL
415 HAMM BLDG 6TH ST
ST PAUL MN
55102

HILL JIM ASSOC.MILK PROD.
7850 METRO PARKWAY
MINNEAPOLIS MN
55420

HOPKINS WM.B. DIR.MISCCA
3915 GOLDEN VALLEY ROAD
GOLDEN VALLEY MN
55422

HOUSE ED STANDING SUB COMM
RM 109 STATE CAPITOL
ST PAUL MN
55101

HULSTRAND ANDERSON & LARS
PO BOX 130
WILLMAR MN
56201

AELEN CLAUDE H
1200 N W BK BLDG
ST PAUL MN
55101

ALTMAN MILTON H
707 DEGREE OF HONOR BLD
ST PAUL MN
55101

ANCHOR BLOCK COMPANY
PO BOX 3360
ST PAUL MN
55165

ANDERSON HERBERT
418 8TH ST. SO.
VIRGINIA MN
55792

ANDREWS MOSBURG ET AL-NICHOL
MIDLAND CENTER
OKLAHOMA CITY OK
73102

ANTHONY R.S. E.L.M.
1222 FOURTH ST. S.E.
MINNEAPOLIS MN
55414

ARVER JOHN A
2467 COHANCY
ST PAUL MN
55113

ASMUSSEN,DENNIS,MPIRG
3036 UNIV AVE SE
MPLS MN
55414

AUTOMOBILE MFRS ASSN INC
55 SHERBURNE AVE
ST PAUL MN
55103

BARRETT FRED
ST LOUIS CO COURT HOUSE
DULUTH MN

BARKER KENT
8100 34TH AVE SO
MPLS MN
55420

BEECHER EVERETT
10 10 1ST ST SO
HOPKINS MN

BELISLE JON
2040 WILSON #28
ST PAUL MN
55119

BERGERUD ALF
300 ROANOKE BLDG
MPLS MN
55402

BEST FLANAGAN ET AL
1ST NATL BANK BLDG
MPLS MN
55402

BREHL JAMES W
332 HAMM BLDG
ST PAUL MN
55102

BRIGGS & MORGAN - B F FRI
2200 W 1ST NATL BK BLDG
ST PAUL MN
55101

BROOKS WILLIAM F JR
854 MIDLAND BK BLDG
MPLS MN
55401

BROWN D M GOODRIDGE PUB S
IND DIST #561
GOODRIDGE MN
56725

BURGER ALBERT
600 DEGREE OF HONOR BLD
ST PAUL MN
55101

BUR.ENGR.IND.DIV. MR.KIBI
219 N. 2ND ST.
MPLS. MN

CARLSON CARL L
7516 80TH ST S
COTTAGE GROVE MN
55016

CARPENTER MRS MARY LEE
DOW CHEMICAL 47 BLDG
MIDLAND MICH.
48640

CHAMBER OF COMMERCE
30 SO 1ST AVE EAST
ELY MN
55731

CHAMBERLAIN JOHN L
PO BOX 241
MPLS MN
55440

CHRISTIAN SCI COMM ON PUB
1821 UNIV AVE SUITE 271
ST PAUL MN
55104

CITY CLERK
386 CITY HALL
ST PAUL MN
55102

COLEMAN NICHOLAS D
700 LINWOOD AVE
ST PAUL MN
55105

COLLIN LAURENCE
RT 2
ISANTI MN
55040

CONSUMER SERVICES DEPT COMM
230 STATE OFF BLDG
ST PAUL MN
55101

COUNTY ATTYS COUNCIL
95 SHERBURNE AVE S203
ST PAUL MN
55103

CUSHMAN J S DAYTON HUDSON
700 NICOLLET MALL
MPLS MN
55402

DANIELSON RODNEY L
418 AUDITORIUM
ST PAUL MN
55102

DAVIS HENRY
6301 SHINGLE CREEK
BROOKLYN CTR MN
55429

DISPATCH PIONEER PRESS
PRESS RM STATE CAPITOL
ST PAUL MN
55101

DORSEY MARQUART
2400 1ST NATL BANK BLDG
MPLS MN
55402

DUDLEY E H
RT 7 BOX 122
EXCELSIOR MN
55331

DUNN OLIVER PLUMBERS LOC
708 SO 10TH ST
MPLS MN
55404

EDINA FIRE D JAMES MCNELLIS
4801 W 50TH ST
EDINA MN
55424

ELDER DR JAMES B
11140 WASHBURN AVE SO
BLOOMINGTON MN
55431

EMERICK RICHARD A
1908 IDS CENTER
MPLS MN
55402

EMP HANDICAPPED PERSONS C
527 JACKSON RM 227
ST PAUL MN
55101

ERNEST K LEHMANN & ASSOC.
1409 WILLOW ST.
MPLS MN
55403

ESSE KENNETH
4801 W 50TH ST
EDINA MN
55424

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE Vera J. Likins
Commissioner of Public Welfare

In the matter of the Proposed Rules
Relating to Merit System Rules,
Regulations, and Class Specifications
RE: DPW Rules No. 90, 103, 104, 126,
131, and 132

FINDINGS OF FACT

The above-entitled matter came on for hearing before the Public Welfare Commissioner of the State of Minnesota on the 2nd day of May, 1974, at 9:00 a.m. in Room A, fourth floor of the Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota, after proper notice required by M.S. 1971, Section 15.0412 was served upon all persons, associations and other interested groups registered with the Secretary of State for that purpose.

After affording interested persons an opportunity to present written and oral data, statements and arguments, having heard all of the testimony, having considered all of the evidence adduced and upon the records, files and proceedings herein, I find the following:

The revisions of the class specifications for Clerk Specialist, Home Maker Coordinator II, Controller, and Office Manager and the adoption of the new class specifications for Home Maker Coordinator I are justified due to the changes and increasing responsibilities of these classifications.

The correction of the Merit System rules concerning reemployment registers (Rule IV-1434.02) and increases in salary (Rule IV-1442.03) are justified to correct existing errors in the rules.

The clarification of the Merit System definition concerning county registers under Rule IV-1110 is justified to maintain the intent of the regulation as initially adopted.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Vera J. Likins

COMMISSIONER OF PUBLIC WELFARE

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE Vera J. Likins
Commissioner of Public Welfare

In the matter of the Proposed Rules
Relating to Merit System Rules, Regulations,
and Class Specifications.
RE: DPW Rules No. 90, 103, 104, 126,
131, and 132

STATEMENT OF NEED

The above captioned rules are amendments to existing rules of the Department of Public Welfare. The last time these rules were amended was September 7, 1973.

The need to adopt these rules arises from the need to properly align the duties and titles of specific job classifications to current practices and the need to correct existing errors in the rules and to better define the term "county register."

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Vera J. Likins

COMMISSIONER OF PUBLIC WELFARE

May 24, 1974