

Minnesota Attorney General: Administrative Rules Proceedings

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STATE OF MINNESOTA

HIGHLIGHTS:

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—Executive Order from the Governor

Assistance to State Officials
—Executive Order from the Governor

Battered Women Education Programs and Emergency Shelter
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—Proposed Rules from the Board of Podiatry

Snowmobile Rules
—Proposed Rules from the Department of Natural Resources

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Rudy Perpich
Governor

Richard L. Brubacher
Commissioner
Department of Administration

James T. Clancy
Editor

Louann Wood
Editor

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EXECUTIVE ORDERS

Executive Order No. 152

Creating Crime Control Planning Regions

I, Rudy Perpich, Governor of the State of Minnesota, by virtue of the authority vested in me by the Constitution and applicable statutes, do hereby issue this Executive Order:

WHEREAS, Chapter 260, Minnesota Laws of 1977, creates a Crime Control Planning Board, effective August 1, 1977, to supersede the Governor's Commission on Crime Prevention and Control; and

WHEREAS, stated Legislative Policy in Chapter 260 recognizes the importance of coordinated planning and cooperation in the efforts to control crime in Minnesota; and

WHEREAS, the Governor is mandated to divide the State of Minnesota into crime control planning regions encompassing one or more of the economic development regions authorized by Section 462.385 and Chapter 896, Laws of 1967:

NOW, THEREFORE, I ORDER:

1. Creation of the following crime control planning regions, to include the areas outlined:

Region 1 — Consisting of Kittson, Roseau, Marshall, Pennington, Red Lake, Polk, and Norman Counties.

Region 2 — Consisting of Lake of the Woods, Beltrami, Clearwater, Hubbard, and Mahnomen Counties.

Region 3 — Consisting of Koochiching, Itasca, St. Louis, Lake, Cook, Aitkin, and Carlton Counties.

Region 4 — Consisting of Clay, Becker, Wilkin, Otter Tail, Traverse, Grant, Douglas, Stevens, and Pope Counties.

Region D — Consisting of Cass, Wadena, Crow Wing, Todd, Morrison, Mille Lacs, Kanabec, Pine, Isanti, Chisago, Stearns, Benton, Sherburne, and Wright Counties.

Region E — Consisting of Big Stone, Swift, Lac Qui Parle, Chippewa, Yellow Medicine, Kandiyohi, Meeker, Renville, McLeod, Lincoln, Lyon, Redwood, Pipestone, Murray, Cottonwood, Rock, Nobles, and Jackson Counties.

Region 9 — Consisting of Sibley, Nicollet, Le Sueur, Brown, Wantonwan, Blue Earth, Waseca, Martin, and Faribault Counties.

Region 10 — Consisting of Rice, Goodhue, Wabasha, Steele, Dodge, Olmsted, Winona, Freeborn, Mower, Fillmore, and Houston Counties.

Region 11 — Consisting of Anoka, Hennepin, Ramsey, Washington, Carver, Scott, and Dakota Counties.

This Order shall be effective on October 1, 1977, and shall remain in force until rescinded by the proper authority.

IN TESTIMONY WHEREOF, I hereunto set my hand on this 23rd day of August, 1977.



Emergency Executive Order No. 153

Providing for Assistance to Officials of the State of Minnesota

I, Rudy Perpich, Governor of the State of Minnesota, by virtue of the authority vested in me by the Constitution and applicable statutes, hereby issue this Executive Order:

WHEREAS, officials of the State of Minnesota request assistance for the Minnesota Highway Patrol in the control of highway traffic; and

WHEREAS, the approaching Labor Day weekend swells highway usage on all our highways, and the Labor Day weekend has proved in the past to be a time of particular hazard for road travel by our citizens:

NOW, THEREFORE, I ORDER:

1. The Adjutant General of Minnesota to order to active duty from the period 2 September through 5 September 1977, in the service of the state, such elements of the military forces of the state as required to augment the Minnesota Highway Patrol in protecting our citizens on the state's highways and freeways.

2. Cost of subsistence, transportation and fuel, and pay and allowances of said individuals will be defrayed from the General Revenue of the state as provided for by Minnesota Statutes, Section 192.49, Subdivision 2; Section 192.51; and Section 192.52.

This Order shall be effective on 2 September 1977 and shall be in effect until 5 September 1977.

IN TESTIMONY WHEREOF, I hereunto set my hand on this 29th day of August, 1977.



RULES

Department of Corrections Victim Services Division

Emergency Rules Governing Community Education Programs and Emergency Shelter for Battered Women

Whereas, Laws of 1977, ch. 428, § 3 (G) authorizes the Commissioner of Corrections to adopt temporary rules pursuant to Laws of 1977, ch. 443, § 2, subd. 5; and

Whereas, Laws of 1977, ch. 428, § 10 provides that the Act is to become effective the day following final enactment; and

Whereas, it has been found to be in the best interest of the public to have temporary rules governing procedures and to implement the policy of the legislature.

Now, therefore, it is ordered, that these rules identified as Department of Corrections Rules, Victim Services Division, providing for the establishment and operation of programs to provide emergency shelter and support services, community education programs and mandatory data collection on battered women are adopted.

Kenneth F. Schoen
Commissioner of Corrections

CORR 200 Statutory citation. Laws of 1977 ch. 428, § 3(g) establishes the authority of the Commissioner of Corrections to promulgate all rules, including emergency rules, necessary to implement the provisions of ch. 428, as involving the establishment of programs designed to provide emergency shelter and support services to battered women; the establishment of community education programs about battered women; the collection of mandatory information on the incidence and extent of battered women in the State.

CORR 201 Definitions.

A. Commissioner. Commissioner of the Minnesota Department of Corrections or his designee.

B. Advisory task force. A task force established pursuant to Laws of 1977, ch. 428, § 4.

C. Service providers. Any public or private non-profit organization capable of planning, designing and implementing either emergency shelter programs and support services for battered women or education programs designed to promote public and professional awareness of the problems of battered women.

D. Purchase of service agreement. A contract between the State Agency and the service provider which specifies what services will be provided, the method of delivering, the staff to be employed, the budget and a commitment to assist in the necessary data collection and evaluation research to be completed on the program.

E. State agency. The Minnesota Department of Corrections (DOC).

F. Emergency shelter services. Secure residential crisis shelters for battered women or other forms of housing established for the purpose of providing assistance to battered women and their children.

G. Support services. Counseling, legal information, medical referral, advocacy, transportation, child care, information and referral services and such other services as may be needed by battered women and their families.

H. Public education programs. Programs designed to promote public and professional awareness of the problems of battered women.

I. Date. Summary date according to Minn. Stat. § 15.162, subd. 9.

CORR 202 Responsibilities.

A. Department of corrections.

1. Design and implement a plan of affirmative outreach which will both inform and facilitate the participation of interested public and private non-profit organizations, women's organizations and diverse cultural groups in the State.

2. Advertise and make public requests for proposals from vendors and utilize uniform procedures and criteria in considering all submitted proposals which comply with the Request For Proposal outline.

3. Award criteria and procedures will be established with the participation of the Advisory Task Force

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

prior to any proposal review and such criteria and procedures will be available upon request to any interested party.

4. Establish time schedules with the Advisory Task Force within which service providers must perform in order to be eligible for participation under this rule.

5. Disperse all available funds for the establishment of emergency shelter programs and support services and for the development and implementation of public education programs designed to promote public and professional awareness of the problems of battered women.

6. All planning, development, implementation, request for reports, data collection, funding and evaluation of programs and services for battered women shall be done with the advice of the Advisory Task Force.

7. Consult the Advisory Task Force concerning the hiring of the project coordinator and give to the Advisory Task Force written reasons for hiring any person as project coordinator if such action is not in accordance with the recommendations of the Task Force.

8. Consult the Advisory Task Force before entering into any purchase of service agreement and give to the Task Force written reasons for any action taken which is not in accordance with the recommendations of the Task Force.

9. Make the project coordinator available at reasonable times to attend meetings of the Task Force or its Sub-Committees.

10. Provide facilities and services for the operation of the Advisory Task Force.

B. Service providers.

1. In order to be eligible for funding consideration from the State agency for the establishment and operation of an emergency shelter program and support services, service providers must submit a program proposal which addresses, but is not limited to, the following information:

a. the full name and address of the organization.

b. the proposed location of the emergency shelter programs as specified in Laws of 1977, ch. 428, § 2, subd. 1 — i.e., two shelters to be established in the seven county metropolitan area, one in a city outside of the metropolitan area, one in a location accessible to a predominantly rural population.

c. a fiscal year budget itemized by such major categories as:

(1) personnel costs

(2) travel costs

(3) equipment and supplies

(4) contracted services

(5) construction/renovation costs

(6) administrative overhead charges

(7) maintenance costs

(8) other program costs

(9) costs for assistance to individuals including emergency loan funds for residents, rent deposits, legal fees, moving costs.

(10) evaluation costs

d. a description of the duties and responsibilities of each staff person.

e. a statement of the extent to which battered women in the community have been involved and participated in the program proposal.

f. a statement of the ways in which potential service providers have solicited support and cooperation from potentially interested or relevant community agencies or groups such as law enforcement agencies courts social service agencies, local boards or departments of health.

g. a timetable for program operation

h. a description of the types of services to be available.

i. a description of the role to be played by volunteers, if any, in the operation of the shelter program.

j. a description of the role to be played by any advisory/policy board.

k. a statement of compliance with program evaluation requirements as established by the Commissioner with the consultation of the Advisory Task Force.

2. All contracts between the State Agency and service providers which may result from submitted proposals must conform with State affirmative action and

equal employment opportunity programs and other applicable federal, state and local laws and rules. In addition, such contracts shall provide for the following:

a. the collection, recording and reporting of descriptive data on persons served and the services provided on a monthly basis.

b. complete reports as requested by the Commissioner.

3. In order to be eligible for funding consideration from the State Agency for the development and implementation of education programs designed to promote public and professional awareness of the problems of battered women, service providers must submit a program proposal which addresses, but is not limited to, the following information:

a. the full name and address of the organization.

b. the target group that is expected to be involved in the education program.

c. a description of the duties and responsibilities of each staff person.

d. a detailed budget.

e. a timetable for program operation

f. a description of the type of education program to be made available.

g. a statement of the ways in which potential service providers have solicited support and cooperation from potentially interested or relevant community agencies or groups such as law enforcement agencies, courts, social service agencies, local boards or departments of health.

h. a statement of compliance with program evaluation requirements as established by the Commissioner with the consultation of the Advisory Task Force.

4. Any emergency shelter program operated on the basis of this appropriation must be in compliance with relevant local or state building, fire, and health regulations.

CORR. 203 Submission of data — mandatory.

A. Every physician licensed to practice in the State every hospital licensed pursuant to Minn. Stat. §§ 144.50 to 144.58, every public health nurse, and every local law enforcement agency shall report to the Commissioner of Corrections, on forms provided by him, every case, report or complaint of assault on women by their spouse, male relative or other males with whom they are residing or have resided in the past.

B. Reports shall be submitted monthly.

C. Reports shall include, but not be limited to, summary data which discloses the date of occurrence, location, frequency and characteristics of women battering so as to enable the Commissioner to study patterns, if any, associated with the problems of battered women in the State. Such characteristics may include the victim's age, number of children, occupation, race, legal status or relationship with her assailant.

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PROPOSED RULES

State Board of Barber Examiners

Proposed Adoption of Rules by the Board of Barber Examiners

Notice of Hearing

Notice is hereby given that a public hearing in the above-entitled matter will be held pursuant to Minn. Stat. § 15.0412, subd. 4, (1976) in Room 81, State Office Building Saint Paul, Minnesota 55155, commencing at 9 a.m. on October 24, 1977, and continuing until all persons have had an opportunity to be heard.

All interested or affected persons will have the opportunity to participate concerning the adoption of the proposed rules captioned above. Statements may be made orally and written material may be submitted. In addition, whether or not an appearance is made at the hearing, witness statements or material may be submitted by mail to Hearing Examiner Peter Erickson, Room 300, 1745 University Avenue, Saint Paul, Minnesota 55104, Telephone: (612) 296-8118 either before the hearing or within 5 days after the close of the hearing.

All such statements will be entered into and become a part of the record. Testimony and other evidence to be submitted for consideration should be pertinent to the matter at hand. For those wishing to submit written statements or exhibits, it is requested that at least 3 copies be furnished. In addition, it is suggested to save time and to avoid duplication, those persons, organizations, or associations having a common viewpoint or interest in these proceedings join together where possible and present a single statement in behalf of such interests.

Please note that all persons have the right to be notified of the date on which the Hearing Examiner's report will be available after which date the agency may not take any final action on the rules for a period of 5 working days. All persons have the right to be informed that the hearing record has been submitted to the Attorney General by the Board of Barber Examiners. If you desire to be so notified, you may do so by so indicating at the hearing or by written request sent to the Hearing Examiner prior to the close of the record.

The proposed rules, if adopted, would amend the rules of the Minnesota Board of Barber Examiners as follows:

(1) Make numerous changes in the numbering of existing rules;

(2) Make numerous changes clarifying the language and organization of existing rules;

(3) Adopt a schedule of fees for all licenses;

(4) Make changes in examination procedures and requirements;

(5) Make changes in the sanitation requirements for licensees;

(6) Adopt standards for barber shops operated in residences and operated in conjunction with beauty shops;

(7) Make changes in course requirements for barber instructors;

(8) Make changes in the hearing process and requirements for barber school applications;

(9) Allowing a Mantoux test or a chest xray for applicants to a barber school;

(10) Changing reporting requirements for apprentices;

(11) Requiring reexamination in certain situations when licenses expire or lapse;

(12) Specifying penalties for violations;

(13) Specifying procedures for handling complaints.

Copies of the proposed rules are now available, and at least one free copy may be obtained by writing the Minnesota Board of Barber Examiners, Fifth Floor, Metro Square Building, Saint Paul, Minnesota 55101. Additional copies will be available at the door on the date of the hearing. A Statement of Need explaining the Board of Barber Examiners position relative to the necessity for the proposed rule changes and a statement of the evidence outlining the testimony and evidence which will be introduced by the Board of Barber Examiners in support of the proposed rules will be filed with the Hearing Examiner's office at least 25 days prior to the hearing and will be available there for public inspection. Statutory authority of the Board of Barber Examiners to promulgate and adopt these rules is contained in Minn. Stat. §§ 154.24 and 214.06 (1976).

Please be advised that Minn. Stat. ch. 10A requires each lobbyist to register with the Ethical Practices Board within 5 days after he commences lobbying. Lobbying includes attempting to influence rulemaking by communicating or urging others to communicate with public officials. A lobbyist is generally any individual who spends more than $250 per year for lobbying or any individual who is engaged for

pay or authorized to spend money by another individual or association and who spends more than $250 per year or 5 hours per month at lobbying. The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 41 State Office Building, Saint Paul, Minnesota 55155, phone (612) 296-5615.

Adam Mikrot,
Executive Secretary
State Board of Barber Examiners

Rules as Proposed

Chapter One: Registered Apprentices

BE 1 Additional six-month practice-form 1A. An applicant who fails to satisfactorily pass an examination for a Certificate of Registration to practice as a registered barber, must file [with the Board a], **within 30 days after he begins his practice,** Form 1A **with the Board** to extend his registration for six months and enable him to continue practice as an apprentice. (See Form 1A). **The additional six-month practice required by MSA 154.05 (5) shall include not less than 1,040 hours of work time. The registered barber who supervises the additional six-month practice will file quarterly reports with the Board during the additional practice period.**

BE 2 Application — filing dates. An applicant for examination as a registered apprentice shall file his application with the Board not later than the 20th day of the month preceding the month in which the examination is to be given[.], **provided, however, that the Board may, in its sole discretion, upon the showing of a hardship, accept applications at a later date.**

BE 3 Apprentices from other states — qualifications.

[(a)] **A.** The Board must find the following to determine that another state or country has substantially the same requirements for registration of an apprentice as provided under Minn. Stat. ch. 154:

[(1)] **1.** The same educational requirements as MSA 154.06 (1).

[(2)] **2.** Graduation from a barber school that requires:

[(i)] **a.** Approval by a state requiring at least the same number of hours of instruction for school approval as Minnesota does.

[(ii)] **b.** Instructors to have the same qualifications as MSA 154.065 Subd. 2 except the examination referred to in paragraph (e) shall be prescribed and conducted by the Barber Board of the state in which an instructor is teaching.

[(iii)] **c.** A curriculum that is equivalent to MSA 154.07 and rules and regulations of the Minnesota Board adopted pursuant thereto.

BE 4 Apprentices from other states — references. A person making application for examination pursuant to MSA 154.12 shall file with the Board as part of his application three character references from any person over **eighteen (18)** [twenty-one (21)] years of age who is not related to the applicant.

BE 5 Examination dates. Examinations for a certificate as a registered apprentice shall be held the first week in February, May, August[,] and November of each year. Notice of the examination shall be given during the first week of the month preceding the month in which the examination is to be held.

BE 6 Examinations — grading. The **apprentice examinations** [examination] given pursuant to MSA 154.09 shall be graded as follows:

[(a)] **A.** Each examination shall have six parts, consisting of four practical performances, including a haircut, shave, and two other practical performances, an oral part and a written part.

[(b)] **B.** The grading criteria for the written part of the examination and the passing grade thereon will be established for each written examination at the time of its preparation; however, the lowest passing grade established hereunder shall never be less than 55. **The grading for the practical performances and the oral part of the examination will be on a scale of 1 to 100 with 100 representing a perfect score. A score of 70 will be the minimum passing grade for the haircut portion, and 70 will also be the minimum passing score for the average of the remaining parts of the practical performances. The minimum passing score for the oral portion of the examination will be 70. If an applicant does not receive at least the established minimum passing grade on the written portion of the examination, or at least a grade of 70 on the oral portion of the examination, the haircut portion of the examination, or score an average of at least 70 on the remaining parts of the practical examination, such applicant will have failed the entire examination, and thereafter may only retake the entire examination after**

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paying the necessary fee and meeting the requirements of MSA 154.06.

[(c An apprentice application must receive a minimum grade of at least 70 on the haircut examination, and an average of 70 on the remaining parts of the practical performances and must achieve passing grades in both the practical performances and the written part of the examination to be qualified for a certificate.]

C. The Board of Barber Examiners, at its discretion, may change, supply or reject models for an applicant's use in the practical parts of the examination.

BE 7 Examinations — review. An applicant, upon written request, may review his examination [with at least two members of the Board.] **at the office of the Board of Barber Examiners during usual business hours.**

BE 8 Grading system. The grade of an examination conducted pursuant to MSA 154.09 shall be determined under the following grading system: (See grading card.)

BE 9 Home study course. The 15 months practice of a registered apprentice pursuant to MSA 154.05 shall include completion of the program entitled "Related Home Study Course for Apprentice Barbers" prepared by the Minnesota Department of Education[.]; Vocational-**Technical** Education [(See related Home Study Course.)] **Division, and such course must be passed before the examination may be taken.**

BE 10 Quarterly reports. The requirement of MSA 154.05 (4) [for] **regarding the** practicing as a registered apprentice for a period of 15 months shall mean not less than 450 days and not less than 2500 hours.

The registered barber who supervises the practice of a registered apprentice [shall file a quarterly report as follows:] **will file a quarterly report during the 15-month apprenticeship period.** (See quarterly report.)

BE 11 Requirements of MSA 154.05 (4). A registered apprentice meets the requirements of MSA 154.05 (4) if he completes his 15 months practice at any time prior to or within the week in which the examination is given pursuant to MSA 154.05 (5).

[BE 12 Six-Month Practice

The additional six-month practice required by MSA 154.05 shall include not less than 1040 hours of recorded work time as an apprentice.]

[BE 13] **BE 12** Student permit fee. An applicant for a Certificate of registration to practice as an apprentice who is required to complete a further course of study of not less than 500 hours pursuant to MSA 154.06 shall not be required to pay an additional Student Permit Fee [of $3.00 as provided for in MSA 154.07, providing], **provided, however, that** there is no interruption in his course of study.

[BE 14] **BE 13** Supervision of practice — form 1. A registered apprentice who practices under the immediate personal supervision of a registered barber must file the following form with the Board to receive credit for the practice. This form must be filed within 30 days after the registered apprentice begins his practice. (See Form 1.)

[BE 15] **BE 14** Supervision terminated — form 11. A registered apprentice who ceases to practice under the immediate personal supervision of a registered barber must file the following form with the Board before he will be allowed to file another Form 1: (See Form 11.)

BE 15 Expiration of certificate. Upon the expiration of a certificate of registration to practice as an apprentice pursuant to MSA 154.06, an individual will be required to pass an apprentice Examination to attain apprentice status. If the applicant fails the apprentice examination so taken, the applicant must complete an additional 500 hours of training in a duly licensed Minnesota Barber School to qualify to retake the apprentice examination.

BE 16-25 Reserved for future use.

Chapter Two: Registered Barbers

BE 26 Examinations — dates. Examinations for a certificate as a registered barber shall be held in the second week of February, May, August[,] and November of each year. Notice of the examination shall be given during the first week of the month preceding the month in which the examination is to be held.

BE 27 Examinations — grading. **The registered barber** examinations given pursuant to MSA 154.09 shall be graded as follows:

[(a)] **A.** Each examination shall have six parts, consisting of four practical performances, including a haircut, shave, and two other practical performances, an oral part and a written part.

[(b)] **B.** The grading criteria for the written part of the examination and the passing grade thereon will be established for each written examination at the time of its preparation; however, the lowest passing grade established hereunder shall never be less than 55. **The grading for the practical performances and the oral part of the examination will be on a scale of 1 to 100 with 100 representing a perfect score. A score of 75 will be the minimum passing grade for the haircut portion, and 75 will also be the minimum passing score for the average of the remaining**

parts of the practical performances. The minimum passing score for the oral portion of the examination will be 75. If an applicant does not receive at least the established minimum passing grade on the written portion of the examination, or at least a grade of 75 on the oral portion of the examination, the haircut portion of the examination, or score an average of at least 75 on the remaining parts of the practical examination, such applicant will have failed the entire examination, and thereafter may only retake the entire examination after paying the necessary fee and meeting the requirements of MSA 154.05.

[(c) A registered barber applicant must receive a minimum grade of at least 74 on the haircut examination, and an average of 75 on the remaining parts of the practical performances, and must achieve passing grades in both the practical performances and the written part of the examination to be qualified for a certificate.]

C. The Board of Barber Examiners, at its discretion, may change, supply or reject models for an applicant's use in the practical parts of the examination.

BE 28 Examinations. filing. An applicant for examination as a registered barber shall file his application with the Board not later than the 20th day of the month preceding the month in which the examination is to be given[.], **provided, however, that the Board may, in its sole discretion, upon the showing of a hardship, accept applications at a later date.**

BE 29 Out of state barbers — qualifications.

[(a)] **A. The Board must find the following to determine that another state or country has substantially the same requirements for licensing or registering barbers as provided under Minn. Stat. ch. 154:**

[(1)] **1.** The same educational requirements as MSA 154.05 (1).

[(2)] **2.** Graduation from a barber school that requires:

[(i)] **a.** Approval by a state requiring at least the same number of hours of instruction for school approval as Minnesota does.

[(ii)] **b.** An instructor to have the same qualifications as MSA 154.065 subd. 2 except the examination referred to in paragraph (e) shall be prescribed and conducted by the Barber Board of the state in which the instructor is teaching.

[(iii)] **c.** A curriculum that is equivalent to MSA 154.07 and rules and regulations of the Minnesota Barber Board adopted pursuant thereto.

[(3)] **3.** The same practice requirements for a registered apprentice as set forth in MSA 154.05 (4).

BE 30 Out of state barbers — references. A person making application for examination under MSA 154.11 must file with the Board, together with his application, character references from three individuals over the age of [twenty-one (21)] **eighteen** years who are not related to the applicant.

BE 31 Practicing barber — a registered barber. The following phrases contained in MSA 154.11 have the following [meaning] **meanings**:

[(a)] **A.** "[The] **A** license or certificate of registration as practicing barber" means [that the person holds] a current certificate of registration as a certified barber and not just as an apprentice.

[(b)] **B.** "Has practiced as a barber" means that [the] **a** person has performed the acts of barbering [for at least five (5) years] under a certificate of registration as either a registered barber or a registered apprentice.

[BE 32-41 Reserved for Future Use]

BE 33 Failure to renew certificate within one year period. A registered barber who has failed to renew his certificate of registration for one year or more from the date of expiration, must take and pass the registered barber examination before a certificate of registration may be issued.

BE 34-41 Reserved for future use.

Chapter Three: Barber School Instructors.

BE 42 Applications — filing date. an applicant for examination as a registered teacher or instructor in a barber school shall file his application with the Board not later than the 20th day of the month preceding the month in which the examination is to be given[.], **provided, however, that the Board may, in its sole discretion, upon the showing of a hardship, accept applications at a later date.**

BE 43 Examinations — grading. Examinations given to applicants for an instructor's license shall be graded as follows:

[(a)] **A.** An applicant for an instructor's certificate must

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receive a minimum grade of at least 70 on each phase of the examination and an average of at least 75 on all phases to pass the examination[.], **and if any part of the examination is failed, the entire examination must be retaken.**

BE 44 Instructor's license — renewal. The Board will not renew an instructor's license if the person does not hold a current vocational teacher's certificate.

BE 45 Vocational teacher's certificate — procedure.

[(a)] **A.** The procedure for a person making application for examination pursuant to MSA 154.065 (2) (c) as a registered teacher in a barber school shall be as follows:

[(1)] **1.** The Trade and Industrial Unit of the State Board of Education will verify teacher training credits of individuals contemplating the instructor's exam. It will also require verification of at least three years of practical experience beyond apprenticeship.

[(2)] **2.** The Trade and Industrial Unit will issue a memorandum to the Barber Board stating that the individual is (or is not) qualified for a vocational certificate.

[(3)] **3.** The Board will then admit the individual for the instructor's examination.

[(4)] **4.** Upon passing the examination and when the individual has obtained his job in a school, the Trade and Industrial Unit will issue the regular vocational certificate for which the person has previously qualified providing the [three dollar] **proper** fee is paid and a recommendation as to character, **and** competency, etc., is received from the employer.

[(5)] **5. The** [F]first certificate will be issued for a period of two years upon evidence of at least 24 clock hours of teacher training. Renewals are for one year and will be renewed only on evidence of additional teacher training from a recognized vocational teacher trainer. The final 5 year renewal is given on completion of 192 clock hours. [This total is subject to revisions upward with anticipated revision of the State Plan for Vocational Education.] **The teacher training provided by this regulation is subject to requirements imposed by the Minnesota Department of Education; Vocational-Technical Education Division.**

[(6)] **6.** To qualify for an instructor's vocational certificate in barbering the applicant, other than temporary teacher, must satisfactorily complete the Board's recommended Course Sequence.

Course Sequence must contain:

[35 Fundamentals of Vocational Education or 125 Philosophy and Practices
40 or 135, Analysis, Course Organization
101 Tests in Industrial Subjects
100 Industrial Instructions;]
[Together with at least two of the following alternate choices:
90 Independent Study (in barbering)
105 Administration
103-136 Instruction Aids
106 Industrial Education Workshops, or
(Any other Course approved in writing by the Board)]

EITHER

VO. ED. 5300 Philosophy and practice of vocational education, or
IND. 5325 Philosophy and practice of industrial education
And each of the following:
IND. 5330 Industrial course instruction
IND. 5301 Tests in industrial subjects
IND. 5360 Industrial instruction:
Together with at least two of the following alternate choices:
IND. 3900 Independent study (In barbering)
IND. 5314 Administration of industrial education
IND. 5303 Industrial aids
IND. 5306 Industrial education workshop
IND. 5600 Instruction materials laboratory, or (Any other course approach in writing by the Board)

BE 46-55 Reserved for future use.

Chapter Four: Barber Schools

BE 56 License — requirement. No person shall operate a barber school in Minnesota without having first obtained a license therefor from the Board of Barber Examiners. [Person] **Persons** holding a permit for the conduct of a barber school which was issued prior to the adoption of these rules shall have a period of sixty (60) days after the adoption of these rules to file the necessary documents showing conformance with these rules with the exception of the course outline required by Rule BE-57 [(6)] **6.** After the date of adoption of these rules all barber schools operating or requesting a license to operate will be governed by and shall proceed in accordance with these rules.

BE 57 License — Contents of application.

[(a)] **A.** A person desiring to operate a barber school in Minnesota shall present to the Board a verified statement showing at least the following:

[(1)] **1.** All information required by Minn. Stat. ch. 154 or elsewhere in these rules.

[(2)] **2.** The name of the applicant or applicants together with their occupations and residences for the ten years immediately prior to making applications.

[(3)] **3.** The address of the proposed school.

[(4)] **4.** A complete financial statement showing all assets and liabilities of the applicant or applicants and their plan of financing.

[(5)] **5.** A plan of operation of the school setting forth the following information:

[(i)] **a.** Drawings showing the number of chairs to be installed and showing a minimum of five feet between barber chairs, measuring from center to center. Waiting area must be separate from work stations.

[(ii)] **b.** Drawings showing classroom space with a minimum area of 25 square feet available for each proposed student in classroom space.

[(iii)] **c.** A statement showing that the following will be available[;]**:** [1] **One** desk for each student enrolled; [1] **One** chart on skin and hair; [1] **One** chart on blood supply to face and neck; [1] **One** chart on the muscles of the face, head and neck; [1] **One** chart on the nerves of the face, head and neck; [1] **One** chart on the bones of the face, head and neck; and [1] **One** blackboard of a size not less than 6 feet by 3-½ feet.

[(iv)] **d.** Plans showing the following: Separate toilet and washroom facilities for men and women; plumbing and sewer system appropriate to the size and use of the building as a barber school; a statement regarding the availability and intended use of municipal sewer and water supplies.

[(v)] **e.** Plans for appropriate lighting and ventilating systems.

[(vi)] **f.** Plans showing use of a type of floor material such as tile or linoleum which may be easily kept clean and sanitary.

[(vii)] **g.** Plans for proper sanitization facilities including the following:

One sink for each barber chair; One closed cabinet for clean towels for each barber chair; One closed container for soiled towels for each barber chair; One time clock; One hair dryer; two mechanical hand vibrators for each 15 chairs; and two stimulator machines for scalp manipulations for each 15 chairs.

[(viii) **h.** Plans for adequate waiting chairs and clothes racks.

[(6)] **6.** All barber schools shall submit to the Board a full course outline including each instructional unit, showing a course of instruction comprising an aggregate of not less than 1500 hours to be completed within 12 months, of not more than eight work instruction hours in any one working day. A copy of each school's curriculum will be filed with the Board. In the case of applicants for a license to operate a barber school submitted to the Board after the adoption of these rules, the application will contain the foregoing statements. Barber schools in existence at the time of adoption of these rules shall have two months from the date of adoption for submission of the outline prescribed by this rule. All schools shall submit a complete student course syllabus to the Board at the time of application for license and any renewal thereof.

[(7)] **7.** All barber schools shall maintain on a current basis an observation sheet upon which will be recorded an analysis of the behavior and attitude of each student enrolled. The observation sheets will be open to inspection by the Board, any member of the Board, or a duly authorized agent of the Board at all times.

[(8)] **8.** Applicants for a license to operate a barber school shall submit a copy of a brochure which will be made available to students upon approval of their application. This brochure shall list the fees which will be charged; together with enrollment and termination procedures for students. Any change in the tuition fee listed in this brochure must be immediately reported, in writing, to the Board.

[(9)] **9.** Owners of barber schools shall make annual application for renewal of their licenses in accordance with the rules and regulations of the Board. The Board shall make a new determination annually that the school meets the requirements of Minn. Sta., ch. 154, as amended, and the rules and regulations of the Board before renewal of the license shall issue.

BE 58 License — location.

[(a)] **A.** Licenses shall issue for only a specific location upon the application of an individual who is to operate the school. Licenses shall not be transferable to any other individual or location without the approval by the Board. The

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facilities of an approved barber school shall not be expanded or increased without the prior approval of the Board, as provided in paragraph [(b)] **B.** of this section.

[(b)] **B.** The licensee may, by written application to the Board, request a hearing for transfer of a license, change of location of the barber school facility, or expansion of the school. [The Board shall cause within 45 days of receipt of the application notice of a public hearing to be published as deemed appropriate by the Board.] **Upon receipt of such an application, the Board shall conduct a public hearing in accordance with Minnesota Statutes, Chapter 15, and regulations promulgated thereunder.** The criteria for determining the application for a transfer, change of location, or expansion shall be the same standards applicable to the issuance of an original license.

BE 59 License applicants. No license shall issue to a corporation.

BE 60 License — considerations involved in issuance.

[(a)] **A.** The Board shall give consideration upon receipt of an application for the establishment of a barber school to the following factors:

[(1)] **1.** Any detriment to the public welfare and the need for barber school facilities in the community and neighborhood where the proposed barber school is to be located, giving particular consideration to:

[(i)] **a.** the economic character of the community and neighborhood;

[(ii)] **b.** the effect on existing barber shops and barber schools in the community;

[(iii)] **c.** the availability of adequate support for the proposed barber school in the community and neighborhood with particular regard to adequate practice for students;

[(iv)] **d.** the extent to which the proposed barber school would draw patrons from adjacent communities or neighborhoods and the character thereof[.]**;**

[(v)] **e.** the effect of the establishment of a barber school on the social and economic aspects of the community and neighborhood and adjacent communities and neighborhoods in regard to the proposed site.

[(2)] **2.** For purposes of this rule, it is deemed by the Board as not being in the interest of the public welfare to approve the issuance of a license for the establishment of a barber school in a municipality of less than 100,000 population, or where there would be in excess of one barber school for each 75,000 of population.

[(3)] **3.** No applicant to whom a license for the operation of a barber school has been issued shall commence operation of such school with fewer than ten students enrolled.

[(4)] **4.** "License" as used herein contemplates an enrollment of 15 students per license issued.

BE 61 License — public hearing.

[(a)] **A.** [The Board shall cause within 45 days of] **upon** receipt of an application for the establishment of a barber school [notice of a public hearing to be published as deemed appropriate by the Board.]**, the Board shall conduct a public hearing in accordance with Minn. Stat., ch. 15, and regulations promulgated thereunder.** The applicant shall show at such hearing, by competent evidence, the factual basis of the assertions of his application and his qualifications as required by Minn. Stat., ch. 154, and the rules and regulations of the Board. The applicant shall further show his financial qualifications and it shall be a sufficient reason for denial of the application that the Board considers the financial resources of the applicant to be insufficient to maintain and operate a barber school and assure the graduation of students who are registered in such school and have paid their tuition. [The Board shall find a public necessity for an additional barber school before granting a license.[

[(b)] **B.** In the event that a license is not renewed by the Board upon applcation pursuant to these rules, the aggrieved applicant may by written notice to the Board request a public hearing concerning the denial of his application[. Thereafter, the Board shall cause within 45 days of receipt of the written request of the application to be published notice of a public hearing as deemed appropriate by the Board. Thereafter, the applicant shall proceed as provided in paragraph (a) of this section.] **in accordance with Minn. Stat., ch. 15, and regulations promulgated thereunder.**

BE 62 Instructors.

[(a)] **A.** The provisions of MSA 154.07 requiring one instructor for every 15 students or minor fraction in excess thereof applies to classroom instruction as well as practical instruction. An applicant shall name in his application the names of all instructors. The Board will not issue a temporary instructor's certificate for a new school.

[(b)] **B.** A barber school student must complete all services given to the patron of a barber school. Under no circumstances will the barber school owner or instructor finish the services on patrons.

BE 63 Barber schools-students.

[(a)] **A.** Each barber school shall be required to give an

aptitude test to each prospective student. The aptitude test shall be approved by the Board of Barber Examiners and shall include examination for dexterity in addition to examinations for other aptitudes.

[(b)] **B.** Each student shall receive a physical examination for communicable or infectious diseases and **either a mantoux test or** a chest x-ray. The Student shall, upon completion of such examination, submit a doctor's certificate to the Board that he is free from contagious or infectious disease.

BE 64 Hours of instruction. The course of instruction required by MSA 154.07 shall include a training day including both classroom and practical instruction. Practical instruction shall not be given for more than 6-½ hours per day. **Classroom instruction shall be given for 1½ hours each day.**

BE 65 Student report — monthly.

[(a)] **A.** All approved barber schools shall file with the Board of Barber Examiners a monthly student report in substantially the following form: (See monthly report.) Failure to comply with this requirement shall be grounds for denial of an annual barber school permit authorized under MSA 154.07.

BE 66 Miscellaneous.

[(a)] **A.** No barber school shall act as an agent in any respect to either students or prospective students regarding any attempt to transfer, sell or assign a student's place in a barber school.

[(b)] **B.** No barber school shall advertise for patrons.

[(c)] **C.** All barber schools shall have prominently displayed a sign stating "BARBER SCHOOL — ALL WORK DONE BY STUDENTS" with letters at least 6″ high.

BE 67-76 Reserved for future use.

Chapter Five: Barber Shops

BE 77 Sanitary rules and regulations governing barber shops and barber schools in the State of Minnesota.

Rule 1. Walls, Ceiling, Floor and Furniture:

The walls, ceilings, floor[,[and furniture in every barber shop or barber school shall be kept clean and in good repair. Floors of barber shops or barber schools shall be covered with hardwood, linoleum, composition tile, or some other washable and nonporous material. These requirements shall include the proper cleaning of floors, shelves, cabinets, chairs, trays[,[or face must be thoroughly cleaned and equipment.

Rule 2. Section 1, Instruments:

Razors, shears, combs, clipper blades, hairbrush [,] and all other instruments or appliances that come in contact with the head, neck [,] or face must be thoroughly cleaned and sanitized by submersion [of] **for** a minimum of two minutes after use on each patron. **As an alternative to submersion, clipper blades and shears may be treated by spraying them with a commercial spray containing active ingredients not less than 0.25% o-Phenyl phenol, 11.00% Isopropyl alcohol, and 88.75% Inert ingredients.** When not in use, they must be kept in a clean closed compartment provided for and used only for storage of such equipment. Styptic pencil and lump alum are positively prohibited.

Section 2, Sanitization:

All barber shops and barber schools shall have in use at all times at each chair, a wet or dip sanitizer which is adequate in size to accommodate all instruments to be used on each patron. The wet sanitizer shall contain a suitable chemical bactericide solution which shall be bacteriologically effective, such as 0.1% suitable quaternary ammonium compound, or by other means having a solution equivalent to 5% phenol, or other chemical sanitizing agent having equivalent bactericidal effect. The chemical solution shall be changed daily, or [oftener] **more often,** as needed.

One dip disinfectant solution container will be kept for each barber chair in operation. Instruments immersed in the dip disinfectant solution container will be carefully rinsed in warm running water before use. Failure to provide a sink or dip disinfectant solution container constitutes prima facie evidence that instruments are not properly sanitized.

Rule 3. Towels:

A separate, clean towel or neck band shall be used for each patron. All barber shops and barber schools shall have sufficient closed sanitary towel cabinets for storage of clean towels and closed hampers for soiled towels. All soiled towels after use on each customer shall be placed in a closed hamper and shall not be left on the lavatory or workstand.

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The headrest shall be provided with a clean towel or clean paper for each patron served.

Rule 4. Water Supply:

The water supply, sewage disposal system, and toilet facilities shall comply with the requirements of the Minnesota State Board of Health. Water heating equipment capable of supplying ample hot water of at least 160 degrees Fahrenheit shall be provided. **At least one sink or lavatory shall be provided in each room, booth, stall, compartment or other area in which barbers work. If more than two barber chairs are in any room, booth, stall or compartment, at least one sink or lavatory will be provided for each two barber chairs at which barbers are currently working, with each barber having free access to such sink or lavatory without obstruction from other chairs, partitions, wall dividers or other barriers. The failure to provide a sink or lavatory as herein provided is prima facie evidence that proper sterilization and hand washing does not occur.**

Rule 5. Cleanliness of Personnel:

The operator shall wear clean uniforms or clean clothes at all times. The operator shall cleanse his hands thoroughly with soap and clean water before attending each patron.

Rule 6. Medical Treatment:

No barber, apprentice barber, or student barber shall undertake to treat any disease of the skin nor shall he apply any medicine or treatment which administration is not distinctly a part of barbering. No barber shall apply drops to the eyes.

Rule 7. Licensing:

No person shall practice, or attempt to practice barbering without a certificate of registration issued pursuant to the provisions of Chapter 154.

Rule 8. Lighting and Ventilation:

Barber shops and barber schools shall have adequate lighting and be properly ventilated.

Rule 9. Right of Entry:

Any duly authorized employee of the Minnesota Board of Barber Examiners, Minnesota Board of Health, or Local Board of Health shall have authority to enter upon and inspect any barber shop or barber school at any time during business hours.

Rule 10. Health of Personnel:

No owner or manager shall permit any person suffering from a communicable disease to act as a barber.

Rule 11. Posting Regulations:

The owner or manager of any barber shop or barber school shall post a copy of these Rules and Regulations in a conspicuous place where they can be read by the patrons of the establishment.

Rule 12. Responsibility:

For the purpose of this Act, barbers, apprentice barbers, student barbers, or the proprietor or manager shall be responsible for all violations of the sanitary provisions of the Act.

Rule 13. Establishment:

For the purpose of this Act, no establishment shall be open for service to the public until all sanitary provisions of this Act have been complied with. These Rules and Regulations pursuant to Minn. Stat. § 154 have been approved by the Minnesota Board of Barber Examiners and the Minnesota Board of Health. A violation of any of these Rules and Regulations shall be [punishable by a fine not less than $10 nor more than $100 or imprisonment for not less than 10 days nor more than 90 days.] **a misdemeanor and cause for suspension or revocation of a certificate of registration or shop registration card.**

Rule 14. Facilities:

Section 1.

Unless equipped public facilities are available in the building in which a barber shop is located, each barber shop shall have sanitary, clean and operating toilet facilities. These facilities shall include a water flush toilet, including a wash basin with hot and cold running water, and soap and adequate drying facilities.

Section 2.

No person shall use any room or part of a place which is also used for residential purposes, or any business purpose other than barbering, unless such areas are separated by substantial partition, extending from the floor to the ceiling. Further, any door or other entrance leading into the residential or other business portion of the building must be used only for the passage of barbers or other employees. Each barber shop must have a main entrance, designated as a barber shop entrance, to the outside, or to a main corridor or public passage used exclusively for the transportation of persons to and from the outside. The foregoing notwithstanding, a beauty shop and a barber shop may be operated in conjunction, without the same being separated by a partition of ceiling height. When a barber shop is operated in conjunction with a beauty shop, the barber shop area must be

designated as such by a prominently displayed sign stating "Barber Shop" with letters at least two inches high. Barber chairs must be spaced not less than five feet apart center to center. Any barber shop approved in a residence or residential building must have separate toilet and handwashing facilities within the barber shop for use of the barber shop patrons only. This Section 2 of Rule 14 does not apply to shops in operation prior to January 1, 1978, with respect to persons operating such shops, but will, however, apply when a change of ownership or operation is made.

Rule 15. Shop Registration Card:

Upon application for a barber shop's first shop registration card pursuant to MSA 154.085, a proposed floor plan will be submitted for the Board's approval at least 30 days prior to the scheduled shop opening date.

[Additional Sanitary Rules and Regulations Governing Barber Schools:

Rule 1. An adequate sanitation system for toilets, at least one for men and one for women.

Rule 2. There must be at least one sink for each barber chair.

Rule 3. There must be at least one closed cabinet for clean towels for each barber chair.

Rule 4. There must be at least one closed container for soiled towels for each barber chair.]

Chapter Six: Inspectors

BE 78 Inspection — procedure. An inspector employed pursuant to MSA 154.23 shall fill out an inspection slip for each inspection he makes and shall insert the time of the inspection on his first and last inspection slips for the day and each of those slips shall be signed by the barber of the place that was inspected.

Inspectors hired by the Board shall make their inspections in conformity with the following procedures:

A. Minnesota Board of Barber Examiners shall periodically designate the area in which inspection shall be made.

B. The Minnesota Board of Barber Examiners will periodically advise inspectors of those violations under MSA 154 concerning which the inspectors may summarily file complaints with the local Civil authorities. Inspectors will make written reports to the Board of all such complaints filed.

C. Any **and all** violations of MSA 154 [other than those designated by the Board pursuant to paragraph 2 above,] shall be submitted to the Board by the inspectors. Thereafter, the Board [shall[**may, at its discretion,** take appropriate action regarding [procedure in disposing of the complaint.] **Such violations in accordance with Minn. Stat., ch. 15 and regulations promulgated thereunder. gated thereunder.**

D. All written reports made by the inspector shall contain the name and address of the offender, the exact nature of the violation, the section of the Statute violated, the date of the violation, and the action taken by the inspector.

E. Each barber shop in the State of Minnesota must be permanently located at one address, due to the difficulty of implementation of inspection procedures.

Chapter Seven: Fees

BE 79 Fees. Upon the approval of the Commissioner of Finance pursuant to MSA 214.06, the Board shall set fees so that the total fees collected will as closely as possible equal anticipated expenditures.

	Present Fee	Proposed Fee
Examination and Certificate — Registered Barber	**$ 30.00**	**$ 48.00**
Examination and Certificate — Apprentice	**17.00**	**46.00**
Examination — Instructor	**25.00**	**150.00**
Certificate — Instructor	**25.00**	**35.00**
Renewal of License — Registered Barber	**10.00**	**18.00**
Renewal of License — Apprentice	**7.00**	**16.00**
Renewal of License — Instructor	**25.00**	**35.00**
Student Permit	**5.00**	**10.00**
Initial Shop Registration	**25.00**	**50.00**
Initial School Registration	**100.00**	**1,000.00**
Renewal Shop Registration	**5.00**	**10.00**
Renewal School Registration	**100.00**	**200.00**
Restoration of Registered Barber License	**15.00**	**25.00**
Restoration of Apprentice License	**10.00**	**25.00**
Restoration of Shop Registration	**10.00**	**25.00**

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Department of Health

Proposed Rules Governing Salary Plans and Merit System Compensation

Notice of Hearing

Notice is hereby given that a public hearing in the above entitled matter will be held in the auditorium of the State Office Building, Wabasha Street (between Aurora and Fuller), St. Paul, Minnesota on Friday, October 14, 1977, commencing at 9:30 a.m., and continuing until all representatives or other interested groups or persons have had an opportunity to be heard.

All interested or affected persons will have an opportunity to participate. Statements may be made orally and written materials may be submitted at the hearing. In addition, written materials may be submitted by mail to Mr. Steve Mihalchick, Office of Hearing Examiner, 1745 University Avenue, St. Paul, Minnesota 55104, either before the hearing or within 5 working days after the close of the hearing or for a longer period not to exceed 20 days if so ordered by the hearing examiner.

If adopted, the proposed revisions to MHD 314 will adjust the Public Health Merit System compensation plan for positions in the county and local health agencies. As a result of the salary survey completed July 31, 1977, it is recommended that the salaries for the classes on the professional salary schedules A, B and C be adjusted 5% at minimum and maximum with some exceptions; that the salaries for the classes on the support salary schedules A, B and C be adjusted 5% at minimum and maximum with some exceptions; that the salaries for the classes on the clerical salary schedules A, B, C, D and E be adjusted $45.00 at minimum and maximum with some exceptions; that the salaries for the classes on the F clerical salary schedule be adjusted $45.00 at minimum and the F plan maximum reduced from eight to seven steps; and that the salaries for the classes on the building maintenance salary schedules A and B be adjusted two steps (approximately 8%) at minimum and maximum. The proposed effective date of these adjustments is January 1, 1978.

Revisions to MHD 315 are proposed to reflect the adjustments proposed in MHD 314 and to show methods of payment on a monthly, hourly, biweekly or four week payroll period. The proposed effective date of this rule revision is January 1, 1978.

Under proposed revisions to MHD 268 B. 1. and 6. and MHD 294 B. 1. the appointing authority will have the discretion of paying confidential, supervisory and other personnel not covered by an exclusive representative, who are in the same class as employees who have an exclusive representative, the same rate of pay and salary range as negotiated for the class in the exclusive bargaining agreement. This option will provide more flexibility in the appointing authority's salary plans as they relate to county employees outside of the exclusive bargaining agreement.

Revisions to MHD 279 B. and D. are proposed to reflect the amendments made to Minn. Stat. ch. 363 (1976) by Minn. Stat. ch. 408 (Supp. 1977) regarding receipt of fringe benefits and leaves of absence due to pregnancies. An additional proposed revision to MHD 279 B. removes the restriction that educational leaves of absence can be granted only to attend graduate school and allows appointing authorities the discretion of granting educational leaves of absence for any type of schooling.

Under proposed MHD 294 B. 2. the general adjustment recommended for incumbents for 1978 is 5% for employees on the Professional and Support Salary Schedules and $45.00 for employees on the Clerical Salary Schedules and two steps (approximately 8%) for employees on the Building Maintenance Salary Schedules. The proposed effective date of this rule is January 1, 1978.

A new MHD 304 T. is proposed for the classification of Public Health Nutritionist. Employees hired in this class will provide nutrition planning and coordination for those agencies who desire such services.

Amendments to MHD 306 are proposed to update current clerical classifications and to eliminate minimum qualifications of education and experience for these classes. The amendments affect the following classifications: Clerk I, Clerk II, Clerk III (MHD 306 B., C. and D.); Clerk-Typist I, Clerk-Typist II, Clerk-Typist III (MHD 306 E., F. and G.); Clerk-Stenographer I, Clerk-Stenographer II, Clerk-Stenographer III (MHD 306 H., I. and J.).

Copies of the proposed rules and the 1977 Salary Survey are available and one free copy may be obtained by writing to the Merit System Supervisor, Minnesota Merit System, Fourth Floor, Centennial Office Building, St. Paul, Minnesota 55155. Additional copies will be available at the door on the date of the hearing. The agency's authority to promulgate the proposed rules is contained in Minn. Stat. § 144.071. A "Statement of Need" explaining why the agency feels the proposed rules are necessary and a "Statement of Evidence" outlining the testimony they will be introducing will be filed with the Hearing Examiner's Office at least 25 days prior to the hearing and will be available there for public inspection.

This Hearing will be held in conjunction with the Minnesota Department of Public Welfare and the Minnesota Department of Public Safety. Some similar amendments to

administrative rules of these agencies will be considered. A copy of the Notice of Hearing for the Minnesota Departments of Public Welfare and Public Safety are attached for your information.

The Minn. Stat. ch. 305 § 39 (Supp. 1977) abolished the State Board of Health and established a Commissioner of the Health Department, in place of the Board of Health and the Secretary and Executive Officer. Please note that editing changes will be made to substitute the word Commissioner in place of the words Board of Health and/or Secretary and Executive Officer where these words appear in current rules MHD 264 to 315 as authorized by MHD 265 D. 1. c.

If adopted, a reasonable estimate of the total cost to all county and local agencies for moving existing employees to the new minimum pursuant to proposed MHD 314 would be $3,000 annually for the next two years.

Please be advised that Minn. Stat. ch. 10A, requires each lobbyist to register with the Ethical Practices Board within five days after he commences lobbying. Lobbying includes attempting to influence rulemaking by communicating or urging others to communicate with public officials. A lobbyist is generally any individual who spends more than $250 per year for lobbying or any individual who is engaged for pay or authorized to spend money by another individual or association and spends more than $250 per year or five hours per month at lobbying. The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 41 State Office Building, St. Paul, Minnesota 55155, phone: (612) 296-5615.

Warren R. Lawson, M.D.
Commissioner

Rules as Proposed

MHD 268 Compensation plan.

B. Selection of salary ranges by local public health authority.

1. The local Public Health authority shall select a salary plan [from each of the following salary schedules provided under 4000;] **for all employees 1) except those in a bargaining unit where a salary schedule has been negotiated by the Board and the exclusive representative and 2) except as provided in MHD 268 (2) (f). Such a plan shall be selected from each of the following salary schedules provided under MHD 314.** Professional: A., B., C.; Health Services Support Personnel: A., B., C.; Clerical: A., B., C., D., E., F.; and Building Maintenance: A. or B.

2. Such rates, as provided for in MHD 268 (1) (a), shall be identified by alphabetical designation, and adjustment of the plan as provided by MHD 268 (4) shall not serve to amend the alphabetically designated rates selected as the county plan.

3. The designation of the rates selected from the plan in each case be by resolution of the Public Health authority. The Supervisor shall be promptly notified of the rates selected by each jurisdiction.

4. The alphabetically designated rates selected by the local Public Health authority shall become the official plan for the local Public Health agency until amended by the salary setting authority as provided in MHD 268 (3).

5. Salary rates for incumbents of positions shall be established in accordance with the provisions of MHD 294 (2) (a) and (b) on the basis of the plan adopted by the local Public Health authority as provided above.

6. In agencies with an exclusive representative, the appointing authority has the discretion of paying confidential, supervisory, and other personnel not covered by an exclusive representative who are in the same class as the employees who have an exclusive representative, the same rate of pay and salary ranges as negotiated for the class under MHD 268 (5). In no case would this rule allow the appointing authority to reduce the rate of pay of confidential, supervisory or other excluded employees.

MHD 279 Leaves of absence.

B. Leaves of absence without pay.

1. Any person holding a permanent or probationary position in the classified service of the Minnesota Merit System shall be granted a leave of absence without pay on the grounds of sickness or disability and may be granted a leave of absence without pay for other good or sufficient reasons, provided that no such leave shall exceed one year. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job related purposes, temporary disabilities and the women so affected shall be treated the same as other persons who are not so affected, but who are similar in their ab'lity or inability to work. The appointing authority [The county welfare de-

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partment] shall establish the proof required of the existence of sickness or disability and the continuance thereof during said one year period. **The appointing authority may require that the employee produce medical certification from a registered practicing physician that he/she is fit for work before returning the employee to the job.** Any employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to [his] **the same** position if such leave is for 60 calendar days or less. An employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to [his] **a position in the same** class at the expiration of leave, except that when all the positions in the class previously held by such employee have been abolished, the name of the employee shall be restored to the appropriate re-employment register provided for in MHD 278 F. If all the positions in the class are filled, the least senior employee in the class shall vacate his/**her** position subject to any eligibility for layoff, transfer, or demotion that he/**she** may have acquired under these rules. An employee on leave of absence, with the approval of the appointing authority and the Supervisor, may be reinstated to his/**her** class before the expiration of [his] **the** leave in the same manner. **Upon certification by the registered practicing physician, the employee who is physically or mentally capable of returning to work must comply within ten working days or face termination. If such an employee within the specified days cannot return to work, he/she must notify the appointing authority and request an approval for a leave of absence.**

2. Education leave without pay may be granted for a period not to exceed two years to any employee [enrolled in a graduate school,[but such leave shall otherwise be subjected to the same provisions as leave granted under DPW 104 B. Any employee granted an educational leave may also, at the option of the appointing authority, be deemed to accrue eligibility for incentive increments and may be granted salary increases at the time such increases would have been received if [he] **the employee** had continued in regular employment with the agency.

3. In an instance in which [a] **an appointing authority** [county welfare board[grants an education leave of absence to [its] **the agency director** [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 appointing authority** [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 members shall remain in his/**her** present class and serve as director only in an acting capacity; however if the **appointing authority** [welfare board] so elects, it can increase the salary of the person so named up to, but not to exceed, the **maximum salary** [ninth step] of his/**her** present class.

[4. Maternity leave of absence shall be granted to a pregnant female employee with probationary or permanent status under the Minnesota Merit System when requested in writing. The appointing authority may require prior notice to determine the commencement date of a maternity leave. In determining the commencement date of a maternity leave, the appointing authority shall review the request on its individual merits, taking into consideration individual duties, efficiency, health, or welfare of the employee or child, or other relevant criteria.]

[5. The appointing authority is required to give the pregnant female employee up to six-months maternity leave of absence whether or not leave of absence is granted for illness.]

[6. Following childbirth, and upon signifying in writing, her intent to return with at least two-weeks notice and within the six-months leave of absence period, such female employee shall be reinstated to her original job or to a position of like status and pay. The appointing authority may require that the employee produce medical certification that she is fit for work before returning her to the job.]

[7. All maternity leave benefits shall apply to both a married and unmarried pregnant female employee.]

[8. In a special instance in which an extremely small agency is unable to find a replacement for a key staff person and the mission of the agency would be adversely affected by such a leave, maternity leave does not have to be granted. In such a case, however, the employee who resigns because of pregnancy must be offered the first vacant position in the agency in her class.]

MHD 279 Leaves of absence.

D. Sick leave (also see DPW 104 A. 1.).

1. Each permanent, probationary, and provisional employee in the classified service shall earn sick leave at the rate of one working day for each completed month of service, and such accrued sick leave may be used at the discretion of the **appointing authority** [county agency] under the conditions hereinafter prescribed:

Absence necessitated by **employee's** inability to perform the duties of his/**her** position by reason of illness or injury, **by reason of pre and post natal care,** by exposure to contagious disease under circumstances in which the health of the employees with whom associated or members of the public necessarily dealt with would be endangered by attendance on duty, or by illness in [his] **the employee's** immediate family, for such period as shall be necessary.

The term ''immediate family'' shall be limited to the spouse, minor children, or parent when the parent has no other person to provide the necessary nursing care, living in the household of the employee. Within the discretion of the appointing authority, use of sick leave also may be authorized in cases of death of the spouse, children, and wards of the employee and the brothers, sisters, parents, or grandparents of either the employee or his/**her** spouse.

2. Unused sick leave shall be accumulated to a maximum of 100 working days.

3. Sick leave with pay shall not be granted to emergency, hourly, or per-diem employees.

4. Sick leave shall not accumulate to an employee while in a non-pay status, except employees on military leave.

5. Sick leave during vacation leave. When sickness occurs within a period of vacation leave, the period of illness may, on presentation of a report from a registered practicing physician, be charged as sick leave and the charge against vacation leave reduced accordingly.

6. **The appointing authority may require the employee to produce medical certification from a registered practicing physician attesting to the need for sick leave and/or attesting that the employee is fit to return to work.**

[6.] **7.** A former Merit System employee who is reinstated in accordance with Merit System rules, except as a provisional or emergency appointee, may have his/**her** previously accumulated and unused balance of sick leave revived and placed to his/**her** credit upon approval of the new appointing authority.

MHD 294 Salary adjustments and increases.

B. Adjustments to be made in accordance with merit system official compensation plan.

1. In agencies where there is not a negotiated salary schedule, adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions **except as provided for in** MHD 268 (F):

a. If the rate of pay of employees is below the minimum of the range prescribed for their class of positions on the Merit System compensation plan selected by the local Public Health authority, the rate shall be adjusted to that minimum.

b. If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee may receive the general adjustment adopted, but if their class was adjusted to a greater extent than the general adjustment granted employees they may receive a further adjustment as provided in MHD 268 (4) (f) as long as such further adjustment would not place them over the new maximum salary for their class.

c. In those unique situations where local Public Health authorities determine the general adjustment adopted is inappropriate for their employees based on extraordinary circumstances in their geographic area, such local Public Health authorities may give a different adjustment, other than the general adjustment adopted; provided, however, such local Public Health authorities file with the Supervisor the new salary steps by class and a facsimile of MHD 314. Such adjustments shall at least place employees at the minimum salary for their class on the salary schedule adopted by the local Public Health authorities and shall not be over the maximum salary.

d. Employees may be granted salary adjustments over the maximum salary prescribed for their class, only if such an adjustment is adopted, following the annual salary public hearing and then only in the amount adopted for their class.

e. If the rate of pay of an employee is higher than the maximum of the range prescribed for his/her class of positions, the rate may remain the same as long as the employee retains the same position.

f. If the rate of pay of an employee falls between the minimum and maximum of the range prescribed for his/her class but does not correspond with any intervening steps in the range, due to the adoption of a general adjustment, such rate may remain the same. In the case of subsequent merit increases, such employee shall be placed back on a step in the range for his/her class of positions.

MHD 294 Salary adjustments and increases.

B. 2. The general adjustment recommended for incumbents is [one step] **five percent** for employees on the Professional Salary Schedule and the Health Services Support Salary Schedule, and [one and one-half steps] **forty-five dollars** for employees on the Clerical [and Maintenance and

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Trades] Salary Schedules. **Employees on the Building Maintenance Salary Schedules are recommended to receive an eight percent adjustment.**

MHD 304 Professional and administrative.

T. Public health nutritionist.

1. Kind of work. Under the administrative supervision of the Director of Public Health, assesses the nutrition needs of the community; plans, directs, coordinates or implements programs to meet those needs. Plans, develops, administers, coordinates and evaluates the nutrition component of new and existing Public Health Programs, School Health Services, and Home Care Services. Acts as a consultant or resource person to agency personnel, to other agencies in the county, and to community groups. Participates in health care planning and policy-making as related to nutrition, and performs related work as assigned.

2. Examples of work (illustrative only). Provides professional interpretation of questions relating to normal and therapeutic nutrition, food practices and budgetary needs of families. Consults with public health nurses regarding the nutritional and special dietary needs of home care patients and clients. Interprets and evaluates current literature; develops a reference library of books, pamphlets and references and educational materials for the staff and clients. Conducts in-service education classes for professional staff and supporting personnel and other agencies such as teachers and Homemaker Program assistants. Evaluates and works with pregnant women, mothers and children in various health programs, such as Women, Infants and Children, Early and Periodic Screening and Well Child clinics. Develops programs, classes or seminars for groups who have special needs such as teenagers, pregnant women, senior citizens, handicapped citizens, day care centers, group homes and the general public. Plans, develops, conducts or supervises nutrition education components for various health programs. Consults with school nurses, teachers and school curriculum planners to achieve a coordinated comprehensive nutrition education program in the school systems of the county. Provides nutrition consultation to community hospitals through in-service education activities and acts as a consultant when appropriate. Provides nutrition consultant services to individuals when appropriate. Serves as a nutrition resources person to other agencies. Conducts research as assigned. Gives consultation on nutritional adequacy of diets for group feeding such as for day care centers, group homes, meals for the elderly.

3. Knowledges and abilities required.

a. Thorough knowledge of normal and therapeutic nutrition throughout the life cycle. Thorough knowledge of education techniques. Thorough knowledge of food and budget management. Thorough knowledge of human motivation and life styles as related to food practices. Thorough knowledge of principles of change and public health principles, goals and services. Knowledge of community organization.

b. Ability to coordinate, develop, interpret and teach nutrition and food management skills. Ability to implement nutrition and food and money management programs. Ability to plan work according to predicted need.

4. Minimum qualifications of education and experience.

a. Graduation from an accredited four-year college with a major in nutrition, including diet therapy plus two years experience in a nutritional field.

OR

b. Master's degree in nutrition including or supplemented by public health courses.

OR

c. Masters of public health with emphasis on nutrition.

(Note: Employee must be a registered dietitian under the American Dietetic Association.)

MHD 305 Health services support personnel.

G. Home health aide.

1. Kind of work. Under the [combined[direction of a [Public Health Nurse] **professional nurse** [and the] **or a** Home Health Aide Coordinator, performs personal health care services in home case situations; performs such light housekeeping services as are essential for helping a family in a health crisis maintain a healthful, safe environment [and/or, as part of an *interim* plan, maintains the family unit in the home;] and performs related work as assigned.

2. Examples of work. (illustrative only). Performs household services necessary to patient care. Helps patient with activities of daily living which may include bathing, toileting, feeding, dressing, care of mouth and hair and with communications, such as speech and writing skills. Changes patient's bed linen. Administers back rubs. Encourages patient's participation in prescribed exercises and activities. Helps patient follow through on use of special equipment. Assists with oral medication that can be self administered. Reports any changes in the patient's mental or

physical condition to the nurse and shares with the nurse and/or Home Health Aide Coordinator [her] **his/her** observations regarding the home situation.

3. Knowledges and abilities required.

a. Knowledge of personal health care practices and principles. Knowledge of child-care methods. Knowledge of housekeeping skills. Knowledge of home management. Knowledge of elements of nutrition and meal planning. **Knowledge of the process of aging and behavior of the aged. Knowledge of emotional problems accompanying illness.**

b. Ability to maintain an interest in and project a sympathetic and cheerful attitude in caring for the sick at home. Ability to follow oral and written instructions. Ability to communicate **effectively** orally and in writing. [with patients and staff members.] Ability to accept and utilize supervision. Ability to adapt to a variety of home and personal situations. Ability to establish good working relationships with children and adults. Ability to retain confidentiality of home conditions and situations. Ability to exercise tact and good judgment in working with children and adults.

4. Minimum qualifications of education and experience:

a. [Graduation from a standard high school and] Five years of successful nurses aide, child care, or homemaking experience.

[OR]

b. [Additional nurses aide, child care, or homemaking experience may be substituted for the high school training on the basis of two years of experience for each year of high school.]

Note: The following may be required by some agencies:

1. Satisfactory physical condition as evidenced by a physical examination immediately prior to employment;

2. Completion of a training program for Home Health Aides prior to appointment to this class as set forth by the Social Security Act.

3. Possession of a valid Minnesota driver's license.

MHD 306 Clerical group.

B. Clerk I.

1. Kind of work. Under immediate supervision, performs routine clerical work that may be learned while on the job; and performs related work as assigned.

2. Examples of work (illustrative only). **Codes materials using number or letter codes.** [Checks bills before payments.] Files and pulls materials from files. [Writes relief orders. Post to simple records.] **Maintains card indexes or other records of a narrow category of information, such as addresses, phone numbers, calling lists, etc.** [Operates mimeographing machine.] Sorts and distributes mail. **May** act[s] as receptionist, **greeting visitors and referring them to proper persons, or connecting callers with proper respondents, not requiring knowledge of agency programs.** Operates **simple** office machines not requiring previous training.

3. Knowledges and abilities required. [Knowledge of business arithmetic.]

a. [Some] Knowledge of business English **and arithmetic. Knowledge of modern office procedures and practices.**

b. Ability to handle routine clerical duties with speed and accuracy. **Ability to understand and follow oral and written instructions. Ability to operate a variety of simple office machines not requiring special training. Ability to maintain simple clerical records.**

4. [Desirable qualifications of education and experience. Graduation from a standard high school.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.[

MHD 306 Clerical group.

C. Clerk II.

1. Kind of work. Under supervision, performs varied clerical tasks requiring some independent judgment; and performs related work as assigned.

2. Examples of work (illustrative only). [Prepares documents for the payment of bills and salaries and the purchase of supplies.] [Compiles data and maintains records to be used as a basis for reports.] Proofreads and checks documents[, posts to simple records] **for accuracy and assumes responsibility for errors.** Assumes responsibility

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for supervision of filing [according to predetermined classifications.] **May assign and check the work of other clerks.** Verifies **important** information [gained by social workers on property ownership, bank accounts, wages, etc.] Operates simple office machines not requiring previous training. [Gives general information to the public and acts as receptionist. Occasionally supervises other clerical workers. May operate a key drive calculating machine.] **Maintains moderately complex records and prepares reports from such records. Trains new clerical employees. Receives visitors, determines the nature of business, supplies information or directs to proper person, requiring a working knowledge of the operation of the agency.**

3. Knowledges and abilities required.

a. Knowledge of office procedures. Knowledge of agency programs and organizations. [Knowledge of business arithmetic.] Knowledge of [spelling and] business English **and business arithmetic.** [Knowledge of office procedures.]

b. Ability to perform clerical tasks systematically and efficiently. **Ability to operate a variety of simple office machines not requiring special training.** Ability to follow [somewhat] complex written and oral instructions. **Ability to deal with the public in a tactful and efficient manner. Ability to maintain moderately complex clerical records and prepare reports from such records.**

4. [Desirable qualifications of education and experience: Graduation from a standard high school and one year's experience in general office work.

OR

When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical worker for the high school education, on the basis of two years of clerical experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

MHD 306 Clerical group.

D. Clerk III.

1. Kind of work. Performs difficult and responsible clerical work with responsibility for independent handling of single clerical phase of the departmental program or supervises a group of employees engaged in routine tasks; and performs related work as assigned.

2. Examples of work (illustrative only). Performs difficult clerical operations in a small unit. **Assigns and reviews work of other clerical workers.** Supervises a group of clerical employees engaged in routine clerical operations, such as typing[,] **or** filing[, posting, or tabulating. Reviews the work of clerks and typists clearing registrations in a social service registration bureau.] Proofs important documents. [Prepares monthly case court for tabulation. Assists in the preparation of reports.] **Prepares reports from unassembled materials. Trains new clerical employees. Makes decisions in accordance with general policy established.** Assists in the development of new procedures and puts them into effect. Relates the services of the clerical staff to the professional activities of the unit.

3. Knowledges and abilities required.

a. [Thorough] Knowledge of departmental programs, operations, and policies with respect to general functions performed. [Thorough knowledge of business arithmetic, spelling and business English.] [Considerable] Knowledge of office procedures, practices, and equipment. **Knowledge of business English and business arithmetic.**

b. [Ability to reduce complex assignments to an orderly system of procedure.] **Ability to organize work efficiently. Ability to understand and follow complex oral and written directions. Ability to deal with the public in a tactful and efficient manner.** Ability to plan, assign, and supervise the work of other clerical employees. Ability to maintain good working relationships with [clerical and professional associates] **other employees.**

4. [Desirable qualifications of education and experience: Graduation from a standard high school and three years of office experience in a clerical capacity, one of which shall have been in responsible and difficult clerical work.

OR

When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical worker for the high school education, on the basis of two years of clerical experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

MHD 306 Clerical group.

E. Clerk-Typist I.

1. Kind of work. Types from plain copy or [cylinder]

dictating machine, files, does clerical work of a routine nature; and performs related work as assigned.

2. Examples of work (illustrative only). Types from plain copy or dictating machine. Proofreads and checks. Types office forms. [Cuts stencils and operates duplicating machine. Orders office supplies. Assists in preparation of pay roll and various financial reports. Acts as receptionist. Files.] **Operates simple office machines not requiring previous training. Serves as receptionist, greeting visitors and referring them to proper person or connecting callers with proper respondents. Maintains files by preparing new folders, keeping information current and returning information to files.**

3. Knowledges and abilities required.

a. Knowledge of [business arithmetic, spelling, and business English] **business English and arithmetic.** Knowledge of [simple] **modern** office procedures **and practices.**

b. Ability to type from plain copy at a satisfactory rate. **Ability to understand and follow oral and written instructions. Ability to maintain simple clerical records. Ability to deal with the public in a tactful and efficient manner. Ability to type from plain copy accurately at the rate of at least 25 words per minute.**

4. [Desirable qualifications of education and experience: Graduation from a standard high school.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

MHD 306 Clerical group.

F. Clerk-Typist II.

1. Kind of work. With latitude for independent judgment, does responsible clerical work; utilizes typing skill although it may not occupy a large proportion of the time; **may** plan[s] for flow of work and assign[s] tasks to other typists and clerks; and performs related work as assigned.

2. Examples of work (illustrative only). Types letters, statements, and other material from **clear** copy [of,] rough draft, **notes, or tape.** [Writes own letters on subjects delegated by superiors.] **Composes and types routine correspondence following established guidelines.** [Assigns work to other typists and clerks and checks it for accuracy.] **May assign and check the work of other clerks and typists.** [Prepares and maintains complex or involved final records when responsibility is involved in locating errors and inconsistencies.] Operates simple office machines not requiring previous training. [Gives the public general information requiring knowledge of a departmental program.] **Receives visitors, determines the nature of business, supplies information or directs to proper person, requiring a working knowledge of the operation of the agency. Proofreads important documents for accuracy and assumes responsibility for errors. Verifies important information. Trains new clerical employees. Maintains moderately complex records and prepares reports from such records.**

3. Knowledges and abilities required.

a. [Considerable] Knowledge of office procedures. Knowledge of agency programs and organizations. [Thorough] Knowledge of business English and business arithmetic.

b. [Ability to type at a satisfactory rate.] Ability to operate a variety of simple office machines not requiring special training. [Ability to do any clerical task that would fall within the scope of a unit of division.] **Ability to maintain moderately complex clerical records and prepare reports from such records.** Ability to organize **work** efficiently. **Ability to understand and follow complex oral and written directions. Ability to deal with the public in a tactful and efficient manner. Ability to type accurately from plain copy at the rate of at least 30 words per minute.**

4. [Desirable qualifications of education and experience:

a. Graduation from a standard high school and two years of office experience in a clerical capacity.

OR

b. When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical employee for the high school education, on the basis of two years of experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

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MHD 306 Clerical group.

G. Clerk-Typist III.

1. Kind of work. With considerable latitude for independent judgment, performs difficult and responsible clerical work; utilizes typing skill although it may not occupy a large proportion of the time; is responsible for independent handling of a single clerical phase of a departmental program or plans for flow of work and assigns tasks to a large number of other clerical employees; and performs related work as assigned.

2. Examples of work (illustrative only). Types letters, statements, and other materials from copy or rough draft. Performs difficult clerical operations. Composes routine correspondence independently. Prepares reports from unassembled materials. Assigns and reviews work of clerical [assistants] **workers.** Supervises a large group of clerical employees engaged in routine clerical operations such as typing[,] **or** filing[, posting, or tabulating.] Makes decisions in accordance with established policy. Assists in the development of new procedures and puts them into effect. Trains new clerical employees. **Relates the services of the clerical staff to the professional activities of the unit.**

3. Knowledges and abilities required.

a. [Considerable] Knowledge of departmental programs, operations, and policies [in connection] with **respect to** general functions performed. Knowledge of office procedures, practices, and equipment. [Thorough] Knowledge of business English[, spelling,] and business arithmetic.

b. [Ability to type at a satisfactory rate.] Ability to organize [office procedures and direct a large clerical group] **work efficiently.** Ability to maintain good working relationships with [clerical and professional associates] **other employees. Ability to deal with the public in a tactful and efficient manner. Ability to plan, assign, and supervise the work of other clerical employees. Ability to understand and follow complex oral and written directions. Ability to type accurately from plain copy at the rate of at least 35 words per minute.**

4. [Desirable qualifications of education and experience:

a. Graduation from a standard high school and three years of clerical experience, one of which shall have been in responsible and difficult clerical work.

OR

b. When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical worker for the high school education, on the basis of two years of clerical experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

MHD 306 Clerical group.

H. Clerk-Stenographer I.

1. Kind of work. [Under general supervision,[Takes dictation and transcribes it on the typewriter, maintains files, operates simple office machines, handles routine correspondence, and performs related work as assigned.

2. Examples of work (illustrative only). Takes dictation and transcribes it. **Types routine correspondence following established guidelines.** [Assembles materials relating to eases; in proper folders. Keeps files in order and pulls requested material from the files. Handles routine correspondence independently.] **Maintains files by preparing new folders, keeping information current, and retrieving and returning information to files.** Operates simple office machines[, such as addressograph or mimeograph] **not requiring previous training.** Performs general clerical work of a semi-routine nature. [Acts] **Serves** as receptionist [on occasion,], **greeting visitors and referring them to proper persons or connecting callers with proper respondents.**

3. Knowledges and abilities required.

a. **Knowledge of modern office practices and procedures.** [Thorough knowledge of business arithmetic.] [Thorough] Knowledge of business English and [spelling] **arithmetic.** [Some knowledge of general clerical work. Some knowledge of machinery common to most offices.]

b. [Ability to take and transcribe dictation at a satisfactory rate. Ability to type from plain copy at a satisfactory rate.] **Ability to understand written and oral instructions. Ability to deal with the public in a tactful and efficient manner. Ability to maintain simple clerical records. Ability to type from plain copy accurately at the rate of at least 25 words per minute. Ability to take and transcribe dictation accurately at the rate of 60 words per minute.**

4. [Desirable qualifications of education and experience. Graduation from a standard high school.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

MHD 306 Clerical group.

I. Clerk-Stenographer II.

1. Kind of work. With latitude for independent judgment, does responsible clerical work, utilizes stenographic skill although it may not occupy a large proportion of time; **may** plan[s] for flow of work and assign[s] tasks to other stenographers and clerks; and performs related work as assigned.

2. Examples of work (illustrative only). Takes and transcribes dictation. [Writes own letters on subjects delegated by superior; Assigns work to other stenographers and clerks and checks it for accuracy; Maintains up to date manual for stenographic workers.] **Types letters, statements, and other material from clear copy, rough draft, notes, or tape. Composes and types routine correspondence following established guidelines. May assign and check the work of other clerks and stenographers.** Proofreads important documents for accuracy and assumes responsibility for errors. Verifies important information. Trains new clerical employees. [Meets the public and gives information in the absence of professional worker.] **Maintains moderately complex records and prepares reports from such records. Operates simple office machines not requiring previous training. Receives visitors, determines the nature of business, supplies information or directs to proper person, requiring a working knowledge of the operation of the agency.**

3. Knowledges and abilities required.

a. [Considerable] Knowledge of office procedures. Knowledge of agency programs and organizations. [Thorough] Knowledge of business English and business arithmetic.

b. Ability to organize **work** efficiently. [Ability to take and transcribe dictation at a satisfactory rate. Ability to type at a satisfactory rate.] Ability to operate a variety of simple office machines not requiring special training. [Ability to do any clerical task that would fall within the scope of a unit or division.] **Ability to understand and follow complex oral and written directions. Ability to deal with the public in a tactful and efficient manner. Ability to maintain moderately complex clerical records and prepare reports from such records. Ability to type accurately from plain copy at a rate of at least 30 words per minute. Ability to take and transcribe dictation accurately at the rate of 60 words per minute.**

4. [Desirable qualifications of education and experience.

a. Graduation from a standard high school and two years of office experience in a clerical capacity.

OR

b. When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical employee for the high school education, on the basis of two years of experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

MHD 306 Clerical group.

J. Clerk-Stenographer III.

1. Kind of work. With considerable latitude for independent judgment, performs responsible secretarial work for the head of a large division; plans for flow of work and assigns tasks to a large number of other stenographers; and performs related work as assigned.

2. Examples of work (illustrative only). Takes dictation in important matters. Composes routine correspondence independently. Prepares [administrative] reports from unassembled materials. Assigns and reviews work of **other** clerical [assistants] **workers.** Supervises a large group of clerical employees engaged in routine clerical operations, such as typing, dictation, and filing. Trains new clerical employees. Makes decisions in accordance with general policy established [and handles public contacts.] **Assists in the development of new procedures, and puts them into effect. Relates the services of the clerical staff to the professional activities of the unit.**

3. Knowledges and abilities required.

a. [Considerable] Knowledge of departmental programs, operations, and policies with respect to general functions performed. **Knowledge of business English and business arithmetic.** Knowledge of office procedures, practices, and equipment. [Thorough knowledge of business English and spelling. Knowledge of business arithmetic.]

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

b. [Ability to take and transcribe dictation at a satisfactory rate. Ability to type at a satisfactory rate.] Ability to organize [office procedures and direct a large clerical group] **work efficiently. Ability to understand and follow complex oral and written directions. Ability to deal with the public in a tactful and efficient manner. Ability to plan, assign, and supervise the work of other clerical employees. Ability to maintain good working relationships with other employees. Ability to type accurately from plain copy at a rate of at least 35 words per minute. Ability to take and transcribe dictation accurately at a rate of 60 words per minute.**

4. [Desirable qualifications of education and experience.

a. Graduation from a standard high school and three years of office experience in a clerical capacity, one of which shall have been in responsible and difficult clerical work.

OR

b. When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full time paid clerical employee for the high school education, on the basis of two years of experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis must possess the qualifications specified in the statement of desirable qualifications of education and experience.]

MHD 314 Compensation plan.

A. Professional and administrative.
1. Plan A.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	1294	1355	1415	1479	1546	1615	1689	1767	1848
Asst. Dir. of Pub. Health Nurs.	1133	1187	1236	1294	1355	1415	1479	1546	1615
Business Administrator	1182	1236	1294	1355	1415	1479	1546	1615	1689
Business Supervisor	867	906	947	991	1036	1084	1133	1182	1236
Dir. of Envir. Health	1479	1546	1516	1689	1767	1848	1931	2019	2114
Dir. of Pub. Health Nurs. I	1133	1182	1236	1294	1355	1415	1479	1546	1615
Dir. of Pub. Health Nurs. II	1294	1355	1415	1479	1546	1615	1689	1767	1848
Home Care Coordinator	1036	1084	1133	1182	1236	1294	1355	1415	
Medical Technologist	947	991	1036	1084	1133	1182			
Public Health Educator	1182	1236	1294	1355	1415	1479	1546	1615	
Public Health Nurse	947	991	1036	1084	1133	1182	1236		
Public Health Nurse (Team Leader)	991	1036	1084	1133	1182	1236	1294		
Public Health Nutritionist	1084	1133	1182	1236	1294	1355	1415	1479	
Registered Nurse									
A.A. Degree or 3 yr. Diploma	867	906	947	991	1036	1084	1133		
Baccalaureate Degree	906	947	991	1036	1084	1133			
Sanitarian I	947	991	1036	1084					
Sanitarian II	1036	1084	1133	1182	1236	1294	1355	1415	
Sanitarian III	1133	1182	1236	1294	1355	1415	1479	1546	1615
Sanitarian IV	1236	1294	1355	1415	1479	1546	1615	1689	1767
School Health Coordinator	991	1036	1084	1133	1182	1236	1294	1355	
Senior Public Health Nurse	1036	1084	1133	1182	1236	1294	1355		

A. Professional and administrative.
2. Plan B.

a. Class of Positions.	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	1355	1415	1479	1546	1615	1689	1767	1848	1931
Asst. Dir. of Pub. Health Nurs.	1182	1236	1294	1355	1415	1479	1546	1615	1689
Business Administrator	1236	1294	1355	1415	1479	1546	1615	1689	1767
Business Supervisor	906	947	991	1036	1084	1133	1182	1236	1294
Dir. of Envir. Health	1546	1615	1689	1767	1848	1931	2019	2114	2210
Dir. of Pub. Health Nurs. I	1182	1236	1294	1355	1415	1479	1546	1615	1689
Dir. of Pub. Health Nurs. II	1355	1415	1479	1546	1615	1689	1767	1848	1931
Home Care Coordinator	1084	1133	1182	1236	1294	1355	1415	1479	
Medical Technologist	991	1036	1084	1133	1182	1236			
Public Health Educator	1236	1294	1355	1415	1479	1546	1615	1689	
Public Health Nurse	991	1036	1084	1133	1182	1236	1294		
Public Health Nurse (Team Leader)	1036	1084	1133	1182	1236	1294	1355		
Public Health Nutritionist	1133	1182	1236	1294	1355	1415	1479	1546	
Registered Nurse									
A.A. Degree or 3 yr. Diploma	906	947	991	1036	1084	1133	1182		
Baccalaureate Degree	947	991	1036	1084	1133	1182			
Sanitarian I	991	1036	1084	1133					
Sanitarian II	1084	1133	1182	1236	1294	1355	1415	1479	
Sanitarian III	1182	1236	1294	1355	1415	1479	1546	1615	1689

Sanitarian IV	1294	1355	1415	1479	1546	1615	1689	1767	1848
School Health Coordinator	1036	1084	1133	1182	1236	1294	1355	1415	
Senior Public Health Nurse	1084	1133	1182	1236	1294	1355	1415		

A. Professional and administrative.

3. Plan C.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Asst. Dir. of Envir. Health	1415	1479	1546	1615	1689	1767	1848	1931	2019
Asst. Dir. of Pub. Health Nurs.	1236	1294	1355	1415	1479	1546	1615	1689	1767
Business Administrator	1294	1355	1415	1479	1546	1615	1689	1767	1848
Business Supervisor	947	991	1036	1084	1133	1182	1236	1294	1355
Dir. of Envir. Health	1615	1689	1767	1848	1931	2019	2114	2210	2310
Dir. of Pub. Health Nurs. I	1236	1294	1355	1415	1479	1546	1615	1689	1767
Dir. of Pub. Health Nurs. II	1415	1479	1546	1615	1689	1767	1848	1931	2019
Home Care Coordinator	1133	1182	1236	1294	1355	1415	1479	1546	
Medical Technologist	1036	1084	1133	1182	1236	1294			
Public Health Educator	1294	1355	1415	1479	1546	1615	1689	1767	
Public Health Nurse	1058	1108	1157	1208	1263	1324	1385		
Public Health Nurse (Team Leader)	1108	1157	1208	1263	1324	1385	1446		
Public Health Nutritionist	1182	1236	1294	1355	1415	1479	1546	1615	
Registered Nurse									
A.A. Degree or 3 yr. Diploma	969	1013	1058	1108	1157	1208	1263		
Baccalaureate Degree	1013	1058	1108	1157	1208	1263			
Sanitarian I	1036	1084	1133	1182					
Sanitarian II	1133	1182	1236	1294	1355	1415	1479	1546	
Sanitarian III	1236	1294	1355	1415	1479	1546	1615	1689	1767
Sanitarian IV	1355	1415	1479	1546	1615	1689	1767	1848	1931
School Health Coordinator	1084	1133	1182	1236	1294	1355	1415	1479	
Senior Public Health Nurse	1157	1208	1263	1324	1385	1446	1512		

B. Health services support personnel.

1. Plan A.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Animal Warden	648	676	709	742	776	810	847		
Bookkeeper	709	742	776	810	847	886	925	969	1013
Home Health Aide	521	543	565	592	620	648	676		
Home Health Aide Coordinator	742	776	810	847	886	925	969		
Inspector I	709	742	776	810					
Inspector II	776	810	847	886	925	969	1013		
Laboratory Technician	565	592	620	648	676	709	742		
Licensed Practical Nurse	676	709	742	776	810	847			
Medical Laboratory Assistant	648	676	709	742	776	810	847		
Public Health Aide	416	433	455	477	499	521	543		

2. Plan B.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Animal Warden	676	709	742	776	810	847	886		
Bookkeeper	742	776	810	847	886	925	969	1013	1058
Home Health Aide	543	565	592	620	648	676	709		
Home Health Aide Coordinator	776	810	847	886	925	969	1013		
Inspector I	742	776	810	847					
Inspector II	810	847	886	925	969	1013	1058		
Laboratory Technician	592	620	648	676	709	742	776		
Licensed Practical Nurse	709	742	776	810	847	886			
Medical Laboratory Assistant	676	709	742	776	810	847	886		
Public Health Aide	433	455	477	499	521	543	565		

3. Plan C.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Animal Warden	709	742	776	810	847	886	925		
Bookkeeper	776	810	847	886	925	969	1013	1058	1108
Home Health Aide	565	592	620	648	676	709	742		
Home Health Aide Coordinator	810	847	886	925	969	1013	1058		
Inspector I	776	810	847	886					

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

Inspector II	847	886	925	969	1013	1058	1108		
Laboratory Technician	620	648	676	709	742	776	810		
Licensed Practical Nurse	742	776	810	847	886	925			
Medical Laboratory Assistant	709	742	776	810	847	886	925		
Public Health Aide	455	477	499	521	543	565	592		

C. Clerical.
1. Plan A.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Clerk I	434	451	467	483	499	518	539	560	581
Clerk II	499	518	539	560	581	602	623	646	672
Clerk III	581	602	623	646	672	699	726	755	786
Clerk-Typist I	451	467	483	499	518	539	560	581	602
Clerk-Typist II	499	518	539	560	581	602	623	646	672
Clerk-Typist III	581	602	623	646	672	699	726	755	786
Clerk-Steno I	483	499	518	539	560	581	602	623	646
Clerk-Steno II	539	560	581	602	623	646	672	699	726
Clerk-Steno III	602	623	646	672	699	726	755	786	818
Swbd. Operator I	467	483	499	518	539	560	581	602	623
Swbd. Operator II	499	518	539	560	581	602	623	646	672

2. Plan B.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Clerk I	451	467	483	499	518	539	560	581	602
Clerk II	518	539	560	581	602	623	646	672	699
Clerk III	602	623	646	672	699	726	755	786	818
Clerk-Typist I	467	483	499	518	539	560	581	602	623
Clerk-Typist II	518	539	560	581	602	623	646	672	699
Clerk-Typist III	602	623	646	672	699	726	755	786	818
Clerk-Steno I	499	518	539	560	581	602	623	646	672
Clerk-Steno II	560	581	602	623	646	672	699	726	755
Clerk-Steno III	623	646	672	699	726	755	786	818	850
Swbd. Operator I	483	499	518	539	560	581	602	623	646
Swbd. Operator II	518	539	560	581	602	623	646	672	699

3. Plan C.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Clerk I	467	483	499	518	539	560	581	602	623
Clerk II	539	560	581	602	623	646	672	699	726
Clerk III	623	646	672	699	726	755	786	818	850
Clerk-Typist I	483	499	518	539	560	581	602	623	646
Clerk-Typist II	539	560	581	602	623	646	672	699	726
Clerk-Typist III	623	646	672	699	726	755	786	818	850
Clerk-Steno I	518	539	560	581	602	623	646	672	699
Clerk-Steno II	581	602	623	646	672	699	726	755	786
Clerk-Steno III	646	672	699	726	755	786	818	850	884
Swbd. Operator I	499	518	539	560	581	602	623	646	672
Swbd. Operator II	539	560	581	602	623	646	672	699	726

C. Clerical.
4. Plan D.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Clerk I	483	499	518	539	560	581	602	623	646
Clerk II	560	581	602	623	646	672	699	726	755
Clerk III	646	672	699	726	755	786	818	850	884
Clerk-Typist I	499	518	539	560	581	602	623	646	672
Clerk-Typist II	560	581	602	623	646	672	699	726	755
Clerk-Typist III	646	672	699	726	755	786	818	850	884
Clerk-Steno I	539	560	581	602	623	646	672	699	726
Clerk-Steno II	602	623	646	672	699	726	755	786	818
Clerk-Steno III	672	699	726	755	786	818	850	884	921
Swbd. Operator I	518	539	560	581	602	623	646	672	699
Swbd. Operator II	560	581	602	623	646	672	699	726	755

5. Plan E.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Clerk I	518	539	560	581	602	623	646	672	
Clerk II	602	623	646	672	699	726	755	786	
Clerk III	699	726	755	786	818	850	884	921	
Clerk-Typist I	539	560	581	602	623	646	672	699	

Clerk-Typist II	602	623	646	672	699	726	755	786
Clerk-Typist III	699	726	755	786	818	850	884	921
Clerk-Steno I	581	602	623	646	672	699	726	755
Clerk-Steno II	646	672	699	726	755	786	818	850
Clerk-Steno III	726	755	786	818	850	884	921	958
Swbd. Operator I	560	581	602	623	646	672	699	726
Swbd. Operator II	602	623	646	672	699	726	755	786

6. Plan F.

a. Class of positions.	1	2	3	4	5	6	7
Clerk I	560	581	602	623	646	672	699
Clerk II	623	646	672	699	726	755	786
Clerk III	726	755	786	818	850	884	921
Clerk-Typist I	581	602	623	646	672	699	726
Clerk-Typist II	623	646	672	699	726	755	786
Clerk-Typist III	726	755	786	818	850	884	921
Clerk-Steno I	602	623	646	672	699	726	755
Clerk-Steno II	672	699	726	755	786	818	850
Clerk-Steno III	755	786	818	850	884	921	958
Swbd. Operator I	581	602	623	646	672	699	726
Swbd. Operator II	623	646	672	699	726	755	786

D. Building maintenance.

1. Plan A.

a. Class of positions.	1	2	3	4	5	6	7
Custodian (1)	515	536	557	578	601		
Janitor (1)	601	627	654	681	710	741	773

2. Plan B.

a. Class of positions.	1	2	3	4	5	6	7
Custodian (1)	601	627	654	681	710		
Janitor (1)	710	741	773	805	839	876	913

(1) Employees who are required to work for a period of at least five hours after 6 P.M. on a regular scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

MHD 315 Public health salary schedule for professional and support classes.

Standard Table for Computing Less-Than-Full-Time Salary, Bi-Weekly, and Four-Week Salary Rates

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$416	$2.39	$20.80	$19.81	$18.91	$18.09	$19.12	$191.20	$382.40
424	2.44	21.20	20.19	19.27	18.43	19.52	195.20	390.40
433	2.49	21.65	20.62	19.68	18.83	19.92	199.20	398.40
444	2.55	22.20	21.14	20.18	19.30	20.40	204.00	408.00
455	2.61	22.75	21.67	20.68	19.78	20.88	208.80	417.60
466	2.68	23.30	22.19	21.18	20.26	21.44	214.40	428.80
477	2.74	23.85	22.71	21.68	20.74	21.92	219.20	438.40
488	2.80	24.40	23.24	22.18	21.22	22.40	224.00	448.00
499	2.87	24.95	23.76	22.68	21.70	22.96	229.60	459.20
510	2.93	25.50	24.29	23.18	22.17	23.44	234.40	468.80
521	2.99	26.05	24.81	23.68	22.65	23.92	239.20	478.40
532	3.06	26.60	25.33	24.18	23.13	24.48	244.80	489.60
543	3.12	27.15	25.86	24.68	23.61	24.96	249.60	499.20
554	3.18	27.70	26.38	25.18	24.09	25.44	254.40	508.80
565	3.25	28.25	26.90	25.68	24.57	26.00	260.00	520.00
579	3.33	28.95	27.57	26.32	25.17	26.64	266.40	532.80

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
592	3.40	29.60	28.19	26.91	25.74	27.20	272.00	544.00
606	3.48	30.30	28.86	27.55	26.35	27.84	278.40	556.80
620	3.56	31.00	29.52	28.18	26.96	28.48	284.80	569.60
634	3.64	31.70	30.19	28.82	27.57	29.12	291.20	582.40
648	3.72	32.40	30.86	29.45	28.17	29.76	297.60	595.20
663	3.81	33.15	31.57	30.14	28.83	30.48	304.80	609.60
676	3.89	33.80	32.19	30.73	29.39	31.12	311.20	622.40
693	3.98	34.65	33.00	31.50	30.13	31.84	318.40	636.80
709	4.07	35.45	33.76	32.23	30.83	32.56	325.60	651.20
726	4.17	36.30	34.57	33.00	31.57	33.36	333.60	667.20
742	4.26	37.10	35.33	33.73	32.26	34.08	340.80	681.60
759	4.36	37.95	36.14	34.50	33.00	34.88	348.80	697.60
776	4.46	38.80	36.95	35.27	33.74	35.68	356.80	713.60
793	4.56	39.65	37.76	36.05	34.48	36.48	364.80	729.60
810	4.66	40.50	38.57	36.82	35.22	37.28	372.80	745.60
828	4.76	41.40	39.43	37.64	36.00	38.08	380.80	761.60
847	4.87	42.35	40.33	38.50				
867	4.98	43.35	41.29	39.41	37.70	39.84	398.40	796.80
886	5.09	44.30	42.19	40.27	38.52	40.72	407.20	814.40
906	5.21	45.30	43.14	41.18	39.39	41.68	416.80	833.60
925	5.32	46.25	44.05	42.05	40.22	42.56	425.60	851.20
947	5.44	47.35	45.10	43.05	41.17	43.52	435.20	870.40
969	5.57	48.45	46.14	44.05	42.13	44.56	445.60	891.20
991	5.70	49.55	47.19	45.05	43.09	45.60	456.00	912.00
1013	5.82	50.65	48.24	46.05	44.04	46.56	465.60	931.20
1036	5.95	51.80	49.33	47.09	45.04	47.60	476.00	952.00
1058	6.08	52.90	50.38	48.09	46.00	48.64	486.40	972.80
1084	6.23	54.20	51.62	49.27	47.13	49.84	498.40	996.80
1108	6.37	55.40	52.76	50.36	48.17	50.96	509.60	1019.20
1133	6.51	56.65	53.95	51.50	49.26	52.08	520.80	1041.60
1157	6.65	57.85	55.10	52.59	50.30	53.20	532.00	1064.00
1182	6.79	59.10	56.29	53.73	51.39	54.32	543.20	1086.40
1208	6.94	60.40	57.42	54.91	52.52	55.52	555.20	1110.40
1236	7.10	61.80	58.86	56.18	53.74	56.80	568.00	1136.00
1263	7.26	63.15	60.14	57.41	54.91	58.08	580.80	1161.60
1294	7.44	64.70	61.62	58.82	56.26	59.52	595.20	1190.40
1324	7.61	66.20	63.05	60.18	57.57	60.88	608.80	1217.60
1355	7.79	67.75	64.52	61.59	58.91	62.32	623.20	1246.40
1385	7.96	69.25	65.95	62.95	60.22	63.68	636.80	1273.60
1415	8.13	70.75	67.38	64.32	61.52	65.04	650.40	1300.80
1446	8.31	72.30	68.86	65.73	62.87	66.48	664.80	1329.60
1479	8.50	73.95	70.43	67.23	64.30	68.00	680.00	1360.00
1512	8.69	75.60	72.00	68.73	65.74	69.52	695.20	1390.40
1546	8.89	77.30	73.62	70.27	67.22	71.12	711.20	1422.40
1578	9.07	78.90	75.14	71.73	68.61	72.56	725.60	1451.20
1615	9.28	80.75	76.90	73.41	70.22	74.24	742.40	1484.80
1651	9.49	82.55	78.62	75.05	71.78	75.92	759.20	1518.40
1689	9.71	84.45	80.43	76.77	73.43	77.68	776.80	1553.60
1728	9.93	86.40	82.29	78.55	75.13	79.44	794.40	1588.80
1767	10.16	88.35	84.14	80.32	76.83	81.28	812.80	1625.60
1806	10.38	90.30	86.00	82.09	78.52	83.04	830.40	1660.80
1848	10.62	92.40	88.00	84.00	80.35	84.96	849.60	1699.20
1889	10.86	94.45	89.95	85.86	82.13	86.88	868.80	1737.60
1931	11.10	96.55	91.95	87.77	83.96	88.80	888.00	1776.00
1972	11.33	98.60	93.90	89.64	85.74	90.74	906.40	1812.80
2019	11.60	100.95	96.14	91.77	87.78	92.80	928.00	1856.00
2066	11.87	103.30	98.38	93.91	89.83	94.96	949.60	1899.20
2114	12.15	105.70	100.67	96.09	91.91	97.20	972.00	1944.00
2160	12.41	108.00	102.86	98.18	93.91	99.28	992.80	1985.60
2210	12.70	110.50	105.24	100.45	96.09	101.60	1016.00	2032.00
2260	12.99	113.00	107.62	102.73	98.26	103.92	1039.20	2078.40
2310	13.28	115.50	110.00	105.00	100.43	106.24	1062.40	2124.80

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
2359	13.56	117.95	112.33	107.23	102.57	108.48	1084.80	2169.60
2412	13.86	120.60	114.86	109.64	104.87	110.88	1108.80	2217.60
2464	14.16	123.20	117.33	112.00	107.13	113.28	1132.80	2265.60
2518	14.47	125.90	119.90	114.45	109.48	115.76	1157.60	2315.20
1570	14.77	128.50	122.38	116.82	111.74	118.16	1181.60	2363.20
2628	15.10	131.40	125.14	119.45	114.26	120.80	1208.00	2416.00
2686	15.44	134.30	127.90	122.09	116.78	123.52	1235.20	2470.40
2747	15.79	137.35	130.81	124.86	119.43	126.32	1263.20	2526.40
2808	16.14	140.40	133.71	127.64	122.09	129.12	1291.20	2582.40
2871	16.50	143.55	136.71	130.50	124.83	132.00	1320.00	2640.00
2934	16.86	146.70	139.71	133.36	127.57	134.88	1348.80	2697.60
3000	17.24	150.00	142.86	136.36	130.43	137.92	1379.20	2758.40
3066	17.62	153.30	146.00	139.36	133.30	140.96	1409.60	2819.20
3135	18.02	156.75	149.29	142.50	136.30	144.16	1441.60	2883.20
3204	18.41	160.20	152.57	145.64	139.30	147.28	1472.80	2945.60
3283	18.87	164.15	156.33	149.23	142.74	150.96	1509.60	3019.20
3347	19.24	167.35	159.38	152.14	145.52	153.92	1539.20	3078.40
3423	19.67	171.15	163.00	155.59	148.83	157.36	1573.60	3147.20
3500	20.11	175.00	166.67	159.09	152.17	160.88	1608.80	3217.60
3578	20.56	178.90	170.38	162.64	155.57	164.48	1644.80	3289.60
3659	21.03	182.95	174.24	166.32	159.09	168.24	1682.40	3364.80

*Hourly rates are based on 2088 hours in a year.

**To compute the number of days in the month for which payment is to be made, count the working days plus the holidays. Do not count Saturdays or Sundays. After determining this number, find the appropriate working-day rate for the month salary rate at which the employee is currently being paid.

Multiply the rate per day by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave) in order to compute the payment for the pay period. Formula: Rate per working day × number of days worked = salary payment.

***To compute a partial payment on the bi-weekly rate, divide the bi-weekly rate by ten to find the daily rate. Multiply the daily rate by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave). Formula: Rate per working day × number of days worked = salary payment. Hourly rate is as shown in column two headed "Hourly Rate".

Public health salary schedule for clerical classes.

Standard Table for Computing Less-Than-Full-Time Salary, Bi-Weekly, and Four-Week Salary Rates

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agency Operating on A Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$426	$2.45	$21.30	$20.29	$19.36	$18.52	$19.60	$196.00	$392.00
434	2.49	21.70	20.67	19.73	18.87	19.92	199.20	398.40
443	2.55	22.15	21.10	20.14	19.26	20.40	204.00	408.00
451	2.59	22.55	21.48	20.50	19.61	20.72	207.20	414.40

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
459	2.64	22.95	21.86	20.86	19.96	21.12	211.20	422.40
467	2.68	23.35	22.24	21.23	20.30	21.44	214.40	428.80
475	2.73	23.75	22.62	21.59	20.65	21.84	218.40	436.80
483	2.78	24.15	23.00	21.95	21.00	22.24	222.40	444.80
491	2.82	24.55	23.38	22.32	21.35	22.56	225.60	451.20
499	2.87	24.95	23.76	22.68	21.70	22.96	229.60	459.20
507	2.91	25.35	24.14	23.05	22.04	23.28	232.80	465.60
518	2.98	25.90	24.67	23.55	22.52	23.94	238.40	476.80
528	3.03	26.40	25.14	24.00	22.96	24.24	242.40	484.80
539	3.10	26.95	25.67	24.50	23.43	24.80	248.00	496.00
549	3.16	27.45	26.14	24.95	23.87	25.28	252.80	505.60
560	3.22	28.00	26.67	25.45	24.35	25.76	257.60	515.20
570	3.28	28.50	27.14	25.91	24.78	26.24	262.40	524.80
581	3.34	29.05	27.67	26.41	25.26	26.72	267.20	534.40
591	3.40	29.55	28.14	26.86	25.70	27.20	272.00	544.00
602	3.46	30.10	28.67	27.36	26.17	27.68	276.80	553.60
612	3.52	30.60	29.14	27.82	26.61	28.16	281.60	563.20
623	3.58	31.15	29.67	28.32	27.09	28.64	286.40	572.80
633	3.64	31.65	30.14	28.77	27.52	29.12	291.20	582.40
646	3.71	32.30	30.76	29.36	28.09	29.68	296.80	593.60
659	3.79	32.95	31.38	29.95	28.65	30.32	303.20	606.40
672	3.86	33.60	32.00	30.55	29.22	30.88	308.80	617.60
685	3.94	34.25	32.62	31.14	29.78	31.52	315.20	630.40
699	4.02	34.95	33.29	31.77	30.39	32.16	321.60	643.20
712	4.09	35.60	33.90	32.36	30.96	32.72	327.20	654.40
726	4.17	36.30	34.57	33.00	31.57	33.36	333.60	776.20
739	4.25	36.95	35.19	33.59	32.13	34.00	340.00	680.00
755	4.34	37.75	35.95	34.32	32.83	34.72	347.20	694.40
770	4.43	38.50	36.67	35.00	33.48	35.44	354.40	708.80
786	4.52	39.30	37.43	35.73	34.17	36.16	361.60	723.20
802	4.61	40.10	38.19	36.45	34.87	36.88	368.80	737.60
818	4.70	40.90	38.95	37.18	35.57	37.60	376.00	752.00
834	4.79	41.70	39.71	37.91	36.26	38.32	383.20	766.40
850	4.89	42.50	40.48	38.64	36.96	39.12	391.20	782.40
866	4.98	43.30	41.24	39.36	37.65	39.84	398.40	796.80
884	5.08	44.20	42.10	40.18	38.43	40.64	406.40	812.80
902	5.18	45.10	42.95	41.00	39.22	41.44	414.40	828.80
921	5.29	46.05	43.86	41.86	40.04	42.32	423.20	846.40
939	5.40	46.95	44.71	42.68	40.83	43.20	432.00	864.00
958	5.51	47.90	45.62	43.55	41.65	44.08	440.80	881.60
976	5.61	48.80	46.48	44.36	42.43	44.88	448.80	897.60
997	5.73	49.85	47.48	45.32	43.35	45.84	458.40	916.80
1018	5.85	50.90	48.48	46.27	44.26	46.80	468.00	936.00
1039	5.97	51.95	49.48	47.23	45.17	47.76	477.60	955.20
1060	6.09	53.00	50.48	48.18	46.09	48.72	487.20	974.40
1082	6.22	54.10	51.52	49.18	47.04	49.76	497.60	995.20
1103	6.34	55.15	52.52	50.14	47.96	50.72	507.20	1014.40
1127	6.48	56.35	53.67	51.23	49.00	51.84	518.40	1036.80
1151	6.61	57.55	54.81	52.32	50.04	52.88	528.80	1057.60
1176	6.76	58.80	56.00	53.45	51.13	54.08	540.80	1081.60
1201	6.90	60.05	57.19	54.59	52.22	55.20	552.00	1104.00
1227	7.05	61.35	58.43	55.77	53.35	56.40	564.00	1128.00
1254	7.21	62.70	59.71	57.00	54.52	57.68	576.80	1153.60
1281	7.36	64.05	61.00	58.23	55.70	58.88	588.80	1177.60
1309	7.52	65.45	62.33	59.50	56.91	60.16	601.60	1203.20
1337	7.68	66.85	63.67	60.77	58.13	61.44	614.40	1228.80
1366	7.85	68.30	65.05	62.09	59.39	62.80	628.00	1256.00

*Hourly rates are based on 2088 hours in a year.

**To compute the number of days in the month for which payment is to be made, count the working days plus the

holidays. Do not count Saturdays or Sundays. After determining this number, find the appropriate working-day rate for the month salary rate at which the employee is currently being paid.

Multiply the rate per day by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave) in order to compute the payment for the pay period. Formula: Rate per working day × number of days worked = salary payment.

*****To compute a partial payment on the bi-weekly rate, divide the bi-weekly rate by ten to find the daily rate. Multiply the daily rate by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave). Formula: Rate per working day × number of days worked = salary payment. Hourly rate is as shown in column two headed "Hourly Rate."**

Public health salary schedule for building maintenance classes.

Standard Table for Computing Less-Than-Full-Time Salary, Bi-Weekly, and Four-Week Salary Rates

Monthly Salary	Hourly Rate*	Salary Per Working Day for Months with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$414	$2.38	$20.70	$19.71	$18.82	$18.00	$19.04	$190.40	$380.80
422	2.43	21.10	20.10	19.18	18.35	19.44	194.40	388.80
430	2.47	21.50	20.48	19.55	18.70	19.76	197.60	395.20
438	2.52	21.90	20.86	19.91	19.04	20.16	201.60	403.20
446	2.56	22.30	21.24	20.27	19.39	20.48	204.80	409.60
454	2.61	22.70	21.62	20.64	19.74	20.88	208.80	417.60
462	2.66	23.10	22.00	21.00	20.09	21.28	212.80	425.60
473	2.72	23.65	22.52	21.50	20.57	21.76	217.60	435.20
483	2.78	24.15	23.00	21.95	21.00	22.24	222.40	444.80
494	2.84	24.70	23.52	22.45	21.48	22.72	227.20	454.40
504	2.90	25.20	24.00	22.91	21.91	23.20	232.00	464.00
515	2.96	25.75	24.52	23.41	22.39	23.68	236.80	473.60
525	3.02	26.25	25.00	23.86	22.83	24.16	241.60	483.20
536	3.08	26.80	25.52	24.36	23.30	24.64	246.40	492.80
546	3.14	27.30	26.00	24.82	23.74	25.12	251.20	502.40
557	3.20	27.85	26.52	25.32	24.22	25.60	256.00	512.00
567	3.26	28.35	27.00	25.77	24.65	26.08	260.80	521.60
578	3.32	28.90	27.52	26.27	25.13	26.56	265.60	531.20
588	3.38	29.40	28.00	26.73	25.57	27.04	270.40	540.80
601	3.45	30.05	28.62	27.32	26.13	27.60	276.00	552.00
614	3.53	30.70	29.24	27.91	26.70	28.24	282.40	564.80
627	3.60	31.35	29.86	28.50	27.26	28.80	288.00	576.00
640	3.68	32.00	30.48	29.09	27.83	29.44	294.40	588.80
654	3.76	32.70	31.14	29.73	28.43	30.08	300.80	601.60
667	3.83	33.35	31.76	30.32	29.00	30.64	306.40	612.80
681	3.91	34.05	32.43	30.95	29.61	31.28	312.80	625.60
694	3.99	34.70	33.05	31.55	30.17	31.92	319.20	638.40
710	4.08	35.50	33.81	32.27	30.87	32.64	326.40	652.80
725	4.17	36.25	34.52	32.95	31.52	33.36	333.60	667.20
741	4.26	37.05	35.29	33.68	32.22	34.08	340.80	681.60
757	4.35	37.85	36.05	34.41	32.91	34.80	348.00	696.00
773	4.44	38.65	36.81	35.14	33.61	35.52	355.20	710.40
789	4.53	39.45	37.57	35.86	34.30	36.24	362.40	724.80
805	4.63	40.25	38.33	36.59	35.00	37.04	370.40	740.80
821	4.72	41.05	39.10	37.32	35.70	37.76	377.60	755.20
839	4.82	41.95	39.95	38.14	36.48	38.56	385.60	771.20
857	4.93	42.85	40.81	38.95	37.26	39.44	394.40	788.80

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

Monthly Salary	Hourly Rate*	Salary Per Working Day for Months with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
876	5.03	43.80	41.71	39.82	38.09	40.24	402.40	804.80
894	5.14	44.70	42.57	40.64	38.87	41.12	411.20	822.40
913	5.25	45.65	43.48	41.50	39.70	42.00	420.00	840.00
931	5.35	46.55	44.33	42.32	40.48	42.80	428.00	856.00
952	5.47	47.60	45.33	43.27	41.39	43.76	437.60	875.20
973	5.59	48.65	46.33	44.23	42.30	44.72	447.20	894.40
994	5.71	49.70	47.33	45.18	43.22	45.68	456.80	913.60
1015	5.83	50.75	48.33	46.14	44.13	46.64	466.40	932.80
1037	5.96	51.85	49.38	47.14	45.09	47.68	476.80	953.60
1058	6.08	52.90	50.38	48.09	46.00	48.64	486.40	972.80
1082	6.22	54.10	51.52	49.18	47.04	49.76	497.60	995.20
1106	6.36	55.30	52.66	50.27	48.09	50.88	508.80	1017.60
1131	6.50	56.55	53.86	51.41	49.17	52.00	520.00	1040.00
1156	6.64	57.80	55.05	52.54	50.26	53.12	531.20	1062.40
1182	6.79	59.10	56.29	53.73	51.39	54.32	543.20	1086.40
1209	6.95	60.45	57.57	54.95	52.57	55.60	556.00	1112.00
1236	7.10	61.80	58.86	56.18	53.74	56.80	568.00	1136.00
1264	7.26	63.20	60.19	57.45	54.96	58.08	580.80	1161.60
1292	7.43	64.60	61.52	58.73	56.17	59.44	594.40	1188.80
1321	7.59	66.05	62.90	60.05	57.43	60.72	607.20	1214.40
1351	7.76	67.55	64.33	61.41	58.74	62.08	620.80	1241.60
1381	7.94	69.05	65.76	62.77	60.04	63.52	635.20	1270.40

***Hourly rates are based on 2088 hours in a year.**

****To compute the number of days in the month for which payment is to be made, count the working days plus the holidays. Do not count Saturdays or Sundays. After determining this number, find the appropriate working-day rate for the month salary rate at which the employee is currently being paid.**

Multiply the rate per day by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave) in order to compute the payment for the pay period. Formula: Rate per working day × number of days worked = salary payment.

*****To compute a partial payment on the bi-weekly rate, divide the bi-weekly rate by ten to find the daily rate. Multiply the daily rate by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave). Formula: Rate per working day × number of days worked = salary payment. Hourly rate is as shown in column two headed "Hourly Rate."**

Note: Additions to the existing 1977 Compensation Plan

MHD 314 Compensation plan.

A. Professional and administrative.
2. Plan A.
a. Class of positions.

	1	2	3	4	5	6	7	8	9
Ass't. Dir. of Envir. Health	1232	1290	1348	1409	1472	1538	1609	1683	1760
Ass't. Dir. of Pub. Health Nurs.	1079	1126	1177	1232	1290	1348	1409	1472	1538
Business Administrator	1126	1177	1232	1290	1348	1409	1472	1538	1609
Business Supervisor	826	863	902	944	987	1032	1079	1126	1177
Dir. of Envir. Health	1409	1472	1538	1609	1683	1760	1839	1923	2013
Dir. of Pub. Health Nurs. I	1079	1126	1177	1232	1290	1348	1409	1472	1538
Dir. of Pub. Health Nurs. II	1232	1290	1348	1409	1472	1538	1609	1683	1760
Home Care Coordinator	987	1032	1079	1126	1177	1232	1290	1348	
Medical Technologist	902	944	987	1032	1079	1126			
Public Health Educator	1126	1177	1232	1290	1348	1409	1472	1538	
Public Health Nurse	902	944	987	1032	1079	1126	1177		
Public Health Nurse (Team Leader)	944	987	1032	1079	1126	1177	1232		
Public Health Nutritionist	**1079**	**1126**	**1177**	**1232**	**1290**	**1348**	**1409**	**1472**	

Registered Nurse									
A.A. Degree or 3 yr. Diploma	826	863	902	944	987	1032	1079		
Baccalaureate Degree	863	902	944	987	1032	1079			
Sanitarian I	902	944	987	1032					
Sanitarian II	987	1032	1079	1126	1177	1232	1290	1348	
Sanitarian III	1079	1126	1177	1232	1290	1348	1409	1472	1538
Sanitarian IV	1177	1232	1290	1348	1409	1472	1538	1609	1683
School Health Coordinator	944	987	1032	1079	1126	1177	1232	1290	
Senior Public Health Nurse	987	1032	1079	1126	1177	1232	1290		

Note: Additions to the existing 1977 Compensation Plan

MHD 314 Compensation plan.

A. Professional and administrative.

2. Plan B.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Ass't Dir. of Envir. Health	1290	1348	1409	1472	1538	1609	1683	1760	1839
Ass't. Dir. of Pub. Health Nurs.	1126	1177	1232	1290	1348	1409	1472	1538	1609
Business Administrator	1177	1232	1290	1348	1409	1472	1538	1609	1683
Business Supervisor	863	902	944	987	1032	1079	1126	1177	1232
Dir. of Envir. Health	1472	1538	1609	1683	1760	1839	1923	2013	2105
Dir. of Pub. Health Nurs. I	1126	1177	1232	1290	1348	1409	1472	1538	1609
Dir. of Pub. Health Nurs. II	1290	1348	1409	1472	1538	1609	1683	1760	1839
Home Care Coordinator	1032	1079	1126	1177	1232	1290	1348	1409	
Medical Technologist	944	987	1032	1079	1126	1177			
Public Health Educator	1177	1232	1290	1348	1409	1472	1538	1609	
Public Health Nurse	944	987	1032	1079	1126	1177	1232		
Public Health Nurse (Team Leader)	987	1032	1079	1126	1177	1232	1290		
Public Health Nutritionist	**1126**	**1177**	**1232**	**1290**	**1348**	**1409**	**1472**	**1538**	
Registered Nurse									
A.A. Degree or 3 yr. Diploma	826	863	902	944	987	1032	1079		
Baccalaureate Degree	902	944	987	1032	1079	1126			
Sanitarian I	944	987	1032	1079					
Sanitarian II	1032	1079	1126	1177	1232	1290	1348	1409	
Sanitarian III	1126	1177	1232	1290	1348	1409	1472	1538	1609
Sanitarian IV	1232	1290	1348	1409	1472	1538	1609	1683	1760
School Health Coordinator	987	1032	1079	1126	1177	1232	1290	1348	
Senior Public Health Nurse	1032	1079	1126	1177	1232	1290	1348		

Note: Additions to the existing 1977 Compensation Plan

MHD 314 Compensation plan.

A. Professional and administrative.

3. Plan C.

a. class of positions	1	2	3	4	5	6	7	8	9
Ass't. Dir. of Envir. Health	1348	1409	1472	1538	1609	1683	1760	1839	1923
Ass't. Dir. of Pub. Health Nurs.	1177	1232	1290	1348	1409	1472	1538	1609	1683
Business Administrator	1232	1290	1348	1409	1472	1538	1609	1683	1760
Business Supervisor	902	944	987	1032	1079	1126	1177	1232	1290
Dir. of Envir. Health	1538	1609	1683	1760	1839	1923	2013	2105	2200
Dir. of Pub. Health Nurs. I	1177	1232	1290	1348	1409	1472	1538	1609	1683
Dir. of Pub. Health Nurs. II	1348	1409	1472	1538	1609	1683	1760	1839	1923
Home Care Coordinator	1079	1126	1177	1232	1290	1348	1409	1472	
Medical Technologist	987	1032	1079	1126	1177	1232			
Public Health Educator	1232	1290	1348	1409	1472	1538	1609	1683	
Public Health Nurse	1008	1055	1102	1150	1203	1261	1319		
Public Health Nurse (Team Leader)	1055	1102	1150	1203	1261	1319	1377		
Public Health Nutritionist	**1177**	**1232**	**1290**	**1348**	**1409**	**1472**	**1538**	**1609**	

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Registered Nurse									
A.A. Degree or 3 yr Diploma	923	965	1008	1055	1102	1150	1203		
Baccalaureate Degree	965	1008	1055	1102	1150	1203			
Sanitarian I	987	1032	1079	1126					
Sanitarian II	1079	1126	1177	1232	1290	1348	1409	1472	
Sanitarian III	1177	1232	1290	1348	1409	1472	1538	1609	1683
Sanitarian IV	1290	1348	1409	1472	1538	1609	1683	1760	1839
School Health Coordinator	1032	1079	1126	1177	1232	1290	1348	1409	
Senior Public Health Nurse	1102	1150	1203	1261	1319	1377	1440		

Department of Natural Resources

Snowmobile Rules

Notice of Hearing

Please take notice that certain amendments to the Snowmobile Rules, which are identified as Minnesota Regulations NR 51-59, will be considered at a public hearing on October 12, 1977, at the hearing room of the Office of Hearing Examiners, 1745 University Avenue, St. Paul, Minnesota, 55104, beginning at 9:30 a.m.

All interested persons will have an opportunity to participate. Statements may be made orally and written materials may be submitted at the hearings. In addition, written materials may be submitted to hearing examiner Myron Greenberg at the above address, either before the hearing or within five (5) days after the hearing. The hearing will be conducted as described in Minn. Stat. § 15.0412 and in Minnesota Regulations HE 101-109.

The Commissioner of Natural Resources promulgates rules regarding snowmobiles under the authority of Minn. Stat. § 84.86. The proposed amendments:

—Make NR 51 (a) (4) more accurate by changing the phrase "issued registration sticker" to "affixed number or decal".

—Change NR 51 (a) (3) and (4) so that a person who does not renew his or her snowmobile registration until after July 1 following the expiration date of the registration, will not receive the same registration number as on the previous registration.

—Add a paragraph to NR 51 (a) making it unlawful to operate, transport, or permit the operation of a snowmobile which does not have its registration number and an unexpired decal properly affixed to it.

—Amend NR 56 (d) by changing the minimum age for those taking a snowmobile education and training program from no-minimum to age 11.

—Amend NR 56 (e) by changing the price for replacing a lost or destroyed snowmobile safety certificate from $1.00 to $2.00.

—Change NR 56 (e) so that a person 18 or over graduating from a training program can receive a safety certificate.

A free copy of the proposed rules may be obtained by writing to the Department of Natural Resources, Division of Enforcement, Centennial Building, Saint Paul, Minnesota 55155. Additional copies will be available at the hearings. A "statement of need" explaining why the agency feels the proposed rules are necessary, and a "statement of evidence" outlining the testimony they will be introducing will be filed with the Office of Hearing Examiners twenty-five (25) days before the hearing and will be available there for public inspection.

Please be advised that Minn. Stat. ch. 10A, requires each lobbyist to register with the Ethical Practices Board within five (5) days after he commences lobbying. Lobbying includes attempting to influence rule-making by communicating or urging others to communicate with public officials. A lobbyist is generally any individual who spends more than $250 per year for lobbying or any individual who is engaged for pay or authorized to spend money by another individual or association and who spends more than $250 per year or five hours per month at lobbying. The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 41 State Office Building, Saint Paul, Minnesota 55155, phone (612) 296-5615.

William B. Nye
Commissioner
Department of Natural Resources

Rules as Proposed

Minn. Regs. NR 51 (a), 56(d) and 56(e) are amended as follows:

NR 51 Registration and display of numbers.

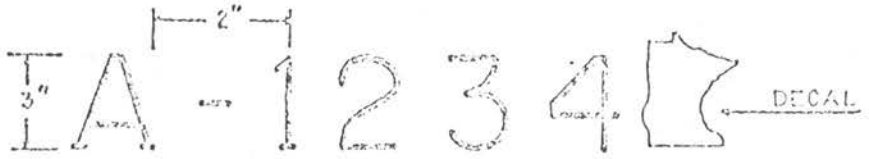
(a) Individual Registration

(1) Application for snowmobile registration shall be made to the Commissioner of Natural Resources or his

authorized agent on the form prescribed. (See Appendix of Forms, Form A). Registrants must be 18 years of age or older prior to applying for registration of a snowmobile. Upon presentation of a bill of sale in the form prescribed by the Commissioner, (Form B), and payment of the fee required, a snowmobile registration certificate will be issued to the applicant. Registration certificates are valid for a period of three years. A decal showing the expiration date shall be affixed to the machine as illustrated below.

(2) The applicant shall furnish all the information required by the application for snowmobile registration. (Form A).

(3) The [permanent] registration number of the snowmobile, shown on the registration certificate, shall be affixed to the snowmobile and maintained in a clear, legible manner. On all machines made after June 30, 1972, and sold in Minnesota, such registration number shall be affixed in the space provided therefore in accordance with NR 57 (d). On all other machines it shall be affixed on each side of the cowling on the upper half of the machine, as follows:



(4) All letters and numbers shall be of a color which will contrast with the surface to which applied and shall be at least three (3) inches high and 3/8 inch stroke. When any previously [issued] **affixed** registration [sticker] **number or decal** is destroyed or lost, a duplicate [of the registration number previously assigned] shall be affixed in the manner shown above. The [original] registration number [issued by the department is a permanent number for the life of the machine.] **shall remain the same if renewed by July 1 following the expiration date.**

(5) No person shall operate or transport, and no person shall permit the operation of, a snowmobile within this state which does not have its registration number and unexpired decal affixed in the form and manner required by NR 51 (a), unless the owner is exempted from the registration requirements of this state by Minnesota Statutes, Section 84.82.

[(5)] **(6)** A duplicate registration certificate will be issued upon application by the owner to the Commissioner on the form prescribed and upon payment of the fee required by law. Replacement registration decals may be obtained from the Department of Natural Resources License Center or any conservation officer.

[(6)] **(7)** Application for transfer of ownership shall be made to the Commissioner within 15 days of the date of transfer. An "Application for Transfer" form (Form C) is to be executed by the registered owner and the purchaser and submitted together with the free required by law the owner's registration certificate and a bill of sale in the form prescribed by the Commissioner (Form B).

[(7)] **(8)** Abandoned, stolen, or destroyed snowmobiles shall be reported to the Commissioner within (15) days by completing the reverse side of the registration certificate. No fee is charged for the reporting.

NR 56 Snowmobile education and training programs.

(d) The fee for enrollment in a training program class is $2.00, payable in advance. A student who fails to pass may take the class over when available, without additional fee. Persons age 18 or over, or [under 12,] **age 11** may be admitted to a class to the extent facilities permit upon payment of the $2.00 fee.

(e) Upon successful completion of the training program by a student, the instructor will submit the name, address, and date of birth of the student to the snowmobile safety coordinator who will issue to the student, on behalf of the Commissioner, a snowmobile safety certificate. A duplicate certificate will be issued if the original is lost or destroyed, upon application and payment of [$1.00.] **$2.00.** No snowmobile safety certificate shall be issued to any person less than 12 years of age [nor more than 18 years of age, provided, however, that a snowmobile safety certificate may be issued to the] **except to his or her** parents or guardian, [of a person under 12 years of age] to be held by such parent or guardian until the person's twelfth birthday.

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Board of Podiatry
Continuing Education

Notice of Hearing

Notice is hereby given that a public hearing in the above-entitled matter will be held pursuant to Minn. Stat. § 15.0412, subd. 4 (1976), in the Board Room, Minnesota Department of Health Building, 717 Delaware Street Southeast, Minneapolis, Minnesota, on Monday, October 17, 1977, commencing at 9:30 a.m.

All interested or affected persons will have an opportunity to participate concerning the adoption of the proposed rules captioned above. Statements may be made orally and written material may be submitted. In addition, whether or not an appearance is made at the hearing, written statements or material may be submitted by mail to Peter Erickson, Hearing Examiner, at Room 300, 1745 University Avenue, Saint Paul, Minnesota 55104, telephone (612) 296-8118, either before the hearing or within five (5) days after the close of the hearing. All such statements will be entered into and become part of the record. Testimony or other evidence to be submitted for consideration should be pertinent to the matter at hand. For those wishing to submit written statements or exhibits, it is requested that at least three (3) copies be furnished. In addition, it is suggested, to save time and avoid duplication, that those persons, organizations, or associations having a common viewpoint or interest in these proceedings join together where possible and present a single statement in behalf of such interests. The conduct of the hearing shall be governed by the rules of the Office of Hearing Examiners.

A copy of the proposed rules is attached hereto and made a part hereof.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing to the Minnesota State Board of Podiatry, 717 Delaware Street Southeast, Minneapolis, Minnesota, 55414. Additional copies will be available at the door on the date of the hearing.

A Statement of Need explaining the Board of Podiatry's position relative to the necessity for the proposed rules and a Statement of Evidence outlining the testimony and evidence which will be introduced by the Board in support of the proposed rules will be filed with the Hearing Examiner's Office at least twenty-five (25) days prior to the hearing and will be available there for public inspection. The statutory authority of the Board of Podiatry to promulgate and adopt these rules is contained in Minn. Stat. § 214.12 (1976).

In addition, please be advised that Minn. Stat. ch. 10A requires each lobbyist to register with the State Ethical Practices Board within five (5) days after he commences lobbying. Lobbying includes attempting to influence rule making by communicating or urging others to communicate with public officials. A lobbyist is generally any individual who spends more than $250 per year for lobbying or any individual who is engaged for pay or authorized to spend money by another individual or association and who spends more than $250 a year or five (5) hours per month at lobbying. The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 41 State Office Building, Saint Paul, Minnesota 55155, telephone (612) 296-5615.

Delano Dunn, D.P.M.
Secretary
Board of Podiatry

Rules as Proposed

7 MCAR § 9.002 Continuing education.

A. Every podiatrist licensed to practice in Minnesota shall obtain 12 hours of continuing education credit each licensure year. The licensure year begins on July 1 and ends on June 30.

B. Continuing education credit shall be obtained in the following manner:

1. No less than 9 hours of credit per year shall be received through attendance at scientific podiatry seminars approved by the Board under this section.

a. The seminar must be designed solely for the benefit of podiatrists.

b. Any speaker or lecturer must be a licensed podiatrist, health professional or person especially qualified to address a subject of particular interest to podiatrists.

c. The seminar must be of significant intellectual content.

d. A detailed description of the seminar content and the credentials of speakers shall be submitted to the Board in advance of the course or meeting.

e. Seminars which are sponsored by national, state and regional podiatry societies, specialty groups, or colleges of podiatry need not be approved in advance by the Board.

2. No more than three hours of credit per year may be received through attendance at hospital staff meetings and state group meetings.

C. Proof of attendance at meetings or seminars described in subdivision B shall be submitted to the Board at the time of license renewal in the form of a certificate, descriptive receipt or affidavit.

D. During the first licensure year in which these rules are in effect, a podiatrist may receive credit for any seminar or meeting attended since July 1, 1977, provided the seminar or meeting would otherwise qualify for credit under these rules.

E. The Board may take disciplinary action to suspend, revoke, limit or refuse to renew the license of any podiatrist failing to comply with these continuing education requirements.

F. Any podiatrist whose license is not renewed by Board action in accordance with subdivision E. of this rule shall be entitled to a hearing in accordance with the Minnesota Administrative Procedure Act if he requests one within 30 days of receipt of notice of the Board action.

Department of Public Safety

Proposed Rules Governing Salary Plans and Merit System Compensation

Notice of Hearing

Notice is hereby given that a public hearing in the above entitled matter will be held in the auditorium of the State Office Building, Wabasha Street (between Aurora and Fuller), St. Paul, Minnesota on Friday, October 14, 1977 commencing at 9:30 A.M., and continuing until all representatives or other interested groups or persons have had an opportunity to be heard.

All interested or affected persons will have an opportunity to participate. Statements may be made orally and written materials may be submitted at the hearing. In addition, written materials may be submitted by mail to Mr. Steve Mihalchick, Office of Hearing Examiner, 1745 University Avenue, St. Paul, Minnesota, 55104, either before the hearing or within 5 working days after the close of the hearing or for a longer period not to exceed 20 days if so ordered by the hearing examiner.

If adopted, the proposed revisions to DES 140 will adjust the Emergency Services (Civil Defense) Merit System compensation plan for positions in the county and local agencies. As a result of the salary survey completed July 31, 1977, it is recommended that the salaries for the classes on the professional salary schedules A, B and C be adjusted 5% at minimum and maximum with some exceptions and that the salaries for the classes on the clerical salary schedules A, B, C, D and E be adjusted $45.00 at minimum and maximum with some exceptions, and that salaries for the classes on the F clerical salary schedule be adjusted $45.00 at minimum and the F plan maximum reduced from eight to seven steps. The proposed effective date of these adjustments is January 1, 1978. If adopted, a reasonable estimate of the total cost to all county and local agencies (moving existing employees to the new minimum) for the implementation of this rule is $1,360.00 annually for the next two years.

Revisions to DES 141 are proposed to reflect the adjustments proposed in DES 140 and to show methods of payment on a monthly, hourly, biweekly or four week payroll period. The proposed effective date of this rule revision is January 1, 1978.

Under proposed revisions to DES 94 B., 1. and 6., the appointing authority will have the discretion of paying confidential, supervisory and other personnel not covered by an exclusive representative, who are in the same class as employees who have an exclusive representative, the same rate of pay and salary range as negotiated for the class in the exclusive bargaining agreement. This option will provide more flexibility in the appointing authority's salary plans as they relate to county employees outside of the exclusive bargaining agreement.

Amendments to rules DES 129 and 130 are proposed to update current clerical classifications and to eliminate minimum qualifications of education and experience for these classes. The amendments affect the following classifications: Clerk I; Clerk II; Clerk III (DES 129 A., B., C.); Clerk-Typist I; Clerk-Typist II; Clerk-Typist III (DES 130 A., B., C.); Clerk-Stenographer I; Clerk-Stenographer II; Clerk-Stenographer III (DES 130 D., E., F.).

Copies of the proposed rules and the salary survey are now available and one free copy may be obtained by writing to the Merit System Supervisor, Minnesota Merit System, Fourth Floor, Centennial Office Building, St. Paul, Minnesota 55155. Additional copies will be available at the door on the date of the hearing. The agency's authority to promulgate the proposed rules is contained in Minn. Stat. § 12.12, subd. 3. A "Statement of Need" explaining why the agency feels the proposed rules are necessary and a

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

"Statement of Evidence" outlining the testimony they will be introducing will be filed with the Hearing Examiner's Office at least 25 days prior to the hearing and will be available there for public inspection.

This Hearing will be held in conjunction with the Minnesota Department of Health and the Minnesota Department of Public Welfare. Some similar amendments to administrative rules of these agencies will be considered. Under the provisions of DES 91 B. 1. c., rules DPW 95 through 110 also apply to county and local emergency service agencies. In accordance with this Rule, if adopted the proposed revisions to rules DPW 104 B. and D. and DPW 104 B. and D. will apply to emergency service agencies. A copy of the Notice of Hearing for the Minnesota Departments of Health and Public Welfare are attached for your information.

Please be advised that Minn. Stat. ch. 10A, requires each lobbyist to register with the Ethical Practices Board within five days after he commences lobbying. Lobbying includes attempting to influence rule making by communicating or urging others to communicate with public officials. A lobbyist is generally any individual who spends more than $250 per year for lobbying or any individual who is engaged for pay or authorized to spend money by another individual or association and spends more than $250 per year or five hours per month at lobbying. The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 41 State Office Building, St. Paul, Minnesota 55155, phone: (612) 296-5615.

Edward G. Novak
Commissioner

Rules as Proposed

DES 94 Compensation plan.

B. Selection of salary ranges by local civil defense authority.

1. The local Civil Defense authority shall select a salary plan for all employees 1) except those in a bargaining unit where a salary schedule has been negotiated by the board and the exclusive representative **and 2) except as provided in** DES 94 (2) (F). Such a plan shall be selected from each of the following salary schedules provided under DES 140: Professional: A., B., C.; Clerical: A., B., C., D., E., F.

2. Such rates, as provided for in DES 94 (1) (a), shall be identified by alphabetical designation, and adjustment of the plan as provided in DES 94 (4) shall not serve to amend the alphabetical designated rates selected as the county plan.

3. The designation of the rates selected from the plan in each case shall be by resolution of the local Civil Defense authority. The Commissioner of Public Safety and the Supervisor shall be promptly notified of the rates selected by each jurisdiction.

4. The alphabetically designated rates selected by the local Civil Defense authority shall become the official plan for the local Civil Defense agency until amended by the salary setting authority as provided in DES 94 (3).

5. Salary rates for incumbents of positions shall be established in accordance with the provisions of DPW 116 (2)(a) and DPW 116 (2)(b) on the basis of the plan adopted by the local Civil Defense authority as provided above.

6. In agencies with an exclusive representative, the appointing authority has the discretion of paying confidential, supervisory, and other personnel not covered by an exclusive representative who are in the same class as the employees who have an exclusive representative, the same rate of pay and salary ranges as negotiated for the class under DES 94 (5). In no case would this rule allow the appointing authority to reduce the rate of pay of confidential, supervisory or other excluded employees.

DES 129 Clerical group.

A. Clerk I.

1. Kind of work. Under immediate supervision, performs routine clerical work that may be learned while on the job; and performs related work as assigned.

2. Examples of work (illustrative only). **Codes materials using number or letter codes.** [Checks bills before payments.] Files and pulls materials from files. [Writes relief orders. Posts to simple records.[**Maintains card indexes or other records of a narrow category of information, such as addresses, phone numbers, calling lists, etc.** [Operates mimeographic machine.] Sorts and distributes mail. **May** act[s] as receptionist, **greeting visitors and referring them to proper persons, or connecting callers with proper respondents, not requiring knowledge of agency programs.** Operates **simple** office machines not requiring previous training.

3. Knowledges and abilities required. [Knowledge of business arithmetic.]

a. [Some] Knowledge of business English **and arithmetic. Knowledge of modern office procedures and practices.**

b. Ability to handle routine clerical duties with speed and accuracy. **Ability to understand and follow oral and written instructions. Ability to operate a variety of**

simple office machines not requiring special training. Ability to maintain simple clerical records.

4. [Desirable qualifications of education and experience. Graduation from a standard high school.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DES 129 Clerical group.

B. Clerk II

1. Kind of work. Under supervision, performs varied clerical tasks requiring some independent judgment; and performs related work as assigned.

2. Examples of work (illustrative only). [Prepares documents for the payment of bills and salaries and the purchase of supplies.] [Compiles data and maintains records to be used as a basis for reports.] Proofreads and checks documents[, posts to simple records] **for accuracy and assumes responsibility for errors.** Assumes responsibility for supervision of filing [according to predetermined classifications.] **May assign and check the work of other clerks.** Verifies **important** information [gained by social workers on property ownership, bank accounts, wages, etc.] Operates simple office machines not requiring previous training. [Gives general information to the public and acts as receptionist. Occasionally supervises other clerical workers. May operate a key drive calculating machine.] **Maintains moderately complex records and prepares reports from such records. Trains new clerical employees. Receives visitors, determines the nature of business, supplies information or directs to proper person, requiring a working knowledge of the operation of the agency.**

3. Knowledges and abilities required.

a. Knowledge of office procedures. Knowledge of agency programs and organizations. [Knowledge of business arithmetic.] Knowledge of [spelling and] business English **and business arithmetic.** [Knowledge of office procedures.]

b. Ability to perform clerical tasks systematically and efficiently. **Ability to operate a variety of simple office machines not requiring special training.** Ability to follow [somewhat] complex written and oral instructions. **Ability to deal with the public in a tactful and efficient manner. Ability to maintain moderately complex clerical records and prepare reports from such records.**

4. [Desirable qualifications of education and experience. Graduation from a standard high school and one year's experience in general office work.

OR

When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical worker for the high school education, on the basis of two years of clerical experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DES 129 Clerical group.

C. Clerk III.

1. Kind of work. Performs difficult and responsible clerical work with responsibility for independent handling of single clerical phase of the departmental program or supervises a group of employees engaged in routine tasks; and performs related work as assigned.

2. Examples of work (illustrative only). Performs difficult clerical operations in a small unit. **Assigns and reviews work of other clerical workers.** Supervises a group of clerical employees engaged in routine clerical operations, such as typing[,] **or** filing[, posting, or tabulating. Reviews the work of clerks and typists clearing registrations in a social service registration bureau.] Proofs important documents. [Prepares monthly case court for tabulation. Assists in the preparation of reports.] **Prepares reports from unassembled materials. Trains new clerical employees. Makes decisions in accordance with general policy established.** Assists in the development of new procedures and puts them into effect. Relates the services of the clerical staff to the professional acitivities of the unit.

3. Knowledges and abilities required.

a. [Through] Knowledge of departmental programs, operations, and policies with respect to general functions performed. [Thorough knowledge of business arithmetic, spelling and business English.] [Considerable] Knowledge of office procedures, practices, and equipment. **Knowledge of business English and business arithmetic.**

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

b. [Ability to reduce complex assignments to an orderly systems of procedure.] **Ability to organize work efficiently. Ability to understand and follow complex oral and written directions. Ability to deal with the public in a tactful and efficient manner.** Ability to plan, assign, and supervise the work of other clerical employees. Ability to maintain good working relationships with [clerical and professional associates] **other employees.**

4. [Desirable qualifications of education and experience. Graduation from a standard high school and three years of office experience in a clerical capacity, one of which shall have been in responsible and difficult clerical work.

OR

When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical worker for the high school education, on the basis of two years of clerical experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DES 130 Clerical group.

A. Clerk-Typist I.

1. Kind of work. Types from plain copy or [cylinder] dictating machine files, does clerical work of a routine nature; and performs related work as assigned.

2. Examples of work (illustrative only). Types from plain copy or dictating machine. Proofreads and checks. Types office forms. [Cuts stencils and operates duplicating machine. Orders office supplies. Assists in preparation of payroll and various financial reports. Acts as receptionist. Files.] **Operates simple office machines not requiring previous training. Serves as receptionist, greeting visitors and referring them to proper person or connecting callers with proper respondents. Maintains files by preparing new folders, keeping information current and returning information to files.**

3. Knowledges and abilities required.

a. Knowledge of [business arithmetic, spelling, and business English] **business English and arithmetic.** Knowledge of [simple] **modern** office procedures **and practices.**

b. Ability to type from plain copy at a satisfactory rate. **Ability to understand and follow oral and written instructions. Ability to maintain simple clerical records. Ability to deal with the public in a tactful and efficient manner. Ability to type from plain copy accurately at the rate of at least 25 words per minute.**

4. [Desirable qualifications of education and experience. Graduation from a standard high school.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DES 130 Clerical group.

B. Clerk-Typist II.

1. Kind of work. With latitude for independent judgment, does responsible clerical work; utilizes typing skill although it may not occupy a large proportion of the time; **may** plan[s] for flow of work and assign[s] tasks to other typists and clerks; and performs related work as assigned.

2. Examples of work (illustrative only). Types letters, statements, and other material from **clear** copy [of,] rough draft, **notes, or tape.** [Writes own letters on subjects delegated by superiors.] **Composes and types routine correspondence following established guidelines.** [Assigns work to other typists and clerks and checks it for accuracy.] **May assign and check the work of other clerks and typists.** [Prepares and maintains complex or involved final records when responsibility is involved in locating errors and inconsistencies.] Operates simple office machines not requiring previous training. [Gives the public general information requiring knowledge of a departmental program.] **Receives visitors, determines the nature of business, supplies information or directs to proper person, requiring a working knowledge of the operation of the agency. Proofreads important documents for accuracy and assumes responsibility for errors. Verifies important information. Trains new clerical employees. Maintains moderately complex records and prepares reports from such records.**

3. Knowledges and abilities required.

a. [Considerable] Knowledge of office procedures. Knowledge of agency programs and organizations. [Thorough[Knowledge of business English and business arithmetic.

b. [Ability to type at a satisfactory rate.] Ability to operate a variety of simple office machines not requiring special training. [Ability to do any clerical task that would fall within the scope of a unit of division.] **Ability to maintain moderately complex clerical records and prepare reports from such records.** Ability to organize **work**

efficiently. **Ability to understand and follow complex oral and written directions. Ability to deal with the public in a tactful and efficient manner. Ability to type accurately from plain copy at the rate of at least 30 words per minute.**

4. [Desirable qualifications of education and experience.

a. Graduation from a standard high school and two years of office experience in a clerical capacity.

OR

b. When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical employee for the high school education, on the basis of two years of experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DES 130 Clerical group.

C. Clerk-typist III.

1. Kind of work. With considerable latitude for independent judgment, performs difficult and responsible clerical work; utilizes typing skill although it may not occupy a large proportion of the time; is responsible for independent handling of a single clerical phase of a departmental program or plans for flow of work and assigns tasks to a large number of other clerical employees; and performs related work as assigned.

2. Examples of work (illustrative only). Types letters, statements, and other materials from copy or rough draft. Performs difficult clerical operations. Composes routine correspondence independently. Prepares reports from unassembled materials. Assigns and reviews work of clerical [assistants] **workers.** Supervises a large group of clerical employees engaged in routine clerical operations such as typing[,] **or** filing[, posting, or tabulating.] Makes decisions in accordance with established policy. Assists in the development of new procedures and puts them into effect. Trains new clerical employees. **Relates the services of the clerical staff to the professional activities of the unit.**

3. Knowledges and abilities required.

a. [Considerable] Knowledge of departmental programs, operations, and policies [in connection] with **respect to** general functions performed. Knowledge of office procedures, practices, and equipment. [Thorough[Knowledge of business English[, spelling,] and business arithmetic.

b. [Ability to type at a satisfactory rate.] Ability to organize. [office procedures and direct a large clerical group] **work efficiently.** Ability to maintain good working relationships with [clerical and professional associates] **other employees. Ability to deal with the public in a tactful and efficient manner. Ability to plan, assign, and supervise the work of other clerical employees. Ability to understand and follow complex oral and written directions. Ability to type accurately from plain copy at the rate of at least 35 words per minute.**

4. [Desirable qualifications of education and experience.

a. Graduation from a standard high school and three years of clerical experience, one of which shall have been in responsible and difficult clerical work.

OR

b. When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical worker for the high school education, on the basis of two years of clerical experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DES 130 Clerical group.

D. Clerk-Stenographer I.

1. Kind of work. [Under general supervision,] Takes dictation and transcribes it on the typewriter, maintains files, operates simple office machines, handles routine correspondence, and performs related work as assigned.

2. Examples of work (illustrative only). Takes dictation and transcribes it. **Types routine correspondence following established guidelines.** [Assembles materials relating to eases; in proper folders. Keeps files in order and pulls requested material from the files. Handles routine correspondence independently.] **Maintains files by preparing**

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new folders, keeping information current, and retrieving and returning information to files. Operates simple office machines[, such as addressograph or mimeograph] **not requiring previous training.** Performs general clerical work of a semi-routine nature. [Acts] **Serves** as receptionist [on occasion,] **greeting visitors and referring them to proper persons or connecting callers with proper respondents.**

3. Knowledges and abilities required.

a. **Knowledge of modern office practices and procedures.** [Thorough knowledge of business arithmetic.] [Thorough] Knowledge of business English and [spelling] **arithmetic.** [Some knowledge of general clerical work. Some knowledge of machinery common to most offices.]

b. [Ability to take and transcribe dictation at a satisfactory rate. Ability to type from plain copy at a satisfactory rate.] **Ability to understand written and oral instructions. Ability to deal with the public in a tactful and efficient manner. Ability to maintain simple clerical records. Ability to type from plain copy accurately at the rate of at least 25 words per minute. Ability to take and transcribe dictation accurately at the rate of 60 words per minute.**

4. [Desirable qualifications of education and experience. Graduation from a standard high school.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DES 130 Clerical group.

E. Clerk-Stenographer II.

1. Kind of work. With latitude for independent judgment, does responsible clerical work, utilizes stenographic skill although it may not occupy a large proportion of time; **may** plan[s] for flow of work and assign[s] tasks to other stenographers and clerks; and performs related work as assigned.

2. Examples of work (illustrative only). Takes and transcribes dictation. [Writes own letters on subjects delegated by superior; Assigns work to other stenographers and clerks and checks it for accuracy; Maintains up-to-date manual for stenographic workers.] **Types letters, statements, and other material from clear copy, rough draft, notes, or tape. Composes and types routine correspondence following established guidelines. May assign and check the work of other clerks and stenographers.** Proofreads important documents for accuracy and assumes responsibility for errors. Verifies important information. Trains new clerical employees. [Meets the public and gives information in the absence of professional worker.] **Maintains moderately complex records and prepares reports from such records. Operates simple office machines not requiring previous training. Receives visitors, determines the nature of business, supplies information or directs to proper person, requiring a working knowledge of the operation of the agency.**

3. Knowledges and abilities required.

a. [Considerable] Knowledge of office procedures. Knowledge of agency programs and organizations. [Thorough] Knowledge of business English and business arithmetic.

b. Ability to organize **work** efficiently. [Ability to take and transcribe dictation at a satisfactory rate. Ability to type at a satisfactory rate.] Ability to operate a variety of simple office machines not requiring special training. [Ability to do any clerical task that would fall within the scope of a unit or division.] **Ability to understand and follow complex oral and written directions. Ability to deal with the public in a tactful and efficient manner. Ability to maintain moderately complex clerical records and prepare reports from such records. Ability to type accurately from plain copy at a rate of at least 30 words per minute. Ability to take and transcribe dictation accurately at the rate of 60 words per minute.**

4. [Desirable qualifications of education and experience.

a. Graduation from a standard high school and two years of office experience in a clerical capacity.

OR

b. When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical employee for the high school education, on the basis of two years of experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DES 130 Clerical group.

F. Clerk-Stenographer III.

1. Kind of work. With considerable latitude for independent judgment, performs responsible secretarial work for the head of a large division; plans for flow of work and

assigns tasks to a large number of other stenographers; and performs related work as assigned.

2. Examples of work (illustrative only). Takes dictation in important matters. Composes routine correspondence independently. Prepares [administrative] reports from unassembled materials. Assigns and reviews work of **other** clerical [assistants] **workers.** Supervises a large group of clerical employees engaged in routine clerical operations, such as typing, dictation, and filing. Trains new clerical employees. Makes decisions in accordance with general policy established [and handles public contacts.] **Assists in the development of new procedures, and puts them into effect. Relates the services of the clerical staff to the professional activities of the unit.**

3. Knowledges and abilities required.

a. [Considerable] Knowledge of departmental programs, operations, and policies with respect to general functions performed. **Knowledge of business English and business arithmetic.** Knowledge of office procedures, practices, and equipment. [Thorough knowledge of business English and spelling. Knowledge of business arithmetic.]

b. [Ability to take and transcribe dictation at a satisfactory rate. Ability to type at a satisfactory rate.] Ability to organize [office procedures and direct a large clerical group] **work efficiently. Ability to understand and follow complex oral and written directions. Ability to deal with the public in a tactful and efficient manner. Ability to plan, assign, and supervise the work of other clerical employees. Ability to maintain good working relationships with other employees. Ability to type accurately from plain copy at a rate of at least 35 words per minute. Ability to take and transcribe dictation accurately at a rate of 60 words per minute.**

4. [Desirable qualifications of education and experience.

a. Graduation from a standard high school and three years of office experience in a clerical capacity, one of which shall have been in responsible and difficult clerical work.

OR

b. When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full time paid clerical employee for the high school education, on the basis of two years of experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis must possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DES 140 Compensation plan.

A. Professional.
1. Plan A.

a. Class of positions.	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Administration Officer	**991**	**1036**	**1084**	**1133**	**1182**	**1236**	**1294**	**1355**
Asst. Civil Defense Director I	**663**	**693**	**726**	**759**	**793**	**828**	**867**	**906**
Asst. Civil Defense Director II	**793**	**828**	**867**	**906**	**947**	**991**	**1036**	**$084**
Asst. Civil Defense Director III	**947**	**991**	**1036**	**1084**	**1133**	**1182**	**1236**	**1294**
Asst. Civil Defense Director IV	**1133**	**1182**	**1236**	**1294**	**1355**	**1415**	**1479**	**1546**
Communications Officer	**867**	**906**	**947**	**991**	**1036**	**1084**	**1133**	**1182**
County Civil Defense Director I	**947**	**991**	**1036**	**1084**	**1133**	**1182**	**1236**	**1294**
County Civil Defense Director II	**1084**	**1133**	**1182**	**1236**	**1294**	**1355**	**1415**	**1479**
County Civil Defense Director III	**1236**	**1294**	**1355**	**1415**	**1479**	**1546**	**1615**	**1689**
County Civil Defense Director IV	**1767**	**1848**	**1931**	**2019**	**2114**	**2210**	**2310**	**2412**
Local Civil Defense Director I	**759**	**793**	**828**	**867**	**906**	**947**	**991**	**1036**
Local Civil Defense Director II	**867**	**906**	**947**	**991**	**1036**	**1084**	**1133**	**1182**
Local Civil Defense Director III	**991**	**1036**	**1084**	**1133**	**1182**	**1236**	**1294**	**1355**
Local Civil Defense Director IV	**1236**	**1294**	**1355**	**1415**	**1479**	**1546**	**1615**	**1689**
Local Civil Defense Director V	**1767**	**1848**	**1931**	**2019**	**2114**	**2210**	**2310**	**2412**
Operations Officer	**991**	**1036**	**1084**	**1133**	**1182**	**1236**	**1294**	**1355**
Public Information Officer	**991**	**1036**	**1084**	**1133**	**1182**	**1236**	**1294**	**1355**
Radiological Defense Officer	**867**	**906**	**947**	**991**	**1036**	**1084**	**1133**	**1182**
Safety Services Coordinator	**991**	**1036**	**1084**	**1133**	**1182**	**1236**	**1294**	**1355**

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

A. Professional.

2. Plan B.

a. Class of positions.	1	2	3	4	5	6	7	8
Administrative Officer	1036	1084	1133	1182	1236	1294	1355	1415
Asst. Civil Defense Director I	693	726	759	793	828	867	906	947
Asst. Civil Defense Director II	828	867	906	947	991	1036	1084	1133
Asst. Civil Defense Director III	991	1036	1084	1133	1182	1236	1294	1355
Asst. Civil Defense Director IV	1182	1236	1294	1355	1415	1479	1546	1615
Communications Officer	906	947	991	1036	1084	1133	1182	1236
County Civil Defense Director I	947	991	1036	1084	1133	1182	1236	1294
County Civil Defense Director II	1084	1133	1182	1236	1294	1355	1415	1479
County Civil Defense Director III	1236	1294	1355	1415	1479	1546	1615	1689
County Civil Defense Director IV	1767	1848	1931	2019	2114	2210	2310	2412
Local Civil Defense Director I	759	793	828	867	906	947	991	1036
Local Civil Defense Director II	867	906	947	991	1036	1084	1133	1182
Local Civil Defense Director III	991	1036	1084	1133	1182	1236	1294	1355
Local Civil Defense Director IV	1236	1294	1355	1415	1479	1546	1615	1689
Local Civil Defense Director V	1767	1848	1931	2019	2114	2210	2310	2412
Operations Officer	1036	1084	1133	1182	1236	1294	1355	1415
Public Information Officer	1036	1084	1133	1182	1236	1294	1355	1415
Radiological Defense Officer	906	947	991	1036	1084	1133	1182	1236
Safety Services Coordinator	1036	1084	1133	1182	1236	1294	1355	1415

A. Professional.

3. Plan C.

a. Class of position.	1	2	3	4	5	6	7	8
Administration Officer	1084	1133	1182	1236	1294	1355	1415	1479
Asst. Civil Defense Director I	726	759	793	828	867	906	947	991
Asst. Civil Defense Director II	867	906	947	991	1036	1084	1133	1182
Asst. Civil Defense Director III	1036	1084	1133	1182	1236	1294	1355	1415
Asst. Civil Defense Director IV	1236	1294	1355	1415	1479	1546	1615	1689
Communications Officer	947	991	1036	1084	1133	1182	1236	1294
County Civil Defense Director I	947	991	1036	1084	1133	1182	1236	1294
County Civil Defense Director II	1084	1133	1182	1236	1294	1355	1415	1479
County Civil Defense Director III	1236	1294	1355	1415	1479	1546	1615	1689
County Civil Defense Director IV	1767	1848	1931	2019	2114	2210	2310	2412
Local Civil Defense Director I	759	793	828	867	906	947	991	1036
Local Civil Defense Director II	867	906	947	991	1036	1084	1133	1182
Local Civil Defense Director IIII	991	1036	1084	1133	1182	1236	1294	1355
Local Civil Defense Director IV	1236	1294	1355	1415	1479	1546	1615	1689
Local Civil Defense Director V	1767	1848	1931	2019	2114	2210	2310	2412
Operations Officer	1084	1133	1182	1236	1294	1355	1415	1479
Public Information Officer	1084	1133	1182	1236	1294	1355	1415	1479
Radiological Defense Officer	947	991	1036	1084	1133	1182	1236	1294
Safety Services Coordinator	1084	1133	1182	1236	1294	1355	1415	1479

B. Clerical.

1. Plan A.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Clerk I	434	451	467	483	499	518	539	560	581
Clerk II	499	518	539	560	581	602	623	646	672
Clerk III	581	602	623	646	672	699	726	755	786
Clerk-Typist I	451	467	483	499	518	539	560	581	602
Clerk-Typist II	499	518	539	560	581	602	623	646	672
Clerk-Typist III	581	602	623	646	672	699	726	755	786
Clerk-Steno I	483	499	518	539	560	581	602	623	646
Clerk-Steno II	539	560	581	602	623	646	672	699	726
Clerk-Steno III	602	623	646	672	699	726	755	786	818

2. Plan B.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Clerk I	451	467	483	499	518	539	560	581	602
Clerk II	518	539	560	581	602	623	646	672	699
Clerk III	602	623	646	672	699	726	755	786	818
Clerk-Typist I	467	483	499	518	539	560	581	602	623
Clerk-Typist II	518	539	560	581	602	623	646	672	699
Clerk-Typist III	602	623	646	672	699	726	755	786	818
Clerk-Steno I	499	518	539	560	581	602	623	646	672
Clerk-Steno II	560	581	602	623	646	672	699	726	755
Clerk-Steno III	623	646	672	699	726	755	786	818	850

3. Plan C.

a. Class of positions	1	2	3	4	5	6	7	8	9
Clerk I	467	483	499	518	539	560	581	602	623
Clerk II	539	560	581	602	623	646	672	699	726
Clerk III	623	646	672	699	726	755	786	818	850
Clerk-Typist I	483	499	518	539	560	581	602	623	646
Clerk-Typist II	539	560	581	602	623	646	672	699	726
Clerk-Typist III	623	646	672	699	726	755	786	818	850
Clerk-Steno I	518	539	560	581	602	623	646	672	699
Clerk-Steno II	581	602	623	646	672	699	726	755	786
Clerk-Steno III	646	672	699	726	755	786	818	850	884

B. Clerical.

4. Plan D.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Clerk I	483	499	518	539	560	581	602	623	646
Clerk II	560	581	602	623	646	672	699	726	755
Clerk III	646	672	699	726	755	786	818	850	884
Clerk-Typist I	499	518	539	560	581	602	623	646	672
Clerk-Typist II	560	581	602	623	646	672	699	726	755
Clerk-Typist III	646	672	699	726	755	786	818	850	884
Clerk-Steno I	539	560	581	602	623	646	672	699	726
Clerk-Steno II	602	623	646	672	699	726	755	786	818
Clerk-Steno III	672	699	726	755	786	818	850	884	921

5. Plan E.

a. Class of positions.	1	2	3	4	5	6	7	8
Clerk I	518	539	560	581	602	623	646	672
Clerk II	602	623	646	672	699	726	755	786
Clerk III	699	726	755	786	818	850	884	921
Clerk-Typist I	539	560	581	602	623	646	672	699
Clerk-Typist II	602	623	646	672	699	726	755	786
Clerk-Typist III	699	726	755	786	818	850	884	921
Clerk-Steno I	581	602	623	646	672	699	726	755
Clerk-Steno II	646	672	699	726	755	786	818	850
Clerk-Steno III	726	755	786	818	850	884	921	958

6. Plan F.

a. Class of positions	1	2	3	4	5	6	7
Clerk I	560	581	602	623	646	672	699
Clerk II	623	646	672	699	726	755	786
Clerk III	726	755	786	818	850	884	921
Clerk-Typist I	581	602	623	646	672	699	726
Clerk-Typist II	623	646	672	699	726	755	786
Clerk-Typist III	726	755	786	818	850	884	921
Clerk-Steno I	602	623	646	672	699	726	755
Clerk-Steno II	672	699	726	755	786	818	850
Clerk-Steno III	755	786	818	850	884	921	958

DES 141 Civil defense salary schedule for professional classes.

Standard Table for Computing Less-Than-Full-Time Salary, Bi-Weekly, and Four-Week Salary Rates

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$416	$2.39	$20.80	$19.81	$18.91	$18.09	$19.12	$191.20	$382.40
424	2.44	21.20	20.19	19.27	18.43	19.52	195.20	390.40

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced,** while deletions from proposed rules are printed within [[double brackets]].

Monthly Salary	Hour Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
433	2.49	21.65	20.62	19.68	18.83	19.92	199.20	398.40
444	2.55	22.20	21.14	20.18	19.30	20.40	204.00	408.00
455	2.61	22.75	21.67	20.68	19.78	20.88	208.80	417.60
466	2.68	23.30	22.19	21.18	20.26	21.44	214.40	428.80
477	2.74	23.85	22.71	21.68	20.74	21.92	219.20	438.40
488	2.80	24.40	23.24	22.18	21.22	22.40	224.00	448.00
499	2.87	24.95	23.76	22.68	21.70	22.96	229.60	459.20
510	2.93	25.50	24.29	23.18	22.17	23.44	234.40	468.80
521	2.99	26.05	24.81	23.68	22.65	23.92	239.20	478.40
532	3.06	26.60	25.33	24.18	23.13	24.48	244.80	489.60
543	3.12	27.15	25.86	24.68	23.61	24.96	249.60	499.20
554	3.18	27.70	26.38	25.18	24.09	25.44	254.40	508.80
565	3.25	28.25	26.90	25.68	24.57	26.00	260.00	520.00
579	3.33	28.95	27.57	26.32	25.17	26.64	266.40	532.80
592	3.40	29.60	28.19	26.91	25.74	27.20	272.00	544.00
606	3.48	30.30	28.86	27.55	26.35	27.84	278.40	556.80
620	3.56	31.00	29.52	28.18	26.96	28.48	284.80	569.60
634	3.64	31.70	30.19	28.82	27.57	29.12	291.20	582.40
648	3.72	32.40	30.86	29.45	28.17	29.76	297.60	595.20
663	3.81	33.15	31.57	30.14	28.83	30.48	304.80	609.60
676	3.89	33.80	32.19	30.73	29.39	31.12	311.20	622.40
693	3.98	34.65	33.00	31.50	30.13	31.84	318.40	636.80
709	4.07	35.45	33.76	32.23	30.83	32.56	325.60	651.20
726	4.17	36.30	34.57	33.00	31.57	33.36	333.60	667.20
742	4.26	37.10	35.33	33.73	32.26	34.08	340.80	681.60
759	4.36	37.95	36.14	34.50	33.00	34.88	348.80	697.60
776	4.46	38.80	36.95	35.27	33.74	35.68	356.80	713.60
793	4.56	39.65	37.76	36.05	34.48	36.48	364.80	729.60
$810	$4.66	$40.50	$38.57	$36.82	$35.22	$37.28	$372.80	$745.60
828	4.76	41.40	39.43	37.64	36.00	38.08	380.80	761.60
847	4.87	42.35	40.33	38.50	36.83	38.96	389.60	779.20
867	4.98	43.35	41.29	39.41	37.70	39.84	398.40	796.80
886	5.09	44.30	42.19	40.27	38.52	40.72	407.20	814.40
906	5.21	45.30	43.14	41.18	39.39	41.68	416.80	833.60
925	5.32	46.25	44.05	42.05	40.22	42.56	425.60	851.20
947	5.44	47.35	45.10	43.05	41.17	43.52	435.20	870.40
969	5.57	48.45	46.14	44.05	42.13	44.56	445.60	891.20
991	5.70	49.55	47.19	45.05	43.09	45.60	456.00	912.00
1013	5.82	50.65	48.24	46.05	44.04	46.56	465.60	931.20
1036	5.95	51.80	49.33	47.09	45.04	47.60	476.00	952.00
1058	6.08	52.90	50.38	48.09	46.00	48.64	486.40	972.80
1084	6.23	54.20	51.62	49.27	47.13	49.84	498.40	996.80
1108	6.37	55.40	52.76	50.36	48.17	50.96	509.60	1019.20
1133	6.51	56.65	53.95	51.50	49.26	52.08	520.80	1041.60
1157	6.65	57.85	55.10	52.59	50.30	53.20	532.00	1064.00
1182	6.79	59.10	56.29	53.73	51.39	54.32	543.20	1086.40
1208	6.94	60.40	57.52	54.91	52.52	55.52	555.20	1110.40
1236	7.10	61.80	58.86	56.18	53.74	56.80	568.00	1136.00
1263	7.26	63.15	60.14	57.41	54.91	58.08	580.80	1161.60
1294	7.44	64.70	61.62	58.82	56.26	59.52	595.20	1190.40
1324	7.61	66.20	63.05	60.18	57.57	60.88	608.80	1217.60
1355	7.79	67.75	64.52	61.59	58.91	62.32	623.20	1246.40
1385	7.96	69.25	65.95	62.95	60.22	63.68	636.80	1273.60
1415	8.13	70.75	67.38	64.32	61.52	65.04	650.40	1300.80
1446	8.31	72.30	68.86	65.73	62.87	66.48	664.80	1329.60
1479	8.50	73.95	70.43	67.23	64.30	68.00	680.00	1360.00
1512	8.69	75.60	72.00	68.73	65.74	69.52	695.20	1390.40
1546	8.89	77.30	73.62	70.27	67.22	71.12	711.20	1422.40
1578	9.07	78.90	75.14	71.73	68.61	72.56	725.60	1451.20
1615	9.28	80.75	76.90	73.41	70.22	74.24	742.40	1484.80
1651	9.49	82.55	78.62	75.05	71.78	75.92	759.20	1518.40
1689	9.71	84.45	80.43	76.77	73.43	77.68	776.80	1553.60

Monthly Salary	Hourly Rate**	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
1728	9.93	86.40	82.29	78.55	75.13	79.44	794.40	1588.80
1767	10.16	88.35	84.14	80.32	76.83	81.28	812.80	1625.60
$1806	$10.38	$90.30	$86.00	$82.09	$78.52	$83.04	$830.40	$1660.80
1848	10.62	92.40	88.00	84.00	80.35	84.96	849.60	1699.20
1889	10.86	94.45	89.95	85.86	82.13	86.88	868.80	1737.60
1931	11.10	96.55	91.95	87.77	83.96	88.80	888.00	1776.00
1972	11.33	98.60	93.90	89.64	85.74	90.64	906.40	1812.80
2019	11.60	100.95	96.14	91.77	87.78	92.80	928.00	1856.00
2066	11.87	103.30	98.38	93.91	89.83	94.96	949.60	1899.20
2114	12.15	105.70	100.67	96.09	91.91	97.20	972.00	1944.00
2160	12.41	108.00	102.86	98.18	93.91	99.28	992.80	1985.60
2210	12.70	110.50	105.24	100.45	96.09	101.60	1016.00	2032.00
2260	12.99	113.00	107.62	102.73	98.26	103.92	1039.20	2078.40
2310	13.28	115.50	110.00	105.00	100.43	106.24	1062.40	2124.80
2359	13.56	117.95	112.33	107.23	102.57	108.48	1084.80	2169.60
2412	13.86	120.60	114.86	109.64	104.87	110.88	1108.80	2217.60
2464	14.16	123.20	117.33	112.00	107.13	113.28	1132.80	2265.60
2518	14.47	125.90	119.90	114.45	109.48	115.76	1157.60	2315.20
2570	14.77	128.50	122.38	116.82	111.74	118.16	1181.60	2363.20
2628	15.10	131.40	125.14	119.45	114.26	120.80	1208.00	2416.00
2686	15.44	134.30	127.90	122.09	116.78	123.52	1235.20	2470.40
2747	15.79	137.35	130.81	124.86	119.43	126.32	1263.20	2526.40
2808	16.14	140.40	133.71	127.64	122.09	129.12	1291.20	2582.40
2871	16.50	143.55	136.71	130.50	124.83	132.00	1320.00	2640.00
2934	16.86	146.70	139.71	133.36	127.57	134.88	1348.80	2697.60
3000	17.24	150.00	142.86	136.36	130.43	137.92	1379.20	2758.40
3066	17.62	153.30	146.00	139.36	133.30	140.96	1409.60	2819.20
3135	18.02	156.75	149.29	142.50	136.30	144.16	1441.60	2883.20
3204	18.41	160.20	152.57	145.64	139.30	147.28	1472.80	2945.60
3283	18.87	164.15	156.33	149.23	142.74	150.96	1509.60	3019.20
3347	19.24	167.35	159.38	152.14	145.52	153.93	1539.20	3078.40
3423	19.67	171.15	163.00	155.59	148.83	157.36	1573.60	3147.20
3500	20.11	175.00	166.67	159.09	152.17	160.88	1608.80	3217.60
3578	20.56	178.90	170.38	162.64	155.57	164.48	1644.80	3289.60
3659	21.03	182.95	174.24	166.32	159.09	168.24	1682.40	3364.80

***Hourly rates are based on 2088 hours in a year.**

****To compute the number of days in the month for which payment is to be made, count the working days plus the holidays. Do not count Saturdays or Sundays. After determining this number, find the appropriate working-day rate for the month salary rate at which the employee is currently being paid.**

Multiply the rate per day by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave) in order to compute the payment for the pay period. Formula: Rate per working day × number of days worked = salary payment.

*****To compute a partial payment on the bi-weekly rate, divide the bi-weekly rate by ten to find the daily rate. Multiply the daily rate by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave). Formula: Rate per working day × number of days worked = salary payment. Hourly rate is as shown in column two headed "Hourly Rate".**

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Civil defense salary schedule for clerical classes.

Standard Table for Computing Less-Than-Full-Time Salary, Bi-Weekly, and Four-Week Salary Rates

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$426	$2.45	$21.30	$20.29	$19.36	$18.52	$19.60	$196.00	$392.00
434	2.49	21.70	20.67	19.73	18.87	19.92	199.20	398.40
443	2.55	22.15	21.10	20.14	19.26	20.40	204.00	408.00
451	2.59	22.55	21.48	20.50	19.61	20.72	207.20	414.40
459	2.64	22.95	21.86	20.86	19.96	21.12	211.20	422.40
467	2.68	23.35	22.24	21.23	20.30	21.44	214.40	428.80
475	2.73	23.75	22.62	21.59	20.65	21.84	218.40	436.80
483	2.78	24.15	23.00	21.95	21.00	22.24	222.40	444.80
491	2.82	24.55	23.38	22.32	21.35	22.56	225.60	451.20
499	2.87	24.95	23.76	22.68	21.70	22.96	229.60	459.20
507	2.91	25.35	24.14	23.05	22.04	23.28	232.80	465.60
518	2.98	25.90	24.67	23.55	22.52	23.84	238.40	476.80
528	3.03	26.40	25.14	24.00	22.96	24.24	242.40	484.80
539	3.10	26.95	25.67	24.50	23.43	24.80	248.00	496.00
549	3.16	27.45	26.14	24.95	23.87	25.28	252.80	505.60
560	3.22	28.00	26.67	25.45	24.35	25.76	257.60	515.20
570	3.28	28.50	27.14	25.91	24.78	26.24	262.40	524.80
581	3.34	29.05	27.67	26.41	25.26	26.72	267.20	534.40
591	3.40	29.55	28.14	26.86	25.70	27.20	272.00	544.00
602	3.46	30.10	28.67	27.36	26.17	27.68	276.80	553.60
612	3.52	30.60	29.14	27.82	26.61	28.16	281.60	563.20
623	3.58	31.15	29.67	28.32	27.09	28.64	286.40	572.80
633	3.64	31.65	30.14	28.77	27.52	29.12	291.20	582.40
646	3.71	32.30	30.76	29.36	28.09	29.68	296.80	593.60
659	3.79	32.95	31.38	29.95	28.65	30.32	303.20	606.40
672	3.86	33.60	32.00	30.55	29.22	30.88	308.80	617.60
685	3.94	34.25	32.62	31.14	29.78	31.52	315.20	630.40
699	4.02	34.95	33.29	31.77	30.39	32.16	321.60	643.20
$712	$4.09	$35.60	$33.90	$32.36	$30.96	$32.72	$327.20	$654.40
726	4.17	36.30	34.57	33.00	31.57	33.36	333.60	776.20
739	4.25	36.95	35.19	33.59	32.13	34.00	340.00	680.00
755	4.34	37.75	35.95	34.32	32.83	34.72	347.20	694.40
770	4.43	38.50	36.67	35.00	33.48	35.44	354.40	708.80
786	4.52	39.30	37.43	35.73	34.17	36.16	361.60	623.20
802	4.61	40.10	38.19	36.45	34.87	36.88	368.80	737.60
818	4.70	40.90	38.95	37.18	35.57	37.60	376.00	752.00
834	4.79	41.70	39.71	37.91	36.26	38.32	383.20	766.40
850	4.89	42.50	40.48	38.64	36.96	39.12	391.20	782.40
866	4.98	43.30	41.24	39.36	37.65	39.84	398.40	796.80
884	5.08	44.20	42.10	40.18	38.43	40.64	406.40	812.80
902	5.18	45.10	42.95	41.00	39.22	41.44	414.40	828.80
921	5.29	46.05	43.86	41.86	40.04	42.32	423.20	846.40
939	5.40	46.95	44.71	42.68	40.83	43.20	432.00	864.00
958	5.51	47.90	45.62	43.55	41.65	44.08	440.80	881.60
976	5.61	48.80	46.48	44.36	42.43	44.88	448.80	897.60
997	5.73	49.85	47.48	45.32	43.35	45.84	458.40	916.80
1018	5.85	50.90	48.48	46.27	44.26	46.80	468.00	936.00
1039	5.97	51.95	49.48	47.23	45.17	47.76	477.60	955.20
1060	6.09	53.00	50.48	48.18	46.09	48.72	487.20	974.40
1082	6.22	54.10	51.52	49.18	47.04	49.76	497.60	995.20
1103	6.34	55.15	52.52	50.14	47.96	50.72	507.20	1014.40
1127	6.48	56.35	53.67	51.23	49.00	51.84	518.40	1036.80
1151	6.61	57.55	54.81	52.32	50.04	52.88	528.80	1057.60
1176	6.76	58.80	56.00	53.45	51.13	54.08	540.80	1081.60
1201	6.90	60.05	57.19	54.59	52.22	55.20	552.00	1104.00
1227	7.05	61.35	58.43	55.77	53.35	56.40	564.00	1128.00
1254	7.21	62.70	59.71	57.00	54.52	57.68	576.80	1153.60

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
1281	7.36	64.05	61.00	58.23	55.70	58.88	588.80	1177.60
1309	7.52	65.45	62.33	59.50	56.91	60.16	601.60	1203.20
1337	7.68	66.85	63.67	60.77	58.13	61.44	614.40	1228.80
1366	7.85	68.30	65.05	62.09	59.39	62.80	628.00	1256.00

***Hourly rates are based on 2088 hours in a year.**

****To compute the number of days in the month for which payment is to be made, count the working days plus the holidays. Do not count Saturdays or Sundays. After determining this number, find the appropriate working-day rate for the month salary rate at which the employee is currently being paid.**

Multiply the rate per day by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave) in order to compute the payment for the pay period. Formula: Rate per working day × number of days worked = salary payment.

*****To compute a partial payment on the bi-weekly rate, divide the bi-weekly rate by ten to find the daily rate. Multiply the daily rate by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave). Formula: Rate per working day × number of days worked = salary payment. Hourly rate is as shown in column two headed "Hourly Rate."**

Department of Public Welfare

Proposed Rules Governing Salary Plans and Merit System Compensation

Notice of Hearing

Notice is hereby given that a public hearing in the above entitled matter will be held in the auditorium of the State Office Building, Wabasha Street (between Aurora and Fuller), St. Paul, Minnesota on Friday, October 14, 1977 commencing at 9:30 A.M., and continuing until all representatives or other interested groups or persons have had an opportunity to be heard.

All interested or affected persons will have an opportunity to participate. Statements may be made orally and written materials may be submitted at the hearing. In addition, written materials may be submitted by mail to Mr. Steve Mihalchick, Office of Hearing Examiner, 1745 University Avenue, St. Paul, Minnesota, 55104, either before the hearing or within 5 working days after the close of the hearing or for a longer period not to exceed 20 days if so ordered by the hearing examiner.

If adopted, the proposed revisions to DPW 140 will adjust the County Welfare Merit System compensation plan for positions in the county welfare agencies. As a result of the salary survey completed July 31, 1977, it is recommended that the salaries for the classes on the professional salary schedules A, B and C be adjusted 5% at minimum and maximum with some exceptions; that the salaries for the classes on the support salary schedules A, B and C be adjusted 5% at minimum and maximum with some exceptions; that the salaries for the classes on the clerical salary schedules A, B, C, D and E be adjusted $45.00 at minimum and maximum with some exceptions; that the salaries for the classes on the F Clerical Salary Schedule be adjusted $45.00 at minimum and the F plan maximum reduced from eight to seven steps; and that the salaries for the classes on the Maintenance and Trades Salary Schedules A and B be adjusted two steps (approximately 8%) at minimum and maximum. The proposed effective date of these adjustments is January 1, 1978. A reasonable estimate of the total county share of the cost for implementation of DPW 140 is sixty-three thousand, three hundred dollars ($63,300.00) over a two yeard period.

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Revisions to DPW 141 are proposed to reflect the adjustments proposed in DPW 140 and to show methods of payment on a monthly, hourly, biweekly or four week payroll period. The proposed effective date of this rule revision is January 1, 1978.

Under proposed revisions to DPW 94 B. 1. and 6. and DPW 116 B. 1., the appointing authority will have the discretion of paying confidential, supervisory and other personnel not covered by an exclusive representative, who are in the same class as employees who have an exclusive representative, the same rate of pay and salary range as negotiated for the class in the exclusive bargaining agreement. This option will provide more flexibility in the appointing authority's salary plans as they relate to county employees outside of the exclusive bargaining agreement.

Revisions to rule DPW 104 B. and D. are proposed to reflect the amendments made to Minn. Stat. ch. 363 (1976) by Minn. Stat. ch. 408 (Supp. 1977) regarding receipt of fringe benefits and leaves of absence due to pregnancies. An additional proposed revision to DPW 104 B. removes the restriction that educational leaves of absence can be granted only to attend graduate school and allows appointing authorities the discretion of granting educational leaves for any type of schooling.

Under proposed rule DPW 116 B. 2., the general adjustment recommended for incumbents for 1978 is 5% for employees on the Professional and Support Salary Schedules, and $45.00 for employees on the Clerical Salary Schedules and two steps (approximately 8%) for employees on the Maintenance and Trades Salary Schedules. The proposed effective date of this rule revision is January 1, 1978.

Amendments to DPW 125 R. are proposed to retitle the classification of Personnel Officer II to Personnel Director, and to update the job description to better reflect the actual job duties.

Revisions to DPW 128 J. and K. are proposed to revise the current class specifications of Resources Examiner I and II. The majority of the revisions involve broadening the minimum qualifications of education and experience.

A new rule DPW 131 J. is proposed for the classification of Account Clerk which was developed following extensive job analysis, after need for such a class was expressed by various county agencies.

Amendments to DPW 132 are proposed to update current clerical classifications and to eliminate minimum qualifications of education and experience for those classes. The amendments affect the following classifications: Clerk I, Clerk II, Clerk III (DPW 132 A., B., C.); Clerk-Typist I, Clerk-Typist II, and Clerk-Typist III (DPW D., E., F.); Clerk-Stenographer I, Clerk-Stenographer II, and Clerk-Stenographer III (DPW 132 G., H., I.).

Copies of the proposed rules and the 1977 Salary Survey are available and one free copy may be obtained by writing to the Merit System Supervisor, Minnesota Merit System, Fourth Floor, Centennial Office Building, St. Paul, Minnesota 55155. Additional copies will be available at the door on the date of the hearing. The agency's authority to promulgate the proposed rules is contained in Minn. Stat. § 393.07 subd. 5. A "Statement of Need" explaining why the agency feels the proposed rules are necessary and a "Statement of Evidence" outlining the testimony they will be introducing will be filed with the Hearing Examiner's Office at least 25 days prior to the hearing and will be available there for public inspection.

This Hearing will be held in conjunction with the Minnesota Department of Health and the Minnesota Department of Public Safety. Some similar amendments to administrative rules of these agencies will be considered. A copy of the Notice of Hearing for the Minnesota Departments of Health and Public Safety are attached for your information.

Please be advised that Minn. Stat. ch. 10A, requires each lobbyist to register with the Ethical Practices Board within five days after he commences lobbying. Lobbying includes attempting to influence rule making by communicating or urging others to communicate with public officials. A lobbyist is generally any individual who spends more than $250 per year for lobbying or any individual who is engaged for pay or authorized to spend money by another individual or association and spends more than $250 per year or five hours per month at lobbying. The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 41 State Office Building. St. Paul, Minnesota 55155, phone: (612) 296-5615.

Edward J. Dirkswager
Acting Commissioner

Rules as Proposed

DPW 94 Compensation plan.

B. Selection of salary ranges by [county welfare boards] **appointing authority.**

1. The [county welfare board] **appointing authority** shall select a salary plan for all employees 1) except those in a bargaining unit where a salary schedule has been negotiated by the board and the exclusive representative, **and 2) except as provided in** DPW 94 (6). Such plan shall be selected from each of the following salary schedules provided under DPW 140: Professional: A., B., and C; Support

Personnel: A., B., and C; Clerical: A., B., C., D., E., and F; Maintenance and Trades: A. and B.

2. Such rates shall be identified by alphabetical designation, and adjustment of the plan as provided in DPW 94 (4) shall not serve to amend the alphabetically designed rates selected as the [county] **appointing authority's** plan.

3. The designation of the rates selected from the plan in each case shall be by resolution of the [county welfare board.] **appointing authority.** Supervisor shall be promptly notified of the rates selected by each [board.] **jurisdiction.**

4. The alphabetically designated rates selected by the [board] **appointing authority** shall become the official plan for the county unit amended by the [county welfare board] **appointing authority** as provided in DPW 94 (3).

5. Salary rates for incumbents of positions shall be established in accordance with the provisions of DPW 116 (2) (a) (b) on the basis of the plan adopted by the [county welfare board] **appointing authority** as provided above.

6. In agencies with an exclusive representative, the appointing authority has the discretion of paying confidential, supervisory and other personnel not covered by an exclusive representative who are in the same class as employees who have an exclusive representative, the same rate of pay and salary ranges as negotiated for the class under DPW 94 (5) (A). In no case would this rule allow the appointing authority to reduce the rate of pay of confidential, supervisory or other excluded employees.

DPW 104 Leaves of absence.

B. Leaves of absence without pay.

1. Any person holding a permanent or probationary position in the classified service of the Minnesota Merit System shall be granted a leave of absence without pay on the grounds of sickness or disability and may be granted a leave of absence without pay for other good or sufficient reasons, provided that no such leave **shall exceed one year. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job related purposes, temporary disabilities and the women so affected shall be treated the same as other persons who are not so affected, but who are similar in their ability or inability to work. The appointing authority** [The county welfare department] shall establish the proof required of the existence of sickness or disability and the continuance thereof during said one year period. **The appointing authority may require that the employee produce medical certification from a registered practicing physician that he/she is fit for work before returning the employee to the job.** Any employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to [his] **the same** position if such leave is for 60 calendar days or less. An employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to [his] **a position in the same** class at the expiration of leave, except that when all the positions in the class previously held by such employee have been abolished, the name of the employee shall be restored to the appropriate re-employment register provided for in DPW 103 F. If all the positions in the class are filled, the least senior employee in the class shall vacate his/**her** position subject to any eligibility for layoff, transfer, or demotion that he/**she** may have acquired under these rules. An employee on leave of absence, with the approval of the appointing authority and the Supervisor, may be reinstated to his/**her** class before the expiration of [his] **the** leave in the same manner. **Upon certification by the registered practicing physician, the employee who is physically or mentally capable of returning to work must comply within ten working days or face termination. If such an employee within the specified days cannot return to work, he/she must notify the appointing authority and request an approval for a leave of absence.**

2. Education leave without pay may be granted for a period not to exceed two years to any employee [enrolled in a graduate school,] but such leave shall otherwise be subject to the same provisions as leave granted under DPW 104 B. Any employee granted an educational leave may also, at the option of the appointing authority, be deemed to accrue eligibility for incentive increments and may be granted salary increases at the time such increases would have been received if [he] **the employee** had continued in regular employment with the agency.

3. In an instance in which [a] **an appointing authority** [county welfare board] grants an educational leave of absence to [its] **the agency director** [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 appointing authority** [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 members shall remain in

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his/**her** present class and serve as director only in an acting capacity; however if the **appointing authority** [welfare board] so elects, it can increase the salary of the person so named up to, but not to exceed, the **maximum salary** [ninth step] of his/**her** present class.

[4. Maternity leave of absence shall be granted to a pregnant female employee with probationary or permanent status under the Minnesota Merit System when requested in writing. The appointing authority may require prior notice to determine the commencement date of a maternity leave. In determining the commencement date of a maternity leave, the appointing authority shall review the request on its individual merits, taking into consideration individual duties, efficiency, health, or welfare of the employee or child, or other relevant criteria.]

[5. The appointing authority is required to give the pregnant female employee up to six-months maternity leave of absence whether or not leave of absence is granted for illness.]

[6. Following childbirth, and upon signifying in writing, her intent to return with at least two-weeks notice and within the six-months leave of absence period, such female employee shall be reinstated to her original job or to a position of like status and pay. The appointing authority may require that the employee produce medical certification that she is fit for work before returning her to the job.]

[7. All maternity leave benefits shall apply to both a married and unmarried pregnant female employee.]

[8. In a special instance in which an extremely small agency is unable to find a replacement for a key staff person and the mission of the agency would be adversely affected by such a leave, maternity leave does not have to be granted. In such a case, however, the employee who resigns because of pregnancy must be offered the first vacant position in the agency in her class.]

DPW 104 Leaves of absence.

D. Sick leave (also see DPW 104 A. 1.).

1. Each permanent, probationary, and provisional employee in the classified service shall earn sick leave at the rate of one working day for each completed month of service, and such accrued sick leave may be used at the discretion of the **appointing authority** [county agency] under the conditions hereinafter prescribed:

Absence necessitated by **employee's** inability to perform the duties of his/**her** position by reason of illness or injury, **by reason of pre and post natal care,** by exposure to contagious disease under circumstances in which the health of the employees with whom associated or members of the public necessarily dealt with would be endangered by attendance on duty, or by illness in [his] **the employee's** immediate family, for such period as shall be necessary. The term ''immediate family'' shall be limited to the spouse, minor children, or parent when the parent has no other person to provide the necessary nursing care, living in the household of the employee. Within the discretion of the appointing authority, use of sick leave also may be authorized in cases of death of the spouse, children, and wards of the employee and the brothers, sisters, parents, or grandparents of either the employee or his/**her** spouse.

2. Unused sick leave shall be accumulated to a maximum of 100 working days.

3. Sick leave with pay shall not be granted to emergency, hourly, or perdiem employees.

4. Sick leave shall not accumulate to an employee while in a non-pay status, except employees on military leave.

5. Sick leave during vacation leave: When sickness occurs within a period of vacation leave, the period of illness may, on presentation of a report from a registered practicing physician, be charged as sick leave and the charged against vacation leave reduced accordingly.

6. **The appointing authority may require the employee to produce medical certification from a registered practicing physician attesting to the need for sick leave and/or attesting that the employee is fit to return to work.**

[6.] **7.** A former Merit System employee who is reinstated in accordance with Merit System rules, except as a provisional or emergency appointee, may have his/**her** previously accumulated and unused balance of sick leave revived and placed to his/**her** credit upon approval of the new appointing authority.

DPW 116 Salary adjustments and increases.

B. Adjustments to be made in accordance with Merit System Official Compensation Plan.

1. In agencies where there is not a negotiated salary schedule, adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions **except as provided in** DPW 94 (6):

a. If the rate of pay of employees is below the minimum of the range prescribed for their class of positions on the Merit System compensation plan selected by the county, the rate shall be adjusted to that minimum.

b. If the rate of pay of employees is at or above the new minimum salary adopted for their class, the employee may receive the general adjustment adopted, but if their class was adjusted to a greater extent that the general adjustment granted employees they may receive a further adjustment as provided in DPW 94 (4) (f) as long as such further adjustment would not place them over the new maximum salary for their class.

c. In those unique situations where [county welfare boards] **the appointing authority has** determined that the general adjustment adopted is inappropriate for their employees based on extraordinary circumstances in their geographic areas, [such boards] **they** may give a different adjustment, other than the general adjustment adopted; provided however, [such boards] **they must** file with the Supervisor the new salary steps by class and a facsimile of DPW 141. Such adjustments shall at least place employees at the minimum salary for their class on the salary schedule adopted by the [county] **agency** and shall not be over the maximum salary.

d. Employees may be granted salary adjustments over the maximum salary prescribed for their class, only if such an adjustment is adopted, following the annual salary public hearing and then only in the amount adopted for their class.

e. If the rate of pay of an employee is higher than the maximum of the range prescribed for his/her class of positions, the rate may remain the same as long as the employee retains the same position.

f. If the rate of pay of an employee falls between the minimum and maximum of the range prescribed for his/her class but does not correspond with any intervening steps in the range, due to the adoption of a general adjustment, such rate may remain the same. In the case of subsequent merit increases, such employee shall be placed back on a step in the range for his/her class of positions.

DPW 116 Salary adjustments and increases.

B. 2. General adjustment recommended for incumbents is [one-step] **five percent** for employees on the Professional and Support Salary Schedule and [one and one-half steps] **forty-five dollars** for employees on the Clerical [and Maintenance and Trades] Salary Schedules. **Employees on the Maintenance and Trades Salary Schedules are recommended to receive an eight percent adjustment.**

DPW 125 Welfare administrative group.

R. Personnel [officer II] **director**.

1. Kind of work. Under administrative supervision, performs personnel-management functions in a [welfare] **large** department; assumes responsibility for the application of Merit System rules and all other personnel rules and regulations applying to [county welfare] employees; supervises the maintenance of accurate records of all personnel transactions; and performs related work as assigned.

2. Examples of work (illustrative only). Acts as the department's representative to the Merit System in conducting personnel transactions, investigating problems of examinations, job classifications, employee status, and grievances of appeals. **Directs the administration of recruiting, selection, and placement.** Interviews job applicants, makes investigations and recommendations for appointment, and directs induction and orientation of new employees. Conducts studies and recommends revisions of personnel policies. **Confers with and advises the administration on personnel policy decisions. Evaluates personnel system within the department. Acts as a consultant to the department's management staff in the personnel area. Provides management staff with technical assistance in regard to manpower planning. Acts as the department's representative to the union(s) in investigating problems of employees' status, grievances, or appeals. May serve on the negotiating team. Acts as agency affirmative action officer.** Advises staff members on Merit System rules and regulations. Informs employees about promotional and transfer possibilities, training courses, retirement benefits, and grievance settlements. Makes recommendations on staffing, training, temporary appointments, salary increases, and grievance settlements. Directs the administration of the employee-appraisal and job-performance rating system. Coordinates employee-benefit programs. Institutes special services in the interest of employee morale. Projects salaries for annual agency personnel budgets. Prepares organizational charts and tables. Supervises maintenance of department personnel records. Supervises the processing of Merit System forms and integrates this work with the preparation of payrolls. Represents the agency at meetings with other agencies about areas of joint participation. Supervises assigned personnel. **Administers the work-study program. Administers field placements.** Prepares reports as needed.

3. Knowledges and abilities required.

a. [Considerable] Knowledge of the principles and

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practices of personnel management, with special emphasis on selection, placement, training, **affirmative action,** employee rights, benefits, and evaluations. [Considerable] Knowledge of the training, skills, and abilities required in different occupations. [Considerable] Knowledge of Merit System rules, regulations, and procedures, and ability to apply them to personnel problems and transactions. **Knowledge and broad understanding of total agency organization and personnel systems to enable effective manpower planning.** [Knowledge of the literature of public personnel administration.]

b. Ability to maintain effective working relationships with administrative officials. Ability to analyze positions for classification, recruiting, and training purposes; to make organizational studies; and to investigate problems of classification, employee evaluation, and grievances. **Ability to work with current laws and regulations concerning collective bargaining.** Ability to work with employees, supervisors, and employee groups or unions. [Ability to form independent judgments and to retain emotional stability in difficult situations.]

4. Minimum qualifications of education and experience. Graduation from an accredited four-year college, with a major in one of the social sciences, **business administration, or closely related field and** [three] **five** years of successful full-time paid experience in personnel management as a personnel officer or technician.

OR

A master's degree in public administration, business administration, or industrial relations may be substituted for one year of the required personnel experience.

DPW 128 Auxiliary-Services group.

J. Resources examiner I.

1. Kind of work. Under supervision, encourages the collection of court support orders; explains responsibility to persons who are delinquent in paying support orders; counsels public assistance applicants in the correct procedures to follow in obtaining court orders for the support of their children; counsels parents in the management of their financial affairs; and performs related work as assigned.

2. Examples of work (illustrative only). Communicates with persons delinquent in paying support orders. Compiles information on whereabouts, earnings, and assets of persons delinquent in paying support orders. Works with the county attorney's office in providing information from records of payments and ability to pay. Testifies in court about payments. Checks agency record files to see whether there is need for support orders requiring parents to support children and counsels parents in the correct procedure necessary to obtain support for their children. Counsels parents in handling of their financial affairs and provides assistance to them in budgeting their funds and handling their checking accounts. Communicates with other counties to collect overdue reimbursements on general relief cases. Participates in appeals hearings on cases of disputed settlements and produces necessary facts. Cooperates with the employees in the financial and social service units, accepting referrals from them and keeping them informed of progress made on cases.

3. Knowledges and abilities required.

a. Knowledge of human behavior. Some knowledge of laws as they pertain to collections. Some knowledge of court procedures. Some knowledge of welfare rules and regulations. Some knowledge of investigative techniques and procedures.

b. Ability to compile evidence, to analyze facts, and to make sound recommendations. Ability to obtain information through an interview. Ability to prepare clear, concise, and comprehensive reports. Ability to establish and maintain effective working relationships with co-workers. Ability to use good judgment in working with individuals. Ability to express ideas clearly. Ability to be objective.

4. [Desirable] **Minimum** qualifications of education and experience:

a. **High school graduation and two years of experience in work related to the collection of child support.**

OR

b. **High school graduation and three years of experience as a case aide or financial worker or equivalent in a public welfare agency.**

OR

c. [a.] High school graduation and three years of experience in collections work in a loan company, bank, or credit union; as an insurance investigator; as a law enforcement investigator; or in related work in which collections or investigations are involved.

OR

d. [b.] Three years of college with an emphasis in sociology, psychology, social work, [or] business administration, **criminology, criminal law, or related fields.**

OR

e. A candidate may combine experience in collections work and college to equal three years.

DPW 128 Auxiliary-Services group.

K. Resources examiner II.

1. Kind of work. Under general supervision, investigates suspected fraud cases in the county welfare department; gathers evidence and submits findings to the county attorney for possible prosecution; investigates situations in which eligibility is in question even though no fraud is suspected; **and in addition may perform some child support work;** and performs related work as assigned.

2. Examples of work (illustrative only). Receives and processes complaints from the public about alleged fraud and interviews complainants. Conducts complete investigation of referrals in which there are indications of possible fraud in a public assistance case. Gathers, preserves, and analyzes facts and evidence relating to cases and presents findings to welfare officials and, in the case of suspected fraud, to the county attorney for possible prosecution. Consults prospective witnesses and other sources of information to obtain facts on welfare cases. Consults governmental agencies, the FBI, local police departments, and the sheriff's office to obtain information on cases. Consults with the county attorney and assists in making a determination of possible fraud. Prepares memoranda including all evidence and findings relating to cases for use by the county attorney in court cases. Testifies in court on evidence obtained. Maintains files and records relating to cases under investigation. Conducts training sessions for social workers in the welfare department to acquaint them with the purposes and procedures relating to the investigation and prevention of possible fraud.

3. Knowledges and abilities required.

a. Considerable knowledge of investigative techniques and procedures. Knowledge of federal, state, and local laws, especially as they relate to fraud **and child support.** Knowledge of rules and evidence and court procedures. Knowledge of human behavior. Some knowledge of welfare rules and regulations.

b. Ability to compile and analyze facts and evidence and to make sound recommendations. Ability to obtain information through interview and interrogation. Ability to prepare clear, concise, and comprehensive reports. Ability to establish and maintain effective working relationships with co-workers, law-enforcement agencies, and public officials. Ability to use good judgment in working with individuals. Ability to express ideas clearly. Ability to be objective.

4. Minimum qualifications of education and experience.

a. High school graduation and four years of **criminal** investigative experience [as a detective or the equivalent in a law enforcement agency.]

OR

b. A candidate may substitute investigative experience with satisfactory college work on a year-for-year basis, **in sociology, psychology, criminology, criminal law, or related fields,** not to exceed two years.

OR

c. Two years of successful experience as a Resources Examiner I and two years of criminal investigative experience.

OR

d. Three years of successful experience as a Resources Examiner I, and one year of criminal investigative experience.

DPW 131 Fiscal group.

J. Account clerk.

1. Kind of work. Under general supervision, does specialized and/or difficult bookkeeping and clerical work in a county welfare agency or human services board; and performs related work as assigned.

2. Examples of work (illustrative only). Balances journals and bank statements. Codes and records all receipts and disbursement of various funds. Compiles monthly summaries of abstract, statistical reports, and other monthly or quarterly reports. Audits expenditures, invoices, unpaid warrants, and bills. Issues warrants to vendors. Reconciles monthly statements from vendors. Receives complaints from vendors and responds accordingly. Maintains individual salary records. Prepares payroll and related reports. Prepares annual vacation, sick leave, and compensation reports. May compile food stamp reports and maintain food stamp inventory. May perform liaison work with automated data processing departments. May type material requiring accuracy but not speed.

3. Knowledges, skills and abilities required.

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a. Knowledge of bookkeeping practices. Knowledge of office terminology, procedures, and equipment. Knowledge of business arithmetic and simple mathematics.

b. Ability to perform mathematical computations. Ability to follow written or oral detailed instructions. Ability to maintain effective working relationships with supervisors, co-workers, and the public. Ability to operate a variety of office equipment. Ability to organize work efficiently. Ability to perform detailed work with speed and accuracy. Ability to work under pressure and willingness to accept responsibility for meeting deadlines.

4. Minimum qualifications of education and experience.

a. High school diploma or the equivalent, and two years of experience involving a combination of clerical and bookkeeping responsibilities.

OR

b. Completion of college coursework, vocational school, or business school training in accounting or related fields may be substituted on a year-for-year basis for the experience involving a combination of clerical and bookkeeping responsibilities.

DPW 132 Clerical group.

A. Clerk I.

1. Kind of work. Under immediate supervision, performs routine clerical work that may be learned while on the job; and performs related work as assigned.

2. Examples of work (illustrative only). **Codes materials using number or letter codes.** [Checks bills before payments.] Files and pulls materials from files. [Writes relief orders. Posts to simple records.] **Maintains card indexes or other records of a narrow category of information, such as addresses, phone numbers, calling lists, etc.** [Operates mimeographing machine.] Sorts and distributes mail. **May** act[s] as receptionist, **greeting visitors and referring them to proper persons, or connecting callers with proper respondents, not requiring knowledge of agency programs.** Operates **simple** office machines not requiring previous training.

3. Knowledges and abilities required. [Knowledge of business arithmetic.]

a. [Some] Knowledge of business English **and arithmetic. Knowledge of modern office procedures and practices.**

b. Ability to handle routine clerical duties with speed and accuracy. **Ability to understand and follow oral and written instructions. Ability to operate a variety of simple office machines not requiring special training. Ability to maintain simple clerical records.**

4. [Desirable qualifications of education and experience. Graduation from a standard high school.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DPW 132 Clerical group.

B. Clerk II.

1. Kind of work. Under supervision, performs varied clerical tasks requiring some independent judgment; and performs related work as assigned.

2. Examples of work (illustrative only). [Prepares documents for the payment of bills and salaries and the **purchase of supplies.**] [Compiles data and maintains records to be used as a basis for reports.] Proofreads and checks documents[, posts to simple records] **for accuracy and assumes responsibility for errors.** Assumes responsibility for supervision of filing [according to predetermined classifications.] **May assign and check the work of other clerks.** Verifies **important** information [gained by social workers on property ownership, bank accounts, wages, etc.] Operates simple office machines not requiring previous training. [Gives general information to the public and acts as receptionist. Occasionally supervises other clerical workers. May operate a key drive calculating machine.] **Maintains moderately complex records and prepares reports from such records. Trains new clerical employees. Receives visitors, determines the nature of business, supplies information or directs to proper person, requiring a working knowledge of the operation of the agency.**

3. Knowledges and abilities required.

a. Knowledge of office procedures. Knowledge of agency programs and organizations. [Knowledge of business arithmetic.] Knowledge of [spelling and] business English **and business arithmetic.** [Knowledge of office procedures.]

b. Ability to perform clerical tasks systematically and efficiently. **Ability to operate a variety of simple office machines not requiring special training.** Ability to follow [somewhat] complex written and oral instructions. **Ability to deal with the public in a tactful and efficient manner. Ability to maintain moderately complex clerical records and prepare reports from such records.**

4. [Desirable qualifications of education and experience: Graduation from a standard high school and one year's experience in general office work.

OR

When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical worker for the high school education, on the basis of two years of clerical experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DPW 132 Clerical group.

C. Clerk III.

1. Kind of work. Performs difficult and responsible clerical work with responsibility for independent handling of single clerical phase of the departmental program or supervises a group of employees engaged in routine tasks; and performs related work as assigned.

2. Examples of work (illustrative only). Performs difficult clerical operations in a small unit. **Assigns and reviews work of other clerical workers.** Supervises a group of clerical employees engaged in routine clerical operations, such as typing[,] **or** filing[, posting, or tabulating. Reviews the work of clerks and typists clearing registrations in a social service registration bureau.] Proofs important documents. [Prepares monthly case court for tabulation. Assists in the preparation of reports.] **Prepares reports from unassembled materials. Trains new clerical employees. Makes decisions in accordance with general policy established.** Assists in the development of new procedures and puts them into effect. Relates the services of the clerical staff to the professional activities of the unit.

3. Knowledges and abilities required.

a. [Thorough] Knowledge of departmental programs, operations, and policies with respect to general functions performed. [Thorough knowledge of business arithmetic, spelling and business English.] [Considerable] Knowledge of office procedures, practices, and equipment. **Knowledge of business English and business arithmetic.**

b. [Ability to reduce complex assignments to an orderly system of procedure.] **Ability to organize work efficiently. Ability to understand and follow complex oral and written directions. Ability to deal with the public in a tactful and efficient manner.** Ability to plan, assign, and supervise the work of other clerical employees. Ability to maintain good working relationships with [clerical and professional associates] **other employees.**

4. [Desirable qualifications of education and experience: Graduation from a standard high school and three years of office experience in a clerical capacity, one of which shall have been in responsible and difficult clerical work.

OR

When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical worker for the high school education, on the basis of two years of clerical experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DPW 132 Clerical group.

D. Clerk-Typist I.

1. Kind of work. Types from plain copy or [cylinder] dictating machine, files, does clerical work of a routine nature; and performs related work as assigned.

2. Examples of work (illustrative only). Types from plain copy or dictating machine. Proofreads and checks. Types office forms. [Cuts stencils and operates duplicating machine. Orders office supplies. Assists in preparation of pay roll and various financial reports. Acts as receptionist. Files.] **Operates simple office machines not requiring previous training. Serves as receptionist, greeting visitors and referring them to proper person or connecting callers with proper respondents. Maintains files by preparing new folders, keeping information current and returning information to files.**

3. Knowledges and abilities required.

a. Knowledge of [business arithmetic, spelling, and business English] **business English and arithmetic.** Knowledge of [simple] **modern** office procedures **and practices.**

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b. Ability to type from plain copy at a satisfactory rate. **Ability to understand and follow oral and written instructions. Ability to maintain simple clerical records. Ability to deal with the public in a tactful and efficient manner. Ability to type from plain copy accurately at the rate of at least 25 words per minute.**

4. [Desirable qualifications of education and experience. Graduation from a standard high school.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DPW 132 Clerical group.

E. Clerk-Typist II.

1. Kind of work. With latitude for independent judgment, does responsible clerical work; utilizes typing skill although it may not occupy a large proportion of the time; **may** plan[s] for flow of work and assign[s] tasks to other typists and clerks; and performs related work as assigned.

2. Examples of work (illustrative only). Types letters, statements, and other material from **clear** copy [of,] rough draft, **notes, or tape.** [Writes own letters on subjects delegated by superiors.] **Composes and types routine correspondence following established guidelines.** [Assigns work to other typists and clerks and checks it for accuracy.] **May assign and check the work of other clerks and typists.** [Prepares and maintains complex or involved final records when responsibility is involved in locating errors and inconsistencies.] Operates simple office machines not requiring previous training. [Gives the public general information requiring knowledge of a departmental program.] **Receives visitors, determines the nature of business, supplies information or directs to proper person, requiring a working knowledge of the operation of the agency. Proofreads important documents for accuracy and assumes responsibility for errors. Verifies important information. Trains new clerical employees. Maintains moderately complex records and prepares reports from such records.**

3. Knowledges and abilities required.

a. [Considerable] Knowledge of office procedures. Knowledge of agency programs and organizations. [Thorough] Knowledge of business English and business arithmetic.

b. [Ability to type at a satisfactory rate.] Ability to operate a variety of simple office machines not requiring special training. [Ability to do any clerical task that would fall within the scope of a unit of division.] **Ability to maintain moderately complex clerical records and prepare reports from such records.** Ability to organize **work** efficiently. **Ability to understand and follow complex oral and written directions. Ability to deal with the public in a tactful and efficient manner. Ability to type accurately from plain copy at the rate of at least 30 words per minute.**

4. [Desirable qualifications of education and experience.

a. Graduation from a standard high school and two years of office experience in a clerical capacity.

OR

b. When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical employee for the high school education, on the basis of two years of experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DPW 132 Clerical group.

F. Clerk-Typist III.

1. Kind of work. With considerable latitude for independent judgment, performs difficult and responsible clerical work; utilizes typing skill although it may not occupy a large proportion of the time; is responsible for independent handling of a single clerical phase of a departmental program or plans for flow of work and assigns tasks to a large number of other clerical employees; and performs related work as assigned.

2. Examples of work (illustrative only). Types letters, statements, and other materials from copy or rough draft. Performs difficult clerical operations. Composes routine correspondence independently. Prepares reports from unassembled materials. Assigns and reviews work of clerical [assistants] **workers.** Supervises a large group of clerical employees engaged in routine clerical operations such as typing[,] **or** filing[, posting, or tabulating.] Makes decisions in accordance with established policy. Assists in the development of new procedures and puts them into effect. Trains new clerical employees. **Relates the services of the clerical staff to the professional activities of the unit.**

3. Knowledges and abilities required.

a. [Considerable] Knowledge of departmental programs, operations, and policies [in connection] with **respect**

to general functions performed. Knowledge of office procedures, practices, and equipment. [Thorough] Knowledge of business English[, spelling,] and business arithmetic.

b. [Ability to type at a satisfactory rate.] Ability to organize. [office procedures and direct a large clerical group] **work efficiently.** Ability to maintain good working relationships with [clerical and professional associates] **other employees. Ability to deal with the public in a tactful and efficient manner. Ability to plan, assign, and supervise the work of other clerical employees. Ability to understand and follow complex oral and written directions. Ability to type accurately from plain copy at the rate of at least 35 words per minute.**

4. [Desirable qualifications of education and experience.

a. Graduation from a standard high school and three years of clerical experience, one of which shall have been in responsible and difficult clerical work.

OR

b. When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical worker for the high school education, on the basis of two years of clerical experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DPW 132 Clerical group.

G. Clerk-Stenographer I.

1. Kind of work. [Under general supervision,] Takes dictation and transcribes it on the typerwriter, maintains files, operates simple office machines, handles routine correspondence, and performs related work as assigned.

2. Examples of work (illustrative only). Takes dictation and transcribes it. **Types routine correspondence following established guidelines.** [Assembles materials relating to eases; in proper folders. Keeps files in order and pulls requested material from the files. Handles routine correspondence independently.] **Maintains files by preparing new folders, keeping information current, and retrieving and returning information to files.** Operates simple office machines[, such as addressograph or mimeograph] **not requiring previous training.** Performs general clercial work of a semi-routine nature. [Acts] **Serves** as receptionist [on occasion,], **greeting visitors and referring them to proper persons or connecting callers with proper respondents.**

3. Knowledges and abilities required.

a. **Knowledge of modern office practices and procedures.** [Thorough knowledge of business arithmetic.] [Thorough] Knowledge of business English and [spelling] **arithmetic.** [Some knowledge of general clerical work. Some knowledge of machinery common to most offices.]

b. [Ability to take and transcribe dictation at a satisfactory rate. Ability to type from plain copy at a satisfactory rate.] **Ability to understand written and oral instructions. Ability to deal with the public in a tactful and efficient manner. Ability to maintain simple clerical records. Ability to type from plain copy accurately at the rate of at least 25 words per minute. Ability to take and transcribe dictation accurately at the rate of 60 words per minute.**

4. [Desirable qualifications of education and experience. Graduation from a standard high school.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DPW 132 Clerical group.

H. Clerk-Stenographer II.

1. Kind of work. With latitude for independent judgment, does responsible clerical work, utilizes stenographic skill althoguh it may not occupy a large portion of time; **may** plan[s] for fiow of work and assign[s] tasks to other stenographers and clerks; and performs related work as assigned.

2. Examples of work (illustrative only). Takes and transcribes dictation. [Writes own letters on subjects delegated by superior; Assigns work to other stenographers and clerks and checks it for accuracy; Maintains up-to-date manual for stenographic workers.] **Types letters, statements, and other material from clear copy, rough draft, notes, or tape. Composes and types routine correspondence following established guidelines. May assign**

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

and check the work of other clerks and stenographers. Proofreads important documents for accuracy and assumes responsibility for errors. Verifies important information. Trains new clerical employees. [Meets the public and gives information in the absence of professional worker.] **Maintains moderately complex records and prepares reports from such records. Operates simple office machines not requiring previous training. Receives visitors, determines the nature of business, supplies information or directs to proper person, requiring a working knowledge of the operation of the agency.**

3. Knowledges and abilities required.

a. [Considerable] Knowledge of office procedures. Knowledge of agency programs and organizations. [Thorough] Knowledge of business English and business arithmetic.

b. Ability to organize **work** efficiently. [Ability to take and transcribe dictation at a satisfactory rate. Ability to type at a satisfactory rate.] Ability to operate a variety of simple office machines not requiring special training. [Ability to do any clerical task that would fall within the scope of a unit or division.] **Ability to understand and follow complex oral and written directions. Ability to deal with the public in a tactful and efficient manner. Ability to maintain moderately complex clerical records and prepare reports from such records. Ability to type accurately from plain copy at a rate of at least 30 words per minute. Ability to take and transcribe dictation accurately at the rate of 60 words per minute.**

4. [Desirable qualifications of education and experience.

a. Graduation from a standard high school and two years of office experience in a clerical capacity.

OR

b. When taking a promotional exmination for this position, a permanent clerical employee may substitute additional experience as a full-time paid clerical employee for the high school education, on the basis of two years of experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis *must* possess the qualifications specified in the statement of desirable qualifications of education and experience.]

DPW 132 Clerical group.

I. Clerk-Stenographer III.

1. Kind of work. With considerable latitude for independent judgment, performs responsible secretarial work for the head of a large division; plans for flow of work and assigns tasks to a large number of other stenographers; and performs related work as assigned.

2. Examples of work (illustrative only). Takes dictation in important matters. Composes routine correspondence independently. Prepares [administrative] reports from unassembled materials. Assigns and reviews work of **other** clerical [assistants] **workers.** Supervises a large group of clerical employees engaged in routine clerical operations, such as typing, dictation, and filing. Trains new clerical employees. Makes decisions in accordance with general policy established [and handles public contacts.] **Assists in the development of new procedures, and puts them into effect. Relates the services of the clerical staff to the professional activities of the unit.**

3. Knowledges and abilities required.

a. [Considerable] Knowledge of departmental programs, operations, and policies with respect to general functions performed. **Knowledge of business English and business arithmetic.** Knowledge of office procedures, practices, and equipment. [Thorough knowledge of business English and spelling. Knowledge of business arithmetic.]

b. [Ability to take and transcribe dictation at a satisfactory rate. Ability to type at a satisfactory rate.] Ability to organize [office procedures and direct a large clerical group] **work efficiently. Ability to understand and follow complex oral and written directions. Ability to deal with the public in a tactful and efficient manner. Ability to plan, assign, and supervise the work of other clerical employees. Ability to maintain good working relationships with other employees. Ability to type accurately from plain copy at a rate of at least 35 words per minute. Ability to take and transcribe dictation accurately at a rate of 60 words per minute.**

4. [Desirable qualifications of education and experience.

a. Graduation from a standard high school and three years of office experience in a clerical capacity, one of which shall have been in responsible and difficult clerical work.

OR

b. When taking a promotional examination for this position, a permanent clerical employee may substitute additional experience as a full time paid clerical employee for the high school education, on the basis of two years of experience for each year of high school education.

Note: Persons appointed to positions in this class on a provisional basis must possess the qualifications specified in the statement of desirable qualifications of education and experience.]

Sub-Chapter D Compensation Plan; Approximate Monthly Salaries

DPW 140 Compensation plan.

A. Professional

1. Plan A*.

a. Class of positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1058	1108	1157	1208	1263	1324	1385	1446		
Accountant II	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Adm. Asst. I	1157	1208	1263	1324	1385	1446	1512	1578	1651	1728
Adm. Asst. II	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Adm. Asst. III	1479	1546	1615	1789	1767	1848	1931	2019	2114	
Adm. Services Director	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Asst. Human Services Director	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Asst. Welfare Director	2019	2114	2210	2310	2412	2518	2628	2747	2871	
Assoc. M.-&-P. Analyst	947	991	1036	1084						
Auditor	1182	1236	1294	1355	1415	1479	1546	1615	1689	1767
Chemical Dependency Coord.	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Collection Services Supvr. II	1157	1208	1263	1324	1385	1446	1512	1578	1651	1723
Community Health Serv. Supvr.	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Community-Rela. Spec.	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Computer Programmer	947	991	1036	1084	1133	1182	1236	1294		
Day-Care Center Supvr.	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Dev. Achievement Center Dir.	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Dev. Disabilities Coord.	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Dir. of Assessment Systems	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Dir. of Business Mgmt. I	1446	1512	1578	1651	1728	1806	1889	1972		
Dir. of Business Mgmt. II	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Finan. Assist.	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Dir. of Planning	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Dr. of Pub. Hlth. Nurs. I	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Dir. of Soc. Serv.	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Dir. of Support Services	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Education Supervisor	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Emp. Guid. Couns. I	906	947	991	1036	1084	1133	1182	1236	1294	
Emp. Guid. Couns. II	947	991	1036	1084	1133	1182	1236	1294	1355	
Emp. Guid. Couns. III	991	1036	1084	1133	1182	1236	1294	1355	1415	
Home Care Coordinator	1036	1084	1133	1182	1236	1294	1355	1415		
Homemaker Coordinator II	1036	1084	1133	1182	1236	1294	1355	1415		
Homemaker Supervisor	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Human Services Dir. I	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Human Services Dir. II	1615	1789	1767	1848	1931	2019	2114	2210	2310	
Human Services Dir. III	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Human Services Supvr. I	1157	1208	1263	1324	1385	1446	1512	1578	1651	1728
Marriage Counselor	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Med.-Care Advisor	991	1036	1084	1133	1182	1236	1294	1355	1415	
Med.-Serv. Adm.	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Mental Health Worker	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Meth.-&-Proc. Analyst	1108	1157	1208	1263	1324	1385	1446	1512	1578	
Meth.-&-Proc. Supvr.	1294	1355	1415	1479	1546	1615	1689	1767	1848	
Nursing Care Advisor	991	1036	1084	1133	1182	1236	1294	1355	1415	
Occupa. Supvr.-Inst. I	867	906	947	991	1036	1084	1133	1182	1236	1294
Occupa. Supvr.-Inst. II	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Office Manager	906	947	991	1036	1084	1133	1182	1236	1294	

A. Professional

1. Plan A*

a. Class of positions.	1	2	3	4	5	6	7	8	9	10
Personnel Officer	906	947	991	1036	1084	1133	1182	1236	1294	1355
Personnel Director	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Physical Therapist	906	947	991	1036	1084	1133	1182			
Policy/Program Analyst	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889

***The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.**

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

Programmer Analyst	1133	1182	1236	1294	1355	1415	1479	1546		
Psychologist I	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Psychologist II	1294	1355	1415	1479	1546	1615	1689	1767	1848	
Psychologist III	1512	1578	1651	1728	1806	1889	1972	2066		
Psychologist IV	1651	1728	1806	1889	1972	2066	2160	2260		
Public Health Nurse	947	991	1036	1084	1133	1182	1236			
Pub.-Hlth. Nurse (Team Leader)	991	1036	1084	1133	1182	1236	1294			
Registered Nurse										
A.S. Degree or 3 yr Dip.	867	906	947	991	1036	1084	1133			
B.S. Degree	906	947	991	1036	1084	1133				
Senior Public Health Nurse	1036	1084	1133	1182	1236	1294	1355			
Social Worker I	906	947	991	1036						
Social Worker II	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Social Worker III	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Social Worker Trainee	828									
Soc.-Serv. Supvr. I	1157	1208	1263	1324	1385	1446	1512	1578	1651	1728
Soc.-Serv. Supvr. II	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Soc.-Serv. Supvr. III	1479	1546	1615	1689	1767	1848	1931	2019	2114	
Soc.-Serv. Supvr. Trainee	1108	1157	1208	1263	1324	1385				
Staff-Trng. Supvr. I	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Staff-Trng. Supvr. II	1355	1415	1479	1546	1615	1689	1767	1848	1931	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	2 yrs. college $2.74/hour; 3 yrs. college $2.99/hour.									
Systems Prog.-Analyst	1294	1355	1415	1479	1546	1615	1689	1767		
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	906	947	991	1036	1084	1133	1182	1236	1294	
Vol.-Serv. Coord. II	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Welfare Director I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Welfare Director II	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Welfare Director III	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Welfare Director IV	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Welfare Director V	2412	2518	2628	2747	2871	3000	3135	3283	3423	
Work-Exp. & Trng. Spec.	1133	1182	1236	1294	1355	1415	1479	1546	1615	

A. Professional.

2. Plan B*.

a. Class of positions.	1	2	3	4	5	6	7	8	9	10
Accountant I	1058	1108	1157	1208	1263	1324	1385	1446		
Accountant II	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Adm. Asst. I	1208	1263	1324	1385	1446	1512	1578	1651	1728	1806
Adm. Asst. II	1324	1385	1446	1512	1578	1651	1728	1806	1889	1972
Adm. Asst. III	1546	1615	1689	1767	1848	1931	2019	2114	2210	
Adm. Services Director	1689	1767	1848	1931	2019	2114	2210	2310	2412	
Asst. Human Services Director	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Asst. Welfare Director	2019	2114	2210	2310	2412	2518	2628	2747	2871	
Assoc. M. & P. Analyst	991	1036	1084	1133						
Auditor	1236	1294	1355	1415	1479	1546	1615	1689	1767	1848
Chemical Dependency Coord.	1133	1182	1236	1294	1355	1415	1479	1546	1615	1689
Collection Services Supvr. II	1208	1263	1324	1385	1446	1512	1578	1651	1728	1806
Community Health Serv. Supvr.	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Community-Rela. Spec.	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Computer Programmer	991	1036	1084	1133	1182	1236	1294	1355		
Day-Care Center Supvr.	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Dev. Achievement Center Dir.	1036	1084	1133	1182	1236	1294	1355	1415	1479	1546
Dev. Disabilities Coord.	1036	1084	1133	1182	1236	1294	1355	1415	1479	1546
Dir. of Assessment Systems	1324	1385	1446	1512	1578	1651	1728	1806	1889	1972
Dir. of Business Mgmt. I	1446	1512	1578	1651	1728	1806	1889	1972		
Dir. of Business Mgmt. II	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Finan. Assist.	1689	1767	1848	1931	2019	2114	2210	2310	2412	
Dir. of Planning	1689	1767	1848	1931	2019	2114	2210	2310	2412	
Dir. of Pub.-Hlth. Nurs. I	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Dir. of Soc. Serv.	1689	1767	1848	1931	2019	2114	2210	2310	2412	
Dir. of Support Services	1689	1767	1848	1931	2019	2114	2210	2310	2412	
Education Supervisor	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Emp. Guid. Couns. I	947	991	1036	1084	1133	1182	1236	1294	1355	
Emp. Guid. Couns. II	991	1036	1084	1133	1182	1236	1294	1355	1415	
Emp. Guid. Couns. III	1036	1084	1133	1182	1236	1294	1355	1415	1479	

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

Home Care Coordinator	1084	1133	1182	1236	1294	1355	1415	1479		
Homemaker Coordinator II	1084	1133	1182	1236	1294	1355	1415	1479		
Homemaker Supervisor	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Human Services Dir. I	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Human Services Dir. II	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Human Services Dir. III	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Human Services Supvr. I	1208	1263	1324	1385	1446	1512	1578	1651	1728	1806
Marriage Counselor	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Med.-Care Advisor	1036	1084	1133	1182	1236	1294	1355	1415	1479	
Med.-Serv. Adm.	1689	1767	1848	1931	2019	2114	2210	2310	2412	
Mental Health Worker	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Meth.-&-Proc. Analyst	1157	1208	1263	1324	1385	1446	1512	1578	1651	
Meth.-&-Proc. Supvr.	1355	1415	1479	1546	1615	1689	1767	1848	1931	
Nursing Care Advisor	1036	1084	1133	1182	1236	1294	1355	1415	1479	
Occupa. Supvr.-Inst. I	906	947	991	1036	1084	1133	1182	1236	1294	1355
Occupa. Supvr.-Inst. II	1036	1084	1133	1182	1236	1294	1355	1415	1479	1546
Office Manager	947	991	1036	1084	1133	1182	1236	1294	1355	

A. Professional.

2. Plan B*.

a. Class of positions.	1	2	3	4	5	6	7	8	9	10
Personnel Officer	947	991	1036	1084	1133	1182	1236	1294	1355	1415
Personnel Director	1324	1385	1446	1512	1578	1651	1728	1806	1889	1972
Physical Therapist	947	991	1036	1084	1133	1182	1236			
Policy/Program Analyst	1324	1385	1446	1512	1578	1651	1728	1806	1889	1972
Programmer Analyst	1182	1236	1294	1355	1415	1479	1546	1615		
Psychologist I	1133	1182	1236	1294	1355	1415	1479	1546	1615	
Psychologist II	1355	1415	1479	1546	1615	1689	1767	1848	1931	
Psychologist III	1578	1651	1728	1806	1889	1972	2066	2160		
Psychologist IV	1728	1806	1889	1972	2066	2160	2260	2359		
Public Health Nurse	991	1036	1084	1133	1182	1236	1294			
Pub.-Hlth. Nurse (Team Leader)	1036	1084	1133	1182	1236	1294	1355			
Registered Nurse										
A.A. Degree or 3 yr. Dip.	906	947	991	1036	1084	1133	1182			
B.S. Degree	947	991	1036	1084	1133	1182				
Senior Public Health Nurse	1084	1133	1182	1236	1294	1355	1415			
Social Worker I	947	991	1036	1084						
Social Worker II	1036	1084	1133	1182	1236	1294	1355	1415	1479	1546
Social Worker III	1133	1182	1236	1294	1355	1415	1479	1546	1615	1589
Social Worker Trainiee	828									
Soc.-Serv. Supvr. I	1208	1263	1324	1385	1446	1512	1578	1651	1728	1806
Soc.-Serv. Supvr. II	1324	1385	1446	1512	1578	1651	1728	1806	1889	1972
Soc.-Serv. Supvr. III	1546	1615	1689	1767	1848	1931	2019	2114	2210	
Soc.-Serv. Supvr. Trainee	1157	1208	1263	1324	1385	1446				
Staff-Trng. Supvr. I	1294	1355	1415	1479	1546	1615	1689	1767	1848	
Staff-Trng. Supvr. II	1415	1479	1546	1615	1689	1767	1848	1931	2019	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	2 yrs. college $2.74/hour; 3 yrs. college $2.99/hour.									
Systems Prog.-Analyst Trainee	1355	1415	1479	1546	1615	1689	1767	1848		
Rate proposed	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	947	991	1036	1084	1133	1182	1236	1294	1355	
Vol.-Serv. Coord. II	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Welfare Director I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Welfare Director II	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Welfare Director III	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Welfare Director IV	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Welfare Director V	2412	2518	2628	2747	2871	3000	3135	3283	3423	
Work-Exp. & Trng. Spec.	1182	1236	1294	1355	1415	1479	1546	1615	1689	

***The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.**

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

A. Professionals.

3. Plan C.

a. Class of positions.	1	2	3	4	5	6	7	8	9	10
Accountaint I	1058	1108	1157	1208	1263	1324	1385	1446		
Accountant II	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Adm. Asst. I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Adm. Asst. II	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Adm. Asst. III	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Adm. Services Director	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Asst. Human Services Dir.	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Asst. Welfare Director	2019	2114	2210	2310	2412	2518	2628	2747	2871	
Assoc. M.-&-P. Analyst	1036	1084	1133	1182						
Auditor	1294	1355	1415	1479	1546	1615	1689	1767	1848	1931
Chemical Dependency Coord.	1182	1236	1294	1355	1415	1479	1546	1615	1689	1767
Collection Services Supvr. II	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Community Health Serv. Supvr.	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Community-Rela. Spec.	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Computer Programmer.	1036	1084	1133	1182	1236	1294	1355	1415		
Day-Care Center Supvr.	1294	1355	1415	1479	1546	1615	1689	1767	1848	
Dev. Achievement Center Dir.	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Dev. Disabilities Coord.	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Dir. of Assessment Systems	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Dir. of Bus. Mgmt. I	1446	1512	1578	1651	1728	1806	1889	1972		
Dir. of Bus. Mgmt. II	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Finan. Asst.	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Planning	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Pub.-Hlth. Nurs. I	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Dir. of Soc. Serv.	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Soc. Serv.	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Dir. of Support Services	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Education Supervisor	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Emp. Guid. Couns. I	991	1036	1084	1133	1182	1236	1294	1355	1415	
Emp. Guid. Couns. II	1036	1084	1133	1182	1236	1294	1355	1415	1479	
Emp. Guid. Couns. III	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Home Care Coordinator	1133	1182	1236	1294	1355	1415	1479	1546		
Homemaker Coordinator II	1133	1182	1236	1294	1355	1415	1479	1546		
Homemaker Supervisor	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Human Services Dir. I	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Human Services Dir. II	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Human Services Dir. II	1615	1689	1767	1848	1831	2019	2114	2210	2310	
Human Services Dir. III	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Human Services Supvr. I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Marriage Counselor	1294	1355	1415	1479	1546	1615	1689	1767	1848	
Med.-Care Advisor	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Med.-Serv. Adm.	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Mental Health Worker	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Meth.-&-Proc. Analyst	1208	1263	1324	1385	1446	1512	1578	1651	1728	
Meth.-&-Proc. Supvr.	1415	1479	1546	1615	1689	1767	1848	1931	2019	
Nursing Care Advisor	1084	1133	1182	1236	1294	1355	1415	1479	1546	
Occupa. Supvr. Inst. I	947	991	1036	1084	1133	1182	1236	1294	1355	1415
Occupa. Supvr. Inst. II	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615
Office Manager	991	1036	1084	1133	1182	1236	1294	1355	1415	
Personnel Officer	991	1036	1084	1133	1182	1236	1294	1355	1415	1479
Personnel Director	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Physical Therapist	1013	1058	1108	1157	1208	1263	1324			
Policy/Program Analyst	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Programmer Analyst	1236	1294	1355	1415	1479	1546	1615	1689		
Psychologist I	1182	1236	1294	1355	1415	1479	1546	1615	1689	
Psychologist II	1415	1479	1546	1615	1689	1767	1848	1931	2019	
Psychologist III	1651	1728	1806	1889	1972	2066	2160	2260		
Psychologist IV	1806	1889	1972	2066	2160	2260	2359	2464		
Public Health Nurse	1058	1108	1157	1208	1263	1324	1385			
Pub.-Hlth. Nurse (Team Leader)	1108	1157	1208	1263	1324	1385	1446			
Registered Nurse										
A.A. Degree or 3 yr. Dip.	969	1013	1058	1108	1157	1208	1263			
B.S. Degree	1013	1058	1108	1157	1208	1263				
Senior Public Health Nurse	1157	1208	1263	1324	1385	1446	1512			
Social Worker I	991	1036	1084	1133						
Social Worker II	1084	1133	1182	1236	1294	1355	1415	1479	1546	1615

Social Worker III	1182	1236	1294	1355	1415	1479	1546	1615	1689	1767
Social Worker Trainee	828									
Soc.-Serv. Supvr. I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Soc.-Serv. Supvr. II	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Soc.-Serv. Supvr. III	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Soc.-Serv. Supvr. Trainee	1208	1263	1324	1385	1446	1512				
Staff-Trng. Supvr. I	1355	1415	1479	1546	1615	1689	1767	1848	1931	
Staff-Trng. Supvr. II	1479	1546	1615	1689	1767	1848	1931	2019	2114	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	2 yrs. college $2.74/hour; 3 yrs. college $2.99/hour.									
Systems Prog.-Analyst	1415	1479	1546	1615	1689	1767	1848	1931		
Trainee	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	991	1036	1084	1133	1182	1236	1294	1355	1415	
Vol.-Serv. Coord. II	1236	1294	1355	1415	1479	1546	1615	1689	1767	
Welfare Director I	1263	1324	1385	1446	1512	1578	1651	1728	1806	1889
Welfare Director II	1385	1446	1512	1578	1651	1728	1806	1889	1972	2066
Welfare Director III	1615	1689	1767	1848	1931	2019	2114	2210	2310	
Welfare Director IV	1767	1848	1931	2019	2114	2210	2310	2412	2518	
Welfare Director V	2412	2518	2628	2747	2871	3000	3135	3283	3423	
Work-Exp. & Trng. Spec.	1236	1294	1355	1415	1479	1546	1615	1689	1767	

Support personnel.

1. Plan A*.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Account Clerk	663	693	726	759	793	828	867	906	
Accounting Officer I	793	828	867	906	947	991	1036	1084	1133
Accounting Officer II	867	906	947	991	1036	1084	1133	1182	1236
Accounting Officer III	991	1036	1084	1133	1182	1236	1294	1355	1415
Asst. Residential Facility Opr.(s)	543	565	592	620	648	676	709	742	
Case Aide	663	693	726	759	793	828			
Chemical Dependency Counselor	867	906	947	991	1036	1084			
Collection Services Supvr. I	1058	1108	1157	1208	1263	1324	1385	1446	
Community-Service Aide	416	433	455	477	499	521	543		
Coordinator of Aging	676	709	742	776	810	847	886	925	969
Dev. Achievement Center Inst.	543	565	592	620	648	676			
Financial-Assistance Spec.	847	886	925	969	1013	1058	1108	1157	
Financial-Assistance Supvr. I	925	969	1013	1058	1108	1157	1208	1263	1324
Financial-Assistance Supvr. II	1058	1108	1157	1208	1263	1324	1385	1446	
Financial Worker I	663	693	726	759	793	828			
Financial Worker II	742	776	810	847	886	925	969	1013	1058
Home Health Aide	521	543	565	592	620	648	676		
Home Health Aide Coordinator	742	776	810	847	886	925	969		
Homemaker I	521	543	565	592	620	648	676		
Homemaker II	565	592	620	648	676	709	742	776	
Homemaker Coordinator I	742	776	810	847	886	925	969		
Homemaker/Home Health Aide	521	543	565	592	620	648	676		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than $2.30/hour.								
Licensed Practical Nurse	676	709	742	776	810	847			
Residential Facility Operator(s)	565	592	620	648	676	709	742	776	
Resources Examiner I	828	867	906	947	991	1036	1084	1133	1182
Resources Examiner II	1058	1108	1157	1208	1263	1324	1385		
Resources Examiner III	1157	1208	1263	1324	1385	1446	1512		
Senior Case Aide	742	776	810	847	886	925	969	1013	1058
Senior Citizen's Aide	416	433	455	477	499	521	543		
Transportation Coordinator	693	726	759	793	828	867	906	947	

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B. Support personnel.

2. Plan B*.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Account Clerk	693	726	759	793	828	867	906	947	
Accounting Officer I	793	828	867	906	947	991	1036	1084	1133
Accounting Officer II	867	906	947	991	1036	1084	1133	1182	1236
Accounting Officer III	991	1036	1084	1133	1182	1236	1294	1355	1415
Asst. Residential Facility Opr.(s)	565	592	620	648	676	709	742	776	
Case Aide	693	726	759	793	828	867			
Chemical Dependency Counselor	906	947	991	1036	1084	1133			
Collection Services Supvr. I	1108	1157	1208	1263	1324	1385	1446	1512	
Community-Service Aide	433	455	477	499	521	543	565		
Coordinator of Aging	709	742	776	810	847	886	925	969	1013
Dev. Achievement Center Inst.	565	592	620	648	676	709			
Financial-Assistance Spec.	886	925	969	1013	1058	1108	1157	1208	
Financial-Assistance Supvr. I	969	1013	1058	1108	1157	1208	1263	1324	1385
Financial-Assistance Supvr. II	1108	1157	1208	1263	1324	1385	1446	1512	
Financial Worker I	693	726	759	793	828	867			
Financial Worker II	776	810	847	886	925	969	1013	1058	1108
Home Health Aide	543	565	592	620	648	676	709		
Home Health Aide Coordinator	776	810	847	886	925	969	1013		
Homemaker I	543	565	592	620	648	676	709		
Homemaker II	592	620	648	676	709	742	776	810	
Homemaker Coordinator I	776	810	847	886	825	969	1013		
Homemaker/Home Health Aide	543	565	592	620	648	676	709		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than $2.30/hour.								
Licensed Practical Nurse	709	742	776	810	847				
Residential Facility Operator(s)	592	620	648	676	709	742	776	810	
Resources Examiner I	867	906	947	991	1036	1084	1133	1182	1236
Resources Examiner II	1108	1157	1208	1263	1324	1385	1446		
Resources Examiner III	1208	1263	1324	1385	1446	1512	1578		
Senior Case Aide	776	810	847	886	925	969	1013	1058	1108
Senior Citizen's Aide	433	455	477	499	521	543	565		
Transportation Coordinator	726	759	793	828	867	906	947	991	

B. Support personnel.

1. Plan C*.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Account Clerk	726	759	793	828	867	906	947	991	
Accounting Officer I	793	828	867	906	947	991	1036	1084	1133
Accounting Officer II	867	906	947	991	1036	1084	1133	1182	1236
Accounting Officer III	991	1036	1084	1133	1182	1236	1294	1355	1415
Asst. Residential Facility Opr.(s)	592	620	648	676	709	742	776	810	
Case Aide	726	759	793	828	867	926			
Chemical Dependency Counselor	947	991	1036	1084	1133	1182			
Collection Services Supvr. I	1157	1208	1263	1324	1385	1446	1512	1578	
Community-Service Aide	455	477	499	521	543	565	592		
Coordinator of Aging	742	776	810	847	886	825	969	1013	1058
Dev. Achievement Center Inst.	592	620	648	676	709	742			
Financial-Assistance Spec.	925	969	1013	1058	1108	1157	1208	1263	
Financial-Assistance Supvr. I	1013	1058	1108	1157	1208	1263	1324	1385	1446
Financial-Assistance Supvr. II	1157	1208	1263	1324	1385	1446	1512	1578	
Financial Worker I	726	759	793	828	867	906			
Financial Worker II	810	847	886	925	969	1013	1058	1108	1157
Home Health Aide	565	592	620	648	676	709	742		
Home Health Aide Coordinator	810	847	886	925	969	1013	1058		
Homemaker I	565	592	620	648	676	709	742		
Homemaker II	620	648	676	709	742	776	810	847	
Homemaker Coordinator I	810	847	886	925	969	1013	1058		
Homemaker/Home Health Aide	565	592	620	648	676	709	742		
Housekeeper	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than $2.30/hour.								
Licensed Practical Nurse	742	776	810	847	886	925			
Residential Facility Operator(s)	620	648	676	709	742	776	810	847	
Resources Examiner I	906	947	991	1036	1084	1133	1182	1236	1294
Resources Examiner II	1157	1208	1263	1324	1385	1446	1512		

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Resources Examiner III	1263	1324	1385	1446	1512	1578	1651		
Senior Case Aide	810	847	886	925	969	1013	1058	1108	1157
Senior Citizen's Aide	455	477	499	521	543	565	592		
Transportation Coordinator	759	793	828	867	906	947	991	1036	

C. Clerical.

1. Plan A*.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	499	518	539	560	581	602	623	646	672
Clerical Supervisor	646	672	699	726	755	786	818	850	884
Clerk I	434	451	467	483	499	518	539	560	581
Clerk II	499	518	539	560	581	602	623	646	672
Clerk III	581	602	623	646	672	699	726	755	786
Clerk-Typist I (1)	451	467	483	499	518	539	560	581	602
Clerk-Typist II	499	518	539	560	581	602	623	646	672
Clerk-Typist III	581	602	623	646	672	699	726	755	786
Clerk Specialist	672	699	726	755	786	818	850	884	921
Clerk-Steno I	483	499	518	539	560	581	602	623	646
Clerk-Steno II	539	560	581	602	623	646	672	699	726
Clerk-Steno III	602	623	646	672	699	726	755	786	818
Information System Specialist	623	646	672	699	726	755	786	818	850
Keypunch Operator	483	499	518	539	560	581	602	623	646
Swbd. Operator I	467	483	499	518	539	560	581	602	623
Swbd. Operator II	499	518	539	560	581	602	623	646	672

(1) Employees in this class assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

2. Plan B*.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	518	539	560	581	602	623	646	672	699
Clerical Supervisor	672	699	726	755	786	818	850	884	921
Clerk I	451	467	483	499	518	539	560	581	602
Clerk II	518	539	560	581	602	623	646	672	699
Clerk III	602	623	646	672	699	726	755	786	818
Clerk-Typist I (I)	467	483	499	518	539	560	581	602	623
Clerk-Typist II	518	539	560	581	602	623	646	672	699
Clerk-Typist III	602	623	646	672	699	726	755	786	818
Clerk Specialist	699	726	755	786	818	850	884	921	958
Clerk-Steno I	499	518	539	560	581	602	623	646	672
Clerk-Steno II	560	581	602	623	646	672	699	726	755
Clerk-Steno III	623	646	672	699	726	755	786	818	850
Information System Specialist	646	672	699	726	755	786	818	850	884
Keypunch Operator	499	518	539	560	581	602	623	646	672
Swbd. Operator I	483	499	518	539	560	581	602	623	646
Swbd. Operator II	518	539	560	581	602	623	646	672	699

(1) Employees in this class assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

C. Clerical.

3. Plan C*.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	539	560	581	602	623	646	672	699	726
Clerical Supervisor	699	726	755	786	818	850	884	921	958
Clerk I	467	483	499	518	539	560	581	602	623
Clerk II	539	560	581	602	623	646	672	699	726
Clerk III	623	646	672	699	726	755	786	818	850
Clerk-Typist I (1)	483	499	518	539	560	581	602	623	646
Clerk-Typist II	539	560	581	602	623	646	672	699	726
Clerk-Typist III	623	646	672	699	726	755	786	818	850
Clerk Specialist	726	755	786	818	850	884	921	958	997

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Clerk-Steno I	518	539	560	581	602	623	646	672	699
Clerk-Steno II	581	602	623	646	672	699	726	755	786
Clerk-Steno III	646	672	699	726	755	786	818	850	884
Information System Specialist	672	699	726	755	786	818	850	884	921
Keypunch Operator	518	539	560	581	602	623	646	672	699
Swbd. Operator I	499	518	539	560	581	602	623	646	672
Swbd. Operator II	539	560	581	602	623	646	672	699	726

(1) Employees in this class assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

4. Plan D*.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Bkkp. Machine Operator	560	581	602	623	646	672	699	726	755
Clerical Supervisor	726	755	786	818	850	884	921	958	997
Clerk I	483	499	518	539	560	581	602	623	646
Clerk II	560	581	602	623	646	672	699	726	755
Clerk III	646	672	699	726	755	786	818	850	884
Clerk-Typist I (1)	499	518	539	560	581	602	623	646	672
Clerk-Typist II	560	581	602	623	646	672	699	726	755
Clerk-Typist III	646	672	699	726	755	786	818	850	884
Clerk Specialist	755	786	818	850	884	921	958	997	1039
Clerk-Steno I	539	560	581	602	623	646	672	669	726
Clerk-Steno II	602	623	646	672	699	726	755	786	818
Clerk-Steno III	672	699	726	755	786	818	850	884	921
Information System Specialist	699	726	755	786	818	850	884	921	958
Keypunch Operator	539	560	581	602	623	646	672	699	726
Swbd. Operator I	518	539	560	581	602	623	646	672	699
Swbd. Operator II	560	581	602	623	646	672	699	726	755

(1) Employees in this class assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

C. Clerical.

5. Plan E*.

a. Class of positions.	1	2	3	4	5	6	7	8
Bkkp. Machine Operator	602	623	646	672	699	726	755	786
Clerical Supervisor	786	818	850	884	921	958	997	1039
Clerk I	518	539	560	581	602	623	646	672
Clerk II	602	623	646	672	699	726	755	786
Clerk III	699	726	755	786	818	850	884	921
Clerk-Typist I (1)	539	560	581	602	623	646	672	699
Clerk-Typist II	602	623	646	672	699	726	755	786
Clerk-Typist III	699	726	755	786	818	850	884	921
Clerk Specialist	818	850	884	921	958	997	1039	1082
Clerk-Steno I	581	602	623	646	672	699	726	755
Clerk-Steno II	646	672	699	726	755	786	818	850
Clerk-Steno III	726	755	786	818	850	884	921	958
Information Sytem Specialist	755	786	818	850	884	921	958	997
Keypunch Operator	581	602	623	646	672	699	726	755
Swbd. Operator I	560	581	602	623	646	672	699	726
Swbd. Operator II	602	623	646	672	699	726	755	786

(1) Employees in this class assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

6. Plan F*.

a. Class of positions.	1	2	3	4	5	6	7
Bkkp. Machine Operator	623	646	672	699	726	755	786
Clerical Supervisor	818	850	884	921	958	997	1039
Clerk I	560	581	602	623	646	672	699
Clerk II	623	646	672	699	726	755	786
Clerk III	726	755	786	818	850	884	921
Clerk-Typist I (1)	581	602	623	646	672	699	726
Clerk-Typist II	623	646	672	699	726	755	786
Clerk-Typist III	726	755	786	818	850	884	921
Clerk Specialist	850	884	921	958	997	1039	1082
Clerk-Steno I	602	623	646	672	699	726	755
Clerk-Steno II	672	699	726	755	786	818	850

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

Clerk-Steno III	755	786	818	850	884	921	958
Information System Specialist	786	818	850	884	921	958	997
Keypunch Operator	623	646	672	699	726	755	786
Swbd. Operator I	581	602	623	646	672	699	726
Swbd. Operator II	623	646	672	699	726	755	786

(1) Employees in this class assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

D. Maintenance & trades.

1. Plan A*.

a. Class of positions.	1	2	3	4	5	6	7
Auto Driver	557	578	601	627	654	681	710
Bus Driver	601	627	654	681	710	741	773
Janitor (1)	601	627	654	681	710	741	773
Laborer	$3.45/hour						
Maintenance Worker	627	654	681	710	741	773	805

(1) Employees who are required to work for a period of at least five hours after 6 P.M. on a regular scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

D. Maintenance & trades.

2. Plan B*.

a. Class of positions.	1	2	3	4	5	6	7
Auto Driver	710	741	773	805	839	876	913
Bus Driver	741	773	805	839	876	913	952
Janitor (1)	710	741	773	805	839	876	913
Laborer	$4.26/hour						
Maintenance Worker	773	805	839	876	913	952	994

(1) Employees who are required to work for a period of at least five hours after 6 P.M. on a regular scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

DPW 141

Public Welfare Salary Schedule for Professional and Support Classes
Standard Table for Computing Less-Than-Full-Time Salary, Bi-Weekly, and Four-Week Salary Rates

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$416	$2.39	$20.80	$19.81	$18.91	$18.09	$19.12	$191.20	$382.40
424	2.44	21.20	21.20	19.27	18.43	19.52	195.20	390.40
433	2.49	21.65	20.62	19.68	18.83	19.92	199.20	398.40
444	2.55	22.20	21.14	20.18	19.30	20.04	204.00	408.00
455	2.61	22.75	21.67	20.68	19.78	20.88	208.80	417.60
466	2.68	23.30	22.19	21.18	20.26	21.44	214.40	428.80
477	2.74	23.85	22.71	21.68	20.74	21.92	219.20	438.40
488	2.80	24.40	23.24	22.18	21.22	22.40	224.00	448.00
499	2.87	24.95	23.76	22.68	21.70	22.96	229.60	459.20
510	2.93	25.50	24.29	23.18	22.17	23.44	234.40	468.80
521	2.99	26.05	24.81	23.68	22.65	23.92	239.20	478.40
532	3.06	26.60	25.33	24.18	23.13	24.48	244.80	489.60
543	3.12	27.15	25.86	24.68	23.61	24.96	249.60	499.20
554	3.18	27.70	26.38	25.18	24.09	25.44	254.40	508.80
565	3.25	28.25	26.90	25.68	24.57	26.00	260.00	520.00
579	3.33	28.95	27.57	26.32	25.17	26.64	266.40	532.80
592	3.40	29.60	28.19	26.91	25.74	27.20	272.00	544.00
606	3.48	30.30	28.86	27.55	26.35	27.84	278.40	556.80
620	3.56	31.00	29.52	28.18	26.96	28.48	284.80	569.60
634	3.64	31.70	30.19	28.82	27.57	29.12	291.20	582.40

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

Montly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
648	3.72	32.40	30.86	29.45	28.17	29.76	297.60	595.20
663	3.81	33.15	31.57	30.14	28.83	30.48	304.80	609.60
676	3.89	33.80	32.19	30.73	29.39	31.12	311.20	622.40
693	3.98	34.65	33.00	31.50	30.13	31.84	318.40	636.80
709	4.07	35.45	33.76	32.23	30.83	32.56	325.60	651.20
726	4.17	36.30	34.57	33.00	31.57	33.36	333.60	667.20
742	4.26	37.10	35.33	33.73	32.26	34.08	340.80	681.60
759	4.36	37.95	36.14	34.50	33.00	34.88	348.80	697.60
776	4.46	38.80	36.95	35.27	33.74	35.68	356.80	713.60
793	4.56	39.65	37.76	36.05	34.48	36.48	364.80	729.60
810	4.66	40.50	38.57	36.82	35.22	37.28	372.80	745.60
828	4.76	41.40	39.43	37.64	36.00	38.08	380.80	761.60
847	4.87	42.35	40.33	38.50	36.83	38.96	389.60	779.20
867	4.98	43.35	41.29	39.41	37.70	39.84	398.40	796.80
886	5.09	44.30	42.19	40.27	38.52	40.72	407.20	814.40
906	5.21	45.30	43.14	41.18	39.39	41.68	416.80	833.60
925	5.32	46.25	44.05	42.05	40.22	42.56	425.60	851.20
947	5.44	47.35	45.10	43.05	41.17	43.52	435.20	870.40
969	5.57	48.45	46.14	44.05	42.13	44.56	445.60	891.20
991	5.70	49.55	47.19	45.05	43.09	45.60	456.00	912.00
1013	5.82	50.65	48.24	46.05	44.04	46.56	465.60	931.20
1036	5.95	51.80	49.33	47.09	45.04	47.60	476.00	952.00
1058	6.08	52.90	50.38	48.09	46.00	48.64	486.40	972.80
1084	6.23	54.20	51.62	49.27	47.13	49.84	498.40	996.80
1108	6.37	55.40	52.76	50.36	48.17	50.96	509.60	1019.20
1133	6.51	56.65	53.95	51.50	49.26	52.08	520.80	1041.60
1157	6.65	57.85	55.10	52.59	50.30	53.20	532.00	1064.00
1182	6.79	59.10	56.29	53.73	51.39	54.32	543.20	1086.40
1208	6.94	60.40	57.52	54.91	52.52	55.52	555.20	1110.40
1236	7.10	61.80	58.86	56.18	53.74	56.80	568.00	1136.00
1236	7.26	63.15	60.14	57.41	54.91	58.08	580.80	1161.60
1294	7.44	64.70	61.62	58.82	56.26	59.52	595.20	1190.40
1324	7.61	66.20	63.05	60.18	57.57	60.88	608.80	1217.60
1355	7.79	67.75	64.52	61.59	58.91	62.32	623.20	1246.40
1385	7.96	69.25	65.95	62.95	60.22	63.68	636.80	1273.60
1415	8.13	70.75	67.38	64.32	61.52	65.04	650.40	1300.80
1446	8.31	72.30	68.86	65.73	62.87	66.48	664.80	1329.60
1479	8.50	73.95	70.43	67.23	64.30	68.00	680.00	1360.00
1512	8.69	75.60	72.00	68.73	65.74	69.52	695.20	1390.40
1546	8.89	77.30	73.62	70.27	67.22	71.12	711.20	1422.40
1578	9.07	78.90	75.14	71.73	68.61	72.56	725.60	1451.20
1615	9.28	80.75	76.90	73.41	70.22	74.24	742.40	1484.80
1651	9.49	82.55	78.62	75.05	71.78	75.92	759.20	1518.40
1689	9.71	84.45	80.43	76.77	73.43	77.68	776.80	1553.60
1728	9.93	86.40	82.29	78.55	75.13	79.44	794.40	1588.80
1767	10.16	88.35	84.14	80.32	76.83	81.28	812.80	1625.60
$1806	$10.38	$90.30	$86.00	$82.09	$78.52	$83.04	$830.40	$1660.80
1848	10.62	92.40	88.00	84.00	80.35	84.96	849.60	1699.20
1889	10.86	94.45	89.95	85.86	82.13	86.88	868.80	1737.60
1931	11.10	96.55	91.95	87.77	83.96	88.80	888.00	1776.00
1972	11.33	98.60	93.90	89.64	85.74	90.64	906.40	1812.80
2019	11.60	100.95	96.14	91.77	87.78	92.80	928.00	1856.00
2066	11.87	103.30	98.38	93.91	89.83	94.96	949.60	1899.20
2114	12.15	105.70	100.67	96.09	91.91	97.20	972.00	1944.00
2160	12.41	108.00	102.86	98.18	93.91	99.28	992.80	1985.60
2210	12.70	110.50	105.24	100.45	96.09	101.60	1016.00	2032.00
2260	12.99	113.00	107.62	102.73	98.26	103.92	1039.20	2078.40
2310	13.28	115.50	110.00	105.00	100.43	106.24	1062.40	2124.80
2359	13.56	117.95	112.33	107.23	102.57	108.48	1084.80	2169.60
2412	13.86	120.60	114.86	109.64	104.87	110.88	1108.80	2217.60
2464	14.16	123.20	117.33	112.00	107.13	113.28	1132.80	2265.60
2518	14.47	125.90	119.90	114.45	109.48	115.76	1157.60	2315.20

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
2570	14.77	128.50	122.38	116.82	111.74	118.16	1181.60	2363.20
2628	15.10	131.40	125.14	119.45	114.26	120.80	1208.00	2416.00
2686	15.44	134.30	127.90	122.09	116.78	123.52	1235.20	2470.40
2747	15.79	137.35	130.81	124.86	119.43	126.32	1263.20	2526.40
2808	16.14	140.40	133.71	127.64	122.09	129.12	1291.20	2582.40
2871	16.50	143.55	136.71	130.50	124.83	132.00	1320.00	2640.00
2934	16.86	146.70	139.71	133.36	127.57	134.88	1348.80	2697.60
3000	17.24	150.00	142.86	136.36	130.43	137.92	1379.20	2758.40
3066	17.62	153.30	146.00	139.36	133.30	140.96	1409.60	2819.20
3135	18.02	156.75	149.29	142.50	136.30	144.16	1441.60	2883.20
3204	18.41	160.20	152.57	145.64	139.30	147.28	1472.80	2945.60
3283	18.87	164.15	156.33	149.23	142.74	150.96	1509.60	3019.20
3347	19.24	167.35	159.38	152.14	145.52	153.92	1539.20	3078.40
3423	19.67	171.15	163.00	155.59	148.83	157.36	1573.60	3147.20
3500	20.11	175.00	166.67	159.09	152.17	160.88	1608.80	3217.60
3578	20.56	178.90	170.38	162.64	155.57	164.48	1644.80	3289.60
3659	21.03	182.95	174.24	166.32	159.09	168.24	1682.40	3364.80

***Hourly rates are based on 2088 hours in a year.**

****To compute the number of days in the month for which payment is to be made, count the working days plus the holidays. Do not count Saturdays or Sundays. After determining this number, find the appropriate working-day rate for the month salary rate at which the employee is currently being paid.**

Multiply the rate per day by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave) in order to compute the payment for the pay period. Formula: Rate per working day × number of days worked = salary payment.

*****To compute a partial payment on the bi-weekly rate, divide the bi-weekly rate by ten to find the daily rate. Multiply the daily rate by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave). Formula: Rate per working day × number of days worked = salary payment. Hourly rate is as shown in column two headed "Hourly Rate".**

Public Welfare Salary Schedule for Clerical Classes. Standard Table for Computing Less-Than-Full-Time Salary, Bi-Weekly, and Four-Week Salary Rates

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$426	$2.45	$21.30	$20.29	$19.36	$18.52	$19.60	$196.00	$392.00
434	2.49	21.70	20.67	19.73	18.87	19.92	199.20	398.40
443	2.55	22.15	21.10	20.14	19.26	20.40	204.00	408.00
451	2.59	22.55	21.48	20.50	19.61	20.72	207.20	414.40
459	2.64	22.95	21.86	20.86	19.96	21.12	211.20	422.40
467	2.68	23.35	22.24	21.23	20.30	21.44	214.40	428.80
475	2.73	23.75	22.62	21.59	20.65	21.84	218.40	436.80
483	2.78	24.15	23.00	21.95	21.00	22.24	222.40	444.80

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

Monthly Salary	Hourly Rate*	Salary Per Working Day for Month with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
491	2.82	24.55	23.38	22.32	21.35	22.56	225.60	451.20
499	2.87	24.95	23.76	22.68	21.70	22.96	229.60	459.20
507	2.91	25.35	24.14	23.05	22.04	23.28	232.80	465.60
518	2.98	25.90	24.67	23.55	22.52	23.84	238.40	476.80
528	3.03	26.40	25.14	24.00	22.96	24.24	242.40	484.80
539	3.10	26.95	25.67	24.50	23.43	24.80	248.00	496.00
549	3.16	27.45	26.14	24.95	23.87	25.28	252.80	505.60
560	3.22	28.00	26.67	25.45	24.35	25.76	257.60	515.20
570	3.28	28.50	27.14	25.91	24.78	26.24	262.40	524.80
581	3.34	29.05	27.67	26.41	25.26	26.72	267.20	534.40
591	3.40	29.55	28.14	26.86	25.70	27.20	272.00	544.00
602	3.46	30.10	28.67	27.36	26.17	27.68	276.80	553.60
612	3.52	30.60	29.14	27.82	26.61	28.16	281.60	563.20
623	3.58	31.15	29.67	28.32	27.09	28.64	286.40	572.80
633	3.64	31.65	30.14	28.77	27.52	29.12	291.20	582.40
646	3.71	32.30	30.76	29.36	28.09	29.68	296.80	593.60
659	3.79	32.95	31.38	29.95	28.65	30.32	303.20	606.40
672	3.86	33.60	32.00	30.55	29.22	30.88	308.80	617.60
685	3.94	34.25	32.62	31.14	29.78	31.52	315.20	630.40
699	4.02	34.95	33.29	31.77	30.39	32.16	321.60	643.20
712	4.09	35.60	33.90	32.36	30.96	32.72	327.20	654.40
726	4.17	36.30	34.57	33.00	31.57	33.36	333.60	776.20
739	4.25	36.95	35.19	33.59	32.13	34.00	340.00	680.00
755	4.34	37.75	35.95	34.32	32.83	34.72	347.20	694.40
770	4.43	38.50	36.67	35.00	33.48	35.44	354.40	708.80
786	4.52	39.30	37.43	35.73	34.17	36.16	361.60	723.20
802	4.61	40.10	38.19	36.45	34.87	36.88	368.80	737.60
818	4.70	40.90	38.95	37.18	35.57	37.60	376.00	752.00
834	4.79	41.70	39.71	37.91	36.26	38.32	383.20	766.40
850	4.89	42.50	40.48	38.64	36.96	39.12	391.20	782.40
866	4.98	43.30	41.24	39.36	37.65	39.84	398.40	796.80
884	5.08	44.20	42.10	40.18	38.43	40.64	406.40	812.80
902	5.18	45.10	42.95	41.00	39.22	41.44	414.40	828.80
921	5.29	46.05	43.86	41.86	40.04	42.32	423.20	846.40
939	5.40	46.95	44.71	42.68	40.83	43.20	432.00	864.00
958	5.51	47.90	45.62	43.55	41.65	44.08	440.80	881.60
976	5.61	48.80	46.48	44.36	42.43	44.88	448.80	897.60
997	5.73	49.85	47.48	45.32	43.35	45.84	458.40	916.80
1018	5.85	50.90	48.48	46.27	44.26	46.80	468.00	936.00
1039	5.97	51.95	49.48	47.23	45.17	47.76	477.60	955.20
1060	6.09	53.00	50.48	48.18	46.09	48.72	487.20	974.40
1082	6.22	54.10	51.52	49.18	47.04	49.76	497.60	995.20
1103	6.34	55.15	52.52	50.14	47.96	50.72	507.20	1014.40
1127	6.48	56.35	53.67	51.23	49.00	51.84	518.40	1036.80
1151	6.61	57.55	54.81	52.32	50.04	52.88	528.80	1057.60
1176	6.76	58.80	56.00	53.45	51.13	54.08	540.80	1081.60
1201	6.90	60.05	57.19	54.59	52.22	55.20	552.00	1104.00
1227	7.05	61.35	58.43	55.77	53.35	56.40	564.00	1128.00
1254	7.21	62.70	59.71	57.00	54.52	57.68	576.80	1153.60
1281	7.36	64.05	61.00	58.23	55.70	58.88	588.80	1177.60
1309	7.52	65.45	62.33	59.50	56.91	60.16	601.60	1203.20
1337	7.68	66.85	63.67	60.77	58.13	61.44	614.40	1228.80
1366	7.85	68.30	65.05	62.09	59.39	62.80	628.00	1256.00

***Hourly rates are based on 2088 hours in a year.**

****To compute the number of days in the month for which payment is to be made, count the working days plus the holidays. Do not count Saturdays or Sundays. After determining this number, find the appropriate working-day rate for the month salary rate at which the employee is currently being paid.**

Multiply the rate per day by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave) in order to compute the payment for the pay period. Formula: Rate per working day × number of days worked = salary payment.

***To compute a partial payment on the bi-weekly rate, divide the bi-weekly rate by ten to find the daily rate. Multiply the daily rate by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave). Formula: Rate per working day × number of days worked = salary payment. Hourly rate is as shown in column two headed "Hourly Rate."

Public Welfare Salary Schedule for Maintenance and Trades Classes. Standard Table for Computing Less-Than-Full-Time Salary, Bi-Weekly, and Four-Week Salary Rates

Monthly Salary	Hourly Rate*	Salary Per Working Day for Months with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
$414	$2.38	$20.70	$19.71	$18.82	$18.00	$19.04	$190.40	$380.80
422	2.43	21.10	20.10	19.18	18.35	19.44	194.40	388.80
430	2.47	21.50	20.48	19.55	18.70	19.76	197.60	395.20
438	2.52	21.90	20.86	19.91	19.04	20.16	201.60	403.20
446	2.56	22.30	21.24	20.27	19.39	20.48	204.80	409.60
454	2.61	22.70	21.62	20.64	19.74	20.88	208.80	417.60
462	2.66	23.10	22.00	21.00	20.09	21.28	212.80	425.60
473	2.72	23.65	22.52	21.50	20.57	21.76	217.60	435.20
483	2.78	24.15	23.00	21.95	21.00	22.24	222.40	444.80
494	2.84	24.70	23.52	22.45	21.48	22.72	227.20	454.40
504	2.90	25.20	24.00	22.91	21.91	23.20	232.00	464.00
515	2.96	26.75	24.52	23.41	22.39	23.68	236.80	473.60
525	3.02	26.25	25.00	23.86	22.83	24.16	241.60	483.20
536	3.08	26.80	25.52	24.36	23.30	24.64	246.40	492.80
546	3.14	27.30	26.00	24.82	23.74	25.12	251.20	502.40
557	3.20	27.85	26.52	25.32	24.22	25.60	256.00	512.00
567	3.26	28.35	27.00	25.77	24.65	26.08	260.80	521.60
578	3.32	28.90	27.52	26.27	25.13	26.56	265.60	531.20
588	3.38	29.40	28.00	26.73	25.57	27.04	270.40	540.80
601	3.45	30.05	28.62	27.32	26.13	27.60	276.00	552.00
614	3.53	30.70	29.24	27.91	26.70	28.24	282.40	564.80
627	3.60	31.35	29.86	28.50	27.26	28.80	288.00	576.00
640	3.68	32.00	30.48	29.09	27.83	29.44	294.40	588.80
654	3.76	32.70	31.14	29.73	28.43	30.08	300.80	601.60
667	3.83	33.35	31.76	30.32	29.00	30.64	306.40	612.80
681	3.91	34.05	32.43	30.95	29.61	31.28	312.80	625.60
694	3.99	34.70	33.05	31.55	30.17	31.92	319.20	638.40
710	4.08	35.50	33.81	32.27	30.87	32.64	326.40	652.80
725	4.17	36.25	34.52	32.95	31.52	33.36	333.60	667.20
741	4.26	37.05	35.29	33.68	32.22	34.08	340.80	681.60
757	4.35	37.85	36.05	34.41	32.91	34.80	348.00	696.00
773	4.44	38.65	36.81	35.14	33.61	35.52	355.20	710.40
789	4.53	39.45	37.57	35.86	34.30	36.24	362.40	724.80
805	4.63	40.25	38.33	36.59	35.00	37.04	370.40	740.80
821	4.72	41.05	39.10	37.32	35.70	37.76	377.60	755.20
839	4.82	41.95	39.95	38.14	36.48	38.56	385.60	771.20
857	4.93	42.85	40.81	38.95	37.26	39.44	394.40	788.80
876	5.03	43.80	41.71	39.82	38.09	40.24	402.40	804.80
894	5.14	44.70	42.57	40.64	38.87	41.12	411.20	822.40
913	5.25	45.65	43.48	41.50	39.70	42.00	420.00	840.00
931	5.35	46.55	44.33	42.32	40.48	42.80	428.00	856.00
952	5.47	47.60	45.33	43.27	41.39	43.76	437.60	875.20
973	5.59	48.65	46.33	44.23	42.30	44.72	447.20	894.40
994	5.71	49.70	47.33	45.18	43.22	45.68	456.80	913.60
1015	5.83	50.75	48.33	46.14	44.13	46.64	466.40	932.80
1037	5.96	51.85	49.38	47.14	45.09	47.68	476.80	953.60

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

Monthly Salary	Hourly Rate*	Salary Per Working Day for Months with the Following Number of Working Days Plus Holidays (For Agencies That Pay by the Month or Twice a Month)**				For Agencies Operating on a Two or Four-Week Payroll Period		
		20 Days	21 Days	22 Days	23 Days	Daily Rate	Bi-Weekly Rate***	Four Weeks
1058	6.08	52.90	50.38	48.09	46.00	48.64	486.40	972.80
1082	6.22	54.10	51.52	49.18	47.04	49.76	497.60	995.20
1106	6.35	55.30	52.66	50.27	48.09	50.88	508.80	1017.60
1131	6.50	56.55	53.86	51.41	49.17	52.00	520.00	1040.00
1156	6.64	57.80	55.05	52.54	50.26	53.12	531.20	1062.40
1182	6.79	59.10	56.29	53.73	51.39	54.32	543.20	1086.40
1209	6.95	60.45	57.57	54.95	52.57	55.60	556.00	1112.00
1236	7.10	61.80	58.86	56.18	53.74	56.80	568.00	1136.00
1264	7.26	63.20	60.19	57.45	54.96	58.08	580.80	1161.60
1292	7.43	64.60	61.52	58.73	56.17	59.44	594.40	1188.80
1321	7.59	66.05	62.90	60.05	57.43	60.72	607.20	1214.40
1351	7.76	67.55	64.33	61.41	58.74	62.08	620.80	1241.60
1381	7.94	69.05	65.76	62.77	60.04	63.52	635.20	1270.40

***Hourly rates are based on 2088 hours in a year.**

****To compute the number of days in the month for which payment is to be made, count the working days plus the holidays. Do not count Saturdays or Sundays. After determining this number, find the appropriate working-day rate for the month salary rate at which the employee is currently being paid.**

Multiply the rate per day by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave) in order to compute the payment for the pay period. Formula: Rate per working day × number of days worked = salary payment.

*****To compute a partial payment on the bi-weekly rate, divide the bi-weekly rate by ten to find the daily rate. Multiply the daily rate by the number of days the employee worked (and/or was on approved vacation, sick leave, or holiday leave). Formula: Rate per working day × number of days worked = salary payment. Hourly rate is as shown in column two headed "Hourly Rate."**

Note: Additions to the existing 1977 Compensation Plan

DPW 140 Compensation plan.

B. Support personnel.

1. Plan A*

a. Class of positions.	1	2	3	4	5	6	7	8	9
Account Clerk	**631**	**660**	**691**	**723**	**755**	**789**	**826**	**863**	
Accounting Officer I	755	789	826	863	902	944	987	1032	1079
Accounting Officer II	826	863	902	944	987	1032	1079	1126	1177
Accounting Officer III	944	987	1032	1079	1126	1177	1232	1290	1348
Case Aide	631	660	691	723	755	789			
Collection Services Supvr. I	1008	1055	1102	1150	1203	1261	1319	1377	
Comm.-Service Aide	396	412	433	454	475	496	517		
Coord. of Aging	644	675	707	739	771	807	844	881	
Counselor on Alcoholism	826	863	902	944	987	1032			
Financial-Asst. Specialist	807	844	881	923	965	1008	1055	1102	
Financial-Asst. Supvr. I	881	923	965	1008	1055	1102	1150	1203	1261
Financial-Asst. Supvr. II	1008	1055	1102	1150	1203	1261	1319	1377	
Financial Worker I	631	660	691	723	755	789			
Financial Worker II	707	739	771	807	844	881	923	965	1008
Group Home Parents	538	564	590	617	644	675	707	739	
Home Health Aide	496	517	538	564	590	617	644		
Home Health Aide Coord.	707	739	771	807	844	881	923		
Home Maker Coordinator I	707	739	771	807	844	881	923		
Housekeeper	Hourly rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than $2.10/hour.								
Home Maker I	496	517	538	564	590	617	644		

Home Maker II	538	564	590	617	644	675	707	739	
Licensed Practical Nurse	644	675	707	739	771				
Resources Examiner I	789	826	863	902	944	987	1032	1079	1126
Resources Examiner II	1008	1055	1102	1150	1203	1261	1319		
Resources Examiner II	1102	1150	1203	1261	1319	1377	1440		
Senior Case Aide	707	739	771	807	844	881	923	965	1008

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

Note: Additions to the existing 1977 Compensation Plan

DPW 140 Compensation plan.

B. Support personnel.

2. Plan B*.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Account Clerk	**660**	**691**	**723**	**755**	**789**	**826**	**863**	**902**	
Accounting Officer I	755	789	826	863	902	944	987	1032	1079
Accounting Officer II	826	863	902	944	987	1032	1079	1126	1177
Accounting Officer III	944	987	1032	1079	1126	1177	1232	1290	1348
Case Aide	660	691	723	755	789	826			
Collection Services Supvr. II	1055	1102	1150	1203	1261	1319	1377	1440	
Comm.-Service Aide	412	433	454	475	496	517	538		
Coord. of Aging	675	707	739	771	807	844	881	923	
Counselor on Alcoholism	863	902	944	987	1032	1079			
Financial-Asst. Specialist	844	881	923	965	1008	1055	1102	1150	
Financial-Asst. Supvr. I	923	965	1008	1055	1102	1150	1203	1261	1319
Financial-Asst. Supvr. II	1055	1102	1150	1203	1261	1319	1377	1440	
Financial Worker I	660	691	723	755	789	826			
Financial Worker II	739	771	807	844	881	923	965	1008	1055
Group Home Parents	564	590	617	644	675	707	739	771	
Home Health Aide	517	538	564	590	617	644	675		
Home Health Aide Coord.	739	771	807	844	881	923	965		
Home Maker Coordinator I	739	771	807	844	881	923	965		
Housekeeper	Hourly rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than $2.10/hour.								
Home Maker I	517	538	564	590	617	644	675		
Home Maker II	564	590	617	644	675	707	739	771	
Licensed Practical Nurse	675	707	739	771	807				
Resources Examiner I	826	863	902	944	987	1032	1079	1126	1177
Resources Examiner II	1055	1102	1150	1203	1261	1319	1377		
Resources Examiner III	1150	1203	1261	1319	1377	1440	1503		
Senior Case Aide	739	771	807	844	881	923	965	1008	1005

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

Note: Additions to the existing 1977 Compensation Plan

DPW 140 Compensation plan.

B. Support personnel.

3. Plan C*.

a. Class of positions.	1	2	3	4	5	6	7	8	9
Account Clerk	**691**	**723**	**755**	**789**	**826**	**863**	**902**	**944**	
Accounting Officer I	755	789	826	863	902	944	987	1032	1079
Accounting Officer II	826	863	902	944	987	1032	1079	1126	1177
Accounting Officer III	944	987	1032	1079	1126	1177	1232	1290	1348
Case Aide	691	723	755	789	826	863			
Collections Services Supvr. I	1102	1150	1203	1261	1319	1377	1440	1503	
Comm.-Services Aide	433	454	475	496	517	538	564		

KEY: Existing rules are printed in standard type face. Proposed additions to existing rules are printed in **boldface**, while proposed deletions from existing rules are printed within [single brackets]. Additions to proposed rules are **underlined and boldfaced**, while deletions from proposed rules are printed within [[double brackets]].

Coord. of Aging	707	739	771	807	844	881	923	965	
Counselor on Alcoholism	902	944	987	1032	1079	1126			
Financial-Asst. Specialist	881	923	965	1008	1055	1102	1150	1203	
Financial-Asst. Supvr. I	965	1008	1055	1102	1150	1203	1261	1319	1377
Financial-Asst. Supvr. II	1102	1150	1203	1261	1319	1377	1440	1503	
Financial Worker I	691	723	755	789	826	863			
Financial Worker II	771	807	844	881	923	965	1008	1055	1102
Group Home Parents	590	617	644	675	707	739	771	807	
Home Health Aide	538	564	590	617	644	675	707		
Home Health Aide Coord.	771	807	844	881	923	965	1008		
Home Maker Coordinator I	771	807	844	881	923	965	1008		
Housekeeper	Hourly rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare, and not less than $2.10/hour.								
Home Maker I	538	564	590	617	644	675	707		
Home Maker II	590	617	644	675	707	739	771	807	
Licensed Practical Nurse	707	739	771	807	844				
Resources Examiner I	863	902	944	987	1032	1079	1126	1177	1232
Resources Examiner II	1102	1150	1203	1261	1319	1377	1440		
Resources Examiner III	1203	1261	1319	1377	1440	1503	1572		
Senior Case Aide	771	807	844	881	923	965	1008	1055	1102

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minn. Stat. § 471.61.

OFFICIAL NOTICES

Board of Dentistry

Notice of Intent to Solicit Outside Opinion on Rules Governing Dental Assistants, Licensure of Dentists and Professional Advertising

Notice is hereby given, pursuant to the provisions of Minn. Stat. § 15.0412 subd. 6 (1976), that the Minnesota Board of Dentistry will propose the adoption of new rules and the amendment and revision of existing rules.

All interested parties desiring to submit data or views relating to the proposed adoption, amendment or revision of the rules related to the subject matters noted below should address their comments (either written or oral) to Mr. Dale Forseth, in care of the Board of Dentistry, Minnesota Department of Health Building, Room 339, 717 Delaware Street Southeast, Minneapolis, Minnesota 55414, telephone (612) 296-5313. Material and comments submitted for consideration should be pertinent to the matter at hand.

Notice is also hereby given that the Board will hold an informational hearing for the purpose of soliciting ideas and information from the public regarding the Board's rules. This informational hearing will be held on September 30, 1977, at 7:00 p.m. in the Board Room of the Minnesota Department of Health Building, 717 Delaware Street Southeast, Minneapolis, Minnesota. Any materials submitted to the Board pursuant to this notice will be placed on the record of any formal rules promulgation hearing held pursuant to this notice.

The subject matters to be addressed pursuant to this notice include: Licensure by credentials, requirements for licensure of graduates from non-accredited dental schools, expanded duties for registered assistants, monitoring of patients induced into nitrous-oxide analgesia, third party payment, time limits for accepting registrant's applications, sanitary standards, professional advertising and data or views that interested parties may wish prepared for adoption, amendment or revision.

Any materials submitted shall be reviewed and considered by the Board during the preparation of the proposed rules. Notice of the public hearing on the proposed rules shall be published in the *State Register* and given to all interested parties who have registered with the Secretary of State's Office in accordance with the provisions of the Administrative Procedure Act.

Under the provisions of Minn. Stat. § 10A.01 subd. 11 (1976), any individual representing persons or associations attempting to influence administrative action, such as the promulgation of these proposed rules, must register with the State Ethics Commission as a lobbyist within five days of the commencement of such activity by the individual. The State Ethics Commission is located at Room 401, State Office Building, Saint Paul, Minnesota 55155.

Dale Forseth
Executive Secretary

Ethical Practices Board

The Ethical Practices Board announces the issuance of the following publications which are available, prepaid, at

Documents Section
140 Centennial Bldg.,
St. Paul, Minn. 55155

1976 Campaign Finance Summary, I Candidates for State Representative
A. Contributions and Expenditures . . . .Ref. # 10-90..78¢ @ prepaid

1976 Campaign Finance Summary, II Candidates for State Senator
B. Contributions and Expenditures . . . .Ref. # 10-91..78¢ @ prepaid

Public Findings

The Ethical Practices Board publishes the following findings in accord with its public information policy to publish all findings on matters which it has investigated in Executive Session as provided in Minn. Stat. § 10A.02 Subd. 10:

Summary of Findings for the Investigation of the Marv Jensen Campaign Committee, finding adopted August 19, 1977.

The Ethical Practices Board has probable cause to believe that the Marv Jensen Campaign Committee, Brandon, Minnesota, Calvin Lundeen, Treasurer, exceeded the 1976 campaign expenditure limit by $11.62, therefore, the Board authorizes the executive director and Board legal counsel to seek a penalty pursuant to M.S. 10A.28. The Board requests $2.50 in the form of a check or money order made out to the State Treasurer, which represents an amount in excess of the 105% contribution limitation. The Board requests the Marv Jensen Campaign Committee to amend the appropriate Report of Receipts and Expenditures for 1976 to disclose the $150 contribution from the 7th Congressional District DFL Party and reflect the Board's audit findings.

Manner in Which the Matter Came to the Board's Attention.

The staff in the course of reviewing campaign reports for 1976 discovered that the Marv Jensen Campaign Committee reported spending $7,755.92 in 1976. This amount appeared on the committee's Report of Receipts and Expenditures for the period October 16-December 31, 1976, filed on January 25, 1977.

Findings of Fact, Applicable Law.

Minn. Stat. § 10A.25, subd. 2. In a year in which a candidate stands for election no expenditures shall be made and no obligations to make expenditures shall be incurred by a candidate or by a political committee, political fund or individual which makes expenditures with the authorization, express or implied, and under the control, direct or indirect, of the candidate or his agents which results in the aggregate expenditure on behalf of the candidate of an amount in excess of the following amounts:

(a) For governor and lieutenant governor, running jointly, 12½ cents per capita or $600,000, whichever is greater;

(b) For attorney general, 2½ cents per capita or $100,000, whichever is greater;

(c) For secretary of state, state treasurer and state auditor, separately, 1¼ cents per capita or $50,000, whichever is greater;

(d) For state senator, 20 cents per capita or $15,000, whichever is greater;

(e) For state representative, 20 cents per capita or $7,500, whichever is greater.

Minn Stat. § 10A.28 Penalty for exceeding limits. Any person or association that makes expenditures in excess of the limitations imposed by sections 10A.25 and 10A.27 shall be subject to a fine equal to four times the amount by which its expenditure exceeded the limit. If the Board or county attorney has reason to believe that a person or association has made such excess expenditures, the Board or county attorney shall bring an action in the district court of Ramsey county or, in the case of a legislative candidate, the district court of a county within the legislative district, to impose this penalty. All moneys recovered pursuant to this section shall be deposited in the general account of state elections campaign fund.

Minn. Stat. § 10A.32, subd. 3. As a condition of receiving any funds from the state election campaign fund, any candidate, prior to receipt of the funds, shall agree by stating in writing to the Board on or before September 1 that authorized expenditure limits on his behalf shall not exceed the expenditure limits as set forth in section 10A.25 and that his principal campaign committee shall not accept contributions for the period beginning with January 1 of the election year or the registration of his principal campaign committee, whichever occurs later, and ending December 31 of the election year which exceed 105 percent of the difference between the amount which may legally be expended by him or on his behalf, and the amount which he receives from the state elections campaign fund. Any amount by which his total contributions exceed 105 percent of the difference shall be refunded to the state treasurer. The refund in the form of a check or money order shall be submitted in the same manner as provided in subdivision 2.

For the purposes of this subdivision only, the total amount to be distributed to each candidate is calculated to be his share of the total estimated funds in his party account as provided in subdivision 3a, plus the total amount estimated as provided in subdivision 3a to be in the general account and set aside for that office divided by the number of candidates whose names are to appear on the general election ballot for that office. If the amount actually received by the candidate is greater by reason of a lesser number of qualifying candidates sharing in these funds in each account, and his contributions thereby exceed 105 percent of the difference, the agreement shall not be considered violated.

Minn. Stat. § 10A.20, subd. 3. Each report under this section shall disclose:

(b) The name, address and employer, or, if self-employed, occupation of each person, political committee or political fund who has made one or more contributions to or for the political committee or fund including the purchase of tickets for dinners, luncheons, rallies, and similar fund raising events within the year in an aggregate amount or value in excess of $50 for legislative candidates and in excess of $100 for statewide candidates, together with the amount and date of the contributions, and the aggregate amount of contributions within the year from each contributor so disclosed. The lists of contributors shall be in alphabetical order.

Based upon reports, files, audit and written statements, and after due consideration of the same:

1. Marv Jensen was a candidate for election in House District 11B.

2. On the Report of Receipts and Expenditures, for the period October 16-December 31, 1976, the treasurer of the Marv Jensen Campaign Committee, Calvin Lundeen, reported spending $7,755.92.

3. An audit of the committee records determined that $7,935.63 was disbursed through the bank account of the Marv Jensen Campaign Committee. The following represents a breakdown of the receipts and disbursements from the bank account of the committee:

A. Campaign Expenditure Limit

Disbursements per bank statements	$7,935.63
Less refund of campaign expenditure[1]	73.20
Less payments for post election non-campaign expenses[2]	350.81
Total	$7,511.62
Campaign Expenditure Limit	7,500.00
Excess Campaign Expenditures	$ 11.62

[1]Represents overpayment of a campaign bill
[2]Represents thank you notes, postage, envelopes, car mileage reimbursement spent after election day.

B. 105% Contribution Limit

Total receipts per bank statement	$7,935.62
Less public financing	1,115.10
Less interest income	40.82
Less campaign expenditure refund[1]	73.20
Total contributions	$6,706.50
105% Contribution Limit	6,704.00
Amount Exceeded 105% Contribution Limit	$ 2.50

C. Contribution From The 7th Congressional District DFL Party.

As a result of the audit, a contribution from the 7th Congressional District DFL Party was discovered in the committee records, but not reported on the appropriate disclosure schedule as required by Minn. Stat. § 10A.20, subd. 3 (b). However, it was disclosed by the treasurer of the 7th Congressional District DFL Party on their Report of Receipts and Expenditures, for the period ending October 15, 1976. The contribution was reported by Calvin Lundeen, Treasurer, Marv Jensen Campaign Committee, in the summary of receipts as required by Minn. Stat. § 10A.20, subd. 3 (f). The Board considers the lack of disclosure on Schedule C, Report of Receipts and Expenditures, a bookkeeping error.

Board Decision.

The Ethical Practices Board finds there is probable cause to believe that:

1. The Marv Jensen Campaign Committee, Calvin Lundeen, Treasurer, exceeded the applicable 1976 campaign expenditure limit by $11.62.

2. The Marv Jensen Campaign Committee, Calvin Lundeen, Treasurer, exceeded the 105% contribution limitation for participation in public financing by $2.50.

3. The Marv Jensen Campaign Committee, Calvin Lundeen, Treasurer, failed to disclose a $150 contribution from the 7th Congressional District DFL Party because of poor bookkeeping.

Remedies.

The Board directs the executive director and the Board legal counsel to take appropriate action:

1. To seek the penalty pursuant to Minn. Stat. § 10A.28 for exceeding the campaign expenditure limit;

2. To notify the treasurer of the Marv Jensen Campaign Committee that $2.50 must be refunded for exceeding the 105% contribution limitation;

3. To notify the treasurer of the Marv Jensen Campaign Committee that the appropriate Report of Receipts and Expenditures for 1976 shall be amended as soon as possible to disclose the $150 contribution from the 7th Congressional District DFL Party Committee and reflect the Board's audit findings.

Finding.

In the Matter of the Contributions of the Responsible Government Association to the Mike Jensen Campaign Committee, Ron Sieloff For State Senate Committee and DFL State Central Committee, August 19, 1977.

Findings Summary.

The Responsible Government Association, Rolling Meadows, Illinois, contributed during 1976, $750 to the Mike Jensen Campaign Committee, $250 to the Ron Sieloff For State Senate Committee and $500 to the DFL State Central Committee. Since the treasurers of the Mike Jensen Campaign Committee, the Ron Sieloff For State Senate Committee and the DFL State Central Committee were advised by the Responsible Government Association that they were in compliance with appropriate federal, state and local law, they were unaware that the Responsible Government Association was not registered in Minnesota. Pursuant to Minn. Stat. § 10A.22, subd. 6, the treasurers of the political committees, **which accepted contributions**, could not accept more than $100 from an association outside Minnesota without obtaining disclosure statements meeting the standards of Minn. Stat. § 10A.20. Federal Election Commission reports filed with the Secretary of State do not meet those standards.

The Ethical Practices Board directs that the treasurers of the above mentioned political committees return the contributions and amend the appropriate Report of Receipts and Expenditures, or forthwith obtain appropriate disclosure statements which meet the standards of Minn. Stat. § 10A.20.

Manner in Which the Contributions Came to the Board's Attention.

In reviewing reports made to it, the Ethical Practices Board noticed that an association, the Responsible Government Association, Rolling Meadows, Illinois, made three political contributions in excess of $100 to two state candidates and to a political party unit. In view of the observation that there was a contribution of $750 to the Mike Jensen Campaign Committee and $250 to the Ron Sieloff For State Senate Committee, the Board was advised of the contributions by the Executive Director in executive session on August 3, 1977. The $500 contribution to the DFL State Central Committee was reported to the Board on August 19, 1977, immediately after it was noticed.

Findings of Fact.

Based upon all reports, files, records, statements and proceedings before the Board and after due consideration of the same, the Board makes the following findings of fact:

1. The Responsible Government Association, 10 Gould Center, Rolling Meadows, Illinois is a voluntary association registered with the Federal Election Commission.

2. The Mike Jensen Campaign Committee received $750 from the Responsible Government Association on September 17, 1976, and duly reported the contribution in accordance with Minn. Stat. § 10A.20, subd. 3 (b), on the Report of Receipts and Expenditures filed October 25, 1977.

3. The Ron Sieloff For State Senate Committee received $250 from the Responsible Government Association on October 27, 1976, and duly reported the contribution as required by Minn. Stat. § 10A.20, subd. 5, as well as on the Report of Receipts and Expenditures filed January 31, 1977 as required by Minn. Stat. § 10A.20, subd. 3 (b).

4. The DFL State Central Committee received $500 from the Responsible Government Association on November 29, 1976 and duly reported the contribution as required by Minn. Stat. § 10A.20, subd. 3 (b) on its Report of Receipts and Expenditures filed January 31, 1977.

5. The Mike Jensen Campaign Committee, the Ron Sieloff For State Senate Committee and the DFL State Central Committee were unaware that the Responsible Government Association was not registered in Minnesota, therefore, the principal campaign committee treasurers and the treasurer of the DFL State Central Committee did not believe it was necessary to obtain statements required by Minn. Stat. § 10A.22, subd. 6.

6. The Responsible Government Association believed that it was in compliance with applicable federal and state law when it filed a federal report with the Secretary of State in 1976.

Conclusions of the Ethical Practices Board[1]

The Ethical Practices Board concludes that there would be no violation of Minn. Stat. § 10A.22, subd. 6 provided that the Mike Jensen Campaign Committee, the Ron Sieloff For State Senate Committee, and the DFL State Central Committee forthwith return the contributions and amend the appropriate Reports of Receipts and Expenditures, or obtain the necessary disclosure documents which meet the requirements of Minn. Stat. § 10A.20.

[1]This decision is consistent with Findings of Fact issued by the Board on December 5, 1975, concerning political contributions from TAPE (Committee For Thorough Agricultural Political Education), San Antonio, Texas.

Summary of Findings for a Request of the Lehto for Legislative Volunteer Committee, finding adopted August 19, 1977.

The Ethical Practices Board finds that based upon a letter received from Kenneth S. Hogg, Chairman, Lehto For Legislative Volunteer Committee, voluntarily notifying the Board of a $300 contribution on July 7, 1977 before a Report of Receipts and Expenditures had been filed, the Ethical Practices Board finds no probable cause to believe a violation has occurred providing that the entire contribution is returned to the contributor.

Manner in Which the Matter Came to the Board's Attention.

Kenneth S. Hogg, Chairman, Lehto For Legislative Volunteer Committee, forwarded a letter on August 17, 1977, to the Board, requesting guidance on a $300 contribution.

Findings of Fact, Applicable Law.

Minn. Stat. § 10A.25, subd. 2. In a year in which a candidate stands for election no expenditures shall be made and no obligations to make expenditures shall be incurred by a candidate or by a political committee, political fund or individual which makes expenditures with the authorization, express or implied, and under the control, direct or indirect, of the candidate or his agents which results in the aggregate expenditure on behalf of the candidate of an amount in excess of the following amounts:

(a) For governor and lieutenant governor, running jointly, 12½ cents per capita or $600,000, whichever is greater;

(b) For attorney general, 2½ cents per capita or $1,000,000, whichever is greater;

(c) For secretary of state, state treasurer and state auditor, separately, 1¼ cents per capita or $50,000, whichever is greater;

(d) For state senator, 20 cents per capita or $15,000, whichever is greater;

(e) For state representative, 20 cents per capita or $7,500, whichever is greater.

Minn. Stat. § 10A.25, subd. 6. In a year in which an election does not occur for an office held or sought, no expenditures shall be made and no obligations to make expenditures shall be incurred by a candidate or officeholder or by a political committee, political fund or individual which makes expenditures with the authorization, express or implied, and under the control, direct or indirect, of the candidate or officeholder or his agents which shall result in

the aggregate expenditure on behalf of the candidate or officeholder in that year of an amount in excess of 20 percent of the amount of the aggregate expenditure permitted by subdivision 2. Expenditures permitted by this subdivision shall be in addition to expenditures permitted by subdivision 2.

Minn. Stat. § 10A.27, subd. 1. No political committee, political fund, or individual, except a political party or the principal campaign committee of a candidate shall make expenditures on behalf or in opposition to the opponent of a candidate, or transfer funds to the principal campaign committee of a candidate, in an amount in excess of ten percent of the amount that may be spent by or on behalf of that candidate as set forth in section 10A.25.

EPB 29 (b) No political party shall make a contribution to or expenditure on behalf of a candidate in an aggregate amount in excess of fifty percent of the applicable spending limit. For the purpose of this regulation, a political party includes a political party's organization within congressional districts, counties, legislative districts, municipalities, wards, precincts and any legislative body.

After due consideration of the facts as supplied voluntarily by the Lehto For Legislative Volunteer Committee, the Ethical Practices Board finds:

1. Arlene Lehto was a candidate for election in 1976 to the House of Representatives, District 8A.

2. On June 29, or June 30, 1977, Mr. Kenneth S. Hogg, Duluth, Minnesota, accepted an unsolicited check from Mrs. Betty Zuber, Duluth, Minnesota, in the amount of $300.00.

3. The Contribution limit for House of Representatives candidates is $250.*

4. On August 13, 1977, Mr. Hogg learned through a DFL Party Campaign Training Seminar that no individual can contribute more than $150 to the principal campaign committee of a candidate in 1977.

5. On August 16, 1977, Mr. Hogg contacted the Ethical Practices Board staff, Mr. Dan Lundstrom, seeking guidance on the contribution. Mr. Hogg was advised to provide the particulars of the situation in letter form so that the Board could consider the matter. In executive session, on August 19, 1977, the Board considered the case.

Board Decision.

The Ethical Practices Board, based upon a letter received from Kenneth S. Hogg, Chairman, Lehto For Legislative Volunteer Committee, finds that the Lehto For Legislative Volunteer Committee acknowledges receipt of a $300 contribution which is in excess of the $150 contribution limit for 1977. The Ethical Practices Board finds that there is no reason to believe the law has been violated because the committee **voluntarily** advised the Board of the excess contribution **well in advance of the next reporting date.** The Board directs that the entire contribution be returned to the contributor.

Summary of Findings for the Mildred A. Nelsen Loan to the "Doc" Nelsen Volunteer Campaign Committee, finding adopted August 19, 1977

Mildred A. Nelsen, Deerwood, Minnesota, loaned $1,000 to the "Doc" Nelsen Volunteer Campaign Committee in 1976. On December 31, 1976, the loan was outstanding and had not been repaid. Pursuant to EPB Rule 30, a loan becomes a contribution on December 31 if not repaid. The 1976 contribution limit for the "Doc" Nelsen Volunteer Campaign Committee from individuals, political committees and political funds other than political party committees was $900, therefore, Mildred A. Nelsen, Deerwood, Minnesota contributed $100 in excess of the applicable contribution limit in 1976. The Ethical Practices Board directs the executive director and Board legal counsel to obtain the necessary fine pursuant to Minn. Stat. § 10A.28.

Manner in Which the Loan Came to the Board's Attention.

The staff of the Ethical Practices Board discovered the outstanding loan and reported it to the Board in the executive session on July 8, 1977. The Board directed the executive director to communicate its discovery to the treasurer of the "Doc" Nelsen Volunteer Campaign Committee, and to Representative "Doc" Nelsen.

Findings of Fact.

Based upon all reports, files, records and written statements and after due consideration of the same, the Board makes the following findings of fact:

1. Marlin B. (Doc) Nelsen, Aitkin, Minnesota, was a candidate for election in House District 13B in 1976.

2. On Schedule I, Summary of Notes Payable and Loans Payable, Report of Receipts and Expenditures, Nelsen Volunteer Campaign Committee, for the period October 16 to December 31, 1976, a loan from Mildred A. Nelsen, Deerwood, Minnesota, 56444 is reported. On its face, it appeared that the loan had not been repaid. If the loan had not been repaid, it became a contribution from Mildred A. Nelsen on December 31 pursuant to EPB Rule 30.

*Minn. Stat. § 10A.25, subd. 6 and § 10A.27, subd. 1, EPB Rule 29(b).

Applicable Law and Rule.

Minn. Stat. § 10A.01 states:

(a) A gift, subscription, **loan**, advance, the providing of supplies, materials or equipment, or deposit of money or anything else of value made to influence the nomination for election or election of a candidate to office;

(b) A transfer of funds between political committees or political funds; or

(c) The payment of compensation for the personal services of another person which are rendered to a candidate, political committee or political fund to influence the nomination for election or election of a candidate to office by any person other than that candidate, political committee or political fund.

"Contribution" does not include services provided without compensation by individuals volunteering their time on behalf of a candidate, political committee or political fund, or coverage by news media, but only while acting in the ordinary course of business of publishing or broadcasting news items, editorials or other comments.

Minn. Stat. § 10A.01, subd. 10. "Expenditure" means:

(a) A purchase, payment, distribution, **loan**, advance, deposit or gift of money or anything of value, made for the purpose of influencing the nomination for election of any candidate to office; or

(b) A transfer of funds between political committees or political funds.

"Expenditure" does not include: (a) Services provided without compensation by individuals volunteering their time on behalf of a candidate, political committee, or political fund; or (b) expenses incurred by a member of the legislature or a person holding constitutional office in the executive branch, in performing services for constituents. The Board shall have the power to determine whether the expense was incurred primarily for the purpose of providing a constituent service or is an expenditure within the meaning of this subdivision.

Minn. Stat. § 10A.27 states:

Additional Limitations. Subdivision 1. No political committee, political fund, or individual, except a political party or the principal campaign committee of a candidate shall make expenditures on behalf or in opposition to the opponent of a candidate, or transfer funds to the principal campaign committee of a candidate, in an amount in excess of **ten percent** of the amount that may be spent by or on behalf of that candidate as set forth in section 10A.25.

Minn. Stat. § 10A.28 states:

Penalty for Exceeding Limits. Any person or association that makes expenditures in excess of the limitations imposed by sections 10A.25 and 10A.27 shall be subject to a fine equal to four times the amount by which its expenditure exceeded the limit. If the Board or county attorney has reason to believe that a person or association has made such excess expenditures, the Board or county attorney shall bring an action in the district court of Ramsey county, or, in the case of a legislative candidate, the district court of a county within the legislative district, to impose this penalty. All moneys recovered pursuant to this section shall be deposited in the general account of state elections campaign fund.

Ethical Practices Board rule states:

EPB 30 Loans Not Repaid. For the purposes of limits on contributions imposed by the act, any loans from other than a national or state banking institution made in the ordinary course of business to the reporting committee or fund not repaid by December 31, shall be deemed a contribution for the reporting period ending December 31.

In 1976, the campaign expenditure limit for the Nelsen Volunteer Campaign Committee was $9,000*, therefore, individuals, political committees and political funds could contribute up to $900 without exceeding Minn. Stat. § 10A.27, subd. 1.

Since EPB Rule 30 states that loans not repaid on December 31 become a contribution, it appeared that Mildred A. Nelsen had contributed $100 in excess of the 1976 contribution limit.

On July 8, 1977, the Board, in executive session, authorized an investigation to determine, if in fact, the loan had been made, and not been repaid. A letter was sent to the deputy treasurer of the "Doc" Nelsen Volunteer Committee on July 12, 1977 and Representative "Doc" Nelsen. Thereafter, Representative Nelsen communicated with Mr. Clutter by telephone, verbally confirming the loan and nonrepayment.

On August 3, 1977, the Board directed Mr. Clutter to notify Representative Nelsen that there appeared to be a violation of Minn. Stat. § 10A.27, subd. 1.

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*Minn. Stat. § 10A.25, subd. 5 states:

If the winning candidate in a contested race in a primary election receives less than twice as many votes as any one of this opponents in that election, he shall have added to the aggregate amount which may be expended by him or on his behalf an amount equal to one fifth of the applicable amount as set forth in subdivision 2, or the amount actually expended by him or on his behalf in the primary election, whichever is less.

On August 19, 1977, the Board reviewed a letter from Representative Nelsen, acknowledging the Board's interpretation. He indicated it was his error, for he inadvertently had failed to repay the loan.

Board Decision.

Since Minn. Stat. § 10A.27, subd. 1 provides that individuals may contribute no more than 10% of the applicable expenditure limit to a candidate, and because on December 31 of each year an outstanding loan except from a national or state financial institution becomes a contribution from the lender of the money, the Board finds that Mrs. Mildred A. Nelsen, Deerwood, Minnesota, contributed $1,000 to "Doc" Nelsen Volunteer Campaign Committee during 1976, or $100 in excess of the applicable contribution limit. The Board directs the executive director and Board legal counsel to take appropriate measures to obtain the penalty pursuant to Minn. Stat. § 10A.28.

Minnesota Department of Health

Notice of Intent to Solicit Outside Opinion on Licensing Fees for Journeyman Plumbers, Water Conditioning Contractors, Restaurants and Camping Areas

Notice is hereby given, pursuant to the provisions of Minn. Stat. § 15.0412 subd. 6 (1976) that the commissioner of health will propose an increase in the fees required for licensing journeyman plumbers, water conditioning contractors and installers, hotels, restaurants and resorts, and mobile home parks and recreational camping areas.

All interested parties desiring to submit data or views relating to the proposed increases should address their comments (either written or oral) to Ms. Pauline M. Bouchard, Minnesota Department of Health, 717 Delaware Street S.E., Minneapolis, Minnesota 55440, phone 612/296-5525.

Evidence submitted for consideration should be pertinent to the matter at hand. Any material received by the above named person will become part of the hearing record.

Department of Health

Notice of Intent to Solicit Outside Opinion on Rules Governing Mortuary Science

Notice is hereby given, pursuant to the provisions of Minn. Stat. § 15.0412 subd. 6 (1976), that the Minnesota Commissioner of Health will propose the amendment and revision of existing rules.

All interested parties desiring to submit data or views relating to the proposed amendment or revision of the rules noted below should address their comments (either written or oral) to the Minnesota Department of Health, Mortuary Science Unit, 717 Delaware Street Southeast, Minneapolis, Minnesota 55440, telephone number (612) 296-5491, by writing or calling Mr. Eugene M. Larson. Evidence submitted for consideration should be pertinent to the matter at hand. Any material received by the Department of Health will become part of the hearing record. The proposed amendments include:

Proposed amendments to the Minnesota Commissioner of Health Rules pertaining to Morticians, Funeral Directors and the Disposition of the Dead, in particular:

MHD 22 dealing with examination for license and acceptance of the National Board examination;

MHD 32 dealing with general requirements of funeral establishments and personnel and required itemization of funeral services and authorization for embalming.

Any materials submitted shall be reviewed and considered by the Department of Health during the preparation of the proposed rules. Notice of the public hearing on the proposed rules shall be published in the State Register and given to all interested parties who have registered with the Secretary of State's Office in accordance with the provisions of the Administrative Procedure Act.

Under the provisions of Minn. Stat. § 10A.01 subd. 11 (1976), any individual representing persons or associations attempting to influence administrative action, such as the promulgation of these proposed rules, must register with the State Ethics Commission as a lobbyist within five days of the commencement of such activity by the individual. The State Ethics Commission is located at Room 401, State Office Building, St. Paul, Minnesota 55155.

Warren R. Lawson, M.D.
Commissioner of Health

Metropolitan Council

Public Hearing on the 1978 Work Program and Budget

The Metropolitan Council will hold a Public Hearing on Wednesday, September 14, 1977 at 5:00 P.M. in the Metropolitan Council Offices, 300 Metro Square Building, St.

Paul, Minnesota 55101, for the purpose of receiving public comment on its proposed 1978 Work Program and Budget, and to decide upon the total amount necessary to be raised from ad valorem tax levies to meet its budget. All interested persons are invited to present their views on the proposed Work Program and Budget for 1978 at this hearing. Persons may register in advance to speak at the hearing by phoning 291-6482. Copies of the proposed Work Program and Budget will be available free of charge from the Metropolitan Council Public Information Office, 300 Metro Square Building, St. Paul, Minn. 55101, telephone: 291-6464

John Boland
Chairman

Pollution Control Agency

Notice of Intent to Solicit Outside Opinion on a Proposed Program for Land Disposal of Municipal Wastewater Sludges

Notice is hereby given that the Minnesota Pollution Control Agency (MPCA) is considering a proposed program for land disposal of municipal sewage treatment sludges. A draft proposed program has been prepared by the MPCA staff and a copy may be obtained by contacting:

Gordon W. Meyer
Division of Water Quality
Minnesota Pollution Control Agency
1935 West County Road B-2
Roseville, Minnesota 55113

In order to assess the suitability of the draft program, the MPCA requests information and comments from all interested persons or groups. Written statements of information and comment may be addressed to Mr. Meyer at the above address. Oral statements of information and comment will be received during regular business hours over the telephone at (612) 296-7391.

All statements of information and comment must be received by October 15, 1977.

Department of Public Welfare

Notice of Intent to Solicit Outside Opinion on Rules Governing the Early and Periodic Screening, Diagnosis and Treatment Program

Notice is hereby given that the Minnesota Department of Public Welfare is seeking information or opinions from sources outside the Department of Public Welfare in preparing rules relating to the Early and Periodic Screening, Diagnosis and Treatment Program as authorized in Section 1905(a)(4)(B) of the Social Security Act. This Section requires states to provide early and periodic screening and diagnosis of individuals who are eligible for Medical Assistance and who are under the age of 21 to ascertain their physical or mental defects, and to provide health care, treatment, and other measures to correct or ameliorate defects and chronic conditions discovered thereby.

All interested parties desiring to submit information and comments on the subject matter of the proposed rule should address their statements to:

Nancy Feldman, EPSDT Supervisor
Minnesota Department of Public Welfare
Fourth Floor
Centennial Office Building
St. Paul, Minnesota 55155

All written material received by the Department of Public Welfare will become part of the hearing record for the rule. All statements must be received by September 23, 1977.

Department of Transportation

Petition of the Chicago and North Western Transportation Company to Consider and Determine the Safety Conditions at the Proposed Grade Crossings at Cannon River Avenue and at Tyler Road, in the City of Red Wing, Minnesota, Over Its Tracks.

It is hereby ordered, and notice is hereby given that a Contested Case Hearing concerning the above-entitled matter will be held on October 5, 1977 at 9:00 A.M., in Room 83, the Auditorium, State Office Building, Saint Paul, Minnesota.

The hearing will be held before Ms. Natalie Gaull, 1745 University Avenue, Saint Paul, Minnesota 55104, (Telephone: 612-296-8111), a Hearing Examiner appointed by the Chief Hearing Examiner of the State of Minnesota. All parties have the right to be represented by legal counsel or any other representative of their choice throughout the contested case proceeding. The hearing will be conducted pursuant to the contested case procedures set out in Minn. Stat. § 15.0411 through Minn. Stat. § 15.052 and Minnesota Rule HE 201 through 222. Questions concerning the issues raised in this Order or concerning informal disposition or

discovery may be directed to Special Assistant Attorney General Frederick S. Suhler, Jr., 5th Floor Transportation Building, Saint Paul, Minnesota 55155, (Telephone: 612-296-3257).

The purpose of the hearing is to ensure that under the provisions of Minn. Stat. § 219.14 all parties and potential parties of interest are given an opportunity to be heard on the public safety conditions surrounding two proposed grade crossings of the trackage of the Chicago and North Western Transportation Company in the City of Red Wing at Cannon River Avenue and at Tyler Road (Sections 22 and 26, Township 113 North, Range 15 West, City of Red Wing, County of Goodhue).

All parties are advised that if a party intends to appear at the hearing scheduled for October 5, 1977 at 9:00 A.M., the Notice of Appearance form enclosed with this order must be completed and returned to the Hearing Examiner at least 10 days before the hearing date. **Should a party fail to appear at the hearing, the allegations made in the petition may be taken as true.**

The above cited procedural rules are available at the Office of Hearing Examiners or may be purchased from the Documents Section of the Department of Administration, 140 Centennial Building, Saint Paul, Minnesota 55155 (Telephone: 612-296-2874). They provide generally for the procedural rights of the parties including: rights to advance notice of witnesses and evidence, right to a prehearing conference, rights to present evidence and cross-examine witnesses, and right to purchase a record or transcript. Parties are entitled to issuance of subpoenas to compel witnesses to attend and produce documents and other evidence.

Persons attending the hearing should bring all evidence bearing on the case including any records or other documents.

If persons have good reason for requesting a delay of the hearing, the request must be made in writing to the Hearing Examiner at least 5 days prior to the hearing. A copy of the request must be served on the agency and any other parties.

Jim Harrington
Commissioner of Transportation

Notice of Appearance

Date of Hearing: October 5, 1977

Name and Telephone Number of Hearing Examiner:

Ms. Natalie Gaull
1745 University Avenue
Saint Paul, Minnesota 55104
296-8111

To the Hearing Examiner:

You are advised that the party named below will appear at the above hearing.

Name of Party: _____

Address: _____

Telephone Number: _____

Party's Attorney or Other Representative: _____

_____

Signature of Party or Attorney: _____

Date: _____

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State Department of Corrections
Attn: Thomas J. Foley, Deputy Commissioner
430 Metro Square Bldg, 7th & Robert Street
St. Paul, Minnesota 55101

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Attorney General

Joe Hudson
Department of Corrections

November 14, 1977

Michael D. Miller
Special Assistant
Attorney General

296-4692

Temporary Correction Rules 200-203

The above-captioned rule is approved as to form and legality. The agency is responsible for publishing in the State Register. I suggest that you file the rule with the Secretary of State; the statute is silent on this point.

MDM:mb

ADMIN 1000

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT CORRECTIONS

TO : Michael B. Miller
Special Assistant
Attorney General

DATE: October 12, 1977

FROM : Joe Hudson,
Minnesota Department of Corrections
430 Metro Square Building

PHONE:

SUBJECT: Temporary Rules

In accordance with your memo dated October 7 concerning the temporary rules submitted for the programs and services for battered women, please find attached an original and two copies of the revisions you called for.

I very much look forward to hearing from you concerning these.

JH:jw
Enc.

ADMIN 1000

STATE OF MINNESOTA

DEPARTMENT CORRECTIONS

Office Memorandum

TO : Michael B. Miller,
Special Assistant Attorney General,
Department of Attorney General

DATE: November 1, 1977

FROM : Joe Hudson,
Department of Corrections

PHONE:

SUBJECT: Temporary Correction Rules 200-203

Attached, please find a copy of the changes in the temporary rules for battered women programs and services. I believe that these are in accordance with those you suggested to me in your memo of October 21. These have been sent up to the Office of the State Registrar for publication and should appear on November 14.

It is my understanding that you will be responsible for filing the final rules with the Office of the Secretary of State.

If you may have any problems or concerns about these, please do not hesitate to contact me (3521).

JH:jw
cc: Mr. Joe Marshall

Attachment

ADMIN 1000

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT CORRE CTIONS

TO : Ms. Jean Boutang
State Registrar

DATE: October 31, 1977

FROM : Joe Hudson
Department of Corrections

PHONE: 296-3521

SUBJECT:

Attached please find two copies of changes to be made in the previously published temporary Rules for Battered Women Programs and Services.

Please note that where typographical errors appeared in the previously published rules, I have bracketted the full section and then followed it with the corrected section. I have underlined these corrections and they should appear in bold-face type.

I trust that these are appropriate as to form.

JH:jw

Rules

Minnesota Department of Corrections

Adopted Temporary Rules Governing Community Education Programs and Emergency Shelter Programs for Battered Women

The Minnesota Department of Corrections adopted the temporary rules relating to Governing Community Education Programs and Emergency Shelter Programs for Battered Women on October 21, 1977. These rules have been approved by the attorney general and are identical to those printed in the State Register on September 12, 1977, Vol. 2, Number 10, pp. 407-409 with the following amendments:

Section 201 Definitions

((A. Commissioner. Commissioner of the Minnesota Department of Correction or his designee.))

((G. Support Services. Counseling, legal information, medical referral, advocacy, transportation, child care, information and referral services and such other services as may be needed by battered women and their families.))

((H. Date. Summary date according to Minnesota Statutes, Section 15.162, Subdivision 9.))

H. Data. Summary data according to Minnesota Statutes, Section 15.162, Subdivision 9.

Section 202 Responsibilities

A.

((5. Disperse all available funds for the establishment of emergency shelter programs and support services and for the development and implementation of public education programs designed to promote public and professional awareness of the problems of battered women.))

5. Disburse all available funds for the establishment of emergency shelter programs and support services and for the development and implementation of public education programs designed to promote public and professional awareness of the problems of battered women.

Section 203 Submission of data-mandatory

((A. Every physician licensed to practice in the State, every hospital licensed pursuant to Minnesota Statutes, Sections 144.50 to 144.58, every public health nurse, and every local law enforcement agency shall report to the Commissioner of Corrections, on forms provided by him, every case, report or complaint of assault on women by their spouse, male relative or other males with whom they are residing or have resided in the past.))

((B. Reports shall be submitted monthly.))

B. Reports shall be submitted monthly in accordance with Minnesota Statute, Section 241.66 (1977 Supp.).

DEPARTMENT OF CORRECTIONS

Victim Services Division

Establishment and Operation of Programs to Provide Emergency Shelter and Support Services, Community Education Programs and Mandatory Data Collection on Battered Women.

Order Adopting Rules.

WHEREAS, Laws of 1977, Ch. 428, Section 3 (G) authorizes the Commissioner of Corrections to adopt temporary rules pursuant to Laws of 1977, Ch. 443, Section 2, Subdivision 5; and

WHEREAS, Laws of 1977, Ch. 428, Section 10 provides that the Act is to become effective the day following final enactment; and

WHEREAS, it has been found to be in the best interest of the public to have temporary rules governing procedures and to implement the policy of the legislature.

NOW, THEREFORE, IT IS ORDERED, that these rules identified as Department of Corrections Rules, Victim Services Division, providing for the establishment and operation of programs to provide emergency shelter and support services, community education programs and mandatory data collection on battered women are adopted.

Kenneth F. Schoen

COMMISSIONER OF CORRECTIONS

Adopted Emergency Rules

CORR. 200 Statutory Citation.

Minnesota Laws 1977, Ch. 428, Section 3(g) establishes the authority of the Commissioner of Corrections to promulgate all rules, including emergency rules, necessary to implement the provisions of Chapter 428, as involving the establishment of programs designed to provide emergency shelter and support services to battered women; the establishment of community education programs about battered women; the collection of mandatory information on the incidence and extent of battered women in the State.

COR. 201 Definitions.

A. Commissioner. Commissioner of the Minnesota Department of Corrections or his designee.

B. Advisory Task Force. A task force established pursuant to Minnesota Laws 1977, Chapter 428, Section 4.

C. Service Providers. Any public or private non-profit organization capable of planning, designing and implementing either emergency shelter programs and support services for battered women or education programs designed to promote public and professional awareness of the problems of battered women.

D. Purchase of Service Agreement. A contract between the State Agency and the service provider which specifies what services will be provided, the method of delivering, the staff to be employed, the budget and a commitment to assist in the necessary data collection and evaluation research to be completed on the program.

E. State Agency. The Minnesota Department of Corrections (DOC).

F. Emergency Shelter Services. Secure residential crisis shelters for battered women or other forms of housing established for the purpose of providing assistance to battered women and their children.

G. Support Services. Counseling, legal information, medical referral, advocacy, transportation, child care, information and referral services and such other services as may be needed by battered women and their families.

H. Public Education Programs. Programs designed to promote public and professional awareness of the problems of battered women.

I. Date. Summary date according to Minnesota Statutes, Section 15.162, Subdivision 9.

COR. 202 Responsibilities

A. Department of Corrections

1. Design and implement a plan of affirmative outreach which will both inform and facilitate the participation of interested public and private non-profit organizations, women's organizations and diverse cultural groups in the State.

2. Advertise and make public requests for proposals from vendors and utilize uniform procedures and criteria in considering all submitted proposals which comply with the Request For Proposal outline.

3. Award criteria and procedures will be established with the participation of the Advisory Task Force prior to any proposal review and such criteria and procedures will be available upon request to any interested party.

4. Establish time schedules with the Advisory Task Force within which service providers must perform in order to be eligible for participation under this rule.

5. Disperse all available funds for the establishment of emergency shelter programs and support services and for the development and implementation of public education programs designed to promote public and professional awareness of the problems of battered women.

6. All planning, development, implementation, request for reports, data collection, funding and evaluation of programs and services for battered women shall be done with the advice of the Advisory Task Force.

7. Consult the Advisory Task Force concerning the hiring of the project coordinator and give to the Advisory Task Force written reasons for hiring any person as project coordinator if such action is not in accordance with the recommendations of the Task Force.

8. Consult the Advisory Task Force before entering into any purchase of service agreement and give to the Task Force written reasons for any action taken which is not in accordance with the recommendations of the Task Force.

9. Make the project coordinator available at reasonable times to attend meetings of the Task Force or its Sub-Committees.

10. Provide facilities and services for the operation of the Advisory Task Force.

B. Service Providers

1. In order to be eligible for funding consideration from the State agency for the establishment and operation of an emergency shelter program and support services, service providers must submit a program proposal which addresses, but is not limited to, the following information:

a. the full name and address of the organization.

b. the proposed location of the emergency shelter programs as specified in Minnesota Laws 1977, Chapter 428, Section 2, Subdivision 1--i.e., two shelters to be established in the seven county metropolitan area, one in a city outside of the metropolitan area, one in a location accessible to a predominantly rural population.

c. a fiscal year budget itemized by such major categories as:

(1) personnel costs

(2) travel costs

(3) equipment and supplies

(4) contracted services

(5) construction/renovation costs

(6) administrative overhead charges

(7) maintenance costs

(8) other program costs

(9) costs for assistance to individuals including emergency loan funds for residents, rent deposits, legal fees, moving costs.

(10) evaluation costs

d. a description of the duties and responsibilities of each staff person.

e. a statement of the extent to which battered women in the community have been involved and participated in the program proposal.

f. a statement of the ways in which potential service providers have solicited support and cooperation from potentially interested or relevant community agencies or groups such as law enforcement agencies, courts, social service agencies, local boards or departments of health.

g. a timetable for program operation

h. a description of the types of services to be available.

i. a description of the role to be played by volunteers, if any, in the operation of the shelter program.

j. a description of the role to be played by any advisory/policy board.

k. a statement of compliance with program evaluation requirements as established by the Commissioner with the consultation of the Advisory Task Force.

2. All contracts between the State Agency and service providers which may result from submitted proposals must conform with State affirmative action and equal employment opportunity programs and other applicable federal, state and local laws and rules. In addition, such contracts shall provide for the following:

a. the collection, recording and reporting of descriptive data on persons served and the services provided on a monthly basis.

b. complete reports as requested by the Commissioner.

3. In order to be eligible for funding consideration from the State Agency for the development and implementation of education programs designed to promote public and professional awareness of the problems of battered women, service providers must submit a program proposal which addresses, but is not limited to, the following information:

a. the full name and address of the organization.

b. the target group that is expected to be involved in the education program.

c. a description of the duties and responsibilities of each staff person.

d. a detailed budget.

e. a timetable for program operation

f. a description of the type of education program to be made available.

g. a statement of the ways in which potential service providers have solicited support and cooperation from potentially interested or relevant community agencies or groups such as law enforcement agencies, courts, social service agencies, local boards or departments of health.

h. a statement of compliance with program evaluation requirements as established by the Commissioner with the consultation of the Advisory Task Force.

4. Any emergency shelter program operated on the basis of this appropriation must be in compliance with relevant local or state building, fire, and health regulations.

CORR. 203 Submission of Data - Mandatory.

A. Every physician licensed to practice in the State, every hospital licensed pursuant to Minnesota Statutes, Sections 144.50 to 144.58, every public health nurse, and every local law enforcement agency shall report to the Commissioner of Corrections, on forms provided by him, every case, report or complaint of assault on women by their spouse, male relative or other males with whom they are residing or have resided in the past.

B. Reports shall be submitted monthly.

C. Reports shall include, but not be limited to, summary data which discloses the date of occurrence, location, frequency and characteristics of women battering so as to enable the Commissioner to study patterns, if any, associated with the problems of battered women in the State. Such characteristics may include the victim's age, number of children, occupation, race, legal status or relationship with her assailent.

Attorney General

Joseph Hudson
Department of Corrections
430 Metro Square Building

October 21, 1977

296-4692

Michael B. Miller
Special Assistant
Attorney General

Temporary Correction Rules 200-203

Having again reviewed the above-captioned rules, the same are approved with the exception that Rule 201F still does not clarify or add to the standards stated in Minn. Stat. § 241.61, subd. 4. Unless it does so, this rule should be deleted.

MBM:mb

Enclosure

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Attorney General

Joseph Hudson
Department of Corrections
430 Metro Square Building

October 7, 1977

Michael B. Miller
Special Assistant
Attorney General

296-4692

Temporary Correction Rules 200-203

Having reviewed the above-captioned rules, I find that they are proper as to form and legality with the following exceptions:

1. Rule 201A is a statutory repetition, and therefore not properly part of the rules;

2. Rule 201G is partly statutory repetition and partly variance; it should be made clear that standards in this rule not enumerated in the statute are in addition to it;

3. Rule 203A is a statutory repetition; also, the form referred to in this rule must, according to Minn. Stat. § 241.66 (1977 Supp.) be adopted by rule. I suggest elimination of 203A and simple reference to the above-cited statute in 203B.

4. Rule 203C: apparently the word "women", when used for the first time in this section, should be "woman".

MBM:mb