

Minnesota Attorney General: Administrative Rules Proceedings

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- DPW 94, 104, 116, 125, 131, 132, 140 and 141
of Department of Public Welfare governing Merit System Procedures,
Classifications and Salary Plans

RULES AS ADOPTED WITH CHANGES EXHIBIT D

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 B. 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 D. 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 until amended by the ~~county welfare board~~ *appointing authority* as provided in DPW 94 C.

5. Salary rates for incumbents of positions shall be established in accordance with the provisions of DPW 116 B. 1. and 2. 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 E. 1. 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. Educational 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 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 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 an 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.

by necessity for medical or dental care,

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.

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 B. 1. and 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 D. 6. 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 or 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 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.

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 possbile 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 relation-ships 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.*

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:

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 material 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* acts 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 the other clerical employees. Ability to maintain good working relationships with ~~clerical and professional associates~~ *other employees.*

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.

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 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.~~

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* plans for flow of work and assigns 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 or 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 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.

DPW 132 Clerical Group

G. 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 cases; 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.

DPW 132 Clerical Group

H. 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* plans for flow of work and assigns 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 organization. ~~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 permament 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.

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 III	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 Minnesota Statutes, Section 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. I	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	1055

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 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		
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 Minnesota Statutes, Section 471.61.

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	1689	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	1728
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	
Dir. 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	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	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
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.A. 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 Trainee	1294	1355	1415	1479	1546	1615	1689	1767		
	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	

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

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	
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	1689
Social Worker Trainee	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 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 Minnesota Statutes, Section 471.61.

A. Professional

3. Plan C

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	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 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. 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	

A. Professional

3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
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	

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

B. Support Personnel

1. Plan A*

a. Class of Positions

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	

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

B. Support Personnel

2. Plan B*

1. 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	925	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	886			
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	

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

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	906			
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	925	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		
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	

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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 (1)	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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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
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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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	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
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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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 System 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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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
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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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.

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	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
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

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
$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
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

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
$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	153.92	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 X 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 X 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
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

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
$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 X 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 X 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	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

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
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
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 X 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 X number of days worked = salary payment. Hourly rate is as shown in column two headed "Hourly Rate."

APPROVED AS TO FORM AND LEGALITY

DEC 06 1977 19

WARREN SPANNAUS, ATTORNEY GENERAL

BY /s/ Michael B. Miller

SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
DEC 7 1977
Joan Anderson Growe
Secretary of State

9:30 AM.

STATEMENT OF COMPLIANCE WITH

MANUAL OF RULE MAKING PROCEDURES

I, Special Assistant Attorney General Marianne D. Short do hereby declare that I have examined the proposed rules and all related documents and that, based on them and my personal familiarity with the applicable procedures, the Manual of Rule Making Procedures and all relevant statutory provisions have been followed.

Marianne D. Short

MARIANNE D. SHORT
Special Assistant
Attorney General

Dated: November 14, 1977

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

IN THE MATTER OF THE PROPOSED AMENDMENTS TO RULES DPW 94, 104, 116, 125, 131, 132, 140 AND 141 OF THE MINNESOTA DEPARTMENT OF PUBLIC WELFARE GOVERNING THE MERIT SYSTEM PROCEDURES, CLASSIFICATIONS AND SALARY PLANS

ORDER FOR HEARING

IT IS HEREBY ORDERED that a public hearing on the above-captioned rules 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.

IT IS FURTHER ORDERED that a Notice of Hearing be mailed to all persons or representatives of associations or other interested groups who have registered their names with the Secretary of State for that purpose.

IT IS FURTHER ORDERED that the Notice of Hearing be published in the State Register.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Edward J. Darkswager
Acting Commissioner

DATE 8-29-77

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

In the Matter of the Proposed Amendments to Rules DPW 94, 104, 116, 125, 128, 131, 132, 140 and 141 of the Minnesota Department of Public Welfare Governing Merit System Procedures, Classifications and Salary Plans

ORDER ADOPTING RULES

The above-entitled matter came on for hearing before Mr. Steve M. Mihalchick, Hearing Examiner, Office of Hearing Examiners of the State of Minnesota on the Fourteenth day of October, 1977, at 9:30 a.m. in the State Office Building Auditorium, St. Paul, Minnesota, after proper notice required by Minn. Stat. § 15.0412, subd. 4 (1976) as amended by Laws 1977, Chapter 443, was served upon all persons, associations and other interested groups registered with the Secretary of State for that purpose.

At said hearing proposed amendments to the above-captioned rules were considered as originally proposed as shown in the attached Exhibit A hereto. Ms. Barbara Sundquist, Merit System Supervisor, made the Agency presentation at the hearing. Thirty persons attending the hearing signed the register. The hearing continued until all interested groups and persons had an opportunity to be heard. Based upon the proceedings as indicated in the Report of Hearing Examiner, dated October 25, 1977, a

copy of which is attached as Exhibit B hereto, the Hearing Examiner made Findings of Fact, Conclusions and Recommendations.

Pursuant to Minnesota Statutes § 15.0412, subd. 4 (1976), as amended by Laws 1977, Chapter 443, said Report has been available to all affected persons for over five days subsequent to the date of the Report.

After affording interested persons an opportunity to present written and/or oral statements, having reviewed all of the testimony, having considered all of the evidence adduced, having considered the report of the Hearing Examiner, and upon all the proceedings and testimony herein and applicable statutory standards or criteria, and having determined the need for the above-captioned rules and the reasonableness thereof.

NOW THEREFORE, IT IS ORDERED THAT the Acting Commissioner hereby

1) adopts and incorporates herein the Report of the Hearing Examiner, dated October 25, 1977, and
2) adopts the proposed amendments to the above-entitled rules with minor corrections due to errors in printing, which changes are listed in the attached Exhibit C hereto.

IT IS FURTHER ORDERED THAT the above-captioned rules from and after this day of November 7, 1977, shall read in their entirety as set forth in the attached Exhibit D, hereto, pursuant to the authority vested in me pursuant to Minnesota Statutes, Chapters 15 and 256.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Edward J. Dirkswager, Jr.
Acting Commissioner

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

IN THE MATTER OF PROPOSED AMENDMENTS TO RULES DPW 94, 104, 116, 125, 128, 131, 132, 140 AND 141 OF THE MINNESOTA DEPARTMENT OF PUBLIC WELFARE GOVERNING MERIT SYSTEM PROCEDURES, CLASSIFICATIONS AND SALARY PLANS.

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 Minn. Rule 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 Rule DPW 140 is sixty-three thousand, three hundred dollars ($63,300.00) over a two year period.

Revisions to Minn. Rule DPW 141 are proposed to reflect the adjustments proposed in Minn. Rule 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 Minn. Rule 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 Minn. Rule DPW 104 B. and D. are proposed to reflect the amendments made to Minn. Stat. Ch. 363 (1976) by 1977 Minn. Sess. Law. Ch. 408, 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 Minn. 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 Minn. Rule 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 Minn. 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 Minn. Rule 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, and Clerk III (Minn. Rule DPW 132 A., B., C.); Clerk-Typist I, Clerk-Typist II, and Clerk-Typist III (Minn. Rule DPW 132 D., E., F.); Clerk-Stenographer I, Clerk-Stenographer II, and Clerk-Stenographer III (Minn. Rule 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. Chapter 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.

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

Edward J. Dirkswager

EDWARD J. DIRKSWAGER
ACTING COMMISSIONER

DATE 8/29/77

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

In the Matter of Proposed Amendments to Rules DPW 94, 104, 116, 125, 131, 132, 140 and 141 of the Minnesota Department of Public Welfare Governing the Merit System Procedures, Classifications and Salary Plans.

AFFIDAVIT OF MAILING

I, Pat Flatten, being first duly sworn, deposes and says:

That on the 9 day of Sept, 1977, at the City of St. Paul, County of Ramsey, State of Minnesota, (s)he served the attached Notice of Hearing by depositing in the United States mail at said City of St. Paul, a true and correct copy thereof, properly enveloped, with postage prepaid, to all persons and associations at the address listed on the attached Certificate of the Secretary of State.

Pat Flatten

Subscribed and sworn to before me this 9th day of September, 1977.

Lorraine C Pfeiffer

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

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

In the Matter of Proposed Amendments to Rules DPW 94, 104, 116, 125, 131, 132, 140 and 141 of the Minnesota Department of Public Welfare Governing the Merit System Procedures, Classifications and Salary Plans.

CERTIFICATE

I hereby certify that the attached 492 labels and 12 sheets for Public Welfare constitute the complete list of persons, associations, and other interested groups who, as of 1:30 o'clock P .M., this 7th day of September, 1977, have requested pursuant to M.S. 1971, Section 15.0412, that their names be placed on file with the Secretary of State for the purpose of receiving notice of public hearing on proposed rules on the subject captioned above.

SECRETARY OF STATE

Joan Anderson Growe

By Cheri L. Mattson

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

RECEIVED
SEP 19 1977
OFFICE OF HEARING EXAMINERS

BEFORE EDWARD J. DIRKSWAGER
ACTING COMMISSIONER OF PUBLIC WELFARE

In the Matter of Proposed Amendments to Rules DPW 94, 104, 116, 125, 128, 131, 132, 140 and 141 of the Minnesota Department of Public Welfare Governing Merit System Procedures, Classifications and Salary Plans

SUMMARY OF STATEMENT OF NEED

The above-captioned rules are amendments to existing rules of the Department of Public Welfare governing the County Welfare Merit System procedures, classifications and salary plans. The last time these rules were amended was: DPW 94, 104, 116, 125, 128, 140 and 141 - February 27, 1977; DPW 131 - July 16, 1971; and DPW 132 - August 17, 1974.

Amendments to Minn. Rules DPW 94, 104, 116, 125, 128, 131, 132, 140 and 141 are necessary to update the existing personnel policies, classification specifications and salary plans under Merit System jurisdiction. Specifically, the amendments are needed for the following reasons:

Revisions to Minn. Rules DPW 94 B. 1. through 6. and DPW 116 B. 1. are needed to allow appointing authorities 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 bargaining agreement. This option is needed to give appointing authorities with union contracts more flexibility in determining the rates of pay for their exempt employees.

Revisions to Minn. Rule DPW 104 B. and D. are needed to reflect the amendments made to Minn. Stat. Chapter 363 (1976) by Minn. Sess. Law Chapter 408, regarding receipt of fringe benefits and leaves of absence due to pregnancies. An additional revision to DPW 104 B. is needed to allow appointing authorities the discretion of granting educational leaves for any type of schooling. Under the existing rule appointing authorities are restricted to granting educational leaves of absence for graduate school only.

Revisions to Minn. Rule DPW 116 B. 2. are needed to update the rules to reflect the 1978 salary recommendations for salary increases for incumbents which are: a five percent increase for employees on the Professional and Support Salary Schedules, forty-five dollars for employees on the Clerical Salary Schedules and eight percent for employees on the Maintenance and Trades Salary Schedules.

Revisions to DPW 125 R. are needed to update and retitle the Personnel Officer II classification to Personnel Director, and to reflect changes which have occurred in the past years in the responsibilities of the position.

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Date

Revisions to DPW 128 J. and K. are needed to reflect revisions suggested by incumbents in the Resources Examiner I and II classification specifications. Some changes expand the minimum qualifications and are needed to allow a broader spectrum of candidates to apply for the positions. Another change allows Resources Examiners II to perform some child support collections work, which is needed to give county agencies more flexibility in assigning work to staff.

A new rule DPW 131 J. is needed to provide a classification of Account Clerk for use by county agencies. The class was developed following a request from the Accounting Officer's Association and some welfare agency staff and after an extensive study of accounting units throughout the state demonstrated that needed duties in an accounting office could better be performed by individuals with some bookkeeping background rather than just a clerical background.

Revisions to Minn. Rules DPW 132 A. through I. are needed to update current clerical classifications and to eliminate minimum qualifications of education and experience for these classes. Changes have occurred in clerical jobs since the clerical classifications were last revised and a general modernizing of the terminology used is needed. The elimination of the minimum qualifications of education and experience will permit the appointing authorities more freedom in recruitment and allow them to readily pursue affirmative action goals. The amendments affect the following classifications: Clerk I; Clerk II; Clerk III (Minn. Rule DPW 132 A., B., C.); Clerk-Typist I; Clerk-Typist II; Clerk-Typist III; (Minn. Rule DPW 132 D., E., F.); Clerk-Stenographer I; Clerk-Stenographer II; Clerk-Stenographer III (Minn. Rule DPW 132 G., H., I.).

Revisions to Minn. Rule DPW 140 are needed to reflect cost-of-living adjustments in the Merit System Compensation Plan for positions in the county agencies. The July 31, 1977, Salary Survey showed a need to adjust the Professional and Support Salary Schedules A, B, and C 5% at minimum and maximum with some exceptions; to adjust the Clerical Salary Schedules A, B, C, D, and E $45.00 at minimum and maximum with some exceptions; to adjust the Clerical Salary Schedule F $45.00 at minimum and to reduce the F Schedule maximum from eight to seven steps; and to adjust the Maintenance and Trades Salary Schedules A and B two steps (approximately 8%). These increases are needed to provide fair and equitable rates of compensation for employees under Merit System jurisdiction.

Revisions to Minn. Rule DPW 141 are needed to reflect the adjustments proposed in DPW 140 and to show methods of payment on a monthly, hourly, bi-weekly or four-week payroll period, for use in processing payroll checks.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Edward J. Dirkswager

EDWARD J. DIRKSWAGER
ACTING COMMISSIONER

Dated: September 19, 1977.

RECEIVED
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OFFICE OF HEARING EXAMINERS

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE EDWARD J. DIRKSWAGER, JR.
ACTING COMMISSIONER OF PUBLIC WELFARE

BEFORE WARREN R. LAWSON, M.D.
COMMISSIONER OF HEALTH

BEFORE EDWARD G. NOVAK
COMMISSIONER OF PUBLIC SAFETY

In the Matter of Proposed Amendments to Minn. Rules DPW 94, 104, 116, 125, 128, 131, 132, 140 and 141; Minn. Rules MHD 268, 279, 294, 304, 305, 306, 314 and 315; and Minn. Rules DES 94, 129, 130, 140 and 141, Governing Certain Procedures of the Minnesota Merit System

STATEMENT OF JUSTIFICATION AND NEED

The following considerations constitute the statutory and regulatory authority upon which the above-cited rule amendments are based:

1. Federal law requires that in order for Minnesota to be eligible to receive federal grant-in-aid funds for its various public welfare, public health and civil defense programs, it must establish and maintain a merit system for personnel administration. [1/] See, e.g., 84 Stat. 1909, § § 202-203.

1/ Also see sections of the United States Code cited hereinafter where the following programs have a statutory requirement for the establishment and maintenance of personnel standards on a merit basis:

Aid to Families With Dependent Children - "AFDC" [42 USC § 602 (a) (5) (A)]
Medical Assistance - "MA" [42 USC § 1396a(a) (4) (A)]
Social Services [42 USC § 1397]
Comprehensive Mental Health Services [42 USC § 2689T(a) (1) (d)]
Aid to the Aged, Blind or Disabled [42 USC § 1382(a) (5) (A)]
Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation [42 USC § 4573(a) (5)]
Drug Abuse Prevention [21 USC § 1176(e) (8)]
Comprehensive Health Planning [42 USC 300M-1(b) (4) (B)]
Health Resources Development [42 USC § 300o-2(b)]
Civil Defense Personnel and Administrative Expenses [50 USC Appx. § 2286(a) (4)]

2. Pursuant to such Congressional action the U.S. Department of Health, Education and Welfare (HEW), Department of Labor and Department of Defense promulgated 45 CFR Part 70 which imposes upon the State of Minnesota general requirements for a merit system of personnel administration. Those standards require that in order to be eligible for federal grant-in-aid funds the Minnesota Merit System must specifically include, among other things, a position classification plan (45 CFR § 70.7), a comprehensive compensation plan (45 CFR § 70.8), and an active recruitment, selection and appointment program (45 CFR § § 70.9-70.11).

3. Under the aforementioned grant-in-aid programs the State of Minnesota, through its appropriate agencies, is the grantee of federal program and administrative funds and, accordingly, the State is under an affirmative obligation to insure that such monies are properly and efficiently expended in compliance with applicable federal standards.

4. In response to 45 CFR Part 70 the Minnesota Legislature enacted Minn. Stat. § 12.22 subd. 3, § 144.071 and § 393.07 subd. 5, which respectively authorize the commissioner of public safety, the commissioner of health, and the commissioner of public welfare to adopt necessary methods of personnel administration for implementing merit systems within their individual agencies. Collectively, the resulting programs are referred to as the "Minnesota Merit System".

5. Pursuant to such statutory authority those state agencies have adopted comprehensive administrative rules which regulate administration of the Minnesota Merit System.[2/]

2/ Minn. Rules DPW 90-141; Minn. Rules DES 90-141; and Minn. Rules MHD 265-316.

6. The above-cited proposed rule amendments are promulgated in accordance with the provisions of applicable Minnesota statutes and expressly guarantee the rights of public employers and Minnesota Merit System employees in conformance with the terms of the state's Public Employment Labor Relations Act [Minn. Stat. §§ 179.61-179.77].

7. The Minnesota Supreme Court has expressly recognized the authority of the Commissioner of Public Welfare and, implicitly, the similar authority of the Commissioner of Public Safety and the Commissioner of Health, to adopt such rules by declaring:

> . . . it is clear that the Director of Social Welfare 3/ was clearly right in adopting and promulgating a merit plan which included initial, intervening, and maximum rates of pay for each class of position of the county welfare board system included within the plan and that the plan so adopted was binding upon all county welfare boards within the state. . . . In our opinion the federal and state acts, properly construed, provide that the Federal Security Administrator as well as the Director of Social Welfare 4/ shall have authority to adopt rules and regulations with respect to the selection, tenure of office and compensation of personnel within initial, intervening and maximum rates of pay but shall have no authority or voice in the selection of any particular person for a position in the state welfare programs nor the determination of his tenure of office and individual compensation.

State ex rel. Hennepin County Welfare Board and another v. Robert F. Fitzsimmons, et al., 239 Minn. 407, 420, 58 N.W.2d 882, 890 (1953). (Footnotes added.)

3/ The "Director of Social Welfare" was the former title of the current office of "Commissioner of Public Welfare".

4/ Id.

II. The justification establishing the reasonableness of the specific substantive provisions of the proposed rules, all of which concern the Minnesota Merit System operation is as follows:

1. Minn. Rules DPW 94, DES 94 and MHD 268. These rules deal with the compensation plan. The proposed amendment to MHD 268 B. 1. changes the wording of this rule to the identical language used in DPW 94 B. 1. and DES 94 B. 1. and further clarifies that salary schedules may be negotiated by the appointing authority and the exclusive representative of the employees. Under the provisions of the Public Employees Labor Relations Act (PELRA), Minn. Stat. Ch. 179, salaries are a negotiable item. The proposed change to MHD 268 B. 1. and to DPW 94 B. 1 and DES 94 B. 1. will allow appointing authorities with an exclusive representative the discretion of using the option detailed in MHD 268 B. 6., DPW 94 B. 6., and DES 94 B. 6. The exception is provided for with the addition of MHD 268 B.6., DPW 94 B. 6., and DES 94 B. 6. If adopted, this option will allow appointing authorities the discretion

of paying confidential, supervisory and other personnel not covered by an exclusive representative, who are in the same class as organized employees, the same rate of pay and salary ranges as negotiated irregardless of the official Merit System compensation plan for the class. This change will alleviate the problems now occurring in some agencies. At present employees in the same class often have different minimum and maximum salaries just because some of the employees are in the bargaining unit and others are not. The proposed rule is not mandatory on the appointing authorities. All it does is give them the discretion to pay organized and non-organized employees in the same class, the same salary rate if they so desire. Under the present rule they are tied to the Merit System compensation plan for non-organized employees.

Other proposed amendments to DPW 94 B. change the words "county welfare board" to "appointing authority". This change also is made in DPW 104 B., DPW 104 D., and DPW 116 B. Some of the counties and agencies under the

Minnesota Merit System have changed to Human Service Boards under the provisions of Minn. Stat. Ch.402 as amended by Minn. Laws 1977 Ch. 411 and have abolished their county welfare boards. The words "appointing authority" is necessary to both the agencies with Human Service Boards and County Welfare Boards. Further, the term is more accurate and descriptive.

2. Minn. Rules DPW 104 and MHD 279. These rules deal with paid and unpaid leaves of absence. (Under the provisions of DES 91 B. 2. and 3., DPW 104 also applies to county and local emergency service agencies.) The proposed amendments to DPW 104 B. 1. and MHD 279 B. 1. reflect the changes made to Minn. Stat. Ch. 363 (1976) by 1977 Minn. Sess. Law Ch. 408 which makes it an unfair discriminatory practice:

> For an employer, an employment agency or a labor organization, with respect to all employment related purposes, including receipt of benefits under fringe benefit programs, not to treat women affected by pregnancy, childbirth, or disabilities related to pregnancy or childbirth, the same as other persons who are not so affected but who are similar in their ability or inability to work.

Existing DPW 104 B. 1. and MHD 279 B. 1. requires the granting of a leave of absence without pay on the grounds of sickness or disability. The proposed amendments clarify that pregnancy, miscarriage, abortion, childbirth and recovery therefrom are temporary disabilities and that 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. A further amendment to these rules clarifies that appointing authorities may require all employees to produce medical certification from a registered practicing physician that he/she is fit to work before returning the employee to the job. This change is consistent with Minn. Stat. § 363.02, subd. 1.(3) (i) (1976), which provides in relevant part that:

> [I]t is not an unfair employment practice for an employer, employment agency or labor organization:
>
> (i) to require a person to undergo physical examination for purpose of determining the person's capability to perform available employment;

A proposed amendment to DPW 104 B. 2. and MHD 279 B. 2. broadens the educational leave of absence rule. The current rule provides that such leaves may be granted only to attend graduate school. This rule is too restrictive and is not in keeping with good affirmative action policies. Some employees want and some employers may wish to grant a leave of absence for different types of education such as business school or college. Under the proposed amendment the granting of such leaves is not required. However, the revision is necessary to allow appointing authorities the option of granting or not granting a leave for any type of education.

Proposed amendments to DPW 104 B. 3. change the terminology to "appointing authority" and change the wording "ninth step" to "maximum salary". When the "ninth step" originally was used in the rule, this step was the maximum salary, which now is not the case. The number of steps in the salary ranges for the different classes currently varies from four to ten. The original intention of the rule was to allow salary increases, at the option of the appointing authority, up to the maximum salary.

The MHD 279 B. 3. rule as printed does not exist. The printing of this rule was an error. The parts of the MHD 279 B. rule printed as MHD 279 B. 4., 5., 6., 7. and 8. were incorrectly numbered. The correct numbers are MHD 279 B. 3., 4., 5., 6. and 7.

The proposed deletion of DPW 104 B. 4., 5., 6., 7. and 8. and MHD 279 B. 3., 4., 5., 6. and 7. (incorrectly printed as MHD 279 B. 4., 5., 6., 7. and 8.) abolishes the mandatory six month maternity leave. This rule originally was established to be in conformance with the June 22, 1971 Guidelines on Sex Discrimination in Employment as published by the State Department of Human Rights. One of the revisions of Minn. Stat. Ch. 363 (1976) made by 1977 Minn. Sess. Law, Ch. 408 reads:

It is not an unfair employment practice for an employer, employment agency or labor organization:

(iii) to limit receipt of benefits payable under a fringe benefit plan for disabilities to that period of time which a licensed physician reasonably determines a person is unable to work;

Due to this law change, the guidelines are no longer pertinent and the State Department of Human Rights is in the process of changing them. The deletion of the maternity leave provisions in the Merit System rules is necessary to eliminate the departmental regulation which heretofor compelled the counties to give maternity leaves. That regulation is no longer supported by law or federal regulations and in the near future will not be supported by the Guidelines of the State Department of Human Rights. Under the proposed merit system rules, pregnancies will not be treated any differently than any other disability.

One of the proposed amendments to DPW 104 D. 1. and MHD 279 D. 1. again changes the terminology to "appointing authority". Another adds "pre and post natal care" to the list of absences approved for use of accrued sick leave. This change is necessary in light of the previously quoted revision made to Minn. Stat. Ch. 363 by the 1977 Minn. Sess. Law Ch. 408.

Proposed amendments to DPW 104 D. 6. and MHD 279 D. 6. provide that the employee may be required to produce medical certification regarding fitness to return to work after using paid sick leave. These changes are in accordance with previously quoted revisions made to Minn. Stat. Ch. 363 by the 1977 Minn. Sess. Law Ch. 408.

3. Minn. Rules DPW 116 and MHD 294. These rules deal with salary adjustments and increases. (Under the provisions of DES 91 B. 2. and 3., DPW 116 also applies to county and local emergency service agencies.) Minor amendments are proposed for DPW 116 B. 1. and MHD 294 B. 1. These amendments are necessary to encompass the proposed changes in DPW 94 B. 1. and 6. and in MHD 268 B. 1. and 6. and to again reflect the terminology "appointing authority".

Amendments to DPW 116 B. 2. and MHD 294 B. 2. are to update this rule to show the recommended salary adjustments for 1978. The current rule reflects the recommended adjustments for 1977. The proposal is that incumbents covered by the official Merit System compensation plan on the Professional and Support Salary Schedules receive a 5% adjustment in their monthly salary; that incumbents on the Clerical Salary Schedules receive a $45 increase in their monthly salary and that incumbents on the Maintenance and Trades and Building Maintenance Salary Schedules receive an 8% increase in their monthly salary. All of the increases are recommended to become effective January 1, 1978. If the recommendations are adopted, the only requirement would be that employees, who are covered by the official Merit System compensation plan, at least be at the minimum salary for their class. Granting of any of the recommended salary adjustments beyond the minimum is discretionary with the appointing authorities. The proposed adjustments are based in part on the 6.9% increase in the Consumer Price Index (CPI) nationwide from June, 1976, to June, 1977, which is the base period used historically for the Merit System Salary Survey. The CPI is based on urban blue collar and clerical employees' buying power, and this fact was taken into consideration in determining the amount of increase for the professional and support salary adjustments. All the other data shown in the 1977 Salary Survey, which document is expressly incorporated herein by reference, also was given due consideration in setting the recommended salary adjustments for the various salary schedules. In particular, in addition to the CPI data, the Bureau of Labor Statistics Report on Wages and Salaries in the Minneapolis-St. Paul Area for 1977, which showed an average increase of 7.99% in clerical classes, an average increase of 8.7% in hourly rates of skilled maintenance tradesmen and an average increase of 8.9% in hourly rates of unskilled plant laborers, was given considerable weight in determining the increases for the clerical and maintenance classes.

4. Minn. Rules DPW 140, DES 140 and MHD 314. DPW 94 D., DES 94 D. and MHD 268 D. require an annual salary survey which involves a review of the changes in the level of salary rates in the labor market since the survey preceding the most recent adjustment of the compensation plan. This survey is due July 31 of each year to the Commissioners of Public Welfare, Health and Public Safety. If a 4% or more increase or decrease in salary rates in the labor market is found, these rules require a public hearing. In making the survey this year, the same sources of data used in past studies, when available, were utilized to determine the average increase in median salaries. In addition, actual minimum and maximum salaries for classes in the Merit System were compared with salary levels for similar positions in other agencies and in business and consideration was given to increases in the cost-of-living and to the current labor market conditions.

Revisions to DPW 140 A., DES 140 A. and MHD 314 A. are needed to reflect cost-of-living adjustments in the Merit System Compensation Plan for positions in the county agencies. The proposed amendment to DPW 140 A., DES 140 A., and MHD 314 A. is to adjust the minimum and maximum salaries for all classes on the Professional Salary Schedule 5% effective January 1, 1978, with the following exceptions:

1. Welfare classes of Assistant Welfare Director, Accountant II and Director of Business Management II (formerly Director of Business Management) minimum and maximum salaries on the A and B plans adjusted to the current minimum and maximum salaries on the C plan plus a 5% adjustment and minimum and maximum salaries on the C plan adjusted 5%, making the A, B and C plan salary ranges for these classes identical.
2. Welfare classes of Medical Care Advisor and Medical Services Administrator minimum salaries adjusted 5% and maximum salaries adjusted approximately .6%.

3. Welfare class of Methods and Procedures Analyst minimum salaries adjusted approximately 7.5% and maximum salaries adjusted approximately 2.5%.
4. Welfare classes of Programmer Analyst and Systems Programmer Analyst minimum and maximum salaries adjusted approximately 10%.
5. Welfare class of Physical Therapist minimum and maximum salaries adjusted approximately .5%.
6. Public health class of Public Health Nutritionist minimum and maximum salaries adjusted approximately .5%.

The different adjustment for the first of the six categories listed is based on usage of the jobs and consistency factors. The Assistant Welfare Director jobs are only allocated in agencies which employ a Welfare Director V. The Salary schedules for Welfare Director V are the same on the A, B, and C Professional Salary Schedules. The salary for the Assistant Welfare Director also should be the same on these schedules in order to properly maintain the pay differential. (The current incumbent in the Assistant Welfare Director class is on the C schedule.) The classification for accounting classes, unlike all other classes except for welfare directors, is done through a biennial study based on the size and workload of the agency. Currently there is no distinction between the A, B, and C Salary Schedule salaries for Accounting Officer I, II, III and Accountant I. Since the class of Accountant II now has been assigned for classification in the same manner as the other accounting classes listed above, the salary level for this class also should be the same on each of the schedules. This change results in equal pay for equal work. The Director of Business Management II class is an extension of the accounting series and is used only in very large agencies. (Currently only in St. Louis County.) For consistency purposes, the salary for this class also needs to be the same on the A, B, and C schedules. (The current incumbent in the Director of Business Management II class is on the C schedule.)

The different adjustment for the second, third and fourth categories listed are based on the current going rate at minimum and maximum salaries for such jobs as determined by the Salary Survey, which document is expressly incorporated herein by reference.

The different adjustment for the fifth and sixth category is based on the fact that they are newly proposed classes which will be heard at the October 21, 1977 public hearing. Salaries set for 1977 for these classes were based on current data, so only a small adjustment to place these classes on a step of the salary range for 1978 is needed. With the proposed 5% adjustment all classes will be off step as the existing difference between the steps is approximately 4.5%.

The proposed amendments to DPW 140 B. and MHD 314 B. are to adjust the minimum and maximum salaries for all classes on the Support Salary Schedules 5% effective January 1, 1978, with the following exceptions:

1. Welfare class of Developmental Achievement Center Instructor minimum and maximum salaries adjusted approximately .5%.
2. Welfare class of Coordinator of Aging and welfare and public health classes of Licensed Practical Nurse minimum salaries adjusted 5% and maximum salaries adjusted approximately 10%.
3. Public health classes of Inspector I and Laboratory Technician minimum and maximum salaries adjusted approximately 10%.
4. Public health class of Bookkeeper transferred from the Clerical Salary Schedule to the Support Salary Schedule and salaries set at the existing salary for these classes on the D, E, and F Clerical Salary Schedule plus approximately 5%.

The different adjustment for the first category is because this is a newly proposed class which will be heard at the October 21, 1977 public hearing. Salaries set for 1977 for this class were based on current data, so only

a small adjustment is needed to place this class on a step of the salary range for 1978.

The different adjustment for the second and third category is based on the current going rate at minimum and maximum salaries for such jobs as determined by the Salary Survey, which document is expressly incorporated herein by reference.

The different adjustment for the fourth category is to keep this class consistent with the proposed welfare class of Account Clerk. Both of these classes are more technical/paraprofessional than clerical and should appear on the Support Salary Schedule instead of the Clerical Salary Schedule.

The proposed amendments to DPW 140 C., DES 140 B. and MHD 314 C. are to adjust the minimum and maximum salaries for all classes on the A, B, C, D, and E Clerical Salary Schedules $45 and to adjust the minimum salaries on the F Clerical Salary Schedule $45 and to reduce the number of steps in the range for each class from eight to seven effective January 1, 1978, with the following exceptions:

1. Welfare, public health and emergency service classes of Clerk-Steno I and Clerk-Steno III minimum and maximum salaries adjusted $45 plus one step (approximately 4%) on the A, B, C, D and E plans; Clerk-Steno I minimum salary adjusted $45 plus one step (approximately 4%) and maximum salary adjusted $14 on the F plan; and Clerk-Steno III minimum salary adjusted $45 plus one step (approximately 4%) and maximum salary adjusted $45 on the F plan.

Again, these different adjustments are based on the current going rate at minimum and maximum salaries for such jobs as determined by the Salary Survey, which document is expressly incorporated herein by reference.

The proposed adjustments to DPW 140 D. and MHD 314 D. are to adjust the minimum and maximum salaries for all classes on the Maintenance and Trades and the Building Maintenance Salary Schedules two steps (approximately 8%) effective January 1, 1978.

Further justifications for the recommended adjustment of the salary schedules are:

(A) Cost-of-living from June, 1976, to June, 1977, increased 6.9% nationwide and from July, 1976, to July, 1977, increased 6.7% nationwide. The Minneapolis/St. Paul Consumer Price Index increased 6.5% from April, 1976, to April, 1977, and 7.5% from July, 1976, to July, 1977.

(B) The employees of the State of Minnesota received the following increases in 1977: Professional -- 2.26% increase effective January 5, 1977, and 4% increase effective July 6, 1977; Clerical and Support -- 12¢ increase per hour effective January 5, 1977, and on the average 3.5% increase effective July 6, 1977; and Maintenance and Trades -- 12¢ increase per hour effective January 5, 1977, and 4% effective July 6, 1977. The State has a built in cost-of-living allowance for their classes. For each full four-tenths point increase in the Consumer Price Index all professional, support, clerical and maintenance and trades salaries are increased by one cent per hour. State employees are eligible for these cost-of-living increases effective January 4, 1978, and July 5, 1978. The first increase will be computed on the base period from January, 1977, to October, 1977, and the second increase on the period from January, 1977, to April, 1978.

(C) Hennepin County welfare employees received a 4% increase January, 1977, and an additional .7% increase July 3, 1977. Hennepin

County is in the process of negotiating a new contract to become effective January, 1978.

(D) Ramsey County Welfare employees received a 6% increase effective January 1, 1977. They also are in the process of negotiating a contract for 1978.

(E) St. Louis County employees received a 6.5% cost-of-living increase effective January 1, 1977. They also are in the process of negotiating a contract for 1978.

(F) The Employment Cost Index, a new measure in the change in the price of private, non-farm labor developed by the Bureau of Labor Statistics, shows that wage and salary rates rose by 6.9% for the twelve month period ending in June, 1977. The increase was 6.8% for the twelve month period ending in March, 1977.

(G) The minimum wage established under the Minnesota Fair Labor Standards Act as amended October 1, 1976, increased from $2.10 per hour to $2.30 per hour effective September 15, 1977. The rate of $2.30 per hour is approximately $400 per month.

(H) The Salary Survey of the College Placement Council March report shows an average salary of $812 per month being offered to social science graduates in 1976-77, which is a 5.54% increase over the average salary offered last year. Liberal Arts graduates at the University of Minnesota are being offered an average salary of $825 per month, which is an increase of 7.28% over the average salary offered last year.

(I) Data from the Contract Agreement Between the Twin City Hospitals and the Minnesota Nurses Association shows that on June 1, 1977, Registered Nurses (A.A., Dip., and B.S. degrees), Assistant Head Nurses (A.A., Dip., and B.S. degrees) and Head Nurses (A.A., Dip., and B.S. degrees) received a monthly increase of $70 in

minimum and maximum salaries, which is an average increase of 7.25% at minimum and 5.77% at maximum over the rates in June, 1976.

(J) The Bureau of Labor Statistics Report on Wages and Salaries in the Minneapolis/St. Paul area for 1977 shows an average increase of 7.99% in clerical salaries, an average increase of 8.7% in skilled maintenance tradesmen salaries and an average increase of 8.9% in unskilled plant laborer salaries.

(K) The Minnesota Department of Employment Services Wage Survey shows Merit System A plan clerical salaries for selected clerical classes as being on the average 29.05% lower than the first quartile salaries for these classes reported for the northeast part of the state, 14.41% lower than the first quartile salaries reported for the northwest, 16.99% lower than the first quartile salaries reported for the southeast and 8.22% lower than the first quartile salaries reported for the southwest.

Under the provisions of DPW 94, teacher salaries are to be used in setting Merit System salaries. At the time of the salary survey only 3.2% of the teachers had settled their two year contract for the school years 1977-78 and 1978-79. Since that time a few more jurisdictions have settled, but the percentage remains small (16.9%) and is too small to be significant or reliable.

Considerably more data was used in arriving at the recommended 1978 salary adjustments. All data relied upon is printed in the 1978 Salary Survey and expressly is incorporated herein by reference.

5. Minn. Rules DPW 141, DES 141 and MHD 315. These rules are needed to compute salary payments. They convert the monthly salaries stated by class in DPW 140, DES 140 and MHD 314 to actual payment amounts by hourly rates,

number of working days in a month, daily rates and bi-weekly or four week rates. They are used by agency and Merit System payroll personnel. They apply only to agencies with employees under the Merit System compensation plans. Agencies with negotiated salary schedules must prepare their own tables for payment and file them with the Merit System in accordance with the provisions of Minn. Rules DPW 94, DES 94 and MHD 268.

Revisions are needed in these rules effective January 1, 1978 to reflect the new salary rates established by the proposed 5% adjustment for professional and support classes, $45 adjustment for clerical classes and 8% adjustment for maintenance and trades and building maintenance classes.

6. Minn. Rules DPW 125, 128, 131, 132, 140 B.; MHD 304, 305, 306, 314 A.; DES 129, 130. The remaining proposals are necessary to revise existing class specifications, to establish two new class specifications, and to set a salary level for the two new classes. The revisions in the existing specifications and the contents of the proposed new class specifications were based on either 1) results of job analyses completed as parts of studies conducted under The Federal Executive Agency Guidelines on Employee Selection Procedures, published in the Federal Register, November 23, 1976, by the U.S. Department of Justice, the U.S. Department of Labor, and the U.S. Civil Service Commission and final review of the draft of the class specifications by committees of incumbents and their supervisors or 2) individual interviews conducted by Merit System staff with incumbents in the class and/or supervisory personnel and final review of the draft of the class specifications by groups of incumbents and their supervisors. The Merit System Council has held hearings on all of these class specifications and as a result of these hearings, some additional changes have been made.

   (A) DPW 125 R. (Personnel Director) One of the changes in this class specification is the retitling from Personnel Officer II. This

is a "one person" class and the individual working in the class functions as a director in the St. Louis County Welfare Department which is the largest agency under the Merit System. Most of the revisions were suggested by the current incumbent. Some are of a housekeeping and an updating of terminology nature. The revisions in the illustrative examples of work reflect the changing role of the individual in this class with regard to manpower planning, labor relations and affirmative action. The revisions made in the knowledges, skills and abilities required and the upgrading of the minimum qualifications also reflect this changing role and the increased amount of responsibility and scope of authority.

(B) DPW 128 J. and K. (Resources Examiner I and II) Incumbents in the classes and their supervisors suggested the majority of the changes. Some of the changes proposed again are of a housekeeping nature. The revisions in the minimum qualifications for Resources Examiner I are designed to broaden and clarify the qualifications as they were too vague and restrictive and are eliminating from the examining process those individuals who could perform successfully on the job as Resources Examiners I.

Likewise, the changes in the minimum qualifications for Resources Examiner II broaden and clarify the requirements for entrance into the examination. The revisions in the kind of work and knowledges and abilities required for Resources Examiner II relate specifically to the collection of child support. In some counties, the Resources Examiner may spend some time, although a relatively small percentage, in child support work. The recommended changes in the specifications will more clearly define the job.

(C) DPW 131 J. (Account Clerk) and DPW 140 B. For many years, the Merit System has received comments from accountants, accounting officers and welfare directors that the clerical classifications of Clerk I, II, III; Clerk-Typist I, II, III; and Clerk-Stenographer I, II, III were inappropriate for those employees assisting the accountants and accounting officers in the accounting units of the county welfare agencies and that a classification of Account Clerk was needed. This past year, the Merit System began an extensive study, with the aid of a consultant to determine 1) if there was a need for a separate classification for these individuals, 2) if there was a significant difference in the duties between the clerks in the accounting unit and those in other units of the agencies and 3) if the need for a separate class existed, which positions should be allocated at the Account Clerk level.

The Merit System sent checklists enumerating 225 tasks which included those that were common to clerks in the accounting unit as well as those that were common to clerks in other units. The accounting tasks included in the checklist were developed and selected by accountants in the county agencies as well as by accounting supervisory personnel within the Department of Public Welfare. Clerks in the accounting units of the county agencies were asked to rate the tasks as to amount of time spent and importance. The results of this study were: 1) in many cases, the duties of the clerks performing accounting functions differed significantly from the duties of clerks performing traditional clerical functions and 2) there was a need to reallocate 105 positions to the Account Clerk class. The classification specification was drafted from information obtained in the study regarding the most important and frequently performed tasks. The draft

of the proposed specification was reviewed by a committee of accounting officers and accountants and they were given the opportunity to suggest any deletions and additions they felt necessary. The final proposed draft of the class specification incorporated agreed upon suggested changes. The report of this study is expressly incorporated herein by references.

A revision is needed to DPW 140 B. to set a salary for the remainder of 1977 for this class. The 1977 salary scales for this class are proposed at $631 to 863 per month on the A Support Salary Schedule, $660 to 902 on the B schedule and $691 to 944 on the C schedule. The State of Minnesota has a salary range of $665 to 835 per month for Account Clerk and of $785 to 985 per month for Account Clerk, Senior. Ramsey County's salary ranges for Account Clerk I and Account Clerk II are $789 to 992 and $851 to 1073 per month, respectively. Hennepin County's salary range for Account Clerk is $772 to 876 per month, for Intermediate Account Clerk $798 to 967 per month and for Senior Account Clerk $992 to 1121 per month. Traditionally, the Merit System has set its salary ranges closer to the salaries paid by the State rather than those paid by Hennepin and Ramsey. Since the Merit System only is establishing one level of Account Clerk, salaries paid for Account Clerk and Senior Account Clerk by other jurisdictions were considered in setting the Merit System rates.

The salary range for the class was established on the Support Salary Schedule rather than the Clerical Salary Schedule as the duties of this class are not clerical in nature, but are technical. Many of the illustrative examples of work for the Account Clerk class also are found in the accounting officer class specifications.

The knowledges, skills and abilities required and the minimum qualifications of education also reflect that the position is one of an assistant to the accounting officer or accountant, requiring a background in bookkeeping and business arithmetic.

(D) DPW 132 A., B., C., D., E., F., G., H., I. MHD 306 B., C., D., E., F., G., H., I., J. DES 129 A., B., C., DES 130 A., B., C., D., E., F. (Clerk I, II, III; Clerk-Typist I, II, III; Clerk-Stenographer I, II, III) The revisions in the clerical classes are based partially on a job analysis completed on the clerical classes, as well as on suggestions made by a group of incumbents and supervisory personnel. The job analysis study is expressly incorporated herein by reference.

Most of the changes in the illustrative examples of work and knowledges, skills, and abilities required are of a housekeeping nature and updating of terminology. The major revision in the specifications was the removal of the desirable qualifications of education and experience. Last year representatives from the U.S. Civil Service Commission informed our office that in order to receive their approval of our class specifications, qualifications stated must be minimums. Since it was felt 1) that specific education and experience requirements (for example, high school degree and two years of office experience for Clerk-Typist II) for clerical classes were not valid and 2) that the examinations currently administered for the clerical classes are reliable predictors of successful performance on the job, the qualifications are stated in the form of "knowledges, skills, and abilities" required and tested for in the examinations for these classes.

(E) MHD 304 T. (Public Health Nutritionist) and MHD 314 A. This health classification was established as a result of a need expressed by Olmsted County Health Department which is under the Merit System. In the past, this county had contracted with a nutritionist, but now feels the need for a full-time position within the agency. A committee of personnel from the health agency met with a representative from the Merit System to assist in the development of the specification. The final draft was sent to other county and local health agencies under the Merit System for their approval.

A revision is needed to MHD 314 A. to set the salary for the remainder of 1977 for this class. The salary scales for this class are proposed at $1079 - 1472 per month on the A plan, $1126 - 1538 on the B plan, and $1177 - 1609 on the C plan. The State of Minnesota has the salary range for the equivalent class set at $1178 - 1613 per month, which is nearly identical to the Merit System C plan range.

(F) MHD 305 G. (Home Health Aide) The revisions proposed for this class specification update the terminology and make the class more consistent with the existing welfare class of Home Health Aide. The proposal to delete the high school degree requirement is made because this requirement is invalid and is screening out applicants who could perform the job successfully, which is discriminatory. Some additional qualifications which can be imposed by the appointing authority are proposed. These involve: 1) satisfactory physical condition as evidenced by a physical examination immediately prior to employment, 2) completion of a training program for Home Health Aides, and 3) possession of

a valid Minnesota driver's license. All of these extra qualifications are job related since 1) agencies who employ these persons must assure themselves that the employee does not have a contagious disease, 2) a training program is required by the Social Security Act and some agencies do not have the personnel to provide such training once the person is hired and 3) most of the jobs require driving.

The aforegoing authorities and comments are submitted in justification of final adoption of the above cited proposed rule amendments.

Barbara L. Sundquist
Merit System Supervisor

DATED: September 19, 1977

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

FOR THE DEPARTMENT OF PUBLIC WELFARE,
THE DEPARTMENT OF HEALTH and
THE DEPARTMENT OF PUBLIC SAFETY

In the Matter of Proposed Amendments to Minn. Rules DPW 94, 104, 116, 125, 128, 131, 132, 140 and 141; Minn. Rules MHD 268, 279, 294, 304, 305, 306, 314 and 315; and Minn. Rules DES 94, 129, 130, 140 and 141, Governing Certain Procedures of the Minnesota Merit System.

REPORT OF HEARING EXAMINER

The above-entitled matter came on for hearing on October 14, 1977 at St. Paul before Steve M. Mihalchick, Hearing Examiner assigned by the Chief Hearing Examiner.

This is a rules hearing pursuant to Minn. Stat. Ch. 15, to determine whether the proposed amendments captioned above should be adopted. For reasons stated below, the Examiner recommends that they be adopted as proposed and corrected at the hearing.

Barbara Sundquist, Merit System Supervisor, made the Agency presentation at the hearing.

Thirty persons attending the hearing signed the register. The hearing continued until all interested groups and persons had an opportunity to be heard.

Pursuant to Minn. Stat. § 15.0412, subd. 4, this Report shall be available for review to all affected individuals upon request for at least five days.

The Agencies shall, if they propose to adopt the rules as originally proposed or amended, submit the complete hearing record to the Chief Hearing Examiner no earlier than five days subsequent to the receipt of this Report. This submission shall also clearly indicate any changes made to the rules as originally proposed, preferably in the format that will be submitted to the State Register for publication. The Chief Hearing Examiner shall complete his review and submit his report to the Agencies on the issues of substantial changes in the rule and compliance with Minn. Stat. § 15.0412 within ten calendar days. Thereafter, the Agencies shall be responsible for filing the rules with the Attorney General and for notifying persons who have indicated that

they wish to be notified of such filing.

Because the Minnesota Merit System (the System) administers the statewide merit systems for three separate agencies, these proposed rules amendments are a joint effort. The adopting agencies are the Department of Public Welfare (DPW), the Department of Health (MHD), and the Department of Public Safety and its Division of Emergency Services (DES). Throughout this Report, these agencies will be referred to collectively as the "Agency" or "Agencies". Each has an essentially parallel set of rules except as to specific job classes. Ultimately, each agency must adopt its own amendments.

Based upon all the records and proceedings herein, the Examiner makes the following:

FINDINGS OF FACT

PROCEDURAL REQUIREMENTS

1. On September 9, 1977 the System mailed the Agencies' Notice of Hearing to all persons and associations who had registered their names with the Secretary of State for the purpose of receiving such notice.

2. On September 12, 1977, copies of the Agencies' Notices of Hearing and their proposed rules were published in 2 State Register No. 10.

3. On September 13, 1977, the System filed the following documents:

(a) The Order for Hearing for Each Agency;
(b) The Notice of Hearing as mailed for each Agency; and
(c) Copies of the proposed rules for each Agency.

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(a) The Secretary of State's Certificate for each Agency;
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(d) The Statement of Evidence with names of personnel expected to represent the System;
(e) Copies of documents and reports listed in the Statement of Evidence; and
(f) The Statement of Justification and Need.

5. The documents were available for inspection at the Office of Hearing Examiners from the date of filing to the date of the hearing. No person inspected them nor did anyone object to the adequacy of the prefiled documents.

6. The Notices of Hearing contained explanations of the proposed amendments and summaries of the reasons for the changes as required by Minn. Rule DPW 94 D.4.

7. The Notices of Hearing contained the following estimates of the total costs to county and local agencies to implement minimum requirements of the proposed amendments:

(a) DPW - $63,300 annually for the next two years;

(b) MHD - 3,000 annually for the next two years;

(c) DES - 1,360 annually for the next two years;

8. The record remained open through October 21, 1977, for the receipt of written comments and statements.

AUTHORITY, NEED AND REASONABLENESS

9. At the hearing, the System made several non-substantial changes to the proposed rules. These changes were primarily corrections of numbering errors and incorrect copying of existing rules. (System Ex. 15) These corrections should be adopted.

10. The Examiner adopts the attached Statement of Justification and Need as findings demonstrating the statutory authority, need for and reasonableness of the proposed amendments. The Statement was read by Mrs. S ndquist at the hearing. The limited number of public comments received will be considered in the following Findings.

11. No comments or questions as to the amount of the proposed general salary increases were raised at the hearing. Some of the written comments did question whether the effect of 1977 levy increase limitations had been considered (Public Exs. F and J). Mrs. Sundquist stated that it had and that, because only minimum salaries are mandatory upon the local agencies, because the levy limit applies only to certain employees, and because employees who leave are replaced by employees who start at the minimum of their pay range, the proposed increases would not impinge on the levy increase limit. Two written comments questioned the "form" of the salary increases (Public Exs. G and H). One suggested that there should be the same percentage increase for all classes; the other suggested a flat dollar amount for all classes. Each suggested that its method was more fair. The different

increases proposed by the System are not simply cost-of-living increases, but take into account recent comparative increases relative to the specific classes. The evidence presented by the System demonstrates that the classes have advanced differently. The System's proposal is reasonable.

12. The new Account Clerk classification (DPW 131 J.) received considerable comment. The Minnesota Association of Welfare Accountants and a number of counties supported the new class and salary (Public Exs. B, C, K and L). One county thought the pay range should be greater or the class divided into three subclasses (Public Ex. H). Only one county said the proposed salary was too high (Public Ex. I).

13. The amended Resources Examiner I and II classifications (DPW 128 J and K) also received a number of comments, both written (Public Exs. M, N, O and P), and at the hearing. The general problem seems to be that there is no career progression available to Resource Examiner I's in smaller counties, unless they leave for a year to get "criminal investigator" experience. Further, though the Resource Examiner I job description does not refer to fraud investigation, in some counties such investigation is a significant part of the job. Mrs. Sundquist announced that the System is studying the class further, beginning with meetings in November. The need for criminal investigation experience was originally based on the Resource Examiner IIs doing welfare fraud investigation. The System is now considering an intermediate class to work both child support and welfare fraud cases that would more accurately reflect the work that is actually being done in some of the local agencies.

The Examiner would wonder at this point whether there is any significant difference between investigating child support and welfare fraud matters and why child support investigation isn't at least as valuable as criminal investigation experience; especially in small counties where the same person performs both duties. However, while more should be done, the amendments proposed here are not unreasonable because they do increase the ability of a Resource Examiner I to become a Resource Examiner II.

CONCLUSIONS

1. Due, timely and adequate notice of the hearing was properly served and published by the Agencies. All other substantive and procedural requirements of statute or rule have been fulfilled.

2. The Agencies have demonstrated their statutory authority to adopt the proposed rules.

3. The Agencies have demonstrated the need for and reasonableness of the proposed rules by an affirmative presentation of facts.

RECOMMENDATION

The Hearing Examiner recommends that the proposed rules, as corrected at the hearing, be adopted.

Dated this 25th day of October, 1977.

STEVE M. MIHALCHICK
Hearing Examiner

The Attached Statement is a part of this Report.

DPW-78-[illegible]19-SM

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

FOR THE DEPARTMENT OF PUBLIC WELFARE
THE DEPARTMENT OF HEALTH AND
THE DEPARTMENT OF PUBLIC SAFETY

In the Matter of Proposed Amendments to Minn. Rules DPW 94, 104, 116, 125, 128, 131, 132, 140 and 141; Minn. Rules MHD 268, 279, 294, 304, 305, 306, 314 and 315; and Minn. Rules DES 94, 129, 130, 140 and 141, Governing Certain Procedures of the Minnesota Merit System

REPORT OF THE
CHIEF HEARING EXAMINER

WHEREAS, a hearing was held on October 14, 1977, before Steve M. Mihalchick, a Hearing Examiner of the State Office of Hearing Examiners, on the above-entitled matter in compliance with Minn. Stat. §15.0412, Subd. 4; and

WHEREAS, the Report of Hearing Examiner made pursuant to Minn. Stat. §15.0412 was issued to the Departments of Public Welfare, Health and Public Safety on October 25, 1977; and

WHEREAS, the Departments of Public Welfare, Health and Public Safety have now determined to adopt rules pursuant to Minn. Stat. §15.0412, Subd. 4; and

WHEREAS, the Departments of Public Welfare, Health and Public Safety have submitted said rules to the Chief Hearing Examiner for review pursuant to Minn. Stat. §15.052, Subd. 4, and Rule HE 107; and

WHEREAS, the Chief Hearing Examiner finds that there are no substantial changes in said rules as originally proposed.

NOW, THEREFORE, upon receipt of this Report, the Departments of Public Welfare, Health and Public Safety have the responsibility of submitting the complete hearing record and the rules as adopted by the Departments to the Attorney General and to publish in the State Register, all pursuant to Minn. Stat. §15.0412, Subd. 4.

Dated this 10th day
of November, 1977

Duane R. Harves
DUANE R. HARVES
Chief Hearing Examiner

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

FOR THE DEPARTMENT OF PUBLIC WELFARE,
THE DEPARTMENT OF HEALTH and
THE DEPARTMENT OF PUBLIC SAFETY

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CONCLUSIONS

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RECOMMENDATION

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Dated this 25th day of October, 1977.

STEVE M. MIHALCHICK
Hearing Examiner

The Attached Statement is a part of this Report.

EXHIBIT C

DEPARTMENT OF PUBLIC WELFARE

ERROR LISTING

DPW 94 B. 1. line 4 reads"DPW 94 (6)."
This line should read "DPW 94 B. 6." and should be printed in italics.

DPW 94 B. 2. line 2 reads "DPW 94 (4)."
This line should read "DPW 94 D."

DPW 94 B. 4. line 3 reads "DPW 94 (3)."
This line should read "DPW 94 C."

DPW 94 B. 5. line 2 reads "DPW 116 (2) (a) (b)."
This line should read "DPW 116 1. and 2."

DPW 94 B. 6. line 5 reads "DPW 94 (5) (A)."
This line should read "DPW 94 E. 1."

DPW 104 D. 1. line 6 omitted the following phrase after the word "injury", The additional words are "by necessity for medical or dental care". Please add these words.

DPW 116 B. 1. line 4 reads "DPW 94 (6)."
This line should read "DPW 94 B. 1. and 6." and should be printed in italics.

DPW 116 B. 1. b. line 4 and 5 read "DPW 94 (4) (F)."
This line should read "DPW D. 6."

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 until 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. Educational 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 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 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 an 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 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.

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 or 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 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.

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.

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 possbile 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 relation-ships 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.*

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:

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 material 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* acts 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 the other clerical employees. Ability to maintain good working relationships with ~~clerical and professional associates~~ *other employees.*

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.

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 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.~~

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* plans for flow of work and assigns 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 or 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 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.

DPW 132 Clerical Group

G. 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 cases; 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.

DPW 132 Clerical Group

H. 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* plans for flow of work and assigns 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 organization. ~~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 permament 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.

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 III	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 Minnesota Statutes, Section 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. I	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	1055

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 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		
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 Minnesota Statutes, Section 471.61.

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	1689	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	1728
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	
Dir. 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	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	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
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.A. 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 Trainee	1294	1355	1415	1479	1546	1615	1689	1767		
	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	

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

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	
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	1689
Social Worker Trainee	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	1355	1415	1479	1546	1615	1689	1767	1848		
Trainee	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 Minnesota Statutes, Section 471.61.

A. Professional

3. Plan C

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	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 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. 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	

A. Professional

3. Plan C

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
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	

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

B. 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	

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

B. Support Personnel

2. Plan B*

1. 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	925	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	886			
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	

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

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	906			
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	925	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		
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	

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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 (1)	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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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
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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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	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
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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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 System 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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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
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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of Minnesota Statutes, Section 471.61.

(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.

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	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
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

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
$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
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

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
$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	153.92	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 X 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 X 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
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

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
$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 X 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 X 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	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

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
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
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.

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