

Minnesota Attorney General: Administrative Rules Proceedings

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.

Version 3
August 20, 2018

STATEMENT OF COMPLIANCE WITH
MANUAL OF RULE MAKING PROCEDURES

I, Special Assistant Attorney General James A. Jorgensen 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.

James A. Jorgensen
Special Assistant
Attorney General

Dated: January 10, 1978.

RULES AS PROPOSED

DPW 125 Welfare Administrative Group

0. Director of Assessment Systems

1. Kind of work:

Under the direction of the county welfare (or human services) director, designs, implements, and maintains evaluation systems for assessing program effectiveness and employee performance and performs related work as assigned.

2. Examples of work: (Illustrative only)

Formulates quantitative and qualitative standards and criteria for assessing service delivery. Develops and recommends mechanisms for identifying and recording program effectiveness and employee performance. Advises on the means of conducting qualitative evaluations of effectiveness performance, including those requiring subjective judgment. Advises, or secures advice from external sources, on means and methods to improve effectiveness and performance. Participates in development of strategies conducive to agency acceptance and use of evaluation methods as an indispensable aid to increased managerial effectiveness and for employee self-improvement. Prepares consolidated reports for management and employees, as required for internal and external use, including effectiveness and/or performance reports to local, state and federal agencies or organizations. Reviews evaluation findings and translates them for administrative consideration. Evaluates management systems and organizational structures, and suggests improvements.

3. Knowledges and abilities required:

a. Knowledge of evaluation systems theory and practice. Knowledge of public administration theory and practice. Knowledge of functions and objectives of federal, state, and local welfare (human services) programs.

b. Ability to establish and maintain effective professional and public relations. Ability to write clear, concise and effective reports. Ability to verbally communicate ideas and interpretations.

4. Minimum qualifications of education and experience:

a. Master's degree from a recognized school in social work, public health,

public administration, business administration, psychology or a closely related field and two years of full-time experience in a highly responsible pertinent supervisory or administrative capacity.

OR

b. A bachelor's degree from an accredited four-year college with a major in a related field and four years of full-time experience in a highly responsible, pertinent supervisory or administrative capacity.

S. Human Services Director I

1. Kind of work:

Coordinates the development, implementation, and evaluation of human services programs and activities in a human service agency, under the administrative direction of a Human Services Board and the technical supervision of the State Departments of Public Welfare, Health and Corrections. Provides leadership for the development of the annual comprehensive human services plan and budget and supervises the central office of the Human Services Board. Work is reviewed through monthly progress reports to the Human Services Board and annual review by committee and Human Services Board of objectives achieved and effectiveness of services delivery. Performs related work as required.

2. Examples of work: (Illustrative only)

Prepares and recommends policy regarding the operation of the human services agency, carries out Board decisions and administers Human Services Board programs. Plans, implements or coordinates programs for the most effective and efficient service to clients and the community. Interprets federal, state and county administrative policies and procedures to the staff, Board and community through conferences, staff meetings and consultation. Organizes the material to be presented at meetings of the Board, analyzes budget and financial statements and makes regular and periodic reports on human services activities. Coordinates the preparation of the annual budget including the comprehensive program plan with other department heads and presents to the Board. Meets with professional groups, employers and vendors for discussion of fee schedules, financing and employment and explains human services problems to them and enlists their cooperation. Supervises the preparation of statistical, financial and activity reports for interested county, state and federal authorities. Confers with County Attorney(s) about legal aspects of human services problems. Administers fund raising activities for human services activities, including acquisition of federal and state grant funding. Supervises the central office of Human Services and directs the purchase of all supplies and equipment. Administers the purchase-of-service contracting and monitoring of program affiliates and other contracted

services. Directs various committee projects and demonstration projects in selected problem areas. Establishes and maintains working relationships with the community, local, county, state and federal levels of government and with private service agencies.

3. Knowledges and abilities required:

a. Knowledge of state and federal laws and regulations relating to human services. Knowledge of principles and practices of public administration. Knowledge of principles, methods and procedures of human services administration. Knowledge of organizational theory and effective management practices. Knowledge of organization and functions of federal, state and local agencies in the human services fields. Knowledge of social conditions in rural areas and small urban centers. Knowledge of community structure and resources including those aspects of political, economic and social activities capable of lending support to human services programs. Knowledge of public budgeting and accounting.

b. Ability to develop and implement short and long-range administrative objectives. Ability to achieve coordination of separate operating functions. Ability to plan and organize work effectively. Ability to establish and maintain effective working relationships with employees, citizens and community officials. Ability to work with others in a consulting capacity. Ability to speak and write clearly and interestingly.

4. Minimum qualifications of education and experience:

a. A master's degree from a recognized school in human services administration, public administration, business administration, social work, public health, psychology, or a closely related field and one year of experience as a Social Service Supervisor I, Human Services Supervisor I, Administrative Assistant I, Welfare Director I, or equivalent level of experience in a supervisory or administrative position.

OR

b. A bachelor's degree from an accredited four-year college in public administration, business administration, social work, public health, psychology, or a closely related field and two years of experience as a Social Service Supervisor I, Human Services Supervisor I, Administrative Assistant I, Welfare Director I, or

equivalent level of experience in a supervisory or administrative position.

OR

c. When taking this examination on a promotional basis, completion of any four-year degree from an accredited college will substitute for the bachelor's degree requirement listed above.

DPW 125 Welfare Administrative Group

T. Human Services Director II

1. Kind of work:

This is professional and administrative work with primary responsibility for directing the human services programs of a county agency. Under the administrative or policy direction of a Human Services Board and the technical supervision of the State Department of Public Welfare, a Human Services Director II provides leadership in developing, implementing, coordinating and evaluating human services programs and activities. The employee directs development of the comprehensive human services plan and budget and directs and coordinates all activities of the professional staff. Work is reviewed through monthly progress reports to the Human Services Board and annual review by committee and Human Services Board of objectives achieved and effectiveness of services delivery. Performs related work as required.

2. Examples of work: (Illustrative only)

Prepares and recommends policy regarding the operation of the human services agency, carries out Board decisions and administers Human Services Board programs. Plans, implements and coordinates programs for the most effective and efficient service to clients and the community. Develops organization and operational procedures for providing services to meet established objectives. Interprets federal, state and county administrative policies and procedures to the staff, board and community through conferences, staff meetings and consultation. Acquires personnel, assigns work and directs staff development and performance appraisal according to prescribed personnel policies. Organizes the material to be presented at meetings of the Board, analyzes budget and financial statements and makes regular and periodic reports on human services activities. Directs preparation of the annual budget including the comprehensive program plan and presents to Board. Meets with professional groups, employers and vendors for discussion of fee schedules, financing and employment and explains human services problems to them and enlists their cooperation. Assumes appropriate management role as it pertains to labor-management relations. Supervises the preparation of statistical, financial and activity re-

ports for interested county, state and federal authorities. Confers with County Attorney about legal aspects of human services problems. Administers fund raising activities for human services activities, including acquisition of federal and state grant funding. Directs the purchase of all supplies and equipment. Administers the purchase of services contracting and monitoring of program affiliates and other contracted services. Promotes and participates in various committee projects and demonstration projects in selected problem areas. Establishes and maintains working relationships with the community, local, county, state and federal levels of government and with private service agencies. Participates in public education by speaking before various community and civic groups.

3. Knowledges, skills and abilities required:

a. Knowledge of state and federal laws and regulations relating to human services. Knowledge of principles and practices of public administration. Knowledge of principles, methods and procedures of human services administration. Knowledge of organizational theory and effective management practices. Knowledge of organization and functions of federal, state and local agencies in the human services fields. Knowledge of social conditions in rural areas and small urban centers. Knowledge of community structure and resources including those aspects of political, economic and social activities capable of lending support to human services programs. Knowledge of public budgeting and accounting.

b. Ability to develop and implement short and long-range administrative objectives. Ability to plan and organize work effectively and to achieve coordination of operating programs. Ability to establish and maintain effective working relationships with other county officials, employees, community officials and the public. Ability to work with others in a consulting capacity. Ability to speak and write clearly and interestingly.

4. Minimum qualifications of education and experience:

a. A master's degree from a recognized school in Human Services Administration, Public Administration, Business Administration, Social Work, Sociology, Public Health, Psychology or a closely related field and two years of experience as a Human

Services Director I, Welfare Director II, Administrative Assistant II, Social Service Supervisor II or equivalent level of experience in a supervisory or administrative position.

OR

b. A bachelor's degree from an accredited four-year college in Public Administration, Business Administration, Social Work, Sociology, Public Health, Psychology or a closely related field and three years of experience as a Welfare Director II, Human Services Director I, Administrative Assistant II, Social Service Supervisor II or equivalent level of experience in a supervisory or administrative position.

OR

c. A bachelor's degree from an accredited four-year college in Public Administration, Business Administration, Social Work, Sociology, Public Health, Psychology or a closely related field and four years of experience as an Administrative Assistant I, Social Service Supervisor I, Welfare Director I, Director of Public Health Nursing I or equivalent level of experience in a supervisory or administrative capacity. One year of graduate training in a recognized school of social work may be substituted for one year of the required supervisory or administrative experience.

OR

d. When taking this examination on a promotional basis, completion of any four-year degree from an accredited college will substitute for the bachelor's degree requirement listed above.

DPW 125 Welfare Administrative Group

U. Human Services Director III

1. Kind of work:

This is professional and administrative work with primary responsibility for directing the programs of a human service agency. Under the administrative direction of a Human Services Board and the technical supervision of the State Departments of Public Welfare, Human Services, Health, and Corrections, a Human Services Director III provides leadership in developing, implementing, integrating and evaluating human services programs and activities. The employee is responsible for the annual comprehensive human services plan and budget and for the management of personnel and physical resources. Work is reviewed through monthly progress reports to the Human Services Board and annual review by committee and Human Services Board of objectives achieved and effectiveness of services delivery. Performs related work as required.

2. Examples of work: (Illustrative only)

Prepares and recommends policy regarding the operation of the human services agency, carries out Board decisions and formulates standards for and administers Human Services Board programs. Plans, develops and implements programs for the most effective and efficient service to clients and the community. Develops organization, systems and methods for providing services to meet established objectives within the authorized resources and according to existing laws and regulations. Interprets federal, state and county administrative policies and procedures to the staff, Board and community through conferences, staff meetings and consultation. Prepares and presents to Board staffing plan for effective delivery of services, acquires personnel, assigns work and directs staff development and performance evaluation according to prescribed personnel policies. Organizes the material to be presented at meetings of the Board, analyzes budget and financial statements and makes regular and periodic reports on human service activities. Directs preparation of the annual budget including comprehensive program and staffing plans and presents to Board. Assumes active leadership in a variety of community enter-

prises, serves as a community resource and explains human service programs to the community. Meets with professional groups, employers and vendors for discussion of fee schedules, financing and employment and explains human service problems to them and enlists their cooperation. Assumes appropriate management role as it pertains to labor management negotiations. Supervises the preparation of statistical, financial and activity reports for interested county, state and federal authorities. Confers with County Attorney(s) or agency attorney about legal aspects of human services problems. Administers fund raising activities for human services activities, including acquistion of federal and state grant funding. Analyzes and evaluates human services and administrative policies and procedures through conferences, staff meetings and consultation. Directs the purchasing of all supplies and equipment. Administers the purchase-of-service contracting and monitoring of program affiliates and other contracted services. Directs various committee projects and demonstration projects in selected problem areas. Establishes and maintains working relationships directly, or by delegation, with the community, local, county, state and federal levels of government, with other service agencies and consumers.

3. Knowledges and abilities required:

a. Knowledge of state and federal laws and regulations relating to human services. Knowledge of principles and practices of public administration. Knowledge of organizational theory and effective management practices. Knowledge of organization and functions of federal, state and local agencies in the human services fields. Knowledge of community structure and resources including those aspects of political, economic and social activities capable of lending support to human services programs. Knowledge of public budgeting, accounting and programming.

b. Ability to develop and implement short and long-range administrative objectives. Ability to plan and organize work effectively by function. Ability to establish and maintain effective working relationships with other county officials, employees, professional societies, civic and community groups and the general public. Ability to work with others in a consulting capacity. Ability to write and speak

effectively on human services subjects and all aspects of the programs.

4. Minimum qualifications of education and experience:

a. A master's degree from a recognized school in human services administration, public administration, business administration, social work, sociology, public health, psychology, or a closely related field and three years of experience as an Assistant Human Services Director, Welfare Director III, Administrative Assistant III, Social Services Supervisor III or equivalent level of experience in a supervisory or administrative position.

OR

b. A bachelor's degree from an accredited four-year college in public administration, business administration, social work, sociology, public health, psychology or a closely related field and four years of experience as an Assistant Human Services Director, Welfare Director III, Human Services Director II, Administrative Assistant III, Social Services Supervisor III or equivalent level of experience in a supervisory or administrative position.

OR

c. A bachelor's degree from an accredited four-year college in public administration, business administration, social work, sociology, public health, psychology or a closely related field and six years of full-time experience as an Administrative Assistant II, Social Service Supervisor II, Human Services Director I, Welfare Director II, Director of Public Health Nursing II, or equivalent level of experience in a supervisory of administrative position. One year of graduate training in a recognized school of social work may be substituted for one year of the required supervisory or administrative experience.

OR

d. When taking this examination on a promotional basis, completion of any four-year degree from an accredited college will substitute for the bachelor's degree requirement listed above.

DPW 125 Welfare Administrative Group

V. Assistant Human Service Director

1. Kind of work:

Under the general supervision of the Human Service Director, assumes responsibility for the accomplishment of established program objectives of the service and/or financial delivery systems in a large human service agency; assists the Director in planning, supervising, directing and coordinating the activities of the agency; assumes final responsibility for functions delegated by the Director; confers with and advises the Director on recommended policy for the Human Service Board's approval and performs related work as assigned.

2. Examples of work: (Illustrative only)

Integrates, coordinates and supervises activities and personnel assigned to the various programs. Directs supervisors to assure that they understand and follow the objectives, methods and standards established within the resources available to accomplish program objectives. Conducts planning sessions with supervisors to secure their recommendations as to objectives, methods and resource requirements for the annual plan. Participates in the development of the annual plan and recommends objectives, standards, budgets and staffing requirements for programs to the Director for Human Service Board approval. Recommends changes to the Director in policies, programs, plans and budgets as needed. Establishes administrative practices and procedures; develops manuals needed to facilitate the accomplishment of the program objectives and as necessary, consults with other agency staff. Reviews and evaluates accomplishment of program objectives using both quality and quantity measures and utilizes expertise of specialized resources to assist in the evaluation and implementation of programs as needed, and reports to the Director. Establishes corrective actions to resolve delinquencies in meeting the standards and/or exceed the standards. Conducts performance appraisal of supervisors and recommends salary increases. Reviews recommended salary increases made by supervisors for their subordinate staff. Establishes and conducts process for communication and understanding of

organizational plans and programs by employees, consumers and/or external agencies. Hears and discusses suggestions or complaints from employees which the supervisors have been unable to resolve and recommends action to the Director as to resolution of complaints. Attends and participates in county, regional and state meetings, conferences, and workshops to keep informed on current developments in human service and work methods. Takes minor staff disciplinary action and recommends major disciplinary actions to Director. Recruits personnel and recommends their employment. Prepares and submits reports to the Director, other agency staff and federal and state agency staff as needed. Conducts staff meetings.

3. Knowledges and abilities required:

a. Knowledge of the functions, procedures, organization and governing laws and regulations of the agency. Knowledge of the principles and practices of public administration. Knowledge of federal and state welfare, health and corrections laws and a broad understanding of the objectives and functions of a human service program. Knowledge of the functions and resources of other private, local, state and federal agencies.

b. Ability to do original work in the formulation of policies and procedures. Ability to analyze problems and make prompt and sound decisions. Ability to motiviate and direct others. Ability to establish and maintain effective professional and public relations. Ability to direct the work of professional staff. Ability to plan work according to predicted needs of the agency.

4. Minimum qualifications of education and experience:

a. A master's degree from a recognized school in public administration, business administration, social work, public health, psychology or a closely related field and two years of full-time experience as an Administrative Assistant II, Social Service Supervisor II, Welfare Director II, Director of Public Health Nursing II or equivalent level of experience in a supervisory or administrative position.

OR

b. A bachelor's degree from an accredited four-year college in public administration, business administration, social work, sociology, public health,

psychology, or a closely related field and three years of full-time experience as an Administrative Assistant II, Social Service Supervisor II, Welfare Director II, Director of Public Health Nursing II or equivalent level of experience in a supervisory or administrative position.

OR

c. A bachelor's degree from an accredited four-year college in public administration, business administration, social work, sociology, public health, psychology, or a closely related field and five years of full-time experience as an Administrative Assistant I, Social Service Supervisor I, Welfare Director I, Director of Public Health Nursing I or equivalent level of experience in a supervisory or administrative position. One year of graduate training in a recognized school of social work may be substituted for one year of the required supervisory or administrative experience.

OR

d. When taking this examination on a promotional basis, completion of any four-year degree from an accredited college will substitute for the bachelor's degree requirement listed above.

DPW 125 Welfare Administrative Group

W. Policy/Program Analyst

1. Kind of work:

Under the general direction of a county welfare director or human services director designs, implements, and maintains evaluation systems for assessing program effectiveness and employee performance; assists with program planning and gathers citizen input for Board review, and performs related work as assigned.

2. Examples of work: (Illustrative only)

Formulates quantitative and qualitative standards and criteria for assessing service delivery. Develops sources of citizen input for the Board's review. Develops and recommends mechanisms for identifying and recording program effectiveness and employee performance. Advises on the means of conducting qualitative evaluations of effectiveness performance, including those requiring subjective judgment. Assists program supervisors with the design of effective planning models. Participates in development of strategies conducive to agency acceptance and use of evaluation methods as an aid to increased managerial effectiveness and for employee self-improvement. Designs and maintains a variety of approaches to community needs assessment. Develops and implements a data bank of information for use by the staff and the community. Reviews evaluation findings and translates them for administrative consideration. Evaluates management systems and organizational structures, and suggests improvements.

3. Knowledges and abilities required:

a. Knowledge of evaluation systems theory and practice. Knowledge of the principles and practices of public planning. Knowledge of public administration theory and practice. Knowledge of functions and objectives of federal, state, and local welfare and human services programs.

b. Ability to establish and maintain effective professional and public relations. Ability to perceive and interact with community requests. Ability to write clear, concise and effective reports. Ability to verbally communicate ideas and interpretations.

4. *Minimum qualifications:*

a. Master's degree from a recognized school in social work, public health, public administration, business administration, psychology or a closely related field and two years of full-time experience in a highly responsible pertinent supervisory or administrative capacity.

OR

b. A bachelor's degree from an accredited four-year college with a major in a related field and four years of full-time experience in a highly responsible, pertinent supervisory or administrative capacity.

DPW 126 Welfare Supervisory Group

E. Community Health Services Supervisor (Human Services)

1. Kind of work:

An employee in this class is responsible for supervision and coordination of all public health services which guard and improve the general health of residents in an assigned area or district. The work includes coordination of education activities of public health programs with other health education activities in the community. A Community Health Services Supervisor evaluates public health program needs of the community, assures that standards are being maintained and supervises professional staff in providing needed services. Work is performed under the general direction of an Assistant Human Services Director or Human Services Director and professional consultation of the State Department of Health, but with considerable latitude for the exercise of independent judgment. Work is reviewed through conferences, written reports and objectives achieved. Performs related work as required.

2. Examples of work: (Illustrative only)

Promotes, maintains and coordinates the public health, nursing and environmental health programs. Conducts continuous assessment of community health needs. Evaluates county and/or multi-county health programs and assists in implementing needed program revisions or new programs. Confers with and advises program coordinators in the development of new programs and the solution of problems encountered. Prepares and proposes the annual budget including the annual community health services plan. Recruits, interviews and recommends additions to staff and assignment of personnel. Identifies staff training needs and plans and supervises a program or orientation, in-service training and staff development. Supervises and participates in the preparation, selection, evaluation and distribution of health education materials to local communities. Participates in continuing education programs for health educations. Establishes and maintains working relationships with local health providers, health educators and related volunteer organizations. Attends various civic and community group meetings to explain and promote community health services. Attends state, regional and local professional conferences and seminars to keep

informed on current developments in the field. Maintains related records and provides reports as needed.

3. Knowledges, skills and abilities required:

a. Knowledge of the principles and practices of public health nursing and environmental sanitation. Knowledge of the principles, practices and objectives of public health nursing administration. Knowledge of public health laws and ordinances. Knowledge of methods of effective delivery of community health services. Knowledge of measures and techniques used in the prevention of communicable diseases. Knowledge of the principles and techniques of community health education. Knowledge of the sociological aspects of community life. Knowledge of the functions of related health and social agencies.

b. Ability to interpret and explain public health laws and regulations. Ability to establish and maintain effective relationships with members of other disciplines, the public, and with the professional and lay staff. Ability to make independent decisions. Ability to communicate effectively both orally and in writing.

4. Minimum qualifications of education and experience:

a. A master's degree in public health nursing, health or a closely related field; eligible for certification as a public health nurse in Minnesota; three years of experience in public health nursing, teaching, public health, or community health, including one year supervisory, consultative, teaching and/or field placement supervision and/or administrative experience in an agency or college offering generalized public health nursing programs.

OR

b. A baccalaureate degree from a school of nursing accredited by the National League for Nursing, certification as a public health nurse in Minnesota, six years of full-time public-health nursing experience, including two years of successful, supervisory, consultative and/or administrative experience in an agency offering generalized public-health nursing services, certification as a public-health nurse in Minnesota.

DPW 126 Welfare Supervisory Group

H. Human Services Supervisor I

1. Kind of work:

Under general administrative supervision, is responsible for the program administration and direct supervision of one or more human service activities; plans and directs administrative procedures; coordinates agency activities with other human service units; compiles reports and surveys, performs appropriate liaison work with other agencies and the community; and performs related work as assigned.

2. Examples of work: (Illustrative only)

Assigns work to staff. Recruits, interviews and recommends additions to staff and assignment of personnel. Prepares administrative reports depicting the activity of one or more human service programs. Develops new procedures for recording and tabulating agency activity. Coordinates special projects and implements administrative procedures as required. Represents the agency at public meetings and conferences. Plans, organizes and conducts orientation programs for new employees. Evaluates staff's performance and recommends appropriate action. Reports to the Board on matters concerning one or more program areas. Prepares budgets for one or more human service activities. Develops fiscal goals, objectives and controls as required. Justifies deviations from the budget when they occur. Coordinates fiscal activities with other units and departments. Monitors and reviews purchase-of-service contracts and drafts new contracts using established guidelines. Conducts staff meetings and agency information meetings. Completes forms and correspondence as required. Identifies staff training needs and plans and organizes a program of in-service training and staff development.

3. Knowledges and abilities required:

a. Knowledge of the functions, procedures, organization and governing rules of the human service activities involved. Knowledge of the use of budgeting, fiscal controls and generally accepted accounting principles. Knowledge of the principles, techniques and practices of supervision. Knowledge of acceptable

office procedures, practices and equipment. Knowledge of the principles and practices of public administration. Knowledge of the functions and resources of other private, local, state and federal agencies.

b. Ability to design and administer a budget. Ability to supervise and direct the work of others. Ability to write and present reports. Ability to coordinate a variety of administrative services. Ability to recruit and select qualified personnel. Ability to formulate methods and procedures. Ability to establish and maintain effective professional and public relationships. Ability to explain and uphold regulatory provisions. Ability to understand and effectively carry out complex oral and written instructions.

4. *Minimum qualifications of education and experience:*

a. Graduation from an accredited four-year college with a major in a pertinent field; and four years of related experience.

OR

b. When taking a promotional examination for this position, a permanent employee may substitute two years of related experience for one year of college for up to two years of the required college education.

DPW 126 Welfare Supervisory Group

N. Developmental Achievement Center Director

1. Kind of work:

Under general supervision, plans, supervises and administers a learning program for the mentally retarded; and performs related work as required.

2. Examples of work: (Illustrative only)

Plans, directs, and supervises a curriculum for the care, training, and education of the mentally retarded. Supervises the records, evaluations, progress reports, and program plans for program participants. Plans, supervises, and administers a program of parental counseling. Consults with other professionals on needs of participants. Assists in selecting adequate personnel for the center. Trains new staff. Evaluates staff performance and recommends appropriate action. Identifies and documents developmental achievement center program funding needs and assists in preparation of the budget for the center. May make presentations to the Board on the needs of the center and the participants. Answers correspondence relating to center and participants. Maintains contact with the public and other resource agencies as required.

3. Knowledges and abilities required:

a. Knowledge of developmental achievement center program, operations, policies and procedures. Knowledge of mental retardation and learning problems. Knowledge of resources available to serve the mentally retarded. Knowledge of state laws relating to mentally retarded and developmental achievement centers. Knowledge of budgeting.

b. Ability to plan, direct and administer curriculum, and implement schedule of activities. Ability to communicate effectively orally and in writing. Ability to supervise and give directions to staff. Ability to plan and conduct meetings, evaluations, and in-service training. Ability to plan, direct, and participate in counseling sessions. Ability to keep and maintain records as required.

4. *Minimum qualifications of education and experience:*

A bachelor's degree from an accredited four-year college with a major in early childhood education, special education, social work, psychology, nursing, or a closely related area.

U. Transportation Coordinator

1. Kind of work:

Under general supervision, plans, supervises and administers a transportation and communication program which may consist of paid employees and/or volunteer workers; recruits, selects, orients, and trains volunteers; assigns activities to employees and volunteers; and performs related work as required.

2. Examples of work: (Illustrative only)

Works with civic, church, and other community groups to develop and maintain interest and participation in transportation and communication programs. Interviews persons interested in performing volunteer services. Conducts periodic individual conferences and group meetings with employees and volunteer workers to discuss programs and problems. Consults with agency staff about the need for transportation and/or communication check for clients. Assigns volunteer workers to regular and/or special assignments. Evaluates employee and volunteer worker performance. Establishes standards for volunteer services within the transportation and communication areas. Maintains time records for employees and volunteers. Oversees maintenance of agency vehicles on regular basis. Balances cash receipts for transportation of clients, and completes proper reports. Attends meetings as required. Makes regular or special reports as required. May serve as an auxiliary driver.

3. Knowledges and abilities required:

a. Knowledge of human behavior. Knowledge of community activities and resources. Some knowledge of volunteer services programs.

b. Ability to maintain good working relationships with community groups, agency staff, and volunteer workers. Ability to exercise good judgment in determining assignments of volunteers. Ability to train and supervise employees and/or volunteers. Ability to express ideas clearly, both orally and in writing. Ability to handle financial records. Ability to determine need for regular or special servicing of agency vehicles.

4. *Minimum qualifications of education and experience:*

Graduation from high school or its equivalent and three years of successful experience in public service work; this may include work as an automobile driver, bus driver or related activity. Note: If employee in this class will drive a van, mini-bus, and/or bus, a valid Minnesota Class B driver's license will be required.

DPW 128 Auxiliary-Services Group

H. ~~Counselor on Alcoholism~~ *Chemical Dependency Counselor*

1. Kind of work:

Under general supervision, assists in a program designed for the recovery of ~~alcoholics~~ *chemically dependent clients, advises and counsels spouses, families and interested groups concerning treatment of the chemically dependent*; and performs related work as assigned.

2. Examples of work: (Illustrative only)

Confers with the professional staff about the general approach to individual treatment plans. Establishes an understanding and cooperative relationship with clients. Meets with clients individually and in groups to work out ways to combat reversion tendencies. ~~Arranges for membership of~~ *Provides information to* clients ~~in~~ *concerning* local Alcoholics Anonymous chapters, *treatment centers, and half way houses, and makes referrals as client needs dictate.* Provides counseling to ~~alcoholics and problem drinkers~~ *the chemically dependent and chemical abusers,* as well as to their families. Provides follow-up and emergency services. Maintains records on clients and prepares reports on the program. Establishes and maintains liaison and good relations with other local agencies and groups in the community. Participates in educational presentations to community groups and makes public speaking presentations for interpretation and understanding of the ~~alcoholism program~~ *chemcially dependent, chemical abusers and their families. Refers clients to appropriate financial, legal and marital counseling as required.*

3. Knowledges and abilities required:

~~Thorough~~ Knowledge of the habits, *traits,* and actions of ~~alcoholics~~ *those who are chemically dependent.* ~~Thorough~~ Knowledge of the techniques employed in ~~Alcoholics Anonymous~~ *treatment*-type programs of recovery techniques. Knowledge of a comprehensive program for recovery of ~~alcoholics~~ *the chemically dependent and those that are chemical abusers.* Knowledge of interviewing and recording techniques. Ability to establish

rapport with ~~alcoholics~~ *clients* under treatment. Ability to understand and carry out directions ~~from the professional staff~~. Ability to organize and carry out a program to fit individual or group needs. Ability to observe behavior and reactions of clients and to make reports. Ability to establish and maintain effective working relationships with staff members, public and private agencies, employers, community leaders, and the general public.

4. Minimum qualifications of education and experience:

~~Graduation from a standard high school or its equivalent,~~ Three consecutive years of sobriety, *if chemically dependent*, and successful completion of a*n* ~~Counselor on Alcoholism~~ *approved chemical dependency* training program accredited by the Department of Public Welfare.

DPW 128 Auxiliary-Service Group

I. ~~Group Home Parents~~ *Residential Facility Operator(s)*

1. Kind of work:

The *person or* couple in this class is responsible for the daily care and management of a group of ~~children~~ *participants* living in a county-operated ~~foster home~~ *facility*. ~~Responsibility extends to participation in~~ *They provide* guidance, ~~and~~ *supervision and* counseling ~~of~~ *to* the ~~children~~ *residents*, ~~in addition to~~ *do* the housekeeping, budgeting, meal planning, and custodial ~~functions~~ *work* involved in the actual operation of the home; *and perform other related duties as assigned.* Supervision is ~~received~~ *provided* in matters of planning and over-all programming ~~from~~ *by* the social ~~welfare~~ *service* supervisor, *human service supervisor* ~~or~~ *and/or* ~~a case~~ *social* worker, *mental health worker or corrections worker.*

2. Examples of work: (Illustrative only)

Helps ~~child~~ *residents* adjust in home, school, and community *environments* and guides and counsels ~~him~~ *them* in solving problems that arise. Administers rules ~~about~~ *concerning* discipline and personal habits and provides protective limits and firm control over destructive behavior. Helps ~~children~~ *residents* learn ~~good~~ *socially acceptable* values and at the same time ~~leaves them~~ *permits them* ~~freedom~~ to become independent persons able to make their own choices and decisions. Supervises and controls leisure-hour activities. Observes and reports orally and/or in writing to the ~~case~~ worker *concerning* ~~about~~ behavior and counsels ~~with him about~~ *with the worker regarding* correct procedures to follow in problem areas. Attends agency meetings and takes part in discussions of plans for and progress of individual ~~children~~ *residents* in the ~~group home~~ *facility* and in such decisions as those involving intake, grouping, and discharge. Helps ~~children to feel they are a part of~~ *residents adjust to* a group living *experience* ~~and belonging together~~ and fosters tolerance and acceptance of one another. ~~Handles visits, calls, etc. of disturbed parents of children.~~ *Handles problems which may arise from visits and calls by parents or relatives of residents. Plans and coordinates leisure time activities. Counsels residents concerning part-time employment opportunities.* Participates in helping ~~children separate from foster parents~~ *residents in the separation process* when they are

returning to their own family, becoming a member of a large institution, or setting up independent living arrangements. Cooperates with school officials in dealing with school problems. Observes health of ~~children~~ *residents* and reports need for medical attention to ~~case~~ worker. ~~Takes child to~~ *Provides transportation to school and recreational activities,* medical center or dentist, *or other appropriate destinations.* Assigns ~~children~~ *residents* household chores and encourages neatness and orderliness. Orders groceries and prepares well-balanced meals within the amount budgeted. Makes appropriate use of supplies and equipment. Maintains grounds and makes general repairs in house. Keeps adequate records. Participates in training programs as assigned by agency. ~~Performs related duties as required.~~

3. Knowledges and abilities required:

a. ~~Extensive~~ Knowledge of ~~children and their problems, behavior, and development~~ *behavior problems and individual development.* ~~Considerable~~ Knowledge of household management including cleaning, food service, and household supplies. Knowledge of simple group dynamics. Knowledge of health and safety precautions in group environment. Knowledge of family budgeting methods. *Knowledge of simple household repair methods.*

b. Ability to share ~~parental~~ *family* role and to help ~~child~~ *resident* understand the responsibility of the ~~case~~ *social* worker, the foster parents, and ~~his own~~ *natural* parents. Ability to recognize and support the strengths in each ~~child~~ *resident.* Ability to teach ~~children~~ *residents* appropriate ways to behave and standards of good conduct and to provide consistent external controls without hostility. Ability to cooperate with and utilize supervision from professional staff who are working with the ~~children~~ *residents* assigned to the ~~home~~ *facility.* ~~Ability to participate in P.T.A. and other local organizations.~~ Ability to effectively interpret ~~group foster home~~ *facility* program to the community. Ability to maintain appropriate housekeeping standards. Ability to keep records and prepare reports. *Ability to perform household tasks quickly and efficiently.*

4. ~~Desirable~~ *minimum* qualifications ~~of education and experience:~~ ~~Graduation from high school. At least one member of the couple must have a high school diploma.~~ *Demonstrated* maturity and ~~considerable experience in supervising children either gained from raising own children or from working with children in activities and organizations, plus~~ experience in household management.

Note: This classification may be used either for one person or for a couple, whichever is designated by the appointing authority.

DPW 128 Auxiliary-Service Group

R. Assistant Residential Facility Operator(s)

1. Kind of work:

Performs relief duty in the absence of the Residential Facilities Operators in a county facility and during such times provides guidance and counseling to the residents living in the facility. Attends to the housekeeping, meal planning and custodial functions involved in the operation of the facility and/or assists the Residential Facilities Operators while they are on duty and performs assigned functions similar to those performed while on relief duty. Supervision is received in matters of planning and overall programming from the social service supervisor, human service supervisor and/or a social worker, mental health worker or correctional worker. Matters concerning daily resident care, housekeeping, meal planning and custodial functions are assigned by the Residential Facilities Operators.

2. Examples of work: (Illustrative only)

Counsels and guides residents in problems which arise in home, school and community. Administers rules concerning discipline and personal habits and provides protective limits and firm control over destructive behavior. Supervises and controls leisure-hour activities. Observes and reports orally and/or in writing to the Group Home Parents and/or worker concerning behavior and problem areas. Attends agency meetings as required. Helps residents to feel they are a part of a group living and belonging together and fosters tolerance and acceptance of one another. Handles problems which may arise from visits and calls by parents or relatives of residents. May cooperate with school officials in dealing with school problems. Observes health of residents and reports need for medical attention to worker. Provides transportation to school and recreational activities, to medical center, dentist, or other assigned destinations. Assigns residents household chores and encourages neatness and orderliness. Prepares well-balanced meals and may, within the amount budgeted, order groceries. Makes appropriate use of supplies and equipment. Maintains grounds and makes general repairs in house. Keeps adequate records. Participates in training programs as assigned by agency.

3. *Knowledges and abilities required:*

a. Knowledge of behavior problems and individual development. Knowledge of household management including cleaning, food service, and household supplies. Knowledge of simple group dynamics. Knowledge of health and safety precautions in group environment. Knowledge of family budgeting methods. Knowledge of simple household repair methods.

b. Ability to recognize and support the strengths in each resident. Ability to teach residents appropriate ways to behave and standards of good conduct and to provide consistent external controls without hostility. Ability to cooperate with and utilize supervision from professional staff who are working with the residents assigned to the home. Ability to effectively interpret facility program to the community. Ability to maintain appropriate housekeeping standards. Ability to keep records and prepare reports. Ability to perform household tasks quickly and efficiently.

4. *Minimum qualifications:*

Demonstrated maturity and experience in household management. Note: This classification may be used either for one person or for a couple, whichever is designated by the appointing authority.

DPW 128 Auxiliary-Services Group

W. Psychologist III

1. Kind of work:

Under general administrative supervision, provides direct psychological counseling services to clients; serves as a consultant to professional and administrative staff in the agency and/or to other county agencies in areas of psychology and psychological techniques; performs crisis intervention work in a psychological setting; handles psychological testing and evaluation of clients; provides community education related to psychological services; and performs related work as required. The employee uses great latitude for independent judgment in carrying out assigned duties and responsibilities.

2. Examples of work: (Illustrative only)

Plans, develops and recommends procedures for a program of prevention and rehabilitation in accordance with agency polices and program objectives. Advises staff of resources available to maximize a client's progress, and assists them in determining the best alternatives based on availability of services. Selects and evaluates techniques to facilitate counseling and work with clients concerning treatment plan. Explains the objectives and findings of psychological services to professional and administrative staff. Develops and conducts in-service training for agency staff. Administers and interprets psychological tests. Conducts psycotherapeutic counseling services to individuals, groups and families. Prepares reports as necessary or required. Assesses and responds appropriately to crisis situations.

3. Knowledges and abilities required:

a. Knowledge of psychological procedures and techniques in rehabilitation and guidance. Knowledge of current developments and trends in the field of psychology. Knowledge of mental hygiene and the factors involved in diagnosis and treatment. Knowledge of methods and procedures used in the administration of psychological examinations. Knowledge of community resources and agency organization and services. Knowledge of agency goals. Knowledge of the principles and methods of social case work.

b. *Ability to manage a caseload. Ability to establish and maintain good professional relationships with the agency staff and community. Ability to plan and conduct appropriate research. Ability to explain psychological services and findings to clients and families, agency staff and community. Ability to use appropriate psychological techniques. Ability to prepare clear, concise reports.*

4. *Minimum qualifications of education and experience:*

A doctoral degree in psychology from a recognized school.

DPW 128 Auxiliary-Services Group

X. Psychologist IV

1. Kind of work:

Under general administrative supervision provides direct psychological counseling services to clients; serves as a consultant to professional and administrative staff in the agency and/or to other county agencies in areas of psychology and psychological techniques; performs crisis intervention work in a psychological setting; handles psychological testing and evaluation of clients; provides community education related to psychological services; and performs related work as required. The employee uses great latitude for independent judgment in carrying out assigned duties and responsibilities.

2. Examples of work: (Illustrative only)

Plans, develops and recommends procedures for a program of prevention and rehabilitation in accordance with agency policies and program objectives. Advises staff of resources available to maximize a client's progress, and assists them in determining the best alternatives based on availability of services. Selects and evaluates techniques to facilitate counseling and work with clients concerning treatment plan. Explains the objectives and findings of psychological services to professional and administrative staff. Develops and conducts in-service training for agency staff. Administers and interprets psychological tests. Conducts psychotherapeutic counseling services to individuals, groups and families. Prepares reports as necessary or required. Assesses and responds appropriately to crisis situations.

3. Knowledges and abilities required:

a. Thorough knowledge of psychological procedures and techniques in rehabilitation and guidance. Thorough knowledge of current developments and trends in the field of psychology. Thorough knowledge of mental hygiene and the factors involved in diagnosis and treatment. Thorough knowledge of the methods and procedures used in the administration of psychological examinations. Knowledge of community resources and agency organization and services. Knowledge of agency goals. Some knowledge of the principles and methods of social case work.

b. Ability to manage a caseload. Ability to establish and maintain good professional relationships with the agency staff and community. Ability to plan and conduct appropriate research. Ability to explain psychological services and findings to clients and families, agency staff and community. Ability to use appropriate psychological techniques. Ability to prepare clear, concise reports.

4. Minimum qualifications of education and experience:

A doctoral degree in psychology, and licensure by the Minnesota Board of Examiners of Psychologists as a Licensed Consulting Psychologist. (Note: This certification requires two years of supervised experience.)

Y. Senior Citizen's Aide

1. Kind of work:

Under general supervision, organizes recreational and educational activities for senior citizens and may participate in such duties as assisting in planning special activities, providing special services, attendance at senior citizen's center executive meetings and maintenance of center supplies and records.

2. Examples of work: (Illustrative only)

Organizes recreational and educational activities at the center. Works directly with senior citizens or groups as may be required. Informs senior citizens of pertinent human service programs. May provide special services to senior citizens such as assistance in completion of income tax return forms. Advises senior citizens of special programs and county-wide recreational activities. Participates in center Board meetings to plan and evaluate activities. Attends informational meetings as required. Maintains supplies and records of a senior citizen's center. Arranges transportation for senior citizens. Assists in carrying out a program of tele-care to senior citizens.

3. Knowledges and abilities required:

a. Knowledge of human behavior. Knowledge of services and programs offered by the agency.

b. Ability to organize work efficiently. Ability to establish and maintain good working relationships with individuals, groups, and co-workers. Ability to communicate orally. Ability to follow instructions. Ability to learn agency procedures and community resources.

4. Minimum qualifications:

Two years of experience working with the public in a paid or voluntary capacity.

Z. *Chemical Dependency Coordinator*

1. *Kind of work:*

Under general supervision develops, maintains, coordinates and evaluates the full continuum of care programs for the chemically dependent; trains and provides coordination for chemically dependency counselors and staff; works in areas of alcohol/drug rehabilitation programs with groups or individuals in assisting them to recover from alcohol or drug-related problems. Specialized direction is available from social work, medical and psychological staff personnel. Considerable latitude is permitted in working out relations with clients and methods to be employed in anticipating and avoiding the use of chemical dependent substances. Works unusual hours as required by client and/or community. Performs related work as required.

2. *Examples of work: (Illustrative only)*

Meets individually and collectively with clients to encourage them to discuss their chemical dependency problems and ways to avoid them as a mode of behavior. Associates closely with clients and establishes an understanding and cooperative relationship with them. Intervenes in client crisis situations. Determines present resources available and needs to be met for a chemical dependency program. Works with area, regional and state committees and offices regarding chemical dependency. Meets with professional staff to discuss recovery potential and treatment plans. Provides coordination, consultation and in-service training to agencies such as law enforcement agencies, the courts, schools and hospitals, and other community care-providing agencies. Trains and coordinates the work of area mental health chemical dependency counselors and staff. Develops and coordinates informal communication and meetings with community chemical dependency programs, including those not funded through the area board. Participates with school authorities in the development of educational programs in chemical use and abuse. Coordinates development and maintenance of follow-up services related to mental health. Evaluates chemical dependency programs. Encourages and assists industries and employers in developing policies and programs designed to assist chemically dependent employees and their families.

3. *Knowledges and abilities required:*

a. Knowledge of the methods, procedures and practices relating to treatment programs for the chemically dependent. Knowledge of the habits, traits, and actions of chemically dependent persons. Knowledge of resources available to chemically dependent persons. Knowledge of available comprehensive programs for recovery of the chemically dependent and those that are chemical abusers.

b. Ability to express ideas clearly, both orally and in writing. Ability to establish a good personal relationship with persons under treatment. Ability to understand and carry out directions of professional staff. Ability to plan, develop, budget, and evaluate chemical dependency programs. Ability to work and communicate effectively with personnel in other political, economic and social agencies and various community groups.

4. Minimum qualifications of education and experience:

a. Master's degree from a recognized school in social work or the behavioral sciences, three years sobriety if chemically dependent, and equivalent of completion of the chemical dependency training program accredited by the Department of Public Welfare.

OR

b. Graduation from an accredited four-year college in social work or the behavioral sciences, three consecutive years of sobriety if chemically dependent, successful completion of a chemical dependency training program accredited by the Department of Public Welfare, and two years of experience in chemical dependency field.

OR

Relevant experience may be substituted for the college education requirement on a year-for-year basis.

DPW 128 Auxiliary Services Group

AA. Developmental Achievement Center Teacher

1. Kind of work:

Under general supervision, plans curriculum for the care, training, and education of the mentally retarded; teaches self-care and/or other special skills to developmental achievement center participants, consults with other professionals in the field, participates in periodic evaluations of participants, and performs related work as assigned.

2. Examples of work: (Illustrative only)

Plans a curriculum for the care, training, and education of the mentally retarded, in conjunction with the developmental achievement center director. Teaches self-care and/or other special skills. Assists director in administering a program of parental counseling. Participates in conferences with parents. Consults with other professionals on needs of participants. Attends in-service meetings, parent meetings, staff meetings, and workshops. Maintains records on center participants. May supervise developmental achievement center instructors.

3. Knowledges and abilities required:

a. Knowledge of developmental achievement center program, operations, policies, and procedures. Knowledge of mental retardation and learning problems. Knowledge of resources available to serve the mentally retarded.

b. Ability to plan and administer curriculum, and implement schedule of activities. Ability to relate to mentally retarded and their needs in learning process. Ability to maintain good working relationships with co-workers and supervisory staff. Ability to provide training in self-care and other areas of specialized learning. Ability to communicate orally and in writing.

4. Minimum qualifications of education and experience:

Bachelor's degree from an accredited four-year college with a major in early childhood education, special education, social work, psychology, nursing, or a closely related field plus possession of a valid Minnesota teaching certificate.

BB. Developmental Achievement Center Instructor

1. Kind of work:

Under general supervision, teaches self-care and/or other special skills to developmental achievement center participants, maintains records on participants on regular basis, consults with other disciplines and resources, participates in periodic evaluations of participants, and performs related work as assigned.

2. Examples of work: (Illustrative only)

Assists in planning curriculum for pre-school and adult center participants. Plans and prepares daily schedule of activities and individual programs. Prepares and implements discipline guidelines. Teaches self-care and/or other special skills. Maintains records on center participants on a regular basis. Maintains informal and formal contact with parents. Participates in conferences with parents. Attends all meetings as required (in-service meetings, parent meetings, staff meetings, workshops). Escorts participants to and from classrooms and/or transportation as required.

3. Knowledges and abilities required:

a. Knowledge of day activity center program, operations, policies and procedures. Knowledge of mental retardation and learning problems. Knowledge of resources available to serve the mentally retarded.

b. Ability to plan curriculum and implement schedule of activities. Ability to provide required discipline. Ability to relate to the mentally retarded and their needs in learning process. Ability to maintain good working relationships with co-workers and supervisory staff. Ability to provide training in self-care and other areas of specialized learning. Ability to communicate orally and in writing. Ability to chart, maintain records, and prepare reports as required.

4. Minimum qualifications of education and experience:

a. High school diploma, or the equivalent, and four years experience in supervising children, either gained from raising own children or from working with children in activities and organizations.

OR

b. High school diploma, or the equivalent, and two years of experience working with the mentally retarded.

Note: Where, under the supervision of physicians and registered nurses, administering medication to all participants and keeping records of schedule and type of medication is involved, LPN certification is required, and selective certification will be made on the basis of possession of this certificate.

DPW 128 Auxiliary-Services Group

CC. Developmental Disabilities Coordinator

1. Kind of work:

An employee in this class is responsible for planning, coordinating and service delivery of the mental retardation/development disabilities program in an assigned area or district. The work includes assessing the needs of mentally retarded/developmentally disabled population, involving those interested in or associated with the mental retardation/developmental disabilities fields in problem solving and coordinating these efforts with related agencies and organizations. Work is performed under the supervision of a Human Services Supervisor and administrative direction of the Human Services Director, but considerable latitude is allowed for the exercise of independent judgment. Work is reviewed through conferences, written reports and results obtained. Performs related work as required.

2. Examples of work: (Illustrative only)

Coordinates, plans and implements the county mental retardation programs and community based service delivery systems to pre-school, school age, adult and elderly mentally retarded individuals. Develops community awareness and support for and exerts leadership in promoting and improving services to the mentally retarded/developmentally disabled population. Assesses the needs of the mentally retarded/developmentally disabled population, in cooperation with involved professionals and concerned citizens and coordinates efforts to meet the needs. Assists other agencies, organizations and committees to meet their needs in mental retardation and in developing supplemental programs they have identified as needed. Provides consultation to public and private agencies in the district, professionals, residential facilities managers for mentally retarded individuals, State Hospitals, and Human Service Centers. Works with public and private groups and professionals to develop residential facilities, foster home placements and sheltered employment for mentally retarded. Evaluates programs with a client-centered approach to insure that programs are providing individualized services.

Performs casefinding activities, identifying mentally retarded children and adults and assisting them in receiving needed services. Advises clients and their families of local and statewide resources and provides consultation and assistance with placement, behavior and developmental problems. Plans and supervises a program of in-service training and staff development of mental health workers involved in mental retardation/development disabilities services. Attends state, regional and local professional conferences and seminars to keep informed of current developments in the field. Compiles statistics concerning mentally retarded/developmentally disabled population and prepares periodic activity reports.

3. Knowledges and abilities required:

a. Knowledge of the principles and practices of treatment of mentally retarded/developmentally disabled persons. Ability to plan and coordinate the mental retardation/developmental disabilities program and service delivery functions with available resources and involved professionals and lay persons. Knowledge of community structure including those aspects of political, economic and social activities capable of lending support to or participating in a comprehensive program of services to the mentally retarded.

b. Ability to understand developmental disabilities and their significance to the individual and the community. Ability to understand the diverse and distinct differences in needs of developmentally disabled persons and to relate to them without bias. Ability to work with and effectively enlist the cooperation and support in individuals and groups engaged in mental retardation services and related activities. Ability to design and carry out a program for the systematic collection, analysis, organization and presentation of information relative to community activities relating to mental retardation/developmental disabilities. Ability to make independent decisions. Ability to communicate effectively, both orally and in writing.

4. Minimum qualifications of education and experience:

Bachelor's degree from an accredited four-year college in sociology, psychology, social work, early childhood education or related field, and two years of related experience.

DD. Mental Health Worker

1. Kind of work:

An employee in this class is responsible for professional level psychological counseling and consultation services. The Mental Health Worker administers and interprets specialized psychological tests and makes psychological assessments of client's mental health. Although policies and procedures are outlined by a supervisor, the employee works with considerable independence in direct client work. Work is reviewed through conferences, written reports and results obtained. Performs related work as required.

2. Examples of work: (Illustrative only)

Conducts individual family and group counseling and psychotherapy to children and adults to resolve current psychological problems or dysfunction. Conducts marriage counseling to modify psychologically the interaction of couples. Consults with human services professionals to determine the need or obtain guidance in the psychological study of specific clients. Performs psychological assessment of clients and individuals assigned by courts, social service workers, police, schools and other agencies as required. Administers psychological projective and psychometric tests and observes client to determine neuro-psychological state or pathological condition. Interprets the test results in terms of the purpose of the study and prepares written reports and makes recommendations on the basis of psychological findings. Conducts psycotherapy and case management of mentally ill patients on provisional or permanent discharge from state psychiatric hospitals. Intervenes in client crisis situations. Coordinates activities with social service agencies and other organizations and makes necessary arrangements for the utilization of these resources by clients. May conduct training workshops concerning mental illness. Consults with social service workers, physicians, teachers, ministers, other concerned professionals, lay persons and students to explain and promote mental health services and to obtain individual and public cooperation. May give testimony in connection with court cases. Attends regular staff conferences and in-service training sessions. Maintains a log of therapy sessions and client's progress and records essential information on client's records.

3. *Knowledges and abilities required:*

a. Knowledge of the principles, methods, procedures, and current trends and developments in psychological counseling. Knowledge of individual and group treatment techniques. Knowledge of methods and procedures used in the administration of psychological examinations. Knowledge of standard psychological tests. Knowledge of mental hygiene and the factors involved in assessment and treatment of psychological disorders.

b. Ability to communicate the findings of psychological examinations to clients, professional associates and other interested persons. Ability to establish and maintain effective relationships with other professional personnel, clients and the public. Ability to communicate effectively, both orally and in writing. Ability to keep detailed records and to make comprehensive reports.

4. *Minimum qualifications of education and experience:*

Possession of a master's degree from a recognized school in social work, clinical psychiatric nursing, counseling/clinical psychology or related field.

DPW 130 Medical-Nursing-Services Group

A. Physical Therapist

1. Kind of work:

Under general nursing supervision, is responsible for providing fully-skilled physical therapy services to patients in their homes or in other areas where the agency offers services. A physical therapist assists the physician in evaluating patient's function through application of diagnostic and prognostic muscle, nerve, joint, and ability tests; counsels and teaches nurses, other health team members and family regarding physical therapy procedures and supportive activities aimed toward making the patient as self-sufficient as possible. Performs related work as required.

2. Examples of work: (Illustrative only)

Visits homes to evaluate and perform physical therapy procedures on patients with disorders such as fractures, sprains, neurological disorders, cerebral, vascular and cardiac conditions according to patient's needs as prescribed by physician. Assesses patient's progress and recommends a therapy program to the physician, including long and short term goals. Gives exercises to patients using various physical therapy procedures designed to correct muscular and neurological disorders. Teaches physical therapy procedures and supportive activities to patients and their families to be performed between visits. Improvises prosthetic and orthotic devices to aid patient. Confers with attending physician regarding patient's progress and treatment. Instructs other health team personnel working with patients, including Home Health Aides, in certain phases of physical therapy and in good body mechanics procedures. Provides advisory and consultative services to allied professional workers who share in responsibility for patient care. Interprets physical therapy to lay and professional groups through in-service talks and technique demonstrations. Participates in continuing education activities in the physical therapy field. Maintains patient's records and prepares reports on the patient's condition, reaction to therapy, and other information pertinent to the patient's care.

3. Knowledges, skills and abilities required:

a. Knowledge of the principles and methods used in the field of physiotherapy. Knowledge of the various types of mental and physical abnormalities.

b. Skill in using a wide variety of physiotherapeutic methods and apparatus. Skill in adapting available materials into practical prosthetic and orthotic equipment.

c. Ability to work with mentally and physically handicapped patients. Ability to recommend a physical therapy program based on patient needs. Ability to stimulate the interest of patients in the therapy program. Ability to evaluate the results of therapy. Ability to give instructions and supervise others in applying physical therapy techniques. Ability to maintain effective working relationships with physicians, staff members and patients and their families. Ability to maintain accurate records and prepare reports. Ability to communicate effectively, both orally and in writing.

4. Minimum qualifications of education and experience:

Current licensure as a physical therapist in the State of Minnesota.

D. Homemaker/Home Health Aide

1. Kind of work:

Under supervision, instructs families in their homes in household skills and management; performs personal health care services in the home; works closely with the social worker or public health nurses in determining and evaluating the plan for care of clients, patients and their families; and performs related work as assigned. This work is performed under the supervision of a public health nurse or home health aide coordinator and/or a social worker, a social service supervisor, or a homemaker coordinator. Work requiring nursing judgment must be under the supervision of a nurse.

2. Examples of work: (Illustrative only)

Plans menus, purchases food, and prepares and serves meals including special diets as required. Assists in budgeting and expense planning. Provides personal care to children and/or disabled household members including bathing, dressing, feeding, personal hygiene, medication, and therapy as prescribed by the health staff. Teaches and instructs clients/patients in homemaking, child care, and personal care skills. Performs light housekeeping services including cleaning, washing, ironing, and mending of clothes and linens. Transports and escorts children and adults to schools, clinics, libraries, doctor's offices, and recreational facilities. Reports any changes in patient's or family's condition and prepares monthly progress reports on patient/family activities.

3. Knowledges and abilities required:

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

b. Ability to adapt to a variety of home and personal situations.

Ability to maintain an interest in and project a sympathetic and cheerful attitude in caring for the sick at home. Ability to follow written and oral instructions. Ability to accept and profit by supervision. Ability to retain confidentiality of home conditions and situations. Ability to exercise tact and good judgment in working with children and adults.

4. *Minimum qualifications of education and experience:*

Five years of successful nurses aide, child care, or homemaking experience.

Note: The following may be required by county welfare and human services agencies:

1. *Satisfactory physical condition as evidenced by a physical examination immediately prior to employment;*
2. *Completion of a training program for Home Health Aides prior to appointment to this class as set forth by the Social Security Act.*
3. *Possession of a valid Minnesota driver's license.*

F. Home Health Aide

1. Kind of work:

Under the direction of a professional nurse or a Home-Health-Aide Coordinator, performs personal health-care services in home case situations not requiring nursing judgment or competence; performs such light housekeeping services as are essential for helping a ~~patient and his~~ family in a health crisis maintain a healthful, safe environment; and performs related work as assigned. ~~by a professional nurse.~~

2. Examples of work: (Illustrative only)

Performs household services necessary to patient's health care. Helps patient with activities of daily living, which may include bathing, toileting, feeding, dressing, and care of mouth and hair, and with communications, such as speech and writing skills. Changes patient's bed linen. Administers back rubs. Encourages patient's participation in and helps with prescribed exercises and activities. Helps patient follow through on use of special equipment. Assists with oral medication that can be self-administered. Reports any changes in the patient's mental or physical condition to the nurse and shares with the nurse and/or Home-Health-Aide Coordinator ~~her~~ *his/her* observations about the home situation.

3. Knowledges and abilities required:

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

b. Ability to maintain an interest in and project a sympathetic and cheerful attitude in caring for the sick at home. Ability to follow oral and written instructions. Ability to communicate *effectively* orally and in writing. ~~with patients and staff members.~~ Ability to accept and utilize supervision. Ability to adapt to a variety of home and personal situations. Ability to

establish good working relationships with children and adults. Ability to retain confidentiality of home conditions and situations. Ability to exercise tact and good judgment in working with children and adults.

4. ~~Desirable~~ *Minimum* qualifications of education and experience: ~~Ability to read and write.~~

a. Five years of successful ~~homemaking or~~ nurses aide, *child-care, or homemaking* experience. ~~Note 1: Some agencies may require completion of a basic training program for Home Health Aides as set forth by the Federal Health Insurance for the Aged prior to appointment to this class.~~

b. *Note: The following may be required by some agencies:*

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

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

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

H. Director of Business Management *II*

1. Kind of work:

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

2. Examples of work: (Illustrative only)

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

3. Knowledges and abilities required:

a. Thorough knowledge of the modern principles and practices of business management in a large-scale governmental agency. Thorough knowledge of accounting theory and approved methods of handling a wide variety of problems of business management. Thorough knowledge of the principles and practices of effective admin-

istration. Thorough knowledge of office procedures, methods and equipment. Knowledge of the uses and practical application of data processing equipment. Knowledge of the scope and purpose of departmental operations. Knowledge of the source of public funds and the principles of public finance. Knowledge of the principles of economics.

b. Ability to do original work in developing and maintaining a complex accounting system. Ability to coordinate the fiscal management functions of the several institutions and departments. Ability to plan, assign, and coordinate the work of a large number of employees. Ability to evaluate the work of others and to develop staff. Ability to establish good working relationships with staff members, other departments and agencies, and the public.

4. Minimum qualifications of education and experience:

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

DPW 131 Fiscal Group

I. Director of Business Management I

1. Kind of work:

Under administrative direction, an employee in this class is responsible for directing a fiscal management program involving a system of accounts in a multi-county agency. A Director of Business Management I performs responsible professional accounting work which involves directing the accounting, budgeting and disbursing functions for all human services programs. The employee provides technical and supervisory financial support to carry out policies and programs established by the Human Services Board. Work is performed under the administrative direction of a Human Services Director, with considerable latitude for developing, implementing and administering financial methods and procedures. Work is reviewed through conferences, written reports and objectives achieved. Performs related work as required.

2. Examples of work: (Illustrative only)

Formulates and recommends policies and procedures to increase the effectiveness of the agency's fiscal management practices and other support services. Directs all business management and accounting functions of the agency so that adequate financial records and fiscal controls are maintained. Plans, installs and directs the policies and procedures required for a coordinated program of fiscal management. Confers with the director and program managers on the establishment of adequate fiscal and support services procedures. Organizes, assigns and establishes objectives of the work of the fiscal section and supervises section personnel. Recruits, interviews and recommends additions to staff and assignment of personnel. Evaluates performance of staff assigned to section. Prepares and administers the annual budget, confering with the Director and program supervisors on projected needs. Provides fiscal assistance and guidance to the Director on a continuing basis to ensure efficient and effective fiscal management. Provides coordination with county, state and federal agencies relating to financial matters to keep informed on matters pertaining to policies, procedures and programs which may have an affect on the financial operation of the agency. Develops and maintains accounting and statistical

procedures which satisfy county, state and federal auditing and reporting requirements. Prepares program cost studies and analysis. Plans and directs a program of periodic reporting of fiscal position of the agency.

3. Knowledges, skills and abilities required:

a. Knowledge of modern business management and accounting principles and practices. Knowledge of state and federal government accounting, auditing, and reporting requirements. Knowledge of the source of public funds and the principles of public finance. Knowledge of principles and practices of effective administration. Knowledge of office procedures, methods and equipment. Knowledge of data-processing techniques.

b. Ability to develop and implement procedures to increase the efficiency and effectiveness of the fiscal program. Ability to prepare and interpret complex fiscal records and reports, recognize problems and effect solutions. Ability to plan, assign and direct the work of accounting employees. Ability to communicate effectively both orally and in writing.

4. Minimum qualifications of education and experience:

Graduation from an accredited four-year college with a major in accounting or business administration and four years of full-time paid professional experience as an accountant or auditor, at least one of which must have been in a supervisory capacity.

N. Information System Specialist

1. Kind of work:

Under general supervision, performs varied clerical tasks relating to electronic data computer reporting systems which require some independent judgment; and performs related work as assigned.

2. Examples of work: (Illustrative only)

Reviews accuracy of activity sheets of staff before computer input. Sets up new codes for new programs being put into computer. Orientates new employees on completion of reports for computer. Arranges meetings with staff members to review errors in their reports and methods of correction. Makes corrections of reports before computer input. Operates management information system, including regular update of data base. Programs regular state aid local reports. Reviews master report for accuracy. Maintains card catalog and other file systems. Maintains correspondence as necessary. Attends meetings to coordinate program to computer reporting system. Reviews bills for accuracy where computer system is purchased. May keypunch for input into computer system.

3. Knowledges and abilities required:

a. Knowledge of office procedures, practices and equipment. Knowledge of computer reporting systems.

b. Ability to communicate both orally and in writing. Ability to maintain good working relationships with co-workers and supervisory staff. Ability to reduce complex assignments to an orderly system of procedures.

4. Minimum qualifications of education and experience:

a. High school diploma or the equivalent and two years of experience in responsible and difficult clerical work requiring latitude for independent judgment.

OR

b. Completion of two years of study at an accredited two or four-year college or similar institution. When keypunching is essential as a job responsibility, selective certification will be made on the basis of possession of this ability.

G. Bus Driver

1. Kind of work:

Operates a vehicle carrying ten or more passengers to and from designated locations, may also transport meals and materials as required, maintains a cash supply and makes change for passengers, and may be responsible for having the vehicle serviced on a regular basis, performs related work as required.

2. Examples of work: (Illustrative only)

Transports passengers. Maintains schedule of arrivals and departures. Accepts cash fares and makes change for fares as required. Keeps vehicle filled with gas and oil. Has vehicle serviced on regular maintenance basis. Transports meals to non-ambulatory clients. Assists passengers into and out of vehicle. Performs related work as required.

3. Knowledges and abilities required:

a. Working knowledge of laws and regulations relating to the operation of vehicle within the State of Minnesota. Knowledge of area of operation and familiarity with roads and highways.

b. Ability to drive vehicle assigned. Ability to make correct change and balance fares and cash at end of day. Ability to understand and carry out simple instructions.

4. Minimum qualifications:

Ability to read and write English. Possession of a valid Minnesota Class B license. Ability to make simple arithmetic computations.

Information only:

Class B license covers all vehicles transporting 10 or more passengers <u>except</u> school buses where an endorsement is necessary.

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	1008	1055	1102	1150	1203	1261	1319	1377		
Accountant II	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Adm. Asst. I	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Adm. Asst. II	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Adm. Asst. III	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Adm. Services Director	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Asst. Human Services Dir.	*1538*	*1609*	*1683*	*1760*	*1839*	*1923*	*2013*	*2105*	*2200*	
Asst. Welfare Director	1760	1839	1923	2013	2105	2200	2297	2398	2503	
Assoc. M.-&-P. Analyst	902	944	987	1032						
Auditor	1126	1177	1232	1290	1348	1409	1472	1538	1609	1683
Chemical Dependency Coord.	*1032*	*1179*	*1126*	*1177*	*1232*	*1290*	*1348*	*1409*	*1472*	*1538*
Collection Services Supr. II	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Comm. Health Serv.Supvr.	*1079*	*1126*	*1177*	*1232*	*1290*	*1348*	*1409*	*1472*	*1538*	
Community-Rela. Spec.	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Computer Programmer	902	944	987	1032	1079	1126	1177	1232		
Day-Care-Center Supr.	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Dev. Achieve. Center Dir.	*944*	*987*	*1032*	*1079*	*1126*	*1177*	*1232*	*1290*	*1348*	*1409*
Dev. Achieve. Center Teacher	*906*	*947*	*991*	*1036*	*1084*	*1133*	*1182*	*1236*	*1294*	*1355*
Dev. Disabilities Coord.	*944*	*987*	*1032*	*1079*	*1126*	*1177*	*1232*	*1290*	*1348*	*1409*
Dir. of Assessment Systems	*1203*	*1261*	*1319*	*1377*	*1440*	*1503*	*1572*	*1646*	*1720*	*1799*
Dir. of Business Mgmt. I	*1377*	*1440*	*1503*	*1572*	*1646*	*1720*	*1799*	*1878*		
Dir. of Bus. Mgmt. *II*	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Director of Finan. Assist.	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Director of Planning	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Dir. of Pub.-Hlth. Nurs. I	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Dir. of Soc. Serv.	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Dir. of Support Services	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Education Supervisor	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Emp. Guid. Couns. I	863	902	944	987	1032	1079	1126	1177	1232	
Emp. Guid. Couns. II	902	944	987	1032	1079	1126	1177	1232	1290	
Emp. Guid. Couns. III	944	987	1032	1079	1126	1177	1232	1290	1348	
Home Care Coordinator	987	1032	1079	1126	1177	1232	1290	1348		
Home Maker Coordinator II	987	1032	1079	1126	1177	1232	1290	1348		
Home Maker Supervisor	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Human Services Dir. I	*1319*	*1377*	*1440*	*1503*	*1572*	*1646*	*1720*	*1799*	*1878*	*1968*
Human Services Dir. II	*1538*	*1609*	*1683*	*1760*	*1839*	*1923*	*2013*	*2105*	*2200*	
Human Services Dir. III	*1683*	*1760*	*1839*	*1923*	*2013*	*2105*	*2200*	*2297*	*2398*	
Human Services Supvr. I	*1102*	*1150*	*1203*	*1261*	*1319*	*1377*	*1440*	*1503*	*1572*	*1646*
Marriage Counselor	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Med.-Care Advisor	944	987	1032	1079	1126	1177	1232	1290	1348	1409
Med.-Serv. Adm.	1538	1609	1683	1760	1839	1923	2013	2105	2200	2297
Mental Health Worker	*1032*	*1079*	*1126*	*1177*	*1232*	*1290*	*1348*	*1409*	*1472*	
Meth.-&-Proc. Analyst	1032	1079	1126	1177	1232	1290	1348	1409	1472	1538
Meth.-&-Proc. Supvr.	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Nursing Care Advisor	944	987	1032	1079	1126	1177	1232	1290	1348	
Occupa. Supvr.-Inst. I	826	863	902	944	987	1032	1079	1126	1177	1232
Occupa. Supvr.-Inst. II	944	987	1032	1079	1126	1177	1232	1290	1348	1409
Officer Manager	863	902	944	987	1032	1079	1126	1177	1232	
Personnel Officer I	863	902	944	987	1032	1079	1126	1177	1232	1290
Personnel Officer II	1203	1261	1319	1377	1440	1503	1572	1646	1720	

Physical Therapist	*902*	*944*	*987*	*1032*	*1079*	*1126*	*1177*			
Policy/Program Analyst	*1203*	*1261*	*1319*	*1377*	*1440*	*1503*	*1572*	*1646*	*1720*	*1799*
Programmer Analyst	1032	1079	1126	1177	1232	1290	1348	1409		
Psychologist I	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Psychologist II	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Psychologist III	*1440*	*1503*	*1572*	*1646*	*1720*	*1799*	*1878*	*1968*		
Psychologist IV	*1572*	*1646*	*1720*	*1799*	*1878*	*1968*	*2057*	*2152*		
Public Health Nurse	902	944	987	1032	1079	1126	1177			
Pub.-Hlth. Nurs. (Team Leader)	944	987	1032	1079	1126	1177	1232			
Registered Nurse										
A.A. degree or 3 yr. Dip.	826	863	902	944	987	1032	1079			
B.S. degree	863	902	944	987	1032	1079				
Senior Public Health Nurse	987	1032	1079	1126	1177	1232	1290			
Social Worker I	863	902	944	987						
Social Worker II	944	987	1032	1079	1126	1177	1232	1290	1348	1409
Social Worker III	1032	1079	1126	1177	1232	1290	1348	1409	1472	1538
Social Worker Trainee	789									
Soc. -Serv. Supvr. I	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Soc. -Serv. Supvr. II	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Soc. -Serv. Supvr. III	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Soc. -Serv. Supvr. Trainee	1055	1102	1150	1203	1261	1319				
Staff-Trng. Supvr. I	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Staff-Trng. Supvr. II	1290	1348	1409	1472	1538	1609	1683	1760	1839	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	2 yrs. college $2.60/hour; 3 yrs. college $2.85/hour.									
Systems Prog.-Analyst Trainee	1177	1232	1290	1348	1409	1472	1538	1609		
	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol.-Serv. Coord. I	863	902	944	987	1032	1079	1126	1177	1232	
Vol.-Serv. Coord. II	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Welfare Director I	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Welfare Director II	1319	1377	1440	1503	1572	1646	1720	1799	1878	1968
Welfare Director III	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Welfare Director IV	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Welfare Director V	2297	2398	2503	2616	2734	2857	2986	3127	3268	
Work-Exp. & Trng. Spec.	1079	1126	1177	1232	1290	1348	1409	1472	1538	

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

Approximate Monthly Salaries

DPW 140 Compensation Plan

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1008	1055	1102	1150	1203	1261	1319	1377		
Accountant II	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Adm. Asst. I	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Adm. Asst. II	1261	1319	1377	1440	1503	1572	1646	1720	1799	1878
Adm. Asst. III	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Adm. Services Director	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Asst. Human Services Dir.	*1538*	*1609*	*1683*	*1760*	*1839*	*1923*	*2013*	*2105*	*2200*	
Asst. Welfare Director	1839	1923	2013	2105	2200	2297	2398	2503	2616	
Assoc. M.-&-P. Analyst	944	987	1032	1079						
Auditor	1177	1232	1290	1348	1409	1472	1538	1609	1683	1760
Chemical Dependency Coord.	*1079*	*1126*	*1177*	*1232*	*1290*	*1348*	*1409*	*1472*	*1538*	*1609*
Collection Services Supr. II	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Comm. Health Serv.Supvr.	*1126*	*1177*	*1232*	*1290*	*1348*	*1409*	*1472*	*1538*	*1609*	
Community-Rela. Spec.	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Computer Programmer	944	987	1032	1079	1126	1177	1232	1290		
Day-Care-Center Supvr.	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Dev. Achieve. Center Dir.	*987*	*1032*	*1079*	*1126*	*1177*	*1232*	*1290*	*1348*	*1409*	*1472*
Dev. Achieve. Center Teacher	*947*	*991*	*1036*	*1084*	*1133*	*1182*	*1236*	*1294*	*1355*	*1415*
Dev. Disabilities Coord.	*987*	*1032*	*1079*	*1126*	*1177*	*1232*	*1290*	*1348*	*1409*	*1472*
Dir. of Assessment Systems	*1261*	*1319*	*1377*	*1440*	*1503*	*1572*	*1646*	*1720*	*1799*	*1878*
Dir. of Business Mgmt. I	*1377*	*1440*	*1503*	*1572*	*1646*	*1720*	*1799*	*1878*		
Dir. of Business Mgmt. *II*	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Director of Finan. Assist.	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Director of Planning	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Dir. of Pub.-Hlth. Nurse I	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Dir. of Soc. Serv.	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Dir. of Support Services	1609	1683	1760	1839	1923	2013	2105	2200	2297	
Education Supervisor	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Emp. Guid. Couns. I	902	944	987	1032	1079	1126	1177	1232	1290	
Emp. Guid. Couns. II	944	987	1032	1079	1126	1177	1232	1290	1348	
Emp. Guid. Couns. III	987	1032	1079	1126	1177	1232	1290	1348	1409	
Home Care Coordinator	1032	1079	1126	1177	1232	1290	1348	1409		
Home Maker Coordinator II	1032	1079	1126	1177	1232	1290	1348	1409		
Home Maker Supervisor	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Human Services Dir. I	*1319*	*1377*	*1440*	*1503*	*1572*	*1646*	*1720*	*1799*	*1878*	*1968*
Human Services Dir. II	*1538*	*1609*	*1683*	*1760*	*1839*	*1923*	*2013*	*2105*	*2200*	
Human Services Dir. III	*1683*	*1760*	*1839*	*1923*	*2013*	*2105*	*2200*	*2297*	*2398*	
Human Services Supvr. I	*1150*	*1203*	*1261*	*1319*	*1377*	*1440*	*1503*	*1572*	*1646*	*1720*
Marriage Counselor	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Med.-Care Advisor	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Med.-Serv. Adm.	1609	1683	1760	1839	1923	2013	2105	2200	2297	2398
Mental Health Worker	*1079*	*1126*	*1177*	*1232*	*1290*	*1348*	*1409*	*1472*	*1538*	
Meth.-&-Proc. Analyst	1079	1126	1177	1232	1290	1348	1409	1472	1538	1609
Meth.-&-Proc. Supvr.	1290	1348	1409	1472	1538	1609	1683	1760	1839	
Nursing Care Advisor	987	1032	1079	1126	1177	1232	1290	1348	1409	
Occupa. Supvr.-Inst. I	863	902	944	987	1032	1079	1126	1177	1232	1290
Occupa. Supvr.-Inst. II	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Office Manager	902	944	987	1032	1079	1126	1177	1232	1290	
Personnel Officer I	902	944	987	1032	1079	1126	1177	1232	1290	1348
Personnel Officer II	1261	1319	1377	1440	1503	1572	1646	1720	1799	

Physical Therapist	*944*	*987*	*1032*	*1079*	*1126*	*1177*	*1232*			
Policy/Program Analyst	*1261*	*1319*	*1377*	*1440*	*1503*	*1572*	*1646*	*1720*	*1799*	*1878*
Programmer Analyst	1079	1126	1177	1232	1290	1348	1409	1472		
Psychologist I	1079	1126	1177	1232	1290	1348	1409	1472	1538	
Psychologist II	1290	1348	1409	1472	1538	1609	1683	1760	1839	
Psychologist III	*1503*	*1572*	*1646*	*1720*	*1799*	*1878*	*1968*	*2057*		
Psychologist IV	*1646*	*1720*	*1799*	*1878*	*1968*	*2057*	*2152*	*2247*		
Public Health Nurse	944	987	1032	1079	1126	1177	1232			
Pub.-Hlth. Nurse (Team Leader)	987	1032	1079	1126	1177	1232	1290			
Registered Nurse										
A.A. degree or 3 yr. Dip	863	902	944	987	1032	1079	1126			
B.S. degree	902	944	987	1032	1079	1126				
Senior Public-Health Nurse	1032	1079	1126	1177	1232	1290	1348			
Social Worker I	902	944	987	1032						
Social Worker II	987	1032	1079	1126	1177	1232	1290	1348	1409	1472
Social Worker III	1079	1126	1177	1232	1290	1348	1409	1472	1538	1609
Social Worker Trainee	789									
Soc.-Serv. Supvr. I	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Soc.-Serv. Supvr.II	1261	1319	1377	1440	1503	1572	1646	1720	1799	1878
Soc.-Serv. Supvr. III	1472	1538	1609	1683	1760	1839	1923	2013	2105	
Soc.-Serv. Supvr. Trainee	1102	1150	1203	1261	1319	1377				
Staff-Trng. Supvr. I	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Staff-Trng. Supvr. II	1348	1409	1472	1538	1609	1683	1760	1839	1923	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	2 yrs. college $2.60/hour; 3 yrs. college $2.85/hour.									
Systems Prog. Analyst Trainee	1232	1290	1348	1409	1472	1538	1609	1683		
	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol. Serv. Coord. I	902	944	987	1032	1079	1126	1177	1232	1290	
Vol. Serv. Coord. II	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Welfare Director I	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Welfare Director II	1319	1377	1440	1503	1572	1646	1720	1799	1878	1968
Welfare Director III	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Welfare Director IV	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Welfare Director V	2297	2398	2503	2616	2734	2857	2986	3127	3268	
Work-Exp. & Trng. Spec.	1126	1177	1232	1290	1348	1409	1472	1538	1609	

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

Approximate Monthly Salaries

DPW 140 Compensation Plan

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9	10
Accountant I	1008	1055	1102	1150	1203	1261	1319	1377		
Accountant II	1177	1232	1290	1348	1409	1472	1538	1604	1683	
Adm. Asst. I	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Adm. Asst. II	1319	1377	1440	1503	1572	1646	1720	1799	1878	1968
Adm. Asst. III	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Adm. Services Director	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Asst. Human Services Dir.	*1538*	*1609*	*1683*	*1760*	*1839*	*1923*	*2013*	*2105*	*2200*	
Asst. Welfare Director	1923	2013	2105	2200	2297	2398	2503	2616	2734	
Assoc. M.-&-P. Analyst	987	1032	1079	1126						
Auditor	1232	1290	1348	1409	1472	1538	1609	1683	1760	1839
Chemical Dependency Coord.	*1126*	*1177*	*1232*	*1290*	*1348*	*1490*	*1472*	*1538*	*1609*	*1683*
Collection Serv. Supvr. II	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Comm. Health Serv.Supr.	*1177*	*1232*	*1290*	*1348*	*1409*	*1472*	*1538*	*1609*	*1683*	
Community-Rela. Spec.	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Computer Programmer	987	1032	1079	1126	1177	1232	1290	1348		
Day-Care-Center Supr.	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Dev. Achieve. Center Dir.	*1032*	*1079*	*1126*	*1177*	*1232*	*1290*	*1348*	*1409*	*1472*	*1538*
Dev. Achieve. Center Teacher	*991*	*1036*	*1084*	*1133*	*1182*	*1236*	*1294*	*1355*	*1415*	*1479*
Dev. Disabilities Coord.	*1032*	*1079*	*1126*	*1177*	*1232*	*1290*	*1348*	*1409*	*1472*	*1538*
Dir. of Assessment Systems	*1319*	*1377*	*1440*	*1503*	*1572*	*1646*	*1720*	*1799*	*1878*	*1968*
Dir. of Business Mgmt. I	*1377*	*1440*	*1503*	*1572*	*1646*	*1720*	*1799*	*1878*		
Dir. of Business Mgmt. II	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Director of Finan. Assist.	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Director of Planning	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Dir. of Pub.-Hlth. Nurse I	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Dir. of Soc. Services	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Dir. of Support Services	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Education Supervisor	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Emp. Guid. Couns. I	944	987	1032	1079	1126	1177	1232	1290	1348	
Emp. Guid. Couns. II	987	1032	1079	1126	1177	1232	1290	1348	1409	
Emp. Guid. Couns. III	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Home Care Coordinator	1079	1126	1177	1232	1290	1348	1409	1472		
Home Maker Coordinator II	1079	1126	1177	1232	1290	1348	1409	1472		
Home Maker Supervisor	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Human Services Dir. I	*1319*	*1377*	*1440*	*1503*	*1572*	*1646*	*1720*	*1799*	*1878*	*1968*
Human Services Dir. II	*1538*	*1609*	*1683*	*1760*	*1839*	*1923*	*2013*	*2105*	*2200*	
Human Services Dir. III	*1683*	*1760*	*1839*	*1923*	*2013*	*2105*	*2200*	*2297*	*2398*	
Human Services Supvr. I	*1203*	*1261*	*1319*	*1377*	*1440*	*1503*	*1572*	*1646*	*1720*	*1799*
Marriage Counselor	1232	1290	1348	1409	1472	1538	1609	1683	1760	
Med.-Care Advisor	1032	1079	1126	1177	1232	1290	1348	1409	1472	1538
Med.-Serv. Adm.	1683	1760	1839	1923	2013	2105	2200	2297	2398	2503
Mental Health Worker	*1126*	*1177*	*1232*	*1290*	*1348*	*1409*	*1472*	*1538*	*1609*	
Meth.-&-Proc. Analyst	1126	1177	1232	1290	1348	1409	1472	1538	1609	1683
Meth.-&-Proc. Supvr.	1348	1409	1472	1538	1609	1683	1760	1839	1923	
Nursing Care Advisor	1032	1079	1126	1177	1232	1290	1348	1409	1472	
Occupa. Supvr.-Inst. I	902	944	987	1032	1079	1126	1177	1232	1290	1348
Occupa. Supvr.-Inst. II	1032	1079	1126	1177	1232	1290	1348	1409	1472	1538
Office Manager	944	987	1032	1079	1126	1177	1232	1290	1348	
Personnel Officer I	944	987	1032	1079	1126	1177	1232	1290	1348	1409
Personnel Officer II	1319	1377	1440	1503	1572	1646	1720	1799	1878	

Physical Therapist	*1008*	*1055*	*1102*	*1150*	*1203*	*1261*	*1319*			
Policy/Program Analyst	*1319*	*1377*	*1440*	*1503*	*1572*	*1646*	*1720*	*1799*	*1878*	*1968*
Programmer Analyst	1126	1177	1232	1290	1348	1409	1472	1538		
Psychologist I	1126	1177	1232	1290	1348	1409	1472	1538	1609	
Psychologist II	1348	1409	1472	1538	1609	1683	1760	1839	1923	
Psychologist III	*1572*	*1646*	*1720*	*1799*	*1878*	*1968*	*2057*	*2152*		
Psychologist IV	*1720*	*1799*	*1878*	*1968*	*2057*	*2152*	*2247*	*2347*		
Public Health Nurse	1008	1055	1102	1150	1203	1261	1319			
Pub.-Hlth. Nurse (Team Leader)	1055	1102	1150	1203	1261	1319	1377			
Registered Nurse										
A.A. degree or 3 yr. Dip.	923	965	1008	1055	1102	1150	1203			
B.S. degree	965	1008	1055	1102	1150	1203				
Senior Public-Health Nurse	1102	1150	1203	1261	1319	1377	1440			
Social Worker I	944	987	1032	1079						
Social Worker II	1032	1079	1126	1177	1232	1290	1348	1409	1472	1538
Social Worker III	1126	1177	1232	1290	1348	1490	1472	1538	1609	1683
Social Worker Trainee	789									
Soc.-Serv. Supvr. I	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Soc.-Serv. Supvr. II	1319	1377	1440	1503	1572	1646	1720	1799	1878	1968
Soc.-Serv. Supvr. III	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Soc.-Serv. Supvr. Trainee	1150	1203	1261	1319	1377	1440				
Staff-Trng. Supvr. I	1290	1348	1409	1472	1538	1609	1683	1760	1839	
Staff-Trng. Supvr. II	1409	1472	1538	1609	1683	1760	1839	1923	2013	
Student Soc. Worker (Intern)	Rate proposed by appointing authority.									
Student Soc. Worker (SWEP)	2 yrs. college $2.60/hour; 3 yrs. college $2.85/hour.									
Systems Prog.-Analyst Trainee	1290	1348	1409	1472	1538	1609	1683	1760		
	Rate proposed by appointing authority and approved by the Merit System Supervisor and the Commissioner of Public Welfare.									
Vol. Serv. Coord. I	944	987	1032	1079	1126	1177	1232	1290	1348	
Vol. Serv. Coord. II	1177	1232	1290	1348	1409	1472	1538	1609	1683	
Welfare Director I	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799
Welfare Director II	1319	1377	1440	1503	1572	1646	1720	1799	1878	1968
Welfare Director III	1538	1609	1683	1760	1839	1923	2013	2105	2200	
Welfare Director IV	1683	1760	1839	1923	2013	2105	2200	2297	2398	
Welfare Director V	2297	2398	2503	2616	2734	2857	2986	3127	3268	
Work Exp. & Trng. Spec.	1177	1232	1290	1348	1409	1472	1538	1609	1683	

*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
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
Asst. Resid. Facil. Opr. (s)	*517*	*538*	*564*	*590*	*617*	*644*	*675*	*707*	
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			
Dev. Achieve. Center Instr.	*538*	*564*	*590*	*617*	*644*	*675*			
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		
Homemaker/Home Health Aide	*496*	*517*	*538*	*564*	*590*	*617*	*644*		
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
Senior Citizen's Aide	*396*	*412*	*433*	*454*	*475*	*496*	*517*		
Transportation Coordinator	*660*	*691*	*723*	*755*	*789*	*826*	*863*	*902*	

*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*

a. Class of Positions	1	2	3	4	5	6	7	8	9
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
Asst. Resid. Facil. Opr. (s)	*538*	*564*	*590*	*617*	*644*	*675*	*707*	*739*	
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			
Dev. Achieve. Center Instr.	*564*	*590*	*617*	*644*	*675*	*707*			
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		
Homemaker/Home Health Aide	*517*	*538*	*564*	*590*	*617*	*644*	*675*		
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
Senior Citizen's Aide	*412*	*433*	*454*	*475*	*496*	*517*	*538*		
Transportation Coordinator	*691*	*723*	*755*	*789*	*826*	*863*	*902*	*944*	

*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

3. Plan C*

a. Class of Positions	1	2	3	4	5	6	7	8	9
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
Asst. Resid. Facil. Opr. (s)	*564*	*590*	*617*	*644*	*675*	*707*	*739*	*771*	
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			
Dev. Achieve. Center Instr.	*590*	*617*	*644*	*675*	*707*	*739*			
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		
Homemaker/Home Health Aide	*538*	*564*	*590*	*617*	*644*	*675*	*707*		
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
Senior Citizen's Aide	*433*	*454*	*475*	*496*	*517*	*538*	*564*		
Transportation Coordinator	*723*	*755*	*789*	*826*	*863*	*902*	*944*	*987*	

*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	2	4	5	6	7	8	9
Bkkp.-Mach. Operator	454	473	494	515	536	557	578	601	627
Clerical Supervisor	601	627	654	681	710	741	773	805	839
Clerk I	389	406	422	438	454	473	494	515	536
Clerk II	454	473	494	515	536	557	578	601	627
Clerk III	536	557	578	601	627	654	681	710	741
Clerk-Typist I (1)	406	422	438	454	473	494	515	536	557
Clerk-Typist II	454	473	494	515	536	557	578	601	627
Clerk-Typist III	536	557	578	601	627	654	681	710	741
Clerk-Specialist	627	654	681	710	741	773	805	839	876
Clerk-Steno I	422	438	454	473	494	515	536	557	578
Clerk-Steno II	494	515	536	557	578	601	627	654	681
Clerk-Steno III	536	557	578	601	627	654	681	710	741
Information Systems Spec.	*578*	*601*	*627*	*654*	*681*	*710*	*741*	*773*	
Key-Punch Operator	438	454	473	494	515	536	557	578	601
Swbd. Operator I	422	438	454	473	494	515	536	557	578
Swbd. Operator II	454	473	494	515	536	557	578	601	627

*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

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp.-Mach. Operator	473	494	515	536	557	578	601	627	654
Clerical Supervisor	627	654	681	710	741	773	805	839	876
Clerk I	406	422	438	454	473	494	515	536	557
Clerk II	473	494	515	536	557	578	601	627	654
Clerk III	557	578	601	627	654	681	710	741	773
Clerk-Typist I (1)	422	438	454	473	494	515	536	557	578
Clerk-Typist II	473	494	515	536	557	578	601	627	654
Clerk-Typist III	557	578	601	627	654	681	710	741	773
Clerk Specialist	654	681	710	741	773	805	839	876	913
Clerk-Steno I	438	454	473	494	515	536	557	578	601
Clerk-Steno II	515	536	557	578	601	627	654	681	710
Clerk-Steno III	557	578	601	627	654	681	710	741	773
Information Systems Spec.	*601*	*627*	*654*	*681*	*710*	*741*	*773*	*805*	
Key-Punch Operator	454	473	494	515	536	557	578	601	627
Swbd. Operator I	438	454	473	494	515	536	557	578	601
Swbd. Operator II	473	494	515	536	557	578	601	627	654

*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.-Mach. Operator	494	515	536	557	578	601	627	654	681
Clerical Supervisor	654	681	710	741	773	805	839	876	913
Clerk I	422	438	454	473	494	515	536	557	578
Clerk II	494	515	536	557	578	601	627	654	681
Clerk III	578	601	627	654	681	710	741	773	805
Clerk-Typist I (1)	438	454	473	494	515	536	557	578	601
Clerk-Typist II	494	515	536	557	578	601	627	654	681
Clerk-Typist III	578	601	627	654	681	710	741	773	805
Clerk-Specialist	681	710	741	773	805	839	876	913	952
Clerk-Steno I	454	473	494	515	536	557	578	601	627
Clerk-Steno II	536	557	578	601	627	654	681	710	741
Clerk-Steno III	578	601	627	654	681	710	741	773	805
Information Systems Spec.	*627*	*654*	*681*	*710*	*741*	*773*	*805*	*839*	
Key-Punch Operator	473	494	515	536	557	578	601	627	654
Swbd. Operator I	454	473	494	515	536	557	578	601	627
Swbd. Operator II	494	515	536	557	578	601	627	654	681

*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

4. Plan D*

a. Class of Positions	1	2	3	4	5	6	7	8	9
Bkkp.-Mach. Operator	515	536	557	578	601	627	654	681	710
Clerical Supervisor	681	710	741	773	805	839	876	913	952
Clerk I	438	454	473	494	515	536	557	578	601
Clerk II	515	536	557	578	601	627	654	681	710
Clerk III	601	627	654	681	710	741	773	805	839
Clerk-Typist I (1)	454	473	494	515	536	557	578	601	627
Clerk-Typist II	515	536	557	578	601	627	654	681	710
Clerk-Typist III	601	627	654	681	710	741	773	805	839
Clerk-Specialist	710	741	773	805	839	876	913	952	994
Clerk-Steno I	473	494	515	536	557	578	601	627	654
Clerk-Steno II	557	578	601	627	654	681	710	741	773
Clerk-Steno III	601	627	654	681	710	741	773	805	839
Information Systems Spec.	*654*	*681*	*710*	*741*	*773*	*805*	*839*	*876*	
Key-Punch Operator	494	515	536	557	578	601	627	654	681
Swbd. Operator I	473	494	515	536	557	578	601	627	654
Swbd. Operator II	515	536	557	578	601	627	654	681	710

*The salary steps herein shall not include any amounts paid by any county welfare board under the provisions of the 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.-Mach. Operator	557	578	601	627	654	681	710	741
Clerical Supervisor	741	773	805	839	876	913	952	994
Clerk I	473	494	515	536	557	578	601	627
Clerk II	557	578	601	627	654	681	710	741
Clerk III	654	681	710	741	773	805	839	876
Clerk-Typist I (1)	494	515	536	557	578	601	627	654
Clerk-Typist II	557	578	601	627	654	681	710	741
Clerk-Typist III	654	681	710	741	773	805	839	876
Clerk-Specialist	773	805	839	876	913	952	994	1037
Clerk-Steno I	515	536	557	578	601	627	654	681
Clerk-Steno II	601	627	654	681	710	741	773	805
Clerk-Steno III	654	681	710	741	773	805	839	876
Information Systems Spec.	*710*	*741*	*773*	*805*	*839*	*876*	*913*	*952*
Key-Punch Operator	536	557	578	601	627	654	681	710
Swbd. Operator I	515	536	557	578	601	627	654	681
Swbd. Operator II	557	578	601	627	654	681	710	741

*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

6. Plan F*

a. Class of Positions	1	2	3	4	5	6	7	8
Bkkp.-Mach. Operator	578	601	627	654	681	710	741	773
Clerical Supervisor	773	805	839	876	913	952	944	1037
Clerk I	515	536	557	578	601	627	654	681
Clerk II	578	601	627	654	681	710	741	773
Clerk III	681	710	741	773	805	839	876	913
Clerk-Typist I (1)	536	557	578	601	627	654	681	710
Clerk-Typist II	578	601	627	654	681	710	741	773
Clerk-Typist III	681	710	741	773	805	839	876	913
Clerk Specialist	805	839	876	913	952	994	1037	1082
Clerk-Steno I	557	578	601	627	654	681	710	741
Clerk-Steno II	627	654	681	710	741	773	805	839
Clerk-Steno III	681	710	741	773	805	839	876	913
Information Systems Spec.	*741*	*773*	*805*	*839*	*876*	*913*	*952*	*994*
Key-Punch Operator	578	601	627	654	681	710	741	773
Swbd. Operator I	536	557	578	601	627	654	681	710
Swbd. Operator II	578	601	627	654	681	710	741	773

*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	515	536	557	578	601	627	654
Bus Driver	*557*	*578*	*601*	*627*	*654*	*681*	*710*
Janitor (1)	557	578	601	627	654	681	710
Laborer	$3.20/hour						
Maintenance Worker	578	601	627	654	681	710	741

*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.

2. Plan B*

a. Class of Positions	1	2	3	4	5	6	7
Auto Driver	654	681	710	741	773	805	839
Bus Driver	*681*	*710*	*741*	*773*	*805*	*839*	*876*
Janitor (1)	654	681	710	741	773	805	839
Laborer	$3.91/hour						
Maintenance Worker	710	741	773	805	839	876	913

*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.

EXHIBIT E

CHANGES MADE TO THE ORIGINAL PROPOSALS BY THE DEPARTMENT AS A RESULT OF THE REPORT OF HEARING EXAMINER, FINDINGS NOS. 29 AND 35

DPW 128 H. 4. lines 3 and 4 (Chemical Dependency Counselor)

Delete the words "an approved chemical dependency training program accredited by the Department of Public Welfare" and insert "a six month chemical dependency training program".

DPW 128 Z. 4. a. line 3 (Chemical Dependency Coordinator)

Delete the words "the chemical dependency training program accredited by the Department of Public Welfare" and insert "a six month chemical dependency training program".

DPW 128 Z. 4. b. line 3 (Chemical Dependency Coordinator)

Delete the words "chemical dependency training program accredited by the Department of Public Welfare" and insert "six month chemical dependency training program".

EXHIBIT D

CHANGES MADE TO ORIGINAL PROPOSALS BASED ON THE RECOMMENDATIONS OF THOSE ATTENDING THE HEARING AND ENDORSED BY THE MERIT SYSTEM

DPW 125 Welfare Administrative Group -
DPW 126 Welfare Supervisory Group -
Delete the word "welfare" from these unit headings so they read DPW 125 Administrative Group and DPW 126 Supervisory Group.

DPW 125 S. 3. a. line 6 - (Human Services Director I)
Add the words "and health" after the word "social".

DPW 125 S. 4. b. line 4 - (Human Services Director I)
Add the words "Senior Public Health Nurse" after "Welfare Director I".

DPW 125 T. 3. a. line 6 - (Human Services Director II)
Add the words "and health" after the word "social".

DPW 125 T. 4. a. line 5 - (Human Services Director II)
Add the words "Director of Public Health Nursing II" after the words "Social Service Supervisor II".

DPW 125 T. 4. b. line 5 - (Human Services Director II)
Add the words "Director of Public Health Nursing II" after the words "Social Service Supervisor II".

DPW 125 T. 4. c. line 6 - (Human Services Director II)
Add the words "pertinent" and "the fields listed above" and delete the words "a recognized school of social work" so the line reads "one year of pertinent graduate training in the fields listed above may be substituted....".

DPW 125 U. 4. c. lines 6 and 7 - (Human Services Director III)
Add the words "pertinent" and "the fields listed above" and delete the words "a recognized school of social work" so the line reads "one year of pertinent graduate training in the fields listed above may be substituted....".

DPW 125 V. 4. c. lines 6 and 7 - (Assistant Human Services Director)
Add the words "pertinent" and "the fields listed above" and delete the words "a recognized school of social work" so the line reads "one year of pertinent graduate training in the fields listed above may be substituted....".

DPW 126 E. 4. b. line 2 - (Community Health Services Supervisor-Human Services)
Delete the word "six" and add "four" after the word "Minnesota".

DPW 128 C.C. 1 line 8 - (Developmental Disabilities Coordinator)
Add the words "or Assistant Human Services Director" after the words "Human Services Supervisor".

DPW 130 D. 2. lines 10 and 11 - (Homemaker/Home Health Aide)
Delete the words "prepare monthly progress" from the sentence after the word "and" so the sentence reads "reports any changes in patient's or family's condition and reports on patient/family activities".

DPW Compensation Plan

A. Professional (Delete the proposed salary steps for Community Health Services Supervisor and insert the following:)

Community Health Services Supervisor										
Plan A	1102	1150	1203	1261	1319	1377	1440	1503	1572	1646
Plan B	1150	1203	1261	1319	1377	1440	1503	1572	1646	1720
Plan C	1203	1261	1319	1377	1440	1503	1572	1646	1720	1799

EXHIBIT C

ERROR LISTING

DPW 125 U. 4. a. line 4 - (Human Services Director III)

Add words "Human Services Director II" after the words "Welfare Director III".

DPW 125 U. 4. c. line 6 - (Human Services Director III)

Change wording "in a supervisory <u>of</u> administrative position" to read "in a supervisory <u>or</u> administrative position".

DPW 128 H. 2. line 13 (Chemical Dependency Counselor)

Change misspelling of chemically.

DPW 128 Z. 1. line 4 - (Chemical Dependency Coordinator)

Change word "chemically" to read "chemical".

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

In the Matter of the Proposed Amendments to Rules DPW 125, 126, 128, 130, 131, 132, 135 and 140 of the Minnesota Department of Public Welfare Governing Merit System Classification Specifications and Related Salaries

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 twenty-first day of October, 1977, at 9:30 a.m. in Room A, fourth floor, Centennial Office Building, 658 Cedar Street, 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. Four 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 November 23, 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 Commissioner hereby

1) adopts and incorporates herein the Report of Hearing Examiner, dated November 23, 1977, with the exception of his recommendation to delete the training references in DPW 128 H., Chemical Dependency Counselor and DPW 128 Z., Chemical Dependency Coordinator as noted in his Findings Nos. 29 and 35. The requirement for completion of a training program in chemical dependency counseling is necessary and lack of such a training requirement would adversely affect the ability of the agencies covered by the Minnesota Merit System to hire qualified counselors. The training requirement is necessary as incumbents in the chemical dependency positions in most of the Merit System agencies operate with very little immediate supervision and on-the-job training is not available. In almost all cases, there is no other employee trained in the chemical dependency field on the staff. It, therefore, is not feasible for agencies to hire persons without pertinent training. Since the authority of the Department of Public Welfare to formally accredit or approve training programs in chemical dependency has been challenged, the Department is willing to forego approving such programs in this instance and instead to accept all training at its face value. The normal training programs last a minimum of six months. The Department, therefore, will accept all six month or longer training programs, as being one of the minimum requirements for Chemical Dependency Counselor (DPW 128 H.) and Chemical Dependency Coordinator (DPW 128 Z.).

2) adopts the proposed amendments to the above-captioned rules with the following changes made to correct certain errors in the original proposals as listed in the attached Exhibit C hereto; to reflect changes in the original proposals recommended by persons in attendance at the public hearing and agreed to by the Department as listed in the attached Exhibit D hereto; and to incorporate changes made to the original proposals by the Department as a result of the Report of Hearing Examiner, Findings Nos. 29 and 35 as listed in the attached Exhibit E hereto. None of these changes are considered to be substantial in nature.

IT IS FURTHER ORDERED THAT the above-captioned rules from and after this day of January 4, 1978, shall read in their entirety as set forth in the attached Exhibit F, hereto, pursuant to the authority vested in me pursuant to Minnesota Statutes, Chapter 15 and 256.

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE

Edward J. Dirkswager, Jr.
Commissioner

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

FOR THE DEPARTMENT OF PUBLIC WELFARE

IN THE MATTER OF THE PROPOSED AMENDMENTS TO RULES DPW 125, 126, 128, 130, 131, 132, 135 AND 140 OF THE MINNESOTA DEPARTMENT OF PUBLIC WELFARE GOVERNING MERIT SYSTEM CLASSIFICATION SPECIFICATIONS AND RELATED SALARIES.

REPORT OF THE CHIEF HEARING EXAMINER

WHEREAS, a hearing was held on October 21, 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. § 15.052, Subd. 3, was issued to the Department of Public Welfare on November 23, 1977; and

WHEREAS, the Department of Public Welfare has now determined to adopt rules pursuant to Minn. Stat. § 15.0412, Subd. 4; and

WHEREAS, the Department of Public Welfare has 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 the final proposed rules are not substantially different from those proposed at the public hearing and that the Department of Public Welfare has met all requirements of Minn. Stat. § 15.0412, Subd. 4.

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

Dated this 5th day
of January, 1978.

DUANE R. HARVES
Chief Hearing Examiner

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

FOR THE DEPARTMENT OF PUBLIC WELFARE

In the Matter of the Proposed Amendments to Rules DPW 125, 126, 128, 130, 131, 132, 135 and 140 of the Minnesota Department of Public Welfare Governing Merit System Classification Specifications and Related Salaries.

REPORT OF HEARING EXAMINER

The above-entitled matter came on for hearing in St. Paul on October 21, 1977 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 amendments and additions to the rules captioned above should be adopted. The proposed rules all relate to human services classifications of the Minnesota Merit System.

Mrs. Barbara Sundquist, Merit System Supervisor, made the presentation for the Department of Public Welfare (hereinafter "Department"). Four persons attended the hearing which continued until all had had an opportunity to participate. Several questions and comments were made at the hearing by Helen Klose, representing the Faribault, Martin, Watonwan Human Service Board (hereinafter "FMW"); Edward Kunkel of Blue Earth County and Geraldine Wedel, representing the Minnesota Nurses Association.

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 Department shall, if it proposes to adopt the rules as originally proposed or amended, submit the complete hearing record, including its Findings and Order, to the Chief Hearing Examiner no earlier than five days subsequent to the receipt of this Report. This submission shall 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 Department on the issues of substantial changes in the rule and compliance with Minn. Stat. § 15.0412 within ten calendar days. Thereafter, the Department 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.

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

FINDINGS OF FACT

PROCEDURAL REQUIREMENTS

1. On September 13, 1977, the Department filed a proposed Order for Hearing.

2. On September 16, 1977, the Department filed a copy of the proposed rules and a proposed Notice of Hearing.

3. On September 19, 1977, a Notice of Hearing and a copy of the proposed rules were published at 2 State Register 633.

4. On September 15, 1977, the Department mailed the 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.

5. On September 26, 1977, the Department filed the following documents:

(a) The Order for Hearing;
(b) The Notice of Hearing as mailed;
(c) The Affidavit of Mailing;
(d) The Secretary of State's Certificate and list;
(e) The Statement of Need; and
(f) The Statement of Evidence, including the names of witnesses to be called.

The documents were available for inspection at the Office of Hearing Examiners from the date of filing to the date of the hearing.

6. The record remained open through October 28, 1977, for the receipt of written comments and statements.

STATUTORY AUTHORITY

7. Federal law requires that in order for Minnesota to be eligible to receive federal grant-in-aid funds for its various public welfare and public health programs, it must establish and maintain a merit system for personnel administration.

8. Pursuant to that law, the U. S. Department of Health, Education and Welfare promulgated 45 C.F.R Part 70, which imposes upon the State of Minnesota a general requirement for a merit

system of personnel administration. The 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 C.F.R. § 70.7), and a comprehensive compensation plan (45 C.F.R. § 70.8).

9. Under these grant-in-aid programs, the Minnesota Department of Public Welfare is the grantee of federal program and administrative funds and, accordingly, is under an affirmative obligation to ensure that such monies are properly and efficiently expended in compliance with the federal standards.

10. In response to 45 C.F.R. Part 70, the Minnesota legislature enacted Minn. Stat. § 393.07, subd. 5, which authorizes the Commissioner of Public Welfare to adopt necessary methods of personnel administration for the implementation of the merit system. This statute provided the authority to adopt the existing Merit System rules and provides the authority for their amendment in this proceeding.

NEED FOR THE PROPOSED RULES.

11. Minn. Stat. Ch. 402, as amended by Laws 1977, Ch. 411, § 5, allows for the establishment of human service boards through the combination of welfare, mental health and public health agencies, and provides that personnel administration for the employees of human service agencies shall be in compliance with the federal standards for a merit system of personnel administration.

12. The Scott, Blue Earth, FMW and Brown-Nicollet Human Service Boards have formally adopted the rules of the Minnesota Merit System as promulgated by the Commissioner of Public Welfare. However, there are positions in these Human Service Agencies that do not exist in county welfare departments. Therefore, new classification specifications, as well as some revisions to existing classification specifications, and the compensation schedule are necessary to provide proper Merit System coverage for human service boards.

MINN. RULE DPW 125 - WELFARE ADMINISTRATIVE GROUP.

13. Additions to this rule are necessary to establish classification specifications for administrative positions needed in human

service agencies. The existing class specifications for administrative positions in the welfare departments do not meet the needs of the human service agencies or adequately describe the positions that exist in the human service agencies. At the hearing, Ms. Klose suggested that the word "welfare" be deleted from the title of the rule. The Department, and the Hearing Examiner, agreed because human services is broader than just welfare. A similar change should be made in DPW 126, Welfare Supervisory Group.

14. DPW 125 O. proposes a new class entitled "Director of Assessment Systems". This class is necessary to enable the human service boards to employ a person to design and maintain an evaluation system for assessing program effectiveness and employee performance. The establishment of this class is reasonable because the Scott County Human Service Board has a need for this class and is actively recruiting a person to employ in this capacity.

15. DPW 125 S., T. and U. establish the three new classes of Human Services Director I, II and III. The establishment of these classes is necessary to enable human services boards to properly classify and pay the Directors of their agencies. The organization of the human service agencies varies state-wide in the amount of authority given to the Director. These differences require three levels of Director classifications to adequately describe the jobs and to properly compensate the incumbents for the amount of authority and responsibility they have been assigned. The Human Service Director I class is necessary to describe a director who is a coordinator in a small jurisdiction. The establishment of this level is reasonable based on the needs of the Brown-Nicollet Human Service Board. The Human Service Director II class is necessary to describe a director who is a management team leader, and as such, is required to consult with the managers of the welfare, public health and mental health programs in establishing policy. The establishment of this level is reasonable based on the needs of the Blue Earth County Human Service Board. The Human Service Director III class is necessary to describe a director who has been delegated strong administrative responsibilities by

the human service board and who is responsible for development of policies subject to approval by the Board. The establishment of this level is reasonable based on the needs of the FMW and Scott County Human Service Boards.

Ms. Wedel was generally concerned about the lack of emphasis on the health aspect of human services and especially the role of public health nurses in these classifications. Each of the specifications proposed required a knowledge of state and federal laws and regulations relating to human services. Ms. Wedel suggested they should also require a knowledge of public health rules and regulations. This change is not necessary because human services includes both social and health services. The Human Services Director I and II specifications each required a knowledge of social conditions in rural areas and small urban centers. Ms. Wedel suggested that that provision should read, "Knowledge of social, health and epidemiological conditions in rural areas and small urban centers." The addition of the word "health" is appropriate to reflect the full range of human services. However, since epidemiology is a branch of medical science dealing with the incidence, distribution and control of disease, it is included within the word "health" and not necessary to be specified separately.

16. DPW 125 S.4. prescribes the minimum qualifications of education and experience for the Human Services Director I. One of the alternatives specified in DPW 125 S.4.b. is a bachelor's degree in any of a number of specified fields, and "two years of experience as a Social Service Supervisor I, Human Services Supervisor I, Administrative Assistant I, Welfare Director I, or equivalent level of experience in a supervisory or administrative position." Ms. Wedel suggested that the provision should also include "Senior Public Health Nurse", a class equivalent to those already listed. The Department agreed, and this change should be made. Similarly, DPW 125 T.4.a. and b. should be modified to include "Director of Public Health Nursing II" because this class is similar to the classes of Human Services Director I, Welfare Director II, Administrative Assistant II and Social Service Supervisor II. In a similar vein, it was suggested at the hearing, and the

Department agreed, that experience as a Human Services Director II should be listed as an appropriate type of experience for Human Services Director III under DPW 125 U.4.a.

17. DPW 125 T.4.c., as proposed, provides: "One year of graduate training in a recognized school of social work may be substituted for one year of required supervisory or administrative experience." DPW 125 U.4.c. contains an identical provision. Ms. Wedel pointed out that this rule once again emphasized the social work aspect of human services and omitted health services. The Department agreed and suggested that the quoted phrase should read: "One year of pertinent graduate training in the fields listed above may be substituted for one year of the required supervisory or administrative experience." The change is appropriate and should be made.

18. DPW 125 V. establishes the class of Assistant Human Services Director. This class is necessary to describe the duties and responsibilities of an employee who functions as an assistant director in agencies with a Human Service Director III. This person will assist the director in planning, supervising, directing and coordinating the activities of the agency. The establishment of this level is reasonable based on the needs of Scott County, Blue Earth County and the FMW Human Service Boards. The latter two already have employees working in this capacity who will be properly classified once this job is established. This rule also contains a provision identical to that noted in Finding No. 17 above. It should be similarly modified.

19. DPW 125 W. establishes the class of Policy/Program Analyst. This class is necessary to enable human service boards to hire a person to do program planning and to gather citizen input on programs offered or considered for implementation. The establishment of this class is reasonable based on the needs of the Blue Earth Human Service Board. This Board already has an employee working in this capacity who needs to be properly classified.

MINN. RULE DPW 126 - WELFARE SUPERVISORY GROUP.

20. Additions to this rule are necessary to establish classification specifications for supervisory positions needed in human

service agencies. The existing class specifications for supervisory positions are for supervisors in the welfare programs. Human Service Agencies have personnel in welfare, public health and mental health programs. Specific expertise in the program area is needed to provide adequate supervision of the staff assigned to work in the program. It is reasonable to establish new classes with minimum qualifications setting forth the expertise needed. As was noted above, the word "welfare" should be deleted from the title of this rule.

21. DPW 126 E. (Community Health Services Supervisor - Human Services). This class is necessary to enable human service boards to employ a person to supervise and coordinate all public health services which guard and improve the general health of residents in the area serviced by the human service board. This class is reasonable in light of the needs expressed by the FMW Human Service Board which plans on hiring a person in this capacity as soon as the class is established.

22. Ms. Wedel pointed out that DPW 126 E.4.b. required six years of fulltime public health nursing experience which was at least two more years than similar experience required for parallel positions. The Department agreed that the requirement should be reduced to four years; that would equate the level of fulltime experience to that required for the Human Services Supervisor I level positions. This change is appropriate.

23. DPW 126 H. (Human Services Supervisor I) This class is necessary to establish a position which properly describes the duties of employees who are responsible for program administration and direct supervision of one or more of the human service activities. This class is reasonable in light of needs expressed by the Scott County, Blue Earth County, and FMW Human Service Boards. These agencies have employees who are already performing the duties listed and who are awaiting the establishment of this class to become properly classified.

24. DPW 126 N. (Developmental Achievement Center Director) This class is necessary to enable human service boards to employ a person to plan, supervise and administer a learning program for

the mentally retarded. The establishment of this class is reasonable since the Scott County Human Service Board has a developmental achievement center and no class currently exists in the Merit System to properly classify the director of this center.

25. DPW 126 U. (Transportation Coordinator) This class is necessary to enable human service boards to employ a person to supervise and administer a large transportation and communication program for clients. The establishment of this class is reasonable since the Scott County Human Service Board has a large transportation program for its clients and no class currently exists in the Merit System to properly classify the coordinator of this program.

MINN. RULE DPW 128 - AUXILIARY SERVICES GROUP

26. Additions to and revisions of this rule are necessary to establish new classification specifications and to broaden existing classification specifications for uxiliary service positions needed in human service agencies. The existing class specifications for some of the auxiliary service positions need to be expanded to cover additional duties which must be performed in a human service agency. In other cases, class specifications do not exist which adequately describe the necessary positions.

27. DPW 128 H. (Chemical Dependency Counselor) One of the changes in this class specification is the retitling from Counselor on Alcoholism. Other proposed revisions are necessary to broaden the class to include work with other types of chemically dependent clients in addition to alcoholics. The revision of this class is reasonable since human service board employees will be involved in working with all types of chemically dependent clients. In addition, many welfare departments are also expanding their services to include working with persons with drug addiction problems.

28. As noted by the Department, DPW 128 H.2. contains an incorrect spelling of the word "chemically"; that should be corrected.

29. DPW 128 H.4. states the minimum qualifications for the chemical dependency counselor. The proposed amendment provided:

"Three consecutive years of sobriety, if chemically dependent, and successful completion of a chemical dependency training program accredited by the Department of Public Welfare."

At the hearing, the Department suggested that the underlined word "accredited" should be changed to "approved". The Department does not accredit programs, and so they suggested this change to clarify the administrative method of approval that is used to determine what training programs are worthwhile. It has been the Department's practice to maintain a list of approved programs, but its authority to do so is questionable. The Department has recently attempted to adopt rules setting standards by which it would approve such training programs. The Hearing Examiner in that case concluded that the Department did not have the statutory authority to approve training programs. At any rate, at the present time, the Department has no formal procedure or standards by which to approve programs, and so, there can be no officially approved training programs. Thus, this requirement is unreasonable and should be deleted. Deletion of the training program requirement from this rule would not significantly affect the ability of the agencies to hire persons in this class. The appointing authorities would still be able to assess the applicants' knowledge and abilities as specified in DPW 128 H.3.

30. DPW 128 I. (Residential Facility Operators) One of the changes in this class specification is the retitling from Group Home Parents. Other proposed revisions are necessary to broaden the class to include additional types of county operated facilities besides group homes for children. The revision of this class is reasonable since human service agencies will have various types of residential facilities which will include care for both adults and children.

31. DPW 128 R. (Assistant Residential Facility Operators) The establishment of this class is necessary to provide a class for the employment of facility operators on a relief basis. The Residential Facility Operators must be given time off and, during this time, someone must be employed to provide guidance and counseling to the residents and to attend to the housekeeping and meal

planning work. This class is reasonable in light of the needs expressed by the FMW Human Service Board and the Koochiching and Freeborn County Welfare Departments.

32. DPW 128 W. and X. (Psychologist III and IV) These classes are necessary to enable human service boards to employ psychologists with a doctoral degree and with a doctoral degree plus licensure. Persons with these qualifications are employed in the mental health centers statewide. Minn. Rule DPW 28 C. provides in part:

> "The multidisciplinary professional mental health team is qualified by special mental health training and experience and shall include as a minimum the services of each of the following:
>
> 1. A licensed physician who has completed an approved residency program in psychiatry; and
>
> 2. A doctoral clinical, or counseling or health care psychologist who is licensed under Minn. Stat. §§ 148.87-148.99; and one or both of the following:
>
> 3. A clinical social worker with a Masters degree in Social Work from an accredited college or university; and/or
>
> 4. A clinical psychiatric nurse with a Masters degree from an accredited college or university and is registered under Minn. Stat. § 148.171."

Many of the human service agencies which have been established have incorporated the mental health centers. Persons with doctoral degrees and with licenses are needed under DPW 28 C. to perform the necessary counseling and treatment work in these agencies. The establishment of these classes is reasonable in light of the needs expressed by the Blue Earth, Scott and FMW Human Service Boards. These agencies have persons with doctoral degrees and doctoral degrees plus licensure, working in the capacity of psychologists, and no class currently exists in the Merit System to properly classify and compensate these employees. Current Merit System psychologist classes only require a master's degree.

33. DPW 128 Y. (Senior Citizen's Aide) This class is necessary to enable both human service and welfare agencies to employ persons to supervise and organize recreational and educational activities for senior citizens. In the past, persons doing

this type of work have been classified as Community Service Aides which class is restricted to the employment of the disadvantaged. It is reasonable to establish a new class particular to senior citizen aide type of work as agencies have not been able to recruit enough people from the disadvantaged group to fill the vacancies. Other persons, who are not disadvantaged, are available for and interested in the work. The establishment of this class will allow agencies to employ these persons and thereby properly staff their senior citizen centers.

34. DPW 128 Z. (Chemical Dependency Coordinator) The establishment of this class is necessary to enable human service boards to employ a professionally trained person to develop, maintain, coordinate and evaluate the full continuum of care programs for the chemically dependent. Such persons previously have been employed in the mental health centers in the areas. The mental health centers have been incorporated into the human service agencies. These classes are reasonable in light of the needs expressed by the FMW and Blue Earth Human Service Boards. These agencies have persons currently working in this capacity, and no class exists in the Merit System to properly classify these personnel.

35. DPW 128 Z.4.a. and b. contain the same requirement for completion of a chemical dependency training program approved by the Department as was noted in Finding No. 29. For the reasons stated there, this requirement should be deleted.

36. DPW 128 AA. (Developmental Achievement Center Teacher) The establishment of this class is necessary to enable human service boards to employ a professionally trained teacher to plan curriculum for the care, training and education of mentally retarded persons attending the developmental achievement center. This class is reasonable in light of the needs expressed by the Scott County and FMW Human Service Boards. Scott County currently has a person working in this capacity, and no class exists in the Merit System to properly classify these personnel.

37. DPW 128 BB. (Developmental Achievement Center Instructor) The establishment of this class is necessary to enable human

service boards to employ non-professional instructors to teach self-care or other special skills to mentally retarded persons attending the developmental achievement center. This class is reasonable in light of the needs expressed by the Scott County and FMW Human Service Boards. Scott County currently has personnel working in this capacity, and no class exists in the Merit System to properly classify these employees.

38. DPW 128 CC. (Developmental Disabilities Coordinator) The establishment of this class is necessary to enable human service boards to employ a person to plan and to coordinate the service delivery to mentally retarded/developmentally disabled clients and to coordinate these efforts with related agencies and organizations. This class is reasonable in light of the needs expressed by the FMW Human Service Board. This agency has a person working in this capacity, and no class exists in the Merit System to properly classify these personnel. The proposed rule provides that this class works under the supervision of a Human Services Supervisor. Ms. Klose of FMW suggested that a person in this class might also work under the supervision of an Assistant Human Service Director. The Department agreed and suggested that the words "or Assistant Human Service Director" be inserted. The change is appropriate and should be adopted.

39. DPW 128 DD. (Mental Health Worker) The establishment of this class is necessary to enable human service boards to employ a person with master's degree level training in social work, clinical psychiatric nursing or counseling/clinical psychology to provide professional level psychological counseling and consultation services to clients in the agency. These persons previously were employed in the mental health centers in the areas. The mental health centers have been incorporated into the human services agencies. Minn. Rule DPW 28 C., which was previously quoted, sets requirements for community mental health services. With the incorporation of the mental health centers, the human service agencies must meet the requirements listed. Minn. Rule DPW 28 specifically gives agencies the option of employing persons with a master's degree in the fields listed. The establishment of this

class is reasonable as it follows the provisions of Minn. Rule DPW 28 and without it, agencies would be restricted to employing a person with either a master's degree in social work or psychology and would not have the option of employing a person with a clinical psychiatric nursing degree. With this class, an agency can employ a person with the type of degree that best fits the particular needs of the agency. Scott County, Blue Earth County, and FMW have personnel currently doing the work outlined in this proposed class.

MINN. RULE DPW 130 - MEDICAL-NURSING-SERVICES GROUP.

40. Additions to and revisions of this rule are necessary to establish new classification specifications and to broaden existing classification specifications for medical-nursing service positions needed in human service agencies.

41. DPW 130 A. (Physical Therapist) This class is necessary to enable human service boards to employ a licensed physical therapist to provide fully-skilled physical therapy services to patients in their homes and in other areas where the agency offers services. This class is reasonable in light of the needs expressed by the Scott County and FMW Human Service Boards.

42. DPW 130 D. (Homemaker/Home Health Aide) Human service agencies encompass both public health and welfare programs. Currently, the Merit System has a classification specification outlining the duties of Homemaker, and another outlining the duties of Home Health Aide. The establishment of this new class, which incorporates the duties of both jobs, is necessary to enable human service boards, and in a few cases, county welfare boards, to hire personnel who are qualified to handle both types of jobs. This change will result in a cost-reduction for the agency and a more efficient and effective operation. This class is reasonable in light of the needs expressed by the Scott County and FMW Human Service Boards.

43. One of the examples of work for the Homemaker/Home Health Aide listed in DPW 130 D.2. is, "Reports any changes in patient's or family's condition and prepares monthly progress reports on patient/family activities." The existing Homemaker class

does prepare monthly progress reports. However, Home Health Aides do not. Ms. Wedel pointed out that doing so could be considered a nursing function, inappropriate to a Home Health Aide. The Department agreed and suggested that the words "prepares monthly progress" be deleted so that the provision now reads, "Reports any changes in patient's or family's condition and reports on patient/family activities." This change is appropriate. Verna Nordstrom of Pine County Social Services also commented on the examples of work (Pub. Ex. 1). The proposed rule contains the following provision: "Transports and escorts children and adults to schools, clinics, libraries, doctors' offices, and recreational facilities." Ms. Nordstrom suggested that "grocery stores, post office and paying bills" should be added to the list as these are locations especially important to the elderly. Mrs. Sundquist stated that the examples provided are not intended to be exclusive, and that it would be impossible to list all the activities this class would be required to perform. The rule, as proposed, is reasonable.

44. DPW 130 F. (Home Health Aide) The revisions proposed for this class specification are necessary to update the terminology. In addition, the proposal to delete the high school degree requirement is reasonable because this requirement is invalid and is screening out applicants who could perform the job successfully. 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 reasonable as they 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.

MINN. RULE DPW 131 - FISCAL GROUP.

45. Additions and revisions to this rule are necessary to

establish a new fiscal class and to retitle an existing fiscal class.

46. DPW 131 H. (Director of Business Management II) The only proposed change in this class specification is the retitling from Director of Business Management. The addition of the "II" is necessary because another level of Director of Business Management is being established.

47. DPW 131 I. (Director of Business Management I) This class is necessary to provide a fiscal management position between the existing Director of Business Management and Accountant II levels. Neither of these existing classes are appropriate in terms of job description or compensation for the position that exists in the Scott County and FMW Human Service Agencies. This class is reasonable in light of the needs of these agencies. The establishment of this classification specification will provide for the proper classification and compensation of the person who is responsible for directing the accounting, budgeting and disbursing functions in each of these agencies.

MINN. RULE DPW 132 - CLERICAL GROUP

48. DPW 132 N. (Information System Specialist) This class is necessary to enable human service boards to employ a person to perform varied clerical tasks relating to electronic data computer reporting systems. This class is reasonable in light of the needs expressed by the Scott County Human Service Board. This agency is completely computerized. They have an employee doing the work outlined in the proposed class specification, but no class currently exists in the Merit System to properly classify this person.

MINN. RULE DPW 135 - MAINTENANCE AND TRADES GROUP.

49. DPW 135 G. (Bus Driver) The establishment of this class is necessary to enable human service boards and county welfare Boards to employ a person with a Class B license who is qualified to drive vehicles transporting ten or more passengers. This class is reasonable in light of the needs expressed by the Scott County Human Service Board. Scott County has a comprehensive transportation program for clients which involves the use of buses and vans.

MINN. RULE DPW 140 - COMPENSATION PLAN.

50. This rule sets the compensation for the various classes. Revisions to this rule are necessary to set a salary range for the remainder of 1977 for all of the classes added by these rules. The proposed salaries are based on comparison with salary ranges for similar jobs in other jurisdictions and on comparison with Merit System salary ranges for existing classes with equivalent minimum qualfications and duties and responsibilities. The salaries set provide for fair and equitable salary rates and are reasonable.

51. The proposed salary range for Director of Assessment Systems and Policy/Program Analyst is equivalent to the established salaries for the Merit System classes of Administrative Assistant II and Social Service Supervisor II. The minimum qualifications for all these classes are identical and the amount of responsibility and authority in each of the jobs is very similar.

52. The proposed salary for Human Service Director I, II and III is equivalent to the salary range for the existing classes of Welfare Director II, III, and IV, respectively. The minimum qualifications for the comparable classes are very similar, and the amount of responsibility and authority is equivalent.

53. The salary range proposed for Assistant Human Service Director is identical to the established salary for Welfare Director III. The minimum qualifications for these two classes are very similar, and the amount of responsibility and authority is about equivalent.

54. The salary range originally proposed for Community Health Services Supervisor was identical to the established salary for the Merit System class of Director of Public Health Nursing I. Ms. Klose of FMW noted that the position was used as a middle manager and that they would like to start their employee in this position at a salary some four steps higher than that proposed. Mrs. Sundquist thought that that would be excessive and that the position could more properly be equated with the Human Services Supervisor I position. That would raise the salary range approximately one-half step. The Department's change is reasonable

because the minimum qualifications, responsibility and authority for the two positions are similar. FMW can, of course, appoint their employee at a level above the minimum step, if they desire. (Although that employee's maximum step will be somewhat below what they would have desired.)

55. The salary range proposed for Human Services Supervisor I is equivalent to the etablished salaries for the Merit System classes of Social Service Supervisor I and Administrative Assistant I. The minimum qualifications for these classes are identical, and the amount of responsibility and authority in each of the jobs is very similar.

56. The salary range proposed for developmental Achievement Center Director is equivalent to the established salary for the Merit System class of Social Worker II. The minimum qualifications for the new class are slightly lower than those for Social Worker II. These qualifications actually are the same as those for Social Worker I, however, the extra administrative duties which exist in this position, as compared to a Social Worker I, justify the higher salary range.

57. No comparable class to Transportation Coordinator exists in the Merit System. The proposed salary range for this class is based on the amount of responsibility and authority assigned to the class in comparison to that assigned to other classes on the Support Salary Schedule.

58. The proposed salary range for Assistant Residential Facility Operators is one step below the existing salary for Residential Facility Operators, which is reasonable based on the fact that the difficult level of the work is slightly less for the assistant class. FMW requested that the pay range for this position be reduced so that it started at the minimum wage. In their agency, persons occupying the position are not required to make any long-term program decisions and their responsibilities are very limited. Mrs. Sundquist replied that that would be much too low for this position and cited the fact that other counties have had difficulty in recruiting persons to fill the position; lowering

the salary range would increase that difficulty. The range proposed by the Department is not unreasonable.

59. Equivalent classes to Psychologist III and IV do not exist in the Merit System. Proposed salary ranges for these classes are based on salaries paid to psychologists with approximately similar qualfications who work in other jurisdictions. Hennepin County pays their Senior Clinical Psychologist $1,982 to $2,529/mo., and their Chief Clinical Psychologist $2,294 to $2,927/mo. The State of Minnesota pays their Psycholgist III $1,678 to $2,294/mo. The difficulty in recruiting qualified personnel in this field also was given due consideration in setting the proposed salary range.

60. The salary range proposed for Senior Citizen's Aide is equivalent to the existing salary for Community Service Aide. Persons currently performing the duties established in the proposed new class of Senior Citizen's Aide are classified as community service aides.

61. The salary range proposed for Chemical Dependency Coordinator is equivalent to the existing salary for Social Worker III. The minimum qualifications for these two classes are similar, except that the new class does not limit application to a person with a master's degree. An applicant with a bachelor's degree, plus two years of experience in working with the chemically dependent, can also qualify. The duties and responsibilities of the job are very similar, except for the fact that the coordinator works only with one type of client - the chemically dependent.

62. The Developmental Achievement Center Teacher proposed salary range was set at the same rate as Social Worker I. This salary range is the entry level bachelor degreed employee salary. Traditionally, in setting Social Worker I salaries, the Merit System considers the beginning salaries for teachers throughout the state. The beginning B plan salary for Social Worker I is equated to the median minimum rate in school districts throughout the state. In setting the salary for Developmental Achievement Center Teacher, the same rationale was used. It should be noted that the qualifications for Developmental Achievement Center Teacher

include a bachelor's degree in an appropriate field plus a valid Minnesota teaching certificate.

63. The salary range proposed for Developmental Achievement Center Instructor is based on the salary paid in St. Louis County Civil Service for their class of Child Care Aide. St. Louis has a rate of $852 to $662 for this class. Some slight differences exist in the two classes, as the St. Louis County employee works with normal children, while the Developmental Achievement Center Instructor works with mentally retarded children and adults. The minimum qualifications for the position and many of the duties, however, are very similar.

64. The salary range proposed for Developmental Disabilities Coordinator is identical to the established salary for the Merit System class of Social Worker II. The minimum qualifications for these two classes are equivalent, and the amount of responsibility and authority is very similar.

65. The salary range proposed for Mental Health Worker is identical to the established salary for the Merit System class of Social Worker III. The minimum qualifications for both of these classes is a master's degree, and the amount of responsibility and authority is equivalent.

66. No comparable class to Physical Therapist exists in the Merit System. The proposed salary was based on the salary rate paid by the State of Minnesota which is $1,009 to $1,380 for their class of Physical Therapist I.

67. The salary range proposed for Homemaker/Home Health Aide is identical to the salary for the existing Merit System classes of Homemaker and Home Health Aide, which is reasonable since the duties are identical. Ms. Nordstrom suggested that additional steps should be added because there was no Homemaker/Health Aide II position for advancement to (Pub. Ex. 1). However, it would be unfair to add steps to this new class without similarly modifying the Homemaker and Home Health Aide classes. The Department may wish to consider that in the future.

68. The salary range proposed for the Director of Business Management I is approximately the middle salary between the exist-

ing classes of Accountant II and Director of Business Management II. The salary range paid by the State to their class of Accounting Director also was given due consideration in the setting of the salary range for this class. The duties and qualifications for the State Personnel class of Accounting Director are very similar to those set for the Director of Business Management I class. The State Personnel Department salary range is $1,433 to $1,961 per month for Accounting Director.

69. The salary range proposed for the Information System Specialist is approximately the middle rate between the salaries paid to the existing Merit System classes of Clerk Typist III and Clerk Specialist. The level of responsibility and authority of the new class falls approximately in the middle of the level assigned to the other two classes.

70. The salary range proposed for Bus Driver was set slightly higher than the existing compensation for Auto Driver to compensate for the extra license required for the Bus Driver classification. The duties of these two positions vary only in the number of passengers transported at one time.

CONCLUSIONS

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

2. The Department has demonstrated its statutory authority to adopt the proposed rules.

3. Except as noted in Findings Nos. 29 and 35, the Department has demonstrated the need for and reasonableness of its proposed rules by an affirmative presentation of facts.

RECOMMENDATION

The Hearing Examiner Recommends that the proposed rules be modified as suggested in the Findings, and that, so modified, they be adopted.

Dated this 23rd day of November, 1977.

STEVE M. MIHALCHICK
Hearing Examiner

STATE OF MINNESOTA

COUNTY OF RAMSEY

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

In the Matter of Proposed Amendments to Rules DPW 125, 126, 128, 130, 131, 132, 135 and 140 of the Minnesota Department of Public Welfare Governing Merit System Classification Specifications and Related Salaries

STATEMENT OF

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 and public health programs it must establish and maintain a merit system for personnel administration. See, e. g. 84 Stat. 1909, § § 202-203.[1/]

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) promulgated 45 CFR Part 70 which imposes upon the State of Minnesota general requirements for a merit system of personnel administration. These 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) and a comprehensive compensation plan (45 CFR § 70.8).

3. Under the aforementioned grant-in-aid programs the Minnesota Department of Public Welfare is the grantee of federal program and administrative funds and, accordingly 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. § 393.07 subd. 5, which authorized the Commissioner of Public Welfare to adopt necessary methods of personnel administration for the implementation of a merit system.

5. In addition, the Minnesota Legislature enacted Minn. Stat. Ch. 402 as amended by Minn. Sess. Laws 1977, Ch. 411 § 402.05, subd. 1, which 1) allows for the establishment of human service boards through the combination of welfare, mental health and public health agencies and 2) provides that personnel administration for the employees of human service agencies shall be in compliance with the federal standards for a merit system of personnel administration.

Scott County, Blue Earth County, Faribault, Martin and Watonwan, and Brown-Nicollet Human Service Boards have formally adopted the rules of the Minnesota Merit System as promulgated by the Commissioner of Public Welfare. There are positions in the human service agencies which do not exist in county welfare departments. New classification specifications as well as some revisions to existing classification specifications and the compensation schedule are necessary to provide proper merit system coverage to human service boards.

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. Rule DPW 125. Additions to this rule are necessary to establish classification specifications for administrative positions needed in human service agencies. The existing class specifications for administrative positions in the welfare departments do not meet the needs of the human service agencies or adequately describe the positions which exist in the human service agencies.

   (A) DPW 125 O. (Director of Assessment Systems) This class is necessary to enable the human service boards to employ a person to design and maintain an evaluation system for assessing program effectiveness and employee performance. The establishment of this class is reasonable since Scott County Human Service Board has a need for this class and is actively recruiting for a person to employ in this capacity.

   (B) DPW 125 S., T., U. (Human Services Director I, II, III) The establishment of these classes is necessary to enable human service boards to properly classify and pay the directors of their agencies. The organization of the human service agencies varies statewide in the amount of authority given to the director. These differences require three levels of director classifications to adequately describe the jobs and to properly compensate the incumbents for the amount of authority and responsibility they have been assigned. The Human Service Director I class is necessary to describe a director who is a coordinator in a small jurisdiction. The establishment of this level is reasonable based on the needs of the Brown-Nicollet Human Service Board. The Human Service Director II class is necessary to describe a director who is a management team

leader and as such is required to consult with the managers of the welfare, public health and mental health programs in establishing policy. The establishment of this level is reasonable based on the needs of the Blue Earth County Human Service Board. The Human Service Director III class is necessary to describe a director who has been delegated strong administrative responsibilities by the Human Service Board and who is responsible for development of policy subject to approval by the Board. The establishment of this level is reasonable based on the needs of the Faribault, Martin, Watonwan and the Scott County Human Service Boards.

(C) DPW 125 V. (Assistant Human Services Director) This class is necessary to describe the duties and responsibilities of an employee who functions as assistant director in agencies with a Human Service Director III. This person will assist the director in planning, supervising, directing and coordinating the activities of the agency. The establishment of this level is reasonable based on the needs of the Scott County, Blue Earth County and Faribault, Martin and Watonwan Human Service Boards. The latter two already have employees working in this capacity, who will be properly classified once this job is established.

(D) DPW 125 W. (Policy/Program Analyst) This class is necessary to enable human service boards to hire a person to do program planning and to gather citizen input on programs offered or considered for implementation. The establishment of this class is reasonable based on the needs of the Blue Earth Human Service Board. This board already has an employee working in this capacity, who needs to be properly classified.

2. Minn. Rule DPW 126. Additions to this rule are necessary to establish classification specifications for supervisory positions needed in human service agencies. The existing class specifications for supervisory positions are for supervisors in the welfare programs. Human service

agencies have personnel in welfare, public health, and mental health programs. Specific expertise in the program area is needed to provide adequate supervision of the staff assigned to work in the program. It is reasonable to establish new classes with minimum qualifications setting forth the specific expertise needed.

(A) DPW 126 E. (Community Health Services Supervisor-Human Services) This class is necessary to enable human service boards to employ a person to supervise and coordinate all public health services which guard and improve the general health of residents in the area serviced by the human service board. This class is reasonable in light of the needs expressed by Faribault, Martin, Watonwan Human Service Board who plans on hiring a person in this capacity as soon as the class is established.

(B) DPW 126 H. (Human Services Supervisor I) This class is necessary to establish a position which properly describes the duties of employees who are responsible for program administration and direct supervision of one or more of the human service activities. This class is reasonable in light of needs expressed by Scott County, Blue Earth County, and Faribault, Martin, and Watonwan Human Service Board. These agencies have employees who are already performing the duties listed and who are awaiting the establishment of this class to become properly classified.

(C) DPW 126 N. (Developmental Achievement Center Director) This class is necessary to enable human service boards to employ a person to plan, supervise and administer a learning program for the mentally retarded. The establishment of this class is reasonable since Scott County Human Service Board has a developmental achievement center and no class currently exists in the Merit System to properly classify the director of this center.

(D) DPW 126 U. (Transportation Coordinator) This class is necessary to enable human service boards to employ a person to supervise

and administer a large transportation and communication program for clients. The establishment of this class is reasonable since Scott County Human Service Board has a large transportation program for its clients and no class currently exists in the Merit System to properly classify the coordinator of this program.

3. Minn Rule DPW 128. Additions to and revisions of this rule are necessary to establish new classification specifications and to broaden existing classification specifications for auxiliary service positions needed in human service agencies. The existing class specifications for some of the auxiliary service positions need to be expanded to cover additional duties which must be performed in a human service agency. In other cases class specifications do not exist which adequately describe the necessary positions.

   (A) DPW 128 H. (Chemical Dependency Counselor) One of the changes in this class specification is the retitling from Counselor on Alcoholism. Other proposed revisions are necessary to broaden the class to include work with other types of chemically dependent clients in addition to alcoholics. The revision of this class is reasonable since human service board employees will be involved in working with all types of chemically dependent clients. In addition, many welfare departments are also expanding their services to include working with persons with drug addiction problems.

   (B) DPW 128 I. (Residential Facility Operators) One of the changes in this class specification is the retitling from Group Home Parents. Other proposed revisions are necessary to broaden the class to include additional types of county operated facilities besides group homes for children. The revision of this class is reasonable since human service agencies will have various types of residential facilities which will include care for both adults and children.

(C) DPW 128 R. (Assistant Residential Facility Operators) The establishment of this class is necessary to provide a class for the employment of facility operators on a relief basis. The Residential Facility Operators must be given time off and during this time, someone must be employed to provide guidance and counseling to the residents and to attend to the housekeeping and meal planning work. This class is reasonable in light of the needs expressed by Faribault, Martin and Watonwan Human Service Board as well as by Koochiching and Freeborn County Welfare Departments.

(D) DPW 128 W. and X. (Psychologist III and IV) These classes are necessary to enable human service boards to employ psychologists with a doctoral degree and with a doctoral degree plus licensure. Persons with these qualifications are employed in the mental health centers statewide. Minn. Rule DPW 28 C. provides in part:

> The multidisciplinary professional mental health team is qualified by special mental health training and experience and shall include as a minimum the services of each of the following:
>
> 1. A licensed physician, who has completed an approved residency program in psychiatry; and
>
> 2. A doctoral clinical, or counseling or health care psychologist who is licensed under Minn. Stat. § § 148.87-148.99; and one or both of the following:
>
> 3. A clinical social worker with a Masters degree in Social Work from an accredited college or university; and/or
>
> 4. A clinical psychiatric nurse with a Masters degree from an accredited college or university and registered under Minn. Stat. § 148.171.

The human service agencies which have been established have incorporated the mental health centers. Persons with doctoral degrees and with licenses are needed under DPW 28 C. to perform

the necessary counseling and treatment work in these agencies. The establishment of these classes is reasonable in light of the needs expressed by Blue Earth County, Scott County and Faribault, Martin and Watonwan Human Service Boards. These agencies have persons with doctoral degrees and doctoral degrees plus licensure working in the capacity of psychologists and no class currently exists in the Merit System to properly classify and compensate these employees. Current Merit System psychologist classes only require a masters degree.

(E) DPW 128 Y. (Senior Citizen's Aide) This class is necessary to enable both human service and welfare agencies to employ persons to supervise and organize recreational and educational activities for senior citizens. In the past persons doing this type of work have been classified as Community Service Aides, which class is restricted to the employment of the disadvantaged. It is reasonable to establish a new class particular to senior citizen aide type of work as agencies have not been able to recruit enough people from the disadvantaged group to fill the vacancies. Other persons, who are not disadvantaged, are available for and interested in the work. The establishment of this class will allow agencies to employ these persons and thereby to properly staff their senior citizen centers.

(F) DPW 128 Z. (Chemical Dependency Coordinator) The establishment of this class is necessary to enable human service boards to employ a professionally trained person to develop, maintain, coordinate and evaluate the full continuum of care programs for the chemically dependent. Such persons previously have been employed in the mental health centers in the areas. The mental health centers have been incorporated into the human service agencies. These classes are reasonable in light of

the needs expressed by Faribault, Martin and Watonwan and Blue Earth Human Service Boards. These agencies have persons currently working in this capacity and no class exists in the Merit System to properly classify these personnel.

(G) DPW 128 A.A. (Developmental Achievement Center Teacher) The establishment of this class is necessary to enable human service boards to employ a professionally trained teacher to plan curriculum for the care, training and education of mentally retarded persons attending the developmental achievement center. This class is reasonable in light of the needs expressed by Scott County and Faribault, Martin and Watonwan Human Service Boards. Scott County currently has a person working in this capacity and no class exists in the Merit System to properly classify these personnel.

(H) DPW 128 B.B. (Developmental Achievement Center Instructor) The establishment of this class is necessary to enable human service boards to employ non-professional instructors to teach self-care and/or other special skills to mentally retarded persons attending the developmental achievement center. This class is reasonable in light of the needs expressed by Scott County and Faribault, Martin and Watonwan Human Service Boards. Scott County currently has personnel working in this capacity and no class exists in the Merit System to properly classify these employees.

(I) DPW 128 C.C. (Developmental Disabilities Coordinator) The establishment of this class is necessary to enable human service boards to employ a person to plan and to coordinate the service delivery to mentally retarded/ developmentally disabled clients and to coordinate these efforts with related agencies and organizations. This class is reasonable in light of the needs expressed by Faribault, Martin and Watonwan Human Service Board.

This agency has a person working in this capacity and no class exists in the Merit System to properly classify these personnel.

(J) DPW 128 D.D. (Mental Health Worker) The establishment of this class is necessary to enable human service boards to employ a person with masters degree level training in social work, clinical psychiatric nursing or counseling/ clinical psychology to provide professional level psychological counseling and consultation services to clients in the agency. These persons previously were employed in the mental health centers in the areas. The mental health centers have been incorporated into the human service agencies. Minn. Rule DPW 28, which was previously quoted, sets requirements for community mental health services. With the incorporation of the mental health centers, the human service agencies must meet the requirements listed. Minn. Rule DPW 28 specifically gives agencies the option of employing persons with a masters degree in the fields listed above. The establishment of this class is reasonable as it follows the provisions of Minn. Rule DPW 28 and without it agencies would be restricted to employing a person with either a masters degree in social work or psychology and would not have the option of employing a person with a clinical psychiatric nursing degree. With this class an agency can employ a person with the type of degree which best fits the particular needs of the agency. Scott County, Blue Earth County, and Faribault, Martin and Watonwan have personnel currently doing the work outlined in this proposed class.

4. Minn. Rule DPW 130. Additions to and revisions of this rule are necessary to establish new classification specifications and to broaden existing classification specifications for medical-nursing service positions needed in human service agencies.

(A) DPW 130 A. (Physical Therapist) This class is necessary to enable human service boards to employ a licensed physical therapist to provide fully-skilled physical therapy services to patients in their homes and in other areas where the agency offers services. This class is reasonable in light of the needs expressed by Scott County and Faribault, Martin and Watonwan Human Service Boards.

(B) DPW 130 D. (Homemaker/Home Health Aide) Human service agencies encompass both public health and welfare programs. Currently the Merit System has a classification specification outlining the duties of Homemaker and another outlining the duties of Home Health Aide. The establishment of this new class, which incorporates the duties of both jobs is necessary to enable human service boards and in a few cases county welfare boards to hire personnel who are qualified to handle both types of jobs. This change will result in a cost-reduction for the agency and a more efficient and effective operation. This class is reasonable in light of the needs expressed by Scott County, and Faribault, Martin and Watonwan Human Service Boards.

(C) DPW 130 F. (Home Health Aide) The revisions proposed for this class specification are necessary to update the terminology. In addition, the proposal to delete the high school degree requirement is reasonable 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 reasonable

as they 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.

5. Minn. Rule DPW 131. Additions to and revisions of this rule are necessary to establish a new fiscal class and to retitle an existing fiscal class.

   (A) DPW 131 H. (Director of Business Management II) The only proposed change in this class specification is the retitling from Director of Business Management. The addition of the "II" is necessary since another level of Director of Business Management is being established.

   (B) DPW 131 I. (Director of Business Management I) This class is necessary to provide a fiscal management position between the existing Director of Business Management and Accountant II levels. Neither of these existing classes are appropriate in terms of job description or compensation for the position which exists in Scott County and in Faribault, Martin and Watonwan Human Service agencies. This class is reasonable in light of the needs of these agencies. The establishment of this classification specification will provide for the proper classification and compensation of the person, who is responsible for directing the accounting, budgeting and disbursing functions in each of these agencies.

6. Minn. Rule DPW 132. An addition to this rule is necessary to establish a new clerical class needed in human service agencies.

   (A) DPW 132 N. (Information System Specialist) This class is necessary to enable human service boards to employ a person to perform varied clerical tasks relating to electronic data computer reporting systems. This class is reasonable in light of the needs expressed by Scott County Human Service

Board. This agency is completely computerized. They have an employee doing the work outlined in the proposed class specification but no class currently exists in the Merit System to properly classify this person.

7. Minn. Rule DPW 135. An addition to this rule is necessary to establish a new maintenance position needed in human service agencies.

   (A) DPW 135 G. (Bus Driver) The establishment of this class is necessary to enable human service boards and county welfare boards to employ a person with a Class B license who is qualified to drive vehicles transporting 10 or more passengers. This class is reasonable in light of the needs expressed by Scott County Human Service Board. Scott County has a comprehensive transportation program for clients which involves the use of buses and vans.

8. Minn. Rule DPW 140. This rule sets the compensation for the various classes. Revisions to this rule are necessary to set a salary range for the remainder of 1977 for all of the aforementioned new classes. The proposed salaries are based on comparison with salary ranges for similar jobs in other jurisdictions and on comparison with Merit System salary ranges for existing classes with equivalent minimum qualifications and duties and responsibilities. The salaries set provide for fair and equitable salary rates and are reasonable.

   (A) The proposed salary range for Director of Assessment Systems and Policy/Program Analyst is equivalent to the established salaries for the Merit System classes of Administrative Assistant II and Social Service Supervisor II. The minimum qualifications for all these classes are identical and the amount of responsibility and authority in each of the jobs is very similar.

   (B) The proposed salary for Human Service Director I, II and III is equivalent to the salary range for the existing classes

of Welfare Director II, III, and IV respectively. The minimum qualifications for the comparable classes are very similar and the amount of responsibility and authority is equivalent.

(C) The salary range proposed for Assistant Human Service Director is identical to the established salary for Welfare Director III. The minimum qualifications for these two classes are very similar and the amount of responsibility and authority is about equivalent.

(D) The salary range proposed for Community Health Services Supervisor is identical to the established salary for the Merit System class of Director of Public Health Nursing I. Again, the minimum qualifications, as well as the amount of responsibility and authority for these two jobs are very similar.

(E) The salary range proposed for Human Services Supervisor I is equivalent to the established salaries for the Merit System classes of Social Service Supervisor I and Administrative Assistant I. The minimum qualifications for these classes are identical and the amount of responsibility and authority in each of the jobs is very similar.

(F) The salary range proposed for Developmental Achievement Center Director is equivalent to the established salary for the Merit System class of Social Worker II. The minimum qualifications for the new class are slightly lower than those for Social Worker II. These qualifications actually are the same as those for Social Worker I, however, the extra administrative duties which exist in this position, as compared to a Social Worker I, justifies the higher salary range.

(G) No comparable class to Transportation Coordinator exists in the Merit System. The proposed salary range for this class is based on the amount of responsibility and authority assigned to the class in comparison to that assigned to other classes on the Support Salary Schedule.

(H) The proposed salary range for Assistant Residential Facility Operators is one step below the existing salary for Residential Facility Operators, which is reasonable based on the fact that the difficulty level of the work is slightly less for the assistant class.

(I) Equivalent classes to Psychologist III and IV do not exist in the Merit System. Proposed salary ranges for these classes are based on salaries paid to psychologists with approximately similar qualifications who work in other jurisdictions. Hennepin County pays their Senior Clinical Psychologist $1,982 to $2,529/mo. and their Chief Clinical Psychologist $2,294 to $2,927/mo. The State of Minnesota pays their Psychologist III $1,678 to $2,294/mo. The difficulty in recruiting qualified personnel in this field also was given due consideration in setting the proposed salary range.

(J) The salary range proposed for Senior Citizen's Aide is equivalent to the existing salary for Community Service Aide. Persons currently performing the duties established in the proposed new class of Senior Citizen's Aide are classified as community service aides.

(K) The salary range proposed for Chemical Dependency Coordinator is equivalent to the existing salary for Social Worker III. The minimum qualifications for these two classes are similar, except that the new class does not limit application to a person with a masters degree. An applicant with a bachelor's degree plus two years of experience in working with the chemically dependent also can qualify. The duties and responsibilities of the job are very similar, except for the fact that the coordinator works only with one type of client--the chemically dependent.

(L) The Developmental Achievement Center Teacher proposed salary range was set at the same rate as Social Worker I. This salary range is the entry level bachelor degreed employee salary.

Traditionally, in setting Social Worker I salaries, the Merit System considers the beginning salaries for teachers throughout the state. The beginning B plan salary for Social Worker I is equated to the median minimum rate in school districts throughout the state. In setting the salary for Developmental Achievement Center Teacher, the same rationale was used. It should be noted that the qualifications for Developmental Achievement Center Teacher include a bachelor's degree in an appropriate field plus a valid Minnesota teaching certificate.

(M) The salary range proposed for Developmental Achievement Center Instructor is based on the salary paid in St. Louis County Civil Service for their class of Child Care Aide. St. Louis has a rate of $582 to $662 for this class. Some slight differences exist in the two classes, as the St. Louis County employee works with normal children, while the Developmental Achievement Center Instructor works with mentally retarded children and adults. The minimum qualifications for the position and many of the duties, however, are very similar.

(N) The salary range proposed for Developmental Disabilities Coordinator is identical to the established salary for the Merit System class of Social Worker II. The minimum qualifications for these two classes are equivalent and the amount of responsibility and authority is very similar.

(O) The salary range proposed for Mental Health Worker is identical to the established salary for the Merit System class of Social Worker III. The minimum qualifications for both of these classes is a masters degree and the amount of responsibility and authority is equivalent.

(P) No comparable class to Physical Therapist exists in the Merit System. The proposed salary was based on the salary rate paid by the State of Minnesota, which is $1,009 to $1,380 for their class of Physical Therapist I.

(Q) The salary range proposed for Homemaker/Home Health Aide is identical to the salary for the existing Merit System classes of Homemaker and Home Health Aide, which is reasonable since the duties are identical.

(R) The salary range proposed for the Director of Business Management I is approximately the middle salary between the existing classes of Accountant II and Director of Business Management II. The salary range paid by the State to their class of Accounting Director also was given due consideration in the setting of the salary range for this class. The duties and qualifications for the State Personnel class of Accounting Director are very similar to those set for the Director of Business Management I class. The State Personnel Department salary range is $1,433 to $1,961 per month for Accounting Director.

(S) The salary range proposed for the Information System Specialist is approximately the middle rate between the salaries paid to the existing Merit System classes of Clerk Typist III and Clerk Specialist. The level of responsibility and authority of the new class falls approximately in the middle of the level assigned to the other two classes.

(T) The salary range proposed for Bus Driver was set slightly higher than the existing compensation for Auto Driver to compensate for the extra license required for the Bus Driver classification. The duties of these two positions vary only in the number of passengers transported at one time.

All of the proposed classification specifications will be available for use by both county welfare departments and human service agencies.

Edward J. Dirkswager, Jr.
Acting Commissioner

Dated: April 26, 1977

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

In the Matter of the Proposed Amendments to Rules DPW 125, 126, 128, 130, 131, 132, 135 and 140 of the Minnesota Department of Public Welfare Governing Merit System Classification Specifications and Related Salaries

CERTIFICATE

I hereby certify that the attached 494 labels and 6 sheets for Public Welfare constitute the complete list of persons, associations, and other interested groups who, as of 11:45 o'clock A .M., this 14th 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

In the Matter of the Proposed Amendments to Rules DPW 125, 126, 128, 130, 131, 132, 135 and 140 of the Minnesota Department of Public Welfare Governing Merit System Classification Specifications and Related Salaries

AFFIDAVIT OF MAILING

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

That on the 15 day of September, 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 15th day of September, 1977.

Lorraine C. Pfeiffer

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

Dept's Exhibit No. R
File No.
Date

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

IN THE MATTER OF THE PROPOSED AMENDMENTS TO RULES DPW 125, 126, 128, 130, 131, 132 135 AND 140 OF THE MINNESOTA DEPARTMENT OF PUBLIC WELFARE GOVERNING MERIT SYSTEM CLASSIFICATION SPECIFICATIONS AND RELATED SALARIES

ORDER FOR HEARING

IT IS HEREBY ORDERED that a public hearing on the above-captioned rules be held in Room A, Fourth Floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota, on Friday, October 21, 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. Dirkswager
Acting Commissioner

DATE 9-2-77

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC WELFARE

IN THE MATTER OF PROPOSED AMENDMENTS
TO RULES DPW 125, 126, 128, 130, 131,
132, 135 AND 140 OF THE MINNESOTA
DEPARTMENT OF PUBLIC WELFARE GOVERNING
MERIT SYSTEM CLASSIFICATION SPECIFICATIONS
AND RELATED SALARIES.

NOTICE OF HEARING

NOTICE IS HEREBY GIVEN that a public hearing in the above entitled matter will be held in Room A, fourth floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota on Friday, October 21, 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.

Several counties, either singly or in conjunction with other counties have recently implemented Human Service Boards. The federal Social Security Act of 1939 as amended mandates that federally funded grant-in-aid agencies, such as county Human Service Boards, have an approved merit system for their personnel. To date, all of the Human Service Boards have opted to receive merit system coverage from the Minnesota Merit System. Current Minnesota Rules of the Department of Public Welfare for the Minnesota Merit System do not contain all the various types of classification specifications necessary to employ persons under a human service jurisdiction. In addition, some of the existing classification specifications are not broad enough to encompass the various functions of persons in these classes who are employed in a human service agency.

New classification specifications are proposed for the following classes: Director of Assessment Systems (Minn. Rule DPW 125 O.); Human Services Director I, II, III (Minn. Rule DPW 125 S., T., U.); Assistant Human Services Director (Minn. Rule DPW 125 V.); Policy/Program Analyst (Minn. Rule DPW 125 W.); Community Health Services Supervisor (Minn. Rule DPW 126 E.); Human Services Supervisor I (Minn. Rule DPW 126 H.); Developmental Achievement Center Director (Minn. Rule DPW 126 N.); Transportation Coordinator (Minn. Rule DPW 126 U.); Assistant Residential Facility Operator(s) (Minn. Rule DPW 128 R.); Psychologist II and IV (Minn. Rule DPW 128 W. and X.); Senior Citizen's Aide (Minn. Rule DPW 128 Y.); Chemical Dependency Coordinator (Minn. Rule DPW 128 Z.); Developmental Achievement Center Teacher (Minn. Rule DPW 128 A.A.); Developmental Achievement Center Instructor (Minn. Rule DPW 128 B.B.); Developmental Disabilities Coordinator (Minn. Rule DPW 128 C.C.); Mental Health Worker (Minn. Rule DPW 128 D.D.); Physical Therapist (Minn. Rule DPW 130 A.); Home Maker/Home Health Aide (Minn. Rule DPW 130 D.); Director of Business Management I (Minn. Rule DPW 131 I.); Information System Specialist (Minn. Rule DPW 132 N.); and Bus Driver (Minn. Rule DPW 135 G.).

Revisions to existing class specifications are proposed for the following classes: Chemical Dependency Counselor [retitled from Counselor on Alcoholism] (Minn. Rule DPW 138 H.); Residential Facility Operator(s) [retitled from Group Home Parents] (Minn. Rule DPW 128 I.); Home Health Aide (Minn. Rule DPW 130 F.); and Director of Business Management II [retitled from Director of Business Management] (Minn. Rule DPW 131 H.).

Amendments to Minn. Rule DPW 140, which is the compensation schedule, are proposed to provide a salary rate for each of the new job classes.

There is no estimate of cost of these proposed rule changes as the decision to employ or not employ persons in these classifications is solely at the discretion of the local agency.

The proposed effective date of these new and revised rule changes is the effective date of the promulgation of these rules.

Copies of the proposed new and revised classification specifications and the proposed compensation schedule 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.

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 communication 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

by _____

EDWARD J. DIRSKWAGER
ACTING COMMISSIONER

DATE 9-2-77